

## RESOLUTION NO. 1759

RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF SANTA ROSA APPROVING A COMMITMENT OF LOAN FUNDS IN THE AMOUNT OF \$3,500,000 TO WSA BURBANK HOUSING PARTNERS I, LP FOR ACQUISITION AND CONSTRUCTION-RELATED COSTS FOR BURBANK AVENUE APARTMENTS, 1780 BURBANK AVENUE, SANTA ROSA, CALIFORNIA; APN 125-361-003

WHEREAS, the Housing Authority issued two Notices of Funding Availability (“NOFA”) on May 10, 2023, announcing approximately \$8,700,000 combined from federal, state, and local funds for acquisition, rehabilitation and new construction of affordable housing, and applications were due on June 9, 2023; and

WHEREAS, the Housing Authority received five applications requesting approximately \$13,000,000; and

WHEREAS, four of the five applications submitted were complete and reviewed by a Housing Authority Ad-Hoc Application Review Committee; and

WHEREAS, WSA Burbank Housing Partners I. L.P. submitted an application requesting \$3,500,000 for acquisition and construction-related costs associated with 64 new affordable multifamily housing units, located at 1780 Burbank Avenue, Santa Rosa, California, APN 126-361-003; and

WHEREAS, Chair Owen appointed Vice-Chair LaPenna and Commissioner Newton to the Ad-Hoc Committee which met with staff on July 7, 2023 to review the applications and make a funding recommendation to the Housing Authority; and

WHEREAS, following review and ranking of the funding requests, the Project received a score of 85%, and was ranked first among the applications received; and

WHEREAS, the NOFA Ad Hoc Review Committee and staff recommend funding for Burbank Avenue Apartments because it meets the selection criteria evaluation and scoring factors described in the NOFA; and

WHEREAS, the project is exempt from the California Environmental Policy Act (“CEQA”) Government Code Section pursuant to Government Code Section 65457 and CEQA Guidelines Sections 15182(a) and 15183; and

WHEREAS, the project has completed an Environmental Assessment pursuant to the National Environmental Policy Act of 1969 (“NEPA”).

NOW, THEREFORE, BE IT RESOLVED that the Housing Authority of the City of Santa Rosa hereby approves the following:

1. A commitment of loan funds in the amount of Three Million Five Hundred Thousand

and No/100 Dollars (\$3,500,000.00) to WSA Burbank Housing Partners I, LP for acquisition and construction-related costs, subject to the conditions and terms including but not limited to the items listed below.

2. The commitment of the loan funds is subject to the General Loan Conditions adopted by the Housing Authority by Resolution No. 806 on January 23, 1995, including satisfaction of all loan underwriting conditions and the applicable funding guidelines.
3. The Low-Income Housing Production Subsidy Program Policy Maximum Cost Schedule and the Loan Schedule are waived, as costs have increased since the Policy was approved.
5. A loan term of 55 years at 3% simple interest per annum, deferred payments, residual cash receipts, secured by a Deed of Trust; and a 55-year term of affordability through a Regulatory Agreement recorded against the property.
6. Affordability mix that includes 16 units targeted to households with incomes up to 20% of Area Median Income (“AMI”), 8 units targeted to households with incomes up to 30% of AMI, 13 units targeted to households with incomes up to 40% of AMI, 14 units targeted to households with incomes up to 50% AMI, 12 units targeted to households with incomes up to 60% AMI, and one non-restricted manager unit, of which sixteen units will be targeted to households at-risk of homelessness.
7. The proposed unit mix is anticipated to include 20 one-bedroom, 26 two-bedroom, and 18 three-bedroom units.
8. The loan shall be due and payable in full if construction has not commenced by January 31, 2024, and is not completed by June 30, 2025, unless these dates are extended, in writing, by the Executive Director. The construction commencement and completion dates contained herein shall also apply to all previous Housing Authority funding awards made for the Project.

BE IT FURTHER RESOLVED that the Housing Authority hereby approves subordination of Housing Authority loan(s) to senior financing in a form approved by Housing Authority General Counsel, if required by other lenders.

BE IT FURTHER RESOLVED that the Housing Authority hereby authorizes the Executive Director to execute agreements and related loan documents for the Project consistent with this Resolution.

