

MEETING DATE: 12/3/07

ITEM NO:

COUNCIL/AGENCY AGENDA REPORT

DATE:

November 27, 2007

TO:

CHAIR AND MEMBERS OF THE REDEVELOPMENT AGENCY

FROM:

PAMELA S. JACOBS, INTERIM EXECUTIVE DIRECTOR Phales

SUBJECT:

DIRECT STAFF TO NEGOTIATE AN AGREEMENT TO LOAN

\$777,700 OF REDEVELOPMENT AGENCY LOW AND MODERATE

INCOME HOUSING FUND MONIES TO SENIOR HOUSING SOLUTIONS TO ACOUIRE AND REHABILITATE A HOME TO

PROVIDE FIVE UNITS OF VERY LOW-INCOME SENIOR

HOUSING.

RECOMMENDATION:

Direct staff to negotiate an agreement to loan \$777,700 of Redevelopment Agency Low and Moderate Income Housing Fund monies to Senior Housing Solutions to acquire and rehabilitate a home to provide five units of very low-income senior housing.

BACKGROUND:

1. Low and Moderate Income Housing Fund:

Under California Redevelopment Law, 20 percent of all redevelopment tax increment revenues must be set-aside in a separate account to be used for the purposes of affordable housing. These funds can only be used to retain or increase the supply of affordable housing in the community.

The Town of Los Gatos Redevelopment Agency (RDA) currently has a balance of roughly \$6.5 million in its Housing Fund. Redevelopment Law requires that an agency expend or encumber the money in its housing fund within specified timeframes. Specifically, housing fund amounts that exceed the aggregate amount deposited into the housing fund during the preceding four fiscal years is deemed to be "excess surplus." Agencies have three years in which to expend their excess surplus

PREPARED BY: Bud N. Lortz, Deputy Executive Director N:\DEV\CNCLRPTS\2007\sr housing solutions 120307.doc	
Reviewed by:Assistant Town Manager/Deputy DirectorTown Attorney/General Counsel Clerk Administrator/Secretary FinanceCommunity Development	мень от выполняющим мень от выполняющим

CHAIR AND MEMBERS OF THE REDEVELOPMENT AGENCY

SUBJECT: COMMITMENT TO LOAN REDDEVELOPMENT HOUSING FUNDS

TO SENIOR HOUSING SOLUTIONS FOR ACQUISITION AND

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housing funds. Under the excess surplus requirements, the RDA must encumber \$519,000 from its Housing Fund by July 1, 2008.

2. Senior Housing Solutions:

Senior Housing Solutions (SHS) was formerly called Project Match. Their mission is to provide affordable housing to very low income seniors with annual incomes of less than \$12,000. SHS typically purchases an existing single family home which it rehabilitates to provide four or five senior housing units/bedrooms. Under their program, each senior is provided with an independent bedroom while the other living spaces are shared. SHS currently provides 42 units of senior housing in nine single family homes in Santa Clara County.

In 2003, the Town loaned SHS (then Project Match) roughly \$262,000 to purchase and rehabilitate a home in Los Gatos. The loan led to the purchase of the home at 14390 Blossom Hill Road.

DISCUSSION:

1. Request from SHS:

SHS requests \$777,700 of support from the Town to purchase and rehabilitate a second home in Los Gatos for five units of senior housing (Attachment 1). The five rooms would be rented to very low-income seniors whose incomes are \$1000 per month or less.

SHS proposes to fund this project from the following sources:

Town of Los Gatos	County CDBG/Home	Housing Trust	Senior Housing	TOTAL
	Program		Services	
\$777,700	\$450,000	\$100,000	\$4,700	\$1,332,400

When SHS has secured a financing commitment from the Town, they will submit applications to the County and the Housing Trust to obtain funding from those agencies. SHS targets May 2008 to secure all funding for the project. Subsequently, SHS will purchase a home and proceed with rehabilitation and conversion of the home to a senior residence. They hope to have the home complete in December 2008 with full rental by March 2009. A more detailed schedule is attached to their letter (Attachment 1).

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2. General Terms of Loan and Agreements:

At this stage in the funding process, this request is only for a commitment of funding from the RDA. RDA staff would then proceed to draft the formal agreements with SHS, which would be brought back to the RDA Board for approval.

