

# Multifamily Finance Super Notice of Funding Availability (NOFA) Application



**Gavin Newsom, Governor  
State of California**

**Lourdes Castro Ramírez, Secretary  
Business, Consumer Services and Housing Agency**

**Gustavo Velasquez, Director  
Department of Housing and Community Development (HCD)**

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[Multifamily Finance Super NOFA](#)

**SUPER NOFA DATE 03/30/2022**

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.

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 <https://hcd.ca.gov/multifamily-finance-supernofa>

Sponsor/Applicant must upload all application materials to HCD portal no later than 4:00 p.m. Pacific Daylight Time on **July 12, 2022**.

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

If the Sponsor/Applicant discover any errors within application, use the Application Support tab and email the entire workbook to [AppSupport@hcd.ca.gov](mailto:AppSupport@hcd.ca.gov)

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 direction on completing your application.

"Yellow" cells are for Sponsor or 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.

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

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

**Disclosure of Application:** Information provided in this Application and attachments will become a public record available for review by the public pursuant to the Public Records Act. As such, any materials provided will be disclosable to any person making a public records request. Please use discretion in providing HCD with information that is not specifically requested, including but not limited to, bank account numbers, personal phone numbers and home addresses. By providing this information to HCD, the Sponsor/Applicant is waiving any claim of confidentiality and consents to the disclosure of all submitted material upon request.

## Application Document Checklist

### Instructions for Application submission:

The following is a FULL list of ALL the items that may be necessary to upload to HCD portal.

Use the electronic file name descriptions below for the electronic submission via HCD portal. Application materials, workbooks, and supporting documentation must be submitted no later than **4:00 p.m. Pacific Daylight Time on July 12, 2022.**

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

### From "Project Overview" Sheet/tab

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

### Sponsor/Applicant 1 Organizational Documents

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

### Sponsor/Applicant 2 Organizational Documents

23a. Spon2 Cert & Legal Disclosure	<a href="#">Reference: Sponsor/Applicant Certification Worksheet.</a>	Included
23b. Spon2 OrgDoc1, OrgDoc2, etc.	<a href="#">Reference: Entity Org Docs Worksheet.</a>	Included
23c. Spon2 OrgChart	Sponsor/Applicant Organization Chart.	Included
23d. Spon2 Signature Block	Signature Block - upload in Microsoft Word Document.	Included
23e. Spon2 Cert of Good Standing	Certificate of Good Standing must be dated 30 days or less from the application due date.	Included
23f. Spon2 Tax-Exempt Status	Evidence of tax-exempt status from <a href="#">IRS</a> and <a href="#">FTB</a> for Corporations (Non-Profits Only).	Included

### Sponsor/Applicant 3 Organizational Documents

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

### 02. Super-NOFA Application V2-6-16

### Joint Venture 1 Organizational Documents

**Application Document Checklist**

25a. Joint Venture Agreement	Executed copy stating the terms of joint venture agreement.	Not Applicable
25b. JV1 Cert & Legal Disclosure	<a href="#">Reference: Sponsor/Applicant Certification Worksheet.</a>	Not Applicable
25c. JV1 OrgDoc1, OrgDoc2, etc.	<a href="#">Reference: Entity Org Docs Worksheet.</a>	Not Applicable
25d. JV1 OrgChart	Sponsor/Applicant Organization Chart.	Not Applicable
25e. JV1 Signature Block	Signature Block - upload in Microsoft Word Document.	Not Applicable
25f. JV1 Cert of Good Standing	Certificate of Good Standing must be dated 30 days or less from the application due date.	Not Applicable
25g. JV1 Tax-Exempt Status	Evidence of tax-exempt status from <b>IRS</b> and <b>FTB</b> for Corporations (Non-Profits Only).	Not Applicable

**Joint Venture 2 Organizational Documents**

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

**Borrower Organizational Documents**

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

**Managing General Partner**

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

**Administrative General Partner #1**

29a. AGP1 Cert & Legal Disclosure	<a href="#">Reference: Sponsor/Applicant Certification Worksheet.</a>	Included
29b. AGP1 OrgDoc1, OrgDoc2, etc.	<a href="#">Reference: Entity Org Docs Worksheet.</a>	Included
29c. AGP1 OrgChart	AGP1 Organization Chart.	Included
29d. AGP1 Signature Block	Signature Block - upload in Microsoft Word Document.	Included
29e. AGP1 Cert of Good Standing	Certificate of Good Standing must be dated 30 days or less from the application due date.	Included
29f. AGP1 Tax-Exempt Status	Evidence of tax-exempt status from <b>IRS</b> and <b>FTB</b> for Corporations (Non-Profits Only).	Included

**Application Document Checklist**

**Administrative General Partner #2**

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

**Manager of LLC**

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

**Site Control**

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

**Source for utility allowances**

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

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

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

**Article XXXIV**

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

**Nondiscrimination and Fair Housing Requirements**

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

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

**Application Document Checklist**

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

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

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

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

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

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

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

02. Super-NOFA	87. LSP List of projects or contracts Application VZ-6-10	Provide list of current and completed Projects or contracts when submitting application.	Document Checklist-Full List	Included
	88. LSP NonSpon Contract Basic	Lead Service Provider Contract, Agreement or Letter of Intent (non-Sponsor/Applicant provider).		Included

**Application Document Checklist**

89. NonSpon SS Contract Enhanced	Contract, Agreement or Letter of Intent to Provide Services (other non-Sponsor/Applicant providers).	Included
90. Duty Stmt1, Duty Stmt2, Duty Stmt3, Duty Stmt4	Staff Duty Statements (all providers).	Included
91. SS Fund Ltr1, SS Fund Ltr2, SS Fund Ltr3, etc.	Services funding commitment letters; Include: Project name; description of services; dollar value of funds or in-kind services; If cash is provided, state funding source; funding term; description & history of agency/org. providing funding or services.	Included

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

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

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

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

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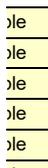
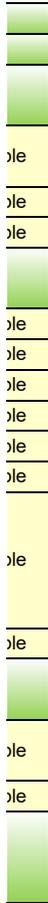
**Application Document Checklist**

**Required additional reports**

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

**End of Document**

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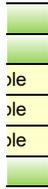
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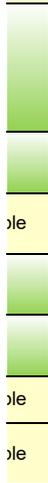
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Yes Multifamily Housing Program (MHP)

Incentive Grant Program of 2007 (IIG-2007) and Infill Infrastructure Grant Program of 2019 (IIG-2019) Yes

No Joe Serna, Jr. Farmworker Housing Grant (FWHG) Program

Veterans Housing and Homelessness Prevention (VHHP) Program No

Optional Answer will not affect application review or ranking. Sponsor(s)/Applicant(s) or Joint Venture Entity meets CDLAC Definition of BIPOC Organization? per CDLAC 523(f)(1)(B), TCAC 10327(c)(2)(E)? Yes

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

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

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

Yes Capital Improvement Project - with Qualifying Infill Project(s) (IIG)

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

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

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

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

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

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

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

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

File Name: 05. Capital Improvement Project Applicant narrative and documentation evidencing the Locality requiring the CIP. Uploaded to HCD Portal? Yes

IIG §206(a)(1)(A) Is the QIP located within a Locality which currently has an adopted element in substantial compliance with Art.10.6 (§65580) Ch. 3 Div. 1 of Title 7 (Gov. Code §65585)? Yes

A jurisdiction's current housing element compliance status is obtainable thru HCD's website.

Please provide date of HCD compliance determination ADOPTED

File Name: 106. HE Determination letter Provide HCD's determination letter. Uploaded to HCD Portal? Yes

IIG §206(a)(1)(B) At time of application, is QIP located in a Locality that has submitted its annual progress reports for 2017 through the most recently required annual progress report? Yes

No Farmworker Housing (MHP)

No At High Risk (MHP)

Yes Large Family (MHP)

MHP §7302(e)(1) Sponsor/Applicant certifies that the Project meets these requirements? Yes

No Senior (MHP)

No Special Needs (MHP)

Is Project being proposed by a Tribal Entity? See Appendix A – Defined Terms No

Is Project being proposed by a Community-Based Developer? See Appendix A – Defined Terms Yes

Does the Community-Based Developer plan to apply on its own as a Sponsor/Applicant? No

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

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

- 1. A Low or Moderate Resource area or
2. High Segregation or Poverty area according to the TCAC/HCD Opportunity Area Map
02. Super-NOFA-Application-V2-6-10 15 of 178 Project Overview

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

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

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

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

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

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

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

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

**MHP §7303(d)(3) IIG §201(b)(3)**

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

**MHP §7303.1(j) IIG §202(j)**

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

**MHP §7302(b) IIG §100**

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

**MHP §7302(k) IIG §200(g)**

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

**MHP §7302(c) IIG §200(c)**

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

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

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

The project is being co-developed by Tenderloin Neighborhood Development Corporation (TNDC) and Chinatown Community Development Center (CCDC) under the "730 Stanyan Associates, LP" entity. TNDC was founded in 1981 with the acquisition of a single property and a commitment to creating permanently affordable homes for low-income San Franciscan. Over its 41-year history, TNDC has developed, owned, and managed over 4,100 units, with another 263 under construction and 1,129 in predevelopment, totaling 5,066 units. TNDC's in-house Property Management, Tenant Services, Asset Management, Accounting, and Community Organizing teams will handle the Project's transition from development and construction into leasing and stabilized operations. CCDC has developed over 3,321 units of affordable housing over the course of its over 40-year history and has another 500+ units in the development pipeline. This year, CCDC's Property Management and Resident Services teams are serving over 2,000 households in over 30 buildings across the city. Both have been key along with CCDC's Civic Engagement team providing essential support and services to over 400 families. CCDC has completed marketing three new construction projects in the last couple of years.

Add Project description below:

730 Stanyan (the "Project") will be a new mixed-use building located in the Haight- Ashbury neighborhood directly across the street from Golden Gate Park in San Francisco. Located on parcel directly purchased by the City and subject to a ground lease, the Project will feature new affordable housing with 160 residential rental units ranging in income restrictions from 20% to 60% AMI for families, and Transitional Age Youth (TAY), including those who were formerly homeless. The project will include one manager's unit and comprise a mix of studios, 1-, 2- and 3-bedroom units. The project will include 50 Local Operating Subsidy Program (LOSP) units (30 for TAY and 20 for family households) and in addition to community spaces for residents there will be five separate commercial spaces on the ground floor to serve the residents and the neighborhood.

Each of the five spaces will be operated by various non-profit partners to provide early childhood education, transitional age youth services/drop-in center, tech training, a senior center, potentially, a low-cost restaurant or cafe. The project is aiming for minimum of LEED Gold certification for green standards. The project will be the first to meet City Planning's AB 168 agreement process to pay tribute to Native American land that the project will be built on. Additionally, the project is developing an affordable marketing plan to proactively reach out to underserved BIPOC population, including seniors in District 5 of San Francisco.

IIG Capital Improvement Project - provide related CIP and scope of work.

The CIP requires demolition of the existing paving and planter areas, grading and site preparation, underground utilities (including joint trench), sidewalk and streetscape improvements, stormwater management system, storm drains system, landscaping and irrigation, and on-site bicycle parking. All of the costs associated with the aforementioned scope of the CIP are integral to the QIP.

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

The proposed development will include total of 160 units including 1 manager's unit. The unit mix is comprised of studios, one-, two-, and three-bedroom units over ground floor offices, townhouse spaces, resident amenities and community serving commercial spaces. The 8-story, all-electric affordable housing building will serve low income and formerly homeless families and Transitional Age Youth (TAY) in Haight Ashbury neighborhood of San Francisco. Formerly homeless families and TAY will be referred through the Coordinated Entry System (CES).

**Project Information**

Project Development Type		New Construction	
QIP Name	730 Stanyan	QIP known under another name(s)?	N/A
Project Name	730 Stanyan	Project Address	730 Stanyan Street
Project County	San Francisco	Project City	San Francisco
		Project Zip	94117
		Geographic Location	Northern
(APNs):		Census Tract(s)	
1249/024		166.02	

**Has the Sponsor/Applicant applied, plan to apply, or been awarded other HCD program funds (outside this Super NOFA) for this Project?** N

Type of Tax Credits	4%			
Federal	Yes	Proposed equity investor contribution (\$)		
State	No	Proposed equity investor contribution (\$)		
		Anticipated tax credit factor		
		Anticipated tax credit factor		
File Name	17. Tax Credit Reservation	If the Project has already received a tax credit reservation, upload documentation.	Uploaded to HCD Portal?	N
Timeframe for applying for 4% Tax Credits	Proposed month	August	Proposed year	2022
			Tax Credit Reservation Awarded?	No

UMR §8302 New Construction Project: is demolition of existing residential required? N

Is the Project a scattered site housing Project? UMR §8303(b) N

QIP - total land area in acres: 0.87 QIP - commercial square feet: 11,180

Total Units	LIHTC Units	Project Site Area	Units per Acre	Age Restrictions	Special Facility Type	Tenure Type	Rental Subsidy?	Commercial Space?	Relocation Required?
160	159	0.87 Acres	184 Per Acre	None	N/A	Permanent	No	Yes	No

Operating Subsidy?  Yes HUD 811 Project?  No Any type of demolition required?  Yes

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

The site is currently paved with asphalt and can be utilized as a parking area for special events, and there is also some planter areas that would all need to be cleared.

For Operating Subsidies: Provide evidence of commitment status (e.g., letters of intent, commitment letters, grant awards or subsidy contracts). If commitments are not available, provide other documentation such as a reservation or third-party letter stating the following: total subsidy and estimated first year allocation, date or expected date of award, and term (in years). For Project-Based Rental Assistance: Projects having or proposing project-based rental assistance must provide documentation of current contract Rents. A fully executed subsidy contract shall be required prior loan closing. Projects having or proposing project-based rental assistance shall fund a Transition Reserve in accordance with §7312(f)(2) and FWHG 301(f)(2).

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

Is Project located in a Rural Area as defined by H&S Code §50199.21? Sponsor/Applicant must use the TCAC Method for determining rural status. [Documentation of rural status](#) N

Identify the Resource Area per TCAC/HCD Opportunity Area Map. Sponsor/Applicant may choose to utilize a Resource Area designation from the TCAC/HCD Opportunity Area Maps in effect when the initial site control (pursuant to UMR §8303(a)) was obtained, if a TCAC/HCD Opportunity Area Map exists for that year.		<a href="https://www.treasurer.ca.gov/c/opportunity.asp">https://www.treasurer.ca.gov/c/opportunity.asp</a>	
Is Project located in a High or Highest Resource Area per TCAC/HCD Opportunity Area Map available at the time of application?			Yes
Enter the entire TCAC/HCD Opportunity Area Map Tract ID #:		060750-16600	Opportunity Area Map Category: Highest Resource
File Name:	21. Opportunity Area	Documentation of TCAC/HCD Opportunity Area status either (1) at time of application, or (2) when initial site control (pursuant to UMR §8303(a)) was obtained, if a TCAC/HCD Opportunity Area Map exists for that year.	Uploaded to HCD Portal? Yes

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

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

**Project Staffing Chart**

Staff type	Employee / Consultant full name	Position title	Full time / Part time	% of time dedicated to this Project
Employee	Hermandeep Kaur	Project Manager	Full time	50%
Employee	Lex Gelb	Assistant Project Manager	Full time	50%
Employee	Emily Van Loon	Senior Project Manager	Full time	15%
Employee	Chris Cummings	Interim Director of Housing Development	Full time	5%

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

<b>Sponsor/Applicant #2</b>		Entity Name	Chinatown Community Development Center		
Eligible Sponsor/Applicant Type:		Corporation	Organization Type:	Non-profit Corporation	
File Name:	23a. Spon2 Cert & Legal Disclosure	<a href="#">Reference: Sponsor/Applicant Certification Worksheet.</a>		Uploaded to HCD Portal?	Yes
File Name:	23b. Spon2 OrgDoc1, OrgDoc2, etc.	<a href="#">Reference: Entity Org Docs Worksheet.</a>		Uploaded to HCD Portal?	Yes
File Name:	23c. Spon2 OrgChart	Sponsor/Applicant Organization Chart.		Uploaded to HCD Portal?	Yes
File Name:	23d. Spon2 Signature Block	Signature Block - upload in Microsoft Word Document.		Uploaded to HCD Portal?	Yes
File Name:	23e. Spon2 Cert of Good Standing	Certificate of Good Standing must be dated 30 days or less from the application due date.		Uploaded to HCD Portal?	Yes
File Name:	23f. Spon2 Tax-Exempt Status	Evidence of tax-exempt status from IRS and FTB for Corporations (Non-Profits Only).		Uploaded to HCD Portal?	Yes

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

Legal Name:	730 Stanyan Associates, LP				
File Name:	27a. Bwr Cert & Legal Disclosure	<a href="#">Reference: Sponsor/Applicant Certification Worksheet.</a>		Uploaded to HCD Portal?	Yes
File Name:	27b. Bwr OrgDoc1, OrgDoc2, etc.	<a href="#">Reference: Entity Org Docs Worksheet.</a>		Uploaded to HCD Portal?	Yes
File Name:	27c. Bwr OrgChart	Must demonstrate Sponsor/Applicant control of the Borrower consistent with UMR §8313.2.		Uploaded to HCD Portal?	Yes
File Name:	27d. Bwr Signature Block	Signature Block - upload in Microsoft Word Document.		Uploaded to HCD Portal?	Yes
File Name:	27e. Bwr STD-204 Payee Data Record	<a href="#">Reference: AB434 webpage for Payee Data record STD204.</a>		Uploaded to HCD Portal?	Yes
File Name:	27f. Bwr Fi\$Cal TIN Form	<a href="#">Reference: Taxpayer Identification Number (TIN) (public entities ONLY).</a>		Uploaded to HCD Portal?	N/A
File Name:	27g. Bwr EIN Verification	IRS Form SS-4.		Uploaded to HCD Portal?	Yes
File Name:	27h. Bwr Cert of Good Standing	Certificate of Good Standing must be dated 30 days or less from the application due date.		Uploaded to HCD Portal?	Yes
File Name:	27i. Bwr Tax-Exempt Status	Evidence of tax-exempt status from IRS and FTB for Corporations (Non-Profits Only).		Uploaded to HCD Portal?	N/A

<b>Managing General Partner</b>		Entity Name	730 Stanyan TNDC GP LLC		
File Name:	28a. MGP Cert & Legal Disclosure	<a href="#">Reference: Sponsor/Applicant Certification Worksheet.</a>		Uploaded to HCD Portal?	Yes
File Name:	28b. MGP OrgDoc1, OrgDoc2, etc.	<a href="#">Reference: Entity Org Docs Worksheet.</a>		Uploaded to HCD Portal?	Yes
File Name:	28c. MGP OrgChart	MGP Organization Chart.		Uploaded to HCD Portal?	Yes

File Name:	28d. MGP Signature Block	Signature Block - upload in Microsoft Word Document.	Uploaded to HCD Portal?	Ye
File Name:	28e. MGP Cert of Good Standing	Certificate of Good Standing must be dated 30 days or less from the application due date.	Uploaded to HCD Portal?	Ye
File Name:	28f. MGP Tax-Exempt Status	Evidence of tax-exempt status from IRS and FTB for Corporations (Non-Profits Only).	Uploaded to HCD Portal?	Ye

<b>Administrative General Partner #1</b>		Entity Name	730 Stanyan CCDC LLC		
File Name:	29a. AGP1 Cert & Legal Disclosure	<a href="#">Reference: Sponsor/Applicant Certification Worksheet.</a>		Uploaded to HCD Portal?	Ye
File Name:	29b. AGP1 OrgDoc1, OrgDoc2, etc.	<a href="#">Reference: Entity Org Docs Worksheet.</a>		Uploaded to HCD Portal?	Ye
File Name:	29c. AGP1 OrgChart	AGP1 Organization Chart.		Uploaded to HCD Portal?	Ye
File Name:	29d. AGP1 Signature Block	Signature Block - upload in Microsoft Word Document.		Uploaded to HCD Portal?	Ye
File Name:	29e. AGP1 Cert of Good Standing	Certificate of Good Standing must be dated 30 days or less from the application due date.		Uploaded to HCD Portal?	Ye
File Name:	29f. AGP1 Tax-Exempt Status	Evidence of tax-exempt status from IRS and FTB for Corporations (Non-Profits Only).		Uploaded to HCD Portal?	Ye

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

**Site Control**      **UMR §8303 and §8316**

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

Type of site control:	Date	Expires	Extensions Available	Purchase Price	Total Land Area
Enforceable Option to Lease or Purchase	5/1/2022	75 years following	yes, additional 24 years	N/A	0.87 ac

Current owner	Current owner street address	City	State	Zip code
City and County of San Francisco	1 South Van Ness Avenue, 5th Floor	San Francisco	CA	94103

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

N/A
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Planned and completed property transfer(s).	Ground Lease planned?	Ye
Lessor	Term	Annual Payment
City and County of San Francisco	75 years + option of 24-yr extension	\$15,000

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

No property transfers, only a Ground Lease is planned.

