

EXHIBIT F
NOTICE TO PROCEED
Peoples Place County of Ventura

Pursuant to the Master Standard Agreement ("Agreement") entered into on the 13th day of November 2020, by and between the California Department of Housing and Community Development ("Department") and the County of Ventura ("Subrecipient"), this NOTICE TO PROCEED ("NTP") is entered into on this 3rd day of March 2022. This NTP sets forth specific details concerning the individual project proposed by Subrecipient for the multifamily affordable housing development located at 710 West Harvard Blvd, Santa Paula, Ca 93060 consisting of 69 affordable housing units ("Project") and related activities undertaken for the development of affordable multifamily housing units by Subrecipient, as required. This Project is subject to, and hereby incorporates by this reference, the terms of the Agreement and is subject to the overall program funding allocation amount for Subrecipient as determined by the Department and set forth in the Agreement. There may be other projects either already existing under the Agreement, or that may be proposed in the future. The budget for this Project, when added together with the total cumulative budget of all existing Approved Projects for Subrecipient, may not exceed the total funding allocation for Subrecipient identified in Exhibit A, Section 2(A) of the Agreement.

1. **Project Details**

Project Name: Peoples Place

Developer Name: Peoples' Self Help Housing Corporation

Project Address: 710 West Harvard Blvd, Santa Paula, Ca 93060

Project Description: People's Place is a proposed new construction, large family affordable housing development located in Santa Paula. People's Place will provide 68 new housing units for low- and extremely low-income families, including 21 units for farmworkers, and one unit for an on-site manager.

The proposed site plan consists of two separate three-story buildings with interior courtyards and common open space areas connected via walking paths and drought-tolerant landscaping. Laundry rooms will be included on each floor of the two buildings. The development will also include a community building, including a kitchen, staff offices and a learning center, and a large outdoor courtyard area with shaded seating areas, picnic tables, BBQs, and two playgrounds.

3. Project Budget and Project Scope of Work

- A. The Project shall follow the budget and scope of work (hereinafter "Project Work") as described in the Project application, which is on file at the Department, Division of Financial Assistance, 2020 West El Camino Avenue, Sacramento, California and which is incorporated herein by reference.

Total Development Cost: \$35,737,977

Total DR-MHP Allocation: \$1,000,000.00

Total Activity Delivery Allocation: \$28,889.00

- B. All written materials or alterations submitted as addenda to the original Project Application and which are approved in writing by the Department Contract Coordinator, as appropriate, are hereby incorporated as part of the Project Application. The Department reserves the right to require the Subrecipient to modify any or all parts of the Project Application in order to comply with DR-MHP, federal and/or state regulations or requirements.
- C. Any proposed revision to the Project Work must be submitted in writing for review and approval by the Department and may require an amendment to this NTP. Any approval shall not be presumed unless such approval is made by the Department in writing in its sole and absolute discretion.
- D. Subrecipient shall withhold as retainage 10% of all DR-MHP funded Developer payments. No retainage payments shall be released to the Developer or reimbursed to the Subrecipient until receipt and approval by the Department of all required Approved Project completion documents identified in Exhibit B, Section 6 herein.

4. Project Schedule

Milestone	Date
Close Construction Loan	March 3, 2022
Obtain Building Permits	March 3, 2022
Execute Contract with General Contractor	March 3, 2022
Begin Construction	April 1, 2022
Complete Construction	October 1, 2023
Initial Occupancy	April 1, 2024

- 1) Monthly Activity Report: Subrecipient must submit a Monthly Activity Report that addresses the following, at a minimum: (1) a description of the current status of the Collective Work, including number of units leased, and Households assisted; (2) a description of activities to be undertaken in the next reporting period; (3) a description of problems or delays encountered in Collective Work and course of action taken to address them; (4) a description of actions taken to achieve Collective Work expenditure deadlines; and (5) a summary of Collective Work fiscal status, including award amount, funds drawn, and remaining balance. Unless otherwise waived in writing by the Department, Monthly Activity Reports must begin on the 1st calendar day of the second month following execution of this Agreement and must continue through the receipt and approval by the Department of the Project Completion Report, detailed below.
- 2) Monthly Program Income Report: Program Income, if identified as a funding source for any Approved Project, must be included in the Project budget and must be substantially expended prior to drawing Grant Funds. During the term of this Agreement, if Program Income is generated, the Subrecipient must submit a Monthly Program Income Report certifying the amount of Program Income generated, retained and expended. Program Income remaining at the end of each quarter and at the expiration of this Agreement in excess of \$35,000 must be remitted to the Department.
- 3) Semi-Annual Labor Standards Report: During the term of construction for each Approved Project, each April 1st and October 1st, the Subrecipient must submit the Labor Standards Cover Memo, the HUD Form 4710 and the Davis Bacon Labor Standards Report 5.7 (if applicable). These forms are located on the Department website and are also available upon request.
- 4) Project Completion Report: At the completion of construction and once a Project is placed in service, the Subrecipient must submit a Project Completion Report that includes the total number of units built and leased, affordable units built and leased, DR-MHP units built and leased, an accomplishment narrative, and the tenants names, demographics and income for each DR-MHP unit.
- 5) Annual Beneficiary Report: Once a Project is placed in service and through the Affordability Period described in Exhibit D, section 4 of this Agreement, the Subrecipient must submit an Annual Beneficiary Report providing the tenants names, demographics, and income for each DR-MHP unit.

By signing below, Subrecipient acknowledges and agrees to all terms and conditions of this Notice to Proceed. All terms and conditions set forth herein are deemed fully incorporated into and made a part of the Agreement.

Authorized Signatory:

Christy Meadows
County of Ventura

3/3/22
Date

Sr. Deputy Executive Officer
Signatory Name and Title

Authorized Signatory:

Jessica Hayes

3/4/2022
Date

Department of Housing and Community Development

Jessica Hayes, Federal Recovery Branch Chief
Signatory Name and Title