

# AFFORDABLE HOUSING AND SUSTAINABLE COMMUNITIES PROGRAM

Fiscal Year 2014-2015

## Frequently Asked Questions (FAQs)

Updated 04/01/15

Category	Question	Answer
General	Where is the HCD office location, and where should applications be mailed?	Mail carrier services may deliver the application to 2020 W. El Camino, MS 650, Sacramento, CA 95833. No walk-in application submissions will be accepted. Submit one hard copy of the Excel workbooks, and attachments requiring wet signatures/stamps postmarked by April 20, 2015.
General	What is the application deadline?	Upload to FFAST by April 20, 2015 no later than 5pm, and submit one hard copy of the Excel workbooks, and attachments requiring wet signatures/stamps postmarked by April 20, 2015.
General	When do you anticipate making the awards?	We estimate making awards in June.
General	How can I contact the AHSC Program?	You can contact the AHSC Program by emailing <a href="mailto:ahsc@hcd.ca.gov">ahsc@hcd.ca.gov</a> .
General	Is there an AHSC Program NOFA planned for FY 2015-16?	Yes, but the release has not been determined at this time.
Application	How do I reflect other HCD funding in my Project Area, if applicable?	Describe the funding sources. Indicate the contract number, date of award, brief status of project, and amount awarded. Indicate whether applications will be made for other HCD funds for project.
Application	Is there a suggested organization of the application and the required supplemental documentation?	Yes. Use the table of contents located under "Part H-Table of Contents and Attachments Summary."
Application	What documentation is required of a co-applicant (also referred to as joint applicant)?	Each applicant must complete the "Applicant Info" form in Part A, and provide organizational documents and executed resolutions with wet signatures.
Capital Project Past Performance	On Page 32 of the AHSC Guidelines it states "For TOD Project Areas or ICP Project Areas with more than one Capital Project (i.e. Affordable Housing and Transportation-Related Capital Projects) no more than 50 percent of total points obtained through this criterion may be from experience in the development of any one category of a Capital Project." But what if my project is an ICP with two Transportation-Related Infrastructure Projects?	AHSC Program Staff will update the guidelines with the following clarification: For TOD Project Areas or ICP Project Areas with <b>multiple Capital Projects requiring different areas of expertise (i.e. housing and transportation)</b> no more than 50 percent of total points obtained through this criterion may be from experience in the development of any one <b>type</b> of a Capital Project.
Density	Can a California licensed architect certify the net density calculation? What should the calculation show?	Yes. California licensed professionals such as surveyors and engineers are also acceptable. Precisely document your calculation of net density with detailed site maps and scaled distances showing all uses of the site. Clearly show the subtraction of specific uses that must be excluded in the net density definition in Appendix A (ii), and that are documented in the Net Density tab in the Part B workbook.

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Eligible Project Types	What is the difference between Housing-Related Infrastructure and Transportation-Related Infrastructure?	For the purposes of the AHSC Program, Housing-Related Infrastructure (HRI) are infrastructure costs that are a condition of the Housing Development. Transportation-Related Infrastructure (TRI) are transportation costs that must be fully accessible to and benefit the general public. Additionally, the TRI must not be a condition for the approval of the housing development. If it was a condition, it would be considered HRI for the AHSC Program.
Feasibility	How current should my market study be? Are rental comparables acceptable?	Acceptable market studies shall be dated no later than October 20, 2014. Market study updates will be accepted with a copy of the original market study if available at the time of the application due date. If market study has not been completed by the application due date, please submit rental comparables and complete the "Market Study Summary" form in Part D of the application. Once market study has been completed for TCAC purposes, submit copy to HCD. Market studies will be used for feasibility evaluation purposes, not point scores.
Feasibility	What type of market study is acceptable?	A market study or market study update that meets the TCAC Regulations Section 10322(h)(10) will be accepted per Section 106(a)(6) of the AHSC Guidelines.
Feasibility	Are Affordable Housing Developments required to meet the underwriting standards in the Uniform Multifamily Regulations (UMRs)?	Yes. However, under certain, limited circumstances HCD may use alternative underwriting standards to ensure financial feasibility. HCD is currently in the process of revising the UMRs.
Funding Commitments	My construction funding commitment letter is also a permanent source. Do I need to identify this funding commitment in both the construction and the permanent funding commitment worksheets?	Yes. Identify these funding commitments in both the "Commitment Letters-CON" and "Commitment Letters-PERM" worksheets.
Funding Commitments	My project is using MHSA funds but I am uncertain whether I will be able to obtain from CalHFA a final funding approval by the application deadline. Will this be considered an enforceable funding commitment?	The MHSA enforceable funding commitment must be submitted in the application to be considered eligible. However, MHSA funding commitments issued by CalHFA in April 2015 or earlier will be considered enforceable.
Funding Commitments	I am applying for funds from the HCD Veterans Housing and Homelessness Prevention (VHHP) Program. Will this be considered an enforceable funding commitment?	Yes.

