



# DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

## INFILL INFRASTRUCTURE GRANT PROGRAM

### Grant Application Instructions Part B QIA/MPP

**FY 2008 – 2009 NOFA**

State of California  
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Division of Financial Assistance

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## **Part B – General Guidelines**

Part B of the Application will be used for rating and ranking Capital Improvement Projects associated with Qualifying Infill Project (QIP) or Qualifying Infill Area (QIA) and Multi-Phased Large Projects (MPP) grant applications.

### **Which Part B will you complete?**

- Applicants will choose their set of documents from the on-line file choices and complete the appropriate sections.
- QIP's will complete the Part B QIP.
- QIA's and MPP's will complete Part B QIA/MPP.

**Applicants must complete the Self-Scoring Worksheet which is found at the end of Part B. The minimum score to submit QIP, QIA, or MPP applications is 210. If your self score is below 210, do not complete or submit the application.**

## Part B – QIA/MPP SCORING SECTION

Points are not cumulative within each section/subparagraph unless otherwise specified.

### Grant, Affordability, and Density Calculation Spreadsheet (“GAD”)

Applicants will complete the “GAD” Spreadsheet. In addition to this spreadsheet, applicants will include their Mullin Density evidence requirement, rural documentation (if any) and Net Density Calculation.

The GAD is designed to determine whether the proposed project meets IIG’s minimum affordability and density requirements and to calculate the project’s density, affordability points and maximum IIG grant amount. Place the completed GAD in Part B in the order indicated in the Index Tab List.

**It will be helpful to complete this spreadsheet prior to completing other areas of the application. Several calculations from this spreadsheet will be used in the completion of this application.**

To substantiate the figures entered into the GAD, applicants must provide the following exhibits:

#### **Mullin Density:**

The applicant must determine the net density requirement. Refer to the Resources section in these instructions and follow the link to the Mullin Densities. This determination must be accurate in order for your application to be reviewed. Please note there is an alternative density requirement for projects located in rural areas (see Resources “Rural Area Determination Procedures”). Using the drop-down menu, select the proper Mullin Density requirement. Print out the applicable portion of the chart and attach as **Exhibit C-B-1 a**.

#### **Rural Project:**

If you answer “yes” to the “Rural Area Project” question, you must complete and attach documentation supporting this determination. Follow the instructions under the resource document entitled: “Rural Area Determination Procedures” listed on the IIG website. Follow the three step procedure to determine eligibility. Print out the applicable determination section and attach as **Exhibit C-B-1 b**.

## Net Density:

**Provide evidence of the net density calculation from a licensed Land Surveyor or Civil Engineer. All calculations must be provided.** Attach the engineering documentation to support the calculation of Net Acreage for the QIP/QIA/MPP.

“Net Density” means the total number of dwelling units per acre of land to be developed for residential or mixed use, excluding permanent streets, required drainage facilities, sidewalks, parks, public rights of way, easements, encroachments and dedicated open space...” [Guidelines Section 302\(o\)](#)

Label and attach as **Exhibit C-B-1 c.**

## Unit Mix:

After completing the density calculations, enter the balance of the information requested in the spreadsheet. Enter the number of units in each category. After completing the questions about the units and acreage, the calculations regarding minimum density and affordability will automatically populate (i.e., be generated on the form). These calculations will be used throughout the application to calculate the grant amount, confirm threshold requirements are met, and rate and rank the application.

## Affordability (60 points maximum) [Guidelines, Section 310 \(b\)](#)

Applications will be awarded points based on the percentage of units to be developed in the QIA/MPP that will be restricted to occupancy by various income groups.

Application Part B QIA/MPP: the Grant, Affordability, and Density Calculation Spreadsheet calculates total affordability points for both rental units and owner occupied units. Complete the GAD Spreadsheet and include in the application Part B where designated in the Index Tab List. If the GAD has not self-populated (or generated) the affordability points, enter the points calculated by the GAD into the appropriate section on the Self-Scoring Worksheet at the end of Part B. No further documentation is needed.

