

Fiscal Year 2016-17	Business Unit 2240	Department Housing and Community Development	Priority No. 1
Budget Request Name 2240-301-BCP-BR-2016-A1		Program 1665	Subprogram

Budget Request Description
Affordable Housing and Sustainable Communities Program

Budget Request Summary

The Department of Housing and Community Development (HCD) requests an increase of eleven (11) positions to continue implementation and administration of the Affordable Housing and Sustainable Communities (AHSC) program. The requested positions will provide staff to award and administer approximately \$320 million in loans and grants to integrated housing and transportation projects through a competitive application process.

Requires Legislation <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Code Section(s) to be Added/Amended/Repealed	
Does this BCP contain information technology (IT) components? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>If yes, departmental Chief Information Officer must sign.</i>	Department CIO	Date
For IT requests, specify the date a Special Project Report (SPR) or Feasibility Study Report (FSR) was approved by the Department of Technology, or previously by the Department of Finance. <input type="checkbox"/> FSR <input type="checkbox"/> SPR Project No. Date:		

If proposal affects another department, does other department concur with proposal? Yes No
Attach comments of affected department, signed and dated by the department director or designee.

Prepared By W.J. Tellington	Date 3-11-16	Reviewed By Dave O'Toole	Date 3-11-16
Department Director Ben Metcalf	Date 3-11-16	Agency Secretary [Signature]	Date 3-14-16

Additional Review: Capital Outlay ITCU FSCU OSAE CALSTARS Dept. of Technology

BCP Type: Policy Workload Budget per Government Code 13308.05

PPBA Maury Halts	Date submitted to the Legislature 4/1/16
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Personal Services Details

Positions	<u>CY</u>	<u>BY</u>	<u>BY+1</u>	<u>BY+2</u>	<u>BY+3</u>	<u>BY+4</u>
4588 - Assoc Accounting Analyst (Eff. 04-01-2016)	0.3	1.0	1.0	1.0	1.0	1.0
5284 - Assoc Budget Analyst (Eff. 04-01-2016)	0.3	1.0	1.0	1.0	1.0	1.0
5393 - Assoc Govtl Program Analyst (Eff. 04-01-2016)	0.3	1.0	1.0	1.0	1.0	1.0
5778 - Atty (Eff. 04-01-2016)	0.6	2.0	2.0	2.0	2.0	2.0
8962 - Housing & Community Develmt Rep II (Eff. 07-01-2016)	0.0	5.0	5.0	5.0	5.0	5.0
9033 - Housing & Community Develmt Mgr II (Eff. 04-01-2016)	0.3	1.0	1.0	1.0	1.0	1.0
Total Positions	1.8	11.0	11.0	11.0	11.0	11.0

A. Budget Request Summary

Summary of Request

The Department of Housing and Community Development (HCD) requests an increase of eleven (11) positions to continue implementation and administration of the Affordable Housing and Sustainable Communities (AHSC) program.

The requested 11 positions will provide staff to award and administer an additional \$320 million in loans and grants to integrated housing and transportation projects through a competitive application process.

Working with the Strategic Growth Council (SGC), HCD is responsible for implementing the AHSC program. This program is funded by a continuous appropriation of cap-and-trade auction proceeds provided to the SGC from the Greenhouse Gas Reduction Fund (GGRF). The AHSC program has appropriated more than half a billion dollars for local assistance in fiscal year (FY) 2014-15 and FY 2015-16 combined.

B. Background/History

The AHSC program was established through the enactment of SB 862 (Chapter 36, Statutes of 2014), which sought to further the purpose of AB 32 (Chapter 488, Statutes of 2006), the Global Warming Solutions Act of 2006, and SB 375 (Chapter 728, Statutes of 2008), the Sustainable Communities and Climate Protection Act of 2008. The AHSC program provides funding for land-use, housing, transportation, and land preservation projects to support infill and compact development that reduces greenhouse gas (GHG) emissions through the reduction of vehicle miles traveled (VMT) and land conversion, minimizing GHG emissions by protecting land from further development.

Funding for the AHSC program is provided from the GGRF, an account established to receive cap-and-trade auction proceeds. The cap-and-trade program, a key strategy for achieving the GHG emission reduction goals of AB 32, issues a limited number of GHG emissions permits (called allowances) each year. A portion of these allowances can be purchased from the state at quarterly auctions, thereby generating auction proceeds. These state auction proceeds are then deposited in the GGRF. Funding for the AHSC program is provided through a continuous appropriation to the SGC, based on 20 percent of annual auction proceeds.

The AHSC program is administered by HCD under policy guidance of the SGC. Implementation of the transportation, housing, and infrastructure component of the AHSC program requires HCD to develop program guidelines, evaluate applications, prepare agreements, monitor implementation, and report on program status and implementation to the SGC and Legislature. HCD currently has 11 positions to administer the AHSC program.

Through the collaborative efforts of the SGC, AHSC projects are also intended to improve connectivity and accessibility to jobs, housing and services, expand active transportation systems, and protect agricultural lands to encourage infill development. The program is also required to support projects that benefit disadvantaged communities and provide other environmental co-benefits, such as reduced air pollution. Monitoring and reporting on GHG reduction will take place over the life of the project, as well as compliance with affordable housing regulations and requirements. Because of its experience with affordable housing

projects that require monitoring for 20 or more years, HCD is uniquely positioned to oversee AHSC project monitoring, reporting, and compliance.

Project awards are made through a competitive process, based on the merits of applications submitted and the proposed use of funds within an identified project area. The threshold requirements and application selection criteria focus on the extent to which developments realize the AHSC program's objectives of reducing GHG emissions, benefiting disadvantaged communities, providing affordable housing, demonstrating project readiness, and meeting other policy considerations, as reflected in the guidelines. See the attached Affordable Housing and Sustainable Communities Program Summary for more details.

C. State Level Considerations

This request for position authority will allow HCD to carry out the requirements of the AHSC program, which furthers the state's goals of reducing GHG emissions by providing funding for innovative affordable housing and transportation projects. The State of California Air Resources Board (ARB) manages the GGRF to ensure its appropriate use and concurs with this request.

D. Justification

As the state's primary housing and community development agency, HCD has the expertise to develop and manage infrastructure and affordable housing financial assistance programs. In addition to HCD's capacity and experience in running these types of programs, HCD also has land use policy expertise and a history of coordinating with the transportation agencies on shared community development priorities.

Funding for the program doubled in FY 2015-16, generating workload significantly beyond allocated staffing resources for FY 2014-15. The 11 positions previously funded for the AHSC program supported the first phase of work associated with the previous awards (\$122 million in June 2015 and \$33 million in December 2015), and the resulting work connected with the preparation for the December 2015 Notice of Funding Availability (NOFA) at \$320 million. This request addresses the ongoing work associated with managing the previous awards, the \$320 million of awards scheduled for September 2016, and the January 2017 NOFA, which is estimated to be another \$320 million.

Other factors have increased HCD's workload for the AHSC program beyond the level originally anticipated and relative to other HCD-administered affordable housing programs. First, the AHSC program uses a unique two-step application process that requires review of a large number of concept applications, with more detailed review of full proposals. HCD must promptly review the conceptual applications in order to provide applicants sufficient time to complete the full application. Approximately half the applicants in the first round were invited to submit full applications. Additionally, one of the lessons learned from the first round of funding was that most projects apply for *both* loans and grants. HCD assumed that most projects would receive either a loan or grant. HCD has updated its workload analysis to reflect the additional work associated with processing two contracts per project, and to oversee the different program requirements for each type of award.

The actual workload associated with the administration of the program will continue to evolve and is dependent on variables for which there is still limited experience. The administrative workload is based on the following assumptions:

- The number and size of awards and contracts.
- The number of funding rounds per year, which is developed in conjunction with the SGC; HCD's workload assumes one funding round per year.
- The amount of program revisions made prior to each round to refine the program.
- The GHG quantification efforts.
- The need to provide technical assistance to prospective applicants from disadvantaged communities in order to further the goals set forth in SB 535 (Chapter 830, Statutes of 2012).

This proposal requests an additional 11 positions, bringing program staff to a total of 22 positions. The 2016-17 workload analysis in Attachment A reflects the workload associated with awarding approximately \$320 million in local assistance in FY 2016-17, assuming an average award size of approximately \$7.4 million (43 awards and 86 contracts). Additional resources may be needed as the contract management of several rounds of funding overlaps and as additional funding is made available. For 2015-16, the average award is estimated at \$4.3 million; the assumed increase in the size of the average award for 2016-17 corresponds to the maximum award increasing from \$15 million to \$20 million, an emphasis to include larger transportation infrastructure projects, as well as other factors.

For the first round of funding, SGC and HCD received 147 concept applications requesting over \$760 million for this highly-competitive program. Out of the 147 concept applications, SGC and HCD invited 54 applicants from 22 counties to submit applications (shown in the table below). Final awards of \$121.9 million in loans and grants were made to 28 projects. The proposals represent a wide range of VMT reduction strategies and are set in large urban centers, medium-sized cities, small towns, and rural areas across the state.

