



**THE CALIFORNIA DEBT LIMIT ALLOCATION COMMITTEE (CDLAC) &
THE CALIFORNIA TAX CREDIT ALLOCATION COMMITTEE (CTCAC)**

**APPLICATION
FOR AN ALLOCATION OF THE STATE CEILING ON QUALIFIED PRIVATE ACTIVITY BONDS
FOR A QUALIFIED RESIDENTIAL RENTAL PROJECT (QRRP)
AND FOR AN AWARD OF 4% LOW INCOME HOUSING TAX CREDITS**

CDLAC Applicant (Issuer): _____

CTCAC Applicant: _____

CDLAC Project Sponsor: _____

Project Name: _____

Proposed Meeting Date: _____

FHA Forward Commitment Request Yes No

Scattered Site Yes No

Expiring DDA/QCT Status Yes No If yes, provide CDLAC designated Expiring DDA/QCT Number _____

CDLAC Applicant Certification

We, the undersigned, hereby make an Application to the California Debt Limit Allocation Committee (“CDLAC”) for the purpose of providing rental housing as described herein.

We agree it is our responsibility to provide CDLAC an electronic Application, and an application fee payment to CDLAC in the amount of **\$1,500**. We understand that succinct answers providing the requested information are required. We understand that if additional space is required, each additional page will be clearly labeled. We agree that it is also our responsibility to provide all information that is deemed by CDLAC to be necessary to evaluate our Application. We understand that CDLAC may verify the information provided and analyze materials submitted as well as conduct its own investigation to evaluate the Application. We recognize that we have a duty to inform CDLAC when any information in the Application or supplemental materials is no longer true and to supply CDLAC with accurate information.

We represent that we have read all Government Code sections relevant to the CDLAC Regulations Implementing the Allocation of the State Ceiling on Qualified Private Activity Bonds (“Regulations”). We acknowledge that CDLAC recommends that we seek advice from bond counsel.

We acknowledge that all materials and requirements are subject to change by enactment of federal or state legislation.

In carrying out the development and operation of the proposed project, we agree to comply with all applicable federal and state laws regarding unlawful discrimination and will abide by all CDLAC program requirements.

We acknowledge that our Application will be evaluated based on federal and state statutes and regulations

pertaining to Qualified Private Activity Bonds for Qualified Residential Rental Projects and the CDLAC Regulations, which identify the minimum requirements, evaluation criteria, priorities, and other standards that will be employed to evaluate Applications. We acknowledge that the information submitted to CDLAC in this Application or supplemental thereto may be subject to the Public Records Act or other disclosure. We understand that CDLAC may make such information public after a final decision by CDLAC has been made on the Application. CDLAC will maintain as confidential, certain financial information, but cannot guarantee confidentiality.

The Project Sponsor declares under penalty of perjury that the information contained in the Application, exhibits, attachments, and any further or supplemental documentation is true and correct to the best of its knowledge and belief. The Applicant declares that the information in the Application is true and correct to the best of its knowledge and belief, and as to information contained in the Application, exhibits, attachments, and further or supplemental documentation provided by the Project Sponsor, the Applicant is not aware of any information that would cause the Applicant to believe that the Application contains any untrue information or omits to state any material information. We understand that misrepresentation may result in the cancellation of an Allocation, and other actions which CDLAC is authorized to take.

The Project Sponsor certifies that the project can be completed within the development budget and the development timetable set forth in our Application. The Project Sponsor further certifies that the proposed project can be operated in the manner proposed within the operating budget set forth in the Application.

The Applicant certifies that it is in compliance with all applicable statutes, laws, rules, and regulations necessary for the transaction of its business. The Applicant acknowledges that CTCAC will determine the amount of tax credits necessary for feasibility for the proposed project.

We agree to hold CDLAC, its members, officers, agents, and employees harmless from any matters arising out of or related to the awarded Allocation.

We acknowledge that all Application materials are to be submitted via the Online Application System no later than 5:00 pm (PST) of the posted application deadline.

Signature of CDLAC Applicant's (the Issuer's) Senior Official or Designee

Signature of Project Sponsor Officer

Print Name

Print Name

Title

Title

Date

Date

Submit the CDLAC Applicant Certification (Attachment 00-A1) and CTCAC Applicant Statement and Certification (Attachment 00-B1) via Online Application System.

Payment Information

Application Fee Payments can be submitted electronically or mailed in. See instructions below.

| | Electronic Payment Link: | Mail Check to: | Additional Info: |
|-------|---|---|--|
| CDLAC | https://www.treasurer.ca.gov/cdlac/payment.asp | CDLAC 901 P Street, Suite 213A Sacramento, CA 95814 | <ul style="list-style-type: none"> • Check made payable to CDLAC for \$1,500 • Ensure mailed Application fee check has the corresponding project name and WEB ID application number. |
| CTCAC | https://www.treasurer.ca.gov/ctcac/payment.asp | CDLAC 901 P Street, Suite 213A Sacramento, CA 95814 <i>Note: CDLAC process CTCAC's 4% app checks</i> | <ul style="list-style-type: none"> • Check made payable to CTCAC for \$1,500 or \$1,700 for resyndication or scattered projects. • Ensure mailed Application fee check has the corresponding project name and WEB ID application number. |

Additional CDLAC and CTCAC information may be obtained as follows:

CDLAC web site: <http://www.treasurer.ca.gov/cdlac/>
CDLAC main line: (916) 653-3255

CTCAC web site: <http://www.treasurer.ca.gov/ctcac>
CTCAC main line: (916) 654-6340

The California Debt Limit Allocation Committee and the California Tax Credit Allocation Committee comply with the Americans with Disabilities Act (ADA). If you need additional information or assistance, please contact the Committees at the phone numbers above or TDD 916/654-9922.

