



NOTICE OF WORK SESSION

In accordance with §38-431.01 of the Arizona Revised Statutes of the State of Arizona, notice is hereby given to the Members of City Council and to the general public that the Mayor and Council of the City of San Luis, Arizona, will hold a Work Session meeting at 6:30 p.m., Wednesday, September 2, 2020. The Work Session will take place at the City Council Chambers, located at 1090 E. Union Street, San Luis, Arizona, 85349.

In accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, the City of San Luis does not discriminate on the basis of disability in the admission of or access to, or treatment of employment in its programs, activities, or services. For information regarding rights and provisions of the ADA or Section 504, or to request reasonable accommodations for participation in City programs, activities or services contact: ADA/Section 504 Coordinator, City of San Luis Human Resources Department, 1090 E. Union Street, San Luis, Arizona, 85349; (928) 341-8520.

Notice is hereby given that pursuant to A.R.S. §1-602.A.9, subject to certain specified statutory exceptions, parents have a right to consent before the State or any of its political subdivisions make a video or audio recording of a minor child. Meetings of the City Council are audio and/or video recorded, and, as a result, proceedings in which children are present may be subject to such recordings. Parents in order to exercise their rights may either file written consent with the City Clerk to such recordings, or take personal action to ensure that their child or children are not present when a recording may be made. If a child is present at the time a recording is made, the City will assume that the rights afforded parents pursuant to A.R.S. §1-602.A.9 have been waived.

THIS NOTICE IS GIVEN BY:

/s/ Sonia Cornelio, City Clerk

AVISO DE SESION DE TRABAJO

De acuerdo con los Estatutos del Estado de Arizona A.R.S. §38-431.01, se le informa a los miembros del Cabildo y al público en general que el Alcalde y el Cabildo, tendrán una Sesión de Trabajo a las 6:30 p.m., el día Miércoles, 2 de Septiembre del 2020. La junta se llevará a cabo en la Sala del Cabildo, ubicada en el 1090 E. Union Street, San Luis, Arizona, 85349.

De acuerdo con el Acta de Americanos con Discapacidades y la Sección 504 del Acta de Rehabilitación del 1973, la Ciudad de San Luis, Arizona no discrimina por causa de discapacidad la admisión y acceso a sus programas, actividades, servicios o en el trato en cuanto a empleo. Para más información referente a derechos y provisiones del Acta de Americanos con Discapacidades o Sección 504, o para solicitar adaptaciones que sean razonables para la participación en programas, actividades o servicios de la Ciudad, contactar al: Coordinador del Acta de Americanos con Discapacidades/Sección 504, Departamento de Recursos Humanos de la Ciudad de San Luis, Arizona, ubicado en el 1090 E. Union Street, San Luis, Arizona, 85349; (928) 341-8520.

Por medio de este aviso y de acuerdo con los Estatutos del Estado de Arizona A.R.S §1-602.A.9, sujeto a ciertas excepciones reglamentarias, los padres de familia tienen el derecho de dar el consentimiento ante el Estado o cualquiera de sus subdivisiones políticas para hacer una grabación de audio o video de su hijo menor de edad. Las juntas del Cabildo se graban en audio y/o video y como resultado, el hecho de que haya menores presentes puede ser sujeto a que sean grabados. Para que los padres de familia puedan ejercer sus derechos pueden dar el consentimiento por escrito con la Secretaria de la Ciudad a tal grabación, o tomar acción personal para asegurarse que su hijo menor no esté presente cuando la grabación se lleve a cabo. Si un menor de edad está presente en el momento de la grabación, la Ciudad asumirá que los padres de familia están cediendo los derechos sobre una posible grabación de acuerdo con los Estatutos del Estado de Arizona A.R.S. §1-602.A.9.

ESTE AVISO ES DADO POR:

/f/ Sonia Cornelio, Actuaría de la Ciudad



AGENDA
Work Session
San Luis City Council
San Luis Council Chambers
1090 E. Union Street
San Luis, AZ 85349
September 2, 2020
6:30 p.m.

The September 2, 2020 Work Session, for the safety of the public during the COVID-19 pandemic, will not have in-person attendance for members of the public.

However, members of the public may listen to the meeting's live audio stream on the City of San Luis' website <https://sanluisaz.gov/listenlive>. Recordings of the meetings will be available on the City's website <https://sanluisaz.gov/listenlive> after the meeting.

Open meetings conducted remotely through technological means are permissible under the March 13, 2020, Arizona Attorney General opinion titled, "Re: Concerns Relating to Arizona's Open Meeting Law and COVID-19" and following the Mayor's March 18, 2020, Continued Declaration of Emergency and Amended Order-Coronavirus Disease-19 and City Council's Order 2020-7 which closed all city buildings and facilities (except the Municipal Court) to public access.

Por la seguridad del público durante la pandemia COVID-19, no habrá asistencia en persona para los miembros del público en la sesión de trabajo del 2 de Septiembre del 2020.

Sin embargo, los miembros del público pueden escuchar el audio en vivo de la reunión transmitido en el sitio web de la Ciudad de San Luis <https://sanluisaz.gov/listenlive>. Las grabaciones de las reuniones estarán disponibles en el sitio web de la Ciudad <https://sanluisaz.gov/listenlive> después de la reunión.

Las reuniones abiertas realizadas de forma remota a través de medios tecnológicos están permitidas bajo la opinión del Fiscal General de Arizona del 13 de marzo de 2020 titulada "Re: Preocupaciones relacionadas con Open Meeting Law de Arizona y COVID-19" y después de la Declaración de Emergencia Continua del 18 de marzo de 2020 del alcalde y Orden modificada-Enfermedad de Coronavirus-19 y Orden del Ayuntamiento 2020-7 la cual cerró todos los edificios e instalaciones de la ciudad (excepto en la Corte Municipal) al acceso público, para proteger la salud y la seguridad pública y reducir la transmisión de la Enfermedad de Coronavirus 2019 (COVID- 19).

PLEASE TAKE NOTICE THAT MEMBERS OF THE CITY COUNCIL WILL ATTEND EITHER IN PERSON, TELEPHONE, OR VIDEO CONFERENCE COMMUNICATION; THE MAYOR OR ACTING MAYOR FOR THIS MEETING MAY CHANGE THE ORDER OF THE ITEMS.

1. CALL TO ORDER/ROLL CALL

2. ITEMS FOR DISCUSSION ONLY:

2. A. Discussion and possible directions to staff on any and all matters regarding the approval of a contract with the non-profit corporation, Comité de Bien Estar, Incorporated, for the Off-Road Expo event in San Luis, Arizona for Fiscal Year 2020-2021. **(Tadeo A. De La Hoya, City Manager, and Francia Alonso, Assistant to Council/PIO)**

2. B. Discussion and possible directions to staff on any and all matters regarding the purchase of a new ambulance. **(Angel Ramirez, Fire Chief)**

2. C. Discussion and possible directions to staff on any and all matters regarding Resolution No. 2139. A resolution of the Mayor and Council of the City of San Luis, Arizona, in support of the family development project "Valley View Apartments" financed through an award of low-income housing tax credits (LIHTC) from the Arizona Department of Housing. **(Jenny Torres, Economic Development Manager)**

3. **ADJOURNMENT**

IN THE EVENT A MAJORITY OF THE COUNCIL IS NOT PRESENT, AN INFORMAL WORK SESSION MAY BE HELD.



AGENDA ITEM REVIEW FORM

Work Session

2. A.

Meeting Date: 09/02/2020

Department Head: Tadeo A. De La Hoya, City Manager, Administration

Submitted By: Francia Alonso, Assistant to Council/PIO, Administration

Action Requested: Discussion Item - No Action to be Taken

ITEM:

Discussion and possible directions to staff on any and all matters regarding the approval of a contract with the non-profit corporation, Comité de Bien Estar, Incorporated, for the Off-Road Expo event in San Luis, Arizona for Fiscal Year 2020-2021. **(Tadeo A. De La Hoya, City Manager, and Francia Alonso, Assistant to Council/PIO)**

SUMMARY:

Service: Every year, the Off-Road Expo is a well-attended successful event. In addition, the publicity for the event promotes the city including the city's logo. This year the contracting party is the non-profit corporation Comité de Bien Estar, Incorporated, however, the organizers are the same people.

This year the event is tentatively scheduled for a day in May of 2021, depending on whether there are gathering restrictions due to the COVID-19 pandemic at that time. The agreement provides that the event can be extended to June 30, 2021, at the latest, but the city has the discretion to terminate the contract altogether.

Amount: The City Council has already budgeted funds in the amount of **\$10,000.00** for Fiscal Year 2020-2021.

RECOMMENDATION / SUGGESTED MOTION:

Discussion and possible directions to staff only, no action.

N/A

Fiscal Impact

IS THERE FISCAL IMPACT ASSOCIATED WITH THIS ITEM:	Yes
CITY/STATE/FEDERAL FUNDS:	City
TOTAL:	\$10,000.00
BUDGETED AMOUNT:	Yes
AVAILABLE AMOUNT TO TRANSFER:	No transfer required
ACCT NAME & GL#/REMAINING BALANCE BEFORE PURCHASE:	100-110-80000 CONTRACTUAL SERVICES/ \$395,146.42

FISCAL IMPACT STATEMENT (IF THIS IS A BUDGET TRANSFER, YOU MUST ATTACH THE BUDGET ADJUSTMENT FORM):

Contract of \$10,000.00 is budgeted for Fiscal Year 2020-2021

Attachments

Contract

Contribution Letter FY 20-21

AGREEMENT

This agreement ("Agreement") made this _____ day of August 2020, between Comite De Bienestar, Inc., an Arizona non-profit corporation, 963 East B Street, P.O. Box 7170, San Luis, Arizona 85349) ("Comite") and the City of San Luis, 1090 East Union Street, P.O. Box 1170, San Luis, Arizona 85349 ("City"). Comite and the City may be referred to singularly as the "Party" and collectively as the "Parties."

