

2023 Homeownership Super NOFA Webinar

California Department of Housing
and Community Development





AGENDA

- Welcome and Introductions
- Program Overview
- Eligible Applicants
- Eligible Uses
- Eligible Costs
- Funding Limit
- Threshold Review
- Application & Portal Overview
- What's Next



Presenters

- Kendra Penner, Program Manager
- Brandon Bouldin, HCD Representative II
- Gail Melendres, HCD Representative II
- Charlotte Tate, HCD Representative II
- Kara Thomson, HCD Representative II
- Ina Brent, HCD Representative II
- Ian Bradshaw, Research Data Specialist III



Welcome and Mission Review

Mission

- Promote safe, affordable homes and vibrant, inclusive, sustainable communities for all Californians

Vision

- Every California resident can live, work, and play in healthy communities of opportunity

Our Core Values

- Innovation, Professionalism, Accountability, Mission-Driven, Integrity, Diversity

PROGRAM OVERVIEW

Presented by Kendra Penner





NOFA

There is approximately \$135 million in CalHome program funds and \$35 million in Serna funds available to Local Public Agencies, Nonprofit Corporations, or Tribal Entities for eligible activities under the CalHome and Serna programs.

Funding for this Super NOFA is provided by a combination of funding sources as outlined below:

- General Fund (as appropriated in the 2022 Budget Act): Provides \$135 million for CalHome and \$20 million for Serna.
- Building Homes and Jobs Act (Senate Bill 2): Provides \$15 million for Serna.



What's New?

1. Under AB 434 HCD has been directed to align CalHome and the Joe Serna, Jr. Farmworker Housing Grant to the greatest extent possible.
2. There is a new webpage to get all the Homeownership Super NOFA information in one location:
[Homeownership Super NOFA | California Department of Housing and Community Development](#)



What's New? (Continued)

3. There is a new and improved application. We will show you how to use the new application and upload it to the Homeownership Super NOFA Portal. The Homeownership Super NOFA Portal will close at **4:00pm** on **2/28/2023**. You will not be able to access the portal past that time and date.
4. The CalHome and Serna scoring matrices are combined located in the NOFA.



Key Information

- Application portal available: January 20, 2023
- Application due date: February 28, 2023 **by 4:00 p.m.**
- Tribal Application due Date: March 30, 2023 at 4:00 p.m.
- Award Announcements: June 2023



Eligible Homeownership Programs

Program	CalHome	Serna Homeownership
Homeownership Project Development Loans	Yes	Yes
Self Help Technical Assistance	Yes	Yes
Mortgage Assistance	Yes	Yes
Owner-Occupied Rehabilitation	Yes	Yes
Shared Housing Technical Assistance	Yes	No
Accessory Dwelling Unit/Junior Accessory Dwelling Unit (ADU/JADU)	Yes	No
Acquisition of Manufactured Housing	No	Yes

ELIGIBLE APPLICANTS

Presented by Brandon Bouldin





ELIGIBLE APPLICANTS

To be eligible to apply for funding, the Applicant shall be a **Local Public Entity, Local Public Agency, Tribal Entity, Nonprofit corporation, Limited Liability Company, or Limited Partnership**. In the case of a Nonprofit Corporation, Limited Liability Company, or Limited Partnership, they shall demonstrate to the Department's satisfaction that the Applicant is independent from any direction of, or control by, a for-profit entity and shall meet the requirements of §203.1 and 203.2 of the guidelines.



ELIGIBLE APPLICANTS

For the purpose of applying to the **Community-Based Developer** funding target for a Homeownership Development Project Loan and/or a Self-Help Technical Assistance Grant, a Community-Based Developer shall qualify on its own as a Sponsor so long as the Community-Based Developer meets the requirements set forth in the Defined Terms Appendix A of the Multifamily Housing Program Final Guidelines dated March 30, 2022, Amended May 5, 2022, which is incorporated hereto by this reference.



ELIGIBLE APPLICANTS

Applicants previously awarded CalHome or Serna funds shall submit all outstanding reports from the past two years to the Department by the application date.

Failure to submit the reports by the application date will result in the Applicant being ineligible for a CalHome or Serna award under this Super NOFA.

