



**FISCAL YEAR 2025/2026
NOTICE OF FUNDING AVAILABILITY
AFFORDABLE HOUSING
SANTA ROSA HOUSING TRUST
Issue Date: June 25, 2025 – Due Date: July 25, 2025**

The Santa Rosa Housing Trust is issuing this Fiscal Year 2025/2026 Notice of Funding Availability (NOFA) for affordable housing in Santa Rosa on behalf of the Housing Authority of the City of Santa Rosa. This NOFA is intended to assist rehabilitation of existing affordable housing projects and/or develop new affordable housing.

The Housing Authority has approximately \$3.5 million available for Fiscal Year 2025/2026. The NOFA is comprised of approximately \$2,210,500 from local funds, approximately \$1,082,310 from U.S. Housing and Urban Development (HUD) Community Development Block Grant (CDBG) funds, and approximately \$273,738 from Permanent Local Housing Allocation (PLHA) program funds.

Applications will be considered for all or a portion of the available funds; applicants cannot specify a preferred funding source. **No Project Based Vouchers are available at this time.**

Qualified affordable housing developers/project sponsors (“Applicants”) that meet the NOFA requirements are encouraged to submit proposals. Eligible Applicants include for-profit or non-profit corporations, individuals, general or limited partnerships, or limited liability companies. Applicants without the necessary experience must enter into joint venture agreements with experienced developers to be considered.

The Housing Authority reserves the right to request that Applicants submit additional information as requested by staff. The Housing Authority also reserves the right to suspend, amend or modify the provisions of this NOFA, to reject all proposals, to negotiate modifications of proposals, or to award less than the available funding.

ELIGIBLE USE OF FUNDS

Applications in which the eligible use of Authority funds are for rehabilitation of an existing affordable project that results in either the addition of new units to the Authority’s portfolio through a new Regulatory Agreement or an extension of an existing Regulatory Agreement will be prioritized through the “Other Factors” category on the NOFA Points Scoring System. The full NOFA Points Scoring Criteria is attached to this NOFA. Funds may be used for eligible programs meeting the funding guidelines, including acquisition, development, and rehabilitation of affordable housing inside the Santa Rosa city limits. The PLHA program funds must target households at or below 60% AMI. Additional information, program resources, and guidelines can be found using the following links:

Housing and Community Services
90 Santa Rosa Avenue Santa Rosa, CA 95404
Phone: (707) 543-3300 | Fax: (707) 543-3353
www.srcity.org

Permanent Local Housing Allocation (PLHA):

<https://www.hcd.ca.gov/grants-and-funding/programs-active/permanent-local-housing-allocation>

Community Development Block Grant (CDBG):

<https://www.hud.gov/hud-partners/community-cdbg>

<https://www.srcity.org/DocumentCenter/View/45149/2024-2027-CONSOLIDATED-PLAN-AND-ANNUAL-ACTION-PLAN>

SELECTION CRITERIA

Projects will be evaluated and scored based on the Selection Criteria and the NOFA Points Scoring System described below. Factors for evaluation include Readiness, Affordability, Bedroom Size, Special Needs Set Asides, Leveraging, Project Competitiveness, Developer & Management Experience, On-Site Services, Amenities, Other Factors, any information requested in the Loan Application, Housing Authority policies and preferences, completeness, accuracy, and quality of the proposal/application. The Housing Authority reserves the right to weigh certain selection criteria over others.

POINT SYSTEM

Projects will be awarded up to 100 points** for the purpose of ranking using the following criteria:

- Readiness – up to 10 points
- Affordability – up to 20 points
- Bedroom Sizes – up to 8 points
- Special Needs Set Aside Units – up to 12 Points
- Leveraging – up to 10 points
- Project Competitiveness (CDLAC/TCAC/HCD scoring) – up to 10 points
- Developer/Manager Experience – up to 15 points
- On-Site Services – up to 7 points
- Amenities – up to 3 points
- Other Factors – up to 5 points

