

**RESOLUTION NO. 2023-40**  
**RESOLUTION OF THE MARIN COUNTY BOARD OF SUPERVISORS**

**WHEREAS**, the California Department of Housing and Community Development (HCD) is authorized to provide up to \$53 million under the Local Housing Trust Fund (LHTF) Program from the Veterans and Affordable Housing Bond Act of 2018 (Proposition 1) (as described in Health and Safety Code section 50842.2 et seq. (Chater 365, States of 2017 \*SB3); and

**WHEREAS**, in March 2023, HCD released the LHTF Program Notice of Funding Availability (NOFA) for ongoing local government provision of housing financing; and

**WHEREAS**, the County is an eligible Local government applying for the program to administer one or more eligible activities; and

**WHEREAS**, the County agrees to utilize matching funds on a dollar-for-dollar basis for the same Eligible Project for which Program Funds are used, as required by HSC Section 50843.5(c).

**WHEREAS**, the County reviewed the submitted applications in accordance with the required selection process for applications for the Marin County Housing Trust Fund (HTF); and

**WHEREAS**, the allocation of HTF funds for each project will be contingent upon successful completion of environmental review under the California Environmental Quality Act (CEQA).

**NOW, THEREFORE, BE IT RESOLVED** that the Marin County Board of Supervisors hereby approves a loan in the amount of \$3,697,482 from Marin County's Affordable Housing Fund to Eden Housing for affordable housing predevelopment located at the Oak Hill site on Sir Francis Drake Boulevard in unincorporated Larkspur, contingent upon award of LHTF funds.

**BE IT FURTHER RESOLVED** that the Marin County Board of Supervisors hereby approves a loan in the amount of \$1,052,518 from Marin County's Affordable Housing Fund to Educational Housing Partners for affordable housing development located at the Oak Hill site on Sir Francis Drake Boulevard in unincorporated Larkspur, contingent upon award of LHTF funds.

**PASSED AND ADOPTED** at a regular meeting of the Board of Supervisors of the County of Marin held on this 16th day of May 2023, by the following vote:

AYES:           SUPERVISORS           Stephanie Moulton-Peters, Dennis Rodoni, Mary Sackett,  
Eric Lucan, Katie Rice

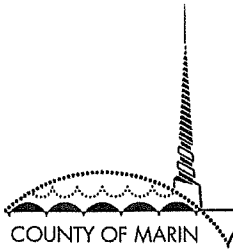
NOES:           NONE

ABSENT:        NONE

  
\_\_\_\_\_  
PRESIDENT, BOARD OF SUPERVISORS

ATTEST:

  
\_\_\_\_\_  
DEPUTY CLERK



COMMUNITY DEVELOPMENT AGENCY  
**HOUSING AND FEDERAL GRANTS DIVISION**

**Attachment 3 — Proposed Project Summaries**

**Eden Housing, Inc. – Oak Hill Apartments**

Eden Housing, Inc., a nonprofit affordable housing developer committed to developing, acquiring, or rehabilitating affordable homes, requests funding to support the development of 115 affordable units on State-owned surplus land near San Quentin, of which 95 units are for low- and very low-income households and 18 units for extremely low-income households. Upon completion, the project will provide studios, one-, two- and three-bedroom rental homes targeting families. The request would go toward general development and construction expenses. If awarded, the County will require long term deed restrictions, tenant protections and affirmative marketing. Funds would be allocated to the 95 units serving households earning at or below 60% Area Median Income.

**Education Housing Partners, Inc. – Oak Hill Educator/County Employee Housing**

Education Housing Partners, Inc., a nonprofit public benefit corporation committed to developing affordable workforce housing, requests funding to support the development of 135 units for teachers/staff of local school districts and County employees on State-owned surplus land near San Quentin, of which 75 units are for low- and very low-income households. Upon completion, the project will provide one-, two- and three-bedroom rental homes for income-qualifying teachers and staff of local school districts and County of Marin employees. If awarded, the County will require long term deed restrictions, tenant protections and affirmative marketing. Funds would be allocated to the 44 units serving households earning at or below 60% Area Median Income.

# Local Housing Trust Fund (LHTF) Program Application

Rev. 2/2023

## 2023 Notice of Funding Availability



**State of California  
Governor Gavin Newsom**

**Lourdes Castro Ramírez, Secretary  
Business, Consumer Services and Housing Agency**

**Gustavo Velasquez, Director  
Department of Housing and Community Development**

2020 West El Camino Avenue, Suite 150, Sacramento, CA 95833

[Website for Local Housing Trust Fund](#)

Program Email: [LHTF@hcd.ca.gov](mailto:LHTF@hcd.ca.gov)

**NOFA Release: March 7, 2023**

**Project and Applicant Information**

Rev. 2/2023

§101(p) "Local Housing Trust Fund" definition

§101(dd) "Regional Housing Trust Fund" definition.

