

CITY OF MOUNTAIN VIEW
FEBRUARY 5, 2014 NOFA APPLICATION

PROJECT APPLICANT

1. **Project Applicant:**

Applicant Name (Organization/Agency): Palo Alto Housing Corporation

Principal (with Power of Attorney):
Candice Gonzalez, Exec. Vice President

Primary Contact Person:

Jessica de Wit

Address: 725 Alma Street Palo Alto, CA 94301

Phone No.: 650-321-9709

Fax No.: 650-321-4341

E-Mail: jdewit@paloaltohousingcorp.org

Federal Tax ID No.:
91-2198760

What is the role of the Applicant in the project? (*check all that apply*)

- Ownership Entity
- Managing Partner or Managing Member
- Sponsoring Organization
- Developer
- Other (describe):

2. **Legal Status of Applicant:**

- General Partnership
- Limited Partnership
- Corporation
- Joint Venture¹
- Nonprofit
- Other (specify):

3. **Status of Organization:**

- Currently Exists
- To be formed, estimated date:

¹ If the Applicant is a Joint Venture, a Joint Venture Agreement is required, clearly describing the roles and responsibilities of each partner, who is the lead partner or if the responsibilities are approximately equally split between the partners.

4. **Name(s) of individual(s) who will be General Partner(s) or Principal Owner(s):**

Upon the acquisition of tax credits, a limited partnership will be formed to serve as the ownership entity of the project. PAHC or one of its affiliates will serve as the managing general partner of the tax credit limited partnership. A tax credit investor, who will be identified at a later date, will serve as the limited partner.

PROJECT DESCRIPTION

5. **Project Name: 1701 W. El Camino Real**

Project Address: 1701 W. El Camino Real

Assessor's Parcel No.: 189-33-031 & 189-33-032

Census Tract: 5098.01

6. **Project Type (check all that apply):**

<u>Rental</u>	Ownership	
Family	Special Needs	SRO/Studio Apartments
Senior	<u>Veterans</u>	

7. **Project Activity (check all that apply):**

- Acquisition
- Rehabilitation
- Redevelopment
- New Construction
- Expiring Tax Credit Property
- Mixed Income
- Mixed Use
- Other (please specify):

8. **Project Description:**

No. Units: 60	Commercial/Office Uses (specify): N/A
No. Res. Bldgs.: 1	Commercial Floor Area: N/A
No. Stories: 5	Office Floor Area: N/A
Land Area: 0.52 ac parcel	Elevators: 1 elevator, serving all floors
Residential Floor Area: approx. 44,369 sq. ft.	Other Uses (specify):

Community Room(s): community room
included with management office & computer
room

9. **Parking:**

Total Parking Spaces: 33 spaces

Parking Type: One level subterranean

Residential Spaces and Ratio: 33 spaces, 0.55:1 ratio

Guest Spaces: included above; guest spaces assigned per property management

Commercial Spaces and Ratio: N/A

Office Spaces and Ratio: N/A

10. **Number of Housing Units by Income Category:**

Category	Number of Units	Percentage of Units
0% to 30% AMI (Extremely Low-Income)	30	50%
31% to 50% AMI (Very Low-Income)	17	28%
51% to 80% AMI (Low-Income)	12	20%
Unrestricted (manager's unit)	1	2%

11. **Unit Amenities (air conditioning, laundry in unit, balconies, etc.):**

The units will feature kitchens with a sink and garbage disposal, refrigerator, oven/range combinations, full bath with shower or tub, heating and air conditioning, window blinds and pre-wired for telephone and cable television.

12. **Number of Unit Types:**

Studio 59
1 Bedroom 1
2 Bedroom 0
3 Bedroom 0

PROJECT NARRATIVE

13. **Project Description:**

Provide a brief narrative summary of the proposed project. Please include location, project type (new versus rehab), target population and any unique project characteristics.

The project site is located at 1701 El Camino Real, Mountain View, CA. The proposed project includes construction of a new, 60-unit apartment building that will provide affordable housing for veterans. Our current proposal includes (59) studio units, 30 of which are for veterans, and (1) 1-bedroom unit which will be reserved for the on-site manager. The underutilized property is located in the medium-intensity corridor zone of the El Camino Real Precise Plan Area, presenting a unique opportunity to develop pedestrian and transit-oriented housing to connect with the multi-modal transportation options in the area. The new units will provide housing for households earning between 30-60% of the Area Median Income (AMI).

14. **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 property is situated on the corner of W. El Camino Real and Rich Avenue. The current design uses the corner to serve as the main entrance, inviting pedestrian access to and from the major transit corridor, El Camino Real. An outdoor entry plaza on the corner provides an inviting connection between the building and the sidewalks on El Camino Real and Rich Avenue. An underground parking level is accessed via a ramp at the southern end of the property, on Rich Avenue which is better situated for vehicular access than busy El Camino Real. At five-stories in height, the building has stepped back features on the upper floors, integrating well with the existing neighborhood and adding interest to the El Camino Real street scene with more modern architecture.

15. **Green Building Features:**

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

The project will be designed and built using either LEED or GreenPoint Rated guidelines. Green building design will be incorporated to enable long term sustainability and health of the building and its residents. The Green features of the building will include items such as the following:

- At least 30% greater than 2008 Title 24 standards
- CALGreen compliant
- Low maintenance and low water landscaping
- Energy Star high-efficiency appliances
- Higher density infill encouraging use of public transportation and bicycling
- Public transit: less than ¼ mile from VTA bus station
- High efficiency site and interior lighting
- No VOC interior paint and carpeting
- Use of low/no VOC for all building finishes and adhesives
- Comply with either LEED or GreenPoint Rated Program

- Comply with either LEED or GreenPoint Rated Program

16. **On-Site Amenities:**

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

The new building will feature a variety of on-site amenities including a large community room with kitchen, computer stations, laundry facility, elevator and outdoor common areas. The property's community spaces are aimed at improving the health and wellness of residents. The community room will serve as a gathering place for residents and will also host classes and activities organized by management and resident services. The community room will feature a communal kitchen that will be used to teach cooking and food preparation classes. The residents will have access to multiple veteran-specific resources including office visits with social workers, a multitude of classes & workshops, and easy access to local health entities such as Veterans Affairs. Palo Alto Housing & its management team will also be working with an experienced veterans program as a resource to better improve the lives of our residents.

17. Neighborhood/Off-Site Amenities:

Describe the property location, neighborhood, transportation options, local services and amenities within 1/4-mile and 1/2-mile of the site.

The property is located in the El Camino Real corridor at the corner of El Camino Real and Rich Avenue. The site is just steps away from a variety of retail, service, and restaurant amenities along El Camino Real. Within a ¼ mile of the site are Walgreens Pharmacy, Brown & Gold Neighborhood Market, Bumble Bee Health Foods, Castro Park, and a VTA bus stop. The VTA bus provides a quick connection to the Castro street corridor, the Mountain View Caltrain Station and the VTA light rail station. Within a ½ mile are restaurants, cafes, and retail stores.

18. 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 frame needed to resolve these issues.

We do not anticipate any major issues that will delay the project's development.

SITE INFORMATION

19. Site Control:

- a. Site control at the time of application is required. What is the level of site control currently held by the applicant?

Palo Alto Housing Corporation owns the property.

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

n/a

- c. 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).

\$5,200,000.

- d. What is the appraised value of the site? Briefly describe the type of valuation cited.

The appraised value is \$5.2MM based on as-is market value.

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

Palo Alto Housing Corporation
725 Alma Street
Palo Alto, CA 94301

20. **Site Information:**

- a. Total square footage of site: 22,415
- b. Existing uses on the site, number of existing units, existing unit size and the approximate square footage of all structures:

N/A. Vacant site.

- c. Planned use of on-site existing structures:

Demolish Rehabilitate

Other (describe):

- d. Provide the following information for each on-site building to be retained as part of this project:

Square Footage:	Date Built:	No. of Stories:
N/A		

- e. Provide a brief description of the condition of any buildings to be rehabilitated.

N/A

- f. Describe unique site features (Heritage trees, parcel shape, etc.).

The site is relatively flat. It has a slightly unique parcel shape in that it is not a perfect square or rectangle so it is providing for some creative, outdoor common areas for the residents.

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

The site of the new building is adjacent to El Camino Real. Acoustical engineering may be necessary to mitigate traffic noise.

