

File No. 220884

Committee Item No. 2

Board Item No. \_\_\_\_\_

## COMMITTEE/BOARD OF SUPERVISORS

### AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance Committee Date September 21, 2022

Board of Supervisors Meeting Date \_\_\_\_\_

#### Cmte Board

- |                                     |                          |  |
|-------------------------------------|--------------------------|--|
| <input type="checkbox"/>            | <input type="checkbox"/> | Motion                                       |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Resolution                                   |
| <input type="checkbox"/>            | <input type="checkbox"/> | Ordinance                                    |
| <input type="checkbox"/>            | <input type="checkbox"/> | Legislative Digest                           |
| <input type="checkbox"/>            | <input type="checkbox"/> | Budget and Legislative Analyst Report        |
| <input type="checkbox"/>            | <input type="checkbox"/> | Youth Commission Report                      |
| <input type="checkbox"/>            | <input type="checkbox"/> | Introduction Form                            |
| <input type="checkbox"/>            | <input type="checkbox"/> | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/>            | <input type="checkbox"/> | MOU  |
| <input type="checkbox"/>            | <input type="checkbox"/> | Grant Information Form                       |
| <input type="checkbox"/>            | <input type="checkbox"/> | Grant Budget                                 |
| <input type="checkbox"/>            | <input type="checkbox"/> | Subcontract Budget                           |
| <input type="checkbox"/>            | <input type="checkbox"/> | Contract/Agreement                           |
| <input type="checkbox"/>            | <input type="checkbox"/> | Form 126 – Ethics Commission                 |
| <input type="checkbox"/>            | <input type="checkbox"/> | Award Letter                                 |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Application                                  |
| <input type="checkbox"/>            | <input type="checkbox"/> | Public Correspondence                        |

#### OTHER (Use back side if additional space is needed)

- |                                     |                          |  |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <u>Draft Tenderloin Neighborhood Development Corporation</u>               |
|                                     |                          | <u>Application - 2550 Irving Street</u>                                    |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <u>Draft 730 Stanyan Associates, L.P. Application – 730 Stanyan Street</u> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <u>Draft Mercy Housing Application - 2350-18th Street</u>                  |
| <input type="checkbox"/>            | <input type="checkbox"/> | _____  |
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Completed by: Brent Jalipa Date September 15, 2022

Completed by: Brent Jalipa Date \_\_\_\_\_

1 [Support for Application of Infill Infrastructure Grant Program Funds - Tenderloin  
2 Neighborhood Development Corporation, 730 Stanyan Associates L.P., Mercy Housing - 2550  
Irving Street, 730 Stanyan Street, 2350-18th Street]

3  
4 **Resolution supporting Tenderloin Neighborhood Development Corporation, 730**  
5 **Stanyan Associates L.P., and Mercy Housing (each an “Applicant”) submission of**  
6 **applications under the Infill Infrastructure Grant Program (“IIG Program”) to the**  
7 **California Department of Housing and Community Development to receive IIG Program**  
8 **funds in order to construct 100% affordable, multifamily rental housing developments**  
9 **affordable to low-income households located at 2550 Irving Street, 730 Stanyan Street,**  
10 **and 2350-18th Street, respectively (each a “Project”).**

11  
12 WHEREAS, The objective of the Infill Infrastructure Grant (“IIG”) Program (“IIG  
13 Program”) of the California Department of Housing and Community Development (the  
14 “Department”) is to promote infill housing development by providing financial assistance for  
15 capital improvement projects that are an integral part of, or necessary to facilitate the  
16 development of affordable housing, a Qualifying Infill Project or a Qualifying Infill Area; and

17 WHEREAS, The Department’s Multifamily Finance Super NOFA streamlines four of the  
18 Department’s rental housing programs to align eligibility criteria, scoring, and release of funds  
19 for a coordinated single application and award process, including the IIG Program; and

20 WHEREAS, The Tenderloin Neighborhood Development Corporation is submitting an  
21 application to the Department for IIG Program funding to support the development of  
22 affordable housing located at 2550 Irving Street, which is a qualifying infill project under the  
23 IIG Program (“2550 Irving Project”); and

1 WHEREAS, 2550 Irving Project will consist of the following: 90 new affordable units for  
2 households with incomes between 20% and 60% TCAC AMI, a unit mix consisting of 9  
3 studios, 34 one-bedroom units, 23 two-bedroom units, and 24 three-bedroom units, 22 units  
4 will be set-aside for families experiencing homelessness and subsidized by the City's Local  
5 Operating Subsidy Program (LOSP), 15 units will be set-aside for veteran's experiencing  
6 homelessness and subsidized with VASH vouchers, administered by the Housing Authority,  
7 and one, one-bedroom manager's unit; and

8 WHEREAS, The 2550 Irving Project supports the City's goal of advancing geographic  
9 equity by developing affordable housing in neighborhoods where minimal affordable housing  
10 has been built, and the mid-Sunset neighborhood is an amenity- and transit-rich neighborhood  
11 for serving families and households experiencing homelessness; and

12 WHEREAS, 730 Stanyan Associates, L.P. is submitting an application to the  
13 Department for IIG Program funding to support the development of affordable housing located  
14 at 730 Stanyan Street, which is a qualifying infill project under the IIG Program ("730 Stanyan  
15 Project"); and

16 WHEREAS, 730 Stanyan Street will consist of 160 new affordable units for households  
17 with incomes ranging from 30% to 80% AMI (the "Project"); the unit mix consists of: 35  
18 studios, 43 one-bedrooms, 42 two-bedrooms, and 40 three-bedrooms; fifty (50) of the units  
19 will be set aside for homeless households (30 for TAY, 20 for families) and will receive  
20 additional subsidy under the City's Local Operating Subsidy Program (LOSP) with referrals  
21 from San Francisco's Coordinated Entry System; there will be one, one-bedroom manager's  
22 unit; and

23 WHEREAS, 730 Stanyan Street supports the City's goal of advancing geographic  
24 equity by developing affordable housing in neighborhoods where minimal affordable housing  
25 has been built; and

1 WHEREAS, Mercy Housing is submitting an application to the Department for IIG  
2 Program funding to support the development of affordable housing located at 2350-18th  
3 Street, which is a qualifying infill project under the IIG Program ("2350-18th Project," and  
4 together with the 2550 Irving Project and 730 Stanyan Project, collectively, the "Projects");  
5 and

6 WHEREAS, 2530-18th Street will consist of 73: new affordable units for households  
7 with incomes between 30% and 70% TCAC AMI (the "Project"); the unit mix consists of 34  
8 one-bedroom units, 31 two-bedroom units, and 7 three-bedroom units; half of the units (36)  
9 will be set aside for homeless households and will receive additional subsidy under the City's  
10 Local Operating Subsidy Program (LOSP) with referrals from San Francisco's Coordinated  
11 Entry System; there will be one, two-bedroom manager's unit; and

12 WHEREAS, 2530-18th Street represents a significant response to San Francisco's  
13 affordable housing and homelessness crisis and will help us meet all of the Mayor's  
14 commitment; and

15 WHEREAS, Section 206 (a)(2) of the IIG Program guidelines requires that each  
16 Applicant submit a letter of support from the local governing body with an application for IIG  
17 Program funds; and

18 WHEREAS, The IIG Program guidelines require letters of support from the local  
19 government of Projects, which must include name and location, a brief statement of support  
20 identifying the project and its developer, be on City or County letterhead, and be dated, and  
21 signed by the Board Clerk or the President of the Board of Supervisors; now, therefore, be it

22 RESOLVED, That the Board of Supervisors hereby supports the 2550 Irving Project,  
23 the 730 Stanyan Project, and the 2350-18th Project; and, be it  
24  
25

1 RESOLVED, That the Board of Supervisors supports each Applicant submitting an  
2 application for IIG Program funds for the 2550 Irving Project, the 730 Stanyan Project, and the  
3 2350-18th Project; and, be it

4 RESOLVED, The Board of Supervisors hereby authorizes the Clerk of the Board of  
5 Supervisors to submit letters to the Department transmitting this Resolution of support for the  
6 IIG Program applications for the 2550 Irving Project, the 730 Stanyan Project, and the 2350-  
7 18th Project.

8  
9 RECOMMENDED:

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11  
12 /s/  
Eric D. Shaw, Director  
13 Mayor's Office of Housing and Community Development  
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## Application Document Checklist

### Instructions for Application submission:

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

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

### From "Project Overview" Sheet/tab

04. Urban Area	Provide documentation of location in an Urbanized Area.	Included
05. Capital Improvement Project	Applicant narrative and documentation evidencing the Locality requiring the CIP.	Included
06. Integration Plan	For Special Needs Projects provide an Integration Plan that demonstrates how Sponsor/Applicant will meet <a href="#">MHP §7302(g)</a> requirements.	Included
07. Tribal Entity Waiver	Modifications or waivers as provided for in <a href="#">HSC Section 50406</a> , subdivision (p) ( <a href="#">Assembly Bill 1010 (Chapter 660, Statutes of 2019)</a> )	Not Applicable
08a. Indian Country Verification	Documentation verifying land is located in <a href="#">Indian Country as defined by 18 USC 1151</a> .	Not Applicable
08b. Fee or Trust Land Verification	Documentation verifying land is located on Fee or Trust Land.	Not Applicable
09. Community-Based Developer Experience	Attach any alternate documentation requested to be considered for Community-Based Developer Experience.	Included
10. Emerging Developer Experience	Provide documentation satisfying experience. See Appendix A – Defined Terms.	Not Applicable
11. SponDev Cont. Agreement	Provide contract agreement between Sponsor/Applicant and experienced Developer.	Not Applicable
12. Project Timeline	Provide explanation how the Project meets the exceptions specified in program Guidelines.	Not Applicable
13. Rehab Description	Narrative description of current condition of structure(s) and overall scope of work.	Not Applicable
14. PNA or CNA	PNA or CNA prepared by a qualified independent third-party contractor.	Not Applicable
15. Rent Roll	Current rent roll, including household income & size for each unit.	Not Applicable
16. Adaptive Reuse Narrative	Narrative describing Project and area in which Project will be built; must confirm Project will consist of the rehab of a vacant or underused commercial or industrial building(s). Structures such as residential hotels that are currently used for housing will not be considered to be eligible in meeting the adaptive reuse criteria. Narrative must confirm Project site is located within a developed area served with public infrastructure.	Not Applicable
17. Tax Credit Reservation	If the Project has already received a tax credit reservation, upload documentation.	Not Applicable
18. Operating Subsidy Commitment	Documentation evidencing commitment of Operating Subsidies including source, term (in years), total subsidy amount, and estimated first year allocation.	Included
19. Current Contract Rents	Projects proposing project-based rental assistance: Provide documentation of current contract rents for HAP, Shelter Plus or other source, as applicable.	Included
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
24e. Spon3 Cert of Good Standing	Certificate of Good Standing must be dated 30 days or less from the application due date.	Not Applicable
24f. Spon3 Tax-Exempt Status	Evidence of tax-exempt status from <a href="#">IRS</a> and <a href="#">FTB</a> for Corporations (Non-Profits Only).	Not Applicable

