

# AFFORDABLE HOUSING AND SUSTAINABLE COMMUNITIES PROGRAM

## Concept Application FAAST System Instructions FY 2015 – 2016 NOFA

Issued January 29, 2016

*California*  
Strategic Growth Council



State of California  
Department of Housing and Community Development  
Division of Financial Assistance

2020 W. El Camino Avenue  
Sacramento, CA 95833-1829

Telephone: (916) 263-2771  
Fax: (916) 263-2763  
Website: [www.hcd.ca.gov/fa/ahsc](http://www.hcd.ca.gov/fa/ahsc)  
Email: [ahsc@hcd.ca.gov](mailto:ahsc@hcd.ca.gov)

# General Information

## Application Overview

Applicants must complete, in its entirety, all appropriate parts of the AHSC Concept Proposal application, along with the applicable attachments and supporting documentation and submit by the deadline as stated in the NOFA. Applications are reviewed for completeness and eligibility.

Modification of the provided application forms is prohibited. You may download these documents and rename the files to reflect your project and the NOFA dated January 29, 2016. AHSC Program grants and loans are subject to the applicable statutory requirements and the requirements as provided in the [AHSC Program Guidelines](#), adopted December 17, 2015 (“Guidelines”).

The following identifies the required documents to be submitted via the FAAST Online Application Tool and helpful tips to using the FAAST system.

## Required Components of the Concept Application

- 1) Completed Application Form (Online FAAST application, described below)
- 2) Required Attachments

## FAAST Online Application Tool

- The Concept Proposal application uses the Financial Assistance Application Submittal Tool (FAAST) system, located at <https://faast.waterboards.ca.gov/>
- You will be prompted to develop a login name and password to use the FAAST system.
- Application information will be entered into FAAST by typing information into text boxes, selecting choices from preset lists, and uploading attachments.
- Applicants should sign up for and explore the FAAST tool before beginning work on your application. It is suggested that applicants prepare answers in an unformatted text document for editing and once finalized, cut and paste information into the online application.
- Use only basic formatting. Extra symbols or layout designs can interfere with completion of the online application.
- Please ensure that your content is displaying correctly and responses are not cut off.
- Save your work often. The FAAST system starts a 90-minute timer each time a user logs into their account. The timer resets to 90 minutes each time a user saves their work to the system. When working in FAAST, you can save work-in-progress at any point, and you can then return to your application at another time.

## Application Outline and Required Components

FAAST Online Tool - Required Tabs:

1. General Information
2. Funding
3. Project Management
4. Legislative Information
5. Cooperating Entities
6. Questionnaire
7. Attachments (see below)

Required Attachments include:

1. Concept Proposal Workbook
2. AHSC Certification
3. Project Area Map
4. Disadvantaged Community Map (if applying for Disadvantaged Community set-aside)
5. Transit Route schedules
6. Commitment letters as evidence of Enforceable Funding Commitments (as applicable)

Note: additional attachments may be required to demonstrate eligibility as a TOD Project Area (see page 13 of this document for additional information).

## Acronyms

Defined terms are consistently bolded throughout these instructions, the Concept Proposal Workbook and the FAAST system. For complete definitions and terms, refer to Appendix A of the Program Guidelines.

## Application Deadline

**All applications must be submitted to the Department using the FAAST online no later than 5:00 p.m. on Wednesday, March 16, 2016.**

No facsimiles, late applications, incomplete applications, application revisions, electronically transmitted, or walk in application packages will be accepted.

### IMPORTANT SUBMITTAL INSTRUCTIONS

Upon completion of all FAAST application tabs and uploading of all required attachments and applicable documentation, be sure to select "Preview/Submit" to view an electronic copy of the information submitted.

Be sure to review all information for accuracy. Once the Concept Proposal is submitted through the FAAST system, no further amendments or changes may be made.

Once all information is reviewed, select "Application/Survey Completion Check"

## Eligible Applicants

Eligible entities that submit concept applications for the AHSC Program must be one of the following (AHSC Program Guidelines § 105(a)(1)):

- ☐ Locality, public housing authority, redevelopment successor agency, transit agency or transit operator, Regional Transportation Planning Agency (RTPA), local Transportation Commissions, Congestion Management Agencies, Joint Powers Authority (JPA), school district, facilities district, University or Community College District, or
- ☐ Developer or Program Operator.

Please note, where a Public Agency has a financial or real property interest in the proposed Project, the application will be required to either 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.

## Eligible Project Types

In accordance with AHSC Program Guidelines Section 102(b), eligible concept applications must meet the requirements for one of the following Project Area types:

- ☐ Transit Oriented Development (TOD) Project Area;
- ☐ Integrated Connectivity Project (ICP) Project Area; or
- ☐ Rural Innovation Project Area (RIPA)

Additional information on the specific requirements of these Project Area types can be found in the AHSC Program Guidelines Section 102(c-e).

