

Application Development Team (ADT) Support Form V3 4/30/25

Please complete the "yellow" cells in the form below and email a copy to: AppSupport@hcd.ca.gov and Homekey.Help@hcd.ca.gov. A member of the Application Development Team will respond to your request.

Full Name:	Emily Martin	Date Requested:	1/26/26	Application Version Date:	4/30/25
Organization:	Mosaic Urban Development	Email:	emartin@mosaicurban.org	Contact Phone:	(925) 818-6503

Issue #	Sheet/Tab name	Section	Cell#	Describe the issue/error or suggestion	Urgency	ADT Status	Status Date
1	Dev Sources	Construction	H5	This cell is automatically adding the commercial costs to what is being paid by the Homekey+ grant, which is not allowed per the regs.	High	Resolved	3/10/26
2	Dev Sources	Permanent	H28	This cell is automatically adding the commercial costs to what is being paid by the Homekey+ grant, which is not allowed per the regs.	High	Resolved	3/10/26
3	Max Funds & Unit Mix Award	Relocation calc.	AA6, AA33 & P60	I correctly entered the relocation costs on the Dev Budget TAB cells D30 and E30. I correctly show the sources that are paying for these costs on the Dev S&U Budget TAB. Because HK+ will only pay for residential costs and can only pay for 1/2 of relocation costs, the	High	Resolved	3/10/26
4	Calculation Worksheet	Builder Overhead	AL77	Because AL76 is a decimal, I think that the AL77 formula should readIF(\$AL\$76>.14, FALSE, TRUE))	High	Resolved	3/10/26
5							
6							
7							
8							
9							
10							

2024 Homekey+ Program

Notice of Funding Availability (NOFA)

November 26, 2024

Funding Application



State of California

Gavin Newsom, [Governor](#)

Business, Consumer Services and Housing Agency

Tomiquia Moss, [Secretary](#)

<https://www.bcsb.ca.gov/>

Department of Housing and Community Development (HCD)

Gustavo Velasquez, [Director](#)

651 Bannan Street, Sacramento, CA 95811 Telephone: (916) 263-2771

Homekey@hcd.ca.gov

[Homekey+ Program](#)

<https://www.hcd.ca.gov>

Instructions

When opening this file, a yellow banner at the top may appear with a button that says, "Enable Editing", and/or "Enable Macros". It is essential that you click this box(es) so that the macros are enabled. Enabling macros is necessary for full workbook/application functionality.

WARNING: Partial functionality of this application/workbook **WILL BE LOST** when using **Apple Mac Computers**. The Department **highly** recommends using PC Computers and Microsoft Office 2013 or newer to complete the application.



Microsoft has recently added blocking of macros by default, if this happens when you open the application, please follow the instructions in the Word document added as an icon to the right (double-click to open).

When completing this Application, it is required not to skip/jump to other sheets, start entering data from top to bottom and left to right when selecting a new sheet to work with.

Application materials must be submitted electronically via HCD portal system. Requirements for uploading the Application Workbook and required supporting documentation, including naming conventions, are described in the application instructions available at [Homekey+ | California Department of Housing and Community](#)

Homekey applications will be accepted as set forth in the NOFA.

Application must be on the Department's forms and cannot be altered or modified by the Applicant. Excel Application must be in Excel format, not a PDF document.

If the Applicant discover any errors within application, use the Application Support sheet and email the entire workbook to AppSupport@hcd.ca.gov

It is recommended that Applicant(s) start from left to right and top to bottom for a better understanding and functionality of this application.

Additional instructions and guidance are given throughout the Application in "red" text and in **cell comments**. Cell Notes/Comments are very important to read as some of these will provide directions for completing your application.

"Yellow" cells are for Applicant input. It is very important that you answer **ALL** yellow cells, failure to provide all information may disqualify your application from consideration or may negatively impact your point score.

"Orange" cells are **required** attachments. Failure to provide the required attachments and documentation may disqualify your application from consideration or may negatively impact your point score. Electronically attached files must use the naming convention in the Application.

"Red" cells indicate the Applicant(s) has failed to meet a requirement of the program, threshold, scoring, upload, or certification.

"Blue" cells are self-score points awarded in the "Scoring" worksheet. These are automated calculations based on the inputs provided by the Applicant.

Disclosure of Application: The application is a public record, which may be available for public review pursuant to the [California Public Records Act \(CPRA\) \(Division 10 \(commencing with Section 7920.000\) of Title 1 of the Government Code\)](#). After final Homekey+ Awards have been issued, HCD may disclose any materials provided by the Applicant to any person making a request under the CPRA. HCD cautions Applicants to use discretion in providing information not specifically requested, including but not limited to bank account numbers, personal phone numbers, and home addresses. By providing this information to HCD, the Applicant is waiving any claim of confidentiality and consents to the potential disclosure of submitted material upon request.

Homekey Summary (auto populated from "Max Funds & Unit Mix Award", and "Scoring" worksheets)						
Gap Financing Project type?	FALSE	New construction cost containment Project type?	FALSE			
Max Capital Baseline Award	\$12,600,000	Additional Contribution	\$4,400,000	Total Requested Capital Award	\$13,200,000	
Operating Subsidy	\$2,657,182	50% Relocation Costs	\$12,500	Total Requested Operating Subsidy	\$2,657,182	
Total Requested Homekey Award (capital + operating + 50% relocation costs)				\$15,869,682		
Number of Doors at Acquisition	63	Number of Units Proposed in the Project	63	Number of Assisted Units	44	
Number of At-Risk of Homelessness Units	0	Number of Chronically Homeless Units	0	Number of Homeless Units	0	
Number of Homeless Youth or Youth at Risk of Homelessness Units	0	Number of Units accessible to persons with hearing or vision disabilities	0			
Number of Units accessible to persons with mobility disabilities	0	Veteran Units	44	Non HK+ units	19	

Optional answer will not affect application review or ranking. Applicant(s) or Joint Venture Entity meets CDLAC Definition of BIPOC Organization? per [CDLAC 523\(f\)\(1\)\(B\)](#), [TCAC 10327\(c\)\(2\)\(E\)](#)? No

Eligible Applicant		Entity name	City and County of San Francisco			
Eligible applicant type	City and County		Organization type	Government Agency		
File Name	02a. App1 Cert & Legal Disclosure	Reference: Applicant Certification Worksheet.			Uploaded to HCD?	Yes
File Name	02b. App1 Authorizing Resolution	Authorizing Resolution			Uploaded to HCD?	Yes
File Name	02c. App1 Signature Block	Signature Block - upload in Microsoft Word Document.			Uploaded to HCD?	Yes
File Name	02d. App1 TIN Form	Completed Government TIN form.			Uploaded to HCD?	Yes

Co-Applicant #1		Entity name	629 Post, LLC			
Eligible applicant type	Limited Liability Corporation		Organization type	Non-profit Corporation		
File Name	03a. Co-App1 Cert & Legal Disclosure	Reference: Applicant Certification Worksheet.			Uploaded to HCD?	Yes
File Name	03b. Co-App1 OrgDoc1, Co-App1 OrgDoc2, etc.	Reference: Entity Org Docs Worksheet.			Uploaded to HCD?	Yes
File Name	03c. Co-App1 Authorizing Resolution	Authorizing Resolution			Uploaded to HCD?	Yes
File Name	03e. Co-App1 Signature Block	Signature Block - upload in Microsoft Word Document.			Uploaded to HCD?	Yes
File Name	03f. Co-App1 Cert of Good Standing	Dated 30 days or less from the application due date.			Uploaded to HCD?	Yes
File Name	03g. Co-App1 EIN Verification	EIN Verification (IRS form SS-4) (except jurisdictions)			Uploaded to HCD?	Yes
File Name	03h. Co-App1 Tax-Exempt Status	Evidence of tax-exempt status from IRS and FTB for Corporations (Non-Profits Only).			Uploaded to HCD?	Yes
File Name	03i. Co-App1 Payee Data Record	Completed Payee Data Record.			Uploaded to HCD?	Yes
File Name	03j. Co-App1 TIN Form	Completed Government TIN form (jurisdictions only).			Uploaded to HCD?	N/A

Co-Applicant #2		Entity name	Swords to Plowshares: Veterans Rights Organization			
Eligible applicant type	Corporation		Organization type	Non-profit Corporation		
File Name	04a. Co-App2 Cert & Legal Disclosure	Reference: Applicant Certification Worksheet.			Uploaded to HCD?	Yes
File Name	04b. Co-App2 OrgDoc1, Co-App2 OrgDoc2, etc.	Reference: Entity Org Docs Worksheet.			Uploaded to HCD?	Yes
File Name	04c. Co-App2 Authorizing Resolution	Authorizing Resolution			Uploaded to HCD?	Yes
File Name	04e. Co-App2 Signature Block	Signature Block - upload in Microsoft Word Document.			Uploaded to HCD?	Yes
File Name	04f. Co-App2 Cert of Good Standing	Dated 30 days or less from the application due date.			Uploaded to HCD?	Yes
File Name	04g. Co-App2 EIN Verification	EIN Verification (IRS form SS-4) (except jurisdictions)			Uploaded to HCD?	Yes
File Name	04h. Co-App2 Tax-Exempt Status	Evidence of tax-exempt status from IRS and FTB for Corporations (Non-Profits Only).			Uploaded to HCD?	Yes
File Name	04i. Co-App2 Payee Data Record	Completed Payee Data Record.			Uploaded to HCD?	Yes
File Name	04j. Co-App2 TIN Form	Completed Government TIN form (jurisdictions only).			Uploaded to HCD?	N/A

Co-Applicant #3 Entity name N/A

Co-Applicant #4 Entity name N/A

Managing General Partner Entity name N/A

Administrative General Partner #1 Entity name N/A

Administrative General Partner #2 Entity name N/A

Manager of LLC		Entity name	Swords to Plowshares: Veterans Rights Organization			
File Name	10a. MLLC Cert & Legal Disclosure	Reference: Applicant Certification Worksheet.			Uploaded to HCD?	Yes
File Name	10b. MLLC OrgDoc1, MLLC OrgDoc2, etc.	Reference: Entity Org Docs Worksheet.			Uploaded to HCD?	Yes
File Name	10c. MLLC Resolution	Authorizing Resolution.			Uploaded to HCD?	Yes
File Name	10e. MLLC Signature Block	Signature Block - upload in Microsoft Word Document.			Uploaded to HCD?	Yes
File Name	10f. MLLC Cert of Good Standing	Dated 30 days or less from the application due date.			Uploaded to HCD?	Yes
File Name	10g. MLLC Tax-Exempt Status	Evidence of tax-exempt status from IRS and FTB for Corporations (Non-Profits Only).			Uploaded to HCD?	Yes

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File Name	10h. MLLC Payee Data Record	Completed Payee Data Record.	Uploaded to HCD?	Yes
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Additional Applicant(s) documents

File Name	11. LLC OA	Operating Agreement	Uploaded to HCD?	Yes
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Are there affiliate or subsidiary entities that provide operational or financial support to the Applicant or Co-Applicants?	N/A
Is the Applicant an affiliate or subsidiary of another entity such as a parent company?	N/A
Will the Applicant rely on related party entity(ies) to develop, construct, or operate the proposed Project?	Yes

Project Development Type	Rehabilitation	Housing Type	Permanent Housing	Geographic Region	Bay Area
Project Name	629 Post		Project Address	629 Post Street	
Project County	San Francisco	Project City	San Francisco	State:	CA
				Project Zip	94109
	(APNs):		Census Tract(s)		
0305-032					

Has the Applicant(s) applied, plan to apply, or been awarded other HCD program funds for this proposed Project?	No
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Utilizing Tax Credits?	None
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Is Project located in a Rural Area as defined by H&S Code §50199.21? Applicant must use the TCAC Method for determining rural status.	Documentation of rural status (2025)	No
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Project Description: be as specific as possible and be sure to include eligible uses, relocation needs, Homekey+ operating subsidy and match.

629 Post Street, built in 1925, is originally a six-story building with an unfinished basement, three ground floor commercial units, a mezzanine level with three SRO units and 60 SRO units on floors 2 through 6. Unlike most SRO hotels in the area, each of the rooms has a private 3-fixture bathroom with a sink, toilet, and shower. The rehabilitation scope of 629 Post (Project, Property) will consist of conversion into 63 units of affordable housing for veterans who are formerly homeless and at-risk of homelessness. Homekey+ funds will support permanent supportive housing (PSH) for 20 studio units and 24 SRO units. The Project will also house a Safe Haven interim housing program consisting of 19 SRO units, and an existing commercial laundry business will remain on the ground floor. The lower Nob Hill neighborhood is a high-density mixed-use neighborhood with multifamily residential, ground floor retail, restaurants, bars, office, hotel, and entertainment. The Project has good transportation access with bus lines, BART, and cable cars in close proximity. Adjacent uses include residential and tourist hotels with ground-floor commercial uses including a salon, café, bar and restaurant; apartments, and a garage occupied by a rental car agency. The City has invested in affordable housing and services in the vicinity.

The City and County of San Francisco (City), acting by and through the Mayor's Office of Housing and Community Development (MOHCD), serves as Applicant for this Homekey+ application. MOHCD selected Swords to Plowshares, a nonprofit: Veterans Rights and Services Organization (Swords) as the City's partner for this opportunity because Swords has been a proven partner at numbers of many PSH sites in San Francisco serving veterans. Swords is the Managing Member of 629 Post LLC (LLC) which holds title to the Property. Both the MOHCD and the LLC will serve as co-applicants for HK+ funding. The building was purchased by the LLC in 2023 with a loan from MOHCD. The MOHCD loan and Homekey+ capital award are the only two capital development sources.

The HK+ capital award will be utilized for the rehabilitation, which primarily consists of a voluntary seismic upgrade, securing the floor supports to the building envelope, building out the basement level, extending the elevator to the basement, an all-new fire alarm system, underground sewer, roofing, and heating system. All units will receive new drywall and paint as needed (the seismic work requires the opening up of walls and ceilings), the installation of telecom jacks and two-way communication systems, new light fixtures, outlet covers and window coverings. The existing furniture (bed, nightstand, dresser, dining table, chairs, small sofa) is in good condition and will remain. The four larger corner units on Floors 2 through 6 will be converted to studios by adding kitchenettes that include a refrigerator, stovetop and sink for in-unit food preparation in these 20 units. The unfinished basement will be built out to include office space for service providers, a communal kitchen, a laundry room, dining room, utility room, and trash room. Of the three existing ground floor commercial spaces

§201. Eligible Uses

Applicants acknowledges the "Eligible Uses" of the Homekey+ funds.

The list of eligible uses are as follows: (Applicants, please select all the items below for which the Homekey+ funds will be utilized for. Select "Yes" or "No") to all below

a. Acquisition or Rehabilitation, or Acquisition and Rehabilitation, of motels, hotels, hostels, apartments or homes, assisted living residences, manufactured housing, commercial properties, and other buildings with existing uses that could be converted to Permanent Supportive Housing (PSH).	Yes
b. Master leasing of properties for PSH.	No
c. Conversion of units from nonresidential to residential PSH. (i.e. adaptive reuse) and conversion of Interim Housing to PSH.	No
d. New construction of dwelling units (see §501).	No
e. Gap financing (Strictly for §502 project types only , please read and understand this section before selecting "Yes").	No
f. The purchase of affordability covenants and restrictions for units.	No
g. Relocation costs for individuals who are being displaced because of the Homekey+ Project.	Yes
h. Capitalized operating subsidies for PSH units purchased, converted, constructed, or altered with funds provided pursuant to HSC §50675.1.3.	No
ii. Applicant acknowledges that the Ineligible uses include all those stated at §201(ii).	Yes

§202. Eligible Projects

Homekey+ funds Permanent Supportive Housing (PSH) and will require a 55-year affordability term. HCD welcomes and will consider a variety of innovative housing solutions as eligible Projects, including excess state-owned property developments. The following list of eligible Projects is not exhaustive.

Eligible Project Type	iii. Conversion of buildings with existing residential or interim uses that will be used to create PSH units.
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§205. Capital Award and Match

i. Additional Contribution Amount – Capital Match	
Beyond the baseline amount, the Eligible Applicant may leverage a 1:1 local match to provide up to \$100,000 in additional funds per door/Unit. Capital match may be obtained from any source, including any federal, state, local, private, or philanthropic source.	
Will the Applicant(s) be providing local match, up to \$100,000 in additional funds per door?	Yes

§301. Additional Application Materials

In addition to requirements detailed in §300, to be eligible for Homekey+ funding, an application shall demonstrate to HCD the following:

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Applicants and Co-Applicants must be in good standing with the State of California and all agencies and departments thereof. By way of example and not limitation, an Applicant and Co-Applicant must be qualified to do business in the State of California and must be in good standing with the California Secretary of State and the California Franchise Tax Board. **Applicants that are delinquent in meeting the material requirements of previous Department awards may, in the Department's reasonable discretion, fail threshold review.** Certificate of Good Standing dated within 30 days of application due date must be submitted with the application.

- NOTE:** A certificate of good standing from the California Secretary of State is requested above and under the Applicant and Co-Applicants entity name.
- ii. Completed Certification and Legal Disclosure Statement
- iii. Signature Block for all Applicants entities in Word Format
- iv. Payee Data Record STD204 (except for Eligible Applicants)
- v. Taxpayer Identification Number (FISCAL TIN Form)
- vi. EIN Verification (IRS form SS-4) (except for Jurisdictions)
- vii. Tax-Exempt State from IRS or FTB (if applicable)

NOTE: These items above (ii-vii) are requested above and under the Applicant and Co-Applicants entity name.

viii. CEQA Determination (if applicable)

ix. NEPA Authority to Use Grant Funds (if applicable)

NOTE: These items above (viii-ix) are requested at the "Project Overview" sheet, starting with row 474.

x. Phase 2 Environmental Report if needed as stated in Phase 1 ESA report (if Applicable)

NOTE: This item above (x) is requested at "Threshold Requirements" sheet at row 123.

xi. A letter from the local county behavioral health department describing the support for the Project (capital, operating or service commitments, referrals, stakeholder collaboration, etc.). If the letter can't be secured, Applicant must describe efforts to obtain the letter.

Will the Applicant secure and provide the Department with letter from the local county behavioral health department describing the support for the Project (capital, operating or service commitments, referrals, stakeholder collaboration, etc.)?			Yes
File Name	12. Letter local county BHD	Provide the Department with letter from the local county behavioral health department describing the support for the Project (capital, operating or service commitments, referrals, stakeholder collaboration, etc.)	Uploaded to HCD? Yes

Is the Project a scattered site housing Project? UMR §8303(b)	No
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§304. Recording, Income and Underwriting Requirements

Homekey+ may fund all units in a Project or a portion of the units. If seeking Homekey+ funding for a portion of the units in a Project, Applicants must identify committed sources for the non-Homekey+ units. The non-Homekey+ units are not required to serve the Homekey+ Target Population and may therefore be restricted at higher AMI levels, which may help promote Project feasibility.

Will Homekey+ be funding **all units** in the proposed Project?

No
Yes

At time of acquisition, are there tenants residing at the Project site?

Applicants acknowledges that if, at the time of acquisition, an existing tenant's household income is at or below 50 percent AMI, but the tenant does not qualify as a member of the Target Population, the tenant may remain in place and the unit may still be funded by Homekey+. An Applicant may not include units in the Homekey+ application intended for Veterans if the existing tenant household is not a Veteran or a member of a Veteran's household. When, in the course of normal tenant turnover, the ineligible household moves from the unit, the unit shall thereafter be occupied by the Target Population. There should be no more than 49 percent of the Assisted Units that do not meet the Target Population at the time of acquisition. An existing household who meets the Target Population definition or was a member of the Target Population at the time they moved into the property will not be counted towards the 49 percent cap. Evidence confirming that existing tenants qualify as either at or below 50 percent AMI or Target Population will be required of the Applicant.

Yes

Applicant(s) acknowledges and understand that at year 15 from the recordation of the Affordability Covenant, in circumstances where the Grantee has not waived their right and Grantee has exhausted available operating funding and demonstrated to HCD that the Project is no longer feasible, HCD may approve an increase in income levels, to the minimum extent required for fiscal integrity, in five percent increments of Assisted Units up to 50 percent AMI. **AND**

Yes

HCD reserves the right to set restrictions on the unit mix, rent levels, and other factors deemed necessary. To the maximum extent possible, these changes shall minimize the impact on the lowest income Project residents and shall be phased in as gradually as possible. If, following any increase in rents and income limits, a. or modification of Target Population occupancy requirements, new resources become available, or market demand changes, allowing reversion to the former income and rent limits or Target Population occupancy requirements, HCD may re-impose these income limits and rent limits or Target Population occupancy requirements, in whole or in part, subject to an analysis of Project

iv. In addition to §300 above, Applicants purchasing Affordability Covenants and restrictions will also be evaluated on the following requirements:

Will the Applicants be purchasing Affordability Covenants and restrictions?

No

vi. As described in §101, the Project shall comply with the UMRs (Cal. Code Regs., tit. 25, § 8300 et seq.), to the extent those regulations are consistent with Homekey+ requirements, and shall meet the following Homekey+ underwriting requirements:

Applicants acknowledges and certifies to the following: In analyzing Project feasibility, Projects planning to use Tenant Based Vouchers (TBV) for rental income/subsidy sources shall limit projected TBV revenue sources to no more than 50% of the Project's assisted housing units in the application. Nothing in this a. NOFA shall be construed to conflict with or limit the operation of state law prohibiting discrimination against tenants based on source of income. Refer to §508 for non-discrimination policy requirements.

Yes

b. Applicants acknowledges that for Projects that do not have debt service, Project cashflow shall not exceed 12 percent of Operating Expenses in the first 15 years of operations.

