

Section 3 Plan
Pacific West Communities, Inc.

DEVELOPER'S NAME: Pacific West Communities, Inc.

NAME OF DEVELOPMENT	FUNDING SOURCE	FISCAL YEAR	AMOUNT
<u>Parkside at City Center</u>	<u>Hope VI</u>	<u>2007</u>	<u>\$1,000,000</u>

The Plan will serve as the Section 3 Plan for the above developments in compliance with the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended.

The purpose of Section 3 of the Housing and Urban Development Act of 1968, as amended (12. U.S.C. 1701u) (Section 3), is to ensure that training, employment and other economic opportunities generated by certain HUD financial assistance shall, to the greatest extent feasible, and consistent with existing Federal, State and Local laws and regulations, be directed to the greatest extent possible to low- and very low-income persons, particularly those who are recipients of government assistance for housing, and to business concerns, which provide economic opportunities to low- and very low-income persons.

NUMERICAL GOALS FOR TRAINING AND EMPLOYMENT OPPORTUNITIES

Pacific West Communities, Inc. will, to the greatest extent feasible, when awarding contracts or providing training and/or employment opportunities for activities or projects subject to the requirements of Section 3, strive to comply with the goals established in this section.

The numerical goals established in this section represent minimum numerical targets.

Training and employment opportunities will be made available to Section 3 residents as follows:

- (i) 10 percent of the aggregate number of new hires/training opportunities resulting from funds awarded for FY. Number of Section 3 jobs and/or training opportunities will be determined prior to construction loan closing.

- (ii) 20 percent of the aggregate number of new hires/training opportunities resulting from funds awarded for FY. Number of Section 3 jobs/training opportunities will be determined prior to construction loan closing.
- (iii) 30 percent of the aggregate number of new hires/training opportunities resulting from funds awarded for FY and continuing thereafter. Number of Section 3 jobs/training opportunities will be determined prior to construction loan closing.

PREFERENCE FOR SECTION 3 RESIDENTS IN TRAINING AND EMPLOYMENT OPPORTUNITIES

In providing training and employment opportunities, generated from the expenditure of Section 3 activities to Section 3 residents, the following order of preference will be followed:

- (i) First priority will be given to Section 3 residents from the service area or neighborhood in which the Section 3 covered project is located.
- (ii) Second priority will be given to participants in HUD Youthbuild Programs.
- (iii) Third priority will be given to Homeless persons residing in the area or neighborhood in which the Section 3 covered project is located for housing constructed under the Stewart B. McKinney Homeless Assistance Act.
- (iv) Other Section 3 residents.

NUMERICAL GOALS FOR CONTRACTING ACTIVITIES:

These goals apply to contract awards in excess of \$100,000 in connection with a Section 3 eligible project, and it applies to developers, contractors and subcontractors.

The Pacific West Communities, Inc. commits to award to Section 3 business concerns:

1. At least 10 percent of the total dollar amount of all Section 3 covered contracts for building trades work arising in connection with housing rehabilitation, housing construction and other public construction; and
2. At least 3 percent of the total dollar amount of all other Section 3 covered contracts

PREFERENCE FOR SECTION 3 BUSINESS CONCERNS:

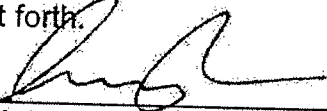
The following order of preference will be followed when providing contracting opportunities to Section 3 businesses:

- (i) First priority will be given to Section 3 business concerns that provide economic opportunities for Section 3 residents in the service area or neighborhood in which the Section 3 covered project is located.
- (ii) Second priority will be given to applicants selected to carry out HUD Youthbuild Programs.
- (iii) Other Section 3 Residents.

In compliance with the Section 3 Plan requirements, you must develop a list of strategies to be adopted for compliance with the stated employment, training and contracting goals. Contracts in excess of \$100,000 must include the Section 3 Clause.

If Federal and State funds are combined to fund an eligible Section 3 project, the combined amount is subject to the Section 3 requirements.

In compliance with the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, we the undersigned have read and have received a copy of the Section 3 Plan for this project. We acknowledge being a party to this Plan and further pledge our commitment to adhere to the objectives set forth.



**Caleb Roope, President and Chief Executive Officer
Pacific West Communities, Inc**

August 27, 2007

Date



**Caleb Roope, President
Pacific West Builders, Inc**

August 27, 2007

Date

Section 3 Training/Employment Goals

Developer's Name: Pacific West Communities, Inc.

Contractor's Name: Pacific West Builders, Inc.

Name: Parkside at City Center

	Total Employees Required	Number Filled	Section 3 Goal	Developer's Vacancy (X)	Contractor's Vacancy (X)
Other					
Skilled					
Semi-Skilled					
Skilled Trainees					
Unskilled Trainees					
Semi-Skilled Trainees					
Professional & Admin					
Clerical					
Apprentices					

*Total employees required will be determined prior to construction loan closing.

**Contractor/Subcontractor Certification Regarding
Section 3 and Segregated Facilities**

Pacific West Builders, Inc.
COMPANY'S NAME

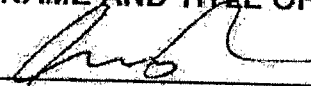
Parkside at City Center
PROJECT NAME

The undersigned hereby certifies that:

- (a) Section 3 provisions are included in the Contract.
- (b) The above stated company is a signatory to the developer's Section 3 Plan.
- (c) No segregated facilities will be maintained as required by Title VI of the Civil Rights Act of 1964.

Caleb Roope, President

NAME AND TITLE OF SIGNER (PRINT OR TYPE)


SIGNATURE

8/27/07
DATE

Section 3 Resident Certification

Section 3 of the Housing and Urban Development Act of 1968, as amended, requires recipients of community development funds to make a good faith effort to provide employment and training opportunities resulting from this project to low- and very low-income persons.

In order to demonstrate that you meet the definition of a low-or very low-income person, please provide one of the following:

1. Proof of residency in a public housing development;
2. A copy of your section 8 voucher certificate or voucher;
3. Evidence of your eligibility or participation in a federally-assisted program for low- and very low-income persons (e.g. Jobs, JTPA, Job Corps, etc);
4. Evidence of your eligibility or participation in a State or Local Assistance Program for low- or very low-income persons or receipt of AFDC;
5. Income tax records.
6. Other.

I _____ (participant's name)

certify that I meet the requirement stipulated in # _____ above. I have provided the following document to demonstrate evidence of this

Participant's Signature

Date

Section 3 Contractor Certification

Project Name: Parkside at City Center

Developer's Name: Pacific West Communities, Inc.

I understand that my contract with Pacific West Communities, Inc. /Pacific West Builders, Inc. is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended AND to the Section 3 Plan for this project.

I certify that the firm of _____ (company's name) is a bonafide Section 3 company, and that it meets the following definition of a Section 3 business (check one):

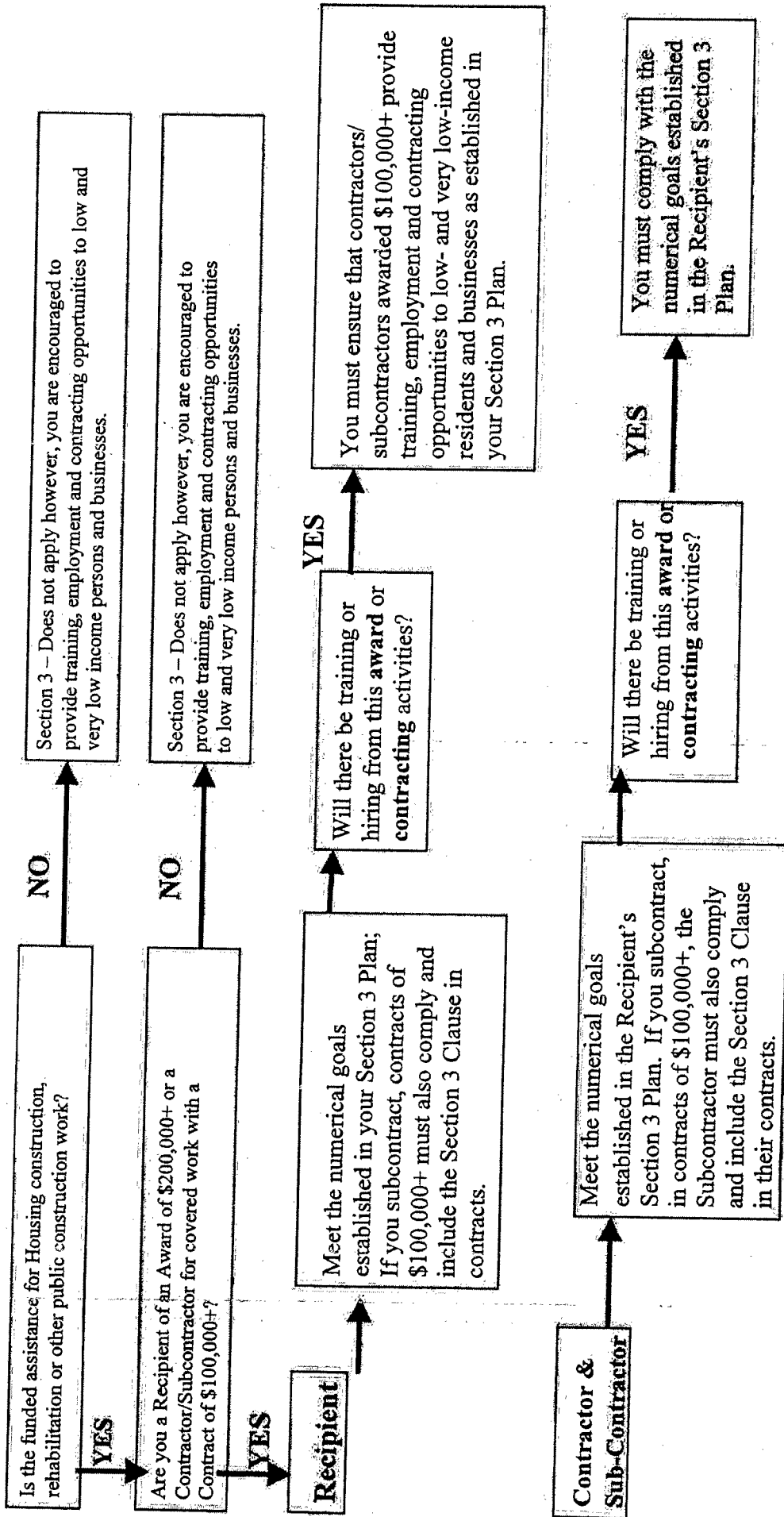
1. 51% or more of the ownership of this company is owned by Section 3 residents, as defined by the developer of this project.
2. Currently, at least 30% of the employees of the company are Section 3 residents, as defined by the developer of this project.
3. At least 30% of the employees of the company were Section 3 residents, as defined by the developer of this project, within three years of the date of first employment with this company.
4. I commit to subcontract at least 25% of the total value of this contract to Section 3 subcontractors, as these companies are defined above, and to provide the necessary evidence to substantiate this.

Signature of Chief Executive Officer

Date

Section 3 Flow Chart

Use the following chart to determine if your project is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended.



If State or private funds are combined with Federal funds to finance an eligible Section 3 project, the combined amount (Total Development Cost) is subject to the Section 3 requirements.

Section 3 Clause

All contracts subject to the Section 3 requirements will include the following clause:

- A.** The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3 shall, to the greatest extent feasible, be directed to low-and very low-income persons, particularly persons who are recipients of HUD assistance for Housing.
- B.** The parties to this contract agree to comply with HUD's regulations in 24 CFR Part 135, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with part 135 of the regulations.
- C.** The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or worker's representative of the contractor's commitments under this Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
- D.** The contractor agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR Part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR Part 135. The contractor will not subcontract with any subcontractor when the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.
- E.** The Contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR Part 135 require employment opportunities to be directed were not filled to circumvent the contractor's obligations under 24 CFR Part 135.
- F.** Noncompliance with HUD's regulations in 24 CFR Part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

Examples Of Efforts To Offer Training Employment Opportunities To Section 3 Residents

1. Entering into "first source" hiring agreements with organizations representing Section 3 residents.
2. Sponsoring a HUD-certified "Step-Up" employment and training program for Section 3 residents.
3. Establish training programs, which are consistent with the requirements of the Department of Labor for public and Indian housing residents, and other Section 3 residents in the building trades.
4. Advertising the training and employment positions by distributing flyers (which identify the positions to be filled, the qualifications required, and where to obtain additional information about the applications process) to every occupied dwelling unit in the housing development or developments.
5. Advertising the training and employment positions by posting flyers (which identify the positions to be filled, the qualifications required, and where to obtain additional information about the application process) in the common areas or other prominent areas of the housing development or developments.
6. Contacting resident councils, resident management corporations, or other resident organizations, where they exist, in the housing development or developments and community organizations in HUD-assisted neighborhoods, to request the assistance of these organizations in notifying residents of the training and employment positions to be filled.
7. Sponsoring (scheduling, advertising, financing or providing in-kind services) a job informational meeting to be conducted by a housing authority or contractor representative or representatives at a location in the housing development.
8. Arranging assistance in conducting job interviews and completing job applications for residents of the housing developments or developments and in the neighborhood or service area in which a Section 3 project is located.
9. Arranging for a location in the housing development or developments where category 1 persons reside, or the neighborhood or service area of the project where job applications may be delivered to and collected by a recipient or contractor representative or representatives.

10. Contracting agencies administering HUD Youthbuild programs, and requesting their assistance in recruiting HUD Youthbuild programs participating for the Housing Authorities or contractor's training and employment positions.
11. Consulting with State and local agencies administering training programs funded through JTPA or JOBS, probation and parole agencies, unemployment compensation programs, community organizations and other officials or organizations to assist with recruiting Section 3 residents for the Housing Authorities or contractor's and employment positions.
12. Advertising the jobs to be filled through the local media, such as community television networks, newspapers of general circulation, and radio advertising.
13. Employing a job coordinator, or contracting with a business concern that is licensed in the field of job placement (preferably one of the Section 3 business concerns identified in part 135) that will undertake, on behalf of the Housing Authorities, other recipients or contractor, the efforts to match eligible and qualified Section 3 residents with the training and employment positions that the Housing Authorities or contractor intends to fill.
14. For a Housing Authority, employment of Section 3 residents directly on either a permanent or a temporary basis to perform work generated by Section 3 assistance. (This type of employment is referred to as "force account labor" in HUD's Indian housing regulations. See 24 CFR 905.102, and 905.201(a) (6).)
15. Where there are more qualified Section 3 residents than there are positions to be filled, maintaining a file of eligible qualified Section 3 residents for future employment positions.
16. Undertaking job counseling, education and related programs in association with local educational institutions.
17. Undertaking such continued job training efforts as may be necessary to ensure the continued employment of Section 3 residents previously hired for employment opportunities.
18. After selection of bidders but prior to contract execution, incorporating into the contract a negotiated provisions for a specific number of public housing or other Section 3 residents to be trained or employed on the Section 3 covered assistance.
19. Coordinating plans and implementation of economic development (e.g. job training and preparation, business development assistance for residents) with the planning for housing and community development.

Examples Of Efforts To Award Contracts To Section 3 Business Concerns

Utilizing procurement procedures for Section 3 business concerns similar to those provided in 24 CFR part 905 for business concerns owned by Native Americans

1. In determining the responsibility of potential contractors, consider their record of Section 3 compliance as evidenced by past actions and their current plans for the pending contract.
2. Contacting business assistance agencies, minority contractors associations and community organizations to inform them of contracting opportunities and requesting their assistance in identifying Section 3 businesses which may solicit bids or proposals for contracts for work in connection with Section 3 covered assistance.
3. Advertising contracting opportunities by posting notices, which provide general information about the work to be contracted and where to obtain additional information in the common area or other prominent areas of the housing development or developments owned and managed by the HA.
4. For HAs, contacting resident councils, resident management corporations, or other resident organizations, where they exist, and requesting their assistance in identifying eligible business concerns.
5. Providing written notice to all known Section 3 business concerns of the contracting opportunities. This notice should be in sufficient time to allow the Section 3 business concerns to respond to the bid invitations or request for proposals.
6. Following up with Section 3 business concerns that have expressed interest in the contracting opportunities by contacting them to provide additional information on the contracting opportunities.
7. Coordinating pre-bid meetings at which Section 3 business concerns could be informed of upcoming contracting and subcontracting opportunities.
8. Carrying out workshops on contracting procedures and specific contract opportunities in a timely manner so that Section 3 business concerns can take advantage of upcoming contracting opportunities, with such information being made available in language other than English where appropriate.
9. Advising Section 3 business concerns as to where they may seek assistance in overcoming limitations such as inability to obtain bonding, lines of credit, financing, or insurance.

10. Arranging solicitations, times for the presentation of bids, quantities, specifications, and delivery schedules in ways to facilitate the participation of Section 3 business concerns.
11. Where appropriate, breaking out contract work items into economically feasible units to facilitate participation by Section 3 business concerns.
12. Contacting agencies, administering HUD Youthbuild programs, and notifying these agencies of the contracting opportunities.
13. Advertising the contracting opportunities through trade association papers and newsletters, and through the local media, such as community television networks, newspapers of general circulation and radio advertising.
14. Developing a list of eligible Section 3 business concerns.
15. For Housing Authorities, participating in the "Contracting with Resident-Owned Business" program provided under 24 CFR part 963.
16. Establishing or sponsoring programs designed to assist residents of public or Indian housing in the creation and development of resident-owned businesses.
17. Establishing numerical goals (number of awards and dollar amount of contracts) for award of contracts to Section 3 business concerns.
18. Supporting businesses that provide economic opportunities to low-income persons by linking them to the support services available through the Small Business Administration (SBA), the Department of Commerce and comparable agencies at the State and local levels.
19. Encouraging financial institutions, in carrying out their responsibilities under the Community Reinvestment Act, to provide low-income loans by providing working capitals and other financial business needs.
20. Actively supporting joint ventures with Section 3 business concerns.
21. Actively supporting the development or maintenance of business incubators that assist Section 3 business concerns.

