"FOOD & SHELTER": LOW-INCOME HOUSING TAX CREDIT DEVELOPMENTS IN
CALIFORNIA AND ACCESS TO GROCERY STORES

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Darci Coleen Palmer

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Darci Coleen Palmer

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COMMITTEE MEMBERSHIP

TITLE: "Food & Shelter": Low-Income Housing Tax Credit Developments in California
and Access To Grocery Stores

AUTHOR: Darci Coleen Palmer

DATE SUBMITTED: June 2011

COMMITTEE CHAIR: Chris Wm. Clark, Lecturer

COMMITTEE MEMBER: Lisa A. Wise, Lecturer

COMMITTEE MEMBER: Jeff Legato, Lecturer

ABSTRACT

“Food & Shelter”: Low-Income Housing Tax Credit Developments And Access To Grocery Stores

Darci Coleen Palmer

Since the mid-century proliferation of public housing, policy makers and environmental justice advocates have exposed the fact that geographically and economically isolated public housing sites are ultimately detrimental to residents and communities. In recent years, more progressive housing policies have emphasized the importance of site location in the success of housing programs. This study explores the intersection of affordable housing policy and “food desert” research, by assessing the Low-Income Housing Tax Credit (LIHTC) program in California, with specific attention to the grocery store category within the Site Amenities section. Since the inception of the LIHTC program in 1986, the California Tax Credit Allocation Committee (CTCAC) has made multiple revisions to its application process. The study evaluates the current accessibility of grocery stores from LIHTC sites in Alameda and Santa Clara Counties in Northern California. It also critiques the changes in application scoring, criteria, and the indicators of food facility proximity and quality, identifying weaknesses, recommendations, and areas for further research.

It finds that despite CTCAC’s efforts to improve the effectiveness of the application, there does not seem to be improvement in grocery store access over time. Further research is needed to determine whether this condition is a result of a failure on the part of the application process, or of high land costs and limited availability of developable land.

Keywords: housing policy, LIHTC, low-income housing tax credits, environmental justice, food desert, grocery access

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CHAPTER 1 - INTRODUCTION & BACKGROUND

“FOOD AND SHELTER”

Food and shelter are two of the most basic necessities for individual and community health and productivity. Since the 19th century, U.S. government agencies have adopted various policies to ensure provision of these necessities where the market has failed to do so. Such public policies - from food stamps to mortgage insurance - are wide ranging. They are continually reevaluated, reinvented, and eliminated by policy makers.

Public housing was one such policy designed to provide adequate housing to the many households migrating from rural to urban areas during the first half of the 20th Century. Implementation of federal public housing policy created over 1.4 million units, and has been widely criticized for its role in concentrating poverty and isolating poor families from resources such as jobs, transit, schools, health care, and groceries (Schwartz, 2010). Chicago's Cabrini-Green public housing high rise is a hallmark example of public housing policy mistakes: concentrating extreme poverty in an isolated area, without critical resources or opportunities.

Crime was rampant, and the likelihood of “graduating” from public housing was all but non-existent.

Since the 1970s, a large portion of public housing high rises have been razed and replaced with mixed-income developments. New programs, such as Redevelopment Agencies and the Community Development Block Grant, have been developed. Common among more recent programs are two components: an interest in creating mixed income communities and an interest in ensuring that residents of subsidized housing have access to necessities. Low Income Housing Tax Credits (LIHTC) is one such program. Created by the Tax Reform Act of 1986, LIHTC has produced over 1,843,000 units nationwide as of 2007 and is arguably the most important funding source for development of affordable housing units today (Schwartz, 2010). Administered through partnerships between the Internal Revenue Service (IRS) and state governments, the program uses investor capital to subsidize construction of low-income housing, in exchange for substantial tax credits for the investors.

In order to distribute tax credits to real estate investors strategically and systematically, each state has its own federally approved allocation process. The California Tax Credit Allocation Committee (CTCAC) evaluates proposals based on a range of criteria. These include funding sources, project feasibility and readiness, and characteristics of the design and the applicant’s developer. Since 1999, the application has used a points system to evaluate proposals quantitatively. One scoring section is “Site Amenities,” which assesses the site’s proximity to resources in the surrounding area. For example, if the site is accessible to a transit hub, a hospital, and other important amenities, the applicant can claim more points on the application, which is extremely competitive. The application measures “accessibility” in terms of distance “as the crow flies.” Projects with more amenities, located in higher proximity to the development site, can earn project points in this highly competitive scoring. In the 2010 application, for example, an applicant can claim up to a maximum of 15 points for the Site Amenities section, out of a total of 146 possible points. In recent years, the LIHTC selection process has been highly competitive; presently, developers report that they will not pursue

LIHTC funding unless they can claim the maximum points allowable in each category (personal communication, Jeff Williams, 2011).

Despite the competitive advantages of earning the Site Amenities section points, it is unclear whether the funded sites are in fact “well-connected” and close to amenities. Overall, this study focuses on the relationship between LIHTC sites and access to one amenity in particular: grocery stores. Are California’s LIHTC developments located where access to fresh and affordable food is convenient? And does the application seem to improve food access? By measuring access between LIHTC sites and food facilities in two California counties, we will perform a rudimentary status check of the LIHTC program with respect to food access. It should be emphasized here that the intention is not to draw any overarching conclusions about cause and effect. Whether the allocation process *leads to* well-connected housing sites is a question beyond the scope of this study. The intention is simply to assess the conditions and gain insight into the application’s effectiveness in promoting access to amenities.

GEOGRAPHIC CONTEXT

This study focuses specifically on California’s Tax Credit allocation system. Given the impracticality of conducting a statewide spatial analysis of all 3,286 LIHTC developments and their neighboring food facilities. Instead, two counties were selected for a case study of food access from the LIHTC sites within these counties. While no two counties can be representative of the entire state, a geographically-limited study is useful in developing a preliminary understanding of the food access conditions and trends over LIHTC’s 22 year history within the State.

The two counties studied in this research are Alameda and Santa Clara Counties, shown in Figure 1.1. The two counties have distinct land use and development patterns, economic industries, and housing policies, but are subject to the same, statewide LIHTC application

process. Differences and similarities between the two counties should provide a basic overview of food-access conditions and elucidate areas of additional, more in-depth statistical analyses.

Alameda County is located on the eastern side of the San Francisco Bay, between Contra Costa County and Santa Clara County. According to the U.S. Census, the population of Alameda County was approximately 1,510,271 in 2010, and the medium income for a family of four was \$90,300 (California Department of Housing and Community Development, 2010).

Figure 1.1: Map of Study Area

Source: (Thadius856, 2007)

Alameda County's largest city is Oakland, followed by Fremont and Hayward (California Department of Finance, 2010). Alameda County includes both traditional, urban, compact development as well as suburban and low-rise development. Its largest industries are Manufacturing, Health Care and Social Assistance, and Administrative and Support Services (U.S. Bureau of the Census, 2007), while its largest employers are the University of California, Berkeley, and Lawrence Livermore National Laboratory (East Bay Economic Development Alliance, 2010). Alameda County includes 185 LIHTC developments that were awarded funding between 1987 and 2010, representing 5.6% of all funded sites in California (State Treasurer's Office, 2010).

Santa Clara County makes up the largest area and population of the Southern San Francisco Bay Area, known as the "South Bay." It is located immediately south of San Francisco Bay and Alameda County. As of 2010, its population was 1,781,642, and the median income for a family of four was \$103,500 (California Department of Housing and Community Development, 2010). Santa Clara County's largest cities include San Jose with a population of over 900,000, followed by the City of Santa Clara with approximately 116,000 people, and Sunnyvale, with approximately 140,000 (California Department of Finance, 2010). Except for the core of downtown San Jose, which is compact and somewhat urban, most of Santa Clara County has sprawling development, resulting from late 20th century residential development of agricultural land during the Silicon Valley technology boom. The County's largest industries are Manufacturing and Professional, Scientific, and Technical Services (U.S. Bureau of the Census, 2007), and its largest employers are Cisco Systems, Intel, and several other technology companies (California Employment Development Department, 2010). Santa Clara County includes 197 LIHTC-funded sites since 1987, 6% of developments statewide (State Treasurer's Office, 2010).

The following chapter provides the historical basis for the inquiry of this study of housing policy and food justice. It summarizes existing literature on LIHTC and economic integration. The literature review is then followed by a discussion of the research methods and findings.

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CHAPTER 2 - LITERATURE REVIEW

INTRODUCTION

This chapter summarizes the history of housing policies and charts the continually changing definitions of housing problems and strategies to solve them. It then reviews the basic tenets and growth of environmental justice movements, and how they have influenced policies involving housing and public health. Finally, the chapter begins to assess the Low Income Housing Tax Credits (LIHTC) program and its increasing level of attention to issues of environmental justice.

FEDERAL HOUSING POLICY: A BRIEF HISTORY

Theoretical Basis

Local and national housing policies are rooted in a theoretical concept of the American ideal. The basic components of this ideal include patently American values for upward mobility, a free private market, and government protection in the event of “market failure.” In his 1995 edition of *The Federal Government and Urban Housing*, R. Allen Hays explains a 1970s-era notion of the “ideal image of the U.S. system” with three components, paraphrased here:

- 1. It is human nature to enhance one’s material well being through productivity and competition.*
- 2. The private market is the most efficient allocator of goods and services for the community.*
- 3. The government should play a secondary role and supplement the private market through regulation of human interactions (p. 18)*

Despite the inherent tension in this political ideal, and the politically tenuous balance between the “free market” and government intervention, it provides a theoretical justification for housing policy.

Origins

With roots in this American ideal, housing-related policies resulted from a variety of motivations and manifested in various forms. Housing supply, demand, and finance are primarily dictated by the private market. Government intervention usually comes in the form of regulating the relationship between these components (Hoch, 2000). Local governments’ participation in housing development began with the first zoning and building laws in the early 1900s in New York and Los Angeles. These policies sought to reduce health and safety problems resulting from poorly constructed, overcrowded tenements and factories during the Industrial Revolution.

Zoning policies separated incompatible land uses, such as factories and residences, to prevent negative impacts of industrial uses, such as pollution and noise, on residential and commercial uses. Building codes mandated specific construction practices, such as installation of fire escapes and ventilation systems. These policies were unprecedented, and the Supreme Court deemed them constitutional because they served to protect “health, safety, and welfare.” Cities across the country adopted these zoning and construction policies, and by the 1950s they were mainstream.

While city governments took action to regulate land uses and buildings, the Federal government’s action took the form of regulation and market intervention in real estate finance (Hoch, 2000). The earliest example of U.S. Federal housing policy was arguably the Homestead Act of 1862, in which the government awarded land ownership to citizens who developed and cultivated the land for 5 years (Leavitt, 1995, p. 16). Several decades later, the Depression-era Home Owners’ Loan Act in 1933 enabled the government to rescue homeowners in foreclosure by purchasing defaulted mortgages and refinancing them with more affordable terms (Schwartz, 2010). With the Housing Act of 1934, Congress established the Federal Housing Administration (FHA) to insure mortgages. Mortgage insurance – and the requisite loan qualification criteria – virtually eliminated risk for mortgage lenders, and stimulated mortgage lending and suburban residential construction nationwide. In the 1940s, the Veterans Administration (VA) home loan program also spurred massive housing development and home purchase, exclusively in the suburbs. These changes in mortgage finance, and direct mortgage assistance provided by the VA, facilitated a national shift from renting to homeownership (Hoch, 2000). From 1940 to 1950, homeownership rose from nearly 44 percent to 55 percent, and continued to grow steadily until the 1990s (Leavitt, 1995, p. 16).

In recent years, it not the FHA but private companies that insure most mortgages. The FHA’s loan criteria, however, created deep and lasting effects on patterns of land development and distribution of wealth in the United States, through investment in suburban growth and disinvestment in urban areas (Hoch, 2000; Schwartz, 2010). In St. Louis, Missouri, for example,

91% of mortgages between 1935 and 1939 were for suburban home purchase, most of which were being purchased by city residents (Jackson in Schwartz, 2010, p. 56). From 1934 to 1960, the trends were similar in other metropolitan areas, such as Washington D.C., and Camden and Patterson, New Jersey, where suburban home mortgages outweighed urban home mortgages by four to seven times. FHA's preference for suburban development facilitated not only the relocation of middle class households out of cities, but also the abandonment of inner-city real estate, since properties could not be bought or sold without financing.

PUBLIC HOUSING

The disinvestment in urban centers led to deteriorating real estate and high concentration of low-income households in urban areas. The Housing Act of 1937 established public housing through locally-led "slum clearing" and rebuilding of public housing, but in the interest of job-creating public works projects more so than to provide housing (Leavitt, 1995). After the end of WWII, the Housing Act of 1949 encouraged development in "questionable markets," through the Urban Renewal Program. Urban Renewal addressed all types of development (housing, commercial, industrial, institutional redevelopment, and community facilities), but housing ultimately held a low political priority (1995). Hays attributes Urban Renewal's failure to adequately address housing to disagreement in four issue areas: siting, target population, financial problems, and administrative problems. With respect to siting of public housing, middle class neighborhoods' NIMBYism and a campaign by the National Association of Real Estate Brokers are credited with the siting of public housing in areas with high poverty levels, further concentrating poverty (Hays, 1995). Despite the political opposition to public housing, and despite its poor design and construction, demand for the constructed units was substantial considering the need to house WWII defense workers and southerners displaced by a shrinking agricultural economy (Leavitt, 1995). Waitlists for public housing rental still endure today, with some wait times lasting up to 10 years (Leavitt, 1995, and personal communication, Nakia Hargrove, 2009).

A SHIFT TOWARD PRIVATE-SIDE STRATEGIES AND LOCAL-LEVEL IMPLEMENTATION

With the creation of the Federal Department of Housing and Urban Development (HUD), the 1970s marked a milestone in national commitment to housing policy, but also a shift toward local-level discretion in spending and implementation (Leavitt, 1995; Schwartz, 2010). Beginning in 1974, President Lyndon Johnson's War on Poverty created several state and local grant programs. The Community Development Block Grant (CDBG) was established and the former Urban Renewal program was subsumed into it (Hoch, 2000). Section 8 Existing Housing Program created housing choice vouchers – rental certificates for low-income households (earning less than 80% of Area Median Income) – to use to secure privately owned housing units registered in the program. The vouchers supplemented an eligible household's rental budget, to directly meet the gap between market price of rentals and low-income household's ability to pay. Both of these new programs were implemented at the local level; municipalities distributed block grants and housing authorities managed Section 8 voucher awards (Leavitt, 1995).

In 1975, federal support for suburban and homeownership growth expanded even further, when tax-exempt revenue bonds were issued for single family units, where previously it was only multifamily. In 1977 the Urban Development Action Grant (UDAG) was established to leverage private capital by providing gap funding to support development that would not be feasible without subsidy. Within UDAG, the Housing Development Action Grant (HoDAG) was dedicated specifically for housing development. By the 1980s, Federal deficit concerns led to cutbacks in existing funding and an end to the regular growth of housing programs through the 1960s and 1970s.

The shift toward local-level implementation of housing policies was further reinforced after the 1982 Report of the President's Commission on Housing (Hays, 1995; Hills & McKenna, 1982). The Report advocated for continued consumer-side subsidies to promote housing choice of individual households, consistent with a pro-free-market point of view. Local-level policy

solutions also expanded as a result of the growth of several community-based non-profits. Community Development Corporations (CDCs), the most common type of non-profit housing organization, started in the 1960s and grew to over 5,000 nationwide by 2005 (Schwartz, 2010). They not only developed affordable units, but conducted low-income housing advocacy and housing counseling. Enterprise Community Partners and the Local Initiatives Support Corporation (LISC), founded in 1979 and 1982 respectively, still play a large role in community-based housing development by providing crucial construction financing and professional development services to developers of affordable housing.

FAIR HOUSING

As Douglass S. Massey and Nancy A. Denton point out in *American Apartheid: The Making of the Underclass*, “by 1970, 80% of black Americans lived in urban areas, and nearly half were located outside the south” (1993, p. 18). This was a result, in most part, of the racial discrimination in real estate practices and “redlining” in the mortgage finance industry. Such policies excluded people of color from qualifying for mortgages, and they funneled the majority of investment dollars out of cities and into suburbs. Civil rights legislation in the late 1960s and 1970s included several components geared toward ending discrimination in real estate, including discrimination based on race, gender, religion, or by 1988, physical ability¹. The most well known of these regulatory changes was Title VIII of the 1968 civil rights legislation: the Fair Housing Act. The Act prohibited racial discrimination in all aspects of real estate transactions. The legislation also required affirmative action in grant administration. It was largely ineffective, however, because it was unenforceable until amendments were made in the 1980s (Schwartz, 2010). Importantly, thanks to community-based organizing, redlining became illegal with the Home Mortgage Disclosure Act of 1975, which initiated the end to discrimination in lending (Schwartz, 2010). These legislative strides appeared to promote racial and economic integration (Hoch, 2000), but enforcement proved difficult and uncommon, and racial and economic integration remained elusive.

¹ Housing discrimination was made illegal by the 1866 Civil Rights Act; however, this was weak and unenforced because the burden was on the victim to file a civil suit.

The early civil rights policies for housing sought to remove boundaries for historically disenfranchised populations. In the late 1970s and 1980s, however, policies became more proactive. The Community Reinvestment Act of 1977 required banks to “serve the credit needs” of all the communities that deposit money in that institution (Schwartz, 2010, p. 281). Audits were supposed to be conducted to verify compliance with these regulations, and were necessary for the institution to merge with or acquire another business, or expand. Unfortunately, audits were infrequent and few institutions were held accountable to the standards of the Act. It was important, however, in that it gave community groups unprecedented negotiating power to secure small business loans or residential construction financing. In the 1990s, the Clinton administration increased enforcement, which successfully expanded financial services and lending to underserved populations (Schwartz, 2010).

OUTCOMES OF FEDERAL HOUSING POLICIES

KEY SUCCESSES

Throughout the 20th century, federal housing policies – in their various iterations – accomplished, at least in part, many of the intended results in the areas of physical conditions of units, affordability of homeownership, and availability of rental units. The problem of unsafe housing conditions, including overcrowding, fire hazards, and poor sanitation, has reduced significantly since the early-20th century (Hoch, 2000; Schwartz, 2010). For example, incomplete plumbing dropped from over 45 percent of households in 1940, to approximately three percent of households in 2007 (U.S. Census Bureau in Schwartz, 2010). Another key goal of housing policy was to increase homeownership, a status sought after by countless Americans. Despite the contentiousness of many specific housing policies, “no aspect of housing policy is more widely embraced than homeownership” (Schwartz, 2010, p. 291). Consistent with national policy goals of the Homestead Act of 1862 and mortgage finance reform in the 1930s, homeownership rates have indeed grown. According to the U.S. Census

Bureau, homeownership rates grew from approximately 46 percent to 55 percent in the first half of the 20th century, and have held steady between 60 and 70 percent nationwide since 1960 (Schwartz, 2010, p. 19). High homeownership rates and the accompanying growth in the residential construction industries are credited with national economic growth, individual families' accumulation of wealth and credit, and community involvement and stability. As for rental housing, more than 7 million of the estimated 37.7 million renter households in the U.S. in 2008, received some form of rental assistance, whether it be through public housing, rental vouchers, or project-based subsidies (Schwartz, 2010; U.S. Census Bureau, 2008). Public housing sheltered 1.4 million households at its peak in 1996. In 2008, there were 1.1 million public housing units (Schwartz, 2010).

CRITICISMS & UNINTENDED CONSEQUENCES

Even though these policies and programs met critical housing needs for millions of households, over time they were blamed for exacerbating poverty, racial segregation, and disenfranchisement (Leavitt, 1995; Massey & Denton, 1993; de Souza Briggs, 2005). In particular, the discriminatory practice of lending, along with the poverty concentration of public housing, created deep and enduring patterns of racial and economic segregation. Despite civil rights legislation in 1968 and decades of urban renewal programs, much of the damage was already done. Even in 2007, the U.S. Census found that less than half of Non-Hispanic Black householders were homeowners, compared to over 75 percent of Non-Hispanic White householders (U.S. Census Bureau in Schwartz, 2010, p. 20). Redlining and restricted covenants through the first half of the 20th century had established racial segregation and separation of wealth that still continue to challenge policy makers and social justice advocates (de Souza Briggs, 2005, p. 24).

Aside from discriminatory mortgage and real estate practices, public housing policies were also found to be detrimental. Most notably, the physical isolation of sites limited residents' economic opportunity and access to community amenities and networks. The modernist

architectural designs facilitated unsafe conditions because visibility and community watch mechanisms were next to impossible, leading to notoriously high levels of violence and vandalism (Schwartz, 2010). Insufficient funding for construction and building maintenance led to substandard living conditions. Furthermore, in contrast to the early years, when public housing residents represented a range of income levels, public housing soon became exclusively occupied by extremely low-income households, as middle-income families gained access to modest home ownership in the suburbs.

AFFORDABLE HOUSING: NEW DEFINITIONS AND NEW GOALS

TRADITIONAL DEFINITIONS

Traditionally, affordable housing advocates, policy writers, and financing institutions have defined “affordable housing” as units that cost one third of the household’s income. In this definition, the cost of housing typically includes not only the rent or mortgage expense, but also necessary utility costs such as electricity, gas, and water. Furthermore, traditional notions conceptualize affordable housing as simply shelter – a necessary commodity unattainable by some.

This definition of affordable housing is rather simple and straightforward. It lends itself to an equally straightforward definition the basic problem of housing: shelter is necessary for all people, but carries burdensome costs for some. This is described as a failure by the market to provide goods and services efficiently. Thus, this “market failure” warrants government intervention through public policy. Initially, in the early 20th century, public policies have taken a market-based approach to this problem of costly or inadequate housing: (1.) Add to the supply (e.g., Construct public housing; Subsidize neighborhood redevelopment), and (2.) Reduce the cost to the household (e.g., Provide tax credits to homebuyers; Provide Section 8 vouchers; Create mortgage subsidies).

EXPANDING DEFINITIONS

Over time, however, housing and community development advocates expanded the discussion of affordable housing beyond the simple market-based concept of low-cost shelter. In his 1995 book about the history of Federal housing policy, R. Allen Hays explains: “each dwelling unit is also linked to a package of neighborhood and community services and amenities which...help determine the quality of life for several generations of families” (p. 35). He argued that housing policies address more than just provision of a market “good” or product. They directly relate to community development policy, in that “each dwelling unit is also linked to a package of neighborhood and community services and amenities which [...] help determine the quality of life for several generations of families” (p. 35). While individual philosophies surely vary among policy makers, this ideological framework justifies public programs’ incorporating geographic and economic surroundings into its policy goals. Eventually, this broadened notion of affordable housing – one that counted community context as an important factor – became part of mainstream policy and planning discourse.

ECONOMIC EMPOWERMENT AND INTEGRATION

By the 1970s, policy makers recognized the detrimental and counterproductive impacts of isolated, economically disconnected siting of public housing. The goal of more progressive policies was to counteract this trend. The expansion of the Housing Choice Voucher Program was one of the earliest examples of such policies. Households who qualified for vouchers could use them as rental supplements at any property that elected to participate in the program. Housing Choice Vouchers, still in use today, afforded households a greater degree of choices of where to live, compared to public housing, which offers no choice. The extent to which the program has reached this goal is contested, as the properties that accept vouchers tend to be in predominantly low-income neighborhoods. Nonetheless, the goal of empowering low-income households with economic choice and opportunity marks an important shift in the history of

housing policies. Furthermore, voucher holders tend to live in areas with lower poverty rates than residents of public housing (Schwartz, 2010).

HUD's Moving to Opportunity (MTO) experiment offers another example of federal housing policy's growing attention to opportunity and choice. MTO sought to empower these households to live in locations with more adequate community amenities and opportunity for advancement. Between 1997 and 2009, nearly 270,000 (19 percent) of public housing units were converted to other subsidy programs or razed and replaced with mixed income housing (Schwartz, 2010). During this period San Diego, California, eliminated more than 97 percent of its public housing stock, while Chicago, Illinois, eliminated nearly 40 percent of its units. In 2007, the U.S. Census conducted its first study of neighborhood quality – including crime, noise, traffic, street repairs, littering, vandalizing (Schwartz, 2010). This survey is evidence of this increasing attention to neighborhood quality and context. Overall, in the last decades of the 20th century, housing programs became part of larger campaigns designed to spur neighborhood economic development and poverty deconcentration. Mixed income housing became a new standard in housing policy.

THE COSTS OF SPRAWL

By the early 2000s, housing policies began to incorporate growing concerns about urban sprawl and environmental sustainability. The late 1990s housing boom brought middle-income homebuyers further from job centers, coining the expression “drive until you qualify.” The high costs of commuting – both financial and environmental – became increasingly apparent, but with such high housing costs in employment centers, families were compelled to settle for long commutes. From household expense of long-distance commuting, to public costs of expanding and maintaining infrastructure, these growing costs spurred a policy interest in “jobs-housing balance.” A jobs-housing balance refers to appropriate supply of housing, given the number and type of jobs in the region. In other words, can the food service employees, teachers, and bus drivers, for example, find decent and affordable housing nearby? Excessive energy

consumption and greenhouse gas emissions were also concerns surrounding long vehicle commutes and the growing interest in a jobs-housing balance.

Growing household commuting costs led The Brookings Institution to question the traditional notion of “affordable housing.” In 2006, it published a report with the Center for Transit Oriented Development & Center for Neighborhood Technology, calling for a change in the definition of affordable housing to incorporate transportation costs as well. Transportation costs, the report argued, have “become increasingly central to family budgets, given their choices to live farther from jobs and as today’s development patterns require families to use their cars more often to run errands or take their children to school” (2006, p. 1). Affordability, they concluded should not be measured simply by the cost of housing, but by “the interaction between housing and location” (2006, p. 2).

ENVIRONMENTAL JUSTICE

ACCESS

As the housing policy discourse has broadened to address the neighborhood context, sustainability, and location, the common thread in these concepts is access – access to economic opportunity and to amenities needed for a healthy and productive livelihood. As described in the definition of terms in Chapter 4 Methodology, amenities include community resources such as medical facilities, healthy food, public education, parks and open space, and transit. The measure of access is partly based in geographic distance, but also in the travel time, financial cost, and any limitations or barriers preventing safe, affordable, and convenient access. Furthermore, an interest in improving access implies an interest in the amenities being useful and of high quality. A bus stop with infrequent service, for example, is not a useful amenity, and the proximity or access to such a bus stop is therefore irrelevant. Similarly, access

to a convenience mart is marginally relevant, while the more important indicator would be access to a full grocery market, offering all the staples of a healthy diet for affordable prices.

The concept of access can be nebulous, but it is an increasingly central component of low-income housing development and policies. There are multiple methods of measuring accessibility, none of which is standardized. The LIHTC application uses very basic, “as the crow flies,” distance measurement to evaluate access to amenities. The 2006 study by the Brookings Institution used block size, available in U.S. Census tract data, to measure walkability (Center for Transit Oriented Development & Center for Neighborhood Technology, 2006, p. 22). This method assumes that shorter block distances are an indicator of walkability and higher-density development patterns, and therefore greater selection of amenities. Other measures that have been used are poverty rates, home sale rates, and public health research has identified relationships between food access and various other economic factors such as low-income concentration, property values, and racial and socio-economic segregation, among others (Shaffer, 2002; USDA Economic Research Service, 2009). Some studies have measured distance and impediments between locations, while others have focused on more rigorous assessments of the environmental context through GIS Network Analyst software that reports actual tip time and travel distance between locations. Still other research has focused on the user characteristics more so than the environmental context. For example car ownership, income level, or special needs can serve as indicators of accessibility and justification for specialized environmental distribution of amenities. For example, as Emily Talen explains, “in the case of parks, it could be argued that residents of single-family homes on large sub-urban lots have less need for public green space than inner city apartment dwellers” (Talen, 2001, p. 470).

EQUITABLE DEVELOPMENT

In 2002, the Bipartisan Millennial Housing Commission called attention to the problem of “spatial mismatch between job growth and job seekers’ places of residence” (Cited in de Souza Briggs, 2005, p. 290). In response, the national research and action institute PolicyLink, in partnership with the Funders’ Network for Smart Growth and Livable Communities, coordinated a meeting to brainstorm goals and strategies for promoting regional equity. This meeting produced a progressive and comprehensive “equitable development paradigm,” summarized in Figure 2.1.

This “equitable development paradigm,” reflects the progress of housing policy theory beyond a discussion of shelter to a discussion of community-wide health, justice, and economic vitality. The second of the listed goals, in particular, underscores and validates the underlying interest of this research study: access to amenities.

Figure 2.1: Equitable Development Paradigm

1. *“To integrate people-focused and place-focused strategies” that support low-income households while also stabilizing and improving urban environments.*
2. *“The services, amenities, and opportunities that are essential for healthy, livable communities should be accessible to all neighborhoods.”*
3. *“To promote double bottom-line investments. Public and private investments in low-income communities ... must produce a double bottom line: financial returns for investors and also economic and social benefits for residents...”*
4. *“To ensure a meaningful community voice, participation, and leadership [so that] that the results benefit the community, respond to the needs of low-income people and people of color, and reflect the principles articulated above.”*

(de Souza Briggs, 2005, pp. 291-292)

FOOD JUSTICE

ORIGINS

The earliest national-level concern surrounding food and nutrition was to address the problem of malnourished young men, ineligible for service during World War II. As a matter of national defense, the government was motivated to ensure that children were well-fed and physically strong. A meager food stamp program was developed in the early 1940s and a public school lunch program was established in 1948 (Winne, 2008). Not until 1961 did food stamps receive more dedicated political and Congressional support, when President John F. Kennedy established a larger scale Food Stamp program to subsidize low-income families' grocery purchases (Winne, 2008).

While these federal policies sought to address the problem of affordability, inner city families' geographic access to food supplies worsened during suburbanization and political unrest in the 1960s. The expansion of the suburbs drew middle and upper income households – those who qualified for mortgages – out of the inner city, and the supermarket industry followed suit. Supermarket chains spent millions of dollars to renovate or build new supermarkets with an unprecedented array of products and services. As Mark Winne quips in *Closing the Food Gap*, “While Connecticut’s suburban soccer moms only had to worry about whether to purchase the domestic or the imported Brie, low-income urban residents had to choose between a \$10, thirty-minute taxi ride to the suburban supermarket and their neighborhood store’s overpriced, wilted lettuce” (2008, p. 86). Winne acknowledges, however, that supermarket chains’ abandonment of the inner-city made good business sense. First, urban fringe areas offered large pieces of land allowing for construction of standardized, large-format buildings. Second, by locating near highways, individual stores could serve a larger market share – the very mobile, suburban, car-owning customers. Third, grocery chains argued that operating costs were lower in the suburbs, where there was not the security risk of crime, civil disobedience, and vandalism associated with inner-cities (Winne, 2008).

FOOD DESERTS

Interestingly, the 1992 riots in Los Angeles, ignited by the acquittal of the police officers charged in the beating of Rodney King, led to one of the earliest food security assessments in the country. The riots compelled the City of Los Angeles to conduct a citywide assessment of social, environmental, and economic inequities. One component of this assessment included a food security study entitled “Seeds of Change,” led by the University of California, Los Angeles. The study found a substantial problem with hunger, food insecurity, and a grocery gap between the poor and affluent neighborhoods. It also exposed a “strong link between that gap and the civil disturbances” (Winne, 2008, p. 42). After this study, executives of large supermarket chains in Los Angeles publicly apologized for abandoning inner-city consumers and promised to build new stores and “close” the grocery gap. As Amanda Shaffer points out in her 2002 study, “The Persistence of L.A.’s Grocery Gap: The need for a new food policy and approach to market development,” these early 1990s promises were never fulfilled.

FOOD ACCESS RESEARCH

From 2004 to 2006, a team of researchers from Occidental College’s Urban and Environmental Policy Institute and the University of Southern California’s Department of Preventive Medicine, conducted a study of food access and quality in three low-income neighborhoods of Los Angeles. The report on the study, called Community Action on Food Environments (Project CAFE), was published in a 2010 issue of Preventing Chronic Disease. While Project CAFE focused on three specific neighborhoods of Los Angeles, its findings are consistent with nationwide case studies associating links between health, income, and food environments (Gallagher, 2006; Robert Gottlieb & Joshi, 2010; Raja, Changxing Ma, & Yadav, 2008; Shaffer, 2002).

The study sought to better understand the conditions that influence food choices and diets in a given community. Obesity and cardiovascular disease were observed to be growing problems, especially among low-income ethnic communities. Given the fact that these

diseases can be prevented through diets rich in fresh fruits, vegetables, and whole grains, what environmental factors were involved in this public health problem? The factors influencing food consumption, the researchers explain, include preference as well as “access, availability, and affordability” (Azuma, Gilliland, Vallianatos, & R. Gottlieb, 2010, p. 1). “A healthful food environment” it argues, “is necessary for people to make healthier food decisions” (Azuma et al., 2010, p. 1). By association, these factors also influence health and disease prevention. The article defined the terms “access, availability, and affordability” as follows:

- Access: “people’s ability to reach local food retail outlets by using convenient modes of transportation.”
- Availability: “what healthful foods and beverages are sold or served at retail food outlets.”
- Affordability: “refers to the idea that low-income people must choose foods based on their price, not just relative to other foods but relative to competing necessities, such as housing clothing, and transportation.”

(Paraphrased in Azuma et al., 2010, p. 1)

The Project CAFE study of the Los Angeles neighborhoods assessed “access” through geographic distance as well as by interviewing community members in small-groups. The interviews revealed notable barriers in access to healthy and affordable food. For example, respondents reported that limited budgets compel them to choose food of lower-than-desired quality. Most community members did not own cars and transportation to supermarkets was typically more than a mile from residences. Respondents were less likely to spend the money to go to a supermarket, and more likely to make frequent trips to nearby convenience stores or fast food restaurants. Finally, shopping after dark, they reported, was considered unsafe because of the prevalence of violent crime in the areas.

The concepts of availability and affordability were also assessed through community participation, in partnership with local neighborhood groups. The participants mapped and categorized food facilities throughout the neighborhoods and conducted site visits to

survey the freshness, quality, and affordability of each facility's inventory. The assessment instruments were adapted from the USDA's Community Food Security Assessment Toolkit and the Community Food Security Coalition. The findings demonstrate the vast difference in cost, quality, and availability of healthy food in the various types of food facilities. As might be expected, "foods and beverages high in fat and sugar were generally more available in convenience/liquor/corner stores than fruits and vegetables" (2010, p. 3). The study also found that supermarkets (defined by their variety of items sold, in contrast to small grocery stores and convenience stores), offered the lowest prices on the most healthful foods. While all categories of stores had some items that were past expiration date or of obvious poor-quality, supermarkets had the fewest and specialty stores (meat market, bakery, etc.), had the highest frequency of expired or poor-quality items.

LOW-INCOME HOUSING TAX CREDITS

Introduction of LIHTC

The Low Income Housing Tax Credit (LIHTC) program provides financial incentives for large-scale investments in development of below-market-rate housing. Created in 1986 within the Internal Revenue Service (IRS), the LIHTC program is now considered the largest subsidy of rental housing (Schwartz, 2010). As of 2009, there were 1,525,662 units in operation that had received LIHTC funding, representing 21.5 percent of all federally subsidized units in existence that year. Housing Choice Vouchers and Section 8 project based subsidies made up for over half of federally subsidized units.

The program awards tax credits to investors who can offer capital to develop affordable units meeting strict and lengthy criteria. States manage the allocation of limited credits to applicant projects through federally regulated "Qualified Allocation Plans." Investors tend to be large banks, insurance companies, and in years past, quasi-private financial institutions

such as Freddie Mac and Fannie Mae. For each dollar of credit that an investor is granted by the program, a dollar can be subtracted from taxes owed. This is a very attractive tax savings option for companies with high profits, seeking to reduce their tax burden. The yield-per-dollar of investment has decreased over time, as the program has become more popular, more competitive, and less risky. In the early years of the program, typical investments were 50 cents for every dollar of tax credit. After Congress made the program “permanent” in 1993, the perceived level of investment risk decreased, and the investment cost for each credit-dollar increased to about 80 cents in 2001 (Schwartz, 2010). Briefly, in 2006, the investment rate was 1 to 1; that is, one dollar of investment earned one dollar in tax credit.

LIHTC tax credit investment is hardly, if ever, the sole source of funding. Developments nearly always incorporate additional funding sources such as construction loans, other public grants, tax-exempt bonds, etc. (Cited in Schwartz, 2010, p. 9). In 2009, California’s Tax Credit Allocation Committee (CTCAC), which oversees the LIHTC program in California, allocated nearly \$90 million in tax credit dollars for California-based low-income housing development, up from \$70 million in 2002 (CTCAC, 2010). As of 2010, CTCAC had allocated tax credits to 3,285 developments within the state, amounting to over 260,000 low-income units since the program’s inception in 1986 (CTCAC, 2010).

HOW LIHTC IS UNIQUE

All four of the goals in the “equitable development paradigm” discussed earlier in the chapter, are consistent with the structure of the Low Income Housing Tax Credit program. Table 2.1 shows the “match-up” between equitable development goals and the corresponding characteristics of the LIHTC program.

Table 2.1: LIHTC in the context of the Equitable Development Paradigm

Equitable Development Paradigm	Corresponding Elements of the LIHTC Program
1. Integrated strategies” that support low-income households while also stabilizing and improving urban environments.	Resident income limits, maintained in tenant turnover Competitive advantage when serving lower income Strict monitoring to ensure quality, services
2. “The services, amenities, and opportunities that are essential for healthy, livable communities should be accessible to all neighborhoods.”	Amenity scoring Competitive advantage when providing free, high speed internet to residents
3. “To promote double bottom-line investments. Public and private investments in low-income communities ... must produce a double bottom line: financial returns for investors and also economic and social benefits for residents...”	Ample, highly-sought-after option for large investors; 6-10% investor yield since 2005.
4. “To ensure a meaningful community voice, participation, and leadership [so that] that the results benefit the community, respond to the needs of low-income people and people of color, and reflect the principles articulated above.” (de Souza Briggs, 2005, pp. 291-292)	Transparent selection process Active public comment periods for regulatory changes; presents opportunity for housing advocates, investors, and members of the public to influence language, points weighting, and other aspects of allocation process.

NEED FOR IMPACT STUDIES

In 2003, University of Virginia economist Edgar O. Olsen warned, “There are almost no studies of the important effects of the Low-Income Housing Tax Credit (LIHTC), a program that has been the fastest-growing housing program over the last decade accounting for the majority of additional recipients of housing subsidies” (Olsen, 2003, p. 366). Given changing affordable housing goals, and the fact that the California Tax Credit Allocation Committee’s selection process seems to be designed to implement these progressive housing goals, it is important to take stock. Are the outcomes consistent with the policy goals and application design? Since 2003, research and evaluations of the LIHTC program’s impacts have investigated a handful of focused questions relating to this issue. For example, does the LIHTC program remediate or exacerbate economic segregation? Does it promote or reduce racial concentration? Do LIHTC units locate where there is a lack of affordable housing (and often higher land and development costs) or a glut (and lower land and development costs)?

CURRENT FINDINGS ON LIHTC IMPACTS

As discussed earlier in the chapter, poverty deconcentration has emerged as a strategy for ending cyclical poverty, and as a central goal in affordable housing policy. So, how has LIHTC stacked up? Several studies have sought to examine how LIHTC compares to Section 8 Housing Choice Vouchers, with respect to integrating lower income households into mixed income communities. The findings have been inconclusive if not contradictory. In a 2006, Kirk McClure of the University of Kansas, argued that the LIHTC program has been more successful at poverty deconcentration as compared to the vouchers program (McClure, 2006). Subsequent studies, however, contend that McClure overestimated the program’s success at creating mixed-income developments and overlooks the program’s tendency to develop majority low-income developments (Varady & Wang, 2007). In a 2007 study published in the *Journal of Planning Education and Research*, Lan Deng examined six metropolitan areas nationwide (Boston, New York, San Jose, Miami, Cleveland, and Atlanta), and found that there was no

significant difference between the two programs in terms of placing affordable units in Census tracts with middle incomes. Furthermore, Deng found that LIHTC was worse than the voucher program at ensuring that units are located close to quality public schools, which is problematic considering LIHTC's focus on family housing (Deng, 2007). Interestingly, however, the recent shift of the LIHTC program to fund suburban developments marks an advancement compared to the voucher program; affordable development has traditionally been lacking in suburbs, and since incomes tend to be higher in suburbs than inner cities, this shift marks progress in the goal of mixed-income communities (Varady & Wang, 2007).

ACCESS TO RESOURCES

The issue of mixed income relates directly to the idea of healthy communities and access to resources. With dispersion of lower-income households, there will be greater equity in access to economic and community resources such as jobs, schools, shopping, and parks. This is an issue of the dynamics of local economics (retailers tend to follow consumers with higher incomes and discretionary funds), and of environmental justice (income and place of residence should not be prerequisites for physical health and access to jobs, food, education, and health care. Despite the fact that these theories have become somewhat mainstream among policy makers and advocates, there have not been extensive studies on the relationship between LIHTC funding allocation policies and residents' access to resources and amenities. The next chapter will begin to address the success of the LIHTC program in connecting low-income households with resources and amenities needed for healthy and stable lives, economic opportunity. The study will focus on access to one particular amenity important to public health and environmental justice: access to food.

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CHAPTER 3 - METHODOLOGY

The methodology for this research included spatial analysis of Low-Income Housing Tax Credit (LIHTC) housing sites and food facilities. The study uses these methods to assess the food access of sites in Alameda County and Santa Clara County, independently. All LIHTC-funded sites were included in the analysis for each county, regardless of the allocation year, the quantity of units in the development, or its current affordability status. Food facilities of interest included grocery stores, fast food restaurants, and convenience stores.

SCOPE OF STUDY

The question of whether the Low-Income Housing Tax Credit (LIHTC) application's design and the points scoring *effect* funding decisions is an extremely important and complex question, and one that is outside the scope of this study. Undoubtedly, there are countless factors influencing the siting of below-market-rate housing developments, from cost and availability of land, to NIMBY-ism ("Not in My Backyard" political resistance), to lending institutions' investment policies. Isolating these factors to assess the correlation – let alone

causation – between application design and funding decisions, would require rigorous methods, including economic theory and statistics. In this study, however, only a basic “status check” is undertaken: Are LIHTC sites sited with access to food?

DEFINITION OF TERMS

As in any research effort, definitions of terms help to frame a discussion of research methods and findings. The following are definitions of the key terms used in this study.

AMENITY

A resource that is generally considered necessary for an individual or family to lead a healthy and productive life. Such amenities include medical facilities, healthy food, public education, parks and open space, and transit.

ACCESS

The reasonable ability of an individual to obtain the resources or services of an amenity. Access can be limited by a range of factors. Limiting factors are often physical, such as lack of sidewalks; perceptual, such as the belief of unsafe conditions; financial, such as the cost of travel or of health services.

PROXIMITY

Proximity is used to describe the distance between two points, “as the crow flies.” The proximity of a facility is different from the actual travel time or distance. For example, the proximity may be less than one mile, but the actual travel distance on roads, by the most convenient route, may be more than one mile.

TRAVEL DISTANCE

Travel distance is the actual distance covered to travel between two points. The travel distance may vary depending on the mode(s) of transportation used for the trip.

FOOD FACILITY

A retail establishment selling food. This research limits its analysis to grocery stores, fast-food restaurants, and convenience stores. Other food facilities that were not used in this study include specialty shops, farmer's markets, and sit-down restaurants.

QUALITY OF AMENITY

An amenity is of high quality if it offers a sufficient supply of goods and services needed for a healthy and vibrant community. Access and quality go hand-in-hand. For example, the corner market may be very accessible to a neighboring market, because it has low prices and is easy to travel to it. However, if the market sells only pre-packaged food and alcohol, and no fresh produce or other staples for a healthy diet, then the amenity is of poor quality. Quality of food facilities has been assessed in a wide variety of ways. Some examples of food facility quality indicators are: square footage, number of employees, and whether "staples" such as produce, meat, and dairy are sold.

CALIFORNIA'S LIHTC APPLICATION CRITERIA

The crux of this research is to assess the effectiveness of the food-access criterion used in the LIHTC applications. Therefore, it is necessary to investigate the ever-changing system that TCAC uses to assess the food access of a proposed site. Since the inception of the LIHTC program in 1986, the California Tax Credit Allocation Committee (CTCAC) has revised the application nearly every year. Some changes were simply formatting edits – such as the change from a Microsoft Word file to a multi-sheet Excel Workbook. Other changes were quite substantive, such as the introduction of a competitive points system.

This study is focused strictly on the issue of development siting and resident access to amenities. Since 1999, site amenities are directly addressed in one of eight sections of in the application. Other sections address related issues, such as “Mixed Income” and “Neighborhood Revitalization.” Due to the fact that this research focuses on the conditions and amenities surrounding housing sites, the application versions will be grouped into four versions, according to the key changes in the applications, as they pertain to the focus on contextual conditions of sites. The following is a descriptive account of these key changes. After the discussion, the application’s iterations are summarized in Table 3.3.

