



**STATE OF CALIFORNIA  
UNIVERSAL APPLICATION FOR THE  
DEVELOPMENT OF AFFORDABLE RENTAL HOUSING**



*UA Version 12/31/19*

**INSTRUCTIONS**

1. Use this application form to apply for assistance for a multifamily rental housing development from CTCAC, CalHFA, HCD or CDLAC. A separate submission is required for each agency; please indicate which agency you are currently applying to in the top section of the next sheet, and revise this section for subsequent applications to other agencies. Also, please update the rest of the application to reflect changes in your development proposal.
2. In addition to this application form, each agency requires submission of program-specific documentation. Please review the checklists and instructions applicable to each program, located in each agencies website for specific requirements.
3. Areas intended for applicant entry are shaded in yellow. Instructions are included as Excel comments, such as the one to the right. To view these comments, hold your mouse over the red marks.
4. Some information carries over from one section to the next. If you start from the beginning "General" worksheet and continue in order, you will minimize error messages.
5. To navigate between worksheets (pages), click the tabs at the bottom of your screen, or right-click on the triangles to the left of the tabs. To print the entire application at once, go to File, Print, then under the "Print what" heading select "Entire workbook."
6. If you have technical issues specific to this application form, please contact the following Departmental staff:

<u>Department Program</u>	<u>Contact</u>	<u>Phone</u>	<u>Email</u>
California Dept. of Housing and Community Development: <b>Affordable Housing and Sustainable Communities (AHSC)</b> <b>Home Investment Partnerships (HOME) Program</b> <b>Housing for a Healthy California (HHC)</b> <b>Infill Infrastructure Grant Program (IIG)</b> <b>Joe Serna, Jr. Farmworker Housing Grant</b> <b>Multifamily Housing Program (MHP) - General</b> <b>MHP - Supportive Housing</b> <b>MHP - Homeless Youth</b> <b>National Housing Trust Fund (NHTF)</b> <b>No Place Like Home (NPLH)</b> <b>Predevelopment Loan Program</b> <b>Transit Oriented Development (TOD) Housing Program</b> <b>Veterans Housing and Homelessness Prevention (VHHP)</b>	George Rodine	(916) 263-6105	<a href="mailto:grodine@hcd.ca.gov">grodine@hcd.ca.gov</a>
California Housing Finance Agency (CalHFA)	Marisa Fogal	(916) 326-8811	<a href="mailto:mfogal@calhfa.ca.gov">mfogal@calhfa.ca.gov</a>
California State Treasurer: <b>California Debt Limit Allocation Committee (CDLAC)</b>	Misty Armstrong	(916) 653-3461	<a href="mailto:marmstrong@treasurer.ca.gov">marmstrong@treasurer.ca.gov</a>
California State Treasurer: <b>California Tax Credit Allocation Committee (CTCAC)</b>	Gina Ferguson	(916) 654-6340	<a href="mailto:gferguson@treasurer.ca.gov">gferguson@treasurer.ca.gov</a>



**STATE OF CALIFORNIA  
UNIVERSAL APPLICATION FOR THE  
DEVELOPMENT OF AFFORDABLE RENTAL HOUSING**



**GENERAL INFORMATION**

Date of this Application or Update:

UA Version 12/31/19  
TCAC Threshold Basis Limits - updated to 2020  
**Potrero Block B**

**Getting Started: When you open this file, you may see a yellow banner at the top with a button that says "Enable Content" or "Enable Editing". It is essential that you click this box so that the macros are enabled. Enabling macros is necessary for full workbook functionality.**

