

**MARIN COUNTY HOME PROGRAM PROPOSAL  
2012-13**

H-1

**1. Project Name: Drake House** **2. Total Amount Requested** \$600,000\*  
 \*This amount differs from the budget as other proposals sought may not commit requested funding.

**3. Project Sponsor: Buckelew Programs** **E-mail: stever@buckelew.org**  
**Contact Person and Title: Steven Ramsland, Ed.D.** **Website (optional): www.buckelew.org**  
 Executive Director  
**Address: 900 5<sup>th</sup> Avenue, Suite 150**  
 San Rafael, CA 94901  
**Telephone: 415-526-0401** **Ext.** **Fax: 415-721-0281**

All future announcements will be sent to you by e-mail, unless you indicate otherwise:  Please send by mail.

**Does the sponsor qualify as a Community Housing Development Organization (CHDO)?**  YES  NO  
 If you are not sure whether your group qualifies as a CHDO, please refer to "The HOME Program...Federal Funds for Affordable Housing" for a definition, or call Roy Bateman. Marin County needs projects to use our CHDO set-aside!

**4. Project Location** (precise street address, Assessor's Parcel Number, and the year the building was constructed):  
 (If site lacks a street address, attach map showing location.)

1109 Sir Francis Drake Boulevard, Kentfield, CA 94904. Assessor's Parcel Number 074-011-51. Built in 1964.

**5. Project Description:**  
 (If the project involves an occupied building, attach a complete list of tenant incomes, household sizes, and rents.)

Buckelew Programs has contracted with the County of Marin to provide a new residential care facility to serve ten clients in a home-like setting. The home will have both private and semi-private rooms.

**6. Total Project Cost:**  
 Include all costs for this particular project, regardless of source. Also attach a pro forma and a sources and uses schedule.

\$1,770,193

**7. Project Budget for Use of HOME Program Funds:**  
 Budget should include estimate of costs, such as land or building acquisition costs, construction costs, rehabilitation costs, architectural and engineering fees, etc. Be as accurate and comprehensive as possible. **WARNING:** If your project includes rehabilitation, please call Reid Thaler at 499-6695 to learn how federal lead paint regulations may raise the cost of your project.

See attached budget.

**8. Other Sources of Funds:**  
 How will you meet the HOME Program matching funds requirement? Include amounts, sources, use, commitment, and timing of all public and private funds other than HOME funds. Be sure to mention any federal assistance, including tax credits and CDBG; local public agency assistance, such as fees waived; and private assistance, such as the interest saved on below market rate loans. Are the other funds firmly committed?

<u>Source</u>	<u>Use</u>	<u>Amount</u>	<u>Date You Applied</u>	<u>Are Funds Committed</u>	<u>Date Funds Were Committed</u>	<u>When Available</u>
Community Mental Health Services	Building Costs	\$800k	4/1/2011	? Yes	4/15/2011	At time of construction
Marin Community Foundation	Building Costs	\$300k	Will apply 12/2011	No		
Tamalpais Pacific	Building Costs	\$300k	Will apply 12/2011	No		
Michelson Foundation	Building Costs	\$50k	Will apply 12/2011	No		

9. **Project Implementation:** *Who will be responsible for implementing the project? How will it be implemented and what is the proposed schedule for project implementation? How quickly will you be able to spend the requested funding?*

Bucklew Programs is the property owner and will be the project sponsor. Steven Ramsland, Executive Director of Buckelew Programs, will be responsible for implementing the project. Two estimates for construction of the new home have been received. As soon as HOME funds are committed, Buckelew Programs will obtain exact construction costs from a contractor. Construction is estimated to begin in April 2012.

10. **Equal Opportunity Commitment:** *Discuss your plans for recruiting women- and minority-owned construction firms to bid on the development of this project.*

We will research all women- and minority-owned construction firms in the surrounding area and notify them that bids are being sought for the project.

*Which demographic groups are least likely to apply for your housing, and what affirmative marketing steps do you plan to reach them?*

Community Mental Health Services monitors the demographics (resident, applicant, census data) of the market area to track race, ethnicity, religion or persons with disabilities for purposes of low-income housing units. They determine if the population least likely to apply for housing is the population identified, then provide advertising most applicable to the demographic groups, and make changes when applicable.

11. **Need for the Project:**

A. Need Group

*What groups or individuals will benefit from the project? What income level will the project serve? Be specific! Also, describe how you will provide for long-term affordability.*

All residents will have income at or below 30% of median income and meet HOME income limits. Most will have SSI as their only source of income. Long-term affordability is assured through State and Federal mental health funding, associated by Community Mental Health Services.

HOME Income Limits

Household Size	50% of Median Income	60% of Median Income	80% of Median Income
1	\$37,400	\$44,880	\$59,850
2	42,750	51,300	68,400
3	48,100	57,720	76,950
4	53,400	64,080	85,450
5	57,700	69,240	92,300
6	61,950	74,340	99,150
	At least 20% of rental units	The remaining rental units	Homeowner units

B. Project Rationale:

*Why is this project needed? Will it assist an especially needy or underserved group?*

The Drake House home will be an important resource in the continuum of care for persons with mental illness in Marin County. The new facility will provide care for up to ten low-income adults with severe mental illness in a home-like setting.

*For new construction or rehabilitation, what will you do to incorporate "green building" principles?*

Green building techniques will be utilized wherever possible.

C. Accessibility:

*What steps are you taking to make this project accessible to people with physical and other disabilities?*

The design will provide for accessibility for aging and less ambulatory clients.

For further information, please call Roy Bateman at 499-6698. Completed applications may be mailed to the Federal Grants Division, Marin County Community Development Agency, 3501 Civic Center Drive, Room 308, San Rafael, CA 94903, or they may be hand-delivered to our new office location at 899 Northgate Drive, Room 408, San Rafael. Please do not send mail to our Northgate Drive location. **APPLICATIONS SENT BY FAX OR E-MAIL WILL NOT BE ACCEPTED.** If you need more space for several questions, please answer all questions in sequence. If you'd like to download this form as a Microsoft Word document, visit [www.marincdbg.com](http://www.marincdbg.com). Remember that we don't accept faxed or e-mailed applications. For a free copy of the HOME Final Rule (24 CFR Part 92), call (800) 998-9999, and ask for a copy of "HO 1272."

- Please consult with staff (Roy Bateman, phone 499-6698) before you file an application.
- Attach a pro forma and a sources and uses schedule.
- The current year's application form must be used.
- Applicants are encouraged to apply for Community Development Block Grant (CDBG) funds in at least the same amount as your HOME request. (Some projects may receive only HOME funds or only CDBG funds. For example, if your project needs a total of \$100,000, apply for \$100,000 from HOME and \$100,000 from CDBG.) The CDBG Program has a separate application form, which must be received by Friday, December 9, 2011.

**HOME PROPOSALS MUST BE RECEIVED BY FRIDAY, DECEMBER 9, 2011 AT 5:00 P.M.**

**DRAFT**

**Drake House Rehab and Conversion to Mental Health Crisis Center Development Cost Estimate**

1. Construction Contract (See Attached Cost Breakdown.)			1358126
2. Fees			68160
Special Inspections During Construction		3000	
Phase 1/Asbestos Survey		5000	
Planning and Building Permit Fees		30000	
Geotech		9000	
Survey		12960	
Historical Review		2200	
Arborist		1500	
MMWD Upgrade Meter		5000	
Warren Security Panel Installation		2500	
4. Architectural Design Fee (including structural)			136825
5. Architectural Construction Supervision Fee			42082
6. Course of Construction Insurance			5000
7. Title and recording			4000
8. Development Consultant			20000
9. Furniture			15000
10. Contingency (hard and soft costs)			100000
11. Interim loan interest during rehab (3% for 12 months)			21000
<b>12. TOTAL ESTIMATED CONSTRUCTION AND SOFT COSTS</b>			<b>1770193</b>
<b>Funds Available</b>			
MHSA		\$800,000	
Marin Community Foundation (Sutter)		\$300,000	
Buckelew Programs		\$20,193	
CDBG/HOME		\$300,000	
Tamalpais Pacific		\$300,000	
Michelson Foundation		\$50,000	
<b>13. TOTAL FUNDS</b>		<b>\$1,770,193</b>	
November 23, 2011			



Project Area	HOME	Residual Receipts	Other Reserve	Total Cost
New Roof	\$40,000	\$0	\$20,000	\$60,000
ADA Upgrades	\$5,000	\$25,000	\$0	\$30,000
Permit Fees	\$0	\$0	\$8,000	\$8,000
Legal Fees	\$0	\$0	\$3,000	\$3,000
Architecture Fees	\$10,000	\$0	\$0	\$10,000

**8. Other Sources of Funds:**

How will you meet the HOME Program matching funds requirement? Include amounts, sources, use, commitment, and timing of all public and private funds other than HOME funds. Be sure to mention any federal assistance, including tax credits and CDBG; local public agency assistance, such as fees waived; and private assistance, such as the interest saved on below market rate loans. Are the other funds firmly committed?

Source	Use	Amount	Date You Applied	Are Funds Committed?	Date Funds Were Committed	When Available
Residual Receipts	ADA Upgrades	\$25,000	12/31/2011	No		Immediate
Other Reserve	Roof, Permit Fees, Legal Fees	\$31,000	12/31/2011	No		Immediate

**9. Project Implementation:** Who will be responsible for implementing the project? How will it be implemented and what is the proposed schedule for project implementation? How quickly will you be able to spend the requested funding?

The Senior Asset Manager, Wendy Saca-Mertens, will be responsible for implementing and overseeing the project. Once funds are awarded an architect will be engaged to develop the scope of work. After the scope is completed the project will be put out to bid, with each component bid separately. The development of the scope and the bidding process is expected to take approximately 6 to 8 weeks. Once the contractors are selected they will be expected to work with the architect to secure the appropriate permits. Permitting can take up to 4 weeks. After the permit is secured the contractors will submit a schedule and a kick-off meeting will occur. The total project, depending on the weather, will take approximately 3 to 9 months.

**10. Equal Opportunity Commitment:** Discuss your plans for recruiting women- and minority-owned construction firms to bid on the development of this project.

Efforts will be made to recruit women- and minority-owned construction firms to bid on the development of this project. Mercy Housing has utilized women- and minority-owned construction firms in the past and will be soliciting bids from these firms. Mercy Housing has applied for and received HOME funds for many of its projects in the past and will utilize similar methodologies to ensure that this requirement is met.

Which demographic groups are least likely to apply for your housing, and what affirmative marketing steps do you plan to reach them?

Attached is a copy of the most recently submitted copy of the Affirmative Fair Housing Marketing Plan submitted to HUD for the project. This plan will ensure that the demographic groups least likely to apply will be reached.

**11. Need for the Project:**

**A. Need Group**

What groups or individuals will benefit from the project? What income level will the project serve? Be specific! Also, describe how you will provide for long-term affordability.

HOME Income Limits

Household Size	50% of Median Income	60% of Median Income	80% of Median Income
1	\$37,400	\$44,880	\$59,850
2	42,750	51,300	68,400
3	48,100	57,720	76,950
4	53,400	64,080	85,450
5	57,700	69,240	92,300
6	61,950	74,340	99,150
	At least 20% of rental units	The remaining rental units	Homeowner units

Twenty-three one bedroom units at Camino Alto are reserved for physically handicapped families and individuals. This is a requirement of the Federal Housing Administration (FHA) insured mortgage note, which remains in force until September 1, 2023. There is also a Housing Assistance Payments Contract (HAP) with the US Department of Housing and Urban Development (HUD) that obligates the project to serve qualified low income tenants until September 30, 2028. The project owner, Marin Homes for Independent Living has a commitment to keep the project affordable in perpetuity.

The FHA and HUD requirements dictate that residents' annual adjusted incomes must be no more than 50% of Area Median Income (AMI). HUD requires that residents' incomes be certified annually for eligibility. The property management agent completes annual recertification for each resident which documents eligibility; these re-certifications will document that all of the users have incomes at or below the HOME income limits.

**B. Project Rationale:**

*Why is this project needed? Will it assist an especially needy or underserved group?*

The roof replacement will address outstanding necessary capital improvements of deferred maintenance that the project lacks funds to complete. The ADA upgrades will enhance the accessibility features for the entire community, which is 100% physically disabled.

*For new construction or rehabilitation, what will you do to incorporate "green building" principles?*

Green building principles will be achieved where ever feasible. An architect will be engaged to assist with the identification of areas where green building principles can be adopted. The architect will also oversee the construction phase of the project to ensure that green practices are adhered to during the construction process wherever possible

**C. Accessibility:**

*What steps are you taking to make this project accessible to people with physical and other disabilities?*

Camino Alto serves 100% physically handicapped households. For this reason all improvements at the site are required to meet the architectural standards contained in the California Code of Regulations, Title 24, Parts 2, 3 & 5, the Uniform Federal Accessibility Standards (UFAS) and the Americans with Disabilities Act (ADA). The purpose of the ADA upgrades are to enhance the site's features to provide a reasonable accommodation for the residents with disabilities.



**mercy**  
HOUSING

**MARIN COUNTY  
HOME PROGRAM PROPOSAL**

**December 2011**

**Camino Alto**  
260 Camino Alto Court, Mill Valley, CA

**Submitted by:**

**Mercy Housing California  
On Behalf Of  
Marin Homes for Independent Living**

**RECEIVED**

**DEC 08 2011**

**COUNTY OF MARIN  
COMMUNITY DEVELOPMENT AGENCY  
PLANNING DIVISION**



LIVE IN HOPE

AH-1

MARIN COUNTY HOME PROGRAM PROPOSAL  
2012-13

H-3

1. **Project Name:** DV Emergency Shelter Rehabilitation
2. **Total Amount Requested** \$212,000
3. **Project Sponsor:** Center for Domestic Peace
- E-mail:** dgarske@centerfordomesticpeace.org
- Contact Person and Title:** Donna Garske, Executive Director
- Website (optional):** www.centerfordomesticpeace.org
- Address:** 734 A Street; San Rafael, CA 94901
- Telephone:** (415) 457-2464      **Ext. 27**      **Fax:** (415) 457-6457

All future announcements will be sent to you by e-mail, unless you indicate otherwise:  Please send by mail.

**Does the sponsor qualify as a Community Housing Development Organization (CHDO)?**  YES  NO  
*If you are not sure whether your group qualifies as a CHDO, please refer to "The HOME Program...Federal Funds for Affordable Housing" for a definition, or call Roy Bateman. Marin County needs projects to use our CHDO set-aside!*

4. **Project Location** (precise street address, Assessor's Parcel Number, and the year the building was constructed):  
*(If site lacks a street address, attach map showing location.)*

Confidential location; built in 1930

5. **Project Description:**

*(If the project involves an occupied building, attach a complete list of tenant incomes, household sizes, and rents.)*

Center for Domestic Peace has received a \$1 million contract from EHAPCD for rehabilitation of our 16-bed domestic violence (DV) shelter, in order to bring the property up to the Americans With Disability Act (ADA) standards and codes, and to complete much needed major repairs on the old building (including upgrading the foundation; installing a new electrical system, heating, and ventilation; repairing the roof; replacing all windows and doors; redesigning the layout so that the building is more functional; and other essential repairs). However, this contract does not cover several other repairs and upgrades that are needed to improve safety and access for residents. This HOME proposal will enable us to complete the following: 1) design a utilization map for the entire property, which includes two additional buildings that are currently used as an office to meet with residents and a storage facility for community donations distributed to residents, but that could be used more effectively to meet the needs of all residents; 2) rehab the outdoor hardscape so that the entire space (walkways and access to other onsite buildings) is ADA compliant, accessible, and safe; 3) install locking built-in cabinets in bedrooms and key card security mechanisms on doors of all bedrooms to improve resident safety; and 4) establish a contingency fund (20% of total EHAPCD construction costs) to deal with unexpected issues with the old building that arise during rehabilitation but that cannot be covered by EHAPCD, due to funding limitations.

Note: Since our population is mobile, residents don't pay rents, and they generally don't stay more than 1-2 months (some only a few days), we are not including a tenant list.

6. **Total Project Cost:**

*Include all costs for this particular project, regardless of source. Also attach a pro forma and a sources and uses schedule.*

Project costs total \$1,212,000; see the attached sources and uses document and pro forma.

7. **Project Budget for Use of HOME Program Funds:**

*Budget should include estimate of costs, such as land or building acquisition costs, construction costs, rehabilitation costs, architectural and engineering fees, etc. Be as accurate and comprehensive as possible. WARNING: If your project includes rehabilitation, please call Reid Thaler at 499-6695 to learn how federal lead paint regulations may raise the cost of your project.*

1) Utilization map design: \$8,000; 2) rehab of entire shelter site's outdoor hardscape (walkways, patio, etc.): \$30,000; 3) bedroom security: built-in locking cabinets and key card mechanisms on main doors for 6 bedrooms: \$18,000; and 4) contingency fund @ 20% of EHAPCD construction costs: \$156,000. These cost estimates were provided by Peggy Woodring of Woodring & Associates, who is serving as the project manager for the shelter rehabilitation project.

8. **Other Sources of Funds:**

*How will you meet the HOME Program matching funds requirement? Include amounts, sources, use, commitment, and timing of all public and private funds other than HOME funds. Be sure to mention any federal assistance,*

✓



including tax credits and CDBG; local public agency assistance, such as fees waived; and private assistance, such as the interest saved on below market rate loans. Are the other funds firmly committed?

