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

Edwina Benner Plaza

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

MidPen HOUSING

Building Communities. Changing Lives.

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 Home Investment Partnerships Program (HOME) Affordable Housing Projects

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 HOME funds.

MidPen is one of the largest, most trusted developers and owners of high-quality affordable rental housing in Northern California. During the last forty years, we have developed over 7,000 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. Throughout this time MidPen has played a leading role in the growth of the affordable housing industry in California, consistently setting new standards for best practices in development, property management, and resident services.

The City of Sunnyvale has been a key partner to MidPen in producing critically-needed affordable housing opportunities for low-income families. This proposal for a new, 66-unit affordable housing development represents the continued effort to create affordable housing for working families in the Sunnyvale community. Edwina Benner Plaza is an exciting opportunity for low-income families to live near transit, employment opportunities, community amenities such as Seven Seas Park, and retail stores.

With this application, we respectfully request $300,000 in HOME funds. Thank you for your consideration of our application. Should you or your staff have any questions about Edwina Benner Plaza, please feel free to contact me at (650) 356-2928 or by email at mlewis@midpen-housing.org.

Sincerely,

Matthew Lewis
Project Manager

MidPen Housing Corporation
MidPen Property Management Corporation
MidPen Resident Services Corporation

303 Vintage Park Drive, Suite 250
Foster City, CA 94404

t. 650.356.2900
f. 650.357.9766

e. info@midpen-housing.org
www.midpen-housing.org

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 DUNS[1] 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** $ 300,000

2) **Other Funding Sources (match)** $ 41,656,369

3) **Total Project Cost** *(Line 1 + Line 2)* $ 41,956,369

4) **Percentage of City of Sunnyvale funds toward Total Project Cost** *(Line 1 / Line 3)* 1% %

5) **Type of funds requested.** *(you may select more than one)* ☐ CDBG ☐ CDBG Program Income ☑ 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 a new construction, 66-unit project for low-income families located at 460 Persian Drive in Sunnyvale. It would provide critically-needed affordable housing in an amenity-rich neighborhood within a quarter mile of the Fair Oaks Light Rail Station. The property will feature on-site amenities such as a large multi-purpose community room, a tot lot, open courtyards, office spaces for property and social programming staff, secure bicycle storage, and a computer lab.

[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 & Bradsheet (D&B) online registration to receive one free of charge, at: http://fedgov.dnb.com/webform.

Application Checklist

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

Project Name: Edwina Benner Plaza

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
- ☑ Application Checklist*
- ☑ Program Cover Sheet*
- ☑ 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
- ☑ Résumés of Applicant's key personnel
- ☑ Project-Specific Organizational Chart

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

Tab E
- ☑ Signature Authorization*
- ☑ Environmental Review Form* and Attachments
- ☑ Accounting System Certification*
- ☑ Bylaws
- ☑ 501(c) (3) documentation from IRS
- ☑ Financial Audit
- ☑ 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
- ☑ Conflict of Interest Disclosure*
- ☑ Administrative Checklist*
- ☐ CHDO or CDBO Verification -N/A
- ☑ Articles of Incorporation
- ☑ Organizational Chart
- ☑ Letters of Commitment

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

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

*Note: Standard Forms provided in application packet.

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 — **Date** 2/16/16

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 95 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 finds 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	☐	☑	Miramar Farms (Owner)	Chairperson	1999-2017	15 years
Beth Bartlett	☐	☑	Bartlett Ventures (Partner)	Vice-Chairperson	2006-2016	10 years
Paul Staley	☐	☑	Real Estate Consultant	Vice-Chairperson	2006-2017	10 years
Monique Moyer	☐	☑	Port of San Francisco	Treasurer	2008-2018	8 years
Daniel Seubert	☐	☑	Seubert French Frimel & Warner	Secretary	2006-2018	10 years
Richard Slaton	☐	☑	Zcon Builders	Director	1989-2016	27 years
Therese Freeman	☐	☑	Terry Freeman & Associates, LLC	Director	1991-2018	25 years
Julia Baigent	☐	☑	Law Office of Julia M. Baigent	Director	2014-2017	2 years
Gina Diaz	☐	☑	Oracle USA	Director	2014-2017	2 years
Erik Doyle	☐	☑	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
Brandi Thomas		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

Construct, own, and manage affordable housing project.

