

Catalyst Projects for California Sustainable Strategies Pilot Program

Program Guidelines, Technical Resources and
Reporting Requirements for Designated California
Catalyst Communities



Department of Housing and Community Development
December 23, 2010

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The Governor's Office of Planning and Research
California Air Resources Board
California Housing Finance Agency
California Infrastructure Bank
California Energy Commission
California Department of Public Health
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Introduction and Background

This document provides information on technical resources, reporting requirements and Catalyst Community Grant Program Guidelines (Program Guidelines) for designated Catalyst Projects under the Department of Housing and Community Development's (Department) Catalyst Projects for California Sustainable Strategies Pilot Program.

On August 18, 2010, the Department announced the selection of thirteen Catalyst Projects under the Department's Catalyst Projects for California Sustainable Strategies Pilot Program (Program). Designated Catalyst Projects were chosen, in part, based on their ability and commitment to:

- Remove barriers to development of transformative projects.
- Demonstrate a high level of transferability.
- Promote effective jobs and housing relationships.
- Integrate sustainability and economic development plans.

Designated Catalyst Projects demonstrate a commitment to sustainable communities and testing and evaluating innovative strategies designed to increase housing supply and affordability; improve jobs and housing relationships; stimulate job creation and retention; enhance transportation modal choices; preserve open space and agricultural resources; promote public health; eliminate toxic threats; address blighted properties; reduce greenhouse gas emissions and increase energy conservation and independence. At least one Catalyst Project was designated in each of the four major Metropolitan Planning Organizations (MPOs) regions to support their efforts to develop a Sustainable Communities Strategy required by SB 375. The thirteen selected Catalyst Projects are:

Gold Catalyst Projects:

City of Emeryville, Emeryville Marketplace
City of San Francisco, Mission Bay
City of Sacramento, Township Nine
City of San Diego, Village at Market Creek
City of Fullerton, Fullerton Transportation Center

Silver Catalyst Projects:

City of National City, Paradise Creek Revitalization
City of Chico, Meriam Park
Town of Truckee, Truckee Railyard
City of Marina, The Dunes on Monterey Bay
City of Ontario, Downtown Core Catalyst Project

Bronze Catalyst Projects:

City of San Diego, Quarry Falls
City of Hercules, Bay Front Transit Village
City of Oxnard, North Oxnard Communities Catalyst Project

As outlined in the RFP, designated Catalyst Communities are required to report qualitative and quantitative data on sustainable community and livability principle strategies as well as specific travel-related data as described in the submitted application for Catalyst Project designation.

All Designated Catalyst Projects will require an executed Memorandum of Understanding (MOU) between the Department and the Grantee. Each MOU will detail the Grantee's reporting requirements, including timeframes for reporting and specific data components to be monitored and analyzed based on the Grantee's application submitted in response to the December 2009 Request for Proposals.

In addition, Gold and Silver Designated Catalyst Projects eligible for funding under the Department's Catalyst Community Grant Program as detailed in the August 11, 2010, letter of award must submit a separate application to the Department. The application must detail the proposed use of funds for an eligible capital improvement project as set forth in Section 104 and Attachment A. Gold and Silver Designated Catalyst Projects Grantees will also be required to enter into an executed Standard Agreement specifying, among other things, the amount of funds granted and detailed scope of work for the proposed capital improvement activity. The Standard Agreement will incorporate the previously executed MOU, and distribution of funds will be contingent on the Grantee's continued compliance with the reporting requirements as detailed in the MOU.

Section 101 Definitions

“Activity Summary” means the proposed activity to be funded through the Catalyst Community Grant Program.

“Application Package” means a completed application as provided in Attachment A along with a certified resolution authorizing application for the Catalyst Community Grant Program. Please note, jurisdictions must use the provided resolution template provided in Attachment B.

“AHIF” means the Affordable Housing Innovation Fund.

“Capital Asset(s)” means tangible physical property with an expected useful life of 15 years or greater, including: (a) major maintenance, reconstruction, or demolition for purposes of reconstruction of facilities, (b) retrofitting work that is ordinarily done no more often than once every 5 to 15 years, (c) expenditures that continue to enhance the useful life of the capital asset, or (d) equipment with an expected useful life of two years or greater. Costs allowable under this definition include costs incidentally but directly related to construction or acquisition of the capital asset, including, but not limited to, planning, engineering, construction management, architectural, and other design work, environmental impact reports and assessments, required mitigation expenses, appraisals, legal expenses, site acquisitions, and necessary easements.

