

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



**Gavin Newsom, Governor  
State of California**

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

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

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[Multifamily Finance Super NOFA](#)

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

## Instructions

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

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

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Application materials must be submitted electronically via HCD portal system. Requirements for uploading the Application Workbook and required supporting documentation, including naming conventions, are described in the application instructions available at <https://hcd.ca.gov/multifamily-finance-supernofa>

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

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

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

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

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

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

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

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

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

## Application Document Checklist

### Instructions for Application submission:

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

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

### From "Project Overview" Sheet/tab

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

### Sponsor/Applicant 1 Organizational Documents

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

### Sponsor/Applicant 2 Organizational Documents

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

### Sponsor/Applicant 3 Organizational Documents

24a. Spon3 Cert & Legal Disclosure	<a href="#">Reference: Sponsor/Applicant Certification Worksheet.</a>	Not Applicable
24b. Spon3 OrgDoc1, OrgDoc2, etc.	<a href="#">Reference: Entity Org Docs Worksheet.</a>	Not Applicable
24c. Spon3 OrgChart	Sponsor/Applicant Organization Chart.	Not Applicable
24d. Spon3 Signature Block	Signature Block - upload in Microsoft Word Document.	Not Applicable

**Application Document Checklist**

24f. Spon3 Tax-Exempt Status	Evidence of tax-exempt status from <b>IRS</b> and <b>FTB</b> for Corporations (Non-Profits Only).	Not Applicable
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**Joint Venture 1 Organizational Documents**

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

**Joint Venture 2 Organizational Documents**

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

**Borrower Organizational Documents**

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

**Managing General Partner**

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

**Administrative General Partner #1**

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

**Administrative General Partner #2**

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

**Manager of LLC**

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

**Site Control**

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

**Source for utility allowances**

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

36. Relocation Plan	Relocation Plan.	Not Applicable
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**Application Document Checklist**

**Environmental Requirements & Reports**

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

**Article XXXIV**

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

**Nondiscrimination and Fair Housing Requirements**

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

46. Scoring Opportunity Area Map	Documentation of TCAC/HCD Opportunity Area status prior to initial site control (pursuant to <b>UMR §8303(a)</b> ). Same as upload #21.	Included
47. Excess state-owned property	Provide documentation/agreement for ground lease with the state to create affordable housing on Excess state-owned property.	Not Applicable
48. Resume Principal	Resume of Principal.	Not Applicable
49. SOQ Principal	Statement of Qualifications of Principal.	Not Applicable
50. Cert of Employment	Certification of Prior Employment Executed by Previous Employer	Not Applicable
51. Certification of Fiscal Integrity	Submit a certification that the projects for which points are requested have maintained Fiscal Integrity for the year in which each Rental Housing Development's last financial statement has been prepared, a positive operating cash flow from typical residential income alone and have funded reserves in accordance with the partnership agreement and any applicable loan documents.	Included
52. Enforceable MA	An enforceable management agreement executed by both parties for the subject application must be submitted at the time of application.	Included
53. Bona-fide MA	At time of application, provide contract agreement between Mercy Housing Management Group and .	Not Applicable
54. Const EFC #1, #2, etc.	Provide all commitment letters or other evidence documenting construction financing commitments.	Included
55. Perm EFC #1, #2, etc.	Provide all commitment letters or other evidence documenting deferred payment permanent financing commitments.	Included
56. FEMA DD	Provide FEMA Major Disaster Declaration documentation.	Not Applicable
57. Disaster Housing Plan	Provide documentation or a plan on how the Project will contribute to providing housing for disaster-impacted households.	Not Applicable
58. Land Use App Submission	Provide evidence of a submitted complete Application to the relevant local authorities for land use approval under a nondiscretionary local approval process, where the Application has been neither approved or disapproved.	Included
59. AICP Letter	Letter signed by a planner certified by the American Institute of Certified Planners.	Not Applicable
60. CEQA	Copy of CEQA Determination Documents.	Included
61. FEMA DD	Provide FEMA Major Disaster Declaration documentation.	Not Applicable
62. Disaster Housing Plan	Provide documentation or a plan on how the Project will contribute to providing housing for disaster-impacted households.	Not Applicable
63. Local Approvals	Local Approvals and Environmental Review Verification form(s) completed and signed by local authority or Responsible Entity, if different from jurisdiction.	Included
64. Amenities List	List of amenities qualifying for TCAC points identified in the "Scoring" Worksheet. Include amenity name, address, distance from the project, and amount of TCAC points earned.	
65. Amenities-Scaled Distance Map	Provide a scaled distance map showing the location of amenities in relation to the Project corresponding to the Amenities List.	
66. Walkable Route Location Map	These transit points must be measured by a Walkable Route from the nearest boundary of the Project to the outer boundary of the site of the Transit Station or Major Transit Stop.	
67. Reducing Barriers Plan	Provide plan be tailored to the needs of the tenant population.	
68. Sustainable Strategy	Provide a letter or resolution executed by an Officer or an equivalent representative from, the metropolitan planning organization, regional transportation planning agency, planning, or local transportation commission.	
69. Regional Plan	Provide a letter or resolution executed by an officer of, or an equivalent representative from, the metropolitan planning organization, regional transportation planning agency, or local transportation commission.	
70. Transit Priority Area	Provide a letter or resolution executed by an officer or an equivalent representative from the metropolitan planning organization, regional transportation agency, planning, or local transportation commission.	

**Application Document Checklist**

71. Green Building Status	Provide signed letter from a certified LEED Green rater, certified Green Point rater, or licensed engineer stating the green building status.	
72. Near Electrification	Provide a document from a licensed professional that the AHD or Mixed-Use Development will contain the level of electricity stated in in this application.	
73. Electric Design	Provide a document from a licensed professional that the document that the AHD or Mixed-Use Development will contain the level of electricity stated in this application.	

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

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

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

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

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

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

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

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

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

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

**Application Document Checklist**

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

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

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

**End of Document**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Please provide date of HCD compliance determination

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

No	Farmworker Housing (MHP)
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No	At High Risk (MHP)
----	--------------------

No	Large Family (MHP)
----	--------------------

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

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

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

Is Project being proposed by a Community-Based Developer?    See Appendix A – Defined Terms No



**MHP §7303.1(j) IIG §202(j)**

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

Yes

**MHP §7302(b) IIG §100**

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

Yes

**MHP §7302(k) IIG §200(g)**

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

Yes

**MHP §7302(c) IIG §200(c)**

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

Yes

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

No

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

Mercy Housing California (Mercy) developed over 50 properties in San Francisco over the past 35 years. These developments' success are a result of strong affordable housing expertise used to innovate and leverage financial structures, construction delivery methods (to reduce cost and increase quality) and service delivery models to make affordable housing more responsive to diverse, vulnerable residents' needs. Mercy develops and operates affordable, service-enriched housing that changes the lives of families, seniors, and people who have been homeless. Mercy works with public and private partners to help keep the most vulnerable in our communities stably housed and prevent homelessness. From construction to community development, Mercy advances innovative solutions to meet the scale and urgency of California's housing crisis.

Add Project description below:

The project is located at 2530 18th Street, adjacent to the existing Homeless Prenatal Program (HPP) and will provide much needed supportive housing for low-income families and those transitioning out of homelessness. Additionally, the building's lowest two floors will include dedicated office space for the Homeless Prenatal Program (HPP), allowing them to expand their existing office, program, and training spaces currently housed next door at 2500 18th Street. The housing component of the project is 72 units and is 100% affordable, up to the 80% AMI level. The project site is located in an existing mixed use neighborhood, two blocks from the closest park and playground, and conveniently located along several bus routes. Approximately 1/2 mile away, along pedestrian friendly streets, are a major grocery store and an elementary school. The existing unoccupied warehouse on the site will be demolished.

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

The scope of the work will include the following actions related to site preparation, streetscaping, site utility costs, and relocation of PG&E transformer room:

- Site Preparation: Excavation, soil stabilization and grading are the key site preparation components in the CIP.
- Streetscaping: Installation of a standard bulbout on the corner of 18th and Hampshire Street that meets the requirements outlined in the San Francisco Better Streets Plan (Planning Code 138.1). The project is responsible for any utility work associated the construction of the bulbout, including potential work related to the relocation of high-pressure fire hydrant shut-off valve if needed. For the bulbout into Hampshire Street, the curb ramp needs to be adequately accommodated on the bulbout curb return and should not inhibit on-street loading. A receiving ramp is likely needed across Hampshire Street.
- Site Utility Costs: Joint trenches, potable and fire water as well as sanitary sewers are the key elements included in the site utility costs of the CIP.
- Transformer Room Relocation: The current location of the PG&E switch box is interfering with tree roots and basins and must be relocated underground. The project is

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

The Homeless Prenatal Family Housing project is a 73 unit, new construction project (72 affordable rental units and one manager's unit). One half, or 36 units, are designated for formerly homeless individuals and/or families. 100% of the units will be affordable to tenants at or below 80% of AMI. The project features 34 one-bedroom units, 32 two-bedroom units (includes manager's unit) and 7 three-bedroom units.

**Project Information**

Project Development Type	New Construction			
QIP Name	Homeless Prenatal Family Housing	QIP known under another name(s)?	NA	
Project Name	Homeless Prenatal Family Housing		Project Address	2530 18th Street, San Francisco, CA 94110
Project County	San Francisco	Project City	San Francisco	Project Zip
		Project Zip	94110	Geographic Location
		Northern		
(APNs):		Census Tract(s)		
4014-002A		6075022802		

Has the Sponsor/Applicant applied, plan to apply, or been awarded other HCD program funds (outside this Super NOFA) for this Project? No

Type of Tax Credits		4%		Federal		Yes	Proposed equity investor contribution (\$)	\$30,415,514	Anticipated tax credit factor	\$0.9100																								
State		N/A		Proposed equity investor contribution (\$)		\$0	Anticipated tax credit factor																											
File Name	17. Tax Credit Reservation		If the Project has already received a tax credit reservation, upload documentation.					Uploaded to HCD Portal?																										
Timeframe for applying for 4% Tax Credits		Proposed month		December		Proposed year		2021		Tax Credit Reservation Awarded?																								
<p>UMR §8302 New Construction Project: is demolition of existing residential required? <span style="float: right;">No</span></p> <p>Is the Project a scattered site housing Project? UMR §8303(b) <span style="float: right;">No</span></p> <p>QIP - total land area in acres: 0.31      QIP - commercial square feet: 0</p> <table border="1"> <thead> <tr> <th>Total Units</th> <th>LIHTC Units</th> <th colspan="2">Project Site Area</th> <th colspan="2">Units per Acre</th> <th>Age Restrictions</th> <th>Special Facility Type</th> <th>Tenure Type</th> <th>Rental Subsidy?</th> <th>Commercial Space?</th> <th>Relocation Required?</th> </tr> </thead> <tbody> <tr> <td>73</td> <td>72</td> <td>0.31</td> <td>Acre</td> <td>235</td> <td>Per Acre</td> <td>None</td> <td>N/A</td> <td>Permanent</td> <td>Yes</td> <td>No</td> <td>No</td> </tr> </tbody> </table> <p>Operating Subsidy? <input checked="" type="checkbox"/> Yes      HUD 811 Project? <input type="checkbox"/> No      Any type of demolition required? <input type="checkbox"/> No</p> <p>Describe any demolition to be completed (including any structures, parking lots, signage, or billboards to be demolished).</p> <p>There is an existing structure used for storage of supplies associated with the Homeless Prenatal Program and contains some old equipment associated with the historical iron and bronze works operation. The existing structure will be demolished.</p> <p>For Operating Subsidies: Provide evidence of commitment status (e.g., letters of intent, commitment letters, grant awards or subsidy contracts). If commitments are not available, provide other documentation such as a reservation or third-party letter stating the following: total subsidy and estimated first year allocation, date or expected date of award, and term (in years).  For Project-Based Rental Assistance: Projects having or proposing project-based rental assistance must provide documentation of current contract Rents. A fully executed subsidy contract shall be required prior loan closing. Projects having or proposing project-based rental assistance shall fund a Transition Reserve in accordance with §7312(f)(2) and FWHG 301(f)(2).</p>											Total Units	LIHTC Units	Project Site Area		Units per Acre		Age Restrictions	Special Facility Type	Tenure Type	Rental Subsidy?	Commercial Space?	Relocation Required?	73	72	0.31	Acre	235	Per Acre	None	N/A	Permanent	Yes	No	No
Total Units	LIHTC Units	Project Site Area		Units per Acre		Age Restrictions	Special Facility Type	Tenure Type	Rental Subsidy?	Commercial Space?	Relocation Required?																							
73	72	0.31	Acre	235	Per Acre	None	N/A	Permanent	Yes	No	No																							
File Name:	18. Operating Subsidy Commitment		Documentation evidencing commitment of Operating Subsidies including source, term (in years), total subsidy amount, and estimated first year allocation.					Uploaded to HCD Portal?		Yes																								
File Name:	19. Current Contract Rents		Projects proposing project-based rental assistance: Provide documentation of current contract rents for HAP, Shelter Plus or other source, as applicable.					Uploaded to HCD Portal?		N/A																								

Is Project located in a Rural Area as defined by H&S Code §50199.21? Sponsor/Applicant must use the TCAC Method for determining rural status. <span style="float: right;"><a href="#">Documentation of rural status</a> <span style="margin-left: 20px;">No</span></span>											
Identify the Resource Area per TCAC/HCD Opportunity Area Map. Sponsor/Applicant may choose to utilize a Resource Area designation from the TCAC/HCD Opportunity Area Maps in effect when the initial site control (pursuant to UMR §8303(a)) was obtained, if a TCAC/HCD Opportunity Area Map exists for that year.									<a href="https://www.treasurer.ca.gov/ctc/ac/opportunity.asp">https://www.treasurer.ca.gov/ctc/ac/opportunity.asp</a>		
Is Project located in a High or Highest Resource Area per TCAC/HCD Opportunity Area Map available at the time of application? <span style="float: right;">No</span>											
Enter the entire TCAC/HCD Opportunity Area Map Tract ID #:		06075022802		Opportunity Area Map Category:		Low Resource					
File Name:	21. Opportunity Area		Documentation of TCAC/HCD Opportunity Area status either (1) at time of application, or (2) when initial site control (pursuant to UMR §8303(a)) was obtained, if a TCAC/HCD Opportunity Area Map exists for that year.					Uploaded to HCD Portal?		Yes	

**Eligible Sponsor/Applicant**      MHP §7303 IIG §201

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

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

**Project Staffing Chart**

Staff type	Employee / Consultant full name	Position title	Full time / Part time	% of time dedicated to this Project
Employee	Kion Sawney	Project Developer	Full time	40%
Employee	Leigh Ann Llarena	Assistant Project Manager	Full time	25%
Employee	William Ho	Associate Director, Real Estate Development	Full time	10%
Employee	Barbara Gualco	Director of Real Estate	Full time	10%
Employee	Amy Bayley	Vice President of Community Planning	Full time	5%
Employee	Ed Holder	Vice President of Real Estate Development	Full time	5%
Employee	Doug Shoemaker	President	Full time	5%

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

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

Legal Name:	Mercy Housing California 104 LP			
File Name:	27a. Bwr Cert & Legal Disclosure	<a href="#">Reference: Sponsor/Applicant Certification Worksheet.</a>	Uploaded to HCD Portal?	Yes
File Name:	27b. Bwr OrgDoc1, OrgDoc2, etc.	<a href="#">Reference: Entity Org Docs Worksheet.</a>	Uploaded to HCD Portal?	Yes
File Name:	27c. Bwr OrgChart	Must demonstrate Sponsor/Applicant control of the Borrower consistent with UMR §8313.2.	Uploaded to HCD Portal?	Yes
File Name:	27d. Bwr Signature Block	Signature Block - upload in Microsoft Word Document.	Uploaded to HCD Portal?	Yes
File Name:	27e. Bwr STD-204 Payee Data Record	<a href="#">Reference: AB434 webpage for Payee Data record STD204.</a>	Uploaded to HCD Portal?	Yes
File Name:	27f. Bwr Fi\$Cal TIN Form	<a href="#">Reference: Taxpayer Identification Number (TIN) (public entities ONLY).</a>	Uploaded to HCD Portal?	N/A
File Name:	27g. Bwr EIN Verification	IRS Form SS-4.	Uploaded to HCD Portal?	Yes
File Name:	27h. Bwr Cert of Good Standing	Certificate of Good Standing must be dated 30 days or less from the application due date.	Uploaded to HCD Portal?	Yes
File Name:	27i. Bwr Tax-Exempt Status	Evidence of tax-exempt status from IRS and FTB for Corporations (Non-Profits Only).	Uploaded to HCD Portal?	Yes

<b>Managing General Partner</b>	Entity Name	Mercy Housing California 104 LLC		
File Name:	28a. MGP Cert & Legal Disclosure	<a href="#">Reference: Sponsor/Applicant Certification Worksheet.</a>	Uploaded to HCD Portal?	Yes
File Name:	28b. MGP OrgDoc1, OrgDoc2, etc.	<a href="#">Reference: Entity Org Docs Worksheet.</a>	Uploaded to HCD Portal?	Yes
File Name:	28c. MGP OrgChart	MGP Organization Chart.	Uploaded to HCD Portal?	Yes
File Name:	28d. MGP Signature Block	Signature Block - upload in Microsoft Word Document.	Uploaded to HCD Portal?	Yes
File Name:	28e. MGP Cert of Good Standing	Certificate of Good Standing must be dated 30 days or less from the application due date.	Uploaded to HCD Portal?	Yes
File Name:	28f. MGP Tax-Exempt Status	Evidence of tax-exempt status from IRS and FTB for Corporations (Non-Profits Only).	Uploaded to HCD Portal?	Yes

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

**Site Control** UMR §8303 and §8316

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

Type of site control:	Date	Expires	Extensions Available	Purchase Price	Total Land Area
Enforceable Option to Lease or Purchase	12/1/2021	1/1/2024	1 year	\$1	0.31 acres

Current owner	Current owner street address	City	State	Zip code
Homeless Prenatal Program	2500 18th Street	San Francisco	CA	94110

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

There are no special circumstances.

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

Homeless Prenatal will transfer the Property to Mercy Housing California 104 LP in accordance with the fully executed Real Estate Option Agreement.

