

California Housing Accelerator
Project Solicitation (Tier 2 - February 28, 2022)
Application



State of California
Gavin Newsom, Governor

Lourdes Castro Ramirez, Secretary
Business, Consumer Services and Housing Agency

Gustavo Velasquez, Director
Department of Housing and Community Development

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Sacramento, CA 95833
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Rev. 3/8/22

Overview - Project and Applicant Information

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 so that the macros are enabled. Enabling macros is necessary for full workbook 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 later versions to complete the application.

Project Name	The Kelsey Civic Center						
Address	240 Van Ness Ave.	City	San Francisco	Zip	94102	County	San Francisco

(APNs):			Census Tract(s)		
0811/20	0811/19	0811/16	0124.05□		
0811/21					

Geographic Region	Unallocated	Project Development Type	New Construction
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If Project is also known under another Project name(s) or was formerly known under another name(s), enter the name(s).	N/A

Is Project located within one-quarter (¼) mile from a Transit Station/Stop served by High Quality Transit measured from the nearest boarding point of the Transit Station/Stop to the entrance of the residential structure in the Project furthest from the Transit Station/Stop along a walkable route?	Yes
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Is Project located within one-half (½) mile from a Transit Station/Stop served by High Quality Transit measured from the nearest boarding point of the Transit Station/Stop to the entrance of the residential structure in the Project furthest from the Transit Station/Stop along a walkable route?	Yes
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File Name	PAM Transit Access	Provide scaled map showing Transit Station/Stop served by High Quality Transit and Walkable Routes.	Uploaded to HCD?	Yes
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Previous and Pending Tax Credits Application

Have you applied to CDLAC/TCAC since receiving your Existing HCD Commitment?	Yes
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File Name	TCAC application.	Provide a copy of your CDLAC/TCAC application.	Uploaded to HCD?	Yes
TCAC/CDLAC Application # (from the most recent TCAC/CDLAC application(s) submitted.)	22468			

Was the application withdrawn after being placed on recommendation list for award?	N/A	If yes, provide the application #s	
In response to an application, did the Project receive an allocation that was returned or not accepted?	N/A	If yes, provide the application #s	
Was the Project submitted as a single HCD application and then split into more than one TCAC/CDLAC application?	No	If yes, provide the application #s	

Is the Project "shovel ready" (able to obtain entitlements, site control, environmental and funding commitments in order to commence construction within 180 days of the Accelerator award).	Yes
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Provide a detail plan or timeline for starting construction within the next 180 days:

Please see attachment "Readiness Documentation" for plan and timeline to start construction within 180 days of award.

Overview - Project and Applicant Information

II. Program Requirements

A. Eligible Project

To be eligible for a California Housing Accelerator Tier 2 award, the Project must have received an award letter, or a notice to proceed or conditional approval if CDBG-Disaster Recovery funds, from a multifamily housing program administered by the Department **prior to application deadline date** and the award must not have expired, been terminated, or disencumbered, or been otherwise held to be void.

1. Has the Project received an award letter, or a notice to proceed or conditional approval if CDBG-Disaster Recovery funds, from a multifamily housing program administered by the Department **prior to application deadline date**? Yes

List all HCD Program(s) that awarded Project Funding		Award Amount	Award Date	HCD Contract Number	Local Project Number	If award from a city / county, enter jurisdiction
1	Affordable Housing Sustainable Communities (AHSC)	\$20,000,000	2/4/2022	21-AHSC-16999		
2						
3						
4						

File Name	HCD Project Rpt 1	Final HCD Affordable Housing Sustainable Communities (AHSC) signed/initialed PDF Project Report.	Uploaded to HCD?	Yes
File Name	HCD Award Letter 1	Provide Affordable Housing Sustainable Communities (AHSC) Award letter.	Uploaded to HCD?	Yes

Has any of the above awards expired, been terminated, disencumbered, or been otherwise held to be void? No

If yes, please provide a detail explanation:

N/A

Sponsor acknowledges that HCD assistance to a Qualifying Infill Area (QIA) under the Infill Incentive Grant Program of 2007 or the Infill Infrastructure Grant Program of 2019 does not, by itself, qualify a housing development within the QIA for California Housing Accelerator funding. Rather, a qualifying housing development within the QIA must meet the California Housing Accelerator's definition of a Qualified Rental Housing Development. Yes

Sponsor acknowledges that No Place Like Home projects funded directly by Alternative Process Counties do not qualify for an award under the California Housing Accelerator, unless they have an award from another qualifying HCD program. Yes

Sponsor acknowledges that Homekey funded projects do not qualify for an award under the California Housing Accelerator, unless they have an award from another qualifying HCD program. Yes

Sponsor acknowledges that the application that resulted in HCD issuing an award letter must have shown tax-exempt bonds and 4% low-income housing tax credits as development funding sources. Yes

2. Sponsor acknowledges that the application that resulted in HCD issuing an award letter for the Existing HCD Loan Commitment must have shown tax-exempt bonds and 4% low-income housing tax credits as development funding sources. Yes

3. Sponsor acknowledges that if the Sponsor subsequently requested, and the Department approved, a change from a 4% project to a 9% project resulting in a resizing of the Existing HCD Loan Commitment, then the Project is ineligible for California Housing Accelerator. This does not include projects which, for the sole purpose of applying for 2020 disaster credits on or after July 1, 2021, applied as a 9% project but which, due to the N/A

Department's [Administrative Notice 21-005](#) issued on June 22, 2021, were allowed to maintain funding awarded as a 4% project.

B. Eligible Applicants

All California Housing Accelerator applications must be submitted by and include all Sponsors in connection with the Existing HCD Commitment.

Overview - Project and Applicant Information

C. Eligible Uses of Funds and Project Costs

Sponsor certifies to follow Eligible Uses of Funds and Projects Costs as stated at California Housing Accelerator guidelines.

Yes

D. Limits on Financing and Unit Mix Changes

Sponsor certifies to follow Limits on Financing and Unit Mix Changes as stated at California Housing Accelerator guidelines.

Yes

E. Threshold Application Requirements

Sponsor certifies to meet all Threshold Application Requirements as stated at California Housing Accelerator guidelines.

Yes

UMR §8302 New Construction Project: is demolition of existing residential required?		No								
# of Residential Units		Project Site Area		Units per Acre		Age Restrictions		Special Facility Type		Tenure Type
112		0.32	Acres	350	Per Acre	None		N/A		Permanent
Relocation Required?	Commercial Space?	Rental Subsidy?	Operating Subsidy?		HUD 811 Project?	Demolition Required?				
Permanent Only	Yes	Yes	No		Yes	Yes				
UMR 8303 Is the Project a scattered site housing project?				No		If yes, will Project meet the UMR §8303(b) requirements?				
Describe any demolition to be completed (include any structures, parking lots, signage or billboards to be demolished).										
Demolition is required in order to effectuate a lot line adjustment for the final affordable housing development parcel. Detailed information can be found in "Site Control - Additional Information" attachment. Demolition costs are outside of project costs and are structured as a forgivable loan with the City and County of San Francisco Mayor's Office of Housing and Community Development. Demolition will be complete before NTP for positive construction.										
Sponsor or Applicant certifies that at the time of the application due date , the construction or rehabilitation work has not commenced, except for emergency repairs to existing structures required to eliminate hazards or threats to health and safety?										Yes

Describe the Project as of the last HCD award (include existing HCD commitment, number of units, unit characteristics, subsidies, number of buildings, parking, sites, building style)

The Kelsey Civic Center (TKCC) will include 110 units (79 studio, 31 two bedroom) of housing and two manager's units (1 studio, 1 two bedroom) for a total of 112 units, located in one contiguous Type I-construction building. Apartment units will range in average size from 356 sq ft for studios and 726 sq ft for two-bedroom units. 25% of the units will be reserved for people with disabilities that are eligible to receive home and community-based services. The project is designed to meet accessible, service-linked, community-based housing needs for individuals with disabilities. Common spaces will include a community courtyard, roof terrace, large community commons, a small community room that can be divided into two multi-purpose spaces, office for property management and supporting services, as well as building maintenance space. In line with San Francisco Planning and

Has there been changes to the project that requires prior HCD written approvals?

Yes

If you have approval from your existing HCD loan commitment award for **changes**, since award date, attach any prior HCD written approvals authorizing changes to the project. If not, Sponsor is to reach out to the awarded HCD program(s) to receive any approvals to changes that require approval.

File Name:	HCD Approval	Changes to the project from previous awarded HCD projects.	Uploaded to HCD Portal?	Yes
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If any, describe all revisions to the Project since most recent HCD award (number of units, unit characteristics, subsidies, number of buildings, parking, sites, building style.)

In the HCD AHSC application 12 studio units were listed as "unrestricted." As of TCAC application (March 16, 2022) those 12 units are now restricted at 60% TCAC AMI.

Site and Unit Information

Current Use		Proposed Zoning (code and name)		Is Site Improved?	Year Improvements Built?		
Commercial - Vacant		C-3-G - Downtown General		Yes	1907, 1911, 1914		
Rent Control?	Access Road Maintenance	Sponsor Notes					
No	Public						
Site conditions and adjoining land uses							
No	Poor drainage	No	Erosion problems	No	Unstable soil	No	Underground storage tanks
Yes	Possible lead paint	Yes	Possible asbestos	No	Wetlands area	No	On-site 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 w/i 100 yards
No	Unusual ingress/egress	No	High water table	No	Retaining wall	No	Ground water contamination

Overview - Project and Applicant Information

Describe adjoining land uses within 300 feet of the Project

West	Van Ness Avenue/California Highway 101 (Public Street), Davies Symphony Hall (Arts Building)
East	101 Grove Street (Municipal Building, Health Clinic), Bill Graham Civic Auditorium (Arts Building)
North	Grove Street (Public Street), San Francisco City Hall (Municipal Building)
South	Dr. Tom Waddell Place (Public Street), San Francisco Conservatory of Music Bowes Center (Student housing, academic building, residential)
Unique Features	

Existing versus proposed Units (include manager's Units)

	Beds	0 Bdrm	1 Bdrm	2 Bdrm	3 Bdrm	4 Bdrm	5 + Bdrm	Total # Units	Total # Bedrooms	Total # Buildings	Total # Mgr. Units	Total # of Parking Spaces
Existing		0	0	0	0	0	0	0	0	0	0	0
Proposed		80	0	32	0	0	0	112	144			

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)	112	8	1			
Detached Single Family						
Duplex/4-Plex						
Non-Residential Bldg(s)						
Totals	112	8	1	0	0	0

Unit Size	Baths	Layout	Ave. Sq. Ft.	All Units	Restricted
0 Bdrm.	1	Flat	356	80	79
1 Bdrm.				0	0
2 Bdrm.	1	Flat	726	32	31
3 Bdrm.				0	0
4 Bdrm.				0	0
5 Bdrm.				0	0
Total Units				112	110

Sponsor Notes

Two commercial businesses (office tenants) were required to relocate. No residential relocation required.

Amenities

Unit Amenities/Features

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

Project Amenities

Elevator(s)	<input type="checkbox"/> Yes	2	Laundry Rms.	<input type="checkbox"/> Yes	2	Washers	<input type="checkbox"/> Yes	12	Dryers	<input type="checkbox"/> Yes	12
<input type="checkbox"/> Yes	Community Room	<input type="checkbox"/> Yes	Community Kitchen	<input type="checkbox"/> No	Computer Room	<input type="checkbox"/> Yes	High Speed Internet				
<input type="checkbox"/> No	Fitness Room	<input type="checkbox"/> Yes	Picnic/BBQ Area(s)	<input type="checkbox"/> No	Tot Lot/Playground	<input type="checkbox"/> No	Sports Court				
<input type="checkbox"/> No	Tennis Court	<input type="checkbox"/> No	Swimming Pool	<input type="checkbox"/> No	Jacuzzi/Sauna	<input type="checkbox"/> Yes	Bike Parking				
<input type="checkbox"/> Yes	Roof Deck	<input type="checkbox"/> Yes	Community Courtyard	<input type="checkbox"/> Yes	Secure Parcel Lockers		(Other)				

Security & Other

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

N/A

Other On-Site Services?