## Resources

- ☐ [Strategic Growth Council AHSC Program website](#)
- ☐ [HCD AHSC Program website](#)
- ☐ [AHSC 2015-16 Guidelines \(adopted 12/17/15\)](#)
- [January 29, 2015 2014-2015 AHSC NOFA](#)
- ☐ Tax Credit Allocation Committee (TCAC): <http://www.treasurer.ca.gov/ctcac/tax.asp>
- ☐ [AB 32](#) (Chapter 488, Statutes 2006)
- ☐ [SB 375](#) (Chapter 728, Statutes, 2008)
- ☐ [California Metropolitan Organizations \(MPOs\) and Regional Transportation Planning Agencies \(RTPAs\)](#)

## FAAST System Application Instructions

Please create a FAAST user account by logging into the FAAST website at <https://faast.waterboards.ca.gov/>.

For Assistance in using the FAAST system, please contact the FAAST Help Desk by email at [FAAST\\_ADMIN@waterboards.ca.gov](mailto:FAAST_ADMIN@waterboards.ca.gov) or by telephone (toll-free) at **1-866-434-1083** Monday through Friday from 8:00AM - 5:00PM.

A list of FAAST Frequently Asked Questions is available online at [http://faast.waterboards.ca.gov/LoginLinks/FAASTFAQs\\_101615.pdf](http://faast.waterboards.ca.gov/LoginLinks/FAASTFAQs_101615.pdf)

The following instructions are provided as a step-by-step guideline to assist applicants in completing the concept application in the FAAST system.

#### Setting up the FAAST Application:

- The Concept Proposal application uses the FAAST system, located at <https://faast.waterboards.ca.gov/>.
- You will be prompted to develop a login name and password to use the FAAST system.
- Select “Start a New Application”
- Accept Usage Recommendations and click “Continue”
- Select Applicant Organization option. Choose either Option 1 (applicant organization = submitting organization) or Option 2 (application submitted on behalf of another organization).
- Select the Affordable Housing and Sustainable Communities (AHSC) Program FY 15/16 NOFA from the list of active RFPs.
- Confirm the correct RFP has been selected and click “Continue to Application”

#### Completing FAAST Application:

The FAAST Online Tool includes the following Required Tabs:

1. General Information
2. Funding
3. Project Management
4. Legislative Information
5. Cooperating Entities
6. Questionnaire
7. Attachments (see below)

Information required to be entered in each of these tabs is detailed below.

### **1. General Information FAAST Tab**

Project Title: Enter the name of the Project or Project Area.

Project Description: Enter a brief description of the proposed Project.

Project Location:

- Latitude and Longitude locations are NOT necessary to complete the application – please skip this section
- Watershed information is also NOT required.
- County – Select County in which the Project Area is located.
- Responsible Regional Water Board – Please select default response of “Statewide”.  
NOTE: this is a required field and a value must be selected.

*Click on “Save as Work in Progress” and “Next”*

## 2. Funding FFAST Tab

- Select the click box under “Apply?”

*Click on “Save as Work in Progress” and “Next”*

## 3. Project Management FFAST Tab

- Enter information for Project Director and Project Manager.  
The Project Director should be the individual identified as the Authorized Representative for the application and would be the individual authorized to sign and enter into a standard agreement with the Department if awarded AHSC Program funds. This representative will receive all official correspondence, enter into agreements, and will be notified of the concept proposal review outcome. The Project Manager is the day-to-day contact for the concept proposal application.

*Click on “Save as Work in Progress” and “Next”*

## 4. Legislative Information FFAST Tab

- Enter State Senate and Assembly as well as federal congressional district information for all districts within the identified Project Area.

*Click on “Save as Work in Progress” and “Next”*

## 5. Cooperating Entities FFAST Tab

- Enter contact information for all eligible joint applicants (please refer to section 105(a)(3) for more information regarding joint applicants). Provide the name of the entity, role/contribution to the Project and a contact person with Phone and Email for each joint applicant. If more than one joint applicant, select “Save & Next” to add additional entities.

*Click on “Save as Work in Progress” and “Next”*

## 6. Questionnaire FFAST Tab

The Questionnaire tab includes information related to the proposed Project Area, proposed use of funds and demonstration of ability to address threshold requirements.