### 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

### Application Document Checklist

25e. JV1 Signature Block	Signature Block - upload in Microsoft Word Document.	Not Applicable
25f. JV1 Cert of Good Standing	Certificate of Good Standing must be dated 30 days or less from the application due date.	Not Applicable
25g. JV1 Tax-Exempt Status	Evidence of tax-exempt status from <b>IRS</b> and <b>FTB</b> for Corporations (Non-Profits Only).	Not Applicable

#### Joint Venture 2 Organizational Documents

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

#### Borrower Organizational Documents

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

#### Managing General Partner

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

#### Administrative General Partner #1

29a. AGP1 Cert & Legal Disclosure	<a href="#">Reference: Sponsor/Applicant Certification Worksheet.</a>	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

## Application Document Checklist

### Administrative General Partner #2

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

### Manager of LLC

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

### Site Control

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

### Source for utility allowances

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

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

37. Env. Report 1	Phase I (prepared or updated no earlier than 12 months prior to the application due date).	Included
38. Env. Report 2	Phase II (prepared or updated no earlier than 12 months prior to the application due date).	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.	Included

### Article XXXIV

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

### Nondiscrimination and Fair Housing Requirements

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

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



### Application Document Checklist

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

#### From "Operating Budget" Sheet/tab

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

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

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

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

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

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

## Application Document Checklist

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

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

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

### From "Sponsor Certification" Sheet/tab

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

## Required additional reports

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

End of Document



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

Yes

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

1 Free or reduced-cost childcare, after-school care, youth development, or adult day care programs.

2 Community center facilities that are staffed and open to the public at least once a week or a minimum of 7 hours each week.

3 Medical clinic with a physician, physician's assistant, or nurse practitioner onsite for a minimum of 40 hours each week.

4 Small business technical assistance, lending, or investment to at least ten neighborhood businesses within five miles of the proposed Project.

5 Job training, digital literacy training, college outreach (linking potential students to college resources and information), financial counseling, housing counseling, free tax return, or other economic empowerment programs.

6 Food distribution programs

Yes

No

No

No

No

Yes

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

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

1 Receipt of grant funds for services within the relevant neighborhood or community.

2 Cultural and linguistic competency on staff relevant to community members (must be utilized daily in the provision of services and community benefit programs).

3 A record of hiring from the community (within a ten-mile range of the Community-Based Developer's central office).

4 Membership in or recruitment from a local Urban League (or substantially equivalent) organization.

Yes

Yes

Yes

No

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

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

No

MHP §7303(d)(3) IIG §201(b)(3)

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

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:

TNDC is a community-based non-profit dedicated to providing affordable housing for low- income people living in San Francisco. Since its founding in 1981, TNDC portfolio has grown to house over 6,100 people in 44 completed buildings across 7 neighborhoods in San Francisco—the Tenderloin, SOMA, Western Addition, Mission, Mission Bay, Haight, and Transbay. TNDC's residents are among the most vulnerable in San Francisco and they are provided with safe, professionally managed, affordable housing and culturally appropriate support services that help to ensure that residents maintain their housing.

Add Project description below:

2550 Irving is a 100% affordable family housing project located in the Sunset District of San Francisco, CA. The project will involve demolition of an existing structure and the construction of a 90-unit, 7-story Type I building with ground floor amenities and a small office space for the newly formed Sunset Chinese Cultural District. The ground floor includes on-site resident services offices, on-site property management offices, laundry room, community room with kitchen, bicycle parking, and a large landscaped outdoor space, in addition to back of house areas, including but not limited to a maintenance shop and trash room. An roof top courtyard will provide residents with urban agriculture programming. The all-electric project will pursue a minimum LEED Silver Certification.

02. 2550 Irving SuperNOFA Application\_FINAL  
IIG Capital Improvement Project - provide related CIP and scope or work.

2 of 9

Project Overview

The proposed project includes ground floor podium parking utilizing mechanical parking lifts, which is necessary to achieve high density housing for families in the high opportunity Sunset neighborhood. The CIP also requires demolition, site clearance and grading, utility service improvements and associated engineering, sidewalk and streetscape improvements, stormwater management system, storm drains system, landscaping and irrigation, environmental mitigation using a Vapor Intrusion Mitigation System (VIMS), on-site bicycle parking, and payment of local permit and impact fees. All of the costs associated with the aforementioned scope of the CIP are integral to the QIP.

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

The 90-unit building consists of 9 studios, 34 one-bedroom, 23 two-bedroom, and 24 three-bedroom units. Twenty-two units (22) are dedicated to formerly homeless families referred through Coordinated Entry System (CES), and fifteen (15) units are set aside for veterans referred through Veterans Administration (VA) referral list. The remaining fifty-two (52) units are targeted to families earning no more than 60% AMI (TCAC AMI). There is one one-bedroom manager's unit planned in the building.

## Project Information

Project Development Type		New Construction						
QIP Name	2550 Irving			QIP known under another name(s)?	N/A		N/A	
Project Name	2550 Irving			Project Address	2550 Irving Street			
Project County	San Francisco	Project City	San Francisco	Project Zip	94122	Geographic Location	Northern	
(APNs):				Census Tract(s)				
1724/038				2010 Census Tract 032602				
<b>Has the Sponsor/Applicant applied, plan to apply, or been awarded other HCD program funds (outside this Super NOFA) for this Project?</b>								No

Type of Tax Credits	4%	
Federal	Yes	Proposed equity investor contribution (\$)
State	No	Proposed equity investor contribution (\$)
File Name	17. Tax Credit Reservation	If the Project has already received a tax credit reservation, upload documentation.
Timeframe for applying for 4%Tax Credits	Proposed month	June
	Proposed year	2023
	Tax Credit Reservation Awarded?	No

UMR §8302 New Construction Project: is demolition of existing residential required?	No
Is the Project a scattered site housing Project? UMR §8303(b)	No
QIP - total land area in acres:	0.44
QIP - commercial square feet:	0

Total Units	LIHTC Units	Project Site Area	Units per Acre	Age Restrictions	Special Facility Type	Tenure Type	Rental Subsidy?	Commercial Space?	Relocation Required?
90	89	0.44 Acres	205 Per Acre	None	N/A	Permanent	Yes	No	No
Operating Subsidy?	Yes	HUD 811 Project?	No	Any type of demolition required?			Yes		

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

The 0.44-acre (19,125-sf) project site is currently developed with a two-story building and existing parking lot. The parking area is currently closed off from public street access with chain link fencing/gates on the western and southern sides. The site contains three existing curb cuts for ingress/egress, one along 26th Avenue, one along 27th Avenue and one along Irving Street. The existing commercial structure is a vacant former San Francisco Police Credit Union (vacated upon sale) and will be abated and demolished for the new construction. The surface parking lot will be demolished for the construction of the improvements to be possible .

For Operating Subsidies: Provide evidence of commitment status (e.g., letters of intent, commitment letters, grant awards or subsidy contracts). If commitments are not available, provide other documentation such as a reservation or third-party letter stating the following: total subsidy and estimated first year allocation, date or expected date of award, and term (in years).

For Project-Based Rental Assistance: Projects having or proposing project-based rental assistance must provide documentation of current contract Rents. A fully executed subsidy contract shall be required prior loan closing. Projects having or proposing project-based rental assistance shall fund a Transition Reserve in accordance with §7312(f)(2) and FWHG 301(f)(2).

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

Is Project located in a Rural Area as defined by H&S Code §50199.21? Sponsor/Applicant must use the TCAC Method for determining rural status.		Documentation of rural status	No
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?		Yes	
Enter the entire TCAC/HCD Opportunity Area Map Tract ID #:	06075032602	Opportunity Area Map Category:	High Resource
File Name:	21. Opportunity Area	Documentation of TCAC/HCD Opportunity Area status either (1) at time of application, or (2) when initial site control (pursuant to UMR §8303(a)) was obtained, if a TCAC/HCD Opportunity Area Map exists for that year.	Uploaded to HCD Portal?
			Yes



The "Sponsor/Applicant" is the entity demonstrating experience and capacity in the development and ownership of affordable housing, including human and financial resources, and which 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	Tenderloin Neighborhood Development Corporation		
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.				Yes
Sponsor/Applicant certifies to employ experienced staff without reliance upon another entity or parent company?				Yes
Sponsor/Applicant certifies to have sufficient financial capacity to carry out its obligations pursuant to program requirements including, but not limited to providing financial guarantees without reliance upon another entity or parent company?				Yes
Will the Sponsor/Applicant be the Recipient/co-Recipient of the Department's Award of funds?				Yes
Will the Sponsor/Applicant be organized on a for-profit, limited-profit, or non-profit basis?				Yes

## Project Staffing Chart

Staff type	Employee / Consultant full name	Position title	Full time / Part time	% of time dedicated to this Project
Employee	Jackson Rabinowitsh	Senior Project Manager	Full time	50%
Employee	Hemandeep Kaur	Project Manager	Full time	50%
Employee	Shreya Shah	Associate Director of Housing Development	Full time	15%
Employee	Chris Cummings	Interim Director of Housing Development	Full time	5%