VERSION 1:1987-1998

CTCAC’s earliest application was the most basic of the four versions, and included no inquiry into the neighborhood context or community amenities. In 1998, the 29-page application requested information regarding the proposed development, who the units would serve, and whether the development would be financially feasible. The development-related questions requested the number and sizes of the proposed housing units, and the development schedule. The “target population” questions in the application required a listing of the income levels and rental rates to be charged. Developers were also expected to identify which “special needs” population would be served, such as families or seniors. Finally developers were asked to include a basic pro forma, including funding sources, uses, and revenues. See Appendix A for the complete 1998 Application, provided as a sample of the earliest application version.

VERSION 2: 1999-2002

In the 1999 application, CTCAC made two notable changes. First, it created a points system to compare competing proposals with a more quantitative system. Arguably, the points system helps guide and incentivize developers to design proposals in line with state and local policy goals. For example, more points were earned if the developer would provide licensed childcare within the housing development or if the land was to be donated. Points were also

earned for project readiness or if the property manager had previously managed LIHTC sites for more than three years. The maximum possible score was approximately 194 points to be earned among eight categories. Table 3.1 provides a list of the categories introduced through the Points System in the 1999 application.

Table 3.1: Application Sections (California LIHTC Application 1999)

A. Project Characteristics
B. Owner/Management Characteristics
C. Housing Needs
D. Site & Service Amenities
E. Neighborhood Revitalization
F. Mixed Income
G. Lowest Income
H. Readiness to Proceed

The second notable change introduced in the 1999 application was the “Site Amenities” section, which assessed the geographic context of the proposed site. Figure 3.1 provides a snapshot of the 1999 application’s part “D. Site Amenities Section,” within the “Part II. The Points System.” Sites earned up to 10 points for any two amenities located within a half-mile of the site. Amenities included transit stations, public parks, grocery stores, public schools, or

Figure 3.1: Introduction of Site Amenities Section (LIHTC Application 1999)

D. Site Amenities. Must be appropriate to the population to be served. Amenities may include, but are not limited to:		
		(maximum 10 points)
☐	Being part of a transit-oriented development strategy (on a regular bus route, next to a rapid transit system, etc.). For rural projects, points may be awarded where van or dial-a-ride service is provided to tenants.	5 points
☐	The site is within ½ mile of parks or recreational facilities.	5 points
☐	The site is within ½ mile of grocery and other essential shopping opportunities.	5 points
☐	The site is within ½ mile of public schools.	5 points
☐	Other (specify). _____	5 points
_____ Points in this category		
<small>California Tax Credit Allocation Committee Low-Income Housing Tax Credit Application</small>		<small>Rev. June 17, 1999</small>

“other” amenities specified by the applicant. Appendix B includes a complete copy of the 1999 application.

By 2002, TCAC continued to refine the application with several changes, two of which relate directly to this study’s interest in site location and community context. First, the Site Amenities section of The Points System was expanded to include more options to qualify for points. As shown in Figure 3.2, the 2002 Site Amenities section introduced a sliding scale of points depending on the proximity and quality of the amenity (e.g., 5 points for being within 500 feet of a rapid transit stop, or 3 points for being within 1,500 feet). Also that year, the Site

Figure 3.2: Expanded Site Amenities section (LIHTC Application 2002)

4(A). Site Amenities		Maximum 15 points
Must be appropriate to the population to be served. To receive points in this category, the amenity must be already existing or if not already existing, the applicant must demonstrate that the amenity is planned, that funds for it are committed, and that it will be in existence no later than 2 years after the development is placed in service. A scaled for distance map, using a standardized radius from the development site and without physical barriers, showing the distance of the site amenities must be provided in the application. No more than 15 points will be awarded in this category. Amenities may include, but are not limited to;		
<u>Being part of a transit-oriented development strategy:</u>		
☐	(a) Being located within 500 feet of a regular bus <u>stop</u> , next to a rapid transit system stop, etc. For rural projects, points may be awarded where van or dial-a-ride service is provided to tenants.	5 points
☐	(b) Being located within 1,500 feet of a regular bus stop or rapid transit system stop.	3 points
<u>Parks or recreational facilities</u>		
☐	The site is within ½ mile of parks or recreational facilities accessible to the general public.	3 points
<u>Grocery Stores</u>		
☐	(a) The site is within ½ mile of grocery store where staples, meat, and produce are sold.	4 points
☐	(b) Site is within 1 mile of a grocery store where staples, meat, and produce are sold.	3 points
<u>Public schools, senior center, shelter workshop</u>		
☐	The site is within ½ mile of public schools, senior center, or shelter workshop.	3 points
<u>Clinic/pharmacy/Hospital</u>		
☐	(a) Site is within ½ mile of a medical clinic, pharmacy (not to be combined with any categories above for additional points) or hospital (not private doctor’s office).	3 points
☐	(b) Site is within 1 mile of a medical clinic, pharmacy (not to be combined with any categories above for additional points) or hospital (not a private doctor’s office).	1 point
_____ Points in this category		

Amenities section included points for proximity to a hospital, pharmacy, or health clinic. From 1999 to 2002, the maximum number of points for the Site Amenities category increased from 10 to 15, while the total points decreased from approximately 194 to 158. By comparing Figures 3.1 and 3.2, it is apparent that CTCAC refined its assessment of the neighborhood context, by adding details to the criteria, and creating varying points levels for various proximities.

The second change introduced in 2002 was the “Balanced Communities” section with options to earn up to eight points. This section promotes one or both of two policy goals: (1.) increase in low-income units in high-income areas, and (2.) greater allotment of units for the “Very Low Income” household categories (i.e., those earning 30% or less than area median income). Figure 3.3 shows the “Balanced Communities” section introduced in the 2002 application. This section was removed in the 2009 and 2010 applications. Another effort at mixed-income development and overall deconcentration of poverty was introduced with the

Figure 3.3: Introduction of “Balanced Communities” Section (LIHTC Application 2002)

6.	Balanced Communities	Maximum 8 points
☐	For projects not requesting neighborhood revitalization points, and meet the requirement of this subsection, may request points for being in a balanced community if it is other than an elderly project and to the extent that the local government is providing <u>funds equal to at least 5%</u> of total project costs for the project.	
	<i>Points for balanced communities will be awarded as follows:</i>	
☐	Evidence from local government that it has formally adopted initiatives to encourage the creation of affordable rental housing in new growth and/or high income areas. May include inclusionary zoning ordinances, fair share requirements, as examples, but must include more than an adoption of a housing element.	3 points
☐	Evidence that project will be built adjacent to housing owned and occupied by upper income families, to be shown by specific plan demonstrating the proximity of land uses and comparable sales data within ½ mile radius demonstrating that sales prices are above 100% of area sales prices, or census data showing average income of that census tract is at or above 100% of area median.	Up to 2 points
☐	Project will reserve at least 10% of its units for tenants with incomes not exceeding 30% of area median income.	2 points
☐	Project will reserve at least 20% of its units for tenants with incomes not exceeding 30% of area median income.	3 points
	_____ Total Points Requested For Balanced Communities	

“Location without recent tax credit developments” section, shown in Figure 3.4. These points categories incentivized spatial dispersion of below-market units throughout a region.

Figure 3.4: Introduction of “Location without recent tax credit developments” Section (LIHTC Application 2002)

10.	Location without recent tax credit developments	Maximum 3 Points
For application competing in the Rural set-aside and in the All Other Counties geographic area only, the following points will be available:		
☐	For projects located in areas, including incorporated cities, towns, or unincorporated communities within a county or projects located on tribal lands that have not received a competitive (9%) credit, but have received a non-competitive (4%) credit in 2000 or 2001.	1 Point
☐	For projects located in areas, including incorporated cities, towns, or unincorporated communities within a county or projects located on tribal lands that have not received either a competitive (9%) or a non-competitive (4%) credit in 2000 or 2001.	2 Points
☐	For projects located in areas, including incorporated cities, towns, or unincorporated communities within a county or projects located on tribal lands that have never received a housing tax-credit development.	3 Points
<div style="border-top: 1px solid black; width: 10%; display: inline-block;"></div> Total Points Requested for location without recent tax-credit developments		

VERSION 3: 2003-2009

In the 2003 application, the grocery store criteria changed, both raising the standard for the highest points, and providing an additional alternative for partial points. To earn full points, the grocery store proximity requirement was raised from ½ mile to ¼ mile. For inner-city developments, however, the ½ mile proximity was still sufficient for full points. The added option was to earn two of the four possible points in cases where a convenience market was located within ¼ mile. This 2003 criteria was used consistently through 2009. One notable change made for the 2009 application, however, was that the lower standard for inner-city developments was removed, requiring ¼ mile proximity of a full grocery store in order to earn full points. Figure 3.6 shows a snapshot of the 2004 application’s grocery store category, to serve as a

representative of “Version 3” application criteria. The complete 2004 application is provided in Appendix C.

Figure 3.5: Grocery Store (California LIHTC Application 2004)

4.	☐ (a) The site is within 1/4 mile of a <u>full-scale grocery store/ supermarket</u> where staples, fresh meat, and fresh produce are sold (1/2 mile for Rural set-aside project or projects located in inner cities).	4 points
	☐ (b) The site is within 1/2 mile of a <u>full-scale grocery store/ supermarket</u> where staples, fresh meat, and fresh produce are sold (1 mile for Rural set-aside projects or projects located in inner cities).	3 points
	☐ (c) The site is within 1/4 mile of a <u>convenience market</u> where staples are sold.	2 points

VERSION 4: 2010+

Between 2009 and 2010 the application underwent many changes to clarify and further refine the terms, criteria, and goals of the program. Most notably, grocery store criteria was amended to clarify the desired characteristics of food facilities. In early 2010, before the application was released, the proposed changes were described in a memorandum from CTCAC’s Executive Director William J. Pavão dated January 25, in which he listed 15 proposed amendments with revisions in response to stakeholder comments provided at public hearings:

6. Clarify, by establishing minimum square footages, the term “full scale grocery store/supermarket.” Also add, and establish a minimum square footage for, the term “neighborhood market,” and delete the term “convenience market.” In addition, provide points for nearby a farmers’ market. Finally increase distances for lesser points.

Revisions: Continue proposed new terms, but add one point each to full scale grocery and neighborhood market scoring. New language also clarifies neighborhood market and farmers’ market standards. (p. 2)

These proposed changes in terminology and points system were implemented in 2010, as shown in Figure 3.5. The thresholds for the grocery points were set according to the gross

interior square footage of the retail space: 25,000 square feet for the highest points, and 5,000 square feet for partial points. Appendix D includes the full 2010 application.

Figure 3.6: 2010 LIHTC Application, Grocery Store subsection within “Site Amenities”

d) Full-Scale Grocery Store, Supermarket, Neighborhood Market, or Farmers' Market	
<u>Please refer to Application Checklist for supporting documentation requirements</u>	
(i) The site is within 1/4 mile of a full scale grocery store/supermarket of at least 25,000 gross interior square feet where staples, fresh meat, and fresh produce are sold (1/2 mile for Rural set-aside projects).	5 Points
(ii) The site is within 1/2 mile of a full scale grocery store/supermarket of at least 25,000 gross interior square feet where staples, fresh meat, and fresh produce are sold (1 mile for Rural set-aside projects).	4 Points
(iii) The site is within 1.5 miles of a full scale grocery store/supermarket of at least 25,000 gross interior square feet where staples, fresh meat, and fresh produce are sold (3 miles for Rural set-aside projects).	3 Points
(iv) The site is within 1/4 mile of a neighborhood market of 5,000 gross interior square feet or more where staples, fresh meat, and fresh produce are sold (1/2 mile for Rural set-aside projects).	4 Points
(v) The site is within 1/2 mile of a neighborhood market of 5,000 gross interior square feet or more where staples, fresh meat, and fresh produce are sold (1 mile for Rural set-aside projects).	3 Points
(vi) The site is within 1/4 mile of a weekly farmers' market certified by the California Federation of Certified Farmers' Markets, and operating at least 5 months in a calendar year.	2 Points
(vii) The site is within 1/2 mile of a weekly farmers' market certified by the California Federation of Certified Farmers' Markets, and operating at least 5 months in a calendar year.	1 Point
Select one: N/A	
Total Points for Full-Scale Grocery Store/Supermarket or Convenience Market Amenity: 0	

OVERALL TRENDS IN THE POINTS SYSTEM

This chapter has tracked the continually-changing criteria, which often seek to promote development of affordable housing that has sufficient access to high quality amenities. Aside from the language and criteria, however, the weighting of the Points System has shifted over time. Table 3.2 tracks the changes in the points allotted for grocery store amenities, in relation to the Amenities Section and the application as a whole. It shows that the grocery store weighting remained relatively constant since the inception of the points system in 1999. In 2010, however, the weighting of the grocery store subsection increased from 2.74% of the application to 3.42%.

DATA COLLECTION

LIHTC DATA

The U.S. Department of Housing & Urban Development (HUD) offers an online database of LIHTC developments nationwide, but it has not been updated since 2007. A full data set of California's LIHTC sites is downloadable from the CTCAC website, from the first application round in 1987 to the most current funding awards in 2010. This data contains physical street addresses, as opposed to GIS-ready shape files or latitude-longitude data. Therefore the postal addresses needed to be geocoded, which may have reduced the degree of accuracy of each site's location within the GIS mapping. A complete summary of the geocoding methods is included in this chapter.

FOOD FACILITY DATA

Food facility data was an important dataset to obtain for this study's spatial analysis. Food facility data is available from some County health departments, and it is most readily available in counties that have developed public health and food systems research. The California Department of Public Health (CDPH) offers detailed datasets regarding health-related facilities throughout the State. Database files are downloadable to the public through the CDPH website's Network for a Healthy California - GIS Map Viewer. The online map is interactive and customizable. Users can select geographic regions within California, as well as particular data such as food facilities, medical facilities, boundaries such as school districts, and demographic data. Figure 3.9 provides a screenshot of CDPH's online GIS Map Viewer, accessible via www.cnngis.org/.

In addition to designing a map with the online service, the website also allows the user to download database files for each category of retail food facility within a specified geographic area. Dunn & Bradstreet is contracted by the agency to manage and update the data. The datasets are categorized according to the Standard Industrial Classification (SIC) system,

Table 3.2: Changes in grocery stores points allocation (assumes non-rural scoring where applicable)

Application Version	Application Year*	Notable Changes Introduced	Maximum Points for Grocery Amenity	Maximum Points for Amenities Section	Grocery Points as % of Amenities Section	Maximum Application Points	Grocery Points as % of Total Application Points	Percent Change
1	1987-1998	• New Program						
		<i>No Points System Used; No Assessment of Site Amenities</i>						
2	1999	<ul style="list-style-type: none"> Points system added Site Amenities category added Points available for grocery store within ½ mile 	5	10	50%	194	2.58%	--
	2002	<ul style="list-style-type: none"> Additional option added for grocery store within 1 mile 	4	15	27%	158	2.53%	-1.77%
3	2003	<ul style="list-style-type: none"> Option added: 2 points earned for having a "Convenience Market" within ¼ mile of site 	4	15	27%	155	2.58%	+1.94%
	2004	N/A	4	15	27%	155	2.58%	0%
	2005	N/A	4	15	27%	155	2.58%	0%
	2006	N/A	4	15	27%	155	2.58%	0%
	2007	<ul style="list-style-type: none"> Stipulation added to Site Amenities section, requiring separate scoring for scattered sites within one development proposal 	4	15	27%	155	2.58%	0%
4	2008	<ul style="list-style-type: none"> Minimum score of 130 points required for application review 	4	15	27%	155	2.58%	0%
	2009	<ul style="list-style-type: none"> Minimum score lowered to 121, proportionate with maximum score 	4	15	27%	146	2.74%	+6.16%
	2010	<ul style="list-style-type: none"> Square footage requirements added to grocery store points system "Convenience Market" renamed to "Neighborhood Market" Certified farmer's markets added to Grocery category 	5	15	33%	146	3.42%	+25%

*Applications from 2000 and 2001 were not available for review.

as “General Grocery,” “Fast Food, Pizza, Sandwiches,” or “Convenience Group.” In addition to the SIC classification, each file also contains the contact name and phone number for the business, its address, and several other data fields such as facility square footage and number of employees. A summary of the Food Retail Metadata is provided in Appendix E, and describes Dunn & Bradstreet’s data tracking methods and definitions of categories.

Table 3.3: Sample address splicing for a multiple-address development

Development ID Number (Application Number)	Original Address Data	Edited Address Data for Geocoding
CA-2003-921	1715-1735 5th St., 1726- 1732 & 1816-1832 6th St., 813-815 Hearst St., Berkeley, California 94710	---
CA-2003-921-a	---	1715 5th St., Berkeley, California 94710
CA-2003-921-b	---	1726 6th St., Berkeley, California 94710
CA-2003-921-c	---	1816 6th St., Berkeley, California 94710
CA-2003-921-d		813 Hearst St., Berkeley, California 94710

Geocoding

According to ESRI, the software leader in geographic information system (GIS), “Geocoding is the process of transforming a description of a location—such as a pair of coordinates, an address, or a name of a place—to a location on the earth’s surface” (2010). For this study, geocoding was conducted to transform the addresses of LIHTC housing sites and CDPH food facilities from database files to shape files in ESRI’s ArcMAP software. The 10.0 US Streets Geocode Service Address Locator was used to match inputted addresses to ESRI’s database of addresses with specific locations on the earth’s surface. The shape files were created using ESRI ArcView version 10.0 and the NAD 1983 State Plane California III FIPS 0403 Feet projection.

Figure 3.7: Screenshot of Network for a Healthy California – GIS Map Viewer

Source: (California Department of Public Health, 2011)

In some instances, individual LIHTC developments contained multiple addresses. In cases where the multiple addresses were all on the same street, only the “first” address in the unit list was geocoded, and the other addresses were retained in the shape file’s attribute table. In cases where a single development contained units with different addresses on different streets, the first unit number was geocoded for each street’s addresses. Again, the accompanying addresses of each development were retained in the attribute table but were not Geocoded. In nearly all of these cases, the multiple addresses were adjacent to each other; in only two cases were the sites separated by one to two city blocks. Table 3.2 provides an example of a site with multiple addresses, and how the addresses were geocoded. This “breaking apart” of multi-addresses for developments, obviously, led to a discrepancy in the number of location points mapped than developments funded. For example, the official number of LIHTC developments in Alameda County is 185, and 199 in Santa Clara County. However, after parsing multi-address developments, the number of sites increased to 191 and 201 for each county, respectively.

Trouble-Shooting Geocoding

The geocoding process involves taking the addresses from inputted data and matching them to addresses contained in the GIS address locator service. For addresses that cannot be matched to the locator service, corrections can be inputted manually. For each data set, fewer than 10% of addresses were not recognizable by the Geocoding address locator service. This “error” occurred in cases where the input address was for a housing site that had not yet been constructed and in cases where there were slight errors in the address, such as the spelling of a street name. These “errors” appear in the geocoding process as “unmatched” in the progress check, and are not placed into the map unless corrections are made in order to “rematch.” For each of these unmatched addresses, cross-referencing in Google Maps was very helpful. Often, a simple correction to a street name’s spelling was sufficient for the geocoding Address Locator to recognize and geocode the corrected address.

In geocoding food facilities from the CDPH website, some facilities had errors that were not solved by cross-referencing in Google Maps. In these cases, a quick phone call to the food facility's phone number, provided in the database file, helped to identify the address correction. Needed corrections were quite obvious. For example, when a "failed" address was entered in Google Maps, it was apparent when the suggested correction was indeed for the same establishment, such as when the last digit in the address number was missing. Another common error was in street name acronyms: when the Address Locator did not recognize the inputted "MLK Boulevard" it was able to recognize "Martin Luther King, Jr. Boulevard."

Some more recently-funded LIHTC developments are still under construction, so their addresses may be very new and not yet included in the geocoding service's database. In these cases, I used the closest available address or intersection based on additional information provided by the developer and verified through Google Maps. After geocoding was complete, the spatial analysis was conducted.

SPATIAL ANALYSIS IN ArcGIS

Once all the LIHTC sites and food facilities were geocoded, the "Generate Near Table" tool was used to assess the food access conditions for each site. The Near Table provided a complete inventory of the food facilities within a 1/4 mile radius of each housing site. The food facilities were narrowed to those meeting relevant criteria for quality, including categorization by the Standard Industrial Classification (SIC)¹ and Dunn & Bradstreet, and square footage. Table 3. 7 depicts the components of the concept of food access. Food Access is comprised of "Convenient Proximity" and "Quality of Food Facility," for which the indicators are distance (1/4 mile radius), categorization ("General Grocery), and size (at least 5,000 square feet; preferably 25,000 square feet).

1 Predecessor to North American Industrial Classification System (NAICS)

Figure 3.8: The Components of Assessing Food Access

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CHAPTER 4 - FINDINGS & DISCUSSION

The literature review of housing policy, environmental justice, and the historical trends in CTCAC's methods of assessing grocery stores have inspired the following questions and analysis.

ACCESS TO QUALITY GROCERY STORES

INQUIRY 1: Are LIHTC sites in sufficient proximity of quality grocery stores?

Figures 4.1 and 4.2 show the portions of each county's sites that are within 1/4 mile of either a 5,000 square foot grocery store or a 25,000 square foot grocery store. For each county, all sites were counted in only one of the three categories. For example, if a site had a large market and a small market within a 1/4 mile, that site would be counted solely in the "Large Market" category.

As shown in Figure 4.1, 29% of sites in Alameda County have a grocery store of at least 5,000 square feet within 1/4 mile. The remaining 71% of sites have either no grocery store

or only small grocery stores within the 1/4 mile radius. In Santa Clara County, however, 97% percent of sites have a grocery store of at least 5,000 square feet within 1/4 mile, as shown in Figure 4.2.

The difference between the findings of the two counties is likely due to the distinct urban development patterns, parcel sizes, and land costs in each area. In Santa Clara County, 155 grocery stores (31%) are at least 5,000 square feet, out of a total of 496 grocery stores. In Alameda County, there are 589 grocery stores, of which only 140 (24%) are at least 5,000 square feet. In both counties, the grocery stores between 5,000 and 24,999 square feet are the ones making up the largest portion of the accessible grocery stores. Therefore, it is the quality of these “medium” sized grocery stores that should be given the most scrutiny in application evaluation.

Figure 4.1: Grocery Store Access from Alameda County Sites

Figure 4.2: Grocery Store Access from Santa Clara County Sites

FOOD DESERTS

Studies of public health and demographics have identified links between high concentrations of low-income households and prevalence of diet-related health problems such as obesity, diabetes, and malnutrition. This trend has been associated with the condition of “food deserts,” which are neighborhoods with little or no access to healthy and affordable food options. Food deserts can also be characterized by very high rates of fast food and convenience stores in comparison to grocery stores.

INQUIRY 2: Do LIHTC sites in the two Counties tend to be located in “food deserts,” where unhealthy fast food and convenience marts greatly outnumber full-scale grocery stores?

This question was addressed by calculating a ratio of “healthy” food facilities (i.e. grocery stores) to “unhealthy” food facilities, such as fast food restaurants and convenience stores (i.e. liquor stores, gas station convenience stores, etc.). As stated in “Examining the Impacts of Food Deserts in Chicago” by Mari Gallagher, “Communities that have no or distant grocery stores, or have an imbalance of healthy food options, will likely have increased premature death and chronic health conditions” (2006). Gallagher’s team measures this imbalance by relative

distance between grocery stores and fast food restaurants. A “balance” was characterized by an equal number of grocery stores and fast food restaurants about the same distance from a residence. The least desirable dietary outcomes were presumed to result from “imbalance,” characterized by fast food restaurants that are closer than grocery stores by a rate of 2 to 1.

Figure 4.3: Percentage of Alameda County Sites in Food Deserts

Figure 4.4: Percentage of Santa Clara County Sites in Food Deserts

Measuring the relative distance of grocery stores and fast food facilities was impractical for this study. Instead, Gallagher's indicators were adapted for purposes of assessing the healthy-to-unhealthy food facility ratios. Food deserts are defined in this analysis as sites which have either no food, or sites for which "unhealthy" food facilities outnumber "healthy" facilities by a factor of 3 or more. For example, for a site with one grocery store, two fast food restaurants, and one convenience store, would have a ratio of 1:3, qualifying it as a food desert for this study.

The results of the food desert assessment are depicted in figures 4.5 and 4.6. They show that while the majority of sites in Alameda County are not food desert sites, the opposite is true in Santa Clara County, where 62% of sites are in food deserts. Unlike the grocery store access analysis, which restricted its focus to grocery stores larger than 5,000 square feet, the food desert analysis includes all grocery store facilities in the count of "healthy" food facilities, regardless of the building's square footage.

The results of the Grocery Access analysis and the Food Desert analysis seem somewhat contradictory. Alameda County seems to have poor grocery store access compared to Santa Clara County sites, while Santa Clara County sites seem to have a problem with food desert siting. This apparent inconsistency between the two study areas indicates the need for further investigation. One possible explanation for the contradictory conditions between the two counties may be related to each area's development patterns. If food facilities of all types (healthy and unhealthy) tend to be more concentrated in Santa Clara County, this could be the reason for the higher frequency of food desert sites. In contrast, Alameda County is characterized by a more even distribution of healthy and unhealthy food facilities, this would explain the relatively lower frequency of food desert sites. If this is the case, there may be little that the California LIHTC application can do to improve conditions. However, this future research, if pursued, may indicate the need for further differentiation in criteria between urban and suburban sites.

TRENDS - 1987-2010

As discussed in Chapter 3 Methods, the California LIHTC application has evolved over its 23 year life. Categories have been added and eliminated; indicators have been refined; and the weighting of scoring categories and sections have shifted. In light of the most notable changes in the grocery store category, the sites were grouped according to their application year: (1) 1986-1998; (2) 1999-2002; (3) 2003-2009; and (4) 2010.

INQUIRY 3: How do the grocery store access conditions vary between housing sites of each application version?

Figure 4.5 shows the rates of grocery store access over time, from LIHTC sites in each county¹. For this particular analysis, grocery access was again assessed by distance (within a 1/4 mile radius of the LIHTC site) and quality (minimum 5,000 square foot grocery store). It should be emphasized that the criteria was held constant, in order to isolate the relative effectiveness of each application version. Figure 4.5 does not address whether the criteria of each application were met; rather it shows which application versions are associated with better conditions *today*.

In Santa Clara, grocery store access seems fairly high regardless of which application version was used. Grocery access increased from the 94% to 100% from 1987 to the present. Alameda County sites, in contrast, fluctuated between approximately 30% to 3%. The highest percentage of grocery access was created during application Version 3, from 2003 to 2009. This is consistent with the more liberal criteria used during this period, in which “Convenience Market” earned an application points. The 3% access rate in 2010 is consistent with the observation that sites in proximity to large-format grocery stores - which are less common in Alameda County - were most competitive.

1 *Sites were assessed by their current conditions; not the conditions during the time of application.

Figure 4.5: Rates of Grocery Access by Application Version (Minimum 5,000 square foot grocery, within 1/4 mile radius)

Figure 4.6: Percentage of Housing Sites in Food Deserts by Application Version*

*Food deserts were defined as sites which have either no food within 1/4 mile, or sites for which "unhealthy" food facilities outnumber "healthy" facilities by a factor of 3 or more.

Figure 4.6 shows the change over time of LIHTC sites that are located in food deserts. Recalling the earlier definition of food desert sites, they are ones that have no food within 1/4 mile, or the presence of “unhealthy” food facilities outnumber “healthy” facilities by a factor of 3 or more. The graph shows that during the period when the competitive points scoring was first introduced, siting in food deserts decreased in Santa Clara County and increased in Alameda County. The grocery store scoring changes in 2010 are associated with a decrease in food desert siting in Santa Clara County, but there have been virtually no changes in food desert siting over time in Alameda County.

THE FUTURE OF CALIFORNIA’S LIHTC APPLICATION

The following are considerations and recommendations regarding the LIHTC allocation process and possible strategies for improved food access, and considerations for improvements to data management.

Increase the number of points earned by Grocery Stores

Perhaps the most obvious (and possibly the least helpful) way to improve grocery store access from LIHTC sites would be to increase the number of points earned. Increasing the weight of this category would mean that sites with greater grocery store access would be more competitive for funding. However, simply increasing the weight of one category within Site Amenities would thereby decrease the weight of other categories such as transit or school access, which is of course contradictory to the overall goal of amenities access. Therefore, this change should be considered but is not recommended.

Increase maximum points possible in the Site Amenities section

Currently, the maximum points that an applicant can claim in the Site Amenities section is 15. This maximum can be attained by claiming full points in other categories, such as transit,

parks, hospital, schools, and by providing high speed internet to all residents. Therefore, it is possible for a development to earn full points and be highly competitive, yet be in a food desert. One way to eliminate this possibility is to raise the maximum points possible in the Site Amenities section, so that in order to earn full points, each category must be fulfilled (e.g., transit, park, library, grocery, school, senior center, hospital, etc.), even if only partially. Such an amendment would not only improve food access, but would also improve access to transit, schools, parks, and medical facilities. A possible impact of raising the Site Amenities standards is that fewer developers apply for tax credits, due to burdensome land costs and a relatively few sites that meet these higher standards. However, this possible impact not be a deterrent; if the winning applications are of higher quality and sited in “good” locations, the program will be more successful overall.

Furthermore, a change in data collection methods is suggested. Currently, CTCAC keeps public records of every applicant’s self-score and CTCAC verified score for each section of an application. Scores are recorded for all applicants, including those that are not awarded credits. These records verify that nearly all applicants earn the full 15 points in the amenities section. However, these records do not show the score for each category (e.g., Grocery Store) within a section (e.g. Site Amenities). Without travelling to Sacramento to read each paper file, there is no way for a researcher to analyze the differences in scoring between winning and losing applications. This data is critical for further analysis of the impacts of the application criteria and points weighting, on the development outcomes.

Reduce or remove square footage requirement

While square footage can, in some cases, be an indicator of grocery store quality, it has two important weaknesses. If an applicant claims points for a 25,000 square foot grocery store, it is likely a national chain, providing some level of certainty that the store will offer the quality, variety, and costs that are sufficient. However, this 25,000 threshold excludes high quality, full service grocery stores of 7,000 or 15,000 square feet. For example, a San Jose - based developer points out that a new, full-service and very popular Safeway in downtown San Jose

meets the “spirit” of the full grocery store full-points level, but does not qualify because it is approximately 20,000 square feet (5,000 square feet below the requirement for full points). Therefore, this developer has lobbied CTCAC to reduce or eliminate the square footage requirement and instead expand the description of a sufficient grocery store. Furthermore, she suggests developing separate scoring criteria for urban infill projects, where even the highest-quality grocery stores tend to be small, and suburban projects, where grocery stores tend to be larger (personal communication, Baus, 2011). This suggestion is consistent with this study’s finding that food access and food desert conditions vary greatly between counties.

The second weakness of the current square footage indicator is that it puts inner-city sites at a competitive disadvantage and privileges suburban sites that tend to have more large-footprint supermarkets. Inner-city locations often have only small (under 10,000 square feet) grocery stores, many of which are of high quality and fully meet the grocery needs of nearby residents. With the current system, suburban proposals are given a scoring privilege over inner-city sites.

Make certain amenities “threshold” questions

As shown in the discussion of figure 4.1, approximately 3/4 of Alameda County’s sites did not have access to a grocery store of even 5,000 square feet within a 1/4 mile radius, and 39% had triple the number of unhealthy retailers as grocers, if any food at all. Therefore, perhaps a threshold question should be developed for the application, to ensure that sites have a basic level of food access. It should be noted, however, that developers would likely oppose any additional threshold questions, as requirements (as opposed to competitive incentives) stifle the development process.

Planning-side solutions

Given land use patterns that have developed over more than a century, only so much can be done through implementation of residential subsidy programs, toward the goal of food

access. Ultimately, community leaders must promote food access through land-use and food policies. Some recent trends to promote food access through planning and other government programs include: updating land use regulations to reduce barriers to urban agriculture; subsidizing development of grocery stores in food deserts, such as the Pennsylvania Fresh Food Financing Initiative; limiting the number of permits awarded for fast food restaurants; or promoting mobile grocery stores or delivery programs.

The Need for Data “match-up”

One barrier to an analysis of the application’s effectiveness is the limited availability and management of data. The California Department of Public Health (CDPH) regulates the availability of its food facility data, maintained under contract by Dunn & Bradstreet. If the data were available in GIS-compatible shape files (instead of basic database format), future researchers would save significant time in conducting spatial analyses because no geocoding would be needed. CDPH does possess these shape files, but its policy is not to release them except for research initiated by their agency. Such a policy is detrimental to research needed to evaluate the effectiveness of public programs.

Furthermore, it would be helpful if Dunn & Bradstreet converted its categorization from SEC to NAICS, which are more descriptive. This could help to develop compatibility between the application’s criteria and the tools for analysis. When the categories are incompatible and the definitions vary, large-scale analyses tend to be less reliable. Some simple changes to the data collection process or category definitions could help researchers or CTCAC be able to more thoroughly evaluate the effectiveness of its own systems.

CHAPTER 5 - RECOMMENDATIONS FOR FURTHER INQUIRY

As demonstrated in Chapter 2, affordable housing policies have grown to place increasing importance on the siting of subsidized housing. This study offers a preliminary survey of the California Low-Income Housing Tax Credit program and its efforts to promote access to the amenities needed for healthy and successful lives. For the sake of using federal subsidies effectively and accomplishing community housing goals, it is critical that future researchers and policy analysts continue to build upon this study. While there is an adequate body of research focused on the issue of LIHTC and economic segregation, there is a lack of rigorous statistical analysis of the application's effectiveness. Is there a relationship between the application criteria and the development outcomes? In order not to perpetuate the mistakes of geographically isolated public housing sites since the middle of the 20th century, it is imperative that future studies address these issues.

Specifically, it is recommended that future studies investigate the relationship between Site Amenities scores in all applications, and the scores of "winning" applications. In other words, is there a cause-effect relationship between Site Amenities scores and funding decisions? Or is there no relationship whatsoever? These studies should, of course, account for

the other influencing factors, such as land costs, amount of undeveloped land, and development costs.

In addition to further quantitative analysis, it is recommended that future research include interviews with developers and affordable housing advocates, as well as post occupancy evaluations by LIHTC development residents. These types of conversations can reveal important and previously unidentified factors and strategies for improving conditions.

Conclusion

This study explores the intersection of affordable housing policy and “food desert” research, by assessing the Low-Income Housing Tax Credit (LIHTC) program in California, with specific attention to the grocery store category within the Site Amenities section. It finds that for LIHTC sites in Alameda and Santa Clara Counties, grocery store access varies between the two study areas, suggesting that existing patterns of development play a major role in food access conditions for LIHTC sites. The study also found that despite the ever-changing application criteria and indicators for grocery store access, the outcomes do not seem to change over time. This finding suggests that the grocery access category plays a small role - if any - in influencing CTCAC’s allocation decisions. However, this is not meant to suggest that the category should be eliminated; perhaps due to the limited availability and high costs of developable land, the criteria create conditions that are better for residents than there would be without the criteria.

Regardless, it is apparent that further, statistically rigorous research is needed to identify the role, if any, of the application in influencing food access. Furthermore, it seems that it would be appropriate for CTCAC to raise its standards for Site Amenities, due to the extremely competitive nature of the program and the fact that tax credits are highly sought after by companies with large profits.

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APPENDIX A: 1998 CALIFORNIA LIHTC APPLICATION

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CALIFORNIA TAX CREDIT ALLOCATION COMMITTEE
APPLICATION FOR LOW-INCOME HOUSING TAX CREDIT

APPLICANT STATEMENT

APPLICANT NAME: _____

PROJECT NAME: _____

PLEASE ATTACH APPLICATION FEE HERE
Cashier's Check Only (Reg. Section 10335(a))

The undersigned applicant hereby makes application to the California Tax Credit Allocation Committee ("TCAC") for a reservation of federal, or federal and state, Low-Income Housing Tax Credit ("Credit") in the amount(s) of

\$_____ annual federal Credit, and

\$_____ total state Credit

for the purpose of providing low-income rental housing as herein described. I understand that Credit amount(s) preliminarily reserved for this project, if any, may be adjusted over time based upon changing project costs and financial feasibility analyses which TCAC is required to perform on at least three occasions.

I agree it is my responsibility to provide TCAC with two copies of a complete application and a letter from the local government of the jurisdiction in which the project is located identifying the agency designated as the Local Reviewing Agency for the Tax Credit Allocation Committee. I agree that it is also my responsibility to provide such other information as TCAC requests as necessary to evaluate my application. I represent that if a reservation or allocation of Credit is made as a result of this application, I will also furnish promptly such other supporting information and documents as may be requested. I understand that TCAC may verify information provided and analyze materials submitted as well as conduct its own investigation to evaluate the application. I recognize that I have an affirmative duty to inform TCAC when any information in the application or supplemental materials is no longer true and to supply TCAC with the latest and accurate information.

I acknowledge that if I receive a reservation of Credit, I will be required to submit requisite documentation at each of the following stages: for application for a final reservation; for a carryover allocation; and at the time the project is placed-in-service.

I represent I have read Section 42 of the Internal Revenue Code (IRC) pertaining to federal Credit, and if applying for state Credit, I represent I have also read California Health and Safety Code Sections 50199.4 et seq. and California Revenue and Taxation Code Sections 12206, 17058, and 23610.5 pertaining to the state Credit program. I understand that the federal and state Credit programs are complex and involve long-term maintenance of housing for qualified low-

income households. I acknowledge that TCAC has recommended that I seek advice from my own tax attorney or tax advisor.

I represent that I have read and understand the requirements set forth in Regulation Section 10322(k) pertaining to re-applications for Credit.

I agree to hold TCAC, its members, officers, agents, and employees harmless from any matters arising out of or related to the Credit programs.

I agree that TCAC will determine the Credit amount to comply with requirements of IRC Section 42 but that TCAC in no way warrants the feasibility or viability of the project to anyone for any purpose. I acknowledge that TCAC makes no representation regarding the effect of any tax Credit which may be allocated and makes no representation regarding the ability to claim any Credit which may be allocated.

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

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

I acknowledge that neither the federal nor the state Credit programs are entitlement programs and that my application will be evaluated based on the Credit statutes, regulations, and the Qualified Allocation Plan adopted by TCAC which identify the priorities and other standards which will be employed to evaluate applications.

I acknowledge that an award of federal or state Credit does not guarantee that the project will qualify for tax Credit. Both federal law and the state law require that various requirements be met on an ongoing basis. I agree that compliance with these requirements is the responsibility of the applicant.

I acknowledge that the information submitted to TCAC in this application or supplemental thereto may be subject to the Public Records Act or other disclosure. I understand that TCAC may make such information public.

I acknowledge that if I obtain an allocation of federal and/or state Credit, I will be required to enter into a regulatory contract which will contain, among other things, all the conditions under which the Credit was provided including the selection criteria delineated in this application.

I declare 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 my knowledge and belief. I understand that misrepresentation may result in cancellation of a Credit reservation, notification of the Internal Revenue Service and the Franchise Tax Board, and other actions which TCAC is authorized to take pursuant to California Health and Safety Code Section 50199.22 or under general authority of state law.

I certify that I believe that the project can be completed within the development budget and the development timetable set forth (which timetable is in conformance with TCAC rules and regulations) and can be operated in the manner proposed within the operating budget set forth.

I further certify that more than 10% of the project's total reasonably expected basis cost will be incurred and the land acquired by the date specified in the reservation letter.

I agree that TCAC is not responsible for actions taken by the applicant in reliance on a prospective Credit reservation or allocation.

Dated this _____ day of _____, 199____ at

_____, California.

By: _____
(Original Signature)

(Typed or printed name)

(Title)

ACKNOWLEDGMENT

STATE OF CALIFORNIA

COUNTY OF _____)

On this _____ day of _____ in the year _____, before me,
_____, personally appeared _____
personally known to me (or proved to me on the basis of satisfactory evidence) to be the
person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that
he/she/they executed the same in his/her/their authorized capacity, and that by his/her/their
signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s)
acted, executed the instrument.

[NOTARY SEAL]

Notary Public

CALIFORNIA TAX CREDIT ALLOCATION COMMITTEE
APPLICATION FOR LOW-INCOME HOUSING TAX CREDIT

IDENTIFICATION OF LOCAL JURISDICTION CHIEF EXECUTIVE OFFICER
(Reg. Section 10322(i)(16))

Local Jurisdiction: _____

Chief Executive Officer: _____

Title of Chief Executive Officer: _____

Mailing Address: _____

City: _____

Zip Code: _____

Phone Number: () _____

FAX Number: () _____

Please attach to this page a copy of Attachment 30, Construction and Design Description.

FOR APPLICANT USE
Has a prior application been submitted
for this project? ____ Yes ____ No
Project Number CA-_____

FOR TCAC USE ONLY
Application No. _____
Date Received _____
Analyst _____

CALIFORNIA TAX CREDIT ALLOCATION COMMITTEE

APPLICATION FOR LOW-INCOME HOUSING TAX CREDIT

PART I. GENERAL AND SUMMARY INFORMATION

A. Application Stage

- ☐ Preliminary Reservation
☐ Final Reservation
☐ Placed in Service

B. Project

Project Name: _____
Site Address: _____
City: _____ County: _____
Zip Code: _____ Census Tract: _____
Assessor's Parcel Number: _____

C. Credit Amounts Requested (If State Credit request, Reg. Sects. 10317 & 10322(j)(12))

	Federal (annual)	State (total 4 years)
☐ Federal Only	\$ _____	
☐ Federal and State	\$ _____	\$ _____

D. Federal Minimum Set-Aside Election (IRC Sec. 42(g)(1) and Sec. 142(d)(4))

☐ 20%/50% Test ☐ 40%/60% Test

E. Tax-Exempt Bond Financing (Reg. Section 10326)

Will project receive tax-exempt bond financing for at least 50% of the aggregate basis of the building(s) and land included in the project? (IRC Sec. 42(h)(4)) ☐ Yes ☐ No

If Yes, Estimated Date of Bond Issuance: _____

F. Re-application (Reg. Section 10322(k))

Does the project currently hold a Credit reservation? ☐ Yes ☐ No

If Yes, amount of reserved: Federal Credit \$ _____

State Credit \$ _____

G. Set-Aside or General Pool Selection (Reg. Section 10315(a), (b), (c))

Please Select Only One

- ☐ Nonprofit Organization
- ☐ Nonprofit Homeless Apportionment
- ☐ Rural
- ☐ Rural/RHS
- ☐ Small Development
- ☐ General Pool

H. Housing Type Selection (Reg. Sections 10325(h))

- ☐ Large Family
- ☐ Single Room Occupancy
- ☐ At-Risk
- ☐ Special Needs
- ☐ Seniors
- ☐ Non-targeted

I. Threshold Basis Limit-Refer to Application Supplement (Reg. Section 10327(c)(5))

<u>Unit Size</u>	<u>Unit Basis Limit</u>	<u>No. of Units</u>	<u>Basis Limit x No. of Units</u>
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
TOTAL = Threshold Basis Limit			\$ _____

If one or more of the below characteristics are proposed (see next page), adjust Threshold Basis Limit upward up to an additional 15% or by the amount requested pursuant to 10327(c)(5).

Adjusted Threshold Basis Limit \$ _____

I. Threshold Basis Limit (cont.)

Please provide documentation required by Reg. Section 10322 (j)(11) (Attachment #41), and check below for all applicable features of the proposed project.

- ☐ Buildings with more than three stories
- ☐ Child care facilities with programs
- ☐ Parking structures beneath residential units (no individual garages)
- ☐ Fifty percent or more of units are comprised of three-bedroom or larger units
- ☐ Facilities for special needs tenants
- ☐ Significant seismic upgrading of an existing structure
- ☐ Linkage with mass transit
- ☐ Significant toxic or other environmental mitigation

J. **Affordability and Credit Utilization Competitions** (Reg. Sections 10315(f) and 10325(c) & (d))

Please Complete the Affordability and Credit Utilization Competition Worksheets.

