



City of Santa Rosa

City Hall, Council
Chamber
100 Santa Rosa Avenue
Santa Rosa, CA

HOUSING AUTHORITY REGULAR MEETING AGENDA AND SUMMARY REPORT SEPTEMBER 25, 2023

1:30 P.M.

HOUSING AUTHORITY MEMBERS WILL BE PARTICIPATING IN THIS MEETING IN THE COUNCIL CHAMBER AT 100 SANTA ROSA AVENUE. MEMBERS OF THE PUBLIC CAN PARTICIPATE IN THE MEETING BY:

- **ATTENDING IN PERSON**
OR
- **VIA ZOOM BY VISITING**
[HTTPS://SRCITY-ORG.ZOOM.US/J/89771022006](https://srcity-org.zoom.us/j/89771022006)
OR
- **BY PHONE BY DIALING 877-853-5257 AND ENTERING WEBINAR ID:**
897-7102-2006

Comments from the public will be allowed on all agenda items at the time each item is called. Comments on public hearing items may be made when the hearing is opened.

Live Public Comment: Members of the public can provide comment on an Agenda Item In-Person from Council Chamber, by accessing the meeting through the Zoom link, or by dial-in at the time an Agenda Item is discussed during the Housing Authority Meeting. Go to <https://srcity.org/virtualparticipation> for more information.

E-mail Public Comment: To submit an e-mailed public comment to the Housing Authority, please send to: svbrown@srcity.org by 5:00 p.m., on or before September 22, 2023. Identify in the subject line of your e-mail the Agenda Item Number on which you wish to comment, provide your name in the body of the e-mail and your comment.

Public comments are limited to one comment per speaker per item.

1. CALL TO ORDER

2. SEATING/INTRODUCTON OF NEW COMMISSIONERS

3. ROLL CALL

4. STATEMENTS OF ABSTENTION

5. STAFF BRIEFING

**5.1 HOUSING AUTHORITY FY 2022/23 QUARTER 4 (YEAR END)
UNAUDITED FINANCIAL REPORT**

This Staff Briefing summarizes Housing Authority (“Authority”) expenditures and funding for July 1, 2022 - June 30, 2023.

Attachments: [Memorandum](#)

6. STUDY SESSION

**6.1 HOUSING CHOICE VOUCHER PROGRAM ADMINISTRATIVE PLAN
OVERVIEW**

The purpose of this study session is to provide information regarding the Housing Choice Voucher Program Administrative Plan. The Administrative Plan is the major policy document guiding the ongoing administration of the federally regulated Housing Choice Voucher (HCV) program.

Attachments: [Staff Report](#)
[Presentation](#)

7. PUBLIC COMMENTS (ON NON-AGENDA ITEMS)

Comments from the public will be allowed on all agenda items at the time each item is called. This is the time when any person may address the Housing Authority on matters not listed on this agenda, but which are within the subject matter jurisdiction of the Housing Authority. Each speaker will be allowed three minutes.

8. APPROVAL OF MINUTES

8.1 Draft Minutes - July 24, 2023.

Attachments: [Draft Minutes - July 24, 2023](#)

9. CHAIRPERSON/ COMMISSIONER REPORTS

10. COMMITTEE REPORTS

11. EXECUTIVE DIRECTOR REPORTS/ COMMUNICATION ITEMS:

11.1 PENDING DEVELOPMENT PIPELINE UPDATE. Provided for information.

Attachments: [Memorandum](#)
[Attachment 1](#)

12. CONSENT ITEMS

12.1 RESOLUTION - MODIFICATION TO HOUSING AUTHORITY RESOLUTION NUMBER 1760, CONDITIONAL COMMITMENT OF LOAN FUNDS IN THE AMOUNT OF \$1,073,583 TO PEP HOUSING FOR VIGIL LIGHT SENIOR APARTMENTS TO EXTEND THE DATE BY WHICH THE PROJECT MUST RECEIVE A TAX CREDIT AWARD

RECOMMENDATION: It is recommended by the Housing and Community Services Department that the Housing Authority, by resolution, modify the terms of the \$1,073,583 conditional commitment of loan funds to PEP Housing for Vigil Light Senior Apartments in Resolution Number 1760 to extend the date by which the project must receive a tax credit award to include the third round of applications in September 2023.