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%
32	32	100%

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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.

Edwina Benner Plaza is a 66 unit affordable housing property that will serve 65 low-income households in the City of Sunnyvale. Currently an underutilized commercial space in an Industrial to Resident Overlay Zone, the project will enhance this transforming neighborhood by providing high quality housing near transit and employment opportunities. The goal of the project is to construct affordable housing and enhance residents' quality of life with services and social programming on-site.

The proposed scope of work directly addresses the need for affordable housing in the City of Sunnyvale. According to the Sunnyvale FY 2015-2020 Consolidated Plan, there are several housing problems that the proposed project will address:
1) Housing unit lacking complete kitchen facilities
2) Housing unit lacking complete plumbing facilities
3) Household being overcrowded
4) Housing being cost burdened

Within the four housing problems identified, the vast majority are facing housing cost burdens. 3,180 households pay 50 percent or more of their income for housing costs, and 2,775 households pay 30 percent or more of their income for housing costs.

The target population for this project includes those at risk-of homelessness and households between 30% and 60% of the area median income (AMI). Of the project's 65 units, 19 units will serve low-income households (between 50% and 60% AMI) and 46 units will serve very-low income households (between 30% and 50% AMI). 33 units will be supported by a project-based voucher and will be reserved for households at risk of becoming homeless. Data from the Sunnyvale FY 2015-2020 Consolidated Plan show that households earning from 0-50% AMI face a disproportionate housing cost burden when compared to households earning 50% and above AMI.

The proposed project will achieve the consolidated plan goal of affordable housing by providing 66 units of new construction, high quality affordable housing in the City of Sunnyvale.

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 committment of $5,000,000 in housing mitigation funds.
-A letter from the Housing Trust Silicon Valley, confirming our committment 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: 460 Persian Drive, Sunnyvale, CA 94089
APN: 110-29-028

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. 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.

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B. Implementation Schedule

Milestone	Target Date
1) Contract Start Date	07/01/16
2) Design and Permitting	02/01/17
3) Initiation of Construction/Project	04/01/17
4) Completion of Construction/Project	06/01/18
5) 50% of Funds Expended and Drawn	05/01/17
6) 100% of Funds Expended and Drawn	05/01/17
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)
☐ Creating a Suitable Living Environment	☐ Availability/Accessibility
☑ Providing Decent Affordable Housing	☑ Affordability
☐ Creating Economic Opportunities	☐ 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			0
Other Special Needs:			
			0

*33 units at Edwina Benner Plaza will be supported by project-based vouchers from the Housing Authority of the County of Santa Clara. The City's live/work preference cannot be applied to the County wait list for project-based vouchers. However, Sunnyvale residents may still be eligible to move in to these units if they are currently on the wait list.

Part 3 – Construction Project Description

A. Does your project involve:

New construction?	☑ Yes	☐ No
Major rehabilitation?*	☐ Yes	☑ No
Minor rehabilitation?	☐ Yes	☑ 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: 04/06/15

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

N/A

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

The site is 1.32 acre, located at 460 Persian Drive in Sunnyvale. Currently a 24,000 square foot retail and commercial building split into five suites occupies the site and the building is in average overall condition. The site is zoned as R4-PD with an Industrial to Residential Overlay Zone and is in an excellent location - within walking distance to Fair Oaks VTA Light Rail Station, bus stops, employment opportunities, Seven Seas Park, and a shopping plaza with a grocery store, bank, and small eateries and retail shops. The most recent appraised value is $7,560,000 as of February 12, 2015.