CalHome Applicants may email: CalHomeReports@hcd.ca.gov

Serna Applicants may email: Sernasfsgm@hcd.ca.gov

Eligible Uses & Costs

Presented by
Brandon Bouldin & Ina Brent





Homeownership Development Project Loans CalHome and Serna

Homeownership Development Project Loans (guidelines §400) for conditional awards of development Loans to the Applicants to be used as specified in §400.2 of the guidelines.

Homeownership Development Projects must have a minimum of five units.

The estimated sales price of the homes to be constructed shall not exceed the current local median sales price of a single-family home. Recipients may use the most recent median sales price, by county, posted at the California Association of Realtors website at <https://www.car.org/en/marketdata/data/countysalesactivity>.

However, if prices have significantly changed, Recipients may request Department approval to use different limits based on a local calculation of median values.



Homeownership Development Project Loans

Eligible Costs

- Purchase of real property
- Building permits and state and local fees;
- Predevelopment Costs directly related to eligible Homeownership Development Projects, including ADUs and JADUs;
- Onsite improvements related to eligible Homeownership Development Projects (within the boundaries of the subdivision or individual parcels for scattered site developments);
- Carrying costs during construction, including insurance, construction financing fees and interest, taxes, and any other expenses necessary to hold the property while the eligible Homeownership Development Project, including ADUs and JADUs, is under construction;
- Escrow, title insurance, recording and other related costs;
- Costs for items intended to assure the completion of construction, such as contractor bond premiums;
- Environmental hazard reports, surveys, and investigations;
- Payoff of bridge Loan financing for site acquisition which has a term of 36 months or less; and
- Attorney fees directly associated with activities related to units funded by the CalHome program.



Technical Assistance for Self-Help Housing Projects CalHome and Serna

Technical Assistance for Self-Help Housing Projects (guidelines §401) in which the Applicant organization will be providing the services required in guidelines §401.3.

Homebuyer Education (guidelines §401.2(b)) will be reimbursed in the form of a Grant from the Department to the Recipient in an amount not to exceed \$250 per assisted unit.



Self-Help Technical Assistance Eligible Costs

The Recipient shall develop and employ Self-Help Technical Assistance Program Guidelines submitted to and approved by the Department as addressing the following topics:

- (1) Program Marketing
- (2) Recruitment of Homebuyers and selection criteria
- (3) Income limits for participation and income determination procedures
- (4) Criteria for Homebuyer participation in the program including:
 - (A) Residency requirements
 - (B) Credit requirements
 - (C) Process of providing reasonable accommodations to persons with a disability
- (5) List of activities to be performed by Self-Help participants
- (6) Construction training plan
- (7) Homeownership training plan



First-Time Homebuyer Mortgage Assistance CalHome and Serna

First-Time Homebuyer Mortgage Assistance (including the purchase of homes with ADUs or JADUs) (commencing with guidelines §402) for Loans to Households at or below 80 percent of Area Median Income (AMI).

Financial assistance provided to qualified individual homeowners for Mortgage Assistance shall be in the form of deferred payment Loans, repayable upon the sale or transfer of the homes, when the home ceases to be owner-occupied, or upon the Loan maturity date, whichever occurs first.



First-Time Homebuyer Mortgage Assistance Eligible Costs

- Mortgage Assistance for permanent financing of:
 - (1) A dwelling unit, which may include an ADU or a JADU, ready for occupancy; or
 - (2) A unit, which may include an ADU or a JADU, acquired by a Loan such as a HUD FHA 203(k) Loan. This includes Self-Help housing Mortgage Assistance, except that CalHome program permanent financing may be disbursed at time of lot purchase where the Self-Help housing is being financed under the USDA-RHS 502 program.
- Homebuyer Education, which will be reimbursed in the form of a Grant from the Department to the Recipient in an amount not to exceed the maximum published in the current NOFA.
- Non-recurring Loan closing costs.
- A CalHome program Loan-processing Activity Delivery Fee (ADF), not to exceed the maximum amount published in the current NOFA, will be reimbursed in the form of a Grant from the Department to the Recipient.



Owner-Occupied Rehabilitation Assistance CalHome and Serna

Owner-Occupied Rehabilitation Assistance (including repair, full reconstruction, or the addition of an ADU or JADU) (guidelines §403) for Loans to Households at or below 80 percent of AMI.

