



Revised October 15, 2020

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

1. APPLICANT INFORMATION

Application Date	12/3/2020	
Applicant	Name	BRJE Phase I Housing Partners, L.P.
	Address	44 Montgomery Street San Francisco CA, 94104
	Contact Person & Title	Ann Silverberg, CEO, Related CA NorCal Affordable
	Contact's Email	asilverberg@related.com
	Contact's Phone #	510-610-9777
Type of Organization	Limited Partnership	
Tax ID#	84-3580136	
DUNS#	099870901	
Legal Name of Borrower to be Used on Loan Documents (if known)	BRJE Phase I Housing Partners, L.P.	

2. PROJECT INFORMATION

Project Name	3575 Mendocino Avenue Ph I
Project Address(es)	3575 Mendocino Avenue Santa Rosa, CA 95403
Project APN(s)	173-030-001
Loan Amount Requested	11,917,110
Section 8 Project Based Vouchers Requested (quantity) (MUST SUBMIT SEPARATE APPLICATION FOR PROJECT BASED VOUCHERS)	30
Percent of Units to be Project-Based	31.9%
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"/> Other (Please specify in the space above)
Total Number of Units	94
Number of Affordable Units	94
Number of Unrestricted Units Excluding Managers unit(s)	0
Number of Onsite Manager(s) Units	1
Affordability Mix	13 units @ 30% AMI 16 Units @40% AMI 40 units @ 50% AMI 24 units @ 60% AMI units @ 80% AMI units @ 120% AMI
Unit Size Mix	0-bedroom units 90 1-bedroom units 4 2-bedroom units 3-bedroom units 4-bedroom units

Total Development Cost	56,651,192
Cost per Unit (use Total Number of Units)	602,672
A. Acquisition Costs	\$1,160,494
B. Hard Costs (including hard cost contingency)	\$43,632,357
C. Soft Costs (including soft cost contingency)	\$9,658,341
D. Developer Fee	\$2,200,000
Site Acreage	1.42
Density	66.19 du/acre
Anticipated Construction Start Date	9/1/21
Anticipated Construction End Date	3/1/23
Existing residential and/or commercial occupants on site? If Yes, Include Relocation Plan	<input type="radio"/> Yes <input checked="" type="radio"/> No
Form of Site Control	Option to Ground Lease
Anticipated Purchase Date (if applicable)	N/A
<u>In Specific Plan Area?</u> If so, which?	<input type="radio"/> Yes <input checked="" type="radio"/> No
<u>In Neighborhood Revitalization Project Area?</u> If so, which?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Quadrant of Santa Rosa (defined by Highway 101 and Santa Rosa Creek)	<input checked="" type="radio"/> NE <input type="radio"/> NW <input type="radio"/> SE <input type="radio"/> SW
Census Tract Number	1521.00

CTCAC Tie-Breaker Score, if applicable	\$42,636 (#1 on waitlist)
Tax Exempt Bond Issuance?	<input type="radio"/> Yes <input checked="" type="radio"/> No
If Yes, amount of Issuance	
Standard Loan Terms are Acceptable	<input checked="" type="radio"/> Yes <input type="radio"/> 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 Housing Authority Affordable Housing Loan Policy <input checked="" type="radio"/> Yes <input type="radio"/> 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, Multifamily Housing Program application, or California Universal Affordable Housing Application if there is not a corresponding State funding source application).
- B. Supplemental application for Section 8 Project Based Vouchers, if applicable.
- C. Project Narrative:
 1. Project Description (for rehabilitation projects, provide description of rehabilitation of work to be accomplished and a copy of the physical needs assessment).
 2. CTCAC 9% Tax Credits Tie Breaker Score, 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 (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)
- D. 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.
- E. Resumes of Staff to be Assigned to the Project.

- F. 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.
- G. Management company information, experience and list of references with names, email addresses and telephone numbers.
- H. Board Members and/or Company Officers (names, occupation, contact information).
- I. 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.
- J. 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 of the proposed environmental permits, reports and/or exemptions.
- K. 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.
- L. 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.
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- N. Copy of applicant's Articles of Incorporation, Bylaws or Partnership Agreement.
- O. Evidence of active business entity registration with the California Secretary of State for each entity in the ownership structure.
- P. Federal tax-exempt determination letter, if applicable.
- Q. Utility Allowance Chart with applicable allowances indicated and totaled by bedroom.
- R. Evidence of site control.
- S. 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.
- T. Area map of proposed site and site photos.