Affordability Competition Worksheet

PRIMARY CRITERIA (Reg. Section 10325(c)(1)(A))

- (a) Threshold Income Target _____
 - (1) Average Income Target _____ (page 21)
 - (2) Income Floor Limit _____
- (b) Higher of 1 or 2 above _____
- (c) Subtract (b) from (a) _____
- (d) Multiply (c) by **160** if SRO or Special Needs,
OR by **100** if Large Family, At-risk, Senior, or Nontargeted _____ points (max. 16)

EXAMPLE - Affordability Competition, Primary Criteria

	<u>Large Family</u>	<u>Special Needs</u>
(a) Threshold Income Target	<u>.56000</u>	<u>.45000</u>
(1) Average Income Target	<u>.43541</u>	<u>.33249</u>
(2) Income Floor Limit	<u>.40000</u>	<u>.35000</u>
(b) Higher of 1 or 2 above	<u>.43541</u>	<u>.35000</u>
(c) Subtract (b) from (a)	<u>.12459</u>	<u>.10000</u>
(d) Multiply (c) by 100 or 160	<u>12.459</u> points	<u>16.000</u> points

Credit Utilization Competition Worksheet

PRIMARY CRITERIA (Reg. Section 10325(c)(2)(A))

- (a) Threshold Basis Limit \$_____ (page 6)
(Do not use **Adjusted** Threshold Basis Limit)
- (b) Total Requested Unadjusted Eligible Basis \$_____ (page 19)
- (c) Subtract (b) from (a) \$_____
- (d) Divide (c) by (a) \$_____
- (e) Multiply (d) by 100 _____ points (max. 20)

EXAMPLE - Credit Utilization Competition, Primary Criteria

(a)	Threshold Basis Limit	\$	3,184,309	_____
(b)	Total Requested Eligible Basis	\$	3,059,876	_____
(c)	Subtract (b) from (a)	\$	124,433	_____
(d)	Divide (c) by (a)		0.03907692	_____
(e)	Multiply (d) by 100		3.907692	_____ points

AFFORDABILITY TIE-BREAKER (Reg. Section 10325(c)(2)(B)(i))

- (a) Threshold Income Target _____
- (1) Average Income Target _____ (page 21)
- (2) Income Floor Limit _____
- (b) Higher of 1 or 2 above _____
- (c) Subtract (b) from (a) _____
- (d) Multiply (c) by 100 _____ points (max. 10)

EXAMPLE - Credit Utilization Competition, Affordability Tie-breaker

	<u>Large Family</u>	<u>Special Needs</u>
(a) Threshold Income Target	<u>.56000</u>	<u>.45000</u>
(1) Average Income Target	<u>.42541</u>	<u>.38249</u>
(2) Income Floor Limit	<u>.46000</u>	<u>.35000</u>
(b) Higher of 1 or 2 above	<u>.46000</u>	<u>.38249</u>
(c) Subtract (b) from (a)	<u>.10000</u>	<u>.06751</u>
(d) Multiply (c) by 100	<u>10.000</u> points	<u>6.751</u> points

PART II. APPLICANT INFORMATION

A. Identify Applicant

- ☐ Applicant is current owner and will retain ownership.
- ☐ Applicant is the project developer and will be part of the final ownership entity for the project.
- ☐ Applicant is the project developer and will not be part of the final ownership entity for the project.

Applicant Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Contact Person: _____

Phone: () _____

FAX: () _____

B. Legal Status of Applicant

- ☐ General Partnership ☐ Individual ☐ Limited Partnership
- ☐ Corporation ☐ Nonprofit Organization ☐ Local Government
- ☐ Joint Venture ☐ Other (specify) _____

C. Status of Organization/Ownership Entity

- ☐ Currently exists
- ☐ To be formed, estimated date: _____
- Federal I.D. No. or Individual's Social Security No.: _____

D. Name of individuals who will be General Partner(s) or Principal Owner(s)

E. Developer Type

- ☐ Nonprofit ☐ For Profit ☐ Joint Venture

F. Contact Person During Application Process

Name:_____

Company:_____

Street Address:_____

City:_____ State:_____ Zip:_____

Phone:()_____

FAX:()_____

Participatory Role (e.g., sponsor, consultant, etc.):_____

PART III. THE DEVELOPMENT TEAM

Indicate Which Development Team Members Have Been Selected

☐ Developer, if different from applicant	☐ Architect
☐ Attorney(s) and/or Tax Professionals	☐ Management Agent/Company
☐ Consultant(s)	☐ General Contractor
☐ Investor	

PART IV. SUBJECT PROPERTY SITE DIMENSIONS

_____ feet X _____ feet
_____ acres _____ square feet

PART V. THE PROJECT

A. Project Type

Check All Applicable Types

- ☐ Single Room Occupancy
- ☐ Townhouse/Row House
- ☐ One or Two Story Garden
- ☐ Two or More Story With an Elevator (number of stories_____)
- ☐ Two or More Story Without an Elevator (number of stories_____)
- ☐ Single Family Home
- ☐ Detached 2, 3, or 4 Family
- ☐ Condominium
- ☐ Housing Cooperative
- ☐ Other (specify)_____
- ☐ Inner City Infill Site
- ☐ One or More Levels of Subterranean Parking

B. Type of Credit Requested - Check All Applicable Boxes

☐ <i>Non-Subsidized</i>	☐ <i>Federally-Subsidized</i>
☐ New Construction	☐ New Construction
☐ Rehabilitation	☐ Rehabilitation
☐ Acquisition	☐ Acquisition

C. Rehabilitation and Rehabilitation & Acquisition Projects

If requesting Acquisition Credit, will the acquisition meet the 10-year placed in service rule as required by IRC Sec. 42(d)(2)(B)(ii)? _____ Y/N

If no, will it meet the waiver conditions of IRC Sec. 42(d)(6)? _____ Y/N

Will the rehabilitation and/or the income and rent restrictions of Sec. 42 cause relocation of existing tenants? _____ Y/N

D. Building and Unit Information

(1) Total Number of Buildings: _____ Residential _____ Community, if separate

- ☐ Buildings are on contiguous sites
☐ Buildings are not on contiguous sites

If not, do buildings meet the requirements of IRC Sec. 42(g)(7)? _____ Y/N

(2) Do any buildings have 4 or fewer units? _____ Y/N

If yes, are any of the units to be occupied by the owner or a person related to the owner (IRC Sec. 42(i)(3))? _____ Y/N

(3) Project Unit Number and Square Footage

- _____ Total number of units
_____ Total number of units excluding managers' units
_____ Total number of low-income units
_____ % *Ratio of low-income units to total units excluding managers' units*
_____ Total square footage of all residential units
_____ Total square footage of low-income units
_____ % *Ratio of low-income residential to total residential square footage excluding managers' units*
_____ % *Applicable fraction, smaller of unit or square footage ratio*
_____ Total commercial space square footage
_____ Total common space square footage
_____ Total parking structure square footage (if applicable)
_____ Total square footage of all project structures

PART VI. LOCAL APPROVALS REQUIRED & DEVELOPMENT TIMETABLE

A. Local Approvals Required

	<i>Application Date</i>	<i>Estimated or Actual Approval Date</i>
Negative Declaration under CEQA	_____	_____
Toxic Report	_____	_____
Soils Report	_____	_____
Coastal Commission Approval	_____	_____
Article 34 of State Constitution	_____	_____
Conditional Use Permit	_____	_____
Variance Approval	_____	_____
Other (Specify) _____	_____	_____

B. Development Timetable*Actual Or Scheduled**Month / Year*

<hr/>	<i>SITE</i>
<hr/>	Environmental Review Completed
<hr/>	Site Acquired
<hr/>	<i>LOCAL PERMITS</i>
<hr/>	Conditional Use Permit
<hr/>	Variance
<hr/>	Site Plan Review
<hr/>	Grading Permit
<hr/>	Building Permit
<hr/>	<i>CONSTRUCTION FINANCING</i>
<hr/>	Loan Application
<hr/>	Enforceable Commitment
<hr/>	Closing and Disbursement
<hr/>	<i>PERMANENT FINANCING</i>
<hr/>	Loan Application
<hr/>	Enforceable Commitment
<hr/>	Closing and Disbursement
<hr/>	<i>OTHER LOANS AND GRANTS</i>
<hr/>	Type and Source: _____
<hr/>	Application
<hr/>	Closing or Award
<hr/>	<i>OTHER LOANS AND GRANTS</i>
<hr/>	Type and Source: _____
<hr/>	Application
<hr/>	Closing or Award
<hr/>	<i>OTHER LOANS AND GRANTS</i>
<hr/>	Type and Source: _____
<hr/>	Application
<hr/>	Closing or Award
<hr/>	<i>10% of Costs Incurred</i>
<hr/>	<i>Construction Start</i>
<hr/>	<i>Construction Completion</i>
<hr/>	<i>Placed In Service</i>
<hr/>	<i>Occupancy of All Low-Income Units</i>

PART VII. PROJECT FINANCING (Sources of Funds)

A. Construction Financing

List Below All Projected Sources Of Funds, Including Grants

<i>Name of Lender/Source</i>	<i>Amount of Funds</i>	<i>Interest Rate</i>	<i>Term in Months</i>
_____	\$ _____	_____	_____
_____	\$ _____	_____	_____
_____	\$ _____	_____	_____
_____	\$ _____	_____	_____
_____	\$ _____	_____	_____
Total Funds for Construction	\$ _____		

1. Name of Lender/Source _____
Street Address _____ Contact Name _____
City _____ State _____ Phone Number _____
Type of Financing _____

2. Name of Lender/Source _____
Street Address _____ Contact Name _____
City _____ State _____ Phone Number _____
Type of Financing _____

3. Name of Lender/Source _____
Street Address _____ Contact Name _____
City _____ State _____ Phone Number _____
Type of Financing _____

4. Name of Lender/Source _____
Street Address _____ Contact Name _____
City _____ State _____ Phone Number _____
Type of Financing _____

B. Permanent Financing

List Below All Projected Sources Of Funds, Including Grants

<i>Name of Lender/Source</i>	<i>Amount of Funds</i>	<i>Interest Rate</i>	<i>Term in Months</i>	<i>Annual Debt Service</i>
_____	\$ _____	_____	_____	\$ _____
_____	\$ _____	_____	_____	\$ _____
_____	\$ _____	_____	_____	\$ _____
_____	\$ _____	_____	_____	\$ _____

Total Permanent Financing \$ _____

1. Name of Lender/Source _____

Street Address _____ Contact Name _____

City _____ State _____ Phone Number _____

Type of Financing _____

2. Name of Lender/Source _____

Street Address _____ Contact Name _____

City _____ State _____ Phone Number _____

Type of Financing _____

3. Name of Lender/Source _____

Street Address _____ Contact Name _____

City _____ State _____ Phone Number _____

Type of Financing _____

4. Name of Lender/Source _____

Street Address _____ Contact Name _____

City _____ State _____ Phone Number _____

Type of Financing _____

PART VIII. BASIS, CREDIT AMOUNTS, OPERATING EXPENSES & INCOME (cont.)

B. Determination of Eligible and Qualified Basis

	70%PVC	30%PVC
TOTAL ELIGIBLE BASIS (from prior page)	\$ _____	\$ _____
<i>Deduct From Eligible Basis:</i>		
All Grant Proceeds Used to Finance Costs in Eligible Basis	(_____)	(_____)
BMIR Federal Financing of Costs in 9% Eligible Basis	(_____)	(_____)
Non-Qualified Non-Recourse Financing	(_____)	(_____)
Non-Qualifying Portion of Higher Quality Units	(_____)	(_____)
Historic Credit (on residential portion only)	(_____)	(_____)
Total Ineligible Amounts	(_____)	(_____)
Total Eligible Amount Voluntarily Excluded	(_____)	(_____)
TOTAL BASIS REDUCTION	(_____)	(_____)
TOTAL REQUESTED UNADJUSTED ELIGIBLE BASIS	\$ _____	\$ _____
High Cost Area Adjustment (Reg. Section 10317(f) & 10327(d)(1))	x 130%	x 130%
TOTAL ADJUSTED ELIGIBLE BASIS	\$ _____	\$ _____
Applicable Fraction (from page 11)	_____ x _____ %	_____ x _____ %
QUALIFIED BASIS	\$ _____	\$ _____

C. Determination of Federal Credit

	New Construction or Rehabilitation	Federally Subsidized or Acquisition
C1. Qualified Basis	\$ _____	\$ _____
C2. Applicable Percentage	x 8.65%	x 3.71%
C3. Subtotal Annual Federal Credit	\$ _____ (a)	\$ _____ (b)
C4. Total Annual Federal Credit	\$ _____ (a + b)	

D. Determination of Minimum Federal Credit Necessary For Feasibility

D1. Total Project Cost \$_____

D2. Permanent Financing (page 15), NOT Including Equity from Tax Credits \$(_____)

D3. Funding Gap (D1 - D2) \$_____

D4. Tax Credit Factor (Reg. Section 10302(bb)) _____

D5. Total Credit Necessary for Feasibility (D3 divided by D4) \$_____

D6. Annual Federal Credit Necessary for Feasibility (D5 divided by 10) \$_____

D7. Maximum Annual Federal Credit (lesser of C4 or D6) \$_____

D8. Equity Raised From Federal Credit (10 x D7 x D4) \$_____

D9. Remaining Funding Gap (D3 - D8) \$_____

If Funding Gap Is Greater Than Zero The Project Is Not Feasible Unless Applying For State Credit.

If Applying For State Credit Please Complete The Following Section.

E. Determination of State Credit (Reg. Section 10317)

E1. Qualified Basis \$_____

x .30*

(*x .13 if federally-subsidized)

E2. Total State Credit \$_____

F. Determination of Minimum State Credit Necessary for Feasibility

F1. State Credit Necessary for Feasibility (D9 divided by D4) \$_____

F2. Maximum State Credit (lesser of E2 or F1) \$_____

F3. Proceeds raised from the state Credit (F2 multiplied by D4) \$_____

If Line F3 is less than Line D9 the project is not feasible.

G. Income Information

(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
# Of Bdrms	# Of Units	Proposed Monthly Rent (less utilities)	Aggregate Monthly Rents (b x c)	Monthly Utility Allowance	Aggregate Rents w/ Utilities ((c + e) x b)	*100% Median Rent	Aggregate 100% Rents (b x g)
<u>Low-Income Units</u>							
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
Average Income Target _____%		TOTALS		\$ _____	\$ _____		

Average Income Target equals Aggregate Rents with Utilities (f) divided by Aggregate 100% Rents (h).
 *100% Rents are listed in the TCAC Application Supplement Rent Tables.

_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
TOTALS		\$ _____		\$ _____		\$ _____	\$ _____

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
TOTAL		\$ _____	

AGGREGATE MONTHLY RENTS FOR <u>ALL</u> UNITS	\$ _____
	x 12
AGGREGATE ANNUAL RENTS FOR <u>ALL</u> UNITS:	\$ _____

G. Income Information (cont.)

Rental Subsidy Income, if any (Attachment 40)

Number of units receiving assistance _____

Length of contract (years) _____

Expiration date of contract _____

TOTAL PROJECTED ANNUAL RENTAL SUBSIDY \$ _____

Miscellaneous Income

Annual Income from Laundry Facilities _____

Annual Income from Vending Machines _____

Annual Interest Income _____

Other Annual Income (Specify) _____

TOTAL MISCELLANEOUS INCOME \$ _____

TOTAL ANNUAL POTENTIAL GROSS INCOME \$ _____
(From Residential Sources)

Commercial Income

Annual Income from Professional Space _____

Annual Income from Commercial Space _____

TOTAL ANNUAL COMMERCIAL INCOME \$ _____

H. Monthly Resident Utility Allowance by Unit Size

	<i>0 BR</i>	<i>1 BR</i>	<i>2 BR</i>	<i>3 BR</i>	<i>4 BR</i>	<i>() BR</i>
Heating	_____	_____	_____	_____	_____	_____
Cooking	_____	_____	_____	_____	_____	_____
Lighting	_____	_____	_____	_____	_____	_____
Other	_____	_____	_____	_____	_____	_____
TOTALS	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

Name of PHA Providing Utility Allowances: _____

I. Annual Residential Operating Expenses (Reg. Section 10327(g))

General Administrative

Advertising \$ _____
Legal \$ _____
Accounting/Audit \$ _____
Security \$ _____
Other \$ _____

Total General Administrative

\$ _____

Utilities

Fuel \$ _____
Gas \$ _____
Other _____ \$ _____

Total Utilities

\$ _____

Total Water/Sewer

\$ _____

Payroll/Payroll Taxes

On-site Manager \$ _____
Maintenance Personnel \$ _____
Other _____ \$ _____

Total Payroll/Payroll Taxes

\$ _____

Total Insurance

\$ _____

Maintenance

Painting \$ _____
Repairs \$ _____
Trash Removal \$ _____
Exterminating \$ _____
Grounds \$ _____
Elevator \$ _____
Other _____ \$ _____

Total Maintenance

\$ _____

Other (specify)

_____ \$ _____
_____ \$ _____
_____ \$ _____

Total Other

\$ _____

TOTAL ANNUAL RESIDENTIAL OPERATING EXPENSES

\$ _____

TOTAL REAL ESTATE TAXES

\$ _____

TOTAL RESERVE FOR REPLACEMENT

\$ _____

J. Annual Commercial Operating Expenses

TOTAL COMMERCIAL SPACE EXPENSES

\$ _____

TOTAL ANNUAL COMMERCIAL DEBT SERVICE

\$ _____

PART IX. SUBSIDIES

A. Loan and Grant Subsidies

	<i>Included in Eligible Basis?</i>		<i>Amount</i>
	<i>Yes</i>	<i>No</i>	
Tax-Exempt Financing _____	_____	_____	\$ _____
HOME Investment Partnership Act (HOME) _____	_____	_____	\$ _____
RHS 515/538 _____	_____	_____	\$ _____
Century Housing Corporation _____	_____	_____	\$ _____
Redevelopment Set-aside Funds _____	_____	_____	\$ _____
Community Development Block Grant (CDBG) _____	_____	_____	\$ _____
State (specify) _____	_____	_____	\$ _____
Local (specify) _____	_____	_____	\$ _____
Private (specify) _____	_____	_____	\$ _____

What, if any, Credit Enhancement will be used? FHA Insurance _____
Private Mortgage Insurance _____
Letter(s) of Credit _____
Other (specify) _____

Approval Date _____ Amount per year \$ _____

Source (Specify) _____ % _____ \$ _____

Units Term Total Subsidy

Subsidized

Sec 221(d)(3) BMIR	\$ _____	RHS 515	\$ _____
HUD Sec 236	\$ _____	RHS 521 (rent subsidy)	\$ _____
HUD Sec 236 & Tax-exempts	\$ _____	RHS 538	\$ _____
HUD Section 8	\$ _____	State/Local	\$ _____
Rent Sup/RAP	\$ _____	Tax-Exempt Bonds	\$ _____

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A-23

APPLICATION CHECKLIST

Please Submit Required Information Where Applicable To The Proposed Project. Label And Tab Each Attachment With The Designated Checklist Number, And Place All Attachments In Checklist Order.

FOR TCAC If attached
STAFF USE “✓” or
ONLY label N/A

Set-Aside Designation. *If applying within a set-aside, please provide the appropriate documentation as specified in TCAC Regulations.*

_____	_____	1. Non-profit Set-aside application (Reg. Section 10322(j)(8)(A) through (F))
_____	_____	1(a). Homeless Assistance Apportionment (Reg. Section 10315(a))
_____	_____	2. Rural Set-aside application (Reg. Section 10322(j)(9))
_____	_____	2(a). RHS Set-aside Apportionment (Reg. Section 10322(j)(10))
_____	_____	3. State Credit Preference - HOME funds match letter. (Reg. Section 10322(j)(12))

Basic Threshold Requirements *All basic thresholds shall be met at the time the application is filed through a presentation of conclusive, documented evidence to the Committee’s satisfaction. (Reg. Section 10325(g))*

_____	_____	4. Housing need and demand (Reg. Section 10325(g)(1) & 10326(g)(1))
_____	_____	A) Relevant sections of the Consolidated Plan
_____	_____	B) Evidence of Public housing waiting lists from the local housing authority
_____	_____	C) Three rent comparables provided on TCAC’s form
_____	_____	5. Demonstrated site control (Reg. Section 10325(g)(2) & 10326(g)(2))
_____	_____	A) Evidence of site control (Reg. Section 10325(g)(2)(A))
_____	_____	B) Current title report (Reg. Section 10325(g)(2)(B))
_____	_____	6. Enforceable financing commitments (Reg. Section 10325(g)(3))
_____	_____	A) Evidence of Commitments
_____	_____	B) TCAC worksheet to determine financing need
_____	_____	7. Local approvals Evidence of local approvals provided on TCAC Verification of Zoning form (Reg. Section 10325(g)(4) & 10326(g)(3))

FOR TCAC If attached
STAFF USE “✓” or
ONLY label N/A

		8.	Financial feasibility (Reg. Section 10325(g)(5) & 10326(g)(4))
_____	_____	A)	Financing plan (Reg. Section 10322(i)(18))
_____	_____	B)	15 year proforma of all revenue and expense projections
(Reg. Section 10322(i)(28))
_____	_____	C)	Operating Expense Comparable (Reg. Section 10322(i)(19))
		9.	Sponsor characteristics (Reg. Section 10325(g)(6) & 10326(g)(5))
_____	_____	A)	Current financial statement(s) (Reg. Section 10325(g)(6)(A))
_____	_____	B)	TCAC form “Previous Participation” for developer and proposed general
partner and resumes or “Previous Participation-Schedule A” for all other
members of the development team (Reg. Section 10325(g)(6)(B))
_____	_____	C)	Copy of the contracts for (i): Attorney(s) and or Tax
Professional(s) (ii) Architect, (iii) Property Management Agency,
(iv) Consultant. (Reg. Section 10325(g)(6)(C))
_____	_____	D)	Default/foreclosure statements for applicant and general partners
(Reg. Section 10325(6)(D) & (E))
_____	_____	E)	Default/foreclosure statements for all other participants(Reg. Section
10325(6)(D) & (E))
_____	_____	10.	Minimum construction standards Provide a statement
(Reg. Section 10325(g)(7) & 10326(g)(6))
_____	_____	11.	Deferred-payment financing, grants and subsidies Evidence of commitments
(Reg. 10325(g)(8))
_____	_____	12.	Project size limitations Evidence of compliance (Reg. Section 10325(g)(9))

Additional Threshold Requirements Applicants applying for Credit apportioned to various housing types shall meet the following additional threshold requirements. (Reg. Sections 10325(h))

		13.	Large Family Projects Evidence eligibility
(Reg. Sections 10325(h)(1)(A) through (J))
_____	_____		

_____	_____	14. Senior Projects Evidence eligibility (Reg. Sections 10325(h)(2)(A) through (J))
_____	_____	15. SRO Projects Evidence eligibility (Reg. Sections 10325(h)(3)(A) through (I))
_____	_____	16. Special Needs Projects Evidence eligibility
(Reg. Sections 10325(h)(4)(A) through (I))
_____	_____	17. At-Risk Projects Evidence eligibility
(Reg. Sections 10325(h)(5)(A) through (C))
_____	_____	18. Non-targeted Projects Evidence eligibility
(Reg. Sections 10325(h)(6)(A) and (B))

Tax-Exempt Bond Applications Applicants requesting federal tax Credit under the requirements of IRC Section 42(h)(4) shall provide the following additional information. (Reg. Section 10326)

_____	_____	19. Issuer determination of Credit (Reg. Section 10326(d))
_____	_____	20. Additional application requirements (Reg. Section 10326(e)):
_____	_____	A) Name, phone number and contact person of bond issuer
_____	_____	B) Verification of availability of the bond financing, the bond issuance date,
and the percentage of aggregate basis financed by the bonds

Applicant/Developer Team Information

_____	_____	21. Organizational documents (Reg. Section 10322(i)(3))
_____	_____	22. Designated contact person (Reg. Section 10322(i)(4))
_____	_____	23. Project participants (Reg. Section 10322(i)(5))
_____	_____	24. Identity of interest information (Reg. Section 10322(i)(6))

Site and Project Information

_____	_____	25. Legal description (Reg. Section 10322(i)(7))
_____	_____	26. Site and surrounding areas description (Reg. Section 10322(i)(8))
_____	_____	27. Site layout (Reg. 10322(i)(9))
_____	_____	28. Site and unit location map (Reg. Section 10322(i)(11))

FOR TCAC If attached
STAFF USE “✓” or
ONLY label N/A

_____	_____	29. Unique site features (Reg. Section 10322(i)(12))
_____	_____	30. Construction and design description (Reg. Section 10322(i)(13))
_____	_____	31. Architectural drawings (Reg. Section 10322(i)(14))
_____	_____	32. Placed-in-service schedule (Reg. Section 10322(i)(15))

Project Cost Information

_____	_____	33. Eligible basis certification (Reg. Section 10322(i)(20))
_____	_____	34. Use of tax benefits (Reg. Section 10322(i)(21))
_____	_____	35. Justification of syndication costs in basis (Reg. Section 10322(i)(22))
_____	_____	36. Terms of syndication agreement (Reg. Section 10322(i)(23))
_____	_____	List of syndicators contacted (Reg. Section 10322(i)(2)(L))
_____	_____	37. Tax credit factor certification (Reg. Section 10322(i)(24))
_____	_____	38. Utility allowance estimate (Reg. Section 10322(i)(25))
_____	_____	39. Description of subsidies (Reg. Section 10322(i)(26))
_____	_____	40. Certification of subsidies (Reg. Section 10322(i)(27))
_____	_____	41. Threshold basis limit increase justification (Reg. Section 10322(j)(11) and 10327(c)(5))

Acquisition and Rehabilitation Credit applications

_____	_____	42. Acquisition Credit application (Reg. Section 10322(j)(3))
_____	_____	A) Title report (Reg. Section 10322(j)(3)(A))
_____	_____	B) 10-year rule waiver (Reg. Section 10322(j)(3)(B))
_____	_____	43. Rehabilitation Credit application (Reg. Section 10322(j)(4))
_____	_____	A) Appraisal (Reg. Sections 10322(j)(4)(A)(i) through (iii))
_____	_____	B) Purchase contract (Reg. Sections 10322(j)(4)(B))
_____	_____	44. Acquisition of occupied housing application (Reg. Section 10322(j)(5))
_____	_____	45. Tenant relocation plan (Reg. Section 10322(j)(6))
_____	_____	46. Owner-occupied housing application (Reg. Section 10322(j)(7))

FOR TCAC If attached
STAFF USE “✓” or
ONLY label N/A

Final and Placed-in-Service Applications

- _____ 47. **Final reservation applications** (Reg. Sections 10322(j)(1)(A) through (H))
- _____ 48. **Placed-in- service applications** (Reg.Sections 10322(j)(2)(A) through (J))

Re-applications

- _____ 49. **TCAC Re-application statement** (Reg. Section 10322(k))

~ E N D ~

APPENDIX B: 1999 CALIFORNIA LIHTC APPLICATION

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FOR TCAC USE ONLY

Application No. _____

Date Received: _____

Analyst: _____

CALIFORNIA TAX CREDIT ALLOCATION COMMITTEE

APPLICATION FOR LOW-INCOME HOUSING TAX CREDIT

APPLICANT STATEMENT

APPLICANT NAME: _____

PROJECT NAME: _____

PLEASE ATTACH APPLICATION FEE HERE

Cashier's Check Only (Reg. Section 10335(a))

The undersigned applicant hereby makes application to the California Tax Credit Allocation Committee ("TCAC") for a reservation of federal, or federal and state, Low-Income Housing Tax Credit ("Credit") in the amount(s) of

\$_____ annual federal Credit, and

\$_____ total state Credit

for the purpose of providing low-income rental housing as herein described. I understand that Credit amount(s) preliminarily reserved for this project, if any, may be adjusted over time based upon changing project costs and financial feasibility analyses which TCAC is required to perform on at least three occasions.

I agree it is my responsibility to provide TCAC with two copies of a complete application and a letter from the local government of the jurisdiction in which the project is located identifying the agency designated as the Local Reviewing Agency for the Tax Credit Allocation Committee. I agree that it is also my responsibility to provide such other information as TCAC requests as necessary to evaluate my application. I represent that if a reservation or allocation of Credit is made as a result of this application, I will also furnish promptly such other supporting information and documents as may be requested. I understand that TCAC may verify information provided and analyze materials submitted as well as conduct its own investigation to evaluate the application. I recognize that I have an affirmative duty to inform TCAC when any information in the application or supplemental materials is no longer true and to supply TCAC with the latest and accurate information.

I acknowledge that if I receive a reservation of Credit, I will be required to submit requisite documentation at each of the following stages: for application for a final reservation; for a carryover allocation; and at the time the project is placed-in-service.

I represent I have read Section 42 of the Internal Revenue Code (IRC) pertaining to federal Credit, and if applying for state Credit, I represent I have also read California Health and Safety Code Sections 50199.4 et seq. and California Revenue and Taxation Code Sections 12206, 17058, and 23610.5 pertaining to the state Credit program. I understand that the federal and state Credit programs are complex and involve long-term

maintenance of housing for qualified low-income households. I acknowledge that TCAC has recommended that I seek advice from my own tax attorney or tax advisor.

I represent that I have read and understand the requirements set forth in Regulation Section 10322(k) pertaining to re-applications for Credit.

I agree to hold TCAC, its members, officers, agents, and employees harmless from any matters arising out of or related to the Credit programs.

I agree that TCAC will determine the Credit amount to comply with requirements of IRC Section 42 but that TCAC in no way warrants the feasibility or viability of the project to anyone for any purpose. I acknowledge that TCAC makes no representation regarding the effect of any tax Credit which may be allocated and makes no representation regarding the ability to claim any Credit which may be allocated.

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

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

I acknowledge that neither the federal nor the state Credit programs are entitlement programs and that my application will be evaluated based on the Credit statutes, regulations, and the Qualified Allocation Plan adopted by TCAC which identify the priorities and other standards which will be employed to evaluate applications.

I acknowledge that an award of federal or state Credit does not guarantee that the project will qualify for tax Credit. Both federal law and the state law require that various requirements be met on an ongoing basis. I agree that compliance with these requirements is the responsibility of the applicant.

I acknowledge that the information submitted to TCAC in this application or supplemental thereto may be subject to the Public Records Act or other disclosure. I understand that TCAC may make such information public.

I acknowledge that if I obtain an allocation of federal and/or state Credit, I will be required to enter into a regulatory contract which will contain, among other things, all the conditions under which the Credit was provided including the selection criteria delineated in this application.

I declare 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 my knowledge and belief. I understand that misrepresentation may result in cancellation of a Credit reservation, notification of the Internal Revenue Service and the Franchise Tax Board, and other actions which TCAC is authorized to take pursuant to California Health and Safety Code Section 50199.22 or under general authority of state law.

I certify that I believe that the project can be completed within the development budget and the development timetable set forth (which timetable is in conformance with TCAC rules and regulations) and can be operated in the manner proposed within the operating budget set forth.

I further certify that more than 10% of the project's total reasonably expected basis cost will be incurred and the land acquired by the date specified in the reservation letter.

I agree that TCAC is not responsible for actions taken by the applicant in reliance on a prospective Credit reservation or allocation.

Dated this _____ day of _____, 1999 at
_____, California.

By: _____
(Original Signature)

(Typed or printed name)

(Title)

ACKNOWLEDGMENT

STATE OF CALIFORNIA

COUNTY OF _____

On this _____ day of _____ in the year _____, before me, _____, personally appeared _____ personally known to me (or proved to me on the basis of satisfactory evidence) to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity, and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

[NOTARY SEAL]

Notary Public

CALIFORNIA TAX CREDIT ALLOCATION COMMITTEE

APPLICATION FOR LOW-INCOME HOUSING TAX CREDIT

IDENTIFICATION OF LOCAL JURISDICTION CHIEF EXECUTIVE OFFICER
(Reg. Section 10322(i)(16))

Local Jurisdiction: _____

Chief Executive Officer: _____

Title of Chief Executive Officer: _____

Mailing Address: _____

City: _____

Zip Code: _____

Phone Number: _____

FAX Number: _____

Please attach a copy of Attachment 30, Construction and Design Description, to this page.

CALIFORNIA TAX CREDIT ALLOCATION COMMITTEE
APPLICATION FOR LOW-INCOME HOUSING TAX CREDIT

PART I. GENERAL AND SUMMARY INFORMATION

A. Application Type

☐ Preliminary Reservation

☐ Final Reservation

☐ Placed in Service

☐ Re-Application

TCAC #CA____-____

Amount Currently Reserved:

Federal Credit \$_____

State Credit \$_____

☐ A prior application was submitted
but not selected. (TCAC #CA____-____)

B. Project

Project Name: _____

Site Address: _____

City: _____County: _____

Zip Code: _____ Census Tract: _____

Assessor's Parcel Number: _____

☐ Project is located in a DDA or Qualified Census Tract.

Federal Congressional District: _____State Assembly District: _____

State Senate District: _____

C. Credit Amounts Requested (If State Credit request, Reg. Sects. 10317 & 10322(j)(12))

	Federal (annual)	State (total 4 years)
☐ Federal Only	\$_____	
☐ Federal and State	\$_____	\$_____

D. Federal Minimum Set-Aside Election (IRC Sec. 42(g)(1) and Sec. 142(d)(4))

☐ 20%/50% Test ☐ 40%/60% Test

E. Tax-Exempt Bond Financing (Reg. Section 10326)

Will project receive tax-exempt bond financing for more than 50% of the aggregate basis of the building(s) (including land) in the project? (IRC Sec. 42(h)(4)) ☐ Yes ☐ No

If Yes, Estimated Date of Bond Issuance: _____

Name of Bond Issuer: _____

What, if any, Credit Enhancement will be used? FHA Insurance ☐
Private Mortgage Insurance ☐
Letter(s) of Credit ☐
Other (specify) _____

F. Set-Aside Selection, if applicable (Reg. Section 10315(a), (b), (c))

Please Select Only One

- ☐ Nonprofit Organization
- ☐ Nonprofit Homeless Apportionment
- ☐ Rural
- ☐ Rural/RHS
- ☐ Small Development

G. Housing Type Selection (Reg. Sections 10315(d) & 10325(g))

- ☐ Large Family
- ☐ Single Room Occupancy
- ☐ At-Risk
- ☐ Special Needs
- ☐ Seniors

H. Geographic Area (Reg. Section 10315(e))

- ☐ Los Angeles County
- ☐ All Other Counties
- ☐ San Diego County
- ☐ Orange County
- ☐ Alameda County
- ☐ San Francisco County
- ☐ Santa Clara County
- ☐ Sacramento County
- ☐ San Bernardino County
- ☐ Contra Costa County
- ☐ San Mateo County
- ☐ Riverside County

I. Threshold Basis Limit-Refer to Application Supplement (Reg. Section 10327(c)(5))

<u>Unit Size</u>	<u>Unit Basis Limit</u>	<u>No. Of Units</u>	<u>Basis X No. Of Units</u>
			\$
			\$
			\$
			\$
			\$
TOTAL = Threshold Basis Limit			\$
Plus (+)15% basis adjustment for projects with <u>one</u> qualified project characteristic; <i>OR</i> *			\$
Plus (+) 20% basis adjustment for projects with <u>two or more</u> qualified project characteristics*			\$
Plus (+) local development impact fees required to be paid to local government entities**			\$
= Adjusted Threshold Basis Limit			\$

Note: *If the characteristics set forth below are proposed, adjust Threshold Basis Limit upward 15% for projects with one characteristic or 20% for projects with two or more characteristics. Please provide documentation, as Attachment #41(A), required by Reg. Section 10322 (j)(11), and check below for all applicable features of the proposed project.

**Local development impact fees as defined by Section 10302(o) shall be excluded from the Threshold Basis Limits calculation. As Attachment #41(B), provide an itemized breakdown of local development impact fees required.

- ☐ Buildings with more than three stories
- ☐ Buildings where parking structures are required to be beneath residential units (no individual garages)
- ☐ Projects specifically designed for 100% special needs tenants
- ☐ Linkage with Mass transit
- ☐ Childcare facilities with programs
- ☐ Fifty percent or more of units are comprised of three-bedroom or larger units
- ☐ Significant seismic upgrading of an existing structure
- ☐ Significant toxic or other environmental mitigation
- ☐ Projects where use of federal state or local subsidies requires that higher than normal wages must be paid
- ☐ The project is located on an island and the higher costs are justified in writing.

PART II. THE POINTS SYSTEM (Regulation Section 10325(c))

A. Project Characteristics

- ☐ (1) Preservation of units "at risk" of conversion within 2 calendar years after the year in which the application is filed. **10 points**

_____ Points in this category

- ☐ (2) ☐ Direct or indirect committed public funds \$_____ **(Maximum 25 Points)**
(1 point for each % of Total Development Cost)

- ☐ \$_____ Federal, state or local funds
☐ \$_____ Direct grants or loans
☐ \$_____ Waiver of fees
☐ \$_____ Value of donated land or leased land (Needs to be substantiated by an appraisal).
☐ \$_____ Other - specify: _____

Total committed funds: \$_____

Total development cost: \$_____

Percentage of funds versus TDC _____%
(Round down to the nearest percent)

_____ Points in this category

- ☐ (3) Direct or Indirect Committed Private funds. Funds may include donated land, including land donated by developer (when supported by an appraisal), AHP funds, private contributions. **(Does not include deferred developer fees or investor equity or grants or loans from any party with a direct or indirect interest in the development.)** **(Maximum 20 Points)**
(1 point for each \$500 of funds per unit.)

- ☐ Donated land
☐ AHP funds
☐ Private contributions

Total Private Funds: \$_____
Divided by \$500
Divided by Total Number of Units
= _____

(Round down to the nearest whole number)

_____ Points in this category

An application can receive points under either subsection (2) or (3) above, but not under both subsections. In order to receive points in subsection (2) or (3) above, funds must be part of the permanent sources for the development.

_____ **Total Points Earned For Project Characteristics**

B. Owner/Management Characteristics

(1) General Partner experience

1-2 projects in service under 3 years	☐	1 point	over 3 years	☐	2 points
3-6 projects in service under 3 years	☐	3 points	over 3 years	☐	4 points
Over 6 projects in service under 3 years	☐	5 points	over 3 years	☐	6 points

_____ Points in this category

(2) Management experience

2-10 projects in service under 3 years	☐	.5 point	over 3 years	☐	1 points
11-20 projects in service under 3 years	☐	1.5 points	over 3 years	☐	2 points
Over 20 projects in service under 3 years	☐	2.5 points	over 3 years	☐	3 points

_____ Points in this category

_____ Total Points Earned For Owner/Management Characteristics

Points in subsections (1) and (2) above will be awarded in the highest applicable category and are not cumulative. For points to be awarded in subsection (2), a signed management agreement must be submitted at the time of application. "Projects" as used in this subsection means multifamily rental affordable developments of over 10 units that are subject to a recorded regulatory agreement. General Partner and Management Company experience points may be given based on the experience of the principals involved, notwithstanding that the entity itself would not otherwise be eligible for such points.

C. Housing Needs (All projects must fall into one of these, or the "at risk" category).

☐ Large Family Projects	10 points
☐ Single Room Occupancy Projects	10 points
☐ Special Needs Projects	10 points
☐ Seniors Projects	10 points

_____ Total Points Earned for Housing Needs

D. Site Amenities. Must be appropriate to the population to be served. Amenities may include, but are not limited to:

(maximum 10 points)

☐ Being part of a transit-oriented development strategy (on a regular bus route, next to a rapid transit system, etc.). For rural projects, points may be awarded where van or dial-a-ride service is provided to tenants.	5 points
☐ The site is within ½ mile of parks or recreational facilities.	5points
☐ The site is within ½ mile of grocery and other essential shopping opportunities.	5 points
☐ The site is within ½ mile of public schools.	5 points
☐ Other (specify). _____	5 points

_____ Points in this category

- E. Service Amenities.** Must be appropriate to the population to be served and committed for a minimum of 10 years. Amenities may include, but are not limited to:

(maximum 10 points)

☐	After school programs of an ongoing nature.	5 points
☐	Educational classes (such as ESL, computer training, etc.)	5 points
☐	Licensed child care	5 points
☐	Additional space and contracts for services, such as assistance with activities of daily living.	5 points
☐	Other (specify)._____	5 points

_____ Points in this category

_____ **Total Points Earned For Amenities**

F. Neighborhood Revitalization

Up to 10 points

- ☐ A development to be located in a Neighborhood Revitalization area, as defined in Section 10302(s) of these regulations where demonstrable evidence, satisfactory to the Executive Director, is submitted showing that a neighborhood revitalization plan has been adopted and specific efforts towards achieving the plan's goals have occurred. Plans should be specific to the neighborhood, and efforts undertaken may include, but are not limited to, existing partnership coalitions with public entities, private sector enterprises, nonprofit community organization; financing commitments for work to be done in the neighborhood; commencement of a specific neighborhood project.

G. Mixed Income

☐	At least 20% non-tax Credit units	5 points
	Total number of units (excluding manager units):	_____
	X 20% or ____% (must be at least 20%)	
	Number of non-tax credit units (excl. manager units):	_____

_____ **Total Mixed Income Points Earned**

H. Lowest Income. In accordance with the table below.

(maximum 50 points)

The "Percent of Area Median Income" category may be used only once. For instance, 50% of Income Targeted Units to Total Units at 50% of Area Median Income cannot be used twice for 100% at 50% and receive 50 points, nor can 50% of Income Targeted Units to Total Units at 50% of Area Median Income for 25 points and 40% of Income Targeted Units to Total Units at 50% of Area Median Income be used for an additional 20 points. However, the "Percent of Income Targeted Units" may be used multiple times. For example, 50% of Targeted Units at 50% of Area Median Income for 25 points may be combined with another 50% of Targeted Units at 45% of Area Median Income to achieve the maximum points.

Only projects qualifying for the Rural Set-aside may use the 55% of Area Median Income column.

Any points awarded hereunder must also comply with other requirements of these regulations pertaining to rents being at least 10% below market rents and threshold requirements for SRO and Special Needs projects.

LOWEST INCOME TABLE (MAXIMUM 50 POINTS)

Percent of Income Targeted Units to Total Units	Percent of Area Median Income						
		55%	50%	45%	40%	35%	30%
	50%	-----	25	27.5	30	32.5	35
	45%	-----	22.5	25	27.5	30	32.5
	40%	-----	20	22.5	25	27.5	30
	35%	15	17.5	20	22.5	25	27.5
	30%	12.5	15	17.5	20	22.5	25
	25%	10	12.5	15	17.5	20	22.5
	20%	7.5	10	12.5	15	17.5	20
	15%	5	7.5	10	12.5	15	17.5
	10%	2.5	5	7.5	10	12.5	15

List number of points earned for each affordability level chosen.

% of Units @ % of Area Median Income	Points Earned
Total Points Earned	

I. Readiness to Proceed

25 Points

25 points will be available to projects that meet ALL of the items below, and are able to begin construction within 120 days of the Credit Reservation, as evidenced by submission within that time of, recorded deeds of trust for all construction financing, payment of all construction lender fees, issuance of building permits and notice to proceed delivered to the contractor. Failure to meet this timeline will result in the rescission of the Credit reservation.

- ☐ Enforceable commitment for all construction financing, as evidenced by executed commitment and payment of commitment fees and preliminary commitment for permanent financing.
- ☐ Evidence, as verified by the appropriate officials, of all necessary environmental review clearance (CEQA and NEPA) as either finally approved or unnecessary.
- ☐ All necessary public approvals except building permits.
- ☐ Land already purchased/donated/leased.
- ☐ Evidence that the exact parcel already exists or that approval of parcel map consolidation, tract map or any other action necessary to create the exact parcel, will be approved on or prior to the date of Preliminary Reservation by the Committee.

 Total Points Earned

J. Should multiple applications receive the same score, the application with the lowest eligible basis per bedroom prior to calculating any boost in basis attributable to being located in a Qualified Census Tract or Difficult to Develop Area shall receive the highest ranking, continuing in ascending order.

APPLICANT'S SELF-SCORING POINT SHEET

APPLICANT
TOTAL POINTS

TCAC STAFF
POINT
VERIFICATION

Project Characteristics Section

Owner/Management Characteristics Section

Housing Needs Section

Site & Service Amenities Section

Neighborhood Revitalization Section

XXXXXXXXXX

Mixed Income Section

Lowest Income Section

Readiness to Proceed Section

TOTAL POINTS

Negative points given to either general partners or management agents will remain in effect for 2 calendar years. Additionally, multiple or repeated violations may result in the Committee finding the general partner or management agent ineligible for a period of up to two calendar years, at the recommendation of the Executive Director.

FOR TCAC USE ONLY

Negative points for each project may be given to sponsors and/or managers for items including, but not limited to:

- ☐ Failure to utilize committed public subsidies identified in an application. **-10 points**
- ☐ Failure to utilize Credit within program time guidelines, unless it can be demonstrated to the satisfaction of the Executive Director that the circumstances were entirely outside of the sponsor's control. **-10 points**
- ☐ Removal as or withdrawal under threat of removal as general partner. **-10 points**
- ☐ Failure to provide promised physical amenities or services (Unless funding for a specific program is no longer available). **-10 points**
- ☐ Failure to correct serious noncompliance after notice and cure period within an existing project. **-10 points**
- ☐ Repeated failure to submit required compliance documentation. **-10 points**

Total Negative Points Earned

TOTAL POINTS

Eligible basis per bedroom tie breaker

PART III. APPLICANT INFORMATION

A. Identify Applicant

- ☐ Applicant is current owner and will retain ownership.
- ☐ Applicant is the project developer and will be part of the final ownership entity for the project.
- ☐ Applicant is the project developer and will not be part of the final ownership entity for the project.

