

Affordable Housing and Sustainable Communities Program (AHSC)

NOFA Round 7 (January 30, 2023)

Funding Application



CALIFORNIA STRATEGIC
GROWTH COUNCIL



State of California

Gavin Newsom, [Governor](#)

Business, Consumer Services and Housing Agency

Lourdes M. Castro Ramirez, [Secretary](#)

<https://www.bcsd.ca.gov/>

California Strategic Growth Council

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Instructions

When opening this file, a yellow banner at the top may appear with a button that says, "Enable Editing", and/or "Enable Macros". It is essential that you click this box(es) so that the macros are enabled. Enabling macros is necessary for full workbook/application functionality.

WARNING: Partial functionality of this application/workbook **WILL BE LOST** when using **Apple Mac Computers**. The Department **highly** recommends using PC Computers and Microsoft Office 2013 or newer to complete the application.

Application materials must be submitted electronically via HCD portal system. Requirements for uploading the Application Workbook and required supporting documentation, including naming conventions, are described in the application instructions available at <https://www.hcd.ca.gov/grants-and-funding/programs-active/affordable-housing-and-sustainable-communities>

Sponsor/Applicant must upload all application materials to HCD portal no later than 4:00 p.m. Pacific Daylight Time on **4/4/2023**

Application must be on the Department's forms and cannot be altered or modified by the Sponsor/Applicant. Excel Application must be in Excel format, not a PDF document.

If the Sponsor/Applicant discover any errors within application, use the Application Support tab and email the entire workbook to AppSupport@hcd.ca.gov

It is recommended that Applicant(s) start from left to right and top to bottom for a better understanding and functionality of this application.

Additional instructions and guidance are given throughout the Application in "red" text and in [cell comments](#). Cell Notes/Comments are very important to read as some of these will provide directions for completing your application.

"Yellow" cells	are for Applicant input. It is very important that you answer ALL yellow cells, failure to provide all information may disqualify your application from consideration or may negatively impact your point score.
"Orange" cells	are required attachments. Failure to provide the required attachments and documentation may disqualify your application from consideration or may negatively impact your point score. Electronically attached files must use the naming convention in the Application.
"Blue" cells	are self-score points awarded in the "Scoring" worksheet. These are automated calculations based on the inputs provided by the Sponsor/Applicant.
"Red" cells	indicate the Applicant(s) has failed to meet a requirement of the program, threshold, scoring, upload, or certification.

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 (Government Code Sections 6250-6276.48). As such, any materials provided are subject to disclosure to any person making a request under this Act. 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.

Project Overview

V1 1/30/23

HCD APP#:

Project Area Type Housing Type Geographic Area

"Optional Answer" will not affect application review or ranking. Applicant(s) or Joint Venture Entity meets CDLAC Definition of BIPOC Organization? per CDLAC 523(f)(1)(B), TCAC 10327(c)(2)(E)?

Select Yes to all that apply

Affordable Housing Development (AHD)	<input type="checkbox"/>
Housing Related Infrastructure (HRI)	<input type="checkbox"/>
Sustainable Transportation Infrastructure (STI)	<input type="checkbox"/>
Transportation-Related Amenities (TRA)	<input type="checkbox"/>
Program Costs (PGM)	<input type="checkbox"/>

Project / Program	TDC	AHSC Funds Requested	%	Total Non-AHSC Funding Commitments
AHD	\$0	\$0	0.00%	\$0
HRI	\$0	\$0	0.00%	
STI	\$0	\$0	0.00%	
TRA	\$0	\$0	0.00%	
PGM	\$0	\$0	0.00%	
AHD & HRI Total	\$0	\$0	0.00%	\$0
Grand Total	\$0	\$0	0.00%	\$0

Was Project awarded funds in prior AHSC rounds?	<input type="checkbox"/>
Is Project a phase of a previously awarded project?	<input type="checkbox"/>
Select Metropolitan Planning Org. or "non-MPO area"	<input type="text"/>

Has the Applicant(s) applied, plan to apply, or been awarded other HCD program funds for this proposed Project?

NOFA Section II (C)(2)

Applicant(s) acknowledges that a single Developer may receive no more than \$100 million per NOFA funding cycle. This limitation may be waived by SGC if necessary, to meet statutory requirements referenced in Guidelines §108.

Utilizing Tax Credits?

Is the Project a scattered site housing Project? UMR §8303(b)

Total Units	LIHTC Units	Project Site Area	Units per Acre	Age Restrictions	Special Facility Type	Tenure Type	Rental Subsidy?	Commercial Space?	Relocation Required?
0		Acres	0 Per Acre						
Operating Subsidy?		HUD 811 Project?		Any type of demolition required?					
Number of buildings?		Total building(s) stories?		Number of elevators?		Total Homeownership square Feet?			
Total Commercial square feet?		Total Residential Rental square feet?		Total Residential Non-rental square feet?					
Total Mixed-use Space (square feet)									

For Operating Subsidies: Provide evidence of commitment status (e.g., letters of intent, commitment letters, grant awards or subsidy contracts). If commitments are not available, provide other documentation such as a reservation or third-party letter stating the following: total subsidy and estimated first year allocation, date or expected date of award, and term (in years).
 For Project-Based Rental Assistance: Projects having or proposing project-based rental assistance must provide documentation of current contract Rents. A fully executed subsidy contract shall be required prior loan closing. Projects having or proposing project-based rental assistance shall fund a Transition Reserve in accordance with MHP §7312(f)(2).

File Name:	Operating Subsidy Commitment	Documentation evidencing commitment of Operating Subsidies including source, term (in years), total subsidy amount, and estimated first year allocation.	Uploaded to HCD?	<input type="checkbox"/>
File Name:	Current Contract Rents	Projects proposing project-based rental assistance: Provide documentation of current contract rents for HAP, Shelter Plus or other source, as applicable.	Uploaded to HCD?	<input type="checkbox"/>

§105 Eligible Applicants

(a) Applicant(s) acknowledges and understand the requirement of "Eligible Applicants"

(1) Eligible applicant entities shall include any of the following:

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.

(i) For STI or TRA components only, an applicant may provide an executed agreement with a specific Locality or transportation agency non-applicant for the completion of the STI or TRA components of the AHSC Project for which funding is sought.

(B) A Developer or Program Operator.

(C) A Tribal Entity whose Project meets requirements listed in detail in Appendix B.

Is Project being proposed by a **Tribal Entity** and meets requirements listed in detail in Appendix B?

A special purpose entity formed and controlled by the Developer, and which will serve as the ultimate borrower of AHSC loan funds, is not an eligible Applicant. A special purpose entity ultimate borrower meeting the requirements of UMR §8313.2 may be listed on the AHSC Program application in the appropriate, designated fields for listing such a borrower entity.

(A) Single purpose entities not meeting the requirements of a special purpose entity pursuant to UMR §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 or payees of AHSC Program funds.

(3) 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.

Will a Public Agency have a real property interest in the proposed Project?

Project Overview

V1 1/30/23

Will the Application include the Public Agency as a joint applicant?

- (4) All eligible 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 funds.

A 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,

- (A) 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.

"Developer" means the entity that the Department and the Council rely upon for experience, site control, and capacity, and which controls (1) the Affordable Housing Development during development and through occupancy or the Housing Related Infrastructure during development and through completion, (2) the Sustainable Transportation Infrastructure during development and through operation, or (3) the Transit-Related Amenities during development and through Operation.

Applicant #1	Entity name		
Eligible applicant type			Organization type
File Name	App1 Cert & Legal Disclosure	Reference: Applicant Certification Worksheet.	Uploaded to HCD?
File Name	App1 OrgDoc1, OrgDoc2, etc.	Reference: Entity Org Docs Worksheet.	Uploaded to HCD?
File Name	App1 Org Chart	Applicant Organization Chart.	Uploaded to HCD?
File Name	App1 Signature Block	Signature Block - upload in Microsoft Word Document.	Uploaded to HCD?
File Name	App1 Cert of Good Standing	Dated 30 days or less from the application due date.	Uploaded to HCD?
File Name	App1 Tax-Exempt Status	Evidence of tax-exempt status from IRS and FTB for Corporations (Non-Profits Only).	Uploaded to HCD?