- U. Preliminary Title Report (hyperlinked and current within the past three months).
- V. Evidence of Funding Commitments.
- W. Pro Forma which includes Sources and Uses and 30-Year Cash Flow Projections.
- X. Project timetable.
- Y. Agreements for rent subsidies, if applicable.
- Z. Relocation Plan that complies with federal and state regulations, if applicable.
- AA. Residential Services Plan, if residential services are to be provided, that describes services to be provided to tenants and demonstrates how supportive services for the tenant population will be provided and funded. The plan should also show funding commitments for services.
- BB. Anticipated exit strategy at end of tax credit period, if applicable.
- CC. Affirmative Marketing Plan
- DD. Market Study

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.

	12/2/2020		
Authorized Signature	Date	Authorized Signature	Date

Print name:
Ann Silverberg

Title:
Vice President

Print name:

Title:

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



Revised October 15, 2020

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

1. APPLICANT INFORMATION

Application Date	December 2, 2020	
Applicant	Name	Burbank Housing Development Corporation
	Address	790 Sonoma Avenue, Santa Rosa CA 95404
	Contact Person & Title	Mark Krug, Business Development Manager
	Contact's Email	mkrug@burbankhousing.org
	Contact's Phone #	707.200.2339
Type of Organization	California 501(c)(3) non-profit corporation	
Tax ID#	94-2837785	
DUNS#	103427225	
Legal Name of Borrower to be Used on Loan Documents (if known)	Caritas Homes Phase 1, L.P.	

2. PROJECT INFORMATION

Project Name	Caritas Homes Phase 1
Project Address(es)	Morgan Street and 7th Street
Project APN(s)	new parcel approximates 010-041-001, -016, -015
Loan Amount Requested	\$8,945,657
Section 8 Project Based Vouchers Requested (quantity) (MUST SUBMIT SEPARATE APPLICATION FOR PROJECT BASED VOUCHERS)	None, 30 previously awarded
Percent of Units to be Project-Based	47%
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 checked="" type="checkbox"/> Multifamily Rental <input type="checkbox"/> Ownership															
Targeted Demographic <i>Check all that apply</i>	<input type="checkbox"/> Seniors <input checked="" type="checkbox"/> Families <input type="checkbox"/> Veterans <input type="checkbox"/> Special needs <input checked="" type="checkbox"/> Homeless <input checked="" type="checkbox"/> Other homeless with disabilities (Please specify in the space above)															
Total Number of Units	64															
Number of Affordable Units	63															
Number of Unrestricted Units Excluding Managers unit(s)	0															
Number of Onsite Manager(s) Units	1															
Affordability Mix	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: right;">30</td> <td style="width: 60%;">units @ 30% AMI</td> <td style="width: 30%; border: 1px solid red; padding: 2px;">actually, 30@20% AMI</td> </tr> <tr> <td style="text-align: right;">21</td> <td>units @ 50% AMI</td> <td style="border: 1px solid red; padding: 2px;">actually, 19@40% AMI and 2@50%AMI</td> </tr> <tr> <td style="text-align: right;">12</td> <td>units @ 60% AMI</td> <td></td> </tr> <tr> <td></td> <td>units @ 80% AMI</td> <td></td> </tr> <tr> <td></td> <td>units @ 120% AMI</td> <td></td> </tr> </table>	30	units @ 30% AMI	actually, 30@20% AMI	21	units @ 50% AMI	actually, 19@40% AMI and 2@50%AMI	12	units @ 60% AMI			units @ 80% AMI			units @ 120% AMI	
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Unit Size Mix	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: right;">29</td> <td style="width: 90%;">0-bedroom units</td> </tr> <tr> <td style="text-align: right;">27</td> <td>1-bedroom units</td> </tr> <tr> <td style="text-align: right;">8</td> <td>2-bedroom units</td> </tr> <tr> <td></td> <td>3-bedroom units</td> </tr> <tr> <td></td> <td>4-bedroom units</td> </tr> </table>	29	0-bedroom units	27	1-bedroom units	8	2-bedroom units		3-bedroom units		4-bedroom units					
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Total Development Cost	\$39,798,841
Cost per Unit (use Total Number of Units)	\$621,857
A. Acquisition Costs	\$1,447,480
B. Hard Costs (including hard cost contingency)	\$29,577,250
C. Soft Costs (including soft cost contingency)	\$7,287,328
D. Developer Fee	\$1,486,783
Site Acreage	0.68 acres
Density	94 units per acre
Anticipated Construction Start Date	8/16/21
Anticipated Construction End Date	12/31/22
Existing residential and/or commercial occupants on site? If Yes, Include Relocation Plan	<input type="radio"/> Yes <input checked="" type="radio"/> No
Form of Site Control	Lease option
Anticipated Purchase Date (if applicable)	August 2021 (ground lease)
<u>In Specific Plan Area?</u> If so, which? Downtown Station Area Specific Plan	<input checked="" type="radio"/> Yes <input type="radio"/> No
<u>In Neighborhood Revitalization Project Area?</u> If so, which?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Quadrant of Santa Rosa (defined by Highway 101 and Santa Rosa Creek)	<input checked="" type="radio"/> NE <input type="radio"/> NW <input type="radio"/> SE <input type="radio"/> SW
Census Tract Number	1520