BE IT FURTHER RESOLVED that the Housing Authority hereby authorizes the Chief Financial Officer to pay all claims for the loan in an amount not to exceed Three Million Five Hundred Thousand and No/100 Dollars (\$3,500,000.00) to WSA Burbank Housing Partners I, LP, from the following Key Number(s) or as otherwise determined by the Executive Director:

Source	Fund	Key	Loan No.	Amount
HOME Investment Partnership Program	2293	340105	9903-3655-23	\$310,327.00
Community Development Block Grant	2280	340302	9903-3665-23	\$1,310,971.00
Housing Grant Fund - Permanent Local Housing Allocation Program	2282	42137	9903-3675-23	\$1,187,622.00
Real Property Transfer Tax	2284	340902	9903-3685-23	\$691,080.00
<b>Total</b>				<b>\$3,500,000.00</b>

IN HOUSING AUTHORITY DULY PASSED this 24th day of July, 2023.


AYES: (4) Commissioner Downey, Commissioner Newton, Commissioner Smith, Vice Chair LaPenna

NOES:

ABSENT: (2) Commissioner Rawhouser, Commissioner McWhorter

ABSTAIN: (1) Chair Owen

ATTEST:   
Rebecca Lane (Jul 28, 2023 11:09 PDT)  
 Secretary

APPROVED:   
Tom LaPenna (Jul 24, 2023 18:36 PDT)  
 Chair

APPROVED AS TO FORM:   
Jeff Berk (Aug 1, 2023 10:48 PDT)  
 City Attorney



**MEMORANDUM**

**DATE:** July 11, 2023  
**TO:** WHOMEVER IT MAY CONCERN  
**FROM:** MEGAN BASINGER, DIRECTOR OF HOUSING AND COMMUNITY SERVICES  
**SUBJECT:** DELEGATION OF AUTHORITY

I will be out of the office beginning July 21, 2023, and returning on July 31, 2023.

Further, I am appointing Rebecca Lane, Housing and Community Services Manager, to be Acting Director beginning July 21, 2023, and ending the morning of my return on July 31, 2023. This Delegation of Authority extends to cover the role of Acting Executive Director of the Housing Authority and to sign any pertinent Housing Authority documents during my absence.

I am giving full signature authority during the above-mentioned dates to Rebecca Lane until I return to the office. My signature below gives this signature authority on all items, including contracts, travel requests, and matters concerning funding and personnel issues.

*Megan Basinger*

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Megan Basinger  
Director Housing and Community Services

7-11-2023  
DATE

# Delegation of Authority MB 7.21-31.23

Final Audit Report

2023-07-11

Created:	2023-07-11
By:	Steve Brown (svbrown@srcity.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAjI0L75Pc6FEw_I2ZrzQT9oTz987pAafq

## "Delegation of Authority MB 7.21-31.23" History

-  Document created by Steve Brown (svbrown@srcity.org)  
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-  Document emailed to Megan Basinger (mbasinger@srcity.org) for signature  
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-  Email viewed by Megan Basinger (mbasinger@srcity.org)  
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-  Document e-signed by Megan Basinger (mbasinger@srcity.org)  
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-  Agreement completed.  
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# Resolution 1759

Final Audit Report


2023-08-01


Created:	2023-07-24
By:	Steve Brown (svbrown@srcity.org)
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## "Resolution 1759" History

-  Document created by Steve Brown (svbrown@srcity.org)  
2023-07-24 - 10:55:34 PM GMT
-  Document emailed to tdlapenna@gmail.com for signature  
2023-07-24 - 10:56:45 PM GMT
-  Email viewed by tdlapenna@gmail.com  
2023-07-25 - 1:31:30 AM GMT
-  Signer tdlapenna@gmail.com entered name at signing as Tom LaPenna  
2023-07-25 - 1:36:39 AM GMT
-  Document e-signed by Tom LaPenna (tdlapenna@gmail.com)  
Signature Date: 2023-07-25 - 1:36:41 AM GMT - Time Source: server
-  Document emailed to Rebecca Lane (rlane@srcity.org) for signature  
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-  Email viewed by Rebecca Lane (rlane@srcity.org)  
2023-07-28 - 6:09:46 PM GMT
-  Document e-signed by Rebecca Lane (rlane@srcity.org)  
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-  Document emailed to Sue Gallagher (sgallagher@srcity.org) for signature  
2023-07-28 - 6:09:54 PM GMT
-  Steve Brown (svbrown@srcity.org) added alternate signer Jeff Berk (jberk@srcity.org). The original signer Sue Gallagher (sgallagher@srcity.org) can still sign.  
2023-08-01 - 5:20:45 PM GMT
-  Document emailed to Jeff Berk (jberk@srcity.org) for signature  
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 Agreement completed.  
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