- h. Is the site in a floodplain? Yes No Map used:
FEMA

If yes, type of floodplain (number of years): Zone X (500-yr)

- i. Describe adjoining land uses:

West: El Camino Real

East: Two-story multi-family residential

North: One and two story commercial office buildings

South: Two-story hotel across Rich Avenue

21. **Zoning:**

- a. What is the current zoning of the project site?

El Camino Precise Plan Medium Density Corridor Zone

- b. Is the proposed project consistent with the existing zoning status of the site?

Yes** No (explain)

**With Affordable Housing Concessions applied.

- c. Indicate any discretionary review permits required for the project (Planned Community Permits, Design Review Permits, Rezoning, etc.).

No rezoning is required.

- d. If rezoning is required, identify the requested zoning district for the project.

N/A.

22. Households and Businesses on Site

- a. If residential exists on the proposed site, how many households currently reside on the property?

N/A.

- b. How many of the residential units are vacant?

N/A.

- c. Have the tenants signed a lease or a month-to-month rental agreement?

N/A.

- d. If businesses are located on the site, provide the name, type of business and the associated square footage for each business.

N/A.

23. **Community Priorities:**

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

This project provides new housing units that are affordable and transit focused, meeting the goals of the housing element as well as the transportation strategies of the 2030 Comprehensive Plan. The proposed project will add 60 new units of affordable housing to the City's housing stock and serve very low- and extremely low-income households. Per the NOFA, these housing units will provide long-term affordability as they will remain affordable for at least 55 years per the City's regulatory agreement.

PROJECT FUNDING

24. **Project Budget:**

- a. City Funds Requested: \$5,800,000 Funds Per Assisted Unit: \$96,667

- b. Total Project Cost: \$32,232,514 Cost Per Assisted Unit: \$537,209

DEVELOPER EXPERIENCE

Developers must have successfully completed a minimum of three affordable housing projects of similar size and complexity as the proposed project to qualify for this NOFA.

25. Provide a summary of affordable housing experience:

Years of Experience: 43 years. PAHC established in 1970

Number of Projects: 21

Number of Projects in Santa Clara County: 21

Average Size of Projects: 50 units

Number of Units Placed in Service: 692

26. Describe awards given to projects completed in the last 10 years.

Oak Court ó 2005, Golden Nugget Award for Best Multi-Family Residential Property
Tree House ó 2012, Associate of Bay Area Government's Growing Smarter Together Award;
2013, Grand Boulevard Initiative Award for extraordinary, sustainable and
transit-oriented developments along the El Camino Real corridor.

27. Describe three projects completed in the last ten years that are similar to the proposed project and provide photographs of each project:

a. Project 1

Name of Project: Alma Place, 753 Alma Street, Palo Alto

Number of Units: 107 Units; 106 Studio Units and One (1) 1-Bdrm Manager's Unit

Type of Development: Single Room Occupancy

Name of Project Manager: Kirk Wallis and Paul Broeker, Segue Construction, Inc.
General Contractor/Builder and PAHC

Number of Stories: 4, Three (3) Residential Levels plus Lobby on Ground Floor

Unit Types: Studio Apartments

Type of Construction: Mixed-use, includes the corporate offices of the Developer, Palo Alto
Housing Corporation

Project Amenities:

Each unit includes a mini-kitchen with compact refrigerator/freezer and microwave, sink with disposal, ceiling fan, table and chairs and a private bathroom with tub/shower. *Common Area Amenities* include: (1) a large interior courtyard with a fountain and bamboo, (2) a large entertainment room with a full kitchen and outdoor deck, (3) a library/reading room, (4) a counseling room with computer/internet access, and (5) a spacious laundry room accessible to all residents. The lobby, office space, and upper common areas facing Alma Street are sheathed in

storefront glass to achieve maximum natural light exposure. *On-site staff* includes (1) a full-time Resident Services Coordinator who provides residents with resources (for recreation, occupational training, counseling etc.) and helps facilitate community-building activities, as well as (2) a part-time assistant manager and (3) a desk clerk who is present 24 hrs. a day to monitor all non-resident visitors.

Entitlement Date: July 1995

Occupancy Date: February 1998

Funding Sources:

- (1) Citibank
- (2) Citibank ó Lender Affordable Housing Program Loan
- (3) City of Palo Alto Loan

See project photos in Tab 21.

b. Project 2

Name of Project: Oak Court Apartments, 845 Ramona Street, Palo Alto

Number of Units: 53 Units; 1, 2 and 3 Bdrm Units

Type of Development: Family

Name of Project Manager: Kirk Wallis and Paul Broeker, Segue Construction, Inc.
General Contractor/Builder and PAHC

Number of Stories: 3

Unit types: Flat and Townhouse Style Apartments

Type of Construction: Residential

Project Amenities: *Common Area Amenities* include: (1) a garden labyrinth, (2) a spacious community learning center with computers/internet access, (3) a laundry room, (4) underground on-site parking, and (5) a playground. *On-site staff* includes: (1) the Director of Resident Services who oversees a variety of adult and youth training/community-building programs and occupational/family counseling, and (2) a property manager with office hours from 8 am ó 5 pm, Monday ó Friday. The property is walking distance from downtown Palo Alto, including one block from a city park, and two blocks from the downtown Palo Alto library.

Entitlement Date: November 2001

Occupancy Date: April 2005

Funding Sources:

- (1) CalHFA Construction Loan
- (2) HCD Multifamily Housing Program Loan
- (3) Housing Trust Fund of Santa Clara County
- (4) City of Palo Alto Loan
- (5) Borel Private Bank & Trust Co. ó Affordable Housing Program Loan

See project photos in Tab 21.

c. Project 3

Name of Project: Tree House, 488 W Charleston Road, Palo Alto

Number of Units: 35 Units; 33 Studio Units plus One (1) 1-bdrm Unit and One (1) 1-bdrm Manager's Unit

Type of Development: Single Room Occupancy

Name of Project Manager: Erik Hockaday, Segue Construction Inc. and PAHC

Number of Stories: 4

Unit Types: Studios and Two (2) Flats

Type of Construction: Residential

Project Amenities: *Unit Specific Amenities* include: (1) Large, energy-efficient windows, (2) nine-foot ceilings (ground floor as 10-foot ceilings), (3) bamboo flooring, (4) energy efficient appliances, (5) full kitchen, (6) heating and cooling, and (7) cable television/internet for each unit. *Common Area Amenities* include: (1) Large paved patio adjacent to building as well as a 400 square foot deck on the third floor for tenants' recreational use, (2) a large community room, (3) on-site laundry room, (4) covered bike parking (1:1), (5) all residents issued free VTA eco-pass. *On-site staff includes:* (1) a part-time assistant manager and (2) a full-time Resident Services Coordinator.

Entitlement Date: March 2009

Occupancy Date: December 2011

Funding Sources:

- (1) City of Palo Alto Loan
- (2) Santa Clara County - CDBG Loan
- (3) Housing Trust of Santa Clara County ó Opportunity Fund
- (4) Santa Clara County ó Stanford Affordable Housing Fund
- (5) City of Palo Alto Loan ó In-Lieu Fees

See project photos in Tab 21.

28. **Personnel:**

List the names of key members of the applicant's development team, their titles, responsibilities and their years of experience in affordable housing:

Project Staff	Name	Role in Proposed Project	Years of Hsg Dev Experience	Years with this Developer
Associate Project Manager	Joseph Barton	Support Sr. Project Mgr & Exec Dir.	3	1
Sr. Project Manager	Jessica de Wit	Manages entire development process	10	3
Executive Director	Candice Gonzalez	Works with project management team through dev process	7	7
Controller	Quinsia Ma	Project Budget Planning	20+	15
Other				
Other				

Other				
--------------	--	--	--	--

29. **Other Team Members:**

Indicate which of the following development team members have been selected and identify them:

Developer, if Different from Applicant:

Architect(s)/Engineer(s): Van Meter Williams Pollack LLP

Attorney(s) and/or Tax Professionals: Gubb & Barshay

Management Agent: PAHC Management & Services Division

Financial and Other Consultant(s): California Housing Partnerships (CHP)

General Contractor: TBD

Investor: TBD

30. **List all other participants and affiliates (people, businesses and organizations) proposing to participate in the project:**

Name

Address

31. **Property Management:**

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

The project will have a dedicated on-site property manager who will live at the property. A management office will be located on site and staffed during normal business hours and extended hours with late night coverage.

32. **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.**

N/A.