SECTION ONE. OFF-ROAD EXPO SAN LUIS EVENT

Under the terms and conditions of this Agreement, the Off-Road Expo San Luis event shall be held in San Luis, Arizona, before June 30, 2021, when in-person gatherings are safe, considering that at the time of the execution of this Agreement, we are experiencing the coronavirus disease 2019 (COVID-19) pandemic. If the City, in its sole discretion, determines that in-person gatherings are not safe or this event should not be held, for whatever reason, including no reason at all, then the City reserves the right to terminate this Agreement, in full, without legal recourse by Comite or liability or obligation to Comite whatsoever.

SECTION TWO. DUTIES OF COMITE

Comite shall advertise and promote the Off-Road Expo San Luis event and do or cause to be done all other things necessary or advisable to make the event a success.

Comite shall use all-volunteer labor to perform this Agreement.

SECTION THREE. ADVERTISING OF THE CITY'S NAME

Comite shall cause the City's name to appear prominently in all advertising and publicity in connection with the Off-Road Expo San Luis event.

SECTION FOUR. DUTIES OF THE CITY

- A. The City shall pay \$10,000.00 to Comite. Payment shall be made out to Off-Road Expo San Luis in care of Lizeth Chavez.
- B. The City shall make the Joe Orduño Park, 1015 North Main Street, San Luis, Arizona, available for the Off-Road Expo San Luis event. It is understood that the event may take place as an outdoor event or a virtual event.
- C. The City staff shall work with Comite to make the Off-Road Expo San Luis event successful, such as promotion on the City's website and its L.E.D. sign, and assistance with set-up and tear down.
- D. Otherwise, all expenses in any way pertaining to the Off-Road Expo San Luis event shall be the sole and separate liability of Comite. The City assumes no financial responsibility of any kind or nature relative to the Off-Road Expo San Luis event.

- E. City will provide trash containers for the event and traffic control during the event

SECTION FIVE. LIABILITY INSURANCE

Comite shall provide the City with a Certificate of Insurance. Comite shall carry proper liability insurance in an amount and with companies acceptable to the City, naming the City as an additionally insured and fully protecting and indemnifying the City from every possible claim for accidents or other liabilities, to employees and all other persons, that might arise in connection with the Off-Road Expo San Luis, including preparation for the events, the events themselves, and any acts in any way connected with the event.

SECTION SIX. BOOKS AND RECORDS

Comite shall keep accurate and current books showing disbursements and the purpose of disbursements and retain all receipts to account for the City's sponsorship. Such books shall be kept in a place convenient for the City, and the City shall have access to and the right to examine such books at any and all reasonable times. Comite shall prepare a report and submit it to the City, to the City's Public Information Officer, on or before the first business day following forty-five (45) days after the event, showing an accounting of the City's Sponsorship and providing copies of receipts. Also, by that date, Comite shall prepare a presentation for the City Council showing either photographs or video or both of the Off-Road Expo San Luis and submit it to the City's Public Information Officer.

SECTION SEVEN. ASSIGNMENT OF RIGHTS

The rights of each Party under this Agreement are personal to that Party. They may not be assigned or transferred to any other person, firm, corporation, or other entity without the prior, express, and written consent of the other Party.

SECTION EIGHT. NO WAIVER

The failure of either Party to this Agreement to insist upon the performance of any of the terms and conditions of this Agreement, or the waiver of any breach of any of the terms and conditions of this Agreement, shall not be construed as subsequently waiving any such terms and conditions, but the same shall continue and remain in full force and effect as if no such forbearance or waiver had occurred.

SECTION NINE. TERMINATION ON DEFAULT

If Comite fails to comply with any of the terms and conditions of this Agreement, the City may terminate this Agreement immediately, in which case the City shall have no further liability or obligation to Comite.

SECTION TEN. GOVERNING LAW

It is agreed this Agreement shall be governed by, construed, and enforced under the laws of Arizona. This Agreement is subject to the cancellation for conflict of interest provisions of A.R.S. Sec. 38-511.

SECTION ELEVEN. ENTIRE AGREEMENT

This Agreement shall constitute the entire Agreement between the Parties and any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding upon either Party except to the extent incorporated in this Agreement.

SECTION TWELVE. MODIFICATION OF AGREEMENT

Any modification of this Agreement or additional obligation assumed by either Party in connection with this Agreement shall be binding only if placed in writing and signed by each Party or an authorized representative of each Party.

SECTION THIRTEEN. SECTION HEADINGS

The titles to the sections of this Agreement are solely for the convenience of the Parties. They shall not be used to explain, modify, simplify, or aid in interpreting the provisions of this Agreement.

SECTION FOURTEEN. COUNTERPARTS

This Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original, but all of which together shall constitute the same instrument.

[Intentionally left blank, signature page follows]

The Parties have executed this Agreement at San Luis, Arizona, the day and year first set forth above, which is the date of the signature of the last Party to sign.

City of San Luis, Arizona

Gerardo Sanchez, Mayor

ATTEST:

APPROVED AS TO FORM:

Sonia Cornelio, City Clerk

Kay Marion Macuil, City Attorney

Comite De Bienestar, Inc.

By authorized representative

Off-Road Expo San Luis, AZ 2020

P.O. Box 3763, San Luis, Arizona 85349

February 18, 2020

CITY OF SAN LUIS

Dear Mayor Gerardo Sanchez,

The Off-Road EXPO Organization would like to invite the CITY OF SAN LUIS to participate as Co-Title Sponsor and host with a \$15,000 contribution for the 2020 Off-Road EXPO event. The event is scheduled for Saturday, October 17, 2020 at Joe Orduno Park from 5:00 pm to 12:00 am. This contribution will enable us to bring to the community once more a FreeStyle Motocross show that will ultimately highlight the City of San Luis as one of the best shows in Yuma County. The unified support has helped to maximize this community event as well as promoting the City of San Luis.

The Off-Road EXPO Committee is administered by a group of volunteers, all motivated by excellent core values, and practices. The success of this event depends solely on the support of local businesses and its direct reflection of the generosity of the community of San Luis. The Off-Road Expo is also funded through in-kind contributions that are used to bring the event to the community and consequently support other meaningful causes such as scholarship funds for our local high school students pursuing a college education.

We truly value your continuous support and look forward to a stronger partnership as we celebrate our eighth year serving the community of San Luis.

Sincerely,

Lizeth Chavez
Off Road EXPO Coordinator
928-941-2599
Lchavez@offroadexposanluis.com

RECEIVED

FEB 18 2020

[Handwritten signature]



AGENDA ITEM REVIEW FORM

Work Session

2. B.

Meeting Date: 09/02/2020

Department Head: Angel Ramirez, Fire Chief, Fire Department

Submitted By: Angel Ramirez, Fire Chief, Fire Department

Action Requested: Discussion Item - No Action to be Taken

ITEM:

Discussion and possible directions to staff on any and all matters regarding the purchase of a new ambulance. **(Angel Ramirez, Fire Chief)**

SUMMARY:

Throughout the years, the San Luis Fire Department (SLFD) has been an innovative fire department. As the City of San Luis grows, so does the need for public safety. Currently, we have four (4) ambulances on our fleet with no backup units available. As you may know, vehicles tend to break down. We have been putting 70K miles on every unit, every year. We want to stay proactive and always provide the best customer service to our residents.

The SLFD was diligent in trying to get the best ambulance at the right price. Through the Houston-Galveston Area Council (HGAC) agreement, we were able to do just that. What is HGAC? It is a nationwide, government procurement service striving to make the governmental procurement process more efficient. Units of local government, including non-profits providing governmental services, are eligible to become participating members of the HGACBuy Cooperative. All contracts available to participating members of HGACBuy have been awarded by virtue of a public competitive procurement process compliant with state statutes. The City of San Luis is part of this Cooperative Agreement; other additional benefits of HGAC are as follows:

- HGACBuy offers an expedited procurement process which can eliminate your need for preparing detailed specifications and satisfying all other requirements for competitive bids and proposals
- HGACBuy offers more than 800 contractors, including many local dealers and authorized resellers.
- HGACBuy gives you access to volume purchasing pricing and discounts.
- HGACBuy has more than 40 years of experience in cooperative purchasing and serves more than six thousand local government agencies across the United States.

The City of San Luis Fire Department was approved for the amount of \$211,280.00.

The San Luis Fire Department wants to utilize the purchasing powers available through the Houston-Galveston Area Council contract #AM10-18 under the authority of the City of San Luis, Arizona, Code of Ordinances, Chapter 36, Section 36.09, Cooperative Purchasing and is seeking council approval.

RECOMMENDATION / SUGGESTED MOTION:

Discussion and possible directions to staff only, no action.

