

COMMUNITY DEVELOPMENT AGENCY
HOUSING AND FEDERAL GRANTS DIVISION

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Building and Safety
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Environmental Review
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Code Enforcement
GIS
Federal Grants

www.marincounty.org/cda

DATE: Thursday, May 18, 2023, at 6 P.M.

TO: Countywide Priority Setting Committee

FROM: Aline Tanielian, Planner
Molly Kron, Senior Planner
Leelee Thomas, Deputy Director

SUBJECT: Marin Housing Trust Fund (Housing Trust) and Matching Permanent Local Housing Allocation (PLHA) Funding Recommendations for CY 2023

MEETING LOCATION: Virtual Hearing via Zoom. Register here:
https://us06web.zoom.us/webinar/register/WN_Oh8zs7NnQAOqHa-S62cclQ

REQUEST:

1. Consider funding recommendations for Marin Housing Trust and matching PLHA for the County Other Planning Area for Calendar Year 2023 and approve recommendations.
2. Consider Marin Housing Trust and matching PLHA recommendations provided by the Novato City Council regarding the Novato Planning Area and from the San Rafael City Council for the San Rafael Planning Area for Calendar Year 2023 and approve recommendations.

RECOMMENDATION:

1. Recommend Marin Housing Trust and matching PLHA funding to the Marin County Board of Supervisors.

SUMMARY:

The Permanent Local Housing Allocation Program (PLHA) is a state program providing annual funding to local jurisdictions for affordable housing. The funding was created by Senate Bill 2 (SB2, 2017), the "Building Homes and Jobs Act". PLHA aims to address housing shortages and high housing costs by providing an ongoing source of financing through real estate fees. Staff propose the enclosed recommendations for the 2023 Calendar Year.

DISCUSSION:

The Permanent Local Housing Allocation Program (PLHA) is a state funding source through the Department of Housing and Community Development (HCD). The County of Marin is eligible for non-competitive PLHA funds as an Entitlement Community designated by the U.S. Department of Housing and Urban Development for the Community Development Block Grant (CDBG) program and because it has an approved Housing Element in compliance with the State Housing Law, at the time of application, and submits Annual Progress Reports approved by HCD. Funding recommendations are subject to final approval of PLHA funds by HCD.

On July 21, 2020, the Marin County Board of Supervisors passed a resolution to apply for PLHA grant funding through the non-competitive NOFA process. In August 2020, the Board approved a five-year expenditure plan for the funds. This plan was developed in consultation with the Board of Supervisors Housing Subcommittee and in alignment with the Countywide Priority Setting Committees' (PSC) approved 2020-24 Consolidated Plan and Assessment of Impediments to Fair Housing Choice (AI).

Under the five-year plan, PLHA funds match portions of funds placed into the Marin Housing Trust. This activity was recommended by staff to ensure effective and efficient deployment of PLHA funds. Marin Housing Trust funds can be applied to projects in all jurisdictions of Marin and seeks collaborative funding from cities and towns where eligible projects are approved. When matched with PLHA, staff aim to distribute funding in each of the CDBG Planning Areas (County Other, San Rafael, and Novato) with funding dependent on the recommended project.

Evaluation Guidelines

All project applications are evaluated based on their ability to meet PLHA criteria developed by HCD and the PSC's approved program goals.

HCD Project criteria includes:

- Demonstration of readiness, including site control for development projects, land use entitlements, environmental review, and commitments of other required funding and resources.
- Prioritization for projects that support those earning 60% AMI or below.

Readiness is a key factor identified by HCD. The County is not eligible to receive additional PLHA allocations if there are uncommitted formula funds.

In addition to the criteria set forth by HCD, the PSC approved the following PLHA program goals, which are informed by the HUD approved 2020-24 Consolidated Plan and Analysis of Impediments to Fair Housing Choice:

- Family Housing
- Rental Housing – Acquisition, New Construction, Rehabilitation
- Homeowner Housing – Acquisition, New Construction, Rehabilitation
- Special Needs Housing

- Land trust in eastern Marin that provides home ownership opportunities, with specific inclusion for Black/African Americans residents.

In alignment with the PSC’s efforts on fair housing and equity, all applications include:

- A demographic assessment (race/ethnicity, people with disabilities, families) of the applicants existing housing developments in Marin.
- Demographics of staff and board members of the applicant organization.

Funding Analysis

For the 2023 program year, the County has \$1,179,015 in PLHA funds to distribute. Along with matching Housing Trust, these funds will support predevelopment, development, acquisition, and preservation of affordable housing, with an emphasis on projects serving those that earn an income at or under 60 percent Area Median Income (AMI), as stipulated in the PLHA Final Guidelines.

Between February 9 and March 17, 2023, the County released a Notice of Funding Availability (NOFA) application for \$2,358,030¹ in PLHA/Marin Housing Trust funds. A total of nine (9) PLHA/Marin Housing Trust applications were received for projects across the county totaling \$13,216,060 in requests.

❖ County Other Planning Area Funding Recommendations

A total of six (6) applications were considered for the County Other Planning Area. The applications have a total request of \$7,858,030. Staff recommend allocating a total of \$1,158,000 of County Housing Trust/PLHA funds to Eden Housing’s Oak Hill project. This project meets the regulatory requirements set forth by PLHA, including readiness and site control. In addition, they both address the Rental Housing and Family Housing program goals approved by the PSC.

Project	2023 Housing Trust/PLHA Request	PLHA Recommendation	County Match	Total Funding
EAH Inc. <i>1 Hamilton, Mill Valley</i>	\$1,000,000	\$0	-	-
Eden Housing, Inc. <i>Pt. Reyes Coast Guard</i>	\$2,300,000	\$0	-	-
Eden Housing, Inc. <i>Oak Hill</i>	\$1,500,000	\$579,000	\$579,000	\$1,158,000

¹ This figure is inclusive of the Marin County Trust Fund match.

Educational Housing Partners <i>Educator/County Employee Housing</i>	\$2,358,030	\$0	-	-
Bolinas Community Land Trust <i>140 Maple Road</i>	\$500,000	\$0	-	-
Community Land Trust Association of West Marin <i>60 Third Street</i>	\$200,000	\$0	-	-
Total	\$7,858,030	\$579,000		\$1,158,000

❖ **Novato Planning Area Funding Recommendations**

On Tuesday, April 25, 2023, the Novato City Council passed a resolution approving PLHA funding recommendations for the 2023 calendar year. This recommendation is reflective of Novato City Council’s March 14, 2023, \$350,000 funding approval from their affordable housing program fund. Staff recommend that the Priority Setting Committee adopt the City of Novato’s recommendations, listed here.

Project	2023 Housing Trust/ PLHA Request	PLHA Recommendation	County Match	Planning Area Match	Total Funding
Habitat for Humanity Greater San Francisco <i>Habitat Redwood Blvd</i>	\$2,000,000	\$350,000	\$350,000	\$350,000 ²	\$1,050,000
Homeward Bound of Marin <i>Novato Veterans and Workforce Housing</i>	\$2,358,030	\$0	-	-	-
Total	\$4,358,030	\$350,000			\$1,050,000

² On March 14, 2023, Novato City Council approved \$350,000 towards this project from the City’s affordable housing program fund.

❖ San Rafael Planning Area Funding Recommendations

On Monday, May 1, 2023, the San Rafael City Council passed a resolution approving the PLHA funding recommendations for the 2023 calendar year. In addition, San Rafael agrees to match PLHA funding for the approved project. This recommendation is contingent upon San Rafael funding their portion of the match. If this commitment is not executed, staff will reconsider funding. Staff recommend that the Priority Setting Committee adopt the City of San Rafael's recommendations:

Project	2023 Housing Trust/ PLHA Request	PLHA Recommendation	County Match	Planning Area Match	Total Funding
<i>Eden Housing, Inc. 3301 Kerner</i>	\$1,000,000	\$250,000	\$250,000	\$250,000	\$750,000
Total	\$1,000,000	\$357,125			\$750,000

FISCAL IMPACT:

Approval of the County Housing Trust/PLHA recommendations will increase expenditures from the Marin Housing Fund to match state funded PLHA resources.

OPTIONS:

1. Approve allocations of County Housing Trust/PLHA funding as recommended by staff.
2. Make different allocations of County Housing Trust/PLHA funding.
3. Provide direction to staff.

ACTION REQUIRED:

1. Adopt recommendations for County Housing Trust/PLHA projects to be presented to the Marin County Board of Supervisors.

ATTACHMENTS:

Attachment 1 — 2023 County Housing Trust/PLHA Applications Received
Attachment 2 — County Housing Trust/PLHA Project Summaries
Attachment 3 — PLHA Guidelines

2023-24 Super-NOFA Application for Affordable Housing Funds

Marin County Housing & Federal Grants Division

This application is for affordable housing developers in Marin County, California who would like to apply for multiple state, local, and federal funding sources simultaneously. Please refer to the Notice of Funding Availability (NOFA) released on February 6, 2023 for detailed information about qualifications and application requirements.

The following grant sources and amounts are available through this application:

1. **Marin County Affordable Housing Fund (HTF) and State Permanent Local Housing Allocation (PLHA)** - \$2.3 million
2. **Federal HOME-ARP** - \$2.4 million
3. **Federal CDBG Housing** - \$600 thousand

Applicant Information

Organization Name

Bolinas Community Land Trust

Website URL

www.bolinaslandtrust.org

DUNS

117416096

Mailing Address

PO BOX 805
Bolinas, California, 94924

Project Contact Name

Arianne Dar

Title

Executive Director

Email Address

adar@bolinaslandtrust.org

Phone Number

(415) 713-4519

Executive Director Name

Arianne Dar

Executive Director Email Address

adar@bolinaslandtrust.org

Is there a co-applicant organization?

No

Briefly describe your organization, including mission, programs, staff experience, and number of clients served. Describe the co-applicant organization, if applicable.

The Bolinas Community Land Trust is a local non-profit dedicated to creating, preserving and sustaining long term affordable housing in Bolinas and Stinson Beach, CA. Through outreach, tenant advocacy and property management, we strive to support a thriving, vibrant and diverse community. We currently serve approximately 45 clients through the provision of long-term affordable housing in West Marin.

Have there been any recent or upcoming leadership transitions?

The organization has expanded its directorial capacity from one part time position to two positions totaling 1.5 FTE. Annie O'Connor, Administrative Director, is now co-leading the organization with Arianne Dar, Executive Director.

Have there been any recent expansions or cutbacks in activities and/or budget? If so, please explain.

Yes, both the activities and budget of the BCLT are expanding. The BCLT is in contract to sell three properties as affordable homeownership and to purchase two new properties in the Spring of 2023. This will increase the number of clients served by an additional ~75 people. In anticipation of this growth, the BCLT is in the process of expanding our property management, tenant advocacy, and project management capabilities and activities.

In addition, the BCLT personnel line-item increased from the FY'22 to the FY'23 budget for the following reasons:

The BCLT board adopted a health benefits subsidy payment and a cost of living adjustment for staff at the end of 2022.

The organization is conducting a pay equity and living wage review and the preliminary outcome of that assessment is reflected in the FY'23 budget.

Overall, the FY'23 budget reflects the BCLT's mission and values by ensuring that our staff – who are primarily low-income individuals who have been negatively impacted by the affordable housing crisis – will be retained as we further grow diversity, equity, inclusion, and belonging across our organization.

If applicable, what is the organization's standing with licensing or other accreditation authorities?

The BCLT is a 501(c)3 organization.

How does your organization verify client income?

Our Business Manager meets with each tenant on an annual basis. In that meeting, they review the tenants payroll stubs, prior year tax return, bank statements, and any other relevant income documents. This information is used to complete the HUD Tenant Income Certification form. The total household income is totaled up and compared to the local annual income limits summary and any pertinent regulatory agreements to insure their income is in compliance.

General Project Information

Project Name

Bolinas Community Land Trust

Project Address

140 Maple Road
Bolinas, California, 94924

Assessor's Parcel Number (APN)

191-142-17

Funding Requests

Which funding source(s) are you seeking for this project? Please refer to the NOFA for a description of each funding source and eligible project types. Those applying for HOME-ARP funds are highly encouraged to apply for HTF/PLHA funds as well.

HTF/PLHA

CDBG Housing

HTF/PLHA Amount Requested

\$500,000

CDBG Housing Amount Requested

\$500,000

CDBG/HOME-ARP applicants only: Is this project located in a Special Flood Hazard Area, and therefore requires flood insurance?

No

Project Details

Scope of Work: Describe the proposed project, including details such as property characteristics, proposed use of funds, and number of housing units involved. Explain how the project will benefit the community.

The proposed project is for the rehabilitation of a recently acquired, currently four unit property in Bolinas. The property houses 13 extremely low income tenants: a voucher holding disabled single mother with a household of five, a voucher holding, terminally ill older woman who was recently moved to housing after being homeless for a number of years, an undocumented family of five with three children under the age of ten and a Southeast Asian store manager and a transgendered individual. The property has a lot of deferred maintenance and the BCLT is seeking funding to do critical repairs for health and safety as the first step in bringing the property into full legal compliance and deed restricting it for voucher holders and people making below 30% of AMI. These repairs include a new septic system, a new rear deck and entry staircases, renovation of two or three bathrooms and the replacement of major appliances in one of the units. This project houses some of the most at risk residents of Bolinas peacefully on a large lot in a residential neighborhood of Bolinas. It is an excellent opportunity to protect long term housing in perpetuity for a population that is often hard to serve.

Describe the property's history leading up to this request. Include when the organization acquired/will acquire the property, any previous requests for County funding, attempts to secure other financing, etc.

This property will be acquired from the family of the most recent owner, Allan Maxey who passed away about a year ago. Allan was a long time resident of Bolinas and wished for his property to remain a resource to house low income residents in Bolinas. His children agreed to sell it to the BCLT below the appraised value to honor their father's wishes. BCLT is in contract to purchase it at the beginning of April and will pay for it with a downpayment from the BCLT's "Homes from the Heart" revolving fund and a long term loan from the Marin Community Foundation. Most of the construction on the property has been done illegally and the BCLT is aware that it will need to go through a lengthy process to bring it into compliance. It is unclear at this time whether all the dwelling units will be able to be preserved, but the BCLT is in the process of creating temporary housing at another site and it may be possible to move some of the residents from this property there while all of the renovations and compliance

issues are being addressed. No county or public funds have gone into this project at this time.

Describe any nearby amenities, such as parks, public transportation, grocery stores, health care facilities, schools, childcare, libraries, parks/open space, etc. that residents of the project are/would be able to use.

The property is in a residential area of Bolinas called the "Gridded Mesa" which houses the majority of Bolinas residents. It is near the office of the public utility district and about a quarter mile to Duxbury Reef, a CA State Park. The Bolinas Firehouse, Clinic and Mesa Park with playground, skateboard park and ball fields are a half mile down the road, and downtown Bolinas with the Library and grocery stores and public bus is about a mile away. The local elementary school is also about a mile away.

Select the known environmental issues of the proposed project site, and/or adjacent properties if relevant.

No known environmental issues

Have you begun any state or federal environmental review procedures for the proposed project?

No

What is the anticipated timeline for the environmental review(s)?

The property will be purchased in April and once the winter rains have stopped, the BCLT will move forward to permit a new septic system. This process will trigger and entail some level of environmental review, which can be expanded during the summer months. Because this property has been so severely impacted by illegal building, is not near a primary drainage or swale, and is in the midst of an established neighborhood, it is unlikely to meet the definition of an environmentally protected habitat. But a full assessment can be made in late spring or summer of 2023.

Who is the staff member that will supervise and manage the proposed project? Describe their past experience with project management.

This project will be overseen by Arianne Dar, the Executive Director of the BCLT who has a number of years of private development experience within Bolinas and other locations. As the Executive Director of the BCLT, Arianne has also supervised the purchase and renovation of three buildings for affordable housing as well producing two new homes for BMRS. Under her supervision the BCLT is poised to build two additional BMRS homes and eight new rental units in downtown Bolinas. A larger, more complex project for agricultural workers is also currently in the pre development phase. Arianne will be assisted in the rehabilitation of 140 Maple by John Maalis who has been the BCLT's property manager for the past three years. John Maalis has extensive experience in smaller rehabilitation projects ranging from the solar electric upgrades of the BCLT's existing rental properties in Bolinas to the complete renovations of units for new tenants.

Will the project involve hiring an external property management company?

No

If awarded funding, you will need to draft and submit an Affirmative Marketing Plan for this project. The plan would describe how you will market the project to different groups of people based on protected characteristics such as race, color, national origin, religion, sex (including sexual orientation and gender identity), familial status, and disability. Please refer to the Affirmative Marketing tab of the [Federal Grants website](#) for more information.

Describe any prior experience with affirmative marketing or similar initiatives.

The BCLT has been working on affirmative marketing for the five three years. We have an affirmative marketing plan that has been approved by the County. Can provide more information upon request.

All projects funded by HUD programs must Affirmatively Further Fair Housing. This is defined as combating housing discrimination and taking meaningful actions to overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to housing opportunities based on protected characteristics: race, color, national origin, religion, sex (including sexual orientation and gender identity), familial status, and disability.

CDBG/HOME-ARP applicants only: How will this project Affirmatively Further Fair Housing?

It will provide housing for people below 30% AMI, which is unusual in our area.

Describe any past community engagement activities for this project, and future plans for community engagement.

When Allan Maxey first died, the community was aware we might purchase the property and we spontaneously received donations for the purchase in the amount of \$25,000 from a variety of community members.

Demographics and Unit Information

In the table below, enter the existing or anticipated number of units based on income level and bedroom count. Refer to the [Current Marin County Income Limits](#) to determine income level.

Anticipated Unit Count by Bedrooms and Income Level

	Extremely Low	Very Low	Low	Moderate	Market Rate	TOTAL UNITS
Studio						0
1 bed	3					3
2 bed	1					1
3 bed						0
4 bed						0
Other						0
TOTAL UNITS	4	0	0	0	0	4

In the table below, enter the demographics of the people who live (or will live) in the proposed housing project. If unknown, use the demographics of households within similar existing Marin complexes as the proposed project, within the organization’s purview. Specify the number of Hispanic/Latino residents in its stand-alone column. The “Total” column must include the number of Hispanic/Latino residents as part of the sum.

Are these numbers specific to the proposed project, or to a similar existing Marin complex?

Proposed project

Demographic Information

	Total Number of Persons	Persons Identifying as Hispanic/Latino
White	11	5
Black/African American		
Asian	1	
American Indian/Alaskan Native		
Native Hawaiian/Other Pacific Islander		
American Indian/Alaskan Native & White		
Asian & White		
Black/African American & White		
American Indian/Alaskan Native & Black.African American		
Other Multi-Racial		
Other/Not Disclosed	1	
TOTAL (Unduplicated)	13	5

Fill in a number for each of the fields below. For new construction, or if you are unsure, please put 0.

Families

2

Female-headed households

3

Households that include person(s) with a disability

2

Project Planning

Select the current phase of the proposed project.

Cost Estimate

Describe the project timeline and specify a real or estimated completion date for each milestone below. Add/explain any additional milestones as needed.

For acquisition projects:

For new construction and/or rehabilitation projects:

Define scope of work/finish design

Tuesday, June 20, 2023

Complete planning and environmental review

Tuesday, August 1, 2023

Release bid package

Saturday, July 1, 2023

Select contractor

Tuesday, August 1, 2023

Finalize contract

Monday, August 7, 2023

Obtain building permits

Saturday, July 15, 2023

Start construction

Friday, September 1, 2023

Complete construction

Friday, December 15, 2023

Explain any additional milestones for New and/or Rehabilitation Projects below:

Dates are estimated and bids will be for different scopes of work. The septic work will be separate from the other rehab work.

CDBG/HOME-ARP applicants only: Describe any flexibility regarding your project's start/completion date.

We would love to start as soon as possible. We need to get the septic system installed before October 15, 2023.

Will you be seeking Project Based Section 8 Vouchers for this project?

No

Please be aware that if Project Based Section 8 Vouchers (PBV) are committed to the project, the environmental review process and subsidy layering must be completed before the acquisition is complete or construction commences. Actions taken prior to PBV being committed are not subject to this requirement.

Describe the type of site control that your organization has for the proposed property. If this request includes funds for acquisition, summarize the acquisition terms, price, contingencies, and conditions.

As of April 3 we will own the property.

Expanding on the Scope of Work, please describe the rehabilitation that is proposed for the property and how it will address specific conditions (i.e., replacement needs, deferred maintenance, existing building violations, required seismic upgrades, building or health code problems). Please describe any other existing rehabilitation needs that are not included in the project scope and explain their exclusion.

The rehabilitation project at 140 Maple is expected to be somewhat complicated and drawn out due to the non-permitted nature of many of the structures, and the "at risk" nature of the tenants who already reside there, some of whom are housed section 8 voucher holders and one of whom is a terminally ill cancer patient who has recently been housed after living on the streets for a number of years. The first rehabilitation activities on the property will be health and safety related and will include, but are not

limited to: "replacement" of the septic system, rotting stairs and decks and upgrades to plumbing. The new septic system will determine how many bedrooms can be supported on the property and therefore how many legal structures and residences may be maintained on the property long term. BCLT will be working closely with the County of Marin in determining what upgrades will be needed and allowed across the property and an approach will be agreed on for how the changes can be implemented. It is likely that some tenants may need to be moved off the property while improvements are made and BCLT is hoping it may be able to use the emergency housing it has submitted permits for on Mesa Rd. for this purpose. It is also possible that the housing on the property may need to be reconfigured and that the BCLT may need to relocate someone permanently before the project is completed. BCLT expects to have the housing fully rehabilitated and permitted within a few years.

Describe the accessibility of the building. Do you plan to make accessibility improvements?

None of the units on the property are wheelchair accessible and no specific plans have been made to change that at this time. That said, there is one tenant who would benefit from having her unit updated to make wheelchair use possible and this is definitely something we would consider doing if we had the funds necessary to add these accommodations.

How will the rehabilitation be staged to minimize risk and inconvenience to the residents? If certain systems or parts of residents' units will be temporarily inoperable or unusable (e.g., kitchen or bathroom) during construction, what is the estimated duration of such interruptions? What mitigations will you provide?

The initial replacement of the septic system should not inconvenience the tenant's use of their units directly as we will keep them tied into the existing, but non-permitted systems already on the property. The renovations of the bathrooms and possible other structural conditions may require tenants to be relocated temporarily for periods of a few days and there is the potential that at least one tenant may need to be relocated for a period of a month or two, but this cannot be fully assessed until the BCLT has fuller access to the property.

Describe in detail any temporary relocation of existing tenants at the site due to proposed rehab activities. Explain why relocation is needed and provide the estimated duration and number of impacted tenants. If known, identify which laws (local, state, federal) must be followed in carrying out the relocation.

The BCLT does not know what the laws of relocation are, but as our intent in purchasing the property is to keep all tenants housed, we intend to provide any and all temporary housing required. Our hope is that we may be able to utilize the emergency housing that we will be providing at another site for a few of these tenants as needed, as we have been planning for potentially more housing there than may ultimately be needed. We do have all the funding for this emergency housing and if necessary we may be able to shift some of this funding over to help the residents of 140 Maple as well.

Financing Plan

What is the status of all proposed project funding sources as of the date of this application?

At this time we have all the funding needed to purchase this property and we have identified a potential loan source we can use to begin the renovations, though this is a private loan that will need to be paid back.

What is the timing and likelihood for obtaining commitments of anticipated funding sources?

Our loan source is very likely to work out well and depending on the BMR sales of some of the BCLT's homes, the BCLT itself may have funds that it can use towards these renovations as well. That said, the BCLT is eager to deed restrict this property for residents of below 30% AMI and as such we are hopeful that we can get funds through this NOFA and other grants sources to fully cover the costs of the renovations.

In the event that any funding sources are not obtained or are committed at lower levels than requested, what alternatives will be pursued?

The BCLT would look at and apply to other grant sources and potential private donors.

For each item in your project budget, to be attached to this application, please explain how the budgeted amount was derived, whether costs are estimated or bid, and any other relevant information that justifies the budgeted expense (e.g., cost per square foot, percentage of other costs, estimated number of work hours).

All items presented in the budget are estimates gleaned from a preliminary site visit by both a septic engineer, an installer and a general contractor. The septic system needed is large and including site clearing, design, permitting and installation will likely be at least \$120,000. Decks and staircases both external and internal are estimated to be roughly \$40,000 across the property. Bathrooms are being estimated to be \$10,000 a piece (four bathrooms) which is on the high side but allows for potential renovation of the size and shapes of the bathrooms being addressed. At least two of them are oddly configured and will need some redesign. An allowance has been added for at least one major appliance upgrade in each unit and for three appliances in the “main house”. Grounds and fencing will need to be rehabbed after the septic install, budgeted at \$20,000. These are the immediate health and safety budget items. But we are adding an additional \$275,000 to this budget for the more major renovations of the main house and ADU in order to meet code compliance. We are requesting \$500,000 total and will take it from either CDBG or HTF/PLHA or a combination of both.

Is your organization receiving any other Marin County funding for this project?

No

Does your organization have unspent funds that were previously awarded by the County (for any project)?

Yes

What is your timeline for expending the fund balance?

BCLT has a small amount of funding still held in reserve for the pre-development of the 31 Wharf “downtown” project. We are in an active phase of completing construction drawings and expect these to be fully spent soon.

CDBG/HOME-ARP applicants only: Describe your organization’s experience with administering federal grant programs. What experience do you have with Davis-Bacon prevailing wage and procurement requirements?

BCLT does not have experience with the Davis Bacon prevailing wage and procurement requirements though we are well aware of them. So far each project we have funded for has benefitted from an exception that has meant we did not need to comply fully with these requirements. We are of course open to meeting any requirement that would be required of us and learning how to track these requirements competently.

Attachments










Please closely review the Notice of Funding Availability (NOFA) for instructions on which documents you must attach. The County requires specific attachments for each funding type (HTF/PLHA, HOME-ARP, CDBG Housing). Please label your attachments in this manner: “2023-24 [Document Name] for [Organization Name]- [Project Name].”



2023-24 - 2020 Balance shee... .xlsx



2023-24 - 2021 Balance shee... .xlsx

 2023-24 140 Maple Budget &...xlsx	 2023-24 140 Maple purchase... .pdf
 2023-24 2020 P&L for BCLT -...xlsx	 2023-24 2021 P&L for BCLT -...xlsx
 2023-24 BCLT Operating Bud...xlsx	 2023-24 Board of Directors R...xlsx
 2023-24 CDBG Flood map for...pdf	 2023-24 CDBG Project Budg... .xlsx
 2023-24 IRS Determination L... .pdf	

Certification

Please review your responses above for accuracy.

Name of Person Completing this Application

Arianne Dar

Title of Person Completing this Application

Executive Director

By checking this box,

I hereby certify that the information in this application is true and accurate to the best of my knowledge.

2023-24 Super-NOFA Application for Affordable Housing Funds

Marin County Housing & Federal Grants Division

This application is for affordable housing developers in Marin County, California who would like to apply for multiple state, local, and federal funding sources simultaneously. Please refer to the Notice of Funding Availability (NOFA) released on February 6, 2023 for detailed information about qualifications and application requirements.

The following grant sources and amounts are available through this application:

1. **Marin County Affordable Housing Fund (HTF) and State Permanent Local Housing Allocation (PLHA)** - \$2.3 million
2. **Federal HOME-ARP** - \$2.4 million
3. **Federal CDBG Housing** - \$600 thousand

Applicant Information

Organization Name

Community Land Trust Association of West Marin

Website URL

www.clam-ptreyes.org

DUNS

966269065

Mailing Address

PO Box 273
Point Reyes Station, California, 94956

Project Contact Name

Stacey Laumann

Title

Deputy Director

Email Address

stacey@clam-ptreyes.org

Phone Number

(415) 663-1005

Executive Director Name

Pamela Dorr

Executive Director Email Address

pam.d@clam-ptreyes.org

Is there a co-applicant organization?

No

Briefly describe your organization, including mission, programs, staff experience, and number of clients served. Describe the co-applicant organization, if applicable.

CLAM's mission is to provide stable and permanently affordable homes in an environmentally responsible way in the communities surrounding Tomales Bay. CLAM creates permanently affordable homes using the Community Land Trust (CLT) model. This means the organization owns land and sells or rents homes at affordable prices in perpetuity to low-income residents who otherwise could not afford to live in West Marin.

CLAM has 18 rental units serving 34 residents which are 48% white, 41% Latinx, and 11% Pacific Islander. Residents range from low-income to extremely low-income. CLAM also has two ownership homes on the Community Land Trust model, using ground leases with the owners to ensure affordability in perpetuity. Together, these two homes house 9 residents which are 45% Latinx.

CLAM also works with private property homeowners to create rentals on their properties and set rents at affordable levels. We have helped create 24 rentals through this Real Community Rentals program housing 29 residents.

CLAM's core leadership team includes Pam Dorr (Executive Director), Stacey Laumann (Deputy Director) and Laura J. Giacomini (Director of Development & Communications). Each have over 15 years experience with non-profit management and affordable housing. Tom McCafferty, the Associate Project Manager is an experienced residential rehab project manager. Currently, CLAM has five full-time and one part-time staff.

Have there been any recent or upcoming leadership transitions?

In 2022 Pam Dorr joined CLAM as the Executive Director. Also in 2022 Laura J. Giacomini joined as the Director of Development and Communications, replacing Stephanie Roth. At this time, CLAM has five full-time and one part-time staff.

Have there been any recent expansions or cutbacks in activities and/or budget? If so, please explain.

CLAM's operating budget and income has grown steadily over the last 4 years. Most of the growth in budget is related to new property acquisition and capacity growth through new staff.

If applicable, what is the organization's standing with licensing or other accreditation authorities?

CLAM is in good standing as a 501C-3.

How does your organization verify client income?

CLAM annually certifies resident income consistent with the State of California welfare tax exemption requirements. CLAM uses the following procedure for determining resident eligibility and for certifying household income:

- Each prospective resident receives an income verification request letter.
- Third party verification forms are used to compute income eligibility. Staff reviews W-2s, paystubs or tax returns as provided by tenants to determine income.

General Project Information

Project Name

60 Third Street Residential rehab

Project Address

60 Third Street
Point Reyes Station, California, 94956

Assessor's Parcel Number (APN)

119-226-13

Funding Requests

Which funding source(s) are you seeking for this project? Please refer to the NOFA for a description of each funding source and eligible project types. Those applying for HOME-ARP funds are highly encouraged to apply for HTF/PLHA funds as well.

HTF/PLHA

CDBG Housing

HTF/PLHA Amount Requested

\$200,000

CDBG Housing Amount Requested

\$50,000

CDBG/HOME-ARP applicants only: Is this project located in a Special Flood Hazard Area, and therefore requires flood insurance?

No

Project Details

Scope of Work: Describe the proposed project, including details such as property characteristics, proposed use of funds, and number of housing units involved. Explain how the project will benefit the community.

The 60 Third Street project consists of the complete rehab of a Point Reyes Station single family home, the installation of a new onsite wastewater (septic) system, and the development of ADU on the property. The existing dilapidated structure and unmaintained 1,100 square foot property in downtown Point Reyes Station has been vacant for approximately 20 years. The project will represent two new units of housing affordable in perpetuity to low and very low income households.

Both units on the property will serve households earning less than 80% AMI. The primary dwelling will be priced to serve 50-80% of AMI, unless funding facilitates deeper affordability. The ADU will likely be priced to serve households earning less than 50% AMI. Section 8 voucher holders are welcome to apply for all homes.

Affordability will be secured through funding agreements with the County of Marin, Marin Community Foundation and Tamalpais Pacific Foundation. CLAM's own bylaws and non-profit status also dictate that homes should be affordable, in perpetuity.

The project will benefit the community by addressing West Marin's significant shortage of available workforce housing, as well as housing affordable to low income seniors. The property will alleviate blight in Point Reyes Station's downtown, and retrofit the existing residence to current energy efficiency standards. These improvements will lower future tenants overall housing costs and also support CLAM's operational expenses.

Describe the property's history leading up to this request. Include when the organization

acquired/will acquire the property, any previous requests for County funding, attempts to secure other financing, etc.

The property was purchased significantly below market price from a private owner in January 2023 for \$630,000. The property was purchased with 0% and 1% interest loans from generous CLAM supporters, with a terms ranging from 6 to 18 months. CLAM has also raised \$340,000 from individual donors for this project. Other funding is pending, including a request to Marin County for Measure W funds. A permanent loan from a private donor for \$230,000 at 4% has been negotiated. Debt financing from a conventional lender is in process.

The renovation of 60 Third Street is an inspiring community story. The primary home was originally built in approximately 1914 as workforce housing. Later, in the 1970s it became the Point Reyes Health Clinic and supported the community in that way for 20 years until the Clinic outgrew the space. Later, it was the residence and work space of many families and small businesses, until the structure fell into disrepair and left vacant. This project is a strategic purchase by CLAM to resolve blight in the downtown, capture the property again for full-time residential use, and protect existing housing stock from the for-profit and short term rental housing market.

Describe any nearby amenities, such as parks, public transportation, grocery stores, health care facilities, schools, childcare, libraries, parks/open space, etc. that residents of the project are/would be able to use.

60 Third Street is located just off of Highway 1, in the heart of Point Reyes Station. It is within one quarter (¼) mile of the grocery store, bank, post office, pharmacy, health center, library, social services, bus stop and restaurant or retail jobs. It is within ¾ three quarter (¾) miles of West Marin School (K-8). The West Marin Stagecoach bus stop is also less than ¼ mile away.

Select the known environmental issues of the proposed project site, and/or adjacent properties if relevant.

No known environmental issues

Notes or clarifying information on environmental issues:

Existing structure & property rehab.

Have you begun any state or federal environmental review procedures for the proposed project?

No

What is the anticipated timeline for the environmental review(s)?

CEQA or NEPA review has not been initiated. Rehab of the existing main house will occur within the footprint of the existing structure and therefore does not trigger CEQA. The addition of an ADU and upgrade of the septic system are exempt from CEQA.

Who is the staff member that will supervise and manage the proposed project? Describe their past experience with project management.

Pam Dorr, Executive Director and Tom McCafferty will supervise the project. They will oversee a licensed contractor to perform rehab and construction activity. Pam Dorr has substantial rehab experience, having worked with Auburn University, Rural Studio and the Hale Empowerment and Revitalization Organization (HERO) for 14 years in rural Alabama to successfully developed over 65 units of new housing and 400 renovated homes. Tom McCafferty has 5 years of direct construction experience including with AmeriCorps, Habitat for Humanity, and private business.

Will the project involve hiring an external property management company?

No

If awarded funding, you will need to draft and submit an Affirmative Marketing Plan for this project. The plan would describe how you will market the project to different groups of people based on protected characteristics such as race, color, national origin, religion, sex (including sexual orientation and gender identity), familial status, and disability. Please refer to the Affirmative Marketing tab of the [Federal Grants website](#) for more information.

Describe any prior experience with affirmative marketing or similar initiatives.

CLAM currently uses an Affirmative Marketing Plan that has been approved by the County’s Federal Grants staff for use with HUD funded projects. It is used by CLAM when filling vacancies or notifying prospective tenants of housing opportunities in West Marin. Those least likely to apply in CLAM’s service area include Black, Asian (API), and indigenous people.

All projects funded by HUD programs must Affirmatively Further Fair Housing. This is defined as combating housing discrimination and taking meaningful actions to overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to housing opportunities based on protected characteristics: race, color, national origin, religion, sex (including sexual orientation and gender identity), familial status, and disability.

CDBG/HOME-ARP applicants only: How will this project Affirmatively Further Fair Housing?

This project will be broadly marketed to communities and people least likely to apply. Those least likely to apply in CLAM’s service area include Black, Asian (API), and indigenous people. CLAM is committed to inclusion and diversity.

Describe any past community engagement activities for this project, and future plans for community engagement.

CLAM has raised approximately \$340,000 in private donations for this project. Future plans for community engagement include an ongoing fundraising campaign, community volunteer work days, and affirmative marketing when the units are available for occupancy.

Demographics and Unit Information

In the table below, enter the existing or anticipated number of units based on income level and bedroom count. Refer to the [Current Marin County Income Limits](#) to determine income level.

Anticipated Unit Count by Bedrooms and Income Level

	Extremely Low	Very Low	Low	Moderate	Market Rate	TOTAL UNITS
Studio	1					1
1 bed						0
2 bed		1				1
3 bed						0
4 bed						0
Other						0
TOTAL UNITS	1	1	0	0	0	2

In the table below, enter the demographics of the people who live (or will live) in the proposed housing project. If unknown, use the demographics of households within similar existing Marin complexes as the proposed project, within the organization’s purview. Specify the number of Hispanic/Latino

residents in its stand-alone column. The “Total” column must include the number of Hispanic/Latino residents as part of the sum.

Are these numbers specific to the proposed project, or to a similar existing Marin complex?

Proposed project

Demographic Information

	Total Number of Persons	Persons Identifying as Hispanic/Latino
White	5	4
Black/African American		
Asian		
American Indian/Alaskan Native		
Native Hawaiian/Other Pacific Islander	0	
American Indian/Alaskan Native & White		
Asian & White		
Black/African American & White		
American Indian/Alaskan Native & Black.African American		
Other Multi-Racial		
Other/Not Disclosed		
TOTAL (Unduplicated)	5	4

Fill in a number for each of the fields below. For new construction, or if you are unsure, please put 0.

