



LIVE OAK CITY COUNCIL

REGULAR MEETING AGENDA MAY 21, 2025 6:00 PM

MEETING LOCATION
LIVE OAK COUNCIL CHAMBERS
9955 LIVE OAK BOULEVARD
LIVE OAK, CALIFORNIA 95953

MEMBERS OF THE COUNCIL

JERAMY CHAPDELAINE, MAYOR
AARON PAMMA, VICE MAYOR
ASHLEY HERNANDEZ, COUNCILMEMBER
NANCY SANTANA, COUNCILMEMBER
BOB WOTEN, COUNCILMEMBER

KARY HAUCK,
INTERIM CITY MANAGER

NICOLE ROSSER,
CITY ATTORNEY

The Council may take up any agenda item at any time, regardless of the order listed. Action may be taken on any item on this agenda. Materials related to an item on this Agenda submitted to the Council after distribution of the agenda packet are available for public inspection at City Hall, 9955 Live Oak Boulevard, Live Oak, during normal business hours. Such documents are also available on the City of Live Oak's website at www.liveoakcity.org, subject to staff's availability to post the documents before the meeting.

In compliance with the Americans with Disabilities Act, the meeting room is wheelchair accessible and disabled parking is available. If you have a disability and need disability-related modifications or accommodations to participate in this meeting, please contact the City Clerk's office at (530) 695-2112 x107. Requests must be made at least 24 hours in advance.

- **Remote Viewing:**

- Members of the public can view a livestream of the meeting online at https://liveoakca.granicus.com/ViewPublisher.php?view_id=1.
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 - **Join by Electronic Device:**
<https://us02web.zoom.us/j/81294713318>
 - **Join by Phone:**
1-669-900-6833 or 1-833-548-0282 (Toll Free)
Webinar ID: 812 9471 3318

- **Public Comment:** Members of the public can submit general public comments, as well as comment on specific agenda items in the following ways:
 - **Public Attendance:** Members of the public who attend in person may make comments from the Council Chamber podium.

- **Live Remote Public Comment:** Members of the public can submit a live remote public comment by:
 - *Joining the virtual Council meeting via the link below. When public comment is opened, raise your virtual hand and be called upon to speak for up to 3 minutes.*

<https://us02web.zoom.us/j/81294713318>
 - *Joining the virtual Council meeting by calling the phone number below. When public comment is opened, dial *9 to raise your hand and be called upon to speak for up to 3 minutes.*

 1-669-900-6833 or 1-833-548-0282 (Toll Free)
Webinar ID: 812 9471 3318
 - **Email Public Comment:** *Comments from the public on agenda items will be accepted until 1:00 pm on the date of the meeting, via email to the City Clerk at cmenchaca@liveoakcity.org. Comments will be distributed to Council prior to the meeting and attached to the minutes. Please note that emailed comments will NOT be read aloud by staff during the meeting.*
 - **eComment Feature:** *Comments from the public on agenda items will be accepted until 1:00 pm on the date of the meeting, via the eComment feature at https://liveoakca.granicus.com/ViewPublisher.php?view_id=1. Comments will be distributed to Council prior to the meeting and attached to the minutes. Please note that eComments will NOT be read aloud by staff during the meeting.*
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CALL TO ORDER**ROLL CALL****PLEDGE OF ALLEGIANCE AND INVOCATION****CLOSED SESSION**

1. Public Employee Appointment/Employment: City Manager, Pursuant to California Government Code Section 54957

CORRECTIONS AND/OR CHANGES TO THE AGENDA BY CITY MANAGER ONLY**PRESENTATIONS AND RECOGNITIONS****PUBLIC COMMENT**

Any person wishing to address the City Council on general jurisdictional matters or consent calendar items may do so at this time. If you are commenting on an agenda item, your comments will be heard at the time that item is scheduled for discussion. The City Council adopted a time limit of three minutes per person. The Brown Act does not allow for Council discussion of items not on the agenda. Councilmembers may only a) refer the matter to staff; b) ask for additional information; c) request a report back; or d) provide a limited factual response for items not listed on the agenda.

CONSENT ITEMS

Consent Calendar is passed by one motion with exceptions and separate votes as noted.

2. Financial Status Report
Recommendation: Receive and File.
(James Ramsey, Finance Director)
3. Sutter County Planning Commissioner Appointment Confirmation
Recommendation: Confirm the appointment of the Sutter County Planning Commissioner Representative Chris Schmidl to the Live Oak Planning Commission.
(Laura Stewart, Associate Planner)

DISCUSSION ITEMS

4. Preliminary Budget - Fiscal Year 2025-26
Recommendation: Provide direction and input.
(James Ramsey, Finance Director)

BUSINESS ITEMS

5. Formally Announcing the Mayor and City Council’s Selection for City Manager and Approval of the City Manager’s Employment Agreement for a Term of Three Years and Approval of Resolution Appointing City Manager
 Recommendation: Adopt a motion: 1) Formally Announcing the Mayor and City Council’s selection for City Manager and approving the City Manager’s Employment Agreement; 2) Authorizing the Mayor to sign the City Manager’s Employment Agreement on behalf of the City; and 3) Approving a Resolution of the City Council of the City of Live Oak Appointing Benjamin Moody to the Position of City Manager and approving an Employment Agreement in connection with said appointment.
 (Nicole Rosser, City Attorney)

6. Write-Off of Past Due Water and Sewer Accounts Collections
 Recommendation: Adopt resolution.
 (James Ramsey, Finance Director)

7. Affordable Housing and Sustainable Communities (AHSC) Grant Application
 Recommendation: Authorize the Mayor to sign the Letter of Support and Cooperative Agreement, and approve the submission of the AHSC grant application to the Department of Housing and Community Development.
 (Laura Stewart, Associate Planner)

ITEMS REMOVED FROM THE CONSENT AGENDA FOR COUNCIL CONSIDERATION AND ACTION

UPDATES AND ANNOUNCEMENTS FROM THE CITY ATTORNEY AND CITY MANAGER

COUNCILMEMBER REPORTS / COMMENTS / REQUESTS

ADJOURNMENT



**City of Live Oak
Report to City Council**

Meeting Date: May 21, 2025

Title: Public Employee Appointment/Employment: City Manager, Pursuant to California Government Code Section 54957



City of Live Oak Report to City Council

Meeting Date: May 21, 2025

Title: Financial Status Report

Contact Information: James Ramsey, Finance Director

Background: Cash Position - The total cash position of the City, as of April 30, 2025 is \$7,755,223. This is a drop of \$44,173 from last month.

Revenues - The City has received approximately 67.7% of its budgeted (amended) revenues to date. The City received \$143,000 of expected franchise fees in April. Additional expected revenues include Sales Taxes, of which an additional \$25,100 was received on May 1st and other revenue amounts expected to be received in June (property taxes). The General Fund overall is at 47%.

Expenditures - The City has expended approximately 67% of its budgeted (amended) expenditures to date. The most significant transactions during the past month were related to the payment to the County Fire Department on the Fire Services contract for the period between July 1, 2024 and December 31, 2024 in the amount of \$639,394 and payment to the County Sheriff's Department for Police Services for October 1, 2024 to December 31, 2024 in the amount of \$732,114. Total payments for police services year-to-date is \$1,296,567 for the six months ended December 31, 2024.

See attached for details.

Recommendation: Receive and File.

Attachments:

[Financial Summary Schedules](#)

CITY OF LIVE OAK
Cash Balance
As of April 30, 2025

Fund Number	Fund Name	Cash Balance	Fund Number	Fund Name	Cash Balance
FUNDS AVAILABLE FOR IDENTIFIED OPERATIONS OF THE CITY			FUNDS RESTRICTED FOR SPECIFIC PURPOSES		
General Fund			Special Revenue Funds		
10	General Fund	\$ 104,200	14	Streets - Gas Tax	\$ 350,253
2	Signage & Beautification	32,687	15	TDA Transportation Tax	260,175
5	Capital Improvement Projects	(1,325,515)	16	Traffic Safety	47,830
11	Developer Deposits	194,774	17	COPS	584,878
19	General designated reserve	27,245	18	Sidewalk Improvement	19,088
43	Designated - General Plan Update	34,760	20	Street Lighting	\$ 102,814
44	Designated - Equipment Replacement	112,702	26	Street Lighting CFD 2004-1	(70,807)
45	Designated - Information Technology	112,519	40	State Grants Fund	(1,039,359)
46	Designated - PERS Retirement	348,101	52	Drainage Connection Fees	667,553
47	Designated - Health Insurance	299,936	58	ARPA Funding	1,131,045
48	Designated - OPEB	200,796		Total Other Special Revenue Funds	\$ 2,053,470
	Total General Fund	\$ 142,205			
Special Assessments & Community Facilities Districts			AB 1600 Fees (Developer Impact Fees)		
21	CFD 92-1 Mello Roos	36,320	30	Parks AB1600	\$ 577,997
22	Fire Assessment	(8,634)	31	Community Ctr AB1600	381,282
23	Fire CFD 2004-1	(19,323)	32	Public Works AB 1600	131,996
24	Police CFD 2004-1	(49,032)	33	Gen Gov't AB1600	558,634
25	Animal Control CFD 2004-1	(1,099)	34	Police AB1600	178,115
27	Rec/Pool CFD 2004-1	(8,037)	35	Fire AB1600	74,630
28	Drainage CFD 2004-1	200,298	36	Roads/Signals AB1600	530,969
	Total Special Assessments & CFD	\$ 150,493	39	Flood Control AB 1600	2,396
				Total AB 1600 Fees	\$ 2,436,019
Enterprise Funds			HOME Investment Partnerships		
12	Water Enterprise	\$ (3,038,198)	84	HOME OOR & FTHB	\$ 6,826
13	Sewer Enterprise	3,053,156	85	HOME 9274	(3,945)
50	Water Connection Fees	1,679,402	86	HOME 11532	(2,028)
51	Sewer Connection Fees	1,559,942	87	HOME OORP	3,289
	Total Enterprise Funds	\$ 3,254,302	92	HOME Housing Grants	167,918
				Total HOME Investment Partnerships	\$ 172,060
			CDBG		
			90	CDBG HR Program Income	\$ 223,387
			67	CDBG Skate Park	(430,713)
			68	CDBG - 12011 Grant	-
			69	CDBG PI Waiver Water Main	(246,000)
				Total HOME Investment Partnerships	\$ (453,326)

*No assurance provided on financial statements. Financial statements do not include a statement of cash flows. Substantially all disclosures required by accounting principles generally accepted in the United States not included.

CITY OF LIVE OAK
Budget - to - Actual Revenues (FY 2024-2025)
As of April 30, 2025

					Target	66.67%
Fund Number	Fund	Original Budget FY 2025	Amended Budget FY 2025	Year-to-Date FY 2025	Remaining Amounts	Y-T-D as a %
10	General Fund	\$ 4,973,527	\$ 5,129,110	\$ 2,417,400	\$ 2,711,710	47.13%
12	Water Enterprise	932,194	936,599	810,684	125,915	86.56%
13	Sewer Enterprise	2,526,457	2,522,122	2,171,048	351,074	86.08%
14	Streets - Gas Tax	514,923	508,468	389,664	118,804	76.63%
15	TDA Transportation Tax	3,275	3,275	3,686	(411)	112.55%
16	Traffic Safety	4,000	7,944	11,654	(3,710)	146.70%
17	COPS	209,000	209,000	797,749	(588,749)	381.70%
18	Sidewalk Improvement	500	500	270	230	54.00%
20	Street Lighting	55,578	55,664	34,481	21,183	61.94%
21	CFD 92-1 Mello Roos	-	120,555	64,049	56,506	53.13%
22	Fire Assessment	134,700	134,800	80,368	54,432	59.62%
23	Fire CFD 2004-1	137,521	139,322	79,759	59,563	57.25%
24	Police CFD 2004-1	380,608	386,610	216,141	170,469	55.91%
25	Animal Control CFD 2004-1	23,337	23,187	12,551	10,636	54.13%
26	Street Lighting CFD 2004-1	22,837	23,237	12,940	10,297	55.69%
27	Rec/Pool CFD 2004-1	175,504	177,831	98,653	79,178	55.48%
28	Drainage CFD 2004-1	24,977	25,537	15,625	9,912	61.19%
30	Parks AB1600	7,723	11,332	11,986	(654)	105.77%
31	Community Ctr AB1600	4,734	5,631	6,263	(632)	111.22%
32	Public Works AB 1600	1,630	2,303	2,625	(322)	113.98%
33	Gen Gov't AB1600	6,929	8,143	9,220	(1,077)	113.23%
34	Police AB1600	3,436	4,126	4,642	(516)	112.51%
35	Fire AB1600	5,249	6,733	6,398	335	95.02%
36	Roads/Signals AB1600	6,319	9,692	14,255	(4,563)	147.08%
39	Flood Control AB 1600	225	30	34	(4)	113.33%
50	Water Connection Fees	101,500	31,734	35,391	(3,657)	111.52%
51	Sewer Connection Fees	19,057	34,088	36,045	(1,957)	105.74%
52	Drainage Connection Fees	15,617	25,949	20,286	5,663	78.18%
58	ARPA Funding	19,000	18,000	17,559	441	97.55%
59	Capital Equipment Purchase Reserve	-	-	-	-	0.00%
90	CDBG HR Program Income	36,000	7,500	8,131	(631)	108.41%
92	HOME Housing Grants	-	2,200	6,112	(3,912)	277.82%
Total Revenues		\$ 10,346,357	\$ 10,571,222	\$ 7,395,669	\$ 3,175,553	69.96%

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CITY OF LIVE OAK
Budget - to - Actual Expenditures (FY 2024-2025)
As of April 30, 2025

					Target	66.67%
Fund Number	Fund	Original Budget FY 2025	Amended Budget FY 2025	Year-to-Date FY 2025	Remaining Amounts	Y-T-D as a %
10	General Fund	\$ 4,906,775	\$ 5,346,781	\$ 3,572,038	\$ 440,006	66.81%
12	Water Enterprise	2,022,133	2,091,720	1,367,885	69,587	65.40%
13	Sewer Enterprise	3,618,524	3,453,998	2,043,722	(164,526)	59.17%
14	Streets - Gas Tax	664,258	656,494	519,508	(7,764)	79.13%
15	TDA Transportation Tax	5,900	5,800	2,253	(100)	38.84%
16	Traffic Safety	-	-	-	-	0.00%
17	COPS	495,500	528,000	401,490	32,500	76.04%
18	Sidewalk Improvement	-	-	-	-	0.00%
20	Street Lighting	63,800	63,800	41,236	-	64.63%
21	CFD 92-1 Mello Roos	63,700	66,200	47,562	2,500	71.85%
22	Fire Assessment	154,400	154,400	112,500	-	72.86%
23	Fire CFD 2004-1	203,200	188,200	150,000	(15,000)	79.70%
24	Police CFD 2004-1	525,500	505,500	384,129	(20,000)	75.99%
25	Animal Control CFD 2004-1	25,500	25,500	18,750	-	73.53%
26	Street Lighting CFD 2004-1	28,000	28,000	22,182	-	79.22%
27	Rec/Pool CFD 2004-1	193,800	195,200	142,576	1,400	73.04%
28	Drainage CFD 2004-1	7,500	12,000	4,863	4,500	40.53%
30	Parks AB1600	94,000	94,000	9,300	-	9.89%
31	Community Ctr AB1600	-	-	-	-	0.00%
32	Public Works AB 1600	-	-	-	-	0.00%
33	Gen Gov't AB1600	-	-	-	-	0.00%
34	Police AB1600	230,000	230,000	98,978	-	43.03%
35	Fire AB1600	60,000	345,500	348,383	285,500	100.83%
36	Roads/Signals AB1600	-	-	-	-	0.00%
39	Flood Control AB 1600	-	-	-	-	0.00%
50	Water Connection Fees	-	-	-	-	0.00%
51	Sewer Connection Fees	-	-	-	-	0.00%
52	Drainage Connection Fees	-	-	-	-	0.00%
58	ARPA Funding	850,000	1,148,200	102,838	298,200	8.96%
59	Capital Equipment Purchase Reserve	(125,000)	(125,000)	-	-	0.00%
90	CDBG HR Program Income	-	-	-	-	0.00%
92	HOME Housing Grants	-	-	-	-	0.00%
Total Expenditures		\$ 14,087,490	\$ 15,014,293	\$ 9,390,193	\$ 926,803	62.54%

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CITY OF LIVE OAK
Budget - to - Actual General Fund Expenditures (FY 2024-2025)
As of April 30, 2025

Department				Target	66.67%
	Original Budget FY 2025	Amended Budget FY 2025	Year-to- Date FY 2025	Remaining Amounts	Y-T-D as a %
City Council	\$ 120,419	\$ 130,282	\$ 111,774	\$ 18,507	14.21%
Administrative services	407,121	388,725	387,519	1,206	0.31%
Finance services	231,403	259,799	249,154	10,645	4.10%
Legal	55,000	55,000	52,872	2,129	3.87%
Nondepartmental	-	182,500	205,160	(22,660)	-12.42%
Police services	1,710,900	1,700,625	636,810	1,063,815	62.55%
Fire services	662,162	931,164	546,931	384,233	41.26%
Animal Services	42,000	42,000	5,990	36,010	85.74%
Building inspection	216,373	114,225	115,149	(924)	-0.81%
Community development	302,968	279,875	234,196	45,679	16.32%
Economic development	19,000	6,994	5,881	1,113	15.91%
Engineering	26,500	26,500	36,764	(10,264)	-38.73%
Park operations	510,347	504,795	410,400	94,395	18.70%
Pool Operations	94,103	46,744	55,748	(9,005)	-19.26%
Recreation services	372,046	485,650	341,691	143,959	29.64%
Facility maintenance	136,433	191,904	175,999	15,905	8.29%
Total General Fund Expenditures	\$ 4,906,775	\$ 5,346,781	\$ 3,572,038	\$ 1,774,743	33.19%

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City of Live Oak Report to City Council

Meeting Date:	May 21, 2025
Title:	Sutter County Planning Commissioner Appointment Confirmation
Contact Information:	Laura Stewart, Associate Planner
Location:	Citywide
Background:	The City of Live Oak Planning Commission is comprised of seven members. Six members are appointed by the Mayor and confirmed by City Council, and one member is appointed by the Sutter County Planning Commission, with confirmation from the Sutter County Board of Supervisors and the Live Oak City Council.
Analysis:	The Sutter County Planning Commission selected Supervisorial District 1 Commissioner Chris Schmidl to sit on the Live Oak Planning Commission as their representative. Commissioner Chris Schmidl was selected by the Sutter County Planning Commission at its January 15, 2025 meeting and confirmed by the Sutter County Board of Supervisors at their March 11, 2025 meeting (see Attachment 1). Per the Sutter County Planning Commission By-Laws, Mr. Schmidl's appointment to the Live Oak Planning Commission must be confirmed by the Live Oak City Council.
Fiscal Impacts:	None.
Recommendation:	Confirm the appointment of the Sutter County Planning Commissioner Representative Chris Schmidl to the Live Oak Planning Commission.
Attachments:	

[Attachment 1 - 2025 Sutter Co PC Appointment](#)



SUTTER COUNTY

DEVELOPMENT SERVICES DEPARTMENT

Building Inspection
Environmental Health/CUPA

Code Enforcement
Engineering/Water Resources

Planning

Admin & Finance
Road Maintenance

March 13, 2025

City of Live Oak
Attn: Laura Stewart
Associate Planner
9955 Live Oak Boulevard
Live Oak, CA 95953

RE: **Appointment of County Planning Commissioner to Live Oak Planning Commission**

Dear Laura Stewart,

Sutter County has selected a representative to sit on the Live Oak Planning Commission. Commissioner Chris Schmidl, from Supervisorial District 1, was nominated by the Sutter County Planning Commission at its January 15, 2025, meeting and this appointment was confirmed by the Board of Supervisors at their March 11, 2025, meeting.

Per the Sutter County Planning Commission By-Laws, Commissioner Schmidl's appointment to the Live Oak Planning Commission must be confirmed by the Live Oak City Council.

Commissioner Schmidl's contact information is provided below:

Chris Schmidl
1250 Hermanson Street
Live Oak, CA 95953
chris.schmidl@yahoo.com
530-682-3219

If you have any questions or concerns, feel free to contact me by phone at (530) 822-7400 ext. 242 or by e-mail at awacht@co.sutter.ca.us.

Sincerely,

Arwen Wacht

Digitally signed by Arwen
Wacht
Date: 2025.03.13 19:39:26
-07'00'

Arwen Wacht
Principal Planner



**City of Live Oak
Report to City Council**

Meeting Date: May 21, 2025

Title: Preliminary Budget - Fiscal Year 2025-26

Contact Information: James Ramsey, Finance Director

Background: See attached staff report.

Fiscal Impacts: None.

Recommendation: Provide direction and input.

Attachments:

[Staff Report](#)
[Preliminary Budget](#)



DATE: May 21, 2025
TO: Mayor and Members of the City Council
FROM: James W Ramsey, CPA Finance Director (Contract)

COUNCIL AGENDA STAFF REPORT

SUBJECT: Preliminary Budget – FY 2025/26
RECOMMENDATION: Provide direction and input
FISCAL IMPACTS: None

Background

Prior to the July 1 start of each new fiscal year, management brings forth the preliminary budget to the City Council for input and consideration. The adoption of the annual budget is one of the key statutory responsibilities of the Mayor and City Council. A 2nd draft of the budget will be provided to the City Council on June 4th, with final adoption scheduled for June 18th.

The preliminary budget as of May 21, 2025 is contained herein. The preliminary budget was first compiled by the Contract Finance Director, and staff met on May 15th, along with Vice Mayor Pamma to go over the details of the budget. The attached preliminary budget contains all of the budgeted funds of the City, including the General Fund, special revenue funds, and the Water and Sewer Enterprise Funds.

Analysis

Key highlights of management's discussions include:

1. Eliminating any non-necessary expenditures, such as travel;
2. Reducing certain categories of supplies;
3. Identifying opportunities for revenue production; and
4. Reallocation of staffing costs.

Of the changes proposed:

General Fund:

- City Council: removal of travel and professional development for registration and attendance for the League of California Cities annual conference;

- Administration: updating professional development costs to ensure that all required certifications are maintained; Communications – allocating the costs of Blackboard between Administration and Parks; Removal of travel costs associated with travel to the League of California Cities annual conference.
- Finance: increase in contract amount for accounting services and audit services; amounts are allocated among Finance, Water, and Sewer.
- Attorney: increase in costs for attorney overages.
- Nondepartmental: Increase in insurance amounts.
- Fire: increase in County service costs. Additionally, removal of principal and interest on the lease financing as the debt has matured.
 - o Of note, transfers into the Fire Department from the CFD are dropping by \$50,000 as this was part of a continuing fund balance from prior years that is being used for the current year.
- Police: costs for County services are expected to remain consistent with the current year as the Sheriff's office has one vacant position that will take time to fill.
 - o Transfers into the Police fund include amounts from the CFD, COPS funding, and Traffic Safety.
- Community Development: Reduction in professional services as more plan check services are brought inhouse.
- Facility Maintenance: repairs and maintenance reduced as the number of HVAC units expected to go out have decreased due to current year replacements/repairs.
- Pool: added \$200,000 for relining the pool.

Water Fund:

- Revenues: increased assuming the water rate passes
- Professional services: public works consultant and accounting services.
- Special Department expense: One (1) time arsenic removal
- Capital outlay: Tied to the capital requirements outlined in the water rate study.

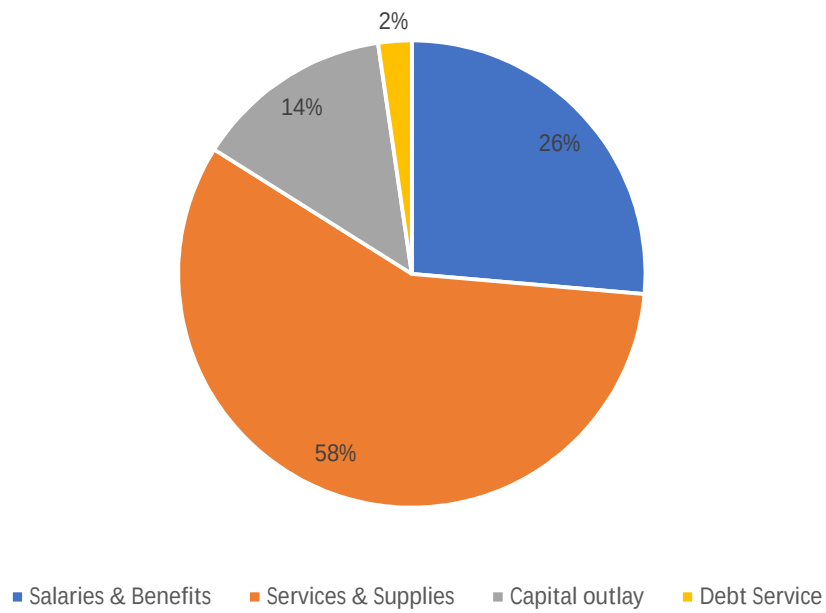
Sewer Fund:

- Repairs and maintenance: increase costs related to the treatment plant and lift station.
- Utilities are expected to go up based on rate increases. This will eventually be offset by the Solar project.
- Capital Outlay: Solar power project. City's expected portion is \$560,000.

Overall, the City's budget situation is dire. The City has a structural deficit in the General Fund. Revenues are not sufficient to cover the costs of the general fund.

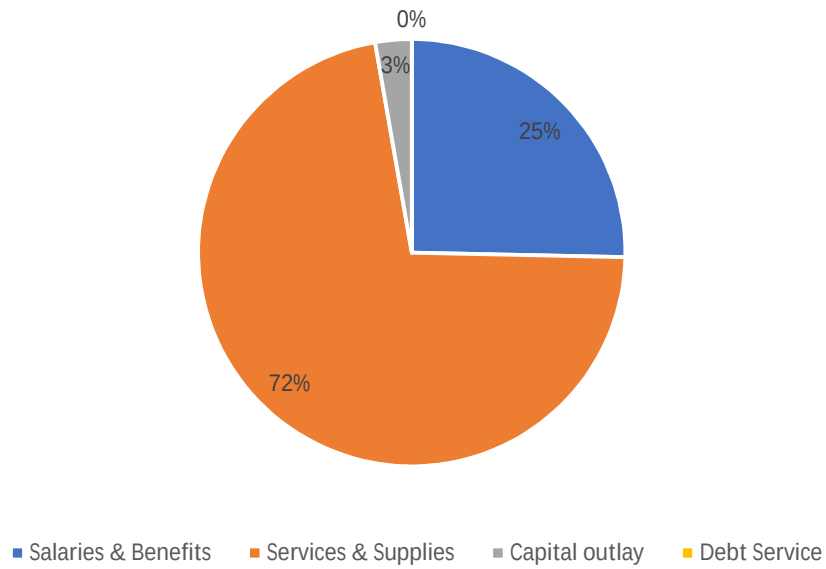
The City's expenditure profile is heavier on services and supplies, as follows:

Expenditures by Type



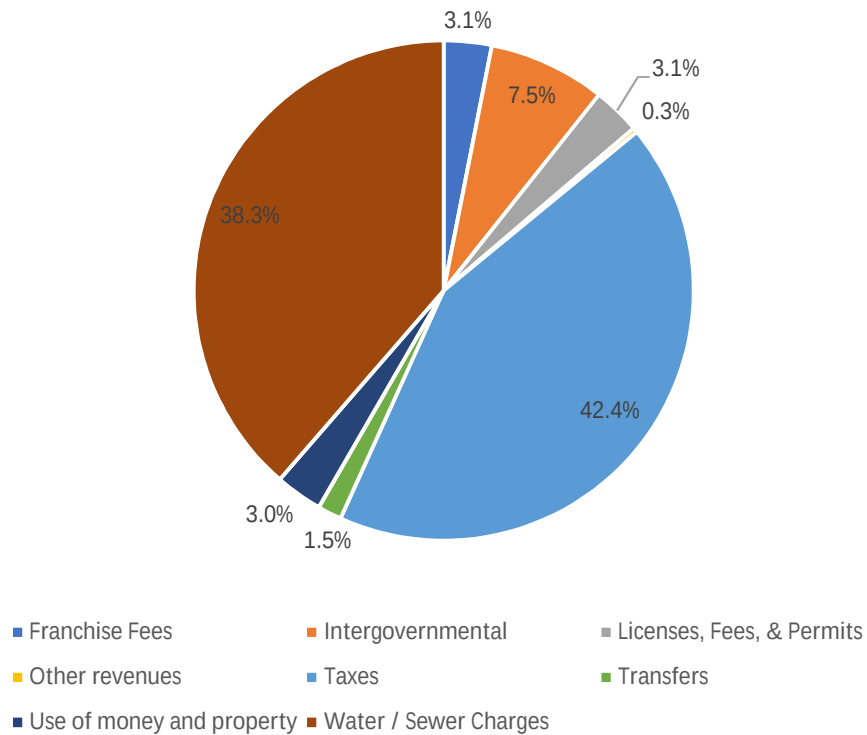
The General Fund has a similar expenditure profile:

General Fund
Expenditures by Type

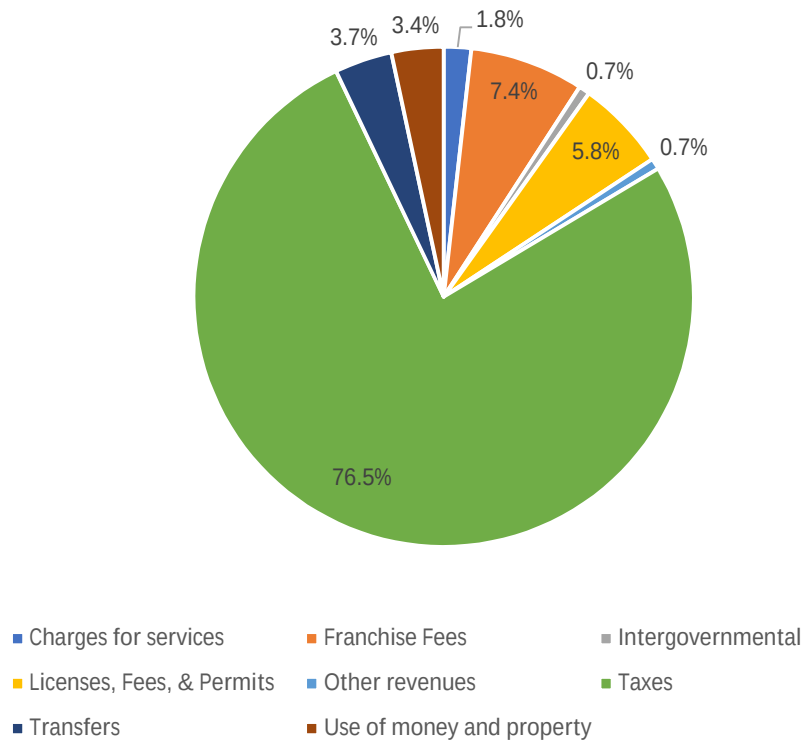


The City's revenues by type are as follows:

City Wide Revenues by Type



General Fund Revenues by Type





Fiscal Year 2025-26

PROPOSED BUDGET

Elected Officials

Mayor

Jeramy Chapdelaine

Vice-Mayor

Aaron Pamma

Councilmember

Ashley Hernandez

Councilmember

Nancy Santana

Councilmember

Bob Woten

Submitted by

Interim City Manager

Kary Hauck

Finance Director (Consultant)

James W Ramsey, CPA



CITY OF LIVE OAK
FUND BALANCE HISTORY & PROJECTED ENDING FUND BALANCE
FY 2024-25

Fund Number	Fund Name	Audited Fund Balance FY 2022	Audited Fund Balance FY 2023	Audited Balance FY 2024	Projected Revenues	Projected Expenditures	Projected Ending Balance FY 2025
Governmental Funds							
10	General Fund	3,960,294	3,122,701	2,310,265	5,239,723	(5,536,402)	2,013,586
14	Streets - Gas Tax	593,118	647,912	480,499	510,868	(673,224)	318,143
15	TDA Transportation Tax	254,258	254,043	258,742	3,275	(5,800)	256,217
16	Traffic Safety	17,775	21,747	36,176	7,944	-	44,120
18	Sidewalk Improvement	17,960	18,292	18,818	500	-	19,318
20	Street Lighting	87,966	96,357	109,570	55,664	(63,800)	101,434
21	CFD 92-1 Mello Roos	98,772	82,083	19,832	120,555	(139,100)	1,287
22	Fire Assessment	(17,318)	3,509	23,497	134,800	(154,400)	3,897
23	Fire CFD 2004-1	25,068	33,266	50,918	139,322	(153,200)	37,040
24	Police CFD 2004-1	7,289	62,759	118,957	386,610	(505,500)	67
25	Animal Control CFD 2004-1	3,402	3,657	5,099	23,187	(25,500)	2,786
26	Street Lighting CFD 2004-1	(53,462)	(55,541)	(61,564)	23,237	(28,000)	(66,327)
27	Rec/Pool CFD 2004-1	42,380	34,977	35,887	177,831	(195,200)	18,518
28	Drainage CFD 2004-1	146,859	165,514	189,537	25,537	(12,000)	203,074
30	Parks AB1600	530,876	597,131	575,311	11,750	(94,000)	493,061
31	Community Ctr AB1600	342,223	364,518	375,019	5,750	-	380,769
32	Public Works AB 1600	110,046	125,482	129,372	2,450	-	131,822
33	Gen Gov't AB1600	503,859	533,561	549,414	8,400	-	557,814
34	Police AB1600	248,986	264,565	272,450	4,300	(230,000)	46,750
35	Fire AB1600	364,281	404,238	416,615	7,100	(350,000)	73,715
36	Roads/Signals AB1600	417,562	486,636	516,714	13,600	-	530,314
39	Flood Control AB 1600	2,081	2,295	2,362	50	-	2,412
52	Drainage Connection Fees	509,231	621,162	647,267	25,949	-	673,216
59	Capital Equipment Purchase Reserve	-	-	-	-	125,000	125,000
90	CDBG HR Program Income	(380,569)	(295,884)	(299,769)	7,500	-	(292,269)
92	HOME Housing Grants	3,947	3,951	4,082	2,200	-	6,282
Available balance based on cash balance							
17	COPS*	610,220	635,738	765,438	797,500	(528,000)	1,034,938
58	ARPA Funding*	406,288	1,470,351	1,341,413	18,000	(1,359,413)	-
Enterprise Funds							
12	Water Enterprise*	(765,967)	(1,450,942)	(2,334,606)	936,599	(2,086,525)	(3,484,532)
13	Sewer Enterprise*	3,847,303	3,093,746	3,100,585	2,619,600	(3,141,339)	2,578,846
50	Water Connection Fees*	968,002	1,585,400	1,634,237	37,000	-	1,671,237
51	Sewer Connection Fees*	1,255,158	1,461,449	1,514,850	39,000	-	1,553,850
		14,157,888	14,394,673	12,806,987	11,385,801	(15,156,403)	9,036,385

* Balances based on cash balances



**CITY OF LIVE OAK
BUDGETED FUND BALANCE
FISCAL YEAR 2025-26**

Fund Number	Fund Name	Audited Fund Balance FY 2024	Proposed Budgeted Revenues	Proposed Budgeted Expenditures	Ending Balance FY 2026
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Government Funds

10	General Fund	2,013,586	4,236,719	(5,813,088)	437,217
14	Streets - Gas Tax	318,143	534,756	(604,592)	248,307
15	TDA Transportation Tax	256,217	3,200	(5,800)	253,617
16	Traffic Safety	44,120	13,500	(44,000)	13,620
18	Sidewalk Improvement	19,318	500	-	19,818
20	Street Lighting	101,434	56,964	(63,800)	94,598
21	CFD 92-1 Mello Roos	1,287	105,200	(103,150)	3,337
22	Fire Assessment	3,897	134,800	(134,400)	4,297
23	Fire CFD 2004-1	37,040	139,322	(173,200)	3,162
24	Police CFD 2004-1	67	386,610	(381,900)	4,777
25	Animal Control CFD 2004-1	2,786	23,187	(25,500)	473
26	Street Lighting CFD 2004-1	(66,327)	23,237	(28,000)	(71,090)
27	Rec/Pool CFD 2004-1	18,518	177,831	(195,200)	1,149
28	Drainage CFD 2004-1	203,074	25,537	(12,000)	216,611
30	Parks AB1600	493,061	11,750	(50,000)	454,811
31	Community Ctr AB1600	380,769	5,750	-	386,519
32	Public Works AB 1600	131,822	2,450	-	134,272
33	Gen Gov't AB1600	557,814	8,500	-	566,314
34	Police AB1600	46,750	4,300	(50,000)	1,050
35	Fire AB1600	73,715	7,100	(50,000)	30,815
36	Roads/Signals AB1600	530,314	13,600	-	543,914
39	Flood Control AB 1600	2,412	75	-	2,487
52	Drainage Connection Fees	673,216	26,000	-	699,216
59	Capital Equipment Purchase Reserve	125,000	-	-	125,000
90	CDBG HR Program Income	(292,269)	-	-	(292,269)
92	HOME Housing Grants	6,282	-	-	6,282

Fund balance based on cash balance

17	COPS*	1,034,938	209,000	(527,000)	716,938
58	ARPA Funding*	-	-	-	-

Enterprise Funds

12	Water Enterprise*	(3,484,532)	1,398,400	(3,099,095)	(5,185,227)
13	Sewer Enterprise*	2,578,846	2,533,000	(4,396,650)	715,196
50	Water Connection Fees*	1,671,237	37,000	-	1,708,237
51	Sewer Connection Fees*	1,553,850	39,000	-	1,592,850
		9,036,385	10,157,288	(15,757,375)	3,436,298

* Balances based on cash balances



**CITY OF LIVE OAK
HISTORICAL & PROPOSED REVENUES BY FUND
FY 2025-26**

Fund	Actuals FY 2022	Actuals FY 2023	Actuals FY 2024	Amended Budget FY 2025	Year-to Date FY 2025	Projected Amounts FY 2025	Proposed Budget FY 2026
General Fund	\$ 4,343,145	\$ 3,779,462	\$ 3,967,058	\$ 5,129,110	\$ 2,417,344	\$ 5,239,723	\$ 4,236,719
Water Enterprise	878,778	887,076	947,373	936,599	736,808	936,599	1,398,400
Sewer Enterprise	2,445,035	2,536,825	2,565,623	2,522,122	1,953,419	2,619,600	2,533,000
Streets - Gas Tax	413,954	472,975	527,175	508,468	388,598	510,868	534,756
TDA Transportation Tax	763	2,754	5,754	3,275	3,180	3,275	3,200
Traffic Safety	6,285	4,028	14,326	7,944	11,587	7,944	13,500
COPS	5,908	152,344	18,277	209,000	796,150	797,500	209,000
Sidewalk Improvement	39	349	417	500	233	500	500
Street Lighting	3,109	56,134	58,136	55,664	34,285	55,664	56,964
CFD 92-1 Mello Roos	4,665	129,039	129,119	120,555	63,845	120,555	105,200
Fire Assessment	2,173	130,895	134,846	134,800	80,242	134,800	134,800
Fire CFD 2004-1	339	133,587	142,259	139,322	79,582	139,322	139,322
Police CFD 2004-1	794	361,653	385,044	386,610	215,723	386,610	386,610
Animal Control CFD 2004-1	52	21,314	22,383	23,187	12,528	23,187	23,187
Street Lighting CFD 2004-1	46	22,673	22,966	23,237	12,940	23,237	23,237
Rec/Pool CFD 2004-1	455	166,208	175,992	177,831	98,469	177,831	177,831
Drainage CFD 2004-1	372	23,512	26,843	25,537	15,269	25,537	25,537
Parks AB1600	230,204	82,358	13,649	11,332	10,845	11,750	11,750
Community Ctr AB1600	57,055	22,775	8,319	5,631	5,531	5,750	5,750
Public Works AB 1600	42,046	15,668	3,138	2,303	2,373	2,450	2,450
Gen Gov't AB1600	74,538	30,378	12,660	8,143	8,149	8,400	8,500
Police AB1600	40,622	15,922	6,302	4,126	4,111	4,300	4,300
Fire AB1600	111,780	40,620	9,959	6,733	5,587	7,100	7,100
Roads/Signals AB1600	213,324	70,057	27,176	9,692	13,268	13,600	13,600
Flood Control AB 1600	5	218	52	30	29	50	75
Water Connection Fees	450,046	174,524	47,966	31,734	32,200	37,000	37,000
Sewer Connection Fees	484,714	214,058	47,608	34,088	33,091	39,000	39,000
Drainage Connection Fees	245,061	113,266	22,530	25,949	19,026	25,949	26,000
ARPA Funding	619,136	56,541	334,305	1,184,200	14,855	18,000	-
Capital Equipment Purchase Reserve	-	-	-	-	-	-	-
CDBG HR Program Income	152,983	23,501	10,397	7,500	7,712	7,500	-
HOME Housing Grants	93,094	62,070	4,424	2,200	5,786	2,200	-
Total Revenues	\$ 10,920,520	\$ 9,802,784	\$ 9,692,076	\$ 11,737,422	\$ 7,082,765	\$ 11,385,801	\$ 10,157,288



**CITY OF LIVE OAK
SUMMARY OF PROPOSED REVENUES BY TYPE
FY 2025-26**

Fund	Type of Revenue	Actuals FY 2024	Amended Budget FY 2025	Projected Amounts FY 2025	Proposed Budget FY 2026
General Fund	Charges for services	\$ 78,793	\$ 65,350	\$ 65,350	\$ 75,600
	Franchise Fees	303,031	347,225	347,225	312,225
	Intergovernmental	118,225	955,329	1,075,542	30,450
	Licenses, Fees, & Permits	306,084	248,100	256,100	247,600
	Other revenues	8,873	25,000	25,000	30,000
	Taxes	2,986,759	3,215,206	3,197,606	3,240,944
	Transfers	-	157,400	157,400	157,400
	Use of money and property	165,293	115,500	115,500	142,500
Water Fund	Water / Sewer Charges	947,373	936,599	936,599	1,398,400
Sewer Fund	Transfers	-	-	91,900	-
	Use of money and property	70,442	35,000	35,000	38,000
	Water / Sewer Charges	2,495,182	2,487,122	2,492,700	2,495,000
Streets - Gas Tax	Intergovernmental	510,986	508,468	508,468	532,256
	Use of money and property	16,190	-	2,400	2,500
TDA Transportation Tax	Use of money and property	5,754	3,275	3,275	3,200
TDA Transportation Tax	Licenses, Fees, & Permits	13,674	7,444	7,444	13,000
	Use of money and property	652	500	500	500
COPS	Intergovernmental	1,205	200,000	788,500	200,000
	Use of money and property	17,072	9,000	9,000	9,000
Sidewalk Improvement	Use of money and property	417	500	500	500
Street Lighting	Intergovernmental	1,775	-	-	1,000
	Taxes	54,298	54,464	54,464	54,464
	Use of money and property	2,063	1,200	1,200	1,500
CFD 92-1 Mello Roos	Taxes	126,914	120,355	120,355	105,000
	Use of money and property	2,205	200	200	200
Fire Assessment	Taxes	134,084	134,650	134,650	134,650
	Use of money and property	762	150	150	150
Fire CFD 2004-1	Taxes	140,860	138,822	138,822	138,822
	Use of money and property	1,399	500	500	500
Police CFD 2004-1	Taxes	382,005	385,610	385,610	385,610
	Use of money and property	3,039	1,000	1,000	1,000
Animal Control CFD 2004-1	Taxes	22,201	23,137	23,137	23,137
	Use of money and property	182	50	50	50
Street Lighting CFD 2004-1	Taxes	22,966	23,137	23,137	23,137



**CITY OF LIVE OAK
SUMMARY OF PROPOSED REVENUES BY TYPE
FY 2025-26**

Fund	Type of Revenue	Actuals FY 2024	Amended Budget FY 2025	Projected Amounts FY 2025	Proposed Budget FY 2026
Rec/Pool CFD 2004-1	Use of money and property	-	100	100	100
	Taxes	174,543	177,381	177,381	177,381
Drainage CFD 2004-1	Use of money and property	1,449	450	450	450
	Taxes	22,966	23,137	23,137	23,137
Parks AB1600	Use of money and property	3,877	2,400	2,400	2,400
	Licenses, Fees, & Permits	378	3,582	4,000	4,000
Community Ctr AB1600	Use of money and property	13,271	7,750	7,750	7,750
	Licenses, Fees, & Permits	-	881	1,000	1,000
Gov't Serv PW AB1600	Use of money and property	8,319	4,750	4,750	4,750
	Licenses, Fees, & Permits	274	653	800	800
Gen Gov't AB1600	Use of money and property	2,864	1,650	1,650	1,650
	Licenses, Fees, & Permits	482	1,143	1,400	1,500
Police AB1600	Use of money and property	12,178	7,000	7,000	7,000
	Licenses, Fees, & Permits	264	626	800	800
Fire AB1600	Use of money and property	6,038	3,500	3,500	3,500
	Licenses, Fees, & Permits	732	1,733	2,100	2,100
Roads/Signals AB1600	Use of money and property	9,227	5,000	5,000	5,000
	Licenses, Fees, & Permits	16,038	3,092	7,000	7,000
Flood Control AB1600	Use of money and property	11,138	6,600	6,600	6,600
	Use of money and property	52	30	50	75
Water Connection Fees	Use of money and property	52	30	50	75
	Licenses, Fees, & Permits	11,734	11,734	13,000	13,000
Sewer Connection Fees	Use of money and property	36,232	20,000	24,000	24,000
	Licenses, Fees, & Permits	14,088	14,088	16,000	16,000
Drainage Connection Fees	Use of money and property	33,520	20,000	23,000	23,000
	Licenses, Fees, & Permits	1,985	3,949	3,949	4,000
ARPA Funding	Use of money and property	20,545	22,000	22,000	22,000
	Intergovernmental	301,765	1,166,200	-	-
CDBG HR Program Income	Use of money and property	32,540	18,000	18,000	-
	Use of money and property	10,397	7,500	7,500	-
HOME Housing Grants	Use of money and property	4,424	2,200	2,200	-
	Grand Total	-	-	-	-
		\$ 9,692,078	\$ 11,737,422	\$ 11,385,801	\$ 10,157,288



**CITY OF LIVE OAK
HISTORICAL & PROPOSED EXPENDITURES BY FUND
FY 2025-26**

Fund	Actuals FY 2022	Actuals FY 2023	Actuals FY 2024	Amended Budget FY 2025	Projected Amounts FY 2025	Proposed Budget FY 2026
General Fund	\$ 4,545,840	\$ 4,817,425	\$ 4,837,487	\$ 5,453,328	\$ 5,536,402	\$ 5,813,088
Water Enterprise	1,766,549	1,932,582	2,564,660	2,091,720	2,086,525	3,099,095
Sewer Enterprise	3,275,213	3,655,640	3,815,731	3,453,998	3,141,339	4,396,650
Streets - Gas Tax	324,660	417,033	695,496	656,494	673,224	604,592
TDA Transportation Tax	30,541	2,971	2,582	5,800	5,800	5,800
Traffic Safety	-	-	-	-	-	44,000
COPS	4,676	145,426	76,205	528,000	528,000	527,000
Sidewalk Improvement	-	-	-	-	-	-
Street Lighting	47,645	47,723	45,437	63,800	63,800	63,800
CFD 92-1 Mello Roos	9,311	145,396	192,199	66,200	139,100	103,150
Fire Assessment	-	109,800	115,000	154,400	154,400	134,400
Fire CFD 2004-1	2,794	125,000	125,000	188,200	153,200	173,200
Police CFD 2004-1	21,287	305,150	329,514	505,500	505,500	381,900
Animal Control CFD 2004-1	499	21,000	21,000	25,500	25,500	25,500
Street Lighting CFD 2004-1	23,833	24,753	28,990	28,000	28,000	28,000
Rec/Pool CFD 2004-1	14,863	173,207	175,616	195,200	195,200	195,200
Drainage CFD 2004-1	5,519	4,650	3,729	12,000	12,000	12,000
Parks AB1600	27,925	14,947	39,191	94,000	94,000	50,000
Community Ctr AB1600	-	-	-	-	-	-
Public Works AB 1600	-	-	-	-	-	-
Gen Gov't AB1600	700	-	-	-	-	-
Police AB1600	-	-	-	230,000	230,000	50,000
Fire AB1600	-	-	-	345,500	350,000	50,000
Roads/Signals AB1600	-	-	-	-	-	-
Flood Control AB 1600	-	-	-	-	-	-
Water Connection Fees	-	-	-	-	-	-
Sewer Connection Fees	-	-	-	-	-	-
Drainage Connection Fees	-	-	-	-	-	-
ARPA Funding	619,136	40,546	301,765	1,148,200	1,359,413	-
Capital Equipment Purchase Reserve	-	-	-	(125,000)	(125,000)	-
CDBG HR Program Income	308	-	-	-	-	-
HOME Housing Grants	257	-	21,000	-	-	-
	\$ 10,721,556	\$ 11,983,249	\$ 13,390,602	\$ 15,120,840	\$ 15,156,403	\$ 15,757,375



**CITY OF LIVE OAK
SUMMARY OF PROPOSED EXPENDITURES BY TYPE
FY 2025-26**

Fund	Type of Revenue	Actuals FY 2024	Amended Budget FY 2025	Projected Amounts FY 2025	Proposed Budget FY 2026
General Fund	Salaries & Benefits	\$ 1,558,235	\$ 1,783,355	\$ 1,770,173	\$ 1,842,803
	Services & Supplies	3,981,278	4,988,809	5,120,065	5,235,285
	Capital outlay	55,717	114,000	79,000	200,000
	Debt Service	158,257	93,164	93,164	-
	Transfers in	(916,000)	(1,526,000)	(1,526,000)	(1,465,000)
Water Enterprise	Capital outlay	73,678	333,400	333,400	850,000
	Salaries & Benefits	1,092,094	790,420	784,225	878,445
	Services & Supplies	843,123	854,700	855,700	1,261,450
	Debt Service	75,742	76,000	76,000	72,000
	Miscellaneous	480,024	-	-	-
	Transfers out	-	37,200	37,200	37,200
Sewer Enterprise	Debt Service	262,064	398,868	331,605	287,530
	Miscellaneous	1,130,838	-	-	-
	Salaries & Benefits	1,053,256	887,325	901,829	1,006,339
	Services & Supplies	1,296,676	1,725,899	1,599,099	2,035,875
	Transfers out	-	191,906	66,906	191,906
	Capital outlay	72,897	250,000	241,900	875,000
Streets - Gas Tax	Capital outlay	121,756	122,500	122,500	50,000
	Salaries & Benefits	318,564	378,150	380,800	352,566
	Services & Supplies	255,176	139,443	153,523	185,625
	Transfers out	-	16,401	16,401	16,401
TDA Transportation Tax	Services & Supplies	2,582	4,500	4,500	4,500
	Transfers out	-	1,300	1,300	1,300
Traffic Safety	Transfers out	-	-	-	44,000
COPS	Capital outlay	-	90,000	90,000	-
	Services & Supplies	1,205	3,000	3,000	2,000
	Transfers out	75,000	435,000	435,000	525,000
Street Lighting	Services & Supplies	45,437	55,000	55,000	55,000
	Transfers out	-	8,800	8,800	8,800
CFD 92-1 Mello Roos	Services & Supplies	92,199	7,500	80,400	70,350
	Transfers out	100,000	58,700	58,700	32,800
Fire Assessment	Transfers out	115,000	154,400	154,400	134,400
Fire CFD 2004-1	Transfers out	125,000	188,200	153,200	173,200
Police CFD 2004-1	Services & Supplies	14,514	15,000	15,000	15,000
	Transfers out	315,000	490,500	490,500	366,900
Animal Control CFD 2004-1	Transfers out	21,000	25,500	25,500	25,500
Street Lighting CFD 2004-1					



**CITY OF LIVE OAK
SUMMARY OF PROPOSED EXPENDITURES BY TYPE
FY 2025-26**

Fund	Type of Revenue	Actuals FY 2024	Amended Budget FY 2025	Projected Amounts FY 2025	Proposed Budget FY 2026
Rec/Pool CFD 2004-1	Services & Supplies	28,990	28,000	28,000	28,000
	Transfers out	-	-	-	-
Drainage CFD 2004-1	Services & Supplies	10,616	10,500	10,500	10,500
	Transfers out	165,000	184,700	184,700	184,700
Parks AB1600	Services & Supplies	3,729	10,700	10,700	10,700
	Transfers out	-	1,300	1,300	1,300
	Capital outlay	39,191	94,000	94,000	50,000



**CITY OF LIVE OAK
SUMMARY OF PROPOSED EXPENDITURES BY TYPE
FY 2025-26**

Fund	Type of Revenue	Actuals FY 2024	Amended Budget FY 2025	Projected Amounts FY 2025	Proposed Budget FY 2026
Police AB1600					
	Capital outlay	-	230,000	230,000	50,000
Fire AB1600					
	Capital outlay	-	345,500	350,000	50,000
ARPA Funding					
	Capital outlay	248,547	-	-	-
	Services & Supplies	53,218	298,200	298,200	-
	Transfers out	-	850,000	1,061,213	-
Capital Equipment Purchase Reserve					
	Transfers in	-	(125,000)	(125,000)	-
HOME Housing Grants					
	Other Expenditures	21,000	-	-	-