N/A

Overview - Project and Applicant Information

Overview - Project and Applicant Information

Miscellaneous Information

Residential Space									
Residential Units	80,063	Community Room	1,757	Leasing Office	427	Additional Storage Space	0		
Subtotal Residential SF	82,247								
Maintenance Shop	620	Childcare Center	0	Service Area	2,143	Service Office	753		
(Other)		(Other)		(Other)		(Other)			
Total Residential SF	85,763								
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 Can 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	1,430	Offices	0	Childcare Center	0	Storage Space	0	(Other)	0
Total Commercial SF	1,430								
Parking Spaces for Commercial Tenants									
Uncovered	0	Covered Spaces	0	Total Spaces	0				
Describe other available parking for commercial patrons									
N/A									

Income from sources other than residential rents and subsidies

Laundry		Other Leased Spaces					
No. of Units Using Central Laundry	111	Residential		Lease Terms	Sq. Feet	Rent/SF/Mo.	Annual Gross
Weekly Assumed Income Per Unit	\$1.08						\$0
Annual Total Laundry Income	\$6,240						\$0
Residential Parking		Commercial					\$0
Tenant Rental Spaces	0	The Kelsey / Disability Community Cultural Center	Other	1,430	\$0.00	\$1	\$0
Monthly Income Per Space	\$0						\$0
Annual Residential Parking Income	\$0						\$0
Commercial Parking							\$0
Number of Rental Spaces	0						\$0
Monthly Income Per Space	\$0						\$0
Annual Commercial Parking Income	\$0	Total Income from Other Leased Spaces					\$1

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	\$6		\$11				
Cooking	Electric	Tenant	\$9		\$12				
Other Electric	Electric	Tenant	\$27		\$39				
Air Conditioning	Electric	Owner							
Water Heating	Electric	Owner							
Water	Public	Owner							
Sewer	Public	Owner							
Trash	Public	Owner							
Other									
Total Tenant Utility Allowance			\$42	\$0	\$62	\$0	\$0	\$0	\$0

Overview - Project and Applicant Information

Source for Utility Allowances

Local PHA	No	Name:						Effective date:	1/26/2022	
HUD	No	Utility Company (Actual Survey)		CUAC	Yes	Other	No			
Sponsor Notes:										
CUAC updated January 2022 for TCAC/CDLAC application. Utility allowances shown in TCAC/CDLAC and CHA application are different than the AHSC award application.										
File Name:	Utility Allowance	Schedule of Utility Allowances.					Uploaded to HCD Portal?	Yes		

Site Control UMR §8303

For Projects developed in Indian Country, the following exceptions apply: Where site control is a ground lease, the lease agreement between the Tribal Entity and the Project owner is for a period not less than 50 years; and an attorney's opinion regarding chain of title and current title status is acceptable in lieu of a title report. At time of application, does Sponsor, or its wholly controlled affiliate have site control pursuant to UMR §8303 ? Yes									
Type of site control:	Date	Expires	Extensions Available		Purchase Price	Total Land Area			
Enforceable Option to Lease or Purchase	6/3/2021	6/30/2024	One six-month extension		\$0	0.32		acres	
Current owner	Current owner street address			City	State	Zip code			
City & County of San Francisco	25 Van Ness Avenue, Suite 400			San Francisco	CA	94102			
Below, provide details for unusual site control special circumstances: Please see "Site Control-Additional Information" attachment for description of special circumstances.									
Planned and completed property transfer(s).								Ground Lease planned?	Yes
Lessor				Term		Annual Payment			
City & County of San Francisco				75 years, 24 year extension		\$15,000			
Below, describe property transfers occurring in connection with development of the Project. Please see "Site Control" attachment for description of property transfers.									
File Name:	Site Control	Provide documentation of site control in accordance with UMR §8303.				Uploaded to HCD Portal?	Yes		
File Name:	Preliminary Title Report	Provide a preliminary report. (dated within 30 days of application due date)				Uploaded to HCD Portal?	Yes		
File Name:	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?	N/A		

California State Prevailing Wage Law

Sponsor certifies that the Project will comply with California State prevailing wage law, as set forth at Health and Safety Code Part 2, Chapter 6.7, §50675.4? Yes

Relocation See latest MHP Guidelines for more information.

The Sponsor 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, and Title 25 CCR, Subchapter 1, Chapter 6, commencing at Section 6000)?								Yes	
Are costs sufficient, pursuant to the relocation plan and included in the Project's Development Budget?								Yes	
File Name:	Relocation	Relocation Plan.				Uploaded to HCD Portal?	Yes		
File Name:	HCD Relocation Approval-Denial	HCD Relocation Approval/Denial (if Approved or Denied)				Uploaded to HCD Portal?	N/A		

Sponsor acknowledges and certifies to follow "Other State and Federal Requirements" as stated **Section III of the Housing Accelerator Solicitation.** Yes

Overview - Project and Applicant Information

Project Milestone Schedule

	Completed	Date (Expected / Completed)
Executed binding agreement between the Sponsor and developer of the Project detailing the terms and conditions of the Project development.	No	5/1/2022
Ultimate Site Control of Project site(s).	No	10/15/2022
Completion of all necessary environmental clearances, including those required under CEQA and NEPA.	Yes	6/3/2021
Obtaining all necessary and discretionary public land use approvals.	Yes	6/3/2021
Obtaining all enforceable construction funding commitments.	Yes	3/15/2022
Obtaining all enforceable permanent funding commitments including substantially final permanent loan documents, and Tax Credit syndication documents.	No	10/15/2022
Submission of Final Construction Drawings and Specifications to the appropriate local building department or permitting authority.	No	4/15/2022
Commencement of construction.	No	10/15/2022
Construction complete and the filing of the Notice of Completion.	No	5/15/2024
Program funds fully disbursed.	No	5/15/2024
Other (Specify)		
Other (Specify)		

Special comments to Project milestones.

Comments not applicable to milestones: Sponsor does not have confirmation to date from HCD on relocation plan approval.

Project Contacts Information

LEGISLATIVE INFORMATION					
Congressperson Name(s)	District #	State Senator Name(s)	District #	State Assembly Member Name(s)	District #
Congresswoman Nancy Pelosi	14	Senator Scott D. Wiener	11	Vacant	17

Applicant/Sponsor

Note: Sponsor is defined in Health and Safety Code sections 50675.2 and 50669, and may comprise of one or more entities. Sponsor is the entity having demonstrated prior experience in the development and ownership of affordable housing and having current capacity, including human and financial resources, which will have substantial and continuing control of the Rental Housing Development. Enter the name of the entity meeting this definition as Applicant/Sponsor #1 (Sponsor should be the same as the Sponsor for the existing HCD award).

Sponsor #1		Entity Name	Mercy Housing California			
Eligible Sponsor Type	Other legal entity		Organization Type	Non-profit Public Benefit Corporation		
Address	1256 Market Street		City	San Francisco		State CA Zip 94102
Auth Rep	Barbara Gualco	Title	Vice President	Email	bgualco@mercyhousing.org Phone 415.355.7100	
Contact	Fiona Ruddy	Title	Project Developer	Email	fiona.ruddy@mercyhousing.org Phone 415.355.7160	
Address	1256 Market Street		City	San Francisco		State CA Zip 94102
File Name:	Spon1 Authorizing Resolution	Reference: Accelerator webpage for Sponsor Authorizing Resolution Document.			Uploaded to HCD?	Yes
File Name:	Spon1 Cert & Legal Disclosure	Reference Sponsor Certification Worksheet.			Uploaded to HCD?	Yes
File Name:	Spon1 Cert of Good Standing	Certificate of Good Standing must be dated 30 days or less from the application due date.			Uploaded to HCD?	Yes
File Name:	Spon1 FI\$CAL TIN Form	The TIN form must be submitted by all governmental entity Applicants.			Uploaded to HCD?	N/A
File Name:	Spon1 Payee Data Record	Reference Payee Data Record STD-204 on the Accelerator webpage.			Uploaded to HCD?	Yes
File Name:	Spon1 OrgChart	Sponsor Organization Chart.			Uploaded to HCD?	Yes
File Name:	Spon1 OrgDoc1, OrgDoc2, etc.	Reference Entity Org Docs worksheet.			Uploaded to HCD?	Yes
File Name:	Spon1 Signature Block	All Applicants must submit a Signature Block in a Microsoft Word Document that will be used in the HCD legal documents such as the Standard Agreement.			Uploaded to HCD?	Yes
File Name:	Spon1 Tax-Exempt Status	Evidence of tax-exempt status from IRS and FTB for Corporations. (Non-Profits Only)			Uploaded to HCD?	Yes

Sponsor #2		Entity Name	The Kelsey			
Eligible Sponsor Type	Other legal entity		Organization Type	Non-profit Public Benefit Corporation		
Address	1460 Mission Street		City	San Francisco		State CA Zip 94103
Auth Rep	Micaela Connery	Title	Chief Executive Officer	Email	micaela@thekelsey.org Phone (860) 573-7392	
Contact	Ariana Cernius	Title	Senior Project Developer	Email	ariana@thekelsey.org Phone (310) 916-6426	
Address	1460 Mission Street		City	San Francisco		State CA Zip 94103
File Name:	Spon2 Authorizing Resolution	Reference: Accelerator webpage for Sponsor Authorizing Resolution Document.			Uploaded to HCD?	Yes
File Name:	Spon2 Cert & Legal Disclosure	Reference Sponsor Certification Worksheet.			Uploaded to HCD?	Yes
File Name:	Spon2 Cert of Good Standing	Certificate of Good Standing must be dated 30 days or less from the application due date.			Uploaded to HCD?	Yes
File Name:	Spon2 FI\$CAL TIN Form	The TIN form must be submitted by all governmental entity Applicants.			Uploaded to HCD?	N/A
File Name:	Spon2 Payee Data Record	Reference Payee Data Record STD-204 on the Accelerator webpage.			Uploaded to HCD?	Yes
File Name:	Spon2 OrgChart	Sponsor Organization Chart.			Uploaded to HCD?	Yes
File Name:	Spon2 OrgDoc1, OrgDoc2, etc.	Reference Entity Org Docs worksheet.			Uploaded to HCD?	Yes
File Name:	Spon2 Signature Block	All Applicants must submit a Signature Block in a Microsoft Word Document that will be used in the HCD legal documents such as the Standard Agreement.			Uploaded to HCD?	Yes
File Name:	Spon2 Tax-Exempt Status	Evidence of tax-exempt status from IRS and FTB for Corporations. (Non-Profits Only)			Uploaded to HCD?	Yes

Sponsor #3		Entity Name	The City and County of San Francisco											
Eligible Sponsor Type		Local Public Entity					Organization Type			Public Agency				
Address	1 S Van Ness Ave					City	San Francisco			State	CA	Zip	94103	
Auth Rep	Mara Blitzer			Title	Director of Housing Developm		Email	mara.blitzer@sfgov.org			Phone	(415) 350-7831		
Contact	Anne Romero			Title	Senior Project Manager		Email	anne.romero@sfgov.org			Phone	(415) 203-4951		
Address	1 S Van Ness Ave					City	San Francisco			State	CA	Zip	94103	
File Name:	Spon3 Authorizing Resolution		Reference: Accelerator webpage for Sponsor Authorizing Resolution Document.							Uploaded to HCD?	No			
File Name:	Spon3 Cert & Legal Disclosure		Reference Sponsor Certification Worksheet.							Uploaded to HCD?	Yes			
File Name:	Spon3 Cert of Good Standing		Certificate of Good Standing must be dated 30 days or less from the application due date.							Uploaded to HCD?	No			
File Name:	Spon3 FISCAL TIN Form		The TIN form must be submitted by all governmental entity Applicants.							Uploaded to HCD?	Yes			
File Name:	Spon3 Payee Data Record		Reference Payee Data Record STD-204 on the Accelerator webpage.							Uploaded to HCD?	No			
File Name:	Spon3 OrgChart		Sponsor Organization Chart.							Uploaded to HCD?	No			
File Name:	Spon3 OrgDoc1, OrgDoc2, etc.		Reference Entity Org Docs worksheet.							Uploaded to HCD?	No			
File Name:	Spon3 Signature Block		All Applicants must submit a Signature Block in a Microsoft Word Document that will be used in the HCD legal documents such as the Standard Agreement.							Uploaded to HCD?	Yes			
File Name:	Spon3 Tax-Exempt Status		Evidence of tax-exempt status from IRS and FTB for Corporations. (Non-Profits Only)							Uploaded to HCD?	N/A			