Families

2

Female-headed households

0

Households that include person(s) with a disability

0

Notes or clarifying information on demographics:

Property is vacant. Future tenants unknown.

Project Planning

Select the current phase of the proposed project.

Cost Estimate

Describe the project timeline and specify a real or estimated completion date for each milestone

below. Add/explain any additional milestones as needed.

For acquisition projects:

For new construction and/or rehabilitation projects:

Define scope of work/finish design

Friday, April 14, 2023

Complete planning and environmental review

Monday, July 31, 2023

Release bid package

Monday, July 3, 2023

Select contractor

Tuesday, August 1, 2023

Finalize contract

Thursday, September 14, 2023

Obtain building permits

Friday, September 15, 2023

Start construction

Wednesday, September 20, 2023

Complete construction

Wednesday, July 31, 2024

Explain any additional milestones for New and/or Rehabilitation Projects below:

Note that some construction not funded by PLHA or CDBG will precede funding award. New roof has been contracted, building permit obtained. and will be installed April 2023. Soft costs including septic engineering, site surveys, architecture have begun or will begin in April 2023. Other dates are estimated.

CDBG/HOME-ARP applicants only: Describe any flexibility regarding your project's start/completion date.

The project schedule includes predevelopment in 2023 and rehab construction start as early as April 2023. The rehab schedule is flexible and the sequence of rehab could be tailored to accommodate funding sources, if there is sufficient notice and confirmation of award. As noted above, some construction not funded by PLHA or CDBG will precede funding award.

Will you be seeking Project Based Section 8 Vouchers for this project?

No

Please be aware that if Project Based Section 8 Vouchers (PBV) are committed to the project, the environmental review process and subsidy layering must be completed before the acquisition is complete or construction commences. Actions taken prior to PBV being committed are not subject to this requirement.

Describe the type of site control that your organization has for the proposed property. If this request includes funds for acquisition, summarize the acquisition terms, price, contingencies, and conditions.

The property was purchased by CLAM in January 2023.

Please describe in detail the entitlements and permits that will be required, and those already obtained. For example, Design Review, Master Plan, Zone Change, General Plan Change, Coastal Permit, etc.

The project conforms to the current zoning. Construction of a new ADU and septic system will require an ADU permit, deck permit, septic and Coastal Permit. Both structures and the septic system will require building permits.

Describe any contact with the planning staff at the relevant government jurisdiction, and any specific feedback they provided.

The Planning Department provided a Property Information Packet, septic options have been discussed with EHS. A Measure W funding request has been submitted to support acquisition expenses.

Identify all applicable accessibility laws and specific accessibility requirements that must be met in the design of the proposed project.

CLAM will accommodate future requests for accommodation if applicable.

Expanding on the Scope of Work, please describe the rehabilitation that is proposed for the property and how it will address specific conditions (i.e., replacement needs, deferred maintenance, existing building violations, required seismic upgrades, building or health code problems). Please describe any other existing rehabilitation needs that are not included in the project scope and explain their exclusion.

The single family home rehab will include a full house rehab, including but not limited to the following: Significant foundation repair any any necessary seismic upgrades.

Replacement of all mechanical, electrical and plumbing.

Weatherization and replacement of exterior siding.

Addition of insulation, double pane windows, air sealing for energy efficiency and comfort.

Installation of kitchen and bath.

New drywall, trim, all fixtures and fittings.

Describe the accessibility of the building. Do you plan to make accessibility improvements?

The existing historic home and new ADU are not mobility accessible. CLAM will accommodate future requests for accommodation if applicable.

How will the rehabilitation be staged to minimize risk and inconvenience to the residents? If certain systems or parts of residents' units will be temporarily inoperable or unusable (e.g., kitchen or bathroom) during construction, what is the estimated duration of such interruptions? What mitigations will you provide?

The property is vacant.

Describe in detail any temporary relocation of existing tenants at the site due to proposed rehab activities. Explain why relocation is needed and provide the estimated duration and number of impacted tenants. If known, identify which laws (local, state, federal) must be followed in carrying out the relocation.

The property is vacant.

Financing Plan

What is the status of all proposed project funding sources as of the date of this application?

Individual donations - \$340,000 raised to date.

Tam Pacific Foundation grant - \$25,000 awarded.

Permanent loan - \$230,000 approved.

Temporary loans - \$350,000 secured.

Sisters of Loretto loan - \$50,000 awarded, \$50,000 pending proposal & approval.

Measure W grant – application awaiting approval. 90% likely, April 2023

Marin Community Foundation – application will be submitted for 2023/2024 funding year. 70% likely, August 2023

What is the timing and likelihood for obtaining commitments of anticipated funding sources?

CLAM is confident the project will be fully funded by January 2024. See above for timing and likelihood.

In the event that any funding sources are not obtained or are committed at lower levels than requested, what alternatives will be pursued?

In the event of a funding shortfall, CLAM will seek additional sources, a larger debt source, or leverage equity from another property.

For each item in your project budget, to be attached to this application, please explain how the budgeted amount was derived, whether costs are estimated or bid, and any other relevant information that justifies the budgeted expense (e.g., cost per square foot, percentage of other costs, estimated number of work hours).

Acquisition fees are actual reflecting the January 2023 purchase.

Site improvement costs are based on contractor estimates.

Construction costs are based on recent similar project bids and contractor estimates.

Professional fees are based on current experience and expenses to date.

Construction finance is based on estimates.

Permanent finance costs are based on current experience.

Soft costs are minimal, due to existing conditions.

Developer fee is estimated at 5% of the project cost.

Is your organization receiving any other Marin County funding for this project?

Yes

Please describe. Include a brief overview of the goals and accomplishments achieved through this funding.

CLAM has applied for Measure W funds for the project. The permanent financing would repay the short-term loans from generous CLAM supporters that were leveraged for property acquisition.

Does your organization have unspent funds that were previously awarded by the County (for any project)?

Yes

What is your timeline for expending the fund balance?

CDBG funds awarded for energy efficiency upgrades at Ocean Terrace Apartments in Stinson Beach will be spent down by September, 2023. The project underway is an electrical panel upgrade and electrification and replacement of the old hot water heaters.

CDBG/HOME-ARP applicants only: Describe your organization's experience with administering federal grant programs. What experience do you have with Davis-Bacon prevailing wage and procurement requirements?

CLAM has successfully implemented many Marin/CDBG awards. We are experienced at implementing projects consistent with the procurement requirements.

This project is only two units and therefore does not trigger Davis Bacon.

Attachments

Please closely review the Notice of Funding Availability (NOFA) for instructions on which documents you must attach. The County requires specific attachments for each funding type (HTF/PLHA, HOME-ARP, CDBG Housing). Please label your attachments in this manner: "2023-24 [Document Name] for [Organization Name]- [Project Name]."

 2023-24 Board_Roster for CL... .pdf	 2023-24 FEMA FIRMETTE for... .pdf
 2023-24 Grant Deed for CLA... .pdf	 2023-24 IRS 501c.3 for CLAM...pdf
 2023-24 Org Budget 2023 forpdf	 2023-24 Org Financials 2019pdf
 2023-24 Org Financials 2020pdf	 2023-24 Org Financials 2021pdf
 2023-24 Proforma for CLAMxlsx	

Certification

Please review your responses above for accuracy.

Name of Person Completing this Application

Stacey Laumann

Title of Person Completing this Application

Deputy Director

By checking this box,

I hereby certify that the information in this application is true and accurate to the best of my knowledge.

2023-24 Super-NOFA Application for Affordable Housing Funds

Marin County Housing & Federal Grants Division

This application is for affordable housing developers in Marin County, California who would like to apply for multiple state, local, and federal funding sources simultaneously. Please refer to the Notice of Funding Availability (NOFA) released on February 6, 2023 for detailed information about qualifications and application requirements.

The following grant sources and amounts are available through this application:

1. **Marin County Affordable Housing Fund (HTF) and State Permanent Local Housing Allocation (PLHA)** - \$2.3 million
2. **Federal HOME-ARP** - \$2.4 million
3. **Federal CDBG Housing** - \$600 thousand

Applicant Information

Organization Name

EAH Inc.

Website URL

www.eahhousing.org

DUNS

07-876-5088

Mailing Address

22 Pelican Way
San Rafael, California, 94901

Project Contact Name

Bianca Neumann

Title

Director of Business Development

Email Address

bianca.neumann@eahhousing.org

Phone Number

(415) 295-8886

Executive Director Name

Laura Hall

Executive Director Email Address

laura.hall@eahhousing.org

Is there a co-applicant organization?

No

Briefly describe your organization, including mission, programs, staff experience, and number of clients served. Describe the co-applicant organization, if applicable.

EAH Housing is a non-profit, public benefits corporation based in Marin County that has a mission of expanding the range of opportunities for all by developing and managing quality affordable housing. EAH Housing (EAH Inc.) is a 501(c)(3) not-for-profit organization, established in 1968. EAH is one of the oldest and most experienced nonprofit housing management and development organizations in the western United States. Established in Northern California, EAH Housing has long since expanded beyond the borders of its original home. Serving over 25,000 residents daily, EAH has grown to a staff of over 700 highly skilled and dedicated employees in 23 counties in California and Hawai'i. EAH continues to believe after 54 years of service that attractive affordable housing is the cornerstone to sustainable, healthy and livable communities.

Have there been any recent or upcoming leadership transitions?

There are no recent or upcoming leadership transitions.

Laura Hall is the President and CEO of EAH Inc. Laura joined EAH in 2008 and became CEO in June of 2019. Welton Jordan joined EAH in 2013 and is currently the Chief Real Estate Development Officer. Robert Schreager is the Senior Vice President Real Estate Management and joined EAH in 2017. Cathy Macy is the Chief Financial Officer; she joined EAH in 1989 and became CFO in 2009.

Have there been any recent expansions or cutbacks in activities and/or budget? If so, please explain.

There are no recent cutbacks in activities or budgets; however, EAH has grown significantly over the past several years. The number of employees working at EAH has nearly doubled in five years and the development pipeline has grown by about \$1 billion. With the expansion of the development pipeline comes and increased number of new communities placed in service. Similarly, the number of units that Real Estate Management manages has grown as new developments are added to the portfolio.

If applicable, what is the organization's standing with licensing or other accreditation authorities?

EAH is a recognized 501(c)3 organization that is in good standing.

How does your organization verify client income?

For HUD properties, EAH is using EIV (Enterprise Income Verification) system. It contains employment and income information of individuals who participate in HUD rental assistance program. For Tax Credit and other programs, we are sending verification to client's employer to fill out about their employment such as date hired and wages. For others who are self-employed, we are requesting their Tax Return documents. We also request copies of the tenants 3 to 6 months bank statements.

General Project Information

Project Name

1 Hamilton

Project Address

1 Hamilton Drive
Mill Valley, California, 94941

Assessor's Parcel Number (APN)

030-250-01

Funding Requests

Which funding source(s) are you seeking for this project? Please refer to the NOFA for a description of each funding source and eligible project types. Those applying for HOME-ARP funds are highly encouraged to apply for HTF/PLHA funds as well.

HTF/PLHA

HTF/PLHA Amount Requested

\$1,000,000

Project Details

Scope of Work: Describe the proposed project, including details such as property characteristics, proposed use of funds, and number of housing units involved. Explain how the project will benefit the community.

The proposed area of development is approximately 1.83 acres at the northern portion of 1 Hamilton Drive, Mill Valley that is owned by the City of Mill Valley. The site is mostly undeveloped but does have an existing parking lot of 36 parking stalls and a public restroom.

The existing parking lot and restroom will be demolished for the development of a permanently affordable deed-restricted rental community that supports a diversity of income-eligible tenants earning up to 60% AMI. The new community will be a three and four story, elevator served, residential apartment building containing 45 units (1-, 2-, and 3-bedrooms). The ground floor will have residential serving amenities such as a lobby, management offices and bike storage and there will be 64 parking spaces on the ground floor tucked behind the office space. The second floor will have a large outdoor patio/courtyard, a community room and laundry facilities. The residential units will be on floors 2-4 and several will have views of the surrounding parks and Mt. Tamalpais.

The existing restrooms will be relocated about 50' to the south, adjacent to the existing Police/Fire building. The existing parking spaces will be relocated in the immediate area by reconfiguring the existing parking at the Public Safety Building.

Describe the property's history leading up to this request. Include when the organization acquired/will acquire the property, any previous requests for County funding, attempts to secure other financing, etc.

1 Hamilton Drive is owned by the City of Mill Valley and is a 11.67 acre parcel that includes a public service building on the southern portion and a public park on the western portion. The site also includes a public parking lot and public bathroom on the northern portion between Hamilton Drive and Roque Moraes Drive.

On September 20, 2021, Mill Valley City Council declared the northern portion of the site "exempt surplus property". The proposed development area of approximately 1.83 acres will be subdivided from the larger 11.67 acres and is to be developed as a 100 percent affordable housing development. At that time the City of Mill Valley issued a Request for Qualifications from Housing Development Teams that were interested in developing and managing an Affordable Housing development on the site. EAH responded to the RFQ and on February 7, 2022, the Mill Valley City Council authorized staff to enter into an Exclusive Negotiating Agreement (ENA) with EAH. The ENA allows both parties until September 1, 2023 to negotiate a Disposition and Development Agreement (DDA). The DDA will further define the lease or sale of the property. The ENA outlines the initial feasibility studies and analysis required to assess the potential of development of the Hamilton Drive Property. The ENA is included as an attachment to this application.

EAH has previously requested and was awarded \$1,000,000 from the Marin Housing Trust Fund in 2022. These funds will be used to help cover the expenses related to feasibility analysis, environmental analysis and architectural and engineering fees required to obtain entitlements.

Describe any nearby amenities, such as parks, public transportation, grocery stores, health care facilities, schools, childcare, libraries, parks/open space, etc. that residents of the project are/would be able to use.

The site is adjacent to an active sports park with soccer, baseball and young children's play areas. Adjacent to the site is also the Public Safety Building with Fire and Police facilities. To the north and east are predominantly single family homes along Roque Moraes Drive and Kipling Drive.

There are various amenities within a ½ mile radius from 1 Hamilton Drive. The site is within walking distance to two shopping centers that include Safeway, Whole Foods, CVS and RiteAid pharmacies, as well as several banks, shops and restaurants. The site is also close to bus line 17 with a stop at E Blithedale/Roque Moraes Dr and E Blithedale/Kipling Dr. Directly across the street from the proposed site is Hauke Park and across a short foot bridge is Bayfront Park, which is adjacent to the Bay Trail. The Bay Trail is a dedicated path for pedestrians and bicyclists connecting Mill Valley to Tiburon, Sausalito and beyond. Mill Valley Middle School is about a quarter mile from 1 Hamilton and Tamalpais High School is less than a mile to the south.

Select the known environmental issues of the proposed project site, and/or adjacent properties if relevant.

No known environmental issues

Notes or clarifying information on environmental issues:

N/A

Have you begun any state or federal environmental review procedures for the proposed project?

No

What is the anticipated timeline for the environmental review(s)?

CEQA review requirements must and will be completed before any commitment to a housing development occurs and appropriate environmental review pursuant to CEQA will be completed and considered by the Mill Valley City Council at such time. Should Federal funds, including but not limited to Project Based Vouchers (PBV's) or Community Development Block Grant (CDBG), be considered as a source, a National Environmental Policy Act (NEPA) Environmental Assessment will be conducted by a qualified consultant.

WRA Environmental Consultants have been engaged to accomplish the project's environmental review under CEQA via the preparation of an environmental impact report (EIR). The scope of work for the EIR includes but is not limited to an Initial Study and Public Scoping Meeting, Public Workshops, Tribal Correspondence, Cultural Resources reporting, traffic study and transportation impact study, Geological and soils study, and preparing and publishing the EIR document for public review and comment.

WRA started on the Initial Study in Winter of 2022 and projects to have a Draft EIR ready in Summer 2023. Public comment period is also anticipated to be in Summer of 2023 followed by a Planning Commission EIR recommendation in Fall of 2023 and City Council certification by Winter 2023.

Who is the staff member that will supervise and manage the proposed project? Describe their past experience with project management.

Bianca Neumann is responsible for growing the new construction pipeline for EAH Housing throughout Northern California. As the Director of Development, she researches and identifies new opportunities,

working with city housing staff, advocates, and others to facilitate the development of new affordable housing communities.

Ms. Neumann brings more than 15 years of related experience to this position, including expertise in multi-family development, finance, public policy, and asset management. Most recently, she was a Senior Business Development Manager at MidPen Housing, where Ms. Neumann played a vital role in securing eight new affordable housing communities throughout the Bay Area, including projects in San Mateo, Alameda and San Francisco's first affordable educator housing development.

Bianca will allocate 25% of her time to the 1 Hamilton Drive project and will be supported by the Director of Real Estate Development (Denice Wint) and Chief Real Estate Development Officer (Welton Jordan) along with a yet to be assigned assistant project manager. Denice Wint joined EAH in 2018 and has over 10 years of experience in multifamily housing development and financial management. Denice currently supervises the project management team that is executing real estate development on behalf of EAH. Welton Jordan presides over the EAH development pipeline including acquisitions, rehabilitations and new construction activities for California and Hawaii. Welton has more than 15 years of experience in Affordable Housing development, financing, construction management, underwriting and community outreach.

Will the project involve hiring an external property management company?

No

If awarded funding, you will need to draft and submit an Affirmative Marketing Plan for this project. The plan would describe how you will market the project to different groups of people based on protected characteristics such as race, color, national origin, religion, sex (including sexual orientation and gender identity), familial status, and disability. Please refer to the Affirmative Marketing tab of the [Federal Grants website](#) for more information.

Describe any prior experience with affirmative marketing or similar initiatives.

Our Real Estate Management division is well versed in affirmative marketing consistent with Affirmative Fair Housing requirements and has several years of experience incorporating this practice into the overall Management and Marketing Plan. A sample of an Affirmative Fair Housing Marketing Plan is provided as an attachment to this application.

All projects funded by HUD programs must Affirmatively Further Fair Housing. This is defined as combating housing discrimination and taking meaningful actions to overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to housing opportunities based on protected characteristics: race, color, national origin, religion, sex (including sexual orientation and gender identity), familial status, and disability.

Describe any past community engagement activities for this project, and future plans for community engagement.

EAH has had extensive community engagement related to the development of 1 Hamilton. Holding four large scale public meetings, and holding more the 25 smaller stakeholder meetings which include meetings with Homeowners' Associations, sports groups, local non-profits, and various government bodies.

Starting in March 2022, EAH and the City of Mill Valley held a public meeting at the Mill Valley Community Center to introduce EAH and the project architect as well as discuss the proposed site characteristics and opportunities. Any concerns or questions that arose from the community were collected and used in the ongoing development concept of the site. The format of this meeting was a formal presentation by Mill Valley and EAH followed by an "open house" style interaction around several poster boards that addressed different topics.

In May 2022 the City of Mill Valley and EAH held a second community meeting at the Community Center where the initial building concepts were revealed. Three different building concepts were presented and for each concept, tradeoffs regarding number of units, parking and massing were also presented. EAH also discussed the replacement plan for the existing uses on the site (parking and

restroom) and possible improvements to circulation in the immediate area. Comments and concerns from community members were also collected at this meeting.

In October 2022 a third community meeting was held to present the feedback heard from the community and layout how those suggestions were incorporated into the updated project design. The format of this meeting was a formal presentation followed by a question and answer session and an informal one-on-one discussion with EAH and the architect.

Early in the process EAH identified key stakeholders in the community such as large HOAs, neighborhood groups and community groups that used Hauke Park. Individual meetings were held with these groups starting in February 2022 with the goal of giving stakeholders that are close to the proposed development an opportunity to have a more intimate discussion about their unique concerns. All public meetings were announced via email, displayed on project and city websites and flyers were mailed to households in close proximity to the development site. Prior to a formal Design Review planning application being submitted, EAH, in conjunction with the City of Mill Valley and the project architect, will send out an email (and video) that contains the details of the planning application being submitted, a summary of the community feedback received to date and an explanation of how the feedback has been incorporated into the proposed design. This communication is expected to go out to the public in April 2023.

A Community Outreach Plan has been included as an attachment to this application.

Demographics and Unit Information

In the table below, enter the existing or anticipated number of units based on income level and bedroom count. Refer to the [Current Marin County Income Limits](#) to determine income level.

Anticipated Unit Count by Bedrooms and Income Level

	Extremely Low	Very Low	Low	Moderate	Market Rate	TOTAL UNITS
Studio						0
1 bed	4	10	5			19
2 bed	2	7	2		1	12
3 bed	3	7	4			14
4 bed						0
Other						0
TOTAL UNITS	9	24	11	0	1	45

Notes or clarifying information on the unit count:

The market rate unit is the on-site managers unit.

In the table below, enter the demographics of the people who live (or will live) in the proposed housing project. If unknown, use the demographics of households within similar existing Marin complexes as the proposed project, within the organization's purview. Specify the number of Hispanic/Latino residents in its stand-alone column. The "Total" column must include the number of Hispanic/Latino residents as part of the sum.

Are these numbers specific to the proposed project, or to a similar existing Marin complex?

Similar existing Marin complex

Demographic Information

	Total Number of Persons	Persons Identifying as Hispanic/Latino
White	20.68	
Black/African American	22.41	
Asian	43.10	
American Indian/Alaskan Native	3.44	
Native Hawaiian/Other Pacific Islander	0	
American Indian/Alaskan Native & White		
Asian & White		
Black/African American & White		
American Indian/Alaskan Native & Black.African American		
Other Multi-Racial		
Other/Not Disclosed		10.34
TOTAL (Unduplicated)	89.63	10.34

Fill in a number for each of the fields below. For new construction, or if you are unsure, please put 0.

Families

0

Female-headed households

0

Households that include person(s) with a disability

0

Notes or clarifying information on demographics:

All number provided above are in percentage format.

Project Planning

Select the current phase of the proposed project.

Predevelopment

Describe the project timeline and specify a real or estimated completion date for each milestone below. Add/explain any additional milestones as needed.

For acquisition projects:

For new construction and/or rehabilitation projects:

Define scope of work/finish design

Saturday, April 15, 2023

Complete planning and environmental review

Monday, December 4, 2023

Release bid package

Thursday, August 15, 2024

Select contractor

Sunday, December 15, 2024

Finalize contract

Wednesday, January 15, 2025

Obtain building permits

Wednesday, January 15, 2025

Start construction

Tuesday, April 15, 2025

Complete construction

Sunday, November 15, 2026

Additional Milestones for New Construction and/or Rehabilitation Projects

Milestone	Estimated Completion Date
Tax Credit Application	10-15-2024
HCD Financing Application	06-15-2024

Explain any additional milestones for New and/or Rehabilitation Projects below:

Dates provided above are estimated based on a typical Affordable Housing development timeline. The schedule of financing applications and award dates are not available. Construction start is contingent upon successful financing applications.

Will you be seeking Project Based Section 8 Vouchers for this project?

Yes

Please be aware that if Project Based Section 8 Vouchers (PBV) are committed to the project, the environmental review process and subsidy layering must be completed before the acquisition is complete or construction commences. Actions taken prior to PBV being committed are not subject to this requirement.

Describe the type of site control that your organization has for the proposed property. If this request includes funds for acquisition, summarize the acquisition terms, price, contingencies, and conditions.

On February 7, 2022, Mill Valley City Council authorized staff to enter into an Exclusive Negotiating Agreement (ENA) with EAH which allows both parties until September 1, 2023 to negotiate a Disposition and Development Agreement (DDA). The DDA will further define the lease or sale of the property. The ENA is provided as an attachment to this application. An appraisal will be conducted by an MAI appraiser to determine the value of land which will be contributed to this development.

Please describe in detail the entitlements and permits that will be required, and those already obtained. For example, Design Review, Master Plan, Zone Change, General Plan Change, Coastal Permit, etc.

Current land use designation in the General Plan is Community Facility (C-F). However, the current Housing Element, which is being updated in response to comments from the State Department of Housing and Community Development (HCD), amends the General Plan land use designation of this site to Multi-Family (MFR-2). The current zoning of the entire site is Outdoor Area (O-A), which does not allow residential construction, so the portion of the site that will have the MFR-2 General Plan designation will be rezoned. The rezoning process will be led by the City and done in parallel with the CEQA and entitlements submittals. The new zoning will be Multi-Family Residential (RM-Bayfront). The rezoning is a discretionary process and is subject to public input and comments. The entitlement process will also require design review and public hearings prior to approval. Post entitlements, the development will be subject to typical building and grading permits associated with the construction of multi-family housing.

Describe any contact with the planning staff at the relevant government jurisdiction, and any specific feedback they provided.

Since EAH was selected as the development partner in February 2022, we have had constant communication with the Planning Department and other city staff. EAH and the City of Mill Valley have weekly coordination meetings that typically include the architect and other design professionals, environmental consultants, Public Works Dept., City Manager, and others as needed to discuss project specific issues. The meetings have included topics such as community engagement, public meeting content and format, replacement uses of the existing site, community benefits, development design, project financing options and timelines including planning department meetings leading up to an entitlement approval by the City Council. Our meetings and conversations have included Danielle Staude, Senior Planner; Steven Ross, Senior Planner; Patrick Kelly, Director of Planning and Building; Todd Cusimano, City Manager.

EAH has also held a couple meetings with two members of the Planning Commission and Two members of the City Council (so not to violate the Brown Act) to incorporate their input into the design.

Identify all applicable accessibility laws and specific accessibility requirements that must be met in the design of the proposed project.

The proposed community will be an elevator-served building and thus it will have full accessibility to all apartments throughout the building. The project will meet California Building Codes including Accessibility Codes. The common areas will all meet codes for 11B while apartments will be designed to meet 11A standards. A specific number 5-10% will be built out fully and the remaining apartments will be readily adaptable.

Financing Plan

What is the status of all proposed project funding sources as of the date of this application?

COMMITTED:

- City of Mill Valley - \$150,000 (5.1.5 of the ENA shows details of predev loan)
- Marin County Housing Trust Fund - \$1,000,000 (awarded)
- GP Equity \$3,852,484
- Deferred Developer Fee \$1,064,407

NOT COMMITTED:

- Marin County Housing Trust Fund - \$1,000,000 (current application)
- AHP - \$675,000
- HCD MHP/NPLH/MIP - \$8,079,031
- TCAC \$23,018,433
- Tranche A Mortgage \$7,233,541
- Tranche B Mortgage \$4,843,470

What is the timing and likelihood for obtaining commitments of anticipated funding sources?

EAH has decades of experience with a wide variety of public/private sources of debt/ equity, and our track-record provides definitive evidence of EAH’s expertise deploying these sources to realize the successful development of residential projects similar to our proposed Project. EAH’s strong balance sheet and solid track-record allow us to negotiate pricing and terms with LIHTC investors and construction/permanent lenders that are reliably “top of market”. LIHTC equity pricing is conservatively underwritten at 0.95 cents per Federal Credit and 0.85 cents per State Credit. In line with EAH’s prudently conservative underwriting standards, we model the Tranche A and B Permanent loans on a 6.00% interest rate, amortized over 35 years, with a 55 year term. Subject to future Project underwriting, this debt source is currently accessible and available to EAH through our network of LIHTC motivated lenders, and commitments for the Permanent loan(s) would be obtained subsequent to entitlement approval and prior to and as a condition of construction loan close. The signed ENA with the City of Mill Valley committed \$150,000 to this development and as previously mentioned, Marin County has awarded \$1,000,000 from the Housing Trust Fund to the development. Through this application we are requesting an additional \$1,000,000 of funding from the Housing Trust Fund. Once the project is entitled in December 2023, EAH will apply for traditional gap filling sources from California’s Housing and Community Development Dept. (HCD) Super-NOFA which is anticipated to be in June 2024. After a successful HCD application, the project will be able to apply for Low Income Housing Tax Credits at the end of 2024 or early 2025. EAH is prepared to provide GP Equity contribution in the approximate amounts noted above, resulting in a net cash Developer Fee disbursement that does not exceed statutory limits.

In the event that any funding sources are not obtained or are committed at lower levels than requested, what alternatives will be pursued?

We recognize the flexibility needed when modeling Affordable Housing projects in California and therefore we have analyzed different scenarios that consider alternative funding sources. While the current underwriting assumes 4% LIHTC equity, the total Tax Credits required are within the limits of the 9% LIHTC program making this a viable alternative. Should the project not be successful with 4% credits we could pivot and apply in the 9% round. We feel that the proposed large-family community in a “High-Resource” area will maintain competitiveness in the 9% LIHTC program.

Similarly, the gap sources targeted to HCD’s Super NOFA are inclusive of several programs (Multifamily Housing Program (MHP), Infill Infrastructure Grant (IIG), Veterans Housing and Homeless Prevention (VHHP) Program). Should one of these sources not be granted we would consider other programs within the Super NOFA as well as other HCD funded programs or Federal programs such as Community Development Block Grant (CDBG) or HOME Investment Partnership Program.

For each item in your project budget, to be attached to this application, please explain how the budgeted amount was derived, whether costs are estimated or bid, and any other relevant information that justifies the budgeted expense (e.g., cost per square foot, percentage of other costs, estimated number of work hours).

Given this early concept stage, our initial cost estimating is prudently conservative, and our hard and soft cost estimating is consistent with our informed take-aways from recent prevailing-wage projects of similar scale and building type (3/4 story building) that we have recently completed and/or which are in EAH’s current Bay Area pipeline. We have estimated the Construction Costs to be \$550/square foot which accounts for a 20% inflator for Prevailing Wage. Our model prudently incorporates a 10% escalation factor to the Construction Costs plus a healthy 5% Owner’s hard cost contingency.

Our soft costs are fully consistent with EAH’s current and comparable Northern CA pipeline, and certainly match up to Bay Area industry standard. We have estimated that Architecture and Engineering fees will be about 25% of the total Construction Costs and Permit and Impact fees will be about \$35,000 per door. Furthermore, we have modeled Construction and Permanent Loan interest and fees that are consistent with current market conditions. We note that our proforma also includes a full 3% Soft Cost contingency.

Is your organization receiving any other Marin County funding for this project?

Yes

Please describe. Include a brief overview of the goals and accomplishments achieved through this funding.

We are grateful that the project has previously been awarded \$1,000,000 from Marin County's Housing Trust Fund. This money will be used to cover the predevelopment costs associated with the design development and environmental analysis required to get this proposal entitled.

Does your organization have unspent funds that were previously awarded by the County (for any project)?

Yes

What is your timeline for expending the fund balance?

While the County has previously awarded funds from the Housing Trust Fund, the monies have not been disbursed yet and therefore have not been spent. It is anticipated that the previously awarded funds will be spent before the end of 2023.

Attachments

Please closely review the Notice of Funding Availability (NOFA) for instructions on which documents you must attach. The County requires specific attachments for each funding type (HTF/PLHA, HOME-ARP, CDBG Housing). Please label your attachments in this manner: "2023-24 [Document Name] for [Organization Name]- [Project Name]."



2023-24 Amenities Map for E... .pdf



2023-24 Applicant Profile & P... .pdf



2023-24 Board of Directors &pdf



2023-24 Community Outreac... .pdf



2023-24 Conceptual Elevatio... .pdf



2023-24 Conceptual Floor Pla... .pdf



2023-24 Financial Statement... .pdf



2023-24 Leadership Team an... .pdf



2023-24 Performance Sched... .pdf



2023-24 Sample AFHMP forpdf



2023-24 Site Control ENA forpdf



2023-24 Tax Exempt Status f... .pdf



2023-24 pro-forma-spreadsh... .xlsx

Certification

Please review your responses above for accuracy.

Name of Person Completing this Application

Steve Pratt

Title of Person Completing this Application

Business Development Manager

By checking this box,

I hereby certify that the information in this application is true and accurate to the best of my knowledge.

2023-24 Super-NOFA Application for Affordable Housing Funds

Marin County Housing & Federal Grants Division

This application is for affordable housing developers in Marin County, California who would like to apply for multiple state, local, and federal funding sources simultaneously. Please refer to the Notice of Funding Availability (NOFA) released on February 6, 2023 for detailed information about qualifications and application requirements.

The following grant sources and amounts are available through this application:

1. **Marin County Affordable Housing Fund (HTF) and State Permanent Local Housing Allocation (PLHA)** - \$2.3 million
2. **Federal HOME-ARP** - \$2.4 million
3. **Federal CDBG Housing** - \$600 thousand

Applicant Information

Organization Name

Eden Housing

Website URL

<https://edenhousing.org/>

DUNS

058211947

Mailing Address

22645 Grand Street
Hayward, California, 94541

Project Contact Name

Kate Blessing-Kawamura

Title

Associate Director of Real Estate Development

Email Address

kate.blessing-kawamura@edenhousing.org

Phone Number

(510) 329-5102

Executive Director Name

Linda Mandolini

Executive Director Email Address

LMandolini@edenhousing.org

Is there a co-applicant organization?

No

Briefly describe your organization, including mission, programs, staff experience, and number of clients served. Describe the co-applicant organization, if applicable.

Eden Housing is one of the oldest and most experienced affordable housing non-profit organizations in California. Our mission is to create and sustain high-quality affordable housing communities that advance equity and opportunity for all. Since our inception in 1968, Eden has worked in partnership with cities and local community partners to develop, acquire, or rehabilitate more than 12,000 affordable homes in 170 properties throughout California, and currently provides homes to a diverse population of more than 22,000 lower-income residents.

Eden works in 15 counties, including the County of Marin, where we own and operate The Fireside and Warner Creek. As a mission-driven non-profit, we serve low-income families, seniors, and people living with disabilities. Eden's work goes beyond building high quality buildings, as we strive to create strong communities for the residents who live in our housing and a permanently affordable, high-quality asset for the cities we partner with. Our vision is for everyone to have access to safe, decent, affordable housing. We believe that housing is a basic human necessity that is essential to everyday life and future success. We serve very low, low and moderate-income families, seniors, veterans, people living with physical, mental, or developmental disabilities, and the formerly homeless.

Under the Eden Housing umbrella, Eden Housing Management, Inc. (EHMI) provides quality onsite management and maintenance of our affordable homes, and Eden Housing Resident Services, Inc. (EHRSI) offers free onsite support services and programs for residents. In 2022, Eden Housing brought on John Stewart Company (JSCo) as the property management agent for several of its upcoming permanent supportive housing projects, including 3301 Kerner, to accommodate a growing pipeline.

Have there been any recent or upcoming leadership transitions?

Chief Operating Officer, Oyeshola ("Shola") Olatoye joined Eden in October of 2022. Shola previously served as director of Housing and Community Development for the City of Oakland. Under her leadership, Oakland's City Council approved HCD's two-year Strategic Action Plan, which focused the department's resources on protecting, preserving and producing affordable housing. During her tenure, the City of Oakland won six state Homekey awards resulting in more than 400 new permanent deeply affordable units. Shola also launched the city's federal \$48M Emergency Rental Assistance program and served more than 3,000 Oaklanders who needed immediate rent relief. She also secured the department's research relationship with Stanford University's Impact Lab, resulting in new \$50K impact grant to develop new technology for residents to access affordable rental housing.

A nationally recognized housing leader, Shola has also held executive and senior-level posts at Suffolk Construction, Enterprise Community Partners, HSBC Bank, and HR&A Advisors. In 2014, Mayor Bill de Blasio appointed her as Chair and CEO of the New York City Housing Authority, a role she held for four years. She conducts frequent speaking engagements, including as a panelist at Harvard's T.H. Chan School of Public Health, and was selected as one of four national Fellows for the UC Berkeley Turner Center for Housing Innovation in June 2021.

Shola is responsible for oversight of Property Operations (property management and resident services), Human Resources and Talent Development, and Business Technology.

Have there been any recent expansions or cutbacks in activities and/or budget? If so, please explain.

Eden Housing published a new Strategic Plan in 2020 that aims at the creation of 10,000 new homes in the next ten years. The four pillars of this strategic plan are: (1) Significantly increase housing for low-income Californians; (2) Support the stability and economic mobility of residents; (3) Embed commitment to racial, social and economic justice in all of our work; and (4) Invest in key

infrastructure to increase organizational agility and readiness for scale. As a part of its growth goals Eden plans to expand from a robust Northern California pipeline to a statewide development platform with the capacity to create more homes in high need communities.

If applicable, what is the organization’s standing with licensing or other accreditation authorities?

Eden and its related organizations are in compliance with any applicable licensing requirements.

How does your organization verify client income?

In general, Eden Housing uses the following procedure for determining resident eligibility and for certifying household income: (1) Each prospective resident shall complete an application form and return it to the Property Manager with signed permission for third party verification of income; (2) When an applicant's name nears the top of the waiting list, pertinent information will be confirmed as current and third-party verification letters are sent; (3) The manager shall conduct a personal interview with all members of the prospective household; (4) Third party verification forms will be used to compute income eligibility and a determination will be made concerning applicant household's ability to live harmoniously within the Project community; and (5) Previous landlord verification, credit checks, criminal checks and sex offender checks will be performed. Written notice will be sent advising applicants of their final eligibility status. These procedures may be revised for any units subject to Housing First policies.

General Project Information

Project Name

3301 Kerner

Project Address

3301 Kerner Blvd
San Rafael, California, 94901

Assessor’s Parcel Number (APN)

008-082-52

Funding Requests

Which funding source(s) are you seeking for this project? Please refer to the NOFA for a description of each funding source and eligible project types. Those applying for HOME-ARP funds are highly encouraged to apply for HTF/PLHA funds as well.

