

**Amended
CalHome Program
Building Equity and Growth in Neighborhoods
(BEGIN Program)**

**Streamline Application for BEGIN Program NOFA
April 19, 2010
Mortgage Assistance on BEGIN Program Project Specific Units**

California Department of Housing and Community Development
Division of Financial Assistance
P.O. Box 952054, Sacramento, CA 94252-2054
Or
1800 Third Street, Room 390-2
Sacramento, CA 95811
916-327-3646

This application, if approved for funding, will be a part of your Standard Agreement with the Department of Housing and Community Development (HCD). In order to be considered for funding, all sections of this application, including attachments and exhibits, must be complete and accurate. **Please provide one complete copy of this application. Application forms must not be modified.** No facsimiles or incomplete applications will be accepted. Applications under this Amended Notice of Funding Availability ("NOFA") will be considered on an "**over-the-counter**" basis until available funds are exhausted. Applications will be reviewed for completeness in the order in which they are received. Only applications that are substantially complete and pass threshold will be eligible for funding. Eligible applications shall be funded in the order of receipt of a substantially complete application. At any time that the eligible applications received on the same date exceed the amount of funds remaining available, the Department shall rank application based on the highest points. Subject to the geographic set-aside described in the NOFA, HCD will fund down the list, beginning with the application covering the jurisdiction with the highest points, until all available funds are exhausted.

SECTION I. APPLICATION SUMMARY:

A. Name of Applicant: _____

B. Applicant Address: _____

City: _____ Zip Code: _____

C. Chief Executive Name and Title: _____

D. Contact Person Name and Title: _____

E. Phone Number: _____ FAX: _____ E-Mail: _____

F. Proposed Activity:

Table 1

	Column A Number of loans specified by 2003-2007 BEGIN Standard Agreements	Column B Number of loans already made	Column C Number of loans yet to be made, i.e. Column A minus Column B	Column D Number of loans requested in this Application (may not exceed Column C)
2003 Awards				
2004 Awards				
2005 Awards				
2006 Awards				
2007 Awards				
TOTAL				

Table 2

	Average BEGIN Program loan Amount Proposed*	No. of BEGIN Program Assisted Units Proposed (may not exceed Table 1, Column D)	Total Amount of BEGIN Program Grant
1. BEGIN Program			

* Maximum loan amount per unit is 20% of sales price.

G. Proposed Grant Amount Calculation:

1. **Total Amount Requested** \$ _____

H. Brief Project Description (can attach a separate page):

I. List County the BEGIN Program Project is located in: _____

J. Current BEGIN Program contract number: _____

K. Please provide a letter addressed to the BEGIN Program requesting new BEGIN funds pursuant to this NOFA amendment. (**Attachment 1-1**)

SECTION II. APPLICANT INFORMATION:

A. The applicant is a (check one): City County City and County

SECTION III. LEGISLATIVE REPRESENTATIVES:

A form is included in this application labeled **Attachment 2**. Please complete the information on this form and attach as **Attachment 2**

SECTION IV. GOVERNING BOARD RESOLUTION:

Attach the resolution, duly executed by the governing board of the local public agency granting authority to make application to HCD for a funding commitment from the BEGIN Program. Label as "**Attachment 3** Governing Board Resolution". A sample resolution is included in this application package as **Attachment 3**. Be sure that the resolution authorizes a signatory for submittal of this application and the resolution is an action of the governing body of the applicant. If someone signs the application other than the person authorized in the resolution, submit evidence that shows that the person signing has the authorization to sign. Such evidence could be in the form of an ordinance or code, or an opinion from the applicant's legal counsel. Include such authorization with **Attachment 3**.

SECTION V. APPLICANT CERTIFICATION AND COMMITMENT OF RESPONSIBILITY:

As the official designated by the governing body, I hereby certify that if approved by HCD for a BEGIN Program funding allocation, the _____
(Applicant name) assumes the responsibilities specified in the BEGIN Program Guidelines and certifies that:

- A. It possesses the legal authority to apply for the allocation and to execute their proposed program or project.
- B. Before committing funds to a homebuyer, it will evaluate the funding eligibility in accordance with BEGIN Program Guidelines and will not invest any more BEGIN funds in combination with other governmental assistance than is necessary to provide affordable housing.
- C. The Applicant **does not** have any unresolved audit findings for prior HCD or federally-funded housing or community development projects or programs.
- D. There are **no** pending lawsuits that would impact the implementation of this program or project.
- E. It will comply with all statutes and guidelines governing the BEGIN Program.
- F. The information, statements, and attachments contained in this application are, to the best of my knowledge and belief, true and correct.
- G. It has the ability to perform the duties for the project applied for in accordance with Section 107 of the BEGIN Program Guidelines.