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

**Site and Unit Information**

Current Use		Proposed Zoning (code and name)		Is Site Improved?	Year Improvements Built?
Storage Facility		UMU		Yes	
Rent Control?	Access Road Maintenance	Sponsor / Applicant Notes	A special use district entitled the "2500-2530 18th Street Affordable Housing Special Use District" consisting of Assessor's Parcel Block No. 4014, Lots Nos. 002 and 002A, was established in 2021 for the purposes outlined in this application.		
No	Private				

**Site conditions and adjoining land uses**

No	Poor drainage	No	Erosion problems	No	Unstable soil	No	Underground storage tanks
No	Possible lead paint	No	Possible asbestos	No	Wetlands area	No	Onsite stream/creek
No	100-yr. flood plain	No	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)	Yes	Railroad tracks within 100 yards
No	Unusual ingress/egress	No	High water table	No	Retaining wall	No	Ground water contamination

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

West	Residential apartment building
East	Homeless Prenatal Program (the Lipman Family Building)
North	Mission Housing Complex
South	Fresenius Medical Care and parking lot
Unique Features	No 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	0
Proposed	0	0	35	32	6	0	0	73	117	1	1	0

**Building types**

	New Construction			Rehabilitation		
	Units	Stories	Bldgs.	Units	Stories	Bldgs.
Townhouse/Row House	0	0	0	0	0	0
One or Two Story Walk-Up	0	0	0	0	0	0
Mid-Rise (3-5 stories)	0	0	0	0	0	0
High-Rise (6+stories)	73	8	1	0	0	0
Detached Single Family	0	0	0	0	0	0
Duplex/4-Plex	0	0	0	0	0	0
Non-Residential Bldg(s)		0	0		0	0
<b>Totals</b>	<b>73</b>		<b>1</b>	<b>0</b>		<b>0</b>

Unit Size	Baths	Layout	Avg. Sq. Ft.	All Units	Restricted
0 Bdrm.				0	0
1 Bdrm.	1	Flat	600	35	34
2 Bdrm.	1	Flat	850	32	31
3 Bdrm.	1	Flat	1,100	6	7
4 Bdrm.				0	0
5 Bdrm.				0	0
<b>Total Units</b>				<b>73</b>	<b>72</b>

**Sponsor/Applicant Notes**

N/A
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**Amenities**

**Unit Amenities/Features**

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

**Project Amenities**

Elevator(s)	Yes	2	Laundry Rms.	Yes	1	Washers	Yes	8	Dryers	Yes	8
Yes	Community Room	Yes	Community Kitchen	No	Computer Room	Yes	High Speed Internet				
No	Fitness Room	No	Picnic/BBQ Area(s)	No	Tot Lot/Playground	No	Sports Court				

No	Tennis Court	No	Swimming Pool	No	Jacuzzi/Sauna	Yes	Bike Parking
	(Other)		(Other)		(Other)		(Other)

**Security & Other**

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

None

Other onsite Services?

**Miscellaneous Information**

**Residential Space**

Residential Units	50,714	Common Areas	20,532	Community Room	1,206	Leasing Office	0	Additional Storage Space		
Subtotal Residential SF	72,452									
Maintenance Shop		Childcare Center	0	Service Area		Service Office				
(Other)		(Other)		(Other)		(Other)				
<b>Total Residential SF</b>	<b>72,452</b>									

**Residential Parking**

**Free Residential Parking Spaces**

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

**Extra Spaces Tenants may Rent**

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

**Commercial Space**

**Commercial Square Footage**

Commercial Area	0	Offices	0	Childcare Center	0	Storage Space	0	(Other)		
<b>Total Commercial SF</b>	<b>0</b>									

**Parking Spaces for Commercial Tenants**

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

NA

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

**Laundry**

No. of Units Using Central Laundry	36
Weekly Assumed Income Per Unit	\$2.34
<b>Annual Total Laundry Income</b>	<b>\$4,380</b>

**Residential Parking**

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

**Commercial Parking**

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

**Other Leased Spaces**

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

**Monthly utility allowance**

Type of Utility

Does the owner or tenant pay utilities?

Enter Allowances for Tenant Paid Utilities by Bdrm. Size

Utilities	(Gas, Electric, etc.)		0 bdrm	1 bdrm	2 bdrms	3 bdrms	4 bdrms	≥5 bdrms
Heating	Electric	Tenant	\$37	\$44	\$57	\$70	\$85	\$110
Cooking	Electric	Tenant	\$11	\$14	\$25	\$32	\$40	\$47
Other Electric	Electric	Tenant	\$43	\$51	\$72	\$97	\$122	\$147
Air Conditioning								
Water Heating								

Water								
Sewer								
Trash								
Other								
<b>Total Tenant Utility Allowance</b>			\$91	\$109	\$154	\$199	\$247	\$304

**Source for utility allowances**

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

**Relocation Requirements MHP §7315 IIG §301**

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

Does Project trigger State Relocation Assistance Law (Title 1, GC, Division 7, Chapter 16, commencing at Section 7260, and Title 25 CCR, Subchapter 1, Chapter 6, commencing at Section 6000.)? No

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

The building is currently being used as a storage facility by the co-developer. No displacement of persons, businesses or farm operations will take place as part of this development.

**Environmental Requirements & Reports**

**MHP §7303.1(h) IIG §202(h)**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Yes

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

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

Yes

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

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

Yes

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

Development Team Contacts and Legislative Information

Contact Type	Entity Legal Name	Eligible Sponsor Type	Organization Type	Address	City	State	Zip Code	Auth Rep Name	Title	Email	Phone #	Contact Name	Title	Email	Phone #	Contact Address	City	State	Zip Code
Sponsor/Applicant #1	Mercy Housing California	Corporation	Non-profit Public Benefit Corporation	1256 Market Street	San Francisco	CA	94102	Kion Sawney	Project Developer	<a href="mailto:Kion.Sawney@mercyhousing.org">Kion.Sawney@mercyhousing.org</a>	516-404-6943	Kion Sawney	Project Developer	<a href="mailto:Kion.Sawney@mercyhousing.org">Kion.Sawney@mercyhousing.org</a>	(516) 404-6943	1256 Market Street	San Francisco	CA	94102
Owner / Borrower Entity	Mercy Housing California 104 LP	Limited Partnership	Private/Public Partnership	1256 Market Street	San Francisco	CA	94102	Kion Sawney	Project Developer	<a href="mailto:Kion.Sawney@mercyhousing.org">Kion.Sawney@mercyhousing.org</a>	516-404-6943	Kion Sawney	Project Developer	<a href="mailto:Kion.Sawney@mercyhousing.org">Kion.Sawney@mercyhousing.org</a>	(516) 404-6943	1256 Market Street	San Francisco	CA	94102
Managing General Partner	Mercy Housing California 104 LLC	Limited Liability Corporation	For-profit Corporation	1256 Market Street	San Francisco	CA	94102	Kion Sawney	Project Developer	<a href="mailto:Kion.Sawney@mercyhousing.org">Kion.Sawney@mercyhousing.org</a>	516-404-6943	Kion Sawney	Project Developer	<a href="mailto:Kion.Sawney@mercyhousing.org">Kion.Sawney@mercyhousing.org</a>	(516) 404-6943	1256 Market Street	San Francisco	CA	94102
Manager of LLC	Mercy Housing Calwest	Corporation	Non-profit Public Benefit Corporation	1256 Market Street	San Francisco	CA	94102	Kion Sawney	Project Developer	<a href="mailto:Kion.Sawney@mercyhousing.org">Kion.Sawney@mercyhousing.org</a>	516-404-6943	Kion Sawney	Project Developer	<a href="mailto:Kion.Sawney@mercyhousing.org">Kion.Sawney@mercyhousing.org</a>	(516) 404-6943	1256 Market Street	San Francisco	CA	94102
Property Management Agent	Mercy Housing Management Group			1256 Market Street	San Francisco	CA	94102					Jacque Hoffman	Regional VP of Property Operations	<a href="mailto:jhoffan@mercyhousing.org">jhoffan@mercyhousing.org</a>	415-355-7124				
Financial Consultant	California Housing Partnership			369 Pine Street, Suite 300	San Francisco	CA	94104					Mengjin Zhou	Associate Director	<a href="mailto:mzhou@chpcuaa.org">mzhou@chpcuaa.org</a>	415-433-6804				
LEAD (primary) Service Provider	Mercy Housing California			1256 Market Street	San Francisco	CA	94102					Kion Sawney	Project Developer	<a href="mailto:Kion.Sawney@mercyhousing.org">Kion.Sawney@mercyhousing.org</a>	(516) 404-6943				
Borrower Legal Counsel	Gubb and Barshey LLP			505 14th Street	Oakland	CA	94612					Evan Gross	Attorney	<a href="mailto:egross@gubbaubarshey.com">egross@gubbaubarshey.com</a>	415-781-6600				
General Contractor	Guzman-Suffolk JV LLC			525 Market Street	San Francisco	CA	94105					Dave Brock	Manager	<a href="mailto:dbrock@suffolk.com">dbrock@suffolk.com</a>	415-595-6704				
Architect	Mithun Architect			660 Market Street	San Francisco	CA	94104					Anne Torney	Architect	<a href="mailto:anne@mithun.com">anne@mithun.com</a>	415-489-4851				
Other (Specify)																			
Other (Specify)																			
Other (Specify)																			
Other (Specify)																			

Congress person Name(s)	District #	State Senator Name(s)	District #	State Assembly Member Name(s)	District #
Nancy Pelosi	12	Dianne Feinstein		Matt Haner	17
		Alejandro Padilla		Scott Wiener	11







**Maximum Loan and Grant Amounts - Summary**

Project Name: **Homeless Prenatal Family Housing**  
 Development Type: New Construction County: San Francisco  
 Project Type(s) : Capital Improvement Project / / / / Special Needs / /

Large Family	2+ Bedrooms	3+ Bedrooms	High(est) Resource Area	Rural Status:	Senior Project:	Urban/Rural Area:
FALSE	52.8%	9.7%	FALSE	FALSE	FALSE	Urban

NOFA; Total HCD funding, including Super NOFA funds, shall not exceed the following percentages of the total development cost:		
40 percent for projects utilizing 9% tax credits	50 percent for projects utilizing 4% tax credits	75 percent for projects not utilizing tax credits
Total "other" awarded HCD funding for this Project:	\$0	4% Does NOT meet criteria

Sponsor/Applicant acknowledges that no more than \$35,000,000 in total rental housing development loans may be used **per Project**. Yes  
 Sponsor/Applicant acknowledges that each Sponsor/Applicant is limited to no more than \$80,000,000 in Super NOFA fund awards of any type. Yes  
 Sponsor/Applicant acknowledges that a maximum of four HCD Funding Sources comprised of no more than two development loans and two housing-related infrastructure grants may be used on a single Project. Yes

Funds requested (Super NOFA funds only)	Total past awards (this project)	Total Super NOFA Max funds in "loans" for this project	Awards made prior to the application close date will not be counted against the \$35,000,000 cap.
\$29,012,061	Loans: \$0 Grants: \$0	\$24,072,471	\$24,072,471

TDC per Unit	HCD Cost per Unit
\$775,623	\$402,945

Maximum Allowable Loan Amounts		
IIG Maximum Allowable CIP Grant Amount	\$4,939,590	Meets minimum grant award
MHP Maximum Allowable Loan Amount	\$24,072,471	

I. IIG Total Units Base Grant Limit	\$3,622,600	Housing Units per Acre (Net Density)	256.5	Net Density Adjustment Factor	1.52
I. IIG Base Grant Limit with Adjustment Factor	\$5,506,352				
I. MHP Restricted Unit Loan Amount	\$24,072,471				

II. Permanent Financing Funding Gap Calculation	
Total Development Cost	\$56,620,474
Less: Net Syndication Proceeds/Investor Equity	\$30,415,514
Less: Additional Owner/General Partner Equity (Including Deferred Developer Fee)	\$0
<b>Total Estimated Financing need</b>	\$26,204,960
Less: Supportable Conventional or Bond Debt Financing	\$0
Less: "Soft" Financing and Grants.	
<b>Permanent Funding Gap</b>	\$26,204,960

III. Shared Cost Calculation		MHP §7304(c)
Average gross square footage of Restricted Units (60% AMI or less from unit mix, including Manager's Unit(s))		54,800
Average gross square footage of all residential units		54,800
Restricted Units average gross square footage as a % of total residential units average gross square footage		100%
<b>Shared Cost Calculation Amount</b>		\$56,620,474

**End of Document**

**Development Sources**

		Construction Totals			Permanent Totals			Construction Terms			Permanent Terms						Details of Deferred Costs			
		Permanent Totals									Interest Rate		Repayment Terms							
Construction	Committed ?	Source Name (lien priority order)	Source Type	Lien No.	Residential Amount	Commercial Amount	Total Amount	Interest Rate	Required Payment	Loan Term (months)	Rate	Type	Amortizing Period (yrs.)	Type	Due in (yrs.)	Required Residential Debt Service	Required Commercial Debt Service	Tax-Exempt Amount	Deferred Amount	Description
Construction	Yes	Tax Exempt Construction Loan	Private	1	\$38,586,715		\$38,586,715	5.71%	Interest	33								\$38,586,715		
Construction	Yes	Taxable Construction Loan	Private	1	\$9,564,177		\$9,564,177	6.56%	Interest	33								\$0		
Construction	Yes	SF MOHCD Loan	Local		\$16,000,000		\$16,000,000	3.00%										\$0		
		Infill Infrastructure Grant Program (IIG) - Grant	State-HCD																	
		Costs Deferred Until Conversion																		
		Deferred Developer Fees																		
		Other Deferred Costs			\$0															
		Developer Fee Contribution																		
		GP Equity																		
		Gross Tax Credit Equity																		
<b>Permanent</b>																				
		SF MOHCD Loan	Local		\$16,000,000		\$16,000,000				3.00%		55					\$0		
		Infill Infrastructure Grant Program (IIG) - Grant	State-HCD		\$4,939,590		\$4,939,590													
		Multifamily Housing Program (MHP) - Loan	State-HCD	2	\$25,280,884		\$25,280,884									\$0				
		Deferred Developer Fees																		
		Developer Fee Contribution																		
		GP Equity																		
		Gross Tax Credit Equity																		

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

**Development Sources**

Construction Totals	\$64,150,892	\$0	\$64,150,892	Construction Terms	Permanent Terms	Details of Deferred Costs
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End of Document





Unit Size	2022 TCAC Threshold Basis Limits (TBL)	# of Units	Basis x Number of Units	TOTAL UNADJUSTED THRESHOLD BASIS LIMIT (TBL):	\$50,724,402
SRO/Studio	\$530,910	0	\$0	TOTAL HCD ADJ. THRESHOLD BASIS LIMIT:	\$50,724,402
1 Bedroom	\$612,134	35	\$21,424,690	Adjusted Threshold Basis Limit multiplied by 160%:	\$81,159,043
2 Bedrooms	\$738,400	32	\$23,628,800	COST TEST RESULT FOR: Homeless Prenatal Family Housing	127%
3 Bedrooms	\$945,152	6	\$5,670,912		
4+ Bedrooms	\$1,052,958	0	\$0	Total Eligible Basis	\$64,282,662

Manager Units in Project:	1	TOTAL UNITS:	73
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**Costs Reasonable**

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

Yes/No

(A)	Adjustment for Projects paid in whole or part out of public funds subject to a legal requirement for the payment of state or federal prevailing wages or financed in part by a labor-affiliated organization requiring the employment of construction workers who are paid at least state or federal prevailing wages (20%).					\$0
	For Projects certifies that (1) they are subject to a Project labor agreement within the meaning of §2500(b)(1) of the Public Contract Code, or (2) they will use a skilled and trained workforce as defined by §25536.7 of the Health and Safety Code to perform all onsite work within an apprenticeable occupation in the building and construction trades (5%).					\$0
(B)	For New construction Projects required to provide parking beneath residential units (not "tuck under" parking) or through construction of an on-site parking structure of two or more levels (10%).					\$0
(C)	For Projects where a day care center is part of the development (2%).				No	\$0
(D)	For Projects where 100 percent of the units are for Special Needs populations (2%).				No	\$0
(E)	Project applying under §10325 or §10326 of the TCAC regulations that includes one or more of the features below (up to 10%).					\$0
(F)	Project requires seismic upgrading of existing structures, and/or requires toxic or other environmental mitigation as certified by the Project architect/ engineer (lesser of costs or 15% basis adjustment).					\$0
	If Yes, select type of work:		Enter Certified Costs of Work:			
(G)	Local development impact fees required to be paid to local government entities. Certification from local entities assessing fees also required. <b>WAIVED IMPACT FEES ARE INELIGIBLE.</b>					
(H)	Projects where at least 95% of the Project's upper floor units are serviced by an elevator (10%).					\$0
(I)	Projects wherein at least 95% of the building(s) is constructed as Type I as defined in the California Building Code, in which case, the Type III 10% increase below is not allowed (15%).					\$0
(J)	Projects wherein at least 95% of the building(s) is constructed as (1) a Type III as defined in the California Building Code, or (2) a Type III/Type I combination, in which case, the Type I 15% increase above is not be allowed (10%).					\$0
(K)	Projects within a county with an unadjusted 9% threshold basis limit for a 2-bedroom unit equal or less than \$400,000 and within a census tract designated on the TCAC/HCD Opportunity Map as Highest or High Resource (10%).				No	\$0
	County Eligibility:	No	TCAC/HCD Opportunity Area Map Tract ID #:	6075022802	Opportunity Map Resource Level:	Low Resource

**End of Document**



HCD 2022 Developer Fee Calculator - revised 06/08/2022

Project Name: Homeless Prenatal Family Housing TCAC Project #   
 Project Phase: Origination Proposed Project Type:

Project's Developer Fee Summary	HCD Limit	Project Amt.
Maximum Total Developer Fee - 2d	\$12,416,532	\$2,200,000
Max Developer Fee payable from development funding sources - lesser of 1e & 2d	\$3,000,000	\$2,200,000
Deferred Developer Fee payable on a priority basis from available Cash Flow	\$500,000	\$0
Deferred Developer Fee payable exclusively from Sponsor Distributions	\$8,916,532	\$0

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

**Section 1. UMR §8312(c)(1) Max Developer Fee payable from funding sources - 4% Projects use TCAC 9% rules**

a. Project's type of construction: <b>New Construction</b>			\$3,000,000
b. Project's Unadjusted Eligible Basis (excluding Developer Fee) - §10327(c)(2)(A)	#####	x 15% =	\$9,312,399
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)	\$0	x 15% =	\$0
<b>e. Maximum Developer Fee payable from development funding sources - UMR §8312(c)(1) - lesser of 1a or (1b + 1c + 1d)</b>			<b>\$3,000,000</b>

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

	Project meeting CDLAC §5230(f)(1)(B), TCAC §10327(c)(2)(E)?	
a. New Construction & Rehab - Unadjusted Eligible Basis (exclude Developer Fee) - §10327(c)(2)(B)(i)	\$62,082,662	x 20% = \$12,416,532
b. Basis for non-residential Project costs (exclude Developer Fee) - §10327(c)(2)(B)(ii)	\$0	x 15% = \$0
c1. Not Applicable		
c2. Not Applicable		
c3. Not Applicable		
c4. Not Applicable	\$0	X 5% = \$0
<b>d. Maximum Total Developer Fee using TCAC 4% rules §8312(c)</b>		<b>\$12,416,532</b>
<b>e. Total Budgeted or Actual Developer Fee</b>		<b>\$2,200,000</b>
<b>f. Budgeted Developer Fee paid from Development Sources</b>	<b>Sum of Deferred and Contributed Developer Fee</b>	<b>\$0</b>
<b>g. Deferred Developer Fee payable on a priority basis from available Cash Flow</b>		<b>\$0</b>