FFAST Questionnaire Contents		
Project Overview		
1.	Please provide a one paragraph narrative describing the proposed <b>Project</b> and how that <b>Project</b> aligns with the goals of the AHSC Program.	Include a one paragraph descriptive narrative that summarizes the Project and how the <b>Project</b> aligns with the goals of the AHSC Program.
2.	Please describe the <b>Project Area</b> , including geographic boundaries or service areas.	The application must define the boundaries of the proposed <b>Project Area</b> . The <b>Project Area</b> must encompass the <b>Transit Station/Stop</b> , housing and key destinations as required pursuant to Section 102(a) and 102(c-e). Provide a brief, but specific, description that includes enough information to identify the boundaries of the <b>Project Area</b> as well as the location of the <b>Transit Station/Stop</b> and proposed capital projects for which AHSC Program funds are being requested. In addition to a narrative description, the application must include a map of the <b>Project Area</b> as an attachment.

		<i>Example: In the City of Enchantment, roughly bounded by A Street on the North, I-5 on the West, E Street on the South, and Fifth Street on the East.</i>
3.	Is the Project located within a Metropolitan Planning Organization (MPO)?	Click either “yes” or “no” to indicate if Project Area is located within a MPO. If yes, please enter the name of the MPO.  <i>Note - Refer to the map in the resources section above for information on MPOs.</i>
4.	Please select the applicable applicant type for each joint applicant.	Enter the eligible applicant type(s) from the list below in the text field(s) provided. <ul style="list-style-type: none"> <li>• Developer</li> <li>• Program Operator</li> <li>• Locality</li> <li>• Public housing authority</li> <li>• Transit agency or transit operator</li> <li>• Regional Transportation Planning Authority (RTPA)</li> <li>• Local Transportation Commissions</li> <li>• Congestion Management Agencies</li> <li>• Joint Powers Authority</li> <li>• School district</li> <li>• Facilities district</li> <li>• University or Community Colleges District</li> </ul>
5.	Was this <b>Project</b> funded in full or in part through a prior round of AHSC?	Select either “yes” or “no” to indicate if the <b>Project</b> was funded fully or partially through a prior funding round of AHSC. If yes, please select from the drop down menu from which round(s) the <b>Project</b> received funding.
<b>Project Area Type</b>		
6.	Please select the applicable <b>Project Area</b> type for your application.	Select the <b>Project Area</b> type from the provided drop-down menu. Application must meet the requirements of either a <b>Transit Oriented Development (TOD) Project Area</b> , <b>Integrated Connectivity Project (ICP) Project Area</b> , or <b>Rural Innovation Project Area (RIPA)</b> . Please refer to Section 102 of the AHSC Program Guidelines for specific requirements of each <b>Project Area</b> type.
<b>Transit Description</b>		
7.	Location of <b>Transit Station/Stop</b>	Enter the location of the <b>Transit Station/Stop</b> being used to qualify for the AHSC Program  <i>Note – Each <b>Project Area</b> must include at least one <b>Transit Station/Stop</b>.</i>
8.	<b>Transit Station/Stop</b> name	Enter the name of the Transit Station/Stop (if available) which is being used to qualify for the AHSC Program.
9.	Mode of transit serving <b>Transit Station/Stop</b>	Please indicate the mode of transit serving the identified <b>Transit Station/Stop</b> . Please note, transit serving the <b>Transit Station/Stop</b> must meet the definition of <b>Qualifying Transit</b> as detailed in Appendix A of the AHSC Program Guidelines.
10.	List of all routes serving the identified <b>Transit/Station Stop</b>	List all of the transit routes that serve the <b>Transit Station/Stop</b> .
11.	Transit route used to determine <b>Project Area</b> eligibility	Enter the transit route used to determine <b>Project Area</b> eligibility. Please refer to Section 102 of the AHSC Program Guidelines for specific requirements of each <b>Project Area</b> type, and refer to Appendix A for a definition of <b>High Quality Transit</b> and <b>Qualifying Transit</b> .
12.	<b>Peak Period</b> frequency of the route identified in Question 11.	Enter the A.M. <b>Peak Period</b> commute hours for the identified transit route in Question 11 at the <b>Transit Station/Stop</b> . Then, enter the route frequency during the defined A.M. <b>Peak Period</b> commute hours. Enter the P.M. <b>Peak Period</b> commute hours. Then, enter the route frequency for the defined P.M. <b>Peak Period</b> commute hours.

