



VTA’s Affordable Housing and Sustainable Communities (AHSC) Program Local Jurisdiction Guide

This guide provides local jurisdictions in Santa Clara County with an overview of the [Affordable Housing and Sustainable Communities \(AHSC\) Program](#). Administered by the California Strategic Growth Council (SGC), the AHSC Program provides funding for affordable housing development and sustainable transportation improvement projects. The strongest applications are built on partnerships among developers, transit agencies, and local jurisdictions.

While housing developers serve as the primary applicants, successful AHSC applications rely on active participation from both local jurisdictions and transit agencies. These partners play a critical role in identifying, scoping, and delivering bicycle, pedestrian, and transit improvements that strengthen applications. To date, AHSC applications have consistently required this support to be competitive.

This guide familiarizes local jurisdiction staff with the AHSC Program and outlines recommended actions once a developer initiates discussion about a potential AHSC partnership.

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1. AHSC Program Overview

1.1 Program Overview and Eligibility Requirements

The AHSC Program is part of California Climate Investments and is funded through Cap-and-Invest (formerly referred to as Cap-and-Trade) auction revenues. The AHSC Program reduces greenhouse gas (GHG) emissions by supporting affordable housing development near transit and by funding bicycle, pedestrian, and transit improvements that reduce reliance on automobiles.

Approximately \$800 million is awarded statewide each year, with awards of up to \$50 million per application. The program's overarching goal is to support the development of transit-oriented communities where housing, transportation, and access to services work together to reduce vehicle miles traveled (VMT).

To be eligible, an Affordable Housing Development (AHD) must be located within a one-half-mile walking distance of a Qualifying Transit Stop¹, measured along an existing or planned Pedestrian Access Route². Any planned pedestrian improvements must be completed before the AHD's Certificate of Occupancy is issued. In Santa Clara County, for purposes of AHSC eligibility, a Qualifying Transit Stop includes the majority of VTA bus stops, all VTA light rail stations, and all rail stations operated by other transit agencies.

The AHD must also meet AHSC threshold and readiness requirements, including affordability levels, land use entitlements, demonstrated experience, environmental clearance, compliance with AB 680 Workforce Standards, and other mandatory requirements established in the AHSC Program Guidelines.

1.2 Project Area Types

AHSC applications compete within three distinct project area types, based on proximity to qualifying transit or rural designation:

¹ A transit line serving the public that includes various forms of fixed transit service and includes existing On-Demand Transit at time of application. A Qualifying Transit line requires service that departs two or more times on the same route during Peak Period. This level of service must have occurred regularly at some point between January (year specified in the Guidelines) and the time of application. On-Demand Transit must commit to service the AHSC funded AHD specifically. The transit service must be operated by the following:

- 1) Directly operated by a public entity;
- 2) Operated by a public entity via a contract for purchased transportation service with a private or non-profit provider; or
- 3) Operated by a private or non-profit entity as a grant Recipient or sub-Recipient from a public entity

² A continuous and unobstructed path of travel provided for pedestrians with disabilities within or coinciding with a pedestrian circulation path as defined in the most recent [Caltrans Pedestrian Accessibility Guideline for Highway Projects](#).



1. Transit-Oriented Developments (TODs): AHDs located within one-half mile of a High Quality Transit Stop³, which generally includes VTA light rail stations and regional rail stations such as BART and Caltrain. The project area is defined as a one-mile radius around the AHD.
2. Integrated Connectivity Projects (ICPs): AHDs not located within one-half mile of a High Quality Transit Stop and are not in state-designated rural areas. These projects must still be located within one-half mile of a Qualifying Transit Stop; most VTA bus stops meet this definition. The project area is defined as a one-mile radius around the AHD.
3. Rural Innovation Project Area (RIPAs): AHDs located in state-designated rural areas and include a Qualifying Transit Stop within one-half mile. RIPA projects are rare in Santa Clara County. The project area is defined as a two-mile radius around the AHD.

As of Round 9, at least 35% of AHSC funds are reserved statewide for TODs, at least 35% for ICPs, and at least 10% for RIPAs.

1.3 Disadvantaged Communities

The AHSC Program requires that at least 50% of funding be allocated to projects with AHDs located in state-designated Disadvantaged Communities (DACs). DAC locations can be viewed on the [Priority Populations Map](#).