Yes

Article V – Additional Program Requirements

Homekey+ Projects proposing to serve Veterans may also serve other qualifying members of the Target Population. The Veterans units will be funded from the Veterans allocation, and the remaining units will be funded from the other applicable allocation(s).

Per §500 Veterans Assisted Units, is this Application/Project proposing to serve Veteran Units?

Yes

Existing Doors versus proposed Units (include Manager's Units)	Total #						
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Project Overview

	Bedrooms	0 Bdrm	1 Bdrm	2 Bdrm	3 Bdrm	4 Bdrm	5 + Bdrm	Doors /Units	Total # Bedrooms	Total # Buildings	Total # Ingr. Units	Total # of Parking Spaces
Existing		63						63	63	1	0	0
Proposed		63	0	0	0	0	0	63	63	1	0	0

Building types	New Construction			Rehabilitation			Unit Size	Baths	Layout	Avg. Sq. Ft.	All Doors / Units
	Units	Stories	Bldgs.	Units	Stories	Bldgs.					
Townhouse/Row House							0 Bdrm.	1	Flat	200	63
One or Two Story Walk-Up							1 Bdrm.				0
Mid-Rise (3-5 stories)							2 Bdrm.				0
High-Rise (6+stories)				63	6	1	3 Bdrm.				0
Detached Single Family							4 Bdrm.				0
Duplex/4-Plex							5 Bdrm.				0
Non-Residential Bldg(s)											
Totals	0	0	0	63	6	1					63

Applicant Notes

The Property, built in 1925, is currently a six-story building with an unfinished basement, three ground floor commercial units, a mezzanine level with three SRO units and 60 SRO units on floors 2 through 6 for a total of 63 units. Unlike most SRO hotels in the area, each of the units at the Property has a private bathroom. Floors 2 through 6 each contain twelve SRO units. The proposed project will be converted into 45 SRO units and 18 studio units. The total number of units will be 63 units. The total number of units will be 63 units.

Amenities

Unit Amenities/Features											
<input type="checkbox"/> No	Air Conditioning	<input type="checkbox"/> Yes	Refrigerator	<input type="checkbox"/> Yes	Range	<input type="checkbox"/> Yes	Microwave	<input type="checkbox"/> No	Disposal	<input type="checkbox"/> No	
<input type="checkbox"/> No	Dishwasher	<input type="checkbox"/> No	Walk-In Closet	<input type="checkbox"/> No	Fenced Rear Yard	<input type="checkbox"/> No	Ceiling Fans	<input type="checkbox"/> Yes	Curtains/Blinds	<input type="checkbox"/> Yes	
<input type="checkbox"/> No	Fireplace	<input type="checkbox"/> No	Emergency Call	<input type="checkbox"/> No	Free Cable TV	<input type="checkbox"/> No	Storage Area	<input type="checkbox"/> No	Lofts	<input type="checkbox"/> No	
<input type="checkbox"/> No	Balcony	<input type="checkbox"/> No	Patio	<input type="checkbox"/> Yes	Stovetop for units that d	<input type="checkbox"/> Yes	Furniture	<input type="checkbox"/> Yes	(Other)	<input type="checkbox"/> (Other)	

Project Amenities

Elevator(s)	<input type="checkbox"/> Yes	1	Laundry Rms.	<input type="checkbox"/> Yes	1	Washers	<input type="checkbox"/> Yes	6	Dryers	<input type="checkbox"/> Yes	6
<input type="checkbox"/> Yes	Community Room	<input type="checkbox"/> Yes	Community Kitchen	<input type="checkbox"/> Yes	Computer Room	<input type="checkbox"/> Yes	High Speed Internet	<input type="checkbox"/> Yes			
<input type="checkbox"/> No	Fitness Room	<input type="checkbox"/> No	Picnic/BBQ Area(s)	<input type="checkbox"/> No	Tot Lot/Playground	<input type="checkbox"/> No	Sports Court	<input type="checkbox"/> No			
<input type="checkbox"/> No	Tennis Court	<input type="checkbox"/> No	Swimming Pool	<input type="checkbox"/> No	Jacuzzi/Sauna	<input type="checkbox"/> No	Bike Parking	<input type="checkbox"/> No			
		<input type="checkbox"/> Yes	One meal per day (in-kind)		(Other)		(Other)				

Security & Other

<input type="checkbox"/> Yes	Gated Entry	<input type="checkbox"/> Yes	Bldg. Card Key	<input type="checkbox"/> Yes	Security Patrol	<input type="checkbox"/> No	Security Cameras
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Describe any mandatory charges to tenants beyond allowable Rents.

None

List type of furnishings provided in each unit.

All of the units will be furnished with a bed, nightstand, dresser, dining table, chairs, and a small sofa. All of the 20 studios will also be furnished with a refrigerator.

Miscellaneous Information

Residential Space											
Residential Units	12,600	Common Areas	1,319	Community Room	473	Leasing Office	165	Additional Storage Space	89		
Subtotal Residential SF	14,646										
Maintenance Shop	466	Childcare Center	0	Service Area		Service Office	942				
Basement storage	0	(Other)		(Other)		(Other)					
Total Residential SF	16,054										

Residential Parking

Free Residential Parking Spaces											
Uncovered Tenant Parking	0	Covered Tenant Parking	0	Enclosed Tenant Parking	0	Tenant Guest Spaces	0				
Subtotal Parking Spaces	0										
Extra Spaces Tenants may Rent											
Extra Parking Spaces Tenants may Rent	0	Total Handicap Parking Spaces	2								
Grand Total Parking Spaces	0										

Commercial Space

Commercial Square Feet											
Commercial Area	408	Offices		Childcare Center		Storage Space					
Total Commercial SF	408										

Parking Spaces for Commercial Tenants

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Uncovered Parking	0	Covered Parking	0	Total Spaces	0
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Describe other available parking for commercial patrons

None

Income from sources other than residential Rents and subsidies

Laundry

No. of Units Using Central Laundry	44
Weekly Assumed Income Per Unit	\$6.82
Annual Total Laundry Income	\$15,599

Other Leased Spaces

Residential	Lease Terms	Rent/Mo.	Annual Gross
			\$0
			\$0
			\$0
			\$0
Commercial			
Wash and Fold	NNN	\$2,000.00	\$24,000
			\$0
			\$0
			\$0
Total Income from Other Leased Spaces			\$24,000

Residential Parking

Tenant Rental Spaces	0
Monthly Income Per Space	\$0
Annual Residential Parking Income	\$0

Commercial Parking

Number of Rental Spaces	0
Monthly Income Per Space	\$0
Annual Commercial Parking Income	\$0

Monthly utility allowance

Utilities	Type of Utility (Select from dropdown)	Does the owner or tenant pay utilities?	Enter Allowances for Tenant or Homeownership Paid Utilities by Bdrm. Size						
			0 bdrm	1 bdrm	2 bdrms	3 bdrms	4 bdrms	≥5 bdrms	
Heating	Electric	Owner	\$0						
Cooking	Electric	Owner	\$0						
Other Electric	Electric	Owner	\$0						
Air Conditioning									
Water Heating	Electric	Owner	\$0						
Water	Public	Owner	\$0						
Sewer	Public	Owner	\$0						
Trash	Public	Owner	\$0						
Other	Internet	Owner							
Total Tenant Utility Allowance			\$0	\$0	\$0	\$0	\$0	\$0	\$0

Source for utility allowances

Local PHA?	Yes	Name:	San Francisco Housing Authority				Effective date:	1/1/2025
HUD?	N/A	Utility Company (Actual Survey)?	N/A	CUAC?	N/A	Other?	N/A	
Applicant Notes:								
All utilities to be owner-paid. Utility Allowance schedule is included solely for reference purposes. Note this is an existing building with gas (not electric) heat and hot water, but the application workbook does not provide this as an option.								
File Name	16. Utility allowance	Schedule of utility allowances.				Uploaded to HCD?	Yes	

§504 Housing First

The Eligible Applicant shall certify to employ the core components of Housing First, as set forth at Welfare and Institutions Code §8255, subdivision (b), in its property management and tenant selection practices. Projects shall accept tenants regardless of sobriety, participation in services or treatment, history of incarceration, credit history, or history of eviction in accordance with practices permitted pursuant to Housing First practices, including local Coordinated Entry System prioritization protocols, or other federal or state Project funding sources.

Yes

§505 Tenant Referrals

Referrals to Homekey+ Assisted Units shall be made through the local Coordinated Entry System (CES), or another comparable prioritization system based on greatest need for housing and services, to determine the most appropriate referral. Homekey+ units should be reserved for serving the Target Population where households are more appropriately served by PSH, including referrals from persons exiting encampments. Households with lower levels of need may be better served by other housing and less intense service interventions.

Applicants must demonstrate efforts to coordinate with their local county behavioral health department, to ensure the referral process to the Homekey+ units is aligned with the requirements of this NOFA.

If referrals will be made using a prioritization system other than CES, the Applicant must describe the plan for tenant referrals in detail, including which agency is responsible for managing the referral approach and what stakeholders are involved in the prioritization process. Awardees are encouraged to consider an alternative referral system consisting of referrals for persons exiting encampments, incarceration, or treatment facilities. Prioritization for Homekey+ units should be based on greatest need factors and assessments established by the local jurisdiction in collaboration with the Continuum of Care (CoC). CoC collaboration in Project and Supportive Services design is also strongly encouraged to help target and serve those with the greatest need.

Will referrals be made using a prioritization system other than CES?

No

§505 Participation in the Homeless Management Information System (HMIS)

If awarded Homekey+ funds, Applicants hereby certifies to comply with the following:
Pursuant to Assembly Bill 977 (Statutes of 2021-22), Grantees who have been awarded HCD funding under the Homekey+ program must enter Universal and Common Data Elements as defined by HUD, on the individuals and families served into the Homeless Management Information System (HMIS). For more information about this requirement visit [Homelessness Program Data Reporting | California Department of Housing and Community Development](#)

Yes

Any health information provided to, or maintained within, the statewide Homeless Management Information System shall not be subject to public inspection or disclosure under the California Public Records Act (Division 10 (commencing with §7920.000) of Title 1 of the Government Code). "Health information" means "protected health information" as defined in Part 160.103 of Title 45 of the Code of Federal Regulations, and "medical information," as defined in subdivision (j) of §56.05 of the Civil Code.

§507 Relocation

In addition to the relocation Assistance Narrative required in §500 submitted at the time of application, before the Homekey+ Award will be disbursed, Grantee must submit either:

Project Overview

- a. A Department-approved relocation plan; or
- b. An HCD-issued Certification Regarding Non-Application of Relocation Benefits and Indemnification Agreement (certificate of no-relocation), which has been duly executed and approved by HCD.

Grantee must comply with all applicable federal, state, and local relocation law. Pursuant to relocation law, a Grantee must have a relocation plan prior to proceeding with any phase of a Project or other activity that will result in the displacement of persons, businesses, or farm operations. To ensure that displaced persons and entities do not suffer a disproportionate impact as a result of Projects which benefit the public, all notices to vacate and relocation services must be provided to them in accordance with applicable law.

HCD will identify its form, substance, and submittal requirements for these relocation documents in the Homekey+ application materials. Where the Grantee's activities will or may result in displacement, the Grantee's development budget shall include enough funds to pay all costs of relocation benefits and assistance. Any modifications to the foregoing process requirements must be approved in advance by HCD in writing.

Does the proposed Project trigger State Relocation Assistance Law ?	Yes			
Are costs sufficient, pursuant to the relocation plan and included in the Project's Development Budget?	Yes			
File Name	18. Relocation Plan	Relocation Plan.	Uploaded to HCD?	Yes

§508 Non-Discrimination and Accessibility

Grantees shall adopt a written non-discrimination policy requiring that no person shall, on the grounds of race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, marital status, national origin, ancestry, familial status, source of income, disability, age, medical condition, genetic information, citizenship, primary language, immigration status (except where explicitly prohibited by federal law), arbitrary characteristics, and all other classes of individuals protected from discrimination under federal or state fair housing laws, individuals perceived to be a member of any of the preceding classes, or any individual or person associated with any of the preceding classes be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity funded in whole or in part with program funds made available pursuant to this [NOFA](#).

NOTE: A written non-discrimination policy is required at "Threshold Requirements" sheet.

Grantees certifies to comply with the requirements of the [Americans with Disabilities Act of 1990 \(U.S.C § 12101 et seq.\)](#). All developments shall adhere to the accessibility requirements set forth in [California Building Code Chapter 11A and 11B](#) and the [Americans with Disabilities Act, Title II and Title III](#). In addition, developments shall adhere to either the [Uniform Federal Accessibility Standards \(UFAS\)](#), [24 C.F.R. Part 8](#), or HUD's modified version of the [2010 ADA Standards for Accessible Design \(Alternative 2010 ADAS\)](#), [HUD-2014-0042-0001](#), [79 F.R. 29671 \(5/23/14\)](#) (commonly referred to as "the Alternative Standards" or "HUD Deeming Notice"). Accessible units shall, to the maximum extent feasible and subject to reasonable health and safety requirements, be distributed throughout the Project and be available in a sufficient range of sizes and amenities consistent with [24 CFR part 8.26](#).

Applicants are further advised that while Homekey+ incorporates the MHP guidelines, as explained in [§101](#), as a courtesy and point of emphasis, HCD directs prospective Applicants to [§7314 \(a\) and \(b\)](#) of the MHP guidelines, which further articulates Fair Housing, Nondiscrimination, and Accessibility requirements. HCD also suggests Applicants review its April 2021 Affirmatively Furthering Fair Housing document at the following link.

[Fair Housing](#)

§509 Prevailing Wages

Applicant certifies that the Project will comply with [California's prevailing wage law \(Lab. Code, §1720 et seq.\)](#)?

Applicant's contemplated use of Homekey+ funds is subject to [California's prevailing wage law \(Lab. Code, § 1720 et seq.\)](#). Applicant is urged to seek professional legal advice about the law's requirements. Prior to disbursing the Homekey+ funds, HCD will require a certification of compliance with California's prevailing wage law, as well as all applicable federal prevailing wage law, or a certification that the development is exempt from prevailing wage as defined in [Government Code 65913.4\(a\)\(9\)](#). The certification must verify that prevailing wages have been or will be paid, and that labor records will be maintained and made available to any enforcement agency upon request. The certification must be signed by the general contractor(s) and the Grantee. The Department will not disburse funds for Rehabilitation or construction until the certification is signed by the general contractor.

§510 Environmental Clearances

Projects, including phased Projects, that satisfy the requirements [HSC 50675.1.5](#), shall be exempt from the [California Environmental Quality Act \(CEQA\)](#) Projects under this section are considered a "use by right", which are specifically exempt from [CEQA \(CA Public Resources Code §21000 et seq.\)](#). ([HSC 50675.1.5\(e\)\(2\)\(A\)](#)). Moreover, [HSC 50675.1.5\(c\)](#) specifically exempts HCD actions taken to "provide financial assistance or insurance for the development and construction of Projects" from [CEQA](#) review. HCD encourages Eligible Applicants to fully engage with HCD's technical assistance and to review the [CEQA](#) exemption set forth at [HSC §50675.1.5](#) and the provision for land use consistency and conformity set forth at [HSC §50675.1.3, subdivision \(i\)](#).

Applicants should consult with their counsel for legal advice in construing application of the foregoing exemptions to their Project. It is entirely within an Applicant's discretion to determine whether to use the statutory [CEQA](#) exemption, whether the exemption applies to the Applicant's proposed activity, or whether some other mechanism applies and could be used to satisfy obligations under [CEQA](#).

Applicants must provide [National Environmental Act \(NEPA\)](#) clearance, as applicable. According to the [National Environmental Policy Act \(NEPA\)](#), Grantees must consider environmental impacts early in the planning process before decisions are made, and actions are taken. The Project must assess environmental impacts if a Project has applied for [HUD](#) assistance (HOME, CDBG, PBVs, Choice Neighborhoods Grant, ShelterCare Plus, etc.). HUD's regulations prohibit grant recipients and their partners/contractors from committing or spending HUD or non-HUD funds on an activity that could limit the choice of reasonable alternatives before completing the environmental review process. The prohibition of choice-limiting actions does not apply to commitments of non-federal funds before the Project has applied for HUD funding. When an application is submitted for a federal grant/loan, all activity must stop until the environmental review process is complete.

There is no flexibility or waiver of NEPA environmental review requirements. The Project must receive an Authority to Use Grant Funds (AUGF) before the Project proceeds with the acquisition or physical activities, including non-HUD-funded activities. A choice-limiting action can result in a violation that jeopardizes HUD funding for the Project.

The prohibition on choice-limiting actions prohibits physical activity, including acquisition, Rehabilitation, and construction, as well as contracting for or committing to any of these actions before completion of the environmental review. Some examples of choice-limiting actions are: see [§510](#)

HCD does not determine which Projects will require NEPA clearance. Applicants shall provide HCD a status of any required NEPA review at the time of application. For more information, visit the HUD Exchange, review HCD's Environmental Review Guidance by clicking, or contact HCD's Environmental Services Team at NEPA@hcd.ca.gov.

[HUD Exchange](#) [HCD's Environmental Review Guidance](#)

File Name	19. CEQA	Copy of CEQA Determination Documents (if applicable).	Uploaded to HCD?	N/A
File Name	20. NEPA	NEPA Authority to Use Grant Funds issued by the Responsible Entity if the project is proposing use of federal funds. Note: Not required at time of application, but required prior to disbursements.	Uploaded to HCD?	N/A

Project milestones

Please provide the actual or anticipated completion date for the following performance milestones for each applicable Capital Project. If a milestone is not applicable to a Capital Project, please enter "N/A"

Note: It is acknowledged that some of the following milestones may have already been achieved. For those milestones which have previously been met, please enter the month and year completed. For those milestones not yet completed, please provide a projected completion date (MM/DD/YY) for each of the applicable items below. If not applicable to the specific Capital Project, please indicate "NA" below.

Homekey+ milestones	Homekey+ Date
Completion of all necessary environmental clearances, including those required under CEQA and NEPA.	7/26/26
Obtaining all necessary and discretionary public land use approvals.	7/1/25

Project Overview

V3 4/30/25

Submission of Final Construction Drawings and Specifications to the appropriate local building department or permitting authority.	7/1/25
Commencement of construction.	11/1/26
Construction completion.	11/1/27
Start lease up	9/1/27
Complete Occupancy	12/29/27
Complete capital expenses	12/30/27
Program funds fully disbursed.	12/31/27
<i>Have all milestone dates been entered above?</i>	Yes

Applicant comments:

The co-applicants will first request the disbursement of the Homekey+ capital grant to be utilized for rehabilitation. As the Project nears completion and lease-up, the co-applicants will request disbursement of the Homekey+ operating grant. For the purposes of HCD deadlines, the dates above assume a "start date" of 9/30/2026 to allow time for HCD application review, post-award documentation review, and the execution of the Standard Agreement.