Applicant Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Contact Person: _____

Phone: ()

FAX: ()

B. Legal Status of Applicant

☐ General Partnership	☐ Individual	☐ Limited Partnership
☐ Corporation	☐ Nonprofit Organization	☐ Local Government
☐ Joint Venture	☐ Other (specify) _____	

C. Status of Organization/Ownership Entity

- ☐ Currently exists
- ☐ To be formed, estimated date: _____
- Federal I.D. No. or Individual's Social Security No.: _____

D. Name of General Partner(s) or Principal Owner(s)

E. General Partner(s) or Principal Owner(s) Type

☐ Nonprofit	☐ For Profit	☐ Joint Venture

F. Contact Person During Application Process

Name: _____

Company: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: ()

FAX: ()

Participatory Role (e.g., General Partner, consultant, etc.): _____

PART IV. THE DEVELOPMENT TEAM

Indicate Which Development Team Members Have Been Selected

☐ Developer, if different from applicant	☐ Architect
☐ Attorney(s) and/or Tax Professionals	☐ General Contractor
☐ Consultant(s)	☐ Investor
☐ Property Management Agent/Company	☐ Market Analyst

PART V. THE PROJECT

A. Type of Credit Requested - Check All Applicable Boxes

☐ <i>Non-Subsidized</i>	☐ <i>Federally-Subsidized</i>
☐ New Construction	☐ New Construction
☐ Rehabilitation	☐ Rehabilitation
☐ Acquisition	☐ Acquisition

B. Rehabilitation and Rehabilitation & Acquisition Projects

If requesting Acquisition Credit, will the acquisition meet the 10-year placed in service rule as required by IRC Sec. 42(d)(2)(B)(ii)? _____ Y/N

If no, will it meet the waiver conditions of IRC Sec. 42(d)(6)? _____ Y/N

Will the rehabilitation and/or the income and rent restrictions of Sec. 42 cause relocation of existing tenants? _____ Y/N

Project, Land, Building and Unit Information

1. Project Type

Check All Applicable Types

- ☐ Single Room Occupancy
- ☐ Townhouse/Row House
- ☐ One or Two Story Garden
- ☐ Two or More Story With an Elevator (number of stories _____)
- ☐ Two or More Story Without an Elevator (number of stories _____)
- ☐ Single Family Home
- ☐ Detached 2, 3, or 4 Family
- ☐ Condominium
- ☐ Housing Cooperative
- ☐ Other (specify) _____
- ☐ Inner City Infill Site
- ☐ One or More Levels of Subterranean Parking

2. Land

_____ feet X _____ feet
_____ acres _____ square feet

3. Total Number of Buildings: _____ Residential _____ Community

- ☐ Buildings are on a contiguous site
- ☐ Buildings are not on a contiguous sites

If not contiguous, do buildings meet the requirements of IRC Sec. 42(g)(7)? _____ Y/N

4. Do any buildings have 4 or fewer units? _____ Y/N

If yes, are any of the units to be occupied by the owner or a person related to the owner (IRC Sec. 42(i)(3))? _____ Y/N

5. Project Unit Number and Square Footage

_____ Total number of units

_____ Total number of units excluding managers' units

_____ Total number of low-income units

_____ % *Ratio of low-income units to total units excluding managers' units*

_____ Total square footage of all residential units, excluding managers' units

_____ Total square footage of all residential units, including managers' units

_____ Total square footage of low-income units

_____ % *Ratio of low-income residential to total residential square footage excluding managers' units*

_____ % *Applicable fraction, smaller of unit or square footage ratio (use on page 23)*

_____ Total commercial space square footage

_____ Total common space square footage

_____ Total parking structure square footage (if applicable)

_____ Total square footage of all project structures

PART VI. LOCAL APPROVALS REQUIRED & DEVELOPMENT TIMETABLE

A. Local Approvals Required

	<i>Application Date</i>	<i>Estimated or Actual Approval Date</i>
Negative Declaration under CEQA	_____	_____
Toxic Report	_____	_____
Soils Report	_____	_____
Coastal Commission Approval	_____	_____
Article 34 of State Constitution	_____	_____
Conditional Use Permit	_____	_____
Variance Approval	_____	_____
Other (Specify)	_____	_____

B. Development Timetable*Actual Or Scheduled**Month / Year**SITE*

<u> / </u>	Environmental Review Completed
<u> / </u>	Site Acquired

LOCAL PERMITS

<u> / </u>	Conditional Use Permit
<u> / </u>	Variance
<u> / </u>	Site Plan Review
<u> / </u>	Grading Permit
<u> / </u>	Building Permit

CONSTRUCTION FINANCING

<u> / </u>	Loan Application
<u> / </u>	Enforceable Commitment
<u> / </u>	Closing and Disbursement

PERMANENT FINANCING

<u> / </u>	Loan Application
<u> / </u>	Enforceable Commitment
<u> / </u>	Closing and Disbursement

OTHER LOANS AND GRANTS

<u> / </u>	Type and Source: _____
<u> / </u>	Application
<u> / </u>	Closing or Award

OTHER LOANS AND GRANTS

<u> / </u>	Type and Source: _____
<u> / </u>	Application
<u> / </u>	Closing or Award

OTHER LOANS AND GRANTS

<u> / </u>	Type and Source: _____
<u> / </u>	Application
<u> / </u>	Closing or Award

<u> / </u>	<i>10% of Costs Incurred</i>
<u> / </u>	<i>Construction Start</i>
<u> / </u>	<i>Construction Completion</i>
<u> / </u>	<i>Placed In Service</i>
<u> / </u>	<i>Occupancy of All Low-Income Units</i>

PART VII. PROJECT FINANCING (Sources of Funds)

A. Construction Financing

List Below All Projected Sources Required To Complete Construction.

<i>Name of Lender/Source</i>	<i>Term in Months</i>	<i>Interest Rate</i>	<i>Amount of Funds</i>
			\$
			\$
			\$
			\$
			\$
			\$
Total Funds For Construction			\$

1. Name of Lender/Source _____

Street Address _____ Contact Name _____

City _____ State _____ Phone Number _____

Type of Financing _____

☐ Committed

☐ Not Committed

2. Name of Lender/Source _____

Street Address _____ Contact Name _____

City _____ State _____ Phone Number _____

Type of Financing _____

☐ Committed

☐ Not Committed

3. Name of Lender/Source _____

Street Address _____ Contact Name _____

City _____ State _____ Phone Number _____

Type of Financing _____

☐ Committed

☐ Not Committed

4. Name of Lender/Source _____

Street Address _____ Contact Name _____

City _____ State _____ Phone Number _____

Type of Financing _____

☐ Committed

☐ Not Committed

B. Permanent Financing

List Below All Projected Sources Of Funds, Including Grants, Land donations, deferred fees, owner equity, etc.

<i>Name of Lender/Source</i>	<i>Term in Months</i>	<i>Interest Rate</i>	<i>Amount of Funds</i>	<i>Annual Debt Service</i>	<i>Residual Receipts/ Deferred Pymt.</i>
			\$		
			\$		
			\$		
			\$		
			\$		
			\$		
Total Permanent Financing			\$		

1. Name of Lender/Source _____

Street Address _____ Contact Name _____

City _____ State _____ Phone Number _____

Type of Financing _____

☐ Committed

☐ Not Committed

2. Name of Lender/Source _____

Street Address _____ Contact Name _____

City _____ State _____ Phone Number _____

Type of Financing _____

☐ Committed

☐ Not Committed

3. Name of Lender/Source _____

Street Address _____ Contact Name _____

City _____ State _____ Phone Number _____

Type of Financing _____

☐ Committed

☐ Not Committed

4. Name of Lender/Source _____

Street Address _____ Contact Name _____

City _____ State _____ Phone Number _____

Type of Financing _____

☐ Committed

☐ Not Committed

PART VIII. BASIS, CREDIT AMOUNTS, OPERATING EXPENSES & INCOME

A. Development Budget				PERMANENT SOURCES		
	TOTAL PROJECT COST	RESIDENTIAL COST	COMMERCIAL COST	Tax Credit Equity	1	2
<i>ACQUISITION</i>						
Total Land Cost or Value						
Legal						
Off-Site Improvements						
Demolition						
Existing Improvements Value						
Total Acquisition Cost						
<i>REHABILITATION</i>						
Site Work						
Structures						
General Requirements						
Contractor Overhead						
Contractor Profit						
Total Rehab. Costs						
<i>NEW CONSTRUCTION</i>						
Site Work						
Structures						
General Requirements						
Contractor Overhead						
Contractor Profit						
Total New Const. Costs						
<i>ARCHITECTURAL FEES</i>						
Design						
Supervision						
Total Architectural Costs						

	TOTAL PROJECT COST	RESIDENTIAL COST	COMMERCIAL COST	Tax Credit Equity	1	2	3	70% PVC for NC /Rehab or 30% PVC for Fed Subsidized NC / Rehab	30% PVC for Acquisition
SURVEY & ENGINEERING									
<i>CONST. INTEREST & FEES</i>									
Const. Loan Interest									
Origination Fee									
Credit Enhance. & App. Fee									
Bond Premium									
Taxes									
Insurance									
Title and Recording									
Total Const. Interest & Fees									
<i>PERMANENT FINANCING</i>									
Loan Origination Fee								XXXXXXXXXX	XXXXXXXXXX
Credit Enhance. & App. Fee								XXXXXXXXXX	XXXXXXXXXX
Title and Recording								XXXXXXXXXX	XXXXXXXXXX
Other								XXXXXXXXXX	XXXXXXXXXX
Total Perm. Financing Costs								XXXXXXXXXX	XXXXXXXXXX
<i>LEGAL FEES</i>									
Lender Legal Pd. by Applicant									
Other (Specify)_____									
Total Attorney Costs									
<i>RESERVES</i>									
Rent Reserves								XXXXXXXXXX	XXXXXXXXXX
Other (Specify)_____								XXXXXXXXXX	XXXXXXXXXX
Total Reserve Costs								XXXXXXXXXX	XXXXXXXXXX
TOTAL APPRAISAL COSTS									

	TOTAL PROJECT COST	RESIDENTIAL COST	COMMERCIAL COST	Tax Credit Equity	1	2	3	70% PVC for NC / Rehab or 30% PVC for Fed Subsidized NC / Rehab	30% PVC for Acquisition
TOTAL CONSTRUCTION CONTINGENCY COSTS									
<i>OTHER</i>									
TCAC App/Alloc/Monitor Fees								XXXXXXXX	XXXXXXX
Environmental Audit									
Local Dev. Impact Fees									
Permit Processing Fees									
Capital Fees									
Marketing								XXXXXXXX	XXXXXXXX
Relocation Expenses									
Furnishings									
Other (specify)_____									
Other (specify)_____									
Total Other Costs									
Subtotals				Subtotal Eligible Basis*					
	Total Project Cost	Total Residential	Total Commercial						
<i>DEVELOPER COSTS</i>									
Developer Overhead/Profit									
Consultant/Processing Agent									
Project Administration									
Broker fees paid by owner									
Const. Mngmt Oversight									
Other (specify)_____									
Total Developer Costs									
TOTAL PROJECT COST									
Note: Syndication Costs may not be included as a project cost.								Bridge Loan Expense During Construction	
*Calculate Maximum Developer Fee pursuant to Regulation 10327(c)(2) using these eligible basis subtotals.								Total Eligible Basis	

PART VIII. BASIS, CREDIT AMOUNTS, OPERATING EXPENSES & INCOME (cont.)

B. Determination of Eligible and Qualified Basis

	70% PVC for NC/Rehab	30% PVC for Acquisition
	30% PVC for Fed Subsidized NC/Rehab	
Total Eligible Basis (from previous page)	\$_____	\$_____
<i>Deduct From Eligible Basis:</i>		
All Grant Proceeds Used to Finance Costs in Eligible Basis	(\$_____)	(\$_____)
BMIR Federal Financing of Costs in 9% Eligible Basis	(\$_____)	(\$_____)
Non-Qualified Non-Recourse Financing	(\$_____)	(\$_____)
Non-Qualifying Portion of Higher Quality Units	(\$_____)	(\$_____)
Historic Credit (on residential portion only)	(\$_____)	(\$_____)
Total Ineligible Amounts	(\$_____)	(\$_____)
Total Eligible Amount Voluntarily Excluded	(\$_____)	(\$_____)
TOTAL BASIS REDUCTION	(\$_____)	(\$_____)
TOTAL REQUESTED UNADJUSTED ELIGIBLE BASIS	\$_____	\$_____
High Cost Area Adjustment (Reg. Section 10317(f) & 10327(d)(1))	x 130%	XXXXXXXXXX
TOTAL ADJUSTED ELIGIBLE BASIS	\$_____	\$_____
Applicable Fraction (from page 16)	x %	x %
QUALIFIED BASIS	\$_____	\$_____

C. Determination of Federal Credit

	New Construction/ Rehabilitation	Acquisition
C1. Qualified Basis	\$_____	\$_____
	Fed Sub- sidized.	Non Fed. Sub.
C2. Applicable Percentage*	x 3.70 / 8.40%	x 3.70 %
C3. Subtotal Annual Federal Credit	\$_____(a)	\$_____(b)
C4. Total Combined Annual Federal Credit	\$_____	(a + b)

*Re-applications that locked in the applicable credit percentage at Carryover must use the locked-in rate (IRS TD 8520, Section 1.42-8(a)(4)). All other re-applications shall use the applicable credit percentage as established pursuant to TCAC Regulation Section 10327(e).

D. Determination of Minimum Federal Credit Necessary For Feasibility

D1. Total Project Cost	\$_____
D2. Permanent Financing (page 19), Excluding Equity from Tax Credits	\$ (_____)
D3. Funding Gap (D1 – D2 and D2a)	\$_____
D4. Tax Credits Factor (Reg. Section 10302(dd))	_____
D5. Total Credits Necessary for Feasibility (D3 divided by D4)	\$_____
D6. Annual Federal Credit Necessary for Feasibility (D5 divided by 10)	\$_____
D7. Maximum Annual Federal Credits (lesser of C4 or D6)	\$_____
D8. Equity Raised From Federal Credit (10 x D7 x D4)	\$_____
D9. Remaining Funding Gap (D3 - D8)	\$_____

If Funding Gap Is Greater Than Zero The Project Is Not Feasible Unless Applying For State Credit.

If Applying For State Credit Please Complete The Following Section.

E. Determination of State Credit (Reg. Section 10317)

E1. Qualified Basis \$ _____
x .30*
(*x .13 if federally-subsidized)

E2. Total State Credit \$ _____

F. Determination of Minimum State Credit Necessary for Feasibility

F1. State Credit Necessary for Feasibility (D9 divided by D4) \$ _____

F2. Maximum State Credit (lesser of E2 or F1) \$ _____

F3. Proceeds raised from the state Credit (F2 multiplied by D4) \$ _____

If Line F3 is less than Line D9 the project is not feasible.

G. Determination of Additional Federal or Federal and State Credit for Re-Applications.

If this is a Re-application for additional federal, or federal and state credits, complete the following:

	<u>Annual Federal Credits</u>	<u>Total State Credits</u>
G1. Necessary Credit Amount (From D7 or F2 above)	\$ _____	\$ _____
G2. Less Prior Reservation of Credit	\$ _____	\$ _____
G3. Additional Tax Credit Requested	\$ _____	\$ _____

H. Income Information**(BREAK OUT UNIT SIZES BY VARYING AFFORDABILITY LEVELS)**

(a) # of Bedrooms	(b) # of Units	(c) Proposed Monthly Rent (Less Utilities)	(d) Total Monthly Rents (b x c)	(e) Monthly Utility Allowance	(f) Monthly Rent Plus Utilities (c + e)	(g) % of Area Median Income
Low Income Units						
Total # Units		Total	\$			

Managers' Units			
Total # Units		Total	\$

Market Rate Units			
			\$
			\$
			\$
			\$
Total # Units		Total	\$

AGGREGATE MONTHLY RENTS
FOR ALL UNITS

\$_____ x 12

AGGREGATE ANNUAL

RENTS FOR ALL UNITS (column d): \$_____

H. Income Information (cont.)

Rental Subsidy Income/Operating Subsidy, if any.

Number of units receiving assistance _____

Length of contract (years) _____

Expiration date of contract _____

TOTAL PROJECTED ANNUAL RENTAL SUBSIDY \$_____

Miscellaneous Income

Annual Income from Laundry Facilities _____

Annual Income from Vending Machines _____

Annual Interest Income _____

Other Annual Income (Specify) _____

TOTAL MISCELLANEOUS INCOME \$_____

TOTAL ANNUAL POTENTIAL GROSS INCOME \$_____
(From Residential Sources)

Commercial Income

Annual Income from Professional Space _____

Annual Income from Commercial Space _____

TOTAL ANNUAL COMMERCIAL INCOME \$_____

I. Monthly Resident Utility Allowance by Unit Size (utility allowances must be itemized and correlate with the PHA utility allowance schedule)

	<i>0 BR</i>	<i>1 BR</i>	<i>2 BR</i>	<i>3 BR</i>	<i>4 BR</i>	<i>() BR</i>
Heating						
Cooking						
Lighting						
Other (Specify)						
TOTALS						

Name of PHA Providing Utility Allowances:_____

J. Annual Residential Operating Expenses (Reg. Section 10327(g))

General Administrative

Advertising \$ _____
Legal \$ _____
Accounting/Audit \$ _____
Security \$ _____
Other \$ _____

Total General Administrative \$ _____

Management Fee \$ _____

Utilities

Fuel \$ _____
Gas \$ _____
Other _____ \$ _____

Total Utilities \$ _____

Total Water/Sewer \$ _____

Payroll/Payroll Taxes

On-site Manager \$ _____
Maintenance Personnel \$ _____
Other _____ \$ _____

Total Payroll/Payroll Taxes \$ _____

Total Insurance \$ _____

Maintenance

Painting \$ _____
Repairs \$ _____
Trash Removal \$ _____
Exterminating \$ _____
Grounds \$ _____
Elevator \$ _____
Other _____ \$ _____

Total Maintenance \$ _____

Other (specify)

_____ \$ _____
_____ \$ _____

Total Other \$ _____

TOTAL ANNUAL RESIDENTIAL OPERATING EXPENSES \$ _____

TOTAL REAL ESTATE TAXES \$ _____

TOTAL RESERVE FOR REPLACEMENT \$ _____

K. Annual Commercial Operating Expenses

TOTAL COMMERCIAL SPACE EXPENSES \$ _____

TOTAL ANNUAL COMMERCIAL DEBT SERVICE \$ _____

PART IX. SUBSIDIES

A. Loan and Grant Subsidies

If One Or More Of The Following Subsidies Are Proposed, Indicate With An "X".

	<i>Included in Eligible Basis?</i>	
	<i>Yes / No</i>	<i>Amount</i>
Tax-Exempt Financing		\$
HOME Investment Partnership Act (HOME)		\$
RHS 514, 515, 516, 538		\$
Century Housing Corporation		\$
Redevelopment Set-aside Funds		\$
Community Development Block Grant (CDBG)		\$
State (specify)		\$
Local (specify)		\$
Private (specify)		\$

B. Rental Subsidy Anticipated

Indicate By Percent Of Units Affected, Any Rental Subsidy Expected To Be Available To The Project.

Approval Date _____ Amount per year \$ _____

Source (Specify) _____ % _____ \$ _____

Units Term Total Subsidy

Subsidized

C. Pre-Existing Subsidies (Rehab. and Rehab./Acquisition Only)

Indicate The Subsidy Amount For Any Of The Following Currently Utilized By The Project.

Sec 221(d)(3) BMIR	\$ _____	RHS 515 or 514/516	\$ _____
HUD Sec 236	\$ _____	RHS 521 (rent subsidy)	\$ _____
HUD Sec 236 & Tax-exempts	\$ _____	RHS 538	\$ _____
HUD Section 8	\$ _____	State/Local	\$ _____
Rent Sup/RAP	\$ _____	Tax-Exempt Bonds	\$ _____

Will the subsidy continue? _____ Yes _____ No If yes, specify term _____

APPLICATION CHECKLIST

Please Submit Required Information Where Applicable To The Proposed Project. Label And Tab Each Attachment With The Designated Checklist Number, And Place All Attachments In Checklist Order.

IF attached: ✓ Box

IF not attached: N/A

Application Point Selection Criteria. Please provide the appropriate documentation as specified in TCAC Regulations.

- 1. Project Characteristics (Reg. Section 10325(c)(1))**
 - A). **Evidence of preservation of “at-risk” projects.** (Reg. Section 10325(c)(1)(A) & 10325(g)(5))
 - B). **Evidence of direct or indirect committed public funds.** (Reg. Section 10325(c)(1)(B))
 - C). **Evidence of direct or indirect committed private funds.** (Reg. Section 10325(c)(1)(C))

- 2. Owner/Management Characteristics (Reg. Section 10325(c)(2))**
 - A). **General partner experience (Attach schedule A Item 19B.)** (Reg. Section 10325(c)(2)(A))
 - A(i). **Audited income and expense statements for qualifying projects.**
 - A(ii). **Vacancy/occupancy reports**
 - A(iii). **Evidence of funded reserves**
 - B). **Management experience (Attach schedule A from Item 19B.)** (Reg. Section 10325(c)(2)(B))
 - B(i). **Schedule A from Item 19B.**
 - B(ii). **Management Agreement.**

- 3. Site Amenities (Reg. Section 10325(c)(4))**
 - A). **Evidence of a transit-oriented development** (Reg. Section 10325(c)(4)(1))
 - B). **Evidence the site is within ½ mile of parks or recreational facilities** (Reg. Section 10325(c)(4)(2))
 - C). **Evidence the site is within ½ mile of retail opportunities** (Reg. Section 10325(c)(4)(3))
 - D). **Evidence the site is within ½ mile of public schools** (Reg. Section 10325(c)(4)(4))
 - E). **Other Site Amenities** (Reg. Section 10325(c)(4))

- 4. Service Amenities (Reg. Section 10325(c)(4))**
 - A). **Evidence of after school programs** (Reg. Section 10325(c)(4)(1))
 - B). **Evidence of educational classes** (Reg. Section 10325(c)(4)(2))
 - C). **Evidence of licensed child care** (Reg. Section 10325(c)(4)(3))
 - D). **Evidence of contracts for services** (Reg. Section 10325(c)(4)(4))
 - E). **Other Site Amenities** (Reg. Section 10325(c)(4))

5. **Neighborhood Revitalization Plan with Detailed Narrative Description and Maps** (Reg. Section 10325(c)(5))
6. **Readiness to Proceed** (Reg. Section 10325(c)(8))
 - A). **Enforceable commitments for all construction financing and preliminary commitment for permanent financing.** (Reg. Section 10325(c)(8)(A))
 - B). **Verified evidence of all necessary environmental review clearances** (Reg. Section 10325(c)(8)(B))
 - C). **Public approvals** (Reg. Section 10325(c)(8)(C))
 - D). **Evidence of ownership or leasehold** (Reg. Section 10325(c)(8)(D))
 - E). **Evidence that the exact site exists** (Reg. Section 10325(c)(8)(E))

Set-Aside Designation. *If applying within a set-aside, please provide the appropriate documentation as specified in TCAC Regulations.*

7. **Non-profit Set-aside application** (Reg. Section 10322(j)(8)(A) through (F))
8. **Homeless Assistance Apportionment** (Reg. Section 10315(a)(1))
9. **Rural set-aside application** (Reg. Section 10322(j)(9))
10. **RHS set-aside Apportionment** (Reg. Section 10322(j)(10))
11. **State Credit Preference - HOME funds match letter.** (Reg. Section 10322(j)(12))

Basic Threshold Requirements *All basic thresholds shall be met at the time the application is filed through a presentation of conclusive, documented evidence to the Committee's satisfaction. (Reg. Section 10325(f))*

12. **Housing need and demand** (Reg. Section 10325(f)(1) & 10326(g)(1))
 - A). Relevant sections of the Consolidated Plan.
 - B). Evidence of Public housing waiting lists from the local housing authority.
 - C). Rent Comparables provided on TCAC's form #12(C) (Reg. Section 10322(i)(10))
 - C(i). Market area narrative description
 - C(ii). Comparable rent summary on TCAC form # 12(C)(ii)
 - D). Site and unit location map (Reg. Section 10322(i)(11))
13. **Demonstrated site control** (Reg. Section 10325(f)(2) & 10326(g)(2))
 - A). Evidence of site control (Reg. Section 10325(f)(2)(A))
(recorded Grant deed or executed lease agreement, disposition and development agreement, purchase/sale contract, option agreement)

- B). Current title report (Reg. Section 10325(f)(2)(B))
- C). Eminent domain proceedings (Reg. Section 10325(f)(2)(C))

14. Enforceable financing commitments (Reg. Section 10325(f)(3) & 10325(f)(8))

- A). Evidence of commitments (Reg. Section 10325(f)(3))
- B). Deferred-payment financing, grants and subsidies (Reg. Section 10325(f)(8))
- C). TCAC worksheet to determine financing need.
- D). Applicant Resources - Audited Certification of Available Resources (Reg. Section 10327(c)(9)).

15. Description of subsidies (Reg. Section 10322(i)(26))

16. Certification of subsidies (Reg. Section 10322(i)(27))

17. Local approvals Evidence of local approvals provided on TCAC Verification of Zoning form Attachment 17. (Reg. Section 10325(f)(4) & 10326(g)(3))

18. Financial feasibility (Reg. Section 10325(f)(5), 10326(g)(4), & 10327(c)(1))

- A). Financing plan (Reg. Section 10322(i)(18))
- B). 15 year proforma of all revenue and expense projections using TCAC underwriting requirements set forth in section 10327. (Reg. Section 10322(i)(28) & 10327(c)(1))
- C). Utility allowance estimates accompanied by a letter from H.A. (Reg. Section 10322(i)(25))
- D). Operating expense comparable (Reg. Section 10322(i)(19))
(Calculate on a per unit basis)

19. Applicant/Development team characteristics (Reg. Section 10325(f)(6) & 10326(g)(5))

- A). Current financial statement(s) (Reg. Section 10325(f)(6)(A))
- B). TCAC form "Previous Participation and Schedule A" for applicant/developer, proposed general partner and other affiliates. Also submit for property management company if applicant is requesting points for management experience. Submit resumes or "Previous Participation-Schedule A" for all other members of the development team (Reg. Section 10325(f)(6)(B))
- C). Designated contact person (Reg. Section 10322(i)(4))
- D). Project participants (Reg. Section 10322(i)(5))
- E). Organizational documents (Reg. Section 10322(i)(3))
- F). Copy of the contracts for (i): Attorney(s) and or Tax Professional(s) (ii) Architect, (iii) Property Management Agency, (iv) Consultant, (v) Market Analyst. (Reg. Section 10325(f)(6)(C))
- G). Default/foreclosure statements for applicant and general partners (Reg. Section 10325(f)(6)(D))
- H). Default/foreclosure statements for all other participants (Reg. Section 10325(f)(6)(E))
- I). Identity of interest information (Reg. Section 10322(i)(6))

- 20. Minimum construction standards** (Reg. Section 10325(f)(7) & 10326(g)(6))
- A). Provide certification from owner/applicant.
 - B). Request for waiver of any unnecessary or excessively expensive project requirements.
- 21. Project size limitations** Evidence of compliance (Reg. Section 10325(f)(9))

***Additional Threshold Requirements** Applicants applying for Credit apportioned to various housing types shall meet the following additional threshold requirements. (Reg. Sections 10325(h))*

- 22. Large Family Projects** Evidence eligibility (Reg. Sections 10325(g)(1)(A) through (H))
- 23. Senior Projects** Evidence eligibility (Reg. Sections 10325(g)(2)(A) through (I))
- 24. SRO Projects** Evidence eligibility (Reg. Sections 10325(g)(3)(A) through (I))
- 25. Special Needs Projects** Evidence eligibility (Reg. Sections 10325(g)(4)(A) through (I))
- 26. At-Risk Projects** Evidence eligibility (Reg. Sections 10325(g)(5)(A) & (B))

***Tax-Exempt Bond Applications** Applicants requesting federal tax Credit under the requirements of IRC Section 42(h)(4) shall provide the following additional information. (Reg. Section 10326)*

- 27. Issuer determination of Credit** (Reg. Section 10326(d))
- 28. Additional application requirements** (Reg. Section 10326(e))
- A). Name, phone number and contact person of bond issuer
 - B). Verification of availability of the bond financing, the bond issuance date, and the percentage of aggregate basis financed by the bonds
 - C). Evidence of application submittal to CDLAC (Reg. Section 10326(j))

Site and Project Information

- 29. Legal description** (Reg. Section 10322(i)(7))
- 30. Site and surrounding area description** (Reg. Section 10322(i)(8))

- 31. **Site layout** (Reg. 10322(i)(9))
- 32. **Unique site features** (Reg. Section 10322(i)(12))
- 33. **Construction and design description** (Reg. Section 10322(i)(13))
- 34. **Architectural drawings** (Reg. Section 10322(i)(14))
- 35. **Placed-in-service schedule** (Reg. Section 10322(i)(15))

Project Cost Information

- 36. **Eligible basis certification** (Reg. Section 10322(i)(20))
- 37. **Use of tax benefits** (Reg. Section 10322(i)(21))
- 38. **Justification of syndication costs in basis** (Reg. Section 10322(i)(22))
- 39. **Terms of syndication agreement** (Reg. Section 10322(i)(23))
 - A). Use TCAC sample letter # 39(a)
 - B). List of syndicators contacted (Reg. Section 10322(i)(2)(L))
- 40. **Tax credit factor certification** (Reg. Section 10322(i)(24))
- 41. **Threshold basis limit increase narrative justification** (Reg. Section 10302(gg), 10322(j)(11) and 10327(c)(5))
 - A). Narrative justification of the basis limit increase
 - B). Itemization of local development impact fees.

Acquisition and Rehabilitation Credit Applications

- 42. **Acquisition Credit application** (Reg. Section 10322(j)(3))
 - A). Chain of title report (Reg. Section 10322(j)(3)(A))
 - A(i). Tax professional's opinion (Reg. Section 10322(j)(3)(A))
 - B). Request for 10-year rule waiver (Reg. Section 10322(j)(3)(B))

- 43. Rehabilitation Credit application** (Reg. Section 10322(j)(4))
- A). “As Is” Appraisal (Reg. Sections 10322(j)(4)(A)(i) through (iv))
 - B). Purchase contract (Reg. Sections 10322(j)(4)(B))
 - C). Capital needs assessment (Reg. Sections 10322(j)(4)(C))
- 44. Acquisition of occupied housing application** (Reg. Section 10322(j)(5))
- 45. Tenant relocation plan** (Reg. Section 10322(j)(6))
- 46. Owner-occupied housing application** (Reg. Section 10322(j)(7))

FINAL AND PLACED-IN-SERVICE APPLICATIONS

- 47. Final reservation applications** (Reg. Sections 10322(j)(1)(A) through (H))
- 48. Placed-in- service applications** (Reg. Sections 10322(j)(2)(A) through (K))

RE-APPLICATIONS

- 49. TCAC Re-application statement** (Reg. Section 10322(k))

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APPENDIX C: 2004 CALIFORNIA LIHTC APPLICATION

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FOR TCAC USE ONLY Application No. _____ Date Received: _____ Analyst: _____
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***CALIFORNIA TAX CREDIT ALLOCATION COMMITTEE
2004 COMPETITIVE APPLICATION
FOR LOW-INCOME HOUSING TAX CREDIT***

APPLICANT STATEMENT

APPLICANT NAME: _____

PROJECT NAME: _____

PLEASE ATTACH APPLICATION FEE HERE
Cashier's Check Only (Reg. Section 10335(a))

The undersigned applicant hereby makes application to the California Tax Credit Allocation Committee ("TCAC") for a reservation of federal, or federal and state, Low-Income Housing Tax Credit ("Credit") in the amount(s) of

\$ _____ annual federal Credit, and

\$ _____ total state Credit (Reg. Section 10317(c))

for the purpose of providing low-income rental housing as herein described. I understand that Credit amount(s) preliminarily reserved for this project, if any, may be adjusted over time based upon changing project costs and financial feasibility analyses which TCAC is required to perform on at least three occasions.

I agree it is my responsibility to provide TCAC with two copies of a complete application and a letter from the local government of the jurisdiction in which the project is located identifying the agency designated as the Local Reviewing Agency for the Tax Credit Allocation Committee. I agree that it is also my responsibility to provide such other information as TCAC requests as necessary to evaluate my application. I represent that if a reservation or allocation of Credit is made as a result of this application, I will also furnish promptly such other supporting information and documents as may be requested. I understand that TCAC may verify information provided and analyze materials submitted as well as conduct its own investigation to evaluate the application. I recognize that I have an affirmative duty to inform TCAC when any information in the application or supplemental materials is no longer true and to supply TCAC with the latest and accurate information.

I acknowledge that if I receive a reservation of Credit, I will be required to submit requisite documentation at each of the following stages: for a carryover allocation; for application for a final reservation; and at the time the project is placed-in-service.

I represent I have read Section 42 of the Internal Revenue Code (IRC) pertaining to federal Credit, and if applying for state Credit, I represent I have also read California Health and Safety Code Sections 50199.4 et seq. and California Revenue and Taxation Code Sections 12206, 17058, and 23610.5 pertaining to the state Credit program. I understand that the federal and state Credit programs are complex and involve long-term maintenance

of housing for qualified low-income households. I acknowledge that TCAC has recommended that I seek advice from my own tax attorney or tax advisor.

I represent that I have read and understand the requirements set forth in Regulation Section 10322(j) pertaining to re-applications for Credit.

I certify that I have read and understand the provisions of Section 10322(e), and that the determination of completeness, compliance with all basic thresholds, and the point total of the application, shall be based entirely on the documents contained in the application as of the date of submission. No additional documents in support of the basic thresholds or point selection categories shall be accepted from the sponsor beyond the application filing deadline, except that the Executive Director may request additional clarifying information concerning local approvals from local government entities.

I agree to hold TCAC, its members, officers, agents, and employees harmless from any matters arising out of or related to the Credit programs.

I agree that TCAC will determine the Credit amount to comply with requirements of IRC Section 42 but that TCAC in no way warrants the feasibility or viability of the project to anyone for any purpose. I acknowledge that TCAC makes no representation regarding the effect of any tax Credit which may be allocated and makes no representation regarding the ability to claim any Credit which may be allocated.

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

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

I acknowledge that neither the federal nor the state Credit programs are entitlement programs and that my application will be evaluated based on the Credit statutes, regulations, and the Qualified Allocation Plan adopted by TCAC which identify the priorities and other standards which will be employed to evaluate applications.

I acknowledge that a reservation of federal or state Credit does not guarantee that the project will qualify for tax Credit. Both federal law and the state law require that various requirements be met on an ongoing basis. I agree that compliance with these requirements is the responsibility of the applicant.

I acknowledge that the information submitted to TCAC in this application or supplemental thereto may be subject to the Public Records Act or other disclosure. I understand that TCAC may make such information public.

I acknowledge that if I obtain an allocation of federal and/or state Credit, I will be required to enter into a regulatory agreement which will contain, among other things, all the conditions under which the Credit was provided including the selection criteria delineated in this application.

I declare 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 my knowledge and belief. I understand that misrepresentation may result in cancellation of a Credit reservation, notification of the Internal Revenue Service and the Franchise Tax Board, and other actions which TCAC is authorized to take pursuant to California Health and Safety Code Section 50199.22 and negative points per Regulation Section 10325(c)(3) or under general authority of state law.

I certify that I believe that the project can be completed within the development budget and the development timetable set forth (which timetable is in conformance with TCAC rules and regulations) and can be operated in the manner proposed within the operating budget set forth.

I further certify that more than 10% of the project's total reasonably expected basis cost will be incurred and the land acquired by the date specified in the reservation preliminary or final letter.

I agree that TCAC is not responsible for actions taken by the applicant in reliance on a prospective Credit reservation or allocation.

Dated this _____ day of _____, 2004 at
_____, California.

By: _____
(Original Signature)

(Typed or printed name)

(Title)

ACKNOWLEDGMENT

STATE OF CALIFORNIA

COUNTY OF _____

On this _____ day of _____ in the year _____ before me, _____ personally appeared _____ personally known to me (or proved to me on the basis of satisfactory evidence) to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity, and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

[NOTARY SEAL]

Notary Public

CALIFORNIA TAX CREDIT ALLOCATION COMMITTEE

APPLICATION FOR LOW-INCOME HOUSING TAX CREDIT

IDENTIFICATION OF LOCAL JURISDICTION CHIEF EXECUTIVE OFFICER
(Reg. Section 10322(h)(16))

Local Jurisdiction: _____

Chief Executive Officer: _____

Title of Chief Executive Officer: _____

Mailing Address: _____

City: _____

Zip Code: _____

Phone Number: _____

FAX Number: _____

E-mail: _____

Please attach a copy of Attachment 33, Construction and Design Description, to this page.

CALIFORNIA TAX CREDIT ALLOCATION COMMITTEE
APPLICATION FOR LOW-INCOME HOUSING TAX CREDIT

PART I. GENERAL AND SUMMARY INFORMATION

A. Application Type

☐ Preliminary Reservation	☐ A prior application was submitted
☐ Final Reservation	but not selected.
☐ Placed in Service	(TCAC #CA____ - ____)
☐ Re-Application	

(where credit has previously been awarded)

TCAC #CA_____

Amount Currently Allocated

& Being Returned:

Federal Credit \$_____

State Credit \$_____

B. Project

Project Name:_____

Site Address: _____

City: _____ County: _____

Zip Code: _____ Census Tract: _____

Assessor's Parcel Number: _____

☐ Project is located in a DDA or Qualified Census Tract.

Federal Congressional District: _____ State Assembly District: _____

State Senate District: _____

C. Credit Amounts Requested (If State Credit request, Reg. Sects. 10317 & 10322(i)(11))

	Federal (annual)	State (total 4 years)
☐ *Federal Only	\$_____	
☐ Federal and State	\$_____	\$_____

* Applicants that checked the box for State credit substitution on application page 18 can still elect to mark Federal only Credits.

D. Federal Minimum Set-Aside Election (IRC Sec. 42(g)(1))

☐ 20%/50% Test ☐ 40%/60% Test

E. Set-Aside Selection, if applicable (Reg. Section 10315(a), (b), (c), (d), (e))
Please Select Only One

☐ Nonprofit Organization
☐ Nonprofit Homeless Apportionment
☐ Rural
☐ Rural/RHS 514 ☐ Rural/RHS 515 ☐ Rural/RHS 538
☐ Small Development
☐ At-Risk ☐ At-Risk/Located in Rural Census Tract
☐ Special Needs ☐ SRO – Single Room Occupancy

F. Housing Type Selection (Reg. Sections 10315(G) & 10325(g))
Please Select Only One

☐ Large Family ☐ Large Family/At-Risk Waiver Required
☐ Single Room Occupancy
☐ At-Risk
☐ Special Needs (Percentage of Special Need Units _____%)
If between 50% and 75%, please specify other housing type construction standards that will be met:

☐ Seniors

G. Geographic Area (Reg. Section 10315(h))

☐ Los Angeles County
☐ Central (Fresno, Kern, Kings, Madera, Merced, San Joaquin, Stanislaus, Tulare Counties)
☐ Alameda, Contra Costa, Marin, Napa, Solano, Sonoma Counties
☐ San Diego County
☐ Inland Empire (San Bernardino, Riverside Counties)
☐ Orange County
☐ San Mateo and Santa Clara Counties
☐ Capital/Northern Area (Butte, El Dorado, Placer, Sacramento, Shasta, Sutter, Yuba, Yolo Counties)
☐ Coastal California (Monterey, San Luis Obispo, Santa Barbara, Santa Cruz, Ventura Counties)
☐ San Francisco County

H. Threshold Basis Limit-Refer to Application Supplement (Reg. Section 10327(c)(5))

<u>Unit Size</u>	<u>Unit Basis Limit</u>	<u>No. Of Units</u>	<u>Basis X No. Of Units</u>
			\$
			\$
			\$
			\$
			\$
TOTAL = Threshold Basis Limit			\$
Note: All adjustments below are derived/calculated from this figure, except local impact fees.			
*(a) Plus (+) 20% basis adjustment for projects required to pay state or federal prevailing wages. Attachment 41B			\$
*(b) Plus (+) 7% basis adjustment for new construction projects which are required to provide parking beneath residential units (but not "tuck under" parking). Attachment 41B(i)			\$
*(c) Plus (+) 2% basis adjustment for projects where a day care center is part of the development. Attachment 41B(ii)			\$
*(d) Plus (+) 2% basis adjustment for projects where 100 percent of the units are for Special Needs populations.			\$
(e) Plus (+) 4% basis adjustment for projects which incorporate three or more energy efficiency/ resource conservation/ indoor air quality items listed on page 8. (Please indicate which items are being included in the project). Attachment 41C			\$
(f) Plus (+) up to a 15% basis adjustment for projects requiring seismic upgrading of existing structures, and/ or projects requiring toxic or other environmental mitigation as certified by the project architect. Attachment 41D			\$
(g) Plus (+), at the discretion of the Executive Director, up to a maximum 5% basis adjustment for projects that include distributive energy technologies such as microturbines and/or renewable energy sources such as solar. Attachment 41E			\$
Plus (+) local development impact fees required to be paid to local government entities (Regulation Section 10302(s) & 10302(kk) (Certification from local entities assessing fees attach. #41A(i))			\$
= Adjusted Threshold Basis Limit			\$

Note: *The Threshold Basis Limit adjustment for items a-d above cannot exceed 29%. Please provide documentation, as Attachments #41, required by Reg. Section 10327(c)(5), and check below for all applicable features of the proposed project.

Item (e) features (Check applicable features that apply to your project)

- ☐ Exceed Title 24 standards by at least 20%.
- ☐ Use Energy Star rated refrigerators, dishwashers, clothes washers, furnaces and air conditioners.
- ☐ Use tankless hot water heaters.
- ☐ Use linoleum or ceramic tile for all kitchens and bathrooms (where no VOC adhesives or backing is also used).
- ☐ Use natural fiber woven carpet, recycled-content carpet, recycled carpet tiles, cork, bamboo, linoleum or hardwood floors in living rooms and bathrooms (where no VOC adhesives or backing is also used).
- ☐ Use Energy Star rated roofs.
- ☐ Provide hard wiring for computers in each unit with each unit wired for telephones using CAT5e or better and a second network for television services using coax cable, as certified by the project architect and owner at application and at placed in service.
- ☐ Provide vented kitchen range hoods to the exterior of the building in at least 80% of units.

PART II. THE POINTS SYSTEM (Regulation Section 10325(c))

A maximum of 20 points shall be available in combining the cost efficiency, credit reduction, and public funds categories. However, in order to score the full 20 points, at least 2 points must be achieved in the credit reduction category.

1. Cost Efficiency/Credit Reduction/Public Funds Maximum 20 Points

(For new construction, at-risk development, or a substantial rehabilitation development where the hard costs of rehabilitation is at least \$40,000 per unit).

1A. Cost Efficiency

☐ New Construction ☐ At-Risk ☐ Substantial Rehabilitation (\$40,000 per unit)

☐ Projects total eligible basis that is below the maximum calculated threshold basis limits, including permitted adjustments, on application page 7.

(1 point for each full % below the maximum permitted adjusted threshold basis limits)

1. Project's adjusted threshold basis limits: \$_____ (From application page 7)

2. Project's total eligible basis: \$_____ (From application page 31)

3. Difference in threshold basis limits: \$_____

Subtract line (2) from line (1)

4. Calculated percent below adjusted threshold basis limits _____%

Divide line (3) by line (1)

(Round down to the nearest percent)

_____ Points in this subcategory

1B. Credit Reduction

☐ _____% Credit Reduction (1 point for each full % that the qualified basis is reduced on application page 31)

1. Total qualified basis: \$_____ (From application page 32)

2. Credit Percent Reduction X _____%

3. Total Qualified Basis Reduction \$_____

(Round up to the nearest whole number and input calculated basis on application page 32)

4. Project's Total Adjusted Qualified Basis: \$_____

Multiply line (2) times line (1). Place the total on line (3). Subtract line (3) from line (1) and place the result on line (4).

_____ Points in this subcategory

1C. Public Funds Section

☐ Total committed funds, fee waivers, or value of donated land

*** (1 point for each full % of Total Development Cost including the value of any donations or fee waivers)

- _____ Points in this subcategory (Round down to the nearest whole point)

**** To receive points in this category, the value of land donated by a public entity, or as part of an inclusionary housing ordinance, must be supported by an independent, third party appraisal. Points for donated or leased land shall be calculated based on the lesser of the purchase price or appraised value, except that points for land owned by the public entity for more than three years prior to the application filing deadline shall be calculated based on its appraised value.**

Total Combined Points Earned For Cost Efficiency, Credit Reduction, & Public Funds

1-2 projects in service under 3 years
 3-6 projects in service under 3 years
 7 or more projects in service under 3 years

☐ 1 point
☐ 3 points
☐ 5 points

over 3 years
 over 3 years
 over 3 years

☐ 2 points
☐ 4 points
☐ 6 points

_____ Points in this category

To receive points under this subsection for projects in existence for over 3 years from the filing deadline date, the applicant must submit a certification from a certified public accountant that the projects for which it is requesting points have maintained a positive operating cash flow, from typical residential income alone (e.g. rents, rental subsidies, late fees, forfeited deposits, etc.) for the year in which each development's last financial statement has been prepared (which must be effective no more than one year prior to the application deadline) and have funded reserves in accordance with the partnership agreement and any applicable loan documents. This certification must list the specific projects for which the points are being requested. The certification by the certified public accountant may be in the form of an agreed upon procedure report that includes funded reserves as of the report date, which shall be dated within 60 days of the application deadline.

