



Housing Authority of the City of Santa Rosa Affordable Housing Loan Application

1. APPLICANT INFORMATION

Application Date		
Applicant	Name	
	Address	
	Contact Person & Title	
	Contact's Email	
	Contact's Phone #	
Type of Organization		
Tax ID#		
DUNS#		
Legal Name of Borrower to be Used on Loan Documents (if known)		

2. PROJECT INFORMATION

Project Name	
Project Address(es)	
Project APN(s)	
Loan Amount Requested	
Project Type <i>Check all that apply</i>	<ul style="list-style-type: none"> <input type="radio"/> New construction <input type="radio"/> Rehabilitation <input type="radio"/> Acquisition <input type="radio"/> Conversion from market rate to affordable housing <input type="radio"/> Preservation of affordable housing <input type="radio"/> Multifamily rental <input type="radio"/> Ownership



Targeted Demographic <i>Check all that apply</i>	<input type="checkbox"/> Seniors <input type="checkbox"/> Families <input type="checkbox"/> Veterans <input type="checkbox"/> Special needs <input type="checkbox"/> Homeless <input type="checkbox"/> Other			
Total Number of Units				
Number of Affordable Units				
Total Development Cost				
Cost per Total Number of Units				
Acres				
Density				
Construction Start Date				
Construction End Date				
Existing occupants on site?	Yes	No		
Form of Site Control				
Tax Exempt Bond Issuance?	Yes	No		
In Specific Plan Area ?	Yes	No		
If so, which?				
In Neighborhood Revitalization Project Area ? If so, which?	Yes	No		
Quadrant of Santa Rosa (defined by Highway 101 and Santa Rosa Creek)	Northeast	Northwest	Southeast	Southwest
Census Tract Number				
In a Qualified Census Tract?	Yes	No		

3. REQUIRED INFORMATION – Please attach the following:

- A. Applicable State of California Funding Application, including all Excel Tabs (i.e., CTCAC 4% or 9% application, Multifamily Housing Program application, or California Universal Affordable Housing Application if there is not a corresponding State funding source application).
- B. Project Narrative:
 - o Project Description
 - o CTCAC 9% Tax Credits Tie Breaker Score, if applicable
 - o Project Benefits
 - o Project Constraints and/or Issues
 - o Summary of Experience and Qualifications of the Applicant and Development Team
 - o Summary of Financing Status (i.e., schedule of secured and needed funding, including VASH and/or Section 8 Project Based Vouchers)
 - o Summary of Entitlement Status
 - Discretionary Approvals Obtained and Date
 - Discretionary Approvals Needed and Date Anticipated
 - o Environmental Summary
 - Environmental Review Status (CEQA, and NEPA, if applicable)
 - Presence of Wetlands (including Vernal Pools), Protected Plant and/or Animal Species
 - Subject to Flooding? FEMA Flood Map Designation
 - Phase I Environmental Study, other Environmental Studies
 - Attach Completed Environmental Studies (electronic only)
- C. Detailed Experience and Qualifications of the Applicant and Development Team: Attach resume of prior experience by listing projects, including location, number of units, level of affordability, type of units and completion date. Please include name, email address and telephone number of references.
- D. Resumes of Staff to be Assigned to the Project.
- E. Capacity: (1) Statement of Financial Capacity to Carry out the Project; and (2) Statement of Organizational Capacity to Carry out the Project.
- F. Board Members and/or Company Officers (names, occupation, contact information).
- G. Federal tax-exempt determination letter, if applicable.

- H. Most recent audit report and current financial statement (within the last quarter). Reports should include balance sheets, revenue and expense statement, and statement of changes in fund balances.
- I. Resolution from Applicant's governing body authorizing the borrowing of funds from the Housing Authority of the City of Santa Rosa and authorizing execution of loan documents.
- J. Resolution from Applicant's governing body authorizing formation of limited partnership, if applicable.
- K. Utility Allowance Chart with applicable allowances circled.
- L. Evidence of land control (i.e., option, sale/purchase contract or escrow instructions).
- M. Evidence of land value. Provide appraisal or statement of value from other financing sources, if available. If not available at this time, an appraisal will be required prior to close of escrow. The appraisal must support the stated land value.
- N. Area map of proposed site and site photos.
- O. Preliminary Title Report (hyperlinked and current within the past three months).
- P. Funding commitment letters.
- Q. Sources and Uses and 30-Year Cash Flow Projections.
- R. Project timetable.
- S. Agreements for rent subsidies, if applicable.
- T. Management company information, experience and list of references with names, email addresses and telephone numbers.
- U. Evidence of Active Registration and Good Standing in the System for Award Management (SAM.gov).
- V. Relocation Plan, if applicable.
- W. Anticipated exit strategy at end of tax credit period, if applicable.



4. CERTIFICATION

The Applicant hereby certifies:

1. Truth of Application

That the information submitted in this Loan Application and any supporting materials is true, accurate, and complete to the best of its knowledge.

2. Material Changes to Project

That the Applicant acknowledges that any material changes to the project not disclosed to and approved by the Housing Authority may result in termination of funding for the project. Material changes include but are not limited to: changes in the project’s design, amenities, and number and size of units; changes to the development budget; changes to the proposed sales prices, rents or operating expenses; changes to the sources, amounts or terms of financing; changes to the ownership entity or key staff and consultants identified in this Loan Application; or changes to other Loan Application items.

3. Applications are Public Records

That the Applicant acknowledges that the information submitted as part of this loan application, except material considered confidential, may be made available to the public.

4. No Conflict of Interest

That the Applicant confirms that the Applicant nor any of its employees or other persons or entities affiliated with the Applicant have any financial relationship or position with the City of Santa Rosa, the Housing Authority of the City of Santa Rosa, or any of their respective officers, agents, employees and volunteers that would present a conflict of interest issue.

Authorized Signature

Date

Authorized Signature

Date

Print name:

Print name:

Title:

Title:

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