CTCAC Tie-Breaker Score, if applicable	FCAA "disaster" 9% tax credit award; tie-breaker is tax credits requested, this project is \$35,991/unit
Tax Exempt Bond Issuance?	<input type="radio"/> Yes <input checked="" type="radio"/> No
If Yes, amount of Issuance	
Standard Loan Terms are Acceptable	<input checked="" type="radio"/> Yes <input type="radio"/> 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 Housing Authority Affordable Housing Loan Policy <input checked="" type="radio"/> Yes <input type="radio"/> No

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C. Project Narrative:

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D. 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.

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- O. Evidence of active business entity registration with the California Secretary of State for each entity in the ownership structure.
- P. Federal tax-exempt determination letter, if applicable.
- Q. Utility Allowance Chart with applicable allowances indicated and totaled by bedroom.
- R. Evidence of site control.
- S. 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.
- T. Area map of proposed site and site photos.

- U. Preliminary Title Report (hyperlinked and current within the past three months).
- V. Evidence of Funding Commitments.
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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.

	2 Dec 2020		
Authorized Signature	Date	Authorized Signature	Date

Print name:
Rich Wallach

Title:
Director of Housing Development

Print name:

Title:

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



Revised October 15, 2020

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

1. APPLICANT INFORMATION

Application Date	December 2, 2020	
Applicant	Name	The Cannery at Railroad Square, LP
	Address	1388 Sutter Street, 11th Floor, San Francisco, CA 94109
	Contact Person & Title	Don Lusty, Director of Development, the John Stewart Company
	Contact's Email	dlusty@jsco.net
	Contact's Phone #	(415) 345-4774
Type of Organization	California Limited Partnership	
Tax ID#	85-2742574	
DUNS#	030238510	
Legal Name of Borrower to be Used on Loan Documents (if known)	The Cannery at Railroad Square, LP, a California limited partnership	

2. PROJECT INFORMATION

Project Name	The Cannery at Railroad Square, LP
Project Address(es)	3 West 3rd Street, Santa Rosa, CA + portion of 60 West 6th Street, Santa Rosa, CA
Project APN(s)	010-171-018 and portion of 010-171-012
Loan Amount Requested	\$10,300,000
Section 8 Project Based Vouchers Requested (quantity) (MUST SUBMIT SEPARATE APPLICATION FOR PROJECT BASED VOUCHERS)	33
Percent of Units to be Project-Based	25%
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 type="checkbox"/> Seniors <input checked="" type="checkbox"/> Families <input type="checkbox"/> Veterans <input checked="" type="checkbox"/> Special needs <input checked="" type="checkbox"/> Homeless <input type="checkbox"/> Other (Please specify in the space above)
Total Number of Units	129
Number of Affordable Units	128
Number of Unrestricted Units Excluding Managers unit(s)	None
Number of Onsite Manager(s) Units	1
Affordability Mix	33 units @ 30% AMI 37 units @ 50% AMI units @ 60% AMI 58 units @ 80% AMI units @ 120% AMI
Unit Size Mix	7 0-bedroom units 48 1-bedroom units 74 2-bedroom units 3-bedroom units 4-bedroom units



Total Development Cost	\$86,847,293
Cost per Unit (use Total Number of Units)	\$673,235
A. Acquisition Costs	\$1,917,000
B. Hard Costs (including hard cost contingency)	\$63,880,769
C. Soft Costs (including soft cost contingency)	\$10,013,655
D. Developer Fee	\$10,362,634
Site Acreage	1.55
Density	83 units/acre
Anticipated Construction Start Date	10/15/21
Anticipated Construction End Date	9/15/23
Existing residential and/or commercial occupants on site? If Yes, Include Relocation Plan	<input type="radio"/> Yes <input checked="" type="radio"/> No
Form of Site Control	Purchase and Sale Agreement
Anticipated Purchase Date (if applicable)	10/15/21
<u>In Specific Plan Area?</u> If so, which?	<input checked="" type="radio"/> Yes <input type="radio"/> No <i>Downtown Station Area Specific Plan</i>
<u>In Neighborhood Revitalization Project Area?</u> If so, which?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Quadrant of Santa Rosa (defined by Highway 101 and Santa Rosa Creek)	<input type="radio"/> NE <input checked="" type="radio"/> NW <input type="radio"/> SE <input type="radio"/> SW
Census Tract Number	1530.02