Examples Of Procurement Procedures That Provide For Preference To Section 3 Business Concerns

This section (Section III of the Regulations), provides specific procedures that may be followed by recipients and contractors (collectively, referred to as the "contracting party") for implementing the Section 3 contracting preference for each of the competitive procurement methods authorized in 24 CFR 85.36(d).

1. **Small Purchase Procedures** For Section 3 covered contracts aggregating no more than \$25,000, the methods set forth in this paragraph or the more formal procedures set forth in paragraphs (2) and (3) of this section may be utilized.
 - (i) **Solicitation**
 - (A) Quotations may be solicited by telephone, letter or other informal procedure provided that the manner of solicitation provides for participation by a reasonable number of competitive sources. At the time of solicitation the parties must be informed of:

The Section 3 covered contract to be awarded with sufficient specificity:

 - The time within which quotations must be submitted; and
 - The information that must be submitted with each quotation.
 - (B) If the method described in paragraph (i) (A) is utilized, there must be an attempt to obtain quotations from a minimum of three qualified sources in order to promote competition. Fewer than three quotations are acceptable when the contracting party has attempted, but has been unable to obtain a sufficient number of competitive quotations. In unusual circumstances, the contracting party may accept the sole quotation received in response to a solicitation provided the price is reasonable. In all cases, the contracting party shall document the circumstances when it has been unable to obtain at least three quotations.
 - (ii) **Award**
 - (A) Where the Section 3 covered contract is to be awarded based upon the lowest price, the contract shall be awarded to the qualified Section 3 business concern with the lowest responsive quotation, if it is reasonable and no more than 10 percent higher than the quotation of the lowest responsive quotation from any qualified source. If no responsive quotation by a qualified Section 3 business concern is within 10 percent of the lowest responsive quotation from any qualified source, the award shall be made to the source with the lowest quotation.
 - (B) Where the Section 3 covered contract is to be awarded based on factors other than price, a request for quotations shall be issued by developing the particulars of the solicitation, including a rating system for the assignment of points to evaluate the merits of each quotation. The solicitation shall identify all factors to

be considered, including price or cost. The rating system shall provide for a range of 15 to 25 percent of the total number of available rating points to be set aside for the provision of preference for Section 3 business concerns. The purchase order shall be awarded to the responsible firm whose quotation is the most advantageous, considering price and all other factors specified in the rating system.

2. Procurement by sealed bids (Invitations for Bids). Preference in the award of Section 3 covered contracts that are awarded under a sealed bid (IFB) process may be provided as follows:

- (i) Bids shall be solicited from all businesses (Section 3 business concerns, and non-Section 3 business concerns). An award shall be made to the qualified Section 3 business concern with the highest priority ranking and with the lowest responsive bid if that bid-
 - (A) is within the maximum total contract price established in the contracting party's budget for the specific project for which bids are being taken, and
 - (B) is no more than "X" higher than the total bid price of the lowest responsive bid from any responsible bidder. "X" is determined as follows:

X = lesser of:

When the lowest responsive bid is:

Less than \$100,000.....10% of that bid or \$9,000

When the lowest responsive bid is:

At least \$100,000, but less than \$200,000.....9% of that bid, or \$16, 000

At least \$200,000 but less than \$300,000.....8% of that bid, or \$21,000

At least \$300,000 but less than \$400,000.....7% of that bid, or \$24,000

At least \$400,000 but less than \$500,000.....6% of that bid, or \$25,000

At least \$500,000 but less than \$1 million.....5% of that bid, or \$40,000

At least \$1 million but less than \$2 million.....4% of that bid, or \$60,000

At least \$2 million but less than \$4 million.....3% of that bid, or \$80,000

At least \$4 million but less than \$7 million.....2% of that bid, or \$105,000

\$7 million or more..... 1 1/2 % of the lowest responsive bid, with no dollar limit.

(ii) If no responsive bid by a Section 3 business concern meets the requirements of paragraph (2) (l) of this section, the contract shall be awarded to a responsible bidder with the lowest responsive bid.

3. Procurement under the competitive proposals method of procurement (Request for Proposals RFP). (i) For contracts and subcontracts awarded under the competitive proposals method of procurement (24 CFR 85.36(d)(3)), a Request for Proposals (RFP) shall identify all evaluation factors (and their relative importance) to be used to rate proposals.

(i) One of the evaluation factors shall address both the preference for Section 3 business concerns and the acceptability of the strategy for meeting the greater extent feasible requirement (Section 3 strategy), as disclosed in proposals submitted by all business concerns (Section 3 and non-Section 3 business concerns). This factor shall provide for a range of 15 to 25 percent of the total number of available points to be set aside for the evaluation of these two components.

(ii) The component of this evaluation factor, designed to address the preference for Section 3 business concerns, must establish a preference for these business concerns in the order of priority ranking as described in 24 CFR 135.36.

(iii) With respect to the second component (the acceptability of the Section 3 strategy), the RFP shall require the disclosure of the contractor's Section 3 strategy to comply with the Section 3 training and employment preference, or contracting preference, or both, if applicable. A determination of the contractor's responsibility will include the submission of an acceptable Section 3 strategy. The contract award shall be made to the responsible firm (either Section 3 or non-Section 3 business concern) whose proposal is determined most advantageous, considering price and all other factors specified in the RFP.

Good Faith Effort

At a minimum, the following tasks must be completed to demonstrate a good faith effort with the requirements of Section 3. The contracting party and each contractor or subcontractor seeking to establish a good faith effort as required should be filling all training positions with persons residing in the target area.

1. Send notices of job availability subcontracting opportunities subject to these requirements to recruitment sources, trade organizations and other community groups capable of referring eligible Section 3 applicants, including the Department of Labor.
2. Include in all solicitations and advertisements a statement to encourage eligible Section 3 residents to apply.
3. When using a newspaper of major circulation to request bids/quotes or to advertise employment opportunities to also advertise in minority-owned newspapers.
4. Maintain a list of all residents from the target area who have applied either on their own or by referral from any service, and employ such persons, if otherwise eligible and if a trainee position exists. (If the contractor has no vacancies, the applicant, if otherwise eligible, shall be listed for the first available vacancy). A list of eligible applicants will be maintained for future vacancies.

The contractor must certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR Part 135 require employment opportunities to be directed were not filled to circumvent the contractor's obligation under 24 CFR Part 135.


PACIFIC WEST ARCHITECTURE

August 23, 2007

Re: City of West Sacramento
HOPE VI Main Street Grant
Parkside at City Center

To Whom It May Concern:

As the licensed Project Architect, I certify that Parkside at City Center in West Sacramento, California will be designed to promote Energy Star design of affordable units and it will use Energy Star labeled products in each of its units.

 _____, Signature of Project Architect, California License # C29792

DOUGLAS GIBSON _____, Printed Name

AUGUST 23, 2007 _____, Date

The above certification shall be attested to by the signature, the printed name, the title of the person making the certification and the date of signature. The signature of the Architect must indicate the appropriate License or P.E. registration number.

If you should have any questions, please do not hesitate to contact my office. Thank you.

Douglas Gibson
Architect

430 E. State Street, Suite 100, Eagle, ID 83616 • 208-461-0022 • 208-461-0033 Fax
Licensed Architect: Idaho • Utah • Nevada • Wyoming • Montana • Washington • Oregon • California • Hawaii • Alaska • Arizona •
Colorado • South Dakota • Louisiana

CHAPTER I

EXECUTIVE SUMMARY AND CONCLUSIONS

SITE LOCATION/TARGET POPULATION

Parkside at City Center is a mixed-use, mixed income residential and commercial development located on a 2.2-acre parcel at the corner of Sycamore Ave and West Capitol Ave, with the street address of 2121 West Capitol Avenue. With a mix of 34 two-bedroom unit and 28 three-bedroom units, the proposed project will target families earning up to 60% of the area median income for Yolo County.

PROJECT SUMMARY

The Parkside at City Center proposal is a high quality, high density development comprised of 62 affordable rental apartment units, 1600 square feet of commercial/retail space, and a 2000 square foot community space for the development. The development also proposes various recreation areas, including a playground, benches and picnic/barbeque areas. The affordable rental units will be restricted to households earning not more than 60% of the Area Median Income. There will be open surface parking spaces as well as garage spaces. The open green space and landscaping proposed by the project will integrate with the proposed greenbelt/bikeway along Sycamore.

Common Area Amenities

The development will be a community asset by providing much needed affordable rental housing for families in the City and the greater Sacramento region. The residential development is conveniently located along a major transportation corridor and transit route. In addition, the on-site community facility will house amenities such as a computer learning center, common laundry facilities, exercise equipment, a gathering area and casual meeting space.

Individual Area Amenities

Within the units, tenants will enjoy standard features such as refrigerators, exhaust fans, dishwashers, disposals, microwaves, and ranges with ovens. All units will include a covered patio or balcony. Four handicap accessible units will serve disabled individuals and families. The design of these apartments will adhere to all necessary requirements to satisfy Section 504 as well as any additional mandates that the local jurisdiction deems appropriate.

Proposed Start of Construction, Loan Closing, and Completion Deadlines

Loan Closing:	Fall 2008
Start of Construction:	Fall 2008
Completion:	Fall 2009

PROPOSED PROJECT

PERCENT OF AMI	NO. OF UNITS	BEDROOM SIZE	SF	PROPOSED RENT	UTILITIES	TOTAL SHELTER
30	4	2/1	1,081	\$355	\$87	\$442
45	5	2/1	1,081	\$577	\$87	\$664
50	17	2/1	1,081	\$651	\$87	\$738
60	7	2/1	1,081	\$799	\$87	\$886
30	3	3/2	1,228	\$403	\$109	\$512
45	5	3/2	1,228	\$659	\$109	\$768
50	14	3/2	1,228	\$745	\$109	\$854
60	6	3/2	1,228	\$916	\$109	\$1,025
Manager	1					
Total Units	62					

MARKET AREA

The Primary Market Area of the Study is the City of West Sacramento. The Secondary Market Area is the County of Yolo. See Exhibits 1 and 2 in the Chapter II, Introduction.

MARKET FEASIBILITY

The City of West Sacramento is growing rapidly and has a need for housing at all income levels. The proposed project will fill part of the need for affordable rental housing and also for workforce purchasable housing. All of the existing affordable units are full, with waiting lists, and the rehabilitation of Harbor Park is well underway. There is a demand for 442 affordable two- and three-bedroom units, 263 currently and another 179 in the next two years to accommodate the city's rapid growth. The capture rate for the proposed project is 11% and the penetration rate is 54%. The project is expected to be completed in late 2009.

STRENGTHS, WEAKNESSES AND RISKS

Parkside at City Center is a well planned development which will incorporate affordable rental units (the subject of this market study), commercial/retail space, and community areas and meeting room. The project is strongly supported by the City of West Sacramento, which has conducted numerous public hearings into the reuse of this highly visible property on West Capitol Avenue. The project's greatest strength is its comprehensive design and use of the entire property for a variety of uses.

The property's greatest weakness is the potential tenants for the commercial/retail space. There are no weaknesses associated with the affordable rental component of the project. Similarly, the greatest risks associated with this project are those associated with the retail component of the project, although with only 1,600 square feet of retail space and using a projected vacancy rate of 50%, any potentially adverse market conditions should not pose any real threat to the viability of the project.

SUMMARY OF RENT COMPARABLES

The following tables summarize key characteristics of the market rent comparables selected for this study. See Chapter V for a complete Competitive Analysis.

Retail Demand Estimate

Growth in retail property demand is a function of the number of people in a given market area and the amount the average person spends within the different retail sectors. Some sites possess competitive advantages over others in capturing the demand growth due to their location, size, retail concentration, visibility and other attributes. ERA's retail demand analysis for the West Capitol Avenue Corridor consists of the following steps:

- Estimates and projections of the trade area population provide the basic input into the demand forecast. In this case, ERA defined the trade area as a 20-minute driving distance of the Corridor (see map of trade area on following page).
- Estimates of per capita retail spending by retail category were then determined based upon the Sacramento region's taxable sales experience, which includes the contribution of visitors and shoppers from outside the primary market area.
- We then adjusted for the impact of real income growth considering both macro economic conditions, such as business cycles, and micro economic changes, such as the recent climb in home prices driving up the average income of future residents.
- The aggregate retail demand growth is then calculated by multiplying the market area population growth by the expected per capita retail sales.
- The growth in retail demand, expressed in sales difference between years, is then converted to retail square footage demand based upon an estimate of sales per square foot per year for each retail category.
- ERA then estimates the Corridor's potential market share in each sector based upon access and visibility, historical trends, anticipated housing development in the market area, and our knowledge of site opportunities.

This analysis is detailed in **Tables IV-15** and **IV-16** for the 2007 to 2015 and 2016 to 2025 time periods respectively. This analysis indicates that on a gross basis, the entire trade area is able to support nearly 12 million square feet of additional retail development over the next 20 years. However, because the retail opportunities are very different in Downtown Sacramento as compared to the West Capitol Avenue Corridor, ERA analyzed the potential still further. Capture rates were applied to the trade area demand to determine the potential retail development supportable in the Corridor.

TABLE IV - 15
WEST SACRAMENTO RETAIL DEMAND FORECAST: 2007 to 2015
 (Dollars are in Thousands)

	2007		2015		Market Area Demand Growth & Potential West Capitol Avenue Capture				
	Trade Area Population (20 minute drive)	Real Income Adjustment	Spending Per Capita ¹	Total Market Area Demand	Gain In Sales	Annual Sales/SF	Gain In Sq Ft	Market Share	Total Sq Ft
Apparel Stores	0.438	\$456,455	\$526,747	\$70,292	\$250	281,168	3.0%	8,435	
Gen. Merchandise & Drug	1.781	1,857,997	2,144,120	286,123	250	1,144,492	2.0%	22,890	
Food and Liquor Stores	2.107	2,197,898	2,536,364	338,466	400	846,165	1.5%	12,692	
Eating & Drinking Places	1.209	1,261,221	1,455,443	194,222	300	647,407	2.0%	12,948	
Furnishing & Appliances	0.525	548,099	632,503	84,405	275	306,926	3.0%	9,208	
Bldg Materials & Farm Eqmt	1.287	1,342,560	1,549,308	206,748	275	751,811	2.0%	15,036	
Other Retail Stores ²	2.074	2,163,776	2,496,987	333,211	300	1,110,705	2.0%	22,214	
Total Retail Stores	\$12.637	\$13,182,396	\$15,212,423	\$2,030,028		5,263,921	2%	111,310	
Total Retail and Restaurant Demand in West Sacramento									111,310

¹ Based on per capita spending in Yolo and Sacramento County region in 2005.
² Includes hobby, gifts, and specialty stores.
 Source: Economics Research Associates



TABLE IV-16
WEST SACRAMENTO RETAIL DEMAND FORECAST: 2016 to 2025
 (Dollars are in Thousands)

	2016		2025		Growth in Demand from 2016 to 2025				
	Trade Area Population (20 minute drive)	Real Income Adjustment	Spending Per Capita ¹	Total Market Area Demand	Market Area Demand	Annual Sales/SF	Gain in Sq Ft	Market Share	Total Sq Ft
	1,137,367	1,030	1,271,909	1,078					
Apparel Stores			0.438	\$512,724	\$86,975	\$250	347,901	4.0%	13,916
Gen. Merchandise & Drug			1.781	2,087,037	354,032	250	1,416,126	3.0%	42,484
Food and Liquor Stores			2.107	2,468,838	418,798	400	1,046,995	2.0%	20,940
Eating & Drinking Places			1.209	1,416,694	240,319	300	801,063	3.5%	28,037
Furnishing & Appliances			0.525	615,664	104,437	275	379,772	4.0%	15,191
Bldg Materials & Farm Eqmt			1.287	1,508,060	255,818	275	930,246	3.0%	27,907
Other Retail Stores ²			2.074	2,430,509	412,296	300	1,374,320	3.0%	41,230
Total Retail Stores			\$12.637	\$14,807,419	\$2,511,836		6,513,264	3%	199,463
Total Retail and Restaurant Demand in West Sacramento									

¹ Based on per capita spending in Yolo and Sacramento County region in 2005.