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

**Site and Unit Information**

Current Use		Proposed Zoning (code and name)		Is Site Improved?	Year Improvements Built?
empty parking lot		NCD - Haight Street Neighborhood Commercial		No	N/A
Rent Control?	Access Road Maintenance	Sponsor / Applicant Notes	The site had been previously improved, but demolished in 2020 after the City purchased the site for affordable housing development.		
No	Public				

**Site conditions and adjoining land uses**

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

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

West	Public Park (Golden Gate Park)
East	Commercial Retail (closer to Haight Street on north side) & Residential (closer to Waller Street on south side).
North	Grocery Store (Whole Foods)
South	Local Hotel (Stanyan Hotel)
Unique Features	The site is a relatively flat rectangular site with street frontages on three sides.

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

	Beds	0 Bdrm	1 Bdrm	2 Bdrm	3 Bdrm	4 Bdrm	5 + Bdrm	Total # Units	Total # Bedrooms	Total # Buildings	Total # Mgr. Units	Total # of Park Spaces
Existing	0	0	0	0	0	0	0	0	0	0	0	0
Proposed	0	35	43	42	40	0	0	160	282	1	1	0

**Building types**

	New Construction			Rehabilitation		
	Units	Stories	Bldgs.	Units	Stories	Bldgs.
Townhouse/Row House						
One or Two Story Walk-Up						
Mid-Rise (3-5 stories)						
High-Rise (6+stories)	160	8	1			
Detached Single Family						
Duplex/4-Plex						
Non-Residential Bldg(s)						
<b>Totals</b>	<b>160</b>		<b>1</b>	<b>0</b>		<b>0</b>

Unit Size	Baths	Layout	Avg. Sq. Ft.	All Units	Restrict
0 Bdrm.	1	Flat	354	35	12
1 Bdrm.	1	Flat	503	43	19
2 Bdrm.	2	Flat	808	42	16
3 Bdrm.	2	Flat	1,057	40	16
4 Bdrm.				0	0
5 Bdrm.				0	0
<b>Total Units</b>				<b>160</b>	<b>63</b>

**Sponsor/Applicant Notes**

The new construction proposed will be built on an empty site, therefore there are no existing units being demolished or displaced.

**Amenities**

**Unit Amenities/Features**

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

**Project Amenities**

Elevator(s)	Yes	2	Laundry Rms.	Yes	1	Washers	Yes	16	Dryers	Yes	16
Yes	Community Room	Yes	Community Kitchen	Yes	Computer Room	Yes	High Speed Internet				
No	Fitness Room	Yes	Picnic/BBQ Area(s)	Yes	Tot Lot/Playground	No	Sports Court				
No	Tennis Court	No	Swimming Pool	No	Jacuzzi/Sauna	Yes	Bike Parking				
	N/A		N/A		N/A		N/A				

**Security & Other**

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

Utility Costs for Heating, Cooking, and Other Electrical uses in the unit will be billed directly by the Utility provider to each unit tenant.



**Miscellaneous Information**

**Residential Space**

Residential Units	182,599	Common Areas	24,165	Community Room	1,823	Leasing Office	820	Additional Storage Space	N/A
Subtotal Residential SF		209,407							
Maintenance Shop	408	Childcare Center	N/A	Service Area	3,319	Service Office	N/A		
(Other)		(Other)		(Other)		(Other)			
<b>Total Residential SF</b>		213,134							

**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**

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

**Commercial Space**

**Commercial Square Footage**

Commercial Area	N/A	Offices	N/A	Childcare Center	3,754	Storage Space	N/A	Proposed Chef Inclu	2,330
<b>Total Commercial SF</b>		6,084							

**Parking Spaces for Commercial Tenants**

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

There are no off-street parking included in the project. There is public metered street parking along Stanyan Street.

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

Laundry		Other Leased Spaces				
		Residential	Lease Terms	Sq. Feet	Rent/SF/Mo.	Annual Gross
No. of Units Using Central Laundry	160	N/A				\$0
Weekly Assumed Income Per Unit	\$1.36					\$0
<b>Annual Total Laundry Income</b>	\$11,326					\$0
Residential Parking		Commercial				\$0
Tenant Rental Spaces	0	N/A				\$0
Monthly Income Per Space	\$0					\$0
<b>Annual Residential Parking Income</b>	\$0					\$0
Commercial Parking						\$0
Number of Rental Spaces	0					\$0
Monthly Income Per Space	\$0					\$0
<b>Annual Commercial Parking Income</b>	\$0					\$0
<b>Total Income from Other Leased Spaces</b>						\$0

**Monthly utility allowance**

Utilities	Type of Utility (Gas, Electric, etc.)	Does the owner or tenant pay utilities?	Enter Allowances for Tenant Paid Utilities by Bdrm. Size					
			0 bdrm	1 bdrm	2 bdrms	3 bdrms	4 bdrms	≥5 bdrms
Heating	Electric	Tenant	\$91	\$109	\$154	\$199		
Cooking	Electric	Tenant						
Other Electric	Electric	Tenant						
Air Conditioning								
Water Heating	Electric	Owner						
Water	Public	Owner						
Sewer	Public	Owner						
Trash	Public	Owner						
Other								
<b>Total Tenant Utility Allowance</b>			\$91	\$109	\$154	\$199	\$0	\$0

**Source for utility allowances**

Local PHA?	Yes	Name:	San Francisco Housing Authority				Effective date:	8/31/2021
HUD?	No	Utility Company (Actual Survey)?	No	CUAC?	No	Other?	N/A	
Sponsor/Applicant Notes:								
N/A								
File Name:	35. Utility allowance		Schedule of utility allowances.				Uploaded to HCD Portal?	Yes

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

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

N

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

This project is a new construction to be built on an empty site, therefore, there is no existing building with residents to be relocated.

**Environmental Requirements & Reports**

MHP §7303.1(h) IIG §202(h)

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

Ye

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

Ye

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

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

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

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

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

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

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

Ye

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

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

Ye

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

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

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

Ye

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

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

Ye

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

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

Ye

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

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

Ye

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

Although the use of Program funds does not require compliance with the federal Davis-Bacon Act, other funding sources may require compliance with the federal Davis-Bacon Act.

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Development Team Contacts and Legislative Information

Contact Type	Entity Legal Name	Eligible Sponsor Type	Organization Type	Address	City	State	Zip Code
Sponsor/Applicant #1	Tenderloin Neighborhood Development Corporation	Corporation	Non-profit Corporation	201 Eddy Street	San Francisco	CA	94102
Sponsor/Applicant #2	Chinatown Community Development Center	Corporation	Non-profit Corporation	1525 Grant Avenue	San Francisco	CA	94133
Owner / Borrower Entity	730 Stanyan Associates, LP	Limited Partnership	Non-profit Corporation	201 Eddy Street	San Francisco	CA	94102
Managing General Partner	730 Stanyan TNDC GP LLC	Limited Liability Corporation	Non-profit Corporation	201 Eddy Street	San Francisco	CA	94102
Administrative GP #1	730 Stanyan CCDC LLC	Limited Liability Corporation	Non-profit Corporation	1525 Grant Avenue	San Francisco	CA	94133
Manager of LLC	TNDC/CCDC respectively	Corporation	Non-profit Corporation	201 Eddy Street	San Francisco	CA	94102
Property Management Agent	Tenderloin Neighborhood Development Corporation			201 Eddy Street	San Francisco	CA	94012
Financial Consultant	California Housing Partnership			369 Pine Sreet, Suite 300	San Francisco	CA	94104
Lead (primary) Service Provider	Tenderloin Neighborhood Development Corporation			201 Eddy Street	San Francisco	CA	94102
Borrower Legal Counsel	Gubb & Barshay LLP			235 Montgomery St, Suite 1110	San Francisco	CA	94014
General Contractor	Cahill Hercules Builders Joint Venture			425 California St, Suite 2200	San Francisco	CA	94194
Architect	YA Studio			777 Florida St, Suite 301	San Francisco	CA	94110
Other (Specify)							
Other (Specify)							
Other (Specify)							
Other (Specify)							

Congress person Name(s)	District #	State Senator Name(s)	District #	State Assembly Member Name(s)	District #
Nancy Pelosi	12	Scott D. Wiener	11	Matt Haney	17

Auth Rep Name	Title	Email	Phone #	Contact Name	Title	Email	Phone #	Contact Address
Maurilio Leon	Chief Executive Officer	<a href="mailto:mleon@tndc.org">mleon@tndc.org</a>	(415) 358-3923	Hermadeep Kaur	Project Manager	<a href="mailto:hkaur@tndc.org">hkaur@tndc.org</a>	415.417.3086	201 Eddy Street
Malcolm Yeung	Executive Director	<a href="mailto:myeung@chinatowncdc.org">myeung@chinatowncdc.org</a>	415.984.1450	Bo Han	Senior Project Manager	<a href="mailto:bo.han@chinatowncdc.org">bo.han@chinatowncdc.org</a>	415.722.2947	1515 Vallejo Street
Maurilio Leon	Chief Executive Officer	<a href="mailto:mleon@tndc.org">mleon@tndc.org</a>	(415) 358-3923	Hermadeep Kaur	Project Manager	<a href="mailto:hkaur@tndc.org">hkaur@tndc.org</a>	415.417.3086	201 Eddy Street
Maurilio Leon	Chief Executive Officer	<a href="mailto:mleon@tndc.org">mleon@tndc.org</a>	(415) 358-3923	Hermadeep Kaur	Project Manager	<a href="mailto:hkaur@tndc.org">hkaur@tndc.org</a>	415.417.3086	201 Eddy Street
Malcolm Yeung	Executive Director	<a href="mailto:myeung@chinatowncdc.org">myeung@chinatowncdc.org</a>	415.984.1450	Bo Han	Senior Project Manager	<a href="mailto:bo.han@chinatowncdc.org">bo.han@chinatowncdc.org</a>	415.722.2947	1515 Vallejo Street
Maurilio Leon	Chief Executive Officer	<a href="mailto:mleon@tndc.org">mleon@tndc.org</a>	(415) 358-3923	Hermadeep Kaur	Project Manager	<a href="mailto:hkaur@tndc.org">hkaur@tndc.org</a>	415.417.3086	201 Eddy Street
				Evelyn Catalan	Senior Director of Property Operations	<a href="mailto:ecatalan@TND C.org">ecatalan@TND C.org</a>	415-358-3974	
				Meg McGraw-Scherer	Senior Director	<a href="mailto:mmcgraw-scherer@chpc.net">mmcgraw-scherer@chpc.net</a>	415-433-6804 x315	
				Yvette Robinson	Senior Director of Tenant and Community	<a href="mailto:yrobinson@tndc.org">yrobinson@tndc.org</a>	415-358-3924	
				Evan Gross	Partner	<a href="mailto:egross@gubbandbarshay.com">egross@gubbandbarshay.com</a>	415-781-6600 ext. 6	
				Leadron Koo	Vice President	<a href="mailto:lkoo@cahill-sf.com">lkoo@cahill-sf.com</a>	415-677-0603	
				Paul Wang	Senior Associate	<a href="mailto:paul@va-studio.com">paul@va-studio.com</a>	415-920-1839	

City	State	Zip Code
San Francisco	CA	94102
San Francisco	CA	94109
San Francisco	CA	94102
San Francisco	CA	94102
San Francisco	CA	94109
San Francisco	CA	94102

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

UNIT MIX BY HCD PROGRAM

Units			Assisted Units								
			Assisted Units			Population Assisted Units					
Number of Bedrooms	Restricted Income Level	Total Units	100.0%	39.4%	25.40%				0.00%	0.00%	0.00%
			IIG Rental Units	MHP Assisted	Special Needs?	Chronic Homelessness	Disability Homelessness	Other Homelessness	At Risk of Homelessness	Senior Housing	Agricultural Households
247		160	160	63	16	0	0	50	0	0	0
0	20%	5	5	5	Yes			5			
1	20%	7	7	7	Yes			7			
2	20%	3	3	3	Yes			3			
3	20%	1	1	1	Yes			1			
0	20%	5	5		Yes			5			
1	20%	5	5		Yes			5			
2	20%	5	5		Yes			5			
3	20%	5	5		Yes			5			
0	25%	7	7	7	No						
1	25%	4	4	4	No						
2	25%	3	3	3	No						
3	25%	2	2	2	No						
0	40%	10	10		No						
0	40%	8	8		Yes			8			
1	40%	8	8	8	No						
1	40%	3	3		No						
1	40%	2	2		Yes			2			
2	40%	3	3	3	No						
3	40%	2	2	2	No						
1	50%	13	13		No						
2	50%	4	4	4	No						
3	50%	4	4	4	No						
2	55%	6	6		No						







63		64	Grant Amount	Loan Amount(s)
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M(S)							IIG Grant	MHP Loan Amount(s)
Other Restricted		Other HCD previously Funded/Awarded						
0.00%	0.00%		0.00%			39%		
0	0		0	\$0	0	63	\$7,995,000	\$23,790,157
Other Restricted	Other Special Needs	Other/Prior HCD Source	Other HCD Assisted Units	Exact previously awarded amount	Other HCD Special Needs	Total restricted units	IIG Grant Base Limit	MHP Total Base Loan Amount
						5	\$231,500	\$2,064,909
						7	\$343,000	\$2,984,647
						3	\$166,800	\$1,400,134
						1	\$71,500	\$504,308
							\$231,500	
							\$245,000	
							\$278,000	
							\$357,500	
						7	\$324,100	\$2,726,514
						4	\$196,000	\$1,604,679
						3	\$166,800	\$1,309,816
						2	\$143,000	\$938,897
							\$398,000	
							\$318,400	
						8	\$360,000	\$2,605,513
							\$135,000	
							\$90,000	
						3	\$154,800	\$1,037,567
						2	\$124,200	\$729,164
							\$585,000	
						4	\$206,400	\$1,141,999
						4	\$248,400	\$1,179,452
							\$277,800	

						3	\$138,900	\$765,750
							\$325,200	
						3	\$162,600	\$779,578
							\$694,500	
							\$704,600	
							\$30,500	
						4	\$286,000	\$2,017,231

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

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

RENT(S) INFORMATION						
1	2	3	4	5	6	7
\$65,250	\$74,600	\$83,900	\$93,200	\$100,700	\$108,150	\$115,600
	<b>\$43,295</b>	<b>\$4,241</b>		<b>\$39,054</b>	<b>\$33,319</b>	<b>\$209,922</b>
Rent Limit Calculation Formula	Max Gross Rent	Less Utility Allowance Schedule 1	Less Utility Allowance Schedule 2	Maximum Net Rent	Proposed Net Rent	Monthly Income at Proposed Rents
TCAC	\$652	\$91		\$561	\$250	\$1,250
TCAC	\$699	\$109		\$590	\$250	\$1,750
TCAC	\$839	\$154		\$685	\$250	\$750
TCAC	\$969	\$199		\$770	\$250	\$250
TCAC	\$652	\$91		\$561	\$250	\$1,250
TCAC	\$699	\$109		\$590	\$250	\$1,250
TCAC	\$839	\$154		\$685	\$250	\$1,250
TCAC	\$969	\$199		\$770	\$250	\$1,250
TCAC	\$815	\$91		\$724	\$724	\$5,068
TCAC	\$874	\$109		\$765	\$765	\$3,060
TCAC	\$1,048	\$154		\$894	\$894	\$2,682
TCAC	\$1,211	\$199		\$1,012	\$1,012	\$2,024
TCAC	\$1,305	\$91		\$1,214	\$1,214	\$12,140
TCAC	\$1,305	\$91		\$1,214	\$250	\$2,000
TCAC	\$1,398	\$109		\$1,289	\$1,289	\$10,312
TCAC	\$1,398	\$109		\$1,289	\$1,289	\$3,867
TCAC	\$1,398	\$109		\$1,289	\$250	\$500
TCAC	\$1,678	\$154		\$1,524	\$1,524	\$4,572
TCAC	\$1,939	\$199		\$1,740	\$1,740	\$3,480
TCAC	\$1,748	\$109		\$1,639	\$1,639	\$21,307
TCAC	\$2,097	\$154		\$1,943	\$1,943	\$7,772
TCAC	\$2,423	\$199		\$2,224	\$2,224	\$8,896
TCAC	\$2,307	\$154		\$2,153	\$2,153	\$12,918







[Click HERE](#)

Is subsidy payments over net rent based on Restricted or Proposed I

**SUBSIDY INFORMATION**

8	Subsidy Program Name1				Federal?	Sub:
\$123,050						
<b>\$235,582</b>					<b>0</b>	<b>\$0</b>
Monthly Income at Maximum Rents	Net Monthly Contract Rent	Subsidy Payment Over Net Rent	VASH?	Units being subsidized	Total Monthly Extra Income	Net Monthly Contract Rent
\$2,805						
\$4,130						
\$2,055						
\$770						
\$2,805						
\$2,950						
\$3,425						
\$3,850						
\$5,068						
\$3,060						
\$2,682						
\$2,024						
\$12,140						
\$9,712						
\$10,312						
\$3,867						
\$2,578						
\$4,572						
\$3,480						
\$21,307						
\$7,772						
\$8,896						
\$12,918						















**IncomeLimitsTbl**

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

\$225,000		25K Boost ADDED		
DSCR	6.0%	360	1.1	5%

Amount Financeable due to Rent Limitations vacancy rate

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

Basic Grant Limit x Units

0-Bdrm	1-Bdrm	2-Bdrm	3-Bdrm	4+Bdrm
\$4,000	\$8,000	\$11,900	\$15,900	\$19,900
\$26,500	\$30,500	\$35,400	\$43,700	\$47,700

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

\$34,400	\$38,400	\$46,300	\$54,200	\$59,600
\$39,800	\$45,000	\$51,600	\$62,100	\$66,200
\$46,300	\$49,000	\$55,600	\$71,500	\$75,400

Placer
Plumas
Riverside
Sacramento
San Benito
San Bernardino
San Diego
San Francisco
San Joaquin
San Luis Obispo
San Mateo
Santa Barbara
Santa Clara
Santa Cruz
Shasta
Sierra
Siskiyou
Solano
Sonoma
Stanislaus
Sutter
Tehama
Trinity
Tulare
Tuolumne
Ventura
Yolo
Yuba