Additionally, the statutory goal of investing no less than 50 percent of the available funds to provide housing for lower income households and to benefit disadvantaged communities was met.

Round 1, 2014-15 Funding Outcomes

	\$ Requested (millions)	Number of Applications/Awards
Total of Invited Proposals	\$301.80	54
Total Amount/Invited Proposals for Affordable Housing Set-Aside*	\$235.70	44
Total Amount/Invited Proposals for Disadvantaged Community Set-Aside*	\$229.27	37
Awards	\$121.9	28

* Of the total applications received, these items denote inclusion of public policy objectives as noted in Section 75210 of Chapter 2 of Part 1 of Division 44 of the Public Resources Code.

(Complete data from the first round of AHSC funding is available at: <http://www.hcd.ca.gov/financial-assistance/affordable-housing-and-sustainable-communities/index.html>.)

Since inception of the program, there has been substantial outreach and technical assistance provided to prospective applicants. Workshops were held throughout the state, with more than 750 attendees and 170 consultations provided. Program staff have received over 10,000 emails on the program.

Additionally, HCD is required to submit detailed evaluation data on a project level to ARB annually. The reporting criteria from ARB requires detailed project data, funding data, project schedule, quantification of GHG benefits (for example, GHG and VMT reductions), and benefits to disadvantaged communities (including a description of the need for the project and qualitative description of benefits). While HCD intends to explore developing some automated capabilities in the future to support the annual evaluation, reporting will be primarily a manual effort in the first year. Also, the qualitative nature of some of the reporting content may not lend itself to automated reporting out of the Financial Assistance Automated Submittal Tool (FAAST).

Implementing an infrastructure and affordable housing assistance program requires legal work during project review and award phases. For housing, infrastructure, and transportation projects, HCD attorneys research and draft legal opinions on the permissibility or program requirements on topics ranging from relocation, Article XXXIV (Constitution required local voter approval of affordable housing developments), title encumbrances, prevailing wage, leasehold security, and other contract issues. HCD attorneys are required to review each Standard Agreement contract and signoff for legal sufficiency.

Prior to closing these real estate loans, HCD attorneys review title reports to ensure clear title, draft escrow instructions, and draft a package of loan documents for each AHSC program loan, which routinely includes promissory notes, deeds of trust, regulatory agreements, subordination agreements, requests for notice of default, and lease riders for leasehold secured loans.

HCD attorneys review legal documents drafted by borrower's legal counsel and loan documents from multiple funding sources for each project; respond to Public Records Act requests and prevailing wage inquiries from labor organizations; and interact with legal counsel from title and escrow companies. AHSC program applicants that are awarded low-income housing tax credits create a single asset limited partnership to be the borrower of the AHSC funds, and also create three or four levels of organizational structure in the development of their projects. In order to ensure compliance with applicable laws, including enforceability of the requirements of SB 862 and the AHSC program guidelines, HCD attorneys review, edit, and require amendments to the organizational structures proposed by AHSC program applicants as well as review of limited partnership agreements, articles of incorporation, corporate bylaws, operating agreements, and authorizing resolutions.

HCD attorneys also draft legally enforceable AHSC program covenants and regulatory agreements. The AHSC program covenants and regulatory agreements become a 55-year lien against the project property that controls the use and maintenance of the project, including restricting the rent and occupancy of the assisted housing units. HCD attorneys draft escrow instructions that implement the execution and recording of all AHSC program documentation, the lien order of documents to be recorded, as well as which title defects must be cleared, removed, or bonded around prior to recording, as well as special instructions with regard to disbursement of funds, retentions, and the terms and conditions that must be fulfilled prior to the close of escrow.

The administration of affordable housing projects takes a lifecycle of three to five years from start to finish. In the first year, guidelines, NOFAs, and applications are created, applications received and evaluated, and awards made. In the second year, standard agreements, estoppel letters, and preconstruction legal requirements are verified. Late in the second or third year, covenants are recorded for the grants, and disbursements made during

construction. At the end of the two year construction period, permanent loan documents are drafted, negotiated, and finalized to be recorded. Long-term project monitoring commences after the permanent close of escrow. To fulfill the commitments made on the 28 project awards made to date, with 63 contracts to disburse under, it takes the requisite legal staff to fulfill the legal workload in years two, three, and four. Besides the award letters and standard agreements with the borrowers, HCD is executing estoppel letters with other lenders and funding sources committing state funds for the project conditioned on borrower's fulfillment of conditions. AHSC grant funds must be memorialized with the requisite legal documentation and ready to disburse as construction progresses. AHSC loan funds and permanent loan documents must be ready to timely disburse after construction is complete and the project rolls over to its permanent phase funding and higher interest rate construction loans are paid off.

Implementing a new infrastructure and affordable housing assistance program requires additional position authority for administrative functions. To administer the AHSC program, HCD requires administrative staff in the contracts, budgets, and accounting offices to ensure compliance with state administrative requirements. These resources will ensure that the AHSC program is charging state operations and local assistance expenses properly and operating within established budgetary constraints. Accounting staff will have increased workload to process payments and reconcile accounts, as well as assist in preparation of expenditure reports and cash flow projections required by ARB. In addition, based on the estimated number of AHSC awards, the Contracts Office will be processing an additional 86 contracts per year to ensure compliance with state contracting requirements.

E. Outcomes and Accountability

Outcomes are based on the proposed budget appropriation of \$353 million in 2015-16 of which \$320 million will be awarded in 2016-17. A full workload analysis by major task is presented in Attachment A.

Projected Outcomes

Workload Measure	2015-16	2016-17
Concept Applications reviewed	300	300
Full Applications reviewed	170	119
Awards	60-120	40-100
Contracts administered and monitored	120-240	80-200

In transit-oriented developments, mixed use developments, and transit and community improvements, GHG reductions will occur due to improvements to pedestrian, bike, and transit infrastructure. These benefits will be maintained for the duration of the development. For regional transit projects not associated with housing, such as new bus service or vanpools, project life is assumed to be the number of years proposed for AHSC funding. For bicycle paths not associated with housing, the project life is assumed to be 15 to 20 years.

Additionally, HCD will report, in conformance with statute, to the Legislature, SGC, ARB, stakeholders, and metropolitan planning organizations on results from the issuance of NOFAs, progress on program outcomes, funding disbursements, and updated project information. Report frequency varies from monthly to quarterly to annually.

F. Analysis of All Feasible Alternatives

Alternative #1: Provide HCD position authority for 11 positions to administer the AHSC program. This would increase AHSC program staff to 22. HCD estimates it can award approximately \$320 million annually at this staffing level.

PRO: Will provide staff for HCD to administer loans and grants for the AHSC program up to \$320 million.

CON:

- The increase in funding, while beneficial to the reduction of greenhouse gas and affordable housing in the state, could be allocated to other priorities consistent with the goals of the GGRF.
- Without HCD's involvement in technical assistance to potential award applicants, program requirements may not be sufficiently understood by potential applicants, resulting in some sponsors submitting applications that do not meet threshold requirements.

Alternative #2: Implement the incremental increase in the AHSC program for 2016-17 using contracted staff.

PRO: This alternative will not increase the number of state government employees and allow greater flexibility should funding amounts change significantly.

CON:

- AHSC program staff would not fully benefit from the experience of operating the AHSC program and gaining the expertise fostered from operating the program over multiple years. This alternative would not provide staffing continuity to this program and others within HCD.
- Contracting out a portion of the AHSC program may be more expensive than using state staff.
- This alternative may not be consistent with Section 19130 of the Government Code, which governs employment of non-state employees, since employees in civil service classifications are currently operating the AHSC program.

G. Implementation Plan

HCD staff has provided project management and program development resources to complete the drafting of revised program guidelines, adopted by the SGC at the December 2015 meeting.

Other milestones and dates as shown in the following table:

	ROUND 2	ROUND 3
Modifications to Prior Round Evaluation and Guidelines	October - December 2015	October - December 2016
Annual Report to ARB	January 2016	January 2017
Release of NOFA	January 2016	January 2017
Application workshops and Technical Assistance	February-March 2016	February-March 2017
Concept Applications Due	March 2016	March 2017
Full Applications Due	June 2016	June 2017
Projected Award date	September 2016	September 2017

H. Supplemental Information

None Facility/Capital Costs Equipment Contracts

Other: Attachment A – AHSC Workload Analysis by Fiscal Year

Attachment B – Greenhouse Gas Reduction Fund Appropriations (Appendix B to the Revised Second Draft of the Investment Plan)

Attachment C – Affordable Housing and Sustainable Communities Program Summary

Attachment D – ARB Concurrence Letter

Attachment E – SGC Concurrence Letter

I. Recommendation

HCD recommends approval of Alternative #1, which would increase the AHSC program by 11 positions to implement the expanded program.