Applicant #2	Entity name		
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Applicant #3	Entity name		
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Applicant #4	Entity name		
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Owner/Borrower	Entity name		
File Name	Owner Cert & Legal Disclosure	Reference: Applicant Certification Worksheet.	Uploaded to HCD?
File Name	Owner OrgDoc1, OrgDoc2, etc.	Reference: Entity Org Docs Worksheet.	Uploaded to HCD?
File Name	Owner Org Chart	Owner Organization Chart.	Uploaded to HCD?
File Name	Owner Signature Block	Signature Block - upload in Microsoft Word Document.	Uploaded to HCD?
File Name	Owner Cert of Good Standing	Dated 30 days or less from the application due date.	Uploaded to HCD?
File Name	Owner Tax-Exempt Status	Evidence of tax-exempt status from IRS and FTB for Corporations (Non-Profits Only).	Uploaded to HCD?

Managing General Partner	Entity name		
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Administrative General Partner #1	Entity name		
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Administrative General Partner #2	Entity name		
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Development Team Contacts and Legislative Information

Contact Type	Entity Legal Name	Eligible Sponsor Type	Organization Type	Address	City	State	Zip Code	Auth Rep Name	Title	Email	Phone #	Contact Name	Title	Email	Phone #	Contact Address	City	State	Zip Code	
Applicant #1																				
Owner / Borrower Entity																				
Transit Agency Partner (applicable to ETT and TSM)																				
Property Management Agent																				
Financial Consultant																				
Lead (primary) Service Provider																				
Borrower Legal Counsel																				
General Contractor																				
Architect																				
Other (Specify)																				
Other (Specify)																				
Other (Specify)																				
Other (Specify)																				

Congress person Name(s)	District #	State Senator Name(s)	District #	State Assembly Member Name(s)	District #

End of Document

HCD Reserve Requirements

Project Name	Number of Project Units:	0
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Replacement Reserve Calculator UMR §8309

(a)	0.6% of New construction costs (structures excluding contractor profit, overhead, and general requirements and insurance):	\$0	\$0
	\$500 per unit: (This is a placeholder for rehab projects and may be subject to higher amount)	\$500	\$0
(b)	Replacement Reserve Amount = <i>New construction: lesser of (a) and (b); Rehab: (b)</i>		\$0
	HCD Required Replacement Reserve Amount - <i>included in "Operating budget"</i> tab		\$0

Operating Reserve Calculator

1	Total Operating Expenses Excluding On-Site Service Coordinator Salaries. <i>Operating Budget Cell (E111) minus Operating Budget Cell (E105)</i>		TAX CREDIT Project 3 Month Reserve Required	NON-TAX CREDIT Project 4 Month Reserve Required
	(a) Total Operating Expenses:	\$0		
	(b) <i>Minus:</i> On-Site Service Coordinator Salaries:	\$0		
		Amount subject to reserve calculation: <i>(a - b)</i>	\$0	\$0
2	Replacement Reserve amount from above: <i>(Cell AJ10)</i>		\$0	\$0
	Debt Service (including all HCD 0.42% Fees and Bond Issuer Fee)			
	Name of Lender <i>Operating Budget cells (D123 to D132)</i>	Annual Debt Service Amount	TAX CREDIT Project 3 Month Reserve Required	NON-TAX CREDIT Project 4 Month Reserve Required
	1st Mortgage Debt Service	\$0	\$0	\$0
	2nd Mortgage Debt Service	\$0	\$0	\$0
	3rd Mortgage Debt Service	\$0	\$0	\$0
	AHSC .42% Fee	\$0	\$0	\$0
	Other HCD .42% (Specify)	\$0	\$0	\$0
	Bond Issuer Fee	\$0	\$0	\$0
	Miscellaneous Financial Expenses (specify)	\$0	\$0	\$0
	Miscellaneous Financial Expenses (specify)	\$0	\$0	\$0
	Miscellaneous Financial Expenses (specify)	\$0	\$0	\$0
	Miscellaneous Financial Expenses (specify)	\$0	\$0	\$0
	Other (Specify)		\$0	\$0
	Totals	\$0	\$0	\$0
	UMR Required Operating Reserve Amount:		\$0	\$0

If Reserve amounts are different than the required amount, enter Reserve amounts and how they are calculated below:

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Transition Reserve Pool Fee Calculator [Pooled Transition Reserve Policy](#)

Does the Project propose use of Project-based rental assistance?	
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Program Threshold Requirements

§106 Threshold Requirements

(a) Application Threshold Requirements: In addition to requirements detailed in Sections 102 through 105, to be eligible for AHSC Program funding, an application shall demonstrate to the Department all the following:

- (1) Applicant(s) certifies that the proposed Project will achieve a reduction in GHG emissions through fewer vehicle miles travelled (VMT), pursuant to the most recent AHSC Program Quantification Methodology, available on the California Air Resources Board's Climate Change Investments (CCI) Quantification, Benefits and Reporting Materials webpage. This must be evidenced by a completed GHG Benefits Calculator tool, described in the AHSC Application, displaying VMT and GHG reductions for each Project component.
[CARB Quantification Methodology](#)
- (2) Applicant(s) certifies that the proposed Project supports the implementation of the applicable Sustainable Community Strategy (SCS), as confirmed by the Metropolitan Planning Organization (MPO), or equivalent sustainable planning document in non-MPO regions, as required by Public Resources code section 75210 et seq. The application must be consistent with activities or strategies identified in the regional SCS, or similar planning document that demonstrate a per capita reduction in VMT and GHG.
- (3) Applicant(s) certifies that the proposed Project must be consistent with the State Planning Priorities established pursuant to Section 65041.1 of the Government Code.
- (4) Applicant(s) certifies that all proposed Affordable Housing Developments located in a jurisdiction that has fare-based transit must provide at least one (1) transit pass or card to each Restricted Unit for at least 3 years. If the transit agency does not provide passes with unlimited rides, the card or pass should have a minimum value of 40 average commute length rides a month as determined by the transit agency. These passes or cards may be paid for with AHSC funding pursuant to §103(b)(2).
- (5) Applicant(s) certifies that Applicants of all proposed rental Affordable Housing Developments must certify that the development will be smoke free and demonstrate compliance by submitting a draft of the development's Smoke Free Housing lease addendum.
- (6) The AHSC-funded components of the Project must:
 - (A) Applicant(s) certifies to incorporate more than one Urban Greening feature with dedicated maintenance for at least two years. The grantee is ultimately responsible for the maintenance of the Urban Greening features in the Project, even if municipal ordinance assigns responsibility for their maintenance to adjacent property owners. Applicants must propose at least \$200,000 in reasonable direct Urban Greening costs.

Urban Greening costs:	AHD: \$0	HRI: \$0	STI: \$0	TRA: \$0	Meets threshold requirement?	FALSE
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- (B) Applicant(s) certifies that the Project include adequate lighting in accordance with local, state, and federal design standards and requirements for all publicly accessible components of the Project including active transportation routes and transit stations or stops.
- (7) Applicant(s) certifies to the completion and approval or adoption of all necessary environmental clearances including those required under the California Environmental Quality Act (CEQA) and if applicable, the National Environmental Policy Act (NEPA). All applicable time periods for filing appeals or lawsuits have lapsed within 30 days after the application due date with lawsuits or appeals resolved. Proof of NEPA clearance is shown through an Authority to Use Grant Funds document.
 - (B) Applicants are not required to complete any necessary environmental clearances prompted exclusively by rental and/or operating subsidies prior to the AHSC application deadline.
- (8) Applications must demonstrate that all necessary discretionary local land use approvals, excluding design review, have been granted.
Have all necessary discretionary local land use approvals, excluding design review, have been granted?
- (9) Applicant(s) certifies that the application is sufficiently complete to assess the feasibility of the proposed project and its compliance with AHSC Program and application requirements.
- (10) Applicant(s) certifies that the applicant must demonstrate that the Project is financially feasible as evidenced by documentation including, but not limited to, **Enforceable Funding Commitments**, a market study which meets the requirements specified in the TCAC Regulations Section 10322(h)(10), 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 Affordable Housing Development.
Does the Market study demonstrate the AHD/HRI Project is financially feasible?
- (11) Applicant(s) certifies that the Eligible Applicant or Locality serving as the 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 §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 some 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 closing, 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 lease rider shall be recorded against the fee interest in the Project property.
 - (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) An attorney's opinion regarding chain of title and current title status is acceptable in lieu of a title report
- (12) Applicant(s) certifies to demonstrate experience by providing evidence of at least two projects that are similar to each proposed AHSC Capital Project (AHD, HRI, STI, and TRA) in scope and size, **which have been completed by the Applicant serving as the Developer of that Project component, during the ten years preceding the application due date.** If an Applicant relies upon the experience of its Principal to meet the Applicant experience requirements, documentation of the Principal's experience is required as set forth in the application, in addition to recent project evidence described in the previous sentence.