		<i>Note: To qualify for a TOD Project Area, <b>Peak Period</b> frequency must be 15 minutes or less. Peak Period means the period with the highest ridership during the entire transit service day as determined by the transit operator. Peak hours must include at least one hour during both the morning and evening commute hours, Monday through Friday. Please refer to Appendix A (definitions) of the AHSC Program Guidelines for additional information.</i>
<p><b>NOTE: Questions 13 and 14(a-d) apply only to <b>TOD Project Area</b> applications. If you are applying as an <b>ICP or RIPA Project Area</b>, please continue on to Question 15 below.</b></p> <p>For TOD Project Area applicants, the applicant must demonstrate the of permanence of the <b>High Quality Transit</b> route identified in Question 12 above as follows:</p>		
13.	Route Permanence for <b>High Quality Transit</b>	<p>Check all boxes that apply to the transit route identified in Question 11.</p> <p><i>Note: If applying for funding as an ICP or RIPA, please leave this question blank.</i></p>
14.	<b>Bus-Rapid Transit</b> characteristics	<p>For 14a-14d, please select either “yes” or “no” for each of the Bus-Rapid Transit characteristics.</p> <p><i>Note: If applying for funding as an ICP or RIPA, please leave this question blank.</i></p>
<b>Proposed Use of Funds and Project Descriptions</b>		
15.	Total AHSC funds requested	Enter the \$ amount of AHSC Funds requested
16.	Total estimated <b>Project</b> development costs	Enter the total estimated <b>Project</b> development costs, including all <b>Project</b> components (AHS + HRI + STI + TRA + Programs) and all other sources of funding.
17.	Please identify the funds requested for all <b>Eligible Use</b> components of the proposed <b>Project</b> ,	<p>The applicant must indicate the proposed use of AHSC Program funds by selecting the appropriate boxes. Refer to Section 103 of the AHSC Program Guidelines.</p> <p>Select all of the following which apply:</p> <ul style="list-style-type: none"> <li>• <b>Affordable Housing Development (AHD)</b></li> <li>• <b>Housing-Related Infrastructure (HRI)</b></li> <li>• <b>Sustainable Transportation Infrastructure (STI)</b></li> <li>• <b>Transportation-Related Amenities (TRA)</b></li> <li>• <b>Programs</b></li> <li>• <b>Additional Eligible Use</b></li> </ul> <p><i>Note: If applying for more than one project in any of the Eligible Use categories identified below (i.e. an ICP <b>Project Area</b> with two proposed STI components), please check “Additional Eligible Use” below and identify the <b>Eligible Use</b> type – i.e. a second Sustainable Transportation Infrastructure use).</i></p>
18.	Description of Proposed Projects	<p>For each <u>Eligible Use</u> category identified in Question 17 (i.e. AHD, HRI, STI, TRA or Programs), the applicant must include detailed information on the proposed use of funds including all of the following:</p> <ul style="list-style-type: none"> <li>• \$ Amount Requested</li> <li>• Description-provide a brief description of the proposed eligible use</li> <li>• Address</li> <li>• Census Tract – please use 10-digit tract number</li> </ul>

		<p><i>Notes:</i></p> <p><i>AHD and HRI prompts also include questions related to the density and housing type for the associated affordable development.</i></p> <p><i>For Programs, applicants are also required to include information on the proposed Program objectives and type of programmatic activity.</i></p>
19.	Earliest Construction Start Date	Enter the projected earliest construction start date in month/year format for any AHSC funded eligible use component.
20.	Latest Construction Completion Date	Enter the projected latest construction completion date in month/year format for any AHSC funded eligible use component.
<b>Eligibility for Statutory Set-Asides</b>		
21.	Eligibility for Affordable Housing Statutory Set-Aside	<p>Select either “yes” or “no” to indicate whether the Project is eligible for the Affordable Housing statutory set-aside.</p> <p><i>Note: An applicant may be eligible for the Affordable Housing set-aside if it is applying for AHSC Program funds for capital uses related to either of the following: 1) Affordable Housing Development (AHD) or 2) Housing-Related Infrastructure (HRI).</i></p>
22.	Eligibility for Disadvantaged Communities Statutory Set-Asides	Select either “yes” or “no” to indicate whether the Project is eligible for the Disadvantaged Communities statutory set-aside.
23.	Disadvantaged Community Eligibility Criteria	<p>Please select which of the following qualifies the Project for the Disadvantaged Community set-aside.</p> <ul style="list-style-type: none"> <li>• Located within a Disadvantaged Community</li> <li>• Located within ½ mile of Disadvantaged Community</li> <li>• 25% of Project work hours performed by residents of Disadvantaged Community</li> <li>• 10% of Project work hours performed by residents of Disadvantaged Community participating in job training program</li> </ul> <p><i>Note: Additional information on how to demonstrate “benefit” to a disadvantaged community is provided in Section 106 of the AHSC Program Guidelines.</i></p>
24.	Disadvantaged Community Census Tract	Enter the 10-digit Census Tract identifier for the Disadvantaged Community.
25.	Disadvantaged Community Percentile Score	Select the Disadvantaged Community Score as determined by CalEPA’s <a href="#">CalEnviroScreen 2.0</a> from the drop down menu.
26.	Disadvantaged Community Need	Describe the Disadvantaged Community need that the <b>Project</b> addresses.
27.	Benefits to identified Disadvantaged Community.	Provide a qualitative description of how the <b>Project</b> benefits the identified Disadvantaged Community need(s).
<b>Identification of Project Co-Benefits</b>		
28.	Identification of Project Co-Benefits	<p>To demonstrate the maximum public health and safety, economic, and environmental co-benefits to all communities served by the AHSC Program, the applicant must describe and quantify the co-benefits of the Project according to Section 107(j) and Appendix E of the AHSC Program Guidelines. The following is a list of sample co-benefits:</p> <p><b>Public Health and Safety:</b></p> <ul style="list-style-type: none"> <li>• Reduce health harms (e.g., asthma) suffered disproportionately by low-income residents/communities due to air pollutants</li> <li>• Reduce health harms (e.g., obesity) suffered disproportionately by low-income residents/communities due to the built environment (e.g., by providing active transportation opportunities, parks)</li> <li>• Increase community safety</li> </ul>