## Annual Income And Expenses

### EMPLOYEE INFORMATION

No.	FTE	Employee Job Title	Wages	Free Rent	Comments
		On-Site Manager(s)	\$169,140	\$0	
		On-Site Assistant Manager(s)	\$0	\$0	
		Supportive Services Staff Supervisor(s)	\$73,990		
		Supportive Services Coordinator, On-Site	\$0		
		Other Supportive Services Staff (inc. Case Manager)	\$0		
		On-Site Maintenance Employee(s)	\$99,827	\$0	
		On-Site Leasing Agent/Administrative Employee(s)	\$0	\$0	
		On-Site Security Employee(s)	\$0	\$0	
		Other ( <b>Specify</b> )	\$0	\$0	
		Other ( <b>Specify</b> )	\$0	\$0	
Acct. No.		<b>Total Salaries and Value of Free Rent Units</b>	\$342,957	\$0	
6711		Payroll Taxes	\$91,571		
6722		Workers Compensation	\$0		
6723		Employee Benefits	\$0		
		<b>Employee(s) Payroll Taxes, Workers Comp. &amp; Benefits</b>	\$91,571		
		<b>Total Employee(s) Expenses</b>	\$434,528		

### EMPLOYEE UNITS

Income Limit	Job Title(s) of Employee(s) Living On-Site	Bedrooms	SF	Comments
None	On-Site Manager(s)	2	850	
		<b>Total Square Footage</b>		850

### ANNUAL OPERATING BUDGET

Acct. No.	Revenue - Income	Residential	Commercial	Comments
5120/5140	Rent Revenue - Gross Potential		\$0	
	Restricted Unit Rents	\$1,171,296		
	Unrestricted Unit Rents	\$0		
5121	Tenant Assistance Payments			
		\$0		
		\$0		
	Operating Subsidies	\$554,031		
	Other: ( <b>Specify</b> )	\$0	\$0	
5910	Laundry and Vending Revenue	\$4,380		
5170	Garage and Parking Spaces	\$0	\$0	
5990	Miscellaneous Rent Revenue	\$0	\$0	
	<b>Gross Potential Income (GPI)</b>	<b>\$1,729,707</b>	<b>\$0</b>	
5220/5240	Vacancy Rate: Restricted Units	5.0%		
	Vacancy Rate: Unrestricted Units	5.0%		
	Vacancy Rate: Tenant Assistance Payments	5.0%		
	Vacancy Rate: Other: (Specify)	5.0%		
	Vacancy Rate: Laundry & Vending & Other Income	5.0%		
	Vacancy Rate: Commercial Income		50.0%	
	Vacancy Loss(es)	\$86,485	\$0	
	<b>Effective Gross Income (EGI)</b>	<b>\$1,643,222</b>	<b>\$0</b>	

Acct. No.	Administrative Operating Expenses	Residential	Commercial	Comments
6203	Conventions and Meetings	\$0	\$0	
6210	Advertising and Marketing	\$2,160	\$0	
6250	Other Renting Expenses	\$0	\$0	
6310	Office/Administrative Salaries -- from above	\$0	\$0	
6311	Office Expenses	\$0	\$0	
6312	Office or Model Apartment Rent	\$0	\$0	
6320	Management Fee	\$55,188	\$0	
6330	Site/Resident Manager(s) Salaries -- from above	\$169,140	\$0	
6331	Administrative Free Rent Unit -- from above	\$0	\$0	
6340	Legal Expense -- Project	\$0	\$0	
6350	Audit Expense	\$0	\$0	
6351	Bookkeeping Fees/Accounting Services	\$11,250	\$0	
6390	Miscellaneous Administrative Expenses	\$0	\$0	
6263T	<b>Total Administrative Expenses</b>	<b>\$237,738</b>	<b>\$0</b>	

Utilities Expenses		Residential	Commercial	Comments
6450	Electricity	\$35,784	\$0	
6451	Water	\$48,375	\$0	
6452	Gas	\$0	\$0	
6453	Sewer	\$48,376	\$0	
	Other Utilities: (Specify)	\$0	\$0	
6400T	<b>Total Utilities Expenses</b>	\$132,535	\$0	

Operating and Maintenance Expenses		Residential	Commercial	Comments
6510	Payroll -- from above	\$99,827	\$0	
6515	Supplies	\$0	\$0	
6520	Contracts	\$0	\$0	
6521	Operating & Maintenance Free Rent Unit -- from above	\$0	\$0	
6525	Garbage and Trash Removal	\$52,706	\$0	
6530	Security Contract	\$0	\$0	
6531	Security Free Rent Unit -- from above	\$0	\$0	
6546	Heating/Cooling Repairs and Maintenance	\$0	\$0	
6548	Snow Removal	\$0	\$0	
6570	Vehicle & Maintenance Equipment Operation/Reports	\$0	\$0	
6590	Miscellaneous Operating and Maintenance Expenses	\$18,442	\$0	
6500T	<b>Total Operating and Maintenance Expenses</b>	\$170,975	\$0	

Taxes and Insurance		Residential	Commercial	Comments
6710	Real Estate Taxes	\$0	\$0	
6711	Payroll Taxes (Project's Share) -- from above	\$91,571	\$0	
6720	Property and Liability Insurance (Hazard)	\$0	\$0	
6729	Other Insurance (e.g. Earthquake)	\$0	\$0	
6721	Fidelity Bond Insurance	\$0	\$0	
6722	Worker's Compensation -- from above	\$0	\$0	
6723	Health Insurance/Other Employee Benefits--from above	\$0	\$0	
6790	Miscellaneous Taxes, Licenses, Permits & Insurance	\$0	\$0	
6700T	<b>Total Taxes and Insurance</b>	\$91,571	\$0	

Supportive Services Costs		Residential	Commercial	Comments
6990	Staff Supervisor(s) Salaries - from above	\$73,990	\$0	
6990	Services Coordinator Salaries, On-Site - from above	\$0	\$0	
6990	Other Supportive Services Staff Salaries - from above	\$0	\$0	
6990	Supportive Services Admin Overhead	\$0	\$0	
6990	Other Supportive Services Costs: (Specify)	\$0	\$0	
6990	Other Supportive Services Costs: (Specify)	\$0	\$0	
6900T	<b>Total Supportive Services Costs</b>	\$73,990	\$0	
	<b>Total Operating Expenses</b>	\$706,809	\$0	

Funded Reserves		Residential	Commercial	Comments
7210	Required Replacement Reserve Deposits	\$36,500	\$0	
7220	Other Reserves: (Specify)	\$0	\$0	
7230	Other Reserves: (Specify)	\$0	\$0	
7240	Other Reserves: (Specify)	\$0	\$0	
	<b>Total Reserves</b>	\$36,500	\$0	

Ground Lease		Residential	Commercial	Comments
	Ground Lease	15,000	\$0	
	<b>Total Ground Lease</b>	\$15,000	\$0	
	<b>Net Operating Income</b>	\$884,913	\$0	

Financial Expenses		Residential	Commercial	Comments
6820	1st Mortgage Debt Service (Specify)	\$0	\$0	
6830	2nd Mortgage Debt Service (Specify)	\$0	\$0	
6830	3rd Mortgage Debt Service (Specify)	\$0	\$0	
6840	MHP .42% Fee	\$0	\$0	
6890	Other HCD .42% (Specify)	\$0	\$0	
6890	Other HCD .42% (Specify)	\$0	\$0	
6890	Bond Issuer Fee	\$0	\$0	
6890	Miscellaneous Financial Expenses (Specify)	\$0	\$0	
6890	Miscellaneous Financial Expenses (Specify)	\$0	\$0	
6800T	<b>Total Financial Expenses</b>	\$0	\$0	

	<b>Cash Flow</b>	\$884,913	\$0	
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7190	Asset Management/Similar Fees	\$24,000	\$0	
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Total Operating Expenses Per Unit		Per Year	Per Month	Comments	
Without any Adjustments		\$9,682	\$807		
With the Value of Rent-Free Units Included		\$9,682	\$807		
Without RE Taxes, Social Services Coordinator or Social Services/Social Programs and With the Value of Rent Fee Units Included		\$8,669	\$722		
File Name:	74. Op Exp Compare	Submit at least 3 operating expense comparables for similar projects located in the same market area. Projects should be affordable housing projects similar in size, type, amenities, and population to the proposed project. One comparable may be submitted for a 100% market rate Project if unable to locate affordable housing comparables. The most recent two years audited statements for each comparable is preferred, if available. Additional information may be required.	Uploaded to HCD Portal?	Yes	

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

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

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

<b>A. Supportive Services Units:</b>	Total number of Units:	73	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.					36	\$4,617	\$166,212
(2) UMR §8314(e)(2): Total number of Supportive Housing (SH) Units (other than those restricted to individuals or families experiencing chronic homelessness pursuant to HSC §50675.14), PLUS the total number of Units restricted to occupancy by Special Needs Populations (SNP)* under any HCD program.  See Appendix A – Defined Terms					0	\$3,461	\$0
						<b>Do not include Units included in (1) above.</b>	
(3) UMR §8314(e)(3): Total number of Units where the Sponsor, their affiliate, or a service provider under contract to provide Supportive Services at the Project has both: (A) qualified staff devoted exclusively to oversight and quality control of resident services in affordable housing, including the Project; and (B) a system to track and report on tenant outcomes, such as changes in employment status and income. Do not include Units included in items (1) and (2) above.					0	\$1,189	\$0
(4) UMR §8314(e)(4): Total number of Units anticipated to be offered Supportive Services provided by the Project Sponsor, a Sponsor affiliate, or contracted service provider that do not satisfy the criteria in items (1), (2) and (3) above.					0	\$283	\$0
<b>(5) Maximum Supportive Services Costs</b>					36		\$166,212

## HCD Reserve Requirements

<b>Project Name</b>	Homeless Prenatal Family Housing	<b>Number of Project Units:</b>	73
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### Replacement Reserve Calculator UMR §8309

(a)	0.6% of New construction costs (structures excluding contractor profit, overhead, and general requirements and insurance):	\$38,793,034	\$232,758
	\$500 per unit: (This is a placeholder for rehab projects and may be subject to higher amount)	\$500	\$36,500
(b)	Replacement Reserve Amount = <i>New construction: lesser of (a) and (b); Rehab: (b)</i>		\$36,500
	HCD Required Replacement Reserve Amount - <i>included in "Operating budget" tab</i>		\$36,500

### Operating Reserve Calculator

1	Total Operating Expenses Excluding On-Site Service Coordinator Salaries. <i>Operating Budget Cell (S107) minus Operating Budget Cell (S100)</i>		TAX CREDIT Project 3 Month Reserve Required	NON-TAX CREDIT Project 4 Month Reserve Required
	(a) Total Operating Expenses:	\$706,809		
	(b) Minus: On-Site Service Coordinator Salaries:	\$0	Amount subject to reserve calculation: <i>(a - b)</i>	\$706,809
			<b>\$176,702</b>	<b>\$235,603</b>
2	Replacement Reserve amount from <i>above: (Cell AJ10)</i>	\$36,500	<b>\$9,125</b>	<b>\$12,167</b>
	Debt Service (including all HCD 0.42% Fees and Bond Issuer Fee)			
	<b>Name of Lender</b> <i>Operating Budget cells (D125 to D137)</i>	Annual Debt Service Amount	TAX CREDIT Project 3 Month Reserve Required	NON-TAX CREDIT Project 4 Month Reserve Required
3	1st Mortgage Debt Service (Specify)	\$0	\$0	\$0
	2nd Mortgage Debt Service (Specify)	\$0	\$0	\$0
	3rd Mortgage Debt Service (Specify)	\$0	\$0	\$0
	MHP .42% Fee	\$0	\$0	\$0
	Other HCD .42% (Specify)	\$0	\$0	\$0
	Other HCD .42% (Specify)	\$0	\$0	\$0
	Bond Issuer Fee	\$0	\$0	\$0
	Miscellaneous Financial Expenses (Specify)	\$0	\$0	\$0
	<b>Other (Specify)</b>		\$0	\$0
	<b>Totals</b>	\$0	<b>\$0</b>	<b>\$0</b>
<b>UMR Required Operating Reserve Amount:</b>			<b>\$185,827</b>	<b>\$247,770</b>

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

### Transition Reserve Calculator

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

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

Cash Flow Analysis

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

Table with 22 columns (Year 1-20) and 12 rows, including categories like INCOME FROM RENTAL UNITS, Tenant Assistance Payments, and GROSS POTENTIAL INCOME - HOUSING.

Table with 22 columns (Year 1-20) and 6 rows, including categories like OTHER INCOME, Laundry & Vending, and GROSS POTENTIAL INCOME - OTHER.

Table with 22 columns (Year 1-20) and 10 rows, including categories like VACANCY ASSUMPTIONS, Restricted Units, and Commercial Income.

Table with 22 columns (Year 1-20) and 14 rows, including categories like OPERATING EXP & RESERVES, Residential Exp., and NET OPERATING INCOME.

Table with 22 columns (Year 1-20) and 15 rows, including categories like DEBT SERVICE, 1st Mortgage Debt Service, and TOTAL REQUIRED DEBT SERVICE.

Table with 22 columns (Year 1-20) and 1 row: CASH FLOW after all debt service.

Table with 22 columns (Year 1-20) and 1 row: DEBT SERVICE COVERAGE RATIO.

Table with 22 columns (Year 1-20) and 11 rows, including categories like CASHFLOW AFTER DEBT SERVICE, Asset Mgmt./Similar Fees, and Other Residual Payments.

Max Asset Mgmt/Similar Fees	3.5%	24,000	24,840	25,709	26,609	27,541	28,504	29,502	30,535	31,603	32,710	33,854	35,039	36,266	37,535	38,849	40,208	41,616	43,072	44,580	46,140
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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**Supportive Services Plan**

6/3/22

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

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

Units Targeting Special Needs Populations (SNP)	Overall Total	MHP Assisted
ADD SP Populations from App dropdowns		
Individuals who are experiencing Homelessness	36	36

**Part I. Tenant Selection Narrative**

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

**Section 1: Tenant Selection Criteria**

1. Target Tenant Population and Eligibility Criteria

a. Do you use Housing First Practices?  Yes

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

Applicants for MHP units at Homeless Prenatal Family Housing will be processed according to reasonable selection criteria, as in accordance with the provisions of 25 CCR Section 8305. The tenant selection criteria shall include priority status under a local coordinated access (aka the Coordinated Entry System, or CES) system developed pursuant to 24 CFR 478.7(a)(8). Applicants will be pulled from the local CES to ensure priority is given to the most vulnerable and high-acuity homeless persons within the region. San Francisco's Coordinated Entry System (CES) utilizes a standardized screening and prioritization process to assess and link to housing resources. This process strongly enforces Housing First

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

As the property is placing households designated as formerly homeless/ permanent supportive housing, all placements will be done through the coordinated entry program for the City and County of San Francisco. The sponsor shall have no direct input on the placement of these units and will not reject applicants based on credit history, criminal record, rental history, substance use, and similar screening criteria that will result in application rejection.

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

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

There are no eligibility criteria other than what is spelled out in the response to the questions above. However, the units will likely make use of HUD rental housing subsidies, which have requirements that are not tied into the deed restrictions and may change over time based on federal guidance. Our philosophy is of voluntary participation in supportive services, and so while staff will do whatever it reasonably takes to ensure housing stabilization and wellness, tenants will be met where they are at. Strategies such as progressive engagement and critical time intervention, will be used to encourage new tenants to move towards supportive services. Staff will work with tenants to support their housing retention.

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

Our property management company, Mercy Housing Management Group, provides Megan's law disclosures

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

HPP's CES pilot proposal originates from its direct experience with CES in family buildings, as well as the direct experience serving homeless families of its development partner, Mercy Housing. It is the shared experience that the complexity families bring to their living situations – i.e., the highly varied and diverse social, medical, educational, and economic needs presented within just one household – make the relatively rigid CES classification system an imperfect fit when trying to lease up an entire building at once. Furthermore, many families that need support are unfortunately excluded by the system. HPP and Mercy believe that the specific system modifications recommended below will help provide a much stronger

2. Marketing/Outreach

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

Six months prior to construction completion Mercy Housing Management Group will work with Homeless Prenatal Program, to create a comprehensive list of all application materials to provide to a list of qualified services agencies including emergency shelters, safe havens, drop-in centers and street outreach programs frequented by vulnerable persons experiencing homelessness. This will enable clients of these agencies to anticipate and positively address issues such as providing identifications, and addressing credit reports and criminal background issues, and other applicable supportive documentation needed to complete the application process.

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

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

The CES prioritizes highly vulnerable households according to a standardized screening and prioritization process to assess and link to housing resource. Following tenant selection criteria that will be approved by all funders, when marketing begins, we will first reach out to CES with a request for referrals of high-level or mid-level acuity homeless adults that meet the tenant selection criteria outlined in the question above. As part of CES, HSH maintains responsibility for matching homeless individuals with permanent supportive housing opportunities throughout the County.

3. Characteristics of SNP

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

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

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

N/A
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**Part II. Lead Service Provider (LSP) Detail**

**Section 1: LSP**

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

1. LSP name:

Relationship to Sponsor:

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

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

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

Years of experience providing the above services?

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

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

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

Agency Name	How Services will be Coordinated
Describe how services will be coordinated	
Describe how services will be coordinated	
Describe how services will be coordinated	

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

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

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

Staff are trained how to assist clients to access all public benefits, both SSI and local programs such as General Relief. To assist participants in enrolling in SSI, Case Managers will utilize the SOAR method to link residents to SSI and other benefit programs. Case management staff will assist clients to apply for General Relief, and may accompany them to apply in person. Once they are receiving this benefit, Case Managers with support in applying and transitioning to SSI.

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

This topic is covered during the staff orientation they receive when they are hired. This training is led by a qualified Mercy Housing staff person or a 3rd party trainer. In addition, the new employee orientation covers core elements like HIPAA, trauma-informed care, harm reduction, boundaries, and others, ensuring that all of the most critical topics are covered twice. During supervision meetings, case managers are periodically refreshed on these topics or given more in-depth training as new topics arise. Additional trainings may be accessed through the online learning portal.

Describe Critical Time Intervention:

Using a multidisciplinary team approach, staff increase the frequency of contact with participants in the days and weeks immediately following placement in permanent housing. Aware that this time can be a difficult adjustment which could result in loss of housing, all staff are highly supportive to clients and work to address their needs.

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

This topic is covered during the staff orientation they receive when they are hired. This training is led by a qualified Mercy Housing staff person or a 3rd party trainer. In addition, the new employee orientation covers core elements like HIPAA, trauma-informed care, harm reduction, boundaries, and others, ensuring that all of the most critical topics are covered twice. During supervision meetings, case managers are periodically refreshed on these topics or given more in-depth training as new topics arise. Additional trainings may be accessed through the online learning portal.

Describe Trauma-Informed Care Strategies:

Staff are trained on service delivery keeping in mind the impact of trauma on an individuals' life and life choices. The framework used to deliver services utilizes the six key principles of a trauma informed approach in combination with housing first. Office space is designed to be welcoming, warm, and egalitarian. Staff is conscious of their language and body posture to allow residents to feel safe and empowered to make their own choices. Discussion of the prevalence of trauma on the general population, and in particular for individuals who have experienced homelessness, occur during case conferences and supervision so that all interventions consider how trauma might be impacting the thoughts, feelings, and behaviors of

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

This topic is covered during the staff orientation they receive when they are hired. This training is led by a qualified Mercy Housing staff person or a 3rd party trainer. In addition, the new employee orientation covers core elements like HIPAA, trauma-informed care, harm reduction, boundaries, and others, ensuring that all of the most critical topics are covered twice. During supervision meetings, case managers are periodically refreshed on these topics or given more in-depth training as new topics arise. Additional trainings may be accessed through the online learning portal.