Part I – Financing Teams Information

1. Name of CDLAC Applicant (Entity Issuing Bonds): _____
Mailing Address: _____
City, State, Zip Code: _____
Federal Identification No.: _____

For mailing of official documents:

Name of Applicant's Senior Official: _____ Telephone #: _____
Title of Senior Official: _____ Fax #: _____
E-mail: _____

For questions concerning application:

Name of CDLAC Applicant's Staff Contact Person: _____
Title of Contact Person: _____ Telephone #: _____
Mailing Address: _____ Fax #: _____
City, State, Zip Code: _____ E-mail: _____

For questions concerning compliance:

Name of CDLAC Applicant's Staff Contact Person: _____
Title of Contact Person: _____ Telephone #: _____
Mailing Address: _____ Fax #: _____
City, State, Zip Code: _____ E-mail: _____

2. Name of Bond Counsel Firm: _____

Name of Attorney: _____ Telephone #: _____
Mailing Address: _____ Fax #: _____
City, State, Zip Code: _____ E-mail: _____

3. Name of Bond Underwriter Firm: _____

Name of Agent: _____ Telephone #: _____
Mailing Address: _____ Fax #: _____
City, State, Zip Code: _____ E-mail: _____

4. Name of Financial Advisor Firm: _____

Name of Agent: _____ Telephone #: _____
Mailing Address: _____ Fax #: _____
City, State, Zip Code: _____ E-mail: _____

5. Name of Private Placement Agent Firm (if applicable): _____

Name of Agent: _____ Telephone #: _____
Mailing Address: _____ Fax #: _____
City, State, Zip Code: _____ E-mail: _____

6. Name of Private Placement Purchaser #1 : _____

Name of Agent: _____ Telephone #: _____
Mailing Address: _____ Fax #: _____
City, State, Zip Code: _____ E-mail: _____

7. Name of Private Placement Purchaser #2 (if applicable): _____

Name of Agent: _____ Telephone #: _____
Mailing Address: _____ Fax #: _____
City, State, Zip Code: _____ E-mail: _____

8. Name of Placement Agent (if applicable): _____

Name of Agent: _____ Telephone #: _____
Mailing Address: _____ Fax #: _____
City, State, Zip Code: _____ E-mail: _____

9. Name of Project Sponsor (Borrower entity): _____

Name of Senior Officer: _____ Telephone #: _____
Title of Senior Officer: _____ Fax #: _____
Mailing Address: _____ E-mail: _____
City, State, Zip Code: _____

Name of Contact Person (if different from Senior Officer): _____

Title of Contact Person: _____ Telephone #: _____
Fax #: _____
E-mail: _____

10. Name of Developer Firm: _____

Name of Senior Officer: _____ Telephone #: _____
Title of Senior Officer: _____ Fax #: _____
Mailing Address: _____ E-mail: _____
City, State, Zip Code: _____

Name of Contact Person (if different from Senior Officer):

Title of Contact Person: _____ Telephone #: _____
Fax #: _____
E-mail: _____

Check if Project Sponsor is the same as CTCAC Applicant. If not, please complete below:

11. Name of CTCAC Applicant: _____

| | |
|--------------------------------|--------------------|
| Name of Senior Officer: _____ | Telephone #: _____ |
| Title of Senior Officer: _____ | Fax #: _____ |
| Mailing Address: _____ | E-mail: _____ |
| City, State, Zip Code: _____ | |

Name of Contact Person (if different from Senior Officer): _____

| | |
|--------------------------------|--------------------|
| Title of Contact Person: _____ | Telephone #: _____ |
| | Fax #: _____ |
| | E-mail: _____ |

PART II – ALLOCATION/BOND ISSUE/PROJECT FINANCING INFORMATION

ALLOCATION INFORMATION

1. Amount of tax-exempt bond allocation requested: \$ _____

2. Is this a Resyndication Project?
 Yes
 No (Skip to Question 3)

If yes, please complete all the questions from a to e below. If you are unsure of some of the questions, please check with the Project’s bond counsel.

- a. Does the Property have an existing bond regulatory agreement?
 Yes
 No

b. Provide the previous CDLAC application number(s) for the Resyndication Project.
If not applicable/available please provide previous CTCAC Application number(s).

c. Provide previous CDLAC Award(s) dates for the Resyndication Project. If not applicable/available please provide previous CTCAC Award date(s).

d. Provide previous Project Name(s): _____

e. Per CTCAC Regulations (8)(A) to (C):

Will the Resyndication Project maintain the rents and income targeting levels in the existing regulatory contract for the duration of the new regulatory contract?

Did the regulatory agreement for the existing tax credit project required to provide service amenities? If yes, will the Resyndication Project provide a similar or greater level of services for a period of at least 15 years?

Does the pre-rehabilitation reserve study in the CNA demonstrate a rehabilitation need of at least \$5,000 per unit over the first three years?

3. Date of project inducement: _____
Submit a copy of the adopted inducement resolution labeled as **Attachment 30**. Applications submitted without this documentation will be deemed incomplete. See Section 5031(c) of the CDLAC Regulations.

4. Has the CDLAC Applicant's (Issuer) Issuance and Compliance policies been approved within the past 10 years by CDLAC? Please note that CDLAC may start reviewing Applicant's Bond Issuance and Post Issuance Compliance Policies per Section 5002(c)

- Yes
- No. Please explain

5. Allocation Limits

A. The bond allocation can be no greater than the following per unit size limits:

| | |
|----------------|-----------|
| Studio and SRO | \$522,000 |
| One-Bedroom | \$544,000 |
| Two-Bedroom | \$580,000 |
| Three-Bedroom | \$638,000 |
| Four-Bedroom | \$671,000 |

B. Private Activity Bond allocation awards cannot exceed 30% of the aggregate depreciable basis plus land basis.

Ensure **Attachment 15** support this requirement. If the tax professional's certification of this ratio does not include a figure that matches the sources and uses budget, the applicant must provide an itemized calculation of the 25% test and an explanation for why the certification does not match the sources and uses budget eligible basis plus land. If staff is unable to verify the tax professional's certification, the application may be disqualified. See CTCAC-Specific Requirements to upload Attachment 15.