**THIS APPLICATION REQUESTS FINANCING OR AN ALLOCATION FROM THE FOLLOWING:**

<input type="checkbox"/> <b>CTCAC</b>	<input checked="" type="checkbox"/> <b>HCD</b>	<input type="checkbox"/> <b>CDLAC</b>	<input type="checkbox"/> <b>CalHFA</b>																																																			
<p><b>Check all that apply:</b></p> <p><input type="checkbox"/> Federal 9% <input type="text" value="\$0"/></p> <p><input type="checkbox"/> Federal 4% <input type="text" value="\$0"/></p> <p><input type="checkbox"/> State Credits <input type="text" value="\$0"/></p> <p><b>CTCAC Application Type:</b> <input type="text"/></p> <p><b>If Reapplication, Previous CTCAC No.:</b> <input type="text"/> - <input type="text"/> - <input type="text"/></p> <p><b>State Set-a-Side</b> <input type="text"/></p> <p><b>Federal Minimum Set-a-Side</b> <input type="text"/></p> <p><b>CTCAC Housing Type</b> <input type="text"/></p> <p><b>DDA or Qualified Census Tract?</b> <input type="text"/></p> <p><b>CTCAC Geographical Area</b> <input type="text"/></p> <p><b>For CTCAC Use Only</b> <input type="text"/></p>	<p><b>HOME Funds</b></p> <p><b>HOME Activity Amount</b> <input type="text" value="\$0"/></p> <p><b>HOME Admin. Amount</b> <input type="text" value="\$0"/></p> <p><b>HOME Activity Delivery</b> <input type="text" value="\$0"/></p> <p><b>IIG</b> Amount <input type="text" value="\$11,699,000"/></p> <p><b>Name of HCD Funding</b> <input type="text"/></p> <p>Amount <input type="text"/></p> <p><b>Name of HCD Funding</b> <input type="text"/></p> <p>Amount <input type="text"/></p> <p><b>Name of HCD Funding</b> <input type="text"/></p> <p>Amount <input type="text"/></p>	<p><b>Tax-Exempt Bonds</b></p> <p><b>Allocation Amount</b> <input type="text" value="\$0"/></p> <p><b>Pool</b> <input type="text"/></p> <p><b>Amount of Taxable Tail (if any)</b> <input type="text" value="\$0"/></p> <p><b>Amount of any prior CDLAC Allocations for this Project</b> <input type="text" value="\$0"/></p> <p><b>Prior Application #</b> <input type="text"/></p>	<p><b>Is tax-exempt financing needed for construction?</b> If yes, amount needed <input type="text" value="\$0"/></p> <p><b>Application Type:</b> <input type="text"/></p> <p align="center"><b>Multifamily Financing Programs:</b></p> <table border="1"> <thead> <tr> <th></th> <th>Amount</th> <th>Rate</th> <th>Term</th> </tr> </thead> <tbody> <tr><td>Predevelopment</td><td>\$0</td><td></td><td></td></tr> <tr><td>Acquisition</td><td>\$0</td><td></td><td></td></tr> <tr><td>Rehabilitation</td><td>\$0</td><td></td><td></td></tr> <tr><td>Construction</td><td>\$0</td><td></td><td></td></tr> <tr><td>Permanent</td><td>\$0</td><td></td><td></td></tr> <tr><td>Bridge Loan</td><td>\$0</td><td></td><td></td></tr> <tr><td>Second Mortgage</td><td>\$0</td><td></td><td></td></tr> <tr><td></td><td>\$0</td><td></td><td></td></tr> </tbody> </table> <p><b>Special Needs?</b> <input type="text"/></p> <p align="center"><b>Local Government SNHP Funds</b></p> <table border="1"> <thead> <tr> <th>Loan Type</th> <th>Amount</th> <th>Term</th> </tr> </thead> <tbody> <tr><td>Construction</td><td>\$0</td><td></td></tr> <tr><td>Permanent</td><td>\$0</td><td></td></tr> </tbody> </table> <p align="center"><b>Capitalized Operating Subsidy Reserve (COSR)</b></p> <table border="1"> <thead> <tr> <th></th> <th>Amount</th> </tr> </thead> <tbody> <tr><td>From County</td><td>\$0</td></tr> <tr><td>From Borrower</td><td>\$0</td></tr> </tbody> </table>		Amount	Rate	Term	Predevelopment	\$0			Acquisition	\$0			Rehabilitation	\$0			Construction	\$0			Permanent	\$0			Bridge Loan	\$0			Second Mortgage	\$0				\$0			Loan Type	Amount	Term	Construction	\$0		Permanent	\$0			Amount	From County	\$0	From Borrower	\$0
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**PROPOSED DEVELOPMENT**

<b>Proposed Name</b> Potrero Block B	<b>Street Address or Location(s)</b> 1845 25th Street	<b>City</b> San Francisco	<b>Zip Code</b> 94107	<b>County</b> San Francisco
<b>Development Type</b> New Construction	<b>Age Restrictions</b> None	<b>Special Facility Type</b>	<b>Tenure Type</b> Permanent	<b>APN(s)</b> 4285B-004
<b># of Units</b> 157	<b>LIHTC Units</b> 156	<b>Project Site Area</b> 1.63 Acres	<b>Units per Acre</b> 96.319 Per Acre	<b>Multiple Parcels?</b> No - one legal parcel
<b>Relocation Req'd.?</b> Temp. & Perm.	<b>Commercial Space?</b> No	<b>HOPE VI Project?</b> Yes	<b>Federally "At Risk"?</b> No	<b>"At-Risk" expiration date</b>
				<b>Rental Subsidy?</b> Yes
				<b>HUD 811 Project?</b> No

**APPLICANT (Update based on funding source -- see comment in first box)**

<b>Legal Name of Organization</b> San Francisco Mayor's Office of Housing and Community Development	<b>Applicant Role</b> City Applicant
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**LEGISLATIVE INFORMATION**

Congressperson Name(s)	District #	State Senator Name(s)	District #	State Assembly Member Name(s)	District #

## Potrero Block B

### PROPOSED PROJECT DESCRIPTION

**Instruction: Describe, at minimum, the following topics. Narrative used for Project Summary**

#### 1) Type of Development

Potrero Block B is a mixed-use infill project that will be configured with 7 stories and one level of parking. The project includes 5800 SF of ground floor commercial space for childcare center with secure courtyard and 157 units of housing for families consisting of 47 -1 bdrms, 55-2 bdrms, 44-3 bdrms, and 11-4 bdrms on a 1.7 acre site that is part of public housing complex undergoing redevelopment. The building will be constructed to LEED Gold standard. Amenities include: a rent-free manager's unit, 1100 SF for offices for property management and

#### 2) Topography and Special Site Features

The site is sloped.

