

# **ATTACHMENT 3**

## **Application Instructions for Housing Related Parks Program**



## HOUSING-RELATED PARKS PROGRAM

### 2016 Designated Program Year Application Instructions

The Department of Housing and Community Development (Department) is pleased to release the Housing-Related Parks (HRP) Program Application (application) for the fourth round of the HRP Program. This incentive grant program, totaling approximately \$35 million for affordable housing activity during the 2016 Designated Program Year (DPY), is available to eligible cities and counties that meet the threshold requirements specified in Section 102 of the Program Guidelines. The 2016 DPY Notice of Funding Availability (NOFA) issued November 16, 2016 is also available on the Department's website.

#### APPLICATION PROCESS

**Application Dates and Details:** Applications must be submitted using the application format contained in this Application Package, including the Department's Applicant Information and Housing Project Cover Sheets, and shall include all additional information specified herein. The HRP Program application is available on the Department's website.

**Application Final Filing Date:**  
**February 23, 2017 (Thursday)**  
**by 5:00 p.m.**  
***(no exceptions)***

**Number of Copies:** All applicants must submit one original hard copy application with all required attachments and one electronic copy (including the file in Excel format) of the application forms. Applications transmitted by e-mail or by facsimile **will not be accepted**. Applications must be received by the Department by 5:00 p.m. on the application due date. Post marked applications **will not be accepted**.

**Applications must be submitted in a three-ring binder and delivered to one of the following addresses:**

#### **U.S. Mail**

Department of Housing and Community Development  
Division of Housing Policy Development  
P.O. Box 952053, MS-500  
Sacramento, CA 94252-2053  
Attn: HRP Program Staff

**Private Carrier (FedEx, UPS, etc.):**

Department of Housing and Community Development  
Division of Housing Policy Development  
2020 West El Camino Avenue, Suite 500  
Sacramento, CA 95833  
Attn: HRP Program Staff

**Contact Information:** If you have any questions about the application or require technical assistance, please contact the Program Representative for your area or the Department at (916) 263-7421. For additional information, please refer to the HRP Program NOFA and [Program Guidelines](#).

Region	Representative	Contact Information
Northern California/Bay Area	Fidel Herrera	916.263.7441 <u><a href="mailto:fidel.herrera@hcd.ca.gov">fidel.herrera@hcd.ca.gov</a></u>
Sacramento/Central Valley/ Central Coast/Eastern Sierra	Tom Brinkhuis	916.263.6651 <u><a href="mailto:tom.brinkhuis@hcd.ca.gov">tom.brinkhuis@hcd.ca.gov</a></u>
Southern California	Greg Nickless	916.274.6244 <u><a href="mailto:greg.nickless@hcd.ca.gov">greg.nickless@hcd.ca.gov</a></u>

If the Representative for your area as defined above is unavailable, please feel free to contact an alternative Program Representative.

**Application Review Process:** Each application will first be reviewed for completeness, threshold eligibility requirements, and accuracy. In order to be considered complete, an application must contain all requested information and supporting documentation. All applications must also meet the eligibility threshold requirements as specified in the NOFA and Program Guidelines. If the application is ineligible, it will not be considered for funding. All applicants not meeting the eligibility threshold requirements will be informed within 30 days from the application deadline with a written explanation.

**Award Decisions:** Final grant awards will be determined by the Department based on the application and supporting documentation. Applicants will be notified by mail of the Department's funding decisions. Grant award announcements will be made no later than June 30, 2017 and posted on the [Department's website](#).

**Standard Agreements:** Applications approved for funding will be incorporated and referenced in a Standard Agreement (contract) with the Department which will specify, among other things, the amount of funds granted, expenditure and reporting timelines, and the proposed use of funds. The Standard Agreement process generally takes eight to ten weeks from the grant award announcement to the time the standard agreement is executed.

Please note: Grant funds cannot be used for any activities that occur prior to the execution date of the Standard Agreement. Funds must be requested by April 30, 2019 and fully expended by June 30, 2019.

**Reporting Requirements:** If funded, each applicant will be required to submit annual reports to the Department on the status of the HRP Program funded Qualifying Park Project and a final closeout report once all grant funds are expended. Report dates and specific requirements will be identified in the HRP Program Standard Agreement.

**Right to Modify or Suspend:** The Department reserves the right, at its sole discretion, to suspend, amend, or modify the provision of the Application and/or NOFA and Program Guidelines. If such an action occurs, the Department will notify all interested parties.