“Catalyst Designee,” “Catalyst Community” or “Catalyst Project” means a Gold, Silver or Bronze level Project designated under the Department’s Catalyst Program. Catalyst Designees are as follows:

- “Gold Catalyst Projects”: City of Emeryville, Emeryville Marketplace
City of San Francisco, Mission Bay
City of Sacramento, Township Nine
City of San Diego, Village at Market Creek
City of Fullerton, Fullerton Transportation Center
- “Silver Catalyst Projects”: City of National City, Paradise Creek Revitalization
City of Chico, Meriam Park
Town of Truckee, Truckee Railyard
City of Marina, The Dunes on Monterey Bay
City of Ontario, Downtown Core Catalyst Project
- “Bronze Catalyst Projects”: City of San Diego, Quarry Falls
City of Hercules, Bay Front Transit Village
City of Oxnard, North Oxnard Communities
Catalyst Project

“Catalyst Program” means the Catalyst Projects for California Sustainable Strategies Pilot Program.

“Catalyst Community Grant Program” or “Program” means the Program funded by Innovative Homeownership Program of the Affordable Housing Innovation Fund established pursuant to Health and Safety Code Section 53545.9(d) and funded through Proposition 1C, the Housing and Emergency Shelter Trust Fund Act of 2006.

“Catalyst Community Grant Program Funds” means the grant funds awarded to Grantees, as detailed in such Grantees’ August 11, 2010, award letters, and in accordance with California Government Code section 16727, these Program Guidelines and the terms and conditions to be set forth in executed MOUs and Standard Agreements.

“Consistency” or “Consistent” means compatible or in agreement with, and not contradictory to.

“Department” means the California Department of Housing and Community Development.

“Grantee” means the City or County which applied for and which was designated by the Department as a Gold or Silver Catalyst Project.

“IHP” means the Innovative Homeownership Program.

“MOU” means the Memorandum of Understanding to be entered into between the Department and each Grantee setting forth each Catalyst Designee’s reporting requirements, including timeframes for reporting and specific data components to be monitored and analyzed based on the Grantee’s application submitted in response to the RFP.

“O-T-C” means over-the-counter.

“RFP” means that certain Request for Proposal issued by the Department, dated December 2009.

“Standard Agreement” means the agreement to be entered into between the Department and each Grantee. The Standard Agreement will specify, among other things, the amount of funds granted and detailed scope of work for each Grantee’s proposed capital improvement activity. The Standard Agreement will incorporate the previously executed MOU, and distribution of funds will be contingent on the Grantee’s continued compliance with the reporting requirements as detailed in the MOU.

Section 102

Technical Assistance Resources

Designated Catalyst Projects are eligible for a variety of resources and technical assistance, including but not limited to:

State/Regional Funding Resources, including:

- Catalyst Community Grant Program Funds for designated Gold and Silver level Catalyst Communities. Refer to Section 104 of these guidelines for additional information.
- Bonus Points for Cal-Trans' Community Based Transportation Planning Grant Program (please see <http://www.dot.ca.gov/hq/tpp/grants.html>). *Note: FY 2011-12 applications due Wednesday, March 30, 2010.*
- Bonus Points for HCD's Multifamily Housing Program (please see http://www.hcd.ca.gov/fa/mhp/MHP_1C6_NOFA_11_22_10.pdf). *Note: Applications due March 3, 2011.*
- Department of Resources, Recycling and Reuse (CalRecycle) will work with grant recipients to leverage resources from local assistance programs, as well as the Comprehensive Recycling Communities program to help projects initiate best practices for recycling and waste management. Technical assistance, as well as small infrastructure investments, i.e. free recycle starter kits, will be made available.
- Additional consideration for Designated Catalyst Projects within the Southern California Association of Governments (SCAG) Region in applications for Compass Blueprint Demonstration Projects funded through SCAG.

Targeted Technical Assistance from Teams of State Agencies, including but not limited to:

- Department of Housing and Community Development
- Infrastructure Bank
- Governor's Office of Planning and Research
- California Air Resources Board
- California Housing Finance Agency
- California Infrastructure Bank
- California Energy Commission
- California Department of Public Health
- California Environmental Protection Agency
- California Department of Forestry and Fire Protection

Publicity and identification as a California Catalyst Project:

- Coordinated media campaign and branding of Catalyst Community Designation.
- Participation of the Department and other State Agencies at local press events.
- Specialized signage indicating designation as a California Catalyst Community.
- Use of the California Catalyst Community Logo on City and developer generated marketing materials.