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.**

In October 29, 2015, we held an Open House meeting and invited all neighbors within 1,000 feet of the proposed project site to attend. We then met with a nearby property's HOA President and Treasurer, the Hindu Temple next door, and community groups such as the Sunnyvale Democratic Club and Working Partnerships. Additionally, another round of letters were mailed to our immediate neighbors, KB Homes. The letters included the number of stories, the number of units, the proposed timeline, and renderings of the proposed project, as well as contact information. On December 14, 2015, two community members attended the Sunnyvale Planning Commission Study Session and spoke in support of the project. On January 25, 2016, six community members spoke in support of the project at the Planning Commission meeting and several more wrote letters of support (attached).

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.

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 cost 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.

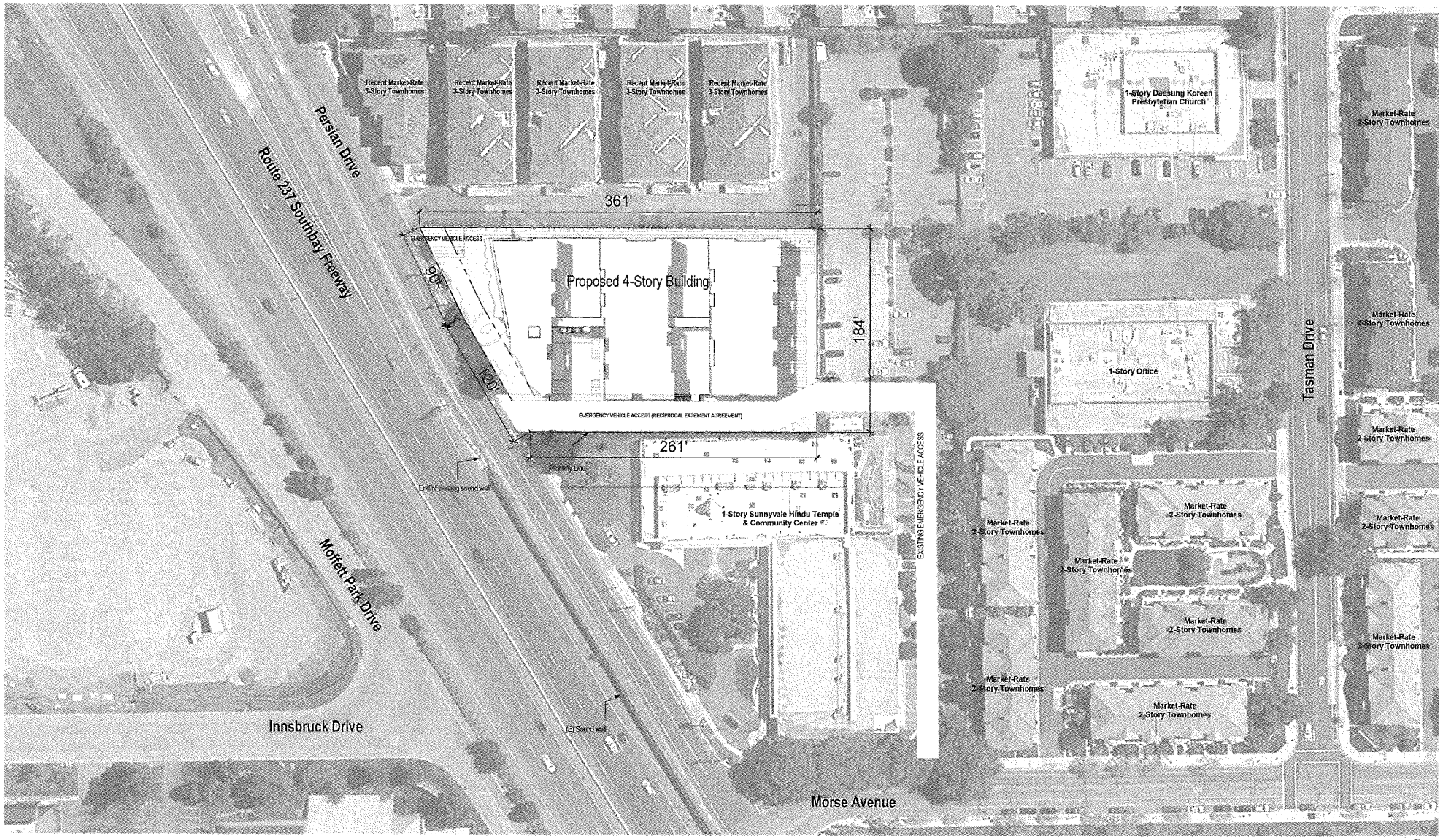
Part 2 – Financial Information

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.