Staff proposes that this loan mirror the terms contained in the previous loan to Project Match approved by the RDA Board in 2003. Those terms are summarized as follows:

- Loan term of 99 years at which time the loan will be due and payable in full or the property would revert back to the Town.
- 3% interest rate with deferred payments for the term of the loan.
- Units must be rented to seniors that qualify as a Very Low Income Household.
- Affordability restrictions will run for the 99-year period.
- Preference is given to seniors that live or work in Los Gatos.

These terms are similar to those used by other cities that have funded SHS projects.

3. Selection of Property:

Once SHS has secured all its financing, it can search for and enter into a contract to purchase a suitable home in Los Gatos. Typically, SHS tries to locate a home that can be modified to provide five bedrooms. Given the cost of housing near Downtown in the Redevelopment Project Area, it is likely that the home will be outside of the Project Area. When the RDA Board reviews the loan documents and agreements, staff will also include a resolution with findings to allow for Redevelopment Housing Funds to be expended outside of the Project Area, as allowed by Redevelopment Law.

When SHS has purchased a home, it will obtain building permits for any rehabilitation work. No conditional use permit is required, as State law preempts local government from regulating group homes of six or fewer individuals. However, SHS does conduct substantial outreach to the neighborhood in which the project will be located and the projects are generally well received once neighbors understand seniors will occupy the home.

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4. Consistency with Plans:

This request is consistent the following Town plans as summarized below:

- General Plan Housing Element: The Housing Element and Housing Element Appendix acknowledge the need for housing at various affordability levels and for senior housing. The Element states that population of seniors in the Town will increase 90 percent from 2000 to 2020.
- Redevelopment Plan and Redevelopment Law: State Redevelopment Law and the Redevelopment Plan require the expenditure of 20% of redevelopment tax increment revenues for affordable housing. The funding of the SHS request will fall within the timeframe required by State law for expenditure of monies from the Los Gatos RDA's Housing Fund.
- Redevelopment Implementation Plan: These funds would target low-income households as encouraged by the Implementation Plan and State Redevelopment Law.

The Plan and State law require that a minimum of 84.7% of the RDA Housing Fund expenditures target non-age restricted housing within the implementation period of 2002-2014. With approval of the subject loan, the RDA would be required to spend a minimum of roughly \$6,800,000 on non-senior housing. Staff sees no issues with this amount given the current Housing Fund balance of roughly \$6.2 million and roughly \$1.2 million in revenues deposited into the fund annually in this and future fiscal years.

CONCLUSION:

A funding commitment of \$777,700 to Senior Housing Solutions will facilitate a five unit, very low-income senior housing project. The project would be funded with monies from the RDA's Housing Fund that must be spent on affordable housing projects. The facility would utilize an existing house in Los Gatos and is anticipated to be operational in roughly one year. If this commitment is authorized, staff will return with the necessary agreements for Board approval in early 2008.

ENVIRONMENTAL ASSESSMENT:

Is not a project defined under CEQA, and no further action is required. A categorical exemption will need to be granted when the Agency Board considers the final loan agreements.

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FISCAL IMPACT:

Funding for this \$777,700 request would come from the Redevelopment Agency Housing Fund. The Fund has a current balance of approximately \$6.5 million.

Attachments:

1. Letter from Senior Housing Solutions

Distribution:

Bob Campbell, Senior Housing Solutions, 512 Valley Way, Milpitas, CA 95035

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Randy Tsuda Assistant Director of Community Development 110 E. Main Street Los Gatos, CA 95031

Dear Randy,

Thank you for taking time to meet with Chris and I on the 29th. This correspondence is intended to provide an overview of the Los Gatos Senior Group Residence Project and an initial request for financing support for the project.

Senior Housing Solutions (formerly Project Match) is planning to develop 5 units of affordable housing for extremely low-income seniors in the Town of Los Gatos. We are seeking approximately \$777,700 of support for the project from the Town of Los Gatos. We're targeting Redevelopment Agency funds for this purpose. The total cost of the project is estimated at just over \$1.3 million. A schedule of sources and uses is attached.