<u>Source</u>	<u>Use</u>	<u>Amount</u>	<u>Date You Applied</u>	<u>Are Funds Committed?</u>	<u>Date Funds Were Committed</u>	<u>When Available</u>
EHAPCD	Shelter rehab	\$1 million	Jan. 2009	Yes	June 2009	Feb. 2010
CDBG	Shelter rehab	\$212,000	Dec. 2011	No		

**9. Project Implementation:** *Who will be responsible for implementing the project? How will it be implemented and what is the proposed schedule for project implementation? How quickly will you be able to spend the requested funding?*

Peggy Woodring (architect) of Woodring & Associates is serving as the project manager for the shelter rehabilitation project, and she is coordinating with a project team at Center for Domestic Peace. To date, we have hired and signed contracts with both the project manager and the architect. We are currently completing pre-construction work around design review, permits, and other needed tasks. We will request construction bids in early 2012, and it is anticipated that construction will begin April 1, 2012. According to the EHAPCD term of agreement, we must complete the rehabilitation construction in nine months, so that the project will be complete and all funds spent by the end of FY 12/13. We will also spent HOME funds by June 30, 2013.

**10. Equal Opportunity Commitment:** *Discuss your plans for recruiting women- and minority-owned construction firms to bid on the development of this project.*

In hiring both the project manager and architect positions, we recruited a diverse pool of applicants that included women- and minority-owned firms, and we selected women-owned firms for both roles. In hiring the construction firm for the rehabilitation, we are required to follow the procedures and policies for securing bids as stipulated by the state under our EHAPCD contract.

*Which demographic groups are least likely to apply for your housing, and what affirmative marketing steps do you plan to reach them?*

Center for Domestic Peace regularly reviews the ethnicity data of those served by the shelter, and has not identified any ethnic minority groups underutilizing the program, given that current utilization rates among minorities are more diverse than the demographics of Marin. The group that least commonly requests shelter services is elderly victims over the age of 55; given that Marin's elderly population is steadily increasing, we have begun a strategic assessment of internal and external data and trends to determine if this group is in fact underutilizing the shelter, or if shelter may not be necessary or an appropriate service. We have invested in specialized technical assistance from the federal Office on Violence Against Women, and staff recently attended a three-day national training to learn how to effectively assess this group's unique needs. We will develop marketing and outreach strategies based on the outcomes of this assessment. To date, we have identified partners serving the elderly to be involved in the coordinated community response to domestic violence, and will engage them in helping us identify the most appropriate services and marketing strategies for the unique needs of elderly victims (mental/physical health, living arrangements, difficulty in dealing with sexual assault, etc.) and the methods for promoting these services.

**11. Need for the Project:**

**A. Need Group**

*What groups or individuals will benefit from the project? What income level will the project serve? Be specific! Also, describe how you will provide for long-term affordability.*

The shelter annually serves between 150 and 200 women and children who are victimized by DV from throughout Marin, and is the only shelter in the county dedicated exclusively to this special population. These victims are fleeing their homes and do not have alternative safe housing; they would become homeless without access to the shelter. They fall well below HOME Income Limits: approx. 80% fall below the federal poverty level, and the remaining 20% are low or extremely low income (less than 50% of median income). Income sources and amount for each resident are documented via an online database during the shelter intake process and again at program exit. A large percentage of residents are from marginalized populations: 66% are from populations of color (44% Hispanic, 34% White, 8% African American, 4% Asian/Pacific Islander, 2% Native American, and 8% Other). In addition, last year, 15% of adult residents were mentally/emotionally challenged, 9% were physically/medically disabled, 30% spoke limited English, and 36% were immigrants.

Center for Domestic Peace's Second Step Transitional Housing Program serves as a crucial referral source for women and children exiting the shelter; this 12-24 month transitional housing program focuses on assisting residents in securing permanent affordable housing upon exit. Second Step residents pay a set percentage of their income as rent, regardless of their income; this promotes long-term affordability. Center for Domestic Peace also assists exiting shelter residents in securing other affordable housing by: 1) obtaining lists of available low-income, subsidized housing from Marin Housing Authority to share with residents; 2) assisting residents in searching craigslist for affordable housing; 3) contacting

landlords that accept Section 8 HUD vouchers to assist residents in securing housing; 4) preparing reference letters for residents to submit to prospective landlords; 5) helping residents negotiate a lease as appropriate; 6) providing residents with deposits and/or first month's rent payments, and/or referring residents to other organizations that provide funds for housing (including Adopt A Family, St. Vincent de Paul, and Ritter House); 7) assisting residents in applying for Section 8 HUD vouchers; and 8) assisting residents with leveraging other available resources through referrals to local organizations (such as Community Action Marin) where they can receive assistance with credit repair/forgiveness.

**HOME Income Limits**

Household Size	50% of Median Income	60% of Median Income	80% of Median Income
1	\$37,400	\$44,880	\$59,850
2	42,750	51,300	68,400
3	48,100	57,720	76,950
4	53,400	64,080	85,450
5	57,700	69,240	92,300
6	61,950	74,340	99,150
	At least 20% of rental units	The remaining rental units	Homeowner units

**B. Project Rationale:**

*Why is this project needed? Will it assist an especially needy or underserved group?*

DV has been identified as the number one violent crime in Marin County according to the Civil Grand Jury Report released in 2010. The shelter serves as a life-saving resource for DV victims and their children from throughout Marin who must flee their homes in order to avoid further injury, abuse, and possibly even death. Yes, the population served is an especially needy group: as stated above, the women served have few if any financial resources, and a large proportion experience additional barriers due to language, immigration status, and physical/mental abilities.

The proposed additions to the shelter rehab to be funded by HOME are needed for multiple reasons: 1) redesigning the outdoor space and use of the other buildings on the property is in line with the indoor structural changes that will make the property ADA compliant; 2) the building and grounds are old, with outdoor walkways and spaces that are hazardous for children and residents with mobility issues; 3) installing locking cabinets and key cards on the bedroom doors will improve the safety and security of residents who are already in a very vulnerable state, due to the violence they have experienced; and 4) contingency funds will enable the project to move forward without delay and maintain the timeline outlined above should any issues arise with the old building during the rehab process.

*For new construction or rehabilitation, what will you do to incorporate "green building" principles?*

Center for Domestic Peace has been certified as a Green Business and has already instituted many green business practices throughout our operations. We have installed solar panels at our main administrative office, conducted electricity and water audits, switched to Energy Star equipment, installed motion detector lights, begun a transition to electronic files, etc. In interviewing and selecting the architect and project manager for the shelter rehabilitation, we asked interviewees to discuss the green building principles they have used and recommend, and we based our selection partially on this factor. We will follow the same process in interviewing and hiring a construction firm.

**C. Accessibility:**

*What steps are you taking to make this project accessible to people with physical and other disabilities?*

One of the main goals of this rehabilitation project is to improve accessibility at the shelter for people with physical disabilities and to ensure that the entire property is in compliance with ADA requirements. This includes modifying all entrances, bathrooms, walkways, bedrooms, shared living spaces, and outdoor spaces as needed to accommodate wheelchairs and individuals with limited mobility. Increasing security in the bedrooms will also improve the shelter's ability to serve individuals with emotional and mental disabilities while maintaining the safety of all residents.

For further information, please call Roy Bateman at 499-6698. Completed applications may be mailed to the Federal Grants Division, Marin County Community Development Agency, 3501 Civic Center Drive, Room 308, San Rafael, CA 94903, or they may be hand-delivered to our new office location at 899 Northgate Drive, Room 408, San Rafael. Please do not send mail to our Northgate Drive location. **APPLICATIONS SENT BY FAX OR E-MAIL WILL NOT BE ACCEPTED.** If you need more space for several questions, please answer all questions in sequence. If you'd like to download this form as a Microsoft Word document, visit [www.marincdbg.com](http://www.marincdbg.com). Remember that we don't accept faxed or e-mailed applications. For a free copy of the HOME Final Rule (24 CFR Part 92), call (800) 998-9999, and ask for a copy of "HO 1272."

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**HOME PROPOSALS MUST BE RECEIVED BY FRIDAY, DECEMBER 9, 2011 AT 5:00 P.M.**

Center for Domestic Peace  
15-Year Operating Pro Forma

Project Name	Total 15														
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15
<b>Income Assumptions</b>															
State: Cal EMA	0%	273,221	273,221	273,221	273,221	273,221	273,221	273,221	273,221	273,221	273,221	273,221	273,221	273,221	273,221
Federal: HUD	0%	45,823	45,823	45,823	45,823	45,823	45,823	45,823	45,823	45,823	45,823	45,823	45,823	45,823	45,823
County: Marriage License Fees/CB	0%	57,510	57,510	57,510	57,510	57,510	57,510	57,510	57,510	57,510	57,510	57,510	57,510	57,510	57,510
Earned Income, Fund Development, & Foundations	5% to 9%	84,811	92,688	100,723	108,919	117,278	125,805	134,502	143,374	152,422	161,652	171,066	180,668	190,463	200,643
<b>Gross Income</b>		461,366	469,243	477,278	485,474	493,833	502,360	511,057	519,928	528,977	538,207	547,621	557,223	567,018	577,008
<b>Expense Assumptions</b>															
Salaries	2%	293,498	299,368	305,356	311,463	317,692	324,046	330,527	337,137	343,880	350,758	357,773	364,928	372,227	379,671
Benefits	2%	61,178	62,401	63,649	64,922	66,221	67,545	68,896	70,274	71,680	73,113	74,575	76,067	77,588	79,140
Audit Expense	0%	5,571	5,571	5,571	5,571	5,571	5,571	5,571	5,571	5,571	5,571	5,571	5,571	5,571	5,571
Books, Subs & Pubs	0%	89	89	89	89	89	89	89	89	89	89	89	89	89	89
Employment Advertising	0%	493	493	493	493	493	493	493	493	493	493	493	493	493	493
Leased Office Equipment	0%	1,694	1,694	1,694	1,694	1,694	1,694	1,694	1,694	1,694	1,694	1,694	1,694	1,694	1,694
General Liability	2%	8,905	9,083	9,265	9,450	9,639	9,832	10,028	10,229	10,433	10,642	10,855	11,072	11,293	11,519
Meetings & Special Events	0%	646	646	646	646	646	646	646	646	646	646	646	646	646	646
Office Supplies - General	0%	3,222	3,222	3,222	3,222	3,222	3,222	3,222	3,222	3,222	3,222	3,222	3,222	3,222	3,222
Computer Supplies	0%	1,172	1,172	1,172	1,172	1,172	1,172	1,172	1,172	1,172	1,172	1,172	1,172	1,172	1,172
Payroll Service	2%	1,500	1,530	1,561	1,592	1,624	1,656	1,690	1,723	1,758	1,793	1,829	1,865	1,903	1,941
Postage and Delivery	2%	821	838	855	872	889	907	925	944	962	982	1,001	1,021	1,042	1,063
Printing and Copying	2%	773	789	804	821	837	854	871	888	906	924	943	961	981	1,000
Other Rents	0%	217	217	217	217	217	217	217	217	217	217	217	217	217	217
Repairs & Maintenance	0%	4,832	4,832	4,832	4,832	4,832	4,832	4,832	4,832	4,832	4,832	4,832	4,832	4,832	4,832
Security Expense	2%	1,289	1,315	1,341	1,368	1,396	1,424	1,452	1,481	1,511	1,541	1,572	1,603	1,635	1,668
Telephones	2%	6,715	6,849	6,986	7,126	7,269	7,414	7,562	7,714	7,868	8,025	8,186	8,349	8,516	8,687
Utilities	2%	10,991	11,211	11,435	11,664	11,897	12,135	12,377	12,625	12,877	13,135	13,398	13,666	13,939	14,218
Answering Service	0%	2,700	2,700	2,700	2,700	2,700	2,700	2,700	2,700	2,700	2,700	2,700	2,700	2,700	2,700
Grant Travel	0%	494	494	494	494	494	494	494	494	494	494	494	494	494	494
Mortgage - Admin facility	0%	19,235	19,235	19,235	19,235	19,235	19,235	19,235	19,235	19,235	19,235	19,235	19,235	19,235	19,235
Participant Services	0%	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Food	2%	4,500	4,590	4,682	4,775	4,871	4,968	5,068	5,169	5,272	5,378	5,485	5,595	5,707	5,821
Household Supplies	0%	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Technology Expenses	0%	3,172	3,172	3,172	3,172	3,172	3,172	3,172	3,172	3,172	3,172	3,172	3,172	3,172	3,172
Admin Support (Indirect)	0%	16,960	16,960	16,960	16,960	16,960	16,960	16,960	16,960	16,960	16,960	16,960	16,960	16,960	16,960
Property Taxes	2%	3,696	3,770	3,846	3,923	4,001	4,081	4,163	4,246	4,331	4,417	4,506	4,596	4,688	4,782
<b>Total Expense</b>		461,366	469,243	477,278	485,474	493,833	502,360	511,057	519,928	528,977	538,207	547,621	557,223	567,018	577,008
<b>Net Income/Loss</b>		0	0	0	0	0	0	0	0	0	0	0	0	0	0

**SHELTER REHAB SOURCES AND USES STATEMENT**

Development Budget	TOTAL PROJECT COSTS	Financing Sources:				
		EHAPCD	HOME/CDBG			
<b>LAND COST/ACQUISITION</b>						
Land and/or Building Cost						
Demolition	\$ -					
Legal	\$ -					
<b>Total Land Cost/Acquisition</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>IMPROVEMENT COSTS</b>						
Existing Improvements Value						
Off-Site Improvements	\$ -					
<b>Total Improvements Costs</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>SUBTOTAL Land/Acq/Improv</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>REHABILITATION</b>						
Site Work	\$ 70,000	\$40,000	\$30,000			
Structures	\$ 586,000	\$586,000				
General Requirements	\$ 28,000	\$28,000				
Contractor Overhead	\$ 59,000	\$59,000				
Contractor Profit	\$ 47,000	\$47,000				
Remediation	\$ 15,000	\$15,000				
Relocation Expenses	\$ -					
<b>Total Rehabilitation</b>	\$ 805,000	\$ 775,000	\$ 30,000	\$ -	\$ -	\$ -
<b>NEW CONSTRUCTION</b>						
Site Work						
Structures						
General Requirements						
Contractor Overhead						
Remediation						
Contractor Profit						
<b>Total New Construction</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ARCHITECTURAL FEES-Design	\$ 83,000	\$ 75,000	\$ 8,000			
<b>CONST. INTEREST &amp; FEES</b>						
Const. Loan Interest						
Origination Fee						
Credit Enhance. & App. Fee						
Bond Premium						
Taxes						
Insurance						
<b>Total Const. Interest &amp; Fees</b>	\$ 83,000	\$ 75,000	\$ 8,000	\$ -	\$ -	\$ -
<b>PERMANENT FINANCING</b>						
Loan Origination Fee	\$ -					
Credit Enhance. & App. Fee	\$ -					
Escrow and Title	\$ -					
Other	\$ -					
<b>Total Permanent Financing</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>LEGAL FEES</b>						
Lender Legal Paid by Applicant	\$ -					
Other (Construction Contract)	\$ -					
<b>Total Legal Fees</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Development Budget	TOTAL PROJECT COSTS	Financing Sources:				
		EHAPCD	HOME/CDBG			
<b>RESERVES</b>						
Rent Reserves	\$ -					
Capitalized Rent Reserves	\$ -					
Capitalized Operating Reserve	\$ -					
Capitalized Replacement Reserves	\$ -					
<b>Total Reserves</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>OTHER CONSTRUCTION COSTS</b>						
Appraisal Costs	\$ -					
Survey & Engineering Costs	\$ -					
Contingency Costs	\$ -					
<b>Total Other Construction</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>SUBTOTAL Construction</b>						
<b>OTHER</b>						
Environmental Report/Surveys	\$ -					
Local Dev. Impact Fees	\$ 5,000	\$ 5,000				
Permit Processing Fees	\$ 15,000	\$ 15,000				
Capital Fees	\$ -					
Marketing	\$ -					
Built-In Cabinets & Locking Mechanisms	\$ 18,000		\$ 18,000			
Contingency Fund (Unanticipated Costs)	\$ 156,000		\$ 156,000			
Other (specify)	\$ -					
<b>Total Other</b>	\$ 194,000	\$ 20,000	\$ 174,000	\$ -	\$ -	\$ -
<b>SUBTOTAL - Budget</b>						
<b>DEVELOPER COSTS</b>						
Developer Overhead/Profit	\$ -					
Consultant/Processing Agent	\$ -					
Project Administration	\$ 50,000	\$ 50,000				
Broker fees paid by owner	\$ -					
Const. Management Oversight	\$ 80,000	\$ 80,000				
Other (specify)	\$ -					
<b>Total Developer Costs</b>	\$ 130,000	\$ 130,000	\$ -	\$ -	\$ -	\$ -
<b>TOTAL PROJECT COST</b>	\$ 1,212,000	\$ 1,000,000	\$ 212,000	\$ -	\$ -	\$ -

MARIN COUNTY HOME PROGRAM PROPOSAL  
2012-13

- 1. **Project Name:** *Fairwinds Apartments*
- 2. **Total Amount Requested** \$100,000
- 3. **Project Sponsor:** *EAH, Inc.* **E-mail:** *slucas@EAHhousing.org*
- Contact Person and Title:** *Steve Lucas, Vice President* **Website (optional):** *www.EAHhousing.org*
- Address:** *2169 E. Francisco Blvd., Ste. B  
San Rafael, CA 94901*
- Telephone:** *(415) 295-8850* **Ext.** **Fax:** *(415) 453-3683*

All future announcements will be sent to you by e-mail, unless you indicate otherwise:  Please send by mail.