33. List the names of key property management staff, their titles, responsibilities and their years of experience in affordable housing:

Name	Title (e.g., project manager, intake staff)	Job Responsibilities	Years Experience in Affordable Housing
Georgina Mascarenhas	Director of Property Management	New Project Operational Budget Planning; Works with dev team on project design	20+
Evangeline Granadosin	Property Supervisor	Help Coordinate Vendor Visits/Work, Supervises Management Staff	20+
April Fields	On-site Manager	On-site Contact for vendors, supervises progress of construction	10

34. Explain your marketing strategy and the tenant selection process (including how local preferences will be handled) and the establishment and management of waiting lists.

We promote fair housing and comply with fair housing law and regulations through affirmative outreach and marketing efforts which are intended to reach extremely low, very low and low income households. PAHC does outreach directly through social service organizations that serve diverse populations in Mountain View and Santa Clara County, community organizations, libraries, senior and cultural centers. PAHC will also do outreach through posting flyers at all properties it currently manages.

PAHC will advertise in local and foreign language newspapers, including the Mountain View Voice, the Daily Post, the El Observador, India Currents, Pennysaver, and Korea Central Daily. PAHC bilingual staff will handle calls from prospective residents who speak Chinese, Hindi, Tagalog and Spanish.

Potential tenants often call PAHC offices and properties inquiring about projects in development prior to marketing and lease-up efforts. These callers' names and contact information are placed on a project interest list. Letters are sent to all parties on the interest list notifying them at the same time as which the application period is advertised in the local newspapers or through local outreach efforts. A lottery which includes every completed application received determines an applicant's place on the waiting list. Immediately following the lottery, applicants are contacted to be interviewed, determine eligibility and complete the lease-up process. Applicants that either live or work in Mountain View will

receive preference on the waitlist.

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 all of the following statements are true, except if I have indicated otherwise on this certification:

- a. I have not sold any of the projects listed on the "10-Year Projects" list;
- b. No mortgage on a project listed by me has ever been in default, assigned to the government or foreclosed, nor has mortgage relief by the mortgagee been given;
- c. 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;
- d. 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 ten years;
- e. I have not been suspended, debarred or otherwise restricted by any state agency from participating in the LIHTC program or other affordable housing programs; and
- f. I have not failed to use state funds or LIHTC allocated to me in any state.

Statements above (if any) to which I cannot certify have been deleted by striking through the words with a pen. I have initialed each deletion (if any) and have attached a true and accurate signed statement (if applicable) to explain the facts and circumstances which I think helps to qualify me as a responsible principal for participation in this NOFA.

Applicant Name(s)

Signature Date

Print Name and Title

APPLICATION SUPPORTING MATERIAL

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

1. **Cover Letter**

Attached. See tab 1.

Provide a brief summary of the proposed project and discuss your agency's qualifications and why your proposal should be selected for funding.

2. **Evidence of Site Control**

See attached title report.

At the time a development proposal is submitted, the developer must have site control of the property for which funding is requested. The developer must provide documentation that if the proposal is selected, site control can be maintained through completion of the entitlement process and until the property can be acquired. As evidence of site control, one of the following documents must be submitted with the application:

- Purchase agreement, including evidence that the agreement is for a term that is sufficient to hold the property until the anticipated date of purchase.
- Option to purchase or lease, binding on seller or landlord, including evidence that options are renewable until the anticipated date of purchase.
- A long-term lease agreement with a term of not less than 55 years.
- Executed land sales contract or other enforceable agreement for acquisition.
- Other evidence that developer has site control.

Land acquisition costs must be justified and represent a competitive market price. Prior to closing on any City funding, the City will commission its own appraisal to confirm property value.

3. **Appraisal**

Complete.

An appraisal is required that has been completed within three (3) months of submitting an application. The appraisal must conform to the Uniform Standards of Professional Appraisal Practice and the appraisal requirements of the Appraisal Institute's Regulation 3. All appraisers must be California State licensed/certified. The appraisal must include a separate as-is value for any improvements to be retained, or a demolition cost for any to be removed. Site value must be as-is, with no presumed condition such as a rezoning or environmental cleanup.

4. **Preliminary Title Report**

A preliminary title report dated within thirty (30) days of the application deadline.

Attached.

5. **Ten-Year Projects List (Do not include projects in application Section 27)**

N/A ó PAHC has developed two projects in the last 10 years, both of which are detailed in section 27.

For each project the applicant has completed in the past ten (10) years, provide the following information in a consistent format. If more than six (6) projects have been completed, provide information for the last six (6) projects.

- Name of Project:
- Location:
- Type of Development (senior, family, etc.):
- Number of Units:
- Mix of Unit Sizes:
- Number of Affordable Units and Level of Affordability:
- Number of Stories:
- Type of Construction:

- Project Amenities:
- Total Project Cost:
- Funding Sources and Amounts:
- Entitlement Date:
- Occupancy Date:
- Name of Project Manager:

~~6. — Rehabilitation Scope of Work, Property Inspection and Cost Estimate~~

~~If the project involves rehabilitation, include the following information:~~

- ~~• — Preliminary Scope of Work;~~
- ~~• — A third party physical needs assessment, property inspection report or pre-design report;~~
- ~~• — A preliminary independent cost estimate; and~~
- ~~• — Basic unit configurations/plans.~~

~~7. — Preliminary Relocation Analysis~~

~~If the project involves temporary or permanent relocation of residential or commercial tenants, provide a description of tenants eligible for relocation assistance and a preliminary budget for the relocation assistance. (A full Relocation Plan will be required during the entitlement process for projects that received reserved funding.) The preliminary relocation analysis should include:~~

- ~~• — A description of the applicable relocation requirements and relocation benefits to be provided;~~
- ~~• — A reasonable cost estimate of the relocation expenses;~~
- ~~• — Identification of the number of households or businesses to be displaced;~~
- ~~• — The current rent roll; and~~
- ~~• — Name, contact information and a description of the consultant or agency that will prepare the Relocation Plan and provide assistance to the displaced households/businesses.~~

8. Community Outreach Plan

A plan for conducting community outreach to neighbors of the proposed development and 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 some anticipated community concerns and how they would be handled.

Attached. See tab 8.

9. **Development Schedule**

Attached. See tab 9.

Detailed project schedule, identifying all major milestones. The schedule must include major milestones for the development approval process, purchase of the property, community outreach process, financing applications, approvals and closings, project construction and lease-up.

10. **Resident Services Plan**

A Resident Services Plan that describes services to be provided to tenants (child care, computer training, etc.) and demonstrates how supportive and social services for the tenant population will be provided and funded. Projects with units set aside for formerly homeless households or special needs groups must provide sufficient supportive services for the target population and show sufficient funding commitments for services.

Attached. See tab 10.

~~11. **Management Companies**~~

~~If the proposal includes the use of a management company other than the applicant, provide detailed information on that company, including:~~

- ~~•—References;~~
- ~~•—Total number of projects and units managed;~~
- ~~•—Listing of projects managed and their locations;~~
- ~~•—Number of company employees; and~~
- ~~•—Management philosophy.~~

~~12. **Marketability of Mixed-Use Projects**~~

~~Proposals for development of housing with commercial space must include evidence of demand for commercial/retail and marketability of space by submitting a market study or a survey of comparable and vacancy rates or have at least half of the commercial/retail space preleased.~~

13. Detailed Development Budget

Attached. See tab 13.

Provide a detailed development budget that includes all anticipated funding sources and provides a breakdown of all development costs. The following requirements should be considered in preparing the budget:

- Construction Contingency

The City requires a 10 percent minimum construction contingency, which should be factored into the development budget. For projects involving extensive rehabilitation work, a 15 percent construction contingency may be required.

- Prevailing Wage Requirements

It is the City's policy that any affordable housing projects funded by the City will require State prevailing wage payments or if Federal funds are used for the project, Davis-Bacon wage payments. Applicants will be expected to comply with all State and Davis-Bacon wage requirements. Any previous unsettled violation of the prevailing wage requirements of the City may disqualify the contractor or any subcontractors from participating bidding as contractors or subcontractors on City financed projects.

- Insurance/Bonding Requirements

The selected agency will be required to comply with the City's insurance requirements, which should be factored into the project budget. Please refer to Attachment 1 for more information on the City's insurance and bonding requirements.

14. Detailed Operating Budget and 30-Year Pro Forma Analysis (Rental Projects Only)

Attached. See tab 14.