Development Team Contacts and Legislative Information

Contact Type	Entity Legal Name	Eligible Applicant Type	Organization Type	Address	City	State	Zip Code	Auth Rep Name	Title	Email	Phone #	Contact Name	Title	Email	Phone #	Contact Address	City	State	Zip Code
Eligible Applicant	City and County of San Francisco	City and County	Government Agency	1 South Van Ness, 5th Floor	San Francisco	CA	94103	Dan Adams	Director, Mayor's Office of Housing and Community Development	Dan.Adams@sfgov.org	628-652-5861	Mara Blitzler	Dir. of Special Projects, Mayor's Office of Hsg & Dep. Dir.	mara.blitzler@sfgov.org	628-652-5820	1 So. Van Ness Ave., 5th Floor	San Francisco	CA	94103
Co-Applicant #1	629 Post, LLC	Limited Liability Corporation	Non-profit Corporation	1060 Howard Street	San Francisco	CA	94103	Tramecia Garner	Executive Director	lgarner@stp-sf.org	415-252-4787	Steven Culbertson	Residential Progs & Housing Dvmt	steven.culbertson@stp-sf.org	415-252-4787	1060 Howard Street	San Francisco	CA	94103
Co-Applicant #2	Swords to Plowshares: Veterans Rights Organization	Corporation	Non-profit Corporation	1060 Howard Street	San Francisco	CA	94103	Tramecia Garner	Executive Director	lgarner@stp-sf.org	415-252-4787	Stephen Chen	Chief Financial Officer	stephen.chen@stp-sf.org	(510) 325-4718	1060 Howard Street	San Francisco	CA	94103
Manager of LLC	Swords to Plowshares: Veterans Rights Organization	Corporation	Non-profit Corporation	1060 Howard Street	San Francisco	CA	94103	Tramecia Garner	Executive Director	lgarner@stp-sf.org	415-252-4787	Stephen Chen	Chief Financial Officer	stephen.chen@stp-sf.org	(510) 325-4718	1060 Howard Street	San Francisco	CA	94103
Property Management Agent	Swords to Plowshares: Veterans Rights Organization			1060 Howard Street	San Francisco	CA	94103					Monique Crossley	Dir. of Property Management	monique.crossley@stp-sf.org	(415) 590-5112				
Financial Consultant	Mosaic Urban Development			278 17th Street, Ste. 208	Oakland	CA	94612					Emily Martin	Director of Financial Consulting	emartin@mosaicurban.org	(925) 818-6503				
Lead (primary) Service Provider	Swords to Plowshares: Veterans Rights Organization			1060 Howard Street	San Francisco	CA	94103					Ma'at Xi	Dep. Dir., Clinical Programs	maat.xi@stp-sf.org	(415)797-8749				
Legal Counsel	Lubin Olson & Niewiadomski, LLP			600 Montgomery Street, Suite 14	San Francisco	CA	94111					Michael Muzzy	Partner	Muzzy@lubinolson.com	(415) 981-0550				
General Contractor	D&H Construction			2107 Kearney St	El Cerrito	CA	94530					Jansen Lum	Partner	jansen@dh-construction.com	(510) 237-7883				
Architect	Saida + Sullivan			12 Gough St., Ste. 100	San Francisco	CA	94103					Mimi Sullivan	Principal	mimi@saidasullivan.com	(415) 777-0991				
Other (Specify)																			
Other (Specify)																			
Other (Specify)																			
Other (Specify)																			

Annual Income and Expenses

Administrative Expenses: 6200/6300				
6203	Conventions and Meetings			
6210	Advertising and Marketing			
6250	Other Renting Expenses			
6310	Office/Administrative Salaries -- from above	\$81,909		
6311	Office Expenses	\$55,273		Phone, staff supplies, postage and delivery,
6312	Office or Model Apartment Rent			
6320	Management Fee	\$62,950	\$895	
6330	Site/Resident Manager(s) Salaries -- from above	\$76,204		
6331	Administrative Free Rent Unit -- from above	\$0		
6340	Legal Expense -- Project	\$10,713		
6350	Audit Expense	\$32,137		
6351	Bookkeeping Fees/Accounting Services			
6390	Miscellaneous Administrative Expenses	\$47,594		staff travel. vehicle maint. employee dev.,
6263T	Total Administrative Expenses	\$366,780	\$895	
Acct. No.	Expenses	Residential	Commercial	Comments
Utilities Expenses: 6400				
6450	Electricity	\$66,150		
6451	Water	\$13,230		
6452	Gas	\$11,025		
6453	Sewer	\$16,538		
	Other (Specify)			
6400T	Total Utilities Expenses	\$106,943	\$0	
Operating and Maintenance Expenses: 6500				
				Comments
6510	Payroll -- from above	\$586,082		
6515	Supplies	\$26,781		
6520	Contracts	\$191,888		
6521	Operating & Maintenance Free Rent Unit -- from above	\$0		
6525	Garbage and Trash Removal	\$58,918		
6530	Security Contract			
6531	Security Free Rent Unit -- from above	\$0		
6546	Heating/Cooling Repairs and Maintenance	\$5,357		
6548	Snow Removal			
6570	Vehicle & Maintenance Equipment Operation/Reports	\$10,713		
6590	Miscellaneous Operating and Maintenance Expenses	\$119,349		
6500T	TOTAL Operating & Maintenance Expenses	\$999,088	\$0	
Taxes and Insurance: 6700				
				Comments
6710	Real Estate Taxes	\$5,202		Local assessments
6711	Payroll Taxes (Project's Share) -- from above	\$115,815		
6720	Property and Liability Insurance (Hazard)	\$187,465		
6729	Other Insurance (e.g. Earthquake)	\$21,425		Pro Rata Share of Director's and Officers Ins.
6721	Fidelity Bond Insurance			
6722	Worker's Compensation -- from above	\$42,224		
6723	Health Insurance/Other Employee Benefits--from above	\$210,743		
6790	Miscellaneous Taxes, Licenses, Permits & Insurance	\$10,713		Licenses and fees
6700T	Total Taxes and Insurance	\$593,587	\$0	
Supportive Services Costs: 6900				
				Comments
6990	Staff Supervisor(s) Salaries - from above	\$49,227		
6990	Services Coordinator Salaries, On-Site - from above	\$0		
6990	Other Supportive Services Staff Salaries - from above	\$383,329		
6990	Supportive Services Admin Overhead	\$85,217		
6990	Tenant Transportation (per SSP)			
6990	Staff training (per SSP)			
6990	Equipment			
6990	Supplies			
6990	Travel			
6990	Office Rent/Occupancy Costs (don't include rent/leasing costs for SH units)			
6990	Training			
6990	Other Supportive Services Costs (Safe Haven Meals)	\$181,125		Meal program for Safe Haven Tenants
6990	Other Supportive Services Costs ()			
6900T	Total Supportive Services Costs	\$698,898	\$0	
	Total Operating Expenses	\$2,765,296	\$895	Comments
Funded Reserves: 7200				
		Residential	Commercial	
7210	Required Replacement Reserve Deposits	\$31,500	\$1,000	\$500/unit/yr for residential

Annual Income and Expenses

7220	Other Reserves (Replacement Reserves per PNA)	\$23,625		Add'l RR req. by PNA/MOHCD \$875 PUPA
7230	Other Reserves (specify)			
7240	Other Reserves (specify)			
	Total Reserves	\$55,125	\$1,000	
	Ground Lease	Residential	Commercial	
	Ground Lease			
	Total Ground Lease	\$0	\$0	
	Net Operating Income	(\$2,157,792)	\$17,305	
Financial Expenses: 6800				Comments
6820	1st Mortgage Debt Service			
6830	2nd Mortgage Debt Service			
6840	3rd Mortgage Debt Service			
6890	Other HCD .42% (Specify)			
6890	Other HCD .42% (Specify)			
6890	Bond Issuer Fee			
6890	Miscellaneous Financial Expenses (specify)			
6890	Miscellaneous Financial Expenses (specify)			
6890	Miscellaneous Financial Expenses (specify)			
6890	Miscellaneous Financial Expenses (specify)			
6800T	Total Financial Expenses	\$0	\$0	
	Cash Flow	(\$2,157,792)	\$17,305	
7190	Asset Management/Similar Fees			

Total Operating Expenses Per Unit		Per Year	Per Month	
Without any Adjustments		\$43,894	\$3,658	High due to interim hsg Safe Haven pgm costs
With the Value of Rent-Free Units Included		\$43,894	\$3,658	
Without RE Taxes, Social Services Coordinator or Social Services/Social Programs and With the Value of Rent Fee Units Included		\$32,717	\$2,726	

Development Budget

DEVELOPMENT COST	Total Project Costs	Residential Costs	Commercial Costs	Comments and explanation of basis changes
LAND COST/ACQUISITION				
Land Cost or Value	\$13,250,000	\$13,059,200	\$190,800	Commercial = Pro rata square footage 2.22%
Demolition	\$0			
Legal	\$266,891	\$263,048	\$3,843	Legal / closing costs / broker's fee
Land Lease Rent Prepayment	\$0			
Total Land Cost or Value	\$13,516,891	\$13,322,248	\$194,643	
Existing Improvements Cost or Value	\$0			
Off-Site Improvements	\$0			
Total Acquisition Cost	\$0	\$0	\$0	
Total Land Cost / Acquisition Cost	\$13,516,891	\$13,322,248	\$194,643	
Predevelopment Interest/Holding Cost	\$427,397	\$421,214	\$6,183	Incl. both Predevelopment Interest + Holding costs
Assumed, Accrued Interest on Existing Debt (Rehab/Acq)	\$0			
Excess Purchase Price Over Appraisal	\$0			
REHABILITATION				
Site Work	\$0			
Structures	\$11,378,345	\$11,214,497	\$163,848	
General Requirements	\$930,917	\$917,512	\$13,405	
Contractor Overhead	\$0			
Contractor Profit	\$670,906	\$661,245	\$9,661	Overhead & profit
Prevailing Wages	\$0			
General Liability Insurance	\$388,651	\$383,055	\$5,596	Insurance + Bonds
Urban Greening	\$0			
Other Rehabilitation (Specify)	\$0			
Other Rehabilitation (Specify)	\$0			
Other Rehabilitation (Specify)	\$0			
Total Rehabilitation Costs	\$13,368,819	\$13,176,309	\$192,510	
Total Relocation Expenses	\$50,000	\$25,000	\$25,000	
NEW CONSTRUCTION				
Site Work	\$0			
Structures	\$0			
General Requirements	\$0			
Contractor Overhead	\$0			
Contractor Profit	\$0			
Prevailing Wages	\$0			
General Liability Insurance	\$0			
Urban Greening	\$0			
Other New Construction (Specify)	\$0			
Other New Construction (Specify)	\$0			
Other New Construction (Specify)	\$0			
Other New Construction (Specify)	\$0			
Other New Construction (Specify)	\$0			
Other New Construction (Specify)	\$0			
Other New Construction (Specify)	\$0			
Total New Construction Costs	\$0	\$0	\$0	
ARCHITECTURAL FEES				
Design	\$600,993	\$592,339	\$8,654	
Supervision	\$80,000	\$78,848	\$1,152	
Total Architectural Costs	\$680,993	\$671,187	\$9,806	
Total Survey & Engineering	\$32,060	\$31,599	\$461	Survey + Geotechnical
CONSTRUCTION INTEREST & FEES				
Construction Loan Interest	\$0			
Origination Fee	\$0			
Credit Enhancement/Application Fee	\$0			
Bond Premium	\$0			
Cost of Issuance	\$0			
Title & Recording	\$29,162	\$28,742	\$420	
Taxes	\$0			
Insurance	\$0			
Employment Reporting	\$0			
Other Construction Int. & Fees (Inspection)	\$0			
Other Construction Int. & Fees (Specify)	\$0			
Total Construction Interest & Fees	\$29,162	\$28,742	\$420	
PERMANENT FINANCING				
Loan Origination Fee	\$0			

Development Budget

DEVELOPMENT COST	Total Project Costs	Residential Costs	Commercial Costs	Comments and explanation of basis changes
Credit Enhancement/Application Fee	\$0			
Title & Recording	\$30,000	\$29,568	\$432	
Taxes	\$0			
Insurance	\$0			
Other Perm. Financing Costs (Specify)	\$0			
Other Perm. Financing Costs (Specify)	\$0			
Total Permanent Financing Costs	\$30,000	\$29,568	\$432	
Subtotals Forward	\$28,135,322	\$27,705,867	\$429,455	
LEGAL FEES				
Legal Paid by Applicant	\$16,785	\$16,544	\$241	Borrower legal fees
Other Attorney Costs (Acq/bridge lender counsel)	\$35,428	\$34,918	\$510	Const. lender counsel
Other Attorney Costs (Perm financing counsel)	\$15,000	\$14,784	\$216	Perm lender counsel
Other Attorney Costs (Specify)	\$0			
Total Attorney Costs	\$67,213	\$66,246	\$967	
RESERVES				
Operating Reserve	\$921,765	\$921,765		
Replacement Reserve	\$10,500	\$10,500		
Debt Service (including all HCD 0.42% Fees and Bond Is	\$0	\$0		
Transition Reserve Pool Fee	\$0	\$0		
Rent Reserve	\$0			
Other Reserve Costs (MOHCD COSR)	\$0			
Other Reserve Costs (Add'l Capitalized RR)	\$89,500	\$89,500		Add'l capitalized repl. reserve required by MOHCD
Total Reserve Costs	\$1,021,765	\$1,021,765	\$0	
CONTINGENCY COSTS				
Construction Hard Cost Contingency	\$1,910,623	\$1,883,111	\$27,512	
Soft Cost Contingency	\$260,135	\$256,462	\$3,673	
Total Contingency Costs	\$2,170,758	\$2,139,573	\$31,185	
OTHER PROJECT COSTS				
TCAC App/Allocation/Monitoring Fees	\$0			
Environmental Audit	\$5,500	\$5,421	\$79	
Local Development Impact Fees	\$0			
Permit Processing Fees	\$156,635	\$154,380	\$2,255	
Capital Fees	\$0			
Marketing	\$0			
Furnishings	\$113,150	\$111,521	\$1,629	
Market Study	\$0			
Accounting/Reimbursable	\$36,050	\$35,531	\$519	Audit
Appraisal Costs	\$11,000	\$10,842	\$158	
Broadband Readiness	\$0			
Other Costs (Insurance)	\$880,146	\$867,472	\$12,674	General liability & builder's risk
Other Costs (Property taxes)	\$30,000	\$29,568	\$432	Taxes during construction
Other Costs (Inspections-Façade - Toxics)	\$127,200	\$125,369	\$1,831	
Other Costs (Permit Consultant)	\$21,600	\$21,289	\$311	
Other Costs (PNA)	\$7,500	\$7,392	\$108	
Total Other Costs	\$1,388,781	\$1,368,785	\$19,996	
SUBTOTAL PROJECT COST	\$32,783,839	\$32,302,236	\$481,603	
DEVELOPER COSTS				
Developer Overhead/Profit	\$745,000	\$734,272	\$10,728	
Consultant/Processing Agent	\$203,131	\$200,206	\$2,925	Financial Consultant + Development Consultant
Project Administration	\$0			
Broker Fees Paid to a Related Party	\$0			
Construction Oversight by Developer	\$120,000	\$118,272	\$1,728	Construction management consultant
Other Developer Costs (Specify)	\$0			
Total Developer Costs	\$1,068,131	\$1,052,750	\$15,381	
TOTAL PROJECT COST	\$33,851,970	\$33,354,986	\$496,984	
			Eligible Basis:	

Construction Loan Interest	\$0		\$0															\$0	\$0	\$0			\$0	
Origination Fee	\$0		\$0																\$0	\$0	\$0			\$0
Credit Enhancement/Application Fee	\$0		\$0																\$0	\$0	\$0			\$0
Bond Premium	\$0		\$0																\$0	\$0	\$0			\$0
Cost of Issuance	\$0		\$0																\$0	\$0	\$0			\$0
Title & Recording	\$29,162		\$28,742																\$28,742	\$28,742	\$420	\$420		\$0
Taxes	\$0		\$0																\$0	\$0	\$0			\$0
Insurance	\$0		\$0																\$0	\$0	\$0			\$0
Employment Reporting	\$0		\$0																\$0	\$0	\$0			\$0
Other Construction Int. & Fees (Inspection)	\$0		\$0																\$0	\$0	\$0			\$0
Other Construction Int. & Fees (Specify)	\$0		\$0																\$0	\$0	\$0			\$0
Total Construction Interest & Fees	\$29,162	\$0	\$28,742	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$28,742	\$28,742	\$420	\$420	\$0	\$0

PERMANENT FINANCING

Loan Origination Fee	\$0		\$0																\$0	\$0	\$0			\$0
Credit Enhancement/Application Fee	\$0		\$0																\$0	\$0	\$0			\$0
Title & Recording	\$30,000		\$29,568																\$29,568	\$29,568	\$432	\$432		\$0
Taxes	\$0		\$0																\$0	\$0	\$0			\$0
Insurance	\$0		\$0																\$0	\$0	\$0			\$0
Other Perm. Financing Costs (Specify)	\$0		\$0																\$0	\$0	\$0			\$0
Other Perm. Financing Costs (Specify)	\$0		\$0																\$0	\$0	\$0			\$0
Total Permanent Financing Costs	\$30,000	\$0	\$29,568	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$29,568	\$29,568	\$432	\$432	\$0	\$0
Subtotals Forward	\$28,135,322	\$13,125,723	\$14,567,644	\$12,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$27,705,867	\$27,705,867	\$429,455	\$429,455	\$0	\$0

LEGAL FEES

Legal Paid by Applicant	\$16,785		\$16,544																\$16,544	\$16,544	\$241	\$241		\$0
Other Attorney Costs (Acq/bridge lender counsel)	\$35,428		\$34,918																\$34,918	\$34,918	\$510	\$510		\$0
Other Attorney Costs (Perm financing counsel)	\$15,000		\$14,784																\$14,784	\$14,784	\$216	\$216		\$0
Other Attorney Costs (Specify)	\$0		\$0																\$0	\$0	\$0			\$0
Total Attorney Costs	\$67,213	\$0	\$66,246	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$66,246	\$66,246	\$967	\$967	\$0	\$0

RESERVES

Operating Reserve	\$921,765		\$921,765																\$921,765	\$921,765	\$0			\$0
Replacement Reserve	\$10,500		\$10,500																\$10,500	\$10,500	\$0			\$0
Transition Reserve Pool Fee	\$0		\$0																\$0	\$0	\$0			\$0
Rent Reserve	\$0		\$0																\$0	\$0	\$0			\$0
Debt Service (including all HCD 0.42% Fees and Bond Issues Fee)	\$0		\$0																\$0	\$0	\$0			\$0
Other Reserve Costs (MOHCD COSR)	\$0		\$0																\$0	\$0	\$0			\$0
Other Reserve Costs (Add'l Capitalized RR)	\$89,500		\$89,500																\$89,500	\$89,500	\$0			\$0
Total Reserve Costs	\$1,021,765	\$0	\$1,021,765	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,021,765	\$1,021,765	\$0	\$0	\$0	\$0

CONTINGENCY COSTS

Construction Hard Cost Contingency	\$1,910,623	\$74,277	\$1,808,834																\$1,883,111	\$1,883,111	\$27,512	\$27,512		\$0
Soft Cost Contingency	\$260,135		\$256,462																\$256,462	\$256,462	\$3,673	\$3,673		\$0
Total Contingency Costs	\$2,170,758	\$74,277	\$2,065,296	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,139,573	\$2,139,573	\$31,185	\$31,185	\$0	\$0

OTHER PROJECT COSTS

TCAC App/Allocation/Monitoring Fees	\$0		\$0																\$0	\$0	\$0			\$0
Environmental Audit	\$5,500		\$5,421																\$5,421	\$5,421	\$79	\$79		\$0
Local Development Impact Fees	\$0		\$0																\$0	\$0	\$0			\$0
Permit Processing Fees	\$156,635		\$154,380																\$154,380	\$154,380	\$2,255	\$2,255		\$0
Capital Fees	\$0		\$0																\$0	\$0	\$0			\$0
Marketing	\$0		\$0																\$0	\$0	\$0			\$0
Furnishings	\$113,150		\$111,521																\$111,521	\$111,521	\$1,629	\$1,629		\$0
Market Study	\$0		\$0																\$0	\$0	\$0			\$0
Accounting/Reimbursable	\$36,050		\$35,531																\$35,531	\$35,531	\$519	\$519		\$0
Appraisal Costs	\$11,000		\$10,842																\$10,842	\$10,842	\$158	\$158		\$0
Broadband Readiness	\$0		\$0																\$0	\$0	\$0			\$0
Other Costs (Insurance)	\$880,146		\$867,472																\$867,472	\$867,472	\$12,674	\$12,674		\$0
Other Costs (Property taxes)	\$30,000		\$29,568																\$29,568	\$29,568	\$432	\$432		\$0
Other Costs (Inspections-Façade - Toxics)	\$127,200		\$125,369																\$125,369	\$125,369	\$1,831	\$1,831		\$0
Other Costs (Permit Consultant)	\$21,600		\$21,289																\$21,289	\$21,289	\$311	\$311		\$0
Other Costs (PNA)	\$7,500		\$7,392																\$7,392	\$7,392	\$108	\$108		\$0

Total Other Costs	\$1,388,781	\$0	\$1,368,785	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,368,785	\$1,368,785	\$19,996	\$19,996	\$0	\$0
SUBTOTAL PROJECT COST	\$32,783,839	\$13,200,000	\$19,089,736	\$12,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$32,302,236	\$32,302,236	\$481,603	\$481,603	\$0	\$0

DEVELOPER COSTS

Developer Overhead/Profit	\$745,000		\$734,272															\$734,272	\$734,272	\$10,728	\$10,728		\$0
Consultant/Processing Agent	\$203,131		\$200,206															\$200,206	\$200,206	\$2,925	\$2,925		\$0
Project Administration	\$0		\$0															\$0	\$0	\$0			\$0
Broker Fees Paid to a Related Party	\$0		\$0															\$0	\$0	\$0			\$0
Construction Oversight by Developer	\$120,000		\$118,272															\$118,272	\$118,272	\$1,728	\$1,728		\$0
Other Developer Costs (Specify)	\$0		\$0															\$0	\$0	\$0			\$0
Total Developer Costs	\$1,068,131	\$0	\$1,052,750	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,052,750	\$1,052,750	\$15,381	\$15,381		\$0
TOTAL PROJECT COST	\$33,851,970	\$13,200,000	\$20,142,486	\$12,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$33,354,986	\$33,354,986	\$496,984	\$496,984	\$0	\$0

TOTAL PROJECT COSTS	\$33,851,970	\$13,200,000	\$20,142,486	\$12,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$33,354,986	\$33,354,986	\$496,984	\$496,984	\$0	\$0
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Explain unusual or extraordinary circumstances that have resulted in higher than expected Project costs; provide a justification as to why these costs are reasonable.

Supportive Services Plan

§302 Supportive Services Requirements

To be eligible to receive funding, all applications must include a Project-specific Supportive Services plan, that shall be consistent with any representations made in the application, and it shall meet the Homekey+ Program Requirements. HCD in its sole discretion shall make the determination (1) if the Supportive Services plan is sufficiently complete to pass threshold and (2) if the Supportive Services plan and property management plan is compliant with Housing First and other evidence-based practices for each unique Target Population served by the Project. For example, Projects serving Veterans must incorporate evidence-based practices specific to Veterans.

Part I. Tenant Selection

The plan is required by Section §302(ii)(a) and must be compliant with Section §504, and §508. Using the titled sections below, the narrative should be as specific as possible, delineating the roles of property management and the support service provider and how these functions will be coordinated. Your description should clearly and conclusively document processes to ensure compliance with the Homekey+ NOFA for Tenant Selection and Housing First Practices.

Section 1: Tenant Selection Criteria

Target Population and Eligibility Criteria

- a. Do you use Housing First Practices?

Yes

- b. Describe the criteria that will be used to ensure that tenants are eligible to occupy the Homekey+ Assisted Units.