Attachments: [Staff Report](#)
[Attachment 1](#)
[Attachment 2](#)
[Resolution](#)

13. REPORT ITEMS

13.1 REPORT - MODIFICATION TO HOUSING AUTHORITY RESOLUTION NUMBERS 1694,1704,1707,1731,1743, FOR BURBANK AVENUE

APARTMENTS TO CHANGE THE BORROWER ENTITY FROM WATERSTONE RESIDENTIAL, LLC AND WSA BURBANK HOUSING PARTNERS I, LP TO BHDC BURBANK AVE, LLC BY AND THROUGH BURBANK HOUSING DEVELOPMENT CORPORATION AND ALLOW PREDEVELOPMENT AS AN ELIGIBLE USE FOR THE LOCAL AND STATE FUNDS

BACKGROUND: Burbank Avenue Apartments (Project) has been awarded four commitments of loan funds totaling \$13,184,325 and sixteen (16) Project-Based Vouchers (PBVs). The loan funding and PBV commitments have been awarded to the Project over time and have been awarded to different borrower entities as the ownership structure of the Project has evolved. The borrower entities include Waterstone Residential, LLC, and WSA Burbank Housing Partners I, LP, a partnership with Burbank Housing Development Corporation (BHDC). Now fully funded, the Project has requested to transfer the ownership entity for all commitments to BHDC Burbank Avenue LLC, by and through its nonprofit partner, BHDC, and to allow predevelopment-related costs as an eligible use of loan funds. Approval of this transfer will allow the project to streamline the execution of loan documents, and will alleviate a future tax obligation to the Project.

RECOMMENDATION: It is recommended by the Housing and Community Services Department that the Housing Authority, by resolution, modify Housing Authority Resolutions 1694, 1704, 1707, 1731, 1743, and 1759 to change borrower entity for the prior commitments for Burbank Avenue Apartments from Waterstone Residential, LLC and WSA Burbank Housing Partners I, LP to BHDC Burbank Ave, LLC, by and through Burbank Housing Development Corporation and allow predevelopment-related costs as an eligible use of funds.

Attachments: [Staff Report](#)
[Attachment 1](#)
[Attachment 2](#)
[Attachment 3](#)
[Attachment 4](#)
[Attachment 5](#)
[Attachment 6](#)
[Attachment 7](#)
[Attachment 8](#)
[Resolution](#)
[Presentation](#)

13.2 REPORT - DOWN PAYMENT ASSISTANCE LOAN PROGRAM -
AUTHORIZATION FOR THE EXECUTIVE DIRECTOR TO EXECUTE
LOAN AND PROGRAM-RELATED DOCUMENTS

BACKGROUND: On February 15, 2022, the City Council appropriated \$2 million of the PG&E settlement funds to establish a downpayment assistance program for Santa Rosa residents and delegated program development and administration to the Department of Housing and Community Services (HCS). Delegation of authority by the Housing Authority is needed for the Executive Director to execute loan and program-related documents including, but not limited to Promissory Notes, Owner Occupancy Agreements, Subordination Agreements, and other program-related documents as needed.

RECOMMENDATION: It is recommended by the Housing and Community Services Department that the Housing Authority, by resolution, authorize the Executive Director to execute loan and program-related documents for the Down Payment Assistance Loan Program.

Attachments: [Staff Report](#)
[Attachment 1](#)
[Resolution](#)
[Presentation](#)

14. ADJOURNMENT

Housing Authority

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The City of Santa Rosa does not discriminate on the basis of disability in the admissions or access to, or treatment of or employment in, its programs or activities. Disability-related aids or services, including printed information in alternate formats, to enable persons with disabilities to participate in public meetings and programs are available by contacting the Housing Authority Recording Secretary at (707) 543-3300 one week prior to the meeting/program.

This information can also be accessed via the internet at: <http://www.srcity.org>

NOTE: Any writings or documents provided to a majority of the Housing Authority regarding any item on this agenda will be made available for public inspection in the Department of Housing and Community Services located 90 Santa Rosa Avenue during normal business hours.