Thank you for your interest in the VHHP program. The following instructions will assist you in preparing exhibits and packaging the application to streamline the review process. If you have applied for VHHP funding in the past you will notice that the number of exhibits have been substantially reduced. For questions regarding the exhibits, required attachments, or packaging, please use the following address: hcdvets@hcd.ca.gov.

**Instructions Overview:**

The VHHP Supplemental Application contains three sections: A, B, & C. Complete each exhibit identified on the Application Checklist to be included within each section. Generally, fields that are colored YELLOW require input from the applicant. Many exhibits require an attachment to be placed behind the exhibit. Look for instructions in RED on the exhibit indicating the need for an attachment (e.g. A1, A2, A3, A4, A5, A10, A11 and C1, C3, C4, C5). If an exhibit does not apply to the proposed project, use a plain sheet of paper marked “Not Applicable” in lieu of the exhibit.

**Application Checklist:** Inserting the project name at the top of page will auto-populate the name of the project in the headings of all exhibits.

**Exhibit Key Notes**

**Section A - Threshold**

**A1:** New program feature – special set aside (Guideline Section 121). Complete the attachment worksheet to satisfy financial feasibility and demonstrate a track record for securing operating subsidies for similar projects over an extended period.

**A2:** Add TCAC timeline dates for (1) an anticipated TCAC award and (2) a projected TCAC construction close date. It is important to explain WHY relocation is or is not required. Relocation compliance will also be considered for Item D per the rent roll provided.

**A3:** If the sponsor does NOT have development experience, a Developer / Partner may be used in place of the required development experience if at least 35 percent of the assisted units in the proposed project will be either Supportive Housing or Transitional Housing, or both. If these criteria are met, Roman numeral ii must be completed to show the experience of the Developer / Partner including the sponsor’s ownership and operating experience.

**A4:** Tenant Selection Section 113 still applies to Emergency Shelters. It is a threshold requirement that tenants not be rejected based on their type of military discharge. Though Article XXXIV compliance is NOT required for VHHP program funding specifically, other public funding sources may trigger the need for Article XXXIV compliance.

**A5:** This exhibit requires several attachments. Place the attachments in the order requested on the exhibit and use a sheet of colored paper to separate and identify each attachment.

**A6:** State funds from other programs, e.g. MHP, AHSC may not be used to fund VHHP units. Make sure the data entered here is consistent with the data entered in the Universal Application.

**A7 & A8:** Homeless shelters will be scored as transitional housing projects in this exhibit. Be aware that these exhibits represent a substantial portion of your total score.

**A9:** Follow exhibit instructions.

**A10:** Attach all Phase I or II (if applicable) Environmental Reports. Do NOT include a copy of the Database Records Search section from the assessment.
A11: HCD legal staff will review organization documents. Please use a sheet of colored paper to separate the documents for each legal entity.

Section B - Feasibility

B1: Make sure the data entered here is consistent with other documents in the Universal Application and A6 – Unit Mix and Occupancy Restrictions. State funds from other programs, e.g. MHP, AHSC may not be used to fund VHHP units. If the project has 20 or more restricted units, VHHP will not lend funds on Chronic Homeless or Homeless with Disability units which represent more than 50% of total project units.

B2: Developer fees allowed by TCAC in excess of HCD allowable maximum must be paid from borrower distributions.

Section C – Scoring

Scoring Exhibits auto-fill the points earned. Total point scores are indicated in BLUE cells.

C1: Be sure to indicate whether the experience being used is that of the Sponsor-Developer or the Developer-Partner as described in A3.

C2: The Supportive Services and Resident Services plans are reviewed and scored by CalVet and HCD contracted consultants. There is no manual entry required for self-scoring.

C3: If a land donation is included in the leverage calculation, indicate yes or no. If yes, attach a current land appraisal behind C5 marked Attachment 4.

C4: Attach letters from subsidy providers clearly stating a commitment.

C5: The readiness exhibit requires several attachments. Please be sure to put the funding commitment letters, which are also documentation for this exhibit, in the UA Sources of Funds. Put them in order to correlate with funding sources listed separated by colored paper.

Packaging the VHHP Application for Submission

(1) Use a 3 ring binder appropriate for the size of the application.
(2) Label the binder per the template image on page 4. Use colors as indicated.
(3) A template for divider labels is located on page 3.
   • To identify the 5 sections of the application, use large tabs, ALL placed in the UPPER-most position marked: UA, VHHP Supplemental Checklist, A, B, & C.
   • Make tab dividers for each Exhibit number so that the Exhibit can be quickly identified. Use colored paper to separate any attachments added behind the Exhibit.
   Note: The label template includes labels for attachments required with C5.
(4) Submit:
   • A hard copy of the complete application and all attachments in a 3 ring binder.
   • A CD/Flash Drive containing the completed Universal Application and the VHHP Supplemental Application in EXCEL format. All application attachments must be saved as individual files in pdf. format and labeled with the exhibit number and attachment name, e.g. A5 Market Demand.

Mail to: Dept. of Housing & Community Development
Division of Financial Assistance – NOFA/Award Group
Attention: HCD – VHHP Program,
2020 West El Camino Ave., Suite 500
Sacramento, CA 95833
### Universal Application

|---------|-------------|---------------|--------------|-----------------|

### VHHP Supplemental Checklist

**Section A – Threshold Requirements**

- A1. Transitional Housing or Emergency Shelter Services
- A5. Accessibility to Services; Site Control; Market Demand
- A9. Disabled Vet Bus Enter (DVBE) Requirements & Vet Hiring
- A2. Construction Type and Status
- A6. Occupancy Restrictions; Unit Mix & Income Information
- A10. Environmental
- A3. Lead Svc Provider Resident Svc Coord & Sponsor Exp
- A7. Supportive Services Plan
- A11. Sponsor Organizational Documents
- A4. Compliance Certification
- A8. Resident Services Coordination Plan

**Section B – Project Feasibility**

- B1. Maximum Loan Amount
- B2. Developer Fee Calculation Worksheet

**Section C – Application Selection Criteria (Scoring)**

- C1. Development Team Experience
- C5. Readiness To Proceed & Confirmation of Local Need
- C2. Supportive Housing & Supportive Housing Plan
- C6. Total Ranking Pts earned w/ or w/o Supp. or Trans. Housing
- C3. Leverage of Development Funding
- C7. Negative Point Calculation - for HCD Use Only
- C4. Leverage of Rental or Operating Subsidies

Use AVERY Standard Index Maker 5-tab for your template.
VHHP Application - Binder Labeling Instructions

Spine Template:

Leave top 3 inches’ blank

< City >

< Project Name >

VHHP Application
December 2016

Submitted by:
< Sponsor Name >
< date >

Front Cover Template:

< Project Name >

< City >

Veterans Housing & Homeless Prevention
December 2016

Submitted by:
< Sponsor Name >
< Sponsor Address >