**Does the sponsor qualify as a Community Housing Development Organization (CHDO)?**  YES  NO  
*If you are not sure whether your group qualifies as a CHDO, please refer to "The HOME Program...Federal Funds for Affordable Housing" for a definition, or call Roy Bateman. Marin County needs projects to use our CHDO set-aside!*

- 4. **Project Location** (precise street address, Assessor's Parcel Number, and the year the building was constructed):  
*(If site lacks a street address, attach map showing location.)*

*240 Canal Street, San Rafael, CA  
Marin County APN 008-020-07  
Constructed in 1971*

- 5. **Project Description:**  
*(If the project involves an occupied building, attach a complete list of tenant incomes, household sizes, and rents.)*

*The market-rate Fairwinds Apartments development consists of 4 buildings and surface parking situated on 1.6 acres of waterfront property. There are a total of 74 units on the site, with 60 studios, 6 one-bedroom units and 8 two-bedroom units. We understand that this is a property in need of proper maintenance and management, as it has been operated by an absentee landlord for the past 17 years. We also understand that the mortgage holder has initiated the foreclosure process and is strongly encouraging the absentee landlord/owner to sell the property if a buyer can be found.*

*EAH proposes to acquire and rehabilitate the Fairwinds property using a combination of low income housing tax credits, tax-exempt bonds, and locally administered low income housing funds. The locally administered low income housing funds include HOME and CDBG funds, Marin County Housing Trust Fund, City of San Rafael housing funds, and Marin County Foundation funds.*

- 6. **Total Project Cost:**  
*Include all costs for this particular project, regardless of source. Also attach a pro forma and a sources and uses schedule.*

*\$11,117,325 (see the attached pro forma)*

- 7. **Project Budget for Use of HOME Program Funds:**  
*Budget should include estimate of costs, such as land or building acquisition costs, construction costs, rehabilitation costs, architectural and engineering fees, etc. Be as accurate and comprehensive as possible. WARNING: If your project includes rehabilitation, please call Reid Thaler at 499-6695 to learn how federal lead paint regulations may raise the cost of your project.*

*Architecture, engineering and consultant fees @ \$100,000*

**8. Other Sources of Funds:**

How will you meet the HOME Program matching funds requirement? Include amounts, sources, use, commitment, and timing of all public and private funds other than HOME funds. Be sure to mention any federal assistance, including tax credits and CDBG; local public agency assistance, such as fees waived; and private assistance, such as the interest saved on below market rate loans. Are the other funds firmly committed?

<u>Source</u>	<u>Use</u>	<u>Amount</u>	<u>Date You Applied</u>	<u>Are Funds Committed?</u>	<u>Date Funds Were Committed</u>	<u>When Available</u>
Local Loans – City Housing funds, County Housing Trust funds, Marin County Foundation	Predev/Acq	\$2,281,002	(est. 12/30/11)	No		
CDBG	Predev	\$100,000	12/9/11	No		
HOME	Predev	\$100,000	12/9/11	No		
TE Bonds	Acq/Const/Perm	\$5,285,230	(est. 3/16/12)	No		
Tax Credit Equity	Const/Perm	\$3,285,513	(est. 3/16/12)	No		
Accrued Interest	Perm	\$65,579	N/A			

(for more detail see the attached pro forma)

**9. Project Implementation:** Who will be responsible for implementing the project? How will it be implemented and what is the proposed schedule for project implementation? How quickly will you be able to spend the requested funding?

EAH Inc. intends to form a limited liability company (LLC) that will be responsible for implementing this project. The LLC, which will enjoy nonprofit status for many purposes because EAH Inc. will be the sole member, will become the managing general partner of a limited partnership that will own the project. The preliminary project schedule is:

- |                                       |          |
|---------------------------------------|----------|
| 1) Execute Option Agreement           | 12/30/11 |
| 2) Submit local funding applications  | 12/30/11 |
| 3) Receive local funding commitments  | 3/15/12  |
| 4) CTCAC/CDLAC application            | 3/16/12  |
| 5) CTCAC/CDLAC award                  | 5/16/12  |
| 6) Close escrow and construction loan | 7/16/12  |
| 7) Start construction                 | 8/16/12  |
| 8) Complete construction              | 6/1/12   |

**10. Equal Opportunity Commitment:** Discuss your plans for recruiting women- and minority-owned construction firms to bid on the development of this project.

The EAH construction contract will comply with applicable regulations, including federal WBE/MBE rules.

Which demographic groups are least likely to apply for your housing, and what affirmative marketing steps do you plan to reach them?

EAH prepares a marketing plan specific to each development. The marketing plan for the subject project will detail steps needed to comply with affirmative marketing requirements, and to ensure that all demographic groups in the market area are notified of the rental opportunity. We believe that the Caucasian demographic will be least likely to apply for the housing at the Fairview property. Therefore, we will advertise in English and non-English-language media and notify public agencies and community groups that serve all demographic groups of this housing opportunity.

**11. Need for the Project:**

**A. Need Group**

What groups or individuals will benefit from the project? What income level will the project serve? Be specific! Also, describe how you will provide for long-term affordability.

Sixty units in this project will be available individuals and small families with incomes at or below 50% AMI. Thirteen of the units will be available to individuals and small families with incomes below 60% AMI.

At the time of application for residency, third party certifications and other verifications will be completed for each household to document that the applicant is within the income requirements for the units. EAH, as the property management company, will conduct re-certifications annually as part of the ongoing monitoring requirements for all units. Since this project is a conversion of market rate housing to affordable housing, EAH will verify existing tenant incomes to determine if they qualify for residency in the competed project. Those that do not qualify may be entitled to relocation benefits based on the applicable rule of law.

The project will be financed with 4% low income housing tax credits and local housing funds, which require regulatory agreements that ensure that the units are rented at these levels of affordability for 55 years.

HOME Income Limits

Household Size	50% of Median Income	60% of Median Income	80% of Median Income
1	\$37,400	\$44,880	\$59,850
2	42,750	51,300	68,400
3	48,100	57,720	76,950
4	53,400	64,080	85,450
5	57,700	69,240	92,300
6	61,950	74,340	99,150
	At least 20% of rental units	The remaining rental units	Homeowner units

**B. Project Rationale:**

*Why is this project needed? Will it assist an especially needy or underserved group?*

*The Fairwinds Apartments property has been neglected by its absentee landlord for far too long. As a result, it is probably one of the least desirable apartment complexes in the canal area of San Rafael. We believe that the Fairwinds desperately needs professional management, physical upgrades and efficiency upgrades to ensure that it is a safe and healthy environment for its tenants. Our proposed acquisition rehabilitation of the Fairwinds Apartments will achieve this goal and preserve a much-needed housing resource in the City of San Rafael and Marin County in general.*

*For new construction or rehabilitation, what will you do to incorporate "green building" principles?*

*Principles of "green building" will be incorporated as much as possible, based upon funding resources. Among the many ideas under consideration are: Energy Star appliances and low E<sub>2</sub> windows in all the buildings to reduce energy usage; low- or no-Volatile Organic Compounds (VOC) paint to minimize toxicity and gas emissions; native, drought-resistant landscaping; low-flow toilets and fixtures. The contractor will be encouraged to use products containing recycled material, and to recycle as much unused construction material as possible.*

**C. Accessibility:**

*What steps are you taking to make this project accessible to people with physical and other disabilities?*

*EAH intends to modify several ground floor units so they are substantially (or fully) in compliance with ADA accessibility requirements. In addition, EAH intends to improve the exterior landscaping and walk ways to make them wheel chair accessible, wherever feasible.*

For further information, please call Roy Bateman at 499-6698. Completed applications may be mailed to the Federal Grants Division, Marin County Community Development Agency, 3501 Civic Center Drive, Room 308, San Rafael, CA 94903, or they may be hand-delivered to our new office location at 899 Northgate Drive, Room 408, San Rafael. Please do not send mail to our Northgate Drive location. **APPLICATIONS SENT BY FAX OR E-MAIL WILL NOT BE ACCEPTED.** If you need more space for several questions, please answer all questions in sequence. If you'd like to download this form as a Microsoft Word document, visit [www.marincdbg.com](http://www.marincdbg.com). Remember that we don't accept faxed or e-mailed applications. For a free copy of the HOME Final Rule (24 CFR Part 92), call (800) 998-9999, and ask for a copy of "HO 1272."

- Please consult with staff (Roy Bateman, phone 499-6698) before you file an application.
- Attach a pro forma and a sources and uses schedule.
- The current year's application form must be used.
- Applicants are encouraged to apply for Community Development Block Grant (CDBG) funds in at least the same amount as your HOME request. (Some projects may receive only HOME funds or only CDBG funds. For example, if your project needs a total of \$100,000, apply for \$100,000 from HOME and \$100,000 from CDBG.) The CDBG Program has a separate application form, which must be received by Friday, December 9, 2011.

**HOME PROPOSALS MUST BE RECEIVED BY FRIDAY, DECEMBER 9, 2011 AT 5:00 P.M.**



PRO FORMA SUMMARY

**Canal Street - San Rafael (74-Unit Acq-Rehab)**  
EAH Housing

Summary of Development Costs and Projections

**100% LIHTC 4% w/ Tax-Exempt Bond**

USES:		per unit
Estimated Land Value	6,840,000	92,432
Property Rehab Budget	1,570,000	21,216
Permit and Fees	30,000	405
A&E and Consultants	245,000	3,311
Relocation Expenses	400,000	5,405
Acquisition/Construction Loan Interest & Fees	461,886	6,242
Loan and Bond Issuance Costs	151,564	2,048
Title Policy & Taxes	35,000	473
Legal Costs	137,500	1,858
Insurance & Accounting	140,525	1,899
Capitalized Operating Reserve	418,999	5,662
Developer Fee	686,949	9,282
<b>TOTAL USES:</b>	<b>11,117,325</b>	<b>150,234</b>
<b>SOURCES:</b>		
<b>Construction Sources</b>		<b>per unit</b>
Local Loans	2,281,002	30,824
County HOME/CDBG Loan	200,000	2,703
TE Bond Acq./ Construction Loan	7,602,121	102,731
Initial LP's Capital Contribution	492,827	6,660
<b>Total Construction Sources:</b>	<b>10,575,950</b>	<b>142,918</b>
<b>Permanent Sources</b>		<b>per unit</b>
Local Loans	2,281,002	30,824
County HOME/CDBG Loan	200,000	2,703
TE Bond First Mortgage	5,285,230	71,422
TE Bond Tranche B Loan	0	0
Local Loan Accrued Interest	65,579	886
LP's Tax Credit Equity	3,285,513	44,399
<b>Total Permanent Sources:</b>	<b>11,117,325</b>	<b>150,234</b>

INCOME & RENT MIX:						
AMIs	30%	35%	40%	50%	60%	Total
<b>Rents:</b>						
Studio	n/a	n/a	n/a	\$897	n/a	
1-BR	n/a	n/a	n/a	n/a	\$1,147	
2-BR	n/a	n/a	n/a	n/a	\$1,369	
<b>No. of Units:</b>						
Studio	0	0	0	60	0	60
1-BR	0	0	0	0	6	6
2-BR	0	0	0	0	7	7
	0%	0%	0%	60%	18%	73
				Mgr. Unit:	1-BR	1
				<b>TOTAL:</b>		<b>74</b>

ASSUMPTIONS:	
Rehab Costs Per Unit	\$20,000
CTCAC Tie Breaker	N/A
Basis Reductions	0.00%
Tax Credit Rate	3.33%
Tax Credit Pay-In Rate	\$1.02
Capital Reserve	400 pupa
Operating Expenses	4,840 pupa
Debt Service Ratio	1.20
Construction Period Loan Rate	4.50%
Permanent Loan Rate	5.25%
	9 Months Floating
	30 Years Fixed
Type-V Carport 2 & 3-Story Existing	
Gross Lot Size (acre)	1.60
Net Buildable Acres:	1.60
Parking Ratio	1.00
	46.25 units per acre
	Total: 74
	stall per unit

AH-2

MARIN COUNTY HOME PROGRAM PROPOSAL  
2012-13

1. **Project Name:**  
Home Tenant-Based Assistance (TBA) and Security Deposit Program

2. **Total Amount Requested**     \$454,560

3. **Project Sponsor:**  
Marin Housing Authority

**E-mail:**  
Unless you tell us otherwise, future annual announcements of funding availability will be sent to you by e-mail.

**Contact Person and Title:**  
Daniel Nackerman, Executive Director  
**Address:**  
4020 Civic Center Drive San Rafael, Ca 94903  
**Telephone:** 415-491-3398

**Website (optional):** [Marinhousing.org](http://Marinhousing.org)  
  
**Fax:** 415-472-2186

Does the sponsor qualify as a Community Housing Development Organization (CHDO)?     YES     NO  
*If you are not sure whether your group qualifies as a CHDO, please refer to "The HOME Program...Federal Funds for Affordable Housing" for a definition, or call Roy Bateman. Marin County needs projects to use our CHDO set-aside!*

4. **Project Location (precise street address and Assessor's Parcel Number):**  
*(If site lacks a street address, attach map showing location.)*

Scattered rental sites provided by private landlords throughout Marin County.

5. **Project Description:**  
*(If the project involves an occupied building, attach a complete list of tenant incomes, household sizes, and rents.)*

Marin Housing is requesting \$454,560 in Federal HOME funds for a pilot tenant-based rental assistance (TBA) program for FY 2012-13. The requested funds will provide affordable housing opportunities for approximately 30 families and/or individuals at great risk for homelessness, perhaps for the first time, who are extremely low or very low income. Of those served 75% will be extremely low-income (at or below 30% of median income) the remaining very-low income applicants. The vouchers will only be used to house families or individuals within the County of Marin, with specific outreach to communities that have traditionally been out of reach to lower income renters.

As housing waiting list time periods grow at a time in Marin County when new financial crisis' emerge on many households for the first time in their lives causing an immediate emergency need, the TBA program will benefit the local community as follows:

- 1) Create a shorter term, local waiting list for those in dire need.
- 2) Add new "units" to affordable programs in a very efficient, rapid manner.
- 3) Prevent homelessness and thereby lower impact on already stretched homeless resources.

The HOME TBA Program will be administered similar to the HUD Section 8 Housing Choice Voucher Program. As such, program families will pay a specified percentage of their income for housing, approximately 33%, and a market-competitive limit is set on what the owner can charge for rent. The rent subsidy would only be available for one year maximum, with extensions allowed under strictly controlled circumstances. Transition to other types of housing would be a part of the FSS program described below. A Housing Quality Inspection (HQS) will be done at the initial lease up and within the following year to be sure the unit meets the minimum requirements and that the rent being charged is considered reasonable to comparable units in the area.

Applicants for the TBA Home Program would be taken from a locally controlled, strictly managed waiting list and be pulled from the list by 'preferences' that serve emergency prevention needs on a higher urgency basis. HOME statutes require that families who receive HOME TBA and are also on other federally-funded affordable waiting lists will continue to qualify for the assistance to the same extent as they did before they received the HOME TBA.

The TBA HOME Program will make available to all the program participants the Marin Housing Authority staff persons involved in housing advocacy and Family Self-Sufficiency (FSS) at no cost to the HOME budget. Services which will enable very low-income families who are eligible to receive assistance under the TBA HOME Program to also receive high quality comprehensive supportive services. The purpose of these supportive services is to enable housing assistance recipients to continue economic independence and self-sufficiency.

MHA will offer a FSS and Housing Advocate to HOME TBA Program participants who will fulfill the following functions:

- 1) Assist in briefing of applicants;
- 2) Negotiate with landlords and/or property management;
- 3) Provide information and referral services to participants;
- 4) Assist in identifying and utilizing appropriate community resources;
- 5) Coordinate services for participants with various Health and Human Services/Social Services agencies, and other non-profit groups;
- 6) Monitor participant's progress in meeting goals;
- 7) Work with other agencies' case managers;

A comprehensive needs assessment will be conducted for each family prior to signing a Contract of Participation for the FSS program. This assessment will include all family members, not just the Head of Household.

An Action Plan will be developed which shall include:

- 1) The family's goals, both primary and secondary.
- 2) The services the Family requires to achieve their goals.
- 3) Service providers with whom the family may be working with.
- 4) A list of steps necessary to complete the family's Action Plan and the milestones in that Plan

The HOME TBA Program will have a significant impact on preventing homeless families and will be a resource for timely assistance as opposed to years of waiting for available housing. The funds will provide rental subsidies to very-low income families and individuals, making market rate housing units affordable to them and will result in successful transition from immediate risk of homelessness to decent, affordable housing.

**6. Total Project Cost:**

*Include all costs for this particular project, regardless of source. Also attach a pro forma and a sources and uses schedule.*

**\$630,370**

**See attached pro forma/ budget**

**7. Project Budget for Use of HOME Program Funds:**

*Budget should include estimate of costs, such as land or building acquisition costs, construction costs, rehabilitation costs, architectural and engineering fees, etc. Be as accurate and comprehensive as possible. WARNING: If your project includes rehabilitation, please call Reid Thaler at 499-6695 to learn how new federal lead paint regulations may raise the cost of your project.*

**Rental assistance with deposits: \$454,560**

**See attached budget/pro forma**

**8. Other Sources of Funds:**

*How will you meet the HOME Program matching funds requirement? Include amounts, sources, use, commitment, and timing of all public and private funds other than HOME funds. Be sure to mention any federal assistance, including tax credits and CDBG; local public agency assistance, such as fees waived; and private assistance, such as the interest saved on below market rate loans. Are the other funds firmly committed?*

<u>Source</u>	<u>Use</u>	<u>Amount</u>	<u>Date You Applied</u>	<u>Are Funds Committed?</u>	<u>Date Funds Were Committed</u>	<u>When Available</u>
Tenant Paid Rent	Rent	\$162,674	n/a	Yes	n/a	At lease up
MHA	Admin	\$13,136	n/a	Yes	n/a	7/1/2012

**9. Project Implementation:** *Who will be responsible for implementing the project? How will it be implemented and what is the proposed schedule for project implementation? How quickly will you be able to spend the requested funding?*

Kimberly Carroll, Deputy Director will be working with MHA staff to implement the 22 month-long HOME TBA Program. the MHA Section 8 Program Manager and Section 8 staff will be responsible for administering the program. The timeline for implementation will be immediate, MHA and local housing non-profits will form final criteria begin to assemble the template for access to the program. Once program participants are selected and given a search voucher it generally takes 30-60 days to locate affordable housing.