Describe Motivational Interviewing:

All services staff are assessed at hire for experience with motivational interviewing and they are provided training at hire and annually thereafter. Motivational interviewing is used regularly to help residents identify their strengths and support them to make positive changes and achieve their goals. It is also a tool used to address issues that may jeopardize a resident's housing.

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

This topic is covered during the staff orientation they receive when they are hired. This training is led by a qualified Mercy Housing staff person or a 3rd party trainer. In addition, the new employee orientation covers core elements like HIPAA, trauma-informed care, harm reduction, boundaries, and others, ensuring that all of the most critical topics are covered twice. During supervision meetings, case managers are periodically refreshed on these topics or given more in-depth training as new topics arise. Additional trainings may be accessed through the online learning portal.

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

Staff follow set guidelines in supporting tenants' desires for an application to change their project based voucher to a tenant based voucher and exit the project. These guidelines set the clear expectation that to do so, the client must be in good standing with the property manager for one year, be actively participating in case management, and have demonstrated the ability to establish connections with community resources.

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

This topic is covered during supervision.

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

Peer advocates will be utilized to help residents adjust to life in their new housing program. Case management staff are trained in the availability of this service, and will make referrals and linkages to external resources as needed.

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

Case management staff are trained in the availability of this service, and will make referrals and linkages to external resources as needed.

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

Describe case conferencing:

Case conferencing happens on weekly at each project, to assist staff to develop solutions to barriers and to support each other when servicing the same individuals. This allows more experienced staff to assist newer staff and helps ensure that best practices are being implemented consistently. Case conferences are opportunities for the Resident Services Manager to provide advice or instruction, or to target spending time with a client themselves.

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

This topic is covered during the staff orientation they receive when they are hired. This training is led by a qualified Mercy Housing staff person or a 3rd party trainer. In addition, the new employee orientation covers core elements like HIPAA, trauma-informed care, harm reduction, boundaries, and others, ensuring that all of the most critical topics are covered twice. During supervision meetings, case managers are periodically refreshed on these topics or given more in-depth training as new topics arise. Additional trainings may be accessed through the online learning portal.

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

Mercy Housing is defined by its mission to create stable, vibrant, and healthy communities by developing, financing, and operating affordable, program-enriched housing for families, seniors, and people with special needs who lack the economic resources to access quality, safe housing opportunities. Homeless Prenatal Program is driven by its mission to break the cycle of childhood poverty. Missions are covered during the staff orientation they receive when they are hired.

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

This training is led by a respective qualified Mercy Housing staff person, Homeless Prenatal Program staff member or a 3rd party trainer. In addition, the new employee orientation covers core elements like HIPAA, trauma-informed care, harm reduction, boundaries, and others, ensuring that all of the most critical topics are covered twice. During supervision meetings, case managers are periodically refreshed on these topics or given more in-depth training as new topics arise. Additional trainings may be accessed through the online learning portal.

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

To ensure that housing retention is not disrupted during periods of hospitalization, case managers are trained to access budgeted client supportive services funds to ensure there is no gap in on-time rental payment. Case managers are trained to collaborate and advocate with property management. This topic is covered during the staff orientation they receive when they are hired. This training is led by a qualified Mercy Housing staff person or a 3rd party trainer. In addition, the new employee orientation covers core elements like HIPAA, trauma-informed care, harm reduction, boundaries, and others, ensuring that all of the most critical topics are covered twice. During supervision meetings, case managers are periodically

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

This topic is covered during the staff orientation they receive when they are hired. This training is led by a qualified Mercy Housing staff person or a 3rd party trainer. In addition, the new employee orientation covers core elements like HIPAA, trauma-informed care, harm reduction, boundaries, and others, ensuring that all of the most critical topics are covered twice. During supervision meetings, case managers are periodically refreshed on these topics or given more in-depth training as new topics arise. Additional trainings may be accessed through the online learning portal.

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

Staff follow strict policies and procedures, as outlined below, on resident privacy and confidentiality. This is to remain in compliance with the law, but most importantly to respect our residents.

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

All staff are trained in and agree to these policies before having access to residents or any protected health information. This topic is covered during the staff orientation they receive when they are hired. This training is led by a qualified Mercy Housing staff person or a 3rd party trainer. In addition, the new employee orientation covers core elements like HIPAA, trauma-informed care, harm reduction, boundaries, and others, ensuring that all of the most critical topics are covered twice. During supervision meetings, case managers are periodically refreshed on these topics or given more in-depth training as new topics arise. Additional trainings may be accessed through the online learning portal.

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

Services Staff communicate frequently with Property Management staff as needed. At time of engagement into services at the property, they will have tenants sign reciprocal releases of information enabling Case Management, Property Management and Residential Services Staff to communicate. Diagnoses are never shared with property management. The release of information allows communication amongst property management and supportive services to discuss and address behaviors of the tenant that may be affecting their tenancy. Services Staff who know the tenant best will propose a course of action that will take place to reconcile the adverse tenant behavior. Property Management works with the residential service

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

Services staff is trained on how to properly communicate with property management in a way to address the behaviors of a tenant and to keep the privacy and confidentiality of the tenant secure. For example, services staff might be aware of underlying causes of behavioral issues that put housing retention at risk, and thereby support management in determining which tools available to the management agent would be best to bring to bear in any given circumstance, but without disclosing information as pertains to disability status.

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

Staff inform residents of the ability to make reasonable accommodations and assist them to do so during the lease-up tenant screening process. Case managers proactively make each resident aware of their rights before and immediately after they move in, and advocate for them with property management. Th

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

is topic is covered during the staff orientation they receive when they are hired. This training is led by a qualified Mercy Housing staff person or a 3rd party trainer. In addition, the new employee orientation covers core elements like HIPAA, trauma-informed care, harm reduction, boundaries, and others, ensuring that all of the most critical topics are covered twice. During supervision meetings, case managers are periodically refreshed on these topics or given more in-depth training as new topics arise. Additional trainings may be accessed through the online learning portal.

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

Services Staff communicate frequently with Property Management staff as needed. At time of engagement into services at the property, they will have tenants sign reciprocal releases of information enabling Case Management, Property Management and Residential Services Staff to communicate. Diagnoses are never shared with property management. The release of information allows communication amongst property management and supportive services to discuss and address behaviors of the tenant that may be affecting their tenancy. Services Staff who know the tenant best will propose a course of action that will take place to reconcile the adverse tenant behavior. Property Management works with the residential service

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

Services staff is trained on how to properly communicate with property management in a way to address the behaviors of a tenant and to keep the privacy and confidentiality of the tenant secure. For example, services staff might be aware of underlying causes of behavioral issues that put housing retention at risk, and thereby support management in determining which tools available to the management agent would be best to bring to bear in any given circumstance, but without disclosing information as pertains to disability status.

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

Staff inform residents of the ability to make reasonable accommodations and assist them to do so during the lease-up tenant screening process. Case managers proactively make each resident aware of their rights before and immediately after they move in, and advocate for them with property management.

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

This topic is covered during the staff orientation they receive when they are hired. This training is led by a qualified Mercy Housing staff person or a 3rd party trainer. In addition, the new employee orientation covers core elements like HIPAA, trauma-informed care, harm reduction, boundaries, and others, ensuring that all of the most critical topics are covered twice. During supervision meetings, case managers are periodically refreshed on these topics or given more in-depth training as new topics arise. Additional trainings may be accessed through the online learning portal.

Describe process for receiving and resolving tenant grievances:

Mercy Housing uses a standard for to ensure that staff document initial receipt of the grievance and client receipt of the response. Flexibility is provided to allow clients to write the grievance on another paper of their choice. The standard for is used regardless of clearly document receipt and response. Case managers are instructed to clearly communicate the availability of grievance forms, which are placed in public locations so residents do not need to request one from staff. The goal is to ensure that residents feel free to submit grievances and also are aware they have other channels for more routine concerns.

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

This topic is covered during the staff orientation they receive when they are hired. This training is led by a qualified Mercy Housing staff person or a 3rd party trainer. In addition, the new employee orientation covers core elements like HIPAA, trauma-informed care, harm reduction, boundaries, and others, ensuring that all of the most critical topics are covered twice. During supervision meetings, case managers are periodically refreshed on these topics or given more in-depth training as new topics arise. Additional trainings may be accessed through the online learning portal.

Describe appropriate responses to tenant crises:

Staff are trained in how to de-escalate tenant crises in their body language and communication, including how to escape a situation if necessary. The goal is always a de-escalation of the situation for the safety of all involved. Staff work to build trust when there is no crisis in order to reduce the frequency of crises and to communicate more effectively during them.

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

This topic is covered during the staff orientation they receive when they are hired. This training is led by a qualified Mercy Housing staff person or a 3rd party trainer. In addition, the new employee orientation covers core elements like HIPAA, trauma-informed care, harm reduction, boundaries, and others, ensuring that all of the most critical topics are covered twice. During supervision meetings, case managers are periodically refreshed on these topics or given more in-depth training as new topics arise. Additional trainings may be accessed through the online learning portal.

Describe retention of tenants regardless of their use of substances:

As an agency committed to housing the most vulnerable from a Harm Reduction and Housing First perspective, abstaining from substance use is not required to receive services. Staff are trained to assist residents to address the negative consequences of such use or those which would negatively impact their tenancy, utilizing motivational interviewing and other clinical methods as well as linkages to substance abuse treatment. Staff proactively reach out to residents in order to support them in this area.

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

This topic is covered during the staff orientation they receive when they are hired. This training is led by a qualified Mercy Housing staff person or a 3rd party trainer. In addition, the new employee orientation covers core elements like HIPAA, trauma-informed care, harm reduction, boundaries, and others, ensuring that all of the most critical topics are covered twice. During supervision meetings, case managers are periodically refreshed on these topics or given more in-depth training as new topics arise. Additional trainings may be accessed through the online learning portal.

Describe cultural competency:

Staff are required to have cultural competency in mind for all interactions with residents, as a way to build connections and to avoid offense or breaking trust. Staff are trained in particular issues their clients may face as a result of their race, gender, disability, language or LGBTQ status.

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

This topic is covered during the staff orientation they receive when they are hired. This training is led by a qualified Mercy Housing staff person or a 3rd party trainer. In addition, the new employee orientation covers core elements like HIPAA, trauma-informed care, harm reduction, boundaries, and others, ensuring that all of the most critical topics are covered twice. During supervision meetings, case managers are periodically refreshed on these topics or given more in-depth training as new topics arise. Additional trainings may be accessed through the online learning portal.

### Part III. Supportive Services Detail

#### Section 1: Supportive Services Chart

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

Resident Service	Service Description	Service Provider(s)	Relationship to Sponsor	Agreement	Off-site Service Location
List each service separately	Describe service, including the frequency.	Provider's Name	Sponsor, separate division of Sponsor's organization, or a Project Partner	If service will be provided by a non-Sponsor entity, indicate type of agreement under which service will be provided.	If service is on-site, leave blank. Enter distance, in miles, to off-site service and resident commuting plan.
<b>Case management with individual service plans</b>	Case managers make contact with their clients no fewer than three times per month, more frequently immediately after move in or as issues arise. The case manager will schedule voluntary activities for residents, as well as provide one-on-one case management for residents. They will help each resident to <del>develop a personalized plan for greater independence and self-</del>	Homeless Prenatal Program	Project Partner	Commitment Letter	
<b>Benefits counseling and advocacy:</b> -SSI/SDI -MediCal -CalWORKs -VA compensation	Case Managers will help residents access mainstream resources and government entitlement programs such as social security, SSI/Disability, Medi-Cal, Medicare, food assistance, veterans' services, mental health care, health care, substance abuse recovery, education and employment, low income utility assistance, local government programs, and others. Case managers will help residents enroll in these <del>programs, coordinate and monitor care in cooperation with</del>	Homeless Prenatal Program	Project Partner	Commitment Letter	
<b>Mental health care:</b> -Group, family and individual -Therapy/counseling -Veteran related trauma -Medication	HPP will assure that all residents will have linkage with mental health care on site and off-site. They will partner with a DMH Funded full service partnership team if needed.	Homeless Prenatal Program	Project Partner	Commitment Letter	

<b>Physical health care:</b> -preventative health -prescriptions	HPP will be responsible for ensuring all clients have linkage to physical health care services they require, including primary care and more intensive care as appropriate. The agency will link tenants to agencies that can provide higher level of care if needed. Medical needs will be discussed during case management meetings.	Homeless Prenatal Program	Project Partner	Commitment Letter	
<b>Substance use services:</b> -Inpatient/Outpatient services -Medically assisted treatment -Counseling	Substance use disorder services provided directly by case management staff include individual counseling and support using a motivational interviewing approach, individual and group meetings that address recovery planning and relapse prevention strategies, outpatient and inpatient provider referral and treatment options. HPP will access community resources as needed to bring clients services needed.	Homeless Prenatal Program	Project Partner	Commitment Letter	
File Name:	88. LSP NonSpon Contract Basic	Lead Service Provider Contract, Agreement or Letter of Intent (non-Sponsor/Applicant provider).		Uploaded to HCD Portal?	Yes

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

Resident Service	Service Description	Service Provider(s)	Relationship to Sponsor	Agreement	Off-site Service Location
List each service separately	Describe service, including the frequency, service location, and how they are tailored to the Target Population.	Direct Provider's Name and Contact Information	Sponsor, separate division of Sponsor's organization, or a Project Partner	If service will be provided by a non-Sponsor entity, indicate type of agreement under which service will be provided.	If service is on-site, leave blank. Enter distance, in miles, to off site service and resident commuting plan.
<b>Employment &amp; OJT placement/training:</b> -job search -resume writing -interview assistance -job placement -OJT training	Employment and Job Readiness Support will be provided through referral and linkage service and may include direct assistance with job skills development and retention as needed. Services and support may also include offering the following programming: English as a Second Language (ESL), resources for apprenticeships, internships, and Graduate Equivalent Diploma (GED) classes. May include supported programs promoting volunteer opportunities for those unable to work.	Homeless Prenatal Program	Sponsor	Project Partner	
<b>Education assistance/benefits information:</b> -GI Bill counseling -college application assistance -financial aid assistance	May include linkage and referral to assessment, GED, assistance accessing higher education benefits and grants, and assistance in obtaining reasonable accommodations in education process.	Homeless Prenatal Program	Sponsor	Project Partner	
<b>Financial counseling/debt counseling:</b> -debt mitigation -budgeting -emergency savings -predatory practices	Financial benefit acquisition may also include directly assisting residents in accessing income assistance or other direct financial benefits such as Social Security Income (SSI), Social Security Disability Income (SSDI), Temporary Assistance to Needy Families (TANF), child support, Child Care Assistance, Unemployment benefits, and General Assistance.	Homeless Prenatal Program	Sponsor	Project Partner	
<b>Childcare assistance/services:</b> -transportation to/from -onsite daycare -afterschool care financial assistance -parenting education					
<b>Family law service:</b> -pro bono legal advice -no/low cost legal services -custody disputes -divorce -domestic violence restraining orders	Case Manager will support Family Reconciliation, which includes providing any services intended to address family reconciliation issues or contact with case managers by family members. For example, supporting residents with custody issues or connecting with estranged family members.	Homeless Prenatal Program	Sponsor	Project Partner	
<b>Life skills/soft skills:</b> -grooming -nutrition/cooking -interpersonal communication -laundry/household maintenance	Life skills will be incorporated in most educational and recreational activities for tenants. Topics/skills to be incorporated include anger management/conflict resolution, health and nutrition, cooking/food planning, budgeting, positive self-esteem, tenant responsibilities, and good neighbor practices. Finally, Resident Service Coordinator will work with tenants in individual and group settings, to ensure that those who wish to participate are learning basic independent living skills such as money management,	Homeless Prenatal Program	Sponsor	Project Partner	

<b>Legal services:</b> -reinstatement of benefits after incarceration -discharge upgrades -pro bono legal advice -diversion courts	Case Manager will ensure all clients who need legal services will be linked to local law offices that are established as providing pro-bono legal advice, no/low cost legal services and have experience with a variety of legal areas, such as reinstatement of benefits and discharge upgrades.	Homeless Prenatal Program	Sponsor	Project Partner	
<b>Out-patient family therapy/counseling:</b> -family counseling -individual counseling -couple's counseling	HPP may provide linkages and referrals to mental health counseling and services as needed, based off individual service plans and assessments.	Homeless Prenatal Program		Project Partner	
<b>Domestic violence support:</b> -DV center -restraining order assist. -safety plan -contact w/law enforcement -credit/identity locks	Case Manager will provide linkage and support to residents who are impacted by domestic violence, interpersonal violence and violent crime. Case managers will support residents in need of services to connect with the center and receive services for which they are eligible. Existing resources include La Casa Da Las Madres that provide support for survivors of domestic violence and the people who care about them, La Casa de las Madres is accessible 24 hours a day, 7 days a week, 365 days a year.	Homeless Prenatal Program		Project Partner	
<b>Food bank/meal support services:</b> -no cost/low cost food -SNAP/TANF support	The Resident Services Coordinator will coordinate local food programs, and provide access to on-site and/or off-site food banks, food pantries, lunch programs and other meal programs delivering food to site. No commitment letter at this point (too early in the process), but we provide food resources at teh majority of our sites. We have a long term partnership and MOU with the San Francisco and Marin Food Bank and	Mercy Housing California		Sponsor	
<b>Other Service: (Specify)</b>	Physical or social activities that are offered to create opportunities for individuals or shared enjoyment or pleasure. Social events and activities are designed to prevent social isolation, as well as providin leadership opportunities to stregthen communities.	Mercy Housing California		Sponsor	
<b>Other Service: (Specify)</b>	The Resident Services Coordinator and Case Manager will support resident with their housing stability needs. This will include lease education, housing support plans, rep payee referrals etc.	Mercy Housing California & HPP		Sponsor	
File Name:	89. NonSpon SS Contract Enhanced	Contract, Agreement or Letter of Intent to Provide Services (other non-Sponsor/Applicant providers).		Uploaded to HCD Portal?	N/A

**Section 2: Supportive Services Coordination**

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

Services and programming will be delivered onsite, and be available to all residents. Office hours will be available for residents, with programming usually being held Monday-friday, between 9:00am-5:00pm. Hours may be adjusted according to the needs of the community. All services will be provided as needed and on an ongoing basis. Frequent opportunities for service provider contact with residents will support residents in their transition from homelessness to housing stability. All new PSH residents will be offered an intake meeting to assess their needs and set family goals as requested by resident. Each staff will work on-site during standard business hours of 8.30am-5.30pm, and be available 40 hours/week in the housing community to answer questions and provide support as needed. All residents will be able to access the LSP and PSC by appointment or by drop in as possible. Both Mercy Housing

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

Services and Property Management teams will be trained in permanet supportive housing best practices that will include the following: trauma-informed care, cultural humility and sensitivity, REDI, and Fair Housing best practices.