Brief Description of Senior Housing Solutions

The mission of Senior Housing Solutions (SHS) is simple: To develop affordable housing to help extremely low-income seniors improve their quality of life. Our innovative model combines housing, property management and case management to achieve positive health and quality of life outcomes for our residents (2005-2006 Findings and Outcomes is attached). Toady the Senior Group Residence Program provides 42 units of affordable housing for extremely low-income seniors in nine single-family homes throughout Santa Clara County (2 in Campbell, 2 in Sunnyvale, 2 in Santa Clara, 1 in San Jose, 1 in Los Gatos and 1 in Milpitas). The average age of current residents is 72 years; the average monthly income is \$935. Rent, including utilities, phone, cable and laundry facilities is just \$280 a month. Our web site is www.srhousingsolutions.org if you'd like more information.

The Los Gatos Senior Group Residence Project Description

For the Los Gatos Senior Group Residence Project we plan to purchase a 3-5 bedroom home and rehab it so that it is appropriate to house 5 extremely low-income independently functioning seniors. Rents would be held at 30% of the senior's income. Our target is Town of Los Gatos residents who are seniors and whose income is \$1,000 per month or less. We would propose to finance the project with a combination of funding sources including Los Gatos Redevelopment Agency, County of Santa Clara Office of Affordable Housing and the Housing Trust of Santa Clara County.

We've used this formula successfully in most of our Senior Group Residences mentioned above. For the Los Gatos Senior Group Residence Project we anticipate submittal an application for \$450,000 to the County Office of Affordable Housing (OAH) Urban County HOME/CDBG fund



program in January 2008. We will make our loan application to the Housing Trust for the project once we have a commitment from the Town of Los Gatos. Currently, for projects of the size proposed (5 units) the Trust will lend up to \$20,000 per unit. We have loans from the Trust on our last three projects; one in Campbell, one in Los Gatos and our most recent project in Milpitas. Should the rehab needs be more extensive than planned we would consider requesting a loan from the County of Santa Clara Rental Rehab Program. I have attached a history of our sources for acquisition and rehabilitation for our past seven projects for your information. All of the funds identified are grants or loans with repayment being either residual receipt or deferred simple interest and principle. Affordability periods range from 15 to 99 years.

The process is to obtain funding commitments for the project from the Town of Los Gatos Redevelopment Agency and Housing Trust (not later than October) and from the County during their usual CDBG/HOME grant cycle which usually begins in January with commitments in May. Once the commitment from the County is made we would apply for a Temporary Loan from Lenders for Community Development (we've obtained temporary loans from LCD for several of our other projects). Then we would go out on the market and purchase an appropriate single-family home. A detailed project schedule is attached.

Because we serve a senior population exclusively we require central heating with AC. We've discovered that it is possible to set up the HVAC system in zones within the house. This allows each resident to control the flow of heat or cool air into their room. Our floor plan design incorporates some of the concepts promoted by Christopher Alexander in "A Pattern Language" related to the grand room and casual contact between occupants. Therefore we look for a house in which the kitchen, dining room and family room are contiguous. It is also important that the floor itself is one elevation (no sunken living rooms etc). The kitchen always needs to be remodeled to be adequate for 5 individual adults to share. We also look at the overall condition of the house and property; the roof, internal and external paint, landscaping, available storage, condition of heating/cooling system, hot water heater, kitchen layout and other amenities that would both secure the major property maintenance for several years as well as make the house comfortable for 5 seniors to share. Overall we perform the necessary rehabilitation to bring the house and property up to the optimum condition. In this way we give ourselves the maximum number of years before any major repairs will be required. This in turn assists in predicting our operating costs well into the future. Of course the condition and floor plan of the specific property at the time of our purchase will dictate what needs to be done. We also look for property with adequate parking. On average 3 of 5 residents drive their own cars. Aside from the physical condition of the property we look for a house near a bus stop where food shopping is convenient and the neighborhood shows some pride of ownership.

Site Control, Acquisition and Rehabilitation

We will not have site control prior to a commitment of funds. What we will have is a ready market of single family homes. We will have researched the local market and the attached proforma is based on the current market in Los Gatos. Checking the multiple listing yesterday there were three properties under \$1.3 million that fit our criteria. The attached copy of the multiple listing for the property at 1590 Elwood Drive is an example of the type of property we would go and see. At \$965,000 it was the least expensive property on the current market that met our criteria. At 1,854 sq. ft. and single story with 4 existing bedrooms and 2 bathrooms we'd

want to see it with the following questions in mind: where could we put the 5th bedroom and 3rd bathroom? does the floor plan work? where is the bus stop and shopping? how's the neighborhood look? what is the overall condition of the property? Affirmative answers to these questions (along with funding commitments already in place) and a positive nod from our architect and contractor would result in an offer to purchase. We'd go through a purchase process just as a private buyer of a single-family home would do. We'd need to be able to work within the structure of a 30-45 day escrow period. An escrow account would be established and all the grant deeds and loan documents would be signed at the close of escrow and recorded. Construction would start within a month of the close of escrow and be completed within six months or less.

