



REGULAR MEETING AGENDA

Date: 4/3/2024
Time: 6:30 p.m.
Location: [Zoom.us/join](https://zoom.us/join) – ID# 865 4847 4804 and
Arrillaga Recreation Center, Oak Room
700 Alma St., Menlo Park, CA 94025

Members of the public can listen to the meeting and participate using the following methods.

How to participate in the meeting

- Access the meeting, in-person, at the Arrillaga Recreation Center
- Access the meeting real-time online at:
[Zoom.us/join](https://zoom.us/join) – Meeting ID# 865 4847 4804
- Access the meeting real-time via telephone at:
(669) 900-6833
Meeting ID# 865 4847 4804
Press *9 to raise hand to speak

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Regular Session

- A. Call To Order**
- B. Roll Call**
- C. Public Comment**

Under “Public Comment,” the public may address the Commission on any subject not listed on the agenda. Each speaker may address the Commission once under public comment for a limit of three minutes. You are not required to provide your name or City of residence, but it is helpful. The Commission cannot act on items not listed on the agenda and, therefore, the Commission cannot respond to non-agenda issues brought up under public comment other than to provide general information.

- D. Regular Business**

- D1. Approve the Housing Commission meeting minutes for February 7, 2024 ([Attachment](#))
- D2. Recommend approval for the commitment of \$3,600,000 Below Market Rate (BMR) housing funds for Habitat for Humanity of Greater San Francisco (Habitat) proposal to acquire the property located at 335 Pierce Rd. for the construction of affordable, for-sale residential units ([Staff Report #24-004-HC](#))

E. Reports and Announcements

- E1. Commissioner updates
- E2. Future agenda items
- E3. Staff updates and announcements

F. Adjournment

At every Regular Meeting of the Commission, in addition to the Public Comment period where the public shall have the right to address the Commission on any matters of public interest not listed on the agenda, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during the Commission's consideration of the item.

At every Special Meeting of the Commission, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during consideration of the item.

For appeal hearings, appellant and applicant shall each have 10 minutes for presentations.

If you challenge any of the items listed on this agenda in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the City of Menlo Park at, or prior to, the public hearing.

Any writing that is distributed to a majority of the Commission by any person in connection with an agenda item is a public record (subject to any exemption under the Public Records Act) and is available by request by emailing the city clerk at jaherren@menlopark.gov. Persons with disabilities, who require auxiliary aids or services in attending or participating in Commission meetings, may call the City Clerk's Office at 650-330-6620.

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REGULAR MEETING MINUTES – DRAFT

Date: 2/7/2024
Time: 6:30 p.m.
Location: Teleconference and
Arrillaga Recreation Center, Oak Room
700 Alma St., Menlo Park, CA 94025

A. Call To Order

Chair Onap called the meeting to order at 7:36 p.m.

B. Roll Call

Present: Leitch, Onap, Pimentel, Walker
Absent: Campos, Merriman, Portillo
Staff: Housing Manager Tim Wong, Management Analyst Adam Patterson,
Senior Planner Chris Turner

C. Public Comment

None.

D. Regular Business

D1. Approve the Housing Commission meeting minutes for October 4, November 27, 2023, and January 18, 2024 (Attachment)

ACTION: Motion and second (Pimentel/ Leitch), to approve the Housing Commission meeting minutes for October 4, November 27, 2023, and January 18, 2024, passed 4-0 (Campos, Merriman and Portillo absent).

D2. Consider and make a recommendation to the Planning Commission to approve a Below Market Rate housing agreement with Farzad Ghafari for 1220 Hoover St. (Staff Report #24-003-HC)

Senior Planner Chris Turner introduced the item.

The Commission received clarification on the conversion of below market rate (BMR) rentals to ownership and rental and purchase area median income rates.

ACTION: Motion and second (Pimentel/ Leitch), to consider and make a recommendation to the Planning Commission to approve a BMR housing agreement with Farzad Ghafari for 1220 Hoover St., passed 4-0 (Campos, Merriman and Portillo absent).

E. Reports and Announcements

E1. Commissioner updates

None.

E2. Future agenda items

None.

E3. Staff updates and announcements

Staff provided updates on the Housing Element Update Annual Progress Report and the City Council's goal setting workshop.

The Commission received clarification on the status of Housing Element Program H4.J: Consider Surplus City-Owned Land for Housing.

ACTION: By acclamation, support the drafting of a letter to the City Council in support of strategies for expeditiously developing housing on City-owned downtown parking lots.

F. Adjournment

Chair Onap adjourned the meeting at 8:17 p.m.