Financial assistance provided to individual Households to rehabilitate, repair, or replace Manufactured Housing located in a Mobilehome Park and not permanently affixed to a foundation shall be in the form of a secured forgivable Loan, which shall also be made in a manner consistent with the guidelines and applicable Statutes ([HSC §50650.3\(c\)](#) and guidelines §403.2). The Loan shall be due and payable in 20 years, with 10 percent of the original principal to be forgiven annually for each additional year beyond the 10th year that the home is owned and continuously occupied by the Borrower ([HSC §50650.3 \(c\)](#)). Pursuant to [HSC §50650.3\(c\)](#), not more than 10 percent of the funds available in a given fiscal year shall be used for financial assistance in the form of secured forgivable Loans.



Owner-Occupied Rehabilitation Assistance Eligible Costs

- Cost of Rehabilitation of the property, as defined in Appendix A.
- Cost of building permits and other related government fees.
- Cost of an appraisal, architectural, engineering, and other consultant services that are directly related to the Rehabilitation of the property.
- Non-recurring Loan closing costs.
- Replacement cost of a manufactured home not on a permanent foundation up to the maximum amount published in the current NOFA in the case where it has been determined by the Recipient it is infeasible to rehabilitate the home.
- A CalHome program ADF, in an amount not to exceed the maximum amount published in the current NOFA, per Assisted Unit will be reimbursed in the form of a Grant from the Department to the Recipient.



Technical Assistance for Shared Housing CalHome Only

Technical Assistance for Shared Housing Programs (guidelines §404) to operators of Shared Housing Programs that will directly provide match services where the providers are homeowners who occupy their homes as their principal place of residence (*only available for CalHome*).



Technical Assistance for Shared Housing Eligible Costs

- Indirect costs of administering a Shared Housing Local Program, including the costs of providing information and referrals; outreach/marketing costs; program evaluation; and CalHome program reporting requirements; and/or
- Costs of direct services, including Shared Housing Matching, documentation of match efforts, and match follow-up services.



ADU/JADU Programs CalHome Only

ADU/JADU Programs (guidelines §405) for Loans for ADU/JADU construction, reconstruction, repair, or Rehabilitation to Households at or below 80 percent of AMI (in compliance with [HSC §50052.5\(b\)](#)) *(only available for CalHome)*.



ADU/JADU Programs

Eligible Costs

- Cost of construction, reconstruction, repair, conversion or rehabilitation.
- Cost of structural modifications to the existing home necessary to accommodate an ADU or a JADU.
- Cost of building permits and other related government fees, including all fees necessary to build and occupy an ADU or a JADU.
- Cost of an appraisal, architectural, engineering, and other consultant services that are directly related to the construction.
- Non-recurring Loan closing costs.
- A CalHome program ADF, in an amount not to exceed the maximum amount published in the current NOFA, per Assisted Unit will be reimbursed in the form of a Grant from the Department to the Recipient.



Acquisition of Manufactured Housing Serna Only

Acquisition Of Manufactured Housing as part of a local Program to address and remedy the impacts of current and potential displacement of low-income farmworker families from existing labor camps, Mobilehome Parks, or other housing.

All manufactured homes acquired through the Program must be owner occupied by a low-income Agricultural Worker Household (guidelines§ 404.4(a)).



Acquisition of Manufactured Housing Eligible Costs

- Purchase of new manufactured homes to be placed in a mobilehome park or on permanent foundation.
- Replacement cost of a Manufactured Home up to the maximum amount published in the current NOFA and in the case where it has been determined by the Recipient it is infeasible to rehabilitate the home.
- Purchase and preparation of sites, including providing water and sewage facilities.
- Transport costs for purchase of manufactured homes.
- Installation costs for manufactured homes.
- Transportation and salvage process fees for manufactured homes being replaced.
- Escrow, title insurance, recording and other related costs.