CalHFA sales price and fair market rent information can be found in the Resources section of the application Part A General Instructions.

## Density (40 points maximum) [Guidelines Section 310\(c\)](#)

Applications will be awarded points based on the extent to which the average Net Density of the QIA/MPP, adjusted by unit size, exceeds the required density specified in Guidelines Section 303(a)(4).

Application Part B QIA/MPP: the Grant, Affordability, and Density Calculation Spreadsheet calculates total density points for both rental units and owner occupied

units. Complete the GAD Spreadsheet .and include in the application Part B where designated in the Index Tab List. If the GAD does not self-populate (or generate) points into the self scoring worksheet, enter the Density points calculated by the GAD into the appropriate section of the Self-Scoring Worksheet at the end of Part B. No further documentation is needed.

## **Area Readiness (90 points maximum) *Guidelines Section 310(a)***

Download the form in Part C: “Verification of the Status of Environmental Review and Land Use Entitlements”.

**This form must be submitted to all agencies exercising control over the project. The respective agency(ies) must complete their portion and return it to the applicant for inclusion in the application.**

This form applies to both the Environmental Review Status point section and the Land Use Entitlement Section. The form must match the information provided in the IIG Application. Further documentation is also required (see each item). HCD will not accept this form directly from public agencies. Each applicant will have at least one agency form, but it may be necessary for more than one agency to complete the form. Each agency with jurisdiction over any of the Environmental Review or Land Use Entitlements should complete a separate form. Only original signatures (“wet signatures”) will be accepted for the Original Application. Photocopies, faxes, or electronically submitted forms will not be accepted in the Original Application. Label as **Exhibit C-B-2** and place in the binder in the order indicated by the Table of Contents/Applicatio Index Tab List.

### **1. Environmental Review Status – 25 points maximum (Points are not cumulative in this section)**

Check the box that reflects the environmental readiness regarding the California Environmental Quality Act (CEQA) review status.

- a. Using the drop-down menu, choose “yes” if you have completed all necessary environmental impact reports, including those required under CEQA, all applicable time periods for filing appeals or lawsuits have lapsed, or mitigated negative declaration has been adopted. Provide a copy of all environmental clearances or Notice of Exemption. Label and attach documentation that all appeal periods have lapsed as **Exhibit C-B-3**.  
*25 points [Guidelines Section 310\(a\)\(1\)\(A\)](#)*
- b. Using the drop-down menu, choose “yes” for QIA/MPPs for which a draft of a program, master or tiered environmental impact report has been certified by the appropriate agency, and the developments included in the application will

constitute subsequent projects subject to environmental review pursuant to CEQA Guidelines. Label and attach a copy of the certified EIR as **Exhibit C-B-3**. 15 points *Guidelines Section 310(a)(1)(B)*

- c. Using the drop-down menu, choose “yes” for QIA/MPP’s in which a draft of a program, master or tiered environmental impact report has been completed and filed with the appropriate agency and the developments included in the application will constitute subsequent projects subject to environmental review pursuant to CEQA Guidelines. Label and attach a copy of the EIR as **Exhibit C-B-3**. 5 points *Guidelines Section 310(a)(1)(C)*
- d. Check Box “D” if not less than 50% of the land area is on sites that have been subject to a Phase I Environmental Site Assessment (or updated Phase I) completed within one year prior to the application due date. The Phase I Environmental Site Assessment must meet the ASTM Standard E1527-05. Label and attach the Phase I Environmental Site Assessment and show the date of completion, as **Exhibit C-B-3**. 5 points *Guidelines Section 310(a)(1)(D)*

In addition to the exhibits above, the form Status of Environment Review and Land Use Entitlements must be completed by the public agency and submitted as Exhibit C-B-2 (see instructions above directly following Area Readiness).