***A breakdown of the NOFA Points Scoring System is included as Attachment A.*

LOAN TERMS AND CONDITIONS

1. Projects must target extremely low-income households, very low-income households, and/or low-income households (up to 60% AMI), unless further restricted by another funding source. Targeted households may be families, seniors, veterans, special needs, or homeless (or at-risk), and/or other eligible tenants.
2. The Housing Authority has requested that this NOFA have a preference for rehabilitation of existing affordable housing units. The rehabilitation preferences have been built into the NOFA Points Scoring System by means of additional points in the "Other Factors" category, however developers may still apply for funding for new construction and/or acquisition projects.
3. The borrower shall enter into loan documents with the Housing Authority, including but not necessarily limited to: (1) Loan Agreement, (2) Promissory Note, secured by (3) Deed of Trust with the Housing Authority's Deed of Trust Rider, (4) Regulatory Agreement, (5) Hazardous Substances Indemnity Agreement, (6) Assignment of Architects' and Engineers' Agreements, Plans and Specifications and Consent, (7) Assignment of Construction Contracts & Agreements and Consent, (8) any other necessary documents.
4. The borrower must accept the Housing Authority standard loan terms: three percent (3%) simple interest per annum, principal and interest deferred for the fifty-five (55) year loan term. Interest shall commence with the recordation of the Deed of Trust. The term of affordability will be fifty-five (55) years from the date of initial occupancy of the units, secured by a recorded Regulatory Agreement. Loan repayment terms include interim payments from any surplus cash generated by the property, with 75% of any surplus cash payments payable towards the Housing Authority loan and 25% surplus cash retained by the Developer.
5. Projects must have reasonable acquisition, construction, and operation costs.
6. Applicants must leverage other financing sources such as, but not limited to, state, federal, other local sources, and private equity.
7. Applicants must demonstrate readiness.
8. Projects must be soundly underwritten and property/parcel encumbrances must not exceed their value.
9. Applicants recommended for funding may be required to enter into the Pre-Commitment agreement with the Housing Authority.
10. Applicants must have site control demonstrated by fee title ownership, an executed long-term lease or option to execute a long-term lease, signed option or purchase agreement, or equivalent legally enforceable instrument.

11. Projects must comply with the requirements of the California Environmental Quality Act (CEQA). Projects with federal funding must also be assessed in accordance with the National Environmental Policy Act (NEPA). Compliance with NEPA may be required prior to finalization of the funding commitment, dependent on funding sources and use of funds.
12. Applicants must comply with all funding source requirements, including but not limited to California prevailing wage requirements and federal Davis Bacon federal labor standards; Section 504 of the Rehabilitation Act of 1973; Americans with Disabilities Act (ADA); Fair Housing Act; Section 3 of the U.S. Housing Act of 1968, Equal Opportunity and related requirements in 24 CFR Section 982.53, as amended; Architectural Barriers Act of 1968; federal labor standards regulations under 29 CFR Part 5 and other regulations; and state and federal regulations pertaining to remediation of lead, asbestos and other hazards.
13. Projects must comply with Housing Authority policies; plans and ordinances of the City of Santa Rosa; state and federal regulations; and funding source guidelines and regulations.
14. The Applicant / Owner shall pay all fees to the Housing Authority, including a loan application fee, loan document processing fee, compliance monitoring fee, subordination fee and other applicable fees, all of which are updated annually. If applicable, the applicant must pay all fees and costs associated with a tax-exempt bond issuance. Applicant / Owner and ownership partners must be in good standing pursuant to all loan documents for properties in Applicant / Owner's portfolio.
15. Applicants should understand that under the California Public Records Act all documents that they submit in response to this NOFA are considered public records and will be made available to the public upon request.
16. Funding Commitment Duration: Funding awards are expected to result in a Project that can commence construction within 12 months of award. In the event the Housing Authority commits funds to a project that does not commence construction within the required timeframe, the Housing Authority funds will be rescinded and made available via a subsequent NOFA.

The ability to satisfy these terms conditions is not a guarantee of project funding, and the Housing Authority reserves the right in its sole and absolute discretion to modify or waive any terms and conditions under its purview without further notice to proposers or potential proposers.

APPLICATION PROCESS

Application: Please visit [Affordable Housing Loan Application Information](#) to obtain loan application information. Submit (1) a completed [Housing Authority Loan Application Form](#), including its attachments and (2) an application fee in the amount of \$2,203, payable to the Housing Authority of the City of Santa Rosa. Applications will not be reviewed until the fee has been received. Please also see the current Housing Authority Fee Schedule for other fees if your application is selected for funding.

Due Date: Applications and the application fee are due no later than **July 25, 2025, at 3:00 pm**. Applications will be electronically submitted, but a physical check will be the only accepted form of payment, and it must be received by the deadline. **Please note that our lobby closes at 3:00pm and deliveries are not accepted after that time.**

Electronic Application Submission: Please send the completed Affordable Housing Loan Application and all required attachments through a secure file sharing system (e.g., Dropbox) to housingtrust@srcity.org. The application and all attachments must be individually labeled with the corresponding requirement identified in Section 3 of the Affordable Housing Loan Application. The Housing Authority will not be responsible for any technical issues with electronic submissions. If documents are missing from the electronic submission or cannot be opened, the application will be considered incomplete.