N/A

Fiscal Impact

IS THERE FISCAL IMPACT ASSOCIATED WITH THIS ITEM: YES
CITY/STATE/FEDERAL FUNDS: CITY
TOTAL: \$211,280.00
BUDGETED AMOUNT: \$211,280.00
AVAILABLE AMOUNT TO TRANSFER: 0
ACCT NAME & GL#/REMAINING BALANCE BEFORE PURCHASE: 340-341-90000
FISCAL IMPACT STATEMENT (IF THIS IS A BUDGET TRANSFER, YOU MUST ATTACH THE BUDGET ADJUSTMENT FORM):
N/A

Attachments

Ambulance Quote



Republic EVS
 12410 Clark St.
 Santa Fe Springs, CA 90670



Offer and Purchase Agreement for: **City of San Luis**

One (1) Medix Specialty Vehicles Type I ME 153" on 2020 Dodge 4500 4 x 2 Diesel Powered Chassis, Two Door Standard Cab

All prices are quoted to included Government Factory Rebates. Rebates are subject to change. If the current Rebate amount changes or becomes unavailable. The difference per vehicle will be invoiced to the Purchaser. Pricing is subject to change if additional options are requested.

Description	Qty	Price Each	Extended Price
One (1) Medix Specialty Vehicles Type I ME 153" on 2020 Dodge 4500 4 x 2 Diesel Powered Chassis, Two Door Standard Cab	1	\$203,801.20	\$203,801.20

Chassis VIN Number(s): To Be Determined After Production Start Date

Document Fee	1	\$95.00	\$95.00
HGAC Fee	1	\$1,000.00	\$1,000.00
Total Purchase Price	1	\$204,896.20	\$204,896.20

Date Offered: August 29, 2020

Two Hundred Four Thousand Eight Hundred Ninety Six Dollars and Twenty Cents
\$204,896.20

Offer is based off of build quote as well as reference drawings if applicable. A final engineered build quote for customer review and approval will be provided prior to ambulance construction. Any changes requested from a pre build meeting may result in additional charges.

Payment Terms: 100% payment of the contract is due at time of delivery unless otherwise specified in writing. Title for the ambulance will be delivered in Seven (7) business days or less once payment has processed through the financial institution.

Delivery Terms: Delivery shall be 150 days or less after Receipt of Chassis as well as approved work order and production drawing if applicable. F.O.B. shall be San Luis, AZ.

Signature below represents acceptance of above contract and terms:

City of San Luis

Republic EVS

 Signature Date 8/29/2020

 Signature Date 8/29/2020

 Printed Name

 Printed Name

 Title

 Director of Sales
 Title



AGENDA ITEM REVIEW FORM

Work Session

2. C.

Meeting Date: 09/02/2020

Department Head: Jenny Torres, Economic Development Manager, Administration, Economic Development

Submitted By: Jenny Torres, Economic Development Manager, Administration, Economic Development

Action Requested: Discussion Item - No Action to be Taken

ITEM:

Discussion and possible directions to staff on any and all matters regarding Resolution No. 2139. A resolution of the Mayor and Council of the City of San Luis, Arizona, in support of the family development project "Valley View Apartments" financed through an award of low-income housing tax credits (LIHTC) from the Arizona Department of Housing. (**Jenny Torres, Economic Development Manager**)

SUMMARY:

Comité de Bien Estar, Inc. applied and received a \$1,990,000.00 Low-Income Housing Tax Credit (LIHTC) allocation from the Arizona Department of Housing (ADOH) for the development of the Valley View Apartments. The family apartment complex will be located on the north side of 4th Avenue. The project will provide 100 apartment units for low-income families. A housing market study was conducted. The study determined that there is a need for low-income housing and that there are long wait times lasting up to two (2) years to lease an apartment unit. The \$21 million investment will provide approximately \$414,347.31 in permits and development fees.

The Arizona Department of Housing reserves the tax credit allocation and sets conditions. One condition is that the San Luis City Council approve the funding of the project or provide evidence of an alternative source of permanent soft funding. Comité de Bien Estar, Inc. is requesting a financial commitment of \$100,000.00. If the stipulation is not met by November 26th, ADOH will revoke the reservation of tax credit.

RECOMMENDATION / SUGGESTED MOTION:

Discussion and possible directions to staff only, no action.

N/A

Fiscal Impact

IS THERE FISCAL IMPACT ASSOCIATED WITH THIS ITEM:	YES
CITY/STATE/FEDERAL FUNDS:	YES
TOTAL:	\$100,000.00
BUDGETED AMOUNT:	N/A
AVAILABLE AMOUNT TO TRANSFER:	N/A
ACCT NAME & GL#/REMAINING BALANCE BEFORE PURCHASE:	N/A

FISCAL IMPACT STATEMENT (IF THIS IS A BUDGET TRANSFER, YOU MUST ATTACH THE BUDGET ADJUSTMENT FORM):

*** Fiscal impact pending to be updated.

Currently, evaluating alternatives to identify funds to cover the financial commitment of \$100,000.00.

Attachments

Resolution No. 2139

ADOH Application

Reservation Letter

Estimated Development Fees

Conceptual Design



Resolution

No. 2139

OFFICE OF THE
MAYOR
CITY OF SAN LUIS

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF SAN LUIS, ARIZONA, IN SUPPORT OF THE FAMILY HOUSING DEVELOPMENT PROJECT “VALLEY VIEW APARTMENTS” FINANCED THROUGH AN AWARD OF LOW INCOME HOUSING TAX CREDITS (LIHTC) FROM THE ARIZONA DEPARTMENT OF HOUSING.

WHEREAS, the City of San Luis has a shortage of affordable family housing for its residents;

WHEREAS, the U.S. Census Bureau as of July 1, 2019 estimates the population of San Luis, Arizona at 34,779.00; the median per capita income at \$12,913.00; the median household income at \$34,122.00; the persons living in poverty at 27.4 %; and the median gross rent at \$697.00;

WHEREAS, San Luis, Arizona has historically had an unemployment rate of more than 50%;

WHEREAS, CDB Valley View Apartments (San Luis), LP (“CDBVVA”) has been awarded by the Arizona Department of Housing \$1,990,000.00 in Low-Income-Tax-Credit (LIHTC) to develop an affordable family housing project located at North 4th Avenue, San Luis, Arizona, which will consist of 100-units of affordable housing 50% AMI and below to 40% AMI; a community center with an office, Laundromat, and enhanced tenant services (the “Project”);

WHEREAS, the location for the Project is in a Federal Opportunity zone designated by the United States Department of Housing and Urban Development (“HUD”), Census tract 04027011403, classified as a Low-Income Community;

WHEREAS, the Project is proposed to be developed on undeveloped land located centrally within the City of San Luis, said location making it especially valuable and convenient for families with children;

WHEREAS, the City of San Luis is in full support of the Project;

WHEREAS, a condition of the LIHTC award to CDBVVA is a financial commitment from the City of San Luis in the sum of \$100,000 towards the Project Development Budget;

WHEREAS, due to economic conditions within the community, the Council finds the public benefit to the community of the Project to be greater than the sum of such a contribution towards the Project Development Budget; and

WHEREAS, the City of San Luis’ contribution towards the Project Development Budget can be in the form of a committed cash contribution, HOME contribution, CDBG contribution, loan, donation of land, or waiver of permit or development fees;

NOW THEREFORE BE IT RESOLVED, by the Mayor and Council of the City of San Luis, Arizona, as follows:

Section 1: That the above recitals are hereby incorporated as though fully set forth again in full.

Section 2: That the City of San Luis fully supports the Project and will provide a contribution towards the Project Development Budget in an amount equal to \$100,000.00 cost of said Project. The contribution will be in the form of a committed cash contribution, HOME contribution, CDBG contribution, loan (in conformance to appropriate HUD standards), donation of land, waiver of permit or development fees, or an appropriate combination thereof..

PASSED AND ADOPTED by the Mayor and Council of the City of San Luis, Arizona, this 9th day of September 2020.

Gerardo Sanchez, Mayor

ATTEST:

Sonia Cornelio, City Clerk

APPROVED AS TO FORM:

Kay Marion Macuil, City Attorney

Arizona Department of Housing
Low Income Housing Tax Credit Program
2020 APPLICATION FORM 3



Application Submission Date:

Wednesday, April 1, 2020
4:00 P.M.

Applications Submitted to:

Rental Programs Administrator
Arizona Department of Housing
1110 West Washington Street, Suite 280
Phoenix, AZ 85007

The Federal Low-Income Housing Tax Credit (LIHTC) Program was established by the Tax Reform Act of 1986, codified in Section 42 of the Internal Revenue Code of 1986, as amended, to encourage the construction and rehabilitation of low-income rental housing. The Arizona Department of Housing is the housing credit agency responsible for allocating tax credits to owners of qualified residential rental programs pursuant to the Qualified Allocation Plan.

Applicant should note, should there be any discrepancies between the 2020 QAP and the Exhibits or Forms attached hereto, the 2020 QAP shall control.

This document may be made available in alternate formats upon request.

Please contact Joy Johnson, Special Needs Division, Arizona Department of Housing at (602)771-1026 or joy.johnson@azhousing.gov.