(B) Management Company experience

2-5 projects in service under 3 years
 6-10 projects in service under 3 years
 11 or more projects in service under 3 years

☐
☐
☐

.5 point
 1.5 points
 2.5 points

over 3 years
 over 3 years
 over 3 years

☐ 1 point
☐ 2 points
☐ 3 points

OR

☐ Certified agent from a housing tax credit compliance entity that has been approved by the Committee.

2 points

_____ Points in this category

_____ **Total Points Requested For General Partner/Management Company Characteristics**

Points in subsections (A) and (B) above will be awarded in the highest applicable category and are not cumulative. For points to be awarded in subsection (B), an enforceable management agreement executed by both parties for the subject application must be submitted at the time of application. "Projects" as used in this subsections (A) and (B) means multifamily, rental, affordable developments of over 10 units that are subject to a recorded regulatory agreement or, in the case of housing on tribal lands, where federal HUD funds have been utilized in affordable rental developments. General Partner and Management Company experience points may be given based on the experience of the principals involved, or on the experience of municipalities or other nonprofit entities that have experience but have formed single-asset entities for each project in which they have participated, notwithstanding that the entity itself would not otherwise be eligible for such points. Alternatively, a management company may receive 2 points if it provides evidence that the management agent assigned to the project, either on-site or with management responsibilities for the site, has been certified, prior to application deadline, by a housing tax credit certification examination by a nationally recognized housing tax credit compliance entity and be on a list maintained by the Committee. These points may substitute for other management company experience but will not be awarded in addition to such points.

**3. Housing Needs (Points will be awarded only in 1 housing type category listed below).
 Mark one box only**

☐	Large Family Projects	10 points
☐	Single Room Occupancy Projects	10 points
☐	Special Needs Projects	10 points
☐	Seniors Projects	10 points
☐	At-Risk Projects	10 points

_____ **Points for Housing Needs**

4(A). Site Amenities

Maximum 15 points

Must be appropriate to the population to be served. To receive points in this category, the amenity must be already existing, except in the case of a project receiving points under the Balanced Communities subsection where the funds for the amenity are committed, and the amenity is planned, or, in the case of a bus stop, 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 2 years after the development is placed in service. A scaled for distance map, using a standardized radius determined by the Committee from the development site and must not include any physical barriers. The map must show the distance of the site amenities from the development site. Applicants must provide photographs, a contact person and a contact telephone for each requested point amenity. Also, each applicant must certify to the accuracy of their submissions on TCAC Form 3A. **Any inaccurate information will be subject to negative points.** No more than 15 points will be awarded in this category. Only one point award will be available in each of the subcategories (1-9) listed below. Amenities may include:

1. ☐ (a) Being part of a transit-oriented development strategy where there is a transit station, rail station, commuter rail station, or bus station, or bus stop within 1/4 mile from the project site with service at least every 30 minutes during the hours of 7-9 a.m. and 4-6 p.m. and the project's density exceeds 25 units per acre. **7 points**
- ☐ (b) Being part of a transit-oriented development strategy where the project site is within 1/4 mile of a transit station, rail station, commuter rail station or bus station, or bus stop with service at least every 30 minutes during the hours of 7-9 a.m. and 4-6 p.m. **6 points**
- ☐ (c) Being part of a transit-oriented development strategy where the project site is within 1/3 mile of a bus stop with service at least every 30 minutes during the hours of 7-9 a.m. and 4-6 p.m. **5 points**
- ☐ (d) Being part of a transit-oriented development strategy where the project site is located within 500 feet of a regular bus stop or a rapid transit system stop. (For rural set-aside projects, these points may be awarded where van or dial-a-ride service is provided to tenants. **4 points**
- ☐ (e) Being part of a transit-oriented development strategy where the project site is located within 1,500 feet of a regular bus stop or rapid transit system stop. **3 points**

Multiple bus lines may not be aggregated for the above points.

2. ☐ (a) The site is within 1/4 mile of a public park (1/2 mile for Rural set-aside projects) (not including school grounds unless there is a bona fide, formal joint-use agreement between the jurisdiction responsible for the park's/recreation facilities and the school district providing availability to the general public of the school grounds) **3 points**

and/or facilities) or a community center accessible to the general public.

☐ Joint-use agreement (provide copy)

☐ YES ☐ NO

☐ (b) The site is within 1/2 mile (1 mile for Rural set-aside). **2 points**

3. ☐ (a) The site is within 1/4 mile of a public library (1/2 mile for Rural set-aside projects). **3 points**

☐ (b) The site is within 1/2 mile of a public library (1 mile for Rural set-aside projects). **2 points**

4. ☐ (a) The site is within 1/4 mile of a full-scale grocery store/ supermarket where staples, fresh meat, and fresh produce are sold (1/2 mile for Rural set-aside project or projects located in inner cities). **4 points**

☐ (b) The site is within 1/2 mile of a full-scale grocery store/ supermarket where staples, fresh meat, and fresh produce are sold (1 mile for Rural set-aside projects or projects located in inner cities). **3 points**

☐ (c) The site is within 1/4 mile of a convenience market where staples are sold. **2 points**

5. ☐ (a) For a **large family development**, the site is within 1/4 mile of a public elementary, middle, or high school that children living in the development may attend (1/2 mile for Rural set-aside projects). **3 points**

☐ (b) The site is within 1/2 mile of a public elementary, middle, or high school for children living in the development may attend (1 mile for Rural Set-aside projects). **2 points**

6. ☐ (a) For a **senior development**, the project site is within 1/4 mile of a daily operated senior center or a facility offering daily services to seniors (not on the project site) (1/2 mile for Rural set-aside) **3 points**

☐ (b) the project site is within 1/2 mile of a daily operated senior center or a facility offering daily services to seniors (not on the project site) (1 mile for Rural Set-aside). **2 points**

7. ☐ (a) For a **special needs or SRO development**, the site is located within 1/2 mile of a facility that operates to serve the population living in the development. **3 points**

☐ (b) For a **special needs or SRO development**, the site is located within 1 mile of a facility that operates to serve the population living in the development. **2 points**

8. ☐ (a) The site is within 1/2 mile (1 mile for Rural Set-aside) of a medical clinic or hospital (not merely a private doctor's office). **3 points**

☐ (b) The site is within 1 mile (1.5 mile for Rural Set-aside) of a medical clinic or hospital (not merely a private doctor's office). **2 points**

9. ☐ (a) The site is within 1/4 mile of a pharmacy (1/2 mile for Rural Set-aside). **2 points**
(This category may be combined with the other site amenities above).

- ☐ (b) The site is within 1/2 mile of a pharmacy (1 mile for Rural Set-aside).
(This category may be combined with the other site amenities above).

1 point

_____ Points in this category

4(B). Service Amenities

Maximum 10 points

Must be appropriate to the population to be served and committed for a minimum of 10 years. To receive points in this category, programs must be of a regular, ongoing nature and provided to tenants free of charge, except for day care services. Physical space for the amenities must be available when the project is placed-in-service and the amenities must be available within 6 months of placed-in-service. Services must be provided on-site except for projects applying as small developments or other projects may use off-site services within 1/2 mile of the development provided that they have a written agreement with the service provider 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 on-site services would be duplicative. **Referral services will not be eligible for points.** Further, applicants must provide contracts with service providers, service provider experience, and evidence that physical space will be provided, including a budget reflecting how the services will be paid for must be included in the application.

1. ☐ High speed internet service provided in each unit (free of charge to tenants) **5 points**
2. ☐ After school programs of an ongoing nature for school age children. **5 points**
3. ☐ Educational classes (such as ESL, computer training, etc.) but which are not the same as in 2 above. **5 points**
4. ☐ Licensed child care providing 20 hours or more per week (Monday through Friday) to residents of the development. **5 points**
5. ☐ Contracts for services, such as assistance with activities of daily living or provision of senior counseling services, service coordinator, where a contract is in place at the time of application. **5 points**

_____ Points in this category

_____ **Total Points Requested For Site and Service Amenities**

5. Neighborhood Revitalization

Maximum 9 points

(These points are not available to projects applying under the Rural set-aside)

- ☐ A development located in a Neighborhood Revitalization area, as defined in Section 10302(x) of these regulations where demonstrable evidence is submitted, satisfactory to the Executive Director that shows that a neighborhood revitalization plan has been adopted and specific efforts towards achieving the plan's goals have occurred. Plans should be specific to the neighborhood. Efforts undertaken may include, but are not limited to, existing partnership coalitions with public entities, private sector enterprises, nonprofit community organizations; financing commitments for work to be done in the neighborhoods; commencement of a specific neighborhood project. Each application for neighborhood revitalization points must include a drawn-to-scale and scaled for distance map identifying the project and neighborhood revitalization efforts already undertaken as well as those planned. Applications that have received HOPE awards from the U.S. Department of Housing and Urban Development, are located

in federally designated Renewal communities, Empowerment Zones, or Enterprise Communities, or are planned Base re-use projects, or are projects located on tribal lands, will automatically be granted the full maximum points in this category. Base re-use, as used in this subsection, refers to projects that are located on a military base. Generally, such projects will involve, at least in part, the rehabilitation of already existing buildings on such a base.

Projects requesting points in this category are not eligible for points in the balanced community section below.

Points for neighborhood revitalization will be awarded as follows to a maximum of 9 points:

- ☐ **5(A).** Location in a locally designated revitalization area as evidenced by submission of a plan adopted by the jurisdiction, including evidence that the plan for neighborhood revitalization is still in effect. The plan should include findings of need or identification of problems requiring revitalization efforts. **2 points**
- ☐ **5(B).** For 3rd party letters from governmental entities or non-profit organizations documenting and substantiating funds committed or expended within the past five years in the neighborhood as they specifically relate to the revitalization of the neighborhood where the project will be located. **Up to 2 points**
- ☐ **5(C).** A narrative explaining precisely the nature and extent of the neighborhood's revitalization efforts, how the applicant's project will fit into that framework, and how the proposed project is critical to the neighborhood's revitalization. **2 points**
- ☐ **5(D).** A letter from an official in the jurisdiction that delineates the various neighborhood revitalization efforts in the immediate vicinity of the proposed development, both already undertaken and planned, and the funds that have been committed and expended for projects within that immediate neighborhood. **Up to 3 points**

_____ **Total Points Requested For Neighborhood Revitalization Section**

6. Balanced Communities **Maximum 9 points**
(These points are not available to projects applying under the Rural set-aside)

If not requesting neighborhood revitalization points but meeting the requirement of this subsection, a project may request points for being in a balanced community to the extent that the local government is providing funds equal to at least 5% of total project costs for the project.

- ☐ Submission of evidence from the local government that it has formally adopted initiatives to encourage the creation of affordable rental housing in new growth and/ or high income areas and that the project is consistent with those locally adopted initiatives. Such initiatives, for example, may include inclusionary zoning ordinances, fair share requirements but must include more than adoption of a housing element. **3 points**
- ☐ Evidence the project will actually be built adjacent to housing owned and occupied by upper income families shown by either the specific plan demonstrating the proximity of land uses and comparable sales data within a ½ mile radius, demonstrating that the average sales prices exceed 100% of area average sales prices, or census data showing average income **Up to 2 points**

of that census tract is at or above 100% of area median.

☐	Project will reserve at least 10% of its units for tenants with incomes not exceeding 30% of area median income.	2 points
☐	Project will reserve at least 20% of its units for tenants with incomes not exceeding 30% of area median income.	3 points
☐	Project will reserve at least 30% of its units for tenants with incomes not exceeding 30% of area median income.	4 points

 Total Points Requested For Balanced Communities

7.	Sustainable building methods	Maximum 8 points
-----------	-------------------------------------	-------------------------

☐	7(A).	A project that utilizes materials that will increase energy efficiency by at least 15% above the Title 24 energy standards or a rehabilitation project that will increase its existing energy efficiency by at least 25%.	5 points
☐	7(B).	Projects that incorporate items from the following list may receive an additional 1 point for each to a maximum of 3 points:	Up to 3 points
☐	7(B)(1)	Use of energy efficient appliances with the energy star rating (or equivalent) for all appliances, including refrigerators, dishwashers, washers and dryers (whether in units or in community laundry facilities), heating and cooling systems, including furnaces, and air conditioners that will be used in the development.	1 point
☐	7(B)(2)	Use of natural gas for space heating.	1 point
☐	7(B)(3)	Use of fluorescent light fixtures for at least 75% of light fixtures or comparable energy-lighting for the project's total lighting (including community rooms and any common space) throughout the compliance period.	1 point
☐	7(B)(4)	Use of either of the following water conserving technologies: a) flow restrictors on kitchen (2 gallons per minute) and bathroom faucets (1.5 gallons per minute) or b) dual flush toilets.	1 point
☐	7(B)(5)	Use of formaldehyde free or fully sealed particleboard or fiberboard for all cabinets, countertops and shelving.	1 point
☐	7(B)(6)	Use of either a) or b) as follows: a) no VOC interior paint, low-VOC carpeting and pad and low-VOC adhesives (less than 25 grams per liter), or b) humidistat fans in all bathrooms.	1 point

8. ☐ **Lowest Income** **Maximum 52 points**
In accordance with the table on the next page.

(a) The “Percent of Area Median Income” category may be used only once. For instance, 50% of Income Targeted Units to Total Tax Credit Units at 50% of Area Median Income cannot be used twice for 100% at 50% and receive 50 points, nor can 50% of Income Targeted Units to Total Tax Credit Units at 50% of Area Median Income for 25 points and 40% of Income Targeted Units to Total Units at 50% of Area Median Income be used for an additional 20 points. However, the “Percent of Income Targeted Units” may be used multiple times. For example, 50% of Targeted Units at 50% of Area Median Income for 25 points may be combined with another 50% of Targeted Units at 45% of Area Median Income to achieve the maximum points. All projects must score at least 45 points in this category to be eligible for 9% tax credit.

(b) A project that agrees to have at least ten percent (10%) of its units available for tenants with incomes no greater than thirty percent (30%) of area median and that agrees to restrict the rents on those units accordingly can receive two additional points. The 30% units must be spread across bedroom size, and measurement will begin using 10% of the largest bedroom size; however, the requirement will not exceed a minimum of 10% of the total number of units in the development. (These points may be obtained by using the 30% section of the matrix.)

Only projects competing in the Rural Set-aside may use the 55% of Area Median Income column.

*In order to acquire the full 52 points, applicants must restrict at least 10% of the units at 30 AMI.

LOWEST INCOME TABLE

Percent of Income Targeted Units to Total Tax Credit Units (exclusive of mgr.'s units)	Percent of Area Median Income						
		55%	50%	45%	40%	35%	30%
	50%	22.5	25	27.5	30	32.5	35
	45%	20	22.5	25	27.5	30	32.5
	40%	17.5	20	22.5	25	27.5	30
	35%	15	17.5	20	22.5	25	27.5
	30%	12.5	15	17.5	20	22.5	25
	25%	10	12.5	15	17.5	20	22.5
	20%	7.5	10	12.5	15	17.5	20
	15%	5	7.5	10	12.5	15	17.5
	10%	2.5	5	7.5	10	12.5	15

List number of points earned for each affordability level chosen.

Number of targeted tax credit units	% of Units @ % of Area Median Income		Points Earned

	Very Low Income Bonus Points (30% AMI)		
	Total Points Requested		
Total Number of tax credit units in Project (Excluding manager units)			

9. Readiness to Proceed

20 points will be available to projects that meet ALL of the following and are able to begin construction within 150 days of the Credit Reservation, as evidenced by submission within that time of recorded deeds of trust for all construction financing, except for AHP and MHP funds, payment of all construction lender fees, issuance of building permits (a grading permit does not meet this requirement) and notice to proceed delivered to the contractor. If no construction lender is involved, evidence must be submitted within 150 days after the Reservation is made that the equity partner has been admitted to the ownership entity and that an initial disbursement of funds has occurred. Failure to meet this timeline will result in rescission of the Credit Reservation.

Readiness to Proceed (TCAC form letter 8(B))

Maximum 20 Points

- ☐ **9(A).** Enforceable commitment for all construction financing, as evidenced by executed commitment and payment of commitment fees.
- ☐ **9(B).** Evidence, as verified by the appropriate officials, of site plan approval and that all local land use environmental review clearance (CEQA and NEPA) necessary to begin construction are either finally approved or unnecessary.
- ☐ **9(C).** All necessary public approvals except building permits.
- ☐ **9(D).** Design review approval.

In the event that less than all of the above criteria have been met, 5 points may be awarded for each of the above, to a maximum of 15 points. In such cases, the 150-day requirements shall not apply.

 Total Readiness to Proceed Points Requested

10. State credit substitution

- ☐ For applicants that agree that the Committee may exchange Federal Credit for State Credit in an amount that will yield an equivalent amount of equity as if only federal credit were awarded. **2 Points**

APPLICANT'S SELF-SCORING POINT SHEET		APPLICANT TOTAL POINTS	TCAC STAFF POINT VERIFICATION
Total Possible Points for Non Rural	155		
Total Possible Points for a Rural Project	146		
Cost Efficiency Section			

Credit Reduction Section		
Public Funds Section		
General Partner Experience Section		
Management Company Experience Section		
Housing Needs Section		
Site Amenities Section		
Service Amenities Section		
Neighborhood Revitalization Section		
Balanced Communities		
Sustainable Building Methods Section		
Lowest Income Section		
Readiness to Proceed Section		
State Credit Substitution		
Negative Points		
TOTAL POINTS		

Negative points given to general partners, co-developers, management agents, consultants, or any member or agent of the development team may remain in effect for up to 2 calendar years, but in no event shall be in effect for less than one funding round. Additionally, any violation as described in Regulatory Section 10325(c)(3) may result in the Executive Director finding the offending party or parties ineligible to participate in the competitive program. Such a finding by the Executive Director may be appealed to the Committee.

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Negative points. Negative points, up to a total of 10 for each project and/or each violation, may be given at the Executive Director's discretion for general partners, co-developers, management agents,

consultants, guarantors, or any member or agent of the development team for items including, but not limited to:

☐	Failure to utilize committed public subsidies identified in an application, unless it can be demonstrated to the satisfaction of the Executive Director that the circumstances were entirely outside of the applicant's control.	Up to 10 points
☐	Failure to utilize Credit within program time guidelines, including failure to meet the 150-day readiness requirements, unless it can be demonstrated to the satisfaction of the Executive Director that the circumstances were entirely outside of the applicant's control.	Up to 10 points
☐	For projects receiving an allocation of credit after 1998, failure to request Forms 8609 within 1 year from the date the last building in the project is placed-in-service date.	Up to 10 points
☐	Removal or withdrawal under threat of removal as general partner from a housing tax credit partnership.	Up to 10 points
☐	Failure to provide physical amenities or services or any other items for which points were obtained (Unless funding for a specific services program promised is no longer available).	Up to 10 points
☐	Any material misrepresentation of any fact or requirement in an application	Up to 10 points
☐	Failure to correct serious noncompliance after notice and cure period within an existing housing tax credit project in California.	Up to 10 points
☐	Repeated failure to submit required compliance documentation for a housing tax credit project located anywhere.	Up to 10 points
☐	Failure of a building to continuously meet the terms, conditions and requirements required for a building to receive its certification as being suitable for occupancy in compliance with state or local law, unless demonstrated to the satisfaction of the Executive Director that the circumstances were entirely outside the control of the Owner.	Up to 10 points

Total Negative Points Earned

TOTAL POINTS

Housing type (from page 6)

Ratio tie-breaker

PART III. APPLICANT INFORMATION

A. Identify Applicant

- ☐ Applicant is the current owner and will retain ownership.
- ☐ Applicant is the project developer and will be part of the final ownership entity for the project.
- ☐ Applicant is the project developer and will not be part of the final ownership entity for the project.

Applicant Name: _____

Street Address: _____

City _____ State: _____ Zip: _____

Contact Person: _____

Phone: () _____

FAX: () _____

E-Mail: _____

B. Legal Status of Applicant

☐ General Partnership	☐ Individual	☐ Limited Partnership
☐ Corporation	☐ Nonprofit Organization	☐ Local Government
☐ Joint Venture	☐ Other (specify) _____	

C. Status of Ownership Entity

- ☐ Currently exists
- ☐ To be formed, estimated date: _____

*Federal I.D. No. or Individual's Social Security No.: _____

*(Federal I.D. No. must be obtained prior to submitting carryover allocation package)

D. Name of General Partner(s) or Principal Owner(s)

_____	☐ Nonprofit	☐ For Profit
_____	☐ Nonprofit	☐ For Profit
_____	☐ Nonprofit	☐ For Profit

E. General Partner(s) or Principal Owner(s) Type?

- ☐ Nonprofit ☐ For Profit ☐ Joint Venture

F. Contact Person During Application Process

Name: _____

Company: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: () _____

FAX: () _____

E-Mail: _____

Participatory Role (e.g., General Partner, consultant, etc.): _____

PART IV. THE DEVELOPMENT TEAM

Indicate and List Development Team Members

☐ Developer: _____	☐ Architect: _____
☐ Attorney(s): _____	☐ General Contractor: _____
☐ Tax Professionals: _____	☐ Investor: _____
☐ Consultant(s): _____	☐ Market Analyst: _____
☐ Property Management Agent/Company: _____	

PART V. THE PROJECT

A. Type of Credit Requested - Check All Applicable Boxes

- ☐ New Construction
- ☐ Rehabilitation
- ☐ Acquisition

B. Rehabilitation and Acquisition Rehabilitation Projects

If requesting Acquisition Credit, will the acquisition meet the 10-year placed in service rule as required by IRC Sec. 42(d)(2)(B)(ii)? ☐ Yes ☐ No

If no, will it meet the waiver conditions of IRC Sec. 42(d)(6)? ☐ Yes ☐ No

Will the rehabilitation and/or the income and rent restrictions of Sec. 42 cause relocation of existing tenants? ☐ Yes ☐ No

If yes, applicants must submit an explanation of relocation requirements, a detailed relocation plan including a budget with an identified funding source in attachment 45.

Age of Existing Structures _____ No. of Existing Buildings _____

No. of Occupied Buildings _____ No. of Existing Units _____

No. of Stories _____ Current Use: _____

C. Purchase Information

Date of Purchase Contract or Option: _____ Expiration Date of Option: _____
Purchase Price: \$ _____ Real Estate Tax Rate: _____
Purchased from Affiliate? ☐ Yes ☐ No Broker fee to Affiliate \$ _____
Holding Costs per Month \$ _____ Special Assessment(s) \$ _____
Total Projected Holding Costs \$ _____
Historical Property/ Site? ☐ Yes ☐ No

D. Project, Land, Building and Unit Information

1. Project Type (*Check All Applicable Types*)

- ☐ Single Room Occupancy
☐ Townhouse/Row House
☐ One or Two Story Garden
☐ Two or More Story With an Elevator (number of stories _____)
☐ Two or More Story Without an Elevator (number of stories _____)
☐ Single Family Home
☐ Detached 2, 3, or 4 Family
☐ Condominium
☐ Housing Cooperative
☐ Tenant Homeownership
☐ Other (specify) _____
☐ Inner City Infill Site
☐ One or More Levels of Subterranean Parking

2. Land

_____ feet X _____ feet
_____ acres _____ square feet

3. Total Number of Buildings:_____ **Residential** _____ **Community**

☐ Buildings are on a contiguous site

☐ Buildings are not on a contiguous sites

If not contiguous, do buildings meet the requirements of IRC Sec. 42(g)(7)?_____Y/N

4. Do any buildings have 4 or fewer units?_____Y/N

If yes, are any of the units to be occupied by the owner or a person related to the owner

(IRC Sec. 42(i)(3))?_____Y/N

5. Project Unit Number and Square Footage

_____ Total number of units

_____ Total number of units excluding managers' units

_____ Total number of low-income units

_____ % *Ratio of low-income units to total units excluding managers' units*

_____ Total square footage of all residential units, excluding managers' units

_____ Total square footage of low-income units

_____ % *Ratio of low-income residential to total residential square footage excluding managers' units*

_____ % *Applicable fraction, smaller of unit or square footage ratio (use on page 32)*

_____ Total community room square footage

_____ Total commercial space square footage

_____ Total common space square footage (including managers' units)

_____ Total parking structure square footage (if applicable)

_____ Total square footage of all project structures

PART VI. LOCAL APPROVALS REQUIRED & DEVELOPMENT TIMETABLE

A. Local Approvals Required

	<i>Application Date</i>	<i>Estimated Approval Date</i>	<i>Actual Approval Date</i>
Negative Declaration under CEQA			
NEPA			
Toxic Report			
Soils Report			
Coastal Commission Approval			
Article 34 of State Constitution			
Site Plan			
Design Review			
Conditional Use Permit Approved or Required			
Variance Approved or Required			

Project and Site Information

Current Land Use Designation	
Current Zoning and Maximum Density	
Proposed Zoning and Maximum Density	
Does this site have Inclusionary Zoning?	
Occupancy restrictions that run with the land due to CUP's or density bonuses?	
Building Height Requirements	
Required Parking Ratio	
Is site in a Redevelopment Area?	

B. Development Timetable*Actual Or Scheduled**Month / Year**SITE*

<u> / </u>	Environmental Review Completed
<u> / </u>	Site Acquired

LOCAL PERMITS

<u> / </u>	Conditional Use Permit
<u> / </u>	Variance
<u> / </u>	Site Plan Review
<u> / </u>	Grading Permit
<u> / </u>	Building Permit

CONSTRUCTION FINANCING

<u> / </u>	Loan Application
<u> / </u>	Enforceable Commitment
<u> / </u>	Closing and Disbursement

PERMANENT FINANCING

<u> / </u>	Loan Application
<u> / </u>	Enforceable Commitment
<u> / </u>	Closing and Disbursement

OTHER LOANS AND GRANTS

<u> / </u>	Type and Source: _____
<u> / </u>	Application
<u> / </u>	Closing or Award

OTHER LOANS AND GRANTS

<u> / </u>	Type and Source: _____
<u> / </u>	Application
<u> / </u>	Closing or Award

OTHER LOANS AND GRANTS

<u> / </u>	Type and Source: _____
<u> / </u>	Application
<u> / </u>	Closing or Award

<u> / </u>	<i>10% of Costs Incurred</i>
<u> / </u>	<i>Construction Start</i>
<u> / </u>	<i>Construction Completion</i>
<u> / </u>	<i>Placed In Service</i>
<u> / </u>	<i>Occupancy of All Low-Income Units</i>

PART VII. PROJECT FINANCING (Sources of Funds)

A. Construction Financing

List Below All Projected Sources Required To Complete Construction.

<i>Name of Lender/Source</i>	<i>Term in Months</i>	<i>Interest Rate</i>	<i>Amount of Funds</i>
			\$
			\$
			\$
			\$
			\$
			\$
Total Funds For Construction			\$

1. Name of Lender/Source _____
Street Address _____ Contact Name _____
City _____ State _____ Phone Number _____
Type of Financing _____
☐ Committed ☐ Not Committed
2. Name of Lender/Source _____
Street Address _____ Contact Name _____
City _____ State _____ Phone Number _____
Type of Financing _____
☐ Committed ☐ Not Committed
3. Name of Lender/Source _____
Street Address _____ Contact Name _____
City _____ State _____ Phone Number _____
Type of Financing _____
☐ Committed ☐ Not Committed
4. Name of Lender/Source _____
Street Address _____ Contact Name _____
City _____ State _____ Phone Number _____
Type of Financing _____
☐ Committed ☐ Not Committed

B. Permanent Financing

List Below All Projected Sources Of Funds, Including Grants, Land donations, deferred fees, owner equity, etc.

<i>Name of Lender/Source</i>	<i>Term in Months</i>	<i>Interest Rate</i>	<i>Amount of Funds</i>	<i>Annual Debt Service</i>	<i>Residual Receipts/ Deferred Pymt.</i>
			\$		
			\$		
			\$		
			\$		
			\$		
Total Permanent Financing			\$		
Total Tax Credit Equity			\$		
Total Sources of Project Funds			\$		

1. Name of Lender/Source _____
Street Address _____ Contact Name _____
City _____ State _____ Phone Number _____
Type of Financing _____
☐ Committed ☐ Not Committed
2. Name of Lender/Source _____
Street Address _____ Contact Name _____
City _____ State _____ Phone Number _____
Type of Financing _____
☐ Committed ☐ Not Committed
3. Name of Lender/Source _____
Street Address _____ Contact Name _____
City _____ State _____ Phone Number _____
Type of Financing _____
☐ Committed ☐ Not Committed
- Name of Lender/Source _____
Street Address _____ Contact Name _____
City _____ State _____ Phone Number _____
☐ Committed ☐ Not Committed

PART VIII. BASIS, CREDIT AMOUNTS, OPERATING EXPENSES & INCOME

A. Development Budget				PERMANENT SOURCES		
	TOTAL PROJECT COST	RESIDENTIAL COST	COMMERCIAL COST	Tax Credit Equity	1	2
<i>LAND COST/ACQUISITION</i>						
Land Cost or Value						
Demolition						
Legal						
Total Land Cost or Value						
Existing Improvements Value						
Off-Site Improvements						
Total Acquisition Cost						
<i>REHABILITATION</i>						
Site Work						
Structures						
General Requirements						
Contractor Overhead						
Contractor Profit						
Prevailing Wages						
General Liability Insurance						
Total Rehab. Costs						
Total Relocation Expenses						
<i>NEW CONSTRUCTION</i>						
Site Work						
Structures						
General Requirements						
Contractor Overhead						
Contractor Profit						
Prevailing Wages						
General Liability Insurance						
Total New Construction Costs						

	TOTAL PROJECT COST	RESIDENTIAL COST	COMMERCIAL COST	Tax Credit Equity	1	2	3	70% PVC for New Construction/ Rehabilitation	30% PVC for Acquisition
<i>ARCHITECTURAL FEES</i>									
Design									
Supervision									
Total Architectural Costs									
Total Survey & Engineering									
<i>CONST. INTEREST & FEES</i>									
Const. Loan Interest									
Origination Fee									
Credit Enhance. & App. Fee									
Taxes									
Insurance									
Title and Recording									
Total Const. Interest & Fees									
<i>PERMANENT FINANCING</i>									
Loan Origination Fee								XXXXXXXXXX	XXXXXXXXXX
Credit Enhance. & App. Fee								XXXXXXXXXX	XXXXXXXXXX
Title and Recording								XXXXXXXXXX	XXXXXXXXXX
Other								XXXXXXXXXX	XXXXXXXXXX
Total Perm. Financing Costs								XXXXXXXXXX	XXXXXXXXXX
<i>LEGAL FEES</i>									
Lender Legal Pd. by Applicant									
Other (Specify)_____									
Total Attorney Costs									
<i>RESERVES</i>									
Rent Reserves								XXXXXXXXXX	XXXXXXXXXX
Capitalized Rent Reserves								XXXXXXXXXX	XXXXXXXXXX
Total Reserve Costs								XXXXXXXXXX	XXXXXXXXXX
Total Appraisal Costs									

Note: Syndication Costs may not be included as a project cost.

	TOTAL PROJECT COST	RESIDENTIAL COST	COMMERCIAL COST	Tax Credit Equity	1	2	3	70% PVC for New Construction/ Rehabilitation	30% PVC for Acquisition
TOTAL CONSTRUCTION CONTINGENCY COSTS									
<i>OTHER</i>									
TCAC App/Alloc/Monitor Fees								XXXXXXXX	XXXXXXXX
Environmental Audit									
Local Dev. Impact Fees									
Permit Processing Fees									
Capital Fees									
Marketing								XXXXXXXX	XXXXXXXX
Furnishings									
Market Study									
Other (specify)_____									
Total Other Costs									
Subtotals									
	Total Project Cost	Total Residential	Total Commercial						
<i>DEVELOPER COSTS</i>									
Developer Overhead/Profit									
Consultant/Processing Agent									
Project Administration									
Broker fees paid with project funds to a related party									
Construction. Management Oversight by developer									
Other (specify)_____									
Total Developer Costs									
TOTAL PROJECT COST									
Note: Syndication Costs may not be included as a project cost.									
*Calculate Maximum Developer Fee pursuant to Regulation 10327(c)(2) using these eligible basis subtotals.								Total Eligible Basis	

PART VIII. BASIS, CREDIT AMOUNTS, OPERATING EXPENSES & INCOME (cont.)

B. Determination of Eligible and Qualified Basis

	70% PVC for New Construction /Rehabilitation	30% PVC for Acquisition
Total Eligible Basis (from previous page)	\$ _____	\$ _____
<i>Deduct From Eligible Basis:</i>		
All Grant Proceeds Used to Finance Costs in Eligible Basis	\$ _____	\$ _____
BMIR Federal Financing of Costs in 9% Eligible Basis	\$ _____	\$ _____
Non-Qualified Non-Recourse Financing	\$ _____	\$ _____
Non-Qualifying Portion of Higher Quality Units	\$ _____	\$ _____
Historic Credit (residential portion only)	\$ _____	\$ _____
Total Ineligible Amounts	\$ _____	\$ _____
Total Eligible Basis Amount Voluntarily Excluded	\$ _____	\$ _____
TOTAL BASIS REDUCTION	\$ _____	\$ _____
TOTAL REQUESTED UNADJUSTED ELIGIBLE BASIS	\$ _____	\$ _____
High Cost Area Adjustment (Reg. Section 10317(d)(1) & 10327(d)(1))	x 130%	x 100%
TOTAL ADJUSTED ELIGIBLE BASIS	\$ _____	\$ _____
Applicable Fraction (from page 24)	$\frac{\quad}{\quad} \times 100\%$	$\frac{\quad}{\quad} \times 100\%$
QUALIFIED BASIS	\$ _____	\$ _____
TOTAL QUALIFIED BASIS	\$ _____	
TOTAL CREDIT REDUCTION	\$ _____	
(Amount from application page 9 Part II, 1B if applicable)		
TOTAL ADJUSTED QUALIFIED BASIS	\$ _____	

C. Determination of Federal Credit

	New Construction/ Rehabilitation	Acquisition
C1. Qualified Basis	\$ _____	\$ _____
C2. Applicable Percentage*	x 8.10%	x 3.50 %
C3. Subtotal Annual Federal Credit	\$ _____	(a) \$ _____ (b)
C4. Total Combined Annual Federal Credit	\$ _____ (a + b)	

*Re-applications that locked in the applicable credit percentage at Carryover must use the locked-in rate (IRS TD 8520, Section 1.42-8(a)(4)). All other re-applications shall use the applicable credit percentage as established pursuant to TCAC Regulation Section 10327(e).

D. Determination of Minimum Federal Credit Necessary For Feasibility

D1. Total Project Cost	\$ _____
D2. Permanent Financing (page 28), Excluding Equity from Tax Credits	\$ _____
D3. Funding Gap (D1 – D2)	\$ _____
D4. Tax Credits Factor (Reg. Section 10327(c)(4))	0.72, 0.75, 0. _____

Use the highest tax credit factor in your calculation.

Use the higher of the tax credit factor listed in your Investor's letter (attachment 39) or the minimum tax credit factors listed below.

The minimum tax credit factor for projects using federal tax credits is 0.75.

The minimum tax credit factor for projects using federal and state tax credits is 0.72.

D5. Total Credits Necessary for Feasibility (D3 divided by D4)	\$ _____
D6. Annual Federal Credit Necessary for Feasibility (D5 divided by 10)	\$ _____
D7. Maximum Annual Federal Credits (lesser of C4 or D6)	\$ _____
D8. Equity Raised From Federal Credit (10 x D7 x D4)	\$ _____
D9. Remaining Funding Gap (D3 - D8)	\$ _____

If Funding Gap Is Greater Than Zero The Project Is Not Feasible Unless Applying For State Credit.

If Applying For State Credit Complete The Following Section.

E. Determination of State Credit (Reg. Section 10317)

E1. Eligible Basis \$ _____
x .30*
(*x .13 if federally-subsidized)

E2. Total State Credit \$ _____

F. Determination of Minimum State Credit Necessary for Feasibility

F1. State Credit Necessary for Feasibility (D9 divided by D4) \$ _____

F2. Maximum State Credit (lesser of E2 or F1) \$ _____

F3. Proceeds raised from the state Credit (F2 multiplied by D4) \$ _____

If Line F3 is less than Line D9 the project is not feasible.

G. Income Information

(BREAK OUT UNIT SIZES BY VARYING AFFORDABILITY LEVELS)

(a) # of Bedrooms	(b) # of Units	(c) Proposed Monthly Rent (Less Utilities)	(d) Total Monthly Rents (b x c)	(e) Monthly Utility Allowance	(f) Monthly Rent Plus Utilities (c + e)	(g) % of Area Median Income
<i>Low Income Units</i>						
Total # Units		Total	\$			

<i>Managers' Units</i>			
Total # Units		Total	\$

<i>Market Rate Units</i>			
			\$
			\$
			\$
			\$
Total # Units		Total	\$

AGGREGATE MONTHLY RENTS
FOR ALL UNITS \$ _____
x 12

AGGREGATE ANNUAL
RENTS FOR ALL UNITS (column d): \$ _____

G. Income Information (cont.)

Rental Subsidy Income/Operating Subsidy, if any.

Number of units receiving assistance _____

Length of contract (years) _____

Expiration date of contract _____

TOTAL PROJECTED ANNUAL RENTAL SUBSIDY \$ _____

Miscellaneous Income

Annual Income from Laundry Facilities \$ _____

Annual Income from Vending Machines \$ _____

Annual Interest Income \$ _____

Other Annual Income (Specify) \$ _____

TOTAL MISCELLANEOUS INCOME \$ _____

TOTAL ANNUAL POTENTIAL GROSS INCOME \$ _____
(From Residential Sources)

Commercial Income

Annual Income from Professional Space \$ _____

Annual Income from Commercial Space \$ _____

TOTAL ANNUAL COMMERCIAL INCOME \$ _____

H. Monthly Resident Utility Allowance by Unit Size (utility allowances must be itemized and correlated with the PHA utility allowance schedule)

	<i>0 BR</i>	<i>1 BR</i>	<i>2 BR</i>	<i>3 BR</i>	<i>4 BR</i>	<i>() BR</i>
Space Heating						
Water Heating						
Cooking						
Lighting						
Other (Specify)						
TOTALS						

Name of PHA Providing Utility Allowances: _____

I. Annual Residential Operating Expenses (Reg. Section 10327(f))

General Administrative

Advertising \$ _____
Legal \$ _____
Accounting/Audit \$ _____
Security \$ _____
Other \$ _____

Total General Administrative \$ _____

Management Fee \$ _____

Utilities

Fuel \$ _____
Gas \$ _____

Total Utilities \$ _____

Total Water/Sewer \$ _____

Payroll/Payroll Taxes

On-site Manager \$ _____
Maintenance Personnel \$ _____
Other _____ \$ _____

Total Payroll/Payroll Taxes \$ _____

Total Insurance \$ _____

Maintenance

Painting \$ _____
Repairs \$ _____
Trash Removal \$ _____
Exterminating \$ _____
Grounds \$ _____
Elevator \$ _____
Other _____ \$ _____

Total Maintenance \$ _____

Other (specify)

_____ \$ _____

Total Other \$ _____

*** TOTAL ANNUAL RESIDENTIAL OPERATING EXPENSES** \$ _____

**** TOTAL NUMBER OF UNITS IN PROJECT** _____

ANNUAL OPERATING EXPENSES PER UNIT(divide */)** \$ _____

TOTAL SERVICE AMENITIES BUDGET \$ _____

TOTAL RESERVE FOR REPLACEMENT \$ _____

TOTAL REAL ESTATE TAXES \$ _____

J. Annual Commercial Operating Expenses

TOTAL COMMERCIAL SPACE EXPENSES \$ _____

TOTAL ANNUAL COMMERCIAL DEBT SERVICE \$ _____

PART IX. SUBSIDIES

A. Loan and Grant Subsidies

If One Or More Of The Following Subsidies Are Proposed, Indicate With An "X".

	<i>Included in Eligible Basis?</i>	
	<i>X</i>	<i>Amount</i>
HOME Investment Partnership Act (HOME)	_____	\$ _____
RHS 514, 515, 538	_____	\$ _____
Century Housing Corporation	_____	\$ _____
Redevelopment Set-aside Funds	_____	\$ _____
Community Development Block Grant (CDBG)	_____	\$ _____
HOPE VI	_____	\$ _____
State (specify) _____	_____	\$ _____
Local (specify) _____	_____	\$ _____
Private (specify) _____	_____	\$ _____
Other (specify) _____	_____	\$ _____

B. Rental Subsidy Anticipated (Reg. Section 10322(h)(25))

Indicate By Percent Of Units Affected, Any Rental Subsidy Expected To Be Available To The Project.

Approval Date _____ Amount per year \$ _____

Source (Specify) _____ %
Units _____ Term _____ \$ _____
Subsidized Total Subsidy

C. Pre-Existing Subsidies (Rehab. and Rehab./Acquisition Only)

Indicate The Subsidy Amount For Any Of The Following Currently Utilized By The Project.

Sec 221(d)(3) BMIR	\$ _____	RHS 514/515	\$ _____
HUD Sec 236	\$ _____	RHS 521 (rent subsidy)	\$ _____
RHS 538	\$ _____	State/Local	\$ _____
HUD Section 8	\$ _____	Rent Sup/RAP	\$ _____
HUD SHP	\$ _____	Other (explain)	\$ _____

Will the subsidy continue? _____ Yes _____ No If yes, specify term _____

APPLICATION CHECKLIST

Please Submit Required Information Where Applicable To The Proposed Project. Label And Tab Each Attachment With The Designated Checklist Number, And Place All Attachments In Checklist Order.

IF attached: ✓ Box

IF not attached: N/A

Application Point Selection Criteria. Please provide the appropriate documentation as specified in TCAC Regulations.

1. Public Funds (Reg. Section 10325(c)(1)(C))

- ☐ A). Evidence of committed soft or residual receipts loans. (Reg. Section 10325(c)(1)(C))
- ☐ B). Evidence of waiver of fees.
- ☐ C). Evidence of donated or leased land by a public entity.
- ☐ D). Evidence of donated land as part of an inclusionary housing ordinance.
- ☐ E). Current appraisal.