BOND ISSUE INFORMATION

1. Indicate anticipated bond issuance date: _____

2. Indicate whether tax-exempt bonds will be sold as:

- a private placement sale
- a limited and public offering bond sale

3. If a fixed rate, what is the fixed interest rate? _____%

If bonds carry a variable rate:

Identify the index: _____%

Identify the variable rate (or underwritten rate) at time of application: _____%

Is there a feature to allow a conversion to a fixed rate at some time in the future?

Under what conditions and when? _____

4. Anticipated bond rating if applicable:

| | <u>Rating</u> | <u>Date Rating Anticipated</u> |
|-------------------|---------------|--------------------------------|
| Fitch | | |
| Moody's | | |
| Standard & Poor's | | |

5. Private Placement – Cash Flow Permanent Bonds

See Sections 5008(b).

“Cash Flow Permanent Bond” means to be issued and sold through a private placement including, without limitation, bonds purchased by a property seller in consideration of the provisions of a purchase and sale agreement, will be deemed to have provided satisfactory evidence if the provisions of (a) have been satisfied.”

Will the application have Cash Flow Permanent Bonds?

- No
- Yes

6. Private Placement - Bonds to be issued and sold through a private placement.

How much of the tax-exempt bonds will be sold through a private placement?

\$

Submit proof of firm commitment letter(s) in the **Attachment 2-C** documents showing:

- Project Sponsor (borrower).
- Project name and location.
- Bond purchase amount
- Salient terms and conditions, including but not limited to the fee structure, term, rate,

security, collateral, guarantee, and recourse of the commitment including the interest rate of the agreement.

- Evidence that the lender is committed to move forward with the transaction if the terms and conditions in the commitment letter are met.
- Signature of the borrower and lender

If Application contain Recycled Bonds, please submit the Commitment letter from the Issuer in the **Attachment 2-C** documents.

7. Limited and Public Offering Bond Sales. Submit Proof of Placement Agent Statement (Attachment 2-1) showing:

- (a) Project Sponsor (borrower).
- (b) Project Name and Location.
- (c) Bond Offering Amount.
- (d) Salient terms and conditions, including but not limited to the fee structure, proposed term, security, collateral, guarantee, and expiration date of the commitment.
- (e) Evidence that the placement agent or underwriter is committed to move forward with the transaction if the terms and conditions in the preliminary placement agent or underwriter statement are met.

8. Financing Plan

Submit a brief description of the bond sale structure and project financing labeled as **Attachments 2-A1** and **2-A2**. The description must include, at a minimum, the construction or interim financing, if applicable, the amount, closing deadlines, security/collateral provided, investors, guaranties, conditions for closing, anticipated closing date, etc.

Provide a list of all liens to be paid off at closing as **Attachment 2-A3**.

Submit proof of all firm commitment(s) from credit enhancement provider(s) and private placement bond purchaser(s), labeled sequentially as **Attachment 2-C1**, **2-C2**, etc. For FHA financed projects not seeking a CDLAC Forward Commitment, a HUD Acknowledgement Letter must be included with the **Attachment 2-C** documents.

9. Prior Bond Default or Bankruptcy

Project Sponsors and Bond Issuers may submit an appeal for a waiver of the Bond Sale Structure restrictions associated with a prior Bond Default or bankruptcy in **Attachment 2-A4**.

“Not Applicable, or “N/A” is not an acceptable answer to 6.A and 6.B. If the answer is none, indicate “None”.

A. Indicate any prior Bond Defaults or bankruptcies on behalf of a Project Sponsor or Borrower within the last 3 years (N/A is not an acceptable response):

B. Indicate any prior Bond Defaults in the last 5 years on behalf of the Bond Issuer/Applicant
(N/A is not an acceptable response):

10. Federal Set-Aside Election

- 20% at 50% Area Median Income
- 40% at 60% Area Median Income
- 40% at 60% Average Income

11. Seller Carryback Loan:

- Yes No

If yes, please provide the following:

Term: _____

Interest Rate: _____

Repayment Schedule: _____

HOUSING POOL

Rural (new construction only)

Submit **Attachment 36-A1** documentation of Rural status: evidence that the proposed project is located in an eligible rural area: <https://www.treasurer.ca.gov/ctcac/2025/rural-status.pdf>

Black, Indigenous and People of Color (BIPOC)

Submit **Attachment 36-A3** documentation of BIPOC Pool status: a qualifying BIPOC non-profit organization requires having a BIPOC Executive Director/Chief Executive Officer and 51% of the organization's board must be BIPOC.

New Construction (NC)

Select which Set-aside if applying under this Pool:

Homeless Set-aside

Mixed Income Set-aside

Extremely Low/Very Low (ELI/VLI) Income Set-aside

[] First Requirement: An affordability average at or below 50% AMI

[] Second Requirement (two options):

[] HCD Funding as described in the ELI/VLI definition of Section 5100– **Attachment 37; or**

[] 15% of project costs offset by public funds as described in CTCAC regulations section 10325(c)(9)(A)(i) and one of the following:

[] A Large Family project as described in CDLAC regulations section 5105(g), located in a High Segregation and Poverty Area as specified on CTCAC/HCD Opportunity Area Map, and income restrictions with a range of at least 30% AMI between the highest and lowest 10% of income-restricted units.