2020

Arizona Department of Housing Low Income Housing Tax Credit Program

Form 3
Pages 1-2
Insert at Tab 3

1) Project Summary

Date: LIHTC Requested:

Project Name:
 Address:

 City: State: Zip Code + 4:

County: Census Tract Number:
 Latitude: Longitude:

Legislative District Numbers:	
State Senate:	25
State House:	25
Congressional:	3

- Check all that apply:**
- Qualified Census Tract
 - Difficult Development Area
 - Rural - Non MSA area
 - Project Preserves property at risk of losing affordable units

Financing Included in Capital Stack (check all that apply):

- | | | |
|---|---|---|
| <input type="checkbox"/> Rural Housing Services (RHS) | <input type="checkbox"/> CDBG | <input type="checkbox"/> National Housing Trust Fund |
| <input type="checkbox"/> FHA Insurance | <input type="checkbox"/> HOME | <input type="checkbox"/> Section 202 |
| <input type="checkbox"/> Tax Exempt Bond Financing | <input type="checkbox"/> HOPE VI | <input type="checkbox"/> Section 811 |
| <input type="checkbox"/> FHA Risk Sharing | <input checked="" type="checkbox"/> AHP | <input type="checkbox"/> Rental Assistance Demonstration (RAD) |
| <input type="checkbox"/> Project Based Section 8 | <input type="checkbox"/> NAHASDA | <input type="checkbox"/> Veterans Affairs Supportive Housing (VASH) Program |
| <input type="checkbox"/> McKinney-Vento Homeless | <input type="checkbox"/> NSP | <input type="checkbox"/> Freddie Mac / Fannie Mae Guarantee |
| <input type="checkbox"/> Historic Tax Credits | <input checked="" type="checkbox"/> Tax Credits | <input type="checkbox"/> Other: |

Construction Type: (Check all that apply.)

- New Construction
- Acquisition/Rehab
- Rehabilitation Only
- Acquisition/Demo & New Construction
- Adaptive Re-Use (considered rehabilitation in underwriting)
- Historic Property

Income Levels:	# Units
30% AMI & below:	
30.1% - 40% AMI:	
40.1% - 50% AMI:	99
50.1% - 60% AMI:	1
60.1% - 70% AMI:	
70.1% - 80% AMI:	

Unit Set-Asides:

(The information entered below will be included in the LURA.)

Unit Mix: (Include Low-Income and Employee Units)

	# New	# Adaptive Reuse	# Rehab	Total	% Units	Enter # Units Set Aside for:
Efficiency				0		0 Chronically Homeless
1-BR				0		0 Older Persons: <input type="text"/>
2-BR	30			30		0 Veterans
3-BR	62			62		Special Pop: <input type="text" value="Domestic Violence"/>
4-BR	8			8	40.0%	40 Households with Children
5-BR				0		0 Tribal Members
Total	100	0	0	100		0 Tenant Lease Purchase
Percentage	100%	0%	0%	100%		0 Assisted Living

2) Prior Year Allocation *(complete if Project received an allocation of credits in a prior year)*

Allocation Year: First Year of Credit Period:

3) Minimum Set Aside and Federal Subsidy

Minimum Set-Aside Election: *(only select one)*

- 20% of units are rent restricted & to be occupied by individuals whose income is 50% or less of AMGI
 40% of units are rent restricted & to be occupied by individuals whose income is 60% or less of AMGI
 Average Income under IRC Section 42(g)(1)(C)

Federal Subsidies: Check here if Project has tax-exempt bonds.

4) Applicant Information

 Developer Owner Other

Name Phone
Company Phone Extension:
Address
City State Zip+4
E-mail Address

Check all that apply:

- For Profit Entity Non-Profit Entity Tribal Entity Local Government Entity

5) Principal Contact Information

List the principal contact authorized to conduct business with the Arizona Department of Housing (ADOH) on behalf of the Applicant. ADOH is not responsible for contacting or distributing information to other affiliates listed herein.

Name Phone
Title Phone Extension:
Company
Street Suite:
City State Zip+4
E-mail Address

Mailing Address (if different than street address above)

Address
City State Zip+4

5a) Secondary Contact Information

List a second contact, if applicable, authorized to conduct business with the Arizona Department of Housing (ADOH) on behalf of the Applicant.

Name Phone
Title Phone Extension:
Company
Address
City State Zip+4
E-mail Address

6) Ownership Information

Entity	CDB Valley View Apartments, LP				TIN*	84-5023322
Address	PO Box 7170				DUNS No.*	
City	San Luis	State	AZ	Zip+4	85349-5349	

Legal Status:

<input type="checkbox"/> To Be Formed or	<input type="checkbox"/> Formed	<input type="checkbox"/> Corporation
<input type="checkbox"/> State where Formed:	<input type="checkbox"/> Qualified 501(c) 3	<input type="checkbox"/> CHDO
<input checked="" type="checkbox"/> Limited Partnership	<input type="checkbox"/> Local Government	
<input type="checkbox"/> Limited Liability Company		

Name of General Partner(s), Managing Member(s)	TIN	Phone	Ownership %	Status	
				<input type="checkbox"/> For Profit	<input checked="" type="checkbox"/> Non Profit
Comite De Bien Estar, Inc.	86-0427342	928-627-8559	100.000%	<input type="checkbox"/> For Profit	<input checked="" type="checkbox"/> Non Profit
				<input type="checkbox"/> For Profit	<input type="checkbox"/> Non Profit

**Project Owner must be duly formed, incorporated, or otherwise legally existing at Carryover per QAP Section 3.1*

7) Development Team Information

Name of Development Team Member		Developer Fee %	Identity of Interest	
Developer	Comite De Bien Estar, Inc.	100%	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Co-Developer			<input type="checkbox"/> Yes	<input type="checkbox"/> No
Consultant			<input type="checkbox"/> Yes	<input type="checkbox"/> No
Contractor	Pilkington Commercial Construction		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Architect	Vega & Vega PLC, Jose Guzman AIA		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Property Manager	BMG Property Management, Inc.		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Tax Attorney	Ryley Carlock & Applewhite		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Accountant	Novogradac & Company LLP		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Other (if applicable, explain here)			<input type="checkbox"/> Yes	<input type="checkbox"/> No

Provide explanation of all identities of interest behind Form 6 Tab 6.

8) Site Information - (ALL LAND MUST BE UNDER CONTROL PRIOR TO APPLICATION SUBMISSION.)

Site Control

Site is currently under control in the form of: (check all that apply)

- Deed
 Purchase Contract
 Agreement to Lease/Lease Option
 Lease
 Purchase Option

Contract Expiration Date:

12/31/2020

Total Land Cost: \$600,000.00

Total Land Square Footage: 309,386.54

Note any conditions to closing here:

Is site part of a multi-phased Project? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	The site purchase is: <input checked="" type="checkbox"/> Arm's Length/Non-Related Party purchase <input type="checkbox"/> Non-Arm's Length/Related Party purchase
If multi-phased project, what phase is this? <input type="text" value="1"/>	

Are utilities presently available at the site?

Yes No

If NO, which utilities need to be brought to the site?

Sewer

9) Seller/Lessor Information

Name	Les Barkley/Tom Pancrazie	Phone	928-782-0000
Company	LPB Durham Partners, LP	Fax	
Address	350 W. 16th Street, STE 332		
City	Yuma	State	AZ
	Zip+4	00008-5364	
E-mail Address		tom@pancrazi.com	

10) Building Acquisition Information - Legal Opinion at Section 3.1(f) must address the ten (10) year rule.

Building(s) acquired or to be acquired from: <input type="checkbox"/> Related Party <input type="checkbox"/> Unrelated Party				
Buildings are under control via: <input type="checkbox"/> Deed <input type="checkbox"/> Purchase Option <input type="checkbox"/> Lease <input type="checkbox"/> Purchase Contract <input type="checkbox"/> Agreement to Lease/Lease Option				
Does Project include any relocation or displacement of tenants? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
Addresses of Buildings Under Control	Acquisition Cost of Buildings	Date Building Placed in Service by Current Owner	Proposed Date of Acquisition	Number of Units
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Use separate page if more than ten (10) buildings.

11) Project Characteristics

Select Project Type: ▼

Unit Type	# Units	Residential Floor Area (sf):
Low Income Units	99	114,343
Market Units	0	-
Total Low Income & Mkt Rate Units	99	114,343
Applicable Fraction:	100.00%	100.00%
Employee Unit(s):	1	1,193

	Maximum Allowable		Eligible Basis
	New	Rehab	
Efficiency	0	0	\$ -
1-BR	0	0	\$ -
2-BR	30	0	\$ 8,895,780
3-BR	62	0	\$ 20,115,900
4-BR	8	0	\$ 2,681,288
5-BR	0	0	\$ -
Total	100	0	\$ 31,692,968

	Square Feet
Total Non-RFA Space:	5,211
Total Project Square Footage (including Structured Pkg):	120,747

Project Building Efficiency:

Permanent Supportive Housing? No
Actual Total Eligible Basis:
Within Maximum Eligible Basis? **Pass**

Type of Units: (Check all that apply.)

- Multifamily Residential Rental Detached Single Family
 Garden Apartments Single Room Occupancy (SRO)
 Duplex Four-Plex
 Other: _____

Building Information	1-Story	2-Story	3-Story	4+ Stories	Total
Residential Buildings	1	12			13
Non-Residential Buildings	1				1
Total	2	12	0	0	14

Number of Elevators:

12) Unit and Property Amenities (Included in LURA)

Low Income Unit Amenities *Range, Refrigerator, Dishwasher, Disposal, Kitchen Exhaust Fan, Microwave and Air Conditioning are required and will be identified in the LURA.*

- Ceiling Fans Window Coverings Washer & Dryer Appliances Washer & Dryer Hookups
 Other: _____

Market Rate Unit Amenities *Describe amenities that differ from those of the Low Income Units and list their corresponding costs here:*

Section 2.7(B) Smoke-Free Development Points:

- By checking the box to the left, Applicant certifies that it will enforce a "no smoking" policy (including electronic smoking devices) in all common and individual living areas in all buildings and offer a designated smoking area outdoors on property.