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20%
25%
30%

35%

40%

45%

50%

55%

60%

65%

70%

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80%

85%

90%

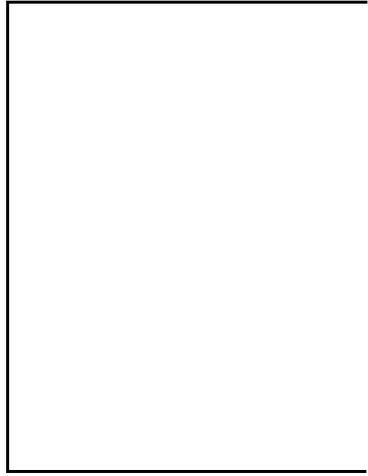
95%

Manager

Market

Total

20% and below



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

**ALL PROGRAMS**

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

\$35,500	\$40,550	\$45,600	\$50,650	\$54,750	\$58,800
\$28,600	\$32,700	\$36,800	\$40,850	\$44,150	\$47,400
\$30,800	\$35,200	\$39,600	\$44,000	\$47,550	\$51,050
\$35,500	\$40,550	\$45,600	\$50,650	\$54,750	\$58,800
\$36,800	\$42,050	\$47,300	\$52,550	\$56,800	\$61,000
\$30,800	\$35,200	\$39,600	\$44,000	\$47,550	\$51,050
\$45,550	\$52,050	\$58,550	\$65,050	\$70,300	\$75,500
\$65,250	\$74,600	\$83,900	\$93,200	\$100,700	\$108,150
\$29,000	\$33,150	\$37,300	\$41,400	\$44,750	\$48,050
\$38,300	\$43,800	\$49,250	\$54,700	\$59,100	\$63,500
\$65,250	\$74,600	\$83,900	\$93,200	\$100,700	\$108,150
\$48,900	\$55,900	\$62,900	\$69,850	\$75,450	\$81,050
\$59,000	\$67,400	\$75,850	\$84,250	\$91,000	\$97,750
\$54,450	\$62,200	\$70,000	\$77,750	\$84,000	\$90,200
\$27,800	\$31,800	\$35,750	\$39,700	\$42,900	\$46,100
\$31,500	\$36,000	\$40,500	\$45,000	\$48,600	\$52,200
\$27,300	\$31,200	\$35,100	\$38,950	\$42,100	\$45,200
\$38,050	\$43,450	\$48,900	\$54,300	\$58,650	\$63,000
\$41,600	\$47,550	\$53,500	\$59,400	\$64,200	\$68,950
\$27,900	\$31,900	\$35,900	\$39,850	\$43,050	\$46,250
\$27,300	\$31,200	\$35,100	\$38,950	\$42,100	\$45,200
\$27,300	\$31,200	\$35,100	\$38,950	\$42,100	\$45,200
\$27,300	\$31,200	\$35,100	\$38,950	\$42,100	\$45,200
\$27,300	\$31,200	\$35,100	\$38,950	\$42,100	\$45,200
\$29,150	\$33,300	\$37,450	\$41,600	\$44,950	\$48,300
\$43,900	\$50,200	\$56,450	\$62,700	\$67,750	\$72,750
\$34,700	\$39,650	\$44,600	\$49,550	\$53,550	\$57,500
\$27,300	\$31,200	\$35,100	\$38,950	\$42,100	\$45,200

Units	%	
0	0.00%	0.00
20	31.75%	4.00
16	25.40%	4.00
0	0.00%	0.00

4.00

0	0.00%	0.00
13	20.63%	5.20
0	0.00%	0.00
8	12.70%	4.00
6	9.52%	3.30
0	0.00%	0.00
0	0.00%	0.00
0	0.00%	0.00
0	0.00%	0.00
0	0.00%	0.00
0	0.00%	0.00
0	0.00%	0.00
0	0.00%	0.00
0	0.00%	0.00
0	0.00%	
63	100.00%	20.50

63 |

63

31.75%

All Pro  
Net Dens

1

1.04

1.08

1.12

1.16

1.2

1.24

1.28

1.32

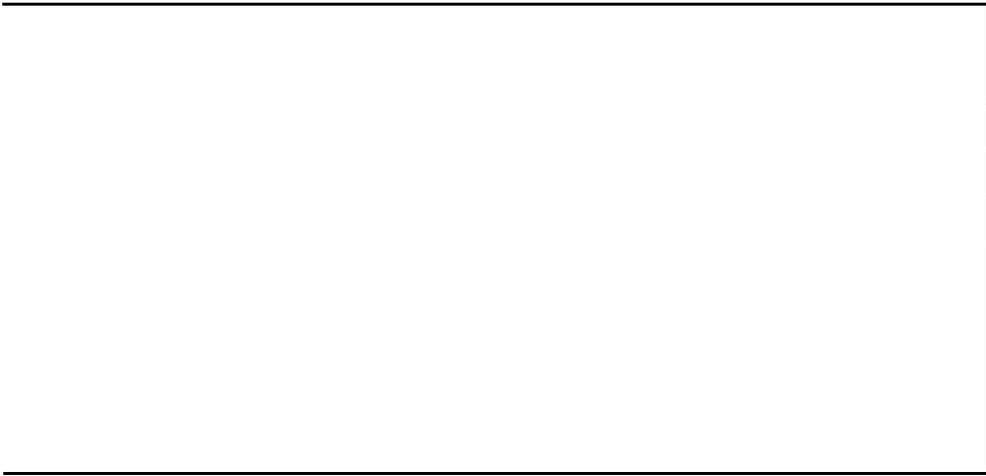
1.36

1.4

1.44

1.48

1.52



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

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

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

\$62,850	\$66,900
\$50,700	\$53,950
\$54,600	\$58,100
\$62,850	\$66,900
\$65,200	\$69,400
\$54,600	\$58,100
\$80,700	\$85,900
\$115,600	\$123,050
\$51,350	\$54,650
\$67,850	\$72,250
\$115,600	\$123,050
\$86,650	\$92,250
\$104,500	\$111,250
\$96,450	\$102,650
\$49,250	\$52,450
\$55,800	\$59,400
\$48,300	\$51,450
\$67,350	\$71,700
\$73,700	\$78,450
\$49,450	\$52,650
\$48,300	\$51,450
\$48,300	\$51,450
\$48,300	\$51,450
\$48,300	\$51,450
\$48,300	\$51,450
\$51,600	\$54,950
\$77,750	\$82,800
\$61,450	\$65,450
\$48,300	\$51,450

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

**TCACrentTbl**

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

ograms  
ity Factor

0

45

50

55

60

65

70

75

80

85

90

95

100

105











Adj. Factor	Reference only: Tiebreaker Score calculations												
0.90	Weighted Average of Non-Voucher units		<table border="1"> <tr> <td>Rate</td> <td>4%</td> </tr> <tr> <td>Term</td> <td>15</td> </tr> <tr> <td>Payment</td> <td>\$625,331.69</td> </tr> <tr> <td>Capitalized value</td> <td>\$7,044,994.56</td> </tr> </table>			Rate	4%	Term	15	Payment	\$625,331.69	Capitalized value	\$7,044,994.56
Rate						4%							
Term						15							
Payment						\$625,331.69							
Capitalized value						\$7,044,994.56							
1.00													
1.25													
1.50													
1.75													
<b>41.08%</b>	<b>40.0%</b>	FALSE											
Adjusted Quantity	Unadjusted Quantity	AMI	If this unit/row should be 30% or 40%	Net Rent Limit	Net Contract Rent								
4.5	5	20%	40%	1,214	0								
7	7	20%	40%	1,289	0								
3.75	3	20%	40%	1,524	0								
1.5	1	20%	40%	1,740	0								
4.5	5	20%	40%	1,214	0								
5	5	20%	40%	1,289	0								
6.25	5	20%	40%	1,524	0								
7.5	5	20%	40%	1,740	0								
6.3	7	25%	40%	1,214	0								
4	4	25%	40%	1,289	0								
3.75	3	25%	40%	1,524	0								
3	2	25%	40%	1,740	0								
9	10	40%	40%	1,214	0								
7.2	8	40%	40%	1,214	0								
8	8	40%	40%	1,289	0								
3	3	40%	40%	1,289	0								
2	2	40%	40%	1,289	0								
3.75	3	40%	40%	1,524	0								
3	2	40%	40%	1,740	0								
13	13	50%	40%	1,289	0								
5	4	50%	40%	1,524	0								
6	4	50%	40%	1,740	0								
0	0	0%	40%	0	0								
7.5	6	55%	40%	1,524	0								







Income	\$756,980
Vacancy	5%
DSCR	1.15

\$756,980  
\$0

60% AMI Rent Level	USDA	Contract Rent	Difference	X Quantity
1,866	FALSE	0	0	0
1,988	FALSE	0	0	0
2,363	FALSE	0	0	0
2,709	FALSE	0	0	0
1,866	FALSE	0	0	0
1,988	FALSE	0	0	0
2,363	FALSE	0	0	0
2,709	FALSE	0	0	0
1,866	FALSE	0	0	0
1,988	FALSE	0	0	0
2,363	FALSE	0	0	0
2,709	FALSE	0	0	0
1,866	FALSE	0	0	0
1,866	FALSE	0	0	0
1,988	FALSE	0	0	0
1,988	FALSE	0	0	0
1,988	FALSE	0	0	0
2,363	FALSE	0	0	0
2,709	FALSE	0	0	0
1,988	FALSE	0	0	0
2,363	FALSE	0	0	0
2,709	FALSE	0	0	0
0	FALSE	0	0	0
2,363	FALSE	0	0	0





















**Maximum Loan and**

Project Name: **730 Stanyan**  
 Development Type: New Construction  
 Project Type(s) : Capital Improvement Project / / / Large Family / / / /

Large Family	2+ Bedrooms	3+ Bedrooms	High(est) Re
TRUE	50.8%	25.4%	TR

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

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

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

Funds requested (Super NOFA funds only)	Total past awards (this project)	
\$28,790,157	Loans	Grants
	\$0	\$0

TDC per Unit	HCD Cost per Unit
\$1,023,232	\$456,987

Maximum Allowable Loan Amounts		
<b>IIG</b> Maximum Allowable CIP Grant Amount	\$5,000,000	Meets n
<b>MHP</b> Maximum Allowable Loan Amount	\$23,790,157	

I. IIG Total Units Base Grant Limit	\$7,995,000	Housing Ur
I. <b>IIG</b> Base Grant Limit with <b>Adjustment Factor</b>	\$7,500,000	
I. <b>MHP</b> Restricted Unit Loan Amount	\$23,790,157	

**II. Permanent Financing Funding Gap Calculation**

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

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

**End**

**Grant Amounts - Summary**

County: San Francisco

Source Area	Rural Status:	Senior Project:	Urban/Rural Area:
UE	FALSE	FALSE	Urban

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

Development **loans** may be used **per Project**.

80,000,000 in Super NOFA fund awards of any type.

Limit of no more than two development loans and two housing-related infrastructure grants

Yes
Yes
Yes

Total Super NOFA Max funds in "loans" for this project
\$23,790,157

Awards made prior to the application close date will not be counted against the \$35,000,000 cap.
\$23,790,157

Minimum grant award
---------------------

Units per Acre (Net Density)	213.8	Net Density <b>Adjustment Factor</b>	1.52
------------------------------	-------	--------------------------------------	------

--

	\$170,880,755
	\$66,457,598
	\$1,100,000
	\$103,323,157
	\$5,333,000
	\$69,200,000
	\$28,790,157

ing Manager's Unit(s)	110,235
	110,235
gross square footage	100%
	\$163,717,170

**of Document**





Development Sources			Construction Totals		\$163,717,170	\$7,163,585	\$170,880,755	Construction Terms		Permanent Terms						
Permanent	Yes	Deferred Developer Fees	Private	4	\$600,000		\$600,000			0.00%	Fixed for Term		Deferred	15		
		Developer Fee Contribution														
Permanent	Yes	GP Equity	Private	-	\$500,000		\$500,000									
Permanent	Yes	Gross Tax Credit Equity	4% tax credits		\$59,294,013	\$7,163,585	\$66,457,598									

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

The interest rates on the tax-exempt and taxable construction and perm loans contain the predicted needed cushion for the current volatile interest rate environment. The land donation represents the value of a below market lease for a term of 99 years. The commercial costs include the cost of the commercial space and the prorated cost of related soft costs and are covered by tax credit equity. Please also note that the 20 20% AMI units which are not MHP-restricted are NPLH units and are restricted under that program through the City of San Francisco. No MHP loan limits are

**End of Document**



Details of Deferred Costs	
\$0	
\$0	
\$0	
\$0	
\$0	
\$0	
\$0	
\$0	
\$0	
\$0	
\$0	
\$0	

Residential Budget		Eligible Basis			Permanent Sources of Funds												
Grand Totals	\$163,717,170	\$7,163,585	\$138,930,277	\$0	\$5,333,000	\$17,200,000	\$43,416,759	\$5,000,000	\$23,790,157	\$8,583,241	\$0	\$0	\$0	\$0	\$0	\$0	
USES OF FUNDS	Total Project Costs - Residential Cost/Sources	Total Project Costs - Commercial Cost/Sources	30% PVC for New Const/Rehab	30% PVC for Acquisition	Tax-Exempt Permanent Bond	MOHCD Land Donation	MOHCD Loan	Infill Infrastructure Grant Program (IIG) - Grant	Multifamily Housing Program (MHP) - Loan	City of San Francisco NPLH Loan							
Land Cost or Value	\$17,200,000	\$0				\$17,200,000											
Demolition	\$0	\$0															
Legal	\$0	\$0															
Land Lease Rent Prepayment	\$0	\$0															
Existing Improvements Cost or Value	\$0	\$0															
Off-Site Improvements	\$0	\$0															
Predevelopment Interest/Holding Cost	\$0	\$0															
Assumed, Accrued Interest on Existing Debt (Rehab/Acq)	\$0	\$0															
Excess Purchase Price Over Appraisal	\$0	\$0															
	\$17,200,000	\$0	\$0	\$0	\$0	\$17,200,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Site Work	\$0	\$0															
Structures	\$0	\$0															
General Requirements	\$0	\$0															
Contractor Overhead	\$0	\$0															
Contractor Profit	\$0	\$0															
Prevailing Wages	\$0	\$0															
General Liability Insurance	\$0	\$0															
Other: (Specify)	\$0	\$0															
Other: (Specify)	\$0	\$0															
Other: (Specify)	\$0	\$0															
Other: (Specify)	\$0	\$0															
Total Relocation Expenses	\$0	\$0															
	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Site Work	\$0	\$0															
Structures	\$95,275,291	\$343,137	\$95,275,291		\$5,333,000		\$43,416,759		\$23,790,157	\$8,583,241							
General Requirements	\$2,836,885	\$234,515	\$2,836,885														
Contractor Overhead	\$5,083,745	\$420,255	\$5,083,745														
Contractor Profit	\$0	\$0															
Prevailing Wages	\$0	\$0															
General Liability Insurance	\$1,852,648	\$153,152	\$1,852,648														
Urban Greening	\$0	\$0															
Other: Commercial Construction	\$0	\$3,145,572															
Other: Environmental Remediation	\$92,365	\$7,635															
Other: Public Art	\$375,924	\$31,076	\$375,924														
	\$105,516,858	\$4,335,342	\$105,424,493	\$0	\$5,333,000	\$0	\$43,416,759	\$0	\$23,790,157	\$8,583,241	\$0	\$0	\$0	\$0	\$0	\$0	
Design	\$1,473,215	\$121,785	\$1,473,215														
Supervision	\$1,293,704	\$106,946	\$1,293,704														
Total Survey & Engineering	\$1,146,058	\$94,742	\$1,146,058														
Other: (Specify)	\$0	\$0															
Other: (Specify)	\$0	\$0															
	\$3,912,977	\$323,473	\$3,912,977	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Construction Loan Interest	\$10,324,503	\$853,487	\$5,883,705														
Origination Fee	\$651,985	\$53,897	\$281,348														
Credit Enhancement/Application Fee	\$0	\$0															
Bond Premium	\$0	\$0															
Cost of Issuance	\$576,314	\$47,641															
Title & Recording	\$73,892	\$6,108	\$73,892														
Taxes	\$0	\$0															
Insurance	\$1,964,664	\$162,412	\$1,964,664														
Employment Reporting	\$0	\$0															
Other: Special Inspections/Testing	\$184,729	\$15,271	\$184,729														
Other: Utility Connection Fees	\$581,897	\$48,103	\$581,897														
Other: NEPA/LEED	\$189,348	\$15,652	\$189,348														
Other: Other Consultants	\$702,432	\$58,068	\$702,432														
	\$15,249,764	\$1,260,639	\$9,862,015	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Loan Origination Fee	\$67,728	\$5,602															
Credit Enhancement/Application Fee	\$0	\$0															
Title & Recording	\$9,236	\$764															

USES OF FUNDS	Total Project Costs - Residential Cost/Sources	Total Project Costs - Commercial Cost/Sources	30% PVC for New Const/Rehab	30% PVC for Acquisition	Tax-Exempt Permanent Bond	MOHCD Land Donation	MOHCD Loan	Infill Infrastructure Grant Program (IIG) - Grant	Multifamily Housing Program (MHP) - Loan	City of San Francisco NPLH Loan								
Taxes	\$0	\$0																
Insurance	\$0	\$0																
Legal for Perm Loan	\$0	\$0																
Other: (Specify)	\$0	\$0																
Other: (Specify)	\$0	\$0																
	<b>\$76,964</b>	<b>\$6,366</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Legal Paid by Applicant	\$64,655	\$5,345	\$46,182															
Lender Legal	\$69,273	\$5,727	\$29,893															
Other: Syndication Legal	\$205,000	\$0																
Other: (Specify)	\$0	\$0																
Other: (Specify)	\$0	\$0																
Other: (Specify)	\$0	\$0																
Other: (Specify)	\$0	\$0																
	<b>\$338,928</b>	<b>\$11,072</b>	<b>\$76,075</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Operating Reserve	\$730,177	\$0																
Replacement Reserve	\$0	\$0																
Transition Reserve	\$0	\$0																
Rent Reserve	\$0	\$0																
Other: Commercial Transition Reserve	\$0	\$50,000																
Other: Lease-Up Reserve	\$487,941	\$0																
Other: (Specify)	\$0	\$0																
	<b>\$1,218,118</b>	<b>\$50,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Construction Hard Cost Contingency	\$9,005,091	\$744,419	\$9,005,091															
Soft Cost Contingency	\$983,760	\$81,324	\$983,760															
Other: (Specify)	\$0	\$0																
Other: (Specify)	\$0	\$0																
Other: (Specify)	\$0	\$0																
	<b>\$9,988,851</b>	<b>\$825,743</b>	<b>\$9,988,851</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
TCAC App/Allocation/Monitoring Fees	\$138,844	\$0																
Environmental Audit	\$138,547	\$11,453	\$138,547															
Local Development Impact Fees	\$0	\$0																
Permit Processing Fees	\$809,405	\$66,911	\$809,405															
Capital Fees	\$0	\$0																
Marketing	\$340,000	\$0																
Furnishings	\$397,000	\$0	\$397,000															
Market Study	\$15,000	\$0																
Accounting/Reimbursable	\$55,000	\$0																
Appraisal Costs	\$18,473	\$1,527	\$18,473															
Construction Management	\$230,911	\$19,089	\$230,911															
Prevailing Wage Monitoring	\$0	\$0																
Other: Community Outreach	\$23,500	\$0	\$23,500															
Other: (Specify)	\$0	\$0																
Other: (Specify)	\$0	\$0																
Other: (Specify)	\$0	\$0																
Other: (Specify)	\$0	\$0																
Other: (Specify)	\$0	\$0																
	<b>\$2,166,680</b>	<b>\$98,980</b>	<b>\$1,617,836</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Developer Overhead/Profit	\$3,048,030	\$251,970	\$3,048,030															
Consultant/Processing Agent	\$0	\$0																
Project Administration	\$0	\$0																
Broker Fees Paid to a Related Party	\$0	\$0																
Construction Oversight by Developer	\$0	\$0																
Other: (Specify)	\$0	\$0																
	<b>\$3,048,030</b>	<b>\$251,970</b>	<b>\$3,048,030</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Improvement Project(s) (CIP)



