CALIFORNIA DEBT LIMIT ALLOCATION COMMITTEE

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FOR CDLAC USE ONLY

Application No. _____

Analyst: _____

MEMBERS

JOHN CHIANG, CHAIRMAN
State Treasurer

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EXECUTIVE DIRECTOR
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THE CALIFORNIA DEBT LIMIT ALLOCATION COMMITTEE (CDLAC)

NON-COMPETITIVE
APPLICATION FOR AN ALLOCATION OF THE STATE CEILING ON QUALIFIED PRIVATE ACTIVITY BONDS FOR A QUALIFIED RESIDENTIAL RENTAL PROJECT (QRRP)

ISSUER (Applicant): _____

PROJECT SPONSOR:_____

PROJECT NAME:_____

PROPOSED MEETING DATE: _____

FHA Forward Commitment Request ☐ Yes ☐ No

Scattered Site ☐ Yes ☐ No

We, the undersigned, hereby make an Application to the California Debt Limit Allocation Committee ("CDLAC") for the purpose of providing rental housing as described herein.

We agree it is our responsibility to provide CDLAC with one original and one duplicate copy of a complete Application, accompanied by a check made payable to the Committee in the amount of **$600** and a completed Performance Deposit Certification form. We understand that succinct answers providing the requested information are required. We understand that if additional space is required, each additional page will be clearly labeled. We agree that it is also our responsibility to provide all information that is deemed by CDLAC to be necessary to evaluate our Application. We understand that CDLAC may verify the information provided and analyze materials submitted as well as conduct its own investigation to evaluate the Application. We recognize that we have a duty to inform CDLAC when any information in the Application or supplemental materials is no longer true and to supply CDLAC with accurate information.

We represent that we have read all Government Code sections relevant to the CDLAC Regulations Implementing the Allocation of the State Ceiling on Qualified Private Activity Bonds ("Regulations"). We acknowledge that CDLAC recommends that we seek advice from bond counsel.

We acknowledge that all materials and requirements are subject to change by enactment of federal or state legislation.

In carrying out the development and operation of the proposed project, we agree to comply with all applicable federal and state laws regarding unlawful discrimination and will abide by all CDLAC program requirements.

We acknowledge that our Application will be evaluated based on federal and state statutes and regulations pertaining to Qualified Private Activity Bonds for Qualified Residential Rental Projects and the CDLAC Regulations, which identify the minimum requirements, evaluation criteria, priorities, and other standards that will be employed to evaluate Applications. We acknowledge that the information submitted to CDLAC in this Application or supplemental thereto may be subject to the Public Records Act or other disclosure. We understand that CDLAC may make such information public after a final decision by CDLAC has been made on the Application. CDLAC will maintain as confidential, certain financial information, but cannot guarantee confidentiality.

The Project Sponsor declares under penalty of perjury that the information contained in the Application, exhibits, attachments, and any further or supplemental documentation is true and correct to the best of its knowledge and belief. The Applicant declares that the information contained in PARTS I and II of the Application is true and correct to the best of its knowledge and belief, and as to information contained in the Application, exhibits, attachments, and further or supplemental documentation provided by the Project Sponsor, the Applicant is not aware of any information that would cause the Applicant to believe that the Application contains any untrue information or omits to state any material information. We understand that misrepresentation may result in the cancellation of an Allocation, and other actions which CDLAC is authorized to take.

The Project Sponsor certifies that the project can be completed within the development budget and the development timetable set forth in our Application. The Project Sponsor further certifies that the proposed project can be operated in the manner proposed within the operating budget set forth in the Application.

The Applicant certifies that it is in compliance with all applicable statutes, laws, rules, and regulations necessary for the transaction of its business.

We agree to hold CDLAC, its members, officers, agents, and employees harmless from any matters arising out of or related to the awarded Allocation.

We acknowledge that all Application materials are to be delivered to the address below, **by 4:00 p.m**. on the appropriate date:

The California Debt Limit Allocation Committee
915 Capitol Mall, Room 311
Sacramento, CA 95814

_____	_____
Signature of Applicant's Senior Official	Signature of Project Sponsor Officer
_____	_____
Print Name	Print Name
_____	_____
Title	Title
Date _____	Date _____

Additional information may be obtained by accessing the Committee's web site at http://www.treasurer.ca.gov/cdlac/ or by calling the Committee at (916) 653-3255.

The California Debt Limit Allocation Committee complies with the Americans With Disabilities Act (ADA). If you need additional information or assistance, please contact the Committee at 916/653-3255 or TDD 916/654-9922

PART I – FINANCING TEAM INFORMATION

1. Name of Applicant (Entity Issuing Bonds):

   Mailing Address:
   City, State, Zip Code:

   Federal Identification No.:

   For mailing of official documents:

   Name of Applicant's Senior Official: Telephone #: ( )
   Title of Senior Official: Fax #: ( )
   E-mail:

   For questions concerning application:

   Name of Applicant's Staff Contact Person: Telephone #: ( )
   Title of Contact Person: Fax #: ( )
   Mailing Address: E-mail:
   City, State, Zip Code:

   For questions concerning compliance:

   Name of Applicant's Staff Contact Person: Telephone #: ( )
   Title of Contact Person: Fax #: ( )
   Mailing Address: E-mail:
   City, State, Zip Code:

2. Name of Bond Counsel Firm:

   Name of Attorney: Telephone #: ( )
   Mailing Address: Fax #: ( )
   City, State, Zip Code: E-mail:

3. Name of Bond Underwriter Firm:

   Name of Agent:: Telephone #: ( )
   Mailing address: Fax #: ( )
   City, State, Zip Code: E-mail:

4. Name of Financial Advisor Firm:

   Name of Agent:: Telephone #: ( )
   Mailing Address: Fax #: ( )
   City, State, Zip Code: E-mail:

5. Name of Private Placement Agent Firm (if applicable):

   Name of Agent:: Telephone #: ( )
   Mailing Address: Fax #: ( )
   City, State, Zip Code: E-mail:

6. Name of Private Placement Purchaser #1 (if applicable):

   Name of Agent:: Telephone #: ( )
   Mailing Address: Fax #: ( )
   City, State, Zip Code: E-mail:

Name of Private Placement Purchaser #2 (if applicable):

Name of Agent::
Mailing Address:
City, State, Zip Code:

Telephone #: ( )
Fax #: ( )
E-mail:

7. Name of Credit Enhancement Provider (if applicable):

Name of Agent::
Mailing Address:
City, State, Zip Code:

Telephone #: ( )
Fax #: ( )
E-mail:

8. Name of Project Sponsor (Borrower entity):

Name of Senior Officer:
Title of Senior Officer:
Mailing Address:
City, State, Zip Code:

Telephone #: ( )
Fax #: ( )
E-mail:

Name of Contact Person (if different from Senior Officer):
Title of Contact Person:

Telephone #: ( )
Fax #: ( )
E-mail:

9. Name of Developer Firm:

Name of Senior Officer:
Title of Senior Officer:
Mailing Address:
City, State, Zip Code:

Telephone #: ( )
Fax #: ( )
E-mail:

Name of Contact Person (if different from Senior Officer):

Title of Contact Person:

Telephone #: ( )
Fax #: ( )
E-mail:

PART II – ALLOCATION/BOND ISSUE/PROJECT FINANCING INFORMATION

ALLOCATON INFORMATION

1. Amount of tax-exempt bond allocation requested: $

2. Date of project inducement:
   Submit a copy of the adopted inducement resolution labeled as **Attachment A.** Applications submitted without this documentation will be deemed incomplete. (See Section 5033(b)(5) of the CDLAC Regulations)

3. Date of TEFRA approval:
   Submit proof of TEFRA (public approval process required by 26 U.S.C. Section147(f)) labeled as **Attachment B**. (See Section 5033(b)(~~6~~5) of the CDLAC Regulations.)

   For an open application process, see time lines posted on the Committee's web site.
   http://www.treasurer.ca.gov/cdlac/

BOND ISSUE INFORMATION

1. Indicate anticipated bond issuance date:

2. Indicate whether bonds will be sold as ~~a public offering with credit enhancement~~:

   a. a public offering with credit enhancement

   b. a private placement; or

   c. a cash collateralized public offering

~~3.Will the bonds carry a variable or fixed interest rate?~~

~~*If bonds carry a variable rate:*~~
~~Identify the index:~~

~~How frequently will the bonds be re-marketed and by whom?~~

3. If a fixed rate, what is the fixed interest rate?

   If bonds carry a variable rate:
   Identify the index: _____
   Identify the variable rate at time of application:

   Is there a feature to allow a conversion to a fixed rate at some time in the future? Under what conditions and when?

4. Anticipated bond rating: (See Sections 5063, 5064 or 5065 of the CDLAC Regulations):

	Rating	Date Rating Anticipated
Fitch		
Moody's		
Standard & Poor's		

If the anticipated bond rating is BBB or less or is unrated, does the Applicant favor an award requiring an Investment Representation Letter or with minimum denomination requirements?

5. Bond Sale Structure
(See Sections 5061 or 5062 of the CDLAC Regulations.)

Submit a brief description of the bond sale structure labeled as **Attachment D**. The description must include, at a minimum, the construction or interim financing, if applicable, the amount, closing deadlines, security/collateral provided, investors, guaranties, conditions for closing, anticipated closing date, etc. Also, submit proof of all firm commitment(s) from credit enhancement provider(s) and private placement bond purchaser(s), labeled sequentially as **Attachment D-1**, **D-2**, etc. For FHA financed projects not seeking a Forward Commitment, a HUD Acknowledgement Letter must be included with the Attachment D documents.

A. Indicate interim or construction period credit provider:

B. Indicate permanent financing credit provider:

C. Indicate whether the bond structure includes financing on a draw-down basis:

If a Draw-down Bond Issuance, provide the estimated draw-down schedule and amount of distributions:

6. Prior Bond Default or Bankruptcy
(See Section 5066 of the CDLAC Regulations.)

Project Sponsors and Bond Issuers may submit an appeal for a waiver of the Bond Sale Structure restrictions associated with a prior Bond Default or bankruptcy in Attachment D.

A. Indicate any prior Bond Defaults or bankruptcies on behalf of a Project Sponsor or Borrower within the last 3 years:

B. Indicate and prior Bond Defaults in the last 5 years on behalf of the Bond Issuer/Applicant:

7. Redevelopment Agency Funding

Are there any direct or indirect committed public funds related to Redevelopment Agency resources in existence prior to the dissolution of Redevelopment Agencies on February 1, 2012?

☐ No

☐ Yes. Provide the below information:

RDA Assistant Approval Date:
Tax Increment Year:
Amount:
Cash-On-Hand (answer Yes or No):
On RDA Obligation List (answer Yes or No):
Department of Finance Date of Enforceable RDA Obligation List:
Successor Entity Committed Date:
Current Status of Project (Pending Oversight Boards Issues of DOF issues, etc.):

Has a final Letter of Determination or an approved Housing Asset Transfer List (if applicable) been obtained?
☐ Yes ☐ No

PROJECT FINANCING INFORMATION

1. Sources – Construction Financing
   Submit an itemized breakdown of the complete sources of construction financing, including but not limited to the following items, labeled as **Attachment E-1:** Tax-Exempt Bond Proceeds, Taxable Debt Proceeds, Developer Equity, Low Income Housing Tax Credit Equity, Direct & Indirect Public Funds and Seller Carryback Note. **Please itemize all liens to be included in the proposed financing**.