I authorize the Department of Housing and Community Development to contact any agency, whether or not named in this application, which may assist in determining the capability of the Applicant. All information contained in this application is acknowledged to be public information.

Signature: _____ Title: _____

Type Name: _____ Date: _____

EXHIBIT A

Attachment Checklist

Please tab each attachment required by the application and place the attachments behind the completed application in a three ring binder according to the corresponding number listed below.

Check if Included	Att. No.	Attachment Title
<input type="checkbox"/>	1	BEGIN Program: First-time Homebuyer Mortgage Assistance Program
<input type="checkbox"/>	1-1	Application Letter requesting the change in the unit loan amounts
<input type="checkbox"/>	1-2	Regulatory Relief documentation
<input type="checkbox"/>	1-3	Regulatory relief costs savings documentation
<input type="checkbox"/>	1-4	Development Budget
<input type="checkbox"/>	1-5	Construction Sources & Uses
<input type="checkbox"/>		
<input type="checkbox"/>	2	Legislative List
<input type="checkbox"/>	3	Copy of Resolution authorizing this application. As a time-saver, the Resolution may also authorize execution of the contract and other documents needed to process a loan
<input type="checkbox"/>	4	Regulatory Relief Scoring Sheet

EXHIBIT B

BEGIN Program Application for Funds Regulatory Relief Section

In exchange for regulatory concessions made at the local level, the BEGIN Program provides up to twenty percent (20%) of the sales price, per dwelling unit, in downpayment assistance, to low- and moderate-income households. The primary intent of the BEGIN Program is to encourage the reduction or removal of regulatory barriers that significantly increase the cost and viability of housing development. The BEGIN Program provides an opportunity for cities and counties to implement regulatory relief measures in development of ownership housing for low- and moderate-income households. BEGIN Program's regulatory relief section rewards communities who have mitigation measures in place or who adopt new mitigation measures to ensure the building of affordable housing.

The applicant has identified the governmental constraints as identified in Section 65583 of the Government Code under Housing Element Law in its housing element, and exercised its power to relieve a barrier for the building of affordable units for the BEGIN Program. Applicants must have a minimum of 200 points in the Regulatory Relief category (Section 106 in the guidelines) to be eligible for the BEGIN Program. By obtaining the 200 points, applicants have demonstrated regulatory decision making powers to provide incentives, or to reduce or remove a barrier to affordable housing in their community.

The local jurisdiction/s offer to the BEGIN Program project for regulatory relief or incentive must have a financially measurable effect in terms of development cost savings. See Section 106 and 119 for a detailed discussion of BEGIN Program eligible regulatory relief and incentives. To ensure the regulatory relief was approved by the governing body, the applicant must provide detailed descriptions and include documents to support how the BEGIN Program eligible units benefited from the incentives, reductions, or removals and that the necessary approvals are in place.

If the applicant demonstrates multiple actions to remove barriers or to lower the regulatory impact on development's BEGIN Program units, the points can be cumulative. Units assisted with BEGIN Program funds must demonstrate on a project level basis that the development has benefited from one or more of the actions taken to reduce barriers, provide incentives or remove regulatory barriers.

If your original application is a 2006 or 2007 and you received 200 points of Regulatory Relief, it will be transferred to the 2008 application and you will not have to provide any other items. If your original application was from 2003, 2004 or 2005, you will need to contact your BEGIN Program Representative to see how much more in Regulatory Relief your project will have to provide to make the 200 point threshold.

SECTION VI. REGULATORY RELIEF and PROJECT ENHANCEMENTS:

The applicant must have a minimum of 200 points of regulatory relief measures prior to submitting this application. (See Section 106, BEGIN Program Guidelines). Indicate briefly how such relief is provided to the BEGIN Project and include clear and supporting documentation for each provision of regulatory relief. Provide documentation in the attachment 1-2 of adoption or amendment of policies or other action intended to reduce the cost of housing development in this BEGIN Project. Provide evidence that the applicant is committed by formal action of the governing body or authorized official to reduce requirements, waive fees or provide other forms of regulatory relief on the BEGIN Project identified in this application. If authorization is provided by someone other than the governing body, provide evidence of delegation of this authority. Provide documentation of the previous standard or fee that existed before this or these changes. **(Attachment 1-2)**

A. Use the following charts to describe the extent of the regulatory relief or incentive of which must have a financially measurable effect in terms of development cost savings. List only those relief measures which you have documented as committed to the BEGIN Project.