We've estimated rehabilitation at \$250,000 from the County CDBG/HOME program. There is some flexibility here because if we find a house that requires less work but is more expensive we can use some of the \$250,000 towards the purchase price. In the attached proforma we've assumed our usual rehabilitation activities which include re-model in add a bedroom and bathroom, new roof, gutters, double pane windows, window coverings, floor covering, interior and exterior paint, HVAC upgrade or modifications and kitchen remodel. Tenancy would begin within eight months of purchase and rent up would take up to three months depending on the market. We would do affirmative marketing within the Town of Los Gatos to ensure Los Gatos residents got the first shot at renting the new units. We would give Los Gatos residents priority during the initial rent up but would fill the house as soon as possible to meet operation costs. One question comes to mind; would the Town allow an increase to the footprint of the house to accomplish our 5 bedroom 3 bath goal? If not, could we use some of the garage space to accomplish our occupancy goal?

At some point during the process, to be determined by the Town, I will go out and walk the neighborhood introducing Senior Housing Solutions and letting neighbors know we will be adding our Senior Residence to their neighborhood. I have done this for our last 4 projects (in Sunnyvale, Campbell, Los Gatos and Milpitas) and have been very well received by the neighbors. In general they are glad to know independent seniors will be living next door and that Senior Housing Solutions is taking responsibility for the house and is available if any of the neighbors have any problems with our presence. We will hold an open house prior to occupancy and all the neighbors will be invited including guests from the Town and other supporters of the project and Senior Housing Solutions. In coordination with the Town we will seek out media coverage and other positive public relations activities.

The Project Meets Los Gatos Affordable Housing Objectives

Our proposed Los Gatos Senior Group Residence Project fits very well with the Town's affordable housing objectives for the following reasons:

- 1. Our project would positively impact your Adequate Land Inventory objectives in that we could complete a project by the end of 2008 and we would not use up any vacant land to accomplish this. The 5 units we would produce would be for Very Low Income (50% of the median) seniors.
- 2. Our model fits your BMR Program objectives in that it would produce 5 of the planned units.

- 3. The proposed project is consistent with the Housing Element/Community Benefit policy
- 4. Considering that we intend to rehabilitate the property our project would help the Town meet some of its Housing Conservation Program objectives.
- 5. The project fits well within the Redevelopment Housing Set-Aside Funds/In-Lieu Fees objectives.

Thank you for taking time to consider our proposed project. I really hope you find our project worthy of your support and the support of the Town of Los Gatos. Our brochure is attached for more information. I'll make contact with you the week of July 23 as I will be out of the office on vacation between July 9 and July 20.

Very truly yours,

Bob/Campbell

Executive Director

SENIOR HOUSING SOLUTIONS LOS GATOS SENIOR GROUP RESIDENCE PROJECT SOURCES AND USES

4 Bedroom 2 Bath acquisition with rehab into 5 Bedroom, 3 bath home

	Town of Los Gatos	LCD Temporary Urban Cnty CDBG/ HOME	Housing Trust of SCC	Senior Housing Solutions	TOTALS
Acquisition	694,000	193,000	78,000		965,000
Rehabilitation		250,000	0		250,000
Closing Costs & Fees 86,075	70,400	7,000	8,675	0	86,075
inspections & permits 3,275			3,275		3,275
escrow & title 5,400	5,000		400		5,400
prepaid insurance 1,900	1,900				1,900
perm loan admin fees 5,000			5,000		5,000
temp loan fees & interest 7,000		7,000			7,000
Developer Fee (approx. 5%) 63,500	63,500				63,500
Vacancy reserve 4,500				4,500	4,500
Start-up 26,825	13,300	0	13,325	200	26,825
program supplies 2,035			2,035		2,035
communications & cable 5 500	500				500
Equipment/House Furnish purchase 6,050	1,060		4,990		6,050
Contract services incl. A & E 16,500	10,000		6,300	200	16,500
utilities 1,740	1,740				1,740
TOTAL	777,700	450,000	100,000	4,700	1,332,400
STATUS OF FINANCING	Committed	Committed	Committed	Committed	
TYPE OF FINANCING	Grant	*Loan	Grant	Cash	_