Property Amenities Included in Basis

Applicants will be required to provide amenities promised here:

<input checked="" type="checkbox"/> Community Room	<input checked="" type="checkbox"/> BBQ Area	<input checked="" type="checkbox"/> Sport Court (specify type: Basketball)	<input type="checkbox"/> Carports - List # here: 200
<input checked="" type="checkbox"/> Common Laundry Area	<input type="checkbox"/> Picnic Area w/Tables	<input type="checkbox"/> Security (specify type:)	<input type="checkbox"/> # Garage/Podium Pkg Spaces: 0
<input type="checkbox"/> Gated Community	<input checked="" type="checkbox"/> Walking Trail	<input type="checkbox"/> Pool(s) - List # here: 0	<input type="checkbox"/> # Uncovered Pkg Sp: 50
<input checked="" type="checkbox"/> Playground	<input type="checkbox"/> Child Care Facility	<input checked="" type="checkbox"/> Other: computer lab	<input type="checkbox"/> Other: _____

Property Amenities Not Included in Basis *Describe amenities not included in basis and list their corresponding costs here:*

13) Utility Allowance Calculations

Source of Monthly Utility Allowance Calculation ▼ Effective Date:

Select Bedroom Size, then Enter Monthly Allowances

Utility Type	Paid By	0 Bdrm	1 Bdrm	2 Bdrm	3 Bdrm	4 Bdrm	5 Bdrm
Heating	Electric	Tenant		\$ 2.25	\$ 2.75	\$ 3.17	
Cooling	Electric	Tenant		\$ 16.42	\$ 20.33	\$ 24.17	
Hot Water	Electric	Tenant		\$ 11.42	\$ 14.08	\$ 16.58	
Lights & Appliances	Electric Only	Tenant		\$ 40.17	\$ 44.42	\$ 49.50	
Photovoltaics				\$ (47.58)	\$ (59.50)	\$ (65.42)	
Service Charges	Electric	Tenant		\$ 15.00	\$ 15.00	\$ 15.00	
Sewer	Municipal	Owner					
Water	Municipal	Owner					
Trash	Municipal	Owner					
Other							
Total:		\$ -	\$ -	\$ 37.68	\$ 37.08	\$ 43.00	\$ -



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Project Name: CDB Valley View Apartments

Date: 07/25/20

14) Annual Operating Costs

ADMINISTRATIVE

			<i>per unit</i>
Total Administrative		225,000.00	2,250.00
Management Fee	64,000.00		640.00
Legal, Audit & Compliance	20,000.00		200.00
Office Supplies	18,000.00		180.00
Advertising	10,000.00		100.00
Wages and Salaries - total		113,000.00	1,130.00
Maintenance	45,000.00		-
Office and Administrative	30,000.00		-
On-site Manager	38,000.00		-

OPERATING

Total Operating (<i>lump sum</i>)		135,000.00	1,350.00
Gas & Electric	25,000.00		250.00
Water & Sewer	65,000.00		650.00
Trash & Snow Removal	35,000.00		350.00
Cable & Internet	10,000.00		100.00

MAINTENANCE

Total Maintenance (<i>lump sum</i>)		90,000.00	900.00
Repairs	30,000.00		300.00
Supplies	30,000.00		300.00
Pest Control	30,000.00		300.00

TAXES & INSURANCE

Total Taxes & Insurance		20,000.00	200.00
Real Estate Taxes			-
Rental Tax		-	-
Insurance		20,000.00	200.00
Other (Describe)		-	-

Total Operating Expenses		470,000.00	4,700.00
Annual Replacement Reserve per Unit	\$ 350.00	35,000.00	350.00

Total Annual Operating Expenses (*Do NOT include Supportive Services Cost*) 505,000.00 5,050.00

SUPPORTIVE SERVICES COST (Permanent Supportive Housing Set-Aside only)

*Explanation and budget for supportive services to be provided to chronically homeless population must be provided at Tab 16.

Note: ADOH restricts the costs in the operating budget to the costs directly associated with operating the real estate. Supportive Service costs for Permanent Supportive Housing Projects are in addition to ADOH PUPY operating expense minimums. Master-metered Projects - see QAP Section 7.1(C)(2) regarding operating expense minimums.

15) Real Estate Taxes

ADOH requests that the Applicant explain below the formula used to determine the real estate taxes to be assessed to the property:
If the property is exempt from property taxes, a written certification from the Treasurer or Assessor Office of the appropriate jurisdiction will be required at the time of application. If verification of the property tax exemption is not provided or available, property taxes must be included in the operating expenses at the time of application.

Yuma County LIHTC Property Tax Exemption for non-profit 501 c3

16) Rental Assistance

Will any low-income units receive Rental Assistance? _____

- HAP Contract
- HUD PBV w/ AHAP
- ACC Contract
- RD 515 Contract
- Other: _____

Number of Units Receiving Rental Assistance

Length of Rental Assistance Contract Years

Rental Assistance must be documented at Tab 22

Project Name: CDB Valley View Apartments

Date: 07/25/20

18) Sources of Financing

	A	B	C	D	E	F	G	H		
	Priority of Payment	Lender Name Contact Name Contact Phone	Amount During Construction Period	Amount During Permanent Financing Period	Interest Rate or CF	Amortization (Years)	Term (Years)	Perm Period Annual Payment (Debt Service)	Commitment Date	Financed with Federal, State or Local Govt Funds?
LIHTC Equity		The Richman Group Terry Gentry 503-459-8741	4,545,350	18,488,493			<input type="checkbox"/> Yes <input type="checkbox"/> No			
Historic Tax Credits							<input type="checkbox"/> Yes <input type="checkbox"/> No			
Construction Loan (Hard funds)		Community Housing Capital Alvin Saafir 678-904-1307	16,843,299		6.00%		<input type="checkbox"/> Yes <input type="checkbox"/> No			
Primary Debt (Hard debt)	1	Community Housing Capital Alvin Saafir 678-904-1307		1,806,609	6.00%	25	<input type="checkbox"/> Yes <input type="checkbox"/> No 18	\$139,680.09		
Second Mortgage Debt (Hard debt)	2						<input type="checkbox"/> Yes <input type="checkbox"/> No	\$0.00		
Deferred Fees	3	Comite De Bien Estar, Inc		118,023	5.00%	13	<input type="checkbox"/> Yes <input type="checkbox"/> No 13	\$12,364.94		
ADOH Gap	4		-				<input type="checkbox"/> Yes <input type="checkbox"/> No	\$0.00		
Other Debt (Soft funds)	5	Affordable Housing Program (AHP)50000 FHLB - Atlanta	500,000	500,000			<input type="checkbox"/> Yes <input type="checkbox"/> No	#NUM!		
Other Debt (Soft funds)	6						<input type="checkbox"/> Yes <input type="checkbox"/> No	\$0.00		
Other Debt (Soft funds)	7						<input type="checkbox"/> Yes <input type="checkbox"/> No	\$0.00		
GP Equity										
Other Equity solar		The Richman Group Terry Gentry 503-459-8741		975,524						
Other Equity		City of San Luis Jenny Torres	100,000	100,000						
TOTAL SOURCES:			21,988,649	21,988,649						
TOTAL HARD DEBT SERVICE:								\$139,680.09		

How many months from Notice to Proceed to Certificate of Occupancy?
 How many months from Certificate of Occupancy to stabilized occupancy?

DEBT SERVICE COVERAGE RATIO:
 (Primary & Second Mortgage Hard Debt)
 (All Hard Debt including ADOH Loan)