## GENERAL APPLICATION INSTRUCTIONS

The HRP Program grant application is in Excel format and designed to be filled out electronically. Throughout the application are fields in yellow and blue. Yellow fields are to be filled in by the applicant, while blue fields will auto-fill or auto-calculate.

Please DO NOT print out the application and complete by hand. The electronic application is designed to automatically calculate fields across individual Excel spreadsheets in the application workbook to streamline the process for both applicants and Department reviewers.

Although these instructions are intended to guide you through the application process, they are not a substitute for reading and understanding the HRP Program Guidelines. Please contact the HRP Program Representative for your region (see listing on page 2) with questions or requests for technical assistance in completing the application.

### **Beginning Your Application:**

- Go to the [HRP Program website](#)
- Select **HRP Program Application** link
- Save using "Save As" function to save to computer or network (suggest saving file periodically).
- Once electronic application has been completed, print out all pages and send to Department, along with one electronic copy (in Excel format) and all supporting documentation.

**Sections of Application:** Each section to be filled out is identified by tabs on the bottom of the Excel worksheet. Sections to be completed include all of the following (\* = required forms):

- Applicant Information\*
- Legislative Information\*
- Eligibility Threshold Requirements\*
- Park Project Description\*
- Regional Blueprint Conformance
- Comprehensive Unit Listing\*
- Housing Project Cover Sheet\*
- Housing Project Attachment-Units Substantially Rehabilitated, Converted and/or Preserved
- Resolution (please see Attachment A)\*

Please note: All yellow highlighted fields in each section above MUST be completed.

### APPLICANT INFORMATION

**Authorized Representative:** Identify the person(s) or position(s) authorized to act on behalf of jurisdiction. This person(s) or position(s) must be the same as the person(s) or position(s) identified in the resolution. If the resolution identifies an authorized representative by title only please submit documentation that identifies that person by name and title (e.g. letter, copy of department employee roster, website contact information printout).

**Contact Person:** Identify the person the Department can contact for questions and clarifications regarding the jurisdiction's application. This person should be someone who is readily available via e-mail and/or phone and knowledgeable about the application and its contents.

**Applicant Certification:** The application must include a completed certification. The signatory of the certification must be the Authorized Representative or their designee. If signed by a designee, the application must include documentation demonstrating designee authority.

### LEGISLATIVE INFORMATION

Please identify ALL applicable legislative representatives for the applicant jurisdiction. If more space is needed, print out additional forms to include as many applicable representatives.

Legislative information is available at the Official California Legislative Information website. Please ensure current legislative information is provided to expedite review of the application and award process.

## THRESHOLD REQUIREMENTS

**Eligible Applicants:** The HRP Program is available to cities, counties, and cities and counties. Please note: A jurisdiction may submit only one application per funding cycle.

### Threshold Requirements

**Housing Element Compliance:** Each applicant must have an adopted housing element that the Department has determined to be in substantial compliance with housing element law. For DPY 2016 the element must have been adopted and submitted to the Department by the end of the year (December 31, 2016) and found in compliance by the Department without further amendment.

**Annual Progress Report Submittal:** The Annual Progress Report, pursuant to Government Code Section 65400, reports on the jurisdiction's implementation of the housing element, including the status of housing programs and progress towards meeting its regional housing need. All applicants must have submitted the required Annual Progress Report(s) to the Department by the application due date (February 23, 2017). Report forms and instructions are available on the Department's website.

For example, applicants must submit the 2015 CY Annual Progress Report in order to be eligible to receive funding for units from 2016. To receive funding for 2015 units, the 2014 CY Annual Progress Report must be submitted to the Department. If applying for funds based on Eligible Units from both 2015 and 2016, both the CY 2014 and 2015 Annual Progress Reports must have been submitted to the Department prior to February 23, 2017. APR and housing element threshold requirements are summarized in the table below.

Documentation of Eligible Units	Housing Element Compliance	Annual Progress Report
Building permit/occupancy documentation must fall within the following date range detailed below	Housing element which has been adopted by the jurisdiction's governing body and <u>determined to be in substantial compliance with State housing element law</u> pursuant to Government Code Section 65585	Annual Progress Report submitted by application due date for the corresponding CY(s) detailed below
CY 2010	Housing element compliance as of December 31, 2016	CY 2009
CY 2011		CY 2010
CY 2012		CY 2011
CY 2013		CY 2012
CY 2014		CY 2013
CY 2015		CY 2014
CY 2016		CY 2015

**Please note:** Charter cities are NOT exempt from the Annual Progress Report requirement for purposes of eligibility for the HRP Program and must have submitted the required report(s) by February 23, 2017 to be eligible.