2. Sources and Uses – Permanent Financing

   Complete Attachment E-2 or complete and submit TCAC's Form in Section IV: Sources and Uses Budget: Part 1: Sources and Uses Budget or comparable documentation as Attachment E-2. **Please itemize all liens to be included in the proposed financing and provide a list of all liens to be paid off at closing as Attachment E-3.**

3. Use of 4% Low Income Housing Tax Credits

   If applicable, please respond.

Date when application will be made to the California Tax Credit Allocation Committee (TCAC):	

4. Leveraging Point Category
   (See Section 5230(h) of the CDLAC Regulations.)

   Projects will earn points for committed public funds and taxable debt financing that are part of the permanent financing of the proposed Project. Submit CDLAC form, **Attachment F**, that provides a breakdown of the amount and type of direct and indirect public funds and the amount and source of taxable debt. In order to receive points for the committed public funds, submit proof of the commitments from the applicable sources. In order to receive points for taxable debt financing that is in the form of conventional loans, list lenders in the space provided on **Attachment F** and submit proof of the commitments from the applicable sources. The commitments for public funds and taxable debt, other than taxable bonds, are to be labeled sequentially as **Attachment F-1, F-2,** etc., as needed.

5. Relocation
   Applicants proposing the rehabilitation or demolition of occupied housing shall include the cost of any tenant relocation in **Attachment E-2** and provide a detailed description of the relocation plan, labeled as **Attachment G, G-1 or G-2.**

6. Estimated per unit cost (not including Manager's Units): $
   An application requesting allocation with total project costs that appear to be high for the geographic area in which the project is located will be requested to provide an explanation for why costs are high and demonstrate that such costs are justified. Submit the high cost explanation as Attachment G-1.
   (See Section 5194 of the CDLAC Regulations.)

7. Itemized Hard Construction Costs ~~Estimated total hard costs per unit: $ **(Total hard costs per unit shall consist of New Construction/ Rehabilitation and On & Off Site costs shown in either sections 5 or 6 divided by the number of all units, excluding Manager's Units)**~~
   ~~(See Section 5210(c) of the CDLAC Regulations.)~~

   Submit an itemized breakdown of hard construction costs, labeled as **Attachment H or H-1**. Hard Construction/ Rehabilitation costs shall consist of structure costs only.

   ~~Projects involving the rehabilitation of existing buildings must complete a minimum of $15,000 in hard construction costs per unit with the exception of at risk projects that do not receive an award of tax credit. Federally Assisted At Risk Projects that receive only an award of bond authority and do not receive low income housing tax credit must spend the~~

~~minimum amount required by 26 U.S.C. Section 147(d)(2). Projects not meeting this minimum requirement will be deemed incomplete. Submit an itemized breakdown of hard construction costs, labeled as **Attachment** H or H-1. Projects involving the rehabilitation of existing buildings must complete a minimum of $15,000 in hard construction costs per unit with the exception of at-risk projects that do not receive an award of tax credit. Federally Assisted At Risk Projects that receive only an award of bond authority and do not receive low income housing tax credit must spend the minimum amount required by 26 U.S.C. Section 147(d)(2). Projects not meeting this minimum requirement will be deemed incomplete. Submit an itemized breakdown of hard construction costs, labeled as **Attachment H or H-1**.~~

8. Capital Needs Assessment
(See Section 5212 of the CDLAC Regulations.)

Projects involving the rehabilitation of existing buildings must submit a Capital Needs Assessment performed no more than 180-days prior to application deadline, labeled as **Attachment H-2**. The Capital Needs Assessment shall not apply if the project received an Allocation within the past five years and these requirements were met in the original application. Please indicate "Not Applicable" if a Capital Needs Assessment is not required.

9. Allocation per Restricted Rental Unit: $
(See Section 5231(d) of the CDLAC Regulations.)

If two or more Applications receive the same total number of points, the Applications will be ranked according to the lowest amount of requested Allocation per Restricted Rental Unit.

10. Debt Service Coverage Ratio
Complete the following information relating to the Debt Service Coverage Ratio contained in the commitment for credit enhancement or private placement purchase of bonds, using annualized pro-forma figures:

a. Potential Gross Income	$
b. Less Vacancy Rate @ %*	-$
c. Effective Gross Income (a minus b)	$
d. Less Operating Expenses (include Operating & Replacement Reserves)	-$
e. Net Operating Income (c minus d)	$
f. Principal plus Interest (Debt Service)	$
g. Debt Service Coverage (e divided by f)**	**$**

*****Use market area vacancy rate or appraised vacancy rate, but in no event use less than 5%. If less than 5% is being used, please provide a written explanation as to the reason below.

**Cannot be less than 1.15 ~~to 1~~ pursuant to Section 5193 of the CDLAC Regulations except for FHA/HUD projects, RHS projects or projects financed by the California Housing Finance Agency.

Submit CDLAC form, **Attachment I** that provides an itemized breakdown of the Operating Expenses**.**

11. Federal Bond Election
☐ 20% at 50% Area Median Income
☐ 40% at 60% Area Median Income

PART III – PROJECT INFORMATION/EVALUATION CRITERIA

1. Project Name:

2. Project Street Address:
   City:
   County:
   Zip Code:

   [The zip code must be included. If the project site does not yet have a street address, contact the local United States Post Office for an approximate zip code.]

3. Legislative Districts and Census Tract

a. Federal Congressional District in which the proposed Project is located:	
b. State Senate District in which the proposed Project is located:	
c. State Assembly District in which the proposed Project is located:	
d. Census Tract in which the proposed Project is located:	

4. Prior Tax-Exempt Allocation Award

	YES	NO
Has the proposed Project received a CDLAC allocation in the past?	☐	☐
Was the allocation used to issue the bonds for the project?	☐	☐
Have bond proceeds been used or drawn down?	☐	☐
If "YES", submit a narrative explanation of the circumstances surrounding the prior allocation and why additional allocation is being requested. The narrative must include the amount of the previous allocation, the month and year it was awarded, the CDLAC resolution number, the status of the bonds, the balance of bond proceeds, and a justification for the additional allocation. The narrative must be labeled as **Attachment J.**		

5. Project Type and Characteristics

Submit a narrative description of the proposed Project, labeled as **Attachment K**. The description must contain, at a minimum, the following details: **1)** the number of acres of the site (include topography and special features), **2)** a description of the surrounding neighborhood, **3)** the targeted population for the project (i.e., large families, seniors, etc.), **4)** the expected start and completion date of construction/rehabilitation, **5)** physical features of the project (i.e., description of buildings, grounds, project amenities, etc.), **6)** unit configuration, **7)** unit amenities, **8)** scope of rehabilitation work, and **9)** if applicable, a description of other unique features of the project.

Respond by checking as many items as are applicable to the proposed Project.

Project Type and Characteristics	Check here
a. ~~The proposed Project is a Preservation Project as described in Section 5230(b) of the CDLAC regulations. Supporting documentation must be labeled sequentially as Attachment L, L, 1, L-2, etc~~. The Project has an existing HAP contract. Please attach existing contract as Attachment L, L,-1, L-2, etc. The proposed Project is a Federally Assisted At-Risk Project as defined in Section 5170 of the CDLAC Regulations. The proposed Project is a Low Income Housing Tax Credit Resyndication Project.	☐ ☐ ☐
b. The proposed Project is a Mixed Income Project as defined in Section 5000 of the CDLAC Regulations.	☐
c. The proposed Project is a Rural Project as defined in Section 5000 of the CDLAC Regulations. **DO NOT CHECK if item "~~b~~c", above, has been checked.**	☐
d. The proposed Project is an Acquisition & Rehabilitation Project.	☐
e. The proposed Project is a New Construction Project or Adaptive Reuse as defined in Section 5170 of the CDLAC Regulations.	☐
f. The proposed Project is a single room occupancy (SRO) rental project.	☐
g. The proposed Project is a senior citizens rental project.	☐
h. The proposed Project is an assisted living rental project.	☐
i. The proposed Project is a special needs housing rental project.	☐

6. Complete the following tables. Scattered site projects must complete the following Tables 1 and 2 for the project as a whole and also submit a separate Table 1 and 2 for each location as **Attachment C, C-1, etc. The information provided in the tables must be consistent with a market study completed pursuant to Section 5200 (a) of the CDLAC Regulations (as applicable), and with the responses to Items 9, 10 and 11, which follow, and between the two tables.** If the rent shown in column "d" of Table 1 will be subsidized, provide a brief explanation of the subsidy in the blank space below.

Table 1.

(a) # of Bed~~rooms~~/ # of Bath~~rooms~~	(b) Unit Size (sq.ft.)	(c) # of Units	(d) Proposed Monthly Tenant-Paid Rent (Not including utilities)	(e) Proposed Rental Subsidy Only	(e~~f~~) Total Monthly Tenant-Paid Rents (Not including utilities) (c x d)	(~~f~~g) Monthly Utility Allowance	(~~g~~h) Monthly Gross Rent (d +-g~~f~~)	(~~h~~i) % of Area Median Income Based on Monthly Gross Rent
Restricted Rental Units								
			$		$	$	$	%
			$		$	$	$	%
			$		$	$	$	%
			$		$	$	$	%
			$		$	$	$	%
			$		$	$	$	%
			$		$	$	$	%
			$		$	$	$	%
Total # ~~of~~			~~Total~~		$			

Projects currently subject to Hold Harmless Rents pursuant to the 2008 Federal Housing and Economic Recovery Act may continue to use Hold Harmless Rents in Column (d) of Table 1 when rents are below federal set-aside limits and applicable state requirements.

Is your project currently subject to Hold Harmless Rents? ☐ Yes ☐ No

If "Yes" what year was your project placed in service?

Market Rate Units				
			$	$
			$	$
			$	$
			$	$
Total # of Units			Total	$

Managers' Units				
			$	$
			$	$
Total # of Units			Total	$

Table 2.

(a) Total No. of Units (excluding Mgr. Units)	(b) Total No. of Restricted Units	(c) Percent of Total Restricted Units (b ÷ a)	(d) No. of Units at or below 50% AMI	(e) Percent of Units at or below 50% AMI (d ÷ a)	(f) No. of Units above 50% to 60% AMI	(g) Percent of Units above 50% to 60% AMI (f ÷ a)	(h) No. of Restricted Rental Units with 3 or more Bdrms.	(i) Percent of Restricted Rental Units with 3 or more Bdrms. (h ÷ b)
		%		%		%		%

7. Site Control
(See Section 5190(a) of the CDLAC Regulations.)

A current title report (completed no more than 90 days prior to application), labeled as *Attachment M*, shall be submitted with all applications for the purposes of this threshold requirement. As a condition of meeting this minimum requirement, the Project Sponsor must submit evidence of site control demonstrating its readiness to use the allocation. Applications not meeting this minimum requirement will be deemed incomplete. The evidence of site control must take at least one of the following forms. Evidence that is in addition~~al~~ to the mandatory title report must be labeled as **Attachment M-1**, **M-2**, etc.

Respond by checking as many forms as are applicable to the proposed Project.