Adam Patterson, Management Analyst II



STAFF REPORT

Housing Commission

Meeting Date:

4/3/2024

Staff Report Number:

24-004-HC

Regular Business:

Recommend approval for the commitment of \$3,600,000 Below Market Rate (BMR) housing funds for Habitat for Humanity of Greater San Francisco (Habitat) proposal to acquire to property located at 335 Pierce Road for the construction of affordable, for-sale residential units.

Recommendation

Staff recommends the Housing Commission:

1. Recommend approval for the commitment of \$3,600,000 Below Market Rate (BMR) housing funds for Habitat for Humanity of Greater San Francisco (Habitat) proposal to acquire the property located at 335 Pierce Road for the construction of affordable, for-sale residential units.

Policy Issues

The Housing Commission makes BMR funding recommendations and the City Council retains sole discretion to award available BMR housing funds collected in accordance with Menlo Park Municipal Code Chapter 16.96.

Background

In November 2021, the City directed staff to use \$3.6M in BMR funds for MidPen Housing (MidPen) to develop 12 for-sale townhomes to be sold to low-income first-time homebuyers, whose incomes do not exceed 80% of the area median income. In 2015, MidPen acquired the .36-acre site, located at 335 Pierce Road, consisting of a fourplex and vacant land. Their proposal was to form a Community Land Trust to own the land as a mechanism to hold the land for long-term affordability, provide community oversight of the land, and lower housing costs by reducing property taxes. However, the City funds were never expended.

Although the zoning allows a maximum of eight units, MidPen proposed to utilize one of the legislative tools that allow increased density for affordable housing to gain an extra four units. The proposed design included three-story townhouses, consisting of two-bedroom units, with attached carports and landscaped common areas.

The estimated MidPen three-year timeline included obtaining the project entitlements by the end of 2022, with construction to start Fall 2023 and be completed Fall 2024. However, they have chosen not to move forward and have been negotiating with Habitat to purchase to property. MidPen and Habitat have executed a Letter of Intent (LOI) for the purchase of the property.

Analysis

Habitat Proposal

The City of Menlo Park received a request for \$3,600,000 in funding from Habitat to develop eight to ten low-income ownership residential units located at 335 Pierce Road in the Belle Haven Neighborhood. The City funds would be used to acquire the property and some predevelopment costs. As part of the proposed project, Santa Clara County has also committed \$1.5M in Stanford Affordable Housing Fund monies for the project. The existing fourplex is proposed to be demolished to allow all new construction. The revised proposal by Habitat is intended to replace the prior proposal from MidPen.

Based on its preliminary study of the site and discussions with the neighborhood, Habitat is considering eight to ten units with two to three bedrooms, which is slightly different than MidPen's proposal of twelve units with two bedrooms. This will be worked out through the formal design process. The existing fourplex is proposed to be demolished. Because of the potential of larger units, the proposed unit count is slightly less than the MidPen proposal. A Homeowners Association (HOA) will be formed to govern and maintain the common property.

Habitat has design standards that it includes in its projects including sustainability measures, energy-efficient features, and community open space with extensive landscaping incorporating native and drought tolerant plants.

Similar to other Habitat projects, homebuyers will participate in Habitat's sweat equity program, helping to build their homes and those of their neighbors. Habitat's ownership model includes many benefits for low-income homeowners to help ensure success. These benefits include:

- Homes sold with no down payment and zero-interest mortgages.
- Extensive homebuyer education on topics including financial planning and home maintenance.
- Training and guidance for the Home Owners Association (HOA) by sitting as a nonvoting member of the HOA board over the life of the property.

Habitat for Humanity Greater San Francisco has 34 years of experience in the Bay Area and has provided 282 low-income ownership units, most in small projects with less than 10 units. Five projects have been constructed in San Mateo County, including 26 homes that were completed in 2022.

Stanford Affordable Housing Fund (SAHF)

As mentioned, Santa Clara County will be providing \$1.5M through the Stanford Affordable Housing Fund (SAHF). These funds are provided from Stanford University for affordable housing as part of their campus expansion. The County funds have been committed and once entitlements are received, the funds will be scheduled for final approval by the County Board of Supervisors.

Funding and Timing

Once the City and Stanford funding commitments are secured, Habitat can gain site control and proceed with design work and applications for other funding sources. Habitat intends to apply for State Cal Home funds (est. June 2024). Typically, Habitat fills in the remaining cost gaps with philanthropic sources, which is generally about 20% of the funding. This fund raising will occur throughout the development of the project.

The estimated design, entitlement, and construction period is about 3 years, similar to the MidPen proposal. The project is targeted for completion in 2027. Below is a general timeline of major milestones.

Milestone	Date
City Council consideration of NOFA Award	4/16/2024

Close of Escrow on Property	Summer 2024
Construction Start	Fall 2025
Project Completion	Fall 2027

The funding commitment will be brought to City Council for its consideration at its April 16, 2024. The actual funding agreement and budget appropriation request will be at a later date. As with many previous City loan agreements, staff anticipates a 3%, deferred, residual receipts, 55-year loan term.