Project Name: **CDB Valley View Apartments**

Date: **07/25/20**

19) Development Budget

Line #	Line Items	Development Budget	9% Eligible Basis	4% Eligible Basis	Explain Budget Changes below and attach supporting documentation.
	Are Davis Bacon Wages Included in Direct Construction Costs?	No			
I. Acquisition Costs					
1	Land	\$600,000			
2	Building(s) - 10 year Acq cost only				
3	Brokerage/Finder's Fees				
4	Closing costs	\$10,000			
5	Legal Fees	\$5,000			
6	Total Acquisition Costs	\$615,000	\$0	\$0	
II. Direct Construction Costs					
9	Concrete	\$1,236,000	\$1,236,000		
10	Masonry	\$96,000	\$96,000		
11	Metals	\$300,000	\$300,000		
12	Rough Carpentry	\$1,450,000	\$1,450,000		
13	Finish Carpentry	\$552,000	\$552,000		
14	Moisture Protection (i.e. dampproofing and waterproofing)				
15	Insulation	\$275,000	\$275,000		
16	Roofing	\$550,000	\$550,000		
17	Doors & Trim	\$216,000	\$216,000		
18	Windows	\$216,000	\$216,000		
19	Glass				
20	Stucco (i.e. Lath & Plaster)	\$610,000	\$610,000		
21	Drywall	\$650,000	\$650,000		
22	Tile Work (non-flooring)	\$150,000	\$150,000		
23	Acoustical Ceilings	\$70,000	\$70,000		
24	Flooring (Resilient, Wood, Carpet, Tile)	\$550,000	\$550,000		
25	Paints & Coatings	\$210,000	\$210,000		
26	Specialties	\$1,050,000	\$1,050,000		solar
27	Special Equipment				
28	Cabinets and Countertops	\$350,000	\$350,000		
29	Appliances	\$300,000	\$300,000		
30	Window Treatments (i.e. Blinds and Shades)	\$80,000	\$80,000		
31	Special Construction / Fire Suppression	\$210,000	\$210,000		
32	Elevators				
33	Plumbing and Hot Water	\$650,000	\$650,000		
34	Heating, Ventilation and Air Conditioning	\$1,050,000	\$1,050,000		
35	Electrical	\$700,000	\$700,000		
36	Demolition & Abatement (Consult CPA for Eligible Basis guidance.)				
37	Earthwork (Consult CPA for Eligible Basis guidance.)	\$200,000	\$200,000		
38	Site Utilities	\$250,000	\$250,000		
39	Roads, Walks & Paving	\$210,000	\$210,000		
40	Site Improvements				
41	Lawns and Planting	\$150,000	\$150,000		
42	Unusual Site Conditions	\$250,000	\$250,000		
43	Off-Site Improvements (not on the Owner's land)				
44	Contractor's Bond & Insurance	\$130,000	\$130,000		
45	Other (please describe here:)				
46	Other (please describe here:)				
47	Direct Construction Costs Sub-Total	\$12,711,000	\$12,711,000	\$0	
48		<i>Maximum Allowable:</i>			
49	General Requirements	\$635,550.00	\$625,000	\$625,000	
50	Builder's Overhead	\$254,220.00	\$250,000	\$250,000	
51	Builder's Profit	\$635,550.00	\$625,000	\$625,000	
52	Sales Tax				
53	HC Contingency (10% max) Line 47	\$1,271,100.0	\$1,243,600	\$1,243,600	
54	Hazardous Waste Contingency (7% max) Line 47	\$889,770.00			
55	Total Construction Cost	\$15,454,600	\$15,454,600	\$0	
III. Professional Fees & Indirect Construction Costs					
58	Architect Fee - Design	PASS	\$200,000	\$200,000	
59	Architect Fee - Supervision	Maximum Allowable	\$200,000	\$200,000	
60	Engineering Fee (Consult CPA for Eligible Basis guidance.)	Arch/Eng/Soils/HERS is:	\$200,000	\$200,000	
61	Soils Report (Consult CPA for Eligible Basis guidance.)	\$ 700,000.00	\$25,000	\$25,000	
62	HERS Rater/Green Consulting		\$75,000	\$75,000	
63	Survey (Consult CPA for Eligible Basis guidance.)		\$25,000	\$25,000	
64	Environmental Survey		\$25,000	\$25,000	
65	Market Study		\$25,000	\$25,000	
66	Appraisal		\$12,000	\$12,000	
67	Capital Needs Assessment		\$5,000	\$5,000	
68	Legal Fees		\$20,000	\$20,000	
69	Accounting Fees		\$20,000	\$20,000	
70	Cost Certification		\$20,000	\$20,000	
71	Permits & Fees paid for by Developer		\$750,000	\$750,000	
72	Total Professional Fees	\$1,582,000	\$1,512,000	\$0	
IV. Construction Financing Costs					
75	Construction Loan Fee	\$120,000	\$120,000		
76	Construction Interest	\$725,000	\$543,750		

Line #	Line Items	Development Budget	9% Eligible Basis	4% Eligible Basis	Explain Budget Changes below and attach supporting documentation.
77	Bridge Loan Fees	\$15,000	\$15,000		
78	Loan Credit Enhancement				
79	Taxes - Construction Period Only	\$25,000	\$25,000		
80	Title & Recording	\$10,000	\$10,000		
81	Legal Fees	\$10,000	\$10,000		
82	Inspection Fees	\$10,000	\$10,000		
83	Owner's Insurance During Construction	\$50,000	\$50,000		
84	Other				
85	Total Construction Loan Costs	\$965,000	\$783,750	\$0	
86					
87	V. Permanent Financing Costs				
88	Loan Origination Fee	\$25,000			
89	Cost of Issuance/Underwriting Discount (Bond Projects)				
90	Bond Premium (for Bond Projects only)				
91	Legal Fees	\$5,000			
92	Title & Recording	\$5,000			
93	Total Permanent Loan Costs	\$35,000	\$0	\$0	
94					
95	VI. Syndication Costs				
96	Organizational (Partnership)	\$25,000			
97	Legal Fees	\$125,000			
98	Other				
99	Total Syndication Costs	\$150,000		\$0	
100					
101	VII. Miscellaneous Soft Costs				
102	Soft Cost Contingency (Not to exceed 3% of the total of Sec III)	\$47,460.00	\$47,000	\$47,000	
103	Tenant Relocation Costs (Consult CPA for guidance regarding Elig Basis.)				
104	Personal Property (FF&E included in basis)				
105	Marketing	\$30,000			
106	Department Fees	\$225,000			
107	Other				
108	Other				
109	Total Miscellaneous Soft Costs	\$302,000	\$47,000	\$0	
110					
111	VIII. Developer's Overhead & Fees				
112	Developer's Overhead/Fee	\$2,485,049	\$2,485,049		
113	Co-Developer Fee				
114	Non-Profit Fee				
115	Consultant Fee	\$2,485,049.00			
116	Total Developer Fee & Overhead	\$2,485,049	\$2,485,049	\$0	
117					
118	IX. Project Reserves				
119	Lease-Up Reserves	\$203,226.70	\$200,000		
120	Operating Reserves	\$203,226.70	\$200,000		
121	Describe other reserve here: (waiver required)				
122	Describe other reserve here: (waiver required)				
123	Total Reserves	\$400,000	\$0	\$0	
124					
125					
126	Total Development Cost	\$21,988,649	\$20,282,399	\$0	
127	Maximum Allowable Eligible Basis on Line 126 is:	\$31,692,968.00			
128	Less portion of federal grant used to finance qualifying costs				
129	Less amount of non-qualifying non-recourse financing				
130	Less non-qualifying units and/or excess portion of higher quality units				
131	Less any cost directly attributed to non-residential mixed use square footage				
132	Less Historic Tax Credits				
133	Less Solar Tax Credits		(\$136,500)		
134	Less Other Reduction: (explain here)		\$0		
135					
136	Equals TOTAL ELIGIBLE BASIS		\$20,145,899	\$0	
137	Multiply by DDA or QCT Areas Adjustor (except acquisitions)		130%	100%	
138	Equals ADJUSTED BASIS		\$26,189,669	\$0	
139	Multiply by Applicable Fraction (lesser of the # of LI Units or SF of LI Units)		100.00%	100.00%	
140	Equals TOTAL QUALIFIED BASIS		\$26,189,669	\$0	
141	Multiply by Applicable Percentage (in accordance with current rate)		9.00%	3.25%	
142	Equals Eligible Tax Credits		\$2,357,070	\$0	
143					
144	MAXIMUM ANNUAL TAX CREDITS PER IRC		\$2,357,070		



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Project Name: **CDB Valley View Apartments**

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20) Gap Analysis Calculation

ADOH limits the total amount of Tax Credits that it may award to a Project to the lesser of the eligible basis calculation or the Gap Analysis calculation.

1.	Uses of Funds (Total Projected Development Cost)		<u>\$21,988,649</u>
2.	Less: Sources of Funds* (Include: permanent financing, long term loans, grants, historic tax credits)	-	<u>3,382,132.50</u>
3.	Equals the Funding Gap	= \$	<u>18,606,516.50</u>
4.	Syndication Rate	/	<u>\$ 0.9300</u>
5.	Investor Ownership Percentage	/	<u>99.990%</u>
6.	Equals 10 Year Credit	= \$	<u>20,009,007.89</u>
7.	Divided by 10 = Annual Credit Required	= \$	<u>2,000,900.79</u>
	Tax Credits based on Gap Analysis	\$	<u>2,000,900.79</u>
	Tax Credits based on Eligible Basis Calculation	\$	<u>2,357,070.18</u>
	MAXIMUM ANNUAL TAX CREDITS PER IRC	Total →	\$ <u>2,000,900.79</u>



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21) Principals

Please provide the name of each Person in the signature block of the following Principals:

<u>Owner / Buyer / Lessee Entity:</u>		<u>Select Legal Status:</u>	<u>Select Role:</u>
Entity Name:	CDB Valley View Apartments	Limited Partnership (LP)	
By:	Marco A Reyes		Its: General Partner
By:			Its:
By:			Its:
By:			Its:

<u>Seller / Lessor Entity:</u>		<u>Select Legal Status:</u>	<u>Select Role:</u>
Entity Name:	LPB Durham Partners	Limited Partnership (LP)	
By:	Les P Barkley	Limited Partnership (LP)	Its: Managing Member
By:		Limited Partnership (LP)	Its:
By:		Limited Partnership (LP)	Its:
By:		Limited Partnership (LP)	Its:

<u>Developer Entity:</u>		<u>Legal Status:</u>	<u>Select Role:</u>
Entity Name:	Comite De Bien Estar, Inc	Corporation	
By:	Marco A Reyes	Qualified 501(c)(3)	Its: Executive Director
By:		Limited Partnership (LP)	Its:
By:		Limited Partnership (LP)	Its:
By:		Limited Partnership (LP)	Its:

<u>Co-Developer Entity:</u>		<u>Legal Status:</u>	<u>Select Role:</u>
Entity Name:	N/A	Limited Partnership (LP)	
By:		Limited Partnership (LP)	Its:
By:		Limited Partnership (LP)	Its:
By:		Limited Partnership (LP)	Its:
By:		Limited Partnership (LP)	Its:

<u>Consultant Entity:</u>		<u>Legal Status:</u>	<u>Select Role:</u>
Entity Name:	N/A	Limited Partnership (LP)	
By:		Limited Partnership (LP)	Its:
By:		Limited Partnership (LP)	Its:
By:		Limited Partnership (LP)	Its:
By:		Limited Partnership (LP)	Its:

Explain any direct or indirect relationship between any of the entities and/or their Affiliates listed above here. Attach a separate page if needed.