The Department continues to pursue additional financial and technical assistance opportunities for Catalyst Designees. **Note: Catalyst Designees must have an adopted housing element found by the Department to be in compliance with State law prior to receipt of any Catalyst Community Grant Program Funds, technical assistance or additional consideration (i.e. bonus points) for identified State resources.** For information on the current housing element status by jurisdiction, please refer to the Department's website at <http://www.hcd.ca.gov/hpd/hrc/plan/he/> or contact your Catalyst Program representative at 916-445-4728.

Section 103 Reporting Requirements

Details on reporting requirements specific to each Catalyst Community will be outlined in an MOU based, in part, on the information provided in the initial application for Catalyst Project designation. Please note, continued eligibility for Catalyst Community Grant Program Funds, technical assistance and State resources as identified in Section 102 is contingent on continued compliance with reporting and evaluation requirements set forth in the MOU and Standard Agreement.

Full reports are required at the end of years one, three and five, as specified in the MOU. Other interim reporting between years one and three and between years three and five may be required pursuant to the terms of the MOU. Topics to be monitored, evaluated and reported upon by each Catalyst Community include, but are not limited to the following:

Sustainable Communities Policy Objectives and Livability Principles

Each Catalyst Community must report on the identified qualitative and quantitative outcomes of actions to address the Sustainable Communities Strategies and Livability Principles, as set forth in the original application for initial Catalyst Project designation.

Examples of outcomes to be monitored and analyzed for Sustainable Communities Policy Objectives and Livability Principles as detailed in the RFP could include:

I. Sustainable Communities Policy Objectives:

Policy Objective:	Outcomes to be monitored and analyzed:
Inter-jurisdictional/regional collaboration including implementing Regional Blueprint goals and objectives;	<ul style="list-style-type: none"> ▪ How the Catalyst Project promotes inter-jurisdictional or regional collaboration and the success and outcomes of that collaboration. ▪ Evaluation of how the Catalyst Project implements an existing Regional Blueprint.
Quantifiable reduction in greenhouse gas emissions;	<ul style="list-style-type: none"> ▪ Monitor and evaluate actual reductions in greenhouse gas emissions based on anticipated reductions.
Increased supply of safe and healthy housing affordable to the workforce and special needs populations (e.g., the elderly, disabled or large families);	<ul style="list-style-type: none"> ▪ Report on the number of affordable housing units provided and their level of and term of affordability. ▪ Report on any special housing needs group served by the project and any supportive services provided. ▪ Report on specific efforts to address the needs of the workforce, including information on typical salaries for jobs created within the project.

	<ul style="list-style-type: none"> ▪ Report on use of universal design principles in development and construction of housing, public facilities and thoroughfares.
Transportation/transit improvements;	<ul style="list-style-type: none"> ▪ Report on specific features of the project which support and/or encourage transportation and mobility (including walking and bicycling) and transit improvements that increase mobility, access, and safety. ▪ Monitor and evaluate specific transit measures including increased transit ridership, reductions in vehicles miles traveled, etc.
Reduce automobile use and fuel consumption;	<ul style="list-style-type: none"> ▪ Monitor and evaluate the Catalyst Project's contributions in reducing automobile use and fuel consumption.
Incorporation of transit-oriented developments (TODs) with housing;	<ul style="list-style-type: none"> ▪ Report on the Catalyst Project's success in improving access to transportation and linkage to housing. ▪ Report on type of transit access available within the TOD. ▪ Monitor and evaluate transit ridership rates based on increased area density. ▪ Measure and report on success of efforts to incentivize transit ridership.
Energy efficiency, conservation or renewable energy;	<ul style="list-style-type: none"> ▪ Report on the Catalyst Project's efforts to promote energy conservation and efficiency. ▪ Success in meeting established targets for energy efficiency and conservation. ▪ Monitor and evaluates success of incorporated renewable energy sources. ▪ Document the extent to which the project meets LEED-ND standards.
Promote effective waste management/recycling;	<ul style="list-style-type: none"> ▪ Report on the Catalyst Project's efforts to incorporate waste management and recycling strategies that exceed business as usual - in both the construction and ongoing operation. ▪ Evaluate success in meeting identified targets for waste reduction and recycling.
Revitalizing neighborhoods and community centers;	<ul style="list-style-type: none"> ▪ Monitor impacts of identified strategies to address neighborhood revitalization.