**2. Land Use Entitlement Status – 25 points maximum. Points are not cumulative in this section.**

Points are awarded based on the extent that the QIA/MPP can secure necessary entitlements from the local jurisdiction within a reasonable period of time.

List each agency/issuer for each discretionary approval your **QIA/MPP** units require, whether applied for or not. Include the number of units the approval will be subject to in each instance, and the units approved. Under status, choose from the pull-down menu “granted”, “by right”, “submitted”, or “yet to apply”. “Submitted” and “yet to apply” will not receive points, but approvals must be listed and checked as to each status.

- If you have chosen “granted”, or “by right” and your application can demonstrate all discretionary land use approvals, excluding design review, for not less than one-half the housing units in the QIA/MPP have been granted, you will receive 25 points. Submit the land use approvals and attach as **Exhibit C-B-4**. *Guidelines Section 310(a)(2)(A)*
- If you have chosen “granted”, or “by right” and your application can demonstrate all discretionary land use approvals, excluding design review, for not less than one-third the housing units in the QIA/MPP have been granted, you will receive

20 points. Submit the land use approvals and attach as **Exhibit C-B-4. Guidelines Section 310(a)(2)(B)**

List each agency/issuer for each discretionary approval your **CIP** requires, whether applied for or not. Under status, choose from the pull-down menu “granted”, “submitted”, or “yet to apply”. “submitted” and “yet to apply” will not receive points, but approvals must be listed and checked as to each status.

- Applications which demonstrate that all approvals by a local public works department or its equivalent, for the CIP within the QIA have been granted will receive 5 points. *Guidelines Section 310(a)(2)(D)*. Label and attach all approvals for the CIP as **Exhibit C-B-4**.

From the drop-down menu, choose “yes” or “no” whether or not your QIA is subject to a general plan, specific plan, redevelopment area plan, community plan or similar area-specific plan adopted by the locality in which the QIA is located.

From the drop down menu, choose “yes” or “no” whether or not your QIA’s housing units are consistent with the same area-specific plan adopted by the locality in which the QIA is located.

- Applicants who answer “yes” to both questions will receive 10 points. Label and highlight the areas of the plan which prove consistency and attach as **Exhibit C-B-4**.

**In addition to the exhibits above, the form Status of Environment Review and Land Use entitlements must be completed by the public agency and submitted as Exhibit C-2 (see instructions above directly following Area Readiness). The information provided in the application must match this form.**

**3. Funding Commitments – 20 points maximum [\*Guidelines Section 310 \(a\)\(3\)\*](#)**

Applications will be awarded points based on the extent to which the housing in the QIA/MPP and the Capital Improvement Project can secure sufficient funding in a timely manner as follows.

*See also Application Part C **Exhibit C-B-5**, for a Tax Credit Equity Calculation worksheet. Complete this form if your project anticipates using TCAC funding.*

- a. Complete the Funding Commitment table application Part B Item 3a. for the construction period funding of the units. The table will calculate the percentage of units committed.

For construction funding of the units in the QIA/MPP, points will be awarded for committed funding as follows:

75% or more	10 points
50% - 74.9%	7.5 points
25% to 49.9%	5.0 points
10% to 24.9%	2.5 points

Label all proof of funding and attach as **Exhibit C-B 5 a.**

- b. Points shall be awarded for obtaining enforceable commitments for all construction period funding for the Capital Improvement Project. Funding provided by another HCD program is allowable without commitment if the funding is awarded prior to or simultaneously with the final rating and ranking of the IIG program. An application may not receive points under both *Guidelines Sections 310(a)(3)(B) and (C)*.

Complete Part B Item 3.b., listing all costs associated with the Construction Period of the CIP to be developed in the QIA. If enforceable funding commitments for 100% of the construction funding of the Capital Improvement Project are committed, *10 points*.