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

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

Legal Name:	2550 Irving Associates, L.P.			
File Name:	27a. Bwr Cert & Legal Disclosure	<a href="#">Reference: Sponsor/Applicant Certification Worksheet.</a>	Uploaded to HCD Portal?	Yes
File Name:	27b. Bwr OrgDoc1, OrgDoc2, etc.	<a href="#">Reference: Entity Org Docs Worksheet.</a>	Uploaded to HCD Portal?	Yes
File Name:	27c. Bwr OrgChart	Must demonstrate Sponsor/Applicant control of the Borrower consistent with UMR §8313.2.	Uploaded to HCD Portal?	Yes
File Name:	27d. Bwr Signature Block	Signature Block - upload in Microsoft Word Document.	Uploaded to HCD Portal?	Yes
File Name:	27e. Bwr STD-204 Payee Data Record	<a href="#">Reference: AB434 webpage for Payee Data record STD204.</a>	Uploaded to HCD Portal?	Yes
File Name:	27f. Bwr Fi\$Cal TIN Form	<a href="#">Reference: Taxpayer Identification Number (TIN) (public entities ONLY).</a>	Uploaded to HCD Portal?	N/A
File Name:	27g. Bwr EIN Verification	IRS Form SS-4.	Uploaded to HCD Portal?	Yes
File Name:	27h. Bwr Cert of Good Standing	Certificate of Good Standing must be dated 30 days or less from the application due date.	Uploaded to HCD Portal?	Yes
File Name:	27i. Bwr Tax-Exempt Status	Evidence of tax-exempt status from IRS and FTB for Corporations (Non-Profits Only).	Uploaded to HCD Portal?	N/A

<b>Managing General Partner</b>	Entity Name	2550 Irving GP LLC		
File Name:	28a. MGP Cert & Legal Disclosure	<a href="#">Reference: Sponsor/Applicant Certification Worksheet.</a>	Uploaded to HCD Portal?	Yes
File Name:	28b. MGP OrgDoc1, OrgDoc2, etc.	<a href="#">Reference: Entity Org Docs Worksheet.</a>	Uploaded to HCD Portal?	Yes
File Name:	28c. MGP OrgChart	MGP Organization Chart.	Uploaded to HCD Portal?	Yes
File Name:	28d. MGP Signature Block	Signature Block - upload in Microsoft Word Document.	Uploaded to HCD Portal?	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	N/A
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<b>Administrative General Partner #2</b>	Entity Name	N/A
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<b>Manager of LLC</b>	Entity Name	Tenderloin Neighborhood Development Corporation		
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File Name:	29a. Mgr Cert & Legal Disclosure	<a href="#">Reference: Sponsor/Applicant Certification Worksheet.</a>	Uploaded to HCD Portal?	Project Review
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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 <b>UMR §8303</b> ?						Yes
Type of site control:		Date	Expires	Extensions Available	Purchase Price	Total Land Area
Fee Title		11/19/2021	N/A	0	\$9,000,000	0.44 acres
Current owner		Current owner street address		City	State	Zip code
2550 Irving Associates, L.P.		201 Eddy Street		San Francisco	CA	94102
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:						
2550 Irving Associates, L.P. purchased the property from the San Francisco Police Credit Union, with the grant deed recorded on November 19, 2021. Land will be included in the development budget as a land donation, where the City will purchase the land and enter into a ground lease with the Partnership. Land will be sold to the City and County of San Francisco (SF MOHCD) at construction closing and ownership will be conveyed. The 2550 Irving project will then take on a ground lease from the City and County of San Francisco, and this is reflected in the project's operating budget.						
Planned and completed property transfer(s).					Ground Lease planned?	Yes
Lessor			Term		Annual Payment	
2550 Irving Associates, L.P.			Seventy-five (75) years from the date of construction completion of the Project, with option to extend the term for an additional		\$15,000	
Below, describe property transfers occurring in connection with development of the Project.						
Property ownership will be transferred to City and County of San Francisco at construction closing and the project will enter into a ground lease with the City and County of San Francisco.						
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?
Vacant building and parking lot			NCD - Irving Street Neighborhood Commercial District (Sec. 732)		Yes	1986
Rent Control?	Access Road Maintenance	Sponsor /		N/A		
No	Public	Applicant Notes				

## Site conditions and adjoining land uses

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

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

West	To the immediate west are single-family and multifamily homes					
East	To the immediate east is a parking lot for the nearby 25th Irving Market and the Police Credit Union					
North	To the immediate north are single-family homes					
South	Areas to the south consist of commercial/retail uses such as Nomad Cyclery, Uniline Co., Jose Marin Law, Sterling Bank & Trust, Da Silva Painting Services. The area further south includes two-family homes					
Unique Features	Areas to the immediate west and north are zoned RH-1 Residential-House, One Family. Areas to the immediate east and south are zoned NCD - Irving Street Neighborhood Commercial District similar to the subject property.					

Existing versus proposed Units (include Manager's Units)								Total # Units	Total # Bedrooms	Total # Buildings	Total # Mgr. Units	Total # of Parking Spaces
Existing	Beds	0 Bdrm	1 Bdrm	2 Bdrm	3 Bdrm	4 Bdrm	5 + Bdrm					
Existing	0	0	0	0	0	0	0	0	0	1	0	15
Proposed	0	9	34	23	24	0	0	90	161	1	1	18

Building types	New Construction			Rehabilitation			Unit Size	Baths	Layout	Avg. Sq. Ft.	All Units	Restricted
	Units	Stories	Bldgs.	Units	Stories	Bldgs.						
Townhouse/Row House							0 Bdrm.	1	Flat	385	9	9
One or Two Story Walk-Up							1 Bdrm.	1	Flat	525	34	33
Mid-Rise (3-5 stories)							2 Bdrm.	1	Flat	855	23	23
High-Rise (6+stories)	90	7	1				3 Bdrm.	1.5	Flat	1,185	24	24
Detached Single Family							4 Bdrm.				0	0
Duplex/4-Plex							5 Bdrm.				0	0
Non-Residential Bldg(s)												
Totals	90		1	0		0				Total Units	90	89

## Sponsor/Applicant Notes

Some tax credit basis is being excluded due to community-based programming planned at the development. Tax law does not allow Low-Income Housing Tax Credits to pay for community programming spaces in High Resource areas. We estimate 1,616 square feet of the ground floor space for community programming use.												
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## Amenities

### Unit Amenities/Features

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

### Project Amenities

Elevator(s)	Yes	2	Laundry Rms.	Yes	1	Washers	Yes	9	Dryers	Yes	9
Yes	Community Room		Yes	Community Kitchen		No	Computer Room		Yes	High Speed Internet	
No	Fitness Room		Yes	Picnic/BBQ Area(s)		Yes	Tot Lot/Playground		No	Sports Court	
No	Tennis Court		No	Swimming Pool		No	Jacuzzi/Sauna		Yes	Bike Parking	
	N/A			N/A			N/A			(N/A)	

### Security & Other

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

N/A												
Other onsite Services?												
Social services (1.5 FTE social workers), on-site property management offices, urban agriculture programming												

**Miscellaneous Information****Residential Space**

Residential Units	76,125	Common Areas	15,429	Community Room	1,399	Leasing Office	338	Additional Storage Space	N/A
Subtotal Residential SF	93,291								
Maintenance Shop	1,032	Childcare Center	N/A	Service Area	1,646	Service Office	N/A		
N/A	0	N/A	0	N/A	0	N/A	0		
<b>Total Residential SF</b>	<b>95,969</b>								

**Residential Parking****Free Residential Parking Spaces**

Uncovered Tenant Parking	0	Covered Tenant Parking	0	Enclosed Tenant Parking	18	Tenant Guest Spaces	0
Subtotal Parking Spaces	18						

**Extra Spaces Tenants may Rent**

Uncovered Parking	0	Covered Parking	0	Enclosed Parking	0	Total Handicap Parking Spaces	0
Grand Total Parking Spaces	18						

**Commercial Space****Commercial Square Footage**

Commercial Area	0	Offices	0	Childcare Center	0	Storage Space	0	N/A	0
<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

Public metered street parking along 26th Avenue, 27th Avenue, and Irving Street.

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

No. of Units Using Central Laundry	90
Weekly Assumed Income Per Unit	\$2.00
<b>Annual Total Laundry Income</b>	<b>\$9,360</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
N/A				\$0
				\$0
				\$0
				\$0
Commercial				
N/A				\$0
				\$0
				\$0
				\$0

Total Income from Other Leased Spaces \$0

**Monthly utility allowance**

Utilities	Type of Utility	Does the owner or tenant pay utilities?	Enter Allowances for Tenant Paid Utilities by Bdrm. Size					
	(Gas, Electric, etc.)		0 bdrm	1 bdrm	2 bdrms	3 bdrms	4 bdrms	≥5 bdrms
Heating	Electric	Tenant	\$33	\$38	\$46	\$51		
Cooking	Electric	Tenant	\$11	\$14	\$25	\$32		
Other Electric	Electric	Tenant	\$43	\$51	\$72	\$97		
Air Conditioning	Electric	Owner						
Water Heating	Electric	Owner						
Water	Public	Owner						
Sewer	Public	Owner						
Trash	Public	Owner						
Other	Electric Base Charge	Tenant	\$7	\$7	\$7	\$7		
<b>Total Tenant Utility Allowance</b>			\$94	\$110	\$150	\$187	\$0	\$0

**Source for utility allowances**

Local PHA?	Yes	Name:	Housing Authority of the City and County of San Francisco						Effective date:	8/31/2021
HUD?	No	Utility Company (Actual Survey)?	No	CUAC?	No	Other?	N/A	N/A		
Sponsor/Applicant Notes:										
N/A										
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, <b>supporting why relocation is not required</b> . "N/A" or "Vacant Land" is not sufficient.	
Relocation is not required for this site, as the property (formerly the San Francisco Police Credit Union, prior to sale) is vacant.	