City of Live Oak
General Fund 10
Budget Fiscal Year 2025-26



Dept. #	Department Name	Actuals FY 2022	Actuals FY 2023	Actuals FY 2024	Amended Budget FY 2025	Projected Amounts FY 2025	Proposed Budget FY 2026
1000	City Council	\$ 86,059	\$ 89,223	\$ 131,559	\$ 153,090	\$ 150,190	\$ 85,530
1005	Administration	385,862	374,173	443,396	392,427	441,651	632,562
1010	Finance Services	215,652	270,146	236,384	259,799	259,599	385,234
1060	City Attorney	55,617	45,114	55,466	55,000	55,000	65,000
1065	Economic Development	16,594	23,812	6,975	6,994	5,900	900
0000	Nondepartmental	24,573	(21,809)	156,860	182,499	200,793	227,700
1045	Fire Services*	804,526	755,787	683,983	931,164	930,164	1,019,500
1050	Police Services*	1,404,348	1,368,779	1,457,475	1,700,625	1,700,010	1,690,510
1055	Animal Control Services*	164,892	119,847	70,919	42,000	42,000	84,000
1015	Community Development	300,669	275,570	249,779	279,875	278,000	87,450
1020	Building & Safety	171,510	269,495	120,583	114,225	102,450	104,500
1025	Engineering	39,726	73,385	104,214	26,500	71,500	70,500
1030	Parks Operations*	407,528	540,138	452,951	504,795	503,895	523,093
1035	Recreation Services*	278,209	386,272	434,716	485,650	437,885	408,064
1040	Pool Operations*	122,289	141,285	87,486	123,308	155,483	320,607
1057	Community Center	-	-	-	-	-	-
1032	Facility Maintenance	67,786	106,208	144,741	195,377	201,883	107,938
Subtotals		4,545,840	4,817,425	4,837,487	5,453,328	5,536,403	5,813,088
Total General Fund Revenues		4,323,816	3,789,649	3,975,959	5,129,110	2,417,585	5,239,723
Revenues Over (Under) Expenditures		\$ (222,024)	\$ (1,027,776)	\$ (861,528)	\$ (324,218)	\$ (3,118,818)	\$ (573,365)

*Net of transfers



**CITY OF LIVE OAK
SUMMARY OF PROPOSED GENERAL FUND EXPENDITURES
BY TYPE
FY 2025-26**

Department	Expenditure Type	Actuals FY 2024	Amended Budget FY 2025	Year-to- Date FY 2025	Proposed Budget FY 2026
GENERAL GOVERNMENT					
City Council	Salaries & Benefits	\$ 109,767	\$ 135,090	\$ 103,521	\$ 76,530
	Services & Supplies	21,791	18,000	9,490	9,000
Administrative services	Salaries & Benefits	323,058	275,951	250,924	502,862
	Services & Supplies	106,349	106,476	138,571	129,700
Finance services	Salaries & Benefits	111,417	95,779	116,967	202,684
	Services & Supplies	124,967	164,020	132,187	182,550
City Attorney	Services & Supplies	55,466	55,000	52,872	65,000
Economic development	Services & Supplies	6,975	6,994	6,975	900
Nondepartmental	Salaries & Benefits	32,174	39,200	52,268	57,600
	Services & Supplies	124,687	143,300	146,415	170,100
PUBLIC SAFETY					
Fire services	Services & Supplies	828,654	1,120,000	651,777	1,319,500
	Capital outlay	5,167	68,000	68,566	-
	Debt Service	90,162	93,164	90,162	-
	Transfers in	(240,000)	(350,000)	(262,500)	(300,000)
Police services	Services & Supplies	1,847,475	2,615,625	1,311,963	2,619,510
	Transfers in	(390,000)	(915,000)	(675,000)	(929,000)
Animal Services	Services & Supplies	137,813	123,000	66,740	140,000
	Transfers in	(121,000)	(81,000)	(60,750)	(56,000)
COMMUNITY DEVELOPMENT					
Community development	Salaries & Benefits	105,722	151,125	116,829	40,600
	Services & Supplies	144,057	128,750	117,017	46,850
Building & Safety	Salaries & Benefits	203	23,825	144	-
	Services & Supplies	120,381	90,400	115,005	104,500
Engineering	Services & Supplies	104,214	26,500	36,764	70,500



**CITY OF LIVE OAK
SUMMARY OF PROPOSED GENERAL FUND EXPENDITURES
BY TYPE
FY 2025-26**

Department	Expenditure Type	Actuals FY 2024	Amended Budget FY 2025	Year-to- Date FY 2025	Proposed Budget FY 2026
PARKS AND RECREATION					
Park operations	Salaries & Benefits	410,447	484,595	386,718	453,343
	Services & Supplies	130,655	100,200	85,113	149,750
	Transfers in	(99,000)	(80,000)	(60,000)	(80,000)
Recreation services	Salaries & Benefits	365,911	400,800	299,448	366,539
	Services & Supplies	54,143	68,850	59,761	61,525
	Capital outlay	34,662	36,000	1,505	-
	Transfers in	(20,000)	(20,000)	(15,000)	(20,000)
Pool Operations	Salaries & Benefits	89,031	165,408	69,742	133,607
	Services & Supplies	44,456	37,900	46,006	67,000
	Transfers in	(46,000)	(80,000)	(60,000)	(80,000)
Facility maintenance	Salaries & Benefits	10,506	11,583	6,642	9,038
	Services & Supplies	129,196	183,794	170,651	98,900

City of Live Oak
General Fund 10



Revenues

Acct #	Description	Actual Revenues FY 2022	Actual Revenues FY 2023	Adopted Budget FY 2024	Projected Amounts FY 2025	Proposed Budget FY 2026
GENERAL FUND REVENUES						
4101	Secured Property Taxes	\$ 650,261	\$ 972,675	\$ 1,047,592	\$ 1,077,522	\$ 1,114,134
4103	Unsecured Property Taxes	32,172	39,339	46,497	55,925	56,508
4105	Property Tax Admin Fee	(18,952)	(23,578)	(23,102)	-	(24,694)
4107	Homeowners Exemption	3,963	7,217	13,640	7,000	8,500
4111	Property Tax In Lieu Veh Fees	1,127,685	1,250,741	1,368,880	1,498,659	1,546,496
4113	General Sales and Use Tax	474,946	503,088	478,719	480,000	480,000
4115	Prop 172 Sales Tax	45,598	45,090	42,361	38,500	45,000
4120	Property Tax Other	48,504	57,981	8,787	-	-
4137	Excise Tax	186,321	59,887	3,386	40,000	15,000
	Total Taxes	2,550,498	2,912,440	2,986,760	3,197,606	3,240,944
4131	Business License	39,998	49,893	46,439	48,000	48,000
4132	Disabled Access	594	763	810	1,100	1,100
4134	Plan Check, Eng & Planning	24,795	16,000	25,184	-	-
4135	Building Permit Fees	246,323	167,497	134,838	95,000	95,000
4136	Plan Review Fees Building	66,789	31,626	31,113	25,000	25,000
4139	SMIP Fees	57	1,864	546	1,000	1,000
4140	CA Bldg Standards Commission	47	417	(170)	250	500
4141	Plan Retention Fees	2,955	827	575	3,000	2,000
4143	Variance Use Permit Fees	11,809	7,974	66,750	82,750	65,000
4145	Code Enforcement Fees	353	-	-	-	10,000
	Total Licenses, Fees, Permits	393,720	276,861	306,085	256,100	247,600
4147	PG&E Franchise Fee	112,479	122,133	93,860	125,000	105,000
4149	Cable TV Franchise Fee	60,611	58,700	54,788	60,000	45,000
4151	Recology Franchise	96,008	101,239	137,660	145,000	145,000
4152	Recology General Maint.	15,763	16,236	16,723	17,225	17,225
	Total Franchise Fees	284,861	298,308	303,031	347,225	312,225
4119	Property Transfer Tax	34,287	25,855	18,057	20,000	10,000
4123	VLF Motor Vehicle In Lieu	10,962	150	11,938	11,000	11,000
4124	CRA Reimbursements	207	285	233	1,129	200
4125	State Mandated Cost Reimb	-	-	-	-	-
4127	Vehicle Code Fines	1,363	1,251	929	1,000	1,000
4606	City Fines	2,100	2,600	2,200	6,200	8,000
4129	Fish and Game	138	585	392	-	250
4601	Grant Proceeds	10,000	12,466	78,187	66,000	-
4607	FEMA Grant COVID-19	-	-	-	970,213	-
4608	General Reimbursements	5,206	7,524	6,291	-	-
	Total Intergovernmental	64,263	50,716	118,227	1,075,542	30,450
4155	Copies	10	86	3	50	50
4157	Caltrans Reimbursement	1,467	1,467	1,467	1,500	1,500
4165	Administrative Fee	5,800	12,891	14,673	10,000	20,000
4201	Swimming Pool Fees	7,304	8,465	8,040	9,000	9,000
4203	Recreation Special Events	7,235	9,105	10,213	9,500	9,500
4204	Snack Bar	-	-	-	-	-
4205	Swim Lessons/Fees	5,641	6,829	16,277	11,000	11,000
4207	Youth Basketball	-	4,745	5,425	6,000	6,000
4209	Mens Basketball	-	50	-	-	-
4211	Adult Aerobic Classes	-	-	-	500	750
4212	Adult Soccer	-	-	-	-	-
4213	Tennis Lessons	1,150	1,000	1,350	-	-
4214	Youth Soccer	16,638	15,315	17,435	16,000	16,000
4216	Wrestling Program	-	2,140	3,910	1,800	1,800
4219	Scholarship Program	1,000	-	-	-	-
	Total Charges for Services	46,245	62,093	78,793	65,350	75,600

City of Live Oak
General Fund 10



Revenues

Acct #	Description	Actual Revenues FY 2022	Actual Revenues FY 2023	Adopted Budget FY 2024	Projected Amounts FY 2025	Proposed Budget FY 2026
4169	Interest Earnings	28,154	89,279	87,079	33,000	60,000
4161	Rents & Royalties	7,683	22,465	21,632	22,500	22,500
4162	Lease revenue	56,577	56,577	56,578	60,000	60,000
	Total Use of Money & Property	92,414	168,321	165,289	115,500	142,500
4167	Miscellaneous Income	9,700	10,706	8,909	25,000	30,000
4171	Sale of Fixed Assets	-	-	-	-	-
4173	Cash Over/Short	44	17	(36)	-	-
	Total Other Revenues	9,744	10,723	8,873	25,000	30,000
4301	Interfund transfer	611,000	-	-	-	-
4303	Legal Cost Transfer	39,699	-	-	20,400	20,400
4305	Finance Cost Transfer	124,100	-	-	69,200	69,200
4309	General Govt Cost Transfer	110,602	-	-	51,800	51,800
4311	Engineering Cost Transfer	16,000	-	-	16,000	16,000
	Total Revenue Transfers	901,401	-	-	157,400	157,400
	TOTAL GENERAL FUND REVENUES	\$ 4,343,146	\$ 3,779,462	\$ 3,967,058	\$ 5,239,723	\$ 4,236,719

City of Live Oak
General Fund 10
Departmental Expenditures 1000 - City Council



Acct #	Description	Actuals FY 2022	Actuals FY 2023	Actuals FY 2024	Amended Budget FY 2025	Projected Amounts FY 2025	Proposed Budget FY 2026
5001	Salaries Elected	\$ 14,002	\$ 25,656	\$ 34,652	\$ 35,185	\$ 35,185	\$ 19,691
5003	Salaries Permanent	583	-	-	-	-	-
5013	Social Security	586	1,080	1,427	1,872	1,872	1,221
5015	Medicare	137	253	334	438	438	286
5019	Workers Compensation	742	2,210	-	-	-	-
5021	CalPERS City employer rate	13,403	(10,501)	2,094	3,220	3,220	-
5023	CalPERS Employee rate paid by City	280	392	504	252	252	-
5025	Health Insurance	28,876	47,505	66,424	89,035	89,035	53,126
5027	Dental Insurance	1,778	2,065	3,035	3,482	3,482	1,832
5029	Vision Insurance	455	498	616	759	759	374
5031	Life Insurance	637	621	680	846	846	-
	Total Salaries & Benefits	61,480	69,780	109,767	135,090	135,090	76,530
5319	Small Tools and Equipment	-	1,565	5,876	500	500	500
5323	Communications	8,877	6,433	8,955	9,000	9,000	8,000
	<i>iPad service: \$24 * 5 * 12</i>						
	<i>City hall internet: \$33 * 12</i>						
	<i>Council cell phone: \$100 / month</i>						
5331	Travel, Lodging & Meals	1,289	392	-	2,500	2,500	-
5335	Professional Development	3,075	2,100	5,027	2,500	2,500	-
5341	Professional Services	3,032	3,358	1,909	3,500	600	500
5343	Liability Insurance	3,982	5,572	-	-	-	-
5349	Fidelity Insurance	22	23	24	-	-	-
	Total Services and Supplies	20,277	19,443	21,791	18,000	15,100	9,000
5903	Legal Cost Transfer	901	-	-	-	-	-
5905	Finance Cost Transfer	1,701	-	-	-	-	-
5909	General Government Transfer	1,700	-	-	-	-	-
	Total Interfund Transfers	4,302	-	-	-	-	-
	Total Department Expenditures	\$ 86,059	\$ 89,223	\$ 131,559	\$ 153,090	\$ 150,190	\$ 85,530

**City of Live Oak
General Fund 10
Departmental Expenditures 1005 - Administration**



Acct #	Description	Actuals FY 2022	Actuals FY 2023	Actuals FY 2024	Amended Budget FY 2025	Projected Amounts FY 2025	Proposed Budget FY 2026
5003	Salaries Permanent	\$ 107,677	\$ 132,533	\$ 242,146	\$ 192,300	\$ 192,300	\$ 342,647
5005	Part-Time Wages	2,031	3,427	3,372	2,500	2,500	2,500
5006	Outsource Personnel	-	-	-	-	-	-
5010	Technology Allowance	660	720	540	-	-	-
5011	Car Allowance	2,420	2,640	2,051	1,100	1,100	6,600
5012	Bilingual Pay	1,100	1,200	1,257	745	745	1,500
5013	Social Security	6,716	8,045	12,515	15,123	15,123	21,244
5015	Medicare	1,698	1,974	3,470	3,537	3,537	4,968
5017	Unemployment Insurance	548	465	620	800	800	-
5019	Workers Compensation	4,934	4,141	-	2,100	-	-
5021	CalPERS City employer rate	8,791	10,870	10,280	11,600	11,600	30,792
5023	CalPERS Employee rate paid by City	-	-	-	-	-	954
5025	Health Insurance	29,350	39,842	44,874	44,700	44,700	87,784
5027	Dental Insurance	1,069	1,242	1,448	1,065	1,065	2,995
5029	Vision Insurance	249	264	294	210	210	546
5031	Life Insurance	211	188	190	170	170	332
	Total Salaries & Benefits	167,454	207,551	323,057	275,950	273,850	502,862
5301	Office Supplies	5,182	14,760	5,667	7,000	8,000	6,300
5303	Operating Supplies	929	2,154	1,073	1,000	1,000	1,000
	<i>Water cooler refills - average of \$75 / month.</i>						
5309	Safety Items	218	193	273	250	250	300
5311	Repair & Maintenance	5,146	4,183	1,050	500	500	500
	<i>*Annual service and repairs and maintenace for CH Generator</i>						
5313	Repair & Maintenance - Buildings	699	44	-	-	-	-
5317	Maintenance & Service Contract	-	387	63	-	-	-
5319	Small Tools and Equipment	-	152	2,355	500	500	500
5321	Rents & Leases	(29,531)	(9,273)	(10,255)	2,000	2,000	4,800
	<i>Copier - \$300 / month</i>						
	<i>Usage - \$100 / month</i>						
5323	Communications	39,966	27,584	52,431	52,500	85,000	69,800
	<i>Agenda management - \$34,500 / year</i>						
	<i>Website management - \$11,500 / year</i>						
	<i>Blackboard connect fees - \$6,000 / year</i>						
	<i>Encoder - \$1,200 / year</i>						
	<i>Laserfiche - \$16,050 / year</i>						
	<i>Zoom - \$100 / month</i>						
	<i>Car Allowance - \$160 / month</i>						
5325	Advertising	2,864	7,413	5,211	2,000	2,000	2,800
	<i>Planning commission positngs ~ \$700 / quarter</i>						
5327	Postage	5,592	3,936	10,688	9,500	9,500	10,800
	<i>Postage machine lease - \$1,525 / quarter</i>						
	<i>Postage machine ink - \$1,166 / quarter</i>						
5329	Printing & Copying	301	594	688	600	600	600
5331	Travel, Lodging & Meals	976	3,429	5,448	5,000	5,000	-
5333	Dues & Subscriptions	15,748	16,826	15,912	15,000	15,000	15,000
	<i>Form 700 System - \$3,300 / year</i>						
	<i>CalOPPS membership - \$4,100 / year</i>						
	<i>CA Cities Membership - \$5,800 / year</i>						
5335	Professional Development	9,070	7,006	5,640	1,500	1,500	2,500
	<i>City Clerks seminar - \$550 / year</i>						
	<i>CalPERA Annual Conference - \$1,175 / year</i>						
	<i>League of California Cities registration - \$750 / person (assumes City Manager & City Clerk)</i>						
	<i>City managers conference - \$775 / year</i>						
5337	Licenses & Permits	886	790	3,660	1,100	1,100	1,100
	<i>Adobe licenses - 15 @ \$57 each</i>						
	<i>County permits for capital projects - variable (historically between \$20 - \$60 / permit), assuming 4 permits</i>						

City of Live Oak
General Fund 10
Departmental Expenditures 1005 - Administration



Acct #	Description	Actuals FY 2022	Actuals FY 2023	Actuals FY 2024	Amended Budget FY 2025	Projected Amounts FY 2025	Proposed Budget FY 2026
5341	Professional Services <i>Total Comm - support @ \$2,241 / year</i> <i>HR Consulting - 75% @ \$1,500 / month</i>	43,921	28,817	5,120	5,200	35,000	13,000
5343	Liability Insurance	7,382	10,259	-	-	-	-
5345	Property & Equip Insurance	8,399	7,039	1,626	1,626	-	-

City of Live Oak
General Fund 10
Departmental Expenditures 1005 - Administration



Acct #	Description	Actuals FY 2022	Actuals FY 2023	Actuals FY 2024	Amended Budget FY 2025	Projected Amounts FY 2025	Proposed Budget FY 2026
5351	Community Function/Promotion <i>Snacks for community events</i>	191	30	(300)	1,000	500	500
5353	Special Departmental Expense	1,950	25,018	-	200	350	200
5501	Principal	13,284	13,284	13,284	13,284	13,284	13,284
5503	Interest	20,840	20,840	20,840	20,840	20,840	20,840
5703	Equipment <i>*Granicus Encoder</i>	60,001	-	-	10,000	-	-
	Total Services/Supplies	214,014	185,465	140,474	150,600	201,924	163,824
5901	Interfund Transfer	-	-	-	-	-	-
5903	Legal Cost Transfer	1,400	-	-	-	-	-
5905	Finance Cost Transfer	2,999	1,294	-	-	-	-
	Total Interfund Transfers	4,399	1,294	-	-	-	-
	Total Department Expenditures	\$ 385,867	\$ 394,310	\$ 463,531	\$ 426,550	\$ 475,774	\$ 666,686

City of Live Oak
General Fund 10
Departmental Expenditures 1010 - Finance



Acct #	Description	Actuals FY 2022	Actuals FY 2023	Actuals FY 2024	Amended Budget FY 2025	Projected Amounts FY 2025	Proposed Budget FY 2026
5003	Salaries Permanent	\$ 8,835	\$ 15,032	\$ 44,229	\$ 47,000	\$ 47,000	\$ 85,366
5005	Salaries Extra Help	-	-	-	-	-	-
5011	Car Allowance	28	30	196	300	300	330
5012	Bi-lingual Pay	138	150	1,027	1,035	1,035	1,650
5013	Social Security	602	893	2,689	3,075	3,075	5,293
5015	Medicare	141	209	629	725	725	1,238
5017	Unemployment Insurance	43	37	484	275	275	-
5019	Workers Compensation	853	955	-	200	-	-
5020	CalPERS Unfunded Liability	48,624	56,301	53,027	32,775	32,775	78,750
5021	CalPERS City employer rate	1,384	1,844	4,025	4,600	4,600	7,765
5023	CalPERS Employee rate paid by City	730	1,148	890	925	925	954
5025	Health Insurance	2,526	7,420	3,663	4,200	4,200	20,115
5027	Dental Insurance	181	277	373	446	446	924
5029	Vision Insurance	34	35	74	98	98	116
5031	Life Insurance	24	22	111	125	125	183
	Total Salaries & Benefits	64,141	84,353	111,417	95,779	95,579	202,684
5301	Office Supplies	1,275	890	732	1,000	1,000	1,000
	Warrant stock, purchase order books						
5317	Maintenance & Service Contracts	10,582	19,078	3,268	12,020	12,020	13,000
	Tyler Incode (financial & billing system) - \$13,000 / year						
5319	Small Tools and Equipment	15	-	-	-	-	750
	Container rent 50% of \$125 / month						
5323	Communications	418	443	720	1,000	1,000	1,300
	City hall internet: \$33 / month						
	Cell phone allowance - \$25 per pay-period						
5325	Advertising	-	-	-	-	-	-
5329	Printing & Copying	339	1,381	405	1,000	1,000	1,000
	Envelopes						
5333	Dues & Subscriptions	920	920	920	1,000	1,000	500
	ACFR GFOA review						
5335	Professional Development	694	596	-	-	-	-
5341	Professional Services	121,396	134,380	103,731	120,000	120,000	149,000
	Accounting services - \$277,830 * 75% @ 50% distribution						
	Annual financial statement & single audit - \$45,000						
	Property & sales tax analysis						
5343	Liability Insurance	1,422	1,974	-	-	-	-
5349	Fidelity Insurance	55	58	61	-	-	-
5353	Special Departmental Expense	7,995	26,073	15,130	28,000	28,000	16,000
	OPEB valuation - \$3,000 / year (add'l \$8,750 every other year)						
	Banking fees - average of \$1,300 / month						
	Total Services and Supplies	145,111	185,793	124,967	164,020	164,020	182,550
5903	Legal Cost Transfer	1,800	-	-	-	-	-
5909	General Government Transfer	4,600	-	-	-	-	-
	Total Interfund Transfers	6,400	-	-	-	-	-
	Total Department Expenditures	\$ 215,652	\$ 270,146	\$ 236,384	\$ 259,799	\$ 259,599	\$ 385,234

City of Live Oak
General Fund 10
Departmental Expenditures 1060 - Attorney



Acct #	Description	Actuals FY 2022	Actuals FY 2023	Actuals FY 2024	Amended Budget FY 2025	Projected Amounts FY 2025	Proposed Budget FY 2026
5341	Professional Services	\$ 53,115	\$ 45,114	\$ 55,466	\$ 55,000	\$ 55,000	\$ 65,000
	<i>Legal services - \$4,000 / month</i>						
	<i>Legal services - 25% overage</i>						
	Total Services and Supplies	53,115	45,114	55,466	55,000	55,000	65,000
5905	Finance Cost Transfer	1,201	-	-	-	-	-
5909	General Government Transfer	1,301	-	-	-	-	-
	Total Interfund Transfers	2,502	-	-	-	-	-
	Total Department Expenditures	\$ 55,617	\$ 45,114	\$ 55,466	\$ 55,000	\$ 55,000	\$ 65,000

City of Live Oak
General Fund 10
Department Expenditures 1065 - Econ. Development



Acct #	Description	Actuals FY 2022	Actuals FY 2023	Actuals FY 2024	Amended Budget FY 2025	Projected Amounts FY 2025	Proposed Budget FY 2026
5337	Licenses & Permits	\$ 783	\$ 881	\$ 881	\$ 900	\$ 900	\$ 900
	<i>County permits - variable fees</i>						
5341	Professional Services	5,000	15,000	5,000	5,000	5,000	-
5345	Property & Equip Insurance	10,812	7,931	1,094	1,094	-	-
5353	Special Dept Expense	-	-	-	-	-	-
	Total Services and Supplies	16,594	23,812	6,975	6,994	5,900	900
	Total Department Expenditures	\$ 16,594	\$ 23,812	\$ 6,975	\$ 6,994	\$ 5,900	\$ 900

City of Live Oak
General Fund 10
Department Expenditures 0000 - Nondepartmental



Acct #	Description	Actuals FY 2022	Actuals FY 2023	Actuals FY 2024	Amended Budget FY 2025	Projected Amounts FY 2025	Proposed Budget FY 2026
5003	Salaries Permanent	\$ 24,574	\$ (21,808)	\$ (15,355)	\$ -	\$ -	\$ -
5019	Workers Compensation 30% of \$192,000	-	-	47,529	39,200	52,268	57,600
	Total Salaries & Benefits	24,574	(21,808)	32,174	39,200	52,268	57,600
5323	Communications Answering services - \$550 / month	-	-	-	-	-	6,600
5331	Travel, Lodging & Meals Holiday dinner	-	-	-	-	-	500
5341	Professional Services IT Services - \$1,500 / month	-	-	21,084	12,775	18,000	18,000
5343	Liability Insurance 40% of \$232,000	-	-	59,818	82,475	82,475	90,000
5345	Property & Equip Insurance 20% of \$275,000	-	-	43,785	48,050	48,050	55,000
	Total Services and Supplies	-	-	124,687	143,300	148,525	163,500
	Total Department Expenditures	\$ 24,574	\$ (21,808)	\$ 156,861	\$ 182,500	\$ 200,793	\$ 221,100

6600

City of Live Oak
General Fund 10
Departmental Expenditures 1045 - Fire



Acct #	Description	Actuals FY 2022	Actuals FY 2023	Actuals FY 2024	Amended Budget FY 2025	Projected Amounts FY 2025	Proposed Budget FY 2026
5313	Repair & Maint Buildings <i>Various repairs</i>	\$ 7,669	\$ 3,452	\$ 2,190	\$ 3,000	\$ 3,000	\$ 3,000
5337	Licenses & Permits <i>County permit - \$400</i> <i>Generator - Feather River AQMD - \$500</i>	1,727	963	915	2,000	1,000	1,000
5339	Utilities <i>PG&E - Fir Street @ ~ \$575 / month</i> <i>PG&E - O Street @ ~ \$710 / month</i>	13,953	14,686	15,038	14,000	14,000	15,500
5341	Professional Services <i>County services</i>	607,084	872,845	809,897	1,100,000	1,100,000	1,300,000
5345	Property & Equip Insurance	3,431	1,940	614	1,000	-	-
	Total Services and Supplies	633,864	893,886	828,654	1,120,000	1,118,000	1,319,500
5501	Principal	78,359	81,156	84,054	87,054	87,054	-
5503	Interest	11,803	9,006	6,109	6,110	6,110	-
	Total Debt & Contingency	90,162	90,162	90,162	93,164	93,164	-
5703	Equipment	50,800	6,539	5,167	68,000	69,000	-
	Total Capital Outlay	50,800	6,539	5,167	68,000	69,000	-
5903	Legal Cost Transfer	3,999	-	-	-	-	-
5905	Finance Cost Transfer	12,700	-	-	-	-	-
5909	General Govt Transfer	13,001	-	-	-	-	-
5913	Public Safety Contra - Transfer <i>Fire Assessments (\$130,000)</i> <i>CFD 2004-1 Fire (\$170,000)</i>	-	(234,800)	(240,000)	(350,000)	(350,000)	(300,000)
	Total Interfund Transfers	29,700	(234,800)	(240,000)	(350,000)	(350,000)	(300,000)
	Total Department Expenditures	\$ 804,526	\$ 755,787	\$ 683,983	\$ 931,164	\$ 930,164	\$ 1,019,500

City of Live Oak
General Fund 10
Departmental Expenditures 1050 - Police



Acct #	Description	Actuals FY 2022	Actuals FY 2023	Actuals FY 2024	Amended Budget FY 2025	Projected Amounts FY 2025	Proposed Budget FY 2026
5313	Repair & Maint Buildings <i>Substation cleaning services - \$150 / month</i>	\$ 3,411	\$ 2,000	\$ 1,950	\$ 2,000	\$ 2,000	\$ 2,000
5323	Communications <i>11 lines @ \$41 / month</i>	5,360	5,395	5,444	5,000	5,000	5,500
5337	Licenses & Permits <i>Generator permit fees</i>	487	487	503	510	510	510
5339	Utilities <i>PG&E - substation ~ \$875 / month</i>	6,677	7,874	8,645	6,500	6,500	10,500
5341	Professional Services <i>County services Veterinary services - average of \$500 / month</i>	1,342,563	1,640,247	1,829,282	2,600,000	2,600,000	2,600,000
5345	Property & Equip Insurance	3,431	1,940	614	615	-	-
5353	Special Dept Expense	1,320	4,836	1,038	1,000	1,000	1,000
Total Services and Supplies		1,363,249	1,662,779	1,847,475	2,615,625	2,615,010	2,619,510
5903	Legal Cost Transfer	5,999	-	-	-	-	-
5905	Finance Cost Transfer	17,100	-	-	-	-	-
5909	General Gov't Transfer	18,000	-	-	-	-	-
5913	Public Safety Contra Expense <i>CFD 2004-1 Police (\$360,000) COPS Funding (\$525,000) Traffic Safety (\$44,000)</i>	-	(294,000)	(390,000)	(915,000)	(915,000)	(929,000)
Total Interfund Transfers		41,099	(294,000)	(390,000)	(915,000)	(915,000)	(929,000)
Total Department Expenditures		\$ 1,404,348	\$ 1,368,779	\$ 1,457,475	\$ 1,700,625	\$ 1,700,010	\$ 1,690,510

City of Live Oak
General Fund 10
Departmental Expenditures 1055 - Animal Services



Acct #	Description	Actuals FY 2022	Actuals FY 2023	Actuals FY 2024	Amended Budget FY 2025	Projected Amounts FY 2025	Proposed Budget FY 2026
5341	Professional Services	\$ 108,638	\$ 141,030	\$ 137,813	\$ 123,000	\$ 123,000	\$ 140,000
	<i>9% of total Sutter Animal Services Authority budget</i>						
5353	Special Dept Expense	-	-	-	-	-	-
	Total Services/Supplies	108,638	141,030	137,813	123,000	123,000	140,000
5501	Principal	52,882	52,882	52,883	-	-	-
5503	Interest Expense	422	935	1,223	-	-	-
	Total Debt & Contingency	53,304	53,817	54,106	-	-	-
5903	Legal Cost Transfer	549	-	-	-	-	-
5905	Finance Cost Transfer	1,100	-	-	-	-	-
5909	General Gov't Transfer	1,300	-	-	-	-	-
5913	Public Safety Contra Expense	-	(75,000)	(121,000)	(81,000)	(81,000)	(56,000)
	<i>CFD 1992-1 (\$31,000)</i>						
	<i>CFD 2004-1 Animal (\$25,000)</i>						
	Total Interfund Transfers	2,949	(75,000)	(121,000)	(81,000)	(81,000)	(56,000)
	Total Department Expenditures	\$ 164,892	\$ 119,847	\$ 70,919	\$ 42,000	\$ 42,000	\$ 84,000

City of Live Oak
General Fund 10
Department Expenditures 1015 - Community Development



Acct #	Description	- Actuals FY 2022	- Actuals FY 2023	- Actuals FY 2024	Amended Budget FY 2025	Projected Amounts FY 2025	Proposed Budget FY 2026
5003	Salaries Permanent	\$ 137,664	\$ 82,131	\$ 79,232	\$ 103,075	\$ 103,075	\$ 24,888
5010	Technology Allowance	248	270	203	-	-	-
5011	Car Allowance	908	990	769	225	225	435
5012	Bi-lingual Pay	981	450	471	350	350	300
5013	Social Security	8,709	4,899	3,984	4,175	4,175	1,543
5015	Medicare	2,084	1,180	1,136	3,575	3,575	361
5017	Unemployment Insurance	760	167	120	1,225	1,225	2,559
5019	Workers Compensation	5,057	5,659	-	1,875	-	-
5021	CalPERS City employer rate	14,825	6,955	4,187	9,575	9,575	569
5023	CalPERS Employee rate paid by City	5,501	2,413	890	950	950	-
5025	Health Insurance	19,280	15,100	13,964	24,950	24,950	9,458
5027	Dental Insurance	953	563	586	775	775	365
5029	Vision Insurance	219	126	114	150	150	72
5031	Life Insurance	263	84	66	225	225	50
	Total Salaries & Benefits	197,451	120,987	105,722	151,125	149,250	40,600
5317	Maint & Service Contracts	2,625	1,486	1,666	500	500	1,700
	<i>Annual Grant Management System - \$1,700</i>						
5319	Small Tools and Equipment	-	228	59	250	250	250
5323	Communications	765	582	807	1,500	1,500	2,000
	<i>Internet @ 33 / month</i>						
	<i>Cell phone allowance @ \$100 / month</i>						
5325	Advertising	1,097	1,181	2,272	-	-	-
5329	Printing & Copying	1,005	1,082	1,031	1,000	1,000	1,000
	<i>Copies from copier - \$85 / month</i>						
5333	Dues & Subscriptions	-	-	-	-	-	-
5335	Professional Development	-	-	-	500	500	500
	<i>*American Planning Association - National Planning Conference (\$350)</i>						
5341	Professional Services	77,399	140,463	138,010	125,000	125,000	41,400
	<i>Planning commission meeting - 7 @ \$25 / meeting @ 8 meetings</i>						
	<i>General planning services - \$40,000 / year</i>						
5343	Liability Insurance	6,757	9,354	-	-	-	-
5349	Fidelity Insurance	88	92	97	-	-	-
5353	Special Dept Expense	185	115	115	-	-	-
	Total Services and Supplies	89,921	154,583	144,057	128,750	128,750	46,850
5903	Legal Cost Transfer	2,400	-	-	-	-	-
5905	Finance Cost Transfer	5,098	-	-	-	-	-
5909	General Government Transfer	5,799	-	-	-	-	-
	Total Interfund Transfers	13,297	-	-	-	-	-
	Total Department Expenditures	\$ 300,669	\$ 275,570	\$ 249,779	\$ 279,875	\$ 278,000	\$ 87,450

City of Live Oak
General Fund 10
Departmental Expenditures 1020 - Building & Safety



Acct #	Description	Actuals FY 2022	Actuals FY 2023	Actuals FY 2024	Amended Budget FY 2025	Projected Amounts FY 2025	Proposed Budget FY 2026
5003	Salaries Permanent	\$ 38,272	\$ 16,377	\$ -	\$ 14,400	\$ 14,400	\$ -
5005	Salaries Extra Help	12,846	-	-	-	-	-
5011	Car Allowance	-	-	-	-	-	-
5012	Bilingual Pay	306	-	-	-	-	-
5013	Social Security	3,281	1,003	-	900	900	-
5015	Medicare	767	235	-	225	225	-
5017	Unemployment Insurance	304	-	-	-	-	-
5019	Workers Compensation	7,295	8,164	-	625	-	-
5021	CalPERS City employer rate	6,024	1,475	-	1,150	1,150	-
5023	CalPERS Employee rate paid by City	2,569	841	-	-	-	-
5025	Health Insurance	5,523	1,394	203	6,225	6,225	-
5027	Dental Insurance	254	25	-	225	225	-
5029	Vision Insurance	56	(2)	-	50	50	-
5031	Life Insurance	99	9	-	25	25	-
	Total Salaries & Benefits	77,597	29,522	203	23,825	23,200	-
5303	Operating Supplies	635	1,828	743	1,500	750	1,500
	<i>New code change materials (every 3 years)</i>						
5307	Fuel	348	239	607	1,000	1,000	500
	<i>Allocated fuel charges - approx. \$50 / month</i>						
5309	Safety Items	49	-	220	1,000	500	500
	<i>Boots, safety kit</i>						
5315	Repair & Maintenance Vehicles	59	96	86	500	500	500
	<i>Oil change, wash/detail</i>						
5317	Maint & Service Contracts	1,611	23,509	7,230	25,000	15,000	15,000
	<i>Tyler Incode - Permits module - \$15,000 / year</i>						
5319	Small Tools and Equipment	136	-	-	-	-	-
5323	Communications	719	509	430	300	400	400
	<i>Internet @ \$33 / month</i>						
5325	Advertising	280	2,615	-	-	-	-
5331	Travel, Lodging & Meals	-	-	-	-	-	-
5333	Dues & Subscriptions	760	230	139	100	100	100
	<i>Adobe license</i>						
5335	Professional Development	993	232	1,462	-	-	-
5341	Professional Services	72,630	199,228	108,359	60,000	60,000	85,000
	<i>Building permit tech - average of \$8,000K / month</i>						
5342	Code Enforcement Expense	-	-	-	-	-	-
5343	Liability Insurance	7,376	10,165	-	-	-	-
5347	Vehicle Insurance	-	-	-	-	-	-
5349	Fidelity Insurance	66	69	73	-	-	-
5353	Special Departmental Expense	651	1,253	1,031	1,000	1,000	1,000
	<i>Copies from copier - \$85 / month</i>						
5703	Vehicle	-	-	-	-	-	-
	Total Services and Supplies	86,313	239,973	120,381	90,400	79,250	104,500
5903	Legal Cost Transfer	1,399	-	-	-	-	-
5905	Finance Cost Transfer	2,901	-	-	-	-	-
5909	General Government Transfer	3,300	-	-	-	-	-
	Total Interfund Transfers	7,600	-	-	-	-	-
	Total Department Expenditures	\$ 171,510	\$ 269,495	\$ 120,583	\$ 114,225	\$ 102,450	\$ 104,500

City of Live Oak
General Fund 10
Departmental Expenditures 1025 - Engineering



Acct #	Description	Actuals FY 2022	Actuals FY 2023	Actuals FY 2024	Amended Budget FY 2025	Projected Amounts FY 2025	Proposed Budget FY 2026
5311	Repairs & Maintenance	\$ 3,923	\$ 3,923	\$ 3,923	\$ -	\$ -	\$ -
5323	Communications	476	398	430	500	500	500
	<i>Internet @ 33 / month</i>						
5340	Professional Srvc-Fee Related	-	-	-	-	-	-
5341	Professional Services	32,454	68,068	98,829	25,000	70,000	70,000
	<i>City Engineer services approximately \$6K / month</i>						
5353	Special Dept Expense	920	997	1,031	1,000	1,000	-
	Total Services and Supplies	37,773	73,385	104,214	26,500	71,500	70,500
5903	Legal Cost Transfer	299	-	-	-	-	-
5905	Finance Cost Transfer	803	-	-	-	-	-
5909	General Government Transfer	851	-	-	-	-	-
	Total Interfund Transfers	1,953	-	-	-	-	-
	Total Department Expenditures	\$ 39,726	\$ 73,385	\$ 104,214	\$ 26,500	\$ 71,500	\$ 70,500

**City of Live Oak
General Fund 10
Departmental Expenditures 1030 - Parks**



Acct #	Description	Actuals FY 2022	Actuals FY 2023	Actuals FY 2024	Amended Budget FY 2025	Projected Amounts FY 2025	Proposed Budget FY 2026
5003	Salaries Permanent	\$ 143,359	\$ 200,973	\$ 205,246	\$ 234,425	\$ 234,425	\$ 248,315
5005	Salaries Extra Help	11,645	25,670	58,621	60,000	60,000	40,000
5007	Overtime	4,262	3,495	6,475	10,000	10,000	1,000
5009	Certificate Pay	-	-	-	-	-	-
5011	Car Allowance	1,100	1,200	1,257	1,275	1,275	1,710
5012	Bilingual Pay	2,063	2,250	2,357	2,500	2,500	4,125
5013	Social Security	9,852	13,665	15,954	18,700	18,700	15,396
5015	Medicare	2,304	3,196	3,731	4,375	4,375	3,601
5017	Unemployment Insurance	1,550	1,814	1,631	1,250	1,250	-
5019	Workers Compensation	7,036	7,873	-	8,000	-	-
5021	CalPERS City employer rate	14,875	18,160	24,182	26,285	26,285	23,815
5023	CalPERS Employee rate paid by City	-	37	-	950	950	3,984
5025	Health Insurance	47,931	64,212	86,316	111,575	111,575	107,117
5027	Dental Insurance	2,359	2,393	3,472	3,900	3,900	3,101
5029	Vision Insurance	581	543	709	800	800	606
5031	Life Insurance	396	389	498	560	560	573
	Total Salaries & Benefits	249,311	345,870	410,447	484,595	476,595	453,343
5303	Operating Supplies	13,314	11,155	9,626	8,000	8,000	8,000
	<i>General supplies @ Corporate Yard</i>						
5305	Chemicals	561	6,020	5,420	2,500	2,500	5,000
	<i>Fertilizer, chemicals</i>						
5307	Fuel	9,687	10,713	9,567	9,000	9,000	9,000
	<i>Allocated fuel usage - average of \$750 / month</i>						
5309	Safety Items	2,733	4,105	4,899	6,000	13,000	13,000
	<i>Uniforms, first aid kits, safety boots</i>						
5311	Repair & Maintenance	38,769	18,313	14,288	10,000	8,000	38,000
	<i>Pest Control approximately \$100 / month</i>						
	<i>Generator repair</i>						
	<i>Valve replacement, mower parts</i>						
	<i>\$30k to fix well @ Soccer Park</i>						
5313	Repair & Maint Buildings	4,860	14,241	1,330	2,000	500	1,500
5315	Repair & Maint Vehicles	6,248	12,994	7,517	8,000	5,000	5,000
	<i>Vehicle parts, diesel repair</i>						
5316	Tree Trimming	-	16,306	8,092	7,000	7,000	10,000
5317	Maint & Service Contracts	1,404	252	-	-	-	-
5319	Small Tools and Equip.	5,645	2,686	2,680	2,800	2,800	2,050
	<i>Trimmer, small tools</i>						
	<i>Container rent 50% of \$125 / month</i>						
5321	Rents & Leases	49	-	-	-	-	-
5323	Communications	2,983	2,204	8,382	6,000	11,000	14,000
	<i>Blackboard @ 50% of \$6,000 - shared with admin</i>						
	<i>Internet @ \$33 / month</i>						
	<i>Cell allowance - \$750 / month</i>						
5325	Advertising	-	-	-	-	-	-
5331	Travel, Lodging & Meals	2,886	3,578	2,813	1,500	3,300	1,500
	<i>SCORE meetings</i>						
5335	Professional Development	2,673	2,105	3,834	4,000	2,500	200
	<i>California Park & Recreation Society Membership - \$170 / person (1)</i>						
5337	Licenses & Permits	1,573	1,452	1,348	2,000	1,500	1,500
	<i>Little League fee - \$1,500 / year</i>						
5339	Utilities	13,043	19,291	27,397	17,000	25,000	31,000
	<i>PG&E - O Street, Kola Street, Ida/Linda Park - approximately \$2,600 / month.</i>						
5341	Professional Services	4,997	19,728	23,402	14,000	8,000	10,000
	<i>Fingerprinting, physicals</i>						
5343	Liability Insurance	6,559	9,045	-	-	-	-
5345	Property & Other Insurance	6,880	8,167	-	-	-	-
5349	Fidelity Insurance	55	58	61	-	-	-
5353	Special Dept Expense	1,061	5,595	0	200	200	-
5371	Youth Soccer	264	704	-	200	-	-
	Total Services/Supplies	126,244	168,709	130,655	100,200	107,300	149,750
5701	Vehicles & Heavy Equipment	-	-	-	-	-	-
5703	Capital Outlay & Equipment	16,673	25,560	10,849	-	-	-
	<i>5 benches and bbq's</i>						

City of Live Oak
General Fund 10
Departmental Expenditures 1030 - Parks



Total Capital Outlay		16,673	25,560	10,849	-	-	-
5903	Legal Cost Transfer	964	-	-	-	-	-
5905	Finance Cost Transfer	7,536	-	-	-	-	-
5909	General Govt Transfer	6,800	-	-	-	-	-
5912	Parks Contra - Transfer	-	-	(99,000)	(80,000)	(80,000)	(80,000)
Total Interfund Transfers		15,300	-	(99,000)	(80,000)	(80,000)	(80,000)
Total Department Expenditures		\$ 407,528	\$ 540,138	\$ 452,951	\$ 504,795	\$ 503,895	\$ 523,093

City of Live Oak
General Fund 10
Departmental Expenditures 1035 - Recreation



Acct #	Description	Actuals FY 2022	Actuals FY 2023	Actuals FY 2024	Amended Budget FY 2025	Projected Amounts FY 2025	Proposed Budget FY 2026
5003	Salaries Permanent	\$ 115,863	\$ 146,921	\$ 153,724	\$ 159,000	\$ 159,000	\$ 92,511
5005	Salaries Extra Help	25,187	79,125	96,134	110,700	110,700	110,000
5007	Overtime	1,909	2,385	2,797	2,000	2,000	-
5011	Car Allowance	1,709	2,015	2,249	1,725	1,725	1,710
5012	Bilingual Pay	1,788	2,030	2,149	2,050	2,050	4,125
5013	Social Security	8,876	13,594	14,744	17,100	17,100	15,396
5015	Medicare	2,076	3,179	3,448	4,000	4,000	3,601
5017	Unemployment Insurance	2,505	4,808	4,032	2,500	2,500	-
5019	Workers Compensation	4,513	5,050	-	7,425	-	-
5021	CalPERS City employer rate	11,370	13,089	14,401	15,700	15,700	23,815
5023	CalPERS Employee rate paid by City	2,980	3,178	3,189	3,325	3,325	3,984
5025	Health Insurance	47,781	58,424	65,441	71,725	71,725	107,117
5027	Dental Insurance	2,441	2,175	2,728	2,650	2,650	3,101
5029	Vision Insurance	593	518	549	550	550	606
5031	Life Insurance	355	309	326	350	350	573
	Total Salaries & Benefits	229,946	336,800	365,911	400,800	393,375	366,539
5309	Safety Items	-	85	-	100	100	100
5323	Communications	526	1,323	2,642	2,500	2,500	2,500
	<i>Cell phone allowance @ \$210 / pay-period</i>						
5335	Professional Development	97	-	-	-	-	-
5341	Professional Services	384	25	-	7,500	7,500	10,500
	<i>Hwy 99 Landscaping services \$875 / month</i>						
5343	Liability Insurance	4,661	6,393	-	-	-	-
5349	Fidelity Insurance	44	46	49	-	-	-
5351	Community Promotion	9,853	15,846	21,662	25,000	20,000	20,000
	<i>Holiday celebration (\$10,000)</i>						
	<i>Live Oak Festival (\$7,000)</i>						
	<i>Other events (\$3,000)</i>						
5353	Special Dept Expense	15	728	947	1,000	-	-
5381	Snack Bar	-	-	3,792	1,000	3,000	3,000
Youth Programs							
5357	Basketball	2,951	4,895	5,093	5,000	4,510	4,525
5365	Swimming	49	-	426	500	500	500
5367	Tennis	1,205	178	594	500	500	500
5369	Wrestling	-	2,982	1,258	1,300	1,900	1,900
5371	Youth Soccer	14,351	15,062	14,814	20,650	21,000	15,000
5380	Skating	-	-	-	-	-	-
5366	Flag Football	-	-	-	300	-	-
5399	Other Youth Programs	1,327	1,456	2,867	3,000	3,000	3,000
	<i>Baseball camp</i>						

City of Live Oak
General Fund 10
Departmental Expenditures 1035 - Recreation



Acct #	Description	Actuals FY 2022	Actuals FY 2023	Actuals FY 2024	Amended Budget FY 2025	Projected Amounts FY 2025	Proposed Budget FY 2026
Adult Programs							
5361	Football	-	395	-	500	-	-
5362	Basketball	-	59	-	-	-	-
5364	Adult Aerobics/Zumba	-	-	-	-	-	-
5372	Adult Soccer	-	-	-	-	-	-
	Total Services/Supplies	35,464	49,387	54,143	68,750	64,410	61,425
5703	Equipment	-	-	34,662	36,000	-	-
	Total Capital Outlay	-	-	34,662	36,000	-	-
5903	Legal Cost Transfer	2,301	-	-	-	-	-
5905	Finance Cost Transfer	4,898	-	-	-	-	-
5909	General Govt Transfer	5,600	-	-	-	-	-
5912	Recreation Contra - Transfer	-	-	(20,000)	(20,000)	(20,000)	(20,000)
	Total Interfund Transfers	12,799	-	(20,000)	(20,000)	(20,000)	(20,000)
	Total Department Expenditures	\$ 278,209	\$ 386,187	\$ 434,716	\$ 485,550	\$ 437,785	\$ 407,964

City of Live Oak
General Fund 10
Departmental Expenditures 1040 - Pool



Acct #	Description	Actuals FY 2022	Actuals FY 2023	Actuals FY 2024	Amended Budget FY 2025	Projected Amounts FY 2025	Proposed Budget FY 2026
5003	Salaries Permanent	\$ 26,338	\$ 32,867	\$ 36,537	\$ 55,188	\$ 55,188	\$ 39,095
5005	Salaries Life Guards	22,480	40,045	27,076	69,860	69,860	70,000
5007	Overtime	286	448	1,305	310	310	-
5009	Certificate Pay	-	-	-	-	-	-
5011	Car Allowance	550	600	629	900	900	870
5012	Bilingual Pay	413	450	471	600	600	450
5013	Social Security	3,791	4,455	3,758	7,375	7,375	2,424
5015	Medicare	887	1,042	879	1,725	1,725	567
5017	Unemployment Insurance	2,322	2,471	1,025	515	515	-
5019	Workers Compensation	5,317	5,950	-	5,825	-	-
5021	CalPERS City employer rate	2,445	2,790	3,231	4,300	4,300	3,690
5023	CalPERS Employee rate paid by City	497	530	531	575	575	569
5025	Health Insurance	10,142	11,236	12,854	17,325	17,325	15,161
5027	Dental Insurance	494	423	557	680	680	599
5029	Vision Insurance	122	102	113	150	150	116
5031	Life Insurance	70	59	65	80	80	66
	Total Salaries & Benefits	76,153	103,467	89,031	165,408	159,583	133,607
5303	Operating Supplies	471	1,567	5,035	1,800	1,800	1,000
5305	Chemicals	14,837	21,527	26,738	27,000	27,000	27,000
5309	Safety Items	1,402	1,026	1,148	1,800	1,800	1,800
	<i>Lifeguard Uniforms</i>						
5311	Repair & Maintenance	13,993	2,234	1,296	3,600	3,600	5,000
5319	Small Tools and Equipment	1,502	64	-	-	-	-
5323	Communications	358	503	840	1,000	1,000	1,500
	<i>Cell phone allowance - \$40 / pay period</i>						
	<i>Add'l line @ 31 / month</i>						
5337	Licenses & Permits	910	1,127	1,151	1,200	1,200	1,200
5341	Professional Services	-	-	390	500	500	500
	<i>Lifeguard lessonbooks</i>						
5343	Liability Insurance	4,049	5,560	-	-	-	-
5345	Property & Equip Insurance	2,293	2,722	-	-	-	-
5349	Fidelity Insurance	33	35	36	-	-	-
5353	Special Dept Expense	988	1,452	7,821	1,000	1,000	1,000
	<i>Swim staff dinner</i>						
	Total Services and Supplies	40,836	37,818	44,456	37,900	37,900	39,000
5705	Capital Outlay	-	-	-	-	-	-
	<i>Pool rehab</i>						
	Total Capital Outlay	-	-	-	-	-	-
5903	Legal Cost Transfer	900	-	-	-	-	-
5905	Finance Cost Transfer	2,100	-	-	-	-	-
5909	General Government Transfer	2,299	-	-	-	-	-
5912	Pool Contra - Transfer	-	-	(46,000)	(80,000)	(80,000)	(80,000)
	Total Interfund Transfers	5,299	-	(46,000)	(80,000)	(80,000)	(80,000)
	Total Department Expenditures	\$ 122,289	\$ 141,285	\$ 87,486	\$ 123,308	\$ 117,483	\$ 92,607

City of Live Oak
General Fund 10
Department Expenditures 1032 - Facility Maintenance



Acct #	Description	Actuals FY 2022	Actuals FY 2023	Actuals FY 2024	Amended Budget FY 2025	Projected Amounts FY 2025	Proposed Budget FY 2026
5003	Salaries Permanent	\$ 4,483	\$ 7,477	\$ 6,297	\$ 7,833	\$ 7,833	\$ 5,733
5005	Salaries Extra Help	-	-	-	-	-	-
5007	Overtime	96	-	-	-	-	-
5011	Car Allowance	29	45	24	25	25	15
5012	Bilingual Pay	69	115	132	175	175	150
5013	Social Security	269	422	367	425	425	355
5015	Medicare	63	99	86	100	100	355
5017	Unemployment Insurance	54	67	31	25	25	-
5019	Workers Compensation	74	83	-	200	-	-
5021	CalPERS City employer rate	357	548	380	625	625	456
5023	CalPERS Employee rate paid by City	-	-	-	-	-	-
5025	Health Insurance	2,185	5,123	3,027	2,050	2,050	1,877
5027	Dental Insurance	107	135	108	75	75	66
5029	Vision Insurance	22	29	36	25	25	14
5031	Life Insurance	20	22	17	25	25	17
	Total Salaries & Benefits	7,829	14,166	10,506	11,583	11,383	9,038
5303	Operating Supplies	584	3,428	1,319	1,500	1,500	1,500
	<i>Cleaning supplies, first aid</i>						
5309	Safety Items	390	588	11,307	1,000	3,000	3,000
	<i>Uniforms, fire extinguisher service, gloves</i>						
5319	Small Tools & Equipment	-	-	-	4,000	-	-
5313	Repair & Maint Buildings	15,026	34,881	55,992	125,000	125,000	40,000
	<i>Landscaping - \$50 / month</i>						
	<i>AC Unit Replacements</i>						
5323	Communications	7,626	8,078	8,588	8,500	8,500	1,900
	<i>Internet @ 33 / month</i>						
	<i>Individual lines - 4 @ 30 / month</i>						
5337	Licenses & Permits	537	1,147	456	2,500	2,500	2,500
	<i>Snackbar permit</i>						
5339	Utilities	27,231	42,545	50,133	40,000	50,000	50,000
	<i>City Hall</i>						
	<i>Community Building</i>						
	<i>Boy Scout Buildings</i>						
5345	Property & Equip Insurance	5,078	1,294	1,315	1,294	-	-
5349	Fidelity Insurance	77	81	85	-	-	-
	Total Services and Supplies	56,549	92,042	129,196	183,794	190,500	98,900
5705	Furniture/Equipment	3,409	-	5,039	-	-	-
	Total Capital Outlay	3,409	-	5,039	-	-	-
	Total Department Expenditures	\$ 67,786	\$ 106,208	\$ 144,741	\$ 195,377	\$ 201,883	\$ 107,938

