

San Mateo County -- AHF 5.0 NOFA
 Questions & Answers

The 8/21/17 version of the Q&A have been UPDATED as of 8/25/17 (see new Questions and DOH Responses at the end)

IMPORTANT NOTE: Following the TA Session on 8/8, DOH worked with City Data Services to incorporate into the Application the "Attachment 22" table that was circulated at the TA session. There is NO NEED for Attachment 22 as the table is now part of question A. 4. -- "Expected Draws"

General Introductory Info provided by DOH at AHF 5.0 NOFA study session 8/8/17

- 1 Questions regarding NOFA need to be emailed to DOH, per NOFA instructions. Please do not call with questions.
- 2 Applicants wishing to receive information updates directly should make sure they are on the [NOFA follow-up email list-serve](#).
- 3 Be sure to finish and submit the CDS application before 4:00pm on the due date (8/31) so that it will be accepted.
- 4 **Cure period:** After the due date, DOH staff will review applications and let applicants know if there are any problems. Staff will allow applicants 5 business days to cure minor deficiencies.
- 5 **Requested Amount:** Staff suggests applicants request the entire anticipated County-subsidized gap amount indicated in the proforma. Staff funding recommendations will consider this request in terms of timeframe for anticipated uses of the funds, evaluation scoring, etc.

Attendee Questions:	Answer:
City Data Services-related questions	CDC Answers
1 If I accidentally close out of the browser before saving, will I lose data?	Applications should autosave. However, please note that hitting backspace risks losing data, so DON'T use the backspace button. If you want to erase something, use the delete key. To make sure your data is saved, use the "save and continue" buttons you will see throughout the application.
2 Is the application more compatible with particular browsers?	I think Chrome is good; however, the application should work with all browsers.
3 Can applicants add a table to a text box?	No.
4 Do text boxes have character limits?	No.
5 Will we be required to attach a document if particular attachment requests are not applicable?	The first 12 Attachments are required. For Audited Financials, please check the appropriate response. If the response is that the audited financials have been submitted within the past 7 months, the applicant should check that box and attach a document indicating when these were submitted. For the non-required attachments, check the box only if you are attaching something.
6 What identifying information should each attachment include?	Each attachment should be labeled with the <u>Attachment number</u> and <u>project name</u>
7 To whom should applicants direct questions about the CDS application?	For content-related questions, please ask DOH staff. Technical questions or problems with completing the application or uploading documents should go to CDS staff.
8 What would happen if you wanted to change something on an application after the 4 p.m. deadline?	The system shuts down after 4pm on the due date, so submissions after 4pm will not be accepted. Please hit the "Submit" button well before the deadline. If an applicant has submitted an application ahead of the deadline, but sees a need to make a change to the application, they should contact CDS and CDS can re-set the application to "Draft" form so changes can be made. However, all this should to be done well ahead of the submittal deadline so the change(s) can be accommodated.
9 If applicant is applying through a project-specific limited partnership, do they need to create a distinct CDS account?	No, don't do that. You will be able to indicate in the project application which developer-affiliated entity, such as a project-specific LP, will be the owner.
10 Can two different people using the same developer account sign in at the same time?	Yes, two people can sign in using the same account if they are working on different applications (different projects). Only one person/login can work on one <i>application</i> at a time.
All Other Questions:	DOH Answers:
11 For calculating the 10% ELI and 5% homeless units, should we include manager units in the denominator?	We want to match TCAC's methodology, so please include the manager's unit in the calculation of total units at/below 60% AMI.