Note: AHD/HRI Developer has to be the entity with experience per the Guidelines.

App due date	4/4/23
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(13) Applicant(s) certifies that 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 any claim or action undertaken by or against the Applicant(s), the Project or the Property which affects or potentially affects the feasibility of the Project.

(14) Applicant(s) certifies that construction of the Project has not commenced as of the application deadline set forth in the NOFA. Any demolition operation conducted under a written order issued by a state or local governmental agency because a facility is structurally unsound and in danger of imminent collapse is exempt from this requirement.

(15) Applicant(s) certifies that for TOD and ICP projects, the High Quality Transit or Qualifying Transit, respectively, must be serving the Transit Station/Stop at the time of application submittal. For RIPA projects, the Qualifying Transit must be serving the Transit Station/Stop by the time a certificate of occupancy is provided. For all Project Area Types, the AHD and Qualifying Transit's Transit Station/Stop must be connected by a pedestrian access route no greater than 0.50 miles at the time of certificate of occupancy. Improvements to complete the pedestrian access route between the AHD and the Transit Station/Stop may be included as part of the project STI/TRA components so long as they are completed by the time a certificate of occupancy is provided.

(16) Applicant(s) certifies to demonstrate consistency with State Relocation Assistance Law (CA Gov Code Sec. 7260-7277). Does Project trigger State Relocation Assistance Law (Title 1, GC, Division 7, Chapter 16, commencing at Section 7260, and Title 25 CCR, Subchapter 1, Chapter 6, commencing at Section 6000.)?

(17) Applicant(s) certifies that the Housing Element for the jurisdiction in which the Project is located must be in substantial compliance by the date of award recommendation. Housing Element in substantial compliance means the local public entity's adopted housing element is in substantial compliance as demonstrated by a letter from the Department which sets forth findings that the housing element adopted within the time frames required by Section 65588 of the Government Code includes that substance essential to every requirement of Article 10.6, commencing with Section 65580, of Chapter 3 of Division I of Title VII of the Government Code. A jurisdiction's current housing element compliance status can be obtained by referencing the Department's website. Projects located on Trust Land, as defined under Indian country, are exempt from this requirement. **Projects located on Trust Land, as defined under Indian country, are exempt from this requirement.**

(A) For the purposes of this section alone, jurisdictions that are undergoing Department review of their housing element at the time of award and jurisdictions which are receiving Department technical assistance to bring their housing element into compliance at the time of award, shall both be deemed to be in a presumptive state of substantial compliance by the Department. All awards premised on presumptive substantial compliance shall include conditions in their respective standard agreements requiring that prior to funds disbursement the subject jurisdiction must have received a final housing element certification letter from the Department.

Is the Project located within a jurisdiction which currently has an adopted housing element in substantial compliance with Art.10.6 (§65580) Ch. 3 Div. 1 of Title 7 (Gov. Code §65585)? [A jurisdiction's current housing element compliance status is obtainable thru HCD's website.](#)

(18) Applicant(s) certifies that applicants that are a City, County, or City and County must at the time of application, have submitted their housing element annual progress reports as required by Government Code section 65400 to the State of California for the current and prior year.

(19) Applicant(s) certifies that Application/Project must integrate applicable climate adaptation measures as described in Section 107 Narrative Based Policy Scoring (b).

(20) Applicant(s) certifies the Applicant must demonstrate that costs for any Project or component thereof will not result in loss or conversion of agricultural or other working lands or natural resource lands for other uses. The Project site 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 FMMP designation may be allowed for applications that submit documentation that substantiates a description of an Infill Site.

(21) Applications requesting AHSC Program funding for Affordable Housing Developments and Housing Related Infrastructure Capital Projects must also demonstrate to the satisfaction of the Department all the following:

(B) Applicant(s) certifies the Affordable Housing Development, Housing Related Infrastructure, or both are infeasible without AHSC Program funds, and other committed funds are not and will not be supplanted by AHSC Program funds.

(C) Proposed Projects 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 Project 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 Project meeting the requirements of the UMRs Section 8303 (b).

(i) The Department may approve Projects 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 Project completion.

Will the proposed Project involve new construction or Substantial Rehabilitation and requiring the demolition of existing residential units?

Will the proposed Project involve 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?

(D) If the Affordable Housing Development, Housing Related Infrastructure, or both Capital Project(s) involves the demolition of existing units that are affordable to lower-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.

Will the proposed Project involve the demolition of existing units that are affordable to lower-income households?

(E) Applicants must demonstrate the proposed Affordable Housing Development is consistent with State and Federal Fair Housing requirements including duties to affirmatively further fair housing.

Applicant(s) certifies to adopt a written non-discrimination policy to comply with all applicable state and federal law, including, without limitation, the requirements of Title VI of the Civil Rights Act of 1964 (42 USC Section 2000d et seq.); the Americans with Disabilities Act of 1990; the Fair Housing Act; the Fair Housing Amendments Act of 1988; the California Fair Employment and Housing Act; the Unruh Civil Rights Act; GC Section 11135; Rehabilitation Act of 1973 Section 504; and all regulations promulgated pursuant to those statutes (including 24 CFR Part 100, 24 CFR Part 8, and 28 CFR Part 35)? [affirmatively further fair housing](#)

(22) Applicants must affirm that the proposed Affordable Housing Development, or Mixed Use Development in the case that non-residential uses are included, are powered entirely through electricity with no connections to natural gas infrastructure. Only zero-emission generators are AHSC Eligible Costs. 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., RNG, NG, LPG), and then tier 4 compliant diesel. If a fossil fuel-based generator is installed, be advised that procurement, site preparation, installation, or operation of such units is not an AHSC Eligible Cost.

Applicant(s) certifies that the Project will be powered entirely through electricity with no connections to natural gas infrastructure as described above?

(24) Applications requesting AHSC Program funding for Program Costs must also demonstrate to the satisfaction of the Department all the following:

(A) Applicant(s) certifies that the Program Costs are infeasible without AHSC Program funds, and other committed funds are not being supplanted by AHSC Program funds.

(25) Applicant(s) acknowledges that all proposed AHSC Project components are subject to all applicable codes, including the California Building Standards Code (CCR, Title 24).

(26) Applicant(s) certifies to demonstrate that outreach and education on reducing potential health impacts of air pollution will be provided to residents of Affordable Housing Developments.

(27) Applicant(s) certifies to comply with the Americans with Disabilities Act (ADA), fair housing, nondiscrimination, Pet Friendly Housing Act, physical accessibility, and Violence Against Women Act (VAWA), requirements pursuant to MHP Guidelines Section 7314 (a)-(d). Projects must also provide a preference for accessible units to persons with disabilities requiring the features of the accessible units in accordance with TCAC regulations (California Code of Regulations (CCR), Title 4, Section 10337(b)(2), as may be amended and renumbered from time to time). The Applicant or Developer of the Project must ensure that any other applicable federal, state, and local accessibility requirements are met.

(28) Affordable Housing Development and Housing Related Infrastructure components involving new construction, acquisition and Substantial Rehabilitation, or conversion of nonresidential structures to residential, dwelling units 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) Affordable Housing Development and Housing Related Infrastructure 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. 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.

(C) Applicant(s) certifies to comply with high speed broadband internet service, with speeds listed above must be made available to each Restricted Unit for a minimum of 5 years, free of charge to the tenants, and available within 6 months of the AHD's placed-in-service date.

In addition to the Threshold Requirements above, Applicant(s) acknowledge, understand, and agree to comply with the following sections of the 2023 AHSC Guidelines.

