

Housing Incentive Pool (HIP) Letter of Interest Instructions

Submission

Jurisdictions awarded Housing Incentive Pool (HIP) funds may submit project recommendations to MTC for selection through a letter of interest, which must:

1. Include multiple project recommendations, totaling 120% to 200% of the jurisdiction's HIP award,
2. For each project, include a completed project information form and any required attachments, which may include:
 - a. Supplemental project inputs for air quality improvement calculations (if applicable), and
 - b. A Complete Streets checklist (if applicable), and
3. Be submitted to MTC by December 31, 2024 for sponsors on the original top 15 list, or within 6 months of award for jurisdictions awarded HIP funds through the redistribution of rescinded funds.

Project information forms and additional resources are available on MTC's [HIP program webpage](#). Letter of interest and attachments should be submitted to Thomas Arndt via email at tarndt@bayareametro.gov.

Evaluation

MTC staff will evaluate letters of interest and make project selection recommendations based on the following criteria:

1. Project eligibility for HIP funding,
2. Deliverability, including anticipated risk to the project development schedule and funding plan,
3. Needs and benefits, which may include consideration of community support, consistency with adopted plans and policies, anticipated project impacts, and/or the availability of alternative funding sources, and
4. For projects eligible for CMAQ funds, the relative cost-effectiveness of associated criteria air pollutant and fine particulate matter (PM 2.5) reductions.

MTC will evaluate and select HIP projects on a rolling basis as letters of interest are submitted. HIP awards and selected projects will be programmed through the OBAG 2 framework as revisions to MTC Resolution No. 4202. Eligible jurisdictions should anticipate approximately 3 months between initial submission of a letter of interest and MTC programming.

Compliance

Jurisdictions must comply with the following requirements at the time of HIP programming in the Transportation Improvement Program (TIP):

1. Jurisdictions must have a general plan Housing Element adopted and certified by the California Department of Housing and Community Development (HCD) for the 2023-2031 Regional Housing Needs Allocation (RHNA), and
2. Jurisdictions must certify by council or board resolution that they are compliant with the other three laws related to Surplus Lands, Accessory Dwelling Units, and Density Bonuses, using the template provided by MTC.

Jurisdictions do not need to comply with the above requirements to submit a letter of interest, but MTC will not select projects or program funds in the TIP unless and until the sponsor is compliant.