

City of Sunnyvale
Community Development Department Housing Division –
Application Form (Original)



Edwina Benner Plaza – Sidewalk Extension

Sunnyvale, CA
City of Sunnyvale
February 16, 2016
Submitted By: MP Edwina Benner Associates, L.P.

February 16, 2016

Suzanne Ise, Housing Officer, AICP
City of Sunnyvale Housing Division
456 W. Olive Avenue
Sunnyvale, CA 94088

RE: Edwina Benner Plaza – FY 2016-17 City of Sunnyvale Community Development Block Grant (CDBG) Capital and Affordable Housing Projects Funding

Dear Suzanne,

MidPen Housing Corporation (MidPen) is pleased to submit the enclosed application in response to the request for proposals for the City of Sunnyvale CDBG funds to finance the construction of a sidewalk extension near the site of an affordable housing project, Edwina Benner Plaza.

MidPen is one of the largest, most trusted developers, owners, and managers of high-quality affordable rental housing in Northern California. During the last forty years, we have developed over 7,300 affordable units in eleven counties, including over 3,400 units in the County of Santa Clara with an additional 58 units nearing completion in the City of Sunnyvale. MidPen Property Management Corporation provides extensive experience in all aspects critical to property management, including community relations. MidPen Property Management manages and creates benefits for both residents and the surrounding neighborhoods MidPen's properties are located in.

MidPen is now working on financing its newest affordable housing project in Sunnyvale, Edwina Benner Plaza. The proposed sidewalk extension will be built in conjunction with Edwina Benner Plaza. Not only will the sidewalk extension benefit our residents and neighbors, but it will also make our application for a key financing source substantially more competitive. The proposed sidewalk project meets a requirement for the state Affordable Housing Sustainable Communities (AHSC) program, which aims to reduce auto trips and increase walking and bicycling activities, as well as fund affordable housing developments. By having City of Sunnyvale CDBG partially fund the sidewalk project, we will request less AHSC funds, boosting our application score in a competitive field of applicants. If our AHSC application is successful, construction on the housing component could start as early as March 2017.

With this application, we respectfully request \$500,000 in CDBG funds towards the creation of a new sidewalk. Thank you for your consideration of our application. Should you or your staff have any questions, please feel free to contact me at (650) 356-2928 or by email at mlewis@midpen-housing.org.

Sincerely,



Matthew Lewis
Project Manager

Application Checklist

Applicant Name: MP Edwina Benner Associates, L.P.

Project Name: Edwina Benner Plaza - Sidewalk Extension

The original application must include all of the information listed below. Each of the two (2) additional copies must include the information in Tabs A, B, C, and D. Proposals that do **not** contain all of the required documents will not be considered and will be ineligible for funding.

Tab A Cover Letter on Letterhead Program Cover Sheet*
 Application Checklist* Applicant Information*

Tab B Section 1: Organizational Capacity and Experience
 Section 2: Evidence of Need for Project
 Section 3: Statement of Work/Project Scope/Readiness
 Section 4: Project Budget and Financial Information

Tab C Project Budget Form
 Pro-forma (for construction or acquisition of community facility)

Tab D Project Service Area Map Project-Specific Organizational Chart
 Résumés of Applicant's key personnel

Provide Applicable Documents in Original Application Only (mark N/A if not applicable)

Tab E Signature Authorization* Conflict of Interest Disclosure*
 Environmental Review Form* and Attachments Administrative Checklist*
 Accounting System Certification* CHDO or CDBO Verification -N/A
 Bylaws Articles of Incorporation
 501(c) (3) documentation from IRS Organizational Chart
 Financial Audit Letters of Commitment
 Board Resolution authorizing submittal of proposal
 Organizational Annual Budget and/or Financial Balance Sheet
 Director's and Officer's Liability & Errors and Omissions Insurance
 Policies and procedures for employees including internal controls
 Language Access Plan and (ADA) Accessibility Policy

Tab F Acquisition Projects only
 Appraisal of Property -N/A Phase I: Environmental Site Assessment* -N/A
 Parcel Map -N/A Property Listing -N/A
 Relocation Plan (if project anticipates displacement) -N/A

Tab G Construction/Rehabilitation Projects only
 Construction Cost Estimate Phase I: Environmental Site Assessment
 Letters of Community Support Architectural Drawings/Plans
 Relocation Plan (if project requires temporary or permanent relocation)

*Note: Standard Forms provided in application packet.