[] A Large Family project as described in CDLAC regulations section 5105(g), located in a High or Highest Resource Area as specified on CTCAC/HCD Opportunity Area Map, and income restrictions that meet the requirements of CDLAC regulations section 5105(i)(1)(A).

[] Not a Large Family project pursuant to Section 5105(g) or is located in a Moderate, or Low Resource Area as specified on CTCAC/HCD Opportunity Area Map, the project receives maximum points for exceeding minimum income restrictions as described in CDLAC regulations section 5105(d).

NC Geographic Region:

Coastal

City of Los Angeles

Balance of Los Angeles County

Bay Area

Inland

Northern

Acquisition/Rehabilitation

Submit **Attachment 36-A2** documentation: evidence that the proposed project is an eligible Acquisition/Rehabilitation Project under 5105(b).

A completed **Attachment 40** will be used to document evidence of the selected Set-aside, with the exception of Resource Area. If applying to a set-aside under New Construction, submit **Attachment 36-B**, documentation of Resource Area, including screen shots or similar of both the Opportunity Map area that identifies the project site and the Summary Table project census tract.

PART III – PROJECT INFORMATION / EVALUATION CRITERIA

1. Project Name:
2. Project Street Address:
City:
County:
Zip Code:

The zip code must be included. If the project site does not yet have a street address, contact the local United States Post Office for an approximate zip code.

3. Legislative Districts and Census Tract

| | |
|---|--|
| a. Federal Congressional District in which the proposed Project is located: | |
| b. State Senate District in which the proposed Project is located: | |
| c. State Assembly District in which the proposed Project is located: | |
| d. Census Tract in which the proposed Project is located: | |

4. Community Revitalization Plan

| | <u>YES</u> | <u>NO</u> |
|--|--------------------------|--------------------------|
| Is your project part of the Area's Community Revitalization Plan | <input type="checkbox"/> | <input type="checkbox"/> |
| If "YES," provide a letter from the local government official how the proposed Project will contribute to the community's planned revitalization and the adopted Area's Community Revitalization Plan. Include a copy of the Community Revitalization Plan. Submit the letter and Plan as Attachment 38 . | | |

5. Project Type and Characteristics

CDLAC Regulations Section 5102(b)(8) and CTCAC Regulations Sections 10322(h)(11), (12)

Submit a narrative description of the proposed project construction as **Attachment 12-A1, 12-A2**, etc. The description must contain, at a minimum, the following details: 1) the number of acres of the site (include topography and special features), 2) a description of the surrounding neighborhood, 3) the targeted population for the project (i.e., large families, seniors, etc.), 4) the expected start and completion date of construction/rehabilitation, 5) physical features of the project (i.e., description of buildings, grounds, project amenities, etc.), 6) unit configuration, 7) unit amenities, 8) scope of rehabilitation work, and 9) if applicable, a description of other unique features of the project.

If the cost is greater than \$650,000/unit, please provide a justification of costs, along with your Attachment 12-A1, 12-A2, etc.

Submit labeled photos of all adjacent property land uses, surrounding neighborhood identification, identification and proximity of services, including transportation. Submit photos of the subject property and adjacent properties as **Attachment 12-B1, 12-B2**, etc.

Submit **Attachment 12-C**, a site or parcel map unless this is included in the title report. If subdivision is anticipated, the boundaries of the proposed project parcel must be clearly marked on the site map.

Submit **Attachment 12-D**, a layout indicating the subject property and showing exactly where the buildings comprising the tax credit project will be located; include the location and dimensions of existing buildings, utilities and other pertinent features.

6. Site Control

CDLAC Regulations Section 5102(b)(1) and CTCAC Regulations Section 10326(g)(2).

Complete the “**Parcels**” tab in **Exhibit A workbook** and submit a **current title report**, including a legal description (no more than 90 days prior to application), labeled as **Attachment 1-A**, shall be submitted with all applications.

Complete the “**Site Control**” tab in **Exhibit A workbook**, labeled as **Attachment 1-D**. Input the site control and value(s); especially for applications with multiple or non-contiguous parcels, scattered sites, lot line adjustments, phased projects, or other complex land transaction.

For projects located on Native American Trust Lands, a Land Title Status Report from the BIA or an attorney’s opinion regarding current title status can be submitted.

The Applicant must submit evidence that the project site is within control of the Applicant or Project Sponsor. Applications not meeting this minimum requirement will be deemed incomplete. The evidence of site control must take at least one of the following forms. Evidence must be labeled as **Attachment 1-B, 1-C, etc.** as described in the Application Checklist.

Check all that are applicable to the proposed Project and submit the attachment(s).

| Site Control -Form of Evidence | Check here |
|---|--------------------------|
| Attachment 1-A – Current title report or for tribal trust land, a title status report (TSR) or an attorney’s opinion regarding chain of title and current title status. | <input type="checkbox"/> |
| Attachment 1-B1 – A valid, current, enforceable contingent purchase and sale agreement or option agreement between the CTCAC Applicant (Project Sponsor) and the owner of the subject property, including evidence that all extensions necessary to keep agreement current through the date of the award of allocation have been executed. Include evidence of extensions necessary to keep the agreement(s) current through the date of the Allocation. See CTCAC Regulation Section 10327(c)(6) for acquisition cost requirements. | <input type="checkbox"/> |
| Attachment 1-B2 – An executed disposition and development agreement between the project owner and a public agency. | <input type="checkbox"/> |
| Attachment 1-B3 – An executed lease agreement or lease option for the length of time the Project will be regulated under this program between the project owner and the owner of the subject property. | <input type="checkbox"/> |
| Attachment 1-C – If the site control document is not between seller and CTCAC Applicant (Project Sponsor), provide an assumption/assignment document. | <input type="checkbox"/> |
| Attachment 1-D – For applications with multiple or non-contiguous parcels, scattered sites, lot line adjustments, phased projects, or other complex land transactions, include a summary explanation of the site control and value(s). If a scattered site, provide a brief explanation of how the application meets the definition of Scattered Site Project per CDLAC Regulation Section 5100 and CTCAC Regulation Section 10302(pp). | <input type="checkbox"/> |
| Attachment 1-E – If a site is being acquired through eminent domain proceedings, submit documentation from a local agency demonstrating its intention to acquire the site, or a portion of the site, through eminent domain proceedings. The CDLAC Executive Director has sole discretion to determine whether such documentation clearly demonstrates site control. | <input type="checkbox"/> |
| Attachment 1-F – The appraisal must be provided an “as-is” appraisal with a date of value that is within 120 days before or after the execution of a purchase contract or the transfer of ownership by all the parties, or within 1 year of the application date if the latest purchase contract was executed within that year, by an independent third party appraiser. | <input type="checkbox"/> |

