

## Application Document Checklist

### Instructions for Application submission:

The following is a FULL list of ALL the items that may be necessary to upload to HCD portal. Use the electronic file name descriptions below for the electronic submission via HCD portal. Application materials, workbooks, and supporting documentation must be submitted no later than **4:00 p.m. Pacific Daylight Time on July 12, 2022**.

Electronic File Name	Document Description	Included?
01. Document Checklist	Document Checklist.	Included
02. Application	Super NOFA Excel Application.	Included
03. App Sub Notification	<b>MHP Only:</b> Per <a href="#">Health &amp; Safety Code §50675.7(e)</a> Sponsor/Applicant must notify the local legislative body (City Council or County Board of Supervisors), or Tribal governing body if applicable, of the Sponsor's loan/grant application prior to application submission.	Included

### From "Project Overview" Sheet/tab

04. Urban Area	Provide documentation of location in an Urbanized Area.	Included
05. Capital Improvement Project	Applicant narrative and documentation evidencing the Locality requiring the CIP.	Included
06. Integration Plan	For Special Needs Projects provide an Integration Plan that demonstrates how Sponsor/Applicant will meet <a href="#">MHP §7302(g)</a> requirements.	Included
07. Tribal Entity Waiver	Modifications or waivers as provided for in <a href="#">HSC Section 50406</a> , subdivision (p) ( <a href="#">Assembly Bill 1010 (Chapter 660, Statutes of 2019)</a> )	Not Applicable
08a. Indian Country Verification	Documentation verifying land is located in <a href="#">Indian Country as defined by 18 USC 1151</a> .	Not Applicable
08b. Fee or Trust Land Verification	Documentation verifying land is located on Fee or Trust Land.	Not Applicable
09. Community-Based Developer Experience	Attach any alternate documentation requested to be considered for Community-Based Developer Experience.	Included
10. Emerging Developer Experience	Provide documentation satisfying experience. See Appendix A – Defined Terms.	Not Applicable
11. SponDev Cont. Agreement	Provide contract agreement between Sponsor/Applicant and experienced Developer.	Not Applicable
12. Project Timeline	Provide explanation how the Project meets the exceptions specified in program Guidelines.	Not Applicable
13. Rehab Description	Narrative description of current condition of structure(s) and overall scope of work.	Not Applicable
14. PNA or CNA	PNA or CNA prepared by a qualified independent third-party contractor.	Not Applicable
15. Rent Roll	Current rent roll, including household income & size for each unit.	Not Applicable
16. Adaptive Reuse Narrative	Narrative describing Project and area in which Project will be built; must confirm Project will consist of the rehab of a vacant or underused commercial or industrial building(s). Structures such as residential hotels that are currently used for housing will not be considered to be eligible in meeting the adaptive reuse criteria. Narrative must confirm Project site is located within a developed area served with public infrastructure.	Not Applicable
17. Tax Credit Reservation	If the Project has already received a tax credit reservation, upload documentation.	Not Applicable
18. Operating Subsidy Commitment	Documentation evidencing commitment of Operating Subsidies including source, term (in years), total subsidy amount, and estimated first year allocation.	Included
19. Current Contract Rents	Projects proposing project-based rental assistance: Provide documentation of current contract rents for HAP, Shelter Plus or other source, as applicable.	Included
20. Rural Status Determination	TCAC Method for determining rural status. <a href="#">Documentation of rural status</a>	Not Applicable
21. Opportunity Area	Documentation of TCAC/HCD Opportunity Area status either (1) at time of application, or (2) when initial site control (pursuant to <a href="#">UMR §8303(a)</a> ) was obtained, if a TCAC/HCD Opportunity Area Map exists for that year.	Included

### Sponsor/Applicant 1 Organizational Documents

22a. Spon1 Cert & Legal Disclosure	<a href="#">Reference: Sponsor/Applicant Certification Worksheet.</a>	Included
22b. Spon1 OrgDoc1, OrgDoc2, etc.	<a href="#">Reference: Entity Org Docs Worksheet.</a>	Included
22c. Spon1 OrgChart	Sponsor/Applicant Organization Chart.	Included
22d. Spon1 Signature Block	Signature Block - upload in Microsoft Word Document.	Included
22e. Spon1 Cert of Good Standing	Certificate of Good Standing dated within 30 days of the application due date.	Included
22f. Spon1 Tax-Exempt Status	Evidence of tax-exempt status from <a href="#">IRS</a> and <a href="#">FTB</a> for Corporations (Non-Profits Only).	Included

### Sponsor/Applicant 2 Organizational Documents

23a. Spon2 Cert & Legal Disclosure	<a href="#">Reference: Sponsor/Applicant Certification Worksheet.</a>	Not Applicable
23b. Spon2 OrgDoc1, OrgDoc2, etc.	<a href="#">Reference: Entity Org Docs Worksheet.</a>	Not Applicable
23c. Spon2 OrgChart	Sponsor/Applicant Organization Chart.	Not Applicable
23d. Spon2 Signature Block	Signature Block - upload in Microsoft Word Document.	Not Applicable
23e. Spon2 Cert of Good Standing	Certificate of Good Standing must be dated 30 days or less from the application due date.	Not Applicable
23f. Spon2 Tax-Exempt Status	Evidence of tax-exempt status from <a href="#">IRS</a> and <a href="#">FTB</a> for Corporations (Non-Profits Only).	Not Applicable

### Sponsor/Applicant 3 Organizational Documents

24a. Spon3 Cert & Legal Disclosure	<a href="#">Reference: Sponsor/Applicant Certification Worksheet.</a>	Not Applicable
24b. Spon3 OrgDoc1, OrgDoc2, etc.	<a href="#">Reference: Entity Org Docs Worksheet.</a>	Not Applicable
24c. Spon3 OrgChart	Sponsor/Applicant Organization Chart.	Not Applicable
24d. Spon3 Signature Block	Signature Block - upload in Microsoft Word Document.	Not Applicable
24e. Spon3 Cert of Good Standing	Certificate of Good Standing must be dated 30 days or less from the application due date.	Not Applicable
24f. Spon3 Tax-Exempt Status	Evidence of tax-exempt status from <a href="#">IRS</a> and <a href="#">FTB</a> for Corporations (Non-Profits Only).	Not Applicable

### Joint Venture 1 Organizational Documents

25a. Joint Venture Agreement	Executed copy stating the terms of joint venture agreement.	Not Applicable
25b. JV1 Cert & Legal Disclosure	<a href="#">Reference: Sponsor/Applicant Certification Worksheet.</a>	Not Applicable
25c. JV1 OrgDoc1, OrgDoc2, etc.	<a href="#">Reference: Entity Org Docs Worksheet.</a>	Not Applicable
25d. JV1 OrgChart	Sponsor/Applicant Organization Chart.	Not Applicable

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25e. JV1 Signature Block	Signature Block - upload in Microsoft Word Document.	Not Applicable
25f. JV1 Cert of Good Standing	Certificate of Good Standing must be dated 30 days or less from the application due date.	Not Applicable
25g. JV1 Tax-Exempt Status	Evidence of tax-exempt status from <b>IRS</b> and <b>FTB</b> for Corporations (Non-Profits Only).	Not Applicable

**Joint Venture 2 Organizational Documents**

26a. JV2 Cert & Legal Disclosure	<a href="#">Reference: Sponsor/Applicant Certification Worksheet.</a>	Not Applicable
26b. JV2 OrgDoc1, OrgDoc2, etc.	<a href="#">Reference: Entity Org Docs Worksheet.</a>	Not Applicable
26c. JV2 OrgChart	Sponsor/Applicant Organization Chart.	Not Applicable
26d. JV2 Signature Block	Signature Block - upload in Microsoft Word Document.	Not Applicable
26e. JV2 Cert of Good Standing	Certificate of Good Standing must be dated 30 days or less from the application due date.	Not Applicable
26f. JV2 Tax-Exempt Status	Evidence of tax-exempt status from <b>IRS</b> and <b>FTB</b> for Corporations (Non-Profits Only).	Not Applicable

**Borrower Organizational Documents**

27a. Bwr Cert & Legal Disclosure	<a href="#">Reference: Sponsor/Applicant Certification Worksheet.</a>	Included
27b. Bwr OrgDoc1, OrgDoc2, etc.	<a href="#">Reference: Entity Org Docs Worksheet.</a>	Included
27c. Bwr OrgChart	Must demonstrate Sponsor/Applicant control of the Borrower consistent with <b>UMR §8313.2.</b>	Included
27d. Bwr Signature Block	Signature Block - upload in Microsoft Word Document.	Included
27e. Bwr STD-204 Payee Data Record	<a href="#">Reference: AB434 webpage for Payee Data record STD204.</a>	Included
27f. Bwr Fi\$Cal TIN Form	<a href="#">Reference: Taxpayer Identification Number (TIN) (public entities ONLY).</a>	Not Applicable
27g. Bwr EIN Verification	<b>IRS Form SS-4.</b>	Included
27h. Bwr Cert of Good Standing	Certificate of Good Standing must be dated 30 days or less from the application due date.	Included
27i. Bwr Tax-Exempt Status	Evidence of tax-exempt status from <b>IRS</b> and <b>FTB</b> for Corporations (Non-Profits Only).	Not Applicable

**Managing General Partner**

28a. MGP Cert & Legal Disclosure	<a href="#">Reference: Sponsor/Applicant Certification Worksheet.</a>	Included
28b. MGP OrgDoc1, OrgDoc2, etc.	<a href="#">Reference: Entity Org Docs Worksheet.</a>	Included
28c. MGP OrgChart	MGP Organization Chart.	Included
28d. MGP Signature Block	Signature Block - upload in Microsoft Word Document.	Included
28e. MGP Cert of Good Standing	Certificate of Good Standing must be dated 30 days or less from the application due date.	Included
28f. MGP Tax-Exempt Status	Evidence of tax-exempt status from <b>IRS</b> and <b>FTB</b> for Corporations (Non-Profits Only).	Included

**Administrative General Partner #1**

29a. AGP1 Cert & Legal Disclosure	<a href="#">Reference: Sponsor/Applicant Certification Worksheet.</a>	Not Applicable
29b. AGP1 OrgDoc1, OrgDoc2, etc.	<a href="#">Reference: Entity Org Docs Worksheet.</a>	Not Applicable
29c. AGP1 OrgChart	AGP1 Organization Chart.	Not Applicable
29d. AGP1 Signature Block	Signature Block - upload in Microsoft Word Document.	Not Applicable
29e. AGP1 Cert of Good Standing	Certificate of Good Standing must be dated 30 days or less from the application due date.	Not Applicable
29f. AGP1 Tax-Exempt Status	Evidence of tax-exempt status from <b>IRS</b> and <b>FTB</b> for Corporations (Non-Profits Only).	Not Applicable

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**Administrative General Partner #2**

30a. AGP2 Cert & Legal Disclosure	<a href="#">Reference: Sponsor/Applicant Certification Worksheet.</a>	Not Applicable
30b. AGP2 OrgDoc1, OrgDoc2, etc.	<a href="#">Reference: Entity Org Docs Worksheet.</a>	Not Applicable
30c. AGP2 OrgChart	AGP2 Organization Chart.	Not Applicable
30d. AGP2 Signature Block	Signature Block - upload in Microsoft Word Document.	Not Applicable
30e. AGP2 Cert of Good Standing	Certificate of Good Standing must be dated 30 days or less from the application due date.	Not Applicable
30f. AGP2 Tax-Exempt Status	Evidence of tax-exempt status from <b>IRS</b> and <b>FTB</b> for Corporations (Non-Profits Only).	Not Applicable

**Manager of LLC**

31a. MLLC Cert & Legal Disclosure	<a href="#">Reference: Sponsor/Applicant Certification Worksheet.</a>	Included
31b. MLLC Cert of Good Standing	Certificate of Good Standing must be dated 30 days or less from the application due date.	Included
31c. MLLC OrgChart	MLLC Organization Chart.	Included
31d. MLLC OrgDoc1, OrgDoc2, etc.	<a href="#">Reference: Entity Org Docs Worksheet.</a>	Included
31e. MLLC Signature Block	Signature Block - upload in Microsoft Word Document.	Included
31f. MLLC Tax-Exempt Status	Evidence of tax-exempt status from <b>IRS</b> and <b>FTB</b> for Corporations (Non-Profits Only).	Included

**Site Control**

32. Site Control	Documentation of site control in accordance with <b>UMR §8303</b> .	Included
33. Preliminary Title Report	Provide a preliminary report dated within 30 days of application due date. For projects developed in Indian country, an attorney's opinion regarding chain of title and current title status is acceptable in lieu of a title report.	Included
34. Appraisal	If land cost or value is included in the development budget, an appraisal report supporting the cost or value is required.	Included

**Source for utility allowances**

35. Utility allowance	Schedule of utility allowances.	Included
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**Relocation Requirements**

36. Relocation Plan	Relocation Plan.	Not Applicable
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**Environmental Requirements & Reports**

37. Env. Report 1	Phase I (prepared or updated no earlier than 12 months prior to the application due date).	Included
38. Env. Report 2	Phase II (prepared or updated no earlier than 12 months prior to the application due date).	Not Applicable
39. Env. Report 3	Lead Based Paint Report (for structures built prior to 1978) (rehab only).	Not Applicable
40. Env. Report 4	Mold Report (rehab only).	Not Applicable
41. Env. Report 5	Asbestos Report (for structures built prior to 1978) (rehab only).	Not Applicable
42. Env. Report 6	Other Environmental Report.	Included

**Article XXXIV**

43. Article XXXIV Legal Opinion	Legal opinion regarding Article XXXIV, prepared in accordance with <b>NOFA Section VI</b> .	Not Applicable
44. Article XXXIV Authority	Documentation of Article XXXIV Authority prepared in accordance with <b>NOFA Section VI</b> .	Included

**Nondiscrimination and Fair Housing Requirements**

45. Fair Housing Legal Opinion	MHP Senior Project only. If the proposed project will limit occupancy to seniors, provide a Project-specific legal opinion labeled "Fair Housing Legal Opinion" with supporting materials describing how the Project complies with fair housing laws.	Not Applicable
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**From "Scoring" Sheet/tab**

46. Scoring Opportunity Area Map	Documentation of TCAC/HCD Opportunity Area status prior to initial site control (pursuant to <b>UMR §8303(a)</b> ). Same as upload #21.	Included
47. Excess state-owned property	Provide documentation/agreement for ground lease with the state to create affordable housing on Excess state-owned property.	Not Applicable
48. Resume Principal	Resume of Principal.	Not Applicable
49. SOQ Principal	Statement of Qualifications of Principal.	Not Applicable
50. Cert of Employment	Certification of Prior Employment Executed by Previous Employer	Not Applicable
51. Certification of Fiscal Integrity	Submit a certification that the projects for which points are requested have maintained Fiscal Integrity for the year in which each Rental Housing Development's last financial statement has been prepared, a positive operating cash flow from typical residential income alone and have funded reserves in accordance with the partnership agreement and any applicable loan documents.	Included
52. Enforceable MA	An enforceable management agreement executed by both parties for the subject application must be submitted at the time of application.	Included
53. Bona-fide MA	At time of application, provide contract agreement between Tenderloin Neighborhood Development Corporation and .	Not Applicable
54. Const EFC #1, #2, etc.	Provide all commitment letters or other evidence documenting construction financing commitments.	Included
55. Perm EFC #1, #2, etc.	Provide all commitment letters or other evidence documenting deferred payment permanent financing commitments.	Included
56. FEMA DD	Provide FEMA Major Disaster Declaration documentation.	Not Applicable
57. Disaster Housing Plan	Provide documentation or a plan on how the Project will contribute to providing housing for disaster-impacted households.	Not Applicable
58. Land Use App Submission	Provide evidence of a submitted complete Application to the relevant local authorities for land use approval under a nondiscretionary local approval process, where the Application has been neither approved or disapproved.	Included
59. AICP Letter	Letter signed by a planner certified by the American Institute of Certified Planners.	Not Applicable
60. CEQA	Copy of CEQA Determination Documents.	Not Applicable

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62. Disaster Housing Plan	Provide documentation or a plan on how the Project will contribute to providing housing for disaster-impacted households.	Not Applicable
63. Local Approvals	Local Approvals and Environmental Review Verification form(s) completed and signed by local authority or Responsible Entity, if different from jurisdiction.	Included
64. Amenities List	List of amenities qualifying for TCAC points identified in the "Scoring" Worksheet. Include amenity name, address, distance from the project, and amount of TCAC points earned.	Included
65. Amenities-Scaled Distance Map	Provide a scaled distance map showing the location of amenities in relation to the Project corresponding to the Amenities List.	Included
66. Walkable Route Location Map	These transit points must be measured by a Walkable Route from the nearest boundary of the Project to the outer boundary of the site of the Transit Station or Major Transit Stop.	Included
67. Reducing Barriers Plan	Provide plan be tailored to the needs of the tenant population.	Included
68. Sustainable Strategy	Provide a letter or resolution executed by an Officer or an equivalent representative from, the metropolitan planning organization, regional transportation planning agency, planning, or local transportation commission.	Included
69. Regional Plan	Provide a letter or resolution executed by an officer of, or an equivalent representative from, the metropolitan planning organization, regional transportation planning agency, or local transportation commission.	Included
70. Transit Priority Area	Provide a letter or resolution executed by an officer or an equivalent representative from the metropolitan planning organization, regional transportation agency, planning, or local transportation commission.	Included
71. Green Building Status	Provide signed letter from a certified LEED Green rater, certified Green Point rater, or licensed engineer stating the green building status.	Not Applicable
72. Near Electrification	Provide a document from a licensed professional that the AHD or Mixed-Use Development will contain the level of electricity stated in in this application.	Not Applicable
73. Electric Design	Provide a document from a licensed professional that the document that the AHD or Mixed-Use Development will contain the level of electricity stated in this application.	Included

**From "Operating Budget" Sheet/tab**

74. Op Exp Compare	Submit at least 3 operating expense comparables for similar projects located in the same market area. Projects should be affordable housing projects similar in size, type, amenities, and population to the proposed project. One comparable may be submitted for a 100% market rate Project if unable to locate affordable housing comparables. The most recent two years audited statements for each comparable is preferred, if available. Additional information may be required.	Included
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**From "VHHP Threshold Requirements" Sheet/tab**

75. Tenant Selection & Housing First	Provide signed certification for tenant selection and housing first practices.	Not Applicable
76. LSP Partner Agreement	Contract or Agreement (other non-Sponsor/Applicant providers). VHHP §214(b)(1)	Not Applicable
77. SSP Agreement	Provide an agreement with the LSP to implement the supportive services plan If the LSP is not part of the ownership entity.	Not Applicable
78. Other Assisted Units	Include documentation from organization that has 24 months experience in providing this service in publicly assisted affordable housing.	Not Applicable
79. Transitional Housing Project	Provide documents describing how housing will accommodate ready conversion to permanent housing at minimum cost.	Not Applicable
80. Local VA Office Letter	Provide a letter from the local VA office (Network Homeless Coordinator or similar official) describing the population to be served by the Project, the type of housing to be provided (transitional, permanent supportive, or affordable), and why it will meet a high priority local need.	Not Applicable
81. Local Continuum of Care Letter	Provide a letter from the local Continuum of Care addressing the same points described in the preceding subsection.	Not Applicable

**From "IIG Threshold Requirements" Sheet/tab**

82. Development Agreement	Agreement executed prior to January 1, 2022 that contains affordability covenants.	Included
82b. Development Agreement	Agreement executed prior to July 31, 2019 that contains affordability covenants.	Not Applicable
83. Density Requirements Exception	Provide the reasons why the city believes the exception is warranted.	Not Applicable
84. Letter of Support	Letter of support from the governing body may be submitted and will be accepted no later than October 14, 2022. If Applicant will provide after application and no later than October 14, 2022, email the letter to SuperNOFA@hcd.ca.gov.	Not Applicable
85. Relevant Development Plan	Provide a copy of the relevant plan showing area designation.	Included
86. Minimum Density Ordinance	Identify a mechanism, such as a minimum density ordinance or a recorded, binding covenant, acceptable to the Department to reliably ensure that future development will occur at an overall Net Density equaling or exceeding that set forth in IIG §200(b)(2).	Included

**From "MHP - Supportive Services Plan" Sheet/tab**

87. LSP List of projects or contracts	Provide list of current and completed Projects or contracts when submitting application.	Included
88. LSP NonSpon Contract Basic	Lead Service Provider Contract, Agreement or Letter of Intent (non-Sponsor/Applicant provider).	Included
89. NonSpon SS Contract Enhanced	Contract, Agreement or Letter of Intent to Provide Services (other non-Sponsor/Applicant providers).	Included
90. Duty Stmt1, Duty Stmt2, Duty Stmt3, Duty Stmt4	Staff Duty Statements (all providers).	Included
91. SS Fund Ltr1, SS Fund Ltr2, SS Fund Ltr3, etc.	Services funding commitment letters; Include: Project name; description of services; dollar value of funds or in-kind services; If cash is provided, state funding source; funding term; description & history of agency/org. providing funding or services.	Included



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**From "VHHP - Supportive Services Plan" Sheet/tab**

92. LSP List of projects or contracts	Provide list of current and completed Projects or contracts when submitting application	Not Applicable
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**From "Supportive Housing Exp" Sheet/tab**

93. Sponsor/Applicant SOQ	Statement of Qualifications regarding owning and managing Supportive Housing Projects. Include list of Projects.	Included
94. Property Management SOQ	Property Management Statement of Qualifications regarding owning and managing Supportive Housing Projects. Include list of Projects.	Included
95. LSP SOQ	Lead Service Provider Statement of Qualifications. Include company and resumes of Principals.	Included
96. LSP Exp Contracts	Executed contracts must be Provided for experience to count. Provide only these pages of the contract: page(s) identifying the Project name, scope of work; term of the contract or agreement; and execution page(s) showing all signatures of all parties to the contracts.	Included

**From "Sponsor Certification" Sheet/tab**

97. Sponsor/Applicant Certification LOE	Letter of Explanation(s) for Certification & Legal "Yes" answers, or as clarification deemed necessary by the Sponsor/Applicant for information included in this application.	Included
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**Required additional reports**

98. Market Study	Market Study (prepared in accordance with TCAC latest Market Study Guideline requirements prepared or updated no earlier than 12 months prior to the application due date).	Included
99. Infill-Aerial Photos	Aerial Photographs of Proposed Project Site.	Included
100. Site Plan	Provide documentation of compliance with (Qualifying Infill Project (QIP) see Appendix A – Defined Terms) certified by a California State-licensed professional such as an engineer, surveyor, or landscape architect. The project must be located within an Urbanized Area on a site that has been previously developed, or on a vacant site where at least 75 percent of the perimeter of the site adjoins parcels that are developed with Urban Uses.	Included
101. Net Density Verification	Provide a minimum density ordinance, recorded binding covenant or date stamped map, and letter certified by a California State-licensed professional such as an engineer, surveyor or architect confirming the Net Density.	Included
102. MHP - Supportive Services Plan	Supportive Service Plan (PDF Version).	Included
103. VHHP - Supportive Services Plan	Supportive Service Plan (PDF Version).	Not Applicable
104. Supportive Service Verification	Supportive Service Verification (PDF Version).	Included
105. Service Amenity List	List of service amenities qualifying for TCAC points, include service amenity name, number of service hours, and amount of TCAC points earned.	Included
106. "Other" Supporting documentation (File name must use "106." then file name)	Provide any other documentation that may help HCD with its threshold, scoring, or financial feasibility review.	Included
107. LOE	Submit a letter of explanation providing details for all "No" answers that are shaded red above.	Not Applicable

**End of Document**

Select HCD program(s)

Yes	Multifamily Housing Program (MHP)
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Incentive Grant Program of 2007 (IIG-2007) and Infill Infrastructure Grant Program of 2019 (IIG-2019)	Yes
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No	Joe Serna, Jr. Farmworker Housing Grant (FWHG) Program
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Veterans Housing and Homelessness Prevention (VHHP) Program	No
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"Optional Answer" will not affect application review or ranking. Sponsor(s)/Applicant(s) or Joint Venture Entity meets CDLAC Definition of BIPOC Organization? per CDLAC 523(f)(1)(B), TCAC 10327(c)(2)(E)? Yes

Per NOFA, does the Sponsor/Applicant plan to apply for any of the following set-asides?

Tribal Entity  No  Emerging and Community-Based Developers  Yes  Non-Tax Credit Projects  No  Senior  No

Select Eligible Project Type(s) **MHP §7302(e) IIG §200(a)(1)**

Yes	Capital Improvement Project - with Qualifying Infill Project(s) (IIG)
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Multifamily Super NOFA vs Stand-Alone IIG-2019 NOFA  
 The Multifamily Finance Super NOFA Applicants are eligible to apply under the upcoming IIG-2019 standalone NOFA that will include Qualifying Infill Project applications from Small Jurisdictions.  
 Application documents for both NOFAs will be similar to minimize duplication of effort for those who wish to pursue both opportunities simultaneously. However, Applicants must indicate in both applications that they have entered into both competitions.

Furthermore, the financing structure and the Development Sources sheets of the Super NOFA and the stand-alone IIG-2019 NOFA applications **must be identical**. Any differences in proposed financing will result in disqualification from both Award opportunities. The Department strongly encourages Applicants to determine whether one program is a better fit for their project rather than duplicate applications (e.g., IIG-2019 Small Jurisdiction Over-the-Counter process requires 50 percent developed boundary, whereas IIG in the Super NOFA requires a 75 percent developed boundary). Projects that will require an Award of the Multifamily Housing Program (MHP), the Veterans Housing and Homelessness Prevention Program (VHHP), or the Joe Serna, Jr. Farmworker Housing Grant Program (FWHG or Serna) are encouraged to apply exclusively the Super NOFA.

Are you applying for the IIG 2019 stand-alone application? No

IIG §200(a) Sponsor/Applicant certifies that the Project meets the requirements for Eligible Capital Improvement Projects? Yes

Is the CIP an integral part of, or necessary for the development of, a QIP? Yes

Appendix A – Defined Terms Is QIP located in an Urbanized Area? Yes

Defined by the U.S Census Bureau			
File Name:	04. Urban Area	Provide documentation of location in an Urbanized Area.	Uploaded to HCD Portal? Yes

Appendix A – Defined Terms Is the QIP on a vacant site where at least 75 percent of the perimeter of the site adjoins parcels that are developed with Urban Uses? Yes

File Name:	05. Capital Improvement Project	Applicant narrative and documentation evidencing the Locality requiring the CIP.	Uploaded to HCD Portal? Yes
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IIG §206(a)(1)(A) Is the QIP located within a Locality which currently has an adopted element in substantial compliance with Art. 10.6 (§65580) Ch. 3 Div. 1 of Title 7 (Gov. Code §65585)? Yes

[A jurisdiction's current housing element compliance status is obtainable thru HCD's website.](#)

Please provide date of HCD compliance determination

File Name:	106. HE Determination letter	Provide HCD's determination letter.	Uploaded to HCD Portal? Yes
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IIG §206(a)(1)(B) At time of application, is QIP located in a Locality that has submitted its annual progress reports for 2017 through the most recently required annual progress report? Yes

No	Farmworker Housing (MHP)
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No	At High Risk (MHP)
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Yes	Large Family (MHP)
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MHP §7302(e)(1) Sponsor/Applicant certifies that the Project meets these requirements? Yes

No	Senior (MHP)
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Yes	Special Needs (MHP)
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Special Needs Projects must complete the "MHP Supportive Services Plan", "MHP Supportive Services Costs", "Special Needs Exp", "Special Needs Exp", and "Supportive Services Verif" Worksheets / tabs.

MHP §7302(e)(5) & as applicable §7302(f&g) Sponsor/Applicant certifies that the Project meets all MHP Special Needs Project requirements? Yes

File Name:	06. Integration Plan	For Special Needs Projects provide an Integration Plan that demonstrates how Sponsor/Applicant will meet MHP §7302(g) requirements.	Uploaded to HCD Portal? Yes
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Is Project being proposed by a Tribal Entity? [See Appendix A – Defined Terms](#) No

Is Project being proposed by a Community-Based Developer? [See Appendix A – Defined Terms](#) Yes

Does the Community-Based Developer plan to apply on its own as a Sponsor/Applicant? Yes

Does the Community-Based Developer meet the experience requirements per "Appendix A – Defined Terms"? Refer to [Guidelines Appendix A – Defined Terms](#) for experience requirements. Yes

Sponsor/Applicant certifies that for the 24 months prior to the application due date, entity must be located in and operating exclusively from or primarily in: Project Overview

1. Low or Moderate Resource Area
2. High Segregation or Poverty area according to the TCAC/HCD Opportunity Area Map

Will the Sponsor/Applicant (Community-Based Developer) maintain their corporate headquarters within 10 miles of the proposed Project or have 3 deed-restricted affordable housing Projects within 10 miles of the proposed Project?

Yes

Community benefit programs may include, but are not limited to, the following; **select all that are applicable to your organization:**

- 1 Free or reduced-cost childcare, after-school care, youth development, or adult day care programs.
- 2 Community center facilities that are staffed and open to the public at least once a week or a minimum of 7 hours each week.
- 3 Medical clinic with a physician, physician's assistant, or nurse practitioner onsite for a minimum of 40 hours each week.
- 4 Small business technical assistance, lending, or investment to at least ten neighborhood businesses within five miles of the proposed Project.
- 5 Job training, digital literacy training, college outreach (linking potential students to college resources and information), financial counseling, housing counseling, free tax return, or other economic empowerment programs.
- 6 Food distribution programs

Yes  
No  
No  
No  
No  
Yes

Community benefit programs shall be provided directly by the Sponsor and be open to the general public. The applicant must demonstrate that the services are generally accessible during core hours/times. For example, an applicant could demonstrate that food distribution services are available based on a set schedule of days and hours. Please note that some services may greater hours, e.g. medical clinic, or job training services, to be responsive to community needs.

In addition, for Applicants applying as Community-Based Developers, the entity must demonstrate in their application that they have community knowledge, commitment to long-term community investment, and population-specific cultural competency, through a combination of the following: **select all that apply to your organization:**

- 1 Receipt of grant funds for services within the relevant neighborhood or community.
- 2 Cultural and linguistic competency on staff relevant to community members (must be utilized daily in the provision of services and community benefit programs).
- 3 A record of hiring from the community (within a ten-mile range of the Community-Based Developer's central office).
- 4 Membership in or recruitment from a local Urban League (or substantially equivalent) organization.

Yes  
Yes  
Yes  
No

Additional evidence or documentation of community benefit programs, community knowledge, community investment and/or cultural competency may be required by the Department during application review process.

File Name:	09. Community-Based Developer Experience	Attach any alternate documentation requested to be considered for Community-Based Developer Experience.	Uploaded to HCD Portal?	Yes
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Is Project being proposed by an **Emerging Developer**? See Appendix A – Defined Terms

No

**MHP §7303(d)(3) IIG §201(b)(3)**

Is the Tribal Entity, Community-Based Developer, or Emerging Developer contracting with an entity that meets the experience requirements? Such contract must be fully executed at the time of application submittal, and it must remain in effect until permanent loan closing and the issuance of any required tax forms.

No

**MHP §7303.1(j) IIG §202(j)**

Sponsor/Applicant acknowledges and certifies that Projects involving new construction, acquisition and substantial Rehabilitation, or conversion of non-residential structures to residential dwelling Units must be physically capable of accommodating broadband service with at least a speed of 25 megabits per second for downloading and 3 megabits per second for uploading (25/3). Internet service and its ongoing fee are not required.

Yes

**MHP §7302(b) IIG §100**

Sponsor/Applicant certifies that other development funding sources, including all tax credit equity generated by the Project, are insufficient to cover Project development costs?

Yes

**MHP §7302(k) IIG §200(g)**

Sponsor/Applicant acknowledges that once a Project is awarded Department funds, the Sponsor/Recipient acceptance of these Department funds is acknowledging the Project as submitted and approved by the Department and is the Project that is to be funded and built. Any bifurcation of the Project would make that Award null and void, as the awarded Project is no longer feasible as originally submitted and approved and because the awarded funds are unable to be assumed or assigned.

Yes

**MHP §7302(c) IIG §200(c)**

Sponsor/Applicant certifies that at the time of the application due date, construction or rehabilitation work has not commenced?

Yes

Does Sponsor/Applicant plan to complete, or has completed, any emergency repairs to existing structures required to eliminate hazards or threats to health and safety?

No

File Name:	03. App Sub Notification	MHP Only: Per Health & Safety Code §50675.7(e) Sponsor/Applicant must notify the local legislative body (City Council or County Board of Supervisors), or Tribal governing body if applicable, of the Sponsor's loan/grant application prior to application submission.	Uploaded to HCD Portal?	Yes
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Describe Developer(s) experience with affordable housing:

TNDC is a community-based non-profit dedicated to providing affordable housing for low- income people living in San Francisco. Since its founding in 1981, TNDC portfolio has grown to house over 6,100 people in 44 completed buildings across 7 neighborhoods in San Francisco—the Tenderloin, SOMA, Western Addition, Mission, Mission Bay, Haight, and Transbay. TNDC's residents are among the most vulnerable in San Francisco and they are provided with safe, professionally managed, affordable housing and culturally appropriate support services that help to ensure that residents maintain their housing.

Add Project description below:

2550 Irving is a 100% affordable family housing project located in the Sunset District of San Francisco, CA. The project will involve demolition of an existing structure and the construction of a 90-unit, 7-story Type I building with ground floor amenities and a small office space for the newly formed Sunset Chinese Cultural District. The ground floor includes on-site resident services offices, on-site property management offices, laundry room, community room with kitchen, bicycle parking, and a large landscaped outdoor space, in addition to back of house areas, including but not limited to a maintenance shop and trash room. An roof top courtyard will provide residents with urban agriculture programming. The all-electric project will pursue a minimum LEED Silver Certification.

The proposed project includes ground floor parking utilizing mechanical parking lifts, which is necessary to achieve high density housing for families in the high opportunity Sunset neighborhood. The CIP also requires demolition, site clearance and grading, utility service improvements and associated engineering, sidewalk and streetscape improvements, stormwater management system, storm drains system, landscaping and irrigation, environmental mitigation using a Vapor Intrusion Mitigation System (VIMS), on-site bicycle parking, and payment of local permit and impact fees. All of the costs associated with the aforementioned scope of the CIP are integral to the QIP.

QIP: describe unit mix and tenant population (narrative portion)

The 90-unit building consists of 9 studios, 34 one-bedroom, 23 two-bedroom, and 24 three-bedroom units. Twenty-two units (22) are dedicated to formerly homeless families referred through Coordinated Entry System (CES), and fifteen (15) units are set aside for veterans referred through Veterans Administration (VA) referral list. The remaining fifty-two (52) units are targeted to families earning no more than 60% AMI (TCAC AMI). There is one one-bedroom manager's unit planned in the building.