2. General Partner/Management Company Characteristics (Reg. Section 10325(c)(2))

- ☐ A). General partner experience (Attach TCAC form 2A.) (Reg. Section 10325(c)(2)(A))
- ☐ A)(i). CPA certification for qualifying projects (positive operating cash flow and funded reserves)
- ☐ B). Management Company experience (Attach TCAC form 2B) (Reg. Section 10325(c)(2)(B))
- ☐ B)(i). Enforceable management agreement executed by both parties (Reg. Section 10325(c)(2)(B))
- ☐ B)(ii). Evidence of certification from a housing tax credit compliance entity.
- ☐ C). Declaration that negative points were previously assessed and are still in affect.(Sec.10325(c)(3))

3. Site Amenities (Reg. Section 10325(c)(5)(A))

- ☐ A). Applicant certification to accuracy of their site amenity submissions, (Attach TCAC form 3A).
- ☐ A)(i). Evidence of a transit oriented development strategy.
- ☐ A)(ii). A scaled for distance map evidencing the site is within 1/4 mile of a transit station, rail station, commuter rail station or bus station, or bus stop and evidence that service is provided at least every 30 minutes during the hours of 7-9 a.m. and 4-6 p.m and that the project density exceeds 25 units per acre. (Reg. Section 10325(c)(5)(A)(1))
- ☐ A)(iii). A scaled for distance map evidencing the site is within 1/4 mile of a transit station, rail station, commuter rail station or bus station, or bus stop and evidence that service is provided at least every 30 minutes during the hours of 7-9 a.m. and 4-6 p.m. (Reg. Section 10325(c)(5)(A)(1))
- ☐ A)(iv). A scaled for distance map evidencing the site is within 1/3 mile of a bus stop and evidence that service is provided at least every 30 minutes during the hours of 7-9 a.m. and 4-6 p.m. (Reg. Section 10325(c)(5)(A)(1))
- ☐ A)(v). A scaled for distance map evidencing the site is within 500 feet of a regular bus stop or rapid transit system stop. (Reg. Section 10325(c)(5)(A)(1))

- ☐ A)(vi). **Documentation that includes a budget and operating schedule of van or dial-a-ride service for rural set-aside projects.** (Reg. Section 10325(c)(5)(A)(1))
- ☐ A)(vii). **A scaled for distance map evidencing the site is within 1500 feet of a regular bus stop or rapid transit system.** (Reg. Section 10325(c)(5)(A)(1))
- ☐ B) **A scaled for distance map evidencing the site is within 1/4 mile (1/2 mile for Rural set-aside projects) of a public park or community center accessible to the general public or evidence of a bona fide formal joint use agreement between the jurisdiction responsible for the park/recreation facilities and the school district providing availability to the general public.**
(Reg. Section 10325(c)(5)(A)(2))
- ☐ B)(i) **A scaled for distance map evidencing the site is within 1/2 mile (1 mile for Rural set-aside projects) of a public park or community center accessible to the general public or evidence of a bona fide formal joint use agreement between a jurisdiction responsible for the park/recreation facilities and the school districts providing availability to the general public.**
(Reg. Section 10325(c)(5)(A)(2))
- ☐ C). **A scaled for distance map evidencing the site is within 1/4 mile (1/2 mile for Rural set-aside projects) of a public library.** (Reg. Section 10325(c)(5)(A)(3))
- ☐ C)(i). **A scaled for distance map evidencing the site is within 1/2 mile (1 mile for Rural set-aside projects) of a public library.** (Reg. Section 10325(c)(5)(A)(3))
- ☐ D). **A scaled for distance map evidencing the site is within 1/4 mile (1/2 mile for Rural set-aside projects or project located in inner cities) of a full-scale grocery store/supermarket where staples, fresh meat, and fresh produce are sold.** (Reg. Section 10325(c)(5)(A)(4))
- ☐ D)(i). **A scaled for distance map evidencing the site is within 1/2 mile (1 mile for Rural set-aside projects or projects that are located in the inner cities) of a full-scale grocery store /supermarket where staples, fresh meat, and fresh produce are sold.**
(Reg. Section 10325(c)(5)(A)(4))
- ☐ D)(ii). **A scaled for distance map evidencing the site is within 1/4 mile of a convenience market where staples are sold.** (Reg. Section 10325(c)(5)(A)(4))
- ☐ E). **A scaled for distance map evidencing this large family development site is within 1/4 mile (1/2 mile for Rural set-aside projects) of a public elementary, middle, or high school that children living in the development may attend.** (Reg. Sec. 10325(c)(5)(A)(5))
- ☐ E)(i). **A scaled for distance map evidencing this large family development site is within 1/2 mile (1 mile or Rural set-aside projects) of a public elementary, middle, or high school that children living in the development may attend.** (Reg. Sec. 10325(c)(5)(A)(5))

- ☐ F). **A scaled for distance map evidencing this senior development site is within 1/4 mile (1/2 mile for Rural set-aside projects) of a daily operated senior center or a facility offering daily services to seniors (not on the project site). (Reg. Sec. 10325(c)(5)(A)(6))**
- ☐ F(i). **A scaled for distance map evidencing this senior development site is within 1/2 mile (1 mile for Rural set-aside projects) of a daily operated senior center or a facility offering daily services to seniors (not on the project site). (Reg. Sec. 10325(c)(5)(A)(6))**
- ☐ G). **A scaled for distance map evidencing this special needs or SRO development site is within 1/2 mile of a facility that operates to serve the population living in the development. (Reg. Sec. 10325(c)(5)(A)(7))**
- ☐ G(i). **A scaled for distance map evidencing this special needs or SRO development site is within 1 mile of a facility that operates to serve the population living in the development. (Reg. Sec. 10325(c)(5)(A)(7))**
- ☐ H). **A scaled for distance map evidencing the project site is within 1/2 mile (1 mile for Rural set-aside projects) of a medical clinic or hospital (not merely a private doctor's office). (Reg. Sec. 10325(c)(5)(A)(8))**
- ☐ H(i). **A scaled for distance map evidencing the project site is within 1 mile (1.5 mile for Rural set-aside projects) of a medical clinic or hospital (not merely a private doctor's office). (Reg. Sec. 10325(c)(5)(A)(8))**
- ☐ I). **A scaled for distance map evidencing the project site is within 1/4 mile (1/2 mile for Rural set-aside projects) of a pharmacy. (Reg. Sec. 10325(c)(5)(A)(9))**
- ☐ I(i). **A scaled for distance map evidencing the project site is within 1/2 mile (1 mile for Rural set-aside projects) of a pharmacy. (Reg. Sec. 10325(c)(5)(A)(9))**

4. Service Amenities (Reg. Section 10325(c)(5)(B))

- ☐ A). **Evidence of and certification of high speed internet service provided in each unit. (Reg. Section 10325(c)(5)(B)(1))**
- ☐ B). **Evidence of after school programs of an ongoing nature for school age children. (Reg. Section 10325(c)(5)(B)(2))**
- ☐ C). **Evidence of educational classes (such as ESL, computer training). (Reg. Section 10325(c)(5)(B)(3))**
- ☐ D). **Evidence of licensed child care (20 hours per week Monday through Friday). (Reg. Section 10325(c)(5)(B)(4))**
- ☐ E). **Evidence of contracts for services such as assistance with activities of daily living or provision of senior counseling services, service coordinator (must be in place at the time of application). (Reg. Section 10325(c)(5)(B)(5))**
- ☐ F). **Evidence of service provider experience**

- ☐ G). Evidence that physical space is provided on-site or a scaled for distance map evidencing the off site service is within ½ mile of the development.
- ☐ H). Detailed description of the duties of the service coordinator.
- ☐ I). Detailed budget on how the provided service will be funded.
- ☐ J). Evidence of commitment to provide services for at least 10 years.

5. Neighborhood Revitalization (Reg. Section 10325(c)(6))

- ☐ A). Evidence of a plan adopted by the jurisdiction, evidencing that the plan for neighborhood revitalization is still in effect. The plan should include findings of need or identification of problems requiring revitalization efforts.
- ☐ B). Evidence of 3rd party letters from governmental entities or non-profit organizations, documenting and substantiating funds committed or expended within the past five years in the neighborhood, as they specifically relate to the revitalization of the neighborhood where the project is located.
- ☐ C). Submission of a narrative explaining precisely the nature and extent of the neighborhood's revitalization efforts, how the project will fit into that framework, and how the proposed project is critical to the neighborhood's revitalization.
- ☐ D). Submission of a letter from an official in the jurisdiction that delineates the various neighborhood revitalization efforts in the immediate vicinity of the proposed development, both already undertaken and planned, and the funds that have been committed and expended for projects within that immediate neighborhood.
- ☐ E). Evidence that the project is part of a planned base re-use, located on tribal lands, located in one of the federally designated renewal communities, empowerment zones, or enterprise communities, or has received a HOPE award from the U.S. Department of Housing and Urban Development.
- ☐ F). Submission of a drawn-to-scale and scaled for distance map identifying the project and neighborhood revitalization efforts that already have been undertaken as well as those planned.

6. Balanced Communities (Reg. Section 10325(c)(7))

- ☐ A). Evidence from local government that it has formally adopted initiatives to encourage the creation of affordable rental housing in new growth and/or high-income areas. May include inclusionary zoning ordinances, fair share requirements, as examples, but must include more than an adoption of a housing element.
- ☐ B). Evidence that project will be built adjacent to housing owned and occupied by upper income families, to be shown by specific plan demonstrating the proximity of land uses and comparable sales data within ½ mile radius demonstrating that average sales prices are above 100% of area average sales prices, or census data showing average income of that census tract is at or above 100% of area median.

7. Sustainable Building Methods (Reg. Section 10325(c)(8))

- ☐ A). **Certification from the applicant and architect that the new construction project will utilize materials that will increase energy efficiency by at least 15% above Title 24 energy standards or for a rehabilitation project that will increase its existing energy efficiency by at least 25%. (Reg. Section 10325(c)(8))**
 - ☐ B). **Certification from the applicant and architect what additional sustainable building methods will be incorporated into the project. (Reg. Section 10325(c)(8))**
- 8. Readiness to Proceed (Reg. Section 10325(c)(10))**
- ☐ A). **Enforceable commitments for all construction financing and evidence of commitment fee payments. (Reg. Section 10325(c)(10)(A))**
 - ☐ B). **TCAC attachment 8B, local approvals, local land use environmental review clearance, site plan & design review worksheet.**
 - ☐ C). **Verified evidence of site plan approval and all necessary local land use environmental review clearances. (Reg. Section 10325(c)(10)(B))**
 - ☐ D). **Evidence of all Public approvals except building permits. (Reg. Section 10325(c)(10)(C))**
 - ☐ E). **Evidence of design review approval. (Reg. Section 10325(c)(10)(D))**

Set-Aside Designation. *If applying within a set-aside, please provide the appropriate documentation as specified in TCAC Regulations.*

- 9.**
- ☐ **Evidence of Non-profit Set-aside application (Reg. Section 10322(i)(8)(A) through (F))**
- 10.**
- ☐ **Evidence of Homeless Assistance Apportionment (Reg. Section 10315(a)(1))**
- 11.**
- ☐ **Verification of Rural set-aside application (Reg. Section 10322(i)(9))**
- 11A.**
- ☐ **Evidence of being located in a Champion Community (Reg. Section 10325(c)(12))**
- 12.**
- ☐ **Evidence of RHS set-aside Apportionment (Reg. Section 10322(i)(10))**
- 13.**
- ☐ **State Credit Preference - HOME funds match letter. (Reg. Section 10322(i)(11))**

Basic Threshold Requirements. *All basic thresholds shall be met at the time the application is filed through a presentation of conclusive, documented evidence to the Committee's satisfaction. (Reg. Section 10325(f))*

- 14. Housing need and demand (Reg. Section 10325(f)(1))**
- ☐ A). **Evidence of Public housing waiting lists from the local housing authority. (Reg. Section 10325(f)(1)(A))**

- ☐ B). **Market Study** (Reg. Section 10322(h)(10))
- ☐ B)(i). **Market Analyst's Resume**
- ☐ C). **Site location map** (Reg. Section 10322(h)(11))

15. Demonstrated site control. Evidence of site control (Reg. Section 10325(f)(2))

- ☐ A)(i) **A current title report (within 90 days of application) showing the applicant holds fee title.**
- ☐ A)(ii) **An executed lease agreement or lease option for the length of time the project will be regulated under this program between the applicant and the owner of the subject property.**
- ☐ A)(iii) **An executed disposition and development agreement between the applicant and a public agency.**
- ☐ A)(iv) **A valid, current, enforceable contingent purchase and sale agreement or option agreement between the applicant and the owner of the subject property.**
- ☐ B). **Current title report** (Reg. Section 10325(f)(2)(B))
- ☐ C). **Eminent domain proceedings** (Reg. Section 10325(f)(2)(C))

16. Enforceable financing commitments (Reg. Section 10325(f)(3) & 10325(f)(8))

- ☐ A). **Evidence of commitments** (Reg. Section 10325(f)(3))
- ☐ B). **Deferred-payment financing, grants and subsidies** (Reg. Section 10325(f)(8))
- ☐ C). **TCAC worksheet to determine financing need.** (TCAC form 16C)
- ☐ D). **Applicant Resources - Audited Certification of Available Resources.**
(Reg. Section 10327(c)(9))

17. Description of subsidies (Reg. Section 10322(h)(25))

- ☐
- 18. Certification of subsidies. (Applicants must provide even if there are no subsidies)**
(Reg. Section 10322(h)(26))

19. Local approvals. Evidence of local approvals and zoning provided on TCAC form letter, Attachment 19. (Reg. Section 10325(f)(4))

20. Financial feasibility (Reg. Section 10325(f)(5) & 10327(c))

- ☐ A). **Financing plan** (Reg. Section 10322(h)(18))
- ☐ B). **15 year proforma of all revenue and expense projections using TCAC underwriting requirements set forth in section 10327.** (Reg. Section 10322(h)(27) & 10327(f))
- ☐ C). **Utility allowance estimates accompanied by a letter from the PH.A. Applicants must indicate which components of the utility allowance schedule apply to the project.**
(Reg. Section 10322(h)(24))

21. Applicant/Development team characteristics (Reg. Section 10325(f)(6))

- ☐ A). **Current financial statement(s)** (Reg. Section 10325(f)(6)(A))

- ☐ B). **TCAC form “Previous Participation and Schedule A” for applicant/developer, proposed general partner and other affiliates.** (Reg. Section 10325(f)(6)(B))
 - ☐ C). **TCAC form “Previous Participation and Schedule A” or resumes for all other members of the development team.** (Reg. Section 10325(f)(6)(B))
 - ☐ D). **Designated contact person** (Reg. Section 10322(h)(4))
 - ☐ E). **Project participants** (Reg. Section 10322(h)(5))
 - ☐ F). **Organizational documents** (Reg. Section 10322(h)(3))
 - ☐ G). **Copy of the contracts for (i): Attorney(s) and or Tax Professional(s) (ii) Architect, (iii) Property Management Agency, (iv) Consultant, (v) Market Analyst.**
(Reg. Section 10325(f)(6)(C))
 - ☐ H). **Default/foreclosure/negative point statements for applicant and general partners.**
(Reg. Section 10325(f)(6)(D))
 - ☐ H)(i). **Legal status questionnaire, Attachment 21H(i).**
 - ☐ I). **Identity of interest information** (Reg. Section 10322(h)(6))
- 22. Minimum construction standards** (Reg. Section 10325(f)(7))
- ☐ A). **Provide certification from owner/applicant.**
 - ☐ B). **Request for waiver of any unnecessary or excessively expensive rehabilitation project requirements.**
- 23. Project size limitations** (Reg. Section 10325(f)(9))
- ☐ A). **Evidence of compliance of size limitation.**
 - ☐ B). **Request for waiver of the size limitation for HOPE VI or large neighborhood redevelopment proposals pursuant to a specific neighborhood plan.**
 - ☐ C). **Request for waiver of the credit limitation for HOPE VI or large neighborhood redevelopment proposals pursuant to a specific neighborhood plan.**

***Additional Threshold Requirements.** Applicants applying for Credit apportioned to various housing types shall meet the following additional threshold requirements. (Reg. Sections 10325(g))*

- 24.**
- ☐ **Large Family Projects (Evidence eligibility)** (Reg. Sections 10325(g)(1)(A) through (H))
- 25.**
- ☐ **Senior Projects (Evidence eligibility)** (Reg. Sections 10325(g)(2)(A) through (I))
- 26.**
- ☐ **SRO Projects (Evidence eligibility)** (Reg. Sections 10325(g)(3)(A) through (L))
- 27.**
- ☐ **Special Needs Projects (Evidence eligibility)** (Reg. Sections 10325(g)(4)(A) through (L)) **and, if less than 75% special needs, the non special needs units shall meet the additional thresholds of another housing type. Provide the appropriate documentation**

28.

- ☐ **At-Risk Projects (Evidence eligibility)** (Reg. Sections 10325(g)(5)(A) & (B))

Site and Project Information

29.

- ☐ **Legal description** (Reg. Section 10322(h)(7))

30.

- ☐ **Site and surrounding area description** (Reg. Section 10322(h)(8))

31.

- ☐ **Site layout** (Reg. 10322(h)(9))

31(A).

- ☐ **Site location (Include a map that shows the location of the subject property and exactly where the building(s) comprising the tax credit development will be situated)** (Reg. 10322(h)(11))

32.

- ☐ **Unique site features** (Reg. Section 10322(h)(12))

33.

- ☐ **Construction and design description** (Reg. Section 10322(h)(13))

34. **Architectural drawings** (Reg. Section 10322(h)(14))

☐

A). **Architectural drawings**

☐

B). **Certification from the architect that the development will comply with the physical building requirements of all applicable fair housing laws.**

35.

- ☐ **Placed-in-service schedule** (Reg. Section 10322(h)(15))

Project Cost Information

36. **Eligible basis certification** (Reg. Section 10322(h)(19))

☐

A). **Eligible basis certification including an acknowledgement from the tax professional that he/she is aware of the Internal Revenue Service Technical Advice Memorandum numbered 200043015, 00043016, 200043017, 200044004, and 200044005, and that the tax professional believes the project meets the requirements of Section 42(h)(1)(E) taking into consideration those rulings.**

37.

- ☐ **Use of tax benefits** (Reg. Section 10322(h)(20))

38.

☐ **Justification of syndication costs in basis** (Reg. Section 10322(h)(21))

39. Terms of syndication agreement (Reg. Section 10322(h)(22))

☐ A). **Use TCAC sample letter # 39(A)**

☐ B). **List of syndicators contacted** (Reg. Section 10322(h)(2)(L))

40.

☐ **Tax credit factor certification** (Reg. Section 10322(h)(23))

41. Threshold basis limit increases and certifications (Reg. Section 10302(kk) &
(Reg. Section 10327(c)(5)(A)&(B)(C)(D)(E))

☐ A). **Evidence from the assessing entity of impact fees to be charged.** (Reg. Section 10302(s))

☐ A)(i). **Applicant's Certification of local development impact fees provided on TCAC form 41(A).**

☐ B). **Certification of the cost associated with paying prevailing wages to the project.**

☐ B)(i). **Certification from architect that parking will be required to be located beneath the residential units.**

☐ B)(ii). **Certification from the applicant and architect that a day care center will be part of the proposed development.**

☐ C). **Certification from architect regarding energy efficiency, resource conservation, or indoor air quality items that will be incorporated into the project.** (Reg. Section 10327(c)(5)(B))

☐ D). **Architect's cost certification regarding required seismic upgrading and or toxic or other environmental mitigation work.** (Reg. Section 10327(c)(5)(D))

☐ E) **Submit required documentation from your architect or engineer along with a request for a 5% basis increase if the project utilizes new energy technologies.**
(Reg. Section 10327(c)(5)(E))

Acquisition and Rehabilitation Credit Applications

42. Acquisition Credit application (Reg. Section 10322(i)(3))

☐ A). **Chain of title report** (Reg. Section 10322(i)(3)(A))

☐ A)(i). **Tax professional's opinion** (Reg. Section 10322(i)(3)(A))

☐ B). **Request for 10-year rule waiver** (Reg. Section 10322(i)(3)(B))

43. Rehabilitation Credit application (Reg. Section 10322(i)(4))

☐ A). **"As Is" Appraisal** (Reg. Sections 10322(i)(4)(A)(i) through (v))

☐ B). **Purchase contract** (Reg. Sections 10322(i)(4)(B))

☐ C). **Capital needs assessment** (Reg. Sections 10322(i)(4)(C))

☐ D). **If waiver is requested under 10325(f)(7) provide specific sections**

of the capital needs assessment that justifies waiver request.

- 44.**
☐ **Acquisition of occupied housing application** (Reg. Section 10322(i)(5))
- 45. Tenant relocation plan** (Reg. Section 10322(i)(6))
- ☐ A). **Explanation of the relocation requirements.**
- ☐ B). **Detailed relocation plan along with a budget and identification of the funding source.**
- ☐ B)(i). **Evidence the relocation plan has been submitted to the appropriate local agency, if applicable.**
- 46.**
☐ **Owner-occupied housing application** (Reg. Section 10322(i)(7))

FINAL AND PLACED-IN-SERVICE APPLICATIONS

- 47.**
☐ **Final reservation applications** (Reg. Sections 10322(i)(1)(A) through (K))
- 48.**
☐ **Placed-in- service applications** (Reg. Sections 10322(i)(2)(A) through (P))

RE-APPLICATIONS

- 49.**
☐ **TCAC Re-application statement** (Reg. Section 10322(j))

~ E N D ~

APPENDIX D: 2010 CALIFORNIA LIHTC APPLICATION

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2010
CALIFORNIA TAX CREDIT ALLOCATION COMMITTEE
9% APPLICATION & CHECKLIST

Version 6/21/2010

CALIFORNIA TAX CREDIT ALLOCATION COMMITTEE

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I. INSTRUCTIONS - SECTION 1: INSTRUCTIONS

I Instructions

A Overview

The Electronic 2010 California Tax Credit Allocation Committee Application was designed to enhance consistency of information, to increase efficiency in the application process, and to reduce the amount of paperwork required for a TCAC tax credit application. All applicants are required to use this electronic format. With this application TCAC is beginning the process of converting all "hard copy" information in the application process to an electronic format. The conversion will maximize storage of all information relevant to any application while also promoting a more ecologically sensitive application process. We encourage you to provide us with suggestions based on your experiences in preparing the electronic application. In that way, TCAC can build upon and improve the process of completing a tax credit application.

Should you find any errors in the electronic version, contact gferguson@treasurer.ca.gov for assistance.

B Application General Information

- 1) Instructions for preparing the electronic version
 - a) Many of the required calculations in the application are automatically performed by the spreadsheet program.
 - (i) Use this spreadsheet with Microsoft Excel 97 or above.
 - b) Applicants must submit the application on disc.
 - (i) TCAC cannot accept applications submitted via e-mail.
 - (ii) It is recommended that a back-up copy of the application be created for future use.
 - c) Please **DO NOT UNPROTECT OR UNLOCK CELLS** in the spreadsheet. TCAC will verify formulas and data and will scan the disks for viruses upon receipt. Any tampering may result in disqualification of the application.
- 2) Submission Requirements
 - a) Applicants **must** submit the following:
 - (i) **ONE ORIGINAL APPLICATION AND ATTACHMENTS (HARD COPY) TO TCAC**
 - (ii) **ONE ELECTRONIC VERSION OF THE APPLICATION IN THE FORM OF A COMPACT DISC (CD) TO TCAC**
 - (iii) **ONE COPY OF THE ORIGINAL APPLICATION, ATTACHMENTS AND "TCAC LRA EVALUATION FORM" WITH INSTRUCTIONS (HARD COPY) TO THE LOCAL REVIEWING AGENCY**
- 3) General Instructions

The electronic version is partitioned into the following categories. Sequentially, they are:

 - a) Instructions
 - (i) This section provides overall guidance for the preparation of the electronic version. Each Attachment to the application contains detailed, specific instructions for that particular Attachment.
 - (ii) The electronic version is prepared using an Excel format. As such, through the utilization of "tabs", the application is divided into separate "worksheets". To access a desired section of the application, simply "click" on the "tab".
 - b) Table of Contents
 - (i) The table corresponds sequentially (as does the checklist) with the progression of the application.

- c) Application
 - (i) The application was designed to eliminate as many of the calculations as possible using the information provided by the applicant.
 - (ii) All highlighted areas must be "filled-in" by the applicant. You may scroll through the highlighted cells by clicking the "Tab" button on your keyboard.

NOTE: Certain areas, when selected, will only allow the applicant to respond to the choices provided in the "pull-down" menu for that item. The "pull-down" arrow is shown automatically when the desired cell is selected by the preparer.
 - (iii) All applicable cells must be completed by the applicant
 - a. For those numbered amounts that are not applicable, insert a "0" (a zero).
 - b. For any question response areas, if not applicable, select "N/A".
- d) Sources and Uses Budget
 - (i) In this section, the applicant must complete the yellow cells. Permanent Lenders are automatically pulled from a previous section for up to 12 lenders. Be sure to total the correct amount at the bottom of the worksheet for the correct loan amount for each lender.
- e) Basis & Credits
 - (i) In this section, the applicant must only complete any Ineligible Basis items and the applicable tax credit factors that apply to the project as evidenced by the syndication letter (please refer to the checklist for the TCAC approved syndicator format letter).
- f) Points System
 - (i) The system now is more automated. The applicant must only "click" on each highlighted item, selecting either the automatic "pull-down" option and entering appropriate amounts.
- g) Checklist Items
 - (i) Following the checklist items in sequence with the completion of the electronic application is encouraged to help prevent any accidentally overlooked checklist item that may be required.

The remaining instructions pertain to each particular section of the application. Although many of the items may appear obvious, please follow any instructions provided in this section.

II Application

Section 1 Applicant Statement, Certification and Notary

A Applicant Statement, Certification and Notary

- 1) Applicant Name
Fill in the name of the general partner or the entity which is applying for; and receiving the requested tax credits.
- 2) Project Name
Fill in the proposed name of the project.
- 3) Federal Credit Amount and State Credit Amount requested
The annual Federal credit amount and the total State credit amounts will be auto-populated after credits have been calculated in the "Basis & Credits" tab.

Provide the following, in the following order:

B Local Jurisdiction

- 1) Complete the following:
 - a) After carefully reading the applicant statement and certification; the applicant must provide ***an originally signed and notarized applicant certification.***

- b) The name and pertinent information of the City Manager of the Local Jurisdiction.

NOTE: Please include a copy of "ATTACHMENT 12: Construction and Design Description" behind this page.

Section 2 General and Summary Information

A Application Type

- 1) Click on the highlighted area **or** Select the appropriate type of application
- 2) Enter "Yes" or "No" using the toggle switch to answer if the project has been previously submitted but not selected.
 - a) If "Yes", enter the former TCAC application number.
- 3) Select "Yes" or "No" to answer if the project has received federal tax credits in the past or is a re-syndication of a current TCAC project.
 - a) If "Yes", enter the former TCAC application number and the current federal and/or state credit amounts.
- 4) Select "Yes" or "No" to answer if the project is requesting state farmworker tax credits.

B Project Information

- 1) The Project name will be auto-populated after it has been entered in Section 1.
- 2) Provide the address of the proposed project.
 - a) If specific address unavailable, use physical description as address.
- 3) Provide the City, County, Zip Code, Census Tract and Assessor's Parcel Number (APN)
- 4) Insert the Federal Congressional District, the State Assembly and the Senate District numbers.
- 5) Using the toggle switches, select "Yes" or "No" to answer the following:
 - a) Project located in Difficult to Develop Area (DDA)?
 - b) Project located in a Qualified Census Tract (QCT)?
 - c) Project is a scattered site project?
 - (i) If "Yes", are all the sites within a 5-mile diameter?

C Credit Amounts Requested

- 1) The credit type, the annual Federal credit amount and the total State credit amounts will all be auto-populated after credits have been calculated in the "Basis & Credits" tab.

D Federal Minimum Set-Aside Election (IRC Section 42 (g)(1))

- 1) Toggle the desired option: "40%/60%" or "20%/50%"

E Set-Aside Election (TCAC Reg. Section 10315(a)-(g))

- 1) Toggle the desired set-aside election, if project is applying under one of these set-asides.

F Housing Type Selection (TCAC Reg. Sections 10315(l) & 10325(g))

- 1) Toggle the selected housing type.
- 2) The applicant must select at least one housing type.
 - a) If you selected Special Needs please list the percentage of Special Needs Units.
 - b) If Special Needs portion is between 50% and 75%, specify other housing type construction standards to be met:

G Geographic Area (TCAC Reg. Section 10315(j))

- 1) Toggle the geographic area in which the project is located.

Section 3 Applicant Information

A Identify the applicant

- 1) Answer the four question using the toggle to select the correct response.

B Applicant Contact Information

- 1) Provide the current information for the applicant

C Legal status of the applicant

- 1) Select the appropriate legal type for the applicant
 - a) If the legal status is "Other", provide a detailed statement as to the organization type

D General Partner(s) Information

- 1) List the name of the General Partner(s) or Principal Owner(s)
Enter the address and contact information of the General Partner(s) or Principal Owner(s)
Identify if each is either nonprofit or for profit entities.

E General Partner(s) or Principal Owner(s) Type?

- 1) This auto-populates from the previous section (D)

F Status of Ownership Entity

- 1) Toggle and select the appropriate ownership entity type
 - a) If not yet formed, enter the estimated formation date
 - b) Fill in the Federal Identification Number if ownership entity type has been formed.

NOTE: Federal Identification Number MUST be provided at Carryover Allocation.

G Contact Person During Application Process

- 1) Fill in the appropriate information for each section.
- 2) Identify the participatory role of the contact person.

Section 4 Development Team Information

- 1) Fill in all Development Team Member information.

Section 5 Project Information

A Type of Credit Requested

- 1) Check Applicable Boxes

NOTE: If Rehabilitation is being proposed, please see minimum requirements in Regulation Section 10325(f)(10).
- 2) Select "Yes" or "No" to answer if the "New Construction" project is proposing demolition.
 - a) If "Yes", will relocation of existing tenants be involved?

B Acquisition and Rehabilitation/Rehabilitation-only Projects

- 1) Toggle to select the appropriate answers.

C Purchase Information

- 1) Answer the questions as shown.

D Project, Land, Building and Unit Information

- 1) Project Type
 - a) Select the housing type(s) proposed
 - b) All housing types proposed must be identified.
 - c) Identify all buildings with and/or without an elevator

E Land

- 1) Indicated parcel size and any irregularity

F Building Information

- 1) Indicate the total number of commercial, rental and community service buildings
- 2) If Commercial Space, explain the use, size, location, purpose, and reasoning behind the use
- 3) Indicate if buildings are on a contiguous site.
 - a) If "No", indicate whether or not they meet the requirements of IRC Sec. 42(g)(7)
- 4) Indicate if any of the proposed buildings consist of four or fewer units
 - a) If "Yes", indicate if any of the proposed buildings of four or fewer units will be occupied by the owner (IRC 42 (i)(3)(C)).

G Project Unit Number and Square Footage

- 1) Fill in all highlighted lines. Totals will be auto-populated as the highlighted items are entered.

H Tenant Population Data

- 1) Answer the questions as shown.

Section 6 Required Local Approvals and Development Timetable

- 1) Local Approvals Required
 - a) Fill in all highlighted lines. These should be consistent with Attachment 14: Verification of Zoning and Attachment 26: Local Approvals.
- 2) Development Timetable
 - a) Complete the highlighted line for the estimated timetable for the development and completion of the project.

III Project Financing

Section 1 Construction Financing

- 1) Provide the lender name, the percentage rate, the amortizing term, and the loan amount.
- 2) In corresponding order, list the required lender information.

Section 2 Permanent Financing

- 1) Provide the lender name, the percentage rate, the amortizing term, the loan amount and the annual debt service amount.
- 2) In corresponding order, list the required lender information.
- 3) Amounts must be consistent with totals shown in the "Sources and Uses Budget" tab.

Section 3 Income Information

- 1) Income categories should begin with the placed-in-service date and year.
NOTE: All listed income should be on an annualized basis.
- 2) Income information must correlate to the 15-year pro forma
 - a) Utility allowances must be itemized and correlated with the Public Housing Authority (PHA) utility allowance schedule.
 - b) Elements of the utility allowance must match the highlighted elements listed in the PHA letter.
 - c) The Public Housing Authority (PHA) or the California Energy Commission (CEC) listed in the binder must be the same shown on this page.

A Low Income Units

- 1) Complete the low-income section by completing the rows by unit type and affordability levels.
- 2) Columns (a)-(g) should be completed in ascending order (i.e. Studio, 1 bdr, 2 bdr, etc.)
- 3) Where different affordability levels exist for the same unit type, place this information in ascending order also (i.e. 1 bdr @30%, 1 bdr @35% etc.).
- 4) Columns (d), (f) and the totals below will be auto-populated after highlighted cells are filled in.

B Manager Unit(s)

- 1) Fill in the appropriate information by unit type in ascending order similar to the low-income units (if applicable).

C Market Rate Units

- 1) Fill in the appropriate information by unit type in ascending order similar to the low-income units. (if applicable).

D Rental Subsidy Income/Operating Subsidy

- 1) Complete as appropriate. Amounts should be verifiable from information in the application and/or binder.

E Miscellaneous Income

- 1) Complete as appropriate. Amounts should be verifiable from information in the application and/or binder.

F Monthly Resident Utility Allowance by Unit Size

- 1) Complete the highlighted cells in the table. Totals will auto-populate as the highlighted cells are completed.

NOTE: Must match the Utility Allowances provided by the Public Housing Agency (PHA) or the California Energy Commission (CEC).

G Annual Residential Operating Expenses

- 1) Expense categories should begin with the placed-in-service date and year.
NOTE: All listed items should be on an annualized basis
- 2) No depreciation or amortization expenses are allowed.
- 3) Fill in the annual operating expense amounts for the following line items as appropriate:
 - a) Administrative Expenses
 - b) Management Fee
 - (i) Must be supported by documents provided.
 - c) Utilities
 - d) Payroll/Payroll Taxes
 - e) Maintenance
 - f) Other:
- 4) Total and total per unit will be auto-populated after highlighted cells have been completed.
- 5) Complete all highlighted cells

NOTE: Annual Service Amenities Budget, Annual Replacement Reserves, and Annual Real Estate Taxes must be entered here and NOT included in the "Annual Residential Operating Expenses" line items.

H Commercial Income

- 1) Complete as appropriate. Amounts should be verifiable from information in the application and/or binder.

Section 4 Loan and Grant Subsidies

A Inclusion/Exclusion From Eligible Basis

- 1) Indicate/identify the loan type and grant subsidies that are proposed for the project. Identify the inclusion/exclusion from eligible basis for each subsidy.

B Rental Subsidy Anticipated

- 1) Indicate/identify the operating and/or rental subsidies that are proposed for the project.

C Pre-Existing Subsidies (Acquisition and Rehabilitation/Rehabilitation-only Projects)

- 1) Indicate/identify the operating and/or rental subsidies that currently exist for the project; or, if replacement public housing projects eligible for prior subsidies, evidence of the terms that were "grandfathered" into the new project.

Section 5 Threshold Basis Limit

A Threshold Basis Limit

- 1) Indicate/identify any threshold boosts by selecting either "Yes" or "No" for (a)-(i).
 - a) Fill in the highlighted cells with the appropriate amounts.

NOTE: All of the cells, with exception of the highlighted cells, are auto-populated after the "Income Information" in Section 3 is completed.

IV Sources and Uses Budget

Section 1 Sources and Uses Budget

A Sources and Uses Budget

- 1) Fill in each of the appropriated highlighted cells.
- 2) All cells not highlighted will be auto-populated as the highlighted cells from this section and previous sections are completed.
- 3) Insert "0" for any line item cell that is not appropriate.

NOTE: For projects requesting points in the Cost Efficiency point category, all costs that do not have shaded cells in the basis column(s) must be carried over unless those costs are not includable in basis under federal law as demonstrated by the application form itself or by a letter from the development team's tax professional (TCAC Reg. Section 10325(c)(1)(A)).

V Basis and Credits

Section 1 Basis and Credits

A Determination of Eligible and Qualified Basis

- 1) List any non-qualified and non-recourse financing, non-qualifying portions of higher quality units and any historic tax credits in the highlighted cells.
 - a) The Total Ineligible Amounts will be auto-populated as the highlighted cells are completed.
- 2) Insert the desired amount of Eligible Basis that is being Voluntarily Deducted
- 3) All cells that are not highlighted will be auto-populated after highlighted cells have been completed in this section and previous sections.

B Determination of Federal Credit

- 1) All cells will be auto-populated after highlighted cells have been completed in this section and previous sections.

C Determination of Minimum Federal Credit Necessary For Feasibility

- 1) Complete the highlighted cell for the federal tax credit factor.

NOTE: Please see the application sheet "Basis and Credits" for the tax credit factor minimum and maximum range.
- 2) The federal tax credit factor must match the required syndication letter or tax credit factor certification. ATTACHMENT 16: Terms of Syndication Agreement must include separate tax credit factors when both Federal and State tax credits are being requested.

D Determination of State Credit

- 1) All cells will be auto-populated after highlighted cells have been completed in this section and previous sections (if applicable).

E Determination of Minimum State Credit Necessary for Feasibility

- 1) Complete the highlighted cell for the state tax credit factor (when applicable).
NOTE: Please see the application sheet "Basis and Credits" for the tax credit factor minimum and maximum range.
- 2) The state tax credit factor must match the required syndication letter or tax credit factor certification. ATTACHMENT 16: Terms of Syndication Agreement must include a separate tax credit factor for State tax credits when they are being requested.
- 3) Complete the per state credit TCAC ARRA award amount.

VI Points System

Section 1 Points System

- 1) Answer the questions in the cells indicated. If the question does not apply, answer with "N/A"
- 2) Do not leave blank. Fill-in the appropriate dollar in the cells requiring a numeric response.
- 3) If the item does not apply, insert "0" in the cell that require values. Do not leave blank.
- 4) Complete only the highlighted cells.
- 5) If the project is a scattered site, please contact TCAC for application instructions.

Section 2 Point System Summary

- 1) Total points achieved is auto-populated by the previous sections in the "Points System" tab.

Section 3 Service Amenities Budget

- 1) This sheet is required for applicants requesting service amenity points.
- 2) For each service point category indicated in the points section, complete columns D through Q as applicable.

VII Final Tie Breaker Self Score

This section is provided for the convenience of the applicant only. TCAC will determine each project's final tiebreaker.

CALIFORNIA TAX CREDIT ALLOCATION COMMITTEE
2010 COMPETITIVE 9% APPLICATION FOR LOW-INCOME HOUSING TAX CREDITS

II. APPLICATION - SECTION 1: APPLICANT STATEMENT, CERTIFICATION AND NOTARY

APPLICANT:

PROJECT NAME:

PLEASE ATTACH APPLICATION FEE HERE WITH HARD COPY

Cashier's Check Only

The undersigned applicant hereby makes application to the California Tax Credit Allocation Committee ("TCAC") for a reservation of Federal, or Federal and State Low-Income Housing Tax Credits ("Credits") in the amount(s) of:

_____ annual Federal Credits, and

_____ total State Credits

for the purpose of providing low-income rental housing as herein described. I understand that Credit amount(s) preliminarily reserved for this project, if any, may be adjusted over time based upon changing project costs and financial feasibility analyses which TCAC is required to perform on at least three occasions.

I agree it is my responsibility to provide TCAC with the original complete application and the Local Reviewing Agency an exact copy of the application. I agree that I have included a letter from the local government and the appropriate Local Reviewing Agency of the jurisdiction in which the project is located identifying the agency designated as the Local Reviewing Agency for the Tax Credit Allocation Committee. I agree that it is also my responsibility to provide such other information as TCAC requests as necessary to evaluate my application. I represent that if a reservation or allocation of Credit is made as a result of this application, I will also furnish promptly such other supporting information and documents as may be requested. I understand that TCAC may verify information provided and analyze materials submitted as well as conduct its own investigation to evaluate the application. I recognize that I have an affirmative duty to inform TCAC when any information in the application or supplemental materials is no longer true and to supply TCAC with the latest and accurate information.

I acknowledge that if I receive a reservation of Tax Credits, I will be required to submit requisite documentation at each of the following stages: for a carryover allocation; for application for a final reservation; and at the time the project is placed-in-service.

I represent I have read Section 42 of the Internal Revenue Code (IRC) pertaining to Federal Tax Credits, and if applying for State Tax Credits, I represent I have also read California Health and Safety Code Sections 50199.4 et seq. and California Revenue and Taxation Code Sections 12206, 17058, and 23610.5 pertaining to the State Tax Credit program. I understand that the Federal and State Tax Credit programs are complex and involve long-term maintenance of housing for qualified low-income households. I acknowledge that TCAC has recommended that I seek advice from my own tax attorney or tax advisor.

I represent that I have read and understand the requirements set forth in Regulation Section 10322(j) pertaining to re-applications for Credit.

I certify that I have read and understand the provisions of Section 10322(e), and that the determination of completeness, compliance with all basic thresholds, and the point total of the application, shall be based entirely on the documents contained in the application as of the date of submission. No additional documents in support

of the basic thresholds or point selection categories shall be accepted from the sponsor beyond the application filing deadline, unless the Executive Director, at his or her sole discretion, determines that the deficiency is a clear reproduction or application assembly error, or an obviously transposed number. In such cases, applicants shall be given up to five (5) business days from the date of receipt of staff notification, to submit said documents to complete the application. For threshold omissions other than reproduction or assembly errors, the Executive Director may request additional clarifying information concerning local approvals from local government entities.

I agree to hold TCAC, its members, officers, agents, and employees harmless from any matters arising out of or related to the Credit programs.

I agree that TCAC will determine the Credit amount to comply with requirements of IRC Section 42 but that TCAC in no way warrants the feasibility or viability of the project to anyone for any purpose. I acknowledge that TCAC makes no representation regarding the effect of any tax Credit which may be allocated and makes no representation regarding the ability to claim any Credit which may be allocated.

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

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

I acknowledge that neither the Federal nor the State Tax Credit programs are entitlement programs and that my application will be evaluated based on the Credit statutes, regulations, and the Qualified Allocation Plan adopted by TCAC which identify the priorities and other standards which will be employed to evaluate applications.

I acknowledge that a reservation of Federal or State Tax Credits does not guarantee that the project will qualify for Tax Credits. Both Federal law and the state law require that various requirements be met on an ongoing basis. I agree that compliance with these requirements is the responsibility of the applicant.

I acknowledge that the information submitted to TCAC in this application or supplemental thereto may be subject to the Public Records Act or other disclosure. I understand that TCAC may make such information public.

I acknowledge that if I obtain an allocation of Federal and/or State Tax Credits, I will be required to enter into a regulatory agreement which will contain, among other things, all the conditions under which the Credits were provided including the selection criteria delineated in this application.

I declare 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 my knowledge and belief. I understand that misrepresentation may result in cancellation of Tax Credit reservation, notification of the Internal Revenue Service and the Franchise Tax Board, and other actions which TCAC is authorized to take pursuant to California Health and Safety Code Section 50199.22 and negative points per Regulation Section 10325(c)(3) or under general authority of state law.

I certify that I believe that the project can be completed within the development budget and the development timetable set forth (which timetable is in conformance with TCAC rules and regulations) and can be operated in the manner proposed within the operating budget set forth.

I further certify that more than 10% of the project's total reasonably expected basis cost will be incurred and the land acquired by the date specified in the reservation preliminary or final letter.

Dated this _____ day of _____, 2010 at _____, California.

By: _____
(Original Signature)

(Typed or printed name)

(Title)

ACKNOWLEDGMENT

STATE OF _____)

COUNTY OF _____)

On _____ before me, _____,
personally appeared _____

_____, who proved to me on the basis of satisfactory evidence)
to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that
he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s)
on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is
true and correct.

WITNESS my hand and official seal.

Signature _____ (Seal)

Local Jurisdiction:
City Manager: *
Title: City Manager
Mailing Address:
City:
Zip Code:
Phone Number: Ext.
FAX Number:
E-mail:

* For City Manager, please refer to the following the website below:
<http://events.cacities.org/CGI-SHL/TWSERVER.EXE/RUN:MEMLOOK>

PLEASE INCLUDE A COPY OF "ATTACHMENT 12: Construction and Design Description" BEHIND THIS PAGE.

II. APPLICATION - SECTION 3: APPLICANT INFORMATION

A. Identify Applicant

Applicant is the current owner and will retain ownership:

N/A

Applicant will be or is a general partner in the to be formed or formed final ownership entity:

N/A

Applicant is the project developer and will be part of the final ownership entity for the project:

N/A

Applicant is the project developer and will not be part of the final ownership entity for the project:

N/A

B. Applicant Contact Information

Applicant Name:

Street Address:

City:

State:

Zip Code:

Contact Person:

Phone:

Ext.:

Fax:

Email:

C. Legal Status of Applicant:

Corporation

If Other, Specify:

D. General Partner(s) Information

D(1) General Partner Name:

Street Address:

City:

State:

Zip Code:

Contact Person:

Phone:

Ext.:

Fax:

Email:

Nonprofit/For Profit:

Nonprofit

D(2) General Partner Name:

Street Address:

City:

State:

Zip Code:

Contact Person:

Phone:

Ext.:

Fax:

Email:

Nonprofit/For Profit:

Nonprofit

E. General Partner(s) or Principal Owner(s) Type

F. Status of Ownership Entity

(select one)

If to be formed, enter date:

*Federal I.D. Number or Individual's Social Security Number:

*(Federal I.D. No. must be obtained prior to submitting carryover allocation package)

G. Contact Person During Application Process

Company Name:

Street Address:

City:

State:

Zip Code:

Contact Person:

Phone:

Ext.:

Fax:

Email:

Participatory Role:

(e.g., General Partner, Consultant, etc.)

II. APPLICATION - SECTION 4: DEVELOPMENT TEAM INFORMATION

A. Indicate and List All Development Team Members

Developer:		Architect:	
Address:		Address:	
City, State, Zip		City, State, Zip:	
Contact Person:		Contact Person:	
Phone:	Ext.:	Phone:	Ext.:
Fax:		Fax:	
Email:		Email:	
Attorney:		General Contractor:	
Address:		Address:	
City, State, Zip		City, State, Zip:	
Contact Person:		Contact Person:	
Phone:	Ext.:	Phone:	Ext.:
Fax:		Fax:	
Email:		Email:	
Tax Professional:		Investor:	
Address:		Address:	
City, State, Zip		City, State, Zip:	
Contact Person:		Contact Person:	
Phone:	Ext.:	Phone:	Ext.:
Fax:		Fax:	
Email:		Email:	
Consultant		Market Analyst:	
Address:		Address:	
City, State, Zip		City, State, Zip:	
Contact Person:		Contact Person:	
Phone:	Ext.:	Phone:	Ext.:
Fax:		Fax:	
Email:		Email:	
Appraiser:		CNA Consultant:	
Address:		Address:	
City, State, Zip		City, State, Zip:	
Contact Person:		Contact Person:	
Phone:	Ext.:	Phone:	Ext.:
Fax:		Fax:	
Email:		Email:	
Property Management Agent/Company:			
Address:			
City, State, Zip			
Contact Person:			
Phone:	Ext.:		
Fax:			
Email:			

II. APPLICATION - SECTION 5: PROJECT INFORMATION

A. Type of Credit Requested

N/A

N/A

N/A

N/A

N/A

B. Acquisition and Rehabilitation/Rehabilitation-only Projects

N/A

N/A

N/A

No. of Existing Buildings

No. of Existing Units

Current Use:

C. Purchase Information

Signatory of Seller:

Purchased from Affiliate:

No

If yes, broker fee amount to affiliate?

