

# Housing Incentive Pool (HIP)

## Project Information Form



Project Information	
<b>Project Name</b>	
<b>Project Sponsor</b>	
<b>Contact Name</b>	
<b>Contact Phone</b>	
<b>Contact Email</b>	
<b>Project Location</b> <i>Attach project map, if available</i>	Describe the project location, including city/county and street names of project limits:
<b>Project Scope</b> <i>All scope elements must be eligible with HIP funding sources (see below)</i>	Briefly describe all scope elements and activities to be funded using HIP funds:
Eligibility	
<b>Federal Fund Eligibility</b> <i>Project must be eligible for federal funds; select at least one</i>	<p>Project is eligible for the following HIP federal fund source(s):</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Surface Transportation Block Grant (STP) Program (see <a href="#">FHWA fact sheet</a> and <a href="#">23 USC § 133</a>)</li> <li><input type="checkbox"/> Congestion Mitigation &amp; Air Quality Improvement (CMAQ) Program (see <a href="#">FHWA fact sheet</a> and <a href="#">23 USC § 149</a>)</li> </ul> <p><i>Note: projects eligible for CMAQ funding must provide inputs for air quality improvement calculations with this form, using the <a href="#">template</a> provided by MTC.</i></p>
<b>OBAG 2 Eligibility</b> <i>Project must be eligible for OBAG 2 funds; select to confirm</i>	<p>Project is eligible for MTC's One Bay Area Grant (OBAG 2) program (MTC Resolution No. 4202) which restricts or prohibits the following activities: air quality non-exempt projects, new roadways, roadway extensions, right of way acquisition for future expansion, operations, and routine maintenance (see MTC's <a href="#">OBAG 2 webpage</a>).</p> <p><input type="checkbox"/> Project is eligible for OBAG 2 funds.</p>
<b>Complete Streets Policy</b> <i>Project must comply with policy; select at least one</i>	<p>Sponsor will comply with MTC's Complete Streets policy (MTC Resolution No. 4493), including completion and submission of a Complete Streets checklist for this project, if applicable (see MTC's <a href="#">Complete Streets webpage</a>).</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Sponsor/project will comply with MTC's Complete Streets policy.</li> <li><input type="checkbox"/> Existing project is already compliant with MTC's Complete Streets policy (including prior sponsor submission of a Complete Streets checklist, if applicable)</li> </ul>

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<p><b>Regional Project Delivery Policy</b> <i>Project must comply with policy; select to confirm</i></p>	<p>Sponsor will comply with MTC’s Regional Project Delivery Policy (MTC Resolution No. 3606), including adoption of a Resolution of Local support for this project using the <a href="#">template</a> provided by MTC (see MTC’s <a href="#">Regional Project Delivery webpage</a>).</p> <p><input type="checkbox"/> Sponsor/project will comply with MTC’s Regional Project Delivery Policy, including adoption of a Resolution of Local Support.</p>
<p><b>State Housing Law</b> <i>Sponsor must comply with policies; select to confirm</i></p>	<p>To qualify for HIP funding, sponsors must be compliant with state housing laws related to Surplus Lands, Accessory Dwelling Units, Density Bonuses, and Housing Elements. Sponsor acknowledges the following related deadlines and requirements:</p> <p><input type="checkbox"/> General plan Housing Element adoption and certification by the California Department of Housing and Community Development (HCD) for the 2023-2031 Regional Housing Needs Allocation (RHNA) by December 31, 2024 and at the time of HIP programming in the Transportation Improvement Program (TIP).</p> <p><input type="checkbox"/> Certification by council or board resolution of compliance with the other three laws related to Surplus Lands, Accessory Dwelling Units, and Density Bonuses, using the <a href="#">template</a> provided by MTC, by December 31, 2024.</p>
<p><b>Readiness &amp; Deliverability</b></p>	
<p><b>Obligation Deadline</b> <i>Select to confirm</i></p>	<p>The obligation deadline for HIP funds is January 31, 2027.</p> <p><input type="checkbox"/> Sponsor will obligate all HIP funds for this project by January 31, 2027.</p>
<p><b>Readiness</b> <i>MTC will prioritize projects that are ready to deliver</i></p>	<p>Briefly describe the current project status and next steps, including the type and status of any required environmental and right-of-way (ROW) approvals:</p>
<p><b>Deliverability</b> <i>MTC will prioritize projects with minimal delivery risks, including projects fully funded through construction</i></p>	<p>Briefly describe any anticipated risks to the project funding plan and schedule and how the sponsor will mitigate and respond to those risks:</p>

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<b>Needs &amp; Benefits</b>	
<b>Community Support</b> <i>MTC will prioritize projects with demonstrated community support</i>	Briefly describe any recent community feedback related to this project:
<b>Plan and Policy Consistency</b> <i>MTC will prioritize projects that support adopted plans and policies</i>	Briefly describe how this project supports adopted plans and/or policies on the federal, state, regional, and/or local level:
<b>Project Impacts</b> <i>MTC will prioritize projects with positive community impacts and minimal burdens</i>	Briefly describe anticipated project impacts, including benefits and burdens to potentially affected communities:

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**Project Cost & Funding**

**HIP Grant Request:**

<b>Total Grant Request*</b>	
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*\*Grant requests must be at least \$250,000*

**Project Cost & Schedule:**

Federal Project Phase	Total Cost	Secured Funds		Unsecured Funds		Schedule <i>Phase start date (month/year)</i>
		Amount	Secured Fund Source(s)**	HIP Grant Request	Remaining Funds Needed	
Preliminary Engineering (PE)						
Right-of-Way (ROW)						
Construction (CON)						
Non-Infrastructure (NI)						
<b>Total</b>						

*\*\*Sponsors receiving STP or CMAQ funding must provide a local match of at least 11.47% of the total project cost*

**Scalability:**

<p><b>HIP Award Range and Scalability</b> <i>Optional section for scalable grant requests only</i></p>	<p>If applicable, indicate the minimum and maximum HIP grant award requested for this project and briefly describe how the project scope and/or funding plan could be adjusted to accommodate variable award amounts:</p>
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