**Project Information**

Project Development Type		New Construction						
QIP Name	2550 Irving	QIP known under another name(s)?	N/A					
Project Name	2550 Irving		Project Address	2550 Irving Street				
Project County	San Francisco	Project City	San Francisco	Project Zip	94122	Geographic Location	Northern	
(APNs):				Census Tract(s)				
1724/038				2010 Census Tract 032602				
<b>Has the Sponsor/Applicant applied, plan to apply, or been awarded other HCD program funds (outside this Super NOFA) for this Project?</b>								No

Type of Tax Credits	4%					
Federal	Yes	Proposed equity investor contribution (\$)	\$42,168,161	Anticipated tax credit factor	\$0.9100	
State	No	Proposed equity investor contribution (\$)	N/A	Anticipated tax credit factor	N/A	
File Name	17. Tax Credit Reservation	If the Project has already received a tax credit reservation, upload documentation.			Uploaded to HCD Portal?	No
Timeframe for applying for 4% Tax Credits	Proposed month	June	Proposed year	2023	Tax Credit Reservation Awarded?	No

UMR §8302 New Construction Project: is demolition of existing residential required? No

Is the Project a scattered site housing Project? UMR §8303(b) No

QIP - total land area in acres:	0.44	QIP - commercial square feet:	0						
Total Units	LIHTC Units	Project Site Area	Units per Acre	Age Restrictions	Special Facility Type	Tenure Type	Rental Subsidy?	Commercial Space?	Relocation Required?
90	89	0.44 Acres	205 Per Acre	None	N/A	Permanent	Yes	No	No
Operating Subsidy?	Yes	HUD 811 Project?	No	Any type of demolition required?			Yes		

Describe any demolition to be completed (including any structures, parking lots, signage, or billboards to be demolished).

The 0.44-acre (19,125-sf) project site is currently developed with a two-story building and existing parking lot. The parking area is currently closed off from public street access with chain link fencing/gates on the western and southern sides. The site contains three existing curb cuts for ingress/egress, one along 26th Avenue, one along 27th Avenue and one along Irving Street. The existing commercial structure is a vacant former San Francisco Police Credit Union (vacated upon sale) and will be abated and demolished for the new construction. The surface parking lot will be demolished for the construction of the improvements to be possible .

For Operating Subsidies: Provide evidence of commitment status (e.g., letters of intent, commitment letters, grant awards or subsidy contracts). If commitments are not available, provide other documentation such as a reservation or third-party letter stating the following: total subsidy and estimated first year allocation, date or expected date of award, and term (in years).

For Project-Based Rental Assistance: Projects having or proposing project-based rental assistance must provide documentation of current contract Rents. A fully executed subsidy contract shall be required prior loan closing. Projects having or proposing project-based rental assistance shall fund a Transition Reserve in accordance with §7312(f)(2) and FWHG 301(f)(2).

File Name:	18. Operating Subsidy Commitment	Documentation evidencing commitment of Operating Subsidies including source, term (in years), total subsidy amount, and estimated first year allocation.	Uploaded to HCD Portal?	Yes
File Name:	19. Current Contract Rents	Projects proposing project-based rental assistance: Provide documentation of current contract rents for HAP, Shelter Plus or other source, as applicable.	Uploaded to HCD Portal?	Yes

Is Project located in a Rural Area as defined by H&S Code §50199.21? Sponsor/Applicant must use the TCAC Method for determining rural status. [Documentation of rural status](#) No

Identify the Resource Area per TCAC/HCD Opportunity Area Map. Sponsor/Applicant may choose to utilize a Resource Area designation from the TCAC/HCD Opportunity Area Maps in effect when the initial site control (pursuant to UMR §8303(a)) was obtained, if a TCAC/HCD Opportunity Area Map exists for that year. <https://www.treasurer.ca.gov/ctc/ac/opportunity.asp>

Is Project located in a High or Highest Resource Area per TCAC/HCD Opportunity Area Map available at the time of application? Yes

Enter the entire TCAC/HCD Opportunity Area Map Tract ID #:	06075032602	Opportunity Area Map Category:	High Resource
File Name:	21. Opportunity Area	Documentation of TCAC/HCD Opportunity Area status either (1) at time of application, or (2) when initial site control (pursuant to UMR §8303(a)) was obtained, if a TCAC/HCD Opportunity Area Map exists for that year.	Uploaded to HCD Portal? <span style="float: right;">Yes</span>



The "Sponsor/Applicant" is the entity demonstrating experience and capacity in the development and ownership of affordable housing, including human and financial resources, and which will have substantial and continuing control of the Rental Housing Development. Enter the name of the entity meeting this definition as Sponsor #1. Additional entities partnering with Sponsor #1 (i.e. co-Sponsor/Applicant, non-profit with for-profit, supportive housing partners) should be entered as Sponsor #2.

<b>Sponsor/Applicant #1</b>	Entity Name	Tenderloin Neighborhood Development Corporation		
Eligible Sponsor/Applicant Type	Corporation	Organization Type	Non-profit Public Benefit Corporation	
Sponsor/Applicant has successfully developed, operated, and owned at least four (4) Affordable Rental Housing Developments of equivalent size, scale, and occupancy? For Emerging Developers and Community-Based Developers Set-Aside <b>only</b> , Sponsor/Applicant meet the minimum experience requirements stated in guidelines.				Yes
Sponsor/Applicant certifies to employ experienced staff without reliance upon another entity or parent company?				Yes
Sponsor/Applicant certifies to have sufficient financial capacity to carry out its obligations pursuant to program requirements including, but not limited to providing financial guarantees without reliance upon another entity or parent company?				Yes
Will the Sponsor/Applicant be the Recipient/co-Recipient of the Department's Award of funds?				Yes
Will the Sponsor/Applicant be organized on a for-profit, limited-profit, or non-profit basis?				Yes

**Project Staffing Chart**

Staff type	Employee / Consultant full name	Position title	Full time / Part time	% of time dedicated to this Project
Employee	Jackson Rabinowitsh	Senior Project Manager	Full time	50%
Employee	Hemandeep Kaur	Project Manager	Full time	50%
Employee	Shreya Shah	Associate Director of Housing Development	Full time	15%
Employee	Chris Cummings	Interim Director of Housing Development	Full time	5%

File Name:	22a. Spon1 Cert & Legal Disclosure	<a href="#">Reference: Sponsor/Applicant Certification Worksheet.</a>	Uploaded to HCD Portal?	Yes
File Name:	22b. Spon1 OrgDoc1, OrgDoc2, etc.	<a href="#">Reference: Entity Org Docs Worksheet.</a>	Uploaded to HCD Portal?	Yes
File Name:	22c. Spon1 OrgChart	Sponsor/Applicant Organization Chart.	Uploaded to HCD Portal?	Yes
File Name:	22d. Spon1 Signature Block	Signature Block - upload in Microsoft Word Document.	Uploaded to HCD Portal?	Yes
File Name:	22e. Spon1 Cert of Good Standing	Certificate of Good Standing dated within 30 days of the application due date.	Uploaded to HCD Portal?	Yes
File Name:	22f. Spon1 Tax-Exempt Status	Evidence of tax-exempt status from IRS and FTB for Corporations (Non-Profits Only).	Uploaded to HCD Portal?	Yes

<b>Sponsor/Applicant #2</b>	Entity Name	N/A
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<b>Sponsor/Applicant #3</b>	Entity Name	N/A
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**Owner/Borrower Entity**

Legal Name:	2550 Irving Associates, L.P.			
File Name:	27a. Bwr Cert & Legal Disclosure	<a href="#">Reference: Sponsor/Applicant Certification Worksheet.</a>	Uploaded to HCD Portal?	Yes
File Name:	27b. Bwr OrgDoc1, OrgDoc2, etc.	<a href="#">Reference: Entity Org Docs Worksheet.</a>	Uploaded to HCD Portal?	Yes
File Name:	27c. Bwr OrgChart	Must demonstrate Sponsor/Applicant control of the Borrower consistent with UMR §8313.2.	Uploaded to HCD Portal?	Yes
File Name:	27d. Bwr Signature Block	Signature Block - upload in Microsoft Word Document.	Uploaded to HCD Portal?	Yes
File Name:	27e. Bwr STD-204 Payee Data Record	<a href="#">Reference: AB434 webpage for Payee Data record STD204.</a>	Uploaded to HCD Portal?	Yes
File Name:	27f. Bwr Fi\$Cal TIN Form	<a href="#">Reference: Taxpayer Identification Number (TIN) (public entities ONLY).</a>	Uploaded to HCD Portal?	N/A
File Name:	27g. Bwr EIN Verification	IRS Form SS-4.	Uploaded to HCD Portal?	Yes
File Name:	27h. Bwr Cert of Good Standing	Certificate of Good Standing must be dated 30 days or less from the application due date.	Uploaded to HCD Portal?	Yes
File Name:	27i. Bwr Tax-Exempt Status	Evidence of tax-exempt status from IRS and FTB for Corporations (Non-Profits Only).	Uploaded to HCD Portal?	N/A

<b>Managing General Partner</b>	Entity Name	2550 Irving GP LLC		
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File Name:	28a. MGP Cert & Legal Disclosure	<a href="#">Reference: Sponsor/Applicant Certification Worksheet.</a>	Uploaded to HCD Portal?	Yes
File Name:	28b. MGP OrgDoc1, OrgDoc2, etc.	<a href="#">Reference: Entity Org Docs Worksheet.</a>	Uploaded to HCD Portal?	Yes
File Name:	28c. MGP OrgChart	MGP Organization Chart.	Uploaded to HCD Portal?	Yes
File Name:	28d. MGP Signature Block	Signature Block - upload in Microsoft Word Document.	Uploaded to HCD Portal?	Yes
File Name:	28e. MGP Cert of Good Standing	Certificate of Good Standing must be dated 30 days or less from the application due date.	Uploaded to HCD Portal?	Yes
File Name:	28f. MGP Tax-Exempt Status	Evidence of tax-exempt status from IRS and FTB for Corporations (Non-Profits Only).	Uploaded to HCD Portal?	Yes

<b>Administrative General Partner #1</b>	Entity Name	N/A
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<b>Administrative General Partner #2</b>	Entity Name	N/A
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<b>Manager of LLC</b>	Entity Name	Tenderloin Neighborhood Development Corporation		
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File Name:	29a. Mgr Cert & Legal Disclosure	<a href="#">Reference: Sponsor/Applicant Certification Worksheet.</a>	Uploaded to HCD Portal?	Project Review
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File Name	31b. MLLC Cert of Good Standing	Certificate of Good Standing must be dated 30 days or less from the application due date.	Uploaded to HCD Portal?	Yes
File Name	31c. MLLC OrgChart	MLLC Organization Chart.	Uploaded to HCD Portal?	Yes
File Name	31d. MLLC OrgDoc1, OrgDoc2, etc.	<a href="#">Reference: Entity Org Docs Worksheet.</a>	Uploaded to HCD Portal?	Yes
File Name	31e. MLLC Signature Block	Signature Block - upload in Microsoft Word Document.	Uploaded to HCD Portal?	Yes
File Name	31f. MLLC Tax-Exempt Status	Evidence of tax-exempt status from IRS and FTB for Corporations (Non-Profits Only).	Uploaded to HCD Portal?	Yes

**Site Control** UMR §8303 and §8316

At time of application, does Sponsor/Applicant, or its wholly controlled affiliate have site control pursuant to UMR §8303? Yes

Type of site control:	Date	Expires	Extensions Available	Purchase Price	Total Land Area	
Fee Title	11/19/2021	N/A	0	\$9,000,000	0.44	acres

Current owner	Current owner street address	City	State	Zip code
2550 Irving Associates, L.P.	201 Eddy Street	San Francisco	CA	94102

Below, provide details for unusual site control special circumstances, and for applications with multiple or non-contiguous parcels, scattered sites, lot line adjustments, air rights parceling, phased projects, or other complex land transactions, including unique value calculations and explanations as applicable:

2550 Irving Associates, L.P. purchased the property from the San Francisco Police Credit Union, with the grant deed recorded on November 19, 2021. Land will be included in the development budget as a land donation, where the City will purchase the land and enter into a ground lease with the Partnership. Land will be sold to the City and County of San Francisco (SF MOHCD) at construction closing and ownership will be conveyed. The 2550 Irving project will then take on a ground lease from the City and County of San Francisco, and this is reflected in the project's operating budget.

Planned and completed property transfer(s).	Ground Lease planned?	Yes
Lessor	Term	Annual Payment
2550 Irving Associates, L.P.	Seventy-five (75) years from the date of construction completion of the Project, with option to extend the term for an additional	\$15,000

Below, describe property transfers occurring in connection with development of the Project.

Property ownership will be transferred to City and County of San Francisco at construction closing and the project will enter into a ground lease with the City and County of San Francisco.

File Name:	32. Site Control	Documentation of site control in accordance with UMR §8303.	Uploaded to HCD Portal?	Yes
File Name:	33. Preliminary Title Report	Provide a preliminary report dated within 30 days of application due date. For projects developed in Indian country, an attorney's opinion regarding chain of title and current title status is acceptable in lieu of a title report.	Uploaded to HCD Portal?	Yes
File Name:	34. Appraisal	If land cost or value is included in the development budget, an appraisal report supporting the cost or value is required.	Uploaded to HCD Portal?	Yes

**Site and Unit Information**

Current Use		Proposed Zoning (code and name)		Is Site Improved?	Year Improvements Built?
Vacant building and parking lot		NCD - Irving Street Neighborhood Commercial District (Sec. 732)		Yes	1986
Rent Control?	Access Road Maintenance	Sponsor / Applicant Notes	N/A		
No	Public				

**Site conditions and adjoining land uses**

No	Poor drainage	No	Erosion problems	No	Unstable soil	N/A	Underground storage tanks
Yes	Possible lead paint	Yes	Possible asbestos	No	Wetlands area	No	Onsite stream/creek
No	100-yr. flood plain	Yes	Possible soil pollution	N/A	Grade 5-10%	N/A	Grade over 10%
No	Airport within 2 miles	No	Possible high noise level	No	Abandoned well(s)	No	Railroad tracks within 100 yards
No	Unusual ingress/egress	N/A	High water table	Yes	Retaining wall	No	Ground water contamination

**Describe adjoining land uses within 300 feet of the Project**

West	To the immediate west are single-family and multifamily homes
East	To the immediate east is a parking lot for the nearby 25th Irving Market and the Police Credit Union
North	To the immediate north are single-family homes
South	Areas to the south consist of commercial/retail uses such as Nomad Cyclery, Uniline Co., Jose Marin Law, Sterling Bank & Trust, Da Silva Painting Services. The area further south includes two-family homes
Unique Features	Areas to the immediate west and north are zoned RH-1 Residential-House, One Family. Areas to the immediate east and south are zoned NCD - Irving Street Neighborhood Commercial District similar to the subject property.

**Existing versus proposed Units (include Manager's Units)**

	Beds	0 Bdrm	1 Bdrm	2 Bdrm	3 Bdrm	4 Bdrm	5 + Bdrm	Total # Units	Total # Bedrooms	Total # Buildings	Total # Mgr. Units	Total # of Parking Spaces
Existing	0	0	0	0	0	0	0	0	0	1	0	15
Proposed	0	9	34	23	24	0	0	90	161	1	1	18

Building types	New Construction			Rehabilitation			Unit Size	Baths	Layout	Avg. Sq. Ft.	All Units	Restricted
	Units	Stories	Bldgs.	Units	Stories	Bldgs.						
Townhouse/Row House							0 Bdrm.	1	Flat	385	9	9
One or Two Story Walk-Up							1 Bdrm.	1	Flat	525	34	33
Mid-Rise (3-5 stories)							2 Bdrm.	1	Flat	855	23	23
High-Rise (6+stories)	90	7	1				3 Bdrm.	1.5	Flat	1,185	24	24
Detached Single Family							4 Bdrm.				0	0
Duplex/4-Plex							5 Bdrm.				0	0
Non-Residential Bldg(s)							Total Units				90	89
Totals	90		1	0		0						

**Sponsor/Applicant Notes**  
 Some tax credit basis is being excluded due to community-based programming planned at the development. Tax law does not allow Low-Income Housing Tax Credits to pay for community programming spaces in High Resource areas. We estimate 1,616 square feet of the ground floor space for community programming use.

**Amenities**

**Unit Amenities/Features**

No	Air Conditioning	Yes	Refrigerator	Yes	Range	Yes	Microwave	No	Disposal
Yes	Dishwasher	No	Walk-In Closet	No	Fenced Rear Yard	Yes	Ceiling Fans	Yes	Curtains/Blinds
No	Fireplace	No	Emergency Call	No	Free Cable TV	No	Storage Area	No	Lofts
No	Balcony	No	Patio		N/A		N/A		N/A

**Project Amenities**

Elevator(s)	Yes	2	Laundry Rms.	Yes	1	Washers	Yes	9	Dryers	Yes	9
Yes	Community Room	Yes	Community Kitchen	No	Computer Room	Yes	High Speed Internet				
No	Fitness Room	Yes	Picnic/BBQ Area(s)	Yes	Tot Lot/Playground	No	Sports Court				
No	Tennis Court	No	Swimming Pool	No	Jacuzzi/Sauna	Yes	Bike Parking				
	N/A		N/A		N/A		(N/A)				

**Security & Other**

Yes	Gated Entry	Yes	Bldg. Card Key	No	Security Patrol	Yes	Security Cameras
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Describe any mandatory charges to tenants beyond allowable Rents.  
 N/A

Other onsite Services?  
 Social services (1.5 FTE social workers), on-site property management offices, urban agriculture programming

**Miscellaneous Information**

<b>Residential Space</b>										
Residential Units	76,125	Common Areas	15,429	Community Room	1,399	Leasing Office	338	Additional Storage Space	N/A	
Subtotal Residential SF		93,291								
Maintenance Shop	1,032	Childcare Center	N/A	Service Area	1,646	Service Office	N/A			
N/A	0	N/A	0	N/A	0	N/A	0			
<b>Total Residential SF</b>		<b>95,969</b>								

**Residential Parking**

**Free Residential Parking Spaces**

Uncovered Tenant Parking	0	Covered Tenant Parking	0	Enclosed Tenant Parking	18	Tenant Guest Spaces	0
Subtotal Parking Spaces		18					

**Extra Spaces Tenants may Rent**

Uncovered Parking	0	Covered Parking	0	Enclosed Parking	0	Total Handicap Parking Spaces	0
Grand Total Parking Spaces		18					

**Commercial Space**

**Commercial Square Footage**

Commercial Area	0	Offices	0	Childcare Center	0	Storage Space	0	N/A	0
<b>Total Commercial SF</b>		<b>0</b>							

**Parking Spaces for Commercial Tenants**

Uncovered Parking	0	Covered Parking	0	<b>Total Spaces</b>	<b>0</b>
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Describe other available parking for commercial patrons

Public metered street parking along 26th Avenue, 27th Avenue, and Irving Street.

**Income from sources other than residential Rents and subsidies**

**Laundry**

No. of Units Using Central Laundry	90
Weekly Assumed Income Per Unit	\$2.00
<b>Annual Total Laundry Income</b>	<b>\$9,360</b>

**Residential Parking**

Tenant Rental Spaces	0
Monthly Income Per Space	\$0
<b>Annual Residential Parking Income</b>	<b>\$0</b>

**Commercial Parking**

Number of Rental Spaces	0
Monthly Income Per Space	\$0
<b>Annual Commercial Parking Income</b>	<b>\$0</b>

**Other Leased Spaces**

	Residential	Lease Terms	Sq. Feet	Rent/SF/Mo.	Annual Gross
N/A					\$0
					\$0
					\$0
					\$0
<b>Commercial</b>					
N/A					\$0
					\$0
					\$0
					\$0
<b>Total Income from Other Leased Spaces</b>					<b>\$0</b>

**Monthly utility allowance**

Utilities	Type of Utility (Gas, Electric, etc.)	Does the owner or tenant pay utilities?	Enter Allowances for Tenant Paid Utilities by Bdrm. Size					
			0 bdrm	1 bdrm	2 bdrms	3 bdrms	4 bdrms	≥5 bdrms
Heating	Electric	Tenant	\$33	\$38	\$46	\$51		
Cooking	Electric	Tenant	\$11	\$14	\$25	\$32		
Other Electric	Electric	Tenant	\$43	\$51	\$72	\$97		
Air Conditioning	Electric	Owner						
Water Heating	Electric	Owner						
Water	Public	Owner						
Sewer	Public	Owner						
Trash	Public	Owner						
Other	Electric Base Charge	Tenant	\$7	\$7	\$7	\$7		
<b>Total Tenant Utility Allowance</b>			<b>\$94</b>	<b>\$110</b>	<b>\$150</b>	<b>\$187</b>	<b>\$0</b>	<b>\$0</b>

**Source for utility allowances**

Local PHA?	Yes	Name:	Housing Authority of the City and County of San Francisco					Effective date:	8/31/2021
HUD?	No	Utility Company (Actual Survey)?	No	CUAC?	No	Other?	N/A	N/A	

Sponsor/Applicant Notes:

N/A

File Name:	35. Utility allowance	Schedule of utility allowances.	Uploaded to HCD Portal?	Yes
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**Relocation Requirements MHP §7315 IIG §301**

The Sponsor/Recipient of a Project resulting in displacement of persons, businesses or farm operations shall be solely responsible for providing the assistance and benefits set forth in this section and in applicable state and federal law and shall agree to indemnify and hold harmless the Department from any liabilities or claims for relocation-related costs.

Does Project trigger State Relocation Assistance Law (Title 1, GC, Division 7, Chapter 16, commencing at Section 7260, and Title 25 CCR, Subchapter 1, Chapter 6, commencing at Section 6000.)?

No

Provide a narrative explanation, in the box below, **supporting why relocation is not required**. "N/A" or "Vacant Land" is not sufficient.

Relocation is not required for this site, as the property (formerly the San Francisco Police Credit Union, prior to sale) is vacant.



**Environmental Requirements & Reports**

MHP §7303.1(h) IIG §202(h)

Sponsor/Applicant certifies that the Project site is free from severe adverse environmental conditions, such as the presence of toxic waste that is economically infeasible to remove or cannot be mitigated.

Yes

If environmental mitigation is required, are costs sufficient, pursuant to the environmental reports and included in the Project's Development Budget?

Yes

File Name:	37. Env. Report 1	Phase I (prepared or updated no earlier than 12 months prior to the application due date).	Uploaded to HCD Portal?	Yes
File Name:	38. Env. Report 2	Phase II (prepared or updated no earlier than 12 months prior to the application due date).	Uploaded to HCD Portal?	N/A
File Name:	42. Env. Report 6	Other Environmental Report.	Uploaded to HCD Portal?	Yes

**Article XXXIV Appendix A - Defined Terms.** Article XXXIV is not applicable to "only IIG Projects".

"Article XXXIV" means Article XXXIV, Section 1 of the California Constitution. This constitutional provision requires local voter approval before a state public body can develop, construct, or acquire a low-rent housing Project in any manner.

Sponsor/Applicant shall provide an Article XXXIV legal opinion or evidence of Article XXXIV authority allocated pursuant to the Notice of Funding Availability.

File Name:	43. Article XXXIV Legal Opinion	Legal opinion regarding Article XXXIV, prepared in accordance with NOFA Section VI.	Uploaded to HCD Portal?	N/A
File Name:	44. Article XXXIV Authority	Documentation of Article XXXIV Authority prepared in accordance with NOFA Section VI.	Uploaded to HCD Portal?	Yes

**Tenant Selection, Recertification, and Rental Agreement and Grievance Procedures UMR §8305, §8306, and §8307**

Sponsor/Applicant certifies that the Project will comply with the requirements of UMR §8305, §8306, and §8307 as applicable?

Yes

**Nondiscrimination and Fair Housing Requirements MHP §7314(a) IIG §300(a)**

Recipients/Sponsors shall adopt a written non-discrimination policy. Sponsor/Recipient certifies to comply with all applicable state and federal law, including, without limitation, the requirements of Title VI of the Civil Rights Act of 1964 (42 USC Section 2000d et seq.); the Americans with Disabilities Act of 1990; the Fair Housing Act; the Fair Housing Amendments Act of 1988; the California Fair Employment and Housing Act; the Unruh Civil Rights Act; GC Section 11135; Rehabilitation Act of 1973 Section 504; and all regulations promulgated pursuant to those statutes (including 24 CFR Part 100, 24 CFR Part 8, and 28 CFR Part 35)?

Yes

**Americans with Disabilities Act and Physical Accessibility Requirements MHP §7314(b) IIG §300(b)**

All developments shall adhere to the accessibility requirements set forth in: (i) California Building Code Chapters 11A and 11B; (ii) the federal Fair Housing Act (42 U.S.C. § 3601 et seq.) and its regulations at 24 Code of Federal Regulations part 100 (particularly 24 C.F.R. Section 100.205), and its design and construction requirements, including ANSI A117.1-1986, and the Fair Housing Accessibility Guidelines, March 6, 1991, in conjunction with the Supplement to Notice of Fair Housing Accessibility Guidelines: Questions and Answers About the Guidelines, June 28, 1994; and (iii) the Americans with Disabilities Act of 1990 (42 U.S.C. § 12101 et seq.) and its Title II and Title III regulations at 28 Code of Federal Regulations parts 35 and 36; and Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794) and the implementing HUD regulations at 24 Code of Federal Regulations part 8. In addition, developments shall adhere to either the Uniform Federal Accessibility Standards (UFAS) (24 C.F.R. Section 8.32), or HUD's Alternative Accessibility Standard. In addition, the Sponsor shall ensure that the Project meets the following requirements:

Sponsor/Recipient certifies to ensure compliance with all applicable state and federal building codes and accessibility laws and standards?

Yes

**Violence Against Women Act (VAWA) MHP §7314(c) IIG §300(c)**

Sponsor/Recipient certifies that where applicable, Sponsors shall ensure individuals are not denied assistance, evicted, or have their assistance terminated because of their status as survivors of domestic violence, dating violence, sexual assault, or stalking, or for being affiliated with a victim, pursuant to §34 USC Section 12491.

Yes

**Pet Friendly Housing Act of 2017 MHP §7314(d) IIG §300(d)**

Sponsor/Recipient certifies to authorize residents of the housing development to own or otherwise maintain one or more common household pets pursuant to the Pet Friendly Housing Act of 2017 (HSC Section 50466).

Yes

**California State Prevailing Wage Law MHP §7314(e) IIG §300(e)**

Sponsor/Recipient certifies that the Project will comply with California's prevailing wage law (Lab. Code, Section 1720 et seq.)? The Sponsor should seek professional legal advice about the law's requirements.

Yes

For the purposes of California's prevailing wage law (Lab. Code, Section 1720 et seq.), an IIG Capital Improvement Project shall be considered a public work that is paid for in whole or in part out of public funds. As such, it is subject to California's prevailing wage law. Program funding of a Capital Improvement Project shall not necessarily, in and of itself, be considered public funding of a Qualifying Infill Project unless such funding is considered public funding under California's prevailing wage law. Although the use of Program funds does not require compliance with the federal Davis-Bacon Act, other funding sources may require compliance with the federal Davis-Bacon Act.

**Development Team Contacts and Legislative Information**

Contact Type	Entity Legal Name	Eligible Sponsor Type	Organization Type	Address	City	State	Zip Code
Sponsor/Applicant #1	Tenderloin Neighborhood Development Corporation	Corporation	Non-profit Public Benefit Corporation	201 Eddy Street	San Francisco	CA	94102
Owner / Borrower Entity	2550 Irving Associates, L.P.	Limited Partnership	Private/Public Partnership	201 Eddy Street	San Francisco	CA	94102
Managing General Partner	2550 Irving GP LLC	Limited Liability Corporation	Private/Public Partnership	201 Eddy Street	San Francisco	CA	94102
Manager of LLC	Tenderloin Neighborhood Development Corporation	Corporation	Non-profit Public Benefit Corporation	201 Eddy Street	San Francisco	CA	94102
Property Management Agent	Tenderloin Neighborhood Development Corporation			201 Eddy Street	San Francisco	CA	94102
Financial Consultant	California Housing Partnership			369 Pine Street, Suite 300	San Francisco	CA	94104
Lead (primary) Service Provider	Tenderloin Neighborhood Development Corporation			201 Eddy Street	San Francisco	CA	94102
Borrower Legal Counsel	Gubb & Barshay LLP			235 Montgomery Street, Suite 1110	San Francisco	CA	94104
General Contractor	Guzman Construction Group			885 Folsom Street	San Francisco	CA	94107
Architect	Pyatok Architects			1611 Telegraph Ave, #200	Oakland	CA	94612
Other (Specify)							
Other (Specify)							
Other (Specify)							
Other (Specify)							

Congress person Name(s)	District #	State Senator Name(s)	District #	State Assembly Member Name(s)	District #
Nancy Pelosi	12	Scott D. Wiener	11	Philip Y. Ting	19

Manager Unit(s) loan to be funded from which HCD Program?

MHP

UNIT MIX BY HCD PROGRA

Units			Assisted Units								
Number of Bedrooms	Restricted Income Level	Total Units	Assisted Units			Population Assisted Units					
			100.0%	98.9%	25.84%	0.00%			0.00%	0.00%	
152		90	90	89	23	0	0	37	0	0	0
			IIG Rental Units	MHP Assisted	Special Needs?	Chronic Homelessness	Disability Homelessness	Other Homelessness	At Risk of Homelessness	Senior Housing	Agricultural Households
1	20%	5	5	5	Yes			5			
2	20%	8	8	8	Yes			8			
3	20%	7	7	7	Yes			7			
0	25%	3	3	3							
1	25%	3	3	3							
2	25%	3	3	3							
3	25%	3	3	3							
0	30%	2	2	2							
1	30%	3	3	3							
2	30%	1	1	1							
3	30%	1	1	1							
1	30%	7	7	7				7			
1	30%	1	1	1	Yes			1			
0	40%	4	4	4							
1	40%	5	5	5							
2	40%	1	1	1							
3	40%	1	1	1							
1	40%	4	4	4				4			
2	40%	1	1	1	Yes			1			
3	40%	1	1	1	Yes			1			
1	50%	2	2	2							
2	50%	4	4	4							
3	50%	4	4	4							
1	50%	3	3	3				3			
2	60%	5	5	5							
3	60%	7	7	7							









89		90
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<b>Grant Amount</b>	<b>Loan Amount(s)</b>
---------------------	-----------------------

M(S)

Other Restricted		Other HCD previously <b>Funded/Awarded</b>					IIG Grant	MHP Loan Amount(s)
0.00%	0.00%		0.00%			99%		
0	0		0	\$0	0	89	\$4,729,000	\$32,446,485
Other Restricted	Other Special Needs	Other/Prior HCD Source	Other HCD Assisted Units	Exact previously awarded amount	Other HCD Special Needs	Total restricted units	IIG Grant Base Limit	MHP Total Base Loan Amount
						5	\$245,000	\$2,131,891
						8	\$444,800	\$3,733,691
						7	\$500,500	\$3,530,154
						3	\$138,900	\$1,168,506
						3	\$147,000	\$1,203,510
						3	\$166,800	\$1,309,816
						3	\$214,500	\$1,408,345
						2	\$92,600	\$732,045
						3	\$147,000	\$1,128,317
						1	\$55,600	\$406,356
						1	\$71,500	\$434,445
						7	\$343,000	\$2,632,739
						1	\$49,000	\$376,106
						4	\$159,200	\$1,275,675
						5	\$225,000	\$1,628,445
						1	\$51,600	\$345,856
						1	\$62,100	\$364,582
						4	\$180,000	\$1,302,756
						1	\$51,600	\$345,856
						1	\$62,100	\$364,582
						2	\$90,000	\$550,545
						4	\$206,400	\$1,141,999
						4	\$248,400	\$1,179,452
						3	\$135,000	\$825,818
						5	\$231,500	\$1,125,000
						7	\$379,400	\$1,575,000



Sa  
S  
Sa  
S  
Sa





## Unit Mix, Loan / Grant Amounts, Rents, and Subsidy Information.

If the most restrictive rent applicable to some Units are required by another program, such as HOME or USDA Rural Development, to enter these limits ---->

RENT(S) INFORMATION						
1	2	3	4	5	6	7
\$65,250	\$74,600	\$83,900	\$93,200	\$100,700	\$108,150	\$115,600
	\$38,065	\$3,631		\$34,434	\$30,344	\$105,702
Rent Limit Calculation Formula	Max Gross Rent	Less Utility Allowance <b>Schedule 1</b>	Less Utility Allowance <b>Schedule 2</b>	Maximum Net Rent	Proposed Net Rent	Monthly Income at Proposed Rents
TCAC	\$699	\$110		\$589	\$250	\$1,250
TCAC	\$839	\$150		\$689	\$250	\$2,000
TCAC	\$969	\$187		\$782	\$250	\$1,750
TCAC	\$815	\$94		\$721	\$721	\$2,163
TCAC	\$874	\$110		\$764	\$764	\$2,292
TCAC	\$1,048	\$150		\$898	\$898	\$2,694
TCAC	\$1,211	\$187		\$1,024	\$1,024	\$3,072
TCAC	\$978	\$94		\$884	\$884	\$1,768
TCAC	\$1,048	\$110		\$938	\$938	\$2,814
TCAC	\$1,258	\$150		\$1,108	\$1,108	\$1,108
TCAC	\$1,454	\$187		\$1,267	\$1,267	\$1,267
TCAC	\$1,048	\$110		\$938	\$938	\$6,566
TCAC	\$1,048	\$110		\$938	\$938	\$938
TCAC	\$1,305	\$94		\$1,211	\$1,211	\$4,844
TCAC	\$1,398	\$110		\$1,288	\$1,288	\$6,440
TCAC	\$1,678	\$150		\$1,528	\$1,528	\$1,528
TCAC	\$1,939	\$187		\$1,752	\$1,752	\$1,752
TCAC	\$1,398	\$110		\$1,288	\$1,288	\$5,152
TCAC	\$1,678	\$150		\$1,528	\$250	\$250
TCAC	\$1,939	\$187		\$1,752	\$250	\$250
TCAC	\$1,748	\$110		\$1,638	\$1,638	\$3,276
TCAC	\$2,097	\$150		\$1,947	\$1,947	\$7,788
TCAC	\$2,423	\$187		\$2,236	\$2,236	\$8,944
TCAC	\$1,748	\$110		\$1,638	\$1,638	\$4,914
TCAC	\$2,517	\$150		\$2,367	\$2,367	\$11,835
TCAC	\$2,908	\$187		\$2,721	\$2,721	\$19,047







<a href="#">Click HERE</a>	Is subsidy payments over net rent based on Restricted or Proposed						
	<b>SUBSIDY INFORMATION</b>						
8	Subsidy Program Name1					Federal?	Sub:
\$123,050	VASH				Other Federal		
<b>\$117,413</b>				<b>15</b>	<b>\$28,135</b>		
Monthly Income at Maximum Rents	Net Monthly Contract Rent	Subsidy Payment Over Net Rent	VASH?	Units being subsidized	Total Monthly Extra Income	Net Monthly Contract Rent	
\$2,945							
\$5,512							
\$5,474							
\$2,163							
\$2,292							
\$2,694							
\$3,072							
\$1,768							
\$2,814							
\$1,108							
\$1,267							
\$6,566	\$3,047	\$2,109	Yes	7	\$14,763		
\$938	\$3,047	\$2,109	Yes	1	\$2,109		
\$4,844							
\$6,440							
\$1,528							
\$1,752							
\$5,152	\$3,047	\$1,759	Yes	4	\$7,036		
\$1,528							
\$1,752							
\$3,276							
\$7,788							
\$8,944							
\$4,914	\$3,047	\$1,409	Yes	3	\$4,227		
\$11,835							
\$19,047							
