DEPARTMENT of HOUSING and COMMUNITY DEVELOPMENT
AHSC Workload Analysis by Fiscal Year

2016-17 SFL #1
ATTACHMENT A

TK SUB	TASKS	Classification	Hours per task	Workload Driver	2015-16 ROUND 2			2016-17 ROUND 3			2017-18 ROUND 4			2018-19 ROUND 5			2019-20 ROUND 6		
					Qty 2015-16 ROUND 2	HOURS 2015-16 ROUND 2	PY's 2015-16 ROUND 2	Qty 2016-17 ROUND 3	HOURS 2016-17 ROUND 3	PY's 2016-17 ROUND 3	Qty 2017-18 ROUND 4	HOURS 2017-18 ROUND 4	PY's 2017-18 ROUND 4	Qty 2018-19 ROUND 5	HOURS 2018-19 ROUND 5	PY's 2018-19 ROUND 5	Qty 2019-20 ROUND 6	HOURS 2019-20 ROUND 6	PY's 2019-20 ROUND 6
1 PROGRAM DESIGN AND DEVELOPMENT - Ongoing and Current					7,095	3,895	100	3,095	100	3,445	100	3,445	100	3,445	100	3,445	100		
1 a	Program Research and Evaluation	HCDM II	Annually								150	0.1	150	0.1	150	0.1			
1 b 1	Current Application Design and Testing	HCDM II	NOFA	125	125	0.1	1.0	125	0.1	1.0	125	0.1	1	125	0.1	1	125	0.1	
1 b 2	Current Application Design and Testing	HCDM I	NOFA	100	100	0.1	1.0	100	0.1	1.0	100	0.1	1	100	0.1	1	100	0.1	
1 b 3	Current Application Design and Testing	HCDR II	NOFA	50	50	0.0	1.0	50	0.0	1.0	50	0.0	1	50	0.0	1	50	0.0	
1 c 1	FAAST system design, modification for evolving program requirements and oversight	HCDM II	NOFA	150	150	0.1	1.0	150	0.1	1.0	150	0.1	1	150	0.1	1	150	0.1	
1 c 2	FAAST system design, modification for evolving program requirements and oversight	HCDM I	NOFA	100	100	0.1	1.0	100	0.1	1.0	100	0.1	1	100	0.1	1	100	0.1	
1 d 1	Stakeholder Input Evaluation	HCDM II	NOFA																
1 d 2	Stakeholder Input Evaluation	HCDR II	NOFA	500	500	0.3	1.0	500	0.3	1.0	500	0.3	1	500	0.3	1	500	0.3	
	Coordination with external partner Agencies (SGC and ARB)																		
1 e		HCDR II	NOFA	240	240	0.1	1.0	240	0.1	1.0	240	0.1	1.0	240	0.1	1.0	240	0.1	
1 f	Coordination of Program Staff Interagency Working Group	HCDR II	NOFA	480	480	0.3	1.0	480	0.3	1.0	480	0.3	1.0	480	0.3	1.0	480	0.3	
1 g 1	Steering Committee meeting preparation.	HCDR II	NOFA	240	240	0.1	1.0	240	0.1	1.0	240	0.1	1.0	240	0.1	1.0	240	0.1	
1 i 1	AHSC-specific CAPES design work	HCDM II	NOFA	50	50	0.0	1.0	50	0.0	1.0	50	0.0	1	50	0.0	1	50	0.0	
1 i 2	AHSC-specific CAPES design work	HCDM I	NOFA	100	100	0.1	1.0	100	0.1	1.0	100	0.1	1	100	0.1	1	100	0.1	
1 j 1	Program Guideline Development	HCDM I	NOFA	150	150	0.1	1.0	150	0.1	1.0	150	0.1	1	150	0.1	1	150	0.1	
1 j 2	Program Guideline Development	HCDR II	NOFA	300	300	0.2	1.0	300	0.2	1.0	300	0.2	1	300	0.2	1	300	0.2	
1 j 3	Program Guideline Development	OA	NOFA	50	50	0.0	1.0	50	0.0	1.0	50	0.0	1	50	0.0	1	50	0.0	
1 k 1	Standard Agreement Production	HCDM II	NOFA	80	80	0.0	1.0	80	0.0	1.0	80	0.0	1	80	0.0	1	80	0.0	
1 k 2	Standard Agreement Production	HCDR II	NOFA	280	280	0.2	1.0	280	0.2	1.0	280	0.2	1	280	0.2	1	280	0.2	
1 l 1	Staff Training	HCDM II	Annually	20	40	0.0	2.0	40	0.0	2.0	40	0.0	2	40	0.0	2	40	0.0	
1 l 2	Staff Training	HCDM I	Annually	80	160	0.1	2.0	160	0.1	2.0	160	0.1	2	160	0.1	2	160	0.1	
2 AWARD PHASE					7,028	17,182	97	13,063	75	17,187	97	17,187	97	17,187	97	17,187	97		
2 a 1	Issue NOFA	HCDR II	NOFA	40	40	0.0	1.0	40	0.0	1.0	40	0.0	1.0	40	0.0	1.0	40	0.0	
2 a 2	Issue NOFA	OA	NOFA	14	14	0.0	1.0	14	0.0	1.0	14	0.0	1.0	14	0.0	1.0	14	0.0	
2 b 4	Technical Assistance	HCDR II	NOFA	500	500	0.3	1.0	500	0.3	1.0	500	0.3	1.0	500	0.3	1.0	500	0.3	
2 d 1	Concept Applications	HCDM II	Applications	0.5	300.0	150	0.1	300.0	150	0.1	300.0	150	0.1	300.0	150	0.1	300.0	150	0.1
2 d 2	Concept Applications	HCDM I	Applications	0.5	300.0	150	0.1	300.0	150	0.1	300.0	150	0.1	300.0	150	0.1	300.0	150	0.1
2 d 4	Concept Applications	HCDR II	Applications	7.0	300.0	2,100	1.2	300.0	2,100	1.2	300.0	2,100	1.2	300.0	2,100	1.2	300.0	2,100	1.2
2 f	Receive & Input Invited Full Applications	HCDR II	Applications	10.0	170.0	1,700	1.0	119.0	1,190	0.7	119.0	1,700	1.0	119.0	1,700	1.0	119.0	1,700	1.0
2 g 1	Eligibility, Completeness & Threshold Review	HCDM II	Applications	1.0	170.0	170	0.1	119.0	119	0.1	119.0	170	0.1	119.0	170	0.1	119.0	170	0.1
2 g 2	Eligibility, Completeness & Threshold Review	HCDM I	Applications	0.5	170.0	85	0.0	119.0	60	0.0	119.0	85	0.0	119.0	85	0.0	119.0	85	0.0
2 g 3	Eligibility, Completeness & Threshold Review	HCDR II	Applications	14.5	170.0	2,465	1.4	119.0	1,726	1.0	119.0	2,465	1.4	119.0	2,465	1.4	119.0	2,465	1.4
2 h 1	Rating & Ranking	HCDM II	Applications	1.0	170.0	170	0.1	119.0	119	0.1	119.0	170	0.1	119.0	170	0.1	119.0	170	0.1
2 h 2	Rating & Ranking	HCDM I	Applications	1.0	170.0	170	0.1	119.0	119	0.1	119.0	170	0.1	119.0	170	0.1	119.0	170	0.1
2 h 3	Rating & Ranking	HCDR II	Applications	22.0	170.0	3,740	2.1	119.0	2,618	1.5	119.0	3,740	2.1	119.0	3,740	2.1	119.0	3,740	2.1
2 i 1	Interagency review coordination - full application	HCDM II	Applications	1.0	170.0	170	0.1	119.0	119	0.1	119.0	170	0.1	119.0	170	0.1	119.0	170	0.1
2 i 2	Interagency review coordination - full application	HCDM I	Applications	1.0	170.0	170	0.1	119.0	119	0.1	119.0	170	0.1	119.0	170	0.1	119.0	170	0.1
2 i 3	Interagency review coordination - full application	HCDR II	Applications	9.0	170.0	1,530	0.9	119.0	1,071	0.6	119.0	1,530	0.9	119.0	1,530	0.9	119.0	1,530	0.9
2 j 1	Financial Feasibility Review and Project Report Preparation	HCDM II	Applications	1	170.0	170	0.1	119.0	119	0.1	119.0	170	0.1	119.0	170	0.1	119.0	170	0.1
2 j 2	Financial Feasibility Review and Project Report Preparation	HCDM I	Applications	1	170.0	170	0.1	119.0	119	0.1	119.0	170	0.1	119.0	170	0.1	119.0	170	0.1
2 j 3	Financial Feasibility Review and Project Report Preparation	HCDR II	Applications	11	170.0	1,870	1.1	119.0	1,309	0.7	119.0	1,870	1.1	119.0	1,870	1.1	119.0	1,870	1.1
2 j 4	Financial Feasibility Review and Project Report Preparation	OA	Applications	3	170.0	510	0.3	119.0	357	0.2	119.0	510	0.3	119.0	510	0.3	119.0	510	0.3
2 k 1	Preparation of Staff Award Recommendations for SGC	HCDM II	All Awards	4	4	0.0	1.0	4	0.0	1.0	4	0.0	1.0	4	0.0	1.0	4	0.0	
2 k 2	Preparation of Staff Award Recommendations for SGC	HCDM I	All Awards	2	2	0.0	1.0	2	0.0	1.0	2	0.0	1.0	2	0.0	1.0	2	0.0	
2 k 3	Preparation of Staff Award Recommendations for SGC	HCDR II	All Awards	30	30	0.0	1.0	30	0.0	1.0	30	0.0	1.0	30	0.0	1.0	30	0.0	
2 k 4	Preparation of Staff Award Recommendations for SGC	OA	All Awards	4	4	0.0	1.0	4	0.0	1.0	4	0.0	1.0	4	0.0	1.0	4	0.0	