City Housing Priorities

The proposal satisfies several City Housing Policies identified in the 2023-2031 Housing Element. The most direct is Policy H5.7 Opportunities for Homeownership, whose purpose is to increase opportunities for homeownership in underserved, low-income and racially segregated communities.

The proposal also contributes to the following goals, policies, and programs:

- Program H1.E Work with Non-Profits on Housing.
- Policy H4.2 Housing to Address Local Housing Needs.
- Policy H4.3 Variety of Housing Choices.
- Policy H4.9 Long-Term Housing Affordability Controls.
- Policy H4.12 Emphasis on Affordable Housing.
- Goal H6 Sustainable Housing: Implement sustainable and resilient housing development practices.

Conclusion

The NOFA recommendations align with many of the NOFA priorities including improving neighborhoods and increasing affordable housing supply in the City. The recommended proposals are also consistent with many of the proposed Housing Element policies and programs in the certified 2023-31 Housing Element. Staff recommends transferring the \$3.6 M funds Council direction from MidPen to Habitat. The timing of the City’s commitment for funding plus the Stanford grant is important to Habitat to gain site control, which is essential for them to move forward with other funding requests and committing funds to predevelopment. Low-income home ownership is Habitat’s mission and has become their niche in the affordable housing community. It has an extensive track record and success in the Bay Area and has been a trusted partner with Menlo Park in the past.

Impact on City Resources

There is no impact on the City’s general fund. The \$3.6M will come from the City’s Below Market Rate Housing Fund. The \$3.6M has been set aside since 2021 for MidPen. Because these funds have been set aside since 2021, there are sufficient funds to fund this request. The funds would be to support the production of affordable housing in accordance with the requirements of the 2022 NOFA and BMR guidelines.

Environmental Review

This action is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§ 15378 and 15061(b)(3) as it is will not result in any direct or indirect physical change in the

environment. Any projects awarded funding will be conditional upon successful entitlement and required environmental reviews.

Public Notice

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

Attachments

A. NOFA Application received from Habitat for Humanity Greater San Francisco

Report prepared by:

Adam Patterson, Management Analyst II

Tim Wong, Housing Manager

Sandy Council, Good City Consultants

Report reviewed by:

Deanna Chow, Community Development Director

2022-23 NOTICE OF FUNDING AVAILABILITY APPLICATION

Community Development – Housing Division
701 Laurel St., Menlo Park, CA 94025
tel 650-330-6702

Project applicant			
Organization/Agency: Habitat for Humanity Greater San Francisco, Inc.			
Primary contact person: Maureen Sedonaen			
Phone: 415-625-1000		Email: mседonaen@habitatgfsf.org	
Address: 300 Montgomery Street, Suite 450		City: San Francisco	State: CA Zip: 94104
<p>1. What is the role of the applicant in the project (check all that apply):</p> <p><input type="checkbox"/> Ownership entity</p> <p><input type="checkbox"/> Managing partner or managing member</p> <p><input type="checkbox"/> Sponsoring organization</p> <p><input checked="" type="checkbox"/> Developer</p> <p><input type="checkbox"/> Other (describe):</p> <p>2. Applicant legal status:</p> <p><input type="checkbox"/> General partnership</p> <p><input type="checkbox"/> Joint venture</p> <p><input type="checkbox"/> Limited partnership corporation</p> <p><input checked="" type="checkbox"/> Nonprofit organization</p> <p><input type="checkbox"/> Other (please specify):</p> <p>3. Organization status:</p> <p><input checked="" type="checkbox"/> Currently exists</p> <p><input type="checkbox"/> To be formed (estimated date):</p> <p>4. Name(s) of individuals who are/will be general partner(s) or principal owner(s):</p> <p>Habitat for Humanity Greater San Francisco, Inc.</p> <p>If the applicant is a joint venture, a joint venture agreement is required that clearly describes the roles and responsibilities of each partner, who is the lead partner or if the responsibilities are approximately equally split between the partners.</p>			
Project detail			
Project name: Habitat Pierce Road			
Project address: 335 Pierce Road		City: Menlo Park	State: CA Zip: 94025
Assessor's parcel number: 062-013-170 and 062-013-230			
<p>Project type (check all that apply):</p> <p><input checked="" type="checkbox"/> Families</p> <p><input type="checkbox"/> Seniors</p> <p><input type="checkbox"/> Special needs</p> <p><input checked="" type="checkbox"/> Other (please describe): Affordable First-Time Homeownership for Low-Income Families</p> <p>Project activity (check all that apply):</p> <p><input type="checkbox"/> Acquisition</p> <p><input type="checkbox"/> Rehabilitation</p> <p><input checked="" type="checkbox"/> New construction</p> <p><input type="checkbox"/> Preservation</p> <p><input type="checkbox"/> Mixed-income</p> <p><input type="checkbox"/> Mixed-use</p> <p><input type="checkbox"/> Other (please specify):</p>			
Land area: approx. 15,600 SF		Number of residential buildings: 8 townhomes	