^{*} LOAN REQUIREMENTS - All loans will be deferred or residual receipts. Affordability period to be determined

Temporary Loan uses and costs and permanent take-out sources

REVENUES		EXPENSES	
Rental Income (5rms @ 300)	18,000	Personnel	5,000
Grants & Contributions	5,000	Professional	0
5% Vacancy Allowance	-1,150	Supplies (incl phone & bkgrnd chks)	600
		Occupancy	15,157
TOTAL REVENUE	21,850	Equip	0
	•	Printing	0
		Reserves(5%)	1,093
		Other	0
		Total Expenses	21,850
		Revenue/Expenses	1

Senior Housing Solutions Acquisition/Rehabilitation Sources Spreadsheet for Los Gatos Senior Group Residence Project

Project	Date	Sources	Acquisition Cost	Initial Rehab Cost
Fairlands Ct City of Campbell 4 bdrm 2bath added 1 bdrm 1 bath	1993	City of Campbell Redevelopment CDBG	\$324,970	\$33,000
& rehab to turn key		County of Santa Clara HOME		
Homestead Rd City of Santa Clara 4 bdrm 2 bath rehab to turn key	1993	City of Santa Clara Redevelopment HOME	\$257,406	Rehab work done by City Public Works Dept.
Klee Ct. City of Sunnyvale Duplex 5 bdrm 3 bath Rehab to turn key	1994	City of Sunnyvale CDBG HOME	\$356,184	\$25,066
Wolfe Rd City of Sunnyvale 3 bdrm 1 bath added I bdrm 1 bath & rehab to turn key	1997	City of Sunnyvale HOME City of Mt. View HOME	\$315,257	\$45,000
		City of Los Altos Hills CDBG (Grant)		
		City of Los Altos CDBG		
Pollard Rd City of Campbell 3 bdrm 2 bath added 2 bdrm 1 bath	2001	City of Campbell Redevelopment CDBG	\$450,000	\$197,059
& rehab to turn key		County CDBG Rental Rehab Program		
		Housing Trust		
Blossom Hill Town of Los Gatos 5 bdrm 3 bath Rehab to turn key	2003	Town of Los Gatos Redevelopment CDBG	\$564,000	\$159,150
. Island to tarri noy		Housing Trust		
		County of Santa Clara HOME CDBG Rental Rehab Program		

Senior Housing Solutions Acquisition/Rehabilitation Sources Spreadsheet for Los Gatos Senior Group Residence Project

Project	Date	Sources	Acquisition Cost	Initial Rehab Cost
Vasona City of Milpitas 5 bdrm 3 bath Rehab to turn key	2006	City of Milpitas Redevelopment (Grant) CDBG (Grant) Rental Rehab (Grant)	\$715,000	\$372,000
		Housing Trust		
		County of Santa Clara HOME Rental Rehab Program		

LOS GATOS SENIOR GROUP RESIDENCE PROJECT

Detailed Project Schedule at Signing of Contract with Ouellette & Sons July 3, 2007

ACTIVITY	TARGET DATE
Make initial contact with Town of Los Gatos about Senior Housing Solutions	July 2007
interest in developing a Senor Group Residence Project	Done
Follow-up with information requested	July 2007
•	Done
Request Funds from Redevelopment Funds for the Project	Done
	July 2007
Apply for additional funding for the Project (Other Los Gatos Funds, Housing Trust)	August – September 2007
Obtain funding commitments from Los Gatos Redevelopment Agency (and/or other Los Gatos sources)	October 2007
Obtain commitment or letter of interest in funding from Housing Trust	October 2007
Apply for County CDBG / HOME funds	January 2008
Apply for Temporary Bridge Loan from Lenders for Community Development	February 2008
Obtain funding Commitment from County HOME/DCBG	May 2008
Obtain commitment for loan from LCD	May 2008
Make offer on a 4-bdrm, 2-bath single-family home	June 2008
Complete architectural drawings and submit for permits as needed, determine final cost of rehab, Select contractor	July 2008
Close Escrow	August 2008
Secure remainder of funding for project	August 2008
Drawings approved, permits issued, begin construction	September 2008
Begin affirmative marketing in Town of Los Gatos	November 2008
Complete construction, final inspections, certificate of occupancy issues	December 2008
Furnish house, begin rent up, begin social worker functions	December 2008
Take out Temporary Bridge Loan with permanent financing	December 2008
100% rent up	March 2009
Ongoing property management, case management	Ongoing