Owner/Borrower Entity		Legal name	The Kelsey Civic Center, L.P.																	
Organization type		Limited Partnership					Address			1256 Market Street			City	San Francisco		State	CA	Zip	94102	
Auth. Rep	Barbara Gualco			Title	Vice President		Email	bgualco@mercyhousing.org			Phone	415.355.7100								
Contact	Fiona Ruddy			Title	Project Developer		Email	fiona.ruddy@mercyhousing.org			Phone	415.355.7160								
Address	1256 Market Street					City	San Francisco			State	CA	Zip	94102							
File Name	Bwr Authorizing Resolution		Reference: Accelerator webpage for Sponsor Authorizing Resolution Document.							Uploaded to HCD?	Yes									
File Name	Bwr Cert & Legal Disclosure		Reference Sponsor Certification Worksheet.							Uploaded to HCD?	Yes									
File Name	Bwr Cert of Good Standing		Certificate of Good Standing must be dated 30 days or less from the application due date.							Uploaded to HCD?	Yes									
File Name	Bwr FISCAL TIN Form		Reference Taxpayer Identification Number (TIN) (public entities ONLY) on the Accelerator webpage.							Uploaded to HCD?	N/A									
File Name	Bwr Payee Data Record		Reference Payee Data Record STD-204 on the Accelerator webpage.							Uploaded to HCD?	Yes									
File Name	Bwr OrgChart		Must demonstrate Sponsor control of the Borrower consistent with UMR §8313.2.							Uploaded to HCD?	Yes									
File Name	Bwr OrgDoc1, OrgDoc2, etc.		Reference Entity Org Docs worksheet.							Uploaded to HCD?	Yes									
File Name	Bwr Signature Block		Reference Sponsor Certification Worksheet.							Uploaded to HCD?	Yes									
File Name	Bwr Tax-Exempt Status		Evidence of tax-exempt status from IRS and evidence of tax-exempt status from FTB for Corporations. (if applicable)							Uploaded to HCD?	Yes									
File Name	EIN Verification		IRS Form SS-4.							Uploaded to HCD?	Yes									

Administrative General Partner 1		Member Type	The Kelsey Civic Center LLC											
Legal name		The Kelsey Civic Center LLC					Organization type			Limited Liability Company				
Address	1460 Mission Street					City	San Francisco			State	CA	Zip	94103	
Auth Rep	Micaela Connery			Title	Chief Executive Officer		Email	micaela@thekelsey.org			Phone	(860) 573-7392		
Contact	Ariana Cernius			Title	Senior Project Developer		Email	ariana@thekelsey.org			Phone	(310) 916-6426		
Address	1460 Mission Street					City	San Francisco			State	CA	Zip	94103	
File Name	AGP1 Authorizing Resolution		Reference: Accelerator webpage for Sponsor Authorizing Resolution Document.							Uploaded to HCD?	Yes			
File Name	AGP1 Cert & Legal Disclosure		Reference Sponsor Certification Worksheet.							Uploaded to HCD?	Yes			
File Name	AGP1 Cert of Good Standing		Certificate of Good Standing must be dated 30 days or less from the application due date.							Uploaded to HCD?	Yes			
File Name	AGP1 FISCAL TIN Form		Reference Taxpayer Identification Number (TIN) (public entities ONLY) on the Accelerator webpage.							Uploaded to HCD?	N/A			
File Name	AGP1 Payee Data Record		Reference Payee Data Record STD-204 on the Accelerator webpage.							Uploaded to HCD?	Yes			
File Name	AGP1 OrgChart		AGP Organization Chart.							Uploaded to HCD?	Yes			
File Name	AGP1 OrgDoc1, OrgDoc2, etc.		Reference Entity Org Docs worksheet.							Uploaded to HCD?	Yes			
File Name	AGP1 Signature Block		Reference Sponsor Certification Worksheet.							Uploaded to HCD?	Yes			
File Name	AGP1 Tax-Exempt Status		Evidence of tax-exempt status from IRS and evidence of tax-exempt status from FTB for Corporations. (if applicable)							Uploaded to HCD?	Yes			

Administrative General Partner 2		Member Type	South of Market Mercy Housing											
Legal name		South of Market Mercy Housing					Organization type			Non-profit Public Benefit Corporation				
Address	1256 Market Street					City	San Francisco			State	CA	Zip	94102	
Auth Rep	Barbara Gualco			Title	Vice President		Email	bgualco@mercyhousing.org			Phone	415.355.7100		
Contact	Fiona Ruddy			Title	Project Developer		Email	fiona.ruddy@mercyhousing.org			Phone	415.355.7160		

California Housing Accelerator Application

Address	1256 Market Street		City	San Francisco	State	CA	Zip	94102
File Name	AGP2 Authorizing Resolution	Reference: Accelerator webpage for Sponsor Authorizing Resolution Document.				Uploaded to HCD?	Yes	
File Name	AGP2 Cert & Legal Disclosure	Reference Sponsor Certification Worksheet.				Uploaded to HCD?	Yes	
File Name	AGP2 Cert of Good Standing	Certificate of Good Standing must be dated 30 days or less from the application due date.				Uploaded to HCD?	Yes	
File Name	AGP2 F\$SCAL TIN Form	Reference Taxpayer Identification Number (TIN) (public entities ONLY) on the Accelerator webpage.				Uploaded to HCD?	N/A	
File Name	AGP2 Payee Data Record	Reference Payee Data Record STD-204 on the Accelerator webpage.				Uploaded to HCD?	Yes	
File Name	AGP2 OrgChart	AGP Organization Chart.				Uploaded to HCD?	Yes	
File Name	AGP2 OrgDoc1, OrgDoc2, etc.	Reference Entity Org Docs worksheet.				Uploaded to HCD?	Yes	
File Name	AGP2 Signature Block	Reference Sponsor Certification Worksheet.				Uploaded to HCD?	Yes	
File Name	AGP2 Tax-Exempt Status	Evidence of tax-exempt status from IRS and evidence of tax-exempt status from FTB for Corporations. (if applicable)				Uploaded to HCD?	Yes	

Managing General Partner		Member Type	Mercy Kelsey Civic Center LLC						
Legal name	Mercy Kelsey Civic Center LLC				Organization type	Limited Liability Company			
Address	1256 Market Street			City	San Francisco	State	CA	Zip	94102
Auth Rep	Ramie Dare		Title	Vice President	Email	rdare@mercyhousing.org		Phone	415.355.7100
Contact	Fiona Ruddy		Title	Project Developer	Email	fiona.ruddy@mercyhousing.org		Phone	415.355.7160
Address	1256 Market Street			City	San Francisco	State	CA	Zip	94012
File Name	MGP Authorizing Resolution	Reference: Accelerator webpage for Sponsor Authorizing Resolution Document.					Uploaded to HCD?	Yes	
File Name	MGP Cert & Legal Disclosure	Reference Sponsor Certification Worksheet.					Uploaded to HCD?	Yes	
File Name	MGP Cert of Good Standing	Certificate of Good Standing must be dated 30 days or less from the application due date.					Uploaded to HCD?	Yes	
File Name	MGP F\$SCAL TIN Form	Reference Taxpayer Identification Number (TIN) (public entities ONLY) on the Accelerator webpage.					Uploaded to HCD?	N/A	
File Name	MGP Payee Data Record	Reference Payee Data Record STD-204 on the Accelerator webpage.					Uploaded to HCD?	Yes	
File Name	MGP OrgChart	AGP Organization Chart.					Uploaded to HCD?	Yes	
File Name	MGP OrgDoc1, OrgDoc2, etc.	Reference Entity Org Docs worksheet.					Uploaded to HCD?	Yes	
File Name	MGP Signature Block	Reference Sponsor Certification Worksheet.					Uploaded to HCD?	Yes	
File Name	MGP Tax-Exempt Status	Evidence of tax-exempt status from IRS and evidence of tax-exempt status from FTB for Corporations. (if applicable)					Uploaded to HCD?	Yes	

Manager of LLC		Member Type	Mercy Housing Calwest						
Legal name	Mercy Housing Calwest				Organization type	Non-profit Public Benefit Corporation			
Address	1256 Market Street			City	San Francisco	State	CA	Zip	94102
Auth Rep	Barbara Gualco		Title	Vice President	Email	bgualco@mercyhousing.org		Phone	415.355.7100
Contact	Fiona Ruddy		Title	Project Developer	Email	fiona.ruddy@mercyhousing.org		Phone	415.355.7160
Address	1256 Market Street			City	San Francisco	State	CA	Zip	94102
File Name	MLLC Authorizing Resolution	Reference: Accelerator webpage for Sponsor Authorizing Resolution Document.					Uploaded to HCD?	Yes	
File Name	MLLC Cert & Legal Disclosure	Reference Sponsor Certification Worksheet.					Uploaded to HCD?	Yes	
File Name	MLLC Cert of Good Standing	Certificate of Good Standing must be dated 30 days or less from the application due date.					Uploaded to HCD?	Yes	
File Name	MLLC F\$SCAL TIN Form	Reference Taxpayer Identification Number (TIN) (public entities ONLY) on the Accelerator webpage.					Uploaded to HCD?	N/A	
File Name	MLLC Payee Data Record	Reference Payee Data Record STD-204 on the Accelerator webpage.					Uploaded to HCD?	Yes	
File Name	MLLC OrgChart	AGP Organization Chart.					Uploaded to HCD?	Yes	
File Name	MLLC OrgDoc1, OrgDoc2, etc.	Reference Entity Org Docs worksheet.					Uploaded to HCD?	Yes	
File Name	MLLC Signature Block	Reference Sponsor Certification Worksheet.					Uploaded to HCD?	Yes	
File Name	MLLC Tax-Exempt Status	Evidence of tax-exempt status from IRS and evidence of tax-exempt status from FTB for Corporations. (if applicable)					Uploaded to HCD?	Yes	

Financial Consultant									
Legal name	California Housing Partnership	Contact	Mengxin Zhou	Email	mzhou@chpc.net				
Phone	415.433.6804	Address	369 Pine Street, Suite 300	City	San Francisco	State	CA	Zip	94104

Borrower Legal Counsel									
Legal name	Gubb & Barshay LLP	Contact	Evan Gross	Email	egross@gubbandbarshay.com				
Phone	415.781.6600	Address	505 14th Street, Suite 450	City	Oakland	State	CA	Zip	94612

Property Management Agent									
Legal name	Mercy Housing Management Group	Contact	Jacque Hoffman	Email	jhoffman@mercyhousing.org				
Phone	415.355.7100	Address	1256 Market Street	City	San Francisco	State	CA	Zip	94102

Primary Service Provider									
Legal name	Mercy Housing California	Contact	Alvin Tuvilla	Email	ATuvilla@mercyhousing.org				
Phone	(916) 414-4474	Address	2512 River Plaza Drive, Suite 200	City	Sacramento	State	CA	Zip	95833

General Contractor									
Legal Name	Cahill Contractors LLC	Contact	Arash Baradaran	Email	abaradaran@cahill-sf.com				
Phone	(415) 677-0628	Address	425 California Street, Suite 2200	City	San Francisco	State	CA	Zip	94104

Architect									
Legal name	Santos Prescott and Associates	Contact	Bruce Prescott	Email	bruce@santosprescott.com				
Phone	415.908.3767	Address	1228 Folsom Street, #102	City	San Francisco	State	CA	Zip	94103

Rent/Operating Subsidy Source									
Legal name	California Housing Finance Agency	Contact	Cristina Green	Email	CGreen@CalHFA.ca.gov				
Phone	310.342.5429	Address	100 Corporate Pointe, Ste. 250	City	Culver City	State	CA	Zip	90230

Rent/Operating Subsidy Source									
Legal name		Contact		Email					
Phone		Address		City		State		Zip	

Additional Requirements Modeled on CDLAC & TCAC

Special Needs Occupancy Requirements

If the most recent CDLAC-TCAC application showed targeting a special needs population, Accelerator requires the same number of units targeting this population. Does the CDLAC TCAC Joint Application show the project serving a special needs population?