									Deferred Developer Fees	Developer Fee Contribution	GP Equity	Gross Tax Credit Equity	Gross Equity		
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$76,964	\$6,366	\$0
													\$64,655	\$5,345	
													\$69,273	\$5,727	
													\$205,000		
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$338,928	\$11,072	\$0
													\$730,177		
														\$50,000	
													\$487,941		
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,218,118	\$50,000	\$0
													\$9,005,091	\$744,419	
													\$983,760	\$81,324	
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$9,988,851	\$825,743	\$0
													\$138,844		
													\$138,547	\$11,453	
													\$809,405	\$66,911	
													\$340,000		
													\$397,000		
													\$15,000		
													\$55,000		
													\$18,473	\$1,527	
													\$230,911	\$19,089	
													\$23,500		
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,166,680	\$98,980	\$0
									\$600,000		\$500,000		\$1,948,030	\$251,970	
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$600,000	\$0	\$500,000	\$0	\$1,948,030	\$251,970	\$0

Unit Size	2022 TCAC Threshold Basis Limits (TBL)	# of Units	Basis x Number of Units	TOTAL UNADJUSTED THRESHOLD BASIS LIMIT (TBL):	\$113,722,492				
SRO/Studio	\$530,910	35	\$18,581,850	TOTAL <b>HCD</b> ADJ. THRESHOLD BASIS LIMIT:	\$169,446,513				
1 Bedroom	\$612,134	43	\$26,321,762	Adjusted Threshold Basis Limit multiplied by 160%:	\$271,114,421				
2 Bedrooms	\$738,400	42	\$31,012,800	HCD HIGH COST TEST RESULT FOR: 730 Stanyan	82%				
3 Bedrooms	\$945,152	40	\$37,806,080	Total Eligible Basis	\$138,930,277				
4+ Bedrooms	\$1,052,958	0	\$0						
<table border="1"> <tr> <td>Manager Units in Project:</td> <td>1</td> <td>TOTAL UNITS:</td> <td>160</td> </tr> </table>				Manager Units in Project:	1	TOTAL UNITS:	160	<b>Costs Reasonable</b>	
Manager Units in Project:	1	TOTAL UNITS:	160						

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

Yes/No

(A)	Adjustment for Projects paid in whole or part out of public funds subject to a legal requirement for the payment of state or federal prevailing wages or financed in part by a labor-affiliated organization requiring the employment of construction workers who are paid at least state or federal prevailing wages (20%).	Yes	\$22,744,498
	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%).	Yes	\$2,274,450
(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%).	Yes	\$2,274,450
	(1) Project shall have onsite renewable generation estimated to produce 50% or more of annual tenant electricity use. If the combined available roof area of the Project structures, including carports, is insufficient for provision of 50% of annual electricity use, then the Project shall have onsite renewable generation based on at least 90% of the available solar accessible roof area. Available solar accessible area is defined as roof area less north facing roof area for sloped roofs, equipment, solar thermal hot water and required local or state fire department set-backs and access routes. A Project not availing itself of the 90% roof area exception may also receive an increase under paragraph (2) only if the renewable generation used to calculate each basis increase does not overlap (5%).	No	0.00
	(2) Project shall have onsite renewable generation estimated to produce 75% or more of annual common area electricity use. If the combined available roof area of the Project structures, including carports, is insufficient for provision of 75% of annual electricity use, then the Project shall have onsite renewable generation based on at least 90% of the available solar accessible roof area. Available solar accessible area is defined as roof area less north facing roof area for sloped roofs, equipment, solar thermal hot water and required local or state fire department set-backs and access routes. A Project not availing itself of the 90% roof area exception may also receive an increase under paragraph (1) only if the renewable generation used to calculate each basis increase does not overlap (2%).	No	0.00
	(3) Newly constructed Project buildings shall be 15% or more energy efficient than the 2019 Energy Efficiency Standards (California Code of Regulations, Part 6 of Title 24) by at least 5 EDR points for energy efficiency alone (not counting solar); except that if the local building department has determined that building permit applications submitted on or before December 31, 2019 are complete, then newly constructed Project buildings shall be fifteen percent (15%) or more energy efficient than the 2016 Energy Efficiency Standards (California Code of Regulations, Part 6 of Title 24) (4%).	No	0.00
	(4) Rehab Project buildings shall have 80% decrease in estimated annual energy use (or improvement in energy efficiency) in the HERS II post rehabilitation (4%).	No	0.00
	(5) Irrigate only with reclaimed water, greywater, or rainwater (excepting water used for Community Gardens) or irrigate with reclaimed water, grey water, or rainwater in an amount that annually equals or exceeds 20,000 gallons or 300 gallons per unit, whichever is less (1%).	No	0.00
	(6) Community Gardens of at least 60 square feet per unit. Permanent site improvements that provide a viable growing space within the Project including solar access, fencing, watering systems, secure storage space for tools, and pedestrian access (1%).	No	0.00
	(7) Install bamboo, stained concrete, cork, salvaged or FSC-Certified wood, natural linoleum, natural rubber, or ceramic tile in all kitchens, living rooms, and bathrooms (where no VOC adhesives or backing is also used) (1%).	No	0.00
	(8) Install bamboo, stained concrete, cork, salvaged or FSC-Certified wood, or natural linoleum, natural rubber, or ceramic tile in all interior floor space other than units (where no VOC adhesives or backing is also used) (2%).	No	0.00
	(9) For new construction Projects only, meet all requirements of the U.S. Environmental Protection Agency Indoor Air Plus Program (2%).	Yes	0.02
(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).	No	\$0
	If Yes, select type of work: _____ 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. <b>WAIVED IMPACT FEES ARE INELIGIBLE.</b>	No	
(H)	Projects where at least 95% of the Project's upper floor units are serviced by an elevator (10%).	Yes	\$11,372,249
(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	\$17,058,374
(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
	Projects within a county with an unadjusted 9% threshold basis limit for a 2-bedroom unit equal or less than \$400,000 and within a census tract designated on the TCAC/HCD Opportunity Map as Highest or High Resource (10%).	No	\$0 High-Cost Verification

(K)	County Eligibility:	No	<a href="#">TCAC/HCD Opportunity Area Map Tract ID #:</a>	060750-16600	Opportunity Map Resource Level:	Highest Resource
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**End of Document**

## HCD 2022 Developer Fee

Project Name: 730 Stanyan

Project Phase: Origination

Proposed Project Type:

4% Credits New C

### Project's Developer Fee Summary

	Ma
	Max Developer Fee payable from development fu
	Deferred Developer Fee payable on a priorit
	Deferred Developer Fee payable exclu

Total Budgeted or Actual Developer Fee:

\$3,048,030

Developer Fee C

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

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

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

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

Calculator - revised 06/08/2022

TCAC Project # N/A

Construction

	HCD Limit	Project Amt.	
Maximum Total Developer Fee - 2d	\$21,419,079	\$3,048,030	
standing sources - lesser of 1e & 2d	\$2,200,000	\$1,948,030	
y basis from available Cash Flow	\$1,300,000	\$600,000	
sively from Sponsor Distributions	\$17,919,079	\$0	

Contributed as Capital: \$500,000 Deferred Developer Fee: \$600,000

acts use TCAC 9% rules

			\$2,200,000
	\$135,882,247	x 15% =	\$20,382,337
(2)(A)	\$0	x 5% =	\$0
	\$6,911,615	x 15% =	\$1,036,742
<b>312(c)(1) - lesser of 1a or (1b + 1c + 1d)</b>			<b>\$2,200,000</b>

Project meeting CDLAC §5230(f)(1)(B), TCAC §10327(c)(2)(E)? No

0327(c)(2)(B)(i)	\$135,882,247	x 15% =	\$20,382,337
	\$6,911,615	x 15% =	\$1,036,742
	\$0	X 5% =	\$0
			<b>\$21,419,079</b>
		\$3,048,030	
ferred and Contributed Developer Fee	\$1,100,000	\$1,948,030	
			<b>\$848,030</b>



## Annual Income And Expenses

### EMPLOYEE INFORMATION

No.	FTE	Employee Job Title	Wages	Free Rent	Comments
1	1.00	On-Site Manager(s)	\$72,000	\$0	
2	1.50	On-Site Assistant Manager(s)	\$69,000	\$0	
2	0.04	Supportive Services Staff Supervisor(s)	\$8,303		Senior Director of Tenant & Community Services, Director of Supportive Housing Services - See Supportive Services Plan for Services Plan for full budget Supervisory Housing Supervisor, Social Worker - See Supportive Services Plan for full budget Community Impact Analyst & manager, Administrative Coordinators, Supportive Services Manager, Facilities Maintenance, Janitorial & Cleaning, Assistant Facilities manager portfolio wide budgeted allocation of 7 home office positions
1	1.00	Supportive Services Coordinator, On-Site	\$119,612		
3	0.09	Other Supportive Services Staff (inc. Case Manager)	\$10,183		
4	4.04	On-Site Maintenance Employee(s)	\$236,655	\$0	
		On-Site Leasing Agent/Administrative Employee(s)	\$0	\$0	
1	0.40	On-Site Security Employee(s)	\$0	\$0	Night manager, this line item is covered as a rent allowance under Employee Benefits
1	4.20	Front Desk Clerk / Receptionist	\$184,720	\$0	
1	0.04	Office Salaries- General	\$17,476	\$0	
Acct. No.	<b>Total Salaries and Value of Free Rent Units</b>		\$717,949	\$0	
6711	Payroll Taxes		\$40,590		
6722	Workers Compensation		\$34,791		
6723	Employee Benefits		\$126,399		
<b>Employee(s) Payroll Taxes, Workers Comp. &amp; Benefits</b>			\$201,780		
<b>Total Employee(s) Expenses</b>			\$919,729		

### EMPLOYEE UNITS

Income Limit	Job Title(s) of Employee(s) Living On-Site	Bedrooms	SF	Comments
None	On-Site Manager(s)	1		
<b>Total Square Footage</b>			0	

### ANNUAL OPERATING BUDGET

Acct. No.	Revenue - Income	Residential	Commercial	Comments
5120/5140	Rent Revenue - Gross Potential		\$0	
	Restricted Unit Rents	\$2,519,064		
	Unrestricted Unit Rents	\$0		
5121	<u>Tenant Assistance Payments</u>			
		\$0		
		\$0		
	Operating Subsidies	\$0		
	Other: LOSP Subsidy - shown on cash flow	\$612,113	\$0	SF Local Operating Subsidy (LOSP) - 15 yrs
5910	Laundry and Vending Revenue	\$11,326		
5170	Garage and Parking Spaces	\$0	\$0	
5990	Miscellaneous Rent Revenue	\$0	\$0	
<b>Gross Potential Income (GPI)</b>		\$3,142,503	\$0	
5220/5240	Vacancy Rate: Restricted Units	5.0%		
	Vacancy Rate: Unrestricted Units	5.0%		
	Vacancy Rate: Tenant Assistance Payments	5.0%		
	Vacancy Rate: Other: LOSP Subsidy - shown on cash flow	0.0%		San Francisco Local Operating Subsidy - No Vacancy Taken
	Vacancy Rate: Laundry & Vending & Other Income	5.0%		
	Vacancy Rate: Commercial Income		50.0%	
	Vacancy Loss(es)	\$126,520	\$0	
<b>Effective Gross Income (EGI)</b>		\$3,015,984	\$0	

Acct. No.	Administrative Operating Expenses	Residential	Commercial	Comments
6203	Conventions and Meetings	\$7,661	\$0	Training
6210	Advertising and Marketing	\$0	\$0	
6250	Other Renting Expenses	\$0	\$0	
6310	Office/Administrative Salaries -- from above	\$0	\$0	
6311	Office Expenses	\$60,192	\$0	Office supplies, equipment, printing, computers/tech equipment, telephone subscriptions, recruitment bank service charges, tech
6312	Office or Model Apartment Rent	\$0	\$0	
6320	Management Fee	\$124,800	\$0	
6330	Site/Resident Manager(s) Salaries -- from above	\$141,000	\$0	
6331	Administrative Free Rent Unit -- from above	\$0	\$0	
6340	Legal Expense -- Project	\$30,000	\$0	
6350	Audit Expense	\$11,139	\$0	
6351	Bookkeeping Fees/Accounting Services	\$18,240	\$0	
6390	Miscellaneous Administrative Expenses	\$61,929	\$0	Bad Debt Expenses, Screening, Program Expense, Asset Management fee, expense portion
6263T	<b>Total Administrative Expenses</b>	\$454,961	\$0	

6450	Electricity	\$102,400	\$0	All electric building with PV
6451	Water	\$287,200	\$0	Water & Sewer combined
6452	Gas	\$0	\$0	
6453	Sewer	\$0	\$0	
	Other Utilities: <a href="#">Specify</a>	\$0	\$0	
6400T	<b>Total Utilities Expenses</b>	\$389,600	\$0	

Operating and Maintenance Expenses		Residential	Commercial	Comments
6510	Payroll -- from above	\$438,851	\$0	
6515	Supplies	\$47,110	\$0	Maintenance & janitorial supplies, staff work clothes, unit furnishings
6520	Contracts	\$111,317	\$0	Exterminating, Life Safety Equipment, Fire Systems, Grounds, Maintenance, Floor Cleaning, Elevator Maintenance, Plumbing
6521	Operating & Maintenance Free Rent Unit -- from above	\$0	\$0	
6525	Garbage and Trash Removal	\$179,040	\$0	
6530	Security Contract	\$0	\$0	
6531	Security Free Rent Unit -- from above	\$0	\$0	
6546	Heating/Cooling Repairs and Maintenance	\$5,975	\$0	
6548	Snow Removal	\$0	\$0	
6570	Vehicle & Maintenance Equipment Operation/Reports	\$1,315	\$0	
6590	Miscellaneous Operating and Maintenance Expenses	\$0	\$0	
6500T	<b>Total Operating and Maintenance Expenses</b>	\$783,608	\$0	

Taxes and Insurance		Residential	Commercial	Comments
6710	Real Estate Taxes	\$6,000	\$0	
6711	Payroll Taxes (Project's Share) -- from above	\$40,590	\$0	
6720	Property and Liability Insurance (Hazard)	\$212,173	\$0	
6729	Other Insurance (e.g. Earthquake)	\$0	\$0	
6721	Fidelity Bond Insurance	\$0	\$0	
6722	Worker's Compensation -- from above	\$34,791	\$0	
6723	Health Insurance/Other Employee Benefits--from above	\$126,399	\$0	
6790	Miscellaneous Taxes, Licenses, Permits & Insurance	\$4,553	\$0	Misc taxes, licenses and permits
6700T	<b>Total Taxes and Insurance</b>	\$424,506	\$0	

Supportive Services Costs		Residential	Commercial	Comments
6990	Staff Supervisor(s) Salaries - from above	\$8,303	\$0	
6990	Services Coordinator Salaries, On-Site - from above	\$119,612	\$0	
6990	Other Supportive Services Staff Salaries - from above	\$10,183	\$0	
6990	Supportive Services Admin Overhead	\$0	\$0	
6990	Other Supportive Services Costs: (Specify)		\$0	
6990	Other Supportive Services Costs: (Specify)		\$0	
6900T	<b>Total Supportive Services Costs</b>	\$138,098	\$0	
<b>Total Operating Expenses</b>		\$2,190,773	\$0	

Funded Reserves		Residential	Commercial	Comments
7210	Required Replacement Reserve Deposits	\$80,000	\$0	
7220	Other Reserves: (Specify)	\$0	\$0	
7230	Other Reserves: (Specify)	\$0	\$0	
7240	Other Reserves: (Specify)	\$0	\$0	
<b>Total Reserves</b>		\$80,000	\$0	

Ground Lease		Residential	Commercial	Comments
	Ground Lease	\$15,000	\$0	
<b>Total Ground Lease</b>		\$15,000	\$0	
<b>Net Operating Income</b>		\$730,211	\$0	

Financial Expenses		Residential	Commercial	Comments
6820	1st Mortgage Debt Service - CHASE	\$528,350	\$0	
6830	2nd Mortgage Debt Service (Specify)	\$0	\$0	
6830	3rd Mortgage Debt Service (Specify)	\$0	\$0	
6840	MHP .42% Fee	\$99,919	\$0	
6890	Other HCD .42% (Specify)	\$0	\$0	
6890	Other HCD .42% (Specify)	\$0	\$0	
6890	Bond Issuer Fee	\$6,666	\$0	
6890	Miscellaneous Financial Expenses (Specify)	\$0	\$0	
6890	Miscellaneous Financial Expenses (Specify)	\$0	\$0	
6800T	<b>Total Financial Expenses</b>	\$634,935	\$0	
<b>Cash Flow</b>		\$95,276	\$0	

7190	Asset Management/Similar Fees	\$15,418	\$0	Based on the HCD 2002 Permitted AM Fees
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Total Operating Expenses Per Unit		Per Year	Per Month	Comments
Without any Adjustments		\$13,692	\$1,141	
With the Value of Rent-Free Units Included		\$13,692	\$1,141	
Without RE Taxes, Social Services Coordinator or Social Services/Social Programs and With the Value of Rent Fee Units Included		\$12,752	\$1,066	Operating Budget

File Name:	74. Op Exp Compare	Submit at least 3 operating expense comparables for similar projects located in the same market area. Projects should be affordable housing projects similar in size, type, amenities, and population to the proposed project. One comparable may be submitted for a 100% market rate Project if unable to locate affordable housing comparables. The most recent two years audited statements for each comparable is preferred, if available. Additional information may be required.	Uploaded to HCD Portal?	Yes	
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**End of Document**

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

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

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

<b>A. Supportive Services Units:</b>	Total number of Units:	160	Maximum cost baseline year:	2022	Total Units	Max PUPY Expense	Max Costs
(1) UMR §8314(e)(1): Total number of Supportive Housing (SH) Units anticipated to be restricted to individuals or families experiencing chronic homelessness as defined consistent with Health and Safety Code (HSC) §50675.14.					0	\$4,617	\$0
(2) UMR §8314(e)(2): Total number of Supportive Housing (SH) Units (other than those restricted to individuals or families experiencing chronic homelessness pursuant to HSC §50675.14), PLUS the total number of Units restricted to occupancy by Special Needs Populations (SNP)* under any HCD program.  See Appendix A – Defined Terms					50	\$3,461	\$173,050
						<b>Do not include Units included in (1) above.</b>	
(3) UMR §8314(e)(3): Total number of Units where the Sponsor, their affiliate, or a service provider under contract to provide Supportive Services at the Project has both: (A) qualified staff devoted exclusively to oversight and quality control of resident services in affordable housing, including the Project; and (B) a system to track and report on tenant outcomes, such as changes in employment status and income. Do not include Units included in items (1) and (2) above.					0	\$1,189	\$0
(4) UMR §8314(e)(4): Total number of Units anticipated to be offered Supportive Services provided by the Project Sponsor, a Sponsor affiliate, or contracted service provider that do not satisfy the criteria in items (1), (2) and (3) above.					109	\$283	\$30,847
<b>(5) Maximum Supportive Services Costs</b>					159		\$203,897

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**HCD Reserve Requirements**

<b>Project Name</b>	730 Stanyan	<b>Number of Project Units:</b>	160
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**Replacement Reserve Calculator UMR \$8309**

(a)	0.6% of New construction costs (structures excluding contractor profit, overhead, and general requirements and insurance):	\$95,743,580	\$574,461
	\$500 per unit: (This is a placeholder for rehab projects and may be subject to higher amount)	\$500	\$80,000
(b)	Replacement Reserve Amount = <i>New construction: lesser of (a) and (b); Rehab: (b)</i>		\$80,000
	HCD Required Replacement Reserve Amount - <i>included in "Operating budget" tab</i>		\$80,000

**Operating Reserve Calculator**

1	Total Operating Expenses Excluding On-Site Service Coordinator Salaries. <i>Operating Budget Cell (S107) minus Operating Budget Cell (S100)</i>			TAX CREDIT Project 3 Month Reserve Required	NON-TAX CREDIT Project 4 Month Reserve Required	
	(a) Total Operating Expenses:	\$2,190,773	Amount subject to reserve calculation: <i>(a - b)</i>	<b>\$517,790</b>	<b>\$690,387</b>	
	(b) <i>Minus: On-Site Service Coordinator Salaries:</i>	\$119,612				
2	Replacement Reserve amount from above: <i>(Cell AJ10)</i>			\$80,000	<b>\$20,000</b>	
3	Debt Service (including all HCD 0.42% Fees and Bond Issuer Fee)					
	<b>Name of Lender</b> <i>Operating Budget cells (D125 to D137)</i>			Annual Debt Service Amount	TAX CREDIT Project 3 Month Reserve Required	NON-TAX CREDIT Project 4 Month Reserve Required
	1st Mortgage Debt Service - CHASE			\$528,350	\$132,088	\$176,117
	2nd Mortgage Debt Service (Specify)			\$0	\$0	\$0
	3rd Mortgage Debt Service (Specify)			\$0	\$0	\$0
	MHP .42% Fee			\$99,919	\$24,980	\$33,306
	Other HCD .42% (Specify)			\$0	\$0	\$0
	Other HCD .42% (Specify)			\$0	\$0	\$0
	Bond Issuer Fee			\$6,666	\$1,667	\$2,222
	Miscellaneous Financial Expenses (Specify)			\$0	\$0	\$0
Other (services add-back & ground lease payment)			\$153,099	\$38,275	\$51,033	
<b>Totals</b>			<b>\$788,034</b>	<b>\$197,009</b>	<b>\$262,678</b>	
<b>UMR Required Operating Reserve Amount:</b>				<b>\$734,799</b>	<b>\$979,732</b>	

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

The tax credit investor will include the cost of services and the ground lease payment in their 3 month operating reserve calculation. So, we have to include it here.