**§102 Eligible Applicants**

Applicant Type:

**Applicant Information**

Applicant Name:		Organization Type:	
Address:	City:	County:	State: CA
Zip Code:			
Auth Rep Name:	Title:	Auth Rep. Email:	Phone:
Address:	City:	State:	Zip Code:
Contact Name:	Title:	Contact Email:	Phone:
Address:	City:	State:	Zip Code:

**Trust Fund Information**

Full Trust Fund Name:	Date Established:
Trust Fund Address:	City:
State:	Zip Code:
Trust Fund Type:	(a) Existing Local Housing Trust Fund (or Existing Regional Housing Trust Fund)
<i>(a) The minimum application request shall be \$1 million with a max request of \$5 million.</i>	
Amount of LHTF Program Funds Requested	

**Proposed Activity Timeline - provide a timeline of implementation of your Project(s) (§101(g), (1)(2)(3)&(4))**

Project Type and Activity	Name of Project	When will you issue commitments?	When will you issue a NOFA/RFQ?	When will loan closing occur?	When do you anticipate disbursement of LHTF funds?	Amount of Matching Funds designated to project:	Amount of Program Funds designated to project:

**Certifications**

On behalf of the entity identified below, I certify that: The information, statements and attachments included in this application are, to the best of my knowledge and belief, true and correct and I

Authorized Representative Printed Name	Title	Signature (Please Type Name)	Date
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Applicant has adopted the Uniform Multifamily Regulations (UMRs) as their loan guidelines, underwriting standards, and procedures.  
The UMRs can be found on our website at <https://hcd.ca.gov/grants-funding/already-have-funding/uniform-multifamily-regulations/docs/uniform-multifamily-regulations-2017.pdf>

No

**Certification & Legal Status**

**Legal Disclosure**

For purposes of the following questions, and with the exceptions noted below, the term "applicant" shall include the applicant and joint applicant, and any subsidiary of the applicant or joint applicant if the subsidiary is involved in (for example, as a guarantor) or will be benefited by the application or the project.

In addition to each of these entities themselves, the term "applicant" shall also include the direct and indirect holders of more than ten percent (10%) of the ownership interests in the entity, as well as the officers, directors, principals and senior executives of the entity if the entity is a corporation, the general and limited partners of the entity if the entity is a partnership, and the members or managers of the entity if the entity is a limited liability company. For projects using tax-exempt bonds, it shall also include the individual who will be executing the bond purchase agreement.

The following questions must be responded to for each entity and person qualifying as an "applicant," or "joint applicant" as defined above.

**Explain all positive responses on a separate sheet and include with this questionnaire in the application.**

**Exceptions:** Public entity applicants without an ownership interest in the proposed project, including but not limited to cities, counties, and joint powers authorities with 100 or more members, are not required to respond to this questionnaire.

Members of the boards of directors of non-profit corporations, including officers of the boards, are also not required to respond. However, chief executive officers (Executive Directors, Chief Executive Officers, Presidents or their equivalent), and chief financial officers (Treasurers, Chief Financial Officers, or their equivalent) must respond.

**Civil Matters**

1. Has the applicant filed a bankruptcy or receivership case or had a bankruptcy or receivership action commenced against it, defaulted on a loan or been foreclosed against in *past ten years*?
2. Is the applicant currently a party to, or been notified that it may become a party to, any civil litigation that may materially and adversely affect (a) the financial condition of the applicant's business, or (b) the project that is the subject of the application?
3. Have there been any administrative or civil settlements, decisions, or judgments against the applicant within the past ten years that materially and adversely affected (a) the financial condition of the applicant's business, or (b) the project that is the subject of the application?
4. Is the applicant currently subject to, or been notified that it may become subject to, any civil or administrative proceeding, examination, or investigation by a local, state or federal licensing or accreditation agency, a local, state or federal taxing authority, or a local, state or federal regulatory or enforcement agency?
5. In the past ten years, has the applicant been subject to any civil or administrative proceeding, examination, or investigation by a local, state or federal licensing or accreditation agency, a local, state or federal taxing authority, or a local, state or federal regulatory or enforcement agency that resulted in a settlement, decision, or judgment?

**Criminal Matters**

6. Is the applicant currently a party to, or the subject of, or been notified that it may become a party to or the subject of, any criminal litigation, proceeding, charge, complaint, examination or investigation, of any kind, involving, or that could result in, felony charges against the applicant?
7. Is the applicant currently a party to, or the subject of, or been notified that it may become a party to or the subject of, any criminal litigation, proceeding, charge, complaint, examination or investigation, of any kind, involving, or that could result in, misdemeanor charges against the applicant for matters relating to the conduct of the applicant's business?
8. Is the applicant currently a party to, or the subject of, or been notified that it may become a party to or the subject of, any criminal litigation, proceeding, charge, complaint, examination or investigation, of any kind, involving, or that could result in, criminal charges (whether felony or misdemeanor) against the applicant for any financial or fraud related crime?
9. Is the applicant currently a party to, or the subject of, or been notified that it may become a party to or the subject of, any criminal litigation, proceeding, charge, complaint, examination or investigation, of any kind, that could materially affect the financial condition of the applicant's business?
10. Within the past ten years, has the applicant been convicted of any felony?
11. Within the past ten years, has the applicant been convicted of any misdemeanor related to the conduct of the applicant's business?
12. Within the past ten years, has the applicant been convicted of any misdemeanor for any financial or fraud related crime?