The rental assistance payments will be requested by August 31, 2012 for at least five (5) housing assistance payments. We would plan to add ten (10) participants each month to reach the total of thirty (30) program participants by October 31, 2012.

**10. Equal Opportunity Commitment:** *Discuss your plans for recruiting women- and minority-owned construction firms to bid on the development of this project. Which demographic groups are least likely to apply for your housing, and what affirmative marketing steps do you plan to reach them? (How will the marketing plan for this project affirmatively further fair housing?)*

MHA recently adopted aggressive goals of 40% MBE participation and 10% WBE participation in all of its federally funded procurement. MHA already partners with Marin County landlords to provide affordable rental housing- we currently actively recruit and engage with over 1700 landlords in our community- many who are women and/or minorities. As importantly, the housing 'preferences' may affirmatively further housing of protected class citizens and affirmative marketing will likely bring affordable housing into communities that were traditionally higher cost.

We believe groups least likely to apply for this new approach to housing (similar to our other housing) would be those who:

- Encounter language barriers.
- Don't understand the income levels.
- Those who don't think housing is available in higher cost areas.

MHA has recently launched a state-of-the art program for Limited English Proficiency (LEP) and a Language Access Plan (LAP) in eliminating language barriers. MHA is also launching a landlord outreach program specifically designed to reach non-traditional neighborhoods. The availability of this new housing will be marketed with all of the above as well as a simple description of how eligibility occurs with regard to income.

**11. Need for the Project:**

**A. Need Group**

*What groups or individuals will benefit from the project? What income level will the project serve? Be specific! Also, describe how you will provide for long-term affordability.*

The MHA HOME TBA Program will target individuals and families needing emergency assistance and will include families with children, seniors, persons with disabilities, and people displaced by a locally declared disaster if required. The income level for those served by the TBA HOME Program will be 75% extremely low-income families and/or individuals and the remaining 10 participants will be very low or low income households. The program will offer the services of the Housing Advocate to locate housing and the FSS Coordinators to assist program participants in establishing escrow saving accounts by enhanced earned income through job counseling efforts. It is the hope of the program that those that do not receive a Housing Choice Voucher (Section 8) by the end of the TBA HOME Program will have new skills and increased savings. However we hope this newly funded program will offer those at the top of the Section 8 waitlist the opportunity for immediate housing and will serve as a bridge to long-term affordable housing through the Section 8 Program.

**HOME Income Limits**

Household Size	50% of Median Income	60% of Median Income	80% of Median Income
1	\$37,400	\$44,880	\$59,850
2	42,750	51,300	68,400
3	48,100	57,720	76,950
4	53,400	64,080	85,450
5	57,700	69,240	92,300
6	61,950	74,340	99,150
	At least 20% of rental units	The remaining rental units	Homeowner units

**B. Project Rationale:**

*Why is this project needed? Will it assist an especially needy or underserved group? For new construction or rehabilitation, what will you do to incorporate "green building" principles?*

Currently MHA has over 8,000 applicants on our Section 8 waitlist, our shelters and transitional housing programs are full and also have long waitlists. With the economic downturn Marin is seeing more people in need of housing and an increase to the numbers of people who are homeless. We believe the TBA HOME Program would be able to offer immediate relief to some by opening up a few spaces in our shelters once those selected were given a TBA HOME voucher. This new program would allow Marin the ability for some movement in the continuum of services.

As for our incorporating "green building" principles in this program, The Marin Housing Authority is partnering with the Local Initiative Support Corporation's (LISC) Green Connection program to provide opportunities for hands-on, project specific technical assistance with Marin Housing's property managers, public housing residents and tenant based assistance property landlords.

As part of this HOME Tenant Based Rental Assistance Program, MHA will extend the following resources to the program landlords and residents to increase green and energy efficient building improvements:

1. Green Rehab Training: MHA will provide program landlords with the *Green Rehabilitation of Multifamily Rental Properties Handbook* as a resource guide for integrating green into rehab recommendations.
2. Green O&M Training: MHA will provide to program landlords its *Green Operations and Maintenance ToolKit and Buyer's Guide* to provide technical assistance to landlords on how to incorporate green products into the on-going maintenance of a residential rental housing unit in the HOME TBA Program.
3. Resident Benefits: Americans spend an average of 90% of their time indoors. Studies by the Environmental Protection Agency (EPA) have shown that people's exposure to air pollutants is typically 2-5 times higher indoors than outdoors, thus the products used to maintain building interiors can have significant healthy impacts. Poor indoor air quality can lead to a variety of health problems, including headaches, nausea, asthma, allergies and fatigue. A building that uses materials that does not emit toxic gases will help children and all building occupants breathe easier. Marin Housing is committed to providing these educational resources to the landlords of our proposed HOME TBA Program.

C. Accessibility:

*What steps are you taking to make this project accessible to people with physical and other disabilities?*

MHA will continue to work with our partners in the community to educate landlords on landlord/tenant law regarding accessibility. In addition, the Housing Advocate will work with the families to locate accessible units and/or negotiate with landlord to address accessibility issues on a case by case basis. MHA already houses over 2,000 persons with disabilities and as such has been highly successful in accommodating related needs.

For further information, please call Roy Bateman at 499-6698. Completed applications may be mailed to the Federal Grants Division, Marin County Community Development Agency, 3501 Civic Center Drive, Room 308, San Rafael, CA 94903, or they may be hand-delivered to our new office location at 899 Northgate Drive, Room 408, San Rafael. Please do not send mail to our Northgate Drive location. **APPLICATIONS SENT BY FAX OR E-MAIL WILL NOT BE ACCEPTED.** If you need more space for several questions, please answer all questions in sequence. If you'd like to download this form as a Microsoft Word document, visit [www.marincdbg.com](http://www.marincdbg.com). Remember that we don't accept faxed or e-mailed applications. For a free copy of the HOME Final Rule (24 CFR Part 92), call (800) 998-9999, and ask for a copy of "HO 1272."

- Please consult with staff (Roy Bateman, phone 499-6698) before you file an application.
- Attach a pro forma and a sources and uses schedule.
- The current year's application form must be used.
- Applicants are encouraged to apply for Community Development Block Grant (CDBG) funds in at least the same amount as your HOME request. (Some projects may receive only HOME funds or only CDBG funds. For example, if your project needs a total of \$100,000, apply for \$100,000 from HOME and \$100,000 from CDBG.) The CDBG Program has a separate application form, which must be received by Friday, December 9, 2011.

**HOME PROPOSALS MUST BE RECEIVED BY FRIDAY, DECEMBER 9, 2011 AT 5:00 P.M.**

Marin County HOME Program Proposal 2012-13

## Tenant Based Rental Assistance

Emergency Housing/Homeless Prevention

MARIN HOUSING AUTHORITY

12/9/11

### SOURCES AND USES BUDGET

#### SOURCES

*(NON-HOME MATCH)*

TENANT RENT	\$162,674
MHA ADMINISTRATION AND COUNSELING	\$13,136

*(HOME PROVIDED)*

RENT SUBSIDY	\$413,650
ADMINISTRATION @ 9%	\$40,910
<b>TOTAL</b>	<b>\$630,370</b>

#### USES

RENT	\$576,324
SERVICES	\$13,136
ADMINISTRATION	\$40,910
<b>TOTAL</b>	<b>\$630,370</b>

#### TIMELINE

Based on total cost over 22 months but averages 12-13 months total of subsidy. Program ends after 22 months.

MARIN COUNTY HOME PROGRAM PROPOSAL  
2012-13

H-6

1. Project Name: Housing for Working Families 2. Total Amount Requested \$530,538

3. Project Sponsor: Homeward Bound of Marin E-mail: [pfordham@hbofm.org](mailto:pfordham@hbofm.org)

Contact Person and Title: Paul Fordham, Deputy Director Website (optional): [www.hbofm.org](http://www.hbofm.org)

Address: 1385 N. Hamilton Parkway  
Novato, CA 94949

Telephone: (415) 382-3363 Ext. 211 Fax: (415) 382-6010

All future announcements will be sent to you by e-mail, unless you indicate otherwise:  Please send by mail.

Does the sponsor qualify as a Community Housing Development Organization (CHDO)?  YES  NO  
If you are not sure whether your group qualifies as a CHDO, please refer to "The HOME Program...Federal Funds for Affordable Housing" for a definition, or call Roy Bateman. Marin County needs projects to use our CHDO set-aside!

4. Project Location (precise street address, Assessor's Parcel Number, and the year the building was constructed):  
(If site lacks a street address, attach map showing location.)

Street Address: 5394 Nave Drive, Novato, CA 94949

APN: 155-020-46

Year Built: Uncertain because the Novato Planning Department misplaced the records according to the appraisal. Also per the appraisal, the office and residential units are estimated to have been built in the 1930s to 1950s and the kitchen/dining hall is estimated to have been built in the early 1970s.

5. Project Description:

(If the project involves an occupied building, attach a complete list of tenant incomes, household sizes, and rents.)

Homeward Bound of Marin is very pleased to request funding for construction relating to the Housing for Working Families project. This project will transform the "Ohlhoff" property at 5394 Nave Drive, Novato, California (now for sale) from a ramshackle collection of aging buildings currently used as a 30-bed drug and alcohol rehabilitation center into a vibrant community of 15 affordable family homes. When completed (expected in 2014), the homes will house low-income families who have worked their way out of homelessness and are either employed or moving toward employment through job search, job training, and/or educational activities. Thus, this self-sustaining project will help meet the high priority community goals of ending homelessness in Marin County and providing affordable housing for the workforce. Built to green specifications and at only 600 square feet per building, the homes will be designed both to achieve Leadership in Energy and Environmental Design (LEED) certification and to exemplify the Small House Movement.

6. Total Project Cost:

Include all costs for this particular project, regardless of source. Also attach a pro forma and a sources and uses schedule.

\$3,835,000 (including \$835,000 for site acquisition and \$3,000,000 for predevelopment, demolition, off-site improvements, and home construction). A pro forma and sources and uses schedule are attached.

7. Project Budget for Use of HOME Program Funds:

Budget should include estimate of costs, such as land or building acquisition costs, construction costs, rehabilitation costs, architectural and engineering fees, etc. Be as accurate and comprehensive as possible. WARNING: If your project includes rehabilitation, please call Reid Thaler at 499-6695 to learn how federal lead paint regulations may raise the cost of your project.

HOME funds are being requested for development costs, and will be used with a range of matching sources (see below) for activities such as architectural and engineering fees, demolition costs, and construction costs. The HOME funds requested will be designated to assist three out of the 15 homes. Overall costs in the development phase are an estimated \$3,000,000, including pre-development costs (e.g., architectural fees), demolition of existing structures, preparation of the site, required off-site improvements, and construction of 15 new homes. These costs are detailed in the attached sources and uses document. Each of the 15 homes will cost an estimated \$255,667 (including acquisition and development). Thus, the total costs for the three HOME-assisted units will be an estimated \$767,000. The \$530,538 requested represents the maximum allowable HOME subsidy for three 2-bedroom units ( $\$176,846 \times 3 = \$530,538$ ).

8. Other Sources of Funds:

How will you meet the HOME Program matching funds requirement? Include amounts, sources, use, commitment, and timing of all public and private funds other than HOME funds. Be sure to mention any federal assistance, including tax credits and CDBG; local public agency assistance, such as fees waived; and private assistance, such as the interest saved on below market rate loans. Are the other funds firmly committed?

<u>Source</u>	<u>Use</u>	<u>Amount</u>	<u>Date You Applied</u>	<u>Are Funds Committed?</u>	<u>Date Funds Were Committed</u>	<u>When Available</u>
Dominican Sisters	Acquisition	\$85,000	Fall 2011	Yes	Fall 2011	Now
MCF	Acquisition	\$300,000	11/10/11	No	Pending	Pending
County Marin Family Solutions Fund	Acquisition	\$250,000	Fall 2011	No	Pending	Pending
Private Donors	Acquisition	\$200,000	Fall 2011	No	Fall 2011	Now
MCF	Development	\$700,000	3/1/2012	No		
Tamalpais Pacific	Development	\$200,000	2012	No		
Crescent Porter Hale	Development	\$100,000	2012	No		
William G. Irwin	Development	\$200,000	2012	No		
Other Foundations	Development	\$105,000	2012	No		
CDBG	Development (Off-Site)	\$300,000	12/8/11	No	Pending	Pending
Novato Redevelop.	Development	\$200,000	2012	No		
Wells Fargo Bank	Development	\$ 50,000	2012	No		
Circle Bank	Development	\$ 25,000	2012	No		
Bank of America	Development	\$ 25,000	2012	No		
Bank of Marin	Development	\$ 25,000	2012	No		
County of Marin Housing Trust Fund	Development	\$100,000	2012	No		
City of Novato	Development	\$150,000	2012	No		
Impact Fees						
Private Donors	Development	\$289,462	2012	No		

**9. Project Implementation:** Who will be responsible for implementing the project? How will it be implemented and what is the proposed schedule for project implementation? How quickly will you be able to spend the requested funding?

Homeward Bound will be the owner and developer of the Housing for Working Families project. The agency has demonstrated its capacity for these roles by having successfully self-developed the New Beginnings Center (NBC) and Next Key Center (NKC). Deputy Director Paul Fordham will be the project manager, coordinating the activities of and interfacing with architects and other design (e.g., green design) professional, the general contractor, and Novato planning officials. Homeward Bound Board member Bob Puett (who led the development of NBC and NKC) will chair a Board of Directors task force to provide ongoing guidance on project development matters.

The project will be implemented in two phases as follows:

**Phase 1: Purchase the Property, Current – January 2012:**

In phase 1, the primary activities will include beginning the capital campaign (underway), initiating predevelopment activities (such as preliminary site and building plans), negotiating with property owner, and closing purchase of the land.

**Phase 2: Develop the Houses, February 2012 – Spring 2014:**

In phase 2, the primary activities will include completing the capital campaign, completing predevelopment activities (including detailed site and building plans), selecting the general contractor, demolishing the existing structures, preparing the site, carrying out off-site improvements, and constructing the homes. HOME funds will all be spent by Spring 2014.

Although the building plans have not yet been drawn up, the conceptual plan is currently as follows: Each of the homes will be a single-storey detached house of approximately 600 square feet, and will be composed of a living room, two bedrooms, one bathroom, and a kitchen, plus outdoor play areas and two shared gardens. There is sufficient space for 15 small homes. Once complete the housing will be financially self-sustaining; the intent is to raise all development funds needed through grants and gifts so that there will be no mortgage and rent and program revenues will be sufficient to cover all operational costs.

**10. Equal Opportunity Commitment:** Discuss your plans for recruiting women- and minority-owned construction firms to bid on the development of this project.

The bid solicitation will prominently affirm that women- and minority-owned construction firms are encouraged to apply. Status as a women- or minority-owned firm will be a competitive factor in our selection of the general contractor. The general contractor's track record in recruiting women- and minority-owned sub-contractors will also be an important factor.

Which demographic groups are least likely to apply for your housing, and what affirmative marketing steps do you plan to reach them?



Most of the families served by this project will be members of one or more protected classes, such as minority families, single parent-headed families, and non-English speaking families, under County of Marin's Analysis of Impediments to Fair Housing Choice Implementation Plan, thus forwarding fair housing in Marin. Demographic groups least likely to apply for this housing (and for Homeward Bound programs in general) are non-English speaking families and families with a disability. Steps to reach these groups will include direct outreach to qualified families in these demographic groups to encourage them to apply for the housing; translating all housing information and leases into Spanish and Vietnamese; providing bilingual services or translation where needed, making available written information to all prospective and existing tenants about tenant housing rights and services (e.g., Fair Housing of Marin) to protect them from discrimination; expanding our peer network to include mentoring among members of protected groups to ensure they feel welcome; providing financial literacy training; and providing and advertising disability accessible housing units.

**11. Need for the Project:**

**A. Need Group**

*What groups or individuals will benefit from the project? What income level will the project serve? Be specific! Also, describe how you will provide for long-term affordability.*

This housing will serve homeless families who are leaving or graduating from Homeward Bound emergency shelters or transitional housing programs, such as the Family Emergency Center and Family Resource Center. Homeward Bound serves an average of 145 homeless families per year, so there should be no shortage of families in need of the homes. Most of the families served will fall within the extremely low-income range (30% or less of AMI) with the remainder within in the low-income range (50% or less of AMI). Families selected for these homes will come from the group of homeless families whose adults are actively engaged in employment or job training, job placement, and/or career-related education. These will encompass families who are striving to improve economically and become fully self-sufficient. Thus, in addition to job training and placement assistance all the families will have access to Homeward Bound asset-building and income support programs, including financial literacy and savings programs, tax benefit assistance, and public benefits counseling. For such upwardly mobile families, a home of their own will be a critical step forward that will help to catalyze their family and personal successes. Each resident's income will be documented as part of the application process and will be tracked throughout his or her stay. Homeward Bound intends to maintain long-term project affordability and will provide any affordability restrictions requested by project funders.