DEPARTMENT of HOUSING and COMMUNITY DEVELOPMENT
AHSC Workload Analysis by Fiscal Year

2016-17 SFL #1
ATTACHMENT A

TK SUB	TASKS	Classification	Hours per task	Workload Driver	2015-16 ROUND 2			2016-17 ROUND 3			2017-18 ROUND 4			2018-19 ROUND 5			2019-20 ROUND 6		
					Qty 2015-16 ROUND 2	HOURS 2015-16 ROUND 2	PY's 2015-16 ROUND 2	Qty 2016-17 ROUND 3	HOURS 2016-17 ROUND 3	PY's 2016-17 ROUND 3	Qty 2017-18 ROUND 4	HOURS 2017-18 ROUND 4	PY's 2017-18 ROUND 4	Qty 2018-19 ROUND 5	HOURS 2018-19 ROUND 5	PY's 2018-19 ROUND 5	Qty 2019-20 ROUND 6	HOURS 2019-20 ROUND 6	PY's 2019-20 ROUND 6
2 l	Conduct Site Visits	HCDR II	10	All Awards	30.5	305	0.2	30.5	305	0.2	30.5	310	0.2	30.5	310	0.2	30.5	310	0.2
2 m.1	Prepare final project reports for SGC	HCDM II	0.5	All Awards	61.0	31	0.0	61.0	31	0.0	61.0	31	0.0	61.0	31	0.0	61.0	31	0.0
2 m.2	Prepare final project reports for SGC	HCDM I	1.0	All Awards	61.0	61	0.0	42.7	43	0.0	42.7	61	0.0	42.7	61	0.0	42.7	61	0.0
2 m.3	Prepare final project reports for SGC	HCDR II	3.5	All Awards	61.0	214	0.1	42.7	149	0.1	42.7	214	0.1	42.7	214	0.1	42.7	214	0.1
2 n.1	Prepare Award Packages	HCDM I	0.5	All Awards	61.0	31	0.0	42.7	21	0.0	42.7	31	0.0	42.7	31	0.0	42.7	31	0.0
2 n.2	Prepare Award Packages	HCDR II	5.5	All Awards	61.0	336	0.2	42.7	235	0.1	42.7	336	0.2	42.7	336	0.2	42.7	336	0.2
2 n.3	Prepare Award Packages	OA	2.0	All Awards	61.0	122	0.1	61.0	122	0.1	61.0	122	0.1	61.0	122	0.1	61.0	122	0.1
3 CONTRACT MANAGEMENT REVIEW - PRECONSTRUCTION PHASE																			
3 a.1	Misc. Administrative Tasks	HCDR II	1.5	All Awards	36.0	54	0.0	42.7	64	0.0	42.7	92	0.1	42.7	92	0.1	42.7	92	0.1
3 a.2	Misc. Administrative Tasks	OA	2	All Awards	36.0	72	0.0	42.7	122	0.1	61.0	122	0.1	61.0	122	0.1	61.0	122	0.1
3 b.	Physical Needs Assessment Consultant Qualifications	HCDR II	2	All Awards	36.0	72	0.0	42.7	85	0.0	42.7	122	0.1	42.7	122	0.1	42.7	122	0.1
3 c.	Physical Needs Assessment model contract addendum	HCDR II	5	All Awards	36.0	180	0.1	42.7	214	0.1	42.7	305	0.2	42.7	305	0.2	42.7	305	0.2
3 d.	Draft Physical Needs Assessment	HCDR II	2	All Awards	36.0	72	0.0	42.7	85	0.0	42.7	122	0.1	42.7	122	0.1	42.7	122	0.1
3 e.1	Final Physical Needs Assessment	HCDM I	0.5	All Awards	36.0	18	0.0	42.7	21	0.0	42.7	31	0.0	42.7	31	0.0	42.7	31	0.0
3 e.2	Final Physical Needs Assessment	HCDR II	1.5	All Awards	36.0	54	0.0	42.7	64	0.0	42.7	92	0.1	42.7	92	0.1	42.7	92	0.1
3 f.	Replacement Reserve Study	HCDR II	2	All Awards	36.0	72	0.0	42.7	85	0.0	42.7	122	0.1	42.7	122	0.1	42.7	122	0.1
3 g.	Acquisition/Rehab project PNA analysis	HCDR II	2	All Awards	36.0	72	0.0	42.7	85	0.0	42.7	122	0.1	42.7	122	0.1	42.7	122	0.1
3 h.	Statement of Assurances Relating to State Prevailing Wage Reports* (e.g. acoustics/noise and other special reports as required)	HCDR II	2	All Awards	36.0	72	0.0	42.7	85	0.0	42.7	122	0.1	42.7	122	0.1	42.7	122	0.1
3 i.	Current Preliminary Title Report (less than 90 days old)	HCDM I	0.5	All Awards	36.0	18	0.0	42.7	21	0.0	42.7	31	0.0	42.7	31	0.0	42.7	31	0.0
3 j.1	Current Preliminary Title Report (less than 90 days old)	HCDR II	1.5	All Awards	36.0	54	0.0	42.7	64	0.0	42.7	92	0.1	42.7	92	0.1	42.7	92	0.1
3 k.	Ground Lease	HCDR II	2	All Awards	36.0	72	0.0	42.7	85	0.0	42.7	122	0.1	42.7	122	0.1	42.7	122	0.1
4 CONTRACT MANAGEMENT REVIEW - CONSTRUCTION PHASE																			
4 a.1	Review of Construction Lender Loan Documents that will convert to a permanent loan or that will otherwise remain on title at the time of the AHSC loan record	HCDM I	1	All Awards	18.0	18	0.0	48.5	49	0.0	48.5	61	0.0	48.5	61	0.0	48.5	61	0.0
4 a.2	Review of Construction Lender Loan Documents that will convert to a permanent loan or that will otherwise remain on title at the time of the AHSC loan record	HCDR II	10	All Awards	18.0	180	0.1	48.5	485	0.3	48.5	610	0.3	48.5	610	0.3	48.5	610	0.3
4 b.	Relocation Plan if there is or will be any displacement and line item budget showing relocation expenses	HCDR II	6	All Awards	18.0	108	0.1	48.5	291	0.2	48.5	366	0.2	48.5	366	0.2	48.5	366	0.2
4 c.	Appraisal showing as-is value of property being purchased (other lender appraisals are acceptable)	HCDR II	6	All Awards	18.0	108	0.1	48.5	291	0.2	48.5	366	0.2	48.5	366	0.2	48.5	366	0.2
4 d.	Phase I Environmental Site Assessment	HCDR II	8	All Awards	18.0	144	0.1	48.5	388	0.2	48.5	488	0.3	48.5	488	0.3	48.5	488	0.3
4 e.	Asbestos Assessment, if site has existing buildings	HCDR II	4	All Awards	18.0	72	0.0	48.5	194	0.1	48.5	244	0.1	48.5	244	0.1	48.5	244	0.1
4 f.	Lead-Based Paint Report, if site has existing buildings constructed before 1978.	HCDR II	4	All Awards	18.0	72	0.0	48.5	194	0.1	48.5	244	0.1	48.5	244	0.1	48.5	244	0.1
4 g.	Phase II Environmental Site Assessment, if recommended by Phase I.	HCDR II	4	All Awards	18.0	72	0.0	48.5	194	0.1	48.5	244	0.1	48.5	244	0.1	48.5	244	0.1
4 h.	Rental subsidy contracts or commitments	HCDR II	3	All Awards	18.0	54	0.0	48.5	146	0.1	48.5	183	0.1	48.5	183	0.1	48.5	183	0.1
4 i.	Pre-construction conference	HCDR II	3	All Awards	18.0	54	0.0	48.5	146	0.1	48.5	183	0.1	48.5	183	0.1	48.5	183	0.1
4 j.1	Standard Agreement process (factor of 2 contracts per award)	HCDR II	20	All Awards	36.0	720	0.4	97.0	1,940	1.1	97.0	2,440	1.4	97.0	2,440	1.4	97.0	2,440	1.4
4 j.2	Standard Agreement process (factor of 2 contracts per award)	OA	5	All Awards	36.0	180	0.1	97.0	485	0.3	97.0	610	0.3	97.0	610	0.3	97.0	610	0.3
4 k.1	Disbursement processing	HCDR II	20	Grant Awards	9.0	180	0.1	33.0	660	0.4	33.0	1,280	0.7	33.0	1,540	0.9	33.0	1,240	0.7
4 k.2	Disbursement processing	OA	5	Grant Awards	90.0	450	0.3	33.0	165	0.1	33.0	320	0.2	33.0	385	0.2	33.0	310	0.2
4 l.1	Special Condition Compliance	HCDM I	0.5	All Awards	18.0	9	0.0	48.0	24	0.0	48.0	31	0.0	48.0	31	0.0	48.0	31	0.0
4 l.2	Special Condition Compliance	HCDR II	7.5	All Awards	18.0	135	0.1	48.0	360	0.2	48.0	458	0.3	48.0	458	0.3	48.0	458	0.3
4 m.	Evaluation of Updated Identity of Interest Disclosure Statements for all transactional parties	HCDR II	3	All Awards	18.0	54	0.0	48.0	144	0.1	48.0	183	0.1	48.0	183	0.1	48.0	183	0.1