- To be eligible for points application must demonstrate cost savings in terms of development costs by measuring the difference between the permit procedure or time before and after the regulatory relief action:

Type of Local Fee (e.g., building, plan check, school impact, etc.)	Reduction or Waiver? (R or W)	Fee per Unit Without Reduction or Waiver	\$ Value of Reduction/ Waiver	Cost Savings Per Unit

- Extent to which regulatory relief is provided in a manner other than listed above, such as modification of Zoning, Density and Development Standards; reduction in Parking Standards; Development Incentives; mitigation of Fees and Exactions and jurisdiction-wide Regulatory Relief Bonus Points.

Type of Standard	Specify Reduction	Original Cost (estimate)	Revised Cost w/Reduced Standard (estimate)	Cost Savings Per Unit
Modification of Zoning, Density and Development Standards: Application must demonstrate densities significantly above otherwise allowable maximum densities or modify, reduce or remove development standards to increase the project's financial feasibility.				
Continue next page				

Reduction in Parking Standards: Regulatory relief for parking standards should clearly demonstrate the difference between the former and reduced standards and the value of the difference in terms of development costs.				
Development Incentives: The local government provides incentives to directly and significantly reduce hard development costs, such as land donation and environmental remediation.				
Mitigation of Fees and Exactions: Fees were significantly reduced, deferred or waived for the project. Fee reduction or waivers should be qualified in the application including a comparison of the fees typically collected for comparable projects and those required of the BEGIN project.				
Jurisdiction-wide Regulatory Relief Bonus Points: Projects which benefit from jurisdiction-wide regulatory relief that was implemented through the revision of zoning standards or regulations as opposed to relief provided through a variance process will be eligible for bonus points.				

SECTION VII. CURRENT INFORMATION

1. Are offsite improvements needed? Yes No
 If yes, please give details. _____

 Estimated date of Completion? _____
2. Are onsite improvements needed? Yes No
 If yes, please give details. _____

Estimated Date of Completion of BEGIN Program Project _____

NOTE: BEGIN Program units must be completed within 36 months from date of Award Letter.

SECTION VIII. CURRENT PROJECT COSTS

A. Development Costs: (Attachment 1-4)

Provide a copy of a line item development budget, which includes all costs necessary to complete the project. (Estimate, if actual not available.)

B. Construction Sources and Uses Chart: (Attachment 1-5)

Provide a copy of sources and uses chart for all proposed project funds. (Estimate, if actual not available.)

SECTION IX. CURRENT UNIT DESCRIPTIONS

A. Unit Breakdown and Description of BEGIN Program units: (if different from original application)

Model Number	Number of Units	Square Footage (Living Space)	Number of Bdr/Ba	Total Amount of Permanent Liens	Proposed Sales Price*

* Proposed sales price cannot exceed the estimated appraised value using the sales of comparable properties approach to determine value.

B. Projected Average Housing Cost and Affordability:

BEGIN Program Units Targeted for Low-income buyers:

1. Model Number targeted as affordable for low-income buyers: _____
2. Number of BEGIN Program Units targeted for low-income buyers: _____
3. Expected Average Sales Price, Less Homebuyer Equity: \$ _____
4. Less Average BEGIN Program Mortgage Assistance to be given: \$ _____
5. Less Average Other Mortgage Assistance to be received, if any: \$ _____
6. Average First Mortgage: \$ _____
7. Estimated Monthly Payment on First Mortgage (PITI): \$ _____
8. Annual Income Needed to Support above Payment: \$ _____
(Based on the homebuyer paying 33% of gross annual income for PITI)

BEGIN Program Units Targeted for Moderate-income buyers:

1. Model Number targeted as affordable for mod-income buyers: _____
2. Number of BEGIN Units targeted for mod-income buyers: _____
3. Expected Average Sales Price, Less Homebuyer Equity: \$ _____
4. Less Average BEGIN Mortgage Assistance to be given: \$ _____
5. Less Average Other Mortgage Assistance to be received, if any: \$ _____
6. Average First Mortgage: \$ _____
7. Estimated Monthly Payment on First Mortgage (PITI): \$ _____

8. Annual Income Needed to Support above Payment: \$ _____
(Based on the homebuyer paying 33% of gross annual income for PITI)

Attachment 2

LEGISLATIVE REPRESENTATIVES

Indicate all Legislators who represent any portion of the proposed service area. If you have vacancies in your legislative seats, please list your district number and district address.