		<ul style="list-style-type: none"> <li>• Reduce heat-related illnesses and increase thermal comfort (e.g., weatherization and solar energy can provide more efficient and affordable air conditioning; urban forestry can reduce heat-island effect)</li> <li>• Increase access to parks, greenways, open space, recreation, and other community assets.</li> </ul> <p><u>Economic:</u></p> <ul style="list-style-type: none"> <li>• Create quality jobs and increase family income (e.g., targeted hiring for living wage jobs that provide access to health insurance and retirement benefits with long-term job retention)</li> <li>• Increase job readiness and career opportunities (e.g., workforce development programs, on-the-job training, industry-recognized certifications)</li> <li>• Revitalize local economies (e.g., increased use of local businesses/small businesses)</li> <li>• Reduce housing costs (e.g., affordable housing)</li> <li>• Reduce transportation costs (e.g., free or reduced cost transit passes) and improve access to public transportation (e.g., new services in under-served urban and rural communities)</li> <li>• Reduce energy costs (e.g., weatherization, solar, etc.)</li> <li>• Improve transit service levels and reliability on systems/routes that have high use by low-income riders</li> <li>• Bring jobs and housing closer together (e.g., affordable housing in transit-oriented development, and in healthy, high-opportunity neighborhoods)</li> <li>• Preserve community stability and maintain housing affordability for low-income households (e.g., prioritize projects in jurisdictions with anti-displacement policies in place.)</li> </ul> <p><u>Environmental:</u></p> <ul style="list-style-type: none"> <li>• Reduce exposure to local toxic air contaminants (e.g., provide a buffer between bike/walk paths and corridors with high levels of transportation pollution)</li> <li>• Prioritize zero-emission vehicle projects for areas with high diesel air pollution</li> <li>• Reduce exposure to pesticides in communities near agricultural operations.</li> </ul>
--	--	--

**Threshold Requirements**

*Within the concept application, applicant must supply information on a subset of the AHSC Program threshold requirements as specified in Section 106 of the AHSC Program Guidelines. Applicants (and joint applicants, if any) must also certify that they understand, should the concept application be invited to submit a full application, that all application threshold requirements as detailed in Section 106 of the Program Guidelines must be achieved by the full application submittal date.*

**Statutory Threshold Requirements: Greenhouse Gas Emissions Reductions**

29.	Project Setting type	Select the project setting type that will be used in the Quantification Methodology from the drop-down menu provided.  <i>Note: Please refer to AHSC Program Guidelines Appendix D (pages B-1 to B-5 for further information).</i>
30.	Project Setting type justification	Using Appendix B of the Quantification Methodology as guidance, describe why the Project qualifies as the selected project setting Type.  <i>NOTE: RIPA project types and projects using TAC Methods only may enter "N/A"</i>