#### 3) Surrounding Neighborhood

The property is surrounded on three sides by multifamily residential development. The South side of the property is production, distribution, and repair with some office.

#### 4) Proposed Tenant Population and Any Special Occupancy Restrictions (inc. those tied to land use approvals)

The tenant population is low-income families, many of whom are former public housing residents.

#### 5) Any On-Site Services

On-site services will be provided through contracts with third party providers. The staff level will be 1.5 FTEs on site who will offer information and referral, service navigation, housing stabilization, activities and programs on site that support community building, and access to local resources. Additionally one-on-one support for households and group supports that address common needs (information about health insurance).

#### 6) Specific Issues (relocation, environmental, historical, etc.)

The project is subject to a build first policy adopted by the SF Housing Authority. Residents of public housing will not be relocated until new construction replacement housing is provided. A relocation plan is provided.

#### 7) Any Demolition

The project requires demolition of existing public housing units.

#### 8) Scope of Rehabilitation Work

not applicable.

#### 9) Expected Start and Completion Date of Construction/Rehabilitation

July 31, 2022 construction start and January 31, 2025 construction completion.

#### 10) Changes in Land Area during Development (e.g. subdivision)

We currently have one City block that will be subdivided into two parcels (Block A & B). A new street will be built between the two newly created parcels. Tentative map approval and the final map will be complete before construction begins.

#### 11) Rent Subsidies

9 units will receive RAD subsidies; in total, 118 units will receive project based vouchers.

#### 12) Whether Prevailing Wages will be paid.

Prevailing wages will be paid.



**MISCELLANEOUS INFORMATION**

RESIDENTIAL SPACE	RESIDENTIAL PARKING	COMMERCIAL SPACE
<b>Residential Square Footage</b>		
Residential Units		<b>Commercial Square Footage</b>
Community Room	<b>Free Residential Parking Spaces</b>	Commercial Area
Leasing Office	Uncovered Tenant Parking	Offices
Additional Storage Space	Covered Tenant Parking	Childcare Center
<b>Subtotal</b>	Enclosed Tenant Parking	Storage Space
Maintenance Shop	Tenant Guest Spaces	Other
Childcare Center	<b>Subtotal Parking Spaces</b>	<b>Total Commercial SF</b>
Service Area	<b>Extra Spaces Tenants Can Rent</b>	
Service Office	Uncovered Parking	
Other	Covered Parking	
<b>Total Residential SF</b>	Enclosed Parking	
	<b>Grand Total Parking Spaces</b>	
	Total Handicap Parking Spaces	
	(included in totals above)	
		<b>Parking Spaces for Commercial Tenants</b>
		Uncovered
		Covered Spaces
		<b>Total Spaces</b>
		<b>Describe other available parking for commercial patrons.</b>

**INCOME FROM SOURCES OTHER THAN RESIDENTIAL RENTS AND SUBSIDIES**

Laundry		Other Leased Spaces				
No. of Units Using Central Laundry	157	<b>Residential</b>	<b>Lease Terms</b>	<b>Sq. Feet</b>	<b>Rent/SF/Mo.</b>	<b>Annual Gross</b>
Weekly Assumed Income Per Unit	\$0.00					\$0
Annual Total Laundry Income	\$0					\$0
<b>Residential Parking</b>						\$0
Tenant Rental Spaces	0					\$0
Monthly Income Per Space	\$0	<b>Commercial</b>				
Annual Residential Parking Income	\$0	childcare	0	5,835	\$0.00	\$0
<b>Commercial Parking</b>						\$0
Number of Rental Spaces	0					\$0
Monthly Income Per Space						\$0
Annual Commercial Parking Income	\$0	<b>Total Income from Other Leased Spaces</b>				\$0

**MONTHLY UTILITY ALLOWANCE**

Utilities	Type of Utility (Gas, Electric, etc.)	Does the owner or tenant pay utilities?	Enter Allowances for Tenant Paid Utilities by Bdrm. Size					
			0 bdrm	1 bdrm	2 bdrms	3 bdrms	4 bdrms	≥5 bdrms
Heating	Electric	Tenant	\$0	\$27	\$34	\$42	\$50	\$0
Cooking	Electric	Tenant	\$0	\$10	\$15	\$19	\$24	\$0
Other Electric	Electric	Tenant	\$0	\$32	\$48	\$68	\$88	\$0
Air Conditioning			\$0	\$0	\$0	\$0	\$0	\$0
Water Heating	Gas	Owner	\$0	\$0	\$0	\$0	\$0	\$0
Water	Public	Owner	\$0	\$0	\$0	\$0	\$0	\$0
Sewer	Public	Owner	\$0	\$0	\$0	\$0	\$0	\$0
Trash	Public	Owner	\$0	\$0	\$0	\$0	\$0	\$0
Other			\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Tenant Utility Allowance</b>			\$0	\$69	\$97	\$129	\$162	\$0

**Source for Utility Allowances**

Local PHA      **Name** San Francisco Housing Authority      **Effective Date** 1/1/19