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Funding Commitments	Would project-based rental assistance be considered a funding commitment?	Yes. It is recommended that applicant obtain a firm commitment letter from the local agency that evidences the amount, type of assistance, project name, and term of the assistance. It must be in the form of a project-based rental subsidy.
Funding Commitments	Will tax exempt bonds be considered enforceable funding commitments without a tax credit reservation letter?	Yes.
General Eligibility	Must a Locality be an applicant?	No, unless it has a financial or real property interest in the proposed project. A funding commitment is not, in and of itself, considered a financial interest.
Implementation of Prior Planning Efforts	Is a letter or resolution about plan consistency required?	No. A resolution or letter are not required for this criterion and applicants will not be awarded points for providing a letter or resolution. A narrative explanation of consistency with regional and local plans including links and citation will fulfill this requirement.
Mapping	Are distances for Key Destinations required?	No, but the Key Destinations need to be within the Project Area.
Mapping	How many maps are required at Full Application? Can I submit one map with multiple things on it (walkability, bikeability, project area, etc.). Do I need to have all of them certified by a licensed professional? This seems like an unnecessary added expense.	<p>The number of maps you are required to submit depends on the size and scope of the Project Area and of the project. The important consideration is the ability to clearly identify the elements of the Project Area to facilitate review.</p> <p><b>REQUIRED</b>            Project Area            Transit Map            Key Destinations Map</p> <p><b>IF APPLICABLE BASED ON PROJECT TYPE</b>            Net Density Map            Walkable Corridor Map            Bike Map</p>
Mapping	Must a licensed professional certify distances in the application exhibits? Can we use Google Maps to show distances?	A licensed professional is not required to certify distances. However, since Google makes no representations or warranties regarding the accuracy or completeness of any content from Google Maps, HCD reserves the right to require certification by a licensed professional at its discretion if warranted.

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Organizational Documents Requirement	Are these required for all applicants?	Organizational Documents are only required for the relevant housing developer when an application includes Affordable Housing Development or Housing-Related Infrastructure.
Parking	Will the AHSC Program pay for parking more than one space per one residential unit?	No, the AHSC Program will fund up to one (1) space per residential unit, and not to exceed \$40,000 per permitted space.
Prevailing Wage	Do the AHSC Program funds require compliance with State Prevailing Wage Law?	Yes. Additional information is available in the NOFA and NOFA, Amendment #1. HCD recommends you consult with your counsel for further guidance.
Qualified Employment Areas	For Scoring Criteria related to QEA, am I only allowed to count employment for one Destination Transit Station/Stop?	Yes. To earn points for scoring criterion (f) Accessibility to Qualified Employment Areas, part (2), applicants must select one Destination Transit Station or Stop from which to count number of employees within a ½ mile radius. Any Destination Transit Stations or Stops within a 30-minute trip with no more than one transfer are eligible as your Destination Transit Station or Stop, but you can only select one for this round.
Regional Planning	How do I show consistency with my regional SCS? Do I need a letter of support?	No, a letter of support is not required to demonstrate implementation of the applicable SCS. A narrative description and citation of the relevant parts of the SCS being implemented will fulfill this requirement. Applications from regions covered by MPOs will also be reviewed by the relevant MPO, with recommendations being provided from the MPO to SGC.
Resolutions	Can public entities submit a resolution after the April 20th application deadline?	Yes. If public entities cannot adopt the resolution by the application deadline, public entities should submit in the application a copy of the <u>proposed</u> resolution and evidence that the resolution is scheduled for approval on the public meeting agenda. Upload to FFAST, and submit the original, executed resolution with wet signatures adopted by the public entity via hard copy to the AHSC Program by May 20, 2015.
Resolutions	Do I need to submit a resolution from my local City Council or Board of Supervisors?	Submit a resolution if the city or county is also an applicant.
Threshold	What is the deadline for obtaining environmental approvals and entitlements?	The deadline is April 20, 2015.

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Transit	How is access to transit documented in the application?	Applicants must submit scaled site maps with explicit narratives explaining the transit shown on the maps. Aerial photographs are also helpful if they provide additional clarity to the site maps regarding the transit routes and types. Submit detailed transit schedules for all routes proposed for earning points.
Transit/Walkable Corridors	How do you measure the walkable distance from the project to a transit station or major transit stop?	The distance is measured along the walkable route, as defined in the Guidelines as: a safe, accessible and walkable corridor in which at least 75 percent of the street blocks are no more than 500 feet in length; continuously-paved, ADA-compliant sidewalks with a minimum width of four feet; marked pedestrian crossing of all arterials; and attributes which contribute to comfort and safety including, but not limited to, adequate lighting or shade canopy.
Walkable Corridors	Walkable Corridors – if project is a transit station, is it exempt from this criterion?	No, the Walkable Corridors criterion would still apply and would earn points if the project can demonstrate safe, walkable connections to near residential uses and Key Destinations. Please refer to page 36 of the AHSC Guidelines to review this criterion.