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TK SUB	TASKS	Classification	Hours per task	Workload Driver	2015-16 ROUND 2			2016-17 ROUND 3			2017-18 ROUND 4			2018-19 ROUND 5			2019-20 ROUND 6			
					Qty 2016-16 ROUND 2	HOURS 2015-16 ROUND 2	PY's 2015-16 ROUND 2	Qty 2016-17 ROUND 3	HOURS 2016-17 ROUND 3	PY's 2016-17 ROUND 3	Qty 2017-18 ROUND 4	HOURS 2017-18 ROUND 4	PY's 2017-18 ROUND 4	Qty 2018-19 ROUND 5	HOURS 2018-19 ROUND 5	PY's 2018-19 ROUND 5	Qty 2019-20 ROUND 6	HOURS 2019-20 ROUND 6	PY's 2019-20 ROUND 6	
4 n.	Project Sources and Uses. Show both the construction and permanent financing periods	HCDR II	16	All Awards	36.0	576	0.3	42.7	683	0.4	42.7	976	0.5	42.7	976	0.5	42.7	976	0.5	
4 o.	Updated Sources Description using HCD format, Project Financing (Sources of Funds)	HCDR II	8	All Awards	36.0	288	0.2	42.7	342	0.2	42.7	488	0.3	42.7	488	0.3	42.7	488	0.3	
4 p.	Updated Income Information using HCD format, Schedule of Rental Income	HCDR II	8	Loan Awards	18.0	144	0.1	30.0	240	0.1	30.0	240	0.1	30.0	240	0.1	30.0	240	0.1	
4 q.	Updated 15-Year Operating Pro forma, using HCD format. Use the assumptions and format specified in the AHSC application	HCDR II	8	Loan Awards	18.0	144	0.1	30.0	240	0.1	30.0	248	0.1	30.0	248	0.1	30.0	248	0.1	
4 r.	First Year Operating Budget (AHSC Format)	HCDR II	8	Loan Awards	18.0	144	0.1	30.0	240	0.1	30.0	248	0.1	30.0	248	0.1	30.0	248	0.1	
4 s.	Development Timetable, using HCD format	HCDR II	8	All Awards	18.0	144	0.1	48.0	384	0.2	48.0	488	0.3	48.0	488	0.3	48.0	488	0.3	
5 CONTRACT MANAGEMENT - OCCUPANCY PHASE					27			243	0.1		243	0.1	536	0.1	536	0.1	648	0.1	648	0.1
5 a.	Transaction Summary, using HCD format	HCDR II	15	Loan Awards				9.0	135	0.1	24.0	360	0.2	24	360	0.2	24	360	0.2	
5 b.	Letter from local housing authority transmitting current utility allowance chart, with relevant components circled	HCDR II	2	Loan Awards				9.0	18	0.0	24.0	48	0.0	24	48	0.0	24	48	0.0	
5 c.	Confirmation of utility configuration and payment responsibilities, using HCD format, Determination of Utility Allowance	HCDR II	2	Loan Awards				9.0	18	0.0	24.0	48	0.0	24	48	0.0	24	48	0.0	
5 d.	Proposal for Management Agent. (Use model format; requires HCD signature)	HCDR II	2	Loan Awards				9.0	18	0.0	24.0	48	0.0	24	48	0.0	24	48	0.0	
5 e.	Management Agreement	HCDR II	2	Loan Awards				9.0	18	0.0	24.0	48	0.0	24	48	0.0	24	48	0.0	
5 f.	Management Plan Checklist. (Use model format)	HCDR II	2	Loan Awards				9.0	18	0.0	24.0	48	0.0	24	48	0.0	24	48	0.0	
5 g.	Management Plan	HCDR II	2	Loan Awards				9.0	18	0.0	24.0	48	0.0	24	48	0.0	24	48	0.0	
6 CONTRACT MANAGEMENT - CLOSING PHASE					20			252	0.1		252	0.1	672	0.1	672	0.1	872	0.1	872	0.1
6 a.	Rental Agreement, Exhibits and AHSC Lease Addendum; (Use model format for the addendum)	HCDR II	2	Loan Awards				9.0	18	0.0	24.0	48	0.0	24	48	0.0	24	48	0.0	
6 b.	Appeal and Grievance Procedure. (Model Procedure is available and recommended)	HCDR II	2	Loan Awards				9.0	18	0.0	24.0	48	0.0	24	48	0.0	24	48	0.0	
6 c.	Schedule of Rental Income. (Use format at HCD Website; requires HCD signature)	HCDR II	4	Loan Awards				9.0	36	0.0	24.0	96	0.1	24	96	0.1	24	96	0.1	
6 d.	Insurance. Submit Evidence of Hazard and Liability Certificate with the Liability Endorsement. (Refer to AHSC Insurance Guidelines)	HCDR II	4	Loan Awards				9.0	36	0.0	24.0	96	0.1	24	96	0.1	24	96	0.1	
6 e.	Update of Phase I Environmental Assessment, verifying that remediation work was satisfactorily completed	HCDR II	6	Loan Awards				9.0	54	0.0	24.0	144	0.1	24	144	0.1	24	144	0.1	
6 f.	Evidence of Asbestos and/or Lead Paint Abatement (only if remediation work required)	HCDR II	2	Loan Awards				9.0	18	0.0	24.0	48	0.0	24	48	0.0	24	48	0.0	
6 g.	Environmental Operations and Maintenance Plan (if the property is not free of hazardous substances)	HCDR II	8	Loan Awards				9.0	72	0.0	24.0	192	0.1	24	192	0.1	24	192	0.1	
7 TRANSFER TO MONITORING PHASE					97			1179	0.7		1177	0.7	3177	0.7	3177	0.7	3177	0.7	3177	0.7
7 a.	Confirmation and final entry of information into the Consolidated Automated Program Enterprise System (CAPES)	HCDR II	9	All Awards				18.0	162	0.1	48.5	437	0.2	49	437	0.2	49	437	0.2	
7 b.	Transfer meeting for long-term monitoring (AHSC to AMC)	HCDR II	13	Loan Awards				9.0	117	0.1	24.3	315	0.2	24	315	0.2	24	315	0.2	
7 c.	Grant closeout activities	HCDR II	25	Grant Awards				9.0	225	0.1	24.3	606	0.3	24	606	0.3	24	606	0.3	
7 d.	Loan closeout activities	HCDR II	25	Loan Awards				9.0	225	0.1	24.3	606	0.3	24	606	0.3	24	606	0.3	
7 e.	Preparation of Transfer File	HCDR II	20	All Awards				18.0	360	0.2	48.5	970	0.5	49	970	0.5	49	970	0.5	
7 e.	Preparation of Transfer File	OA	5	All Awards				18.0	90	0.1	48.5	243	0.1	49	243	0.1	49	243	0.1	
8 OTHER DUTIES					668			1318	0.8		1316	0.8	2336	0.8	2335	0.8	2335	0.8	2335	0.8
8 a.1.	Staff Meetings (Unit, Section)	HCDM II	0.25	Bi-Monthly	24.0	6	0.0	24.0	6	0.0	24.0	6	0.0	24	6	0.0	24	6	0.0	
8 a.2.	Staff Meetings (Unit, Section)	HCDM I	0.75	Bi-Monthly	24.0	18	0.0	24.0	18	0.0	24.0	18	0.0	24	18	0.0	24	18	0.0	
8 a.3.	Staff Meetings (Unit, Section)	HCDR II	3.75	Bi-Monthly	24.0	90	0.1	24.0	90	0.1	24.0	90	0.1	24	90	0.1	24	90	0.1	
8 a.4.	Staff Meetings (Unit, Section)	OA	0.25	Bi-Monthly	24.0	6	0.0	24.0	6	0.0	24.0	6	0.0	24	6	0.0	24	6	0.0	
8 b.1.	Coordination with Other HCD Units	HCDM II	2	Monthly	12.0	24	0.0	12.0	24	0.0	12.0	24	0.0	12	24	0.0	12	24	0.0	
8 b.2.	Coordination with Other HCD Units	HCDM I	1	Monthly	12.0	12	0.0	12.0	12	0.0	12.0	12	0.0	12	12	0.0	12	12	0.0	