RESULTS FROM RESIDENT EVELAUTION OF SERVICES FY 2005-2006

The mission of Senior Housing Solutions is to develop affordable housing to help extremely low-income seniors improve their quality of life. The Senior Group Residence Program is an innovative model combining housing, property management and case management to achieve positive health and quality of life outcomes for seniors with less than \$12,000 annual income.

By providing the primary stabilizing factor in a senior's life – housing that they can afford – within a comprehensive program that addresses continued housing security, safety, reduced dependence on family members, increased access to needed services, maintained disposal income, improved social support, daily household and community interaction and emotional support from peers and professional staff the Senior Group Residence Program makes a positive impact on the economic, social, health and psychological needs of our residents.

Following are key findings and outcomes achieved through the Senior Group Residence Program during FY 2005-2006 as measured by the Resident Evaluation of Services:

Findings

- 91% of residents have moved into the Senior Group Residence Program from temporary housing i.e. shelter, with family or friends, or other temporary housing
- 4% of residents who have moved into the Program lived at their prior residence for 3 or more years
- 54% of residents have maintained stable housing in the Senior Group Residence Program for 3 or more years

Outcomes

- 74% of residents report that their life has improved since moving into the Senior Group Residence Program
- 86% of our residents report there is another resident in the house to confide in when troubled
- 96% of our residents report their physical health is better after moving into the Senior Group Residence Program
- 100% of our residents have been able to maintain or increase their physical activity
- 100% of residents feel safe living in the house while 82% report their sense of safety has improved since they moved into the Senior Group Residence Program

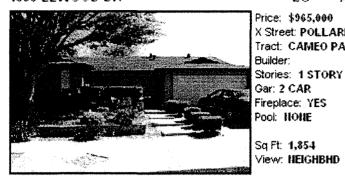


July 02, 2007

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Photo Report

1590 ELWOOD DR



LG Area 15 County SCC

DOM: 73

CDOM: 73

Price: \$965,000 X Street: POLLARD Tract: CAMEO PARK WEST

#Bath: 2 Age: 41

#Bed: 4

Status: ACTIVE Zonina: R16

MIs# 720716

APN#: 403-47-012

Barclay: Pg. 75 Hz.27 Vt. 57 Thomas: Pg. 872 Grid J1 Appx.Lot Size: 5663 SF

Lot Description

Schools

4500+ - €500 SF LEVEL LOT

ES 59 ED 454 MS 63

PATIO FEHCED YARD

HS 242

Type: DETACHED

Style: TRADITIONAL

Heating/Cooling

HD 473

Dining SEP DR SEP FR Rooms LAUID-IIISIDE

GAS HEAT CENTL FORCD AIR

Dimensions MB

DR KT

HO COOLING

FR LR

TASTEFULLY UPDATED 4 BDRM 2 BATH HOME W/ORIGINAL OWNER, A++ SCHOOLS PAINTED INSIDE & OUT HARDWOOD FLOORS. KITCHEN HAS BEEN UPDATED WITH NEW CABINETS AND COUNTERS, FURNACE IS 7 MO, OLD, LY ROOM OPENS UP TO A LRG PATIO. BY APPT, ONLY CALL LISTING AGENT AT (408) 398-0660 To SCHEDULE AN APPT>

Century 21-Alpha

408-354-7999

Fax: 408-354-7774 APPT ONLY

NO KEYSAFE EXCL RIGHT(ER) Listing Type Desc.: L.Fordyce& M.Murano Occupied By: 0 MS. SULLIVAII 408-398-0660 408-370-2266 CR: 3%

Tour 1: 04/25/07 Tour 2:

LD: 04/20/07 XD: 08/02/07