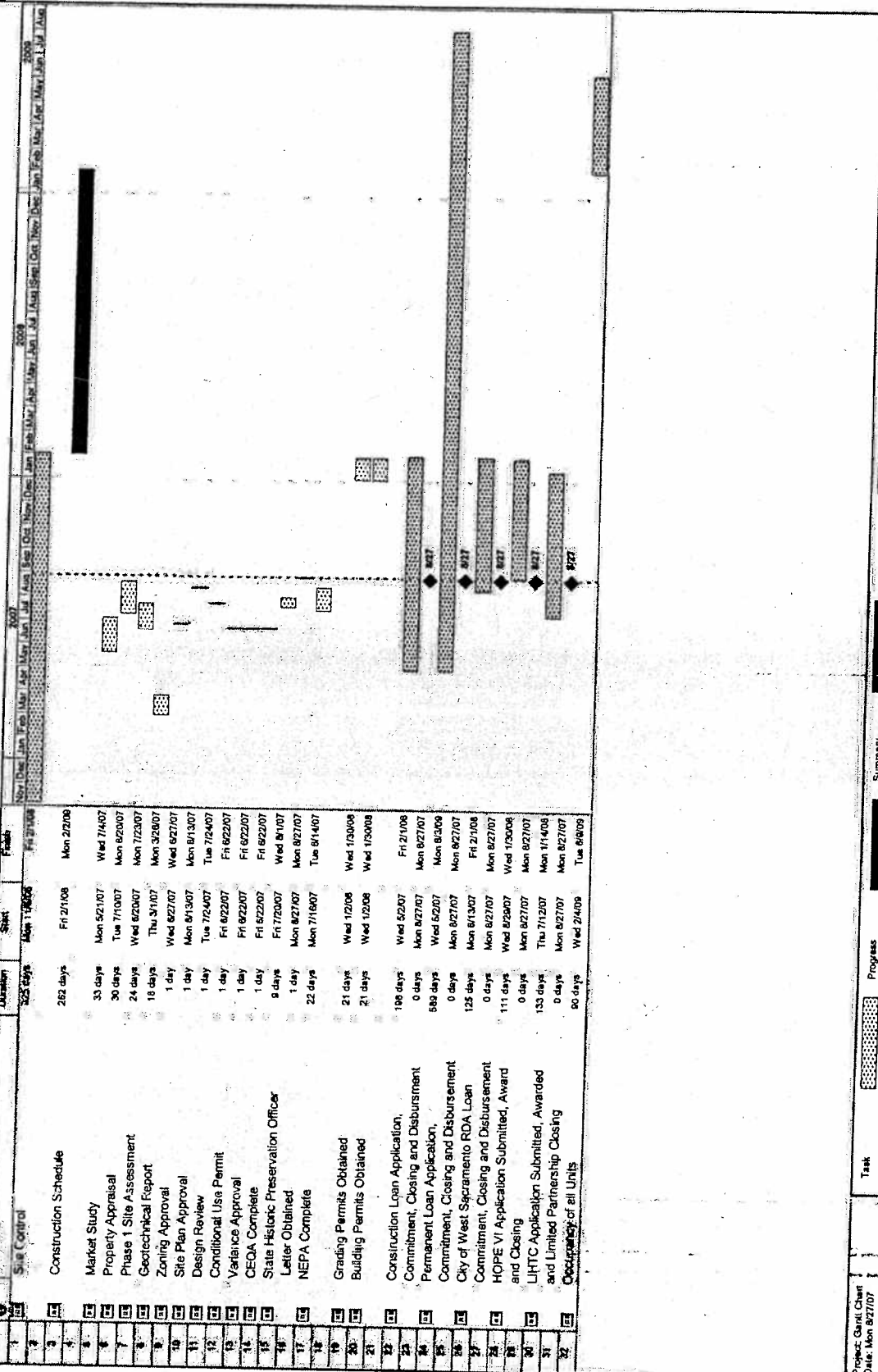
² Includes hobby, gifts, and specialty stores.
 Source: Economics Research Associates

The capture rates for each of the retail sectors shown in Table IV-15 and Table IV-16 reflect the following assumptions:

- Comparison shopping for new apparel and accessories has moved from traditional downtowns to regional malls and "big box" power centers nationwide, and West Sacramento is no exception. Therefore, the percentage of new apparel and accessory space captured on West Capitol Avenue ranges from three to four percent over the next 20 years, totaling 22,000 square feet.
- West Capitol Avenue already holds two grocery stores, Raley's and Safeway. It is unlikely that the district can support a third major grocery store, especially in light of the new Super Walmart which opened earlier this year. However, once there is a residential base in the Corridor it is ERA's opinion that West Capitol Avenue could attract one or two small specialty food/gourmet food stores.
- The high visibility and easy freeway access to West Capitol Avenue make it a potentially attractive location for certain types of "big box" retail. From now to 2025, ERA estimates potential for up to 65,000 square feet of general merchandise stores (up to three stores), and about 43,000 square feet of building materials and garden supplies stores (about three or four stores).
- As new housing is built in the Corridor, there will be greater demand for household goods and smaller hobby, gift, and specialty stores. ERA has estimated potential for 24,000 square feet of home furnishings stores and 63,000 square feet of hobby, gift and specialty retail stores on West Capitol Avenue.
- The planned streetscape improvements, along with new housing units, a community college, library and community center on West Capitol Avenue, will lead to more activity on West Capitol Avenue over the long term, and greater demand for restaurants, cafes, and bars. ERA estimates that the Corridor could capture about 40,000 square feet of food and beverage uses by 2025. This is roughly equivalent to 20 restaurants with an average size of 2,000 square feet, or one restaurant per year.

In total, West Capitol Avenue could attract up to 330,000 square feet of retail stores and food and beverage establishments from now to 2025.

**Parkside at City Center
West Sacramento, California**



Project: Gantt Chart
Date: Mon 8/27/07

Task: Spall #21.1

Summary: Summary, Project Summary

External Milestone: External Milestone

Deadline: Deadline

Page 1

HOPE VI Main Street Application Data Sheet

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing
Office of Urban Revitalization

OMB Approval No. 2577-0208
(exp. 4/2008)

Public Reporting Burden for this collection of information is estimated to average 5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not conduct or sponsor, and an applicant is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Response to this collection of information is mandatory to obtain a benefit. The information requested does not lend itself to confidentiality. The information submitted in response to the Notice of Funding Availability for the HOPE VI Main Street Program is subject to the disclosure requirements of the Department of Housing and Urban Development Reform Act of 1989 (Public Law 101-235, approved December 15, 1989, 42 U.S.C. 3545), as amended.

Warning: HUD will prosecute false claims and statements. Conviction may result in the imposition of criminal and civil penalties. (18 U.S.C. 1001, 1010, 1012, 31 U.S.C. 3729, 3802)

Instructions: HOPE VI Main Street Application Data Sheet

Tips: Enter information only into cells with blue borders.
All other cells are locked, and all calculations are automated.
Print these instructions for easy reference, then begin at Step 1.

Step 1. On the "Unit Mix" Page, Enter Your Applicant Local Government Name and the Name of the Main Street Area.

Step 2. On the "Unit Mix" Page, Enter the Number of Each Type and Size of the Affordable Units that are Going to be Developed as part of the Main Street Affordable Housing Project Funded through this NOFA.

- > Select the appropriate column(s) for the proposed units based on structure type, size and development method.
 - Rent-to-Own units are to be counted as Rental Units.
 - Possible development methods are Rehabilitation (of housing already owned by the applicant or partner owner entity only) or New Construction (which includes acquisition of housing with or without rehabilitation).
- > Enter the number of units proposed, by Structure Type, in the appropriate row based on the Number of Bedrooms.
 - TDC limit applies to all Main Street affordable housing project units where HOPE VI Main Street grant funds will be used for development.
 - The TDC limit for rehabilitation of existing housing units is 90% of the published TDC limit for a given structure and unit type.
 - The "TDC Limit calculations" worksheet reflects all such applicability as described above.
 - Definitions of the structure types specified on the Unit Mix worksheet:
 - Detached: A structure that consists of a single living unit surrounded by permanent open space on all sides.
 - Semi-detached: A structure containing two living units separated by a common vertical wall.
 - Elevator: Any structure of four or more stories above ground in which an elevator is provided.
 - Row House: A structure containing three or more living units separated only by vertical walls.
 - Walk-up: A multi-level low-rise structure containing one or more living units, in which housing units are separated by a ceiling/floor from other housing units or mixed-use

Step 3. On the three "Construction S&U" Pages, Fill in All Proposed Main Street Affordable Housing Project Costs that Will Be Incurred During Construction and All Sources of Funding that Will Be Used During the Construction Period

- > Entry areas for costs that are not allowable under the HOPE VI Main Street Program are grayed out.

Step 4. At the top of the "Construction S&U p3" page, enter the name of the contact person concerning information about the Sources and Uses.
> Also enter the name of the organization that the person is from and the listed contact information.
- If there is a recognized developer, this person probably represents that developer.

Step 5. On the three "Permanent S&U" Pages, Fill in All Proposed Main Street Affordable Housing Project Costs that Will Have Been Incurred by the End of Development and All Sources of Funding that Paid for Those Costs.

- > Do not include construction financing that will be paid off when development is finished. Instead, include any permanent loans, grants or equity that are used to pay off the construction financing.
- > Entry areas for costs that are not allowable under the HOPE VI Main Street Program are grayed out.

Step 6. On the "Select City and State" Page, Choose the Applicant's City and State

- > Click on the down arrow for City
- > Click on the name of your city or your Metropolitan/Micropolitan Statistical Area
 - You can look up your MSA at OMB's website, <http://www.census.gov/population/www/estimates/metrodef.html> or call your local HUD office.
- > Click "OK"
- > Click on the down arrow for State
- > Click on the name of your State
- > Click "OK"

Step 7. Confirm that Sources are Equal to Uses

- > Confirm that the HOPE VI Main Street grant funds and any other sources of Public Housing Capital Assistance funds are included.
- > Confirm that sources of HOPE VI/Public Housing funds are equal to uses of HOPE VI/Public Housing funds.

Step 8. Enter any Extraordinary Site Cost (a component of Additional Project Costs -- not subject to TDC limit)

- > Enter any Extraordinary Site Cost in the cell provided. This may be some or all of the funds entered in BLI 1450.
 - Extraordinary Site Costs must be verified by an independent registered engineer, and must be approved by HUD in accordance with 24 CFR 941.103.

Step 9. Review TDC Limit Calculation Results (note that HCC does not apply to the HOPE VI Main Street program)

- > Review the results of the TDC limit calculations.
 - The TDC limit analysis results are shown on the lower left "TDC Limit calculations" worksheet.

Step 10. Enter All Match and All Leverage Resources

- > The total value of the Match must be greater than 5 percent of the requested grant amount. It must be committed to the Main Street Affordable Housing Project.
- > The total value of Main Street Area Rejuvenation Effort Leverage is measured in a Rating Factor. It includes both Main Street Affordable Housing Project Leverage and Main Street Area rejuvenation effort Leverage. It does NOT include the Match amount.

Step 11. Save and Submit this Form With Your Application

- > To save this form so that your information cannot be changed without your permission:
 - Click on the File menu, then on the Save As... menu item;
 - In the upper right of the Save As window, click on Tools and then General Options;
 - In the Save Options window, enter a password in the Password to Modify block, then click OK;
 - In the Confirm Password window, re-enter the password to verify, then click OK;
 - In the Save As... window, click Save;
 - When prompted, click "Yes" to replace the form file with the password protected form file that you finished filling in.
- > To submit this form as part of your application, follow the instructions in Section IV. of the HOPE VI Main Street NOFA and in the Grants.gov Application Package.

Unit Mix and Accessibility Summary, Post-Revitalization

Step 2. Enter the Local Government Name, the Main Street Area Name

Applicant (Local Govt.) Name: City of West Sacramento

Main Street Rejuvenation Project Name: Parkside at City Center

Step 3. Enter the Number of Units of Each Type and Size that are to be Developed in the Main Street Affordable Housing Project Funded Through this NOFA.

Structure Type	Number of Bedrooms	Rental Units		Homeownership Units	
		Rehabilitation of Existing Applicant / Partnership Owned Housing	New Construction or Acquisition (with or without Rehabilitation)	Rehabilitation of Existing Applicant / Partnership Owned Housing	New Construction or Acquisition (with or without Rehabilitation)
Detached and Semi-Detached	0	-	-	-	-
	1	-	-	-	-
	2	-	-	-	-
	3	-	-	-	-
	4	-	-	-	-
Row House	0	-	-	-	-
	1	-	-	-	-
	2	-	-	-	-
	3	-	-	-	-
	4	-	-	-	-
Walk-Up	0	-	-	-	-
	1	-	-	-	-
	2	-	33	-	-
	3	-	28	-	-
	4	-	-	-	-
Elevator	0	-	-	-	-
	1	-	-	-	-
	2	-	-	-	-
	3	-	-	-	-
	4	-	-	-	-
Totals:		-	61	-	-

**Construction Sources and Uses
For the HOPE VI Main Street Affordable Housing Project**

Local Government: City of West Sacramento

Main Street Area: Parkside at City Center

Name of Person that Completed S&U:	
Organization Name :	
Email:	
Phone:	

Sources (\$)	HOPE VI Main Street	Other Govt	Tax Credit Equity	Other Private Sector	Total
Public Housing Funds					
HOPE VI Main Street	\$ 1,000,000				\$ 1,000,000
Public Housing					\$ -
Sub-Total	\$ 1,000,000	\$ -	\$ -	\$ -	\$ 1,000,000

Other HUD Funds					
HOME					\$ -
CDBG					\$ -
Other Funds					\$ -
Sub-Total	\$ -	\$ -	\$ -	\$ -	\$ -

Total HUD Funds	\$ 1,000,000	\$ -	\$ -	\$ -	\$ 1,000,000
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Non-HUD Public Funds					
State Funds					\$ -
Local Funds		\$ 3,500,000			\$ 3,500,000
Other Funds					\$ -
Other Funds					\$ -
Sub-Total	\$ -	\$ 3,500,000	\$ -	\$ -	\$ 3,500,000

Total Public Funds	\$ 1,000,000	\$ 3,500,000	\$ -	\$ -	\$ 4,500,000
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Private Funds					
Tax Exempt Bonds					\$ -
Taxable Bonds					\$ -
Private LIHTC			\$ [REDACTED]		\$ [REDACTED]
Other Equity					\$ -
Homebuyer Down Payment					\$ -
Donations/Grants					\$ -
Private Lender				\$ [REDACTED]	\$ [REDACTED]
Other				\$ [REDACTED]	\$ [REDACTED]
Other:				\$ [REDACTED]	\$ [REDACTED]
Other				\$ [REDACTED]	\$ [REDACTED]
Other:				\$ [REDACTED]	\$ [REDACTED]

Total Private Funds	\$ -	\$ -	\$ [REDACTED]	\$ [REDACTED]	\$ [REDACTED]
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Total Sources	\$ 1,000,000	\$ 3,500,000	\$ [REDACTED]	\$ [REDACTED]	\$ [REDACTED]
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Construction Sources and Uses
For the HOPE VI Main Street Affordable Housing Project
 Local Government: City of West Sacramento
 Main Street Area: Parkside at City Center

Uses (\$)*	HOPE VI Main Street	Other Govt	Tax Credit Equity	Other Private Sector	Total
Administration					
Administration					\$ -
Management Improvements					
Management Improvements - Dev					\$ -
Management Improvements - CSS					\$ -
Acquisition					
Site Acquisition			\$ [REDACTED]	\$ [REDACTED]	\$ [REDACTED]
Building Acquisition					\$ -
Building Acquisition, Non-Dwelling					\$ -
Building Remediation/Demolition					
Remediation, Dwelling Units/Site					\$ -
Demolition, Interior					\$ -
Remediation, Non-Dwelling Units					\$ -
Demolition, Non-Dwelling Units					\$ -
Demolition, Other					\$ -
Site Improvements					
Site Remediation					\$ -
Site Infrastructure (Utilities & Roads)					\$ -
Site Improvements (Other)			\$ [REDACTED]	\$ [REDACTED]	\$ [REDACTED]
Construction					
Dwelling Structures - Hard Costs	\$ 1,000,000	\$ 3,500,000	\$ [REDACTED]		\$ [REDACTED]
Non-Dwelling - Hard Costs					\$ -
General Requirements			\$ [REDACTED]		\$ [REDACTED]
Builder's Profit			\$ [REDACTED]		\$ [REDACTED]
Builder's Overhead			\$ [REDACTED]		\$ [REDACTED]
Bond Premium					\$ -
Hard Cost Contingency			\$ [REDACTED]		\$ [REDACTED]
Equipment					
Dwelling Equipment					\$ -
Non-Dwelling Equipment					\$ -
Professional Fees/Consultant Services					
Program Management Services					\$ -
Architectural			\$ [REDACTED]		\$ [REDACTED]
Engineering			\$ [REDACTED]		\$ [REDACTED]
Construction Management Services					\$ -
Appraisal			\$ [REDACTED]		\$ [REDACTED]
Environmental			\$ [REDACTED]		\$ [REDACTED]
Market Study			\$ [REDACTED]		\$ [REDACTED]
Historic Preservation Documentation					\$ -
Other			\$ [REDACTED]		\$ [REDACTED]
Legal					
Organizational			\$ [REDACTED]		\$ [REDACTED]
Syndication					\$ -
Main Street Outside Counsel					\$ -
Other			\$ [REDACTED]		\$ [REDACTED]
Tax Credits					
Accounting					\$ -
Tax Credit Application			\$ [REDACTED]		\$ [REDACTED]
Tax Credit Monitoring Fee					\$ -
Syndication					\$ -
Other					\$ -
Page 1 Total	\$ 1,000,000	\$ 3,500,000	\$ [REDACTED]		\$ [REDACTED]

**Construction Sources and Uses
For the HOPE VI Main Street Affordable Housing Project**

Local Government: City of West Sacramento

Main Street Area: Parkside at City Center

Uses (\$)*	HOPE VI Main Street	Other Govt	Tax Credit Equity	Other Private Sector	Total
Other Development Costs (Soft Costs)					
Accounting Fees			\$		
Financing Fees			\$		
Permit Fees			\$		
Title/Recording/Settlement Fees			\$		
Real Estate Taxes During Construction			\$		
Insurance During Construction			\$		
Interest During Construction			\$		
Bridge Loan Interest					\$
Marking/Rent-up Expenses			\$		
Reserves					\$
Soft Cost Contingency			\$		
Other			\$		
Relocation					
Relocation Costs					\$
Developer Fee					
Developer Fee				\$	
Reserves					
Operating Reserve				\$	
Other Reserves				\$	
Page 2 Total	\$ -	\$ -	\$		
GRAND TOTAL USES:	\$ 1,000,000	\$ 3,500,000	\$		

Permanent Sources and Uses
 For the HOPE VI Main Street Affordable Housing Project
 Local Government: City of West Sacramento
 Main Street Area: Parkside at City Center