COVER SHEET

ORIGINAL COPY

PART 1 – GENERAL INFORMATION

Organization Name: MP Edwina Benner Associates, L.P. Tax ID Number: 47-4335408
Project Name: Edwina Benner Plaza - Sidewalk Extension DUNS¹ Number: 080156389
Contact Person: Matthew Lewis Title: Project Manager
Mailing Address: 303 Vintage Park Drive, Suite 250
City, State, Zip Code: Foster City, CA 94404
Phone: (650) 356-2928 Fax: (650) 357-9766 Email: mlewis@midpen-housing.org

PART 2 – LOAN REQUEST

1) Requested Amount	\$	<u>500,000</u>
2) Other Funding Sources (match)	\$	<u>41,456,369</u>
3) Total Project Cost (Line 1 + Line 2)	\$	<u>41,956,369</u>
4) Percentage of City of Sunnyvale funds toward Total Project Cost (Line 1 / Line 3)		<u>1% %</u>
5) Type of funds requested. (you may select more than one)	<input checked="" type="checkbox"/> CDBG <input type="checkbox"/> CDBG Program Income <input type="checkbox"/> HOME	

PART 3 – PROJECT DESCRIPTION

Please provide a **brief** description of the proposed project. The description should be no more than 5 sentences, describe the project, not the organization, the number of unduplicated persons the project will serve, and/or other measurable objectives the project will meet during the contract period.

The proposed project is the construction of a sidewalk near the new construction, 66-unit project for low-income families located at 460 Persian Drive in Sunnyvale. This component of the project is designed to convert a critical passage (Persian Drive between Morse and Borregas Avenues) within the project area to a pedestrian-friendly, green street. This street segment is immediately west of the project site and currently lacks a sidewalk. This critical gap in the area's sidewalk network hampers walkability in the area. Constructing a new green street and sidewalk completes an essential linkage that will connect the project area to a pedestrian bridge over Highway 237 that leads to one of Sunnyvale's largest employment hubs. This project component improves opportunities to increase active transportation mode shifts by improving the pedestrian connection between the housing located in the area and a key employment center.

¹ The DUNS number is a unique nine-character number used by the federal government to identify your organization. If your organization does not have a DUNS number, use the Dun & Bradstreet (D&B) online registration to receive one free of charge, at: <http://fedgov.dnb.com/webform>.

Applicant Information

Type of Organization: Limited partnership

(Check all that apply) Non-Profit Public Agency Faith-Based Non-Profit
 CHDO (HOME Applicants) Sunnyvale CBDO: _____

Name of Organization: MP Edwina Benner Associates, L.P.

Mailing Address: 303 Vintage Park Drive, Suite 250

City, State, Zip Code: Foster City, CA 94404

Physical Address of Project: 460 Persian Drive

City, State, Zip Code: Sunnyvale, CA 94089

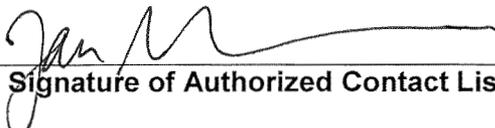
Contact Person: Matthew Lewis

Telephone: (650) 356-2928 Fax: (650) 357-9766 Email Address: mlewis@midpen-housing.org

Provide the following information for a **program contact person**, a **financial contact person**, the **person who wrote the application**, and an **authorized contact**. Include attachments of job descriptions and resumes for key staff.