HTF/PLHA

HTF/PLHA Amount Requested

\$1,000,000

Project Details

Scope of Work: Describe the proposed project, including details such as property characteristics, proposed use of funds, and number of housing units involved. Explain how the project will benefit the community.

The site is located at 3301 Kerner Boulevard in San Rafael. This project is an adaptive reuse development of a four-story office building to provide 41 units of permanent supportive housing (32 studio units, 8 one-bedroom units, and 1 two-bedroom unit). Located in the Canal neighborhood of San Rafael, this project will provide critically-needed permanent supportive housing and supportive services

for homeless or formerly homeless households with mental illness.

The development will be 100% permanent supportive housing with 14 units for households with severe mental illness at or below 20% AMI through the No Place Like Home Program (NPLH) and 26 units for households at or below 30% AMI who will move from permanent supportive housing at Voyager Carmel Center to 3301 Kerner once construction is complete. One unrestricted two-bedroom unit is set aside for an on-site property manager. Building amenities include: a courtyard, community room, conference room, and offices for case managers and a property manager. The residential floors include a laundry facility on the second floor and trash chutes on every floor.

As of the date of this funding application, the project team is preparing to close on its construction financing and start construction in the next couple of weeks. In the last week, the project team learned that the building structure as currently designed is in a floodplain and that the finished floor of the first-floor residential units will need to be raised. Our request for \$1,000,000 in additional County funding will directly offset these unanticipated costs.

Describe the property's history leading up to this request. Include when the organization acquired/will acquire the property, any previous requests for County funding, attempts to secure other financing, etc.

The County of Marin received a Project Homekey award from the State of California to purchase an office building located on a 1-acre site at 3301 Kerner Boulevard in San Rafael. Project Homekey is a State program using Federal CARES Act funding to purchase existing properties – intended in large part to target hotels, but also allows for creative re-use of other property types, including office buildings as proposed for Kerner. The County closed escrow on the building in December 2020 and engaged Homeward Bound to run a temporary homeless shelter at the site until fall 2022. Kerner Canal, L.P., a single purpose entity controlled by Eden Housing, Inc., entered into a Purchase and Sale Agreement with the County in January 2023.

The project team has secured multiple sources of other financing. These include: \$25.8M in California Housing Accelerator (CHA) funding instead of tax credits; \$4.9M in capital and a \$2.7M Capitalized Operating Subsidy Reserve through the No Place Like Home (NPLH) Program; an \$899,250 County loan funded by Permanent Local Housing Allocation (PLHA), Local Housing Trust Fund (LHTF), and corresponding matching funds from the Affordable Housing Fund; an \$850,000 City of San Rafael loan; a \$1.235M sponsor loan leveraging multiple grants (including a \$200,000 predevelopment grant from the County); accrued deferred interest from soft loans; and a \$19.6M 20-year operating subsidy from the County. The project is currently ineligible for project-based rental subsidy due to its location in a HUD-impacted census tract, which is why the County's ongoing support is essential to the project's viability.

The project team is preparing to close on its construction financing, acquire the property from the County, and start construction in the next couple of weeks. In the last week, the project team learned that the building structure as currently designed is in a floodplain and that the finished floor of the first-floor residential units will need to be raised to comply with local floodplain requirements for residential structures. Our request for \$1,000,000 in additional County funding will directly offset these unanticipated costs. The project team still intends to close and start construction in the next couple of weeks and incorporate much-needed additional funding into the project's capital stack post-closing.

Describe any nearby amenities, such as parks, public transportation, grocery stores, health care facilities, schools, childcare, libraries, parks/open space, etc. that residents of the project are/would be able to use.

The building is in an ideal location within walking distance to public transportation, grocery stores, retail services, and recreation. The site has close connections to the Marin Transit bus transportation, and is within 0.5 miles of Cardenas Market, Pickleweed Park, and the Marin Health and Wellness Campus / Behavioral Health Clinic. The site's proximity to the Marin Health and Wellness Campus / Behavioral Health Clinic will allow residents housed under the NPLH program close access to supportive services.

The Marin Transit bus stop is a short 14 min ride to the San Rafael Transit Center which provides train and bus access to several destinations within Marin and Sonoma County as well as the larger Bay

Area. The station is a major transfer point for Sonoma-Marín Area Rail Transit (SMART) and bus routes in the North Bay, with connections to San Francisco, the East Bay, as well as airports. In addition to SMART, the station is also served by several regional and intercity bus operators which include Golden Gate Transit, Greyhound, Marin Transit, Sonoma County Transit, and Sonoma County Airport Express.

Select the known environmental issues of the proposed project site, and/or adjacent properties if relevant.

Flood zone

Notes or clarifying information on environmental issues:

As noted above, it has come to light very recently that the building is in a floodplain and that the first-floor residential units will need to be raised to comply with local floodplain requirements for residential structures. Our request for \$1,000,000 in additional County funding will directly offset these unanticipated costs.

Have you begun any state or federal environmental review procedures for the proposed project?

No

What is the anticipated timeline for the environmental review(s)?

Pursuant to Health and Safety Code section 50675.1.1, projects acquired through Project Homekey are exempt from CEQA. The project does not have any federal funding and therefore is not required to complete NEPA.

Who is the staff member that will supervise and manage the proposed project? Describe their past experience with project management.

Cory Hiraga, Project Developer, is leading the project management of this project and oversees the day-to-day responsibilities across all stages including entitlements, design, financing, and construction. Cory has experience providing project management, planning, and construction management for affordable housing new construction and acquisition/rehab projects. In addition to 3301 Kerner, he currently manages a 176-unit family project in Hayward, CA that has closed on its construction financing and is about to break ground.

Kate Blessing-Kawamura, Associate Director of Real Estate Development, is supervising this project and has managed new construction and preservation projects at various stages of development. Since joining Eden, she financed and begun construction of a 62-unit family project in San Leandro, CA; planned the substantial rehabilitation of a 200-unit, 10-acre project in Santa Rosa, CA; led a robust community engagement process and obtained entitlements for a 50-unit mixed use development in Palo Alto; and obtained entitlements and closed on the construction financing for a 176-unit family project in Hayward, CA.

Susie Criscimagna, Senior Director of Real Estate Development, is also supervising this project and is experienced with managing affordable housing projects in all stages of development. She supervises project management staff, providing training and guidance on affordable housing development. She has worked on the development of several other affordable housing projects with Eden Housing as a project manager or supervising staff, including a 66-unit development in Dublin, 130-unit development in Alameda, and 62-unit project in San Leandro.

Will the project involve hiring an external property management company?

Yes

Describe the property management company. Include the company name and the number of affordable housing sites and units that it currently manages.

Property management will be provided by The John Stewart Company. In 2022, Eden Housing brought on John Stewart Company (JSCo) as the property management agent for several of its upcoming permanent supportive housing projects to accommodate a growing pipeline. Founded in 1978 to provide high quality property management to affordable housing in the Bay Area, JSCo has developed into a full-service housing management, development, and consulting organization and is the largest affordable housing manager in California. JSCo has extensive permanent supportive housing management experience. The John Stewart Company currently manages 100+ PSH properties across the state of California within their portfolio of 450+ properties containing over 34,000 residential units.

If awarded funding, you will need to draft and submit an Affirmative Marketing Plan for this project. The plan would describe how you will market the project to different groups of people based on protected characteristics such as race, color, national origin, religion, sex (including sexual orientation and gender identity), familial status, and disability. Please refer to the Affirmative Marketing tab of the [Federal Grants website](#) for more information.

Describe any prior experience with affirmative marketing or similar initiatives.

The marketing and management of the project will ensure that occupancy shall be open to all persons regardless of race, color, ancestry, religion, national origin, sex, marital status, age, physical handicap, or other arbitrary factors. Affirmative marketing will be used to actively promote the goals of fair housing. The units will be marketed in a variety of local publications, online, and through major employers, local libraries, community centers, service organizations and schools. The marketing plan will include specific strategies for targeted outreach to minority populations and difficult to reach groups. Referrals will be accepted from Marin Coordinated Entry System and Marin Health and Human Services. All advertisements will include the prominent use of Equal Housing Opportunity logos, slogans and/or statements of intent to affirmatively market the units.

Annually, The John Stewart Company will analyze the race, ethnicity, and other categories of current tenants and the applicants on the waiting list to measure the success of our marketing efforts before starting its marketing. Thereafter, The John Stewart Company will annually review the affirmative marketing for 3301 Kerner to ensure that its marketing efforts are targeting the persons least likely to apply to ensure a balance of the applicants on the waiting list and the residents. The Compliance Manager will review the demographic data for the housing area to determine if the housing area must be extended to ensure that The John Stewart Company is conducting outreach to under-represented populations before doing any future marketing.

All projects funded by HUD programs must Affirmatively Further Fair Housing. This is defined as combating housing discrimination and taking meaningful actions to overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to housing opportunities based on protected characteristics: race, color, national origin, religion, sex (including sexual orientation and gender identity), familial status, and disability.

Describe any past community engagement activities for this project, and future plans for community engagement.

In July 2021 a mural was unveiled by the Canal Arts Initiative on the 3301 Kerner building as a welcome sign to the Canal neighborhood of San Rafael. Eden intends to preserve the mural and engage with the Canal Art Initiative on the possibility of commissioning another mural on the building. It is our hope that the Kerner building not only provides permanent supportive housing but also supports the community in which the building is located.

Eden also intends to hold multiple community meetings with neighbors, community organizations, and

the business community during construction, lease-up, and operation of the property. We have already engaged with community organizations such as Resilient Shore and the Canal Alliance. Eden is invested in this project and in the Canal neighborhood of San Rafael and its many stakeholders.

Demographics and Unit Information

In the table below, enter the existing or anticipated number of units based on income level and bedroom count. Refer to the [Current Marin County Income Limits](#) to determine income level.

Anticipated Unit Count by Bedrooms and Income Level

	Extremely Low	Very Low	Low	Moderate	Market Rate	TOTAL UNITS
Studio	32					32
1 bed	8					8
2 bed					1	1
3 bed						0
4 bed						0
Other						0
TOTAL UNITS	40	0	0	0	1	41

Notes or clarifying information on the unit count:

Per near-final draft PLHA/AHF loan docs as of the date of this application, the County intends to restrict 40 units at Extremely Low Income. The two-bedroom manager's unit will be unrestricted.

In the table below, enter the demographics of the people who live (or will live) in the proposed housing project. If unknown, use the demographics of households within similar existing Marin complexes as the proposed project, within the organization's purview. Specify the number of Hispanic/Latino residents in its stand-alone column. The "Total" column must include the number of Hispanic/Latino residents as part of the sum.

Are these numbers specific to the proposed project, or to a similar existing Marin complex?

Similar existing Marin complex

Demographic Information

	Total Number of Persons	Persons Identifying as Hispanic/Latino
White	77	
Black/African American	8	
Asian	15	
American Indian/Alaskan Native		
Native Hawaiian/Other Pacific Islander		

	Total Number of Persons	Persons Identifying as Hispanic/Latino
American Indian/Alaskan Native & White		
Asian & White		
Black/African American & White		
American Indian/Alaskan Native & Black.African American		
Other Multi-Racial		
Other/Not Disclosed	8	8
TOTAL (Unduplicated)	108	8

Fill in a number for each of the fields below. For new construction, or if you are unsure, please put 0.

Families

17

Female-headed households

61

Households that include person(s) with a disability

13

Notes or clarifying information on demographics:

This is aggregated demographic data from two Eden properties in Marin County from 2022.

The Race/Ethnicity fields above do not directly align with the data fields from our records. See below.

Race/Ethnicity

White 77
 Latinx 8
 Black 8
 API 15
 Total 108

Project Planning

Select the current phase of the proposed project.

Building

Describe the project timeline and specify a real or estimated completion date for each milestone below. Add/explain any additional milestones as needed.

For acquisition projects:

Appraisal

Monday, April 4, 2022

Written Offer

Monday, January 1, 1900

Purchase Option Agreement Signed

Tuesday, January 10, 2023

Inspections

Monday, January 1, 1900

Negotiations

Monday, January 1, 1900

Closing

Thursday, March 30, 2023

Explain any additional milestones for Acquisition Projects below:

The project team is preparing to close on its construction financing, acquire the property from the County, and start construction in the next couple of weeks.

For fields that are not applicable to the project, I used this date: January 1, 1990.

For new construction and/or rehabilitation projects:**Define scope of work/finish design**

Friday, December 9, 2022

Complete planning and environmental review

Monday, January 1, 1900

Release bid package

Sunday, January 15, 2023

Select contractor

Tuesday, February 1, 2022

Finalize contract

Friday, March 24, 2023

Obtain building permits

Monday, April 3, 2023

Start construction

Monday, April 3, 2023

Complete construction

Sunday, September 1, 2024

Explain any additional milestones for New and/or Rehabilitation Projects below:

The project team is preparing to close on its construction financing, acquire the property from the County, and start construction in the next couple of weeks. The building permit will be issued immediately after closing.

For fields that are not applicable to the project, I used this date: January 1, 1990.

Will you be seeking Project Based Section 8 Vouchers for this project?

No

Please be aware that if Project Based Section 8 Vouchers (PBV) are committed to the project, the environmental review process and subsidy layering must be completed before the acquisition is complete or construction commences. Actions taken prior to PBV being committed are not subject to this requirement.

Describe the type of site control that your organization has for the proposed property. If this request includes funds for acquisition, summarize the acquisition terms, price, contingencies, and conditions.

Kerner Canal, L.P., a single purpose entity controlled by Eden Housing, Inc., entered into a Purchase and Sale Agreement with the County in January 2023. The project anticipates closing on its construction financing and acquiring the property from the County in the coming weeks.

Expanding on the Scope of Work, please describe the rehabilitation that is proposed for the property and how it will address specific conditions (i.e., replacement needs, deferred maintenance, existing building violations, required seismic upgrades, building or health code problems). Please describe any other existing rehabilitation needs that are not included in the project scope and explain their exclusion.

The redesign includes utility upgrades and site improvements including accessible parking and paths of travel and localized grading and drainage as deemed necessary. The patio courtyard will be redeveloped and a portion of the landscape will be replaced or new planting designed and coordinated with existing irrigation. A portion of the top level of the parking garage will be designed as an outdoor open space and gardening area.

The redesign will also include structural upgrades to the building and new construction to the extent required by the City of San Rafael. The mechanical, electrical, and plumbing (MEP) systems will be redesigned for the new residential building program to residential type V- 1hr codes and sprinkler and Emergency Systems Specifications. The MEP system required upgrades will be integrated into the existing building systems.

As noted above, it has come to light very recently that the building is in a floodplain and that the first-floor residential units will need to be raised to comply with local floodplain requirements for residential structures. Our request for \$1,000,000 in additional County funding will directly offset these unanticipated costs.

Describe the accessibility of the building. Do you plan to make accessibility improvements?

The Project will comply with the Tier 2 California Housing Accelerator Program Guidelines, most recently amended August 31, 2022. Under these Housing Accelerator Guidelines, adaptive reuse projects are considered rehabilitation projects. As noted above, site improvements include improvements to accessible parking and paths of travel.

How will the rehabilitation be staged to minimize risk and inconvenience to the residents? If certain systems or parts of residents' units will be temporarily inoperable or unusable (e.g., kitchen or bathroom) during construction, what is the estimated duration of such interruptions? What mitigations will you provide?

Not applicable. There are no current residents of the building.

Describe in detail any temporary relocation of existing tenants at the site due to proposed rehab activities. Explain why relocation is needed and provide the estimated duration and number of impacted tenants. If known, identify which laws (local, state, federal) must be followed in carrying out the relocation.

Not applicable. There are no existing tenants.

Financing Plan

What is the status of all proposed project funding sources as of the date of this application?

California Housing Accelerator (CHA) - \$25,824,201 - Committed
NPLH - \$4,981,492 - Committed
Marin County (PLHA + LHTF+ AHF) - Existing - \$899,250 - Committed
City of San Rafael (AHTF) - \$850,000 - Committed
Sponsor Loan (HPN + MCF + County) - \$1,235,000 - Committed
Accrued Interest on Committed Soft Loans - \$78,325 - Committed
Marin County (PLHA + AHF) - Requested - \$1,000,000 - Applied For
Accrued Interest on Marin County (PLHA + AHF) - Requested - \$37,918 - Applied For

What is the timing and likelihood for obtaining commitments of anticipated funding sources?

All of the sources above have been committed to the project, with the exception of the \$1,000,000 in additional County funding requested and associated accrued interest.

In the event that any funding sources are not obtained or are committed at lower levels than requested, what alternatives will be pursued?

The project is considering approaching other funders, such as the Marin Community Foundation, for additional funding.

For each item in your project budget, to be attached to this application, please explain how the budgeted amount was derived, whether costs are estimated or bid, and any other relevant information that justifies the budgeted expense (e.g., cost per square foot, percentage of other costs, estimated number of work hours).

Acquisition Costs: Based off of actual anticipated closing costs for our upcoming closing.

Hard Costs: Based off of hard bids from our contractor and subcontractors.

Soft Costs: Based off of actual predevelopment costs already incurred, invoices for impact and permit fees, and anticipated costs for our upcoming closing.

Costs of issuance/financing fees: Based off of actual and estimated fees for our upcoming closing.

Is your organization receiving any other Marin County funding for this project?

Yes

Please describe. Include a brief overview of the goals and accomplishments achieved through this funding.

The project has \$899,250 in PLHA, LHTF, and AHF soft loan debt from the County of Marin committed. In addition, the County of Marin provided a \$200,000 predevelopment grant to Eden Housing for this project, which is being structured as a larger sponsor loan for the project. These committed funds have reduced the accrued predevelopment interest expense for the project and provided indispensable soft financing to get us to construction closing.

Does your organization have unspent funds that were previously awarded by the County (for any project)?











Yes

What is your timeline for expending the fund balance?

The funds outlined above will be expended at our construction closing in the coming weeks.

Attachments

Please closely review the Notice of Funding Availability (NOFA) for instructions on which documents you must attach. The County requires specific attachments for each funding type (HTF/PLHA, HOME-ARP, CDBG Housing). Please label your attachments in this manner: "2023-24 [Document Name] for [Organization Name]- [Project Name]."

 2023-2024 Board for Eden - 3... .pdf	 2023-2024 Budget for Eden -pdf
 2023-2024 Const S&U for Ede...pdf	 2023-2024 FS (19-20) for Ede...pdf
 2023-2024 FS (20-21) for Ede...pdf	 2023-2024 IRS Exempt for Ed... .pdf
 2023-2024 Op Budget and Ca...pdf	 2023-2024 Perm S&U for Ede... .pdf
 2023-2024 Project Schedulexlsx	 2023-2024 Site Control for Ed...pdf

Certification

Please review your responses above for accuracy.

Name of Person Completing this Application

Kate Blessing-Kawamura

Title of Person Completing this Application

Associate Director of Real Estate Development

By checking this box,

I hereby certify that the information in this application is true and accurate to the best of my knowledge.

2023-24 Super-NOFA Application for Affordable Housing Funds

Marin County Housing & Federal Grants Division

This application is for affordable housing developers in Marin County, California who would like to apply for multiple state, local, and federal funding sources simultaneously. Please refer to the Notice of Funding Availability (NOFA) released on February 6, 2023 for detailed information about qualifications and application requirements.

The following grant sources and amounts are available through this application:

1. **Marin County Affordable Housing Fund (HTF) and State Permanent Local Housing Allocation (PLHA)** - \$2.3 million
2. **Federal HOME-ARP** - \$2.4 million
3. **Federal CDBG Housing** - \$600 thousand

Applicant Information

Organization Name

Eden Housing, Inc.

Website URL

<https://edenhousing.org/>

DUNS

058211947

Mailing Address

22645 Grand Street
Hayward, California, 94541

Project Contact Name

Teddy Newmyer

Title

Associate Director of Real Estate Development

Email Address

timgorman732@gmail.com

Phone Number

(619) 323-5954

Executive Director Name

Linda Mandolini

Executive Director Email Address

lmandolini@edenhousing.org

Is there a co-applicant organization?

No

Briefly describe your organization, including mission, programs, staff experience, and number of clients served. Describe the co-applicant organization, if applicable.

Eden Housing has developed and acquired nearly 12,000 residential units in 170 properties in cities throughout the San Francisco Bay Area, the Central Valley, and Southern California. Eden Housing is not only one of the oldest, but stands out as one of the most productive, successful and fastest growing nonprofit affordable housing developers in California. More than one-half of Eden Housing's portfolio has been produced in the last one-third of our organization's lifetime. We are recognized in the industry for our creative development approach that includes collaborating with local governments and tailoring projects to suit each locale. Eden is also committed to mentoring and supporting smaller, less-experienced community-based organizations in their housing development efforts. However, our work is not simply defined by the housing we build for low-income residents. Housing development is but one aspect of a neighborhood revitalization strategy that also includes professional property management and human support services for residents. Each of these elements involves partnering with communities, investing in neighborhoods and empowering people.

Eden Housing, Inc. revitalizes communities through a variety of housing development, property management and social services activities that meet the needs of lower income people. We build sustainable communities-through the housing we produce, the professional property management we provide, the support services we offer to residents, the partnerships we establish, and the investments we make in neighborhoods throughout California. Eden Housing's mission is to create and sustain high-quality affordable housing communities that advance equity and opportunity for all.

Have there been any recent or upcoming leadership transitions?

In October of 2022 Eden Housing brought on Shola Olatoye as Chief Operating Officer charged with overseeing the property operations, human resources, and business technology departments of the company. Prior to joining Eden Housing, Olatoye served as director of Housing and Community Development for the City of Oakland. As an appointed member of the city's executive team, she led a team of 74 people and oversaw more than \$100M of housing production and preservation capital. Olatoye has spent the last 6 months visiting each of Eden's 170+ properties personally to ensure that she can guide Eden Housing towards the best resident experience possible.

Have there been any recent expansions or cutbacks in activities and/or budget? If so, please explain.

Eden Housing published a new Strategic Plan in 2020 that aims at the creation of 10,000 new homes in the next ten years. The four pillars of this strategic plan are:

1. Significantly increase housing for low-income Californians
2. Support the stability and economic mobility of residents
3. Embed commitment to racial, social and economic justice in all of our work
4. Invest in key infrastructure to increase organizational agility and readiness for scale

As a part of its growth goals Eden plans to expand from a robust Northern California pipeline to a statewide development platform with the capacity to create more homes in high need communities.

If applicable, what is the organization's standing with licensing or other accreditation authorities?

Eden Housing maintains a certificate of good standing with the Secretary of State and maintains its designation as a 501©3.

How does your organization verify client income?

Staff shall obtain verifications in compliance with requirements set forth by the affordable housing programs regulations. No decision to accept or reject an application shall be made until all

verifications necessitated by the application form have been collected and any necessary follow-up interview has been performed.

Types of Verifications Required

All information relative to the following items must be verified as described in these procedures:

A. Eligibility for admission, such as:

1. Income
2. Assets and asset income
3. Household composition
4. Social security numbers
5. Full time student status

B. Allowances, such as:

1. Age, disability, or handicap, of household members
2. Medical costs (Elderly/Handicapped Families only)
3. Handicap expenses
4. Full time student status

Our organization will create a Tenant Selection Plan for this property which will use the below verification criteria.

A. Eligibility Information

B. Annual Income

C. Assets and Asset Income

D. Allowance Information

E. Social Security Numbers of all Household Members

F. Full-Time Student Status

All the above information must be documented and appropriate verification forms or letters placed in the applicant's file.

Only verified income information that is less than 90 days old may be used for certification or recertification.

Forms of Verification:

Documentation employed as part of the verification process may include:

- A. Checklists completed as part of the interview process and signed by the applicant;
- B. Verification forms completed and signed by Third Parties or Third-party oral with a record kept in the file;
- C. Documents provided by the household such as:
 1. Benefit checks
 2. Income tax returns
 3. W-2 forms
- D. Documentation of interviews with the household;
- E. Letters;
- F. Notes of telephone conversations with reliable sources;
- G. Photocopies of check stubs (three months consecutive check stubs as required by CTCAC and checking/savings account statements).

If third party verifications are not available, Staff will call the income source and keep written documentation, which will indicate the date of the conversation, source of the information, name and job title of the individual contacted, and a written summary of the information received. Each file will be documented to show that Staff attempted to obtain third party written documentation before relying on some less acceptable form of information.

Verifying Annual Income

A. Annual Income shall be based on the best available information, considering the past year's income, current income rate and effective date; and shall include estimates for each income recipient in the household.

B. The income of irregular workers will be estimated on the basis of the best information available, considering earning ability and work history.

C. When an applicant reports zero income, Staff will request a household budget or statement of financial responsibility from the applicant. Investigations will include ordering a credit report on the applicant.

D. Overtime income will be computed in accordance with verification obtained on the Employment Verification form from the employer unless the applicant is able to provide other reliable or accurate information.

General Project Information

Project Name

Oak Hill

Project Address

Sir Francis Drake Boulevard
Unincorporated, California, 94964

Assessor's Parcel Number (APN)

018-152-12

Funding Requests

Which funding source(s) are you seeking for this project? Please refer to the NOFA for a description of each funding source and eligible project types. Those applying for HOME-ARP funds are highly encouraged to apply for HTF/PLHA funds as well.

HTF/PLHA

HOME-ARP

HTF/PLHA Amount Requested

\$1,500,000

HOME-ARP Amount Requested

\$1,500,000

CDBG/HOME-ARP applicants only: Is this project located in a Special Flood Hazard Area, and therefore requires flood insurance?

No

Project Details

Scope of Work: Describe the proposed project, including details such as property characteristics, proposed use of funds, and number of housing units involved. Explain how the project will benefit the community.

Oak Hill Apartments will be comprised of two affordable residential communities of equal size—115 apartments developed by Eden Housing targeted toward lower income families, and 135 apartments to be built by Education Housing Partners (EHP) for income qualifying teachers and staff of local school districts and county employees. This application is for funding for the Eden Housing/Lower Income portion of the Oak Hill Apartments (Oak Hill Eden). Oak Hill Eden will offer studios, one, two and three-bedroom for-rent apartment homes targeting families. Oak Hill Eden will share common infrastructure with the educator housing component, including some amenity areas and a parking structure. The preliminary design concept responds to the environment by gently terracing homes to maximize Bay and hillside views. The community will feature sustainable design, drought-tolerant landscaping, and high-quality finishes. Amenities will include a community room, computer lab, bike parking, as well as outdoor areas for socializing, playing, and reflecting.

The Design

The project will be spread between two buildings. One building will have the 4-story parking garage and

the EHP units above it. The portion of this building used by Oak Hill Eden will be Type I-A construction. All of the units and most of the amenities for Oak Hill Eden will be in a single building with five levels of units in a single phase. This building will be slab on grade Type III-A construction. This E shaped buildings will include office space for management and resident services as well as an array of amenities spaces, including a fitness center, community room, computer lab, and community kitchen. This will include 115 residential units, which is inclusive of 2, 2-bedroom managers units. The exterior will be designed to take advantage of the terrain and views. Outdoor amenities will playgrounds, planters, BBQ & Dining Areas, a dog run, and a rooftop terrace.

Services and Community Space

Two of the units will be set aside for live-in management staff so the property is well managed every day and night. The ground level of the building includes two property management offices for the full-time property manager, as well as two offices space for resident and supportive services staff who will provide a myriad of services – such as health and wellness, career, education, and financial literacy programming – to help ensure our residents succeed in their new homes.

The ground level also contains a community room that opens onto a landscaped patio, a computer room, laundry facilities, and secure bicycle parking rooms with a space for every unit. Parking will be provided in an on-site garage with for at least one car per unit. All floors including the parking garage are elevator accessible.

Neighborhood

The site is in Unincorporated Marin, in the sphere of influence of the City of Larkspur. It is along Sir Frances Drake Blvd between the housing community of Drakes Cove and the San Quentin State Prison. The site is walking distance to shopping at the Marin Country Mart and many transit centers, including the Larkspur Ferry Terminal.

Describe the property’s history leading up to this request. Include when the organization acquired/will acquire the property, any previous requests for County funding, attempts to secure other financing, etc.

The total site is 8.3 acres, with Oak Hill Eden comprising 4.1 acres of the site. The site is currently owned by the State of California and managed by the Department of Corrections and Rehabilitation (CDCR). The site used to be used as the CDCR gun range but is currently unused with the exception of a small portion of the site, which has a sewer treatment facility.

Eden maintain site control through a lease option agreement with the State of California. Eden was awarded the right to develop this site through a Request for Proposal process through the State. This project has received \$600,000 in predevelopment funding through the Marin County Foundation. The project has applied for county funding through the Local Government Matching Grant. It also submitted a placeholder application to the California Debt Limit Allocation Committee in December 2022.

Describe any nearby amenities, such as parks, public transportation, grocery stores, health care facilities, schools, childcare, libraries, parks/open space, etc. that residents of the project are/would be able to use.

The site is less than 0.5 miles from the Larkspur Ferry Terminal, which provides direct service to San Francisco and access to busses throughout Marin and the Bay Area. The development is less than .5 miles from Marin Country Mart, which provides a variety of food and shopping opportunities. A park, a medical clinic, and bike path are all within a mile of the project.

Select the known environmental issues of the proposed project site, and/or adjacent properties if relevant.

Phase I/II site assessment results

Potential hazards

Environmentally sensitive area or species

Sloping

Easements or encroachments

Notes or clarifying information on environmental issues:

The project has published a draft Environmental Impact Report which has studied all potential impacts from the project and found no significant impact in any of the above areas. The potential hazard on the site is lead from its history as a gun range. The state has promised to remediate all potential lead on the site.

Have you begun any state or federal environmental review procedures for the proposed project?

Yes

Who is the staff member that will supervise and manage the proposed project? Describe their past experience with project management.

Teddy Newmyer is the project manager for this project. He is an Associate Director of Real Estate Development with Een housing and has worked in affordable housing development for over 6 years, including on projects that utilized HOME & CDBG funding. Teddy has worked on Oak Hill Apartments beginning when Eden was going through the RFP process with the State of California. Teddy has experience managing and overseeing several other affordable housing developments through all stages of the development process including acquisition, entitlements, design, financing, construction, and leasing.

Tim Gorman has 1 year of experience managing the development of low-income housing. He has led two rehab projects and has supported Eden Staff on New Constuction Projects at different stages of development from pre-dev to placed-in-service. He has applied for and executed disbursement compliance for CDBG Funding, HOME-ARP funding, LIHTC, and local grant funding through bay area municipalities.

Will the project involve hiring an external property management company?

No

If awarded funding, you will need to draft and submit an Affirmative Marketing Plan for this project. The plan would describe how you will market the project to different groups of people based on protected characteristics such as race, color, national origin, religion, sex (including sexual orientation and gender identity), familial status, and disability. Please refer to the Affirmative Marketing tab of the [Federal Grants website](#) for more information.

Describe any prior experience with affirmative marketing or similar initiatives.

All 170+ properties that Eden owns have an affirmative marketing plan in place, whether their funding requires it or not. Affirmatively marketing our projects is an important part of the Eden mission, and we have dedicated staff in-house who create these plans. The plan for Oak Hill will lay out outbound and inbound marketing strategies, demographics to target, and metrics for measuring the success of our plan.

All projects funded by HUD programs must Affirmatively Further Fair Housing. This is defined as combating housing discrimination and taking meaningful actions to overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to housing opportunities based on protected characteristics: race, color, national origin, religion, sex (including sexual orientation and gender identity), familial status, and disability.

CDBG/HOME-ARP applicants only: How will this project Affirmatively Further Fair Housing?

Oak Hill Eden will follow an Affirmative Fair Housing Marketing Plan that will outline key steps and metrics for marketing to underrepresented populations. We will specifically target the populations identified as “least likely to apply” for this housing. The property will be marketed to these populations by the Property Manager, Property Supervisor, and Compliance Manager. After we receive applications

for the waiting list we will determine success based on the number of applicants who meet our "least likely" to apply criteria by the time we close the list. If a mix of the "least likely" to apply groups are not applying, We will revise our marketing plan to actively target and outreach to those under-represented groups.

Describe any past community engagement activities for this project, and future plans for community engagement.

Eden Housing, Inc. through Town Hall Public Relations has been in contact with many community organizations, public officials, neighbors and governmental bodies through the initial stages of development. We have had conversations with the neighbors on both sides of the project, California Department of Corrections and Rehabilitation to the east, and the Drake’s Cove Home Owner’s Association to the west.

Through the CEQA Process this project has had multiple public meetings to hear and respond to local resident’s concerns and support for this project. The project help a scoping meeting for the Environmental Impact Report (EIR) on April 11, 2022 and a public meeting on the draft EIR on March 16, 2023. The project also hosted two town hall meetings to solicit local input on the project, the first on October 28, 2021 and the second on October November 30, 2022.

Along with these meetings to engage local residents, project staff have met with multiple community organizations to solicit feedback on the project. To date the project staff has met with Marin Environmental Housing Collaborative, Southern Marin Fire Protection District, Marin County Office of Education, Greenbelt Alliance, Marin Organizing Committee, Canal Alliance, Marin Promise, Housing Crisis Action, and the League of Women Voters.

Demographics and Unit Information

In the table below, enter the existing or anticipated number of units based on income level and bedroom count. Refer to the [Current Marin County Income Limits](#) to determine income level.

Anticipated Unit Count by Bedrooms and Income Level

	Extremely Low	Very Low	Low	Moderate	Market Rate	TOTAL UNITS
Studio	5	17	6			28
1 bed	5	17	4			26
2 bed	4	18	7			29
3 bed	4	18	8			30
4 bed						0
Other						0
TOTAL UNITS	18	70	25	0	0	113

Notes or clarifying information on the unit count:

There are two manager’s units.

In the table below, enter the demographics of the people who live (or will live) in the proposed housing project. If unknown, use the demographics of households within similar existing Marin complexes as the proposed project, within the organization’s purview. Specify the number of Hispanic/Latino residents in its stand-alone column. The “Total” column must include the number of Hispanic/Latino residents as part of the sum.

Are these numbers specific to the proposed project, or to a similar existing Marin complex?

Similar existing Marin complex

Demographic Information

	Total Number of Persons	Persons Identifying as Hispanic/Latino
White	196	37
Black/African American	25	6
Asian	87	20
American Indian/Alaskan Native	3	1
Native Hawaiian/Other Pacific Islander	3	1
American Indian/Alaskan Native & White		
Asian & White		
Black/African American & White		
American Indian/Alaskan Native & Black.African American		
Other Multi-Racial	60	14
Other/Not Disclosed		
TOTAL (Unduplicated)	374	79

Fill in a number for each of the fields below. For new construction, or if you are unsure, please put 0.

Families

0

Female-headed households

0

Households that include person(s) with a disability

0

Project Planning

Select the current phase of the proposed project.

Cost Estimate

Describe the project timeline and specify a real or estimated completion date for each milestone below. Add/explain any additional milestones as needed.

For acquisition projects:

For new construction and/or rehabilitation projects:

Define scope of work/finish design

Thursday, June 1, 2023

Complete planning and environmental review

Thursday, June 1, 2023

Release bid package

Monday, January 1, 2024

Select contractor

Friday, March 1, 2024

Finalize contract

Friday, November 1, 2024

Obtain building permits

Saturday, June 1, 2024

Start construction

Sunday, December 1, 2024

Complete construction

Thursday, July 1, 2027

CDBG/HOME-ARP applicants only: Describe any flexibility regarding your project's start/completion date.

The project schedule is mainly driven by 2 factors: 1) CEQA & Entitlements and 2) Securing Funding. We have recently published a focused EIR to meet the CEQA requirements. Concurrently with the EIR process, we will begin applying for financing through HCD and other sources. Our current schedule can be adjusted should funding not be secured in the initial rounds of application.

Will you be seeking Project Based Section 8 Vouchers for this project?

No

Please be aware that if Project Based Section 8 Vouchers (PBV) are committed to the project, the environmental review process and subsidy layering must be completed before the acquisition is complete or construction commences. Actions taken prior to PBV being committed are not subject to this requirement.

Describe the type of site control that your organization has for the proposed property. If this request includes funds for acquisition, summarize the acquisition terms, price, contingencies, and conditions.

Describe the type of site control that your organization has for the proposed property. If this request includes funds for acquisition, summarize the acquisition terms, price, contingencies, and conditions.

Please describe in detail the entitlements and permits that will be required, and those already obtained. For example, Design Review, Master Plan, Zone Change, General Plan Change, Coastal Permit, etc.

Due to the State's ownership of the site, the State will be the lead agency on entitlements, CEQA, and permitting. The Department of General Services (DGS) will be the lead agency on most of these processes with help from Housing and Community Development (HCD). Entitlements will be granted by

the state once our CEQA process is complete. This process is being overseen by the Environmental Services Unit of HCD. Plan Check and Permitting will be overseen by the Project Management and Development Branch (PMDB) of DGS.

Describe any contact with the planning staff at the relevant government jurisdiction, and any specific feedback they provided.

The State of California has sovereignty over this site and will be controlling all entitlements through the Department of General Services (DGS). We are working with DGS closely as we design this project and taking their input into account through the schematic design and design development phases of this process.

Identify all applicable accessibility laws and specific accessibility requirements that must be met in the design of the proposed project.