7. Local Approvals and Zoning

CDLAC Regulations Section 5102(b)(2) and CTCAC Regulations Section 10326(g)(3).

Evidence of discretionary local approvals and zoning must be provided using **Attachment 14, which is found in Exhibit B workbook, tab "Zoning"**. Applicants must provide evidence that the project as proposed is zoned for the intended use, and has obtained all applicable local land use approvals which allow the discretion of local elected officials to be applied, except that an appeal period may run 30 days beyond that application due date. The evidence must describe the local approval process, the applicable approvals, and whether each required approval is "by right," ministerial, or discretionary.

Examples of local land use approvals include, but are not limited to, general plan amendments, rezonings, and conditional use permits. Local land use approvals not required to be obtained at the time of application include, design review, initial environmental study assessments, variances, and development agreements. When the appeal period, if any, is concluded, the applicant must provide proof that either no appeals were filed, or that any appeals filed during that time period were resolved within that 30-day period and the project is ready to proceed.

8. Income Restriction

CDLAC Regulations Section 5107(a)(1)

CDLAC Minimum Requirement

A minimum of ten percent (10%) of the units in a Qualified Residential Rental Project must have Gross Rents that are restricted to households with incomes no greater than fifty percent (50%) of the Area Median Income (AMI). All of the rent restricted units that meet this requirement, with the exception of Mixed Income Projects, acquisition rehabilitation projects already subject to a Residential Rental Regulatory Agreement or a federal, state, or local operating or rental assistance agreement, and units located on the upper level floors of high-rise developments, shall be generally distributed in terms of location and number of bedrooms throughout the project. Applications not meeting this minimum requirement will be deemed incomplete.

The percentage in the Low-Income Units table of **Attachment 40** will be used to determine if the Project meets this minimum requirement. Submit **Attachment 2-G1** or **2-G2**, evidence of utility allowances (refer to the Application Checklist for complete instructions).

9. Market Study

CDLAC Regulations Sections 5107(b) and CTCAC Regulations Section 10322(h)(10)

All Qualified Residential Rental Project applicants are required to submit a market study and matrixes labeled as **Attachment 13-A1**, and **13-B1**. The market study will be used to determine compliance with the minimum rent restriction requirement that restricted rents must be at least 10% below market rents (Section 5107(a)(2) of the CDLAC Regulations).

Acquisition/Rehabilitation projects subject to an existing Residential Rental Regulatory Agreement or a federal, state, or local operating or rental assistance agreement, and meeting the requirements of CDLAC Regulations Section 5107(b)(4) (CTCAC Regulations Section 10322(h)(10)), may submit a market study statement as **Attachment 13-A2**.

10. Itemized Hard Construction Costs

FOR ALL PROJECTS

Please complete the "Sources and Uses Budget" worksheet and "Sources and Basis Breakdown" worksheet in the **Attachment 40**.

REHABILITATION

Rehabilitation projects must complete **Exhibit A workbook, tab "Rehab"**: a detailed breakdown of the proposed rehabilitation work to be undertaken including the approximate percentage of units and/or percentage of the component/feature to be rehabilitated or replaced, and the approximate cost of each corresponding to the structures line of the development budget of the application. Hard Construction/ Rehabilitation costs shall consist of structure costs only. Projects involving the rehabilitation of existing buildings must complete a minimum of \$15,000 in hard construction costs per unit.

11. Capital Needs Assessment (CNA)

See CDLAC Regulations Section 5103(d) and CTCAC Regulations Section 10322(h)(26)(B).

Projects involving the rehabilitation of existing buildings must submit a CNA performed no more than 180 days prior to application deadline, labeled as **Attachment 8-C**. The CNA must support any waiver request related to CDLAC/CTCAC minimum construction standards. The CNA must be prepared by the project architect, as long as the project architect has no identity of interest with the developer, or by a qualified independent 3rd party who has no identity of interest with any of the members of the Development Team. An adaptive reuse application is not required to submit a CNA.

12. Relocation

See CTCAC Regulations Section 10322(h)(28).

Applicants proposing the rehabilitation or demolition of occupied housing shall document the cost of tenant relocation must complete "Sources and Uses Budget" tab in Attachment 40. In addition to any other applicable relocation requirements, applicants proposing rehabilitation or demolition of occupied housing shall comply with the requirements of the California Relocation Assistance Law, California Government Code Section 7260 et seq, or, if the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 already applies to the project, pursuant to this federal law.

