



**FISCAL YEAR 2024/2025  
NOTICE OF FUNDING AVAILABILITY  
AFFORDABLE HOUSING  
SANTA ROSA HOUSING TRUST  
Issue Date: July 9, 2024 – Due Date: August 9, 2024**

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The Santa Rosa Housing Trust is issuing this Fiscal Year 2024/2025 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.

The Housing Authority has approximately \$3.1 million available. The Fiscal Year 2024/2025 NOFA is comprised of approximately \$1.5 million from local funds, approximately \$600,000 from Permanent Local Housing Allocation (PLHA) program funds\*, and approximately \$1 million from U.S. Housing and Urban Development (HUD) Community Development Block Grant (CDBG) 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.

*\*PLHA program funds are conditional subject to final award notification from the California Department of Housing and Community Development.*

## **ELIGIBLE USE OF FUNDS**

Applications in which the eligible use of Authority funds are for rehabilitation of an existing affordable project which results in additional affordable units to be restricted under a new Regulatory Agreement by the Authority will be prioritized through the “Other Factors” category on the NOFA Points Scoring System. Rehabilitation of an existing affordable project that results in an extension of a Regulatory Agreement, with no additional units restricted under the Regulatory Agreement will also receive preference through “Other Factors.” The full NOFA Points Scoring Criteria is attached to this NOFA.

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

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 here:

Permanent Local Housing Allocation:

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

<https://www.srcity.org/DocumentCenter/View/28902/Permanent-Local-Housing-Allocation-Plan-2020>

Community Development Block Grant:

[https://www.hud.gov/program\\_offices/comm\\_planning/cdbg/entitlement-program](https://www.hud.gov/program_offices/comm_planning/cdbg/entitlement-program)

<https://www.srcity.org/DocumentCenter/View/41776/DRAFT-2024-2027-Consolidated-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 105 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 10 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 \$2,139, 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 August 9, 2024 at 3:00 pm.  
**Please note that our lobby closes at 3:00 pm on Fridays and deliveries are not accepted after that time.** Please send one (1) hard copy of the application and attachments, as well as a thumb drive, by U.S. Mail or delivery service. In lieu of a thumb drive, a cloud-based file sharing, such as Dropbox may be utilized in addition to the hard copy. The hard copy must be tabbed and **received** at the below address by the application due date, and the electronic files must be individually named.

**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.

**Hard Copy by U.S. Mail or Delivery Service to:**

Laura Bento, Senior Administrative Assistant  
Department of Housing and Community Services  
90 Santa Rosa Avenue  
Santa Rosa, CA 95404

**Electronic version by file sharing (Dropbox) to:** [lbento@srcity.org](mailto:lbento@srcity.org)

**For additional information:** Please contact Rebecca Lane, Program Specialist at [rlane@srcity.org](mailto:rlane@srcity.org)



