



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

George Chapjian, Director, Community Services  
Paddy Langlands, Deputy Director, Parks Division  
Dinah Lockhart, Deputy Director, Housing & Community Development  
Ryder Bailey, Chief Financial Officer, Community Services  
Angela Hacker, Division Chief, Division of Energy & Sustainability Initiatives  
Sarah Rubin, Executive Director, Arts Commission



## ATTACHMENT A

May 10, 2016

John Fowler  
People's Self Help Housing Corporation  
3533 Empleo St  
San Luis Obispo, CA 93401

RE: Reservation of County funds to the Santa Maria Senior Apartments project

Dear Mr. Fowler:

On May 10, 2016, the Board of Supervisors of the County of Santa Barbara approved a reservation of County funds, in the amount of \$580,000 to the Santa Maria Senior Apartments (Project). The funds will be set aside until October 31, 2016 for the purpose of completing the financing for the Project.

A firm commitment of HOME and/or local funds by the County 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 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. 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;
5. Project review by the County's Capital Loan Committee for consideration of a recommendation of approval of a commitment of County funds to the Board of Supervisors;
6. Approval by the County Board of Supervisors (following a 30-day public comment period) of any commitment of funds and an amendment to the County's Action Plan for submission to HUD and execution of County loan documents (County Loan Agreement, Promissory Note, Deed of Trust, Regulatory Agreement and other associated documents).

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. The source of funds (HOME or In-Lieu, or both) 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 Lucy Graham, Senior Housing Specialist, on submitting the information needed to complete staff's review, and to get the Project before the County's Capital Loan Committee and Board of Supervisors. Lucy may be contacted by email at [lucygraham@sbccsd.org](mailto:lucygraham@sbccsd.org) or by phone at (805) 568-3533.

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