12	Is the ELI and homeless unit calculation based on total units?	The denominator for that calculation is all units at/below 60% AMI affordability levels (TCAC units) plus the Manager's unit.	
13	What if the units are being redeveloped? Are existing units counted in the math to determine ELI and homeless units if there is temporary relocation of households during construction? Or is the calculation based only on net new units?	If replacing existing units, these are not included when calculating the ELI and homeless unit requirement; the calculation is based only on net new units.	
14	Why did the County prioritize multifamily resyndication for preservation?	Staff felt that for rehab-only projects, CDBG and HOME NOFAs may be a better venue for addressing multifamily rehabilitation needs that exceed the project's capital replacement budget. Re-syndication/ rehab projects are important for retaining affordable housing over the long-term.	
15	Not sure I understand the underlined text on pg. 11 where it talks about underwriting requirements. Can you clarify?	What this refers to is situations when the <u>same developer (or an affiliated developer entity)</u> is developing either: a mixed-income project where only a portion of the units will be targeted to households at/below 60% AMI, or where the developer is providing more than one project within a master-planned development site. In either of these cases, DOH will want to look at how all units are being financed, how costs are shared and how/whether higher income units cross-finance the lower income units, etc.	
16	Do former foster youth (FFY) units or MHSA units need to be aggregated?	No. A project is not required to provide a minimum number of MHSA or FFY units. However, it may be helpful in terms of supportive services provision to have several units rather than one, for example.	
17	Are MHSA units counted toward the 5% homeless/county client requirement?	Yes.	
18	Do former foster units count toward the 5% homeless requirement?	Yes.	
19	Where in the application should applicants address AHSC funding and whether the project intends to apply for this?	The application asks for this information in the Budget Narrative section (E. 1.). If you have a lengthy response, you may want to attach an "AHSC" Attachment as an optional attachment. If you do this, please provide a short summary in the Budget Narrative section and refer to the additional attachment. If you are NOT planning to apply for AHSC, please give your rationale, and also explain what actions you ARE taking to improve transit/bike/walk connections & access.	
20	How do you want us to present information on proximity to transit and services?	You can describe this information in the narrative box for question C. 1. d., including distances from transit, shopping, and various services. You are also welcome to include a radius map as an Optional Attachment.	
21	Does applicant need to include an appraisal if the city or another agency is donating the land?	No. Appraisals are required if site acquisition is involved and there is a cost associate with the site acquisition (either market-rate or below-market-rate cost).	
22	Will the scoring take into account project size and be comparative for that?	Yes.	
23	Will residents referred for MHSA units have tenant-based vouchers like other homeless units?	No, people referred to MHSA units do not automatically have tenant-based vouchers (although some may have these). Youth referred to the FFY units will have rental assistance vouchers (see Exhibit A in the NOFA).	
24	Is County providing services for homeless units?	Persons referred to Homeless units will already be linked with County services, although the amount and type of services will vary depending on the program. We anticipate that he project's general resident services will also help support these residents.	
25	For Attachment 2 on the Checklist, there's a note that an applicant does not need to resubmit the requested financial information if this has been submitted to DOH within the past 7 months. Should applicant just confirm with staff if they have?	If you believe DOH has received this information within the past 7 months, check the "Submitted" box. Please also submit a one-sentence attachment that states when such information was submitted to DOH.	

26	What if developer has not yet determined exactly where on a master-planned site the affordable units will be built?	Not a problem. Just describe it in the narrative and provide descriptions of the options.
27	When will awarded funds actually be available?	Once the Board has approved the awards (anticipated for late Nov/early Dec 2017), it should only take about another month or so for the contracts to be executed, assuming there are no /only minor changes to the contract language.
28	For Multifamily Resyndication-Rehabilitation Projects, how should we treat Table A.4 (Expected Draws) in the CDS application, if we intend to apply for more than \$2,000,000 in County funds over time? Should we limit the assumed County funding in the table to \$2,000,000, or show what we believe is our entire County need?	Like New Construction Multifamily Rental Housing Projects, please show your anticipated total County need, broken out by the time period during which you expect to use the funds, even if the total amount is greater than \$2,000,000.
29	Are Multifamily Resyndication-Rehabilitation Projects eligible for the FFY and MHSA funding pools?	Yes, Applicants applying under the Multifamily Resyndication-Rehabilitation Project category may also apply for FFY and MHSA funds, and an award from these funding pools would not count toward the \$2,000,000 per-project cap or \$50,000 per-unit cap for Multifamily Resyndication-Rehabilitation Projects. Any Applicant applying for funding from one or both of these special needs funding pools should describe in their project narrative how and when they would expect to be able to rent vacant units in the project to the prospective FFY or MHSA program households referred by HSA or BHRS.
New Questions (as of 8/21/17)		DOH Answer:
30	Item #13 in the application (City Fees) asks for any City/Jurisdiction fees. Does this apply to projects in the unincorporated County?	Yes, we do want all applicants to respond to the fee question whether the project is in a city or in the unincorporated county.
31	The Fees section also states: "this list should not include fees charged by other entities, such as a school district." Should we assume we'd leave out fees for the Water District, School District, Coastal Commission, etc.?	Yes, please focus only on the jurisdiction (city / county) fees, not the other types of fees you mentioned.
32	Regarding the appraisal, do we need an appraisal for new construction projects where the land is being donated by a public agency?	No, you do not need an appraisal when the land is being donated. It is fine with us to show the estimated land value as both a source and a use.
33	For MHSA units, you indicated that these units do not automatically come with tenant-based vouchers, but that it's possible they may have these. Can you clarify why they might get tenant-based vouchers?	What we were attempting to convey is that if a project has designated MHSA units that did not have some type of project-based rental assistance for those units (such as project-based Sec. 8 voucher or Shelter + Care), you could not be sure that MHSA-eligible clients referred to those units would come with rental assistance. Some MHSA clients might have a tenant-based voucher, but many do not, and most MHSA-eligible clients are quite low-income. It would be preferable to have project-based rental assistance for designated MHSA units.
34	For MHSA units, is there a possibility that the MHSA household/individual may come off the project-based voucher list?	If your project has already been awarded Sec. 8 Project-based Vouchers, it may be possible to set aside a certain number of these as MHSA-targeted units and set up a site-based MHSA preference waiting list for these MHSA units. We would need to seek agreement from Behavioral Health & Recovery Services before making this type of commitment of Project-based voucher units.
35	If we have not yet formed the new LP that will own our project, I'm assuming we should provide audits for the parent developer for the last three years, correct? Also, do you need the IRS 990 for the new LP or for the parent developer?	You are correct that we would want the audits and IRS 990 only for the parent developer, not the new LP entity.