Form of Evidence	Check here
The Applicant or Project Sponsor holds fee title as evidenced by the title report.	☐
An executed lease agreement or lease option for the length of time the Project will be regulated under this program between the Project Sponsor and the owner of the subject property.	☐
An executed disposition and development agreement between the Project Sponsor and a public agency.	☐
A valid, current, enforceable contingent purchase and sale agreement or option agreement between the Project Sponsor and the owner of the subject property, including evidence that all extensions necessary to keep agreement current through the date of the award of allocation have been executed.	☐
Valid, current and enforceable purchase and sale agreements, contingent purchase sale or option agreements in combination between the Project Sponsor, a third party and the owner of the subject property such that the Committee can determine that upon a grant of Allocation the Project Sponsor has a right to acquire the subject property.	☐
Documentation from a local agency demonstrating its intention to acquire the site, or a portion of the site, through eminent domain proceedings. ~~(~~In this instance, the CDLAC Executive Director has sole discretion to determine whether such documentation clearly demonstrates site control.~~)~~	☐

8. Local Approvals and Zoning
(See Section 5190(b) of the CDLAC Regulations.)

The project Sponsor shall provide evidence, no later than the application due date for the allocation round in which the project is seeking an allocation, that the site is zoned for the Project, as proposed, and that all applicable local land use approvals that are subject to the discretion of local elected officials have been obtained. Additionally, if any land use approval is subject to public appeal, within no less than 5 calendar days prior to the first public posting of the Committee, the applicant must provide proof that either no appeals were received~~,~~ or that any appeals received during that time period were resolved and the project is ready to proceed. Examples of such approvals include, but are not limited to, general plan amendments, re-zonings, and conditional use permits, but do not include design review approvals. The evidence of discretionary local approvals and zoning must be labeled as **Attachment N** or **N-1, N-2**, etc. and take at least one of the following forms.

Respond by checking as many forms as are applicable to the proposed Project.

Form of Evidence	Check here
CDLAC Zoning and Local Approval Verification Form bearing the signature of a local planning agency representative.	☐
Letter from a local planning official that verifies all of the information requested by the CDLAC Zoning and Local Approval Verification Form.	☐
Documentation from a local agency that clearly demonstrates the agency's intentions to acquire the Project site, or a portion of the Project site, through eminent domain proceedings.	☐

9. Income Restriction
(See Section 5191 and Section 5192 of the CDLAC Regulations.)

Minimum Requirement
A minimum of ten percent (10%) of the units in a Qualified Residential Rental Project must have Gross Rents that are restricted to households with incomes no greater than fifty percent (50%) of the Area Median Income (AMI). All of the rent restricted units that meet this requirement, with the exception of Mixed Income Pool projects and units located on the upper level floors of high-rise developments, shall be generally distributed in terms of location and number of bedrooms throughout the project. All such units shall be of comparable quality and offer a range of sizes and number of bedrooms comparable to those units that are available to other tenants.

For federally assisted at-risk projects and 4% low income housing tax credit projects, this shall mean that the Project units must have Gross Rents that are restricted to households whose incomes must be 50% or less of the AMI; or Gross Rents that are restricted to households whose incomes must be 60% or less of the AMI. (Consult Section 5170 of the CDLAC Regulations for the definition of "Gross Rents".) Applications not meeting this minimum requirement will be deemed incomplete. Complete the tables in Item #6 of this PART III. The percentage in column "e" and "g" of Table 2 will be used to determine if the Project meets this minimum requirement.

If the Project is to be substantially retrofitted for energy conservation or will be newly constructed with substantial energy conservation, utility allowances based upon the lower utility cost projected after construction or retrofit may be submitted. Such lower utility allowances must be validated by a public utility letter or public housing authority letter, which provides estimates that are adjusted for significant energy conservation sources.

Exceeding the Minimum Income Restrictions Point Category (Section 5230(c) of the CDLAC Regulations)
(35 points maximum for non-Mixed Income Projects and 15 points maximum for Mixed Income Projects)

Projects will earn points for the percentage of units that are restricted to household incomes at or below 50% of the AMI and between 51% and 60% of the AMI. Federally assisted at-risk projects and 4% low income housing tax credit project will earn points for the percentage of units that have ***Gross Rents*** restricted to household incomes at or below 50% of the AMI and between 51% and 60% of the AMI. The percentages in columns "e" and "g" of Table 2 in Item #6 of this PART III will be used to determine the points earned in this category.

10. Gross Rents Point Category (Section 5230(d) of the CDLAC Regulations)

All projects that are subject to the use of Gross Rents will earn 5 points in this category. All proposed projects that are not subject to the use of Gross Rents but voluntarily do so will earn 5 points in this category.

Evidence of utility allowances shall be satisfied with a letter from the local housing authority that includes:

a. A certification that the proposed Project is located within its jurisdiction. (ref: IRS Final Regulations T.D. 8520**)**
b. A current utility allowance schedule.
c. An itemization of which components of the utility allowance schedule apply to the Project.

The documentation evidencing a utility allowance must be labeled **Attachment O**, or if more than one document, as **O-1**, **O-2**, etc. In addition, columns "e", "f" and "g" of Table 1 in Item #6 of this PART III will be used to determine if points are earned in this category.

11. Large Family Units Point Category (Section 5230(g) of the CDLAC Regulations)

Projects where at least 25% of the Restricted Rental Units are three-bedroom or larger units will earn points. The percentage in column "i" of Table 2 in Item #6 of this PART III will be used to determine the points earned in this category.

12. Market Study (Sections 5200 and 5250 of the CDLAC Regulations)

All Qualified Residential Rental Project applicants are required to submit a market study, labeled as **Attachment P,** as required by Section 5200 of the CDLAC Regulations. The market study must be prepared by an independent third party having no identity of interest with the development's partners, intended partners, or general contractor and must be submitted with the Application. Scattered Site projects must also meet the requirements of Section 5250 of the CDLAC Regulations. Market studies for projects subject to Section 5200(a) of the CDLAC Regulations must be prepared within 180 days of the application filing deadline and include a 1-2 page summary of its findings, particularly with regard to comparable rental properties.

Acquisition/Rehabilitation projects subject to an existing Residential Rental Regulatory Agreement or a federal, state, or local operating or rental assistance agreement, and meeting the requirements of Section 5200(e)(1) or (2), may submit a market study meeting the requirements of Section 5200(e) of the CDLAC Regulations.

For projects submitting a market study meeting the requirements of Section 5200(a) of the CDLAC Regulations, the market study will be used to determine compliance with the minimum rent restriction requirement that restricted rents must be at least 10% below market rents (Section 5191(b) of the CDLAC Regulations). Please read the CDLAC Regulations posted on the Committee's web site. **Note: The unit rents and square footages of the subject property used throughout the Market Study, including all Rent Comparison matrices, must be consistent with the same information shown in Table 1 in this application.**

13. Rent Restrictions

Minimum Requirement (Section 5191(b) of the CDLAC Regulations)
Except for Acquisition/Rehabilitation projects eligible to submit a market study meeting the requirements of Section 5200(e) of the CDLAC Regulations, the proposed tenant paid rents for each tax-exempt bond unit type in the proposed development will be at least ten percent (10%) below rents for the same unit types in the comparable market rate rental properties, as demonstrated by the market study (Attachment P) and the market study's Rent Comparability Matrix, labeled as **Attachment R**. The information in columns "c", "d", and "e" of Table 1 in Item #6 of this PART III must show the same proposed rents as the market study and will be used to determine if the Project meets this minimum requirement. Acquisition/Rehabilitation projects submitting a market study pursuant to Section 5200(e) of the CDLAC Regulations are not required to submit Rent Comparability Matrices unless the Project is seeking points for exceeding minimum income restrictions pursuant to Section 5230(e) of the CDLAC Regulations.

Exceeding the Minimum Rent Restriction Point Category (Section 5230(e) of the CDLAC Regulations)
Projects will earn points when the Restricted Rents for each tax-exempt bond unit types are at least 20% below the market rents for the same unit types, as demonstrated by the market study (Attachment P) and the market study's Rent Comparability Matrix (Attachment R). Preservation Projects that receive points for average rents that are at least 20% below market rents are not eligible for the points described in this point category. The information in columns "c", "d", and "e" of Table 1 in Item #6 of this PART III must show the same proposed rents as the market study and will be used to determine the points earned in this category. Acquisition/Rehabilitation projects submitting a market study pursuant to Section 5200(e) of the CDLAC Regulations that are also seeking points for exceeding minimum income restrictions must submit a Rent Comparability Matrix for each restricted rental unit type.

Preservation Projects Point Category (Section 5230(b) of the CDLAC Regulations)

20 points maximum. Projects meeting the following criteria shall receive the following points:	
10 points. A project subject to a residential rental regulatory agreement or a local, state or federal rental or operating assistance contract; or a project subject to an expired residential rental agreement that continues the rental structure prescribed by the expired residential rental agreement, as demonstrated by a copy of the executed agreement or contract, shall receive ten (10) points.	☐
10 additional points. A Project eligible for points under Section 5230(b)(1) of the CDLAC Regulations shall receive an additional ten (10) points if it receives state or federal rental assistance or a state, federal, or local operating subsidy and, as a result, the rents are limited in at least fifty percent (50%) of the project's tenant units to no more than thirty percent (30%) of each such unit's tenants' income, as demonstrated by a copy of the executed agreement or contract.	☐

10 additional points. A Project eligible for points under subdivision Section 5230(b)(1) of the CDLAC Regulations shall receive an additional ten (10) points if it has income restricted tenant paid rents for each Restricted Rental Unit type that on average are at least twenty percent (20%) below rents for the same unit types in comparable market rate rental properties, as demonstrated in a market study meeting the requirements of section 5200(e), attached as **Attachment P**, and in a Rent Comparability Matrix, attached as **Attachment R**, utilizing three (3) market comparable properties for each restricted unit type in the Project. The information in columns "c", "d", and "e" of Table 1 in Item #6 of this PART III must show the same proposed rents as the market study and table(s). Supporting documentation for Preservation Project points shall be submitted as Attachment L, L-1, L-2, etc.	☐

Submit a **scaled-for-distance** map, labeled as **Attachment Q,** showing the location of the proposed Project and the comparable market rental properties. The map must be legible and must clearly show the proposed Project at the center of a circle with a 1-mile radius.

14. Term of Income and Rent Restrictions (Section 5192 of the CDLAC Regulations)

Minimum Term of Restrictions
The Qualified Project Period for the Project must be for at least 30 years. Projects that maintain the Qualified Project Period for longer than thirty (30) years will be awarded two (2) points for every five (5) years of affordability beyond thirty (30) years up to fifty-five (55) years. Consult the CDLAC Procedures for the definition of a Qualified Project Period. Applications not meeting this minimum requirement will be deemed incomplete.

Proposed Term of Restrictions.	

15. Community Revitalization Criteria (Section 5230(i) of the CDLAC Regulations)

5 points. Projects located in a Community Revitalization area will qualify for five (5) points provided the following is submitted with the application as **Attachment S, S-1, etc.**:

(1) documentation showing that the Project is/will be located in at least one of the following areas:

Characteristics of a Community Revitalization Area	Check here
Any Qualified Census Tract or equivalent geographic area defined by the Census Bureau in which at least fifty percent (50%) of the households have an income of less than sixty percent (60%) AMI	☐
A Federal Promise Zone as defined in Section 5170 of the CDLAC Regulations	☐

(2) a letter from a local government official demonstrating that the development will contribute to a concerted Community Revitalization Plan and that delineates the community revitalization efforts, including but not limited to:

(a) community enhancement services in the neighborhood, including but not limited to, job training or after-school enrichment programs;

(b) funds, not including funds for the proposed Project, that have been expended in the past three (3) years, that are being expended or that are committed to be expended to improve the community infrastructure; including, but not limited to, parks, storm water systems, sewer systems, or street improvements of the overall area;

(c) projects, including but not limited to, retail, office and housing that contributes to community revitalization that have been completed within the past three (3) years, are underway or are committed to be completed; and

(d) how the project would contribute to the community's revitalization.