In **Attachment 9-A**, applicants shall provide an explanation of which relocation requirements the project is complying with, and a detailed relocation plan consistent with one of the above-listed relocation standards including an itemized relocation cost estimate that calculates the tenant relocation expenses required pursuant to the applicable California or federal relocation law. The relocation plan must also address the potential displacement of current tenants who do not meet the CTCAC income eligibility requirements or who will receive a rent increase exceeding five percent (5%). The relocation plan must include: a detailed description of proposed temporary onsite or offsite relocation and any corresponding relocation payments for tenants who meet CTCAC income eligibility requirements; an estimate of the number of current tenants who do not meet CTCAC income eligibility requirements or will receive a rent increase exceeding five percent (5%), how this estimate was determined, and the estimated relocation cost; and a detailed description of how the current tenants will be provided notice and information about the required relocation assistance, including copies of such noticing document(s).

CDLAC POINT SCORING

Refer to **Attachment 40** to complete the CDLAC point categories, and for a tie breaker calculation.

Submit as **Attachment 36-B** documentation of the project's CTCAC/HCD Opportunity Map Resource Area, including screen shots or similar of both the Opportunity Map area that identifies the project site and the Summary Table project census tract.

1. Acquisition/Rehabilitation Project Priorities (Section 5105(b))

Provide complete documentation of point option selected as **Attachment(s) 29-A1, 29-A2**, etc.

20 points maximum.

(a) A project meeting all of the following criteria shall receive 10 points:

- The project does not result in a distribution of net project equity, as that term is defined in Section 10302(gg) of the CTCAC Regulations, to a general partner or a related party to the general partner. For purposes of this subparagraph, there may be a buyout of a limited partner or equity distributed to a third party seller;
- There is no partial or full repayment of existing soft financing, except for loans less than or equal to the greater of \$500,000 or 1.5% of the project's total development costs or for temporary repayments that will be restored in the permanent financing; and
- The application's developer fee limit pursuant to Section 10327(c)(2) of the CTCAC Regulations is further limited to a cash-out developer fee no greater than 80% of the CTCAC cash-out developer fee limit.

(b) An At-Risk Project shall receive 10 points. Attachment 4-D1 and evidence of at-risk status pursuant to CTCAC regulations 10325(g)(4) as Attachment(s) 4-D2, 4-D3, etc.

(c) A Project that meets at least one of the following shall receive 9 points:

- A replacement or rehabilitation project approved by HUD pursuant to a Section 18 or 22 Demolition/Disposition authorization
- A project being rehabilitated under the HUD Rental Assistance Demonstration (RAD) Program, or a rehabilitation project that has received a new Section 515 loan from the United States Department of Agriculture; or
- A project that received an award from HCD's Portfolio Reinvestment Program
- A project with a pre-1999 HCD loan that is being restructured pursuant to Health and Safety Code section 50560 (AB 1699)

(d) A project that meets at least one of the following shall receive 8 points:

- A project with at least \$120,000 in hard construction costs per tax credit unit and is replacing at least two major building systems
- A project applying as an SRO housing type, as defined in Section 10325(g) of the CTCAC regulations, and the rehabilitation will add a bathroom and complete kitchen to each unit.

(e) A project that meets at least one of the following shall receive 7 points:

- A project that has previously received an allocation of Low-Income Housing Tax Credits where it has been greater than 20 years from the placed in service date.
- A project that has never received an allocation of Low Income Housing Tax Credits.

2. New Construction Density and Local Incentives (Section 5105(c))

Provide complete documentation of the applicable point option selected as **Attachment(s) 29-B1, 29-B2**, etc.

(a) 10 points

For a New Construction Project that meets any of these:

- Provide a letter from the local jurisdiction documenting approval of the project pursuant to Section

65913.4 of the Government Code, at a density greater than that allowed by the site's zoning through the use of a density bonus allowed by Government Code Section 65915 or a local ordinance, or with concessions and/or waivers granted pursuant to Government Code Section 65915.

- The project is being developed at a per net acre density that meets one of the following criteria: (A) 100 bedrooms per net acre in a metropolitan county; (B) 60 bedrooms per net acre in a suburban jurisdiction; (C) 40 bedrooms per net acre in all other areas

For the purposes of this point option, "net acre" is defined as the acreage within the parcel boundaries after subtracting any area affected by the dedication of public right-of-way, the presence of restrictive easements, and non-buildable areas. Input net acreage into Attachment 40. "Metropolitan county" and "suburban jurisdiction" shall have the same meaning as in Section 65583.2 of the Government Code. Provide documentation or an explanation of the applicable project area (metropolitan county, suburban jurisdiction, or other area).

Projects with land-use approvals obtained prior to January 1, 2022 shall earn full points in this category.

- Provide documentation that HCD has designated the city or county, respectively, as pro-housing pursuant Government Code Section 65589.9(c).

3. Exceeding Minimum Income Restrictions (Section 5105d)

(a) 2 points

For each full percent that the average affordability of tax credit units is less than 60% of area median income subject to the Gross Rent definition; or

(b) 20 points

If the average affordability of tax credit units is less than or equal to 60% of area median income, provided that at least 10% of tax credit units are restricted at or below 30% of area median income and an additional 10% of tax credits units are restricted at or below 50% of area median income, subject to the Gross Rent definition

4. Exceeding Minimum Rent Restrictions (Section 5105(e))

(a) 10 points maximum

A project shall receive one point for each full percent that the average affordability of tax credit units is more than ten percent (10%) below the average adjusted rental rates of comparable units as demonstrated by each applicable Rent Comparability Matrix. This percentage shall be calculated separately for units of each bedroom count, with the results for each unit type weighted relative to the percentage of tax credit units of that type in the project, and the resulting percentage shall be used to determine the final point score. In cases where unit sizes of the same unit type vary, the smallest of these units shall be the basis for comparison. When family comparables are used in addition to senior comparables (outside the 1-mile radius) points will be calculated using the family comparables.