Attach documentation of the CIP funding and label as **Exhibit C-B-5 a.**

- c. Points will be awarded for documentation indicating interest or intent in funding the Capital Improvement Project. Such documentation may include letters of intent, executive-approved term sheets, letter from public agency expressing interest or intent to fund or other documentation approved by the Department. Include documentation and label as **Exhibit C-B-5a**. *5 points maximum. Points may not be combined with 3.b.*

**4. Local Support –20 points maximum (points may be cumulative in this section).**  
*Guidelines Section 310(4)*

Points may be awarded for obtaining a commitment of state or locally administered funds authorized under the 2009 federal economic stimulus package (“Stimulus Funds”), provided the sum of the Stimulus Funds **plus** other local public agency funding totals an amount **at least equal to 35 percent of the amount of the requested Program grant.** *Guidelines Section 310(a)(4)(A)*

In the application form:

- List the Grant Amount you are requesting from IIG, Part A Item 2.
- List the amount of Stimulus Funds committed to the QIA/MPP or CIP.
- List amount (if any) of local public agency or agencies funding commitments.

The following Stimulus Fund-related points will be scored in this way:

- 10 points if the Stimulus Funds are at least 20 percent of the amount of the requested IIG grant, or
- 6 points if the Stimulus Funds are at least 15 percent of the amount of the requested IIG grant, or
- 4 points if the Stimulus Funds are at least 10 percent of the amount of the requested IIG grant.

Points may be additionally awarded under Local Support for one of the following:

- 10 points if the funding commitment from local public agency(ies) and Stimulus Funds for the QIA/MPP or CIP is at least 25 percent of the IIG grant, or
- 5 points if the funding commitment from local public agency(ies) and Stimulus Funds for the QIA/MPP or CIP is at least 15 percent of the IIG grant.

Therefore, amounts may be combined between Stimulus Funds and local funds to calculate the total points in the Local Support category. For example,

*A project has 30% Stimulus Funds and 5% local funds of the requested grant amount. Those amounts may be combined for an equivalent local funding support of 35 percent of the requested IIG grant; and thus score 10 points in the local support area and 10 points in the Stimulus Funding area for a maximum of 20 points possible.*

Submit a letter of intent from the director of the local agency administering the Stimulus Funds in the application. The IIG Program will require a binding commitment (e.g. an enforceable commitment letter or agency resolution) before completing the rating and ranking of the application. The documentation should include the name of the project, the agency's total Stimulus Funds expected and the amount committed to your project. Attach and label as **Exhibit C-B-6**. A firm commitment will be due before the project is awarded funding at Loan and Grant.

A land donation supported by an appraisal dated no earlier than October 1, 2008, may be considered a commitment. Waiver of fees or promise or future tax increment funding by a local agency is not considered local support. [Guidelines Section 310 \(a\)\(4\)\(A\)](#)

Provide proof of funding from the local public agencies or agencies in which the QIA/MPP is located and label as **Exhibit C-B-6**.

If your project will not receive any Stimulus Funds or local funding commitments, then you may receive points in either one of the following ways in the application form:

d. Check "yes" or "no" from the drop-down menu box if the QIA/MPP is located on a site designated or identified in the housing element of the local general plan as suitable

for housing development consistent with this application. *Guidelines Section 307 (a)(4)(D)*

Provide proof of identification in the housing element by including the cover page(s) of the General Plan, and highlighting the appropriate section of the Housing Element and label as **Exhibit C-B-6**. *3 points (maximum for this subparagraph-points are not cumulative)*

e. Check “yes” or “no” from the drop-down menu box if the QIA/MPP has received a letter of support from the legislative body or director of the planning department of the Locality in which the QIA/MPP is located. *Guidelines Section 310(a)(4)(D)*

Submit the letter and label as **Exhibit C-B-6**. *3 points (maximum for this subparagraph-points are not cumulative)*

## **5. Access to Transit (20 points maximum)** *Guidelines Section 310(d)*

Complete the chart, separately listing all developments within the QIA/MPP. List the total units with each development. Chose “Yes” or “No” from the drop down menu box whether or not these units are within one-half mile of a Transit Station or Major Transit Stop. The form will calculate the percentage of units which will be used for point scoring. Points will be awarded based on the percentage of residential units in the QIA/MPP which are in developments which meet the criteria.