In Santa Clara County, only 22 Census Tracts are designated as state DACs. While AHDs located outside of DACs can still be competitive, they must score highly across all categories to remain viable.

Together, the program's structure, project area types, and DAC requirements establish the statewide framework in which projects compete. Within this framework, successful

³ Qualifying Transit line with high frequencies AND permanent infrastructure as follows:

- 1) Frequency: High Quality Transit must have Peak Period headway frequency on the same route, in the same direction, of every 20 minutes or less (e.g., every scheduled departure is not more than 20 minutes from the last) and service seven days a week. This level of service must have been publicly posted by the provider at some point between January 2025 and the time of application.
- 2) Permanent Infrastructure: High Quality Transit must operate on a railway or meet the definition of Bus Rapid Transit



applications depend on coordinated participation from multiple partners, each responsible for different components of the application and funding request.

The following section describes the key partners involved in AHSC applications, their roles in delivering each project component, and how AHSC funds are allocated.

2. Partners, Roles, and Funding

2.1 Overview

AHSC applications are funded across four categories, which together form a single, integrated application:

1. **Affordable Housing Development (AHD):** The construction and development of the housing project.
2. **Housing-Related Infrastructure (HRI):** Infrastructure required as a condition of approval for the housing development.
3. **Sustainable Transportation Infrastructure (STI):** Bicycle, pedestrian, and transit improvements.
4. **Programs (PGM):** Services such as workforce development, anti-displacement measures, and other community support initiatives.

Housing developers lead AHSC applications and are typically listed as the primary applicant in the AHSC workbook. Because applications require coordination among multiple stakeholders, developers often work with Technical Assistance (TA) providers to prepare materials and coordinate with VTA and local jurisdiction staff.

Table 1 summarizes how each project component is funded, which partner typically takes the lead, and applicable funding limits.

Table 1: AHSC Project Components and Funding Roles

Component	Description	Lead	Funding Type	Funding Limit
AHD – Affordable Housing Development	Construction/Development	Housing Developer	Loan or Grant	AHD and HRI together: <ul style="list-style-type: none"> • At least 50% of total funds requested in an application • Maximum request: \$35 million
HRI – Housing-Related Infrastructure	Capital improvements required as AHD's condition of approval			



Component	Description	Lead	Funding Type	Funding Limit
STI – Sustainable Transportation Infrastructure	Bikeways, walkways, transit improvements	Public Agencies (VTA and local jurisdictions)	Grant	STI and Programs together: <ul style="list-style-type: none"> Maximum request: \$15 million Programs are capped at \$600,000
Programs – PGM	Workforce development; displacement mitigation, etc.	Developer/ Public Agency/CBO	Grant	

Together these components form a single application. Developers are responsible for the housing (AHD and HRI) and coordinating the PGM elements, while VTA and local jurisdictions are primarily responsible for STI projects.

2.2 Co-Applicant vs. Non-Applicant Partner

Local jurisdictions can participate in AHSC applications in two ways:

1. Co-Applicant: A co-applicant with the housing developer; or
2. Non-Applicant Partner: A partner who commits to delivering project elements if awarded but is not listed as an applicant.

Each jurisdiction should consult its legal counsel to determine the appropriate role.

If a local jurisdiction participates as a non-applicant partner, it must enter into a signed commitment agreement with the developer before the application is submitted. VTA can provide a sample agreement.

The following section describes the specific roles and responsibilities of housing developers, VTA, and local jurisdictions throughout the application and project delivery process.

3. Roles and Responsibilities

3.1 Role of Developer

Housing developers manage the AHSC application process and hold primary responsibility, including:

1. Project management and coordination with VTA and local jurisdiction staff, often with TA support.
2. Ensure compliance with all housing-related thresholds and requirements.



3. Prepare housing budgets and all other housing development sections of the application.
4. Coordinate with public agencies or CBOs for Programs component.
5. Write narratives and develop and collect attachments as necessary.
6. Submit the final AHSC application.
7. Communicate with State staff and handle appeals, if needed.
8. If the project is awarded, lead meetings with VTA and local jurisdiction staff to track project milestones.