**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?

Yes

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?	Yes

**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.

Contact Type	Entity Legal Name	Eligible Sponsor Type	Organization Type	Address	City	State	Zip Code
Sponsor/Applicant #1	Tenderloin Neighborhood Development Corporation	Corporation	Non-profit Public Benefit Corporation	201 Eddy Street	San Francisco	CA	94102
Owner / Borrower Entity	2550 Irving Associates, L.P.	Limited Partnership	Private/Public Partnership	201 Eddy Street	San Francisco	CA	94102
Managing General Partner	2550 Irving GP LLC	Limited Liability Corporation	Private/Public Partnership	201 Eddy Street	San Francisco	CA	94102
Manager of LLC	Tenderloin Neighborhood Development Corporation	Corporation	Non-profit Public Benefit Corporation	201 Eddy Street	San Francisco	CA	94102
Property Management Agent	Tenderloin Neighborhood Development Corporation			201 Eddy Street	San Francisco	CA	94102
Financial Consultant	California Housing Partnership			369 Pine Street, Suite 300	San Francisco	CA	94104
Lead (primary) Service Provider	Tenderloin Neighborhood Development Corporation			201 Eddy Street	San Francisco	CA	94102
Borrower Legal Counsel	Gubb & Barshay LLP			235 Montgomery Street, Suite 1110	San Francisco	CA	94104
General Contractor	Guzman Construction Group			885 Folsom Street	San Francisco	CA	94107
Architect	Pyatok Architects			1611 Telegraph Ave, #200	Oakland	CA	94612
Other (Specify)							
Other (Specify)							
Other (Specify)							
Other (Specify)							

Congress person Name(s)	District #	State Senator Name(s)	District #	State Assembly Member Name(s)	District #
Nancy Pelosi	12	Scott D. Wiener	11	Philip Y. Ting	19

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

MHP

UNIT MIX BY HCD PROGRAM

Units			Assisted Units								
			Population Assisted Units								
			100.0%	98.9%	25.84%				0.00%	0.00%	0.00%
152		90	90	89	23	0	0	37	0	0	0
Number of Bedrooms	Restricted Income Level	Total Units	IIG Rental Units	MHP Assisted	Special Needs?	Chronic Homelessness	Disability Homelessness	Other Homelessness	At Risk of Homelessness	Senior Housing	Agricultural Households
1	20%	5	5	5	Yes			5			
2	20%	8	8	8	Yes			8			
3	20%	7	7	7	Yes			7			
0	25%	3	3	3							
1	25%	3	3	3							
2	25%	3	3	3							
3	25%	3	3	3							
0	30%	2	2	2							
1	30%	3	3	3							
2	30%	1	1	1							
3	30%	1	1	1							
1	30%	7	7	7				7			
1	30%	1	1	1	Yes			1			
0	40%	4	4	4							
1	40%	5	5	5							
2	40%	1	1	1							
3	40%	1	1	1							
1	40%	4	4	4				4			
2	40%	1	1	1	Yes			1			
3	40%	1	1	1	Yes			1			
1	50%	2	2	2							
2	50%	4	4	4							
3	50%	4	4	4							
1	50%	3	3	3				3			
2	60%	5	5	5							
3	60%	7	7	7							

[illegible]







89		90	Grant Amount	Loan Amount(s)
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M(S)

Other Restricted		Other HCD previously Funded/Awarded				99%	IIG Grant	MHP Loan Amount(s)
0.00%	0.00%		0.00%					
0	0		0	\$0	0	89	\$4,729,000	\$32,446,485
Other Restricted	Other Special Needs	Other/Prior HCD Source	Other HCD Assisted Units	Exact previously awarded amount	Other HCD Special Needs	Total restricted units	IIG Grant Base Limit	MHP Total Base Loan Amount
						5	\$245,000	\$2,131,891
						8	\$444,800	\$3,733,691
						7	\$500,500	\$3,530,154
						3	\$138,900	\$1,168,506
						3	\$147,000	\$1,203,510
						3	\$166,800	\$1,309,816
						3	\$214,500	\$1,408,345
						2	\$92,600	\$732,045
						3	\$147,000	\$1,128,317
						1	\$55,600	\$406,356
						1	\$71,500	\$434,445
						7	\$343,000	\$2,632,739
						1	\$49,000	\$376,106
						4	\$159,200	\$1,275,675
						5	\$225,000	\$1,628,445
						1	\$51,600	\$345,856
						1	\$62,100	\$364,582
						4	\$180,000	\$1,302,756
						1	\$51,600	\$345,856
						1	\$62,100	\$364,582
						2	\$90,000	\$550,545
						4	\$206,400	\$1,141,999
						4	\$248,400	\$1,179,452
						3	\$135,000	\$825,818
						5	\$231,500	\$1,125,000
						7	\$379,400	\$1,575,000

							\$30,500	\$225,000

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

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

RENT(S) INFORMATION						
1	2	3	4	5	6	7
\$65,250	\$74,600	\$83,900	\$93,200	\$100,700	\$108,150	\$115,600
	<b>\$38,065</b>	<b>\$3,631</b>		<b>\$34,434</b>	<b>\$30,344</b>	<b>\$105,702</b>
Rent Limit Calculation Formula	Max Gross Rent	Less Utility Allowance <b>Schedule 1</b>	Less Utility Allowance <b>Schedule 2</b>	Maximum Net Rent	Proposed Net Rent	Monthly Income at Proposed Rents
TCAC	\$699	\$110		\$589	\$250	\$1,250
TCAC	\$839	\$150		\$689	\$250	\$2,000
TCAC	\$969	\$187		\$782	\$250	\$1,750
TCAC	\$815	\$94		\$721	\$721	\$2,163
TCAC	\$874	\$110		\$764	\$764	\$2,292
TCAC	\$1,048	\$150		\$898	\$898	\$2,694
TCAC	\$1,211	\$187		\$1,024	\$1,024	\$3,072
TCAC	\$978	\$94		\$884	\$884	\$1,768
TCAC	\$1,048	\$110		\$938	\$938	\$2,814
TCAC	\$1,258	\$150		\$1,108	\$1,108	\$1,108
TCAC	\$1,454	\$187		\$1,267	\$1,267	\$1,267
TCAC	\$1,048	\$110		\$938	\$938	\$6,566
TCAC	\$1,048	\$110		\$938	\$938	\$938
TCAC	\$1,305	\$94		\$1,211	\$1,211	\$4,844
TCAC	\$1,398	\$110		\$1,288	\$1,288	\$6,440
TCAC	\$1,678	\$150		\$1,528	\$1,528	\$1,528
TCAC	\$1,939	\$187		\$1,752	\$1,752	\$1,752
TCAC	\$1,398	\$110		\$1,288	\$1,288	\$5,152
TCAC	\$1,678	\$150		\$1,528	\$250	\$250
TCAC	\$1,939	\$187		\$1,752	\$250	\$250
TCAC	\$1,748	\$110		\$1,638	\$1,638	\$3,276
TCAC	\$2,097	\$150		\$1,947	\$1,947	\$7,788
TCAC	\$2,423	\$187		\$2,236	\$2,236	\$8,944
TCAC	\$1,748	\$110		\$1,638	\$1,638	\$4,914
TCAC	\$2,517	\$150		\$2,367	\$2,367	\$11,835
TCAC	\$2,908	\$187		\$2,721	\$2,721	\$19,047

[illegible]

## Other Rent Limits

Enter below any rent limits that are both the most restrictive and that are required by sources  
tax credits, bonds, or MHP (e.g.. HOME or USDA Rural Development).

OtherRentLimi tTbl	Gross Rent Limits / Unit Size (Bdrms)					
Column1	AMI	0	1	2	3	4
San Francisco1.2	1.20%					
San Francisco1.1	1.10%					
San Francisco1	100%					
San Francisco0.95	95%					
San Francisco0.9	90%					
San Francisco0.85	85%					
San Francisco0.8	80%					
San Francisco0.75	75%					
San Francisco0.7	70%					
San Francisco0.65	65%					
San Francisco0.6	60%					
San Francisco0.55	55%					
San Francisco0.5	50%					
San Francisco0.45	45%					
San Francisco0.4	40%					

[illegible]





<a href="#">Click HERE</a>	Is subsidy payments over net rent based on Restricted or Proposed					
	<b>SUBSIDY INFORMATION</b>					
8	Subsidy Program Name1 Federal?					Sub:
\$123,050	VASH				Other Federal	
\$117,413				15	\$28,135	
Monthly Income at Maximum Rents	Net Monthly Contract Rent	Subsidy Payment Over Net Rent	VASH?	Units being subsidized	Total Monthly Extra Income	Net Monthly Contract Rent
\$2,945						
\$5,512						
\$5,474						
\$2,163						
\$2,292						
\$2,694						
\$3,072						
\$1,768						
\$2,814						
\$1,108						
\$1,267						
\$6,566	\$3,047	\$2,109	Yes	7	\$14,763	
\$938	\$3,047	\$2,109	Yes	1	\$2,109	
\$4,844						
\$6,440						
\$1,528						
\$1,752						
\$5,152	\$3,047	\$1,759	Yes	4	\$7,036	
\$1,528						
\$1,752						
\$3,276						
\$7,788						
\$8,944						
\$4,914	\$3,047	\$1,409	Yes	3	\$4,227	
\$11,835						
\$19,047						


other than
5

Rent/Operati	
Subsidy Program Name:	Local Operating Subsidy Program
Subsidy Program Component:	Operating Subsidy
Subsidy Currently in Place?	Yes
Date Application Submitted or to be Submitted:	N/A
Date Award Expected:	6/24/2022
Contract Term (Years)	15
Expected 1st Year Amount, if not based on contract rents:	\$329,374
Basis for Subsequent Amounts, if not based on contract	Difference between the cost of operating LOSP units and expected rent payments from residents





30% AMI Rental

200%+ FMR

Program Unrestricted

60% AMI Rental

50% AMI Rental

30% AMI Rental

#### ing Subsidy Programs

VASH	
Rental Subsidy	
Yes	
N/A	
6/24/2022	
20	
\$337,620	
The amount is based on contract rents	

# IncomeLimitsTbl

1G Loan Limits9%, 4%, or none tax credits.