For rental project proposals, a detailed operating budget and 30-year pro forma analysis should be submitted which uses the assumptions detailed below:

- Five percent (5%) annual vacancy/collection loss for family and

senior projects.

- Ten percent (10%) annual vacancy/collection loss for efficiency studio, SRO or special needs projects.
- Three and one-half percent (3.5%) annual increase for expenses (other than property taxes and replacement reserve deposit).
- Two and one-half percent (2.5%) annual increase for income.
- Tenant utility allowances should be based on the Housing Authority of Santa Clara 2010 Utility Allowance Table available at www.hacsc.org/p_rentlimits.php.
- If Section 8 or other rental or operating assistance is assumed, an additional operating pro forma should be included that assumes the contract will expire after its initial term. Applicants should include transition reserves in their budgets due to the risk that rental assistance contracts may not be renewed.
- Partnership/Asset Management fees (for tax credit projects only) may not exceed a combined total of \$25,000 annually but may increase by 3 percent per year.
- The interest rate on the City's funds for low-income housing tax credit projects will be set on a case-by-case basis. The interest rate typically will range from 1 percent to 3 percent simple interest per annum, where there is a financial benefit to the project. Payments of interest and principal will be due from excess cash flow from operations after payment of operating costs, senior debt, reserves and deferred developer fee. All loans are due on sale, refinancing or transfer (except to a related entity, such as a limited partnership, subject to City approval).

The pro forma should clearly list all assumptions and include information on all debt sources, including term, interest rate information and name of intended debt providers.

The pro forma should also include information on the number of units, sizes, rent and utility levels, targeted levels of affordability and basis of rent level calculations.

15. Developer Financial Reports

Attached. See tab 15.

Provide independent audit reports for the last three (3) years, including copies of management letters. This should include complete financial statements, including balance sheets, income statements and statement of cash flows with notes for the last three (3) years.

16. Experience and References

Provide resumés 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 (3) references from City or County staff involved with projects completed in the last six (6) years.

Resumes and references attached. See tab 16.

Information specifically related to experience in successfully completing projects with prevailing wage or Davis-Bacon wage requirements is preferred. It is highly desirable that the developer's contractor has experience in this area, but it is not mandatory.

17. Partnership Agreement or Corporate Articles and Bylaws (if applicable)

Attached. See tab 17.

18. 501(c)(3) Letter of Determination from IRS (if applicable)

Attached. See tab 18.

19. Photos

See tab 19 for previous project photos. See pages #3-7 of the appraisal for photos of the California Park project site and surroundings.

20. Board of Directors

Provide a listing of the Board of Directors, including the city of residence.

Attached. See tab 20.

ATTACHMENT 1

INSURANCE REQUIREMENTS

The City's standard insurance requirements for projects with reserved City funding and appropriated predevelopment funding are as follows:

(a) A commercial general liability policy in the amount of Two Million Dollars (\$2,000,000) each occurrence, Two Million Dollars (\$2,000,000) annual aggregate, together with Three Million Dollars (\$3,000,000) excess liability coverage, or such other policy limits as City may require in its reasonable discretion, including coverage for bodily injury, property damage, products, completed operations and contractual liability coverage. Such policy or policies shall be written on an occurrence basis and shall name the Indemnitees as additional insureds.

(b) A comprehensive automobile liability coverage in the amount of Two Million Dollars (\$2,000,000), combined single limit including coverage for owned and non-owned vehicles and shall furnish or cause to be furnished to City evidence satisfactory to City that Owner and any contractor with whom Owner has contracted for the performance of work on the Property or otherwise pursuant to this Agreement carries workers' compensation insurance as required by law. Automobile liability policies shall name the Indemnitees as additional insureds.

(c) Applicant shall furnish or cause to be furnished to City evidence satisfactory to City that Applicant and any contractor with whom Applicant has contracted for the performance of work carries statutory Workers' Compensation insurance and Employer's Liability insurance in a minimum amount of One Million Dollars (\$1,000,000) per accident.

(d) Companies writing the required insurance required shall be licensed to do business in the State of California. Insurance shall be placed with insurers with a current A.M. Best's rating of no less than A: VII. The Commercial General Liability and comprehensive automobile policies required shall name the Indemnitees as additional insureds.

(e) Applicant shall furnish City with certificates of insurance in form acceptable to City evidencing the required insurance coverage and duly executed endorsements evidencing such additional insured status. The certificates shall contain a statement of obligation on the part of the carrier to notify City of any material adverse change, cancellation, termination or non-renewal of the coverage at least thirty (30) days in advance of the effective date of any such material adverse change, cancellation, termination or non-renewal.

RESIDENT SERVICES PLAN

PAHC's Resident Services Division provides an extensive resident services program which has been operating at PAHC properties for over eleven years. The mission of PAHC Resident Services is to create an empowering living environment that enriches the lives of PAHC residents through onsite services in health, education and social services. For the 1701 El Camino Real project, onsite support services will be provided by PAHC Resident Services staff. We will also partner with local community agencies to bring in expertise as we understand the importance of leveraging our community's resources.

Contrasted with a deficit approach, the Resident Services program deliberately uses the approach of assets strengthening; providing residents the necessary opportunities, relationships, networks, and supports to make informed and empowered choices about issues important to them, which includes involving residents as decision-makers in how their communities meet their needs.

We intentionally help community residents recognize some of the choices they face in order to achieve the future they desire. Key practices include: promoting a sense of safety, encouraging relationship building, fostering meaningful participation, providing opportunities for community involvement, and creating learning experiences that build skills.

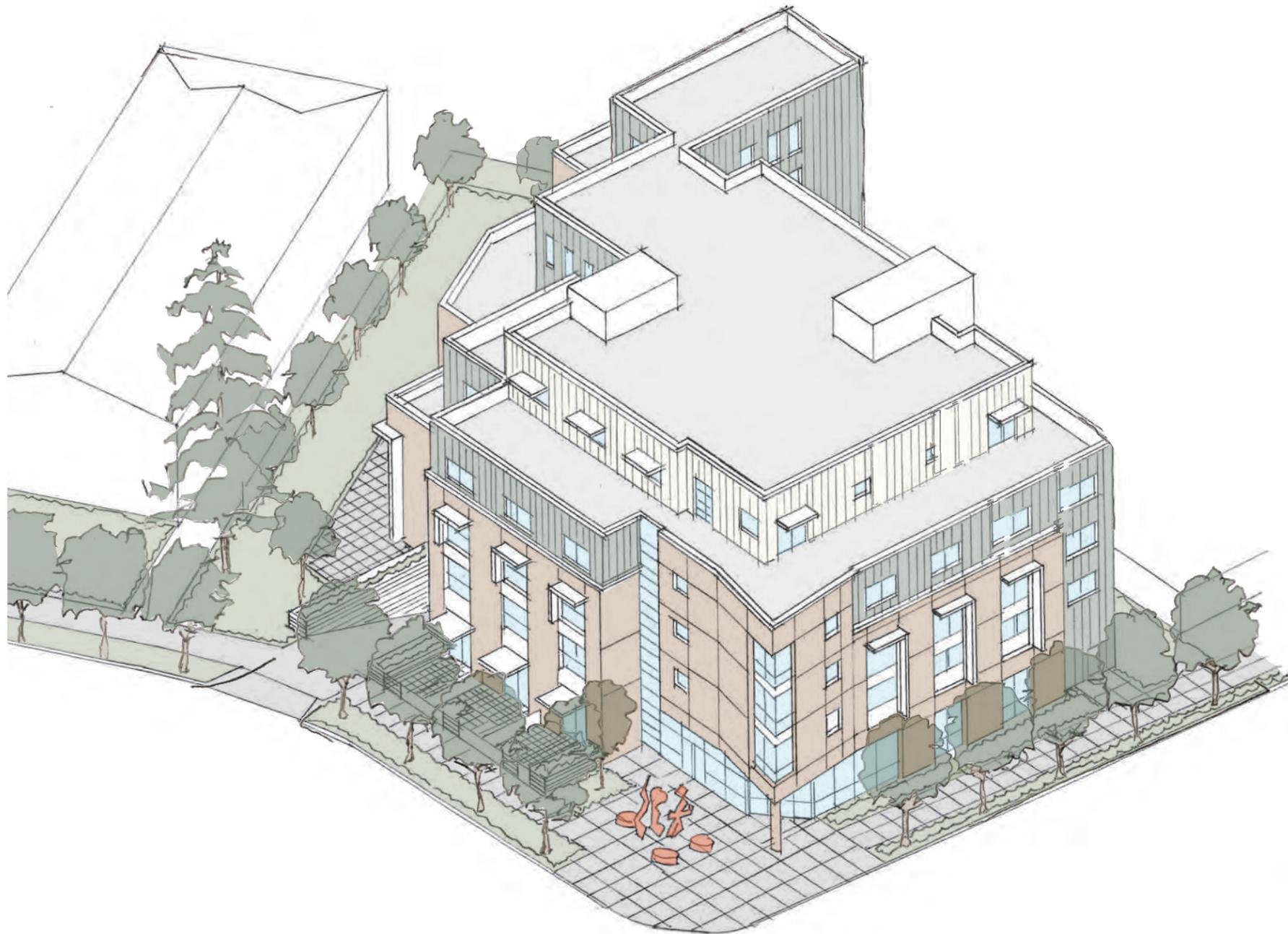
The project design incorporates a designated space for an on-site Service Coordinator office and includes a number of common area amenities specifically for the use of residents such as the community room and computer lab area. The property will also include outdoor spaces that can also be used by the Service Coordinator for social and educational activities.

