

AHSC Applicant Instructions

- Submit one application per Project.
- An application consists of the AHSC Application and the Universal Application (UA) dated September 29, 2017 if you have an AHD or HRI component.
- When first opening the workbooks select “Enable Content” to ensure proper functionality.
- To ensure full functionality a Windows computer is recommended; a Macintosh may not provide full functionality to complete the workbook.
- *These Excel applications contain Excel Macros so macros must be enabled.*
- Complete all applicable yellow shaded cells preferably in sequence. If you copy data from another source, always paste using "Paste Values". Green shaded cells are HCD use only. Mouse over cells with red triangles for cell/column instructions.
- Modification of the application workbooks are *prohibited*.
- Applications and required attachments must be submitted as described in the NOFA.
- FAAST Uploads- The workbook has orange shading for required uploads. *File names must match the FAAST File Name as described in the AHSC Application.* Submittal of hardcopies of the FAAST uploads are not required except as described below.
- Hardcopy Submittal Requirements:
 - Authorized Representatives for each applicant must sign in *BLUE INK*, the Certifications and Legal Disclosure, STD-204 Payee Data Record and Resolutions. Original signature documentation must be submitted with application workbooks in a letter size 3-ring binder. Binders must be clearly labeled on the spine and front cover identifying the project applicant, FAAST PIN and project name. Binder spines may be no wider than four inches.
 - The following documentation must be included in the binder;
 - AHSC Application Workbook
 - Universal Application Workbook (if applicable)
 - IIG Application Workbook (if applicable)
 - Certifications and Legal Disclosure (For each Applicant)
 - STD-204 Payee Data Record (For each Applicant)
 - Resolutions (For each Applicant)

For AHSC Program’s application forms, workshop details, related program information and FAQs, please visit our [NOFA](#) webpage.

Please email questions or concerns including relevant files or attachments to ahsc@sgc.ca.gov