Program Funding Limits

Presented by Kara Thomson





PROGRAM FUNDING LIMITS

Activity/Program	Minimum	Maximum
Homeownership Development Loans	\$500,000	\$10,000,000
Technical Assistance for Self-Help Housing Projects	\$100,000	\$500,000
First-Time Homebuyer Mortgage Assistance	\$500,000	\$5,000,000
Owner-Occupied Rehabilitation Assistance	\$500,000	\$5,000,000
Technical Assistance for Shared Housing Programs	\$100,000	\$300,000
ADU/JADU Programs	\$500,000	\$5,000,000
Acquisition of Manufactured Housing	\$500,000	\$5,000,000
If applying for more than one activity, the minimum amount is:	\$600,000	\$5,000,000



PER-UNIT FUNDING LIMITS

CalHome and Serna Grant Activities	Minimum	Maximum
Mortgage Assistance, including for MA provided as part of a Homeownership Project Development Loan	\$1,000	\$200,000
Owner-Occupied Rehabilitation Assistance (rehab)	\$1,000	\$200,000
Owner-Occupied Rehabilitation Assistance (full reconstruction)	\$1,000	\$250,000

CalHome	Minimum	Maximum
ADU/JADU Assistance	\$1,000	\$250,000



PER-UNIT FUNDING LIMITS

Serna Acquisition of Manufactured Housing	Minimum	Maximum
Acquisition of Manufactured Housing	\$1,000	\$150,000

CalHome and Serna Loan Activities	Minimum	Maximum
Homeownership Development Project Loans (HDPL)	\$1,000	\$250,000
Homeownership Development Project Loans with Self-Help Housing Project may apply an additional \$20,000	\$1,000	\$20,000
Shared Housing Programs	NA	NA



ACTIVITY DELIVERY FEES (ADFs)

CalHome and Serna Mortgage Assistance Programs:

The Department may provide funding to cover ADFs of up to 10 percent of the total award.

CalHome and Serna Owner-Occupied Rehabilitation Programs, and CalHome ADU/JADU Programs:

The Department may provide funding to cover ADFs of up to 20 percent of the total award.



Funding Targets, Geographic Distribution and Discretionary Funds

The Super NOFA shall have the following Targets

To the extent there are eligible applications, the Department shall target \$30 million of the available \$135 million in CalHome funds as awards for Mobilehome assistance in a Mobilehome or manufactured home community. To the extent there is insufficient demand of eligible applications to make \$30 million in awards, any remaining funds will be applied to the general pool of applicants.

To the extent there are eligible applications, the Department shall target 10 percent of the Super NOFA funds (i.e., \$17 million), to Tribal Entities. This shall include 10 percent (\$13.5 million) of the total CalHome funds available under the Super NOFA and 10 percent (\$3.5 million) of the Serna Funds.

To the extent that there are eligible applications, the Department shall target 15 percent of Super NOFA funds (i.e., \$25.5 million) to Community-Based Developers applying for a Homeownership Project Development Loan and/or a Self-Help Technical Assistance Grant.



Funding Targets, Geographic Distribution and Discretionary Funds

The Super NOFA shall have the following Targets

46% of funds for Southern California

24% of funds for Northern California

20% of funds for rural jurisdictions

10% shall not be subject to geographic distributions



Funding Limits

Use of both CalHome and Serna funds on the same Project or Program is permitted, subject to the following limitations:

Any given Assisted Unit may only be funded from one Program, CalHome or Serna.

Any given Assisted Unit must be assisted by funds from only one Project or Program (for example, for repair of an ADU, the unit can be assisted with funds from a CalHome Owner-Occupied Rehabilitation program or a CalHome ADU/JADU program, but not both).

Each Applicant is limited to no more than \$10,000,000 in total Super NOFA *Homeownership Development Project Loans*.

Note: If the Applicant is a co-Applicant or part of a Joint Venture partnership, Limited Liability Company, or Limited Partnership with a Tribal Entity on one or more applications, those applications will not count against the \$10,000,000 per-Applicant limit.



Funding Limits Continued

Use of both CalHome and Serna funds on the same Project or Program is permitted, subject to the following limitations:

Each Applicant is limited to no more than \$5,000,000 in *total Super NOFA program grants*.

Each Applicant is limited to no more than \$10,000,000 in *total Super NOFA funds* (including applications for Homeownership Development Project Loans and applications for program grants).

The per-Applicant Super NOFA award cap is not applicable beyond an individual Super NOFA competition – it is not a cumulative per-Applicant cap across other Department NOFA funding opportunities.

The Department will not award funding from CalHome or Serna to a Unit that previously received funding from the same program funding source. For example, the Department will not provide CalHome funding under this Super NOFA to Units that were awarded CalHome funding in a prior CalHome funding round.

THRESHOLD REVIEW

Presented by Charlotte Tate





Threshold

A Project is not eligible for an award unless it meets all the threshold requirements of the relevant Program (CalHome or Serna).

