



## **Application B: Housing Activities**

*Funding sources available: CDBG, HOME, Title 29, PLHA*

### **1. APPLICANT INFORMATION**

- Entity Name San Luis Obispo Non-profit Housing Corporation / (HASLO)
- Ultimate Borrower, if applicable A to be formed LP
- Application Contact (Name and Title) Ken Litzinger, CFO
- Contact Phone Number 805-594-5304
- Entity Address, City and Zip Code 487 Leff Street, San Luis Obispo, CA 93401
- Mailing Address (if different from above) Same
- Applicant's Website [www.haslo.org](http://www.haslo.org)
- Unique Entity Identification (UEI) Number 965581304
- Type of Agency (501(c)(3), For Profit, Gov't/Public, CHDO, Other) 501(C)(3) & CHDO
- Date of Incorporation 10/15/1991

### **2. PROJECT SUMMARY**

- Project Title Arroyo Terrace Apartments
- Project Address(es) 700 N. Oak Park Blvd, Arroyo Grande, CA
- APN(s) 077-011-010, 077-011-011, 077-011-012, 077-011-013
- Description of the Project

*Provide a project description that captures the maximum anticipated scope of the application. It should include all contemplated actions which logically are, either geographically or functionally, a composite part of the project, regardless of the source of funding. Describe all physical aspects of the project, such as plans for multiple phases of development, size and number of buildings, and activities to be undertaken. Include details of the physical impacts of the project, including whether there will be ground disturbance. If applicable, indicate whether the project site will require acquisition or if the sponsor already has ownership.*

The mixed-use project consists of 63 100% affordable multi-family residential units, including a manager's unit, a 1,342 square-foot community room, and 1,178 square feet of commercial space. As proposed, 16 of the units will be designated for those experiencing homelessness or at risk for homelessness as defined by HCD. This project received a County funding commitment of ARPA funds last year. However, because of the large size of the project, additional public funds are needed to make the project competitive for a tax credit award. The project has also applied to HCD for Multifamily Housing Program (MHP) funding. HCD should announce awards in December 2022. The project includes outdoor recreational space with a barbeque area and children's playground near the remaining grove of oak trees near the eastern portion of the project site for the residents of the development. The 63 dwelling units are proposed in three (3) separate, three-story buildings, and contains 30 one-bedroom, 17 two-bedrooms, and 16 three-bedroom units.

### **3. BUDGET**

- Funds Requested (Amount and Source) City & County CDBG & HOME & Title 29: \$1,000,000
- Total Project/ Program Cost (Identify funding to be used to support the project



throughout affordability period, if applicable) Total Project Costs: 33,883,732.  
See attached Sources & Uses schedule.

- Identify leveraged funds (Committed and Not Yet Committed) County ARPA funds – Committed, HCD MHP Funds – Applied with awards to be announced in December, City of Arroyo Grande Funds – Not Yet Committed.
- Identify additional rental assistance in project, if applicable 16 of the units will have a Project Based Voucher commitment.
- Indicate how the match requirement will be met, if applicable. Low Income Housing Tax Credits

#### 4. PROJECT MANAGEMENT

- Project Lead Name: Ken Litzinger
  - Title: CFO
  - Phone: 805-594-5304
  - Email: klitzinger@haslo.org

- Project Team

*Please include information on the project team in the table below. Describe the roles, financial structure, and legal relationships of the entities identified in the project team table below.*

Team Member	Contact Person/Phone Number	Company Name/Address
Developer	Ken Litzinger 805-594-5304	HASLO 487 Leff St, San Luis Obispo, CA 93401
Owner(s)	Ken Litzinger 805-594-5304	HASLO 487 Leff St, San Luis Obispo, CA 93401
General Partner(s) (Please specify if managing, sole, etc.)	Ken Litzinger 805-594-5304	San Luis Obispo Non-profit Housing Corp, 487 Leff St, CA 93401
Sponsor	Ken Litzinger 805-594-5304	San Luis Obispo Non-profit Housing Corp, 487 Leff St, CA 93401
Administrative Subagreement	N/A	N/A
General Agreement	Click or tap here to enter text.	Click or tap here to enter text.
Architect	TBD	Click or tap here to enter text.
Construction Specialist	Michael Burke 805-594-5330	HASLO 487 Leff St, San Luis Obispo, CA 93401



Construction Lender	TBD	Click or tap here to enter text.
Permanent Lender	TBD	Click or tap here to enter text.
Property Management Company	Elaine Archer, 805-594-5331	HASLO 487 Leff St, San Luis Obispo, CA 93401
Relocation Consultant	N/A	Click or tap here to enter text.
Market Analyst	Click or tap here to enter text.	Click or tap here to enter text.
Service Provider(s)	Elaine Archer, 805-594-5331	HASLO 487 Leff St, San Luis Obispo, CA 93401
Green Building & Sustainability Consultant	Click or tap here to enter text.	Click or tap here to enter text.
Other Project Partners: Financial Consultant	Click or tap here to enter text.	Click or tap here to enter text.