31 and 32	GHG Reduction Strategies	<p>The AHSC Program will reduce GHG emissions through Projects that implement land use, housing, and transportation strategies to support infill, compact, and affordable housing development. The AHSC Program identifies three <b>Project Area</b> types: <b>Transit-Oriented Development (TOD)</b>, <b>Integrated Connectivity Projects (ICP)</b> and <b>Rural Innovation Project Areas (RIPAs)</b>. Vehicle Miles Traveled (VMT) and the associated GHG reductions are based on the characteristics of the proposed <b>Projects</b>. Depending on the <b>Project</b> specifics, an AHSC project may have multiple VMT reduction strategies.</p> <p>For Question 31, please select either “yes” or “no” to indicate whether or not the Project will result in reduced vehicle miles traveled in such a way that would be quantifiable through a measure indicated in the Quantification Methodology.</p> <p>For Question 32, please enter the number(s) corresponding to the GHG reducing strategies applicable to the Project from the list below. Please indicate the corresponding number of all applicable strategies in the field provided.</p> <table border="1" data-bbox="621 764 1526 1982"> <thead> <tr> <th data-bbox="621 764 760 827">Strategy #</th> <th data-bbox="760 764 1526 827">Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="621 827 760 861">1</td> <td data-bbox="760 827 1526 861">Includes higher density than 7.6 dwelling units per acre</td> </tr> <tr> <td data-bbox="621 861 760 1014">2</td> <td data-bbox="760 861 1526 1014">Provides increased diversity by including different types of land uses near each other in a project development? (Note that CalEEMod only looks at diversity within a project, not in the area surrounding the project. This strategy applies to Mixed-Use developments ONLY.)</td> </tr> <tr> <td data-bbox="621 1014 760 1106">3</td> <td data-bbox="760 1014 1526 1106">Improve walkability by increasing the number of intersections per square miles relative to the city or county in which it resides.</td> </tr> <tr> <td data-bbox="621 1106 760 1169">4</td> <td data-bbox="760 1106 1526 1169">Located less than 12 miles from a regional employment or destination center</td> </tr> <tr> <td data-bbox="621 1169 760 1232">5</td> <td data-bbox="760 1169 1526 1232">Located within 1/2 mile of transit with peak-hour headways &lt;= 15 minutes</td> </tr> <tr> <td data-bbox="621 1232 760 1295">6</td> <td data-bbox="760 1232 1526 1295">Located within 1/2 mile of transit with peak-hour headways &lt;= 75 minutes</td> </tr> <tr> <td data-bbox="621 1295 760 1358">7</td> <td data-bbox="760 1295 1526 1358">Located within 3 miles of transit with peak-hour headways &lt;=15 minutes</td> </tr> <tr> <td data-bbox="621 1358 760 1421">8</td> <td data-bbox="760 1358 1526 1421">Located within 3 miles of transit with peak-hour headways &lt;= 75 minutes</td> </tr> <tr> <td data-bbox="621 1421 760 1455">9</td> <td data-bbox="760 1421 1526 1455">Includes below market rate housing</td> </tr> <tr> <td data-bbox="621 1455 760 1488">10</td> <td data-bbox="760 1455 1526 1488">Includes on-site pedestrian network improvements</td> </tr> <tr> <td data-bbox="621 1488 760 1522">11</td> <td data-bbox="760 1488 1526 1522">Includes traffic calming measures or features</td> </tr> <tr> <td data-bbox="621 1522 760 1585">12</td> <td data-bbox="760 1522 1526 1585">Includes or provides access to a neighborhood electric vehicle network</td> </tr> <tr> <td data-bbox="621 1585 760 1648">13</td> <td data-bbox="760 1585 1526 1648">Limits parking supply below the ITE parking generation rate for the project site</td> </tr> <tr> <td data-bbox="621 1648 760 1682">14</td> <td data-bbox="760 1648 1526 1682">Requires users to pay for parking</td> </tr> <tr> <td data-bbox="621 1682 760 1715">15</td> <td data-bbox="760 1682 1526 1715">Located in an area with priced on-street parking</td> </tr> <tr> <td data-bbox="621 1715 760 1749">16</td> <td data-bbox="760 1715 1526 1749">Provides access to Bus Rapid Transit</td> </tr> <tr> <td data-bbox="621 1749 760 1782">17</td> <td data-bbox="760 1749 1526 1782">Provides employee transit subsidies</td> </tr> <tr> <td data-bbox="621 1782 760 1845">18</td> <td data-bbox="760 1782 1526 1845">Provides Cash-out incentives for employees who opt-out of using a parking space</td> </tr> <tr> <td data-bbox="621 1845 760 1879">19</td> <td data-bbox="760 1845 1526 1879">Charge employees for their parking</td> </tr> <tr> <td data-bbox="621 1879 760 1913">20</td> <td data-bbox="760 1879 1526 1913">Provide workplace electric-vehicle charging</td> </tr> <tr> <td data-bbox="621 1913 760 1976">21</td> <td data-bbox="760 1913 1526 1976">Allow or require telecommuting or alternative work week schedules</td> </tr> </tbody> </table>	Strategy #	Description	1	Includes higher density than 7.6 dwelling units per acre	2	Provides increased diversity by including different types of land uses near each other in a project development? (Note that CalEEMod only looks at diversity within a project, not in the area surrounding the project. This strategy applies to Mixed-Use developments ONLY.)	3	Improve walkability by increasing the number of intersections per square miles relative to the city or county in which it resides.	4	Located less than 12 miles from a regional employment or destination center	5	Located within 1/2 mile of transit with peak-hour headways <= 15 minutes	6	Located within 1/2 mile of transit with peak-hour headways <= 75 minutes	7	Located within 3 miles of transit with peak-hour headways <=15 minutes	8	Located within 3 miles of transit with peak-hour headways <= 75 minutes	9	Includes below market rate housing	10	Includes on-site pedestrian network improvements	11	Includes traffic calming measures or features	12	Includes or provides access to a neighborhood electric vehicle network	13	Limits parking supply below the ITE parking generation rate for the project site	14	Requires users to pay for parking	15	Located in an area with priced on-street parking	16	Provides access to Bus Rapid Transit	17	Provides employee transit subsidies	18	Provides Cash-out incentives for employees who opt-out of using a parking space	19	Charge employees for their parking	20	Provide workplace electric-vehicle charging	21	Allow or require telecommuting or alternative work week schedules
Strategy #	Description																																													
1	Includes higher density than 7.6 dwelling units per acre																																													
2	Provides increased diversity by including different types of land uses near each other in a project development? (Note that CalEEMod only looks at diversity within a project, not in the area surrounding the project. This strategy applies to Mixed-Use developments ONLY.)																																													
3	Improve walkability by increasing the number of intersections per square miles relative to the city or county in which it resides.																																													
4	Located less than 12 miles from a regional employment or destination center																																													
5	Located within 1/2 mile of transit with peak-hour headways <= 15 minutes																																													
6	Located within 1/2 mile of transit with peak-hour headways <= 75 minutes																																													
7	Located within 3 miles of transit with peak-hour headways <=15 minutes																																													
8	Located within 3 miles of transit with peak-hour headways <= 75 minutes																																													
9	Includes below market rate housing																																													
10	Includes on-site pedestrian network improvements																																													
11	Includes traffic calming measures or features																																													
12	Includes or provides access to a neighborhood electric vehicle network																																													
13	Limits parking supply below the ITE parking generation rate for the project site																																													
14	Requires users to pay for parking																																													
15	Located in an area with priced on-street parking																																													
16	Provides access to Bus Rapid Transit																																													
17	Provides employee transit subsidies																																													
18	Provides Cash-out incentives for employees who opt-out of using a parking space																																													
19	Charge employees for their parking																																													
20	Provide workplace electric-vehicle charging																																													
21	Allow or require telecommuting or alternative work week schedules																																													