**IncomeLimitsTbl**

**IG Loan Limits 9%, 4%, or none tax credits.**

\$225,000		25K Boost ADDED		
DSCR	6.0%	360	1.1	5%
Amount Financeable due to Rent Limitations				vacancy rate
<b>0 BR</b>	<b>1 BR</b>	<b>2 BR</b>	<b>3 BR</b>	<b>4+ BR</b>
\$225,000	\$225,000	\$225,000	\$225,000	\$225,000
\$225,000	\$225,000	\$225,000	\$225,000	\$225,000
\$225,000	\$225,000	\$225,000	\$225,000	\$225,000
\$225,000	\$225,000	\$225,000	\$225,000	\$225,000
\$225,000	\$225,000	\$225,000	\$225,000	\$225,000
\$248,480	\$250,208	\$255,250	\$259,859	\$263,893
\$271,959	\$275,273	\$285,500	\$294,863	\$302,930
\$295,439	\$300,481	\$315,750	\$329,722	\$341,822
\$318,919	\$325,689	\$345,856	\$364,582	\$380,715
\$342,543	\$350,897	\$376,106	\$399,585	\$419,752
\$366,022	\$376,106	\$406,356	\$434,445	\$458,645
\$389,502	\$401,170	\$436,605	\$469,448	\$497,682
\$412,982	\$426,378	\$466,711	\$504,308	\$536,574
\$436,461	\$451,586	\$496,961	\$539,167	\$575,467

County
Alameda
Alpine
Amador
Butte
Calaveras
Colusa
Contra Costa
Del Norte
El Dorado
Fresno
Glenn
Humboldt
Imperial
Inyo
Kern
Kings
Lake
Lassen
Los Angeles
Madera
Marin
Mariposa
Mendocino
Merced
Modoc
Mono
Monterey
Napa
Nevada
Orange
Placer
Plumas

Basic Grant Limit x Units

0-Bdrm	1-Bdrm	2-Bdrm	3-Bdrm	4+Bdrm
\$4,000	\$8,000	\$11,900	\$15,900	\$19,900
\$26,500	\$30,500	\$35,400	\$43,700	\$47,700
\$34,400	\$38,400	\$46,300	\$54,200	\$59,600
\$39,800	\$45,000	\$51,600	\$62,100	\$66,200

\$46,300	\$49,000	\$55,600	\$71,500	\$75,400
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Riverside
Sacramento
San Benito
San Bernardino
San Diego
San Francisco
San Joaquin
San Luis Obispo
San Mateo
Santa Barbara
Santa Clara
Santa Cruz
Shasta
Sierra
Siskiyou
Solano
Sonoma
Stanislaus
Sutter
Tehama
Trinity
Tulare
Tuolumne
Ventura
Yolo
Yuba

AMI
15%
20%
25%
30%
35%
40%
45%
50%

55%
60%
65%
70%
75%
80%
85%
90%
95%
Manager
Market
Total
20% and below





**2022 Income Limits by County and Household Size**

**ALL PROGRAMS**

P1-lim50	P2-lim50	P3-lim50	P4-lim50	P5-lim50	P6-lim50
\$50,000	\$57,150	\$64,300	\$71,400	\$77,150	\$82,850
\$31,800	\$36,350	\$40,900	\$45,400	\$49,050	\$52,700
\$30,350	\$34,650	\$39,000	\$43,300	\$46,800	\$50,250
\$27,300	\$31,200	\$35,100	\$38,950	\$42,100	\$45,200
\$31,500	\$36,000	\$40,500	\$45,000	\$48,600	\$52,200
\$27,300	\$31,200	\$35,100	\$38,950	\$42,100	\$45,200
\$50,000	\$57,150	\$64,300	\$71,400	\$77,150	\$82,850
\$27,300	\$31,200	\$35,100	\$38,950	\$42,100	\$45,200
\$35,500	\$40,550	\$45,600	\$50,650	\$54,750	\$58,800
\$27,300	\$31,200	\$35,100	\$38,950	\$42,100	\$45,200
\$27,300	\$31,200	\$35,100	\$38,950	\$42,100	\$45,200
\$27,300	\$31,200	\$35,100	\$38,950	\$42,100	\$45,200
\$27,300	\$31,200	\$35,100	\$38,950	\$42,100	\$45,200
\$27,300	\$31,200	\$35,100	\$38,950	\$42,100	\$45,200
\$28,950	\$33,100	\$37,250	\$41,350	\$44,700	\$48,000
\$27,300	\$31,200	\$35,100	\$38,950	\$42,100	\$45,200
\$27,300	\$31,200	\$35,100	\$38,950	\$42,100	\$45,200
\$27,300	\$31,200	\$35,100	\$38,950	\$42,100	\$45,200
\$28,150	\$32,150	\$36,150	\$40,150	\$43,400	\$46,600
\$41,700	\$47,650	\$53,600	\$59,550	\$64,350	\$69,100
\$27,300	\$31,200	\$35,100	\$38,950	\$42,100	\$45,200
\$65,250	\$74,600	\$83,900	\$93,200	\$100,700	\$108,150
\$27,300	\$31,200	\$35,100	\$38,950	\$42,100	\$45,200
\$28,150	\$32,150	\$36,150	\$40,150	\$43,400	\$46,600
\$27,300	\$31,200	\$35,100	\$38,950	\$42,100	\$45,200
\$27,300	\$31,200	\$35,100	\$38,950	\$42,100	\$45,200
\$28,150	\$32,150	\$36,150	\$40,150	\$43,400	\$46,600
\$39,800	\$45,500	\$51,200	\$56,850	\$61,400	\$65,950
\$44,150	\$50,450	\$56,750	\$63,050	\$68,100	\$73,150
\$34,450	\$39,400	\$44,300	\$49,200	\$53,150	\$57,100
\$47,450	\$54,200	\$61,000	\$67,750	\$73,200	\$78,600
\$35,500	\$40,550	\$45,600	\$50,650	\$54,750	\$58,800
\$28,600	\$32,700	\$36,800	\$40,850	\$44,150	\$47,400

\$30,800	\$35,200	\$39,600	\$44,000	\$47,550	\$51,050
\$35,500	\$40,550	\$45,600	\$50,650	\$54,750	\$58,800
\$36,800	\$42,050	\$47,300	\$52,550	\$56,800	\$61,000
\$30,800	\$35,200	\$39,600	\$44,000	\$47,550	\$51,050
\$45,550	\$52,050	\$58,550	\$65,050	\$70,300	\$75,500
\$65,250	\$74,600	\$83,900	\$93,200	\$100,700	\$108,150
\$29,000	\$33,150	\$37,300	\$41,400	\$44,750	\$48,050
\$38,300	\$43,800	\$49,250	\$54,700	\$59,100	\$63,500
\$65,250	\$74,600	\$83,900	\$93,200	\$100,700	\$108,150
\$48,900	\$55,900	\$62,900	\$69,850	\$75,450	\$81,050
\$59,000	\$67,400	\$75,850	\$84,250	\$91,000	\$97,750
\$54,450	\$62,200	\$70,000	\$77,750	\$84,000	\$90,200
\$27,800	\$31,800	\$35,750	\$39,700	\$42,900	\$46,100
\$31,500	\$36,000	\$40,500	\$45,000	\$48,600	\$52,200
\$27,300	\$31,200	\$35,100	\$38,950	\$42,100	\$45,200
\$38,050	\$43,450	\$48,900	\$54,300	\$58,650	\$63,000
\$41,600	\$47,550	\$53,500	\$59,400	\$64,200	\$68,950
\$27,900	\$31,900	\$35,900	\$39,850	\$43,050	\$46,250
\$27,300	\$31,200	\$35,100	\$38,950	\$42,100	\$45,200
\$27,300	\$31,200	\$35,100	\$38,950	\$42,100	\$45,200
\$27,300	\$31,200	\$35,100	\$38,950	\$42,100	\$45,200
\$27,300	\$31,200	\$35,100	\$38,950	\$42,100	\$45,200
\$29,150	\$33,300	\$37,450	\$41,600	\$44,950	\$48,300
\$43,900	\$50,200	\$56,450	\$62,700	\$67,750	\$72,750
\$34,700	\$39,650	\$44,600	\$49,550	\$53,550	\$57,500
\$27,300	\$31,200	\$35,100	\$38,950	\$42,100	\$45,200

Units	%		
0	0.00%	0.00	
20	22.47%	4.00	4.00
12	13.48%	3.00	
15	16.85%	4.50	
0	0.00%	0.00	
17	19.10%	6.80	
0	0.00%	0.00	
13	14.61%	6.50	

0	0.00%	0.00
12	13.48%	7.20
0	0.00%	0.00
0	0.00%	0.00
0	0.00%	0.00
0	0.00%	0.00
0	0.00%	0.00
0	0.00%	0.00
0	0.00%	0.00
0	0.00%	
0	0.00%	
89	100.00%	32.00

89 |

89

22.47%

All Pro  
Net Dens

- 1
- 1.04
- 1.08
- 1.12
- 1.16
- 1.2
- 1.24
- 1.28
- 1.32
- 1.36
- 1.4
- 1.44
- 1.48
- 1.52





CountyNumber	38
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P7-lim50	P8-lim50
\$88,550	\$94,250
\$56,300	\$59,950
\$53,700	\$57,200
\$48,300	\$51,450
\$55,800	\$59,400
\$48,300	\$51,450
\$88,550	\$94,250
\$48,300	\$51,450
\$62,850	\$66,900
\$48,300	\$51,450
\$48,300	\$51,450
\$48,300	\$51,450
\$48,300	\$51,450
\$51,300	\$54,600
\$48,300	\$51,450
\$48,300	\$51,450
\$48,300	\$51,450
\$49,800	\$53,000
\$73,850	\$78,650
\$48,300	\$51,450
\$115,600	\$123,050
\$48,300	\$51,450
\$49,800	\$53,000
\$48,300	\$51,450
\$48,300	\$51,450
\$49,800	\$53,000
\$70,500	\$75,050
\$78,200	\$83,250
\$61,050	\$64,950
\$84,050	\$89,450
\$62,850	\$66,900
\$50,700	\$53,950

Income Level	TCAC/CDLAC/MHP/CalHFA Inc	
	1	2
120%	\$156,600	\$179,040
110%	\$143,550	\$164,120
100%	\$130,500	\$149,200
95%	\$123,975	\$141,740
90%	\$117,450	\$134,280
85%	\$110,925	\$126,820
80%	\$104,400	\$119,360
75%	\$97,875	\$111,900
70%	\$91,350	\$104,440
65%	\$84,825	\$96,980
60%	\$78,300	\$89,520
55%	\$71,775	\$82,060
50%	<b>\$65,250</b>	<b>\$74,600</b>
45%	\$58,725	\$67,140
40%	\$52,200	\$59,680
35%	\$45,675	\$52,220
30%	\$39,150	\$44,760
25%	\$32,625	\$37,300
20%	\$26,100	\$29,840
15%	\$19,575	\$22,380

CalHFA 50% Rent Limits (Assumes 1 person in 0-bedroom, 2 pec	
Income Level	0 Bdrm.
San Francisco0.5	\$1,631

\$54,600	\$58,100
\$62,850	\$66,900
\$65,200	\$69,400
\$54,600	\$58,100
\$80,700	\$85,900
\$115,600	\$123,050
\$51,350	\$54,650
\$67,850	\$72,250
\$115,600	\$123,050
\$86,650	\$92,250
\$104,500	\$111,250
\$96,450	\$102,650
\$49,250	\$52,450
\$55,800	\$59,400
\$48,300	\$51,450
\$67,350	\$71,700
\$73,700	\$78,450
\$49,450	\$52,650
\$48,300	\$51,450
\$48,300	\$51,450
\$48,300	\$51,450
\$48,300	\$51,450
\$51,600	\$54,950
\$77,750	\$82,800
\$61,450	\$65,450
\$48,300	\$51,450

TCAC/CDLAC/MHP Rent Limits  
(Assumes 1 person in 0-bdrm unit, 1.5 p

**TCACrentTbl**

Limit	0 Bdrm.
San Francisco1.2	\$3,915
San Francisco1.1	\$3,588
San Francisco1	\$3,262
San Francisco0.95	\$3,099
San Francisco0.9	\$2,936
San Francisco0.85	\$2,773
San Francisco0.8	\$2,610
San Francisco0.75	\$2,446
San Francisco0.7	\$2,283
San Francisco0.65	\$2,120
San Francisco0.6	\$1,957
San Francisco0.55	\$1,794
San Francisco0.5	\$1,631
San Francisco0.45	\$1,468
San Francisco0.4	\$1,305
San Francisco0.35	\$1,141
San Francisco0.3	\$978
San Francisco0.25	\$815
San Francisco0.2	\$652
San Francisco0.15	\$489

ograms  
ity Factor

0

45

50

55

60

65

70

75

80

85

90

95

100

105













Adj. Factor	Reference only: Tiebreaker Score calculations				
0.90	Weighted Average of Non-Voucher units				
1.00					
1.25					
1.50					
1.75					
<b>38.58%</b>	<b>35.8%</b>	TRUE			
Adjusted Quantity	Unadjusted Quantity	AMI	If this unit/row should be 30% or 40%	Net Rent Limit	Net Contract Rent
5	5	40%	30%	938	0
10	8	40%	30%	1,108	0
10.5	7	40%	30%	1,267	0
2.7	3	40%	40%	1,211	0
3	3	40%	40%	1,288	0
3.75	3	40%	40%	1,528	0
4.5	3	40%	40%	1,752	0
1.8	2	40%	40%	1,211	0
3	3	40%	40%	1,288	0
1.25	1	40%	40%	1,528	0
1.5	1	40%	40%	1,752	0
7	0	30%	40%	1,288	3,047
1	0	30%	30%	938	3,047
3.6	4	40%	40%	1,211	0
5	5	40%	40%	1,288	0
1.25	1	40%	40%	1,528	0
1.5	1	40%	40%	1,752	0
4	0	30%	40%	1,288	3,047
1.25	1	40%	30%	1,108	0
1.5	1	40%	30%	1,267	0
2	2	40%	40%	1,288	0
5	4	40%	40%	1,528	0
6	4	40%	40%	1,752	0
3	0	30%	40%	1,288	3,047
6.25	5	40%	40%	1,528	0
10.5	7	40%	40%	1,752	0

Rate	4%
Term	15
Payment	\$630,621.01
Capitalized value	\$7,104,584.16

If this unit/row should be 30% or 40%	Net Rent Limit	Net Contract Rent
30%	938	0
30%	1,108	0
30%	1,267	0
40%	1,211	0
40%	1,288	0
40%	1,528	0
40%	1,752	0
40%	1,211	0
40%	1,288	0
40%	1,528	0
40%	1,752	0
40%	1,288	3,047
30%	938	3,047
40%	1,211	0
40%	1,288	0
40%	1,528	0
40%	1,752	0
40%	1,288	3,047
30%	1,108	0
30%	1,267	0
40%	1,288	0
40%	1,528	0
40%	1,752	0
40%	1,288	3,047
40%	1,528	0
40%	1,752	0









Income	\$763,383
Vacancy	5%
DSCR	1.15

\$442,563  
\$320,820

60% AMI Rent Level	USDA	Contract Rent	Difference	X Quantity
1,987	FALSE	0	0	0
2,367	FALSE	0	0	0
2,721	FALSE	0	0	0
1,863	FALSE	0	0	0
1,987	FALSE	0	0	0
2,367	FALSE	0	0	0
2,721	FALSE	0	0	0
1,863	FALSE	0	0	0
1,987	FALSE	0	0	0
2,367	FALSE	0	0	0
2,721	FALSE	0	0	0
1,987	FALSE	3,047	1,759	12,313
1,987	FALSE	3,047	2,109	2,109
1,863	FALSE	0	0	0
1,987	FALSE	0	0	0
2,367	FALSE	0	0	0
2,721	FALSE	0	0	0
1,987	FALSE	3,047	1,759	7,036
2,367	FALSE	0	0	0
2,721	FALSE	0	0	0
1,987	FALSE	0	0	0
2,367	FALSE	0	0	0
2,721	FALSE	0	0	0
1,987	FALSE	3,047	1,759	5,277
2,367	FALSE	0	0	0
2,721	FALSE	0	0	0























Auth Rep Name	Title	Email	Phone #	Contact Name	Title	Email	Phone #	Contact Address
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				Miguel Guzman	President	<a href="mailto:miguel@guzmanqc.com">miguel@guzmanqc.com</a>	415-821-2522	
				Adrienne Steichen	Principal	<a href="mailto:asteichen@pyatok.com">asteichen@pyatok.com</a>	510-465-7010 x134	

City	State	Zip Code
San Francisco	CA	94102
San Francisco	CA	94102
San Francisco	CA	94102
San Francisco	CA	94102

**Maximum Loan and Gra**

Project Name: **2550 Irving**  
 Development Type: New Construction Cou  
 Project Type(s) : Capital Improvement Project / / / Large Family / / Special Needs / /

Large Family	2+ Bedrooms	3+ Bedrooms	High(est) Resour
TRUE	52.8%	27.0%	TRUE

**NOFA**; Total HCD funding, including Super NOFA funds, shall not exceed the following per

40 percent for projects utilizing 9% tax credits	50 percent for projects utiliz
Total "other" awarded HCD funding for this Project:	
\$0	4%

Sponsor/Applicant acknowledges that no more than \$35,000,000 in total rental housing de  
 Sponsor/Applicant acknowledges that each Sponsor/Applicant is limited to no more than \$  
 Sponsor/Applicant acknowledges that a maximum of four HCD Funding Sources comprise  
 grants may be used on a single Project.

Funds requested (Super NOFA funds only)	Total past awards (this project)	
\$36,363,022	Loans	Grants
	\$0	\$0

TDC per Unit	HCD Cost per Unit
\$1,167,674	\$408,573

Maximum Allowable Loan Amounts		
<b>IIG</b> Maximum Allowable CIP Grant Amount	\$6,999,486	Meets minim
<b>MHP</b> Maximum Allowable Loan Amount	\$29,363,536	

I. IIG Total Units Base Grant Limit	\$4,729,000	Housing Units p
I. <b>IIG</b> Base Grant Limit with <b>Adjustment Factor</b>	\$7,188,080	
I. <b>MHP</b> Restricted Unit Loan Amount	\$32,446,485	

<b>II. Permanent Financing Funding Gap Calculation</b>	
Total Development Cost	

Less: Net Syndication Proceeds/Investor Equity
Less: Additional Owner/General Partner Equity (Including Deferred Developer Fee)
<b>Total Estimated Financing need</b>
Less: Supportable Conventional or Bond Debt Financing
Less: "Soft" Financing and Grants.
<b>Permanent Funding Gap</b>

III. Shared Cost Calculation	MHP §7304(c)
Average gross square footage of Restricted Units (60% AMI or less from unit mix, includi	
Average gross square footage of all residential units	
Restricted Units average gross square footage as a % of total residential units average g	
<b>Shared Cost Calculation Amount</b>	

**End of D**

**Grant Amounts - Summary**

County: San Francisco

Location Area	Rural Status:	Senior Project:	Urban/Rural Area:
	FALSE	FALSE	Urban

Percentages of the total development cost:	
Utilizing 4% tax credits	75 percent for projects not utilizing tax credits
Meets criteria	

Development **loans** may be used **per Project**.  
 \$35,000,000 in Super NOFA fund awards of any type.  
 Limit of no more than two development loans and two housing-related infrastructure

Yes
Yes
Yes

Total Super NOFA Max funds in "loans" for this project
\$29,363,536

Awards made prior to the application close date will not be counted against the \$35,000,000 cap.
\$29,363,536

Total grant award
-------------------

Per Acre (Net Density)	233.9	Net Density <b>Adjustment Factor</b>	1.52
------------------------	-------	--------------------------------------	------

Total grant award	\$106,533,068
-------------------	---------------



	\$42,168,161
	\$0
	\$64,364,907
	\$2,242,000
	\$25,759,885
	\$36,363,022

ing Manager's Unit(s)	69,420
	69,420
ross square footage	100%
	\$105,090,633

**ocument**



Development Sources			Construction Totals			\$106,533,068	\$0	\$106,533,068	Construction Terms			Permanent Terms					
		Deferred Developer Fees															
		Developer Fee Contribution															
		GP Equity															
Permanent	Yes	Gross Tax Credit Equity	4% tax credits		\$40,725,726	\$1,442,435	\$42,168,161										

Sponsor or Applicants comments: Include a description of balloon payments and unusual or extraordinary circumstances that have resulted in higher than expected Project costs and provide a justification as to why these costs are reasonable.

**End of Document**



	Details of Deferred Costs	



Residential Budget		Eligible Basis			Permanent Sources of Funds										
Grand Totals	\$105,090,633	\$1,442,435	\$89,121,678	\$0	\$2,242,000	\$15,759,885	\$1,000,000	\$6,999,486	\$29,363,536	\$9,000,000	\$0	\$0	\$0	\$0	\$0
USES OF FUNDS	Total Project Costs - Residential Cost/Sources	Total Project Costs - Commercial Cost/Sources	30% PVC for New Const/Rehab	30% PVC for Acquisition	Chase Bank Conventional Permanent Loan	SF MOHCD Gap Loan	SF MOHCD Bridge Loan for FHLB AHP	Infill Infrastructure Grant Program (IIG) - Grant	Multifamily Housing Program (MHP) - Loan	SF MOHCD Donated Land					
Land Cost or Value	\$9,000,000	\$0								\$9,000,000					
Demolition	\$0	\$0													
Legal	\$0	\$0													
Land Lease Rent Prepayment	\$0	\$0													
Existing Improvements Cost or Value	\$0	\$0													
Off-Site Improvements	\$0	\$0													
Predevelopment Interest/Holding Cost	\$100,391	\$1,609													
Assumed, Accrued Interest on Existing Debt (Rehab/Acq)	\$0	\$0													
Excess Purchase Price Over Appraisal	\$0	\$0													
	\$9,100,391	\$1,609	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$9,000,000	\$0	\$0	\$0	\$0	\$0
Site Work	\$0	\$0													
Structures	\$0	\$0													
General Requirements	\$0	\$0													
Contractor Overhead	\$0	\$0													
Contractor Profit	\$0	\$0													
Prevailing Wages	\$0	\$0													
General Liability Insurance	\$0	\$0													
Other: (Specify)	\$0	\$0													
Other: (Specify)	\$0	\$0													
Other: (Specify)	\$0	\$0													
Other: (Specify)	\$0	\$0													
Total Relocation Expenses	\$0	\$0													
	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Site Work	\$0	\$0													
Structures	\$57,444,068	\$1,043,028	\$57,444,068		\$2,242,000	\$15,759,885	\$1,000,000		\$29,363,536						
General Requirements	\$2,494,646	\$39,976	\$2,494,646												
Contractor Overhead	\$831,660	\$13,328	\$831,660												
Contractor Profit	\$831,660	\$13,328	\$831,660												
Prevailing Wages	\$0	\$0	\$0												
General Liability Insurance	\$738,216	\$11,829	\$738,216												
Urban Greening	\$0	\$0	\$0												
Other: B&O & Other Taxes	\$490,620	\$7,862	\$490,620												
Other: (Specify)	\$0	\$0	\$0												
Other: (Specify)	\$0	\$0	\$0												
	\$62,830,870	\$1,129,350	\$62,830,870	\$0	\$2,242,000	\$15,759,885	\$1,000,000	\$0	\$29,363,536	\$0	\$0	\$0	\$0	\$0	\$0
Design	\$1,230,347	\$28,124	\$1,230,347												
Supervision	\$495,092	\$7,934	\$495,092												
Total Survey & Engineering	\$1,145,775	\$18,361	\$1,145,775												
Other: Special Inspections/Testing	\$196,846	\$3,154	\$196,846												
Other: (Specify)	\$0	\$0	\$0												
	\$3,068,060	\$57,573	\$3,068,060	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Construction Loan Interest	\$5,814,246	\$19,811	\$2,524,850												
Origination Fee	\$492,686	\$7,895	\$216,907												
Credit Enhancement/Application Fee	\$0	\$0	\$0												
Bond Premium	\$0	\$0	\$0												
Cost of Issuance	\$412,375	\$0	\$0												
Title & Recording	\$44,290	\$710	\$44,290												
Taxes	\$524,580	\$8,406	\$524,580												
Insurance	\$1,290,066	\$20,673	\$1,290,066												
Employment Reporting	\$0	\$0	\$0												
Other: Construction Lender Expenses	\$34,448	\$552	\$15,166												
Other: (Specify)	\$0	\$0	\$0												
Other: (Specify)	\$0	\$0	\$0												
Other: (Specify)	\$0	\$0	\$0												
	\$8,612,691	\$58,047	\$4,615,859	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Loan Origination Fee	\$22,420	\$0	\$0												

USES OF FUNDS	Total Project Costs - Residential Cost/Sources	Total Project Costs - Commercial Cost/Sources	30% PVC for New Const/Rehab	30% PVC for Acquisition	Chase Bank Conventional Permanent Loan	SF MOHCD Gap Loan	SF MOHCD Bridge Loan for FHLB AHP	Infill Infrastructure Grant Program (IIG) - Grant	Multifamily Housing Program (MHP) - Loan	SF MOHCD Donated Land					
Credit Enhancement/Application Fee	\$0	\$0													
Title & Recording	\$14,763	\$237													
Taxes	\$0	\$0													
Insurance	\$0	\$0													
Legal for Perm Loan	\$30,000	\$0													
Other: (Specify)	\$0	\$0													
Other: (Specify)	\$0	\$0													
	<b>\$67,183</b>	<b>\$237</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Legal Paid by Applicant	\$127,950	\$2,050	\$98,423												
Lender Legal	\$63,975	\$1,025	\$28,165												
Other: Syndication Legal	\$101,538	\$0													
Other: FBM & PG&E Matters	\$511,798	\$8,202	\$511,798												
Other: (Specify)	\$0	\$0	\$0												
Other: (Specify)	\$0	\$0	\$0												
Other: (Specify)	\$0	\$0	\$0												
	<b>\$805,261</b>	<b>\$11,277</b>	<b>\$638,386</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Operating Reserve	\$451,970	\$0													
Replacement Reserve	\$0	\$0													
Transition Reserve	\$268,931	\$0													
Rent Reserve	\$0	\$0													
Capitalized Parking Replacement Reserve	\$177,161	\$2,839													
Other: (Specify)	\$0	\$0													
Other: (Specify)	\$0	\$0													
	<b>\$898,062</b>	<b>\$2,839</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Construction Hard Cost Contingency	\$3,451,395	\$55,308	\$3,451,395												
Soft Cost Contingency	\$1,149,674	\$18,423	\$1,149,674												
Other: (Specify)	\$0	\$0	\$0												
Other: (Specify)	\$0	\$0	\$0												
Other: (Specify)	\$0	\$0	\$0												
	<b>\$4,601,069</b>	<b>\$73,731</b>	<b>\$4,601,069</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
TCAC App/Allocation/Monitoring Fees	\$84,243	\$0													
Environmental Audit	\$679,118	\$10,882	\$679,118												
Local Development Impact Fees	\$0	\$0	\$0												
Permit Processing Fees	\$1,482,427	\$23,756	\$1,482,427												
Capital Fees	\$1,845,427	\$29,573	\$1,845,427												
Marketing	\$203,000	\$0													
Furnishings	\$303,050	\$0	\$303,050												
Market Study	\$15,000	\$0													
Accounting/Reimbursable	\$60,000	\$0													
Appraisal Costs	\$14,763	\$237	\$14,763												
Construction Management	\$202,780	\$3,250	\$202,780												
Prevailing Wage Monitoring	\$0	\$0	\$0												
Owner: 1% SFAC - Required Expenditure	\$148,380	\$2,378	\$148,380												
Other: Events/Community Outreach	\$187,003	\$2,997	\$187,003												
Other: Syndication Consultant	\$91,000	\$0													
Owner: Start-up/Lease-up Expense/loss	\$591,369	\$0													
	\$0	\$0	\$0												
	\$0	\$0	\$0												
	<b>\$5,907,560</b>	<b>\$73,073</b>	<b>\$4,862,948</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Developer Overhead/Profit	\$2,200,000	\$34,699	\$2,200,000												
Consultant/Processing Agent	\$0	\$0													
Project Administration	\$0	\$0													
Broker Fees Paid to a Related Party	\$0	\$0													
Construction Oversight by Developer	\$0	\$0													
Other: (Specify)	\$0	\$0													
	<b>\$2,200,000</b>	<b>\$34,699</b>	<b>\$2,200,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

II Improvement Project(s) (CIP)



\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$40,725,726	\$1,442,435	\$0		
										Deferred Developer Fees	Developer Fee Contribution	GP Equity	Gross Tax Credit Equity	Gross Tax Credit Equity			
													\$100,391	\$1,609			
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$100,391	\$1,609	\$0	
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
													\$9,078,647	\$1,043,028			
													\$2,494,646	\$39,976			
													\$831,660	\$13,328			
													\$831,660	\$13,328			
													\$738,216	\$11,829			
													\$490,620	\$7,862			
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$14,465,449	\$1,129,350	\$0	
													\$1,230,347	\$28,124			
													\$495,092	\$7,934			
													\$1,145,775	\$18,361			
													\$196,846	\$3,154			
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,068,060	\$57,573	\$0	
													\$5,814,246	\$19,811			
													\$492,686	\$7,895			
													\$412,375				
													\$44,290	\$710			
													\$524,580	\$8,406			
													\$1,290,066	\$20,673			
													\$34,448	\$552			
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,612,691	\$58,047	\$0
															\$22,420		



Unit Size	2022 TCAC Threshold Basis Limits (TBL)	# of Units	Basis x Number of Units	TOTAL UNADJUSTED THRESHOLD BASIS LIMIT (TBL):	\$65,257,594
SRO/Studio	\$530,910	9	\$4,778,190	TOTAL <b>HCD</b> ADJ. THRESHOLD BASIS LIMIT:	\$101,942,590
1 Bedroom	\$612,134	34	\$20,812,556	Adjusted Threshold Basis Limit multiplied by 160%:	\$163,108,144
2 Bedrooms	\$738,400	23	\$16,983,200	HCD HIGH COST TEST RESULT FOR: 2550 Irving	87%
3 Bedrooms	\$945,152	24	\$22,683,648		
4+ Bedrooms	\$1,052,958	0	\$0	<b>Total Eligible Basis</b>	\$89,121,678

Manager Units in Project:	1	TOTAL UNITS:	90
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**Costs Reasonable**

ADJUSTMENTS **Cal Code of Reg §10327(c)(5)(A-F)**

		Yes/No	
(A)	Adjustment for Projects paid in whole or part out of public funds subject to a legal requirement for the payment of state or federal prevailing wages or financed in part by a labor-affiliated organization requiring the employment of construction workers who are paid at least state or federal prevailing wages (20%).	Yes	\$13,051,519
	For Projects certifies that (1) they are subject to a Project labor agreement within the meaning of §2500(b)(1) of the Public Contract Code, or (2) they will use a skilled and trained workforce as defined by §25536.7 of the Health and Safety Code to perform all onsite work within an apprenticeable occupation in the building and construction trades (5%).	No	\$0
(B)	For New construction Projects required to provide parking beneath residential units (not "tuck under" parking) or through construction of an on-site parking structure of two or more levels (10%).	Yes	\$6,525,759
(C)	For Projects where a day care center is part of the development (2%).	No	\$0
(D)	For Projects where 100 percent of the units are for Special Needs populations (2%).	No	\$0
(E)	Project applying under §10325 or §10326 of the TCAC regulations that includes one or more of the features below (up to 10%).	No	\$0
(F)	Project requires seismic upgrading of existing structures, and/or requires toxic or other environmental mitigation as certified by the Project architect/ engineer (lesser of costs or 15% basis adjustment).	Yes	\$793,320
	If Yes, select type of work: <b>Environmental Mitigation</b> Enter Certified Costs of Work: <b>\$793,320</b>		
(G)	Local development impact fees required to be paid to local government entities. Certification from local entities assessing fees also required. <b>WAIVED IMPACT FEES ARE INELIGIBLE.</b>	No	
(H)	Projects where at least 95% of the Project's upper floor units are serviced by an elevator (10%).	Yes	\$6,525,759
(I)	Projects wherein at least 95% of the building(s) is constructed as Type I as defined in the California Building Code, in which case, the Type III 10% increase below is not allowed (15%).	Yes	\$9,788,639
(J)	Projects wherein at least 95% of the building(s) is constructed as (1) a Type III as defined in the California Building Code, or (2) a Type III/Type I combination, in which case, the Type I 15% increase above is not allowed (10%).	No	\$0
(K)	Projects within a county with an unadjusted 9% threshold basis limit for a 2-bedroom unit equal or less than \$400,000 and within a census tract designated on the TCAC/HCD Opportunity Map as Highest or High Resource (10%).	No	\$0
	County Eligibility: No <b>TCAC/HCD Opportunity Area Map Tract ID #:</b> 6075032602 Opportunity Map Resource Level: High Resource		

**End of Document**

## HCD 2022 Developer Fee Ca

Project Name: 2550 Irving

Project Phase: Origination

Proposed Project Type:

4% Credits New Cons

### Project's Developer Fee Summary

	Maximum
	Max Developer Fee payable from development funding sources
	Deferred Developer Fee payable on a priority basis
	Deferred Developer Fee payable exclusively from

Total Budgeted or Actual Developer Fee:

\$2,200,000

Developer Fee Contrib

### Section 1. UMR §8312(c)(1) Max Developer Fee payable from funding sources - 4% Project

- a. Project's type of construction: **New Construction**
- b. Project's Unadjusted Eligible Basis (excluding Developer Fee) - §10327(c)(2)(A)
- c. Project's Unadjusted Eligible Acquisition Basis (excluding Developer Fee) - §10327(c)
- d. Project's Non-Residential Costs (excluding Developer Fee) - §10327(c)(2)(A)
- e. **Maximum Developer Fee payable from development funding sources - UMR §83**

### Section 2. UMR §8312(c) - Maximum Developer Fee using TCAC 4% rules

- a. New Construction & Rehab - Unadjusted Eligible Basis (exclude Developer Fee) - §10
- b. Basis for non-residential Project costs (exclude Developer Fee) - §10327(c)(2)(B)(ii)
- c1. Not Applicable
- c2. Not Applicable
- c3. Not Applicable
- c4. Not Applicable
- d. Maximum Total Developer Fee using TCAC 4% rules §8312(c)
- e. Total Budgeted or Actual Developer Fee
- f. Budgeted Developer Fee paid from Development Sources                      Sum of Deferred
- g. **Deferred Developer Fee payable on a priority basis from available Cash Flow**

Calculator - revised 06/08/2022

TCAC Project #

	HCD Limit	Project Amt.	
Maximum Total Developer Fee - 2d	\$13,249,412	\$2,200,000	
Resources - lesser of 1e & 2d	\$2,200,000	\$2,200,000	
Resources from available Cash Flow	\$1,300,000	\$0	
Resources from Sponsor Distributions	\$9,749,412	\$0	

Contributed as Capital:  Deferred Developer Fee:

Projects use TCAC 9% rules

			\$2,200,000
	\$86,921,678	x 15% =	\$13,038,252
(2)(A)	\$0	x 5% =	\$0
	\$1,407,736	x 15% =	\$211,160
<b>12(c)(1) - lesser of 1a or (1b + 1c + 1d)</b>			<b>\$2,200,000</b>

Project meeting CDLAC §5230(f)(1)(B), TCAC §10327(c)(2)(E)? <input type="text" value="No"/>			
10327(c)(2)(B)(i)	\$86,921,678	x 15% =	\$13,038,252
	\$1,407,736	x 15% =	\$211,160
	\$0	X 5% =	\$0
			<b>\$13,249,412</b>
		\$2,200,000	
and Contributed Developer Fee	\$0	\$2,200,000	
		<b>\$0</b>	



**Supportive Services Costs - HCD 2017 UMR Limits (for projects with HCD funding)**

**HCD UMR §8301(t):** "Supportive Services" - social, health, educational, income support and employment services and benefits, coordination of community building and educational activities, individualized needs assessment, and individualized assistance with obtaining services and benefits.