	<ul style="list-style-type: none"> ▪ Evaluate how the Catalyst Project considers impacts on existing residents and addresses potential gentrification issues. ▪ Evaluate success of goals and targets for revitalization activities. ▪ Identify the strategies and actions within the project to increase neighborhood security and safety.
Protection and/or restoration of natural resources and/or agricultural land;	<ul style="list-style-type: none"> ▪ Report on efforts to support protecting or restoring existing natural resources and/or agricultural land.
Improved availability of parks and/or open space;	<ul style="list-style-type: none"> ▪ Evaluate availability of parks and open space in park-deficient areas.
Improved water and/or air quality;	<ul style="list-style-type: none"> ▪ Evaluate efforts to provide improved air or water quality. ▪ Report on the extent to which housing developments include smoke free policies and the impacts of those requirements.
Reduction in toxic threats	<ul style="list-style-type: none"> ▪ Evaluate efforts to reduce exposure to toxic threats. ▪ Evaluate impacts of green technology and toxin-free materials used in construction.
Promote water conservation;	<ul style="list-style-type: none"> ▪ Evaluate efforts to achieve water conservation objectives beyond business as usual.
Promote the objectives of a Regional Economic Recovery Work Plan (RERWP) or an adopted local economic development strategy or plan Consistent with the objectives of a RERWP;	<ul style="list-style-type: none"> ▪ Evaluate project for Consistency with the objectives of the appropriate RERWP.
Creation of green jobs and/or industries;	<ul style="list-style-type: none"> ▪ Evaluate how the project supports the creation of green jobs and industries. ▪ Quantify the number of green jobs expected to be developed or supported and monitor actual job creation including typical salaries.
Increased infill and/or compact development, including housing, in rural, suburban, and urban areas;	<ul style="list-style-type: none"> ▪ Evaluate the Catalyst Project's effectiveness in increasing infill development or implementing existing infill development strategies including the impacts of the project in promoting compact development patterns.

	<ul style="list-style-type: none"> ▪ Monitor and evaluate the number of infill developments to be produced (residential and other). ▪ Quantify impact of increased compact development on amount of land consumed compared to business as usual development patterns.
Efficient use of existing infrastructure (roadways, sewer, water, and bridges) and plan to accommodate increased capacity;	<ul style="list-style-type: none"> ▪ Evaluate how existing infrastructure systems are more efficiently. ▪ Describe how efficiency will be measured.
Increased access to broadband technologies;	<ul style="list-style-type: none"> ▪ Evaluate the success of the project in improving access to broadband technologies. ▪ Evaluate how underserved populations have been provided greater access to the internet.
Development of integrated/joint use facilities and services (such as schools and parks); and,	<ul style="list-style-type: none"> ▪ Evaluate success of the Catalyst Project in supporting existing and new joint use facilities and quantify benefits of joint use facilities for project and community at large. ▪ Report on plans and efforts to influence the siting choices and decisions for schools, parks and recreation facilities to provide for safe, access to these facilities and services
Promote public health and healthy communities, including safe walkable neighborhoods,	<ul style="list-style-type: none"> ▪ Evaluate and quantify the public health benefits the project will promote and achieve. ▪ Describe any collaboration or cooperation with the local health officer or department. ▪ Evaluate and quantify how the project supports the healthy communities framework ▪ Evaluate the extent to which the transportation routes and access around the project promotes complete streets including audits and assessment of walk and bike-ability and convenient and safe access to transit. ▪ Report on success of efforts to increase access to essential services and destinations, such as healthy foods, schools and other public services.

II. Livability Principles:

Monitor and evaluate the Catalyst Project's objectives to quantify goals of the HUD/DOT/EPA principles as described in the RFP, including:

- Provide more transportation choices -- Develop safe, reliable and economical transportation choices to decrease household transportation costs, reduce our nation's dependence on foreign oil, improve air quality, reduce greenhouse gas emissions and promote public health.
- Promote equitable affordable housing -- Expand location- and energy-efficient housing choices for people of all ages, incomes, races and ethnicities to increase mobility and lower the combined cost of housing and transportation.
- Enhance economic competitiveness -- Improve economic competitiveness through reliable and timely access to employment centers, educational opportunities, services and other basic needs by workers as well as expanded business access to markets.
- Support existing communities -- Target federal funding toward existing communities through such strategies as transit-oriented, mixed-use development and land recycling -- to increase community revitalization, improve the efficiency of public works investments, and safeguard rural landscapes.
- Coordinate policies and leverage investment -- Align federal policies and funding to remove barriers to collaboration, leverage funding and increase the accountability and effectiveness of all levels of government to plan for future growth, including making smart energy choices such as locally generated renewable energy.
- Value communities and neighborhoods -- Enhance the unique characteristics of all communities by investing in healthy, safe and walkable neighborhoods -- rural, urban or suburban.