		<table border="1"> <tr> <td>22</td> <td>Implement commute trip reduction marketing, such as new employee orientation of trip reduction and alternative mode options</td> </tr> <tr> <td>23</td> <td>Provide an employer sponsored vanpool or shuttle program</td> </tr> <tr> <td>24</td> <td>Provide a ride sharing or carpooling program with associated infrastructure</td> </tr> <tr> <td>25</td> <td>Add or enhance existing bus transit service by providing extended or increased frequency routes with cleaner vehicles, new hours of service, or serve additional riders</td> </tr> <tr> <td>26</td> <td>Provide a commuter vanpool, shuttle, or rail feeder shuttle to work sites, homes, or schools</td> </tr> <tr> <td>27</td> <td>Provide additional pedestrian facilities such as pedestrian passageway providing access to housing or activity centers</td> </tr> </table> <p><i>Note: This list is NOT a funding eligibility checklist or a GHG emission reduction quantification.</i></p>	22	Implement commute trip reduction marketing, such as new employee orientation of trip reduction and alternative mode options	23	Provide an employer sponsored vanpool or shuttle program	24	Provide a ride sharing or carpooling program with associated infrastructure	25	Add or enhance existing bus transit service by providing extended or increased frequency routes with cleaner vehicles, new hours of service, or serve additional riders	26	Provide a commuter vanpool, shuttle, or rail feeder shuttle to work sites, homes, or schools	27	Provide additional pedestrian facilities such as pedestrian passageway providing access to housing or activity centers
22	Implement commute trip reduction marketing, such as new employee orientation of trip reduction and alternative mode options													
23	Provide an employer sponsored vanpool or shuttle program													
24	Provide a ride sharing or carpooling program with associated infrastructure													
25	Add or enhance existing bus transit service by providing extended or increased frequency routes with cleaner vehicles, new hours of service, or serve additional riders													
26	Provide a commuter vanpool, shuttle, or rail feeder shuttle to work sites, homes, or schools													
27	Provide additional pedestrian facilities such as pedestrian passageway providing access to housing or activity centers													
33.	VMT Reduction not Included in Quantification Methodology	<p>Select either “yes” or “no” to indicate whether or not the Project includes VMT reduction strategies that are not included in the Quantification Methodology.</p> <p>If “yes” was selected, please briefly list and describe those strategies.</p>												
<b>Statutory Threshold Requirements: Sustainable Communities Strategy</b>														
34.	Supports Implementation of Sustainable Communities Strategy	Describe how the Project supports the implementation of the applicable Sustainable Communities Strategy or other qualifying regional plan.												
<b>Statutory Threshold Requirements: State Planning Priorities</b>														
35.	Consistency with State Planning Priorities	<p>Describe how the <b>Project</b> is consistent with the State Planning Priorities (Government Code 65041.1) which include:</p> <ol style="list-style-type: none"> <li>1. reducing air pollution;</li> <li>2. improving conditions in disadvantaged communities;</li> <li>3. supporting or improving public health and other co-benefits as defined in Section 39712 of the Health and Safety Code;</li> <li>4. improving connectivity and accessibility to jobs, housing, and services;</li> <li>5. increasing options for mobility, including the implementation of the Active Transportation Program established pursuant to Section 2380 of the Streets and Highway Code;</li> <li>6. increasing transit ridership;</li> <li>7. preserving and developing affordable housing for lower income households, as defined in Section 50079.5 of the Health and Safety Code; and</li> <li>8. Protecting agricultural lands to support infill development.</li> </ol>												
<b>Concept Application Filter Formula</b>														
<p>Concept Proposal applications will be ranked based on the resulting percentage of the following calculation:</p> $\frac{\text{AHSC funds requested} + \text{Enforceable Funding Commitments} - \text{Deferred Costs}}{\text{Total Development Cost} - \text{Deferred Costs}}$														
36.	Total AHSC Funds Requested	Enter the \$ amount of the total AHSC funds requested.												
37.	Total Enforceable Funding Commitments	<p>Enter the \$ amount of the total <b>Enforceable Funding Commitments</b></p> <p><i>Note: Please refer to the definition of Enforceable Funding Commitments in Appendix A of the Program Guidelines.</i></p>												