The Oak Hill Project will be funded with the support of the California Tax Credit Allocation Commuities (TCAC) and Housing and Community Development (HCD). The California Tax Credit Allocation Committee requires the following design standards, which we intend to meet. "All new construction projects must provide a minimum of fifteen percent (15%) of the Low Income Units with mobility features, as defined in CBC 11B 809.2 through 11B 809.4, and a minimum of ten percent (10%) of the Low Income Units with communications features, as defined in CBC 11B 809.5. These units shall, to the maximum extent feasible and subject to reasonable health and safety requirements, be distributed throughout the project consistent with 24 CFR Section 8.26."

HCD also has design standards which we intend to meet. The building standards are published in the California Code of Regulations, Title 24, known as the California Building Standards Code. This code includes a requirement to meet Americans With Disabilities Act design standards.

Financing Plan

What is the status of all proposed project funding sources as of the date of this application?

1 Tax-Exempt Construction Loan \$59,156,177 Committed

The applicant has received a commitment for a tax-exempt construction loan in the amount shown above from JP Morgan Chase Bank.

2 Taxable Construction Loan \$29,235,237 Committed

The applicant has received a commitment for a taxable construction loan in the amount shown above from JP Morgan Chase Bank.

3 County of Marin \$1,000,000 Committed

The Applicant has received a commitment from the County of Marin in the amount shown above for this development. The loan has the following terms: 3% simple interest, residual receipts for 55 years.

4 Marin Community Foundation \$600,000 Committed

The Applicant has received a commitment from the Marin Community Foundation in the amount shown above for this development.

5 Land Donation \$8,625,000 Committed

The applicant has received a commitment from the State of California to donate the land.

6 Net Syndication Proceeds \$4,896,409

The project is expected to receive net equity pay-ins from the investor limited partner during construction in the amount shown above.

7 County of Marin CDBG 476,896 Committed

8 County Home-ARP \$1,500,000 This Application

9 County PLHA \$1,500,000 This Application

II. Permanent Financing

1 Tax-Exempt Perm Loan \$8,642,000 Committed

The applicant has received a commitment for a tax-exempt permanent loan in the amount shown above from JP Morgan Chase Bank.

2 HCD - MHP \$34,263,019 Application to Be Submitted in June 2023

The applicant has applied for an MHP award in the amount shown above through the 2023 SuperNOFA

process.

3 HCD - LGMG \$5,000,000 Application to Be Submitted in June 2023

The applicant intends to apply to HCD for LGMG funds in 2023 in the amount shown above. This award would be a 55 year term loan with a 3% interest rate

4 Deferred Developer Fee \$1,300,000 Committed

The applicant anticipates deferring a portion of the developer fee in the above amount.

5 GP Equity \$3,500,000 Committed

The GP anticipates contributing equity to the project in the above amount.

6 Net Syndication Proceeds \$48,964,094

The project is expected to receive net equity pay-ins from the investor limited partner in the amount shown above.

7 County of Marin \$1,000,000 Committed

The Applicant has received a commitment from the County of Marin in the amount shown above for this development. The loan has the following terms: 3% simple interest, residual receipts for 55 years.

8 Marin Community Foundation \$600,000 Committed

The Applicant has received a commitment from the Marin Community Foundation in the amount shown above for this development.

9 Land Donation \$8,625,000 Committed

The applicant has received a commitment from the State of California to donate the land.

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11 County Home-ARP \$1,500,000 This Application

12 County PLHA \$1,500,000 This Application

What is the timing and likelihood for obtaining commitments of anticipated funding sources?

The HCD MHP award of \$34,263,019 through the Super NOFA process was recently denied due to a lack of entitlements on the project. The project anticipates applying again in Summer 2023 once CEQA is complete and we receive full readiness-to-proceed points on our application. With these points our application would have been awarded in the last round, and we anticipate that our stronger application in 2023 will allow us to receive our full ask.

Oak Hill will apply for the Local Government Matching Grant funding once the rest of its local funding has been secured. Since that funding is reserved for excess site projects there is a high likelihood that Oak Hill will be awarded its full ask.

In the event that any funding sources are not obtained or are committed at lower levels than requested, what alternatives will be pursued?

A big point of flexibility in Oak Hill's budgeted sources of funds are the Local Government Matching Grant funds through California's HCD. These funds are designated for excess sites identified as a part of Gavin Newsome's Executive Order N-06-19 including the Oak Hill project. This funding source will match certain local government funding that the project receives, so the local funding like this Marin County NOFA can be worth twice as much if awarded. As our sources of local funding continue to grow this pool of state funding will grow and allow us to fill any potential gaps in our pro forma.

For each item in your project budget, to be attached to this application, please explain how the budgeted amount was derived, whether costs are estimated or bid, and any other relevant information that justifies the budgeted expense (e.g., cost per square foot, percentage of other costs, estimated number of work hours).

For explanations see sources and Uses tab of attached excel spreadsheet.

Is your organization receiving any other Marin County funding for this project?

Yes

Please describe. Include a brief overview of the goals and accomplishments achieved through this funding.

On May 24, 2022 the Marin County Board of Supervisors awarded this project a loan of \$1,000,000 from

the county's Affordable Housing Fund for affordable housing predevelopment. These funds will be integral to the predevelopment schematics, entitlements, and design. On April 14, 2022 the Marin County Board of Supervisors awarded Oak Hill \$476,896 of Community Development Block Grant (CDBG) funding. These funds are going to contribute to site improvements and infrastructure to serve this development.

Does your organization have unspent funds that were previously awarded by the County (for any project)?

Yes

What is your timeline for expending the fund balance?

Eden Housing owns a project at 3301 Kerner Boulevard in San Rafael that has an outstanding loan with the county. The project plans to draw down on the majority of the loan at closing just a few weeks after the date of this application. Some funds cannot be drawn down at closing due to a lagging standard agreement from HCD, so those remaining funds will be drawn down with the first construction draw.

The Vivalon Healthy Aging Campus at 999 3rd Street in San Rafael has spent \$709,084 of the \$730,211 Marin County HOME Loan it received. The project will spend the balance before construction completion later this year.

The adaptive reuse project at the former US Coast Guard housing facility in Point Reyes Station was recently awarded a loan of \$714,250 in PLHA funds from Marin County. The project has not yet received the funds due to a lagging standard agreement from HCD. If the project can access this funding from predevelopment then it will be spent within the next two years. If not, the funds will go toward the construction proposed to begin at the end of 2025.

CDBG/HOME-ARP applicants only: Describe your organization's experience with administering federal grant programs. What experience do you have with Davis-Bacon prevailing wage and procurement requirements?


The majority of Eden Housing projects receive some funding that triggers either State or Federal Prevailing wage requirements. Eden Housing is experienced with State and Federal prevailing wage requirements and will have no problem remaining compliant with all requirements. Since the Oak Hill Project will be triggering Davis Bacon it will engage a Davis Bacon Prevailing wage monitor to ensure compliance and engage a contractor with experience in prevailing wage jobs who can meet all the requirements of Davis Bacon.


Describe your ability to complete financing for this project with a subset of units deed restricted at 30% of the Area Median Income (AMI). How many units can your project support at 30% AMI?

Our budget currently supports 18 units at 30% AMI out of a total of 113 income-restricted units.

Attachments

Please closely review the Notice of Funding Availability (NOFA) for instructions on which documents you must attach. The County requires specific attachments for each funding type (HTF/PLHA, HOME-ARP, CDBG Housing). Please label your attachments in this manner: "2023-24 [Document Name] for [Organization Name]- [Project Name]."

 2023-2024 Board for Eden - O...pdf

 2023-2024 FS (19-20) for Ede...pdf



2023-2024 FS (20-21) for Ede...pdf



2023-2024 IRS Exempt for Ed... .pdf



2023-24 Excel Spreadsheet E... .xlsx



2023-24 High Level Budget E... .pdf



2023-24 Lease Option Agree... .pdf

Certification

Please review your responses above for accuracy.

Name of Person Completing this Application

Tim Gorman

Title of Person Completing this Application

Project Developer

By checking this box,

I hereby certify that the information in this application is true and accurate to the best of my knowledge.

2023-24 Super-NOFA Application for Affordable Housing Funds

Marin County Housing & Federal Grants Division

This application is for affordable housing developers in Marin County, California who would like to apply for multiple state, local, and federal funding sources simultaneously. Please refer to the Notice of Funding Availability (NOFA) released on February 6, 2023 for detailed information about qualifications and application requirements.

The following grant sources and amounts are available through this application:

1. **Marin County Affordable Housing Fund (HTF) and State Permanent Local Housing Allocation (PLHA)** - \$2.3 million
2. **Federal HOME-ARP** - \$2.4 million
3. **Federal CDBG Housing** - \$600 thousand

Applicant Information

Organization Name

Eden Housing Inc.

Website URL

<https://edenhousing.org/>

DUNS

058211947

Mailing Address

22645 Grand St.
Hayward, California, 94541

Project Contact Name

Sarah Allen

Title

Project Developer

Email Address

sarah.allen@edenhousing.org

Phone Number

(510) 305-6785

Executive Director Name

Linda Mandolini

Executive Director Email Address

lmandolini@edenhousing.org

Is there a co-applicant organization?

No

Briefly describe your organization, including mission, programs, staff experience, and number of clients served. Describe the co-applicant organization, if applicable.

Eden Housing is one of the oldest and most experienced affordable housing non-profit organizations in California. Since our inception in 1968, Eden has worked in partnership with cities and local community partners to develop, acquire, or rehabilitate more than 11,937 affordable homes throughout California, and currently provides homes to a diverse population of more than 22,000 lower-income residents. The mission of Eden is to build and maintain high-quality, well-managed, service-enriched affordable housing for lower-income families, seniors, and persons with disabilities.

Our team tailors each development to the local community, which is why we are working in partnership with the Community Land Trust of West Marin on the Coast Guard project. For this application Eden is the sole applicant.

Eden works in 15 counties, including Marin County, where we own and operate The Fireside and Warner Creek. As a mission-driven non-profit, we serve low-income families, seniors, and people living with disabilities. Eden's work goes beyond building high quality buildings, as we strive to create strong communities for the residents who live in our housing and a permanently affordable, high-quality asset for the cities we partner with. Our vision is for everyone to have access to safe, decent, affordable housing. Eden Housing creates and sustains high-quality affordable housing communities that advance equity and opportunity for all.

The seventeen directors of Eden's Board of Directors represent a range of industries related to Eden's work, including service provision, real estate, banking, and housing policy. Eden is in strong financial standing.

Have there been any recent or upcoming leadership transitions?

Chief Operating Officer, Oyeshola ("Shola") Olatoye joined Eden in October of 2022. Shola previously served as director of Housing and Community Development for the City of Oakland. Under her leadership, Oakland's City Council approved HCD's two-year Strategic Action Plan, which focused the department's resources on protecting, preserving and producing affordable housing. During her tenure, the City of Oakland won six state Homekey awards resulting in more than 400 new permanent deeply affordable units. Shola also launched the city's federal \$48M Emergency Rental Assistance program and served more than 3,000 Oaklanders who needed immediate rent relief. She also secured the department's research relationship with Stanford University's Impact Lab, resulting in new \$50K impact grant to develop new technology for residents to access affordable rental housing.

A nationally recognized housing leader, Shola has also held executive and senior-level posts at Suffolk Construction, Enterprise Community Partners, HSBC Bank, and HR&A Advisors. In 2014, Mayor Bill de Blasio appointed her as Chair and CEO of the New York City Housing Authority, a role she held for four years. She conducts frequent speaking engagements, including as a panelist at Harvard's T.H. Chan School of Public Health, and was selected as one of four national Fellows for the UC Berkeley Turner Center for Housing Innovation in June 2021.

Shola is responsible for oversight of Property Operations (property management and resident services), Human Resources and Talent Development, and Business Technology.

Have there been any recent expansions or cutbacks in activities and/or budget? If so, please explain.

Eden Housing published a new Strategic Plan in 2020 that aims at the creation of 10,000 new homes in the next ten years. The four pillars of this strategic plan are:

1. Significantly increase housing for low-income Californians

2. Support the stability and economic mobility of residents
3. Embed commitment to racial, social and economic justice in all of our work
4. Invest in key infrastructure to increase organizational agility and readiness for scale

As a part of its growth goals Eden plans to expand from a robust Northern California pipeline to a statewide development platform with the capacity to create more homes in high need communities.

If applicable, what is the organization's standing with licensing or other accreditation authorities?

Eden and related organizations are in compliance and good standing with any and all applicable licensing requirements.

How does your organization verify client income?

In general, Eden Housing uses the following procedure for determining resident eligibility and for certifying household income: (1) Each prospective resident shall complete an application form and return it to the Property Manager with signed permission for third party verification of income; (2) When an applicant's name nears the top of the waiting list, pertinent information will be confirmed as current and third-party verification letters are sent; (3) The manager shall conduct a personal interview with all members of the prospective household; (4) Third party verification forms will be used to compute income eligibility and a determination will be made concerning applicant household's ability to live harmoniously within the Project community; and (5) Previous landlord verification, credit checks, criminal checks and sex offender checks will be performed. Written notice will be sent advising applicants of their final eligibility status. These procedures may be revised for any units subject to Housing First policies.

General Project Information

Project Name

Pt. Reyes Coast Guard

Project Address

1000 Commodore Webster Dr.
Pt. Reyes Station, California, 94956

Assessor's Parcel Number (APN)

119-240-73 and 119-236-10

Funding Requests

Which funding source(s) are you seeking for this project? Please refer to the NOFA for a description of each funding source and eligible project types. Those applying for HOME-ARP funds are highly encouraged to apply for HTF/PLHA funds as well.

HTF/PLHA

HOME-ARP

CDBG Housing

HTF/PLHA Amount Requested

2,300,000

HOME-ARP Amount Requested

\$2,400,000

CDBG Housing Amount Requested

\$600,000

CDBG/HOME-ARP applicants only: Is this project located in a Special Flood Hazard Area, and therefore requires flood insurance?

No

Project Details

Scope of Work: Describe the proposed project, including details such as property characteristics, proposed use of funds, and number of housing units involved. Explain how the project will benefit the community.

The project will rehabilitate existing housing at the former Coast Guard housing site in Point Reyes Station. The project consists of 54 units of affordable rental housing and resident amenities including:

Family housing: 36 townhomes will undergo seismic improvements, conversion to all electric appliances and systems, kitchen upgrades, new building envelope and reframing as needed where there is water infiltration, and new flooring. Three townhomes will be converted to ADA mobility accessible. Three additional family homes will be developed by adaptive reuse of a former office and workshop space.

Senior apartments: The barracks building will be adapted into 15 one-bedroom units via substantial rehabilitation of the building envelope and foundation. Three of the units will be ADA mobility accessible. The building will be converted to all electric, and an elevator will be added on the exterior of the existing building. The units will be accessed via exterior doors, with walkways circumventing the building from the elevator to provide access to the apartment entrances. There also will be a utility room, lounge, laundry, and janitorial spaces added to the building.

Management and Resident Services: The former galley will be reconfigured and enlarged. It will include a community room of approximately 1,100 sf. Adjacent to the community room will be a small kitchen, storage, restrooms, and a library/computer room. The property management office, resident services offices, maintenance and janitorial offices are also located here.

Wastewater Treatment and Site Work: a new wastewater treatment facility and dispersal system will be developed on site, and the site infrastructure will be substantially improved.

This development will provide much needed affordable housing to this rural coastal area where housing costs are very high. The project will directly benefit the community given a portion of the units will serve agricultural workers, something outlined as a priority in the Marin County Housing Element. In addition, the project will also benefit the community through environmental enhancement. The site contains 32 acres, of which 22 acres will remain open space. Utilizing the recycled water to irrigate site landscaping will also help maintain healthy habitats. Removal of non-native trees and invasive species, revegetating with native species, treating run-off, developing bioswales and retention basins, improve drainage structures, replace hardscape with permeable surfaces where possible, maintain setbacks from sensitive areas and riparian zones, erosion control, designated pathways, planting, irrigation, mulch, and gravel work and are included in this scope of work. Ensuring natural habitat and water quality is important given adjacent 24-mile long Lagunitas creek supports a significant population of Central California Coast Coho Salmon. This endangered species (listed at both the state and federal level) helps to protect the redwood ecosystem in the area which in turn helps sequester carbon and temper climate change. The site contains purple needle grass and various other native species which will also be preserved to promote and maintain important natural habitat.

Describe the property's history leading up to this request. Include when the organization acquired/will acquire the property, any previous requests for County funding, attempts to secure other financing, etc.

The former Pt. Reyes Station Coast Guard housing site is a 32.57 acre site located at 100 Commodore

Webster Drive, Point Reyes Station, and is made up of 5 contiguous parcels. Previously used by the US Coast Guard to house personnel and their families stationed in Point Reyes, the site was vacated in 2015 by the US Coast Guard. The community of Point Reyes Station and West Marin lobbied at the County, State and Federal level to enable the County to purchase the site for the benefit of West Marin. In 2019 the County acquired the site from the US government, and released a Request for Proposal for a developer to redevelop the site as affordable housing. The site consists of 36 townhouses, a barrack building with 24 rooms, and ancillary buildings, all built in 1974. Even though some of the buildings onsite were rehabbed as recent as 2014, a substantial rehabilitation of all buildings will be needed to ensure that all of the housing units and site infrastructure is up to code. Additionally, a wastewater treatment facility must be developed to serve the site.

The housing project is anticipated to be funded with 9% low-income housing tax credits allocated by the California Debt Limit Allocation Committee, Multifamily Housing Program subsidized loans from California Department of Housing and Community Development, project-based Section 8 vouchers from the Housing Authority of the County of Marin if available, a new subsidy loan from the County of Marin, and philanthropic funding.

A previous funding request for CDBG funds was contemplated; however, withdrawn given the location of some of the development within the FEMA floodplain. Subsequent to that a Letter of Map Amendment (LOMA) has been requested through FEMA based on an actual evaluation of topography rather than a generalized map. The review of the request is anticipated to take 60 days. The formal application that was submitted has been included as an attachment to this funding application request.

Describe any nearby amenities, such as parks, public transportation, grocery stores, health care facilities, schools, childcare, libraries, parks/open space, etc. that residents of the project are/would be able to use.

The project site is located with ½ mile of many amenities such as a grocery store (Palace Market), a bus stop service by Marin Transit (Stop ID: 40807), a medical clinic (West Marin Medical Center), a school (West Marin Elementary School), a public library (Point Reyes Station Library), and adjacent to open spaces within the Golden Gate National Recreation Area.

Select the known environmental issues of the proposed project site, and/or adjacent properties if relevant.

Flood zone

Environmentally sensitive area or species

Notes or clarifying information on environmental issues:

The site is adjacent to Lagunitas creek and does show partially in the floodplain; however, a Letter of Map Amendment has been submitted to FEMA in order adjust the floodplain boundary to reflect in-field conditions. The application submitted has been included as an attachment and the process is expected to take approximately 60 days. The development is outside the ESHA buffers with the exception of some in kind maintenance and repair for small portions of two buildings.

Have you begun any state or federal environmental review procedures for the proposed project?

No

What is the anticipated timeline for the environmental review(s)?

The project is expected to complete CEQA review no later than June 2024. The project will take all necessary mitigations as required by CEQA. If awarded federal funds including CDBG and/or Section 8, a NEPA will also be performed.

Who is the staff member that will supervise and manage the proposed project? Describe their past experience with project management.

Prior to joining Eden Sarah Allen worked in local government as a planner for 14 years, most recently

having been the Assistant Planning Director for the City of Lafayette, CA overseeing the General Plan Update and specifically the Housing Element Update. Sarah has been with Eden as a Project Developer for one year and currently manages and maintains three projects for Eden totaling over 200 units. Sarah is the primary staff member that will supervise and manage the project, but is supported by both Matt Schreiber and Kevin Leichner.

Matt Schreiber is an Associate Director of Development and has been with Eden for over 3 years and has almost 8 years of affordable housing and real estate financial analysis experience in various capacities. He is project lead on several complex developments including acquisition/rehab, adaptive reuse and new construction projects. His efforts as a project developer have resulted in bringing over 450 new and renovated affordable homes to the Bay Area.

Sarah and Matt are supervised by Kevin Leichner, Vice President of Real Estate Development, who has more than 14 years of affordable housing development experience in California. Kevin has extensive project management experience, and currently oversees a new construction pipeline of more than 1,000 units, after completing the resyndication and rehabilitation of more than 2,500 units over the past seven years. Kevin has more than twenty years of public-private partnership planning, adaptive reuse of historic structures, and redevelopment experience, including work on reusing historic structures at Alcatraz Island, Fort Baker, and The Presidio.

Stacey Laumann is the primary project manager for CLAM, the JV partner to Eden on the project. Ms. Laumann has served CLAM since 2017. As Deputy Director, she leads new property acquisition, project development and provides asset management of CLAM's existing portfolio. Prior to joining CLAM, Ms. Laumann was a project manager at Habitat for Humanity Greater San Francisco. From 2006-2013, Ms. Laumann was a Planner in the affordable housing division at the Marin County Community Development Agency.

Will the project involve hiring an external property management company?

No

If awarded funding, you will need to draft and submit an Affirmative Marketing Plan for this project. The plan would describe how you will market the project to different groups of people based on protected characteristics such as race, color, national origin, religion, sex (including sexual orientation and gender identity), familial status, and disability. Please refer to the Affirmative Marketing tab of the [Federal Grants website](#) for more information.

Describe any prior experience with affirmative marketing or similar initiatives.

Eden implements affirmative marketing at all properties. The racial and ethnic diversity of Marin's population is low but is increasing. In 1990, 88.9% of the population was white and 11.1% was African-American, Asian, Pacific Islander, or of other races. People of Hispanic origin (who may be of any racial group) made up of 7.4% of the population. According to the 2000 Census, the white population was 84%, the non-white population increased to 16%, and the Hispanic population was 11.1%. In 2010, the white population was 80%, the nonwhite population increased to 20% and the Hispanic population to 15.5%. Most recently in 2020, the Census reports the white population as 68.4%, non-white at 31.6%, and Hispanic population as 18.9%.

Based on Eden's and CLAM's track record and experience in affirmative outreach and marketing, the development will have a resident population that is more ethnically and racially diverse than the populations Point Reyes Station and Marin County. Eden is confident that the diversity of our resident population will allow us to capture a significant minority market for the development.

All projects funded by HUD programs must Affirmatively Further Fair Housing. This is defined as combating housing discrimination and taking meaningful actions to overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to housing opportunities based on protected characteristics: race, color, national origin, religion, sex (including sexual orientation and gender identity), familial status, and disability.

CDBG/HOME-ARP applicants only: How will this project Affirmatively Further Fair Housing?

Due to the comprehensive racial and ethnic diversity of the population already served by Eden Housing (and our partner, the Community Land Trust of West Marin), this project is uniquely positioned to attract substantial numbers of racial and ethnic minority applicants, thereby resulting in a diverse resident population. To actively foster inclusive communities, Eden will market the development to racial and ethnic minority groups by working closely with (our development partners) and local community groups that serve minority populations. Eden's dedication in using Affirmative Fair Housing marketing practices will ensure that all affirmative fair housing requirements set by the County of Marin, and by the HOME and CDBG program are met or exceeded.

Describe any past community engagement activities for this project, and future plans for community engagement.

The community advocated for the County of Marin to acquire the site and have been very involved and interested in seeing the project move forward. To further gain community support and input, Eden and CLAM hosted a series of bilingual community design meetings on site and Zoom that have been very positively received by the community.

A Spanish-language orientation, was held on June 27th, 2021 where information about the project and the planning process was shared.

A bilingual (Neighborhood Design 1) meeting, held on July 18th 2022, oriented the community to the site via tours and a presentation where information about the project and the current status was provided to the community. There was a Zoom meeting with the same content held on July 20th (Neighborhood Design 1b) for community members that were unable to join the on-site meeting. The next meeting held on July 25th 2022 (Neighborhood Design 2), included small focus groups where community members got the opportunity to choose a topic area to discuss and provide feedback. The three focus groups were Resident Experience, Community Connection, and Sustainability and Ecology. In the final meeting, held on August 14th (Neighborhood Design 3), Eden and CLAM's design team reported back on the feedback and comments received in the second meeting, and also included focus groups to review the plans and provide input on specific questions and areas that the design team wanted further input and feedback.

Eden and CLAM hosted an interactive website, coastguardhousing.com, where information about the project is provided and there also are prompts for additional community input and comments.

Demographics and Unit Information

In the table below, enter the existing or anticipated number of units based on income level and bedroom count. Refer to the [Current Marin County Income Limits](#) to determine income level.

Anticipated Unit Count by Bedrooms and Income Level

	Extremely Low	Very Low	Low	Moderate	Market Rate	TOTAL UNITS
Studio						0
1 bed	2	13				15
2 bed	1	3				4
3 bed	5	14	8			27
4 bed	1	5	1			7
Other						0
TOTAL UNITS	9	35	9	0	0	53

Notes or clarifying information on the unit count:

One 2-bed manager unit is not included in the above calculation there are 54 units total.

In the table below, enter the demographics of the people who live (or will live) in the proposed housing project. If unknown, use the demographics of households within similar existing Marin complexes as the proposed project, within the organization’s purview. Specify the number of Hispanic/Latino residents in its stand-alone column. The “Total” column must include the number of Hispanic/Latino residents as part of the sum.

Are these numbers specific to the proposed project, or to a similar existing Marin complex?

Similar existing Marin complex

Demographic Information

	Total Number of Persons	Persons Identifying as Hispanic/Latino
White	77	
Black/African American	8	
Asian	15	
American Indian/Alaskan Native		
Native Hawaiian/Other Pacific Islander		
American Indian/Alaskan Native & White		
Asian & White		
Black/African American & White		
American Indian/Alaskan Native & Black.African American		
Other Multi-Racial		
Other/Not Disclosed	8	8
TOTAL (Unduplicated)	108	8

Fill in a number for each of the fields below. For new construction, or if you are unsure, please put 0.

Families

38

Female-headed households

0

Households that include person(s) with a disability

0

Notes or clarifying information on demographics:

These are primarily existing units being rehabilitation, but there are some newly constructed. Many of the units are for large family. 15 of the units will be for seniors which will have ADA compliance

facilities. Several of the townhome style units will be upgraded to provide for ADA accessibility.

Project Planning

Select the current phase of the proposed project.

Predevelopment

Describe the project timeline and specify a real or estimated completion date for each milestone below. Add/explain any additional milestones as needed.

For acquisition projects:

For new construction and/or rehabilitation projects:

Define scope of work/finish design

Monday, March 20, 2023

Complete planning and environmental review

Saturday, December 23, 2023

Release bid package

Thursday, August 1, 2024

Select contractor

Saturday, February 1, 2025

Finalize contract

Friday, August 1, 2025

Obtain building permits

Monday, September 1, 2025

Start construction

Wednesday, October 1, 2025

Complete construction

Thursday, April 1, 2027

Explain any additional milestones for New and/or Rehabilitation Projects below:

Dates are estimated and depend heavily on financing availability and funding awards.

CDBG/HOME-ARP applicants only: Describe any flexibility regarding your project's start/completion date.

Given the project is in the early stages there is significant flexibility start date which will depend on entitlements, environmental review and funding.

Will you be seeking Project Based Section 8 Vouchers for this project?

Yes

Please be aware that if Project Based Section 8 Vouchers (PBV) are committed to the project, the environmental review process and subsidy layering must be completed before the acquisition is complete or construction commences. Actions taken prior to PBV being committed are not subject to

this requirement.

Describe the type of site control that your organization has for the proposed property. If this request includes funds for acquisition, summarize the acquisition terms, price, contingencies, and conditions.

Eden and CLAM executed an Exclusive Negotiating Agreement (ENA) with Marin County for the rehabilitation of the Coast Guard property. A copy is attached for reference.

Expanding on the Scope of Work, please describe the rehabilitation that is proposed for the property and how it will address specific conditions (i.e., replacement needs, deferred maintenance, existing building violations, required seismic upgrades, building or health code problems). Please describe any other existing rehabilitation needs that are not included in the project scope and explain their exclusion.

The Coast Guard property rehabilitation will result in 54 units of affordable housing. Specifically, the project will provide 39 family housing units and 15 senior apartments. The rehabilitation will include seismic improvements and major energy efficiency upgrades for all residential structures. The property will be converted to all electric with potential for a microgrid to serve emergency energy needs in times of outage or disasters. All natural gas propane will be removed.

The project is subject to the Marin County Local Coastal Program-Land Use Plan and Implementation Plan, the Marin Countywide Plan, and the Point Reyes Station Community Plan. The project will require a coastal permit, conditional use permit. The on-site wastewater treatment and dispersal system will require approval from the California Regional Water Quality Control Board. In addition to the Marin County Community Development Agency, review agencies include the Marin County Department of Public Works, the Marin County Department of Environmental Health Services, the Marin County Fire Department, the North Marin Water District and the California Coastal Commission.

Describe the accessibility of the building. Do you plan to make accessibility improvements?

Three townhomes will be converted to accessible mobility units. All 15 senior apartments will be adaptable, with the second floor accessed via elevator. Pathways will be improved through the site to connect most residences to the common areas.

How will the rehabilitation be staged to minimize risk and inconvenience to the residents? If certain systems or parts of residents' units will be temporarily inoperable or unusable (e.g., kitchen or bathroom) during construction, what is the estimated duration of such interruptions? What mitigations will you provide?

The property is vacant.

Describe in detail any temporary relocation of existing tenants at the site due to proposed rehab activities. Explain why relocation is needed and provide the estimated duration and number of impacted tenants. If known, identify which laws (local, state, federal) must be followed in carrying out the relocation.

The property is vacant. Relocation is not applicable.

Financing Plan

What is the status of all proposed project funding sources as of the date of this application?

The project has \$1,064,825 in Housing Trust Funds committed from the County of Marin. On May 17, 2022, the Marin County Board of Supervisors approved an award of \$357,125 in PLHA funds to Coast Guard, along with an equal funding match from the Marin Housing Trust. In total, \$714,250 was awarded. On May 24, 2022, the Marin County Board of Supervisors approved a funding recommendation of \$147,000 in LHFT funds to Coast Guard, along with an equal funding match from the Marin Housing Trust, contingent upon approval of the County's LHFT application to the California Department of Housing and Community Development (HCD). In total, \$294,000 was recommended. On October 11,

2022, the County received an award letter from HCD for LHTF funds. HCD is in the process of executing a Standard Agreement. Both the PLHA and Marin County Housing Trust commitments are structured as 55-year, residual receipts loans at a rate of three percent (3%) per year. The LHTF fund agreement documents have not yet been finalized, but are anticipated to be similar to PLHA. \$600,000 in predevelopment funds have also been committed from Marin Community Foundation. Eden is currently funding the majority of predevelopment from its own capital.

What is the timing and likelihood for obtaining commitments of anticipated funding sources?

The project is in the early stages of applying for funding. The likelihood of obtaining additional funding is increased with the local commitments like this one. The anticipated timeline includes applying for TCAC funding the the Fall of 2024 and construction beginning in Spring of 2025.

In the event that any funding sources are not obtained or are committed at lower levels than requested, what alternatives will be pursued?

We would considered any and all available funding options that might make sense for the project such as MHP and Joe Serna funds through the HCD. Additional project based vouchers, federal and state earmarks, state tax credits may also be considered.

For each item in your project budget, to be attached to this application, please explain how the budgeted amount was derived, whether costs are estimated or bid, and any other relevant information that justifies the budgeted expense (e.g., cost per square foot, percentage of other costs, estimated number of work hours).

Construction cost estimates were provided by a licensed contractor as part of our predevelopment feasibility analysis. Consulting costs are generally drawn from existing contracts, or based on Eden's experience with those disciplines on other projects.

Is your organization receiving any other Marin County funding for this project?

Yes

Please describe. Include a brief overview of the goals and accomplishments achieved through this funding.

The project has \$1,064,825 in Housing Trust Funds from the County of Marin. These funds will reduce the accruing predevelopment interest expense for the project and provided necessary soft financing for the project.

Does your organization have unspent funds that were previously awarded by the County (for any project)?

Yes

What is your timeline for expending the fund balance?

Some of the above funding has not yet been allocated given delays from HCD in approved the agreements needed. Overall the project construction is expected to close in 2026 and all funds will be expended by then. The Kerner project will be expending their funds in the coming weeks.

CDBG/HOME-ARP applicants only: Describe your organization's experience with administering federal grant programs. What experience do you have with Davis-Bacon prevailing wage and procurement requirements?

Eden Housing is highly skilled in working with federal grant programs, including HOME and CDBG. Eden has received HOME and CDBG funding on dozens of other affordable housing developments, as well as other federal funding such as Section 8 vouchers, HUD 202, and HUD 811. Eden is highly experienced complying with Davis-Bacon prevailing wage requirements, as most of Eden's new construction projects have state or federal (or both) prevailing wage requirements, and we hire prevailing wage












consultants to assist with monitoring.

Describe your ability to complete financing for this project with a subset of units deed restricted at 30% of the Area Median Income (AMI). How many units can your project support at 30% AMI?

The budget will support 9 households at 30% AMI.

Attachments

Please closely review the Notice of Funding Availability (NOFA) for instructions on which documents you must attach. The County requires specific attachments for each funding type (HTF/PLHA, HOME-ARP, CDBG Housing). Please label your attachments in this manner: "2023-24 [Document Name] for [Organization Name]- [Project Name]."

 2023-24 Board for Eden - Pt.pdf	 2023-24 CDBG Project Budg... .xlsx
 2023-24 ENA Site Control forpdf	 2023-24 FEMA LOMA for Ede... .pdf
 2023-24 FS (19-20) for Eden -... .pdf	 2023-24 FS (20-21) for Eden -... .pdf
 2023-24 IRS Exempt for Eden... .pdf	 2023-24 MOU with JV for Ede... .pdf
 2023-24 Operating Budget 20... .pdf	 2023-24 Org Chart for Eden -pdf
 2023-24 Proforma for Eden -pdf	

Certification

Please review your responses above for accuracy.

Name of Person Completing this Application

Sarah Allen

Title of Person Completing this Application

Project Developer

By checking this box,

I hereby certify that the information in this application is true and accurate to the best of my knowledge.

2023-24 Super-NOFA Application for Affordable Housing Funds

Marin County Housing & Federal Grants Division

This application is for affordable housing developers in Marin County, California who would like to apply for multiple state, local, and federal funding sources simultaneously. Please refer to the Notice of Funding Availability (NOFA) released on February 6, 2023 for detailed information about qualifications and application requirements.

The following grant sources and amounts are available through this application:

1. **Marin County Affordable Housing Fund (HTF) and State Permanent Local Housing Allocation (PLHA)** - \$2.3 million
2. **Federal HOME-ARP** - \$2.4 million
3. **Federal CDBG Housing** - \$600 thousand

Applicant Information

Organization Name

Education Housing Partners, Inc.

Website URL

<https://www.thompsondorfman.com/teacher-staff-housing/>

Mailing Address

39 Forrest Street, CA
Mill Valley, California, 94941

Project Contact Name

Joanna Julian

Title

Senior Program Manager

Email Address

jj@thompsondorfman.com

Phone Number

(818) 631-7789

Executive Director Name

Bruce Dorfman

Executive Director Email Address

bd@thompsondorfman.com

Is there a co-applicant organization?

No

Briefly describe your organization, including mission, programs, staff experience, and number

of clients served. Describe the co-applicant organization, if applicable.

Education Housing Partners, Inc. (EHP) is a California nonprofit public benefit corporation with the mission to develop affordable workforce housing to help public agencies recruit and retain employees. EHP is led by the principals of Thompson Dorfman Partners, LLC (TDP). Formed in 1999 by Will Thompson and Bruce Dorfman, TDP focuses on multifamily residential development with particular emphasis on well-sited, urban infill properties in the Bay Area. The principals of TDP are 35+ year veterans in the housing industry with a reputation for quality residential development and a track record of performance. During this period, TDP and its venture partners have developed 18,000 units of housing in over 60 projects in California.

The principals of TDP formed Education Housing Partners, Inc. (EHP) in 2004 to provide its market-rate development services to public school districts and other public agencies on a non-profit basis in order to promote the creation of high-quality, publicly owned housing communities for teachers, staff, and other public sector employees. EHP is a California nonprofit public benefit corporation with the mission to develop affordable workforce housing to help public agencies recruit and retain employees. These award-winning developments help their residents address the high costs of living and low levels of housing affordability in many of California's most desirable areas. EHP has been retained on nearly two-dozen different faculty housing projects to date.

EHP's developments are structured to be fully financed, requiring minimal funding from the agency sponsor, and self-sustaining, with below-market rental rates covering all operating and financing costs. EHP takes no ownership interest in these developments and delivers the housing on a turnkey basis to the district. Its completed communities have been initially leased to employees at rental rates that were 25% to 35% less than market for comparable units and all are achieving much greater rental discounts currently. Each of these projects has a demonstrated ability to assist school districts and other public agencies to recruit and retain personnel and stabilize their employee base.

Since commencing its work on this project, EHP has been working with the County of Marin and the Marin County Office of Education. These public entities are in the process of forming a Joint Powers Authority ("JPA") named the Marin County Public Financing Authority. The JPA will fund and own the workforce housing component of the Oak Hill project, composed of 135 units of which 75% will be designated for qualifying teachers and staff and 25% for qualifying county employees. All of the units will be leased at rental rates that are affordable to households earning between 50% (Very-Low) and 120% (Moderate) AMI. The ownership of this housing by the JPA allows a preference of its members' employees without violating Fair Housing statutes. This structure has been reviewed and approved by HCD's Fair Housing team.