No

Service Amenities

Is the project subject to HCD approval of a supportive or resident services plan, as the result of funding another HCD program?

No

If no, the project must provide the service amenities shown in the most recent CDLAC-TCAC joint application.

Indicate below which ones these are:

Service Coordinator. Responsibilities must include, but are not limited to: (a) providing tenants with information about available services in the community, (b) assisting tenants to access services through referral and advocacy, and (c) organizing community-building and/or other enrichment activities for tenants (such as holiday events, tenant council, etc.).

Yes

Minimum ratio of 1 Full Time Equivalent (FTE) Service Coordinator to 600 bedrooms

Other Services Specialist. Must provide individualized assistance, counseling and/or advocacy to tenants, such as to assist them to access education, secure employment, secure benefits, gain skills or improve health and wellness. Includes, but is not limited to: Vocational/Employment Counselor, ADL or Supported Living Specialist, Substance Abuse or Mental Health Counselor, Peer Counselor, Domestic Violence Counselor.

No

Minimum ratio of 1 FTE Services Specialist to 600 bedrooms

Instructor-led adult educational, health and wellness, or skill building classes. Includes but is not limited to: financial literacy, computer training, home-buyer education, GED, resume building, ESL, nutrition, exercise, health information/awareness, art, parenting, on-site food cultivation and preparation, and smoking cessation classes. Drop-in computer labs, monitoring or technical assistance shall not qualify.

Yes

Minimum of 84 hours instruction each year (42 hours for small developments of 20 units or less)

No

Minimum of 60 hours instruction each year (30 hours for small developments of 20 units or less)

Yes

Health and wellness services and programs. Such services and programs shall provide individualized support to tenants (not group classes) and need not be provided by licensed individuals or organizations. Includes, but is not limited to visiting nurses programs, intergenerational visiting programs, or senior companion programs.

No

Minimum of 100 hours of services per year for each 100 bedrooms

No

Minimum of 60 hours of services per year for each 100 bedrooms

No

After school program for school age children. Includes, but is not limited to tutoring, mentoring, homework club, art and recreational activities. (Only for large family projects or other projects in which at least 25% of Low-Income Units are 3 bedrooms or larger):

No

Minimum of 10 hours per week, offered weekdays throughout the school year

No

Minimum of 6 hours per week, offered weekdays throughout the school year

No

Licensed child care. Shall be available 20 hours or more per week, Monday through Friday, to residents of the development. (Only for large family projects or other projects in which at least 25% of Low-Income Units are 3 bedrooms or larger.)

No

Case Manager. Responsibilities must include (but are not limited to) working with tenants to develop and implement an individualized service plan, goal plan or independent living plan.

No

Minimum ratio of 1 Full Time Equivalent (FTE) Case Manager to 100 bedrooms

Health or behavioral health services provided by appropriately-licensed organization or individual. Includes but is not limited to: health clinic, adult day health center, medication management services, mental health services and treatment, substance abuse services and treatment.

No

All projects must comply with the accessibility requirements specified in the 2021 TCAC regulations, as well as applicable federal requirements. Compliance will be verified at the time of permanent financing closing through a certification from either the project architect or a Certified Access Specialist (CASp).

Sponsor hereby acknowledges that they will comply with the requirements indicated with a "Yes" in the selection below:

All new construction projects shall adhere to the provisions of California Building Code (CBC) Chapter 11(B) regarding accessibility to privately owned housing made available for public use in all respects except as follows: instead of the minimum requirements established in 11B 233.3.1.1 and 11B 233.3.1.3, all new construction projects must provide a minimum of fifteen percent (15%) of the Restricted Units with mobility features, as defined in CBC 11B 809.2 through 11B 809.4, and a minimum of ten percent (10%) of the Restricted Units with communications features, as defined in CBC 11B 809.5. These units shall, to the maximum extent feasible and subject to reasonable health and safety requirements, be distributed throughout the project consistent with 24 CFR Section 8.26.

Yes

Rehabilitation projects shall provide a minimum of ten percent (10%) of the Restricted Units with mobility features, as defined in CBC 11B 809.2 through 11B 809.4, and four percent (4%) with communications features, as defined in CBC 11B 809.5. To the maximum extent feasible and subject to reasonable health and safety requirements, these units shall be distributed throughout the project consistent with 24 CFR Section 8.26. At least one of each common area facility type and amenity, as well as paths of travel between accessible units and such facilities and amenities, the building entry and public right of way, and the leasing office or area shall also be made accessible utilizing CBC Chapter 11(B) as a design standard. In all other respects, applicable building code will apply. Projects with particular federal, state, or local funding sources may be required to meet additional accessibility requirements related to these other sources.

Yes

The Department will accept waivers approved by TCAC. If TCAC has not acted on a waiver request, the Department may also approve a waiver for a rehabilitation project, provided that the applicant and architect demonstrate that full compliance would be impractical or create an undue financial burden.

Do you anticipate your project will need a waiver for the above-noted ADA requirements?

No

Applicant certifies that all new and existing Tax Credit projects with fully accessible units for occupancy by persons with mobility impairments or hearing, vision or other sensory impairments shall provide a preference for those units as follows:

Yes

(A) First, to a current occupant of another unit of the same project having handicaps requiring the accessibility features of the vacant unit and occupying a unit not having such features, or if no such occupant exists, then

(B) Second, to an eligible qualified applicant on the waiting list having a handicap requiring the accessibility features of the vacant unit. When offering an accessible unit to an applicant not having handicaps requiring the accessibility features of the unit, the owner or manager shall require the applicant to agree (and may incorporate this agreement in the lease) to move to a non-accessible unit when available. Owners and managers shall adopt suitable means to assure that information regarding the availability of accessible units reaches eligible individuals with handicaps, and shall take reasonable nondiscriminatory steps to maximize the utilization of such units by eligible individuals whose disability requires the accessibility features of the particular unit.

Applicant certifies that Projects must also comply with the Americans with Disabilities Act, Title II, and either the Uniform Federal Accessibility Standards (UFAS) standards, 24 C.F.R. Part 8, or HUD's modified version of the 2010 ADA Standards for Accessible Design (Alternative 2010 ADAS), HUD-2014-0042-0001, 79 F.R. 29671 (5/27/14) (commonly referred to as "the Alternative Standards" or "HUD Deeming Memo"). Accessible units shall, to the maximum extent feasible and subject to reasonable health and safety requirements, be distributed throughout the project and be available in a sufficient range of sizes and amenities consistent with 24 CFR Part 8.26.

Yes

Unit Mix

TCAC/CDLAC Application			AHSC			The Kelsey Civic Center Current/Accelerator Proposed Unit Mix (most restrictive from all programs)							
112	64		112	64		112	64		0	0	0	110	2
Total Units	# of Bdmrs	Income limit (% of AMI)	Total Units	# of Bdmrs	Income limit (% of AMI)	Total Units	# of Bdmrs	Income limit (% of AMI)	Supportive Housing	Special Needs NOT Homeless	Homeless Units	Total Restricted Units	Total Unrestricted Units
24	0	20%	24	0	20%	24	0	20%	0	0	0	24	
2	0	30%	2	0	25%	2	0	25%	0	0	0	2	
4	2	30%	4	2	25%	4	2	25%	0	0	0	4	
4	2	50%	4	2	40%	4	2	40%	0	0	0	4	
11	0	60%	11	0	45%	11	0	45%	0	0	0	11	
9	2	50%	9	2	45%	9	2	45%	0	0	0	9	
10	0	60%	14	2	55%	10	0	55%	0	0	0	10	
14	2	60%	30	0	60%	14	2	60%	0	0	0	14	
32	0	60%	12	0	Market	32	0	60%	0	0	0	32	
1	0	Manager	1	0	Manager	1	0	Manager	0	0	0		1
1	2	Manager	1	2	Manager	1	2	Manager	0	0	0		1

Annual Income And Expenses

EMPLOYEE INFORMATION

No.	FTE	Employee Job Title	TCAC /CDLAC App		AHSC		Current Accelerator		Comments
			Wages	Free Rent	Wages	Free Rent	Wages	Free Rent	
1	1.00	On-Site Manager(s)	\$85,975	\$0	\$83,200	\$0	\$85,975	\$0	
1	1.00	On-Site Assistant Manager(s)	\$48,931	\$0	\$48,920	\$0	\$48,931	\$0	
		Supportive Services Staff Supervisor(s)	\$0						
1	1.00	Supportive Services Coordinator, On-Site	\$73,650		\$70,000		\$73,650		
		Other Supportive Services Staff (inc. Case Manager)							
2	2.00	On-Site Maintenance Employee(s)	\$104,824		\$100,828		\$104,824		
		On-Site Leasing Agent/Administrative Employee(s)							
		On-Site Security Employee(s)							
		Other (Specify)							
		Other (Specify)							
Acct. No.		Total Salaries and Value of Free Rent Units	\$313,380	\$0	\$302,948	\$0	\$313,380	\$0	
6711		Payroll Taxes	\$25,538		\$30,913		\$25,538		
6722		Workers Compensation	\$5,907		\$20,295		\$5,907		
6723		Employee Benefits	\$112,348		\$91,417		\$112,348		
		Employee(s) Payroll Taxes, Workers Comp. & Benefits	\$143,793		\$142,625		\$143,793		
		Total Employee(s) Expenses	\$457,173		\$445,573		\$457,173		

EMPLOYEE UNITS

Income Limit	Job Title(s) of Employee(s) Living On-Site	Bedrooms	SF	Bedrooms	SF	Bedrooms	SF	Comments
None	On-Site Manager(s)	2	726	2	726	2	726	
None	On-Site Assistant Manager(s)	0	356	0	356	0	356	
Total Square Footage			1,082		1,082		1,082	

ANNUAL OPERATING BUDGET

Acct. No.	Revenue - Income	Residential		Commercial		Residential		Commercial		Comments
		Residential	Commercial	Residential	Commercial	Residential	Commercial			
5120/5140	Rent Revenue - Gross Potential		\$1		\$1		\$1		\$1	
	Restricted Unit Rents	\$1,787,424		\$1,566,168		\$1,787,424				
	Unrestricted Unit Rents			\$241,200		\$0				
5121	Tenant Assistance Payments									
	Section 811 PRAC	\$312,864		\$0		\$315,360				
						\$0				
	Operating Subsidies									
	Other: (Specify)									
5910	Laundry and Vending Revenue	\$6,240		\$6,240		\$6,240				
5170	Garage and Parking Spaces					\$0		\$0		
5990	Miscellaneous Rent Revenue									
	Gross Potential Income (GPI)	\$2,106,528	\$1	\$1,813,608	\$1	\$2,109,024		\$1		
5220/5240	Vacancy Rate: Restricted Units	5.0%		5.0%		5.0%		5.0%		
	Vacancy Rate: Unrestricted Units	5.0%		5.0%		5.0%		5.0%		
	Vacancy Rate: Tenant Assistance Payments	5.0%		5.0%		5.0%		5.0%		
	Vacancy Rate: Other: (Specify)	5.0%		5.0%		5.0%		5.0%		
	Vacancy Rate: Laundry & Vending & Other Income	5.0%		5.0%		5.0%		5.0%		
	Vacancy Rate: Commercial Income		50.0%		50.0%		50.0%		50.0%	
	Vacancy Loss(es)	\$105,326	\$1	\$90,680	\$1	\$105,451	\$0		\$0	
	Effective Gross Income (EGI)	\$2,001,202	\$1	\$1,722,928	\$1	\$2,003,572		\$0		