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

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

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

**Part IV. Tenant Safety And Engagement**

**Section 1: Tenant Engagement**

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

Resident Services Coordinator and other staff will work to keep all residents of the project informed on upcoming workshops, programs, and events. In addition to marketing these offerings in all common spaces and passing out flyers, staff can also extend a personal invite to each resident to encourage participation. When a resident first moves in to the project, they will also complete an intake assessment which solicits their suggestions on programming that would be interesting or helpful to them. This assessment also collects several methods of contacting the resident, which is then used for invitations and reminders of events. The residents will also be directly invited to events and services during individual meetings with the

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

The creation of an individualized service plan (ISP) is a collaborative process, with Resident Service Coordinator assisting clients to develop their own goals from a strengths-based perspective. At intake, during meetings, at annual surveys, and through comment cards, residents may express needs and suggest new services or programs. Staff proactively ask for what participants would like to see, and supervisors have a track record of successfully implementing changes based on participant desires□

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

Services are designed to be inclusive of diverse populations with multiple strengths and challenges. While services are voluntary to participate in, they are designed to be engaging and available in a variety of ways. Residents may participate in individual meetings with Services, in groups or activities, or on a larger scale as part of a resident advisory council. Residents can provide feedback via an anonymous suggestion box, during meetings with Services or management, through surveys, or during community meetings. □

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

The creation of an individualized service plan (ISP) is a collaborative process, with Resident Service Coordinator assisting clients to develop their own goals from a strengths-based perspective. At intake, during meetings, at annual surveys, and through comment cards, residents may express needs and suggest new services or programs. Staff proactively ask for what participants would like to see, and supervisors have a track record of successfully implementing changes based on participant desires.

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

The physical building space supports social interaction and provision of services through dedicated common areas and private meeting spaces for one-on-one service delivery. The building has a community room, which will be used for resident community meetings, gatherings and classes and events. In addition there is dedicated Resident Services and case management offices. Also, there is a smaller multi-use room to allow for smaller group meetings, classes and gatherings.

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

A survey is conducted annually in accordance with Mercy Housing's best practices in permanent supportive housing. Questions include whether participants feel that: they are safe, are treated respectfully, are improving in health and well-being, they have access to neighborhood amenities, staff are responsive, all are treated equally, and if they would recommend the building to others. Resident Service Coordinator will ask client to fill out this survey during meetings. Surveys will be made available for pick up at office, and a drop box to put completed surveys will be easily assessable at office site. All Surveys will be confidential, however, clients can request staff assistance. Mercy Housings resident services department will review

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

Mercy Housing engages residents on a regular basis. Monthly community meetings are utilized to update residents on opportunities in the building available to them as well as solicit feedback from residents. In addition to the case managers, there will be a resident service coordinator assigned to the property as well. The RSC's focus will be on community building and activities to engage the residents. Mercy Housing has a comprehensive program model for seniors which includes an emphasis on health and wellness. Evidence based programs are utilized to help residents age in place, reduce falls, and improve their quality of life. All residents, regardless of their disability status will have regular contact from the service staff,

## Section 2: Safety and Security

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

All staff must comply with HIPAA's codes of conduct. Access to PHI, as well as how it is transported or retained/destroyed, is carefully controlled and monitored by program managers and supervisory staff. All paper files are stored in a locked cabinet in a locked room, accessible only to a limited number of authorized staff, who assist non-authorized staff in need of a chart All employees, whether permanent, temporary, part-time, or any other, shall be held personally accountable for their actions or negligence in ensuring the confidentiality, integrity, and availability of client records and data. Mercy Housing shall cultivate and maintain a high level of employee awareness of the importance of data security. Policies protecting PHI are

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

Residents are not required to sign in or out - only their visitors will be required to do so. Property Management staff will host regular fire and safety drills so tenants can be prepared in case of an emergency and know where to meet or who to call. Names and phone numbers of the on-call on-site staff will be posted as well as those that can be reached in case of emergency along with 9-1-1 information.

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

There will be sufficient lighting including motion sensor lighting throughout the property. There will also be security cameras. All entrances/exits/doors are secured with fob or key system.

-Policy and procedure on sign in/out: Each resident must escort the visitor in/out of the property. Every visitor must sign in/out at the front desk,  
-Fire/Safety drills are conducted on an annual basis.

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

In all cases, staff are directed to de-escalate the situation and work to ensure the safety of all involved. Staff are directed to always document what took place and to inform their supervisor. When witnessing ongoing violence, staff must move to a safe distance and then call 911. When threats are made to staff, they are only to call 911 if the threat is imminent, but otherwise to consult with their supervisor. For psychiatric emergencies, staff are to ask if they have thoughts of harming themselves or others, and then to determine their plan and intent. They then will stay with the client, and contacting their supervisor or 911 if the threat is immediate. They then pursue voluntary hospitalization, an involuntary hold, or safety

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

When we receive violations of residents, management staff would investigate and determine if the incident is a violation of the house rules/lease. If it is, we would then issue a violation letter to the resident and engage with resident services on reaching out to residents and resolve the violations. If this is a serious life and safety matter, staff will contact law enforcement.  
-When we receive violations of staff, the immediate supervisor would investigate if the incident is a violation. If it is, the immediate supervisor would engage with the Regional Director of Resident Services and Human Resources Business Partner on taking needed actions such as dismissal of work, leave of absence or separation of employment depending on the

6. Describe your guest/visitor policy for residents.

Over Night Guests - Overnight guests are permitted provided that the resident complies with the visitor policy as outlined below:

a. Overnight guests staying longer than one night must be approved by management.

b. The total cumulative number of allowable overnight visits is normally eight (8) non-consecutive days per month; any request for overnight visits in excess of eight (8) nights per month must be approved by the management on a case by case basis.

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

This process is aided since both sets of staff are located in the same building. Services Staff communicate frequently with Property Management staff as needed. At time of engagement into services at the property, they will have tenants sign reciprocal releases of information enabling Case Management, Property Management and Residential Services Staff to communicate.

## Part V. Staffing

### Section 1: Staffing Chart

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



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

Title	Minimum requirements	Total FTE:	0.4	Total FTE:	2.4	Employing Organization	Location
		Indicate FTE staff positions for all project units (half-time is 0.5 FTE)		Indicate FTE staff positions for SH/SNP (half-time is 0.5 FTE)			
List each staff position	Enter a summary of required staff's experience and education. Note: doesn't take the place of the job description or duty statement.					This could be the LSP, Sponsor or a Project Partner	Select "On-Site" or "Off-Site"
Resident Services Coordinator	Bachelor's degree in a related field preferred, high school diploma is required. Two (2) years of experience in community development, social services, or related field experience.	0.4		0.4		Lead Service Provider	Off-Site
Case Manager	Bachelor's degree or 4 years working with homeless individuals, knowledge of case management. MSW or LCSW preferred (experience).	0		1		Project Partner	On-Site
Case Manager	Bachelor's degree or 4 years working with homeless individuals, knowledge of case management. MSW or LCSW preferred (experience). Proficient in Spanish language.	0		1		Project Partner	On-Site
File Name:	90. Duty Stmt1, Duty Stmt2, Duty Stmt3, Duty Stmt4	Staff Duty Statements (all providers).				Uploaded to HCD Portal?	Yes

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

Mercy Housing California will be Lead Service provider and will support coordination of all services roles. HPP will staff the program with two Case Manager positions. In addition to these full time positions, additional administrative and clinical support will be provided by HPP.

HPP Case Manager: This position will provide ongoing psychosocial assessments, supportive counseling, and individualized wrap-around case management services; provide access

**Section 2: Staffing Ratios**

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

a.	Total Project Units (not including managers)	72
b.	Total FTE Service Staff from the Staffing Chart (cells V243-V252)	2.40
c.	Number of units per FTE Staff Person (a+b)	30.00

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

Population Type		SH Chronic Homeless	SNP Homeless with Disability	SNP Other
<b>Maximum Case Mgr. Ratio</b>		1:20	1:25	1:40
<b>SH Chronic Homeless Case Manager Staffing Ratio</b>				
a.	Total units for SNP Chronic Homeless			35.00
b.	Total case manager FTE devoted to tenants			2.00
c.	Number of units per case manager FTE (a+b)			17.50
<b>SNP Homeless with Disability Case Manager Staffing Ratio</b>				
d.	Total units for SNP Homeless with Disability per §7301(z)			0.00
e.	Total case manager FTE devoted to tenants			2.00
f.	Number units per case manager FTE (e+f)			0.00
<b>SNP Other Case Manager Staffing Ratio</b>				
g.	Total units for SNP Other per §7301(z)			0.00
h.	Total case manager FTE devoted to tenants			2.00
i.	Number of units per case manager FTE (g+h)			0.00

**Part VI. Supportive Services Budget**

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

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

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

Income Source/Program Name		Amount	Type	Status	% of Total Budget
Operating Budget		\$73,990	Cash	Intend to Fund or Provide	26.48%
Local Operating Subsidy Program - SF Department of Homelessness and Supportive Housing		\$205,416	Cash	Committed	73.52%
					0.00%
					0.00%
<b>Total Revenue:</b>		<b>\$279,406</b>			<b>100.00%</b>
Expense Item		Amount	Type	Status	% of Total Budget
Staff Salaries: List by title of position. (This list must match the Staffing Chart above.)					
<i>Resident Service Couns</i>	FTE: 0.40	\$30,000	Cash	Committed	10.74%
<i>Case Manager</i>	FTE: 2.00	\$128,000	Cash	Committed	45.81%
	FTE:				0.00%
	FTE:				0.00%
	FTE:				0.00%
	FTE:				0.00%
	FTE:				0.00%
	FTE:				0.00%
	FTE:				0.00%
	FTE:				0.00%
<i>Fringe Benefits</i>		\$44,240			15.83%
<b>Total Staff Expenses</b>		<b>\$202,240</b>			<b>72.38%</b>
<i>Tenant Transportation</i>					0.00%
<i>Equipment</i>					0.00%
<i>Supplies</i>		\$34,000	Cash	Committed	12.17%
<i>Travel</i>		\$1,400	Cash	Committed	0.50%
<i>Office Rent/Occupancy Costs (don't include rent/leasing costs for SH units)</i>					0.00%
<i>Training</i>		\$3,000	Cash	Committed	1.07%
<i>Consultants: List by Function</i>					0.00%
<i>Subcontractors/Partners (list by Entity &amp; Service Type)</i>					0.00%
<i>Supervision (15%)</i>		\$38,766	Cash	Committed	13.87%
<i>Other Expenses (type in expense description)</i>					0.00%
<i>Other Expenses (type in expense description)</i>					0.00%
<b>Total Expenses</b>		<b>\$279,406</b>			<b>100.00%</b>

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

**Supportive Services Expense Per Unit Calculation**

**Total Overall Units**

a.	Total overall SNP units	36
b.	Total supportive service expenses	\$279,406
c.	Total Supportive Service Expenses per unit (b÷a)	\$7,761

**Total MHP Assisted Units**

d.	Total MHP Assisted SNP units	36
e.	Percentage of MHP SNP Assisted units (d÷a)	100.00%
f.	Total Estimated costs attributed to MHP SNP assisted units (b×e)	\$279,406

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

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

Budget above is based on providing services for 36 formerly homeless households at on-site as well as at HPP offices one block away from the project. HPP and Mercy currently have case managers employed in its Supportive Housing Program, so the salaries budgeted are similar to what other staff salaries in similar positions are projected to be at the time of the project. HPP and Mercy also have supervisors on staff within the Supportive Housing Program and many more within the organization, so the salary in the budget corresponds with what this salary is projected to be at the time of the project. HPP Supportive Housing Program already has a Data Coordinator on staff, so this is also this employee's projected salary at the time of the project. As LifeLong has many other permanent supportive housing sites of varying sizes, the budgeted amounts for office supplies, client flexible spending, phones, technology, and other operating expenses are predicted based on average amounts spent at sites of similar size.

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

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

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

All funding represented above have been committed. Any services gaps remaining beyond all commitments may be filled through the Continuum of Care and its numerous community providers that can be made available via referral from the Lead Coordinated Entry Agency to tenants.

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

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

Funding History for: Mercy Housing California  
(Name of Lead Service Provider)

Source of Funds/Funding Program	Purpose of Award (Use of Funds)	Amount	Award Date & Funding Term	Population(s) Served
Homeless Emergency Aid Program	Homeless shelter capital improvements; rental assistance and subsidies; homeless youth supportive housing programs; homeless case management	\$1,448,324	02/2019-08/2021	Chronically homeless; homeless youth; re-entry population at risk of homelessness
California Emergency Solutions to Housing (2018)	Homeless veterans with substance abuse problems and other disabling conditions	\$474,717	08/19 - 07/24	All homeless subpopulations: youth, veterans, chronically homeless, families, LGBTQ, etc.
Mainstream Voucher Program	Housing vouchers through the HHSA Public Housing Authority	\$87,620	12/2019-12/2020	Non-elderly (age 18-62) with a disability who are at risk of homelessness and institutionalization
California Emergency Solutions to Housing (2019)	Homeless shelter operating costs; landlord partnership program funding; Coordinated Entry staffing costs	\$277,237	5 years	All homeless subpopulations: youth, veterans, chronically homeless, families, LGBTQ, etc.
Veteran Affairs Supportive Housing (VASH)	Homeless shelter capital improvements; rental assistance and subsidies; homeless youth supportive housing programs; homeless case management	\$175,240	12/2019-12/2020	Homeless veterans with substance abuse problems and other disabling conditions
No Place Like Home - Competitive and Non-Competitive allocations, with Mercy Housing California (2019/2020)	Funding in collaboration with housing development sponsors to acquire, design, construct, rehabilitate, or preserve permanent housing for two permanent positions to	\$3,395,283	Award Date 6/25/2020	Persons who are experiencing homelessness, chronic homelessness
Permanent Local Housing Allocation (PLHA)	Funding for two permanent positions to provide services related to those experiencing homelessness in order to link those persons	\$479,995	2/5/2021-6/30/30	Persons who are experiencing homelessness and are at or below 60% AHI

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

**Section 1: Measurable Outcomes**

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

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

Category	Outcomes	Outcome Objectives
<b>Residential Stability:</b> tenants maintain permanent housing (see examples in cell comments to the right)	Long-term service enriched housing stabilization and retention	At least 90% of tenants retain permanent housing (remain in unit or exit to other permanent housing) for 1 year.
<b>Increased Skills and/or Income:</b> tenants gain job-related skills, participate in job-related training and/or education, gain stipend part-time or full-time supported employment, gain access to mainstream service/income support programs for which they are eligible (see examples in cell comments to the right)	Residents gain access to mainstream services, benefits and resources	100% assessed for eligible benefits (at minimum SSI/SSDI, GR, CalWORKs, VA); of those eligible for additional benefits, 90% received within 1 year.
<b>Greater Self-Determination:</b> tenants gain daily living skills and ability to plan and advocate for themselves to maximize independence and self-sufficiency (see examples in cell comments to the right)	Individualized service plans to achieve tenant driven goals and objectives	100% will be provided the opportunity to complete an individualized service plan within first 2 weeks of lease up. Service plans will be updated quarterly. 80% of those who complete tenant satisfaction evaluation will express satisfaction with the provided housing and services.

**Section 2: Plan for Evaluation**

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

Mercy Housing follows set policies and procedures related to evaluation in order to ensure that services are being provided at the highest level of quality. This evaluation and planning is project specific, as well as from an agency-wide perspective. Best practice models and evidence-based practices are considered in the design and delivery of each service.

All data will be tracked in Salesforce data system. Data tracked include housing retention, increase in benefits or other income, use of mental health and medical services, and others.

## Special Needs Population Experience & Narrative

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

The SNP units will be occupied by households meeting the criteria specified in Appendix A – Defined Terms	
1)	Homeless
2)	
3)	
4)	
5)	

Lead Service Provider Experience:
<p>           Mercy Housing California has provided resident services at its properties for 25 years. Mercy Housing California has 105 employees in the resident services department. MHC Resident Services provide a wide range of services at MHC properties, including case management and service coordination at our special needs properties. MHC Resident Services serves residents at 78% of the 156 properties in MHC's portfolio, including the over 2,000 units statewide that serve special needs populations. At our Mission Creek Senior Community, the Arlington Hotel, the Dudley Apartments, Vera Haile Apartments, and Madonna Residences, and Casa de la Mision, MHC provides case management         </p>

Project Sponsor Experience:
<p>           At Mercy Housing California, we develop and operate affordable, service-enriched housing that changes the lives of families, seniors and people who have been homeless. We work with public and private partners to help keep the most vulnerable in our communities stably housed, preventing homelessness. From construction to community development, we advance innovative solutions to meet the scale and urgency of California's housing crisis. With 40 years of experience, we are trusted experts in developing affordable, service-enriched family housing, senior housing, workforce housing, housing for people with disabilities, and permanent supportive housing for people exiting         </p>

Property Management Experience:
<p>           Mercy Housing Management Group Inc. currently manages 336 properties serving almost 23,935 affordable apartment homes in 20 states including Arizona, California, Colorado, Georgia, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Missouri, Nebraska, North Carolina, Ohio, South Dakota, Tennessee, Utah, Washington, and Wisconsin.         </p> <p>           MHMG's portfolio of managed projects is diverse and includes a wide range of project types, sizes and regulatory requirements. The portfolio includes projects financed with the         </p>

## Supportive Housing Experience

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

Enter the name of the entity qualifying for Sponsor experience:			Mercy Housing California			
<b>Supportive Housing Experience, §7302(f)</b>						
<b>(1) Sponsor Experience:</b> Sponsor must have at least two years of experience during the past five years owning or operating (under a long-term master lease or similar arrangement) a rental housing development with at least 10 units occupied by people experiencing Homelessness, with on-site Comprehensive Case Management services.						
Project Name and Address		# of units	Were units occupied by people experiencing Homelessness, with on-site Comprehensive Case Management services?	Experience Type	Year Owned or Operated	
1	Vera Haile Senior Community	90	Yes	Owned	2014	
2	Mission Creek Senior Housing	140	Yes	Owned	2014	
3	The Arlington	153	Yes	Owned	2015	
File Name:	93. Sponsor/Applicant SOQ	Statement of Qualifications regarding owning and managing Supportive Housing Projects. Include list of Projects.		Uploaded to HCD Portal?	Yes	
<b>(2) Property Manager Experience:</b> Property Manager must have managed for at least three years, rental housing developments with at least 10 units occupied by people experiencing Homelessness, with on-site Comprehensive Case Management services.					<b>Total Years:</b>	<b>31.0</b>
Project Name and Address		# of units	Were units occupied by people experiencing Homelessness, with on-site Comprehensive Case Management services?	# of months serving		
1	Vera Haile Senior Community	90	Yes	98		
2	Mission Creek Senior Housing	140	Yes	195		
3	The Arlington	153	Yes	79		
File Name:	94. Property Management SOQ	Property Management Statement of Qualifications regarding owning and managing Supportive Housing Projects. Include list of Projects.		Uploaded to HCD Portal?	Yes	
<b>(3) Lead Service Provider Experience:</b> Sponsor must utilize a lead service provider with at least three years of experience providing services to people experiencing Homelessness that includes on-site Comprehensive Case Management in at least two publicly-assisted supportive housing projects or through a tenant-based housing assistance program in which Comprehensive Case Management Services are provided on-site to at least 20 persons at a time, and are not time-limited. A written agreement between the lead service provider and Sponsor or Project owner satisfactory to the Department, must be submitted with the Program application.					<b>Total Years:</b>	<b>31.0</b>
Project Name and Address or Description of other Experience			Did this experience serve the Target Population in Supportive Housing and include comprehensive case management?	# of units	# of months serving	
1	Vera Haile Senior Community		Yes	90	98	
2	Mission Creek Senior Housing		Yes	140	195	
3	The Arlington		Yes	153	79	
File Name:	95. LSP SOQ	Lead Service Provider Statement of Qualifications. Include company and resumes of Principals.		Uploaded to HCD Portal?	Yes	
File Name:	96. LSP Exp Contracts	Executed contracts must be Provided for experience to count. Provide only these pages of the contract: page(s) identifying the Project name, scope of work; term of the contract or agreement; and execution page(s) showing all signatures of all parties to the contracts.		Uploaded to HCD Portal?	Yes	