Oak Hill will be the first time that a JPA has been informed to develop workforce housing in the California and the State believes this will be a template that other districts and public agencies can follow.

Have there been any recent or upcoming leadership transitions?

None

Have there been any recent expansions or cutbacks in activities and/or budget? If so, please explain.

None

If applicable, what is the organization's standing with licensing or other accreditation authorities?

EHP is in good standing as a California nonprofit public benefit corporation.

How does your organization verify client income?

The 135 apartments at Oak Hill to be developed by EHP will be reserved for income-qualifying teachers and staff of local school districts and County of Marin employees. EHP will work closely with the Marin County Office of Education and the County in the selection process of these residents. EHP will assist the JPA to create a Resident Selection Plan for this property which will use relevant income, employment, and household information to verify eligibility, as further described below.

Specific verification requirements and procedures will be determined and formally adopted by the Marin County Public Financing Authority prior to the start of marketing and pre-leasing activities. No decision to accept or reject an application will be made until all needed verifications have been collected and any necessary follow-up interview has been performed.

Types of Verifications Required

All information relative to eligibility for admission must be verified as described in these procedures:

1. Employment Status (At least one member of the household must be an employee of a Marin County public school, the Marin County Office of Education, or the County of Marin.)
2. Annual Income
3. Assets and asset income
4. Household composition
5. Social Security Numbers of all Household Members

Period for Verification:

All the above information must be documented and appropriate verification forms or letters placed in the applicant's file. Only verified income information that is less than 90 days old may be used for certification or recertification. All verifications shall be date stamped upon receipt. The 90-day period begins from the date of the stamp, which is the date the verification was received, and not the date it was filled out by the sender. Verifications may be extended for an additional 30 days with a telephone update. Verified information not subject to change (such as a person's date of birth) need not be re-verified. Information obtained which is subject to change and for which verifications are more than 120 days old, must be re-verified.

Verifying Annual Income

- A. Annual Income shall be based on the best available information, considering the past year's income, current income rate and effective date; and shall include estimates for each income recipient in the household.
- B. The income of irregular workers will be estimated on the basis of the best information available, considering earning ability and work history.
- C. Overtime income will be computed in accordance with verification obtained on the Employment Verification form from the employer unless the applicant is able to provide other reliable or accurate information.

General Project Information

Project Name

Oak Hill - Educator/County Employee Housing

Project Address

Sir Francis Drake Blvd
Marin County, California, 94939

Funding Requests

Which funding source(s) are you seeking for this project? Please refer to the NOFA for a description of each funding source and eligible project types. Those applying for HOME-ARP funds are highly encouraged to apply for HTF/PLHA funds as well.

HTF/PLHA

HTF/PLHA Amount Requested

\$2,358,030

Project Details

Scope of Work: Describe the proposed project, including details such as property characteristics, proposed use of funds, and number of housing units involved. Explain how the project will benefit the community.

Oak Hill Apartments is proposed to be developed on approximately 8.5 acres of unused state property in the unincorporated area of San Quentin as a result of Executive Order (N-06-19) executed by Governor Gavin Newsom to identify State-owned sites to address the California housing crisis. The proposed development will be comprised of two affordable residential communities – 115 apartments developed by Eden Housing targeted toward lower income families, and 135 apartments to be built by Education Housing Partners (EHP) for income qualifying teachers and staff of local school districts and County employees.

Both residential communities will offer one, two and three-bedroom for-rent apartment homes and will share common infrastructure, including some amenity areas and a parking structure. Due to the State's ownership of the site, the State will be the lead agency on entitlements, CEQA, and permitting. The site was formerly used by the State as a gun range, and the site will be remediated by the State prior to construction.

The preliminary design concept responds to the environment by gently terracing homes to maximize Bay and hillside views. The community will feature sustainable design, drought-tolerant landscaping, and high-quality durable finishes. Amenities will include a clubhouse with a lounge and business center, a fitness center, as well as outdoor areas for socializing, playing, and reflecting.

This project will make a dramatic difference in the ability to improve and stabilize the employment base of school districts as well as create a significant amount of workforce housing at a time when Marin County public schools are struggling to fill vacancies, largely due to high costs of living. Marin County Schools Superintendent John Carroll has reported that there were nearly 400 openings for teachers and support staff positions at the beginning of the 2022-23 school year, which dropped to 339 in November only after unprecedented recruitment efforts. According to a survey by Marin Promise, About 58% of BIPOC educators – for Black, Indigenous or people of color – and 55.5% of younger educators from 18 to 39 years old were unable to rent a studio apartment in Marin. In an earlier survey, 57.5% of educators indicated that they would be interested in affordable, employer-provided housing if it were available. The number was 64.1% among educators of color and 65.4% for respondents 18 to 39 years old. The County of Marin is facing similar recruitment and retention challenges.

A major impediment for school districts and other public agencies to create this desperately-needed workforce housing is capitalizing the first phases of work—from project feasibility, to entitlements, to design development and permitting. Should funds be awarded by the County of Marin, EHP proposes using these funds for predevelopment costs in order to bridge the gap between now and when the JPA bond financing proceeds are available prior to construction.

Describe the property's history leading up to this request. Include when the organization acquired/will acquire the property, any previous requests for County funding, attempts to secure other financing, etc.

The total site is 8.3 acres, with EHP's portion comprising approximately 4.2 acres of the site. The site is currently owned by the State of California and managed by the Department of Corrections and Rehabilitation (CDCR). The site used to be used as the CDCR gun range but is currently unused with the exception of a small portion of the site, which has a sewer treatment facility.

Executive Order (N-06-19) was executed by Governor Gavin Newsom in 2019 to identify State-owned sites to address the California housing crisis. The Department of General Services (DGS) and the Department of Housing and Community Development (HCD) collaborated to identify and prioritize excess state-owned property for sustainable, innovative and cost-effective housing developments. The State of California issued an RFQ for the San Quentin site in June 2020, to which EHP and Eden Housing jointly responded and were shortlisted for the RFP. In November 2020, EHP and Eden Housing submitted their joint proposal and were formally selected by the State of California in February 2021 to develop the site for up to 230 units (115 units for EHP and 115 units for Eden). Subsequently, EHP requested and received approval from the State to build up to 135 units for the educator/County employee component of Oak Hill, bringing the total unit count for Oak Hill to 250 units.

EHP and Eden Housing were granted a Right of Entry to the site in July 2021 to begin on-site feasibility, due diligence, and CEQA-required studies. EHP and Eden completed the schematic design of the

project and the State (Department of General Services) approved the Schematic Design plan in September 2022. The Draft EIR was published February 22, 2023 and the Final EIR is expected to be certified by the State in June 2023.

EHP has not previously sought County funding. To fund predevelopment costs to date, EHP and Eden Housing submitted a joint request for funding to Marin Community Foundation in January 2022 to fund predevelopment costs. EHP was awarded \$700,000 for its portion of the Oak Hill community which has funded a portion of predevelopment costs to date. However, now that the project is nearing the completion of CEQA, EHP is seeking funds for the design development and construction documents/permitting stage. In addition to the County of Marin, EHP is also working with the State of California for additional funds.

Describe any nearby amenities, such as parks, public transportation, grocery stores, health care facilities, schools, childcare, libraries, parks/open space, etc. that residents of the project are/would be able to use.

The Larkspur Landing commercial center, which includes neighborhood restaurants, retail, and services at Marin County Mart, is located approximately 0.3 mile from the project site. Nearby grocery stores include Trader Joe's (2 miles), Mollie Stone's (1.5 miles), and Target Grocery (2.5 miles). In addition, Larkspur Landing has a Farmer's Market (0.3 mile) every Saturday.

The site is across the street from Remillard Park and the multi-modal Bay Trail. Our proposed project includes a traffic signal and signalized crosswalk to provide safe and controlled access for pedestrians and cyclists from our project to the south side of Sir Francis Drake Blvd, providing easy access to Remillard Park and the Bay Trail. In addition, Hal Brown Park is approximately 2.2 miles east of the project site; Bayside Park is approximately 5.8 miles northeast of the project site, and Santa Margarita Island Preserve is approximately 6.1 miles north of the project site.

The site is located within a true transit corridor. The Larkspur Ferry Terminal is located approximately 0.5 mile from the project site. The Larkspur Sonoma-Marin Area Rail Transit (SMART) Train Station is located approximately 0.8 mile from the project site. The nearest bus stop for Marin Transit Routes 17, and 28 is at East Sir Francis Drake Boulevard and Larkspur Landing Circle (0.5 mile from the project site).

The project site is served by the San Rafael City Schools (District), which includes the San Rafael Elementary School District and the San Rafael High School District. Within these districts, the closest elementary school to the project site is Bahia Vista Elementary School, located 2.8 miles from the project site. The closest middle school to the project site is Davidson Middle School, located approximately 3.4 miles away. The closest high schools to the project site are Madrone High School and San Rafael High School, both located approximately 3.4 miles away. The District has determined that its elementary and middle schools across the District have the capacity to serve students generated by the proposed project

Nearby libraries include Larkspur Library (2.7 miles), Pickleweed Library (2.9 miles), and Corte Madera Library (2.4 miles). In addition, the County is served by the Marin County Free Library, which has 12 locations throughout the County with the closest location to the project site being 2.6 miles south of the project site.

MarinHealth Primary Care | A UCSF Health Clinic is located 0.8 miles away, and Marin Healthcare District is 1.3 miles away. MarinHealth Medical Center is 2.2 miles from the project site.

Select the known environmental issues of the proposed project site, and/or adjacent properties if relevant.

Phase I/II site assessment results

Environmentally sensitive area or species

Easements or encroachments

Notes or clarifying information on environmental issues:

All environmental issues have been studied in the Draft EIR published February 22, 2023. No significant environmental impacts were identified that could not be addressed with mitigation.

Have you begun any state or federal environmental review procedures for the proposed project?

Yes

Who is the staff member that will supervise and manage the proposed project? Describe their past experience with project management.

Joanna Julian, Executive Director: Ms. Julian will manage and coordinate all aspects of project work, overseeing design and consultant teams, and managing the project schedule and budget. To date Ms. Julian has managed the proposed project's schematic design, CEQA process, and coordination with local staff and elected officials. She has over 10 years' experience (including 4 years with EHP) in multi-family development and project management through all development stages including acquisition, entitlements, design, permitting, construction and lease-up.

Bruce Dorfman, CEO: Mr. Dorfman leads EHP's workforce housing development efforts with 35+ years experience in multi-family development. He will supervise EHP's staff through all phases of the development from inception, project design, and construction through project stabilization, and will be involved in all high-level business decisions, JPA and financing matters, community outreach, and stakeholder discussions.

Both Mr. Dorfman and Ms. Julian have been involved in Oak Hill since its inception, including the preparation of the RFP response and development of the project concept which was ultimately selected by the State.

Will the project involve hiring an external property management company?

Yes

Describe the property management company. Include the company name and the number of affordable housing sites and units that it currently manages.

The property management company will be selected through an RFQ/RFP process. The company's experience managing faculty/staff housing projects will be considered, as well as the number of affordable housing sites and units that it manages. Education Housing Partners will act as an advisor during this selection process, with the property management company ultimately being selected and hired by the Marin Public Finance Authority (the JPA to be formed by the Marin County Office of Education and the County of Marin), which is the entity that will own the educator/county employee housing improvements.

If awarded funding, you will need to draft and submit an Affirmative Marketing Plan for this project. The plan would describe how you will market the project to different groups of people based on protected characteristics such as race, color, national origin, religion, sex (including sexual orientation and gender identity), familial status, and disability. Please refer to the Affirmative Marketing tab of the [Federal](#)

[Grants website](#) for more information.

Describe any prior experience with affirmative marketing or similar initiatives.

EHP has had extensive communication with HCD's Fair Housing team regarding this workforce housing project. EHP completed a detailed analysis for HCD demonstrating that this project will not only further equity for public employees, disabled persons, and the population of Marin County generally, but that it will also promote diversity in Marin County. In addition, EHP has been briefed by HCD directing regarding Affirmatively Furthering Fair Housing (AFFH) considerations. EHP understands the requirements and has made the commitment to complete an Affirmative Marketing Plan regardless of funding sources.

In addition, Eden Housing has significant experience with Affirmative Marketing Plans and will be a resource for EHP as we prepare our plan. Eden Housing is building the lower income portion of Oak Hill and we have been working closely with them throughout the project design and CEQA process; Eden's and EHP's respective portions of Oak Hill will share common infrastructure, a parking garage, and some amenity areas.

All projects funded by HUD programs must Affirmatively Further Fair Housing. This is defined as combating housing discrimination and taking meaningful actions to overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to housing opportunities based on protected characteristics: race, color, national origin, religion, sex (including sexual orientation and gender identity), familial status, and disability.

Describe any past community engagement activities for this project, and future plans for community engagement.

Since the beginning of our involvement with Oak Hill, EHP and Eden Housing have together met with numerous individuals and community organizations to provide information and seek feedback about the project, as well as meetings with City of Larkspur staff, County staff, and elected officials. Our project outreach began with the neighboring Drake's Cove residents and HOA, with whom we've had multiple meetings. Additional meetings have been held with San Quentin Village Association, Canal Alliance, Greenbelt Alliance, League of Women Voters, Housing Crisis Action, and the Marin Environmental Housing Collaborative. The project also hosted two town hall meetings to solicit local input on the project, the first on October 28, 2021 and the second on October November 30, 2022.

Our project website at oakhillmarin.com will continue to be live throughout the life of the project. The website provides current information about the project and is routinely updated with project news; it also offers an interest list for members of the community to sign up for project updates and/or to express interest in living at the future community.

The project's Draft Environmental Impact Report (DEIR) was published February 22, 2023. Over 150 neighbors, organizations, public agencies, and interested community members were notified of the DEIR publishing. The publishing of the DEIR also began a 45-day period for public comment running from February 22, 2023 to April 10, 2023. A public meeting for the DEIR was held by the EIR consultant, First Carbon Solutions, on March 16, 2023 to provide another forum for public engagement and comment.

Throughout the remaining stages of the project, EHP and Eden will continue to offer to meet with project neighbors and other interested stakeholders to provide an opportunity for questions and address concerns.

Demographics and Unit Information

In the table below, enter the existing or anticipated number of units based on income level and bedroom count. Refer to the [Current Marin County Income Limits](#) to determine income level.

Anticipated Unit Count by Bedrooms and Income Level

	Extremely Low	Very Low	Low	Moderate	Market Rate	TOTAL UNITS
Studio						0
1 bed		14	35	37		86
2 bed			20	17		37
3 bed			6	6		12
4 bed						0
Other						0
TOTAL UNITS	0	14	61	60	0	135

Notes or clarifying information on the unit count:

Estimated income levels

In the table below, enter the demographics of the people who live (or will live) in the proposed housing project. If unknown, use the demographics of households within similar existing Marin complexes as the proposed project, within the organization's purview. Specify the number of Hispanic/Latino residents in its stand-alone column. The "Total" column must include the number of Hispanic/Latino residents as part of the sum.

Are these numbers specific to the proposed project, or to a similar existing Marin complex?

Similar existing Marin complex

Demographic Information

	Total Number of Persons	Persons Identifying as Hispanic/Latino
White	61	
Black/African American	4	
Asian	5	
American Indian/Alaskan Native	.5	
Native Hawaiian/Other Pacific Islander	0.3	
American Indian/Alaskan Native & White		
Asian & White		
Black/African American & White		
American Indian/Alaskan Native & Black.African American		
Other Multi-Racial	0.9	

	Total Number of Persons	Persons Identifying as Hispanic/Latino
Other/Not Disclosed	1.5	21
TOTAL (Unduplicated)	73.20	21

Fill in a number for each of the fields below. For new construction, or if you are unsure, please put 0.

Families

0

Female-headed households

0

Households that include person(s) with a disability

0

Notes or clarifying information on demographics:

Numbers above reflect percentages. Supporting information available.

Project Planning

Select the current phase of the proposed project.

Planning

Describe the project timeline and specify a real or estimated completion date for each milestone below. Add/explain any additional milestones as needed.

For acquisition projects:

For new construction and/or rehabilitation projects:

Define scope of work/finish design

Sunday, December 31, 2023

Complete planning and environmental review

Friday, June 30, 2023

Release bid package

Friday, March 1, 2024

Select contractor

Monday, April 1, 2024

Finalize contract

Saturday, June 1, 2024

Obtain building permits

Saturday, June 1, 2024

Start construction

Monday, July 1, 2024

Complete construction

Thursday, October 1, 2026

Explain any additional milestones for New and/or Rehabilitation Projects below:

Estimated

Will you be seeking Project Based Section 8 Vouchers for this project?

Yes

Please be aware that if Project Based Section 8 Vouchers (PBV) are committed to the project, the environmental review process and subsidy layering must be completed before the acquisition is complete or construction commences. Actions taken prior to PBV being committed are not subject to this requirement.

Describe the type of site control that your organization has for the proposed property. If this request includes funds for acquisition, summarize the acquisition terms, price, contingencies, and conditions.

Project Based Section 8 Vouchers are being considered but not determined.

Together with Eden Housing, EHP executed a Lease Option of Agreement (LOA) with the State of California, acting by and through the Department of General Services (DGS) and the Department of Housing and Community Development (HCD). For a one-time Option Payment of \$100, the LOA grants EHP and Eden Housing the option to each enter into a ground lease for their respective portions of the property for a period of 99 years. The LOA includes an option term of 3 years, with an automatic extension to allow for the resolution of legal challenges to the CEQA document should they arise.

Please describe in detail the entitlements and permits that will be required, and those already obtained. For example, Design Review, Master Plan, Zone Change, General Plan Change, Coastal Permit, etc.

The project site is located on land owned by the State of California, which has the authority to invoke State sovereignty and, therefore, the project is not subject to local land use regulations. The California Department of General Services (DGS) is the Lead Agency for CEQA, permitting, construction inspections, and issuing the Certificate of Occupancy. Specifically, the Environmental Services Unit of DGS is managing the CEQA process, and the Project Management & Development Branch of DGS will manage the permitting and construction inspections process. DGS is also acting in coordination with HCD.

DGS approved the Schematic Design of the project in September 2022. Once the Final EIR is certified, the project will enter the design and permitting stage. There will be no other entitlements needed.

Describe any contact with the planning staff at the relevant government jurisdiction, and any specific feedback they provided.

The State of California has sovereignty over this site and will be controlling all entitlements through the Department of General Services (DGS). We are working with DGS closely as we design this project and taking their input into account through the schematic design and design development phases of this process. In addition, EHP and Eden have had multiple meetings with City of Larkspur staff and County of Marin staff to share project information.

Identify all applicable accessibility laws and specific accessibility requirements that must be met in the design of the proposed project.

Though EHP is not currently seeking tax-credit financing from the California Tax Credit Allocation Committee, EHP intends to meet their required design standards as can be applied to our project (which includes low to moderate income units). The standards are as follows: "All new construction projects must provide a minimum of fifteen percent (15%) of the Low Income Units with mobility features, as defined in CBC 11B 809.2 through 11B 809.4, and a minimum of ten percent (10%) of the Low Income Units with communications features, as defined in CBC 11B 809.5. These units shall, to the maximum extent feasible and subject to reasonable health and safety requirements, be distributed throughout the project consistent with 24 CFR Section 8.26."

HCD also has design standards which we intend to meet. The building standards are published in the California Code of Regulations, Title 24, known as the California Building Standards Code. This code includes a requirement to meet Americans With Disabilities Act design standards.

Financing Plan

What is the status of all proposed project funding sources as of the date of this application?

Predevelopment Funding

As of the date of this application, EHP has received \$700,000 from Marin Community Foundation for predevelopment expenses. These funds have covered predevelopment expenses through the preparation of the EIR, but additional funds are needed to fund design development and permitting before construction can begin and construction financing becomes available. EHP will be requesting additional predevelopment funds from the Marin Community Foundation in the 2Q of 2023. We will also be pursuing funding from the Excess Sites Local Government Matching Grants Program (LGMG) once the Round 3 application is released, anticipated in 2Q-3Q 2023.

In addition, EHP effectively received the land at no cost (paying a minimal fee of \$1/year of the 99 year ground lease), estimated at approximately \$8.6M in land value.

Construction Financing

The educator and County housing units will be owned by a Joint Powers Authority (JPA) called the Marin County Public Financing Authority which will be formed by the Marin County Office of Education and the County of Marin. Once formed and prior to construction start, the JPA will issue tax exempt bonds to fund the project construction. Debt service for the bonds will be paid by the property operations.

What is the timing and likelihood for obtaining commitments of anticipated funding sources?

EHP will apply for the Excess Sites Local Government Matching Grants Program (LGMG) once the Round 3 application is released, anticipated in 2Q-3Q 2023. Since that funding is reserved for excess site projects there is a high likelihood that Oak Hill will be awarded its full ask.

This funding source will match certain local government funding that the project receives, so the local funding like this Marin County NOFA can be worth twice as much if awarded. As our sources of local funding continue to grow this pool of state funding will grow and allow us to fill any potential gaps in our pro forma.

In the event that any funding sources are not obtained or are committed at lower levels than requested, what alternatives will be pursued?

We are working with both Senator McGuire's office and Damon Connelly's office for funding allocations. Damon Connelly's office is preparing a district budget ask. We will also look at structuring with tax credits if needed.

For each item in your project budget, to be attached to this application, please explain how the budgeted amount was derived, whether costs are estimated or bid, and any other relevant information that justifies the budgeted expense (e.g., cost per square foot, percentage of other costs, estimated number of work hours).

Please see attached PDF including footnotes.

Is your organization receiving any other Marin County funding for this project?

No

Does your organization have unspent funds that were previously awarded by the County (for any project)?

No

Attachments

Please closely review the Notice of Funding Availability (NOFA) for instructions on which documents you must attach. The County requires specific attachments for each funding type (HTF/PLHA, HOME-ARP, CDBG Housing). Please label your attachments in this manner: "2023-24 [Document Name] for [Organization Name]- [Project Name]."



2023-24 - 230307-6-CAO-Publ....pdf



2023-24 - 230307-6-CAO-Publ....pdf



2023-24 - 230317 Oak Hill_E... .pdf



2023-24 - MCOE Oak Hill Boa... .pdf



2023-24 220524 Executed SQ....pdf



2023-24 230221 Oak Hill Proj... .pdf



2023-24 Letter Supporting Te... .pdf

Certification

Please review your responses above for accuracy.

Name of Person Completing this Application

Joanna Julian

Title of Person Completing this Application

Senior Program Manager

By checking this box,

I hereby certify that the information in this application is true and accurate to the best of my knowledge.

2023-24 Super-NOFA Application for Affordable Housing Funds

Marin County Housing & Federal Grants Division

This application is for affordable housing developers in Marin County, California who would like to apply for multiple state, local, and federal funding sources simultaneously. Please refer to the Notice of Funding Availability (NOFA) released on February 6, 2023 for detailed information about qualifications and application requirements.

The following grant sources and amounts are available through this application:

1. **Marin County Affordable Housing Fund (HTF) and State Permanent Local Housing Allocation (PLHA)** - \$2.3 million
2. **Federal HOME-ARP** - \$2.4 million
3. **Federal CDBG Housing** - \$600 thousand

Applicant Information

Organization Name

Habitat for Humanity Greater San Francisco

Website URL

<https://habitatgsf.org>

DUNS

79-418-2329

Mailing Address

300 Montgomery Street, Suite 450
San Francisco, California, 94104

Project Contact Name

Ashley Spooner-Choi

Title

Public Funding & DRE Manager

Email Address

aspoonerchoi@habitatgsf.org

Phone Number

(415) 625-1015

Executive Director Name

Maureen Sedonaen

Executive Director Email Address

msedonaen@habitatgsf.org

Is there a co-applicant organization?

No

Briefly describe your organization, including mission, programs, staff experience, and number of clients served. Describe the co-applicant organization, if applicable.

Habitat for Humanity Greater San Francisco (HGSF) builds homes and sustains affordable homeownership opportunities for families in Marin, San Francisco, and San Mateo counties. Our values focus on building partnerships, equity, stability, and legacy. A 501(c)(3) organization and one of 1,000+ registered U.S. affiliates of Habitat for Humanity International, HGSF has provided homeownership opportunities for over 260 local families in the past 30+ years. We remain one of the only affordable homeownership providers in our area serving households earning below 80% of the Area Median Income (AMI). While we focus on 40%-80% AMI, we retain the flexibility to serve up to 120% AMI if project economics and market demographics demand.

We take a multi-disciplinary approach to homeownership, acting not only as homebuilder and mortgage company, but also educator and long-term partner. For our new construction program, HGSF serves as the general contractor building new, deed-restricted, affordable ownership housing. We also practice a repurchase program where local Habitat homeowners sell their home back to the affiliate. We remodel the home and sell to another qualified homebuyer. HGSF holds an active contractor's license and our construction team consists of experienced trade professionals and apprentices. HGSF is committed to training the next generation of construction experts. Homeownership Services staff shepherd candidate homebuyers through the homebuying process and manage all home purchases. In the past ten years we have completed 100 new affordable ownership units and resold over a dozen additional homes.

With the support of community, philanthropic, corporate, and public investment, we provide a rare opportunity for local families: to own a home with zero down payment, 0% interest, and a 15-40 year mortgage, with monthly housing payments set at no more than 30% of household income. First-time homebuyers contribute 500 hours of "sweat equity" to build their future homes and those of their neighbors.

Habitat Redwood Blvd will be managed by a team of industry professionals with decades of experience in homebuilding and affordable housing. CEO Maureen Sedonaen brings over 30 years leadership experience in the Bay Area and holds strong connections across Marin County. Sedonaen was named one of San Francisco Business Times, "Most Influential Women in Bay Area Business" in 2015. VP of Real Estate Development Constanza Asfura-Heim brings over 20 years experience to help HGSF execute the organization's ambitious growth plans to double homebuilding efforts by 2025. She has several years experience in affordable housing, community-oriented development, and sustainable green building design. Sr. Project Manager Doug Fowler has over a dozen years of experience in the affordable housing field and has worked in various project management roles across the county, including work with multiple Habitat for Humanity affiliates. Throughout his career, Doug has developed an expertise in sustainable building practices and has certified projects through USGBC's LEED program, Energy Star, and National Green Building Standard. VP of Construction Jim Feely brings over 40 years of expertise in all facets of the industry. He has overseen the production of over 2,600 homes in the Bay Area.

Have there been any recent or upcoming leadership transitions?

HGSF's Real Estate Development (RED) team looks to double the organization's production of affordable housing across Marin, San Francisco, and San Mateo counties in the coming years. To further support this objective, additional staff have been hired in all departments to increase capacity. Additional Fund Development staff and a new Public Funding Assistant have been brought on to support the additional cost of this growth in production. Our Operations and Homeownership Services teams have grown in anticipation of a large influx of new homebuyers. A new Real Estate Project Manager and Assistant Project Manager have joined the team as well. The Construction department has recently restructured to include a new Sr. Director of Construction.

As HGSF's former VP of Construction, this individual provides years of experience overseeing Habitat construction sites and will be an integral part of the success of Habitat Redwood Blvd. This transition has allowed the organization to bring in a new VP of Construction with over 40 years of industry expertise to oversee the affiliate's deep construction pipeline. Additional Construction Project Managers and Engineers have joined as well. The team is currently re-strategizing in order to improve our efficiency and efficacy as we begin multiple new projects. When construction begins on Habitat Redwood Blvd, we plan to hire additional construction staff to focus solely on this project. The Board of Directors of HGSF continues to grow and represents a variety of backgrounds and industries. We have experts in the legal and real estate fields as well as finance and marketing professionals on our board. HGSF is committed to diversity, equity, and inclusion for staff, homeowners, and community. This DEI-focused mindset also applies to our board recruitment and training. We have started the process of evaluating our board composition, focus, and strategic thinking over the last few years. We have become more intentional in recruiting for board demographic diversity, welcome differing points of view into boardroom deliberation, and establishing racial equity as one of the guiding principles in our work. We continue to work hard to increase the gender and racial diversity of our board.

Have there been any recent expansions or cutbacks in activities and/or budget? If so, please explain.

HGSF's Real Estate Development team looks to double the organization's affordable housing production in the coming years and our organizational chart has expanded significantly, increasing the capacity of all departments. Of note, an additional Real Estate Project Manager and Assistant Project Manager, a Public Funding Assistant, and numerous new Construction Managers have joined the organization. The Fund Development, Homeowner Services, and Operations departments have all expanded to ensure we are able to maintain a steady development pipeline. The Construction department is currently re-strategizing in order to improve efficiency and efficacy as we begin multiple new projects. When construction begins on Habitat Redwood Blvd, we plan to hire additional construction staff to focus solely on this project.

Over the past several years, we have seen the projected budgets for most of our new developments rise dramatically. Inflation, supply chain disruptions, and labor scarcity in the local market have driven this price upward. However, HGSF has identified the required resources to fund the ambitious development of Habitat Redwood Blvd and we continually look for ways to improve.

If applicable, what is the organization's standing with licensing or other accreditation authorities?

HGSF holds a Certificate of Good Standing from the Secretary of State of the State of California and an Entity Status Letter confirming tax exempt status and good standing with the California Franchise Tax Board. Our construction leadership has over 60 years' combined experience in the industry. HGSF holds an active contractor's license and our construction team consists of experienced trade professionals and apprentices. HGSF is committed to training the next generation of construction experts. Homeownership Services staff shepherd candidate homebuyers through the homebuying process and process all home purchases in partnership with a title company. All homeownership staff are trained in the Fair Housing Act, Equal Credit Opportunity Act, Americans with Disability Act, Fair Credit Reporting Act, Truth in Lending Act, Secure and Fair Enforcement for Mortgage Licensing Act, and Unfair, Deceptive and Abusive Acts of Practices. Multiple employees on staff are Qualified Loan Officers, having successfully completed the rigorous certificate program of Habitat for Humanity International.

How does your organization verify client income?

Habitat Redwood Blvd applicant families must be first-time homebuyers earning 40-120% HUD adjusted area median income (AMI) and will be considered for ownership via a lottery. At least 40 of the 80 units in the project will be restricted to low-income households earning up to 80% AMI. HGSF includes all household income earners over the age of 18; if a household member does not earn income, they must provide an affidavit stating as such. HGSF requests income documents, including W2, 1099, and tax returns from the previous two years, as well as paystubs from the past three months. Additionally,

homebuyer applicants provide statements from the previous three months for all financial accounts, including checking, savings, and money market, as well as retirement accounts such as IRA, 401k, and 403(b) accounts. HGSF requests award letters for additional income, such as social security and pension, and compares them directly with bank statements. HGSF may require additional documentation depending on the income source. Employment, along with pay rate and YTD earnings, is verified by contacting previous and current employers. For applicants who have not filed tax returns, HGSF requires form 4506T be signed by the applicant and submitted to the IRS, who then provides tax return transcripts to the applicant for submittal to HGSF.

HGSF consults with a third-party lender who reviews all documentation in the applicant file and performs their own income qualification. Once the families are officially homeowners, HGSF no longer verifies income and changes will not affect homeownership status with HGSF so long as the family continues to make mortgage payments as agreed.

General Project Information

Project Name

Habitat Redwood Blvd.

Project Address

8161 Redwood Blvd.
Novato, California, 94945

Assessor's Parcel Number (APN)

125-580-25

Funding Requests

Which funding source(s) are you seeking for this project? Please refer to the NOFA for a description of each funding source and eligible project types. Those applying for HOME-ARP funds are highly encouraged to apply for HTF/PLHA funds as well.

HTF/PLHA

HTF/PLHA Amount Requested

\$2,000,000

Project Details

Scope of Work: Describe the proposed project, including details such as property characteristics, proposed use of funds, and number of housing units involved. Explain how the project will benefit the community.

Habitat Redwood Boulevard is the largest affordable homeownership opportunity in Marin and provides safe, sustainable housing to underserved communities. The project is characterized by 80 homes in 23 buildings with a proposed density of 10 Dwelling Units Per Acre (DUA). Anticipated to be developed in two major land development phases, the work will take several years to complete. Designs reflect the area's rural nature and feature an oval layout surrounding central open space. Amenities include play areas, dog park, and community gardens.

Each new home provides ample storage space, multiple bathrooms, laundry facilities, and high-quality, durable finishes. The project will meet or exceed all state and federal accessibility requirements and make all reasonable accommodations as required by law for homebuyers with hearing, visual, or mobility impairments. Since project conception, we have striven to benefit the local community. Leveraging our reputation as a leader in affordable housing, we've secured a highly skilled team of dedicated consultants.

At least 50% of the homes will be sold to low-income households below 80% AMI, with 10% set aside

for below 65% AMI. The remaining 50% of the homes will be sold to moderate-income families earning 80-120% AMI, with 10% set aside for under 90% AMI. Prior to Final Map recordation, HGSF will execute an Affordable Housing Agreement with the City of Novato. Deed restrictions will ensure all homes remain affordable in perpetuity and the project will help the City meet RHNA obligations.

The project has secured multiple sources of funding and has targeted many others. Existing County sources have been or will be used primarily for predevelopment costs with our HOME award supporting early construction costs. A requested CalHome Development Project Loan will be used for permits, fees, and onsite improvements. This HTF/PLHA request will support horizontal construction while targeted FHLB AHP awards will help close the construction cost gap. Future CalHome Mortgage Assistance and other public funding will fill the gap between the affordable first mortgage and sales price.

Our team will pursue partnerships with local organizations and community groups to best market the project to potential buyers. Providing this rare opportunity to low-income families historically excluded from homeownership is the core mission of our organization. Nearly 90% of HGSF's partner homebuyers identify as Black, Indigenous, or People of Color (BIPOC).

HGSF strives to build homes that are healthy, feature low utility bills, and are durable for homeowners while reducing our impact on the environment. Habitat Redwood Blvd will be certified in the GreenPoint Rating system and the Department of Energy's Zero Energy Ready program. To achieve this certification, a 3rd party inspector will review our plans and confirm the homes are built to meet all aspects of these programs.

Sustainability features currently include rooftop solar panels, advanced insulation packages, an Energy Recovery Ventilation system, low-emitting finishes, durable materials, and low-use water fixtures. All exterior lighting will be dark sky compliant as required by entitlements. HGSF commits to build 100% electric communities generating a lower carbon footprint, and increased safety and public health.

Describe the property's history leading up to this request. Include when the organization acquired/will acquire the property, any previous requests for County funding, attempts to secure other financing, etc.

The property is a 13.6-acre parcel of undeveloped land to be donated to HGSF by the current landowner, with whom we have a Nondisclosure Agreement (NDA). We can share that we signed an enforceable Donation Agreement in August 2022 and are making final preparations for the property transfer to take place per that agreement. The site contains utility infrastructure and previously contained an auto repair facility which has since been removed and remediated. There are currently no existing structures on the parcel.

The team has worked diligently to ensure the smooth processing of our entitlement package with the City of Novato. The following milestones and approvals have been reached: Novato Planning Commission approval (October 2021), Novato City Council approval (January 2022), Mitigated Negative Declaration filed with Secretary of State (January 2022), Grading Permit submitted to Novato Engineering Department (March 2022), Encroachment Permit submitted to Novato Engineering Department (September 2022), Building Permit submitted to Novato Building Department (October 2022).

Over the next 12 months we anticipate processing required permits and agreements with City & Agencies. This includes receiving our Improvement & Encroachment Permits, Final Map approval, and Residential Building Permit. We will also receive required permits from local agencies, including the North Marin Water District, Novato Sanitary District, Novato Fire District, and Caltrans. Work with PG&E has begun for electrical power infrastructure. During these permit submittals, we will continue refining project plans with the design team, responding to comments from the City and Agencies, and developing final Construction Documents that are consistent and approved by all relevant parties. Our goal is to have all engineering permits secured in 2023, allowing us to take additional steps like receiving final pricing, signing a contract with a horizontal development contractor, and beginning pre-construction mobilization onsite.

HGSF's real estate team dedicated countless hours working with local and state agencies to secure required regulatory permits and meet all local design and development standards for the project. All discretionary and regulatory approvals have been received. During the zoning approval phase, our team worked alongside the Novato Sanitary District, the North Marin Water District, the Marin County Airport

Land Use Commission, and the Novato Fire District to ensure the project was approved by all required parties. During the discretionary approval period, HGSF received support from neighbors and community partners in Novato and Marin County, including several letters of approval. Partners and advocates include Novato community members, HGSF volunteers, Buck Institute for Research on Aging, Homeward Bound of Marin, and North Marin Community Services.

We have been awarded \$570k from the Housing Trust as well as \$235k in CDBG and \$300k in HOME funds from the County. This February we submitted another CalHome PDL application and are confident the request is competitive. To date, we have successfully secured over \$2.3 million in private funding, including assistance from the Tamalpais Pacific Foundation and \$1.9 million from the Marin Community Foundation.

Describe any nearby amenities, such as parks, public transportation, grocery stores, health care facilities, schools, childcare, libraries, parks/open space, etc. that residents of the project are/would be able to use.

The Habitat Redwood Blvd property is bordered to the east by the Novato Days Inn, Redwood Blvd, and Highway 101; to the south by the Buck Center for Research on Aging; to the north by the old Birkenstock facility; and immediately to the west by Buck Center open space with homes and Olompali State Park beyond. The property is within half of a mile of multiple transit lines at the Novato San Marin SMART Station. This station provides service north to the Sonoma County Airport and south to Larkspur which connects to the Golden Gate Ferry. Golden Gate Transit and Marin Transit also serve stops located near the San Marin Station. Future expansion efforts will extend the SMART system to Cloverdale in northern Sonoma County. There are several other new construction projects in various stages of development within one mile of the project site, including market-rate residential, commercial, and mixed-use developments.