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					Qty 2015-16 ROUND 2	HOURS 2015-16 ROUND 2	PY's 2015-16 ROUND 2	Qty 2016-17 ROUND 3	HOURS 2016-17 ROUND 3	PY's 2016-17 ROUND 3	Qty 2017-18 ROUND 4	HOURS 2017-18 ROUND 4	PY's 2017-18 ROUND 4	Qty 2018-19 ROUND 5	HOURS 2018-19 ROUND 5	PY's 2018-19 ROUND 5	Qty 2019-20 ROUND 6	HOURS 2019-20 ROUND 6	PY's 2019-20 ROUND 6
8 b 3	Coordination with Other HCD Units	HCDR II	25	Monthly	12.0	300	0.2	12.0	300	0.2	12.0	300	0.2	12	300	0.2	12	300	0.2
8 b 4	Coordination with Other HCD Units	OA	2	Monthly	12.0	24	0.0	12.0	24	0.0	12.0	24	0.0	12	24	0.0	12	24	0.0
8 c 1	Ongoing Technical Assistance	HCDM II	8	All Awards	18.0	144	0.0	30.0	240	0.1	30.0	240	0.1	30	240	0.1	30	240	0.1
8 c 2	Ongoing Technical Assistance	HCDR II	8	All Awards	18.0	144	0.3	30.0	240	0.1	30.0	240	0.1	30	240	0.1	30	240	0.1
8 e 1	Closing Site Visits	HCDM II	1	All Awards				18.0	18	0.0	48.5	49	0.0	49	49	0.0	49	49	0.0
8 e 2	Closing Site Visits	HCDM I	23	All Awards				18.0	414	0.2	48.5	1,116	0.6	49	1,116	0.6	49	1,116	0.6
8 e 3	Closing Site Visits	HCDR II	23	All Awards				18.0	414	0.2	48.5	1,116	0.6	49	1,116	0.6	49	1,116	0.6
8 f 1	Legislative Reporting requirements	HCDM I	40	All Awards	1.0	40	0.0	18.0	720	0.4									
8 f 2	Legislative Reporting requirements	HCDM II	150	Annually	1.0	150	0.1	1.0	150	0.1	1.0	150	0.1	1	150	0.1	1	150	0.1
8 f 3	Legislative Reporting requirements	HCDR II	160	Annually	1.0	160	0.1	1.0	160	0.1	1.0	160	0.1	1	160	0.1	1	160	0.1
8 h	Significant coordination with ARB and SGC, and preparation of Annual Reports and Expenditure Records	HCDM II	200	Annually	1.0	200	0.1	1.0	200	0.1	1.0	200	0.1	1	200	0.1	1	200	0.1
8 i	Asset Management and Compliance Evaluation	HCDR II	20	Loan Awards				9.0	180	0.1	24.3	485	0.3	24	485	0.3	24	485	0.3
9 CONTRACT DEVELOPMENT/PROCESSING			115		570	0.3	726	10	2,235	13	2,235	13	2,235	13	2,235	13	2,235	13	
9 a	Boilerplate approval process	AGPA/Contract Analyst	30	NOFA	0.5	15	0.0	0.5	15	0.0	0.5	15	0.0	0.5	15	0.0	0.5	15	0.0
9 b	Standard Agreement process	AGPA/Contract Analyst	30	All Awards	18.0	450	0.3	49.0	1,470	0.8	61.0	1,830	1.0	61.0	1,830	1.0	61.0	1,830	1.0
9 c	Contract amendments	AGPA/Contract Analyst	25	All Awards	4.5	90	0.1	9.0	225	0.1	15.0	375	0.2	15.0	375	0.2	15.0	375	0.2
9 d	Interagency Agreements	AGPA/Contract Analyst	30	NOFA	0.5	15	0.0	0.5	15	0.0	0.5	15	0.0	0.5	15	0.0	0.5	15	0.0
10 LEGAL DUTIES			988		5,688	2.0	3,958	28	7,338	28	7,338	28	7,468	32	7,518	31	7,518	31	
10 a	Research and legal opinions program design, evolution	Attorney I	100	Annually	1.0	100	0.1	1.0	100	0.1	1.0	100	0.1	1	100	0.1	1	100	0.1
10 b	Stakeholder legal technical assistance	Attorney I	100	NOFA	1.0	100	0.1	1.0	100	0.1	1.0	100	0.1	1	100	0.1	1	100	0.1
10 c	Guideline drafting and amendment	Attorney I	250	NOFA	1.0	250	0.1	1.0	250	0.1	1.0	250	0.1	1	250	0.1	1	250	0.1
10 d	Application form creation and amendment	Attorney I	25	NOFA	1.0	25	0.0	1.0	25	0.0	1.0	25	0.0	1	25	0.0	1	25	0.0
10 e	Standard Agreement, Disbursement Agreement, Covenant, loan document boilerplate and amendments	Attorney I	100	NOFA	1.0	100	0.1	4.0	400	0.2	1.0	100	0.1	1	100	0.1	1	100	0.1
10 f	NOFA legal editing and drafting	Attorney I	50	NOFA	1.0	50	0.0	1.0	50	0.0	1.0	50	0.0	1	50	0.0	1	50	0.0
10 g	Technical Legal Assistance concept applications	Attorney I	1	Applications	300.0	300	0.2	300.0	300	0.2	300.0	300	0.2	300	300	0.2	300	300	0.2
10 h	Threshold legal review	Attorney I	2	Applications	170.0	340	0.2	119.0	238	0.1	170.0	340	0.2	170	340	0.2	170	340	0.2
10 i	Legal review, advice, opinions full applications	Attorney I	2	Applications	170.0	340	0.2	51.0	102	0.1	170.0	340	0.2	170	340	0.2	170	340	0.2
10 j	Article XXXIV compliance	Attorney I	1	All Awards	61.0	61	0.0	42.7	43	0.0	61.0	61	0.0	61	61	0.0	61	61	0.0
10 k	Preliminary Report review	Attorney I	1	All Awards	61.0	61	0.0	42.7	43	0.0	61.0	61	0.0	61	61	0.0	61	61	0.0
10 l	Leasehold security review	Attorney I	10	All Awards	18.0	180	0.1	21.0	210	0.1	30.0	300	0.2	30	300	0.2	30	300	0.2
10 m	Review construction lender's loan documents	Attorney I	10	All Awards	18.0	180	0.1	19.4	194	0.1	49.0	490	0.3	49	490	0.3	49	490	0.3
10 n	Organizational document review and negotiation	Attorney I	3	All Awards	18.0	54	0.0	26.7	80	0.0	49.0	147	0.1	49	147	0.1	49	147	0.1
10 o	Relocation Plan legal review	Attorney I	2	All Awards	18.0	36	0.0	26.7	53	0.0	49.0	98	0.1	49	98	0.1	49	98	0.1
10 p	Environmental document risk assessment	Attorney I	2	All Awards	18.0	36	0.0	26.7	53	0.0	49.0	98	0.1	49	98	0.1	49	98	0.1
10 q	Construction conference call participation	Attorney I	10	All Awards	18.0	180	0.1	26.7	267	0.2	49.0	490	0.3	49	490	0.3	49	490	0.3
10 r	Prevailing Wage issues	Attorney I	1	All Awards	36.0	36	0.0	42.7	43	0.0	61.0	61	0.0	61	61	0.0	61	61	0.0
10 s	Standard Agreement processing	Attorney I	10	All Awards	36.0	360	0.2	42.7	427	0.2	61.0	610	0.3	61	610	0.3	61	610	0.3
10 t	Disbursement Agreement project specific drafting	Attorney I	10	Grant Awards	9.0	90	0.1	23.1	231	0.1	64.0	640	0.4	77	770	0.4	62	620	0.3
10 u	Transaction Summary phase	Attorney I	2	Loan Awards				5.0	10	0.0	24.0	48	0.0	24	48	0.0	24	48	0.0
10 v	Covenant project specific drafting and negotiation	Attorney I	5	Grant Awards	9.0	45	0.0	27.3	137	0.1	61.0	305	0.2	61	305	0.2	61	305	0.2
10 w	Organizational document review, control, perm phase	Attorney I	10	Loan Awards				9.0	90	0.1	24.0	240	0.1	24	240	0.1	24	240	0.1
10 x	Draft permanent loan documents	Attorney I	20	Loan Awards				9.0	180	0.1	24.0	480	0.3	24	480	0.3	24	480	0.3
10 y	Negotiate permanent loan documents	Attorney I	6	Loan Awards				9.0	54	0.0	24.0	144	0.1	24	144	0.1	24	144	0.1
10 z	Revise permanent loan documents	Attorney I	5	Loan Awards				9.0	45	0.0	24.0	120	0.1	24	120	0.1	24	120	0.1
10 a 1	Escrow submittal and closing	Attorney I	5	Loan Awards				9.0	45	0.0	24.0	120	0.1	24	120	0.1	24	120	0.1
10 b 1	Closed document review, ALTA policy, endorsements	Attorney I	2	Loan Awards				9.0	18	0.0	24.0	48	0.0	24	48	0.0	24	48	0.0
10 c 1	Litigation of applications, disbursements, compliance issues	Attorney I	200	Appeals	3.0	600	0.3	5.0	1,000	0.6	5.0	1,000	0.6	5	1,000	0.6	5	1,000	0.6
10 d 1	Public Record Act requests	Attorney I	6	Request	5.0	30	0.0	10.0	60	0.0	10.0	60	0.0	10	60	0.0	10	60	0.0
10 e 1	Reporting and long term monitoring	Attorney I	2	All Awards				18.0	36	0.0	48.5	97	0.1	49	97	0.1	49	97	0.1
10 f 1.1	Staff Training	Attorney I	15	Annually	1.0	15	0.0	5.0	75	0.0	1.0	15	0.0	1	15	0.0	1	15	0.0
11 ACCOUNTING DUTIES			320		2,382	1.3	2,492	18	2,492	18	2,492	18	2,492	18	2,492	18	2,492	18	
11 a	Contract engumbering and setup	Assoc Accounting Analyst	4	All Awards	36.0	144	0.1	61.0	244	0.1	61.0	244	0.1	61	244	0.1	61	244	0.1