**Transition Reserve Calculator**

1	a) Does the Project propose use of Project-based rental assistance?	No
	b) Subsidy Initial Contract Term: <i>(enter in years)</i>	
	c) Go to Cash Flow and remove the subsidy income the year after the subsidy contract ends, enter the amount of Cash Flow after all debt service: example: subsidy initial term is 15 years remove the subsidy income in Cash Flow tab from year 16 (if non-renewable two year requirement would be year 16 & 17) cell BE8 and/or BE9, enter what the income is from cell BE60. If negative enter as a negative number.	
	d) Do any of the permanent development sources have loan terms that end at the same time or before the subsidies initial term?	
	e) Complete if box is yellow, add back the amount of annual debt service for the loan(s) that is ending: (Cash Flow rows 43-56) example: 1st mortgage loan term is 15 years, subsidy is also 15 years use amount in cell BE43. <b>Do not include Balloon Payments.</b>	
	Total Transition Reserve Required: (c + e = Amount of negative Cash Flow, if Cash Flow is positive transition reserve is not required \$0 will show)	\$0
<b>Minimum amount of Transition Reserve that should be Capitalized based on 2% simple interest discount over term of contract.</b> <i>(Higher amount in AI38 is acceptable) AJ44 ÷ Sum of (AJ40 x 2%) + 1</i>		<b>\$0</b>
2	<b>If any part of the Transition Reserve is funded from Cash Flow:</b>	
	Enter amount capitalized in "Dev Budget SU": <i>(Cell D80)</i>	
	Enter how many years you are using Cash Flow to fund the reserve:	
<b>Minimum annual amount that should be in Cash Flow: (Sum of (AJ44 - AJ47) ÷ AJ48)</b>		<b>\$0</b>

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

The City of San Francisco maintains a program-wide transition reserve for the LOSP program. As such, the project is not required by HCD to provide a project-specific transition reserve.

# Cash Flow Analysis

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

Proposed Rents

INCOME FROM RENTAL UNITS	Inflation	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14
Restricted Unit Rents	2.5%	2,519,064	2,582,041	2,646,592	2,712,756	2,780,575	2,850,090	2,921,342	2,994,375	3,069,235	3,145,966	3,224,615	3,305,230	3,387,861	3,472,556
Unrestricted Units	2.5%	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Tenant Assistance Payments		0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2.5%	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2.5%	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Operating Subsidies	2.0%	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other: LOSP Subsidy - shown on cash flow	2.5%	612,113	629,943	648,518	667,680	687,447	707,838	728,873	750,571	772,952	796,039	819,852	844,415	869,750	895,885
<b>GROSS POTENTIAL INCOME - HOUSING</b>		<b>3,131,177</b>	<b>3,211,984</b>	<b>3,295,110</b>	<b>3,380,436</b>	<b>3,468,022</b>	<b>3,557,928</b>	<b>3,650,215</b>	<b>3,744,946</b>	<b>3,842,187</b>	<b>3,942,005</b>	<b>4,044,467</b>	<b>4,149,645</b>	<b>4,257,611</b>	<b>4,368,444</b>

OTHER INCOME		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14
Laundry & Vending	2.5%	11,326	11,609	11,899	12,197	12,502	12,814	13,135	13,463	13,800	14,145	14,498	14,861	15,232	15,613
Other Income	2.5%	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Commercial Income	2.5%	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>GROSS POTENTIAL INCOME - OTHER</b>		<b>11,326</b>	<b>11,609</b>	<b>11,899</b>	<b>12,197</b>	<b>12,502</b>	<b>12,814</b>	<b>13,135</b>	<b>13,463</b>	<b>13,800</b>	<b>14,145</b>	<b>14,498</b>	<b>14,861</b>	<b>15,232</b>	<b>15,613</b>
<b>GROSS POTENTIAL INCOME - TOTAL</b>		<b>3,142,503</b>	<b>3,223,593</b>	<b>3,307,009</b>	<b>3,392,633</b>	<b>3,480,524</b>	<b>3,570,742</b>	<b>3,663,350</b>	<b>3,758,410</b>	<b>3,855,987</b>	<b>3,956,149</b>	<b>4,058,965</b>	<b>4,164,506</b>	<b>4,272,843</b>	<b>4,384,057</b>

VACANCY ASSUMPTIONS		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14
Restricted Units	5.0%	125,953	129,102	132,330	135,638	139,029	142,504	146,067	149,719	153,462	157,298	161,231	165,262	169,393	173,621
Unrestricted Units	5.0%	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Tenant Assistance Payments	5.0%	0	0	0	0	0	0	0	0	0	0	0	0	0	0
LOSP Subsidy - shown on cash flow	0.0%	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Laundry/Vending/Other Income	5.0%	566	580	595	610	625	641	657	673	690	707	725	743	762	781
Commercial Income	50.0%	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL VACANCY LOSS</b>		<b>126,520</b>	<b>129,682</b>	<b>132,925</b>	<b>136,248</b>	<b>139,654</b>	<b>143,145</b>	<b>146,724</b>	<b>150,392</b>	<b>154,152</b>	<b>158,006</b>	<b>161,956</b>	<b>166,005</b>	<b>170,155</b>	<b>174,405</b>
<b>EFFECTIVE GROSS INCOME</b>		<b>3,015,984</b>	<b>3,093,910</b>	<b>3,174,084</b>	<b>3,256,386</b>	<b>3,340,870</b>	<b>3,427,597</b>	<b>3,516,626</b>	<b>3,608,018</b>	<b>3,701,835</b>	<b>3,798,144</b>	<b>3,897,009</b>	<b>3,998,501</b>	<b>4,102,689</b>	<b>4,209,652</b>

OPERATING EXP & RESERVES		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14
Residential Exp. (w/o Real Estate Taxes & Sup. Services)	3.5%	2,046,675	2,118,309	2,192,449	2,269,185	2,348,607	2,430,808	2,515,886	2,603,942	2,695,080	2,789,408	2,887,037	2,988,084	3,092,666	3,200,911
Real Estate Taxes	2.0%	6,000	6,120	6,242	6,367	6,495	6,624	6,757	6,892	7,030	7,171	7,314	7,460	7,609	7,762
Supportive Services Costs	3.5%	138,098	142,931	147,934	153,112	158,471	164,017	169,758	175,699	181,849	188,213	194,801	201,619	208,676	215,975
Replacement Reserve	0.0%	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000
Other Reserves	0.0%	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Ground Lease	2.0%	15,000	15,300	15,606	15,918	16,236	16,561	16,892	17,230	17,575	17,926	18,285	18,651	19,024	19,404
Commercial Expenses	3.5%	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL EXPENSES &amp; RESERVES</b>		<b>2,285,773</b>	<b>2,362,660</b>	<b>2,442,232</b>	<b>2,524,582</b>	<b>2,609,808</b>	<b>2,698,011</b>	<b>2,789,293</b>	<b>2,883,764</b>	<b>2,981,534</b>	<b>3,082,718</b>	<b>3,187,437</b>	<b>3,295,813</b>	<b>3,407,975</b>	<b>3,524,056</b>
<b>NET OPERATING INCOME</b>		<b>730,211</b>	<b>731,250</b>	<b>731,853</b>	<b>731,803</b>	<b>731,062</b>	<b>729,586</b>	<b>727,333</b>	<b>724,254</b>	<b>720,301</b>	<b>715,426</b>	<b>709,573</b>	<b>702,688</b>	<b>694,713</b>	<b>685,587</b>

DEBT SERVICE		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14
1st Mortgage Debt Service - CHASE		528,350	528,350	528,350	528,350	528,350	528,350	528,350	528,350	528,350	528,350	528,350	528,350	528,350	528,350
Bridge Loan (repaid from Investor equity)		0	0	0	0	0	0	0	0	0	0	0	0	0	0
2nd Mortgage Debt Service (Specify)		0	0	0	0	0	0	0	0	0	0	0	0	0	0
3rd Mortgage Debt Service (Specify)		0	0	0	0	0	0	0	0	0	0	0	0	0	0
MHP .42% Fee		99,919	99,919	99,919	99,919	99,919	99,919	99,919	99,919	99,919	99,919	99,919	99,919	99,919	99,919
Other HCD .42% (Specify)		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
Bond Issuer Fee		6,666	6,666	6,666	6,666	6,666	6,666	6,666	6,666	6,666	6,666	6,666	6,666	6,666	6,666
Miscellaneous Financial Expenses (Specify)		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
<b>TOTAL REQUIRED DEBT SERVICE</b>		<b>634,935</b>													

Super-NOFA-Application-V2-6-10		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
<b>CASH FLOW</b> after all debt service		<b>95,276</b>	<b>96,315</b>	<b>96,918</b>	<b>96,868</b>	<b>96,127</b>	<b>94,651</b>	<b>92,398</b>	<b>89,319</b>	<b>85,366</b>	<b>80,491</b>	<b>74,638</b>	<b>67,753</b>	<b>59,778</b>	<b>50,654</b>

<b>DEBT SERVICE COVERAGE RATIO</b>	1.15	1.15	1.15	1.15	1.15	1.15	1.15	1.14	1.13	1.13	1.12	1.11	1.09	1.08
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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
Asset Mgmt./Similar Fees		15,418	15,958	16,516	17,094	17,693	18,312	18,953	19,616	20,303	21,013	21,749	22,510	23,298	24,113
Deferred Developer Fee prior to Distributions & Residual Receipt Payments		79,858	80,358	80,401	79,774	78,434	76,339	73,445	51,391	0	0	0	0	0	0
Cash Available for Residual Receipts Loans and Sponsor Distributions		0	0	0	0	0	0	0	18,312	65,064	59,477	52,889	45,243	36,481	26,541
Sponsor Distributions	50%	0	0	0	0	0	0	0	9,156	32,532	29,739	26,444	22,622	18,240	13,271
HCD Residual Payment	50%	0	0	0	0	0	0	0	9,156	32,532	29,739	26,444	22,622	18,240	13,271
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
Other Residual Payments	0%	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Max Asset Mgmt./Similar Fees	3.5%	15,418	15,958	16,516	17,094	17,693	18,312	18,953	19,616	20,303	21,013	21,749	22,510	23,298	24,113
Cumulative Paid Deferred Dev. Fee		79,858	160,215	240,617	320,391	398,825	475,164	548,609	600,000	600,000	600,000	600,000	600,000	600,000	600,000

Total Deferred Developer Fee Budgeted for Payment Prior to Distributions and Residual Receipt Payments	600,000
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4	Year 15	Year 16	Year 17	Year 18	Year 19	Year 20
38	3,559,371	3,648,356	3,739,565	3,833,054	3,928,880	4,027,102
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
2	922,834	0	0	0	0	0
10	4,482,205	3,648,356	3,739,565	3,833,054	3,928,880	4,027,102

4	Year 15	Year 16	Year 17	Year 18	Year 19	Year 20
i	16,003	16,403	16,814	17,234	17,665	18,106
	0	0	0	0	0	0
	0	0	0	0	0	0
i	16,003	16,403	16,814	17,234	17,665	18,106
33	4,498,209	3,664,759	3,756,378	3,850,288	3,946,545	4,045,208

4	Year 15	Year 16	Year 17	Year 18	Year 19	Year 20
8	177,969	182,418	186,978	191,653	196,444	201,355
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	800	820	841	862	883	905
	0	0	0	0	0	0
9	178,769	183,238	187,819	192,514	197,327	202,260
14	4,319,440	3,481,521	3,568,559	3,657,773	3,749,218	3,842,948

4	Year 15	Year 16	Year 17	Year 18	Year 19	Year 20
10	3,312,942	3,428,895	3,548,906	3,673,118	3,801,677	3,934,735
	7,917	8,075	8,237	8,401	8,569	8,741
9	223,538	231,362	239,460	247,841	256,516	265,494
i	80,000	80,000	80,000	80,000	80,000	80,000
	0	0	0	0	0	0
.	19,792	20,188	20,592	21,004	21,424	21,852
	0	0	0	0	0	0
35	3,644,189	3,768,520	3,897,194	4,030,364	4,168,185	4,310,822
9	675,251	(286,999)	(328,635)	(372,591)	(418,968)	(467,874)

4	Year 15	Year 16	Year 17	Year 18	Year 19	Year 20
0	528,350	528,350	528,350	528,350	528,350	528,350
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
i	99,919	99,919	99,919	99,919	99,919	99,919
	0	0	0	0	0	0
	0	0	0	0	0	0
	6,666	6,666	6,666	6,666	6,666	6,666
	0	0	0	0	0	0
	0	0	0	0	0	0
5	634,935	634,935	634,935	634,935	634,935	634,935

4	Year 15	Year 16	Year 17 of 178	Year 18	Year 19	Year 20
.	40,316	(921,934)	(963,570)	(1,007,526)	(1,053,903)	(1,102,809)

	1.06	0.00	0.00	0.00	0.00	0.00
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4	Year 15	Year 16	Year 17	Year 18	Year 19	Year 20
i	24,957	(921,934)	(963,570)	(1,007,526)	(1,053,903)	(1,102,809)
	0	0	0	0	0	0
	15,359	0	0	0	0	0
	7,679	0	0	0	0	0
	7,679	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
i	24,957	25,831	26,735	27,670	28,639	29,641
0	600,000	600,000	600,000	600,000	600,000	600,000

**Supportive Services Plan**

6/3/22

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

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

Units Targeting Special Needs Populations (SNP)	Overall Total	MHP Assisted
ADD SP Populations from App dropdowns	50	16
(7) homeless youth as defined in Government Code Section 12957, subdivision (e)(2)	30	10
(6) individuals who are experiencing Homelessness and individuals experiencing Chronic Homelessness as defined above in Appendix A	20	6

**Part I. Tenant Selection Narrative**

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

**Section 1: Tenant Selection Criteria**

1. Target Tenant Population and Eligibility Criteria

a. Do you use Housing First Practices?  Yes

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

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

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

After initial eligibility and conditional housing offer, the Applicant's household must meet any criminal screening standards. TNDC complies with San Francisco Police Code Article 49 – Fair Chance Ordinance:  
 • TNDC will conduct an individualized assessment and consider only "directly related" convictions and unresolved arrests in light of time elapsed, any evidence

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

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

Fifty units at 730 Stanyan will be funded by the City and County of San Francisco through their Local Operating Subsidy Program (LOSP). TNDC will receive referrals from the Department of Homelessness and Supportive Housing, as facilitated through the Coordinated Entry System. Applicants are defined as eligible if they meet the definition of "Homeless or At-risk of Becoming Homelessness" as defined in the funding agreements. Verification of homelessness consists of an assessment in the Online Navigation System (ONE) and/or a letter from an approved agency stating specifically that the household is homeless. If the applicant is staying with friends or family, the letter needs to be from an agency that is working with the

e. List the tenant disclosures you provide to applicants/tenants. Example: Megan's Law disclosures.

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

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

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

**2. Marketing/Outreach**

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

TNDC's marketing and outreach for 730 Stanyan will highlight the unit types and sizes, amenities, and neighborhood, as well as the financing sources for the project. There will be increased outreach to neighborhood organizations serving families in the general public. Advertising of TNDC units open to the general public includes, but is not limited to the following:  
 a. The creation of attractive and informative advertising flyers describing the available units (location, type of unit, cost, amenities and features, significant selection criteria such as minimum and maximum allowable incomes, available viewing days and times, contact information). These flyers will also be available in multiple languages.

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

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

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

Local Operating Subsidy Program (LOSP) unit referrals will come from a Community Queue maintained by the City and County of San Francisco and referred by the SF Department of Homelessness and Supportive Housing, as facilitated through the Coordinated Entry System. When walk-ins approach 730 Stanyan staff about vacancies, staff will provide an information sheet that explains how to apply for both LOSP and non-LOSP units.

3. Characteristics of SNP

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

Tenant holds a lease in his/her name and is responsible for paying rent?	Yes
Tenant has his/her own room or apt. and is individually responsible for selecting a roommate in any shared tenancy?	Yes
Tenant may stay as long as he/she pays his/her share of rent and complies with the terms of his/her lease?	Yes
Unit is subject to applicable state and federal landlord tenant laws?	Yes
Participation in services or any particular service shall not be required as a condition of tenancy?	Yes

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

Not applicable

**Part II. Lead Service Provider (LSP) Detail**

**Section 1: LSP**

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

1. LSP name:

Relationship to Sponsor:

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

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

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

Years of experience providing the above services?