36	When looking at CalHFA's website, I saw that the maximum funding available per unit from MHSAs appeared to be \$136,857, which is lower than what the County says is available in the NOFA. Can you clarify why the disparity between the County's per-unit max and the CalHFA information?	We understand the confusion. CalHFA's website does not do a good job of making clear that the terms and conditions they list <u>only apply</u> to the MHSAs funds administered through the state in the cooperative agreements that were signed with a number of smaller counties when the regular MHSAs funding program was ended in 2016. San Mateo County was one of a number of counties that opted to receive all of our remaining MHSAs funds (the amount listed in the AHF 5.0 NOFA) and disburse these according to our own criteria and guidelines, as long as we adhere to the stated uses/purpose of the MHSAs program. We no longer have oversight from CalHFA on our loans, so our per-unit caps and other loan terms can be determined by us.
37	For a resyndication/rehab project, we have several questions:	
	a) How do we calculate the loan limits? Is it the \$50K/unit for all units affordable to 60% AMI or less, up to 49% of total units in the project, or \$50K/unit for all units affordable to 60% AMI even if they exceed 49% of total units in the project?	The \$50K/unit loan limit for Resyndication-Rehab projects is calculated based upon all units affordable to households earning 60% AMI or less in the project. DOH will only formally restrict rents on up to 49% of the units in order to maintain compliance with Article 34.
	b) We have project-based Section 8 at the project. What do you want to see in terms of projecting the project with Section 8? Do you want to know what our plan is if we lose the Section 8, or do you want us to show budgets without Section 8?	Projects that already have a PBV contract or commitment need not submit a proforma showing a "no-PBV" scenario. However, if you have reason to believe the contract will be discontinued in the near future, please explain this in the narrative section and do submit a "no-PBV" budget scenario.
	c) Is there an Attachment 22, or is this now addressed within the CDS application re the timing of AHF draws?	There is no required Attachment 22. The information that was to be included in a new Attachment 22 is now included in an updated table A.4 "Expected Draws" in the CDS application.
	New Questions (as of 8/25/17)	DOH Answer:
38	We are interested in applying for AHSC funding but the application is a heavy lift. Do you know of any resources that could be of help for gathering the necessary partners and assembling a competitive application?	Please visit the Strategic Growth Council's Technical Assistance page here: http://sgc.ca.gov/Grant-Programs/AHSC-Technical-Assistance-Program.html . Note that a short survey must be completed by August 28 to be considered for the SGC's assistance. Enterprise Community Partners has also assisted a number of successful past applicants, and Sally Greenspan, Senior Program Director, Statewide AHSC TA, is a good resource there (415-400-0979, sgreenspan@enterprisecommunity.org). We also recommend speaking with Rose Cade, Housing and Community Development Specialist at DOH, who has also helped potential applicants understand program guidelines and make connections with city and transportation agency partners in the County (rcade@smchousing.org).
39	Would it be OK for us to email financial statements to you directly rather than uploading them to CDS?	Yes, you may email the forms to Ray Hodges at rhodges@smchousing.org . Please make sure to request a confirmation to be assured the forms are received before the 8-31 deadline.