The project's design aims to reflect the rural farming nature of the surrounding area, set around common greens and courtyards. The site itself is laid out in an oval pattern around a central open space, crossed by pathways and gathering areas. The design team has worked to provide many amenities to this new community, including multiple play areas, a small amphitheater for events, a dog park, community gardens, trails and pathways, seating areas, benches and tables, and neighborhood meeting areas. HGSF will provide future families every opportunity to create and grow a thriving community at Habitat Redwood Blvd.

The development is located less than two miles from downtown Novato and provides access to many transit options and community amenities. The following amenities are located within three miles of the property.

- Trader Joe's
- Whole Foods Market
- Safeway
- Downtown Novato Community Farmer's Market
- Novato Unified School District
- St Francis Preschool
- Olive Elementary School
- Novato Library
- Marion Park
- Stafford Grove Park
- Novato Family Dental Care

Select the known environmental issues of the proposed project site, and/or adjacent properties if relevant.

Flood zone

No known environmental issues

Notes or clarifying information on environmental issues:

Habitat has completed extensive environmental review of the project and concluded that no severe

adverse conditions are present at the jobsite. Our team completed a Phase I Environmental Assessment plus two subsequent limited soiling sampling exercises. These three studies concluded that the site is acceptable for residential development and were provided to the City of Novato during the CEQA and zoning approval process. Aspects of the property are in a flood zone, but no residential structures are in identified flood zones.

The project completed the CEQA process with the City of Novato acting as the lead agency. An Initial Study/Mitigated Negative Declaration was approved by the Novato City Council in January of 2022 and a Notice of Determination was filed. The appeals window has since closed. The County of Marin has begun the NEPA process as required for a previous HOME funding award for the project.

Have you begun any state or federal environmental review procedures for the proposed project?

Yes

Who is the staff member that will supervise and manage the proposed project? Describe their past experience with project management.

Doug Fowler, Senior Project Manager, has over 12 years of experience in the affordable housing field and has worked in various project management roles around the country. A former AmeriCorps VISTA, Fowler joined HGSF in 2018 after working with Habitat for Humanity on the Mississippi Gulf Coast and in Durham, North Carolina. Most recently, Fowler was with Mission First Housing Group, an affordable housing developer based in Philadelphia, PA. He has been involved with the design, development, and construction of over 600 affordable housing units, including new construction, rehabilitation, and preservation projects. Throughout his career, Fowler has developed an expertise in sustainable building practices; he holds a LEED AP Homes designation and has certified projects through USGBC's LEED program, Energy Star, Enterprise Green Communities, National Green Building Standard, and Passive House Institute US. Fowler is currently working on the Habitat Redwood Blvd project and will remain the Project Manager throughout.

Will the project involve hiring an external property management company?

Yes

Describe the property management company. Include the company name and the number of affordable housing sites and units that it currently manages.

As the developer, HGSF will establish the HOA, draft and record CC&R's, Articles of Incorporation and Association Bylaws, develop a preliminary HOA budget, and train new homebuyers as to the requirements and responsibilities of being a part of a homeowners' association. Once unit construction is underway and prior to home sales, HGSF will hire a management company to properly maintain and manage the development after occupancy. The property management company will provide education to homeowners throughout their home ownership journeys. HGSF has developed relationships with numerous management companies over the years and will select one with strong experience and reputation to guide Habitat Redwood Blvd.

If awarded funding, you will need to draft and submit an Affirmative Marketing Plan for this project. The plan would describe how you will market the project to different groups of people based on protected characteristics such as race, color, national origin, religion, sex (including sexual orientation and gender identity), familial status, and disability. Please refer to the Affirmative Marketing tab of the [Federal Grants website](#) for more information.

Describe any prior experience with affirmative marketing or similar initiatives.

To market each new homeownership opportunity, HGSF takes a diverse approach. Working with local partners, including public agencies, community-based organizations, community leaders, and faith institutions, HGSF conducts an affirmative marketing needs assessment, including demographic data collection about race/ethnicity and language(s) spoken, as defined and required by HUD. This allows us

to identify the target population most in need of, and least likely to apply to, affordable housing opportunities in the jurisdiction's expanded housing market area. HGSF has a dedicated Outreach & Engagement Manager who is tasked with deepening these relationships within the communities we serve to help spread the word about our work, impact, and services. Postcards, in both English and identified, predominant language(s), are mailed to a radius around the project and flyers are shared in many community locations, including libraries and community centers. Additionally, HGSF advertises on social media, the HGSF website, and in newspapers to reach a varied and widespread audience of potential homebuyers.

For each new homeownership opportunity, we typically hold informational sessions (in-person and virtual; often dual language) about HGSF and the application process. Several staff members support potential applicants and help answer specific questions pertaining to eligibility and completing the application/gathering and obtaining the required documentation. All advertising will display the Equal Opportunity and Equal Access logos; and all our programs comply with all nondiscrimination and fair housing laws. Our Homeownership Services team has received extensive anti-discrimination education, including training in the Fair Housing Act, Equal Credit Opportunity Act, Truth in Lending Act, and others.

All projects funded by HUD programs must Affirmatively Further Fair Housing. This is defined as combating housing discrimination and taking meaningful actions to overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to housing opportunities based on protected characteristics: race, color, national origin, religion, sex (including sexual orientation and gender identity), familial status, and disability.

Describe any past community engagement activities for this project, and future plans for community engagement.

Since project conception, our team has strived to make partners in the area and design and develop a project that will truly benefit the local community. We have leveraged our reputation as a leader in affordable housing to help make the project possible by securing a highly skilled team of dedicated designers and consultants, including local leaders in the field of architecture, engineering, sustainability, environmental topics, and landscaping. Nearly all designers have committed to support HGSF, and the project, by providing discounted fees or donated time to help keep the project affordable and feasible. HGSF has worked tirelessly to ensure the proposed project exceeded all expectation of the City of Novato staff and leadership. Our entitlement package included several public hearings, including with the Design Review Committee, Planning Commission, and City Council. The Novato City Council unanimously approved the project in January of 2022, with vocal support from all members.

HGSF's real estate team dedicated countless hours working with local and state agencies to secure required regulatory permits and meet all local design and development standards for the project. During the discretionary approval period, HGSF received support from neighbors and community partners in Novato and Marin County. The project received several letters of support for both the Novato Planning Commission and City Council Meetings. Partners and supporters include Novato community members, HGSF volunteers from Marin County, Buck Institute for Research on Aging, Marin Open Space Trust, Marin Humane Society, Marin Community Foundation, Homeward Bound of Marin, North Marin Community Services, Marin Conservation League, and more.

Sweat equity and volunteerism are core tenants of our organization. HGSF will continue to make long term partners in the community to help achieve our mission. We have begun building relationships and developing a robust volunteer pipeline in Novato and Marin County to ensure our volunteer crews will be able to support our work onsite. Our Construction staff will also work to make partners in the trade and builder industry to ensure our team can meet the project's needs.

Demographics and Unit Information

In the table below, enter the existing or anticipated number of units based on income level and bedroom count. Refer to the [Current Marin County Income Limits](#) to determine income level.

Anticipated Unit Count by Bedrooms and Income Level

	Extremely Low	Very Low	Low	Moderate	Market Rate	TOTAL UNITS
Studio						0
1 bed						0
2 bed			10	9		19
3 bed			18	19		37
4 bed			12	12		24
Other						0
TOTAL UNITS	0	0	40	40	0	80

In the table below, enter the demographics of the people who live (or will live) in the proposed housing project. If unknown, use the demographics of households within similar existing Marin complexes as the proposed project, within the organization's purview. Specify the number of Hispanic/Latino residents in its stand-alone column. The "Total" column must include the number of Hispanic/Latino residents as part of the sum.

Are these numbers specific to the proposed project, or to a similar existing Marin complex?

Proposed project

Demographic Information

	Total Number of Persons	Persons Identifying as Hispanic/Latino
White	136	93
Black/African American	51	2
Asian	132	0
American Indian/Alaskan Native	4	0
Native Hawaiian/Other Pacific Islander	19	0
American Indian/Alaskan Native & White	0	0
Asian & White	8	2
Black/African American & White	8	2
American Indian/Alaskan Native & Black/African American	0	0
Other Multi-Racial	51	43
Other/Not Disclosed	0	0
TOTAL (Unduplicated)	409	142

Fill in a number for each of the fields below. For new construction, or if you are unsure, please put 0.

Families

80

Female-headed households

27

Households that include person(s) with a disability

5

Notes or clarifying information on demographics:

The demographic breakdown included in this application is a prediction as HGSF does not begin accepting applications and qualifying potential homebuyers until around the time construction begins. All demographic information collected is self-reported and our categories do not directly match those in this application. The information presented in the demographics table is based on current Habitat homeowners and past applicants in Marin County. We expect the applicant pool for the Habitat Redwood Blvd. project to follow similar trends.

Project Planning

Select the current phase of the proposed project.

Predevelopment

Describe the project timeline and specify a real or estimated completion date for each milestone below. Add/explain any additional milestones as needed.

For acquisition projects:

For new construction and/or rehabilitation projects:

Define scope of work/finish design

Wednesday, April 1, 2020

Complete planning and environmental review

Tuesday, January 11, 2022

Release bid package

Sunday, October 1, 2023

Select contractor

Monday, January 1, 2024

Finalize contract

Monday, April 1, 2024

Obtain building permits

Friday, December 1, 2023

Start construction

Monday, April 15, 2024

Complete construction

Thursday, December 31, 2026

Additional Milestones for New Construction and/or Rehabilitation Projects

Milestone	Estimated Completion Date
Design Review Application Submitted to City of Novato	08-01-2019
Formal Planning Application submitted to Novato	10-16-2020
Notice of Intent to adopt a Mitigated Negative Declaration (CEQA)	09-03-2021
Novato Planning Commission unanimously approved project	10-11-2021
Mitigated Negative Declaration filed with Secretary of State	01-12-2022
Grading Permit submitted to Novato Engineering Department	03-03-2022
Encroachment Permit Submitted to Novato Engineering Department	09-15-2022
Building Permit Submitted to Novato Building Department	10-07-2022
Grading Permit Approved by City of Novato	11-22-2022
CalHome Application (\$7.5 million) and BUILD program application (\$850k)	02-28-2023
Apply for State Infrastructure Funds (IIG) & other funding sources	07-01-2023
Secure all necessary permits from Novato & Other Agencies	12-01-2023
Horizontal Construction Begins	04-01-2024
Begin Vertical Construction	01-01-2025
Complete Construction Phase I	04-01-2026
Complete Construction Phase II	11-01-2026
Home Sales Begin	07-01-2026
Home Sales Completed	07-01-2027

Explain any additional milestones for New and/or Rehabilitation Projects below:

This timeline includes estimated dates for future milestones. Habitat Redwood Blvd is an incredibly long and complicated project and is one of the largest affordable homeownership developments in the state. This project involves complex site work, including new roads and infrastructure that will need to be in place before vertical construction can begin. We have built buffers into our project schedule to allow for unforeseen delays. HGSF self-performs much of the work with our in-house construction team and volunteer labor. However, we do retain the ability to sub out certain work in the interest of time. Homes will be completed and sold in phases, allowing us to not only get families into their homes more quickly but providing flexibility in our work.

Will you be seeking Project Based Section 8 Vouchers for this project?

No

Please be aware that if Project Based Section 8 Vouchers (PBV) are committed to the project, the environmental review process and subsidy layering must be completed before the acquisition is complete or construction commences. Actions taken prior to PBV being committed are not subject to

this requirement.

Describe the type of site control that your organization has for the proposed property. If this request includes funds for acquisition, summarize the acquisition terms, price, contingencies, and conditions.

Habitat for Humanity Greater San Francisco has executed a non-disclosure agreement (NDA) and donation agreement with the current landowner of the property at 8161 Redwood Blvd. The Donation Agreement was executed on August 12, 2022. HGSF has been working together with the current landowner to ensure that title transfers to HGSF in 2023 to allow construction to commence as soon as feasible.

Please describe in detail the entitlements and permits that will be required, and those already obtained. For example, Design Review, Master Plan, Zone Change, General Plan Change, Coastal Permit, etc.

Discretionary Project Approvals for the Habitat Redwood Blvd Include:

- General Plan Amendment
- Master Plan
- Precise Development Plan
- Vesting Tentative Map
- Environmental Review (CEQA Initial Study / Mitigated Negative Declaration)

These approvals were granted, unanimously, by the following bodies:

- Novato Planning Commission, October 2021
- Marin County Airport Land Use Commission, November 2021
- Novato City Council, January 2021

The project also required two regulatory permits from state agencies prior to breaking ground. These permits have been processed in parallel with the entitlement package and have been issued by relevant agencies.

A Discharge Permit was issued by the Regional Water Quality Control Board in August of 2022 and a 1602 Lake and Stream Bed Alteration Permit was issued by the CDFW in July of 2022.

Describe any contact with the planning staff at the relevant government jurisdiction, and any specific feedback they provided.

The project's design, environmental review, and full entitlement package was unanimously approved by the Novato City Council in January 2022. Throughout the process our team worked closely with Brett Walker, Senior Planner with the City of Novato planning department. We have worked with all associated departments and agencies, including the Novato Fire District, Department of Public Works, Novato Sanitary District, and North Marin Water District, to ensure our project can and will meet all requirements of these entities.

Identify all applicable accessibility laws and specific accessibility requirements that must be met in the design of the proposed project.

Habitat Redwood Blvd will contain 80 homes across 23 buildings and nine designated ADA parking spaces. The project will also be designed to make all reasonable accommodations as required by law for qualified homebuyers with hearing, visual, or mobility impairments. The development will meet or exceed all state and, if necessary, federal accessibility requirements. In anticipation of receiving federal funding for the construction of the homes, HGSF has also engaged an ADA consultant to ensure compliance with applicable codes.

Financing Plan

What is the status of all proposed project funding sources as of the date of this application?

The total project budget currently sits at \$93,900,000, including \$75 million in construction spending, plus an additional \$19.3 million in pre-development and HGFS costs. This budget includes anticipated inflation across the life of the project, construction contractor contingency of 11%, developer contingency of 10%, and a developer fee of 2% to cover HGFS staff and overhead costs.

Our Real Estate Development team has years of experience securing public subsidy for our affordable homeownership opportunities. HGFS has already secured \$1.26 million for Habitat Redwood Blvd from Marin County and its Housing Trust Fund across several sources. We anticipate over 27% of the project budget, or \$26 million to be funded by public subsidy from Marin County, the City of Novato, HCD, the Federal Home Loan Bank, the California Energy Commission's Building Initiative for Low-Emissions Development (BUILD) Program, and other sustainability geared programs.

Habitat's Fund Development team will also support the project by securing private donations from individual donors, corporate sponsors, or foundations. To date, we have raised over \$2.3 million dollars in private donations and funds, largely from our biggest supporter, the Marin Community Foundation. We anticipate at least 10% of the project budget, or \$9.4 million, to be funded through private donations.

The last piece of our funding stack will be mortgage revenue. As the lender, HGFS can use issued mortgages to help finance and fund our projects. After a home sale, HGFS collects monthly receipts from the affordable mortgage, or can monetize that mortgage through a bank purchase or financial transaction. Overall, we anticipate the final 52% of the project budget, or \$57 million, to be permanently financed through the project's mortgage revenue. As Habitat Redwood Blvd includes both low-income and moderate-income restricted units, we are confident in our ability to make use of mortgage revenue to properly capitalize the development.

Along with these permanent sources, HGFS also has access to temporary sources to finance projects throughout construction. For a project this large, we will use construction lending sources from traditional lenders or a corporate partner, plus temporary HGFS sources like mortgage revenue from other developments, a company line of credit, and a company construction line of credit.

Throughout the project, HGFS will monitor potential construction cost escalation and supply chain challenges for building materials and interior finishes. HGFS is conservative in estimating the construction costs, as evidenced by including a construction contingency of 10% in the project budget, providing for inflation of the costs for the multi-year construction period, and regularly conferring with HGFS Board Members (who are private sector housing developers) about market conditions. HGFS also plans to order materials in advance as needed to mitigate the supply chain challenges faced by many developers and take other necessary steps to keep costs reasonable.

What is the timing and likelihood for obtaining commitments of anticipated funding sources?

HGFS has identified a diverse list of anticipated funding sources for Habitat Redwood Blvd. The Marin Community Foundation has been generous with \$2M already awarded to the project. We are targeting several other private funding sources including individuals, foundations, and corporate sponsors.

The Real Estate Development team submitted an application for a \$7.5M CalHome Development Project Loan to support 30 of the 40 low-income units. Our self-score was 94 out of a total possible 100. We are confident this application will be competitive. Award announcements are expected in Summer 2023. We anticipate applying for CalHome Mortgage Assistance in a future round to support the remaining 10 low-income units and expect the project to remain competitive.

Habitat Redwood Blvd is currently receiving technical assistance for the California Energy Commission's Building Initiative for Low-Emissions Development (BUILD) program. We expect to reserve our allocation based on project design later in 2023 and will then move into the construction phase of the program. Due to the large number of sustainability features and ability to adapt design elements to align with the BUILD program, the project has a high likelihood of receiving a large BUILD funding commitment. We are also targeting the Federal Home Loan Bank's Affordable Housing Program (AHP) for up to \$1M in gap financing. Past HGFS projects have been successful in securing AHP subsidy and we are confident Habitat Redwood Blvd will be successful as well. Our CEO has also been holding ongoing conversations with the City of Novato, which recently awarded the project \$350,000 in grant support and waived nearly \$600,000 in fees to support the project. We continue to research and pursue new funding sources, including possible future County subsidy like HOME or CDBG (for mortgage assistance or disposition), the State of California Housing and Community

Development's Infill Infrastructure Grant program, and others.

In the event that any funding sources are not obtained or are committed at lower levels than requested, what alternatives will be pursued?

The total project budget currently sits at \$93,900,000 and the team is continuously monitoring for any changes and ways to complete the project more efficiently and effectively. Although this budget has risen dramatically over the past several years, HGSF has identified the required resources to fund this ambitious development. The project was recently awarded approximately \$600,000 in fee waivers as well as \$350,000 in grant support from the City of Novato. Such City support will help diversify the funding sources and help our team confidently move forward with the development.

One way our team works to keep costs under control is by securing donated materials, labor, and professional services. To date, all major members of the current design team have provided in-kind services or a reduced billing rate for Habitat Redwood Blvd. We have secured over \$150,000 in Gift In-Kind services thus far. Our Real Estate Development and Construction teams, along with our Fund Development team, will continue to work hard to retain these kinds of partnerships and to find new opportunities for donated services. Our current budget anticipates \$850,000 in donated goods and services, and the land, valued at \$2.95 million, will also be donated to HGSF. These donations help guarantee we can keep our costs reasonable and in budget as the project progresses.

Habitat's Fund Development team will also support the project by securing private donations from individual donors, corporate sponsors, or foundations. Should some of the targeted sources commit at lower levels than requested, we have the ability to pursue additional private funding, sell additional mortgage notes, or use our company and/or construction lines of credit. We are also weighing several different options, including public or private construction loans, to help further finance the project as needed.

For each item in your project budget, to be attached to this application, please explain how the budgeted amount was derived, whether costs are estimated or bid, and any other relevant information that justifies the budgeted expense (e.g., cost per square foot, percentage of other costs, estimated number of work hours).

HGSF takes a multi-disciplinary approach to homeownership, serving not only as the landowner and developer, but also the general contractor, by self-performing much of the work on site. The proposed costs below are based on our extensive experience building affordable housing in the Bay Area. As the project progresses, we continue to brainstorm cost-effectiveness strategies and determine future funding opportunities and needs.

The construction budget was updated in late 2022 and takes into account inflation and cost increases that have affected the construction industry over the past three years.

Horizontal construction costs are based off the results of an RFP issued in late 2022 to trusted land development contractors in Marin County. Hard bids were provided by four separate contractors through that RFP. HGSF has analyzed those bids to come to a realistic budget that aligns with trade partners for the extensive horizontal development work included in the project and is also accounting for future inflation.

Vertical construction costs have been estimated in a mix of three ways. Major trade budgets are set on bids by sub-contractors and based off current plans (framing, roofing, plumbing, drywall, electrical, mechanical, exterior enclosure, etc). The costs of lumber, building materials, and finishes are based off of historical HGSF costs on a per unit or square foot cost and take into account spending on recently completed and under construction Habitat projects. Lastly, general conditions have been estimated based off of the use of HGSF's volunteer labor program and the assumed length of the project. All budgeted items assume future inflation through the life of the project.

Pre-development costs have been estimated based off of current design contracts, historical averages for HGSF costs, fee estimates provided by cities and agencies, and quotes from consultants. The project's pre-development costs have increased only marginally over the past three years and future inflation is captured in this budget.

The project is also carrying adequate contingency for the current stage of pre-development. The budget

includes an 11% construction contractor contingency plus an additional developer contingency to safeguard against any unforeseen issues. As the project progresses through the permitting and final buy out stages, we are confident that our team can maintain or reduce this budget.

Is your organization receiving any other Marin County funding for this project?

Yes

Please describe. Include a brief overview of the goals and accomplishments achieved through this funding.

Habitat Redwood Blvd has already received four funding awards from Marin County: \$250 thousand and \$321 thousand from the County Housing Trust, plus \$235 thousand in CDBG and \$300 thousand in HOME funding from the County. Our first \$250,000 was fully disbursed in Fall 2021 and helped cover early project consultant costs, including environmental, architecture, and engineering consultants. Our \$321 thousand award, which includes approximately \$160 thousand from the County’s Housing Trust Fund and \$160 thousand in Permanent Local Housing Allocation (PLHA) funds, will support further predevelopment costs, such as construction drawings. The \$235 thousand CDBG award will help HGSF pay for a sewer fee which is a required component of the land donation and will be paid in Spring 2023. Finally, the current \$300,000 in HOME funds will support early construction costs.

Marin County remains the largest public subsidy provider on the Habitat Redwood Blvd project. Without this generous County funding the project would not be possible.

Does your organization have unspent funds that were previously awarded by the County (for any project)?

Yes

What is your timeline for expending the fund balance?

Habitat Redwood Blvd has three unspent County awards.

- CDBG, \$235,362, will be expended in Spring 2023
- HTF/PLHA, \$321,804, will be expended in Winter 2023
- HOME, \$300,000, will be expended in Spring 2024

Habitat for Humanity Greater San Francisco has also received County support for our Aspen-Overlook Project. Both the Measure W and the County Housing Trust awards will be used for property acquisition costs.

- Measure W, \$400,000, will be expended in Summer 2023
- HTF, \$400,000, will be expended in Winter 2023

Attachments

Please closely review the Notice of Funding Availability (NOFA) for instructions on which documents you must attach. The County requires specific attachments for each funding type (HTF/PLHA, HOME-ARP, CDBG Housing). Please label your attachments in this manner: “2023-24 [Document Name] for [Organization Name]- [Project Name].”

 2023-24 501C(3) Approval fo... .pdf	 2023-24 Board fo Directors fo....pdf
 2023-24 FY23 Organization O....pdf	 2023-24 Financial Statementpdf



2023-24 Financial Statementpdf



2023-24 Financial Statementpdf



2023-24 Pro Forma for Habit... .xlsx



2023-24 Site Control for Habi... .pdf



2023-24 Sources Uses for Ha... .xlsx

Certification

Please review your responses above for accuracy.

Name of Person Completing this Application

Ashley Spooner-Choi

Title of Person Completing this Application

Public Funding & DRE Manager

By checking this box,

I hereby certify that the information in this application is true and accurate to the best of my knowledge.

2023-24 Super-NOFA Application for Affordable Housing Funds

Marin County Housing & Federal Grants Division

This application is for affordable housing developers in Marin County, California who would like to apply for multiple state, local, and federal funding sources simultaneously. Please refer to the Notice of Funding Availability (NOFA) released on February 6, 2023 for detailed information about qualifications and application requirements.

The following grant sources and amounts are available through this application:

1. **Marin County Affordable Housing Fund (HTF) and State Permanent Local Housing Allocation (PLHA)** - \$2.3 million
2. **Federal HOME-ARP** - \$2.4 million
3. **Federal CDBG Housing** - \$600 thousand

Applicant Information

Organization Name

Homeward Bound of Marin

Website URL

www.hbofm.org

DUNS

949337059

Mailing Address

1385 North Hamilton Parkway
Novato, California, 94949

Project Contact Name

Paul Fordham

Title

Co-Chief Executive Officer

Email Address

pfordham@hbofm.org

Phone Number

(415) 382-3363

Executive Director Name

Mary Kay Sweeney

Executive Director Email Address

mksweeney@hbofm.org

Is there a co-applicant organization?

No

Briefly describe your organization, including mission, programs, staff experience, and number of clients served. Describe the co-applicant organization, if applicable.

Founded in 1974, Homeward Bound is the leading provider of shelter and supportive housing for people experiencing homelessness in Marin County, including veterans, families, seniors, and people who struggle with mental health issues or disabilities.

Our mission of “opening doors to safety, dignity, hope, and independence,” is coupled with a vision that “everyone deserves a place to call home.”

Serving 886 people last year (252 family members and 634 single adults), Homeward Bound offers 20 residential programs throughout Marin. Safe and dignified living accommodations are paired with individualized counseling and an array of social and employment services to help people secure housing, achieve self-sufficiency, regain their independence, and lead fulfilling lives. Last year, our programs and services ensured 88% of families and 77% of adults exited Homeward Bound for housing opportunities.

Homeward Bound has grown steadily over the years in response to the demand for housing and services, and our annual agency budget, now over \$13 million, has kept pace. Our workforce has also expanded each year so that we now employ a highly diverse, experienced, and skilled staff of 75 full-time and 27 part-time individuals—including numerous persons with lived experience of homelessness—who are engaged in program activities, support services, housing assistance, job training, and social enterprises.

A key reason for Homeward Bound’s forward progress has been the sustained and consistent leadership of a highly committed and engaged Board of Directors, including persons with lived experience, varied passions, perspective, and skills. In addition, a five-person leadership team brings more than 70 years of relevant experience and a proven track record of collaboration and success. This team includes two Co-Chief Executive Officers, Chief Operating Officer, Chief Program Officer, and Chief Equity Officer.

Over the years, Homeward Bound has successfully launched several major developments comparable to this project. In 2022, we celebrated the opening of the Jonathan’s Place after a multi-year \$19 million capital campaign. It now provides 32 beds of affordable housing and 40+ beds of emergency shelter for adults. In 2018 we opened King Street Senior Housing in Larkspur with a \$1.3 million renovation budget and a construction timeline of less than one year, transforming a vacant former convent into a permanent group home for 12 seniors exiting homelessness. In 2016, we opened Oma Village following a multi-year construction schedule and \$6.6 million budget. Built with significant local grant support, this Novato housing community now provides 14 affordable homes for families transitioning from homelessness. In 2008, we opened the doors to the Next Key Center, which took \$9.3 million to complete and is home to 25 adults and 4 small families living in 29 studio apartments; a 6-bed medical respite program; our culinary job training program and social enterprise hub, and Homeward Bound’s administrative offices.

Have there been any recent or upcoming leadership transitions?

Homeward Bound’s continues to plan and adapt its leadership to lay the foundation for continued success and growth. Last year, the agency moved from a single Executive Director to a Co-Chief Executive Officer model by promoting its Deputy Director, Paul Fordham to work alongside Mary Kay Sweeney. This change not only recognized the reality of Paul’s professional development and performance, but also positioned the agency for a smooth executive transition when Mary Kay eventually retires. Likewise, the agency had futures needs and challenges in mind when it established key new leadership positions and recognized performance by promoting LaSaunda Tate to Chief

Operating Officer, Anna Hurtado to Chief Program Officer, and Shikira Porter to Chief Equity Officer. Finally, Homeward Bound's Director of Finance, Bob Heinen, has decided to enter a well-deserved retirement, but is graciously continuing to support the agency as it recruits for a new Director of Finance. The agency's Finance Department also includes an Accounting Manager and three finance associates, all of whom helping to ensure continuity during the transitional period.

Recently and over the years, Homeward Bound's agency trajectory has been one of program expansion and budget increases. For example, since the beginning of the pandemic the agency has added the following new programs, some permanent and others temporary responses to COVID-19:

- 2022 – added 40+-bed Jonathan's Place Emergency Shelter and 32-studio-unit Jonathan's Place affordable housing
- 2022 – opened 18-studio-unit Casa Buena affordable housing in Corte Madera
- 2021 – launched the Casa Nuestra program, providing Housing Choice Vouchers and scattered site housing for 10 families
- 2020 – operated and then closed temporary motel-based non-congregate shelters for 23 families and up to 60 adults at risk from COVID-19.

On the other hand, the start of the pandemic caused a temporary 10% drop in the annual number of persons who could be accepted into Homeward Bound permanent programs due to public health restrictions and social distancing requirements in our shelter services.

In the years prior to the pandemic, some of our major program additions have included the 26-bed Housing at Last, 33-bed Family Place, 35-bed Oma Village, 29-bed Families First, and 12-bed King Street Housing.

Meanwhile, Homeward Bound's annual agency budget has grown every year without fail, for example from just over \$9 million in 2019-20 to just over \$13 million in 2022-23. This reflects strong and steady confidence and support from government, foundation, and private funders and contributors and continued growth of our rental and social enterprise revenues.

Have there been any recent expansions or cutbacks in activities and/or budget? If so, please explain.

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If applicable, what is the organization's standing with licensing or other accreditation authorities?

N/A

How does your organization verify client income?

Homeward Bound verifies client income initially and a least annually thereafter to determine eligibility and to determine the client's monthly occupancy fee towards a housing unit. Occupancy fees are 30% of the client's monthly adjusted income. Therefore, to calculate the client's monthly adjusted income, clients must complete an income verification checklist and submit all supporting documentation i.e. paycheck stubs, General Assistance/General Relief statements, Social Security Disability Income statements, Supplemental Security Income statements, and/or benefits documentation from the Veterans Administration. After the income verification checklist and supporting documents are collected and reviewed, a Homeward Bound finance associate uses the HUD Income & Resident Rent Calculation Worksheet to determine the client's rent contribution.

This process is repeated annually in line with requirements of the CoC Interim Rule. As a lease agreement condition, clients must agree to supply the information or documentation necessary to verify their income. Also, clients must provide the landlord with information at any time regarding changes in income or other circumstances that may result in changes to the client 's rent contribution.

General Project Information

Project Name

Novato Veterans and Workforce Housing

Project Address

826 State Access Road
Novato, California, 94949

Assessor's Parcel Number (APN)

APN 157-970-07

Funding Requests

Which funding source(s) are you seeking for this project? Please refer to the NOFA for a description of each funding source and eligible project types. Those applying for HOME-ARP funds are highly encouraged to apply for HTF/PLHA funds as well.

HTF/PLHA

HOME-ARP

CDBG Housing

HTF/PLHA Amount Requested

\$2,358,030

HOME-ARP Amount Requested

\$2,467,167

CDBG Housing Amount Requested

\$600,000

CDBG/HOME-ARP applicants only: Is this project located in a Special Flood Hazard Area, and therefore requires flood insurance?

No

Project Details

Scope of Work: Describe the proposed project, including details such as property characteristics, proposed use of funds, and number of housing units involved. Explain how the project will benefit the community.

This project will develop veterans and workforce housing on the 2.8-acre “HUD Parcel” site in the former Hamilton Army Airfield in Novato. This future housing will provide 50 critically needed new homes, including 24 affordable one-bedroom units of permanent supportive housing for veterans in a two-story apartment building, and 26 one-bedroom rental units of workforce housing in an adjacent and similarly designed two-story structure. The site will also include a job training facility. With the Phase 1 veterans units essentially fully funded, the \$5.425 million requested will be used for eligible costs for developing the Phase 2 workforce housing units.

Located next to existing housing programs operated by Homeward Bound, this new development will replace three former warehouses and complete a coherent campus of services to address homelessness in Marin. The Affordable Housing Fund and Permanent Local Housing Allocation (HTF/PLHA) and HOME Investment Partnership American Rescue Plan (HOME-ARP) funding requested will be used for construction of the housing and related improvements. The Community Development Block Grant Housing (CDBG Housing) funding requested will be used only for eligible costs such as off-site improvements (e.g., utilities).

The workforce housing units will provide critically needed affordable housing for six small families and 20 single adults who are exiting homelessness and entering or reentering the labor force. The family housing will be grouped on the ground floor on the private back of the building.

The veterans housing units will offer affordable and dignified living spaces for all remaining unhoused veterans in Marin, making our community one of the first in California to ensure every former service member has a place to call home.

Tenants will receive onsite case management and connections to resources such as public benefits, employment, medical care, legal aid, childcare, or transit. In addition, residents will have access to all the amenities of Homeward Bound’s adjacent New Beginnings Center, including 24/7 staffing and daily meals. The project is conveniently located within a half mile to a SMART train station, multiple bus lines, a library, grocery store, and parks.

Building on the existing structural landscape of Marin, this project represents a unique opportunity to replace disused buildings with vibrant new homes and fulfill the decades-long intentions of a Novato reuse plan to develop the property for the purposes of serving people without housing.

With a 55-year renewable \$1.00 ground lease approved by the City in 2019, Homeward Bound has engaged with long-time local architectural partner, Fredric C. Divine Associates. Key milestones reached thus far include holding public neighborhood meetings to gain community input, and approval of exterior design and landscape plans for the site. Most recently, Homeward Bound broke ground on the veterans housing after securing Novato City Council approval of a CEQA clearance, precise development plan, and design review for the entire project (veterans and workforce housing and job training facility). We look forward to completing construction of the veterans housing by the end of 2024 and the workforce housing at latest by the end of 2025

Describe the property’s history leading up to this request. Include when the organization acquired/will acquire the property, any previous requests for County funding, attempts to secure other financing, etc.

The site is part of the former Hamilton Army Airfield, which was closed by the military in 1975. Under the Hamilton Reuse Plan, the base was turned over to the City of Novato and is now a planned community with a broad array of residential, commercial, open space, and civic uses.

As a decommissioned military base, HUD approved the Hamilton Reuse Plan for this site under the McKinney Act, which included a Legally Binding Agreement that the HUD Parcel be designated for homeless service uses, including housing, services, supportive employment, and job training.

The HUD Parcel is now occupied by three dilapidated structures built prior to 1952 by the military for use as barracks. These old buildings will be demolished to make way for the new veterans housing, workforce housing, and job training facility.

While the vision for this project has long existed, work began in earnest in 2018, when Homeward Bound asked the City for a ground lease for the site and requested Fredric C. Divine Associates to develop architectural plans. Since then, key milestones that have been reached include:

- 2018 – 2020 – Homeward Bound held public neighborhood meetings to gain community input on the initial project design and made revisions according to the input.
- 2019 – 2020 – Homeward Bound submitted an application for design review, participated in a design review process, and made revisions according to the input.
- December 2019 – the Novato City Council approved a 55-year \$1 ground lease of the HUD parcel to Homeward Bound.
- January 2020 – the Novato Design Review Commission moved to forward to the Planning Commission a recommendation of approval of exterior design and landscape plans
- June 2020 – the Novato City Council voted to grant the project in lieu housing funds of \$750,000 in to off-set development fees.
- 2020 – 2022 – Homeward Bound has secured more than \$14.4 million to complete Phase 1, which includes demolition, underground facilities and ground preparation, off site facilities, and the veterans housing: This includes: \$3 million short-term loan from Novato, \$4 million from the State of California 2021 Budget, \$3 million from the State Veteran Housing and Homelessness Prevention (VHHP) program, \$2.2 million from Marin Community Foundation (MCF), \$750,000 from the City of Novato, \$526,526 in HOME funds, \$250,000 in CDBG funds, \$966,528 from two years of Marin County Affordable Housing Trust awards, and more.
- August 23, 2022 – Novato City Council approved environmental clearance, precise development plan, and design review, setting the stage for the ground breaking.
- January 2023 – the U.S. Department of Housing and Urban Development approved NEPA review.

Describe any nearby amenities, such as parks, public transportation, grocery stores, health care facilities, schools, childcare, libraries, parks/open space, etc. that residents of the project are/would be able to use.

A key benefit of the project is that it is adjacent to Homeward Bound’s main campus, where many services are already provided onsite. For example, Spahr Center, Ritter Center, AA, and NA all provide substance abuse recovery services or groups on site. The Fresh Starts Culinary Academy and other training opportunities are located on campus, and the NBC cafeteria provides three free meals per day. A full-time Housing Case Manager works exclusively with veterans staying at the New Beginnings Center (NBC) and the HUD VASH program has a caseworker office in the NBC. As such, the project will be part of what is truly a center for homeless services, and tenants of the project will be able to timely and easily obtain needed services.

The site is served by the nearby Hamilton SMART station, as well as 3 different transit lines within .3 miles (the 49, 251, and 257). And Homeward Bound provides bus vouchers. In addition, there are:

- One grocery stores within .5 miles - Safeway and another within 1 mile - Nugget Market
- One shopping center within .5 miles – Hamilton Marketplace and another within 1 mile – Pacheco Plaza
- Three parks within 1 mile – Clark Blasdel Community Park, Bay Trail/Hamilton Wetland Preserve, and Loma Verde Preserve
- Two medical clinics within .5 miles – Sutter Health Walk-In and Action Health Clinic
- Two schools within .5 miles – Novato Charter (K-8) and Hamilton Middle School, and another within 1 mile – Loma Verde (K-5)
- Two childcare/preschool programs within .5 miles – Hamilton Montessori (toddler – K) and North Bay Children’s Center (toddler, preschool, and after school), and one within 1 mile – Novato Children’s Center (ages 3 – 8).
- Four public recreation facilities within 1 mile – South Novato Library, Hamilton Community Pool, Hamilton Field History Museum, and Marin Museum of Contemporary Art.