**Eligible Units:** For the 2016 Designated Program Year, depending on the type of unit, Eligible Units must be documented by the issuance of a building permit or certificate of occupancy between January 1, 2010 and December 31, 2016 and meet the affordability requirements for extremely low-, very low- or low-income households. Please note: to qualify, units must meet the Census Bureau definition of a housing unit as detailed in Section 102(B)(3) of the Program Guidelines.

**Minimum Grant Amount:** To be eligible for funding, an applicant must meet the minimum grant amount of \$75,000, including any bonus awards, based on Eligible Units from the DPY.

If an applicant is unable to meet the \$75,000 minimum grant amount, it may combine Eligible Units from multiple years (i.e., 2010, 2011, etc.) and apply once the threshold is met. Please note, however, as stated in Section 102(B) of the Guidelines, the applicant must ensure all threshold criteria, including housing element compliance and submittal of the Annual Progress Report, is met as specified in the applicable NOFA. For additional information, please refer to the Program Guidelines.

#### **PARK AND RECREATION FACILITY (PARK PROJECT) DESCRIPTION**

If HRP Program grant funds are purposed for use at more than one park location the application must include a completed Park Project Description form for each proposed project. To create an additional form, right-click on the Park Project Description sheet tab at the bottom of the screen. From the pop-up menu, select "Move or Copy". Select "Park Description" from the list, check the "Make a Copy" box, and click "OK". A new Park Project Description will appear after the original form. Repeat as necessary to include as many Park Project Description forms as needed.

**Park Project Name:** Enter the Qualifying Park Project name.

**Park Location:** Provide the address for the proposed Qualifying Park Project activity. If exact address is not yet known, provide the boundaries or cross streets.

**Park Project Census Tract:** The application must include identification of the census tract for the Park. The census tract number should be in the 11-digit format used on the HUD website where the first two digits give the state code, the next three indicate the county, and the remaining six represent the census tract. For more information, please review HUD's Census Data.

**Project Summary:** Provide a brief description of the work to be done. For example, is the proposed park project an existing park location to be rehabilitated or construction of a new park?

**Will the Park be in Support of Any Infill Project?** If there is a residential Infill Project within a quarter mile radius of the park project, or accessible within a half mile walkable route of the park project, answer “Yes” to this question. The application must provide the name or location of at least one residential infill development meeting these criteria, and provide documentation to support this through the use of aerial photography, engineering calculations, GIS maps, etc. Please note: For the purposes of qualifying for this bonus award, the identified residential infill project may be any residential structure previously existing or under construction (single family or multifamily). The infill project is not required to be any of the housing units used to qualify for the base grant award or an affordable housing development.

**Will the Park be Located within a Disadvantaged Community?** Indicate whether the park project will be located within a Disadvantaged Community by selecting “Yes” or “No” from the drop down menu. Applications must provide documentation to demonstrate at least ONE of the following:

- The Qualifying Park Project is located within or bordered by at least one qualified census tract (QCT) as determined the by U.S. Department of Housing and Urban Development. Documentation to support this identification may be obtained by all applicants through the HUD-User GIS Service QCT Locater.

**OR**

- The Qualifying Park Project is located within a census tract determined by the U.S. Department of Housing and Urban Development having at least 51 percent of its residents at low- or moderate-income levels. Documentation to support this identification may be obtained by all applicants from the HUD’s Census Data.

For additional information on calculating percentage of residents at low- or moderate income levels, please see footnote below.<sup>1</sup>

**Will the Park Project be located within in a “Park-Deficient Community?** Indicate whether the Park Project will be located within a Park-Deficient Community by selecting

<sup>1</sup> Information is provided at the census block group level and will require applicants to total all block groups from a census tract to calculate the correct percentage of low and moderate income households for the entire census tract. For example, below is information for tract 400300, block groups 1-4:

STUSAB	STATE	COUNTYNAME	COUNTY	TRACT	BLKGRP	A		B	
						LOWMODUNIV	LOWMOD	LOWMODPCT	
CA	06	Alameda County	001	400300	1	1092	213	19.5	
CA	06	Alameda County	001	400300	2	1146	378	33	
CA	06	Alameda County	001	400300	3	1216	617	50.7	
CA	06	Alameda County	001	400300	4	1383	431	31.2	

For a park project is located within census tract 400300, the applicant would add up figures in the 4 rows in column B “LOWMOD” (1639) and divide that number by the sum of 4 rows of column A “LOWMODUNIV” (4837), resulting in an average of 33 percent low- and moderate-income households in the entire census tract. Therefore this census tract would **NOT** qualify for the Disadvantaged Community bonus as it does not have at least 51 percent of its resident at low- or moderate-income levels as required in the Guidelines.