## Supportive Services Verification

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

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

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

Project Sponsor:	Mercy Housing California
Lead Service Provider:	Homeless Prenatal Program
Project Name:	Homeless Prenatal Family Housing
Project Address/Site:	2530 18th Street
Project City:	San Francisco
Project County:	San Francisco
Name of Verifying Funding Agency:	
Target Population(s):	Homeless

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

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

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

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


Dated:

Statement Completed by (please print):	
Signature:	
Title:	
Agency or Department:	
Agency or Department Address:	
Agency or Department Phone:	

## Universal Scoring Criteria

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

Application due date: 7/12/22

Total Universal Project Score: **90.00**

Total Universal Possible Score: **113**

Tiebreaker Score: **1.158111**

### MHP §7318(d) IIG §401(d)

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

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

### A. Summary

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

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

**30.00**

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

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

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

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

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

Qualifying Units: 36

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

TRUE

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

	Provided	10% Units Req.	Cum. Req.	Extra / Over	Cum. Prov.	
5 Bedroom Restricted Units	0	0	0	0	0	TRUE
4 Bedroom Restricted Units	0	0	0	0	0	TRUE
3 Bedroom Restricted Units	7	4	1	3	4	TRUE
2 Bedroom Restricted Units	31	15	4	11	19	TRUE
1 Bedroom Restricted Units	34	17	4	13	36	TRUE
0 Bedroom Restricted Units	0	0	9	0	36	TRUE
Restricted Units:	72	Total ELI Units provided	36	Complies with bedroom size distribution?		TRUE

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

**10.00**

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

0.00

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

Is Project an MHP Senior Project?  FALSE

Is Project an MHP Special Needs Project with at least 25% Special Needs Units  TRUE

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

Yes

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

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

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

(2) **Ten (10) points** maximum will be awarded for Project's Total Percentage of Super NOFA Funded Units Serving Special Needs Populations, Agricultural Households. 10.00

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

Percentage of Special Needs Units  Total population of Super NOFA Assisted Units   
 Percentage of Agricultural Households Units  Meets Farmworker Housing Type?   
 Percentage of VHHP Transitional or Supportive Housing Units.

Is Project a rehabilitation Project?  0.00

(A) The Project qualifies as At High Risk or involves the conversion of single occupancy Units without kitchens and bathrooms to Units with kitchens and bathrooms?

Does the Project Qualifies as "At High Risk"?   
 Does the Project involve the conversion of single occupancy Units without kitchens and/or bathrooms to Units with kitchens and bathrooms. No

(B) Does the contract for rehabilitation work equal or exceed \$60,000 per unit in hard construction costs? FALSE

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

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

Enter the name of the entity qualifying for experience

Description of the entity qualifying for experience:

Is the Sponsor or Applicant a "Community-Based Developer"? [See Appendix A – Defined Terms](#) No

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

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

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

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

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

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

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

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

Points are available as follows:

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

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

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

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

**For Special Needs Projects:**

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

**For Community-Based Developers:**

**Fifteen (15) Points.** - Four (4) or more projects in service more than three (3) years, of which one (1) shall be Department-regulated or a Project utilizing low-income housing tax credits allocated by TCAC. 0.00



Name of Subsidized Rental Housing Dev. (including tax credit Projects)	Complete Project Address	Housing Type	Project regulated by?	> than 10 affordable Units?	Date Ownership began	>3 Years in service	>5 Years in service	Ownership or Participation within 10 years	Date ownership ended
			9	9		9	9		
1	Crossroad Gardens	7322 Florin Wood Drive, Sacramento, CA	Other	4% TCAC	TRUE	1/1/04	TRUE	TRUE	TRUE
2	Creekview Manor	1720 Creekside Drive, Folsom, CA	Other	9% TCAC	TRUE	1/1/02	TRUE	TRUE	TRUE
3	Derek Silva Community	20 Franklin Street San Francisco, CA 94102	Special Needs	4% TCAC	TRUE	7/1/17	TRUE	TRUE	TRUE
4	Carter Terrace	530 Carter Street, San Francisco, CA	Other	4% TCAC	TRUE	5/1/14	TRUE	TRUE	TRUE
5	The Dudley	172 6th Street, San Francisco, CA	Special Needs	4% TCAC	TRUE	2/1/00	TRUE	TRUE	TRUE
6	White Rock Village	2200 Valley View Parkway, El Dorado Hills, CA	Other	4% TCAC	TRUE	2/1/08	TRUE	TRUE	TRUE
7	Coastside Senior Housing	925 Main Street, Half Moon Bay, CA	Other	9% TCAC	TRUE	3/1/05	TRUE	TRUE	TRUE
8	Bayview Hill Gardens	6600 Third Street, San Francisco, CA	Special Needs	9% TCAC	TRUE	5/1/05	TRUE	TRUE	TRUE
9	Mather Veterans Village	3615 Bleckely Street, Sacramento, CA	Special Needs	9% TCAC	TRUE	2/1/14	TRUE	TRUE	TRUE
10									

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

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

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

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

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

Mercy Housing Management Group

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

Points are available as follows:

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

0.00

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

5.00

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

**For Special Needs Projects:**

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

5.00

**For Community-Based Developers:**

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

0.00

Mercy Housing Management Group - are you contracting with a bona-fide management company?

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

Name of Subsidized Rental Housing Dev. (including tax credit Projects)	Complete Project Address	Housing Type	Managed Project regulated by?	> than 10 affordable Units?	Project's Completion Date	Date Management began	>3 Years in service	Manage or Participation within 10 years	Date Management ended
			12	12			12		
NEW Crossroad Gardens - HPP	7322 Florin Wood Drive, Sacramento, CA	Other	4% TCAC	TRUE	1/1/95	7/1/00	TRUE	TRUE	Scoring

2	Creekview Manor	1720 Creekside Drive, Folsom, CA	Other	9% TCAC	TRUE	12/31/07	12/31/07	TRUE	TRUE	
3	Derek Silva Community	20 Franklin Street San Francisco, CA 94102	Special Needs	4% TCAC	TRUE	7/15/04	7/15/04	TRUE	TRUE	
4	Carter Terrace	530 Carter Street, San Francisco, CA	Other	4% TCAC	TRUE	12/23/04	12/23/04	TRUE	TRUE	
5	The Dudley	172 6th Street, San Francisco, CA	Special Needs	4% TCAC	TRUE	10/31/02	10/31/02	TRUE	TRUE	
6	White Rock Village	2200 Valley View Parkway, El Dorado Hills, CA	Other	4% TCAC	TRUE	5/1/05	5/1/05	TRUE	TRUE	
7	Coastside Senior Housing	925 Main Street, Half Moon Bay, CA	Other	9% TCAC	TRUE	4/1/13	4/1/13	TRUE	TRUE	
8	Bayview Hill Gardens	6600 Third Street, San Francisco, CA	Special Needs	9% TCAC	TRUE	10/1/13	10/1/13	TRUE	TRUE	
9	Mather Veterans Village	3615 Bleckely Street, Sacramento, CA	Special Needs	9% TCAC	TRUE	5/26/17	5/26/17	TRUE	TRUE	
10	Mission Creek Senior	225 Berry Street, San Francisco, CA	Special Needs	4% TCAC	TRUE	4/1/06	4/1/06	TRUE	TRUE	
11	7th and H	720 7th Street, Sacramento, CA	Special Needs	9% TCAC	TRUE	3/8/11	3/8/11	TRUE	TRUE	
12	Caroline Severance Manor	2927 West Francis Road, Los Angeles, CA	Special Needs	9% TCAC	TRUE	4/26/10	4/26/10	TRUE	TRUE	
13										
14										
15										
(3) Negative Points and Disencumbrance Policies, please refer to the Administrative Notice Number 2022-01. HCD will assess, if any, negative points during scoring review.								<a href="#">Administrative Notice</a> <a href="#">Negative Points Policy</a>		

<b>E. Project Readiness (20 points maximum, negative 5 points maximum)</b>										<b>20.00</b>
Points will be awarded to projects under each of the following rating factors as documented in the Application and as indicated below. If a particular rating factor is not applicable, full points shall be awarded in that category.										
(1) Financing Commitments (10 points maximum)										10.00
Five points will be awarded for evidencing Enforceable Funding Commitments for <b>all construction financing</b> , excluding: funds applied for under this (A) NOFA, an allocation of tax-exempt bonds, and 4 percent or 9 percent tax credits. For projects with bond financing, lender commitment of bond financing is required for these points.										
Sponsor or Applicants certifies to meet the requirements stated at paragraph (A) above?										
File Name:	54. Const EFC #1, #2, etc.	Provide all commitment letters or other evidence documenting construction financing commitments.					Uploaded to HCD Portal?			Yes
Five points will be awarded for evidence of Enforceable Funding Commitments for <b>all permanent financing</b> , grants, project-based rental assistance, and (B) operating subsidies, excluding: funds applied for under this NOFA, an allocation of tax-exempt bonds, and 4 percent or 9 percent tax credits. For projects with bond financing, any applicable permanent lender commitment of bond financing is required for these points.										
For both construction financing commitments and permanent financing commitments, the assistance will be deemed to be an Enforceable Funding Commitment as this term is defined in Appendix A – Defined Terms, if it has been awarded to the Project or if the Department approves other evidence that the assistance will be reliably available. Contingencies in commitment documents based upon the receipt of an allocation of tax-exempt bonds, 4 percent tax credits or 9 percent tax credits will not disqualify a source from being counted as committed.										
Sponsor or Applicants certifies to obtaining commitments for <b>all permanent financing</b> , grants, project-based rental assistance, and operating subsidies, excluding tax credits.										
Sponsor or Applicants acknowledge that for "deferred payment financing, grant funds, or subsidies from other Department programs, these funds must be awarded prior to finalizing the preliminary point scoring of Applications under this NOFA."										
File Name:	55. Perm EFC #1, #2, etc.	Provide all commitment letters or other evidence documenting deferred payment permanent financing commitments.					Uploaded to HCD Portal?			Yes
(2) Local and Environmental Approvals (7 points maximum)										7.00
(A) Land use approvals (5 points maximum) – Points will be awarded under either item i, ii, or iii below.										
Five (5) points will be awarded for obtaining all land use approvals or entitlements necessary prior to issuance of a building permit, including any required discretionary approvals. Notwithstanding this requirement, design review, variances, and development agreements are not required to be completed. Project sites where the planning department confirms eligibility for streamlined ministerial approval (including but not limited to the Senate Bill 35 (2017) Streamlined Ministerial Approval Processing) are eligible for these points.										
Sponsor or Applicants certifies to meet the requirements stated at paragraph (i) above? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Project eligible for ministerial approval?										
Four (4) points will be awarded for submission of a complete Application to the relevant local authorities for land use approval under a nondiscretionary local approval process, where the Application has been neither approved or disapproved.										
Sponsor or Applicants certifies to have successfully submitted a complete Application to the relevant local authorities for land use approval under a nondiscretionary local approval process, where the Application has been neither approved or disapproved.										

File Name:	58. Land Use App Submission	Provide evidence of a submitted complete Application to the relevant local authorities for land use approval under a nondiscretionary local approval process, where the Application has been neither approved or disapproved.	Uploaded to HCD Portal?	Yes
<p><b>One (1) point</b> will be awarded for a letter signed by a planner certified by the American Institute of Certified Planners indicating that, in their opinion,</p> <p>iii the Project meets all of the requirements for approval under a nondiscretionary local approval process, where an Application has not been approved or disapproved by the local authorities.</p> <p>Sponsor or Applicants certifies that the American Institute of Certified Planners indicate that, in their opinion, the Project meets all of the requirements for approval under a nondiscretionary local approval process, where an Application has not been approved or disapproved by the local authorities.</p>				0.00
(B) Environmental Approvals - <b>Two (2) points</b> will be awarded for local certification of CEQA (California Environmental Quality Act) exemption or completion.				2.00
Sponsor or Applicants certifies to meet the requirements stated at subparagraph (B) above?				Yes
File Name:	60. CEQA	Copy of CEQA Determination Documents.	Uploaded to HCD Portal?	Yes
(3) Organizational Documents				
<p><b>Three (3) points</b> will be awarded if the ultimate borrowing entity or IIG-only Recipient, including all affiliated entities, is fully formed and all required organizational documents are submitted with the application.</p> <p>Sponsor or Applicants certifies that the ultimate borrowing entity or IIG-only Recipient, including all affiliated entities, is fully formed and all required organizational documents are submitted with the application?</p>				3.00
Yes				
(4) TCAC Hybrid Projects				
<p><b>Five (5) points</b> will be subtracted for a Project utilizing low-income housing tax credits that will be part of an Application to TCAC seeking hybrid tiebreaker incentives.</p> <p>Is Project utilizing low-income housing tax credits that will be part of an Application to TCAC seeking hybrid tiebreaker incentives?</p>				0.00
No				
File Name:	63. Local Approvals	Local Approvals and Environmental Review Verification form(s) completed and signed by local authority or Responsible Entity, if different from jurisdiction.	Uploaded to HCD Portal?	Yes

<b>F. Adaptive Reuse / Infill / Proximity to Amenities / Sustainable Building Methods (21 points maximum)</b>				<b>5.00</b>
Applications will receive <b>five (5) points</b> for each of paragraphs (1), (3), (4) and six points for paragraph (2) of the following four conditions, up to a maximum of 21 points.				
(1) Infill development and Net Density. <b>Five (5) points</b> will be awarded for infill development, including adaptive reuse of a vacant and underutilized commercial or industrial building located in a developed area served with public infrastructure. The Project must meet one of the following requirements of (A) or (B) below:				5.00
(A) Located on a site where (Select from below menu).				
(B) Developed at average residential Net Densities on the parcels to be developed that are equal to or greater than the densities described below.				
Select from dropdown list		iv. For a jurisdiction in a metropolitan county: sites allowing at least 45 Units per acre.		45
Net Density: housing Units per acre		256.5	Is Net Density equal to or greater than required?	Yes
<b>Total site area in square feet</b>	13,504	If Project contains commercial space, answer Cells X200-X201		0 bedroom Net Density calculation
<b>Less qualified site deductions</b> in square feet		Square ft. of largest residential unit		1 bedroom Net Density calculation
Public streets		1,150	# of bedrooms in largest unit	2 bedroom Net Density calculation
Public sidewalks		3		3 bedroom Net Density calculation
Public Open Space				4+ bedroom Net Density calculation
Public drainage facilities				
<b>Net site area in acres</b> (43,560 square feet per acre)	0.31	<b>Commercial square feet</b>	0	1.6 <b>Commercial Net Density calculation</b>
		<b>Net Density Adjustment Factor</b>	1.52	<b>Adjusted Net Density as a percentage of required density</b>
				<b>569.89%</b>
(2) Proximity to amenities (maximum of 6 points, may combine options under (a) and (b))				
Projects will receive 1/3 point per site amenity point that would be awarded under TCAC Regulations, Title 4 CCR, Division 17, Chapter 1, Section 10325(c)(4)(A) or successor regulation (In TCAC regulations, this is a 15-point category, however, achieving all 15 points under TCAC translates to 5 points under this category).				0.00
(a) The Project complies with all requirements to receive the maximum point score available for site amenities under TCAC Regulations, Title 4 CCR, Division 17, Chapter 1, or successor regulation?				Yes
File Name:	64. Amenities List	List of amenities qualifying for TCAC points identified in the "Scoring" Worksheet. Include amenity name, address, distance from the project, and amount of TCAC points earned.	Uploaded to HCD Portal?	
File Name:	65. Amenities-Scaled Distance Map	Provide a scaled distance map showing the location of amenities in relation to the Project corresponding to the Amenities List.	Uploaded to HCD Portal?	
(b) A Project within one-quarter mile of a Transit Station or Major Transit Stop shall receive 1 point.				0.00
Is Project located within one-quarter mile of a Transit Station or Major Transit Stop?				No
Transit point must be for a Transit Stop or Major Transit Stop and distance must be measured by a Walkable Route.				
(3) Broadband access. <b>Five (5) points</b> will be awarded for projects meeting the following requirements:				0.00

		Sponsor or Applicants certifies that residential dwelling Units are capable of accommodating broadband service with at least a speed of 100 megabits (a) (50 megabits for rural) per second for downloading and 20 megabits per second (10 megabits for rural) for uploading. Internet service and its ongoing fee is not required; <u>and</u>	Yes
		The Application includes a plan for reducing barriers to access for Project residents. The plan should be tailored to the needs of the tenant population (b) and may include programs providing free or reduce internet prices; reasonable access to Project facilities, computers, and shared Wi-Fi; and computer and Wi-Fi literacy training and technical assistance.	Yes
File Name:	67. Reducing Barriers Plan	Provide plan be tailored to the needs of the tenant population.	Uploaded to HCD Portal?
(4) Sustainable building methods. Points will be awarded based on the following: (up to a maximum of five (5) points)			0.00
(a) 2.5 points will be awarded if the Project supports the implementation of a sustainable community's strategy or alternative planning strategy that has been determined by the California Air Resources Board to achieve the region's greenhouse gas emissions target or other adopted regional growth plan intended to foster land use. Consistency with such plans must be demonstrated by a letter or resolution executed by an officer or an equivalent representative from the metropolitan planning organization, regional transportation agency, planning, or local transportation commission.			0.00
Sponsor or Applicants certifies that the Project supports the implementation of a sustainable community's strategy or alternative planning strategy that has been determined by the California Air Resources Board to achieve the region's greenhouse gas emissions target?			Yes
File Name:	68. Sustainable Strategy	Provide a letter or resolution executed by an Officer or an equivalent representative from, the metropolitan planning organization, regional transportation planning agency, planning, or local transportation commission.	Uploaded to HCD Portal?
(b) If a sustainable community's strategy is not required for a region by law, 2.5 points will be awarded if the Project supports a regional plan that includes policies and programs to reduce greenhouse gas emissions. Evidence of consistency with such plans must be demonstrated by a letter or resolution executed by an officer of, or an equivalent representative from, the metropolitan planning organization or regional transportation planning agency or local transportation commission.			0.00
Sponsor or Applicants certifies that the Project supports a regional plan that includes policies and programs to reduce greenhouse gas emissions?			Yes
File Name:	69. Regional Plan	Provide a letter or resolution executed by an officer of, or an equivalent representative from, the metropolitan planning organization, regional transportation planning agency, or local transportation commission.	Uploaded to HCD Portal?
(c) A Project in which not less than 50 percent of the land area is within a Transit Priority Area shall receive 2.5 points. Evidence of Project location within, or partially within, a Transit Priority Area must be demonstrated by a letter or resolution executed by an officer of, or an equivalent representative from, the metropolitan planning organization, regional transportation planning agency, or local transportation commission.			0.00
Sponsor or Applicants certifies that the Project in which not less than 50 percent of the land area is within a Transit Priority Area?			No
(d) Five (5) points will be awarded for a Project that is designed to achieve green building status beyond State mandatory building code requirements as verified upon construction completion by a certified LEED Green rater, certified Green Point rater, or licensed engineer. Applicants may select from the following green building certification programs:			0.00
Sponsor or Applicants certifies that the Project will meet Green building status beyond State mandatory building code requirements as verified?			No
Select "green building status" from the dropdown list.		N/A	
(e) Three (3) points for Projects that achieve near electrification – projects where two out of three of the major energy appliances (cook stoves, space heating, water heating) are electric. Projects must be wired to be electric ready, defined as having 240 volts outlets near each gas appliance.			0.00
Sponsor or Applicants certifies that the Project will achieve near electrification as described above?			No
(f) Five (5) points will be awarded for Projects that are powered entirely through electricity with no connections to natural gas infrastructure.			0.00
Sponsor or Applicants certifies that the Project will be powered entirely through electricity with no connections to natural gas infrastructure as described above?			Yes
File Name:	73. Electric Design	Provide a document from a licensed professional that the document that the AHD or Mixed-Use Development will contain the level of electricity stated in this application.	Uploaded to HCD Portal?