§108 Application Process

§109 Legal Documents

§110 Reporting Requirements

§111 Performance Requirements

§112 Defaults and Cancellations

Quantitative Policy Scoring – 52 Points Maximum

Total Quantitative Self Score **0.000**

(a) Active Transportation Improvements §107(a) - 14 Points Maximum				0		
(1) Length of Context Sensitive Bikeways (PAM) - 3 points maximum STI and TRA Quantification Form				0		
(A) 3 points for at least one (1.0) lane mile (B) 1 point for at least one half (0.50) lane mile						
	Class 1 Bikeways	Class 2 Bikeways	Class 3 Bikeways	Class 4 Bikeways	Total Context Sensitive Bikeway Mileage	0.000
File Name	AHSC-funded STI and TRA Quantification Form	Complete the AHSC-funded STI and TRA Quantification Form identifying the locations, AADT, and Speed Limit of all STI and TRA components that are to be funded by the AHSC program funds.		Uploaded to HCD?		
(2) Will the Project expand an existing bicycle network? The 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 does not have to be comprised of Context Sensitive Bikeways. - 2 point maximum				0		
(3) Length of AHSC-funded Safe and Accessible Walkways (PAM) - 3 points maximum Total length (in linear feet) of STI new or replaced sidewalks and TRA sidewalks improved: (A) 3 points for repairing or constructing sections of sidewalks, walkways, or ramps that create more than 2,000 feet of <u>continuous</u> 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.				0		
Safe and Accessible Walkways - length (in feet) of new or replaced sidewalk, walkways, or ramps						
(4) New pedestrian facilities - 2 point maximum Will the Project create at least 1,000 linear feet of <u>new</u> pedestrian facilities <u>where none exist</u> at the time of application submission?				0		
(5) Projects that improve existing transit routes that serve the community around the AHD. - 4 points maximum (two points for each strategy). The AHSC-funded improvements must improve service for a transit route that serves at least one (1) stop or station inside the Project Area. The improvement to the transit route need not be wholly inside the Project Area, but the Project's effects to improving reliability and/or speed inside the Project Area should be evident. Projects improve a local bus service by at least one (1.0) Lane Mile by implementing any (or a multiple) of the following:				0		
(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 (8) hours a day, at least five (5) days a week.					
(B)	Installation of new off-board fare collection kiosks or machines along all stops for one (1.0) consecutive Lane Mile.					
(C)	Installation of new at-grade boarding infrastructure along all stops for one (1.0) consecutive Lane Mile.					
(D)	Installation of at least four (4) bus bulb-outs that eliminate the need for buses to pull out of the general flow lane along one bus route in the Project Area.					
(E)	Installation of new or upgraded Transit Signal Priority hardware and software along all signals for one (1.0) consecutive Lane Mile.					
(F)	Installation of at least five (5) new bus shelters where none currently exist at least five stops along one bus route in the Project Area.					
(G)	Procurement of at least one new ZEV transit vehicle that allows the provider to modify published schedules that will achieve headways of 15 minutes or less during peak hours or reduce peak hour existing headways by more than 10 minutes.					
(b) Green Buildings and Renewable Energy §107(b) - 3 Points Maximum				0		
(1) Green Building Status - 3 points						
Construction Type: _____ Green building status beyond State mandatory building code requirements as verified: _____						
File Name	Green Building Status	Provide signed letter from a certified LEED Green rater, certified Green Point rater, or licensed engineer stating the commitment to achieve green building status beyond State mandatory building code. Specify the Certification the AHD commits to.		Uploaded to HCD?		
(c) Housing and Transportation Collaboration §107(c) - 10 Points Maximum				0		
(3) Projects which provide documentation that their site is: - 2 points maximum				0		
(A) Within environmentally cleared High Speed Rail Station Planning Area Is Project Area within environmentally cleared High Speed Rail Station Planning Area?						
(B) Funding the construction of community-identified components: Has the proposed Project received funds from another California Strategic Growth Council (SGC) Program?						
(C) Utilizing Publicly-Owned Land: Is Project to be developed on land designated as Excess Land (EO N-06-19) or any land declared surplus by a local agency? Projects developed on land donated by or leased at a discounted rate from a transit agency are also eligible for these points.						
(d) Location Efficiency and Access to Destinations §107(d) - 3 Points Maximum				0.000		
(2) Location Efficiency to Key Destinations (PAM) - For TOD Project Areas and ICP Project Areas each type of Key Destination is worth one third (0.333) of a point. For RIPA Project Areas each type of Key Destination is worth one half (0.50) of a point. (for each item below, answer Yes or No as to if these Key Destinations are within 1/2 mile of the AHD)						
(A)	Market or Grocery store (SNAP Retailer)					
(B)	Food Bank					
(C)	Medical clinic					
(D)	Licensed childcare facility					
(E)	Pharmacy					
(F)	Park accessible to the general public					
(G)	Community Center					
(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					
(e) Funds Committed §107(e) - 4 Points Maximum				0		
Points will be awarded for applications demonstrating committed funding for all permanent financing, grants, project-based rental assistance, 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. Does Applicant meet the above requirements? FALSE						
(f) Prohousing Designation §107(f) – 3 Points Maximum				0		
(1) Projects located in jurisdictions that have received a "Prohousing designation" as certified by the Department by the application due date. - 3 Points Maximum Is Project located in a jurisdiction that have received a "Prohousing designation" as certified by the Department and by the application due date?						
(g) Anti-Displacement Activities §107(g) - 4 Points Maximum				0		

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(1) Projects that document a commitment to implement at least one (1) new or expanded Anti-displacement activity listed below, as supported by an assessment of housing needs and displacement vulnerability.

Please see Guidelines for the "Assessment" and the "Commitment Letter" requirements. # of Activities to be implemented

(A) Projects may select up to two activities listed below. These activities must be implemented by an independent non-profit or locality with dedicated Program Cost (PGM) funding of a minimum \$150,000 per activity:

- (i) A non-profit and/or Locality developing a Community-Driven, Neighborhood-Scale Anti-Displacement Plan
- (ii) A non-profit and/or Locality implementing a policy or action identified in a previously-adopted Anti-Displacement Plan that is not listed below
- (iii) A non-profit and/or Locality implementing a policy identified in an existing Community-Driven, Neighborhood-Scale Anti-Displacement Plan
- (iv) A non-profit and/or Locality developing or implementing a pipeline or training programs that will build capacity for local affordable housing developers
- (v) A non-profit and/or Locality developing or implementing a process for data collection, monitoring, & tracking systems related to the causes of displacement (e.g. rental property registry, landlord licensing, local eviction tracking, or a speculation watchlist)
- (vi) A non-profit and/or Locality developing or implementing eviction prevention and landlord anti-harassment programs
- (vii) A non-profit and/or Locality developing or implementing rental assistance programs
- (viii) A non-profit and/or Locality developing a Neighborhood Leadership Development Program for stakeholders within the project community
- (ix) A non-profit and/or Locality developing or implementing a Small/Family Business Protection Program for community businesses in the Project Area
- (x) A non-profit and/or Locality developing or operating a Community Land Trust or Land Banking activities

(h) Local Workforce Development and Hiring Practices Maximum §107(h) - 3 Points 0

(1) Projects that implement workforce development strategies that advance the recruitment, training, and hiring of individuals who live within Priority Population census tracts or Low-Income Households. **1.5 points per strategy**

Choose from the following AHSC workforce development strategies: # of Strategies

(A) Partnership with a Workforce Development organization or a Workforce Development Board.

(B) Project is bound by a Skilled and Trained Workforce Commitment.

(C) Projects that have developed a Project Labor or Community Workforce Agreement.

(D) Projects that are located in jurisdictions with Local Hire Ordinances.

(i) Housing Affordability §107(i) - 5 Points Maximum 0.00

(1) For rental Affordable Housing Developments, the following shall apply:

(A) Applications which restrict a percentage of units in a rental Affordable Housing Development to Extremely Low Income (ELI) households. **3 Points Maximum**

Points will be awarded based on the percent of total units restricted to ELI households as follows:

Extremely Low Income (ELI) Units	0	0.00
Total AHD Units	0	
LI Units as a % of Total AHD Units	0.00%	

- (i) 15 to 19.9 percent of total units = **1 points**
- (ii) 20.0 to 24.9 percent of total units = **2 points**
- (iii) 25 percent or more of total units = **3 points**

(B) Applications which restrict a percentage of three-bedroom or larger units in a rental Affordable Housing Development to Extremely Low Income or Very Low-Income households. **2 Points Maximum**

Three-bedroom or larger units to Extremely Low Income or Very Low-Income households	0	0.00
Total AHD Units	0	
Three-bedroom or larger, ELI or VLI Units as a % of Total AHD Units	0.00%	

(j) Programs §107(j) – 3 Points Maximum 0

Applicants that propose an AHSC-funded Program (PGM) Cost in partnership with a non-profit organization (including churches, Community Based Organizations, or other organization registered as a 501(c)(3) Organization) for at least \$150,000. All proposals in partnership with a non-profit must provide a commitment letter and a proposed workplan describing how each program or activity will be implemented. **An Applicant seeking points for an activity under the Anti-Displacement category is not eligible for additional points for that same activity under the Programs section.**

Please see Guidelines for items that should be included in the proposed workplan:

Programs proposed under this section must fall under one of these four categories to be eligible for points.

Active Transportation Encouragement and Safety: Active Transportation programs that encourage residents to walk or bicycle more frequently and more safety. Programs may include, but are not limited to: Bike Safety Workshops, Walking School Buses or other group walking activities, Safe Routes to School or Transit. Additionally, distribution of lights, safety equipment, or bicycles to low-income residents are an eligible Program Cost as an incentive for participation in safety education programs

(A) Low-Income Zero Emission Vehicle (ZEV) Car Sharing Programs: Programs that provide free or reduced cost access to Zero Emission Vehicle Car Sharing Programs.