	NAME/TITLE	PHONE/EMAIL
Program Contact Someone who works with the project on a daily basis and can answer questions	Matthew Lewis	(650) 356-2928
	Program Manager	mlewis@midpen-housing.org
Finance Contact	Arthur Fatum	(650) 356-2988
	Chief Financial Officer	afatum@midpen-housing.org
Application Contact Person who wrote this application	Matthew Lewis	(650) 356-2928
	Program Manager	mlewis@midpen-housing.org
Authorized Contact Person authorized to make commitments on behalf of the organization	Jan Lindenthal	(650) 356-2919
	Vice President of Real Estate Development	jlindenthal@midpen-housing.org

I certify that the information contained in this application is true and correct, and that it contains no falsifications, misrepresentations, intentional omissions, or concealment of material facts. I further certify that no contracts have been awarded, funds committed, tenants displaced, or construction begun on the proposed project and that none will be done prior to issuance of a release of funds by City of Sunnyvale.



Signature of Authorized Contact Listed Above

2/16/14

Date

Jan Lindenthal

Typed Name

Assistant Secretary

Title

SECTION 1: ORGANIZATIONAL CAPACITY AND EXPERIENCE

Use only the space provided.

A. Provide an organizational overview of your agency, including:

- a description of the history and purpose of the organization,
- years in operation,
- years of direct experience with proposed project type,
- staff experience with proposed project type,
- federal grant management experience,
- financial capacity, and
- CBDO qualifications, if applying for a CBDO activity (See CFR 570.204)
- CHDO status, if applying for HOME funds.

Provide a project-specific organizational chart as an attachment to all copies of the proposal in Tab D and one copy only of the organizational chart for the entire agency in the original application (Tab E).

MidPen Housing Corporation is a non-profit organization experienced in developing, owning, and managing affordable housing developments. Since it was founded in 1970, MidPen has achieved recognition as a leading non-profit developer of affordable housing. To date, MidPen has developed 93 properties and has developed or rehabilitated more than 7,400 residential units for low-income families, seniors, farm workers, formerly homeless, and physically, mentally, or developmentally disabled people in eleven counties in Northern California. Within Santa Clara County, MidPen has developed more than 3,400 units over the past 43 years, with 58 units in Sunnyvale slated for completion in Spring 2016.

B. Previous experience using federal funds:

1. Does your organization have previous experience with capital projects involving federal funds?

Yes No If no, skip to question 4.

2. If yes, how many years of previous experience do you have with federally funded projects?

46 years.

Briefly describe your experience below.

MidPen Housing Corporation and its affiliates have completed the acquisition, construction, and rehabilitation of over 60 federally funded projects in 11 counties in Northern California using HUD FHA insured mortgage programs, HOME, CDBG, ARRA grant funds, and HUD 202/811 loans/grants, which are subject to federal Section 3 and Davis Bacon wage requirements.

3. If you have previous experience with federal projects, was your organization ever required to pay back funds, or found to have violated regulations, etc.?

Yes No If **yes**, indicate the actions cited in the space provided below.

4. If your organization does not have experience with federally funded projects, how will you ensure adherence to federal requirements? List examples of related experience or your plan to hire additional staff/contractors.

N/A

C. Previous experience with City-funded projects

1. Do you have previous experience with City-funded projects?

Yes No If **yes**, please describe below.

MidPen has completed a number of affordable housing multifamily rehabilitations in the City of Sunnyvale using CDBG and/or HOME funds: Aster Park Apartments, a 95-unit senior and family housing project located at 1059 Reed Avenue, Garland Plaza Apartments, a 20-unit family housing project located at 662 Garland Avenue, and Homestead Park, a 211-unit senior and family housing project located at 1601 Tenaka Place. In the past 10 years, MidPen has also completed the construction of new affordable multifamily housing units using CDBG and/or HOME funds: Fair Oaks Plaza, a 124-unit senior housing project located at 690 Fair Oaks Avenue and Moulton Plaza, a 66-unit senior housing project co-located with Homestead Park at 1601 Tenaka Place. MidPen also has a project currently under construction using HOME and Housing Mitigation funds: Onizuka Crossing, a 58-unit family and special needs housing project located at 620 E. Maude Avenue.