HUD       USDA RD       Utility Company (Actual Survey)       Other

UA Version 12/31/19

**Applicant Notes**



**RENTS & UNIT MIX INFORMATION**

Tax Credit 50% **Income** Limits for County of : San Francisco

HUD Notice Date: 4/24/19

Household Size:	1	2	3	4	5	6	7	8
Income Limit:	\$56,450	\$64,500	\$72,550	\$80,600	\$87,050	\$93,500	\$99,950	\$106,400

**Show rent limits set by the most restrictive regulatory agency. Rows 18-24 are only for restricted manager units.**

CTCAC, CDLAC, MHP and CalHFA rent limits are calculated based on the above income limits, and are automatically shown below. If the most restrictive rent limits applicable to some units are required by another program, such as HOME or USDA Rural Development, [click here](#) to enter these limits. (Or scroll to bottom of worksheet)

Income Limit (% AMI)	Rent Limit Calc. Formula	Unit Size	No. of Units	Maximum Gross Rent	Less Utility Allowance	Maximum Net Rent	Proposed Net Rent	Monthly Income at Proposed Rents	Monthly Income at Maximum Rents
30%	Other	Beds	0			\$0	\$0		
Rows 18-24 enter <b>restricted manager unit(s) only; unrestricted Manager's unit(s) use rows 121-123.</b> % of Restricted Units in this category 0%		0 Bdrm.	0				\$0		
		1 Bdrm.	0				\$0		
		2 Bdrm.	0				\$0		
		3 Bdrm.	0				\$0		
		4 Bdrm.	0				\$0		
		5 Bdrm.	0				\$0		
			<b>0</b>	<b>Subtotal</b>				<b>\$0</b>	<b>\$0</b>
30%	TCAC	Beds	0	\$0	\$0	\$0	\$0		
% of Restricted Units in this category 6%		0 Bdrm.	0				\$0		
		1 Bdrm.	2	\$907	(\$69)	\$838	\$670	\$1,340	\$1,676
		2 Bdrm.	2	\$1,088	(\$97)	\$991	\$734	\$1,468	\$1,982
		3 Bdrm.	3	\$1,257	(\$129)	\$1,128	\$795	\$2,385	\$3,384
		4 Bdrm.	2	\$1,402	(\$162)	\$1,240	\$836	\$1,672	\$2,480
		5 Bdrm.	0				\$0		
			<b>9</b>	<b>Subtotal</b>				<b>\$6,865</b>	<b>\$9,522</b>
30%	TCAC	Beds	0	\$0	\$0	\$0	\$0		
% of Restricted Units in this category 26%		0 Bdrm.	0				\$0		
		1 Bdrm.	16	\$907	(\$69)	\$838	\$670	\$10,720	\$13,408
		2 Bdrm.	10	\$1,088	(\$97)	\$991	\$734	\$7,340	\$9,910
		3 Bdrm.	8	\$1,257	(\$129)	\$1,128	\$795	\$6,360	\$9,024
		4 Bdrm.	6	\$1,402	(\$162)	\$1,240	\$836	\$5,016	\$7,440
		5 Bdrm.	0				\$0		
			<b>40</b>	<b>Subtotal</b>				<b>\$29,436</b>	<b>\$39,782</b>
50%	TCAC	Beds	0	\$0	\$0	\$0	\$0		
% of Restricted Units in this category 41%		0 Bdrm.	0				\$0		
		1 Bdrm.	11	\$1,511	(\$69)	\$1,442	\$1,163	\$12,793	\$15,862
		2 Bdrm.	24	\$1,813	(\$97)	\$1,716	\$1,289	\$30,936	\$41,184
		3 Bdrm.	28	\$2,095	(\$129)	\$1,966	\$1,411	\$39,508	\$55,048
		4 Bdrm.	1	\$2,337	(\$162)	\$2,175	\$1,501	\$1,501	\$2,175
		5 Bdrm.	0				\$0		
			<b>64</b>	<b>Subtotal</b>				<b>\$84,738</b>	<b>\$114,269</b>
50%	TCAC	Beds	0	\$0	\$0	\$0	\$0		
% of Restricted Units in this category 6%		0 Bdrm.	0				\$0		
		1 Bdrm.	0				\$0		
		2 Bdrm.	9	\$1,813	(\$97)	\$1,716	\$1,289	\$11,601	\$15,444
		3 Bdrm.	0				\$0		
		4 Bdrm.	1	\$2,337	(\$162)	\$2,175	\$1,501	\$1,501	\$2,175
		5 Bdrm.	0				\$0		
			<b>10</b>	<b>Subtotal</b>				<b>\$13,102</b>	<b>\$17,619</b>