NOTE: We had a numl

City of Live Oak
Fund 12
Department 1200 - Water Enterprise



Acct #	Description	Actuals FY 2022	Actuals FY 2023	Actuals FY 2024	Amended Budget FY 2025	Projected Amounts FY 2025	Proposed Budget FY 2026
REVENUES							
4401	Water Usage Charges	\$ 798,235	\$ 906,221	\$ 940,977	\$ 926,599	\$ 926,599	\$ 1,388,400
4405	Penalty Charges	-	7,342	5,750	10,000	10,000	10,000
4404	Services Miscellaneous	975	1,676	646	-	-	-
4169	Interest Earnings	-	6,839	-	-	-	-
4601	Federal Grants	123,864	(35,003)	-	-	-	-
4172	Contributed Capital Grants	(44,294)	-	-	-	-	-
	TOTAL FUND REVENUES	\$ 878,780	\$ 887,075	\$ 947,373	\$ 936,599	\$ 936,599	\$ 1,398,400

Acct #	Description	Actuals FY 2022	Actuals FY 2023	Actuals FY 2024	Amended Budget FY 2025	Projected Amounts FY 2025	Proposed Budget FY 2026
EXPENDITURES							
5001	Salaries Elected <i>City Council Member (25%)</i>	\$ 1,751	\$ 2,669	\$ 3,300	\$ 3,150	\$ 3,150	\$ 9,846
5003	Salaries Permanent	340,085	453,731	456,207	411,950	411,950	442,334
5005	Salaries Extra Help	7,987	19,036	51,197	54,000	54,000	54,000
5006	Outsourced Personnel	-	-	-	-	-	-
5007	Overtime	4,479	4,547	6,883	10,000	10,000	1,000
5010	Technology Allowance	248	270	203	-	-	-
5011	Car Allowance	1,793	2,085	1,497	1,000	1,000	435
5012	Bilingual Pay	4,019	4,657	5,320	4,300	4,300	3,975
5013	Social Security	21,212	28,982	30,571	29,675	29,675	28,035
5015	Medicare	5,009	6,813	7,353	6,950	6,950	6,557
5017	Unemployment Insurance	3,061	3,201	2,108	1,475	1,475	-
5019	Workers Compensation	14,554	16,286	19,688	27,850	21,655	25,000
5020	CalPERS Unfunded Liability	20,839	24,129	22,726	14,050	14,050	45,000
5021	CalPERS City employer rate	35,419	45,194	50,810	53,650	53,650	53,527
5022	Noncash pension expense GASB (	17,686	(54,508)	285,692	-	-	-
5023	CalPERS Employee rate paid by C	6,709	7,617	7,394	8,445	8,445	3,816
5024	OPEB ARC Expense	(630)	514	862	-	-	-
5025	Health Insurance	80,038	107,183	132,098	156,500	156,500	196,356
5027	Dental Insurance	4,552	4,984	5,933	5,300	5,300	6,551
5029	Vision Insurance	1,101	1,172	1,212	1,100	1,100	1,166
5031	Life Insurance	1,031	1,003	1,040	1,025	1,025	847
	Total Salaries & Benefits	570,943	679,565	1,092,094	790,420	784,225	878,445

City of Live Oak
Fund 12
Department 1200 - Water Enterprise



Acct #	Description	Actuals FY 2022	Actuals FY 2023	Actuals FY 2024	Amended Budget FY 2025	Projected Amounts FY 2025	Proposed Budget FY 2026
5301	Office Supplies	3,104	3,042	2,750	2,000	2,000	2,000
	<i>Generic office supplies</i>						
5303	Operating Supplies	3,023	6,282	9,143	7,000	7,000	7,000
	<i>Cleaning supplies, lab supplies</i>						
5305	Chemicals	68,090	75,027	89,412	83,000	83,000	83,000
	<i>Chlorine & ferric chloride for wells</i>						
5307	Fuel	2,079	1,584	1,913	3,000	1,500	1,500
	<i>Allocated fuel costs</i>						
5309	Safety Items	578	1,098	1,988	800	800	800
	<i>Uniforms & fire extinguisher service</i>						
5311	Repair & Maintenance	62,438	40,818	153,457	150,000	150,000	150,000
	<i>Backwash repairs, emergency repairs</i>						
5312	Repair Distribution System	950	997	37	-	-	-
5313	Repair & Maint Buildings	-	384	-	5,000	5,000	5,000
	<i>Repair fencing @ wells</i>						
5315	Repair & Maint Vehicles	3,948	3,496	1,104	1,000	1,000	1,000
	<i>John Deere repair costs</i>						
5316	Tree Trimming	-	-	-	-	-	-
5317	Maint & Service Contracts	11,560	23,132	3,268	18,000	14,000	15,000
	<i>Incode (billing system) @ \$14,000 / year</i>						
5319	Small Tools and Equip	3,643	1,710	1,376	3,500	-	-
5321	Rents & Leases	1,049	1,098	337	2,500	2,500	3,600
	<i>Copier - \$300 / month</i>						
5323	Communications	3,626	5,670	9,071	6,000	6,000	15,650
	<i>Cell phone allowance - \$525 / month</i>						
	<i>Internet @ corp years - \$45 / month</i>						
	<i>Additional line - \$122 / month</i>						
5325	Advertising	483	-	-	6,000	-	-
5327	Postage	8,086	8,672	9,593	1,000	15,000	9,500
	<i>Allocated postage costs for billing - \$735 / month</i>						
	<i>Postage machine ink - \$166 / quarter</i>						
5329	Printing & Copying	6,443	4,576	6,939	8,000	10,000	11,000
	<i>Envelopes, disconnect notices, late notices</i>						
5331	Travel, Lodging & Meals	-	-	469	-	-	-
5333	Dues & Subscriptions	695	1,865	1,650	-	-	-
5335	Professional Development	1,016	1,143	1,282	1,000	1,000	5,000
	<i>Heavy equipment operator certifications and licenses - \$500 / employee (4)</i>						
5337	Licenses & Permits	19,819	16,838	18,180	20,000	20,000	20,000
	<i>Annual permits - booster pumps - \$500 (2) / year</i>						
	<i>Annual permits - others - \$500 / year</i>						
	<i>State Water resources Control Board - \$15,000 / year</i>						
5339	Utilities	280,723	293,717	336,291	335,400	335,400	365,000
	<i>Wells @ \$28,591 / month</i>						
	<i>Larkin Well & Maintenance Shop - \$1,900 / month</i>						
5341	Professional Services	108,134	120,433	120,951	112,000	112,000	160,000
	<i>Monthly IT service - \$1,301 / month</i>						
	<i>Public works consultant - average of \$10,000 / month</i>						
	<i>Accounting services - 75% of contract amount @ 25% distribution</i>						
	<i>Lab services - average of \$1,250 / month</i>						
5343	Liability Insurance	20,509	28,359	29,086	40,100	40,100	46,400
	<i>20% of \$232,000</i>						
5345	Property & Other Insur	23,424	26,435	44,571	48,900	48,900	110,000
	<i>40% of \$275,000</i>						
5349	Fidelity Insurance	231	243	255	-	-	-
5353	Special Dept Expense	220	-	-	500	500	250,000
	<i>*Arsenic removal</i>						
	Total Services/Supplies	633,871	666,619	843,123	854,700	855,700	1,261,450
5501	Principal	40,000	40,000	40,000	40,000	40,000	40,000
5503	Interest	39,249	37,519	35,742	36,000	36,000	32,000
	<i>2005 COP payments</i>						
	Total Debt Service	79,249	77,519	75,742	76,000	76,000	72,000

City of Live Oak
Fund 12
Department 1200 - Water Enterprise



Acct #	Description	Actuals FY 2022	Actuals FY 2023	Actuals FY 2024	Amended Budget FY 2025	Projected Amounts FY 2025	Proposed Budget FY 2026
5703	Equipment	-	-	11,160	133,400	133,400	100,000
	<i>Tractor and others</i>						
5704	Vehicles	-	-	-	-	-	-
5705	Capital Outlay	20,854	40,330	62,518	200,000	200,000	750,000
	<i>Broken out by Rate Study</i>						
	Total Capital Outlay	20,854	40,330	73,678	333,400	333,400	850,000
5901	Interfund Transfer	-	-	-	-	-	-
5903	Legal Cost Transfer	5,001	-	-	5,000	5,000	5,000
5905	Finance Cost Transfer	18,000	-	-	18,000	18,000	18,000
5909	General Govt Transfer	11,000	-	-	11,000	11,000	11,000
5911	Engineering Transfer	3,200	-	-	3,200	3,200	3,200
	Total Interfund Transfers	37,201	-	-	37,200	37,200	37,200
	TOTAL FUND EXPENDITURES	\$ 1,342,118	\$ 1,464,033	\$ 2,084,637	\$ 2,091,720	\$ 2,086,525	\$ 3,099,095

City of Live Oak
Fund 13
Department 1300 - Sewer Enterprise Operations



Acct #	Description	Actuals FY 2022	Actuals FY 2023	Actuals FY 2024	Amended Budget FY 2025	Projected Amounts FY 2025	Proposed Budget FY 2026
REVENUES							
4401	Sewer Usage Charges	\$ 2,436,477	\$ 2,463,361	\$ 2,480,134	\$ 2,472,694	\$ 2,472,700	\$ 2,475,000
4405	Penalty Charges	-	31,412	15,047	14,428	20,000	20,000
4169	Interest Earnings	8,559	42,052	70,442	35,000	35,000	38,000
4301	Interfund Transfer	-	-	-	-	91,900	-
4601	Federal Grants ("P" Street Lift Station)	-	-	-	-	-	-
4601	State Grants (Sewer Plant Solar Project)	-	-	-	-	-	-
	TOTAL FUND REVENUES	\$ 2,445,036	\$ 2,536,825	\$ 2,565,623	\$ 2,522,122	\$ 2,619,600	\$ 2,533,000

Acct #	Description	Actuals FY 2022	Actuals FY 2023	Actuals FY 2024	Amended Budget FY 2025	Projected Amounts FY 2025	Proposed Budget FY 2026
EXPENDITURES							
5001	Salaries Elected <i>City Council Member (25%)</i>	\$ 1,751	\$ 2,669	\$ 3,300	\$ 3,150	\$ 3,150	\$ 9,846
5003	Salaries Permanent	465,422	596,443	558,480	438,200	438,200	479,065
5005	Salaries Extra Help	7,987	19,036	51,197	55,350	55,350	55,350
5006	Outsourced Personnel	48,780	-	-	-	-	-
5007	Overtime	4,739	4,307	6,690	7,300	7,300	7,300
5009	Certificate Pay	-	-	-	-	-	-
5010	Technology Allowance	495	540	405	-	-	-
5011	Car Allowance	6,001	7,020	4,249	1,450	1,450	510
5012	Bilingual Pay	4,150	4,922	5,558	4,750	4,750	4,725
5013	Social Security	28,925	37,842	37,674	31,350	31,350	30,312
5015	Medicare	6,859	8,919	9,218	7,350	7,350	7,089
5017	Unemployment Insurance	3,493	3,585	2,391	1,525	1,525	-
5019	Workers Compensation	59,903	61,085	65,544	66,350	72,100	75,000
5020	CalPERS Unfunded Liability <i>\$225,000 (30%)</i>	16,671	19,303	18,181	11,250	11,250	22,500
5021	CalPERS City employer rate	50,536	62,837	61,601	57,150	57,150	58,039
5023	CalPERS Employee rate paid by City	14,312	16,122	12,145	8,875	8,875	3,816
5025	Health Insurance	94,715	135,666	151,334	159,400	159,400	209,804
5027	Dental Insurance	5,394	5,814	6,660	5,425	5,425	7,048
5029	Vision Insurance	1,264	1,318	1,299	1,150	1,150	1,255
5031	Life Insurance	1,216	1,167	1,149	1,050	1,050	930
	Total Salaries & Benefits	822,613	988,595	997,075	861,075	866,825	972,589
5301	Office Supplies <i>Generic office supplies</i>	3,079	3,737	3,152	3,000	3,000	5,000
5303	Operating Supplies <i>Cleaning supplies, lab supplies</i>	7,039	9,863	12,549	20,000	20,000	20,000
5305	Chemicals <i>Cleaning supplies</i>	23,786	27,222	29,468	22,500	22,500	22,500
5307	Fuel <i>Allocated fuel costs - average of \$1,900 / month</i>	14,139	14,967	26,883	22,000	22,000	22,000
5308	Inventory	13,442	1,833	-	-	-	-
5309	Safety Items <i>Uniforms and fire extinguisher service</i>	2,591	3,696	3,441	6,000	6,000	6,000

City of Live Oak
Fund 13
Department 1300 - Sewer Enterprise Operations



Acct #	Description	Actuals FY 2022	Actuals FY 2023	Actuals FY 2024	Amended Budget FY 2025	Projected Amounts FY 2025	Proposed Budget FY 2026
5311	Repair/Maint WWTP <i>Treatment plant repairs</i>	199,080	325,979	173,273	450,000	350,000	450,000
5312	Repairs/Maint Collection System <i>Lift Station repairs</i>	51,338	35,843	16,374	100,000	10,000	150,000
5313	Repair & Maint Buildings <i>Various repairs for pumps and adjacent buildings</i>	7,146	2,475	135	10,000	2,000	10,000
5315	Repair & Maint Vehicles <i>Oil change, coolants, vehicle repairs (trucks and vactor)</i>	25,362	14,521	9,816	25,000	35,000	30,000
5317	Maint & Service Contracts <i>Incode (billing system) @ \$14,000 / year</i>	11,716	23,132	3,268	12,100	12,100	14,000
5319	Small Tools and Equip	7,453	5,591	2,197	2,500	2,500	2,500
5321	Rents & Leases <i>Copier - \$380 / month Copies - \$75 / month Other equipment rental \$15,000</i>	5,940	6,532	6,241	20,600	20,600	20,500
5323	Communications <i>Cell phone allowance - \$550 / pay-period Internet - \$45 / month 2 additional lines - \$130 / month</i>	8,022	12,851	18,266	17,470	17,470	17,500
5325	Advertising	490	-	645	-	-	-
5327	Postage <i>Postage meter rental - \$750 / month Postage meter refill - \$170 / quarter</i>	8,092	8,037	8,924	7,500	7,500	10,000
5329	Printing & Copying <i>Envelopes & late notices</i>	6,443	4,576	7,060	6,000	10,000	10,000
5333	Dues & Subscriptions <i>SCADA Software Renewal - \$800 / year Central Valley Celan Water Association Renewal - \$3,350 / year</i>	5,747	(1,590)	4,268	8,000	8,000	8,000
5335	Professional Dev <i>CWEA Membership (3) @ \$236 / person Heavy equipent operator certifications @ \$200 / person 92)</i>	295	1,499	1,372	6,000	1,200	3,500
5337	Licenses & Permits <i>County permits - \$15,000 State Water Resources Control Board permits - \$12,615 Various others - \$2,000</i>	10,355	28,188	27,832	37,000	32,000	30,000
5338	Utilities - Sewage Plant <i>Average of \$30,500 / month</i>	183,423	237,929	188,592	230,000	280,000	366,000
5339	Utilities <i>Maintenance shop - \$500 / month Lift station - \$5,100 / month</i>	37,585	49,101	179,876	45,000	62,000	68,000
5341	Professional Services <i>Monthly IT service - \$1,651 / month SCADA Maintenance - \$4,200 / quarter SQRL Bain Program - \$1,000 / month Permit assistance = \$1,000 / mpomth Public works consultant - average of \$4,000 / month Accounting services - \$277,830 @ 25% distribution Audit services - \$15,250 / year Lab services - average of \$1,000 / month</i>	233,488	398,087	290,119	230,000	230,000	230,000
5343	Liability Insurance <i>20% of \$232,000</i>	44,478	61,529	63,104	87,025	87,025	92,800
5345	Property & Other Insurance <i>60% of \$275,000</i>	76,196	85,558	143,757	157,604	157,604	167,475
5349	Fidelity Insurance	396	416	437	-	-	-
5353	Special Departmental Expense	-	103	3,000	500	500	-
5360	Sludge Removal <i>Hazardous waste fee & sludge removal - \$9,000 / month</i>	125	31,399	60,049	100,000	100,000	180,000
5400	Bad Debt Expense	-	-	-	-	-	-
	Total Services/Supplies	987,246	1,393,074	1,284,098	1,625,799	1,498,999	1,935,775
5501	Principal <i>2005 COPS - \$30,000 State Water Resources Development System - \$195,605</i>	189,852	191,751	193,668	265,605	265,605	225,605
5503	Interest	74,868	71,666	68,396	133,263	66,000	61,925

City of Live Oak
Fund 13
Department 1300 - Sewer Enterprise Operations



Acct #	Description	Actuals FY 2022	Actuals FY 2023	Actuals FY 2024	Amended Budget FY 2025	Projected Amounts FY 2025	Proposed Budget FY 2026
	2005 COPS - \$25,500						
	State Water Resources Development System - \$36,425						
	Total Debt Service	264,720	263,417	262,064	398,868	331,605	287,530
5701	Buildings & Structures	-	35,674	(14,841)	-	-	-
5703	Vehicles	-	-	4,404	250,000	150,000	-
	Shared costs from tractor						
5704	Equipment	-	8,250	48,302	-	91,900	65,000
	Sludge Removal dumpsters = \$15,000						
	Generator - P Street = \$50,000						
5705	Capital Projects	(27,925)	12,519	35,033	-	-	810,000
	Remove and replace access hatch - Ash Street = \$250,000						
	Solar power project - City Share = \$560,000						
	Total Capital Outlay	(27,925)	56,443	72,898	250,000	241,900	875,000

City of Live Oak
Fund 13
Department 1300 - Sewer Enterprise Operations



Acct #	Description	Actuals FY 2022	Actuals FY 2023	Actuals FY 2024	Amended Budget FY 2025	Projected Amounts FY 2025	Proposed Budget FY 2026
5901	Interfund Transfers	-	-	-	125,000	-	125,000
5903	Legal Cost Transfer	6,001	-	-	6,000	6,000	6,000
5905	Finance Cost Transfer	28,197	-	-	28,200	28,200	28,200
5909	General Govt Transfer	21,006	-	-	21,006	21,006	21,006
5911	Engineering Cost Transfer	11,701	-	-	11,700	11,700	11,700
	Total Interfund Transfers	66,905	-	-	191,906	66,906	191,906
	TOTAL FUND EXPENDITURES	\$ 2,113,559	\$ 2,701,529	\$ 2,616,135	\$ 3,327,648	\$ 3,006,235	\$ 4,262,800

City of Live Oak
Fund 14
Department 1400 Streets/Roads



Acct #	Description	Actuals FY 2022	Actuals FY 2023	Actuals FY 2024	Amended Budget FY 2025	Projected Amounts FY 2025	Proposed Budget FY 2026
REVENUES							
4157	Cal Trans Reimbursement	\$ 8,008	\$ 8,008	\$ 8,008	\$ 4,100	\$ 4,100	\$ 4,100
4158	Recology Road Maint	-	-	-	-	-	-
4159	Traffic Congestion Relief	-	-	-	-	-	-
4169	Interest Earnings	1,205	7,249	16,190	-	2,400	2,500
4301	Interfund Transfer	-	-	-	-	-	-
4500	2103 Gas Tax	66,971	76,522	86,554	93,000	93,000	87,982
4501	2105 Gas Tax	48,270	53,565	57,722	61,643	61,643	61,545
4503	2106 Gas Tax	32,397	35,920	38,089	39,461	39,461	38,977
4505	2107 Gas Tax	57,062	72,989	78,132	74,042	74,042	83,995
4507	2107.5 Gas Tax	452	2,000	2,000	4,000	4,000	2,000
4508	State Gas Tax Rehab	199,590	207,093	240,480	232,222	232,222	253,657
4509	State Gas Tax Prior Yrs	-	9,629	-	-	-	-
4601	Grant Proceeds	-	-	-	-	-	-
	<i>(Pennington Rd West)</i>						
	TOTAL FUND REVENUES	\$ 413,955	\$ 472,975	\$ 527,175	\$ 508,468	\$ 510,868	\$ 534,756

Acct #	Description	Actuals FY 2022	Actuals FY 2023	Actuals FY 2024	Amended Budget FY 2025	Projected Amounts FY 2025	Proposed Budget FY 2026
EXPENDITURES							
5003	Salaries Permanent	\$ 93,514	\$ 132,390	\$ 134,403	\$ 161,325	\$ 161,325	\$ 119,906
	<i>Park lead maintenance (10%)</i>						
	<i>Park Maintenance Worker I (10%)</i>						
	<i>Park Maintenance Worker II (10%)</i>						
	<i>Park Maintenance Worker III (10%)</i>						
	<i>Water & Wastewater Treatment Plant Operator III (25%)</i>						
	<i>Chief Plant Operator (25%)</i>						
	<i>Water & Wastewater Treatment Plant Operator III (25%)</i>						
	<i>PW Maintenance Worker I (25%)</i>						
	<i>Water & Wastewater Treatment Plant Operator III (25%)</i>						
	<i>PW Maintenance Worker I (25%)</i>						
	<i>PW Maintenance Worker I (25%)</i>						
5005	Salaries Extra Help	7,987	19,036	53,046	56,200	56,200	56,200
5006	Outsourced personnel	-	-	-	-	-	-
5007	Overtime	3,691	3,590	6,111	6,850	6,850	6,850
5011	Car Allowance	-	-	-	25	25	30
5012	Bilingual Pay	350	380	471	400	400	1,275
5013	Social Security	6,494	9,399	11,423	13,925	13,925	7,434
5015	Medicare	1,519	2,198	2,671	3,275	3,275	1,739
5017	Unemployment Insurance	1,099	1,181	1,042	775	775	-
5019	Workers Compensation	2,745	3,072	23,478	31,775	34,425	37,000
5019	CalPERS Unfunded Liability	2,745	3,072	23,478	31,775	34,425	37,000
5021	CalPERS City employer rate	11,333	14,211	20,012	21,675	21,675	10,539
5023	CalPERS Employee rate paid by City	497	530	531	1,525	1,525	-
5025	Health Insurance	19,775	26,427	47,343	67,850	67,850	63,908
5027	Dental Insurance	994	1,205	2,095	2,250	2,250	1,977
5029	Vision Insurance	266	241	434	500	500	384
5031	Life Insurance	242	257	354	425	425	324
	Total Salaries & Benefits	153,251	217,189	326,892	400,550	405,850	344,566

City of Live Oak
Fund 14
Department 1400 Streets/Roads



Acct #	Description	Actuals FY 2022	Actuals FY 2023	Actuals FY 2024	Amended Budget FY 2025	Projected Amounts FY 2025	Proposed Budget FY 2026
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City of Live Oak
Fund 14
Department 1400 Streets/Roads



Acct #	Description	Actuals FY 2022	Actuals FY 2023	Actuals FY 2024	Amended Budget FY 2025	Projected Amounts FY 2025	Proposed Budget FY 2026
5301	Office Supplies <i>Generic office supplies</i>	2,708	3,173	2,341	2,500	2,500	3,000
5303	Operating Supplies <i>Cleaning supplies</i>	1,915	2,028	4,199	10,000	10,500	11,000
5305	Chemicals	-	41	-	500	500	500
5307	Fuel <i>Allocated fuel costs - average of \$200 / month</i>	3,066	3,085	2,431	3,000	2,500	2,500
5308	Signs	2,023	1,874	5,373	-	-	1,500
5309	Safety Items <i>Uniform service, boot allowance, traffic cones, first aid supplies</i>	3,627	3,166	3,845	6,000	7,000	7,000
5311	Repair & Maintenance <i>Monthly cleaning service for the corp year - \$650 / month Supplies - (signs, gaskets, sand, etc...)</i>	9,236	7,529	24,634	10,000	15,000	15,000
5315	Repair & Maint Vehicles <i>Repairs and maintenance on City fleet vehicles</i>	3,741	5,454	11,774	7,000	15,000	18,000
5317	Maintenance & Service Contract	544	-	-	-	-	-
5319	Small Tools and Equip	636	935	15,575	5,000	2,500	7,500
5321	Rents & Leases <i>Copiers \$300 / month</i>	1,786	1,876	5,743	1,820	3,000	3,600
5323	Communications <i>Cell phone allowance - \$250 / month Internet - \$45 / month</i>	929	1,682	3,313	3,780	3,780	3,500
5329	Printing & Copying <i>Envelopes</i>	-	236	461	500	500	500
5331	Travel, Lodging & Meals	-	-	-	-	-	-
5333	Dues & Subscriptions <i>Aqua Metrics annual subscription - \$3,550 SACOG Membership - \$1,875</i>	1,555	1,678	2,974	5,500	6,000	5,425
5335	Professional Development <i>D2 Certificate, Operator Training</i>	384	91	2,131	1,500	1,500	4,000
5337	Licenses & Permits <i>County permits - \$1,500</i>	1,488	1,425	1,642	1,500	1,500	1,500
5339	Utilities <i>99 & Kola/Penn Ave/Elm</i>	7,191	14,345	20,362	15,100	15,100	25,000
5316	Tree trimming	-	-	-	-	-	2,000
5341	Professional Services <i>IT services - \$275 / month PW Director Services - \$2,890 / month Accounting services - \$1,500 / month</i>	43,540	108,262	97,341	50,450	50,450	55,000
5341	Street Sweeping Services	43,540	108,262	97,341	50,450	50,450	55,000
5343	Liability Insurance	4,338	5,972	6,127	8,419	8,419	8,600
5345	Property & Other Insur	2,783	1,934	10,937	3,374	3,374	3,500
5349	Fidelity Insurance	66	69	73	-	-	-
5353	Special Department Expense	-	-	5,348	500	500	500
Total Services and Supplies		135,096	273,117	323,965	186,893	200,073	234,125
5704	Software	-	-	-	30,000	30,000	-
5703	Vehicles & Heavy Equipment <i>Dump Trailer (\$12,000)</i>	-	-	27,025	50,000	50,000	50,000
5705	Capital Projects <i>needs?</i>	25,779	-	94,731	42,500	42,500	-
Total Equipment & Projects		25,779	-	121,756	122,500	122,500	50,000

City of Live Oak
Fund 14
Department 1400 Streets/Roads



Acct #	Description	Actuals FY 2022	Actuals FY 2023	Actuals FY 2024	Amended Budget FY 2025	Projected Amounts FY 2025	Proposed Budget FY 2026
5901	Interfund Transfer	-	-	-	-	-	-
5903	Legal Cost Transfer	1,899	-	-	1,900	1,900	1,900
5905	Finance Cost Transfer	9,000	-	-	9,000	9,000	9,000
5909	General Govt Transfer	4,501	-	-	4,501	4,501	4,501
5911	Engineering Transfer	1,000	-	-	1,000	1,000	1,000
	Total Interfund Transfers	16,400	-	-	16,401	16,401	16,401
	TOTAL FUND EXPENDITURES	\$ 330,526	\$ 490,306	\$ 772,613	\$ 726,344	\$ 744,824	\$ 645,092

City of Live Oak
Fund 14
Department 1415 - Storm Drains



Acct #	Description	Actuals FY 2022	Actuals FY 2023	Actuals FY 2024	Amended Budget FY 2025	Projected Amounts FY 2025	Proposed Budget FY 2026
5311	Repair & Maintenance	\$ -	\$ -	\$ -	\$ 1,400	\$ 1,400	\$ 3,000
5337	Licenses & Permits	-	-	-	-	-	-
5339	Utilities	1,635	1,239	1,413	1,500	1,500	2,500
5341	Professional Services	2,083	-	183	100	1,000	1,000
	Total Services and Supplies	3,718	1,239	1,596	3,000	3,900	6,500
	TOTAL FUND EXPENDITURES	\$ 3,718	\$ 1,239	\$ 1,596	\$ 3,000	\$ 3,900	\$ 6,500

City of Live Oak
Fund 15
Department 1500 - TDA Transportation Tax



Acct #	Description	Actuals FY 2022	Actuals FY 2023	Actuals FY 2024	Amended Budget FY 2025	Projected Amounts FY 2025	Proposed Budget FY 2026
REVENUES							
4511	Transportation Tax Non Transit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4169	Interest Earnings	763	2,754	5,754	3,275	3,275	3,200
4170	Unrealized gains / losses	(2,035)	1	1,528	-	-	-
4301	Interfund Transfer	-	-	-	-	-	-
	TOTAL FUND REVENUES	\$ (1,272)	\$ 2,755	\$ 7,282	\$ 3,275	\$ 3,275	\$ 3,200

Acct #	Description	Actuals FY 2022	Actuals FY 2023	Actuals FY 2024	Amended Budget FY 2025	Projected Amounts FY 2025	Proposed Budget FY 2026
EXPENDITURES							
5311	Repair & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5333	Dues & Subscriptions	1,555	1,678	1,777	4,000	4,000	4,000
5341	Professional Services	9,032	1,293	805	500	500	500
	Total Services and Supplies	10,587	2,971	2,582	4,500	4,500	4,500
5705	Capital Projects	19,154	-	-	-	-	-
	<i>Pennington (\$1.1M)</i>						
	Total Capital Outlay	19,154	-	-	-	-	-
5901	Interfund Transfer	-	-	-	100	100	100
5903	Legal Cost Transfer	101	-	-	300	300	300
5905	Finance Cost Transfer	299	-	-	300	300	300
5909	General Govt Transfer	301	-	-	500	500	500
5911	Engineering Cost Transfer	99	-	-	100	100	100
	Total Interfund Transfers	800	-	-	1,300	1,300	1,300
	TOTAL FUND EXPENDITURES	\$ 30,541	\$ 2,971	\$ 2,582	\$ 5,800	\$ 5,800	\$ 5,800

City of Live Oak
Fund 16
Department 1600 - Traffic Safety (Vehicle Code Fines)



Acct #	Description	Actuals FY 2022	Actuals FY 2023	Actuals FY 2024	Amended Budget FY 2025	Projected Amounts FY 2025	Proposed Budget FY 2026
REVENUES							
4511	Transportation Tax Non Transit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4169	Interest Earnings	31	1,274	652	500	500	500
	TOTAL FUND REVENUES	\$ 31	\$ 1,274	\$ 652	\$ 500	\$ 500	\$ 500

Acct #	Description	Actuals FY 2022	Actuals FY 2023	Actuals FY 2024	Amended Budget FY 2025	Projected Amounts FY 2025	Proposed Budget FY 2026
EXPENDITURES							
5913	Public Safety Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 44,000
	<i>Transfer to General Fund</i>						
	Total Services and Supplies	-	-	-	-	-	44,000
	TOTAL FUND EXPENDITURES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 44,000

City of Live Oak
Fund 17
Department 1700 - COPS



Acct #	Description	Actuals FY 2022	Actuals FY 2023	Actuals FY 2024	Amended Budget FY 2025	Projected Amounts FY 2025	Proposed Budget FY 2026
REVENUES							
4607	COPS Grant	\$ 4,676	\$ 145,426	\$ 1,205	\$ 200,000	\$ 788,500	\$ 200,000
4169	Interest Earnings	1,232	6,918	17,072	9,000	9,000	9,000
	TOTAL FUND REVENUES	\$ 5,908	\$ 152,344	\$ 18,277	\$ 209,000	\$ 797,500	\$ 209,000

Acct #	Description	Actuals FY 2022	Actuals FY 2023	Actuals FY 2024	Amended Budget FY 2025	Projected Amounts FY 2025	Proposed Budget FY 2026
EXPENDITURES							
5319	Small Tools and Equipment	\$ 4,203	\$ 39,817	\$ 873	\$ 2,500	\$ 2,500	\$ 1,500
5337	Licenses & Permits	-	-	-	-	-	-
5353	Special Departmental Expense	97	4,679	332	500	500	500
	<i>Facility cameras</i>						
	Total Services and Supplies	4,300	44,496	1,205	3,000	3,000	2,000
5703	Vehicles & Equipment	376	100,930	-	90,000	90,000	-
	Total Capital Outlay	376	100,930	-	90,000	90,000	-
5913	Public Safety Transfer	-	-	75,000	435,000	435,000	525,000
	TOTAL FUND EXPENDITURES	\$ 4,676	\$ 145,426	\$ 76,205	\$ 528,000	\$ 528,000	\$ 527,000

City of Live Oak
Fund 18
Department 1800 - Sidewalk Improvement



018

1800	Acct #	Description	Actuals FY 2022	Actuals FY 2023	Actuals FY 2024	Amended Budget FY 2025	Projected Amounts FY 2025	Proposed Budget FY 2026
REVENUES								
	4169	Interest Earnings	\$ 39	\$ 349	\$ 417	\$ 500	\$ 500	\$ 500
		TOTAL FUND REVENUES	\$ 39	\$ 349	\$ 417	\$ 500	\$ 500	\$ 500
	Acct #	Description	Actuals FY 2022	Actuals FY 2023	Actuals FY 2024	Amended Budget FY 2025	Projected Amounts FY 2025	Proposed Budget FY 2026
EXPENDITURES								
	5705	Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Total Capital Outlay	-	-	-	-	-	-
		TOTAL FUND EXPENDITURES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

City of Live Oak
Fund 20
Department 2000 - Street Lighting



Acct #	Description	Actuals FY 2022	Actuals FY 2023	Actuals FY 2024	Amended Budget FY 2025	Projected Amounts FY 2025	Proposed Budget FY 2026
REVENUES							
4703	Assessments	\$ 1,099	\$ 53,319	\$ 54,298	\$ 54,464	\$ 54,464	\$ 54,464
	<i>Based on assessments provided to Council in August 2024</i>						
4157	Caltrans Reimbursement	1,775	1,775	1,775	-	-	1,000
4169	Interest Earnings	235	1,040	2,063	1,200	1,200	1,500
	Total Revenues	\$ 3,109	\$ 56,134	\$ 58,136	\$ 55,664	\$ 55,664	\$ 56,964

Acct #	Description	Actuals FY 2022	Actuals FY 2023	Actuals FY 2024	Amended Budget FY 2025	Projected Amounts FY 2025	Proposed Budget FY 2026
EXPENDITURES							
5339	Utilities	\$ 47,645	\$ 47,723	\$ 45,437	\$ 55,000	\$ 55,000	\$ 55,000
	Total Services and Supplies	47,645	47,723	45,437	55,000	55,000	55,000
5903	Legal Cost Transfer	-	-	-	2,400	2,400	2,400
5905	Finance Cost Transfer	-	-	-	3,200	3,200	3,200
5909	General Govt Transfer	-	-	-	3,200	3,200	3,200
	Total Interfund Transfers	-	-	-	8,800	8,800	8,800
	Total Expenditures	\$ 47,645	\$ 47,723	\$ 45,437	\$ 63,800	\$ 63,800	\$ 63,800

City of Live Oak
Fund 21
Department 2100 - CFD 92-1 Mello Roos



021

2100	Acct #	Description	Actuals FY 2022	Actuals FY 2023	Actuals FY 2024	Amended Budget FY 2025	Projected Amounts FY 2025	Proposed Budget FY 2026
	REVENUES							
	4701	Mello Roos CFD 92-1	\$ 4,448	\$ 127,761	\$ 126,914	\$ 120,355	\$ 120,355	\$ 105,000
	4301	Interfund Transfer						
	4169	Interest Earnings	216	1,278	2,205	200	200	200
		TOTAL FUND REVENUES	\$ 4,664	\$ 129,039	\$ 129,119	\$ 120,555	\$ 120,555	\$ 105,200

	Acct #	Description	Actuals FY 2022	Actuals FY 2023	Actuals FY 2024	Amended Budget FY 2025	Projected Amounts FY 2025	Proposed Budget FY 2026
	EXPENDITURES							
	5341	Professional Services	\$ 6,612	\$ 6,801	\$ 92,199	\$ 7,500	\$ 80,400	\$ 70,350
		<i>Pass thru to Live Oak Unified (66% of assessment)</i>						
	5353	Special Dept Expense	-	1	2	3	5	6
		Total Services and Supplies	6,612	6,802	92,201	7,503	80,405	70,356
	5903	Legal Cost Transfer	501	-	-	500	500	500
	5905	Finance Cost Transfer	999	-	-	1,000	1,000	100
	5909	General Govt Transfer	1,199	-	-	1,200	1,200	1,200
	5913	Public Safety Transfer	-	54,000	100,000	56,000	56,000	31,000
		Total Interfund Transfers	2,699	54,000	100,000	58,700	58,700	32,800
		TOTAL FUND EXPENDITURES	\$ 9,311	\$ 60,802	\$ 192,201	\$ 66,203	\$ 139,105	\$ 103,156

City of Live Oak
Fund 22
Department 2200 - Fire Assessment



022

2200	Acct #	Description	Actuals FY 2022	Actuals FY 2023	Actuals FY 2024	Amended Budget FY 2025	Projected Amounts FY 2025	Proposed Budget FY 2026
REVENUES								
	4703	Assessment	\$ 2,173	\$ 130,728	\$ 134,084	\$ 134,650	\$ 134,650	\$ 134,650
		<i>Based on assessments provided to Council in August 2024</i>						
	4169	Interest Earnings	-	167	762	150	150	150
		TOTAL FUND REVENUES	\$ 2,173	\$ 130,895	\$ 134,846	\$ 134,800	\$ 134,800	\$ 134,800

Acct #	Description	Actuals FY 2022	Actuals FY 2023	Actuals FY 2024	Amended Budget FY 2025	Projected Amounts FY 2025	Proposed Budget FY 2026
EXPENDITURES							
5903	Legal Cost Transfer	\$ -	\$ -	\$ -	\$ 800	\$ 800	\$ 800
5905	Finance Cost Transfer	-	-	-	1,700	1,700	1,700
5909	General Govt Transfer	-	-	-	1,900	1,900	1,900
5913	Public Safety Transfer	-	109,800	115,000	150,000	150,000	130,000
	Total Interfund Transfers	-	109,800	115,000	154,400	154,400	134,400
	TOTAL FUND EXPENDITURES	\$ -	\$ 109,800	\$ 115,000	\$ 154,400	\$ 154,400	\$ 134,400

City of Live Oak
Fund 23
Department 2300 - Fire CFD 2004-1 Mello Roos



Acct #	Description	Actuals FY 2022	Actuals FY 2023	Actuals FY 2024	Amended Budget FY 2025	Projected Amounts FY 2025	Proposed Budget FY 2026
REVENUES							
4709	Fire Assessment	\$ 282	\$ 133,037	\$ 140,860	\$ 138,822	\$ 138,822	\$ 138,822
	<i>Based on assessments provided to Council in August 2024; 18% of total assessment</i>						
4169	Interest Earnings	57	551	1,399	500	500	500
	TOTAL FUND REVENUES	\$ 339	\$ 133,588	\$ 142,259	\$ 139,322	\$ 139,322	\$ 139,322

Acct #	Description	Actuals FY 2022	Actuals FY 2023	Actuals FY 2024	Amended Budget FY 2025	Projected Amounts FY 2025	Proposed Budget FY 2026
EXPENDITURES							
5903	Legal Cost Transfer	\$ 386	\$ -	\$ -	\$ 600	\$ 600	\$ 600
5905	Finance Cost Transfer	1,364	-	-	1,200	1,200	1,200
5909	General Govt Transfer	1,044	-	-	1,400	1,400	1,400
5913	Public Safety Transfer	-	125,000	125,000	185,000	150,000	170,000
	Total Interfund Transfers	2,794	125,000	125,000	188,200	153,200	173,200
	TOTAL FUND EXPENDITURES	\$ 2,794	\$ 125,000	\$ 125,000	\$ 188,200	\$ 153,200	\$ 173,200

City of Live Oak
Fund 24
Dept 2400 - Police CFD 2004-1 Mello Roos



Acct #	Description	Actuals FY 2022	Actuals FY 2023	Actuals FY 2024	Amended Budget FY 2025	Projected Amounts FY 2025	Proposed Budget FY 2026
REVENUES							
4711	Police Assessment	\$ 766	\$ 360,789	\$ 382,005	\$ 385,610	\$ 385,610	\$ 385,610
	<i>Based on assessments provided to Council in August 2024; 50% of total assessment</i>						
4169	Interest Earnings	28	864	3,039	1,000	1,000	1,000
	TOTAL FUND REVENUES	\$ 794	\$ 361,653	\$ 385,044	\$ 386,610	\$ 386,610	\$ 386,610

Acct #	Description	Actuals FY 2022	Actuals FY 2023	Actuals FY 2024	Amended Budget FY 2025	Projected Amounts FY 2025	Proposed Budget FY 2026
EXPENDITURES							
5341	Professional Services	\$ 10,788	\$ 11,150	\$ 14,514	\$ 15,000	\$ 15,000	\$ 15,000
	Total Services and Supplies	10,788	11,150	14,514	15,000	15,000	15,000
5903	Legal Cost Transfer	1,899	-	-	1,900	1,900	1,900
5905	Finance Cost Transfer	4,000	-	-	4,000	4,000	400
5909	General Govt Transfer	4,600	-	-	4,600	4,600	4,600
5913	Public Safety Transfer	-	294,000	315,000	480,000	480,000	360,000
	Total Interfund Transfers	10,499	294,000	315,000	490,500	490,500	366,900
	TOTAL FUND EXPENDITURES	\$ 21,287	\$ 305,150	\$ 329,514	\$ 505,500	\$ 505,500	\$ 381,900

City of Live Oak
Fund 25
Dept 2500-Animal Services CFD 2004-1 Mello Roos



Acct #	Description	Actuals FY 2022	Actuals FY 2023	Actuals FY 2024	Amended Budget FY 2025	Projected Amounts FY 2025	Proposed Budget FY 2026
REVENUES							
4713	Animal Control Assessment <i>Based on assessments provided to Council in August 2024; 3% of total assessment</i>	\$ 45	\$ 20,968	\$ 22,201	\$ 23,137	\$ 23,137	\$ 23,137
4169	Interest Earnings	8	347	182	50	50	50
	TOTAL FUND REVENUES	\$ 53	\$ 21,315	\$ 22,383	\$ 23,187	\$ 23,187	\$ 23,187

Acct #	Description	Actuals FY 2022	Actuals FY 2023	Actuals FY 2024	Amended Budget FY 2025	Projected Amounts FY 2025	Proposed Budget FY 2026
EXPENDITURES							
5903	Legal Cost Transfer	\$ 100	\$ -	\$ -	\$ 100	\$ 100	\$ 100
5905	Finance Cost Transfer	200	-	-	200	200	200
5909	General Govt Transfer	199	-	-	200	200	200
5913	Public Safety Transfer	-	21,000	21,000	25,000	25,000	25,000
	Total Interfund Transfers	499	21,000	21,000	25,500	25,500	25,500
	TOTAL FUND EXPENDITURES	\$ 499	\$ 21,000	\$ 21,000	\$ 25,500	\$ 25,500	\$ 25,500

City of Live Oak
Fund 26
Dept 2600 - Street Lighting CFD 2004-1 Mello Roos



Acct #	Description	Actuals FY 2022	Actuals FY 2023	Actuals FY 2024	Amended Budget FY 2025	Projected Amounts FY 2025	Proposed Budget FY 2026
REVENUES							
4715	Street Light Assessment <i>Based on assessments provided to Council in August 2024; 3% of total assessment</i>	\$ 46	\$ 21,691	\$ 22,966	\$ 23,137	\$ 23,137	\$ 23,137
4169	Interest Earnings	-	983	-	100	100	100
	TOTAL FUND REVENUES	\$ 46	\$ 22,674	\$ 22,966	\$ 23,237	\$ 23,237	\$ 23,237

Acct #	Description	Actuals FY 2022	Actuals FY 2023	Actuals FY 2024	Amended Budget FY 2025	Projected Amounts FY 2025	Proposed Budget FY 2026
EXPENDITURES							
5339	Utilities	\$ 23,833	\$ 24,753	\$ 28,990	\$ 28,000	\$ 28,000	\$ 28,000
	Total Services and Supplies	23,833	24,753	28,990	28,000	28,000	28,000
5903	Legal Cost Transfer	-	-	-	-	-	-
5905	Finance Cost Transfer	-	-	-	-	-	-
5909	General Govt Transfer	-	-	-	-	-	-
	Total Interfund Transfers	-	-	-	-	-	-
	TOTAL FUND EXPENDITURES	\$ 23,833	\$ 24,753	\$ 28,990	\$ 28,000	\$ 28,000	\$ 28,000

City of Live Oak
Fund 27
Dept 2700-Parks/Rec /Pool CFD 2004-1 Mello Roos



Acct #	Description	Actuals FY 2022	Actuals FY 2023	Actuals FY 2024	Amended Budget FY 2025	Projected Amounts FY 2025	Proposed Budget FY 2026
REVENUES							
4717	Parks/Rec/Pool Assessment <i>Based on assessments provided to Council in August 2024; 23% of total assessment</i>	\$ 350	\$ 164,850	\$ 174,543	\$ 177,381	\$ 177,381	\$ 177,381
4169	Interest Earnings	105	1,358	1,449	450	450	450
	TOTAL FUND REVENUES	\$ 455	\$ 166,208	\$ 175,992	\$ 177,831	\$ 177,831	\$ 177,831

Acct #	Description	Actuals FY 2022	Actuals FY 2023	Actuals FY 2024	Amended Budget FY 2025	Projected Amounts FY 2025	Proposed Budget FY 2026
EXPENDITURES							
5339	Utilities	\$ 3,093	\$ 1,167	\$ 1,676	\$ 2,000	\$ 2,000	\$ 2,000
5353	Special Dept Expense	-	-	-	-	-	-
5341	Professional Services	7,070	7,040	8,940	8,500	8,500	8,500
	Total Services and Supplies	10,163	8,207	10,616	10,500	10,500	10,500
5903	Legal Cost Transfer	800	-	-	800	800	800
5905	Finance Cost Transfer	1,800	-	-	1,800	1,800	1,800
5909	General Govt Transfer	2,100	-	-	2,100	2,100	2,100
5911	Parks/Rec/Pool Transfer	-	165,000	165,000	180,000	180,000	180,000
	Total Interfund Transfers	4,700	165,000	165,000	184,700	184,700	184,700
	TOTAL FUND EXPENDITURES	\$ 14,863	\$ 173,207	\$ 175,616	\$ 195,200	\$ 195,200	\$ 195,200

City of Live Oak
Fund 28
Dept 2800-Storm Drainage CFD 2004-1 Mello Roos



Acct #	Description	Actuals FY 2022	Actuals FY 2023	Actuals FY 2024	Amended Budget FY 2025	Projected Amounts FY 2025	Proposed Budget FY 2026
REVENUES							
4719	Storm Drainage Assessment <i>Based on assessments provided to Council in August 2024; 3% of total assessment</i>	\$ 46	\$ 21,691	\$ 22,966	\$ 23,137	\$ 23,137	\$ 23,137
4169	Interest Earnings	326	1,821	3,877	2,400	2,400	2,400
	TOTAL FUND REVENUES	\$ 372	\$ 23,512	\$ 26,843	\$ 25,537	\$ 25,537	\$ 25,537

Acct #	Description	Actuals FY 2022	Actuals FY 2023	Actuals FY 2024	Amended Budget FY 2025	Projected Amounts FY 2025	Proposed Budget FY 2026
EXPENDITURES							
5311	Repair & Maintenance	\$ 2,791	\$ 3,007	\$ 998	\$ 1,000	\$ 1,000	\$ 1,000
5337	Licenses & Permits	1,224	1,255	1,871	8,000	8,000	8,000
5339	Utilities	510	388	860	1,000	1,000	1,000
5341	Professional Services	689	-	-	700	700	700
	Total Services and Supplies	5,214	4,650	3,729	10,700	10,700	10,700
5903	Legal Cost Transfer	100	-	-	300	300	300
5905	Finance Cost Transfer	104	-	-	600	600	600
5909	General Govt Transfer	101	-	-	400	400	400
	Total Interfund Transfers	305	-	-	1,300	1,300	1,300
	TOTAL FUND EXPENDITURES	\$ 5,519	\$ 4,651	\$ 3,731	\$ 12,003	\$ 12,005	\$ 12,006

City of Live Oak
Fund 30
Dept 3000 - Parks & Recreation - Parks AB1600



Acct #	Description	Actuals FY 2022	Actuals FY 2023	Actuals FY 2024	Amended Budget FY 2025	Year-to-Date Amounts FY 2025	Projected Amounts FY 2025	Proposed Budget FY 2026
REVENUES								
4705	Impact Fees	\$ 229,205	\$ 75,222	\$ 378	\$ 3,582	\$ 3,725	\$ 4,000	\$ 4,000
4169	Interest Earnings	999	7,136	13,271	7,750	7,120	7,750	7,750
	TOTAL FUND REVENUES	\$ 230,204	\$ 82,358	\$ 13,649	\$ 11,332	\$ 10,845	\$ 11,750	\$ 11,750

Acct #	Description	Actuals FY 2022	Actuals FY 2023	Actuals FY 2024	Amended Budget FY 2025	Year-to-Date Amounts FY 2025	Projected Amounts FY 2025	Proposed Budget FY 2026
EXPENDITURES								
5703	Vehicles & Equipment	\$ -	\$ 11,400	\$ -	\$ -	\$ -	\$ -	\$ -
5705	Capital Projects	27,925	3,547	39,191	94,000	3,846	94,000	50,000
	<i>Dog Park (\$80,000)</i>							
	<i>Garden Glen Park (\$50,000)</i>							
	Total Capital Outlay	27,925	14,947	39,191	94,000	3,846	94,000	50,000
	TOTAL FUND EXPENDITURES	\$ 27,925	\$ 14,947	\$ 39,191	\$ 94,000	\$ 3,846	\$ 94,000	\$ 50,000

City of Live Oak
Fund 31
Dept 3100-Community Center AB1600



Acct #	Description	Actuals FY 2022	Actuals FY 2023	Actuals FY 2024	Amended Budget FY 2025	Projected Amounts FY 2025	Proposed Budget FY 2026
		\$ -					
REVENUES							
4705	Impact Fees	\$ 56,346	\$ 18,501	\$ -	\$ 881	\$ 1,000	\$ 1,000
4169	Interest Earnings	709	4,274	8,319	4,750	4,750	4,750
	TOTAL FUND REVENUES	<u>\$ 57,055</u>	<u>\$ 22,775</u>	<u>\$ 8,319</u>	<u>\$ 5,631</u>	<u>\$ 5,750</u>	<u>\$ 5,750</u>
		-					

Acct #	Description	Actuals FY 2022	Actuals FY 2023	Actuals FY 2024	Amended Budget FY 2025	Projected Amounts FY 2025	Proposed Budget FY 2026
EXPENDITURES							
5705	Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Total Capital Outlay	-	-	-	-	-	-
	TOTAL FUND EXPENDITURES	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

City of Live Oak
Fund 32
Dept 3200-Gov't Services - Public Works AB1600



Acct #	Description	Actuals FY 2022	Actuals FY 2023	Actuals FY 2024	Amended Budget FY 2025	Projected Amounts FY 2025	Proposed Budget FY 2026
REVENUES							
4705	Impact Fees	\$ 41,835	\$ 13,713	\$ 274	\$ 653	\$ 800	\$ 800
4169	Interest Earnings	211	1,955	2,864	1,650	1,650	1,650
	TOTAL FUND REVENUES	\$ 42,046	\$ 15,668	\$ 3,138	\$ 2,303	\$ 2,450	\$ 2,450
		-					

Acct #	Description	Actuals FY 2022	Actuals FY 2023	Actuals FY 2024	Amended Budget FY 2025	Projected Amounts FY 2025	Proposed Budget FY 2026
EXPENDITURES							
5705	Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Total Capital Outlay	-	-	-	-	-	-
	TOTAL FUND EXPENDITURES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

City of Live Oak
Fund 33
Dept 3300 - Gov't Services - General Gov't AB1600



Acct #	Description	Actuals FY 2022	Actuals FY 2023	Actuals FY 2024	Amended Budget FY 2025	Projected Amounts FY 2025	Proposed Budget FY 2026
REVENUES							
4705	Impact Fees	\$ 73,487	\$ 24,003	\$ 482	\$ 1,143	\$ 1,400	\$ 1,500
4169	Interest Earnings	1,051	6,375	12,178	7,000	7,000	7,000
	TOTAL FUND REVENUES	\$ 74,538	\$ 30,378	\$ 12,660	\$ 8,143	\$ 8,400	\$ 8,500

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Acct #	Description	Actuals FY 2022	Actuals FY 2023	Actuals FY 2024	Amended Budget FY 2025	Projected Amounts FY 2025	Proposed Budget FY 2026
EXPENDITURES							
5341	Professional Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Total Services and Supplies	-	-	-	-	-	-
5705	Capital Projects	-	-	-	-	-	-
	Total Capital Outlay	-	-	-	-	-	-
	TOTAL FUND EXPENDITURES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

City of Live Oak
Fund 34
Department 3400 - Public Safety - Police AB1600



Acct #	Description	Actuals FY 2022	Actuals FY 2023	Actuals FY 2024	Amended Budget FY 2025	Projected Amounts FY 2025	Proposed Budget FY 2026
REVENUES							
4705	Impact Fees	\$ 40,105	\$ 13,146	\$ 264	\$ 626	\$ 800	\$ 800
4169	Interest Earnings	516	2,776	6,038	3,500	3,500	3,500
	TOTAL FUND REVENUES	\$ 40,621	\$ 15,922	\$ 6,302	\$ 4,126	\$ 4,300	\$ 4,300

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Acct #	Description	Actuals FY 2022	Actuals FY 2023	Actuals FY 2024	Amended Budget FY 2025	Projected Amounts FY 2025	Proposed Budget FY 2026
EXPENDITURES							
5705	Capital Projects	\$ -	\$ -	\$ -	\$ 230,000	\$ 230,000	\$ 50,000
	<i>2 police vehicles + 1 detective vehicle</i>						
	Total Capital Outlay	-	-	-	230,000	230,000	50,000
	TOTAL FUND EXPENDITURES	\$ -	\$ -	\$ -	\$ 230,000	\$ 230,000	\$ 50,000

City of Live Oak
Fund 35
Dept 3500 - Public Safety - Fire AB1600



Acct #	Description	Actuals FY 2022	Actuals FY 2023	Actuals FY 2024	Amended Budget FY 2025	Year-to-Date Amounts FY 2025	Projected Amounts FY 2025	Proposed Budget FY 2026
REVENUES								
4705	Impact Fees	\$ 111,063	\$ 36,393	\$ 732	\$ 1,733	\$ 2,029	\$ 2,100	\$ 2,100
4767	Miscellaneous Income	-	-	-	-	-	-	-
4169	Interest Earnings	717	4,227	9,227	5,000	3,558	5,000	5,000
	TOTAL FUND REVENUES	\$ 111,780	\$ 40,620	\$ 9,959	\$ 6,733	\$ 5,587	\$ 7,100	\$ 7,100