Services provided by Services staff and partner organizations include but are not limited to:

- One-on-one support counseling, referrals to community resources, activities that build community and strengthen community ties often organized by residents themselves.
- Educational programming in the form of classes, workshops and programs to meet the needs of adults and may include topics such as life skills training, financial planning, technology literacy, job counseling and placement, nutrition, and health & wellness.
- Veterans will receive direct attention from a third party service provider that specializes in Veteran services, with case management, mental health services and easy access to local health entities such as Veterans Affairs.

1701 W. El Camino Real, Mountain View Development Schedule:

Sep. 2015: NOFA Committee review
Sep. 2015: Neighborhood meeting
Oct. 2015: City Council NOFA review
Oct. 2015: Begin entitlements process
Nov. 2015: Submit Section 8 PBV app
Dec. 2015: Section 8 PBV approval
Dec. 2015: Submit Veterans (VHHP) funding app
Feb. 2016: VHHP funding approval
July 2016: Entitlements approval
July 2016: Submit TCAC 9% app
Sep. 2016: TCAC approval
Dec. 2016: Start construction
Jan. 2018: Complete construction
Apr. 2018: 100% Leased up



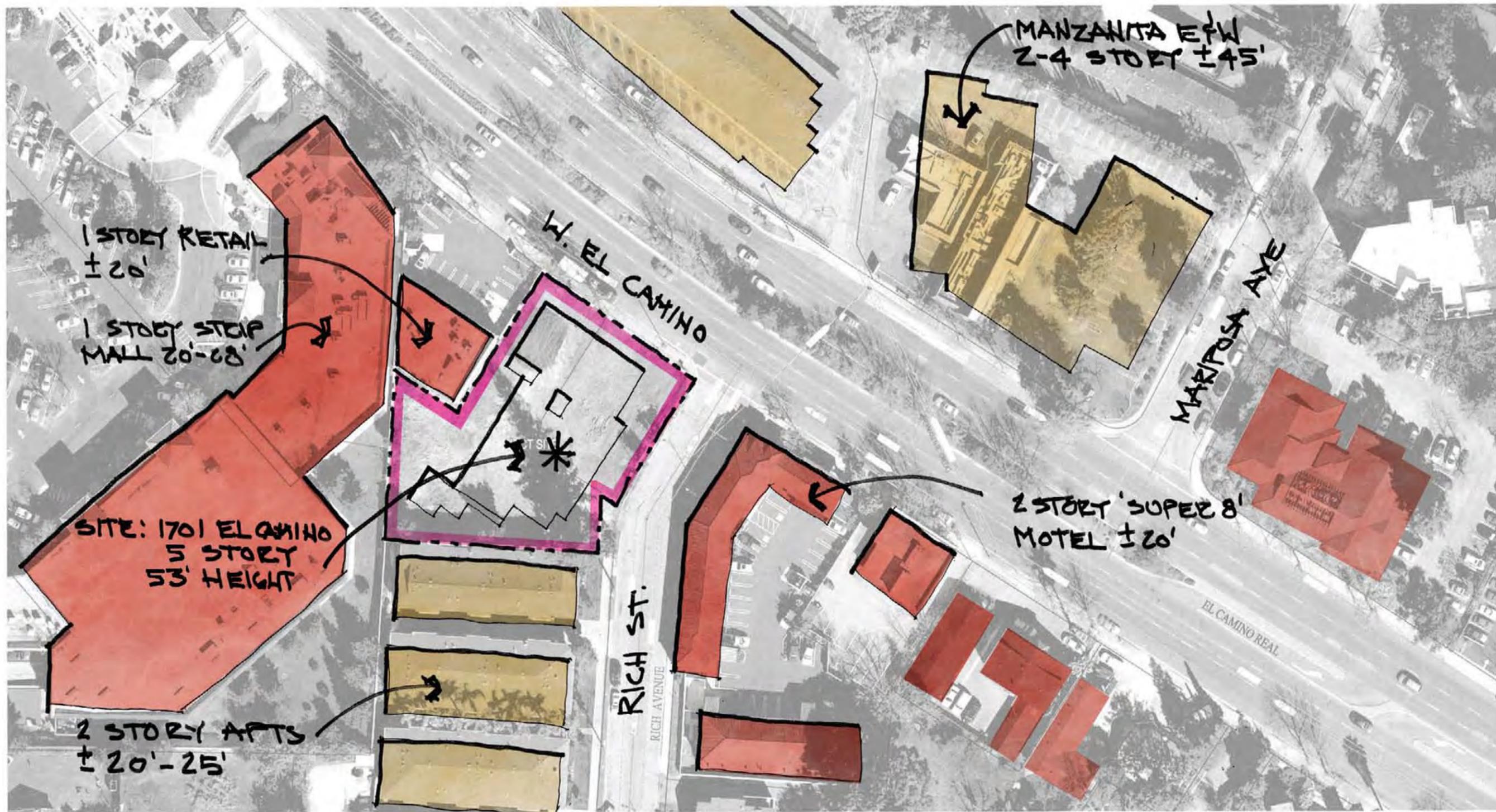
1701 EL CAMINO REAL

PRELIMINARY PROJECT CONCEPT

SEPTEMBER 10, 2015

CONTENTS

PROJECT VICINITY DIAGRAM.....	A01
PROJECT VICINITY VIEWS.....	A02
MASSING AND URBAN DESIGN CONCEPT.....	A03
MASSING AND URBAN DESIGN CONCEPT.....	A04
CONCEPT ELEVATIONS.....	A05
BASEMENT PLAN.....	A06
SITE PLAN.....	A07
SECOND FLOOR PLAN.....	A08
THIRD FLOOR PLAN.....	A09
FOURTH FLOOR PLAN.....	A10
FIFTH FLOOR PLAN.....	A11



1701 EL CAMINO REAL | PROJECT VICINITY DIAGRAM

MOUNTAIN VIEW, CA | SEPTEMBER 10, 2015 | PALO ALTO HOUSING CORPORATION; PALO ALTO, CA

Palo Alto Housing Corporation
 Creating housing opportunities
 to build a stronger, more
 diverse community.