Acct. No.	Administrative Operating Expenses	Residential	Commercial	Residential	Commercial	Residential	Commercial	Comments
6203	Conventions and Meetings	\$0		\$0		\$0		
6210	Advertising and Marketing	\$3,120		\$3,120		\$3,120		
6250	Other Renting Expenses	\$0		\$0		\$0		
6310	Office/Administrative Salaries -- from above	\$0		\$0		\$0		
6311	Office Expenses	\$0		\$0		\$0		
6312	Office or Model Apartment Rent	\$0		\$0		\$0		
6320	Management Fee	\$87,360		\$83,460		\$87,360		
6330	Site/Resident Manager(s) Salaries -- from above	\$134,906		\$132,120		\$134,906		
6331	Administrative Free Rent Unit -- from above	\$0		\$0		\$0		
6340	Legal Expense -- Project	\$6,000		\$2,500		\$6,000		
6350	Audit Expense	\$11,000		\$10,000		\$11,000		
6351	Bookkeeping Fees/Accounting Services	\$16,800		\$17,050		\$16,800		
6390	Miscellaneous Administrative Expenses	\$70,916		\$62,707		\$70,916		
6263T	Total Administrative Expenses	\$330,102	\$0	\$310,957	\$0	\$330,102	\$0	
Utilities Expenses								
		Residential	Commercial	Residential	Commercial	Residential	Commercial	Comments
6450	Electricity	\$48,272		\$46,117		\$48,272		
6451	Water	\$87,344		\$83,252		\$87,344		
6452	Gas	\$0		\$0		\$0		
6453	Sewer	\$87,344		\$83,252		\$87,344		
	Other Utilities: (Specify)	\$0		\$0		\$0		
6400T	Total Utilities Expenses	\$222,960	\$0	\$212,621	\$0	\$222,960	\$0	
Operating and Maintenance Expenses								
		Residential	Commercial	Residential	Commercial	Residential	Commercial	Comments
6510	Payroll -- from above	\$104,824		\$100,828		\$104,824		
6515	Supplies	\$14,640		\$0		\$14,640		
6520	Contracts	\$88,520		\$99,160		\$88,520		
6521	Operating & Maintenance Free Rent Unit -- from above	\$0		\$0		\$0		
6525	Garbage and Trash Removal	\$48,257		\$48,257		\$48,257		
6530	Security Contract	\$116,000		\$35,000		\$116,000		
6531	Security Free Rent Unit -- from above	\$0		\$0		\$0		
6546	Heating/Cooling Repairs and Maintenance	\$19,136		\$19,136		\$19,136		
6548	Snow Removal	\$0		\$0		\$0		
6570	Vehicle & Maintenance Equipment Operation/Reports	\$0		\$0		\$0		
6590	Miscellaneous Operating and Maintenance Expenses	\$0		\$0		\$0		
6500T	Total Operating and Maintenance Expenses	\$391,377	\$0	\$302,381	\$0	\$391,377	\$0	
Taxes and Insurance								
		Residential	Commercial	Residential	Commercial	Residential	Commercial	Comments
6710	Real Estate Taxes	\$2,500		\$2,500		\$2,500		
6711	Payroll Taxes (Project's Share) -- from above	\$25,538		\$30,913		\$25,538		
6720	Property and Liability Insurance (Hazard)	\$140,000		\$140,000		\$140,000		
6729	Other Insurance (e.g. Earthquake)	\$0		\$0		\$0		
6721	Fidelity Bond Insurance	\$0		\$0		\$0		
6722	Worker's Compensation -- from above	\$5,907		\$20,295		\$5,907		
6723	Health Insurance/Other Employee Benefits--from above	\$112,348		\$91,417		\$112,348		
6790	Miscellaneous Taxes, Licenses, Permits & Insurance	\$5,000		\$5,000		\$5,000		
6700T	Total Taxes and Insurance	\$291,293	\$0	\$290,125	\$0	\$291,293	\$0	
Supportive Services Costs								
		Residential	Commercial	Residential	Commercial	Residential	Commercial	Comments
6990	Staff Supervisor(s) Salaries - from above	\$0		\$0		\$0		
6990	Services Coordinator Salaries, On-Site - from above	\$73,650		\$70,000		\$73,650		
6990	Other Supportive Services Staff Salaries - from above	\$0		\$0		\$0		
6990	Supportive Services Admin Overhead	\$0		\$0		\$0		
6990	Other Supportive Services Costs: Supplies	\$9,582		\$9,600		\$9,582		
6990	Other Supportive Services Costs: (Specify)	\$0		\$0		\$0		
6900T	Total Supportive Services Costs	\$83,232	\$0	\$79,600	\$0	\$83,232	\$0	
	Total Operating Expenses	\$1,318,964	\$0	\$1,195,684	\$0	\$1,318,964	\$0	

Funded Reserves		Residential	Commercial	Residential	Commercial	Residential	Commercial	Comments
7210	Required Replacement Reserve Deposits	\$56,000		\$56,000		\$56,000		
7220	Other Reserves: (Specify)							
7230	Other Reserves: (Specify)							
7240	Other Reserves: (Specify)							
Total Reserves		\$56,000	\$0	\$56,000	\$0	\$56,000	\$0	

Ground Lease		Residential	Commercial	Residential	Commercial	Residential	Commercial	Comments
Ground Lease		\$15,000		\$15,000		\$15,000		
Total Ground Lease		\$15,000	\$0	\$15,000	\$0	\$15,000	\$0	
Net Operating Income		\$611,238	\$1	\$456,244	\$1	\$613,608	\$0	

Financial Expenses		Residential	Commercial	Residential	Commercial	Residential	Commercial	Comments
6820	1st Mortgage Debt Service (Perm Loan)	\$432,345		\$298,825		\$446,523		
6830	2nd Mortgage Debt Service (Specify)							
6830	3rd Mortgage Debt Service (Specify)							
6840	Affordable Housing Sustainable Communities (AHSC) .42% Fee	\$84,000		\$84,000		\$84,000		
6890	Other HCD .42% Fee (Specify)							
6890	Other HCD .42% Fee (Specify)							
6890	Bond Issuer Fee	\$8,464		\$7,500				
6890	Miscellaneous Financial Expenses (Specify)							
6800T	Total Financial Expenses	\$524,809	\$0	\$390,325	\$0	\$530,523	\$0	
Cash Flow		\$86,429	\$1	\$65,919	\$1	\$83,085	\$0	

7190	Asset Management/Similar Fees	\$0	\$0	\$32,630	\$0	\$0	\$0	
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Total Operating Expenses Per Unit		Per Year	Per Month	Per Year	Per Month	Per Year	Per Month	Comments
Without any Adjustments		\$11,776	\$981	\$10,676	\$890	\$11,993	\$999	
With the Value of Rent-Free Units Included		\$11,776	\$981	\$10,676	\$890	\$11,776	\$981	
Without RE Taxes, Social Services Coordinator or Social Services/Social Programs and With the Value of Rent Fee Units Included		\$10,801	\$900	\$9,743	\$812	\$11,011	\$918	

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

<p>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.</p>							
<p>HCD UMR §8301(u): "Supportive Services Costs" - the costs of providing tenants service coordination, case management, and direct resident and Supportive Services. It includes: (1) the cost of providing tenants with information on and referral to social, health, educational, income support and employment services and benefits, coordination of community building and educational activities, individualized needs assessment, and individualized assistance with obtaining services and benefits; (2) salaries, benefits, contracted services, telecommunication expenses, travel costs, supplies, office expenses, staff training, maintenance of on-site equipment used in services programs, such as computer labs, incidental costs related to resident events, and other similar costs approved by the Department.</p>							
A. Supportive Services Units:	Total number of units:	112	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. (*click here for definition - §7301(s) of the MHP Guidelines) Do not include units included in (1) above.					0	\$3,461	\$0
(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.					110	\$1,189	\$130,790
(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.					0	\$283	\$0
(5) Maximum Supportive Services Costs					110		\$130,790

Development Sources		Construction Totals											Current Construction Terms			Current Permanent Terms					Current Details of Deferred Costs				
Construction / Permanent	Committed ?	Source Name (lien priority order)	Source Type	Lien No.	#REF!			#REF!			Current Accelerator Residential Amount	Current Accelerator Commercial Amount	Current Accelerator Total Amount	Current Interest Rate	Current Required Payment	Current Loan Term (months)	Current Interest		Current Repayment Terms			Deferred Amount	Description		
					\$1,434,971	\$1,434,971	\$80,664,959	\$79,061,371	\$1,141,740	\$80,203,111							\$77,011,395	\$1,421,478	\$78,432,873	Rate	Type			Amortizing Period (yrs.)	Type
Construction	Yes	Tax-Exempt Construction Loan	Private	1	\$40,465,765		\$40,465,765																		
Construction	Yes	Conventional Construction Loan	Private	2	\$17,309,915		\$17,309,915																		
Construction	Yes	San Francisco MOHCD Gap Loan	Local	3	\$12,150,000		\$12,150,000																		
Construction	Yes	The Kelsey Sponsor Loan	Other	4	#REF!	\$1,434,971	#REF!																		
							\$0																		
							\$0																		
							\$0																		
							\$0																		
							\$0																		
							\$0																		
							\$0																		
							\$0																		
Construction	Yes	Deferred Developer Fees					\$0																		
Construction	Yes	Other Deferred Costs			\$3,715,837		\$3,715,837																		
		Developer Fee Contribution					\$0																		
		GP Equity			\$100		\$100																		
Construction	Yes	Gross Tax Credit Equity	Private		\$3,472,163		\$3,472,163																		
Construction	Yes	Tax-Exempt Construction Loan	Private	1			\$41,153,241	\$0	\$41,153,241																
Construction	Yes	Conventional Construction Loan	Private	1			\$13,635,140	\$0	\$13,635,140																
Construction	Yes	San Francisco MOHCD Gap Loan	Local	2			\$11,858,260	\$1,141,740	\$13,000,000																
Construction	No	HCD IIG QIP Grant	State-HCD	3			\$4,739,926	\$0	\$4,739,926																
							\$0		\$0																
							\$0		\$0																
							\$0		\$0																
							\$0		\$0																
							\$0		\$0																
Construction	Yes	Deferred Developer Fees	Other				\$914,784	\$0	\$914,784																
Construction	Yes	Other Deferred Costs					\$3,126,580	\$0	\$3,126,580																
		Developer Fee Contribution					\$0		\$0																
		GP Equity					\$0		\$0																
Construction	Yes	Gross Tax Credit Equity	Private				\$3,633,440	\$0	\$3,633,440																

Construction	Yes	Taxable Construction Loan	Private	1						\$60,982,873		\$60,982,873	4.73%	Interest Only	29							\$50,000	Title/Recording/Escrow - Perm
Construction	Yes	SF MOHCD Loan	Local	2						\$12,150,000		\$12,150,000	3.00%	Deferred	29							\$35,000	Owner Legal - Perm Closing
Construction	Yes	The Kelsey Sponsor Loan	Private	3						\$3,878,522	\$1,421,478	\$5,300,000	3.00%	Deferred	29							\$48,420	Other Consultants
												\$0										\$961,919	Capitalized Operating Reserve
												\$0										\$1,870,000	Developer Fee
												\$0										\$20,000	Perm Lender Counsel
												\$0										\$33,355	Perm Loan Origination
												\$0										\$769,832	Accrued/Deferred Interest on S
												\$0											
												\$0											
												\$0											
												\$0											
												\$0											
												\$0											
												\$0											
		Other Deferred Costs								\$3,788,526		\$3,788,526											
		GP Equity										\$0											
		Equity Investor										\$0											
Permanent																							
Permanent	Yes	Tax-Exempt Perm Loan	Private	1	\$6,867,000					\$6,867,000													
Permanent	Yes	HCD AHSC - Loan	State-HCD	2	\$20,000,000					\$20,000,000													
Permanent	Yes	San Francisco MOHCD Gap Loan	Local	3	\$12,150,000					\$12,150,000													
Permanent	No	FHLB AHP	Other	4	\$1,000,000					\$1,000,000													
Permanent	Yes	The Kelsey Sponsor Loan		5	\$2,116,308					\$2,116,308													
Permanent	Yes	Accrued Interest on Soft Loans			\$714,550					\$714,550													
Permanent	Yes	The Kelsey Commercial Space Purchase				\$1,434,971				\$1,434,971													
										\$0													
										\$0													
										\$0													
										\$0													
										\$0													
		Deferred Developer Fees								\$0													
		Developer Fee Contribution								\$0													
		GP Equity			\$100					\$100													
Permanent	Yes	Gross Tax Credit Equity			\$36,382,130					\$36,382,130													