\$225,000		25K Boost ADDED		
DSCR	6.0%	360	1.1	5%
mount Financeable due to Rent Limitations				vacancy rate
0 BR	1 BR	2 BR	3 BR	4+ BR
\$225,000	\$225,000	\$225,000	\$225,000	\$225,000
\$225,000	\$225,000	\$225,000	\$225,000	\$225,000
\$225,000	\$225,000	\$225,000	\$225,000	\$225,000
\$225,000	\$225,000	\$225,000	\$225,000	\$225,000
\$225,000	\$225,000	\$225,000	\$225,000	\$225,000
\$248,480	\$250,208	\$255,250	\$259,859	\$263,893
\$271,959	\$275,273	\$285,500	\$294,863	\$302,930
\$295,439	\$300,481	\$315,750	\$329,722	\$341,822
\$318,919	\$325,689	\$345,856	\$364,582	\$380,715
\$342,543	\$350,897	\$376,106	\$399,585	\$419,752
\$366,022	\$376,106	\$406,356	\$434,445	\$458,645
\$389,502	\$401,170	\$436,605	\$469,448	\$497,682
\$412,982	\$426,378	\$466,711	\$504,308	\$536,574
\$436,461	\$451,586	\$496,961	\$539,167	\$575,467

isic Grant Limit x Units

0-Bdrm	1-Bdrm	2-Bdrm	3-Bdrm	4+Bdrm
\$4,000	\$8,000	\$11,900	\$15,900	\$19,900
\$26,500	\$30,500	\$35,400	\$43,700	\$47,700
\$34,400	\$38,400	\$46,300	\$54,200	\$59,600
\$39,800	\$45,000	\$51,600	\$62,100	\$66,200

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

\$46,300	\$49,000	\$55,600	\$71,500	\$75,400
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Riverside
Sacramento
San Benito
San Bernardino
San Diego
San Francisco
San Joaquin
San Luis Obispo
San Mateo
Santa Barbara
Santa Clara
Santa Cruz
Shasta
Sierra
Siskiyou
Solano
Sonoma
Stanislaus
Sutter
Tehama
Trinity
Tulare
Tuolumne
Ventura
Yolo
Yuba

AMI
15%
20%
25%
30%
35%
40%
45%
50%



55%
60%
65%
70%
75%
80%
85%
90%
95%
Manager
Market
Total
20% and below





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

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

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

Units	%	
0	0.00%	0.00
20	22.47%	4.00
12	13.48%	3.00
15	16.85%	4.50
0	0.00%	0.00
17	19.10%	6.80
0	0.00%	0.00
13	14.61%	6.50

4.00

0	0.00%	0.00
12	13.48%	7.20
0	0.00%	0.00
0	0.00%	0.00
0	0.00%	0.00
0	0.00%	0.00
0	0.00%	0.00
0	0.00%	0.00
0	0.00%	0.00
0	0.00%	
0	0.00%	
89	100.00%	32.00

89|89

22.47%

All Pro  
Net Dens

- 1
- 1.04
- 1.08
- 1.12
- 1.16
- 1.2
- 1.24
- 1.28
- 1.32
- 1.36
- 1.4
- 1.44
- 1.48
- 1.52





CountyNumber	38
--------------	----

P7-lim50	P8-lim50
\$88,550	\$94,250
\$56,300	\$59,950
\$53,700	\$57,200
\$48,300	\$51,450
\$55,800	\$59,400
\$48,300	\$51,450
\$88,550	\$94,250
\$48,300	\$51,450
\$62,850	\$66,900
\$48,300	\$51,450
\$48,300	\$51,450
\$48,300	\$51,450
\$48,300	\$51,450
\$48,300	\$51,450
\$51,300	\$54,600
\$48,300	\$51,450
\$48,300	\$51,450
\$48,300	\$51,450
\$49,800	\$53,000
\$73,850	\$78,650
\$48,300	\$51,450
\$115,600	\$123,050
\$48,300	\$51,450
\$49,800	\$53,000
\$48,300	\$51,450
\$48,300	\$51,450
\$49,800	\$53,000
\$70,500	\$75,050
\$78,200	\$83,250
\$61,050	\$64,950
\$84,050	\$89,450
\$62,850	\$66,900
\$50,700	\$53,950

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

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

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

# TCAC/CDLAC/MHP Rent Limits

(Assumes 1 person in 0-bdrm unit, 1.5 p

**TCACrentTbl**

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



ograms  
ity Factor

0

45

50

55

60

65

70

75

80

85

90

95

100

105

### Income Limits Calculated from HUD 50% Income Limits

people in a 1 bdrm and 1 additional person per additional bedroom)

1 Bdrm.	2 Bdrm.	3 Bdrm.	4 Bdrm.	5 Bdrm.
\$1,865	\$2,098	\$2,330	\$2,518	\$2,704

Unit Type
0
1
2
3
4
Fed Voucher
FALSE
FALSE
FALSE
FALSE
FALSE
FALSE
FALSE
FALSE
FALSE
FALSE
TRUE
TRUE
FALSE
FALSE
FALSE
FALSE
TRUE
FALSE
FALSE
FALSE
FALSE
FALSE
TRUE
FALSE
FALSE

people per bedroom in other units)

1 Bdrm.	2 Bdrm.	3 Bdrm.	4 Bdrm.	5 Bdrm.
\$4,195	\$5,034	\$5,817	\$6,489	\$7,159
\$3,845	\$4,614	\$5,332	\$5,948	\$6,562
\$3,496	\$4,195	\$4,847	\$5,407	\$5,966
\$3,321	\$3,985	\$4,605	\$5,137	\$5,667
\$3,146	\$3,775	\$4,362	\$4,866	\$5,369
\$2,971	\$3,565	\$4,120	\$4,596	\$5,071
\$2,797	\$3,356	\$3,878	\$4,326	\$4,773
\$2,622	\$3,146	\$3,635	\$4,055	\$4,474
\$2,447	\$2,936	\$3,393	\$3,785	\$4,176
\$2,272	\$2,726	\$3,150	\$3,514	\$3,878
\$2,097	\$2,517	\$2,908	\$3,244	\$3,579
\$1,922	\$2,307	\$2,666	\$2,974	\$3,281
\$1,748	\$2,097	\$2,423	\$2,703	\$2,983
\$1,573	\$1,887	\$2,181	\$2,433	\$2,684
\$1,398	\$1,678	\$1,939	\$2,163	\$2,386
\$1,223	\$1,468	\$1,696	\$1,892	\$2,088
\$1,048	\$1,258	\$1,454	\$1,622	\$1,789
\$874	\$1,048	\$1,211	\$1,351	\$1,491
\$699	\$839	\$969	\$1,081	\$1,193
\$524	\$629	\$727	\$811	\$894

[illegible]

Adj. Factor	Reference only: Tiebreaker Score calculations				
0.90	Weighted Average of Non-Voucher units				
1.00					
1.25					
1.50					
1.75					
38.58%	35.8%	TRUE			
Adjusted Quantity	Unadjusted Quantity	AMI			
5	5	40%	If this unit/row should be 30% or 40%	Net Rent Limit	Net Contract Rent
10	8	40%	30%	938	0
10.5	7	40%	30%	1,108	0
2.7	3	40%	30%	1,267	0
3	3	40%	40%	1,211	0
3.75	3	40%	40%	1,288	0
4.5	3	40%	40%	1,528	0
1.8	2	40%	40%	1,752	0
3	3	40%	40%	1,211	0
1.25	1	40%	40%	1,288	0
1.5	1	40%	40%	1,528	0
7	0	30%	40%	1,752	0
1	0	30%	40%	1,288	3,047
3.6	4	40%	30%	938	3,047
5	5	40%	40%	1,211	0
1.25	1	40%	40%	1,288	0
1.5	1	40%	40%	1,528	0
4	0	30%	40%	1,752	0
1.25	1	40%	40%	1,288	3,047
1.5	1	40%	30%	1,288	3,047
2	2	40%	30%	1,108	0
5	4	40%	30%	1,267	0
6	4	40%	40%	1,288	0
3	0	30%	40%	1,528	0
6.25	5	40%	40%	1,752	0
10.5	7	40%	40%	1,288	3,047

[illegible]

Income	\$763,383
Vacancy	5%
DSCR	1.15

\$442,563

\$320,820

60% AMI Rent Level	USDA	Contract Rent	Difference	X Quantity
1,987	FALSE	0	0	0
2,367	FALSE	0	0	0
2,721	FALSE	0	0	0
1,863	FALSE	0	0	0
1,987	FALSE	0	0	0
2,367	FALSE	0	0	0
2,721	FALSE	0	0	0
1,863	FALSE	0	0	0
1,987	FALSE	0	0	0
2,367	FALSE	0	0	0
2,721	FALSE	0	0	0
1,987	FALSE	3,047	1,759	12,313
1,987	FALSE	3,047	2,109	2,109
1,863	FALSE	0	0	0
1,987	FALSE	0	0	0
2,367	FALSE	0	0	0
2,721	FALSE	0	0	0
1,987	FALSE	3,047	1,759	7,036
2,367	FALSE	0	0	0
2,721	FALSE	0	0	0
1,987	FALSE	0	0	0
2,367	FALSE	0	0	0
2,721	FALSE	0	0	0
1,987	FALSE	3,047	1,759	5,277
2,367	FALSE	0	0	0
2,721	FALSE	0	0	0

[illegible]

Auth Rep Name	Title	Email	Phone #	Contact Name	Title	Email	Phone #	Contact Address
Maurilio Leon	Chief Executive Officer	<a href="mailto:mleon@tndc.org">mleon@tndc.org</a>	(415) 358-3923	Hernandeeep Kaur	Project Manager	<a href="mailto:hkaur@tndc.org">hkaur@tndc.org</a>	415-417-3086	201 Eddy Street
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				Evelyn Catalan	Senior Director of Property Operations	<a href="mailto:ecatalan@TND C.org">ecatalan@TND C.org</a>	415-358-3974	
				Mengxin Zhou	Associate Director	<a href="mailto:mzhou@chpc.net">mzhou@chpc.net</a>	415-433-6804 x318	
				Yvette Robinson	Senior Director of Tenant and Community	<a href="mailto:yrobinson@tndc.org">yrobinson@tndc.org</a>	415-358-3924	
				Evan Gross	Partner	<a href="mailto:egross@qubbandbarshay.com">egross@qubbandbarshay.com</a>	415-781-6600 ext. 6	
				Miguel Guzman	President	<a href="mailto:miguel@guzmanqc.com">miguel@guzmanqc.com</a>	415-821-2522	
				Adrianne Steichen	Principal	<a href="mailto:asteichen@pyatok.com">asteichen@pyatok.com</a>	510-465-7010 x134	



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

## Maximum Loan and Gra

Project Name: **2550 Irving**

Development Type: New Construction

Cou

Project Type(s) : Capital Improvement Project / / / Large Family / / Special Needs / /

Large Family	2+ Bedrooms	3+ Bedrooms	High(est) Resour
TRUE	52.8%	27.0%	TRUE

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

40 percent for projects utilizing 9% tax credits	50 percent for projects utiliz
--	--------------------------------

Total "other" awarded HCD funding for this Project:	\$0	4%
---	-----	----

Sponsor/Applicant acknowledges that no more than \$35,000,000 in total rental housing de  
 Sponsor/Applicant acknowledges that each Sponsor/Applicant is limited to no more than \$1  
 Sponsor/Applicant acknowledges that a maximum of four HCD Funding Sources comprise  
 grants may be used on a single Project.