**Housing Authority of the City of Santa Rosa  
Notice of Funding Availability  
Points Scoring System**

Category	Pts	Criteria & Range																																																																																											
<b>Readiness</b> (This section is for new construction projects. Rehabilitation projects are not required to complete the entitlement process and will not be subject to this section.)	10	7-10 = Planning entitlement approved, Building permit approved, Building Permits can be issued following award of funds																																																																																											
		4-6 = Planning entitlement approved, Building permit application under review (submitted and accepted by the Planning and Economic Development Department)																																																																																											
		1-3 = Planning entitlement application under review/pending approval (submitted and accepted by the Department)																																																																																											
		0 = No planning entitlement application submitted and accepted by the Department																																																																																											
<b>Affordability</b> (Affordability levels must be distributed among all bedroom size units, with at least 10% of units at each level of AMI.)	20	20 = 100% of restricted units are at 30% AMI or below (all AMI is at HUD income levels not TCAC)																																																																																											
		19 = 75% of restricted units are at 30% AMI or below																																																																																											
		0-18 = Points based on Affordability Scoring Matrix below. Maximum points possible is 18 unless project fits above criteria.																																																																																											
		<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th colspan="9">Percent of Area Medium Income</th> </tr> <tr> <th></th> <th></th> <th>50%</th> <th>45%</th> <th>40%</th> <th>35%</th> <th>30%</th> <th>25%</th> <th>20%</th> </tr> </thead> <tbody> <tr> <td rowspan="8" style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>Percent of Low-Income Units</b></td> <td><b>50%</b></td> <td>0</td> <td>13.5</td> <td>12.6</td> <td>13.5</td> <td>18</td> <td>18</td> <td>18</td> </tr> <tr> <td><b>45%</b></td> <td>0</td> <td>12.16</td> <td>12.6</td> <td>13.5</td> <td>18</td> <td>18</td> <td>18</td> </tr> <tr> <td><b>40%</b></td> <td>7.2</td> <td>10.8</td> <td>12.6</td> <td>13.5</td> <td>18</td> <td>18</td> <td>18</td> </tr> <tr> <td><b>35%</b></td> <td>6.3</td> <td>9.46</td> <td>12.6</td> <td>13.5</td> <td>18</td> <td>18</td> <td>18</td> </tr> <tr> <td><b>30%</b></td> <td>5.4</td> <td>8.1</td> <td>10.8</td> <td>13.5</td> <td>16.2</td> <td>18</td> <td>18</td> </tr> <tr> <td><b>25%</b></td> <td>4.5</td> <td>6.76</td> <td>9</td> <td>11.26</td> <td>13.5</td> <td>15.76</td> <td>18</td> </tr> <tr> <td><b>20%</b></td> <td>3.6</td> <td>5.4</td> <td>7.2</td> <td>9</td> <td>10.8</td> <td>12.6</td> <td>14.4</td> </tr> <tr> <td><b>15%</b></td> <td>2.7</td> <td>4.06</td> <td>5.4</td> <td>6.76</td> <td>8.1</td> <td>9.43</td> <td>10.8</td> </tr> <tr> <td><b>10%</b></td> <td>1.8</td> <td>2.7</td> <td>3.6</td> <td>4.5</td> <td>5.4</td> <td>6.3</td> <td>7.2</td> </tr> </tbody> </table>	Percent of Area Medium Income											50%	45%	40%	35%	30%	25%	20%	<b>Percent of Low-Income Units</b>	<b>50%</b>	0	13.5	12.6	13.5	18	18	18	<b>45%</b>	0	12.16	12.6	13.5	18	18	18	<b>40%</b>	7.2	10.8	12.6	13.5	18	18	18	<b>35%</b>	6.3	9.46	12.6	13.5	18	18	18	<b>30%</b>	5.4	8.1	10.8	13.5	16.2	18	18	<b>25%</b>	4.5	6.76	9	11.26	13.5	15.76	18	<b>20%</b>	3.6	5.4	7.2	9	10.8	12.6	14.4	<b>15%</b>	2.7	4.06	5.4	6.76	8.1	9.43	10.8	<b>10%</b>	1.8	2.7	3.6	4.5	5.4	6.3	7.2
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<b>Bedroom Size</b>	8	7-8 = 25% or more of the restricted units are 3-BD or larger
		4-6 = 25% or more of the restricted units are 2-BD or larger; fewer than 25% of units are 3-BD
		1-3 = Unit mix is varied between 0, 1, 2, 3-bedroom size units.
		0 = All units are studios
<b>Special Needs Set Asides</b>	12	9-12 = 25% of restricted units for formerly homeless, seniors or other Special Needs group as defined by HCD <a href="https://www.hcd.ca.gov/grants-funding/active-funding/mhp/docs/Round-1-MHP-Final-Guidelines.pdf">https://www.hcd.ca.gov/grants-funding/active-funding/mhp/docs/Round-1-MHP-Final-Guidelines.pdf</a>
		5-8 = 10-24% of restricted units for formerly homeless, seniors or other Special Needs group as defined by HCD
		0-4 = less than 10% of restricted units for formerly homeless, seniors or other Special Needs group as defined by HCD
<b>Leveraging</b>	10	9-10 = Current Housing Authority funding request is not more than 3% of project cost
		7-8 = Current Housing Authority funding request is between 3.1-6% of project cost
		4-6 = Current Housing Authority funding request is between 6.1-12% of project cost
		0-3 = Current Housing Authority funding request exceeds 12% of project cost
<b>Project Competitiveness</b> (This section is for projects that identify state funding sources in the project financial structure. Projects that do not include state funding sources [committed or pending] will not be subject to this section.)	10	7-10 = For State programs which only require a minimum score and are considered “over the counter,” must have at least that minimum score. For competitive State programs (MHP, NPLH, etc.), must have 100% of total points possible. For State tax credit programs which include tiebreakers (TCAC), must have 100% of total points possible; tiebreaker will also be considered. Projects which have already received allocations from state programs with no state applications pending.
		4-6 = Competitive State programs (MHP, NPLH, etc.) score is within top 2% of total points possible. For State tax credit programs, score is within top 1% of total points possible; tiebreaker will also be considered.
		0-3 = Competitive State programs (MHP, NPLH, etc.) scores are not within top 2% of total points possible. For State tax credit programs, score is not within top 1% of total points possible.
<b>Developer &amp; Management Experience</b>	15	12-15 = Recent experience in the region. Completed projects that are leased up. No projects are out of compliance with local, state, or federal programs. Project funded by the HA are current on reporting.
		8-11 = Recent experience in the region. Projects are under construction. Leased up projects in comparable areas.
		4-7 = No recent experience in the region. Projects are in comparable areas and are leased up.
		0-3 = No recent experience in the region or comparable area.

<b>On-Site Services</b>	7	7 = Significant on-site services for residents, such as classes, childcare, community recreation space, etc.
		4-6 = Some on-site services; access to off-site services facilitated.
		0-3 = Very little or no on-site services, little or no off-site services facilitated.
<b>Amenities</b>	3	3 = Site is within 0.5 miles from transit stop, grocery, public park, schools, and public library.
		2 = Site is between 0.5 and 1.0 miles from transit stop, grocery, public park, schools, and public library.
		1 = Site is between 1.0 and 1.5 miles from transit stop, grocery, public park, schools, and public library.
		0 = Site is more than 1.5 miles from transit stop, grocery, public park, and public library.
<b>Other Factors</b> (May include use of funds as rehabilitation.)	10	10 = Housing Authority funds used for rehabilitation of an existing affordable housing project which results in affordable units added to the Authority's portfolio, to be restricted under a new 55-year Regulatory Agreement.
		5 = Housing Authority funds used for rehabilitation of an existing project that results in an extension of existing affordability restrictions, with no new units to be added to the Housing Authority portfolio.
<b>TOTAL</b>	<b>105</b>	