CTCAC Tie-Breaker Score, if applicable	N/A
Tax Exempt Bond Issuance?	<input checked="" type="radio"/> Yes <input type="radio"/> No
If Yes, amount of Issuance	\$44,000,000
Standard Loan Terms are Acceptable	<input checked="" type="radio"/> Yes <input type="radio"/> 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).
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	12/2/2020		
Authorized Signature	Date	Authorized Signature	Date

Print name:
 Jack D. Gardner

Title:
 President/CEO of the John Stewart Company, sole member of
 JSCo Cannery, LLC, general partner of Applicant

Print name:

Title:

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



Revised October 15, 2020

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

1. APPLICANT INFORMATION

Application Date	December 2, 2020	
Applicant	Name	WSA Burbank Housing Partners I, LP
	Address	1270 Airport Boulevard, Santa Rosa, CA 95403
	Contact Person & Title	Chris Westlake
	Contact's Email	chris@chriswestlake.net
	Contact's Phone #	916-872-3132
Type of Organization	Limited Partnership	
Tax ID#	85-4092964	
DUNS#		
Legal Name of Borrower to be Used on Loan Documents (if known)	WSA Burbank Housing Partners I, LP	

2. PROJECT INFORMATION

Project Name	Burbank Avenue Apartments
Project Address(es)	1780 Burbank Avenue, Santa Rosa CA
Project APN(s)	Portion of A.P.#126-361-003
Loan Amount Requested	\$5,000,000
Section 8 Project Based Vouchers Requested (quantity) (MUST SUBMIT SEPARATE APPLICATION FOR PROJECT BASED VOUCHERS)	Four Section 8 Project Based Vouchers
Percent of Units to be Project-Based	25% if the additional 4 PBVs are approved.
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 checked="" type="checkbox"/> Multifamily Rental <input type="checkbox"/> Ownership
Targeted Demographic <i>Check all that apply</i>	<input type="checkbox"/> Seniors <input checked="" type="checkbox"/> Families <input type="checkbox"/> Veterans <input type="checkbox"/> Special needs <input type="checkbox"/> Homeless <input type="checkbox"/> Other (Please specify in the space above)
Total Number of Units	64
Number of Affordable Units	63
Number of Unrestricted Units Excluding Managers unit(s)	0
Number of Onsite Manager(s) Units	1
Affordability Mix	24 units @ 30% AMI 27 units @ 50% AMI 12 units @ 60% AMI units @ 80% AMI units @ 120% AMI
Unit Size Mix	0-bedroom units 20 1-bedroom units 26 2-bedroom units 18 3-bedroom units 4-bedroom units



Total Development Cost	\$37,951,136
Cost per Unit (use Total Number of Units)	\$586,600
A. Acquisition Costs	\$2,600,000
B. Hard Costs (including hard cost contingency)	\$24,694,941
C. Soft Costs (including soft cost contingency)	\$7,156,195
D. Developer Fee	\$3,500,000
Site Acreage	2.06
Density	31 units/acre
Anticipated Construction Start Date	4/1/22
Anticipated Construction End Date	7/1/23
Existing residential and/or commercial occupants on site? If Yes, Include Relocation Plan	<input type="radio"/> Yes <input checked="" type="radio"/> No
Form of Site Control	Option Agreement
Anticipated Purchase Date (if applicable)	April 2022
In Specific Plan Area? If so, which? Roseland Area/Sebastopol Road Specific Plan	<input checked="" type="radio"/> Yes <input type="radio"/> No
In Neighborhood Revitalization Project Area? If so, which?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Quadrant of Santa Rosa (defined by Highway 101 and Santa Rosa Creek)	<input type="radio"/> NE <input type="radio"/> NW <input type="radio"/> SE <input checked="" type="radio"/> SW
Census Tract Number	6097153103



CTCAC Tie-Breaker Score, if applicable	N/A
Tax Exempt Bond Issuance?	<input type="radio"/> Yes <input checked="" type="radio"/> No
If Yes, amount of Issuance	
Standard Loan Terms are Acceptable	<input checked="" type="radio"/> Yes <input type="radio"/> 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 Housing Authority Affordable Housing Loan Policy <input checked="" type="radio"/> Yes <input type="radio"/> 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, Multifamily Housing Program application, or California Universal Affordable Housing Application if there is not a corresponding State funding source application).
- B. Supplemental application for Section 8 Project Based Vouchers, if applicable.
- C. Project Narrative:
 - 1. Project Description (for rehabilitation projects, provide description of rehabilitation of work to be accomplished and a copy of the physical needs assessment).
 - 2. CTCAC 9% Tax Credits Tie Breaker Score, 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 (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)
- D. 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.
- E. Resumes of Staff to be Assigned to the Project.