Travel Related Data:

In addition, each Catalyst Community must report on travel related data as indicated in the submitted application. For example, to the extent the applicant received bonus points for its commitment to monitor and evaluate land-use, transportation and travel data, data will be required on the following:

1. Detailed Land-Use Information:

- For commercial/retail/restaurant land use: the number and types of businesses, shops and restaurants; square feet of interior space; number of employees; hours of operation; number of parking spaces provided; etc.
- For office buildings: type of office (e.g., government/non-government), square feet of interior space, number of employees, hours of operation, number of parking spaces provided.
- For residential projects: single or multi-family, whether rental or for purchase, height of building(s), density of housing (average as well as specific project densities), number of residential units, number of bedrooms per unit, number of parking spaces provided.
- Location of the project in relation to downtowns, other activity centers, universities or colleges, job centers, retail areas, housing, etc. within a metropolitan or rural area.

2. Transportation Facilities, within and near Catalyst Project:

- Transportation facilities: the locations, numbers, and characteristics of roads, sidewalks, bicycle facilities, transit service (rail and bus) and stations, etc.
- Connections between the Catalyst Project to surrounding areas (roads, sidewalks, bicycle facilities, and transit services).

3. Travel Data, related to Catalyst Project:

- The number of vehicle trips associated with the land-use within the project (including residents, employees, customers, visitors and guests) at both morning and evening peak-hours of travel and all-day. Should be collected on at least one weekday and a Saturday (in the same week).
- The number of pedestrians and bicycle riders on at least one weekday and a Saturday (in the same week).
- The number of transit boardings and disembarkations on at least one weekday and a Saturday (in the same week).
- The travel data should include where possible, information about travel before and after the Catalyst Project.

*** Please note: Caltrans staff will be available to assist with questions regarding travel-related data. For information on consultation with Caltrans, please contact your program representative as indicated in Section 106 below.*

Section 104

Catalyst Community Grant Program Guidelines

The Catalyst Community Grant Program (Program) does not use a competitive process to award funds. Only Designated Catalyst Communities receiving a Gold or Silver Designation under the Catalyst Program and as set forth in these Program Guidelines will be funded.

The Department reserves the right, at its sole discretion, to suspend or amend the provisions of these Program Guidelines, including, but not limited to, grant eligibility and award amounts.

A. Eligible Applicants

Local governments with projects designated as Gold Catalyst Projects or Silver Catalyst Projects are the only applicants eligible for funding under the Catalyst Community Grant Program. Please note, a local government may authorize its local Redevelopment Agency to apply on its behalf by submitting an authorizing resolution (of the local government's governing body) at the time of application.

Gold Catalyst Designees are eligible to apply for Catalyst Community Grant Program Funds in an amount up to \$1,350,000. Silver Catalyst Designees are eligible to apply for Catalyst Community Grant Program Funds in an amount up to \$500,000.

Among other things, funding is contingent on the Grantee's commitment to collect data to monitor and evaluate the effectiveness of sustainable strategies over a 5 year period, as identified in the jurisdiction's application to the Catalyst Program and outlined in Section 103 above. The commitment will be demonstrated by the Grantee's execution of an MOU with the Department. (Note: general reporting timeframes are included in Section 105 of these Guidelines. Specific Grantee reporting timeframes and deadlines will be included in each respective MOU.)

B. Criteria and Documentation Requirements

1. Description of Innovative Homeownership

The application must include a description of the current challenges to homeownership in the community including those challenges experienced by workforce and lower-income households.

In addition, the application must describe the homeownership component of the Catalyst Project including:

- a description of the number of homeownership units planned within the designated Catalyst Project including type of unit (condo, townhouse and or single-family detached) and affordability level
- a description of the innovative approaches to create homeownership opportunities within the Catalyst Project. Examples could include co-operative housing, live-work spaces, multi-generational housing, community land trusts, adaptive re-use

programs, lease to purchase programs, enhanced homebuyer education, first-time homebuyer assistance programs, programs targeted to school district or safety employees, reverse mortgage education and partnerships, foreclosure prevention programs.