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

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

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

Agency Name	How Services will be Coordinated
3rd Party Service Provider for 30 Transitional Aged Youth (TAY) - to be selected through Request for Proposals (RFP) process	Transitional Aged Youth will be assigned a 3rd Party social worker funded through the Department of Homelessness and Supportive Housing
Describe how services will be coordinated	
TAY will be assigned to a 3rd Party social worker. There will be two offices for the 3rd Party social workers on-site. The 3rd Party social workers will work closely with TNDC Supportive Services staff and communicate regularly regarding any challenges that arise.	
Agency Name	How Services will be Coordinated
Describe how services will be coordinated	
Agency Name	How Services will be Coordinated
Describe how services will be coordinated	

**Section 2: Best Practices in Service Delivery**

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

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

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

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

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

Describe Critical Time Intervention:

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

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

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

Describe Trauma-Informed Care Strategies:

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

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

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

Describe Motivational Interviewing:

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

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

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

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

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

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

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

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

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

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

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

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

Describe case conferencing:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Describe process for receiving and resolving tenant grievances:

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

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

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

Describe appropriate responses to tenant crises:

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

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

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

Describe retention of tenants regardless of their use of substances:

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

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

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

Describe cultural competency:

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

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

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

### Part III. Supportive Services Detail

#### Section 1: Supportive Services Chart

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

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

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

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

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

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

**Section 2: Supportive Services Coordination**

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

TNDC support services staff use a trauma informed care approach, a harm reduction philosophy, and a cultural humility lens, which places the tenant at the center and sees tenants as individuals and the experts of their own experience. Using this platform, support services staff will be able to better accommodate cultural, trauma-based, and disability related barriers to provide referrals and linkages to neighborhood resources. TNDC support services does not contract directly with these specific third party community services, but provides information and linkages to residents to neighborhood resources per the TNDC Service Agreement. Neighborhood community service organizations include: Homeless Youth Alliance (0.3 mile walking distance across street from 4400 - 7900 Mendocino, Friday which provides access to services for homeless youth including a drop in center, one on one counseling group

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

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

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

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

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



## Part IV. Tenant Safety And Engagement

### Section 1: Tenant Engagement

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

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

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

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

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

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

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

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

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

While 730 Stanyan is located on a dense urban infill site, the design makes use of every opportunity to foster a community within the building. The gathering court, generously sized and with ample greenery, leads residents into a spacious and sunlight-filled lobby. The reception desk features a low, counter-height, accessibility-minded design that feels residential – not institutional – with a seating area in the lobby. Landscaping from the front of the building flows transparently and naturally into a matching interior. A large community room with full kitchen anchors the ground floor, with direct connection to the spacious landscaped gathering courtyard. The community room is centralized and will serve as a known meeting space for all

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

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

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

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

### Section 2: Safety and Security

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

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

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

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

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

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

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

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

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

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

6. Describe your guest/visitor policy for residents.

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

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

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

**Part V. Staffing**

**Section 1: Staffing Chart**

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

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

Title	Minimum requirements	Total FTE:	1.1	Total FTE:	2.5	Employing Organization	Location
List each staff position	Enter a summary of required staff's experience and education. Note: doesn't take the place of the job description or duty statement.	Indicate FTE staff positions for all project units (half-time is 0.5 FTE)		Indicate FTE staff positions for SH/SNP (half-time is 0.5 FTE)		This could be the LSP, Sponsor or a Project Partner	Select "On-Site" or "Off-Site"
Case Manager	3rd Party Service Provider for TAY will be selected through Request for Proposals (RFP) process in collaboration with HSH. Typical qualifications include: Master's Degree in Counseling, Psychology or Social Work preferred but not required;	0		1.5		Project Partner	On-Site
Resident Services Coordinator	(Social Worker - Site Supervisor) Master's Degree in Social Work, at least 2 years of experience working with very low income people in a social service setting, at least 2 years of experience working with individuals and families, at least one year of experience providing supervision to staff, demonstrated	0		1		Lead Service Provider	On-Site
Resident Services Coordinator	(Social Worker II) Bachelor's Degree in Social Work or a related field, at least 2 years of experience working with very low-income people in a social service setting, at least 2 years of experience working with families, demonstrated knowledge and understanding of substance abuse and mental health issues and	1		0		Lead Service Provider	On-Site
HMIS Admin.	(Senior Director of Tenant and Community Services) A bachelor's degree or equivalent combination of education, training, or experience in support services. Eight years' experience in tenant and /or community services working with people with low-incomes and people of color. Two years' experience managing	0.01		0		Lead Service Provider	Off-Site
HMIS Admin.	(Director of Supportive Housing Services) Bachelors Degree in Social Work or related field. Five years experience managing social service programs. Three years supervisory experience. Three years of experience in program development. Three years of Contract Management experience.	0.03		0		Lead Service Provider	Off-Site
HMIS Admin.	(Community Impact Analyst & Manager) Master's Degree in Public Administration, Social Work, Public Health, or related field. Bachelor's Degree in Public Administration, Social Work, Public Health, or related field and 5 years demonstrate experience related to contract management and compliance in	0.01		0		Lead Service Provider	Off-Site
HMIS Admin.	(Tenant and Community Services Administrative Coordinator) BA/BS degree with two years related experience or two-year associate degree with four years related experience and proficiency in MS Office including; Outlook, Word, Excel, Power Point.	0.01		0		Lead Service Provider	Off-Site
HMIS Admin.	(Support Services Manager - Families) LCSW or MSW pursuing LCSW; MS/MS pursuing MFT; LPCC or MS/MA pursuing LPCC, or MPH; 4 years of experience providing direct services to families with very low-income; 3 years of experience Supervising Social Work staff. Current working knowledge of community-based	0.07		0		Lead Service Provider	On-Site
File Name:	90. Duty Stmt1, Duty Stmt2, Duty Stmt3, Duty Stmt4	Staff Duty Statements (all providers).				Uploaded to HCD Portal?	Yes

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

**Section 2: Staffing Ratios**

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

a.	Total Project Units (not including managers)	159
b.	Total FTE Service Staff from the Staffing Chart (cells V243-V252)	3.63
c.	Number of units per FTE Staff Person (a+b)	<b>43.80</b>

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

Population Type	SH Chronic Homeless	SNP Homeless with Disability	SNP Other
<b>Maximum Case Mgr. Ratio</b>	1:20	1:25	1:40
<b>SH Chronic Homeless Case Manager Staffing Ratio</b>			
a.	Total units for SNP Chronic Homeless		0.00
b.	Total case manager FTE devoted to tenants		0.00
c.	Number of units per case manager FTE (a+b)		<b>0.00</b>
<b>SNP Homeless with Disability Case Manager Staffing Ratio</b>			
d.	Total units for SNP Homeless with Disability per §7301(z)		0.00
e.	Total case manager FTE devoted to tenants		0.00
f.	Number units per case manager FTE (e+f)		<b>0.00</b>
<b>SNP Other Case Manager Staffing Ratio</b>			
g.	Total units for SNP Other per §7301(z)		50.00
h.	Total case manager FTE devoted to tenants		3.50
i.	Number of units per case manager FTE (g+h)		<b>14.29</b>



**Part VI. Supportive Services Budget**

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

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

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

Income Source/Program Name	Amount	Type	Status	% of Total Budget
San Francisco Dept. of Homelessness & Supportive Housing	\$324,870	Cash	Committed	70.17%
Operating Budget	\$138,099	Cash	Committed	29.83%
				0.00%
				0.00%
<b>Total Revenue:</b>	<b>\$462,969</b>			<b>100.00%</b>
Expense Item	Amount	Type	Status	% of Total Budget
Staff Salaries: List by title of position. (This list must match the Staffing Chart above.)				
3rd Party Service Provider for TAY	FTE: 1.00 \$143,810	Cash	Intend to Fund or Provide	31.06%
Social Worker for LOSP Families	FTE: 1.00 \$181,060	Cash	Intend to Fund or Provide	39.11%
Social Worker for non-LOSP Families	FTE: 1.00 \$86,858	Cash	Intend to Fund or Provide	18.76%
Senior Director of Tenant & Community Services	FTE: 0.01 \$2,895	Cash	Intend to Fund or Provide	0.63%
Director of Supportive Housing Services	FTE: 0.03 \$5,408	Cash	Intend to Fund or Provide	1.17%
Community Impact Analyst & Manager	FTE: 0.01 \$778	Cash	Intend to Fund or Provide	0.17%
Tenant and Community Services Administrative Coordinator	FTE: 0.01 \$735	Cash	Intend to Fund or Provide	0.16%
Program Manager - Families	FTE: 0.07 \$8,670	Cash	Intend to Fund or Provide	1.87%
	FTE:			0.00%
	FTE:			0.00%
<i>Fringe Benefits</i>				0.00%
<b>Total Staff Expenses</b>	<b>\$430,214</b>			<b>92.93%</b>
<i>Tenant Transportation</i>				0.00%
<i>Equipment</i>	\$1,680	Cash	Intend to Fund or Provide	0.36%
<i>Supplies</i>	\$3,000	Cash	Intend to Fund or Provide	0.65%
<i>Travel</i>				0.00%
<i>Office Rent/Occupancy Costs (don't include rent/leasing costs for SH units)</i>				0.00%
<i>Training</i>	\$3,500	Cash	Intend to Fund or Provide	0.76%
<i>Professional Fees</i>	\$1,516	Cash	Intend to Fund or Provide	0.33%
<i>Food Bank</i>	\$565	Cash	Intend to Fund or Provide	0.12%
<i>Program Expense</i>	\$7,001	Cash	Intend to Fund or Provide	1.51%
<i>Administrative Fees, Other Expense</i>	\$15,493	Cash	Intend to Fund or Provide	3.35%
				0.00%
<b>Total Expenses</b>	<b>\$462,969</b>			<b>100.00%</b>

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

**Supportive Services Expense Per Unit Calculation**

**Total Overall Units**

a.	Total overall SNP units	50
b.	Total supportive service expenses	\$462,969
c.	Total Supportive Service Expenses per unit (b+a)	\$9,259

**Total MHP Assisted Units**

d.	Total MHP Assisted SNP units	16
e.	Percentage of MHP SNP Assisted units (d+a)	32.00%
f.	Total Estimated costs attributed to MHP SNP assisted units (b*e)	\$148,150

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

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

The budgeted amounts for 3.5 FTE social workers at this property are adequate to provide the supportive services detailed in the Supportive Services Plan. With assistance, oversight, and management by a Community Impact Analyst & Manager (managing compliance, evaluations, contracts, and related trainings), a Tenant & Community Service Administrative Coordinator (education and training, guidance, assistance with difficult or complicated situations), and overall oversight by the Director of Supportive Housing Services and Sr. Director of Tenant & Community Services, we are confident that with this staffing and budget, we will provide appropriate services to Supportive Housing units. This staffing pattern promotes self-sufficiency and independence while fostering the growth and development of a safe and supportive residential community for the target population.

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

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

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

Not applicable

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

Not applicable

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

Funding History for:	Tenderloin Neighborhood Development Corporation (Name of Lead Service Provider)			
Source of Funds/Funding Program	Purpose of Award (Use of Funds)	Amount	Award Date & Funding Term	Population(s) Served
CCSF - Department of Homelessness and Supportive Housing - 44 McAllister Civic Center Residence Senior Housing	Support services and rental assistance	\$2,594,656	7/1/21 - 6/30/24	Single adults who are homeless upon program entry, living in shelters or on the street. Disruptive participants.
CCSF - Department of Homelessness and Supportive Housing - Ambassador Hotel	Support services and rental assistance	\$6,027,682	7/1/21 - 6/30/26	Single adults who are homeless upon program entry, living in shelters or on the street. Disruptive participants.
CCSF - Department of Homelessness and Supportive Housing - Prop 63 - The West Hotel	Support services and rental assistance	\$2,369,562	5/1/21 - 6/30/24	Formerly homeless and income eligible older adults 55+ without the custody of minor below 18 years of age.
CCSF - Department of Homelessness and Supportive Housing Kelly Cullen Community	Supportive services	\$2,207,845	7/1/21 - 6/30/24	Single adults who are homeless upon program entry and very low income.
CCSF - Department of Homelessness and Supportive Housing Eddy & Taylor	Support services and rental assistance	\$5,628,281	3/15/19 - 6/30/27	Families who have experienced homelessness with at least one minor child.
CCSF - Department of Homelessness and Supportive Housing Scattered Site	Supportive services	\$4,990,140	7/1/20 - 8/31/23	Adult and family who were formerly homeless or at risk of homelessness.
CCSF - Department of Homelessness and Supportive Housing 1036 Mission	Support services and rental assistance	\$4,143,391	7/1/20 - 11/30/23	Families who have experienced homelessness with at least one minor child residing in the household.
CCSF - Department of Homelessness and Supportive Housing 1300 Fourth Street	Support services and rental assistance	\$2,283,593	7/1/20 - 11/30/23	Most vulnerable and high needs families who have experienced homelessness with at least one minor child.

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

**Section 1: Measurable Outcomes**

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

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

Category	Outcomes	Outcome Objectives
<b>Residential Stability:</b> tenants maintain permanent housing (see examples in cell comments to the right)	Tenants will participate in the support services desired and needed to maintain their housing.	Families & TAY: On a monthly basis, 100% of households who showed housing instability received Supportive Services. On an annual basis, at least 85% of tenant lease violations will be resolved without a loss of housing to tenants. On annual basis, at least 90% of tenants maintain their housing.
<b>Increased Skills and/or Income:</b> tenants gain job-related skills, participate in job-related training and/or education, gain stipend part-time or full-time supported employment, gain access to mainstream service/income support programs for which they are eligible (see examples in cell comments to the right)	Tenants will receive the referrals desired to develop skills, increase income, and access the mainstream resources for which they are eligible.	TAY: On an annual basis, at least 70% of participants will either be enrolled in school or employed At least 60% of participants housed for at least 90 days will have maximized their income and benefits for which they are eligible, or will be in the application process. The percentage requirement in this objective will be benchmarked over the first 12 months of service to ensure it is attainable, and may be adjusted as needed.
<b>Greater Self-Determination:</b> tenants gain daily living skills and ability to plan and advocate for themselves to maximize independence and self-sufficiency (see examples in cell comments to the right)	Tenants will create individualized service plans that outline self-determined goals.	TAY: Eighty percent of individualized service plans will be reviewed at least once every six months and updated as appropriate at this time. At least 85% of participants completing an annual survey will be satisfied or very satisfied with supportive services.

**Section 2: Plan for Evaluation**

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

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

## Special Needs Population Experience & Narrative

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

The SNP units will be occupied by households meeting the criteria specified in Appendix A – Defined Terms	
1)	homeless youth as defined in Government Code Section 12957, subdivision
2)	individuals who are experiencing homelessness and individuals experiencing Chronic Homelessness
3)	people with disabilities
4)	
5)	

**Lead Service Provider Experience:**

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

**Project Sponsor Experience:**

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

**Property Management Experience:**

The Property Management Department – comprised of more than 300 employees - serves over 6,000 residents across approximately 3,800 units, all of which are located in San Francisco. Over 900 of these units have a permanent supportive housing component.

Property Management oversees approximately \$65 million in annual revenue, and within the department, there are additional support roles to ensure the financial and physical health of the units.

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**Supportive Housing Experience**

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

Enter the name of the entity qualifying for Sponsor experience:		Tenderloin Neighborhood Development Corporation				
<b>Supportive Housing Experience, §7302(f)</b>						
<b>(1) Sponsor Experience:</b> Sponsor must have at least two years of experience during the past five years owning or operating (under a long-term master lease or similar arrangement) a rental housing development with at least 10 units occupied by people experiencing Homelessness, with on-site Comprehensive Case Management services.						
Project Name and Address		# of units	Were units occupied by people experiencing Homelessness, with on-site Comprehensive Case Management services?	Experience Type	Year Owned or Operated	
1	Kelly Cullen Community, 220 Golden Gate Ave., San Francisco, CA 94102	172	Yes	Owned	2014	
2	Folsom & Dore Apts, 75 Dore Street, San Francisco, CA 94103	20	Yes	Owned	2014	
3	Franciscan Towers, 217 Eddy Street, San Francisco, CA 94102	35	Yes	Owned	2014	
File Name:	93. Sponsor/Applicant SOQ	Statement of Qualifications regarding owning and managing Supportive Housing Projects. Include list of Projects.		Uploaded to HCD Portal?	Yes	
<b>(2) Property Manager Experience:</b> Property Manager must have managed for at least three years, rental housing developments with at least 10 units occupied by people experiencing Homelessness, with on-site Comprehensive Case Management services.					<b>Total Years:</b>	<b>39</b>
Project Name and Address		# of units	Were units occupied by people experiencing Homelessness, with on-site Comprehensive Case Management services?	# of months serving		
1	Kelly Cullen Community, 220 Golden Gate Ave., San Francisco, CA 94102	172	Yes	180		
2	Folsom & Dore Apts, 75 Dore Street, San Francisco, CA 94103	20	Yes	212		
3	Franciscan Towers, 217 Eddy Street, San Francisco, CA 94102	35	Yes	81		
File Name:	94. Property Management SOQ	Property Management Statement of Qualifications regarding owning and managing Supportive Housing Projects. Include list of Projects.		Uploaded to HCD Portal?	Yes	
<b>(3) Lead Service Provider Experience:</b> Sponsor must utilize a lead service provider with at least three years of experience providing services to people experiencing Homelessness that includes on-site Comprehensive Case Management in at least two publicly-assisted supportive housing projects or through a tenant-based housing assistance program in which Comprehensive Case Management Services are provided on-site to at least 20 persons at a time, and are not time-limited. A written agreement between the lead service provider and Sponsor or Project owner satisfactory to the Department, must be submitted with the Program application.					<b>Total Years:</b>	<b>42</b>
Project Name and Address or Description of other Experience			Did this experience serve the Target Population in Supportive Housing and include comprehensive case management?	# of units	# of months serving	
1	Curran House, 145 Taylor Street, San Francisco, CA 94102		Yes	10	192	
2	Ambassador, 55 Mason Street, San Francisco, CA 94103		Yes	50	224	
3	Franciscan Towers, 217 Eddy Street, San Francisco, CA 94103		Yes	35	93	
File Name:	95. LSP SOQ	Lead Service Provider Statement of Qualifications. Include company and resumes of Principals.		Uploaded to HCD Portal?	Yes	
File Name:	96. LSP Exp Contracts	Executed contracts must be Provided for experience to count. Provide only these pages of the contract: page(s) identifying the Project name, scope of work; term of the contract or agreement; and execution page(s) showing all signatures of all parties to the contracts.		Uploaded to HCD Portal?	Yes	



## Supportive Services Verification

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

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

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

Project Sponsor:	Tenderloin Neighborhood Development Corporation & Chinatown Community Development Center
Lead Service Provider:	Tenderloin Neighborhood Development Corporation
Project Name:	730 Stanyan
Project Address/Site:	730 Stanyan Street
Project City:	San Francisco
Project County:	San Francisco
Name of Verifying Funding Agency:	San Francisco Department of Homelessness and Supportive Housing
Target Population(s):	Families and TAY experiencing homelessness

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

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

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

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

Yes
Yes
Yes

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

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

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

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

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

Points Available to Rural Area projects only.	% AMI	55%		50%		45%		40%		35%		30%		25%		20% and below		To Poi		
	% of Units	Points Available	Points Awarded																	
	50%	5.00		12.50		16.90		17.50		18.75		30.00		30.00		30.00			30.00	0.0
	45%	5.00		11.25		16.90		17.50		18.75		30.00		30.00		30.00			30.00	0.0
	40%	5.00		10.00		15.00		17.50		18.75		27.50		30.00		30.00			30.00	0.0
	35%	4.40		8.75		13.15		17.50		18.75		25.00		27.50		30.00			30.00	0.0
	30%	3.75		7.50		11.25		15.00		18.75		22.50		25.00		30.00	30.00		30.00	30.0
	25%	3.15		6.25		9.40		12.50		15.65		18.75		21.90	21.90	25.00			25.00	21.0
	20%	2.50		5.00		7.50		10.00	10.00	12.50		15.00		17.50		20.00			20.00	10.0
	15%	1.90		3.75		5.65		7.50		9.40		11.25		13.10		15.00			15.00	0.0
10%	1.25		2.50	2.50	3.75		5.00		6.25		7.50		8.75		10.00		10.00	2.0		

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

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

Qualifying Units	3
TR	

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

			Provided	10% Units Req.	Cum. Req.	Extra / Over	Cum. Prov.	
5 Bedroom Restricted Units	0	ELI Units Provided	0	0	0	0	0	TRUE
4 Bedroom Restricted Units	0	ELI Units Provided	0	0	0	0	0	TRUE
3 Bedroom Restricted Units	16	ELI Units Provided	7	2	2	5	7	TRUE
2 Bedroom Restricted Units	16	ELI Units Provided	6	2	4	4	13	TRUE
1 Bedroom Restricted Units	19	ELI Units Provided	11	2	6	9	24	TRUE
0 Bedroom Restricted Units	12	ELI Units Provided	12	1	7	11	36	TRUE
Restricted Units:	63	Total ELI Units provided	36	Complies with bedroom size distribution?				TRUE

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## MHP Threshold Requirements

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

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

**MHP §7303.1** Projects shall be eligible for an Award of funds as long as the applicati

---

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

§7302. Eligible Project.

