

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF STATE FINANCIAL ASSISTANCE**

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December 29, 2022

MEMORANDUM FOR: POTENTIAL APPLICANTS

FROM: Jennifer Seeger, Deputy Director
Division of State Financial Assistance

SUBJECT: **Concept Proposal Application
Infill Infrastructure Grant – Catalytic Qualifying Infill Areas**

The California Department of Housing and Community Development (Department or HCD) is pleased to present the following Concept Proposal Application for funding under the Infill Infrastructure Grant Catalytic Qualifying Infill Area (IIGC) program.

Awards made under this solicitation will unlock available land for housing development and maximize the state's existing and ongoing investments, all of which will benefit the California economy and further our housing production and climate resilience efforts.

The Concept Proposal Application is the first step of the IIGC application process:

- In **Phase I**, Eligible Applicants will provide a Concept Proposal on Department-provided forms. The purpose of the Concept Proposal phase is twofold: 1) to serve as a “demand survey” to inform the Department about the diversity, scale, needs and challenges of eligible Catalytic Qualifying Infill Areas (CQIAs), and 2) to describe how the proposed CQIA meets or exceeds threshold criteria and program goals outlined by statute.
- In **Phase II**, the Department will release a combined Notice of Funding Availability (NOFA) and Guidelines document detailing programmatic requirements including specific scoring criteria. Applicants deemed eligible in Phase I will be invited to apply, unless the IIGC program promises to be significantly oversubscribed, as detailed in the below section on Invitations to Apply.

To be considered for potential funding, CQIA Concept Proposals must be submitted electronically via the HCD IIGC Application Portal using the Concept Proposal Application forms and must include all required information as detailed in the Application forms. A link to the HCD IIGC Application Portal is available at the Department's [webpage](#).

The HCD IIGC Application Portal will open December 29, 2022, and close 4:00 p.m. Pacific Time on January 31, 2023.

Concept Proposal Application Instructions:

- 1. Concept Proposal Application (CPA) Proposal Form**
Complete and submit one CPA Proposal Form for each CQIA (a proposal that includes multiple non-contiguous parcels to create a CQIA must be submitted as a single application).
- 2. Catalytic Qualifying Infill Area (CQIA) Description Form**
Submit one CQIA Description Form for a single contiguous CQIA. Submit a separate form for each parcel where the CQIA is an assemblage of non-contiguous parcels.
- 3. Capital Improvement Project (CIP) Description Form**
Complete and submit one CIP Description Form for each proposed CIP within the CQIA.
- 4. Proposed Housing Development (HD) Description Form**
Complete and submit one Proposed HD Description Form for each proposed Housing Development within the CQIA.
- 5. Unit Mix Calculation Tool**
Applicant may use the Unit Mix Calculation Tool available on the IIG program webpage to inform the Housing Development Unit Mix Preliminary Estimate chart provided in the Proposed HD Description Form.

HCD IIGC Application Portal registration instructions are available on the IIG program webpage.

Note: Capitalized terms in the Concept Proposal Application were previously defined in [Round 8 IIG Guidelines](#).

Invitations to Apply

The Department will review Concept Proposals to determine program eligibility. Applicants with Concept Proposals that meet general eligibility requirements will be invited to submit full applications. However, to the extent the Department receives Concept Proposals in excess of 250 percent of available funds, invitations to apply will be prioritized based on projects that can demonstrate shovel readiness of the proposed CIP. Funds will be

allocated through a competitive process for both Large and Small Jurisdictions and applications will be rated using the Selection Criteria outlined Full Solitation.

Eligible Applicants with Concept Proposals invited to submit a full application will be evaluated based on their ability to demonstrate exemplary consistency with program goals and will be prioritized in the award selection process.

HCD will invite qualified Applicants to submit full applications according to the timeline provided in the Request for Concept Proposals. An Eligible Applicant who is invited to apply must submit a full application which is substantially consistent with the Concept Proposal. Proposal components identified in HSC 53559(f)(1)(B) as ranking criteria may not be significantly modified in the full application unless the modification would result in a higher score (e.g., a higher number of affordable units, greater depth of affordability, higher net densities). In no instance shall a full application include fewer number of housing units than described in the Concept Proposal.

Questions and Assistance

To receive information on workshops and other updates, please [subscribe](#) to the Department's listserv. For questions or to arrange a 20-minute consultation with the IIGC team, please contact infill@hcd.ca.gov.