VAN METER
 WILLIAMS
 POLLACK LLP

AOI



Site vicinity aerial from south



View from northwest on El Camino Real



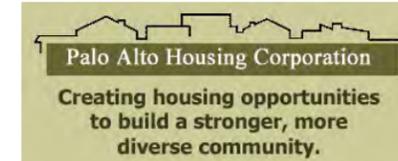
View north from Rich Avenue

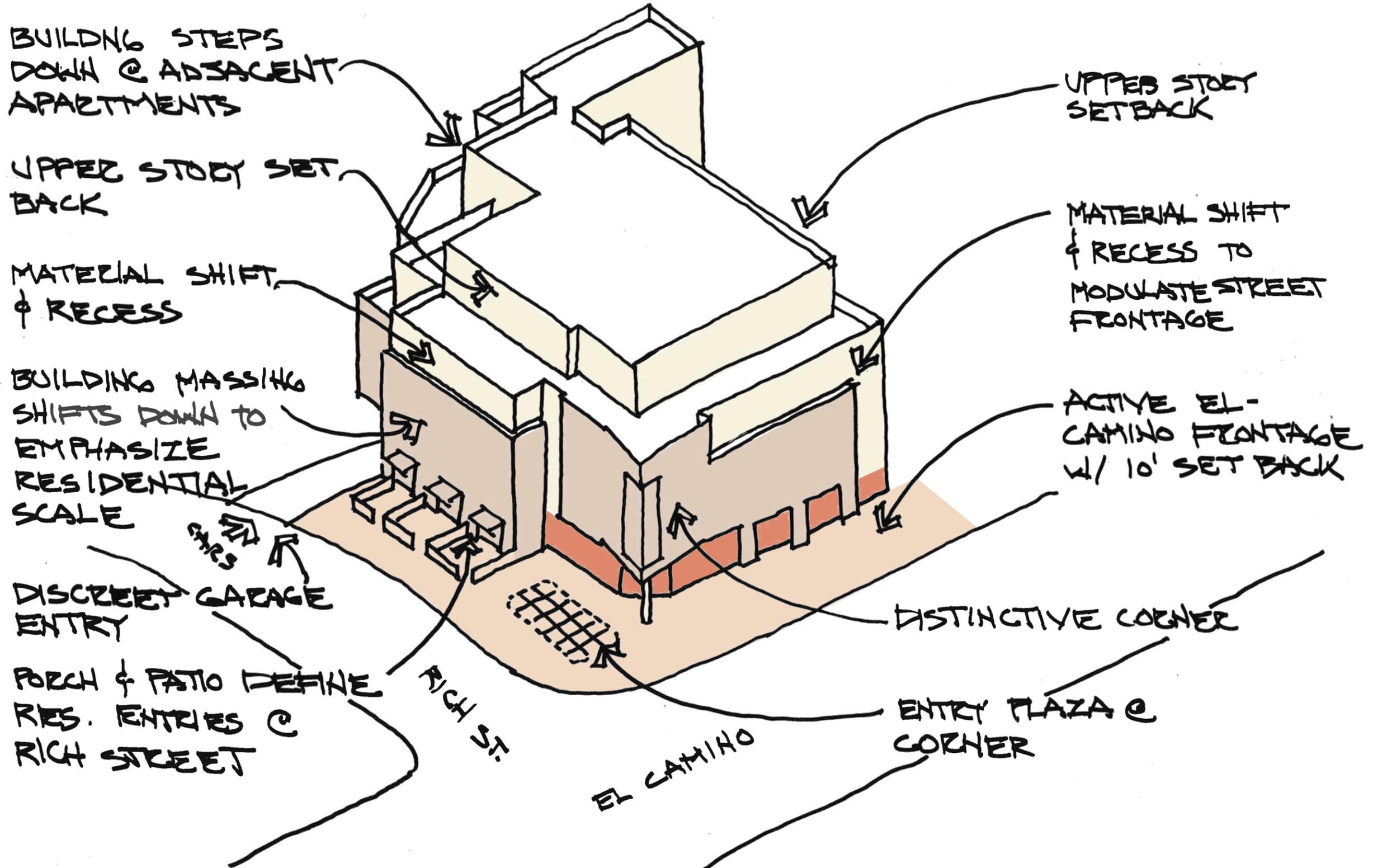


View from southeast on El Camino Real

1701 EL CAMINO REAL | PROJECT VICINITY VIEWS

MOUNTAIN VIEW, CA | SEPTEMBER 10, 2015 | PALO ALTO HOUSING CORPORATION; PALO ALTO, CA



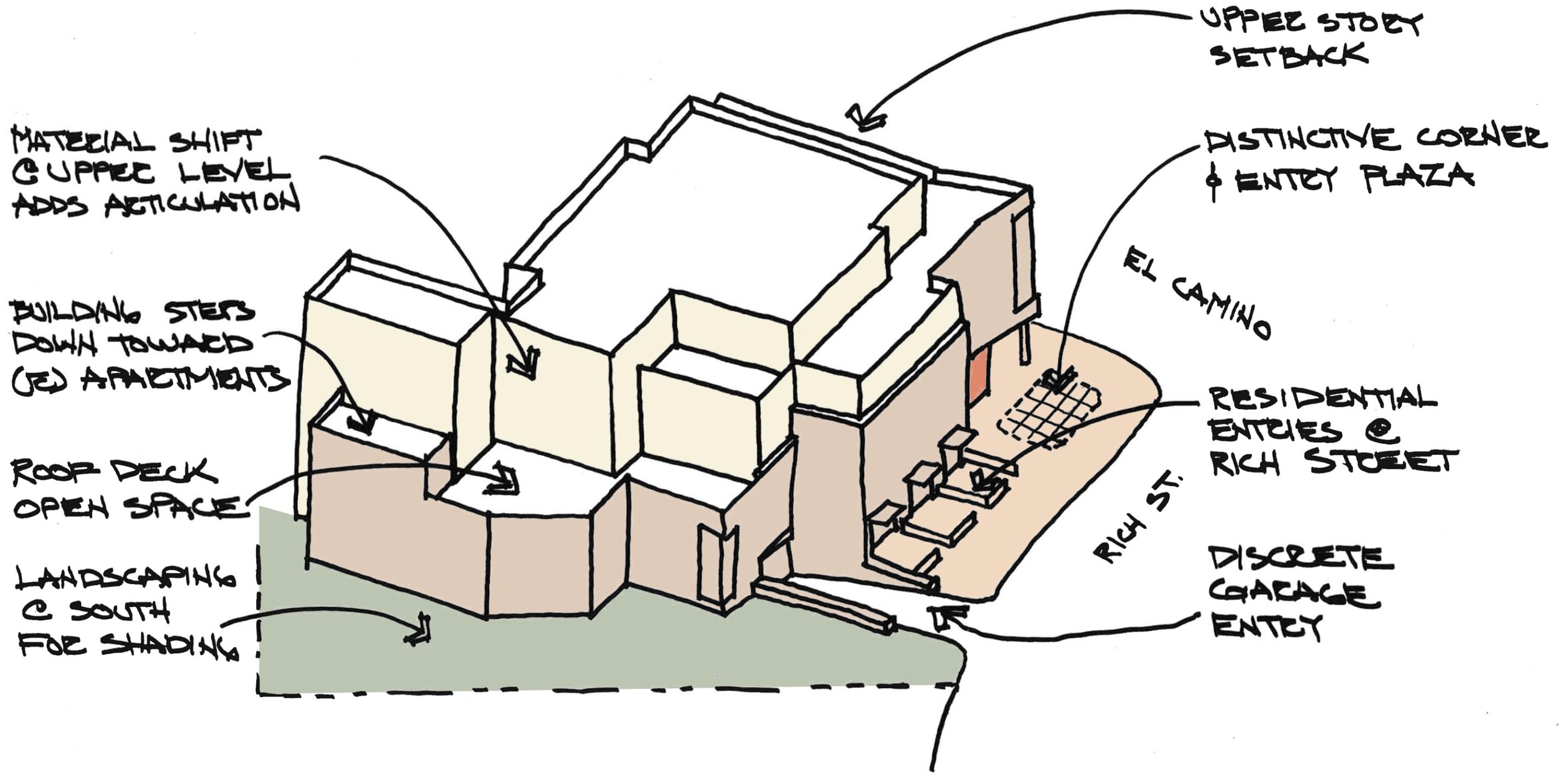


1701 EL CAMINO REAL | MASSING AND URBAN DESIGN CONCEPT

MOUNTAIN VIEW, CA | SEPTEMBER 10, 2015 | PALO ALTO HOUSING CORPORATION; PALO ALTO, CA

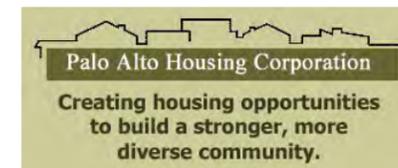


A03



1701 EL CAMINO REAL | MASSING AND URBAN DESIGN CONCEPT

MOUNTAIN VIEW, CA | SEPTEMBER 10, 2015 | PALO ALTO HOUSING CORPORATION; PALO ALTO, CA



A04



RICH AVENUE ELEVATION



EL CAMINO REAL ELEVATION

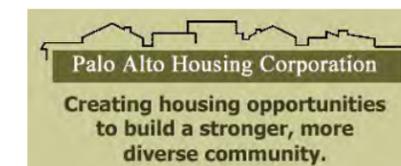


REAR/SOUTH ELEVATION



1701 EL CAMINO REAL | CONCEPT ELEVATIONS

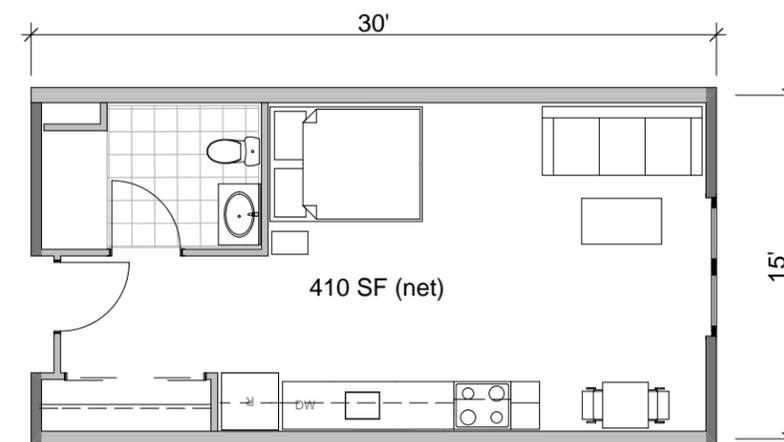
MOUNTAIN VIEW, CA | SEPTEMBER 10, 2015 | PALO ALTO HOUSING CORPORATION; PALO ALTO, CA