**RENTS & UNIT MIX INFORMATION**

Income Limit (% AMI)	Rent Limit Calc. Formula	Unit Size	No. of Units	Maximum Gross Rent	Less Utility Allowance	Maximum Net Rent	Proposed Net Rent	Monthly Income at Proposed Rents	Monthly Income at Maximum Rents
60%	TCAC	Beds	0	\$0	\$0	\$0	\$0		
% of Restricted Units in this category	3%	0 Bdrm.	0				\$0		
		1 Bdrm.	5	\$1,814	(\$69)	\$1,745	\$1,409	\$7,045	\$8,725
		2 Bdrm.	0				\$0		
		3 Bdrm.	0				\$0		
		4 Bdrm.	0				\$0		
		5 Bdrm.	0				\$0		
			<b>5</b>	<b>Subtotal</b>				<b>\$7,045</b>	<b>\$8,725</b>
60%	TCAC	Beds	0	\$0	\$0	\$0	\$0		
% of Restricted Units in this category	18%	0 Bdrm.	0				\$0		
		1 Bdrm.	13	\$1,814	(\$69)	\$1,745	\$1,409	\$18,317	\$22,685
		2 Bdrm.	9	\$2,176	(\$97)	\$2,079	\$1,566	\$14,094	\$18,711
		3 Bdrm.	5	\$2,514	(\$129)	\$2,385	\$1,718	\$8,590	\$11,925
		4 Bdrm.	1	\$2,805	(\$162)	\$2,643	\$1,833	\$1,833	\$2,643
		5 Bdrm.	0				\$0		
			<b>28</b>	<b>Subtotal</b>				<b>\$42,834</b>	<b>\$55,964</b>
		Beds	0	\$0	\$0	\$0	\$0		
% of Restricted Units in this category	0%	0 Bdrm.	0				\$0		
		1 Bdrm.	0				\$0		
		2 Bdrm.	0				\$0		
		3 Bdrm.	0				\$0		
		4 Bdrm.	0				\$0		
		5 Bdrm.	0				\$0		
			<b>0</b>	<b>Subtotal</b>				<b>\$0</b>	<b>\$0</b>
		Beds	0	\$0	\$0	\$0	\$0		
% of Restricted Units in this category	0%	0 Bdrm.	0				\$0		
		1 Bdrm.	0				\$0		
		2 Bdrm.	0				\$0		
		3 Bdrm.	0				\$0		
		4 Bdrm.	0				\$0		
		5 Bdrm.	0				\$0		
			<b>0</b>	<b>Subtotal</b>				<b>\$0</b>	<b>\$0</b>
		Beds	0	\$0	\$0	\$0	\$0		
% of Restricted Units in this category	0%	0 Bdrm.	0				\$0		
		1 Bdrm.	0				\$0		
		2 Bdrm.	0				\$0		
		3 Bdrm.	0				\$0		
		4 Bdrm.	0				\$0		
		5 Bdrm.	0				\$0		
			<b>0</b>	<b>Subtotal</b>				<b>\$0</b>	<b>\$0</b>
		Beds	0	\$0	\$0	\$0	\$0		
% of Restricted Units in this category	0%	0 Bdrm.	0				\$0		
		1 Bdrm.	0				\$0		
		2 Bdrm.	0				\$0		
		3 Bdrm.	0				\$0		
		4 Bdrm.	0				\$0		
		5 Bdrm.	0				\$0		
			<b>0</b>	<b>Subtotal</b>				<b>\$0</b>	<b>\$0</b>
<b>Total Restricted Units</b>			<b>156</b>	<b>Monthly Rental Income from Restricted Units</b>				<b>\$184,020</b>	<b>\$245,881</b>
<b>Unrestricted Units</b>			0				\$0	\$0	
			0				\$0	\$0	

**RENTS & UNIT MIX INFORMATION**

	0				\$0	\$0
	0				\$0	\$0
	0				\$0	\$0
	0				\$0	\$0
	0				\$0	\$0
	0				\$0	\$0
	0				\$0	\$0
Manager Unit	2 Bdrm.	1			\$0	\$0
Manager Unit		0			\$0	\$0
Manager Unit		0			\$0	\$0
Total Unrestricted Units		1			<b>Subtotal</b>	<b>\$0</b>
Total Units		157				

**Other Rent Limits**

Enter below any **rent** limits that are both the most restrictive and that are required by sources other than tax credits, bonds, or MHP (e.g.. HOME or USDA Rural Development). Describe the limits in the box to the right. After you are done, complete the table above.

Income Level	Gross Rent Limits						Description of Other Rent Limits
	Unit Size (Bdrms)						
	0	1	2	3	4	5	
65%	\$0	\$0	\$0	\$0	\$0	\$0	
60%	\$0	\$0	\$0	\$0	\$0	\$0	
55%	\$0	\$0	\$0	\$0	\$0	\$0	
50%	\$0	\$0	\$0	\$0	\$0	\$0	
45%	\$0	\$0	\$0	\$0	\$0	\$0	
40%	\$0	\$0	\$0	\$0	\$0	\$0	
35%	\$0	\$0	\$0	\$0	\$0	\$0	
30%	\$0	\$0	\$0	\$0	\$0	\$0	
25%	\$0	\$0	\$0	\$0	\$0	\$0	
20%	\$0	\$0	\$0	\$0	\$0	\$0	
15%	\$0	\$0	\$0	\$0	\$0	\$0	

