



**Community  
Services  
Department**  
*Connecting People to Opportunities*

George Chapjian, Director, Community Services  
Sarah York Rubin, Executive Director, Office of Arts & Culture  
Ryder Bailey, CPA, Chief Financial Officer, Community Services  
Dinah Lockhart, Deputy Director, Housing & Community Development



March 17, 2020

Eduardo Espinoza, Director of Real Estate Development  
Cabrillo Economic Development Corp.  
702 County Square Dr., #200  
Ventura, CA 93003

RE: Reservation of County funds to the Buellton Village Senior Apartments project (Project)

Dear Mr. Espinoza:

On March 17, 2020, the Santa Barbara County Board of Supervisors approved a reservation of County funds, in the amount of Eight Hundred Ninety Five Thousand, Nine Hundred and Forty One Dollars (\$895,941) to the Buellton Village Senior apartments (Project) to be constructed at the northeast corner of Highway 246 and McMurray Road in the City of Buellton. The funds will be set aside until March 17, 2021 for the purpose of completing the financing for the Project. The County must receive copies of firm commitments from all funding sources, including formal notification by the State of California of an award of tax credits, on or before this date.

A firm funding commitment, and execution of County loan documents, must be approved by the County Board of Supervisors. The following are required in order to receive a firm commitment:

1. Firm commitments from all financing sources, including tax credit allocation and commitments by investors, in sufficient amounts to complete the Project;
2. Planning and zoning approvals;
3. Submission of documents necessary to complete Project review and underwriting, which include but are not limited to copies of final development budget, sources and uses, and cash-flow proforma;
4. Completion of environmental review required under the National Environmental Policy Act and authority to use federal funds by HUD or the County, as applicable for the use of HOME or other federal funds. Note that no activity may occur at the site that would adversely affect or that would otherwise be choice limiting, including the acquisition, demolition, construction or relocation of buildings or structures, or otherwise making a physical change to the property (including moving dirt) until the authority to use federal funds has been provided;
5. County staff review and underwriting of Project budgets and other financial documents, assessment of developer capacity and fiscal soundness, and examination of neighborhood market conditions to ensure adequate need for the Project for which these funds are to be used; and
6. Approval by the County Board of Supervisors (following a 30-day public comment period) of an amendment to the County's Action Plan, as may be required by HUD, and Board execution of County loan documents (County Loan Agreement, Promissory Note, Deed of Trust, Regulatory Agreement and other associated documents).

Buellton Village Senior Apartments  
HOME Reservation  
March 17, 2020

Once all funding sources are secured, Housing and Community Development Division staff will work diligently toward getting approval for a firm commitment of funds to the Project and execution of County loan documents by the Board of Supervisors. The source of funds (HOME, In-Lieu, or a combination) will be recommended to the Board by staff, based on HOME commitment deadlines, availability of funds, and best uses of the funding sources.

Please work with Laurie Baker, Grants and Program Manager, on submitting the information needed to complete staff's review, and to get the Project before the Board of Supervisors. Laurie may be contacted by email at [lbaker@sbccsd.org](mailto:lbaker@sbccsd.org) or by phone at (805) 568-3521.

Thank you for your efforts to expand affordable housing in the County of Santa Barbara and for your interest in the County housing program.

Sincerely,



George Chapjian, Director  
Community Services Department