DEPARTMENT of HOUSING and COMMUNITY DEVELOPMENT
AHSC Workload Analysis by Fiscal Year

2016-17 SFL #1
ATTACHMENT A

TK SUB	TASKS	Classification	Hours per task	Workload Driver	2015-16 ROUND 2			2016-17 ROUND 3			2017-18 ROUND 4			2018-19 ROUND 5			2019-20 ROUND 6		
					Qty 2015-16 ROUND 2	HOURS 2015-16 ROUND 2	PY's 2015-16 ROUND 2	Qty 2016-17 ROUND 3	HOURS 2016-17 ROUND 3	PY's 2016-17 ROUND 3	Qty 2017-18 ROUND 4	HOURS 2017-18 ROUND 4	PY's 2017-18 ROUND 4	Qty 2018-19 ROUND 5	HOURS 2018-19 ROUND 5	PY's 2018-19 ROUND 5	Qty 2019-20 ROUND 6	HOURS 2019-20 ROUND 6	PY's 2019-20 ROUND 6
11 b.	Contract payment and Contract reconciliation	Assoc Accounting Analyst	96	Monthly	12.0	1,152	0.6	12.0	1,152	0.6	12.0	1,152	0.6	12	1,152	0.6	12	1,152	0.6
11 c.	Timesheets, C/A, Reallocation, and Adjustments.	Assoc Accounting Analyst	12	Monthly	12.0	144	0.1	12.0	144	0.1	12.0	144	0.1	12	144	0.1	12	144	0.1
11 d.	CALSTARS, Monarch, and Excel Reports	Assoc Accounting Analyst	12	Monthly	12.0	144	0.1	12.0	144	0.1	12.0	144	0.1	12	144	0.1	12	144	0.1
11 e.	Travel Expense Claims, American Express, and Concur	Assoc Accounting Analyst	8	Monthly	12.0	96	0.1	12.0	96	0.1	12.0	96	0.1	12	96	0.1	12	96	0.1
11 f.	Monthly Reconciliation and Report Analysis incl. YE Recs	Assoc Accounting Analyst	8	Monthly	15.0	120	0.1	15.0	120	0.1	15.0	120	0.1	15	120	0.1	15	120	0.1
11 g.	YE Report Prep, DF-303, GAAP Adjustments	Assoc Accounting Analyst	104	Annually	1.0	104	0.1	1.0	104	0.1	1.0	104	0.1	1	104	0.1	1	104	0.1
11 h.	PFA, Monthly and FM13	Assoc Accounting Analyst	16	Monthly	13.0	208	0.1	13.0	208	0.1	13.0	208	0.1	13	208	0.1	13	208	0.1
11 i.	Revising Approved PFA Plan with DOF & SCO	Assoc Accounting Analyst	40	Annually	1.0	40	0.0	1.0	40	0.0	1.0	40	0.0	1	40	0.0	1	40	0.0
11 j.	Meetings/Conference Calls	Assoc Accounting Analyst	4	Monthly	12.0	48	0.0	12.0	48	0.0	12.0	48	0.0	12	48	0.0	12	48	0.0
11 k.	Approving Claim Sch., monitoring Funds, and ship to SCO	Assoc Accounting Analyst	16	Monthly	12.0	192	0.1	12.0	192	0.1	12.0	192	0.1	12	192	0.1	12	192	0.1
12 BUDGET OFFICE DUTIES			744			2,008			2,008			2,008			2,008			2,008	
12 a.	Baseline Budget Preparation	Assoc Budget Analyst	240	Annually	1.0	240	0.1	1.0	240	0.1	1.0	240	0.1	1	240	0.1	1	240	0.1
12 b.	Allotments	Assoc Budget Analyst	320	Annually	1.0	320	0.2	1.0	320	0.2	1.0	320	0.2	1	320	0.2	1	320	0.2
12 c.	Expenditure Projections	Assoc Budget Analyst	40	Quarterly	4.0	160	0.1	4.0	160	0.1	4.0	160	0.1	4	160	0.1	4	160	0.1
12 d.	Budget Briefing Materials	Assoc Budget Analyst	40	Annually	1.0	40	0.0	1.0	40	0.0	1.0	40	0.0	1	40	0.0	1	40	0.0
12 e.	Contract Review & Management	Assoc Budget Analyst	16	Monthly	12.0	192	0.1	12.0	192	0.1	12.0	192	0.1	12	192	0.1	12	192	0.1
12 f.	Technical Assistance	Assoc Budget Analyst	32	Monthly	12.0	384	0.2	12.0	384	0.2	12.0	384	0.2	12	384	0.2	12	384	0.2
12 g.	Research and Analysis	Assoc Budget Analyst	24	Monthly	12.0	288	0.2	12.0	288	0.2	12.0	288	0.2	12	288	0.2	12	288	0.2
12 h.	Miscellaneous Reports	Assoc Budget Analyst	16	Monthly	12.0	192	0.1	12.0	192	0.1	12.0	192	0.1	12	192	0.1	12	192	0.1
12 i.	File Management	Assoc Budget Analyst	8	Monthly	12.0	96	0.1	12.0	96	0.1	12.0	96	0.1	12	96	0.1	12	96	0.1
12 j.	Special Assignments	Assoc Budget Analyst	8	Monthly	12.0	96	0.1	12.0	96	0.1	12.0	96	0.1	12	96	0.1	12	96	0.1
TOTALS			6,266			35,238			41,782			55,951			56,406			55,881	

NOTES:

1 This presentation for AHSC assumes an annual allocation of approximately \$320 million in Local Assistance and a projected 43 awards annually starting in 2015-16. This is based on the average request (approximately \$7.4 million) from Round 2. The Round 1 allocation of \$122 million, resulted in 28 awards.

2 Of the total projected awards to be made it is estimated that there will be two(2) Standard Agreements per Award.

SUMMARY OF STAFF COMPOSITION NEED

HCD Manager II	1,834	1.0	1,744	1.0	2,128	1.2	2,128	1.2	2,128	1.2		
HCD Manager I	1,582	1.4	2,522	1.4	2,747	1.5	2,747	1.5	2,747	1.5		
HCD Representative II	21,852	12.5	24,895	14.0	34,979	19.7	35,239	19.8	34,939	19.7		
Office Assistant	1,432	0.8	1,439	0.8	2,024.5	1.1	2,090	1.2	2,014.5	1.1		
Assoc Accounting Analyst	2,392	1.3	2,492	1.4	2,492	1.4	2,492	1.4	2,492	1.4		
Assoc Budget Analyst	2,008	1.1	2,008	1.1	2,008	1.1	2,008	1.1	2,008	1.1		
AGPA/Contract Analyst	570	0.3	1,725	1.0	2,235	1.3	2,235	1.3	2,235	1.3		
Attorney I	3,569	2.0	4,958	2.8	7,338	4.1	7,468	4.2	7,318	4.1		
Totals			35,238	20.4	41,782	23.5	55,951	31.5	56,406	31.7	55,881	31.4

-1.0 Legal Analyst (redirected temporarily from other financial assistance programs)

-0.6 Contracts (redirected temporarily from other program contract assignments)

21.9 Total

Cap-and-Trade Auction Proceeds Revised Draft Second Investment Plan:
Fiscal Years 2016-17 through 2018-19

Greenhouse Gas Reduction Fund Appropriations

In May 2015, over \$2.2 billion in California Climate Investments were proposed (as shown in Table B-1). As part of the budget process, the Legislature and Governor appropriated \$1.4 billion for Fiscal Year 2015-16. The current California Climate Investment budget appropriations are displayed in Table B-2.