Acct #	Description	Actuals FY 2022	Actuals FY 2023	Actuals FY 2024	Amended Budget FY 2025	Year-to-Date Amounts FY 2025	Projected Amounts FY 2025	Proposed Budget FY 2026
EXPENDITURES								
5705	Capital Projects	\$ -	\$ -	\$ -	\$ 345,500	\$ 348,383	\$ 350,000	\$ 50,000
	<i>New Engine (\$60K purchased from OES)</i>							
	Total Capital Outlay	-	-	-	345,500	348,383	350,000	50,000
	TOTAL FUND EXPENDITURES	\$ -	\$ -	\$ -	\$ 345,500	\$ 348,383	\$ 350,000	\$ 50,000



Acct #	Description	Actuals FY 2022	Actuals FY 2023	Actuals FY 2024	Amended Budget FY 2025	Year-to-Date Amounts FY 2025	Projected Amounts FY 2025	Proposed Budget FY 2026
REVENUES								
4705	Impact Fees	\$ 212,546	\$ 64,932	\$ 16,038	\$ 3,092	\$ 6,842	\$ 7,000	\$ 7,000
4169	Interest Earnings	778	5,125	11,138	6,600	6,426	6,600	6,600
	TOTAL FUND REVENUES	\$ 213,324	\$ 70,057	\$ 27,176	\$ 9,692	\$ 13,268	\$ 13,600	\$ 13,600

Acct #	Description	Actuals FY 2022	Actuals FY 2023	Actuals FY 2024	Amended Budget FY 2025	Projected Amounts FY 2025	Proposed Budget FY 2026
EXPENDITURES							
5341	Professional Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5705	Capital Projects	-	-	-	-	-	-
	<i>Kola St / HWY 99 Signal</i>	-	-	-	-	-	-
	Total Capital Outlay	-	-	-	-	-	-
	TOTAL FUND EXPENDITURES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

City of Live Oak
Fund 39
Department 3900 - Flood Control AB1600



Acct #	Description	Actuals FY 2022	Actuals FY 2023	Actuals FY 2024	Amended Budget FY 2025	Projected Amounts FY 2025	Proposed Budget FY 2026
REVENUES							
4169	Interest Earnings	\$ 5	\$ 218	\$ 52	\$ 30	\$ 50	\$ 75
	TOTAL FUND REVENUES	\$ 5	\$ 218	\$ 52	\$ 30	\$ 50	\$ 75

Acct #	Description	Actuals FY 2022	Actuals FY 2023	Actuals FY 2024	Amended Budget FY 2025	Projected Amounts FY 2025	Proposed Budget FY 2026
EXPENDITURES							
5705	Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Total Capital Outlay	-	-	-	-	-	-
	TOTAL FUND EXPENDITURES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

City of Live Oak
Fund 50
Department 5000 - Water Connection Fees



Acct #	Description	Actuals FY 2022	Actuals FY 2023	Actuals FY 2024	Amended Budget FY 2025	Projected Amounts FY 2025	Proposed Budget FY 2026
REVENUES							
4403	Connection Fees	\$ 448,210	\$ 160,335	\$ 11,734	\$ 11,734	\$ 13,000	\$ 13,000
4169	Interest Earnings	1,836	14,189	36,232	20,000	24,000	24,000
	TOTAL FUND REVENUES	\$ 450,046	\$ 174,524	\$ 47,966	\$ 31,734	\$ 37,000	\$ 37,000
		-	-	-	-	-	-

Acct #	Description	Actuals FY 2022	Actuals FY 2023	Actuals FY 2024	Amended Actuals FY 2025	Proposed Actuals FY 2025	Proposed Budget FY 2026
EXPENDITURES							
5705	Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Total Capital Outlay	-	-	-	-	-	-
	TOTAL FUND EXPENDITURES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

City of Live Oak
Fund 51
Department 5100 - Sewer Connection Fees



Acct #	Description	Actuals FY 2022	Actuals FY 2023	Actuals FY 2024	Amended Budget FY 2025	Projected Amounts FY 2025	Proposed Budget FY 2026
REVENUES							
4403	Connection Fees	\$ 482,350	\$ 199,166	\$ 14,088	\$ 14,088	\$ 16,000	\$ 16,000
4169	Interest Earnings	2,364	14,892	33,520	20,000	23,000	23,000
	TOTAL FUND REVENUES	\$ 484,714	\$ 214,058	\$ 47,608	\$ 34,088	\$ 39,000	\$ 39,000

Acct #	Description	Actuals FY 2022	Actuals FY 2023	Actuals FY 2024	Amended Budget FY 2025	Projected Amounts FY 2025	Proposed Budget FY 2026
EXPENDITURES							
5705	Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<i>P Street Lift Station (\$2,750,000)</i>						
	Total Capital Outlay	-	-	-	-	-	-
	TOTAL FUND EXPENPENDITURES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

City of Live Oak
Fund 52
Dept 5200 - Storm Drain Connection Fees



Acct #	Description	Actuals FY 2022	Actuals FY 2023	Actuals FY 2024	Amended Budget FY 2025	Projected Amounts FY 2025	Proposed Budget FY 2026
REVENUES							
4403	Connection Fees	\$ 235,855	\$ 106,864	\$ 1,985	\$ 3,949	\$ 3,949	\$ 4,000
4167	Miscellaneous Income	-	-	-	-	-	-
4169	Interest Earnings	9,206	6,402	20,545	22,000	22,000	22,000
	TOTAL FUND REVENUES	\$ 245,061	\$ 113,266	\$ 22,530	\$ 25,949	\$ 25,949	\$ 26,000

Acct #	Description	Actuals FY 2022	Actuals FY 2023	Actuals FY 2024	Amended Budget FY 2025	Projected Amounts FY 2025	Proposed Budget FY 2026
EXPENDITURES							
5705	Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Total Capital Outlay	-	-	-	-	-	-
	TOTAL FUND EXPENDITURES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

City of Live Oak
Fund 58
Dept 5800 - Coronavirus State and Local Fiscal Recovery Funds



Acct #	Description	Actuals FY 2022	Actuals FY 2023	Actuals FY 2024	Amended Budget FY 2025	Projected Amounts FY 2025	Proposed Budget FY 2026
REVENUES							
4601	ARPA funding	\$ 619,136	\$ 40,546	\$ 301,765	\$ 1,166,200	\$ -	\$ -
4169	Interest Earnings	-	15,995	32,540	18,000	18,000	-
	TOTAL FUND REVENUES	\$ 619,136	\$ 56,541	\$ 334,305	\$ 1,184,200	\$ 18,000	\$ -

Acct #	Description	Actuals FY 2022	Actuals FY 2023	Actuals FY 2024	Amended Budget FY 2025	Projected Amounts FY 2025	Proposed Budget FY 2026
EXPENDITURES							
5703	Special Department Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<i>Business façade improvement program (\$100,000)</i>						
5704	Software	8,136	40,546	248,547	-	-	-
	<i>Building department permitting software (\$90,000)</i>						
5705	Capital Projects	-	-	-	-	-	-
	<i>Chemical tanks (\$35,000)</i>						
	Total Interfund Transfers	8,136	40,546	248,547	-	-	-
5901	Interfund Transfers	611,000	-	-	850,000	1,061,213	-
	Total Interfund Transfers	611,000	-	-	850,000	1,061,213	-
	TOTAL FUND EXPENDITURES	\$ 619,136	\$ 40,546	\$ 248,547	\$ 850,000	\$ 1,061,213	\$ -

City of Live Oak
Fund 59
Dept 5900 - Capital Equipment Purchase Reserve



Acct #	Description	Actuals FY 2022	Actuals FY 2023	Actuals FY 2024	Amended Budget FY 2025	Projected Amounts FY 2025	Proposed Budget FY 2026
EXPENDITURES							
5901	Interfund Transfer	\$ -	\$ -	\$ -	\$ (125,000)	\$ (125,000)	\$ -
	Total Interfund Transfers	-	-	-	(125,000)	(125,000)	-
	TOTAL FUND EXPENDITURES	\$ -	\$ -	\$ -	\$ (125,000)	\$ (125,000)	\$ -

City of Live Oak
Fund 90
Dept 9000 - CDBG Housing Rehab Program Income



Acct #	Description	Actuals FY 2022	Actuals FY 2023	Actuals FY 2024	Amended Budget FY 2025	Projected Amounts FY 2025	Proposed Budget FY 2026
REVENUES							
4901	89-STBG-351 Program Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4902	91-STBG-531 Program Income	17,830	-	-	-	-	-
4903	94-STBG-804 Program Income	-	-	-	-	-	-
4906	99-STBG-1371 Program Income	1,296	17,214	1,650	-	-	-
4951	98-EDBG-609 Program Income	58,009	4,233	4,030	-	-	-
4907	02-STBG-1710 Program Income	75,529	-	-	-	-	-
4602	Program Income	-	-	-	5,000	5,000	-
4169	Interest Earnings	319	2,055	4,717	2,500	2,500	-
	TOTAL FUND REVENUES	\$ 152,983	\$ 23,502	\$ 10,397	\$ 7,500	\$ 7,500	\$ -

Acct #	Description	Actuals FY 2022	Actuals FY 2023	Actuals FY 2024	Amended Budget FY 2025	Projected Amounts FY 2025	Proposed Budget FY 2026
EXPENDITURES							
6001	General Administration	\$ 308	\$ -	\$ -	\$ -	\$ -	\$ -
6003	Activity Delivery	-	-	-	-	-	-
	TOTAL FUND EXPENDITURES	\$ 308	\$ -	\$ -	\$ -	\$ -	\$ -



Acct #	Description	Actuals FY 2022	Actuals FY 2023	Actuals FY 2024	Amended Budget FY 2025	Projected Amounts FY 2025	Proposed Budget FY 2026
REVENUES							
4972	97-HOME Program Income	\$ 67,846	\$ -	\$ 350	\$ -	\$ -	\$ -
4975	06-HOME-Program Income	25,000	-	-	-	-	-
4979	HOME-9274 Program Income	-	-	-	-	-	-
4602	Program Income	-	44,734	-	2,200	2,200	-
4169	Interest Earnings	248	17,336	4,074	-	-	-
	TOTAL FUND REVENUES	\$ 93,094	\$ 62,070	\$ 4,424	\$ 2,200	\$ 2,200	\$ -

Acct #	Description	Actuals FY 2022	Actuals FY 2023	Actuals FY 2024	Amended Budget FY 2025	Projected Amounts FY 2025	Proposed Budget FY 2026
EXPENDITURES							
6001	General Administration	\$ 257	\$ -	\$ 21,000	\$ -	\$ -	\$ -
6003	Activity Delivery	-	-	-	-	-	-
6005	Housing Rehabilitation	-	-	-	-	-	-
6010	Eligible Housing Activities	-	-	-	-	-	-
	TOTAL FUND EXPENDITURES	\$ 257	\$ -	\$ 21,000	\$ -	\$ -	\$ -



City of Live Oak Report to City Council

Meeting Date:	May 21, 2025
Title:	Formally Announcing the Mayor and City Council's Selection for City Manager and Approval of the City Manager's Employment Agreement for a Term of Three Years and Approval of Resolution Appointing City Manager
Contact Information:	Nicole Rosser, City Attorney
Analysis:	The former City Manager, Aaron Palmer, and City of Live Oak entered into a Separation Agreement effective March 8, 2024. Following Mr. Palmer's departure, the City of Live Oak has had Interim City Managers while the City Council performed a thorough search for a full-time City Manager. The City Manager recruitment garnered a total of 14 applications. On April 24, 2025, the Mayor and City Council held a closed session and interviewed 5 candidates. After deliberation, the City Council agreed to reinterview 2 candidates on April 30, 2025. The City Council thereafter made their decision and began negotiating with the selected candidate, Benjamin Moody. The City Council will discuss and consider for potential Council action, a decision to appoint Benjamin Moody as the City Manager for the City of Live Oak, subject to the execution of an Employment Agreement and approval of the attached related Resolution. The Employment Agreement provides, among other material terms and subject to certain terms and conditions, that Benjamin Moody will receive compensation in a total amount of \$210,000.00/year, including a stipend for certifications for being a Professional Engineer and Professional Land Surveyor, that Benjamin Moody will receive employee benefits as explained further in the Employment Agreement, and that Benjamin Moody will commence work for the City on June 9, 2025.
Fiscal Impacts:	Benjamin Moody and the City of Live Oak have negotiated a salary of \$210,000.00/year (which includes an annual stipend for certification for Professional Engineer and Professional Land Surveyor). The remainder of the benefits and additional details are set forth in the Employment Agreement.

Recommendation: Adopt a motion: 1) Formally Announcing the Mayor and City Council's selection for City Manager and approving the City Manager's Employment Agreement; 2) Authorizing the Mayor to sign the City Manager's Employment Agreement on behalf of the City; and 3) Approving a Resolution of the City Council of the City of Live Oak Appointing Benjamin Moody to the Position of City Manager and approving an Employment Agreement in connection with said appointment.

Attachments:

[Resolution](#)

[Exhibit A - Employment Agreement](#)

[Exhibit B](#)

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LIVE OAK APPOINTING BENJAMIN MOODY TO THE POSITION OF CITY MANAGER AND APPROVING AN EMPLOYMENT AGREEMENT IN CONNECTION WITH SAID APPOINTMENT

THE CITY COUNCIL OF THE CITY OF LIVE OAK DOES HEREBY RESOLVE, DETERMINE, FIND, AND ORDER AS FOLLOWS:

SECTION 1. The City Council hereby appoints Benjamin Moody as the City Manager of the City of Live Oak to be effective on June 9, 2025.

SECTION 2. The Employment Agreement with Benjamin Moody is hereby approved and shall be effective from June 9, 2025, as set forth on Exhibit A to this Resolution.

SECTION 3. The publicly adopted Pay Scale is set forth on Exhibit B to this Resolution. Said publicly adopted pay scale will be updated and approved by the City Council as necessary to comply with the terms and conditions of the Employment Agreement for City Manager.

SECTION 4. The Mayor is hereby authorized to execute the Employment Agreement with Benjamin Moody to serve as the City Manager of the City of Live Oak.

PASSED AND ADOPTED by the City Council of the City of Live Oak this 21st day of May, 2025, by the following vote:

AYES:

NOES:

ABSENT:

NOT VOTING:

APPROVED:

Jeremy Chapdelaine, Mayor

ATTEST:

Clarissa Menchaca, City Clerk

EMPLOYMENT AGREEMENT

THIS AGREEMENT is made and entered into effective when signed by both parties hereto, between the City of Live Oak (the "City"), a General Law City, and Benjamin Moody ("the Employee"), in consideration of the following facts and circumstances:

A. The City desires (i) to obtain the service of Employee as City Manager of the City of Live Oak (ii) to provide for him an inducement to remain in such employment (iii) to make possible full work productivity by assuring his morale and peace of mind with respect to future security and (iv) to provide a just means for terminating Employee's services at such time as he may be unable to fully discharge his duties due to disability or when City may otherwise desire to terminate his employment.

B. The Employee desires to be employed in that position.

NOW, THEREFORE, City and Employee in consideration of the mutual covenants and agreements herein contained, agree as follows:

1. EMPLOYMENT

City agrees to engage Employee as City Manager of the City of Live Oak to perform services on a continuing basis, which services are generally described in the City's Municipal Code.

2. DUTIES

- (a) Employee agrees to perform any and all duties outlined in the City's Municipal Code as may be from time to time amended, and such other permissible and proper duties and functions as the City Council may from time-to-time assign, including but not limited to areas of service for which he is otherwise qualified and certificated (i.e., Public Works/Engineer/Community Development).
- (b) Employee shall devote his full energy, skill, ability and productive time to the performance of his duties. Employee shall not engage in any employment, activity, consulting service, or other enterprise, for compensation or otherwise, which is actually or potentially in conflict with, inimical to, or which interferes with the performance of his duties. Further, Employee shall not engage in any employment, activity, consulting service, or other enterprise, for compensation or otherwise, in excess of FIVE THOUSAND DOLLARS (\$5,000.00) per year without the express permission of the City Council. Any and all farming activities by Employee are exempt from this Agreement.

3. TERM

This Agreement shall become effective when signed by both parties hereto and shall terminate no later than May 21, 2028 under the conditions as described in Section 7 of the Agreement.

4. SALARY

- (a) City agrees to pay Employee for his services rendered pursuant hereto at an annual base salary of TWO HUNDRED THOUSAND DOLLARS (\$200,000.00).
- (b) City further agrees to pay Employee a stipend for being certificated as a Professional Engineer and Professional Land Surveyor in the annual amount of TEN THOUSAND DOLLARS (\$10,000.00). The City also agrees to evaluate the stipend amount after six (6) months based on his ability to reduce outside consultant services and assume additional roles for which he is qualified.
- (c) The City in its discretion may increase said base salary and/or other benefits of Employee in such amounts and to such extent as the City Council may determine it is desirable to do so at the same time as similar consideration is given other employees generally.

5. BENEFITS

- (a) Vacation, Sick Leave and Holiday accruals and use shall be the same as provided in the Local 1 Union MOU with the City as is currently in effect. Employee will begin employment with a bank of eighty (80) hours of vacation time and will accrue additional vacation time at the 15-year employee accrual rate (based on Employee's years in public service). Employee will be granted eighty (80) hours of Administrative Leave on July 1, 2025 and each July 1st thereafter. Administrative Leave will not be carried over. Any remaining Administrative Leave will be cashed out every June 30th.
- (b) The City shall be entitled to participate in the current health/dental/vision insurance offered by City pursuant to the Local 1 Union MOU as is currently in effect. The City will pay one hundred percent (100%) of the premium for Dental and Vision coverage at the family rate.
- (c) Employee shall receive all other leaves (bereavement, family and medical, jury duty, military, etc.) as other general employees, as set forth in the Local 1 Union MOU with the City as is currently in effect.

- (d) Employee shall receive the same legal holidays as other general employees, as set forth in the Local 1 Union MOU with the City as is currently in effect.
- (e) Employee may voluntarily pay into a deferred compensation as is offered to other management employees.
- (f) Employee is believed to be a classic member as defined by CalPERS and as mandated by the Public Employees' Pension Reform Act of 2013 ("PEPRA"), and if determined to be such shall be permitted to participate in the City's CalPERS Retirement Program with the 2.7% at 55 formula. Employee shall be responsible for the member contribution for Employee's CalPERS Retirement Plan pursuant to City's Agreement with the Local 1 Union MOU as is currently in effect.
- (g) Training and certification expenses, as well as membership dues to necessary professional organizations shall be budgeted by the City Council based upon availability of funds. City Council will support Employee's attendance at such annual training conferences as are approved and budgeted by the City Council.
- (h) City shall not at any time during this Agreement reduce salary, compensation or other benefits provided to Employee, except as to the degree of such reduction across-the-board for all employees of City.
- (i) City shall pay Employee one hundred fifty dollars (\$150.00) per month for a technology allowance.
- (j) City shall pay Employee five hundred dollars (\$500.00) per month for a car allowance in lieu of mileage within a fifty-mile radius of Live Oak, subject to the conditions outlined in the City's Personnel Rules and Regulations for mileage and car allowance.

6. PERFORMANCE EVALUATIONS AND COMPENSATION INCREASES

The City Council shall review Employee's performance annually. At said annual performance evaluation, the City agrees to grant Employee a three percent (3%) cost of living adjustment each year of this Agreement.

7. RESIGNATION AND TERMINATION

- (a) Employee shall give City at least sixty (60) days advance written notice of termination of this Agreement. During the notice period, all the rights and obligations of the parties under this Agreement shall remain in full force and effect. All accrued leaves, except for sick leave, will be disbursed at date of termination.
- (b) Employee expressly agrees and understands he serves at the will and pleasure of the City Council and has no property interest in his employment with the City. This

provision may not be altered, except by a written instrument executed by the Employee and approved by the City Council and with specific reference to this Agreement and Section.

- (c) Employee may be terminated by the City Council at any time without cause. If Employee is terminated by the City Council for reasons other than malfeasance in office while he is still willing and able to perform the duties of City Manager, City agrees to pay Employee six (6) months of salary and payment of the employer's medical share for health insurance benefits for the same time period or until Employee receives medical coverage from another agency, whichever is less, (hereinafter "severance"). Prior to the payment of any severance or other benefits pursuant to this subsection, as an expressed condition of receiving such payment, Employee shall sign and deliver to City a release in the form of Exhibit A attached hereto fully releasing City (including its employees, officers and agents) from any and all claims by Employee. If Employee is terminated for cause, as defined hereafter, City shall not owe any severance under this Agreement. The determination of whether there is cause for termination may include, but shall not be limited to the following:

- Knowingly Violating administrative policies and procedures;
- Failure to properly perform assigned duties;
- Theft of City property;
- Conviction of a felony, or conviction of a misdemeanor relating to Employee's fitness to perform assigned duties;
- Unauthorized absence from employment;
- Reporting for work, or being at work, under the influence of or in possession of alcohol or non-prescribed controlled substances;
- Improper use of City funds;
- Unauthorized use of City property;
- An act of moral turpitude or dishonesty; and
- Other failure of good behavior either during or outside of employment such that Employee's conduct causes discredit to the City.

- (d) Notwithstanding any other provision of this Agreement the City Council shall not take any action to terminate this Agreement without cause during the period of 60 days following the seating of a new City Council Member elected in a general election or otherwise appointed. The purpose of this provision is to allow the newly appointed or elected member of the City Council or reorganized City Council to have sufficient time to observe the actions and ability in the performance of the powers and duties of the office. After the expiration of the aforementioned sixty (60) day period there shall be no limitation on the City Council's ability to terminate without cause. Nothing herein shall limit the City's ability to terminate this Agreement for cause and sever written notice of such termination on Employee.

- (e) This Agreement shall expire and terminate of its own accord and without any action on the part of any party hereto, on May 21, 2028. In the event this Agreement terminates of its own accord in keeping with this paragraph 7(e), Employee shall not be entitled to any severance payments as defined in paragraph 7(c), above.

8. OTHER TERMS AND CONDITIONS OF EMPLOYMENT

- (a) City Council may fix any other terms and conditions of employment as they may determine from time to time, relating to the performance of Employee, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement, the City Municipal Code, or any other law.

9. INDEMNITY

The City shall defend, hold harmless and indemnify Employee in accordance with the provisions of the California Government Claims Act and California Labor Code. City will determine, in its sole discretion, whether to compromise and settle any such claim or suit against Employee and the amount of any settlement or judgment rendered thereon. Further, any settlement by Employee must be made with the prior approval of Employer in order for indemnification, as provided in this Section, to be available.

The City's obligation to defend and indemnify Employee is contingent on Employee's cooperation with the City, and with defense counsel. In addition, the City's obligation is contingent on Employee's conduct having occurred within the course and scope of his employment.

10. GENERAL PROVISIONS

- (a) The text herein shall constitute the entire agreement between the parties.
- (b) This Agreement shall be binding upon and inure to the benefit of the successors, assigns, heirs at law and personal representative of Employee.
- (d) If any provision, or any portion thereof, contained in this Agreement is held to be unconstitutional, invalid, or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect.
- (e) Pursuant to California Government Code Section 53243.2, regardless of the term of this contract, if the contract is terminated, any cash settlement related to the termination that Employee may receive from City shall be fully reimbursed to City if Employee is convicted of a crime involving the abuse of his position.

IN WITNESS WHEREOF, the City of Live Oak has caused this Agreement to be signed and executed on its behalf by its attest by its City Clerk, and the Employee has signed and executed this Agreement, both in duplicate, the day and year written hereafter.

Date:

6/6/2025

Benjamin Moody
Benjamin Moody, Employee

Date:

CITY OF LIVE OAK

By: _____

Jeramy Chapdelaine, its Mayor

ATTEST:

Clarissa Menchaca, City Clerk

RELEASE

FOR AND IN CONSIDERATION of the terms and conditions of that certain "EMPLOYMENT AGREEMENT" effective May __, 2025 between the City of Live Oak ("CITY") and Benjamin Moody ("EMPLOYEE") and

IN CONSIDERATION of payments in the amount of six (6) months salary and benefits made pursuant to Paragraph 7(c) of such Agreement, Benjamin MOODY, hereinafter designated EMPLOYEE (for himself, his heirs, successors and assigns) fully and forever releases, discharges and covenants not to sue or otherwise institute or in any way actively participate in or voluntarily assist in the participation of a legal or administrative proceeding against the CITY which term includes without limitation, the CITY's employees, agents, representatives, attorneys, affiliated entities, commissions, boards, councils, departments, council members, elected and appointed officials, and the like with respect to any and all manner of claims, complaints, liabilities, demands, causes of action, grievances, costs, expenses, attorneys' fees, damage, and obligations of every kind and nature, in law, equity or otherwise, known and unknown, suspected and unsuspected, disclosed and undisclosed, arising out of or in any way related to acts, conduct, or omissions related to his employment at any time prior to the Effective Date, including but not limited to tort law Government Code §§54950-54962; contract law; wrongful discharge law; and the implied covenant of good faith and fair dealing, except as set forth below. EMPLOYEE understands this Release precludes him from filing any new claim against the CITY, based on or related to acts or events taking place on or before the effective date of his termination, with the exception of any job-related worker's compensation claim. EMPLOYEE understands he is waiving his rights to file a claim under the Age Discrimination in Employment Act of 1967 ("ADEA") (28 U.S.C. §621 et seq.) or similar laws.

EMPLOYEE understands and acknowledges he has been given at least twenty-one (21) days to consider his release of claims under the ADEA, and that he expressly waives this 21-days' notice provision. EMPLOYEE further acknowledges he has seven (7) days from the date he executes this AGREEMENT to revoke his Release under the ADEA; provided, however, that should EMPLOYEE revoke his release, CITY may, in its sole discretion, rescind this entire Agreement and obtain all amounts paid hereunder. _____ (Initials)

EMPLOYEE understands by making the above waivers and releases, he has forever surrendered every claim, complaint or cause of action of any kind or nature, whether known or unknown, suspected or unsuspected, at the time of the effective date of EMPLOYEE's termination. However, EMPLOYEE understands CITY cannot relieve or absolve him from possible liability regarding third party claims, and that this AGREEMENT does not foreclose CITY's right to indemnification for his asserted acts or omissions concerning third parties. CITY understands it still has to comply with any statutes, rules or regulations, or as otherwise required by law, requiring it possibly to defend and/or indemnify EMPLOYEE against claims alleged to arise in the course of employment, subject to reservation rights.

These releases are binding upon and inure to the benefit of the heirs, executors, representatives, assigns, agents, predecessors, successors, subsidiaries, divisions, affiliates, insurers, officers, board members, directors, attorneys, employees, administrators and investors of EMPLOYEE.

BENJAMIN MOODY, EMPLOYEE: _____

DATE: _____

City of Live Oak

Salary Control Points As of 04/03/2024

								Pay for Performance
Classification		Point A	Point B	Point C	Point D	Point E	Point F	
City Manager <i>determined by City Council approved contract</i>	Yr.	150,000.00	-	-	-	-	-	225,000.00
	Mo.	12,500.00	-	-	-	-	-	18,750.00
	Hr.	72.115	-	-	-	-	-	108.173
City Clerk	Yr.	67,600.00	77,740.00	89,401.00	-	-	-	102,811.15
	Mo.	5,633.33	6,478.33	7,450.08	-	-	-	8,567.60
	Hr.	32.500	37.375	42.981	-	-	-	49.430
Finance Director/Assistant City Manager	Yr.	96,196.54	110,626.02	127,219.92	-	-	-	146,302.90
	Mo.	8,016.38	9,218.84	10,601.66	-	-	-	12,191.92
	Hr.	46.249	53.186	61.163	-	-	-	70.338
Executive Assistant to City Manager	Yr.	51,469.64	59,190.08	68,068.60	-	-	-	78,278.89
	Mo.	4,289.13	4,932.51	5,672.39	-	-	-	6,523.25
	Hr.	24.745	28.457	32.726	-	-	-	37.634
Community Development Director	Yr.	73,884.79	84,967.51	97,712.64	-	-	-	112,369.53
	Mo.	6,157.07	7,080.64	8,142.72	-	-	-	9,364.12
	Hr.	35.522	40.849	46.977	-	-	-	54.023
Building Official	Yr.	65,381.43	75,188.67	86,466.97	-	-	-	99,437.02
	Mo.	5,448.45	6,265.72	7,205.59	-	-	-	8,286.42
	Hr.	31.433	36.149	41.571	-	-	-	47.806
Public Works Director	Yr.	80,903.85	93,039.42	106,995.35	-	-	-	123,044.63
	Mo.	6,742.00	7,753.29	8,916.29	-	-	-	10,253.75
	Hr.	38.897	44.730	51.441	-	-	-	59.156

Financial Services Supervisor	Yr.	83,264.24	87,646.56	92,259.54	-	-	-	106,045.45
	Mo.	6,938.68	7,303.88	7,688.30	-	-	-	8,837.12
	Hr.	40.031	42.138	44.356	-	-	-	50.983
Chief Plant Operator	Yr.	88,337.64	92,986.75	97,881.39	103,033.05	108,455.47	114,162.45	
	Mo.	7,361.47	7,748.90	8,156.79	8,586.08	9,037.95	9,513.54	
	Hr.	42.470	44.706	47.058	49.535	52.142	54.886	
Parks & Recreation Director	Yr.	73,884.79	84,967.51	97,712.64	-	-	-	112,369.53
	Mo.	6,157.07	7,080.64	8,142.72	-	-	-	9,364.13
	Hr.	35.522	40.849	46.977	-	-	-	54.023
Management Analyst	Yr.	64,142.61	73,764.00	84,828.59	-	-	-	97,552.88
	Mo.	5,345.23	6,147.00	7,069.05	-	-	-	8,129.41
	Hr.	30.838	35.463	40.783	-	-	-	46.901
Recreation Leader I	Yr.	-	-	-	-	-	-	
	Mo.	-	-	-	-	-	-	
	Hr.	15.496	16.312	17.17	18.074	19.025	19.976	
Recreation Leader II	Yr.	-	-	-	-	-	-	
	Mo.	-	-	-	-	-	-	
	Hr.	16.312	17.17	18.074	19.025	19.976	20.975	
Administrative Aide	Yr.	-	-	-	-	-	-	
	Mo.	-	-	-	-	-	-	
	Hr.	13.000	13.650	14.333	15.049	15.802	-	
Temp. Maintenance Worker 1,000 hrs. Seasonal	Yr.	-	-	-	-	-	-	
	Mo.	-	-	-	-	-	-	
	Hr.	15.496	16.312	17.17	18.074	19.025	19.976	

Aquatics Supervisor	Yr.	-	-	-	-	-	-	-
	Mo.	-	-	-	-	-	-	-
	Hr.	17.868	18.761	19.699	20.684	21.718	22.804	
Head Lifeguard	Yr.	-	-	-	-	-	-	
	Mo.	-	-	-	-	-	-	
	Hr.	16.207	17.017	17.868	18.761	19.699	20.684	
Lifeguard	Yr.	-	-	-	-	-	-	
	Mo.	-	-	-	-	-	-	
	Hr.	15.802	16.592	17.422	18.293	19.208	20.168	
City Planner	Yr.	50,364.85	57,919.57	66,607.50	-	-	-	76,598.61
	Mo.	4,197.07	4,826.63	5,550.63	-	-	-	6,383.21
	Hr.	24.214	27.846	32.023	-	-	-	36.827
Assistant City Planner	Yr.	37,263.80	42,853.37	49,281.37	-	-	-	56,673.58
	Mo.	3,105.32	3,571.12	4,106.79	-	-	-	4,722.79
	Hr.	17.915	20.603	23.693	-	-	-	27.246
Principal Engineer	Yr.	56,693.37	65,197.38	74,976.98	-	-	-	86,223.54
	Mo.	4,724.46	5,433.12	6,248.08	-	-	-	7,185.30
	Hr.	27.256	31.345	36.047	-	-	-	41.454
Associate Engineer	Yr.	51,535.53	59,265.85	68,155.75	-	-	-	78,379.10
	Mo.	4,294.63	4,938.82	5,679.65	-	-	-	6,531.59
	Hr.	24.777	28.493	32.768	-	-	-	37.682
Intern	Yr.	-	-	-				
	Mo.	1,500.00	-	4,000.00				
	Hr.	-	-	-				

City Council	Yr.	-	-	-
	Mo.	656.37	-	-
	Hr.	-	-	-



City of Live Oak Report to City Council

Meeting Date:	May 21, 2025
Title:	Write-off of Past Due Water and Sewer Accounts Collections
Contact Information:	James Ramsey, Finance Director
Background:	Quarterly, the City will evaluate past due balances and determine that there is no recourse to collect on those amounts based on the number of days outstanding. The accounts on the attached listing have been outstanding for a significant period of time and as such, management is requesting that the amounts be written off and sent to collections. If not collected by next year, there is a possibility that these may be collected next year via a lien on the property tax rolls. These amounts are outstanding from the period of January 1, 2025 through March 31, 2025.
Fiscal Impacts:	Total write-offs of \$5,676.36 are split between water and sewer funds.
Recommendation:	Adopt resolution.
Attachments:	

[Resolution](#)
[Exhibit A](#)

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LIVE OAK AUTHORIZING PAST DUE
ACCOUNT COLLECTION LOSS WRITE-OFF IN THE AMOUNT OF \$5,676.36

WHEREAS, the City of Live Oak furnishes a water and sewer system for obtaining, conserving and disposing of water for public and private uses; and

WHEREAS, providing utility services for citizens includes the collection of monthly utility billings; and

WHEREAS, the City of Live Oak makes every attempt to collect outstanding balances; and

WHEREAS, Exhibit A provides a list of uncollectible accounts for the period ending March 31, 2025, and is made a part of this resolution.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Live Oak authorizes the Finance Director to write-off as collection losses the accounts receivables listed on Exhibit A totaling \$5,676.36.

PASSED AND ADOPTED this 21st day of May, 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

APPROVED:

Jeramy Chapdelaine, Mayor

ATTEST:

Clarissa Menchaca, City Clerk

Account	Name	Service Address	Balance
01-0530-01	TAJINDER KAUR	2364 ELM STREET	563.56
01-0620-00	TRINIDAD RIVERA	2463 DATE STREET	725.85
01-0790-06	JUAN RODRIGUEZ REYES	2291 ARCHER AVENUE	249.72
01-1080-04	ROBERT HAINES	9663 L STREET	517.40
01-1360-01	AMY & WILLIAM SCHMIDT	9916 J STREET	129.88
01-3210-06	ANTHONY DURAN	2495 BIRCH STREET	401.54
02-0790-05	ENRIQUE DE LA CERDA & LIZA MEDINA	2477 IVY STREET	371.01
02-2140-06	KEVIN MARTINEZ	10726 IRENE WAY	477.87
03-1300-04	CESAR MARTINEZ DIAZ	2918 GUM STREET	353.50
04-1280-02	NATALIE HERYFORD	9681 N STREET	936.97
04-3550-02	CECIL SCHLEMMER	9798 P STREET	836.07
04-4452-02	SARAH BECKER	3338 MEGAN WAY	112.99
		Total	5,676.36

January thru March 2025



City of Live Oak Report to City Council

Meeting Date:	May 21, 2025
Title:	Affordable Housing and Sustainable Communities (AHSC) Grant Application
Contact Information:	Laura Stewart, Associate Planner
Location:	Larkin Grove Apartments and Citywide Transportation Upgrades
Background:	See attached staff report.
Fiscal Impacts:	None, no local match required or proposed.
Recommendation:	Authorize the Mayor to sign the Letter of Support and Cooperative Agreement, and approve the submission of the AHSC grant application to the Department of Housing and Community Development.

Attachments:

[Staff Report](#)
[AHSC-Factsheet](#)
[AHSC Eligibility Guide](#)
[AHSC Round 9 NOFA Letter](#)
[AHSC R9 Guidelines](#)
[STI Project Overview](#)
[STI Budget](#)
[Bike Ped Transit Tracker](#)
[YST PWC COLO Cooperative Agreement](#)
[PWC Live Oak -STI Letter](#)



**City of Live Oak
Report to City Council**

Meeting Date: May 21, 2025

Title: Affordable Housing and Sustainable Communities (AHSC) Grant Application

Location: Larkin Grove Apartments and Citywide Transportation Upgrades

Recommendation: Authorize the submission of the AHSC grant application in partnership with Yuba-Sutter Transit and Pacific West Communities

Fiscal Impacts: None, no local match required or proposed.

Contact Information: Laura Stewart, Associate Planner

Background:

Staff is requesting City Council authorization to submit the AHSC Grant application in partnership with Yuba-Sutter Transit and Pacific West communities. The application package includes the attached Letter of Support and Cooperative Agreement, requiring the Mayor's signature. No local matching funds are required or proposed, therefore a resolution is not required at this time. Should the application be successful and grant funding is rewarded, Staff will return to Council with a request to adopt a Resolution to act on the grant reward.

Staff has been working collectively with AMG/Pacific West Communities (developer of Kristen Court Apartments) and Yuba-Sutter Transit, to put together a joint application for AHSC grant funding for the development of a new affordable housing apartment community, improvements to Yuba Sutter Transit operations, and the construction of new sidewalks, bike lanes, and a multi-use trail in Live Oak. Partnering with the affordable housing developer and Yuba Sutter Transit, significantly strengthens the application, making it more competitive.

About the AHSC Program:

The Affordable Housing and Sustainable Communities (AHSC) grant program is administered by the Strategic Growth Council and implemented by the California Department of Housing and Community Development (HCD). The program is a component of California Climate Investments, which aims to reduce greenhouse gas emissions, strengthen the economy, and improve public health and the environment, especially in disadvantaged communities. California Climate

Investments include affordable housing, renewable energy, public transportation, zero-emission vehicles, environmental restoration, sustainable agriculture, and recycling.

Affordable Housing Project Overview:

Pacific West Communities proposes the construction of Larkin Grove Apartments, a 60-unit apartment community located at 9066 Larkin Road (APN 06-470-038), located south of Apricot Street, just north of the southern city boundary, and directly east of the Kristen Court Apartments. The complex will be accessed via Larkin Road only and will not connect directly to Kristen Court apartments or the Peachtree subdivision.

The proposed development includes:

- Four three-story residential buildings on approximately 3.5 acres
- 36 two-bedroom and 24 three-bedroom units
- Targeting families earning up to 60% of the Area Median Income (AMI) for Sutter County
- On site amenities include a playground, half basketball court, fenced dog area, and a shaded picnic area with tables and barbeques
- A 3200 square foot one-story community building featuring office space, a computer room, laundry facilities, an exercise room, and a community room with a common kitchen
- 112 parking stalls and secure bicycle parking
- An on-site resident manager housed in a three-bedroom unit

All units include a patio or balcony with storage space. The stucco exteriors, tile shingle roofs, and architectural accents are designed to blend in with the character of the surrounding community.

The project site is located within the R-4, Multiple Family Residential, Zoning District, in which a multi-family apartment complex of it's size is permitted outright with verified compliance with the development standards. Planning staff has completed the required Design Review and confirmed the proposal complies with all applicable zoning and development standards.

Proposed AHSC Grant Allocations:

- \$12 million to Pacific West Communities to construct the affordable housing development
- \$1.5 million to Yuba-Sutter Transit to enhance operations
- \$4.5 million to the City of Live Oak to construct:
 - o 2 miles of new Class II bike lanes
 - o 6,000 linear feet of new and gap closure sidewalks
 - o 0.8 miles of Class I multi-use Bicycle and Pedestrian trail, extending the existing trail

The proposed multi-use trail will be built over an existing Reclamation District open drainage ditch, which will first be enclosed with underground piping. The high cost of enclosing the ditch prevented development of the approved Silver Oaks Subdivision. This grant will fund the enclosure, removing a major barrier and encouraging the stalled development to move forward.



Pacific West Communities has a proven track record of successfully securing AHSC funding for similar projects, including the completed Coalinga Pacific Apartments and the Smith Avenue Apartments currently under construction in Lemoore, CA.

The attached Cooperative Agreement was reviewed and approved by City Attorney Nicole Rosser on Monday, May 12, 2025.

Next Steps:

- The completed AHSC grant application is due to HCD by May 28, 2025
- Grant award announcements are expected in December 2025.

Recommendation:

Staff recommends that the City Council authorize the Mayor to sign the Letter of Support and Cooperative Agreement, and approve the submission of the AHSC grant application to the Department of Housing and Community Development.



Affordable Housing and Sustainable Communities

Integrating affordable homes and sustainable transportation



The AHSC Program is an important part of California's climate and equity strategy by funding affordable housing and transportation projects near jobs, schools, and other daily destinations. Personal vehicle use is, by far, the most significant source of greenhouse gas emissions in California and AHSC projects help reduce these emissions by funding projects that make it easier for residents to get out of their cars and walk, bike, or take public transit. Funded by auction proceeds from California's Cap-and-Trade emissions reduction program, AHSC is administered by the Strategic Growth Council and implemented by the California Department of Housing and Community Development.

The AHSC Program funds affordable housing and transportation projects close to jobs, schools, and other daily destinations to help California meet both its climate and equity goals.



WHAT DOES AHSC FUND?

AHSC provides funding for affordable housing developments (new construction or renovation) and transportation infrastructure. This may include sustainable transportation infrastructure, such as new transit vehicles, sidewalks, and bikeways; transportation-related amenities, such as bus shelters, benches, or shade trees; and other programs that encourage residents to walk, bike, and use public transit.

WHO IS ELIGIBLE TO APPLY?

Eligible applicants include:

- » Local governments
- » Transportation and transit agencies
- » Non-profit and for-profit housing developers
- » Joint powers authorities
- » K-12 school, college and university districts
- » Federally Recognized Tribes
- » California Native American Tribes

Historically, most successful awards have included a partnership between developers of affordable and mixed-income housing, local governments, regional transportation agencies, and public transit providers. Applicants are also welcome to submit joint proposals to co-develop a project. Technical Assistance is available for application submission. Please see the program website for more information.

HOW WILL OUTCOMES BE TRACKED & MONITORED?

Because AHSC is a greenhouse gas reduction program, applicants who receive awards are responsible for monitoring and reporting their projects' emissions reductions using a quantification methodology certified by the California Air Resources Board. Award recipients are also responsible for monitoring and reporting co-benefit indicators based on the health, environmental and economic goals they identified at the grant's onset.

WHAT DOES SUCCESS LOOK LIKE?

Successfully implemented, the AHSC program creates California communities where residents can get everywhere they need to go without having to drive. This results in cleaner air, healthier lifestyles, and protects current and future generations from the threat of climate change.



\$2.5 Billion
INVESTED IN TOTAL



15,324 Affordable
Homes
CONSTRUCTED



4.4 million
METRIC TONS OF GHG
EMISSIONS AVOIDED



70% Invested
IN DISADVANTAGED
COMMUNITIES (DAC)

CONTACT

Affordable Housing and Sustainable Communities Team
ahsc@sgc.ca.gov
<http://sgc.ca.gov/programs/ahsc/>

Affordable Housing and Sustainable Communities Program: Eligibility Guide

This form is designed to help housing developers assess if their project is a good fit for the Affordable Housing and Sustainable Communities (AHSC) Program funding.

What is the AHSC Program?

The AHSC Program provides funding for housing and transportation near jobs and other key destinations across the state of California. Funding is designed to encourage collaboration among affordable housing developers, jurisdictions, and transportation agencies to create vibrant communities with affordable housing and complementary transportation including transit, bike, and walking components.



AHSC Round 2 awardee. Creekside Apartments in Davis, CA.

What does AHSC fund?

AHSC funds the construction of affordable housing and nearby transportation components. All projects are subject to the minimum award amount of \$10,000,000 and maximum award amount of \$50,000,000.

- Up to \$35,000,000 for affordable housing developments (loan, grants)
- Up to \$15,000,000 for transportation improvements and program costs (grants)

What types of housing does AHSC fund?

- Construction of new affordable housing
- Acquisition and substantial rehabilitation of housing (cannot be re-syndication)
- Conversion of non-residential building into affordable housing

What are the key requirements for the affordable housing development?

- Affordable housing developments must include at least 20 percent of the total number of units as affordable (up to 60% of the Area Median Income)
- The proposed affordable housing development must be within a ½-mile walk of an existing transit stop
- Have a minimum density of at least 30 units per acre near high quality transit, 20 units per acre near other transit, or 15 units per acre in rural areas

What do you need by the application deadline?

You will need to have these key items:

- Discretionary land use approvals (including CEQA/NEPA clearance, if applicable)
- Site control
- Two certificates of occupancy from the last 10 years providing evidence of projects that are of similar scope and size as the proposed AHSC affordable housing development

What are some factors for success?

- Large, dense developments – higher number of units that maximize site density
- Firm commitment with local public agency to include bicycle and pedestrian projects for the application
- Partnership with local transit agency to include capital project(s) to increase ridership

Ready for next steps?

- The State offers no-cost technical assistance for disadvantaged, and/or low-resourced applicants, can be found at <https://sgc.ca.gov/grant-programs/ahsc/>
- Dig into the guidelines! The most recent guidelines and workshop videos can be found at <https://sgc.ca.gov/grant-programs/ahsc/resources/guidelines.html>



AHSC Round 3 awardee. Casa Adelante in San Francisco, CA.



AHSC Round 4 awardee. Mission Heritage Plaza in Riverside, CA.

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF STATE FINANCIAL ASSISTANCE**

651 Bannon Street, Sacramento, CA 95811
P.O. Box 952054
Sacramento, CA 94252-2054
(916) 263-2771 / FAX (916) 263-2763
www.hcd.ca.gov



March 25, 2025

MEMORANDUM FOR: ALL POTENTIAL APPLICANTS

FROM: Jennifer Seeger, Deputy Director
Division of State Financial Assistance

SUBJECT: Affordable Housing and Sustainable Communities Program
Notice of Funding Availability (Round 9)

The **California Strategic Growth Council (SGC)** and the **California Department of Housing and Community Development (Department)** are pleased to announce the release of this **Notice of Funding Availability (NOFA)** with approximately \$775 million in funds for the **Affordable Housing and Sustainable Communities (AHSC) Program (AHSC Program or Program)**.

AHSC Program provides loans and grants to **Eligible Applicants** as identified in Section 103 of the **AHSC Program Guidelines (Program Guidelines)** adopted February 26, 2025, and as may be subsequently amended.

The **AHSC Program** is part of California Climate Investments, a statewide initiative that puts billions of Cap-and-Trade dollars to work reducing greenhouse gas emissions, strengthening the economy, and improving public health and the environment — particularly in **Disadvantaged Communities (DACs)**. The **AHSC Program** furthers the purposes of [AB 32](#) (Chapter 488, Statutes of 2006), [SB 375](#) (Chapter 728, Statutes of 2008), and [SB 32](#) (Chapter 249, Statutes of 2016) by investing in **Projects** that facilitate **GHG Reduction** by supporting more compact, infill development patterns, encouraging **Active Transportation** and transit usage, and protecting **Agricultural Land** from sprawl development.

Application materials must be submitted electronically via the Department's AHSC Application Portal no later than 4:00 p.m. Pacific Time on May 28, 2025.

The **AHSC Program** application forms, detailed instructions, workshop and/or webinar details, and related **AHSC Program** information are posted on the **Department's AHSC Program** webpage at <https://www.hcd.ca.gov/grants-and-funding/programs-active/affordable-housing-and-sustainable-communities>. **Program Guidelines** and supplemental materials may be found at **SGC's AHSC Program** webpage at <https://sgc.ca.gov/grant-programs/ahsc/resources/guidelines.html>.

To receive information regarding workshops and other updates, please subscribe to the **Department's** email list at <http://www.hcd.ca.gov/contact-us/email-signup>.
<mailto:listserv>

If you have questions, please contact the **Department's AHSC Program** team at AHSC@hcd.ca.gov or the **SGC's AHSC Program** team at AHSC@sgc.ca.gov.

Attachment

AFFORDABLE HOUSING AND SUSTAINABLE COMMUNITIES PROGRAM

Notice of Funding Availability Round 9



**Gavin Newsom, Governor
State of California**

**Tomiquia Moss, Secretary
Business, Consumer Services and Housing Agency**

**Erin Curtis, Executive Director
California Strategic Growth Council**

**Gustavo Velasquez, Director
California Department of Housing and Community
Development**

651 Bannon Street, Sacramento, CA 95811
Telephone: (916) 263-2771
Website: [HCD Program Website](https://www.hcd.ca.gov/programs/affordable-housing-and-sustainable-communities/)
Email: AHSC@hcd.ca.gov

March 25, 2025

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I. Overview

A. Notice of Funding Availability

The **Strategic Growth Council (SGC)** and the **California Department of Housing and Community Development (Department)** hereby announce the availability of approximately \$775 million in funding for the **Affordable Housing and Sustainable Communities Program (AHSC Program or Program)**.

The **AHSC Program** provides grants and loans to **Applicants** for **Projects** that achieve **GHG Reductions** and benefit communities throughout California, particularly **Disadvantaged Communities, Low-Income Communities, and Low-Income Households** through increasing accessibility of affordable housing, employment centers, and **Key Destinations** via low-carbon transportation. These investments result in fewer vehicle miles traveled (VMT) through shortened or reduced vehicle trip length or mode shift to transit, bicycling, or walking.

The **AHSC Program** is administered by the **California Strategic Growth Council (Council or SGC)**. The **Department of Housing and Community Development (Department)** implements the transportation, housing, and infrastructure components of the **AHSC Program**. The California Air Resources Board (CARB) provides quantification methodology for determining the **Greenhouse Gas (GHG) Reductions** for the **AHSC Program**.

Funding for the **AHSC Program** is provided by the **Greenhouse Gas Reduction Fund (GGRF)**, an account established to receive Cap-and-Trade auction proceeds.

B. Timeline

Guidelines Adoption	February 26, 2025
NOFA Release	March 25, 2025
Application Workbook Release	March 25, 2025
Application Portal Opens	April 2, 2025
Applications Due / Portal Closes	May 28, 2025, at 4:00 p.m.
Award Announcements	December 2025

C. Authorizing Legislation and Regulations (Regulatory Authority)

The **AHSC Program** furthers the purposes of [AB 32](#) (Chapter 488, Statutes of 2006), [SB 375](#) (Chapter 728, Statutes of 2008), and [SB 32](#) (Chapter 249, Statutes of 2016).

Applications submitted under this **Notice of Funding Availability (NOFA)** and available funds are subject to the **Program Guidelines** adopted by **SGC** on February 26, 2025, and as published on the **SGC's AHSC Program** website at <https://sgc.ca.gov/programs/ahsc/resources/guidelines.html>. The **Program Guidelines** include detailed information on eligibility requirements, application selection criteria, established terms, conditions, and procedures for funds awarded under the **AHSC Program**.

D. What's New in this NOFA and Guidelines

The **Program Guidelines** and this **NOFA** reflect updates based on recent statutory changes, feedback from interested parties, and continued advancement of state policy priorities.

What's new includes:

1. Alignment and consistency with the **Department's Multifamily Housing Program (MHP)** guidelines. The **Program Guidelines** and **NOFA** have been reorganized and updated for consistency with **MHP**.
2. Developer fee limits aligned with **TCAC** December 11, 2024 regulations.
3. Experience requirements are clarified for **Projects** submitted to substantiate experience.
4. Article XXXIV, Chapter 179, Statutes of 2023 (SB 469), expands the exclusion of California Constitution's Article XXXIV to programs administered by the **Department**, including **AHSC**.
5. **Agricultural Land** definition is streamlined.
6. **Tribal Entity** goal changed to \$50 million and minimum **AHSC** funding request reduced to \$1 million for Tribal **Applicants**.

Please see Summary of Key Changes for **AHSC** Round 9 in the **Program Guidelines** for a more detailed list of changes:

<https://sgc.ca.gov/programs/ahsc/resources/guidelines.html>

II. Program Requirements

The information provided below is a summary of the programmatic requirements detailed in the **Program Guidelines**. **Applicants** must fully review the **Program Guidelines**, this **NOFA**, and the application workbook in their entirety prior to applying. Please note that capitalized and bolded words in this **NOFA** are defined in the **Program Guidelines**.

A. Eligible Projects

Projects must qualify and meet all eligibility requirements pursuant to [Section 102](#) of the **Program Guidelines**.

B. Eligible Applicants

An **Applicant** must qualify and meet all eligibility requirements pursuant to [Section 103](#) of the **Program Guidelines**.

C. Eligible Use of Funds

AHSC funds shall be used only for approved eligible costs that are incurred on the **Project** as set forth in [Section 104](#) of the **Program Guidelines**.

D. Site Control

1. **Site Control** must be in the name of the **Applicant**, or an entity controlled by the **Applicant**, by any means set forth in UMR Section 8303 and is required at time of application. UMR Section 8303 and 8316 notwithstanding, all forms of **Site Control** must be of sufficient duration to extend through the anticipated award date set forth in this **NOFA**.

E. Threshold Requirements

1. In addition to meeting the requirements of the **Program Guideline** sections described above, **Applicants** and **Projects** are required to meet the **Program** threshold requirements set forth in [Section 103.1](#) of the **Program Guidelines** at time of application. This shall include, but is not limited to, the following:
 - a. A preliminary title report for the property dated within 30 days of the application deadline;
 - b. To further clarify Section 102(d)(3) of the **Program Guidelines** the construction or rehabilitation must not have commenced as of the application due date. For the purposes of this subdivision, the commencement of construction or rehabilitation work means the first land-disturbing activity associated with a **Project**, including land preparation such as clearing, grading, and filling, or the first alteration of any wall, ceiling, floor, or other structural part of a building, whether or not that alteration affects the external dimensions of the building.
 - i. Demolition of any structures on the **AHD Capital Project** site is prohibited except for emergency demolition or repairs to existing structures required to eliminate hazards or threats to health and safety as required by the **Locality**.
2. A **Project** is not eligible for an award unless it meets all the threshold requirements.