**HOME Income Limits**

Household Size	50% of Median Income	60% of Median Income	80% of Median Income
1	\$37,400	\$44,880	\$59,850
2	42,750	51,300	68,400
3	48,100	57,720	76,950
4	53,400	64,080	85,450
5	57,700	69,240	92,300
6	61,950	74,340	99,150
	At least 20% of rental units	The remaining rental units	Homeowner units

**B. Project Rationale:**

*Why is this project needed? Will it assist an especially needy or underserved group?*

This project is needed to help meet very high priority community goals relating to ending homelessness, increasing the overall supply of affordable housing, and increasing the supply of workforce housing. In addition, the project will promote a smart growth approach to development because it is close to a number of Golden Gate Transit bus lines; it is positioned within an existing mixed area needing redevelopment; and it will incorporate green design. All of the above priorities are highlighted in key Marin County planning documents, as follows:

- County of Marin 2010-2014 Consolidated Plan, prioritizes increasing the supply of affordable housing for low income, homeless, and workforce households.
- Marin Community Foundation 2010-2014 Strategic Plan, prioritizes increasing the supply of affordable housing, including for homeless persons, and ending the cycle of poverty for low-wage workers and other low-income persons.
- County of Marin Homeless Continuum of Care Plan (submitted to HUD), prioritizes ending homelessness by providing more permanent affordable and supportive housing and reducing the number of homeless households with children.
- Marin County's Ten Year Homeless Plan, prioritized all efforts to end homelessness and provide permanent affordable and supportive housing for low-income and homeless households.
- County of Marin Housing Element, prioritizes increasing the supply of affordable housing, including for homeless households and the workforce.

*For new construction or rehabilitation, what will you do to incorporate "green building" principles?*

The housing design will include many sustainable and green features, with the goal of attaining LEED certification. Some of the green features that will be considered by Homeward Bound and the project architects include, for example, photo voltaic solar power, super insulation, low energy consuming lights and equipment, indoor finish materials with low to zero Volatile Organic Compound (VOC) content, use of deconstructed materials, native and drought tolerant landscaping, and rainwater capture systems for the garden.

According to the Wikipedia, the Small House Movement is "an architectural and social movement that advocates living in small homes." A small house is more economical because it reduces costs for building, taxes, heating, maintenance and repair. Small houses emphasize design over size, utilize dual-purpose features and incorporate technological advances of space saving equipment and appliances. Such houses change the way people live and help them lead a less cluttered and complicated life and reduce their ecological impact. The Housing for Working Families project will be a demonstration of the Small House Movement in Marin County. In addition to the small size of each house (600 square feet), Homeward Bound and project architects will consider a variety of dual purpose and space saving features, such as the use of lofts, furniture that doubles as storage, and use of space in the crawl space, attic, and walls.

C. Accessibility:

*What steps are you taking to make this project accessible to people with physical and other disabilities?*

Homeward Bound is committed to equal access to all of its programs for people with physical and other disabilities (who are disproportionately represented in the homeless population). The project will be designed and built in accordance with applicable disability access guidelines, including fully accessible units and common areas.

For further information, please call Roy Bateman at 499-6698. Completed applications may be mailed to the Federal Grants Division, Marin County Community Development Agency, 3501 Civic Center Drive, Room 308, San Rafael, CA 94903, or they may be hand-delivered to our **new office location at 899 Northgate Drive, Room 408, San Rafael**. Please do not send mail to our Northgate Drive location. **APPLICATIONS SENT BY FAX OR E-MAIL WILL NOT BE ACCEPTED.** If you need more space for several questions, please answer all questions in sequence. If you'd like to download this form as a Microsoft Word document, visit [www.marincdbg.com](http://www.marincdbg.com). Remember that we don't accept faxed or e-mailed applications. For a free copy of the HOME Final Rule (24 CFR Part 92), call (800) 998-9999, and ask for a copy of "HO 1272."

- **Please consult with staff (Roy Bateman, phone 499-6698) before you file an application.**
- **Attach a pro forma and a sources and uses schedule.**
- **The current year's application form must be used.**
- **Applicants are encouraged to apply for Community Development Block Grant (CDBG) funds in at least the same amount as your HOME request. (Some projects may receive only HOME funds or only CDBG funds. For example, if your project needs a total of \$100,000, apply for \$100,000 from HOME and \$100,000 from CDBG.) The CDBG Program has a separate application form, which must be received by Friday, December 9, 2011.**

**HOME PROPOSALS MUST BE RECEIVED BY FRIDAY, DECEMBER 9, 2011 AT 5:00 P.M.**

K:\Cycle\2012 Cycle\Application & Announcements\2012 HOME Application Form.Doc/rb



Homeward Bound of Marin

Ohloff Property Proforma  
5394 Nave Drive, Novato, CA 94949

		Year 1	Year 2	Year 3	Year 4	Year 5
<b>INCOME</b>						
Gross Annual Rent	2.00%	99,000	100,980	103,000	105,060	107,161
Less Vacancy & Collection Loss	5.00%	(4,950)	(5,049)	(5,150)	(5,253)	(5,358)
<b>EFF. GROSS INCOME:</b>		<b>94,050</b>	<b>95,931</b>	<b>97,850</b>	<b>99,807</b>	<b>101,803</b>
<b>EXPENSES</b>						
<b>Payroll (includes taxes &amp; benefits)</b>						
Program Coordinator (Vacant) 0.75 FTE (\$32,000)	2.00%	32,000	32,640	33,293	33,959	34,638
Resident Manager (Vacant)		3,300	3,366	3,433	3,502	3,572
<b>Subtotal Payroll</b>		<b>35,300</b>	<b>36,006</b>	<b>36,726</b>	<b>37,461</b>	<b>38,210</b>
<b>Office and Operating</b>		2.00%				
Office & Operating		2,076	2,118	2,160	2,204	2,248
Phone		1,849	1,886	1,924	1,963	2,002
Office Equipment		1,835	1,872	1,910	1,948	1,987
Local Taxes, Licenses & Fees		1,437	1,466	1,495	1,525	1,556
Staff Related Costs		980	999	1,019	1,040	1,061
Program Equip/Supplies		1,138	1,161	1,184	1,208	1,232
Misc Expenses		0	0	0	0	0
<b>Subtotal Office and Operating</b>		<b>9,316</b>	<b>9,503</b>	<b>9,693</b>	<b>9,886</b>	<b>10,084</b>
<b>Utilities</b>		2.00%				
Utilities		15,820	16,136	16,459	16,788	17,124
Other (Fire/Security Alarm)		2,238	2,282	2,328	2,375	2,422
<b>Subtotal Utilities</b>		<b>18,058</b>	<b>18,419</b>	<b>18,787</b>	<b>19,163</b>	<b>19,546</b>
<b>Insurance</b>		1.00%				
Property / Liability Insurance		8,228	8,310	8,393	8,477	8,562
<b>Subtotal Taxes and Insurance</b>		<b>8,228</b>	<b>8,310</b>	<b>8,393</b>	<b>8,477</b>	<b>8,562</b>
<b>Maintenance</b>		2.00%				
Repairs (includes Pest Control)		3,616	3,689	3,762	3,838	3,914
<b>Subtotal Maintenance</b>		<b>3,616</b>	<b>3,689</b>	<b>3,762</b>	<b>3,838</b>	<b>3,914</b>
<b>Project Reserves</b>		1.50%				
Replacement Reserve		9,766	9,912	10,061	10,212	10,365
Operating Reserve		4,800	4,872	4,945	5,019	5,095
<b>Subtotal Reserves</b>		<b>14,566</b>	<b>14,784</b>	<b>15,006</b>	<b>15,231</b>	<b>15,460</b>
<b>Admin Allocation</b>		2.00%				
Admin Allocation		4,966	5,065	5,167	5,270	5,375
<b>Subtotal Admin Allocation</b>		<b>4,966</b>	<b>5,065</b>	<b>5,167</b>	<b>5,270</b>	<b>5,375</b>
<b>NET OPERATING INCOME</b>						
		<b>94,050</b>	<b>95,776</b>	<b>97,534</b>	<b>99,326</b>	<b>101,152</b>
<b>NET CASHFLOW</b>						
		-	155	315	480	651



Suburban Alternative Land Trust (SALT), a 501(c)(3) (with development experience most recently demonstrated at Hamilton conversion to residential use), is the primary initial developer of this project, working in concert with Community Land Trust Association of West Marin (CLAM), which is the project sponsor for CDBG/HOME applications. There is tremendous local support for this project, such as from the Inverness Association. Supervisor Steve Kinsey has pledged his support, and the Marin County Planning staff have been assisting on behalf of the project.

The bulk of the initial funding to purchase the property is expected from the Marin Community Foundation, as they have issued a letter of intent for a low interest bridge loan.

**6. Total Project Cost:**

Include all costs for this particular project, regardless of source. Also attach a pro forma and a sources and uses schedule.

Total cost for this project is \$3,701,176.

**7. Project Budget for Use of HOME Program Funds:**

Budget should include estimate of costs, such as land or building acquisition costs, construction costs, rehabilitation costs, architectural and engineering fees, etc. Be as accurate and comprehensive as possible. **WARNING: If your project includes rehabilitation, please call Reid Thaler at 499-6695 to learn how federal lead paint regulations may raise the cost of your project.**

HOME funds will be used exclusively for construction/rehabilitation costs.

**8. Other Sources of Funds:**

How will you meet the HOME Program matching funds requirement? Include amounts, sources, use, commitment, and timing of all public and private funds other than HOME funds. Be sure to mention any federal assistance, including tax credits and CDBG; local public agency assistance, such as fees waived; and private assistance, such as the interest saved on below market rate loans. Are the other funds firmly committed?

The \$720,809 from County Housing Trust Fund will be used to meet the HOME Program matching funds requirement. This would result in a 100% match, exceeding the 25% HOME match requirement by 75%.

<u>Source</u>	<u>Use</u>	<u>Amount</u>	<u>Date You Applied</u>	<u>Are Funds Committed?</u>	<u>Date Funds Were Committed</u>	<u>When Available</u>
Marin Community Foundation	Predevelopment & Construction	\$720,809	N/A	No		
County Housing Trust Fund	Predevelopment & Construction	\$720,809	N/A	No		
Tamalpais Pacific	Predevelopment & Construction	\$200,000	N/A	No		
County Farmworker Housing Program	Construction	\$200,000	N/A	No		

**9. Project Implementation:** Who will be responsible for implementing the project? How will it be implemented and what is the proposed schedule for project implementation? How quickly will you be able to spend the requested funding?

SALT will be primarily responsible for implementing this project initially as the developer of this project, working in concert with CLAM and a potential new local entity to be set up to implement and manage this project.

The first phase of the implementation is purchasing the property from the current owners by securing all necessary funding. The lodging business will be operated as it is while obtaining the zoning variance from the Coastal Commission and re-zoning and necessary permits from the County of Marin. This will provide income to start loan payback. As the property is located in an area zoned Coastal Resort Commercial Recreation (C-RCR), upon completion of the County public approval process an application will be submitted to the Coastal Commission for a Coastal Commission program amendment.

Once all of the necessary regulatory requirements are obtained, the reconstruction and conversion to residential housing will begin.

The proposed implementation schedule is:  
 Land acquisition phase – December 2011 to July 2012  
 Public approval phase – July 2012 to January 2014  
 Construction phase – February 2014 to May 2014  
 Rent-up phase – May 2014 to July 2014

HOME funds will be needed at the start of construction, February 2014.

**10. Equal Opportunity Commitment:** *Discuss your plans for recruiting women- and minority-owned construction firms to bid on the development of this project.*

As this project will have only 11 HOME assisted units the project will not be subject to Davis-Bacon wage requirements. Notwithstanding, the developer will seek to employ qualified Section 3 businesses and Minority Business Enterprises (MBE) and Women’s Business Enterprises (WBE) to the greatest extent feasible, with the goal that a minimum of 10% of the total dollar amount of contracts for housing construction be awarded to qualified Section 3 businesses and/or MBE/WBE’s. The developer will comply with all required “good faith effort” requirements as a condition of receiving HOME/CDBG funds in the effort to hire Minority and Women-Owned Business Enterprises (MBE/WBE) for construction, equipment, supplies and services of the project. The developer will advertise construction opportunities for qualified MBE/WBE’s through a trade publication such as DBE Goodfaith, Inc. or Contractor’s Estimate.com.

*Which demographic groups are least likely to apply for your housing, and what affirmative marketing steps do you plan to reach them?*

Census data (U.S. Census Bureau, 2005-2009, Fact Sheet) for zip codes 94956 and 94937, which includes the project site and much of the Point Reyes Station area of West Marin, have combined racial characteristics of 87.4% white, 13.6% Hispanic or Latino, 0.7% Black or African American, 0.9% Asian, 7.8% some other race, with less than 1% for any other group. This is in comparison to the County of Marin racial characteristics of 81.0% white, 13.6% Hispanic or Latino, 3.2% Black or African American, 5.7% Asian, 6.9% some other race, with less than 1% for any other group. The group least likely to apply is Black or African American, followed by Asian, and then Hispanic or Latino. Census data indicates the largest populations of Black or African American are in Marin City, San Rafael and Novato; the largest populations of Asians are in both San Rafael and Novato; and the largest populations of Hispanic or Latino are in the San Rafael Canal area followed by Novato. Reaching Black or African Americans would include posting announcements with the Marin City Community Development Corporation, including placing advertising in their newsletter and contacting church leaders in Marin City, posting announcements through church newsletters and/or bulletin boards as appropriate. Affirmative marketing efforts to Asians would include posting announcements at the Asian Market and the Marin Asian Community Church in San Rafael. Affirmative marketing efforts to Hispanic or Latino would include posting announcements, including placing advertising in newspapers, newsletters and bulletin boards, with Canal Alliance, Canal Welcome Center, Canal Family Support Program (Catholic Charities CYC), Pt. Reyes Light, Dance Palace, West Marin Citizen, CLAM, West Marin Senior Services, Coastal Health Alliance, and Sacred Heart Church.

**11. Need for the Project:**

**A. Need Group**

*What groups or individuals will benefit from the project? What income level will the project serve? Be specific! Also, describe how you will provide for long-term affordability.*

This project will benefit the low-income, worker segment of the population; younger single workers and families with young children, the sizable Latino work force and other minorities, and the elderly who are getting squeezed out of the costly rental market,. The project will serve 45% to 55% of Median Income levels.

By incorporating HOME and/or CDBG funds in the project, HOME and/or CDBG regulations will be recorded on the property’s title requiring various affordability restrictions including that the development be affordable to residents with incomes below 60% of Marin County’s Area Median Income. The term of affordability will be that term which is the longest of all subsidy providers for the project, or a minimum of 20 years, whichever is longer. The project’s property management firm will comply with these restrictions by providing annual income certifications of each resident, and fulfilling all reporting requirements of HOME and/or CDBG.

**HOME Income Limits**

Household Size	50% of Median Income	60% of Median Income	80% of Median Income
1	\$37,400	\$44,880	\$59,850
2	42,750	51,300	68,400
3	48,100	57,720	76,950
4	53,400	64,080	85,450
5	57,700	69,240	92,300
6	61,950	74,340	99,150
	At least 20% of rental units	The remaining rental units	Homeowner units

B. Project Rationale:

*Why is this project needed? Will it assist an especially needy or underserved group?*

This project is needed as there is a critical shortage of affordable housing in West Marin. Close to 50% of homes in the immediate area are second and third homes, not available in the rental pool. Other residential units are used as short term rentals and overnight accommodation for visitors, many of them operating without proper permits. As the primary industry in this area is tourist serving businesses, there is a great need for worker housing.

Elderly who are long-time residents in this area and the adult children of long-standing local families, including families with young children, are increasingly forced to re-locate out of this area. This project will assist an especially underserved group, members of the Latino community who comprise much of the workforce. There is very little housing meeting their needs, other than sub-standard accommodation on the nearby ranches. As the generations of the Latino community are increasing, there is insufficient housing available to accommodate their needs.

In 2007 CLAM conducted a survey to assess the housing needs of the local workforce. Approximately 50% of responders earn less than \$35,000 a year, and 25% less than \$24,000 a year. Approximately 54% commute an average of 45 miles, roundtrip, five days a week to work in in the Tomales Bay area.

*For new construction or rehabilitation, what will you do to incorporate "green building" principles?*

The "green building" principles we'll incorporate in our rehabilitation includes insulating the walls, roofs and exterior doors, especially of the circa 1962 older buildings and installing double pane vinyl-clad insulated windows, installing solar hot water heaters, replacing the gas water heaters with more efficient electric water heaters and converting the laundry effluent to permitted grey water system. We will also replace the gas space heating systems with electric heaters. The current owners have been operating the lodging business as "green inn". They've already installed solar panels which meet half the electric needs. Installing more solar panels will be considered. All of the guest units have low-flow toilets and shower heads and they use compact fluorescent light bulbs exclusively. As many of the units have large high picture windows under the A-frame ceiling, the units with positive solar exposure take advantage of the passive solar heating effectively. The units with less than ideal solar angles will be provided with adequate window insulation and covering to make them more energy efficient.

In addition, we will convert the paved surfaces of the parking and at least a portion of the driveway as feasible to porous surfaces. Increasing the amount of pervious surface will assist in reducing runoff to creeks.

C. Accessibility:

*What steps are you taking to make this project accessible to people with physical and other disabilities?*

One of the 1-bedroom units is already a fully ADA compliant wheel-chair accessible unit. We will retro-fit another unit, of the efficiency style, to be ADA compliant accessible as well. Both units will also be made accessible to hearing and visually impaired. As all of the units are on the ground level, the non-compliant units can be used easily by people with minor physical disabilities, such as the elderly.

