



Revised September 30, 2021

**HOUSING AUTHORITY OF THE CITY OF SANTA ROSA  
AFFORDABLE HOUSING LOAN APPLICATION**

**1. APPLICANT INFORMATION**

Application Date	1/31/2022	
Applicant	Name	BRJE Phase 2 Housing Partners, L.P.
	Address	790 Sonoma Avenue Santa Rosa, CA 95404
	Contact Person & Title	Lawrance Florin, Authorized Representative
	Contact's Email	LFlorin@burbankhousing.org
	Contact's Phone #	707-526-9782
Type of Organization	Limited Partnership (Non-Profit)	
Tax ID#	87-1395011	
DUNS#	071880837	
Legal Name of Borrower to be Used on Loan Documents (if known)	BRJE Phase 2 Housing Partners, L.P.	
Names of All Entities in Partnership (if applicable), including DUNS # for each Entity	Related/BRJE Phase 2 Development Co., LLC (DUNS# 013624925)	
	BHDC Mendocino II, LLC (DUNS# 032608540)	
Does Applicant, any entity within the Partnership, or the proposed Management Company have any projects out of compliance with local, state, or federal programs?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If Yes, include with the Project Narrative the name and location of any projects out of compliance, and a description of the non-compliance.		



**2. PROJECT INFORMATION**

Project Name	3575 Mendocino Avenue Phase II
Project Address(es)	3575 Mendocino Avenue Santa Rosa, CA 95403
Project APN(s)	173-030-001
Loan Amount Requested	
Number of Section 8 Project Based Vouchers Previously Awarded	
Project Type <i>Check all that apply</i>	<input checked="" type="checkbox"/> New construction <input type="checkbox"/> Rehabilitation <input type="checkbox"/> Acquisition <input type="checkbox"/> Conversion from market rate to affordable housing <input type="checkbox"/> Preservation of affordable housing <input type="checkbox"/> Multifamily rental <input type="checkbox"/> Ownership
Targeted Demographic <i>Check all that apply</i>	<input checked="" type="checkbox"/> Seniors <input type="checkbox"/> Families <input type="checkbox"/> Veterans <input type="checkbox"/> Special needs <input type="checkbox"/> Homeless <input type="checkbox"/> None <input type="checkbox"/> Other (Please specify in the space below):



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Total Number of Units	38
Number of Affordable Units	38
Number of Unrestricted Units Excluding Managers unit(s)	0
Number of Onsite Manager(s) Units	0
Affordability Mix	<p><u>4</u> units @ 30% AMI</p> <p><u>25</u> units @ 50% AMI</p> <p><u>9</u> units @ 60% AMI</p> <p><u>    </u> units @ 80% AMI</p> <p><u>    </u> units @ 120% AMI</p>
Unit Size Mix	<p><u>    </u> 0-bedroom units</p> <p><u>38</u> 1-bedroom units</p> <p><u>    </u> 2-bedroom units</p> <p><u>    </u> 3-bedroom units</p> <p><u>    </u> 4-bedroom units</p>



Gross Rent Table							
(a) Bedroom Type(s)	(b) Number of Units	(c) Proposed Monthly Rent (Less Utilities)	(d) Total Monthly Rents (b x c)	(e) Monthly Utility Allowance	(f) Monthly Rent Plus Utilities (c + e)	(g) % of Targeted Area Median Income	(h) % of Actual AMI
1-BR	4	\$598	\$2,392	\$56	\$654	30%	30%
1-BR	9	\$817	\$7,353	\$56	\$873	40%	40%
1-BR	15	\$1,035	\$15,525	\$56	\$1091	50%	50%
1-BR	9	\$1,253	\$11,277	\$56	\$1309	60%	60%
Total # Units	<b>37</b>	Total:	<b>\$36,547</b>				
Total Development Cost			\$28,620,999				
Cost per Unit (use Total Number of Units)			\$753,184				
A. Acquisition Costs			\$469,136				
B. Hard Costs (including hard cost contingency)			\$18,716,110				