2. Has your organization received HUD funds previously from the City of Sunnyvale?

Yes No If **yes**, please describe below. If no, skip to question 5.

MidPen's affiliates have received HUD funds previously from the City of Sunnyvale. MidPen has six properties with HUD funds from the City of Sunnyvale: Garland Plaza, Fair Oaks Plaza, Aster Park, Carroll Inn, Homestead Park, and Moulton Plaza.

3. If you are a prior recipient of City of Sunnyvale HUD funds, what was the date (mm/dd/yyyy) of your last City of Sunnyvale monitoring visit? 06/30/2014.

4. Were there any findings and/or concerns identified during your last monitoring visit by the City?

Yes No

If **yes**, indicate the findings and/or concerns cited, the corrective action taken, and the date the City of Sunnyvale cleared the findings and/or concerns.

5. If your organization has not received funds from the City of Sunnyvale, describe your experience managing similar projects funded by other public sources (state, federal, other local government).

N/A

D. Complete the table below for each current member of the applicant's Board of Directors. If your organization does not have a board of directors (e.g., governmental entity), include this page and an explanation of why this form is not applicable (NOTE: Font, margins, or table may be modified to fit information on one page, as long as information below is included.) Identify board office held as applicable.

Board Member Name	Sunnyvale Resident		Employer (if any)	Office Held on Board	Term ² of Office	Length of Service
	yes	no				
Mark Battey	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Miramar Farms (Owner)	Chairperson	1999-2017	15 years
Beth Bartlett	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Bartlett Ventures (Partner)	Vice-Chairperson	2006-2016	10 years
Paul Staley	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Real Estate Consultant	Vice-Chairperson	2006-2017	10 years
Monique Moyer	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Port of San Francisco	Treasurer	2008-2018	8 years
Daniel Seubert	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Seubert French Frimel & Warner	Secretary	2006-2018	10 years
Richard Slaton	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Zcon Builders	Director	1989-2016	27 years
Therese Freeman	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Terry Freeman & Associates, LLC	Director	1991-2018	25 years
Julia Baigent	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Law Office of Julia M. Baigent	Director	2014-2017	2 years
Gina Diaz	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Oracle USA	Director	2014-2017	2 years
Erik Doyle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Jones Lang Lasalle Americas	Director	2012-2018	4 years

Kim Le	X	A2Q2	Director	2012-2018	4 years
Susan Smartt	X	Related California	Director	2012-2017	4 years
Koonal Gandhi	X	The Henry J. Kaiser Family Foundation	Director	2012-2017	4 years
<u>Brandi Thomas</u>	X	Uber Technologies	Director	2015-2018	1 year

² Beginning and Ending Years

SECTION 2: EVIDENCE OF NEED FOR PROJECT

Complete this section accurately and completely. Use only the space provided.

Part 1 – Priority Activities

Program Priorities/Goals: Identify one or more Consolidated Plan goals the proposed project will address, and explain how it will address these goals in Part 3 below.

For additional information, see the Sunnyvale Consolidated Plan online at:
HUDPrograms.inSunnyvale.com

City of Sunnyvale Consolidated Plan

- Goal A: Affordable Housing
- Goal B: Alleviation of Homelessness
- Goal C: Other Community Development Efforts
- Goal D: Expanding Economic Opportunities

Part 2 – National Objective and Beneficiaries

A. Identify the method of determining the eligibility of your project, and **provide an explanation in the box below**. See page 2 of this RFP for definitions of these methods. For all affordable housing projects, you must select “Limited Clientele Activity”.