(B) AHD Resident Support: Instructor-led adult educational, health and wellness, or skill building classes. Includes, but is not limited to: Financial literacy, computer training, home-buyer education, GED classes, and resume building classes, ESL, nutrition class, exercise class, health information/awareness, art class, parenting class, on-site food cultivation and preparation classes, and smoking cessation classes. Drop-in computer labs, monitoring or technical assistance shall not qualify.

(C) Tenant Legal Counseling: Programs that provide legal advice and education to renters on their rights as a tenant and access to programs to help reduce risks of evictions and displacement. Section 103(b)(1)(A) applies.

(D) Which, above program, category will the applicant(s) choose from to propose the AHSC-funded Program (PGM)

End of Document

The narrative-based policy scoring section of the application will be scored only for projects that meet threshold requirements listed in Section 106.

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.

File Name	Narrative	Provide a response to each prompt as outlined in the Narrative Prompts document . The responses must be uploaded as a PDF and must follow the stated word counts. See Narrative Scoring Rubric document for guidance in completing Narratives.	Uploaded to HCD?	
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The following is a summary of each section:

(a) Community Benefits & Engagement §107(a) - 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 the community. Taken together, the responses to the prompts will explain how local residents and community-based organizations were meaningfully engaged in developing the Project, especially those from Disadvantaged and Low-income Communities, and how the project addresses community-identified needs and promotes community health and well-being. **The prompts will ask applicants to address two main components: (1) Community Engagement and Leadership and (2) how the AHSC Project addresses community needs.**

File Name	Community Tracker	Provide a completed AHSC Round 7 Community Engagement Tracker.	Uploaded to HCD?	
File Name	Community Needs	Letter of support from local community-based, grassroots organization describing the community engagement process and how feedback from local residents was incorporated into the Project.	Uploaded to HCD?	

(b) Climate Adaptation & Community Resiliency §107(b) - 5 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 and project implementation. The prompts will ask applicants to address how the risks posed from climate change and other environmental exposures will be reduced by strategies listed in the Climate Adaptation Assessment Matrix. The prompts will also ask how the Project will 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 will fill out the Climate Adaptation Assessment Matrix.

Note: If available, use localized climate impact projections.

For tools to help assess general climate impacts, please visit [Cal-Adapt's Local Climate Snapshot tool](#).
For adaptation tools, resources, strategies and case studies visit [State's Adaptation Clearinghouse](#).

File Name	Climate Matrix	AHSC Round 7 Climate Adaptation Assessment Matrix.	Uploaded to HCD?	
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(c) Collaboration & Planning §107(c) - 4 Points Maximum

Collaboration between 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 brings together the efforts of local government, including housing and transportation agencies to achieve projects that improve efforts related to climate adaptation, health, housing, mobility, and safety. The prompts will ask applicants to address two components of this: (1) Local Planning Efforts and (2) Housing and Transportation Collaboration.

File Name	Local Planning Efforts	Please provide a single PDF with the cover page of the plan and relevant pages of the plans referenced in the Local Planning Efforts Section. Please only include pages referenced in the narrative.	Uploaded to HCD?	N/A
File Name	Site Plan	Provide the most current site plan.	Uploaded to HCD?	
File Name	Future Engagement	Optional: Submit supporting documentation to demonstrate future engagement with either a CBO or residents (i.e. any engagement plans, agreements, etc.). Can be included as part of the Community Needs upload if it is the same CBO.	Uploaded to HCD?	

(d) Equity & Transformation §107(d) – 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: 1) advances equity and 2) is either piloting new or innovative approaches or policies, leveraging existing resources in a new way, or shaping future projects in the nearby communities.

[SGC Racial Equity Action Plan](#)

End of Document

Full list of Uploads

Per answers within Application

FILE NAME	FILE DESCRIPTION	
HCD Excel Application		
AHSC Application Workbook	AHSC Application Excel Workbook.	✓
Project Overview Sheet/Tab		
Tax Credit Reservation Letter	If the Project has already received a tax credit reservation, upload documentation.	✗
Operating Subsidy Commitment	Documentation evidencing commitment of Operating Subsidies including source, term (in years), total subsidy amount, and estimated first year allocation.	✗
Current Contract Rents	Projects proposing project-based rental assistance: Provide documentation of current contract rents for HAP, Shelter Plus or other source, as applicable.	✗
Tribal Entity Waiver	Modifications or waivers as provided for in HSC Section 50406, subdivision (p) (Assembly Bill 1010 (Chapter 660, Statutes of 2019)	✗
Indian Country Verification	Documentation verifying land is located in Indian Country as defined by 18 USC 1151.	✗
Fee or Trust Land Verification	Documentation verifying land is located on Fee or Trust Land.	✗
STI-TRA Agreement	STI-TRA agreement: If utilizing the experience of a Locality or Transportation Agency non-applicant for STI or TRA components an applicant must provide an executed agreement with that specific Locality or transportation agency non-applicant for the completion of the STI or TRA components of the AHSC Project for which funding is sought.	✗
App1 Cert & Legal Disclosure	Reference: Applicant Certification Worksheet.	✗
App1 OrgDoc1, OrgDoc2, etc.	Reference: Entity Org Docs Worksheet.	✗
App1 Org Chart	Applicant Organization Chart.	✗
App1 Signature Block	Signature Block - upload in Microsoft Word Document.	✗
App1 Cert of Good Standing	Dated 30 days or less from the application due date.	✗
App1 Tax-Exempt Status	Evidence of tax-exempt status from IRS and FTB for Corporations (Non-Profits Only).	✗
App2 Cert & Legal Disclosure	Reference: Applicant Certification Worksheet.	✗
App2 OrgDoc1, OrgDoc2, etc.	Reference: Entity Org Docs Worksheet.	✗
App2 Org Chart	Applicant Organization Chart.	✗
App2 Signature Block	Signature Block - upload in Microsoft Word Document.	✗
App2 Cert of Good Standing	Dated 30 days or less from the application due date.	✗
App2 Tax-Exempt Status	Evidence of tax-exempt status from IRS and FTB for Corporations (Non-Profits Only).	✗
App3 Cert & Legal Disclosure	Reference: Applicant Certification Worksheet.	✗
App3 OrgDoc1, OrgDoc2, etc.	Reference: Entity Org Docs Worksheet.	✗
App3 Org Chart	See Applicant Documents worksheet.	✗
App3 Signature Block	See Applicant Documents worksheet.	✗
App3 Cert of Good Standing	Dated 30 days or less from the application due date.	✗
App3 Tax-Exempt Status	Evidence of tax-exempt status from IRS and FTB for Corporations (Non-Profits Only).	✗
App4 Cert & Legal Disclosure	Reference: Applicant Certification Worksheet.	✗
App4 OrgDoc1, OrgDoc2, etc.	Reference: Entity Org Docs Worksheet.	✗
App4 Org Chart	Applicant Organization Chart.	✗
App4 Signature Block	Signature Block - upload in Microsoft Word Document.	✗
App4 Cert of Good Standing	Dated 30 days or less from the application due date.	✗
App4 Tax-Exempt Status	Evidence of tax-exempt status from IRS and FTB for Corporations (Non-Profits Only).	✗
Joint Venture Agreement	Executed copy stating the terms of joint venture agreement.	✗
JV1 Cert & Legal	Reference: Applicant Certification Worksheet.	✗
JV1 OrgDoc1, OrgDoc2, etc.	Reference: Entity Org Docs Worksheet.	✗
JV1 Org Chart	Applicant Organization Chart.	✗
JV1 Signature Block	Signature Block - upload in Microsoft Word Document.	✗
JV1 Cert of Good Standing	Dated 30 days or less from the application due date.	✗
JV1 Tax-Exempt Status	Evidence of tax-exempt status from IRS and FTB for Corporations (Non-Profits Only).	✗
JV2 Cert & Legal	Reference: Applicant Certification Worksheet.	✗
JV2 OrgDoc1, OrgDoc2, etc.	Reference: Entity Org Docs Worksheet.	✗
JV2 Org Chart	Applicant Organization Chart.	✗
JV2 Signature Block	Signature Block - upload in Microsoft Word Document.	✗
JV2 Cert of Good Standing	Dated 30 days or less from the application due date.	✗
JV2 Tax-Exempt Status	Evidence of tax-exempt status from IRS and FTB for Corporations (Non-Profits Only).	✗
Owner Cert & Legal Disclosure	Reference: Applicant Certification Worksheet.	✗
Owner OrgDoc1, OrgDoc2, etc.	Reference: Entity Org Docs Worksheet.	✗
Owner Org Chart	Owner Organization Chart.	✗
Owner Signature Block	Signature Block - upload in Microsoft Word Document.	✗
Owner Cert of Good Standing	Dated 30 days or less from the application due date.	✗
Owner Tax-Exempt Status	Evidence of tax-exempt status from IRS and FTB for Corporations (Non-Profits Only).	✗
MGP Cert & Legal	Reference: Applicant Certification Worksheet.	✗
MGP OrgDoc1, OrgDoc2, etc.	Reference: Entity Org Docs Worksheet.	✗
MGP Org Chart	MGP Organization Chart.	✗