**HCD UMR §8301(u):** "Supportive Services Costs" - the costs of providing tenants service coordination, case management, and direct resident and Supportive Services. It includes: (1) the cost of providing tenants with information on and referral to social, health, educational, income support and employment services and benefits, coordination of community building and educational activities, individualized needs assessment, and individualized assistance with obtaining services and benefits; (2) salaries, benefits, contracted services, telecommunication expenses, travel costs, supplies, office expenses, staff training, maintenance of on-site equipment used in services programs, such as computer labs, incidental costs related to resident events, and other similar costs approved by the Department.

<b>A. Supportive Services Units:</b>	Total number of Units:	90	Maximum cost baseline year:	2022	Total Units	Max PUPY Expense	Max Costs
(1) UMR §8314(e)(1): Total number of Supportive Housing (SH) Units anticipated to be restricted to individuals or families experiencing chronic homelessness as defined consistent with Health and Safety Code (HSC) §50675.14.					0	\$4,617	\$0
(2) UMR §8314(e)(2): Total number of Supportive Housing (SH) Units (other than those restricted to individuals or families experiencing chronic homelessness pursuant to HSC §50675.14), PLUS the total number of Units restricted to occupancy by Special Needs Populations (SNP)* under any HCD program.  See Appendix A – Defined Terms					37	\$3,461	\$128,057
			<b>Do not include Units included in (1) above.</b>				
(3) UMR §8314(e)(3): Total number of Units where the Sponsor, their affiliate, or a service provider under contract to provide Supportive Services at the Project has both: (A) qualified staff devoted exclusively to oversight and quality control of resident services in affordable housing, including the Project; and (B) a system to track and report on tenant outcomes, such as changes in employment status and income. Do not include Units included in items (1) and (2) above.					0	\$1,189	\$0
(4) UMR §8314(e)(4): Total number of Units anticipated to be offered Supportive Services provided by the Project Sponsor, a Sponsor affiliate, or contracted service provider that do not satisfy the criteria in items (1), (2) and (3) above.					52	\$283	\$14,716
<b>(5) Maximum Supportive Services Costs</b>					89		\$142,773

**HCD Reserve Requirements**

<b>Project Name</b>	2550 Irving	<b>Number of Project Units:</b>	90
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**Replacement Reserve Calculator UMR §8309**

(a)	0.6% of New construction costs (structures excluding contractor profit, overhead, and general requirements and insurance):	\$57,934,688	\$347,608
	\$500 per unit: (This is a placeholder for rehab projects and may be subject to higher amount)	\$500	\$45,000
(b)	Replacement Reserve Amount = <i>New construction: lesser of (a) and (b); Rehab: (b)</i>		\$45,000
	HCD Required Replacement Reserve Amount - <i>included in "Operating budget" tab</i>		\$45,000

**Operating Reserve Calculator**

1	Total Operating Expenses Excluding On-Site Service Coordinator Salaries. <i>Operating Budget Cell (S107) minus Operating Budget Cell (S100)</i>			TAX CREDIT Project 3 Month Reserve Required	NON-TAX CREDIT Project 4 Month Reserve Required	
	(a) Total Operating Expenses:	\$1,382,478	Amount subject to reserve calculation: <i>(a - b)</i>	\$1,332,478	<b>\$333,120</b>	<b>\$444,159</b>
	(b) Minus: On-Site Service Coordinator Salaries:	\$50,000				
2	Replacement Reserve amount from above: <i>(Cell AJ10)</i>			\$45,000	<b>\$11,250</b>	<b>\$15,000</b>
3	Debt Service (including all HCD 0.42% Fees and Bond Issuer Fee)					
	<b>Name of Lender</b> <i>Operating Budget cells (D125 to D137)</i>		Annual Debt Service Amount	TAX CREDIT Project 3 Month Reserve Required	NON-TAX CREDIT Project 4 Month Reserve Required	
	Chase Bank Conventional Permanent Loan Debt Service		\$238,822	\$59,706	\$79,607	
	2nd Mortgage Debt Service (Specify)		\$0	\$0	\$0	
	3rd Mortgage Debt Service (Specify)		\$0	\$0	\$0	
	MHP .42% Fee		\$123,327	\$30,832	\$41,109	
	Other HCD .42% (Specify)		\$0	\$0	\$0	
	Other HCD .42% (Specify)		\$0	\$0	\$0	
	Bond Issuer Fee		\$2,803	\$701	\$934	
	Miscellaneous Financial Expenses (Specify)		\$0	\$0	\$0	
	<b>Totals</b>		\$364,952	<b>\$91,238</b>	<b>\$121,651</b>	
<b>UMR Required Operating Reserve Amount:</b>				<b>\$435,607</b>	<b>\$580,810</b>	

If Reserve amounts are different than the required amount, enter Reserve amounts and how they are calculated below:

The project's Operating Reserve amount of \$451,970 is calculated based on the methodology for Tax Credit Project above, except that the base amount does not exclude the On-site Service Coordinator costs, and the base amount also includes the \$15,000 annual ground lease amount, because the tax credit investor will require these costs to be included in the 3

**Transition Reserve Calculator**

1	a) Does the Project propose use of Project-based rental assistance?	Yes
	b) Subsidy Initial Contract Term: <i>(enter in years)</i>	20
	c) Go to Cash Flow and remove the subsidy income the year after the subsidy contract ends, enter the amount of Cash Flow after all debt service: example: subsidy initial term is 15 years remove the subsidy income in Cash Flow tab from year 16 (if non-renewable two year requirement would be year 16 & 17) cell BE8 and/or BE9, enter what the income is from cell BE60. If negative enter as a negative number.	<b>-\$530,375</b>
	d) Do any of the permanent development sources have loan terms that end at the same time or before the subsidies initial term?	Yes
	e) Complete if box is yellow, add back the amount of annual debt service for the loan(s) that is ending: (Cash Flow rows 43-56) example: 1st mortgage loan term is 15 years, subsidy is also 15 years use amount in cell BE43. <b>Do not include Balloon Payments.</b>	\$238,822
	Total Transition Reserve Required: (c + e = Amount of negative Cash Flow, if Cash Flow is positive transition reserve is not required \$0 will show)	\$291,553
	<b>Minimum amount of Transition Reserve that should be Capitalized based on 2% simple interest discount over term of contract.</b> <i>(Higher amount in A138 is acceptable) AJ44 ÷ Sum of (AJ40 x 2%) + 1</i>	<b>\$208,252</b>
2	<b>If any part of the Transition Reserve is funded from Cash Flow:</b>	
	Enter amount capitalized in "Dev Budget SU": <i>(Cell D80)</i>	
	Enter how many years you are using Cash Flow to fund the reserve:	
<b>Minimum annual amount that should be in Cash Flow: (Sum of (AJ44 - AJ47) ÷ AJ48)</b>		<b>\$0</b>

Comments:  
Note: If Reserve amounts proposed in the Development or Operating Budget are different than the MHP required amount, explain why (i.e., other lender requirement) and show calculation method(s) below:



**Cash Flow Analysis**

Is Income from Restricted Units based on Restricted or Proposed Rents?

**Proposed Rents**

INCOME FROM RENTAL UNITS		Inflation	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15
Restricted Unit Rents	2.5%		1,268,424	1,300,135	1,332,638	1,365,954	1,400,103	1,435,105	1,470,983	1,507,758	1,545,451	1,584,088	1,623,690	1,664,282	1,705,889	1,748,536	1,792,250
Unrestricted Units	2.5%		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Tenant Assistance Payments			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
VASH	2.5%		337,620	346,061	354,712	363,580	372,669	381,986	391,536	401,324	411,357	421,641	432,182	442,987	454,061	465,413	477,048
	2.5%		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Operating Subsidies	2.0%		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other: SF LOSP	2.5%		329,374	339,791	350,712	362,032	373,765	385,926	398,531	411,595	425,136	439,169	453,714	468,788	484,410	500,601	517,380
<b>GROSS POTENTIAL INCOME - HOUSING</b>			<b>1,935,418</b>	<b>1,985,986</b>	<b>2,038,062</b>	<b>2,091,566</b>	<b>2,146,537</b>	<b>2,203,017</b>	<b>2,261,050</b>	<b>2,320,677</b>	<b>2,381,945</b>	<b>2,444,898</b>	<b>2,509,586</b>	<b>2,576,057</b>	<b>2,644,361</b>	<b>2,714,550</b>	<b>2,786,678</b>

OTHER INCOME			Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15
Laundry & Vending	2.5%		9,360	9,594	9,834	10,080	10,332	10,590	10,855	11,126	11,404	11,689	11,982	12,281	12,588	12,903	13,225
Other Income	2.5%		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Commercial Income	2.5%		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>GROSS POTENTIAL INCOME - OTHER</b>			<b>9,360</b>	<b>9,594</b>	<b>9,834</b>	<b>10,080</b>	<b>10,332</b>	<b>10,590</b>	<b>10,855</b>	<b>11,126</b>	<b>11,404</b>	<b>11,689</b>	<b>11,982</b>	<b>12,281</b>	<b>12,588</b>	<b>12,903</b>	<b>13,225</b>
<b>GROSS POTENTIAL INCOME - TOTAL</b>			<b>1,944,778</b>	<b>1,995,580</b>	<b>2,047,896</b>	<b>2,101,645</b>	<b>2,156,869</b>	<b>2,213,607</b>	<b>2,271,904</b>	<b>2,331,803</b>	<b>2,393,349</b>	<b>2,456,587</b>	<b>2,521,568</b>	<b>2,588,338</b>	<b>2,656,949</b>	<b>2,727,453</b>	<b>2,799,904</b>

VACANCY ASSUMPTIONS			Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15
Restricted Units	5.0%		63,421	65,007	66,632	68,298	70,005	71,755	73,549	75,388	77,273	79,204	81,184	83,214	85,294	87,427	89,612
Unrestricted Units	5.0%		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Tenant Assistance Payments	5.0%		16,881	17,303	17,736	18,179	18,633	19,099	19,577	20,066	20,568	21,082	21,609	22,149	22,703	23,271	23,852
Other: SF LOSP	0.0%		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Laundry/Vending/Other Income	5.0%		468	480	492	504	517	529	543	556	570	584	599	614	629	645	661
Commercial Income	50.0%		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL VACANCY LOSS</b>			<b>80,770</b>	<b>82,789</b>	<b>84,859</b>	<b>86,981</b>	<b>89,155</b>	<b>91,384</b>	<b>93,669</b>	<b>96,010</b>	<b>98,411</b>	<b>100,871</b>	<b>103,393</b>	<b>105,978</b>	<b>108,627</b>	<b>111,343</b>	<b>114,126</b>
<b>EFFECTIVE GROSS INCOME</b>			<b>1,864,008</b>	<b>1,912,791</b>	<b>1,963,037</b>	<b>2,014,665</b>	<b>2,067,714</b>	<b>2,122,223</b>	<b>2,178,236</b>	<b>2,235,792</b>	<b>2,294,938</b>	<b>2,355,716</b>	<b>2,418,175</b>	<b>2,482,361</b>	<b>2,548,322</b>	<b>2,616,111</b>	<b>2,685,777</b>

OPERATING EXP & RESERVES			Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15
Residential Exp. (w/o Real Estate Taxes & Sup. Services)	3.5%		1,313,359	1,359,327	1,406,903	1,456,145	1,507,110	1,559,858	1,614,454	1,670,959	1,729,443	1,789,974	1,852,623	1,917,464	1,984,576	2,054,036	2,125,927
Real Estate Taxes	2.0%		7,429	7,578	7,729	7,884	8,041	8,202	8,366	8,534	8,704	8,878	9,056	9,237	9,422	9,610	9,802
Supportive Services Costs	2.5%		61,690	63,232	64,813	66,433	68,094	69,797	71,541	73,330	75,163	77,042	78,968	80,943	82,966	85,040	87,166
Replacement Reserve	0.0%		45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000
Other Reserves	0.0%		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Ground Lease	0.0%		15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
Commercial Expenses	3.5%		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL EXPENSES &amp; RESERVES</b>			<b>1,442,478</b>	<b>1,490,136</b>	<b>1,539,445</b>	<b>1,590,462</b>	<b>1,643,245</b>	<b>1,697,857</b>	<b>1,754,361</b>	<b>1,812,823</b>	<b>1,873,311</b>	<b>1,935,894</b>	<b>2,000,647</b>	<b>2,067,644</b>	<b>2,136,964</b>	<b>2,208,686</b>	<b>2,282,896</b>
<b>NET OPERATING INCOME</b>			<b>421,530</b>	<b>422,654</b>	<b>423,591</b>	<b>424,203</b>	<b>424,468</b>	<b>424,366</b>	<b>423,874</b>	<b>422,969</b>	<b>421,628</b>	<b>419,822</b>	<b>417,528</b>	<b>414,717</b>	<b>411,358</b>	<b>407,424</b>	<b>402,882</b>

DEBT SERVICE			Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15
Chase Bank Conventional Permanent Loan Debt Service			238,822	238,822	238,822	238,822	238,822	238,822	238,822	238,822	238,822	238,822	238,822	238,822	238,822	238,822	238,822
Bridge Loan (repaid from Investor equity)			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2nd Mortgage Debt Service (Specify)			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3rd Mortgage Debt Service (Specify)			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
MHP .42% Fee			123,327	123,327	123,327	123,327	123,327	123,327	123,327	123,327	123,327	123,327	123,327	123,327	123,327	123,327	123,327
Other HCD .42% (Specify)			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other HCD .42% (Specify)			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Bond Issuer Fee			2,803	2,803	2,803	2,803	2,803	2,803	2,803	2,803	2,803	2,803	2,803	2,803	2,803	2,803	2,803
Miscellaneous Financial Expenses (Specify)			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Miscellaneous Financial Expenses (Specify)			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL REQUIRED DEBT SERVICE</b>			<b>364,952</b>	<b>364,952</b>	<b>364,952</b>	<b>364,952</b>	<b>364,952</b>	<b>364,952</b>	<b>364,952</b>	<b>364,952</b>	<b>364,952</b>	<b>364,952</b>	<b>364,952</b>	<b>364,952</b>	<b>364,952</b>	<b>364,952</b>	<b>364,952</b>

CASH FLOW after all debt service			Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15
			56,578	57,702	58,639	59,251	59,516	59,414	58,922	58,017	56,676	54,870	52,576	49,765	46,406	42,472	37,930

<b>DEBT SERVICE COVERAGE RATIO</b>	<b>1.16</b>	<b>1.16</b>	<b>1.16</b>	<b>1.16</b>	<b>1.16</b>	<b>1.16</b>	<b>1.16</b>	<b>1.16</b>	<b>1.16</b>	<b>1.16</b>	<b>1.15</b>	<b>1.14</b>	<b>1.14</b>	<b>1.13</b>	<b>1.12</b>	<b>1.10</b>
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**Supportive Services Plan**

6/3/22

Instructions: All Projects that include Special Needs units must complete a Supportive Services Plan. The checklist below shall serve as a guide to ensure that the Supportive Services

Part I.	Tenant Selection Narrative
Yes	Section 1: Tenant Selection Criteria
Part II.	Lead Service Provider (LSP) Detail
Yes	Section 1: Lead Service Provider (LSP)
Yes	Section 2: Best Practices in Service Delivery
Part III.	Supportive Services Detail
Yes	Section 1: Supportive Services Chart
Yes	Section 2: Supportive Services Coordination
Yes	Section 3: Verification from Appropriate Public or Non-Profit Funding Agency
Part IV.	Tenant Safety and Engagement
Yes	Section 1: Tenant Engagement
Yes	Section 2: Safety and Security
Part V.	Staffing
Yes	Section 1: Staffing Chart
Yes	Section 2: Staffing Ratios
Part VI.	Supportive Services Budget
Yes	Section 1: Supportive Services Budget Table & Cost Per Unit Table
Yes	Section 2: Budget Narrative and Funding Commitments
Yes	Section 3: Service Funding History Table
Part VII.	Collaboration, Measurable Outcomes and Plan for Evaluation
Yes	Section 1: Measurable Outcomes
Yes	Section 2: Plan for Evaluation

Units Targeting Special Needs Populations (SNP)	Overall Total	MHP Assisted
ADD SP Populations from App dropdowns	23	23
(6) individuals who are experiencing Homelessness and individuals experiencing Chronic Homelessness as defined above in Appendix A	23	23

**Part I. Tenant Selection Narrative**

This section asks for a detailed description of your tenant selection process. Using the titled sections below, your narrative should be as specific as possible, delineating the roles of property management and the Lead Service Provider and how these functions will be coordinated. Your description should clearly and conclusively document processes to ensure tenant selection and Housing First Practices.

**Section 1: Tenant Selection Criteria**

1. Target Tenant Population and Eligibility Criteria

a. Do you use Housing First Practices?  Yes

b. Describe the criteria that will be used to ensure that applicants are eligible to occupy the units targeting the populations as identified above using a Housing First Approach. This should include the criteria relating to the applicant's income eligibility, homeless status (SNP Chronic Homeless, SNP Homeless or at risk of becoming homeless, or other SNP), and disability.

Key criteria for eligibility and selection criteria include the following.  
 Income: In order for an applicant to be eligible for a unit, their gross annual income cannot exceed the maximum income limits for the property or program unit, as determined by the property's funding sources. Additionally, some properties require that the average of all tenant incomes stay below a particular income limit.  
 For all units with a flat monthly rent, TNDC's minimum income policy excludes applicants whose rent burden would exceed 50% of the household's gross monthly income (except where

c. List specific applicants' credit history, criminal record, rental history, substance use, and similar screening criteria that will result in application rejection as well as those specific criteria that may result in rejection and the relevant conditions that would convert a "may reject" into a "will reject". Note: Property Management Plans or Tenant Selection Plans will be reviewed for consistency with the above answers.

After initial eligibility and conditional housing offer, the Applicant's household must meet any criminal screening standards. TNDC complies with San Francisco Police Code Article 49 – Fair Chance Ordinance:

• TNDC will conduct an individualized assessment and consider only "directly related" convictions and unresolved arrests in light of time elapsed, any evidence of rehabilitation, mitigating

d. Describe any additional eligibility criteria other than those indicated above, i.e., information needed to determine if applicant can comply with lease terms. Note: Selection criteria designed to assess anything other than the ability to comply with lease terms generally run afoul of fair housing laws designed to protect equal access to housing for people with disabilities.

[See Between the Lines, A Question and Answer Guide on Legal Issues in Supportive Housing Chapter 4.](#)

Twenty-two units at 2550 Irving will be funded by the City and County of San Francisco through their Local Operating Subsidy Program (LOSP). TNDC will receive referrals from the Department of Homelessness and Supportive Housing, as facilitated through the Coordinated Entry System. Applicants are defined as eligible if they meet the definition of "Homeless or At-risk of Becoming Homelessness" as defined in the funding agreements. Verification of homelessness consists of an assessment in the Online Navigation System (ONE) system and/or a letter from an approved agency stating specifically that the household is homeless. Living in shelters, transitional housing, or treatment facilities qualify the person as homeless. If the

e. List the tenant disclosures you provide to applicants/tenants. Example: Megan's Law disclosures.  
 The following tenant disclosures are provided to applicants/tenants: Death in Unit disclosure; Late Fee Policy Addendum; TNDC House Rules; Violence, Dating Violence, or Stalking (VAWA) Addendum; Megan's Law Addendum.

f. How you will use the local Coordinated Entry System (CES) for selecting tenants? If the local Coordinated Entry System is not yet operational, describe your plan to use it for tenant selection when it is established. In your response, include the name and contact information for your system contact person.

Whenever units reserved for Local Operating Subsidy Program (LOSP) households become available, TNDC staff will notify the San Francisco Department of Homelessness and Supportive Housing (HSH). During initial rent-up - and thereafter as vacancies become available - HSH will notify relevant Referral Agencies associated with HSH-selected programs serving homeless adults and families city-funded shelters; these are Access Points associated with the Coordinated Entry System. Through Coordinated Entry, HSH will select eligible prospective tenants to apply for vacancies, ensure that eligible applicants meet all application and certification requirements, and will facilitate the applicant referral process.

**2. Marketing/Outreach**

a. Describe marketing/outreach efforts to publicize to potential tenants.

TNDC's marketing and outreach for 2550 Irving will highlight the unit types and sizes, amenities, and neighborhood, as well as the financing sources for the project. There will be increased outreach to neighborhood organizations serving families in the general public. Advertising of TNDC units open to the general public includes, but is not limited to the following:  
 a. The creation of attractive and informative advertising flyers describing the available units (location, type of unit, cost, amenities and features, significant selection criteria such as minimum and maximum allowable incomes, available viewing days and times, contact information). These flyers will also be available in multiple languages.

b. If your tenants will include minor children and / or adult dependents, describe the specific marketing outreach that will be used to publicize unit availability.

All units are set aside for low income families and all units are equally marketed to the general public through collaborations with San Francisco's Mayor's Office of Housing and Community Development's outreach team. This involves partnerships with resource centers in various neighborhoods, who help applicants access (including translation assistance) and fill out applications. TNDC's goal is to ensure that all applicants are screened using consistently applied, fair criteria, to provide a desirable, well-maintained and affordable place to live for an economically, racially, and ethnically integrated resident population while complying with the provisions of any federal, state, or local law. The marketing will highlight the unit types and

c. For units restricted to Special Need Populations (SNP), describe your plan to prioritize highly vulnerable households referred by the local CES.

## Special Needs Population Experience & Narrative

This worksheet must be completed if Project has one or more Special Needs Population (SNP) units

The SNP units will be occupied by households meeting the criteria specified in Appendix A – Defined Terms	
1)	Individuals who are experiencing Homelessness and individuals experiencing Chronic Homelessness
2)	
3)	
4)	
5)	

Lead Service Provider Experience:
With over 25 years of experience, Tenderloin Neighborhood Development Corporation's Tenant and Community Services Department recognizes the support service requests low-income adults, and families, including those that are formerly homeless. TNDC's unique approach to supportive housing combines safe and affordable home environments with free voluntary, confidential, and on-site services that are culturally relevant and trauma-informed. TNDC's experienced Social Workers are adept at responding to the need those who have experienced trauma due to societal and/or interpersonal violence, systematic racism, living in under-resourced communities, and years of experiencing

Project Sponsor Experience:
TNDC was formed in 1981 to serve the low-income community of the Tenderloin neighborhood of San Francisco. Since that time, we have expanded to nine different parts of San Francisco yet remain deeply committed to providing affordable homes and services for San Francisco residents with the lowest of incomes. TNDC began with the purchase of a single SRO and a desire to protect the neighborhood from speculative real estate and gentrification pressures as the hotel and financial districts began encroaching on the neighborhood. Since that first building purchase over 41 years ago, TNDC has grown its portfolio

Property Management Experience:
The Property Management Department – comprised of more than 300 employees - serves over 6,000 residents across approximately 3,800 units, all of which are located in San Francisco; nearly 900 of these units have a permanent supportive housing component.
Property Management oversees approximately \$65 million in annual revenue, and within the department, there are additional support roles to ensure the financial and physical

**Supportive Housing Experience**

**This worksheet must be completed if Project has one or more Supportive Housing units:**

Enter the name of the entity qualifying for Sponsor experience:			Tenderloin Neighborhood Development Corporation			
<b>Supportive Housing Experience, §7302(f)</b>						
<b>(1) Sponsor Experience:</b> Sponsor must have at least two years of experience during the past five years owning or operating (under a long-term master lease or similar arrangement) a rental housing development with at least 10 units occupied by people experiencing Homelessness, with on-site Comprehensive Case Management services.						
	Project Name and Address	# of units	Were units occupied by people experiencing Homelessness, with on-site Comprehensive Case Management services?	Experience Type	Year Owned or Operated	
1	Kelly Cullen Community, 220 Golden Gate Ave., San Francisco, CA 94102	172	Yes	Owned	2014	
2	Folsom & Dore Apts, 75 Dore Street, San Francisco, CA 94103	20	Yes	Owned	2014	
3	Franciscan Towers, 217 Eddy Street, San Francisco, CA 94102	35	Yes	Owned	2014	
File Name:	93. Sponsor/Applicant SOQ	Statement of Qualifications regarding owning and managing Supportive Housing Projects. Include list of Projects.		Uploaded to HCD Portal?	Yes	
<b>(2) Property Manager Experience:</b> Property Manager must have managed for at least three years, rental housing developments with at least 10 units occupied by people experiencing Homelessness, with on-site Comprehensive Case Management services.					<b>Total Years:</b>	<b>56.8</b>
	Project Name and Address	# of units	Were units occupied by people experiencing Homelessness, with on-site Comprehensive Case Management services?	# of months serving		
1	Kelly Cullen Community, 220 Golden Gate Ave., San Francisco, CA 94102	172	Yes	120		
2	Folsom & Dore Apts, 75 Dore Street, San Francisco, CA 94103	20	Yes	142		
3	Franciscan Towers, 217 Eddy Street, San Francisco, CA 94102	35	Yes	420		
File Name:	94. Property Management SOQ	Property Management Statement of Qualifications regarding owning and managing Supportive Housing Projects. Include list of Projects.		Uploaded to HCD Portal?	Yes	
<b>(3) Lead Service Provider Experience:</b> Sponsor must utilize a lead service provider with at least three years of experience providing services to people experiencing Homelessness that includes on-site Comprehensive Case Management in at least two publicly-assisted supportive housing projects or through a tenant-based housing assistance program in which Comprehensive Case Management Services are provided on-site to at least 20 persons at a time, and are not time-limited. A written agreement between the lead service provider and Sponsor or Project owner satisfactory to the Department, must be submitted with the Program application.					<b>Total Years:</b>	<b>39.4</b>
	Project Name and Address or Description of other Experience		Did this experience serve the Target Population in Supportive Housing and include comprehensive case management?	# of units	# of months serving	
1	Curran House, 145 Taylor Street, San Francisco, CA 94102		Yes	10	180	
2	Ambassador, 55 Mason Street, San Francisco, CA 94103		Yes	62	212	
3	Franciscan Towers, 217 Eddy Street, San Francisco, CA 94103		Yes	35	81	
File Name:	95. LSP SOQ	Lead Service Provider Statement of Qualifications. Include company and resumes of Principals.		Uploaded to HCD Portal?	Yes	
File Name:	96. LSP Exp Contracts	Executed contracts must be Provided for experience to count. Provide only these pages of the contract: page(s) identifying the Project name, scope of work; term of the contract or agreement; and execution page(s) showing all signatures of all parties to the contracts.		Uploaded to HCD Portal?	Yes	

## Supportive Services Verification

This worksheet must be completed if Project has one or more Supportive Housing or Special Needs units

To the Sponsor: Complete the Project sponsor, service provider, Project name and contact information, target population, and name of Verifying Funding Agency information sections below. Then submit this form along with a copy of the Supportive Services Project Plan contained in the application to the appropriate funding agency (public or non-profit) knowledgeable about the supportive services needs of the targeted population(s). For example, for a Project serving chronically mentally ill people, the funding entity could be the County Department of Mental Health.

Submission of this form shall constitute certification by the sponsor that a true copy of the Supportive Housing Supportive Services Project Plan submitted in the application has been submitted to the funding agency named below. The form may be submitted to more than one agency or department if necessary.

Project Sponsor:	Tenderloin Neighborhood Development Corporation
Lead Service Provider:	Tenderloin Neighborhood Development Corporation
Project Name:	2550 Irving
Project Address/Site:	2550 Irving Street
Project City:	San Francisco
Project County:	San Francisco
Name of Verifying Funding Agency:	San Francisco Department of Homelessness and Supportive Housing
Target Population(s):	Families and veterans experiencing homelessness

To the public or non-profit funding agency: The Project sponsor named above is submitting an application to the State Department of Housing and Community Development (HCD) requesting funding for the Project named above under the Multifamily Housing Program (MHP) or Veterans Housing and Homelessness Prevention Program (VHHP). The application for MHP or VHHP funding is subject to HCD's determination that the Project qualifies as a Supportive Housing Project. The findings of your agency will be considered in arriving at this determination. Review the attached copy of the Supportive Services Plan, note your findings in the box below, and complete the signature block below the chart. Attach comments for any "No" and as otherwise necessary. Your cooperation is appreciated.

We, as signed below, have reviewed the Supportive Services Plan submitted for the Project named above.

Yes
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The services proposed in the Supportive Services Plan are appropriate to meet the needs of the target population(s) named above.

Yes
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The Project Lead Service Provider is a known provider of support services to the target population(s) listed above.

Yes
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Dated: 

7/6/2022
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Statement Completed by (please print):	Elizabeth Hewson
Signature:	
Title:	Manager of Supportive Housing Programs
Agency or Department:	San Francisco Department of Homelessness and Supportive Housing
Agency or Department Address:	440 Turk Street, San Francisco, CA 94102
Agency or Department Phone:	628-652-7700

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Local Operating Subsidy Program (LOSP) unit referrals will come from a Community Queue maintained by the City and County of San Francisco and referred by the SF Department of Homelessness and Supportive Housing, as facilitated through the Coordinated Entry System. When walk-ins approach 2550 Irving staff about vacancies, staff will provide an information sheet that explains how to apply for both LOSP and non-LOSP units.

3. Characteristics of SNP

a. Please confirm compliance by checking all of the characteristics that apply to the units in your Project:

Tenant holds a lease in his/her name and is responsible for paying rent?  Yes

Tenant has his/her own room or apt. and is individually responsible for selecting a roommate in any shared tenancy?  Yes

Tenant may stay as long as he/she pays his/her share of rent and complies with the terms of his/her lease?  Yes

Unit is subject to applicable state and federal landlord tenant laws?  Yes

Participation in services or any particular service shall not be required as a condition of tenancy?  Yes

b. Typically, all the characteristics listed above must be present in order for the Project to be eligible as SH and SNP. Please explain mitigating circumstances for any missing characteristic.

Not applicable

Part II. Lead Service Provider (LSP) Detail

Section 1: LSP

The LSP is the entity that has overall responsibility for the provision of supportive services & implementation of the Supportive Services Plan. The LSP provides comprehensive case management services (individualized services planning & the provision of connections to mental health, substance use, employment, health, housing retention) and may also coordinate with other agencies that do so.

1. LSP name:

Relationship to Sponsor:

How Long has the LSP been providing services to homeless:  years  months

How many Projects have the Sponsor and LSP completed together? (Provide list of completed Projects when submitting)

**§7302 (e)(5)(A)** The Lead Service Provider must have at least three (3) years' experience providing services to at least five (5) households of the same target population at any one time in a residential setting (which can include scattered site housing with multiple owners);

Years of experience providing the above services?

**§7302 (e)(5)(C)** The property management agent must have at least one (1) year of experience managing a Project with Units restricted by a public agency to a Special Needs Population.

Property management agent, years of experience providing the above services?

File Name:	87. LSP List of projects or contracts	Provide list of current and completed Projects or contracts when submitting application.	Uploaded to HCD Portal?	Yes
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2. List any additional agencies that will be providing comprehensive case management services to residents. Describe population(s) they will serve and how their services will be coordinated by the LSP.

Agency Name	How Services will be Coordinated
San Francisco Veterans Affairs (VA)	Veterans are assigned social workers funded through the VA separately from the Supportive Services Budget
Describe how services will be coordinated	
Veterans are assigned social workers funded through the VA separately from the Supportive Services Budget. The Sponsor's Support Services staff have a collaborative relationship with the VA Social Worker. They communicate regularly regarding any challenges that might be arising on-site for the VASH tenants and they distinguish their roles clearly on a case by case basis.	
Agency Name	How Services will be Coordinated
Describe how services will be coordinated	
Agency Name	How Services will be Coordinated
Describe how services will be coordinated	

Section 2: Best Practices in Service Delivery

1. Fully describe HOW the practices listed below will be utilized in your service delivery model. Include a description of initial and periodic training plans including who will be trained, type of training, cost and how often training will occur. Note: Do not simply state definitions of these practices.

Describe benefits counseling and advocacy, including assistance in accessing SSI/SSP, enrolling in Medi-Cal:

The on-site support service staff will be trained prior to lease up to work with tenants to make sure they receive all benefits for which they are eligible and will be trained on SOAR prior to lease up. This includes making referrals to and following-up with the appropriate resources, applying for benefits, and making appointments. Such benefits include: General Assistance (GA), Temporary Assistance to Needy Families (TANF), Social Security (SSA, SSI/SSDI), Veterans' Benefits, Food Stamps (SNAP), Medi-Cal, Healthy Families, and Medicare.

Describe periodic training plans associated with the above item including who will be trained, the type of training, cost, and how often training occurs:

Each support services staff have access to \$1000 of training and development funds annually. At the beginning of each year the support service staff create an annual Plan for Professional Development that outlines required and desired trainings for the coming year. TNDC also has a robust training and development program offering a variety of mandatory and optional trainings. Training is available through on-site in-services, webinars and off-site conferences. Benefits training is provided during on-boarding and as new information is available it is shared through in-services organized by leadership. If there is cost associated with the training funds are available.

Describe Critical Time Intervention:

The on-site support services staff will be trained on all of the components of the Critical Time Intervention Model prior to lease-up. Tenants with long histories of being unhoused or unsheltered often need a lot of support to successfully transition into housing. The components will be used to successfully assist tenants with this transition to their new housing site. Intensive attention will be paid to connecting with tenant's current support system early on to help build the skills of the entire support system. Overtime less intensive support is needed, however periodic monitoring is used to support and maintain the network.

Describe periodic training plans associated with the above item including who will be trained, the type of training, cost, and how often training occurs:

Each support services staff have access to \$1000 of training and development funds annually. At the beginning of each year the support service staff create an annual Plan for Professional Development that outlines required and desired trainings for the coming year. TNDC also has a robust training and development program offering a variety of mandatory and optional trainings. Training is available through on-site in-services, webinars and off-site conferences. CTI Training is provided during on-boarding and periodically through training in the community. If there is cost associated with the training funds are available.

Describe Trauma-Informed Care Strategies:

The on-site support services staff will be trained on trauma informed care (TIC) prior to lease-up and throughout their tenure at TNDC. In addition to formal training support service policies and practices are trauma informed. Support Services staff recognize that tenants come to us with long histories of trauma especially when coming from experiences of being unhoused and unsheltered. Together support services and property management use a TIC approach when challenges arise related to housing retention and eviction prevention. Relationships are built early on and interventions take into consideration ways to not retraumatize tenants who are struggling to stay housed.