F. Program Funding Limits, Amounts, and Terms

1. Per Unit Loan Limit Calculation (for **Rental AHDs**)

- a. The maximum **Rental AHD** loan amount shall be calculated pursuant to Section 107 of the **Program Guidelines**, and the following:
 - ii. The initial base loan amount shall be \$250,000 per **Assisted Unit**.
 - iii. The base per **Assisted Unit** loan limit is inclusive of all requested **Rental AHD** loan funds and all **Department** loan awards made prior to the application close date. **Department** loan awards will be deducted from the total per unit calculation in the aggregate (rather than individually on each unit). A manager's unit will be considered an **Affordable Unit** for the purpose of allocating **AHD** costs and may qualify for a loan amount up to the amount applicable to the 60 percent **Area Median Income (AMI)** level.
- b. Terms of Assistance

Loan for **Rental AHDs** are subject to requirements set forth in Section 106(a) of the **Program Guidelines**.

2. Per Unit Grant Limit Calculation (for **Homeownership AHDs**)

- a. The maximum **Homeownership AHD** grant amount shall be calculated pursuant to Section 107(a)(1)(B)-(E) of the **Program Guidelines**, and the following:
 - i. The initial base grant amount shall be \$250,000 per **Assisted Unit**.
 - ii. The base per **Assisted Unit** grant limit is inclusive of all requested **AHD** loan funds and all **Department** loan and grant awards made prior to the application close date. **Department** grant awards will be deducted from the total per unit calculation in the aggregate (rather than individually on each unit). The maximum grant amount per **Assisted Unit** for a homeownership AMI tier shall equal the maximum loan amount per **Restricted Unit** for a rental AMI tier as follows:

Homeownership AMI tier 55-85%							
Homeownership	85%	80%	75%	70%	65%	60%	55%
Rental	45%	40%	35%	30%	25%	20%	15%

Homeownership AMI tier 90-120%							
Homeownership	120%	115%	110%	105%	100%	95%	90%
Rental	80%	75%	70%	65%	60%	55%	50%

b. Terms of Assistance

Grants for **Homeownership AHDs** are subject to requirements set forth in Section 106(b) of the **Program Guidelines** as applicable.

3. Per Unit Grant Limit Calculation (HRI)

- a. The total **HRI Capital Project** grant amount is \$35,000 per residential unit in the proposed **AHD**, or \$50,000 per **Restricted Unit**.

4. Project Funding Limit

- a. The maximum **AHSC Program** loan or grant award, or combination thereof, for all **Project Area Types** is \$50 million with a minimum award of \$10 million.
 - i. For Projects from **Tribal Entities**, the minimum award amount is \$1 million.
- b. **AHD** and **HRI Capital Projects** must comprise at least fifty percent (50.0%) of total funds requested but shall not exceed \$35 million.
- c. The maximum **STI/PGM** award amount is \$15 million.

5. Developer Funding Limit

- a. A single **Recipient** may receive no more than \$100 million in **AHD** and **HRI** funds per **AHSC NOFA** funding cycle. This limitation may be waived by **SGC**, if necessary, to meet **AHSC Program** statutory funding requirements referenced in Section 112(a)(4)&(5) of the **Program Guidelines**.

6. Units with Multiple Funding Sources

- a. The **Department's** [Repeal of Stacking Prohibition of Multiple Department Funding Sources Memorandum](#) (Administrative Notice No. 21-06), dated August 20, 2021, and as may be subsequently amended, is applicable to this **NOFA**. In the event of a conflict between the Memorandum and either the **NOFA** or **Program Guidelines**, the **NOFA** or **Program Guidelines** will prevail.
 - i. Use of multiple **Department** funding sources on the same **Assisted Units** is permitted, subject to the following limitations, as well as the limitations of Section F 1-2 above (for the purpose of identifying funding limits, units used in the calculation of **AHSC Program** grant amounts will be considered assisted).
- b. For purposes of calculating total **Department** funding, all **AHD** and **HRI** funding shall be considered. Additionally, prior awards made to the **Project** or any component of the **Project**, any funds awarded pursuant to this **NOFA**, and any applicable future **Department** awards subsequent to any award made pursuant to this **NOFA** shall be considered. Note that total **Department** funding, for these purposes, does not include **STI**, or **PGM** grants.

- c. All **Department** funding sources listed in the memorandum are applicable to the limits above. For **AHSC Program**, these sources include **AHD** loans and **HRI** grants, but not **STI** or **PGM** grants. This **Department**-wide funding policy applies not only to **AHSC Program** funding under this **NOFA**, but to all **Department** awards.

G. Funding Goals, Geographic Distribution of Funds, and Statutory Set-Asides

The **Project Area Type** funding goals, geographic goals, **Tribal Entity** goals, affordable housing, **Disadvantaged Communities** statutory requirements and set asides, funding targets, and additional policies that may impact the final decision of **Project** awards are set forth in Section 112 of the **Program Guidelines**.

H. Appraisal and Market Study Requirements

AHSC appraisal and market study requirements are set forth in Section 7309 of the **MHP** Guidelines and the application.

I. Scoring Criteria

Applications will be scored according to Section 111 of the **Program Guidelines**. **AHSC Program** funds will be allocated through a competitive process, based on the merits of the application, as detailed in the Application Process Section 113 of the **Program Guidelines**.

J. Performance Requirements

1. Performance Deadlines

- a. All **AHSC Program** performance requirements must be met according to deadlines set forth in Section 116 of the **Program Guidelines**.
- b. All **AHSC Program** funds must be disbursed in accordance with deadlines specified in the **Standard Agreement**, and in no event later than six years of award.

2. Negative Points

Applicants will be subject to the **Department's** [Negative Points Policy](#) (Administrative Notice No. 22-01) as identified and described in Section 100.1, Section 111, and 113(e) of the **Program Guidelines**. Negative points will be assessed as a reduction to the total score earned. An application will be assessed negative points based on performance penalties assessed pursuant to the policy.

If an **Applicant** is assessed negative points or determined to be ineligible for funding, the **Department** shall notify the **Applicant** in writing in the threshold or initial point score letter(s) which will provide an opportunity to appeal pursuant to the appeals process as set forth in this **NOFA**.

The **Department** reserves the right to suspend any portion of the Negative Points Policy.

Potential **Applicants** are strongly encouraged to contact the **Department** in advance of submitting an application for funding to identify any outstanding reports,

payments due or other deficiencies which may result in assessment of negative points if not cured prior to the application due date by sending an email to ComplianceVerification@hcd.ca.gov.

3. Disencumbrance Policy

Applications submitted under this NOFA are subject to the **Department's** [Disencumbrance Policy](#) (Administrative Notice 22-02).

III. Application Submission and Review Procedures

A. Application Submission Process

1. Applications must meet eligibility requirements upon submission (except as expressly indicated in the **Program Guidelines**, **NOFA**, and Application Workbook). Applications that do not meet the filing deadline requirements will not be eligible for funding. Applications must be on the **Department** forms and cannot be altered or modified by the **Applicant**. Modification of the application forms by the **Applicant** is prohibited. It is the **Applicant's** responsibility to ensure the application is clear, complete, and accurate. Excel forms must be submitted in Excel format, not as a PDF document. Required supporting documentation must be uploaded to the **Department's AHSC** Application Portal using naming conventions set forth in the application.
2. For application forms, visit the **Department's** website at <https://www.hcd.ca.gov/grants-and-funding/programs-active/affordable-housing-and-sustainable-communities>. **Program Guidelines** and supplemental materials may be found at **SGC's AHSC Program** webpage at <https://sgc.ca.gov/grant-programs/ahsc/resources/guidelines.html>.
3. After the application deadline, **Department** staff may request clarifying information, provided such information does not affect the competitive rating of the application. No information, whether written or oral, will be solicited or accepted if this information would result in a competitive advantage to an **Applicant** or a disadvantage to other **Applicants**.
4. No additional documents pertaining to threshold requirements, scoring categories, and any application submission requirements pursuant to the **Program Guidelines**, this **NOFA**, and the application shall be accepted after the application filing deadline. If applicable, documentation that existed in the public realm prior to the application deadline, which can be reasonably verified to the satisfaction of the Department may be accepted. It is within the **Department's** discretion to request any clarifying information or material regarding the additional document(s).

B. Electronic Submission

1. Application materials must be submitted electronically via the **Department's AHSC Program** Application Portal using the provided application forms. A link to the Portal is available at the **Department's** webpage at <https://www.hcd.ca.gov/grants-and-funding/programs-active/affordable-housing-and-sustainable-communities>.

- a. The **Applicant** must include all required information pursuant to Section 113 of the **Program Guidelines**, including submission of all required documents, materials, and reports as set forth in the application and application document checklist, including a:
 - i. **AHSC** Application Workbook and supporting documentation, and **AHSC** Benefits Calculator Tool to meet the requirements referenced in the Threshold Section 103.1 and Estimated GHG Reduction Scoring Section 111 of the **Program Guidelines**.
2. Requirements for uploading the **AHSC** Application Workbook and required supporting documentation, including identified naming conventions, are described in the application instructions. Do not modify naming conventions when uploading documents.
3. **Applicants** must submit all application materials no later than 4:00 p.m. Pacific Time on May 28, 2025.

C. Application Workshops and Developer Pre-Application Consultation

The **Department** will conduct application workshops and/or webinars. Please visit the **AHSC Program** website at <https://www.hcd.ca.gov/grants-and-funding/programs-active/affordable-housing-and-sustainable-communities> for webinar details and appointment slots for the pre-application consultations. Additional details will be announced through the **SGC AHSC Program e-mail list**.

D. Application Review

1. Phase One – Threshold Review

- a. Phase One is a pass/fail stage, and **Applicants** will receive notification of their status upon completion of threshold reviews with a five-day opportunity to appeal the findings of the reviews.
- b. During this review, applications will be evaluated based solely upon the materials contained within the submitted application as of the application filing deadline to determine completeness and satisfaction of threshold criteria as set forth in Section II. D. and III. B. of this **NOFA** and Section 103.1 and 113 of the **Program Guidelines**. Applications not meeting all application information and submission requirements shall be considered incomplete.

2. Phase Two - Scoring

- a. Phase Two is comprised of rating and ranking applications. An initial score letter that includes Quantitative Policy Scoring (QPS) and Greenhouse Gas Quantification Methodology (GHG QM) reductions (but not scores) will be provided. The initial score letter will also include an assessment of negative points and a five-day opportunity to appeal the review findings. **AHSC Program** staff will review appeal responses and revise scores where appropriate.

- b. QPS and estimated **GHG Reductions** will be evaluated for proposals that have met the requirements of Phase One.
- c. An **Applicant's** final score letter will include GHG QM scores and QPS. Applications with a final combined QPS and GHG QM point score of fewer than 41 points will not be eligible for award.
 - i. This requirement may be modified at the discretion of the reviewing agencies for applications considered with **Tribal Entity** goal as outlined in Section 112 of the **Program Guidelines**.

3. Phase Three – Narrative Review and Feasibility Analysis

- a. Phase Three consists of an interagency team review of the Narrative Based Policy Scoring section of applications that satisfy the requirements of Phase One and Two.
- b. Applications will also be evaluated for financial feasibility in accordance with **UMRs**, the **Program Guidelines**, and this **NOFA**. The **Department** may request any other information as set forth in the **NOFA** or application in order to determine **Project** feasibility and compliance with **Program** requirements.
- c. Applications determined to be infeasible will not be recommended for award and this decision shall be final, binding, and conclusive, and shall constitute the final action of the **Department**.

E. Disclosure of Application

Information provided in the application will become a public record available for review by the public, pursuant to the California Public Records Act (PRA) (Gov. Code § 7920.000 et seq.). As such, any materials provided are subject to disclosure to any person making a request under the PRA. The **Department** cautions **Applicants** to use discretion in providing information not specifically requested, including but not limited to, bank account numbers, social security numbers, personal phone numbers, and home addresses. By providing this information to the **Department**, the **Applicant** is waiving any claim of confidentiality and consents to the disclosure of submitted material upon request.

F. Concurrent Applications

- 1. The **Department** will allow **Applicants** under this **NOFA** to pursue more than one funding scenario. This means that a separate, concurrent application to other **Department** program funding sources is permitted. All applications under review and anticipated applications must be disclosed in the **AHSC Program** Application Workbook. In instances where such **Applicants** are competitive for an award, the **Department** will consult with **Applicants** to discern which funding scenarios are optimal for **Project** feasibility while balancing cost containment.
- 2. At the **Department's** discretion, **AHSC** awards may be reduced commensurately with any amounts awarded under another **Department NOFA** made prior to the **AHSC** award.

G. Modifying Tax Credit Applications

1. Submission of two concurrent **AHSC Program** applications proposing 4 percent and 9 percent tax credit is prohibited. Submitting an **AHSC Program** application proposing 4 percent tax credits to the **Department** and submitting a concurrent 9 percent **California Tax Credit Allocation Committee (TCAC)** application is prohibited without prior approval from the **Department**.
2. If converting from a 4 percent to 9 percent **Project** after receiving an **AHSC Program** award, the award will be resized, and the award letter reissued to reflect the reduced award amount using the unit mix as originally submitted in the application. Please note that the 24-month disencumbrance deadline (pursuant to the **Department's** [Disencumbrance Policy](#)), will continue to be tied to the date of the original award letter. The **Developer** must demonstrate that any resulting gap from the resizing of the loan has been covered through an alternative funding source.
3. If converting from a 9 percent to a 4 percent **Project**, the award will not be increased but may be reduced if the **Recipient** identifies additional funding.
4. The **Department** will only allow a switch between 4 percent and 9 percent one time per **Project**. The **Department** must be notified and, if required, an amended award letter be issued in advance of application submittal to CDLAC or **TCAC**. Recipients who do not request an amended **Department** award letter prior to submitting an application to switch tax credit scenarios will be subject to [Negative Points](#).
5. No final determination can be made on whether a specific **Project** may swap from 4 percent to 9 percent, or vice-versa, until updated application materials indicating changes to the **Project's** budget have been submitted, reviewed, and approved by **AHSC Program** staff.

H. Prior Awards

1. **Applicants** must disclose all awards of loans and grants for the **Project** listed in the application at the time of application submittal. **Applicants** seeking to substitute previously awarded **Department** funds, including but not limited to substitutions to increase the amount of an award, must first withdraw their previous award in writing and provide reasonable justification that the substitution is necessary to ensure **Project** feasibility. A consultation with **Department Program** staff is required at the time of the withdrawal. Substitutions based solely upon **Applicant** preference or convenience will not be permitted.
2. The **Department** will restrict units to the lowest targeting across all awarded funds and will require proposals awarded from a program with prioritized target populations to maintain the special population units (increasing target population and/or **Restricted Units** is permitted). However, for applications proposing a reduction to AMI levels on the unit mix, the **Applicant/Recipient** must engage with **Program** staff relative to the prior award and confirm the change does not impact feasibility and would not cause a reduction in awarded funds pursuant to that program's requirements. This consultation process must begin no later than 30 days after the publication of this **NOFA**.

I. Significant Changes in Project After Application

The **Department** will make award determinations based on information provided in the application. If, after award, there is a significant departure from the application, the **Department** may re-evaluate the proposal status, reduce the loan or grant amount, and/or assign [Negative Points](#) to the **Applicant**.

IV. Appeals

A. Basis of Appeals

1. **Applicants** may appeal the **Department's** written determination that an application is incomplete, has failed threshold review, or has otherwise been determined to provide an insufficient basis for an award (including point scoring). Submission of additional documents, including as part of an appeal for an application disqualification, shall include evidence demonstrating either the document existed as of the application due date, or the document certifies to a condition existing at the time of the application due date identified in this **NOFA**.
2. At the sole discretion of the **Department**, the **Department's** written determination may include a request for clarifying and/or corrective information. For purposes of this section, "clarifying information" includes information and/or documentation that resolves ambiguities in any application materials that will inform the **Department's** threshold, scoring and feasibility determinations.
3. No **Applicant** shall have the right to appeal a decision of the **Department** relating to another **Applicant's** application (e.g., eligibility, award).
4. The appeal process provided herein applies solely to the decisions of the **Department** made in this **Program NOFA**.

B. Appeal Process and Deadlines

1. Process
 - a. To file an appeal, **Applicants** must submit a written appeal which states all relevant facts, arguments, and evidence upon which the appeal is based. Furthermore, the **Applicant** must include a detailed reference to the area or areas of the application that support the basis of the appeal. If applicable, documentation that existed in the public realm prior to the application deadline of May 28, 2025, which can be reasonably verified to the satisfaction of the **Department** may be accepted. 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 AHSC@hcd.ca.gov and **SGC** at AHSC@sgc.ca.gov according to the deadline set forth in **Department** review letter(s).

2. Filing deadline

- a. Appeals must be received by the **Department** no later than five business days from the date of the **Department's** threshold review, or initial score letter.

C. Decision

Any request to appeal a decision regarding an application shall be reviewed for compliance with the **Program Guidelines** and this **NOFA**. All decisions rendered shall be final, binding, and conclusive, and shall constitute the final action of the **Department**.

V. **Award Announcements and Contracts**

A. Award Announcements

Award recommendations will be posted with **SGC** meeting materials on the **SGC's AHSC Program** website at <http://www.sgc.ca.gov/meetings> prior to the **SGC** public meeting.

B. Contracts

1. **Recipients** and **Payees** will enter into one or more **Standard Agreements** with the **Department**. The **Standard Agreement** specifies and memorializes relevant state and federal requirements, as well as specific information about the award and the work to be performed.
 - a. The **Standard Agreement** Exhibits A, B, D, and E will be posted on the **Department's AHSC Program website** and will not be circulated for public comment or otherwise subject to change or negotiation, except as may be required to achieve compatibility with the requirements of other governmental programs and third-party lenders.
 - b. To facilitate timely processing of **Standard Agreements**, a condition of the award will be the delivery of a duly adopted and legally sufficient authorizing resolution and any duly filed or adopted organizational documents not included in the application, within 60 calendar days of the **Department's** issuance of the conditional award letter.
 - c. The **Department** has set a goal to deliver **Standard Agreements** to awardee(s) within 90 days of meeting the conditions of (b).
 - d. The awardee(s) shall remain a party to the **Standard Agreement** for the entire term of the **Standard Agreement**; removal of the awardee(s) without the **Department's** prior written consent is prohibited and will result in a default.
 - e. All **Recipients** and **Payees** shall execute the **Department's Standard Agreement** within 30 days of receipt or risk disencumbrance of the award in the **Department's** sole and absolute discretion. Failure to execute the **Standard Agreement(s)** as set forth in V. B.1. may result in award cancellation. Failure of any **Recipient** to execute the **Standard Agreement**

may result in award cancellation. Upon written request of the **Recipient**, the **Department**, in its sole and absolute discretion, may grant an extension of time to execute the **Department's Standard Agreement**.

2. Once a **Project** is awarded **Department** funds, the **Recipient** is acknowledging the **Project** as submitted and approved is the **Project** that is to be funded and built. Any bifurcation or partitioning of the **Project** would make that award null and void.
3. **Project** awards cannot be transferred or assigned to another **Project** or **Sponsor/Recipient**.

C. AHSC Program Cross-Default Provision

1. Awards are based on the total points awarded to the application during a highly competitive process. The **Standard Agreements** set forth requirements for timely completion of **AHD, HRI, STI, or PGM** components. If all components are not timely completed pursuant to **AHSC Program** requirements, the entire award may be disencumbered, and disbursed funds recaptured. The **Standard Agreements** will expressly cross-default all components of the award to one another.
2. The **Department** recognizes the **Recipient** may enter into separate side agreements to address individual **Developer** responsibilities with respect to each other and with regard to **AHSC Program** funds; provided, however, in no event shall any such agreement alter or amend the respective obligations of the **Recipient** to the **Department** under the applicable loan or grant documents.
3. For more detail, please refer to the Legal Documents Section 114 and the Defaults and Cancellations Section 117 of the **Program Guidelines**.

VI. Other State Requirements

The **Applicant/Recipient** agrees to comply with applicable state and federal laws, rules, guidelines, and regulations that pertain to construction, health and safety, labor, fair employment practices, equal opportunity, and all other matters applicable to the **Project**, the **Recipient**, its contractors or subcontractors, and any award activity, including without limitation those listed in the Threshold Requirements Section 103.1 and the Legal Documents Section 114 of the **Program Guidelines**.

Where the proposed **Project** presents a fair housing issue, the **Department** reserves discretion to require a fair housing legal opinion.

In addition, the **Recipient** shall comply with the following requirements:

A. California's Preservation Notice Law

All **Applicants, Recipients**, awardees, owners, and special purpose entities must, at all times, comply with, and not be in violation of, California's Preservation Notice Law (Gov. Code, §§ 65863.10, 65863.11, 65863.13).

B. Relocation Requirements

1. The **Recipient** of **Program** funds resulting in displacement of persons, businesses, or farm operations shall be solely responsible for providing the assistance and required by applicable state and federal law and shall agree to indemnify and hold harmless the **Department** from any liabilities or claims for relocation-related costs.
2. In addition, before **Standard Agreements** will be executed, **Sponsor/Recipient** must have either:
 - a. A **Department**-approved relocation plan; or
 - b. A **Department**-issued Certification Regarding Non-Application of Relocation Benefits and Indemnification Agreement, which has been duly executed and approved by the **Department**.

VII. Other Terms and Conditions

A. Right to Modify or Suspend

The **Department** reserves the right, at its sole discretion, to suspend, amend, or modify the provisions of this **NOFA** at any time, including without limitation, the amount of funds available hereunder. If such an action occurs, the **Department** will notify all interested parties via the **Department's** email list and will post the revisions to the **Program** website. Please subscribe to the **Department's** email list at https://www.hcd.ca.gov/i-am/sub_email.shtml.

B. Conflicts

1. It is the duty and responsibility of the **Applicant** to review any funding source they obtain for a proposal to ensure each of the requirements for those funding sources are compatible with the **Department's Program** requirements.
2. In the event of any conflict between the terms of this **NOFA** and **Program Guidelines** and either applicable state or federal law or regulation, the terms of the applicable state or federal law or regulation shall control. **Applicants** are deemed to have fully read and understand all applicable state and federal laws, regulations, and guidelines pertaining to the relevant program, and understand and agree that the **Department** shall not be responsible for any errors or omissions in the preparation of this **NOFA**.

AFFORDABLE HOUSING AND SUSTAINABLE COMMUNITIES PROGRAM

ROUND 9 PROGRAM GUIDELINES

Adopted: Feb. 26, 2025



CALIFORNIA
STRATEGIC
GROWTH
COUNCIL



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Article I. Affordable Housing and Sustainable Communities General Overview

Section 100. Purpose and Scope

The purpose of these **Program Guidelines** is to implement Division 44, Part 1 Chapter 2 of the California Public Resources Code (PRC) (commencing with Section 75200), which establishes the **Affordable Housing and Sustainable Communities (AHSC) Program**, hereinafter referred to as the **AHSC Program**.

Per the California Public Resources Code, the purpose of the **AHSC Program** is to reduce greenhouse gas (GHG) emissions through **Projects** that implement land use, housing, transportation, and **Agricultural Land** preservation practices to support infill and compact development, and that support related and coordinated public policy objectives, including the following:

- Reducing air pollution;
- Improving conditions in **Disadvantaged Communities (DACs)**;
- Supporting or improving public health and other co-benefits as defined in Section 39712 of the Health and Safety Code;
- Improving connectivity and accessibility to jobs, housing, and services;
- Increasing options for mobility, including the implementation of the **Active Transportation Program** established pursuant to Section 2380 of the Streets and Highway Code;
- Increasing transit ridership;
- Preserving and developing affordable housing for lower income households, as defined in Section 50079.5 of the Health and Safety Code; and
- Protecting **Agricultural Lands** to support infill development.

These **Program Guidelines** will serve as the primary document related to eligibility, scoring, and the application process for Round 9 of the **AHSC Program**. Unless stated in this document, previous versions of **AHSC Program Guidelines**, attachments, Quantification Methodologies, Question and Answer (Q&A) documents, or personal communications with staff from previous rounds are superseded by this document and no longer in effect for **Projects** applying to Round 9.

If any provision of these **Guidelines** is found to be unlawful, unenforceable, or invalid in whole or in part for any reason, such provisions will be severed without affecting any other provision of this document. The validity and enforceability of the remaining provisions, or portions of those provisions, will not be affected.

Individuals who seek clarity on portions of these **Guidelines** after **Council's** adoption, may pose questions and see publicly-available answers on the Round 9 Materials page of the **California Strategic Growth Council (SGC) Website**:

<https://sgc.ca.gov/programs/ahsc/resources/guidelines.html>.

*The **AHSC Program** is part of California Climate Investments, a statewide initiative that puts billions of Cap-and-Trade dollars to work reducing greenhouse gas emissions, strengthening the economy, and improving public health and the environment — particularly in **Disadvantaged Communities (DACs)**. The **AHSC Program** furthers the purposes of [AB 32](#) (Chapter 488, Statutes of 2006), [SB 375](#) (Chapter 728, Statutes of 2008), and [SB 32](#) (Chapter 249, Statutes of 2016) by investing in **Projects** that facilitate **GHG Reduction** by supporting more compact, infill development patterns, encouraging **Active Transportation** and transit usage, and protecting **Agricultural Land** from sprawl development.*

Program Administration, Implementation, and Coordination

The **AHSC Program** is administered by the **California Strategic Growth Council (Council or SGC)**. The **Department of Housing and Community Development (Department)** will implement the transportation, housing, and infrastructure components of the **AHSC Program**. The **Council** staff will coordinate efforts with **Department** staff, working with the California Air Resources Board (CARB) and the **Council** to administer the broader **AHSC Program**, including developing **Program Guidelines**, evaluating applications, preparing agreements, monitoring agreement implementation, and **AHSC Program** reporting.

The **Council** will coordinate with CARB to develop and incorporate consistent guidance in the following areas, which will apply to all Greenhouse Gas Reduction Fund (GGRF) programs, including the **AHSC Program**:

- Expenditure records to ensure investments further the goals of [AB 32](#).
- Investment targets in **DACs, Low-Income Communities, and Low-Income Households**.
- Consistent methodologies for quantifying **GHG Reductions** and other economic, environmental, and public health co-benefits.
- **Project** tracking and reporting.

AHSC Program Scope

The **AHSC Program** provides grants and/or loans for **Projects** that achieve **GHG Reductions** and benefit communities across California, particularly **DACs, Low-Income Communities, and Low-Income Households**, through increasing accessibility of affordable housing, employment centers, and **Key Destinations** via low-carbon transportation. These investments result in fewer vehicle miles traveled (VMT) through shortened or reduced vehicle trip length or mode shift to transit, bicycling, or walking.

The **AHSC Program** supports the Climate-Friendly, Climate-Ready Housing goals as outlined by [Governor Gavin Newsom's letter to CARB dated July 22, 2022](#). The **AHSC Program** funds infill **Projects** that are dense, affordable, and located in transit-rich areas to reduce VMT. **AHSC Projects** also promote carbon neutrality by requiring all electric design and incentivizing green building techniques, **Urban Greening**, and purchase of **Zero Emission Vehicles (ZEVs)**.

Three **Project Area Types** have been identified to implement this strategy: 1) **Transit-Oriented Development (TOD) Project Areas**, 2) **Integrated Connectivity Project (ICP) Project Areas**, or 3) **Rural Innovation Project Areas (RIPA)**. **AHSC Program** award funds will be allocated through a competitive process, based on the merits of applications within each **Project Area Type**.

An overview of the **AHSC Program** is available on **SGC** Website: <https://sgc.ca.gov/grant-programs/ahsc/>.

Priority Population Benefits

California Climate Investment (CCI) Programs must target investments to priority populations, per AB 1550, and maximize benefits to **DACs**, per SB 535 and AB 1532. The investment minimums apply to the overall appropriations from the GGRF, rather than to each agency appropriation. CCI Programs are encouraged to meet minimum levels of investments to **Projects** that benefit residents of **DACs**, **Low-Income Communities**, and **Low-Income Households**, collectively referred to as “**Priority Populations**” to help ensure statutory requirements are met. These program targets for **Priority Populations** are outlined in the [2024 Funding Guidelines for Agencies that Administer California Climate Investments \(Funding Guidelines\)](#).

To count toward statutory investment minimums, administering agencies must determine if a **Project** meets the criteria for providing direct, meaningful, and assured benefits to **Priority Populations** by identifying that a **Project** is located within an area identified as a **DAC** or **Low-Income Community**, or directly benefits residents of a **Low-Income Household**; that the **Project** meaningfully addresses an important need; and that the **Project** directly addresses the identified need. **SGC** will use the **Priority Populations** Map to determine the geographic eligibility based upon the location of the **Project’s** AHSC-funded **Affordable Housing Development (AHD)** and will use the **Priority Population Benefit Assessment Tool** to determine if investments have a direct benefit to **Priority Populations**. The **Priority Populations** Map is available at: <https://www.caclimateinvestments.ca.gov/priority-populations>. **Priority Population Benefit Assessment Tool** for this **AHSC Program** will be available at: <https://www.caclimateinvestments.ca.gov/reporting-tools>.

Vision for Racial Equity

The **Council** is committed to achieving racial equity in its operations, investments, and policy initiatives and to achieving its vision that: All people in California live in healthy, thriving, and resilient communities regardless of race. Read more in the [SGC Racial Equity Action Plan](#).

Section 100.1. Uniform Multifamily Regulations (UMRs) and Other Authorities Incorporated by Reference

- (a) The Uniform Multifamily Regulations (UMR) (Cal. Code Regs., tit. 25, § 8300 et seq.), effective November 15, 2017, and as subsequently amended, are hereby incorporated by reference as if set forth in full herein, with the exceptions of any UMR provision that would be inconsistent with these **Guidelines**.
- (b) The following administrative notices, policies, and guidance are hereby incorporated herein by reference and shall be deemed to have the same force and effect as if set forth in full herein:
 - (1) The **Department's** "[Disencumbrance Policy](#)" (Administrative Notice No. 2022-02), dated March 30, 2022, as amended on December 19, 2022, and as may be subsequently amended (**AHD Award Recipients** will be subject to the Disencumbrance Policy);
 - (2) The **Department's** "[Negative Points Policy](#)" (Administrative Notice No. 2022-01), dated March 30, 2022, as amended on November 9, 2022 and April 3, 2023, and as may be subsequently amended;
 - (3) The **Department's** "[Repeal of Stacking Prohibition of Multiple Department Funding Sources](#)" (Administrative Notice No. 21-06), dated August 20, 2021, as amended on September 13, 2023, and as may be subsequently amended;
 - (4) The **Department's** "[Notice of Omnibus Program Guideline Amendments Supportive Services Costs Limits](#)" (Administrative Notice No. 24-05) dated October 7, 2024, and as may be subsequent amended;
 - (5) The **Department's** "[Pooled Transition Reserve Policy](#)" (Administrative Notice No. 23-01), dated January 3, 2023, as amended on August 8, 2023, and as may be subsequently amended.

Section 101. Definitions

Defined terms are **bolded** throughout the document. Refer to Appendix A for complete definitions.

Article II. Administration of Funds

Section 102. Eligible Projects

- (a) The **AHSC Program** includes three eligible **Project Area Types**: 1) **Transit-Oriented Development (TOD) Project Areas**; 2) **Integrated Connectivity Project (ICP) Project Areas**, and 3) **Rural Innovation Project Areas (RIPA)**. The frequency of nearby transit is the primary differentiating requirement between **TOD** and **ICP Project Area Types**.
 - (1) **RIPAs** must be located within a **Rural Area**, as defined in Section 50199.21 of California Health and Safety Code.
- (b) **Projects** must include the following:
 - (1) One **STI** component; and
 - (2) One **Affordable Housing Development (AHD)** and/or **Housing Related Infrastructure (HRI)** component.
- (c) **Project** funds will be primarily utilized in the **Project Area**, which must:
 - (1) Be a contiguous circular area measured from any single point inside the parcel of the **AHD**. The point may be chosen anywhere inside of the **AHD** site and must be referenced consistently through all application materials, including mapping and calculation of distances.
 - (A) For **Scattered Site Projects**, **Applicant** must identify a single point in any one of the **AHD** parcels to establish the radius.
 - (B) A **Project Area** may not contain more than one **AHD Capital Project**. A single **AHD Capital Project** may not include more than one **AHD**.
 - (C) For **TOD Project Areas** and **ICP Project Areas**, the radius must be no greater than one (1.0) mile.
 - (D) For **RIPAs**, the radius must be no greater than two (2.0) miles.
 - (2) Include at least one **Transit Station/Stop** consistent with the requirements set forth below and be located no farther than one-half (0.50) mile from the **AHD** along a **Pedestrian Access Route**. If the **Pedestrian Access Route** is not clearly identified in the submitted supporting documentation, additional clarification may be requested to substantiate compliance with requirements;
 - (A) **TOD Project Areas** must include at least one **Transit Station/Stop** that is served by **High Quality Transit** at the time of application submittal. **TOD Project Areas** must not be located in a **Rural Area**.
 - (B) **ICP Project Areas** must include at least one **Transit Station/Stop** that is served by the **Qualifying Transit** at the time of application submittal. At the time of application it must not include a **Transit Station/Stop** that is served by **High Quality Transit** which is located within one-half (0.50) mile from the **AHD** along a **Pedestrian Access Route**. **ICP Project Areas** must not be located in a **Rural Area**.
 - (C) **RIPAs** must include at least one existing, or planned fixed route, **Transit Station/Stop** that is or will be served by the **Qualifying Transit** or **High Quality Transit** that is located no farther than one-half (0.50) mile from the **AHD** along a **Pedestrian Access Route**.
 - (i) If proposing planned transit the **Applicant** must submit a letter on transit agency letterhead signed by an authorized signatory affirming that the planned **Transit Station/Stop** will be served by transit service that meets the criteria of **Qualifying Transit**

or **High Quality Transit** and will be operational by the **AHD** certificate of occupancy issuance.

- (D) For all **Project Area Types**, if the **Pedestrian Access Route** is not in place at the time of application, the **Applicant** must affirm that the **Pedestrian Access Route** will be in place by the **AHD** certificate of occupancy issuance. The **Sustainable Transportation Improvements (STI)** components of the **Project** can fund this improvement.

- (3) Include all AHSC-funded **Sustainable Transportation Improvements (STI)**;

- (A) **STI** components (e.g., a bus-only lane, **Transit Signal Priority (TSP)**, a bikeway, or sidewalk) may extend beyond the boundaries of the **Project Area**, but a pedestrian or cyclist entrance to the facility must be located within the **Project Area**.
- (B) If making an **STI** improvement to a fixed transit route that includes a portion outside of the **Project Area**, there must be a **Transit Station/Stop** on that route within the **Project Area** at the time of application.
- (C) If making **STI** improvements to an **On-Demand Transit Service**, there must be a designated pick-up location in the **Project Area**.
- (D) If making **STI** improvements to **Carshare** or **Carpool** service, the vehicles must reside at the AHSC funded **AHD** site.

- (d) To be an eligible **AHD Capital Project**, it must:

- (1) Contain five (5) or more Units. A single-family house is considered to be one Unit, and an apartment Unit in an apartment building is considered to be one Unit regardless of the number of bedrooms within the apartment Unit. The **AHD Capital Project** must consist of one or more of the following:

- (A) New Construction
- (B) Acquisition and **Substantial Rehabilitation** (including preservation of affordable housing at-risk of conversion to market rate). The acquisition must be made through a bona fide sale or transfer from the existing ownership entity to the new ownership entity comprised of a completely disparate ownership structure, which contains no common entity interest at any level of the organizational structure.
 - (i) **Substantial Rehabilitation AHDs** with existing **Department** restrictions must comply with loan restructuring requirements pursuant to HSC Sections 50560 through 50562 and current Portfolio Restructuring Guidelines published by the **Department**. Restructuring transaction fees are set forth in UMR Section 8317.

- (C) **Adaptive Reuse** of one or more building structures.

- (2) Demonstrate that the **AHD** will not cause the number of existing bedrooms to be reduced:

- (A) Proposed **AHD** involving new construction or **Substantial Rehabilitation** and requiring the demolition of existing residential units are eligible only if the number of bedrooms in the new **AHD** is at least equal to the number of bedrooms in the demolished structures, with equal or greater affordability. The new **Affordable Units** may exist on

separate parcels provided all parcels are part of the same **AHD** meeting the requirements of the UMRs Section 8303 (b).

- (B) The **Department** may approve **AHDs** involving new construction or **Substantial Rehabilitation** and requiring the demolition of existing residential units that result in a number of bedrooms less than the number in the demolished structures where it determines that such approvals will substantially improve the livability of the remaining units, or serve some other compelling public policy objective, as long as the reduction does not result in more than 25 percent fewer units upon **AHD** completion.
- (3) Demonstrate that construction or **Substantial Rehabilitation** of the **AHD** has not commenced as of the application due date, except for emergency work or structural repairs.
- (4) **Rental** and **Homeownership AHDs** must include at least 20 percent of the total units as **Affordable Units**.
- (5) **Rental AHDs** must demonstrate an overall **Project** average affordability of all **Restricted Units** within the **Project** no greater than 50 percent represented by **Area Median Income (AMI)**. Average affordability means the total number of **Restricted Units** multiplied by each restricted affordability level divided by the total **Restricted Units**. For example, for a 30-unit **Project** with 10 units restricted to 40 percent **AMI** and 10 units restricted to 60 percent **AMI** the calculation of the average affordability would be as follows:
- (A) 10 units @ 40% **AMI** is $10 \times 40 = 400$.
 - (B) 10 units @ 60% **AMI** is $10 \times 60 = 600$
 - (C) $400 + 600 = 1,000$; and
 - (D) $1,000/20$ total **Restricted Units** = average affordability of 50%
- (6) **Homeownership AHDs** have no minimum overall **Project** average affordability requirements
- (7) The **AHD** must demonstrate a minimum **Net Density** as outlined in (i)-(ii) below. *Note: **Applicants** must calculate **Net Density** as the number of un-adjusted dwelling units per acre in the AHSC Benefits Calculator Tool.*
- (A) To calculate the **Net Density** based on the total number of dwelling units, the **Applicant** may use either:
 - (i) The un-adjusted total number of dwelling units in the **Project** based on the type of development and **Project Area Type**:
 - Residential Only **Projects**: **TOD Projects** must meet a minimum net density of 30 units per acre; **ICP Projects** must meet a minimum net density of 20 units per acre; and **RIPA Projects** must meet a minimum **Net Density** of 15 units per acre.
 - **Mixed Use Developments** may demonstrate consistency with the **Net Density** requirements through either the unit per acre, as stated above, or **Floor Area Ratio (FAR)**. **TOD Projects** must reach a **FAR** greater than 2.0; **ICP Projects** must reach a **FAR** greater than 1.5; and **RIPA** must reach a **FAR** greater than 0.75.

- (ii) A number adjusted for unit size by multiplying the factors in this subsection by the total number of units in each unit size category, then summing the resulting products:
 - 0 Bedroom = 0.7 factor
 - 1 Bedroom = 0.9 factor
 - 2 Bedroom = 1.5 factor
 - 3 Bedroom = 1.6 factor
 - 4 Bedroom = 1.8 factor
- (B) Acquisition and **Substantial Rehabilitation** (including preservation of affordable housing at-risk of conversion to market rate housing) are exempt from the minimum density requirements in this section but shall not result in fewer units or lower percentage of total affordability than currently exists except where reductions in unit count are required to meet building code requirements.
- (8) The **AHD Capital Project** or **Mixed Use Development** in the case that non-residential uses are included, must be powered entirely through electricity with no connections to natural gas infrastructure. **Projects** required to include fossil fuel-based backup power by regulation or code should consider the cleanest and most renewable technology first, starting with gaseous fuel (e.g., Renewable Natural Gas (RNG), Natural Gas (NG), Liquefied Petroleum Gas (LPG), and then Tier 4 compliant diesel.
- (9) The **AHD** must offer high speed broadband internet service to residents, with speeds listed in Section 103.1(g)(7), to each **Assisted Unit** for a minimum of three years, free of charge to the tenants, and available within six months of the **AHD's** placed-in-service date.
- (10) Must supply at least one **Secure Overnight Bicycle Parking** spot for every two residential units.
- (11) **AHD Capital Projects** may:
 - (A) Include residential units that are rental or homeownership, but not both.
 - (B) Consist of a **Scattered Site** constituting a single, integrated **AHD**.
Rental AHDs on a **Scattered Site** must meet all the requirements set forth by Section 8303(b) of the UMRs. For **Homeownership AHDs** on **Scattered Sites**, the individual sites must have a single owner at the time of execution of the AHSC grant **Standard Agreement**;
 - (C) Include nonresidential uses that are compatible under local zoning.
- (12) **AHD Capital Project** shall not include:
 - (A) An **AHD** that contains multiple development sites when one development site is receiving 4 percent low-income housing tax credits and another is receiving 9 percent low-income housing tax credits, or when the multiple development sites are each receiving separate 4 percent low-income housing tax credits.
 - (B) An application proposing an **AHD** with both 4 percent low-income housing tax credits and 9 percent low-income housing tax credits, or with multiple 4 percent low-income housing tax credits, will be disqualified on the grounds that it is not proposing an **AHD** within the meaning and design of the **AHSC Program**. To the extent such tax credit scenarios are contemplated, they shall constitute two separate

and independent **AHDs**, each of which must submit an entirely separate application and qualify independently of the other.

- (C) Any **Project** that proposes a single **AHD** at application for scoring purposes, but after receiving an award letter attempts to split its single **AHD** into multiple **AHDs** with separate ownership structures or separate financing structures will be disencumbered as it no longer meets the requirements of the **AHSC Program**.

Section 103. Eligible Applicants

- (a) Eligible **Applicant** entities shall include any of the following:
 - (1) A **Locality**, public housing authority, redevelopment successor agency, transit agency or transit operator, Regional Transportation Planning Agency (RTPA), local Transportation Commission, Congestion Management Agency, Joint Powers Authority (JPA), school district, facilities district, University or Community College District.
 - (A) For **HRI** or **STI Capital Projects** to be completed by a non-Applicant, the **Applicant** must provide an executed agreement with the **Locality** or transportation agency non-Applicant for the completion of the **HRI** or **STI Capital Project**.
 - (2) **Program Operator**: for **PGM** components only
 - (3) **Developer**: for **Homeownership AHD**, **HRI**, and **STI Capital Projects** only
 - (4) **Sponsor**: for **Rental AHD** and onsite **HRI Capital Projects**
 - (5) A **Tribal Entity** whose **Project** meets requirements described in Appendix B.
- (b) The eligible **Applicant** for a **Rental AHD Capital Project** is a **Sponsor**
 - (1) The **Sponsor** shall be the legal entity that the **Department** and the **Council** rely upon for experience, **Site Control**, and capacity
 - (A) A **Sponsor** shall be any individual, joint venture; partnership; limited partnership; trust; corporation; cooperative; **Locality**; **Tribal Entity**; or other legal entity; or any combination thereof;
 - (B) **Sponsor** shall submit the application for **Department** funds and be the **Recipient** of the **Department's** award of funds;
 - (C) **Sponsor** shall be organized on a for-profit, limited profit, or nonprofit basis.
- (c) The eligible **Applicant** for a **Homeownership AHD Capital Project** is a **Developer**
 - (1) The **Developer** shall be the legal entity that the **Department** and the **Council** rely upon for experience, **Site Control**, and capacity:
 - (A) **Developer** shall be any individual, joint venture; partnership; limited partnership; trust; corporation; cooperative; **Locality**; **Tribal Entity**; or other legal entity; or any combination thereof;
 - (B) **Developer** shall submit the application for **Department** funds and be the **Recipient** of the **Department's** award of funds
 - (C) A **Developer** who is a nonprofit corporation must be a corporation whose exempt purposes for the two years prior to the date of application have included the activity for which it is applying
- (d) The eligible **Applicant** for an **HRI** or **STI Capital Project** is any entity type described in Section 103(a)(1) (except **Program Operator**) that meets all relevant requirements set forth in Section 103 that the **Department** and the **Council** may rely upon for experience, **Site Control**, and capacity.
- (e) The eligible **Applicant** for a **Program (PGM)** is any entity type.
- (f) **Applicant** eligibility is dependent upon meeting the experience requirement relevant to the specific **Capital Project** component proposed.
 - (1) **Applicants** must demonstrate experience by providing evidence of two projects that are similar to each proposed **AHSC Capital Project (AHD, HRI, and STI)**, as applicable, which have been completed by the **Applicant** proposing completion of that **Capital Project** component, during the ten

- years preceding the application due date. Experience is attributable to entities only, not individual persons.
- (2) For **AHD** components, completed projects submitted to demonstrate project completion and operational experience must include functionally equivalent:
 - (A) Unit type: including affordability, tenure, population, bedroom count, and other metrics;
 - (B) Project size: including the number of units in the building, including total units in the proposed **AHD** not to exceed two hundred (200) percent of the **Sponsor/Developer's** largest **AHD**;
 - (C) Scope: including the general services provided or amenities within the housing development; and
 - (D) Unit counts used for demonstration of experience may not be cumulative across multiple projects and phases.
 - (3) For **HRI** or **STI Capital Projects** to be completed by a non-**Applicant**, the **Applicant** must provide an executed agreement with the **Locality** or transportation agency non-**Applicant** for the completion of the **HRI** or **STI Capital Project**, thereby demonstrating that the **Locality** or transportation agency will be serving as the **HRI** or **STI Developer** for that **Capital Project**.
- (g) The **Sponsor/Developer** shall demonstrate capacity to acquire, develop, and own either affordable rental or homeownership housing at the time of application that is consistent with the housing type proposed in the application. For purposes of this subdivision, an entity has capacity if it has adequate staff, capital, assets, and other resources to meet the development and operational needs of the **AHD**; to maintain the **Fiscal Integrity** of the **AHD**; and to satisfy all legal requirements and obligations in connection with the **AHD**. The **Department** will exercise reasonable discretion in determining capacity. In all cases, the **Department** will base its capacity determination on the experience, past performance, and organizational documents of the **Sponsor/Developer**.
- (1) The **Department** may request any of the following subsequent to application submittal:
 - (A) Staff rosters, which include the job titles and duty statements of all staff positions, and payroll records;
 - (B) Certified audited financial statements for the past three (3) consecutive years;
 - (C) Certificates of Good Standing from the California Secretary of State, the California Franchise Tax Board, or the relevant regulatory agencies of foreign jurisdictions; and
 - (D) Any other documentary evidence that reasonably supports the **Applicant's** ability to satisfy the capacity requirement.
- (h) A **Locality's** controlled affiliate is an Eligible **Applicant** if it demonstrates experience, capacity and **Site Control** or if both the **Locality** and its affiliate are **Applicants** and between the two of them they demonstrate experience, capacity, and **Site Control**.
- (i) If **Applicant** is applying for a **Rental AHD**, the **Applicant** with experience must perform a substantial management role in the borrowing entity from the time of award through the full term of the Regulatory Agreement, as evidenced by the applicable organizational documents. Such role shall include the substantial management duties set forth at UMR Section 8313.2.
 - (j) For **HRI** and **STI** components only, an **Applicant** may demonstrate the requisite experience for Section 103(f) by using past experience of work completed of a

- Locality** or transportation agency non-**Applicant** so long as the **Applicant** can provide an executed agreement with that specific **Locality** or transportation agency non-**Applicant** for the completion of the **HRI** or **STI Capital Projects**.
- (k) A special purpose entity formed and controlled by the **Sponsor/Developer**, and which will serve as the ultimate borrower of **AHSC Program** funds, is not an eligible **Applicant**. A special purpose entity ultimate borrower meeting the requirements of UMR Section 8313.2 may be listed on the **AHSC Program** application in the appropriate, designated fields for listing such a borrower entity.
- (1) Single purpose entities not meeting the requirements of a special purpose entity pursuant to UMR Section 8313.2, whether serving as an intermediate entity within the ultimate borrower structure or not, are not eligible **Applicants**. Such single purpose entities will not be included as a separate party on any **AHSC Program** legal documents, including but not limited to, **Standard Agreements**, nor are they eligible to be **Recipients** of **AHSC Program** funds.
- (l) Where a **Public Agency** has a real property interest in the proposed **Project**, the application must include the **Public Agency** as a joint **Applicant** or otherwise include a commitment to enter into a contractual agreement to develop the **Project**, if it is awarded.
- (m) All **Applicants** appearing on the application for the **Project** will be held jointly and severally liable for the completion of the **Project** and as such, will each sign all **Standard Agreements** to the award of **AHSC Program** funds. Each **Recipient** of **Department** funds must remain liable for performing all requirements of the award of funds as set forth in the **Standard Agreement**. Where there are multiple **Recipients**, all such **Recipients** must remain jointly and severally liable to the **Department** for that performance. Notwithstanding the foregoing, **Recipients** may indemnify each other by entering into agreements with one another as to individual **Capital Projects**. In no event will any such agreement alter, amend, or revoke each individual **Recipient's** obligations to the **Department**, including the joint and several liability.
- (n) All **Payees** shall execute the **Standard Agreement** generated in connection with the funds which they are to receive.

Section 103.1. Threshold Requirements

To be eligible for **AHSC Program** funding, an application shall demonstrate to the **Department** all the following requirements.

- (a) The application includes an eligible **Project** that meets the requirements of Section 102;
- (b) The proposal is submitted by an eligible **Applicant** pursuant to Section 103;
- (c) All proposed uses of **AHSC Program** funds are eligible pursuant to Section 104;
- (d) The application is complete pursuant to Section 113;
- (e) The application satisfies funding limitations and terms per Sections 105, 106, 107, and 108;
- (f) By the time of application submission, the **Project** shall meet the following requirements:
 - (1) The proposed **Project** supports the implementation of the applicable Sustainable Community Strategy (SCS) or Alternative Planning Strategy (APS) as confirmed by the Metropolitan Planning Organization (MPO), or the equivalent regional planning agency, as required by Public Resources Code Section 75210 et seq. The application must be consistent with activities or strategies identified in the SCS, APS, or equivalent planning document that demonstrates a per capita reduction in VMT and GHG.
 - (2) The proposed **Project** must be consistent with the State Planning Priorities established pursuant to Section 65041.1 of the Government Code.
 - (3) Completion and approval or adoption of environmental clearances required under the California Environmental Quality Act (CEQA). For **Projects** receiving federal funds subject to review under the National Environmental Policy Act (NEPA), a copy of the **Project's** Authority to Use Grant Funds must be provided prior to the construction loan closing. It is not necessary to have the Authority to Use Grant Funds at application stage. **Applicants** must also affirm all lawsuits or appeals will have resolved within 30 days after the application due date, including the expiration of all periods for filing lawsuits or appeals.
 - (A) **STI** component(s) of a **Project** are not required to certify completion and demonstration of approval of environmental clearances (NEPA or CEQA) as stated in Section 103.1(f)(3) above until prior to the initial disbursement of grant funds.
 - (B) **Applicants** are not required to complete any necessary environmental clearances prompted exclusively by rental and/or operating subsidies prior to the **AHSC Program** application deadline.
 - (4) The **Applicant** must document the status of local land use approvals by submitting the **Project's** local approvals and environmental review verification form. If the **Applicant** is applying for streamlined, ministerial approval under Section 65913.4 of the Government Code, the form must indicate that an application has been submitted to the relevant local government. The local approvals and environmental review verification form must be completed and signed by the local authority and must provide the status of all entitlements related to the **Project**, the applicability of the California Environmental Quality Act ("CEQA") and the National Environmental Policy Act ("NEPA") to the **Project**, and the status of the **Project's** compliance with CEQA and NEPA, to the extent applicable.