Permanent	Yes	Taxable Perm Loan	Private	1						\$6,671,000		\$6,671,000				5.34%	Fixed for Term	30	AM w/Reset	20	\$446,523	\$0		
Permanent	Yes	AHSC Loan	State-HCD	2						\$20,000,000		\$20,000,000				3.00%	Fixed for Term		RR	55	\$84,000			
Permanent	No	California Housing Accelerator	State-HCD	3						\$37,334,401		\$37,334,401				0.00%	Fixed for Term		Deferred	20				
Permanent	Yes	SF MOHCD Loan	Local	4						\$12,150,000		\$12,150,000				3.00%	Fixed for Term		RR	55				
												\$0												
Permanent	Yes	The Kelsey Sponsor Loan	Private	5						\$3,878,522		\$3,878,522				3.00%	Fixed for Term		RR	55				
Permanent	Yes	The Kelsey Commercial Space Purchase	Private								\$1,421,478	\$1,421,478												
Permanent	Yes	Accrued Interest on Soft Loans During Construction	Other							\$765,998		\$765,998												
												\$0												
												\$0												
												\$0												
												\$0												
												\$0												
		GP Equity										\$0												
		Equity Investor										\$0												

LEGAL FEES	Legal Paid by Applicant	\$105,000	\$105,000		\$130,000	\$130,000		\$105,000	\$103,278	\$1,722	-\$25,000							\$103,278										\$1,722		
	Lender Legal	\$0			\$155,000	\$153,153	\$1,847	\$105,000	\$105,000	\$0	-\$50,000							\$105,000												
	Other: (Specify)	\$10,065	\$9,900	\$165				\$0	\$0	\$0	\$0																			
	Other: (Specify)	\$120,000	\$118,032	\$1,968	\$0			\$0	\$0	\$0	\$0																			
	Other: (Specify)	\$0			\$0			\$0	\$0	\$0	\$0																			
	Other: (Specify)	\$0			\$0			\$0	\$0	\$0	\$0																			
Subtotal		\$235,065	\$232,932	\$2,133	\$285,000	\$283,163	\$1,847	\$210,000	\$208,278	\$1,722	-\$75,000	\$0	\$0	\$0	\$0	\$0	\$208,278	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,722	\$0	
RESERVES	Operating Reserve	\$960,872	\$960,872		\$836,020	\$836,020		\$961,919	\$961,919	\$0	\$125,899						\$961,919													
	Replacement Reserve	\$0			\$0			\$0	\$0	\$0	\$0																			
	Transition Reserve	\$0			\$0			\$0	\$0	\$0	\$0																			
	Rent Reserve	\$0			\$0			\$0	\$0	\$0	\$0																			
	Other: (Specify)	\$0			\$0			\$0	\$0	\$0	\$0																			
	Other: (Specify)	\$0			\$0			\$0	\$0	\$0	\$0																			
Subtotal		\$960,872	\$960,872	\$0	\$836,020	\$836,020	\$0	\$961,919	\$961,919	\$0	\$125,899	\$0	\$0	\$0	\$0	\$0	\$961,919	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
CONTINGENCY COSTS	Construction Hard Cost Contingency	\$3,119,059	\$3,067,905	\$51,154	\$3,070,622	\$3,023,356	\$47,266	\$3,119,059	\$3,067,905	\$51,154	\$48,437						\$3,067,905											\$51,154		
	Soft Cost Contingency	\$540,449	\$531,585	\$8,864	\$530,449	\$522,284	\$8,165	\$369,563	\$363,502	\$6,061	-\$160,886						\$171,349	\$192,153										\$6,061		
	Other: (Specify)	\$0			\$0			\$0	\$0	\$0	\$0																			
	Other: (Specify)	\$0			\$0			\$0	\$0	\$0	\$0																			
	Other: (Specify)	\$0			\$0			\$0	\$0	\$0	\$0																			
Subtotal		\$3,659,508	\$3,599,490	\$60,018	\$3,601,071	\$3,545,640	\$55,431	\$3,488,622	\$3,431,407	\$57,215	-\$112,449	\$0	\$0	\$0	\$0	\$0	\$3,239,254	\$192,153	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$57,215	\$0	
OTHER PROJECT COSTS	TCAC App/Allocation/Monitoring Fees	\$85,825	\$85,825		\$85,577	\$85,577		\$0	\$0	\$0	-\$85,577																			
	Environmental Audit	\$112,000	\$110,163	\$1,837	\$63,500	\$62,523	\$977	\$112,000	\$110,163	\$1,837	\$48,500						\$110,163											\$1,837		
	Local Development Impact Fees	\$380,233	\$373,997	\$6,236	\$514,169	\$506,254	\$7,915	\$380,233	\$373,997	\$6,236	-\$133,936						\$373,997											\$6,236		
	Permit Processing Fees	\$233,503	\$229,673	\$3,830	\$493,046	\$485,456	\$7,590	\$233,503	\$229,673	\$3,830	-\$259,543						\$229,673											\$3,830		
	Capital Fees	\$281,534	\$276,917	\$4,617	\$0			\$281,534	\$276,917	\$4,617	\$281,534						\$276,917											\$4,617		
	Marketing	\$422,738	\$422,738		\$200,000	\$200,000		\$422,000	\$425,000	\$0	\$225,000						\$425,000													
	Furnishings	\$224,000	\$224,000		\$214,000	\$214,000		\$224,000	\$224,000	\$0	\$10,000						\$224,000													
	Market Study	\$23,819	\$23,819		\$0			\$23,819	\$23,819	\$0	\$23,819						\$23,819													
	Accounting/Reimbursable	\$0			\$60,000	\$60,000		\$60,000	\$60,000	\$0	\$0						\$60,000													
	Appraisal Costs	\$15,000	\$14,754	\$246	\$15,000	\$14,769	\$231	\$15,000	\$14,754	\$246	\$0						\$14,754											\$246		
	Construction Management	\$0			\$340,000	\$334,766	\$5,234	\$294,380	\$289,552	\$4,828	-\$45,620						\$289,552											\$4,828		
	Prevailing Wage Monitoring	\$0			\$0			\$0	\$0	\$0	\$0																			
	Other: Accrued interest on soft loans during construction	\$717,211	\$705,448	\$11,763	\$0			\$778,624	\$765,998	\$12,626	\$778,624						\$765,998											\$12,626		
	Other: AHSC Consultant	\$25,200	\$24,787	\$413	\$25,200	\$24,787	\$413	\$25,199	\$24,787	\$412	-\$1						\$24,787											\$412		
	Other: Public Art	\$220,000	\$220,000		\$340,000	\$340,000		\$220,000	\$220,000	\$0	-\$120,000						\$220,000													
Other: Other Consultants	\$0			\$75,000	\$75,000		\$99,565	\$99,400	\$165	\$24,565						\$99,400											\$165			
Subtotal		\$2,741,063	\$2,712,121	\$28,942	\$2,425,492	\$2,403,132	\$22,360	\$3,172,857	\$3,138,060	\$34,797	\$747,365	\$0	\$0	\$0	\$0	\$0	\$2,372,062	\$0	\$765,998	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$34,797	\$0	
DEVELOPER COSTS	Developer Overhead/Profit	\$2,200,000	\$2,163,919	\$36,081	\$3,114,784	\$3,066,838	\$47,946	\$2,301,208	\$2,265,127	\$36,081	-\$813,576			\$1,000,000			\$1,265,127											\$36,081		
	Consultant/Processing Agent	\$0			\$0			\$0	\$0	\$0	\$0																			
	Project Administration	\$0			\$0			\$0	\$0	\$0	\$0																			
	Broker Fees Paid to a Related Party	\$0			\$0			\$0	\$0	\$0	\$0																			
	Construction Oversight by Developer	\$0			\$0			\$0	\$0	\$0	\$0																			
Subtotal		\$2,200,000	\$2,163,919	\$36,081	\$3,114,784	\$3,066,838	\$47,946	\$2,301,208	\$2,265,127	\$36,081	-\$813,576	\$0	\$0	\$1,000,000	\$0	\$0	\$1,265,127	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$36,081	\$0	

Current Cash Flow Analysis

Is Income from Restricted Units based on Restricted or Proposed Rents?		Proposed Rents																			
INCOME FROM RENTAL UNITS	Inflation	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15	Year 16	Year 17	Year 18	Year 19	Year 20
Restricted Unit Rents	2.5%	1,787,424	1,832,110	1,877,912	1,924,860	1,972,982	2,022,306	2,072,864	2,124,685	2,177,803	2,232,248	2,288,054	2,345,255	2,403,887	2,463,984	2,525,583	2,588,723	2,653,441	2,719,777	2,787,771	2,857,466
Unrestricted Units	2.5%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Tenant Assistance Payments																					
Section 811 PRAC	2.5%	315,360	323,244	331,325	339,608	348,098	356,801	365,721	374,864	384,236	393,841	403,687	413,780	424,124	434,727	445,595	456,735	468,154	479,858	491,854	504,150
	2.5%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Operating Subsidies	2.0%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other: (Specify)	2.5%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
GROSS POTENTIAL INCOME - HOUSING		2,102,784	2,155,354	2,209,237	2,264,468	2,321,080	2,379,107	2,438,585	2,499,549	2,562,038	2,626,089	2,691,741	2,759,035	2,828,011	2,898,711	2,971,179	3,045,458	3,121,595	3,199,635	3,279,625	3,361,616

OTHER INCOME		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15	Year 16	Year 17	Year 18	Year 19	Year 20
Laundry & Vending	2.5%	6,240	6,396	6,555	6,719	6,887	7,059	7,236	7,417	7,602	7,792	7,987	8,187	8,391	8,601	8,816	9,037	9,263	9,494	9,732	9,975
Other Income	2.5%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Commercial Income	2.5%	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
GROSS POTENTIAL INCOME - OTHER		6,240	6,396	6,556	6,720	6,888	7,060	7,237	7,418	7,603	7,793	7,988	8,188	8,393	8,602	8,818	9,038	9,264	9,495	9,733	9,976
GROSS POTENTIAL INCOME - TOTAL		2,109,024	2,161,750	2,215,794	2,271,189	2,327,968	2,386,168	2,445,822	2,506,967	2,569,641	2,633,882	2,699,730	2,767,223	2,836,403	2,907,313	2,979,996	3,054,496	3,130,859	3,209,130	3,289,358	3,371,592

VACANCY ASSUMPTIONS		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15	Year 16	Year 17	Year 18	Year 19	Year 20
Restricted Units	5.0%	89,371	91,605	93,896	96,243	98,649	101,115	103,643	106,234	108,890	111,612	114,403	117,263	120,194	123,199	126,279	129,436	132,672	135,989	139,389	142,873
Unrestricted Units	5.0%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Tenant Assistance Payments	5.0%	15,768	16,162	16,566	16,980	17,405	17,840	18,286	18,743	19,212	19,692	20,184	20,689	21,206	21,736	22,280	22,837	23,408	23,993	24,593	25,208
Other: (Specify)	5.0%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Laundry/Vending/Other Income	5.0%	312	320	328	336	344	353	362	371	380	390	399	409	420	430	441	452	463	475	487	499
Commercial Income	50.0%	0	0	0	0	0	0	0	1	1	1	1	1	1	1	1	1	1	1	1	1
TOTAL VACANCY LOSS		105,452	108,088	110,790	113,560	116,399	119,309	122,292	125,349	128,483	131,695	134,987	138,362	141,821	145,366	149,000	152,725	156,544	160,457	164,469	168,580
EFFECTIVE GROSS INCOME		2,003,573	2,053,662	2,105,004	2,157,629	2,211,569	2,266,859	2,323,530	2,381,618	2,441,159	2,502,188	2,564,743	2,628,861	2,694,583	2,761,947	2,830,996	2,901,771	2,974,315	3,048,673	3,124,890	3,203,012