Number of units: 8		Residential total floor area: TBD								
Number of stories: TBD		Number of elevators: 0								
Number of community rooms: 0		Community room(s) total floor area: N/A								
Commercial/office uses (please specify): None										
Commercial total floor area: 0		Office total floor area: 0								
Other uses (please specify): None										
Total parking spaces: TBD		Parking type(s): TBD								
Residential parking spaces: TBD		Residential parking ratio: TBD								
Guest parking spaces: TBD										
Commercial parking spaces: 0		Commercial parking ratio: N/A								
Office parking spaces: 0		Office parking ratio: N/A								
Income categories										
City BMR funds may only fund units serving extremely low, very low or low income households at or below 80% of the area median income (AMI). Inclusions of units for homeless households are encouraged.										
Category	Number of units					Percentage of units				
	Studio	1 bd	2 bd	3 bd	4 bd	Studio	1 bd	2 bd	3 bd	4 bd
0 to 30% AMI – Extremely low										
31 to 50% AMI – Very low										
51 to 80% AMI – Low			8					100%		
81 to 120% AMI – Moderate										
Unrestricted										
TOTAL			8					100%		
What is your existing total BMR obligation by unit type?										
Category	Number of units					Percentage of units				
	Studio	1 bd	2 bd	3 bd	4 bd	Studio	1 bd	2 bd	3 bd	4 bd
BMR Obligation			1					10%		

Unit amenities

Provide a brief list of unit amenities (e.g., air conditioning, laundry in unit, balconies, etc.):

All units at Habitat Pierce Road will feature at least two or three bedrooms and one to two bathrooms, a fully equipped kitchen, ample storage, in-unit washer and dryer, energy recovery ventilation, and dedicated parking. Final unit count, sizes, and amenities are still being determined. All units will remain affordable for households earning no more than 80% AMI.

Project narrative (please attach any additional responses)

1. Project description: Provide a brief narrative summary of the proposed project including location, project type (e.g., new versus rehab), target population and any unique project characteristics.

Habitat for Humanity Greater San Francisco (HGSF) proposes purchasing the property at 335 Pierce Road from MidPen Housing Corporation for the express purpose of building approximately eight new townhomes to be sold affordably to qualified, low-income, first-time homebuyers with no down payment and zero interest mortgage loans.

The property is located in the residential Belle Haven neighborhood, adjacent to a number of parks, with easy access to highway 101 & the Dumbarton bridge, the bayfront, employment opportunities of Silicon Valley, and amenities throughout the Peninsula.

HGSF's eight townhomes will each feature at least two bedrooms and at least one bathroom. Final unit count, sizes, and amenities are still being determined. All homes will be sold to families earning no more than 80% of the Area Median Income (AMI) with a housing cost of no more than 30% of household income. Homebuyers will participate in HGSF's sweat equity program, helping to build their homes and those of their neighbors, and will receive extensive homebuyer education on topics including financial planning and home maintenance.

2. Project design: Provide a description of the project's architectural and site plan concepts and how these concepts address the opportunities and limitations of the site and location.

The site's unusual shape, limited site area, and existing easements will impact the site plan and the ability to maximize development resulting in potentially reduced on-site parking, limiting the project to 10 units, and challenging the design team to maintain efficiency with the project architecture.

3. Green building features: Describe the green building features that will be incorporated into the project.

All new HGSF homes are built with sustainability in mind – HGSF strives to build homes that ensure clean interior air, lower interior noise levels, lower utility bills, and durability for future homeowners. Through our design and construction methods, we also aim to reduce our impact on the environment. Our new construction projects are typically certified in the GreenPoint Rating system; and we also aim to certify projects through the Department of Energy's Zero Energy Ready program, which includes the Energy Star and Indoor Air Plus systems. To achieve these certifications a 3rd party inspector will review our plans and certify the homes are built to meet all aspects of these programs.

Sustainability features typically employed include rooftop solar panels to offset homeowner energy consumption, advanced insulation packages to reduce heating & cooling demands, an Energy Recovery Ventilation system that introduces constant fresh air into the home to ensure a healthy indoor air quality, low-emitting finishes that reduce pollutants in the home, durable materials that reduce long term replacement costs, a LED lighting package to keep energy bills low, low-use water fixtures to help keep water utility bills low, and high performing windows.