A05



SITE DESIGN AND ZONING			
CONTROL	REQUIRED	REDUCTION	PROPOSED
Zone:	Medium Density Corridor Zone	n/a	Medium Density Corridor Zone
FAR:	1.85	n/a	2.00
Density:	Unlimited	n/a	117 du/acre
Height:	55' to top of wall plate. 4 stories Max.	n/a	53' 5 story over subgrade parking
Setbacks - ECR:	16'	10' at active use on ECR	10'
Setback - Rich Street:	15'	n/a	15'
Setback - Side	15'	n/a	15'
Setback - Rear	25'	n/a	25'
Minimum Site Area:	20,000 SQ. FT.	n/a	22,415 SQ. FT.
Open Area @ 40% Min.	8,966 SQ. FT.	n/a	11,170 SQ. FT.
Usable Open Space @ 175 SF per unit	10,500 SQ. FT.	Yes	8,270 SQ. FT. total 6,900 SQ. FT. ground level 1,370 SQ. FT. roof deck
Maximum Auto-Dedicated Pavement Coverage @ 25% site area	5,604 SQ. FT.	n/a	705 SQ. FT.
Resident Storage 164 CF per unit	60 storage units	n/a	60 storage units
PARKING:			
Parking Ratio:	1 SPACES : 1 UNIT	Yes	0.55 SPACES : 1 UNIT
Parking: 1:1 for one BDR's and Studios	60 SPACES	Yes	33 SPACES (includes guest parking)
Bicycle Parking	66 SPACES	n/a	75 SPACES
UNIT COUNT:			
Studios			59
1 Bedroom			1
2 Bedroom			0
Total:			60

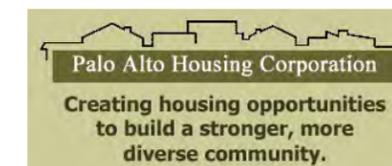


TYPICAL UNIT PLAN

1/8"=1'-0"

1701 EL CAMINO REAL | BASEMENT PLAN

MOUNTAIN VIEW, CA | SEPTEMBER 10, 2015 | PALO ALTO HOUSING CORPORATION; PALO ALTO, CA





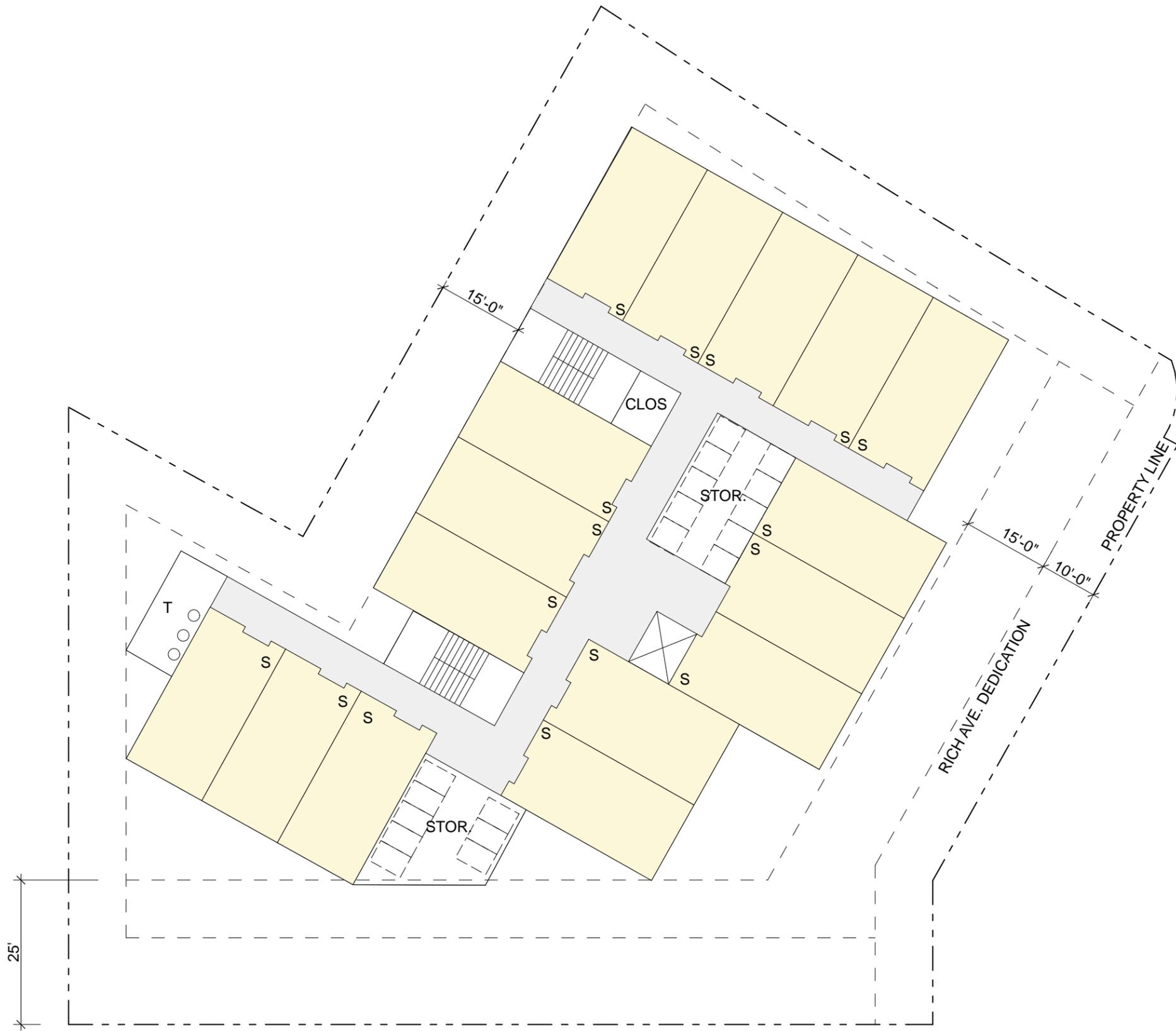
1701 EL CAMINO REAL | FIRST FLOOR PLAN

MOUNTAIN VIEW, CA | SEPTEMBER 10, 2015 | PALO ALTO HOUSING CORPORATION; PALO ALTO, CA

Palo Alto Housing Corporation
 Creating housing opportunities
 to build a stronger, more
 diverse community.