The program will operate under a low barrier to entry Housing First approach as required by the State and outlined in the Welfare and Institutions Code (WIC) 8255(b). Applicants for the 24 SRO Homekey+ Assisted Units will be screened for the following criteria:

- Veteran status: as defined in the Homekey+ NOFO, a qualifying veteran will have served "in the active military, naval, or air service of the United States, or as a member of the National Guard who was called to and released from active duty or active service, for a period of not less than 90 consecutive days or was discharged from the service due to a service-connected disability within that 90-day period. This includes all veterans regardless of discharge status.
- Homeless status and at-risk for homelessness status will be based on HUD-McKinney definitions. Swords will house highly vulnerable veterans, based on priority protocols outlined by the San Francisco Department of Homelessness and Supportive Housing's Coordinated Entry and Assessment Team. San Francisco Coordinated Entry Access Points serve as the "front door" to the homelessness response system. The Access Point will assess, prioritize, and match people experiencing homelessness with housing opportunities to which they qualify. Coordinated Entry uses a locally designated population-specific assessment, a centralized data system, a "by name" database of clients, and a prioritization method. Once deemed "housing referral status" the Access Point team completes the required forms with the Veteran, and those forms are then submitted to the Department of Homelessness and Supportive Housing for approval. Once approved, the application will then be made available to the Mental Health Specialists at 629 Post through the city's centralized homeless management information system (HMIS). Once the application is received it is reviewed by the MHS and the veteran is scheduled for an onsite tour and meeting with their assigned MHS along with the onsite Property Manager to complete the application and other necessary documentation if the veteran wants to proceed with the process of applying for tenancy. For referrals to units designated as HUD-VASH, the VA's Coordinated Entry Specialist works closely with the Veterans Access Point team to ensure that veterans being referred are from the local By Names List (BNL). The VA's Coordinated Entry Specialist attends the weekly BNL calls where there is case coordination to ensure all veterans are assessed and navigated towards housing. The Access Point staff and VA also cross review the list and ensure that veterans slated for the HUD-VASH program are then navigated through the VA's internal process for voucher approval and then through the San Francisco Housing Authority process to obtain either a tenant choice or project-based voucher.
- Income eligibility: Veteran applicants will provide proof(s) of income at application. This income will be assessed by Property Management based on the AMI requirements to determine eligibility for occupancy. If a veteran has zero income, then the veteran is required to sign a self-certification form attesting to no income or assets.
- Tenancy for permanent supportive housing at 629 Post will not be based on credit history (no credit checks are performed for permanent supportive housing units), sobriety status, substance use, treatment engagement of any kind, willingness to engage with supportive services onsite, nor any other barrier to entry as outlined in the WIC 8255(b) code. In alignment with Swords' practices, veterans will be "screened in" for housing. Swords fully participates in the local Coordinated Entry System and operates the San Francisco Veteran Access Point in alignment with the City and County's Department of Homelessness and Supportive Housing guidelines, policies, and practices. Veterans

- c. Description of the Target Population to be served, and identification of any additional subpopulation target or occupancy preference for the Project (all sub-population targeting must be approved by HCD prior to standard agreement issuance and must be consistent with federal and state fair housing requirements).

The program will serve veterans who are homeless and/or at-risk of homelessness who have been diagnosed with serious mental illness (or suspected to qualify for such diagnosis) or substance use disorder. The Project will provide permanent supportive housing to both Veterans Health Administration (VHA)-eligible veterans and veterans not eligible for VHA services due to a variety of issues. Some of these are having a less than honorable discharge status, serving less than two years of active service, or having criminal charges that preclude them from the HUD-VASH subsidy at program entry. All Homekey+ Assisted Units will also meet veteran status criteria as defined in the Homekey+ NOFA (as detailed in question b above). Of the Homekey+ Assisted Units, twenty (20) will be reserved for VA-eligible veterans who qualify for project-based HUD-VASH subsidies and are eligible for VHAHUD-VASH supportive services. Twenty-four (24) Homekey+ Assisted Units will be filled by veterans of any discharge status who are not eligible for VHA services.

Describe any additional eligibility criteria other than those indicated above, i.e., information needed to determine if the tenant 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.

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

Consistent with Housing First principles and fair housing requirements, the tenant selection process for this development will focus on serving homeless, vulnerable and low-income veterans with serious mental illness or substance use disorder and will provide a low barrier to entry. Residents will not have any background checks performed by the Project. However, the Housing Authority of the City and County of San Francisco does conduct a criminal and income eligibility check in order to issue a HUD-VASH voucher. The criminal background check is solely checking for lifetime sex offender registry status. Residents will be expected to comply with the terms of their lease upon move in which include regular income re-certifications to ensure continued eligibility for their unit. Given the intended population to be served, onsite Support Services staff will work with residents throughout their stay to maintain their housing and will provide additional support to veterans in jeopardy of losing their housing due to lease non-compliance issues. Property Management staff will also work with veterans alongside the onsite supportive services team to ensure that veterans understand what is contained within the lease and corresponding documents. Veterans are able to inquire about lease and tenancy related questions at any time they arise to the onsite property management and supportive services teams.

- e. Identify all disclosures that will be provided to applicants/tenants. Example: Megan's Law disclosures, HMIS reporting, etc.

Disclosures provided to all at tenants include:

- Accessible Unit Addendum
- Asbestos Addendum
- Community Rules
- Drug Free Addendum
- Fact Sheet for HUD assisted Residents
- Grievance and Appeal procedures
- Hoarding and Cluttering Addendum
- Lead Based Paint Addendum

Section 2: Referrals (NOFA §505. Tenant Referrals)

The following prompts address the required use of the Coordinated Entry System (CES) for all referrals into Homekey+ Assisted Units or an alternate comparable prioritization system based on greatest need. Note that use of standard waiting lists is prohibited, in that both of these systems must prioritize referrals based on highest acuity needs, rather than first-come first served. Applicants must demonstrate efforts to coordinate with their local county behavioral health department to ensure the referral process to the Homekey+ Assisted Units is aligned with the requirements of this NOFA.

- Describe how the local CES will be used to fill Homekey+ Assisted Units based on the use of a standardized assessment tool which prioritizes those with the highest need and the most barriers to housing retention. Include the CES agency's name, primary staff person's name, and contact information. If the local CES is not yet operational, describe when it will be established and the plan to use it.
- a.

Swords has been an early adopter of San Francisco's Coordinated Entry (CE) System as homeless veterans were the first population to pilot the existing system. Swords staff participate in weekly collaboration meetings with the City's CE team, VA HUD VASH and Health Care for Homeless Veterans staff, Swords' program staff, and other providers to work through the local by-name-list and identify veterans who are being prioritized for permanent supportive housing or that should be triaged to other housing supports such as rapid re-housing interventions. This weekly coordination between the Access Point, VA and the City on referrals to programs, via Coordinated Entry, with the VA taking lead on VASH eligible veterans and the Access Point doing so on non-VASH eligible veterans. Swords uses this system to fill all vacancies at all of its existing Permanent Supportive Housing sites. This system will be fully utilized to lease up 629 Post as well as any vacancies that occur post lease up.

Swords' contact with Coordinated Entry (CE) is Megan Owens Faight, Manager of Coordinated Entry, Department of Homelessness and Supportive Housing -- megan.faight@sfgov.org, Ph: (415) 355-5325/ Fax: (415) 557-6033.

- b. If using a separate comparable prioritization system than CES please describe that system. Prioritization for Homekey+ units should be based on greatest need factors and assessments established by the local jurisdiction in collaboration with the Continuum of Care (CoC). CoC collaboration in Project and Supportive Services design is also strongly encouraged to help target and serve those with the greatest need.

n/a

Section 3: Housing First Certification §504

The Eligible Applicant shall certify to employ the core components of Housing First, as set forth at Welfare and Institutions Code §8255, subdivision (b), in its property management and tenant selection practices. Complete the checklist below to certify compliance with Housing First.

Tenant Screening

1. If the project cannot serve someone, it works through the coordinated entry process to ensure that those individuals or families have access to housing and services elsewhere.	Yes
2. The project does everything possible not to reject an individual or family based on poor credit or financial history, poor or lack of rental history, minor criminal convictions, or behaviors that are interpreted as indicating a lack of "housing readiness."	Yes
3. Access to the project is not contingent on sobriety, minimum income requirements, lack of a criminal record, completion of treatment, participation in services, or any other unnecessary condition not imposed by the terms of the funding itself.	Yes
4. People with disabilities are offered clear opportunities to request reasonable accommodations within applications and screening processes and during tenancy. Building and units include physical features that accommodate disabilities.	Yes

Housing-Based Voluntary Services

1. If serving youth experiencing homelessness, services use a positive youth development model and culturally competent services to engage with tenants.	N/A
2. Services are informed by a harm-reduction philosophy that recognizes that substance use/ addiction are a part of some tenants' lives. Tenants are engaged in non-judgmental communication regarding substance use and are offered education regarding safer practices and how to avoid risky behaviors.	Yes
3. Case managers and service coordinators who are trained in and actively employ evidence-based practices for client engagement, including, but not limited to, motivational interviewing and client-centered counseling.	Yes
4. Participation in services or compliance with service plans are not conditions of tenancy but are reviewed with tenants and regularly offered as a resource to tenants. Housing and service goals and plans are highly tenant driven.	Yes
5. Supportive services emphasize engagement and problem-solving over therapeutic goals.	Yes

Housing Permanency

1. Substance use in and of itself, without other lease violations, is not considered a reason for eviction.	Yes
2. Tenants in supportive housing are given reasonable flexibility in paying their share of rent on time and offered special payment arrangements for rent arrears and/or assistance with financial management, including representative payee arrangements.	Yes
3. Every effort is made to provide a tenant the opportunity to transfer from one housing situation, program, or project to another if tenancy is in jeopardy. Whenever possible, eviction back into homelessness is avoided.	Yes
4. Program Requires Housing Providers to Provide Tenants with Leases and Reflects Tenants' Rights & Responsibilities Of Tenancy Under CA Law (including eviction protections).	Yes
5. §302(i)(b) Applicants certifies to provide and maintain written policies and procedures covering: §302(i)(b)(1-5)	Yes

Part II. Supportive Services Detail

Section 1: Lead Service Provider Information

If already identified, list the supportive service provider (s) for the Target Population and any proposed sub-populations to be served by the Project. If more than one Provider will be offering services, clearly identify who the Lead Service Provider is and describe how services will be coordinated.

Provider Name	Populations the Provider will serve	Services Provider will offer
Swords to Plowshares: Veterans Rights Organization (Swords)	Chronically Homeless (CH), Homeless with Disability (HD), Other Homeless (OH) veterans	Onsite case management, groups, activities, money management support, peer support, resource referral, transportation, linkage with services provided at Swords' Service Center located at 1060 Howard St. Those additional services would include access to Legal supports for VA monetary benefits, Discharge upgrades, and access to support for enrollment in VHA care, Employment & Training, Mental Health services, Veterans Community Center, daily hot lunch six days per
Department of Veterans Affairs	CH, HD, OH veterans	Onsite case management and attendance at onsite coordination meetings. Peer Support services.
SF Dept of Public Health (DPH), Permanent Housing Advanced Clinical Services (PHACS) team	CH, HD, OH veterans	Behavioral health needs, assessment, care coordination, medication management, overdose prevention, and will help monitor the health status and emerging chronic medical conditions among tenants.

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Describe any known conflicts and/or the mitigation strategy for when Homekey+ funding or other program requirements conflict with Housing First practices, as applicable.

There are no known conflicts with Housing First practices for this project.

If your tenant households will include minor children and/or adult dependents, describe any additional criteria that will be used to ensure prospective tenants are eligible to occupy the Homekey+ Assisted Units.

In the case of minor children and/or adult dependents of veterans, individuals will not increase the household income beyond the income requirements for the unit. Any additional tenants to the lease will need to have their income calculated as part of the tenancy process. Additionally, all adult applicants added to the lease will be required to pass any additional protocols or checks as required by the public funding agency and/or subsidy source for the unit.

Section 2: Supportive Services Chart

Required Services: List and describe all services as required in §302 to be offered to tenants of the Homekey+ Assisted Units.

Resident Service	Service Description	Frequency	Hours	Service Provider	Off-site Service Location
List each service separately	Describe service, including the degree to which services are provided.	Frequency of services provided	Provide the hours of availability	Provider's Name	If service is on-site, leave blank. Enter distance, in miles, to off-site service and list resident commuting options. Reasonable access is access that does not require walking more than one-half mile.
Case management	HUD-VASH residents will work directly with the VA Social Worker on their individual service plans and all other service-related needs. Non-VASH residents: Shortly after residents are placed in housing, Swords to Plowshares' Mental Health Specialist (MHS) staff will conduct an initial needs assessment and develop an individual life plan for each resident on a voluntary basis. This plan will identify the challenges the resident faces, assess the	Monthly or as needed	Between the hours of 9am-4pm	Department of Veterans Affairs; Swords to Plowshares	
Peer support activities	HUD-VASH: The VA will provide a Peer Specialist staff member, 0.25 FTE, to provide peer services to veterans in HUD-VASH units. At 629 Post, Swords will have this work staffed by Community Organizer positions; these positions are currently held by veterans. This role, Community Organizer, will be to work with veterans across our housing programs in establishing tenant councils, working with veterans on increasing their internal advocacy skills, and to assist in	Weekly or as needed	Between the hours of 9am-4pm	Department of Veterans Affairs; Swords to Plowshares	
Mental health care	HUD-VASH: HUD-VASH staff will take the lead with veterans on their caseload; Swords will step in if they are unavailable, and a veteran is in need of immediate support. Services will be available to all veterans as needed and will be employed during individual sessions with case management staff. Staff will also facilitate groups onsite. Swords' MHS staff will also partner with our VA colleagues to facilitate onsite groups as are currently done within other Swords to Plowshares	Weekly or as needed	Between the hours of 9am-4pm	Department of Veterans Affairs; Swords to Plowshares; PHACS Team (SF Department of Public Health)	Veterans who are VHA eligible and in need of mental health care services will be referred to the Fort Miley Hospital, which is approximately 6 miles away from the property and accessible by public transportation--MUNI Bus Route 38 which operates 24 hours/day (\$2.75/ride; \$1.25 for youth, seniors, and people with disabilities). The MUNI stop is located 0.3 miles from the entrance of 629 Post Ave. Case Managers can provide tokens for transportation and arrange for private
Substance use services	HUD-VASH: Swords to Plowshares will use a Harm Reduction approach when working with residents who struggle with substance abuse and will focus on helping the resident reduce the negative consequences of their drinking or drug use. Residents who wish to receive treatment for substance abuse will be provided with referrals and will receive support from their HUD-VASH Case Managers, including one-on-one support and emotional counseling and	Weekly or as needed	Between the hours of 9am-4pm	Department of Veterans Affairs; Swords to Plowshares	Veterans who are VHA eligible and in need of substance use services will be referred to the Fort Miley Hospital, which is approximately 6 miles away from the property and accessible by public transportation--MUNI Bus Route 38 which operates 24 hours/day (\$2.75/ride; \$1.25 for youth, seniors, and people with disabilities). The MUNI stop is located less than 0.3 miles from the entrance of 629 Post Ave. Case Managers can provide tokens for transportation and arrange for private
Behavioral health services	HUD-VASH: HUD-VASH staff will take the lead with veterans on their caseload, Swords to Plowshares will step in if they are unavailable and a veteran is in need of support. Services will be available to all veterans as needed and will be employed during individual sessions with case management staff. MHS staff will also facilitate groups onsite. MHS staff will also partner with our VA colleagues to facilitate onsite groups as are currently done within other Swords to Plowshares	Weekly or as needed	Between the hours of 9am-4pm	Department of Veterans Affairs; Swords to Plowshares; PHACS Team (SF Department of Public Health)	
Physical health services	HUD-VASH residents: These services and referrals will be made by HUD-VASH Case Management Staff including primary health, dental services, medication management, and all related health needs. Non-HUD-VASH: Swords staff will provide primary health referrals to local medical facilities based upon the veteran's insurance coverage. Dental services are typically referred to the University of the Pacific Dental	As needed	24/7	Department of Veterans Affairs; PHACS Team (SF Department of Public Health)	HUD-VASH: Veterans who are VHA eligible and in need of primary health care services will be referred to the Fort Miley Hospital, which is approximately 6 miles away from the property Residents can travel to the location by public transportation--MUNI Bus Route 38 which operates 24 hours/day (\$2.75/ride; \$1.25 for youth, seniors, and people with disabilities). The MUNI stop is located less than 400 ft from the entrance

Assistance obtaining benefits and essential documentation	HUD-VASH: Benefits counseling and advocacy services will include help applying for VA benefits (if eligible), applying for Character of Service Determinations, applying for Discharge Upgrades, SNAP, CalWORKs, general assistance, SSI/SSDI (SOAR), and other benefits for which residents may be eligible, as well as advocating on residents' behalf with the relevant agencies. These services will be available during case management sessions and at	As needed	Between the hours of 9am-4pm	Swords to Plowshares	Swords to Plowshares, 1060 Howard Street, 94103 (distance 0.8 miles). Residents can travel to the location by public transportation--MUNI Bus Route 27 which operates 24 hours/day (\$2.75/ride; \$1.25 for youth, seniors, and people with disabilities). The MUNI stop is located less than 400 ft from the entrance of the 629 Post site. Case Managers can provide tokens for transportation and arrange for private transportation as needed.
Education and employment services	HUD-VASH and Non HUD-VASH: Swords to Plowshares offers employment and training assistance to veterans of all eras of service and all discharges at our main office Monday-Friday from 9am to 4pm. Veterans work one-on-one with our Employment & Training Program staff to address their individual needs, overcome obstacles to employment, and determine a long-term career plan. Swords to Plowshares assists veterans with finding a job, enrolling in job training, building a resume and cover letter and preparing for job interviews. Available resources include computer labs, job readiness training and services, transportation and meal	As needed	Between the hours of 9am-4pm	Swords to Plowshares	Swords to Plowshares, 1060 Howard Street, 94103 (distance 0.8 miles). Residents can travel to the location by public transportation--MUNI Bus Route 27 which operates 24 hours/day (\$2.75/ride; \$1.25 for youth, seniors, and people with disabilities). The MUNI stop is located less than 400 ft from the entrance of the 629 Post site. Case Managers can provide tokens for transportation and arrange for private transportation as needed.
If applicable, Veteran specific Supportive Services (required for Veteran serving projects)	Please see above. All services to be offered to 629 Post residents are veteran specific supportive services. Both Swords to Plowshares and the Department of Veterans Affairs provide services to veterans and eligible family members.	As needed	Between the hours of 9am-4pm	Department of Veterans Affairs; Swords to Plowshares	
Supportive Services for people with co-occurring conditions	HUD-VASH residents will work directly with the VA Social Worker on their individual service plans and all other service-related needs. Non-VASH residents: Shortly after residents are placed in housing, Swords to Plowshares staff will conduct an initial needs assessment and develop an individual life plan for each resident on a voluntary basis. This plan will identify the challenges the resident faces, as well as their goals around housing stability, self-sufficiency, and wellness. The Mental Health Specialist will help the resident develop a timeline around their goals and identify services and resources	Monthly or as needed	Between the hours of 9am-4pm	Department of Veterans Affairs; Swords to Plowshares; PHACS Team (SF Department of Public Health)	
Recreational and social activities	Swords to Plowshares Community Organizer staff will engage veterans in various social and recreational activities such as game nights, movie nights, annual tenant appreciation day, and other onsite engagements and activities. Community Organizer staff also take veterans to events offsite based on requests from veterans such as bowling, movies, fishing, sports games, and walks in various downtown San Francisco locations. Swords provides transportation, funding for the activities, along with meals and snacks. The clinical team also offers Equine Therapy to veterans who express interest in attending. These activities are open to any veteran	Weekly and Monthly	Between the hours of 9am-4pm	Swords to Plowshares	
Potential out-placements for higher level of care	HUD-VASH residents: These services and referrals will be made by HUD-VASH Case Management Staff. Non-HUD-VASH: Every effort will be made to keep the veteran in housing through reasonable unit accommodations, but when those methods are not enough case managers will work with the veterans' medical providers to assess for the appropriate level of care. When it is determined that veterans within the project need a higher level of care due to physical or cognitive decline, case management staff will work closely with the veteran and medical providers to assess need for higher levels of care. MHS will make	As needed	Between the hours of 9am-4pm	Department of Veterans Affairs; Swords to Plowshares	
Other services, such as housing retention skills, legal assistance, family connection services, access to food and clothing, representative payee services, adult day care, financial counseling, etc.	Life skills: Will be taught as needed throughout a resident's stay by their assigned case manager, MHS or HUD-VASH Social worker and will be tailored to a veteran's needs. MHS routinely work with veterans individually on hygiene, how to clean their units, basic cooking/nutrition, and how to wash their clothes. These skills are not always practiced when homeless, so individual assistance is sometimes needed. Effective interpersonal communication strategies are emphasized in case management. These skills and timing will be based upon individual need and life	As needed	Between the hours of 9am-4pm	Department of Veterans Affairs; Swords to Plowshares; Project Open Hands; HomeBridge; Stepping Stone; The Bar Association of San Francisco (V-HUB)	Swords to Plowshares, 1060 Howard Street, 94103 (distance 0.8 miles). Residents can travel to the location by public transportation--MUNI Bus Route 27 which operates 24 hours (\$2.75/ride; \$1.25 for youth, seniors, and people with disabilities). The MUNI stop is located less than 400 ft from the entrance of the 629 Post site. Case Managers can provide tokens for transportation and arrange for private transportation as needed. 1.1 Miles to the nearest location for Stepping Stone which is located at 350 Golden Gate Ave.
Parenting education, childcare, DV support in compliance with required services in Sect 302	DV Support: Swords to Plowshares MHS staff will provide assistance to any veteran that experiences domestic violence during their residency. MHS staff will assist veterans in accessing resources such as filing for restraining orders, contacting law enforcement, court appearances, working with the local victims advocate as needed, creating a safety	As needed		Children's Council; Compass Family Services; La Casa de Las Madres	Children's Council San Francisco is located 3 miles from 629 Post. Residents can travel to the location by public transportation via MUNI Bus Route 38 (app. 400 feet from the property) and connecting to the Route 22 line. These routes operate 24hours/day (\$2.75/ride; \$1.25 for youth, seniors, and people with disabilities). Case

Other Residential Services (specify)						
Other Residential Services (specify)						
Other Residential Services (specify)						
File Name:	22. LSP Contract	Lead Service Provider Contract, Agreement or Letter of Intent.			Uploaded to HCD?	Yes
File Name:	22. LSP NonApplicant Contract	Lead Service Provider Contract, Agreement or Letter of Intent (non-Applicant provider).			Uploaded to HCD?	N/A

Section 3: Supportive Services Coordination

- Describe the accessibility of Supportive Services, whether they are on-site or off-site, the frequency, and travel time required to access the Supportive Services including both public and private transportation services (e.g. van owned by the provider). Ensure transportation costs for off-site Supportive Services are reflected in the Project budget.