4. On-site amenities: Describe any on-site amenities including any project characteristics that address the special needs of the population you intend to serve.

Each unit will be designed with designated outdoor space. The site will be extensively landscaped to provide a variety of native, draught tolerant ground cover, shrubs, and trees. Where possible and as project funding allows, the project will include external storage, hangers and outlets for electric bike charging, and electric vehicle charging infrastructure.

5. Neighborhood off-site amenities: Describe the property location, neighborhood transportation options, and local services and amenities that are within ¼ mile and ½ mile of the site.

Habitat Pierce Road is located in the residential Belle Haven neighborhood of Menlo Park with many amenities and services nearby.

Within ¼ mile of the site:

- Flood Park
- Kelly Park
- Karl E. Clark Park
- Beechwood School
- Boys & Girls Club of the Peninsula
- SamTrans #81 & 281 bus stops

Within ½ mile of the site:

- Hamilton Park
- Belle Haven Elementary School
- Belle Haven Branch Library
- Belle Haven Community Garden
- Menlo Park Church of God
- Greater Friendship Baptist Church

6. Potential development obstacles: Are there any known issues or circumstances that may delay or create challenges for the project? If yes, list issues below including an outline of steps that will be taken and the time needed to resolve these issues.

Achieving approval for the required number of residential units (8) from the City is important to preserve the proposed development schedule. Understanding and clearing antiquated site restrictions (easements) which are no longer required are important next steps.

Site information (please attach any additional responses)

Site control is required. Evidence should also be submitted demonstrating that the entity that has site control is the same entity applying for funds. Please include the site control document with the application.

What type of site control does the applicant currently hold?

HGSF intends to purchase the site from MidPen. The terms and purchase agreement are currently being drafted.

Will site acquisition be a purchase or long-term lease?

HGSF will purchase the site.

What is the purchase price of the land? For proposed leaseholds, indicate the amount of the annual lease payment and the basis for determining that amount:

MidPen purchased the two parcels in 2015 for \$2,780,000. The HGSF purchase price is still being determined.

What is the current County-assessed value of the site?

In January 2023 the value of the land and improvements was reported as \$2,909,093.

Who is the current property owner and what is their address and contact information?

Owner: MP 335 Pierce LLC
Address: 303 Vintage Park Drive, Suite 250
Foster City, CA 94404
Contact: Felix AuYeung

Total square footage of site: approx. 15,600 SF (0.36 acres)

Existing uses on the site and the approximate square footage of all structures:

The two parcels contain an existing 3,327 SF four-plex and a vacant lot.

Planned use of on-site existing structures:

- Demolish
- Rehabilitate
- Other (describe):

Provide the square footage, date built and number of stories for each on-site building to be retained as part of this project:

No buildings on the site will be retained.

Provide a brief description of the condition of any buildings to be rehabilitated:

No buildings on the site will be rehabilitated

Describe unique site features (heritage trees, parcel shape, etc.)

The site at 335 Pierce Road is a parallelogram rather than a standard rectangle.

Identify problem site conditions (high noise levels, ingress/egress issues, etc.)

Special attention will be paid to the noise impacts on the site from the adjacent 101 Bayshore Freeway. Windows and exterior walls will be designed to reduce noise impacts through wall assembly and STC selection on windows to ensure interior noise levels do not exceed General Plan requirements. Air pollution will be mitigated through proposed building air tightness and energy recovery ventilation to circulate filtrated air.

Floodplain

Is the site in a floodplain? Yes No

If yes, type of flood plain and number of years: 100-year floodplain

List any maps referenced:

FEMA National Flood Hazard Layer (NFHL) database, map #06081C0306F effective 04/05/2019

Describe adjoining land uses

West: Highway 101

East: Residential

North: Residential

South: Residential

Zoning

What is the current zoning of the project site?

R-3 (Multifamily) with Affordable House Overlay

Is the proposed project consistent with the existing zoning of the site? Yes No

Explain:

The current zoning is R-3 and has been identified in the housing element site inventory. HGSP intends to submit a pre application with an approximately 8-unit development that will be compliant with the Menlo Park Municipal Code requirements.

Indicate any discretionary review permits required for the project (e.g., planned community permits, design review permits, rezoning, etc.)

Major Subdivision (Vesting Tentative Map) for proposal of more than 5 units; Use Permit for subdivision; Architectural design review at Design Review Committee, Planning Commission, City Council.

If rezoning is required identify the requested zoning district for the project:

N/A.

Community priorities (please attach any additional responses)

Explain how this project meets the objectives of the project priorities identified in this NOFA and the goals and objectives of the City's Housing Element and General Plan:

Habitat Pierce Road meets nearly all of the NOFA's project priorities. HGSF has extensive experience developing new, affordable homes for low-income, first-time homeowners. Most recently, HGSF completed two developments (26 homes total) in San Mateo County in 2022, two homes in Marin County in 2023, and eight homes in San Francisco in 2023. All Habitat projects follow fair housing and affirmative marketing practices.