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

Per §7304(b)(1) Sponsor/Applicant certifies that all new construction projects mu and a minimum of 10 percent (10%) of the Restricted Units with hearing and visi

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

- (1) ✓

(g) Special Needs Projects must demonstrate integration of targeted populations wi

- (1) Sponsor acknowledges to physically integrating Restricted Units for people reasonable health and safety requirements, consistent with 24 Code of Fed

Sponsor acknowledges in Projects with more than 20 Units, have no more 1 under all of the Designated Programs combined, to occupancy by persons '

- (2) Project Units by persons with disabilities, or restrictions by other funding so Project Units being restricted to persons with disabilities. It shall also not ap compliance adopted by counties and approved by the Department.

(h) Assisted Unit Requirements:

- (1) Sponsor acknowledges where multiple Department programs assist the Pro non-VHHP regulatory authority shall not exceed 49 percent of the Project's

- (2) Sponsor acknowledges that in jurisdictions having Article XXXIV authority, 1 to 100 percent of the Project's total units.

- (3) Sponsor acknowledges that the Units regulated by the Department, includir

(j) Multiple Department Funding Sources:

- (1) Use of multiple Department funding sources on the same Assisted Units is  
Sponsor acknowledges the HCD Repeal of Stacking Prohibition of Mu  
HCD Funding Sources comprised of no more than two (2) developer  
(A) Project. Housing related infrastructure grants are those grants provide  
Related Infrastructure (HRI) grants, Transit Oriented Development (TC  
programs (IIG-2007 and IIG-2019).
- (2) Sponsor acknowledges that "Department Funding Sources" do not include:
  - (A) Offsite infrastructure funds; or
  - (B) Existing loans or grants under any Department funding source listed a  
acquisition and Rehabilitation project.
- (3) Sponsor acknowledges additional limitations on use of multiple Department
- (4) Sponsor acknowledges that limits on Department Funding, including loan or  
in the NOFA.

(k) ✓

Sponsor Comments:

N/A

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

§7303. Eligible Sponsor.

- (a) ✓
- (b) ✓
- (c) ✓
- (d) ✓

- (1) N/A
- (2) No, Community-Based Developer is NOT the Sponsor
- (3) N/A

- (e) Sponsor shall demonstrate capacity to acquire, develop, and own affordable rental  
staff, capital, assets, and other resources to efficiently meet the operational needs  
Housing Development; and to satisfy all legal requirements and obligations in con-  
formity acceptable to the Department in form and substance. Sponsor shall satisfactorily

Sponsor certifies to demonstrate capacity to acquire, develop, and own affordable

- Sponsor shall maintain direct and continuing control of the Rental Housing Development. Alternatively, if the Department's funding disbursement is
- (f) continuing control over such special purpose entity in accordance with **UMR Section 7304** Housing Development. Sponsor shall certify that it will abide by this control requirement Agreement.

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

Sponsor Comments:

The information shown on Line 80 above is incorrect, which is tied to Line 74 of PROJECT

- (c) All proposed uses of Program funds are eligible pursuant to **§7304**?  
**§7304. Eligible Use of Funds.**

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

- (a) Sponsor acknowledges funds shall only be used for Capital Asset related expenses.
- (b) Sponsor acknowledges that eligible costs include all those stated at **§7304(b)(1)-(8)**.

- (c) Sponsor acknowledges that except as provided in section **§7304(b)(8)**, no Program Unit may be considered a Restricted Unit for the purposes of this Agreement. If the Program Development consists of Restricted Units, the Program loan amount shall not exceed the amount of the Program Development.

Sponsor Comments:

N/A

- (d) The application is complete pursuant to **MHP §7317 & §7318**  
**§7317. Application Process.**

Sponsor acknowledges **§7317(a-g)**

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

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

(1)

(2) Sponsor certifies that the application meets all threshold requirements, as set forth in the MHP §7318(b)(2).

(3) Sponsor certifies that pursuant to UMR Section 8310 and information provided in the application and assess the proposed project's feasibility.

Sponsor acknowledges that during the application review, Department staff documents required for scoring are not included, the application will not be scored based on the application scoring criteria listed in the Universal Scoring A selected for funding, provided that they meet all threshold and eligibility requirements.

(c) Sponsor certifies that the application includes authorizing resolutions of the governing body (individuals) shall be provided, and must be approved by the Department, prior to funding.

(d) Sponsor acknowledges that applications shall be evaluated for compliance with the application scoring criteria listed in the Universal Scoring A selected for funding, provided that they meet all threshold and eligibility requirements.

(e) Is proposed Project a TCAC Hybrid project?

FALSE

(f) ✓

Sponsor Comments:

N/A

(e) ✓

Sponsor certifies that the Project, as proposed in the application, is financially feasible.

(f) Commitments, market study, Project proforma, sources and uses statement, or other housing development?

(g) Sponsor certifies that the Project will maintain Fiscal Integrity consistent with proposed UMR §8310?

(h) ✓

(i) Sponsor certifies that the Project site is reasonably accessible to public transportation needs of the Project tenants?

(j) ✓

(k) Sponsor certifies that projects with Special Needs Units shall provide services suitable for the project. Sponsor shall provide a specific, feasible plan for delivery and funding of those services, including identification of funding sources to §7310?

File Name:	06. Integration Plan	For Special Needs Projects provide an I will meet MHP §7302(g) requirements.
------------	----------------------	--

(l) Sponsor certifies that projects that **do not include Special Needs Units** shall provide a specific, feasible plan for delivery and funding of those services, including identification of funding sources to Regulations, as set forth in CCR Title 4 Section 10325(c)(4)(B)?

File Name:	105. Service Amenity List	List of service amenities qua number of service hours, an
------------	---------------------------	--

(m) Sponsor certifies that the Project complies with the restrictions on demolition as set fo

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

Where site control is in the name of another entity, the Applicant shall provide dc  
(1) purchase and sale agreement, an option, a leasehold interest/option, a dispositio  
the acquisition of the site), which clearly demonstrates that the Applicant has sor

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

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

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

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

(o) Sponsor certifies that the Project complies with accessibility and fair housing obligatic

Sponsor Comments:

N/A

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

§7305 Cost Limitations	Yes
§7306 Type and Term of Loan	Yes
§7307 Maximum Loan Amounts	Yes
§7308 Interest Rate and Loan Repayments	Yes
§7309 Appraisal and Market Study Requirements	Yes
§7310 MHP Supportive Services Plan Requirements	Yes
§7311 MHP Rent and Unit Designation Adjustment	Yes
§7312 Rent Standards	Yes
§7313 Use of Operating Income	Yes
§7314 State and Federal Laws, Rules, Guidelines and Regulations	Yes
§7315 Relocation Requirements	N/A
§7316 Construction Requirements	Yes

§7320 Project Scoring and Selection	Yes
§7321 Performance Deadlines	Yes
§7322 Legal Documents	Yes
§7323 Sales, Transfers, Encumbrances, and Loan Payoff	Yes
§7324 Defaults and Loan Cancellations	Yes
§7325 Management and Maintenance	Yes
§7326 Reporting Requirements	Yes
§7327 Annual Operating Budget and Schedule of Rental Income	Yes

Sponsor comments:

N/A

**End**

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[Click here](#)

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

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

Comments" box at the end of each Guideline Section.

The Project demonstrates that all the following threshold requirements have been met:

---

Yes

Project must provide a minimum of 15 percent (15%) of the Restricted Units with mobility features, including but not limited to, wheelchair accessible units.

Yes

Project must be open to the general public by:

at least 50 percent of the Restricted Units with disabilities with other Units, to the maximum extent feasible and subject to applicable Regulations (CFR) Section 8.26.

Yes

Project must have at least 49 percent of total Units restricted through a Department Regulatory Agreement(s) with disabilities. This limitation shall not be interpreted to preclude occupancy of any units, including but not limited to TCAC, that result in more than 50 percent of total occupancy to Projects complying with alternative requirements for demonstrating Olmstead compliance.

Yes

Project is subject to the Department's regulatory authority and the jurisdiction does not have Article XXXIV authority, the Department's total regulatory authority shall not exceed the allocation of authority, up to the Department's total regulatory authority.

N/A

Project must be subject to the Department's total regulatory authority shall not exceed the allocation of authority, up to the Department's total regulatory authority.

Yes

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

Yes

permitted, subject to the following limitation:

Multiple Department Funding Sources Memo shall remain applicable. A maximum of four (4) first loans and two (2) housing-related infrastructure grants may be used on a single project through the Affordable Housing and Sustainable Communities program - Housing and Community Development Implementation program - Infrastructure grants, and infill infrastructure grant

Yes

Yes

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

affordable housing project. The funding sources may be specified in the NOFA.

Yes

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

Yes

Yes

rental housing. For purposes of this subdivision, an entity has "capacity" if it has adequate financial resources to maintain the Fiscal Integrity of the Rental Housing Development; to maintain the Fiscal Integrity of the Rental Housing Development. Evidence of capacity must be reasonably demonstrated by the entity at the time of its application for the funds.

Does the applicant have the capacity to provide rental housing as described at above paragraph?

Yes

Development throughout the full term of the Department's use restriction on the Rental Housing Project. If the Rental Housing Project is structured with or through a special purpose entity, the Sponsor shall exercise direct and control over the Rental Housing Project pursuant to [Section 8313.2](#) and throughout the full term of the Department's use restriction on the Rental Housing Project. Development at the time of its application for the funds for the full term set forth in the Standard

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

Yes

OVERVIEW tab. There are 2 co-Sponsors, each meeting the Community-Based Developer requirement

Yes

as set forth in this section, including interim or bridge loans used to pay such costs. In addition, the Sponsor shall be responsible for any reasonable cost consistent with the Project's scope and area as determined by the Department.

as required by [GC §16727](#).

Yes

Yes

Yes

18).

Development funds shall be used for costs associated exclusively with non-Restricted Units or the purpose of allocating development costs. If only a portion of the Rental Housing Project is restricted, the sum of the following: [§7304\(c\)\(1-3\)](#).

[Redacted area]

Yes

Yes

as set forth in [§7303.1](#), the NOFA, and the application.

Yes

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

Yes

may request clarifying information, provided it does not affect the competitive scoring. If deemed incomplete.; However, failure to submit necessary documents, as set forth in the information or documents received after the application submission deadline will not be

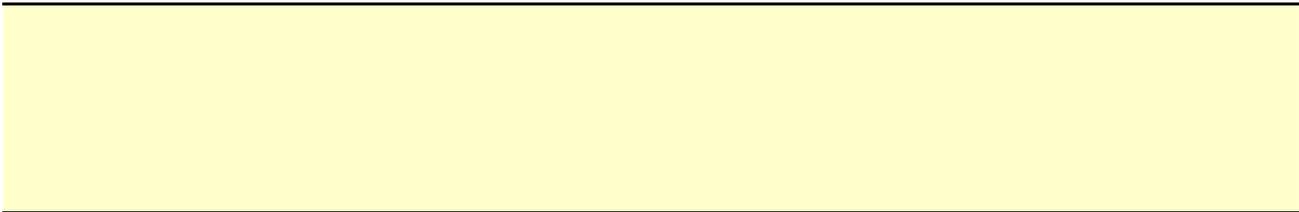
Yes

arning boards of both the Sponsor and a co-Sponsor (except where the Sponsor(s) are) issuance of a Standard Agreement.

Yes

the threshold and eligibility requirements of these Guidelines, and applicable statutes, and appendix to the NOFA. The applications with the highest number of points shall be rents and achieve specified minimum scores as identified in the NOFA.

Yes



e as evidenced by documentation such as, but not limited to, Enforceable Funding feasibility documentation that is standard industry practice for the type of proposed

Yes

ard Rents in the Assisted Units and is feasible pursuant to the underwriting standards in

Yes

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

Yes

e to the needs of the Special Needs Population; and the application shall demonstrate a on of the Lead Service Provider, service delivery partners and funding sources, pursuant

Yes

Integration Plan that demonstrates how Sponsor/Applicant

Uploaded to HCD Portal?

Yes

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

Yes

qualifying for TCAC points, include service amenity name, and amount of TCAC points earned.	Uploaded to HCD Portal?	Yes
---	-------------------------	-----

worth in UMR §8302?		N/A
---------------------	--	-----

worth in UMR §8303. with the exception that the Sponsor shall maintain site control		Yes
---	--	-----

documentation, in form and substance reasonably satisfactory to the Department (e.g. a joint venture and development agreement, an exclusive right to negotiate with a public agency for the same form of right to acquire or lease the Project property.

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

any exceptions apply:		N/A
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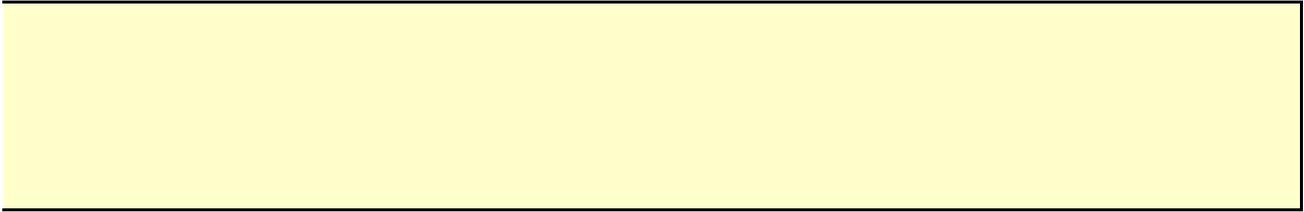
Joint Entity and the Project owner is for a period not less than 50 years; and

acceptable in lieu of a title report.

provisions in §7314?		Yes
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stand, and agree to comply with the following sections of the 2022 MHP Guidelines

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**of Document**







The following is to help and guide the Applicant with threshold requirements, it is the sole r guidelines. The Department will have a final threshold determination after review of, but no An **X** means that you may have missed to answer a question within the application, pleas If that section with an **X** does not apply to your project, please note this at the "Sponsor C

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

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

- (a) ✓
- (1) ✓

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

- (1) ✓
- (2) Must include not less than 15 percent of the total residential Units to be dev
  - (A) Ownership language at guidelines is hereby omitted for this citation.

(B) Applicant acknowledges that to the extent included in a Capital Improv Affordable Units, the Department may consider the entire master deve

(C) Applicant acknowledges, where applicable, an Eligible Applicant may i families of Lower- or Moderate-Income are not removed from the Low counted toward meeting the affordability threshold required for eligibilit

(D) Does QIP/Applicant have a disposition and development agreement o having jurisdiction over the Project has been executed on or before Ja If Yes, QIP/Applicant shall be deemed to meet the affordability require Qualifying Infill Project to the production of Affordable Units for Very Lc

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

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

i. A general plan adopted pursuant to GC Section 65300

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

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

File Name:	86. Minimum Density Ordinance	Identify a mechanism, such as a covenant, acceptable to the Department at an overall Net Density equaling
------------	-------------------------------	---

(6) Applicant certifies that eligible Applicants shall designate the proposed residential units for the purpose of establishing the maximum Program grant amount pursuant to the designated Units must be utilized for both purposes.

(7) Applicant certifies that the application must demonstrate that the percentage of Affordable Units for the purpose of determining the maximum Program grant amount in §206 completion of each residential development proposed in the application. This is similar to a similar local public agency requirement, provided that the Department certify the Affordable Units as set forth in §403.

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

This section applies to IIG-2019 Large Jurisdiction Qualifying Infill Projects

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

(1) In addition to any applicable provisions set in Section 200 (b) of the Ordinance, the grant may be awarded must meet all of the following conditions:

(A) ✓

(B) ✓

(C) In addition to provisions (A), (B), and (C) set in §200(b)(2) of the Ordinance, the Project:

i. Does QIP/Applicant have a disposition and development agreement with the local agency having jurisdiction over the Project has been approved? If Yes, QIP/Applicant shall be deemed to meet the affordable housing requirement that subject the Qualifying Infill Project to the production of affordable units.

(D) The following shall apply notwithstanding subdivision (b)(3) of the Ordinance:

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

ii. A regional sustainable communities strategy or alternative development strategy.

(b) Applicant/Recipient acknowledges that Grant Awards that are not encumbered by HSC Section 53559, subdivision (g). The Department will also recapture the grant amount progressed in a reasonable period of time from the date of the grant Award.

(c) ✓

(d) ✓

Per §300(b)(1) Sponsor/Applicant certifies that all new construction projects must include a minimum of 10 percent (10%) of the Restricted Units with hearing and visitation.

(e) In addition to the IIG requirements described herein, Projects proposed by Triba

(1) ✗

(2) ✗

Applicant acknowledges, hereby, to meet the following conditions of Award in HSC §50406, subdivision (p) (Assembly Bill 1010 (Chapter 660, Statutes conditions do not need to be satisfied initially to engage in the competitive /

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

(f) Multiple Department Funding Sources

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

Sponsor acknowledges the HCD Repeal of Stacking Prohibition of Multiple HCD Funding Sources comprised of no more than two (2) developer

(A) Project. Housing related infrastructure grants are those grants provide Related Infrastructure (HRI) grants, Transit Oriented Development (TC programs (IIG-2007 and IIG-2019).

(2) Sponsor acknowledges that "Department Funding Sources" do not include:

(A) Offsite infrastructure funds; or

(B) Existing loans or grants under any Department funding source listed a acquisition and Rehabilitation project.

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

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

(g) ✓

Applicant/Sponsor Comments:

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

§201. Eligible Applicant.

(a) "Eligible Applicant" means one of, or any combination of, the following:

(1) Is Applicant a non-profit or for-profit developer of a Qualifying Infill Project?

(2) Is Applicant a Tribally Designated Housing Entity that is the Sponsor of a Q

§206. IIG 2019 Large Jurisdiction Qualifying Infill Projects.

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

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

(A) Did the Applicant receive a letter of support from the governing body o

i. "Developer" within this section means the legal entity that the Developer has the financial, technical, and Site Control of the Qualifying Infill Project, and will occupy.

- ii. For the purposes of this section only, a nonprofit or for-profit developer shall be defined as a nonprofit or for-profit organization as defined in Title 25 of the United States Code and Section 50104.6.5.

File Name:	84. Letter of Support	Letter of support from the governing body dated October 14, 2022. If Applicant will provide, please email the letter to SuperNOFA@hcd.ca.gov
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(b) ✓

- (1) N/A
- (2) No, Community-Based Developer is NOT the Sponsor
- (3) N/A

(c) Applicant shall demonstrate capacity to acquire, develop, and own affordable rental housing, staff, capital, assets, and other resources to efficiently meet the operational needs of the Housing Development; and to satisfy all legal requirements and obligations in connection with the Housing Development acceptable to the Department in form and substance. Applicant shall satisfactorily

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

(d) Recipients shall maintain direct and continuing control of the Rental Housing Development. Alternatively, if the Department's funding disbursement is made to a special purpose entity, the Applicant shall maintain direct and continuing control over such special purpose entity in accordance with UMR Standard Agreement. Each Applicant shall certify that it will abide by this contract.