Swords to Plowshares will offer a myriad of services on site as outlined above such as case management, mental health services, groups, activities, peer support, and tenant supports; however, additional services--Employment assistance, Legal Benefits assistance, Support Groups and Group Therapy--will be provided at Swords to Plowshares' headquarters and Drop-in Center located at 1060 Howard Street, San Francisco, CA 94103 approximately 0.8 miles from the site, a 10-minute car ride or 17 minute bus ride depending on traffic.

Services such as medical care will be obtained through offsite providers. Medical care for VHA-eligible veterans will be offered off-site at either the local VA Downtown San Francisco Outpatient Clinic, located 1.2 miles from the Property at 401 3rd St. San Francisco; or at the VA medical facility and hospital at Fort Miley, 4150 Clement Ave. San Francisco, which is approximately 6 miles from this Property. The VA offers a direct shuttle between their smaller Downtown San Francisco clinic and the larger medical center throughout the day, as well as privately chartered buses that veterans can access from multiple locations within San Francisco that are all accessible through public transportation. The trip is approximately 45 minutes.

- Describe how the Supportive Services will be provided in a manner that is culturally and linguistically competent for persons of different races, ethnicities, sexual orientations, gender identities, and gender expressions. This includes explaining how services will be provided to Homekey+ tenants who do not speak English, or have other communication barriers, including sensory disabilities, and how communication among the services providers, the property manager and these tenants will be facilitated. Additionally, describe how services will accommodate trauma-based, barriers to services. Responses should be as specific as possible in addressing the specific populations served by the Project. For example, if the Project will have Veteran serving units, responses should evidence competency in Supportive Service delivery to Veterans. If available, 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.

Swords to Plowshares prides itself on being a veteran-led advocacy organization. Swords serves veterans regardless of discharge status or access to VA health care. All direct services provided are free of charge to tenants. The services offered at 629 Post are based on best practices learned and adopted by Swords to Plowshares in its 50-year history serving vulnerable veterans and its 25-year history operating permanent supportive housing. Swords to Plowshares opened the country's first Permanent Supportive Housing site dedicated to veterans in 2000 on a formerly military base at the Presidio and has operated this model continuously for over 25 years. Swords continuously takes feedback from the veterans in an effort to make service delivery applicable to the needs of each community and stay abreast of emerging promising and best practices. While the veteran population is unique in needing to understand and speak English while in the military, veterans do have diverse backgrounds and language preferences. If veterans have specific language barriers, limited literacy abilities, or other challenges such as hearing or sight limitations, Swords will make sure to deliver any information in a manner in which it is appropriate for the veteran, and will engage a translator or interpreter as well as have letters and other documents translated into a native language based upon need. Swords currently holds a contract with Acclaro to provide translation 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.

HUD-VASH teams will be trained in accordance with the VA's standards of care which can be found here: <https://www.va.gov/STANDARDSOFPRACTICE/about.asp>.

Swords to Plowshares case management and property management staff are trained to work with veterans using our Combat to Community® educational program within the first 90 days of hire. The training will encompass an understanding of military culture, trauma that can be experienced during military service, and the transition from service member to veteran and the complexities related to that transition. This training will be at no cost to the agency as this training was created by Swords to Plowshares. Property Management and Supportive services staff will be trained in best practices related to the engagement of property management and supportive services teams working in tandem to support housing stability of tenants. This

- Describe how you will engage with tenant and/or participant to encourage voluntary participation in services as well as in community building, such as resident councils or similar forums. Included a description of tenant/participant outreach, engagement and retention strategies to be used.

The Community Organizer roles are dedicated to the support and coordination of veteran residents in the Swords to Plowshares Housing Programs. This role will be coordinated with the Deputy Directors of Clinical Services and Deputy Director for Housing and Residential Programs and onsite staff to determine best strategies for engaging with veteran residents at 629 Post. Previous strategies utilized by Swords to Plowshares and proposed at 629 Post include annual anonymous tenant satisfaction surveys, monthly resident meetings, creation of a tenant council, cooking classes, cultural outings, game nights, movie nights, and other events both on and offsite that residents request. Housing operations also plan to advocate to have a community Senior and Disabled Younger Adult meal program located at this site which has been found in other housing programs to be a great way to assure nutrition needs are being met, connect veterans to the larger community and create daily opportunities for interaction and the reduction of isolative behaviors. As this will be a veteran specific community with a significant number of low-income veterans in residence, community-building events will be a focus in efforts to create programming that supports the needs of this site and based on input from veterans who will reside at 629 Post. These will include barbecues, holiday events, and cultural outings available to all residents planned in conjunction with the VA's HUD-VASH

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.

HUD-VASH teams will be trained in accordance with the VAs standards of care. Swords to Plowshares case management and property management staff are trained to work with veterans using our Combat to Community® educational program within the first 90 days of hire. The training will encompass an understanding of military culture, trauma that can be experienced during military service, and the transition from service member to veteran and the complexities related to that transition. This training will be at no cost to the agency as this training was created by Swords to Plowshares. Property Management and Supportive services staff will be trained in best practices related to the engagement of tenants towards the goal of long-term housing stability. This training will be provided virtually by the Corporation for Supportive Housing through their training program series which offers a variety of training to ensure high-quality supportive services and property management services are delivered to

- Describe how the Supportive Services will be provided in a manner that demonstrates cultural competency in working with families with children, including single parent households.

Staff working at this site will be trained in best practices when working with veteran families to include parents with minor children, parents with children with disabilities, and families with more than one disabled household member. These households have unique needs that require staff to be competent in accessing services to ensure family stability. Staff will assist veteran families in accessing and connecting to resources within the San Francisco Unified School System to include the charter school system, parks and recreation services, local youth clubs, daycare options, food resources, employment opportunities, family friendly outings and activities and other services as deemed appropriate by the veteran head of household and family members. The staff will assist with connecting veteran families to the Temporary Assistance for Needy Families (TANF) program, CalFresh (Supplemental Nutrition Assistance Program), Women Infants and Children (WIC) program, California Alternative Payment Program (CAPP for daycare subsidies), and any other monetary and non-cash benefits to which

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.

Within the first 90-days of hire staff will receive training on topics such as understanding mandated reporting requirements as it relates to minors and adults with disabilities, domestic and intimate partner violence, trauma informed care, family therapy resources, and available caregiver support system resources. These trainings will be provided via platforms available to the agency such as through the Corporation for Supportive Housing training portal, PESI which provides various trainings for clinical staff, and other accredited vendors and local non-profit service providers. Training on local resources will be provided by the supportive services management team. Additional training needs that must be provided by external sources will be paid by Swords to Plowshares, and they typically cost on average \$65-\$250 per staff member being trained by an outside vendor. Swords will also work with La Casa de Las Madres to provide training to the team via their Community Education Program.

- Describe how the Supportive Services will be provided in a manner that demonstrates cultural competency in working with people who identify as female.

Swords to Plowshares housing program staff receive cultural competency training annually, provided by the agency. Swords to Plowshares' Combat to Community® education training is a series of accredited cultural competency curricula developed by our Institute for Veteran Policy team with the purpose of educating the community to address the challenges veterans face re-integrating and the unique skill sets they acquire in service.

In our general Combat to Community® training for service providers, we include information on the unique barriers and challenges women veterans face. We also provide a specific **Combat to Community training on Women Veterans and have created a Women Veterans Screening Guide (see attached) for service providers. The strategies provided in the screening** 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.

At hire, and within the first 90 days and annually thereafter, supportive services staff are required to take a host of trainings which will include understanding the resources available to women veterans in San Francisco and the broader Bay Area. Our staff will be trained as well on resources available to female veterans through local providers such as the VA Hospital's Women's Clinic which provides tailored medical care in addition to individual and group counseling options. All staff receive training in the risk factors specific to women veterans, and the need for gender-specific outreach materials and approach to service delivery. Clinical supervisory staff will also provide ongoing training to staff members with information learned at formal training sessions provided by certified vendors such as PESI Inc., a well-known non-profit agency specializing in behavioral health trainings and seminars. In addition, Swords provides **access to funds for ongoing training by outside vendors to ensure that staff are trained on the latest best practice information and therapeutic techniques. Swords will also ensure that staff**

6. Describe how the Supportive Services will be provided in manner that demonstrates cultural competency in working with people identifying as LGBTQ.

Swords to Plowshares has a long history of working with veterans across a spectrum of identities to include veterans identifying as part of the LGBTQ community, including staff who have direct experience as LGBTQ service members. While many veterans are unable to be open about their identity as LGBTQ during their service for fear of being discharged, Swords to Plowshares is now helping to right those wrongs through our Legal Department who works on discharge upgrades for veterans who were discharged under the "Don't Ask, Don't Tell" policies and those policies that sought to silence LGBTQ veterans of earlier eras of service. Legal staff also help transgender veterans obtain VA paperwork and identification that matches their gender identity where possible. Within our Housing programs, we do not discriminate against LGBTQ veterans and work tirelessly to create safe zones throughout our programs. We **work closely with our veterans to educate them on LGBTQ issues throughout their stay by bringing in outside speakers to community meetings and other community events to reinforce our** 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.

At hire, within the first 90 days, supportive services and property management staff are required to take a host of trainings such as motivational interviewing, critical time intervention, voluntary moving-on, de-escalation, trauma-informed care, crisis management, understanding suicidality, harm reduction, and Sexual Orientation and Gender Identity (SOGI) training. All staff participate in any training provided and that is relevant to their work. Clinical supervisory staff will also provide ongoing training to staff members with information learned at formal training sessions provided by certified vendors such as PESI Inc., a well-known non-profit agency specializing in behavioral health trainings and seminars. In addition, Swords provides **access to funds for ongoing training by outside vendors to ensure that staff are trained on the latest best practice information and therapeutic techniques. Swords does provide annual refresher trainings, or will provide money for outside vendors, to ensure that staff have the training they need to provide high quality care to veteran clients. If training needs to be provided**

7. Describe how the Supportive Services will be provided in a manner that demonstrates cultural competency in working with people experience Post Traumatic Stress Disorder or sexual trauma (or military sexual trauma as applicable).

As a veteran-only serving agency, Swords to Plowshares is uniquely poised to understand issues that are specific to this population such as Military Sexual Trauma (MST), Post Traumatic Stress Disorder (PTSD), Traumatic Brain Injury (TBI), and other conditions that are seen as hallmarks of military service. Swords to Plowshares housing program staff receive cultural competency training annually, provided by the agency. Swords to Plowshares' Combat to Community® education training is a series of accredited cultural competency curricula developed by our Institute for Veteran Policy team with the purpose of educating the community to address the challenges veterans face re-integrating and the unique skill sets they acquire in service. This training is further supplemented by trainings specifically targeted to working with people diagnosed with PTSD wherein clinical staff are trained on how to identify symptomology and **behaviors that can manifest itself in someone diagnosed with PTSD. Staff will be trained in the DSM diagnostic criteria for PTSD through either agency trained clinicians or external sources** 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.

At hire, and within the first 90 days, staff are required to take a host of trainings such as motivational interviewing, critical time intervention, voluntary moving-on, de-escalation, trauma-informed care, crisis management, suicidality, harm reduction, and understanding local laws regarding service, therapy and companion animals. The Mental Health Specialists, Property Management, and Community Organizers will participate in any training provided that is related to their work and within their scope of practice. Clinical supervisory staff will also provide ongoing training to support services staff members with information learned at formal training sessions provided by certified vendors such as PESI Inc., a well-known non-profit agency specializing in behavioral health trainings and seminars. Swords to Plowshares Housing Staff also have access to a locally funded Corporation for Supportive Housing Training Portal **where there are various trainings related to de-escalation, trauma informed service delivery, among other curriculums that are free of charge. These are webinars that can be accessed at** Describe how the Supportive Services will be provided in a manner that demonstrates cultural competency in working with people who have survived domestic violence and clients with trauma histories.

8. Describe how the Supportive Services will be provided in a manner that demonstrates cultural competency in working with people who have survived domestic violence and clients with trauma histories.

Swords to Plowshares case management and property management staff receive cultural competency training annually, provided by the agency. Swords to Plowshares' Combat to Community® education training is a series of accredited cultural competency curricula developed by our Institute for Veteran Policy team with the purpose of educating the community to address the challenges veterans face re-integrating and the unique skill sets they acquire in service.

In our general Combat to Community® training for service providers and our specific training on Veterans and Domestic Violence, we include information on the veterans who have been **involved with intimate partner violence, the risk factors for veterans, and the unique challenges veterans face. Swords to Plowshares will also work closely with local non-profits that focus** 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.

At hire, within the first 90 days, staff are required to take a host of trainings such as motivational interviewing, critical time intervention, de-escalation, trauma-informed care, crisis management, suicidality, and harm reduction. The Mental Health Specialist and Community Organizers will participate in any training provided that is relevant to their work and within their scope of practice. Clinical supervisory staff will also provide ongoing training to staff members with information learned at formal training sessions provided by certified vendors such as PESI Inc., a well-known non-profit agency specializing in behavioral health trainings and seminars. Swords to Plowshares Housing Staff also have access to a locally funded Corporation for Supportive Housing Training Portal where there are various trainings related to de-escalation, trauma informed service delivery, among other curriculums that are free of charge. **These are webinars that can be accessed at any time along with written information that is directly relatable to staff providing services in permanent supportive housing from case managers**

9. Provide a description of plans and measures to ensure the safety and security of residents and staff (e.g., guest and visitor policies, policies on the violation of safety rules, staff training, and building design features intended to promote security).

Staff and resident safety are very important to the agency. Swords to Plowshares trains housing staff to be able to respond to many of the emergencies they may face while at work. Front desk staff have access to a secured office at all times in case they are in danger while at the desk. This space will have access to a phone so that emergency services can be called. Additionally, panic buttons will be installed in private offices. We have installed panic buttons at all service locations and established a Panic Button Alarm Procedure for each site. Staff are trained at on-boarding and annually on Panic Button Alarm Procedures which include instructions for Use and Activation (including threatening of physical violence, physical violence and verbal or physical aggression), Designated Staff Roles, Response when Alarm is Activated, and a list of Current Emergency Contacts. Staff will also be aware of emergency exits and **protocols in case of fire or other incidents that may require evacuation. Staff are aware they must ensure their own safety in order to better support residents at the property. A safety**

The property manager and LSP shall have three or more years of experience serving persons of each unique Target Population of people with Behavioral Health Challenges. If a property manager or LSP is not yet selected for the proposed Project, the Eligible Applicant shall certify that this requirement will be reflected in any future solicitation or memorandum of understanding (MOU) (see Section 305 for points awarded). If the property management and/or LSP has three or more years serving persons experiencing homelessness, but not Veterans experiencing homelessness, HCD in its sole discretion may deem the property manager and/or LSP to have met this requirement, provided the property manager and/or LSP agrees to completing a training provided by CalVet.

10. Projects with Youth Assisted Units must jointly apply and/or partner with a nonprofit corporation(s), including community-based organization(s), with at least three years of experience serving current or former Foster Youth, Homeless Youth, or Youth at Risk of Homelessness.

Describe how your experience meets this criteria, including any need for training by CalVet.

Swords to Plowshares has been providing services to veterans for over 50 years in the San Francisco Bay Area. Swords as an agency prides itself on defining a veteran as anyone who has ever served, regardless of their discharge status or time served in the military. We are a nationally recognized leader in veteran services to include the creation of the Combat to Community® training program along with our hallmark Legal services for veterans with "bad paper", veterans who were discharged from the military under circumstances that preclude them from VA Healthcare and other services and monetary benefits from the VA. Swords to Plowshares has worked over these 50 years on behalf of veterans who were discharged from the military with no benefits in order to assist them to regain those benefits through discharge upgrades, service connection claims, and other administrative processes. We understand that **access to VA healthcare can be lifesaving care and also potential access to a permanently affordable housing voucher and supportive services. For those veterans that do not have**

Part III. Staffing

Section 1a: Staffing Description

Describe the overall staffing pattern, including the roles and responsibilities for each position listed in the Staffing Chart below. List the target populations served through each position.

The staffing chart below is for the 44 Homekey+ Assisted Units; the staffing for the 19 Safe Haven units is not included per HCD instructions. Of the 44 Homekey+ Assisted Units, the 20 HUD VASH units will serve homeless veterans, and the 24 non-VASH units will serve veterans at risk of homelessness, as defined in the Homekey+ NOFA. All positions listed herein serve veterans eligible for Homekey+ Assisted Units deemed eligible for the program based on their homeless status, income at entry, and disabling condition(s). Operating subsidy for the 44 Homekey+ Assisted Units consists of VASH vouchers for 20 studio units and a 20-Year MOHCD-funded capitalized operating reserve (MOHCD COSR) of \$5,948,136 for the 24 non-VASH SRO units as the local operating match for the Homekey+ capitalized operating grant of \$2,657,182 (HK+ COSR), the combined which will allow the funding of onsite case management and supportive services provided by Swords to Plowshares for 20 years. Staffing for the 20 Homekey+ Assisted Units supported by HUD-VASH will include 0.67 FTE VA Social Worker who will provide onsite supportive services, connection to offsite resources and referrals to care and services not provided by the VA, a 0.125 FTE Peer Specialist to assist veterans with engaging with the onsite VA Social work staff, support veterans in getting to and from appointments, and encouraging veterans to be active participants in their care and community, and a .0625 FTE register nurse. These VA staff members will utilize the VA Office on the ground floor. Staffing for the remaining 24 Homekey+ Assisted Units consists of Swords staff that will be assigned to the project, including a 1.0 FTE Mental Health Specialists (MHS) who will provide onsite supportive services, groups and activities, connections to offsite resources and referrals to care and services not provided by Swords onsite or at our offsite location at 1060 Howard St. Swords, will also provide 0.17 FTE Program Manager for staff who will provide support with the implementation of an onsite Tenant Council that will meet monthly, provide access to curated offsite activities in the community. Swords to Plowshares will also commit 0.17 FTE of a Residential Programs Administrative Coordinator to assist with data entry for the local HMIS system in addition to monitoring data quality and reporting for this project. The staffing pattern outlined will ensure that veterans living at 629 Post will have access to supportive services and activities both on and offsite. The staffing pattern meets the requirements of HK+ as outlined in the NOFA. All positions will provide services onsite, with the exception of the HMIS Administrative Coordinator who will be located offsite. For veterans not engaged in VA medical care, the San Francisco Department of Public Health's PHACS team (Permanent Housing Advanced Clinical Services) is a multidisciplinary team that will provide crisis intervention, assessment, care coordination, medication management, overdose prevention, and will also help monitor the health status and any emerging chronic medical conditions. The PHACS team also provides consolation services to the onsite case management teams when needed. PHACS staff will consist of a 0.02 FTE Registered Nurse, 0.02 FTE Behavioral Health Clinician, 0.02 FTE Community Health Worker and a 0.02 FTE Nurse

Section 1b: Staffing Chart

List all staff positions that will provide services to the tenants of the Homekey+ Assisted Units. Include any staff positions of partnering organizations who have committed time to the Project. Include the 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). Do not include staff which serve non-Homekey+ Units and supervisors, peer support positions, or HMIS Administration positions. If a staff position serves both tenants in Homekey+ and non-Homekey+ units, include only that portion (i.e., % FTE) of the staff position dedicated to Homekey+ Assisted Units. Attach a copy of each positions duty statement, if these documents are available.

NOTE: Indicate which staff position will be responsible for Homeless Management Information System data entry and CoC coordination.