Please review the individual Program guidelines for each Program for complete information.



Threshold Highlights

All Program threshold requirements shall be satisfied.

Sponsors/Applicants must achieve a minimum point score of 55.

A Locality shall only be eligible to apply for an award of program funds for a Local Program or project located within its jurisdictional boundaries. A Locality may hire nonprofit and for-profit consultants located and/or registered within or outside its jurisdictional boundaries, including other counties within the state. Out-of-county consultants are obliged to fulfill the same experience requirements as the in-county entities. Localities may establish a consortium (provided there is a Memorandum of Understanding between the parties) with a single administrator. One Locality shall apply on behalf of other entities in a consortium and may serve all jurisdictions.



Threshold Highlights

A Nonprofit Corporation shall only be eligible to apply for an award of program funds for a program or project if it has developed a project or operated a housing program in California within the past two years or if the Nonprofit Corporation has an existing 523 Self-Help Technical Assistance Grant Agreement with United States Department of Agriculture (USDA).

Serna - All Units assisted with program funds must serve Lower-Income Agricultural Households

CalHome and Serna requirements are subject to AB 1010 ([HSC §50406\(p\)](#)).

Rating and Ranking

Presented by Gail Melendres





Rating and Ranking

- Applications that include some activities that are eligible for target funding and some that are not eligible for target funding, or include activities in multiple geographic regions, will be separated out into multiple applications for the purposes of rating and ranking.
- Geographical targets will only be funded to the extent that eligible applications exist.
- If the Department receives fewer eligible applications than funding available, any unawarded funds within the geographical targets may be used to fund remaining eligible applications based on ranked score.



Rating and Ranking

All applications that have met eligibility and threshold requirements will be evaluated on the Base Evaluation Criteria included in Section IV of this Super NOFA.

Applications for Serna funding will also be scored on the Additional Serna Criteria included in Section IV.

If there are more eligible Applicants than can be funded, the Department will award funding by descending order of points. In the event of tied point scores, the Department shall rank tied applications based on the tiebreaker system detailed in the Base Evaluation Criteria.

CalHome and Serna applications will be ranked separately since the additional evaluation criteria used for Serna applications means those applications have a higher possible maximum score.

All applications meeting all the threshold requirements of the applicable Program and achieving a minimum point score of 55 points in Base Evaluation Criteria will be considered for funding pursuant to the process described below.



Rating and Ranking

CalHome Target Funding for Tribal Entities and Mobilehome assistance: Beginning with the top-ranked CalHome applications eligible for Target Funding, the highest scoring applications will be “Fully Funded” meaning these applications will receive an award of all requested Program funds, subject to applicable limits. CalHome applications funded through the Target Funding are accounted for in the geographic percentage targets.

Serna Target Funding for Tribal Entities: Beginning with the top-ranked Serna applications eligible for the Tribal Entities Target Funding, the highest scoring Target Funding applications will be “fully funded”. Applicable limits that could result in Department awards below requested levels include but are not limited to: maximum allowable funding limits and available funding in the 2023 Homeownership Super NOFA.

Once all Targets are funded to the extent possible, the highest-ranking remaining Serna applications will be fully funded until Serna funds are exhausted. However, if a concentration of Serna awards in any geographic area would make it impossible for the Department to meet the geographic targets established in this Super NOFA, the Department may skip to lower-scoring Serna applications in other geographic areas.



Rating and Ranking

If the last-ranked **Serna application** requests more Serna funds than remain, that Project will, conditioned upon the availability of additional funding, receive an augmentation of Serna funds and be fully funded.

Finally, the **highest-ranking CalHome applications will be fully funded until CalHome funds** are exhausted. However, if a concentration of CalHome awards in any geographic area would make it impossible for the Department to meet the geographic targets established in this Super NOFA, the Department may skip to lower-scoring CalHome applications in other geographic areas.

If the **last-ranked CalHome application** requests more CalHome funds than remain, that Project will, conditioned upon the availability of additional funding, receive an augmentation of CalHome funds and be fully funded.



Evaluation Criteria

Each CalHome and Serna application considered for funding shall be rated according to the Base Evaluation Criteria found in Section IV of the NOFA.