“Yes” or “No” from the drop down menu. Documentation to support this identification should be obtained from the California State Parks website and submitted with the application.

**Project Cost Breakdown and Other Funding Sources:** Identify the main sub-projects associated with this Qualifying Park Project and their associated cost estimates. In addition, identify any non-HRP funding that is intended to be part of the financing of the park.

All sub-projects funded with HRP Program grant funds must result in the construction or acquisition of a capital asset. Capital assets, as defined in Government Code, Section 16727, must meet at least one of the following four criteria:

- Tangible physical property with an expected useful life of 15 years or more.
- Major maintenance, reconstruction, rehabilitation, demolition for purposes of reconstruction of facilities, retrofitting work ordinarily done no more often than once every 5 to 15 years or expenditures that continue or enhance the useful life of a capital asset.
- Equipment with an expected useful life of two years or more.
- Eligible soft costs directly related to the construction, rehabilitation or acquisition of a capital asset project (as described in 1 or 2 above), such as planning, engineering, construction management, architectural, environmental impact reports, required mitigation expenses, appraisals, legal expenses, site acquisitions and necessary easements.

### REGIONAL BLUEPRINT BONUS

If qualifying for the bonus based through the Regional Blueprint criteria, the application must supply documentation indicating the applicant jurisdiction has conformed applicable sections of its adopted General Plan, including the land-use, housing and open space elements in particular, to the land-use provisions of the applicable adopted Regional Blueprint Plan. The Department will review submitted documentation to determine eligibility for bonus funds under this category.

Documentation shall include all of the following, in a manner specific to the grant application for the proposed park improvements:

- copies of relevant text, diagrams, or maps from both the General Plan and the Regional Blueprint Plan;
- a resolution from the elected body of the applicant jurisdiction describing the basis of the conformity between the two plans; and
- a letter or resolution from the Council of Governments (COG) having jurisdiction over the Regional Blueprint Plan attesting to the conformity of the General Plan with the adopted Regional Blueprint Plan.

## COMPREHENSIVE UNIT LISTING

List each individual residential project identified as part of a Housing Project Cover Sheet, including number of units, bedroom count and affordability level. The spreadsheet will automatically calculate the total base award per Housing Project Cover Sheet. Total number of bedrooms and units by affordability level will be calculated and displayed in the bottom row of the table.

If additional rows are needed to include all residential projects, highlight an individual row by clicking a row number on the left hand side of the screen. Once highlighted, from the menus at the top of the screen, select "Insert" and then "Row." Repeat as necessary to include as many rows as needed. Following these steps will ensure formulas necessary to calculate totals are maintained.

For each residential project, indicate "Yes" or "No" from the dropdown menu for each bonus fund based on the information provided in the Housing Project Cover Sheet (New Construction, Infill Units) and Park Description (Infill-Supporting, Park-Deficient, Disadvantaged Community). The spreadsheet will automatically calculate the bonus and total awards for each Eligible Unit.

The total columns at the end of the page will automatically calculate the total base, bonus and grant awards based on the information submitted in the application. In order to be eligible in this round of funding, the applicant must qualify for a total grant award of at least \$75,000.

## HOUSING PROJECT COVER SHEET

Applicants must complete and submit a separate Housing Project Cover Sheet for each individual residential project containing HRP Program eligible units included in the grant calculation. Housing Project Cover Sheets should be filled out in the same order as they are listed on the Comprehensive Unit Listing. For example: Housing Project Cover Sheet (1) should contain information about Project 1 from the Comprehensive Unit Listing, Housing Project Sheet (2) from Project 2, and so on. The application workbook contains ten Housing Project Cover Sheets. If necessary, applicants can create additional Housing Project Cover Sheets using the following process. Right-click on any Housing Project Cover Sheet tab at the bottom of the screen. From the pop-up menu, select "Move or Copy". Select "Move to End" from the list, check the "Make a Copy" box, and click "OK". A new Project Cover Sheet will appear at the end of the workbook. Be sure to re-number the heading on this sheet to match the project number on the Comprehensive Unit Listing. Repeat as necessary to include as many Housing Start Cover Sheets as needed.