16. Site Amenities Point Category (Section 5230(j)(2) of the CDLAC Regulations)

10 points maximum. The Project Sponsor must certify on **Attachment T** as to the amenities that are applicable to the proposed Project. A project may earn the following points for each amenity that is properly documented and certified to be applicable to the proposed Project.

Amenity	Check here
A. **2.5 points** for **one** of the following: The proposed Project is located within: (1) one-third (1/3) mile of a Public Transit Corridor a transit station, rail station, commuter rail station, bus station or bus stop; or (2) one-half (1/2) mile of a High Quality Transit stop or station; or (3) the proposed Project is a Rural Project as defined in Section 5000 of the CDLAC Regulations **and** is using a van or dial-a-ride service due to the lack of a public transportation system available in that Rural Area.	☐ ☐ ☐
B. Projects eligible for Transit Corridor, High Quality Transit or van/dial-a-ride service points under Section 5230(j)(2)(A)(1) or (2) will receive additional points for committing to provide to residents monthly passes for the transit amenity for which the project received points at no cost or priced at no more than half of retail cost. Passes shall be made available on a first-come, first-served basis to all tenants of rent-restricted units for at least 15 years: (1) **3 points** for at least one pass per rent-restricted unit; or (2) **1.5 points** for at least one pass per each 2 Rent-Restricted units.	☐ ☐
C. **2.5 points.** The proposed Project is located within ½ mile of a park or recreational facility.	☐
D. **2.5 points** for **one** of the following: The proposed Project is located within close proximity of groceries and other essential shopping needs. (Grocery means a full service store or supermarket that provides food staples; fresh meats, poultry, dairy products, and produce; as well as other personal and household products. For CDLAC purposes, convenience stores and mini-marts/markets are not considered full service stores or supermarkets). Select one of the following: 1. The proposed Project is within ½ mile of a full scale grocery store/supermarket of at least 25,000 gross interior square feet. For Rural Projects, within 1 mile. 2. The proposed Project is within ¼ mile of a neighborhood market of at least 5,000 gross interior feet. For Rural Projects, within ½ mile.	☐ ☐
E. **2.5 points** for **one** of the following: The proposed Project is located within close proximity of public schools (K-12 grades), (proposed projects that are restricted to residents 55 years or older shall not be eligible for points under this criterion). 1. Within ¼ mile of a public elementary school; ½ mile of a public middle school, or 1 mile of a public high school that children living in the	☐

development may attend and that the site is within the attendance area of that school. 2. For Rural Projects, an additional ½ mile for each public school type that children living in the development may attend and that the site is within the attendance area of that school.	☐
F. **2.5 points** for **one** of the following: The proposed Project is located within: (i) 1/2 mile (for Rural set-aside projects, 1 mile) of a medical clinic: (I) that has a physician, physician's assistant, or nurse practitioner onsite for a minimum of 40 hours each week, and (II) that accepts Medi-Cal and Medicare payments, or Health Care for the Homeless for projects housing homeless populations, or that has an equally comprehensive subsidy program for low-income patients; or (ii) 1 mile (for Rural set-aside projects, 1 ½ miles) of a hospital (not merely a private doctor's office); or (iii) 1/2 mile (for Rural projects, 1 mile) of a pharmacy.	☐
G. **2.5 points.** The proposed Project is located within ½ mile of a public library	☐
H. **2.5 points.** The proposed Project will provide high speed internet or wireless "WiFi" service connection to each unit. Service will be available by the placed in service date. High speed internet service, with a minimum average download speed of 768 kilobits/second must be made available to each unit for a minimum of 15 years, free of charge to the tenants, and available at the time of the project's placed-in-service date.	☐

To earn points in this category, the amenity must already exist, with the following exception: Applicants requesting points for site amenities that do not currently exist must include a letter from the controlling entity, signed by an authorized individual representing the entity, that states the funds for the amenity are committed, and the amenity is planned. Future WiFi service is excluded from the letter requirement. In the case of a bus stop that does not currently exist, points will be awarded where it is shown that the bus provider and municipality have agreed on and approved the site for the stop and it will be in existence no later than two years after the development is placed in service. The Project Sponsor **must complete Attachment T** and provide the required evidence specified in Attachment T.

17. Service Amenities Point Category (Section 5230(l) of the CDLAC Regulations)

10 points maximum. The Project Sponsor must complete the certification in **Attachment U** as to the amenities that are applicable to the proposed Project. A project may earn 5 points, up to a maximum of 10 points, for each amenity that is properly documented and certified to be applicable to the proposed Project.

Service amenities must be appropriate to the tenant population served and committed to for a minimum of 15 years. Programs must be of a regular, ongoing nature and provided to tenants free of charge, except for day care services. Services must be designed to generate positive changes in the lives of tenants, such as increasing tenant knowledge of and access to available services, helping tenants maintain stability and prevent eviction, building life skills, increasing household income and assets, increasing health and well-being, or improving the educational success of children and youth. Services must be provided on-site except that Projects may use off-site services within 1/2 mile (1 ½ miles for Rural projects) of the development provided that they have a written agreement with the service provider at the time of Application enabling the development's tenants to use the services free of charge (except for day care and any charges required by law) and that demonstrate that provision of on-site services would be duplicative. Referral services will not be eligible for points. Contracts with service providers, service provider experience, and evidence that physical space will be provided on- or off-site must be documented within the application. Projects may use off-site services located more than one-half (½) mile from the Project (one and one-half (1½) miles for Rural projects) provided that they additionally submit a written agreement demonstrating that tenants will be provided with free of charge round-trip transportation between the development and the off-site services. Documentation must be provided for each category of services for which the applicant is claiming service amenity points and must state the name and address of the organization or entity that will provide the services; describe the services to be provided; state annual value of the services; commit that services will be provided for a

period of at least one (1) year; name the project to which the services are being committed. Evidence shall take the form of a contract for services, Memorandum of Understanding (MOU), or commitment letter on agency letterhead. Services delivered by the on-site Property Manager of other property management staff will not be eligible for points under any category. All organizations providing services for which the project is claiming points must document that they have at least 24 months of experience providing services to the project's target population. Experience of individuals may not be substituted for organizational experience.

The application must propose a combined annual value of at least $10,000, or $5,000 for Projects of 20 units or fewer, for those services. In addition, any donated services must be assigned a dollar value by the provider of those services. All anticipated income and expenses associated with the Project's service amenities program(s) shall be included in **Attachment I.**

Amenity	Check here
A. **Five (5) points** will be awarded to Family Projects with after school programs of an ongoing nature. The programs shall include, but are not limited to: tutoring, mentoring, homework club, and art and recreation activities. The programs shall be provided weekdays throughout the school year for at least 10 hours per week.	☐
B. **Five (5) points** will be awarded to Projects with instructor-led educational, health and wellness, or skill building classes. The classes shall include, but are not limited to: financial literacy, computer training, home-buyer education, GED, resume building, ESL, nutrition, exercise, health information/awareness, art, parenting, on-site food cultivation and preparation and smoking cessation. The classes shall be provided at a minimum of 84 hours per year (drop-in computer labs, monitoring or technical assistance shall not qualify).	☐
C. **Five (5) points** will be awarded to Projects with licensed childcare providing 20 hours or more per week (Monday through Friday) to residents of the development.	☐
D. **Five (5) points** will be awarded to Projects with health and wellness services and programs. Such services and programs shall provide individualized support for tenants (not group classes) but need not be provided by licensed individuals or organizations. The services shall include, but are not limited to: visiting nurses programs, intergenerational visiting programs, and senior companion programs. The services shall be provided at a minimum of 100 hours per year.	☐
E. **Five (5) points** will be awarded to Projects with a bona fide service coordinator/social worker available provided that the experience of the coordinator, the duties of the coordinator, and a budget to pay for the coordinator are included labeled as **Attachment U-1**. The responsibilities must include, but are not limited to: (a) providing tenants with information about available services in the community, (b) assisting tenants to access services through referral and advocacy, and (c) organizing community-building and/or enrichment activities for tenants (such as holiday events, tenant council, etc.)	☐

18. Minimum Sustainable Building Standards (Section 5205 of the CDLAC Regulations)

The Applicant, Project Sponsor and the Project's Architect shall complete the certification in Attachment V-1 that the following minimum specifications will be incorporated into the project design for all new construction and rehabilitation projects. The requirements of CDLAC Regulations Section 5205(a)(2) through (9) are only applicable when investment in such elements is proposed in the Project's scope of work and/or the Capital Needs Assessment. Please note that if seeking tax credits, please consider CTCAC's workbook requirements when developing your CDLAC application. (Section 10325 (f)(7)(A) of CTCAC regulations.)

A. All rehabilitation projects shall have improved energy efficiency above the modeled energy consumption based on existing conditions, with at least a ten percent (10%) post-rehabilitation improvement over existing conditions. Scattered-site rehabilitation projects shall also have at least a five percent (5%) improvement over existing conditions at each location.
B. Landscaping. A variety of plant and tree species that require low water use shall be provided in sufficient quantities based on landscaping practices in the general market area and low maintenance needs. Projects shall follow the requirements of the State's Model Water Efficient Landscape Ordinance (Title 23, California Code of Regulations, Section 490 et seq.) (http://www.water.ca.gov/wateruseefficiency/landscapeordinance/) unless a local landscape ordinance has been determined to be at least as stringent as the current model ordinance.
C. Roofs. Roofing shall carry a three-year subcontractor guarantee and at least a 20-year manufacturer's warranty.
D. Exterior Doors. Insulated or solid core, flush, paint or stain grade exterior doors shall be made of metal clad, hardwood faces, or fiberglass faces; with all six sides factory primed and subject to a standard one-year guarantee.
E. Appliances. Refrigerators, dishwashers, clothes washers and clothes dryers provided or replaced within low-income units and/or in on-site community facilities shall be ENERGY STAR rated appliances unless waived by the Executive Director.
F. Window Coverings. Window coverings shall be provided and may include fire retardant drapes or blinds.
G. Water Heater. For units with individual tank-type water heaters, minimum capacities are to be 28 gallons for one-bedroom and two-bedroom units and 38 gallons for three-bedroom and larger units.
H. Floor Coverings. A hard, water resistant, cleanable surface shall be required for all kitchen and bath areas. Carpeting shall comply with U.S. Department of Housing and Urban Development/ Federal Housing Administration UM44D.
I. Insulation. All fiberglass-based insulation shall meet the Greenguard Emission Criteria for Children and Schools as required by the California Tax Credit Allocation Committee Title 4, Division 17, Chapter 1, Section 10325.

Compliance and Verification: Projects that receive an award of low income housing tax credits (LIHTC) shall submit evidence of compliance to TCAC with the Placed in Service Application. Projects that receive a Qualified Residential Rental Bond allocation, and do not receive a LIHTC award, shall submit evidence of compliance to CDLAC as an attachment to the first Certification of Compliance (the form of which is attached to the project resolution and which is required to be submitted on March 1 of each year). For projects not yet placed in service, the information is due following receipt of the verification, but in no event shall this documentation be submitted more than two years after the issuance of bonds.

(1) The project sponsor with rehabilitation projects must submit the California Energy Commission HERS II energy consumption and analysis report which shows the pre- and post-rehabilitation HERS II estimated annual energy use demonstrating the required improvement, in their placed-in-service package.