## 5. PURPOSE & NEED

- Purpose of the Proposed Project. Describe the project by addressing each of the following:
- What activities will be undertaken? Construction of 62 affordable housing rental units + manager unit.
- What are the project goals and objectives? Provide 16 units of homeless housing with rental subsidy plus an additional 46 affordable units.
- Explain the need being addressed by this project. Housing for homeless and affordable housing
- Explain how the need was identified. Affordable housing and housing for the homeless are among the most critical needs in the County.
- Who are the beneficiaries? How will eligibility be determined? Those experiencing homelessness, or at risk for homelessness, and/or tenants at Low, Very Low, and Extremely Low Income levels.
- Is there community and/or political support? Explain. Yes. All City project approvals have been received, and City and County staff are supportive of the project.
- Describe how the impact will be sustained once this round of funding ends. These units will be restricted for affordable housing for 55 years. The project will be financially self-sustaining, as tenant rents will cover all operating expenses.
- Organizational Capacity. Summarize the organization's background/capacity to



carry out the proposed project. The narrative should address the following points:

- Has the organization carried out this type of project previously? Explain. Yes, SLONP and HASLO have been developing affordable housing for 40+ years.
- What makes the organization a preferred provider of this service? SLONP and HASLO are community based local organizations that have an award winning history of developing and operating affordable housing in San Luis Obispo County. As property management agent, HASLO coordinates with area non-profit service providers to accept homeless and other special high need referrals. Staff is certified in all aspects of compliance, and maintains detailed financial records and tenant files for audit purposes. SLONP is dedicated to ensuring these units benefit the community permanently

## 6. ELIGIBILITY

- Indicate the eligible activity category for this project. New construction of affordable housing units

## 7. SCHEDULE

- Provide a detailed project timeline, include milestones with units of measure. See Exhibit
- Describe agency's record keep system with relevance to the proposed project and how reporting requirements will be met. HASLO administers Federal, State, and Local grants, and has strong systems and controls in place. HASLO will provide the record keeping services for the project. Both HASLO and SLONP undergo annual audits by an independent CPA firm.

## 8. ADDITIONAL INFORMATION

- Has site control been obtained? If so, how is site control held? Attach documentation of site control. Yes, HASLO currently owns the site, and will provide site control to the to be formed tax credit partnership via a long term land lease agreement. This is consistent with recent projects completed with the County's partnership.
- Zoning. Is the current project location zoned for the proposed activity? If not, describe steps to be taken to ensure zoning requirements are met. Yes, the proposed development is consistent with land use and zoning requirements.
- If applicable, indicate the application due date for tax credits. March 1<sup>st</sup>, 2023
- Identity all permits necessary for the project. Include estimated dates of application and approval. The only remaining permit is the building permit, which is anticipated by November, 2023
- Does this Project require Relocation? If so, attach Relocation Plan. No.
- Indicate Housing Type (Permanent Homeowner Housing, Rental Housing, Transitional Housing). Permanent Rental Housing
- Does the Project intend to target special populations (such as seniors, persons with disabilities, children in foster care, etc.)? Yes, 16 units are proposed for homelessness, and a portion of the units will be deeply income targeted for families at 30% of area median income.



- Will the Applicant be providing services? If so, please provide a brief explanation.  
Yes, HASLO will be providing resident and supportive services.

## **9. ENVIRONMENTAL REVIEW**

- Indicate level of environmental review required for proposed project. Proposed project is exempt from CEQA. NEPA is anticipated.
- Indicate environmental review steps completed to date. Notice of Exemption filed for CEQA determination.

## **10. SECTION 3 AND MINORITY AND WOMEN BUSINESS ENTERPRISES (AS APPLICABLE)**

- Section 3: Please explain how Section 3 benchmarks will be met. The construction bid documents will contain Section 3 requirements, which will be included in the construction contract. Contractor will be required to utilize best efforts to demonstrate compliance.
- MBE/WBE: Please explain how your project will be marketed towards MBE/WBEs. The construction bid documents will contain MBE/WBE requirements, which will be included in the construction contract. Contractor will be required to utilize best efforts to demonstrate compliance.

## **11. ADDITIONAL REQUIRED DOCUMENTS**

1. Articles of Incorporation/Bylaws
2. Non-profit Determination
3. List of the Board of Directors
4. Authorization to Request Funds – **N/A**
5. Designation of Authorized Official
6. Organizational Chart
7. Most Recent Financial Audit
8. Policies and Procedures
9. SAM Search
10. Sources and Uses Statement
11. Timeline of Project Expenditures
12. Timeline of Project Milestones
13. Phase I or II Environmental Assessment
14. Site Photos
15. Complete construction drawing package
16. Commitment Letters
17. Operating Pro forma for length of period of affordability
18. Partnership agreement and equity letters indicating general and limited partner contributions
19. Rent schedule for rental housing project