Uses (\$)*	HOPE VI Main Street	Other Govt	Tax Credit Equity	Other Private Sector	Total
Administration					
Administration					\$ -
Management Improvements					
Management Improvements - Dev					\$ -
Management Improvements - CSS					\$ -
Acquisition					
Site Acquisition			\$ [REDACTED]		
Building Acquisition					\$ -
Building Acquisition, Non-Dwelling					\$ -
Building Remediation/Demolition					
Remediation, Dwelling Units/Site					\$ -
Demolition, Interior					\$ -
Remediation, Non-Dwelling Units					\$ -
Demolition, Non-Dwelling Units					\$ -
Demolition, Other					\$ -
Site Improvements					
Site Remediation					\$ -
Site Infrastructure (Utilities & Roads)					\$ -
Site Improvements (Other)			\$ [REDACTED]		\$ -
Construction					
Dwelling Structures - Hard Costs	\$ 1,000,000	\$ 3,500,000	\$ [REDACTED]		
Non-Dwelling - Hard Costs					\$ -
General Requirements			\$ [REDACTED]		
Builder's Profit			\$ [REDACTED]		
Builder's Overhead			\$ [REDACTED]		
Bond Premium			\$ [REDACTED]		
Hard Cost Contingency			\$ [REDACTED]		\$ -
Equipment					
Dwelling Equipment					\$ -
Non-Dwelling Equipment					\$ -
Professional Fees/Consultant Services					
Program Management Services					\$ -
Architectural			\$ [REDACTED]		
Engineering			\$ [REDACTED]		
Construction Management Services			\$ [REDACTED]		
Appraisal			\$ [REDACTED]		
Environmental			\$ [REDACTED]		
Market Study			\$ [REDACTED]		
Historic Preservation Documentation			\$ [REDACTED]		
Other			\$ [REDACTED]		\$ -
Legal					
Organizational			\$ [REDACTED]		
Syndication					\$ -
Main Street Outside Counsel					\$ -
Other			\$ [REDACTED]		\$ -
Tax Credits					
Accounting					\$ -
Tax Credit Application			\$ [REDACTED]		
Tax Credit Monitoring Fee			\$ [REDACTED]		
Syndication					\$ -
Other					\$ -
Page 1 Total	\$ 1,000,000	\$ 3,500,000	\$ [REDACTED]		

**Permanent Sources and Uses
For the HOPE VI Main Street Affordable Housing Project**

Local Government: City of West Sacramento
Main Street Area: Parkside at City Center

Uses (\$)*	HOPE VI Main Street	Other Govt	Tax Credit Equity	Other Private Sector	Total
Other Development Costs (Soft Costs)					
Accounting Fees			\$		
Financing Fees			\$		
Permit Fees			\$		
Title/Recording/Settlement Fees			\$		
Real Estate Taxes During Construction			\$		
Insurance During Construction			\$		
Interest During Construction			\$		
Bridge Loan Interest				\$	
Marking/Rent-up Expenses			\$		
Reserves			\$		
Soft Cost Contingency			\$		
Other			\$		
Relocation					
Relocation Costs					\$
Developer Fee					
Developer Fee			\$		
Reserves					
Operating Reserve			\$		
Other Reserves			\$		
Page 2 Total			\$		
GRAND TOTAL USES:	\$ 1,000,000	\$ 3,500,000	\$		

Permanent Sources and Uses
For the HOPE VI Main Street Affordable Housing Project
Local Government: City of West Sacramento
Main Street Area: Parkside at City Center

Name of Person that Completed S&U:

Organization Name:

Email:

Phone:

Sources (\$)	HOPE VI Main Street	Other Govt	Tax Credit Equity	Other Private Sector	Total
Public Housing Funds					
HOPE VI Main Street	\$ 1,000,000				\$ 1,000,000
Public Housing					\$ -
Sub-Total	\$ 1,000,000	\$ -	\$ -	\$ -	\$ 1,000,000

Other HUD Funds					
HOME					\$ -
CDBG					\$ -
Other Funds					\$ -
Sub-Total	\$ -	\$ -	\$ -	\$ -	\$ -

Total HUD Funds	\$ 1,000,000	\$ -	\$ -	\$ -	\$ 1,000,000
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Non-HUD Public Funds					
State Funds					\$ -
Local Funds		\$ 3,500,000			\$ 3,500,000
Other Funds					\$ -
Other Funds					\$ -
Other Funds					\$ -
Sub-Total	\$ -	\$ 3,500,000	\$ -	\$ -	\$ 3,500,000

Total Public Funds	\$ 1,000,000	\$ 3,500,000	\$ -	\$ -	\$ 4,500,000
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Private Funds					
Tax Exempt Bonds					\$ -
Taxable Bonds					\$ -
Private LIHTC					\$ -
Other Equity			\$ [REDACTED]		\$ [REDACTED]
Homebuyer Down Payment					\$ -
Donations/Grants					\$ -
Private Lender					\$ -
Other				\$ [REDACTED]	\$ [REDACTED]
Other				\$ [REDACTED]	\$ [REDACTED]
Other				\$ [REDACTED]	\$ [REDACTED]
Other				\$ [REDACTED]	\$ [REDACTED]

Total Private Funds	\$ -	\$ -	\$ [REDACTED]	\$ [REDACTED]	\$ [REDACTED]
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Total Sources	\$ 1,000,000	\$ 3,500,000	\$ [REDACTED]	\$ [REDACTED]	\$ [REDACTED]
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Step 6. Using the Drop-down Lists Provided, Select the City (or Metropolitan Area) and State that is located nearest to the Main Street Area rejuvenation effort.

City	SACRAMENTO
StateName	CALIFORNIA

Type	Data	Total
Detached/Semi-Detached	Sum of 0 Bedrooms, TDC	123,032
	Sum of 1 Bedrooms, TDC	162,499
	Sum of 2 Bedrooms, TDC	212,171
	Sum of 3 Bedrooms, TDC	253,867
	Sum of 4 Bedrooms, TDC	299,779
	Sum of 5 Bedrooms, TDC	330,646
	Sum of 6 Bedrooms, TDC	356,023
	Sum of 0 Bedrooms, HCC	70,304
	Sum of 1 Bedrooms, HCC	92,857
	Sum of 2 Bedrooms, HCC	121,240
	Sum of 3 Bedrooms, HCC	145,067
	Sum of 4 Bedrooms, HCC	171,302
	Sum of 5 Bedrooms, HCC	188,941
	Sum of 6 Bedrooms, HCC	203,441
Elevator	Sum of 0 Bedrooms, TDC	96,799
	Sum of 1 Bedrooms, TDC	135,519
	Sum of 2 Bedrooms, TDC	174,239
	Sum of 3 Bedrooms, TDC	232,318
	Sum of 4 Bedrooms, TDC	290,398
	Sum of 5 Bedrooms, TDC	329,118
	Sum of 6 Bedrooms, TDC	367,838
	Sum of 0 Bedrooms, HCC	60,500
	Sum of 1 Bedrooms, HCC	84,699
	Sum of 2 Bedrooms, HCC	108,899
	Sum of 3 Bedrooms, HCC	145,199
	Sum of 4 Bedrooms, HCC	181,499
	Sum of 5 Bedrooms, HCC	205,699
	Sum of 6 Bedrooms, HCC	229,898
Row House	Sum of 0 Bedrooms, TDC	109,047
	Sum of 1 Bedrooms, TDC	143,126
	Sum of 2 Bedrooms, TDC	184,850
	Sum of 3 Bedrooms, TDC	221,853
	Sum of 4 Bedrooms, TDC	261,134
	Sum of 5 Bedrooms, TDC	287,568
	Sum of 6 Bedrooms, TDC	308,832
	Sum of 0 Bedrooms, HCC	62,313
	Sum of 1 Bedrooms, HCC	81,786
	Sum of 2 Bedrooms, HCC	105,628
	Sum of 3 Bedrooms, HCC	126,773
	Sum of 4 Bedrooms, HCC	149,219
	Sum of 5 Bedrooms, HCC	164,325
	Sum of 6 Bedrooms, HCC	176,475
Walkup	Sum of 0 Bedrooms, TDC	90,669
	Sum of 1 Bedrooms, TDC	122,549
	Sum of 2 Bedrooms, TDC	156,160
	Sum of 3 Bedrooms, TDC	207,515
	Sum of 4 Bedrooms, TDC	257,211
	Sum of 5 Bedrooms, TDC	290,251
	Sum of 6 Bedrooms, TDC	321,673
	Sum of 0 Bedrooms, HCC	51,811
	Sum of 1 Bedrooms, HCC	70,028
	Sum of 2 Bedrooms, HCC	89,234
	Sum of 3 Bedrooms, HCC	118,580
	Sum of 4 Bedrooms, HCC	146,978
	Sum of 5 Bedrooms, HCC	165,858
	Sum of 6 Bedrooms, HCC	183,813

Note 1: For valid City/State combinations, a table will show the TDC limits from HUD Notice PIH 2006-22, effective from June 21, 2006 through June 30, 2007 (or as extended by HUD).

Note 2: If the desired City/State combination is not included in the list here, you may contact the local HUD Field Office. They will assist in determining the most appropriate City/State combination.

Note 3: Total Development Cost limits from this table will be transferred automatically to the "TDC & HCC Limit calculations" worksheet.

Total Development Cost (TDC) Limit Calculations
 (NOTE: Housing Cost Cap does not apply to the HOPE VI Main Street program)

Applicant Name: City of West Sacramento

Main Street Area Name: Parkside at City Center

Using TDC Limits published in Notice PIH 2006-22 for: SACRAMENTO, CALIFORNIA

Step 3. Unit Mix (Note: enter this information on the "Unit Mix" worksheet)				TDC Limits	
Structure Type	BRs	Rehab of Owned Housing	New Const.	Per Unit	Total for All Units
Detached/Semi-Detached	0	-	-	\$ 123,032	\$ -
	1	-	-	\$ 162,499	\$ -
	2	-	-	\$ 212,171	\$ -
	3	-	-	\$ 283,867	\$ -
	4	-	-	\$ 299,779	\$ -
Elevator	0	-	-	\$ 330,646	\$ -
	1	-	-	\$ 356,023	\$ -
	2	-	-	\$ 70,304	\$ -
	3	-	-	\$ 92,857	\$ -
	4	-	-	\$ 121,240	\$ -
Row House - Walkup	0	-	-	\$ 145,067	\$ -
	1	-	-	\$ 171,302	\$ -
	2	-	33	\$ 188,941	\$ 8,235,053
	3	-	28	\$ 203,441	\$ 5,696,348
	4	-	-	\$ 96,799	\$ -
Walkup - Row House	0	-	-	\$ 135,519	\$ -
	1	-	-	\$ 174,239	\$ -
	2	-	-	\$ 232,318	\$ -
	3	-	-	\$ 290,398	\$ -
	4	-	-	\$ 329,118	\$ -
81				\$ 11,931,401	TDC Limit

Total Public Housing Sources, including Requested HOPE VI Main Street Grant and All Other Public Housing Sources (from the Permanent Sources and Uses Pages)

\$ 1,000,000 \$ 1,000,000

Total Uses, All Uses of the HOPE VI Main Street Grant Funds (from the Permanent Sources and Uses pages)

1408 Community and Supportive Services ("CSS")	\$ -	Not in TDC
1408 Management Improvements	\$ -	
1430 Fees and Costs (planning, program mgmt, insurance, Reserves, etc.)	\$ -	
1440 Site Acquisition (cost of acquiring sites without structures to be retained as housing)	\$ -	
1450 Site Improvement (streets, site improvements and public improvements)	\$ -	
1460 Dwelling Structures, New Construction and Rehab of Acquisitions	\$ 1,000,000	
1465 Dwelling Equipment	\$ -	
1485 Demolition (including associated environmental remediation costs)	\$ -	
1495 Relocation (moving expenses, and direct Local Government cost of full-time relocation staff)	\$ -	
Total HOPE VI Main Street Uses	\$ 1,000,000	

Total PH Sources must equal Total PH Uses.

Community & Supportive Services ("CSS") (Minus) CSS (Not subject to TDC limit)

\$ - \$ 1,000,000

Total Uses of Public Housing Capital Assistance Subject to TDC Limit

TDC Calculation Results

HOPE VI Main Street TDC Limit Analysis:

Total Development Cost as Percentage of TDC Limit.
 If TDC is greater than 100%, the Project violates TDC limit(s) for this NOFA.

8.4%

List all funds and in-kind services that you are including as resources that have been, or will be, applied to your Main Street Area rejuvenation effort, other than those listed for application to Match. Each Match resource must be backed up by a letter demonstrating firm commitment.

Main Street Area Rejuvenation Effort Leverage Resources

Source of Leverage	Resource Contact	Resource Phone	Dollar Value	Cash or In-Kind Svc.	Leverage Period More than 2 Years (Y/N)
1					
2	SunAmerica Affordable Housing Partners	[REDACTED]	\$ [REDACTED]	Cash	
3	SunAmerica Affordable Housing Partners	[REDACTED]	\$ [REDACTED]	Cash	
4	SunAmerica Affordable Housing Partners	[REDACTED]	\$ [REDACTED]	Cash	
5	SunAmerica Affordable Housing Partners	[REDACTED]	\$ [REDACTED]	Cash	
6	City of West Sacramento	[REDACTED]	\$ 14,700,000	Cash	
7	City of West Sacramento	[REDACTED]	\$ 856,000	Cash	
8	City of West Sacramento	[REDACTED]	\$ 4,900,000	Cash	
9	City of West Sacramento	[REDACTED]	\$ 950,000	Cash	
10	Redevelopment Agency of West Sacramento	[REDACTED]	\$ [REDACTED]	Cash	
11	Redevelopment Agency of West Sacramento	[REDACTED]	\$ [REDACTED]	Cash	
12	City of West Sacramento	[REDACTED]	\$ 76,000	Cash	
13	Redevelopment Agency of West Sacramento	[REDACTED]	\$ [REDACTED]	Cash	
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
			\$ [REDACTED]		

List all funds and in-kind services that you are including as Match. Match resources must be used to fund the Main Street Affordable Housing Project. The amounts listed on this list must be consistent with the amounts listed on the Sources & Uses portions of this form. Each Match resource must be backed up by a letter demonstrating firm commitment of the resource.

Match Resources

	Source of Leverages	Resource Contact	Resource Phone	Dollar Value	Cash or In-Kind Svc.	Leverage Period More than 2 Years (Y/N)
1						
2	City of West Sacramento - RDA Loan			\$ 3,500,000		
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
				\$ 3,500,000		

HOPE VI Budget

Part I: Summary

U. S. Department of Housing
and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0208
(exp. 4/30/2008)

Public Reporting Burden for this collection of information is estimated to average 3 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This information is necessary to provide details on the funds requested by Housing Authorities. The form displays the amount requested, broken down by budget line item, with each use explained on Part II. The requested information will be reviewed by HUD to determine if the amount requested is reasonable and whether the required percentages of capital and supportive services funds are met. Responses to the collection are required by the appropriation under which the HOPE VI grant was funded. The information collected does not lend itself to confidentiality. HUD may not conduct or sponsor, and a person is not required to respond to collection of information unless it displays a currently valid OMB control number.

Line No.	Summary by Budget Line Item	Revised Overall HOPE VI Budget for All Project Phases	Previous Authorized Amount of Funds in LOCCS	Changes Requested in this Revision	HUD-Approved Total Authorized Amount of Funds in LOCCS
1	1408 Management, Improvements/Community and Supportive Services				
2	1410 Administration				
3	1430 Fees and Costs	\$ -			
4	1440 Site Acquisition	\$ -			
5	1450 Site Improvement	\$ -			
6	1460 Dwelling Structures	\$ 1,000,000.00			
7	1465 Dwelling Equipment-Nonexpendable				
8	1470 Nondwelling Structures				
9	1475 Nondwelling Equipment				
10	1485 Demolition				
11	1495 Relocation Costs				
12	Total Funds Authorization (Sum: Of Lines 1-11)				
13	U2000 Funds held in Reserve				
14	Amount of HOPE VI Grant (Sum: Of Lines 1-13)	\$ 1,000,000.00			

PHA Name: _____
 Devel. Name: Parkside at City Center
 HOPE VI Grant Number: _____
 Budget Revision Number: _____

Signature of PHA Executive Director

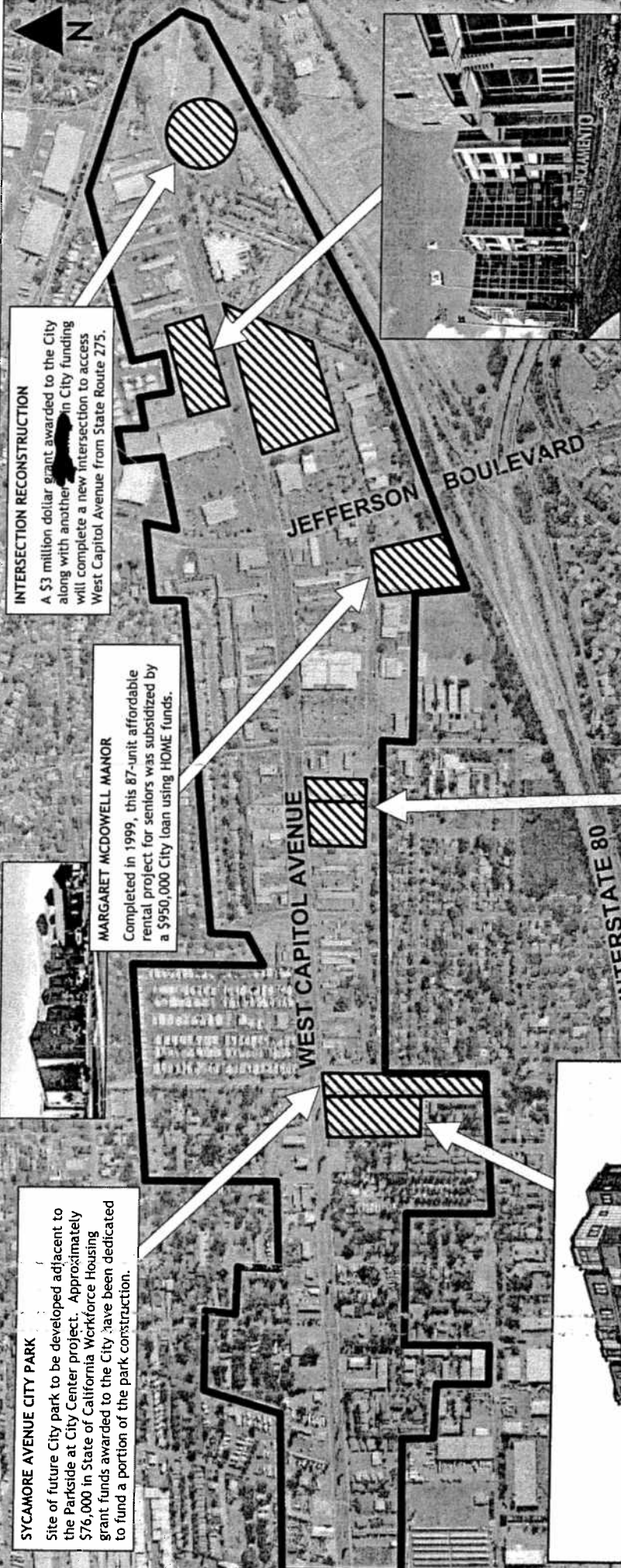
HUD Certification: In approving this budget and providing assistance to a specific housing development(s), I hereby certify that the assistance will not be more than is necessary to make the assisted activity feasible after taking into account assistance from other government sources (24 CFR 12.50).