DOUGLAS A. DUCEY
Governor



CAROL DITMORE
Director

STATE OF ARIZONA
DEPARTMENT OF HOUSING
1110 WEST WASHINGTON, SUITE 280
PHOENIX, ARIZONA 85007

(602) 771-1000 WWW.AZHOUSING.GOV
FAX: (602) 771-1002

VIA EMAIL, FEDEX AND U.S. MAIL
(gary@comiteaz.org)

June 29, 2020

Mr. Gary Black
CDB Valley View Apartments, LP
PO Box 7170
(Physical Address for FedEx: 963 E. B Street)
San Luis, AZ 85349-5349

RE: Reservation of 2020 Low Income Housing Tax Credits
CDB Valley View Apartments/ LIHTC #TC-0944-20

Dear Mr. Black,

The Arizona Department of Housing (the "Department") hereby notifies you of its decision on your application for Low Income Housing Tax Credits ("LIHTC") submitted April 1, 2020. The Department is pleased to officially notify you that the above-referenced project qualifies for a reservation of Low Income Housing Tax Credits ("Tax Credits") from the 2020 credit ceiling contingent on the fulfillment of the specific requirements and/or conditions described in this letter.

Reservation Amount

Based on its review of the 2020 tax credit application for CDB Valley View Apartments, the Department issues this Reservation of Tax Credits to CDB Valley View Apartments, LP in the amount of \$1,990,000, from the 2020 credit ceiling. The amount of Tax Credits reserved to the project is the lesser of the following: (1) the amount computed under the "Eligible Basis Analysis", see 2020 Qualified Allocation Plan ("QAP"), Sec. 7.2(A); or (2) the amount computed under the "Gap Analysis", see 2020 QAP, Sec. 7.2(B).

Conditions

Applicant must meet all conditions in this Reservation of Tax Credits in order to qualify for a Carryover Allocation.

Condition 1

The reservation of Tax Credits is conditioned on payment of the Reservation Fee in the amount of \$159,200.00 by **July 31, 2020**. An invoice is attached to this letter. A check or electronic payment in the amount of the Reservation Fee must be *received* by the Department with a copy of the invoice no later than July 31, 2020 at 5:00 pm Arizona time. If submitting an electronic payment, then payment must be remitted through the ADOH Payment Portal. If paying by check, the payment must be remitted to the following address:

Arizona Department of Housing
Attn: Jeanne Redondo
1110 West Washington Street, Suite 280
Phoenix, Arizona 85007

Condition 2

On or before October 27, 2020 at 5:00 pm (the "Carryover Allocation Agreement Request Deadline") Applicant must upload each of the items listed in Section 3.1 of the QAP to the Rental Development Portal on the ADOH website plus deliver hard copies of each of the documents requested in Sections 3.1(B), 3.1(L) and 3.1(M) to the ADOH office at the address listed above, and timely satisfy all requests for clarification and other stipulations in the Carryover underwriting, in order to satisfy the Carryover Allocation Agreement requirements.

Condition 3

A list of threshold deficiencies has been attached as **Attachment 1**. A complete and substantive response to each item identified must be included in the Carryover Allocation Request, due on Tuesday, October 27, 2020.

Conditions – Local Government Financing

The Project was underwritten with the assumption that the Local Government funds are awarded to the Project in the amount committed in the Tax Credit Application. In accordance with Section 7.1(C)(7) of the 2020 QAP, evidence that the City Council has approved the funding of the Project or evidence of an alternative source of permanent soft funding must be submitted to ADOH by November 26, 2020 at 5:00 pm. If this stipulation is not met, ADOH will revoke this Reservation of Tax Credits. Bridge financing will not be considered to meet this requirement unless it is available as a permanent source and meets the standards in Section 7 "Underwriting" of the 2020 QAP. In the event that the Reservation of Tax Credits are revoked in accordance with this paragraph, ADOH will refund the payment of the Reservation Fee.

Carryover Allocation

Upon timely fulfillment of each the conditions described above and after satisfying any requirements that may be imposed during ADOH's review of the materials provided to meet the conditions above, the Department will issue a Carryover Allocation which is conditioned on submitting the materials necessary to satisfy the 10% Cost Test requirements, as required in Section 3.3 of the QAP. The deadline for the 10% Cost Test is June 29, 2021.

- 1) receipt by November 26, 2020 of either i) evidence that the City Council, as applicable, has approved the funding as set forth in the Application or ii) a commitment from an alternative source of permanent soft funding to replace the City funds in accordance with Section 7.1(C)(7) of the QAP.

Important Deadlines: The submittals below are due by 5:00 p.m. Arizona time in both electronic format and original hard copy on the date specified herein:

July 31, 2020	Submit Reservation Fee
October 27, 2020	Submit Carryover Allocation Agreement Request pursuant to QAP Section 3.1 Including HUD Part 58 Environmental Assessment that is ready to publish a FONSI/RROF (for all sources of Federal funds and/or Federal Rental Assistance)
November 26, 2019	Submit source of permanent soft funding to replace City funds not awarded per Section 7.1(C)(7) of the QAP

The last day of the month in which Carryover issued	Submit executed Carryover Allocation Agreement, assuming all conditions and requirements in this letter have been met and a Carryover Allocation has been issued
30 Days Before Closing	Submit Equity Closing Package pursuant to QAP Section 3.2
June 29, 2021	Submittal of 10% Cost Test pursuant to QAP Section 3.3

Waivers:

No waivers were requested or granted in conjunction with the review of the Application.

ADOH has attached a copy of the ADOH score sheet and underwriting for the project. You may address any questions that you may have to Jeanne Redondo at (602) 771-1031.

Sincerely,



Carol L. Ditmore
Director

Valley View Apartments

	Bldg Permit Fees	Plan Check Fees	Impact Fees*	Subtotal	# Bldgs	Total
Community Building	\$ 4,399.00	\$ 2,527.20	\$ 8,772.11	\$ 15,698.31	1	\$ 15,698.31
Building A-1	\$ 13,704.00	\$ 5,667.00	\$ 25,632.00	\$ 45,003.00	2	\$ 90,006.00
Building A-2	\$ 13,704.00	\$ 5,667.00	\$ 25,632.00	\$ 45,003.00		
Building B	\$ 7,092.00	\$ 2,931.00	\$ 12,816.00	\$ 22,839.00	1	\$ 22,839.00
Building C-1	\$ 10,704.00	\$ 4,491.00	\$ 17,088.00	\$ 32,283.00	7	\$ 225,981.00
Building C-2	\$ 10,704.00	\$ 4,491.00	\$ 17,088.00	\$ 32,283.00		
Building C-3	\$ 10,704.00	\$ 4,491.00	\$ 17,088.00	\$ 32,283.00		
Building C-4	\$ 10,704.00	\$ 4,491.00	\$ 17,088.00	\$ 32,283.00		
Building C-5	\$ 10,704.00	\$ 4,491.00	\$ 17,088.00	\$ 32,283.00		
Building C-6	\$ 10,704.00	\$ 4,491.00	\$ 17,088.00	\$ 32,283.00		
Building C-7	\$ 10,704.00	\$ 4,491.00	\$ 17,088.00	\$ 32,283.00		
Building D	\$ 8,184.00	\$ 3,435.00	\$ 12,816.00	\$ 24,435.00	1	\$ 24,435.00
Building E-1	\$ 6,402.00	\$ 2,748.00	\$ 8,544.00	\$ 17,694.00	2	\$ 35,388.00
Building E-2	\$ 6,402.00	\$ 2,748.00	\$ 8,544.00	\$ 17,694.00		
TOTALS	\$ 134,815.00	\$ 57,160.20	\$ 222,372.11	\$ 414,347.31		\$ 414,347.31