*Supporting Documentation:* The application must include all required documentation as detailed below to demonstrate the eligibility of housing units included in the Housing Project Cover Sheet.

**Project Name or Identifier:** Identify the housing project by name or other unique identifier (i.e., Rosewood Apartments), not the Qualifying Park Project name. Unique identifiers can include project name, address and/or assessor's parcel number. Please note: supporting documentation to demonstrate bedroom count and affordability level MUST indicate the same project identifier to tie all required documentation together.

**Type of Unit:** Indicate whether the project is new construction or a substantial rehabilitation, conversion, or preservation project.

**Building Permit(s) Issuance Date(s):** For new construction units, identify the date(s) the building permit(s) were issued for the project. Attach necessary documentation to support these dates. Single-family units may have various building permit dates, but those units approved as part of a subdivision should be submitted as one Housing Project Cover Sheet.

**Date(s) of Certificate(s) of Occupancy:** For units substantially rehabilitated, converted, and/or preserved, identify the date(s) the certificate(s) of occupancy, or other evidence of readiness for occupancy, were issued.

**Are Eligible Units otherwise considered Infill, pursuant to Section 106(C)(2)-(4)?:** Section 106(C) of the HRP Program Guidelines outlines the criteria for a project to be identified as an Infill Project. This field is a drop-down box with either a "Yes" or "No" answer. If "Yes," the application must include documentation to support the project as an Infill project. Acceptable documentation includes, but is not limited to, overhead photographs of the project site, engineering documentation, photographs of adjacent property, etc. If there is a concern as to the acceptability of the documentation available, please contact your jurisdiction's HRP Program Representative.

**Affordability Documentation:** The Housing Project Cover Sheet must indicate the public subsidy used to achieve the affordable rent or sale prices of the eligible unit (for example, Low Income Housing Tax Credits, Redevelopment Agency Low-Mod Housing funds, the Department's Multifamily Housing Program, California Housing Finance Agency funds, etc.). It is only necessary to identify one source of public funds which meets the required restriction period (55 years for rental projects, 20 years for ownership units and 40 years for preservation). Evidence of affordability covenants detailing level of affordability and length of restriction period must be included in the supporting documentation.

For new construction ownership units, if no public funds were used to achieve affordability, the documentation must demonstrate the unit has been or will be initially sold to an income-eligible household at an affordable housing cost. Documentation must include verification of income eligibility, at the time of the close of escrow, for the household initially occupying the unit and sale prices must not exceed the sale price limits published by CalHFA for the qualifying sale date. See Attachment B

**Project Summary Table:** Indicate the number of units at each affordability level by unit size that will be used for the grant award calculation. DO NOT include units in the project that are not part of your grant award calculation (for example, non-restricted manager units in multifamily rental projects). The form will automatically calculate the total number of bedrooms by income level. These numbers should be identical to those listed on the Comprehensive Unit Listing. Please note: figures entered will be the number of units not the number of bedrooms. Evidence of bedroom count for each unit by affordability level must be included in the supporting documentation.

**Project Description:** This field may be used to clarify documentation or eligibility of units if necessary.

In summary, all applicants must submit appropriate supporting documentation with each Housing Project Cover Sheet to demonstrate eligibility for each housing unit used to calculate the HRP Program award. Supporting documentation for projects with multiple units may consist of summary information as long as the total number of bedrooms by income level for each unit is clearly demonstrated.

#### **Instructions for Assembly of Housing Unit Project Sheet and Supporting Documentation**

- Separate and label all supporting documentation, including Housing Project Attachments, building permits, certificates of occupancy, income verification, affordability restrictions, bedroom count information and infill bonus eligibility (if applicable) by project and include as a packet with each Housing Project Cover Sheet.
- As the award is based on the number of bedrooms in units affordable to both very low- and low-income households, the connection between the unit count, income level and bedroom count must be clearly documented.
- If an eligible Housing Unit has multiple funding sources, there is no need to submit copies of all the regulatory agreements on the project – one complete current copy which meets the criteria outlined in this application will suffice.
- To facilitate an expedited review of the application, please highlight or indicate where the specific information can be found in the included documentation.