(2) The project sponsor shall submit third party documentation from one of the following sources confirming the existence of items, measures, and/or project characteristics:
- o A certified HERS Rater
- o A certified GreenPoint Rater; or
- o A US Green Building Council Certification.

19. **10 points maximum.** Sustainable Methods (Section 5230(k) of the CDLAC Regulations)

Sustainable Methods points will be awarded provided that the Project Sponsor and the licensed Project architect each submit a certification indicating which items will be included in the Project's design and any relevant specifications. ~~Respond by checking the box if applicable to the proposed Project.~~

~~A. **5 points.** New Construction/Adaptive Reuse: Energy Efficiency Certification (Section 5230(k)(6) of the CDLAC Regulations).~~

~~Projects that develop and commit to certifying the Project under any one of the following programs:~~

~~Energy Efficiency Certification~~	~~Check here~~
~~Leadership in Energy & Environmental Design (LEED for Homes)~~	☐
~~Green Communities~~	☐
~~Green Point Rated Multifamily Guidelines.~~	☐

~~B. Additional Points for Exceeding Energy Efficiency Certification for New Construction/Adaptive Reuse: (Section 5230(k)(7) of the CDLAC Regulations).~~

~~Projects receiving points under section A. may qualify for additional points for developing beyond the minimum requirements of the green building program chosen as follows:~~

~~Exceeding Energy Efficiency Standards~~			~~Check here~~
~~LEED for Homes~~	~~Silver~~	~~3 points~~	☐
	~~Gold~~	~~5 points~~	☐
~~Green Point Rated~~	~~Silver~~	~~3 points~~	☐
	~~Gold~~	~~5 points~~	☐

~~C. Additional Points for New Construction or Adaptive Reuse Projects not eligible for points under Section A (Section 5230(k)(8) of the CDLAC Regulations) shall be awarded energy efficiency points according to one of the following:~~

~~1. Energy efficiency (including heating, cooling, fan energy, and water heating but not the following end uses: lighting, plug load, appliances, or process energy) beyond the requirements in Title 24, Part 6, of the California Building Code:~~

~~Percentage Better than the 2013 Standards~~		~~Check here~~
~~9 percent~~	~~3 points for Low-Rise/4 points for High-Rise~~	☐
~~15 percent~~	~~5 points for Low-Rise/6 points for High-Rise~~	☐
~~24 percent~~	~~8 points for Low-Rise/9 points for High-Rise~~	☐
~~30 percent~~	~~10 points for Low-Rise/10 points for High-Rise~~	☐

~~2. Energy Efficiency with renewable energy that provides the following percentages of project tenants' energy loads:~~

~~Offset of Tenants' Load~~		~~Check here~~
~~20 percent~~	~~3 points for Low-Rise/4 points for High-Rise~~	☐
~~30 percent~~	~~4 points for Low-Rise/5 points for High-Rise~~	☐
~~40 percent~~	~~5 points for Low-Rise only~~	☐

~~D. Rehabilitation Projects: Home Energy Rating System (Section 5230(k)(9) of the CDLAC Regulations).~~

~~Rehabilitation Projects that commit to improve energy efficiency above the modeled energy consumption of the building(s) based on existing conditions shall be awarded points based on the building(s) age and percentage decrease (or improvement in energy efficiency) in the building's Home Energy Rating System II estimated annual energy use post rehabilitation. In the case of projects in which energy efficiency improvements have been completed within two years prior to the application date pursuant to a public or regulated utility program that established existing conditions of the systems being replaced using a HERS Rater, the applicant may include the existing conditions of those systems prior to the improvements. Points shall be awarded as follows:~~

~~Improvement Over Current~~	~~Points~~	~~Check here~~
~~15%~~	~~3 points~~	☐
~~20%~~	~~5 points~~	☐

~~25%~~	~~7 points~~	☐
~~30%~~	~~10 points~~	☐

~~E. Additional Points for Rehabilitation Projects (Section 5230(k)(10) of the CDLAC Regulations).~~
~~Project's receiving points under section E. may qualify for additional points for committing to developing, and/or managing the Project with any one of the following:~~

~~A. **3 points.** Photovoltaic generation or solar energy:~~	~~Check only one box for items i-iii~~
~~(i) The Project will include photovoltaic (PV) generation that offsets tenant loads; or~~	☐
~~(ii) PV that offsets either 50 percent (50%) of common area load (if the combined available roof area of the project structures, including carports, is insufficient for provision of 50% of annual common area electricity use, then the project shall have onsite renewable generation based on at least 90 percent (90%) of the available solar accessible roof area); or~~	☐
~~(iii) Solar hot water for all tenants who have individual water meters~~	☐
~~B. **3 points**. The Project will individually meter or sub-meter currently master-metered gas, electricity, or central hot water systems for all tenants.~~	☐
~~C. **2 points**. The Project will implement sustainable building management practices that include:~~ ~~(i) Development of a project-specific maintenance manual including replacement specifications and operating information of all energy and green building features; and~~ ~~(ii) Undertaking formal building systems commissioning, retro-commissioning or re-commissioning as appropriate.~~	☐

~~F. **5 points.** Greywater Irrigation (Section 5230(k)(3) of the CDLAC Regulations).~~
~~Projects that commit to irrigate only with reclaimed water, greywater, or rainwater (excepting water used for Community Gardens).~~

~~Greywater Irrigation~~	~~Check here~~ ☐

~~G. **2 points**. Non-Smoking Policy (Section 5230(k)(4) of the CDLAC Regulations).~~
~~Multi-building projects having at least one nonsmoking building, or projects comprised of only one building subject to a policy prohibiting smoking in contiguous designated units.~~

~~Multi-building project having at least one nonsmoking building~~	~~Check here~~ ☐
~~Single building project having a policy prohibiting smoking in contiguous designated units~~	☐

~~H. **2 points.** Parking Ratio (Section 5230(k)(5) of the CDLAC Regulations).~~

~~Parking ratios equivalent to or less than 1 parking stall per single room occupancy or one-bedroom restricted rental unit and 1.5 parking stalls per two-bedroom or larger restricted rental unit.~~	~~Check here~~ ☐

To receive points for Sustainable Methods ~~in parts A through H above~~, the Project Sponsor and Architect must both sign the certification form **(Attachment V-2).**

The certifications shall attest that the applicable design elements described in this section will be included in the project's design and specifications and shall include the signature, the printed name, the title of the person making the certification and the date of signature. The signature of the Architect must indicate the appropriate license registration number.

If your application is approved, compliance will be demonstrated by the submission of the appropriate third party verification documentation showing the project has met the requirements for the relevant program. Projects that receive an award of low income housing tax credits (LIHTC) shall submit the third party verification to TCAC with the Placed in Service Application. Projects that receive a Qualified Residential Rental Bond allocation, and do not receive a LIHTC award, shall submit the third party verification to CDLAC as an attachment to the first Certification of Compliance (the form of which is attached to the project resolution and which is required to be submitted on March 1 of each year). See section 5230 of the CDLAC Regulations for specific third party verification required for each sustainable building point category.

20. **10 points.** New Construction, Adaptive Re-Use and Substantial Rehabilitation Projects (Section 5230(m) of the CDLAC Regulations).
Points will be awarded to New Construction, Adaptive Re-Use and Substantial Renovation projects.

	Check here
New Construction	☐
Adaptive Re-Use	☐
Substantial Renovation	☐

PART IV – PROJECT SPONSOR/DEVELOPER/PROPERTY MANAGER INFORMATION

PROJECT SPONSOR

Submit CDLAC form, **Attachment W-1**, that provides information pertaining to the Project Sponsor identified in PART I, Item #8, of this Application.

Submit CDLAC form, **Attachment W-2**, that provides information pertaining to the experience of the Project Sponsor (if different than the Developer). The Project Sponsor's CTCAC Certificate of Previous Participation and a CTCAC Schedule A form may be submitted as Attachment W-2 in lieu of the CDLAC form.

PROJECT DEVELOPER

Submit CDLAC form, **Attachment W-3**, that provides information pertaining to the Project Developer identified in PART I, Item #9, of this Application.

Submit CDLAC form, **Attachment W-4**, that provides information pertaining to the experience of the **Project Developer**. The Project Developer's CTCAC Certificate of Previous Participation and a CTCAC Schedule A form may be submitted as Attachment W-4 in lieu of the CDLAC form.

PROJECT SPONSOR AND DEVELOPER

Submit a list of California projects which the Developer and Project Sponsor (if different than the Developer) has developed or rehabilitated with tax-exempt bond financing. The list shall include the cities and counties in which the projects are located. The list shall be labeled as **Attachment W-5.**

PROJECT MANAGEMENT COMPANY

Submit CDLAC form, **Attachment X** that provides information pertaining to the property management company that will manage the proposed Project.

PART V – LEGAL STATUS OF PROJECT SPONSOR AND DEVELOPER

If a separate sheet is used to respond to the following questions, the sheet shall be labeled **Attachment Y**.

1. Financial Viability

Disclose any legal or regulatory action or investigation that may have a material impact on the financial viability of the project or the Project Sponsor and Developer. The disclosure should be limited to actions or investigations in which the applicant or the applicant's parent, subsidiary, or affiliate involved in the management, operation, or development of the project has been named a party.

Response (Not Applicable is an unacceptable response):

2. Fraud, Corruption, or Serious Harm

Disclose any legal or regulatory action or investigation involving fraud or corruption, or health and safety where there are allegations of serious harm to employees, the public, or the environment. The disclosure should be limited to actions or investigations in which the Project Sponsor and Developer or the Project Sponsor's and Developer's current board member (except for volunteer board members of non-profit entities), partner, limited liability corporation member, senior officer, or senior management personnel has been named a defendant within the past ten years.

Response (Not Applicable is an unacceptable response):

Disclosures should include civil or criminal cases filed in state or federal court; civil or criminal investigations by local, state, or federal law enforcement authorities; and enforcement proceedings or investigations by local, state or federal regulatory agencies. The information provided must include relevant dates, the nature of the allegation(s), charters, complaint or filing, and the outcome. For a publicly-traded company, the relevant sections of the company's 10K, 8K, and 10Q most recently filed with the Securities and Exchange Commission may be attached in response to question #1. With respect to a response for question #2, previous 10K, 8K, and 10Q filings of the company may be attached if applicable.

PART VI – CURRENT OWNER OF PROPERTY INFORMATION

Please provide information regarding the current owner of the project property, if other than the Project Sponsor, by submitting CDLAC **Attachment Z**.

QRRP APPLICATION DOCUMENTS CHECKLIST

This checklist is provided to ensure that a completed application package is filed with the Committee. If an attachment does not apply, please write N/A in the space provided.

