

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF FINANCIAL ASSISTANCE**

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March 20, 2015

MEMORANDUM FOR: ALL POTENTIAL APPLICANTS

FROM: Laura A. Whittall-Scherfee, Deputy Director
Division of Financial Assistance

**SUBJECT: NOFA Amendment #1
NOTICE OF FUNDING AVAILABILITY - \$120 MILLION
AFFORDABLE HOUSING AND SUSTAINABLE
COMMUNITIES (AHSC) PROGRAM**

The Department of Housing and Community Development (HCD) is announcing revisions to the Notice of Funding Availability dated January 30, 2015 regarding the availability of approximately \$120 million in funding for the Affordable Housing and Sustainable Communities (AHSC) Program (Program) as set forth below, all other provisions remain in effect:

APPLICATION PROCEDURES AND DEADLINE

A. Application Process

2. Full Applications

Applicants who have submitted a concept proposal and have been invited to submit a full application must submit a full and complete application using the Financial Assistance Application Submittal Tool (FAAST) system by **no later than 5:00 PM on April 20, 2015**. HCD will evaluate competitive applications for compliance with all requirements in Sections 105 and 106 of the Guidelines, and will score eligible applications based on the criteria in Section 107. HCD will contact applicants recommended for funding.

B. Application Packaging and Submittal

2. Full Applications

- a. Applicants must complete and submit the Full Application using the Financial Assistance Application Submittal Tool (FAAST) system according to the following instructions:
 - Access the FAAST online application tool at:
https://faast.waterboards.ca.gov/User_Registration/SignUpOrgSearch.aspx.
 - Enter your existing PIN #, your login name, and password to use the FAAST tool. Application information will be entered into FAAST by typing information into text boxes, selecting choices from preset lists, and uploading attachments.
 - Explore the FAAST tool before beginning work on your application. Then prepare answers in an unformatted text document for editing. Finally, cut and paste information into the online application and ensure that your content is displaying correctly and responses are not cut off.
 - Review Full Application instructions to submit all required attachments and documentation.
 - Be sure to save your work often. The FAAST tool starts a 90-minute timer each time a user logs into their account. The timer resets to 90 minutes each time a user saves their work to the system. When working in FAAST, you can save work-in-progress at any point, and you can then return to your application at another time.
 - Use only basic formatting. Extra symbols or layout designs can interfere with completion of the online application.
 - Full Applications and attachments, including the Full Application Workbooks (Excel), must be submitted via the FAAST system by **no later than 5:00 PM on April 20, 2015**.
- b. Applicants that are also Metropolitan Planning Organizations (MPOs), or affiliated with an MPO, must provide documentation satisfactory to the Department specifically detailing the MPO evaluation process of the AHSC applications and how that process results in an unbiased evaluation of all AHSC applications. Additionally, the authorizing resolution to be submitted with the Applicant's AHSC application shall clearly indicate the capacity in which the MPO is acting and confirm that the Applicant is an eligible applicant under the AHSC Program Guidelines.
- c. Applicants are also required to submit a hard copy of the Full Application Workbooks (Excel) with wet signatures, through a mail carrier service such as U.S. Postal Service, UPS, Fed Ex or other carrier services that provide date stamp postmark verification to HCD's offices at:

AFFORDABLE HOUSING AND SUSTAINABLE COMMUNITIES PROGRAM

Department of Housing and Community Development

Division of Financial Assistance

2020 W. El Camino Avenue, Suite 650

Sacramento, CA 95833

The complete original Full Application Workbook (Excel) with wet signatures must be **postmarked no later than 5:00 PM on the April 20, 2015. Upload all Full Application Workbook attachments and documentation into FAAST only. Hard copy submittal of the Full Application attachments and documentation referred to in the Workbook is not required.**

Facsimiles, late applications, incomplete applications, application revisions, electronically transmitted, or walk in application packages will NOT be accepted.

Applications must meet all eligibility requirements upon submission. Applications having material internal inconsistencies will not be rated and ranked.

Modification of the application forms by the applicant is prohibited.

It is the applicant's responsibility to ensure that the application is clear, complete and accurate. After the application deadline, HCD staff may request clarifying information or inquire as to where in the application specific information is located provided that such information does not affect the competitive rating of the application. No information, whether written or oral, will be solicited or accepted if this information would result in a competitive advantage to an applicant or a competitive disadvantage to other applicants. No applicant may appeal the evaluation of another applicant's application.

D. State Prevailing Wages

AHSC Program funds awarded under this NOFA are subject to State prevailing wage law, as set forth in Labor Code Section 1720 et seq. SB 854 (Stat. 2014, Chapter 28) made several changes to the laws governing how the Department of Industrial Relations (DIR) monitors compliance with prevailing wage requirements on public works projects. No contractor or subcontractor may bid or work on a public works project unless registered with DIR.

State prevailing wage law applies to the Capital Project (for both grants and loans) funded by the AHSC Program. The Capital Project is a component of the overall project, as defined in the Guidelines. However, State prevailing wage law may not necessarily apply to the overall project. The nature and extent of prevailing wage requirements will depend on the financial structure of each project receiving or supported by AHSC Program assistance. **Applicants are urged to seek professional advice as to how State prevailing wage law may affect their application.**

The AHSC Program information and any updates will be posted on HCD's website at <http://www.hcd.ca.gov/fa/ahsc>.

Questions may be directed to the AHSC Program at (916) 263-2771 or ahsc@hcd.ca.gov.