**HOUSING PROJECT ATTACHMENT –  
Units Substantially Rehabilitated, Converted and/or Preserved**

For projects containing units substantially rehabilitated, converted from market-rate to affordable, and/or preserved, applicants must complete the corresponding Housing Project Attachment in addition to the Housing Project Cover Sheet. For example, if the third project listed on the Comprehensive Unit Listing is a Substantial Rehabilitation, then the applicant would complete Housing Project Cover Sheet (3) and Attachment (3). This form is not required for new construction units.

The application must include all required documentation as detailed below to demonstrate the eligibility of housing units included in the Housing Project Attachment.

**Project Name or Identifier:** Should be identical to the information provided on the Housing Project Cover Sheet.

**General Requirements:** Indicate the source of “committed funds” provided by the local government. Specify the amount and date *Please note: this is a requirement for all three categories of units: substantially rehabilitated, converted, and/or preserved.* Check the appropriate box to indicate the project type.

**Substantial Rehabilitation:** Demonstrate the units were at imminent risk of loss to the housing stock. Acceptable types of documentation includes: demolition permit, red tagged for removal, photographs, etc. If the units were previously occupied, demonstrate the local government provided relocation assistance and the tenants will have the right to reoccupy the units.

**Conversion from Non-Affordable to Affordable of Multifamily Units or Foreclosed Properties:** Demonstrate the units were not previously restricted to lower-income households resulting in a net increase in the affordable housing stock. Acceptable types of documentation include: regulatory agreements, TCAC, deed restrictions or covenants etc. If the units were previously occupied, demonstrate the local government provided relocation assistance.

**Preservation of Affordable Units:** Provide documentation indicating the units were restricted to low- or very low-income households. Demonstrate affordability has been extended by at least 40 years for rental units or 20 years for ownership units. Acceptable types of documentation include: regulatory agreements, TCAC, deed restrictions or covenants etc.

## Summary of Documentation Requirements

New Construction Units	Units Substantially Rehabilitated, Converted, and/or Preserved
<ol style="list-style-type: none"> <li>1. Completed Housing Project Cover Sheet</li> <li>2. Building permit dated between January 1, 2010 and December 31, 2015</li> <li>3. Affordability to extremely low-, very low- or low-income households</li> <li>4. Length of deed restriction (for publicly subsidized projects)</li> <li>5. Bedroom count documentation (number of bedrooms) for each eligible housing unit by income level</li> </ol>	<ol style="list-style-type: none"> <li>1. Completed Housing Project Cover Sheet</li> <li>2. Completed Housing Project Attachment</li> <li>3. Certificate of Occupancy dated between January 1, 2010 and December 31, 2016</li> <li>4. Affordability to extremely low-, very low- or low-income households</li> <li>5. Length of deed restriction (for publicly subsidized projects)</li> <li>6. Bedroom count documentation (number of bedrooms) for each eligible housing unit by income level.</li> </ol>

## Attachment A

### HRP Program Resolution Instructions and Template

#### Resolution Instructions:

- The Department will accept applications with draft resolutions. However, an applicant must provide an approved resolution within 30 days of the date of submission.
- If more than one authorized signatory is identified in the resolution, specifically state whether both signatories are required (i.e. x and y) or only one signatory is required (i.e. x or y) to submit the application and execute the HRP Grant Documents.
- If the application is being signed by a designee of the authorized signatory, the applicant must also submit a designee letter or other proof of signing authority.
- Applicants should assume an increase of 50 percent of the amount requested (i.e. "not to exceed" amount) for the purposes of identifying the grant amount in the resolution template below to allow the Department to apply RHNA bonus funds, if applicable. If the jurisdiction is not comfortable approving a "not to exceed" amount, please be aware that an updated resolution will need to be submitted at the time of Standard Agreement execution with the correct total award amount.

#### Resolution Template:

Resolution No. \_\_\_\_\_

**RESOLUTION OF THE [GOVERNING BOARD/CITY COUNCIL] OF [NAME OF APPLICANT]  
AUTHORIZING APPLICATION FOR HOUSING RELATED PARKS GRANT**

**WHEREAS:**

- A. The State of California, Department of Housing and Community Development (Department) has issued a Notice of Funding Availability dated November 16, 2016 (NOFA), under its Housing-Related Parks (HRP) Program.
- B. *[city or county applying for HRP Program]* (Applicant) desires to apply for a HRP Program grant and submit the 2015 Designated Program Year Application Package released by the Department for the HRP Program.
- C. The Department is authorized to approve funding allocations for the HRP Program, subject to the terms and conditions of the NOFA, Program Guidelines, Application Package, and Standard Agreement.