Signature of Authorized HUD Official

Date _____

Date _____

WEST CAPITOL AVENUE MAIN STREET REVITALIZATION AREA



INTERSECTION RECONSTRUCTION
 A \$3 million dollar grant awarded to the City along with another in City funding will complete a new intersection to access West Capitol Avenue from State Route 275.

MARGARET MCDOWELL MANOR
 Completed in 1999, this 87-unit affordable rental project for seniors was subsidized by a \$950,000 City loan using HOME funds.

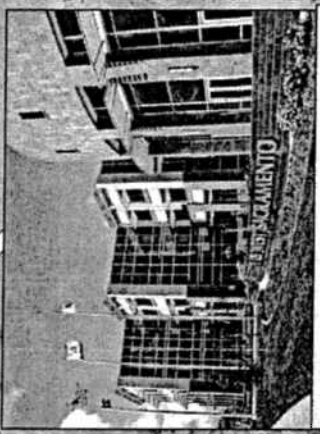


SYCAMORE AVENUE CITY PARK
 Site of future City park to be developed adjacent to the Parkside at City Center project. Approximately \$76,000 in State of California Workforce Housing grant funds awarded to the City have been dedicated to fund a portion of the park construction.

WEST CAPITOL AVENUE

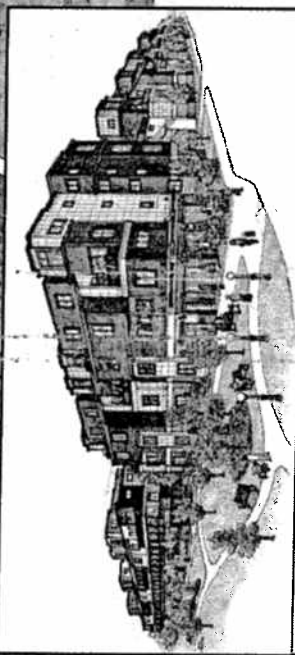
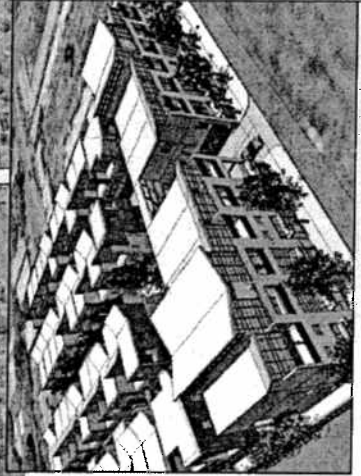
JEFFERSON BOULEVARD

US INTERSTATE 80



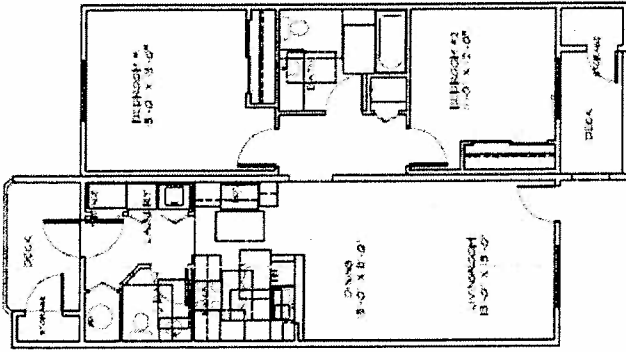
WEST SACRAMENTO CITY HALL & CIVIC CENTER DEVELOPMENT
 In 2002, the West Sacramento City Hall was completed with approximately [redacted] in City funds. Across West Capitol Avenue, planning is underway on a Civic Center that includes a new community college campus, County library, multi-generational community center, and public transit center. The City has provided [redacted] towards the purchase of property for the Civic Center project.

LANDMARK LOFTS & BROWNFIELD REDEVELOPMENT
 Landmark Lofts is a 60-unit for-sale town home project with 2,600 square feet of ground floor retail on West Capitol Avenue. Planned for construction in 2008, the City has accumulated [redacted] in subsidies for construction and first-time homebuyer assistance for the project. The City is using up to [redacted] in grants to remediate contamination on the property adjacent to Landmark Lofts.

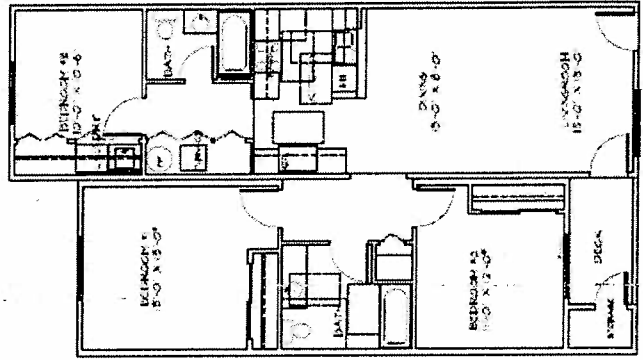


PARKSIDE AT CITY CENTER—MAIN STREET AFFORDABLE HOUSING PROJECT
 Parkside will provide 62 units of affordable rental housing for low, very low, and extremely low-income households. The project also features a 2,200 square foot community center and 1,600 square feet of retail space. The City has committed \$3.5 million in Redevelopment Housing Set-Aside funding to assist in the development of the Parkside project. In addition to providing affordable housing, the mixed-use infill project will be an important contributor to the redevelopment of West Capitol Avenue.

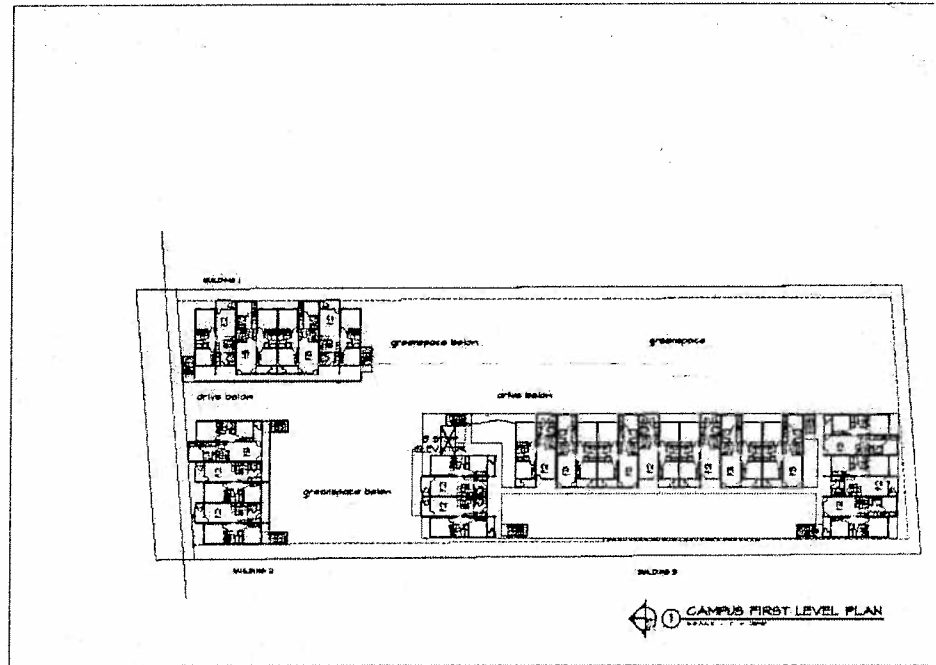
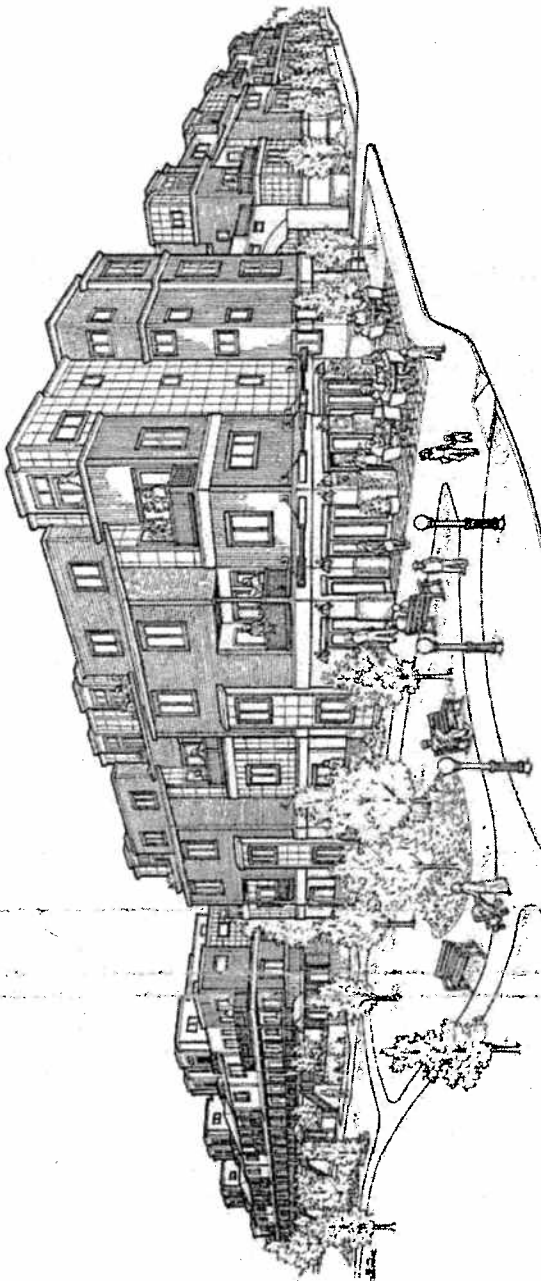
West Capitol Avenue Main Street Revitalization Area Boundary



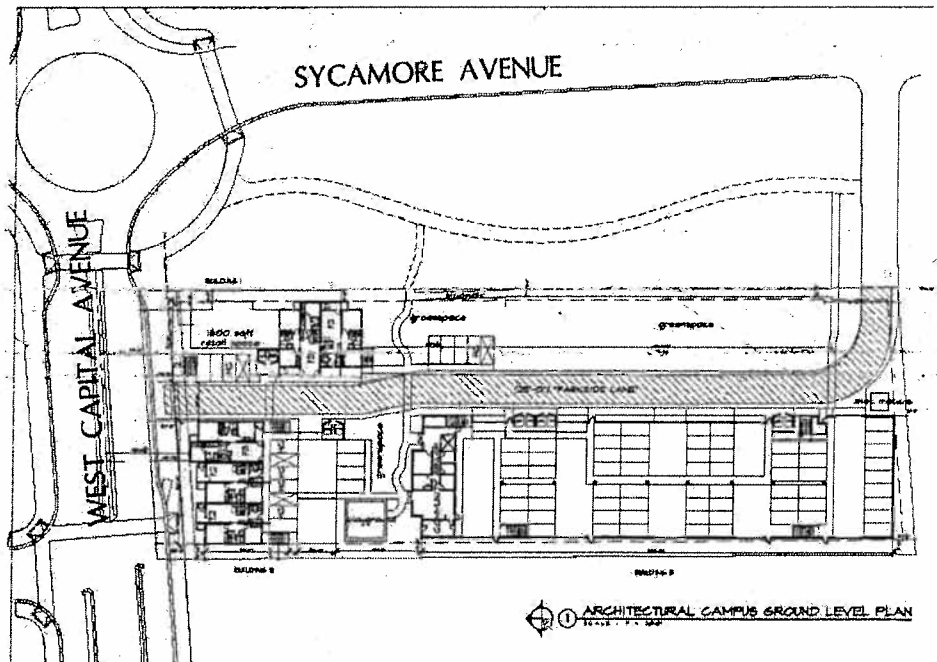
2 APARTMENT 2-BEDROOM
1130 sq. ft.



1 APARTMENT 3-BEDROOM
1370 sq. ft.



1 CAMPUS FIRST LEVEL PLAN



1 ARCHITECTURAL CAMPUS GROUND LEVEL PLAN

America's Affordable Communities Initiative	U.S. Department of Housing and Urban Development	OMB approval no. 2535-0120 (exp. 6/30/2010)
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Public reporting burden for this collection of information is estimated to average 3 hours. This includes the time for collecting, reviewing, and reporting the data. The information will be used for encourage applicants to pursue and promote efforts to remove regulatory barriers to affordable housing. Response to this request for information is required in order to receive the benefits to be derived. This agency may not collect this information, and you are not required to complete this form unless it displays a currently valid OMB control number.

Questionnaire for HUD's Initiative on Removal of Regulatory Barriers

Part A. Local Jurisdictions. Counties Exercising Land Use and Building Regulatory Authority and Other Applicants Applying for Projects Located in such Jurisdictions or Counties [Collectively, Jurisdiction]

	1	2
<p>1. Does your jurisdiction's comprehensive plan (or in the case of a tribe or TDHE, a local Indian Housing Plan) include a "housing element? A local comprehensive plan means the adopted official statement of a legislative body of a local government that sets forth (in words, maps, illustrations, and/or tables) goals, policies, and guidelines intended to direct the present and future physical, social, and economic development that occurs within its planning jurisdiction and that includes a unified physical plan for the public development of land and water. If your jurisdiction does not have a local comprehensive plan with a "housing element," please enter no. If no, skip to question # 4.</p>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
<p>2. If your jurisdiction has a comprehensive plan with a housing element, does the plan provide estimates of current and anticipated housing needs, taking into account the anticipated growth of the region, for existing and future residents, including low, moderate and middle income families, for at least the next five years?</p>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
<p>3. Does your zoning ordinance and map, development and subdivision regulations or other land use controls conform to the jurisdiction's comprehensive plan regarding housing needs by providing: a) sufficient land use and density categories (multifamily housing, duplexes, small lot homes and other similar elements); and, b) sufficient land zoned or mapped "as of right" in these categories, that can permit the building of affordable housing addressing the needs identified in the plan? (For purposes of this notice, "as-of-right," as applied to zoning, means uses and development standards that are determined in advance and specifically authorized by the zoning ordinance. The ordinance is largely self-enforcing because little or no discretion occurs in its administration.). If the jurisdiction has chosen not to have either zoning, or other development controls that have varying standards based upon districts or zones, the applicant may also enter yes.</p>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
<p>4. Does your jurisdiction's zoning ordinance set minimum building size requirements that exceed the local housing or health code or is otherwise not based upon explicit health standards?</p>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

<p>5. If your jurisdiction has development impact fees, are the fees specified and calculated under local or state statutory criteria? If no, skip to question #7. Alternatively, if your jurisdiction does not have impact fees, you may enter yes.</p>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
<p>6. If yes to question #5, does the statute provide criteria that sets standards for the allowable type of capital investments that have a direct relationship between the fee and the development (nexus), and a method for fee calculation?</p>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
<p>7. If your jurisdiction has impact or other significant fees, does the jurisdiction provide waivers of these fees for affordable housing?</p>	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
<p>8. Has your jurisdiction adopted specific building code language regarding housing rehabilitation that encourages such rehabilitation through graduated regulatory requirements applicable as different levels of work are performed in existing buildings? Such code language increases regulatory requirements (the additional improvements required as a matter of regulatory policy) in proportion to the extent of rehabilitation that an owner/developer chooses to do on a voluntary basis. For further information see HUD publication: "<i>Smart Codes in Your Community: A Guide to Building Rehabilitation Codes</i>" (www.huduser.org/publications/destech/smartcodes.html)</p>	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
<p>9. Does your jurisdiction use a recent version (i.e. published within the last 5 years or, if no recent version has been published, the last version published) of one of the nationally recognized model building codes (i.e. the International Code Council (ICC), the Building Officials and Code Administrators International (BOCA), the Southern Building Code Congress International (SBCI), the International Conference of Building Officials (ICBO), the National Fire Protection Association (NFPA)) without significant technical amendment or modification. In the case of a tribe or TDHE, has a recent version of one of the model building codes as described above been adopted or, alternatively, has the tribe or TDHE adopted a building code that is substantially equivalent to one or more of the recognized model building codes?</p> <p>Alternatively, if a significant technical amendment has been made to the above model codes, can the jurisdiction supply supporting data that the amendments do not negatively impact affordability.</p>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
<p>10. Does your jurisdiction's zoning ordinance or land use regulations permit manufactured (HUD-Code) housing "as of right" in all residential districts and zoning classifications in which similar site-built housing is permitted, subject to design, density, building size, foundation requirements, and other similar requirements applicable to other housing that will be deemed realty, irrespective of the method of production?</p>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes

<p>11. Within the past five years, has a jurisdiction official (i.e., chief executive, mayor, county chairman, city manager, administrator, or a tribally recognized official, etc.), the local legislative body, or planning commission, directly, or in partnership with major private or public stakeholders, convened or funded comprehensive studies, commissions, or hearings, or has the jurisdiction established a formal ongoing process, to review the rules, regulations, development standards, and processes of the jurisdiction to assess their impact on the supply of affordable housing?</p>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
<p>12. Within the past five years, has the jurisdiction initiated major regulatory reforms either as a result of the above study or as a result of information identified in the barrier component of the jurisdiction's "HUD Consolidated Plan?" If yes, attach a brief list of these major regulatory reforms.</p>	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
<p>13. Within the past five years has your jurisdiction modified infrastructure standards and/or authorized the use of new infrastructure technologies (e.g. water, sewer, street width) to significantly reduce the cost of housing?</p>	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
<p>14. Does your jurisdiction give "as-of-right" density bonuses sufficient to offset the cost of building below market units as an incentive for any market rate residential development that includes a portion of affordable housing? (As applied to density bonuses, "as of right" means a density bonus granted for a fixed percentage or number of additional market rate dwelling units in exchange for the provision of a fixed number or percentage of affordable dwelling units and without the use of discretion in determining the number of additional market rate units.)</p>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
<p>15. Has your jurisdiction established a single, consolidated permit application process for housing development that includes building, zoning, engineering, environmental, and related permits? Alternatively, does your jurisdiction conduct concurrent, not sequential, reviews for all required permits and approvals?</p>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
<p>16. Does your jurisdiction provide for expedited or "fast track" permitting and approvals for all affordable housing projects in your community?</p>	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
<p>17. Has your jurisdiction established time limits for government review and approval or disapproval of development permits in which failure to act, after the application is deemed complete, by the government within the designated time period, results in automatic approval?</p>	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
<p>18. Does your jurisdiction allow "accessory apartments" either as: a) a special exception or conditional use in all single-family residential zones or, b) "as of right" in a majority of residential districts otherwise zoned for single-family housing?</p>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
<p>19. Does your jurisdiction have an explicit policy that adjusts or waives existing parking requirements for all affordable housing developments?</p>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
<p>20. Does your jurisdiction require affordable housing projects to undergo public review or special hearings when the project is otherwise in full compliance with the zoning ordinance and other development regulations?</p>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<p>Total Points:</p>		

Part B. State Agencies and Departments or Other Applicants for Projects Located in Unincorporated Areas or Areas Otherwise Not Covered in Part A

	1	2
1. Does your state, either in its planning and zoning enabling legislation or in any other legislation, require localities regulating development have a comprehensive plan with a "housing element?" If no, skip to question # 4	<input type="checkbox"/> No	<input type="checkbox"/> Yes
2. Does your state require that a local jurisdiction's comprehensive plan estimate current and anticipated housing needs, taking into account the anticipated growth of the region, for existing and future residents, including low, moderate, and middle income families, for at least the next five years?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
3. Does your state's zoning enabling legislation require that a local jurisdiction's zoning ordinance have a) sufficient land use and density categories (multifamily housing, duplexes, small lot homes and other similar elements); and, b) sufficient land zoned or mapped in these categories, that can permit the building of affordable housing that addresses the needs identified in the comprehensive plan?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
4. Does your state have an agency or office that includes a specific mission to determine whether local governments have policies or procedures that are raising costs or otherwise discouraging affordable housing?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
5. Does your state have a legal or administrative requirement that local governments undertake periodic self-evaluation of regulations and processes to assess their impact upon housing affordability address these barriers to affordability?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
6. Does your state have a technical assistance or education program for local jurisdictions that includes assisting them in identifying regulatory barriers and in recommending strategies to local governments for their removal?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
7. Does your state have specific enabling legislation for local impact fees? If no skip to question #9.	<input type="checkbox"/> No	<input type="checkbox"/> Yes
8. If yes to the question #7, does the state statute provide criteria that sets standards for the allowable type of capital investments that have a direct relationship between the fee and the development (<i>nexus</i>) and a method for fee calculation?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
9. Does your state provide significant financial assistance to local governments for housing, community development and/or transportation that includes funding prioritization or linking funding on the basis of local regulatory barrier removal activities?	<input type="checkbox"/> No	<input type="checkbox"/> Yes

<p>10. Does your state have a mandatory state-wide building code that a) does not permit local technical amendments and b) uses a recent version (i.e. published within the last five years or, if no recent version has been published, the last version published) of one of the nationally recognized model building codes (i.e. the International Code Council (ICC), the Building Officials and Code Administrators International (BOCA), the Southern Building Code Congress International (SBCI), the International Conference of Building Officials (ICBO), the National Fire Protection Association (NFPA)) without significant technical amendment or modification?</p> <p>Alternatively, if the state has made significant technical amendment to the model code, can the state supply supporting data that the amendments do not negatively impact affordability?</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<p>11. Has your jurisdiction adopted specific building code language regarding housing rehabilitation that encourages such rehabilitation through graduated regulatory requirements applicable as different levels of work are performed in existing buildings? Such code language increases regulatory requirements (the additional improvements required as a matter of regulatory policy) in proportion to the extent of rehabilitation that an owner/developer chooses to do on a voluntary basis. For further information see HUD publication: "<i>Smart Codes in Your Community: A Guide to Building Rehabilitation Codes</i>" (www.huduser.org/publications/destech/smartcodes.html)</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<p>12. Within the past five years has your state made any changes to its own processes or requirements to streamline or consolidate the state's own approval processes involving permits for water or wastewater, environmental review, or other State-administered permits or programs involving housing development. If yes, briefly list these changes.</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<p>13. Within the past five years, has your state (i.e., Governor, legislature, planning department) directly or in partnership with major private or public stakeholders, convened or funded comprehensive studies, commissions, or panels to review state or local rules, regulations, development standards, and processes to assess their impact on the supply of affordable housing?</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<p>14. Within the past five years, has the state initiated major regulatory reforms either as a result of the above study or as a result of information identified in the barrier component of the states' "Consolidated Plan submitted to HUD?" If yes, briefly list these major regulatory reforms.</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<p>15. Has the state undertaken any other actions regarding local jurisdiction's regulation of housing development including permitting, land use, building or subdivision regulations, or other related administrative procedures? If yes, briefly list these actions.</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<p>Total Points:</p>		

IT IS RECOMMENDED THAT YOU PRINT THESE INSTRUCTIONS BEFORE CONTINUING

It may be helpful to print out a copy of the instructions and have them on hand while creating your eLOGIC MODEL™. These instructions may not look exactly as displayed on your screen. To print any of the 12 Worksheets, select the TAB with your cursor at the bottom of screen and use your print function (usually File | Print).

Do not modify the workbook. Do not change the integrity of the form by adding additional tabs or worksheets. The instructions provided here will meet your needs.

SECURITY AND THE USE OF "MACROS"

The 2007 HUD eLogic Model™ when downloaded and opened may prompt a "Macro" alert on your screen. "Macros" are a form of programming used in Excel to enable additional functionality. You will need to "enable" the "Macros" to use all functions on your eLOGIC MODEL™. After submission of your eLogic Model™ grant application, you may reset your security levels to their original settings. Depending on your version of Excel™, there are several steps you must take in order to use the eLogic Model™. A description is provided below for three most common versions of Excel™ in use today, one of which is probably installed on your computer.

NOTE: If you do not enable the "Macros" your eLogic Model™ will not function properly. If you are working in a network, and you cannot control your desktop settings, contact your system administrator for support. Some of you may already be very familiar with Macros. If you are not, here are some easy step-by-step instructions for you to follow to enable the Macros.

Excel™ 2003 - There are four levels of security regarding the use of "Macros": Very High, High, Medium, and Low. If upon opening the eLogic Model™ the dialog box states that you must change your Security setting to enable "Macros", your security settings are either set to Very High or High and you must take the following steps: Go to the toolbar at the top of the screen and click on "Tools". Then click "Options" and then click the tab labeled "Security" located on the top right of the window. At the bottom right of the window, click the button that says "Macro Security" and select Medium as your setting. Click "OK" and then click "OK" in the Options window. Close your eLogic Model™. Re-open your eLogic Model™. You will now receive a dialog box with the message "Security Warning". Click on the button at the bottom that says "Enable Macros". Your eLogic Model™ will open and be fully functional.

If upon opening the eLogic Model™ the dialog box gives you an option to enable "Macros" at that moment, it means that Security is set to Medium. All you need to do is to click the button at the bottom of the dialog box that says "Enable Macros". Your eLogic Model™ will open and be fully functional.

If upon opening the eLogic Model™ there is no dialog box, your Security setting is set on "Low" and your Macros are already enabled. There is no additional step needed.

Excel™ 2000 - There are three levels of security regarding the use of "Macros": High, Medium, and Low. The High security setting automatically disables most Macros and does not alert you to the action. If, when entering Services/Activities in Column 3, or Outcomes in Column 5, you select "other," the word "other" appears and remains in the cell, the Macro is not functioning. Save and close changes you have made thus far. Then from the menu, select "Tools," "Macro," "Security". A dialog box will open. Click on the "Security" TAB and select "Medium," then click "OK." Reopen your eLogic Model™. A dialog box will open. Select "Enable Macros". Your eLogic Model™ will open and be fully functional.

If your copy of Excel is already set to "Medium" security, the enable Macros dialog box will appear and you can proceed as above.

The low security setting automatically enables all Macros and you will not receive any message. The eLogic Model™ will open and be fully functional.

Excel™ 1997 - If you are using this version of Excel, please contact HUD's NOFA Information Center for assistance at (800) HUD-8929. Persons with hearing or speech impairments may access this number via TTY by calling the Federal Information Relay Service at (800) 877-8339. The NOFA Information Center is open between the hours of 10 a.m. and 6:30 p.m. eastern time, Monday through Friday, except federal holidays.

eLOGIC MODEL™ SPECIAL FEATURES

There are several new features available in this year's eLOGIC MODEL™:

Populate Worksheets - When identifying information is entered in the Year1 worksheet, e.g. Applicant Name, Project Name, and Component Name, this information will automatically populate or carryover into the Year2, Year 3, and Total worksheets. Activities and Outcomes do not populate as there are any number of combinations of activities that can be performed over the life of an award.

Expand Worksheet Columns for Better Viewing - The Need (Column 2), Service or Activity (Column 3) and Outcome (Column 3) columns can be expanded for better viewing. See additional details under, COLUMNS OF THE eLOGIC MODEL™ (1-7).

Use of "Other" in the Dropdown List for "Services or Activities/Output" and "Outcome"

The dropdown lists for "Services or Activities/Output" and "Outcome" can be expanded to include up to three additional entries. If a service/activity and outcome in the existing dropdown lists do not adequately reflect your project, you may select "other" and add up to three additional entries for "Services or Activities/Output" and three additional entries for "Outcome". These entries are for the total duration of the project, not each year. For example, if you want to add one "other" activity and associated outcome in Year1, Year2 and Year3 you will not be able to add any additional "other" items. Please bear this in mind when determining the need to select "other" rather than an item already identified in the drop down menu. See additional details under, COLUMNS OF THE eLOGIC MODEL™ (1-7).

A Reporting TAB Has Been Added

The worksheets of the eLogic Model™ contain projections of services or activities and outcomes in support of your proposed project. If you are selected for funding, your approved eLogic Model™ will lock the approved activities/output and proposed projections of your eLogic Model™ and also open up the post reporting functionality. You will be provided a copy of your approved eLogic Model™ with your award agreement. The approved eLogic Model™ will allow you to report actual numbers in the space provided in the "post" column.

A "Reporting" TAB has been designed to contain two text boxes. Use the text boxes provided. The first provides an area for reporting any positive/negative deviations from the approved eLogic Model™ projections and the basis for the deviations. The second text box is to be used to report responses to the Management Questions negotiated by the HUD program offices as part of your award. See additional details under, INSTRUCTIONS FOR REPORTING PERFORMANCE TO HUD.

This ends the highlights section. The following are detailed instructions for completing the eLogic Model™.

INSTRUCTIONS FOR COMPLETING THE eLOGIC MODEL™

BACKGROUND

The eLogic Model™ form (4 copies, Year1 Year2 Year3 and Total) is contained within this Excel™ Workbook. The Workbook has 12 separate worksheets and each worksheet is identified by a TAB at the bottom of the page. **If you cannot see all the TABS, be sure to maximize the workbook by clicking the middle button in the top right corner of the workbook to expand your window or move your bottom scroll bar so all the TABS appear. Usually this situation does not occur. If it does, the Reporting TAB and the Evaluation TAB may be hidden until you follow the above procedure.** The worksheet(s) labeled "Year1 Year2 Year3 and Total" contain the actual form that you should complete. The other Worksheet(s) provide supportive and reporting information. The TABs are:

Instructions	} 12 - Worksheets
Year1	
Year2	
Year3	
Total	
GoalsPriorities	
Needs	
Services	
Outcomes	
Tools	
Reporting	
Evaluation	

ACCESSING THE eLOGIC MODEL™

Select the TAB labeled "Year1." This is the first copy of the eLogic Model™ form. The additional copies of the form labeled Year2 Year3 and Total are used for multiple year grants to specify Activities and Outcomes for each year of the proposed program. Year2, for example, would contain Activities and Outcomes projected for the second year ONLY (not a cumulative total from Year1). Applicants applying for a multiple year grant must complete a worksheet for each year of performance, plus a total worksheet showing a cumulative total for all years covered by the award. The "Total" worksheet must reflect the sum of all years of the grant. For example, a two-year grant would include Year1 and Year2 and Total. A three-year grant would include Year1 Year2 Year3 and Total. A one-year grant would include ONLY Year1. A Total worksheet is not required for one year grants.

NOTE: Each cell of the worksheet is "lock protected" so you can only make entries in cells that are for input as directed by these instructions.

To complete the eLogic Model™ form, in the first row there is a label, "Applicant Name", cell [E1]. Enter the name of the applicant organization applying for funding. Enter the Applicant Name exactly as it appears in box 8a of the SF-424. Once you have entered your "Applicant Name" in the worksheet labeled Year1, the Year2, Year3, and Total worksheets will automatically populate the same information.

In the second row there is a label, "Project Name." Enter the name of your project in cell [E2]. Use exactly the same name as you did on box 15 of the form SF-424. If you are submitting multiple applications under the same applicant name for the same HUD program, you must include a project name that can distinguish between the two applications and logic models submitted, e.g. HBCU-Dillard-Affordable Housing15, HBCU-Dillard-Affordable Housing16. If the project name is not known at time of application then insert TBD1, TBD2, etc, e.g. HBCU-Dillard-TBD1, HBCU-Dillard-TBD2. Once you have entered your "Project Name" in the worksheet labeled Year1, the Year2, Year3, and Total worksheets will automatically populate the same information.

Immediately below "Project Name," there is a field for "Term," which corresponds to worksheets for Year1, or Year2, or Year3, or Total. This field is already pre-filled. Immediately below TERM is a field designated for the HUD Program Name. This field is already pre-filled; please verify that it matches the program for which you are applying. You will also see a field labeled "Component Name:", cell [L-4]. If the program under which you are applying has components, e.g., EOI or PEI under the Fair Housing Initiatives Program, or a TA Program under the CDTA NOFA, enter the name of the program component for which you are applying. If there are no components in the funding opportunity for which you are seeking funding, leave this field blank. Once you have entered your "Component Name" in the worksheet labeled Year1, Year2, Year3, and Total will automatically populate the same information.

To the right of the Applicant and Project fields, there are fields labeled Period and Start Date and End Date. Leave these fields blank. They are for reporting purposes. See additional details under, INSTRUCTIONS FOR REPORTING PERFORMANCE TO HUD.

COLUMNS OF THE eLOGIC MODEL™ (1-7)

Column 1 – Policy

Under the "Policy" Column (1), there are actually two columns; one for HUD Goals, and one for Policy Priority. Review the HUD Goals and Policy Priorities by clicking on the TAB labeled "GoalsPriorities" at the bottom of the workbook. For each of the eLogic Model™ worksheets used in your application (Year1 Year2 Year3 Total) select the HUD Goals and Policy Priorities that your program will address. You do this by clicking the mouse in one of the cells in column (1) of the worksheets labeled (Year1 Year2 Year3 Total). A little dropdown arrow appears. Click the dropdown arrow and a dropdown list of letters and numbers that correspond to the HUD Goals and Policy Priority will appear. Select one of the HUD Goals and Policy Priority letter/number in the list by clicking it. Repeat this process in other cells of the HUD Goals column and the Policy Priority column until you have selected all that apply to your application.

Column 2 – Planning

Under the "Planning" Column (2), select a Problem, Need, Situation statement. Do this by clicking the mouse in one of the cells of this column. A little dropdown arrow appears. Click the dropdown arrow and a dropdown list of Need Statements appears. Select one or more of the Need Statements in the list by clicking it. Because the column is too narrow to show the full Need Statement in the dropdown list, you may wish to refer to the TAB labeled "Needs" to see the full Need Statement or you can (using your mouse) click on the shaded cell [D5] labeled **Problem, Need, Situation** and this will expand the cell. To return the cell to its original size, click again on cell [D5] labeled **Problem, Need, Situation**.

NOTE: When expanding and returning the cell to its original size, click once. Do not double click.

When you select a Need Statement, the full Need Statement will fill the cell. If you don't want this Need Statement, you can simply click the dropdown arrow again and select another item. Or, you can delete a Need Statement by selecting the cell and clicking the DELETE KEY on your keyboard. If you want to select more than one Need Statement, go to the next cell in the column and repeat the process, selecting the appropriate Need Statement. You can do this until you have selected all the Needs Statements that are appropriate to your proposed program. The selections should reflect the needs identified in your response to your Rating factor narratives. There is no need to select all the Need Statements if they do not apply to what you plan to address or accomplish with the funding requested.

Column 3 – Programming

Under the "Programming" Column (3), select a Service or Activity. You do this by clicking the mouse in one of the cells of this column. A little dropdown arrow appears. Click the dropdown arrow and a dropdown list of eligible Services or Activities appears. Select one of the Services or Activities in the list by clicking it. List Year1 Services or Activities using the Year1 worksheet of the form. List Year2 Services or Activities using the Year2 worksheet of the form. List Year3 Activities using the Year3 worksheet of the form. Make a composite Logic Model of all years on the Total worksheet. If you are only applying for one year grant, you do not need to create a composite Logic Model on the Total TAB. Because the column is too narrow to show the full Services or Activities/Outputs Statement in the dropdown list, you may wish to refer to the TAB labeled "Services" to see the full range of eligible Services or Activities/Outputs or you can (using your mouse) click on the shaded cell [E5] **Service or Activities/Outputs**. This will expand the cell. To return the cell to its original size, click on shaded cell [E5] **Service or Activities/Outputs**.