Funds requested (Super NOFA funds only)	Total past awards (this project)	
\$36,363,022	Loans	Grants
	\$0	\$0

TDC per Unit	HCD Cost per Unit
\$1,167,674	\$408,573

Maximum Allowable Loan Amounts

<b>IIG</b> Maximum Allowable CIP Grant Amount	\$6,999,486	Meets minim
<b>MHP</b> Maximum Allowable Loan Amount	\$29,363,536	

I. IIG Total Units Base Grant Limit	\$4,729,000	Housing Units p
I. <b>IIG</b> Base Grant Limit with <b>Adjustment Factor</b>	\$7,188,080	
I. <b>MHP</b> Restricted Unit Loan Amount	\$32,446,485	

**II. Permanent Financing Funding Gap Calculation**

Total Development Cost

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

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

End of D

Int Amounts - Summary

City: San Francisco

Location Area	Rural Status:	Senior Project:	Urban/Rural Area:
	FALSE	FALSE	Urban

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

Development loans may be used <u>per Project</u> .	Yes
\$35,000,000 in Super NOFA fund awards of any type.	Yes
Limit of no more than two development loans and two housing-related infrastructure	Yes

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.
\$29,363,536	\$29,363,536

Maximum grant award
---------------------

Per Acre (Net Density)	233.9	Net Density Adjustment Factor	1.52
------------------------	-------	-------------------------------	------

		\$106,533,068
--	--	---------------

	\$42,168,161
	\$0
	\$64,364,907
	\$2,242,000
	\$25,759,885
	\$36,363,022
ng Manager's Unit(s)	69,420
	69,420
ross square footage	100%
	\$105,090,633

ocument



Development Sources			Construction Totals		\$106,533,068	\$0	\$106,533,068	Construction Terms			Permanent Terms						
		Deferred Developer Fees															
		Developer Fee Contribution															
		GP Equity															
Permanent	Yes	Gross Tax Credit Equity	4% tax credits		\$40,725,726	\$1,442,435	\$42,168,161										

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.

End of Document





	Details of Deferred Costs	

Residential Budget			Eligible Basis		Permanent Sources of Funds										
Grand Totals	\$105,090,633	\$1,442,435	\$89,121,678	\$0	\$2,242,000	\$15,759,885	\$1,000,000	\$6,999,486	\$29,363,536	\$9,000,000	\$0	\$0	\$0	\$0	\$0
USES OF FUNDS	Total Project Costs - Residential Cost/Sources	Total Project Costs - Commercial Cost/Sources	30% PVC for New Const/Rehab	30% PVC for Acquisition	Chase Bank Conventional Permanent Loan	SF MOHCD Gap Loan	SF MOHCD Bridge Loan for FHLB AHP	Infill Infrastructure Grant Program (IIG) - Grant	Multifamily Housing Program (MHP) - Loan	SF MOHCD Donated Land					
Land Cost or Value	\$9,000,000	\$0								\$9,000,000					
Demolition	\$0	\$0													
Legal	\$0	\$0													
Land Lease Rent Prepayment	\$0	\$0													
Existing Improvements Cost or Value	\$0	\$0													
Off-Site Improvements	\$0	\$0													
Predevelopment Interest/Holding Cost	\$100,391	\$1,609													
Assumed, Accrued Interest on Existing Debt (Rehab/Acq)	\$0	\$0													
Excess Purchase Price Over Appraisal	\$0	\$0													
	\$9,100,391	\$1,609	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$9,000,000	\$0	\$0	\$0	\$0	\$0
Site Work	\$0	\$0													
Structures	\$0	\$0													
General Requirements	\$0	\$0													
Contractor Overhead	\$0	\$0													
Contractor Profit	\$0	\$0													
Prevailing Wages	\$0	\$0													
General Liability Insurance	\$0	\$0													
Other: (Specify)	\$0	\$0													
Other: (Specify)	\$0	\$0													
Other: (Specify)	\$0	\$0													
Other: (Specify)	\$0	\$0													
Total Relocation Expenses	\$0	\$0													
	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Site Work	\$0	\$0													
Structures	\$57,444,068	\$1,043,028	\$57,444,068		\$2,242,000	\$15,759,885	\$1,000,000		\$29,363,536						
General Requirements	\$2,494,646	\$39,976	\$2,494,646												
Contractor Overhead	\$831,660	\$13,328	\$831,660												
Contractor Profit	\$831,660	\$13,328	\$831,660												
Prevailing Wages	\$0	\$0	\$0												
General Liability Insurance	\$738,216	\$11,829	\$738,216												
Urban Greening	\$0	\$0	\$0												
Other: B&O & Other Taxes	\$490,620	\$7,862	\$490,620												
Other: (Specify)	\$0	\$0	\$0												
Other: (Specify)	\$0	\$0	\$0												
	\$62,830,870	\$1,129,350	\$62,830,870	\$0	\$2,242,000	\$15,759,885	\$1,000,000	\$0	\$29,363,536	\$0	\$0	\$0	\$0	\$0	\$0
Design	\$1,230,347	\$28,124	\$1,230,347												
Supervision	\$495,092	\$7,934	\$495,092												
Total Survey & Engineering	\$1,145,775	\$18,361	\$1,145,775												
Other: Special Inspections/Testing	\$196,846	\$3,154	\$196,846												
Other: (Specify)	\$0	\$0	\$0												
	\$3,068,060	\$57,573	\$3,068,060	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Construction Loan Interest	\$5,814,246	\$19,811	\$2,524,850												
Origination Fee	\$492,686	\$7,895	\$216,907												
Credit Enhancement/Application Fee	\$0	\$0													
Bond Premium	\$0	\$0	\$0												
Cost of Issuance	\$412,375	\$0													
Title & Recording	\$44,290	\$710	\$44,290												
Taxes	\$524,580	\$8,406	\$524,580												
Insurance	\$1,290,066	\$20,673	\$1,290,066												
Employment Reporting	\$0	\$0	\$0												
Other: Construction Lender Expenses	\$34,448	\$552	\$15,166												
Other: (Specify)	\$0	\$0	\$0												
Other: (Specify)	\$0	\$0	\$0												
Other: (Specify)	\$0	\$0	\$0												
	\$8,612,691	\$58,047	\$4,615,859	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Loan Origination Fee	\$22,420	\$0													

USES OF FUNDS	Total Project Costs - Residential Cost/Sources	Total Project Costs - Commercial Cost/Sources	30% PVC for New Const/Rehab	30% PVC for Acquisition	Chase Bank Conventional Permanent Loan	SF MOHCD Gap Loan	SF MOHCD Bridge Loan for FHLB AHP	Infill Infrastructure Grant Program (IIG) - Grant	Multifamily Housing Program (MHP) - Loan	SF MOHCD Donated Land					
Credit Enhancement/Application Fee	\$0	\$0													
Title & Recording	\$14,763	\$237													
Taxes	\$0	\$0													
Insurance	\$0	\$0													
Legal for Perm Loan	\$30,000	\$0													
Other: <a href="#">(Specify)</a>	\$0	\$0													
Other: <a href="#">(Specify)</a>	\$0	\$0													
	\$67,183	\$237	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Legal Paid by Applicant	\$127,950	\$2,050	\$98,423												
Lender Legal	\$63,975	\$1,025	\$28,165												
Other: Syndication Legal	\$101,538	\$0													
Other: FBM & PG&E Matters	\$511,798	\$8,202	\$511,798												
Other: <a href="#">(Specify)</a>	\$0	\$0	\$0												
Other: <a href="#">(Specify)</a>	\$0	\$0	\$0												
Other: <a href="#">(Specify)</a>	\$0	\$0	\$0												
	\$805,261	\$11,277	\$638,386	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Reserve	\$451,970	\$0													
Replacement Reserve	\$0	\$0													
Transition Reserve	\$268,931	\$0													
Rent Reserve	\$0	\$0													
Capitalized Parking Replacement Reserve	\$177,161	\$2,839													
Other: <a href="#">(Specify)</a>	\$0	\$0													
Other: <a href="#">(Specify)</a>	\$0	\$0													
	\$898,062	\$2,839	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Construction Hard Cost Contingency	\$3,451,395	\$55,308	\$3,451,395												
Soft Cost Contingency	\$1,149,674	\$18,423	\$1,149,674												
Other: <a href="#">(Specify)</a>	\$0	\$0	\$0												
Other: <a href="#">(Specify)</a>	\$0	\$0	\$0												
Other: <a href="#">(Specify)</a>	\$0	\$0	\$0												
	\$4,601,069	\$73,731	\$4,601,069	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TCAC App/Allocation/Monitoring Fees	\$84,243	\$0													
Environmental Audit	\$679,118	\$10,882	\$679,118												
Local Development Impact Fees	\$0	\$0	\$0												
Permit Processing Fees	\$1,482,427	\$23,756	\$1,482,427												
Capital Fees	\$1,845,427	\$29,573	\$1,845,427												
Marketing	\$203,000	\$0													
Furnishings	\$303,050	\$0	\$303,050												
Market Study	\$15,000	\$0													
Accounting/Reimbursable	\$60,000	\$0													
Appraisal Costs	\$14,763	\$237	\$14,763												
Construction Management	\$202,780	\$3,250	\$202,780												
Prevailing Wage Monitoring	\$0	\$0	\$0												
Other: 1% SFAC - Required Expenditure	\$148,380	\$2,378	\$148,380												
Other: Events/Community Outreach	\$187,003	\$2,997	\$187,003												
Other: Syndication Consultant	\$91,000	\$0													
Other: Start-up/Lease-up Expense/loss	\$591,369	\$0													
	\$0	\$0	\$0												
	\$0	\$0	\$0												
	\$5,907,560	\$73,073	\$4,862,948	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Developer Overhead/Profit	\$2,200,000	\$34,699	\$2,200,000												
Consultant/Processing Agent	\$0	\$0													
Project Administration	\$0	\$0													
Broker Fees Paid to a Related Party	\$0	\$0													
Construction Oversight by Developer	\$0	\$0													
Other: <a href="#">(Specify)</a>	\$0	\$0													
	\$2,200,000	\$34,699	\$2,200,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

II Improvement Project(s) (CIP)