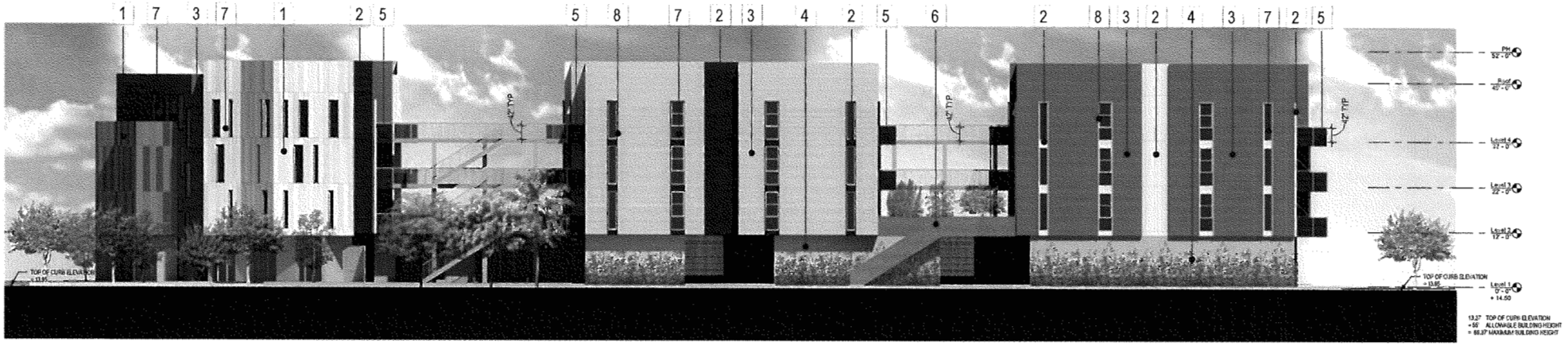
david baker architects
dbarchitect.com
461 second street loft 127
san francisco california 94107
v.415.896.6700 f.415.896.6103

MidPen Housing

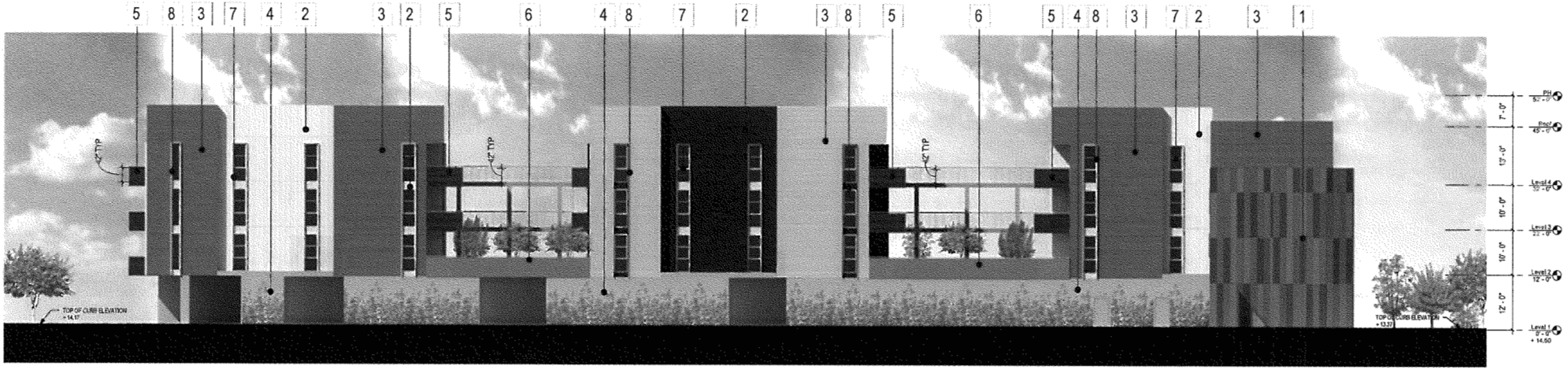
Site Plan
Edwina Benner Plaza

project number	21511
scale	1" = 40'-0" when printed on 22x34
date	01/06/2016

A 0.0



① West Elevation
3/32" = 1'-0"