3.2 Role of VTA

As both the transit agency and Congestion Management Agency (CMA) for Santa Clara County, VTA has responsibilities that go beyond those of a typical transit provider, including:

1. Identify and scope potential transit capital projects that strengthen the GHG emission reduction score.
2. Collaborate with local jurisdictions to identify local bus improvement projects.
3. Coordinate early with local jurisdictions on active transportation projects.
4. Answer questions about transit passes, which are a requirement of the PGM category.
5. Provide guidance and input on community benefit and narrative sections.
6. Support application development, including preparing STI projects budgets and attachments.
7. Collaborate on application legal agreements as needed, including resolution(s) and Memorandum of Understanding (MOUs).

A housing developer may partner with any transit agency serving a transit stop within the project area of their AHD, including VTA, Caltrain, BART, ACE, Capitol Corridor, and local shuttle services. If multiple transit agencies contribute to one application, these roles will be shared as appropriate.

3.3 Role of Local Jurisdiction

Local jurisdictions provide critical contributions to successful applications, including:

1. Identify and scope active transportation projects.
2. Collaborate with VTA to identify local bus improvement projects.
3. Provide guidance and input on community benefit and narrative sections.
4. Support application development, including preparing STI projects budgets and attachments.



5. Collaborate on application legal agreements as needed, including resolution(s) and MOUs.

The following sections focus on how these roles translate into project eligibility, readiness, and scoring.

4. Project Area Constraints for STI Projects

Most AHSC applications in Santa Clara County are classified as TODs or ICPs and thus have a one-mile project area radius.

For these project types, all transportation improvements must be located within a one-mile radius of the AHD. Improvements fall under two project types, as shown in Figure 1.

- *Point projects* (such as bus shelters and bus boarding islands) must fall entirely within the one-mile project area radius.
- *Line projects* (such as bikeways, sidewalks, and bus-only lanes) may extend beyond the one-mile radius as long as they start within the one-mile radius and are fully connected and continuous, with no gaps in the improvement.



Figure 1: An AHD's Project Area with Examples of Point Projects and Line Projects

The State does not award extra points for transportation improvements based on their proximity to the AHD, as long as they fall within the project area. A new bike lane at the edge of the project area receives the same credit as one located immediately adjacent to the AHD.



5. Eligible STI Projects

While many bicycle, pedestrian, and transit improvements are eligible for AHSC funding, not all contribute to scoring points. Projects that do earn points should be prioritized in the application.

The following list summarizes eligible projects for local jurisdictions. The full list can be found in Section 104 of the [Round 10 Guidelines](#).

Eligible STI Projects:

1. Installation of new or improved walkways that improve mobility and access of pedestrians.
2. Installation of new or improved bikeways that improve mobility and access of cyclists.
3. Pedestrian Access Route improvements, as defined in AHSC guidance.
4. Installation of new or improved pedestrian crossings or overcrossings.
5. Repaving and road reconstruction costs, only for the portion of the roadway where the new or improved walkway and bikeway is installed.
6. Streetscape improvements, including, but not limited to the installation of lighting, signage, or other related amenities that improve the safety or convenience of pedestrians, cyclists, or transit riders, but do not increase capacity for private vehicles.
7. Street crossing enhancements including installation of accessible ramps or pedestrian signals.
8. Installation of traffic calming measures including development of curb extensions, roundabouts, median islands, traffic diverters, chicanes, road diets, and lane narrowing projects.
9. Signage and wayfinding markers for pedestrians or transit users
10. Bike sharing infrastructure and fleet.
11. Development or improvement of shelters or waiting areas at transit stations/stops.
12. Street furniture (e.g., benches, shade structures, etc.).

6. Project Readiness and Budget

Local jurisdictions should be aware of key readiness requirements and funding rules when identifying and planning STI projects.

6.1 Key Readiness Requirements

1. STI projects cannot start construction before the application is submitted.



2. Projects must be operational within 5 years of the award.
3. The local jurisdiction must have site control (e.g., public right-of-way ownership or equivalent authority) of the STI project area, with no unresolved right-of-way conflicts.
4. The local jurisdiction must have completed at least two projects of similar scope within the past 10 years.
5. Design and environmental clearance are not required at the time of the application but must be completed prior to AHSC fund disbursement.

