

IIG Applicant Instructions

- Submit one IIG application per Project.
- An application consists of the Universal Application (UA) dated 9/29/17 and the IIG Application (Revised 10/11/17). If you encounter any blocked cells or other errors in the application, please send a message to DFAINfill@hcd.ca.gov and you will receive a response.
- To ensure full functionality a Windows computer is recommended; a Macintosh may not provide full functionality to complete the workbook.
- Complete all worksheets in sequence. Complete all applicable yellow shaded cells preferably in sequence. If you copy data from another source, always paste using "Paste Values". Green shaded cells are HCD use only. Mouse over cells with red triangles for cell/column instructions. Modification of the application forms is prohibited.
- Universal Application (UA): UA worksheets Dev Sources, Dev Budget, Perm S&U, Experience, Certifications and Legal Status do not need to be completed. These worksheets will automatically hide when you select IIG as the "Name of HCD Funding" in cell N24 or N29 of the General worksheet.
- **If applying for HCD AHSC funding together with IIG**, the file uploads referenced within the AHSC and IIG Application workbooks (orange shaded cells) must be submitted/uploaded to FAAST. *File names must match the FAAST File Name as described in the AHSC and IIG Applications.* Submittal of hardcopies of the FAAST uploads are not required except as described below. FAAST upload document must be uploaded here: [Access the FAAST Online Application Submittal Tool](#)
- A CD/Flash Drive containing the completed Universal Application and the IIG Supplemental Application in Excel format. All Application attachments must be saved as individual files in pdf. format and labeled with the file names described in the Applications. The electronic backup storage media must not be loose, placed in the front pocket of the binder, or placed in a hard plastic holder so they are not lost. Clearly label each CD using permanent ink (i.e. Sharpie or similar pen) with the applicant and project name. Do not use an adhesive label on CDs.
- Hardcopy Submittal Requirements:
 - **When not applying for AHSC**, complete and print out the entire IIG Application Excel worksheet. Insert each tab behind the applicable Application worksheet tab/divider. Place requested additional information behind the tab/divider where it is requested. For instance, a market study is required on the Eligible Costs & Threshold Tab. Therefore, the market study would be placed behind tab/divider labeled Eligible Costs & Threshold
 - **When applying for AHSC and IIG funds**, complete and submit the entire AHSC application as directed. Complete and print out the entire IIG Application Excel worksheet. Insert each tab behind the applicable Application worksheet tab/divider. Place requested additional information behind the tab/divider where it is requested. Also, see NOFA for submittal requirements.

- Authorized Representatives for each applicant must sign the Certifications and Legal Disclosure, STD-204 Payee Data Record and Resolutions, in *BLUE INK*. Original signature documentation must be submitted with application workbooks in a 3-ring binder. Binders must be clearly labeled on the spine and front cover identifying the project applicant and project name. Dividers must be included and labeled for each Application tab/worksheet. Please file all attachments behind the corresponding tab/divider.
- The following documentation must be included in the binder;
 - Universal Application Workbook
 - IIG Application Workbook
 - Certifications and Legal Disclosure (For each Applicant)
 - STD-204 Payee Data Record (For each Applicant)
 - Resolutions (For each Applicant)
- Please label the dividers using:

Universal Application

- 1. UA General
- 2. UA Narrative
- 3. UA Contacts
- 4. UA Site & Units
- 5. UA Misc.
- 6. UA Rents
- 7. UA Subsidies
- 8. UA Operating
- 9. UA Cash Flow

IIG Application (Revised)

- 10. IIG Overview
- 11. IIG Narrative
- 12. IIG Eligible Units & Maximum Funds
- 13. IIG Eligible Costs & Threshold
- 14. IIG Development Sources
- 15. IIG Development Budget
- 16. IIG Scoring
- 17. IIG Enviro & Land Use Verification
- 18. IIG Resolution

For IIG Program’s application forms, workshop details, related program information and FAQs, please visit our NOFA webpage.