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C. Soft Costs (including soft cost contingency)	\$7,235,753		
D. Developer Fee	\$2,200,000		
Financial Structure: List all project funding sources	Amount	Committed Y/N?	Award Date
1. Conventional Perm Loan (Banner F)	\$3,896,000	Y	January 2022
2. Net Tax Credit Equity (Enterprise)	\$20,605,040	Y	September 2021
3. County CBDG-DR	\$2,436,753	Y	June 2021
4. City of Santa Rosa (HOME)	\$1,560,000	Requested in this Application	N/A
5. GP Capital	\$100	Y	N/A
6. Accrued Interest	\$123,106	Y	N/A
Site Acreage	13.3 Master Plan/0.42 acres Project Site		
Density	86.36		
Anticipated Construction Start Date	4/1/2022		
Anticipated Construction End Date	4/1/2023		
Existing residential and/or commercial occupants on site?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
If Yes, Include Relocation Plan	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Form of Site Control	Ground Lease		
Anticipated Purchase Date (if applicable)	N/A		
<u>In Specific Plan Area?</u>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	



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If so, which?	
<a href="#">In Neighborhood Revitalization Project Area?</a> If so, which?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Quadrant of Santa Rosa (defined by Highway 101 and Santa Rosa Creek)	<input checked="" type="checkbox"/> NE <input type="checkbox"/> NW <input type="checkbox"/> SE <input type="checkbox"/> SW
Census Tract Number	1521.00
CTCAC and/or CDLAC Tie-Breaker Score(s), if applicable	N/A - FCAA Disaster Credit Project
Tax Exempt Bond Issuance?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If Yes, amount of Issuance	
Standard Loan Terms are Acceptable	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  Standard loan terms are 3% interest per annum, deferred payments for the 55-year loan term, with payments of interest and principal with 75% of the surplus cash flow (shared pro-rata with other soft lenders).
Housing Authority Affordable Housing Loan Policy	I have reviewed and accept the <a href="#">Housing Authority Policy Summary</a>  <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No



**3. REQUIRED INFORMATION – Please attach the following:**

- A. Applicable State of California Funding Application, including all Excel Tabs (i.e., CTCAC 4% or 9% application, CDLAC Application, Multifamily Housing Program application, or California Universal Affordable Housing Application if there is not a corresponding State funding source application).
- B. Project Narrative:
  - 1. Project Description (for rehabilitation projects, provide description of rehabilitation work to be accomplished and a copy of the physical needs assessment).
  - 2. CTCAC 9% Tax Credits and/or CDLAC Tie Breaker Score(s), Scores for state funding program applications pending or anticipated, including total points possible, if applicable
  - 3. Project Benefits
  - 4. Project Constraints and/or Issues
  - 5. Summary of Financing Status (i.e., schedule of secured and needed funding, including VASH and/or Section 8 Project Based Vouchers)
  - 6. Summary and Timeline of Required Planning Entitlements
  - 7. Environmental Summary, Environmental Review Status and Timeline (CEQA, and NEPA, if applicable), Presence of Wetlands (including Vernal Pools), Protected Plant and/or Animal Species, FEMA Flood Map Designation
  - 8. Plan for Delivery and Funding of Supportive Services (if applicable)
  - 9. Description of Project alignment with requirements of other funding sources (i.e. Special Needs units set-aside for HCD funding sources)
  - 10. Name, address, and description of non-compliance for any Projects by applicant developer, partnership, or property manager that are out of compliance with any local, state, or federal programs.
- C. Detailed Experience and Qualifications of the Applicant and Development Team: Attach resume of prior experience by listing projects, including location, number of units, level of affordability, type of units and completion date. Please include name, email address and telephone number of references.
- D. Resumes of Staff to be Assigned to the Project, including development and property management teams.
- E. Capacity: (1) Explain the Financial Capacity of the project sponsor to complete the project if the funding sources and contingencies are not sufficient; and (2) Explain Organizational Capacity to carry out the project, including the staff resources and your other active and pending projects.
- F. Management company information, experience and list of references with names, email addresses and telephone numbers.
- G. Board Members and/or Company Officers (names, occupation, contact information).
- H. Most recent audit report and current financial statement (within the last quarter). Reports should include balance sheets, revenue and expense statement, and statement of changes in fund balances.