For further information, please call Roy Bateman at 499-6698. Completed applications may be mailed to the Federal Grants Division, Marin County Community Development Agency, 3501 Civic Center Drive, Room 308, San Rafael, CA 94903, or they may be hand-delivered to our new office location at 899 Northgate Drive, Room 408, San Rafael. Please do not send mail to our Northgate Drive location. **APPLICATIONS SENT BY FAX OR E-MAIL WILL NOT BE ACCEPTED.** If you need more space for several questions, please answer all questions in sequence. If you'd like to download this form as a Microsoft Word document, visit [www.marincdbg.com](http://www.marincdbg.com). Remember that we don't accept faxed or e-mailed applications. For a free copy of the HOME Final Rule (24 CFR Part 92), call (800) 998-9999, and ask for a copy of "HO 1272."

- Please consult with staff (Roy Bateman, phone 499-6698) before you file an application.
- Attach a pro forma and a sources and uses schedule.
- The current year's application form must be used.
- Applicants are encouraged to apply for Community Development Block Grant (CDBG) funds in at least the same amount as your HOME request. (Some projects may receive only HOME funds or only CDBG funds. For example, if your project needs a total of \$100,000, apply for \$100,000 from HOME and \$100,000 from CDBG.) The CDBG Program has a separate application form, which must be received by Friday, December 9, 2011.

**HOME PROPOSALS MUST BE RECEIVED BY FRIDAY, DECEMBER 9, 2011 AT 5:00 P.M.**



**SOURCES & USES**Project: Inverness Inn  
Page 1Date Prepared: 12/6/11  
Date Revised: 12/9/11**PROJECT SUMMARY**

Set-Aside	
Housing Type	Family
Census Tract #	10
Number Tax Credit Units	0
Number Non Tax Credit Units	21
Total Number Apartment Units	21
Other	
Net Site Area (sq.ft.)	652,093
Net Site Area (Acres)	14.97
Units per Acre	1.40

**USES OF FUNDS**

		Total	Per Unit
		100.00%	
Acquisition: Land	2,500,000	2,500,000	119,048
Construction -- OffSites			
Site Development			
Buildings, Residential	500,000	500,000	23,810
Contractor Overhead, Profit & GC	11.00%	55,000	2,619
Contingency	10.00%	55,500	2,643
Bond	1.00%	5,550	264
Architect/Landscape Architect	50,000	50,000	2,381
Engineering	50,000	50,000	2,381
Survey	5,000	5,000	238
Soils Engineer-- Report, Inspections, Mat. Testing			
Environmental Site Assessment	5,000	5,000	238
Title and Recording	10,000	10,000	476
Appraisal Fees	6,000	6,000	286
Permits, Fees, Joint Trench, etc.	50,000	50,000	2,381
Construction Loan:			
Interest (60% utilization/6mts.)	6.00%	17,122	815
Fees	2.00%	19,025	906
Permanent Loan Fees	1.00%	11,387	542
Construction Period Insurance	20,000	20,000	952
Construction Period Taxes--6 mts.	1.25%	15,625	744
Legal: Transaction		10,000	476
Organization	5,000	5,000	238
Furnishings & Equipment		5,000	238
Marketing/Leasing	500	10,500	500
Cost Certification	5,000	5,000	238
Financial Consultant	10,000	10,000	476
Soft Cost Contingency	10.00%	30,466	1,451
Developer Fee/Admin/Partnership Guarantees	250,000	250,000	11,905
<b>TOTAL PROJECT COSTS</b>		<b>3,701,176</b>	<b>176,246</b>

**SOURCES OF FUNDS**

Permanent Loan	30.8%	1,138,748	54,226
Permanent Loan -- Other	0.0%		
Marin Community Foundation	19.5%	720,809	34,324
County Housing Trust Fund	19.5%	720,809	34,324
County HOME/CDBG	19.5%	720,809	34,324
Tamalpais Pacific	5.4%	200,000	9,524
County Farmworker Housing Program	5.4%	200,000	9,524
Limited Partner Equity	0.0%		0
General Partner Equity	0.0%		0
<b>TOTAL PROJECT SOURCES</b>	<b>100.00%</b>	<b>3,701,176</b>	<b>176,246</b>

**SURPLUS/(GAP)**

0 0

**Construction Loan Calculation**

Total Development Cost	3,701,176
Less Marin Community Foundation	(720,809)
Less County Housing Trust Fund	(720,809)
Less County HOME/CDBG	(720,809)
Less Tamalpais Pacific	(200,000)
Less County Farmworker Housing Program	(200,000)
Less Developer Fee	75% (187,500)
<b>Total Construction Loan</b>	<b>951,248</b>

AH-3

MARIN COUNTY HOME PROGRAM PROPOSAL  
2012-13

1. Project Name: Marinwood 2. Total Amount Requested \$800,000

3. Project Sponsor: BRIDGE Housing Corporation E-mail: lgrady@bridgehousing.com

Contact Person and Title: Lisa Grady, Senior Project Manager Website (optional): www.bridgehousing.com

Address: 345 Spear St. Suite 700 San Francisco, CA 94105

Telephone: (415) 989-1111 Ext. 7514 Fax: (415) 495-4898

All future announcements will be sent to you by e-mail, unless you indicate otherwise:  Please send by mail.

Does the sponsor qualify as a Community Housing Development Organization (CHDO)?  YES x NO  
If you are not sure whether your group qualifies as a CHDO, please refer to "The HOME Program...Federal Funds for Affordable Housing" for a definition, or call Roy Bateman. Marin County needs projects to use our CHDO set-aside!

4. Project Location (precise street address, Assessor's Parcel Number, and the year the building was constructed):  
(If site lacks a street address, attach map showing location.)

121, 155, 175 & 197 Marinwood Avenue, San Rafael, CA  
APN: 164-471-64, 164-471-65, 164-471-69, 164-471-70

5. Project Description:  
(If the project involves an occupied building, attach a complete list of tenant incomes, household sizes, and rents.)

BRIDGE Housing Corporation proposes the development of Marinwood, an affordable housing project in the heart of Marin County, available to households earning below 60% of the Area Median Income. The County of Marin has taken active steps to encourage the development of affordable housing to address the continued imbalance between the needs of both low income residents, as well as the tremendous number of people employed in low-wage jobs who are commuting into Marin and damaging the environment as a result. Marin County has identified the Marinwood site as a Priority Development Area (PDA) and has proposed the mixed-use redevelopment with up to 100 units of housing.

The Marinwood Plaza redevelopment accomplishes the important goals of creating in-fill affordable housing, while eliminating neighborhood blight. BRIDGE is committed to creating a strong sense of place for Marinwood Village as a new community center. The nearly 5 acre site, which is situated in unincorporated San Rafael in northern Marin, consists of a former shopping center. A new grocery store occupies a portion of the site and we hope to redevelop the balance of the site with affordable housing. Over the last few years, this site has been the subject of an extensive dialogue between neighbors, owners of the site, County staff, and a series of developers, including BRIDGE. In 2006, the County board of Supervisors adopted the Marinwood Village Guiding Principles, which outlines the development of a grocery store, ancillary retail, plaza and improvements along Marinwood Avenue in addition to 100 units of affordable and market rate housing. The grocery store is close to construction.

The housing project will be split into two parcels, north and south, with the bulk of the retail use, including the new grocery store and plaza at the center. (Please see the conceptual parcel map and aerial of the site attached). The northern site is intended to be 1.5 acres and the southern site is intended to be 2 acres. The surrounding neighborhood is primarily single story homes and an elementary and middle school as well as the Marinwood Community Center are located within a half mile of the site. In addition, the location is close large regional employers including the County of Marina and Kaiser Permanente and regional bus service. The site is therefore well situated for a 4% or 9% low income housing tax credit project.

The proposed project offers a unique opportunity to meet the County of Marin's stated need for more affordable workforce housing while revitalizing a blighted part of an otherwise healthy neighborhood.

6. Total Project Cost:  
Include all costs for this particular project, regardless of source. Also attach a pro forma and a sources and uses schedule.

✓

\$22,885,000

**7. Project Budget for Use of HOME Program Funds:**

*Budget should include estimate of costs, such as land or building acquisition costs, construction costs, rehabilitation costs, architectural and engineering fees, etc. Be as accurate and comprehensive as possible. WARNING: If your project includes rehabilitation, please call Reid Thaler at 499-6695 to learn how federal lead paint regulations may raise the cost of your project.*

We intend to use all the requested HOME funds for site acquisition.

\*\*\*Please see project sources and uses attachment.

**8. Other Sources of Funds:**

*How will you meet the HOME Program matching funds requirement? Include amounts, sources, use, commitment, and timing of all public and private funds other than HOME funds. Be sure to mention any federal assistance, including tax credits and CDBG; local public agency assistance, such as fees waived; and private assistance, such as the interest saved on below market rate loans. Are the other funds firmly committed?*

We have not applied for other funding. We anticipate using the requested CDBG funding to complete the acquisition of the site and will be seeking additional allocations of CDBG funding in next year's funding cycle. In addition, we will be seeking funds from the Marin Community Foundation, as well as other foundation support. The balance of the financing will be secured once we have completed the entitlement process and the acquisition of the site.

\*\*\*Please see project sources and uses attachment.

**9. Project Implementation:** Who will be responsible for implementing the project? How will it be implemented and what is the proposed schedule for project implementation? How quickly will you be able to spend the requested funding?

The project will be implemented over the next 3-4 years as we work through the entitlement process (securing environmental approvals & a master plan), and as we further develop the design & seek building department approvals of financing.

**10. Equal Opportunity Commitment:** Discuss your plans for recruiting women- and minority-owned construction firms to bid on the development of this project.

BRIDGE Housing Corporation and BRIDGE Property Management Company ("BPMC") will affirmatively market Marinwood to ensure that there are equal housing opportunities. With respect to treatment of applicants, the process will not discriminate against any individual or family because of race, color, creed, national or ethnic origin or ancestry, religion, sex, sexual preference, gender identity, age, disability, handicap, military status, source of income, marital status or presence of children in a household, AIDS -related conditions, or any other arbitrary basis. When active marketing commences BRIDGE will advertise in both local and regional newspapers as well as multilingual papers. All marketing materials will display the Equal Opportunities Logo. BRIDGE will post signage at the project site shortly before construction is complete with a telephone hot line that will be available in both English and Spanish. These fair housing efforts will be continued throughout the operation of the project by BPMC.

**11. Need for the Project:**

**A. Need Group**

*What groups or individuals will benefit from the project? What income level will the project serve? Be specific! Also, describe how you will provide for long-term affordability.*

The project will serve households earning no more than 60% of Area Median Income (AMI). Units will be targeted to lower income ranges. The precise mix will be determined as the financing plan is developed and has specific targeting regiments that are determined. Eligibility will be determined by BRIDGE Property Management Company through the lease-up process and annually thereafter using TCAC standards for income screening. Any special requirements for income screening for CDBG will be integrated into the process.

HOME Income Limits

Household Size	50% of Median Income	60% of Median Income	80% of Median Income
1	\$37,400	\$44,880	\$59,850
2	42,750	51,300	68,400
3	48,100	57,720	76,950
4	53,400	64,080	85,450
5	57,700	69,240	92,300

6	61,950	74,340	99,150
	At least 20% of rental units	The remaining rental units	Homeowner units

**B. Project Rationale:**

*Why is this project needed? Will it assist an especially needy or underserved group?*

Marin County is the wealthiest county in California with a high home ownership rate and very little affordable housing. Rents countywide have risen over 5% in the last 4 years with 1BR rents up nearly 10% (Realfacts.com). Currently, the average rent for a 2BR apartment in Marin County is over \$1,700, out of reach for very low, low and even moderate income households. This leads most low income residents to overpay for housing; 84% of renters at or below 80% of AMI are overpaying, according to the County Housing Element. The occupancy rate is the highest in the Bay Area after Alameda County at over 97%. Although only 5% of Marin residents are living below the poverty line, the majority of Marin's service and agricultural workers are commuting from outside the County and many from outside the region. Marin's wealthy households and fast growing senior population create huge demand for services and service jobs, but there is not enough affordable housing for these service employees to live in Marin County.

The proposed Marinwood project will directly target these families who work in Marin and are in need conveniently located, high quality housing, which is currently hard to come by. In addition to being affordable, the site offers the advantage of having public schools nearby in the acclaimed Dixie School District and transit linkages along Highway 101. The new grocery store will provide convenient shopping and the project's on-site amenities will include laundry facilities, a multi-purpose community room, BBQ area, open space, and play areas/courtyards. The site's location and affordably levels will help us to quickly fill units as they come on line.

*For new construction or rehabilitation, what will you do to incorporate "green building" principles?*

BRIDGE is committed to providing a variety of green measures in all our projects which include: Low-Mercury Lamps, ENERGY-STAR qualified clothes washers in central laundry facilities and ENERGY-STAR refrigerators in each unit; double-flush toilets in every unit, built-in recycling in each unit, low-VOC interior paints, recycled content carpet and CRI-green label certified to cover 75% of all floor area, and on site storm water management to the degree possible, as well as bio-swales and planter boxes, and native drought resistant plants in the landscape design. We will also explore the possibility of participating in the Greenpoint rating program or other comparable sustainable building verification.

**C. Accessibility:**

*What steps are you taking to make this project accessible to people with physical and other disabilities?*

Overall, the project shall be accessible to persons with disabilities. The concept of Universal Design and accessibility in creating a barrier-free environment that is aesthetically pleasing and useable by everyone, regardless of age, ability or life status is integrated into the design of this project. These accessible features will be designed for use by mobility impaired residents and potential visitors alike. The project will ensure be in full compliance with Section 504, and the Fair Housing Act. Access to the building and the residential dwelling units will comply with Uniform Federal Accessibility Standards (UFAS) and State of California Building Code requirements at a minimum.

A summary of some of the Universal Design / Accessible features that will be incorporated into the building are as follows:

- Accessible street level entrance to the building lobby for visitors and residence.
- Walks and sidewalks within the project will be accessible and meet the requirements for slope and cross slopes.
- Accessible parking and access to elevators to each floor of the building.
- Accessible doorways and routes of travel throughout the building, to the entrance of every dwelling unit and within each dwelling unit itself.
- Accessible doorways, thresholds and door hardware will be provided.
- Maneuvering space and clearances exceeding code minimums will be provided at bathrooms and kitchens within the dwelling units.
- Accessible location of environmental controls and switches.

For further information, please call Roy Bateman at 499-6698. Completed applications may be mailed to the Federal Grants Division, Marin County Community Development Agency, 3501 Civic Center Drive, Room 308, San Rafael, CA 94903, or they may be hand-delivered to our new office location at 899 Northgate Drive, Room 408, San Rafael. Please do not send mail to our Northgate Drive location. **APPLICATIONS SENT BY FAX OR E-MAIL WILL NOT BE ACCEPTED.** If you need more space for several questions, please answer all questions in sequence. If you'd like to download this form as a Microsoft Word document, visit [www.marincdbg.com](http://www.marincdbg.com). Remember that we don't accept faxed or e-mailed applications. For a free copy of the HOME Final Rule (24 CFR Part 92), call (800) 998-9999, and ask for a copy of "HO 1272."

- Please consult with staff (Roy Bateman, phone 499-6698) before you file an application.
- Attach a pro forma and a sources and uses schedule.
- The current year's application form must be used.

**MARINWOOD PLAZA SOURCES AND USES**

12/9/2011

Uses of Funds	Total	predevelopment	construction	permanent
Acquisition	3,610,000	3,610,000	-	3,610,000
Construction	12,184,514	-	12,184,514	12,184,514
Architect, Engineers, Permits	1,833,064	1,169,414	188,650	1,833,064
Indirect Expenses	544,286	124,286	865,000	544,286
Financing and Carry Costs	1,541,818	-	1,541,818	1,541,818
Other (Taxes, Soft Cost Contingency, Reserves)	715,926	205,925	47,284	715,926
Developer Fee + Syndication Costs	2,455,118	9,500	630,000	2,455,118
Conversion Costs	14,557,266	-	-	-
<b>Total</b>	<b>37,441,993</b>	<b>5,119,125</b>	<b>15,457,266</b>	<b>22,884,727</b>
Permanent Mortgage	6,809,017	-	-	6,809,017
Construction loan	14,557,266	-	14,557,266	-
CDBG- 2011 allocation*	800,000	-	-	-
HOME- 2011 allocation*	800,000	-	-	-
Add'l Gap Funding- future CDBG, HOME or MCF	89,080	4,989,602	-	6,413,783
Fee Waivers	-	-	-	-
Investor Equity	7,140,402	-	900,000	7,140,402
GP Equity	-	-	-	-
Deferred Developer Fee	-	-	-	-
AHP	792,000	-	-	792,000
Proceeds from Land Flip	129,524	129,524	-	129,524
<b>TOTAL SOURCES</b>	<b>37,441,992</b>	<b>5,119,125</b>	<b>15,457,266</b>	<b>21,284,726</b>

\* CDBG and HOME funds will be used to complete the acquisition of the site (0)

AA-4

MARIN COUNTY HOME PROGRAM PROPOSAL  
2012-13

H-9

1. Project Name: Peace Village 2. Total Amount Requested \$1,300,000

3. Project Sponsor: Christ Lutheran Church E-mail: pastorterryhp@sbcglobal.net

Contact Person and Title: Terry Hamilton-Poore, Minister Website (optional): clcfairfax.org

Address: 2626 Sir Francis Drake Blvd., Fairfax, CA 94930

Telephone: 415-454-6365 Ext. Fax: 415-453-4049

All future announcements will be sent to you by e-mail, unless you indicate otherwise:  Please send by mail.