**Restricted Units by Income and Unit Size**

Income Level	No.	% of Restricted Units
65%	0	0%
60%	33	21%
55%	0	0%
50%	74	47%
45%	0	0%
40%	0	0%
35%	0	0%
30%	49	31%
25%	0	0%
20%	0	0%
15%	0	0%
<b>Total:</b>	<b>156</b>	<b>100%</b>

Unit Size	Units	% of Restricted Units
Beds	0	0%
0 Bdrm.	0	0%
1 Bdrm.	47	30%
2 Bdrm.	54	35%
3 Bdrm.	44	28%
4 Bdrm.	11	7%
5 Bdrm.	0	0%
<b>Total:</b>	<b>156</b>	<b>100%</b>



**SUBSIDY INFORMATION**

**Incremental Income from Rent/Operating Subsidies Based on Contract Rents**

The top part of this section estimates incremental income from rent subsidy contracts, such as Section 8, above and beyond either 1) maximum restricted rents or 2) proposed rents. Complete this part only if the Project will have a rent subsidy based on contract rents.

List all Project-based or sponsor-based rent/operating subsidies in the bottom portion of this section, under the "Rent/Operating Subsidy Programs" heading.

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Subsidy payment over net rent based on:  Restricted Rents  Proposed Rents

		Incremental Income from Rent/Operating Subsidy					Incremental Income from Rent/Operating Subsidy			
		Subsidy Program Name: RAD					Subsidy Program Name: PBV			
Income Limit (% AMI)	Rent Limit Calc. Formula	Unit Size	Gross Monthly Contract Rent	Subsidy Payment Over Net Rent	Units Subsidized	Total Monthly Extra Income	Gross Monthly Contract Rent	Subsidy Payment Over Net Rent	Units Subsidized	Total Monthly Extra Income
30%	Other	Beds	\$0		0		\$0		0	
		0 Bdrm.	\$0		0		\$0		0	
		1 Bdrm.	\$0		0		\$0		0	
		2 Bdrm.	\$0		0		\$0		0	
		3 Bdrm.	\$0		0		\$0		0	
		4 Bdrm.	\$0		0		\$0		0	
		5 Bdrm.	\$0		0		\$0		0	
30%	TCAC	Beds	\$0		0		\$0		0	
		0 Bdrm.	\$0		0		\$0		0	
		1 Bdrm.	\$851	\$181	2	\$362	\$0		0	
		2 Bdrm.	\$1,053	\$319	2	\$638	\$0		0	
		3 Bdrm.	\$1,370	\$575	3	\$1,725	\$0		0	
		4 Bdrm.	\$1,439	\$603	2	\$1,206	\$0		0	
		5 Bdrm.	\$0		0		\$0		0	
30%	TCAC	Beds	\$0		0		\$0		0	
		0 Bdrm.	\$0		0		\$0		0	
		1 Bdrm.	\$0		0		\$2,679	\$2,009	16	\$32,144
		2 Bdrm.	\$0		0		\$3,336	\$2,602	10	\$26,020
		3 Bdrm.	\$0		0		\$4,348	\$3,553	8	\$28,424
		4 Bdrm.	\$0		0		\$4,618	\$3,782	6	\$22,692
		5 Bdrm.	\$0		0		\$0		0	
50%	TCAC	Beds	\$0		0		\$0		0	
		0 Bdrm.	\$0		0		\$0		0	
		1 Bdrm.	\$0		0		\$2,679	\$1,516	11	\$16,676
		2 Bdrm.	\$0		0		\$3,336	\$2,047	24	\$49,128
		3 Bdrm.	\$0		0		\$4,348	\$2,937	28	\$82,236
		4 Bdrm.	\$0		0		\$4,618	\$3,117	1	\$3,117
		5 Bdrm.	\$0		0		\$0		0	
50%	TCAC	Beds	\$0		0		\$0		0	
		0 Bdrm.	\$0		0		\$0		0	
		1 Bdrm.	\$0		0		\$0		0	
		2 Bdrm.	\$0		0		\$0		0	
		3 Bdrm.	\$0		0		\$0		0	
		4 Bdrm.	\$0		0		\$0		0	