- I. NEPA Environmental Studies. Attach Completed Environmental Studies (short studies and summaries of large studies in paper form; all studies electronic). If none, provide a narrative and timeline for completing the proposed environmental permits, reports and/or exemptions.
- J. Status of Entitlements and CEQA Review from the Planning Division. Submit either approved discretionary approvals, a zoning clearance indicating that the proposed use and density is permitted, or a letter from the Planning Division stating the status of the application and the anticipated date(s) that the project will be reviewed by the decision-making body/bodies. If the project is utilizing a density bonus, provide a letter from the Planning Division stating that the project is eligible for the density bonus, the amount of the density, the number and types of concessions, and the minimum amount of affordable housing.
- K. Resolution from Applicant's governing body authorizing the borrowing of funds from the Housing Authority of the City of Santa Rosa and authorizing execution of loan documents.
- L. Resolution from Applicant's governing body authorizing formation of limited partnership, if applicable.
- M. Copy of applicant's Articles of Incorporation and Bylaws or Partnership Agreement, as applicable.
- N. Evidence of active business entity registration with the California Secretary of State for each entity in the ownership structure. This includes all entities within the partnership and the partnership itself.
- O. Federal tax-exempt determination letter, if applicable.
- P. Utility Allowance Chart with applicable allowances indicated and totaled by bedroom.
- Q. Evidence of site control.
- R. Evidence of land value. Provide appraisal, if available, or statement of value from other sources. If an appraisal is not available at this time, it will be required prior to close of escrow. The appraisal must support the stated land value.
- S. Area map of proposed site and site photos; site plans and renderings if available.
- T. Preliminary Title Report (hyperlinked and current within the past three months).
- U. List of committed and pending funding sources, with evidence of funding commitments and conditional commitments.
- V. Pro Forma which includes Sources and Uses and 30-Year Cash Flow Projections.
- W. Project timetable.
- X. Agreements for rent subsidies, if applicable.





- Y. Relocation Plan that complies with federal and state regulations, if applicable.
- Z. Residential Services Plan, if residential services are to be provided, that describes services to be provided to tenants on-site or off-site and demonstrates how supportive services for the tenant population will be provided and funded. The plan should also show funding commitments for services.
  - AA. Anticipated exit strategy at end of tax credit period, if applicable.
  - BB. Affirmative Marketing Plan
  - CC. Market Study
  - DD. Aerial map indicating distance between site and transit, grocery, retail, public parks, public library, and other affordable housing developments.



**4. CERTIFICATION**

The Applicant hereby certifies:

**1. Truth of Application**

That the information submitted in this Loan Application and any supporting materials is true, accurate, and complete to the best of its knowledge.

**2. Material Changes to Project**

That the Applicant acknowledges that any material changes to the project not disclosed to and approved by the Housing Authority may result in termination of funding for the project. Material changes include but are not limited to: changes in the project's design, amenities, and number and size of units; changes to the development budget; changes to the proposed sales prices, rents or operating expenses; changes to the sources, amounts or terms of financing; changes to the ownership entity or key staff and consultants identified in this Loan Application; or changes to other Loan Application items.

**3. Applications are Public Records**

That the Applicant acknowledges that the information submitted as part of this loan application, except material considered confidential, may be made available to the public.

**4.**

**No Conflict of Interest**

That the Applicant confirms that the Applicant nor any of its employees or other persons or entities affiliated with the Applicant have any financial relationship or position with the City of Santa Rosa, the Housing Authority of the City of Santa Rosa, or any of their respective officers, agents, employees and volunteers that would present a conflict of interest issue.

DocuSigned by:

1/31/22

Authorized Signature	Date	Authorized Signature	Date
	1/31/22		

**Print name:**  
Ann Silverberg

**Title:**  
Authorized Representative

**Print name:**

**Title:**

**Please submit application with all required documents as set forth in the Notice of Funding Availability.**