Does the sponsor qualify as a Community Housing Development Organization (CHDO)?  YES  NO  
If you are not sure whether your group qualifies as a CHDO, please refer to "The HOME Program...Federal Funds for Affordable Housing" for a definition, or call Roy Bateman. Marin County needs projects to use our CHDO set-aside!

4. Project Location (precise street address, Assessor's Parcel Number, and the year the building was constructed):  
(If site lacks a street address, attach map showing location.)

Address: 2626 Sir Francis Drake Blvd., Fairfax, CA 94930  
Year Built: Main building 1960, Secondary building moved to site in 1980's  
APN #: 174-070-17

5. Project Description:

(If the project involves an occupied building, attach a complete list of tenant incomes, household sizes, and rents.)  
Christ Lutheran Church proposes to develop affordable housing for lower income seniors on existing church property located at 2626 Sir Francis Drake Blvd. in Fairfax. The approximately 20 acre site consists of several interconnected buildings located along the front of Sir Francis Drake Boulevard, actively used by Christ Lutheran Church for worship and educational purposes. The church leases a portion of its buildings and property to Cascade Canyon School, a private K-8 school serving approximately 55 students.

The development will include approximately 40 apartments, all one bedroom units with full kitchen and bath except for a two-bedroom manager's unit. The development will also include an elevator, community room, manager and resource coordinator offices, storage, maintenance and equipment space, resident outdoor recreational space and surface parking. The development will incorporate energy saving and sustainability design features including Energy Star appliances and roof, low-water landscaping, and photovoltaics for common area electric.

The church will issue an RFQ/RFP in early 2012 to select an experienced affordable housing developer and property manager to proceed with the proposed development. The church will continue owning the land and enter into a long term lease with the selected developer of sufficient term to satisfy all funding requirements, and at a nominal annual fee. The lease will include an upfront payment of approximately \$300,000. In order to make space for the footprint and function of the new building(s), some portion of the existing buildings is expected to be remodeled and or reconfigured for continued use by the church and by Cascade Canyon School. The upfront lease payment will be used by the church to remodel a portion of the existing buildings. The selected developer will work with the church and school to define the scope of such work. Depending on the location of the new housing development on the property, and the scope of rehab determined by the church and school for the existing buildings, additional funds may need to be raised.

The church's Guiding Principles include the following statements: "We welcome and include all people as equals," and "We share our spiritual and materials gifts for the needs of the vulnerable, especially the hungry, the homeless, children and the elderly". This project would enable the church to live out these aspects of its mission in a very tangible way. Furthermore, the vision of both the church and school is to develop and incorporate intergenerational programs that blend the relationships and mission of the school and church with the senior residents, creating the feel of a small village.

The Town of Fairfax strongly supports this project, having included the church's property as an Opportunity Site in its Housing Element, currently in review for approval by the California Housing & Community Development Department. In the Housing Element, the Town proposes to revise the General Plan and Rezoning, at Town's expense, to accommodate the proposed 40 unit senior development, leaving Design Review as the only discretionary approval required.

The apartments will be 100% affordable to seniors with incomes at or below 50% of the Marin County Area Median Income. The proposed financing plan includes equity capital to be raised by attaining 4% Low Income Housing Tax Credits (LIHTC). This will be combined with conventional debt, soft loans and rent/operating subsidies. We propose pursuing soft loan or grant funds from the Marin Community Foundation and the Federal Home Loan Bank Affordable Housing Program (AHP) funds. We propose applying for rent subsidy in the form of Project Based Section 8 Vouchers from Marin County Housing Authority. HOME/CDBG funds may need to be committed over multiple rounds if the amount of funds requested exceeds capital available in any one year.

**6. Total Project Cost:**

Include all costs for this particular project, regardless of source. Also attach a pro forma and a sources and uses schedule.

\$13,439,397

**7. Project Budget for Use of HOME Program Funds:**

Budget should include estimate of costs, such as land or building acquisition costs, construction costs, rehabilitation costs, architectural and engineering fees, etc. Be as accurate and comprehensive as possible. **WARNING:** If your project includes rehabilitation, please call Reid Thaler at 499-6695 to learn how federal lead paint regulations may raise the cost of your project.

HOME funds would be spent exclusively for construction costs.

**8. Other Sources of Funds:**

How will you meet the HOME Program matching funds requirement? Include amounts, sources, use, commitment, and timing of all public and private funds other than HOME funds. Be sure to mention any federal assistance, including tax credits and CDBG; local public agency assistance, such as fees waived; and private assistance, such as the interest saved on below market rate loans. Are the other funds firmly committed?

<u>Source</u>	<u>Use</u>	<u>Amount</u>	<u>Date You Applied</u>	<u>Are Funds Committed?</u>	<u>Date Funds Were Committed</u>	<u>When Available</u>
Marin Community Foundation	Predevelopment & Construction	\$1,300,000	N/A	No		
AHP County Housing Authority, Project Based Section 8	Construction Incremental Revenue for Permanent Loan	\$600,000 \$2,113,090	N/A N/A	No No		
Permanent Loan	Permanent Loan	\$1,594,264	N/A	No		
Limited Partner Equity Investment	LP's Tax Credit Equity	\$5,425,603	N/A	No		
Developer Fee	Deferred Developer Fee	\$962,341	N/A	No		

**9. Project Implementation:** Who will be responsible for implementing the project? How will it be implemented and what is the proposed schedule for project implementation? How quickly will you be able to spend the requested funding? Christ Lutheran Church will be responsible for implementing the project. The church will select a project developer and property management entity through an RFQ/RFP process. The church will remain as owner of the property and lease the affordable housing improvements to the selected developer. The selected developer will proceed to implement development and long term management of the property. The development schedule is projected as follows:

- 1-12 to 4-12 RFQ/RFP Developer Selection
- 4-12 to 10-12 Design Development
- 10-12 to 10-13 Public Approvals
- 4-14 to 4-15 Construction
- 4-15 to 7-15 Rent Up

**10. Equal Opportunity Commitment:** Discuss your plans for recruiting women- and minority-owned construction firms to bid on the development of this project.

The church will include in the RFQ/RFP instructions, and include in the subsequent development agreement executed with the selected developer, that the project is subject to Davis-Bacon Act wages and the developer must comply with all related requirements. Further, that the selected developer must agree to seek to employ qualified Section 3

businesses and Minority Business Enterprises (MBE) and Women's Business Enterprises (WBE) to the greatest extent feasible, with the goal that a minimum of 10% of the total dollar amount of contracts for housing construction be awarded to qualified Section 3 businesses and/or MBE's and WBE's. During the course of an approximately twelve month construction period we estimate the project will generate approximately 25 contracting opportunities.

Which demographic groups are least likely to apply for your housing, and what affirmative marketing steps do you plan to reach them?

Census data for Town of Fairfax indicate racial characteristics of 94.4% white and 6.2% Hispanic or Latino, with less than 1% for any other group. This is in comparison to County of Marin racial characteristics of 81% white, 13.6% Hispanic or Latino, 5.7% Asian, 3.2% Black or African American, 6.9% some other race, with less than 1% for any other group. The group least likely to apply is Black or African American, followed by Asian and Hispanic or Latino. The largest populations of Black or African American are in Marin City, San Rafael and Novato. The largest populations of Hispanic or Latino are greatest in the San Rafael Canal area followed by Novato. The largest populations of Asians are in both San Rafael and Novato. Affirmative marketing efforts would begin with advertisements in the Marin IJ and on Craigslist in order to reach the broadest population groups. Reaching Black or African American seniors would include posting announcements with the Marin City Community Development Corporation, including placing advertising in their Newsletter, posting announcements with the Marin City Senior Center, and contacting church leaders in Marin City and posting announcements through church newsletters and/or bulletin boards as appropriate. Affirmative marketing efforts to Hispanic or Latino would include posting announcements, including placing advertising in newsletters, with Canal Alliance, Canal Welcome Center and Canal Family Support Program (Catholic Charities CYC). Affirmative marketing efforts to Asians would include posting announcements at the Asian Market and the Marin Asian Community Church in San Rafael.

**11. Need for the Project:**

**A. Need Group**

What groups or individuals will benefit from the project? What income level will the project serve? Be specific! Also, describe how you will provide for long-term affordability.

Low, very low and extremely low income older adults, age 55 and older, will benefit from the project. Resident incomes will be limited to households with incomes at or below 50% of Marin County's Area Median Income (\$37,400 for a one-person household). We assume all units will have Project Based Section 8 Vouchers, providing housing capable of serving extremely low income seniors. By the incorporation of Low Income Housing Tax Credits, regulations will be recorded on title, requiring the development to remain affordable to residents with incomes at or below 50% of Area Median Income for a 55-year term, with all residents' income re-certified annually.

**HOME Income Limits**

Household Size	50% of Median Income	60% of Median Income	80% of Median Income
1	\$37,400	\$44,880	\$59,850
2	42,750	51,300	68,400
3	48,100	57,720	76,950
4	53,400	64,080	85,450
5	57,700	69,240	92,300
6	61,950	74,340	99,150
	At least 20% of rental units	The remaining rental units	Homeowner units

**B. Project Rationale:**

Why is this project needed? Will it assist an especially needy or underserved group?

According to a report from the Marin County Division of Aging and Adult Services, "...the older population in Marin is increasing rapidly. Between 2005 and 2010, the number of Marin residents over 60 is projected to grow to 75,900, with the largest increase in the 70 to 79 year old cohort. ABAG projects that by 2010, almost 30% of Marin residents will be over age 60. This trend continues well into the foreseeable future, only slowing after 2030."

Meanwhile, the 2007 American Community Survey of the U.S. Bureau of the Census shows that, while median household income for Marin County was \$83,870, the mean retirement income was \$33,501, 42% of Marin's Area Median Income, and 4.7% of persons 65 or older fell below the Federal poverty line. The Marin Housing Authority's definition of market rent (Section 8 rent) for a one bedroom apartment in Marin County is currently \$1,319. Older adults at the mean retirement income level are paying 40% of their income for rent, and those with incomes below the mean are progressively more rent burdened.

The Marin County Commission on Aging urged that, as cities and towns updated the Housing Elements, they include the "critical need for affordable housing", given "the fact that many older and disabled adults live on limited fixed incomes."



*For new construction or rehabilitation, what will you do to incorporate "green building" principles? The development will meet or exceed green building requirements by the Town of Fairfax, and will incorporate energy saving and sustainability design features including Energy Star appliances and roof, low-water landscaping, and photovoltaics for common area electric.*

**C. Accessibility:**

*What steps are you taking to make this project accessible to people with physical and other disabilities? As this is a new construction development 5% of the units will be accessible to the physically disabled and an additional two percent accessible to the hearing and vision impaired. To optimize aging-in-place as residents grow frail, an elevator will provide access to all second floor units in this two story building, with 100% of the units being accessible.*

For further information, please call Roy Bateman at 499-6698. Completed applications may be mailed to the Federal Grants Division, Marin County Community Development Agency, 3501 Civic Center Drive, Room 308, San Rafael, CA 94903, or they may be hand-delivered to our new office location at 899 Northgate Drive, Room 408, San Rafael. Please do not send mail to our Northgate Drive location. **APPLICATIONS SENT BY FAX OR E-MAIL WILL NOT BE ACCEPTED.** If you need more space for several questions, please answer all questions in sequence. If you'd like to download this form as a Microsoft Word document, visit [www.marincdbg.com](http://www.marincdbg.com). Remember that we don't accept faxed or e-mailed applications. For a free copy of the HOME Final Rule (24 CFR Part 92), call (800) 998-9999, and ask for a copy of "HO 1272."

- Please consult with staff (Roy Bateman, phone 499-6698) before you file an application.
- Attach a pro forma and a sources and uses schedule.
- The current year's application form must be used.
- Applicants are encouraged to apply for Community Development Block Grant (CDBG) funds in at least the same amount as your HOME request. (Some projects may receive only HOME funds or only CDBG funds. For example, if your project needs a total of \$100,000, apply for \$100,000 from HOME and \$100,000 from CDBG.) The CDBG Program has a separate application form, which must be received by Friday, December 9, 2011.

**HOME PROPOSALS MUST BE RECEIVED BY FRIDAY, DECEMBER 9, 2011 AT 5:00 P.M.**

**Fairfax Lutheran Church**  
Project Summary

Fairfax Lutheran Church  
Prepared by ElderFocus

**Summary of Development Costs and Projections**

USES:	Total	%	per DU
Acquisition Costs	309,000	2.30%	40
Demolition	100,000	0.74%	7,725
Construction Costs	7,431,254	55.29%	2,500
Construction Period Contingency	708,540	5.27%	185,781
Permit and Fees	800,000	5.95%	20,000
Architectural and Engineering	900,000	6.70%	22,500
Reports, Testing, and Constr. Mgmt	196,000	1.46%	4,900
Predev and Construction Interest	540,865	4.02%	13,522
Loan Fees	90,327	0.67%	2,258
Real Estate Taxes & Carrying Costs	0	0.00%	0
Title and Recording	41,000	0.31%	1,025
Legal	153,500	1.14%	3,838
Insurance & Bonds at Construction	250,000	1.86%	6,250
Syndication & Certification Costs	88,729	0.66%	2,218
Lease Up, Marketing and Reserve	280,182	2.08%	7,005
Soft Cost Contingency	150,000	1.12%	3,750
Developer Fee	1,400,000	10.42%	35,000
<b>TOTAL USES:</b>	<b>13,439,397</b>	<b>100.00%</b>	<b>336,985</b>

**SOURCES:**

Construction Sources	Total	%	per DU
Construction Period Only Bonds	3,767,192	31.31%	94,180
Bank Perm Loan (Base Tranche)	1,594,264	13.25%	39,857
Bank Perm Loan (Section 8 Tranche)	2,113,090	17.56%	52,827
Marin Community Foundation	1,300,000	10.81%	32,500
County HOME/CDBG Loans	1,300,000	10.81%	32,500
MHSA	0	0.00%	0
AHP	600,000	4.99%	15,000
Initial Limited Partner Capital	1,956,401	11.27%	33,910
<b>Total Construction Sources:</b>	<b>12,030,947</b>	<b>100.00%</b>	<b>300,774</b>

**Permanent Sources**

Permanent Sources	Total	%	per DU
Bank Perm Loan (Base Tranche)	1,594,264	11.86%	39,857
Bank Perm Loan (Section 8 Tranche)	2,113,090	15.72%	52,827
Marin Community Foundation	1,300,000	9.67%	32,500
County HOME Loan	1,300,000	9.67%	32,500
MHSA	0	0.00%	0
AHP	600,000	4.46%	15,000
Accrued Subsidy Loan Const Period Interest	144,000	1.07%	3,600
General Partner Equity	100	0.00%	3
Deferred Developer Fee	962,341	7.16%	24,059
LP's Tax Credit Equity	5,425,603	40.37%	135,640
<b>Total Permanent Sources:</b>	<b>13,439,397</b>	<b>100.00%</b>	<b>336,985</b>

**INCOME & RENT MIX:**

	15%	25%	30%	35%	40%	45%	50%	55%	60%	Total
AMIs										
<b>Rents:</b>					\$760		\$960			
Studio	0	0	0	0	0	0	0	0	0	0
1-BR	0	0	0	0	10	0	29	0	0	39
2-BR	0	0	0	0	0	0	0	0	0	0
3-BR	0	0	0	0	0	0	0	0	0	0
<b>No. of Units:</b>										
Studio	0	0	0	0	0	0	0	0	0	0
1-BR	0	0	0	0	10	0	29	0	0	39
2-BR	0	0	0	0	0	0	0	0	0	0
3-BR	0	0	0	0	0	0	0	0	0	0
<b>TOTAL:</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>26%</b>	<b>0%</b>	<b>74%</b>	<b>0%</b>	<b>0%</b>	<b>1</b>
										<b>Mgr. Unit:</b>
										<b>40</b>

**ASSUMPTIONS:**

Construction Costs Per s.f.	\$205	
Tax Credit Rate	3.30%	
Federal Tax Credit Equity per \$	\$1.00	
State Tax Credit Equity per \$		
Capital Reserve	400	pupa
Operating Expenses	6,350	pupa
Debt Service Ratio	1.20	
Construction Loan Rate	5.00%	
Permanent Loan Rate	6.00%	per s.f.
Land Cost (Uprfront Lease Pmt.)	\$309,000	\$7
Environ. Abatement Allowance	\$0	units / acre
Lot Acreage	2.00	20.00
Residential Parking Ratio	1.00	Residents
Number of Parking Spaces		40
Project Based Section 8 Vouchers		39
		Commercial
		0