- (A) This threshold requirement is not applicable where a **Tribal Entity Applicant** is proposing a **Project** that is located in **Indian Country**.
- (5) Environmental Site Assessment (ESA) reporting:
 - (A) A Phase I ESA must be completed and dated no more than 12 months prior to the Application deadline. The Phase I ESA must indicate that the **AHD** site(s) is free from severe adverse environmental conditions, such as the presence of toxic waste.
 - (B) If the Phase I ESA recommends a Phase II ESA or reveals known or potential contamination, a Phase II ESA is required to be completed and dated no more than 12 months prior to the application deadline. The forgoing Section 103.1(f)(5)(A) notwithstanding, if a Phase II ESA has been completed and dated within 12 months prior to the application deadline, the recommending Phase I ESA may have been completed and dated 12 months or more prior to the application deadline.
 - (C) For rehabilitation **Projects**, the following additional documents would be required:
 - (i) Physical Needs Assessment (PNA)
 - (ii) Capital Needs Assessment (CNA)
 - (iii) Lead-based paint, mold, and asbestos reports
 - (D) This threshold requirement is not applicable where a **Tribal Entity Applicant** is proposing a **Capital Project** located in **Indian Country**.
- (6) Applications that include a **Locality** as an **Applicant** must, at the time of application, have submitted their two previous housing element annual progress reports to the **Department** as required by Government Code section 65400.
- (7) The **Project** must not be designated as **Agricultural Land** according to the California Department of Conservation's Farmland Mapping and Monitoring Program (FMMP) Tool ([California Important Farmland Finder](#)). An exemption to the **Agricultural Land** designation may be allowed for applications that submit documentation that substantiates a description of an **Infill Site**.
- (8) As of the date of application, the **Applicant(s)**, the **Project**, or the real property on which the **Project** is proposed may not be party to or the subject of any claim or action in the state or federal courts that affects or potentially affects the feasibility of the **Project**. Further, the **Applicant(s)** shall disclose and describe all claims or actions undertaken by or against the **Applicant(s)**, the **Project** or the property.
- (9) Where approval by a local public works department, or other responsible local agency, is required for the **STI Capital Project**, the application must include a statement from that entity indicating that the **STI** is consistent with all applicable local rules, regulations, codes, policies, and plans enforced or implemented by that entity.
- (10) The **Applicant** must document compliance with or exemption from [AB 680](#) (2021) Project Standards as described in Section 115(b).
- (g) **Applicants** must also demonstrate the following at the time of application, unless otherwise indicated:
 - (1) The proposed **Project** will achieve a reduction in GHG emissions through fewer VMT, pursuant to the most recent **AHSC Program** Quantification Methodology, available on the California Air Resources Board's Climate Change Investments

- (CCI) [Reporting Tools webpage](#). This must be evidenced by a completed GHG Benefits Calculator tool, described in the **AHSC Program** application, displaying VMT and **GHG Reductions** for each **Project** component.
- (2) All proposed **AHDs** located in a jurisdiction that has fare-based transit must provide at least one transit pass or card to each **Assisted Unit** for at least three (3) years. If the transit agency does not provide passes with unlimited rides, the card or pass shall have a minimum value of 40 average commute length rides a month as determined by the transit agency. These passes or cards may be funded with **AHSC Program** funding pursuant to Section 104(d).
 - (3) The application must be sufficiently complete to assess the feasibility of the proposed **Project** and its compliance with **AHSC Program** and application requirements.
 - (4) The **Applicant** must demonstrate that the **Project** is financially feasible as evidenced by documentation including, but not limited to, **Enforceable Funding Commitments (EFCs)**, a market study (dated within one year of the application due date and consistent with **MHP** Guidelines Section 7309(c)), project pro-forma, sources and uses statement, proposed operating budget, multi-year pro-forma, or other feasibility documentation that is standard industry practice for the type of proposed **AHD**.
 - (5) The **Rental AHD Capital Project** is feasible pursuant to the underwriting standards in UMR Section 8310 and will maintain **Fiscal Integrity** consistent with either proposed and/or restricted **Rents**.
 - (6) The **Applicant** or **Locality** serving as the **Sponsor/Developer** of a particular component of the **Project** must demonstrate **Site Control** of the property on which that **Project** component will be located as set forth at UMR Sections 8303 and 8316 with the additional requirement that the **Applicant** shall maintain **Site Control** through the award date.
 - (A) The following shall apply to **Capital Projects**:
 - (i) Where **Site Control** is in the name of another entity, the **Applicant** shall provide documentation, in form and substance reasonably satisfactory to the **Department** (e.g., a purchase and sale agreement, an option, a leasehold interest/option, a disposition and development agreement, an exclusive right to negotiate with a **Public Agency** for the acquisition of the site), which clearly demonstrates that the **Applicant** has an acceptable form of right to acquire or lease the **Project** property.
 - (ii) Where **Site Control** will be satisfied by a long-term ground lease, the **Department** will require the execution and recordation of the **Department's** form lease rider at the time of permanent loan closing, which shall be entered into by and among the ground lessor, the ground lessee, the **Department**, and any other parties as the **Department** may require. In all cases (with applicable exceptions made for **Projects** developed on trust or restricted real property), the lease rider shall be recorded against the fee interest in the **Project** property. For **Projects** developed on trust or restricted real property, the **Department's** form lease rider, together with any and all other use restriction instruments, shall be approved by, and recorded with,

- the U.S. Department of Interior's Bureau of Indian Affairs ("BIA").
- (B) For **Capital Projects** developed in **Indian Country**, the following exceptions apply:
 - (i) Where **Site Control** is a ground lease, the lease agreement between the **Tribal Entity** and the **Project** owner is for a period not less than 50 years; and
 - (ii) For trust or restricted land, a current title status report issued by the BIA is acceptable in lieu of a title report.
 - (7) **AHD** and **HRI** components must be capable of accommodating broadband internet service with at least a speed of 100 megabits (50 megabits for rural) per second for downloading and 20 megabits (10 megabits for rural) per second for uploading.
 - (A) **AHD** and **HRI** components must provide a conduit from the public right of way or property line and provide pathways, wiring, cables, and other necessary infrastructure extended to each unit and public common space to provide a broadband internet connection.
 - (B) For some **Rural Areas**, other technologies like fixed wireless, might offer the highest caliber connection.
 - (C) All **Applicants** should consult with their local jurisdictions about their broadband internet infrastructure planning, as well as existing broadband internet service providers in the area.
 - (h) All **Applicants** must:
 - (1) Certify that any **Rental AHD** development will be smoke free and demonstrate compliance by submitting a draft of the development's **Smoke Free Housing** lease addendum.
 - (2) Integrate applicable climate adaptation measures as described in Section 111 Narrative Based Policy Scoring (a).
 - (3) Demonstrate all of the following to the satisfaction of the **Department** if requesting **AHSC Program** funding for **AHDs** and **HRI Capital Projects**:
 - (A) **Rental AHDs** must meet the underwriting standards in the UMRs and **MHP** Guidelines Section 7312 and 7312.1.
 - (B) If any component of the **Projects** involves the demolition of existing units that are affordable to **Low-Income Households**, the application must demonstrate the replacement of demolished units, comparable in size, of equal or greater affordability and equal to or greater than the number of the demolished **Affordable Units** located within comparable access to transit and include first right of return to displaced residents.
 - (4) Demonstrate to the satisfaction of the **Department** that **AHSC Program** costs are infeasible without **AHSC Program** funds, and other committed funds are not being supplanted by **AHSC Program** funds.
 - (5) Demonstrate that other development funding sources, including all tax credit equity generated by the **AHD**, are insufficient to cover **AHD** development costs.
 - (6) Demonstrate that outreach and education on reducing potential health impacts of air pollution will be provided to residents of **AHDs**.
 - (7) Demonstrate that where approval by a local public works department, or other responsible local agency, is required for the **HRI Capital Project**, the application must include a statement from that department indicating that the **HRI Capital Project** is

consistent with all applicable local rules, regulations, codes, policies, and plans enforced or implemented by that department.

Section 104. Eligible Use of Funds

The **AHSC Program** funds **Capital Projects** and eligible **Program Costs** within **TOD, ICP** and **RIPA Project Areas** consistent with requirements of Section 102, as follows:

- **Affordable Housing Development (AHD)**
- **Housing Related Infrastructure (HRI)**
- **Sustainable Transportation Infrastructure (STI)**
- **Community Education and Other Program Costs (PGM)**

Each **Capital Project** or **PGM** must be unique to a single application and cannot be split over multiple applications.

Examples of **Eligible Costs** within each category of eligible **Capital Projects** and **PGMs** are identified below. Note that these are examples and not an exhaustive list. To be considered a stand-alone component under any of the categories, the improvements must meet the **Guidelines** definition of that component (i.e., **AHD, HRI, STI, or PGM**):

- (a) Eligible Costs for **AHD Capital Projects** are limited to:
 - (1) Loans for **Rental AHD**. Eligible loan costs for a **Rental Housing Development**, as specified in Section 7304 of the **MHP Guidelines**.
 - (2) Grants for **Homeownership AHD**. Eligible grant costs as specified in Section 400.2 of the **CalHome Guidelines** dated December 30, 2022.
 - (3) Soft costs such as those incidentally but directly related to construction or other pre-development components including, but not limited to, planning, engineering, construction management, architectural, and other design work, required mitigation expenses, appraisals, legal expenses, and necessary easements. Soft costs shall not exceed 10 percent of costs associated with the funding request for the **AHD Capital Project**.
 - (4) Bicycle parking at the **AHD** will be considered only as an eligible **AHD** cost.
- (b) **Eligible Costs for HRI Capital Projects** are limited to the following costs:
 - (1) Capital improvements that are an integral part of, or necessary to facilitate the development of the **AHD** or required by a **Locality**, transit agency, or special district as a condition to the approval of the **AHD**.
 - (2) **Factory-Built Housing** components utilized in the construction of the **AHD**, including deposits required to initiate construction.
 - (3) **HRI** related soft costs such as those incidentally but directly related to the **HRI Capital Project** construction or other pre-development components including, but not limited to, planning, engineering, construction management, architectural, and other design work, required mitigation expenses, appraisals, legal expenses, and necessary easements. **HRI** Soft costs shall not exceed 10 percent of costs associated with the **HRI Capital Project**.
 - (4) Required environmental remediation necessary for the **HRI Capital Project** where the cost of the remediation does not exceed 50 percent of **AHSC Program** award amount.
 - (5) Real property acquisition (not inclusive of the **AHD** site) of the **HRI Capital Project** site and associated fees. Real estate commissions for purchase or acquisition are not an eligible expenditure.
 - (6) Impact fees required by local ordinance are eligible for funding only if used for the identified eligible **HRI Capital Project** not to exceed \$300,000.
 - (7) The purchase and installation of on-site energy storage in the form of battery arrays, as certified by an energy consultant or architect.

- (8) Examples of eligible **HRI** costs include:
- Installation of energy efficiency and renewable energy capital improvements
 - Installation of broadband internet trunk line or fixed wireless infrastructure
 - Onsite publicly accessible **ZEV** Open Network charging infrastructure
 - **Urban Greening** and **Water Efficiency** capital improvements
 - Zero emission generators
- (c) Eligible costs for **STI Capital Projects** (including **Active Transportation** and transit infrastructure) are limited to the following costs:
- (1) Capital improvements that either:
- (A) Result in the improvement or addition of infrastructure that encourages mode-shift by enhancing: 1) public transit access, speed, and/or reliability; 2) pedestrian network; or 3) bicycle network (includes public bike-share infrastructure and fleet), as well as transit operations that directly support transit expansion, within the defined **Project Area**; or,
- (B) Are publicly accessible and provide supportive amenities to cyclists, pedestrians, and transit riders (e.g., bike parking, bus shelter, benches, street trees, etc.) within the defined **Project Area**
- (i) Any **STI** that is publicly accessible must be equally accessible to all members of the public in accordance with state and federal anti-discrimination laws. This includes providing full and equal access to people with disabilities.
- (2) Soft costs such as those incidentally but directly related to construction or project plans, specifications and estimates including, but not limited to, planning, engineering, construction management, architectural, and other design work, environmental impact reports and assessments, appraisals, legal expenses, and necessary easements. Soft costs shall not exceed thirty (30.0) percent of costs associated with the **STI Capital Project**.
- (3) **Activity Delivery Costs** that are associated with the implementation of the **STI Capital Project** not to exceed 10 percent of the costs associated with the **STI Capital Project**.
- (4) Transit operations expenditures for up to 10 years that directly expand fixed route transit, **On-Demand**, or paratransit service by supporting new, restored, or expanded routes and may include wages, maintenance, and other costs to operate those services.
- (5) All vehicles purchased using **AHSC Program** funds must be **ZEV**. Transit types that do not have an approved zero emission passenger locomotive for use, must provide documentation stating so, and purchase vehicles that meet EPA Tier 4 emission standards.
- (6) Other **STI Capital Project** costs required as a condition of local approval for the **STI Capital Project**, as approved by the **Department**.
- (7) Examples of eligible **STI** costs also include:
- Installation of new or improved walkways that improve mobility and access of pedestrians
 - Installation of new or improved bikeways that improve mobility and access of cyclists
 - **Pedestrian Access Route** improvements
 - Installation of new or improved pedestrian crossings or over-crossings
 - Repaving and road reconstruction costs, only for the portion of the roadway

where the new or improved walkway and bikeway is installed

- Streetscape improvements, including, but not limited to the installation of lighting, signage, or other related amenities that improve the safety or convenience of pedestrians, cyclists, or transit riders, but do not increase capacity for private vehicles
- Street crossing enhancements including installation of accessible ramps or pedestrian signals
- Installation of traffic calming measures including development of curb extensions, roundabouts, median islands, traffic diverters, chicanes, “road diets”, and lane narrowing projects
- Signage and way-finding markers for pedestrians or transit users
- Bike sharing infrastructure and fleet
- Signage and striping of a dedicated bus lane
- Transit operations for new service or service expansion
- Transit **ZEVS**, charging, or transit vehicle storage infrastructure for new service or service expansion
- **ZEVS** and charging infrastructure for use in a **Carshare** program that provides its service for a reduced cost for low-income participants
- Transit related equipment to increase service or reliability, including software and related items necessary for managing public access to and use of **On-Demand Transit**
- **Transit Signal Priority (TSP)** technology systems
- Transit passenger amenities (e.g., Wi-Fi access, Digital or Integrated Fare Collection)
- Street furniture (e.g., benches, shade structures, etc.)
- Development or improvement of transit facilities or stations
- Real-time arrival/departure information systems
- Development or improvement of shelters or waiting areas at **Transit Stations/Stops**
- Transit fare machine purchase or improvements
- Publicly accessible bicycle parking or repair kiosks
- Bicycle carrying devices on public transit
- Station area signage capital improvements
- **Urban Greening** and **Water Efficiency** capital improvements associated with other **STI** eligible components.

(d) **PGMs**

- (1) **PGMs** include those costs typically associated with 1) program creation or 2) expansion of existing programs to serve new populations or offer new program service and implementation. Eligible costs may include operational costs for programs for the term of the grant. Access and availability of **PGMs** may be limited to **AHD** residents or may be offered to the greater community. Additionally, costs and fees associated with the ongoing provision of broadband internet service, as defined in Section 102(d)(9), provided free of charge to the **AHD** residents are an eligible **PGM**.
- (2) The total grant amount for **PGMs** within a **Project Area** shall not exceed \$600,000. Costs incurred for required transit passes or cards described in Section 103.1(g)(2) will not contribute to this cap.
- (3) Examples of eligible **PGM** costs also include:

- Pedestrian and bicycle safety education programs
 - Activities listed under Section 111 QPS Anti-Displacement Activities
 - Development and implementation of “walking school bus” or “bike train” programs
 - School crossing guard training programs
 - Bicycle and pedestrian safety clinics or bike rodeos
 - Safe Passages Programs
 - Bike sharing program operations
 - **ZEV Carshare** programs
 - Transit subsidy and Universal ‘Mobility Wallet’ programs
 - Education and marketing of transit subsidy programs
 - **Transportation Demand Management (TDM)** programs
 - Air pollution exposure reduction program
 - Workforce development partnerships
 - Digital or financial literacy programs for **AHD** residents
 - Tenant education and support services (e.g., finances, legal, wellness, workforce)
- (e) Each AHSC application may budget up to 2 percent of their total funding request for **Employment Benefits and Outcomes Reporting**. This amount will scale with the size of the **Applicant’s** funding request. **Applicants** should consider the size of their loan and grant funded project components when allocating this item into capital cost budgets. **Employment Benefits and Outcomes Reporting** costs are not included within the soft costs cap.
- (f) Ineligible costs include, but are not limited to, all the following:
- (1) Routine maintenance or operations of transportation infrastructure unrelated to AHSC-funded transit service, including the general transit fleet;
 - (2) In lieu fees for local inclusionary housing programs;
 - (3) Ongoing operational costs beyond the term of the grant for **PGMs**;
 - (4) Costs associated with automobile or motorcycle parking (excluding **ZEV** charging infrastructure);
 - (5) Costs associated with fossil fuel-based backup power;
 - (6) Procurement, site preparation, installation, or operation of fossil fuel-based generators; and
 - (7) Re-syndication of an **AHD**.

Section 105. Cost Limitations

- (a) When calculating per unit **AHSC Capital Project** subsidy (loans for **Rental AHDs** and grants for **Homeownership AHDs**), the **Department** will consider all other available financing and assistance, including the full amount of any tax credit equity generated by the **Project**. In addition, the per unit subsidy amount shall not exceed the total eligible costs required to do the following:
 - (1) Acquire, develop, and construct or rehabilitate the **AHD**;
 - (2) Ensure that rents or sale prices for **Assisted Units** comply with **AHSC Program** requirements; and
 - (3) Operate the **AHD** in compliance with all other **AHSC Program** requirements.
 - (4) With the exception of the deferred developer fee, **Department** funds shall not be used to supplant other available financing, including funds committed by local jurisdictions.
- (b) The limits on developer fee specified in UMR Section 8312 shall apply, except that:
 - (1) UMR Section 8312(a),(c), and (d) shall not apply.
 - (2) For non-tax credit new construction projects, the total developer fee shall be consistent with Title 4 CCR, Section 10327(c)(2)(A).
 - (3) For projects utilizing 9 percent tax credits, the total developer fee shall be consistent with Title 4 CCR, Section 10327(c)(2)(A).
 - (4) For projects utilizing 4 percent tax credits, developer fee payments shall not exceed the amount that may be included in project costs pursuant to Title 4 CCR, Section 10327(c)(2)(B).
 - (5) In no event shall the total developer fee for acquisition basis exceed 5 percent of the unadjusted eligible acquisition basis.

Section 106. Funding Terms

- (a) Loans terms for **Rental AHD** component are established in **MHP** Guidelines, Section 7306.
- (b) Grants for **HRI**, **STI**, **PGM**, and **Homeownership AHD** components shall be subject to the following terms:
 - (1) The **Applicant** must demonstrate that the grant will not result in a profit that exceeds the commercially reasonable range for other developments of similar size and level of risk.
 - (2) **AHSC Program** grant funds will be disbursed as reimbursed progress payments in the amount not to exceed the **AHSC Program** award of funds.
 - (3) Eligible costs incurred after the award date are eligible for reimbursement once the **Standard Agreement** is executed. Costs incurred prior to award are not eligible for reimbursement.
 - (4) For **HRI Capital Project** grants:
 - (A) Conditions precedent to the initial disbursement of **AHSC Program** funds shall include:
 - (i) Receipt of all required **Public Agency** entitlements and
 - (ii) All construction funding commitments for the **AHD** supported by the **HRI Capital Project**.
 - (B) **Rental AHDs** supported by the **HRI Capital Project** shall be subject to a recorded **Covenant** ensuring affordability for duration of at least 55 years, recorded on the fee interest of the real property on which the **Rental AHD** is to be located.
 - (C) **Homeownership AHD** supported by the **HRI Capital Project** shall be subject to a recorded **Covenant** providing a 30-year resale restriction, recorded on the fee interest of the real property on which the **Homeownership AHD** is to be located.
 - (5) For **Homeownership AHD** grants:
 - (A) Conditions precedent to the initial disbursement of **AHSC Program** funds shall include:
 - (i) Receipt of all required **Public Agency** entitlements;
 - (ii) The **Applicant** shall have **Site Control** of the proposed project property through the application award date (for evidence of **Site Control** see **CalHome Program** Guidelines Section 400.3);
 - (iii) All construction funding commitments for all costs to complete the **Homeownership AHD**;
 - (iv) The **Applicant** shall have met all other **Department** conditions for disbursement as stated in the **Standard Agreement**.
 - (B) All **Assisted Units** must be made available for sale to qualified **First-Time Homebuyers**.
 - (C) A **Homeownership AHD** must have a minimum of five units, and the term includes subdivisions or **Scattered Sites** with common ownership, development financing, and management.
 - (D) The **Recipient** is obligated to ensure long-term affordability of **Assisted Units** through a 30-year deed resale restriction.

Section 107. Maximum Loan Amounts

(a) Loans for **Rental AHD** component shall be subject to the following limits:

(1) Per Unit Loan Limit

- (A) The per unit funding limits shall be defined in the **NOFA**. For per unit subsidy limit calculations, the unit count shall include the number of units within the **Rental AHD**.
- (B) The per unit funding limits will be calculated based upon the units' level of income restriction, number of bedrooms per unit, and the county in which the **AHD** is located.
- (C) For an **AHD** required to be constructed as a condition of approval of one or more market rate developments pursuant to an inclusionary housing ordinance, or similar local requirement, units required under the ordinance or other requirements shall not be counted in determining applicable loan limits, except for the following:
 - (i) Units restricted under the **AHSC Program** at a lower rent level than required by the ordinance.
 - (ii) Units developed under a land dedication to the local government agency in which the project is located.
- (D) For purposes of Section 107 (a)(1)(C), site-specific affordability requirements of public land sales and affordability requirements under the Surplus Land Act are not considered to be inclusionary housing ordinances or similar local requirements.
- (E) **AHDs** developed pursuant to an inclusionary housing ordinance applying for any **Department** funds, including those meeting one of the above Section 107 (a)(1)(C) (i)-(ii), must disclose such at application, or the **Department's** award to the **Project** will be void.

(2) Per **Project** Loan Limit

- (A) In each **NOFA**, the **Department** shall establish a maximum per **Project** subsidy amount. This maximum shall be set at a level that ensures sufficient demand for **AHSC Program** funds while meeting the **AHSC Program** geographic and other distribution goals, considering the demand evidenced in previous funding rounds, the availability of other sources of subsidy financing, and the total amount of **AHSC Program** funds available for award.

Section 108. Maximum Grant Amounts

- (a) Grants amounts and calculations for **HRI**, **STI**, **PGM**, and **Homeownership AHD** are set forth in the **NOFA**

Section 109. Transition Reserves

- (a) Transition Reserve policy set forth in **MHP** Guidelines Section 7312.1 is hereby incorporated into these **Guidelines** by reference.

Section 110. State and Federal Laws, Rules, Guidelines and Regulations

- (a) To the extent applicable and unless preempted by federal law, the **Applicant** or **Developer** of the **Project** must ensure compliance with the following requirements:
- (1) **AHDs** must comply with all applicable local, state, and federal laws, constitutions, codes, standards, rules, guidelines, and regulations, including, without limitation, those that pertain to accessibility, construction, health and safety, labor, fair housing, fair employment practices, affirmatively furthering fair housing, nondiscrimination, and equal opportunity, including the laws detailed in **MHP Guidelines Section 7314**.
 - (2) **Projects** must demonstrate a preference for **Accessible Housing Unit(s)** to persons with disabilities requiring the accessibility features of those units in accordance with CCR, Title 4, Section 10337(b)(2), as may be amended and renumbered from time to time.
 - (3) **Applicants** must demonstrate consistency with State Relocation Assistance Law (CA Gov Code Sec. 7260-7277). This requirement does not apply to tribes who are exercising their sovereignty on trust land or by utilizing the Native American Housing Assistance and Self Determination Act of 1996 (NAHASDA) funding.
 - (A) **AHD Applicants** must also demonstrate consistency with relocation requirements detailed in **MHP Guidelines Section 7315**.
 - (4) For the purposes of the State Prevailing Wage Law (including Labor Code Sections 1720 – 1785), a grant or loan under the **AHSC Program** shall be considered public funding for the construction, rehabilitation, demolition, relocation, preservation, or other physical improvement of the **Capital Project** subject to the provisions of the State Prevailing Wage Law. **AHSC Program** funding of the **Project** shall not necessarily, in and of itself, be considered public funding of a **Project** unless such funding is considered public funding under the State Prevailing Wage Law. It is not the intent of the **Department** in these regulations to subject **Projects** to the State Prevailing Wage Law by reason of **AHSC Program** funding of the **Project** in those circumstances where such public funding would not otherwise make the **Project** subject to the State Prevailing Wage Law. Although the use of **AHSC Program** funds does not require compliance with federal Davis Bacon wages, other funding sources may require compliance with federal Davis Bacon wages.
 - (5) All proposed **Project** components are subject to all applicable codes, including the California Building Standards Code (CCR, Title 24).

Article III. Application Procedures

Section 111. Scoring Criteria

AHSC Program funds will be allocated through the process outlined in Section 112, based on the merits of the application to support a sustainable housing development that expands and improves transit, walking, and biking infrastructure, providing opportunities to reduce VMT by supporting connectivity between housing and destinations to bring about reduction of GHG emissions.

The scoring criteria is divided into three broad categories, each with additional subcategories, for a total of 100 points. Scoring elements are detailed under AHSC Scoring Elements and Criteria. It is the intent of the **AHSC Program** to use scoring to differentiate **Projects** for ranking, so it is not expected that any **Project** will score the full 100 points.

Projects will be reviewed and scored only after meeting threshold requirements as detailed in Section 103.1. **Projects** that do not meet threshold requirements will not be scored and therefore are not eligible for award. All the scoring criteria will be applied to every **Project**, regardless of the **Project** components present in each specific **Project**.

AHSC Scoring Elements and Criteria

Estimated GHG Reductions Scoring (30 points)

- Transit and Shared Mobility GHG (5 points)
- Project Area GHG (10 points)
- GHG Efficiency (15 points)

Quantitative Policy Scoring (50 points)

- Sustainable Transportation Infrastructure (20 points)
- Location Efficiency and Local Context (14 points)
- Housing Affordability and Funds Committed (9 points)
- Anti-Displacement Activities (4 points)
- Local Workforce Development and Hiring Practices (3 points)

Narrative-Based Policy Scoring (20 points)

- Climate Adaptation & Community Resiliency (7 points)
- Community Benefit & Engagement (6 points)
- Collaboration & Planning (4 points)
- Equity & Transformation (3 points)

To receive points related to a specific **Project** component, the **Applicant** must request a portion of the costs through the **AHSC Program** (e.g., an **Applicant** can only receive points related to an **AHD** when requesting **AHD** or **HRI** funds).

In all scoring categories, it is the responsibility of the **Applicant** to provide accurate, complete, and clear descriptions of their proposed **Project**. The **Department** and **Council** staff will use the required supporting documentation provided in the submitted application to verify claims, and cannot accept, nor rely on, additional or alternate materials provided after the application deadline. **Applicants** shall not provide intentionally unclear or vague answers to avoid disclosing relevant or material details of a **Project** and are instead required to be forthcoming in their application and respond clearly in the spirit and intent of the **AHSC Program**. The **Department** and **Council** staff reserve the right to withhold all points in any scoring categories if **Applicant**-submitted documentation is determined to be unclear or incomplete. **Project** details not disclosed to the **Department** that are later discovered or

disclosed, and which are determined to be inconsistent with the requirements of the **AHSC Program**, will result in disencumbrance of the awarded funds and negative points, if applicable.

Estimated GHG Emission Reductions – 30 Points Maximum

Applications will be scored on the GHG emission reductions of proposed **Project** components, for a total of 30 points. **Applicants** are required to adhere to quantification requirements and guidance published by California Air Resources Board (CARB) and **SGC** regarding GHG emission reduction estimates and should refer to the AHSC Quantification Methodology and the AHSC User Guide available on the CARB [CCI Reporting Tools](#) webpage.

Applicants should refer to the AHSC Quantification Methodology for a complete list of quantifiable **Project** components. The GHG emission reductions attributable to the **AHSC Program** will be scored in the following GHG categories:

- Transit and Shared Mobility GHG: Transit and shared mobility project component(s) for a maximum of 5 points;
 - Project Area GHG: Affordable housing, **Active Transportation**, and/or grid-connected solar photovoltaic (PV) project component(s) for a maximum of 10 points; and
 - GHG Efficiency: Total GHG emission reductions per **AHSC Program** dollar for a maximum of 15 points
- (a) Estimated GHG Emission Reductions Scoring Process:
- (1) **Applicants** will estimate GHG emission reductions of each quantifiable **Project** component using the most recent AHSC Benefits Calculator Tool, available on the CARB [CCI Reporting Tools](#) webpage.
 - (A) Each application requesting GGRF funding must include at least one of the project components listed in the AHSC Quantification Methodology. Applications are not required to estimate the benefits of all quantifiable project components. Also note that the AHSC Benefits Calculator Tool will prorate **GHG Reductions** according to the share of GGRF funding from **AHSC** and other GGRF programs. GGRF Funding from other programs should be specified by the **Applicant** in the Project Info Tab and prorated GHG emission reductions will appear in the GHG Summary Tab.
 - (B) Applications that include a single **ZEV** purchase as a **Project** component must use **AHSC Program** dollars to fund more than 50 percent of the vehicle cost to be eligible for GHG quantification. In the case that multiple **ZEV** of a single mode type are purchased, all but one vehicle must be funded entirely by **AHSC** while the additional vehicle shall have more than 50 percent funded by **AHSC** to be eligible for quantification.
 - (C) Applications quantifying solar PV electricity generation will only receive credit for electricity generation above state code requirements. **Applicants** should refer to the applicable energy code at the time of project building permit application submittal.
 - (D) Phased **Projects** should only quantify the **Project** components for the phase seeking **AHSC** funding in the current application cycle. Previously funded or future phases are not included in the GHG calculation.

- (2) The GHG emission reductions of each application will be ranked from highest to lowest within each GHG category. Each application will be assigned to one of five bins in ranked order. Each bin will receive an assigned point score as follows:
- (A) Transit and Shared Mobility GHG
 - (i) Bin 1: 5 points
 - (ii) Bin 2: 4 points
 - (iii) Bin 3: 3 points
 - (iv) Bin 4: 2 points
 - (v) Bin 5: 1 point
 - (B) Project Area GHG
 - (i) Bin 1: 10 points
 - (ii) Bin 2: 8 points
 - (iii) Bin 3: 6 points
 - (iv) Bin 4: 4 points
 - (v) Bin 5: 2 points
 - (C) GHG Efficiency
 - (i) Bin 1: 15 points
 - (ii) Bin 2: 12 points
 - (iii) Bin 3: 9 points
 - (iv) Bin 4: 6 points
 - (v) Bin 5: 3 points
 - (D) Note: **Projects** that do not include a transit component or include transit components that result in a net increase in emissions will be placed in Bin 5 but receive zero points for the Transit and Shared Mobility GHG Category.
- (3) The score of each GHG category will be combined to determine the **Project's** Total GHG Score.
- (4) Please note that while all **Projects** are scored together, independent of **Project Area Type**, **Projects** will only compete within their **Project Area Type** for the first 80 percent of funding available in the **NOFA** per Section 112.

Quantitative Policy Scoring – 50 Points Maximum

(a) Sustainable Transportation Infrastructure (STI) – 20 Points Maximum

- (1) Up to 4 points for the total length (in **Lane Miles**) of AHSC-funded **Context Sensitive Bikeways**, as follows:
- (A) 4 points for at least two (2.0) **Lane Miles**
 - (B) 1 point for at least one (1.0) **Lane Mile**
 - (C) Note: **AHSC Program** funds may be used to install new or improved bikeways, even if they do not meet the requirements of a **Context Sensitive Bikeway**; however, points will only be awarded for **Context Sensitive Bikeways**. Improved bikeways must be facility enhancements that allow an upgrade from Class II to Class I or IV; or Class III to a facility that creates dedicated bicycle space (Class I, II, or IV). A project that converts a temporary Class IV bikeway (e.g., paint, plastic bollards, and/or K-rail) to a permanent Class IV bikeway using permanent physical barriers (e.g., poured concrete and/or plantings) is an eligible cost and eligible **Context Sensitive Bikeway**, but would not be eligible for GHG Quantification since it is not a new bikeway.

- (2) 2 points for **Projects** that expand an existing bicycle network. A new **Context Sensitive Bikeway** funded by **AHSC** must have an entry point within the **Project Area** and directly intersect with an existing bikeway as a way to connect to the existing bike network. The existing bikeway and bikeway network is not required to be comprised of **Context Sensitive Bikeways**.
- (3) Up to 3 points for the length of AHSC-funded **Safe and Accessible Walkways**, as follows:
- (A) 3 points for repairing or constructing sections of sidewalks, walkways, or ramps that create more than 2,000 feet of continuous **Safe and Accessible Walkway**.
 - (B) 1 point for repairing or constructing sections of sidewalks, walkways, or ramps that create more than 1,000, but at or less than 2,000 feet, of continuous **Safe and Accessible Walkway**.
 - (C) Note: **STI** improvements that will make walkways safe and accessible (e.g., through new or repaired sidewalks or curb ramps) will be measured for the distance of the entire block face on which the infrastructure improvement will be made so long as the entire distance of its walkway will then meet the definition of **Safe and Accessible Walkway**. Crosswalk improvements, which are eligible **STI** components, can be measured for the crosswalk distance plus the distance of one block face to which it connects, so long as the block face already is or will be a **Safe and Accessible Walkway** at the completion of the **Project**.
- (4) Up to 2 points for **Projects** that fund the construction of new pedestrian facilities where none exist at the time of application submission. **Projects** will be eligible for points based on the continuous linear feet of new pedestrian facilities as listed below in subsections (A) and (B). Examples include new overpasses or underpasses, and new Class 1 path or sidewalk where no walkway currently exists so long as these facilities meet the definition of **Safe and Accessible Walkway**. To be considered 'continuous,' the distance of the new facility should be represented by one singular, unbroken, unduplicated line on the **Project Area Map**. Curb ramps or other wheelchair-accessible entry points are required for any crossings in this new facility but would not be sufficient in and of themselves to be eligible for this point. The **Lane Miles** of one Class I Multi-Use Path can be counted to fulfill the distance of this scoring section; but **Applicants** may not use the same portion of a Multi-Use Path for both bikeway and walkway scoring sections.
- (A) 2 points for at least 1,000 continuous linear feet of new pedestrian facilities where none exist at the time of application submission.
 - (B) 1 point for at least 500 continuous linear feet of new pedestrian facilities where none exist at the time of application submission.
- (5) Up to 4 points for **Projects** that improve a local bus route by implementing any (or multiple) of the following will be eligible for 2 points for each strategy. An **Applicant** may double the minimum thresholds (e.g. 2.0 miles or 10 bus shelters) for each strategy to achieve the full four points in this section. To qualify for these points, the AHSC-funded improvements must improve service along at least one bus route that serves at least one **Transit Station/Stop** or station

inside the **Project Area**. If the improvement to the bus route(s) extends beyond the border of the **Project Area**, the improvement's effects to improving reliability and/or speed inside the **Project Area** should be evident.

- (A) At least one (1.0) **Lane Mile** of a Bus Only Lane that includes prohibition of private vehicles or High Occupancy Toll (HOT) Lanes that are in effect at least eight hours a day, at least five days a week.
 - (B) Installation of bus bulb-outs or transit boarding islands that eliminate the need for buses to pull out of the general flow lane at least five stops in the **Project Area**.
 - (C) Installation of level floor boarding infrastructure to ensure wheelchair users are able to access transit vehicles without the need for mechanical ramps.
 - (D) Installation of new or upgraded **TSP** hardware and software along all signals for one (1.0) consecutive **Lane Mile**.
 - (E) Installation of at least five new bus shelters where none currently exist in the **Project Area**.
 - (F) Procurement of at least one new transit **ZEV** that allows the provider to modify published schedules that will achieve headways of 20 minutes or less during **Peak Period** or reduce **Peak Period** existing headways by more than 10 minutes.
- (6) Up to 5 points for applications with an **AHSC Program** funds request for **STI** that comprises at least a certain amount of funds or a percentage of the total AHSC funds request (whichever is the lower amount) as detailed below:
- (A) 5 points for at least \$9,000,000 or 30.0 percent of total funding request
 - (B) 2 points for at least \$6,000,000 or 20.0 percent of total funding request

(b) **Location Efficiency and Local Context - 14 Points Maximum**

- (1) Up to 3 points will be given for **Projects** that provide the location of existing **Key Destinations** within one-half (0.50) mile of the **AHD**. For **TOD Project Areas** and **ICP Project Areas** each type of **Key Destination** is worth one-third (1/3) of a point. For **RIPA Project Areas** each type of **Key Destination** is worth one-half (1/2) of a point. Each **Key Destination** category may only be counted once. Facilities that meet multiple categories (e.g., a Grocery Store with a Pharmacy) may be counted toward multiple categories. Please see definitions and further specifications for each **Key Destination** in Appendix A. Please see **Project Area Mapping Guidance** for how to map and document **Key Destinations**.
- (A) Market or grocery store (SNAP Retailer)
 - (B) Food bank
 - (C) Medical clinic that accepts Medi-Cal payments or offers free medical services to low-income individuals
 - (D) Licensed childcare facility as identified by the California Department of Social Services
 - (E) Pharmacy
 - (F) Park accessible to the general public
 - (G) Community or recreation center accessible to the general public
 - (H) Public library
 - (I) Public elementary, middle, high school, non-profit university, or non-profit junior college
 - (J) Bank or credit union
 - (K) Post office

- (2) 3 points for **Projects** which provide documentation that their site is one or more of the following:
- (A) Near an environmentally cleared High-Speed Rail Station: An **AHD** that is within one (1.0) mile of an environmentally cleared California High-Speed Rail Station; or
 - (B) Funding the construction of community-identified components from another SGC program: A **Project** that funds community-identified components from another **SGC**-funded project, such as Transformative Climate Communities (TCC), Sustainable Agricultural Lands Conservation (SALC); or
 - (C) An **AHD** which is to be developed on land disposed of in accordance with Executive Order (EO) N-06-19: For excess state-owned property disposed of in accordance with EO N-06-19, the **AHD** must have been selected by the **Department** and the Department of General Services to enter into a long-term, low-cost ground lease with the state to create affordable housing on excess state-owned property.
 - (D) Utilizing Surplus or Exempt Surplus Land: An **AHD** which is to be developed on land declared surplus or exempt surplus by a local agency ("Surplus Land") and land acquired from an agency of the State of California are eligible for these points as follows:
 - (i) Up to 3 points. For surplus or exempt surplus land owned by a local agency, including transit agencies, and state-owned land acquired through means other than EO N-06-19, points shall be awarded as follows:
 - a. 1 point for documentation either of acquisition directly from a state agency not pursuant to EO N-06-19, OR 1 point for acquisition or lease agreement from local agency with an HCD findings letter documenting compliance with Surplus Land Act (SLA), as defined in SLA Guidelines Section 500(c). All applications must include the letter directly in the application submission, even if it is available in the [Department catalogue of findings letters](#); and either
 - b. 1 point if the disposition is discounted at least 20 percent or more from the property's current appraised value or market rate lease terms. Current appraised value should be supported by an independent third-party appraisal prepared by a Member Appraisal Institute (MAI) qualified appraiser within one year prior to the application deadline; or
 - c. 2 points if the disposition is provided as a land donation or equivalent, or leased for a nominal fee of \$20,000 or less per year.
- (3) Up to 3 points: For **AHDs** located in jurisdictions that have met either of the following criteria:
- (A) 1 point will be awarded for **AHDs** located in jurisdictions that have adopted a housing element that has been found by the **Department** to be in substantial compliance with the requirements of Article 10.6 (commencing with Section 65580) of Chapter 3 of Division 1 of Title 7 of the Government Code pursuant to Section 65585 of the Government Code by application due date.
 - (B) 2 points will be awarded for **AHDs** located in jurisdictions that are

designated prohousing pursuant to subdivision (c) of Section 65589.9 of the Government Code, in the manner determined by the **Department** pursuant to subdivision (d) of Section 65589.9 of the Government Code by application due date.

(4) Up to 5 points will be awarded to **Projects** as follows:

- (A) 5 points will be awarded for **Projects** where the **Tribal Entity** is the **Developer** for the **AHD** and/or **HRI** components, or the **Project** partner responsible for the **STI** components.
- (B) 5 points will be awarded for a **Project** that includes an **AHD** located in an area identified as one of the following in the CCI **Priority Populations Mapping Tool 4.0**:
 - (i) Disadvantaged community: CES, Disadvantaged community: Tribal land, Low-income community
 - (ii) Disadvantaged community: CES, Low-income community
 - (iii) Disadvantaged community: Tribal land, Low-income community
- (C) 3 points will be awarded for a **Project** that includes an **AHD** located in an area identified as one of the following in the CCI **Priority Populations Mapping Tool 4.0**:
 - (i) Disadvantaged community: CES
 - (ii) Disadvantaged community: Tribal land
- (D) 2 points will be awarded for a **Project** that includes an **AHD** located in an area identified as one of the following in the CCI **Priority Populations Mapping Tool 4.0**:
 - (i) Low-income community
 - (ii) DAC 1/2 mile neighbor: low-income community

(c) **Housing Affordability and Funds Committed - 9 Points Maximum**

(1) Up to 5 points will be awarded to **Projects** based on housing affordability.

- (A) For **Rental AHDs**, the following shall apply:
 - (i) Up to 3 points will be awarded based on the percent of total **Units** in a **Rental AHD** restricted to **Extremely Low Income (ELI)** households as follows:
 - a. 15 to 19.9 percent of total **Units** = 1 points
 - b. 20.0 to 24.9 percent of total **Units** = 2 points
 - c. 25 percent or more of total **Units** = 3 points
 - (ii) Up to 2 points will be awarded based on the percent of total units in a **Rental AHD** that are three-bedroom or larger and are restricted to **ELI** or **Very-Low Income** households as follows:
 - a. 10 to 19.9 percent of total units = 1 points
 - b. 20 percent or more of total units = 2 points
- (B) For **Homeownership AHDs**, the following shall apply:
 - (i) Up to 5 points will be awarded for applications which restrict a percentage of units in a **Homeownership AHD** to **Low-Income (LI) households**. Points will be awarded based on the percent of total units restricted to **LI households** as follows:
 - a. 20 to 29.9 percent of total units = 2 points
 - b. 30 to 39.9 percent of total units = 3 points
 - c. 40 to 49.9 percent of total units = 4 points
 - d. 50 percent or more of total units = 5 points

- (2) 4 points will be awarded for applications demonstrating committed funding for all permanent financing, grants, and operating subsidies, excluding: the amount requested from the **AHSC Program**, an allocation of tax-exempt bonds, and 4 percent or 9 percent tax credits. For **Projects** with bond financing, any applicable permanent lender commitment of bond financing is required for these points. Assistance for capital expenditures will be deemed to be an **EFC** if it has been awarded to the **Project** or if the **Department** approves other evidence that the assistance will be reliably available. Contingencies in commitment documents based upon the receipt of an allocation of tax-exempt bonds, 4 percent tax credits or 9 percent tax credits will not disqualify a source from being counted as committed.

For **Homeownership AHDs** only: Construction loans which will be repaid with revenue from the sale of homes to low-income or moderate-income homebuyers will be considered committed funding.

(d) **Anti-Displacement Activities - 4 Points Maximum**

- (1) Up to 4 points for **Projects** that document a commitment to implement at least one new or expanded Anti-Displacement activity listed in this section, as supported by an assessment of housing needs and displacement vulnerability.

Commitment Letter: All proposals must complete the AHSC Commitment Letter Template provided that describes how each **Program** or activity will be implemented. The template form will require a complete scope of work; current status of work; current status of the role the non-profit plays in the **Project Area**; proposed measures of success & tracking protocols; why the **Program** was chosen; and signatures from the **Applicant** and the implementing parties signifying an agreement to the scope of work.

In the AHSC Commitment Letter Template, **Applicants** will be required to explain how they decided which Anti-Displacement Activities were most appropriate for the **Project Area** by either using the AHSC Anti-Displacement Tool or referencing the jurisdiction's housing element, other research, community feedback, or other existing documents.

Projects may select any activity listed in this section. These activities must be implemented by the indicated entity with dedicated **PGM** funding of a minimum \$150,000 per activity, unless otherwise indicated:

- (A) For AHSC **Homeownership AHDs Applicants: AHD Developer** or **Locality Applicant** has provided **Mortgage Assistance Loans** to qualified **First-Time Homebuyers** for a minimum of two years within the four years immediately preceding the application.
- (B) An independent non-profit and/or **Locality** developing a Community-Driven, Neighborhood-Scale Anti-Displacement Plan.
- (C) An independent non-profit and/or **Locality** developing or implementing a pipeline or training programs that will build capacity for local affordable housing developers.
- (D) An independent non-profit and/or **Locality** developing or implementing a process for data collection, monitoring, and tracking systems related to the causes of displacement (e.g., rental property registry, inventory of at-

risk units, landlord licensing, local eviction tracking, a speculation watchlist, or tracking the loss and formation of culturally-relevant and community-serving small businesses).

- (E) An independent non-profit and/or **Locality** developing or implementing foreclosure or eviction prevention and landlord anti-harassment programs. If proposed program includes tenant legal counseling services, the services cannot be provided by the **Developer**, building manager, or related entity.
- (F) An independent non-profit and/or **Locality** developing, administering, or implementing rental assistance or voucher programs to residents of the **Project Area** who are not the residents of the **AHD**.
- (G) An independent non-profit and/or **Locality** developing or implementing a Small/Family Business Protection Program for community businesses in the **Project Area**.
- (H) An independent non-profit and/or **Locality** developing or operating a Community Land Trust or Land Banking activities.
- (I) An independent non-profit and/or **Locality** developing or implementing programs that provide subsidized work to weatherize or repair existing **Low-Income Households** to increase energy efficiency and/or air quality in the **Project Area**.
- (J) An independent non-profit and/or **Locality** implementing a policy or action identified in a previously published Anti-Displacement Plan that is not listed above. **Applicants** should reference a specifically outlined goal, strategy, or action from the plan.

(e) **Local Workforce Development and Hiring Practices - 3 Points Maximum**

- (1) Up to 3 points (1.5 points per strategy) for **Projects** that implement workforce development strategies that advance the recruitment, training, and hiring of individuals who live within **Priority Populations** census tracts or **Low-Income Households**. Strategies should aim to connect these populations with training and hiring opportunities created by the **Project**. Workforce development strategies may be implemented during **Project** construction or after completion of the **Project**, but they must be implemented within the contract reporting period as stipulated in the **Standard Agreement**:

- (A) Partnership with a Workforce Development organization or a Workforce Development Board: **Applicants** must provide the following information and verifiable documentation in a letter jointly signed by the **Applicant** and the external organization:
 - (i) The name(s) of the organization(s)
 - (ii) The nature of the partnership between the **Applicant** and the organization
 - (iii) Demonstrate that the implementing organization has a track record of success serving disadvantaged populations
 - (iv) Demonstrate that the implementing organization has a history of success in job placement rates for trainees from **Priority Populations**
 - (v) The written agreement that details the partnership strategy or policy undertaken and its outcomes
 - (vi) The number and the demographic composition (race, education, and income) of participants in the external organization over the last three years, for each of the following:

- a. Participants who enrolled in the program;
 - b. Participants who completed the program; and
 - c. Participants who were successfully placed into state-certified apprenticeship or related job.
- (B) **Project** is bound by a Skilled and Trained Workforce Commitment:

Applicants must provide the certification letter submitted to a local government pursuant to Article 4 (Labor Standards) in AB 2011 (Section 65912.130 and 65912.131 of Government Code) or provide the following information and verifiable documentation in a letter jointly signed by the **Applicant** and the external organization:

 - (i) A letter of intent between the **Developer** and the state-certified apprenticeship program including the mechanism to deliver on the term of that commitment
 - (ii) The number and the demographic composition (race, education, income) of participants in the external organization over the last three years, for each of the following:
 - a. Participants who enrolled in the program;
 - b. Participants who completed the program; and
 - c. Participants who were successfully placed into a state-certified apprenticeship or related job.
- (C) **Projects** that have developed a Project Labor or Community Workforce Agreement: **Applicants** must provide the following information and verifiable documentation in a letter jointly signed by the **Applicant** and the external organization:
 - (i) Documentation of the agreements, including, a Targeted Hiring Plan, as defined in in HSC 38599.10, demonstrating how the **Applicant** will:
 - a. Create **High-Quality Jobs** for residents of under-resourced, Tribal, and **Low-Income Communities** in the same region as the proposed **Project**
 - b. Ensure access for the aforementioned residents to those jobs
 - c. Create a defined cohort of pre-apprentices from local programs with close and demonstrable connections to state-certified apprenticeships.
- (D) **Projects** that are located in jurisdictions with Local Hire Ordinances:

Applicants must provide the following information and verifiable documentation in a letter:

 - (i) Date the ordinance took effect
 - (ii) Documentation of the ordinance's requirements
 - (iii) Confirmation the **Project** will be subject to and comply with the ordinance's requirements including:
 - a. A specific number of targeted workers or apprenticeships to be hired;
 - b. The mechanism for targeting the workers or apprenticeships; and
 - c. The programs from which workers or apprenticeships will be recruited from.

Narrative Based Policy Scoring – 20 Points Maximum

The Narrative-Based Policy Scoring section of the application will be scored only for **Projects** that meet threshold requirements listed in Section 103.1. For Narrative-Based Policy Scoring, **Applicants** must provide responses to the questions and prompts outlined in the Narrative Prompts document. Please reference the Narrative Prompts document and rubric at the [SGC AHSC Program Website](#) for instructions, the specific questions to answer, and necessary application materials. The following is a summary of each section:

(a) **Climate Adaptation & Community Resiliency – 7 Points Maximum**

Communities will continue to experience effects of climate change in many ways, including increased likelihood of droughts, flooding, heatwaves, sea level rise, severe weather, and wildfires. Due to these effects, climate resiliency is a key part of planning, design, and **Project** implementation. The prompts will ask **Applicants** to: 1) outline the risks posed from climate change and other environmental exposures; 2) address how the risks will be reduced by appropriate green building, **Urban Greening**, adaptation, or mitigation strategies; and 3) how, more broadly, the **Project** will promote equity and reduce the health risks of climate change and other environmental exposures including extreme heat, wildfires and smoke, air pollution from vehicle emissions, and more. Under this section applicants must fill out the Climate Adaptation Assessment Matrix and related prompts.

(b) **Community Benefits & Engagement - 6 Points Maximum**

Community involvement and leadership are crucial to ensuring that both the principal objectives and co-benefits of the **Project** respond to the true needs of its future residents and the existing community, broadly. The prompts will ask **Applicants**, how: 1) local residents, the developer(s), stakeholders, government, and/or community-based organizations were engaged to help shape the **Project** to date; 2) community-based organizations and local residents, especially from **Disadvantaged and Low-Income Communities** and/or those with disabilities, were meaningfully engaged in identifying needs as well as **Project** components; 3) the **Project** is planning to continue engagement in the future; and 4) the **Project** is taking concrete steps to address community-identified needs and promote equity, community health, and well-being.

(c) **Collaboration & Planning – 4 Points Maximum**

Collaboration across local governments and housing and transportation providers is critical to create a **Project** that ensures connectivity and responds to the day-to-day needs of the community. Taken together, the responses to the prompts of this section should outline how the proposed **Project**: 1) aligns with previous planning efforts of local government; 2) brings together local government, including housing and transportation agencies in collaboration, to realize the vision of those efforts through the **Project**; and 3) will equitably translate that vision into improvements that address community needs related to climate adaptation, health, housing, mobility, access, and safety.

(d) **Equity & Transformation – 3 Points Maximum**

As stated in the **AHSC Program** Overview, **SGC** is committed to achieving racial equity in its operations, investments, and policy initiatives and to achieving its vision that: “All people in California live in healthy, thriving, and resilient communities regardless of race” (read more in the **SGC** [Racial Equity Action Plan](#)). The **AHSC Program** encourages a holistic approach to community development and broader investments in neighborhoods. Under this section, the prompts will ask **Applicants** to describe how the **Project** is going above and beyond, either: piloting new or innovative approaches or policies, leveraging existing resources in a new way, advancing equity, or shaping future projects in the nearby communities.

Section 112. Selection Process Criteria

Funds for **AHSC Program** will be decided per the objectives and policies listed below.

(a) The highest scoring applications that meet all threshold requirements as determined by the **Department**, based on criteria set forth in these **Guidelines**, shall be recommended to the **Council** for funding as specified in the **NOFA** to the extent funding is available:

(1) **Project Area Type** funding goals:

(A) At least thirty-five (35.0) percent of funds as designated in the **NOFA** to **TOD Project Area** applications;

(B) At least thirty-five (35.0) percent of funds as designated in the **NOFA** to **ICP Project Area** applications;

(C) At least ten (10.0) percent of funds as designated in the **NOFA** to **RIPA** applications; and

(D) **Remaining Funds**: After designating funds to **Projects** that meet the **Project Area Type** funding targets, remaining available funds may be awarded to any eligible **Project Area Type** that meets the goals detailed in this section.

(2) **Geographic Goal**: The **Council** strives to achieve a diverse distribution of resources and recognizes that in order to meet the state's environmental commitments, GHG emission reductions must be made in all parts of the State. The **Council** will use **Remaining Funds**, as described in Section 112(a)(1)(D) to ensure a distribution of total **AHSC Program** funds that allows for all geographic areas with a competitive application to receive funds, with a minimum of one **Project** per geographic area to be awarded.

The **AHSC Program** defines the eight geographic areas as follows (listed by geographic area followed by counties pertaining to each area):

(A) Central Coast: Monterey, San Benito, San Luis Obispo, Santa Barbara, Santa Cruz, Ventura

(B) Coastal Southern California: Los Angeles, Orange

(C) Inland Southern California: Imperial, Riverside, San Bernardino

(D) North State and Sierras: Alpine, Amador, Butte, Calaveras, Colusa, Del Norte, Glenn, Humboldt, Inyo, Lake, Lassen, Mariposa, Mendocino, Modoc, Mono, Nevada, Plumas, Shasta, Sierra, Siskiyou, Tehama, Trinity, Tuolumne

(E) Sacramento Area: El Dorado, Placer, Sacramento, Sutter, Yolo, Yuba

(F) San Diego Area: San Diego

(G) San Francisco Bay Area: Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano, Sonoma

(H) San Joaquin Valley: Fresno, Kern, Kings, Madera, Merced, San Joaquin, Stanislaus, Tulare

(3) **Tribal Entity Goal**: To the extent qualifying **Projects** are received, the **Council** will seek to provide \$50M of funding for **Tribal Entities**, an amount equivalent to the maximum request available for one **Project**. To be considered for the **Tribal Entity** Goal, a **Tribal Entity** must be the **Developer** for the **AHD** and/or **HRI** components, or the **Project** partner responsible for **STI** components. **Projects** where the only involvement of a **Tribal Entity** is as an **Applicant** for **PGMs**, will not contribute towards the **Tribal Entity** Goal. The **Project** must meet the requirements laid out in Appendix B to qualify for

- the **Tribal Entity** Goal. The **Project** must meet all **AHSC Program** requirements unless stated otherwise in **Guidelines** or which have been waived or modified pursuant to AB1010 (2019) (HSC Section 50406 subdivision (p)). Following the selection of **Projects** to meet this target, any remaining **Project(s)** involving a **Tribal Entity** will compete for the **Remaining Funds** along with all other **Projects**. Any funds not utilized under this target will be considered part of the **Remaining Funds** that can be used to meet any of the other designated targets and goals detailed in Section 112.
- (4) **Disadvantaged Communities (DAC)** Statutory Requirement: At least fifty (50.0) percent of **AHSC Program** expenditure for **Projects** that have direct and meaningful benefits to **DACs** and have the AHSC-funded **AHD** located within a **DAC**.
 - (5) Affordable Housing Statutory Requirement: At least fifty (50.0) percent of the annual proceeds appropriated for the **AHSC Program** shall be expended for **AHD(s)**. For the purposes of this set-aside, expenditures related to **AHD** and **HRI Capital Projects** shall count toward this requirement.
 - (6) A single **Project** may count toward any or all the requirements and targets in Section 112(a)(1)-(5).
 - (7) After all the requirements and targets in Section 112(a)(1)-(5) are achieved, any **Remaining Funds** will be awarded to the highest scoring applications. In the event that two or more applications have the same final score, the **Project** with the total highest **GHG Reductions** (MTCO₂e), after appeals and CARB review, will take precedence.
 - (8) In the event there are insufficient **Projects** that have scored at least 70 points or to the extent applications received are insufficient to meet any of the targets detailed in Section 112(a)(1)-(5), the **Council** reserves the right to waive these targets at their discretion.
- (b) The following additional policies will inform the final decision of **Project** awards:
- (1) A single **AHD Developer** award limits per funding cycle are established in the **NOFA**. However, this limitation may be waived if necessary to meet **AHSC Program** statutory funding set-asides.
 - (2) **Projects** will not be partially funded. Given the interconnected nature of the **AHSC Program**, any unfunded portion of the **Project** would have a potential change to scoring. At the discretion of the **Council**, a **Project** that received a lower score may be awarded funding if the **Remaining Funds** are sufficient to fully fund the **Project**. If funds remain after awards, those funds will roll forward into the next **NOFA**.
 - (3) To support implementation of an applicable SCS or APS and consistency with activities or strategies identified in a regional SCS, APS, or equivalent planning document that demonstrates per capita reductions in VMT and GHG, as allowed by [SB 862](#) (Chapter 36, Statutes of 2014), an MPO or regional agency may develop its own process prior to the application due date to identify and recommend applications that have the highest regional priorities based on criteria established by the MPO/region. Agency staff may request participation by emailing the AHSC@sgc.ca.gov inbox no later than 30 days after the release of **NOFA**.