*Two points will be awarded for each 10 percent of such housing units.*

For purposes of this section, a “walkable route” shall mean a route, after completion of the proposed QIA/MPP, which shall be free of negative environmental conditions that deter pedestrian circulation, such as barriers, stretches without sidewalks or walking paths; noisy vehicular tunnels; streets, arterials or highways without regulated crossings that facilitate pedestrian movement; or stretches without lighted streets.

For purpose of this section, a “Major Transit Stop” means a bus, ferry or rail stop served by either:

- a. one route departing nine (six for Localities with minimum Net Densities of 15 units per acre or less pursuant to Guidelines Paragraph 303 (a) (4)) or more times between both 7:00 a.m. to 10:00 a.m., inclusive, and 3:00 p.m. to 7:00 p.m., inclusive, Monday through Friday or the alternative peak hours designated for the transportation corridor by the transit agency; or
- b. two or more routes departing 12 (eight for Localities with minimum Net Densities of 15 units per acre or less pursuant to paragraph 303 (a) (4)) or more times between both 7:00 a.m. to 10:00 a.m., inclusive, and 3:00 p.m. to 7:00 p.m., inclusive, Monday through Friday or the alternative peak hours designated for the transportation corridor by the transit agency; or

- c. one route departing two or more times for a stop located in a Rural Area, or four or more times for a stop located in a Locality larger than 40,000 in population but not more than 100,000, between both 7:00 a.m. to 10:00 a.m., inclusive, and 3:00 p.m. to 7:00 p.m., inclusive, Monday through Friday or the alternative peak hours designated for the transportation corridor by the transit agency; or
- d. two or more routes departing four or more times for a stop located in a Rural Area, or six or more times for a stop located in a Locality larger than 40,000 in population but not more than 100,000, between both 7:00 a.m. to 10:00 a.m., inclusive, and 3:00 p.m. to 7:00 p.m., inclusive, Monday through Friday or the alternative peak hours designated for the transportation corridor by the transit agency.

For purposes of this section, a “Transit Station” means a rail or light-rail station, ferry terminal, Bus Hub, or Bus Transfer Station. Included in this definition are planned transit stations otherwise meeting this definition whose construction is programmed into a Regional or State Transportation Improvement Program to be completed no more than five years from the deadline for submittal of applications set forth in the NOFA.

Examples of Walkable Transit Maps are provided in Section C, Examples and Forms in the application package. In addition to providing a map with the Walkable Route clearly delineated; include sufficient information for verification of the transit route or station. Include, on a separate page, the Name, Address, Telephone, and Web Site address including the specific web link(s) and hard-copy printout to the routes serving your Project if the Transit Agency provides it. Include a printed route schedule from the Transit Agency, with identifying factors of the route such as name, and/or route number(s). Provide the schedule including days, times, and frequency. Explicit documentation must be provided to obtain points in this category. Maps must be provided from a reliable source, such as a Licensed Engineer or mapping service with the routes and measurement for distances clearly noted. Dark or unclear copies will not be accepted for point scoring. Colored maps are acceptable. The map exhibit should be the same in the Original Application and the Copy Application (not a photocopy unless it is as clear as the original). Label and attach as **Exhibit C-B 7**.

**6. Proximity to Amenities a. – f. (20 points maximum)**

Applications will be awarded points based on the amenities in the QIA/MPP or within ½ mile radius measured from the established boundaries of the QIA/MPP, as defined in local planning documents. Include the date amenities were placed in service or the date they will be in service when construction of the QIP for the QIA/MPP is completed. It is advisable to include all amenities allowable even if they are not required for maximum point scoring. In the event IIG does not allow one or more amenities for point scoring, the application may then contain others which would be allowable for points.