NOTE: When expanding and returning the cell to its original size, click once. Do not double click.

NOTE: If the Service or Activity/Outputs that you are looking for does not appear on the dropdown list, choose "Other" from the dropdown list. A dialog box will appear that says "Year1". Click "OK" and another dialog box will appear that says "You have selected "Other" which means that "you must create a new Activity or Outcome and a Unit of Measure, are you prepared to do this Now?", click "Yes" if you wish to continue. You will see an input window that says "Enter a new Activity or Outcome to your selection list". Enter your Service or Activity in the field provided and click "OK". A second window will appear that says "Specify a Unit of Measure for the Activity or Outcome you entered". Enter the unit of measure in the field provided and click "OK". The new Service or Activity will appear in the Logic Model cell and it will be added to the dropdown list. **YOU ARE ONLY PERMITTED TO ADD A TOTAL OF THREE NEW SERVICES OR ACTIVITIES PER LOGIC MODEL.**

In the event that you want to delete, or change your newly created Service or Activity, click the TAB labeled Services at the bottom of your screen and then click cell [B1] **"Click here to allow deletion of New Activities" at the top right of the window.** A dialog box will appear that says "Click on a new Activity to delete it from you Logic Model", click "OK". A dialog box will appear that says "Caution! This will delete all instances of new services or activities in your Logic Model, do you wish to continue?" Click "Yes". The new Activity you added will be displayed with the prefix "new". You can only delete new Services or Activities.

Column 4 – Measure

Notice that as the Service or Activity you selected appears in the cell, a corresponding unit of measure appears or populates in the Measure column. The unit of measure could be "persons", "dollars", "square feet", "houses", or some other unit of measure that relates to the selected Service or Activity. Immediately below the unit of measure are two blank cells. Enter the projected number of units you are proposing to deliver or accomplish in the "Pre" column. The "Post" column is locked to be used later for reporting purposes.

Column 5 – Impact

Under the "Impact" Column (5), select the Outcome that best corresponds to the Need and Service or Activity that you just previously identified and selected for your logic model. Do this the same way as previously described for Needs and Services or Activities. Select an Outcome from the dropdown list. Notice that once again, a unit of measure automatically appears in the next column "Measure". Because the column is too narrow to show the full Outcome Statement in the dropdown list, you may wish to refer to the TAB labeled "Outcomes" to see the full range of Outcomes or you can (using your mouse) click on the shaded cell [I5] **Outcome**. This will expand the cell. To return the cell to its original size, click on shaded cell [I5] **Outcome**.

NOTE: When expanding and returning the cell to its original size, click once. Do not double click.

NOTE: If the Outcome that you are looking for does not appear on the dropdown list, choose "Other" from the dropdown list. A dialog box will appear that says "Year1". Click "OK" and another dialog box will appear that says "You have selected "Other" which means that "you must create a new Activity or Outcome and a Unit of Measure, are you prepared to do this Now?", click "Yes" if you wish to continue. You will see an input window that says "Enter a new Activity or Outcome to your selection list". Enter your Outcome in the field provided and click "OK". A second window will appear that says "Specify a Unit of Measure for the Activity or Outcome you entered". Enter the unit of measure in the field provided and click "OK". The new Outcome will appear in the Logic Model cell and it will be added to the dropdown list. **YOU ARE ONLY PERMITTED TO ADD A TOTAL OF THREE NEW OUTCOMES PER LOGIC MODEL.**

In the event that you want to delete, or change your newly created Outcome, click the TAB-labeled Outcomes at the bottom of your screen and then click cell [B1] "Click here to allow deletion of New Outcomes" at the top right of the window. A dialog box will appear that says "Click on a new Outcome to delete it from your Logic Model", click "OK". A dialog box will appear that says "Caution! This will delete all instances of new outcomes in your Logic Model, do you wish to continue?" Click "Yes". The new Outcome you added will be displayed with the prefix "new". You can only delete new Outcomes.

Column 6 – Measure

Under the "Measure" Column 6, specify a projected number of Outcome units you are proposing.

Repeat the process of specifying a Need, a Service or Activity, and an Outcome using as many rows as is necessary to fully describe your proposal. The eLogic Model™ form extends to about three pages when printed out. You may view a preprint of your model at any time by selecting from the Menu bar at the very top of the Excel Window: FILES | Print Preview. It is recommended that you do this periodically to get a better view of the logic model you are creating.

NOTE: You can adjust the look of your logic model by skipping rows, so that Needs, Activities, and Outcomes are grouped appropriately.

CAUTION, DO NOT CUT & PASTE ITEMS FROM ONE COLUMN TO ANOTHER. For example, do not cut and paste an item from the Needs column to the Service or Activity column, or the Activity column to the Outcome column. You will produce an unstable worksheet which will behave erratically, requiring you to start over with a new blank eLogic Model™ workbook.

Column 7 – Accountability

Under the "Accountability" column (7), enter the tools and the process of collection and processing of data in your organization to support all project management, reporting, and responding to the Management Questions. This column provides the framework for structuring your data collection efforts. If the collection and processing of data is not well planned, the likelihood of its use to further the management of the program and support evaluation activity is limited. If data are collected inconsistently, or if data are missing, or if data are not retrievable, or if data are mishandled, the validity of any conclusions is weakened.

The structure of Column 7 contains five components in the form of dropdown fields that address the Evaluation Process. You are responsible for addressing each of the five steps that address the process of managing the critical information about your project.

- A. Tools for Measurement
- B. Where Data Maintained
- C. Source of Data
- D. Frequency Collection
- E. Processing of Data

You may select up to five choices for each of the five processes (A-E) that supports Accountability and tracks Outputs and Outcomes. Given the limited space, please identify the most frequent sources for the processes (A-E). As you proceed through the remaining components, B through E, specify those components in the same order as you selected the "Tools For Measurement" listed under item A. That is, if the first Tool is "Pre-post Test," then the first item under B "Where Data Maintained" must identify where the pre-post test data is maintained, and so on through E the first entry should pertain to "Pre-post Test." Likewise, if the second entry in A is "Satisfaction Surveys," then specify the second item in B through E as it pertains to "Satisfaction Surveys."

A. Tools for Measurement. A device is needed for collecting data; e.g., a test, a survey, an attendance log, an inspection report, etc. The tool "holds" the evidence of the realized Output or Outcome specified in the logic model. At times, there could be multiple tools for a given event. A choice can be made to use several tools, or rely on one that is most reliable, or most efficient but still reliable. Whatever the tool, it is important to remain consistent throughout the project.

Instructions: Under the Accountability column, select your choices of Tools to Track Outputs and Outcomes. You do this by clicking the mouse in one of the cells of this column. A little dropdown arrow appears. Click the dropdown arrow and a dropdown list of Tools appears. Select one or more of the Tools in the list by clicking it.

B. Where Data Maintained. A record of where the data or data tool resides must be maintained. It is not required that all tools and all data are kept in one single place. You may keep attendance logs at the main office files, but keep other tools or data such as a "case record" in the case files at the service site. It is important to designate where tools and/or data are to be maintained. For example, if your program has a sophisticated computer system and all data is entered into a custom-designed database, it is necessary to designate where the original or source documents will be maintained.

Instructions: Under the Accountability column, select your choices of Where Data Maintained. You do this by clicking the mouse in one of the cells of this column. A little dropdown arrow appears. Click the dropdown arrow and a dropdown list of Where Data Maintained appears. Select one or more of the Where Data Maintained in the list by clicking it.

C. Source of Data. This is the source where the data originates. Identify the source and make sure that it is appropriate.

Instructions: Under the Accountability column, select your choices of Source of Data. You do this by clicking the mouse in one of the cells of this column. A little dropdown arrow appears. Click the dropdown arrow and a dropdown list of Source of Data appears. Select one or more of the Source of Data in the list by clicking it.

D. Frequency of Collection. Timing matters in data collection. In most instances, you want to get it while it occurs. Collect data at the time of the encounter; if impossible, when it is most opportune immediately thereafter. For example, collect report card data immediately upon the issuance of report cards. Do not wait until after the school year is over. Collect feedback surveys at the conclusion of the event, not a few months later when clients may be difficult to reach. Reporting can be done at anytime if the data is already collected. Another important aspect of this dimension is consistency. If some post tests are collected soon after the event, but others are attempted months later, the data are confounded by the differences in the timing. If some financial data are collected at the middle of the month and others at the end of the month, the data may be confounded by systematic timing bias.

Instructions: Under the Accountability column select your choices of Frequency of Collection. You do this by clicking the mouse in one of the cells of this column. A little dropdown arrow appears. Click the dropdown arrow and a dropdown list of Frequency of Collection appears. Select one or more of the Frequency of Collection in the list by clicking it.

E. Processing of Data. This is where you identify the mechanism that will be employed to process the data. Some possibilities are: manual tallies, computer spreadsheets, flat file database, relational database, statistical database, etc. The eLogic Model™ is only a summary of the program and it cannot accommodate a full description of your management information system. There is an implicit assumption that the grantee has thought through the process to assure that the mechanism is adequate to the task(s).

Instructions: Under the Accountability column, select your choices of Processing Data. You do this by clicking the mouse in one of the cells of this column. A little dropdown arrow appears. Click the dropdown arrow and a dropdown list of Processing of Data appears. Select one or more of the Process of Data in the list by clicking it.

SAVING YOUR eLOGIC MODEL™

When you are finished completing the eLogic Model™ form, or wish to stop and continue later, save the file by going to Excel's™ Menu bar and choosing FILE | Save As. Then specify a name for the file, and note where you save the file on your hard drive. Use the name of the HUD Program and your organization name to form a file name for your eLogic Model™, e.g., HBCU-Dillard.xls or HCP-UrbanLeague.xls. Excel™ automatically adds the file extension ".xls" to your file name. Make sure the file extension .xls is not capitalized. In following these directions, if your organizational name exceeds the 50 character limit for space, you should abbreviate your organizational name by either using its initials or a recognizable acronym, e.g. South Carolina State University maybe written as SCSU; Howard University maybe written as HOWDU.

If you are submitting multiple applications under the same applicant name for the same HUD program, you must include a project name that can distinguish between the two applications and logic models submitted, e.g. HBCU-Dillard-Affordable Housing15.xls, HBCU-Dillard-Affordable Housing16.xls. Please be sure to review the file formats and naming requirements contained in the General Section.

Later, you will "Attach" this file to your application. Please remember the name of the file that you are saving. Be sure to delete any earlier version so that when you go to attach the file to your application you select the appropriate and final file.

A single workbook will be adequate for completing your eLogic Model™.

This ends the instructions for completing your Logic Model for application submission.

INSTRUCTIONS FOR REPORTING PERFORMANCE TO HUD

Do not change the integrity of the form by adding additional tabs or worksheets. The instructions and the worksheets provided in your eLogic Model™ will meet your needs.

If your project is selected for funding, the eLogic Model™ will be used as a monitoring and reporting tool upon final approval from the HUD program office. Upon approval, HUD will open the reporting side of the eLogic Model™ allowing you to submit actual outputs and outcomes against approved activities and projected outcomes. HUD will also open the Reporting TAB for you to meet the reporting requirements that are discussed below. The HUD program office will send you the approved eLogic Model™ to be used for reporting purposes. Identify the reporting period covered by the report in Column "I" of the worksheet lines 1, 2 and 3.

To the right of the Applicant and Project fields, there are fields labeled Period and Start Date and End Date. When actually reporting performance on your approved eLogic Model™ form, enter a Start Date and End Date that reflects the reporting period you will be submitting in accordance with required reporting time frames, e.g.; quarterly, semiannually, annually, final. For the Start Date, enter the start date of the reporting period. For End Date enter the End Date for the reporting period. When entering the dates, use the format MM/DD/YYYY.

The Reporting TAB serves two functions: 1) If applicable, use it to describe or explain actual performance as compared to what was projected and provide an explanation of any deviation (positive or negative) from the projections in your approved eLogic Model™, 2); and to respond to the Management Questions identified in the Evaluation TAB.

The worksheet labeled "Reporting" contains three large text boxes to be used by grantees when reporting. Use the reporting worksheet to add any further description or explanation about actual performance or to explain variances between projected Services or Activities and Outcomes vs. Actual Services or Activities and Outcomes.

When responding to the Management Questions, first write the Management Question followed by the response.

COMPLETING PERFORMANCE INFORMATION IN YEAR1, YEAR2, YEAR3, AND TOTAL TABS.

The HUD approved eLogic Model™ will be used as a monitoring and reporting tool for your grant award. HUD will open the reporting side of the eLogic Model™ allowing you to submit actual outputs and outcomes against approved activities and projected outcomes. The HUD program office will send you the approved eLogic Model™ to be used for reporting purposes. Identify the reporting period covered by the report in Column "I" of the worksheet lines 1, 2 and 3.

Narrative Description - Positive/Negative Deviation from Approved Logic Model Projections

In addition to your submission of your eLogic Model™ results, you must include a narrative indicating any positive or negative deviations from projected outputs and outcomes as contained in your approved eLogic Model™ and explain the basis for the actual performance as compared to what was projected. In your narrative be sure to identify the output and outcome that you are describing from your approved eLogic Model™ and the reason why this deviation occurred. When doing this, create a paragraph header labeled, "Narrative Description - Positive/Negative Deviation from Approved Logic Model Projections".

Save the eLogic Model™ file you receive from HUD. Each time you submit your report to HUD, add the reporting period and year to the file name, e.g. HBCU-Dillard-Affordable Housing16qtr107 for a 1st quarter report, HBCU-Dillard-Affordable Housing16qtr207 for a 2nd quarter or semi-annual report, HBCU-Dillard-Affordable Housing16qtr307 for a 3rd quarter report, and HBCU-Dillard-Affordable Housing 16qtr407 for a 4th quarter or annual report. When reporting for a multiple year award, use the same format but change the year, e.g HBCU-Dillard-Affordable Housing16qtr108.

Response to Management Questions

The Management Questions are located in the Evaluation TAB. It lists the Management Questions that apply to your proposed program. Applicants who receive awards will be notified about which Management Questions will be used for monitoring accountability throughout the project. The data in your eLogic Model™ should enable you to address most or all of these Management Questions. The data collected during the course of your work and captured in the eLogic Model™ will also be useful to you in evaluating the effectiveness of your program. For eLogic Model™ Training via webcast, consult the webcast schedule found at HUD's website at <http://www.hud.gov/offices/adm/grants/fundsavail.cfm>. If you have any questions regarding reporting requirements, please contact your HUD program representative.

In your report and in accordance with your NOFA instructions and grant agreement, respond to the Management Questions found in the Evaluation TAB. When responding to the Management Questions, use the text box in the Reporting TAB and write the Management Question followed by the response for all Management Questions applicable to your activities.

Submission Requirements

In addition to following the reporting requirements in your award agreement, you must also submit an electronic copy. (See the FY2007 General Section of the NOFA for the HUD approved electronic formats)

HUD Goals	Policy Priority	Problem, Need, Situation	Service or Activities/Output	Pre	Post	Outcome	Pre	Post
1	2	3	4	5	6			
	Policy	Planning	Programming	Measure	Impact			
B1	A	There is a need for affordable housing for very low and low-income persons as part of the revitalization of Main Street areas	Environmental phase I assessment	Completed	Housing-new construction-rental-very low-income	Households	49	
B1	B2		Environmental review	8/15/2007	Housing-new construction-rental-low-income	Households	13	
C3	B6		Fair housing marketing - Persons	Persons			#N/A	
C3	B7		Housing-new construction-homeownership-very low-income - Dollars	Dollars			#N/A	
B3	C1		Housing-new construction-rental-very low-income - Units	#####			#N/A	
			Housing-new construction-rental-low-income - Units	49				
			Housing-new construction-rental-low-income - Dollars	13				
D2	A		Legal documents - Appraisals					
D3	C1		Legal documents - Surveys	Appraisals				
D4	A		Operating reserves	8/15/2007				
D4	C1		Promotion and marketing-advertising - Other	Surveys				
C3	H		Replacement reserves	Apr-07				
B3	A		Site acquisition - Parcels	Dollars				
B1	H		Site improvements - Infrastructure	Advertisements				
			Tax credits	32,000				
				Dollars				
				Parcels				
				1				
				Dollars				
				#####				
				#N/A				
				#N/A				
				#N/A				
				#N/A				

ousing and Urban Development
535-0114 exp. 09/30/2007

Component Name:

Evaluation Tool:

7

Accountability

Component Name:

Evaluation Tools

7

Accountability

Component Name:

0

Evaluation Tools

7

Accountability

A. Tools for Measurement

B. Where Data Maintained

C. Source of Data

D. Frequency of Collection

E. Processing of Data

ousing and Urban Development
535-0114 exp. 09/30/2007

Component Name:

0

Evaluation Tools

7

Accountability

ousing and Urban Development
535-0114 exp. 09/30/2007

Component Name:

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ousing and Urban Development:
535-0114 exp. 09/30/2007

Component Name:

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Evaluation Tools

7

Accountability

A. Tools for Measurement

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C. Source of Data

D. Frequency of Collection

E. Processing of Data

Housing and Urban Development
535-0114 exp. 09/30/2007

Component Name:

0

Evaluation Tools

7

Accountability

Housing and Urban Development
535-0114 exp. 09/30/2007

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Evaluation Tools

7

Accountability

A. Tools for Measurement

B. Where Data Maintained

C. Source of Data

D. Frequency of Collection

E. Processing of Data

ousing and Urban Development
535-0114 exp. 09/30/2007

Component Name:

0

Evaluation Tools

7

Accountability

ousing and Urban Development
535-0114 exp. 09/30/2007

Component Name:

0

Evaluation Tools

7

Accountability

HUD Goals	
A1	Increase homeownership opportunities. (1) Expand national homeownership opportunities.
A2	Increase homeownership opportunities. (2) Increase minority homeownership.
A3	Increase homeownership opportunities. (3) Make the home-buying process less complicated and less expensive.
A4	Increase homeownership opportunities. (4) Reduce predatory lending practices through reform, education and enforcement.
A5	Increase homeownership opportunities. (5) Help HUD-assisted renters become homeowners.
A6	Increase homeownership opportunities. (6) Keep existing homeowners from losing their homes.
B1	Promote Decent Affordable Housing. (1) Expand access to and availability of decent, affordable rental housing.
B2	Promote Decent Affordable Housing. (2) Improve the management accountability and physical quality of public and assisted housing.
B3	Promote Decent Affordable Housing. (3) Improve housing opportunities for the elderly and persons with disabilities.
B4	Promote Decent Affordable Housing. (4) Promote housing self-sufficiency.
B5	Promote Decent Affordable Housing. (5) Facilitate more effective delivery of affordable housing by reforming public housing and the Housing Choice Voucher program.
C1	Strengthen Communities. (1) Assist disaster recovery in the Gulf Coast region.
C2	Strengthen Communities. (2) Enhance sustainability of communities by expanding economic opportunities.
C3	Strengthen Communities. (3) Foster a suitable living environment in communities by improving physical conditions and quality of life.
C4	Strengthen Communities. (4) End chronic homelessness and move homeless families and individuals to permanent housing.
C5	Strengthen Communities. (5) Mitigate housing conditions that threaten health.
D1	Ensure Equal Opportunity in Housing. (1) Ensure access to a fair and effective administrative process to investigate and resolve complaints of discrimination.
D2	Ensure Equal Opportunity in Housing. (2) Improve public awareness of rights and responsibilities under fair housing laws.
D3	Ensure Equal Opportunity in Housing. (3) Improve housing accessibility for persons with disabilities.
D4	Ensure Equal Opportunity in Housing. (4) Ensure that HUD-funded entities comply with fair housing and other civil rights laws.
E1	Embrace High Standards of Ethics, Management, and Accountability. (1) Strategically manage human capital to increase employee satisfaction and improve HUD performance.
E2	Embrace High Standards of Ethics, Management, and Accountability. (2) Improve HUD's management and its internal controls to ensure program compliance and resolve audit issues.
E3	Embrace High Standards of Ethics, Management, and Accountability. (3) Improve accountability, service delivery, and customer service of HUD and its partners.
E4	Embrace High Standards of Ethics, Management, and Accountability. (4) Capitalize on modernized technology to improve the delivery of HUD's core business functions.