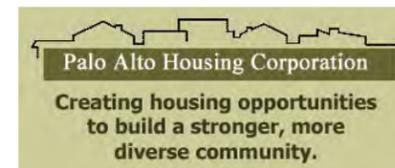
**VAN METER
 WILLIAMS
 POLLACK** LLP

A07



1701 EL CAMINO REAL | SECOND FLOOR PLAN

MOUNTAIN VIEW, CA | SEPTEMBER 10, 2015 | PALO ALTO HOUSING CORPORATION; PALO ALTO, CA

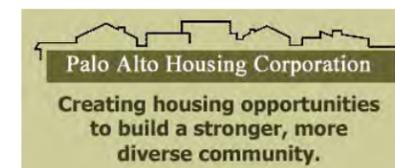


A08

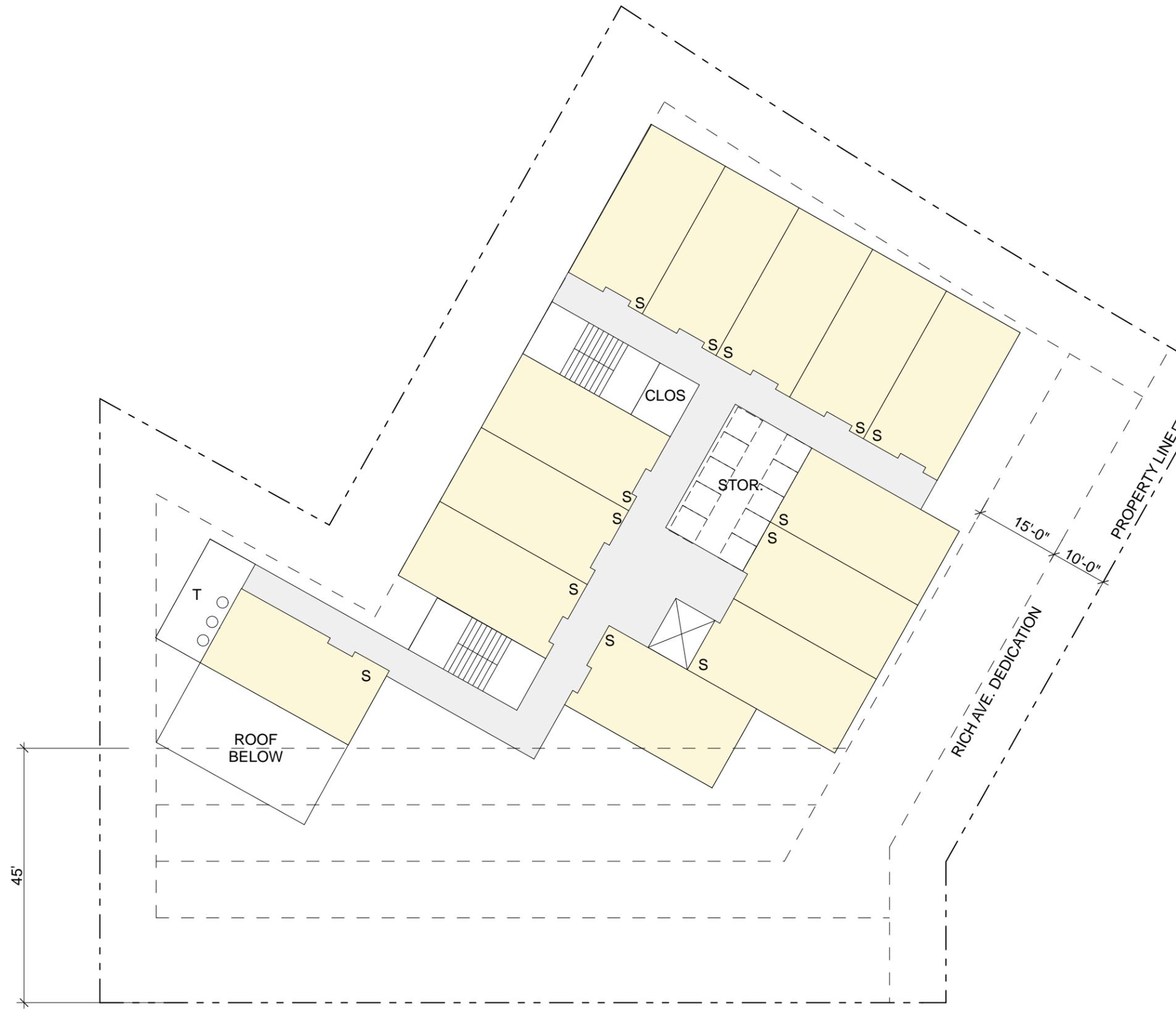


1701 EL CAMINO REAL | THIRD FLOOR PLAN

MOUNTAIN VIEW, CA | SEPTEMBER 10, 2015 | PALO ALTO HOUSING CORPORATION; PALO ALTO, CA

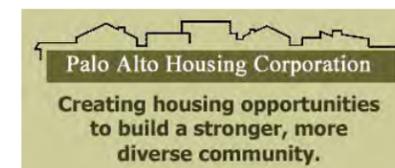


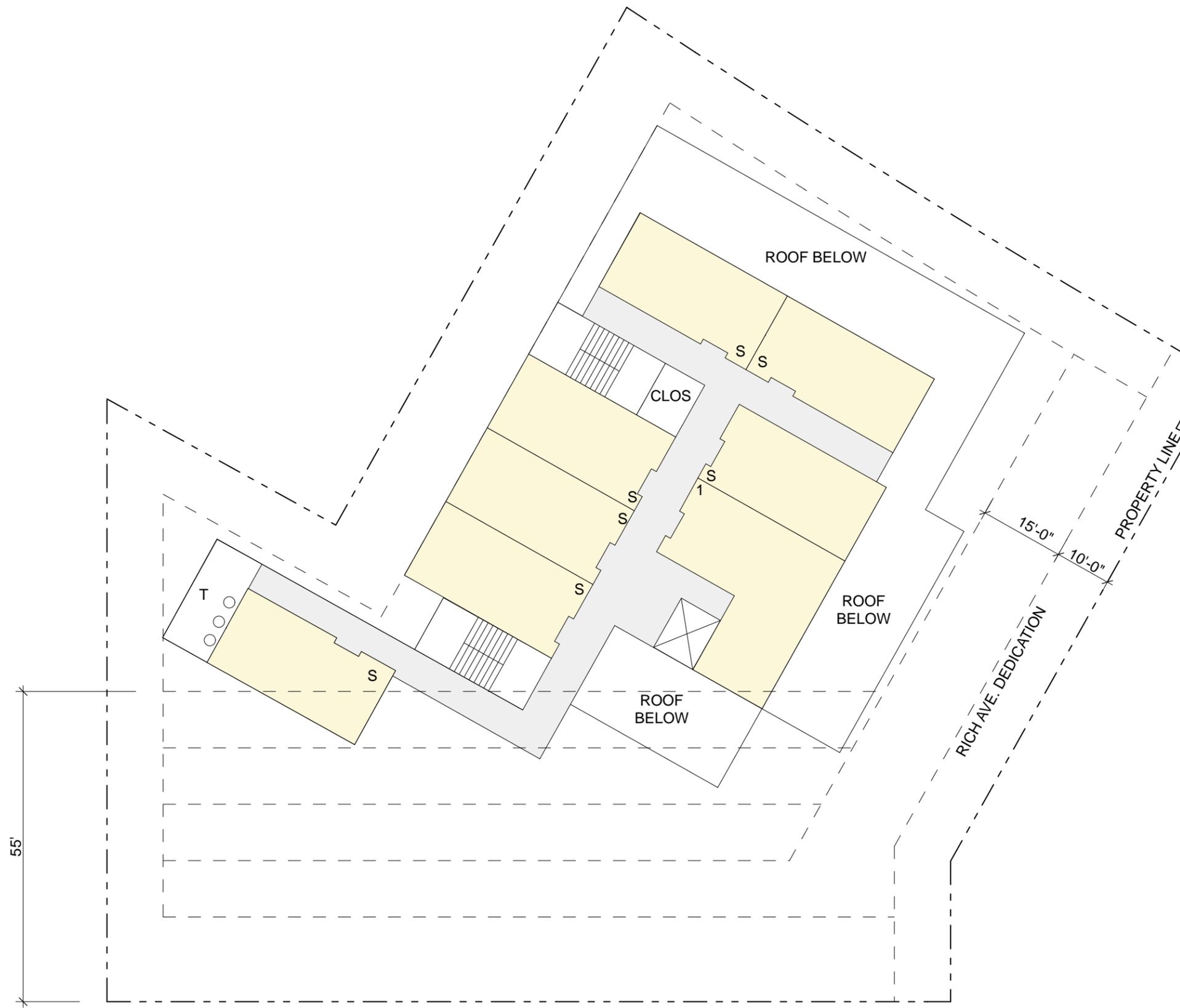
A09



1701 EL CAMINO REAL | FOURTH FLOOR PLAN

MOUNTAIN VIEW, CA | SEPTEMBER 10, 2015 | PALO ALTO HOUSING CORPORATION; PALO ALTO, CA





1701 EL CAMINO REAL | FIFTH FLOOR PLAN

MOUNTAIN VIEW, CA | SEPTEMBER 10, 2015 | PALO ALTO HOUSING CORPORATION; PALO ALTO, CA