## Fairfax Lutheran Church Sources & Uses

Fairfax Lutheran Church		Units	Pre-Dev	Pre-Dev Budget				Eligible
Development Budget		40	Budget to	from DD and	Budget at	Completion	Residential	Non-Resid.
		TOTAL	DD and	LHMC Award	Construction		100.0%	0.0%
			LHMC Award	to Const. Start				
<b>ACQUISITION COSTS</b>								
Purchase Price	300,000				300,000		300,000	0
Extension Fees not in price	0				0		0	0
Title/Recording/Escrow	9,000				9,000		9,000	0
Buyer paid Transfer Taxes	1,000				1,000		1,000	0
Environmental Abatement Soil and Demo related	0				0		0	0
Demolition	100,000				100,000		100,000	100,000
<b>GENERAL DEVELOPMENT COSTS</b>								
Building Hard Costs	6,326,250	175			6,326,250		6,326,250	6,326,250
Off Site Improvements	0				0		0	0
General Conditions	442,838	7.00%			442,838		442,838	442,838
Contractor Overhead and Profit	316,313	5.00%			316,313		316,313	316,313
Construction Security	150,000				150,000		150,000	150,000
Bond Premium	70,854	1.00%			70,854		70,854	70,854
Const Period Change Order Contingency	708,540	10%			708,540		708,540	708,540
Local Impact Fees (Estimated @ \$15,000/unit)	600,000				600,000		600,000	600,000
Local Permits/Fees (Estimated @ \$5,000/unit)	200,000		40,000	40,000	120,000		200,000	200,000
Utility Installations PG&E, Water	125,000				125,000		125,000	125,000
Phase I& II Reports/Toxic/Traffic	20,000		20,000		0		20,000	20,000
Architectural & Engineering (Including CEQA Review)	900,000		300,000	450,000	150,000		900,000	900,000
Construction Management	36,000				36,000		36,000	36,000
Geotech Analysis	30,000		10,000	5,000	15,000		30,000	30,000
Appraisal	25,000		6,500	18,500	0		25,000	6,500
Market Study	15,000			15,000	0		15,000	0
Construction Testing and Inspection	95,000				95,000		95,000	95,000
Cal-HFA MHSA Loan Fees	0	1%			0		0	0
Construction Loan Fees	56,059	0.75%			56,059		56,059	56,059
Interest on Construction Loans	336,355				336,355		336,355	336,355
Interest on Subordinate Debt Construction Loans	144,000	3.00%			0	144,000	144,000	0
Interest on Predev Loans	60,510	6.00%		60,510	0		60,510	60,510
Permanent Loan Fee	9,268	0.25%			0	9,268	9,268	0
Bond Issuance Costs	0				0		0	0
Title/Recording/Escrow - Construction	30,000				30,000		30,000	30,000
Title/Recording/Escrow - Permanent	10,000				0	10,000	10,000	0
Real Estate Taxes & Carrying Costs	0				0		0	0
Builder's Risk and Owner Liability Ins	200,000				200,000		200,000	200,000
Public Improvement Bonds	50,000				50,000		50,000	50,000
TCAC App/Monitr/Reserve Fee	23,729				23,729		23,729	0
Legal - Acquisition	10,000		10,000		0		10,000	0
Construction Closing (borr & lend)	60,000			30,000	30,000		60,000	60,000
Bond Allocation	0				0		0	0
Permanent Closing (Borrow & Lend)	20,000				0	20,000	20,000	0
Organization of Partnership	3,500		3,500		0		3,500	0
Syndication (Borrower & Investor counsel)	60,000				60,000		60,000	0
Costs of issuance (if bond financed)	0				0		0	0
Syndication Consulting	45,000			10,000	35,000		45,000	0
Syndication Audit	20,000				0	20,000	20,000	0
Furniture & Equipment	60,000				60,000		60,000	60,000
Capitalized Operating Reserves	130,182				0	130,182	130,182	0
Capitalized MHSA Reserves	0				0		0	0
Capitalized Services Costs	25,000				0	25,000	25,000	0
Marketing	65,000				65,000		65,000	0
Soft Cost Contingency	150,000		25,000	25,000	100,000		150,000	90,000
Developer Fee	1,400,000				350,000	1,050,000	1,400,000	1,400,000
<b>TOTAL DEVELOPMENT COSTS</b>	<b>13,439,397</b>		<b>415,000</b>	<b>654,010</b>	<b>10,961,937</b>	<b>1,408,451</b>	<b>13,439,397</b>	<b>0</b>

Construction Sources of Funds:			
Construction Period Only Bonds	3,767,192	31.3%	94,180
Bank Perm Loan (Base Tranche)	1,594,264	13.3%	39,857
Bank Perm Loan (Section 8 Tranche)	2,113,090	17.6%	52,827
Marin Community Foundation	1,300,000	10.8%	32,500
County HOME/CDBG Loans	1,300,000	10.8%	32,500
MHSA	0	0.0%	0
AHP	600,000	5.0%	15,000
Initial Limited Partner Capital	1,356,401	11.3%	33,910
<b>Total Construction Sources:</b>	<b>12,030,947</b>	<b>100.0%</b>	<b>300,774</b>

Construction Loan Calculation	
Total Development Cost	13,439,397
Less: MCF	(1,300,000)
Less: HOME/CDBG	(1,300,000)
Less: MHSA	-
Less: AHP	(600,000)
Less: 25% of Investor Equity	(1,356,401)
Less: Completion Costs	(1,408,451)
<b>Total Construction Loan</b>	<b>7,474,546</b>

Permanent Sources of Funds:			
Bank Perm Loan (Base Tranche)	1,594,264	11.9%	39,857
Bank Perm Loan (Section 8 Tranche)	2,113,090	15.7%	52,827
Marin Community Foundation	1,300,000	9.7%	32,500
County HOME Loan	1,300,000	9.7%	32,500
MHSA	0	0.0%	-
AHP	600,000	4.5%	15,000
Accrued Subsidy Loan Const Period Interest	144,000	1.1%	3,600
General Partner Equity	100	0.0%	3
Deferred Developer Fee	962,341	7.2%	24,059
LP's Tax Credit Equity	5,425,603	40.4%	135,640
<b>Total Permanent Sources:</b>	<b>13,439,397</b>	<b>100.0%</b>	<b>335,985</b>

Bank Perm Loan (Base Tranche)	
Amount	1,594,264
Annual Payment	114,701
Term (Years)	30
Interest Rate	6.00%

Construction Loan Terms	
Utilization Rate	60.00%
Interest Rate	5.00%
Term (Months)	18

Bank Perm Loan (Section 8 Tranche)	
Amount	2,113,090
Annual Payment	152,029
Term (Years)	30
Interest Rate	6.00%

50% Test	
Construction Period Bonds	7,474,546
Basis in Land	309,000
Basis in Improvements	12,470,218
Total	12,779,218
% Bond Financed	58.49%

AH-5

MARIN COUNTY HOME PROGRAM PROPOSAL  
2012-13

H-10

1. Project Name: The Redwoods (REHAB) 2. Total Amount Requested \$1,000,000

3. Project Sponsor: The Redwoods, A Community of Seniors E-mail: [bsolomon@theredwoods.org](mailto:bsolomon@theredwoods.org)

Contact Person and Title: Barbara Solomon, CEO

Website (optional): [www.theredwoods.org](http://www.theredwoods.org)

Address:

40 Camino Alto  
Mill Valley, CA 94941

Telephone: 415/383-2741

Ext. 229

Fax: 415/383-0115

All future announcements will be sent to you by e-mail, unless you indicate otherwise:  Please send by mail.

Does the sponsor qualify as a Community Housing Development Organization (CHDO)?  YES  NO  
*If you are not sure whether your group qualifies as a CHDO, please refer to "The HOME Program...Federal Funds for Affordable Housing" for a definition, or call Roy Bateman. Marin County needs projects to use our CHDO set-aside!*

4. Project Location (precise street address, Assessor's Parcel Number, and the year the building was constructed):  
(If site lacks a street address, attach map showing location.)

The Redwoods is located at **40 Camino Alto, Mill Valley, CA 94941**

All buildings scheduled for rehabilitation are 37 years old (built 1972).

The Assessor's Parcel Numbers for The Redwoods' property are 030-101-36 and 030-101-37.

5. Project Description:

*(If the project involves an occupied building, attach a complete list of tenant incomes, household sizes, and rents.)*

The Redwoods has been a provider of housing for low and moderate income seniors for 38 years. Because every effort has been made to keep rents below market rate, facility renovations have been done on an as-needed basis. In order for The Redwoods to be able to continue its extraordinary programs and services for this population, it must do some significant renovations; that work provides an opportunity for "greening" measures on the campus as well as construction of a Wellness Center that will serve our resident and non-resident populations. The CDBG project will be limited to eligible components of the overall rehabilitation project, which will include:

- Renovation of our 150 independent living apartments, also implementing conservation strategies
- Renovation of our existing kitchen
- Renovation and expansion of our dining area
- Conversion of existing landscaping to native plants as well as construction of a new irrigation system that will be focused on natural resource conservation and other water conservation measures, possibly including rain-water catchment and/or selected gray water projects.

Construction of a new Wellness Center that will provide program and personnel access to the broader Marin County senior population as well as to the 330 seniors who live at The Redwoods.

6. Total Project Cost:

*Include all costs for this particular project, regardless of source. Also attach a pro forma and a sources and uses schedule.*

Estimated total development cost: **\$24,800,000**

**Please see attached pro forma sources and uses.**

7. Project Budget for Use of HOME Program Funds:

*Budget should include estimate of costs, such as land or building acquisition costs, construction costs, rehabilitation costs, architectural and engineering fees, etc. Be as accurate and comprehensive as possible. WARNING: If your project includes rehabilitation, please call Reid Thaler at 499-6695 to learn how federal lead paint regulations may raise the cost of your project.*

HOME funds will be used to construct the project.

Construction                      \$1,000,000

**8. Other Sources of Funds:**

*How will you meet the HOME Program matching funds requirement? Include amounts, sources, use, commitment, and timing of all public and private funds other than HOME funds. Be sure to mention any federal assistance, including tax credits and CDBG; local public agency assistance, such as fees waived; and private assistance, such as the interest saved on below market rate loans. Are the other funds firmly committed?*

<u>Source</u>	<u>Use</u>	<u>Amount</u>	<u>Date You Applied</u>	<u>Are Funds Committed?</u>	<u>Date Funds Committed</u>	<u>When Available</u>
Conventional Mortgage	various	15,500,000	NA	No	NA	NA
CDBG	A&E	17,889	2006	Yes	2007	TBD
HOME 2010	A&E	163,500	Dec '09	Yes	May '10	TBD
HOME / CDBG (County of Marin)	A&E	36,422	Dec '10	Yes	October '11	TBD
Marin Community Foundation	various	1,000,000	NA	No	NA	NA
Grants and capital campaign	various	1,797,604	NA	No	NA	NA

**9. Project Implementation:** *Who will be responsible for implementing the project? How will it be implemented and what is the proposed schedule for project implementation? How quickly will you be able to spend the requested funding?*

The Redwoods, as owner with 37 years of experience as an affordable senior housing provider, will have overall responsibility. The Redwoods team consists of the following persons: Redwoods CEO Barbara Solomon retains primary responsibility, Steve Hixson is Project Manager, and Jenny Paisley is Project Coordinator.

Work is well underway, including the retention and schematic services of BAR Architects, retention of Oliver & Company Construction for preconstruction services, including cost estimation and value engineering, and the full scope of engineering services, all in preparation for entitlement submittal in early 2012. The project anticipates closing on OSHPD/Cal Mortgage financing in September 2012 and work beginning soon after in the Fall 2012.

**10. Equal Opportunity Commitment:** *Discuss your plans for recruiting women- and minority-owned construction firms to bid on the development of this project.*

The construction contract will comply with applicable regulations, including federal WBE/MBE rules.

*Which demographic groups are least likely to apply for your housing, and what affirmative marketing steps do you plan to reach them?*

In cooperation with its affordable housing colleagues and its own HUD representative, The Redwoods will develop a affirmative marketing plan specific its target population. The marketing plan for the subject project will detail the steps needed to comply with affirmative marketing requirements, including advertising in non-English-language media and notifying public agencies and community groups of the rental opportunity.

**11. Need for the Project:**

**A. Need Group**

*What groups or individuals will benefit from the project? What income level will the project serve? Be specific! Also, describe how you will provide for long-term affordability.*

Forty percent of all Independent Living Apartments, or 60 total units, are funded by Section 8 and reserved for very low-income residents earning \$39,600 or less annually. Although affordable housing is one of the basic tenants of The Redwoods' nonprofit mission, at the present time, The Redwoods maintains current income records only for the Section 8 residents. The Redwoods will collect and present income information on the other residents, in connection with its concurrent CDBG application; this information will be provided when available. The sponsors will ensure that HOME regulatory income requirements are met. With regard to long-term affordability, The Redwoods has been committed to providing an affordable community for seniors since its founding in 1972, and will remain committed to providing it for as long as the organization continues to exist. The Redwoods self-financed programs of rental assistance to non-Section 8 residents and of emergency needs grants to all residents are primary evidence of this commitment.

**HOME Income Limits**

Household Size	50% of Median Income	60% of Median Income	80% of Median Income
1	\$37,400	\$44,880	\$59,850
2	42,750	51,300	68,400
3	48,100	57,720	76,950
4	53,400	64,080	85,450
5	57,700	69,240	92,300
6	61,950	74,340	99,150
	At least 20% of rental units	The remaining rental units	Homeowner units

**B. Project Rationale:**

*Why is this project needed? Will it assist an especially needy or underserved group?*

According to Whistlestop, Marin's older adult population is growing faster than any other county in the state; moreover, one-third of Marin's older adults (more than 21,000 residents) are solely dependent on Social Security fixed income. The Redwoods is a rare institution that provides a top-quality, full-service, inclusive community in Marin for seniors of every income. The Redwoods closed its waitlist for its 60 Independent Living Apartments subsidized by HUD in February 2009 due to extremely high demand that exceeded reasonable vacancy predictions for those units over the next 20 years. The primary dilemma facing The Redwoods is that the aging campus is showing significant signs of structural and cosmetic deterioration. Though well maintained, the buildings on our campus have reached an age where we must undertake a significant rehabilitation project in order to continue to ensure the safety and well-being of our residents. In addition, many of the aging systems, particularly water, power and heat, are badly out of date and inefficient, requiring a large portion of the operating budget to be spent on utilities, rather than being available for increasing The Redwoods services or self-financed rental assistance program.

*For new construction or rehabilitation, what will you do to incorporate "green building" principles?*

The need for substantial rehabilitation also presents a rare opportunity to remake the campus with the latest technology and financing techniques for "green building." The Redwoods entire organization, from board to residents, is fully committed to their sustainable vision for the community; a number of elements are in place, with more planned.

- The project already received the first-ever combined "Green Physical Needs Assessment," by serving as the pilot site for a national effort led by LISC and Build It Green, building on HUD's rudimentary Green Rehab Program and other sources, to fundamentally change the baseline for the formal assessment of multifamily rehabilitation projects.
- The sponsors have applied to participate in the pilot of Build It Green's GreenPoint Rated for Existing Multifamily program, and may apply for LEED-for-Homes. The project manager is a Certified Green Building Professional.
- Water use of the property is being completely reimagined, from the possible graywater systems to bioretention to an experimental native plant garden, already started, which will be used to select plants for the new very-low-water landscaping. An pilot rainwater catchment study was completed for the project.

**C. Accessibility:**

*What steps are you taking to make this project accessible to people with physical and other disabilities?*

Because The Redwoods is home to many frail elderly adults with limited physical capacity, creating environments that are fully accessible and highly sensitive to the needs of people with physical disabilities is always a top priority for our organization. The project will be designed to meet all requirements of the Americans with Disabilities Act (ADA) and related law, and will likely include other non-mandated accessibility components to better serve our clientele.

For further information, please call Roy Bateman at 499-6698. Completed applications may be mailed to the Federal Grants Division, Marin County Community Development Agency, 3501 Civic Center Drive, Room 308, San Rafael, CA 94903, or they may be hand-delivered to our new office location at 899 Northgate Drive, Room 408, San Rafael. Please do not send mail to our Northgate Drive location. **APPLICATIONS SENT BY FAX OR E-MAIL WILL NOT BE ACCEPTED.** If you need more space for several questions, please answer all questions in sequence. If you'd like to download this form as a Microsoft Word document, visit [www.marincdbg.com](http://www.marincdbg.com). Remember that we don't accept faxed or e-mailed applications. For a free copy of the HOME Final Rule (24 CFR Part 92), call (800) 998-9999, and ask for a copy of "HO 1272."

- Please consult with staff (Roy Bateman, phone 499-6698) before you file an application.
- Attach a pro forma and a sources and uses schedule.
- The current year's application form must be used.
- Applicants are encouraged to apply for Community Development Block Grant (CDBG) funds in at least the same amount as your HOME request. (Some projects may receive only HOME funds or only CDBG funds. For example, if your project needs a total of \$100,000, apply for \$100,000 from HOME and \$100,000 from CDBG.) The CDBG Program has a separate application form, which must be received by Friday, December 9, 2011.

# The Redwoods - Rehab

## Development Costs Summary

### Unit Rents/Incomes

<u>% AMI</u>	<u>1BR</u>	<u>2BR</u>	<u>Total</u>
Section 8 Rents	60	0	60
Unrestricted	89	0	89
<b>TOTAL</b>			<b>149</b>

### Project Summary

Housing Type: Senior  
 Census Tract:  
 Restricted Units: 60  
 NonRestricted: 89  
 Total Number: 149

## DEVELOPMENT BUDGET

### Sources of Funds

Construction Loan	\$19,100,000	repaid by permanent financing
First Mortgage	\$19,100,000	Cal Mortgage Program (OSHPD)
HOME/CDBG (County of Marin)	\$1,217,811	\$217,811 awarded 2008-2010
Grants & Capital Campaign	\$4,482,189	per planning study results 2011
Deferred Developer Fee/Owner Investment	\$0	
<b>TOTAL Project Sources</b>	<b>\$24,800,000</b>	

### Uses of Funds

#### Hard Costs

Construction Contract	\$15,128,342
Construction Contingency-pre con/bid escala 20%	\$3,239,149

#### Soft Costs

Architecture, Engineering, & Other Consultants	\$1,651,303	
Permits and Impact Fees	\$535,512	
Financing Costs	\$739,731	
Tax, Title Insurance & Legal	\$287,163	
Marketing, Furnishings, Relo, and Other Soft Costs	\$1,504,214	FF&E + other direct costs phase I & II
Contingency and Reserves	\$380,779	
Developer Fee, Admin, Partnership Guarantees	\$1,333,807	Project Management phase I and II
<b>total soft costs</b>	<b>\$6,432,509</b>	

Total Project Costs \$24,800,000