**G. Cost Containment (5 points maximum)**

**5.00**

A Project shall receive one (1) point for each full percent that the project's eligible basis is less than the project's adjusted threshold basis limit, up to a maximum of (5) points. The percentage is calculated by dividing the project's eligible basis by the project's adjusted threshold basis limit.

Project's total eligible basis	\$64,282,662	Percentage	29.59%
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For purposes of this subdivision, a project's adjusted threshold basis limit shall be the project's threshold basis limit, as if it were a 4 percent LIHTC project, as determined pursuant to Section 10327(c)(5) of the TCAC regulations, except that the increase for deeper targeting pursuant to Section 10327(c)(5)(C) of the TCAC regulations that is multiplied by the unadjusted threshold basis limit shall be limited to 80 percent. Section 10327(c)(5) of the TCAC regulations states that for projects financed through CDLAC, "an increase of one percent (1%) in the threshold basis limits shall be available for every 1% of the project's Low-Income and Market Rate Units that will be income and rent restricted at or below 50 percent (50%) but above 35 percent (35%) of Area Median Income (AMI). An increase of 2 percent (2%) shall be available for every 1% of the project's Low-Income and Market Rate Units that will be restricted at or below 35% of AMI. In addition, the applicant must agree to maintain the affordability period of the project for 55 years (50 years for projects located on tribal trust land)." The Department, however, will only restrict to income levels in 5 percent increments.

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

Projects adjusted threshold basis limit	\$91,303,924
Total Units	73

Including a boost from TCAC §10327 (c)(5)(c), but not more than 80%.

1%	Above 35%, <= 50% AMI	Units	15	Boost	20.00%
2%	At or below 35% AMI	Units	36	Boost	98.00%

Limitation	80.00%
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Sponsor acknowledges that any Project may be subject to performance penalties if the project's total eligible basis determined upon construction completion exceeds the revised total adjusted threshold basis limits for the year the Project completes construction (or the original total eligible threshold basis limit if higher) by 40%.

Yes

**H. Tiebreaker Score**

**1.158111**

In the event of tied point scores, the Department shall rank tied applications based on three factors which will be added together for a final tiebreaker score. The three factors are: (1) the lowest weighted average affordability of all residential units, (2) leverage of other funds, and (3) additional cost containment. The tiebreaker scoring calculation is explained below. Although the exact balance will be driven by the applicant pool, the Department will strive to ensure that no single MHP project-type exceeds roughly 50% of the total NOFA funds.

**1 Lowest weighted average affordability of all residential Units.**

Multiply each income limit applicable to the Project by the number of adjusted residential Units restricted at that income level (market rate units, which do not include units subject to rent and/or occupancy restrictions at 70 percent or 80 percent AMI, shall be designated 100 percent AMI). Unrestricted Manager's Unit(s) are excluded from this calculation.

For purposes of this calculation:

- Units with federal project-based rental assistance shall be assigned targeted rent levels of 30 percent AMI regardless of their actual income targeting; and
- If the average affordability of unadjusted residential Units, exclusive of Units with rental assistance, is less than 40 percent AMI, then the calculation shall assume a targeted rent level of 40 percent AMI for each residential Unit that does not have rental assistance.

b. Add the products calculated pursuant to the previous paragraph.

c. Divide the sum calculated pursuant to the previous paragraph by the total number of adjusted residential Units in the Project to obtain the average affordability.

40.00%

d. Subtract (C) from 1.0.

60.00%

**2 Leverage of other funds.**

a. Applications will be scored based on the leverage of other soft funds, meaning local public funds, including land donations or fee waivers to be used for permanent funding of the development costs attributable to the Restricted Units as a percentage of the total Project development cost.

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

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

Yes

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

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

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

<b>If the contract does not specify an annual subsidy amount:</b>	Aggregate Subsidy Amount:		Number of Years in the Subsidy Contract:		Average Annual Operating Subsidy Amount:	\$0
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d. Add the sum of all eligible soft funds as set forth in paragraphs (a.), (b.) and (c.).

\$21,156,204

e. Divide (d.) by total Project development cost and express as a decimal.

37.36%

**Total Development Cost**

\$56,620,474

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

Total Eligible Basis per the Development Budget	/	Adjusted Threshold Basis Limit per CDLAC Regulation Section 5230(l)	<b>18.45%</b>
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For purposes of this subdivision, a **project's adjusted threshold basis limit** shall be the project's threshold basis limit, as if it were a 4 percent LIHTC project, as determined pursuant to Section 10327(c)(5) of the TCAC regulations, except that the increase for deeper targeting pursuant to Section 10327(c)(5)(C) of the TCAC regulations that is multiplied by the unadjusted threshold basis limit shall be limited to 80 percent. Section 10327(c)(5) of the TCAC regulations states that for projects financed through CDLAC, "an increase of one percent (1%) in the threshold basis limits shall be available for every 1% of the project's Low-Income and Market Rate Units that will be income and rent restricted at or below 50 percent (50%) but above 35 percent (35%) of Area Median Income (AMI). An increase of 2 percent (2%) shall be available for every 1% of the project's Low-Income and Market Rate Units that will be restricted at or below 35% of AMI. In addition, the applicant must agree to maintain the affordability period of the Project for 55 years (50 years for projects located on tribal trust land)." The Department, however, will only restrict to income levels in 5 percent increments.

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

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

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

**MHP Threshold Requirements**

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

[Click here](#)

The following is to help and guide the Applicant with threshold requirements, it is the sole responsibility of the Applicant to verify and meet all of the threshold requirements per program guidelines. The Department will have a final threshold determination after review of, but not limited to, information provided at application and file uploads.

An **X** means that you may have missed to answer a question within the application, please see the formula and it will guide you to the correct location in the application.

If that section with an **X** does not apply to your project, please note this at the "Sponsor Comments" box at the end of each Guideline Section.

**MHP §7303.1** Projects shall be eligible for an Award of funds as long as the application demonstrates that all the following threshold requirements have been met:

- (a) The application involves an Eligible Project pursuant to §7302. Eligible Project? Yes  
§7302. Eligible Project.
  - (a) ✓
  - (1) ✓
  - (b) ✓
  - (c) ✓
  - (d) ✓

Per §7304(b)(1) Sponsor/Applicant certifies that all new construction projects must provide a minimum of 15 percent (15%) of the Restricted Units with mobility features, and a minimum of 10 percent (10%) of the Restricted Units with hearing and vision features. Yes
- (e) The Project qualifies as one or more of the following Project types:
  - (5) ✓
  - (A) ✓
  - (B) ✓
  - (C) ✓
  - (D) Sponsor certifies to provide a Supportive Services plan consistent with the requirements of Section 7310. Yes
  - (E) ✓
- (g) Special Needs Projects must demonstrate integration of targeted populations with the general public by:
  - (1) Sponsor acknowledges to physically integrating Restricted Units for people with disabilities with other Units, to the maximum extent feasible and subject to reasonable health and safety requirements, consistent with 24 Code of Federal Regulations (CFR) Section 8.26. Yes  
Sponsor acknowledges in Projects with more than 20 Units, have no more than 49 percent of total Units restricted through a Department Regulatory Agreement(s) under all of the Designated Programs combined, to occupancy by persons with disabilities. This limitation shall not be interpreted to
  - (2) preclude occupancy of any Project Units by persons with disabilities, or restrictions by other funding sources, including but not limited to TCAC, that result in more than 50 percent of total Project Units being restricted to persons with disabilities. It shall also not apply to Projects complying with alternative requirements for demonstrating Olmstead compliance adopted by counties and approved by the Department. Yes
- (h) Assisted Unit Requirements:
  - (1) Sponsor acknowledges where multiple Department programs assist the Project and the jurisdiction does not have Article XXXIV authority, the Department's total non-VHHP regulatory authority shall not exceed 49 percent of the Project's total Units, unless the Project otherwise has an exemption. Yes
  - (2) Sponsor acknowledges that in jurisdictions having Article XXXIV authority, the Department's total regulatory authority shall not exceed the allocation of authority, up to 100 percent of the Project's total units. Yes
  - (3) Sponsor acknowledges that the Units regulated by the Department, including MHP Assisted Units, shall include those with the lowest income limits. Yes
- (j) Multiple Department Funding Sources:
  - (1) Use of multiple Department funding sources on the same Assisted Units is permitted, subject to the following limitation:  
Sponsor acknowledges the HCD Repeal of Stacking Prohibition of Multiple Department Funding Sources Memo shall remain applicable. A maximum of four (4) HCD Funding Sources comprised of no more than two (2) development loans and two (2) housing-related infrastructure grants may be
    - (A) used on a single Project. Housing related infrastructure grants are those grants provided through the Affordable Housing and Sustainable Communities program - Housing Related Infrastructure (HRI) grants, Transit Oriented Development (TOD) Implementation program - Infrastructure grants, and infill infrastructure grant programs (IIG-2007 and IIG-2019). Yes
  - (2) Sponsor acknowledges that "Department Funding Sources" do not include:
    - (A) Offsite infrastructure funds; or
    - (B) Existing loans or grants under any Department funding source listed above that are at least 14 years old and that will be assumed or recast as part of an acquisition and Rehabilitation project. Yes
  - (3) Sponsor acknowledges additional limitations on use of multiple Department funding sources may be specified in the NOFA. Yes
  - (4) Sponsor acknowledges that limits on Department Funding, including loan or grant funds, on a per unit, per project, and/or per Sponsor basis, may be further specified in the NOFA. Yes
- (k) ✓

Sponsor Comments:

- (b) The Applicant is an Eligible Sponsor pursuant to §7303? Yes  
§7303. Eligible Sponsor.
  - (a) ✓
  - (b) ✓
  - (c) ✓
  - (d) ✓
  - (1) N/A
  - (2) N/A
  - (3) Sponsor is contracting with an entity to meet the experience requirements.  
Sponsor shall demonstrate capacity to acquire, develop, and own affordable rental housing. For purposes of this subdivision, an entity has "capacity" if it has adequate staff, capital, assets, and other resources to efficiently meet the operational needs of the Rental Housing Development; to maintain the Fiscal Integrity of the Rental Housing Development; and to satisfy all legal requirements and obligations in connection with the Rental Housing Development.
  - (e) Evidence of capacity must be reasonably acceptable to the Department in form and substance. Sponsor shall satisfactorily demonstrate capacity at the time of its application for the funds.  
Sponsor certifies to demonstrate capacity to acquire, develop, and own affordable rental housing as described at above paragraph? Yes

Sponsor shall maintain direct and continuing control of the Rental Housing Development throughout the full term of the Department's use restriction on the Rental Housing Development. Alternatively, if the Department's funding disbursement is structured with or through a special purpose entity, the Sponsor shall exercise direct and continuing control over such special purpose entity in accordance with UMR Section 8313.2 and throughout the full term of the Department's use restriction on the Rental Housing Development. Sponsor shall certify that it will abide by this control requirement at the time of its application for the funds for the full term set forth in the Standard Agreement.

Sponsor certifies to maintain direct and continuing control of the Rental Housing Development throughout the full term of the Department's use restriction on the Rental Housing Development as described at above paragraph? Yes

Sponsor Comments:

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

**§7304. Eligible Use of Funds.**

Funds shall be used only for approved eligible costs that are incurred on the Project as set forth in this section, including interim or bridge loans used to pay such costs. In addition, the costs must be necessary and must be consistent with the lowest reasonable cost consistent with the Project's scope and area as determined by the Department.

- (a) Sponsor acknowledges funds shall only be used for Capital Asset related expenses as required by GC §16727. Yes
- (b) Sponsor acknowledges that eligible costs include all those stated at §7304(b)(1-18). Yes

Sponsor acknowledges that except as provided in section §7304(b)(8), no Program funds shall be used for costs associated exclusively with non-Restricted Units or Commercial Space. A Manager's Unit maybe considered a Restricted Unit for the purpose of allocating development costs. If only a portion of the Rental Housing Development consists of Restricted Units, the Program loan amount shall not exceed the sum of the following: §7304(c)(1-3). Yes

Sponsor Comments:

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

**§7317. Application Process.**

Sponsor acknowledges §7317(a-g) Yes

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

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

- (1) ✓
- (2) Sponsor certifies that the application meets all threshold requirements, as set forth in §7303.1, the NOFA, and the application. Yes

- (3) Sponsor certifies that pursuant to UMR Section 8310 and information provided in the application and uploaded files, the Department should be able to review the application and assess the proposed project's feasibility. Yes

Sponsor acknowledges that during the application review, Department staff may request clarifying information, provided it does not affect the competitive scoring. If documents required for scoring are not included, the application will not be deemed incomplete.; However, failure to submit necessary documents, as set forth in the NOFA or application, may adversely affect the score of the application. Information or documents received after the application submission deadline will not be considered unless specifically requested by the Department. Yes

- (c) Sponsor certifies that the application includes authorizing resolutions of the governing boards of both the Sponsor and a co-Sponsor (except where the Sponsor(s) are individuals) shall be provided, and must be approved by the Department, prior to issuance of a Standard Agreement. Yes

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

(e) Is proposed Project a TCAC Hybrid project? FALSE

(f) ✘

Sponsor Comments:

(e) ✓

Sponsor certifies that the Project, as proposed in the application, is financially feasible as evidenced by documentation such as, but not limited to, Enforceable Funding Commitments, market study, Project proforma, sources and uses statement, or other feasibility documentation that is standard industry practice for the type of proposed housing development? Yes

(g) Sponsor certifies that the Project will maintain Fiscal Integrity consistent with proposed Rents in the Assisted Units and is feasible pursuant to the underwriting standards in UMR §8310? Yes

(h) ✓

Sponsor certifies that the Project site is reasonably accessible to public transportation, shopping, medical services, recreation, schools, and employment in relation to the needs of the Project tenants? Yes

(i) ✓

Sponsor certifies that projects with Special Needs Units shall provide services suitable to the needs of the Special Needs Population; and the application shall demonstrate a specific, feasible plan for delivery and funding of those services, including identification of the Lead Service Provider, service delivery partners and funding sources, pursuant to §7310? Yes

File Name:	06. Integration Plan	For Special Needs Projects provide an Integration Plan that demonstrates how Sponsor/Applicant will meet MHP §7302(g) requirements.	Uploaded to HCD Portal?	Yes
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(l) Sponsor certifies that projects that **do not include Special Needs Units** shall provide service amenities sufficient to achieve a minimum score of 7 points pursuant to TCAC Regulations, as set forth in CCR Title 4 Section 10325(c)(4)(B)? N/A

File Name:	105. Service Amenity List	List of service amenities qualifying for TCAC points, include service amenity name, number of service hours, and amount of TCAC points earned.	Uploaded to HCD Portal?	Yes
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(m) Sponsor certifies that the Project complies with the restrictions on demolition as set forth in UMR §8302? Yes

(n) Sponsor certifies that the Project complies with the site control requirements as set forth in UMR §8303, with the exception that the Sponsor shall maintain site control through the term of the proposed award, as stated in the NOFA.

Yes

Where site control is in the name of another entity, the Applicant shall provide documentation, in form and substance reasonably satisfactory to the Department (e.g. a purchase and sale agreement, an option, a leasehold interest/option, a disposition and development agreement, an exclusive right to negotiate with a public agency for the acquisition of the site), which clearly demonstrates that the Applicant has some form of right to acquire or lease the Project property.

(1) Where site control will be satisfied by a long-term ground lease, the Department will require the execution and recordation of the Department's form lease rider, which shall be entered into by and among the ground lessor, the ground lessee, the Department, and any other applicable parties. In all cases, the lease rider shall be recorded against the fee interest in the Project property.

(2) Sponsor acknowledges that for projects developed in Indian country, the following exceptions apply:

N/A

(A) 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

(B) An attorney's opinion regarding chain of title and current title status is acceptable in lieu of a title report.

(o) Sponsor certifies that the Project complies with accessibility and fair housing obligations in §7314?

Yes

Sponsor Comments:

In addition to the Threshold Requirements above, Sponsor(s) acknowledge, understand, and agree to comply with the following sections of the 2022 MHP Guidelines

§7305 Cost Limitations	Yes
§7306 Type and Term of Loan	Yes
§7307 Maximum Loan Amounts	Yes
§7308 Interest Rate and Loan Repayments	Yes
§7309 Appraisal and Market Study Requirements	Yes
§7310 MHP Supportive Services Plan Requirements	Yes
§7311 MHP Rent and Unit Designation Adjustment	Yes
§7312 Rent Standards	Yes
§7313 Use of Operating Income	Yes
§7314 State and Federal Laws, Rules, Guidelines and Regulations	Yes
§7315 Relocation Requirements	N/A
§7316 Construction Requirements	Yes
§7320 Project Scoring and Selection	Yes
§7321 Performance Deadlines	Yes
§7322 Legal Documents	Yes
§7323 Sales, Transfers, Encumbrances, and Loan Payoff	Yes
§7324 Defaults and Loan Cancellations	Yes
§7325 Management and Maintenance	Yes
§7326 Reporting Requirements	Yes
§7327 Annual Operating Budget and Schedule of Rental Income	Yes

Sponsor comments:



**IIG Threshold Requirements**

The following is to help and guide the Applicant with threshold requirements, it is the sole responsibility of the Applicant to verify and meet all of the threshold requirements per program guidelines. The Department will have a final threshold determination after review of, but not limited to, information provided at application and file uploads. An **X** means that you may have missed to answer a question within the application, please see the formula and it will guide you to the correct location in the application. If that section with an **X** does not apply to your project, please note this at the "Sponsor Comments" box at the end of each Guideline Section.