OPERATING EXP & RESSERVES		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15	Year 16	Year 17	Year 18	Year 19	Year 20
Residential Exp. (w/o Real Estate Taxes & Sup. Services)	3.5%	1,233,232	1,276,395	1,321,069	1,367,306	1,415,162	1,464,693	1,515,957	1,569,015	1,623,931	1,680,769	1,739,596	1,800,481	1,863,498	1,928,721	1,996,226	2,066,094	2,138,407	2,213,251	2,290,715	2,370,890
Real Estate Taxes	2.0%	2,500	2,550	2,601	2,653	2,706	2,760	2,815	2,872	2,929	2,988	3,047	3,108	3,171	3,234	3,299	3,365	3,432	3,501	3,571	3,642
Supportive Services Costs	2.5%	83,232	85,313	87,446	89,632	91,873	94,169	96,524	98,937	101,410	103,945	106,544	109,208	111,938	114,736	117,605	120,545	123,558	126,647	129,814	133,059
Replacement Reserve	0.0%	56,000	56,000	56,000	56,000	56,000	56,000	56,000	56,000	56,000	56,000	56,000	56,000	56,000	56,000	56,000	56,000	56,000	56,000	56,000	56,000
Other Reserves	0.0%	0	0	0	0	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	19,792	20,188	20,592	21,004	21,424	21,852
Commercial Expenses	3.5%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL EXPENSES & RESERVES		1,389,964	1,435,558	1,482,722	1,531,509	1,581,977	1,634,184	1,688,188	1,744,054	1,801,845	1,861,628	1,923,472	1,987,448	2,053,630	2,122,095	2,192,921	2,266,191	2,341,989	2,420,403	2,501,523	2,585,443
NET OPERATING INCOME		613,609	618,104	622,282	626,119	629,592	632,675	635,342	637,564	639,314	640,560	641,271	641,413	640,952	639,852	638,074	635,580	632,326	628,270	623,367	617,569

California Housing Accelerator Application

DEBT SERVICE	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15	Year 16	Year 17	Year 18	Year 19	Year 20
1st Mortgage Debt Service (Perm Loan)	446,523	446,523	446,523	446,523	446,523	446,523	446,523	446,523	446,523	446,523	446,523	446,523	446,523	446,523	446,523	446,523	446,523	446,523	446,523	446,523
Bridge Loan (repaid from Investor equity)																				
2nd Mortgage Debt Service (Specify)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3rd Mortgage Debt Service (Specify)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Affordable Housing Sustainable Communities (AHSC) .42% Fee	84,000	84,000	84,000	84,000	84,000	84,000	84,000	84,000	84,000	84,000	84,000	84,000	84,000	84,000	84,000	84,000	84,000	84,000	84,000	84,000
Other HCD .42% Fee (Specify)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other HCD .42% Fee (Specify)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Bond Issuer Fee	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Miscellaneous Financial Expenses (Specify)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL REQUIRED DEBT SERVICE	530,523	530,523	530,523	530,523	530,523	530,523	530,523	530,523	530,523	530,523	530,523	530,523	530,523	530,523	530,523	530,523	530,523	530,523	530,523	530,523

CASH FLOW after all debt service	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15	Year 16	Year 17	Year 18	Year 19	Year 20
	83,086	87,581	91,759	95,596	99,069	102,152	104,819	107,041	108,791	110,037	110,748	110,890	110,429	109,329	107,551	105,057	101,803	97,747	92,844	87,046

Total COSR	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CASH FLOW after COSR	83,086	87,581	91,759	95,596	99,069	102,152	104,819	107,041	108,791	110,037	110,748	110,890	110,429	109,329	107,551	105,057	101,803	97,747	92,844	87,046

DEBT SERVICE COVERAGE RATIO	1.16	1.17	1.17	1.18	1.19	1.19	1.20	1.20	1.21	1.21	1.21	1.21	1.21	1.21	1.20	1.20	1.19	1.18	1.18	1.16
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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	Year 15	Year 16	Year 17	Year 18	Year 19	Year 20
Asset Mgmt./ Similar Fees	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Deferred Developer Fee prior to distributions & residual receipt payments	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Cash available for residual receipts loans and sponsor distributions	83,086	87,581	91,759	95,596	99,069	102,152	104,819	107,041	108,791	110,037	110,748	110,890	110,429	109,329	107,551	105,057	101,803	97,747	92,844	87,046
Sponsor Distributions 50%	41,543	43,791	45,880	47,798	49,535	51,076	52,409	53,521	54,395	55,018	55,374	55,445	55,215	54,665	53,776	52,528	50,901	48,874	46,422	43,523
HCD Residual Payment 50%	41,543	43,791	45,880	47,798	49,535	51,076	52,409	53,521	54,395	55,018	55,374	55,445	55,215	54,665	53,776	52,528	50,901	48,874	46,422	43,523
Other Residual Payments 0%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Residual Payments 0%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Residual Payments 0%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Residual Payments 0%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Max Asset Mgmt/Similar Fees 3.5%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Cumulative paid Deferred Dev. Fee	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Total Deferred Developer Fee budgeted for payment prior to distributions and residual receipt payments	
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HCD 2022 Accelerator Developer Fee Calculator (complete YELLOW shaded cells)

Project Phase:	Origination	Proposed Project Type:	No Tax Credits
Project Name:	The Kelsey Civic Center		

Maximum Total Developer Fee

a. Data below is auto-populated from "Dev Budget SU" sheet (Eligible Basis).		HCD Max Fee =	\$2,200,000
b. Project's Unadjusted Eligible Construction-Related Basis (excluding Developer Fee) - §10327(c)(2)(A)	\$0	x 15% =	\$0
c. Project's Unadjusted Eligible Acquisition Basis (excluding Developer Fee) - §10327(c)(2)(A)	\$0	x 5% =	\$0
d. Project's Non-Residential Costs (excluding Developer Fee) - §10327(c)(2)(A)	\$1,385,397	x 15% =	\$207,810
e. Total			\$207,810
f. Maximum allowable Total Developer Fee			\$207,810

Scoring

Total Points	42
Max Points	110

a. Efficient use of Accelerator funds (40 points)

14.6

Points will be awarded to projects demonstrating ability to efficiently use Accelerator funds, as calculated in two ways:

- i. **A maximum of 25 points will be based on requested Accelerator funds per unit.** The project in each region with the lowest per unit request shall receive 25 points. Other projects will receive points calculated using the following formula:

NOTE: The Department will score this criteria.

Accelerator Per Unit Cost Geographic Region

- ii. **A maximum of 15 points will be based on how closely total requested Accelerator funds matches the equity estimate provided in the project's most recent HCD application, adjusted for inflation.** Projects requesting Accelerator funds equal to or less than the equity projected in the most recent HCD application (adjusted for inflation using the West Region CPI-U) will receive 15 points. Other projects will receive points calculated using the following formula:

14.6

	for 2021	for 2020	for 2019	for 2018	for 2017
*December CPI per US Bureau of Labor Statistics: All Urban Consumers, West Region.	296.102	276.593	272.584	265.209	257.347
*CPI increase: formula = (December CPI minus prior December CPI) ÷ prior December CPI.	7.05%	1.47%	2.78%	3.06%	

Most recent HCD award: Date

Gross Tax Credit Equity	\$36,334,401	Points for all other projects 14.6
Gross Tax Credit Equity Adjustment	0.00%	
Adjusted Gross Tax Credit Equity	\$36,334,401	
Accelerator Funds being Requested	\$37,334,401	

b. HCD award date (20 points)

0.0

20 Points will be awarded if the first HCD award to the project was issued before the process for allocating tax-exempt bonds became competitive in 2020.

First HCD award: Date

c. Homeless, Special Needs and Other Population Targeting (30 points max)

7.6

- i. **Homeless targeting: 0.3 points** will be awarded for each percentage of total project units restricted to occupancy by households experiencing homelessness up to a maximum of 30 points for 100% homeless projects.

0.0

Units garnering points under this criterion must be restricted to occupancy by households experiencing homelessness by another HCD program or a local public agency. The HCD regulatory agreement recorded in connection with the Accelerator loan will also include these restrictions.

- ii. **Large family, extremely low-income and special needs targeting: 0.2 points** will be awarded for each percentage of total project units **that are not restricted to occupancy by households experiencing homelessness** and are either:

5.5

- Three or more bedrooms
- Restricted to occupancy by Extremely Low-Income households.
- Restricted to a special needs population other than persons experiencing homelessness.

Note: Points are awarded **independently** for each of the three categories listed above up to a maximum of 20 points.

- iii. **Other Very Low-Income units: 0.1 points** will be awarded for each percentage of total project units restricted to occupancy by Very Low-Income Households that do not qualify for points above (i & ii), up to a maximum of 10 points.

2.2

d. Climate change mitigation (20 Points)

20

Points will be awarded to projects as follows:

i. **20 points** to projects that are located within one-quarter (1/4) mile from a Transit Station/Stop served by High Quality Transit.

20

- Is Project located within one-quarter (1/4) mile from a Transit Station/Stop served by High Quality Transit measured from the nearest boarding point of the Transit Station/Stop to the entrance of the residential structure in the Project furthest from the Transit Station/Stop along a walkable route.

TRUE

The walkable route, after completion of the proposed Project, shall be free of negative environmental conditions that deter pedestrian circulation such as barriers, stretches without sidewalks or walking paths, noisy vehicular tunnels, streets, arterials or highways without regulated crossings that facilitate pedestrian movement, minimize stretches without shade or cover, or stretches without lighted streets.

ii. **10 points** will be awarded to projects that:

10

- Is Project located within one-half (1/2) mile from a Transit Station/Stop served by High Quality Transit, measured from the nearest boarding point of the Transit Station/Stop to the entrance of the residential structure in the Project furthest from the Transit Station/Stop along a walkable route; or
- Is the Project located within one-quarter (1/4) mile of a **Transit Station** or **Major Transit Stop**, as defined by IIG Program Guidelines, 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**?

TRUE

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Entity Organizational Documents

Sponsor Authorizing Resolution (Program Forms Section)

1. Entity Name (identity of the contracting party (Sponsor) and Entity Type (corporation, non-profit, for-profit, LLC, etc.)
 2. Name & Title of Signatory(ies)****
 3. NOFA Date.
 4. Language authorizing Signatory(ies) to sign Standard Agreement. (Private entities MUST include Name and Title of signatory(ies). Public entities may include Title only.
- **** Ensure when identifying the Signatory(ies), if more than one is listed, that "and" or "or" is defined for individuals required to sign.
5. Amendment Provision included.
 6. Aggregate dollar amount (should be equal to or greater than the requested/award amount), Loan Amount, and each to be listed individually.
 7. Person attesting validity of resolution (must be someone other than person authorized to sign Standard Agreement).
 8. The meeting date authorizing resolution.
 9. All votes taken at meeting authorizing resolution (ayes, no's, absent, vacant). **DO NOT LEAVE BLANK LINES**
 10. Project name as it appears on AB434 application.

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, 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.

Federally Recognized Indian Tribe

Tribe Formation Documents (Constitution, Charters, etc.)
Federal Register of Indian Entities Recognized (81 Fed. Reg. 26826)

Signature Block

All Applicants must submit a Signature Block in a Microsoft Word Document that will be used in the HCD legal documents such as the Standard Agreement.

Payee Data Record STD-204 or Taxpayer Identification Number (TIN)

[The TIN must be submitted by all governmental entity Applicants. All other Applicants must submit the STD-204 Payee Data Record. Forms available on Accelerator website.](#)

Certification & Legal Status

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

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

- 4. As of the date of application, the Project, or the real property on which the Project is proposed (Property) is not part to or the subject of any claim or action at the State or Federal appellate level.
 - 5. I have disclosed and described below any claim or action undertaken which affects or potentially affects the feasibility of the Project.
- In addition, I acknowledge that all information in this application and attachments is public, and may be disclosed by the State.

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), and any subsidiary of the sponsor(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 *past ten years* ?
- 2. Is the applicant currently a party to, or been notified that it may become a party to, any civil litigation that may materially and adversely affect (a) the financial condition of the applicant's business, or (b) the project that is the subject of the application?
- 3. Have there been any administrative or civil settlements, decisions, or judgments against the applicant within the past ten years that materially and adversely affected (a) the financial condition of the applicant's business, or (b) the project that is the subject of the application?
- 4. Is the applicant currently subject to, or been notified that it may become subject to, any civil or administrative proceeding, examination, or investigation by a local, state or federal licensing or accreditation agency, a local, state or federal taxing authority, or a local, state or federal regulatory or enforcement agency?
- 5. In the past ten years, has the applicant been subject to any civil or administrative proceeding, examination, or investigation by a local, state or federal licensing or accreditation agency, a local, state or federal taxing authority, or a local, state or federal regulatory or enforcement agency that resulted in a settlement, decision, or judgment?