**Please provide a letter of explanation if you responded "Yes" to any of the questions above.**

Printed Name	Title of Signatory	Signature (Please Type Name)	Date





**LOCAL HOUSING TRUST FUND (LHTF) Document Checklist**

Use this document to properly name your attachments before uploading them with your application submission.  
**You must confirm below that you have completed this step.**

Threshold Requirement?	What You'll Name Your Document:	Document Description	Included?
<b>§102(d) Eligible Applicants: Previous Awardees</b>			
Yes	Award_Commitment	Previously awarded applicants only. Documentation evidencing the commitment of at least 40% of the previously awarded LHTF funds.	
Yes	LHTF_AR	Previously awarded applicants only. §106(e) Submit evidence that the most recently required LHTF Annual Report was submitted to HCD State Grants Management (e.g. include a copy of the email submission)	
<b>New Applicants (no previous LHTF award)</b>			
No	MF_Commitment	New Applicants only. Documentation evidencing the commitment of at least 40% of the local Matching Funds.	
<b>Application Information</b>			
Yes	HTF	§102(a),(b),(c): Legislation, Ordinance, Resolution, or public-private partnership agreement creating the HTF. RHTF must include Resolution or Ordinance from each Local government entity that is a member of the RHTF (public RHTFs only).	
Yes (if applicable)	OrgDoc1, OrgDoc2, etc.	§106(e) Organizational Documents (Articles of Incorporation, Bylaws, Amendments, Certificate of Good Standing, etc.)	
Yes (if applicable)	Org_Chart	§106(e) Organizational Chart	
Yes (if applicable)	Gov_TIN_Form	§106(e) Government Agency Taxpayer ID Form	
Yes (if applicable)	STD_204	§106(e) STD-204 Payee Data Record	
Yes (if applicable)	Sig_Block	501(c)(3) nonprofit corporation only §106(e) - Signature Block, upload as a Microsoft Word document	
Yes (if applicable)	Fin_Statements	501(c)(3) nonprofit corporation only §106(e) - Audited financial statements (2 years)	
Yes (if applicable)	501c3_Determination	501(c)(3) nonprofit corporation only §106(e) - IRS determination letter regarding 501(c)(3) status (this letter must address the name of the 501(c)(3), which must match the name of the HTF)	
Yes	App_Reso	§106(e) Application Resolution <b>Note: Only one Application Resolution may be submitted and must be from the Applicant. Additionally, Attachment 1 must be an attachment to the Resolution prior to approval by the governing body and must be included with your submission.</b>	
Yes	Guidelines_107d	§107(d) Loan guidelines and underwriting standards and procedures	
Yes (if applicable)	Cert_LOE	Letter of Explanation for any applicable items on "Certification & Legal" tab of the application	
<b>Matching Funds and Ongoing Revenue</b>			
Yes	Match_Fund_1, Match_Fund_2, etc.	§104 Required Documentation for Matching Funds	
Yes (if applicable)	Binding_Agreement	§104(b) Fully executed commitment letter or a fully executed contract to provide Matching Funds, specifying the source(s) of the Matching Funds, the amount of Matching Funds from each source, the date upon which the funds will be deposited into the LHTF or RHTF account, and remedies for not depositing the Matching Funds on/by that date.	
Yes	Ongoing_Rev_1, Ongoing_Rev_2, etc.	§102(a),(b),(c) Required Documentation for Ongoing Revenues	
<b>§106 Application Scoring</b>			
No	Readiness_1, Readiness_2, etc.	§106(f)(3) Readiness List	
No	LOI_1, LOI_2, etc.	§106(g)(1) Letter(s) of Intent	

I have reviewed the Document Checklist and have named my documents according to the instructions.  
 I will upload all required documents to the LHTF submission portal.

**Application Development Team (ADT) Support Form**

Rev. 2/2023

Please complete the "yellow" cells in the form below and email a copy to: [LHTF@hcd.ca.gov](mailto:LHTF@hcd.ca.gov) and to [AppSupport@hcd.ca.gov](mailto:AppSupport@hcd.ca.gov).  
A member of the LHTF Team will respond to your request ASAP.

Full Name:		Date Requested:		Application Version Date:	
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Organization:		Email:		Contact Phone:	
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Justification:

Issue #	Program Name	Tab	Section	Cell#	Update/Comment	Urgency	ADT Status	Status Date
1	LHTF							
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