

**NOTICE TO PROCEED**

**1297 Park Avenue, County of Butte**

Pursuant to the Master Standard Agreement (“Agreement”) 20-DRMHP-00008 entered into on the 1st day of May 2021, by and between the California Department of Housing and Community Development (“Department”) and the County of Butte (“Subrecipient”), this NOTICE TO PROCEED (“NTP”) is entered into on this 30th day of August 2021. This NTP sets forth specific details concerning the individual project proposed by Subrecipient for the multifamily affordable housing development located at 1297 Park Ave. Chico, CA 95928 consisting of fifty-eight (58) 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.

**1. Project Details**

Project Name: 1297 Park Avenue

Developer Name: Park Avenue Housing Partners LP

Project Address: 1297 Park Avenue, Chico, CA 95928

Project Description: 1297 Park Avenue is a 59-unit Special Needs, affordable, multi-family housing project in the City of Chico. The project will consist of 58 residential units (plus one manager’s unit) of stacked apartments in a single four-story building, consisting of 20 studios, 30 one-bedroom, and 9 two-bedroom units. The project will be constructed on a 1.15-acre two-parcel site at 1297 Park Avenue.

Project Approval Date: July 6, 2021

Unit Mix:

No. of BR	DR-MHP Assisted Units	Restricted (including DR-MHP Assisted) Units	Non-Restricted Units	Total Units	Rent	Utility Allowance	Net Rent (gross - util. allw.)	Annual Net Rent	Income Limit
0	2	10		10	\$366.00	\$17.18	\$348.82	\$41,858.40	30% AMI
1	1	8		8	\$392.00	\$22.52	\$369.48	\$35,470.08	30% AMI
2	1	1		1	\$471.00	\$31.79	\$439.21	\$5,270.52	30% AMI
0		5		5	\$488.00	\$17.18	\$470.82	\$28,249.20	40% AMI
1		15		15	\$523.00	\$22.52	\$500.48	\$90,086.40	40% AMI
2		3		3	\$628.00	\$22.52	\$605.48	\$21,797.28	40% AMI
0		2		2	\$610.00	\$17.18	\$592.82	\$14,227.68	50% AMI
1		4		4	\$653.00	\$22.52	\$630.48	\$30,263.04	50% AMI
2		1		1	\$785.00	\$31.79	\$753.21	\$9,038.52	50% AMI
1		3		3	\$719.00	\$22.52	\$696.48	\$25,073.28	55% AMI
0		3		3	\$732.00	\$17.18	\$714.82	\$25,733.52	60% AMI
2		3		3	\$942.00	\$31.79	\$910.21	\$32,767.56	60% AMI
3			1	1	-	-	-	-	Mngr. Unit
<b>Totals</b>	<b>4</b>	<b>58</b>	<b>1</b>	<b>59</b>				<b>\$359,835.48</b>	

**2. 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: \$25,002,882

Total DR-MHP Allocation: \$659,000.00

DR-MHP Activity Delivery: \$16,221.00

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

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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.

**3. Project Schedule**

Anticipated Construction Start Date: September 10, 2021

Anticipated Construction Completion Date: March 1, 2023

Anticipated Date of Stabilized Occupancy: October 1, 2023

**4. Project Performance Milestones**

- A. Subrecipient shall record in the applicable County Recorder's office the DR-MHP Regulatory Agreement, substantially in the form provided by the Department, against the Project before construction begins but not more than 180 days subsequent to the issuance of a Notice to Proceed by the Department. The DR-MHP Regulatory Agreement shall have priority over other liens, encumbrances and other matters of record except as may be approved by the Department. Exceptions to the position of the DR-MHP Regulatory Agreement must be approved in writing and in advance by the Department.
- B. Subrecipient shall execute a Development Agreement (defined below) with the Developer no later than **8/30/21**.
- C. All DR-MHP units must be leased to qualified households within 18 months of construction completion (as identified by a Certificate of Occupancy from the local permitting agency) or by March 1, 2025, whichever comes first.

**5. Development Agreement**

Upon execution of this Notice to Proceed, Subrecipient shall enter into a development agreement with the Project Developer ("Development Agreement"). The Development Agreement shall include a Rider to Development Agreement, substantially in the form to be provided by the Department.

The Developer entity specified in section 1 above shall not be removed or substituted with a different Developer entity without the prior written consent of both the Department and Subrecipient, and the Development Agreement shall contain a provision to this

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effect. No Developer may be listed on any state or federal debarment list and must be in good standing with the Department and the State of California.

**6. Reporting Requirements**

- A. Subrecipient must timely submit the reports prescribed below. The Department reserves the right to request additional detail and support for any report made. Reports must be made according to the dates identified, in the formats provided by the Department and via the Department's Grants Network unless otherwise specified at the discretion of the Department. The Subrecipient's performance under this Agreement will be assessed in part on whether it has submitted the reports on a timely basis.
- 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 10<sup>th</sup> 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 1<sup>st</sup> and October 1<sup>st</sup>, 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.

**7. Special Conditions**

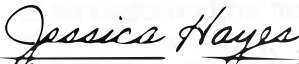
- A. Subrecipient will develop and implement long-term monitoring policies and procedures in conjunction with technical assistance from the Department. Subrecipient will submit long-term monitoring policies and procedures to the Department for review and approval in advance of the Department's reimbursement of any expenses made towards the Project.
- B. Subrecipient will work with the Developer to submit a revised Affirmative Marketing Plan to the Department that includes plans to conduct specific outreach and marketing efforts to wildfire disaster survivors. Subrecipient will submit the revised Affirmative Market Plan to the Department for review and approval in advance of the Department's reimbursement of any expenses made towards the Project.
- C. The Environmental Review Record prepared by Subrecipient, pursuant to 24 CFR 58.38, included specific mitigation measures necessary to achieve a Finding of No Significant Impact on the environment. Subrecipient shall monitor the project development and shall incorporate provisions in its written agreements with developers and contractors, as appropriate, to ensure timely implementation of obtaining flood insurance, noise abatement and control, and contamination and toxic substance mitigation measures. Subrecipient shall also collect, review, and maintain documentation evidencing completion of the required mitigation measures as part of its Environmental Review Record.
- D. **Project Financing.** All other sources of funding (whether in the form of loans, grants, and/or tax credits) that are needed to complete the Approved Project must be remain fully committed and available to complete construction of the Approved Project as contemplated by the terms of the Agreement and this NTP. The obligation of the Department to fund any amounts, whether in the form of reimbursements or otherwise, under the Agreement and this NTP is expressly conditioned on the continuing satisfaction of the foregoing lending condition.

8. 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:

  
\_\_\_\_\_  
County of Butte  
8/25/21  
\_\_\_\_\_  
Date  
Michael Tickett  
\_\_\_\_\_  
Signatory Name and Title

Authorized Signatory:

  
\_\_\_\_\_  
California Department of Housing and Community Development  
8/26/2021  
\_\_\_\_\_  
Date  
Jessica Hayes, Disaster Recovery Branch Chief  
\_\_\_\_\_  
Signatory Name and Title