Title	Minimum requirements	Total FTE:	1.9	Employing Organization	Location
List each staff position	List minimum required staff preparation include (education & experience).	Indicate FTE staff positions for Homekey+ units (half-time is 0.5)		List which organization will employ each staff position	Select "On-Site" or "Off-Site"
Case Manager - Swords (Mental Health Specialist)	Mental Health Specialist – Min.4 years of experience providing direct services to homeless, substance use disorder and dual diagnosed individuals. Provides individualized case management to a caseload of dually diagnosed veteran residents; and assists veteran residents to meet program goals regarding Residential Stability, Increased Skills or Income, Greater Self-determination,	1.00		Lead Service Provider	On-Site
Case Manager - VA	VA HUD-VASH Case Manager - Education and experience determined by the VA, minimum education MSW level Provided In-Kind by the VA for the 20 VASH units	0.67		Other Supportive Services Provider	On-Site
Peer Support - VA	VA Peer Support Specialist. Veteran status is required. Discharged or released from active duty in the armed forces under other than honorable conditions accepted. A person with mental health and/or co-occurring conditions who has been trained to help others with these conditions, identify and achieve specific life and recovery goals. Must be certified as a Section 405 of Public Law 110-387, as codified in 38	0.13		Other Supportive Services Provider	On-Site
Registered Nurse - VA	QUALIFICATIONS: • Citizen of the United States • Possession of current, full, active, and unrestricted RN license • Meets mental and physical requirements to satisfactorily perform assigned duties including home visiting and community outreach	0.06		Other Supportive Services Provider	On-Site
Registered Nurse (DPH PHACS)	Requires completion of high school, supplemented by graduation from an accredited school of nursing or an equivalent combination of training and experience. Requires thorough working knowledge of modern methods, techniques and procedures used in professional nursing, including understanding of medical terminology and hospital routines, procedures, equipment and facilities. Requires ability to: work	0.02		Other Supportive Services Provider	On-Site
Behavioral Health Clinician (DPH PHACS)	Possession of a valid license as a Licensed Clinical Social Worker (LCSW), issued by the California Board of Behavioral Sciences (BBS); OR Possession of valid registration as an Associate Clinical Social Worker (ASW) , issued by the California Board of Behavioral Sciences (BBS); OR Possession of a valid license as a Licensed Marriage and Family Therapist (LMFT) , issued by the California Board of	0.02		Other Supportive Services Provider	On-Site
Community Health Worker (DPH PHACS)	Two (2) years of verifiable experience within the last five (5) years, working with a culturally diverse population performing a combination of at least two (2) of the following duties: Serving as a liaison between targeted communities and healthcare agencies; providing culturally appropriate health education/information and outreach to targeted populations; providing referral and follow up services or otherwise	0.02		Other Supportive Services Provider	On-Site
Nurse Practitioner (DPH PHACS)	Minimum Qualifications (Required): LICENSE: Possession of a valid California Nurse Practitioner (NP) license issued by the California Board of Registered Nursing; AND LICENSE: Possession of a current medication furnishing license issued by the California Board of Registered Nurses; AND	0.02		Other Supportive Services Provider	On-Site
Other Medical and Behavioral Health Providers - VA	Additional medical services are provided at the Fort Miley Hospital, which is approximately 6 miles away from the property and accessible by public transportation. Case Managers can provide tokens for transportation or arrange for private transportation as needed. Fort Miley offers free health and dental care for homeless veterans, a 24-hour triage nurse line, behavioral health counseling and			Other Supportive Services Provider	Off-Site

File Name:	23. LSP resumes	Provide resumes of Supportive Services staff who will be overseeing Case Managers on the Project. Not required for Assisted Units with Veterans Affairs Supportive Housing (HUD-VASH) vouchers	Uploaded to HCD?	Yes
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Section 2: Staffing Ratios

1. Complete case manager staffing ratio chart to show how many staff are assigned per client (for example 2:1, 3:1, etc.). Include all case management. Provide only the number of ongoing direct service staff positions that will provide services to the tenants of the Homekey+ Assisted Units, (for example, case manager, psychiatric nurse, services coordinator, etc.). Do not include supervisors, peer support positions, or HMIS Administration positions.

Population Type:	Chronically Homeless (cannot exceed 20 to 1 ratio)	Homeless (cannot exceed 25 to 1 ratio)	At-Risk of Homelessness (cannot exceed 40 to 1 ratio)	Homeless Youth, or Youth at Risk of Homelessness (cannot exceed 15 to 1 ratio)	Veterans Chronically Homeless (cannot exceed 20 to 1 ratio)	Veterans Homeless (cannot exceed 25 to 1 ratio)	Veterans At-Risk of Homelessness (cannot exceed 40 to 1 ratio)	Veterans Homeless Youth, or Youth at Risk of Homelessness (cannot exceed 15 to 1 ratio)	Totals Units
Units Serving Subpopulation	0	0	0	0	0	20	24	0	44
Staff Serving Subpopulation					0	0.89	1.043636364		1,9375
Case Manager Ratio						22.4 to 1	23.0 to 1		22.7 to 1

Describe staffing ratio special circumstances below.

The staffing above is only for the 44 Homekey+ Assisted Units; it does not include staffing for the 19 Safe Haven units.

However, the chart below is inclusive of staffing for the Safe Haven units.

Part IV. Supportive Services and Property Management Budget

Provide a line item supportive services budget for the Project using the format below. Complete both income and expense portions of the budget on a yearly basis. Include all costs associated with implementing your SSP, including any in-kind services. Include income and expenses for all staff positions and partnering organizations who have committed time to the Project. Total expenses should equal total income. Add expense item categories & lines as necessary. Don't include costs associated with providing services in non-Homekey+ Assisted Units. If costs are associated with both Homekey+ & non-Homekey+ Assisted Units, include only the Homekey+ Assisted Units portion.

Staff Salaries: List by title of position. (This list must match the Staffing Chart above.)

Expense Item	FTE	Amount	Type	Funding Status	% of Total Budget
On-Site Manager(s)	1.00	\$76,204	Cash	Committed	4.41%
On-Site Assistant Manager(s)	0.00	\$0			0.00%
Supportive Services Staff Supervisor(s)	0.34	\$49,227	Cash	Committed	2.85%
Supportive Services Coordinator, On-Site	0.00	\$0			0.00%
Other Supportive Services Staff (inc. Case Manager)	5.12	\$383,329	Cash	Committed	22.20%
On-Site Maintenance Employee(s)	1.00	\$61,364	Cash	Committed	3.55%
On-Site Leasing Agent/Administrative Employee(s)	0.72	\$81,909	Cash	Committed	4.74%
On-Site Security Employee(s)	9.15	\$524,718	Cash	Committed	30.39%
	0.00	\$0			0.00%
	0.00	\$0			0.00%
	0.00	\$0			0.00%
	0.00	\$0			0.00%
Fringe Benefits		\$368,782	Cash	Committed	21.36%
Total Staff Expenses		\$1,545,533			89.51%

Staff Salaries: List by title of position. (This list must match the Staffing Chart above.)

Expense Item	Amount	Type	Funding Status	% of Total Budget
Tenant Transportation (per SSP)	\$0			0.00%
Staff training (per SSP)	\$0			0.00%
Equipment	\$0			0.00%
Supplies	\$0			0.00%
Travel	\$0			0.00%
Office Rent/Occupancy Costs (don't include rent/leasing)	\$0			0.00%
Training	\$0			0.00%
Other Supportive Services Costs (Safe Haven Meals)	\$181,125	Cash	Intend to Fund or Provide	10.49%
Other Supportive Services Costs ()	\$0			0.00%
Total Expenses	\$1,726,658			10.49%
Supportive Services Admin Overhead	\$85,217	Cash	Committed	0.00%
Security Contract	\$0			0.00%

Part V. Property Management Plans and Tenant Selection

Section 1: Property Management Plans and Tenant Selection

The Property Management Plan and tenant selection policies submitted with the Homekey+ application will be evaluated for the following consistent with state Housing First requirements. These documents must identify, describe, and utilize Housing First and low-barrier tenant selection processes that prioritize those with the highest needs for available housing. The descriptions of the use of Housing First and tenant selection in this SSP must be consistent with the Property Management Plan and the tenant selection policies. The Property Management Plan and tenant selection policies should address the following and be consistent with state Housing First requirements, as well as and other Homekey+ program requirements:

1. Applicant eligibility and screening standards	Included in Property Management Plan?	Yes
2. Confidentiality	Included in Property Management Plan?	Yes
3. Substance abuse policy	Included in Property Management Plan?	Yes
4. Communication between property manager and supportive services staff	Included in Property Management Plan?	Yes
5. Eviction policies and eviction prevention procedures	Included in Property Management Plan?	Yes
6. Process for assisting tenants to apply for different forms of cash and non-cash benefits to aid the household in retaining their housing, if needed	Included in Property Management Plan?	Yes
7. How applicants and residents will be assisted in making reasonable accommodation requests, in coordination with the services provider and persuasive to outside entities, such as Housing Authorities, to ensure that persons with disabilities have access to and can maintain housing	Included in Property Management Plan?	Yes
8. Policies and practices to facilitate Voluntary Moving On strategies	Included in Property Management Plan?	Yes
9. Appeal and Grievance Procedures	Included in Property Management Plan?	Yes
10. Payment of rent by residents during periods of hospitalization.	Included in Property Management Plan?	Yes
11. Coordination with property management for resolution of complaints from tenants or on behalf of tenants.	Included in Property Management Plan?	Yes
12. Use of best practices in service delivery for each unique Target Population served by the Project, including but not limited to critical time intervention; trauma-informed care and de-escalation; motivational interviewing; peer support; case conferencing; and providing care in a culturally competent manner.	Included in Property Management Plan?	Yes
13. Supportive Services for Youth Assisted Units must also include a Positive Youth Development (PYD) model and trauma-informed care. Services may include, but are not limited to, case management, income supports, educational and employment counseling, life skills, legal assistance, health and wellness, and family connection services. Youth Assisted Units occupied by a tenant over age 25 shall be replaced with a comparable unit in the same Project, if available. When a tenant older than 25 moves out of a unit restricted for Youth, the Youth Assisted Unit shall go back to serving Homeless Youth.	Included in Property Management Plan?	N/A
File Name	24. Property Management Plan	Submit Property Management Plan and Tenant Selection Policies
		Uploaded to HCD?
		Yes

Part VI. Measurable Outcomes and Plan for Evaluation

Specific target populations will likely have varying outcomes and evaluation strategies. List outcomes and evaluations plans specific to each target population.

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. Categorize the outcomes for your Project into the following three categories:

Category	Outcomes	Outcome Objectives
Residential Stability: Tenants maintain permanent housing (see examples in cell comments to the right)	100% of veterans will be assessed at entry for linkage to mental health, medical care, and income supports. Property Management and Supportive Services staff will meet at least bi-weekly to coordinate on cases where there is a concern about a loss of housing.	Number of households moved in during the period/number of households assessed for linkage to care.
Increased Skills and/or Income: 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)	100% of veterans who express interest in employment and/or education supports will be assisted by case management for linkage to those services either within Swords to Plowshares and the VA or other community agencies as appropriate. 100% of veterans at entry will be engaged by case management to assess for entitlement benefits as appropriate. Case management staff will also follow up with veterans if a loss of income occurs to offer support in reconnecting veterans with	Unduplicated number of households who identify a need for employment and education supports; Number of unduplicated households who have zero income at entry/number of unduplicated households who have income after 90 days; Unduplicated number of households who have reported a loss of income to case management.
Greater Self-Determination: 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)	Swords to Plowshares will offer at least one weekly onsite group based on feedback from veteran tenants. Swords to Plowshares will engage veterans in order to create an onsite Tenant Council group to meet monthly once established as a mechanism for tenant feedback around concerns directly impacting their community.	1 group or community activity will be held each week, for a total of 52 per year.
Other (specify)		

Section 2: Plan for Evaluation

Describe your evaluation plan, including 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.).

Swords to Plowshares case management staff (MHS) will track outcomes related to the number and type of groups and/or community activities offered and their frequency. This information will be analyzed by onsite MHS staff and will also be entered into and can be reported on from our internal case management data tracking system, Exponent Case Management (ECM). For the outcomes related to residential stability and increased skills and/or income, for veterans directly case managed by the Swords to Plowshares case management staff (MHS), that data will be tracked and stored in our internal case management data tracking system ECM. For veterans case managed by the VA, Swords will work in collaboration with the VA to obtain the data related to those veterans for this reporting.

Applicant Comments

Project Name	629 Post	Number of Project Units:	63
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HCD Reserve Requirements

Replacement Reserve Calculator UMR §8309

(a)	0.6% of New construction costs (structures excluding contractor profit, overhead, and general requirements and insurance): \$500 per unit: (This is a placeholder for rehab projects and may be subject to higher amount)	\$0	\$0
(b)	Replacement Reserve Amount = <i>New construction: lesser of (a) and (b); Rehab: (b)</i> HCD Required Replacement Reserve Amount - <i>included in "Operating budget" tab</i>	\$500	\$31,500
			\$31,500

Operating Reserve Calculator

1	Total Operating Expenses Excluding On-Site Service Coordinator Salaries.			TAX CREDIT Project 3 Month Reserve Required	NON-TAX CREDIT Project 4 Month Reserve Required				
	(a) Total Operating Expenses:	\$2,765,296	Amount subject to reserve calculation: <i>(a - b)</i>	\$2,765,296	\$691,324	\$921,765			
	(b) <i>Minus: On-Site Service Coordinator Salaries:</i>	\$0							
2	Replacement Reserve amount from above: <i>(Cell AJ10)</i>			\$31,500	\$7,875	\$10,500			
3	Debt Service (including all HCD 0.42% Fees and Bond Issuer Fee)			Annual Debt Service Amount	TAX CREDIT Project 3 Month Reserve Required	NON-TAX CREDIT Project 4 Month Reserve Required			
	Name of Lender <i>Operating Budget cells (D138 to D147)</i>								
	1st Mortgage Debt Service						\$0	\$0	\$0
	2nd Mortgage Debt Service						\$0	\$0	\$0
	3rd Mortgage Debt Service						\$0	\$0	\$0
	Other HCD .42% (Specify)						\$0	\$0	\$0
	Other HCD .42% (Specify)						\$0	\$0	\$0
	Bond Issuer Fee						\$0	\$0	\$0
	Miscellaneous Financial Expenses (specify)						\$0	\$0	\$0
	Miscellaneous Financial Expenses (specify)						\$0	\$0	\$0
	Miscellaneous Financial Expenses (specify)						\$0	\$0	\$0
	Miscellaneous Financial Expenses (specify)						\$0	\$0	\$0
Other (Specify)			\$0	\$0	\$0				
Totals			\$0	\$0	\$0				
UMR Required Operating Reserve Amount:				\$699,199	\$932,265				

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

MOHCD's Capitalized Replacement Reserve requirement is the higher of \$1k per unit or the amount necessary per the PNA, which concluded \$100,000 for the Capitalized Replacement Reserve.

Construction Hard Cost Contingency Calculator UMR §8310

Program Threshold Requirements

Article III. Threshold and Scoring Criteria

§300. Threshold Requirements

Applicants acknowledges that to be eligible to receive Homekey+ funding, all applications must meet the threshold requirements of this Section. HCD reserves the right to request clarification of unclear or ambiguous statements made in an application and other supporting documents.

Yes
Yes
Yes

- i. Applicant(s) acknowledges that Applications may be submitted independently by an Eligible Applicant, as defined in §200 and Article VII. Alternatively, each Eligible Applicant may apply jointly with a Co-Applicant, as specified.

Applicant(s) acknowledges that no additions of Co-Applicants or special purpose entities will be considered subsequent to the date of application, including after Standard Agreement execution.

§200. Eligible Applicants

iii. Pursuant to CA HSC § 50237 and 50241, HHAP Homekey+ Supplemental eligible applicants are:

- a. California's 14 largest cities with a population of 300,000 or more as of January 1, 2022.

Is the Applicant or Co-Applicant one of these 14 largest cities, mentioned below, with a population of 300,000 or more as of January 1, 2022?

Yes

Anaheim Irvine Oakland San Diego Santa Ana
 Bakersfield Long Beach Riverside San Francisco Stockton
 Fresno Los Angeles Sacramento San Jose

- b. California's 58 Counties

County	San Francisco
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c. The entities in a. and b. must have:

- 1 A compliant housing element as defined in Government Code §65589.9, at the time a Homekey+ application is submitted; and

Applicant(s) certifies to have a compliant housing element as defined in Government Code §65589.9.

Yes

- 2 An approved HHAP regionally coordinated homelessness action plan.

Applicant(s) certifies to have an approved HHAP regionally coordinated homelessness action plan.

Yes

d. Tribal Entities

- ii. Applicant(s) certifies that the proposed Projects must serve persons qualifying or households that include persons qualifying as members of the Target Population?

Yes

- iii. Applicant(s) certifies to submit a completed application workbook with all worksheets, documents and supplemental information.

Yes

- iv. Applicant(s) certifies to include a Project-specific Supportive Services Plan, that shall be consistent with any representations made in the application, and it shall meet the Homekey+ Program Requirements noted in NOFA §302?

Make sure to complete the "Supportive Services Plan" sheet.

Yes

- v. Project Ownership Structure submitted with the application workbook that demonstrates the relationship of the Applicants, Co-applicants and project entities within the ownership structure.

Article VI – Definitions

xxxix. "Project Ownership Structure" means a Project-specific entity organizational chart that shows the ownership relationship between the Project Applicants and all Project entities (including the special purpose entity). This document is used by HCD to connect the Project Ownership Structure with the provided legal organizational documents (i.e. Operating Agreement, Limited Partnership Agreement, By Laws, etc.) to ensure the Primary Applicant or Co-Applicant has legal control over the Project site. This is NOT a staff organizational chart. The Project Ownership Structure chart must be provided with the application.

File Name	26. Project Ownership Structure	Provide a "Project Ownership Structure" chart.	Uploaded to HCD?	Yes
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- vi. Applicant(s) certifies to submit all required documents from each Eligible Applicant and Co-Applicant as applicable, including but not limited to:

Yes

A duly executed resolution authorizing the entity to apply for funds and to participate in the Homekey+ Program in connection with each discrete Project; attested to by a person other than the person identified as the authorized signatory. If there is more than one authorized signatory identified, state whether one or all signatories are required to submit and execute program documents. If the application is being signed by a designee of the authorized signatory, the Applicant must also submit a designee letter or other proof of signing authority. The resolutions should materially comport with the Homekey+ resolution templates that will be available on the Homekey+ website when the application is released.

- a. Organizational documents supporting the resolutions submitted with the application. Eligible Applicants are exempted from this requirement. Notwithstanding the foregoing, HCD reserves the right to request additional documentation at any point to verify any entity's authority and/or organizational structure. For a complete list of organizational documents, refer to Appendix B.

NOTE: These documents are requested at "Project Overview" sheet under the Applicant and Co-Applicant entity names.

- vii. Applicants shall provide a written non-discrimination policy that complies with the requirements in §508 - Accessibility and Non-Discrimination.

Yes

File Name	27. Non-Discrimination Policy	Provide a non-discrimination policy.	Uploaded to HCD?	Yes
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Applications shall provide a statement how the Project will address equity that must answer the following question: *What specific actions will the Applicant take to ensure equitable access to housing and services for groups that are overrepresented among residents experiencing homelessness in its jurisdiction and region?*

- viii. Examples of what applicants should consider include race, ethnicity, age (e.g. youth, elderly), disability status, LGBTQ+ status, etc. The response shall reference the latest Continuum of Care (CoC) Homelessness Management Information System (HMIS) demographics data to explain. Please see the Homekey+ website for the template at the time of Application release.

[Homekey + website](#)

File Name	28. Equity Statement	Provide Racial & Gender Equity statement by answering the above question.	Uploaded to HCD?	Yes
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Applications shall provide a statement how the Project will engage the Target Population that must answer the following question: *How did/will the Applicant engage with the Target Population to inform the design of the Project operations and Supportive Services?* Please see Homekey+ website for guidance documents at the time of Application release.

[Homekey + website](#)

File Name	29. Engaging the Target Population Statement	Provide a response to the question above.	Uploaded to HCD?	Yes
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- x. The Applicant shall have site control of the property at the time of application, and such control shall not be contingent on the approval of any other party. The status and nature of the Applicant's title and interest in the property shall be subject to HCD's approval. Site control may be evidenced by one of the following:

Yes

Site Control UMR §8303 and §8316

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

Yes

For Acq/Rehabilitation and Rehabilitation Projects **ONLY**: Provide a description of the current condition of the structure(s) and a general description of the overall scope of work. Include a discussion of any proposed modification to the unit configurations, unit mix, need for seismic retrofit, or modifications in use (e.g., commercial/tourist hotel to SRO or studio apartments). All Projects must submit a Physical Needs Assessment (PNA) or Capital Needs Assessment (CNA) prepared by a qualified independent third party contractor, which supports the proposed scope of work. All Projects must submit a current rent roll, which includes household income and household size for each unit.

File Name	37. Rehab Description	Narrative description of current condition of structure(s) and overall scope of work.	Uploaded to HCD?	Yes
File Name	38. PNA or CAN	PNA or CNA prepared by a qualified independent third-party contractor.	Uploaded to HCD?	Yes

xv. For Projects seeking funding for master leasing and purchase of Affordability Covenants, Applicant shall provide a market study prepared no earlier than 12 months prior to application submission which conforms to TCAC guidelines, and/or a rent roll, and/or other supporting documentation.

Is the Applicant(s) seeking funding for master leasing and purchase of Affordability Covenants?

xvi. Applicant(s) acknowledges all Projects seeking funding for Rehabilitation and new construction are required to submit a Phase I Environmental Site Assessment (ESA) which was prepared or updated no earlier than 12 months prior to application submission?

File Name	40. Env. Report 1	Environmental Site Assessment Phase I (prepared or updated no earlier than 12 months prior to the application due date).	Uploaded to HCD?	Yes
File Name	41. Env. Report 2	If Environmental Site Assessment Phase I requires a Phase II study, submit a Phase II (prepared or updated no earlier than 12 months prior to the application due date).	Uploaded to HCD?	N/A

xvii. Relocation Assistance Narrative. Applicant shall submit a concise, sufficiently detailed narrative to demonstrate its consideration of, and early engagement with, applicable relocation assistance laws and requirements. An Applicant's unsupported conclusion that relocation law does not apply or that the Project Site is vacant does not sufficiently demonstrate such consideration and engagement. The Applicant must support any representation that relocation law does not apply or that the Project Site is vacant by including either an explanation that supports this representation or supporting documentation that establishes that the property is vacant. This Relocation Assistance Narrative will be evaluated by HCD to determine whether a relocation plan is required by law or whether a certificate of no-relocation can be issued.

The Relocation Assistance Narrative does not take the place of these two documents. Grantee shall submit either a relocation plan or a certificate of no-relocation as a condition of disbursement. See §507 and Homekey+ website for more information and template, which will be uploaded when the application is released.

[Template on the Homekey website.](#)

File Name	42. Relocation narrative	Applicant's Relocation Assistance Narrative shall include or identify the following: §300(xvii)(a-i)	Uploaded to HCD?	Yes
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xviii. Applicant(s) certifies to provide all Enforceable Funding Commitments (EFCs) as defined by Article VII (xviii) for:

a. Development costs with specific funding sources, including federal, state, local, private, or philanthropic sources for the proposed Project.

Rental subsidies, operations, and service costs with specific funding sources, including federal, state, local, private, or philanthropic sources for ongoing b. sustainability. For projects applying for a program operating Award (see §206) EFCs must be fully committed to match the numbers of years of the operating award. Please see §305(3)(a) for potential points and the Homekey+ website for EFC templates, which will be posted at the time of application release.