If the Catalyst Project does not have a homeownership component, the application should describe innovative approaches used by the jurisdiction in general to create or maintain homeownership opportunities

2. Eligible Use of Funds

Catalyst Community Grant Program Funds shall be used consistent with the requirements set forth in Section 16727 of the Government Code. Program grant funds may be used for the following types of activities and must be documented expenses tied to the planning and or development costs of the designated Catalyst Project:

a. Costs to construct, rehabilitate, or acquire capital assets, meaning:

- Physical property with an expected useful life of 15 years or more.
- Major maintenance, reconstruction, or demolition for purposes of reconstruction of facilities, and retrofitting work that is ordinarily done no more often than once every 5 to 15 years, or expenditures that continue or enhance the useful life of the capital asset.
- Equipment with an expected useful life of two years or more.

b. Costs incidentally but directly related to the construction or acquisition of a capital asset are allowable as follows:

- Costs allowable under this definition include, but are not limited to, planning, engineering, construction management, architectural, and other design work, environmental impact reports and assessments, required mitigation expenses, appraisals, legal expenses, site acquisitions, and necessary easements.
- Program funds cannot be used however, for administrative costs of persons employed by the Grantee, such as grant administration, except for salaries or wages for work directly related to the acquisition, rehabilitation or construction of a capital asset.

c. Costs associated with the monitoring and evaluation of the success of designated catalyst project's sustainable strategies

- Costs allowable under this definition include, but are not limited to, contracting services with educational or governmental entities to monitor and evaluate data necessary to meet the reporting obligations of the Grantee as outlined in Section 103 of the guidelines to demonstrate how the identified strategies impact the costs for lower-income households and achieve sustainable policy objectives as detailed in the Grantee's application.
- Please note, however, no greater than 5 percent of the total grant amount may be used on monitoring and evaluation activities as required pursuant to Section 103 of these Guidelines and as detailed in the forthcoming MOU.

NOTE: While 5 percent of the total grant award may be used for evaluation and reporting activities as required pursuant to Section 103 of these Guidelines, grant funds received under the Catalyst Communities Grant Program may not be used for administrative costs (i.e. contract management) related to the grant program reporting requirements detailed in Section 104(B)3 below.

Applicants may fund capital improvement projects that are currently underway, but cannot use Program grant funds for activities that occur before the date of award (i.e. August 18, 2010). Program grant funds will be available upon execution of a Standard Agreement, approximately 2 to 3 months after the Grantee has submitted a completed Program application. Please note, applications will accepted on an over-the-counter basis beginning January 1, 2010 but must be submitted by no later than January 30, 2012.

For capital improvement projects in which the Program funds consist of only a portion of the entire project costs, the project is not required to be completed by the end of the contract period, but the Program grant funds must be expended in whole by no later than June 30, 2016.

3. Reporting Requirements

In addition to the reporting requirements on the outcomes of sustainability strategies as detailed in Section 103 above, Grantees will be required to report on the use of Catalyst Community Grant funds received. A final report detailing the actual use of these funds and the amount of funds leveraged or secured through other sources to complete the project will be required to be completed and submitted to the Department within 60 days of the final expenditure of funds but no later than August 30, 2016. Final report forms will be made available by the Department and posted to the Program website at <http://www.hcd.ca.gov/hpd/cpcsspp.html>.

C. Required Documentation

The Application package must include the Application Form which is included as part of these Program Guidelines as Attachment A. The Application Form must be signed by the Grantee's authorized signatory.

The application consists of three primary components:

1. Homeownership Narrative: a detailed description of the homeownership component as described above.
2. Activity Summary: a completed Capital Asset Activity Description Sheet, for each capital asset activity to be funded with Program grant funds to demonstrate proposed project is consistent with the eligible use of funds as described above. All funded projects must be located within the boundaries or in support of the Catalyst Project.

3. Resolution: a signed resolution authorizing the Grantee to apply for Catalyst Community Grant Program Funds, and designating the Grantee's authorized signatory. A draft resolution may be submitted with the application, if the governing board meeting schedule prohibits submission by the application deadline. Prior to entering into a Standard Agreement, however, the adopted resolution is required. A required resolution template to be used by all Grantees is included as Attachment B. In addition, please note:
- The resolution must identify the specific title (i.e., City Manager or County Executive/ Administrator) of the authorized representative and any included designees, by Title, as indicated in the last paragraph of the resolution.
 - 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.
 - Catalyst Community Grant Program Fund application amount (as detailed in the August 18, 2010 award letter).