6.2 Funding Guidelines

1. AHSC can fully fund projects or close existing funding gaps.
2. No local match required.
3. The total STI projects budget is tied to the housing request, as at least 50% of the AHSC application must be allocated to AHD and HRI. The STI projects budget funds transit, active transportation, and local bus improvements. Local jurisdictions and transit agencies should coordinate with the developer and their TA provider to strategically allocate funding for maximum scoring. All STI projects, together with the developer-led PGM category, are subject to a combined maximum cap of \$15 million, which includes:
 - a. GHG Reduction Transit project (VTA or another transit agency): scored under GHG Quantification
 - b. Bicycle project (local jurisdiction): scored under Quantitative Policy Points
 - c. Pedestrian project (local jurisdiction): scored under Quantitative Policy Points
 - d. Local bus improvement project (local jurisdiction, with VTA support): scored under Quantitative Policy Points
 - e. Programs (developer-led): scored under Quantitative Policy Points

Funding for local jurisdiction STI projects varies by application. The developer's TA can provide more precise estimates but historically they have ranged from approximately \$2 to \$4 million for bicycle and pedestrian projects. Local bus improvement funding depends on project type and scope.

6.3 Allowable Costs

The AHSC Program sets limits on how funds can be used within the STI budget. Table 2 summarizes the allowable cost categories and their respective percentage limits.



Table 2: Allowable Costs

Budget Item	Limit (% of STI budget)	Description
Hard Costs	Majority of STI project budget	Construction costs
Soft Costs	Maximum 30% of total STI project budget	Design, permits, legal, environmental
Activity Delivery	Maximum 10% of total STI project budget	Construction management, inspections, reporting

6.4 Additional Notes

1. AHSC funds are available through reimbursement.
2. AHSC funding should be the last dollar in to ensure project is financially feasible and can meet the 5-year project completion requirement.

7. Scoring Overview

AHSC applications are scored out of 100 points, with points distributed across three main categories: Quantitative Policy, GHG Quantification, and Narrative-Based Policy. Each category is critical to overall project competitiveness. Table 3 provides a high-level overview.

Table 3: Scoring Breakdown

Category	Maximum Points
Quantitative Policy	50 Points
GHG Quantification	30 Points
Narrative-Based Policy	20 Points
Total Points	100 Points

The following subsections explain how points are awarded and highlight where local jurisdictions can make the greatest contributions.

7.1 Quantitative Policy (50 Points)

The Quantitative Policy section accounts for the largest share of points and is the primary avenue for local jurisdictions to contribute. This scoring category includes STI projects,



location efficiency, housing affordability, and the PGM category. Table 4 summarizes the points breakdown.

Table 4: Quantitative Policy Scoring Breakdown

Subcategory	Maximum Points
Sustainable Transportation Infrastructure	20 Points
Location Efficiency and Local Context	14 Points
Housing Affordability and Funds Committed	9 Points
Anti-Displacement Activities	4 Points
Local Workforce Development and Hiring Practices	3 Points
Total	50 Points/100 Total Points

7.1a Sustainable Transportation Infrastructure – 20 Points

STI improvements represent the single largest source of points within the Quantitative Policy category. Local jurisdictions are primarily responsible for implementing these projects, which include new bikeways, pedestrian walkways, and local bus improvements.

Up to 15 points are awarded based on the local jurisdiction's contributions. In AHSC Round 8, 24 projects were awarded statewide and 20 of them received either the full or nearly the full 15 points. Some AHDs will not receive certain points due to factors beyond their control, such as project area limitations. Therefore, maximizing points through eligible bicycle, pedestrian, and local bus improvement projects is essential.

1. Bikeway Improvements (6 Points)

Bike improvements are scored based on the construction of Context Sensitive Bikeways that are appropriate for street traffic volumes and speeds. They are based on [Caltrans Contextual Guidance for Preferred Bicycle Facilities](#), as shown in Table 5 below.