- Capability
- Community Need
- Feasibility
- Community Revitalization
- Increases Housing Supply
- Pro-housing Designation
- Serna: Farmworker Need



Negative Points and Disencumbrance Policy

The Department's Negative Points Policy (**Administrative Notice Number 2022-01** dated March 30, 2022 and published on the Department's website) is incorporated into this Super NOFA. If the Applicant is subject to a negative points assessment based on the criteria outlined in the Department's Negative Points Policy, or is determined to be ineligible for funding, the Department shall notify the Applicant in writing in the initial point score letter.



Appeals

Basis of Appeals

- Upon receipt of the Department's notice that an application has been determined to be incomplete, ineligible, fail threshold review, or have a reduction to the initial point score, Applicants under this Super NOFA may appeal such decision(s) to the Director of the Department, or their designee, pursuant to this section.
- No Applicant shall have the right to appeal a decision of the Department relating to another Applicant's application (e.g., eligibility, award).
- The appeal process provided herein applies solely to decisions of the Department made pursuant to this Super NOFA.



Appeal Process

Appeal Process and Deadlines

Process: To file an appeal, Applicants must submit to the Director of the Department or their designee, by the deadline set forth below, a written appeal which states all relevant facts, arguments, and evidence upon which the appeal is based. Furthermore, the Applicant must provide a detailed reference to the area or areas of the application that provide clarification and substantiation for the basis of the appeal. No new or additional information will be considered if this information would result in a competitive advantage to an Applicant. Once the written appeal is submitted to the Department, no further information or materials will be accepted or considered thereafter. Appeals are to be submitted to the Department at HOSN@hcd.ca.gov according to the deadline set forth in Department review letters.

Filing Deadline: Appeals must be received by the Department no later than five (5) business days from the date of the Department's threshold review, or initial score letters, representing the Department's decision made in response to the application.

Portal Demonstration

Presented by Kara Thomson





Application Submission Process

Application materials must be submitted electronically via the SNAP Portal. The portal link, and requirements for submitting the Super NOFA application and required supporting documentation, including naming conventions, can be found on the Department's Homeownership Super NOFA website. The application instructions and submittal portal will be available beginning January 20, 2023

Applicants must upload and submit all application materials to the SNAP Portal no later than 4:00 p.m. Pacific Standard Time on Tuesday, February 28th. Applications that do not meet the filing deadline will not be eligible for funding.

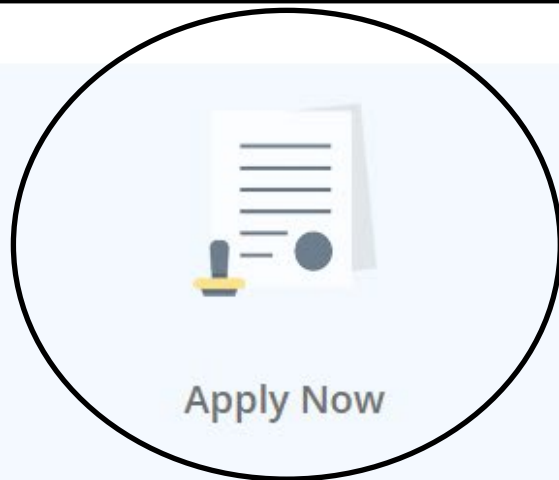


APPLICATION PORTAL

The Application shall be submitted electronically via the online portal, located on the Homeownership Super NOFA webpage.



Notice of Funding



Apply Now



Awards



Reporting & Compliance

Application Demonstration

Presented by Ian Bradshaw





APPLICATION INSTRUCTIONS

The excel application is located on the [Homeownership Super NOFA Webpage](#)

Homeownership Super NOFA

A One-Stop Shop for Affordable Homeownership Projects and Programs. The California Department of Housing and Community Development (HCD), in accordance with Assembly Bill 434 (Chapter 192, Statutes 2020), is working to make our homeownership program funds accessible to more developers and communities.

For all Reporting, Disbursement, and Program Questions following Standard Agreement Execution:
HOSN@hcd.ca.gov

Contact Us

For NOFA, Application,
and Standard
Agreements questions:
HOSN@hcd.ca.gov



CHANGES FROM THE LAST CALHOME APPLICATION

- As compared to the 2021 CalHome application, the HOSN application has been updated from one based in excel worksheets to one built in excel with Userforms and VBA.
- There were several reason for this update, including making the application easier to use and increasing the reliability of the data we collection.