To ensure the project remains affordable for at least 55 years, each unit will be deed restricted for low-income homebuyers, and will comply with applicable requirements under law for affordable for-sale units. The project brings much needed affordable homeownership opportunities to the Belle Haven neighborhood and incorporates significant green building practices to ensure the homes are healthy, durable, and have low utility bills.

Project funding (please attach any additional responses)

City funds requested: \$3,600,000

Funds per assisted unit: \$450,000

Total project cost: TBD

Cost per assisted unit: TBD

How will the requested City funding be used?

City funding will be used by HGSF to purchase the property at Pierce Road from MidPen and to pay for early predevelopment costs.

OPTIONAL: What is the self-scored 9% tax credit tiebreaker score for the project? (Please note that you may be required to provide this during the application review) N/A

Developer experience (please attach any additional responses)

Applicants may be nonprofit or for-profit affordable housing developers or owners who have affordable housing experience in the nine-county Bay Area (San Mateo, San Francisco, Marin, Sonoma, Napa, Solano, Contra Costa, Alameda and Santa Clara) and a successful track record of at least two years of ownership of at least two affordable, deed-restricted housing projects within the nine-county Bay Area in which 100% of the units, are targeted to those at or below 80% AMI. Joint venture partnerships are allowed assuming at least one member of the partnership meets the minimum experience requirement. Previous development/ownership experience must include projects that contain at least 10 units.

Years of experience: 34 years

Number of projects: 6 projects with at least 10 units; 64 total projects

Number of projects in San Mateo County: 5

Average size of projects: 4.4 units

Number of units placed in service: 282

Please describe two projects completed in the last 10 years that are similar to the proposed project and provide photographs of each project:
Project 1 – Project name:
Location: 3001 Geneva Ave, Daly City, CA 94014 (Geneva Village)
Number of units: 6
Type of development (senior, family, etc.): Affordable First-Time Homeownership for Low-Income Families
Name of project manager: Doug Fowler, Habitat for Humanity Greater San Francisco, Inc.
Number of stories: 3
Unit types (studio, 1 bedroom, etc.): 3 bedroom, 1.5 bath townhomes
Type of construction: wood frame
Project amenities: Each unit at Geneva Village has a single car garage, in-unit laundry, roof top solar, and an exclusive use rear yard.
Entitlement date: 06/24/2019
Occupancy date: 02/04/2022
Funding sources: CalHome Mortgage Assistance, San Mateo County Affordable Housing Funds, City of Daly City Affordable Housing Funds
Project 2 – Project name:
Location: 24-28 Amber Drive, San Francisco, CA 94131
Number of units: 8
Type of development (senior, family, etc.): Affordable First-Time Homeownership for Low-Income Families
Name of project manager: Doug Fowler, Habitat for Humanity Greater San Francisco, Inc.
Number of stories: 4
Unit types (studio, 1 bedroom, etc.): 2, 3, & 4 bedroom, 2 bath condos
Type of construction: stacked flat condominiums over shared garages
Project amenities: Ground level shared parking garages, rooftop solar, in-unit laundry, EV chargers
Entitlement date: spring 2019
Occupancy date: 10/04/2023
Funding sources: CalHome Mortgage Assistance, SF Public Utilities Commission's EV Charge SF, San Francisco Mayor's Office of Housing Affordable Housing Funds, Federal Home Loan Bank of San Francisco (FHLB SF) Affordable Housing Program (AHP)

Personnel				
List the names of key members of the applicant's development team, their titles, responsibilities and years of experience in affordable housing.				
Project Staff	Name	Role in proposed project	Years of housing development experience	Years with this developer
Project manager	Robert Smith, Project Manager	Leading project design, budget, and sales	10	2.5
Director of real estate development	Maureen Sedonaen, CEO	Holds relationship with MidPen, City, County, and other partners	7+	7
Executive director	Maureen Sedonaen, CEO	Maintaining development pipeline, securing private financial support, holding relationships with partners	7+	7
Chief financial officer	Jen Wilds, CFO	Oversight of organization-wide finances, including working with project team to maintain project budget	10+	7
Other	Jim Feely, VP Construction	Oversight of all components of construction from project design through handover to homebuyers	30+	2
Other	Angelica Resendez, VP Homeowner Services	Managing relationships with candidate homebuyers and existing Habitat homeowners; leading home sales and all policies related to homeowners	10	10
Indicate which of the following development team members have been selected and identify them if different from applicant.				
Developer: Habitat for Humanity Greater San Francisco		Architect(s): not yet selected		
Engineer(s): not yet selected		General contractor: Habitat for Humanity Greater San Francisco		
Attorney(s) and/or tax professionals: Goldfarb & Lipman				
Property management agent: A property management company will be selected during construction to guide the future HOA, including providing ongoing homeowner education.				
Financial and other consultant(s): Additional consultants not yet selected				
Investor(s): HGSF expects multiple sources of private funding, including foundations, corporations, and private individuals. Fundraising will occur throughout the life of the project.				
List all other participants and affiliates (people, businesses and organizations) proposing to participate in the project.				
Name		Address		

Describe how the property will be managed including the number of staff, locations and management office hours.