Your application package must contain the following:

Check Box	Document Description	Attachment Name
	$1,200 ~~600~~ initial filing fee. (See Section 5054 of CDLAC Regulations.)	
	Signed Performance Deposit Certification Form. (See Section ~~50564~~5050 of CDLAC Regulations.)	
	Proof of Performance Deposit	
	Completed and signed application form.	
	Adopted Inducement Resolution. (See Section 5033(b)(~~5~~4) CDLAC Regulations.)	**A**
	Evidence of TEFRA process and noticing. (See Section 5033(b)(~~6~~5) of CDLAC Regulations.)	**B**
	Scattered-site Projects only. ~~Application p. 13~~ Tables 1 and 2 for each location.	**C, C-1, etc.**
	Commitment(s) for credit enhancement or private placement bond purchase. If FHA non-Forward Commitment, HUD Acknowledgement letter must be included. (~~See Article 6 of Chapter 1~~ Sections 5060, 5061 and 5062 of CDLAC Regulations.)	**D or D-1, D-2 etc.**
	Itemized breakdowns of the complete sources of funds for construction.	**E-1**
	Itemized breakdowns of the complete sources and uses of funds for permanent financing. Submit CDLAC Attachment E-2, or TCAC Application Section IV Sources and Uses Budget Part1~~: Sources and Uses Budget Form~~, or comparable document.	**E-2**
	Itemized list of all liens to be paid off at closing.	**E-3**
	Breakdown of the amount and type of direct and indirect public funds (form provided by CDLAC). (See Section 5230(h) of the CDLAC Regulations.)	**F**
	Commitment(s) or other evidence of direct and indirect public funds. (See Section 5230(h) of CDLAC Regulations.)	**F-1, F-2 etc.**
	Relocation Plan, if Acquisition and Rehabilitation project.	**G or G-1**
	High per-unit cost justification	**G, G-1 or G-2**
	Itemized breakdown of the hard construction costs.	**H or H-1**
	Capital Needs Assessment. (See Section 5212 of CDLAC Regulations)	**H-2**
	Itemized breakdown of operating expenses (form provided by CDLAC).	**I**
	Narrative of prior allocation award and reason for new request.	**J**
	Narrative description of the proposed Project.	**K**
	Evidence of Preservation Project and HAP contract, if applicable. (See Section 5230(b) of the CDLAC Regulations.)	**L or L-1, L-2 etc.**
	Evidence of site control. (See Section 5190(a) of the CDLAC Regulations.)	**M, M-1, M-2 etc.**
	Evidence of local approvals and zoning (form provided by CDLAC). (See Section 5190(b) of the CDLAC Regulations.)	**N or N-1, N-2 etc.**
	Justification or validation of utility allowance. (See Section 5230(d) of the CDLAC Regulations.)	**O**

	Market Study. (See Section 5200 of the CDLAC Regulations.)	**P**
	Scaled-for-distance map showing the proposed Project at the center of a circle that encompasses the comparable market rental properties.	**Q**
	Rent Comparability Matrix (See Section 5200 of CDLAC Regulations.) Eligible Projects submitting a Market Study pursuant to Section 5200(e) of the CDLAC Regulations are exempt from submitting Rent Comparability Matrices unless requesting points for below market rents pursuant to Section 5230(b)(3) of the CDLAC Regulations. **Scattered-site Projects only**. Application ~~p. 13~~ Tables 1 and 2 for each location.	**R**
	Documentation confirming Community Revitalization Area designation and activities. (See Section 5230(i) of the CDLAC Regulations.)	**S, S-1, etc.**
	Project Sponsor's certification that the site amenities are existing and are appropriate for the population being served. (See Section 5230(~~j~~)(1)and (2)~~(A)~~ of the CDLAC Regulations.)	**T**
	Public transit or van or dial-a-ride service time schedule and route map showing the proposed Project is within ¼ mile of a Public Transit Corridor.	**T-1**
	Scaled-for-distance map showing the proposed Project at the center of a circle with a ½-mile radius and the location of the applicable site amenities within such radius.	**T-2**
	A letter from the controlling entity, signed by an authorized individual representing the entity, that states the funds for the amenity are committed~~,~~ and the amenity is planned	**T-3**
	Project Sponsor's certification that the service amenities are appropriate for the population being served. (See Section 5230(l)(1)(A) of the CDLAC Regulations.)	**U**
	Experience and duties of the bona fide service coordinator/social worker and minimum 1-year contract for services, MOU, or commitment letter on agency letterhead	**U-1**
	Detailed budget displaying all anticipated income and expenses associated with the Project's service amenities and evidence of the combined annual value of the service amenities.	**U-2**
	Scaled-for-distance map showing the location of off-site service amenities, if any, within ¼ mile of the proposed Project.	**U-3**
	Minimum Sustainable Building Standards certification by the Project Sponsor, Project Architect, and Applicant (See Section 5205 of the CDLAC Regulations).	**V-1**
	Sustainable Methods Certification~~s~~ by the Project Sponsor, Project Architect, and Applicant (See Section 5230(k) of the CDLAC Regulations).	**V-2**
	Information pertaining to the Project Sponsor.	**W-1**
	Information pertaining to the Project Sponsor's experience (form provided by CDLAC).	**W-2**
	Information pertaining to the Project Developer.	**W-3**
	Information pertaining to the Project Developer's experience (form provided by CDLAC).	**W-4**
	A list of the Project Sponsor's and Developer's California projects with applicable cities and counties that were developed or rehabilitated with tax-exempt bond financing.	**W-5**
	Information pertaining to the proposed property management company (form provided by CDLAC).	**X**
	Responses to PART V – Legal Status of Applicant and Project Sponsor.	**Y**
	Responses to PART VI,if ~~If~~ applicable, ~~information~~ pertaining to Current Owner of property (form provided by CDLAC).	**Z**

CALIFORNIA DEBT LIMIT ALLOCATION COMMITTEE

ATTACHMENT E-2

Permanent Sources And Uses

AND USES BUDGET					Permanent Sources											
	TOTAL PROJECT COST	RES. COST	COM'L.	TAX CREDIT	1 1	2 1	3 1	4 1	5 1	6 1	7 1	8 1	9 1	10 1	11 1	SUBTOTAL
ST/ACQUISITION																
Land Cost or Value																
Demolition																
Legal																
Land Lease Rent Prepayment																
Total Land Cost or Value																
Existing Improvements Value																
Off-Site Improvements																
Total Acquisition Cost																
Land Cost/ Acquisition Cost																
TATION																
Site Work																
Structures																
General Requirements																
Contractor Overhead																
Contractor Profit																
Prevailing Wages																
General Liability Insurance																
Total Rehabilitation Costs																
Total Relocation Expenses																
STRUCTION																
Site Work																
Structures																
General Requirements																
Contractor Overhead																
Contractor Profit																
Prevailing Wages																
General Liability Insurance																
otal New Construction Costs																
CTURAL FEES																
Design																
Supervision																
Total Architectural Costs																
Total Survey & Engineering																
CTION INTEREST & FEES																
Construction Loan Interest																
Origination Fee																
t Enhancement/Application Fee																
Bond Premium																
Taxes																
Insurance																
Title & Recording																
Other: (Specify)																
Other: (Specify)																
Construction Interest & Fees																
NT FINANCING																
Loan Origination Fee																
t Enhancement/Application Fee																
Title & Recording																
Taxes/Insurance/Other																
Other: (Specify)																
Other: (Specify)																
Permanent Financing Costs																
Subtotals Forward																
ES																
Lender Legal Paid by Applicant																
Other: (Specify)																
Total Attorney Costs																
S																
Rent Reserves																
Capitalized Rent Reserves																
3-Month Operating Reserve																
Total Reserve Costs																
L																
Total Appraisal Costs																
Total Contingency Cost																
ROJECT COSTS																
App/Allocation/Monitoring Fees																
Environmental Audit																
ocal Development Impact Fees																
Permit Processing Fees																
Capital Fees																
Marketing																
Furnishings																
Market Study																
Accounting/Reimbursables																
Soft Cost Contingency																
Other: (Specify)																
Other: (Specify)																
Total Other Costs																
SUBTOTAL PROJECT COST																
ER COSTS																
Developer Overhead/Profit																
Consultant/Processing Agent																
Project Administration																
r Fees Paid to a Related Party																
Const. Oversight by Developer																
Other: (Specify)																
Total Developer Costs																
TOTAL PROJECT COSTS																

CALIFORNIA DEBT LIMIT ALLOCATION COMMITTEE

ATTACHMENT F

PUBLIC LOAN AND GRANT SUBSIDIES

If one or more of the following subsidies are proposed indicate with an "X", state the amount, and include a copy of the commitment.

	"X"	***Amount***
HOME Investment Partnership Act (HOME)	☐	$
Community Development Block Grant (CDBG)	☐	$
RHS 514, 515, 516, 538	☐	$
Century Housing Corporation	☐	$
Redevelopment Set-aside	☐	$
HCD's Multifamily Housing Program	☐	$
Federal Home Loan Bank AHP Funds	☐	$
Other (Specify)	☐	$

TAXABLE DEBT FINANCING

List below the taxable debt lenders.

Name of Lender	Term in Months	Interest Rate	Amount of Funds
		%	$
		%	$
		%	$
		%	$
		%	$
		%	$
		Total Taxable Debt	$

CALIFORNIA DEBT LIMIT ALLOCATION COMMITTEE

ATTACHMENT I

ANNUAL OPERATING EXPENSES

General Administrative		
Advertising	$ _____	
Legal	$ _____	
Accounting/Audit	$ _____	
Security	$ _____	
Other	$ _____	
Total General Administrative		**$ _____**
Management Fee		**$ _____**
Utilities		
Fuel	$ _____	
Gas	$ _____	
Water/Sewer	$ _____	
Other _____	$ _____	
Total Utilities		**$ _____**
Payroll/Payroll Taxes		
On-site Manager	$ _____	
Maintenance Personnel	$ _____	
Insurance	$ _____	
Other _____	$ _____	
Total Payroll/Payroll Taxes		**$ _____**
Maintenance		
Painting	$ _____	
Repairs	$ _____	
Trash Removal	$ _____	
Exterminating	$ _____	
Grounds	$ _____	
Elevator	$ _____	
Other _____	$ _____	
Total Maintenance		**$ _____**
Service Amenities Budget		
Service Coordinator/Social Worker	$ _____	
Other _____	$ _____	
Total Service Amenities		**$ _____**

Other (specify)		
_____	$ _____	
_____	$ _____	
Total Other		**$** _____
Total Annual Residential Operating Expenses		**$** _____
Total Real Estate Taxes		**$** _____
Total Reserves (operating & replacement)		**$** _____
Annual Commercial Operating Expenses (if applicable**)**		**$** _____
Total Commercial Space Expenses (if applicable)		**$** _____
TOTAL OPERATING EXPENSES		**$** _____

CALIFORNIA DEBT LIMIT ALLOCATION COMMITTEE

ATTACHMENT N

VERIFICATION OF ZONING AND LOCAL APPROVALS

(Questions #3, #4 and #5 are not applicable to Acquisition/Rehabilitation projects)

PROJECT NAME:

PROJECT ADDRESS:

ASSESSOR PARCEL NUMBER (S):

PLANNING FILE NUMBER:

PROJECT CITY:

PROPOSED NUMBER OF UNITS:

HOUSING TYPE:

The entire parcel upon which the above-described project will be located is zoned _____, which allows for a Qualified Residential Rental Project (multifamily housing) development of no greater than _____ units per acre.

1. Does the project currently comply with all applicable local land use and zoning ordinances (If no, please explain)?

2. Please describe the current zoning and maximum per unit density allowed for the site.

3. a. Has the project sponsor (developer) obtained all local approvals (other than a building permit and design review) that are subject to the discretion of local elected officials? If no, please explain.

   b. Are any local approvals subject to public appeal? If yes, provide the date that each appeals period will lapse. **If any land use approval is subject to public appeal, within no less than 5 calendar days prior to the first public posting of the Committee, the applicant must provide proof that either no appeals were received, or that any appeals received during that time period were resolved and the project is ready to proceed.**

4. Are there any outstanding approvals required by the Planning Commission, City Council, Board of Supervisors or other discretionary voting body for land use entitlements (If yes, please explain)?