Section 113. Application Process

- (a) Pursuant to direction of the **Council**, the **Department** shall offer funds through a **NOFA** and applications will be reviewed based on the criteria set forth in these **Guidelines**.
- (b) The **Department** will schedule optional pre-application consultations as detailed in the **NOFA** to provide assistance to **Applicants** regarding minimum threshold eligibility and other requirements. Additionally, no-cost technical assistance may be available to help **Applicants** prepare their application materials, see the [AHSC Program webpage](#) for more information.
- (c) Applications will be made available through the **Department**, and complete applications and supporting documentation must be submitted to the **Department** by the deadline detailed in the **NOFA**. An application workbook will be developed by **SGC** and the **Department** in accordance with these **Guidelines** and will outline the required documentation and methods by which compliance with the **Guidelines** is demonstrated.
- (d) The **Department** may elect to not evaluate compliance with some or all threshold requirements for applications that are not within a fundable range.
- (e) Applications will be reviewed, and negative points assessed against the **Applicant** and all Responsible Parties, consistent with the **Department's** Negative Points Policy.
- (f) Applications recommended for funding and approved by the **Council** are subject to conditions specified by the **Department**. **Applicants** will receive a conditional letter of award after funding recommendations are approved by the **Council**.
- (g) Applications will be treated in accordance with the Public Records Act. Certain information, in accordance with the Public Records Act, may be publicly disclosed.
- (h) Applications are selected as outlined in Section 112.
- (i) **Applicant(s)** shall respond to all **Department** requests for information and/or deliverables in a commercially reasonable period of time following the award letter or risk disencumbrance of the award in the **Department's** sole and absolute discretion.
- (j) During application review, **Department** staff may request or accept clarifying information as set forth in the **NOFA**.

Article IV. Operations

Section 114. Legal Documents

- (a) Loans for **Rental AHD** shall be governed by one or more agreements, which shall ensure that the provisions of these **Guidelines** are applicable to the **Project** covered by the agreement(s) and enforceable by the **Department**. The agreement or agreements will contain such other provisions as the **Department** determines are necessary to meet the requirements and goals of the **AHSC Program**.
- (1) **Standard Agreement:** Upon the award of **AHSC Program** funds to a **Project**, the **Department** shall enter into a **Standard Agreement** with the **Recipient** and **Payee**, which shall commit funds from the **AHSC Program**, subject to specified conditions, in an amount sufficient to encumber the approved **AHSC Program** grant amount. The **Standard Agreement** shall require the **Recipient** to comply with the requirements and provisions of these **Guidelines**, and generally applicable state contracting rules and requirements, and all other applicable laws. The **Standard Agreement** shall include, but not be limited to the following:
- (A) A description of the approved **AHD** and the permitted uses of **AHSC Program** funds;
 - (B) The amount and terms of the **AHSC Program** loan;
 - (C) The regulatory restrictions to be applied to the **AHD** through the **Regulatory Agreement**;
 - (D) Provisions governing the construction work and, as applicable, the acquisition of the **Project** site, and the disbursement of award proceeds;
 - (E) Special conditions imposed as part of the **Department's** approval of the **AHD**;
 - (F) Requirements for the execution and the recordation of the agreements and documents required under the **AHSC Program**;
 - (G) Terms and conditions required by federal and state law;
 - (H) Requirements regarding the establishment of escrow accounts for the deposit of documents and the deposit and disbursement of **AHSC Program** loan proceeds;
 - (I) The approved schedule of the **AHD**, including land acquisition if any, commencement and completion of construction or rehabilitation work, and occupancy by **Affordable Units**;
 - (J) The approved **Project** development budget and sources and uses of funds and financing;
 - (K) Requirements for reporting to the **Department**;
 - (L) Terms and conditions for the inspection and monitoring of the **Project** in order to verify compliance with the requirements of the **AHSC Program**;

- (M) Provisions regarding compliance with California's Relocation Assistance Law (Gov. Code, Section 7260 et seq.) and the implementing regulations adopted by the **Department** (Cal. Code Regs., tit. 25, Section 6000 et seq.), or to the extent applicable, compliance with federal Uniform Relocation Act requirements. This requirement does not apply to **Tribal Entities** who are exercising their sovereignty on trust land or by utilizing the Native American Housing Assistance and Self Determination Act of 1996 (NAHASDA) funding;
 - (N) Provisions relating to the placement of a sign on or in the vicinity of, the **AHD** site indicating that the **Council** has provided financing for the **AHD**. The **Council** may also arrange for publicity of the **AHSC Project** in its sole discretion;
 - (O) Provisions to ensure that the **Eligible Costs** and use of **AHSC Program** funds maintain the required **GHG Reduction** represented in the application;
 - (P) Other provisions necessary to ensure compliance with the requirements of the **AHSC Program** and applicable state and federal laws;
 - (Q) Description of the conditions constituting breach of the agreement(s) and remedies available to the parties thereto;
 - (R) Provisions identifying the modification or waiver of state housing finance requirements for **Tribal Entities** pursuant to Appendix B, if applicable;
 - (S) Provisions expressly providing that all awards of **Department** loan or grant funding made to the **Project**, or to any component or components of the **Project**, are cross-defaulted to one another such that:
 - (i) Compliance with all **Department** funding awards to the **Project** is a prerequisite of funding any of the **Department** funding awards; and
 - (ii) A default on any one award of **Department** funding constitutes a default of all other **Department** funding awards made to the **Project**;
 - (T) Provisions expressly providing that if any **Project** components (**AHD**, **HRI**, **STI**, or **PGM**, as applicable) are not timely completed pursuant to **AHSC Program** requirements, the **Project** will no longer qualify for the **AHSC Program** award, and the award will be disencumbered; and
 - (U) Any of the **Department's** standard contractual terms that may be applicable.
- (2) **Regulatory Agreement:** For **Rental AHDs**, the **Department** shall enter into a **Regulatory Agreement** with the **Applicant** for not less than the original term of the loan that shall be recorded against all sites comprising the property of the **AHD** prior to the disbursement of funds. The **Regulatory Agreement** shall include, but not be limited to, the following:
- (A) The number, type and income level of **Assisted Units**;
 - (B) Standards for tenant selection pursuant to 25 CCR 8305;

- (C) Provisions regulating the terms of the rental agreement pursuant to 25 CCR 8307;
- (D) Provisions related to an annual operating budget approved by the **Department** pursuant to **MHP** Guidelines Section 7327;
- (E) Provisions related to a management plan pursuant to **MHP** Guidelines Section 7325;
- (F) Provisions related to a Rent Schedule, including initial rent levels for **Restricted Units** and non-Restricted Units pursuant to subsections (a) and (b) of **MHP** Guidelines Section 7312;
- (G) Conditions and procedures for permitting rent increases pursuant to **MHP** Guidelines Section 7312;
- (H) Provisions for limitations on **Operating Income** pursuant to 25 CCR 8314 and on developer fees pursuant to 25 CCR 8312;
- (I) Provisions relating to annual reports, inspections, and independent audits pursuant to **MHP** Guidelines Sections 7326 and 7327;
- (J) Provisions regarding the deposit and withdrawal of funds to and from reserve accounts in accordance with 25 CCR 8308 and 8309;
- (K) Assurances that the **AHD** will be maintained in a safe and sanitary condition in compliance with state and local housing codes and the management plan, pursuant to **MHP** Guidelines Section 7325;
- (L) Description of the conditions constituting breach of the **Regulatory Agreement** and remedies available to the parties thereto;
- (M) Provisions governing use and operation of all Units including non-**Assisted Units** and common areas to the extent necessary to ensure compliance with **AHSC Program** requirements;
- (N) Provisions relating to enforcement of **AHSC Program** requirements by tenants;
- (O) Special conditions of loans approval imposed by the **Department**;
- (P) Provisions specifying that the **Regulatory Agreement** shall be binding on all assigns and successors in interest of the **Recipient** and that all sales, transfers, and encumbrances shall be subject to the terms of **MHP** Guidelines Section 7323;
- (Q) "Operations," **MHP** Guidelines Sections 7322 through 7327, shall apply to **Rental AHDs** assisted by the **AHSC Program**;
- (R) Provisions expressly providing that all awards of **Department** loan or grant funding made to the **Project**, or to any component or components of the **Project**, are cross-defaulted to one another such that:
 - (i) Compliance with all **Department** funding awards to the **Project** is a prerequisite of funding any of the **Department** funding awards, and
 - (ii) A default on any one award of the **Department** funding constitutes a default of all other **Department** funding awards made to the **Project**;

- (S) Provisions governing income from commercial uses pursuant to **MHP** Guidelines 7327, 7304(b)(8), and 7304(c); and
 - (T) Other provisions necessary to assure compliance with the requirements of the **AHSC Program**.
 - (U) Health and Safety Code (HSC) provisions identifying the modification or waiver of state housing finance requirements for **Tribal Entities** pursuant to HSC Section 50406, Subdivision (p).
- (3) Promissory Note: All **AHSC Program** loans for assistance to **Rental AHDs** shall be evidenced by a promissory note payable to the **Department** in the principal amount of the loan and stating the terms of the loan consistent with the requirements of the **AHSC Program**. The note shall be secured by a deed of trust on the **AHD** property naming the **Department** as beneficiary or by other security acceptable to the **Department**; this deed of trust or other security shall be recorded junior only to such liens, encumbrances and other matters of record approved by the **Department** and shall secure the **Department's** financial interest in the **AHD** and the performance of **Applicant's AHSC Program** obligations.
- (4) Recipient Operating and Control Agreement: The **Recipient** and the borrowing entity must enter into a Recipient Operating and Control Agreement with the **Department** at or prior to permanent financing close of escrow. Pursuant to the Recipient Operating and Control Agreement, the **Recipient** shall be responsible for performing certain activities for the full term of the **Regulatory Agreement** and at no cost to the borrowing entity. Such activities are described in **MHP** Guidelines Section 7322(d).
- (b) Grants for **Homeownership AHD** shall be governed by one or more agreements, which shall ensure that the provisions of these **Guidelines** are applicable to the **Project** covered by the agreement and enforceable by the **Department**. The agreement or agreements will contain such other provisions as the **Department** determines are necessary to meet the requirements and goals of the **AHSC Program**.
- (1) **Standard Agreement:** Upon the award of **AHSC Program** funds to a **Project**, the **Department** shall enter into a **Standard Agreement** with the **Recipient** and **Payee**, which shall commit funds from the **AHSC Program**, subject to specified conditions, in an amount sufficient to encumber the approved **AHSC Program** grant amount. The **Standard Agreement** shall require the **Recipient** to comply with the requirements and provisions of these **Guidelines**, and generally applicable state contracting rules and requirements, and all other applicable laws. The **Standard Agreement** shall include, but not be limited to, the following:
- (A) A description of the approved **AHD** and the permitted uses of **AHSC Program** funds;
 - (B) Provisions governing the amount, terms, and conditions of the **AHSC Program** grant to **Recipient**;

- (C) Provisions governing the construction work and, as applicable, the acquisition of the project site, and the disbursement of grant proceeds;
- (D) The approved schedule of the **AHD**, including land acquisition if any, commencement and completion of construction work, and occupancy by **Affordable Units**;
- (E) Requirements for the execution of the agreements and documents required under the **AHSC Program**, which may include the Monitoring Agreement, Disbursement Agreement, and Covenant.
- (F) The scope of work performed by the **Recipient**, which shall consist of **Homeownership AHD** Grants undertaken by or on behalf of the **Recipient** and **Payee**, within the **Project Area**.
- (G) For a **Homeownership AHD**, the **Recipient's** responsibilities for the development of the project, including, but not limited to, number, type and income level of **Assisted Units**, marketing, expiration date, report submissions, file documentation, standards for homebuyer selection procedures, and purchasing price of **Assisted Units**;
- (H) Reporting requirements, including annual reports, progress reports in connection with the development plan and any updates to the timeline for completion of the **Project**, and all additional reporting requirements as detailed in the **AHSC Program Guidelines**, **NOFA**, or as deemed necessary by the **Department** to monitor compliance and/or perform **AHSC Program** evaluation;
- (I) Manner, timing, and conditions for disbursement of **AHSC Program** funds to **Recipients**;
- (J) Provisions regarding compliance with California's Relocation Assistance Law (Gov. Code, Section 7260 et seq.) and the implementing regulations adopted by the **Department** (Cal. Code Regs., tit. 25, Section 6000 et seq.), or to the extent applicable, compliance with federal Uniform Relocation Act requirements;
- (K) Provisions relating to the placement of a sign on or in the vicinity of the **Homeownership AHD** site indicating that the **Council** has provided financing for the **AHD**. The **Council** may also arrange for publicity of the **AHSC Project** in its sole discretion;
- (L) Description of the conditions constituting breach of the **Standard Agreement** and remedies available to the parties thereto;
- (M) Requirements that the **Recipient** permit the **Department** or its designated agents and employees the right to inspect the **Project** and all books, records and documents maintained by the **Recipient** in connection with **Homeownership AHD Grant**;
- (N) Provisions to ensure that the eligible costs and use of **AHSC Program** funds maintain the required **GHG Reduction** represented in the application;
- (O) Provisions identifying the modification or waiver of state housing finance requirements for **Tribal Entities** pursuant to Appendix B, if applicable;
- (P) Provisions expressly providing that all awards of **Department** loan or grant

funding made to the **Project**, or to any component or components of the **Project**, are cross-defaulted to one another such that:

- (i) Compliance with all **Department** funding awards to the **Project** is a prerequisite of funding any of the **Department** funding awards; and
 - (ii) A default on any one award of **Department** funding constitutes a default of all other **Department** funding awards made to the **Project**;
 - (Q) Provisions expressly providing that if any **Project** components (**AHD**, **HRI**, **STI**, or **PGM**, as applicable) are not timely completed pursuant to **AHSC Program** requirements, the **Project** will no longer qualify for the **AHSC Program** award, and the award will be disencumbered;
 - (R) Special conditions imposed as part of the **Department's** approval of the **Homeownership AHD**;
 - (S) Terms and conditions required by federal or state law;
 - (T) Other provisions necessary to ensure compliance with the requirements of the **AHSC Program**; and
 - (U) Any of the **Department's** standard contractual terms that may be applicable.
- (2) Disbursement Agreement

Upon the Award of **AHSC Program** funds, the **Department** shall also enter into a Disbursement Agreement with the **Recipient** and **Payee**, which shall govern disbursement of funds from the **AHSC Program** to ensure timely completion of the **Capital Project** and **AHD(s)**, subject to specified conditions, in an amount sufficient to encumber the approved **AHSC Program** grant amount. The Disbursement Agreement shall require the **Recipient** to comply with the requirements and provisions of these **Guidelines**, and generally applicable state contracting rules and requirements, and all other applicable laws. The Disbursement Agreement shall be executed prior to commencement of any construction except as may be allowed for emergency repairs to existing structures required to eliminate hazards or threats to health and safety. The agreement shall contain provisions relating to the use of funds, disbursement schedule, contractors and subcontractors, construction responsibilities, general conditions of disbursement, conditions precedent to individual disbursement, and other provisions which ensure an orderly disbursement of funds and timely completion of the **Capital Project** and **AHD(s)**.

- (3) Covenant
- (A) The **Department** shall enter into a **Covenant** with the **Developer** which shall ensure construction and long-term affordability of the **AHD(s)**, in consideration for the **AHSC Program** grant.
 - (B) The **Covenant** shall be executed and recorded on the fee title of any **AHD(s)** assisted by **AHSC Program** funds before any disbursement of funds no later than construction closing.
 - (C) **Homeownership AHD** supported by the **Capital Project** shall be subject to a recorded **Covenant** that includes a resale restriction (for which the

Covenant duration is at least 30 years), recorded on the fee interest of the real property on which the **Homeownership AHD** is to be located. The **Covenant** shall contain provisions which ensure that each **Affordable Unit** is deed restricted for the term of the **Covenant** so as to ensure any transfer of ownership is (1) to a household which complies with applicable occupancy restrictions; and (2) for a price which complies with applicable affordability restrictions.

- (D) For **AHDs** and **Capital Projects** on land held in trust by the BIA, the **Covenant** shall be recorded against an Indian Tribe's leasehold estate with the Land Titles and Records Office at the BIA and in the appropriate official records of the county in which the **AHD** property is located.
- (4) Monitoring Agreement: **Homeownership AHDs** supported by the **AHSC Program** grant shall be subject to a Monitoring Agreement with a duration of at least 20 years. The Monitoring Agreement shall contain, but may not be limited to, the following information:
 - (A) An annual borrower certification;
 - (B) Insurance documentation, and;
 - (C) Other provisions necessary to ensure compliance with the requirements of the **AHSC Program**
- (c) Grants for **HRI**, **STI**, and **PGM** shall be governed by one or more agreements, which may be in the form of a State of California **Standard Agreement** or other agreement with the **Recipient** in a form prescribed by the **Department**. The agreement or agreements shall ensure that the provisions of these **Guidelines** are applicable to the **Project** covered by the agreement and enforceable by the **Department**. The agreement or agreements will contain such other provisions as the **Department** determines are necessary to meet the requirements and goals of the **AHSC Program**, including but not limited to the following:
 - (1) Upon the award of **AHSC Program** funds to a **Project**, the **Department** shall enter into a **Standard Agreement** with the **Recipient**, which shall commit funds from the **AHSC Program**, subject to specified conditions, in an amount sufficient to encumber the approved **AHSC Program** grant amount. The **Standard Agreement** shall require the **Recipient** to comply with the requirements and provisions of these **Guidelines**, and generally applicable state contracting rules and requirements, and all other applicable laws. A **Standard Agreement** shall include, but not be limited to, the following:
 - (A) A description and sources and uses of the approved **Project** and the permitted uses of **AHSC Program** funds;
 - (B) Provisions governing the amount, terms and conditions of the **AHSC Program** grant;
 - (C) Provisions governing the construction work and, as applicable, the acquisition and preparation of the site of the **Capital Project**, and the manner, timing and conditions of the disbursement of grant funds;
 - (D) A schedule for completion of the **Project** and a series of milestones for progress toward **Project** completion together with the remedies available to

- the **Department** in the event of the failure to meet such milestones;
- (E) Provisions for the payment of prevailing wages if and as required by state or federal law;
 - (F) Requirements for periodic reports from the **Recipient** on the construction and use of the **Project** and provisions for monitoring of the **Project** by the **Department**;
 - (G) The **Recipient's** responsibilities for the development of the approved **Project**, including, but not limited to, construction management, maintaining of files, accounts and other records, and report requirements;
 - (H) Provisions relating to the placement on, or in the vicinity of, the **Project** site, a sign indicating that the **Council** has provided financing for the **Project**. The **Council** may also arrange for publicity of the **Project** in its sole discretion;
 - (I) Remedies available to the **Department** in the event of a violation, breach or default of the **Standard Agreement**;
 - (J) Requirements that the **Recipient** permit the **Department** or its designated agents and employees the right to inspect the **Project** and all books, records and documents maintained by the **Recipient** in connection with the **AHSC Program** grant or loan or both;
 - (K) Special conditions imposed as part of **Department** approval of the **Project**;
 - (L) Terms and conditions required by federal or state law;
 - (M) Provisions to ensure that the **Project** maintains the required **GHG Reduction** as represented in the application;
 - (N) Provisions expressly providing that all awards of **Department** loan or grant funding made to the **Project**, or to any component or components of the **Project**, are cross-defaulted to one another such that:
 - (i) Compliance with all **Department** funding awards to the **Project**, is a prerequisite of funding any of the **Department** funding awards; and
 - (ii) A default on any one award of **Department** funding constitutes a default of all other **Department** funding awards made to the **Project**;
 - (O) Provisions expressly providing that if any **Project** components (**AHD**, **HRI**, **STI**, or **PGM**) are not timely completed pursuant to **AHSC Program** requirements, the **Project** will no longer qualify for the **AHSC Program** award, and the award will be disencumbered; and
 - (P) Other provisions necessary to ensure compliance with the requirements of the **AHSC Program**.
- (2) **Disbursement Agreement:** Upon the award of **AHSC Program** funds, the **Department** shall also enter into a Disbursement Agreement with the **Recipient**, which shall govern disbursement of funds from the **AHSC Program** to ensure timely completion of the **Capital Project** and **AHD(s)**, subject to specified conditions, in an amount sufficient to encumber the approved **AHSC Program** grant amount. The Disbursement Agreement shall require the **Recipient** to comply with the requirements and provisions of these **Guidelines**, and generally applicable state contracting rules and requirements, and all other applicable

laws. The Disbursement Agreement shall be executed prior to commencement of any construction except as may be allowed for emergency repairs to existing structures required to eliminate hazards or threats to health and safety. The agreement shall contain provisions relating to the use of funds, disbursement schedule, contractors and subcontractors, construction responsibilities, general conditions of disbursement, conditions precedent to individual disbursement, and other provisions which ensure an orderly disbursement of funds and timely completion of the **Capital Project** and **AHD(s)**.

- (3) **Covenant:** Upon the award of **AHSC Program** grant funds, the **Department** shall also enter into a **Covenant** with the real property owner ("Owner" shall include all successors, assigns and transferees of any or all of the owner's interest in the **AHD(s)** and the property on which it is located), which shall ensure construction and continued operation of the **AHD(s)**, in consideration for the **AHSC Program** grant.

The **Covenant** shall be executed and recorded on the fee title of any **AHD(s)** assisted by **AHSC Program** funds before any disbursement of funds no later than construction closing.

Rental AHD(s) supported by the **Capital Project** shall be subject to a recorded **Covenant** ensuring affordability for duration of at least 55 years, recorded on the fee interest of the real property on which the **Rental AHD** is to be located. The **Covenant** shall ensure construction and continued operation of the **AHD(s)** and shall contain provisions relating to the repair, maintenance, and insurance requirements of the property or improvements of the **AHD(s)**, encumbrances, liens, and charges, and such other provisions as the **Department** may require in order to ensure compliance with **AHSC Program** requirements. The owner shall remain the same for the duration of the affordability **Covenant**.

Homeownership AHD supported by the **Capital Project** shall be subject to a recorded **Covenant** that includes a resale restriction (for which the **Covenant** duration is at least 30 years), recorded on the fee interest of the real property on which the **Homeownership AHD** is to be located. The **Covenant** shall contain provisions which ensure that each **Affordable Unit** is deed restricted for the term of the **Covenant** so as to ensure any transfer of ownership is (1) to a household which complies with applicable occupancy restrictions; and (2) for a price which complies with applicable affordability restrictions.

For **AHDs** and **Capital Projects** on land held in trust by the BIA, the **Covenant** shall be recorded against an Indian Tribe's leasehold estate with the Land Titles and Records Office at the BIA and in the appropriate official records of the county in which the **AHD** property is located.

Section 115. Reporting Requirements

- (a) The **Recipient** shall submit, upon request of the **Department** and the **Council**, an annual performance report that demonstrates satisfaction of all reporting requirements pursuant to the **AHSC Program** reporting requirements identified in the **Standard Agreement**. **Recipient** shall also submit any additional reporting requirements developed by the **Department**, the **Council** or CARB. The reports will be filed on forms provided by the **Department**.
- (1) For applications that include **Rental Housing Affordable Development** loans, **Recipients** shall also submit the reports required by **MHP** Guidelines Article 5. Operations as applicable.
 - (2) For applications that include **Homeownership AHD** grants, **Recipient** shall also submit the reports required by **CalHome Program** Guidelines Section 602.
- (b) As outlined in **CARB's** [*2024 Funding Guidelines for Agencies that Administer California Climate Investments*](#) (*Funding Guidelines*), AB 680 Workforce Standards apply to the **AHSC Program**. As such, **Projects** must comply with AB 680 Project Standards, unless the **Project** meets one of the criteria for a project-level exemption. The exemptions outlined here are abbreviated descriptions, see *Funding Guidelines* for a full description of project exemptions. **Applicants** will be required to submit evidence verifying eligibility for the exemption in their application submission.
- (1) A **Project** must satisfy one of the following requirements to qualify for a project-level exemption:
 - (A) Receive federal funding
 - (B) Conduct research
 - (C) Provide technical assistance
 - (D) **Applicant** is not an employer
 - (E) Create 100% units affordable to households whose income does not exceed 120% **AMI** and subject to an affordability restriction for 55 years excluding manager units (HSC 50093)
 - (i) If all units in the **AHD** qualify as affordable units (except manager units), the **AHSC Project** in its entirety (including **STI** and **PGM** elements) is exempt from the AB 680 Project Standards. If the **AHD** contains any units above 120% **AMI** (except manager units), the **Project** must comply with AB 680 Project Standards.
 - (2) If AB 680 Project Standards apply, **Applicants** will provide evidence of compliance with the following four project standards in their application package. Note these are abbreviated descriptions, see the *Funding Guidelines* for a full description of each of the following.
 - (A) Fair and responsible employer standards, meaning documented compliance with applicable labor laws and labor-related commitments concerning wages, workplace safety, rights to association and assembly, and nondiscrimination standards.
 - (B) Inclusive procurement policies that prioritize bids from entities that demonstrate the creation of **High-Quality Jobs**, or the creation of jobs in **Priority Populations** or California tribes.

- (C) Prevailing wage for any construction work funded in part or in full by the grant.
 - (D) Evidence of a community workforce agreement (CWA) for **Projects** over one million dollars (\$1,000,000) that involve a construction component.
- (c) **Recipient** is responsible for meeting the applicable **Project** reporting requirements of CARB's *2024 Funding Guidelines*. These may include but are not limited to:
 - (1) The administering agency will track and report **Project** metrics to CARB once a **Standard Agreement** with a **Project Recipient** is signed. The administering agency will report GHG emissions reductions, co-benefits and other information collected through the AHSC application, AHSC Calculator Tool, and **Standard Agreement**. The administering agency may contact awardees to collect such information.
 - (2) The administering agency will assess and report the benefits to **Priority Populations** using the Affordable Housing and Sustainable Communities **Priority Populations** Benefit Assessment Tool (BAT) found at: <https://www.caclimateinvestments.ca.gov/reporting-tools>
 - (3) Consistent with the *2024 Funding Guidelines for Agencies that Administer California Climate Investments*, **AHSC** funding **Recipients** must track and report the employment outcomes of their **Projects** to be reported to CARB once a **Standard Agreement** is signed.
 - (A) **Recipients** will be required to conduct **Employment Benefits and Outcomes Reporting** for employment benefits and outcomes created supported by the **AHSC** investment and all leveraged funding, while accommodating provisions for data privacy. Once funds are disbursed, reporting may occur as frequently as an annual basis. **AHSC Program** staff will work with **Recipients** to clarify what the jobs reporting process may look like.
 - (B) For **Projects** in which the total **Project** costs, including GGFR and other funding sources, exceed \$1,000,000. **Recipients** must report on all jobs created as a result of the construction or delivery of the **AHSC Projects**. This includes all jobs created, regardless of their funding source, that are used for delivering **Project** components funded at least in-part by **AHSC**. The **Project's** total development costs reported in the **AHSC** Application Workbook contains the scope of the AHSC-funded **Project** and all jobs created by it.
 - (C) **Recipients** must report annually on all jobs created from the date the **Standard Agreement** is executed and continues until the following milestones are reached.
 - (i) Grant **Standard Agreement**: all funds are disbursed, and/or
 - (ii) Loan **Standard Agreement**: The **AHD** converts to permanent financing
 - (D) **Recipients** must specify jobs created by the **AHSC Program** that employ individuals who live within **Priority Populations** areas or **Low- Income Households**. To identify individuals who live within **Priority Populations** census tracts or in **Low-Income Households**, refer to the "Read Me" tab of the AHSC Jobs Reporting Template, posted on the [CCI Reporting Tools](#)

webpage.

- (E) **Recipients** must ensure that all subcontractors receiving \$100,000 or more, **AHSC Program** funds or otherwise, from the **Recipient** must report on jobs created by the **Project**. Reporting must be completed using the AHSC Jobs Reporting Template developed by CARB and provided by the **Department**.
- (d) At any time from **AHSC Program** award through the term of **AHSC Program** loan or grant, the **Department** may perform or cause to be performed a financial audit of any and all phases of the **Recipient's Project**. At the **Department's** request, pursuant to the applicable legal document, the **Recipient** or owner shall provide, at its own expense, a financial audit prepared by a certified public accountant. The State of California has the right to review **Project** documents and conduct audits during **Project** implementation and over the **Project** life.

Section 116. Performance Deadlines

- (a) **Recipients** shall begin construction of the housing units and associated **HRI** improvements to be developed in the **AHD** that is a **Capital Project** within the time set forth in the **Standard Agreement** but not later than two years from date of award letter.
 - (1) **Recipients** may request an extension of this performance requirement by addressing a letter to **SGC's** AHSC Program Manager describing the specific circumstances that justify the need for an extension, and detailing a plan to meet the extended performance requirement deadline. At the discretion of **SGC's** AHSC Program Manager, an extension of up to two years may be granted. Only one extension to the requirements of this section may be granted.
- (b) The housing units and associated **HRI** improvements developed in the **AHD** that is a **Capital Project** must be completed, as evidenced by receipt of a certificate of occupancy not later than five years from date of award letter.
 - (1) **Recipients** may request an extension of this performance requirement by addressing a letter to **SGC's** AHSC Program Manager describing the specific circumstances that justify the need for an extension, and detailing a plan to meet the extended performance requirement deadline. At the discretion of **SGC's** AHSC Program Manager, an extension of up to two years may be granted. Only one extension to the requirements of this section may be granted.
- (c) **STI** components must be placed in service or operational no later than five years from date of award letter. Transit operation expenditures must be disbursed within 10 years from date of award letter, as described Sec. 104 Eligible Costs (c)(4).
 - (1) **Recipients** may request an extension of this performance requirement by addressing a letter to **SGC's** AHSC Program Manager describing the specific circumstances that justify the need for an extension, and detailing a plan to meet the extended performance requirement deadline. At the discretion of **SGC's** AHSC Program Manager, an extension of up to two years may be granted. Only one extension to the requirements of this section may be granted.
- (d) **PGM** expenditures must be disbursed within three years from **AHD** placed in service.
- (e) **AHSC Program** funds must be disbursed in accordance with deadlines specified in the **Standard Agreement**, and in no event later than the disbursement deadlines outlined in the **NOFA**.
- (f) Recipients may not apply for **AHSC Program** funds in a subsequent **NOFA** for the same **Project** if it has been funded by a prior award of **AHSC Program** funds.
- (g) **AHD** award **Recipients** will also be subject to the **Department's** Disencumbrance Policy (as described in Section 100.1(b)(1)).

Section 117. Defaults and Cancellations

- (a) In the event of a breach or violation by the **Recipient** of any of the provisions of the **Standard Agreement**, **Regulatory Agreement**, the **Promissory Note**, or the **Deed of Trust**, or any other agreement pertaining to the **Project**, the **Department** may give written notice to the **Recipient** to cure the breach or violation within a period of not less than 15 days. If the breach or violation is not cured to the satisfaction of the **Department** within the specified time period, the **Department**, at its option, may declare a default under the relevant document(s) and may seek legal remedies for the default including, but not limited to, the following:
- (1) The **Department** may accelerate all amounts, including outstanding principal and interest, due under the loan and demand immediate repayment thereof. Upon a failure to repay such accelerated amounts in full, the **Department** may proceed with a foreclosure in accordance with the provisions of the deed of trust and state law regarding foreclosures.
 - (2) The **Department** may seek, in a court of competent jurisdiction, an order for specific performance of the defaulted obligation or the appointment of a receiver to complete the **Project** in accordance with **AHSC Program** requirements.
 - (3) The **Department** may seek such other remedies as may be available under the relevant agreement or any law.
 - (4) In the event the **Project** is or has been awarded additional **Department** funding, any and all such funding will be cross defaulted to and among one another in the respective loan or, where applicable, grant documents. A default under one source of **Departmental** funding shall be default under any and all other sources of **Department** funding in the **Project**.
- (b) If the breach or violation involves charging tenants rent or other charges in excess of those permitted under the **Regulatory Agreement**, the **Department** may demand the return of such excess rents or other charges to the respective households. In any action to enforce the provisions of the **Regulatory Agreement**, the **Department** may seek, as an additional remedy, the repayment of such overcharges.
- (c) The **Department** may cancel funding commitments and **Standard Agreements** under any of the following conditions:
- (1) The objectives and requirements of the **AHSC Program** cannot be met by continuing the commitment or **Standard Agreement**;
 - (2) There has been a material change, not approved by the **Department**, in the **Project**;
 - (3) Construction of the **Capital Project** or implementation of **PGMs** cannot proceed in a timely fashion in accordance with the timeframes established in the **Standard Agreement**; or
 - (4) Funding conditions have not been or cannot be fulfilled within required time periods.
- (d) Upon receipt of a notice of intent to cancel the award from the **Department**, the **Recipient** shall have the right to appeal to the Director of the **Department**.

Appendix A. Definitions

“Accessible Housing Unit(s)” refers collectively to “Housing Units with Mobility Features” and “Housing Units with Hearing/Vision Features” as defined in this definition:

- 1) A “Housing Unit with Mobility Features” means and refers to a housing unit that is located on an accessible route and complies with the requirements of the Code of Federal Regulations (CFR) 24 Section 8.22 and all applicable provisions of Uniform Federal Accessibility Standards (UFAS) or the comparable provisions of the **Alternative Accessibility Standard**, including but not limited to Sections 809.2 through 809.4 of the 2010 Standards for Accessible Design. A Housing Unit with Mobility Features can be approached, entered, and used by persons with mobility disabilities, including individuals who use wheelchairs. Such units must also comply with CBC 11B.
- 2) A “Housing Unit with Hearing/Vision Features” means and refers to a housing unit that complies with 24 CFR Section 8.22, and all applicable provisions of UFAS or the comparable provisions of the **Alternative Accessibility Standard**, including but not limited to Section 809.5 of the 2010 Standards for Accessible Design. Such units must also comply with the California Building Code (CBC) 11B.

“Active Transportation” means infrastructure projects that encourage increased use of active modes of transportation but does not include funding program operations. The project types include but are not limited to: design and construction of capital improvements (construction) that will improve safety and convenience of people who are biking, walking, or using non-motorized mobility devices. These infrastructure projects may include bikeways, paths, sidewalks, crosswalks, crossing beacons or signals, curb ramps, curb extensions and other similar facilities. Traffic calming devices such as roundabouts, lane narrowing, lane reductions, or other facilities focused on vehicles speed and volume reductions may be considered **Active Transportation** infrastructure if installed in tandem with facilities dedicated to biking or walking.

“Active Transportation Program” means non-infrastructure related programs which instill safe pedestrian, bicyclist, and motorist behaviors to make safe **Active Transportation** possible. Non-infrastructure activities can stand-alone or be conducted with infrastructure projects (fixed facilities or permanent structural changes) to increase effectiveness. Programs that seek funding for distribution of safety gear or bicycles should refer to the Caltrans Active Transportation Program Guidelines for guidance on distribution.

“Activity Delivery Costs” means staff costs directly related to implementing specific **Capital Projects** and **PGMs** incurred by a **Public Agency**. Eligible **Activity Delivery Costs** include project document preparation, project underwriting, construction management, inspections, or reporting to the **Department**.

“Adaptive Reuse” means the repurposing of building structures (e.g., offices, commercial spaces, business parks) for residential purposes. When referring to building structures, **Adaptive Reuse** means the retrofitting and repurposing of existing buildings in order to create new residential rental units, and expressly excludes an **AHD** that involves rehabilitation or any construction affecting existing residential units that are, or have been, recently occupied.

"Affordable Housing Development" or "AHD" means a **Capital Project** of residential development or the residential portion of a **Mixed Use Development**.

"Affordable Unit" means a housing unit that is made available at an affordable rent, as defined in Health and Safety Code Section 50053, to a household earning no more than 60 percent of the **AMI**. For homeownership **AHDs**, it means a housing unit that is made available at an affordable housing cost, as defined in Health and Safety Code Section 50052.5, to a household earning no more than 120 percent of the **AMI**.

"Agricultural Land" means the following categories of farmland in the California Department of Conservation's Farmland Mapping and Monitoring Program (FMMP) tool ([California Important Farmland Finder](#)): Prime Farmland, Farmland of Statewide Importance, Unique Farmland, Farmland of Local Importance, and Grazing Land.

"AHSC Program" means the program as outlined by these **Program Guidelines**.

"Alternative Accessibility Standard" also referred to as the HUD Deeming Notice (HUD-2014-0042-0001), means the alternative accessibility standard for accessibility set out in HUD's notice at 79 Fed. Reg. 29671 (May 23, 2014), when used in conjunction with the requirements of 24 CFR pt. 8, 24 CFR Section 8.22, and the requirements of 28 CFR pt. 35, including 28 CFR Section 35.151 and the 2010 Standards for Accessible Design as defined in 28 CFR Section 35.104.

"Applicant" has a meaning set forth in Section 103 in these **Program Guidelines**.

"Area Median Income" or "AMI" means the most recent applicable county median family income published by the **TCAC**. For **Tribal Entity Applicants**, if United States Department of Housing and Urban Development's (HUD's) income for a county/parish located within a **Tribal Entity's** service area is lower than the United States median, the **Tribal Entity** may use the United States median income limit.

"Assisted Unit" means a housing unit that is subject to Program **Rent** or sale and/or occupancy restrictions as a result of financial assistance provided under the **AHSC Program**.

"Bus Rapid Transit" means a transit line as described in Public Resources Code (PRC) 21060.2 and is listed as a 'major_stop_brt' (under 'hqta_type') in the dataset of the California Open Data Portal: <https://data.ca.gov/dataset/high-quality-transit-stops>.

"CalHome Program" or "CalHome" shall mean the **CalHome Program** authorized and governed by Sections 50650 through 50650.8 of the Health and Safety Code, and the **CalHome Program** Guidelines (or **CalHome** Guidelines) dated December 30, 2022, or as amended.

"Capital Project" consists of the construction, rehabilitation, demolition, relocation, preservation, acquisition, or other physical improvement that is an integral part of or is necessary for completion of the greater capital improvement.

“Carpool” is the grouping of drivers and passengers with common origins and/or destinations into a shared vehicle. Carpooling is a “self-serve” system, meaning the driver is a traveler in the pool like other passengers, as opposed to a hired driver in a shared taxi rides or ride-hailing services. Only **Zero Emission Vehicles** are eligible for funding.

“Carshare” provides members with access to an automobile through short-term rentals. Only **Zero Emission Vehicles** are eligible for funding. Services provided by taxi companies and transportation network companies are not an eligible cost.

“Commercial Space” means any nonresidential space located in or on the property of an **Affordable Housing Development** that is, or is proposed to be, rented, or leased by the owner of the **Project** and that is or will be used to serve clients or customers. The income from the **Commercial Space** shall be included as **Operating Income**.

“Context Sensitive Bikeway” means on-street infrastructure for bicycle riding that is appropriately applied based on the traffic volumes and speeds on a specific street, as [recommended by the California Department of Transportation \(see Caltrans Contextual Guidance for Preferred Bicycle Facilities\)](#) based on guidance from the Federal Highway Administration, American Association of State Highway and Transportation Officials, and the California Highway Design Manual.

- 1) **Projects** may consider either the design year or post-**Project** implementation conditions for posted speed and Annual Average Daily Traffic (AADT).
- 2) Class I multi-use or bicycle paths are considered **Context Sensitive Bikeways** at any AADT and posted speed.
- 3) For the purposes of **AHSC Program** scoring and GHG quantification, a Class III bikeway must be a ‘Bicycle Boulevard.’ A Bicycle Boulevard is more than just shared lane markings. A Bicycle Boulevard must combine all the following traffic calming measures: signs, pavement markings, speed and volume management measures, and infrastructure for safe and convenient crossings of busy arterials (5,000+ AADT or more). **Applicants** must specify which speed and volume management measures are proposed for each proposed Class III bikeway they are seeking scoring or GHG quantification on the **Project Area** Map.
- 4) All Class III bikeways must be on roads that has a posted speed limit no greater than 30 miles per hour, as specified in the California Streets and Highways Code Sec. 891.9.
- 5) For **AHSC Program** scoring purposes, “Rural Main Streets” shall be considered any roadways within one-quarter (0.25) of a mile of federal, state, and or county highway within a **Rural Area**.
- 6) For **AHSC Program** scoring purposes and GHG Quantification, bikeways should be measured using **Lane Miles**.

“Council” means the **California Strategic Growth Council (SGC)**, established pursuant to Public Resources Code Section 75121.

“Covenant” means an instrument which imposes development, use, and affordability restrictions on the real property site(s) of the **AHD(s)**, and which is recorded against the fee interest in such real property site(s). The **Covenant** is executed as consideration for the **AHSC Program** Award to the **Recipient**. For **Projects** located on Tribal Trust or Restricted Land, the **Covenant** shall be recorded with the Land Title and Records Office at the

Bureau of Indian Affairs (BIA) against an **Indian Tribe's** leasehold estate and in the appropriate official records of the county in which the **AHD** property is located, as may be applicable.

“Department” means the California Department of Housing and Community Development.

“Developer” means the legal entity that the **Department** and the **Council** rely upon for experience, **Site Control**, and capacity, and which controls:

- 1) **Rental AHD** during development through **Department's** use restrictions. A **Rental AHD Developer** is also known as a **Sponsor**;
- 2) **HRI** and **Homeownership AHD** during development through sale of all units; or
- 3) **STI** during development through operation;

“Disadvantaged Community” (DAC) is defined by the following conditions (See [Priority Populations Map](#) for more information):

- 1) Census tracts receiving the highest 25 percent of overall scores in CalEnviroScreen 4.0;
- 2) Census tracts lacking overall scores in CalEnviroScreen 4.0 due to data gaps, but receiving the highest 5 percent of CalEnviroScreen 4.0 cumulative pollution burden scores;
- 3) Census tracts identified in the 2017 SB535 DAC designation as disadvantaged, regardless of their scores in CalEnviroScreen 4.0; and
- 4) Lands under the control of federally recognized Tribes. For purposes of this designation, a Tribe may establish that a particular area of land is under its control even if not represented as such on CalEPA's DAC map and therefore should be considered a DAC by requesting a consultation with the CalEPA Deputy Secretary for Environmental Justice, Tribal Affairs and Border Relations at TribalAffairs@calepa.ca.gov.

“Employment Benefits and Outcome Reporting” means activities undertaken by **Local Agencies** and **Recipients** to coordinate and monitor the development of **Capital Projects** and **Programs** funded by the **AHSC Program** award as well as submission of data about the jobs and related benefits created by the **AHSC Program** investment as required by the [2024 Funding Guidelines for Agencies Administering California Climate Investments](#).

“Enforceable Funding Commitment” or “EFC” means a letter or other document evidencing, to the satisfaction of the **Department**, a commitment of funds or a reservation of funds by a project funding source for construction or permanent financing, including, but not limited to, the following:

- 1) Private financing from a lender other than a mortgage broker, the **Applicant**, or an entity with an identity of interest with the **Applicant**, unless the **Applicant** is a lending institution actively and regularly engaged in residential lending;
- 2) Deferred-payment financing, residual receipts payment financing, grants, and subsidies from public agencies;
- 3) Funds awarded by another **Department** program. Proof of award must be issued prior to final rating and ranking of the **AHSC Program** application;
- 4) A land donation in fee for no other consideration that is supported by an appraisal or purchase/sale agreement (“Land Donation”) or a local fee waiver resulting in quantifiable cost savings for the **AHD** where those fees are not otherwise required by federal or state law (“Local Fee Waiver”) shall be considered a funding

commitment. The value of the Land Donation will be the greater of either the original purchase price or the current appraised value as supported by an independent third-party appraisal prepared by a Member Appraisal Institute-qualified appraiser within one year of the application deadline. A funding commitment in the form of a Local Fee Waiver must be supported by written documentation from the local **Public Agency**. A below market lease that meets the requirements of UMR section 8316 would be considered a land donation (\$1 per year).

- 5) Owner equity contributions or **Developer** funds. Such contributions or funds shall not be subsequently substituted with a different funding source or forgone if committed in the application, except that a substitution may be made for up to 50 percent of deferred developer fee. The **Department** may require the **Applicant** to evidence the availability of the proposed amount of owner equity or **Developer** funds.
- 6) For **Homeownership AHDs** only: Construction loans which will be repaid with revenue from the sale of homes to low- or moderate-income homebuyers.
- 7) Funds for transportation projects which are programmed for allocation and expenditure in the applicable capital improvement plan consistent with the terms and timeframes of the **Standard Agreement**.
- 8) **EFC** Letters must contain the following:
 - A. The name of the **Applicant, Developer, or Sponsor**;
 - B. The **Project** name;
 - C. The **Project** site address, assessor's parcel number, or legal description;
 - D. The amount, interest rate (if any), and terms of the funding source; and
 - E. Signature of the **Applicant, Developer, or Sponsor** indicating acceptance of terms if the document includes an acceptance provision.

"Extremely Low Income" or "ELI" means households with Gross Incomes not exceeding 30 percent of Area Median Income as set forth in Health and Safety Code section 50106

"Factory-Built Housing" as set forth in Health and Safety Code Section 19971 means a residential building, dwelling unit, or an individual dwelling room or combination of rooms thereof, or building component, assembly, or system manufactured in such a manner that all concealed parts or processes of manufacture cannot be inspected before installation at the building site without disassembly, damage, or destruction of the part, including units designed for use as part of an institution for resident or patient care, that is either wholly manufactured or is in substantial part manufactured at an offsite location to be wholly or partially assembled onsite in accordance with building standards published in the California Building Standards Code and other regulations adopted by the commission pursuant to Section 19990. **Factory-Built Housing** does not include a mobile home, as defined in Section 18008, a recreational vehicle, as defined in Section 18010.5, or a commercial modular, as defined in Section 18012.5.

"First-Time Homebuyer" is defined as a borrower who has not had an ownership interest in any principal residence or resided in the home owned by a spouse during the previous three years.

"Fiscal Integrity" means that the total **Operating Income** plus funds released pursuant to the **Regulatory Agreement** from the operating reserve account is sufficient to:

- 1) Pay all current Operating Expenses;
- 2) Pay all current debt service (excluding deferred interest);
- 3) Fully fund all reserve accounts (other than the operating reserve account) established pursuant to the **Regulatory Agreement**; and
- 4) Pay other extraordinary costs permitted by the **Regulatory Agreement**. The ability to pay any or all of the permitted annual distributions shall not be considered in determining Fiscal Integrity.

“Floor Area Ratio” (FAR) means the square footage of the floor area of a building divided by the site square footage, excluding therefrom dedicated streets, sidewalks, parks, and open space. The floor area of a building is the sum of the gross area of each floor of the building, excluding mechanical space, cellar space, floor space in open balconies, enclosed parking and elevators or stair bulkheads. Multiplying the FAR by the area of the site produces the minimum amount of floor area required in a building on the lot. For example, on a 10,000 square-foot site in a district with a minimum FAR of 1.5, the floor area of a building must be at least 15,000 square feet.

“Greenhouse Gas Reduction” (GHG Reduction) means actions designed to reduce emissions of one or all the following gases: carbon dioxide, methane, nitrous oxide, hydrofluorocarbons, perfluorocarbons, and sulfur hexafluoride.

“High-Quality Job” means a job that facilitates an individual's economic mobility by providing, at minimum, compensation at or above the regional median wage and offers vacation and sick leave, training opportunities, and retirement benefits featuring an employer contribution (Health and Safety Code 38599.10(i)).

“High Quality Transit” means a **Qualifying Transit** line with high frequencies AND permanent infrastructure as follows:

- 1) Frequency: **High Quality Transit** must have **Peak Period** headway frequency on the same route, in the same direction, of every 20 minutes or less (e.g., every scheduled departure is not more than 20 minutes from the last) and service seven days a week. This level of service must have been publicly posted by the provider at some point between January 2025 and the time of application.
- 2) Permanent Infrastructure: **High Quality Transit** must operate on a railway or meet the definition of **Bus Rapid Transit**

“Homeownership Affordable Housing Development” or “Homeownership AHD” means new construction, **Adaptive Reuse**, or **Substantial Rehabilitation** of housing units which shall initially be sold to and occupied by qualified households and shall be subject to a resale restriction for at least 30 years, as described in Section 106(b)(5)(D) of these **Guidelines**. A **Homeownership AHD** must have a minimum of five units, and the term includes subdivisions or **Scattered Sites** with common ownership, development financing, and management.

“Housing Related Infrastructure” means a capital infrastructure improvement that is an integral part of, or necessary to facilitate the development of the **AHD** or required as a condition of approval of an **AHD** by a **Locality**, transit agency or special district such as sewer, water or utility system upgrades, streets, drainage basins, etc. or a capital infrastructure improvement allowed under Section 104(b).

“Indian Country” means (i) all land located in “Indian country” as defined by 18 U.S. Code (USC) 1151; (ii) all land within the limits of a Rancheria under the jurisdiction of the United States Government; (iii) all land held in trust by the United States for an **Indian Tribe** or individual; and (iv) all land held by an **Indian Tribe** or individual subject to a restriction by the United States against alienation.

“Infill Site” means a site that has been previously developed or at least three of four sides or 75 percent of the perimeter of the site adjoins parcels that are currently developed with qualified **Urban Uses**. Perimeters bordering navigable bodies of water and improved parks shall not be included in this calculation. To qualify as an Infill Site, the site must also be located in an urbanized area meaning that it fulfills one of the following requirements:

- 1) Located within an incorporated city with a charter recorded with the State of California, OR
- 2) For unincorporated areas, the site shall be within a designated urban service area that is designated in the local general plan for urban development and is served by public sewer and water.
- 3) Applications from **Tribal Entities** may request an exemption to the requirement to be located within an urbanized area or urban cluster.

“Integrated Connectivity Project (ICP) Project Area” means a **Project Area** which includes at least one **Transit Station/Stop** that is served by **Qualifying Transit**, but not **High Quality Transit**.

“Key Destinations” means vital community amenities and resources. The specification of each **Key Destination** is described in this definition. **Key Destinations** must be operational at the time of application. For **Scattered Site Projects**, **Applicants** should identify distance of **Key Destinations** around the single point identified for the **Project Area** Map. Applications where a **Tribal Entity** is a **Developer** for a **Capital Project**, may include destinations that perform similar function or use to those outlined below that serve Tribal specific needs or are specifically for Tribal members.

- 1) Grocery store: either a full-service grocery store or neighborhood market that sells produce and is listed on the U.S. Department of Agriculture (USDA) [SNAP Retail Locator tool](#).
- 2) Food bank: A distribution site for a food bank that is managed by a non-profit that distributes free groceries or meals at least once a week throughout the year on a publicly advertised schedule.
- 3) Medical clinic: a medical clinic that provides primary care services and accepts Medi-Cal payments or has an equally comprehensive subsidy program for low-income patients.
- 4) Licensed childcare facility: infant center, school age childcare center, childcare center, childcare center preschool, family childcare home (small), or family childcare home (large) as licensed by the [Department of Social Services](#).
- 5) Pharmacy.
- 6) Public park: An open space accessible by the general public managed by a **Public Agency**. A public park shall not include 1) school grounds unless there is a bona fide, formal joint use agreement between the jurisdiction responsible for the parks/recreational facilities and the school district or private school providing availability to the general public of the school grounds and/or facilities, 2) greenbelts or pocket parks, or 3) open space preserves or biking parkways unless there is a

trailhead or designated access point within the specified distance.

- 7) Community or recreation center that offers programming accessible to the general public and managed by a **Public Agency** or nonprofit.
- 8) Public library: must be a book-lending public library that also allows for inter-branch lending (when in a multi-branch system).
- 9) Public elementary, middle, high school (which includes public charter schools as indicated by the California Department of Education) and non-profit university or non-profit community or junior college.
- 10) Bank or credit union: Must include on-site staff.
- 11) Post Office: United States Postal Service (USPS) Post Office location as indicated by the [USPS Locator tool](#).

“Lane Mile” means the total length of roadway or bikeway taking number of lanes into account. For scoring, consistency and reporting purposes, **Applicants** are required to describe all bikeways and busways using **Lane Miles**. As an example, a **Project** that installs a bikeway in only one direction along one mile of roadway would be considered having installed one **Lane Mile**. If the bikeway is bidirectional or on both sides of the roadway for one mile, the **Project** would be considered having installed two **Lane Miles** (one mile each way).

“Locality” means a California city, unincorporated area within a county, or a city and county.

“Lower Income” has the meaning set forth in Health and Safety Code Section 50079.5, households with gross incomes not exceeding 80 percent of **AMI**.

“Low-Income Community” means a census tract with either 1) median household incomes at or below 80 percent of the statewide median income, or 2) median household income at or below the threshold designated as low-income by the **Department’s** State Income Limits pursuant to the Health and Safety Code Section 50093. See the [Priority Populations Map](#) for more information.

“Low-Income Households” mean individual households with either 1) household incomes at or below 80 percent of the statewide median income, or 2) household incomes at or below the threshold designated as low-income by the **Department’s** State Income Limits adopted pursuant to Health and Safety Code Section 50093. Income levels verified and confirmed by the **Department** through the application workbook.

“Micromobility” refers to sharing-systems that makes bicycles, electric bicycles (e-bikes), electric scooters, and electric mopeds available to members on a short-term rental basis. Only **Zero Emission Vehicles** are eligible for funding.