Select the known environmental issues of the proposed project site, and/or adjacent properties if relevant.

No known environmental issues

Notes or clarifying information on environmental issues:

The project has completed a Phase 1 Environmental Site Assessment (ESA), and no issues were found. The project has received both CEQA and NEPA clearances.

Have you begun any state or federal environmental review procedures for the proposed project?

Yes

Who is the staff member that will supervise and manage the proposed project? Describe their past experience with project management.

Co-Chief Executive Officer Paul Fordham is the lead project manager for development of the housing and job training facility, a role he fulfilled for the prior Jonathan’s Place, Casa Buena, Oma Village, King Street Senior Housing, and Next Key Center efforts. Paul coordinates the project and interfaces with all key players, including Novato planning officials, County program staff, and the design, construction, and development teams. As such, this includes Homeward Bound’s long-time architectural services provider, Fredric C. Divine Associates, a role the firm very successfully carried out for Jonathan’s Place and King Street Senior Housing; and Homeward Bound’s Board, leadership, and development team (including consultant Tony Gardner) who are all working together on fundraising and have demonstrated past success with the Jonathan’s Place, Oma Village, King Street Senior Housing, and Next Key Center capital campaigns.

Once the project is up and running, Chief Operating Officer LaSaunda Tate will be the lead for operation of the housing, including marketing and occupancy, resident and community relations, maintenance and repair, program policy development and compliance, program policies and staffing. LaSaunda has 15 years of experience including overseeing operations of each of Homeward Bound’s 20 unique residential programs. Chief Programs Officer Anna Hurtado will be the lead for programming and supportive services. Anna also has 15 years of relevant experience and currently oversees programs and services for all adult, family, veteran, and mental health programs. Finally, Chief Equity Officer Shikira Porter will lead critical activities toward achieving justice, equity, diversity, and inclusion throughout the program.

Will the project involve hiring an external property management company?

No

If awarded funding, you will need to draft and submit an Affirmative Marketing Plan for this project. The plan would describe how you will market the project to different groups of people based on protected characteristics such as race, color, national origin, religion, sex (including sexual orientation and gender identity), familial status, and disability. Please refer to the Affirmative Marketing tab of the [Federal Grants website](#) for more information.

Describe any prior experience with affirmative marketing or similar initiatives.

Homeward Bound has many year of experience affirmatively marketing its housing and shelter openings. As a result, the agency has made significant progress in serving traditionally underserved, underrepresented communities. For example, in the 2022 program year 25% of Homeward Bound clients were Latinx, compared with 22% in the countywide homeless population (Marin 2022 point-in-time-count) and 19% in the overall county population; 22% of Homeward Bound clients were African American compared to 22% in the countywide homeless population and only 2% in the overall county population; and 7% of Homeward Bound clients were Mixed Race/Other compared to 5% in the countywide homeless population and 11% in the overall county population. Meanwhile, only 41% of Homeward Bound clients were White compared to 65% in the countywide homeless population and 68% in the overall county population.

Historically, Homeward Bound has affirmatively marketed its programs by communicating all openings directly to staff partner agencies that extensively serve traditionally underserved, underrepresented

communities, such as the Marin City Development Corporation, Canal Alliance, Marin Asian Advocacy Project, Spahr Center, Community Action Marin, St. Vincent de Paul Society of Marin, Marin Center for Independent Living, Vivalon, and Marin County Health and Human Services. In addition, the agency regularly communicates its openings during meetings of the Marin Alliance to Solve Homelessness and Marin Volunteers Active in Disasters (VOAD), both of which include representation from the San Rafael Canal area, Marin City, and West Marin. Finally, Homeward Bound announces its new shelter and housing opportunities through the agency website, weekly newsletter, and through Facebook and Instagram. Together these are effective at reaching members of underserved, underrepresented communities, including, importantly, persons served in Homeward Bound's shelters who are looking for stable housing.

More recently Homeward Bound has conducted research to identify tailored means of advertising, including newspapers, radio stations, TV stations, internet and social media, and bulletin boards best suited to reaching African American, Latinx, and Disability communities, and has identified specific affirmative marketing evaluation and training approaches. With this information, Homeward Bound has developed a number of written Affirmative Fair Housing Marketing Plans, including one for this project. It is important to note that since all Homeward Bound's housing referrals now come through the Marin Coordinated Entry System (CES), we are in part dependent on the effectiveness of Marin CES's affirmative marketing. Homeward Bound has been a key part of the CES Community Redesign process aimed at making the process more inclusive and eliminating racial and gender bias resulting from the use of the original VI/SPDAT assessment tool. Homeward Bound led the Family CES redesign and is now participating in Adult CES redesign. A key goal for Homeward Bound is to ensure that the housing referrals we receive are in whole as diverse as our own shelter populations and the overall Marin homeless population.

All projects funded by HUD programs must Affirmatively Further Fair Housing. This is defined as combating housing discrimination and taking meaningful actions to overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to housing opportunities based on protected characteristics: race, color, national origin, religion, sex (including sexual orientation and gender identity), familial status, and disability.

CDBG/HOME-ARP applicants only: How will this project Affirmatively Further Fair Housing?

This project will accept referrals through the Marin CoC Coordinated Entry System (CES), and thus will benefit from the CES program's affirmative marketing designed ensure that all people have fair and equal access to CES and housing and will not be "steered" toward any particular housing program or neighborhood due to factors such as race, ethnicity, national origina, disability, sex, presence of children, or membership in any federally protected class.

Moreover, Homeward Bound will take proactive steps intended to address longstanding patterns of segregation, discrimination, and disinvestment, including the development and implementation of an Affirmative Marketing Plan specific to this new housing opportunity, and by offering integrated housing in Marin outside an area of racially and ethnically concentrated poverty.

Homeward Bound's Chief Operations Officer, LaSaunda Tate, will be the lead on affirmative marketing. Outreach efforts will include marketing intended to draw the attention of these groups such as notices, media, and flyers placed via local Spanish-language websites, newspapers, or radio stations; community television stations, circulated with partners such as Vivalon and local Veterans Administration liaisons, bulletin boards at community centers, libraries, and Homeward Bound's shelters; or through social media posts on agency Facebook and Twitter accounts.

Housing information and application materials will be provided for Limited English Proficiency persons to ensure meaningful access, including bilingual staff who will provide verbal interpretation and written translation, as well as translated housing program contracts, flyers, and policies.

Community contacts for each targeted marketing population designated as least likely to apply for this housing development will include agencies with the ability and trust to influence such groups, including Marin City Development Corporation, Canal Alliance, Community Action Marin, St. Vincent de Paul Society of Marin, Marin Asian Advocacy Project, Marin Center for Independent Living, Vivalon, and Marin County Health and Human Services.

All marketing materials will be inclusive, culturally sensitive, and representative of the demographics of

the target groups identified in the Affirmative Marketing Plan, together with the supportive service populations this housing is designed to serve. The Equal Housing Opportunity logo will be included on all notices, lease documents, and marketing materials, and the HUD Federal Fair Housing poster will be displayed in the property office.

Future and continued marketing efforts following initial lease-up will be carried out to maintain occupancy goals in accordance with the Affirmative Marketing Plan. A staff data analyst will collect and report on project and organizational demographics to identify any population-based disparities in services provided and client outcomes, and inform steps needed to eliminate disparities and advance goals to affirmatively further fair housing.

Homeward Bound is committed to affirmatively furthering fair housing. The responsibility to promote nondiscrimination applies to this project and all Homeward Bound's residential programs. Homeward Bound complies fully with all federal, state, and local nondiscrimination laws, adhering to rules and regulations governing fair housing, civil rights, and equal opportunity in housing, which includes prohibiting discrimination in housing on the basis of race, color, religion, sex, national origin, age, familial status, or disability.

Describe any past community engagement activities for this project, and future plans for community engagement.

As part of the homeless facilities component of the Hamilton Reuse Plan, Homeward Bound's facilities at Hamilton Airfield have undergone an extensive public process with many meetings (going back to the mid-1990s), during which neighbors and the public have had ample opportunity to comment on and influence building and program design. As a result, Homeward Bound has successfully engendered very broad community support for its activities at the former Hamilton Airfield, and the homeless services "campus," is fully aligned with the community, social, economic, and aesthetic goals set forth in the City's General Plan and Hamilton Reuse Plan.

During the design review process, the community fully engaged around the new housing being added to the campus. Thus, on April 25, 2018, Homeward Bound held a community outreach kick-off meeting with our Hamilton neighbors, three City Council members, two staff from Senator McGuire's office, VA staff, and County staff. Then, on November 19, 2019, Homeward Bound held a neighborhood meeting at the Next Key Center to surface neighbors questions, concerns, and comments. These meetings showed strong community and neighborhood support for the project, and all comments were considered in preparing and revising the project plans. The result benefited from the agency's hard work to develop excellent relationships with the Hamilton neighbors during the 30+ years we have operated programs at the former Hamilton Airfield.

Integration of the residents with the broader community will be a key goal of all project partners. Through its "good neighbor" policy, Homeward Bound will create opportunities for tenants and neighbors to meet and interact around common interests and concerns. Homeward Bound will address any neighbor complaints within 10 days. The site will be robustly staffed to handle issues whenever they arise and staff will work closely with neighbors to quickly resolve any issues.

Homeward Bound intends to have monthly tenant councils for each building that will be led by the tenants themselves. The goal will be to create a space for residents to connect, share resources and experiences, and encourage strong community. The tenant councils will select their own officers, will plan outings and activities, will hold "tenant circles" to discuss chores, neighbor relations, address conflicts, and build relations with staff; and will engage in volunteer and learning activities together.

Demographics and Unit Information

In the table below, enter the existing or anticipated number of units based on income level and bedroom count. Refer to the [Current Marin County Income Limits](#) to determine income level.

Anticipated Unit Count by Bedrooms and Income Level

	Extremely Low	Very Low	Low	Moderate	Market Rate	TOTAL UNITS
Studio	0	0	0	0	0	0
1 bed	0	50	0	0	0	50
2 bed	0	0	0	0	0	0
3 bed	0	0	0	0	0	0
4 bed	0	0	0	0	0	0
Other	0	0	0	0	0	0
TOTAL UNITS	0	50	0	0	0	50

Notes or clarifying information on the unit count:

24 units for veterans and 26 units for adults and small families exiting homelessness and entering or re-entering the labor force.

In the table below, enter the demographics of the people who live (or will live) in the proposed housing project. If unknown, use the demographics of households within similar existing Marin complexes as the proposed project, within the organization's purview. Specify the number of Hispanic/Latino residents in its stand-alone column. The "Total" column must include the number of Hispanic/Latino residents as part of the sum.

Are these numbers specific to the proposed project, or to a similar existing Marin complex?

Proposed project

Demographic Information

	Total Number of Persons	Persons Identifying as Hispanic/Latino
White	33	9
Black/African American	16	0
Asian	1	0
American Indian/Alaskan Native	1	1
Native Hawaiian/Other Pacific Islander	1	0
American Indian/Alaskan Native & White	0	0
Asian & White	0	0
Black/African American & White	0	0
American Indian/Alaskan Native & Black.African American	0	0

	Total Number of Persons	Persons Identifying as Hispanic/Latino
Other Multi-Racial	4	0
Other/Not Disclosed	0	0
TOTAL (Unduplicated)	56	10

Fill in a number for each of the fields below. For new construction, or if you are unsure, please put 0.

Families

6

Female-headed households

15

Households that include person(s) with a disability

23

Notes or clarifying information on demographics:

The six families will be small (parent and infant or small child) and will be grouped in family section of the workforce housing - six units on the ground floor in the private back of the building.

Project Planning

Select the current phase of the proposed project.

Planning

Describe the project timeline and specify a real or estimated completion date for each milestone below. Add/explain any additional milestones as needed.

For acquisition projects:

For new construction and/or rehabilitation projects:

Define scope of work/finish design

Tuesday, August 23, 2022

Complete planning and environmental review

Tuesday, August 23, 2022

Release bid package

Saturday, December 1, 2018

Select contractor

Saturday, January 5, 2019

Finalize contract

Tuesday, January 8, 2019

Obtain building permits

Thursday, March 30, 2023

Start construction

Friday, March 31, 2023

Complete construction

Monday, December 1, 2025

Additional Milestones for New Construction and/or Rehabilitation Projects

Milestone	Estimated Completion Date
Groundbreaking for Phase 1 Veterans housing held	11-10-2022
Building permit for Phase 1 Veterans Housing expected	03-30-2023
Building permit for Phase 2 Workforce Housing expected	07-30-2023
Construction phase for Phase 1 Veterans Housing	12-01-2024
Fundraising completed for Phase 2 Workforce Housing	12-01-2024
Certificate of occupancy and doors opened for Phase 1 Veterans Housing	12-31-2024
Construction phase for Phase 2 Workforce Housing	12-01-2025
Certificate of occupancy and doors opened for Phase 2 Workforce Housing	12-31-2025

Explain any additional milestones for New and/or Rehabilitation Projects below:

Dates above are estimated. Additional milestones are added to reflect the two project phases:

Phase 1 veterans housing and site and off site work
Phase 2 workforce housing.

CDBG/HOME-ARP applicants only: Describe any flexibility regarding your project’s start/completion date.

Phase 1, which includes demolition, underground facilities and ground preparation, off site facilities, and the veterans housing, is funded and on track for completion by the end of 2024. The Phase 2 workforce housing will be considerably easier since all the on- and off-site preparation work will already be done. Therefore, Phase 2 will be completed no later than the end of 2025 and possibly considerably earlier, depending upon funding.

Will you be seeking Project Based Section 8 Vouchers for this project?

Yes

Please be aware that if Project Based Section 8 Vouchers (PBV) are committed to the project, the environmental review process and subsidy layering must be completed before the acquisition is complete or construction commences. Actions taken prior to PBV being committed are not subject to this requirement.

Describe the type of site control that your organization has for the proposed property. If this request includes funds for acquisition, summarize the acquisition terms, price, contingencies, and conditions.

Homeward Bound has a 55-year renewable \$1.00 ground lease for the HUD Parcel approved by the City of Novato (the landowner) in 2019.

Please describe in detail the entitlements and permits that will be required, and those already obtained. For example, Design Review, Master Plan, Zone Change, General Plan Change,

Coastal Permit, etc.

As of this date, the project has achieved all the entitlements and approvals needed for Phases 1 and 2 of the project, except for building permits. The following provides details.

The very first step was HUD's approval of the Hamilton Reuse Plan under the McKinney Act, which included a Legally Binding Agreement that the HUD Parcel be designated for homeless service uses, including housing, supportive employment, and job training.

No zoning changes were needed as the project is an allowable use under the existing Planned District designation.

No general plan changes were required. On November 19, 2019, the Planning Commission determined that the ground lease and the proposed uses are fully consistent with the Novato General Plan under the existing Community Facilities general plan designation.

The project was subject to design review. As mentioned earlier, Homeward Bound submitted a complete application for design review and has successfully engaged with Novato Design Review Commission, Novato Planning Commission, City staff, and the public in the design review and approvals process. As a result, on January 15, 2020, Design Review Commission moved to forward to the Planning Commission a recommendation of approval of exterior design and landscape plans for the site.

The project was also subject to a Precise Development Plan as required for all projects in a Planned District zone. Homeward Bound submitted the Precise Development Plan application and engaged in the detailed design review, Planning Commission, and City Council review and approval process. On August 23, 2022, the Novato City Council provided an environmental clearance and approved the precise development plan and design review, setting the stage for the ground breaking.

Finally, Homeward Bound has submitted an application for a building permit for Phase 1 of the project and expects to pull the building permit by March 30. Homeward Bound will then prepare an application for the Phase 2 building permit as soon as possible.

Describe any contact with the planning staff at the relevant government jurisdiction, and any specific feedback they provided.

Homeward Bound is grateful to have worked closely on the design review, entitlement, environmental review, and ground lease process with City Manager Adam McGill, Community and Economic Planning Director Vicki Parker, Planning Manager Steve Marshall, Senior Planner Hans Grunt, and Planner II Vivek Damodaran. City staff have been true partners on the project; have provided clear and comprehensive information, feedback, and explanations on the planning requirements that had to be met and project information needed; and have coached and guided us through the ground lease, design review, and entitlement approval process at the Design Review Commission, Planning Commission and City Council levels. Without the support of planning staff, the project would not be as far along as it is.

Some of the key feedback to date has had to do with the ground lease terms and the exterior design and landscape features of the site. Based on this feedback, Homeward Bound agreed to include the shared drainage easement language in the lease, and twice revised the project plan documents to meet Design Review Commission and staff comments regarding exterior appearance and landscaping.

Identify all applicable accessibility laws and specific accessibility requirements that must be met in the design of the proposed project.

Applicable accessibility laws include the federal Fair Housing Act, federal Americans with Disabilities Act and Section 504, California Accessibility Act, and California Building Code accessibility standards. Accessibility features for the project include:

- Eight disabled access parking spots
- All walkways, entrances, doorways, doors/hardware, ramps, drinking fountains, rails, stairways/landings, and appropriate signage (including raised braille) will meet accessibility standards
- All ground-floor units will be fully accessible.

In addition, all residents will be provided with a reasonable accommodation form when requesting additional support for disability related matters. Homeward Bound has a Section 504 Officer, LaSaunda Tate, who reviews all requests and responds to the resident within the allotted timeline. Applicants are made aware of Homeward Bound's Notice of Rights to a Reasonable Accommodation during the intake

process and when signing their lease. The notice informs each client that at any stage in the housing process they may request a reasonable accommodation. LaSaunda conducts an interagency Reasonable Accommodation training once a year and requires all housing staff to attend Fair Housing Advocates of Northern California's Legal Obligations and Rights of Housing Providers Under Federal and State Fair Housing Law for Applicants and Tenants with Disabilities Training.

Financing Plan

What is the status of all proposed project funding sources as of the date of this application?

Homeward Bound already has permanent commitments totaling more than \$14.4 million and a short-term City of Novato construction loan of \$3 million (see Sources and Uses and commitment attachments), which is largely enough to complete development of Phase 1 of the project and get started with Phase 2. We are moving rapidly forward with our major Project Homekey request, Capital Campaign, and foundation and corporate requests, and are on track to to achieve sufficient commitments to complete Phase 2 development by the end of 2025.

What is the timing and likelihood for obtaining commitments of anticipated funding sources?

Homeward Bound will submit its application to the County to be a Project Homekey, Round 3, development sponsor by the deadline of March 22, 2023 and expects to receive a notification of the result by March 29, 2023. The State has not yet released the State Project Homekey Round 3 RFP. However, they have forecasted release in March 2023, and based on prior RFPs, we can guess that applications will be due around July 2023 and that awards will be announced within 45 days and standard contracts issued on a rolling basis after completion of all documentation. We believe there is a strong likelihood we will be successful given the eligibility, strength, and readiness of the project.

Finally, our Capital Campaign for individual contributions and requests to additional foundations and corporate donors are ongoing and should be complete no later than December 2024, and probably earlier. Our expectation of success is based upon our prior track record of obtaining individual contributions, foundation grants, and corporate donations for similar capital development projects, such as Jonathan's Place, the Next Key Center, and Oma Village.

In the event that any funding sources are not obtained or are committed at lower levels than requested, what alternatives will be pursued?

If we do not receive all the funds we have requested, or if committed amounts are lower than expected, we will identify and apply in 2023 and 2024 for additional federal, State, foundation, and private sources. One alternative would be to increase our planned Project Homekey Round 3 request by the amount needed to fill the gap. Another would be to apply for one-time CoC capital development funding that HUD plans to announce in 2023. We would also consider using conventional financing for long-term gap filling but want to keep the project affordability level high by avoiding the need to carry mortgage payments into the future.

For each item in your project budget, to be attached to this application, please explain how the budgeted amount was derived, whether costs are estimated or bid, and any other relevant information that justifies the budgeted expense (e.g., cost per square foot, percentage of other costs, estimated number of work hours).

The project general contractor, McDevitt Construction, provided the construction costs as estimates. The overall costs for the housing are within area expectations considering the cost of labor, materials, and professional fees in the Bay Area, as well as considerable costs needed for demolition of the existing building and site work. The following applicable cost categories are within these industry standards:

- 6% Design
- 2% Supervision
- 1% Land survey
- 5% Hard cost contingency

- 10% Soft cost contingency
- 6% Project administration
- 6% Other developer costs, e.g., capital campaign

The general contractor's combined general requirements, overhead, and profit are below 14%, which meets California Department of Housing and Community Development feasibility guidelines.

Is your organization receiving any other Marin County funding for this project?

Yes

Please describe. Include a brief overview of the goals and accomplishments achieved through this funding.

We are thrilled that Marin County has already committed \$1,743,054 to the project including:

- \$459,528 – 2021 Marin County Affordable Housing Trust/PLHA
- \$507,000 – 2022 Marin County Affordable Housing Trust/LHTF
- \$526,526 – 2021 HOME
- \$250,000 – CDBG

The County's ongoing partnership and support has been critical to the success of this effort. Key goals and accomplishments have included: (1) directly helping fill the funding gap; (2) indirectly helping to fill the gap by signaling County support for the project to other important funders, such as MCF and the State of California; and (3) strengthening the County and Homeward Bound's long-term collaboration around joint goals for providing affordable housing and ending homelessness.

Does your organization have unspent funds that were previously awarded by the County (for any project)?

Yes

What is your timeline for expending the fund balance?

Homeward Bound does have outstanding County affordable housing trust, HOME, and CDBG grants for this project which have not been spent but are on track to be fully expended during the construction phase. We expect these committed funds to be fully used during Phase 1 of construction, i.e., no later than December 2024.

Over the years, Homeward Bound has received various CDBG and HOME grants from Marin County, for example for development of the Next Key Center, King Street Housing, Oma Village, and Jonathan's Place, and for repairs to the New Beginning Center. All of these previous awards have been fully expended.

Finally, Homeward Bound regularly receives County funding for ongoing services and operations of emergency shelter and housing programs. All such prior grants have been fully expended and current grants are on track for full expenditure with their contract timelines.

CDBG/HOME-ARP applicants only: Describe your organization’s experience with administering federal grant programs. What experience do you have with Davis-Bacon prevailing wage and procurement requirements?









Homeward Bound has extensive and long-term experience administering federal grant programs, including Continuum of Care (CoC), Emergency Solutions Grants (ESG), and VA Grant Per Diem (GPD). Homeward Bound has been awarded ESG funds nearly every year for family shelter. Our organization has re-applied again this year for our annual VA GPD funding, which averages approximately \$200,000 for veteran-designated transitional housing. Homeward Bound is familiar with Davis-Bacon prevailing wage. In 2017, we complied with Davis-Bacon requirements for \$80,000 in CDBG funds to replace the New Beginnings Center floors.

Describe your ability to complete financing for this project with a subset of units deed restricted at 30% of the Area Median Income (AMI). How many units can your project support at 30% AMI?

All future tenants will have project-based vouchers or HUD-VASH. This creates a viable option for offering affordable rents calculated at no more than 30% of a household’s income. All 50 units can be supported at 30% of AMI, and the subsidy income is enough cover operating and maintenance costs of the facility as detailed in our One-Year Operating Budget and 20-Year Pro Forma. Homeward Bound already has experience launching and managing a program based on this model - our King Street Senior Housing community in Larkspur has project-based vouchers for all units. As an added benefit of a project-based voucher program, if a tenant chooses to leave the program for a unit of their choosing elsewhere, they may be eligible for a tenant-based voucher to continue receiving assistance.

Attachments

Please closely review the Notice of Funding Availability (NOFA) for instructions on which documents you must attach. The County requires specific attachments for each funding type (HTF/PLHA, HOME-ARP, CDBG Housing). Please label your attachments in this manner: “2023-24 [Document Name] for [Organization Name]- [Project Name].”

 2023-24 Board of Directors fo....pdf	 2023-24 CDBG Housing Bud... .xlsx
 2023-24 Current Year Operati... .pdf	 2023-24 FEMA Flood Map HU....pdf
 2023-24 Final Excel Spreads... .xlsx	 2023-24 Financial Statement... .pdf
 2023-24 HUD Parcel Site Con... .pdf	 2023-24 IRS Tax Exemption L....pdf

Certification

Please review your responses above for accuracy.

Name of Person Completing this Application

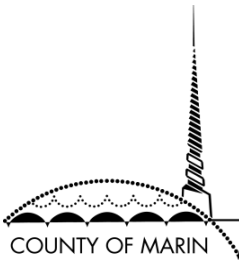
Mary Kay Sweeney

Title of Person Completing this Application

Co-Chief Executive Officer

By checking this box,

I hereby certify that the information in this application is true and accurate to the best of my knowledge.



COMMUNITY DEVELOPMENT AGENCY
HOUSING AND FEDERAL GRANTS DIVISION

Attachment 2 – PLHA Project Summaries

Bolinas Community Land Trust – 140 Maple Road

Bolinas Community Land Trust, a nonprofit community land trust committed to the creation and preservation of affordable housing for low-income residents, requests \$500,000 in County Housing Trust/PLHA funds to support rehabilitation and legalization of a 4-unit property at 140 Maple Road in Bolinas. The request would go toward general renovations to the buildings and a new septic system. To better support project completion, staff recommend providing larger funding amounts to fewer projects and do not recommend funding for this project at this time.

Community Land Trust Association of West Marin – 60 Third Street

Community Land Trust Association of West Marin, a nonprofit community land trust committed to providing stable and permanently affordable homes in the communities surrounding Tomales Bay, requests \$200,000 in County Housing Trust/PLHA funds to support rehabilitation of a single residential unit at 60 Third Street in Point Reyes Station, including septic system installation and development of an Accessory Dwelling Unit (ADU). The request would go directly toward construction costs. To better support project completion, staff recommend providing larger funding amounts to fewer projects and do not recommend funding for this project at this time.

EAH Inc. – 1 Hamilton Drive

EAH, a nonprofit affordable housing organization committed to expanding the range of opportunities for all by developing and managing quality affordable housing, requests \$1,000,000 in County Housing Trust/PLHA funds to support the development of a 45-unit affordable residential complex on land owned by the City of Mill Valley. The request would go toward predevelopment expenses. To better support project completion, staff recommend providing larger funding amounts to fewer projects and do not recommend funding for this project at this time.

Eden Housing, Inc. – 3301 Kerner Boulevard

Eden Housing, a nonprofit affordable housing developer committed to developing, acquiring, or rehabilitating affordable homes, requests \$1,000,000 in County Housing Trust/PLHA funds to support the adaptive reuse of a three-story office building in San Rafael to 40 permanent supportive housing apartments for those experiencing homelessness. The request would be applied to unanticipated design changes required to address a portion of the building that is situated in a floodplain. This project meets the regulatory requirements set forth by the PLHA program including readiness and site control. In addition, the project meets two of the program goals approved by the PSC, including the creation of new rental housing and housing that serves a special needs

population. Staff recommend \$250,000 in Housing Trust funds and \$250,000 matching PLHA funds (\$500,000 total). This recommendation is contingent upon San Rafael funding their portion of the match. If this commitment is not executed, staff will reconsider funding.

Eden Housing, Inc. – Oak Hill Apartments

Eden Housing, Inc., a nonprofit affordable housing developer committed to developing, acquiring, or rehabilitating affordable homes, requests \$1,500,000 in County Housing Trust/PLHA funds to support the development of 115 affordable units on State-owned surplus land near San Quentin in unincorporated Larkspur. The request would go toward general development and construction expenses. This project meets the regulatory requirements set forth by the PLHA program including readiness and site control. In addition, the project meets PSC approved program goal to create new rental housing. Staff recommend \$579,000 in Housing Trust funds and \$579,000 matching PLHA funds (\$1,158,000 total).

Eden Housing, Inc. – Point Reyes Coast Guard

Eden Housing, Inc., a nonprofit affordable housing developer committed to developing, acquiring, or rehabilitating affordable homes, requests \$2,300,000 in County Housing Trust/PLHA funds to support the rehabilitation existing buildings to 53 residential units at the former Coast Guard site in Point Reyes Station. The request would be applied to predevelopment, general development, and construction expenses. To better support project completion, staff recommend providing larger funding amounts to fewer projects and do not recommend funding for this project at this time.

Educational Housing Partners – Oak Hill Educator/County Employee Housing

Education Housing Partners, Inc., a nonprofit public benefit corporation committed to developing affordable workforce housing, requests \$2,358,000 in County Housing Trust/PLHA funds to support the development of 135 apartments for teachers/staff of local school districts and County employees on State-owned surplus land near San Quentin in unincorporated Larkspur. The request would go toward general development and construction expenses. To better support project completion, staff recommend providing larger funding amounts to fewer projects and do not recommend funding for this project at this time.

Habitat for Humanity Greater San Francisco – Habitat Redwood Blvd

Habitat for Humanity Greater San Francisco, a nonprofit affordable housing developer committed to building quality homes for homeownership, requests \$2,000,000 in County Housing Trust/PLHA funds to support development of 80 affordable single-family homes on a surplus land site in Northern Novato. The request would go directly toward general development and construction expenses. To better support project completion, staff recommend providing larger funding amounts to fewer projects and do not recommend funding for this project at this time.

Homeward Bound of Marin – Novato Workforce Housing

Homeward Bound of Marin, a nonprofit homeless housing and service provider committed to ending homelessness, requests \$2,358,000 in County Housing Trust/PLHA funds to support construction and site improvements for 26 workforce rental housing units in Novato. The request would go directly toward general development and construction expenses. To better support project completion, staff recommend providing larger funding amounts to fewer projects and do not recommend funding for this project at this time.

Permanent Local Housing Allocation Final Guidelines



**Gavin Newsom, Governor
State of California**

**Alexis Podesta, Secretary
Business, Consumer Services and Housing Agency**

**Douglas R. McCauley, Acting Director
California Department of Housing and Community Development**

2020 West El Camino Avenue, Suite 150
Sacramento, CA 95833

October 2019

The matters set forth herein are regulatory mandates, and are adopted in accordance with the authorities set forth below:

Quasi-legislative regulations ... have the dignity of statutes ... [and]... delegation of legislative authority includes the power to elaborate the meaning of key statutory terms...

Ramirez v. Yosemite Water Co., 20 Cal. 4th 785, 800 (1999)

In consultation with stakeholders, the California Department of Housing and Community Development (Department) may adopt Guidelines to implement this Section, including determining allocation methodologies. Any guideline, rule, policy, or standard of general application employed by the Department in implementing this chapter shall not be subject to the requirements of the Administrative Procedure Act (Chapter 3.5 (commencing with Section 11340) of Title 2 Government Code, Part 1 of Division 3).

NOTE: Authority Cited: Health and Safety Code Section 50470, subdivision (d).

The Department reserves the right, at its sole discretion, to suspend or amend the provisions of these Guidelines, including, but not limited to, grant award amounts.

INTRODUCTION

Chapter 364, Statutes of 2017 (SB 2, Atkins) was part of a 15-bill housing package aimed at addressing the state's housing shortage and high housing costs. Specifically, it establishes a permanent source of funding intended to increase the affordable housing stock in California. The revenue from SB 2 will vary from year to year, as revenue is dependent on real estate transactions with fluctuating activity. The legislation directs the California Department of Housing and Community Development (Department) to use 70 percent of the revenue collected, beginning in calendar year 2019, to provide financial assistance to local governments for eligible housing-related projects and programs to assist in addressing the unmet housing needs of their local communities. This program is hereafter referred to as the Permanent Local Housing Allocation (PLHA) program.

Guidelines for the PLHA program are organized into five Articles as follows:

Article I. General provisions: This article includes information on the purpose of the Guidelines, program objectives, and definitions used throughout the document.

Article II. Program funding: This article describes allocation formulas and methodologies, and award amounts.

Article III. Formula allocation component: This article describes the requirements for Applicants to apply for funds under the formula allocation of the PLHA program.

Article IV. Competitive allocation component: This article describes requirements and uses for PLHA competitive allocation funds.

Article V. Administration: This article describes administrative functions such as terms, non-performance remedies, and reporting and monitoring requirements.

Permanent Local Housing Allocation (PLHA) Program: 2019 Guidelines

Table of Contents

ARTICLE I. GENERAL PROVISIONS	5
Section 100. Purpose and Scope	5
Section 101. Definitions	5
ARTICLE II. PROGRAM FUNDING	9
Section 200. Allocations	9
Section 201. Award Amounts	10
ARTICLE III. FORMULA ALLOCATION COMPONENT	11
Section 300. Eligible Applicants	11
Section 301. Eligible Activities	12
Section 302. Threshold Requirements	13
Section 303. Application Review	16
Section 304. Deadlines and Funding Requirements	17
ARTICLE IV. COMPETITIVE ALLOCATION COMPONENT	17
Section 400. Eligible Applicants	17
Section 401. Eligible Activities	18
Section 402. Threshold Requirements	18
Section 403. Selection Criteria	20
Section 404. Application Review	22
Section 405. Deadlines and Funding Requirements	23
ARTICLE V. ADMINISTRATION	23
Section 500. Accounting Records	23
Section 501. Audits/Monitoring of Project Files	24
Section 502. Cancellation and Termination	25
Section 503. Reporting	26

ARTICLE I. GENERAL PROVISIONS

Section 100. Purpose and Scope

- (a) These Guidelines (hereinafter “Guidelines”) implement, interpret, and make specific Chapter 364, Statutes of 2017 (SB 2, Atkins - hereinafter “SB 2”) as authorized by Health and Safety Code (HSC) Section 50470, which created the Building Homes and Jobs Trust Fund and the PLHA program. The principal goal of this program is to make funding available to eligible local governments in California for housing-related projects and programs that assist in addressing the unmet housing needs of their local communities. Twenty percent of the funding in the Building Homes and Jobs Trust Fund is required to be expended for Affordable Owner-Occupied Workforce Housing, and the program prioritizes investments that increase the supply of housing to households that are at or below 60 percent of the Area Median Income (AMI), adjusted for household size.
- (b) These Guidelines establish terms, conditions, and procedures for local governments to submit applications to the Department for funds from the PLHA program’s three components, as listed below:
 - (1) Entitlement formula component per HSC 50470(b)(2)(B)(i)(I)
 - (2) Non-entitlement formula component per HSC 50470(b)(2)(B)(i)(II)
 - (3) Non-entitlement competitive grant program component per HSC 50470(b)(2)(B)(i)(I) (eligible Applicants are the same as for component 2 above)
- (c) The non-entitlement competitive grant program component prioritizes assistance to persons experiencing or At risk of homelessness.

NOTE: Authority cited: HSC Section 50470, subdivision (d). Reference cited: HSC Section 50470, subdivision (b)(2)(A), subdivision (b)(2)(B)(i) and subdivision (b)(2)(B)(ii)(I-V).

Section 101. Definitions

All terms not defined below shall, unless their context suggests otherwise, be interpreted in accordance with the meanings of terms described in HSC Section 50470.

- (a) “Accessory dwelling unit” (ADU) means a dwelling unit which is attached, detached or located within the living area of the existing dwelling or residential dwelling unit and which provides complete independent living facilities for one or more persons pursuant to Government Code (GC) Section 65852.2 and 65852.22. It shall include permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as the single-family dwelling. An Accessory dwelling unit also includes the following: an efficiency unit, as defined in Section 17958.1 of the HSC, or a manufactured home, as

defined in Section 18007 of the HSC.

(b) "Activity" means any single eligible undertaking carried out as part of an Applicant's allocation(s) under the Program.

(c) "Affordable" means a housing unit that satisfies at least one of the following criteria:

1. If the unit is being rented to low-income, Very low-income or Extremely low-income households, it complies with the Multifamily Housing Program guidelines Section 7312 and the Section 7301 definition of "Affordable Rent"; or
2. If the unit is being sold, it is offered at an "Affordable housing cost", as published in the Fannie Mae Selling Guide, Part B, Debt to Income Ratios, as updated annually (<https://www.fanniemae.com/content/guide/selling/b3/6/02.html#DTI.20Ratios>), and it complies with the income limits stated in the definitions of Moderate-Income and Lower-Income in this section; or
3. If the unit is being rented to Moderate-Income households, it is available at a gross rent, including a utility allowance, that does not exceed 30 percent of the applicable income eligibility level, and complies with the definition of Moderate-Income in these guidelines

(d) "Affordable Owner-Occupied Workforce Housing" (AOWH) means owner-occupied housing per HSC Section 50092.1 that is affordable to persons and families of low or moderate income, as that term is defined in HSC Section 50093, except in High-cost areas where Moderate-income shall include households earning up to 150 percent of AMI.

(e) "Annual Progress Report" (APR) means the Housing Element APR required by GC Section 65400 on the prior year's activities and due to the Department April 1 of each year.

(f) "Annual Report" means a form issued by the Department and completed by a Local government awarded PLHA funds on which the Local government documents the uses and expenditures of any allocated funds and outcomes achieved.

(g) "Applicant" means an eligible Local government applying for the program to administer one or more eligible activities. Applicant also means a Local or Regional Housing Trust Fund delegated by an eligible Local government to apply for the program and administer its allocation in accordance with all program rules.