Special Assessment(s):

Ext:

Historical Property/Site:

No

Total Projected Holding Costs:

total rejected holding costs:

D. Project, Land, Building and Unit Information

Project Type

N/A

N/A

	N/A
--	-----

N/A
N/A

	N/A
--	-----

	N/A
--	-----

N/A

N/A

N/A

N/A

N/A
N/A

if yes, enter number of stories:

N/A

(specify here)

E. Land

x Feet or Acres

If irregular, specify measurements in feet, acres, and square feet:

F. Building Information

Total Number of Buildings: Residential Buildings:
 Community Buildings: Commercial/ Retail Space: **N/A**

If Commercial/ Retail Space, explain: (include use, size, location, and purpose)

Are Buildings on a Contiguous Site? **No**
 If not Contiguous, do buildings meet the requirements of IRC Sec. 42(g)(7)? **N/A**

Do any buildings have 4 or fewer units? **No**
 If yes, are any of the units to be occupied by the owner or
 a person related to the owner (IRC Sec. 42(i)(3)(c))? **N/A**

G. Project Unit Number and Square Footage

Total number of units:	<input type="text"/>
Total number of non-tax credit units (excluding managers' units) (i.e. market rate units):	<input type="text"/>
Total number of units (excluding managers' units):	<input type="text"/>
Total number of low-income units:	<input type="text"/>
Ratio of low-income units to total units (excluding managers' units):	<input type="text"/>
Total square footage of all residential units (excluding managers' units):	<input type="text"/>
Total square footage of low-income units:	<input type="text"/>
Ratio of low-income residential to total residential square footage (excluding managers' units):	<input type="text"/>
Applicable fraction, smaller of unit or square footage ratio (used on "Basis & Credits"):	<input type="text"/>
Total community room square footage:	<input type="text"/>
Total commercial/ retail space square footage:	<input type="text"/>
Total common space square footage (including managers' units):	<input type="text"/>
Total parking structure square footage (excludes car-ports and "tuck under" parking):	<input type="text"/>
*Total Square Footage of All Project Structures:	<input type="text"/>

*equals: "total square footage of all residential units" + "total community room square footage" + "total common space" + "total parking structure square footage")

H. Tenant Population Data

Completion of this section is required. **The information requested in this section is for national data collection purposes, and is not intended for threshold and competitive scoring use;** however, the completed table should be consistent with information provided in the application and attachments.

Indicate the number of units anticipated for the following populations:

Homeless/formerly homeless	<input type="text"/> N/A
Transitional housing	<input type="text"/> N/A
Persons with physical, mental, development disabilities	<input type="text"/> N/A
Persons with HIV/AIDS	<input type="text"/> N/A
Farmworker	<input type="text"/> N/A
For 4% federal applications only:	
Rural area consistent with TCAC methodology	<input type="text"/> N/A

II. APPLICATION - SECTION 6: REQUIRED LOCAL APPROVALS & DEVELOPMENT TIMETABLE

A. Local Approvals Required

	Local Approval Dates		
	Application Submittal	Estimated Approval	Actual Approval
Negative Declaration under CEQA			
NEPA			
Toxic Report			
Soils Report			
Coastal Commission Approval			
Article 34 of State Constitution			
Site Plan			
Design Review			
Conditional Use Permit Approved or Required			
Variance Approved or Required			

	Project and Site Information	
Current Land Use Designation		
Current Zoning and Maximum Density		
Proposed Zoning and Maximum Density		
Does this site have Inclusionary Zoning?	No	
Occupancy restrictions that run with the land due to CUP's or density bonuses?	No	(if yes, explain here)
Building Height Requirements		
Required Parking Ratio		
Is site in a Redevelopment Area?	No	

B. Development Timetable

		Actual or Scheduled	
		Month	Year
SITE	Environmental Review Completed	N/A	/
	Site Acquired	N/A	/
LOCAL PERMITS	Conditional Use Permit	N/A	/
	Variance	N/A	/
	Site Plan Review	N/A	/
	Grading Permit	N/A	/
	Building Permit	N/A	/
CONSTRUCTION FINANCING	Loan Application	N/A	/
	Enforceable Commitment	N/A	/
	Closing and Disbursement	N/A	/
PERMANENT FINANCING	Loan Application	N/A	/
	Enforceable Commitment	N/A	/
	Closing and Disbursement	N/A	/
OTHER LOANS AND GRANTS	Type and Source: (specify here)	N/A	/
	Application	N/A	/
	Closing or Award	N/A	/
	Type and Source: (specify here)	N/A	/
	Application	N/A	/
	Closing or Award	N/A	/
	Type and Source: (specify here)	N/A	/
	Application	N/A	/
	Closing or Award	N/A	/
	Type and Source: (specify here)	N/A	/
	Application	N/A	/
	Closing or Award	N/A	/
	Type and Source: (specify here)	N/A	/
	Application	N/A	/
	Closing or Award	N/A	/
	Type and Source: (specify here)	N/A	/
	Application	N/A	/
	Closing or Award	N/A	/
	10% of Costs Incurred	N/A	/
	Construction Start	N/A	/
	Construction Completion	N/A	/
	Placed In Service	N/A	/
	Occupancy of All Low-Income Units	N/A	/

III. PROJECT FINANCING - SECTION 1: CONSTRUCTION FINANCING

A. Construction Financing

List Below All Projected Sources Required To Complete Construction

	Name of Lender/Source	Term (months)	Interest Rate	Amount of Funds
1)				
2)				
3)				
4)				
5)				
6)				
7)				
8)				
9)				
10)				
11)				
12)				
Total Funds For Construction:				

1) Lender/Source: _____
 Street Address: _____
 City: _____
 Contact Name: _____
 Phone Number: _____ Ext.: _____
 Type of Financing: _____
 Is the Lender/Source Committed? No
 Is this 100% commercial financing? No

2) Lender/Source: _____
 Street Address: _____
 City: _____
 Contact Name: _____
 Phone Number: _____ Ext.: _____
 Type of Financing: _____
 Is the Lender/Source Committed? No
 Is this 100% commercial financing? No

3) Lender/Source: _____
 Street Address: _____
 City: _____
 Contact Name: _____
 Phone Number: _____ Ext.: _____
 Type of Financing: _____
 Is the Lender/Source Committed? No
 Is this 100% commercial financing? No

4) Lender/Source: _____
 Street Address: _____
 City: _____
 Contact Name: _____
 Phone Number: _____ Ext.: _____
 Type of Financing: _____
 Is the Lender/Source Committed? No
 Is this 100% commercial financing? No

5) Lender/Source: _____
 Street Address: _____
 City: _____
 Contact Name: _____
 Phone Number: _____ Ext.: _____
 Type of Financing: _____
 Is the Lender/Source Committed? No
 Is this 100% commercial financing? No

6) Lender/Source: _____
 Street Address: _____
 City: _____
 Contact Name: _____
 Phone Number: _____ Ext.: _____
 Type of Financing: _____
 Is the Lender/Source Committed? No
 Is this 100% commercial financing? No

7) Lender/Source: _____
 Street Address: _____
 City: _____
 Contact Name: _____
 Phone Number: _____ Ext.: _____
 Type of Financing: _____
 Is the Lender/Source Committed? No
 Is this 100% commercial financing? No

8) Lender/Source: _____
 Street Address: _____
 City: _____
 Contact Name: _____
 Phone Number: _____ Ext.: _____
 Type of Financing: _____
 Is the Lender/Source Committed? No
 Is this 100% commercial financing? No

9) Lender/Source: _____
 Street Address: _____
 City: _____
 Contact Name: _____
 Phone Number: _____ Ext.: _____
 Type of Financing: _____
 Is the Lender/Source Committed? No
 Is this 100% commercial financing? No

10) Lender/Source: _____
 Street Address: _____
 City: _____
 Contact Name: _____
 Phone Number: _____ Ext.: _____
 Type of Financing: _____
 Is the Lender/Source Committed? No
 Is this 100% commercial financing? No

11) Lender/Source: _____
 Street Address: _____
 City: _____
 Contact Name: _____
 Phone Number: _____ Ext.: _____
 Type of Financing: _____
 Is the Lender/Source Committed? No
 Is this 100% commercial financing? No

12) Lender/Source: _____
 Street Address: _____
 City: _____
 Contact Name: _____
 Phone Number: _____ Ext.: _____
 Type of Financing: _____
 Is the Lender/Source Committed? No
 Is this 100% commercial financing? No

III. PROJECT FINANCING - SECTION 2: PERMANENT FINANCING

A. Permanent Financing

List Below All Projected Sources Required To Complete Construction

Name of Lender/Source	Term (months)	Interest Rate	Residual Receipts / Deferred Pymt.	Annual Debt Service	Amount of Funds
1)					
2)					
3)					
4)					
5)					
6)					
7)					
8)					
9)					
10)					
11)					
12)					
Total Permanent Financing:					
Total Tax Credit Equity:					
Total Sources of Project Funds:					

1) Lender/Source: _____
 Street Address: _____
 City: _____
 Contact Name: _____
 Phone Number: _____ Ext.: _____
 Type of Financing: _____
 Is the Lender/Source Committed? No
 Is this 100% commercial financing? No

2) Lender/Source: _____
 Street Address: _____
 City: _____
 Contact Name: _____
 Phone Number: _____ Ext.: _____
 Type of Financing: _____
 Is the Lender/Source Committed? No
 Is this 100% commercial financing? No

3) Lender/Source: _____
 Street Address: _____
 City: _____
 Contact Name: _____
 Phone Number: _____ Ext.: _____
 Type of Financing: _____
 Is the Lender/Source Committed? No
 Is this 100% commercial financing? No

4) Lender/Source: _____
 Street Address: _____
 City: _____
 Contact Name: _____
 Phone Number: _____ Ext.: _____
 Type of Financing: _____
 Is the Lender/Source Committed? No
 Is this 100% commercial financing? No

5) Lender/Source: _____
 Street Address: _____
 City: _____
 Contact Name: _____
 Phone Number: _____ Ext.: _____
 Type of Financing: _____
 Is the Lender/Source Committed? No
 Is this 100% commercial financing? No

6) Lender/Source: _____
 Street Address: _____
 City: _____
 Contact Name: _____
 Phone Number: _____ Ext.: _____
 Type of Financing: _____
 Is the Lender/Source Committed? No
 Is this 100% commercial financing? No

7) Lender/Source: _____
 Street Address: _____
 City: _____
 Contact Name: _____
 Phone Number: _____ Ext.: _____
 Type of Financing: _____
 Is the Lender/Source Committed? No
 Is this 100% commercial financing? No

8) Lender/Source: _____
 Street Address: _____
 City: _____
 Contact Name: _____
 Phone Number: _____ Ext.: _____
 Type of Financing: _____
 Is the Lender/Source Committed? No
 Is this 100% commercial financing? No

9) Lender/Source: _____
 Street Address: _____
 City: _____
 Contact Name: _____
 Phone Number: _____ Ext.: _____
 Type of Financing: _____
 Is the Lender/Source Committed? No
 Is this 100% commercial financing? No

10) Lender/Source: _____
 Street Address: _____
 City: _____
 Contact Name: _____
 Phone Number: _____ Ext.: _____
 Type of Financing: _____
 Is the Lender/Source Committed? No
 Is this 100% commercial financing? No

11) Lender/Source: _____
 Street Address: _____
 City: _____
 Contact Name: _____
 Phone Number: _____ Ext.: _____
 Type of Financing: _____
 Is the Lender/Source Committed? No
 Is this 100% commercial financing? No

12) Lender/Source: _____
 Street Address: _____
 City: _____
 Contact Name: _____
 Phone Number: _____ Ext.: _____
 Type of Financing: _____
 Is the Lender/Source Committed? No
 Is this 100% commercial financing? No

III. PROJECT FINANCING - SECTION 3: INCOME INFORMATION

A. Low Income Units

(a) Bedroom Type(s)	(b) Number of Units	(c) Proposed Monthly Rent (Less Utilities)	(d) Total Monthly Rents (b x c)	(e) Monthly Utility	(f) Monthly Rent Plus Utilities (c + e)	(g) % of Targeted Area Median Income	(h) % of Actual AMI
Total # Units:		Total:					

B. Manager Units

State law requires an onsite manager's unit for projects with 16 or more residential units.

TCAC Regulation Section 10327(g)(1) requires at least 1 manager's unit for every 80 residential units.

Special Needs projects may demonstrate 24-hour desk staffing in lieu of an onsite manager's unit.

(a) Bedroom Type(s)	(b) Number of Units	(c) Proposed Monthly Rent (Less Utilities)	(d) Total Monthly Rents (b x c)
Total # Units:		Total:	

No	Special Needs project with 24-hour desk staffing
----	--

C. Market Rate Units

(a) Bedroom Type(s)	(b) Number of Units	(c) Proposed Monthly Rent (Less Utilities)	(d) Total Monthly Rents (b x c)
Total # Units:		Total:	
Aggregate Monthly Rents For All Units:			
Aggregate Annual Rents For All Units:			

D. Rental Subsidy Income/Operating Subsidy, if any.

Number of Units Receiving Assistance:	
Length of Contract (years):	
Expiration Date of Contract:	
Total Projected Annual Rental Subsidy:	

E. Miscellaneous Income

Annual Income from Laundry Facilities:	
Annual Income from Vending Machines:	
Annual Interest Income:	
Other Annual Income: (specify here)	
Total Miscellaneous Income:	
Total Annual Potential Gross Income:	

F. Monthly Resident Utility Allowance by Unit Size

(utility allowances must be itemized and must agree with the PHA utility allowance schedule)

	SRO / STUDIO	1 BR	2 BR	3 BR	4 BR	() BR
Space Heating:						
Water Heating:						
Cooking:						
Lighting:						
Electricity:						
Other: (specify here)						
Total:						

Name of PHA or California Energy Commission Providing Utility Allowances:

--

G. Annual Residential Operating Expenses

Administrative	Advertising:	
	Legal:	
	Accounting/Audit:	
	Security:	
	Other: (specify here)	
Total Administrative:		
Management	Total Management:	
Utilities	Fuel:	
	Gas:	
	Electricity:	
	Water/Sewer:	
	Total Utilities:	
Payroll / Payroll Taxes	On-site Manager:	
	Maintenance Personnel:	
	Other: (specify here)	
	Total Payroll / Payroll Taxes:	
Maintenance		
	Painting:	
	Repairs:	
	Trash Removal:	
	Exterminating:	
	Grounds:	
	Elevator:	
	Other: (specify here)	
Total Maintenance:		
Other Expenses	Other: (specify here)	
	Other: (specify here)	
	Other: (specify here)	
	Other: (specify here)	
	Other: (specify here)	
	Total Other Expenses:	

Total Expenses

Total Annual Residential Operating Expenses:	
Total Number of Units in the Project:	
Total Annual Operating Expenses Per Unit:	
Total 3-Month Operating Reserve:	
Total Annual Internet Expense (site amenity election):	*
Total Annual Services Amenities Budget (from project expenses):	*
Total Annual Reserve for Replacement:	*
Total Annual Real Estate Taxes:	*

* Please include in the identified lines on **THIS** page and **NOT** on any of the line items on Page 18. Please note that these will still need to be included when determining the net cash flow in the 15 year proforma (Tab 2).

H. Commercial Income*

Total Annual Commercial/Non-Residential Revenue:	
Total Annual Commercial/Non-Residential Expenses:	
Total Annual Commercial/Non-Residential Debt Service:	
Total Annual Commercial/Non-Residential Net Income:	

*The Sources and Uses Budget must separately detail apportioned amounts for residential and commercial space. Separate cash flow projections shall be provided for residential and commercial space. Income from the residential portion of a project shall not be used to support any negative cash flow of a commercial portion, and commercial income should not support the residential portion (Sections 10322(h)(14), (22); 10327(g)(7)).

III. PROJECT FINANCING - SECTION 4: LOAN AND GRANT SUBSIDIES

A. Inclusion/Exclusion From Eligible Basis

	Included in Eligible Basis Yes/No	Amount
HOME Investment Partnership Act (HOME)	N/A	
RHS 514, 515, 516	N/A	
RHS 538	N/A	
Redevelopment Set-aside Funds	N/A	
Community Development Block Grant (CDBG)	N/A	
HOPE VI	N/A	
McKinney-Vento Homeless Assistance Program	N/A	
Taxable bond financing	N/A	
State: (specify here)	N/A	
Local: (specify here)	N/A	
Private: (specify here)	N/A	
Other: (specify here)	N/A	
Other: (specify here)	N/A	
Other: (specify here)	N/A	
Other: (specify here)	N/A	

B. Rental Subsidy Anticipated

Indicate By Percent Of Units Affected, Any Rental Subsidy Expected To Be Available To The Project.

Approval Date:		Approval Date:	
Source:		Source:	
Percentage:		Percentage:	
Units Subsidized:		Units Subsidized:	
Amount Per Year:		Amount Per Year:	
Total Subsidy:		Total Subsidy:	
Term:		Term:	

C. Pre-Existing Subsidies (Acq./Rehab. or Rehab-Only projects)

Indicate The Subsidy Amount For Any Of The Following Currently Utilized By The Project.

Sec 221(d)(3) BMIR:		RHS 514/515:	
HUD Sec 236:		RHS 521 (rent subsidy):	
RHS 538:		State / Local:	
HUD Section 8:		Rent Sup / RAP:	
HUD SHP:		Other: (specify here)	
Will the subsidy continue?:	No	Other amount:	
If yes enter amount:			

III. PROJECT FINANCING - SECTION 5: THRESHOLD BASIS LIMIT

A. Threshold Basis Limit

Unit Size	Unit Basis Limit	No. of Units	(Basis) X (No. of Units)
SRO/STUDIO			
1 Bedroom			
2 Bedrooms			
3 Bedrooms			
4+ Bedrooms			
TOTAL UNADJUSTED THRESHOLD BASIS LIMIT:			
		Yes/No	
(a)	Plus (+) 20% basis adjustment for projects required to pay state or federal prevailing wages.	<input type="text" value="No"/>	
(b)	Plus (+) 7% basis adjustment for new construction projects which are required to provide parking beneath residential units (but not "tuck under" parking).	<input type="text" value="No"/>	
(c)	Plus (+) 2% basis adjustment for projects where a day care center is part of the development.	<input type="text" value="No"/>	
(d)	Plus (+) 2% basis adjustment for projects where 100 percent of the units are for Special Needs populations.	<input type="text" value="No"/>	
(e)	Plus (+) 4% basis adjustment for projects applying under Section 10325 or Section 10326 of these regulations that either, (a) exceed Title 24 standards by at least 35%, or (b) includes 3 of the features in the section: Item (e) Features.	<input type="text" value="No"/>	
(f)	Plus (+) the lesser of the associated costs or up to a 15% basis adjustment for projects requiring seismic upgrading of existing structures, and/or projects requiring toxic or other environmental mitigation as certified by the project architect/ engineer +costs. If Yes, select type: <input type="text" value="N/A"/>	<input type="text" value="No"/>	
(g)	Plus (+) at the discretion of the Executive Director, up to a maximum 5% basis adjustment for projects that include distributive energy technologies such as microturbines and/or renewable energy sources such as solar.	<input type="text" value="No"/>	
(h)	Plus (+) local development impact fees required to be paid to local government entities. Certification from local entities assessing fees also required.	<input type="text" value="No"/>	
(i)	Plus (+) 10% basis adjustment for projects wherein at least 95% of the project's upper floor units are serviced by an elevator.	<input type="text" value="No"/>	
TOTAL ADJUSTED THRESHOLD BASIS LIMIT:			

ITEM (e)

Exceeds Title 24 by a minimum of 35%:

No

Or

Select at least 3 of the following item (e) features:

FEATURES

N/A Exceed Title 24 standards by at least 15%.

N/A Use tankless hot water heaters, a high efficiency condensing boiler (92% AFUE or greater), or a solar thermal domestic hot water pre-heating system.

N/A Use a Minimum Efficiency Report Value (MERV) 8 or higher air-filter for HVAC systems that introduce outside air.

N/A Irrigation system using only reclaimed water and/or captured rainwater.

N/A Recycle at least 75% of construction and demolition waste (measured by either weight or volume).

N/A Install natural linoleum, natural rubber, or ceramic tile for all kitchens and bathrooms (where no VOC adhesives or backing is also used).

N/A Install bamboo, stained concrete, cork, salvaged or FSC-Certified wood, ceramic tile, or natural linoleum in all living rooms or 50% of all common areas.

N/A Install CRI Green Label Plus Carpet, or no carpet, in all bedrooms.

N/A Vent kitchen range hoods to the exterior of the building in at least 80% of units.

N/A Use at least four recycled products listed in the Construction, Flooring, or Recreation section of the California Integrated Waste Management Board's Recycled Content Products Database, www.ciwmb.ca.gov/RC

IV. SOURCES AND USES BUDGET - SECTION 1: SOURCES AND USES BUDGET					Permanent Sources								
	TOTAL PROJECT COST	RES. COST	COM'L. COST	TAX CREDIT EQUITY	1)	2)	3)	4)	5)	6)	7)	8)	9)
LAND COST/ACQUISITION													
¹ Land Cost or Value													
² Demolition													
Legal													
Land Lease Rent Prepayment													
¹ Total Land Cost or Value													
Existing Improvements Value													
² Off-Site Improvements													
Total Acquisition Cost													
Total Land Cost / Acquisition Cost													
REHABILITATION													
Site Work													
Structures													
General Requirements													
Contractor Overhead													
Contractor Profit													
Prevailing Wages													
General Liability Insurance													
Other: (Specify)													
Total Rehabilitation Costs													
Total Relocation Expenses													
NEW CONSTRUCTION													
Site Work													
Structures													
General Requirements													
Contractor Overhead													
Contractor Profit													
Prevailing Wages													
General Liability Insurance													
Other: (Specify)													
Total New Construction Costs													
ARCHITECTURAL FEES													
Design													
Supervision													
Total Architectural Costs													
Total Survey & Engineering													
CONSTRUCTION INTEREST & FEES													
Construction Loan Interest													
Origination Fee													
Credit Enhancement/Application Fee													
Bond Premium													
Taxes													
Insurance													
Title & Recording													
Other: (Specify)													
Other: (Specify)													
Total Construction Interest & Fees													
PERMANENT FINANCING													
Loan Origination Fee													
Credit Enhancement/Application Fee													
Title & Recording													
Taxes													
Insurance													
Other: (Specify)													
Other: (Specify)													
Total Permanent Financing Costs													
Subtotals Forward													

IV. SOURCES AND USES BUDGET - SECTION 1: SOURCES AND USES BUDGET					Permanent Sources								
	TOTAL PROJECT COST	RES. COST	COM'L. COST	TAX CREDIT EQUITY	1)	2)	3)	4)	5)	6)	7)	8)	9)
LEGAL FEES													
Lender Legal Paid by Applicant													
Other: (Specify)													
Total Attorney Costs													
RESERVES													
Rent Reserves													
Capitalized Rent Reserves													
3-Month Operating Reserve													
Other: (Specify)													
Total Reserve Costs													
APPRAISAL													
Total Appraisal Costs													
Total Contingency Cost													
OTHER PROJECT COSTS													
TCAC App/Allocation/Monitoring Fees													
Environmental Audit													
Local Development Impact Fees													
Permit Processing Fees													
Capital Fees													
Marketing													
Furnishings													
Market Study													
Accounting/Reimbursables													
Soft Cost Contingency													
Other: (Specify)													
Other: (Specify)													
Other: (Specify)													
Other: (Specify)													
Other: (Specify)													
Total Other Costs													
SUBTOTAL PROJECT COST													
DEVELOPER COSTS													
Developer Overhead/Profit													
Consultant/Processing Agent													
Project Administration													
Broker Fees Paid to a Related Party													
Const. Oversight by Developer													
Other: (Specify)													
Total Developer Costs													
TOTAL PROJECT COSTS													

Note: Syndication Costs may not be included as a project cost.
Calculate Maximum Developer Fee using the eligible basis subtotals.

¹ Required: evidence of land value (see Tab 1). TCAC will not accept a budget with a nominal land value. Please refer to the TCAC website for additional information and guidance. Land value must be included in Total Project Costs.

² Required: include a detailed explanation of Demolition and Offsite Improvements requirements as well as a cost breakdown in Attachment 12, Construction and Design Description.

[illegible]

V. BASIS AND CREDITS - SECTION 1: BASIS AND CREDITS

Determination of Eligible and Qualified Basis

A. Basis and Credits

	70% PVC for New Construction/ Rehabilitation	30% PVC for Acquisition
Total Eligible Basis:		
Ineligible Amounts		
Subtract All Grant Proceeds Used to Finance Costs in Eligible Basis:		
Subtract BMIR Federal Financing of Costs in 9% Eligible Basis:		
Subtract Non-Qualified Non-Recourse Financing:		
Subtract Non-Qualifying Portion of Higher Quality Units:		
Subtract Historic Credit (residential portion only):		
Total Ineligible Amounts:		
Total Eligible Basis Amount Voluntarily Excluded:		
Total Basis Reduction:		
Total Requested Unadjusted Eligible Basis:		
*Qualified Census Tract(QCT) or Difficult to Develop Area(DDA) Adjustment:	100%	100%
Total Adjusted Eligible Basis:		
Applicable Fraction:		
Qualified Basis:		
Total Qualified Basis:		
**Total Credit Reduction:		
Total Adjusted Qualified Basis:		

*130% boost if your project is located in a DDA or QCT, or Reg. Section 10317(d) as applicable.

(Boost is auto calculated from your selection in: II. APPLICATION - SECTION 2: GENERAL AND SUMMARY INFORMATION - B)

**to be calculated in: "Points System". See Checklist.

B. Determination of Federal Credit

	New Construction /Rehabilitation	Acquisition
Adjusted Qualified Basis, After Credit Reduction:		
*Applicable Percentage:	9.00%	3.40%
Subtotal Annual Federal Credit:		
Total Combined Annual Federal Credit:		

*The applicable percentage for construction-related basis is 9%. For 2010, the applicable percentage for acquisition basis is set at 3.40%. Applicants are required to use these percentages in calculating credit.

C. Determination of Minimum Federal Credit Necessary For Feasibility

Total Project Cost

Permanent Financing

Funding Gap

Federal Tax Credit Factor

Use the higher of the federal tax credit factor listed in your Investor's letter (i.e. ATTACHMENT 16: Terms of Syndication Agreement), OR the minimum federal tax credit factor established by an independent CPA (if no syndication). **The federal tax credit factor must be between \$0.70 and \$0.78 for Rural set-aside projects; the factor for all other applicants must be between \$0.70 and \$0.80.**

Total Credits Necessary for Feasibility

Annual Federal Credit Necessary for Feasibility

Maximum Annual Federal Credits

Equity Raised From Federal Credit

Remaining Funding Gap

If Applying For State Credit Complete Section (D) & (E)

D. Determination of State Credit

Adjusted Qualified Basis

(only rehabilitation or new construction basis, except in rare cases of At-Risk projects eligible for State Credit on the acquisition basis at the 0.13 factor)

Factor Amount

Total State Credit

NC/Rehab

Acquisition

(.13 if federally-subsidized)

30%

13%

\$0

E. Determination of Minimum State Credit Necessary for Feasibility

State Tax Credit Factor

Use the higher of the state tax credit factor listed in your Investor's letter (i.e. ATTACHMENT 16: Terms of Syndication Agreement), OR the minimum state tax credit factor established by an independent CPA (if no syndication). **The state tax credit factor must be between \$0.50 and \$0.60.**

State Credit Necessary for Feasibility

Maximum State Credit

Proceeds raised from the State Credit

Remaining Funding Gap

VI. POINTS SYSTEM - SECTION 1: POINTS SYSTEM

A maximum of 20 points shall be available in combining the cost efficiency, credit reduction, and public funds categories.

A. Cost Efficiency/Credit Reduction/Public Funds

Maximum 20 Points

A(1) Cost Efficiency

20 Points

For new construction, at-risk development, or a substantial rehabilitation development where the hard costs of rehabilitation is at least \$40,000 per unit.

Make a selection: Not Applying for Cost Efficiency

Projects total eligible basis that is below the maximum calculated threshold basis limits, including permitted adjustments receives 1 point for each full % below the maximum permitted adjusted threshold basis limits.

- 1) Project's adjusted threshold basis limits: _____
- 2) Project's total eligible basis: _____
- 3) Difference in threshold basis limits: _____
- 4) Calculated percent below adjusted threshold basis limits: _____ **0%** (Rounded down to the nearest whole percent)

Total Points for Cost Efficiency: 0

A(2) Credit Reduction

20 Points

Credit Reduction: 0% (1 point for each full % that the qualified basis is reduced)

- 1) Total Qualified Basis: _____ **\$0**
- 2) Credit Percent Reduction: _____ **0%**
- 3) Total Qualified Basis Reduction: _____ **\$0**
(This figure was rounded up to the nearest whole number on the worksheet "Basis & Credits")
- 4) Project's Total Adjusted Qualified Basis : _____ **\$0**

Total Points for Credit Reduction: 0

A(3) Public Funds Section

20 Points

Total committed funds (including assumptions), fee waivers, or value of donated land

*****(1 point for each full % of Total Development Cost including the value of any donations or fee waivers)**

- * Federal, state or local funds
- * Outstanding Principal Balances of Prior Direct Federal Debt or Subsidized Debt as of the application filing deadline.
- * Local Community Foundation funds
- * Awarded AHP funds
- Waiver of fees resulting in quantifiable cost savings and not required by federal or state law.
- ** Donated or leased land by a public entity
- ** Donated land as part of an inclusionary housing ordinance
- Date land was purchased or acquired
- Purchased price of land
- Appraised value of land

Total committed funds, fee waivers, or value of donated land: _____ **\$0**

***Total project cost: _____ **\$0**

Percentage of funds versus TDC: _____ **0%** (rounded down)

Total Points for Public Funds: 0

*To receive points in this category, committed funds must be part of the permanent sources for the development. All loans must be "soft" or residual receipts loans, including outstanding principal balances of prior direct federal debt or subsidized debt, and that have terms for at least the first fifteen years. In addition, if the principal balances of any prior publicly funded or subsidized loans are to be assumed, verification of the loan assumption or other required procedure by the agency initially approving the subsidy to satisfy the commitment requirements must be provided.

To receive points in this category, the value of land donated by a public entity, or as part of an inclusionary housing ordinance, must be supported by an independent, third party appraisal. Points for donated or leased land shall be calculated based on the lesser of the purchase price or appraised value, except that points for land owned by the public entity for more than three years prior to the application filing deadline shall be calculated based on its appraised value. **Donated land value must be included in Total Project Cost and Sources and Uses Budget. Evidence of land value is required (see Tab 1).

Total Points for Cost Efficiency, Credit Reduction, & Public Funds:	0
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B. General Partner and Management Company Characteristics	Maximum 9 Points
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B(1) General Partner Experience	6 Points
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Select from the following:

0 projects in service under or over 3 years (0 points)

General Partner Name:

Total Points for General Partner Experience:	0
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To receive points under this subsection for projects in existence for over 3 years from the filing deadline date, the applicant must submit a certification from a certified public accountant that the projects for which it is requesting points have maintained a positive operating cash flow from typical residential income alone (e.g. rents, rental subsidies, late fees, forfeited deposits, etc.) for the year in which each development's last financial statement has been prepared (which must be effective no more than one year prior to the application deadline) and have funded reserves in accordance with the partnership agreement and any applicable loan documents. To obtain points for projects previously owned by the proposed general partner, a similar certification must be submitted with respect to the last full year of ownership by the proposed general partner, along with verification of the number of years that the project was owned by that general partner. This certification must list the specific projects for which the points are being requested. The certification by the certified public accountant may be in the form of an agreed upon procedure report that includes funded reserves as of the report date, which shall be dated within 60 days of the application deadline.

B(2) Management Company Experience	3 Points
---	-----------------

Select from the following:

0 projects in service under or over 3 years (0 points)

Management Company Name:

0

Total Points for Management Company Experience:	0
--	----------

Points in subsections (A) and (B) above will be awarded in the highest applicable category and are not cumulative. For maximum points in either subsection (A) or (B) above, a completed application attachment for the general partner or for the management agent, respectively, must be provided. For points to be awarded in subsection (B), an enforceable management agreement executed by both parties for the subject application must be submitted at the time of application. "Projects" as used in this subsections (A) and (B) means multifamily, rental, affordable developments of over 10 units that are subject to a recorded regulatory agreement or, in the case of housing on tribal lands, where federal HUD funds have been utilized in affordable rental developments. General Partner and Management Company experience points may be given based on the experience of the principals involved, or on the experience of municipalities or other nonprofit entities that have experience but have formed single-asset entities for each project in which they have participated, notwithstanding that the entity itself would not otherwise be eligible for such points. Alternatively, a management company may receive 2 points if it provides evidence that the management agent assigned to the project, either on-site or with management responsibilities for the site, has been certified, prior to application deadline, by a housing tax credit certification examination by a nationally recognized housing tax credit compliance entity and be on a list maintained by the Committee. These points may substitute for other management company experience but will not be awarded in addition to such points.

Total Points for General Partner & Management Company Characteristics:	0
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C. Housing Needs**Maximum 10 Points**

(Select one)

10 Points

Total Points for Housing Needs:	0
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D. Site & Service Amenities**Maximum 25 Points****D(1) Site Amenities****15 Points**

Amenities must be appropriate to the tenant population served. To receive points the amenity must be in place at the time of application, except under the Public School subsection as indicated in Regulation Section 10325(c)(5)(A)(5). The application must include a map scaled for distance using a standardized radius from the development site as determined by the Committee. Measurement from the project to a site must not include physical barriers. The map must show the distance of the site amenities from the development site. An application proposing a project located on multiple scattered sites (all sites within a five-mile diameter range) shall be scored proportionately in the site amenities based upon (i) each site's score, and (ii) the percentage of units represented by each site. Applicants must provide color photographs, a contact person and a contact telephone number for each requested site amenity. Any inaccurate information will be subject to negative points. No more than 15 points will be awarded in this category. Only one point award will be available in each of the subcategories (a-h) listed below. Amenities may include:

a) Transit-Oriented Development Strategy

(i) Being part of a public transit-oriented development strategy where there is a transit station, rail station, commuter rail station, or bus station, or bus stop within 1/4 mile from the project site with service at least every 30 minutes during the hours of 7-9 a.m. and 4-6 p.m. and the project's density exceeds 25 units per acre.	7 Points
(ii) The project site is within 1/4 mile of a transit station, rail station, commuter rail station or bus station, or bus stop with service at least every 30 minutes during the hours of 7-9 a.m. and 4-6 p.m.	6 Points
(iii) The project site is within 1/3 mile of a bus stop with service at least every 30 minutes during the hours of 7-9 a.m. and 4-6 p.m.	5 Points
(iv) The project site is located within 500 feet of a regular bus stop or a rapid transit system stop. (For rural set-aside projects, these points may be awarded where van or dial-a-ride service is provided to tenants.	4 Points
(v) The project site is located within 1,500 feet of a regular bus stop or rapid transit system stop.	3 Points

Select one:

N/A

A private bus or transit system providing free service may be substituted with prior approval from the CTCAC Executive Director. This prior approval must be received before the application deadline and the bus or transit system must meet the relevant headway and distance criteria stated above. If pre-approved, select applicable point category above.

Total Points for Transit-Oriented Development Strategy Amenity:	0
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b) Public Park

- (i) The site is within 1/4 mile of a public park (1/2 mile for Rural set-aside projects) (not including school grounds unless there is a bona fide, formal joint-use agreement between the jurisdiction responsible for the park's/recreation facilities and the school district providing availability to the general public of the school grounds and/or facilities) or a community center accessible to the general public. **3 Points**

Joint-use agreement (if yes, please provide a copy)

N/A

- (ii) The site is within 1/2 mile (1 mile for Rural set-aside). **2 Points**

Select one:

N/A

Total Points for Public Park Amenity: 0

c) Book-Lending Public Library

- (i) The site is within 1/4 mile of a book-lending public library that also allows for inter-branch lending when in a multi-branch system (1/2 mile for Rural set-aside projects). **3 Points**

- (ii) The site is within 1/2 mile of a book-lending public library that also allows for inter-branch lending when in a multi-branch system (1 mile for Rural set-aside projects). **2 Points**

Select one:

N/A

Total Points for Public Library Amenity: 0

d) Full-Scale Grocery Store, Supermarket, Neighborhood Market, or Farmers' Market

Please refer to Application Checklist for supporting documentation requirements

- (i) The site is within 1/4 mile of a full scale grocery store/supermarket of at least 25,000 gross interior square feet where staples, fresh meat, and fresh produce are sold (1/2 mile for Rural set-aside projects). **5 Points**

- (ii) The site is within 1/2 mile of a full scale grocery store/supermarket of at least 25,000 gross interior square feet where staples, fresh meat, and fresh produce are sold (1 mile for Rural set-aside projects). **4 Points**

- (iii) The site is within 1.5 miles of a full scale grocery store/supermarket of at least 25,000 gross interior square feet where staples, fresh meat, and fresh produce are sold (3 miles for Rural set-aside projects). **3 Points**

- (iv) The site is within 1/4 mile of a neighborhood market of 5,000 gross interior square feet or more where staples, fresh meat, and fresh produce are sold (1/2 mile for Rural set-aside projects). **4 Points**

- (v) The site is within 1/2 mile of a neighborhood market of 5,000 gross interior square feet or more where staples, fresh meat, and fresh produce are sold (1 mile for Rural set-aside projects). **3 Points**

- (vi) The site is within 1/4 mile of a weekly farmers' market certified by the California Federation of Certified Farmers' Markets, and operating at least 5 months in a calendar year. **2 Points**

- (vii) The site is within 1/2 mile of a weekly farmers' market certified by the California Federation of Certified Farmers' Markets, and operating at least 5 months in a calendar year. **1 Point**

Select one:

N/A

Total Points for Full-Scale Grocery Store/Supermarket or Convenience Market Amenity: 0

e) Large Family Developments: Public Elementary, Middle, or High School

- (i) For a **large family development** the site is within 1/4 mile of a public elementary, middle, or high school that children living in the development may attend (1/2 mile for Rural set-aside projects). **3 Points**

- (ii) The site is within 1/2 mile of a public elementary, middle, or high school for children living in the development may attend (1 mile for Rural Set-aside projects). **2 Points**

Select one: N/A

Total Points for Public Elementary, Middle, or High School Amenity:	0
--	----------

f) Senior Developments: Daily Operated Senior Center

- (i) For a **senior development** the project site is within 1/4 mile of a daily operated senior center or a facility offering daily services to seniors (not on the project site) (1/2 mile for Rural set-aside) **3 Points**

- (ii) The project site is within 1/2 mile of a daily operated senior center or a facility offering daily services to seniors (not on the project site) (1 mile for Rural Set-aside). **2 Points**

Select one: N/A

Total Points for Daily Operated Senior Center Amenity:	0
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g) Special Needs or SRO Development: Population Specific Service Oriented Facility

- (i) For a **special needs or SRO development**, the site is located within 1/2 mile of a facility that operates to serve the population living in the development. **3 Points**

- (ii) The project site is located within 1 mile of a facility that operates to serve the population living in the development. **2 Points**

Select one: N/A

Total Points for Population Specific Service Oriented Facility Amenity:	0
--	----------

h) Medical Clinic or Hospital

- (i) The site is within 1/2 mile (1 mile for Rural Set-aside) of a medical clinic or hospital (not merely a private doctor's office). **3 Points**

- (ii) The site is within 1 mile (1.5 mile for Rural Set-aside) of a medical clinic or hospital (not merely a private doctor's office). **2 Points**

Select one: N/A

Total Points for Medical Clinic or Hospital Amenity:	0
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i) Pharmacy

- (i) The site is within 1/4 mile of a pharmacy (1/2 mile for Rural Set-aside). (This category may be combined with the other site amenities above). **2 Points**

- (ii) The site is within 1/2 mile of a pharmacy (1 mile for Rural Set-aside). (This category may be combined with the other site amenities above). **1 Point**

Select one: N/A

Total Points for Pharmacy:	0
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j) In-unit High Speed Internet Service

- (i) High speed internet service with a 768 kilobytes/second capacity provided in each unit free of charge to the tenants for a minimum of 10 years, and available within 6 months of the project's placed-in-service date. If internet service is selected, it must be provided even if it is not needed for points.

2 Points

- (ii) **Rural set-aside only:** High speed internet service with a 768 kilobytes/second capacity provided in each unit free of charge to the tenants for a minimum of 10 years, and available within 6 months of the project's placed-in-service date. If internet service is selected, it must be provided even if it is not needed for points.

3 Points

Select one:

N/A

Total Points for Internet Service: 0

Total Points for Site Amenities: 0

Site Amenity Contact List:

Amenity Name: _____
 Address: _____
 City, Zip: _____
 Contact Person: _____
 Phone: _____ Ext.: _____
 Amenity Type: _____
 Website: _____
 Distance in miles: _____

For TCAC Use Only:
 Points requested/received? _____ Yes _____ No
 If no, points awarded and actual mileage: _____ / _____

Amenity Name: _____
 Address: _____
 City, Zip: _____
 Contact Person: _____
 Phone: _____ Ext.: _____
 Amenity Type: _____
 Website: _____
 Distance in miles: _____

For TCAC Use Only:
 Points requested/received? _____ Yes _____ No
 If no, points awarded and actual mileage: _____ / _____

Amenity Name: _____
 Address: _____
 City, Zip: _____
 Contact Person: _____
 Phone: _____ Ext.: _____
 Amenity Type: _____
 Website: _____
 Distance in miles: _____

For TCAC Use Only:
 Points requested/received? _____ Yes _____ No
 If no, points awarded and actual mileage: _____ / _____

Amenity Name: _____
 Address: _____
 City, Zip: _____
 Contact Person: _____
 Phone: _____ Ext.: _____
 Amenity Type: _____
 Website: _____
 Distance in miles: _____

For TCAC Use Only:
 Points requested/received? _____ Yes _____ No
 If no, points awarded and actual mileage: _____ / _____

Amenity Name: _____
 Address: _____
 City, Zip: _____
 Contact Person: _____
 Phone: _____ Ext.: _____
 Amenity Type: _____
 Website: _____
 Distance in miles: _____

For TCAC Use Only:
 Points requested/received? _____ Yes _____ No
 If no, points awarded and actual mileage: _____ / _____

Amenity Name: _____
 Address: _____
 City, Zip: _____
 Contact Person: _____
 Phone: _____ Ext.: _____
 Amenity Type: _____
 Website: _____
 Distance in miles: _____

For TCAC Use Only:
 Points requested/received? _____ Yes _____ No
 If no, points awarded and actual mileage: _____ / _____

Amenity Name: _____
 Address: _____
 City, Zip _____
 Contact Person: _____
 Phone: _____ Ext.: _____
 Amenity Type: _____
 Website: _____
 Distance in miles: _____

Amenity Name: _____
 Address: _____
 City, Zip _____
 Contact Person: _____
 Phone: _____ Ext.: _____
 Amenity Type: _____
 Website: _____
 Distance in miles: _____

<i>For TCAC Use Only:</i>	
Points requested received?	☐ Yes ☐ No
If no, points awarded and actual mileage <input type="text"/> / <input type="text"/>	

<i>For TCAC Use Only:</i>	
Points requested received?	☐ Yes ☐ No
If no, points awarded and actual mileage <input type="text"/> / <input type="text"/>	

Amenity Name: _____
 Address: _____
 City, Zip _____
 Contact Person: _____
 Phone: _____ Ext.: _____
 Amenity Type: _____
 Website: _____
 Distance in miles: _____

Amenity Name: _____
 Address: _____
 City, Zip _____
 Contact Person: _____
 Phone: _____ Ext.: _____
 Amenity Type: _____
 Website: _____
 Distance in miles: _____

<i>For TCAC Use Only:</i>	
Points requested received?	☐ Yes ☐ No
If no, points awarded and actual mileage <input type="text"/> / <input type="text"/>	

<i>For TCAC Use Only:</i>	
Points requested received?	☐ Yes ☐ No
If no, points awarded and actual mileage <input type="text"/> / <input type="text"/>	

D(2) Service Amenities

10 Points

Projects that provide high-quality services designed to improve the quality of life for tenants are eligible to receive points for service amenities. Services must be appropriate to meet the needs of the tenant population served and designed to generate positive changes in the lives of tenants.

Except as provided below and in Reg. Section 10325(c)(5)(B), in order to receive points in this category, physical space for service amenities must be available when the development is placed-in-service. Services space must be located inside the project and provide sufficient square footage, accessibility and privacy to accommodate the proposed services. The amenities must be available within 6 months of the project's placed-in-service date. Services must be committed for a period of 10 years.