MGP Signature Block	Signature Block - upload in Microsoft Word Document.		X
MGP Cert of Good Standing	Dated 30 days or less from the application due date.		X
MGP Tax-Exempt Status	Evidence of tax-exempt status from IRS and FTB for Corporations (Non-Profits Only).		X
AGP1 Cert & Legal	Reference: Applicant Certification Worksheet.		X
AGP1 OrgDoc1, OrgDoc2, etc.	Reference: Entity Org Docs Worksheet.		X
AGP1 Org Chart	AGP Organization Chart.		X
AGP1 Signature Block	Signature Block - upload in Microsoft Word Document.		X
AGP1 Cert of Good Standing	Dated 30 days or less from the application due date.		X
AGP1 Tax-Exempt Status	Evidence of tax-exempt status from IRS and FTB for Corporations (Non-Profits Only).		X
AGP2 Cert & Legal	Reference: Applicant Certification Worksheet.		X
AGP2 OrgDoc1, OrgDoc2, etc.	Reference: Entity Org Docs Worksheet.		X
AGP2 Org Chart	AGP Organization Chart.		X
AGP2 Signature Block	Signature Block - upload in Microsoft Word Document.		X
AGP2 Cert of Good Standing	Dated 30 days or less from the application due date.		X
AGP2 Tax-Exempt Status	Evidence of tax-exempt status from IRS and FTB for Corporations (Non-Profits Only).		X
MLLC Cert & Legal	Reference: Applicant Certification Worksheet.		X
MLLC OrgDoc1, OrgDoc2, etc.	Reference: Entity Org Docs Worksheet.		X
MLLC Org Chart	Manager of LLC Organization Chart.		X
MLLC Signature Block	Signature Block - upload in Microsoft Word Document.		X
MLLC Cert of Good Standing	Dated 30 days or less from the application due date.		X
MLLC Tax-Exempt Status	Evidence of tax-exempt status from IRS and FTB for Corporations (Non-Profits Only).		X
AB1550	Applicable CARB Priority Population Benefit Criteria Tables.		X
Project Area Map	Items marked with (PAM) in this application must be identified on the Project Area Map (PAM) and as outlined in the Project Area Mapping Guidance. This can include: mapping the Affordable Housing Development, Qualifying Transit, Active Transportation Improvements §107 Quantitative Policy Scoring(a)(1),(2),(3), & (4) ,Location Efficiency and Access to Destinations §107 Quantitative Policy Scoring(d)(1), and GHG Mapping components including: STI Improvements (e.g. bikeways, walkways, STI improvements to transit), traffic calming measures, and key destinations around STI improvements. File must be submitted in a KML/KMZ format.		X
Transit Service Map	Provide the Published Transit Service Map of the Qualifying Transit line. Indicate the approximate location of the AHD on the map.		X
Transit Service Schedule	Upload is the service schedule for Qualifying Transit only. All documentation transit service schedule supporting the transit service area. All transit service schedules should be uploaded to "Transit Service Schedule" as one document.		X
Net Density Verification	Letter and sealed site map certified by a California State-licensed professional (e.g., an engineer, surveyor, or landscape architect) confirming the net density.		X
Cap Improvements Req	Documentation from a Locality, transit agency or special district that capital improvements are required.		X
Onsite Energy Storage	Documentation certified by an energy consultant or architect.		X
STI Cap Project Costs	Documentation showing Capital Project costs are required as a condition of local approval for STI.		X
TRA Cap Project Costs	Documentation showing Capital Project costs are required as condition of local approval for TRA.		X
Utility allowance	Schedule of utility allowances.		X
Article XXXIV Legal Opinion	Legal opinion regarding Article XXXIV, prepared in accordance with NOFA.		X
Article XXXIV Authority	Documentation of Article XXXIV Authority prepared in accordance with NOFA.		X

Threshold Requirements Sheet/Tab

SCS Consistency Confirmation	Document from MPO identified above confirming consistency with SCS, or alternative planning strategy in non-MPO regions, per §106(a).		X
SFH Lease Addendum	Submit a draft of the development's Smoke Free Housing lease addendum.		X
AHD Environmental	Copy of all environmental clearances (e.g. Environmental Impact Report) or Notice of Exemption.		X
AHD Auth to Use Grant Funds	For NEPA only, copy of the HUD 7015.16 "Authority To Use Grant Funds" or clarify the current status of the issuance of the HUD form.		X
HRI Environmental	Copy of all environmental reports and clearances (e.g. EIR, Phase 1 Notice of Exemption).		X
HRI Auth to Use Grant Funds	For NEPA only, copy of the HUD 7015.16 "Authority To Use Grant Funds" or clarify the current status of the issuance of the HUD form.		X
STI Environmental	Copy of all environmental clearances (e.g. Environmental Impact Report) or Notice of Exemption.		X
STI Auth to Use Grant Funds	For NEPA only, copy of the HUD 7015.16 "Authority To Use Grant Funds" or clarify the current status of the issuance of the HUD form.		✓
TRA Environmental	Copy of all environmental clearances (e.g. Environmental Impact Report) or Notice of Exemption.		X
TRA Auth to Use Grant Funds	For NEPA only, copy of the HUD 7015.16 "Authority To Use Grant Funds" or clarify the current status of the issuance of the HUD form.		X
AHD-HRI Market Study	Provide a completed market study prepared within one year of the application due date.		X
EFC AHD HRI1; EFC AHD HRI2; EFC AHD HRI3; etc.	Documentation for the 0 permanent sources, plus Equity Investor if known at time of application.		X
EFC STI1; EFC STI2; EFC STI3; etc.	Supporting documentation for the 0 non-AHSC STI funding commitments.		X
EFC TRA1; EFC TRA2; EFC TRA3; etc.	Supporting documentation for the 0 non-AHSC TRA funding commitments.		X
EFC PGM1; EFC PGM2; EFC PGM3; etc.	Supporting documentation for the 0 non-AHSC PGM funding commitments.		X
AHD Site Control	Appropriate documentation to demonstrate the form of site control indicated above.		X
AHD Preliminary Title Report	PTR, that is no more than 6 months old for the AHD Project.		X
HRI Site Control	Appropriate documentation to demonstrate the form of site control indicated above.		X
STI Site Control	Appropriate documentation to demonstrate the form of site control indicated above.		X
TRA Site Control	Appropriate documentation to demonstrate the form of site control indicated above.		X

Past Exp AHD1, Past Exp AHD2	Certificates of Occupancy for two recently completed affordable housing developments.		X
Past Exp HRI1, Past Exp HRI2	Certificates of Occupancy for two recently completed affordable housing developments.		X
Past Exp STI1, Past Exp STI2	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.		X
Past Exp TRA1, Past Exp TRA2	Where the party making improvements funded by AHSC in not a public entity, an executed agreement from a public agency certifying the satisfactory completion of similar infrastructure improvements.		X
Past Exp PGM1, Past Exp PGM2	Provide documentation for the two recently completed programs.		X
Relocation Plan	Applicants must provide a Relocation Plan.		X
HE Determination letter	Provide HCD's determination letter.		X
AHD No Ag	Demonstrate the AHD site is not within land designated as agricultural land per FMMP tool.		X
AHD Ag Infill	Applicants seeking an exemption to the FMMP determination must demonstrate that the AHD Project site qualifies as an Infill Site (as defined in Appendix A).		X
HRI No Ag	Demonstrate the HRI site is not within land designated as agricultural land per FMMP tool.		X
HRI Ag Infill	Applicants seeking an exemption to the FMMP determination must demonstrate that the HRI Project site qualifies as an Infill Site (as defined in Appendix A).		X
HRI Local Approvals	Statement from entity indicating the HRI Capital Project is consistent with all applicable local rules, regulations, codes, policies and plans enforced or implemented by that entity.		X
All Electric Design	Document affirming that the proposed Affordable Housing Development, or Mixed-Use Development in the case that non-residential uses are included, are powered entirely through electricity with no connections to natural gas infrastructure.		X
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.		X

