

Main Office - Department of Housing 264 Harbor Blvd., Building A Belmont, CA 94002-017

Housing Community Development Tel: (650) 802-5050

Housing Authority of the County of San Mateo Tel: (650) 802-3300 **Board of Supervisors:** Dave Pine Noelia Corzo Ray Mueller Warren Slocum David Canepa

**Director:** Raymond Hodges **Deputy Director:** Rose Cade

## FARM LABOR HOUSING LOAN PROGRAM NEW HOUSING APPLICATION

Once you have reviewed the Farm Labor Housing Loan Program Guidelines, please read and complete this application. Any incomplete information will cause a delay in processing, and the application may be returned. If you need assistance, please contact Anthony Parenti at the Department of Housing by phone at (650) 802-3379 or via e-mail at <u>aparenti@smchousing.org</u>. Please fill out a separate application for each unit, if the units are not identical or are on separate parcels.

APPLICANT INFORMATION							
Applicant Name:							
□ Private Landowner □	Nonprofit Landowner	$\Box$ Public Agency Landowner					
Mailing Address:	City:	Zip:					
Daytime Phone:	Email:						
Project Address:	City:	Zip:					
Project APN Number:	Type of units:						
Project Manager:							
Daytime Phone:	Email:						
HOUSING INFORMATION							
Name of Agricultural Operation:							
Name of Owner of Agricultural Operation:							
Mailing Address:	City:	Zip:					
Type of Housing:							
Number of units for which funding is being requested:							

TENANT INFORMATION						
Will a very low-income farmworker(s) reside in the unit? Yes $\Box$ No $\Box$	Employer of farmworker tenant(s):					
Number of farmworker tenants:	Total number in household:					
Please list the rent for \$ monte ach unit.   (If more than three, \$ monte add additional sheet of paper)	h					
To whom will the farmworker(s) pay rent?						
Will rent and utility allowance represent less than 30% of the farmworker household's gross income?Yes <a> No</a>						
Please provide information substantiating the response to the question directly above, including income information.						
PROPOS	ED PROJECT					
Please describe the proposed project, including an estimated budget.						
LOAN INFORMATION						
See loan parameters in guidelines						
$\Box$ No interest, forgivable loan						
Please indicate the loan amount requested to accomplish the work described above.   (note limitations of loan amounts on program description)   \$						

## Certification

I certify that the information I am submitting is true and correct. I further certify that I have read the Farm Labor Housing Loan Program Guidelines, which set forth the basic terms and conditions of the loan.

Signature: \_

Property Owner

□ Non-Profit		Government Entity	🗆 Private Party	□ Other:			
After the site visit is complete, please submit <u>ONE</u> copy of the following documents based on the box you check above. Please label each document with the corresponding attachment numbers.							
ALL APPLICANTS							
	1. Proof of ownership.						
	2. Proof of income for the farmworker(s), such as payroll report or tax documentation, if available (please note that documentation regarding proof of income for other members of the farmworker's household may be requested).						
	3. Documentation of rent and other housing expenses paid by tenant(s), such as a lease agreement or payroll deduction, if available.						
	4. Property Description.						
Add	Additional documentation for PRIVATE PARTY applicants						
	5a. Copy of Bylaws.						
	6a. Articles of incorporation (required for corporate entities only).						
	7a. Profit and loss statement.						
	8a. Certificate of registration with the California Secretary of State (corporations, LLCs, and limited partnerships).						
Add	Additional documentation for NON-PROFIT applicants						
	5b. Resolution	authorizing application ar	nd designation of sign	atory by the Board of Directors.			
	6b. Proof of 501(c)3 / tax-exempt status.						
	7b. Copy of Bylaws.						
	8b. Certified financial audit no more than 1 fiscal year old, prepared by a CPA, and Management letters						
A .] -	Additional documentation for GOVERNMENT ENTITY applicants						
Aut							
	5c. Resolution authorizing application and designation of signatory by the governing body.						
	6c. Certified financial audit no more than 1 fiscal year old, prepared by a CPA, and Management letters						