1. Method of determining eligibility.

- Area benefit
- Limited Clientele Activity
- Job Creation

This CDBG funding request is to construct and maintain sidewalk as a component to a larger project scope, which is the construction of a new, 66 unit affordable housing development.

B. Number of unduplicated Sunnyvale households (or individuals) to be served by the proposed capital project:

Column A	Column B	Column C
Total number of unduplicated households served	Number of unduplicated lower-income households to be served	*Percentage of lower-income households served (B/A=C)
Example: 500	350	70%
66	66	100%

Please see summary of demonstrated need on the next page.

Part 3 – Demonstrated Need for Project

In the space below, provide a brief summary of **current** statistical data documenting the need for your proposed capital project. Include local Sunnyvale data as well as any relevant statistics collected by applicant. Provide sources for the information. Briefly explain the target population for the project, including demographics, and a typical client profile. Explain how your project's design will meet the needs you have described, and how it will achieve the Consolidated Plan goals you identified in Section 2, Part 1.

The construction of a new sidewalk is a component of a larger project scope, the new construction of Edwina Benner Plaza. Edwina Benner Plaza is a 66 unit affordable housing property that will serve 66 low-income households in the City of Sunnyvale. The goal of the project is to construct quality affordable housing and provide residents with a high quality of life in an amenity-rich location with services and social programming on-site. This includes constructing a new sidewalk, as there is currently no sidewalk between Morse and Borregas Streets that will provide a pathway to an existing pedestrian overcrossing.

The sidewalk will likely be used by all 66 low-income households at Edwina Benner Plaza. Additionally, according to the City of Sunnyvale Department of Public Work's Principal Transportation Engineer, Carol Shariat, the new sidewalk would decrease about 55 daily vehicle trips. In 2010, there were approximately 1,750 daily vehicles on Persian Drive between Morse and Borregas Avenue. Using the annual growth rate of 0.5%, this is about 1,800 daily vehicles. From the 2009-2013 American Community Survey data published by United States Census Bureau, the bicycle mode share in Sunnyvale is 1.5% and the walk mode share is 1.3%. Thus it is assumed 3% will walk or bike along this new sidewalk, and this would pull approximately 55 daily vehicle trips off this stretch of roadway (0.03×1800 vehicles).

The target population for this project includes low-income households due to its proximity to Edwina Benner Plaza, and also includes community members and visitors to the City of Sunnyvale. It is an area benefit as it is for public use and provides connectivity, and the ability to walk or bike easily in an amenity-rich neighborhood. It will increase the safety for all those in the area.

Part 4 – Matching Funds

A. List the funding from other sources for this capital project in the following table. Add additional rows to the table if necessary.

Funding Source	Amount	Status as of Feb. 15, 2016. Approved, Pending or Denied*	Award Date
Permanent loan	\$ 8,997,500	Approved	12/28/15
City of Sunnyvale HMF	\$ 5,000,000	Approved	03/21/15
Housing Trust Silicon Valley	\$ 200,000	Approved	12/10/15
FHLB AHP, CA AHSC	\$ 9,332,965		
Santa Clara County HOME/CDBG	\$ 1,976,000	Pending	
4% Tax Credits, Deferred fee	\$ 15,515,204		
Total	\$ 41,956,369		

*If you have not received an official, legally binding loan commitment or other award letter by the time you submit this application, do not enter "approved".

B. Identify commitments for ongoing operating funding *for this facility/site only* in the space provided below, and attach all **letters of commitment**.

- All letters must be on the organization’s letterhead and must include date, amount of match/leverage, and an authorized signature.
- Letters must be dated within 30 days of the application submission date.
- Letters must demonstrate that the funding is applicable to the project proposed in this application.
- Do not include letters of support, only letters making a firm financial commitment to the project.
- If the project will require formal approval of senior lienholders on the subject property, provide their letters of approval as attachments along with the letters of commitment.