Once unit construction is underway and prior to home sales, HGSF will hire an external, off-site management company to properly maintain and manage the development after occupancy. This property management company will provide education to homeowners throughout their homeownership journeys. HGSF has developed relationships with numerous management companies over the years and will select one with strong experience and reputation to guide the homeowners and HOA at Habitat Pierce Road.

If the project will be managed by an agency other than the project applicant describe the project applicant's role in the ongoing management of the project and resolution of management issues.

As the developer, HGSF will establish the Homeowners Association (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 HOA. Once unit construction is underway and prior to home sales, HGSF will hire an external, off-site management company to properly maintain and manage the development after occupancy.

SOURCES & USES OF CAPITAL

SOURCES OF CAPITAL

Capital Sources	Amount	Per Unit	%
Targeted County (AHF 12.0, HOME, etc.)	1,000,000	100,000	10%
Targeted State CalHome - MA	1,000,000	100,000	10%
Targeted Other (FHLB AHP, HEART, sustai	500,000	50,000	5%
Total Public Funding	2,500,000	250,000	26%
Targeted Private Sources	2,426,882	242,688	25%
Additional Private Sources	-	-	0%
Total Private Funding	2,426,882	-	25%
Developer Sources			
Consultants GIK Donations	-	-	0.0%
Materials GIK Donations	-	-	0.0%
Total Developer Sources	-	-	0.0%
Mortgage Note Sales	4,633,867	463,387	
Total Mortgage Note Sales	4,633,867	-	48%

Residential Total Sources	9,560,749	-	100.0%
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Residential Contingency or (Gap)	(127,156)
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USES OF CAPITAL

Capital Uses	Amount	% Costs	Per Unit
Salaries & Office Expenses	112,250	1%	11,225
Insurance	185,223	2%	18,522
Taxes & Fees	826,787	9%	82,679
Consultants	563,376	6%	56,338
Reprographics & Printing	7,684	0%	768
Marketing & Outreach	10,755	0%	1,076
Home Sales	91,276	1%	9,128
Developer Fee	-	0%	-
Contingency	254,667	3%	25,467
Total Pre-Development	2,052,018	21%	205,202
Offsite Improvements	500,000	5%	50,000
General Requirements	770,266	8%	77027
Direct Hard Costs	6,365,622	66%	636562
GC Costs & Contingency	-	0%	
Total Hard Costs	7,635,888	79%	763,589

Residential Total Uses	9,687,906	100%	968,791
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Targeted Sources of Public Funding	Use	Eligible Units	Per Unit Funding	Total Funding	Reconveyed to % Homebuyers?
Targeted County (AHF 12.0, HOME, etc.)	Predevelopment, Construction	10	100,000	1,000,000	Y
Targeted City of Menlo Park BMR Funds	Acquisition, Predevelopment	10	360,000	3,600,000	59% TBD
Targeted State CalHome - MA	Mortgage Assistance	10	100,000	1,000,000	16% Y
Targeted Other (FHLB AHP, HEART, sustainability, etc.)	Construction?	10	50,000	500,000	8% TBD
Total Public Funding				6,100,000	49%
Total Uses				12,532,000	100%

UNIT MIX & ASSUMED SALES PRICE

UNIT MIX & AMI

<u>Persons</u>	<u>AMI</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>
Ext Low	30%	-	-	-	-	-	-
Very Low	50%	-	-	-	-	-	-
HOME Avg	60%	-	1	3	1	-	-
Average Low	65%	-	-	-	-	-	-
Upper Low	70%	-	1	3	1	-	-
Low	80%	-	-	-	-	-	-
AVG Median	90%	-	-	-	-	-	-
Median	100%	-	-	-	-	-	-
AVG Mod	110%	-	-	-	-	-	-
Moderate	120%	-	-	-	-	-	-
Total Units	10	-	2	6	2	-	-

FIRST MORTGAGE VALUE (UNDISCOUNTED)

