



Prepared April 9th, 2024

CITY OF PETALUMA - AFFORDABLE HOUSING PROJECT CONCEPT 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) | | |
| Names of All Entities in Partnership (if applicable), including DUNS # for each Entity | | |
| Does Applicant, any entity within the Partnership, or the proposed Management Company have any projects out of compliance with local, state, or federal programs? | Yes | No |
| | If Yes, include with the Project Narrative the name and location of any projects out of compliance, and a description of the non-compliance. | |



2. PROJECT INFORMATION

| | |
|---------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Project Name | |
| Project Address(es) | |
| Project APN(s) | |
| Loan Amount Requested | |
| Number of Section 8 Project Based Vouchers Previously Awarded | |
| 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> | <ul style="list-style-type: none"><input type="radio"/> Seniors<input type="radio"/> Families<input type="radio"/> Veterans<input type="radio"/> Special needs<input type="radio"/> Homeless<input type="radio"/> None<input type="radio"/> Other (Please specify in the space below): |



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| | |
|---------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|
| Total Number of Units | |
| Number of Affordable Units | |
| Number of Unrestricted Units Excluding Managers unit(s) | |
| Number of Onsite Manager(s) Units | |
| Affordability Mix | ___ units @ 30% AMI ___ units @ 50% AMI ___ units @ 60% AMI ___ units @ 80% AMI ___ units @ 120% AMI |
| Unit Size Mix | ___ 0-bedroom units ___ 1-bedroom units ___ 2-bedroom units ___ 3-bedroom units ___ 4-bedroom units |



| Gross Rent Table | | | | | | | |
|-------------------------------------------------|---------------------------|-----------------------------------------------------------|---------------------------------------------|----------------------------------------|-----------------------------------------------------|-----------------------------------------------------|------------------------------|
| (a) Bedroom Type(s) | (b) Number of Units | (c) Proposed Monthly Rent (Less Utilities) | (d) Total Monthly Rents (b x c) | (e) Monthly Utility Allowance | (f) Monthly Rent Plus Utilities (c + e) | (g) % of Targeted Area Median Income | (h) % of Actual AMI |
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| Total # Units | | Total: | | | | | |
| Total Development Cost | | | | | | | |
| Cost per Unit (use Total Number of Units) | | | | | | | |
| A. Acquisition Costs | | | | | | | |
| B. Hard Costs (including hard cost contingency) | | | | | | | |



| | | | |
|-----------------------------------------------------------|--------|----------------|------------|
| C. Soft Costs (including soft cost contingency) | | | |
| D. Developer Fee | | | |
| Financial Structure: List all project funding sources | Amount | Committed Y/N? | Award Date |
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |
| Site Acreage | | | |
| Density | | | |
| Anticipated Construction Start Date | | | |
| Anticipated Construction End Date | | | |
| Existing residential and/or commercial occupants on site? | Yes | No | |
| If Yes, Include Relocation Plan | | | |
| Form of Site Control | | | |
| Anticipated Purchase Date (if applicable) | | | |
| | | | |



| | |
|----------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | |
| In Neighborhood Revitalization Project Area? If so, which? | Yes No |
| Quadrant of Petaluma (defined by Highway 101 and Washington St) | NE NW SE SW |
| Census Tract Number | |
| CTCAC and/or CDLAC Tie-Breaker Score(s), if applicable | |
| Tax Exempt Bond Issuance? | Yes No |
| If Yes, amount of Issuance | |
| Standard Loan Terms are Acceptable | Yes No UPDATE W PETALUMA'S: Standard loan terms are 3% interest per annum, deferred payments for the 55-year loan term, with payments of interest and principal with 75% of the surplus cash flow (shared pro-rata with other soft lenders). |
| Housing Authority Affordable Housing Loan Policy | I have reviewed and accept the Housing Authority Policy Summary Yes No |



3. REQUIRED INFORMATION – Please attach the following:

OE Applicable State of California Funding Application, including all Excel Tabs (i.e., CTCAC 4% or 9% application, CDLAC Application, Multifamily Housing Program application, or California Universal Affordable Housing Application if there is not a corresponding State funding source application).

OE Project Narrative:

FE Project Description (for rehabilitation projects, provide description of rehabilitation work to be accomplished and a copy of the physical needs assessment).

GE CTCAC 9% Tax Credits and/or CDLAC Tie Breaker Score(s), Scores for state funding program applications pending or anticipated, including total points possible, if applicable

HE Project Benefits

IE Project Constraints and/or Issues

IE Summary of Financing Status (i.e., schedule of secured and needed funding, including VASH and/or Section 8 Project Based Vouchers)

IE Summary and Timeline of Required Planning Entitlements

IE Environmental Summary, Environmental Review Status and Timeline (CEQA, and NEPA, if applicable), Presence of Wetlands (including Vernal Pools), Protected Plant and/or Animal Species, FEMA Flood Map Designation

IE Plan for Delivery and Funding of Supportive Services

JE Description of Project alignment with requirements of other funding sources (i.e. Special Needs units set-aside for HCD funding sources)

FE Description of how project will support entire City community if fee waivers applied.

FE Description of site control form and status.

OE Summary of Experience and Qualifications of the Applicant and Development Team: Description of prior projects, including location, number of units, level of affordability, type of units and completion date.

OE Capacity: (1) Explain the Financial Capacity of the project sponsor to complete the project if the funding sources and contingencies are not sufficient; and (2) Explain Organizational Capacity to carry out the project, including the staff resources and your other active and pending projects.

OE Management Plan: Provide a description of the management plan for project.

OE Board Members and/or Company Officers (names, occupation, contact information).

OE NEPA Environmental Studies. Provide a narrative and timeline for completing the required environmental permits, reports and/or exemptions.

PE Status of Entitlements and CEQA Review. Describe status of discretionary approvals, a zoning clearance indicating that the proposed use and density is permitted, or a letter from the City stating the status of the application.

OE [Illegible text]



4. CERTIFICATION

The Applicant hereby certifies:

1. Truth of Application

That the information submitted in this 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 City of Petaluma 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 Application; or changes to other Application items.

3. Applications are Public Records

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

4. No Conflict of Interest

That the Applicant confirms that neither 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 Petaluma or any of the City's 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 Request for Project Concept Applications.