TECHNICAL REQUIRMENTS

- **Windows**

Userforms and VBA won't work on Apple computers.

- **Excel 2013** (*or newer*)

Before 2013, Excel used an older version of VBA that may not be compatible.



PROCEDURES FOR ENABLING THE TRUST ACCESS TO THE VBA PROJECT OBJECT MODEL

This may be required for some users to start the application. If excel crashes when you launch the application, follow these steps.

- From the Excel Ribbon select **File**.
- From the File Menu, select the button labeled **Options**.
- From Options Menu, select **Trust Center**, then **Trust Center Settings**.
- In the Trust Center Settings Menu, select **Macro Settings** from the menu.
- In the Developer Macro Settings section, enable **Trust Access to the VBA Project Object Model**.
- Close every open Excel workbook, then re-open the HOSN Application.



STARTING THE APPLICATION

Open the Application workbook, and from Cover Page sheet, click the button labeled:

[Click Here to Start the Application](#)




USING THE APPLICATION

- The Form Window is **Resizable**.
- Controls to **Zoom In/Out** are in the bottom left Corner.
- Use the **Previous/Next Pages** or the **Navigation Panel** on the left to move through the Application.

CalHome And Joe Serna, Jr. Farmworker Housing 2023 Homeowner Super NOFA Application

☰ Options Menu (Alt+m)

Cover Page	<h2>2023 Homeownership Super NOFA Application</h2> <p>Notice of Funding Availability January 6, 2023 Department of Housing and Community Development Division of State Financial Assistance</p>  <p>Gavin Newsom, Governor State of California</p> <p>Lourdes Castro Ramírez, Secretary Business, Consumer Services and Housing Agency</p> <p>Gustavo Velasquez, Director Department of Housing and Community Development</p>
Program Selection	
Applicant Information	
CalHome Eligibility	
CalHome Documents	
CalHome Applications	
Serna Eligibility	



USING THE APPLICATION CONTINUED

- New pages are unlocked as you complete the application.

For example, the **CalHome Eligibility** page is unlocked after you select you want to apply for the CalHome Program in **Program Selection** page; and the CalHome Program Application page is unlocked after completing the **CalHome Eligibility** page.



CONTACT US IF YOU NEED HELP

For support specifically related to **just** the Excel Application, email:

HOSNSupport@hcd.ca.gov

Post Award

Presented by Charlotte Tate





What's Next

Welcome Letter

The State Grant Management (SGM) section will send you a welcome letter following execution of the Standard Agreement. The letter will contain:

- Who to contact with questions
- Reporting and disbursement requirements
- Expenditure deadlines and contract expiration dates

Contact Information

The HCD Grant Management Representative, as introduced in the Welcome Letter, will be your contact after execution of the Standard Agreement.



Disbursement of Funds

Funds will be disbursed to the Contractor after the Department has executed a Standard Agreement between the Grantee and the Department. Then the Contractor can submit a request for funds.



Reporting Requirements

Quarterly and Annual Reporting

- Reports must be submitted on a quarterly basis for expenditures made during the quarter. The final quarterly report, due in July, is a complete annual report which contains additional reporting requirements.
- The Quarterly/Annual Report can be found at: [Reporting and Compliance: Grant Programs | California Department of Housing and Community Development](#)



Quarterly Report Due Dates

Quarter 1: October 30th

Quarter 2: January 30th

Quarter 3: April 30th

Quarter 4: July 30th



Annual Reuse Report

Must be submitted annually each year by July 30 for the 20-year Monitoring Agreement term with HCD. The Annual Reuse Report reports all activities from that previous fiscal year (July 1-June 30).

The Annual Reuse Report can be found at [Reporting and Compliance: Grant Programs | California Department of Housing and Community Development](#)

Next Steps

Presented by Kendra Penner





Upcoming Q&A Sessions

Q&A Session:

Thursday, February 8, 2023

9:30am - 12:00pm

Submit your questions **in advance** to:

HOSN@HCD.ca.gov



Stay in the know: Sign up for HCD email at www.hcd.ca.gov



Contact Us **Email Signup** Careers



California Department of
**Housing and Community
Development**

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Research

About
HCD

Homeownership Super NOFA

Funds now available through Homeownership Super NOFA.
Application materials coming soon by January 20, 2023.

[Learn More](#)





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