**THEREFORE, IT IS RESOLVED THAT:**

1. Applicant is hereby authorized and directed to apply for and submit to the Department the HRP Program Application Package released November 2016 for the 2016 Designated Program Year in an amount not to exceed \$XXXXX.00. If the application is approved, the Applicant is hereby authorized and directed to enter into, execute, and deliver a State of California Standard Agreement (Standard Agreement) in an amount not to exceed \$XXXXX.00, and any and all other documents required or deemed necessary or appropriate to secure the HRP Program Grant from the Department, and all amendments thereto (collectively, the "HRP Grant Documents").
2. Applicant shall be subject to the terms and conditions as specified in the Standard Agreement. Funds are to be used for allowable capital asset project expenditures to be identified in **Exhibit A** of the Standard Agreement. The application in full is incorporated as part of the Standard Agreement. Any and all activities

funded, information provided, and timelines represented in the application are enforceable through the Standard Agreement. Applicant hereby agrees to use the funds for eligible capital asset(s) in the manner presented in the application as approved by the Department and in accordance with the NOFA and Program Guidelines and Application Package.

3. The *[office or position titles of authorized person(s) or designee]* is authorized to execute in the name of Applicant the HRP Program Application Package and the HRP Grant Documents as required by the Department for participation in the HRP Program.

PASSED AND ADOPTED this \_\_\_\_\_ Day of \_\_\_\_\_, 2016, by the following vote:

AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_ ABSTAIN: \_\_\_\_\_ ABSENT: \_\_\_\_\_

The undersigned *[title of officer]* of the Applicant here before named does hereby attest and certify that the forgoing is a true and full copy of a resolution of the *[Governing Board/City Council]* adopted at a duly convened meeting on the date above-mentioned, which has not been altered, amended or repealed.

Signature \_\_\_\_\_ Date \_\_\_\_\_



## Attachment B CalHFA New Home Sales Price Limits

CalHFA Homeownership Program Sales Price Limits are provided below.

As CalHFA updates its sale price limits throughout the year, applicants should use the appropriate limits for the date the building permit was issued. To determine which set of sale price limits is appropriate and corresponds to the approval date for the unit, check the effective date in the upper left hand corner of the published sale price limits.

For eligible units documented between January 1, 2010 and July 26, 2010, use the 2009 sales price limits available on CalHFA's website.

For eligible units documented between July 27, 2010 and July 13, 2011, use the 2010 sales price limits available on CalHFA's website.

For eligible units documented between July 14, 2011 and July 15, 2012, use the 2011 sales price limits available on CalHFA's website.

For eligible units documented between July 16, 2012 and September 8, 2014, use the 2012 sales price limits available on CalHFA's website.

For eligible units documented between September 9, 2014 and October 26, 2015, use the 2014 sales price limits available on CalHFA's website.

For eligible units documented between October 27, 2015 and December 31, 2016 use the 2015 sales price limits available on CalHFA's website

## Attachment C State Income Limits

The State Income Limits published annually by HCD are provided below.

For ownership units, if no public funds were used to achieve affordability, the applicant must demonstrate the unit has been or will be initially sold to an income-eligible household at an affordable housing cost. To determine which set of income limits should be used to verify income eligibility of the initial occupants, please refer to the table below.

For building permits issued from:	Please refer to:
January 1, 2010 to June 16, 2010	2009 State Income Limits – Please Contact an HRP Program Representative to obtain a copy
June 17, 2010 to July 12, 2011	2010 State Income Limits - Please Contact an HRP Program Representative to obtain a copy
July 13, 2011 to January 31, 2012	<u>2011 State Income Limits</u>
February 1, 2012 to February 24, 2013	<u>2012 State Income Limits</u>
February 25, 2013 to February 27, 2014	<u>2013 State Income Limits</u>
February 28, 2014 to April 14, 2015 ,	<u>2014 State Income Limits</u>
April 15, 2015 to May 23, 2016	<u>2015 State Income Limits</u>
May 24, 2016 to December 31, 2016	<u>2016 State Income Limits</u>