* Does not include Water and Sewer Impact or Connection Fees

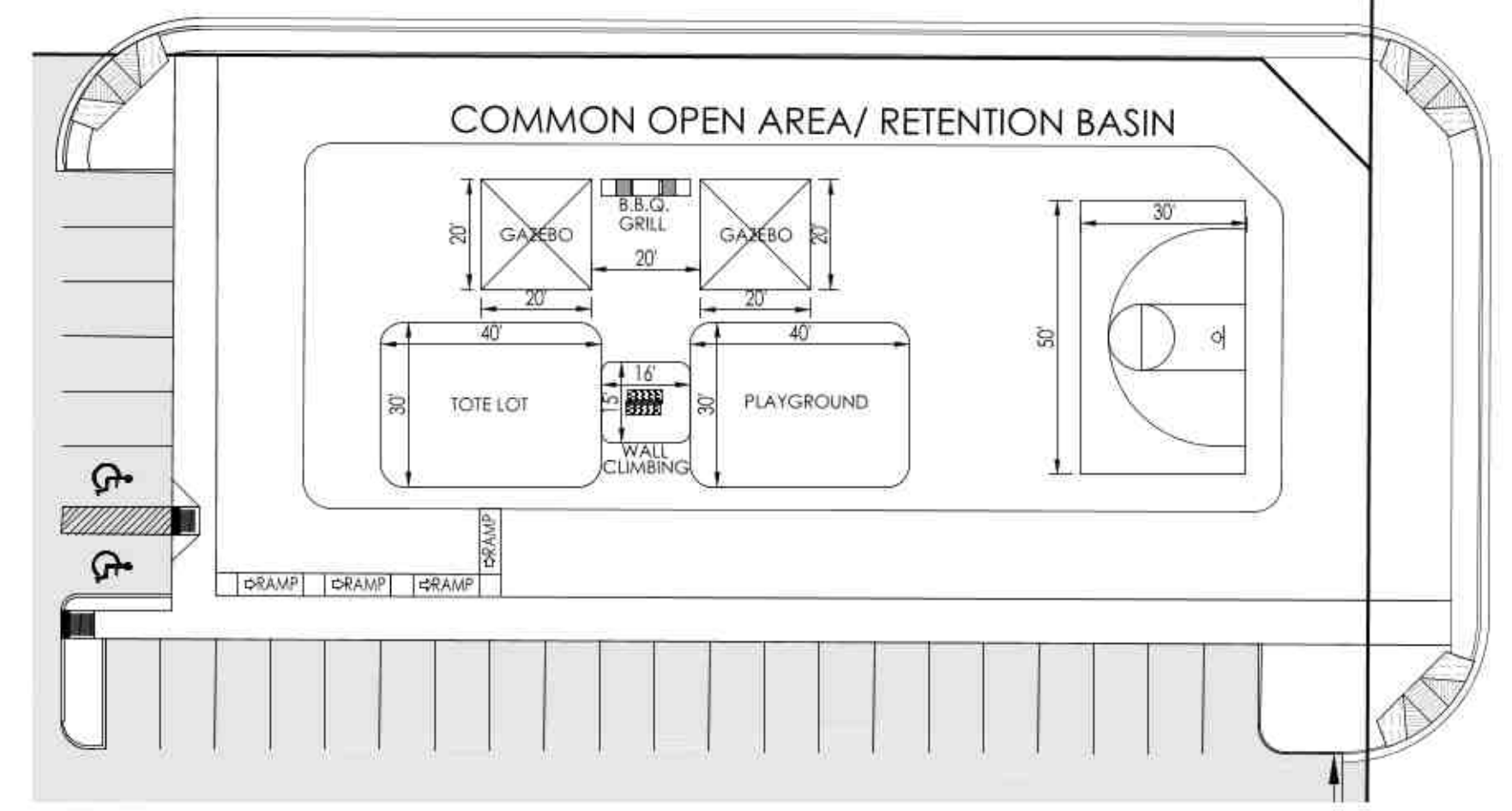
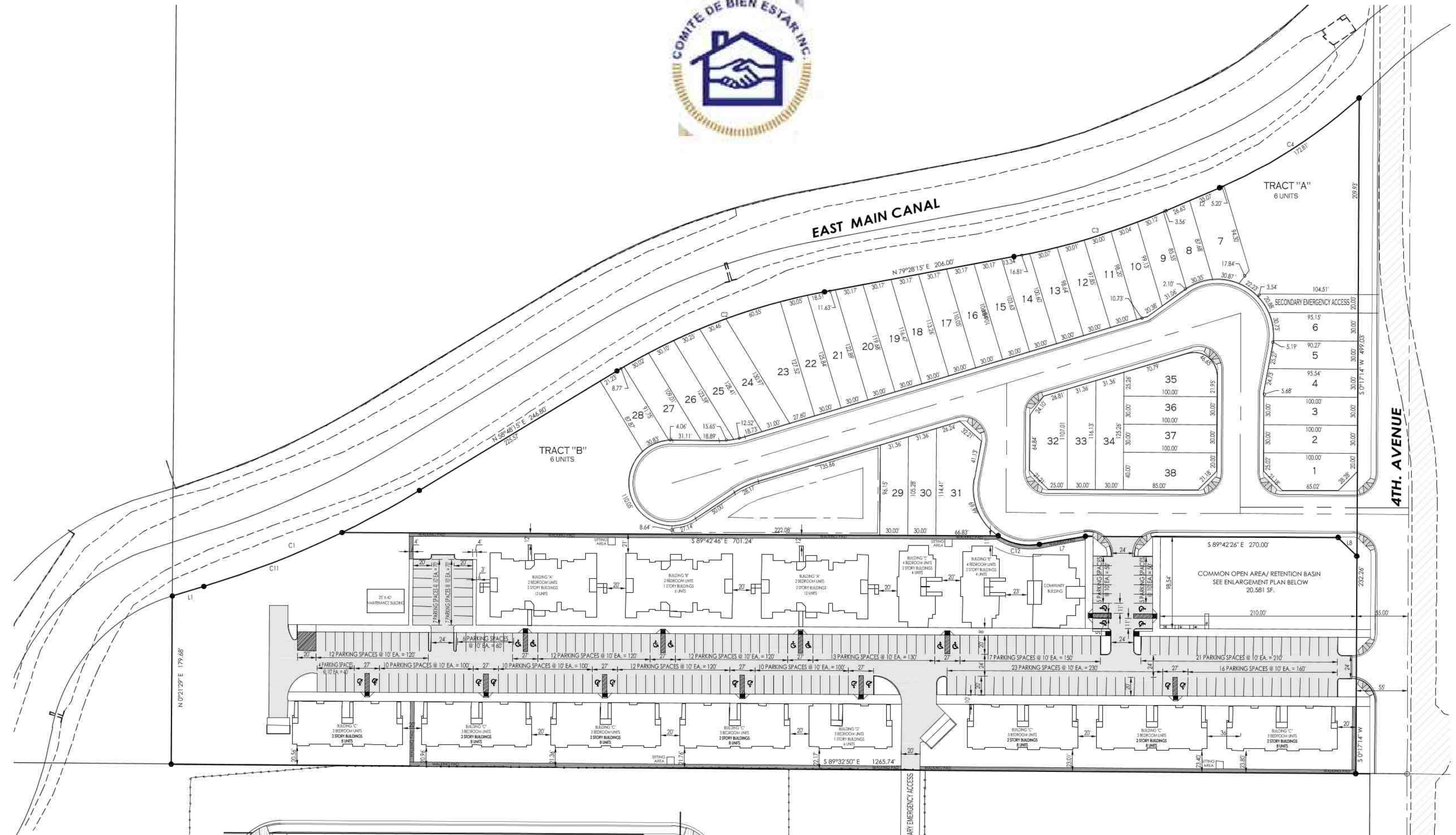
CDB VALLEY VIEW APARTMENT

CONCEPT LAYOUT DESIGN

A.P.N. 775-14-206



VEGA & VEGA
ENGINEERS & ARCHITECTS
1846 S. 8th AVENUE
YUMA, AZ. 85364
928-329-0000 TEL
928-247-6232 FAX
VnY@vega.vv8.com



COMMON OPEN AREA/ RETENTION BASIN ENLARGE PLAN

LINE DATA

NUMBER	LENGTH	BEARING
L1	35.28	N 73°08'15" E
L2	61.70	N 64°48'15" E
L3	31.37	N 46°58'15" E
L4	31.37	S 49°55'15" W
L5	41.70	S 48°48'15" W
L6	35.50	S 73°08'15" W
L7	50.00	N 79°53'54" W
L8	28.28	S 44°42'46" E

CURVE DATA

NUMBER	DELTA ANGLE	CHORD DIRECTION	CHORD LENGTH	TANGENT	RADIUS	ARC LENGTH
C1	14°20'00"	N 65°58'15" E	252.11	127.05	1010.40	252.77
C2	20°40'00"	N 69°08'15" E	237.42	120.67	661.80	238.11
C3	12°40'00"	N 73°08'15" E	170.28	85.66	771.80	170.43
C4	19°53'00"	N 56°51'45" E	184.14	93.48	533.3	183.97
C5	04°48'15"	N 49°19'22" E	335.48	177.76	423.30	335.48
C6	22°33'00"	S 58°11'45" W	187.03	93.57	478.30	188.45

NUMBER	DELTA ANGLE	CHORD DIRECTION	CHORD LENGTH	TANGENT	RADIUS	ARC LENGTH
C7	19°53'00"	S 56°51'45" W	165.15	83.84	478.30	165.98
C8	12°40'00"	S 73°08'15" W	158.14	79.58	716.80	158.47
C9	20°40'00"	S 69°08'15" W	257.15	130.70	716.80	258.55
C10	14°20'00"	S 65°58'15" W	238.38	120.13	955.42	239.01
C11	09°00'00"	N 88°58'12" E	158.58	79.54	1010.40	158.75
C12	49°56'48"	S 78°07'45" E	44.90	24.21	60.00	44.02

BUILDING BREAKDOWN APARTMENT COMPLEX

BUILDING "A" (2 BEDROOM) TOTAL OF 2 BUILDINGS WITH 12 UNITS EA. FOR A TOTAL OF == 24 UNITS
 BUILDING "B" (2 BEDROOM) TOTAL OF 1 BUILDING WITH 6 UNITS EA. FOR A TOTAL OF == 6 UNITS
 BUILDING "C" (3 BEDROOM) TOTAL OF 7 BUILDINGS WITH 8 UNITS EA. FOR A TOTAL OF == 56 UNITS
 BUILDING "D" (3 BEDROOM) TOTAL OF 1 BUILDING WITH 4 UNITS EA. FOR A TOTAL OF == 4 UNITS
 BUILDING "E" (4 BEDROOM) TOTAL OF 2 BUILDINGS WITH 4 UNITS EA. FOR A TOTAL OF == 8 UNITS

TOWNHOUSE DEVELOPMENT BREAKDOWN

38 SINGLE TOWNHOUSE UNITS
 TRACT "A" 2 STORY BUILDING WITH 6 UNITS
 TRACT "B" 2 STORY BUILDING WITH 6 UNITS

PRELIMINARY

Notes:

Scale: 1/8" = 1'-0" Date: MAR. 2020
 Drawn: Staff Job #: vrv20-200
 Checked: Vna

Sheet 1
 of 1

Concept Design Layout
 A.P.N. 775-14-206
 CDB VALLEY VIEW APARTMENTS