[Homekey + website](#)

File Name	43. EFC #1, EFC #2, etc.	Provide a letter or other document for all funding commitments for development and operating sources.	Uploaded to HCD?	Yes
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xix. Applicant(s) acknowledges that the Eligible Applicant or Co-Applicant applying for Homekey+ funding is the entity that HCD relies upon for experience and capacity, and will control the Project during acquisition, development, and occupancy?

Indicate the name of the Eligible Applicant or Co-Applicant the Department can rely on for experience and capacity:

629 Post, LLC

The Eligible Applicant or Co-Applicant shall demonstrate the following minimum experience and capacity requirements:

Development, ownership, or operation of a Project similar in scope and size to the proposed Project; or development, ownership, or operation of at least two a. affordable rental housing Projects in the last 10 years, with at least one of those Projects containing at least one unit housing a tenant or who qualifies as a member of the Target Population.

Applicant(s) certifies that it has successfully Developed, owned, or operated a Project similar in scope and size to the proposed Project?

Project Name	Project Address (Complete address)	Entity proving experience	Experience Type	Population served	Latest date developed, owned, or operated
Edwin M. Lee Apartments	1150 3rd Street	629 Post, LLC	Operated	Veterans	Current

Provide a detail description of the Project similarities in scope and size to the proposed Project.

Edwin M. Lee Apartments (EML) is a project of similar scope and size to 629 Post. EML (funded by HCD) is a new construction project completed in March 2020 that is composed of 118 affordable housing units (65 units for veterans and 53 units for families). EML was co-developed with Chinatown Community Development Center (CCDC). Swords to Plowshares is the sole member of the EML ownership entity, Property Manager and the Service Provider for veterans at EML, as it will be at 629 Post. While 629 Post is a purchase and renovation project, it is of similar complexity to EML. EML's units are reserved for chronically homeless veterans and includes VASH subsidy and a CoC contract. Like EML, 629 Post will include coordination with the San Francisco Veterans Administration Medical Center (VA) on use of the 20 HUD-VASH operating subsidies and coordination with the VA Social Workers on provision of services to the 20 HUD-VASH tenants. As at EML, Swords will provide services to the non-VASH tenants.

The property manager and Lead Service Provider (LSP) shall have three or more years of experience serving persons of the Target Population. If a property manager or LSP is not yet selected for the proposed Project, the Eligible Applicant shall certify that this requirement will be reflected in any future solicitation or memorandum of understanding.

Has the Applicant(s) selected a **property manager** for the proposed Project?

Project Name	Project Address (Complete address)	Property Manager name	Housing type	Experience Type	Population served	# of years serving
Maceo May Apartments	55 Cravath Street, San Francisco, CA 94130	Swords to Plowshares	Permanent Housing	Developed	Veterans	3
The Fairfax Hotel	420 Eddy Street, San Francisco, CA 94109	Swords to Plowshares	Permanent Housing	Developed	Veterans	11
The Stanford Hotel	250 Kearney Street, San Francisco, CA 94108	Swords to Plowshares	Permanent Housing	Operated	Veterans	11
Veterans Commons	150 Otis Street, San Francisco, CA 94103	Swords to Plowshares	Permanent Housing	Operated	Veterans	13

Jon W. Paulson Veterans Community	1050 Girard Road, San Francisco, CA 94129	Swords to Plowshares	Permanent Housing	Operated	Veterans	25
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Has the Applicant(s) selected a **Lead Service Provider** for the proposed Project? Yes

Project Name	Project Address (Complete address)	Service Provider name	Housing type	Experience Type	Population served	# of years serving
Maceo May Apartments	55 Cravath Street, San Francisco, CA 94130	Swords to Plowshares	Permanent Housing	Operated	Veterans	3
The Fairfax Hotel	420 Eddy Street, San Francisco, CA 94109	Swords to Plowshares	Permanent Housing	Operated	Veterans	5
The Stanford Hotel	250 Kearney Street, San Francisco, CA 94108	Swords to Plowshares	Permanent Housing	Operated	Veterans	11
Veterans Commons	150 Otis Street, San Francisco, CA 94103	Swords to Plowshares	Permanent Housing	Operated	Veterans	11
Jon W. Paulson Veterans Community	1050 Girard Road, San Francisco, CA 94129	Swords to Plowshares	Permanent Housing	Operated	Veterans	25

c. Statement confirming experience administering a Project in accordance with the core components of Housing First (Welfare & Institutions Code § 8255).

File Name	44. Housing First Statement	Provide relevant experience administering a Project in accordance with the core components of Housing First (Welfare & Institutions Code § 8255).	Uploaded to HCD?	Yes
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Current capacity to develop, own, and operate the proposed Project. For purposes of satisfying this requirement, an Applicant has "capacity" if it has adequate staff, capital, assets, and other resources to efficiently meet the operational needs of the Project; to maintain the fiscal integrity of the Project; and to satisfy all legal requirements and obligations in connection with the Project. Evidence of permanent supportive housing experience and capacity must be reasonably acceptable to the Department in form and substance.

Applicant(s) certifies to have current capacity to develop, own, and operate the proposed Project. Yes

Development Team Staffing Chart
(Project Executive and key Project Staff)

Staff Type	Employee / Consultant full name	Position Title and Employer	Full time / Part time	% of time dedicated to this Project
Employee	Steven Culbertson	Deputy Director of Residential Programs and Housing Development, Swords to Plowshares	Full Time	20.00%
Employee	Monique Crossley	Director of Property Management, Swords to Plowshares	Full Time	5.00%
Employee	Shawntai Thompson	Director of Facilities, Swords to Plowshares	Full Time	5.00%
Employee	Ma'at Xi, EdD, LMFT	Deputy Director of Clinical Programs	Full Time	5.00%
Employee	Scott Falcone	Principal, Falcone Development	Full Time	5.00%
Employee	Phil Ritter	Construction Manager, Falcone Development	Part Time	5.00%

Applicant or Co-Applicant that the Department can rely on for experience and capacity: Provide a statement of permanent supportive housing experience.

Swords to Plowshares has 50 years of experience providing supportive services to veterans and homeless veterans in San Francisco, and 25 years of experience providing permanent supportive housing to formerly homeless veterans. Swords was founded by Vietnam veterans in 1974 to advocate for fellow veterans in a time when Vietnam veterans were being persecuted. When veteran homelessness exploded in the 1980s, Swords launched transitional supportive housing for homeless veterans funded by the VA's Grant and Per Diem Program (GPD). This program eventually moved to Treasure Island. Swords entered the permanent supportive housing arena in the early 2000, opening the first permanent supportive housing (PSH) site for veterans in the nation, converting former army barracks at the Presidio to PSH for veterans. Jon W. Paulson Veterans Community (JWPVC - formerly known as Veterans Academy) is a 108-unit PSH project in the Presidio in San Francisco. Swords has been operating JWPVC since 2000, providing both Property Management and Supportive Services for 25 years. JWPVC was started in a time when the HUD-VASH program did not exist, and this project, as well as Swords' advocacy on a national level, fueled the start of the HUD-VASH Program. Over the last several years, Swords has obtained various funding sources, including project-based HUD-VASH, CoC funding, and Homkey+ funding to support the development of new PSH projects. Today, Swords has five projects (listed above) that provide PSH to over 500 veterans in San Francisco: Maceo May Apartments (104 PSH units for veterans - 2023), Edwin M. Lee Apartments (65 PSH units for veterans out of 118 units - 2020), the Stanford Hotel (133 units PSH units for veterans - 2013), The Fairfax Hotel (20 PSH units out of 39 units total for veterans - 2013), Veterans Commons (75 PSH units for veterans - 2011) and JWPVC (108 PSH units for veterans - 2000). In addition, Swords has two PSH projects in development in San Francisco: 1035 Van Ness and 629 Post.

xx Did the Eligible Applicant and all Co-Applicants attend a pre-application consultation with HCD prior to applying, as required in §401? Yes
Date of pre-application consultation: 10/1/2025

xxi One-for-one replacement of assisted housing.
a. If the acquired housing or site is to be redeveloped/repositioned as part of the Local Public Entity's overall goal to address the needs of the Target Population and the community, the Applicant shall provide as part of the application a commitment to ensure one-for-one replacement of units.
Will the acquired housing or site be redeveloped/repositioned as part of the Local Public Entity's overall goal to address the needs of the Target Population and the community? No

In addition to the Threshold Requirements above, Applicant(s) acknowledge, understand, and agree to comply, with the following sections of the 2024 Homekey+ NOFA.

§200 Affordability Covenant	Yes
§203 Allocations and Geographic Distribution	Yes
§204 Program Deadlines	Yes
§400 Application Process and Submission	Yes

Cash Flow Analysis

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

Proposed Rents

INCOME FROM HOUSING 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%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Unrestricted Units		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Rental Subsidy Program Name (VASH)	1.0%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Rental Subsidy Program Name (Specify)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Subsidies (Specify)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Subsidies (Specify)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Subsidies (Specify)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Subsidies (Safe Haven OpEx Reimb. + Rent)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Subsidies (Specify)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Subsidies (MOHCD Operating Subsidy)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Subsidies (Specify)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
GROSS POTENTIAL INCOME - HOUSING		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

OTHER INCOME	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
Laundry & Vending	1.0%	\$15,999	\$15,755	\$15,912	\$16,072	\$16,232	\$16,395	\$16,559	\$16,724	\$16,891	\$17,060	\$17,231	\$17,403	\$17,577	\$17,753	\$17,931
Other Income	0.0%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Commercial Income	0.0%	\$24,000	\$24,000	\$24,000	\$24,000	\$24,000	\$24,000	\$24,000	\$24,000	\$24,000	\$24,000	\$24,000	\$24,000	\$24,000	\$24,000	\$24,000
GROSS POTENTIAL INCOME - OTHER		\$39,999	\$39,755	\$39,912	\$40,072	\$40,232	\$40,395	\$40,559	\$40,724	\$40,891	\$41,060	\$41,231	\$41,403	\$41,577	\$41,753	\$41,931
GROSS POTENTIAL INCOME - TOTAL		\$39,999	\$39,755	\$39,912	\$40,072	\$40,232	\$40,395	\$40,559	\$40,724	\$40,891	\$41,060	\$41,231	\$41,403	\$41,577	\$41,753	\$41,931

VACANCY ASSUMPTIONS	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
Vacancy Rate: Restricted Units	10.0%	\$10,996	\$10,932	\$11,206	\$11,486	\$11,773	\$12,067	\$12,369	\$12,678	\$12,995	\$13,320	\$13,653	\$13,994	\$14,344	\$14,703	\$15,070
Vacancy Rate: Unrestricted Units	10.0%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vacancy Rate: Tenant Assistance Payments	10.0%	\$61,400	\$62,014	\$62,634	\$63,260	\$63,893	\$64,532	\$65,177	\$65,829	\$66,487	\$67,152	\$67,824	\$68,502	\$69,187	\$69,879	\$70,578
Vacancy Rate: Other (Operating Subsidies)	10.0%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vacancy Rate: Laundry & Vending & Other Income	10.0%	\$1,560	\$1,575	\$1,591	\$1,607	\$1,623	\$1,639	\$1,656	\$1,672	\$1,689	\$1,706	\$1,723	\$1,740	\$1,758	\$1,775	\$1,793
Vacancy Rate: Commercial Income	20.0%	\$4,800	\$4,800	\$4,800	\$4,800	\$4,800	\$4,800	\$4,800	\$4,800	\$4,800	\$4,800	\$4,800	\$4,800	\$4,800	\$4,800	\$4,800
TOTAL VACANCY LOSS		\$78,425	\$79,322	\$80,231	\$81,153	\$82,089	\$83,039	\$84,002	\$84,979	\$85,971	\$86,978	\$88,000	\$89,036	\$90,089	\$91,157	\$92,241
EFFECTIVE GROSS INCOME		\$39,999	\$39,755	\$39,912	\$40,072	\$40,232	\$40,395	\$40,559	\$40,724	\$40,891	\$41,060	\$41,231	\$41,403	\$41,577	\$41,753	\$41,931

OPERATING EXPENSES & RESERVE DEPOSITS	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
Residential Exp. (w/o Real Estate Taxes & Sup. Services)	3.5%	\$10,996	\$11,206	\$11,426	\$11,646	\$11,866	\$12,086	\$12,306	\$12,526	\$12,746	\$12,966	\$13,186	\$13,406	\$13,626	\$13,846	\$14,066
Real Estate Taxes	2.0%	\$5,202	\$5,306	\$5,412	\$5,520	\$5,631	\$5,743	\$5,858	\$5,975	\$6,095	\$6,217	\$6,341	\$6,468	\$6,597	\$6,729	\$6,864
Supportive Services Costs	3.5%	\$10,200	\$10,420	\$10,640	\$10,860	\$11,080	\$11,300	\$11,520	\$11,740	\$11,960	\$12,180	\$12,400	\$12,620	\$12,840	\$13,060	\$13,280
Replacement Reserve	0.0%	\$32,500	\$32,500	\$32,500	\$32,500	\$32,500	\$32,500	\$32,500	\$32,500	\$32,500	\$32,500	\$32,500	\$32,500	\$32,500	\$32,500	\$32,500
Other Reserves	0.0%	\$23,625	\$23,625	\$23,625	\$23,625	\$23,625	\$23,625	\$23,625	\$23,625	\$23,625	\$23,625	\$23,625	\$23,625	\$23,625	\$23,625	\$23,625
Ground Lease		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Commercial Expenses	3.5%	\$965	\$926	\$969	\$992	\$1,027	\$1,063	\$1,100	\$1,139	\$1,179	\$1,220	\$1,262	\$1,307	\$1,352	\$1,400	\$1,449
TOTAL EXPENSES & RESERVES		\$78,425	\$79,322	\$80,231	\$81,153	\$82,089	\$83,039	\$84,002	\$84,979	\$85,971	\$86,978	\$88,000	\$89,036	\$90,089	\$91,157	\$92,241
NET OPERATING INCOME		\$39,999	\$39,755	\$39,912	\$40,072	\$40,232	\$40,395	\$40,559	\$40,724	\$40,891	\$41,060	\$41,231	\$41,403	\$41,577	\$41,753	\$41,931

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
1st Mortgage Debt Service	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
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	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
3rd Mortgage Debt Service	\$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
Other HCD - 42% (Specify)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Bond Issuer Fee	\$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
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
Miscellaneous Financial Expenses (specify)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL REQUIRED DEBT SERVICE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

CASH FLOW	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
CASH FLOW after all debt service	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Income Source for Debt Services:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Income Source for Reserves:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CASH FLOW after Allocated Sources	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Adjusted Operating Award Need	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Homekey + COSR	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Homekey+ COSR running available balance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CASH FLOW after COSR	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

DEBT SERVICE COVERAGE RATIO	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
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

USE OF 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	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
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/Applicant distributions	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sponsor Distributions	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
HCD Residual Payment	50%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
MOHCD	50%	\$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
Other Residual Payments	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
12% of Operating Expenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Asset Mgmt/Similar Fees	0.0%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
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: \$0

Comments:

2025 TCAC Threshold Basis Limit (TBL) for HCD Developer Fee UMR §8312(b)&(c) and HCD High Cost Test for HCD Limits on Development Costs 2017 UMR §8311(a) & (b) Complete all yellow shaded cells below.

Project Name: 629 Post County: San Francisco Project's Proposed Tax Credits: None
HCD Phase: Origination

Unit Size	2025 TCAC Threshold Basis Limits (TBL)	# of Units	Basis x Number of Units	TOTAL UNADJUSTED THRESHOLD BASIS LIMIT (TBL):	\$43,448,895
SRO/Studio	\$689,665	63	\$43,448,895	TOTAL HCD ADJ. THRESHOLD BASIS LIMIT:	\$69,518,232
1 Bedroom	\$795,177	0	\$0	Adjusted Threshold Basis Limit multiplied by 160%:	\$111,229,172
2 Bedrooms	\$959,200	0	\$0	HCD HIGH COST TEST RESULT FOR: 629 Post	0%
3 Bedrooms	\$1,227,776	0	\$0		
4+ Bedrooms	\$1,367,819	0	\$0		
Total Eligible Basis					\$0
Manager Units in Project:		0	TOTAL UNITS:	63	

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

(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	\$8,689,779
	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%).			No	\$0
(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	\$6,517,334
	If Yes, select type of work:	Seismic Upgrading	Enter Certified Costs of Work:		
(G)	Local development impact fees required to be paid to local government entities. Certification from local entities assessing fees also required. WAIVED IMPACT FEES ARE INELIGIBLE.			No	
(H)	Projects where at least 95% of the Project's upper floor units are serviced by an elevator (10%).			Yes	\$4,344,890
(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	\$6,517,334
(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 be 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 \$500,000 and within a census tract designated on the TCAC/HCD Opportunity Map as Highest or High Resource (10%).			No	\$0
	County Eligibility:	No	TCAC/HCD Opportunity Area Map Tract ID #:	06077003111	Opportunity Map Resource Level:

End of Document

2025 BASIS LIMITS

County	SRO & STUDIO	1 BEDROOM	2 BEDROOMS	3 BEDROOMS	4+ BEDROOMS
Alameda	\$473,390	\$545,814	\$658,400	\$842,752	\$938,878
Alpine	\$352,022	\$405,878	\$489,600	\$626,688	\$698,170
Amador	\$352,022	\$405,878	\$489,600	\$626,688	\$698,170
Butte	\$319,236	\$368,076	\$444,000	\$568,320	\$633,144
Calaveras	\$352,022	\$405,878	\$489,600	\$626,688	\$698,170
Colusa	\$352,022	\$405,878	\$489,600	\$626,688	\$698,170
Contra Costa	\$473,390	\$545,814	\$658,400	\$842,752	\$938,878
Del Norte	\$352,022	\$405,878	\$489,600	\$626,688	\$698,170
El Dorado	\$331,890	\$382,666	\$461,600	\$590,848	\$658,242
Fresno	\$307,732	\$354,812	\$428,000	\$547,840	\$610,328
Glenn	\$352,022	\$405,878	\$489,600	\$626,688	\$698,170
Humboldt	\$352,022	\$405,878	\$489,600	\$626,688	\$698,170
Imperial	\$324,988	\$374,708	\$452,000	\$578,560	\$644,552
Inyo	\$352,022	\$405,878	\$489,600	\$626,688	\$698,170
Kern	\$307,732	\$354,812	\$428,000	\$547,840	\$610,328
Kings	\$307,732	\$354,812	\$428,000	\$547,840	\$610,328
Lake	\$352,022	\$405,878	\$489,600	\$626,688	\$698,170
Lassen	\$352,022	\$405,878	\$489,600	\$626,688	\$698,170
Los Angeles	\$437,727	\$504,695	\$608,800	\$779,264	\$868,149
San Francisco	\$689,665	\$795,177	\$959,200	\$1,227,776	\$1,367,819
San Joaquin	\$307,732	\$354,812	\$428,000	\$547,840	\$610,328
San Luis Obispo	\$404,366	\$466,230	\$562,400	\$719,872	\$801,982
San Mateo	\$532,060	\$613,460	\$740,000	\$947,200	\$1,055,240
Santa Barbara	\$404,366	\$466,230	\$562,400	\$719,872	\$801,982
Santa Clara	\$532,060	\$613,460	\$740,000	\$947,200	\$1,055,240
Santa Cruz	\$404,366	\$466,230	\$562,400	\$719,872	\$801,982
Shasta	\$319,236	\$368,076	\$444,000	\$568,320	\$633,144
Sierra	\$352,022	\$405,878	\$489,600	\$626,688	\$698,170
Siskiyou	\$352,022	\$405,878	\$489,600	\$626,688	\$698,170
Solano	\$384,234	\$443,018	\$534,400	\$684,032	\$762,054
Sonoma	\$384,234	\$443,018	\$534,400	\$684,032	\$762,054
Stanislaus	\$307,732	\$354,812	\$428,000	\$547,840	\$610,328
Sutter	\$331,890	\$382,666	\$461,600	\$590,848	\$658,242
Tehama	\$352,022	\$405,878	\$489,600	\$626,688	\$698,170
Trinity	\$352,022	\$405,878	\$489,600	\$626,688	\$698,170
Tulare	\$307,732	\$354,812	\$428,000	\$547,840	\$610,328
Tuolumne	\$352,022	\$405,878	\$489,600	\$626,688	\$698,170
Ventura	\$404,366	\$466,230	\$562,400	\$719,872	\$801,982
Yolo	\$331,890	\$382,666	\$461,600	\$590,848	\$658,242
Yuba	\$331,890	\$382,666	\$461,600	\$590,848	\$658,242

HCD 2024 Developer Fee Calculator - 04/03/2024

TCAC regulations - 04/03/2024

Project Name: 629 Post
Project Phase: Origination

ADMINISTRATIVE NOTICE NO. 24-03

Per "ADMINISTRATIVE NOTICE NO. 24-03", does the proposed Project have a previous HCD award to which the new Developer Fee not apply?