Table B-1. 2015-16 Cap-and-Trade Expenditure Plan- May 2015-16 Budget Revision
(Dollars in Millions)

<i>Investment Category</i>	<i>Department</i>	<i>Program</i>	<i>Jan 101 Accelerated Drought</i>	<i>May Revision</i>	<i>Total</i>
Sustainable Communities and Clean Transportation	High-Speed Rail Authority	High-Speed Rail Project	\$250	\$250	\$500
	State Transit Assistance	Low Carbon Transit Operations Program	\$50	\$50	\$100
	California State Transportation Agency	Transit and Intercity Rail Capital Program	\$100	\$165	\$265
	Strategic Growth Council	Affordable Housing and Sustainable Communities Program	\$200	\$200	\$400
	Air Resources Board	Low Carbon Transportation	\$200	\$150	\$350
Energy Efficiency and Clean Energy	Department of Community Services and Development	Energy Efficiency Upgrades/Weatherization	\$75	\$65	\$140
	Department of General Services ⁴⁴	Energy Efficiency for Public Buildings	\$20	\$20	\$40
	University of California/California State University	Renewable Energy and Energy Efficiency Projects	\$0	\$60	\$60
	Department of Water Resources/Department of Food and Agriculture	Water and Energy Efficiency	(\$30)	\$60	\$60
	California Energy Commission/Department of Water Resources	Drought Executive Order - Rebates for Appliances	\$0	\$30	\$30
		Drought Executive Order - Water and Energy Technology Program	\$0	\$30	\$30
	Department of Food and Agriculture	Agricultural Energy and Operational Efficiency	\$5	\$20	\$25
Natural Resources and Waste Diversion	Department of Fish and Wildlife	Wetlands and Watershed Restoration	\$25	\$40	\$65
	Department of Forestry and Fire Protection	Forest Health	\$42	\$50	\$92
	Department of Food and Agriculture	Healthy Soils	\$0	\$20	\$20
	Department of Resources Recycling and Recovery	Waste Diversion	\$25	\$35	\$60
Total			\$992	\$1,245	\$2,237

⁴⁴ Shifts administration of Green Buildings and \$20 million from the current year from CEC to DGS.

Article II. Program Requirements

**Figure 1
AHSC Program Summary**

Project Area Types	Transit Oriented Development (TOD) Project Area	Integrated Connectivity Project (ICP) Project Area	Rural Innovation Project Area (RIPA)
Transit Requirements (All Project Areas) §102	<ul style="list-style-type: none"> MUST include Qualifying Transit, which means a transit line serving the public that is operated by a public entity (directly or via contract), or operated as a grant recipient (or sub-recipient) from a public entity. Qualifying Transit includes various forms of Rail Service, Bus Service and Flexible Transit Service. All Project Areas MUST also include a Transit Station/Stop, which is a designated drop-off and pick-up location served by at least one Qualifying Transit line departing two or more times during Peak Hours (unless it is Flexible Transit Service). <p><i>Note: Transit requirements based on transit that is operational as of date of application submission. ICP/RIPA projects that would build High Quality Transit will remain eligible as an ICP/RIPA.</i></p>		
Project Area Specific Requirements §102	<ul style="list-style-type: none"> MUST be served by High Quality Transit Headway frequency of 15 minutes or less during Peak Hours Must operate on a railway or be a Bus Rapid Transit (BRT) service that either fully or partially operates on a dedicated bus-only lane, or uses HOV or HOT lanes Project Area MUST include an Affordable Housing Development (funded either through AHSC Program funds or other sources). 	<ul style="list-style-type: none"> CANNOT be served by High Quality Transit 	<ul style="list-style-type: none"> CANNOT be served by High Quality Transit MUST be located within a Rural Area
Required AHSC Funded Components §102	<p>AHSC Program funds MUST be used for Affordable Housing (which includes Affordable Housing Developments or Housing Related Infrastructure) AND at least one (1) other type of Eligible Use</p>		<p>AHSC Program funds MUST be used for Sustainable Transportation Infrastructure AND at least one (1) other type of Eligible Use</p>
Eligible Uses §103	<ul style="list-style-type: none"> Affordable Housing Developments Housing Related Infrastructure (HRI) Sustainable Transportation Infrastructure (STI) (Active Transportation and Transit Infrastructure) Transportation-Related Amenities (TRA) (includes transit-related amenities, active transportation-related amenities and Green Streets) Programs 		
Affordable Housing Development Requirements §103	<p>Affordable Housing Developments may be:</p> <ul style="list-style-type: none"> New construction Acquisition and Substantial Rehabilitation including preservation of affordable housing at-risk Conversion of one or more nonresidential structures to residential dwelling units 		
Funds Available §106	Target 35 percent of available funds to TOD Project Areas	Target 35 percent of available funds to ICP Project Areas	Target 10 percent of available funds to RIPAs
<p><i>Only applications which meet all Threshold Requirements will be eligible and considered for funding. If insufficient eligible applications are received in any Project Area Type (TOD, ICP or RIPA) funds targeted to that Project Area Type will roll over to fund additional applications in other Project Area Types.</i></p>			
Project Awards §104	<p>All Project Area Types are subject to the following minimum and maximum award amounts: Maximum: \$20 Million Minimum: \$1 Million for TOD Project Areas or \$500,000 for ICP and RIPA Project Areas</p>		
Statutory Funding Set-asides §105	<ul style="list-style-type: none"> 50 percent of the AHSC Program expenditures shall be for Affordable Housing (Health & Safety Code § 39719(a)(1)(C)) 50 percent of AHSC Program expenditures shall be for projects benefitting Disadvantaged Communities (Public Resources Code § 75214) <p><i>Note: A single project can address both set-asides above, and are not mutually exclusive.</i></p>		

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
ADMINISTRATION AND MANAGEMENT DIVISION
2020 W. El Camino Avenue, Suite 330, 95833
P. O. Box 952050, Sacramento, CA 94252-2050
(916) 263-6928/ FAX (916) 263-6917
www.hcd.ca.gov



March 8, 2016

MEMORANDUM FOR: Pam Biggins, Budgets Branch Chief
California Air Resources Board
1001 I Street, 20th Floor
Sacramento, CA 95814

FROM: Dave O'Toole, Deputy Director
Administration and Management Division

SUBJECT: Proposed 2016-17 Spring Finance Letter

The Department of Housing and Community Development (HCD) is submitting a Spring Finance Letter (SFL) that affects the Greenhouse Gas Reduction Fund (GGRF) for which you are the administering organization.

For the administration of the Affordable Housing and Sustainable Communities program, HCD requests an increase in position authority of 11 positions. The requested positions will provide sufficient capacity to award and administer approximately \$320 million in loans and grants to housing and transportation projects through a competitive application process.

As part of the documentation for submitting this SFL, we respectfully request your concurrence with the proposed use of the GGRF. Please sign and mail this letter to HCD, using the address above by March 10, 2016.

If you have any questions, please do not hesitate to contact me at (916) 263-6896 or dave.o'toole@hcd.ca.gov or Nesrudin Mohamed at nesrudin.mohamed@hcd.ca.gov or 263-6895.

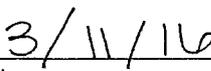
The California Air resources Board

concurs with this proposed use of the GGRF
 has concerns with this proposed use of the GGRF

ARB is the administrator for the Greenhouse Gas Reduction Fund (GGRF) and the Affordable Housing and Sustainable Communities (AHSD) is a GGRF-funded program. ARB confirms that GGRF currently has the funds available to fulfill Housing and Community Development's (HCD's) request. ARB does not comment on the positions being requested in HCD's Budget Change Proposal, which are being reviewed by the Department of Finance.



Director or Designee



Date

cc: Alice Stebbins, Division Chief, Administrative Services Division, California Air Resources Board

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
ADMINISTRATION AND MANAGEMENT DIVISION**

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www.hcd.ca.gov



March 8, 2016

MEMORANDUM FOR:

Allison S. Joe, AICP, Deputy Director
Strategic Growth Council
1400 10th Street
Sacramento, CA 95814

FROM:

Dave O'Toole, Deputy Director 
Administration and Management Division

SUBJECT:

Proposed 2016-17 Spring Finance Letter

The Department of Housing and Community Development (HCD) is submitting a Spring Finance Letter (SFL) that affects the Greenhouse Gas Reduction Fund (GGRF), for which the Strategic Growth Council is a recipient and administrator.

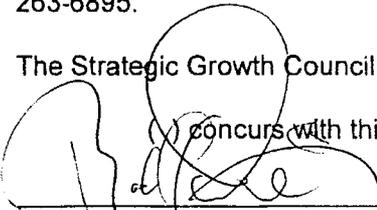
HCD requests an increase in position authority of 11 positions for the administration of the Affordable Housing and Sustainable Communities program. The requested positions will provide sufficient capacity to award and administer approximately \$320 million in loans and grants to housing and transportation projects through a competitive application process.

As part of the documentation for submitting this SFL, would you please indicate whether you concur with our proposal, sign, and mail this letter to HCD using the address above by March 10, 2016.

If you have any questions, please do not hesitate to contact me at (916) 263-6896 or dave.o'toole@hcd.ca.gov or Nesrudin Mohamed at nesrudin.mohamed@hcd.ca.gov or 263-6895.

The Strategic Growth Council

concurs with this proposal has concerns with this proposal.



Director or Designee

3/10/16

Date

cc: Scott Morgan, Deputy Director, Governor's Office of Planning and Research