Housing Authority Selection: Applications will be reviewed for completeness and evaluated for competitiveness by staff and an Ad-Hoc committee of the Housing Authority. Interviews may be scheduled. Applications which are determined to best meet or exceed the selection criteria are anticipated to be recommended for Housing Authority approval at a future meeting. Incomplete applications will not be reviewed. Applications received without the application fee will not be reviewed.

Payment for Application Fee Delivered by U.S. Mail or Delivery Service to:

Rebecca Lane, Program Specialist
Department of Housing and Community Services
90 Santa Rosa Avenue
Santa Rosa, CA 95404

Secure file sharing email address: housingtrust@srcity.org

For additional information: Please contact Rebecca Lane, Program Specialist at rlane@srcity.org



Revised May 29, 2025

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

1. APPLICANT INFORMATION

Application Date		
Applicant	Name	
	Address	
	Contact Person & Title	
	Contact's Email	
	Contact's Phone #	
Type of Organization		
Tax ID#		
DUNS# or UEI#		
Legal Name of Borrower to be Used on Loan Documents (if known)		
Names of All Entities in Partnership (if applicable), including DUNS# or UEI# for each Entity		
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 ☐ No 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	
Project Address(es)	
Project APN(s)	
Loan Amount Requested	
Anticipated Construction Start Date	
Anticipated Construction End Date	
Project Type <i>Check all that apply</i>	☐ New construction ☐ Rehabilitation ☐ Acquisition ☐ Conversion from market rate to affordable ☐ Preservation of affordable housing Multifamily rental ☐ Ownership
Targeted Demographic <i>Check all that apply</i>	☐ Seniors ☐ Families ☐ Veterans ☐ Special needs ☐ Homeless ☐ None ☐ Other (Please specify):



Housing Authority of the City of Santa Rosa
Affordable Housing Loan Application

Quadrant of Santa Rosa (defined by Highway 101 and Santa Rosa Creek)	____ NE ____ NW ____ SE ____ SW	
Census Tract Number		
Site Acreage		
Density		
Total Number of Units		
Number of Affordable Units		
Number of Unrestricted Units Excluding Managers unit(s)		
Number and Size of Onsite Manager(s) Units		
Affordability Mix	____ units @ 15% AMI ____ units @ 20% AMI ____ units @ 30% AMI ____ units @ 40% AMI	____ units @ 50% AMI ____ units @ 60% AMI ____ units @ 80% AMI ____ units @ 120% AMI
Unit Size Mix	____ 0-bedroom units For 0-bedroom units, indicate type below (i.e. efficiency unit, single-room occupancy, studio, etc.)	____ 1-bedroom units ____ 2-bedroom units ____ 3-bedroom units ____ 4-bedroom units

Housing Authority of the City of Santa Rosa
Affordable Housing Loan Application

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
Total # Units		Total:					



Housing Authority of the City of Santa Rosa
Affordable Housing Loan Application

Total Development Cost			
Cost per Unit (use Total Number of Units)			
A. Acquisition Costs			
B. Hard Costs (including hard cost contingency)			
C. Soft Costs (including soft cost contingency)			
D. Developer Fee			
Financial Structure: List all project funding sources. Note: The total of all funding sources MUST equal the total development cost.	Amount	Committed Y/N?	Award Date or Date of Future Application Submittal
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
Number of Section 8 Project-Based Vouchers <u>Previously Awarded</u>			

Housing Authority of the City of Santa Rosa
Affordable Housing Loan Application

Existing residential and/or commercial occupants on site? If Yes, Include Relocation Plan	☐ Yes ☐ No
Form of Site Control	
Anticipated Purchase Date (if applicable)	
In Specific Plan Area? If so, which?	☐ Yes ☐ No
CTCAC and/or CDLAC Tie-Breaker Score(s), if applicable	
Tax Exempt Bond Issuance?	☐ Yes ☐ No
If Yes, amount of Issuance	
Standard Loan Terms are Acceptable. 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).	☐ Yes ☐ No
Housing Authority Affordable Housing Loan Policy	I have reviewed and accept the Housing Authority Policy Summary ☐ Yes ☐ 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.
- EE. Verification of SAM Registration for the borrowing entity.

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.

Authorized Signature	Date	Authorized Signature	Date
Print name:		Print name:	
_____		_____	
Title:		Title:	
_____		_____	

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