A. Members of the State Assembly:

District number: _____

District number: _____

Name: _____

Name: _____

District _____

District _____

Address: _____

Address: _____

City: _____

City: _____

Zip Code: _____

Zip Code: _____

B. Members of the State Senate:

District number: _____

District number: _____

Name: _____

Name: _____

District _____

District _____

Address: _____

Address: _____

City: _____

City: _____

Zip Code: _____

Zip Code: _____

C. Members of the U.S. House of Representatives:

District number: _____

District number: _____

Name: _____

Name: _____

District _____

District _____

Address: _____

Address: _____

City: _____

City: _____

Zip Code: _____

Zip Code: _____

(Add extra pages if needed)

Attachment 3

SAMPLE GOVERNING BOARD RESOLUTION

RESOLUTION NO. _____

THE GOVERNING BOARD OF

(Title of Applicant)

HEREBY AUTHORIZES THE SUBMITTAL OF AN APPLICATION TO THE CALIFORNIA STATE DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT FOR FUNDING UNDER THE BEGIN PROGRAM; THE EXECUTION OF A STANDARD AGREEMENT IF SELECTED FOR SUCH FUNDING AND ANY AMENDMENTS THERETO; AND ANY RELATED DOCUMENTS NECESSARY TO PARTICIPATE IN THE BEGIN PROGRAM.

WHEREAS:

- A. _____ (name of applicant), a [political subdivision of the State of California], wishes to apply for and receive an allocation of funds through the BEGIN Program; and
- B. The California Department of Housing and Community Development (hereinafter referred to as "HCD") has issued a Notice of Funding Availability ("NOFA") for the BEGIN Program established by Chapter 14.5, Sections 50860 through 50866 of Part 2 of Division 31 of the Health and Safety Code (the "statute"). Pursuant to the statute, HCD is authorized to approve funding allocations utilizing monies made available by the State Legislature to the BEGIN program, subject to the terms and conditions of the statute and the BEGIN Program Guidelines adopted as amended by HCD on 05/21/07; and
- C. The _____ (name of Applicant) wishes to submit an application to obtain from HCD an allocation of BEGIN Program funds in the amount of \$_____.

IT IS NOW THEREFORE RESOLVED THAT:

- 1. The _____(name of applicant) shall submit to HCD an application to participate in the BEGIN Program in response to the NOFA issued on _____ which will request a funding allocation for the following activities:

(Briefly describe the proposed activities, including dollar amount of each)

located in

[Project location(s)]

- 2. If the application for funding is approved, the _____ (Name of applicant) hereby agrees to use the BEGIN Program funds for eligible activities in the manner presented in the application as approved by HCD and in accordance with program Guidelines cited above. It also may execute any and all other instruments necessary or required by HCD for participation in the BEGIN Program.

3. The _____(name of Applicant) authorizes _____ [office or position titles of authorized person(s)] to execute in the name of the _____ (name of Applicant), the application, the Standard Agreement, and all other documents required by HCD for participation in the BEGIN Program, and any amendments thereto.

PASSED AND ADOPTED THIS ____ Day of _____, 20 _____, by the following vote:

AYES: _____ NAYS: _____ ABSTAIN: _____ ABSENT: _____

The undersigned _____(title of officer) of the _____ (name of Applicant) there before named does hereby attest and certify that the foregoing is a true and full copy of a resolution of the Governing Board adopted at a duly convened meeting on the date above-mentioned, which has not been altered, amended or repealed.

Signature _____ Date _____

NOTES:

1. This is intended to be a sample resolution authorizing submittal of an application to HCD. Applicants may use their own format if it contains **all** of the authorizations contained in this sample.
2. The person attesting to the signing of the resolution cannot be the same person who is authorized to execute documents in the name of the applicant.
3. Original resolution or a live certified copy of the resolution must be submitted with the application.

Attachment 4

A. Regulatory Relief Section for BEGIN: Must have a minimum of 200 points in this category to be eligible for the BEGIN Program. Maximum of 400 points available.

	Total Points	Self Score	HCD
1. Modification of Zoning, Density and Development Standards (Section 106 of BEGIN Program Guidelines)	100		
2. Reduction in Permit Processing and Procedures (Section 106 of BEGIN Program Guidelines)	50		
3. Reduction in Parking Standards (Section 106 of BEGIN Program Guidelines)	100		
4. Development Incentives (Section 106 of BEGIN Program Guidelines)	50		
5. Mitigation of Fees and Exactions (Section 106 of BEGIN Program Guidelines)	50		
6. Jurisdiction-wide Regulatory Relief Bonus Points (Section 106 of BEGIN Program Guidelines)	50		
Total points possible in regulatory relief	400		