<u>Persons</u>	<u>AMI</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>
Ext Low	30%	-	-	-	-	-	-
Very Low	50%	-	-	-	-	-	-
HOME Avg	60%	-	383,619	451,133	518,196	-	-
Average Low	65%	-	-	-	-	-	-
Upper Low	70%	-	517,719	601,883	686,046	-	-
Low	80%	-	-	-	-	-	-
AVG Median	90%	-	-	-	-	-	-
Median	100%	-	-	-	-	-	-
AVG Mod	110%	-	-	-	-	-	-
Moderate	120%	-	-	-	-	-	-
Totals	5,264,625	-	901,338	3,159,045	1,204,242	-	-
Avg.	526,463	-	450,669	526,508	602,121	-	-

MORTGAGE REVENUE (DISCOUNTED)

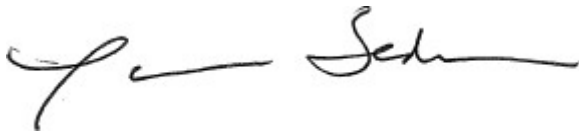
<u>Ext Low</u>	<u>AMI</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>
Ext Low	30%	-	-	-	-	-	-
Very Low	50%	-	-	-	-	-	-
HOME Avg	60%	-	288,299	339,037	389,436	-	-
Average Low	65%	-	-	-	-	-	-
Upper Low	70%	-	389,078	452,329	515,580	-	-
Low	80%	-	-	-	-	-	-
AVG Median	90%	-	-	-	-	-	-
Median	100%	-	-	-	-	-	-
AVG Mod	110%	-	-	-	-	-	-
Moderate	120%	-	-	-	-	-	-
Totals	4,633,867	-	1,354,754	2,374,097	905,016	-	-
Avg.	508,523	-	677,377	395,683	452,508	-	-

Applicant certification

I certify that the information submitted in this application and all supporting materials is true, accurate and complete to the best of my knowledge. I acknowledge that if facts and or information herein are found to be misrepresented it shall constitute grounds for disqualification of my proposal. I further certify that the following statements are true except if I have indicated otherwise on this certification:

- I have not sold any of the projects listed on the 10 Year Projects list
- No mortgage on a project listed by me has ever been in default
- Government, or foreclosed, nor has mortgage relief by the mortgagee been given
- I have not experienced defaults or noncompliance under any contract or regulatory agreement nor issued IRS Form 8823 on any Low Income Housing Tax Credit (LIHTC) project on the 10 Year Projects list
- To the best of my knowledge there are no unresolved findings raised as a result of Agencies' audits, management reviews or other investigations concerning me or my projects for the past 10 years
- I have not been suspended, been barred or otherwise restricted by any state agency from participating in the LIHTC program or other affordable housing programs
- I have not failed to use state funds or LIHTC allocated to me in any state

I have checked each deletion, if any, and have attached a true and accurate signed statement, if applicable; to explain the facts and circumstances that I think help to qualify me as a responsible principal for participation in this NOFA.



Signature

02/02/2024

Date

Maureen Sedonaen

Printed name

CEO

Title

This application and all supporting material are regarded as public records under the California Public Records Act.

Applicant supporting material

In addition to submitting a complete application, the following additional supporting material must be provided with the application:

1. Cover letter: Provide a brief summary of the proposed project and discuss your agency's qualifications and why your proposal should be selected for funding.
2. Community outreach plan: Include the plan for conducting community outreach to neighbors of the proposed development and interested community groups. The outreach plan should describe how the developer intends to build support for the project and address community concerns. The outreach plan should also discuss any anticipated community concerns and how they would be handled.
3. Site control documents: Site control is required. Please include the site control document as well as documentation demonstrating that the entity that has site control is the same entity applying for funds.
4. Development schedule: Include a detailed project schedule identifying all major milestones. The schedule must include major milestones for the development approval process such as purchase of the property, community outreach process, financing, applications, approvals, closings, project construction and lease up. Projects with schedules projecting completion within three years will be given priority.
5. Experience (owner/developer and property manager): Please provide resumes for the owner/developer and property manager. The resume should include a list of affordable housing projects owned/developed and managed. Please include the following: name of project, address, number of units, target population, project PIS date and years under ownership/management.
6. Experience and references (staff): Provide resumes and project experience for all key staff working on the project including but not limited to: principals, project manager, project staff and financial officer. Indicate the level of experience of the project manager with projects similar to the proposal. Provide at least three references from City or County staff involved with projects completed in the last six years.
7. Financial proforma: Please provide detailed financial information for the proposed project including permanent and construction fund sources, detailed permanent development budget, unit affordability mix/rent schedule, operating budget and 30-year cash flow. If the project will use tax credits, please provide the tax credit calculations.
8. Photos: Attach recent clearly labeled photos of the project site and surrounding area.
9. Board of directors: Provide a listing of the board of directors including the city of residence.