Please find the attached letters confirming our approved financing:
 -A letter from the Housing Authority of Santa Clara County confirming our award of 33 project-based vouchers, which will support a permanent loan.
 -A letter from the City of Sunnyvale, confirming our commitment of \$5,000,000 in housing mitigation funds.
 -A letter from the Housing Trust Silicon Valley, confirming our commitment of \$200,000 in pre-development funds.

SECTION 3 – STATEMENT OF WORK/PROJECT SCOPE

Part 1 – Project Location and Service Area

Provide the street address and assessor's parcel number(s) of the project location. Attach a map of the project location and the project service area (for community facility proposals only), showing zip codes and census tracts in Tab D.

Street Address: Persian Drive, Sunnyvale, CA 94089, between Morse and Borregas Avenue.

See map attached.

Part 2 – Project Readiness (Use only the space provided.)

A. Work Plan / Project Readiness

Explain your project's work plan, including the activities you will undertake to achieve the project's goal. Describe how ready you are to begin the project by July 2013 and how you can expend the CDBG or HOME funds and complete the project within 12 months. Include the following:

- Predevelopment milestones (design, permitting, securing matching funds)
- Client Recruitment/program marketing plan (for new/expanded facilities or housing)
- Project evaluation plan

For Limited Clientele Facilities, describe your procedures for recruitment, a marketing plan for clients and/or volunteers, and intake and eligibility screening forms.

On January 25, 2016, entitlements were granted by unanimous vote of the Sunnyvale Planning Commission for the new construction of 66 units of affordable housing at 460 Persian Drive. Construction is expected to start in April 2017 and will take approximately 14 months to complete. Our project schedule for Edwina Benner Plaza is fast-tracked to quickly meet the growing housing affordability problem in the City of Sunnyvale. Our project is scheduled to begin construction in March 2017. This timeline is dependent on obtaining all financing sources in 2016, including competitive funds from the Affordable Housing Sustainable Communities (AHSC) program. If we can obtain these funds, we will apply for non-competitive 4% tax credits and tax exempt bonds immediately thereafter. With an additional \$300,000 in HOME funds and the requested \$500,000 in CDBG funds, our AHSC application will become more competitive by decreasing our request for funds, which will boost our application's score.

Our key milestones are as follows: obtain project-based voucher commitment in January 2016 (achieved), obtain entitlements in January 2016 (achieved), submit concept application for AHSC funds in March 2016, obtain commitment of County funds in April 2016, apply for AHSC funds in June 2016, complete design development of architectural plans in June 2016, secure AHSC funds in September 2016, apply for 4% tax credits in October 2016, secured 4% tax credits in December 2016, start construction in March 2017, finish construction in June 2018, and completing lease up in September 2018.

CDBG funds will be used to pay directly pay for sidewalk improvements along Persian Drive, which can be undertaken independently of the housing development project. The sidewalk improvements will be funded with Affordable Housing Sustainable Communities (AHSC) grant funds and cannot be undertaken unless these funds are secured. AHSC awards will be announced in September 2016. Therefore the schedule proposes that the sidewalk work proceed once the AHSC awards are announced. All CDBG funds will be expended in April 2017, at which time additional project funding will be available to complete the remaining work.

B. Implementation Schedule

Milestone	Target Date
1) Contract Start Date	07/01/16
2) Design and Permitting	08/01/16
3) Initiation of Construction/Project	10/01/17
4) Completion of Construction/Project	05/01/17
5) 50% of Funds Expended and Drawn	03/01/16
6) 100% of Funds Expended and Drawn	04/01/17
7) Project Completion and Reporting	06/01/18

C. Performance Measurement System: Complete the following tables with information about the CDBG objectives and outcomes of your proposed project. If applying for HOME funds, select the Affordable Housing objective.