**IIG §202** Projects shall be eligible for an Award of funds as long as the application demonstrates that all the following threshold requirements have been met:

<b>(a)</b> The application involves an Eligible Capital Improvement Project pursuant to §200. Eligible Capital Improvement Projects?			Yes	
§200. Eligible Capital Improvement Projects.				
<b>(a)</b> ✓				
<b>(1)</b> ✓				
<b>(b)</b> The Qualifying Infill Project for which a Capital Improvement Project grant may be awarded must meet all of the following conditions:				
<b>(1)</b> ✓				
<b>(2)</b> Must include not less than 15 percent of the total residential Units to be developed in the Qualifying Infill Project as Affordable Units, as follows.			✓	
<b>(A)</b> Ownership language at guidelines is hereby omitted for this citation.				
<b>(B)</b> Applicant acknowledges that to the extent included in a Capital Improvement Project grant application, for the purpose of calculating the percentage of Affordable Units, the Department may consider the entire master development in which the development seeking grant funding is included.			Yes	
<b>(C)</b> Applicant acknowledges, where applicable, an Eligible Applicant may include a replacement housing plan to ensure that dwelling Units housing persons and families of Lower- or Moderate-Income are not removed from the Lower- and Moderate-Income housing market. Residential Units to be replaced shall not be counted toward meeting the affordability threshold required for eligibility for funding under this section			Yes	
<b>(D)</b> Does QIP/Applicant have a disposition and development agreement or other Project or area-specific agreement between the Recipient and the local agency having jurisdiction over the Project has been executed on or before January 1, 2022? If Yes, QIP/Applicant shall be deemed to meet the affordability requirement of this paragraph if the agreement includes affordability covenants that subject the Qualifying Infill Project to the production of Affordable Units for Very Low-, Lower- or Moderate-Income households.			Yes	
File Name:	82. Development Agreement	Agreement executed prior to January 1, 2022 that contains affordability covenants.	Uploaded to HCD Portal?	N/A
<b>(3)</b> ✓				
<b>(4)</b> Be located in an area designated for mixed-use or residential development pursuant to one of the following adopted plans:				
File Name:	85. Relevant Development Plan	Provide a copy of the relevant plan showing area designation.	Uploaded to HCD Portal?	
<b>(5)</b> Applicant certifies to identify a mechanism, such as a minimum density ordinance or a recorded, binding covenant, acceptable to the Department to reliably ensure that future development will occur at an overall Net Density equaling or exceeding that set forth in §200(b)(3). This mechanism must be in effect and legally enforceable prior to the initial disbursement of Program funds.			Yes	
File Name:	86. Minimum Density Ordinance	Identify a mechanism, such as a minimum density ordinance or a recorded, binding covenant, acceptable to the Department to reliably ensure that future development will occur at an overall Net Density equaling or exceeding that set forth in IIG §200(b)(2).	Uploaded to HCD Portal?	
<b>(6)</b> Applicant certifies that eligible Applicants shall designate the proposed residential Units in the Qualifying Infill Project that the Eligible Applicant intends to utilize for the purpose of establishing the maximum Program grant amount pursuant to §205, and for the purpose of rating applications pursuant to §400 and §401. Any such designated Units must be utilized for both purposes.			Yes	
<b>(7)</b> Applicant certifies that the application must demonstrate that the percentage of Affordable Units, and Units restricted to other income limits and Rents as designated for the purpose of determining the maximum Program grant amount in §205 and for rating purposes pursuant to §402, shall be maintained or exceeded through the completion of each residential development proposed in the application. The Department may modify the requirement set forth in the previous sentence to conform to a similar local public agency requirement, provided that the Department determines that the local requirement will reliably result in completion of the required Affordable Units as set forth in §403.			Yes	
§206. IIG 2019 Large Jurisdiction Qualifying Infill Projects.				
This section applies to IIG-2019 Large Jurisdiction Qualifying Infill Projects only.				
<b>(a)</b> IIG-2019 Qualifying Infill Projects in Large Jurisdictions are subject to the following:				
<b>(1)</b> In addition to any applicable provisions set in Section 200 (b) of these guidelines, the Qualifying Infill Project for which a Capital Improvement Projects grant may be awarded must meet all of the following conditions:				
<b>(A)</b> ✓				
<b>(B)</b> ✓				
<b>(C)</b> In addition to provisions (A), (B), and (C) set in §200(b)(2) of these guidelines, which establishes the rules for Affordable Units in the Qualifying Infill Project:				
Does QIP/Applicant have a disposition and development agreement or other Project or area-specific agreement between the Recipient and the local agency having jurisdiction over the Project has been executed on or before July 31, 2019?				
i. If Yes, QIP/Applicant shall be deemed to meet the affordability requirement of this paragraph if the agreement includes affordability covenants that subject the Qualifying Infill Project to the production of Affordable Units for Very Low-, Lower- or Moderate-Income households.			Yes	
File Name:	82b. Development Agreement	Agreement executed prior to July 31, 2019 that contains affordability covenants.	Uploaded to HCD Portal?	
<b>(D)</b> The following shall apply notwithstanding subdivision (b)(3) of §200:				
<b>(E)</b> Be located in an area designated for mixed-use or residential development pursuant to one of the following adopted plans:				
<b>(b)</b> Applicant/Recipient acknowledges that Grant Awards that are not encumbered within two years of the date an Award was made shall be rescinded, as required by HSC Section 53559, subdivision (g). The Department will also recapture grant fund Awards where the development of the related housing units has not progressed in a reasonable period of time from the date of the grant Award, as determined by the Department in its sole and absolute discretion.			Yes	
<b>(c)</b> ✓				
<b>(d)</b> ✓				

Per §300(b)(1) Sponsor/Applicant certifies that all new construction projects must provide a minimum of 15 percent (15%) of the Restricted Units with mobility features, and a minimum of 10 percent (10%) of the Restricted Units with hearing and vision features.

Yes

(e) In addition to the IIG requirements described herein, Projects proposed by Tribal Entities must meet the following requirements:

- (1) ✘
- (2) ✘

(3) Applicant acknowledges, hereby, to meet the following conditions of Award funding to the extent applicable, and, subject to any modifications or waivers as provided in HSC §50406, subdivision (p) (Assembly Bill 1010 (Chapter 660, Statutes of 2019) that shall be set forth in a Standard Agreement. It is noted that these same conditions do not need to be satisfied initially to engage in the competitive Award process.

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

Yes

(f) Multiple Department Funding Sources

(1) Use of multiple funding sources on the same Units utilized in the calculation of the Capital Improvement Project grant amount is permitted, subject to the following limitation:

(A) Sponsor acknowledges the HCD Repeal of Stacking Prohibition of Multiple Department Funding Sources Memo shall remain applicable. A maximum of four (4) HCD Funding Sources comprised of no more than two (2) development loans and two (2) housing-related infrastructure grants may be used on a single Project. Housing related infrastructure grants are those grants provided through the Affordable Housing and Sustainable Communities program - Housing Related Infrastructure (HRI) grants, Transit Oriented Development (TOD) Implementation program - Infrastructure grants, and infill infrastructure grant programs (IIG-2007 and IIG-2019).

Yes

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

- (A) Offsite infrastructure funds; or
- (B) Existing loans or grants under any Department funding source listed above that are at least 14 years old and that will be assumed or recast as part of an acquisition and Rehabilitation project.

Yes

(3) Sponsor acknowledges additional limitations on use of multiple Department funding sources may be specified in the NOFA.

Yes

(4) Sponsor acknowledges that limits on Department Funding, including loan or grant funds, on a per unit, per project, and/or per Sponsor basis, may be further specified in the NOFA.

Yes

(g) ✓

Applicant/Sponsor Comments:

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

Yes

§201. Eligible Applicant.

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

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

TRUE

FALSE

§206. IIG 2019 Large Jurisdiction Qualifying Infill Projects.

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

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

(A) Did the Applicant receive a letter of support from the governing body of the city, county, or city and county that has jurisdiction over a qualifying infill project?

Yes

i. "Developer" within this section means the legal entity that the Department of Housing and Community Development (Department) relies upon for capacity, experience, and Site Control of the Qualifying Infill Project, and which controls the Rental Housing Development during development and through occupancy.

ii. For the purposes of this section only, a nonprofit or for-profit developer may include a Tribally Designated Housing Entity, as defined in Section 4103 of Title 25 of the United States Code and Section 50104.6.5.

File Name:	84. Letter of Support	Letter of support from the governing body may be submitted and will be accepted no later than October 14, 2022. If Applicant will provide after application and no later than October 14, 2022, email the letter to SuperNOFA@hcd.ca.gov.	Uploaded to HCD Portal?	
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(b) ✓

(1) N/A

(2) N/A

(3) Sponsor is contracting with an entity to meet the experience requirements.

Applicant shall demonstrate capacity to acquire, develop, and own affordable rental housing. For purposes of this subdivision, an entity has "capacity" if it has adequate staff, capital, assets, and other resources to efficiently meet the operational needs of the Rental Housing Development; to maintain the Fiscal Integrity of the Rental Housing Development; and to satisfy all legal requirements and obligations in connection with the Rental Housing Development.

(c) Evidence of capacity must be reasonably acceptable to the Department in form and substance. Applicant shall satisfactorily demonstrate capacity at the time of its application for the funds.

Applicant certifies to demonstrate capacity to acquire, develop, and own affordable rental housing as described at above paragraph?

Yes

Recipients shall maintain direct and continuing control of the Rental Housing Development throughout the full term of the Department's use restriction on the Rental Housing Development. Alternatively, if the Department's funding disbursement is structured with or through a special purpose entity, the Recipients shall

(d) exercise direct and continuing control over such special purpose entity in accordance with UMR §8313.2 and throughout the full term of the Department's use restriction on the Rental Housing Development. Each Applicant shall certify that it will abide by this control requirement at the time of its application for the funds for the full term set forth in the Standard Agreement.

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

Yes

Applicant/Sponsor Comments:

- (c) All proposed uses of Program funds are eligible pursuant to §203. Eligible Use of Funds? Yes
- §203. Eligible Use of Funds.
- (a) Applicant acknowledges that funds shall only be used for Capital Asset related expenses as required by §16727 of the GC. Yes
- (b) Applicant acknowledges that Eligible costs include the construction, Rehabilitation, demolition, relocation, preservation, acquisition, or other physical improvements of the following: §203(b)(1-15) Yes
- (4) (A) Total number of Structured Parking spaces that are required replacement of Transit Station parking spaces (including replacement required by a transit agency), or public Structured Parking required as a condition of approval for the Qualifying Infill Project within one-half mile of a Major Transit Stop or Transit Station, not to exceed \$50,000 per space. Yes
- Are costs less than or equal to \$50,000 per parking space? FALSE
- (B) Total number of Residential Structured Parking and mechanical parking lifts. The minimum residential per Unit parking spaces in Structured Parking, as required by local land-use entitlement approval, not to exceed one parking space per residential Unit, and not to exceed \$50,000 per permitted space. Yes
- Residential parking spaces exceed one parking space per residential Unit? FALSE
- Are costs less than or equal to \$50,000 per residential parking space? FALSE
- (15) Impact fees required by local ordinance are eligible for Program funding only if used for the identified Capital Improvement Projects. Funded impact fees may not exceed 5 percent of the Program award. Yes
- Are Impact fees required by local ordinance?  Does Funded impact fees exceed 5 percent of the Program award. FALSE
- (c) Applicant acknowledges that costs stated at §203(c)(1-5) are not eligible. Yes

Applicant/Sponsor Comments:

None

- (d) Applicant acknowledges that the application is complete pursuant to §400 and §401? Yes
- §400. Application Process. Yes
- Applicant acknowledges §400(a-f) Yes
- §401. Application Content and Application Eligibility Requirements. Yes
- (a) Applicant acknowledges to comply with IIG §401(a) Yes
- (b) An application shall be deemed complete when: Yes
- (1) Applicant certifies that the application meets all threshold requirements, as set forth in the NOFA, §202, and the application. Yes
- (2) Applicant certifies that pursuant to UMR §8310 and information provided in the application and uploaded files, the Department should be able to review the application and assess the proposed project's feasibility. Yes
- (3) Applicant acknowledges that during the application review, Department staff may request clarifying information, provided it does not affect the competitive scoring. If documents required for scoring are not included, the application will not be deemed incomplete; however, failure to submit necessary documents, as set forth in the NOFA or application, may adversely affect the score of the application. Information or documents received after the application submission deadline will not be considered. Yes
- (c) Applicant certifies that authorizing resolutions of the governing boards of both the Recipient/Sponsor and a co-Recipient/Sponsor (except where the Recipients(s)/Sponsor(s) are individuals) shall be provided, and must be approved by the Department, prior to issuance of a Standard Agreement. Yes
- (d) Applicant acknowledge that applications shall be evaluated for compliance with the threshold and eligibility requirements of these guidelines, and applicable statutes, and scored based on the application scoring criteria listed in §402 of these guidelines. The applications with the highest number of points shall be selected for funding, provided that they meet all threshold and eligibility requirements and achieve specified minimum scores as identified in the NOFA. Yes
- (e) ✘

Applicant/Sponsor Comments:

None

- (e) ✓ Yes
- (f) Applicant certifies that the Qualifying Infill Project(s), as proposed in the application, is financially feasible as evidenced by documentation such as, but not limited to, Enforceable Funding Commitments, market study, project proforma, sources and uses statement, or other feasibility documentation that is standard industry practice for the type of proposed housing development. Yes
- (g) Applicant certifies that the Qualifying Infill Project will maintain Fiscal Integrity consistent with proposed Rents in the Assisted Units and is feasible pursuant to the underwriting standards in UMR §8310. Yes
- (h) ✓ Yes
- (i) Applicant certifies that the Qualifying Infill Project site is reasonably accessible to public transportation, shopping, medical services, recreation, schools, and employment in relation to the needs of the Qualifying Infill Project tenants. Yes
- (j) ✓ Yes
- (k) Applicant acknowledges Projects that do not include Special Needs Units, shall provide service amenities sufficient to achieve a minimum score of 7 points pursuant to TCAC Regulations, as set forth in CCR Title 4 Section 10325(c)(4)(B). Yes

File Name:	105. Service Amenity List	List of service amenities qualifying for TCAC points, include service amenity name, number of service hours, and amount of TCAC points earned.	Uploaded to HCD Portal?	N/A
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- (l) Applicant certifies that the Qualifying Infill Project complies with the restrictions on demolition as set forth in UMR §8302; Yes
- (m) Applicant certifies The Qualifying Infill Project and Capital Improvement Project complies with the site control requirements as set forth at UMR §8303 and §8316 with the additional requirement that the Applicant shall maintain site control through the Award date. The term of the Award shall be five years from the date of the Award of Program funds. The term of the award may be extended in writing by the Department at its sole discretion, but in no event shall the term of the Award exceed seven years from the date of the Award of Program funds. Yes
- (1) The following shall apply to IIG Qualifying Infill Project projects::

Where site control is in the name of another entity, the Applicant shall provide documentation, in form and substance reasonably satisfactory to the Department (e.g. a purchase and sale agreement, an option, a leasehold interest/option, a disposition and development agreement, an exclusive right to negotiate with a public agency for the acquisition of the site), which clearly demonstrates that the Applicant has some form of right to acquire or lease the Project property.

(B) Where site control will be satisfied by a long-term ground lease, the Department will require the execution and recordation of the Department's form lease rider, which shall be entered into by and among the ground lessor, the ground lessee, the Department, and any other applicable parties. In all cases, the lease rider shall be recorded against the fee interest in the Project property.

(2) The following shall apply to offsite work proposed for CIPs and shall be evidenced prior to the disbursement of Program funds.

(A) Recipient/Sponsor shall have a right of way or easement, which is either perpetual, or of sufficient duration to meet Program requirements, and which allows the Recipient/Sponsor to access, improve, occupy, use, maintain, repair, and alter the property underlying the right of way or easement; and

(B) Recipient/Sponsor shall have an executed encroachment permit for construction of any improvements or facilities within the public right of way or on public land.

(3) For Qualifying Infill Projects and Capital Improvement Project developed in Indian country, the following exceptions apply:

(A) 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

(B) An attorney's opinion regarding chain of title and current title status is acceptable in lieu of a title report.

(n) Applicant/Sponsor certifies that the Project complies with accessibility and fair housing obligations in Section 300?

Yes

Applicant/Sponsor Comments:

[Empty yellow comment box]

In addition to the Threshold Requirements above, Sponsor(s)/Applicant(s) acknowledge, understand, and agree to comply with the following sections of the 2022 IIG Guidelines

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

- Yes
- Yes
- Yes
- Yes
- Yes
- Yes
- Yes
- Yes

Applicant/Sponsor Comments:

[Empty yellow comment box]

End of Document

### Local Approvals and Environmental Review Verification

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

Project Sponsor/Applicant:	Mercy Housing California
Sponsor/Applicant Address:	1256 Market Street
Sponsor/Applicant City:	San Francisco
Project Name:	Homeless Prenatal Family Housing
Project Address/site:	2530 18th Street, San Francisco, CA 94110
Project City:	San Francisco
Project County:	San Francisco
Assessor Parcel Numbers (APNs):	4014-002A

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

Is this Project approved "by right"?

		Applicable for this Project	Final date of Public Comment Period	Approved Date
CEQA Environmental Clearance is finally approve or unnecessary:	<b>CEQA</b>			

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

	Required for this Project?	Under Review?	Verified as Completed and date completed
All necessary, discretionary, and non-discretionary public land use approvals except building permits and other ministerial approvals are:			

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

Dated:

Statement Completed by (please print):	
Signature:	
Title:	
Agency or Department:	
Agency or Department Address:	
Agency or Department Phone:	

## 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):

This statement is to certify as follows: Mercy Housing California, the development sponsor, is a California non-profit public benefit corporation, with sole member Mercy Housing Inc., a Nebraska non-profit corporation. Mercy Housing California is the sole member of Mercy Housing Calwest, a California non-profit public benefit corporation, which is the sole member/manager of Mercy Housing California 104 LLC, a California Limited Liability Company, the Managing General Partner (MGP). Mercy Housing California 104, L.P., a California Limited Partnership, is the Borrower/Owner for the Homeless Prenatal Family Housing site, with managing general partner Mercy Housing California 104 LLC. Mercy

- 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.

Ramie Dare	Vice President		
Printed Name	Title of Signatory	Signature	Date

### Legal Disclosure

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

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

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

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

**Exceptions:**

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

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

**Civil Matters**

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

**Criminal Matters**

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

Ramie Dare	Vice President		
Printed Name	Title of Signatory	Signature	Date

## Entity Organizational Documents

### Organizational Documents

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

### Organizational Charts

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

### Corporate Entities

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

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

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

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

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

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

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

### Limited Liability Companies

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

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

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

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

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

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

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

### Limited Partnerships

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

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

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

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

Amended and Restated Limited Partnership Agreement

Certificate of Good Standing certified by Secretary of State.

### Tribal Entity

## Application Development Team (ADT) Support Form

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

Full Name:		Date Requested:		Application Version Date:			
Organization:		Email:		Contact Phone:			
<b>Justification:</b>							
Issue #	Tab / Sheet Name	Section	Cell(s) #	Update / Comment	Urgency	ADT Status	Tester
1							
2							
3							
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10							