Table 5: Caltrans Contextual Guidance for Preferred Bicycle Facilities

Caltrans Contextual Guidance for Preferred Bicycle Facilities**						
Place Type and Surrounding Land-Use 1		Posted Speed				
		15-20	25-30	35-45	> 45	
Urban Areas & Suburban Main Streets	Design Year ADT	<2,500	Standard Shoulder or	Standard Shoulder or	Class II or Class IV	Class IV
		2,500-5,000	Shared Lane	Shared Lane		
		5,000-10,000	Class II or Class IV	Class II or Class IV	Class IV	
		>10,000	Class IV	Class IV		
Rural Areas (Developing Corridors)	Design Year ADT	<2,500	15-20	25-30	35-45	> 45
		2,500-5,000	Standard Shoulder (may be designated as a Class III facility):			
		5,000-10,000				
		>10,000				
Rural Main Streets	Design Year ADT	<2,500	15-20	25-30	35-45	> 45
		2,500-5,000	Standard Shoulder or	Class II	Class II	Class I or IV
		5,000-10,000	Shared Lane			
		>10,000	Class II		Class I, II, or IV	

Bikeway Improvements Scoring

- **4 points** are awarded for the construction of two lane-miles of Context Sensitive Bikeways. If two miles is not achievable, **1 point** is awarded for the construction of one lane-mile of Context Sensitive Bikeways.
- **2 points** are awarded if the new Context Sensitive Bikeway directly intersects an existing bikeway. However, the existing bikeway is not required to be a Context Sensitive Bikeway.

Bikeway Improvements Considerations

- Bikeway segments do not need to be continuous; multiple segments may be combined to meet the length thresholds.
- Class III bikeways must meet Bicycle Boulevard standards to receive points, which include traffic calming measures, signage, pavement markings, speed and volume management measures, and infrastructure for safe and convenient crossings of busy arterials (5,000+ AADT).

2. Pedestrian Improvements (5 Points)

Pedestrian improvements are scored based on the creation of Safe and Accessible Walkways, as defined in [Caltrans Pedestrian Accessibility Guidelines for Highway Projects](#).



Pedestrian Improvements Scoring

- **2 points** are awarded for the construction of 1,000 **continuous** linear feet of new Safe and Accessible pedestrian facilities where none currently exist. Examples include new sidewalks, Class I bikeways, overpasses, and underpasses where no walkways currently exist. If 1,000 continuous linear feet is not achievable, **1 point** will be awarded for at least 500 **continuous** linear feet of new pedestrian facilities where none currently exist.
- **3 points** are awarded for repairing or constructing sections of sidewalks, walkways, or ramps that create more than 2,000 feet of **continuous** Safe and Accessible Walkways. If 2,000 continuous feet is not achievable, **1 point** is awarded for repairing or constructing between 1,000 and 2,000 feet of continuous Safe and Accessible Walkways.

Figures 2 and 3 below show how a project can receive 3 points for creating more than 2,000 feet of continuous Safe and Accessible Walkways. Street A from Street B to Street C meets the requirements of Safe and Accessible Walkways, except for three intersection improvements.

AHSC can fund those intersection improvements to create over 2,000 feet of Safe and Accessible Walkways. This would meet the full 3 points.



Figure 2: Before Intersection Improvements



Figure 3: Example of 2,000 Feet of Continuous Safe and Accessible Walkways through Intersection Improvements



Pedestrian Improvement Considerations

- Walkway improvements must be continuous to qualify for points.
- A single STI project that constructs over 2,000 feet of new continuous Safe and Accessible Walkways can earn the full five pedestrian improvement points.
- Existing walkways that are improved to meet Safe and Accessible standards will be measured along the full block face on which improvements are made, provided the entire length meets the definition of Safe and Accessible Walkways.

3. Local Bus Improvements (4 Points)

Local bus improvements support transit access and mode shift. They are typically implemented by the local jurisdictions since they are within their public right-of-way.

Local Bus Improvements Scoring

- **4 points** are awarded for completing two of the following improvements:
 - 1 lane-mile of consecutive bus-only lane
 - 5 bus bulb-outs
 - 5 transit boarding islands
 - 1 consecutive mile of transit signal priority (hardware and software)
 - 5 bus shelters where no shelters currently exist

2 points may be awarded for completing one of the above improvements if completing two is not achievable.

Local Bus Improvements Considerations

- The minimum threshold for one strategy can be doubled to reach the full points (e.g., 2 lane-miles of bus-only lanes or 10 bus shelters).
- VTA will provide information on bus stops within the project area and assist local jurisdictions in identifying strategies to maximize points.



4. STI Funds Requested (5 Points)

Funding dedicated to STI projects demonstrates the application's commitment to transit and active transportation, supporting the overall scoring.