1. CDBG OBJECTIVE (select one)	2. CDBG OUTCOME (select one)
<input checked="" type="checkbox"/> Creating a Suitable Living Environment	<input checked="" type="checkbox"/> Availability/Accessibility
<input type="checkbox"/> Providing Decent Affordable Housing	<input type="checkbox"/> Affordability
<input type="checkbox"/> Creating Economic Opportunities	<input type="checkbox"/> Sustainability

3. Client Data: Identify the number of households your project will serve, in the following categories:

Type of Household	Residing in Sunnyvale	Residing outside of Sunnyvale	Total
Low Income (50%-80% AMI)	19		19
Very Low Income (<50% AMI)	13	33	46
Disabled Persons			0
Female-Headed Households			0
Elderly			0
Youth			0
Homeless Persons		10	10
Other Special Needs:			0

Part 3 – Construction Project Description

A. Does your project involve:

- | | | |
|------------------------|---|--|
| New construction? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Major rehabilitation?* | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Minor rehabilitation? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |

*Major rehabilitation is defined as rehabilitation work that costs more than 25 percent of the value of the building before rehabilitation. The value of the building means the monetary value assigned to a building by a recent appraisal and/or property tax assessment, or replacement cost.

B. Do you have site control, including any right-of-way, easements, or encroachment permits needed for the project?

- Yes No If **yes**, provide date site control acquired: _____

If **no**, explain *how* you intend to secure site control prior to the start of this project. Include the anticipated acquisition date(s).

We are partnering with the City of Sunnyvale to complete this component of the project. The City of Sunnyvale owns most of the sidewalk, and has the right-of-way for all parts of the sidewalk. Per discussions thus far, we believe we will need an encroachment permit for the project from the City of Sunnyvale Department of Public Works. We believe this project will go through administrative review and be exempt from CEQA.

C. **Operating Funds:**

For construction, expansion or acquisition of a community facility, will you have sufficient funds available for the operations of the facility?

- Yes No

Provide a pro-forma with detailed information about operating funds available for the facility for at least 15 years and include as an attachment in Tab C.

D. Will your project involve temporary (less than 1 year) or permanent (more than 1 year) relocation of tenants from your proposed project site (residential or commercial tenants)?

- Yes: Temporary Yes: Permanent No Relocation needed

If you answered yes to either type of relocation, please attach a URA-compliant relocation plan in Tab F or G, as applicable.

E. Provide the following property information:

- Property Description, including amenities and features
- Property Condition/Inspection Results
- Appraisal: Provide most recent appraised value.
- Unit Inspection Summary (for rehabilitation/expansion projects)
- List of Property Improvements

There currently is no sidewalk on this section of Persian Drive, between Morse and Borregas Avenue. This creates a safety issue for pedestrians and bicyclists as they share the road with vehicles driving along Persian Drive.

F. Attach the following items as attachments to this application

- Property Survey or Assessor's Parcel Map
- Proposed Site Plan and/or Architectural Elevations
- Infrastructure Plans, if needed
- Environmental Review (see form in Standard Forms)

G. Community Involvement

For new construction or facility/housing expansion projects, include evidence of community support for the proposed project. Describe the measures your organization has taken to garner community support in the space below. Provide evidence of contact with local neighborhood association(s) or proof of public hearing. **Include letters of support as attachments to this application.**

This component of the project was presented at the City of Sunnyvale's Planning Commission on January 25, 2016. Letters of support for the entire project scope were submitted and are attached to this application.

SECTION 4: PROJECT BUDGET AND FINANCIAL INFORMATION

Part 1 – Budget Information

Provide a narrative explaining the total project budget, including major budget line items in the order in which they are listed on the budget form. List the sources of funding.

Costs for the sidewalk component of the project are estimated at \$1,000,000 (approximately \$180,000 for project design and \$820,000 for construction). Of this estimated, approximately \$60,000 is budgeted for construction of the rain gardens/bioretenention areas.

The project budget for Edwina Benner Plaza is approximately \$42 million.