														Commercial Sources		
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$40,725,726	\$1,442,435	\$0	
										Deferred Developer Fees	Developer Fee Contribution	GP Equity	Gross Tax Credit Equity	Gross Tax Credit Equity		
													\$100,391	\$1,609		
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$100,391	\$1,609	\$0
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
														\$9,078,647	\$1,043,028	
														\$2,494,646	\$39,976	
														\$831,660	\$13,328	
														\$831,660	\$13,328	
														\$738,216	\$11,829	
														\$490,620	\$7,862	
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$14,465,449	\$1,129,350	\$0
														\$1,230,347	\$28,124	
														\$495,092	\$7,934	
														\$1,145,775	\$18,361	
														\$196,846	\$3,154	
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,068,060	\$57,573	\$0
														\$5,814,246	\$19,811	
														\$492,686	\$7,895	
														\$412,375		
														\$44,290	\$710	
														\$524,580	\$8,406	
														\$1,290,066	\$20,673	
														\$34,448	\$552	
NOFA Application FINAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	3 of 4	\$0	\$0	\$0	\$0	\$0	\$8,612,691	\$58,047	\$0
														\$22,420		

										Deferred Developer Fees	Developer Fee Contribution	GP Equity	Gross Tax Credit Equity	Gross Tax Credit Equity	
													\$14,763	\$237	
													\$30,000		
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$67,183	\$237	\$0
													\$127,950	\$2,050	
													\$63,975	\$1,025	
													\$101,538		
													\$511,798	\$8,202	
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$805,261	\$11,277	\$0
													\$451,970		
													\$268,931		
													\$177,161	\$2,839	
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$898,062	\$2,839	\$0
													\$3,451,395	\$55,308	
													\$1,149,674	\$18,423	
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,601,069	\$73,731	\$0
													\$84,243		
													\$679,118	\$10,882	
													\$1,482,427	\$23,756	
													\$1,845,427	\$29,573	
													\$203,000		
													\$303,050		
													\$15,000		
													\$60,000		
													\$14,763	\$237	
													\$202,780	\$3,250	
													\$148,380	\$2,378	
													\$187,003	\$2,997	
													\$91,000		
													\$591,369		
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,907,560	\$73,073	\$0
													\$2,200,000	\$34,699	
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,200,000	\$34,699	\$0

Unit Size	2022 TCAC Threshold Basis Limits (TBL)	# of Units	Basis x Number of Units	TOTAL <b>UNADJUSTED</b> THRESHOLD BASIS LIMIT (TBL):	\$65,257,594
SRO/Studio	\$530,910	9	\$4,778,190	TOTAL <b>HCD</b> ADJ. THRESHOLD BASIS LIMIT:	\$101,942,590
1 Bedroom	\$612,134	34	\$20,812,556	Adjusted Threshold Basis Limit multiplied by 160%:	\$163,108,144
2 Bedrooms	\$738,400	23	\$16,983,200	HCD HIGH COST TEST RESULT FOR: 2550 Irving	87%
3 Bedrooms	\$945,152	24	\$22,683,648		
4+ Bedrooms	\$1,052,958	0	\$0	Total Eligible Basis	\$89,121,678

Manager Units in Project:	1	TOTAL UNITS:	90
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Costs Reasonable
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ADJUSTMENTS Cal Code of Reg §10327(c)(5)(A-F)

Yes/No

(A)	Adjustment for Projects paid in whole or part out of public funds subject to a legal requirement for the payment of state or federal prevailing wages or financed in part by a labor-affiliated organization requiring the employment of construction workers who are paid at least state or federal prevailing wages (20%).				Yes	\$13,051,519
	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 apprenticeshipable occupation in the building and construction trades (5%).				No	\$0
(B)	For New construction Projects required to provide parking beneath residential units (not "tuck under" parking) or through construction of an on-site parking structure of two or more levels (10%).				Yes	\$6,525,759
(C)	For Projects where a day care center is part of the development (2%).				No	\$0
(D)	For Projects where 100 percent of the units are for Special Needs populations (2%).				No	\$0
(E)	Project applying under §10325 or §10326 of the TCAC regulations that includes one or more of the features below (up to 10%).				No	\$0
(F)	Project requires seismic upgrading of existing structures, and/or requires toxic or other environmental mitigation as certified by the Project architect/ engineer (lesser of costs or 15% basis adjustment).				Yes	\$793,320
	If Yes, select type of work:	Environmental Mitigation	Enter Certified Costs of Work:	\$793,320		
(G)	Local development impact fees required to be paid to local government entities. Certification from local entities assessing fees also required. <b>WAIVED IMPACT FEES ARE INELIGIBLE.</b>				No	
(H)	Projects where at least 95% of the Project's upper floor units are serviced by an elevator (10%).				Yes	\$6,525,759
(I)	Projects wherein at least 95% of the building(s) is constructed as Type I as defined in the California Building Code, in which case, the Type III 10% increase below is not allowed (15%).				Yes	\$9,788,639
(J)	Projects wherein at least 95% of the building(s) is constructed as (1) a Type III as defined in the California Building Code, or (2) a Type III/Type I combination, in which case, the Type I 15% increase above is not be allowed (10%).				No	\$0
(K)	Projects within a county with an unadjusted 9% threshold basis limit for a 2-bedroom unit equal or less than \$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 #:	6075032602	Opportunity Map Resource Level:	High Resource

End of Document

## HCD 2022 Developer Fee Ca

Project Name: 2550 Irving

Project Phase: Origination

Proposed Project Type:

4% Credits New Cons

### Project's Developer Fee Summary

	Maximum
Max Developer Fee payable from development funding s	
Deferred Developer Fee payable on a priority basis	
Deferred Developer Fee payable exclusively i	

Total Budgeted or Actual Developer Fee:

\$2,200,000

Developer Fee Contril

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

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

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

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

Calculator - revised 06/08/2022

TCAC Project #

N/A

Instruction

	HCD Limit	Project Amt.	
Maximum Total Developer Fee - 2d	\$13,249,412	\$2,200,000	
Resources - lesser of 1e & 2d	\$2,200,000	\$2,200,000	
Resources from available Cash Flow	\$1,300,000	\$0	
Resources from Sponsor Distributions	\$9,749,412	\$0	

Contributed as Capital:

\$0

Deferred Developer Fee:

\$0

Resources use TCAC 9% rules

			\$2,200,000
	\$86,921,678	x 15% =	\$13,038,252
(2)(A)	\$0	x 5% =	\$0
	\$1,407,736	x 15% =	\$211,160
<b>12(c)(1) - lesser of 1a or (1b + 1c + 1d)</b>			<b>\$2,200,000</b>

Project meeting CDLAC §5230(f)(1)(B), TCAC §10327(c)(2)(E)?

No

10327(c)(2)(B)(i)

\$86,921,678 x 15% = \$13,038,252  
 \$1,407,736 x 15% = \$211,160

\$0 X 5% = \$0

**\$13,249,412**

\$2,200,000

and Contributed Developer Fee

\$0

\$2,200,000

**\$0**



<b>HCD UMR §8301(t): "Supportive Services"</b> - 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.							
<b>HCD UMR §8301(u): "Supportive Services Costs"</b> - 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:	90	Maximum cost baseline year:	2022	<b>Total Units</b>	<b>Max PUPY Expense</b>	<b>Max Costs</b>
(1) UMR §8314(e)(1): Total number of Supportive Housing (SH) Units anticipated to be restricted to individuals or families experiencing chronic homelessness as defined consistent with Health and Safety Code (HSC) §50675.14.					0	\$4,617	\$0
(2) UMR §8314(e)(2): Total number of Supportive Housing (SH) Units (other than those restricted to individuals or families experiencing chronic homelessness pursuant to HSC §50675.14), PLUS the total number of Units restricted to occupancy by Special Needs Populations (SNP)* under any HCD program.  See Appendix A – Defined Terms					37	\$3,461	\$128,057
(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.					52	\$283	\$14,716
<b>(5) Maximum Supportive Services Costs</b>					89		\$142,773

# HCD Reserve Requirements

<b>Project Name</b>	2550 Irving	<b>Number of Project Units:</b>	90
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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): \$500 per unit: (This is a placeholder for rehab projects and may be subject to higher amount)	\$57,934,688	\$347,608
		\$500	\$45,000
(b)	Replacement Reserve Amount = <i>New construction: lesser of (a) and (b); Rehab: (b)</i> HCD Required Replacement Reserve Amount - <i>included in "Operating budget" tab</i>		\$45,000
			\$45,000

## Operating Reserve Calculator

1	Total Operating Expenses Excluding On-Site Service Coordinator Salaries. <i>Operating Budget Cell (S107) minus Operating Budget Cell (S100)</i>				TAX CREDIT Project 3 Month Reserve Required	NON-TAX CREDIT Project 4 Month Reserve Required
	(a) Total Operating Expenses:	\$1,382,478	Amount subject to reserve calculation: <i>(a - b)</i>	\$1,332,478	\$333,120	\$444,159
	(b) Minus: On-Site Service Coordinator Salaries:	\$50,000				
2	Replacement Reserve amount from above: <i>(Cell AJ10)</i>			\$45,000	\$11,250	\$15,000
3	Debt Service (including all HCD 0.42% Fees and Bond Issuer Fee)					
	Name of Lender <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
	Chase Bank Conventional Permanent Loan Debt Service			\$238,822	\$59,706	\$79,607
	2nd Mortgage Debt Service (Specify)			\$0	\$0	\$0
	3rd Mortgage Debt Service (Specify)			\$0	\$0	\$0
	MHP .42% Fee			\$123,327	\$30,832	\$41,109
	Other HCD .42% (Specify)			\$0	\$0	\$0
	Other HCD .42% (Specify)			\$0	\$0	\$0
	Bond Issuer Fee			\$2,803	\$701	\$934
	Miscellaneous Financial Expenses (Specify)			\$0	\$0	\$0
	Other <i>(Specify)</i>				\$0	\$0
Totals			\$364,952	\$91,238	\$121,651	
UMR Required Operating Reserve Amount:					\$435,607	\$580,810

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

The project's Operating Reserve amount of \$451,970 is calculated based on the methodology for Tax Credit Project above, except that the base amount does not exclude the On-site Service Coordinator costs, and the base amount also includes the \$15,000 annual ground lease amount, because the tax credit investor will require these costs to be included in the 3 month operating reserve calculation.
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## Transition Reserve Calculator