- F. 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.
- G. Management company information, experience and list of references with names, email addresses and telephone numbers.
- H. Board Members and/or Company Officers (names, occupation, contact information).
- I. 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.
- J. 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 of the proposed environmental permits, reports and/or exemptions.
- K. 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.
- L. 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.
- M. Resolution from Applicant's governing body authorizing formation of limited partnership, if applicable.
- N. Copy of applicant's Articles of Incorporation, Bylaws or Partnership Agreement.
- O. Evidence of active business entity registration with the California Secretary of State for each entity in the ownership structure.
- P. Federal tax-exempt determination letter, if applicable.
- Q. Utility Allowance Chart with applicable allowances indicated and totaled by bedroom.
- R. Evidence of site control.
- S. 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.
- T. Area map of proposed site and site photos.



- U. Preliminary Title Report (hyperlinked and current within the past three months).
- V. Evidence of Funding Commitments.
- W. Pro Forma which includes Sources and Uses and 30-Year Cash Flow Projections.
- X. Project timetable.
- Y. Agreements for rent subsidies, if applicable.
- Z. Relocation Plan that complies with federal and state regulations, if applicable.
- AA. Residential Services Plan, if residential services are to be provided, that describes services to be provided to tenants and demonstrates how supportive services for the tenant population will be provided and funded. The plan should also show funding commitments for services.
- BB. Anticipated exit strategy at end of tax credit period, if applicable.
- CC. Affirmative Marketing Plan
- DD. Market Study

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.

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 12/2/20

Authorized Signature	Date	Authorized Signature	Date
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Print name:
Peter Scheillinger

Print name:

Title:
Manager of WSA Partners I, LLC; AGP of WSA Burbank Housing Partners I, LP

Title:

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



Revised October 15, 2020

**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#		
Legal Name of Borrower to be Used on Loan Documents (if known)		

2. PROJECT INFORMATION

Project Name	
Project Address(es)	
Project APN(s)	
Loan Amount Requested	
Section 8 Project Based Vouchers Requested (quantity) (MUST SUBMIT SEPARATE APPLICATION FOR PROJECT BASED VOUCHERS)	
Percent of Units to be Project-Based	
Project Type <i>Check all that apply</i>	<input type="radio"/> New Construction <input type="radio"/> Rehabilitation <input type="radio"/> Acquisition



	<ul style="list-style-type: none"> ○ Conversion from Market Rate to Affordable Housing ○ Preservation of Affordable Housing ○ Multifamily Rental ○ Ownership
<p>Targeted Demographic <i>Check all that apply</i></p>	<ul style="list-style-type: none"> ○ Seniors ○ Families ○ Veterans ○ Special needs ○ Homeless ○ Other (Please specify in the space above)
<p>Total Number of Units</p>	
<p>Number of Affordable Units</p>	
<p>Number of Unrestricted Units Excluding Managers unit(s)</p>	
<p>Number of Onsite Manager(s) Units</p>	
<p>Affordability Mix</p>	<p>units @ 30% AMI</p> <p>units @ 50% AMI (units @ 35% AMI)</p> <p>units @ 60% AMI (units @ 40% AMI)</p> <p>units @ 80% AMI (units @ 50% AMI)</p> <p>units @ 120% AMI</p>
<p>Unit Size Mix</p>	<p>0-bedroom units</p> <p>1-bedroom units</p> <p>2-bedroom units</p> <p>3-bedroom units</p> <p>4-bedroom units</p>



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	
Site Acreage	
Density	
Anticipated Construction Start Date	
Anticipated Construction End Date	
Existing residential and/or commercial occupants on site? If Yes, Include Relocation Plan	Yes No
Form of Site Control	
Anticipated Purchase Date (if applicable)	
<u>In Specific Plan Area?</u> If so, which?	Yes No
<u>In Neighborhood Revitalization Project Area?</u> If so, which?	Yes No
Quadrant of Santa Rosa (defined by Highway 101 and Santa Rosa Creek)	NE NW SE SW
Census Tract Number	

CTCAC Tie-Breaker Score, if applicable	
Tax Exempt Bond Issuance?	Yes No
If Yes, amount of Issuance	
Standard Loan Terms are Acceptable	Yes 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).
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Mary Stamps

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

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