- Permits and fees: This total includes impact fees, building permit fees, and planning fees.
- Design: All architecture and engineering costs are included here.
- Acquisition costs: These costs include the purchase of the land as well as associated relocation and the costs of obtaining and servicing financing to purchase the land.
- Other soft costs: This includes such costs as developer fees, construction and permanent loan financing costs, marketing, furnishing, and soft cost contingencies.
- Rehabilitation/construction costs: These include the hard costs to construct the building and the general contractor's overhead and fees.
- Contingency: These costs include the owner's hard cost contingency, at 5% of the total hard cost.
- Environmental compliance: These costs include all costs related to preparing environmental reports, as well as consultants to coordinate environmental reviews.
- Construction management: These costs include the fees to be paid to a third-party construction manager, who will advise MidPen during the predevelopment and construction administration phases.

Project sources include City of Sunnyvale, Affordable Housing Sustainable Communities program funds from the State of California, the Housing Trust Silicon Valley, the County of Santa Clara, the Housing Authority of the County of Santa Clara, and the State Tax Credit Allocation Committee.

Part 2 – Financial Information

A. Describe the organization's financial management practices, including:

- financial reporting,
- record keeping,
- accounting systems,
- payment procedures, and
- audit history, and
- compliance with OMB Circulars and GAAP

MidPen Housing Corporation (MidPen) and its affiliates including Mid-Peninsula Baker Park, Inc. complete annual financial audits (see attached 2014 audit for both MidPen and Mid-Peninsula Baker Park, Inc.) MidPen maintains a professionally managed accounting and payment systems with proper controls and procedures that are in compliance with GAAP practices that are reviewed and audited each year by a third-party for financial reporting purposes to lenders, investors, and other stakeholders.

Provide the most recent Board-approved financial audit as an **attachment** to the original application in Tab E.

Project Budget Form

	a	+	b	+	c	=	d
ITEM	CDBG/HOME FUNDS REQUESTED (\$)		MATCHING FUNDS* (OTHER \$)		MATCHING IN-KIND SERVICES OR MATERIALS* (\$)		TOTAL PROJECT COST
I. Capital Costs							
Permits and Fees	\$		\$ 962,006	\$		\$	962,006
Design (Architectural & Engineering)	\$		\$ 1,437,400	\$		\$	1,437,400
Acquisition Costs (escrow fees, etc.)	\$		\$ 9,064,970	\$		\$	9,064,970
Other Soft Costs (e.g. Davis Bacon Monitoring (if applicable), Surveying, etc.)	\$		\$ 5,562,855	\$		\$	5,562,855
Rehabilitation/Construction Costs (labor, materials)	\$	500,000	\$ 23,079,001	\$		\$	23,579,001
Contingency (Construction)	\$		\$ 1,143,137	\$		\$	1,143,137
Environmental Compliance (CEQA/NEPA/Phase I, lead testing as applicable)	\$		\$ 57,000	\$		\$	57,000
Construction Management (if outside firm)	\$		\$ 150,000	\$		\$	150,000
Other:	\$		\$	\$		\$	0
Other:	\$		\$	\$		\$	0
II. Project Management/Administration							
III. In-Kind Services							
Applicant's staff services for project management)*				\$		\$	0
Other in-kind services/goods (describe):				\$		\$	0
Volunteer/Pro-bono services				\$		\$	0
TOTAL PROGRAM BUDGET	\$	500,000	\$ 41,456,369	\$	0	\$	41,956,369

* Provide your basis for estimating the dollar value of in-kind services in the space below. For applicant's staff services, use applicant's actual cost (hourly rates). For volunteer services, use \$10/hour, and for pro-bono professional services (architectural, etc), use firm's established hourly rates as charged to typical clients.

* Please identify the source and commitment status (e.g. funds received, committed, or otherwise guaranteed, with proof) of other non-City funding and in-kind contributions committed specifically to the project for which CDBG and/or HOME funding is requested. Do not list matching funds or in-kind match that has not yet been formally committed.