**SUBSIDY INFORMATION**

Income Limit (% AMI)		Rent Limit Calc. Formula	Unit Size	Gross Monthly Contract Rent	Subsidy Payment Over Net Rent	Units Subsidized	Total Monthly Extra Income	Incremental Income from Rent/Operating Subsidy	
60%	TCAC	Beds	\$0		0			\$0	0
		Subsidy Program Name:		RAD					
60%	TCAC	0 Bdrm.	\$0		0			\$0	
		1 Bdrm.	\$0		0			\$2,679	\$1,270
		2 Bdrm.	\$0		0			\$0	
		3 Bdrm.	\$0		0			\$0	
		4 Bdrm.	\$0		0			\$0	
		5 Bdrm.	\$0		0			\$0	
		Subsidy Program Name:		PBV					
60%	TCAC	0 Bdrm.	\$0		0			\$0	
		1 Bdrm.	\$0		0			\$0	
		2 Bdrm.	\$0		0			\$0	
		3 Bdrm.	\$0		0			\$0	
		4 Bdrm.	\$0		0			\$0	
		5 Bdrm.	\$0		0			\$0	
0%	0.0	0 Bdrm.	\$0		0			\$0	
		1 Bdrm.	\$0		0			\$0	
		2 Bdrm.	\$0		0			\$0	
		3 Bdrm.	\$0		0			\$0	
		4 Bdrm.	\$0		0			\$0	
		5 Bdrm.	\$0		0			\$0	
0%	0.0	0 Bdrm.	\$0		0			\$0	
		1 Bdrm.	\$0		0			\$0	
		2 Bdrm.	\$0		0			\$0	
		3 Bdrm.	\$0		0			\$0	
		4 Bdrm.	\$0		0			\$0	
		5 Bdrm.	\$0		0			\$0	
0%	0.0	0 Bdrm.	\$0		0			\$0	
		1 Bdrm.	\$0		0			\$0	
		2 Bdrm.	\$0		0			\$0	
		3 Bdrm.	\$0		0			\$0	
		4 Bdrm.	\$0		0			\$0	
		5 Bdrm.	\$0		0			\$0	
0%	0.0	0 Bdrm.	\$0		0			\$0	
		1 Bdrm.	\$0		0			\$0	
		2 Bdrm.	\$0		0			\$0	
		3 Bdrm.	\$0		0			\$0	
		4 Bdrm.	\$0		0			\$0	

**SUBSIDY INFORMATION**

5 Bdrm.	\$0	0	\$0	0
<b>Total Units Subsidized</b>		<b>9</b>	<b>Total Units Subsidized</b>	
<b>Total Monthly Subsidy</b>		<b>\$3,931</b>	<b>Total Monthly Subsidy</b>	
			<b>109</b>	
			<b>\$266,787</b>	

**Rent/Operating Subsidy Programs**

Subsidy Program Name:	Section 8	Section 8		
Subsidy Program Component:	Project Based Voucher	RAD		
Subsidy Currently in Place?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date Application Submitted or To be Submitted:				
Date Award Expected:		2/6/2017		
Contract Term (Years):	20	20		
Expected 1st Year Amount, if not based on contract rents:				
Basis for Subsequent Amounts, if not based on contract rents:				

**Continuum of Care Process**

If one or more of the subsidy programs listed above is part of your local Continuum of Care process (i.e., Shelter Plus Care, Supportive Housing Program, Section 8 Mod Rehab SRO, etc.), please complete the following:

- Has your community completed its Continuum of Care ranking process?  Yes  No
- If you answered yes to question number one, is your Project ranked within the fundable range?  Yes  No
- If you answered no to question number one, when will your community complete its Continuum of Care ranking process?

**Applicant Notes**

**ANNUAL INCOME AND EXPENSES**

**EMPLOYEE INFORMATION**

No.	FTE	Employee Job Title	Salary/Wages	Value of Free Rent
1	1.00	On-Site Manager(s)	\$70,000	\$0
1	1.00	On-Site Assistant Manager(s)	\$43,473	\$0
		Supportive Services Staff Supervisor(s)	\$0	
		Supportive Services Coordinator, On-Site	\$0	
		Other Supportive Services Staff (inc. Case Manager)	\$0	
2	2.00	On-Site Maintenance Employee(s)	\$109,633	\$0
		On-Site Leasing Agent/Administrative Employee(s)	\$0	\$0
		On-Site Security Employee(s)	\$0	\$0
			\$0	\$0
			\$0	\$0
<b>Total Salaries and Value of Free Rent Units</b>			<b>\$223,106</b>	<b>\$0</b>
	6711	Payroll Taxes	\$154,887	Show free rent as an expense? <input type="radio"/> Yes <input checked="" type="radio"/> No
	6722	Workers Compensation	\$0	
	6723	Employee Benefits	\$0	
<b>Employee(s) Payroll Taxes, Workers Comp. &amp; Benefits</b>			<b>\$154,887</b>	
<b>Total Employee(s) Expenses</b>			<b>\$377,993</b>	

**Employee Units**

Income Limit	Job Title(s) of Employee(s) Living On-Site	Unit Type (No. of bdrms.)	Square Footage
		0	0
		0	0
		0	0
<b>Total Square Footage</b>			<b>0</b>