STI Funds Requested Scoring

Applicants may meet the points requirement by dedicating either a specific dollar amount or a percentage of the total AHSC request, whichever is lower:

- **5 points** for dedicating at least \$9 million or 30% of the total AHSC request toward STI projects
- **2 points** for dedicating at least \$6 million or 20% of the total AHSC request toward STI projects

STI Funds Requested Considerations

- Historically, these points have been easy to maximize if the application includes transit and active transportation elements.
- Transit projects typically require the majority of STI funding.
- If a transit project is low-cost, additional funding should be allocated to active transportation projects or other non-point eligible transportation improvements to optimize scoring.

7.1b Other Ways Local Jurisdictions Can Support Applications

The remaining points in the Quantitative Policy are determined by the project location, the housing development affordability, and the local jurisdiction policies.

Local jurisdictions where the AHD is located can contribute to these points by:

1. Housing Element Compliance (**1 point**): Having an adopted Housing Element found to be in substantial compliance⁴ by the application due date.

⁴ Defined in [Article 10.6 \(commencing with Section 65580\) of Chapter 3 of Division 1 of Title 7 of the Government Code pursuant to Section 65585.](#)



2. Prohousing Designation **(2 points)**: Holding a [Prohousing Designation](#).

3. Local Hire Ordinance **(1.5 points)**: Having a Local Hire Ordinance in place.

Even small point gains can significantly improve the competitiveness of an application, making these jurisdictional policies important contributors to overall scoring.

7.2 GHG Quantification (30 Points)

At its core, AHSC is a GHG reduction program. Accordingly, 30 of the 100 total application points, as shown in Table 6, are based on projected GHG reductions and the GHG efficiency ratio. GHG reductions are scored on a ‘binning’ system, which creates an artificial spread of points (similar to grading on a curve).

This is the most technical scoring section. While the GHG calculations are primarily completed by VTA and the developer, local jurisdictions also provide key inputs. Applications that do not include any GHG transit reductions will receive zero points in the Transit and Shared Mobility GHG category. This would also affect the GHG cost efficiency score and STI budget allocation points in the Quantitative Policy Scoring.

Table 6: Scoring Criteria: GHG Quantification

Subcategory	Maximum Points
GHG Transit and Shared Mobility	5 Points
GHG Project Area	10 Points
GHG Efficiency	15 Points
Total	30 Points/100 Total Points

7.2a GHG Transit and Shared Mobility – 5 Points

The GHG Transit and Shared Mobility calculation includes transit, carshare, carpool, and on-demand transit. GHG reductions from public transit projects typically account for the largest portion of the total GHG reductions in an application. The lead entity for AHSC depends on right-of-way ownership:

- **VTA-led transit projects:** For projects located on VTA right-of-way (e.g., light rail improvements) where VTA leads implementation, VTA serves as the official application partner. VTA completes all transit-related portions of the application and provides the necessary supporting materials.



- **Non-VTA led transit projects on local jurisdiction right-of-way that impact VTA service:** For projects not on VTA property but that affect VTA operations (such as bus-only lanes or transit signal priority), the local jurisdiction typically serves as the application partner. In these cases, VTA supports the local jurisdiction in preparing transportation-related application materials.

7.2b GHG Project Area – 10 Points

This calculation is mainly completed by the developer. It estimates the GHG reduction from the housing project and its project area. It also incorporates bikeway project information provided by the local jurisdiction, as detailed in Section 9: Application Materials.

7.2c GHG Efficiency – 15 Points

This calculation divides the total GHG emissions reductions in the application by the total funding request. Projects that achieve greater GHG reductions per dollar receive higher scores.

7.3 Narrative-Based Policy (20 Points)

Narrative-Based Policy Scoring accounts for the remaining 20 points out of the 100 total points. The narrative must cover the four areas shown in Table 7.

Table 7: Narrative-Based Policy Scoring

Subcategory	Maximum Points
Climate Adaptation & Community Resiliency	7 points
Community Benefit & Engagement	6 points
Collaboration & Planning	4 points
Equity & Transformation	3 points
Total	20 Points/100 Total Points

The Narrative is prepared by the housing developer; however, transit and active transportation improvements contribute to these sections. The developer will gather information from VTA and the local jurisdiction regarding the community benefits and community engagement of their STI projects.