5. General Partner Experience (Section 5105(f)(1))

Provide **Attachment 21 – see form in Exhibit B "GP Exp" tab.**

(a) 7 points

The number of general partner experience points for which it is eligible pursuant to Section 10325(c)(1)(A) of the CTCAC regulations.

(b) 7 points

Provide documentation (form in Exhibit B "GP Exp" tab, save the completed document as **Attachment 21-A**) that the partnership agreement: (i) allocates (or will allocate) a share of the developer fee, cash flow, and net sale proceeds to the **BIPOC** that is equal to or greater than the share to the entity with maximum general experience points; and (ii) provides (or will provide) the BIPOC Developer an option to purchase the development.

- (c) 7 points
Provide documentation (**Attachment 21-A** - see form in Exhibit B “GP Exp” tab) that the sole sponsor is a **BIPOC** that: (i) is a general partner in at least one Low-Income Housing Tax Credit development that has received a certificate of occupancy, or if a rehabilitation project, completed rehabilitation, within five years of the date of application, (ii) submits the certification from a third party certified public accountant referred to in Section 10325(c)(1)(A)(i) of the CTCAC regulations for that development, (iii) demonstrates to the satisfaction of the Executive Director adequate in-house or contracted knowledge, skills, experience, and financial capacity to successfully develop, own and operate the proposed project, and (iv) completes training as prescribed by TCAC prior to a project’s placing in service.
6. Management Company Experience (Section 5105(f)(2))
Provide **Attachment 22** - see form in Exhibit B “MC Exp” tab.
- (a) 3 points maximum
The number of management company points for which it is eligible pursuant to Section 10325(c)(1)(B) of the CTCAC regulations.
- (b) 3 points
If the management company will be the BIPOC for which the project receives general partner experience points pursuant to paragraph (1)(C) of General Partner Experience. Form in Exhibit B “MC Exp” tab, save the completed document as **Attachment 22-A**
7. Housing Needs - New Construction Projects Only (Section 5105(g))
Provide the applicable **Attachment 4-A, 4-B, 4-C, 4-D, or 4-E**.
- (a) 10 points
- The project meets the criteria for any of the housing types described in Section 10325(g) of the CTCAC regulations. Points will be awarded only in one housing type; or
 - The project meets the requirements of subdivision (c) of this section or is a New Construction Project that obtained all land use approvals prior to January 1, 2022.
8. Readiness to Proceed (Section 5105(h))
- (a) 10 points
Evidence of readiness to proceed includes **Attachment 14 (form can be found in Exhibit B workbook “Zoning” tab)** and **Attachment 26-A1, A2**, etc. Provide all construction financing commitment documents as Attachment 26.
9. Access to Opportunity – **New Construction Only** (Section 5105(i))
Provide complete documentation of the applicable point option selected as **Attachment(s) 23-A1**, etc.
- (a) 10 points
Large Family project or Special Needs with at least 50% of the units for permanent supportive housing located in a High or Highest Resource Area as specified on the CTCAC/HCD Opportunity Area Map, and at least 10% of tax credit units shall be restricted at or below 30% of area median income and an additional 10% of tax credits units shall be restricted at or below 50% of area median income (except Special Needs projects shall be exempt from this 50% AMI requirement).
- (b) 9 points
At least 10% of tax credit units shall be restricted at or below 30% of area median income and an additional 10% of tax credits units shall be restricted at or below 50% of area median income.

If requesting Access to Opportunity points that require homeless units, include a description of the number of homeless units in **Attachment 4 AND** in the Tenant Population Data table of **Attachment 40**, as well as in the market study.

10. Service Amenities

(Section 5105(j)) Provide **Attachment 24** (form can be found in **Exhibit A workbook "Services" tab**)

(a) 10 points maximum

A project shall receive the number of points for which it is eligible pursuant to Section 10325(c)(4)(B) of the CTCAC regulations, except that projects not meeting one of the housing types specified in 10325(g) of the CTCAC regulations shall be able to choose the services provided without regard to the housing type conditions within the service amenity categories.

11. Cost Containment

(Section 5105(k)) No additional Attachments required.

(a) 12 points maximum

- A project shall receive 1 point for each full percent that the project's eligible basis is less than the project's CDLAC adjusted threshold basis limit; or
- A New Construction Project that receives points as a Large Family, or Special Needs project pursuant to the conditions specified in Section 5105(i)(1)(A)) and is located in a High or Highest Resource Area as specified on the CTCAC/HCD Opportunity Area Map shall receive 2 points for each full percent that the project's eligible basis is less than the project's CDLAC adjusted threshold basis limit.

For purposes of this subdivision, a project's CDLAC adjusted threshold basis limit shall be the project's threshold basis limit as determined pursuant to Section 10327(c)(5) of the CTCAC regulations, except that the increase for deeper targeting pursuant to Section 10327(c)(5)(C) of the CTCAC regulations shall be limited to 80%.

12. Site Amenities (CTCAC Regulations Section 10325(c)(4)(A))

(a) 10 points maximum

Provide the required supporting documentation as **Attachment 23-B, 23-C**, etc., including a map showing the distances from amenities to the project site.

Transit site amenities

Provide a schedule of the relevant route(s). Clearly note the relevant stops and times demonstrating the required frequency. For transit points requiring regular service during commute times, if the transit stop nearest the project is not included in the schedule(s), highlight the two stops appearing on the schedule(s) which the transit stop falls between. Provide sufficient information identifying the stop nearest the project (map, photo, etc.) and where it is located in reference to the stops appearing on the schedule.

Public school amenities

Provide evidence the project is located within the attendance boundary of the school. If possible, provide a letter from the school confirming the project is within the school's specific attendance boundary and the school has space available for the project's students. Evidence from a web-based school locator is also acceptable.