Criminal Matters

- 6. Is the applicant currently a party to, or the subject of, or been notified that it may become a party to or the subject of, any criminal litigation, proceeding, charge, complaint, examination or investigation, of any kind, involving, or that could result in, felony charges against the applicant?
- 7. Is the applicant currently a party to, or the subject of, or been notified that it may become a party to or the subject of, any criminal litigation, proceeding, charge, complaint, examination or investigation, of any kind, involving, or that could result in, misdemeanor charges against the applicant for matters relating to the conduct of the applicant's business?

- 8. Is the applicant currently a party to, or the subject of, or been notified that it may become a party to or the subject of, any criminal litigation, proceeding, charge, complaint, examination or investigation, of any kind, involving, or that could result in, criminal charges (whether felony or misdemeanor) against the applicant for any financial or fraud related crime?
- 9. Is the applicant currently a party to, or the subject of, or been notified that it may become a party to or the subject of, any criminal litigation, proceeding, charge, complaint, examination or investigation, of any kind, that could materially affect the financial condition of the applicant's business?
- 10. Within the past ten years, has the applicant been convicted of any felony?
- 11. Within the past ten years, has the applicant been convicted of any misdemeanor related to the conduct of the applicant's business?
- 12. Within the past ten years, has the applicant been convicted of any misdemeanor for any financial or fraud related crime?

Printed Name

Title of Signatory

Signature

Date

Accelerator Program Document Upload Checklist

Note to the Sponsor: The below are required documents per answers throughout the application only.

Electronic File Name	Document Description	Included?
California Housing Accelerator Workbook	Submit your California Housing Accelerator Excel Application.	Included
App1 Proof of Application Fee	Copy of check payable to "HCD", The Department has established an application fee of \$40,000.00 per California Housing Accelerator application. Solicitation section II "F. Funding Amounts and Terms" (F5). On the check, make sure to include the "Accelerator Application Fee", your project name, and reference your very first awarded HCD contract number for this project.	Included

Prior HCD Awards		
HCD Project Rpt 1	Final HCD Affordable Housing Sustainable Communities (AHSC) signed/initialed PDF Project Report.	Included
HCD Award Letter 1	Provide Affordable Housing Sustainable Communities (AHSC) Award letter.	Included
Applicant Documents (Sponsor/Applicant 1)		
Spon1 Authorizing Resolution	Reference: Accelerator webpage for Sponsor Authorizing Resolution Document.	Included
Spon1 Cert & Legal Disclosure	Reference Sponsor Certification Worksheet.	Included
Spon1 Cert of Good Standing	Certificate of Good Standing must be dated 30 days or less from the application due date.	Included
Spon1 FISCAL TIN Form	The TIN form must be submitted by all governmental entity Applicants.	Not Applicable
Spon1 Payee Data Record	Reference Payee Data Record STD-204 on the Accelerator webpage.	Included
Spon1 OrgChart	Sponsor Organization Chart.	Included
Spon1 OrgDoc1, OrgDoc2, etc.	Reference Entity Org Docs worksheet.	Included
Spon1 Signature Block	All Applicants must submit a Signature Block in a Microsoft Word Document that will be used in the HCD legal documents such as the Standard Agreement.	Included
Spon1 Tax-Exempt Status	Evidence of tax-exempt status from IRS and FTB for Corporations. (Non-Profits Only)	Included

Applicant Documents (Sponsor/Applicant 2)		
Spon2 Authorizing Resolution	Reference: Accelerator webpage for Sponsor Authorizing Resolution Document.	Included
Spon2 Cert & Legal Disclosure	Reference Sponsor Certification Worksheet.	Included
Spon2 Cert of Good Standing	Certificate of Good Standing must be dated 30 days or less from the application due date.	Included
Spon2 FISCAL TIN Form	The TIN form must be submitted by all governmental entity Applicants.	Not Applicable
Spon2 Payee Data Record	Reference Payee Data Record STD-204 on the Accelerator webpage.	Included
Spon2 OrgChart	Sponsor Organization Chart.	Included
Spon2 OrgDoc1, OrgDoc2, etc.	Reference Entity Org Docs worksheet.	Included
Spon2 Signature Block	All Applicants must submit a Signature Block in a Microsoft Word Document that will be used in the HCD legal documents such as the Standard Agreement.	Included
Spon2 Tax-Exempt Status	Evidence of tax-exempt status from IRS and FTB for Corporations. (Non-Profits Only)	Included

Applicant Documents (Sponsor/Applicant 3)		
Spon3 Authorizing Resolution	Reference: Accelerator webpage for Sponsor Authorizing Resolution Document.	Not Applicable
Spon3 Cert & Legal Disclosure	Reference Sponsor Certification Worksheet.	Not Applicable
Spon3 Cert of Good Standing	Certificate of Good Standing must be dated 30 days or less from the application due date.	Not Applicable
Spon3 FISCAL TIN Form	The TIN form must be submitted by all governmental entity Applicants.	Not Applicable
Spon3 Payee Data Record	Reference Payee Data Record STD-204 on the Accelerator webpage.	Not Applicable
Spon3 OrgChart	Sponsor Organization Chart.	Not Applicable
Spon3 OrgDoc1, OrgDoc2, etc.	Reference Entity Org Docs worksheet.	Not Applicable
Spon3 Signature Block	All Applicants must submit a Signature Block in a Microsoft Word Document that will be used in the HCD legal documents such as the Standard Agreement.	Not Applicable
Spon3 Tax-Exempt Status	Evidence of tax-exempt status from IRS and FTB for Corporations. (Non-Profits Only)	Not Applicable

Joint Venture Entity #1		
Joint Venture Agreement	Provide an executed copy stating the terms of your joint venture agreement.	Not Applicable
JV1 Authorizing Resolution	Reference Sponsor Authorizing Resolution Document.	Not Applicable
JV1 Cert & Legal Disclosure	Reference Sponsor Certification Worksheet.	Not Applicable
JV1 Cert of Good Standing	Certificate of Good Standing must be dated 30 days or less from the application due date.	Not Applicable
JV1 FISCAL TIN Form	The TIN form must be submitted by all governmental entity Applicants.	Not Applicable
JV1 Payee Data Record	Reference Payee Data Record STD-204 on the Accelerator webpage.	Not Applicable
JV1 OrgChart	Sponsor Organization Chart.	Not Applicable
JV1 OrgDoc1, OrgDoc2, etc.	Reference Entity Org Docs worksheet.	Not Applicable
JV1 Signature Block	Signature Block - upload in Microsoft Word Document.	Not Applicable
JV1 Tax-Exempt Status	Evidence of tax-exempt status from IRS and FTB for Corporations. (Non-Profits Only)	Not Applicable

Administrative General Partner 1		
AGP1 Authorizing Resolution	Reference: Accelerator webpage for Sponsor Authorizing Resolution Document.	Included
AGP1 Cert & Legal Disclosure	Reference Sponsor Certification Worksheet.	Included
AGP1 Cert of Good Standing	Certificate of Good Standing must be dated 30 days or less from the application due date.	Included
AGP1 F\$SCAL TIN Form	Reference Taxpayer Identification Number (TIN) (public entities ONLY) on the Accelerator webpage.	Not Applicable
AGP1 Payee Data Record	Reference Payee Data Record STD-204 on the Accelerator webpage.	Included
AGP1 OrgChart	AGP Organization Chart.	Included
AGP1 OrgDoc1, OrgDoc2, etc.	Reference Entity Org Docs worksheet.	Included
AGP1 Signature Block	Reference Sponsor Certification Worksheet.	Included
AGP1 Tax-Exempt Status	Evidence of tax-exempt status from IRS and evidence of tax-exempt status from FTB for Corporations. (if applicable)	Included

Administrative General Partner 2		
AGP2 Authorizing Resolution	Reference: Accelerator webpage for Sponsor Authorizing Resolution Document.	Included
AGP2 Cert & Legal Disclosure	Reference Sponsor Certification Worksheet.	Included
AGP2 Cert of Good Standing	Certificate of Good Standing must be dated 30 days or less from the application due date.	Included
AGP2 F\$SCAL TIN Form	Reference Taxpayer Identification Number (TIN) (public entities ONLY) on the Accelerator webpage.	Not Applicable
AGP2 Payee Data Record	Reference Payee Data Record STD-204 on the Accelerator webpage.	Included
AGP2 OrgChart	AGP Organization Chart.	Included
AGP2 OrgDoc1, OrgDoc2, etc.	Reference Entity Org Docs worksheet.	Included
AGP2 Signature Block	Reference Sponsor Certification Worksheet.	Included
AGP2 Tax-Exempt Status	Evidence of tax-exempt status from IRS and evidence of tax-exempt status from FTB for Corporations. (if applicable)	Included

Managing General Partner		
MGP Authorizing Resolution	Reference: Accelerator webpage for Sponsor Authorizing Resolution Document.	Included
MGP Cert & Legal Disclosure	Reference Sponsor Certification Worksheet.	Included
MGP Cert of Good Standing	Certificate of Good Standing must be dated 30 days or less from the application due date.	Included
MGP F\$SCAL TIN Form	Reference Taxpayer Identification Number (TIN) (public entities ONLY) on the Accelerator webpage.	Included
MGP Payee Data Record	Reference Payee Data Record STD-204 on the Accelerator webpage.	Included
MGP OrgChart	AGP Organization Chart.	Included
MGP OrgDoc1, OrgDoc2, etc.	Reference Entity Org Docs worksheet.	Included
MGP Signature Block	Reference Sponsor Certification Worksheet.	Included
MGP Tax-Exempt Status	Evidence of tax-exempt status from IRS and evidence of tax-exempt status from FTB for Corporations. (if applicable)	Included

Manager of LLC		
MLLC Authorizing Resolution	Reference: Accelerator webpage for Sponsor Authorizing Resolution Document.	Included
MLLC Cert & Legal Disclosure	Reference Sponsor Certification Worksheet.	Included
MLLC Cert of Good Standing	Certificate of Good Standing must be dated 30 days or less from the application due date.	Included
MLLC F\$SCAL TIN Form	Reference Taxpayer Identification Number (TIN) (public entities ONLY) on the Accelerator webpage.	Not Applicable
MLLC Payee Data Record	Reference Payee Data Record STD-204 on the Accelerator webpage.	Included
MLLC OrgChart	AGP Organization Chart.	Included
MLLC OrgDoc1, OrgDoc2, etc.	Reference Entity Org Docs worksheet.	Included
MLLC Signature Block	Reference Sponsor Certification Worksheet.	Included
MLLC Tax-Exempt Status	Evidence of tax-exempt status from IRS and evidence of tax-exempt status from FTB for Corporations. (if applicable)	Included

Readiness to Proceed		
Local Govt Entitlements	Approvals for land use and similar local approvals	Included
Local Govt Site Plan Approvals	Approval for building design and similar local approvals	Included
Environmental Clearances	Provide a copy of all environmental clearances or exemption documents.	Included
Funding Commitments	Approval for building design and similar local approvals	Included
Relocation	Relocation Plan.	Included
HCD Relocation Approval/Denial	HCD Relocation Approval/Denial (if Approved or Denied)	Included
Other Documents	Other related items indicating readiness to proceed	Included

Other required documentation.		
PAM Transit Access	Provide scaled map showing Transit Station/Stop served by High Quality Transit and Walkable Routes.	Included
TCAC application.	Provide a copy of your CDLAC/TCAC application.	Included
Utility Allowance	Schedule of Utility Allowances.	Included
HCD Approval	Changes to the project from previous awarded HCD projects.	Included
Site Control	Provide documentation of site control in accordance with UMR §8303.	Included
Preliminary Title Report	Provide a preliminary report. (dated within 30 days of application due date)	Included
Appraisal	If land cost or value is included in the development budget, an appraisal report supporting the cost or value is required.	Not Applicable
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

Application Development Team (ADT) Support Form

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

Full Name:		Date Requested:		Application Version Date:	
Organization:		Email:		Contact Phone:	

Application Development Team (ADT) Support Form

Issue #	Program Name &	Tab	Section	Cell#	Update/Comment	Urgency	ADT Status	Status Date
1	Accelerator							
2	Accelerator							
3	Accelerator							
4	Accelerator							
5	Accelerator							
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12	Accelerator							
13	Accelerator							
14	Accelerator							
15	Accelerator							