HUD Priorities	
A	Providing Increased Homeownership and Rental Opportunities for Low- and Moderate-Income Persons, Persons with Disabilities, the Elderly, Minorities, and Persons with Limited English Proficiency.
B1	Improve our Nation's Communities. (1) Bring private capital into distressed communities.
B2	Improve our Nation's Communities. (2) Finance business investments to grow new businesses.
B3	Improve our Nation's Communities. (3) Maintain and expand existing businesses.
B4	Improve our Nation's Communities. (4) Create a pool of funds for new small and minority-owned businesses.
B5	Improve our Nation's Communities. (5) Create decent jobs for low-income persons.
B6	Improve our Nation's Communities. (6) Improve the environmental health and safety of families living in public and privately owned housing.
B7	Improve our Nation's Communities. (7) Make communities more livable.
C1	Encouraging Accessible Design Features. (1) Visitability in new construction and substantial rehabilitation.
C2	Encouraging Accessible Design Features. (2) Universal Design.
D	Providing Full and Equal Access to Grassroots Faith-Based and Other Community Organizations in HUD Program Implementation.
E	Participation of Minority-Serving Institutions (MSIs) in HUD Programs.
F1	Ending Chronic Homelessness. (1) Creation of affordable housing units, supportive housing, and group homes.
F2	Ending Chronic Homelessness. (2) Establishment of a set-aside of units of affordable housing for the chronically homeless.
F3	Ending Chronic Homelessness. (3) Establishment of substance abuse treatment programs targeted to the homeless population.
F4	Ending Chronic Homelessness. (4) Establishment of job training programs that will provide opportunities for economic self-sufficiency.
F5	Ending Chronic Homelessness. (5) Establishment of counseling programs that assist homeless persons in finding housing, managing finances, managing anger, and building interpersonal relationships.
F6	Ending Chronic Homelessness. (6) Provision of supportive services, such as health care assistance that will permit homeless individuals to become productive members of society.
F7	Ending Chronic Homelessness. (7) Provision of service coordinators or one-stop assistance centers that will ensure that chronically homeless persons have access to a variety of social services.
G	Removal of Regulatory Barriers to Affordable Housing.
H	Participation in Energy Star.

F1	Promote Participation of Faith-Based and Other Community Organizations. (1) Reduce barriers to faith-based and other community organizations.
F2	Promote Participation of Faith-Based and Other Community Organizations. (2) Conduct outreach and provide technical assistance to strengthen the capacity of faith-based and community organizations to attract partners and secure resources.
F3	Promote Participation of Faith-Based and Other Community Organizations. (3) Encourage partnerships between faith-based and other community organizations and HUD's grantees and subgrantees.



CAMP eLogic Model™

Copy to Column 2

PROBLEM, NEEDS, SITUATION

Small communities need investment capital aimed at changing obsolete commercial center structures into affordable housing (homeownership/rental).

There is a need to preserve the traditional and historic architecture of buildings and facades in conjunction with revitalization of the central business district.

There is a need for affordable housing for very low and low-income persons as part of the revitalization of Main Street areas.

**CAMP eLogic Model™**[Click here to allow deletion of 'New' Activities](#)**Copy to Column 3**

SERVICES OR ACTIVITIES/OUTPUTS	UNITS
Broker fees	Dollars
Buildings historically preserved	Buildings
Business opportunities – Other 1	Dollars
Business opportunities – Other 2	Businesses
Business opportunities – Section 3 – Dollars	Dollars
Business opportunities – Section 3 – Businesses	Businesses
Closing costs	Dollars
Down payment assistance	Dollars
Employment opportunities – Other 1	People
Employment opportunities – Other 2	Available jobs
Employment opportunities – Section 3 – Persons	Persons
Employment opportunities – Section 3 – Available jobs	Available jobs
Energy Star-extra insulation – Dollars	Dollars
Energy Star-extra insulation – Units	Units
Energy Star-smart appliances – Dollars	Dollars
Energy Star-smart appliances – Units	Units
Energy Star-smart windows – Dollars	Dollars
Energy Star-smart windows – Units	Units
Environmental phase I assessment	Completed
Environmental phase II assessment	Completed
Environmental review	Completed
Facades historically preserved	Buildings
Fair housing marketing – Persons	Persons
Fair housing marketing – Agencies	Agencies
Historic preservation consultation	Consultations
Housing-new construction-homeownership-very low-income – Units	Units
Housing-new construction-homeownership-very low-income – Dollars	Dollars
Housing-new construction-homeownership-low-income – Units	Units
Housing-new construction-homeownership-low-income – Dollars	Dollars
Housing-new construction-homeownership-other – Units	Units
Housing-new construction-homeownership-other – Dollars	Dollars
Housing-new construction-rental-very low-income – Units	Units
Housing-new construction-rental-very low-income – Dollars	Dollars
Housing-new construction-rental-low-income – Units	Units
Housing-new construction-rental-low-income – Dollars	Dollars
Housing-new construction-rental-other – Units	Units
Housing-new construction-rental-other – Dollars	Dollars
Legal documents – Appraisals	Appraisals
Legal documents – Surveys	Surveys
Legal documents – Tax settlements	Tax Settlements
Legal documents – Title transfer	Title Transfers
Off-site improvements – Infrastructure	Dollars
Off-site improvements – Remediation	Dollars
Operating reserves	Dollars
Path technology	Innovations
Promotion and marketing-advertising – Brochures	Brochures

Promotion and marketing-advertising – Media Outlets	Media Outlets
Promotion and marketing-advertising – Other	Advertisements
Recycling of demolition debris – Removal costs	Dollars
Recycling of demolition debris – Sale of debris	Dollars
Rehabilitation of office space – Dollars	Dollars
Rehabilitation of office space – Square Feet	Square Feet
Rehabilitation of retail space – Dollars	Dollars
Rehabilitation of retail space – Square Feet	Square Feet
Replacement reserves	Dollars
Retail space-vacant-converted for occupancy – Square feet	Square Feet
Retail space-vacant-converted for occupancy – Businesses	Businesses
Site acquisition – Square Feet	Square Feet
Site acquisition – Parcels	Parcels
Site improvements – Infrastructure	Dollars
Site improvements – Remediation	Dollars
Street paving	Linear Feet
Tax credits	Dollars
Training Opportunities-Other – Persons	Persons
Training Opportunities-Other – Sessions	Sessions
Training Opportunities-Section 3 – Persons	Persons
Training Opportunities-Section 3 – Sessions	Sessions
other	Other



CAMP eLogic Model™

[Click here to allow deletion of 'New' Outcomes](#)

Copy to Column 5

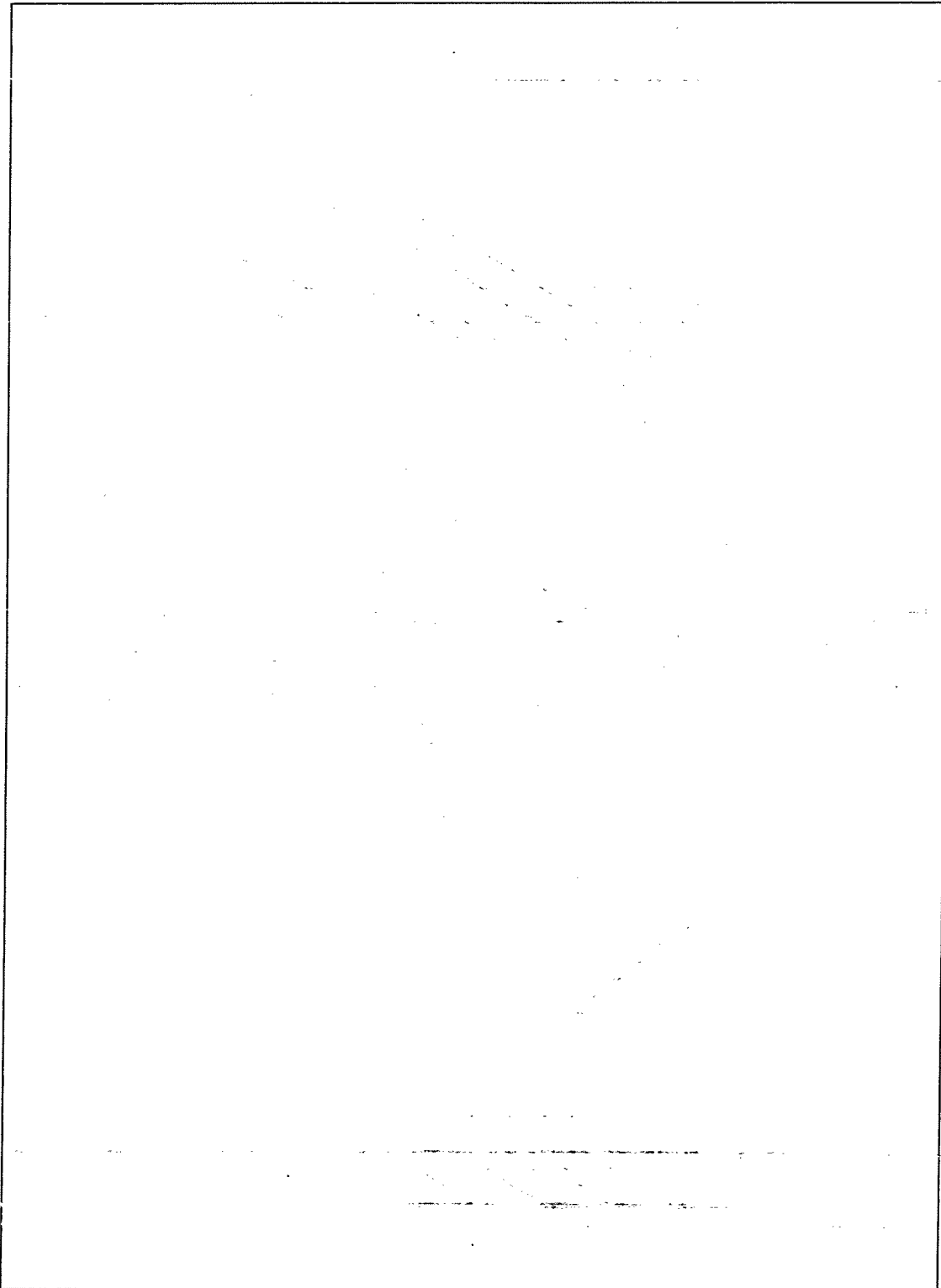
ACHIEVEMENT OUTCOMES GOALS AND INDICATORS	UNITS
Business opportunities – Other 1	Dollars
Business opportunities – Other 2	Businesses
Business opportunities – Section 3 – Dollars	Dollars
Business opportunities – Section 3 – Businesses	Businesses
Employment opportunities – Other 1	People
Employment opportunities – Other 2	Available jobs
Employment opportunities – Section 3 – Persons	Persons
Employment opportunities – Section 3 – Available jobs	Available jobs
Housing-new construction-homeownership-very low-income-purchase	Households
Housing-new construction-homeownership-low-income-purchase	Households
Housing-new construction-homeownership-other-purchase	Households
Housing-new construction-rental-very low-income	Households
Housing-new construction-rental-low-income	Households
Housing-new construction-rental-other	Households
New businesses relocated to Main St. project area	Businesses
New businesses started	Businesses
Remediated housing – Lead	Units
Remediated retail properties – Lead	Square Feet
Remediated housing – Other	Units
Remediated retail properties – Other	Square Feet
Retail space formally vacant – Newly occupied – Businesses	Businesses
Retail space formally vacant – Newly occupied – Square Feet	Square Feet
Total assessed value of retail space	Dollars
Training Opportunities-Other – Persons	Persons
Training Opportunities-Other – Sessions	Sessions
Training Opportunities-Section 3 – Persons	Persons
Training Opportunities-Section 3 – Sessions	Sessions
other	Other



CAMP eLogic Model™

A. Tools For Measurement
Bank accounts
Construction log
Database
Enforcement log
Financial aid log
Intake log
Interviews
Mgt. Info. System-automated
Mgt. Info. System-manual
Outcome scale(s)
Phone log
Plans
Pre-post tests
Post tests
Program specific form(s)
Questionnaire
Recruitment log
Survey
Technical assistance log
Time sheets
B. Where Data Maintained
Agency database
Centralized database
Individual case records
Local precinct
Public database
School
Specialized database
Tax Assessor database
Training center
C. Source of Data
Audit report
Business licenses
Certificate of Occupancy
Code violation reports
Counseling reports
Employment records
Engineering reports
Environmental reports
Escrow accounts
Financial reports
GED certification/diploma
Health records
HMIS
Inspection results
Lease agreements
Legal documents
Loan monitoring reports
Mortgage documents
Payment vouchers
Permits issued
Placements
Progress reports
Referrals
Sale documents
Site reports
Statistics
Tax assessments
Testing results
Waiting lists
Work plan reports
D. Frequency of Collection
Daily
Weekly
Monthly
Quarterly
Biannually
Annually
Upon incident
E. Processing of Data
Computer spreadsheets
Flat file database
Manual tallies
Relational database
Statistical database

Explanation of Any Deviations From the Approved eLogic Model



Response to Management Questions

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Response to Management Questions

Evaluation Process

These are standard requirements that HUD will expect every program manager receiving a grant to do as part of their project management.

- An evaluation process will be part of the on-going management of the program.
- Comparisons will be made between projected and actual numbers for both outputs and outcomes.
- Deviations from projected outputs and outcomes will be documented and explained on space provided on the "Reporting" tab
- Analyze data to determine relationship of outputs to outcomes; what outputs produce which outcomes.

The reporting requirements are specified in the program specific NOFA and your funding award.

1. How many clients did you serve during the performance period?
2. How many low-income rental housing units were created?
3. How many very low-income rental housing units were created?
4. What is the assessed value of low-income rental housing units created?
5. What is the assessed value of very low-income rental housing units created?
6. How many moderate-income rental housing units were created?
7. What is the assessed value of moderate-income rental housing units created?
8. How many other rental housing units were created?
9. What is the assessed value of other rental housing units created?
10. What is the average construction cost per very low-income rental unit?
11. What is the average construction cost per low-income rental unit?
12. What is the average construction cost per moderate-income rental unit?
13. What is the average construction cost per other-income rental unit?
14. How many very low-income homeowner units were created?
15. What is the assessed value of very low-income homeowner units created?
16. How many low-income homeowner units were created?
17. What is the assessed value of low-income homeowner units created?
18. How many other homeowner units were created?
19. What is the assessed value of other homeowner units created?
20. What is the average construction cost per very low-income homeowner unit?
21. What is the average construction cost per low-income homeowner unit?
22. What is the average construction cost per moderate-income homeowner unit?
23. What is the average construction cost per other-income homeowner unit?
24. How many historic/traditional structures were preserved?
25. What is the assessed value of historic/traditional structures preserved?
26. What is the average cost for historic/traditional preservation per structure?
27. How many retail establishments are occupied?
28. What is the total square footage of occupied retail establishments?
29. What is the total square footage of occupied non-retail businesses?
30. How many new businesses licenses were issued?

Carter-Richmond Methodology

The above Management Questions developed for your program are based on the Carter-Richmond Methodology¹. A description of the Carter-Richmond Methodology appears in the General Section of the NOFA.

¹ © The Accountable Agency – How to Evaluate the Effectiveness of Public and Private Programs," Reginald Carter, ISBN Number 9780978724924.