Describe periodic training plans associated with the above item including who will be trained, the type of training, cost, and how often training occurs:

Each support services staff have access to \$1000 of training and development funds annually. At the beginning of each year the support service staff create an annual Plan for Professional Development that outlines required and desired trainings for the coming year. TNDC also has a robust training and development program offering a variety of mandatory and optional trainings. Training is available through on-site in-services, webinars and off-site conferences. TIC Training is provided during on-boarding and is readily available in the community. TIC is also a platform upon which other trainings are built so we ensure that all training is Trauma Informed regardless of the specialized topic. If there is cost associated with the

Describe Motivational Interviewing:

The on-site support services staff will be trained on Motivational Interviewing prior to lease-up and during their tenure at TNDC. The on-site support services team use motivational interviewing when working with tenants to set goals and to move through stages of change. Support services staff work with tenants to explore their desires for change and taps into their internal motivations. Inquiry is a key strategy when practicing MI as it allows tenants to be the expert of their own change. Motivational Interviewing is a model that works well when using a TIC approach, a Harm Reduction Philosophy and a Cultural Humility lens.

Describe periodic training plans associated with the above item including who will be trained, the type of training, cost, and how often training occurs:

Each support services staff have access to \$1000 of training and development funds annually. At the beginning of each year the support service staff create an annual Plan for Professional Development that outlines required and desired trainings for the coming year. TNDC also has a robust training and development program offering a variety of mandatory and optional trainings. Training is available through on-site in-services, webinars and off-site conferences. Motivational Interviewing Training is provided during on-boarding and is readily available in the community. MI is a trauma informed practice that is foundational to support services. MI training is available at least annually and is easily accessible in the community. If



Describe Voluntary "Moving On" assistance, and when community resources (e.g., tenant-based vouchers) are available, to support current tenants to move from the Project into other permanent housing when that housing may be better suited to their needs:

The on-site support services staff will be trained on Voluntary Moving-on prior to lease-up and during their tenure at TNDC. Many tenants have long term goals related to "moving-on" from Permanent Supportive Housing. When tenants set these types of goals on-site support services staff assist tenants to develop skills that will help them to live more independently with less on-site support services. Areas of focus include budgeting, employment and training, identifying support systems outside of PSH, finding alternative housing.

Describe periodic training plans associated with the above item including who will be trained, the type of training, cost, and how often training occurs:

Each support services staff have access to \$1000 of training and development funds annually. At the beginning of each year the support service staff create an annual Plan for Professional Development that outlines required and desired trainings for the coming year. TNDC also has a robust training and development program offering a variety of mandatory and optional trainings. Training is available through on-site in-services, webinars and off-site conferences. Voluntary Moving-on training is provided during on-boarding and as new resources for Voluntary Moving-on become available they are shared through in-services organized by leadership. If there is cost associated with the training funds are available.

Describe Peer Support (include length of time Peer Support program used, if applicable):

The on-site support services staff will be trained on promoting peer support prior to lease-up and during their tenure at TNDC. Supporting peer relationships is practiced through organizing and facilitating community development activities; both large events and small support groups. Peer support can also be built by moving collaboratively with tenants through conflict. Using mediation and conflict resolution practices create stronger and more trusting relationships with peers.

Describe periodic training plans associated with the above item including who will be trained, the type of training, cost, and how often training occurs:

Each support services staff have access to \$1000 of training and development funds annually. At the beginning of each year the support service staff create an annual Plan for Professional Development that outlines required and desired trainings for the coming year. TNDC also has a robust training and development program offering a variety of mandatory and optional trainings. Training is available through on-site in-services, webinars and off-site conferences. Peer Support training is provided during on-boarding and as new resources for Peer Support Programs become available they are shared through in-services organized by leadership. If there is cost associated with the training funds are available.

2. Fully describe the policies and procedures of the following. Include a description of initial and periodic training plans including who will be trained, type of training, cost and how often training occurs.

Describe case conferencing:

The on-site support services staff will be trained on Case Conferencing prior to lease-up and during their tenure at TNDC. Case conferencing is a powerful strategy to offer support to tenants and to help them meet their needs. These often include medical and mental health providers and are most successful when the tenant participates in the conference. When a tenant is in jeopardy of losing their housing a case conference can be even more successful with property management staff at the table. It is important to keep in mind that case conferences must also honor the privacy and confidentiality of tenants and the only information that can be shared is that which the tenant has given written permission to share with

Describe initial and periodic training plans associated with the above item including who will be trained, the type of training, cost, and how often training occurs:

Each support services staff have access to \$1000 of training and development funds annually. At the beginning of each year the support service staff create an annual Plan for Professional Development that outlines required and desired trainings for the coming year. TNDC also has a robust training and development program offering a variety of mandatory and optional trainings. Training is available through on-site in-services, webinars and off-site conferences. Case Conferencing training is provided during on-boarding and is practiced as tenant needs arise. If new frameworks for Case Consultation arise training occurs through in-services organized by leadership or at Clinical Consultation sessions facilitated by Licensed

Describe how the Sponsor's and LSP's Program philosophy, values, and principles is communicated to applicants for tenancy and tenants:

The on-site support services staff will be trained on Sponsor's and Program's philosophy prior to lease-up and during their tenure at TNDC. During orientation new staff spend 3-4 weeks meeting one-on-one with organization and program staff to understand the policies and practices as well as the goals and philosophy of each. Additionally new staff receive, review, and acknowledge in writing that they understand the policies and procedures of both.

Describe initial and periodic training plans associated with the above item including who will be trained, the type of training, cost, and how often training occurs:

Support service staff are regularly trained on any new Sponsor and Program policies. Training on new policies and procedures occur in-house as new policies are created and do not have a cost associated with them.

Describe policies for rent due by residents during periods of hospitalization:

When tenants are hospitalized and want to retain their housing the on site support services staff assist the tenant to stay engaged with property management regarding their rent. Staff from the on site support services team and property management team are trained prior to lease up on how to handle these situations. In situations where tenant's lose their income when hospitalized the support services staff then work with the subsidy program and property management to recertify and adjust rent. The on-site support services staff will work in partnership with property management staff to identify tenants who are in need of housing retention services related to nuisance behavior, non-payment of rent, and/or health and safety hazards. The

Describe initial and periodic training plans associated with the above item including who will be trained, the type of training, cost, and how often training occurs:

Support services staff are trained on rent-policies upon hire. If rent policy changes occur support service staff are trained by our Property Management counterparts as needed. These trainings do not have a cost associated with them.

Describe policy and procedures for: 1) resident privacy, and 2) confidentiality, including the use of Releases of Information:

Staff are trained according to the shared Service Integration Manual (SIM) prior to lease up. The SIM details that the on site support services staff and property management staff are encouraged to and can openly discuss many types of situations that may arise. For example, if an incident has occurred in a community/public space, the on site support services staff and Property Management staff can openly discuss the behavior/incident. They are also encouraged to provide each other with any necessary follow-up information related to the incident. On site support services staff may have confidential information about a tenant that is shared in confidence and a tenant may request that this confidential information is not discussed with

Describe initial and periodic training plans associated with the above item including who will be trained, the type of training, cost, and how often training occurs:

Each support services staff have access to \$1000 of training and development funds annually. At the beginning of each year the support service staff create an annual Plan for Professional Development that outlines required and desired trainings for the coming year. TNDC also has a robust training and development program offering a variety of mandatory and optional trainings. Training is available through on-site in-services, webinars and off-site conferences. Privacy, Confidentiality, Protected Health Information and HIPAA training is provided during on-boarding and is required annually. This training is available at no cost through the San Francisco Department of Public Health.

Describe appropriate coordination between property management and the lead service provider to support Housing First tenant selection and tenant retention and staff/resident safety, e.g., regular communication, cross-training, standing meeting time and agenda items:

The on-site support services staff will work in partnership with property management staff to identify tenants who are in need of housing retention services related to nuisance behavior, non-payment of rent, and/or health and safety hazards. The on-site support services staff will be trained prior to lease up to help tenants to understand house rules, policies, and procedures. Housing retention and eviction prevention services will include immediate outreach to tenants whose housing is in jeopardy due to house rule violations, non-payment of rent, and/or health and safety hazards including hoarding and cluttering. The on-site support services staff will provide linkages to and follow-up with the appropriate eviction prevention and

Describe initial and periodic training plans associated with the above item including who will be trained, the type of training, cost, and how often training occurs:

Support Services Leadership, Property Management Leadership, and Compliance work together to ensure that all staff are fully training on Housing First, tenant selection, and tenant retention upon hire. Training is provided in-house through interdepartmental leadership on an on-going basis. There is no cost associated with this training.

Describe how applicants and residents are made aware of the reasonable accommodations procedure, and assisted with such requests:

The on-site support services staff will be trained on Reasonable Accommodations prior to lease-up and during their tenure at TNDC. TNDC has a robust Compliance Team that takes the time to provide training to the support service staff on how to support tenants to make reasonable accommodation requests. During mandatory Fair Housing Training support services staff learn about the ADA and how to support tenants throughout the Reasonable Accommodation process whether that be using the correct documents or providing on-going follow-up with outside providers.

Describe initial and periodic training plans associated with the above item including who will be trained, the type of training, cost, and how often training occurs:

Support Services Leadership, Property Management Leadership, and Complicance work together to ensure that all staff are fully training on Reasonable Accommodations upon hire. Training is provided in-house through tthe Compliance Department annually. There is no cost associated with this training.

Describe appropriate coordination between property management and the lead service provider to support Housing First tenant selection and tenant retention and staff/resident safety, e.g., regular communication, cross-training, standing meeting time and agenda items:

The on-site support services staff will work in partnership with property management staff to identify tenants who are in need of housing retention services related to nuisance behavior, non-payment of rent, and/or health and safety hazards. The on-site support services staff will be trained prior to lease up to help tenants to understand house rules, policies, and procedures. Housing retention and eviction prevention services will include immediate outreach to tenants whose housing is in jeopardy due to house rule violations, non-payment of rent, and/or health and safety hazards including hoarding and cluttering. The on-site support services staff will provide linkages to and follow-up with the appropriate eviction prevention and

Describe initial and periodic training plans associated with the above item including who will be trained, the type of training, cost, and how often training occurs:

Support Services Leadership, Property Management Leadership, and Compliance work together to ensure that all staff are fully training on Housing First, tenant selection, and tenant retention upon hire. Training is provided in-house through interdepartmental leadership on an on-going basis. There is no cost associated with this training.

Describe how applicants and residents are made aware of the reasonable accommodations procedure, and assisted with such requests:

The on-site support services staff will be trained on Reasonable Accommodations prior to lease-up and during their tenure at TNDC. TNDC has a robust Compliance Team that takes the time to provide training to the support service staff on how to support tenants to make reasonable accommodation requests. During mandatory Fair Housing Training support services staff learn about the ADA and how to support tenants throughout the Reasonable Accommodation process whether that be using the correct documents or providing on-going follow-up with outside providers.

Describe initial and periodic training plans associated with the above item including who will be trained, the type of training, cost, and how often training occurs:

Support Services Leadership, Property Management Leadership, and Compliance work together to ensure that all staff are fully training on Reasonable Accommodations upon hire. Training is provided in-house through the Compliance Department annually. There is no cost associated with this training.

Describe process for receiving and resolving tenant grievances:

The on-site support services staff, along with property management, will be trained prior to lease up to receive and resolve tenant grievances. It is the policy of management that all residents' grievances be given complete and objective consideration. This procedure applies to both applicants and residents. All residents are encouraged to use it without concern that it will reflect on their status as a resident. The support services team also have grievance procedures independent of the property management grievance procedure. The documented procedure is provided to tenants and is available in multiple languages to meet the tenant's needs.

Describe initial and periodic training plans associated with the above item including who will be trained, the type of training, cost, and how often training occurs:

Support services staff are trained on Grievance Procedures upon hire. If changes to the Grievance Forms or Procedures occur support service staff are trained in house as needed. Support service staff are also trained on Conflict Resolution upon hire and during their tenure. Conflict resolution training is readily available in the community and if there is a cost associated with the training, funds are available.

Describe appropriate responses to tenant crises:

The on-site support services staff will be trained prior to lease up to intervene in crises by immediately responding to any episodes of medical and behavioral health emergency. In responding to these crises, the on-site Support Services staff will access the appropriate emergency response providers (for example, Adult Protective Services, Child protective Services, mobile crisis teams, police, paramedics, etc.). The on-site support service staff will also work with tenants to provide conflict resolution by offering to act as a mediator.

Describe initial and periodic training plans associated with the above item including who will be trained, the type of training, cost, and how often training occurs:

Each support services staff have access to \$1000 of training and development funds annually. At the beginning of each year the support service staff create an annual Plan for Professional Development that outlines required and desired trainings for the coming year. TNDC also has a robust training and development program offering a variety of mandatory and optional trainings. Training is available through on-site in-services, webinars and off-site conferences. Crisis Intervention, Violence Prevention, and De-escalation training is provided during on-boarding. It is available at least annually and is easily accessible in the community. If there is cost associated with the training funds are available.

Describe retention of tenants regardless of their use of substances:

The on-site support services staff will be trained on Harm Reduction prior to lease-up and during their tenure at TNDC. TNDC practices Harm Reduction agency wide and tenants are not required to be free of substances to access housing or services. Support services staff "meet tenants where they are" and see tenants as the experts of their own experiences. Harm reduction is a non-judgemental way of helping tenants to identify and achieve their own self-determined goals. TNDC support services staff work with tenants to focus on the behaviors that might be impeding their retention and use motivational intervention techniques to change behaviors that are jeopardizing their housing.

Describe initial and periodic training plans associated with the above item including who will be trained, the type of training, cost, and how often training occurs:

Each support services staff have access to \$1000 of training and development funds annually. At the beginning of each year the support service staff create an annual Plan for Professional Development that outlines required and desired trainings for the coming year. TNDC also has a robust training and development program offering a variety of mandatory and optional trainings. Training is available through on-site in-services, webinars and off-site conferences. Harm Reduction training is provided during on-boarding and throughout staff tenure. It is readily available in the community and if there is cost associated with the training funds are available.

Describe cultural competency:

The on-site support services staff will be trained on Cultural Competency prior to lease-up and during their tenure at TNDC. However Cultural Competency is an antiquated model that tends to overgeneralize populations and does not allow room for the individual. TNDC support services are built upon a Cultural Humility platform. Cultural Humility is a more evolved model as it places the tenant at the center and sees tenants as individuals and the experts of their own experience. It also requires service providers to come from a place of inquiry and reflect on their places of privilege. It also requires a commitment for staff to use their power to redress power imbalances to benefit the tenants.

Describe initial and periodic training plans associated with the above item including who will be trained, the type of training, cost, and how often training occurs:

Each support services staff have access to \$1000 of training and development funds annually. At the beginning of each year the support service staff create an annual Plan for Professional Development that outlines required and desired trainings for the coming year. TNDC also has a robust training and development program offering a variety of mandatory and optional trainings. Training is available through on-site in-services, webinars and off-site conferences. Cultural Humility training is provided during on-boarding and is required several times throughout the year. Training is provided through in-services organized by leadership, through community resources, and through Clinical Consultants centered in Cultural Humility. If

### Part III. Supportive Services Detail

#### Section 1: Supportive Services Chart

Required Services: List and describe all required services to be provided to tenants, including all service needs of the targeted populations as listed above. The chart must include each of the services listed. Please be sure that the services listed address all the service needs of all the target populations as listed above. Attach the agreement or commitment letter for each of the minimum services listed. If the tenant will be referred to another agency for a service, attach an agreement or commitment letter from the agency that will be providing the service directly.

Resident Service	Service Description	Service Provider(s)	Relationship to Sponsor	Agreement	Off-site Service Location
List each service separately	Describe service, including the frequency.	Provider's Name	Sponsor, separate division of Sponsor's organization, or a Project Partner	If service will be provided by a non-Sponsor entity, indicate type of agreement under which service will be provided.	If service is on-site, leave blank. Enter distance, in miles, to off-site service and resident commuting plan.

<b>Case management with individual service plans</b>	Case management begins once a tenant has decided to participate in support services and has developed an Individual Service Plan. It includes continuous support and monitoring of medical and behavioral health needs while maintaining relationships and connections to service providers in the community. The on-site support services staff provides on-going support to help tenants meet their	Tenderloin Neighborhood Development Corporation	Division of Sponsor's Org		
<b>Benefits counseling and advocacy:</b> -SSI/SDI -MediCal -CalWORKs -VA compensation	One-on-one assessments are offered to tenants who are seeking support related to mental health counseling. The on-site support service staff provides the appropriate referrals and linkages to inpatient and outpatient mental health counseling services.	Tenderloin Neighborhood Development Corporation	Division of Sponsor's Org		
<b>Mental health care:</b> -Group, family and individual -Therapy/counseling -Veteran related trauma -Medication	The on-site support service staff provides referrals to culturally and linguistically appropriate medical clinics and programs that best address tenants' specific medical concerns. The on-site support service staff will assist tenants with making appointments, calling pharmacies, providing appointment reminders and filling out paperwork as necessary.	Tenderloin Neighborhood Development Corporation	Division of Sponsor's Org		
<b>Physical health care:</b> -preventative health -prescriptions	The on-site support service staff provides referrals to culturally and linguistically appropriate medical clinics and programs that best address tenants' specific medical concerns. The on-site support service staff will assist tenants with making appointments, calling pharmacies, providing appointment reminders and filling out paperwork as necessary.	Tenderloin Neighborhood Development Corporation	Division of Sponsor's Org		
<b>Substance use services:</b> -Inpatient/Outpatient services -Medically assisted treatment -Counseling	One-on-one assessments are offered to tenants who are seeking support related to substance use counseling. The on-site support service staff provides the appropriate referrals and linkages to inpatient and outpatient substance abuse counseling services.	Tenderloin Neighborhood Development Corporation	Division of Sponsor's Org		
File Name:	88. LSP NonSpon Contract Basic	Lead Service Provider Contract, Agreement or Letter of Intent (non-Sponsor/Applicant provider).		Uploaded to HCD Portal?	Yes

Additional Services: List and describe all additional services to be provided to tenants. Indicate on the chart if a particular service is not needed for the target population and insert or attach a justification. Examples of specific services are provided on the left hand column below. If multiple services will be provided in the service categories provided below, attach any additional description. Empty spaces are available at the bottom of the table for the applicant to describe services not listed.

Resident Service	Service Description	Service Provider(s)	Relationship to Sponsor	Agreement	Off-site Service Location
List each service separately	Describe service, including the frequency, service location, and how they are tailored to the Target Population.	Direct Provider's Name and Contact Information	Sponsor, separate division of Sponsor's organization, or a Project Partner	If service will be provided by a non-Sponsor entity, indicate type of agreement under which service will be provided.	If service is on-site, leave blank. Enter distance, in miles, to off-site service and resident commuting plan.
<b>Employment &amp; OJT placement/training:</b> -job search -resume writing -interview assistance -job placement -OJT training	The on-site support service staff work with tenants to explore available resources and linkages that address their individual employment needs. This includes making referrals to and following-up with community agencies that focus on searching for employment, developing resumes, increasing interviewing skills and agencies that provide on-the-job training.	Tenderloin Neighborhood Development Corporation	Sponsor		
<b>Education assistance/benefits information:</b> -GI Bill counseling -college application assistance -financial aid assistance	The on-site support service staff work with tenants to explore their educational goals. This includes making referrals to and following-up with community agencies that focus on college preparation classes and workshops on how to finance higher education.	Tenderloin Neighborhood Development Corporation	Sponsor		
<b>Financial counseling/debt counseling:</b> -debt mitigation -budgeting -emergency savings -predatory practices	The on-site support service staff work with tenants to explore available resources related to building financial freedom and wealth. This includes making referrals to and following-up with community agencies that focus on opening bank accounts, budgeting, saving for emergencies and the future, and reducing debt.	Tenderloin Neighborhood Development Corporation	Sponsor		
<b>Childcare assistance/services:</b> -transportation to/from -onsite daycare -afterschool care -financial assistance -parenting education	The on-site support services staff work with families to identify appropriate child care and out-of-school time programs. This includes identifying transportation options and accessing free public transportation passes for school-aged children and disabled adults. When identified by parents as a need on-site support services staff refer families to parenting education classes and skill building resources.	Tenderloin Neighborhood Development Corporation	Sponsor		

<b>Family law service:</b> -pro bono legal advice -no/low cost legal services -custody disputes -divorce -domestic violence restraining orders	The on-site support services staff work with tenants to identify community resources for legal assistance. Referrals are made to community agencies that can assist with divorce and custody agreements. Support services staff also work with families to develop safety plans and acquire restraining orders in instances where domestic violence is an issue.	Tenderloin Neighborhood Development Corporation	Sponsor		
<b>Life skills/soft skills:</b> -grooming -nutrition/cooking -interpersonal communication -laundry/household maintenance	One-on-one assessments are offered to tenants who are seeking support related to developing and enhancing independent living skills. Additionally support services staff make referrals to In Home Support Services to ensure tenants are receiving the services they need to stay independently housed.	Tenderloin Neighborhood Development Corporation	Sponsor		
<b>Legal services:</b> -reinstatement of benefits after incarceration -discharge upgrades -pro bono legal advice -diversion courts	One-on-one assessments are offered to tenants who are re-entering housing after incarceration. This includes referrals to agencies who can reinstate benefits, work on expunging their record, and offer legal advice related to probation and parole requirements.	Tenderloin Neighborhood Development Corporation	Sponsor		
<b>Out-patient family therapy/counseling:</b> -family counseling -individual counseling -couple's counseling	One-on-one assessments are offered to families who are seeking support related to individual, couples, and family counseling. The on-site support service staff provides the appropriate referrals and linkages to counseling services in the community.	Tenderloin Neighborhood Development Corporation	Sponsor		
<b>Domestic violence support:</b> -DV center -restraining order assist. -safety plan -contact w/law enforcement -credit/identity locks	One-on-one assessments are offered to tenants who are seeking support related to Domestic Violence. Support services staff assist tenants to develop safety plans and complete VAWA applications. The on-site support service staff provides the appropriate referrals and linkages to apply for restraining orders and to enter domestic violence shelters. Referrals are also made for domestic violence counselling.	Tenderloin Neighborhood Development Corporation	Sponsor		
<b>Food bank/meal support services:</b> -no cost/low cost food -SNAP/TANF support	TNDC began a formal partnership with the San Francisco Food Bank in 1999 and has been operating 12 Food Pantries in TNDC properties since then. In 2021, with support from the San Francisco Food Bank, Social Workers have been able to serve 2,700 tenants at these pantries. Additionally During the first year of the Covid-19 Pandemic more than 16,000 meals were distributed door-to-door to our most vulnerable tenants.	Tenderloin Neighborhood Development Corporation	Sponsor		
Life skills training	Full-time Social Workers work on-site to provide free comprehensive, culturally and age appropriate, voluntary and confidential services to 100% of the tenants living at the project. The goal of TNDC's Support Services is to assist tenants in stabilizing in and retaining permanent housing, improving health and self-sufficiency, maintaining self-	Tenderloin Neighborhood Development Corporation	Sponsor		
Social & rec activities	Community Building activities are organized, facilitated and designed to support tenants who may be isolated due to their mental health, substance use and medical issues. They are seen as a positive way to assist in the growth and development of a supportive and safe tenant community. Activities include but are not limited to: Social and Cultural Celebrations	Tenderloin Neighborhood Development Corporation	Sponsor		
File Name:	89. NonSpon SS Contract Enhanced	Contract, Agreement or Letter of Intent to Provide Services (other non-Sponsor/Applicant providers).		Uploaded to HCD Portal?	Yes

## Section 2: Supportive Services Coordination

1. Describe the accessibility of community services to which you propose linkages, whether they are on-site or in close proximity to the Project, including the hours they are available, and the frequency, travel time and cost to the tenant for transportation required to access the services to include both public transportation and private transportation services (e.g. van owned by the provider). Provide documentation, in the form of Memorandum of Understanding, Memorandum of Agreement, letters of support or contracts demonstrating who will be responsible for ensuring access to services and how accessibility will be accomplished if not already included in agreement provided for service provision.

TNDC support services staff use a trauma informed care approach, a harm reduction philosophy, and a cultural humility lens, which places the tenant at the center and sees tenants as individuals and the experts of their own experience. Using this platform, support services staff will be able to better accommodate cultural, trauma-based, and disability related barriers to provide referrals and linkages to neighborhood resources. TNDC support services does not contract directly with these specific third party community services, but provides information and linkages to residents to neighborhood resources per the TNDC Service Agreement. Neighborhood community service organizations include: Sunset Neighborhood Beacon Center

2. Describe how services will accommodate cultural, trauma-based, and disability related barriers to services.

TNDC on-site support services staff provide referrals and linkages to multiple mainstream community, county, state and federal resources. Some examples include; County Adult Assistance Programs (GA, CAPI, SSIP) Temporary Assistance to Needy Families (TANF), SSI/SSDI/SS, Veterans Administration Benefits, CalFresh (SNAP), Medi-Cal (Medicaid) and Medicare. TNDC on-site support services staff also link tenants to other government funded community resources like; In Home Support Services, Paratransit, Adult Protective Services/Child Protective Services, and Mobile Crisis. When housing retention and eviction prevention services are needed staff access programs like; Bay Area Legal Aid, the Eviction

## Section 3: Verification from Appropriate Public or Non-profit Funding Agency

All applications shall include a verification from an appropriate funding entity (either public or non-profit) knowledgeable about the supportive service needs of the targeted population, indicating that the proposed services are appropriate to meet the needs of the targeted SH and SN population(s). The verification shall endorse the primary service provider as a known provider of support services to the target population the sponsor is proposing to serve. The Project Sponsor and/or Service Provider are not eligible to provide the Funding Agency Verification.

Please use the attached Supportive Service Verification form from the Appropriate Public or Non-Profit Agency. Please submit one verification for each target population. If appropriate, a single funder may provide a verification for multiple populations (i.e. a County Department of Health Services could provide a verification for a Project serving individuals with HIV/AIDS, Chronic Substance Abuse and Other Chronic Health Conditions). Please be sure to indicate on the verification form the target populations to which each verification applies.

## Part IV. Tenant Safety And Engagement

### Section 1: Tenant Engagement

1. Describe your strategies to engage residents in services, including when outreach will occur and the methods that will be used, e.g., outreach to applicants and residents, peer engagement, flyers.

Support Services staff begin assertively outreaching to tenants immediately upon their move-in. In all scenarios, the Property Management staff inform the Support Services staff as to when a tenant will be moving in so that the Support Services can prepare the appropriate outreach materials for the tenants. Once the tenant has moved in, the Support Services staff will deliver outreach materials directly to their homes. Materials include; welcome information, calendars of events, information regarding resources in the neighborhood, and extensive information regarding the on-site services that are available. Support Services staff reach out to tenants each month with calendars and flyers for events and activities. Support Services

2. Describe your strategies to engage residents in social interaction and community involvement within the Project.

Community-building activities promote the growth and development of a supportive and safe tenant community. Activities include social/cultural celebrations and workshops that are tailored to the needs of tenants, including tenants who are formerly homeless. Tenants are encouraged to establish Tenant Councils at each of TNDC's buildings to provide leadership opportunities and opportunities to engage in the activities of the building. Once individuals and families are housed on site support services staff door knock, leave welcome notes, provide invitations to activities to engage tenants quickly.

3. Describe your strategies to engage residents to participate in building operations.

All tenants engage with Property Management on their move-in day, so an innovative practice is for Property Management to facilitate a one-on-one introduction to the support services staff. On day one they show the new tenants where the Social Worker Office is and provide the new tenant with the Social Worker's contact information, brochure and calendar of events. The partnership with Property Management extends beyond move-in day. Social Workers partner closely on all issues related to housing stability, continued independent living, housing retention, and eviction prevention.

4. Describe your strategies to engage residents in planning and delivery of individual and group resident services.

Outreach will be conducted both immediately upon move-in and on an on-going basis. Outreach efforts will include knocking on tenants' doors, engaging with tenants in community spaces, providing tenants with letters of welcome to the community, and personally inviting tenants to and reminding them of upcoming and on-going events and activities in the buildings. Outreach materials will be provided in languages most appropriate for the tenant.

5. Describe how the physical building space supports social interaction and the provision of services.

While 2550 Irving is located on a dense urban infill site, the design makes use of every opportunity to foster a community within the building. The biophilic entry, generously sized and with ample greenery, leads residents into a spacious and sunlight-filled lobby. The reception area offers transparency welcoming residents into the building. Landscaping from the front of the building flows transparently and naturally into a matching interior. A large community room with full kitchen anchors the ground floor, with direct connection to a spacious landscaped courtyard. The community room is centralized and will serve as a known meeting space for all tenants; a place where they can watch TV, gather with neighbors, enjoy the courtyard from a

6. If you plan to conduct tenant satisfaction surveys, describe how they will be conducted, including the frequency, the types of questions asked, how they will be reviewed, and how the results will be used to improve building operations and service delivery.

Tenant satisfaction surveys are conducted annually. Surveys include questions about satisfaction with services, responsiveness of service providers, feedback on community engagement activities. Results are compiled and analyzed by the Quality Assurance Manager and are then shared with various stakeholders including staff, community members, funders, fund development, and board members.

7. Describe your strategies to engage residents in services, services planning/operations, and in building community and facility operations. Also indicate how those with disabilities will be connected to the community within the building.

Tenant Engagement is one critical component of service provision to the target population; folks who are Formerly Homeless or At Risk of Homelessness. As participation in support services is voluntary, it is incumbent upon TNDC as the service provider to use creative strategies to engage with tenants. Support services staff employs a variety of culturally appropriate methods to encourage tenants to engage in services and to address their needs. These methods include personal invitations (both face to face and written), posting of flyers, information and monthly event calendars in languages most appropriate to the target population, through word of mouth and through referrals from Property Management staff.

### Section 2: Safety and Security

1. Summarize your written policies and procedures on privacy and confidentiality of residents.

The on-site support services and property management team at TNDC frequently work together to help resolve issues affecting housing retention, physical or mental health, and independence and/or self-sufficiency. While it is important to keep confidentiality in mind, the on-site support services staff and property management staff are encouraged to and can openly discuss many types of situations that may arise. For example, if an incident has occurred in a community/public space, the on site support services staff and property management staff can openly discuss the behavior/incident. The staff are also encouraged to provide each other with any necessary follow-up information related to the incident. The on site support

2. Summarize your written policies and procedures on sign in/out procedures, fire/safety drills, posted local contacts in case of emergency.

Per the TNDC Property Management House Rules, visitors and guests (an individual adult or minor whose name does not appear on the Residential Rental Agreement for the premises as a "tenant.") must check in with the front desk person and sign in and out at the reception desk. They must also present photo identification card in one of the following forms: State-issued Driver's License; State-issued Identification Card; Passport; Military Identification; Alien Card; State Government Agency issued picture ID card; Mexican Consular Registration Card; Merchant Seaman ID; Veteran's Administration ID; or Day Labor Program ID. Unescorted visitors will not be allowed into the building.

3. Describe your building design safety features for ensuring resident and staff safety (include lighting, entrance/exits, locked doors, common area locations).

The building features a multi-faceted security system that is closely integrated with the observations and requirements of the building managers. Each exterior door requires electronic chip entry, and discrete cameras offer views of every occupiable corner of the building. The majority of the indoor residential area, centrally located and lined with glass walls, is designed with an "eyes on the street" mentality fostering community transparency and visibility. Other indoor areas are coupled with corridors and/or outdoor spaces, so that all spaces remain consistently activated and no unsafe "dead zones" emerge. Each area is lit to industry standards, and the outdoor spaces shall be closed down by building staff at sunset. Other than

4. Summarize your written policies and procedures on ensuring staff safety.

TNDC is committed to providing a safe, violence-free workplace. In this regard, TNDC strictly prohibits employees, consultants, customers, visitors, or anyone else on TNDC premises or engaging in a TNDC related activity from behaving in a violent, bullying, or threatening manner. Moreover, as part of this policy, TNDC seeks to prevent workplace violence before it begins and reserves the right to deal with behavior that suggests a propensity towards violence prior to any violent behavior occurring.

TNDC believes that prevention of workplace violence begins with recognition and awareness of potential early warning signs and has established procedures within Human Resources for

5. Summarize your written policies for addressing violations of resident/staff safety by residents or staff.

If a resident violates staff safety, the property manager will speak with the resident about the violation and document the conversation. If the resident is not cooperative, the manager will send the resident a Lease-Rules Violation letter and inform the on site support services staff of the problem. The support services staff will then contact the resident, and if the resident does not cooperate, the property manager will issue a 3-day Perform Covenant or Quit Notice to the Resident, while also completing a Proof of Service Affidavit. The property manager will give the support services staff a copy of the notice, who will continue to seek resident cooperation. If the resident does not comply within 3 days (10 if in a HUD building), the resident

6. Describe your guest/visitor policy for residents.

TNDC's policy on guests/visitors is as follows. A "visitor" is an individual adult or minor whose name does not appear on the Residential Rental Agreement for the premises as a "tenant." When a visitor arrives at a property with a front desk, the front desk person will contact the tenant by telephone. If they do not have a telephone, they will have to make alternative arrangements so as to be available to their visitor(s). At properties which have a front desk clerk, visitors must sign in and out at the reception desk, and present photo identification card in one of the following forms: State-issued Driver's License; State-issued Identification Card; Passport; Military Identification; Alien Card; State Government Agency issued picture ID card;

7. Summarize your written policies for coordination with property management for resolution of tenant issue.

TNDC's Property Management and on site support services team use a Service Integration Manual (SIM) that outlines the roles and responsibilities of each department. The SIM clearly defines roles and decision making responsibilities to make certain that there are coordinated strategies to maintain tenants' housing stability and to sustain the health and well-being of tenants residing in a TNDC community. In the case of tenant and/or building incidents, designated property management (typically the General Manager) staff provide the on site support services staff with copies of incident reports and/or tenant complaints within 1 business day. The general manager reviews the incident reports/tenant complaints and determines



**Part V. Staffing**  
**Section 1: Staffing Chart**

1. List all staff positions that will provide services to the tenants of the target populations listed above. Include Sponsor or LSP staff positions, and any staff positions of partnering organizations who have committed time to the Project. Include your services coordination staff. For each position, list the position title, minimum requirements, the full-time equivalent (FTE), the organization under which the position resides, and the location of the position (on-site or off-site). Attach a copy of each position's duty statement.

Note: All staff positions listed here must be reflected in the Supportive Services Budget. Be sure to indicate which staff position will be responsible for Homeless Management Information System data entry. If the cost of supportive service position is included as part of the Project's operating budget and the position will serve SH and SNP units, that position must be included in this chart.