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

Applicant/Sponsor Comments:

The same issue under MHP THRESHOLD REQUIREMENTS tab Line 80. The Line 79 above

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

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

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

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

(B) Total number of Residential Structured Parking and mechanical parking required by local land-use entitlement approval, not to exceed one parking space per residential unit.

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

- (15) Impact fees required by local ordinance are eligible for Program funding on exceed 5 percent of the Program award.

Are Impact fees required by local ordinance?

No

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

Applicant/Sponsor Comments:

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

**§400. Application Process.**

Applicant acknowledges §400(a-f)

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

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

- (b) An application shall be deemed complete when:

- (1) Applicant certifies that the application meets all threshold requirements, as
- (2) Applicant certifies that pursuant to UMR §8310 and information provided in application and assess the proposed project's feasibility.

Applicant acknowledges that during the application review, Department staff documents required for scoring are not included, the application will not be NOFA or application, may adversely affect the score of the application. Info considered.

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

Applicant acknowledge that applications shall be evaluated for compliance with 1

- (d) scored based on the application scoring criteria listed in §402 of these guidelines: provided that they meet all threshold and eligibility requirements and achieve sp

- (e) ✓

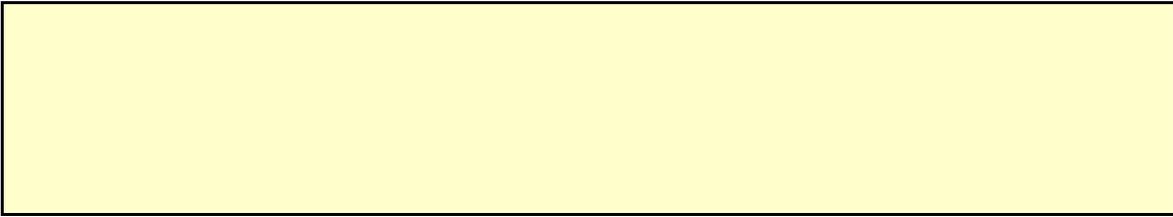
Applicant/Sponsor Comments:

- (e) ✓

- Applicant certifies that the Qualifying Infill Project(s), as proposed in the application, is
- (f) Enforceable Funding Commitments, market study, project proforma, sources and use type of proposed housing development.
  - (g) Applicant certifies that the Qualifying Infill Project will maintain Fiscal Integrity consistency standards in [UMR §8310](#).
  - (h) ✓
  - (i) Applicant certifies that the Qualifying Infill Project site is reasonably accessible to public relation to the needs of the Qualifying Infill Project tenants.
  - (j) ✓
  - (k) Applicant acknowledges Projects that do not include Special Needs Units, shall provide Regulations, as set forth in [CCR Title 4 Section 10325\(c\)\(4\)\(B\)](#).

File Name:	105. Service Amenity List	List of service amenities qualified number of service hours, and
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- (l) Applicant certifies that the Qualifying Infill Project complies with the restrictions on development.
  - (m) Applicant certifies The Qualifying Infill Project and Capital Improvement Project comply with an additional requirement that the Applicant shall maintain site control through the Award of Program funds. The term of the award may be extended in writing by the Department for a period of 5 years from the date of the Award of Program funds.
    - (1) The following shall apply to IIG Qualifying Infill Project projects::
      - (A) Where site control is in the name of another entity, the Applicant shall provide a purchase and sale agreement, an option, a leasehold interest/option, a deed, or a power of attorney for the acquisition of the site), which clearly demonstrates that the Applicant has control over the site.
      - (B) Where site control will be satisfied by a long-term ground lease, the Department shall be entered into by and among the ground lessor, the ground lessee, and the Applicant, which shall be recorded against the fee interest in the Project property.
    - (2) The following shall apply to offsite work proposed for CIPs and shall be evidenced by:
      - (A) Recipient/Sponsor shall have a right of way or easement, which is either provided by the Recipient/Sponsor to access, improve, occupy, use, maintain, repair, and a
      - (B) Recipient/Sponsor shall have an executed encroachment permit for construction.
    - (3) For Qualifying Infill Projects and Capital Improvement Project developed in India
      - (A) Where site control is a ground lease, the lease agreement between the Applicant and the landowner shall be recorded against the fee interest in the Project property.
      - (B) An attorney's opinion regarding chain of title and current title status is accepted.
  - (n) Applicant/Sponsor certifies that the Project complies with accessibility and fair housing requirements.
- Applicant/Sponsor Comments: \_\_\_\_\_



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

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§204 Cost Limitations	Yes
§205 Grant terms and limit	Yes
§300 State and Federal Laws, Rules, Guidelines and Regulations	Yes
§301 Relocation Requirements	N/A
§403 Performance Deadlines	Yes
§500 Legal Documents	Yes
§501 Defaults and Loan Cancellations	Yes
§502 Reporting Requirements	Yes

Applicant/Sponsor Comments:

N/A

**End**

**Threshold Requirements**

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

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

Comments" box at the end of each Guideline Section.

demonstrates that all the following threshold requirements have been met:

Eligible Capital Improvement Projects?

Yes

Units awarded must meet all of the following conditions:

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



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

Yes

Must include a replacement housing plan to ensure that dwelling Units housing persons and Lower- and Moderate-Income housing market. Residential Units to be replaced shall not be eligible for funding under this section.

N/A

Is there another Project or area-specific agreement between the Recipient and the local agency as of January 1, 2022? If yes, does the agreement include affordability covenants that subject the project to Lower-, Lower- or Moderate-Income households.

Yes

1, 2022 that contains affordability covenants.	Uploaded to HCD Portal?	Yes
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Must be pursuant to one of the following adopted plans:

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Area showing area designation.	Uploaded to HCD Portal?	Yes
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Must include a recorded, binding covenant, acceptable to the Department to reliably ensure compliance with the requirements set forth in §200(b)(3). This mechanism must be in effect and legally enforceable.

Yes

<p>minimum density ordinance or a recorded, binding agreement to reliably ensure that future development will occur at or exceeding that set forth in IIG §200(b)(2).</p>	<p>Uploaded to HCD Portal?</p>	<p>Yes</p>
<p>dential Units in the Qualifying Infill Project that the Eligible Applicant intends to utilize for to §205, and for the purpose of rating applications pursuant to §400 and §401. Any such</p>		<p>Yes</p>
<p>e of Affordable Units, and Units restricted to other income limits and Rents as designated §5 and for rating purposes pursuant to §402, shall be maintained or exceeded through the Department may modify the requirement set forth in the previous sentence to conform determines that the local requirement will reliably result in completion of the required</p>		<p>Yes</p>
<p>only. the following: these guidelines, the Qualifying Infill Project for which a Capital Improvement Projects</p> <p>of these guidelines, which establishes the rules for Affordable Units in the Qualifying Infill</p>		
<p>ent agreement or other Project or area-specific agreement between the Recipient and the when executed on or before July 31, 2019? rdability requirement of this paragraph if the agreement includes affordability covenants n of Affordable Units for Very Low-, Lower- or Moderate-Income households.</p>		<p>N/A</p>
<p>of §200: al development pursuant to one of the following adopted plans: e planning strategy approved pursuant to GC Section 65080.</p>		
<p>umbered within two years of the date an Award was made shall be rescinded, as required ture grant fund Awards where the development of the related housing units has not ward, as determined by the Department in its sole and absolute discretion.</p>		<p>Yes</p>
<p>st provide a minimum of 15 percent (15%) of the Restricted Units with mobility features, on features. l Entities must meet the following requirements:</p>		<p>Yes</p>

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

N/A

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

Multiple Department Funding Sources Memo shall remain applicable. A maximum of four (4) grant loans and two (2) housing-related infrastructure grants may be used on a single project through the Affordable Housing and Sustainable Communities program - Housing (D) Implementation program - Infrastructure grants, and infill infrastructure grant

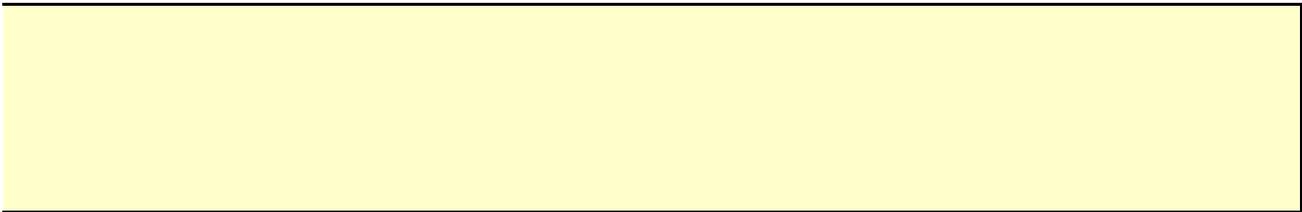
Yes  
Yes

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

of funding sources may be specified in the NOFA.

Yes  
Yes

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



Yes

Qualifying Infill Project?

TRUE  
FALSE

Following:

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

Yes

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

Developer may include a Tribally Designated Housing Entity, as defined in Section 4103 of

Application may be submitted and will be accepted no later than 30 days after application and no later than October 14, 2022, at <a href="http://www.hcd.ca.gov">www.hcd.ca.gov</a> .	Uploaded to HCD Portal?	Yes
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rental housing. For purposes of this subdivision, an entity has "capacity" if it has adequate funds of the Rental Housing Development; to maintain the Fiscal Integrity of the Rental Housing Development with the Rental Housing Development. Evidence of capacity must be reasonably demonstrated by the entity at the time of its application for the funds.

Does the applicant have sufficient capacity to develop and manage rental housing as described at above paragraph?

For the duration of the development throughout the full term of the Department's use restriction on the Rental Housing Development, if the project is structured with or through a special purpose entity, the Recipients shall exercise direct control over the project in accordance with [§8313.2](#) and throughout the full term of the Department's use restriction on the Rental Housing Development, the applicant shall meet the following requirements at the time of its application for the funds for the full term set forth in the

Does the applicant have sufficient capacity to develop and manage rental housing as described at above paragraph?

The information provided above is incorrect, which is tied to Line 74 of PROJECT OVERVIEW tab. There are 2 co-Sponsors each

Does the applicant have sufficient capacity to develop and manage rental housing as described at above paragraph?

Does the applicant have sufficient capacity to develop and manage rental housing as described at above paragraph?

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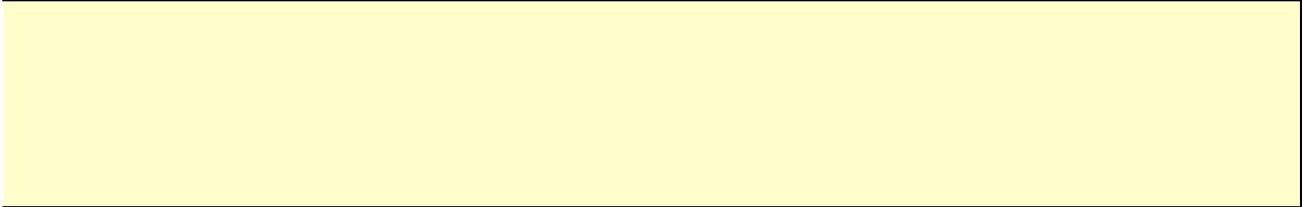
Unit?

FALSE  
FALSE

ly if used for the identified Capital Improvement Projects. Funded impact fees may not

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

FALSE  
Yes



Yes

Yes

Yes

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

Yes

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

Yes

ff may request clarifying information, provided it does not affect the competitive scoring. If deemed incomplete; however, failure to submit necessary documents, as set forth in the information or documents received after the application submission deadline will not be

Yes

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

Yes

the threshold and eligibility requirements of these guidelines, and applicable statutes, and s. The applications with the highest number of points shall be selected for funding, ecified minimum scores as identified in the NOFA.

Yes



is financially feasible as evidenced by documentation such as, but not limited to, a cost-benefit statement, or other feasibility documentation that is standard industry practice for the

Yes

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

Yes

public transportation, shopping, medical services, recreation, schools, and employment in

Yes

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

N/A

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

Uploaded to HCD Portal?

N/A

removal as set forth in [UMR §8302](#);

N/A

is consistent with the site control requirements as set forth at [UMR §8303](#) and [§8316](#) with the effective date. The term of the Award shall be five years from the date of the Award of the Project; at its sole discretion, but in no event shall the term of the Award exceed seven

Yes

provide documentation, in form and substance reasonably satisfactory to the Department (e.g. a lease, a disposition and development agreement, an exclusive right to negotiate with a public entity). The Applicant has some form of right to acquire or lease the Project property.

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

be executed prior to the disbursement of Program funds.

The lease shall be perpetual, or of sufficient duration to meet Program requirements, and which allows the lessee to alter the property underlying the right of way or easement; and

the construction of any improvements or facilities within the public right of way or on public land.

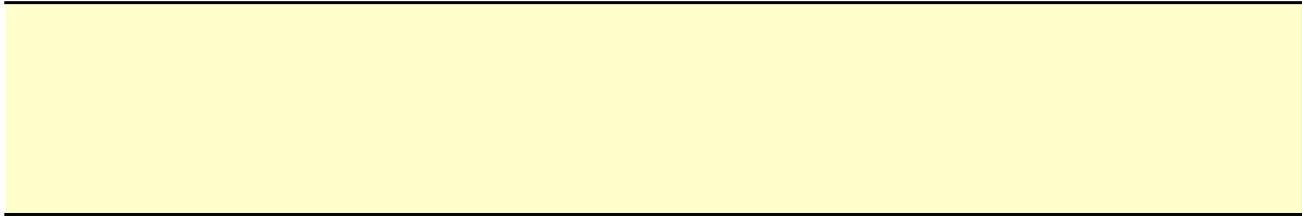
When the Project is located in an unincorporated area, the following exceptions apply:

The lease term shall be for a period not less than 50 years; and

The lease shall be acceptable in lieu of a title report.

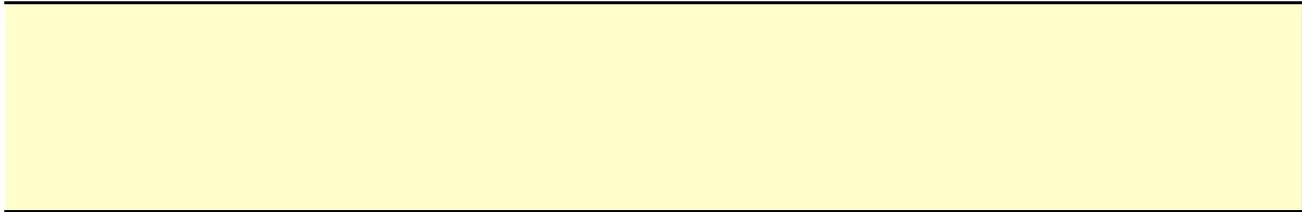
Are there any other obligations in Section 300?

Yes



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

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**of Document**

### Local Approvals and Environmental Review Verification

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

Project Sponsor/Applicant:	Tenderloin Neighborhood Development Corporation
Sponsor/Applicant Address:	201 Eddy Street
Sponsor/Applicant City:	San Francisco
Project Name:	730 Stanyan
Project Address/site:	730 Stanyan Street
Project City:	San Francisco
Project County:	San Francisco
Assessor Parcel Numbers (APNs):	1249/024

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

Is this Project approved "by right"?

Yes

		Applicable for this Project	Final date of Public Comment Period	Approved Date
CEQA Environmental Clearance is finally approve or unnecessary:	<b>CEQA</b>	No		

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

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

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

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

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

Dated: 6/13/2022

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

**Certification & Legal Status**

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

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

Regarding Line 25 below, HCD issued a Preliminary Notice of Declaration of Default to CCDC regarding the Saint Claire Residence, Project #85-SUHRO-0229, and contract #85-HRLS-229 (the "HRL Loan") on August 27, 2021. Subsequently, HCD and CCDC entered into a forbearance Agreement dated March 31, 2022, pursuant to which the parties agreed upon a five (5) year forbearance period (the "Forbearance Term") with a repayment schedule and a balloon payment due at the end of the Forbearance Term, unless the HRL Loan is paid in full prior to the end of the Forbearance Term. CCDC plans to repay the HRL Loan in full not later than July 12, 2022.

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

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

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

Cindy Louie	Chief Financial Officer of Chinatown CDC		
Printed Name	Title of Signatory	Signature	Date

**Legal Disclosure**

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

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

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

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

**Exceptions:**

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

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

**Civil Matters**

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

**Criminal Matters**

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

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

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

## Organizational Documents

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

## Organizational Charts

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

## Corporate Entities

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

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

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

Restated Articles of Incorporation (Corp. Code **§901, 906, 910** (general stock), **§5811, 5815, 5819** (public benefit and religious corporations), **§7811, 7815 and 7819** (mutual benefit corporations) and **§12501, 12506 and 12510** (general cooperative corporations)) as applicable.

Statement of Information (CA Secretary of State form SI-100 or SI-200)

Shareholder Agreements (Corp. Code **§186**) if applicable.

Certificate of Good Standing certified by Secretary of State. Certificate of Good Standing must be dated 30 days or less from the application due date.

## Limited Liability Companies

Articles of Organization (CA Secretary of State form LLC-1)

Certificate of Amendment (CA Secretary of State form LLC-2) if applicable.

Restated Articles of Organization (CA Secretary of State form LLC-10) if applicable.

Certificate of Correction (CA Secretary of State form LLC-11) if applicable.

Statement of Information (CA Secretary of State form LLC-12 or LLC-12NC)

Operating Agreement (Corp. Code **§17707.02(s) and 17701.10**)

Certificate of Good Standing certified by Secretary of State. Certificate of Good Standing must be dated 30 days or less from the application due date.

## Limited Partnerships

Certificate of Limited Partnership (CA Secretary of State form LP-1)

Amendment to Certificate of Limited Partnership (CA Secretary of State form LP-2) if applicable.

Certificate of Correction (CA Secretary of State form LP-2) if applicable.

Limited Partnership Agreement (CA Corp. Code **§15901.02(x) and 15901.10**)

Amended and Restated Limited Partnership Agreement

Certificate of Good Standing certified by Secretary of State.

## Tribal Entity

## Application Development Team (ADT) Support Form

Please complete the "yellow" cells in the form below and email a copy to: [AppSupport@hcd.ca.gov](mailto:AppSupport@hcd.ca.gov), A member of the Application Development Team will respond to you request as soon as possible.

Full Name: meg mcgraw-scherer	Date Requested: 6/28/2022	Application Version Date: 6/10/22
Organization: chpc	Email: <a href="mailto:mmcgraw-scherer@chpc.net">mmcgraw-scherer@chpc.net</a>	Contact Phone: 4152795124

I believe that the scoring section for 5 special needs points is not calculating correctly. This project is applying for MHP funds. It is a large family project type, but 31% of the units are special needs. Per the formula and the guidelines, the project should be eligible for the 5 special needs points under state priorities. Even if this isn't correct, the project is restricting 40 total as spn units and the total project units are 160. That is also 25% of the units which should earn the project the 5 special needs points as well.

Issue #	Tab / Sheet Name	Section	Cell(s) #	Update / Comment	Urgency	ADT Status	Teste
1	scoring	C	N54	The calculation is off here. Note that we have 40 SPN units in the entire project of 160 units, which is 25% of the units. We are asking for infill funds for 100% of the units but MHP for only 63 of the units. The calculation is inconsistent. It should either be	<b>High</b>		
2				40 spn/160 total units OR 20 spn MHP/63 total MHP units. Either way, the project qualifies for the 5 spn points.			
3				Thank you for fixing and sending back as soon as you can.			
4							
5							
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9							
10							