8. Schedule and Coordination with VTA and Housing Developers

The AHSC Program does not follow a standard annual schedule. Timelines vary by funding round and year. Developers typically engage a transit agency before approaching a local jurisdiction to explore a potential AHSC partnership. For applications involving VTA TOD sites, VTA will coordinate with local jurisdictions more than a year in advance of the application deadline.

For all other AHDs, developers interested in partnering with VTA must first complete the VTA AHSC Intake Form. Once submitted, VTA conducts an internal evaluation, after which VTA or the developer will contact local jurisdiction staff to assess support for the application. Early coordination allows local jurisdictions to evaluate their potential role and begin identifying STI projects for the application.

If an AHD project area spans multiple local jurisdictions, developers are encouraged to coordinate with all relevant jurisdictions to maximize points.

9. Application Materials

The developer and their TA prepare most of the AHSC application. Local jurisdictions and VTA are responsible for completing specific portions of the [Application Workbook](#) and the [GHG Calculator Tool](#).

9.1 Application Workbook

9.1a STI Project Overview

Local jurisdictions complete a portion of the *STI Project Overview* tab in the Application Workbook for each bikeway, walkway, and local bus improvement project. This section requires the following information:

1. Project name
2. Project location
3. When work will be completed
4. Project description
5. Information on two completed projects with a similar scope completed within the last 10 years
6. Ownership or site control of the STI project area
7. Status of environmental clearance (certification not required at the time of application)



9.1b STI S&U Budget

In the *STI S&U Budget* tab, local jurisdictions specify the funding amounts requested from AHSC and any other committed sources for the bike, pedestrian, and local bus improvement projects.

9.2 GHG Calculator Tool

Local jurisdictions complete a portion of the *Shared Mobility Inputs* tab in the GHG Calculator Tool relating to the bikeway improvements. This section requires the following inputs:

1. Active transportation facility one-way length (miles)
2. Annual days of use of facility
3. Average two-way daily traffic on road parallel to facility (vehicle trips per day)
4. Existing bikeway class
5. New bikeway class

9.3 Other Application Material

Local jurisdictions must also provide supporting documentation to demonstrate financial feasibility and clarify their role in STI projects. The following materials may be required depending on the project and partnership structure:

- If AHSC is not fully funding an STI project, Enforceable Funding Commitments (EFCs) may be recommended by the developer's TA. This letter confirms that other funding sources are committed. VTA can provide an example of this letter upon request.
- If a local jurisdiction opts to participate as a non-applicant partner, the application must include a signed agreement with the developer confirming that the local jurisdiction will manage the STI project if awarded. See Section 103 (f)(4) of the AHSC Program Guidelines for more information. VTA can provide an example of its agreement or side letter. However, each local jurisdiction should consult with its legal department.
- If a local jurisdiction opts to participate as a co-applicant, additional agreements will need to be executed with the developer.



10. Local Jurisdiction AHSC Checklist

Once a developer or VTA reaches out about a potential AHSC partnership, local jurisdiction staff should:

Pre-NOFA

- ☐ **1. Review AHSC resources:** Visit [VTA's AHSC webpage](#) and [The Strategic Growth Council's AHSC webpage](#) to review program requirements and available resources.
- ☐ **2. Identify eligible transportation projects:** Identify potential bicycle, pedestrian, and local bus improvement projects that can earn quantitative points.
 - a. Confirm site control of the STI project area and that there are no unresolved right-of-way conflicts.
 - b. Confirm the jurisdiction has completed at least two projects of similar scope within the past 10 years.
- ☐ **3. Confirm internal approvals and develop a pre-application schedule:** Although AHSC does not require discretionary approvals or community outreach for STI projects, each local jurisdiction should identify any internal reviews, approvals, or other requirements that may be needed. Because the NOFA is only open for 60 days, any required council action should occur before the NOFA is released.
- ☐ **4. Determine legal role:** Coordinate with the local jurisdiction's legal team to determine whether they will participate as a co-applicant or a non-applicant partner.

Post-NOFA

- ☐ **5. Confirm STI project scopes with developer's TA.**
- ☐ **6. Prepare STI budgets, agreements, and required attachments.**
- ☐ **7. Provide information for the application narrative section.**