This point category does not include schools for which the project is not in the immediate attendance boundary but use a district-wide boundary, open enrollment, inter- or intra-district transfer, etc. For facilities offering daily services designated for seniors OR for facilities operating to service a special needs or SRO development, provide amenity details documenting how the services are appropriate to the development.

Part IV - CTCAC- Specific Requirements

1. **Attachment 40**, Excel Application.
2. TCAC acquisition cost limits. Applications with non-arm's length acquisition transactions must demonstrate that the seller is not benefiting from a higher purchase price. An appraisal is also required as Attachment 8-D1. Projects with existing debt must document the remaining principal balances of existing loans, and indicate whether the debt will be repaid or transferred to the new partnership. Accrued interest should be documented, and may be estimated as of the application date or as of the expected date of the permanent financing close. Submit as **Attachments 2-B1, 2-B2, etc.** See Sections 10322(h)(9) and 10327(c)(6) of the CTCAC Regulations.
3. Owner Identities of Interest. Submit as **Attachment 2-D1, 2-D2, etc.** identities of interest/related party disclosure for the applicant entity and all general partners. See Section 10322(h)(6) of the CTCAC Regulations.
4. Developer Fee. Document compliance with CTCAC's developer fee limitations and deferral/equity contribution requirements and submit as **Attachment 2-E**. Provide a description of the limitations on developer fee required by any other funding source. Include an excerpt of the funding source's written requirements for developer fees. See Section 10327(c)(2)(B) of the CTCAC Regulations.
5. CTCAC pro forma analysis of proposed project cash flow. The 15-year pro forma analysis is completed in the Excel Application. For projects with a private conventional lender and equity partners using 2% gross income and 3% operating expense underwriting assumptions, provide evidence of the assumptions, if applicable, as **Attachment 2-F1**. If submitting alternate underwriting assumptions such as lower operating expenses or inflation rates, provide evidence from lender and investor approving such assumptions as **Attachment 2-F1a, 2-F1b, etc.** For projects with commercial income only: include a 15 year pro forma of all commercial revenue indicating the commercial income does not support the residential portion as **Attachment 2-F2**. See Sections 10322(h)(23), 10327(g)(1) and 10327(g)(1)(A) of the CTCAC Regulations.
6. CTCAC Applicant and CDLAC Sponsor/Developer. See the Application Checklist and Section 10326(g)(5) of the CTCAC Regulations. Submit as **Attachments 5-A1, 5-B1, 5-C**.
7. CTCAC Acquisition Project Requirements. Submit as **Attachment 7-A1, 7-A2, etc.** See the Application Checklist and Section 10322(h)(25) of the CTCAC Regulations.
8. CTCAC Rehabilitation Project Requirements. Submit as **Attachment 8-D1, 8-D2**. See the Application Checklist and Sections 10322(h)(9), (26)(A), 10327(c)(6) of the CTCAC Regulations.
9. CTCAC Resyndication Project Requirements. Submit **Attachment 8-E1**. See the Application Checklist and Sections 10320(b) and (ff), 10322(k), 10326(g)(8), 10327(g)(8) of the CTCAC Regulations.
10. CTCAC Rehabilitation Project Requirement – current tenant information. Submit as **Attachment 9-C**. See the Application Checklist and Sections 10322(h)(27), (28), (29) of the CTCAC Regulations.
11. CTCAC Site and Project Information. Submit as **Attachments 12-D, 12-E1, 12-F, etc.** **Attachments 12-A through 12-F** combine CDLAC and CTCAC site and project information requirements (see the Application Checklist). For CTCAC requirements see Sections 10322(h)(8), 10322(h)(12), and 10325(f)(7)(J) of the CTCAC Regulations.
12. Public housing authority waiting lists. Submit as **Attachment 13-C** evidence of a public housing authority waiting list from the local housing authority (CTCAC Regulation Section 10326(g)(1)). This can be included with **Attachment 2-G1** or **Attachment 13-A1**.
13. CTCAC Bond Issue Requirement. Submit as **Attachment 15** a 3rd party tax professional verification of the percentage of aggregate basis financed by tax-exempt bond proceeds (CTCAC Regulation Section 10326(e)).
14. CTCAC Tax Credit Equity and Syndication. Submit **Attachment 16-A** or **16-B, form provided in Exhibit B "Syndication" tab**. See the Application Checklist and Sections 10322(h)(18), (19), (20), 10327(c)(9) of the CTCAC Regulations.

15. CTCAC Rental Subsidy Requirements. Submit as **Attachment 17-A1, 17-A2**, etc. See the Application Checklist and Section 10322(h)(22) of the CTCAC Regulations.
16. CTCAC Basis Limit Adjustments (increase). Submit **Attachment 18-A, form provided in Exhibit B “Impact Fees” tab**. if requesting basis limit increase(s). See the Application Checklist and Section 10327(c)(5) of the CTCAC Regulations. Submit **Attachment 18-B, Architect’s certification of threshold basis limit increases/exceptions**. Form is provided in **Exhibit B “Architect” tab**. Attachments **18-C through 18-E** CTCAC Basis Limit Increases documents (see the Application Checklist).
17. CTCAC Eligible Basis Certification. Submit as **Attachment 19-A** an eligible basis certification from the third party CPA or tax attorney that project costs included in eligible basis are allowed by IRC Section 42 and are presented in accordance with standard account procedures. See the Application Checklist and Sections 10322(h)(17), 10325(c)(1)(A), and 10326(g)(7).

If applicable, submit as **Attachment 19-B** a description of any charges that will be paid by tenants in addition to rent (such as garage or storage space) with an explanation of how such charges affect the cost and basis in the Sources and Uses Budget.

18. Farmworker State Tax Credits. Submit **Attachment 28** if applying for farmworker state tax credits.