**Annual Operating Budget**

Acct. No.	REVENUE - INCOME	Residential	Commercial
5120/5140	Rent Revenue - Gross Potential		\$0
	Restricted Unit Rents	\$2,208,240	
	Unrestricted Unit Rents	\$0	
5121	Tenant Assistance Payments		
	RAD	\$47,172	
	PBV	\$3,201,444	
	Operating Subsidies	\$0	
	Other: (specify)	\$0	\$0
5910	Laundry and Vending Revenue	\$0	
5170	Garage and Parking Spaces	\$0	\$0
5990	Miscellaneous Rent Revenue	\$0	\$0
<b>Gross Potential Income (GPI)</b>		<b>\$5,456,856</b>	<b>\$0</b>
	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%
5220/5240	Vacancy Loss(es)	\$272,843	\$0
<b>Effective Gross Income (EGI)</b>		<b>\$5,184,013</b>	<b>\$0</b>
Acct. No.	EXPENSES	Residential	Commercial
<b>ADMINISTRATIVE EXPENSES: 6200/6300</b>			
6203	Conventions and Meetings	\$0	\$0
6210	Advertising and Marketing	\$1,719	\$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	\$128,700	\$0
6330	Site/Resident Manager(s) Salaries -- from above	\$113,473	\$0
6331	Administrative Free Rent Unit -- from above	\$0	\$0
6340	Legal Expense -- Project	\$3,000	\$0
6350	Audit Expense	\$0	\$0
6351	Bookkeeping Fees/Accounting Services	\$28,810	\$0
6390	Miscellaneous Administrative Expenses	\$86,080	\$0
6263T	<b>TOTAL ADMINISTRATIVE EXPENSES</b>	<b>\$361,782</b>	<b>\$0</b>
Acct. No.	EXPENSES (continued)	Residential	Commercial
<b>UTILITIES EXPENSES: 6400</b>			

<b>ANNUAL INCOME AND EXPENSES</b>			<b>Potrero Block B</b>	
6450	Electricity	\$70,130		\$0
6451	Water	\$0		\$0
6452	Gas	\$38,862		\$0
6453	Sewer	\$203,940		\$0
	Other Utilities: (specify)	\$0		\$0
6400T	<b>TOTAL UTILITIES EXPENSES</b>	\$312,932		\$0
<b>OPERATING AND MAINTENANCE EXPENSES: 6500</b>				
6510	Payroll -- from above	\$109,633		\$0
6515	Supplies	\$0		\$0
6520	Contracts	\$169,309		\$0
6521	Operating & Maintenance Free Rent Unit -- from above	\$0		\$0
6525	Garbage and Trash Removal	\$94,829		\$0
6530	Security Contract	\$180,000		\$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	\$36,828		\$0
6500T	<b>TOTAL OPERATING &amp; MAINTENANCE EXPENSES</b>	\$590,599		\$0
<b>TAXES AND INSURANCE: 6700</b>				
6710	Real Estate Taxes	\$1,000		\$0
6711	Payroll Taxes (Project's Share) -- from above	\$154,887		\$0
6720	Property and Liability Insurance (Hazard)	\$190,378		\$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	\$207,865		\$0
6700T	<b>TOTAL TAXES AND INSURANCE</b>	\$554,130		\$0
<b>SUPPORTIVE SERVICES COSTS: 6900</b>				
6990	Staff Supervisor(s) Salaries - from above	\$0		\$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)	\$149,750		\$0
6990	Other Supportive Services Costs: (specify)	\$0		\$0
6900T	<b>TOTAL SUPPORTIVE SERVICES COSTS</b>	\$149,750		\$0
<b>TOTAL OPERATING EXPENSES</b>		<b>\$1,969,193</b>		<b>\$0</b>
<b>FUNDED RESERVES: 7200</b>				
			<b>Residential</b>	<b>Commercial</b>
7210	Required Replacement Reserve Deposits	\$78,500		\$0
7220	Other Reserves: (specify)	\$0		\$0
7230	Other Reserves: (specify)	\$0		\$0
7240	Other Reserves: (specify)	\$0		\$0
	<b>TOTAL RESERVES</b>	\$78,500		\$0
<b>GROUND LEASE</b>				
			<b>Residential</b>	<b>Commercial</b>
	Ground Lease	\$15,000		\$0
	<b>TOTAL GROUND LEASE</b>	\$15,000		\$0
<b>NET OPERATING INCOME</b>		<b>\$3,121,320</b>		<b>\$0</b>
<b>FINANCIAL EXPENSES: 6800</b>				
6820	1st Mortgage Debt Service	\$2,650,041		\$0
6830	2nd Mortgage Debt Service	\$0		\$0
6840	3rd Mortgage Debt Service	\$0		\$0
6890	Miscellaneous Financial Expenses: (specify)	\$0		\$0
6800T	<b>TOTAL FINANCIAL EXPENSES</b>	\$2,650,041		\$0
<b>CASH FLOW</b>		<b>\$471,279</b>		<b>\$0</b>
7190	Asset Management/Similar Fees	\$34,426		\$0
<b>Total Operating Expenses Per Unit</b>		<u>Per Year</u>	<u>Per Month</u>	
Without any Adjustments		\$12,543	\$1,045	
With the Value of Rent-Free Units Included		\$12,543	\$1,045	
Without RE Taxes, Social Services Coordinator or Social Services/Social Programs and With the Value of Rent Fee Units Included		\$11,582	\$965	

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## Application Development Team (ADT) Support Form

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Complete the "yellow" cells in the form below and email entire workbook to: [AppSupport@hcd.ca.gov](mailto:AppSupport@hcd.ca.gov). We will respond to your request ASAP.

Full Name:		Date Requested:		Application				
Organization:		Email:		Contact Phone:				
Justification:								
Issue #	Program Name & Round	Tab	Section	Cell#	Update/Comment	Urgency	ADT Status	Status Date
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