- (h) “Area Median Income” or “AMI” means the most recent applicable county median family income published by the Department, available at the following link:
<http://www.hcd.ca.gov/grants-funding/income-limits/state-and-federal-income-limits.shtml>
- (i) “At risk of homelessness” means the same as defined in Title 24 Section 578.3 of the Code of Federal Regulations and also includes any household receiving rental assistance funded by the California Emergency Solutions and Housing (CESH) program or the California Homeless Emergency Aid Program (HEAP).
- (j) “Capitalized Reserve for Services” means the reserve funded by the Local government pursuant to Section 301(a)(5) to address project supportive service budget deficits attributable to shortfalls in service funding sources.
- (k) “Comprehensive Housing Affordability Strategy” or “CHAS” means annual data compiled by the United States Census Bureau for the U.S. Department of Housing and Urban Development (HUD) to document the extent of housing problems and housing needs, particularly for low-income households.
- (l) “Community Development Block Grant” or “CDBG” means the program created pursuant to Title I of the Housing and Community Development Act of 1974, 42 U.S.C. 5301 et seq., as amended.
- (m) “Department” means the California Department of Housing and Community Development.
- (n) “Extremely Low Income” has the meaning set forth in HSC Section 50106, which is a maximum of 30 percent of AMI. Grantees shall utilize income limits issued by the Department at the following link:
<http://www.hcd.ca.gov/grants-funding/income-limits/state-and-federal-income-limits.shtml>.
- (o) “Fund” means the Building Homes and Jobs Trust Fund pursuant to HSC Section 50470.
- (p) “High-cost area” means those counties defined as high cost by the Federal Housing Finance Agency (at: <https://www.fhfa.gov/DataTools/>) and those counties for which HUD adjusted the Very low income and low-income rents due to high costs (at: https://www.huduser.gov/portal/pdrdatas_landing.html), as published by the Department in the annual PLHA Notice of Funding Availability.
- (q) “Local government” means any city, including a charter city, any county, including a charter county, or a city and county, including a charter city and county.

- (r) "Local Housing Trust Fund" or "Regional Housing Trust Fund" means a public, joint public and private fund or charitable nonprofit organization described in Section 501(c)(3) of the Internal Revenue Code, which was established by legislation, ordinance, resolution (including nonprofit articles of incorporation), or a public-private partnership organized to receive specific revenue to address local or regional housing needs.
- (s) "Low or Lower Income" has the meaning set forth in HSC Section 50079.5, which is a maximum of 80 percent of AMI. Grantees shall utilize income limits issued by the Department at the following link:
<http://www.hcd.ca.gov/grants-funding/income-limits/state-and-federal-income-limits.shtml>.
- (t) "Moderate-Income" has the meaning set forth in HSC Section 50093, which is a maximum of 120 percent AMI, or in High-cost areas, 150 percent of AMI. Grantees shall utilize income limits issued by the Department at the following link:
<http://www.hcd.ca.gov/grants-funding/income-limits/state-and-federal-income-limits.shtml>.
- (u) "Non-entitlement local government" means a Local government in an area which is not a metropolitan city or part of an urban county, a Local government that, as of September 1, 2017, was an incorporated city with a population of less than 50,000 or a county with an unincorporated area population of less than 200,000 persons which had not entered into a three-year Urban County Cooperation Agreement, or a Local government that was not otherwise entitled to receive CDBG funds directly from HUD.
- (v) "Operating subsidies" means payments to owners of affordable housing developments that make the housing more affordable by covering a portion of the ongoing costs of operating the development. Such payments would have the same effect as rental assistance.
- (w) "Owner-occupied" means a dwelling which is occupied by the owner and includes a single family dwelling or a dwelling unit in a stock cooperative, as defined by Business and Professions Code (BPC), Section 11003.2, a community apartment project, as defined by BPC Section 11004, or a condominium project, as defined by subdivision (c) of BPC Section 11004. 5.
- (x) "Plan" means the document submitted by the Applicant to the Department as part of a complete application in which the Applicant proposes to use allocated funds for at least one eligible Activity. The Plan shall have a term of five years. In succeeding years, the Local government is required to obtain the approval of the Department for any amendments made to the Plan, as set forth in Section 302(c)(5).
- (y) "Permanent Local Housing Allocation Program", "Program", or "PLHA" means the program developed to annually allocate 70 percent of the moneys deposited into the Fund pursuant to HSC Section 50470(b)(2)(B)(i).

(z) "Permanent supportive housing" has the same meaning as in HSC Section 50675.14, that is, housing with no limit on the length of stay, that is occupied by the target population, and that is linked to onsite or offsite services that assist the supportive housing residents in retaining the housing, improving his or her health status, and maximizing his or her ability to live and, when possible, work in the community. Permanent supportive housing may include associated facilities if used to provide services to housing residents. Permanent supportive housing does not include "health facility" as defined by HSC Section 1250 or any "alcoholism or drug abuse recovery or treatment facility" as defined by HSC Section 11834.02 or "Community care facility" as defined in HSC Section 1502, "Mental health rehabilitation centers" as defined in Section 5675 of the Welfare and Institutions Code (WIC), or other residential treatment programs.

(aa) "Regional Housing Needs Allocation" or "RHNA" means the share of the regional housing need represented by persons at all income levels within the area significantly affected by the general plan of the city or county allocated to an Applicant Local government pursuant to GC Section 65584(b).

(bb) "Sponsor" means the legal entity or combination of legal entities with continuing control of a Rental Housing Development. Where the borrowing entity is or will be organized as a limited partnership, Sponsor includes the general partner or general partners who have effective control over the operation of the partnership, or, if the general partner is controlled by another entity, the controlling entity. Sponsor does not include the seller of the property to be developed as the rental housing Project, unless the seller will retain control of the Project for the period necessary to ensure Project feasibility as determined by the Department.

(cc) "Very Low Income" has the meaning set forth in HSC Section 50105, which is a maximum of 50 percent of AMI. Grantees shall utilize income limits issued by the Department at the following link:
<http://www.hcd.ca.gov/grants-funding/income-limits/state-and-federal-income-limits.shtml>.

NOTE: Authority cited: HSC Section 50470, subdivision (d). Reference cited: HSC Section 50470.5 and 50470, subdivision (b)(2).

ARTICLE II. PROGRAM FUNDING

Section 200. Allocations

(a) SB 2 created a dedicated revenue source for affordable housing and directed the Department to make available 70 percent of the moneys in the Building Homes and Jobs Trust Fund, collected on and after January 1, 2019, to Local governments through the following allocations:

(1) Ninety percent of the moneys available shall be allocated based on the formula used under Federal law to allocate CDBG funds within California. This is the formula specified in Title 42 United States Code (USC), Section 5306.

(A) The amount of funds awarded to each Local government eligible for the entitlement formula component shall be determined by the 90 percent of PLHA funds available pursuant to this paragraph (1) and the percentage of funds received by the entitlement Local government in the CDBG federal fiscal year 2017 allocation process performed by HUD.

(B) Through the formula specified in paragraph (1), the percentage of funds allocated to Non-entitlement local governments shall be distributed to Non-entitlement local governments through a competitive grant program.

(2) Ten percent of the moneys available shall be allocated equitably among Non-entitlement local governments. The equitable allocation awarded to each Local government eligible for the Non-entitlement formula component shall be based on the sum of: (1) 50 percent of the funding available for the Non-entitlement formula component divided by the number of local governments eligible for the Non-entitlement formula component and (2) 50 percent of the funding allocated in proportion to each Non-entitlement local government's share of the total most severe housing need in California's Non-entitlement local governments, based upon the most recent HUD Comprehensive Housing Affordability Strategy.

(b) After funds are appropriated by the Legislature as part of the budget act, the Department will issue one or more Notices of Funding Availability (NOFA). Local governments shall submit an application under the NOFA pertaining to the specific allocation for which the Local government is eligible.

(c) It is recommended that Local governments that were urban counties in accordance with the distribution of funds pursuant to the formula specified in 42 USC, Section 5306 for the federal fiscal year 2017 provide a proportional share of their allocations to Local governments within their county with which they had a three-year Urban County Cooperation Agreement as of September 1, 2017, provided that these Local governments meet the threshold requirements of the PLHA and expend sub-allocated funds for eligible activities within the deadlines of the Standard Agreement governing the sub-allocation.

NOTE: Authority cited: HSC Section 50470, subdivision (d). Reference cited: HSC Section 50470, subdivision (b)(2)(B).

Section 201. Award Amounts

(a) The formula allocation amounts derived pursuant to the formulas in Section 200 will be announced in the NOFA.

- (b) The maximum application amount and the minimum application amount for the competitive allocation will be stated in the NOFA.
- (c) An Applicant may apply for its formula allocation from the current and two prior NOFAs for which it did not receive an award, provided that the award meets the requirements of Section 304(a).

NOTE: Authority cited: HSC Section 50470, subdivision (d). Reference cited: HSC Section 50470, subdivision (b)(2)(B).

ARTICLE III. FORMULA ALLOCATION COMPONENT

Section 300. Eligible Applicants

- (a) Eligible Applicants for the entitlement formula component described in Section 100(b)(1) are limited to the metropolitan cities and urban counties allocated a grant for the federal fiscal year 2017 pursuant to the federal CDBG formula specified in 42 USC, Section 5306.
- (b) Eligible Applicants for the non-entitlement formula component described in Section 100(b)(2) and the competitive grant program component described in Section 100(b)(3) are limited to the Non-entitlement local governments.
- (c) A Local government may delegate another Local government to submit an application and administer on its behalf its formula allocation of Program funds, provided that the Local governments enter into a legally binding agreement and the funds are expended for eligible Activities and consistent with Program requirements. The delegating Local government shall be identified in the application. The administering Local government shall be responsible for all Program requirements.
- (d) A Local government may delegate a Local or Regional Housing Trust Fund to submit an application and administer on its behalf its formula allocation of Program funds, provided that the Local government enters into a legally binding agreement with the Local or Regional Housing Trust Fund and the funds are expended for eligible Activities and consistent with Program requirements. The delegating Local government shall be identified in the application. The Local or Regional Housing Trust Fund shall be responsible for all Program requirements.
- (e) An Applicant shall not be eligible to receive a new allocation of PLHA funds if it has an uncommitted amount of formula PLHA funds greater than the following:
 - (1) Four times the pending annual allocation if the pending annual allocation is \$125,000 or less;
 - (2) \$500,000 if the pending annual allocation is greater than \$125,000 and less than \$500,000;

- (3) The amount of the pending annual allocation if the pending allocation is \$500,000 or more.

NOTE: Authority cited: HSC Section 50470, subdivision (d). Reference cited: HSC Section 50470, subdivision (b)(2)(B).

Section 301. Eligible Activities

(a) Eligible Activities are limited to one or more of the following:

- (1) The predevelopment, development, acquisition, rehabilitation, and preservation of multifamily, residential live-work, rental housing that is Affordable to Extremely low-, Very low-, Low-, or Moderate-income households, including necessary Operating subsidies.
- (2) The predevelopment, development, acquisition, rehabilitation, and preservation of Affordable rental and ownership housing, including Accessory dwelling units (ADUs), that meets the needs of a growing workforce earning up to 120 percent of AMI, or 150 percent of AMI in high-cost areas. ADUs shall be available for occupancy for a term of no less than 30 days.
- (3) Matching portions of funds placed into Local or Regional Housing Trust Funds.
- (4) Matching portions of funds available through the Low- and Moderate-Income Housing Asset Fund pursuant to subdivision (d) of HSC Section 34176.
- (5) Capitalized Reserves for Services connected to the preservation and creation of new Permanent supportive housing.
- (6) Assisting persons who are experiencing or At risk of homelessness, including, but not limited to, providing rapid rehousing, rental assistance, supportive/case management services that allow people to obtain and retain housing, operating and capital costs for navigation centers and emergency shelters, and the new construction, rehabilitation, and preservation of permanent and transitional housing.
 - (A) This Activity may include subawards to Administrative Entities as defined in HSC Section 50490(a)(1-3) that were awarded CESH program or HEAP funds for rental assistance to continue assistance to these households.
 - (B) Applicants must provide rapid rehousing, rental assistance, navigation centers, emergency shelter, and transitional housing activities in a manner consistent with the Housing First practices described in 25 CCR, Section 8409, subdivision (b)(1)-(6) and in compliance with WIC Section 8255(b)(8). An Applicant allocated funds for the new construction, rehabilitation, and preservation of Permanent supportive housing shall incorporate the core

components of Housing First, as provided in WIC Section 8255, subdivision (b).

- (7) Accessibility modifications in Lower-income Owner-occupied housing.
 - (8) Efforts to acquire and rehabilitate foreclosed or vacant homes and apartments.
 - (9) Homeownership opportunities, including, but not limited to, down payment assistance.
 - (10) Fiscal incentives made by a county to a city within the county to incentivize approval of one or more Affordable housing Projects, or matching funds invested by a county in an Affordable housing development Project in a city within the county, provided that the city has made an equal or greater investment in the Project. The county fiscal incentives shall be in the form of a grant or low-interest loan to an Affordable housing Project. Matching funds investments by both the county and the city also shall be a grant or low-interest deferred loan to the Affordable housing Project.
- (b) A Local government that receives an allocation shall use no more than 5 percent of the allocation for costs related to the administration of the Activity(ies) for which the allocation was made. Staff and overhead costs directly related to carrying out the eligible activities described in Section 301 are “activity costs” and not subject to the cap on “administrative costs.” A Local government may share any funds available for administrative costs with entities that are administering its allocation.
 - (c) Two or more Local governments that receive PLHA allocations may expend those moneys on an eligible jointly funded project as provided for in Section 50470 (b)(2)(B)(ii)(IV). An eligible jointly funded project must be an eligible Activity pursuant to Section 301(a) and be located within the boundaries of one of the Local governments.
 - (d) Entitlement Local governments may use the flow of PLHA funds to incentivize private lender loans and to guarantee payments for some or all public agency bond financings for activities consistent with the uses identified in Section 301 “Eligible Activities”. This loan guarantee Activity must be identified and fully explained in the Applicant’s “Plan”.

NOTE: Authority cited: HSC Section 50470, subdivision (d). Reference cited: HSC Section 50470, subdivisions (b)(2)(B)(ii)(IV), (b)(2)(D)(i-x), and (b)(3).

Section 302. Threshold Requirements

Applicants must meet all the following threshold requirements for participation in the formula allocation:

- (a) **Housing Element compliance:** The Applicant and any delegating Local government, if applicable, must have a Housing Element that has been adopted by the Local

government's governing body by the application deadline and subsequently determined to be in substantial compliance with state Housing Element Law pursuant to GC Section 65585. A Local government's current Housing Element compliance status can be obtained by referencing the Department's website at <http://www.hcd.ca.gov/community-development/housing-element>.

- (b) **APR on the Housing Element submitted to the Department:** The Applicant and any delegating Local government, if applicable, must submit to the Department the APR required by GC Section 65400 for the current or prior year by the application deadline date.
 - (1) Please be advised that the Department will not accept other reports in lieu of the APR. Housing Authority Financial Reports, Redevelopment Reports, and other similar reports will not be accepted as meeting this requirement. If uncertain of the status of the report submittal for a Local government, please contact the Department for more information.
- (c) Submit, by the deadline specified in the NOFA, on a form made available by the Department, a complete application which shall meet the following minimum requirements:
 - (1) Application requests an allocation pursuant to Section 200 in order to carry out one or more of the eligible activities described in Section 301. Except for a jointly funded project as described in Section 301(c), any activities must be carried out within the jurisdiction of the Applicant Local government.
 - (2) Submission of the application is authorized by the governing boards of the Applicant.
 - (3) Certification in the resolution that, if the Local government proposes allocation of funds for any Activity to another entity, the Local government's selection process shall avoid conflicts of interest and shall be accessible to the public. For the purposes of this paragraph, "entity" means a housing developer or program operator; "entity" does not mean an administering Local government to whom a Local government delegates its PLHA formula allocation, pursuant to Section 300(d).
 - (4) A Plan detailing:
 - (A) The manner in which allocated funds will be used for eligible Activities.
 - (B) A description of the way the Local government will prioritize investments that increase the supply of housing for households with incomes at or below 60 percent of AMI. Programs targeted at households at or below 60 percent of AMI will be deemed to meet this requirement.

- (C) A description of how the Plan is consistent with the programs set forth in the Local government's Housing Element.
- (D) Evidence that the Plan was authorized and adopted by resolution by the Local government and that the public had an adequate opportunity to review and comment on its content.
- (E) The following for each proposed Activity:
 - (i) A description of each proposed Activity, pursuant to Section 301, and the percentage of funding allocated to it. The description shall specifically include the percentage of funds, if any, directed to AOWH.
 - (ii) The projected number of households to be served at each income level and a comparison to the unmet share of the RHNA at each income level.
 - (iii) A description of major steps/actions and a proposed schedule required for the implementation and completion of the Activity.
 - (iv) The period of affordability and level of affordability for each Activity. Rental Projects are required to have affordability periods of at least 55 years.
- (5) The Plan submitted in response to the NOFA shall be for a term of five years. Local governments shall obtain approval of the Department for amendments made to the Plan in each succeeding year of the term of the Plan. Reallocations of more than 10 percent of funds among Activities require amendment of the Plan, with approval granted by the governing body at a publicly noticed public meeting.
- (6) A certification that, if funds are used for the acquisition, construction, or rehabilitation of for-sale housing projects or units within for-sale housing projects, the grantee shall record a deed restriction against the property that will ensure compliance with one of the following requirements if the property is no longer the primary residence of the homeowner due to sale, transfer or lease, unless it is in conflict with the requirements of another public funding source or law:
 - (A) The PLHA loan and any interest thereon shall be repaid to the Local government's PLHA account. The Local government shall reuse the repayments consistent with Section 301; or
 - (B) The initial owner and any subsequent owner shall sell the home at an Affordable housing cost to a qualified Lower-Income or Moderate-Income household; or
 - (C) The homeowner and the Local government shall share the equity in the unit pursuant to an equity-sharing agreement. The grantee shall reuse the proceeds

of the equity-sharing agreement consistent with this section.

- (7) A certification that, if funds are used for the development of an Affordable Rental Housing Development, the Local government shall make the PLHA assistance in the form of a low-interest, deferred loan to the Sponsor of the Project. The loan shall be evidenced through a Promissory Note secured by a Deed of Trust, and a Regulatory Agreement shall restrict occupancy and rents in accordance with the Local government-approved underwriting of the Project for a term of at least 55 years.
- (8) A Program income reuse plan describing how repaid loans will be reused for eligible activities specified in Section 301.

NOTE: Authority cited: HSC Section 50470, subdivision (d). Reference cited: HSC Section 50470, subdivision (b)(2)(B)(ii).

Section 303. Application Review

- (a) Applicants must submit a complete application by the deadline stated in the NOFA in order to be eligible for funding. Application forms provided by the Department will be available upon release of the NOFA and will require Applicants to submit the forms and other documents to demonstrate that the Local government has met threshold requirements.
- (b) The Department may request additional information to complete its review.
- (c) Applications recommended for funding are subject to conditions specified by the Department. Applicants will receive an official letter of award after the Department approves funding recommendations.
- (d) The Department may issue an Over-the-Counter formula allocation NOFA after completing the NOFA process so that Local governments who were not able to submit formula allocation applications by the application deadline will have another opportunity to do so.
- (e) If funding proposed in Local government Plans for AOWH activities is lower than 20 percent of the moneys available in the Fund, the Department may require Local governments to use a specific percentage of their annual formula allocations in some future year for AOWH activities as part of the annual funding process.

NOTE: Authority cited: HSC Section 50470, subdivision (d). Reference cited: HSC Section 50470, subdivision (b)(2)(A).

Section 304. Deadlines and Funding Requirements

- (a) The initial PLHA application, including the Plan, must be submitted within 48 months of the budget appropriation (for example, the budget appropriation for 2019 is July 1, 2019, so the application deadline is June 30, 2023).
- (b) Funds allocated to Local governments that do not submit a complete application by the deadline stated in subsection (a) will revert to the Housing Rehabilitation Loan Fund for the Multifamily Housing Program or for Department-administered technical assistance to Local governments.
- (c) A Local government may petition the Department to return any funds allocated to it to be used for the Multifamily Housing Program.
- (d) Except for predevelopment expenses for construction projects funded by PLHA and costs to develop and prepare the Plan and the PLHA application, no costs incurred more than one year prior to commitment by the Local government may be paid from PLHA funds. Reimbursement of expenses to prepare the Plan and the PLHA application are subject to the cap on administrative fees.
- (e) After the Standard Agreement and attachments have been finalized, the Local government will follow provided instructions for signing all required documents. The Local government must submit all supporting materials and a signed Standard Agreement within the timeline provided in the instruction.
- (f) After the Standard Agreement has been executed by the state, the Local government may submit a request for 100 percent of the funds allocated to be used for eligible expenditures for the Activity(ies) that received the award, and subject to the terms and conditions of the Standard Agreement.

NOTE: Authority cited: HSC Section 50470, subdivision (d). Reference cited: HSC Section 50470, subdivision (b)(2)(B)(i) and subdivision (b)(2)(B)(ii)(VI).

ARTICLE IV. COMPETITIVE ALLOCATION COMPONENT

Section 400. Eligible Applicants

- (a) Eligible Applicants for the non-entitlement competitive allocation described in Section 100(b)(3) are limited to Non-entitlement local governments. For development of Rental Housing Projects, the Sponsor must be a co-Applicant.

NOTE: Authority cited: HSC Section 50470, subdivision (d). Reference cited: HSC Section 50470, subdivision (b)(2)(B)(i)(I).

Section 401. Eligible Activities

- (a) Eligible Activities are limited to the following and must take place within the jurisdiction of the Applicant Local government:
- (1) Development of new multifamily rental housing that is Affordable to households at or below 60 percent of AMI or substantial rehabilitation of multifamily rental housing that will be Affordable to households at or below 60 percent of AMI, but which is not currently restricted as Affordable housing; or
 - (2) Assistance to persons who are experiencing or At risk of homelessness, including, but not limited to, through rapid rehousing, or rental assistance, supportive services and case management services that allow people to obtain and retain housing, operating and capital costs for navigation centers, or new construction, rehabilitation, or preservation of permanent or transitional rental housing.

NOTE: Authority cited: HSC Section 50470, subdivision (d). Reference cited: HSC Section 50470, subdivision (b)(2)(B)(i)(I)(ia), (b)(2)(B)(i)(I)(ib) and subdivision (b)(2)(B)(ii)(V).

Section 402. Threshold Requirements

Applicants must meet all the following threshold requirements for participation in the competitive allocation:

- (a) **Housing Element compliance:** The Applicant must have a Housing Element that has been adopted by the jurisdiction's governing body by the application deadline date and subsequently determined to be in substantial compliance with state Housing Element Law pursuant to GC Section 65585. A Local government's current Housing Element compliance status can be obtained by referencing the Department's website at <http://www.hcd.ca.gov/community-development/housing-element>.
- (b) **APR on the Housing Element submitted to the Department:** The Applicant must submit to the Department the APR required by GC Section 65400 for the current or prior year by the application deadline date.
- (1) Please be advised that the Department will not accept other reports in lieu of the APR. Housing Authority Financial Reports, Redevelopment Reports, and other similar reports will not be accepted as meeting this requirement. If uncertain of the status of the report submittal for a Local government, please contact the Department for more information.
- (c) Submit by the deadline specified in the NOFA, on a form made available by the Department, a complete application which shall meet the following minimum requirements:
- (1) Application requests a grant pursuant to Section 100(b)(3) in order to carry out one

or both of the eligible Activities set forth in Section 401.

- (2) Submission of the application is authorized by the governing board of the Applicant and by the developer co-applicant, if any.
- (3) Certification in the resolution that, if the Local government proposes allocation of funds for any Activity to another entity, the selection process shall avoid conflicts of interest, and shall be accessible to the public.
- (4) Demonstration of readiness, including site control for development Projects, land use entitlements, environmental review and commitments of other funding and resources required, as further set forth in the NOFA;
- (5) Underwriting requirements:
 - (A) Uniform Multifamily Regulations Subchapter 19 of Title 25, Division 1, Chapter 7 (commencing with Section 8300), as amended from time to time, and the Multifamily Housing Program Guidelines (commencing with Section 7300), as amended from time to time, are hereby incorporated by reference into this subchapter and shall apply to Rental Housing Developments receiving assistance under the PLHA competitive allocation. In the event of a conflict between the provisions of Subchapter 19 and these Guidelines, the provisions of these Guidelines shall prevail.
 - (i) Section 8312(c) of the Uniform Multifamily Regulations is hereby amended to read:
 - (c) For Projects utilizing 4 percent tax credits, Developer Fee payments shall not exceed the amount that may be included in Project costs pursuant to 4 CCR, Section 10327. In addition, the Developer Fee paid from development funding sources shall not exceed the following:
 - (1) For acquisition and/or rehabilitation Projects, or adaptive reuse Projects, the lesser of the amount of Developer Fee in Project costs or \$2,000,000.
 - (2) For new construction Projects, the base limit shall be the lesser of the amount that may be included in Project costs or \$2,200,000. To arrive at the final limit on Developer Fee paid from development funding sources, the base limit shall then be multiplied by a ratio that is the average of (i) the difference between 2 and the Project's high-cost ratio, as calculated pursuant to 4 CCR, Section 10317(i)(6) or successor language and (ii) 100 percent.
 - (ii) Section 8312(d) of the Uniform Multifamily Regulations shall not apply.
 - (iii) Section 8314(a)(1)(A) of the Uniform Multifamily Regulations is amended to read:
 - (A) Approved deferred Developer Fee, pursuant to Section 8312, provided that the aggregate of the Developer Fee paid from sources and paid as deferred shall not exceed \$3,500,000.

(B) Period of affordability: All assisted rental units shall be restricted for not less than 55 years.

(C) All development Projects shall demonstrate fiscal integrity.

NOTE: Authority cited: HSC Section 50470, subdivision (d). Reference cited: HSC Section 50470, subdivision (b)(2)(B)(ii).

Section 403. Selection Criteria

(a) Applications submitted within a competitive funding round shall be evaluated using the following criteria. Total available points shall equal 100.

1. Priority Points – 25 points

A. Population - 5 points

(i) If the Applicant is a county that has a population of 200,000 or less within the unincorporated areas of the county, the Applicant shall receive all points.

B. Prior Award – 5 points

(i) If the Applicant did not receive an award based on the formula specified in 42 USC, Section 5306 in 2016, the Applicant shall receive all points.

And either C (i) or C (ii) or C (iii) below:

C. Activity

(i) Assistance for Homeless Persons through Program Activities – 15 points

(a) Applications to assist persons experiencing or At risk of homelessness, including, but not limited to, through programs providing rapid rehousing, or rental assistance, or operating assistance to navigation centers shall receive all points.

Or

(ii) Assistance to Homeless Persons through Development of Navigation Centers– 15 points

(a) Applications for construction of navigation centers shall receive all points.

Or

(iii) Assistance for Homeless Persons through Rental Projects – 15 points

(a) Applications for the new construction, rehabilitation, or preservation of permanent or transitional rental housing in which all or at least 10 percent of the units are restricted to occupancy by tenants who are homeless or At risk of homelessness shall receive all points.

2. Evaluation Criteria – 75 points

Precise scoring for these factors will be set forth in the NOFA.

A. Community Need – 30 points

(i) Applicants will receive up to a maximum of 30 points based on the rate of households experiencing the most severe housing need according to the most recent HUD CHAS dataset in the Applicant Local government. Applicants will receive points in proportion to this percentage.

B. Applicant Administrative Experience – 15 points

(i) Applicants with prior experience administering local, state or federal affordable housing or community development programs or who have entered into a contract with an entity with prior experience in the implementation of local, state or federal affordable housing or community development programs will receive up to 15 points.

C. Demonstrated Capacity – 30 points

(i) Capacity points will be based on:

(a) Sponsor experience in Affordable Rental Housing Development and ownership (Up to 30 points) or

(b) Navigation center development experience (for development of these facilities) (Up to 30 points) or

(c) Program Operator experience (for non-development Activities) (Up to 30 points)

(b) Where applications requesting funds for more than one eligible Activity pursuant to Section 401 are permitted by the NOFA, each Activity will receive a separate score for each rating factor, and have an individual Activity total. It is possible that one Activity may score highly enough to receive an award, and the other Activity does not.

(c) In the event of tied point scores and insufficient funding for both applications, the Department shall rank the tied applications as follows:

(1) If one of the tied applications is for an Affordable Rental Housing Development and the other is for a program Activity or development of a navigation center, the

- Affordable Rental Housing Development application will be selected for funding;
- (2) If one of the tied applications is for a navigation center and the other is for a program Activity, the navigation center will be selected for funding;
 - (3) If both of the tied applications are for Affordable Rental Housing Developments, the Project with the lowest weighted average affordability of Restricted Units will be selected;
 - (4) If both of the tied applications are for navigation centers, the facility that provides overnight shelter to the greatest number of people will be selected;
 - (5) If both of the tied applications are for programs, the Local government with the highest rate of households experiencing the most severe housing need according to the most recent HUD CHAS dataset will be selected.
- (d) In the event there are insufficient funds to fulfill the entire funding request for the next highest scored application (Application A), the Department will determine whether Application A is feasible without the full funding request. If Application A is not feasible without full funding, the Department may offer the remaining funds to the application whose score is immediately below Application A. If the remaining funds are insufficient to fulfill the funding request for that application (Application B), the Department will again determine whether this application is feasible without the full funding request. If Application B is not feasible without the full funding request, the Department will perform the same analysis for the application whose score is immediately below Application B.

NOTE: Authority cited: HSC Section 50470, subdivision (d). Reference cited: HSC Section 50470, subdivision (b)(2)(B)(i)(I)(ia) and subdivision (b)(2)(B)(ii)(V).

Section 404. Application Review

- (a) Applicants must submit a complete application by the deadline stated in the NOFA in order to be eligible for funding. Application forms provided by the Department will be available upon release of the NOFA and will require Applicants to submit the forms and other documents to demonstrate that the Local government has met threshold requirements. The application will require submission of documentation adequate to demonstrate that the application has earned the appropriate number of points.
- (b) The Department may request additional information to complete its review, provided that the new information would not affect scoring.
- (c) Applications recommended for funding are subject to conditions specified by the Department. Applicants will receive an official letter of award after the Department approves funding recommendations.

NOTE: Authority cited: HSC Section 50470, subdivision (d). Reference cited: HSC Section 50470, subdivision (b)(2)(B)(ii).

Section 405. Deadlines and Funding Requirements

- (a) Applicants will be required to enter into a state Standard Agreement (Standard Agreement) that will set forth conditions for funding and milestones that are required to be met.
- (b) After the Standard Agreement and attachments have been finalized, the Local government will follow provided instructions for signing all required documents. The Local government must submit all supporting materials and a signed Standard Agreement within the timeline provided in the instructions or risk forfeiting the grant award.
- (c) Except for predevelopment expenses for construction projects funded by PLHA and the costs to develop and prepare the PLHA application, no costs incurred more than one year prior to commitment by the Local government may be paid from PLHA funds. Reimbursement of expenses to prepare the PLHA application is subject to the cap on administrative fees.
- (d) Grant funds shall not be disbursed until:
 - (1) the Department authorizes loan closing, in the case of development projects; or
 - (2) all general and special conditions have been complied with, in the case of other Activities.
- (e) If funds are used for the development of an Affordable Rental Housing Development, the Local government shall make the PLHA assistance in the form of a low-interest, deferred loan to the Sponsor of the project. The loan shall be evidenced through a Promissory Note secured by a Deed of Trust, and a Regulatory Agreement shall restrict occupancy and rents in accordance with the Department-approved underwriting of the project for at least 55 years.

NOTE: Authority cited: HSC Section 50470, subdivision (d). Reference cited: HSC Section 50470, subdivision (b)(2)(B)(ii)(VI).

ARTICLE V. ADMINISTRATION

Section 500. Accounting Records

- (a) The grantee shall establish a separate ledger account for receipts and expenditures of grant funds and maintain expenditure details in accordance with the approved work plan, budget, and schedule. Separate bank accounts are not required.
- (b) The grantee shall maintain documentation of its financial records for expenditures incurred during the course of the PLHA Activity in accordance with generally accepted accounting principles. Such records shall be kept for at least five years after the close-out report is submitted to the Department.

- (c) The Department or its designated representative shall have the right to review and copy any records and supporting documentation pertaining to the PLHA grant.

NOTE: Authority cited: HSC Section 50470, subdivision (d). Reference cited: HSC Section 50470, subdivision (b)(2)(B)(ii)(III) and subdivision (b)(2)(B)(IV) and subdivision (b)(3).

Section 501. Audits/Monitoring of Project Files

- (a) Grantee shall maintain PLHA files which, at a minimum, should include the following information and reports:
 - 1) Project/Activity description
 - 2) Land/site Information
 - 3) Planning & zoning history (as appropriate)
 - 4) Records of public hearings and public comments
 - 5) Relocation needs (as appropriate)
 - 6) Contracts, loan and grant agreements, Standard Agreement
 - 7) Environmental records & reports/findings (as appropriate)
 - 8) Design/engineering reports & plans (as appropriate)
 - 9) Description of targeted beneficiaries, services to be provided, household incomes, special needs
 - 10) PLHA Activity costs, invoices, purchase orders, sources and uses of funds for PLHA Activities, terms & conditions of financings, draws and all supporting documentation, change orders (as appropriate)
 - 11) Activity schedule and amendments
 - 12) History of Plan amendments
 - 13) Procurement policy used for PLHA Activity(ies)
- (b) The grantee shall maintain such records for possible audit for a minimum of three years after the close-out report is submitted, unless a longer period of records retention is stipulated in the Standard Agreement.
- (c) The grantee shall be responsible for monitoring Rental Housing Developments that received PLHA funds for the term of the loan, including, but not limited to, the Projects' compliance with the occupancy and rent requirements set forth in the Regulatory Agreement, compliance with reserve requirements, and the compliance with habitability standards.
- (d) The grantee shall be responsible for monitoring AOWH loans to assure that the homes remain Owner-occupied.
- (e) If requested by the Department, the grantee shall obtain a report from a qualified,

licensed third party that certifies to the amounts of disbursement and identifies the specific Activities for which the disbursements were made. Such a report is permitted to be a component of the A-133 audit.

NOTE: Authority cited: HSC Section 50470, subdivision (d). Reference cited: HSC Section 50470, subdivision (b)(2)(B)(ii)(IV) and subdivision (b)(3).

Section 502. Cancellation and Termination

- (a) In the event that it is determined, at the sole discretion of the Department, that the grantee is not meeting the terms and conditions of the Standard Agreement, the Department shall issue a notice to stop work. Immediately upon receiving the written notice to stop work, the grantee shall cease all work under the Standard Agreement. The Department has the sole discretion to determine the grantee's compliance with the terms and conditions after issuance of a stop work order, and to deliver a written notice to the grantee to resume work under this Standard Agreement.
- (b) The Department shall terminate the Standard Agreement if the grantee is not in compliance with the Guidelines or the terms and conditions of the Standard Agreement. At least 30 days prior to the effective date of the termination of the Standard Agreement, the Department shall provide written notice to the grantee of its intent to cancel the funding allocation. The notice shall specify the reason for early termination and may permit the grantee or the Department to cure any deficiency(ies) prior to the early termination date. The grantee will submit requested documents to the Department within 30 days of the early termination notice.
- (c) Failure to meet reporting requirements will result in notice to the grantee that it must satisfactorily cure any deficiencies within three months of the notice or it will forfeit the following year's PLHA formula allocation and be ineligible for a competitive award. The Local government will forfeit subsequent PLHA formula allocations and be ineligible for a competitive award until the Department determines that the Local government has met reporting requirements.
- (d) The Department may, as it deems appropriate or necessary, request the repayment of funds from a Local government or offset future years' funds, or pursue any other remedies available to it by law for failure to comply with the Guidelines and/or the terms and conditions of the Standard Agreement.
- (e) Co-Applicants may be adversely impacted by a notice to stop work and/or termination if one grantee is deemed by the Department to not meet the terms and conditions of the Standard Agreement, or fails to meet the reporting requirements outlined in Section 503.

NOTE: Authority cited: HSC Section 50470, subdivision (d). Reference cited: HSC Section 50470, subdivision (b)(2)(B)(ii)(IV) and subdivision (b)(3).

Section 503. Reporting

- (a) The Department shall provide grantees with reporting formats and instructions.
- (b) Annual Reports are required from all grantees pursuant to HSC Section 50470(b)(2)(B)(ii)(III) each year by July 31 for the term of the Standard Agreement. The Annual Report shall document the uses and expenditures of all awarded allocations and outcomes achieved. This report must be signed by both the Local government's PLHA administrator and the Local government's City Manager (or his/her designee), or Chief Executive Officer (or his/her designee) or Chief Financial Officer (or his/her designee). The Annual Report must describe any proposed amendment(s) to the approved Activity and schedule.
- (c) Upon expenditure of all allocated funds and completion of the Activities funded by PLHA, the grantee shall submit a close-out report, which will be part of the Annual Report.
- (d) The Department may request additional information as needed to meet other applicable reporting or audit requirements.

NOTE: Authority cited: HSC Section 50470, subdivision (d). Reference cited: HSC Section 50470, subdivision (b)(2)(B)(ii)(III) and subdivision (b)(2)(B)(ii)(IV).