Enter all the information required in Item 6. “Proximity to Amenities”. Each amenity should be entered separately on the sheet.

Each amenity shall be identified on the corresponding map exhibit in relation to the QIA/MPP. Maps must be provided from a reliable source, such as a Licensed Engineer or mapping service with the radius or linear measurement clearly noted. The QIA/MPP boundary must be clearly indicated as well as the name of each amenity. Dark or unclear photocopies will not be accepted for point scoring. Colored maps are acceptable. The map exhibit should be the same in the Original Application and the Copy Application (not a photocopy unless it is as clear as the original). Label and place in the Index Tab **Exhibit C-B-8. Amenities may be labeled as C-B-8 -1, C-B-8-2, etc.**

Amenities serving a QIA/MPP consisting of less than 200 residential units will score 4 points each. Amenities serving QIA/MPPs consisting of 200 or more residential units will score 2 points each. Each amenity may be counted only once. Applicants shall designate the specific subcategory from the drop-down menu: "Employment Center, Retail Center, Public Park, School/College, Specific Needs or Senior" for each amenity identified. No more than 50 percent of a QIA/MPP's amenities may be from any one subcategory.

*Points for each amenity will be added for a maximum point score of 20.*

For these criteria, the amenities only include:

- a. Public Parks. A public park does not include school grounds unless there is a formal joint use agreement between the jurisdiction responsible for the parks/recreational facilities and the school district providing availability to the general public of the school grounds and/or facilities.
- b. Employment Centers. An employment center is a locally recognized concentration of employment opportunities with a minimum of 50 full-time employees practically available to the residents of the proposed QIA/MPP, such as a large hospital, industrial park, commercial district, or office area.
- c. Retail Centers. A retail center is a downtown shopping area or recognized neighborhood or regional shopping mall with a minimum of 50 full-time employees in retail service.
- d. Public Schools or Community Colleges. Amenities in this category may only score if at least 50% of the residential units designated in the QIA/MPP have two or more bedrooms. The educational facilities must be a public school or community college that residents living in the QIA/MPP may attend.
- e. Special Needs Facilities. Where designated units in this application which qualify for Special Needs or single room occupancy use, as defined by TCAC, or has a Special Needs or Supportive Housing component, as defined under MHP, social service facilities available to serve the residents living in the QIA/MPP will count as an amenity.

- f. Senior Facilities. In order to qualify for points, the QIA/MPP must have designated units in this application for qualified senior citizens. The senior center or facility must regularly offer services specifically designed for seniors residing in the QIA/MPP.

**7. Consistency with Regional Plan (20 points maximum)** *Guidelines Section 310(f)*

“Twenty points will be awarded if development of the QIA/MPP as proposed in the application is consistent with a regional blueprint plan or other regional growth plan adopted by a regional council of governments with the stated intent to fostering infill development and efficient land use. Consistency with such a regional plan must be demonstrated by a letter from the council of governments confirming such consistency. No points will be awarded if the QIA/MPP is located in an area without an adopted regional blueprint plan or other regional growth plan or if the development plans for the QIA/MPP are inconsistent with the adopted regional blueprint plan or other regional growth plan as determined by the Department.”

Submit a letter from the local council of government confirming consistency with the Regional Plan. Label and attach as **Exhibit C-B-9**.

## **Self-Scoring Worksheet**

Complete the self-scoring worksheet based on your completion of the GAD, and Part B: QIA/MPP, Items 1-7. This tool is intended to assist you through the rating and ranking section in determining where your project may score points. Using the drop down menus, fill in the points for each section of Part B of the application you consider your application has earned. It will auto populate (or generate) totals for a possible total points of 250.

**If your application Self-Scoring Worksheet does not meet the minimum requirement of 210 points, your application is not eligible and should not be submitted to HCD.**