Quantitative Policy Scoring Sheet/Tab

AHSC-funded STI and TRA Quantification Form	Complete the AHSC-funded STI and TRA Quantification Form identifying the locations, AADT, and Speed Limit of all STI and TRA components that are to be funded by the AHSC program funds.		X
Bicycle Network Connectivity	Identify at least one location where the new AHSC-funded Context Sensitive Bikeway directly intersects with an existing bikeway on the Project Area Map (PAM).		X
Pedestrian Network Gap	PAM - Using the Project Area Map, identify the current gap in the pedestrian network (no path or sidewalk currently exists) of at least 1,000 linear feet that is to be completed by the AHSC program funding.		X
Local Transit Route Improvements	Provide maps and/or scopes of work identifying the proposed locations for the improvements to the local transit route identified in §107(b)(5) along the one transit route. If improving two transit routes, provide one map for each of the routes.		X
Green Building Status	Provide signed letter from a certified LEED Green rater, certified Green Point rater, or licensed engineer stating the commitment to achieve green building status beyond State mandatory building code. Specify the Certification the AHD commits to.		X
Housing and Transportation Collaboration	Provide evidence that the project is either utilizing publicly-owned land, part of a related Strategic Growth Council project, or located within an environmentally cleared High Speed Rail Station Planning Area as identified in Sec.107(c)(3). If utilizing Publicly-Owned Land, provide documentation as requested for each respective type of land as outlined in Section 107 Quantitative Policy Scoring(c)(3)(C).		X
Prohousing Designation	Provide certification from the Department (HCD) that the Jurisdiction has received "Prohousing designation"		X
Pending Prohousing Designation	Provide evidence that the jurisdiction applied for a "Prohousing designation" from the Department and that the jurisdiction have passed a resolution of their governing body authorizing application and participation in the Prohousing Designation Program.		X
Assessment Housing Needs	Applicants are required to develop an assessment of the housing needs and displacement vulnerability for the communities overlapping the Project Area.		X
Commitment Letter workplan	All proposals in partnership with a non-profit or locality must provide a Commitment Letter and a proposed workplan describing how each program or activity will be implemented.		X
Assessment Supporting Documents	Optional: Applicants and partners are permitted to provide their own existing Anti-Displacement Assessment, if it addresses the requirements described in Section 107 Quantitative Policy Scoring (g)(1). Applicants and partners are also permitted to provide information or data from reputable local sources, like the locality's Housing Element, to respond to the provided Assessment template prompts. Any alternative assessments or source documentation should be provided.		X
Workforce Strategy A	Partnership with a Workforce Development Organization: If pursuing Workforce Strategy A (Section 107 Quantitative Policy Scoring (h)(1)(A)), submit the information and verifiable documentation requested in Section 107 Quantitative Policy Scoring (h)(1)(A)(i)-(vi) in a letter jointly signed by the Applicant and external organization.		X
Workforce Strategy B	Skilled and Trained Workforce Commitment: If pursuing Workforce Strategy B (Section 107 Quantitative Policy Scoring (h)(1)(B)), submit the information and verifiable documentation requested in Section 107 Quantitative Policy Scoring (h)(1)(B)(i) in a letter jointly signed by the Applicant and external organization.		X
Workforce Strategy C	Project Labor or Community Workforce Agreement: If pursuing Workforce Strategy C (Section 107 Quantitative Policy Scoring (h)(1)(C)), submit the information and verifiable documentation requested in Section 107 Quantitative Policy Scoring (h)(1)(C)(i) in a letter jointly signed by the Applicant and external organization.		X
Workforce Strategy D	Local Hire Ordinances: If pursuing Workforce Strategy D (Section 107 Quantitative Policy Scoring (h)(1)(D)), submit the information and verifiable documentation requested in Section 107 Quantitative Policy Scoring (h)(1)(D)(i)-(iii) in a letter.		X
AHSC funded pgm Commitment letter	If pursuing Section 107 Quantitative Policy Scoring (j), provide a commitment letter and a proposed workplan describing how each program or activity will be implemented. Be sure to identify which category the proposed AHSC-Funded Program falls under. The proposed workplan should include the information outlined in Section 107 Quantitative Policy Scoring (j)(1).		X

Narrative-Based Policy Scoring

Narrative	Provide a response to each prompt as outlined in the Narrative Prompts document . The responses must be uploaded as a PDF and must follow the stated word counts. See Narrative Scoring Rubric document for guidance in completing Narratives.		✘
Community Tracker	Provide a completed AHSC Round 7 Community Engagement Tracker.		✘
Community Needs	Letter of support from local community-based, grassroots organization describing the community engagement process and how feedback from local residents was incorporated into the Project.		✘
Climate Matrix	AHSC Round 7 Climate Adaptation Assessment Matrix.		✘
Local Planning Efforts	Please provide a single PDF with the cover page of the plan and relevant pages of the plans referenced in the Local Planning Efforts Section. Please only include pages referenced in the narrative.		✘
Site Plan	Provide the most current site plan.		✘
Future Engagement	Optional: Submit supporting documentation to demonstrate future engagement with either a CBO or residents (i.e. any engagement plans, agreements, etc.). Can be included as part of the Community Needs upload if it is the same CBO.		✘

Certification & Legal

Cert-Legal Explanation	Letter of explanation for any "Yes" answers or red shaded items above. Copy this sheet and upload separate from the application.		✘
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CARB GHG & Co-Benefits Quantification

AHSC Benefits Calculator Tool	Completed AHSC Benefits Calculator Tool, with worksheets applicable to the project and all fields in the GHG Summary and Co-benefits Summary tabs populated.		✓
GHG Affordable Housing Tab Inputs	Signed letter from housing project developer documenting inputs in the Affordable Housing Tab of the AHSC Benefits Calculator Tool. Follow this link for specific requirements and template.		✓
GHG Transit Tab Inputs	Signed letter from transit agency partner documenting inputs in the Transit Tab of the AHSC Benefits Calculator Tool. Follow this link for specific requirements and template.		If applicable
GHG Solar PV Tab Inputs	Signed letter from licensed professional documenting inputs in the Solar PV Tab of the AHSC Benefits Calculator Tool and PVWatts Calculator results. Follow this link for specific requirements and template.		If applicable
Bike Share Inputs	Signed letter from bike share partner committing to delivering the proposed bike share project and confirming that project specific inputs in the AHSC Benefit Calculator are correct: -Is bike share is electric (yes/no)? -Number of bike share trip per year in Year 1 and Year F -Average cost per trip -Explanation or calculation of how the expected number of trips was derived		If applicable
Clean Mobility Option (CMO) Benefits Calculator Tool	If applicant is proposing shared mobility projects, submit a completed CMO Benefits Calculator Tool.		If applicable
GHG Shared Mobility Inputs	Signed letter from shared mobility provider documenting inputs in the Shared Mobility Tab of the AHSC Benefits Calculator Tool. Refer to the documentation requirements in the CMO Benefits Calculator Tool.		If applicable

END OF DOCUMENT

Certification & Legal Disclosure

On behalf of the entity identified in the signature block below, I certify that:

1. The information, statements and attachments included in this application are, to the best of my knowledge and belief, true and correct.
2. I possess the legal authority to submit this application on behalf of the entity identified in the signature block.
3. The following is a complete disclosure of all identities of interest - of all persons or entities, including affiliates, that will provide goods or services to the Project either (a) in one or more capacity or (b) that qualify as a "Related Party" to any person or entity that will provide goods or services to the Project. "Related Party" is defined in Section 10302 of the California Code of Regulations (CTCAC Regulations):

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4. As of the date of application, the Project, or the real property on which the Project is proposed (Property) is not party to or the subject of any claim or action at the State or Federal appellate level.

5. I have disclosed and described below any claim or action undertaken which affects or potentially affects the feasibility of the Project.
 In addition, I acknowledge that all information in this application and attachments is public, and may be disclosed by the State.

Printed Name	Title of Signatory	Signature	Date

Legal Disclosure

For purposes of the following questions, and with the exceptions noted below, the term "applicant" shall include the applicant and joint applicant, and any subsidiary of the applicant or joint applicant if the subsidiary is involved in (for example, as a guarantor) or will be benefited by the application or the project.