Title	Minimum requirements	Total FTE:	0.7	Total FTE:	1.4	Employing Organization	Location
List each staff position	Enter a summary of required staff's experience and education. Note: doesn't take the place of the job description or duty statement.	Indicate FTE staff positions for all project units (half-time is 0.5 FTE)		Indicate FTE staff positions for SH/SNP (half-time is 0.5 FTE)		This could be the LSP, Sponsor or a Project Partner	Select "On-Site" or "Off-Site"
Resident Services Coordinator	(Social Worker II) Bachelor's Degree in Social Work or a related field, at least 2 years of experience working with very low-income people in a social service setting, at least 2 years of experience working with families, demonstrated knowledge and understanding of substance abuse and mental health issues (Social Worker - Site Supervisor) Master's Degree in Social Work, at least 2 years of experience working with very low income people in a social service setting, at least 2 years of experience working with individuals and families, at least one year of experience providing supervision to staff, demonstrated	0		1		Lead Service Provider	On-Site
Resident Services Coordinator	(Senior Director of Tenant and Community Services) A bachelor's degree or equivalent combination of education, training, or experience in support services. Eight years' experience in tenant and /or community services working with people with low-incomes and people of color. Two years' experience managing (Director of Supportive Housing Services) Bachelors Degree in Social Work or related field. Five years experience managing social service programs. Three years supervisory experience. Three years of experience in program development. Three years of Contract Management experience.	0.5		0		Lead Service Provider	On-Site
HMIS Admin.	(Community Impact Analyst & Manager) Master's Degree in Public Administration, Social Work, Public Health, or related field. Bachelor's Degree in Public Administration, Social Work, Public Health, or related field and 5 years demonstrate experience related to contract management and compliance in (Tenant and Community Services Administrative Coordinator) BA/BS degree with two years related experience or two-year associate degree with four years related experience and proficiency in MS Office including; Outlook, Word, Excel, Power Point.	0.02		0		Lead Service Provider	Off-Site
HMIS Admin.	(Support Services Manager - Families) LCSW or MSW pursuing LCSW; MS/MS pursuing MFT; LPCC or MS/MA pursuing LPCC, or MPH; 4 years of experience providing direct services to families with very low-income; 3 years of experience Supervising Social Work staff; Current working knowledge of community-based (VA Social Worker) Meets the qualification standard for the GS-12 Senior Social Worker as defined in See VA Handbook 5005/120, dated September 10, 2019, Social Worker Qualification Standard GS-185 Veterans Health Administration: The GS-12 Senior Social Worker is required to hold a master's	0.05		0		Lead Service Provider	Off-Site
HMIS Admin.		0.01		0		Lead Service Provider	Off-Site
HMIS Admin.		0.03		0		Lead Service Provider	Off-Site
HMIS Admin.		0.13		0		Lead Service Provider	Off-Site
Case Manager		0		0.4		Project Partner	Off-Site
File Name:	90. Duty Stmt1, Duty Stmt2, Duty Stmt3, Duty Stmt4	Staff Duty Statements (all providers).				Uploaded to HCD Portal?	Yes

2. Describe the roles of all services staff listed in the Staffing Chart. Describe how the services staff will collaborate to function as a team and avoid duplication of services.

Each of the Resident Services Coordinators will carry distinct caseloads. Upon move-in the tenants will be assigned to one of the Resident Services Coordinators who will be the primary support service provider for the tenant as not to duplicate services. The Program Manager provides support and supervision to the the Master's Level Social Worker/Site Supervisor who in turn provides support and supervision to the Bachelor's Level Social Worker. The Director provides direct supervision to the Manager and the Senior Director is responsible for the overall implementation of the Program. The Community Impact Analyst & Manager provides focusses on quality assurance and the Administrative Coordinator provides administrative

**Section 2: Staffing Ratios**

1. Indicate the overall services staffing level for your Project by completing the calculation below.

a.	Total Project Units (not including managers)	89
b.	Total FTE Service Staff from the Staffing Chart (cells V243-V252)	2.14
c.	Number of units per FTE Staff Person (a÷b)	41.59

2. Complete Case Manager Staffing Ratio chart. Include all case management staff from staffing & budget forms. Do not include administrative, supervisory or other direct service positions.

Population Type	SH Chronic Homeless	SNP Homeless with Disability	SNP Other
<b>Maximum Case Mgr. Ratio</b>	1:20	1:25	1:40
<b>SH Chronic Homeless Case Manager Staffing Ratio</b>			
a.	Total units for SNP Chronic Homeless		0.00
b.	Total case manager FTE devoted to tenants		0.00
c.	Number of units per case manager FTE (a÷b)		0.00
<b>SNP Homeless with Disability Case Manager Staffing Ratio</b>			
d.	Total units for SNP Homeless with Disability per §7301(z)		0.00
e.	Total case manager FTE devoted to tenants		0.00
f.	Number units per case manager FTE (e÷f)		0.00
<b>SNP Other Case Manager Staffing Ratio</b>			
g.	Total units for SNP Other per §7301(z)		37.00
h.	Total case manager FTE devoted to tenants		1.40
i.	Number of units per case manager FTE (g÷h)		26.43

**Part VI. Supportive Services Budget**

**Section 1: Supportive Services Budget and Cost Per Unit Table**

In the table below, provide a line item breakdown for all costs associated to Supportive Services for the entire project. This should include income, expenses, staff, and in-kind services. A funding source should be identified for all costs, if available, showing as committed or non-committed sources of funding. Total SS expenses cannot be greater than income and external sources of funding.

Supportive services expenses included as part of the Project's Operating Budget (as documented in the MHP Application) must be included in this Supportive Services Budget below. These funds should be equal to or less than the maximum allowable amount identified in the Supportive Services Cost calculator (S2-Supportive Service Costs tab). Additionally, these funds must be listed as "Project Operations" in the Income Source column and as "Not Committed" in the Status column.

Income Source/Program Name		Amount	Type	Status	% of Total Budget
San Francisco Dept. of Homelessness & Supportive Housing		\$148,192	Cash	Committed	59.27%
Operating Budget		\$62,140	Cash	Committed	24.85%
VA Social Worker -Separate from Operating Budget		\$39,699	Cash	Committed	15.88%
					0.00%
<b>Total Revenue:</b>		<b>\$250,031</b>			<b>100.00%</b>
Expense Item		Amount	Type	Status	% of Total Budget
Staff Salaries: List by title of position. (This list must match the Staffing Chart above.)					
Social Worker	FTE: 1.00	\$65,000	Cash	Intend to Fund or Provide	26.00%
Social Worker/Site Supervisor	FTE: 0.50	\$38,000	Cash	Intend to Fund or Provide	15.20%
Senior Director of Tenant & Community Services	FTE: 0.02	\$5,640	Cash	Intend to Fund or Provide	2.26%
Director of Supportive Housing Services	FTE: 0.05	\$10,532	Cash	Intend to Fund or Provide	4.21%
Community Impact Analyst & Manager	FTE: 0.01	\$1,514	Cash	Intend to Fund or Provide	0.61%
Administrative Coordinator	FTE: 0.03	\$1,430	Cash	Intend to Fund or Provide	0.57%
Supportive Services Manager - Families	FTE: 0.13	\$16,184	Cash	Intend to Fund or Provide	6.47%
VA Social Worker	FTE: 0.40	\$39,699	In-kind	Committed	15.88%
	FTE:				0.00%
	FTE:				0.00%
<i>Fringe Benefits</i>					
<b>Total Staff Expenses</b>		<b>\$177,999</b>			<b>71.19%</b>
<i>Tenant Transportation</i>		\$1,200	Cash	Intend to Fund or Provide	0.48%
<i>Equipment</i>		\$1,680	Cash	Intend to Fund or Provide	0.67%
<i>Supplies</i>		\$4,000	Cash	Intend to Fund or Provide	1.60%
<i>Travel</i>					0.00%
<i>Office Rent/Occupancy Costs (don't include rent/leasing costs for SH units)</i>					0.00%
<i>Training</i>		\$1,500	Cash	Intend to Fund or Provide	0.60%
<i>Supportive Services Administrative Fees - Home Office</i>		\$29,249	Cash	Intend to Fund or Provide	11.70%
<i>Program Expense</i>		\$6,240	Cash	Intend to Fund or Provide	2.50%
<i>Payroll Fees and Indirect Costs</i>		\$24,939	Cash	Intend to Fund or Provide	9.97%
<i>Consultants</i>		\$2,774	Cash	Intend to Fund or Provide	1.11%
<i>Program Expense - Food Bank (Food Pantry)</i>		\$450	Cash	Intend to Fund or Provide	0.18%
<b>Total Expenses</b>		<b>\$250,031</b>			<b>100.00%</b>

Supportive Services Cost Per Unit: Permanent supportive housing best practice suggests a range between \$5,000 - \$10,000 annually in services per household, depending upon the intensity of the needs of the target population. Complete the following calculation about supportive services cost per unit for your Project. If your supportive services cost per unit, as calculated below, differ from industry practice, provide a narrative explanation. The Project must meet/address the industry standard.

**Supportive Services Expense Per Unit Calculation**

**Total Overall Units**

a.	Total overall SNP units	37
b.	Total supportive service expenses	\$250,031
c.	Total Supportive Service Expenses per unit (b÷a)	\$6,758

**Total MHP Assisted Units**

d.	Total MHP Assisted SNP units	23
e.	Percentage of MHP SNP Assisted units (d÷a)	62.16%
f.	Total Estimated costs attributed to MHP SNP assisted units (b*e)	\$155,425

**Section 2: Budget Narrative and Funding Commitments**

1. Describe how budgeted amounts are adequate to provide services described in Supportive Services Plan and in Services Staffing Table:

The budgeted amounts for 1.5 FTE social workers at this property are adequate to provide the supportive services detailed in the Supportive Services Plan. With assistance, oversight, and management by a Community Impact Analyst & Manager (managing compliance, evaluations, contracts, and related trainings), a Tenant & Community Service Administrative Coordinator (education and training, guidance, assistance with difficult or complicated situations), and overall oversight by the Director of Supportive Housing Services and Sr. Director of Tenant & Community Services, we are confident that with this staffing and budget, we will provide appropriate services to Supportive Housing units. This staffing pattern promotes self-sufficiency and independence while fostering the growth and development of a safe and supportive residential community for the target population.

2. Document committed funds with letter from committing agency that includes the following. Documented services/funding must appear in Supportive Services Budget Table.

a) Project name; b) Description of services to be funded or provided; c) Dollar value of funds or in-kind services. If cash is provided, state funding source; d) Funding term or service provision; e) A description and history of agency/organization providing funding or services.

File Name:	91. SS Fund Ltr1, SS Fund Ltr2, SS Fund Ltr3, etc.	Services funding commitment letters; Include: Project name; description of services; dollar value of funds or in-kind services; If cash is provided, state funding source; funding term; description & history of agency/org. providing funding or services.	Uploaded to HCD Portal?	Yes
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3. Describe your experience filling major services funding gaps in similar housing. If you haven't experienced any service gaps, then write Not Applicable.

Not applicable

4. Describe in specific terms the plan to fill any service gaps that occur during Project life due to expiration of grants, partner withdrawals, cancellation of a commitment or any other reason.



Not applicable

**Section 3: Service Funding History Table:**

Funding History for:	Tenderloin Neighborhood Development Corporation (Name of Lead Service Provider)			
Source of Funds/Funding Program	Purpose of Award (Use of Funds)	Amount	Award Date & Funding Term	Population(s) Served
CCSF - Department of Homelessness and Supportive Housing - 44 McAllister Civic Center Residence Senior Housing	Support services and rental assistance	\$2,594,656	7/1/21 - 6/30/24	Single adults who are homeless upon program entry, living in shelters or on
CCSF - Department of Homelessness and Supportive Housing - Ambassador Hotel	Support services and rental assistance	\$6,027,682	7/1/21 - 6/30/26	Single adults who are homeless upon program entry, living in shelters or on
CCSF - Department of Homelessness and Supportive Housing - Prop 63 - The West Hotel	Support services and rental assistance	\$2,369,562	5/1/21 - 6/30/24	Formerly homeless and income eligible older adults 55+ without the
CCSF - Department of Homelessness and Supportive Housing - Kelly Cullen Community	Supportive services	\$2,207,845	7/1/21 - 6/30/24	Single adults who are homeless upon program entry, living in shelters or on
CCSF - Department of Homelessness and Supportive Housing - Eddy & Taylor	Support services and rental assistance	\$5,628,281	3/15/19 - 6/30/27	Families who have experienced homelessness with at least one minor
CCSF - Department of Homelessness and Supportive Housing - Scattered Site	Supportive services	\$4,990,140	7/1/20 - 8/31/23	Adult and family who were formerly homeless or at risk of homelessness,
CCSF - Department of Homelessness and Supportive Housing - 1036 Mission	Support services and rental assistance	\$4,143,391	7/1/20 - 11/30/23	Families who have experienced homelessness with at least one minor
CCSF - Department of Homelessness and Supportive Housing - 1300 Fourth Street	Support services and rental assistance	\$2,283,593	7/1/20 - 11/30/23	Most vulnerable and high needs families who have experienced

**Part VII. Measurable Outcomes and Plan for Evaluation**

**Section 1: Measurable Outcomes**

Outcomes are what you expect to happen for the people served by your project. Outcomes are sometimes called results. Outcome objectives are time-specific measurable goals that identify how you know if you are achieving your desired results. Outcome objectives are sometimes called outcome benchmarks or indicators.

Please categorize the outcomes for your project into the following three categories:

Category	Outcomes	Outcome Objectives
<b>Residential Stability:</b> tenants maintain permanent housing (see examples in cell comments to the right)	Tenants will participate in the support services desired and needed to maintain their housing.	On a monthly basis, 100% of households who showed housing instability received Supportive Services. On an annual basis, at least 85% of tenant lease violations will be resolved without a loss of housing to tenants. On annual basis, at least 90% of tenants maintain their housing for a minimum of 12 months, move to other permanent housing for a minimum of 12 months, or move to other permanent housing for a minimum of 12 months.
<b>Increased Skills and/or Income:</b> tenants gain job-related skills, participate in job-related training and/or education, gain stipend part-time or full-time supported employment, gain access to mainstream service/income support programs for which they are eligible (see examples in cell comments to the right)	Tenants will receive the referrals desired to develop skills, increase income, and access the mainstream resources for which they are eligible.	100% of households will be assessed for income and/or public benefit opportunities within 60 days of move-in. 75% of tenants assessed with needs related to medical care, mental health, substance use, benefits and other income assistance will develop a service plan within the first 6 months of move-in. 50% of all referrals to employment and training programs will be accepted.
<b>Greater Self-Determination:</b> tenants gain daily living skills and ability to plan and advocate for themselves to maximize independence and self-sufficiency (see examples in cell comments to the right)	Tenants will create individualized service plans that outline self-determined goals.	On an annual basis, 100% of households with planned exits from the program will be engaged to create a comprehensive exit plan and ensure continuity of services. At least 80% of tenants completing an annual survey will be satisfied or very satisfied with supportive services

**Section 2: Plan for Evaluation**

1. Describe your evaluation plan. Include how you intend to collect, track and analyze data on the effectiveness of your project, including the outcomes projected above. Indicate who will analyze the data and perform your program evaluation. (e.g., staff, consultant, etc.).

TNDC's support services team maintains a robust database to constantly monitor and evaluate the program. On-site support services staff enter data in real time. This includes intake and assessment information, referrals and linkages, individualized service plan goals, ADLs, Income, housing history and comprehensive support systems. This database also tracks significant interactions between support services staff and tenants including; case management, crisis intervention, housing retention and eviction prevention. We are also able to track engagement in community activities and events. Direct supervisors and Managers regularly run services and outcome reports for individual performance and for funders. The Quality

CASHFLOW AFTER DEBT SERVICE	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15
Asset Mgmt./Similar Fees	35,368	36,606	37,887	39,213	40,586	42,006	43,476	44,998	46,573	48,203	49,890	49,765	46,406	42,472	37,930
Deferred Developer Fee prior to Distributions & Residual Receipt Payments	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Cash Available for Residual Receipts Loans and Sponsor Distributions	21,210	21,096	20,752	20,038	18,931	17,408	15,446	13,019	10,103	6,667	2,686	0	0	0	0
Sponsor Distributions 50%	10,605	10,548	10,376	10,019	9,465	8,704	7,723	6,510	5,051	3,334	1,343	0	0	0	0
HCD Residual Payment 50%	10,605	10,548	10,376	10,019	9,465	8,704	7,723	6,510	5,051	3,334	1,343	0	0	0	0
Other Residual Payments 0%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Residual Payments 0%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Residual Payments 0%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Residual Payments 0%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Max Asset Mgmt./Similar Fees 3.5%	35,368	36,606	37,887	39,213	40,586	42,006	43,476	44,998	46,573	48,203	49,890	51,636	53,443	55,314	57,250
Cumulative Paid Deferred Dev. Fee	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Total Deferred Developer Fee Budgeted for Payment Prior to Distributions and Residual Receipt Payments	
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Year 16	Year 17	Year 18	Year 19	Year 20
1,837,056	1,882,983	1,930,057	1,978,309	2,027,766
0	0	0	0	0
0	0	0	0	0
488,974	501,199	513,729	526,572	539,736
0	0	0	0	0
0	0	0	0	0
534,768	552,788	571,463	590,815	610,869
2,860,799	2,936,969	3,015,249	3,095,696	3,178,372

Year 16	Year 17	Year 18	Year 19	Year 20
13,556	13,895	14,242	14,598	14,963
0	0	0	0	0
0	0	0	0	0
13,556	13,895	14,242	14,598	14,963
2,874,355	2,950,864	3,029,491	3,110,294	3,193,335

Year 16	Year 17	Year 18	Year 19	Year 20
91,853	94,149	96,503	98,915	101,388
0	0	0	0	0
24,449	25,060	25,686	26,329	26,987
0	0	0	0	0
678	695	712	730	748
0	0	0	0	0
116,979	119,904	122,901	125,974	129,123
2,757,375	2,830,961	2,906,590	2,984,320	3,064,212

Year 16	Year 17	Year 18	Year 19	Year 20
2,200,334	2,277,346	2,357,053	2,439,550	2,524,934
9,998	10,198	10,402	10,610	10,823
89,346	91,579	93,869	96,215	98,621
45,000	45,000	45,000	45,000	45,000
0	0	0	0	0
15,000	15,000	15,000	15,000	15,000
0	0	0	0	0
2,359,678	2,439,124	2,521,324	2,606,376	2,694,378
397,697	391,837	385,266	377,944	369,834

Year 16	Year 17	Year 18	Year 19	Year 20
238,822	238,822	238,822	238,822	238,822
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
123,327	123,327	123,327	123,327	123,327
0	0	0	0	0
0	0	0	0	0
2,803	2,803	2,803	2,803	2,803
0	0	0	0	0
0	0	0	0	0
364,952	364,952	364,952	364,952	364,952

Year 16	Year 17	Year 18	Year 19	Year 20
32,745	26,885	20,314	12,992	4,882

1.09	1.07	1.06	1.04	1.01
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Year 16	Year 17	Year 18	Year 19	Year 20
32,745	26,885	20,314	12,992	4,882
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
59,254	61,328	63,474	65,696	67,995
0	0	0	0	0

# Universal Scoring Criteria

A minimum point score of **85 points** for Universal Scoring criteria must be achieved to be considered for a funding award.

Application due date: **7/12/22**  
 Total Universal Project Score: **111.00**  
 Total Universal Possible Score: **113**  
 Tiebreaker Score: **1.110162**

## MHP §7318(d) IIG §401(d)

Applications shall be evaluated for compliance with the threshold and eligibility requirements of these guidelines, and applicable statutes, and scored based on the application scoring criteria listed in the Universal Scoring Appendix to the NOFA. The applications with the highest number of points shall be selected for funding, provided that they meet all threshold and eligibility requirements and achieve specified minimum scores as identified in the NOFA.

### III Universal Scoring Criteria (113 Maximum Points Possible)

#### A. Summary

See NOFA Universal Scoring Appendix for the "Universal Point Score Criteria" table.

#### B. Extent to which the Project serves households at the lowest income levels (30 points maximum)

**30.00**

Applications will be scored based on the percentage of Restricted Units limited to various percentages of AMI adjusted by household size and as follows:

(1) A maximum of 30 points will be awarded based on the Lowest Income Points Table below.

Point values that are only available to projects in Rural Areas are shaded purple

Points Available to Rural Area projects only.	% AMI	55%		50%		45%		40%		35%		30%		25%		20% and below		Total Points
	% of Units	Points Available	Points Awarded	Points Available	Points Awarded	Points Available	Points Awarded	Points Available	Points Awarded	Points Available	Points Awarded	Points Available	Points Awarded	Points Available	Points Awarded	Points Available	Points Awarded	
	50%	5.00			12.50		16.90		17.50		18.75		30.00		30.00		30.00	
45%	5.00			11.25		16.90		17.50		18.75		30.00		30.00		30.00		0.00
40%	5.00			10.00		15.00		17.50		18.75		27.50		30.00		30.00		0.00
35%	4.40			8.75		13.15		17.50		18.75		25.00		27.50		30.00		0.00
30%	3.75			7.50		11.25		15.00		18.75		22.50		25.00		30.00		0.00
25%	3.15			6.25		9.40		12.50		15.65		18.75		21.90		25.00		0.00
20%	2.50			5.00		7.50		10.00		12.50		15.00		17.50		20.00	30.00	30.00
15%	1.90			3.75		5.65		7.50	7.50	9.40		11.25	11.25	13.10		15.00		18.75
10%	1.25			2.50	2.50	3.75		5.00		6.25		7.50		8.75	8.75	10.00		11.25

To receive any points in this category, at least 10 percent of the Restricted Units must be restricted to households with incomes not exceeding 30 percent of AMI.

Qualifying Units: **47**  
 Does the Project have at least 10 percent of the Restricted Units restricted to households with incomes not exceeding 30 percent of AMI? **TRUE**

Deeply affordable Units under this paragraph (2) - those Units up to 30 percent AMI targeting - cannot be concentrated among a project's smaller Units. They must be distributed proportionately across all unit sizes, or, alternately, more heavily represented among larger Units. To ensure a proportional spread of deeply affordable Units, at least 10% of the larger Units in the Project must be provided at 30 percent of area median income, as applicable. So long as the applicant meets the 10% standard project-wide, the 10% standard need not be met among all of the smaller Units.

	Provide d	10% Units Req.	Cum. Req.	Extra / Over	Cum. Prov.			
5 Bedroom Restricted Units	0	ELI Units Provided	0	0	0	TRUE		
4 Bedroom Restricted Units	0	ELI Units Provided	0	0	0	TRUE		
3 Bedroom Restricted Units	24	ELI Units Provided	11	3	8	11	TRUE	
2 Bedroom Restricted Units	23	ELI Units Provided	12	3	6	9	23	TRUE
1 Bedroom Restricted Units	33	ELI Units Provided	19	4	10	15	42	TRUE
0 Bedroom Restricted Units	9	ELI Units Provided	5	0	10	5	47	TRUE
Restricted Units:	89	Total ELI Units provided	47	Complies with bedroom size distribution?		TRUE		

#### C. State Policy Priorities (17 points maximum)

**15.00**

(1) Five (5) points will be awarded for Projects located in a "High Resource" or "Highest Resource" area as shown on the TCAC/HCD Opportunity Area Map.

**5.00**

MHP Senior Projects do not qualify for High/Highest Resource Area points unless they also qualify as MHP Special Needs Projects with at least 25% Department Restricted Special Needs Units. These may also qualify under the MHP Senior set-aside if they meet the eligibility requirements under MHP Guidelines §7302(e)(2).

Is Project an MHP Senior Project? **FALSE** Is Project an MHP Special Needs Project with at least 25% Special Needs Units **TRUE**

Sponsor or Applicant acknowledges that, as further described in the NOFA, if 50% of all NOFA program funds have been recommended to projects located in High or Highest Resource Areas, projects ranked below this shall not receive 5 points for being located in a High or Highest Resource Area. **Yes**

**Note:** To the extent possible, the Department will also aim to achieve approximately 50% High and Highest Resource Area projects under VHHP and FWHG funded projects.

Sponsor/Applicant may choose to utilize the applicable census tract, or census block group, or resource designation from the TCAC/HCD Opportunity Area Maps in effect when the initial site control (pursuant to UMR section 8303(a)) was obtained up to seven (7) calendar years prior to the Application.

Is the Sponsor or Applicant utilizing an older census tract or census block group resource designation from the TCAC/HCD Opportunity Maps? **No**

(2) Ten (10) points maximum will be awarded for Project's Total Percentage of Super NOFA Funded Units Serving Special Needs Populations, Agricultural Households.

**10.00**

Under this category, applications requesting IIG Program funds only and no other Super NOFA funds, these Projects will automatically receive 10 points.

Is Project a rehabilitation Project?  0.00

(A) The Project qualifies as At High Risk or involves the conversion of single occupancy Units without kitchens and bathrooms to Units with kitchens and bathrooms?  
 Does the Project Qualifies as "At High Risk"?   
 Does the Project involve the conversion of single occupancy Units without kitchens and/or bathrooms to Units with kitchens and bathrooms. No  
 (B) Does the contract for rehabilitation work equal or exceed \$60,000 per unit in hard construction costs? FALSE

(3) Two (2) points will be awarded if a new construction Project is located on a site selected under Executive Order N-06-19 to enter into a ground lease with the state to create affordable housing on excess state-owned property. No 0.00

**D. Project Sponsor/Applicant and Property Management Experience (20 Points maximum)** 20.00

Enter the name of the entity qualifying for experience

Description of the entity qualifying for experience:

Is the Sponsor or Applicant a "Community-Based Developer"? [See Appendix A – Defined Terms](#) Yes

By applying for and receiving points in these categories, Applicants certify that the property shall be owned and managed by entities with equivalent experience scores for the entire Regulatory Agreement period. Yes

(1) Development and ownership experience. Applications will be scored based on the number of subsidized rental housing projects (including tax credit projects) that the Sponsor/Applicant has completed and operated and whether the Sponsor/Applicant is subject to penalties pursuant to paragraph (3) below.

For completed projects, a Sponsor/Applicant may include the experience of its controlled affiliated entities or its principals (e.g., employed by, and under the control of the Sponsor/Applicant and responsible for managing development activities), but not the experience of non-management board members. A Sponsor/Applicant may include the experience of a partner (e.g., Joint Venture partners pursuant to the [Defined Terms Appendix of the MHP Guidelines](#)) to gain experience points; however, the experienced partner must have a controlling interest in the project's ownership and a substantial and continued role in the project's ongoing operations, as evidenced in the organizational documents for the owner. Experience among partners shall not be aggregated. Any change in the ownership that reduces the Sponsor's/Applicant's role shall require prior written approval and recordation by the Department.

If a Sponsor/Applicant relies upon the experience of its principal for scoring, documentation of the principal's experience is required as set forth in the NOFA and Application.

The experience of an Emerging Developer's principal shall not be used to qualify an Emerging Developer Sponsor/Applicant for maximum Development and Ownership Experience points. An Emerging Developer cannot have developed, owned, or operated more than three (3) Affordable Housing Developments. If the experience of an Emerging Developer's principal is used for scoring and exceeds three (3) Affordable Housing Developments, the Sponsor/Applicant does not meet the qualifications of an Emerging Developer.

To receive points under this category the following conditions must be met:

(A) Submit a certification that the projects for which points are requested have maintained Fiscal Integrity for the year in which each Rental Housing Development's last financial statement has been prepared, a positive operating cash flow from typical residential income alone and have funded reserves in accordance with the partnership agreement and any applicable loan documents.

To obtain points for projects previously owned, a certification must be submitted with respect to the last full year of ownership by the Sponsor/Applicant, along with verification of the number of years that the Project was owned by that Sponsor/Applicant. To obtain points for projects previously owned, the ending date of ownership or participation must be no more than 10 years from the Application deadline.

Points are available as follows:

**Ten (10) Points.** - Three (3) to Four (4) projects in service more than three (3) years, of which one (1) shall be in service more than five (5) years and two (2) shall be Department-regulated or projects utilizing low-income housing tax credits allocated by TCAC. 0.00

**Fifteen (15) Points.** - Five (5) or more projects in service more than three (3) years, of which one (1) shall be in service more than five (5) years and two (2) shall be Department-regulated or projects utilizing low-income housing tax credits allocated by TCAC. 15.00

**For Special Needs projects or Community-Based Developers only with experience serving target population(s) proposed to be served in the application, points are available as described above or as follows:**

Sponsor or Applicants certifies that the property manager shall have three or more years' experience serving the target population(s) proposed to be served in the application. Yes

**For Special Needs Projects:**

**Fifteen (15) Points.** - Four (4) or more special needs projects in service more than three (3) years, of which one (1) shall be Department-regulated or a Project utilizing low-income housing tax credits allocated by TCAC. 15.00

**For Community-Based Developers:**

**Fifteen (15) Points.** - Four (4) or more projects in service more than three (3) years, of which one (1) shall be Department-regulated or a Project utilizing low-income housing tax credits allocated by TCAC. 15.00

Name of Subsidized Rental Housing Dev. (including tax credit Projects)	Complete Project Address	Housing Type	Project regulated by?	> than 10 affordable Units?	Date Ownership began	>3 Years in service	>5 Years in service	Ownership or Participation within 10 years	Date ownership ended
			9	9		9	5		
1 Rosa Parks Apartments	1251 Turk Street, San Francisco, CA 94115	Other	4% TCAC	TRUE	11/20/18	TRUE	FALSE	TRUE	
2 O'Farrell Towers	477 O'Farrell Street, San Francisco, CA 94102	Other	4% TCAC	TRUE	9/13/17	TRUE	FALSE	TRUE	
3 Sala Burton Manor	430 Turk Street, San Francisco, CA 94102	Other	4% TCAC	TRUE	1/12/17	TRUE	TRUE	TRUE	
4 350 Ellis Street (Ellis Gardens)	350 Ellis Street, San Francisco, CA 94102	Special Needs	4% TCAC	TRUE	6/3/19	TRUE	FALSE	TRUE	
5 939 & 951 Eddy (Eddy Street Apartments)	939 Eddy Street and 951 Eddy Street, San Francisco, CA 94109	Other	4% TCAC	TRUE	3/17/17	TRUE	TRUE	TRUE	

6	Clementina Towers	320 - 330 Clementina Street, San Francisco, CA 94103	Other	4% TCAC	TRUE	5/22/19	TRUE	FALSE	TRUE
7	Curran House	145 Taylor Street, San Francisco, CA 94102	Special Needs	4% TCAC	TRUE	9/30/05	TRUE	TRUE	TRUE
8	Franciscan Towers	217 Eddy Street, San Francisco, CA 94102	Special Needs	4% TCAC	TRUE	8/31/15	TRUE	TRUE	TRUE
9	Folsome & Dore	75 Dore Street, San Francisco, CA 94103	Special Needs	4% TCAC	TRUE	2/28/05	TRUE	TRUE	TRUE
10									

File Name:	51. Certification of Fiscal Integrity	Submit a certification that the projects for which points are requested have maintained Fiscal Integrity for the year in which each Rental Housing Development's last financial statement has been prepared, a positive operating cash flow from typical residential income alone and have funded reserves in accordance with the partnership agreement and any applicable loan documents.	Uploaded to HCD Portal?	Yes
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**MHP §7303(d) IIG §201(b)**

Applicants with fewer than four (4) active Rental Housing Developments in service more than three years shall contract with a bona-fide management company which itself earns a minimum total of five (5) Property Management Experience points at the time of Application.

(B) To obtain development and ownership experience points, Tribal Entities may contract with a Developer who will not be the Project owner and may receive points commensurate with the Developer's experience pursuant to (A) above.

(2) Property Management Company experience. To receive points under this paragraph, the property management company must meet the following conditions:

File Name:	52. Enforceable MA	An enforceable management agreement executed by both parties for the subject application must be submitted at the time of application.	Uploaded to HCD Portal?	Yes
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Enter the Name of the "**Property Management Company**" Qualifying for Experience: Tenderloin Neighborhood Development Corporation

(A) To obtain points for projects previously managed, the ending date of the property management role must be no more than 10 years from the Application deadline. In addition, the property management experience with a Project shall not pre-date the project's construction completion date.

Points are available as follows:

**Three (3) points.** - Six (6) to ten (10) projects managed over three (3) years, of which two (2) shall be Department-regulated or projects utilizing low-income housing tax credits allocated by TCAC.

0.00

**Five (5) points.** - Eleven (11) or more projects managed over three (3) years, of which two (2) shall be Department-regulated or projects utilizing California low-income housing tax credits allocated by TCAC.

5.00

**For Special Needs projects and for Community-Based Developers, points are available as described above or as follows:**

**For Special Needs Projects:**

**Five (5) Points.** - Four (4) or more special needs projects in service more than three (3) years, of which one (1) shall be Department-regulated or a Project utilizing low-income housing tax credits allocated by TCAC.

5.00

**For Community-Based Developers:**

**Five (5) Points.** - Four (4) or more projects in service more than three (3) years, of which one (1) shall be Department-regulated or a Project utilizing low-income housing tax credits allocated by TCAC.

5.00

Tenderloin Neighborhood Development Corporation - are you contracting with a bona-fide management company?

No

When contracting with an experienced property management company under the terms of paragraphs (1) or (2) above, the Sponsor/Applicant or property co-management entity must obtain training in: project operations, on-site certification training in federal fair housing law, and manager certification in Internal Revenue Code (IRC) Section 42 Low Income Housing Credit Program requirements from a CTCAC-approved, nationally recognized entity. Additionally, the experienced property management agent or an equally experienced substitute, must remain for a period of at least 3 years from the construction completion date (or, for ownership transfers, 3 years from the sale or transfer date) to allow for at least one HCD monitoring visit to ensure the project is in compliance with HCD requirements for inspection and monitoring contained in the regulatory agreement. Thereafter, the experienced property manager may transfer responsibilities to the remaining general partner or property management firm following formal written approval from HCD.