5. Are you aware of any state land use related approvals which may be required (If yes, please explain)?

DATED: _____

STATEMENT COMPLETED BY: _____
(Please Print)

SIGNATURE: _____

TITLE: _____

TELEPHONE: _____ FAX: _____ E-MAIL: _____

ATTACHMENT T
SITE AMENITIES

10 points maximum. Check as many amenities as are applicable to the proposed Project.

Site Amenity	***Check here if amenity currently exists***	***Check here if amenity is proposed, but not currently existing***
A. **2.5 points** for **one** of the following: The proposed Project is located within: (1) one-third (1/3) mile of a Public Transit Corridor a transit station, rail station, commuter rail station, bus station or bus stop; or	☐	☐
2) one-half (1/2) mile of a High Quality Transit stop or station; or	☐	☐
(3) the proposed Project is a Rural Project as defined in Section 5000 of the CDLAC Regulations **and** is using a van or dial-a-ride service due to the lack of a public transportation system available in that Rural Area.	☐	☐
B. Projects eligible for Transit Corridor, High Quality Transit or van/dial-a-ride service points under Section 5320(j)(2)(A)(1) or (2) will receive additional points for committing to provide to residents monthly passes for the transit amenity for which the project received points at no cost or priced at no more than half of retail cost. Passes shall be made available on a first-come, first-served basis to all tenants of rent-restricted units for at least 15 years: (1) **3 points** for at least one pass per rent-restricted unit; or	☐	☐
(2) **1.5 points** for at least one pass per each 2 Rent-Restricted units.	☐	☐
C. **2.5 points.** The proposed Project is located within ½ mile of a park or recreational facility.	☐	☐
D. **2.5 points** for **one** of the following: The proposed Project is located within close proximity of groceries and other essential shopping needs. (Grocery means a full service store or supermarket that provides food staples; fresh meats, poultry, dairy products, and produce; as well as other personal and household products. For CDLAC purposes, convenience stores and mini-marts/markets are not considered full service stores or supermarkets). Select one of the following: 1. The proposed Project is within ½ mile of a full scale grocery store/supermarket of at least 25,000 gross interior square feet. For Rural Projects, within 1 mile.	☐	☐
2. The proposed Project is within ¼ mile of a neighborhood market of at least 5,000 gross interior feet. For Rural Projects, within ½ mile.	☐	☐
E. **2.5 points** for **one** of the following:		

The proposed Project is located within close proximity of public schools (K-12 grades), (proposed projects that are restricted to residents 55 years or older shall not be eligible for points under this criterion). 1. Within ¼ mile of a public elementary school; ½ mile of a public middle school, or 1 mile of a public high school that children living in the development may attend and that the site is within the attendance area of that school. 2. For Rural Projects, an additional ½ mile for each public school type that children living in the development may attend and that the site is within the attendance area of that school.	☐ ☐	☐ ☐
F. **2.5 points** for **one** of the following: The proposed Project is located within: (i) 1/2 mile (for Rural set-aside projects, 1 mile) of a medical clinic: (I) that has a physician, physician's assistant, or nurse practitioner onsite for a minimum of 40 hours each week, and (II) that accepts Medi-Cal and Medicare payments, or Health Care for the Homeless for projects housing homeless populations, or that has an equally comprehensive subsidy program for low-income patients; or (ii) 1 mile (for Rural set-aside projects, 1 ½ miles) of a hospital (not merely a private doctor's office); or (iii) 1/2 mile (for Rural projects, 1 mile) of a pharmacy.	☐	☐
G. **2.5 points.** The proposed Project is located within ½ mile of a public library	☐	☐
H. **2.5 points.** The proposed Project will provide high speed internet or wireless "WiFi" service connection to each unit. Service will be available by the placed in service date. High speed internet service, with a minimum average download speed of 768 kilobits/second must be made available to each unit for a minimum of 15 years, free of charge to the tenants, and available at the time of the project's placed-in-service date.	☐	☐

To earn points in this category, the Project Sponsor **must 1)** complete the certification provided below; **2)** if applicable, submit evidence of a Public Transit Corridor or van or dial-a-ride service (such as a time schedule or route map that clearly demonstrates the Project is within 1/3 mile of a transit station, rail station, commuter rail station, bus station or bus stop), labeled as **Attachment T-1**; **3)** submit a **scaled-for-distance** map, labeled **Attachment T-2**, showing the proposed Project and the other applicable site amenities (the map must be legible and must clearly show the proposed Project at the center of a circle with a 1 mile radius (1½ miles for rural projects) and the locations of the claimed amenities within distance radii applicable to each amenity); and **4)** for site amenities that do not currently exist, a letter from the controlling entity, signed by an authorized individual representing the entity, labeled as **Attachment T-3,** that states the funds for the amenity are committed and the amenity is planned (Future WiFi service is excluded from the letter requirement); in case of the bus stop that does not currently exist, the letter must show that the bus provider and municipality have agreed on and approved the site for the stop and it will be in existence no later than two (2) years after the development is placed in service.

CERTIFICATION

"As the Project Sponsor, I certify that the **(name of project)** will have the amenities checked above and that these amenities are existing or proposed, and appropriate for the population being served."

_____ _____

Signature of Project Sponsor Officer Print Name of Project Sponsor Officer

ATTACHMENT U
SERVICE AMENITIES

10 points maximum. Check as many amenities as are applicable to the proposed Project.

Amenity	Check box
A. **Five (5) points** will be awarded to Family Projects with after school programs of an ongoing nature. The programs shall include, but are not limited to: tutoring, mentoring, homework club, and art and recreation activities. The programs shall be provided weekdays throughout the school year for at least 10 hours per week.	☐
B. **Five (5) points** will be awarded to Projects with instructor-led educational, health and wellness, or skill building classes. The classes shall include, but are not limited to: financial literacy, computer training, home-buyer education, GED, resume building, ESL, nutrition, exercise, health information/awareness, art, parenting, on-site food cultivation and preparation and smoking cessation. The classes shall be provided at a minimum of 84 hours per year (drop-in computer labs, monitoring or technical assistance shall not qualify).	☐
C. **Five (5) points** will be awarded to Projects with licensed childcare providing 20 hours or more per week (Monday through Friday) to residents of the development.	☐
D. **Five (5) points** will be awarded to Projects with health and wellness services and programs. Such services and programs shall provide individualized support for tenants (not group classes) but need not be provided by licensed individuals or organizations. The services shall include, but are not limited to: visiting nurses programs, intergenerational visiting programs, and senior companion programs. The services shall be provided at a minimum of 100 hours per year.	☐
E. **Five (5) points** will be awarded to Projects with a bona fide service coordinator/social worker available provided that the experience of the coordinator, the duties of the coordinator, and a budget to pay for the coordinator are included labeled as **Attachment U-1**. The responsibilities must include, but are not limited to: (a) providing tenants with information about available services in the community, (b) assisting tenants to access services through referral and advocacy, and (c) organizing community-building and/or enrichment activities for tenants (such as holiday events, tenant council, etc.)	☐

To earn points in the category, the Project Sponsor must complete the certification provided below and provide evidence that the combined annual value of service amenities is at least $10,000, or $5,000 for Projects of twenty (20) units or fewer, labeled as **Attachment U-2**. If service amenities are to be located off-site, submit a **scaled-for-distance** map labeled as **Attachment U-3** that clearly shows the location(s) of the applicable amenity(s) are within ½ mile (1½ mile for Rural projects) of the proposed Project.

CERTIFICATION

"As the Project Sponsor, I certify that the **(name of project)** will provide the amenities checked above and that these amenities are **(1)** appropriate for the population being served; **(2)** committed for a minimum of 15 years; **(3)** free of charge (with the exception of licensed childcare) to the tenants; and **(4)** have a combined annual value of at least $10,000, or $5,000 for Projects of twenty (20) units or fewer. I further certify that the Project has space available for the amenities, or that the service amenity is located within ½ mile (1½ mile for Rural projects) of the proposed Project, or that tenants will be provided with free of charge round-trip transportation between the Project and all off-site services located more than one-half (½) mile from the Project (one and one-half (1½) miles for Rural projects)."

_____ _____

Signature of Project Sponsor Officer | Print Name of Project Sponsor Officer

_____ _____

_____ _____

Title Date

California Debt Limit Allocation Committee

ATTACHMENT V-1

MINIMUM SUSTAINABLE BUILDING STANDARDS CERTIFICATION

The following minimum specifications shall be incorporated into the project design when investment in such elements is proposed in the Project's scope of work and/or the Capital Needs Assessment. Please note that if seeking tax credits, please consider CTCAC's workbook requirements when developing your CDLAC application (Section 10325 (f)(7)(A) of CTCAC regulations).

A. All rehabilitation projects shall have improved energy efficiency above the modeled energy consumption based on existing conditions, with at least a ten percent (10%) post-rehabilitation improvement over existing conditions. Scattered-site rehabilitation projects shall also have at least a five percent (5%) improvement over existing conditions at each location.
B. Landscaping. A variety of plant and tree species that require low water use shall be provided in sufficient quantities based on landscaping practices in the general market area and low maintenance needs. Projects shall follow the requirements of the State's Model Water Efficient Landscape Ordinance (Title 23, California Code of Regulations, Section 490 et seq.) (http://www.water.ca.gov/wateruseefficiency/landscapeordinance/) unless a local landscape ordinance has been determined to be at least as stringent as the current model ordinance.
C. Roofs. Roofing shall carry a three-year subcontractor guarantee and at least a 20-year manufacturer's warranty.
D. Exterior Doors. Insulated or solid core, flush, paint or stain grade exterior doors shall be made of metal clad, hardwood faces, or fiberglass faces; with all six sides factory primed and subject to a standard one-year guarantee.
D. Appliances. Refrigerators, dishwashers, clothes washers and clothes dryers provided or replaced within low-income units and/or in on-site community facilities shall be ENERGY STAR rated appliances unless waived by the Executive Director.
F. Window Coverings. Window coverings shall be provided and may include fire retardant drapes or blinds.
G. Water Heater. For units with individual tank-type water heaters, minimum capacities are to be 28 gallons for one-bedroom and two-bedroom units and 38 gallons for three-bedroom and larger units.
H. Floor Coverings. A hard, water resistant, cleanable surface shall be required for all kitchen and bath areas. Carpeting shall comply with U.S. Department of Housing and Urban Development/ Federal Housing Administration UM44D.
I. Insulation. All fiberglass-based insulation shall meet the Greenguard Emission Criteria for Children and Schools as required by the California Tax Credit Allocation Committee Title 4, Division 17, Chapter 1, Section 10325.

___ Waiver Requested (please attach proof of waiver approval)

☐ "I certify that the project rehabilitation or construction project will include the minimum sustainable building requirements as specified above in items A through I. As the project sponsor I have read the CDLAC regulations Section 5205 (b) through (c) and will provide the appropriate verification that the minimum requirements have been achieved as required by Section 5205(c) of the CDLAC Regulations."