Section 105 Anticipated Timeline

Note: Timeframes are estimated and are subject to change at the Department's discretion

Release of Program Guidelines and Application.....	December 2010
Applications Accepted	O-T-C upon execution of Grantee MOU
Last day to submit Program Applications	January 30, 2012
Requests for Disbursement.....	immediately following fully executed Standard Agreement
Technical Assistance Team Meetings.....	May be scheduled beginning January 2011 through December 2015 as needed
First Year Monitoring and Evaluation Report	December 2011
Third Year Monitoring and Evaluation Report	December 2013
Final Monitoring and Evaluation Report	December 2015
Final Fund Disbursement	April 30, 2016
Final Expenditure of Funds	June 30, 2016
Final Report on Expenditure of Funds	within 60 days of fund expenditure

Section 106

Program Contacts

Program Manager:
Jennifer Seeger
(916) 322-4263
jseeger@hcd.ca.gov

Designated Catalyst Project	Program Representative
City of San Diego, Village at Market Creek City of National City, Paradise Creek Revitalization City of San Diego, Quarry Falls City of Fullerton, Fullerton Transportation Center	Erik Gropp (916) 322-4268 egropp@hcd.ca.gov
City of Emeryville, Emeryville Market Place City of San Francisco, Mission Bay City of Hercules, Hercules Bayfront Transit Village	Janet Myles (916) 445-7412 jmyles@hcd.ca.gov
City of Chico, Meriam Park Town of Truckee, Truckee Railyard City of Marina, The Dunes on Monterey Bay	Lindy Suggs (916) 327-2641 lsuggs@hcd.ca.gov
City of Sacramento, Township Nine City of Ontario, Downtown Core Catalyst Project City of Oxnard, North Oxnard, Communities Catalyst Project	Robin Huntley (916) 323-3175 rhuntley@hcd.ca.gov

Attachment A

Catalyst Community Grant Program Application

APPLICATION PROCESS

Application Dates and Details: Applications must be submitted using the application format contained in this Application Package, including the Application Form, and the Department's applicant information and Activity Summary, and shall include all additional information specified herein. The Program application is available on the Department's website at <http://www.hcd.ca.gov/hpd/cpcsspp.html>.

Note: Application must be submitted by the jurisdiction on behalf of the Designated Catalyst Project.

Applications will be accepted on an O-T-C basis beginning February 15, 2011. Please note, there must be an executed MOU in place prior to execution of the Standard Agreement to receive funds.

Application Final Filing Date is January 30, 2012 and must be received in-house by Program Staff by 5:00 p.m.

Number of Copies: All applicants must submit one original application with all required attachments and one electronic copy on CD. Applications that are transmitted by email or by facsimile will not be accepted.

Applications must be delivered to one of the following addresses:

U.S. Mail

Department of Housing and Community Development
Division of Housing Policy Development
Catalyst Community Grant Program
P.O. Box 952053, MS 430
Sacramento, CA 94252-2053

Private Carrier (FedEx, UPS, etc.):

Department of Housing and Community Development
Division of Housing Policy Development
Catalyst Community Grant Program
1800 Third Street, Room 430
Sacramento, CA 95814

Application Review Process: Each application will first be reviewed for completeness, eligibility requirements, and accuracy. In order to be considered complete, an application must contain all the information and documentation requested in the application. All applications must also meet the eligibility threshold requirements as specified in these Program Guidelines.

Standard Agreements: Applications approved for funding will be incorporated and referenced in a Standard Agreement which will specify, among other things, the amount of funds granted, detailed scope of work for the proposed use of funds. In addition, the reporting and evaluation requirements as described in Section 103 of the Program Guidelines and the executed MOU will be incorporated into the Standard Agreement. Please note: The Department reserves the right to deny funds or request return of State funds if the Grantee fails to meet the reporting and evaluation requirements set forth in the MOU and Standard Agreement.

The contract process generally takes eight to ten weeks from the receipt of eligible and complete grant application to the time the contract is executed. Catalyst Community Grant Program Funds cannot be used for any activities that occur prior to August 18, 2010 (the date of award). Funds must be fully expended by June 30, 2016.

Reporting Requirements: The Grantee must report on the expenditure of Catalyst Community Grant Program Funds as part of the final Program closeout report as required within 60 days of final expenditure of funds or within 60 days of June 30, 2016.