Name of Subsidized Rental Housing Dev. (including tax credit Projects)	Complete Project Address	Housing Type	Managed Project regulated by?	> than 10 affordable Units?	Projects Completion Date	Date Management began	>3 Years in service	Manage or Participation within 10 years	Date Management ended
			14	14			14		
1 Willie B Kennedy Apartments	1239 Turk Street, San Francisco, CA 94115	Other	4% TCAC	TRUE	9/12/16	9/12/16	TRUE	TRUE	
2 Rosa Parks Apartments	1251 Turk Street, San Francisco, CA 94115	Other	4% TCAC	TRUE	10/20/18	10/20/18	TRUE	TRUE	
3 O'Farrell Towers	477 O'Farrell Street, San Francisco, CA 94102	Other	4% TCAC	TRUE	9/13/17	9/13/17	TRUE	TRUE	
4 Sala Burton Manor	430 Turk Street, San Francisco, CA 94102	Other	4% TCAC	TRUE	1/12/17	1/12/17	TRUE	TRUE	
5 626 Mission Bay	626 Mission Bay Blvd N, San Francisco, CA 94158	Other	HCD - Regulated	TRUE	10/24/18	10/24/18	TRUE	TRUE	
6 1036 Mission Street	1036 Mission Street, San Francisco, CA 94103	Special Needs	HCD - Regulated	TRUE	10/16/18	10/16/18	TRUE	TRUE	
7 350 Ellis Street (Ellis Gardens)	350 Ellis Street, San Francisco, CA 94102	Special Needs	4% TCAC	TRUE	6/3/19	6/3/19	TRUE	TRUE	
8 939 & 951 Eddy (Eddy Street Apartments)	939 Eddy Street and 951 Eddy Street, San Francisco, CA 94109	Other	4% TCAC	TRUE	3/17/17	3/17/17	TRUE	TRUE	
9 Clementina Towers	320 - 330 Clementina Street, San Francisco, CA 94103	Other	4% TCAC	TRUE	5/22/19	5/22/19	TRUE	TRUE	
10 AR Preservation, L.P. 2550 Irving SuperNOFA Application	230 Eddy Street, San Francisco, CA 94102	Other	HCD - Regulated	TRUE	12/31/04	12/31/04	TRUE	TRUE	



11	MM Preservation, L.P.	174 Ellis Street, San Francisco, CA 94102	Other	HCD - Regulated	TRUE	12/31/03	12/31/03	TRUE	TRUE	
12	Curran House	145 Taylor Street, San Francisco, CA 94102	Special Needs	HCD - Regulated	TRUE	9/30/05	9/30/05	TRUE	TRUE	
13	Franciscan Towers	217 Eddy Street, San Francisco, CA 94102	Special Needs	HCD - Regulated	TRUE	8/31/15	8/31/15	TRUE	TRUE	
14	Folsome & Dore	75 Dore Street, San Francisco, CA 94103	Special Needs	HCD - Regulated	TRUE	2/28/05	2/28/05	TRUE	TRUE	
15										
(3)	Negative Points and Disencumbrance Policies, please refer to the Administrative Notice Number 2022-01. HCD will assess, if any, negative points during scoring review.							<a href="#">Administrative Notice Negative Points Policy</a>		

**E. Project Readiness (20 points maximum, negative 5 points maximum)**

**20.00**

Points will be awarded to projects under each of the following rating factors as documented in the Application and as indicated below. If a particular rating factor is not applicable, full points shall be awarded in that category.

**(1) Financing Commitments (10 points maximum)**

10.00

Five points will be awarded for evidencing Enforceable Funding Commitments for **all construction financing**, excluding: funds applied for under this

(A) NOFA, an allocation of tax-exempt bonds, and 4 percent or 9 percent tax credits. For projects with bond financing, lender commitment of bond financing is required for these points.

5.00

Sponsor or Applicants certifies to meet the requirements stated at paragraph (A) above?

Yes

File Name:	54. Const EFC #1, #2, etc.	Provide all commitment letters or other evidence documenting construction financing commitments.	Uploaded to HCD Portal?	Yes
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(B) Five points will be awarded for evidence of Enforceable Funding Commitments for **all permanent financing**, grants, project-based rental assistance, and operating subsidies, excluding: funds applied for under this NOFA, an allocation of tax-exempt bonds, and 4 percent or 9 percent tax credits. For projects with bond financing, any applicable permanent lender commitment of bond financing is required for these points.

5.00

For both construction financing commitments and permanent financing commitments, the assistance will be deemed to be an Enforceable Funding Commitment as this term is defined in Appendix A – Defined Terms, if it has been awarded to the Project or if the Department approves other evidence that the assistance will be reliably available. Contingencies in commitment documents based upon the receipt of an allocation of tax-exempt bonds, 4 percent tax credits or 9 percent tax credits will not disqualify a source from being counted as committed.

Sponsor or Applicants certifies to obtaining commitments for **all permanent financing**, grants, project-based rental assistance, and operating subsidies, excluding tax credits.

Yes

Sponsor or Applicants acknowledge that for "deferred payment financing, grant funds, or subsidies from other Department programs, these funds must be awarded prior to finalizing the preliminary point scoring of Applications under this NOFA."

Yes

File Name:	55. Perm EFC #1, #2, etc.	Provide all commitment letters or other evidence documenting deferred payment permanent financing commitments.	Uploaded to HCD Portal?	Yes
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**(2) Local and Environmental Approvals (7 points maximum)**

7.00

(A) Land use approvals (5 points maximum) – Points will be awarded under either item i, ii, or iii below.

i Five (5) points will be awarded for obtaining all land use approvals or entitlements necessary prior to issuance of a building permit, including any required discretionary approvals. Notwithstanding this requirement, design review, variances, and development agreements are not required to be completed. Project sites where the planning department confirms eligibility for streamlined ministerial approval (including but not limited to the Senate Bill 35 (2017) Streamlined Ministerial Approval Processing) are eligible for these points.

5.00

Sponsor or Applicants certifies to meet the requirements stated at paragraph (i) above?  Yes  No Project eligible for ministerial approval?

Yes

ii Four (4) points will be awarded for submission of a complete Application to the relevant local authorities for land use approval under a nondiscretionary local approval process, where the Application has been neither approved or disapproved.

0.00

Sponsor or Applicants certifies to have successfully submitted a complete Application to the relevant local authorities for land use approval under a nondiscretionary local approval process, where the Application has been neither approved or disapproved.

Yes

File Name:	58. Land Use App Submission	Provide evidence of a submitted complete Application to the relevant local authorities for land use approval under a nondiscretionary local approval process, where the Application has been neither approved or disapproved.	Uploaded to HCD Portal?	No
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iii One (1) point will be awarded for a letter signed by a planner certified by the American Institute of Certified Planners indicating that, in their opinion, the Project meets all of the requirements for approval under a nondiscretionary local approval process, where an Application has not been approved or disapproved by the local authorities.

0.00

Sponsor or Applicants certifies that the American Institute of Certified Planners indicate that, in their opinion, the Project meets all of the requirements for approval under a nondiscretionary local approval process, where an Application has not been approved or disapproved by the local authorities.

No

(B) Environmental Approvals - Two (2) points will be awarded for local certification of CEQA (California Environmental Quality Act) exemption or completion.

2.00

Sponsor or Applicants certifies to meet the requirements stated at subparagraph (B) above?

N/A

Please explain why this section is "N/A" to the proposed project:

The Project has been determined eligible for SB-35 and therefore does not require CEQA review.

**(3) Organizational Documents**

Three (3) points will be awarded if the ultimate borrowing entity or IIG-only Recipient, including all affiliated entities, is fully formed and all required organizational documents are submitted with the application.

3.00

Sponsor or Applicants certifies that the ultimate borrowing entity or IIG-only Recipient, including all affiliated entities, is fully formed and all required organizational documents are submitted with the application?

Yes

**(4) TCAC Hybrid Projects**

Five (5) points will be subtracted for a Project utilizing low-income housing tax credits that will be part of an Application to TCAC seeking hybrid tiebreaker incentives.

0.00

Is Project utilizing low-income housing tax credits that will be part of an Application to TCAC seeking hybrid tiebreaker incentives?

No

File Name:	63. Local Approvals	Local Approvals and Environmental Review Verification form(s) completed and signed by local authority or Responsible Entity, if different from jurisdiction.	Uploaded to HCD Portal?	Yes
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<b>F. Adaptive Reuse / Infill / Proximity to Amenities / Sustainable Building Methods (21 points maximum)</b>				<b>21.00</b>
Applications will receive <b>five (5) points</b> for each of paragraphs (1), (3), (4) and six points for paragraph (2) of the following four conditions, up to a maximum of 21 points.				
<p>Infill development and Net Density. <b>Five (5) points</b> will be awarded for infill development, including adaptive reuse of a vacant and underutilized commercial or industrial building located in a developed area served with public infrastructure. The Project must meet one of the following requirements of (A) or (B) below:</p> <p>(A) Located on a site where (Select from below menu).</p> <p>ii. At least 75 percent of the perimeter of the site's adjoining parcels that are developed with Urban Uses (residential, commercial, industrial, public institutional, transit or transportation passenger facility use, or retail use, or any combination of those uses) but not including lands used for agricultural uses or parcels in excess of 15,000 square feet in size and containing only one single family residence, or is separated from parcels that are developed with Urban Uses only by an improved public right-of-way. In calculating this percentage, perimeters bordering navigable bodies of water and improved Parks shall not be included.</p> <p>(B) Developed at average residential Net Densities on the parcels to be developed that are equal to or greater than the densities described below.</p>				5.00
<p><b>Select from dropdown list</b></p> <p>iv. For a jurisdiction in a metropolitan county: sites allowing at least 45 Units per acre.</p>				45
Net Density: housing Units per acre		233.9	Is Net Density equal to or greater than required? Yes	
Total site area in square feet		19,166		
Less qualified site deductions in square feet				
Public streets			If Project contains commercial space, answer Cells	
Public sidewalks			X200-X201	
Public Open Space			Square ft. of largest residential unit	
Public drainage facilities			# of bedrooms in largest unit	
Net site area in acres (43,560 square feet per acre)		0.44	Commercial square feet 0	
			0.7	
			Commercial Net Density calculation	
			0	
			Net Density Adjustment Factor	
			1.52	
			Adjusted Net Density as a percentage of required density	
			519.70%	
<p>(2) Proximity to amenities (maximum of 6 points, may combine options under (a) and (b))</p> <p>Projects will receive 1/3 point per site amenity point that would be awarded under TCAC Regulations, Title 4 CCR, Division 17, Chapter 1, Section 10325(c)(4)(A) or successor regulation (In TCAC regulations, this is a 15-point category, however, achieving all 15 points under TCAC translates to 5 points under this category).</p> <p>(a) 10325(c)(4)(A) or successor regulation (In TCAC regulations, this is a 15-point category, however, achieving all 15 points under TCAC translates to 5 points under this category).</p> <p>The Project complies with all requirements to receive the maximum point score available for site amenities under TCAC Regulations, Title 4 CCR, Division 17, Chapter 1, or successor regulation?</p>				
				5.00
				Yes
File Name:	64. Amenities List	List of amenities qualifying for TCAC points identified in the "Scoring" Worksheet. Include amenity name, address, distance from the project, and amount of TCAC points earned.	Uploaded to HCD Portal?	Yes
File Name:	65. Amenities-Scaled Distance Map	Provide a scaled distance map showing the location of amenities in relation to the Project corresponding to the Amenities List.	Uploaded to HCD Portal?	Yes
(b) A Project within one-quarter mile of a Transit Station or Major Transit Stop shall receive 1 point.				1.00
Is Project located within one-quarter mile of a Transit Station or Major Transit Stop?				Yes
Transit point must be for a Transit Stop or Major Transit Stop and distance must be measured by a Walkable Route.				
File Name:	66. Walkable Route Location Map	These transit points must be measured by a Walkable Route from the nearest boundary of the Project to the outer boundary of the site of the Transit Station or Major Transit Stop.	Uploaded to HCD Portal?	Yes
(3) Broadband access. Five (5) points will be awarded for projects meeting the following requirements:				5.00
(a) Sponsor or Applicants certifies that residential dwelling Units are capable of accommodating broadband service with at least a speed of 100 megabits (50 megabits for rural) per second for downloading and 20 megabits per second (10 megabits for rural) for uploading. Internet service and its ongoing fee is not required; and				Yes
(b) The Application includes a plan for reducing barriers to access for Project residents. The plan should be tailored to the needs of the tenant population and may include programs providing free or reduce internet prices; reasonable access to Project facilities, computers, and shared Wi-Fi; and computer and Wi-Fi literacy training and technical assistance.				Yes
File Name:	67. Reducing Barriers Plan	Provide plan be tailored to the needs of the tenant population.	Uploaded to HCD Portal?	Yes
(4) Sustainable building methods. Points will be awarded based on the following: (up to a maximum of five (5) points)				5.00
(a) 2.5 points will be awarded if the Project supports the implementation of a sustainable community's strategy or alternative planning strategy that has been determined by the California Air Resources Board to achieve the region's greenhouse gas emissions target or other adopted regional growth plan intended to foster land use. Consistency with such plans must be demonstrated by a letter or resolution executed by an officer or an equivalent representative from the metropolitan planning organization, regional transportation agency, planning, or local transportation commission.				2.50
Sponsor or Applicants certifies that the Project supports the implementation of a sustainable community's strategy or alternative planning strategy that has been determined by the California Air Resources Board to achieve the region's greenhouse gas emissions target?				Yes
File Name:	68. Sustainable Strategy	Provide a letter or resolution executed by an Officer or an equivalent representative from, the metropolitan planning organization, regional transportation planning agency, planning, or local transportation commission.	Uploaded to HCD Portal?	Yes
(b) If a sustainable community's strategy is not required for a region by law, 2.5 points will be awarded if the Project supports a regional plan that includes policies and programs to reduce greenhouse gas emissions. Evidence of consistency with such plans must be demonstrated by a letter or resolution executed by an officer of, or an equivalent representative from, the metropolitan planning organization or regional transportation planning agency or local transportation commission.				2.50
Sponsor or Applicants certifies that the Project supports a regional plan that includes policies and programs to reduce greenhouse gas emissions?				Yes
File Name:	69. Regional Plan	Provide a letter or resolution executed by an officer of, or an equivalent representative from, the metropolitan planning organization, regional transportation planning agency, or local transportation commission.	Uploaded to HCD Portal?	Yes

(c) A Project shall not less than 50 percent of the land area is within a Transit Priority Area? or partially within, a Transit Priority Area must be demonstrated by a letter or resolution executed by an officer of, or an equivalent representative from, the metropolitan planning organization, regional transportation planning agency, or local transportation commission.			2.50
Sponsor or Applicants certifies that the Project in which not less than 50 percent of the land area is within a Transit Priority Area?			Yes
File Name:	70. Transit Priority Area	Provide a letter or resolution executed by an officer or an equivalent representative from the metropolitan planning organization, regional transportation agency, planning, or local transportation commission.	Uploaded to HCD Portal? Yes
(d) Five (5) points will be awarded for a Project that is designed to achieve green building status beyond State mandatory building code requirements as verified upon construction completion by a certified LEED Green rater, certified Green Point rater, or licensed engineer. Applicants may select from the following green building certification programs: Sponsor or Applicants certifies that the Project will meet Green building status beyond State mandatory building code requirements as verified?			0.00 No
Select "green building status" from the dropdown list.			N/A
(e) Three (3) points for Projects that achieve near electrification – projects where two out of three of the major energy appliances (cook stoves, space heating, water heating) are electric. Projects must be wired to be electric ready, defined as having 240 volts outlets near each gas appliance. Sponsor or Applicants certifies that the Project will achieve near electrification as described above?			0.00 No
(f) Five (5) points will be awarded for Projects that are powered entirely through electricity with no connections to natural gas infrastructure. Sponsor or Applicants certifies that the Project will be powered entirely through electricity with no connections to natural gas infrastructure as described above?			5.00 Yes
File Name:	73. Electric Design	Provide a document from a licensed professional that the document that the AHD or Mixed-Use Development will contain the level of electricity stated in this application.	Uploaded to HCD Portal? Yes

<b>G. Cost Containment (5 points maximum)</b>			<b>5.00</b>
A Project shall receive one (1) point for each full percent that the project's eligible basis is less than the project's adjusted threshold basis limit, up to a maximum of (5) points. The percentage is calculated by dividing the project's eligible basis by the project's adjusted threshold basis limit.			
Project's total eligible basis	\$89,121,678	Percentage	42.18%
For purposes of this subdivision, a project's adjusted threshold basis limit shall be the project's threshold basis limit, as if it were a 4 percent LIHTC project, as determined pursuant to Section 10327(c)(5) of the TCAC regulations, except that the increase for deeper targeting pursuant to Section 10327(c)(5)(C) of the TCAC regulations that is multiplied by the unadjusted threshold basis limit shall be limited to 80 percent. Section 10327(c)(5) of the TCAC regulations states that for projects financed through CDLAC, "an increase of one percent (1%) in the threshold basis limits shall be available for every 1% of the project's Low-Income and Market Rate Units that will be income and rent restricted at or below 50 percent (50%) but above 35 percent (35%) of Area Median Income (AMI). An increase of 2 percent (2%) shall be available for every 1% of the project's Low-Income and Market Rate Units that will be restricted at or below 35% of AMI. In addition, the applicant must agree to maintain the affordability period of the project for 55 years (50 years for projects located on tribal trust land)." The Department, however, will only restrict to income levels in 5 percent increments.			
Any Project may be subject to performance penalties if the project's total eligible basis determined upon construction completion exceeds the revised total adjusted threshold basis limits for the year the Project completes construction (or the original total eligible threshold basis limit if higher) by 40 percent.			
Projects adjusted threshold basis limit	\$154,148,665	Total Units	90
Including a boost from TCAC §10327 (c)(5)(c), but not more than 80%.			
1% Above 35%, <= 50% AMI	Units 30	Boost	33.00%
2% At or below 35% AMI	Units 47	Boost	104.00%
Projects TOTAL HCD ADJ. THRESHOLD BASIS LIMIT:	\$101,942,590	80% Boost - Adjusted threshold basis limit (ATBL)	\$52,206,075
Sponsor acknowledges that any Project may be subject to performance penalties if the project's total eligible basis determined upon construction completion exceeds the revised total adjusted threshold basis limits for the year the Project completes construction (or the original total eligible threshold basis limit if higher) by 40%.			Yes

<b>H. Tiebreaker Score</b>			<b>1.110162</b>
In the event of tied point scores, the Department shall rank tied applications based on three factors which will be added together for a final tiebreaker score. The three factors are: (1) the lowest weighted average affordability of all residential units, (2) leverage of other funds, and (3) additional cost containment. The tiebreaker scoring calculation is explained below. Although the exact balance will be driven by the applicant pool, the Department will strive to ensure that no single MHP project-type exceeds roughly 50% of the total NOFA funds.			
1 Lowest weighted average affordability of all residential Units.			
Multiply each income limit applicable to the Project by the number of adjusted residential Units restricted at that income level (market rate units, which do not include units subject to rent and/or occupancy restrictions at 70 percent or 80 percent AMI, shall be designated 100 percent AMI). Unrestricted Manager's Unit(s) are excluded from this calculation.			
For purposes of this calculation:			
<ul style="list-style-type: none"> <li>▪ Units with federal project-based rental assistance shall be assigned targeted rent levels of 30 percent AMI regardless of their actual income targeting; and</li> <li>▪ If the average affordability of unadjusted residential Units, exclusive of Units with rental assistance, is less than 40 percent AMI, then the calculation shall assume a targeted rent level of 40 percent AMI for each residential Unit that does not have rental assistance.</li> </ul>			
b. Add the products calculated pursuant to the previous paragraph.			
c. Divide the sum calculated pursuant to the previous paragraph by the total number of adjusted residential Units in the Project to obtain the average affordability.			
d. Subtract (C) from 1.0.			
2 Leverage of other funds.			
a. Applications will be scored based on the leverage of other soft funds, meaning local public funds, including land donations or fee waivers to be used for permanent funding of the development costs attributable to the Restricted Units as a percentage of the total Project development cost.			
b. Land donations will be counted as leveraged funds where the value is established with a current appraisal, with the amount discounted to reflect a purchase price that is lower than the appraised value, or any fees, or other reliably predictable payments required as a condition of the donation.			
			38.58%
			61.42%

Sponsor or Applicants certifies that land donations will be counted as leveraged funds where the value is established with a current appraisal, with the amount discounted to reflect a purchase price that is lower than the appraised value, or any fees, or other reliably predictable payments required as a condition of the donation.

Yes

The capitalized value of rent differentials attributable to public project-based rental or public operating subsidies, based upon TCAC underwriting standards. Standards shall include the following and shall be annually aligned with TCAC standards for these capitalized values to the extent possible: a 15-year loan term; an interest rate based upon a spread over 10-year Treasury Bill rates; a 1.15 to 1 debt service coverage ratio; and a five percent (5%) vacancy rate.

The rental income differential for subsidized Units shall be established by subtracting rental income at 40 percent AMI levels (30 percent AMI for Special Needs Project types with project-based rental assistance) from the committed contract rent income documented by the subsidy source. In the case of a USDA rental subsidy only, the contract rent income is the higher of 60 percent AMI Rents or the committed contract USDA Basic Rents. The committed contract rent income for Units with existing project-based Section 8 rental subsidy shall be documented by the current monthly contract rent in place at the time of the Application or by contract rent committed to and approved by the subsidy source (HUD); rent from a rent comparable study or post-rehabilitation rent shall not be permitted.

The rent differential for projects with public operating subsidies shall equal the annual subsidy amount in year 1, provided the subsidy will be of a similar amount in succeeding years, or the aggregate subsidy amount of the contract divided by the number of years in the contract if the contract does not specify an annual subsidy amount.

<b>If the contract does not specify an annual subsidy amount:</b>	Aggregate Subsidy Amount:	\$6,638,450	Number of Years in the Subsidy Contract:	15	Average Annual Operating Subsidy Amount:	\$442,563
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- d. Add the sum of all eligible soft funds as set forth in paragraphs (a.), (b.) and (c.).
- e. Divide (d.) by total Project development cost and express as a decimal.

\$32,864,469
<b>30.85%</b>
<b>Total Development Cost</b>
\$106,533,068

3 Additional cost containment. The "additional cost containment" category for the Tie-Breaker, follows the same methodology as the Cost Containment scoring category above, in Scoring Category G. This factor is calculated by dividing the project's eligible basis by the project's adjusted threshold basis limit.

Total Eligible Basis per the Development Budget	/	Adjusted Threshold Basis Limit per CDLAC Regulation Section 5230(l)	<b>18.75%</b>
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For purposes of this subdivision, a **project's adjusted threshold basis limit** shall be the project's threshold basis limit, as if it were a 4 percent LIHTC project, as determined pursuant to Section 10327(c)(5) of the TCAC regulations, except that the increase for deeper targeting pursuant to Section 10327(c)(5)(C) of the TCAC regulations that is multiplied by the unadjusted threshold basis limit shall be limited to 80 percent. Section 10327(c)(5) of the TCAC regulations states that for projects financed through CDLAC, "an increase of one percent (1%) in the threshold basis limits shall be available for every 1% of the project's Low-Income and Market Rate Units that will be income and rent restricted at or below 50 percent (50%) but above 35 percent (35%) of Area Median Income (AMI). An increase of 2 percent (2%) shall be available for every 1% of the project's Low-Income and Market Rate Units that will be restricted at or below 35% of AMI. In addition, the applicant must agree to maintain the affordability period of the Project for 55 years (50 years for projects located on tribal trust land)." The Department, however, will only restrict to income levels in 5 percent increments.

Percentages shall not include any percentage points requested or awarded (up to 5 percent) pursuant to the Cost Containment point category. The maximum percentage shall be 25 percent.

The calculation in this paragraph (3) is multiplied by 0.75.

**Note:** Any Sponsor may be subject to future performance penalties if the project's total eligible basis determined upon construction completion exceeds the revised total adjusted threshold basis limits for the year the Project completes construction (or the original total eligible threshold basis limit if higher) by 40 percent.

## MHP Threshold Requirements

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Before review of Threshold, please click on the YELLOW button to the right.



The following is to help and guide the Applicant with threshold requirements, it is the sole program guidelines. The Department will have a final threshold determination after review. An **X** means that you may have missed to answer a question within the application, please note that section with an **X** does not apply to your project, please note this at the "Sponsor Comments" section.

**MHP §7303.1** Projects shall be eligible for an Award of funds as long as the application meets the following requirements:

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(a) The application involves an Eligible Project pursuant to §7302. Eligible Project.?

§7302. **Eligible Project.**

- (a) ✓
- (1) ✓
- (b) ✓
- (c) ✓
- (d) ✓

Per §7304(b)(1) Sponsor/Applicant certifies that all new construction projects must include the following features, and a minimum of 10 percent (10%) of the Restricted Units with hearing and vision impairments.

(e) The Project qualifies as one or more of the following Project types:

- (1) ✓
- (5) ✓
- (A) ✓
- (B) ✓
- (C) ✓
- (D) Sponsor certifies to provide a Supportive Services plan consistent with 24 Code of Federal Regulations § 92.330(d)(2)(ii).
- (E) ✓

(g) Special Needs Projects must demonstrate integration of targeted populations with the general population.

- (1) Sponsor acknowledges to physically integrating Restricted Units for people with disabilities, consistent with 24 Code of Federal Regulations § 92.330(d)(2)(ii).
- (2) Sponsor acknowledges in Projects with more than 20 Units, have no more than 50 percent of total Project Units being restricted to persons with disabilities, or restrictions by more than 50 percent of total Project Units being restricted to persons with disabilities for demonstrating Olmstead compliance adopted by counties and approved by the Department.

(h) Assisted Unit Requirements:

- (1) Sponsor acknowledges where multiple Department programs assist the Project total non-VHHP regulatory authority shall not exceed 49 percent of the Project's total units.
- (2) Sponsor acknowledges that in jurisdictions having Article XXXIV authority, the Project's regulatory authority, up to 100 percent of the Project's total units.
- (3) Sponsor acknowledges that the Units regulated by the Department, including:
- (j) Multiple Department Funding Sources:
  - (1) Use of multiple Department funding sources on the same Assisted Units is prohibited. Sponsor acknowledges the HCD Repeal of Stacking Prohibition of Multiple Department Funding Sources comprised of no more than two (2) development projects on a single Project. Housing related infrastructure grants are those grants from the following sources: - Housing Related Infrastructure (HRI) grants, Transit Oriented Development (TOD) grants, and Infrastructure grant programs (IIG-2007 and IIG-2019).
  - (2) Sponsor acknowledges that "Department Funding Sources" do not include:
    - (A) Offsite infrastructure funds; or
    - (B) Existing loans or grants under any Department funding source listed above as an acquisition and Rehabilitation project.
  - (3) Sponsor acknowledges additional limitations on use of multiple Department funding sources.
  - (4) Sponsor acknowledges that limits on Department Funding, including loan or grant amounts, shall be specified in the NOFA.
- (k) ✓

Sponsor Comments:

This project meets the Large Family housing type. The Project serves Special Needs population.

(b) The Applicant is an Eligible Sponsor pursuant to §7303?

§7303. **Eligible Sponsor.**

- (a) ✓
- (b) ✓
- (c) ✓
- (d) ✓
  - (1) N/A
  - (2) Yes, Emerging Developer is the Sponsor
  - (3) N/A

Sponsor shall demonstrate capacity to acquire, develop, and own affordable rental housing; to employ adequate staff, capital, assets, and other resources to efficiently meet the operational needs of the Rental Housing Development; and to satisfy all legal requirements and obligations. The Sponsor's financial capacity must be reasonably acceptable to the Department in form and substance for the funds.



Sponsor certifies to demonstrate capacity to acquire, develop, and own affordable Rental Housing Development. Alternatively, if the Department's funding disbursement is direct and continuing control over such special purpose entity in accordance with restriction on the Rental Housing Development. Sponsor shall certify that it will at full term set forth in the Standard Agreement.

Sponsor certifies to maintain direct and continuing control of the Rental Housing Development as described at above paragraph?

Sponsor Comments:

N/A

(c) All proposed uses of Program funds are eligible pursuant to §7304?

**§7304. Eligible Use of Funds.**

Funds shall be used only for approved eligible costs that are incurred on the Project a costs. In addition, the costs must be necessary and must be consistent with the lowest the Department.

- (a) Sponsor acknowledges funds shall only be used for Capital Asset related expenses
- (b) Sponsor acknowledges that eligible costs include all those stated at §7304(b)(1-1)

Sponsor acknowledges that except as provided in section §7304(b)(8), no Program or Commercial Space. A Manager's Unit may be considered a Restricted Unit for Housing Development consists of Restricted Units, the Program loan amount shall

Sponsor Comments:

N/A

(d) The application is complete pursuant to MHP §7317 & §7318

**§7317. Application Process.**

Sponsor acknowledges §7317(a-g)

**§7318. Application Content and Application Eligibility Requirements.**

- (a) Sponsor acknowledge to comply with MHP §7318(a)
- (b) An application shall be deemed complete when:

(1) ✓

(2) Sponsor certifies that the application meets all threshold requirements, as set

- (3) Sponsor certifies that pursuant to UMR Section 8310 and information provided, the Sponsor will review the application and assess the proposed project's feasibility.
- (4) Sponsor acknowledges that during the application review, Department staff will score the application. If documents required for scoring are not included, the application will be scored based on the documents provided. Documents, as set forth in the NOFA or application, may adversely affect the application submission deadline will not be considered unless specifically requested.
- (c) Sponsor certifies that the application includes authorizing resolutions of the governing body. If the Sponsor(s) are individuals shall be provided, and must be approved by the Department.
- (d) Sponsor acknowledges that applications shall be evaluated for compliance with Title 40, Chapter 103, Statutes, and scored based on the application scoring criteria listed in the University of Maryland System NOFA. Points shall be selected for funding, provided that they meet all threshold and eligibility criteria.
- (e) Is proposed Project a TCAC Hybrid project? FALSE
- (f)

Sponsor Comments:

N/A
-----

- (e)  Sponsor certifies that the Project, as proposed in the application, is financially feasible.
- (f) Funding Commitments, market study, Project proforma, sources and uses statement, and other documents required for proposed housing development?
- (g) Sponsor certifies that the Project will maintain Fiscal Integrity consistent with proposed standards in UMR §8310?
- (h)
- (i) Sponsor certifies that the Project site is reasonably accessible to public transportation and meets the needs of the Project tenants?
- (j)
- (k) Sponsor certifies that projects with Special Needs Units shall provide services suitable to demonstrate a specific, feasible plan for delivery and funding of those services, including funding sources, pursuant to §7310?

File Name:	06. Integration Plan	For Special Needs Projects provide an Integration Plan. Sponsor/Applicant will meet MHP §7302(g)
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- (l) Sponsor certifies that projects that **do not include Special Needs Units** shall provide a list of service amenities, as set forth in CCR Title 4 Section 10325(c)(4)(B)?

File Name:	105. Service Amenity List	List of service amenities qualify number of service hours, and a
------------	---------------------------	--



- (m) Sponsor certifies that the Project complies with the restrictions on demolition as set fo
- (n) Sponsor certifies that the Project complies with the site control requirements as set fo control through the term of the proposed award, as stated in the NOFA.

Where site control is in the name of another entity, the Applicant shall provide do

- (1) (e.g. a purchase and sale agreement, an option, a leasehold interest/option, a dis public agency for the acquisition of the site), which clearly demonstrates that the

Where site control will be satisfied by a long-term ground lease, the Department v

- (2) which shall be entered into by and among the ground lessor, the ground lessee, t shall be recorded against the fee interest in the Project property.

- (3) Sponsor acknowledges that for projects developed in Indian country, the following

- (A) Where site control is a ground lease, the lease agreement between the Trib:

- (B) An attorney's opinion regarding chain of title and current title status is accep

- (o) Sponsor certifies that the Project complies with accessibility and fair housing obligatio
- Sponsor Comments:

N/A

In addition to the Threshold Requirements above, Sponsor(s) acknowledge, unders

§7305 Cost Limitations	Yes
§7306 Type and Term of Loan	Yes
§7307 Maximum Loan Amounts	Yes
§7308 Interest Rate and Loan Repayments	Yes
§7309 Appraisal and Market Study Requirements	Yes
§7310 MHP Supportive Services Plan Requirements	Yes
§7311 MHP Rent and Unit Designation Adjustment	Yes
§7312 Rent Standards	Yes
§7313 Use of Operating Income	Yes
§7314 State and Federal Laws, Rules, Guidelines and Regulations	Yes
§7315 Relocation Requirements	N/A
§7316 Construction Requirements	Yes
§7320 Project Scoring and Selection	Yes
§7321 Performance Deadlines	Yes
§7322 Legal Documents	Yes
§7323 Sales, Transfers, Encumbrances, and Loan Payoff	Yes

§7324 Defaults and Loan Cancellations

Yes

§7325 Management and Maintenance

Yes

§7326 Reporting Requirements

Yes

§7327 Annual Operating Budget and Schedule of Rental Income

Yes

Sponsor comments:

N/A

End of D

---

[Click here](#)

responsibility of the Applicant to verify and meet all of the threshold requirements per of, but not limited to, information provided at application and file uploads.

see the formula and it will guide you to the correct location in the application.

omments" box at the end of each Guideline Section.

n demonstrates that all the following threshold requirements have been met:

---

Yes

st provide a minimum of 15 percent (15%) of the Restricted Units with mobility  
g and vision features.

Yes

the requirements of Section 7310.

Yes

n the general public by:

with disabilities with other Units, to the maximum extent feasible and subject to  
eral Regulations (CFR) Section 8.26.

Yes

an 49 percent of total Units restricted through a Department Regulatory  
y by persons with disabilities. This limitation shall not be interpreted to preclude  
r other funding sources, including but not limited to TCAC, that result in more  
ties. It shall also not apply to Projects complying with alternative requirements  
by the Department.

Yes

ect and the jurisdiction does not have Article XXXIV authority, the Department's  
ct's total Units, unless the Project otherwise has an exemption.

N/A

ne Department's total regulatory authority shall not exceed the allocation of

Yes

g MHP Assisted Units, shall include those with the lowest income limits.

Yes

ermitted, subject to the following limitation:

iple Department Funding Sources Memo shall remain applicable. A maximum of  
lopment loans and two (2) housing-related infrastructure grants may be used on  
provided through the Affordable Housing and Sustainable Communities program  
ment (TOD) Implementation program - Infrastructure grants, and infill

Yes

Yes

ove that are at least 14 years old and that will be assumed or recast as part of

funding sources may be specified in the NOFA.

Yes

grant funds, on a per unit, per project, and/or per Sponsor basis, may be further

Yes

lations, therefore the Supportive Services Plan, Special Needs Population Experience & Nar

Yes

al housing. For purposes of this subdivision, an entity has "capacity" if it has  
ional needs of the Rental Housing Development; to maintain the Fiscal Integrity  
igations in connection with the Rental Housing Development. Evidence of  
e. Sponsor shall satisfactorily demonstrate capacity at the time of its application

e rental housing as described at above paragraph?

Yes

opment throughout the full term of the Department's use restriction on the Rental structured with or through a special purpose entity, the Sponsor shall exercise UMR Section 8313.2 and throughout the full term of the Department's use side by this control requirement at the time of its application for the funds for the

Development throughout the full term of the Department's use restriction on the

Yes

[Empty yellow box]

Yes

s set forth in this section, including interim or bridge loans used to pay such t reasonable cost consistent with the Project's scope and area as determined by

es as required by GC §16727.

Yes

18).

Yes

am funds shall be used for costs associated exclusively with non-Restricted Units the purpose of allocating development costs. If only a portion of the Rental all not exceed the sum of the following: §7304(c)(1-3).

Yes

[Empty yellow box]

Yes

Yes

at forth in §7303.1, the NOFA, and the application.

Yes

ed in the application and uploaded files, the Department should be able to

Yes

may request clarifying information, provided it does not affect the competitive  
will not be deemed incomplete.; However, failure to submit necessary  
score of the application. Information or documents received after the  
requested by the Department.

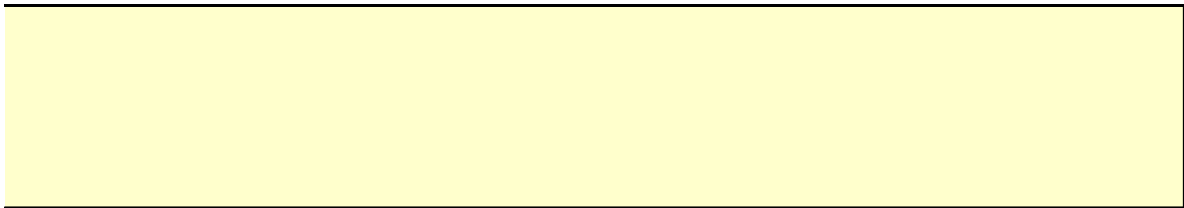
Yes

rning boards of both the Sponsor and a co-Sponsor (except where the  
rtment, prior to issuance of a Standard Agreement.