_____, Signature of Project Sponsor

_____, Printed Name

_____, Title

_____ Date

☐ "As the licensed Project Architect, I certify that the project will be designed to be in compliance with minimum sustainable building requirements as outline above in items A through I. Compliance with this requirement will be demonstrated by submission of the energy performance certificate and appropriate third party verification to CDLAC as required by Section 5205(c) of the CDLAC Regulations."
_____, Signature of Project Architect, California License # C_____

_____, Printed Name

_____, Company Name

_____, Company Address

_____, Company Phone Number

_____ Date

☐ "I am aware that all rehabilitation or construction projects are required to meet the minimum sustainable building requirements as specified above in items A through I. As the Applicant/Issuer I have read the CDLAC regulations Section 5205 (b) through (c) and will assist in providing the appropriate verification that the minimum requirements have been achieved as required by Section 5205(c) of the CDLAC Regulations."
_____, Signature of Applicant's Senior Official

_____, Printed Name

_____, Title

_____ Date

California Debt Limit Allocation Committee

ATTACHMENT V-2

SUSTAINABLE METHODS CERTIFICATION

10 points maximum. Check as all items that are applicable to the proposed Project and design, verification of compliance will be required. Check only one box in each applicable category ~~(maximum total points 10)~~.

A. **5 points unless otherwise noted.** 6 total possible points. ~~New Construction/Adaptive Reuse:~~

Energy Efficiency Certification	Check here
Leadership in Energy & Environmental Design (LEED for Homes)	☐
Green Communities	☐
Passive House Institute US (PHIUS)	☐
Passive House	☐
Living Building Challenge	☐
Green Point Rated Multifamily Guidelines.	☐
1 point: WELL (when not combined with the programs above)	☐

~~B. Additional Points for Exceeding Energy Efficiency Certification for New Construction/Adaptive Reuse:~~

~~Exceeding Energy Efficiency Standards~~			~~Check here~~
~~LEED for Homes~~	~~Silver~~	~~3 points~~	~~☐~~
	~~Gold~~	~~5 points~~	~~☐~~
~~Green Point Rated~~	~~Silver~~	~~3 points~~	~~☐~~
	~~Gold~~	~~5 points~~	~~☐~~

~~C~~B. ~~Additional Points for~~ New Construction or Adaptive Reuse Projects ~~not eligible for points under Section A~~:

1. Energy efficiency beyond the requirements in Title 24, Part 6, of the California Building Code:

Percentage Better than the 201~~3~~6 Standards		Check here
9 percent	3 points ~~for Low-Rise/4 points for High-Rise~~	☐
15 percent	5 points ~~for Low-Rise/6 points for High-Rise~~	☐
~~24 percent~~	~~8 points for Low-Rise/9 points for High-Rise~~	~~☐~~
~~30 percent~~	~~10 points for Low-Rise/10 points for High-Rise~~	~~☐~~

2. Energy Efficiency with renewable energy:

Offset of Tenants' Load		Check here
20 percent	3 points for Low-Rise/4 points for High-Rise	☐
30 percent	4 points for Low-Rise/5 points for High-Rise	☐
40 percent	5 points for Low-Rise only	☐

~~D~~C. Rehabilitation Projects:

Improvement Over Current	Points	Check here
15%	3 points	☐
20%	5 points	☐
~~25%~~	~~7 points~~	~~☐~~

~~30%~~	~~10 points~~	☐

~~E~~D. Additional Points for Rehabilitation Projects:

A. ~~3~~2 **points.** Photovoltaic generation or solar energy as described in TCAC Regulations §10325(c)(6)(E):	Check only one box for items i-iii
(i) The Project will include photovoltaic (PV) generation that offsets tenant loads; or	☐
(ii) PV that offsets either 50 percent (50%) of common area load (if the combined available roof area of the project structures, including carports, is insufficient for provision of 50% of annual common area electricity use, then the project shall have onsite renewable generation based on at least 90 percent (90%) of the available solar accessible roof area); or	☐
(iii) Solar hot water for all tenants who have individual water meters	☐
B. ~~3~~2 **points**. The Project will individually meter or sub-meter currently master-metered gas, electricity, or central hot water systems for all tenants.	☐
C. **2 points.** The Project will implement sustainable building management practices that include: (i) Development of a project-specific maintenance manual including replacement specifications and operating information of all energy and green building features; and (ii) Undertaking formal building systems commissioning, retro-commissioning or re-commissioning as appropriate.	☐

~~F~~E. **5 points.** Greywater Irrigation

Greywater Irrigation	Check here ☐

~~G~~F. **2 points.** Non-Smoking Policy.

Multi-building project having at least one nonsmoking building	Check here ☐
Single building project having a policy prohibiting smoking in contiguous designated units	☐

~~H~~G. **2 points.** Parking Ratio

Parking Ratio equivalent to or less than 1 parking stall per single room occupancy or one-bedroom restricted rental unit and 1.5 parking stalls per two-bedroom or larger restricted rental unit.	Check here ☐

☐ "I certify that the project rehabilitation or construction will include sustainable building methods and energy efficiency as indicated above in items A through ~~H~~G. As the project sponsor I have read the CDLAC regulations Section 5230(k) ~~(11) through (12)~~ and will provide the necessary verification that the above items have been implemented as an attachment to the first Annual Certification of Compliance.

_____, Signature of Project Sponsor

_____, Printed Name

_____, Title

_____ Date

☐ "As the licensed Project Architect, I certify that the project will be designed to be in compliance with items A through ~~H~~G. Compliance with this requirement will be demonstrated by submission of the energy performance certificate and appropriate third party verification to CDLAC as an attachment to the first Certification of Compliance."

_____, Signature of Project Architect, California License # C_____

_____, Printed Name

_____, Company Name

_____, Company Address

_____, Company Phone Number

_____ Date

☐ "I am aware that the project sponsor is receiving sustainable building points as specified above in items A through ~~H~~G. As the project sponsor I have read the CDLAC regulations Section 5230(k) ~~(11) through (12)~~ and will assist in providing the evidence of compliance as required with the first Annual Certification of Compliance."

_____, Signature of Applicant's Senior Official

_____, Printed Name

_____, Title

_____ Date

California Debt Limit Allocation Committee

ATTACHMENT W-1

INFORMATION ON PROJECT SPONSOR

The information provided in this form must relate to the Project Sponsor as defined in the CDLAC regulations.

Date & place formed:

Partners comprising Project Sponsor

	Corporate Name	Corporate Address	Role	% Ownership	Check if Nonprofit Entity
Partner #1				%	☐
Partner #2				%	☐
Partner #3				%	☐
Partner #4				%	☐

Names and titles of the individuals who are the principals or officers of Partner #1: **Please provide an organizational chart of the entity.**

Names and titles of the individuals who are the principals or officers of Partner #2: **Please provide an organizational chart of the entity.**

Names and titles of the individuals who are the principals or officers of Partner #3: **Please provide an organizational chart of the entity.**

Names and titles of the individuals who are the principals or officers of Partner #4: **Please provide an organizational chart of the entity.**

If applicable, please provide additional information that may be pertinent to this Application:

CALIFORNIA DEBT LIMIT ALLOCATION COMMITTEE

ATTACHMENT W-2

COLLECTIVE EXPERIENCE OF PROJECT SPONSOR AND ALL PARTNERS

(If different than Developer)

General experience

Total number of years of experience developing/rehabilitating multifamily rental housing:	
Total number of projects developed/rehabilitated:	
Total number of units developed/rehabilitated in above projects:	
Total number of years of experience developing/rehabilitating projects in **California:**	
Total number of projects developed/rehabilitated in **California:**	
Total number of units developed/rehabilitated in **California:**	
In the past 5 years, number of projects developed/rehabilitated:	
In the past 5 years, number of units developed/rehabilitated in above projects:	
In the past 5 years, number of projects developed/rehabilitated in **California:**	
In the past 5 years, number of units developed/rehabilitated in **California:**	
Indicate the total number of units that are currently under ownership of Developer:	
Indicate the total number of units that are currently under management of Developer:	

Tax-exempt bond experience

Total number of projects financed with tax-exempt bonds:	
Total number of units financed with tax-exempt bonds:	
Total number of **California** projects financed with tax-exempt bonds:	
Total number of **California** units financed with tax-exempt bonds:	

In the past 5 years, total number of projects financed with tax-exempt bonds:	
In the past 5 years, total number of units financed with tax-exempt bonds:	
In the past 5 years, total number of **California** projects financed with tax-exempt bonds:	
In the past 5 years, total number of **California** units financed with tax-exempt bonds:	
In the past 5 years, number of projects and number of units in **California** financed with tax-exempt bonds:	

California Debt Limit Allocation Committee

ATTACHMENT W-3

INFORMATION ON PROJECT DEVELOPER

The information provided in this form must relate to the Project Developer identified in PART I, Item #9, of this Application.

Date & place formed:

Check appropriate business type of the Project Developer.

Individual	☐		Partnership	☐		Governmental entity	☐
Corporation	☐		Nonprofit entity	☐		Joint Venture	☐

Identify the entities comprising Project Developer.

	Corporate Name	Corporate Address	Role	% Ownership	Check if Nonprofit Entity
Partner #1				%	☐
Partner #2				%	☐
Partner #3				%	☐
Partner #4				%	☐

Names and titles of the individuals who are the principals or officers of Partner #1: **Please provide an organizational chart of the entity.**

Names and titles of the individuals who are the principals or officers of Partner #2: **Please provide an organizational chart of the entity.**

Names and titles of the individuals who are the principals or officers of Partner #3: **Please provide an organizational chart of the entity.**

Names and titles of the individuals who are the principals or officers of Partner #4: **Please provide an organizational chart of the entity.**

If applicable, please provide additional information that may be pertinent to this Application:

CALIFORNIA DEBT LIMIT ALLOCATION COMMITTEE

ATTACHMENT W-4

EXPERIENCE OF PROJECT DEVELOPER

General experience

Total number of years of experience developing/rehabilitating multifamily rental housing:	
Total number of projects developed/rehabilitated:	
Total number of units developed/rehabilitated in above projects:	
Total number of years of experience developing/rehabilitating projects in **California:**	
Total number of projects developed/rehabilitated in **California:**	
Total number of units developed/rehabilitated in **California:**	
In the past 5 years, number of projects developed/rehabilitated:	
In the past 5 years, number of units developed/rehabilitated in above projects:	
In the past 5 years, number of projects developed/rehabilitated in **California:**	
In the past 5 years, number of units developed/rehabilitated in **California:**	
Indicate the total number of units that are currently under ownership of Developer:	
Indicate the total number of units that are currently under management of Developer:	

Tax-exempt bond experience

Total number of projects financed with tax-exempt bonds:	
Total number of units financed with tax-exempt bonds:	
Total number of **California** projects financed with tax-exempt bonds:	
Total number of **California** units financed with tax-exempt bonds:	

In the past 5 years, total number of projects financed with tax-exempt bonds:	
In the past 5 years, total number of units financed with tax-exempt bonds:	
In the past 5 years, total number of **California** projects financed with tax-exempt bonds:	
In the past 5 years, total number of **California** units financed with tax-exempt bonds:	
In the past 5 years, number of projects and number of units in **California** financed with tax-exempt bonds:	

CALIFORNIA DEBT LIMIT ALLOCATION COMMITTEE

ATTACHMENT X

INFORMATION ON PROPOSED MANAGEMENT COMPANY

1. Name and business address of the management company(s) that will manage the proposed Project:

2. Length of time the **Project Developer** has done business with **management company(s**) identified above:

3. Provide a brief description of the experience level of the property management company:

CALIFORNIA DEBT LIMIT ALLOCATION COMMITTEE

ATTACHMENT Z

INFORMATION ON CURRENT OWNER OF PROPERTY

1. Name(s) of Current Owner of Property:

   Business Street Address:
   City:
   State:
   Zip code:

2. Names and titles of the individuals who are the principals of the entities comprising the Current Owner of Property:

3. When is sale or transfer of property expected to close escrow?