“Mixed Use Development” means a building, combination of buildings, or building complex, designed to functionally and physically integrate residential and publicly available non-residential uses such as retail, **Commercial Space**, institutional, recreational, or community uses, in a complementary manner.

“Moderate Income” has the meaning set forth in Health and Safety Code Section 50093, households with gross incomes not exceeding 120 percent of **AMI**.

“MHP” means the Multifamily Housing Program authorized and governed by Sections 50675 through 50675.14 of the Health and Safety Code, and the **MHP** Guidelines published

February 13, 2025, or as amended.

“Natural Infrastructure” means improvements that result in the preservation and/or restoration of ecological systems, or utilization of engineered systems that use ecological processes, to increase resiliency to climate change and/or manage other environmental problems. Some examples relative to the **AHSC Program** could include: street trees and greenspace for water catchment; infiltration and surface cooling; water treatment facilities that utilize ecologically functioning wetlands; flood mitigation systems that utilize the natural floodplain and stable shorelines used in tandem with constructed flood barriers.

“Net Density” means the total number of dwelling units per acre of land to be developed for residential or mixed use, excluding allowed deductible areas. Allowed deductible areas are septic system requirements and public dedications of land which are for public streets, public sidewalks, public open space, and public drainage facilities. Areas that are non-developable due to natural landscape features (ex: steep grade) are allowable deductible areas so long as the size and location of the non-developable area is identified by a licensed surveyor. Non-allowed deductible areas include utility easements, setbacks, private drives and walkways, general landscaping, common areas and facilities, off street parking, and traditional drainage facilities exclusive to a development project. Mitigations required for development will not be included in the allowed deductible areas.

“NOFA” means a Notice of Funding Availability issued by the **Department**.

“On-Demand Transit Service” includes shuttles, vans, circulators, paratransit services, and private sector transit solutions commonly referred to as “microtransit.” The transit service must serve the general public and be demand-responsive (i.e. route and/or frequency of service are dispatched in real time based on customer demand) and capable of serving multiple riders simultaneously (not only a single rider service). Only **ZEVs** are eligible for funding.

“Operating Income” means all income generated in connection with operation of the **Rental AHD Capital Project** including rental income for all Units, all rental income for **Commercial Space** or commercial use, laundry and equipment rental fees, rental subsidy payments, and interest on any accounts, other than approved reserve accounts, related to the **Rental AHD Capital Project**. “Operating Income” does not include security and equipment deposits, payments to the **Sponsor** for Supportive Services not included in the **Department**-approved operating budget, cash contributed by the **Sponsor**, or tax benefits received by the **Developer**.

“Payee” means any entity to whom the **Department** disburses **AHSC Program** funds, which entity is (1) a **Recipient**; or (2) a special purpose entity controlled by the **Recipient/Sponsor** within the meaning of UMR 8313.2; or (3) a non-applicant entity who is party to an executed agreement described in Section 103(a)(1)(A)(i).

“Peak Period” means the two periods of the day with the highest ridership during the entire transit service day. Unless otherwise publicly documented by the agency, **Peak Period** means 7:00AM – 9:00AM and 4:00PM – 6:00PM Monday through Friday. If defined by the transit operator, each **Peak Period** cannot be longer than two hours.

“Pedestrian Access Route” means a continuous and unobstructed path of travel provided for pedestrians with disabilities within or coinciding with a pedestrian circulation path as defined in the most recent Caltrans Pedestrian Accessibility Guideline for Highway Projects.

“Priority Populations” include residents of: (1) census tracts identified as disadvantaged by California Environmental Protection Agency per SB 535; (2) census tracts identified as **Low-Income Communities** per AB 1550; or (3) a **Low-Income Household** per AB 1550. See Appendix A of *2024 Funding Guidelines for Agencies that Administer California Climate Investments* for more information on the definitions. See the [Priority Populations Map](#) for more information.

“Program Cost”, “Program”, or “PGM” means the cost(s) associated with 1) program creation, or 2) expansion or restoration of existing programs to serve new populations or offer new program service and implementation.

“Program Guidelines” or “Guidelines” means this document describing eligibility, scoring criteria, and definitions used by the **AHSC Program** in evaluating **Applications** for each round of the **AHSC Program** as adopted by the **Council**.

“Program Operator” means the entity that administers the day-to-day operational responsibilities for the **Program (PGM)** for which the **AHSC Program** funding is sought.

“Project” means the proposed use of funds representing a combination of **Capital Projects** or **PGMs** which are proposed by the **Applicant** to be funded the **AHSC Program**.

“Project Area” means the contiguous circular area measured from any single point inside the parcel of the **AHD**. This point may be chosen anywhere inside of the **AHD** site and must be used and referenced consistently through all application materials, in mapping and calculation of distances. **Projects** that are made up of **Scattered Sites** must choose a single point in any one of the **AHD** parcels of the **Applicant’s** choice. For **TOD Project Areas** and **ICP Project Areas**, the radius must be no greater than a one (1.0) mile. For **RIPAs**, the radius must be no greater than two (2.0) miles.

“Project Area Type” means one of the three categories of **Projects** funded by the **AHSC Program**. Project Area Types are determined by two main factors: The **AHD** proximity to **High Quality Transit** or **Qualifying Transit** and if the **AHD** is located in a **Rural Area**. **Project Area Types** are used to improve distribution of funds to a diverse type of communities throughout California.

“Public Agency” means a **Locality**, transit agency, public housing authority or redevelopment successor agency.

“Qualifying Transit” means a transit line serving the public that includes various forms of fixed transit service and includes existing **On-Demand Transit** at time of application. A **Qualifying Transit** line requires service that departs two or more times on the same route during **Peak Period**. This level of service must have occurred regularly at some point between January 2025 and the time of application. **On-Demand Transit** must commit to service the AHSC funded **AHD** specifically. The transit service must be operated by the following:

- 1) Directly operated by a public entity;
- 2) Operated by a public entity via a contract for purchased transportation service with a private or non-profit provider; or
- 3) Operated by a private or non-profit entity as a grant **Recipient** or sub-**Recipient** from a public entity

“Recipient” means the eligible **Applicant** receiving a commitment of **AHSC Program** funds.

“Regulatory Agreement” as set forth by UMR 8301(o).

“Rent” means the same as “gross rent,” as defined in accordance with the Internal Revenue Code (IRC) (26 USC 42(g)(2)(B)).

“Rental Affordable Housing Development” or “Rental AHD” means the same as “Rental Housing Development” in **MHP**.

“Restricted Units” as set forth by UMR 8301(q) for **Rental AHDs** or the same as “**Affordable Unit**” for **Homeownership AHDs**.

“Remaining Funds” means the funds available for **Project** awards after the **Project Area Type** Targets are met. These funds are to be used primarily for funding **Projects** to achieve the statutory and **Council**-identified priorities of geographic and **Tribal Entity** targets.

“Reuse Account” means an account established pursuant to **CalHome Program** Guidelines Section 207 and additional requirements established in Section 106(b)(5) of these **Guidelines**.

“Rural Area” means the definition in [Health and Safety Code 50199.21](#)

“Rural Innovation Project Area (RIPA)” means a **Project** which includes at least one **Transit Station/Stop** consistent with Section 102(c)(2)(C) and is located within a **Rural Area**.

“Safe and Accessible Walkway” means a pedestrian corridor that meets or exceeds the most recent Caltrans Pedestrian Accessibility Guideline for Highway Projects.

“Scattered Site” means an **AHD Project** in which the parcels of land are not contiguous except for the interposition of a road, street, stream, or similar interposition.

- 1) For acquisition and **Substantial Rehabilitation AHDs** with one pre-existing project-based Section 8 contract in effect for all the sites, there shall be no limit on the number or proximity of sites.
- 2) For acquisition and **Substantial Rehabilitation AHDs** with any of the following:
 - a. Existing federal or state rental assistance or operating subsidies,
 - b. An existing **TCAC** regulatory agreement, or
 - c. An existing regulatory agreement with a federal, state, or local public entity, the number of sites shall be limited to five, unless the **SGC** Executive Director approves a higher number, and all sites shall be either within the boundaries of the same city, within a 10-mile diameter circle in the same county, or within the same county if no location is within a city having a population of five-hundred thousand (500,000) or more.
- 3) For new construction projects and all other acquisition and **Substantial Rehabilitation AHDs**, the number of sites shall be limited to five, and all sites shall be within a one (1.0) mile diameter circle within the same county.

“Secure Overnight Bicycle Parking” means bicycle parking that is not accessible to the general public, is completely enclosed and protects the bicycle from inclement weather and allows for the bicycle frame to be secured to the bicycle rack at two points. Examples of

Secure Overnight Bicycle Parking include bicycle rooms, bicycle lockers, and bicycle cages.

“Site Control” means the **Applicant** or **Developer** has control of the property as set forth in UMR 8303 and 8316 through one or more of the following:

- 1) Fee title;
- 2) A leasehold interest on the property with provisions that enable the lessee to make improvements on and encumber the property provided that the terms and conditions of any proposed lease shall permit, prior to grant funding, compliance with all **AHSC Program** requirements. Where **Site Control** will be satisfied by a long-term ground lease, the **Department** will require the execution and recordation of the **Department’s** form lease rider, which shall be entered into by and among the ground lessor, the ground lessee, the **Department**, and any other applicable parties. In all cases, the **Department’s** lease rider shall be recorded against the fee interest in the **Project** property;
- 3) An enforceable option to purchase or lease which shall extend through the anticipated date of the **AHSC Program** award as specified in the **NOFA**;
- 4) An executed disposition and development agreement, right of way, or irrevocable offer of dedication to a public agency;
- 5) An executed encroachment permit for construction of improvements or facilities within the public right of way or on public land;
- 6) An executed agreement with a public agency that gives the **Applicant** exclusive rights to negotiate with the agency for the acquisition of the site; provided that the major terms of the acquisition have been agreed to by all parties; or
- 7) A land sales contract or enforceable agreement for acquisition of the property.

“Smoke Free Housing” means an **AHD** that implements a policy banning the ignition and burning of tobacco products (including, but not limited to, cigarettes, cigars, pipes, and water pipes or hookahs) in all living units, indoor common areas, and all other interior spaces. The smoke-free policy must also extend to all outdoor areas within 25 feet of occupied buildings on the **AHD** property.

“Sponsor” is consistent with the definition of “Sponsor” at UMR Section 8301(s).

“Standard Agreement” means an STD 213, Standard Agreement executed by the **Recipient** and the **Department** which commits funds from the **AHSC Program** subject to specified conditions, in an amount sufficient to encumber the approved **AHSC Program** grant amount. Further criteria are described in Section 114 of these **Guidelines**.

“Substantial Rehabilitation” means an **AHD** with reasonable direct rehabilitation construction contract costs of at least \$35,000 per residential unit. **Substantial Rehabilitation** shall include energy efficiency upgrades per residential units. **Substantial Rehabilitation AHDs** must fully and efficiently address all the physical needs of the **Project** for the term of the **Rental AHD** loan or **Homeownership AHD** grant and therefore merely meeting the minimum threshold cost amount of \$35,000 per residential unit may not, in and of itself, be sufficient to be considered Substantial Rehabilitation for purposes of the **Project** loan or grant.

“Sustainable Transportation Infrastructure (STI)” means **Capital Project(s)** that meet the requirements listed in Section 104(c)(1).

“TCAC” shall mean the California Tax Credit Allocation Committee and the California Tax Credit Allocation Committee Regulations, Title 4 CCR, Division 17, Chapter 1, as adopted December 11, 2024.

“Transit Oriented Development (TOD) Project Area” means a **Project Area** which includes at least one **Transit Station/Stop** that is served by **High Quality Transit**.

“Transit Signal Priority (TSP)” means an operational strategy that facilitates the movement of transit vehicles through traffic-signal controlled intersections. Objectives of TSP include meeting on time schedule performance and improved transit travel time efficiency while minimizing impacts to normal traffic operations. TSP is made up of four components: (1) A detection system that lets the TSP system where the vehicle requesting signal priority is located; (2) The detection system communicates with a priority request generator that alerts the traffic control system that the vehicle would like to receive priority; (3) Priority control strategies; and 4) System management software collecting data and generating reports.

“Transit Station/Stop” means a designated location at which the various **Qualifying Transit** service(s) drop-off and pick-up riders. If the **Transit Station/Stop** includes multiple entrances or includes a parking lot, the pedestrian entrance will be identified as the closest wheelchair accessible ramp by which a transit rider can access a boarding platform without intersecting with vehicle traffic.

“Transportation Demand Management (TDM)” means strategies that increase transportation system efficiency by encouraging shifting from single-occupant vehicle (SOV) trips to non-SOV transportation modes or shifting SOV trips off peak travel periods. Effective TDM strategies result in reduction of VMT by increasing travel options, providing incentives and information to encourage individuals and employers to modify their travel behavior to support these objectives, and/or by reducing the need to travel or reducing travel distance via location efficient development patterns. TDM strategies encourage travel by transit, biking, walking, or in shared vehicles.

“Tribal Entity” means an **Applicant** that is a Tribe or a Tribally Designated Housing Entity including any of the following:

- 1) An Indian Tribe as defined under USC Section 4103(13)(B) of Title 25; or
- 2) A Tribally Designated Housing Entity under 25 USC 4103(22); or
- 3) Listed in the Bureau of Indian Affairs Office of Federal Acknowledgement Petitioner List, pursuant to CFR Section 83.1 of Title 25; or
- 4) Indian Tribe located in California that is on the contact list maintained by the Native American Heritage Commission for the purpose of consultation pursuant to GOV Section 65352.3

“Urban Forestry” means the cultivation and management of native or introduced trees and related vegetation in urban areas for their present and potential contribution to the economic, physiological, sociological, and ecological well-being of urban society.

“Urban Greening” means the incorporation of greenscaped pedestrian and bicycle trail systems, **Urban Forestry**, urban street canopy, green alleys, drought tolerant and native species landscaping and landscape restoration, green roofing, community gardens, **Natural Infrastructure** and stormwater features into public open spaces. Public open space must offer reasonable hours of use for the public, such as dawn to dusk. Community gardens where residents grow edible plants do not have to be publicly accessible as long as they are

available to residents of the **AHD**.

“Urban Uses” means any residential, commercial, industrial, transit, transportation passenger facility, or retail use, or any combination of those uses. Urban Uses do not include lands used for agricultural uses or parcels in excess of 15,000 square feet in size and containing only one single-family residence.

“Very-Low Income” has the meaning set forth in Health and Safety Code Section 50105, households with gross incomes not exceeding 50 percent of **AMI**.

“Water Efficiency” means controlling water at the source through design—both rainfall and storm water runoff through a decentralized system that distributes storm water across a project site to replenish groundwater supplies.

“Zero Emission Vehicle (ZEV)” means a vehicle equipped with clean technologies consistent with the State of California’s zero emission vehicle regulations and standards, including battery-electric vehicles (BEVs), hydrogen fuel cell electric vehicles (FCEVs), and plug-in hybrid electric vehicles (PHEVs).

Appendix B. Tribal Eligibility

A **Tribal Entity** may qualify for **AHSC Program** funds if its proposed **Project** meets the following additional requirements:

- (a) **Projects** are located in **Indian Country**, or located on parcel(s) owned by a **Tribal Entity** in fee or held in trust for the benefit of a **Tribal Entity** within the State of California, or for which the **Tribal Entity** has leasehold security that satisfies the requirements of UMR 8316.
- (b) The **Applicant** meets the conditions of award funding to the extent applicable, and subject to any modifications or waivers approved by the **Department** Director or their designee pursuant to AB 1010 (2019) (Health and Safety Code Section 50406, subdivision (p)) that may be set forth in a **Standard Agreement**. It is noted that these same conditions are not required to be satisfied initially to engage in the competitive award process:
 - (1) **BIA Consent**. The Bureau of Indian Affairs (BIA) has consented to the **Applicant's** execution and recordation (as applicable) of all **Department**-required documents that are subject to 25 CFR sec. 152.34, 25 CFR sec. 162.012, or 25 CFR sec. 162.338, et seq., prior to award disbursement. This requirement shall not apply to projects that are located on fee land not subject to a restriction by the United States against alienation.
 - (2) **Title Insurance**. The **Department** has received title insurance for the property underlying the **Project** satisfactory to the **Department**. Notwithstanding the foregoing sentence, upon a showing of good cause, for **Applicants** unable to provide a conventional title insurance policy satisfactory to the **Department** for land held in trust by the BIA or land subject to a restriction by the United States against alienation, this condition may be satisfied by a title status report issued by the BIA Land Title and Records Office and pursuant to a title opinion letter issued for the benefit of the **Department** but paid for by the **Applicant**.
 - (3) **Recordation Requirements**. Where recordation of instruments is a condition of award funding or otherwise required pursuant to the **Standard Agreement**, the subject instrument will be deemed to be properly recorded if recorded with the Land Titles and Records Office at the BIA or in the appropriate official records of the county in which the **Project** is located, as may be applicable. If any **Department** loan and/or grant documents are recorded in the chain of title for the fee interest in the **Project** site, then either:
 - (A) There must also be recorded in the chain of title for the fee interest in the **AHD** site, restrictions precluding such interest from being placed in trust with the BIA until term of the **Department's** affordability restrictions for the loan and/or grant have run, or;
 - (B) Subsequent to the **Department's** loan and/or grant document(s) being recorded in the chain of title for the fee interest in the **AHD** site, such fee interest may thereafter be placed in trust with the BIA, subject to the **Department's** previously recorded loan and/or grant document(s), which

recorded **Department** loan and/or grant documents the BIA must approve to the extent such approval is required by law.

- (4) Site Control. For all **Projects** subject to the terms of this Appendix, not located on trust or restricted land within **Indian Country**, the acceptable form of **Site Control** will be either: A) fee security, or B) leasehold security meeting the requirements of **UMR 8316**. If a **Department** loan or grant is secured on fee land, then there must be a restriction preventing that land being put into trust until the **Department** loan or grant term is complete.

Appendix C. Awardee Publicity Guidelines

Recipients are required to acknowledge **SGC**, the **Department**, and CCI in all publications, websites, signage, invitations, and other media-related and public-outreach products and events related to the **AHSC Project**. Guidance on CCI logo usage, signage, and logo files contained in the CCI Media and Communications Style Guide are available at:

www.caclimateinvestments.ca.gov/logo-graphics-request. **SGC** and **Department** staff will provide their respective logo files and guidance on their usage directly to **Recipients**.

- (a) Long-form written materials, such as reports, must include the following standard language about the **Council**, **Department**, **AHSC**, and CCI:

- (1) “The Affordable Housing and Sustainable Communities (AHSC) Program builds healthier communities and protects the environment by increasing the supply of affordable places to live near jobs, stores, transit, and other daily needs. This program is administered by Strategic Growth Council (SGC), which coordinates the activities of State agencies and partners with stakeholders to promote sustainability, economic prosperity, and quality of life for all Californians (www.sgc.ca.gov) and implemented by the Department of Housing and Community Development (HCD).

The AHSC Program is part of CCI, a statewide program that puts billions of Cap-and-Trade dollars to work reducing GHG emissions, strengthening the economy, and improving public health and the environment – particularly in Disadvantaged Communities (DACs). The Cap-and-Trade program also creates a financial incentive for industries to invest in clean technologies and develop innovative ways to reduce pollution. California Climate Investments projects include affordable housing, renewable energy, public transportation, ZEVs, environmental restoration, more sustainable agriculture, recycling, and much more. Find out more about the program at: www.caclimateinvestments.ca.gov.”

- (b) Any informational materials that do not qualify as long-form, but include at least a paragraph of text, such as press releases, media advisories, short case studies, some flyers, etc., should include the following language:

- (1) Long version: “[Project Name] is supported by California Strategic Growth Council’s Affordable Housing and Sustainable Communities program with funds from [California Climate Investments](http://www.caclimateinvestments.ca.gov), a statewide initiative that puts billions of Cap-and-Trade dollars to work reducing greenhouse gas (GHG) emissions, strengthening the economy, and improving public health and the environment – particularly in Disadvantaged Communities.”
- (2) Short version: “[Project Name] is supported by California Strategic Growth Council’s Affordable Housing and Sustainable Communities program with funds from [California Climate Investments](http://www.caclimateinvestments.ca.gov)—Cap-and-Trade Dollars at Work”

- (c) **Recipients** may at times produce promotional materials that are primarily visual in nature, such as banners, signage, certain flyers, and sharable images for social media. In such cases, when including the boilerplate language acknowledging CCI and **SGC** support is not practical, grantees should instead include the official logos of the **Council**, the **Department**, and CCI, preceded by the words “Funded by”.

- (d) **Recipients** are required to identify a point of contact for all press inquiries and communications needs related to the **Project** and provide the name, phone number and email address of this individual to the **Council** and the **Department**.
- (e) **Recipients** are encouraged to distribute a press release after grant decisions are made at the **Council's** Public Council Meeting (or until notified by the **Council** when awards are embargoed) and for other major milestones throughout the lifecycle of the grant. All press releases must be approved by **SGC** Communications Office prior to distribution and the **Council** and **Department** must be alerted and invited to participate in any and all groundbreaking, grand opening, and press conferences related to the award by emailing ASHC@sgc.ca.gov, AHSC@hcd.ca.gov, HCDSpeakerRequests@hcd.ca.gov.
- (f) **Recipients** are required to prepare one or more two-to-four-page documents that provide a summary of the **Project** components and tell the story of the **AHSC Program** proposal development process and/or implementation. All such materials must be approved by **SGC** Communications Office prior to distribution. These materials will be displayed on the **Council** website.
- (g) **Applicants** and **Recipients** are encouraged to use social media to share the process of creating an **AHSC Program** proposal and to inform the throughout implementation. @CalSGC, @California_HCD, and @CAClimateInvest should be tagged on all posts related to the AHSC grant. Use of the hashtags #AHSC, #AffordableHousing, and #SustainableCommunities is encouraged.

Sustainable Transportation Infrastructure (STI) Project Overview

STI #1	Type of Project		Combination							
Project Name:		City of Live Oak - Bicycle and Pedestrian Improvements		Address:	787Q+9JH					
City:	Live Oak	Zip Code:	95953	County:	Sutter	Latitude:	39.2634375	Longitude:	-121.6634655	
Work To Be Completed By:		Applicant		Applicant Name:		City of Live Oak				
Description (include: the general location and description of each STI improvement and note if sidewalks are new or replaced. Please include other descriptive information such as key gaps closed and connections established.) Over 6,000 linear feet of new and gap closure sidewalk. Over 0.8 miles of Class I Bicycle/Pedestrian path. Over 2.0 miles of context sensitive Class II bicycle lanes.										
§103(f) STI experience - STI #1										
Provide two completed projects to demonstrate previous experience comparable to STI #1										
Past experience STI name:		Pennington Road Complete Streets Rehabilitation Project				Placed In Service (PIS) Date		1/30/2018		
Project address:		Pennington Road from Larkin Road to Orchard Way		City:	Live Oak		State:	CA	Zip:	95953
Name of Applicant demonstrating experience		City of Live Oak								
Meets ten year requirement?		TRUE	PIS term	7.33		(years)				
Type of Project		Combination								
Description (include: descriptive information of work completed on this past STI that supports experience for the proposed STI) Reconstruction of Pennington Road from Larkin Road to Orchard Way including installation of new Class II bicycle lanes, safe and accessible sidewalk improvements, and ADA curb ramps.										
Past experience STI name:		Pennington Road Rehabilitation Project - West				Placed In Service (PIS) Date		5/22/2024		
Project address:		Pennington Road from Connecticut Avenue to Broadway		City:	Live Oak		State:	CA	Zip:	95953
Name of Applicant demonstrating experience		City of Live Oak								
Meets ten year requirement?		TRUE	PIS term	1.02		(years)				
Type of Project		Combination								
Description (include: descriptive information of work completed on this past STI that supports experience for the proposed STI) Reconstruction of Pennington Road from Connecticut Avenue to Broadway including replacement of existing Class II bicycle lanes, safe and accessible sidewalk improvements, curb extensions, and ADA curb ramps.										
File Name:	078. STI-1 Past Exp, STI-2 etc.		Where the party making improvements funded by AHSC is not a public entity, an executed agreement from a public agency certifying the satisfactory completion of similar infrastructure improvements.				Uploaded to HCD?	Yes		
§103.1(g)(6) STI Site Control - STI #1										
Form of site control (See Site Control in Appendix A)		Right of Way				Most recent document execution date		N/A		
Ground Lease planned?		No								
Below, describe property transfers occurring in connection with development of the Project.										
All proposed improvements are within right-of-way controlled by the City of Live Oak or Reclamation District No. 777.										
File Name:	079. STI-1 Site Control, STI-2 etc.		Appropriate documentation to demonstrate the form of site control indicated.				Uploaded to HCD?	Yes		
Quantity of new or repaired STI facilities funded by AHSC										
The below information will be used in the Narrative-Based Policy Scoring review to help verify claims:										
# of Transit Routes Improved		Crosswalks	5	\$1,100	ADA Curb Ramps	14	\$6,000	Overcrossings / Undercrossing		
Transit Vehicles	#REF!	Transit Operations	#REF!	Bikeshare Infrastructure & Operations						
EV Carshare Infrastructure & Operations		Other (Specify)			Other (Specify)					
Bus Bulb-Outs		Street Lights	#REF!	Street Trees		Urban Greening	#REF!			
Bicycle Parking At Transit		Bus Stop Benches		Bus Shelters	#REF!					
Is approval by a local public works department, or other responsible local agency, required for the STI Capital Project? §103.1(f)(9)									Yes	
File Name:	081. STI Local Approvals		Statement from entity indicating the STI Capital Project is consistent with all applicable local rules, regulations, codes, policies and plans enforced or implemented by that entity.				Uploaded to HCD?			
§102(c)(3) Eligible STI Project										
Applicant(s) certifies the STI components (e.g., a bus-only lane, Transit Signal Priority (TSP), a bikeway, or sidewalk) if extending beyond the boundaries of the Project Area, there is a pedestrian or cyclist entrance to the facility located within the Project Area.									Yes	
Applicant(s) certifies that if making an STI improvement to a fixed transit route that includes a portion outside of the Project Area, there must be a Transit Station/Stop on that route within the Project Area at the time of application.									Yes	
Applicant(s) certifies that if making STI improvements to an On-Demand Transit Service, there must be a designated pick-up location in the Project Area. (PAM)									Yes	
Developer(s)/Sponsor(s) certifies that if making STI improvements to Carshare or Carpool service, the vehicles must reside at the AHSC funded AHD site.									N/A	
§103.1(f)(7) Not Agricultural Land										
Applicant(s) certifies the AHD is not designated as Agricultural Land according to the California Department of Conservation's Farmland Mapping and Monitoring Program (FMMP) Tool (California Important Farmland Finder).									Yes, Not Ag Land	
An exemption to the Agricultural Land designation may be allowed for applications that submit documentation that substantiates a description of an Infill Site.										

(California Important Farmland Finder)

File Name:	082. STI No Ag	Demonstrate the STI site is not within land designated as Agricultural Land per FMMP tool.	Uploaded to HCD?	Yes
File Name:	083. STI Ag Exempt	Applicants seeking an exemption to the FMMP determination must demonstrate that the STI Project site qualifies as an Infill Site.	Uploaded to HCD?	N/A

§103.1(g)(4) STI Enforceable Funding Commitments

Committed by Application time?	Commitment Date	Source Name (listed in order of lien priority)	Source Type	Lien No.	Amount	Interest Rate		Term - # of months	Required Debt Service	Balloon?
						Rate	Type			
Yes		AHSC STI Grant	State-HCD		\$3,999,600					
Total Committed Non-AHSC STI Funds		\$0			\$3,999,600	TOTAL STI Sources (must equal STI Budget Amount)				

Provide a description of unusual or extraordinary circumstances that have resulted in higher than expected **Project** costs and provide a justification as to why these costs are reasonable.

File Name:	084. STI-1 EFC, STI-2 etc.	Supporting documentation for the non-AHSC STI funding commitments.	Uploaded to HCD?	
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§104(c) Eligible Costs for STI Capital Projects

Applicant(s) acknowledges that any **STI** that is publicly accessible must be equally accessible to all members of the public in accordance with state and federal anti-discrimination laws. This includes providing full and equal access to people with disabilities. §104(c)(1)(B)(i)

Soft costs do not exceed thirty (30.0) percent of costs associated with the **STI Capital Project**. §104(c)(2)

Activity Delivery Costs do not exceed 10 percent of the costs associated with the **STI Capital Project**. §104(c)(3)

Applicant(s) acknowledges that eligible **STI** costs include transit operations expenditures for up to 10 years that directly expand fixed route transit, **On-Demand**, or paratransit transit service by supporting new, restored, or expanded routes and may include wages, maintenance, and other costs to operate those services. §104(c)(4) **(PAM)**

Applicant(s) acknowledge that all vehicles purchased using **AHSC Program** funds must be **Zero Emission Vehicles (ZEV)**. Transit types that do not have an approved zero emission passenger locomotive for use, must provide documentation stating so, and purchase vehicles that meet EPA Tier 4 emission standards. §104(c)(5)

Are there any other **STI Capital Project** costs in budget that are required as a condition of local approval for the **STI Capital Project**? §104(c)(6)

File Name:	085. STI Cap Project Costs	Documentation showing Capital Project costs are required as a condition of local approval for STI.	Uploaded to HCD?	
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Yes
TRUE
TRUE
Yes
Yes
No

STI S&U BUDGET

If proposing multiple distinct STI Capital Projects, provide detail for each Project in separate budgets below. Amounts from each budget will auto sum at the bottom. The sum will be used to determine the total STI funds requested and cost cap.

Cost Category	ALL FUNDING SOURCES				
	AHSC STI Grant				Total STI Costs
Environmental review/studies	\$75,000				\$75,000
Plan Specification and Estimates	\$460,000				\$460,000
Right of way support costs	\$400,000				\$400,000
Site or right of way acquisition for Cap. Improvement Project	\$50,000				\$50,000
Other Soft Costs (Specify)					\$0
Other Soft Costs (Specify)					\$0
Other Soft Costs (Specify)					\$0
Other Soft Costs (Specify)					\$0
Total Soft Costs	\$985,000	\$0	\$0	\$0	\$985,000
Clearing and Grubbing	\$100,000				\$100,000
Demolition	\$25,000				\$25,000
Grading	\$50,000				\$50,000
Soil Stabilization (Lime, etc.)	\$0				\$0
Erosion/Weed Control	\$25,000				\$25,000
Dewatering	\$100,000				\$100,000
Other Site Preparation (Specify)	\$0				\$0
Total Site Preparation	\$300,000	\$0	\$0	\$0	\$300,000
Sanitary Sewer	\$0				\$0
Irrigation	\$0				\$0
Storm Drain	\$1,732,600				\$1,732,600
Detention Basin/Culverts	\$0				\$0
Other Site Utilities (Specify)	\$0				\$0
Total Site Utilities	\$1,732,600	\$0	\$0	\$0	\$1,732,600
Aggregate Base	\$75,000				\$75,000
Asphalt Pavement	\$100,000				\$100,000
Sidewalk, Curb and Gutter	\$729,000				\$729,000
Street Lights	\$0				\$0
Striping/Barricades (Bicycle Facilities)	\$73,000				\$73,000
Signage	\$5,000				\$5,000
Crossing and Traffic Signals	\$0				\$0
Roundabouts, median islands or curb extensions	\$0				\$0
Other traffic calming surface improvements	\$0				\$0
Other Complete Street Improvements (Specify)	\$0				\$0
Other Complete Street Improvements (Specify)	\$0				\$0
Total Complete Streets Improvements - Construction	\$982,000	\$0	\$0	\$0	\$982,000
Striping/Barricades (for dedicated bus lanes)					\$0
Sidewalk, Curb and Gutter					\$0
Street Lights					\$0
Signage					\$0
Signaling Prioritization Technology					\$0
Boarding infrastructure					\$0
Seating/Benches					\$0
Bus/Transit Shelters					\$0
Vehicles					\$0
Other ITS Technology					\$0
Other Transit and Station Areas (Specify)					\$0
Other Transit and Station Areas (Specify)					\$0
Total Transit and Station Areas - Construction	\$0	\$0	\$0	\$0	\$0
Street Trees					\$0

Bioswales					\$0
Landscaping					\$0
Other Urban Greening (Specify)					\$0
Other Urban Greening (Specify)					\$0
Other Urban Greening (Specify)					\$0
Total Urban Greening	\$0	\$0	\$0	\$0	\$0
Street Furniture					\$0
Bicycle Repair Kiosks					\$0
Bicycle Storage or Parking					\$0
Drinking Fountains					\$0
Other Amenities (Specify)					\$0
Other Amenities (Specify)					\$0
Total Amenities	\$0	\$0	\$0	\$0	\$0
Provide Name of Impact Fee (Specify)					\$0
Provide Name of Impact Fee (Specify)					\$0
Total Impact Fees	\$0	\$0	\$0	\$0	\$0
Other Activity Costs (Specify)					\$0
Other Activity Costs (Specify)					\$0
Total Activity Delivery Costs	\$0	\$0	\$0	\$0	\$0
Transit Operations for service expansion §104(c)(7)					\$0
Employment Reporting					\$0
Other Capital Asset Costs (Specify)					\$0
Other Capital Asset Costs (Specify)					\$0
Total Other Capital Asset Costs	\$0	\$0	\$0	\$0	\$0
#REF!	\$3,999,600	\$0	\$0	\$0	\$3,999,600

TOTAL SUSTAINABLE TRANSPORTATION INFRASTRUCTURE (STI) BUDGET

Total Soft Costs	\$985,000	\$0	\$0	\$0	\$985,000
Total Site Preparation	\$300,000	\$0	\$0	\$0	\$300,000
Total Site Utilities	\$1,732,600	\$0	\$0	\$0	\$1,732,600
Total Complete Streets Improvements - Construction	\$982,000	\$0	\$0	\$0	\$982,000
Total Transit and Station Areas - Construction	\$0	\$0	\$0	\$0	\$0
Total Urban Greening	\$0	\$0	\$0	\$0	\$0
Total Amenities	\$0	\$0	\$0	\$0	\$0
Total Impact Fees	\$0	\$0	\$0	\$0	\$0
Total Activity Delivery Costs	\$0	\$0	\$0	\$0	\$0
Total Other Capital Asset Costs	\$0	\$0	\$0	\$0	\$0
Total STI Budgeted Project Costs	\$3,999,600	\$0	\$0	\$0	\$3,999,600

LIVE OAK PWC BIKE-PED-TRANSIT TRACKER

							Scoring					Budget		
Implementing Party	Final?	Project Description / Location	ADT	Cross A (Closest Street to start)	Cross B (Closest Street to start)	Map Color	Facility Linear Miles Bike	Facility Linear Feet Pedestrian	New Facility Type	Traffic Calming Description (only required for Class III)	AHSC Active Transportation or Transit Improvement Scoring	Total STI Cost	AHSC Request	Additional Source
City of Live Oak	Yes	Larkin Road - East Side (SAW)	<2500	N. of Kola Court	Landmark Missionary Baptist Church		N/A	956.00	Walkway	N/A	3	\$ 153,200	\$ 153,200	\$ -
City of Live Oak	Yes	Larkin Road - West Side - (SAW)	<2500	Nevada Street	Jennifer Drive		N/A	1714.00	Walkway	N/A	2	\$ 548,400	\$ 548,400	\$ -
City of Live Oak	Yes	Larkin Road - West Side - (SAW)	<2500	Kristen Street	S. of Allen Street		N/A	336.00	Walkway	N/A	See Above	\$ 63,600	\$ 63,600	\$ -
City of Live Oak	Yes	Apricot Street - North Side - (SAW)	<2500	P Street	Rachel Street		N/A	593.00	Walkway	N/A	See Above	\$ 112,200	\$ 112,200	\$ -
City of Live Oak		N Street - East Side - (SAW)	<2500	Apricot Street	Plum Street		N/A	550.00	Walkway	N/A	See Above	\$ 104,200	\$ 104,200	\$ -
City of Live Oak		Larkin Road/Broadway - East Side (New Sidewalk)	<2500	500' N. of Allen Street	Elm Street		N/A	2151.00	Walkway	N/A		\$ 351,300	\$ 351,300	\$ -
City of Live Oak		Broadway - West Side (SAW)	<2500	Center Way	150' N. of Center Way		N/A	151.00	Walkway	N/A		\$ 28,500	\$ 28,500	\$ -
City of Live Oak		Samuel Street - West Side (SAW)	<2500	465' S. of Date Street	Date Street		N/A	465.00	Walkway	N/A		\$ 88,200	\$ 88,200	\$ -
City of Live Oak	Yes	The Ditch - Direction A - Class I	<2500	Apricot	Treatment Plant Access Road		0.44	N/A	Class I Bike Path	N/A	See Above	\$ 1,238,500	\$ 1,238,500	\$ -
City of Live Oak	Yes	The Ditch - Direction B - Class I	<2500	Apricot	Treatment Plant Access Road		0.44	N/A	Class I Bike Path	N/A	See Above	\$ 1,238,500	\$ 1,238,500	\$ -
City of Live Oak	Yes	Apricot Street - Direction A - Class II	<2500	Larkin Road	Treatment Plant Access Road		0.48	N/A	Class II Bike Lane	N/A	4	\$ 12,000	\$ 12,000	\$ -
City of Live Oak	Yes	Apricot Street - Direction B - Class II	<2500	Larkin Road	Treatment Plant Access Road		0.48	N/A	Class II Bike Lane	N/A	See Above	\$ 12,000	\$ 12,000	\$ -
City of Live Oak	Yes	N Street - Direction A - Class II	<2500	N. of Kristen Street	Elm Street		0.58	N/A	Class II Bike Lane	N/A	See Above	\$ 14,200	\$ 14,200	\$ -
City of Live Oak	Yes	N Street - Direction B - Class II	<2500	N. of Kristen Street	Elm Street		0.58	N/A	Class II Bike Lane	N/A	See Above	\$ 14,200	\$ 14,200	\$ -
City of Live Oak	Yes	P Street - Direction A - Class II	<2500	Apricot Street	Date Street		0.18	N/A	Class II Bike Lane	N/A	See Above	\$ 4,700	\$ 4,700	\$ -
City of Live Oak	Yes	P Street - Direction B - Class II	<2500	Apricot Street	Date Street		0.18	N/A	Class II Bike Lane	N/A	See Above	\$ 4,700	\$ 4,700	\$ -
City of Live Oak	Yes	Allen Street - Direction A - Class II	<2500	N Street	Linda Street		0.11	N/A	Class II Bike Lane	N/A	See Above	\$ 2,800	\$ 2,800	\$ -
City of Live Oak	Yes	Allen Street - Direction B - Class II	<2500	N Street	Linda Street		0.11	N/A	Class II Bike Lane	N/A	See Above	\$ 2,800	\$ 2,800	\$ -
City of Live Oak	Yes	Linda Street - Direction B - Class II	<2500	Allen Street	Soccer Fields		0.11	N/A	Class II Bike Lane	N/A	See Above	\$ 2,800	\$ 2,800	\$ -
City of Live Oak	Yes	Linda Street - Direction B - Class II	<2500	Allen Street	Soccer Fields		0.11	N/A	Class II Bike Lane	N/A	See Above	\$ 2,800	\$ 2,800	\$ -
Total							2.93	6916.00				\$ 3,999,600	\$ 3,999,600	\$ -

Color Key	
Proposed Bikeway	
Existing Bikeway	
New Safe & Accessible Sidewalk (SAW)	
Repairs to existing sidewalk to make SAW	
Local Bus Improvements	

COOPERATIVE AGREEMENT
BETWEEN THE YUBA-SUTTER TRANSIT AUTHORITY,
PACIFIC WEST COMMUNITIES, AND THE CITY OF LIVE
OAK FOR THE AFFORDABLE HOUSING AND
SUSTAINABLE COMMUNITIES PROGRAM

This Cooperative Agreement (AGREEMENT) is entered into as of the 19th day of May 2025, between the Yuba-Sutter Transit Authority (AUTHORITY), Pacific West Communities, Inc., an Idaho Corporation (Developer) and the City of Live Oak (City) each of which is referred to herein jointly as "Applicants."

RECITALS

WHEREAS, The State of California, Department of Housing and Community Development (HCD) issued a Notice of Funding Availability dated February 26, 2021 (NOFA), under the Affordable Housing and Sustainable Communities (AHSC) Program; and

WHEREAS, Applicants are applying for AHSC Funds in response to the NOFA to provide funding for development of the Larkin Grove Apartments (PROJECT) in the City of Live Oak. The PROJECT is to be described in more detail in the Final Application (APPLICATION) to be submitted to the AHSC Program by APPLICANTS on or May 28, 2025; and

WHEREAS, The APPLICANTS is seeking an award from the AHSC Program in an aggregate amount of up to \$50,000,000 for development of the PROJECT, which includes a request for (A) up to \$10,000,000 for the purpose of funding development costs of the Micro Transit Upgrades that are eligible under the Sustainable Transportation Infrastructure (STI) portion of the AHSC Program (B) up to \$5,000,000 for funding of bicycle and pedestrian infrastructure to be implemented by the City of Live Oak and (C) up to \$35,000,000 for funding of the Affordable Housing Development to be developed by Pacific West Communities, Inc.; and

WHEREAS, the AUTHORITY and APPLICANTS wish to cooperate on the submittal of the APPLICATION to allow the AUTHORITY to receive this AHSC Program funding for the MICRO TRANSIT UPGRADES; and

WHEREAS, the AUTHORITY is not a direct applicant for the AHSC funds, but, as set forth herein, if and only if the APPLICATION is funded, will utilize; and

WHEREAS, as the AUTHORITY is not a direct applicant of the funds, the AHSC Program requires the AUTHORITY and APPLICANTS to enter into this AGREEMENT under the specific AHSC Program Threshold Requirement stated in Section 103 (f) (3) of the AHSC Program Guidelines dated Feb. 24, 2025; and

WHEREAS, Section 106 (a) (12) of the AHSC Program Guidelines requires applicants to provide evidence of at least two prior projects that are similar to the proposed AHSC project in scope and size, which have been completed by the applicant, or joint applicant, during the ten (10) years preceding the application due date. This section of the Guidelines also states that the applicants may

demonstrate the requisite experience by using the past experience of work completed by a Locality or Transportation Agency non-applicant so long as the applicants can provide an executed agreement with that specific non-applicant for the completion of the related work in the APPLICATION for which funding is sought; and

WHEREAS, the AUTHORITY, as a non-applicant, can demonstrate prior experience and provide evidence of at least two prior projects that are similar in scope and size to the PROJECT which have been completed during the ten (10) years preceding May 28, 2025, as follows:

1. The AUTHORITY is the sole provider of public transportation service for the bi-county area since 1975. Since its inception, the AUTHORITY has administered and/or operated a suite of demand-response transportation services to the public including a local Dial-A-Rideservice for seniors and persons with disabilities, ADA required complementary paratransit services, and deviated rural/intercity shuttle services.
2. The AUTHORITY has completed and/or participated in numerous passenger facing technology implementation projects especially over the last 10 years including the provision of real-time bus location applications, an electronic fare payment system, web-based trip planning tools, and on-board Wi-Fi

NOW, THEREFORE, the Parties to this AGREEMENT agree as follows:

I. AUTHORITY Responsibilities

If a grant award is received from the AHSC Program in the amount of up to \$2,000,000 for the purpose of funding development costs of the MICRO TRANSIT UPGRADES that are eligible under the STI portion of the AHSC Program, the AUTHORITY will have sole responsibility to develop the MICRO TRANSIT UPGRADES in accordance with the agreed upon schedule of performance and any specific award requirements related to the development of the MICRO TRANSIT UPGRADES.

II. APPLICANTS Responsibilities

If a grant award is received from the AHSC Program, the APPLICANTS will have sole responsibility to complete the PROJECT in accordance with the terms of the AHSC award documents.

III. Joint Responsibilities

All Parties will provide the other Party with copies of the notice of completion, and other documents related to their respective work that the other Party may reasonably request, including quarterly progress reports on the Party's work.

The AUTHORITY and APPLICANTS each acknowledge and agree that the inability or failure by any Party to fully and timely meet each Party's respective responsibilities as required by the AHSC award documents may affect the timing and right of the other Party to receive disbursement of AHSC funds.

IV. Implementation Agreements

In the event a grant award is received from the AHSC Program, the AUTHORITY and the APPLICANTS recognize that each Party will need additional assurances from the other (including assurances for the PROJECT's lenders and investors) regarding the specific grant award before commencement of construction of the PROJECT and the MICRO TRANSIT UPGRADES. The Parties agree to cooperate in amending this AGREEMENT and/or entering into Implementation Agreements or other documents necessary to provide reasonable assurances and indemnifications related to the development of the MICRO TRANSIT UPGRADES, and disbursement of grant funds. The Parties recognize that any such amendments to this AGREEMENT or execution of additional agreements may require approval of the AUTHORITY's Board of Directors and the Applicants council.

V. Miscellaneous

- A. Waiver. No waiver of any default or breach of any covenant of this AGREEMENT by any Party will be implied from any omission by any Party to take action on account of such default if such default persists or is repeated. Express waivers are limited in scope and duration to their express provisions. Consent to one action does not imply consent to any future action.
- B. Events of Default. The occurrence of any of the following events shall constitute an Event of Default under this AGREEMENT: (i) A Party fails to perform any of its obligations under this AGREEMENT and does not cure or set forth a plan of action to cure such failure within 30 days after written notice of such failure has been delivered to the defaulting Party; or (ii) A Party purports to revoke this AGREEMENT or this AGREEMENT becomes ineffective for any reason. Upon an Event of Default, any Party may terminate this Agreement as to the defaulting Party by giving notice to the other Party.
- C. Termination. This AGREEMENT shall terminate upon the earlier of: (i) failure to receive an AHSC award, or (ii) mutual written agreement of the Parties hereto to terminate the AGREEMENT or (iii) termination pursuant to paragraph V B, above.
- D. Assignment. No Party can assign, transfer or otherwise substitute its interest or obligations under this AGREEMENT without the written consent of the other Party.
- E. Governing Law. This AGREEMENT is governed by the laws of the State of California as applied to contracts that are made and performed entirely in California and any action shall be venued in the County of Sutter.
- F. Amendments. This AGREEMENT may only be amended in writing and must be executed by both Parties.
- G. Disputes. If a question arises regarding interpretation of this AGREEMENT or its performance, or the alleged failure of a Party to perform, the Party raising the question or making the allegation must give written notice thereof to the alleged breaching Party. The Parties will promptly meet in an effort to resolve the issues raised. If the Parties fail to resolve the issues raised, alternative forms of dispute resolution, including mediation or binding arbitration, may

be pursued by mutual agreement. It is the intent of the Parties, to the extent possible, that litigation be avoided as a method of dispute resolution.

- H. Attorneys' Fees. In the event legal proceedings are instituted to enforce any provision of this AGREEMENT, the prevailing Party or Parties in said proceedings will be entitled to its costs, including reasonable attorneys' fees, in addition to such other remedies to which it may be entitled.
- I. Warranty of Authority to Execute Agreement. Each Party to this AGREEMENT represents and warrants that each person whose signature appears hereon is duly authorized and has the full authority to execute this AGREEMENT on behalf of the entity that is a Party to this AGREEMENT.
- J. Severability. If any portion of this AGREEMENT, or the application thereof, is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining portions of this AGREEMENT, or the application thereof, will remain in full force and effect.
- K. Counterparts. This AGREEMENT may be executed in counterparts.
- L. Entire Agreement. This AGREEMENT constitutes the entire agreement between the Parties pertaining to its subject matter and supersedes any prior or contemporaneous written or oral agreement between the Parties on the same subject.
- M. Notices. Formal notices, demands, and communications between the Parties shall be sufficiently given if, and shall not be deemed given unless, dispatched by registered or certified mail, postage prepaid, return receipt requested; or delivered by express delivery service, return receipt requested, or delivered personally, to the principal offices of the Parties as follows:

AUTHORITY:

Yuba-Sutter Transit Authority
2100 B Street, Marysville, CA 95901
Attn: Matt Mauk, Executive Director
matt@yubasuttertransit.com
(530) 634-6880

APPLICANTS:

City of Live Oak
9955 Live Oak Bl, Live Oak, CA 95953
Attn: Laura Stewart, Associate Planner
lstewart@liveoakcity.org
530-797-3026

Pacific West Communities, Inc.
430 E. State Street, Suite 100, Eagle, Idaho 83616
Caleb Roope, President & CEO
calebr@tpchousing.com
208-461-0022

Each of the undersigned hereby executes this AGREEMENT in the spaces provided below to evidence their respective agreement to the terms of this AGREEMENT.

IN WITNESS WHEREOF, the Parties have entered into this AGREEMENT as of the date first noted above.

Yuba-Sutter Transit Authority

By: **Matt Mauk, Executive Director**

Date: _____

City of Live Oak

By: **Jeramy Chapdelaine, Mayor**

Date: _____

Pacific West Communities, Inc.

By: **Caleb Roope, President & CEO**

Date: _____



9955 Live Oak Blvd., Live Oak, CA 95953

California Strategic Growth Council
1400 Tenth Street
Sacramento, California 95814

RE: AHSC PWC Live Oak

City of Live Oak is pleased to support this application with Pacific West Communities, Inc. for the Strategic Growth Council's Affordable Housing and Sustainable Communities Round 9 Notice of Funding Availability.

Housing Developer Name: Pacific West Communities, Inc.

AHD Address: 787Q+9JH, Live Oak, CA 95953, USA

- **STI DESCRIPTION:** Included within the application is a request for \$3,999,600 in Sustainable Transportation Infrastructure (STI) assistance for the scope proposed below and within the attached documents.
- **PAST EXPERIENCE:** City of Live Oak can demonstrate prior experience and provide evidence of at least two prior projects that are similar in scope and size which have been completed during the ten (10) years preceding May 28, 2025. Below is a list of these projects:
 - Project Name: Pennington Road Complete Streets Rehabilitation Project
 - Completion Date: 1/30/2018
 - Scope Description: Reconstruction of Pennington Road from Larkin Road to Orchard Way including installation of new Class II bicycle lanes, safe and accessible sidewalk improvements, and ADA curb ramps.
 - Project Name: Pennington Road Rehabilitation Project - West
 - Completion Date: 5/22/2024
 - Scope Description: Reconstruction of Pennington Road from Connecticut Avenue to Broadway including replacement of existing Class II bicycle lanes, safe and accessible sidewalk improvements, and ADA curb ramps.

- **SITE CONTROL:** Where applicable, City of Live Oak has verified ownership of the property on which proposed STI Improvements will be constructed, and thus has sufficient "site control" as that term is defined in the AHSC Program Guidelines.
- **ENVIRONMENTAL:** All environmental clearances will be provided prior to disbursement of funds.
- **LOCAL APPROVALS:** The City of Live Oak has verified that the Sustainable Transit Infrastructure (STI) Capital Projects proposed within the attachments to this letter are consistent with all applicable local rules, regulations, codes, policies, and plans enforced or implemented by this agency. These projects will be operational no later than the year 2030.

If you have any questions, please contact *Laura Stewart, Associate Planner, 530-797-3026 and lstewart@liveoakcity.org*.

Very truly yours,

Jeramy Chapdelaine
Mayor

Attachment A -- GHG Bike-Pedestrian Component Table & Local Bus Improvements



Attachment A - GHG Bike-Pedestrian Component Table & Local Bus Improvements

City of Live Oak has verified the following AHSC Benefits Calculator Tool inputs and attachments for PWC Live Oak.

Bike and Pedestrian Infrastructure

Project Name	Project Type	Year 1 (Yr1)	One-Way Length (miles)	Annual Days of Use of Facility	Average Two-Way Daily Traffic on Road Parallel to Facility (vehicle trips per day)	University Town with Population < 250,000?	Number of Key Destinations within ¼ mile	Number of Key Destinations within ½ mile	Existing Bikeway Class	New Bikeway Class
The Ditch – Direction A - Class I	Bike Infrastructure	2030	0.44	365	NA	No			None	Class I
The Ditch – Direction B - Class I	Bike Infrastructure	2030	0.44	365	NA	No			None	Class I
Apricot Street - Direction A - Class II	Bike Infrastructure	2030	0.48	365	<2500	No			None	Class II
Apricot Street - Direction B - Class II	Bike Infrastructure	2030	0.48	365	<2500	No			None	Class II
N Street - Direction A - Class II	Bike Infrastructure	2030	0.58	365	<2500	No			None	Class II
N Street - Direction B - Class II	Bike Infrastructure	2030	0.58	365	<2500	No			None	Class II
P Street - Direction A - Class II	Bike Infrastructure	2030	0.18	365	<2500	No			None	Class II
P Street - Direction B - Class II	Bike Infrastructure	2030	0.18	365	<2500	No			None	Class II

Allen Street - Direction A - Class II	Bike Infrastructure	2030	0.11	365	<2500	No			None	Class II
Allen Street - Direction B - Class II	Bike Infrastructure	2030	0.11	365	<2500	No			None	Class II
Linda Street - Direction B - Class II	Bike Infrastructure	2030	0.11	365	<2500	No			None	Class II
Linda Street - Direction B - Class II	Bike Infrastructure	2030	0.11	365	<2500	No			None	Class II
Larkin Road - East Side (New Sidewalk)	Ped Infrastructure	2030	956.00 LF	365	<2500	No			None	Class II
Larkin Road - West Side - (New Sidewalk)	Ped Infrastructure	2030	1714.00 LF	365	<2500	No			None	Class II
Larkin Road - West Side - (New Sidewalk)	Ped Infrastructure	2030	336.00 LF	365	<2500	No			None	Class II
Apricot Street - North Side - (New Sidewalk)	Ped Infrastructure	2030	593.00 LF	365	<2500	No			None	Class II
N Street - East Side - (New Sidewalk)	Ped Infrastructure	2030	550.00 LF	365	<2500	No			None	Class II
Broadway - East Side - SAW	Ped Infrastructure	2030	215.00 LF	365	<2500	No			None	Class II
Broadway - West Side - New Sidewalk	Ped Infrastructure	2030	151.00 LF	365	<2500	No			None	Class II
Samuel Street - West Side - New Sidewalk	Ped Infrastructure	2030	465.00 LF	365	<2500	No			None	Class II