In addition to each of these entities themselves, the term "applicant" shall also include the direct and indirect holders of more than ten percent (10%) of the ownership interests in the entity, as well as the officers, directors, principals and senior executives of the entity if the entity is a corporation, the general and limited partners of the entity if the entity is a partnership, and the members or managers of the entity if the entity is a limited liability company. For projects using tax-exempt bonds, it shall also include the individual who will be executing the bond purchase agreement.

The following questions must be responded to for each entity and person qualifying as an "applicant," or "joint applicant" as defined above.

Explain all positive responses on a separate sheet and include with this questionnaire in the application.

Exceptions:

Public entity applicants without an ownership interest in the proposed project, including but not limited to cities, counties, and joint powers authorities with 100 or more members, are not required to respond to this questionnaire.

Members of the boards of directors of non-profit corporations, including officers of the boards, are also not required to respond. However, chief executive officers (Executive Directors, Chief Executive Officers, Presidents or their equivalent) must respond, as must chief financial officers (Treasurers, Chief Financial Officers, or their equivalent).

Civil Matters

1. Has the applicant filed a bankruptcy or receivership case or had a bankruptcy or receivership action commenced against it, defaulted on a loan or been foreclosed against in <i>past ten years</i> ?	
2. Is the applicant currently a party to, or been notified that it may become a party to, any civil litigation that may materially and adversely affect (a) the financial condition of the applicant's business, or (b) the project that is the subject of the application?	
3. Have there been any administrative or civil settlements, decisions, or judgments against the applicant within the past ten years that materially and adversely affected (a) the financial condition of the applicant's business, or (b) the project that is the subject of the application?	
4. Is the applicant currently subject to, or been notified that it may become subject to, any civil or administrative proceeding, examination, or investigation by a local, state or federal licensing or accreditation agency, a local, state or federal taxing authority, or a local, state or federal regulatory or enforcement agency?	
5. In the past ten years, has the applicant been subject to any civil or administrative proceeding, examination, or investigation by a local, state or federal licensing or accreditation agency, a local, state or federal taxing authority, or a local, state or federal regulatory or enforcement agency that resulted in a settlement, decision, or judgment?	

Criminal Matters

6. Is the applicant currently a party to, or the subject of, or been notified that it may become a party to or the subject of, any criminal litigation, proceeding, charge, complaint, examination or investigation, of any kind, involving, or that could result in, felony charges against the applicant?	
7. Is the applicant currently a party to, or the subject of, or been notified that it may become a party to or the subject of, any criminal litigation, proceeding, charge, complaint, examination or investigation, of any kind, involving, or that could result in, misdemeanor charges against the applicant for matters relating to the conduct of the applicant's business?	
8. Is the applicant currently a party to, or the subject of, or been notified that it may become a party to or the subject of, any criminal litigation, proceeding, charge, complaint, examination or investigation, of any kind, involving, or that could result in, criminal charges (whether felony or misdemeanor) against the applicant for any financial or fraud related crime?	
9. Is the applicant currently a party to, or the subject of, or been notified that it may become a party to or the subject of, any criminal litigation, proceeding, charge, complaint, examination or investigation, of any kind, that could materially affect the financial condition of the applicant's business?	
10. Within the past ten years, has the applicant been convicted of any felony?	
11. Within the past ten years, has the applicant been convicted of any misdemeanor related to the conduct of the applicant's business?	
12. Within the past ten years, has the applicant been convicted of any misdemeanor for any financial or fraud related crime?	

Printed Name	Title of Signatory	Signature	Date

Entity Organizational Documents

Organizational Documents

The following is intended as a brief summary of legal documents commonly required to verify the legal authority of the private entity or entities applying to HCD for an Award of funds and does not apply to public applicants. Documents required to apply for funds (threshold requirements) are legally distinct from those required to enter into a standard agreement or to receive bonus points. For projects receiving an Award of HCD funds, additional documents, or corrections, may be required prior to execution of the Standard Agreement.

Organizational Charts

Complete organizational charts are required for the Sponsor/Recipient, Borrower, MGP and AGP (if different from the Sponsor).

Corporate Entities

Articles of Incorporation (Corp. Code **§154, 200 and 202**) as certified by the CA Secretary of State.

Bylaws and any amendments thereto (Corp. Code **§207(b), 211 and 212**)

Certificate of Amendment of Articles of Incorporation (Corp. Code **§900-910** (general stock), **§5810-5820** (public benefit and religious corporations), **§7810-7820** (mutual benefit corporations), or **§12500-12510** (general cooperative corporations)) as applicable.

Restated Articles of Incorporation (Corp. Code **§901, 906, 910** (general stock), **§5811, 5815, 5819** (public benefit and religious corporations), **§7811, 7815 and 7819** (mutual benefit corporations) and **§12501, 12506 and 12510** (general cooperative corporations)) as applicable.

Statement of Information (CA Secretary of State form SI-100 or SI-200)

Shareholder Agreements (Corp. Code **§186**) if applicable.

Certificate of Good Standing certified by Secretary of State. Certificate of Good Standing must be dated 30 days or less from the application due date.

Limited Liability Companies

Articles of Organization (CA Secretary of State form LLC-1)

Certificate of Amendment (CA Secretary of State form LLC-2) if applicable.

Restated Articles of Organization (CA Secretary of State form LLC-10) if applicable.

Certificate of Correction (CA Secretary of State form LLC-11) if applicable.

Statement of Information (CA Secretary of State form LLC-12 or LLC-12NC)

Operating Agreement (Corp. Code **§17707.02(s) and 17701.10**)

Certificate of Good Standing certified by Secretary of State. Certificate of Good Standing must be dated 30 days or less from the application due date.

Limited Partnerships

Certificate of Limited Partnership (CA Secretary of State form LP-1)

Amendment to Certificate of Limited Partnership (CA Secretary of State form LP-2) if applicable.

Certificate of Correction (CA Secretary of State form LP-2) if applicable.

Limited Partnership Agreement (CA Corp. Code **§15901.02(x) and 15901.10**)

Amended and Restated Limited Partnership Agreement

Certificate of Good Standing certified by Secretary of State.

Tribal Entity

Tribe Formation Documents (Constitution, Charters, etc.)

Federal Register of Indian Entities Recognized (81 Fed Reg. 26826) if applicable

BIA Federal Acknowledgment Petitioner List (CFR Section 83.1 of Title 25) if applicable

Contact List maintained by the Native American Heritage Commission (GC Section 65352.3) if applicable

End of Document

Project information needed for the CARB AHSC Benefits Calculator Tool at "Project Info" Worksheet, Cell reference at right if each item below.

Project Name	no data provided at application	Cell = E23
HCD Project Application #	no data provided at application	Cell = E24
Project County	no data provided at application	Cell = E25
Project Area Type	no data provided at application	Cell = E26
Developer Contact Name	no data provided at application	Cell = E27
Developer Contact Phone	no data provided at application	Cell = E28
Developer Contact Email	no data provided at application	Cell = E29
AHSC GGRF Funds Requested (\$)	no data provided at application	Cell = E31
Other GGRF Funds (\$)	no data provided at application	Cell = E32
Other GGRF Funds Sources	no data provided at application	Cell = E33

Project information needed for the CARB AHSC Benefits Calculator Tool at "Affordable Housing Inputs" Worksheet, , Cell reference at right if each item below.

Maximum stories	no data provided at application	Cell = C20
Total Dwelling Units	no data provided at application	Cell = C21
Restricted Dwelling Units	no data provided at application	Cell = C22
Net Density (dwelling units/acre)	no data provided at application	Cell = C23
Mixed-use Development?	no data provided at application	Cell = C24
Total Residential Space (square feet)	no data provided at application	Cell = C25
Total Mixed-use Space (square feet)	no data provided at application	Cell = C26
Traffic Calming Measures?	no data provided at application	Cell = C28
Residential Parking Spaces	no data provided at application	Cell = C39
Unbundled Monthly Parking Income (\$)	no data provided at application	Cell = C40
Dwelling Units Receiving Transit Passes	no data provided at application	Cell = C45
Annual Transit Passes Value (\$)	no data provided at application	Cell = C46
Duration of Funding for Transit Passes (years)	no data provided at application	Cell = C47

Application Development Team (ADT) Support Form V1 1/30/23

Please complete the "yellow" cells in the form below and email a copy to: AppSupport@hcd.ca.gov and AHSC@hcd.ca.gov. A member of the Application Development Team will respond to your request.

Full Name:		Date Requested:		Application Version Date:	1/30/23
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Organization:		Email:		Contact Phone:	
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Issue #	Sheet/Tab name	Section	Cell#	Describe the issue/error or suggestion	Urgency	ADT Status	Status Date
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