Yes

ne threshold and eligibility requirements of these Guidelines, and applicable  
sal Scoring Appendix to the NOFA. The applications with the highest number of  
ibility requirements and achieve specified minimum scores as identified in the

Yes



as evidenced by documentation such as, but not limited to, Enforceable  
or other feasibility documentation that is standard industry practice for the type

Yes

d Rents in the Assisted Units and is feasible pursuant to the underwriting

Yes

, shopping, medical services, recreation, schools, and employment in relation to

Yes

to the needs of the Special Needs Population; and the application shall  
ing identification of the Lead Service Provider, service delivery partners and

Yes

egregation Plan that demonstrates how ) requirements.	Uploaded to HCD Portal?	Yes
service amenities sufficient to achieve a minimum score of 7 points pursuant to		Yes
ing for TCAC points, include service amenity name, mount of TCAC points earned.	Uploaded to HCD Portal?	Yes

with UMR §8302?

Yes

with UMR §8303. with the exception that the Sponsor shall maintain site

Yes

documentation, in form and substance reasonably satisfactory to the Department  
position and development agreement, an exclusive right to negotiate with a  
Applicant has some form of right to acquire or lease the Project property.

will require the execution and recordation of the Department's form lease rider,  
the Department, and any other applicable parties. In all cases, the lease rider

any exceptions apply:

N/A

the Applicant Entity and the Project owner is for a period not less than 50 years; and

submit a title report in lieu of a title report.

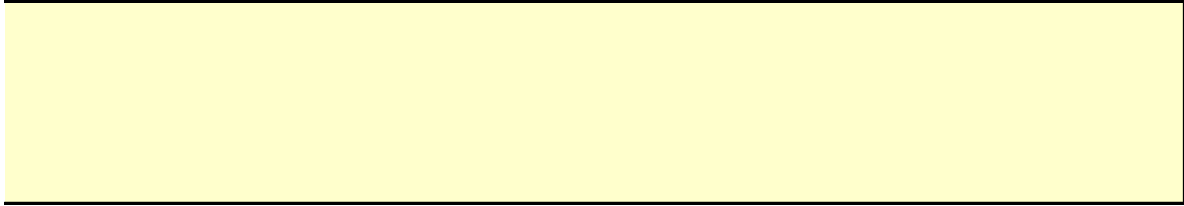
with UMR §7314?

Yes

[Empty yellow rectangular box]

I understand, and agree to comply with the following sections of the 2022 MHP Guidelines

---



ocument









The following is to help and guide the Applicant with threshold requirements, it is the sole r program guidelines. The Department will have a final threshold determination after review c An **X** means that you may have missed to answer a question within the application, please If that section with an **X** does not apply to your project, please note this at the "Sponsor C

**IIG §202** Projects shall be eligible for an Award of funds as long as the application dei

(a) The application involves an Eligible Capital Improvement Project pursuant to §200. Eli §200. Eligible Capital Improvement Projects.

- (a) ✓
  - (1) ✓

(b) The Qualifying Infill Project for which a Capital Improvement Project grant may be

- (1) ✓
- (2) Must include not less than 15 percent of the total residential Units to be deve
  - (A) Ownership language at guidelines is hereby omitted for this citation.
  - (B) Applicant acknowledges that to the extent included in a Capital Improve Affordable Units, the Department may consider the entire master devel

Applicant acknowledges, where applicable, an Eligible Applicant may in (C) and families of Lower- or Moderate-Income are not removed from the L shall not be counted toward meeting the affordability threshold required

Does QIP/Applicant have a disposition and development agreement or (D) agency having jurisdiction over the Project has been executed on or bel If Yes, QIP/Applicant shall be deemed to meet the affordability requiren subject the Qualifying Infill Project to the production of Affordable Units

File Name:	82. Development Agreement	Agreement executed prior to January 1,
------------	---------------------------	--

- (3) ✓
- (4) Be located in an area designated for mixed-use or residential development p

ii. A regional sustainable communities strategy or alternative planning strate

File Name:	85. Relevant Development Plan	Provide a copy of the relevant plan s
------------	-------------------------------	---------------------------------------

Applicant certifies to identify a mechanism, such as a minimum density ordin (5) ensure that future development will occur at an overall Net Density equaling legally enforceable prior to the initial disbursement of Program funds.

File Name:	86. Minimum Density Ordinance	Identify a mechanism, such as a mir covenant, acceptable to the Departn occur at an overall Net Density equa
------------	-------------------------------	--

Applicant certifies that eligible Applicants shall designate the proposed residential units to be utilized for the purpose of establishing the maximum Program grant amount pursuant to [§401](#). Any such designated Units must be utilized for both purposes.

Applicant certifies that the application must demonstrate that the percentage of affordable units designated for the purpose of determining the maximum Program grant amount has exceeded through the completion of each residential development proposed pursuant to the previous sentence to conform to a similar local public agency requirement, and that the result will be the completion of the required Affordable Units as set forth in [§403](#).

**§206. IIG 2019 Large Jurisdiction Qualifying Infill Projects.**

This section applies to IIG-2019 Large Jurisdiction Qualifying Infill Projects on the following conditions:

(a) IIG-2019 Qualifying Infill Projects in Large Jurisdictions are subject to the following conditions:

(1) In addition to any applicable provisions set in Section 200 (b) of the IIG-2019 Qualifying Infill Projects grant may be awarded must meet all of the following conditions:

(A)

(B)

(C) In addition to provisions (A), (B), and (C) set in [§200\(b\)\(2\)](#) of the IIG-2019 Qualifying Infill Project:

Does QIP/Applicant have a disposition and development agreement with the local agency having jurisdiction over the Project?

i. If Yes, QIP/Applicant shall be deemed to meet the affordable housing requirements and covenants that subject the Qualifying Infill Project to the project's affordable housing requirements.

(D) The following shall apply notwithstanding subdivision (b)(3) of the IIG-2019 Qualifying Infill Project:

(E) Be located in an area designated for mixed-use or residential development.

ii. A regional sustainable communities strategy or alternative project plan.

(b) Applicant/Recipient acknowledges that Grant Awards that are not encumbered by the Department of Housing and Community Development are required by [HSC Section 53559, subdivision \(g\)](#). The Department will allocate grant units if the project has not progressed in a reasonable period of time from the date of award at the discretion of the Department.

(c)

(d)

Per [§300\(b\)\(1\)](#) Sponsor/Applicant certifies that all new construction projects must include the following features, and a minimum of 10 percent (10%) of the Restricted Units with hearing aid compatible telephones.

(e) In addition to the IIG requirements described herein, Projects proposed by Tribal Applicants shall also meet the following conditions:

(1)

(2)

Applicant acknowledges, hereby, to meet the following conditions of Award funding provided in [HSC §50406, subdivision \(p\) \(Assembly Bill 1010 \(Chapter 660, Statutes 2019\)\)](#). These same conditions do not need to be satisfied initially to engage in the construction of the project.

Applicant meets, or will meet, the conditions therein [§200\(e\)\(3\)\(A-D\)](#)?

(f) Multiple Department Funding Sources

- (1) Use of multiple funding sources on the same Units utilized in the calculation following limitation:

Sponsor acknowledges the HCD Repeal of Stacking Prohibition of Multi four (4) HCD Funding Sources comprised of no more than two (2) deve

- (A) a single Project. Housing related infrastructure grants are those grants | - Housing Related Infrastructure (HRI) grants, Transit Oriented Develop infrastructure grant programs (IIG-2007 and IIG-2019).

- (2) Sponsor acknowledges that “Department Funding Sources” do not include:

- (A) Offsite infrastructure funds; or
- (B) Existing loans or grants under any Department funding source listed ab an acquisition and Rehabilitation project.

- (3) Sponsor acknowledges additional limitations on use of multiple Department f

- (4) Sponsor acknowledges that limits on Department Funding, including loan or g specified in the NOFA.

(g) ✓

Applicant/Sponsor Comments:

This project is not proposed by a Tribal Entity

- (b) Is the Applicant an eligible Applicant pursuant to §201. Eligible Applicant?

§201. Eligible Applicant.

- (a) “Eligible Applicant” means one of, or any combination of, the following:

- (1) Is Applicant a non-profit or for-profit developer of a Qualifying Infill Project?
- (2) Is Applicant a Tribally Designated Housing Entity that is the Sponsor of a Qu

§206. IIG 2019 Large Jurisdiction Qualifying Infill Projects.

- (a) IIG-2019 Qualifying Infill Projects in Large Jurisdictions are subject to the fol

- (2) Eligible Applicants for IIG-2019 include the following:

- (A) Did the Applicant receive a letter of support from the governing body of project?

“Developer” within this section means the legal entity that the Depa capacity, experience, and Site Control of the Qualifying Infill Projec through occupancy.

ii. For the purposes of this section only, a nonprofit or for-profit devel 4103 of Title 25 of the United States Code and Section 50104.6.5.

File Name:	84. Letter of Support	Letter of support from the governing body than October 14, 2022. If Applicant will p 14, 2022, email the letter to SuperNOFA@
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(b) ✓

- (1) N/A
- (2) Yes, Emerging Developer is the Sponsor
- (3) N/A

Applicant shall demonstrate capacity to acquire, develop, and own affordable rental housing, adequate staff, capital, assets, and other resources to efficiently meet the operational needs of the Rental Housing Development; and to satisfy all legal requirements and obligations. Applicant capacity must be reasonably acceptable to the Department in form and substance for the funds.

Applicant certifies to demonstrate capacity to acquire, develop, and own affordable rental housing.

Recipients shall maintain direct and continuing control of the Rental Housing Development. Alternatively, if the Department's funding disbursement is made to a special purpose entity, the Department shall exercise direct and continuing control over such special purpose entity in accordance with the restriction on the Rental Housing Development. Each Applicant shall certify that it will maintain direct and continuing control for the full term set forth in the Standard Agreement.

Recipients certifies to maintain direct and continuing control of the Rental Housing Development.

Applicant/Sponsor Comments:

Sponsor is applying as a Community-Based Developer, not an Emerging Developer. Line 7

(c) All proposed uses of Program funds are eligible pursuant to §203. Eligible Use of Funds.

- (a) Applicant acknowledges that funds shall only be used for Capital Asset related expenses.
- (b) Applicant acknowledges that Eligible costs include the construction, Rehabilitation and improvements of the following: §203(b)(1-15)

(4) (A) Total number of Structured Parking spaces that are required replacement (by a public agency), or public Structured Parking required as a condition of approval for a Transit Station, not to exceed \$50,000 per space.

Are costs less than or equal to \$50,000 per parking space?

(B) Total number of Residential Structured Parking and mechanical parking spaces, as required by local land-use entitlement approval, not to exceed the number of permitted space.

Residential parking spaces exceed one parking space per residential Unit. Are costs less than or equal to \$50,000 per residential parking space?

(15) Impact fees required by local ordinance are eligible for Program funding only if they may not exceed 5 percent of the Program award.

Are Impact fees required by local ordinance?

(c) Applicant acknowledges that costs stated at §203(c)(1-5) are not eligible.

Applicant/Sponsor Comments: \_\_\_\_\_

No comments

(d) Applicant acknowledges that the application is complete pursuant to §400 and §401?

§400. **Application Process.**

Applicant acknowledges §400(a-f)

§401. **Application Content and Application Eligibility Requirements.**

(a) Applicant acknowledges to comply with IIG §401(a)

(b) An application shall be deemed complete when:

(1) Applicant certifies that the application meets all threshold requirements, as s

(2) Applicant certifies that pursuant to UMR §8310 and information provided in t application and assess the proposed project's feasibility.

(3) Applicant acknowledges that during the application review, Department staff scoring. If documents required for scoring are not included, the application w as set forth in the NOFA or application, may adversely affect the score of the deadline will not be considered.

(c) Applicant certifies that authorizing resolutions of the governing boards of both the Recipients(s)/Sponsor(s) are individuals) shall be provided, and must be approve

(d) Applicant acknowledge that applications shall be evaluated for compliance with th statutes, and scored based on the application scoring criteria listed in §402 of the selected for funding, provided that they meet all threshold and eligibility requirem

(e) ✓

Applicant/Sponsor Comments:

No comments

(e) ✓

Applicant certifies that the Qualifying Infill Project(s), as proposed in the application, is

(f) Enforceable Funding Commitments, market study, project proforma, sources and use for the type of proposed housing development.

(g) Applicant certifies that the Qualifying Infill Project will maintain Fiscal Integrity consiste underwriting standards in UMR §8310.

(h) ✓

(i) Applicant certifies that the Qualifying Infill Project site is reasonably accessible to publ employment in relation to the needs of the Qualifying Infill Project tenants.



(j) ✓

(k) Applicant acknowledges Projects that do not include Special Needs Units, shall provide to TCAC Regulations, as set forth in [CCR Title 4 Section 10325\(c\)\(4\)\(B\)](#).

File Name:	105. Service Amenity List	List of service amenities qualify number of service hours, and a
------------	---------------------------	--

(l) Applicant certifies that the Qualifying Infill Project complies with the restrictions on der Applicant certifies The Qualifying Infill Project and Capital Improvement Project compl with the additional requirement that the Applicant shall maintain site control through th

(m) the Award of Program funds. The term of the award may be extended in writing by the Award exceed seven years from the date of the Award of Program funds.

(1) The following shall apply to IIG Qualifying Infill Project projects::

(A) Where site control is in the name of another entity, the Applicant shall provide Department (e.g. a purchase and sale agreement, an option, a leasehold interest negotiate with a public agency for the acquisition of the site), which clearly define Project property.

(B) Where site control will be satisfied by a long-term ground lease, the Department rider, which shall be entered into by and among the ground lessor, the ground lease rider shall be recorded against the fee interest in the Project property.

(2) The following shall apply to offsite work proposed for CIPs and shall be evidence

(A) Recipient/Sponsor shall have a right of way or easement, which is either per the Recipient/Sponsor to access, improve, occupy, use, maintain, repair, and

(B) Recipient/Sponsor shall have an executed encroachment permit for construction land.

(3) For Qualifying Infill Projects and Capital Improvement Project developed in Indian

(A) Where site control is a ground lease, the lease agreement between the Tribe

(B) An attorney's opinion regarding chain of title and current title status is acceptable

(n) Applicant/Sponsor certifies that the Project complies with accessibility and fair housing Applicant/Sponsor Comments:

No comments
-------------

**In addition to the Threshold Requirements above, Sponsor(s)/Applicant(s) acknowledge Guidelines**

§204 Cost Limitations

Yes

§205 Grant terms and limit

Yes

§300 State and Federal Laws, Rules, Guidelines and Regulations

Yes

- §301 Relocation Requirements
- §403 Performance Deadlines
- §500 Legal Documents
- §501 Defaults and Loan Cancellations
- §502 Reporting Requirements

Yes
Yes
Yes
Yes
Yes

Applicant/Sponsor Comments:

No comments

**End of D**

## Requirements

responsibility of the Applicant to verify and meet all of the threshold requirements per of, but not limited to, information provided at application and file uploads.

see the formula and it will guide you to the correct location in the application.

omments" box at the end of each Guideline Section.

monstrates that all the following threshold requirements have been met:

igible Capital Improvement Projects?

Yes

awarded must meet all of the following conditions:

veloped in the Qualifying Infill Project as Affordable Units, as follows.



ement Project grant application, for the purpose of calculating the percentage of pment in which the development seeking grant funding is included.

Yes

clude a replacement housing plan to ensure that dwelling Units housing persons over- and Moderate-Income housing market. Residential Units to be replaced for eligibility for funding under this section

N/A

other Project or area-specific agreement between the Recipient and the local fore January 1, 2022?

Yes

ment of this paragraph if the agreement includes affordability covenants that for Very Low-, Lower- or Moderate-Income households.

2022 that contains affordability covenants.

Uploaded to HCD Portal?

Yes

ursuant to one of the following adopted plans:

gity approved pursuant to GC Section 65080.

showing area designation.

Uploaded to HCD Portal?

Yes

iance or a recorded, binding covenant, acceptable to the Department to reliably or exceeding that set forth in §200(b)(3). This mechanism must be in effect and

Yes

imum density ordinance or a recorded, binding nment to reliably ensure that future development will iling or exceeding that set forth in IIG §200(b)(2).

Uploaded to HCD Portal?

Yes

entail Units in the Qualifying Infill Project that the Eligible Applicant intends to pursue pursuant to §205, and for the purpose of rating applications pursuant to §400 and

Yes

of Affordable Units, and Units restricted to other income limits and Rents as set forth in §205 and for rating purposes pursuant to §402, shall be maintained or included in the application. The Department may modify the requirement set forth in the application provided that the Department determines that the local requirement will reliably

Yes

only.

are following:

these guidelines, the Qualifying Infill Project for which a Capital Improvement Agreement was approved pursuant to these guidelines:

these guidelines, which establishes the rules for Affordable Units in the

agreement or other Project or area-specific agreement between the Recipient and the City has been executed on or before July 31, 2019?

ability requirement of this paragraph if the agreement includes affordability requirements for the production of Affordable Units for Very Low-, Lower- or Moderate-Income

N/A

§200:

development pursuant to one of the following adopted plans:

1. A Comprehensive Zoning Ordinance approved pursuant to GC Section 65080.

2. A grant Award made pursuant to the provisions of the Affordable Housing Act, numbered within two years of the date an Award was made shall be rescinded, as well as any recapture grant fund Awards where the development of the related housing units is not completed by the date of the grant Award, as determined by the Department in its sole and absolute

Yes

Entities must provide a minimum of 15 percent (15%) of the Restricted Units with mobility features such as ramps, elevators, and vision features.

Yes

Entities must meet the following requirements:

and funding to the extent applicable, and, subject to any modifications or waivers as set forth in the Statutes of 2019 that shall be set forth in a Standard Agreement. It is noted that the competitive Award process.

N/A

of the Capital Improvement Project grant amount is permitted, subject to the

iple Department Funding Sources Memo shall remain applicable. A maximum of  
lopment loans and two (2) housing-related infrastructure grants may be used on  
provided through the Affordable Housing and Sustainable Communities program  
ment (TOD) Implementation program - Infrastructure grants, and infill

Yes
Yes

ove that are at least 14 years old and that will be assumed or recast as part of

funding sources may be specified in the NOFA.

grant funds, on a per unit, per project, and/or per Sponsor basis, may be further

Yes
Yes

--

Yes
-----

ualifying Infill Project?

TRUE
FALSE

lowing:

the city, county, or city and county that has jurisdiction over a qualifying infill

No
----

artment of Housing and Community Development (Department) relies upon for  
st, and which controls the Rental Housing Development during development and

oper may include a Tribally Designated Housing Entity, as defined in Section

y may be submitted and will be accepted no later  
rovide after application and no later than October  
@hcd.ca.gov.

Uploaded to HCD Portal?

N/A
-----

tal housing. For purposes of this subdivision, an entity has “capacity” if it has  
ional needs of the Rental Housing Development; to maintain the Fiscal Integrity  
igations in connection with the Rental Housing Development. Evidence of  
e. Applicant shall satisfactorily demonstrate capacity at the time of its application

le rental housing as described at above paragraph?

velopment throughout the full term of the Department’s use restriction on the  
ment is structured with or through a special purpose entity, the Recipients shall  
ance with [UMR §8313.2](#) and throughout the full term of the Department’s use  
t will abide by this control requirement at the time of its application for the funds

g Development as described at above paragraph?

79 should read "Yes, Community-Based Developer is the Sponsor"

ds?

expenses as required by [§16727 of the GC](#).

n, demolition, relocation, preservation, acquisition, or other physical

ment of Transit Station parking spaces (including replacement required by a transit  
al for the Qualifying Infill Project within one-half mile of a Major Transit Stop or

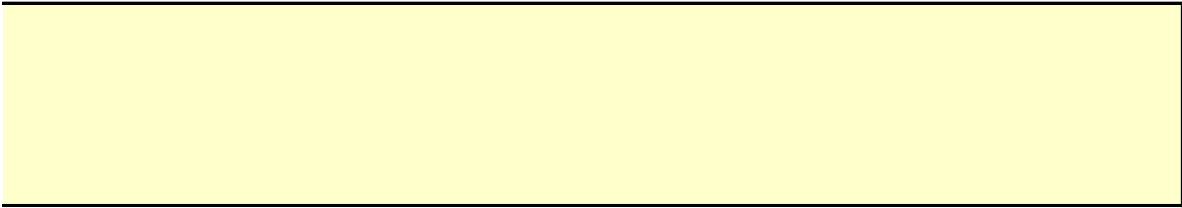
FALSE

g lifts. The minimum residential per Unit parking spaces in Structured  
ed one parking space per residential Unit, and not to exceed \$50,000 per

nit?

/ if used for the identified Capital Improvement Projects. Funded impact fees

Does Funded impact fees exceed 5 percent of the Program award.



Yes

Yes

Yes

set forth in the NOFA, §202, and the application.

Yes

he application and uploaded files, the Department should be able to review the

Yes

may request clarifying information, provided it does not affect the competitive will not be deemed incomplete; however, failure to submit necessary documents, application. Information or documents received after the application submission

Yes

Yes

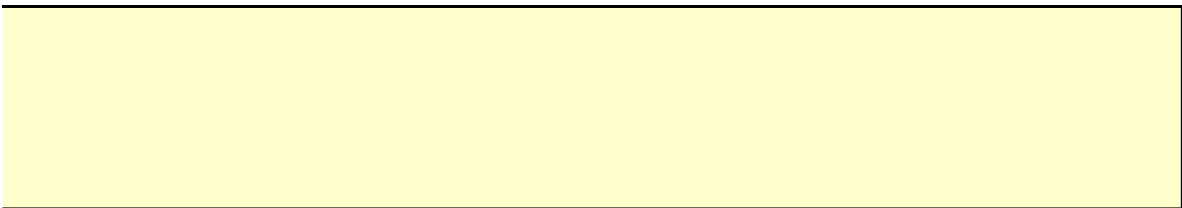
Recipient/Sponsor and a co-Recipient/Sponsor (except where the d by the Department, prior to issuance of a Standard Agreement.

Yes

re threshold and eligibility requirements of these guidelines, and applicable use guidelines. The applications with the highest number of points shall be ents and achieve specified minimum scores as identified in the NOFA.

Yes

Yes



; financially feasible as evidenced by documentation such as, but not limited to, s statement, or other feasibility documentation that is standard industry practice

Yes

ment with proposed Rents in the Assisted Units and is feasible pursuant to the

Yes

ic transportation, shopping, medical services, recreation, schools, and

Yes

le service amenities sufficient to achieve a minimum score of 7 points pursuant

Yes

ing for TCAC points, include service amenity name, amount of TCAC points earned.

Uploaded to HCD Portal?

Yes

nolition as set forth in UMR §8302;

Yes

ies with the site control requirements as set forth at UMR §8303 and §8316  
ie Award date. The term of the Award shall be five years from the date of  
; Department at its sole discretion, but in no event shall the term of the

Yes

le documentation, in form and substance reasonably satisfactory to the  
erest/option, a disposition and development agreement, an exclusive right to  
emonstrates that the Applicant has some form of right to acquire or lease the

ment will require the execution and recordation of the Department's form lease  
nd lessee, the Department, and any other applicable parties. In all cases, the

d prior to the disbursement of Program funds.

petual, or of sufficient duration to meet Program requirements, and which allows  
d alter the property underlying the right of way or easement; and

ction of any improvements or facilities within the public right of way or on public

n country, the following exceptions apply:

al Entity and the Project owner is for a period not less than 50 years; and

table in lieu of a title report.

g obligations in Section 300?

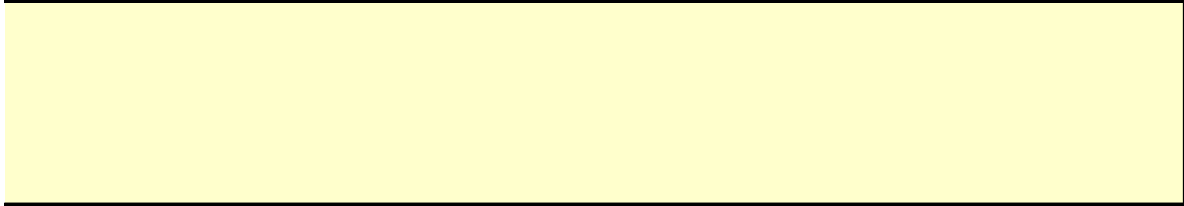
Yes

[Empty yellow rectangular box]

edge, understand, and agree to comply with the following sections of the 2022 IIG

\_\_\_\_\_





**ocument**

### Local Approvals and Environmental Review Verification

To the Sponsor/Applicant: Submit this form to the agency or department of local government responsible for administration of the items listed. This form may be submitted to more than one agency or department if necessary. If an item is not required, include the reason why in box provided.

Project Sponsor/Applicant:	Tenderloin Neighborhood Development Corporation
Sponsor/Applicant Address:	201 Eddy Street
Sponsor/Applicant City:	San Francisco
Project Name:	2550 Irving
Project Address/site:	2550 Irving Street
Project City:	San Francisco
Project County:	San Francisco
Assessor Parcel Numbers (APNs):	1724/038

To the local jurisdiction: The Sponsor/Applicant named above has submitted an application to the State Dept. of Housing and Community Development (HCD) requesting funding for the Project named above, under the Multifamily Super NOFA. Projects submitted for program funding are subject to a competitive rating process. Project readiness is a component of that process. Verification of items listed below will be used in evaluating Multifamily Super NOFA applications.

Is this Project approved "by right"?	Yes		
	Applicable for this Project	Final date of Public Comment Period	Approved Date
CEQA Environmental Clearance is finally approve or unnecessary:	CEQA	No	

Specify in the box below, items not required and explain why (include documentation, if applicable):

The Project has been determined eligible for SB-35 and therefore does not require CEQA review.

	Required for this Project?	Under Review?	Verified as Completed and date completed
All necessary, discretionary, and non-discretionary public land use approvals except building permits and other ministerial approvals are:	No		

Specify in the box below, items not required and explain why (include documentation, if applicable):

There are no land use approvals or entitlements required for the Project except the building permit.

Dated: 6/13/2022

Statement Completed by (please print):	Maggie Laush
Signature:	Maggie Laush
Title:	Planner
Agency or Department:	San Francisco Planning Department
Agency or Department Address:	49 South Van Ness, Suite 1400, San Francisco, CA 94103
Agency or Department Phone:	(628) 652-7600

**Certification & Legal Status**

**On behalf of the entity identified in the signature block below, I certify that:**

- 1) The information, statements and attachments included in this Application are, to the best of my knowledge and belief, true and correct.
- 2) I possess the legal authority to submit this Application on behalf of the entity identified in the signature block.
- 3) The following is a complete disclosure of all identities of interest - of all persons or entities, including affiliates, that will provide goods or services to the Project either (a) in one or more capacity or (b) that qualify as a "Related Party" to any person or entity that will provide goods or services to the Project. "Related Party" is defined in §10302 of the California Code of Regulations (CTCAC Regulations):

4) As of the date of Application, the Project, or the real property on which the Project is proposed (Property) is not part to or the subject of any claim or action at the State or Federal appellate level.

5) I have disclosed and described below any claim or action undertaken which affects or potentially affects the feasibility of the Project.

In addition, I acknowledge that all information in this Application and attachments is public, and may be disclosed by the State.

Maurilo Leon	Chief Executive Officer		
Printed Name	Title of Signatory	Signature	Date

**Legal Disclosure**

For purposes of the following questions, and with the exceptions noted below, the term "applicant" shall include the sponsor(s)/Applicant(s), and any subsidiary of the sponsor(s)/Applicant(s) if the subsidiary is involved in (for example, as a guarantor) or will be benefited by the Application or the Project.

In addition to each of these entities themselves, the term "applicant" shall also include the direct and indirect holders of more than ten percent (10%) of the ownership interests in the entity, as well as the officers, directors, principals and senior executives of the entity if the entity is a corporation, the general and limited partners of the entity if the entity is a partnership, and the members or managers of the entity if the entity is a limited liability company. For Projects using tax-exempt bonds, it shall also include the individual who will be executing the bond purchase agreement.

The following questions must be responded to for each entity and person qualifying as an "applicant," or "joint applicant" as defined above.

**Explain all positive responses on a separate sheet and include with this questionnaire in the Application.**

**Exceptions:**

Public entity applicants without an ownership interest in the proposed Project, including but not limited to cities, counties, and joint powers authorities with 100 or more members, are not required to respond to this questionnaire.

Members of the boards of directors of non-profit corporations, including officers of the boards, are also not required to respond. However, chief executive officers (Executive Directors, Chief Executive Officers, Presidents or their equivalent) must respond, as must chief financial officers (Treasurers, Chief Financial Officers, or their equivalent).

**Civil Matters**

- |   |     |
|---|-----|
| 1) Has the applicant filed a bankruptcy or receivership case or had a bankruptcy or receivership action commenced against it, defaulted on a loan or been foreclosed against in <i>past ten years</i> ?   | No  |
| 2) Is the applicant currently a party to, or been notified that it may become a party to, any civil litigation that may materially and adversely affect (a) the financial condition of the applicant's business, or (b) the Project that is the subject of the Application?   | Yes |
| 3) Have there been any administrative or civil settlements, decisions, or judgments against the applicant within the past ten years that materially and adversely affected (a) the financial condition of the applicant's business, or (b) the Project that is the subject of the Application?  | No  |
| 4) Is the applicant currently subject to, or been notified that it may become subject to, any civil or administrative proceeding, examination, or investigation by a local, state or federal licensing or accreditation agency, a local, state or federal taxing authority, or a local, state or federal regulatory or enforcement agency?                        | Yes |
| 5) In the past ten years, has the applicant been subject to any civil or administrative proceeding, examination, or investigation by a local, state or federal licensing or accreditation agency, a local, state or federal taxing authority, or a local, state or federal regulatory or enforcement agency that resulted in a settlement, decision, or judgment? | Yes |

**Criminal Matters**

- |  |    |
|--|----|
| 6) Is the applicant currently a party to, or the subject of, or been notified that it may become a party to or the subject of, any criminal litigation, proceeding, charge, complaint, examination or investigation, of any kind, involving, or that could result in, felony charges against the applicant?  | No |
| 7) Is the applicant currently a party to, or the subject of, or been notified that it may become a party to or the subject of, any criminal litigation, proceeding, charge, complaint, examination or investigation, of any kind, involving, or that could result in, misdemeanor charges against the applicant for matters relating to the conduct of the applicant's business?       | No |
| 8) Is the applicant currently a party to, or the subject of, or been notified that it may become a party to or the subject of, any criminal litigation, proceeding, charge, complaint, examination or investigation, of any kind, involving, or that could result in, criminal charges (whether felony or misdemeanor) against the applicant for any financial or fraud related crime? | No |
| 9) Is the applicant currently a party to, or the subject of, or been notified that it may become a party to or the subject of, any criminal litigation, proceeding, charge, complaint, examination or investigation, of any kind, that could materially affect the financial condition of the applicant's business?  | No |
| 10) Within the past ten years, has the applicant been convicted of any felony?   | No |
| 11) Within the past ten years, has the applicant been convicted of any misdemeanor related to the conduct of the applicant's business?   | No |
| 12) Within the past ten years, has the applicant been convicted of any misdemeanor for any financial or fraud related crime?   | No |

**Please provide a letter of explanation if you responded "Yes" to any of the questions above.**

File Name:	97. Sponsor/Applicant Certification LOE	Letter of Explanation(s) for Certification & Legal "Yes" answers, or as clarification deemed necessary by the Sponsor/Applicant for information included in this application.	Uploaded to HCD Portal?	Yes
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Maurilo Leon	Chief Executive Officer		
Printed Name	Title of Signatory	Signature	Date

## Organizational Documents

The following is intended as a brief summary of legal documents commonly required to verify the legal authority of the private entity or entities applying to HCD for an Award of funds and does not apply to public applicants. Documents required to apply for funds (threshold requirements) are legally distinct from those required to enter into a standard agreement or to receive bonus points. For projects receiving an Award of HCD funds, additional documents, or corrections, may be required prior to execution of the Standard Agreement.

## Organizational Charts

Complete organizational charts are required for the Sponsor/Recipient, Borrower, MGP and AGP (if different from the Sponsor).

## Corporate Entities

Articles of Incorporation (Corp. Code **§154, 200 and 202**) as certified by the CA Secretary of State.

Bylaws and any amendments thereto (Corp. Code **§207(b), 211 and 212**)

Certificate of Amendment of Articles of Incorporation (Corp. Code **§900-910** (general stock), **§5810-5820** (public benefit and religious corporations), **§7810-7820** (mutual benefit corporations), or **§12500-12510** (general cooperative corporations)) as applicable.

Restated Articles of Incorporation (Corp. Code **§901, 906, 910** (general stock), **§5811, 5815, 5819** (public benefit and religious corporations), **§7811, 7815 and 7819** (mutual benefit corporations) and **§12501, 12506 and 12510** (general cooperative corporations)) as applicable.

Statement of Information (CA Secretary of State form SI-100 or SI-200)

Shareholder Agreements (Corp. Code **§186**) if applicable.

Certificate of Good Standing certified by Secretary of State. Certificate of Good Standing must be dated 30 days or less from the application due date.

## Limited Liability Companies

Articles of Organization (CA Secretary of State form LLC-1)

Certificate of Amendment (CA Secretary of State form LLC-2) if applicable.

Restated Articles of Organization (CA Secretary of State form LLC-10) if applicable.

Certificate of Correction (CA Secretary of State form LLC-11) if applicable.

Statement of Information (CA Secretary of State form LLC-12 or LLC-12NC)

Operating Agreement (Corp. Code **§17707.02(s) and 17701.10**)

Certificate of Good Standing certified by Secretary of State. Certificate of Good Standing must be dated 30 days or less from the application due date.

## Limited Partnerships

Certificate of Limited Partnership (CA Secretary of State form LP-1)

Amendment to Certificate of Limited Partnership (CA Secretary of State form LP-2) if applicable.

Certificate of Correction (CA Secretary of State form LP-2) if applicable.

Limited Partnership Agreement (CA Corp. Code **§15901.02(x) and 15901.10**)

Amended and Restated Limited Partnership Agreement

Certificate of Good Standing certified by Secretary of State.

## Tribal Entity

## Application Development Team (ADT) Support Form

Please complete the "yellow" cells in the form below and email a copy to: [AppSupport@hcd.ca.gov](mailto:AppSupport@hcd.ca.gov), A member of the Application Development Team will respond to your request as soon as possible.

Full Name:		Date Requested:		Application Version Date:			
Organization:		Email:		Contact Phone:			
<b style="color: red;">Justification:</b>							
Issue #	Tab / Sheet Name	Section	Cell(s) #	Update / Comment	Urgency	ADT Status	Tester
1							
2							
3							
4							
5							
6							
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10							