No

Developer Fee Summary		TCAC Project #	
		n/a	
		HCD Limit	Project Amt.
Maximum Total Developer Fee - 2d		\$1,495,500	\$1,068,131
Max Developer Fee payable from development funding sources		\$1,495,500	\$1,068,131
Deferred Developer Fee payable on a priority basis from available Cash Flow		\$0	\$0
Deferred Developer Fee payable exclusively from Sponsor Distributions		\$0	\$0

Total Budgeted or Actual Developer Fee: Developer Fee Contributed as Capital: Deferred Developer Fee:

Proposed Project Type:

Project's type of construction:

UMR §8312(a)(2-3) for Projects without tax credits Max HCD Developer Fee

(choose only one in the "a", "b", or "c", subsections)

a. Substantial rehab projects UMR §8312(a)(2)
substantial rehab = construction cost for rehab work (excluding contractor profit and overhead) in excess of \$48,000 per unit

Number of units (include manager's unit)	<input type="text" value="63"/>		
First 30 units at:	\$35,000	each	\$1,050,000
Units in excess of 30 at:	\$13,500	each	\$445,500
Total substantial rehab	\$1,495,500		

b. Acquisition and rehab projects UMR §8312(a)(2)
with construction cost for rehab work (excluding contractor profit and overhead) between \$11,500 - \$38,000 per unit

Number of units (include manager's unit)	<input type="text"/>		
First 30 units at:	\$16,000	each	\$0
Units in excess of 30 at:	\$7,500	each	\$0
Total acquisition and non-substantial rehab	\$0		

c. All other projects UMR §8312(a)(3)

Number of units (include manager's unit)	<input type="text"/>		
Total other at:	\$2,000	per unit	\$0

Maximum allowable Developer Fee

High speed internet service, with a minimum average download speed of 25 megabits/second must be made available to each Unit for a minimum of 15 years, free of charge to the tenants, and available within six months of the Project's placed-in-service date. Documentation of internet availability must be included in the application. (up to 3 points)

At proposed Project site, Applicants certifies to provide High speed internet service as described above?

For Projects with units serving Homeless Youth: community colleges, universities, trade schools, apprenticeship programs, employment programs, childcare centers for parenting youth, and/or community centers for youth (e.g. LGBTIQ+ centers, drop-in youth centers). (up to 2 points)

Number of Homeless Assisted Units for Homeless Youth Are there at least two amenities located within 1 mile radius as described above?

Relocation (Projects (Up to 28 Points)

For any Project resulting in the permanent displacement of residents (not businesses or farm operations)

Does the proposed Project trigger State Relocation Assistance Law? Total Project Units

Will the proposed Project be resulting in the ~~significant~~ displacement of persons? Percentage of residential units (Residents to be permanently displaced)

Total number of Units (Residents to be permanently displaced) Percentage of residential units (Residents to be permanently displaced)

Negative Points

Negative Points assessed by HCD to the Applicant pursuant to the Department's [Negative Points Policy](#).

General NOTE: In the event of program over-subscription, where Applicants have the same score and the same date and time stamp, HCD may consider additional criteria as a tiebreaker, including, but not limited to, cost-effectiveness, community impact (i.e. meeting the needs of individuals with behavioral health challenges), affirmatively furthering fair housing, innovative housing types, tenant stability and proximity to transit, and services and amenities.

Certification & Legal Disclosure

<p>On behalf of the entity identified in the signature block below, I certify that:</p> <p>1. The information, statements and attachments included in this application are, to the best of my knowledge and belief, true and correct.</p> <p>2. I possess the legal authority to submit this application on behalf of the entity identified in the signature block.</p> <p>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 Section 10302 of the California Code of Regulations (CTCAC Regulations):</p>			
<p>4. As of the date of application, the Project, or the real property on which the Project is proposed (Property) is not party to or the subject of any claim or action at the State or Federal appellate level.</p> <p>5. I have disclosed and described below any claim or action undertaken which affects or potentially affects the feasibility of the Project.</p> <p>In addition, I acknowledge that all information in this application and attachments is public, and may be disclosed by the State.</p>			
Printed Name	Title of Signatory	Signature	Date
Legal Disclosure			
<p>For purposes of the following questions, and with the exceptions noted below, the term "Applicant" shall include the applicant and joint applicant, and any subsidiary of the applicant or joint applicant if the subsidiary is involved in (for example, as a guarantor) or will be benefited by the application or the project.</p> <p>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.</p> <p>The following questions must be responded to for each entity and person qualifying as an "Applicant," or "joint applicant" as defined above.</p> <p>Explain all positive responses on a separate sheet and include with this questionnaire in the application.</p> <p>Exceptions:</p> <p>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.</p> <p>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).</p>			
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 past ten years?			[]
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?			[]
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?			[]
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?			[]
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?			[]
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?			[]
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?			[]
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?			[]
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?			[]
10. Within the past ten years, has the applicant been convicted of any felony?			[]
11. Within the past ten years, has the applicant been convicted of any misdemeanor related to the conduct of the applicant's business?			[]
12. Within the past ten years, has the applicant been convicted of any misdemeanor for any financial or fraud related crime?			[]
Printed Name	Title of Signatory	Signature	Date

Local Approvals and Environmental Review Verification

To the 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 Applicant/Co-Applicant:	City and County of San Francisco
Applicant/Co-Applicant Address:	1 South Van Ness, 5th Floor
Applicant/Co-Applicant City:	San Francisco
Project Name:	629 Post
Project Address/site:	629 Post Street
Project City:	San Francisco
Project County:	San Francisco
Assessor Parcel Numbers (APNs):	0305-032

To the local jurisdiction: The 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 Homekey+ Program. Projects submitted for program funding are subject continuous, over the Counter basis, with exceptions noted in Section 400. Project readiness is a component of that process. Verification of items listed below will be used in evaluating Homekey+ applications.

Is this Project approved "by right"?		Yes	
	Applicable for this Project	% Complete	Approved Date
CEQA Environmental Clearance is in progress, approved, or determined to be unnecessary	CEQA	Yes	100%
NEPA Environmental Clearance is in progress, approved, or determined to be unnecessary	NEPA	Yes	100%

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

Both CEQA and NEPA have been determined to be unnecessary.

Project is eligible for ministerial approval pursuant to CA Govt. Code Section 65650 et. Seq. and CEQA is not required.

	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):

The project does not require any discretionary or non-discretionary public land use approvals, except building permits and ministerial approvals.

Dated:

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

Full list of Uploads

Green checkmark =

X mark, means not a responsibility of the

FILE NAME		FILE DESCRIPTION	
HCD Excel Application			
File Name	01. HK Application Workbook	HK Application Excel Workbook.	Included ✓
"Project Overview" Sheet/Tab			
File Name	02a. App1 Cert & Legal Disclosure	Reference: Applicant Certification Worksheet.	Included ✓
File Name	02b. App1 Authorizing Resolution	Authorizing Resolution	Included ✓
File Name	02c. App1 Signature Block	Signature Block - upload in Microsoft Word Document.	Included ✓
File Name	02d. App1 TIN Form	Completed Government TIN form.	Included ✓
File Name	03a. Co-App1 Cert & Legal Disclosure	Reference: Applicant Certification Worksheet.	Included ✓
File Name	03b. Co-App1 OrgDoc1, Co-App1 OrgDoc2, etc.	Reference: Entity Org Docs Worksheet.	Included ✓
File Name	03c. Co-App1 Authorizing Resolution	Authorizing Resolution	Included ✓
File Name	03e. Co-App1 Signature Block	Signature Block - upload in Microsoft Word Document.	Included ✓
File Name	03f. Co-App1 Cert of Good Standing	Dated 30 days or less from the application due date.	Included ✓
File Name	03g. Co-App1 EIN Verification	EIN Verification (IRS form SS-4) (except jurisdictions)	Included ✓
File Name	03h. Co-App1 Tax-Exempt Status	Evidence of tax-exempt status from IRS and FTB for Corporations (Non-Profits Only).	Included ✓
File Name	03i. Co-App1 Payee Data Record	Completed Payee Data Record.	Included ✓
File Name	03j. Co-App1 TIN Form	Completed Government TIN form (jurisdictions only).	Not Applicable ✗
File Name	04a. Co-App2 Cert & Legal Disclosure	Reference: Applicant Certification Worksheet.	Included ✓
File Name	04b. Co-App2 OrgDoc1, Co-App2 OrgDoc2, etc.	Reference: Entity Org Docs Worksheet.	Included ✓
File Name	04c. Co-App2 Authorizing Resolution	Authorizing Resolution	Included ✓
File Name	04e. Co-App2 Signature Block	Signature Block - upload in Microsoft Word Document.	Included ✓
File Name	04f. Co-App2 Cert of Good Standing	Dated 30 days or less from the application due date.	Included ✓
File Name	04g. Co-App2 EIN Verification	EIN Verification (IRS form SS-4) (except jurisdictions)	Included ✓
File Name	04h. Co-App2 Tax-Exempt Status	Evidence of tax-exempt status from IRS and FTB for Corporations (Non-Profits Only).	Included ✓
File Name	04i. Co-App2 Payee Data Record	Completed Payee Data Record.	Included ✓
File Name	04j. Co-App2 TIN Form	Completed Government TIN form (jurisdictions only).	Included ✗
File Name	05a. Co-App3 Cert & Legal Disclosure	Reference: Applicant Certification Worksheet.	Not Applicable ✗

File Name	05b. Co-App3 OrgDoc1, Co-App3 OrgDoc2, etc.	Reference: Entity Org Docs Worksheet.	Not Applicable	✘
File Name	05c. Co-App3 Authorizing Resolution	Authorizing Resolution	Not Applicable	✘
File Name	05e. Co-App3 Signature Block	Signature Block - upload in Microsoft Word Document.	Not Applicable	✘
File Name	05f. Co-App3 Cert of Good Standing	Dated 30 days or less from the application due date.	Not Applicable	✘
File Name	05g. Co-App3 EIN Verification	EIN Verification (IRS form SS-4) (except jurisdictions)	Not Applicable	✘
File Name	05h. Co-App3 Tax-Exempt Status	Evidence of tax-exempt status from IRS and FTB for Corporations (Non-Profits Only).	Not Applicable	✘
File Name	05i. Co-App3 Payee Data Record	Completed Payee Data Record.	Not Applicable	✘
File Name	05j. Co-App3 TIN Form	Completed Government TIN form (jurisdictions only).	Not Applicable	✘
File Name	06a. Co-App4 Cert & Legal Disclosure	Reference: Applicant Certification Worksheet.	Not Applicable	✘
File Name	06b. Co-App4 OrgDoc1, Co-App4 OrgDoc2, etc.	Reference: Entity Org Docs Worksheet.	Not Applicable	✘
File Name	06c. Co-App4 Authorizing Resolution	Authorizing Resolution	Not Applicable	✘
File Name	06e. Co-App4 Signature Block	Signature Block - upload in Microsoft Word Document.	Not Applicable	✘
File Name	06f. Co-App4 Cert of Good Standing	Dated 30 days or less from the application due date.	Not Applicable	✘
File Name	06g. Co-App4 EIN Verification	EIN Verification (IRS form SS-4) (except jurisdictions)	Not Applicable	✘
File Name	06h. Co-App4 Tax-Exempt Status	Evidence of tax-exempt status from IRS and FTB for Corporations (Non-Profits Only).	Not Applicable	✘
File Name	06i. Co-App4 Payee Data Record	Completed Payee Data Record.	Not Applicable	✘
File Name	06j. Co-App4 TIN Form	Completed Government TIN form (jurisdictions only).	Not Applicable	✘
File Name	07a. MGP Cert & Legal Disclosure	Reference: Applicant Certification Worksheet.	Not Applicable	✘
File Name	07b. MGP OrgDoc1, MGP OrgDoc2, etc.	Reference: Entity Org Docs Worksheet.	Not Applicable	✘
File Name	07c. MGP Resolution	Authorizing Resolution.	Not Applicable	✘
File Name	07e. MGP Signature Block	Signature Block - upload in Microsoft Word Document.	Not Applicable	✘
File Name	07f. MGP Cert of Good Standing	Dated 30 days or less from the application due date.	Not Applicable	✘
File Name	07g. MGP Tax-Exempt Status	Evidence of tax-exempt status from IRS and FTB for Corporations (Non-Profits Only).	Not Applicable	✘
File Name	07h. MGP Payee Data Record	Completed Payee Data Record.	Not Applicable	✘
File Name	08a. AGP1 Cert & Legal Disclosure	Reference: Applicant Certification Worksheet.	Not Applicable	✘
File Name	08b. AGP1 OrgDoc1, AGP1 OrgDoc2, etc.	Reference: Entity Org Docs Worksheet.	Not Applicable	✘
File Name	08c. AGP1 Resolution	Authorizing Resolution.	Not Applicable	✘
File Name	08e. AGP1 Signature Block	Signature Block - upload in Microsoft Word Document.	Not Applicable	✘
File Name	08f. AGP1 Cert of Good Standing	Dated 30 days or less from the application due date.	Not Applicable	✘
File Name	08g. AGP1 Tax-Exempt Status	Evidence of tax-exempt status from IRS and FTB for Corporations (Non-Profits Only).	Not Applicable	✘
File Name	08h. AGP1 Payee Data Record	Completed Payee Data Record.	Not Applicable	✘

File Name	09a. AGP2 Cert & Legal Disclosure	Reference: Applicant Certification Worksheet.	Not Applicable	✗
File Name	09b. AGP2 OrgDoc1, AGP2 OrgDoc2, etc.	Reference: Entity Org Docs Worksheet.	Not Applicable	✗
File Name	09c. AGP2 Resolution	Authorizing Resolution.	Not Applicable	✗
File Name	09e. AGP2 Signature Block	Signature Block - upload in Microsoft Word Document.	Not Applicable	✗
File Name	09f. AGP2 Cert of Good Standing	Dated 30 days or less from the application due date.	Not Applicable	✗
File Name	09g. AGP2 Tax-Exempt Status	Evidence of tax-exempt status from IRS and FTB for Corporations (Non-Profits Only).	Not Applicable	✗
File Name	09h. AGP2 Payee Data Record	Completed Payee Data Record.	Not Applicable	✗
File Name	10a. MLLC Cert & Legal Disclosure	Reference: Applicant Certification Worksheet.	Included	✓
File Name	10b. MLLC OrgDoc1, MLLC OrgDoc2, etc.	Reference: Entity Org Docs Worksheet.	Included	✓
File Name	10c. MLLC Resolution	Authorizing Resolution.	Included	✓
File Name	10e. MLLC Signature Block	Signature Block - upload in Microsoft Word Document.	Included	✓
File Name	10f. MLLC Cert of Good Standing	Dated 30 days or less from the application due date.	Included	✓
File Name	10g. MLLC Tax-Exempt Status	Evidence of tax-exempt status from IRS and FTB for Corporations (Non-Profits Only).	Included	✓
File Name	10h. MLLC Payee Data Record	Completed Payee Data Record.	Included	✓
File Name	11. LLC OA	Operating Agreement	Included	✓
File Name	11. LP-1	Certificate of Limited Partnership (LP-1)	Not Applicable	✗
File Name	11. LP-2	Amendment to Certificate of Limited Partnership (LP-2)	Not Applicable	✗
File Name	11. LPA	Limited Partnership Agreement	Not Applicable	✗
File Name	12. Letter local county BHD	Provide the Department with letter from the local county behavioral health department describing the support for the Project (capital, operating or service commitments, referrals, stakeholder collaboration, etc.)	Included	✓
File Name	13. Unsuccessful tax credit-bonds	Provide evidence if your unsuccessful application for tax credit/bonds.	Not Applicable	✗
File Name	14. Existing HCD Award	Provide a copy of your existing HCD award letter - Upload as Capital EFCs	Not Applicable	✗
File Name	15. Tax Credit Reservation	If the Project has already received a tax credit reservation, upload documentation - Upload as Capital EFCs	Not Applicable	✗
File Name	16. Utility allowance	Schedule of utility allowances.	Included	✓
File Name	17. CES Participation, CoC and Subsidy Form	Provide a plan for tenant selection, and it shall be reasonably detailed and comprehensive.	Not Applicable	✗
File Name	18. Relocation Plan	Relocation Plan.	Included	✓
File Name	19. CEQA	Copy of CEQA Determination Documents (if applicable).	Not Applicable	✗
File Name	20. NEPA	NEPA Authority to Use Grant Funds issued by the Responsible Entity if the project is proposing use of federal funds. Note: Not required at time of application, but required prior to disbursements.	Not Applicable	✗

["Max Funds & Unit Mix" Sheet/Tab](#)

File Name	21. Funding Limit Exemption Form	Provide justification for the need in excess funding above the funding limits. Applicants asserting the Project is in a high-cost area shall provide data from HUD, the United States Census Bureau, or another authoritative source to validate the assertion.	Included	✓
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"Supportive Services Plan" Sheet/Tab

File Name:	22. LSP Contract	Lead Service Provider Contract, Agreement or Letter of Intent.	Included	✓
File Name:	22. LSP NonApplicant Contract	Lead Service Provider Contract, Agreement or Letter of Intent (non-Applicant provider).	Not Applicable	✗
File Name:	23. LSP resumes	Provide resumes of Supportive Services staff who will be overseeing Case Managers on the Project. Not required for Assisted Units with Veterans Affairs Supportive Housing (HUD-VASH) vouchers	Included	✓
File Name	24. Property Management Plan	Submit Property Management Plan and Tenant Selection Policies	Included	✓

"Threshold Requirements" Sheet/Tab

File Name	25. Tribal Entity Waiver	Modifications or waivers as provided for in HSC §50406, subdivision (p) (Assembly Bill 1010 (Chapter 660, Statutes of 2019).	Not Applicable	✗
File Name	26. Project Ownership Structure	Provide a "Project Ownership Structure" chart.	Included	✓
File Name	27. Non-Discrimination Policy	Provide a non-discrimination policy.	Included	✓
File Name	28. Equity Statement	Provide Racial & Gender Equity statement by answering the above question.	Included	✓
File Name	29. Engaging the Target Population Statement	Provide a response to the question above.	Included	✓
File Name	30. Site Control	Documentation of site control in accordance with UMR §8303, including a summary explanation of site control and values for applications with multiple or non-contiguous parcels, scattered sites, lot line adjustments, phased projects, or other complex land and acquisition transactions, see Article III, §300(x)(a-h).	Included	✓
File Name	31. Indian Country Verification	Documentation verifying land is located in Indian Country as defined by 18 USC 1151.	Not Applicable	✗
File Name	32. Fee or Trust Land Verification	Documentation verifying land is located on Fee or Trust Land.	Not Applicable	✗
File Name	33. Project Use Change - Lot Split	For Projects that require a use change, lot split or other local approvals for permanent housing, include a commitment and plan to facilitate or expedite those processes, to not delay expenditure and occupancy requirements.	Included	✓
File Name	34. Preliminary Title Report	Provide a preliminary report dated within 90 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	✓
File Name	35. Development Plan	Provide a detailed development plan that supports acquisition of a site, completion of rehabilitation or construction, occupancy, and fund expenditure before all program deadlines, factoring in entitlements, permits, procurement, potential construction delays and supply chain issues, and demonstrates evidence of strong organizational and financial capacity to develop the Project.	Included	✓
File Name	36. Appraisal	Applicants shall provide an appraisal prepared no earlier than 12 months prior to application submission date for all Projects seeking acquisition funds from Homekey+ or if property value will be used as local match. The appraisal must comply with the Homekey+ requirements outlined in the Homekey+ Appraisal Guidance document, which will be available on the Homekey+ website.	Not Applicable	✗

File Name	37. Rehab Description	Narrative description of current condition of structure(s) and overall scope of work.	Included	✓
File Name	38. PNA or CAN	PNA or CNA prepared by a qualified independent third-party contractor.	Included	✓
File Name	39. Market Study	Provide a Market Study dated within the 12 months from Application submission.	Not Applicable	✗
File Name	40. Env. Report 1	Environmental Site Assessment Phase I (prepared or updated no earlier than 12 months prior to the application due date).	Included	✓
File Name	41. Env. Report 2	If Environmental Site Assessment Phase I requires a Phase II study, submit a Phase II (prepared or updated no earlier than 12 months prior to the application due date).	Not Applicable	✗
File Name	42. Relocation narrative	Applicant's Relocation Assistance Narrative shall include or identify the following: §300(xvii)(a-i)	Included	✓
File Name	43. EFC #1, EFC #2, etc.	Provide a letter or other document for all funding commitments for development and operating sources.	Included	✓
File Name	44. Housing First Statement	Provide relevant experience administering a Project in accordance with the core components of Housing First (Welfare & Institutions Code § 8255).	Included	✓
File Name	45. One-for-one Replacement	Provide a letter of commitment to ensure one-for-one replacement of units.	Not Applicable	✗
File Name	46. Existing Unit Mix	Provide an existing unit mix of the current site including residential/commercial shared space. (Units, kitchens, rooms, bathrooms, Unit Amenities/Features, parking spaces, etc.	Not Applicable	✗
File Name	47. Aerial Site Map	Provide an aerial map indicating the original target housing location and all proposed housing location(s).	Not Applicable	✗
File Name	48. Justification outside the neighborhood	Provide justification explaining why it is necessary to locate this replacement housing outside the target neighborhood (i.e., offsite) and how doing so supports and enables the Target Population to maintain housing.	Not Applicable	✗

"Scoring" Sheet/Tab

File Name:	49. Excess state-owned property	Provide documentation/agreement for ground lease with the state to create affordable housing on Excess state-owned property.	Not Applicable	✗
File Name:	50. Local Surplus Land	Provide documentation that the proposed Project is located on a site designated as surplus land by a local government. For written compliance with the Surplus Land Act – either an exempt surplus findings letter or standard surplus disposition findings letter from HCD.	Not Applicable	✗
File Name:	51. MHSA/BHSA letter	Provide a letter from the local county behavioral health department meeting the EFC requirements in Article VII of this NOFA.	Not Applicable	✗
File Name:	52. Commitment Letters, MOU(s) or other formal agreement	Provide documentation as stated above, be sure to include all as described therein this section.	Included	✓
File Name:	53. Amenities Map	If applicable, provide a radius map with the amenities identified by markers	Included	✓
File Name:	54. High Speed Internet	Provide documentation of high speed internet availability.	Not Applicable	✗

"Certification & Legal" Sheet/Tab

File Name	55. Cert-Legal Explanation	Letter of explanation for any "Yes" answers or red shaded items above. Copy this sheet and upload separate from the application.	Not Applicable	✗
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