



**LOCAL GOVERNMENT SPECIAL NEEDS HOUSING PROGRAM (“SNHP”)
SNHP FINANCING APPLICATION**

**ATTACHMENT A
LOCAL GOVERNMENT CERTIFICATION**

MENTAL HEALTH AGENCY NAME (“MHA”): _____

DEVELOPMENT NAME (“PROJECT”): _____

SITE ADDRESS: _____

- Rental Housing Project (5+ units); or
- Shared Housing (1-4 units where bedrooms are individually leased)

Number of SNHP Regulated Units (or bedrooms if Shared Housing): _____

Total rental units in this development proposal (including SNHP Regulated Units): _____

SECTION A: MHA RECOMMENDED FINANCING

SNHP Financing Offered by MHA	Maximum Dollar Amount	\$ Amt. per SNHP Regulated Unit	Approx. Term (years)
Capital Loan (20 - 55 yr. term)	\$	\$	
Capitalized Operating Subsidy Reserve (COSR)* (17+ years)	\$	\$	

**CalHFA requires each COSR to be sized to last a minimum of 17 years and the Developer is expected to fund any shortfall (unless waived by the MHA and described below in Section G). Show only a “COSR Approx. Term” if the Developer is required to fund the entire COSR. Leave the COSR line blank if no COSR is provided or required to subsidize the rents of the SNHP Regulated Units.*

SECTION B: OPERATING SUBSIDIES AVAILABLE TO SNHP REGULATED UNITS

Summary of SNHP Regulated Unit Subsidies - by Unit Size	Enter the Number of Units by Size			
	Studio or Single Bedroom	One Bedroom	Two Bedroom	Three Bedroom
COSR Assisted Regulated Units:				
Other - Describe:				

SECTION C: MHA REQUIRED FEES AND RESERVES (IF APPLICABLE):

1% Local Government Application Fee (due at loan closing): Required Not Required

Developer shall fund a 3 year MHA Client Rent & Utility Reserve*: Required Not Required

**Not necessary if SNHP units are subsidized by other than COSR funds or if the MHA has other funds available to cover minimum rent and utility payments while MHA residents wait to get qualified for SSI/SSP.*

SECTION D: DEVELOPMENT PROPOSAL ANALYSIS:

The MHA has reviewed the Project development proposal and prior to recommending financing, has analyzed, evaluated, or addressed each of the following:

- We have reviewed the entire Development team and Property Management firm's experience developing, operating, or managing permanent supportive housing;
- We have reviewed the proposed Project design to ensure it meets the needs of the proposed population (i.e. Project amenities, furnishings, onsite supportive service offices or areas, and community space with handicap bathrooms – if applicable);
- We have confirmed the SNHP unit rents won't exceed 30% of Area Median Income (unless special circumstances warrant a waiver as described below in Section G);
- We have advised the Developer and they understand that SNHP units subsidized by COSR require minimum rent payments that are the higher of a) 30% of SSI/SSP - less utilities unless included in rent; or b) 30% of household income; - less a utility allowance unless included in the rent;
- We have confirmed the SNHP Regulated Units include living, sleeping, and kitchen areas, and full bathroom(s) consisting of a toilet, sink and shower and/or bathtub. The kitchen area, at a minimum, has a sink, refrigerator, cupboard space, counter area, microwave and/or oven (depending on unit size), and a two-burner stove or built-in cook top. We have also advised the Developer whether they need to furnish the SNHP regulated units;
- We have advised the Developer that any SNHP regulated units operated as shared housing, require lockable bedrooms as bedrooms are rented individually to MHSA eligible clients;
- We will regularly verify the MHA's fund account balance with CalHFA and maintain our own fund balance reports and track Project specific allocations of funds. Prior to submittal of this SNHP Application to CalHFA, we verified that CalHFA has sufficient funds in our SNHP account to cover the proposed financing for this Project and all previously submitted and active SNHP financing requests.

SECTION E: COMMITMENT TO PROVIDE MENTAL HEALTH SERVICES:

For the duration of the SNHP Loan the MHA commits to provide, or contract and pay for, the mental health supportive services described in our approved Supportive Service Plan for the MHSA eligible clients occupying SNHP regulated units in this Project (a draft of which is attached hereto as Attachment A-1 to the SNHP Financing Application).

The Project's final approved Supportive Service Plan shall include:

1. A detailed Project description with unit amenities and a description of any special design requirements necessary to meet the needs of the targeted MHSA residents;
2. A description of the eligible MHSA client population (TAY, Family or Seniors);
3. A description of any permissible occupancy **preferences** that may be given to a particular sub-class of MHSA eligible clients (i.e. (i.e. veterans, the chronically homeless, etc.)
4. A description of any permissible occupancy **restrictions** that may overlap the SNHP Regulated Units and impose more stringent occupancy requirements to a specific sub-class of MHSA clients (i.e. veterans, the chronically homeless, etc.);
5. A tenant selection plan and tenant eligibility certification requirements;
6. A waiting list referral process and parameters for establishing new or updated waiting lists; and
7. A summary of the mental health supportive services funded by MHA for the Project's MHSA residents.

SECTION F: FAIR HOUSING CERTIFICATION:

The MHA has selected and approved financing for this Project and acknowledges and understands the following:

- That CalHFA **is not** reviewing the Project or proposal for compliance with state or federal fair housing or non-discrimination laws, including without limitation the Fair Housing Act, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act, which may apply to the Project.
- That state and federal fair housing and non-discrimination laws may impact occupancy restrictions imposed by the SNHP, or other funding regulatory provisions that the MHA has agreed to allow the Developer to overlay the SNHP regulated units (per Attachment B-1 to the SNHP Application).
- Changes in interpretations or enforcement of state or federal fair housing or non-discrimination laws or regulations may result in CalHFA making changes to the SNHP loan documents to ensure compliance.
- Unless required by the MHA, such changes to the SNHP loan documents will not trigger a request by CalHFA for an early loan payoff of either principal or accrued interest.

SECTION G: PROJECT COMMENTS / WAIVERS / OR CONDITIONS OF FUNDING:**SECTION H: MHA FINAL CERTIFICATION:**

I hereby certify under penalty of perjury that I am the official responsible for the administration of local Behavioral or Mental Health Services ("Local Government"), that this proposal does not result in the supplantation of funds as set forth in Welfare and Institutions Code Section 5891, and that to the best of my knowledge and belief, all statements on this form are true and correct.

Local Government Authorized Representative:

By: _____ Date Signed: _____

Name: _____

Title: _____

Agency Name: _____

Attachment: A-1 - Draft Supportive Service Plan (final required prior to SNHP Loan closing)