All services must be of a regular and ongoing nature and provided to tenants free of charge (except for day care services or any charges required by law). Services must be provided on-site except that projects may use off-site services within 1/2 mile of the development provided that they have a written agreement with the service provider 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. All organizations providing services for which the project is claiming service amenities points must have at least 24 months experience providing services to one of the target populations to be served by the project.

Items 1 through 9 are mutually exclusive. One proposed service may not receive points under two different categories. Applicants may receive ten (10) points for item 4 or 5 if double the minimum hours of instruction is provided.

Applications must include a services sources and uses budget clearly describing all anticipated income and expenses associated with the services program and that aligns with the services commitments provided (i.e. contracts, MOUs, letters, etc.) **PLEASE REFER TO REGULATION SECTION 10325(c)(5)(B) FOR COMPLETE SERVICE AMENITY POINTS REQUIREMENTS.**

No more than 10 points will be awarded in this category. **The service budget sheet MUST be completed.**

Amenities may include, but are not limited to:

N/A	(1) Service Coordinator. 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 other enrichment activities for tenants (such as holiday events, tenant council, etc.). Minimum ratio of 1 Full Time Equivalent (FTE) Service Coordinator to 600 bedrooms.	5 points
N/A	(2) Case Manager. Responsibilities must include (but are not limited to) working with tenants to develop and implement an individualized service plan, goal plan or independent living plan. Minimum ratio of 1 FTE Case Manager to 100 bedrooms.	5 points
N/A	(3) Other Services Specialist. Must provide individualized assistance, counseling and/or advocacy to tenants, such as to assist them to access education, secure employment, secure benefits, gain skills or improve health and wellness. Includes, but is not limited to: Vocational/Employment Counselor, ADL or Supported Living Specialist, Substance Abuse or Mental Health Counselor, Peer Counselor, Domestic Violence Counselor. Minimum ratio of 1 FTE Services Specialist to 600 bedrooms.	5 points
N/A	(4) Adult educational classes. Includes, but is not limited to: Financial literacy, computer training, home-buyer education, GED classes, and resume building classes. Must provide a minimum of 60 hours of instruction each year (30 hours for small developments of 20 units or less).	5 points
N/A	(4a) Adult educational classes. Includes, but is not limited to: Financial literacy, computer training, home-buyer education, GED classes, and resume building classes. Must provide a minimum of 120 hours of instruction each year (60 hours for small developments of 20 units or less).	10 points

N/A	(5) Health and wellness or skill-building classes. Includes, but is not limited to: ESL, nutrition class, exercise class, health information/awareness, art class, parenting class, on-site food cultivation and preparation classes, and smoking cessation classes. Must provide a minimum of 60 hours of instruction each year (30 hours for small developments of 20 units or less).	5 points
N/A	(5a) Health and wellness or skill-building classes. Includes, but is not limited to: ESL, nutrition class, exercise class, health information/awareness, art class, parenting class, on-site food cultivation and preparation classes, and smoking cessation classes. Must provide a minimum of 120 hours of instruction each year (60 hours for small developments of 20 units or less).	10 points
N/A	(6) Health services provided by appropriately-licensed organization or individual. Includes but is not limited to: health clinic, adult day health center, medication management services.	5 points
N/A	(7) Behavioral health services provided by appropriately-licensed organization or individual. Includes but is not limited to: mental health services and treatment, substance abuse services and treatment.	5 points
N/A	(8) Licensed child care. Must be available 20 hours or more per week, Monday through Friday, to residents of the development. (Only for large family projects or other projects in which at least 30% of units are 3 bedrooms or larger.)	5 points
N/A	(9) After school program for school age children. Includes, but is not limited to tutoring, mentoring, homework club, art and recreational activities. Minimum of 10 hours per week, Monday to Friday, offered throughout the school year. (Only for large family projects or other projects in which at least 30% of units are 3 bedrooms or larger).	5 points

The service budget sheet MUST be completed.

Total Points for Service Amenities: 0

Maximum 8 Points

E. Sustainable Building Methods

Select from the following features

N/A	(i) A new construction or adaptive reuse project that exceeds Title 24 energy standards by at least 10%. For a rehabilitation project not subject to Title 24, that reduces energy use on a per square foot basis by 25% as calculated using a methodology approved by the California Energy Commission.	4 Points
N/A	(ii) For rehabilitation projects not subject to Title 24 requirements, use of fluorescent light fixtures for at least 75% of light fixtures or comparable energy-lighting for the project's total lighting (including community rooms and any common space) throughout the compliance period.	2 Points
N/A	(iii) Use of Energy Star rated ceiling fans in all bedrooms and living rooms; or use of a whole house fan; or use of an economizer cycle on mechanically cooled HVAC systems.	2 Points
N/A	(iv) Use of water-saving fixtures or flow restrictors in the kitchen (2 gallons per minute or less) and bathrooms (1.5 gallons per minute or less).	1 Point
N/A	(v) Use of at least one High Efficiency Toilet (1.3 gallons per flush or less) or dual-flush toilet per unit.	2 Points
N/A	(vi) Use of material for all cabinets, countertops and shelving that is free of padded formaldehyde or fully sealed on all six sides by laminates and/or a low-VOC primer or sealant (150 grams per liter or less).	1 Point

N/A	(vii) Use of no-VOC interior paint (5 grams per liter or less).	1 Point
N/A	(viii) Use of CRI Green-label low-VOC carpeting and pad and low-VOC adhesives.	1 Point
N/A	(ix) Use of bathroom fans that exhaust to the outdoors and are equipped with a humidistat sensor or timer in all bathrooms.	2 Points
N/A	(x) Use of formaldehyde-free insulation.	1 Point
N/A	(xi) Use of at least one of the following recycled materials at the designated levels: a) cast-in-place concrete (20% flyash); b) carpet (25% recycled material); c) road base, fill or landscape amendments (30% recycled material).	1 Point
N/A	(xii) Project is designed to retain, infiltrate and/or treat on-site the first one-half inch of rainfall in a 24-hour period.	1 Point
N/A	(xiii) Include in the project specifications a Construction Indoor Air Quality Management plan that requires the following: a) protection of construction materials from water damage during construction; b) capping of ducts during construction; c) cleaning of ducts upon completion of construction; and d) for rehabilitation projects, implementation of a dust control plan that prevents particulates from migrating into occupied areas.	2 Points
N/A	(xiv) Project design incorporates the principles of Universal Design in at least half of the project's units by including: accessible routes of travel to the dwelling units with accessible 34" minimum clear-opening-width entry and interior doors with lever hardware and 42" minimum width hallways; accessible full bathroom on primary floor with 30" x 60" clearance parallel to the entry to 60" wide accessible showers with grab bars, valves and lever faucet/shower handles, and reinforcement applied to walls around toilet for future grab bar installations; accessible kitchen with 30" x 48" clearance parallel to and centered on front of all major fixtures and appliances.	1 Point
N/A	(xv) Project will contain nonsmoking buildings or sections of buildings. Nonsmoking sections must consist of at least half the units within the building, and those units must be contiguous.	1 Point
N/A	(xvi) The project proposed to use Historic Tax Credits.	1 Point
N/A	(xvii) The project is located in a qualified census tract (QCT) that contributes to a community revitalization plan (<u>must submit a local government letter describing neighborhood revitalization plan</u>).	1 Point

OR

Develop and commit to certifying the project with any one of the following programs

(xviii) N/A	8 Points
--------------------	-----------------

To receive these points, the applicant and the project architect or mechanical engineer must certify in the application, which of the items will be included in the project's design and specifications, and further must certify at the project's placed-in-service date that the items have been included and/or that the energy efficiency standard has been met or exceeded. Projects receiving points under this category that fail to meet the requirement will be subject to negative points under Section 10325(c)(3) above.

Total Points For Sustainable Building Methods:	0
---	----------

Maximum 52 Points

F. Lowest Income

F(1) Lowest Income Restriction for All Units

50 Points

The "Percent of Area Median Income" category may be used only once. For instance, 50% of Income Targeted Units to Total Tax Credit Units at 50% of Area Median Income (AMI) cannot be used twice for 100% at 50% and receive 50 points, nor can 50% of Income Targeted Units to Total Tax Credit Units at 50% of Area Median Income for 25 points and 40% of Income Targeted Units to Total Units at 50% of Area Median Income be used for an additional 20 points. However, the "Percent of Income Targeted Units" may be used multiple times. For example, 50% of Targeted Units at 50% of Area Median Income for 25 points may be combined with another 50% of Targeted Units at 45% of Area Median Income to achieve the maximum points. All projects must score at least 45 points in this category to be eligible for 9% Tax Credit.

***Only projects competing in the Rural Set-aside may use the 55% AMI column and selected targeting in the 50% AMI column.**

****60% AMI is included as a place-holder and will not receive any additional points.**

		Percent of Area Median Income (AMI)						
		**60%	*55%	50%	45%	40%	35%	30%
Percent of Income Targeted Units to Total Tax Credit Units (exclusive of mgr.'s units)	80%	0				45	47.5	50
	75%	0				42.5	45	47.5
	70%	0				40	42.5	45
	65%	0			35	37.5	40	42.5
	60%	0			32.5	35	37.5	40
	55%	0			30	32.5	35	37.5
	50%	0		25*	27.5	30	32.5	35
	45%	0		22.5*	25	27.5	30	32.5
	40%	0	17.5	20	22.5	25	27.5	30
	35%	0	15	17.5	20	22.5	25	27.5
	30%	0	12.5	15	17.5	20	22.5	25
	25%	0	10	12.5	15	17.5	20	22.5
	20%	0	7.5	10	12.5	15	17.5	20
	15%	0	5	7.5	10	12.5	15	17.5
	10%	0	2.5	5	7.5	10	12.5	15

Consolidate your units before entering your information into the table Do not enter any non-qualifying units into the table				
Number of Targeted Tax Credit Units	Percent of Area Median Income (AMI) (30%- 55%)	Percentage of Units to Total Units (before rounding down)	Percent of Income Targeted Units to Total Tax Credit Units (exclusive of mgr.'s units)	Points Earned
	30	0.00	0	0
	35	0.00	0	0
	40	0.00	0	0
	45	0.00	0	0
	50	0.00	0	0
	0 -Rural only	0.00	0	0
	0 -Rural only	0.00	0	0
	60	0.00	0	0
0	Total Points Requested:			0

F(2) Lowest Income for 10% of Total Restricted Units at 30% AMI**2 Points**

A project that agrees to have at least ten percent (10%) of its units available for tenants with incomes no greater than thirty percent (30%) of area median and that agrees to restrict the rents on those units accordingly can receive two additional points. The 30% units must be spread across bedroom size, and measurement must begin using 10% of the largest bedroom size; however, the requirement will not exceed a minimum of 10% of the total number of tax credit units in the development.

Bedroom Selection	Total Number of Tax Credit Units per Bedroom Size	Number of Targeted Tax Credit Units @ 30% AMI	Percentage of Units to Total Units (by bedroom size)
5 BR	0	0	0.0000
4 BR	0	0	0.0000
3 BR	0	0	0.0000
2 BR	0	0	0.0000
1 BR	0	0	0.0000
SRO	0	0	0.0000
Total:	0	0	-

Lowest Income for 10% of Total Restricted Units at 30% AMI Points:	
---	--

Total Points for Lowest Income:	0
--	---

G. Readiness to Proceed

20 points will be available to projects that meet ALL of the following and are able to begin construction within 150 days of the Credit Reservation, as evidenced by submission within that time of recorded deeds of trust for all construction financing, a limited partnership agreement executed by the general partner and the investor providing the equity, payment of all construction lender fees, issuance of building permits (a grading permit does not meet this requirement) and notice to proceed delivered to the contractor. If no construction lender is involved, evidence must be submitted within 150 days after the Reservation is made that the equity partner has been admitted to the ownership entity and that an initial disbursement of funds has occurred. Failure to meet this timeline will result in rescission of the Credit Reservation. In addition to the above, all applicants receiving any readiness points under this subsection must provide an executed Letter of Intent (LOI) from the project's equity partner within 90 days of the credit reservation. The LOI must include those features called for in the CTCAC application (See Appendix for requirements).

Readiness to Proceed**Maximum 20 Points**

N/A	(i) Enforceable commitment for all construction financing, as evidenced by executed commitment and payment of commitment fees.	5 points
N/A	(ii) Evidence, as verified by the appropriate officials, of site plan approval and that all local land use environmental review clearance (CEQA and NEPA) necessary to begin construction are either finally approved or unnecessary.	5 points
N/A	(iii) All necessary public approvals except building permits.	5 points
N/A	(iv) Design review approval.	5 points

In the event that one or more of the above criteria have NOT been met, 5 points may be awarded for each one that has been met, up to a maximum of 15 points. In such cases, the 150-day requirements shall not apply to projects that do not obtain the maximum points in this category.

Total Points for Readiness to Proceed:	0
---	---

H. State Credit Substitution**Maximum 2 Points****N/A**

- (i) For applicants that agree that the Committee may exchange Federal Tax Credits for State Tax Credits in an amount that will yield equal equity as if only Federal Tax Credits were awarded.

2 Points**Total Points for State Credit Substitution: 0****VI. POINTS SYSTEM - SECTION 2: POINTS SYSTEM SUMMARY****Total Possible Points: 146, Minimum Points Required: 121****(Do Not Submit An Application If You Do Not Have The Minimum Points Required)**

	APPLICANT POINTS	MAXIMUM POINTS	TOTAL POINTS
A. Cost Efficiency, Credit Reduction, & Public Funds	0	20	0
A(1) Cost Efficiency	0	20	
A(2) Credit Reduction	0	20	
A(3) Public Funds	0	20	
B. General Partner & Management Company Experience	0	9	0
A(1) General Partner Experience	0	6	
A(2) Management Company Experience	0	3	
C. Housing Needs	0	10	0
D. Site & Service Amenities	0	25	0
D(1) Site Amenities	0	15	
D(2) Service Amenities	0	10	
E. Sustainable Building Methods	0	8	0
F. Lowest Income & 10% of Units Restricted @ 30% AMI	0	52	0
F(1) Lowest Income	0	50	
F(2) 10% of Units Restricted @ 30% AMI	0	2	
G. Readiness to Proceed	0	20	0
H. State Credit Substitution	0	2	0
*Negative Points (if any, please enter amount:)		NO MAX	0
Total Points:			0.0

*Negative points given to general partners, co-developers, management agents, consultants, or any member or agent of the Development Team may remain in effect for up to two calendar years, but in no event shall be in effect for less than one funding round. Furthermore, negative points may be assigned to one or more Development Team members, but do not necessarily apply to the entire Team. Negative points assigned by the Executive Director may be appealed to the Committee under appeal procedures enumerated in the regulations.

Service Amenities Sources and Uses Budget

VI. POINTS SYSTEM - SECTION 3: SERVICE AMENITIES SOURCES AND USES BUDGET

Complete the yellow-shaded areas of the services budget below, including information on the source and use of each service funding commitment. **Do not alter the format of this spreadsheet.** Rows may be added as needed to provide additional details regarding the services to be provided.

Name of Applicant: 0
 Name of Project: 0

Number of units in project: 0
 Number of bedrooms in project:
 Housing type: (select one)

Services to be Provided	# of Hours per Year ¹ or FTE ²	Total Dollars Committed	Sources									
1. Service Coordinator												
2. Case Manager												
3. Other Services Specialist												
4. Adult educational classes												
5. Health and wellness/Skill-building classes												
6. Licensed health services												
7. Licensed behavioral health services												
8. Licensed child care*												
9. After school program*												
Other Services:												
TOTAL			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Documentation attached (e.g. letter, contract):												
Funding committed (cash or in-kind):												

¹ Complete this column if applicable. Applicants proposing to provide items 1, 2, 3, 4, 5, 8, or 9 must provide this information. Items 8 and 9 may be shown as # of Hours per Week.

² One FTE staff person = 2,080 hours per year.

*Licensed child care/After school program # of Hours calculation breakdown:

VII. TIE BREAKER SYSTEM - FINAL TIE BREAKER SELF-SCORE

This section is included in the application for self-scoring only. TCAC will evaluate and score each project's final tie breaker. The applicant may provide documentation and/or explanations of tie breaker self-scoring in this section.

Projects with commercial/non-residential costs will have committed public funds discounted by the percentage of the project proposed to be commercial or non-residential.

Evidence of land value is required (see Tab 1). At a minimum, the full residential value of the land must be included in "Total residential project development costs" below as evidenced in Tab 1 of the application. Donated land value must be included in Total Project Cost and Sources and Uses Budget.

Final Tie Breaker Formula:

$$\frac{\text{Committed permanent public funds defraying residential costs}}{\text{Total residential project development costs}} + (1 - \frac{\text{Requested unadjusted eligible basis}}{\text{Total residential project development costs}})$$

Self-Scoring Calculation:

$$\frac{\$0}{\$0}^* + (1 - \frac{\$0}{\$0}) = \#DIV/0!$$

List individual committed public funding sources, including donations:

[illegible]

Comments or additional information as necessary:

--

For mixed-use projects: Total commercial cost / Total project cost:
TCAC staff may adjust this ratio as deemed appropriate

#DIV/0!

*For mixed-use projects, this amount must be discounted/reduced by the mixed-use ratio above in cell F44.

2010 APPLICATION CHECKLIST - 9% PROJECTS

SUBMIT ONE ORIGINAL APPLICATION WITH ORIGINAL ATTACHMENTS PLUS ONE COPY OF APPLICATION & ATTACHMENTS TO THE LOCAL REVIEWING AGENCY

TCAC RECOMMENDS THAT YOU USE THIS AS A GUIDE IN CREATING A BINDER

Please do not rely solely on this checklist when completing your application. Please that all requirements in the regulations have been met.

TAB 1

DEMONSTRATED SITE CONTROL (Part II - Application - Section 5 - C)

(Reg. Section 10325(f)(2))

- ☐ A current title report (within 90 days of application) including a legal description.
- ☐ An executed lease agreement or lease option for the length of time the project will be regulated under this program between the applicant and the owner of the subject property.
- ☐ An executed disposition and development agreement between the applicant and a public agency.
- ☐ A valid, current, enforceable contingent purchase and sale agreement or option agreement between the applicant and the owner of the subject property.
- ☐ Evidence that all extensions and other conditions necessary to keep the agreement current through the application filing deadline have been executed.
- ☐ Eminent domain proceedings. (Reg. Section 10325(f)(2)(C))
- ☐ Evidence of current land value for new construction projects in the form of a purchase agreement or a real estate appraisal. **Projects with land donated by a public entity or an applicant related party and projects leasing land are not exempt from this requirement.**

TAB 2

FINANCIAL FEASIBILITY (Part III - Application - Sections 1-4; Part IV)

(Reg. Section 10325(f)(5) & 10327(c))

- ☐ Financing plan. (Reg. Section 10322(h)(15))
- ☐ 15 year proforma of all revenue and expense projections using TCAC underwriting requirements set forth in section 10327. (Reg. Sections.10322(h)(22) & 10325(f)(5))

- ☐ Developer fee limitations: Provide a description of the limitations on developer fee required by any other funding source. Include any necessary explanation for how the Sources and Uses Budget's Total Developer Costs meet these requirements. Attach an excerpt of any funding source's written requirements (regulations, contracts, commitments, etc.) for developer fees.
- ☐ Utility allowance estimates accompanied by a letter from the public housing authority **or** an energy consumption model estimate calculated using the most recent version of the CUAC developed by the California Energy Commission. The CUAC estimate must be signed by a CABEC CEPE qualifying under Reg. Section 10322(h)(20). Include in Tab 2 supporting documentation as required by TCAC's CUAC Estimate Submission Requirements (<http://www.treasurer.ca.gov/ctcac/2009/cuac/requirements.pdf>). This supporting documentation is required and may be in the form of an electronic file. Applicant must indicate which components of the utility allowance schedule apply to the project. (Reg. Section 10322(h)(20))

TAB 3

SET-ASIDE DESIGNATION (Part II - Application - Section 2 - E) (IRC Sec. 42(g)(1))

- ☐ Evidence of Non-profit Set-aside application (Reg. Section 10322(i)(8)(A) through (F))
- ☐ Evidence of Homeless Assistance Apportionment (Reg. Section 10315(b))
- ☐ Verification of Rural set-aside application (Reg. Section 10322(i)(9))
- ☐ Evidence of RHS set-aside Apportionment (Reg. Section 10322(i)(10))
- ☐ State Credit Preference - HOME funds match letter. (Reg. Section 10322(i)(11))

TAB 4

HOUSING TYPE - ADDITIONAL THRESHOLD REQUIREMENTS **(Part II - Application - Section 2 - F)** (Reg. Section 10325(g))

- ☐ Large Family Projects
(Provide evidence of eligibility and include:
"ATTACHMENT 4(A): Applicant Large Family Eligibility Certification"
(Reg. Sections 10325(g)(1)(A) through (I))
- ☐ Senior Projects
(Provide evidence of eligibility and include:
"ATTACHMENT 4(B): Applicant Senior Eligibility Certification"
(Reg. Sections 10325(g)(2)(A) through (J))

- ☐ SRO Projects
(Provide evidence of eligibility and include:
"ATTACHMENT 4(C): Applicant SRO Eligibility Certification"
(Reg. Sections 10325(g)(3)(A) through (L))
- ☐ Special Needs Projects
(Provide evidence of eligibility and include:
"ATTACHMENT 4(D): Applicant Special Needs Eligibility Certification"
(Reg. Sections 10325(g)(4)(A) through (L)) and, if less than 75% special needs, the non-special needs units shall meet the additional thresholds of another housing type. Provide the appropriate documentation.
- ☐ At-Risk Projects
(Provide evidence of eligibility and include:
"ATTACHMENT 4(E): Applicant At-Risk Eligibility Certification"
(Reg. Sections 10325(g)(5)(A) & (B))

TAB 5

APPLICANT/DEVELOPMENT TEAM (Part II - Application - Section 3)

(Reg. Section 10325(f)(6))

Sponsor Characteristics

- ☐ Current financial statement(s) for all general partners, principal owner(s), and developer(s). (Reg. Section 10326(g)(5)(A))
- ☐ Organizational documents of the applicant entity and all general partners. Include organizational chart explaining the relationships within the ownership entity, including principal names. (Reg. Section 10322(h)(3))
- ☐ Legal status questionnaire.
(Provide evidence of eligibility and include:
"ATTACHMENT 5: Legal Status Questionnaire"
- ☐ Identities of Interest/Related Parties Disclosure for applicant entity and all general partners. (Reg. Section 10322(h)(6))

TAB 6

DEVELOPMENT TEAM INFORMATION (Part II - Application - Section 4 - A)

Project Participants

- ☐ Copy of the executed contracts for (i): Attorney(s) and or Tax Professional(s), (ii) Architect, (iii) Property Management Agency (this affects experience points), (iv) Consultant, (v) Market Analyst. (Reg. Section 10325(f)(6)(B))
- ☐ If additional contact information for project participants not identified in "Part II - Application - Section 4 - A" of this application is available, please provide here. (Reg. Section 10322(h)(5))

TAB 7

ACQUISITION AND REHABILITATION CREDIT APPLICATIONS (INCLUDING

REHABILITATION-ONLY APPLICATIONS)

Acquisition (Part II - Application - Section 5 - B)

Acquisition Credit application: (Reg. Section 10322(i)(3))

- ☐ Chain of title report. (Reg. Section 10322(i)(3)(A))
- ☐ Tax professional's opinion stating that the acquisition is either exempt from or meets the requirements of IRC Section 42(d)(2)(B)(ii) as to the 10-year placed-in-service rule. (Reg. Section 10322(i)(3)(B))
- ☐ If 10-year rule waiver is necessary, letter from Federal official that project qualifies under IRC Section 42(d)(6). (Reg. Section 10322(i)(3)(C))

TAB 8

Rehabilitation (Part II - Application - Section 5 - B)

- ☐ "As Is" Appraisal. (Reg. Sections 10322(i)(4)(A)(i) through (vi))
- ☐ Purchase contract (if not already included in Tab 1). (Reg. Sections 10322(i)(4)(A)(vi))
- ☐ Capital needs assessment. (Reg. Sections 10322(i)(4)(B))
- ☐ If waiver is requested under 10325(f)(7) provide specific sections of the capital needs assessment that justifies waiver request.
- ☐ A detailed breakdown of the proposed rehabilitation work to be undertaken including the approximate percentage of units and/or percentage of the component/feature to be rehabilitated or replaced, and the approximate cost of each corresponding to the structures line of the development budget of the application.
(Provide evidence of eligibility and include:
"ATTACHMENT 8: Rehabilitation Summary"

TAB 9

Tenant Information (Part II - Application - Section 2 - B)

- ☐ Acquisition of occupied housing application. (Reg. Section 10322(i)(5))
- ☐ Explanation of the relocation requirements (Include explanation regarding possible rent increase, tenant displacement, etc.). (Reg. Section 10322(i)(6))
- ☐ Detailed relocation plan along with a budget and identification of the funding source. (Reg. Section 10322(i)(6))
- ☐ Evidence that the relocation plan has been submitted to the appropriate local agency, if applicable. (Reg. Section 10322(i)(6))
- ☐ Evidence that the relocation plan is consistent with the Uniform Relocation Assistance and Real Property Acquisition Policy Act, if applicable. (Reg. Section 10322(i)(6))
- ☐ Owner-occupied housing application (Reg. Section 10322(i)(7))

TAB 10

PROJECT, LAND, BUILDING AND UNIT INFORMATION

Minimum Construction Standards Waiver (Part II - Application - Section 5 - D) (Reg. Section 10325(f)(7))

- ☐ Request for waiver of any unnecessary or excessively expensive rehabilitation project requirements and as supported by Capital Needs Assessment.

TAB 11

Project size limitations (Reg. Section 10325(f)(9))

- ☐ Request for waiver of the **size** limitation for HOPE VI or large neighborhood redevelopment proposals pursuant to a specific neighborhood plan.
- ☐ Request for waiver of the **credit** limitation for HOPE VI or large neighborhood redevelopment proposals pursuant to a specific neighborhood plan.

TAB 12

Site and Project Information (Part II - Application - Section 5 - D through G)

- ☐ A narrative description of the current use of the subject property.
(Reg. Section 10322(h)(8)(A))
- ☐ A narrative description of all adjacent property land uses, surrounding neighborhood identification and proximity of services, including transportation.
(Reg. Sect.10322(h)(8)(B))
- ☐ Labeled color photographs or color copies of photos of the subject property and all adjacent properties. (Reg. Section 10322(h)(8)(C))
- ☐ A layout of the subject property, including the location and dimensions of existing buildings, utilities, and other pertinent features. (Reg. Section 10322(h)(8)(D))
- ☐ A site or parcel map indicating the location of the subject property and showing exactly where the buildings comprising the Tax Credit Project will be situated. If subdivision is anticipated, the boundaries of the parcel for the proposed project must be clearly marked. (Reg. Section 10322(h)(8)(E))
- ☐ A description of any unique features of the site, noting those that may increase project costs or require environmental mitigation. (Reg. Section 10322(h)(8)(F))
- ☐ Construction and design description (Reg. Section 10322(h)(10))
(Provide evidence of eligibility and include:
"ATTACHMENT 12: Construction and Design Description"
Include an explanation of any required demolition and off-site improvements, as well as a detailed cost breakdown of these expenses.
- ☐ Architectural drawings (Reg. Section 10322(h)(11)):
Preliminary drawings of the proposed project, including a site plan that identifies all areas or features proposed as project amenities (laundry, recreational, common space facilities, etc.), building elevations, and unit floor plans. Include square footages.

- ☐ Certification from the architect that the development will comply with building codes and the physical building requirements of all applicable fair housing laws.

TAB 13

Market Analysis

- ☐ Evidence of Public housing waiting lists from the local housing authority.
(Reg. Section 10325(f)(1)(A))
- ☐ Market Study. (Reg. Section 10322(h)(9))
- ☐ Market Analyst's Resume.

TAB 14

LOCAL APPROVALS (Part II - Application - Section 6)

- ☐ Evidence of local approvals and zoning.
(Provide evidence of eligibility and include:
"ATTACHMENT 14: Verification of Zoning")

TAB 15

ENFORCEABLE FINANCING COMMITMENTS

(Reg. Section 10325(f)(3) & 10325(f)(8))

Financing Information (Part III - Project Financing - Section 1&2 - A)

- ☐ Evidence of commitments. (Reg. Section 10325(f)(3))
- ☐ For third party commitments defraying non-residential costs for tie breaker purposes under Reg. Section 10325(c)(10)(A), provide evidence of commitment(s).
- ☐ Deferred-payment financing, grants and subsidies. (Reg. Section 10325(f)(8))
- ☐ Applicant Resources - Audited Certification of Available Resources.
(Reg. Sect. 10327(c)(9))

TAB 16

Syndication**(Part III - Project Financing - Section 2 - A)**

- ☐ Terms of syndication agreement (Reg. Section 10322(h)(18)). Use TCAC sample letter (Provide evidence of eligibility and include:

"ATTACHMENT 16: Terms of Syndication Agreement"

If requesting federal and state tax credits, please include separate tax credit factors/credit pricing for federal and state credits in the agreement.

- ☐ Tax credit factor certification, if credits are not to be syndicated (Reg. Sec. 10322(h)(19))
- ☐ Use of tax benefits, if credits are not to be syndicated (Reg. Section 10322(h)(17))

TAB 17

Evidence of Subsidies**(Part III - Project Financing - Section 4)**

- ☐ Evidence and Description of Subsidies. (Reg. Section 10322(h)(21))

TAB 18

Threshold Basis Limit Increases and Certifications**(Part III - Project Financing - Section 5 - A)**

(Reg. Section 10302(nn) & (Reg. Section 10327(c)(5)(A) through (E))

- ☐ Evidence from the assessing entity of impact fees to be charged.
(Reg. Section 10302(w))
(Provide evidence of eligibility and include:
"ATTACHMENT 18(A): Local Development Impact Fees"
or other evidence from the assessing entity, such as current fee schedules)
- ☐ If the assessing entity does not complete "Local Development Impact Fees" TCAC form above, then the applicant MUST provide a completed copy of this form to go with the "other evidence from the assessing entity".
- ☐ Architect's/Engineer's certification of threshold basis limit increases/exceptions
(Provide evidence of eligibility and include:
"ATTACHMENT 18(B): Architect/Engineer Threshold Basis Certification"
- ☐ If claiming the threshold basis limit increase/exception for using the Integrated Waste Management Board's recycled content products, provide copies of the website pages, www.ciwmb.ca.gov/RCP, of the 4 recycled products to be used in the project.
(Reg. Section 10327(c)(5)(B))
- ☐ If claiming the threshold basis limit increase/exception for required seismic upgrading and/or toxic or other environmental mitigation work, provide a cost breakdown/estimate from the Architect or Engineer corresponding to the threshold basis limit increase shown in the application based on the lesser of the associated costs or 15%.
(Reg. Section 10327(c)(5)(C)).
- ☐ If claiming the threshold basis limit increase/exception (up to 5%) for utilizing new energy technologies, provide the required documentation from the Architect or

Engineer corresponding to the threshold basis limit increase shown in the application.
(Reg. Section 10327(c)(5)(F) - at the Executive Director's discretion).

TAB 19

ELIGIBLE BASIS CERTIFICATION**(Part V - Basis and Credits - Section 1 - A)**

(Reg. Section 10322(h)(16))

☐

Eligible basis certification including an acknowledgement from the tax professional that he/she is aware of the Internal Revenue Service Technical Advice Memorandum numbered 200043015, 00043016, 200043017, 200044004, and 200044005, and that the tax professional believes the project meets the requirements of Section 42 taking into consideration those rulings. If the project involves rehabilitation of existing buildings, the project meets the minimum requirement outlined in Regulation Section 10325(f)(10).

(Note: Regulation Section 10322(h)(18) – syndication costs cannot be included in eligible basis.)

☐

For projects requesting cost efficiency points, documentation from project's tax professional supporting costs not included in eligible basis. (Reg. Section 10325(c)(1))

TAB 20

Cost Efficiency (Part VI - Points System - Section 1 - A(1))

(Reg. Section 10325(c)(1)(A))

See Tab 19 for requirement related to costs excluded from eligible basis in Sources and Uses Budget.

Public Funds (Part VI - Points System - Section 1 - A(3))

(Reg. Section 10325(c)(1)(C))

☐

Evidence of committed soft or residual receipts loans. Type of loan, term and interest rate must be included in evidence.

☐

Evidence of outstanding principal balances of prior direct federal debt or subsidized debt

☐

Evidence of waiver of fees

☐

Evidence of donated or leased land by a public entity.

☐

Evidence of donated land as part of an inclusionary housing ordinance.

☐

Appraisal consistent with regulation section 10322(i)(4)(A).

TAB 21

GENERAL PARTNER/ MANAGEMENT COMPANY CHARACTERISTICS

(Reg. Section 10325 (c)(2))

☐**General Partner Experience (Part VI - Points System - Section 1 - B(1))**

Provide General Partner experience documentation

(Provide evidence of eligibility and include:

"ATTACHMENT 21: General Partner (G.P.) Experience"

(Reg. Section 10325(c)(2)(A))

☐

CPA certification - qualifying projects (positive operating cash flow / funded reserves).

Certification must reference the General Partner claiming experience and be dated within 60 days of the application deadline.

TAB 22

☐**Management Company Experience (Part VI - Points System - Section 1 - B(2))**

Provide Management Company experience documentation.

(Provide evidence of eligibility and include:

"ATTACHMENT 22: Management Company Experience"

(Reg. Section 10325(c)(2)(B))

☐

Evidence of certification from a housing tax credit compliance entity.

TAB 23

SITE AMENITIES

(Part VI - Points System - Section 1 - D(1))

(Reg. Section 10325(c)(5)(A)(1))

NOTE: for transit provide a schedule of the relevant route(s), for public schools, if possible/available, provide a letter from the school that states the project is within their attendance boundary and that the children in the project may attend (school has space available for the project's students), and for grocery stores and medical clinics provide letters or brochures, if possible/available.

☐

Evidence of a transit oriented development strategy.

NOTE: A single map may be submitted for all site amenities provided that all distances and amenities are clearly and legibly shown.

☐

A scaled for distance map evidencing the site is within 1/4 mile of a public transit station, rail station, commuter rail station or bus station, or bus stop and evidence that service is provided at least every 30 minutes during the hours of 7-9 a.m. and 4-6 p.m. and that the project density exceeds 25 units per acre. (Reg. Section 10325(c)(5)(A)(1))

- ☐ A scaled for distance map evidencing the site is within 1/4 mile of a public transit station, rail station, commuter rail station or bus station, or bus stop and evidence that service is provided at least every 30 minutes during the hours of 7-9 a.m. and 4-6 p.m. (Reg. Section 10325(c)(5)(A)(1))
- ☐ A scaled for distance map evidencing the site is within 1/3 mile of a public bus stop and evidence that service is provided at least every 30 minutes during the hours of 7-9 a.m. and 4-6 p.m. (Reg. Section 10325(c)(5)(A)(1))
- ☐ A scaled for distance map evidencing the site is within 500 feet of a regular public bus or rapid transit system stop. (Reg. Section 10325(c)(5)(A)(1))
- ☐ Evidence of TCAC Executive Director's prior approval of private transit system.
- ☐ Evidence of TCAC Executive Director's prior approval of bus line aggregation.
- ☐ Documentation that includes a budget and operating schedule of van or dial-a-ride service for rural set-aside projects. (Reg. Section 10325(c)(5)(A)(1))
- ☐ A scaled for distance map evidencing the site is within 1500 feet of a regular bus stop or rapid transit system. (Reg. Section 10325(c)(5)(A)(1))
- ☐ A scaled for distance map evidencing the site is within 1/4 mile (1/2 mile for Rural set-aside projects) of a public park or community center accessible to the general public or evidence of a bona fide formal joint use agreement between the jurisdiction responsible for the park/ recreation facilities and the school district providing availability to the general public. (Reg. Section 10325(c)(5)(A)(2))
- ☐ A scaled for distance map evidencing the site is within 1/2 mile (1 mile for Rural set-aside projects) of a public park or community center accessible to the general public or evidence of a bona fide formal joint use agreement between a jurisdiction responsible for the park/ recreation facilities and the school districts providing availability to the general public. (Reg. Section 10325(c)(5)(A)(2))
- ☐ A scaled for distance map evidencing the site is within 1/4 mile (1/2 mile for Rural set-aside projects) of a public library that also allows for inter-branch lending when in a multi-branch system. Book Mobiles do not qualify for points under this site amenity category. (Reg. Section 10325(c)(5)(A)(3))
- ☐ A scaled for distance map evidencing the site is within 1/2 mile (1 mile for Rural set-aside projects) of a public library that also allows for inter-branch lending when in a multi-branch system. Book Mobiles do not qualify for points under this site amenity category. (Reg. Section 10325(c)(5)(A)(3))
- ☐ A scaled for distance map evidencing the site is within 1/4 mile of a full scale grocery store/supermarket of at least 25,000 gross interior square feet where staples, fresh meat produce are sold (1/2 mile for Rural set-aside projects). (Reg. Section 10325(c)(5)(A)(4))

☐ A scaled for distance map evidencing the site is within 1/2 mile of a full scale grocery store/supermarket of at least 25,000 gross interior square feet where staples, fresh meat, and fresh produce are sold (1 mile for Rural set-aside projects). (Reg. Section 10325(c)(5)(A)(4))

☐ A scaled for distance map evidencing the site is within 1.5 mile of a full scale grocery store/supermarket of at least 25,000 gross interior square feet where staples, fresh meat, and fresh produce are sold (3 mile for Rural set-aside projects). (Reg. Section 10325(c)(5)(A)(4))

☐ A scaled for distance map evidencing the site is within 1/4 mile of a neighborhood market of at least 10,000 gross interior square feet or more where staples, fresh meat, and fresh produce are sold (1/2 mile for Rural set-aside projects). (Reg. Section 10325(c)(5)(A)(4))

☐ A scaled for distance map evidencing the site is within 1/2 mile of a neighborhood market of at least 10,000 gross interior square feet or more where staples, fresh meat, and fresh produce are sold (1 mile for Rural set-aside projects). (Reg. Section 10325(c)(5)(A)(4))

☐ A scaled for distance map evidencing the site is within 1/4 mile of a weekly farmers' market approved by the California Federation of Certified Farmers' Markets, and operating at least 5 months per calendar year. (Reg. Section 10325(c)(5)(A)(4))

☐ A scaled for distance map evidencing the site is within 1/2 mile of a weekly farmers' market approved by the California Federation of Certified Farmers' Markets, and operating at least 5 months per calendar year. (Reg. Section 10325(c)(5)(A)(4))

☐ The square footage of any non-traditional grocery store, such as a grocery department within a larger department store, must receive prior approval from TCAC staff.

☐ **Documentation providing verification of supermarket/neighborhood market square footage. This can be in the form of: (a) a certification from an appropriately licensed third party, such as the project's architect or general contractor which includes the market's approximate gross interior square footage and the method used to determine this; or (b) a written letterhead from a store manager, referencing the market name and address, indicating the market's approximate gross interior square footage. Alternately, the applicant may provide square footage evidence available through public agencies, such as County Assessor's office documentation or comparable.**

☐ A scaled for distance map evidencing this large family development site is within 1/4 mile (1/2 mile for Rural set-aside projects) of a public elementary, middle, or high school that children living in the development may attend. (Reg. Sec. 10325(c)(5)(A)(5))

☐ A scaled for distance map evidencing this large family development site is within 1/2 mile (1 mile for Rural set-aside projects) of a public elementary, middle, or high school that children living in the development may attend. (Reg. Sec. 10325(c)(5)(A)(5))

- ☐ If a public school is under construction at application, please include evidence of this, as well as evidence from a third party, such as the school district, that the school will be completed and available to the residents prior to the project's completion. (Reg. Sec. 10325(c)(5)(A)(5))
- ☐ A scaled for distance map evidencing this senior development site is within 1/4 mile (1/2 mile for Rural set-aside projects) of a daily operated senior center or a facility offering daily services to seniors (not on the project site). (Reg. Sec. 10325(c)(5)(A)(6))
- ☐ A scaled for distance map evidencing this senior development site is within 1/2 mile (1 mile for Rural set-aside projects) of a daily operated senior center or a facility offering daily services to seniors (not on the project site). (Reg. Sec. 10325(c)(5)(A)(6))
- ☐ A scaled for distance map evidencing this special needs or SRO development site is within 1/2 mile of a facility that operates to serve the population living in the development. (Reg. Sec. 10325(c)(5)(A)(7))
- ☐ A scaled for distance map evidencing this special needs or SRO development site is within 1 mile of a facility that operates to serve the population living in the development. (Reg. Sec. 10325(c)(5)(A)(7))
- ☐ A scaled for distance map evidencing the project site is within 1/2 mile (1 mile for Rural set-aside projects) of a medical clinic or hospital (not merely a private doctor's office). (Reg. Sec. 10325(c)(5)(A)(8))
- ☐ A scaled for distance map evidencing the project site is within 1 mile (1.5 mile for Rural set-aside projects) of a medical clinic or hospital (not merely a private doctor's office). (Reg. Sec. 10325(c)(5)(A)(8))
- ☐ A scaled for distance map evidencing the project site is within 1/4 mile (1/2 mile for Rural set-aside projects) of a pharmacy. (Reg. Sec. 10325(c)(5)(A)(9))
- ☐ A scaled for distance map evidencing the project site is within 1/2 mile (1 mile for Rural set-aside projects) of a pharmacy. (Reg. Sec. 10325(c)(5)(A)(9))
- ☐ Will-serve letter or comparable documentation of internet service availability (Reg. Sec. 10325(c)(5)(A)(10))
- ☐ Certification from applicant of the high speed capacity of internet service being provided and a commitment to provide in-unit internet free of charge for 10 years. (Reg. Sec. 10325(c)(5)(A)(10))
- ☐ Labeled color photographs, name, address, telephone number, contact person and website (if applicable) for each requested amenity. (Reg. Section 10325(c)(5)(A))

TAB 24

SERVICE AMENITIES**(Part VI - Points System - Section 1 - D(2))**

(Reg. Section 10325(c)(5)(B))

Provide complete evidence of eligibility per regulation guidelines and include all instructions found in "ATTACHMENT 24: Service Amenities"

- ☐ Service Coordinator evidence (Reg. Sec. 10325(c)(5)(B))
- ☐ Case Manager evidence (Reg. Sec. 10325(c)(5)(B))
- ☐ Other Services Specialist evidence (Reg. Sec. 10325(c)(5)(B))
- ☐ Evidence of adult educational classes (60 hours of instruction per year for each 5 points) (Reg. Sec. 10325(c)(5)(B))
- ☐ Evidence of health and wellness or skill-building classes (60 hours of instruction per year for each 5 points) (Reg. Sec. 10325(c)(5)(B))
- ☐ Evidence of health services provided by appropriately-licensed organization or individual (Reg. Sec. 10325(c)(5)(B))
- ☐ Evidence of behavioral health services provided by appropriately-licensed organization (Reg. Section 10325(c)(5)(B))
- ☐ Evidence of licensed child care provided to residents (20 hours per week Monday through Friday) (Reg. Section 10325(c)(5)(B))
- ☐ Evidence of after school programs for school age children minimum 10 hours per week Monday through Friday (Reg. Sec. 10325(c)(5)(B))

TAB 25

SUSTAINABLE BUILDING METHODS**(Part VI - Points System - Section 1 - E)**

(Reg. Section 10325(c)(6))

- ☐ Architect/Engineer certification of sustainable building methods that will be incorporated into the project.
(Provide evidence of eligibility and include:
"ATTACHMENT 25: Architect/Engineer Sustainable Building Method Certification"
- ☐ Description of the CEC methodology used in the calculation of reduction of energy use
- ☐ Local government letter describing neighborhood revitalization plan

TAB 26

READINESS TO PROCEED

(Reg. Section 10325(c)(8))

☐**Readiness Points (Part VI - Points System - Section 1 - G)**

Enforceable commitments for all construction financing and evidence of commitment for payments. (Reg. Section 10325(c)(8)(A))

NOTE: A single Local Approval form may be submitted for the following point subcategories or if multiple agencies/departments are involved, multiple forms may be provided as necessary.

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Local approvals, local land use environmental review clearance, site plan, & design review worksheet.

(Provide evidence of eligibility and include:

"ATTACHMENT 26: Local Approvals"

☐

Verified evidence of site plan approval and all necessary local land use environmental review clearances. (Reg. Section 10325(c)(8)(B))

☐

Evidence of all Public approvals except building permits. (Reg. Section 10325(c)(8)(C))

☐

Evidence of design review approval. (Reg. Section 10325(c)(8)(D))

TAB 27

FARMWORKER APPLICATION

(Reg. Section 10302(p) and Reg. Section 10317(h))

☐

Farmworker Application

(Provide evidence of eligibility and include:

"ATTACHMENT 27: Applicant Farmworker Eligibility Certification"

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