



## County of San Bernardino DELEGATED AUTHORITY – DOCUMENT REVIEW FORM

This form is for use by any department or other entity that has been authorized by Board of Supervisors/Directors action to execute grant applications, awards, amendments or other agreements on their behalf. All documents to be executed under such delegated authority must be routed for County Counsel and County Administrative Office review prior to signature by designee.

**Note: This process should NOT be used to execute documents under a master agreement or template, or for construction contract change orders. Contact your County Counsel for instructions related to review of these documents.**

Complete and submit this form, along with required documents proposed for signature, via email to the department's County Counsel representative and Finance Analyst. If the documents proposed for signature are within the delegated authority, the department will submit the requisite hard copies for signature to the County Counsel representative. Once County Counsel has signed, the department will submit the signed documents in hard copy, as well as by email, to CAO Special Projects Team for review. If approved, the department will be provided routing instructions as well as direction to submit one set of the executed documents to the Clerk of the Board within 30 days.

**For detailed instructions on submission requirements, reference Section 7.3 of the Board Agenda Item Guidelines as the Delegation of Authority does not eliminate the document submission requirements.**

Department/Agency/Entity: Community Development and Housing Agency

Contact Name: Gary Hallen

Telephone: 387-4411

Agreement No.: N/A Amendment No.: \_\_\_\_\_ Date of Board Item 6/9/20 Board Item No.: 21

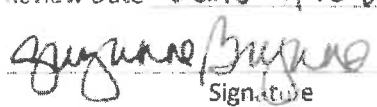
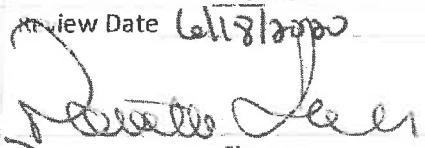

Name of Contract Entity/Project Name: Liberty Lane Redlands Supportive Housing, L.P.

Explanation of request/Special Instructions:

DEO signature required on the funding commitment letter for the Liberty Lane affordable housing development to be developed by A Community of Friends' Redlands Supportive Housing, L.P.

Insert check mark that the following required documents are attached to this request:

- ☒ Documents proposed for signature (Note: For contracts, include a signed non-standard contract coversheet for contracts not submitted on a standard contract form).
- ☒ Board Agenda item that delegated the authority

<b>Department Routed to County Counsel</b>	County Counsel Name: <u>Suzanne Bryant</u>	Date Sent: <u>6/17/20</u>
<b>Reviewing County Counsel Use Only</b>	Review Date <u>June 17, 2020</u>  Signature	Determination: <input checked="" type="checkbox"/> Within Scope of Delegated Authority <input type="checkbox"/> Outside Scope of Delegated Authority
<b>CAO-Special Projects Use Only</b>	Review Date <u>6/18/2020</u>  Signature  Signature	Disposition: <input checked="" type="checkbox"/> Route for signature to: ____ Chair ____ CEO <input checked="" type="checkbox"/> Department Return to Department for preparation of agenda item



**Community Development &  
Housing Agency**  
**Community Development & Housing**

**Dena Fuentes**  
Deputy Executive Officer

**Gary Hallen**  
Director

June 15, 2020

Dora Leong Gallo, President and Chief Executive Officer  
A Community of Friends (ACOF)  
c/o Redlands Supportive Housing, L.P.  
3701 Wilshire Blvd., #700  
Los Angeles, CA 90010

Re: Redlands Supportive Housing County Loan Commitment Letter

Dear Ms. Leong Gallo,

On June 9, 2020 the Board of Supervisors of the County of San Bernardino approved a commitment of: (1) HOME Investment Partnerships (HOME) funds in the amount of One Million Three Hundred Five Thousand Dollars (\$1,305,000) (the "County HOME Loan"); (2) County Special Needs Housing Program Funds in the amount of One Million Fifty Thousand Dollars (\$1,050,000) (the "County SNHP Fund Loan"); (3) County Housing Asset Funds Program Funds in the amount of One Million Fifty Thousand Dollars (\$1,050,000) (the "County Housing Asset Fund Loan"); (4) County Housing Funds in the amount of One Million Four Hundred Thirty-Seven Thousand Five Hundred Ten Dollars (\$1,437,510) (the "County Housing Fund Loan"); (5) County Neighborhood Initiative Program Funds in the amount of Six Hundred Thousand Dollars (\$600,000) (the "County NIF Fund Loan", and collectively with the County SNHP Fund Loan, County Housing Asset Fund Loan, and the County Housing Fund Loan, the "County Affordable Housing Loans") for the Redlands supportive housing development.

The project is located in the City of Redlands, San Bernardino County, and includes the development of an 80-unit low income supportive rental housing community. If Redlands Supportive Housing, L.P., secures an allocation of Low Income Housing Tax Credits, the development will increase affordable housing opportunities in the County of San Bernardino.

The funds are available as a loan under the following terms:

Interest Rate: 3%

Term of Affordability: 57 years from construction closing

Term of the Loan: 57 years from construction closing

Repayment: Annual payments based on 50% of residual receipts as defined in the loan agreement. When other public funding is involved, County of San Bernardino will negotiate the payment of residual receipts.

Collateral: Deed of Trust and Regulatory Agreement.

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**REDLANDS SUPPORTIVE HOUSING**

**JUNE 15, 2020**

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County Capitalized Operating Subsidy Reserve (County COSR): A total of up to \$3,087,510 of the County loan funds will be required to be deposited into a segregated capitalized operating subsidy reserve account. The proceeds in the County COSR will only be disbursed to fund operating expenses, through the first 20 years of the Term, attributable to the 39 supportive housing units at the Development that are not eligible to receive capitalized operating subsidy reserve funding under the Housing for a Healthy California program loan.

A loan agreement and ancillary documents will be considered by the Board of Supervisors once Redlands Supportive Housing, L.P. secures an allocation of Low Income Housing Tax Credits. The County Affordable Housing Loans will be subject to meeting all the County of San Bernardino requirements and acceptance of due diligence documentation. The County Affordable Housing Loans are nonrecourse and not funded from tax-exempt bond proceeds.

If you have any questions, please contact Felicia Brown-Smith at (909) 387-4303.

Sincerely,

A handwritten signature in black ink, appearing to read "Dena Fuentes", written over a light blue horizontal line.

**DENA FUENTES**

**DEPUTY EXECUTIVE OFFICER**

Community Development & Housing Agency