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

Applicant Information

Catalyst Project Name:			
Applicant (City):			
If RDA is applying on behalf of City, please identify Agency Name*			
Mailing Address:			
City:			
State:	California	Zip code	
County:			
Website:			
Authorized Representative of Applicant Jurisdiction			
Name			
Title:			
Phone:			
Email:			
Contact Person for Applicant Jurisdiction			
Name:			
Title:			
Phone:			
Email:			
Contact Information for Project Sponsor or Developer			
Name:			
Title:			
Organization/Company:			
Mailing Address:			
Phone:			
Email:			

APPLICANT CERTIFICATION

As the official designated by the governing body, I hereby certify, the (applicant name) _____ assumes the responsibilities specified in the Program Guidelines and certifies that the information, statements, and attachments contained in this application are, to the best of my knowledge and belief, true and correct.

Authorized Representative Signature: _____

Name: _____

Title: _____

Date: _____

Homeownership Narrative

Catalyst Project Name: _____

Applicant: _____

Please attach a narrative describing the homeownership component of the catalyst project including:

- a description of the number of homeownership units planned within the designated Catalyst Project including type of unit (condo, townhouse and or single-family detached) and affordability level
- a description of the innovative approaches to create homeownership opportunities within the Catalyst Project. Examples could include co-operative housing, live-work spaces, multi-generational housing, community land trusts, adaptive re-use programs, lease to purchase programs, enhanced homebuyer education, first-time homebuyer assistance programs, programs targeted to school district or safety employees, reverse mortgage education and partnerships, foreclosure prevention programs.

If the designated Catalyst Project does not have a homeownership component, the application should describe innovative approaches used by the jurisdiction in general to create or maintain homeownership opportunities

Activity Summary

Catalyst Project Name:	
Applicant:	
Activity Name:	

Activity Summary:

ACTIVITY COSTS

Please break out the subprojects involved in the eligible capital improvement activity and estimated cost for each.
If this form is not sufficient for all items, please attach a summary budget.

Subproject	Estimated Cost
Total Activity Cost	

Other Funding Sources

** if additional funds are necessary to complete the proposed capital improvement activity, please detail the source and amount of funds.*

Name of Source	Dollar Amount	Name of Source	Dollar Amount

Total Other Funds	
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Attachment B
PROGRAM RESOLUTION TEMPLATE

RESOLUTION OF THE _____
AUTHORIZING APPLICATION FOR CATALYST COMMUNITY GRANT PROGRAM

[Preamble indicating that at a duly held meeting on DATE XXX, (at least a quorum) of the governing body adopted the following resolution in according with its governing procedures.]

WHEREAS:

A. The State of California, Department of Housing and Community Development (the "Department") has issued Program Guidelines dated December 2010 (the "Guidelines"), under its Catalyst Community Grant Program (the "Program").

B. _____ [city or county applying for Program Funds] (the "Applicant") desires to apply for the Program and submit the Application Package for the Program.

C. The Department is authorized to approve funding allocations for the Program, subject to the terms and conditions of the Guidelines, Application Package, MOU and Standard Agreement, as such capitalized terms are defined in the "Catalyst Projects for California Sustainable Strategies Pilot Program" guidelines issued by the Department in November 2010, as the same may be amended from time to time.

THEREFORE, IT IS RESOLVED THAT:

1. Applicant is hereby authorized and directed to apply for and submit to the Department the Program Application Package. If the application is approved, the Applicant is hereby authorized and directed to enter into, execute, and deliver a State of California Memorandum of Understanding (the "MOU"), a State of California Standard Agreement (the "Standard Agreement"), and any and all other documents required or deemed necessary or appropriate by the Department to obtain Catalyst Community Grant Program Funds from the Department, and all amendments thereto (collectively, the "Program Documents").

2. Applicant shall be subject to the terms and conditions as specified in the Standard Agreement, including without limitation, the terms set forth in its MOU with the Department. Funds are to be used for allowable capital asset project expenditures to be identified in the Standard Agreement. The application in full is incorporated as part of the Standard Agreement. Any and all activities funded, information provided, and timelines represented in the application are enforceable through the Standard Agreement. Applicant hereby agrees to use the funds for eligible capital asset(s) in the manner presented in the application as approved by the Department and in accordance with the Guidelines, Application Package, and Standard Agreement.

3. That _____ [office or position titles of authorized person(s) and any designee(s), each specified by name and title] is/are authorized to execute in the name of Applicant the Application Package and the Program Documents as required by the Department for participation in the Program.

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

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

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

Signature _____ Date _____