38.	Total Deferred Costs	Enter the \$ amount of total <b>Deferred Costs</b>  <i>Note: Please refer to the definition of <b>Deferred Costs</b> in Appendix A of the Program Guidelines.</i>
39.	Total Development Costs	Enter the \$ amount of the total development costs.
40.	Concept Application Filter Formula	Enter the resulting amount of the Concept Application filter formula.

Click on “Save as Work in Progress” and “Next”

## 7. Attachments FFAST Tab

This tab allows the applicant to upload required attachments and supporting documentation (i.e. commitment letters for Enforceable Funding Commitments) to the application through the FFAST system.

**\*\*\* Attachment templates can be downloaded in the Questionnaire tab \*\*\***

All Applicants must submit the following REQUIRED attachments:

1. Concept Proposal Workbook <sup>1</sup>
2. AHSC Certification <sup>1</sup>
3. Project Area Map
4. Disadvantaged Community Map (if applying for Disadvantaged Community set-aside)
5. Transit Route schedule(s)
6. Commitment letters as evidence of Enforceable Funding Commitments (as applicable)

Applicants for TOD Project Areas must submit the following:

1. Map indicating where permanence strategies and BRT features (see questions 13 and 14(a-d) in the FFAST Questionnaire tab) of the identified High Quality Transit line are located

In addition, please note that applicants requesting funds for Sustainable Transportation Infrastructure (STI) for improvements to a transportation system/corridor or bicycle or pedestrian network must submit a shape file detailing the actual location of the improvements (i.e. identifying the AHSC funded segment).

### Concept Proposal Workbook

The Concept Proposal Workbook is required for all applicants and must be uploaded to the FFAST system prior to submittal of the concept applications. **Please refer to the Concept Proposal Workbook and the “Instructions” for assistance in completing the workbook.** Please note - not all tabs are required for all Projects.

<sup>1</sup> Please download the template documents from the Attachments Tab within FFAST, complete the documents and upload to the FFAST system prior to submittal.

The following table lists the required tabs in the workbook based on proposed use of AHSC Program funds.

Concept Proposal Workbook Tab	AHD	HRI	STI	TRA	PRG
Instructions	<i>Information for All Applicants</i>				
Table of Contents	<i>Information for All Applicants</i>				
Description	X	X	X	X	X
FAAST Checklist	X	X	X	X	X
Affordable Housing	X	X			
Transportation Programs			X	X	
Funds Request	X	X	X	X	
Budget – AHD-R	X				
Budget – AHD-O	X				
Budget – HRI		X			
Budget - STI			X		
Budget - TRA				X	
Budget - PGM					X
Readiness	X	X	X	X	X
EFC Summary	X	X	X	X	X
Guidelines Reference	<i>Information for All Applicants</i>				