② East Elevation
3/32" = 1'-0"

1) NICHIHA FIBER CEMENT PANELS
2) VERTICAL HARDIE SIDING
3) HORIZONTAL HARDIE BOARD
4) TEXTURED CONCRETE
5) WOOD BALCONIES
6) CORTEN RAILING
7) CLEAR GLAZING
8) VERTICAL HARDIE WINDOW TRIM

david baker architects
dbarchitect.com
461 second street loft 127
san francisco california 94107
v.415.896.6700 f.415.896.6103

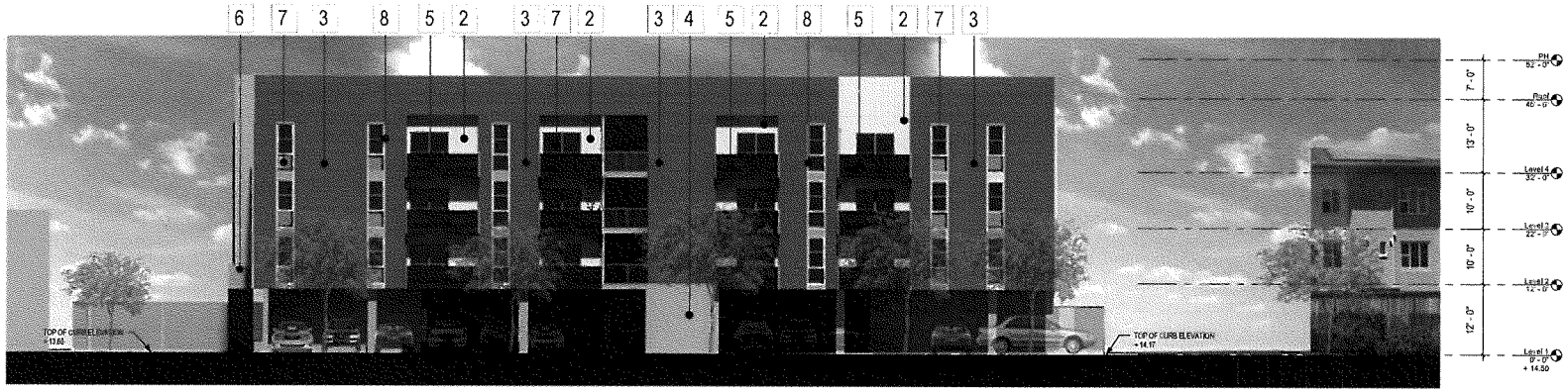
MidPen Housing

Elevations
Edwina Benner Plaza

project number	21511
scale	As indicated when printed on 22x34
date	01/06/2016

A 2.0

1 North Elevation
3/32" = 1'-0"



2 South Elevation
3/32" = 1'-0"

1) NICHIHA FIBER CEMENT PANELS
2) VERTICAL HARDIE SIDING
3) HORIZONTAL HARDIE BOARD
4) TEXTURED CONCRETE
5) WOOD BALCONIES
6) CORTEN RAILING
7) CLEAR GLAZING
8) VERTICAL HARDIE WINDOW TRIM

david baker architects
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A 2.1

Project Budget Form

ITEM	a CDBG/HOME FUNDS REQUESTED ($)	+ b MATCHING FUNDS* (OTHER $)	+ c MATCHING IN-KIND SERVICES OR MATERIALS** ($)	= d 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)	$ 300,000	$ 23,279,001	$	$ 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	$ 300,000	$ 41,656,369	$ 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.

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* 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.