1	a) Does the Project propose use of Project-based rental assistance?	Yes
	b) Subsidy Initial Contract Term: <i>(enter in years)</i>	20
	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.	-\$530,375
	d) Do any of the permanent development sources have loan terms that end at the same time or before the subsidies initial term?	Yes
	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>	\$238,822
	Total Transition Reserve Required: (c + e = Amount of negative Cash Flow, if Cash Flow is positive transition reserve is not required \$0 will show)	\$291,553
	<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 A138 is acceptable) AJ44 ÷ Sum of (AJ40 x 2%) + 1</i>	<b>\$208,252</b>
2	<b>If any part of the Transition Reserve is funded from Cash Flow:</b>	
	Enter amount capitalized in "Dev Budget SU": <i>(Cell D80)</i>	
	Enter how many years you are using Cash Flow to fund the reserve:	
	<b>Minimum annual amount that should be in Cash Flow: (Sum of (AJ44 - AJ47) ÷ AJ48)</b>	<b>\$0</b>

Comments:

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

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Cash Flow Analysis

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

		Proposed Rents															
INCOME FROM RENTAL UNITS		Inflation	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15
Restricted Unit Rents		2.5%	1,268,424	1,300,135	1,332,638	1,365,954	1,400,103	1,435,105	1,470,983	1,507,758	1,545,451	1,584,088	1,623,690	1,664,282	1,705,889	1,748,536	1,792,250
Unrestricted Units		2.5%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Tenant Assistance Payments			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
VASH		2.5%	337,620	346,061	354,712	363,580	372,669	381,986	391,536	401,324	411,357	421,641	432,182	442,987	454,061	465,413	477,048
		2.5%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Operating Subsidies		2.0%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other: SF LOSP		2.5%	329,374	339,791	350,712	362,032	373,765	385,926	398,531	411,595	425,136	439,169	453,714	468,788	484,410	500,601	517,380
GROSS POTENTIAL INCOME - HOUSING			1,935,418	1,985,986	2,038,062	2,091,566	2,146,537	2,203,017	2,261,050	2,320,677	2,381,945	2,444,898	2,509,586	2,576,057	2,644,361	2,714,550	2,786,678

OTHER INCOME			Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15
Laundry & Vending		2.5%	9,360	9,594	9,834	10,080	10,332	10,590	10,855	11,126	11,404	11,689	11,982	12,281	12,588	12,903	13,225
Other Income		2.5%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Commercial Income		2.5%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
GROSS POTENTIAL INCOME - OTHER			9,360	9,594	9,834	10,080	10,332	10,590	10,855	11,126	11,404	11,689	11,982	12,281	12,588	12,903	13,225
GROSS POTENTIAL INCOME - TOTAL			1,944,778	1,995,580	2,047,896	2,101,645	2,156,869	2,213,607	2,271,904	2,331,803	2,393,349	2,456,587	2,521,568	2,588,338	2,656,949	2,727,453	2,799,904

VACANCY ASSUMPTIONS			Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15
Restricted Units		5.0%	63,421	65,007	66,632	68,298	70,005	71,755	73,549	75,388	77,273	79,204	81,184	83,214	85,294	87,427	89,612
Unrestricted Units		5.0%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Tenant Assistance Payments		5.0%	16,881	17,303	17,736	18,179	18,633	19,099	19,577	20,066	20,568	21,082	21,609	22,149	22,703	23,271	23,852
Other: SF LOSP		0.0%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Laundry/Vending/Other Income		5.0%	468	480	492	504	517	529	543	556	570	584	599	614	629	645	661
Commercial Income		50.0%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL VACANCY LOSS			80,770	82,789	84,859	86,981	89,155	91,384	93,669	96,010	98,411	100,871	103,393	105,978	108,627	111,343	114,126
EFFECTIVE GROSS INCOME			1,864,008	1,912,791	1,963,037	2,014,665	2,067,714	2,122,223	2,178,236	2,235,792	2,294,938	2,355,716	2,418,175	2,482,361	2,548,322	2,616,111	2,685,777

OPERATING EXP & RESERVES			Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15
Residential Exp. (w/o Real Estate Taxes & Sup. Services)		3.5%	1,313,359	1,359,327	1,406,903	1,456,145	1,507,110	1,559,858	1,614,454	1,670,959	1,729,443	1,789,974	1,852,623	1,917,464	1,984,576	2,054,036	2,125,927
Real Estate Taxes		2.0%	7,429	7,578	7,729	7,884	8,041	8,202	8,366	8,534	8,704	8,878	9,056	9,237	9,422	9,610	9,802
Supportive Services Costs			61,690	63,232	64,813	66,433	68,094	69,797	71,541	73,330	75,163	77,042	78,968	80,943	82,966	85,040	87,166
Replacement Reserve		0.0%	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000
Other Reserves		0.0%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Ground Lease		0.0%	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
Commercial Expenses		3.5%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL EXPENSES & RESERVES			1,442,478	1,490,136	1,539,445	1,590,462	1,643,245	1,697,857	1,754,361	1,812,823	1,873,311	1,935,894	2,000,647	2,067,644	2,136,964	2,208,686	2,282,896
NET OPERATING INCOME			421,530	422,654	423,591	424,203	424,468	424,366	423,874	422,969	421,628	419,822	417,528	414,717	411,358	407,424	402,882

DEBT SERVICE			Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15
Chase Bank Conventional Permanent Loan Debt Service			238,822	238,822	238,822	238,822	238,822	238,822	238,822	238,822	238,822	238,822	238,822	238,822	238,822	238,822	238,822
Bridge Loan (repaid from Investor equity)			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2nd Mortgage Debt Service (Specify)			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3rd Mortgage Debt Service (Specify)			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
MHP .42% Fee			123,327	123,327	123,327	123,327	123,327	123,327	123,327	123,327	123,327	123,327	123,327	123,327	123,327	123,327	123,327
Other HCD .42% (Specify)			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other HCD .42% (Specify)			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Bond Issuer Fee			2,803	2,803	2,803	2,803	2,803	2,803	2,803	2,803	2,803	2,803	2,803	2,803	2,803	2,803	2,803
Miscellaneous Financial Expenses (Specify)			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Miscellaneous Financial Expenses (Specify)			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL REQUIRED DEBT SERVICE			364,952	364,952	364,952	364,952	364,952	364,952	364,952	364,952	364,952	364,952	364,952	364,952	364,952	364,952	364,952

CASH FLOW after all debt service		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15
		56,578	57,702	58,639	59,251	59,516	59,414	58,922	58,017	56,676	54,870	52,576	49,765	46,406	42,472	37,930

DEBT SERVICE COVERAGE RATIO	1.16	1.16	1.16	1.16	1.16	1.16	1.16	1.16	1.16	1.16	1.15	1.14	1.14	1.13	1.12	1.10
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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	23	23
(6) individuals who are experiencing Homelessness and individuals experiencing Chronic Homelessness as defined above in Appendix A	23	23

### Part I. Tenant Selection Narrative

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

#### Section 1: Tenant Selection Criteria

##### 1. Target Tenant Population and Eligibility Criteria

a. Do you use Housing First Practices?

Yes

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

Key criteria for eligibility and selection criteria include the following.

Income: In order for an applicant to be eligible for a unit, their gross annual income cannot exceed the maximum income limits for the property or program unit, as determined by the property's funding sources. Additionally, some properties require that the average of all tenant incomes stay below a particular income limit.

For all units with a flat monthly rent, TNDC's minimum income policy excludes applicants whose rent burden would exceed 50% of the household's gross monthly income (except where

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

After initial eligibility and conditional housing offer, the Applicant's household must meet any criminal screening standards. TNDC complies with San Francisco Police Code Article 49 – Fair Chance Ordinance:

▪ TNDC will conduct an individualized assessment and consider only "directly related" convictions and unresolved arrests in light of time elapsed, any evidence of rehabilitation, mitigating

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.](#)

Twenty-two units at 2550 Irving will be funded by the City and County of San Francisco through their Local Operating Subsidy Program (LOSP). TNDC will receive referrals from the Department of Homelessness and Supportive Housing, as facilitated through the Coordinated Entry System. Applicants are defined as eligible if they meet the definition of "Homeless or At-risk of Becoming Homelessness" as defined in the funding agreements. Verification of homelessness consists of an assessment in the Online Navigation System (ONE) system and/or a letter from an approved agency stating specifically that the household is homeless. Living in shelters, transitional housing, or treatment facilities qualify the person as homeless. If the

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

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

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

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

#### 2. Marketing/Outreach

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

TNDC's marketing and outreach for 2550 Irving will highlight the unit types and sizes, amenities, and neighborhood, as well as the financing sources for the project. There will be increased outreach to neighborhood organizations serving families in the general public. Advertising of TNDC units open to the general public includes, but is not limited to the following:

a. The creation of attractive and informative advertising flyers describing the available units (location, type of unit, cost, amenities and features, significant selection criteria such as minimum and maximum allowable incomes, available viewing days and times, contact information). These flyers will also be available in multiple languages.

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

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

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

## 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)	Individuals who are experiencing Homelessness and individuals experiencing Chronic Homelessness
2)	
3)	
4)	
5)	

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

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

Property Management Experience:
The Property Management Department – comprised of more than 300 employees - serves over 6,000 residents across approximately 3,800 units, all of which are located in Sa Francisco; nearly 900 of these units have a permanent supportive housing component.
Property Management oversees approximately \$65 million in annual revenue, and within the department, there are additional support roles to ensure the financial and physical

# Supportive Housing Experience

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

Enter the name of the entity qualifying for Sponsor experience:			Tenderloin Neighborhood Development Corporation		
<b>Supportive Housing Experience, §7302(f)</b>					
<b>(1) Sponsor Experience:</b> Sponsor must have at least two years of experience during the past five years owning or operating (under a long-term master lease or similar arrangement) a rental housing development with at least 10 units occupied by people experiencing Homelessness, with on-site Comprehensive Case Management services.					
Project Name and Address		# of units	Were units occupied by people experiencing Homelessness, with on-site Comprehensive Case Management services?	Experience Type	Year Owned or Operated
1	Kelly Cullen Community, 220 Golden Gate Ave., San Francisco, CA 94102	172	Yes	Owned	2014
2	Folsom & Dore Apts, 75 Dore Street, San Francisco, CA 94103	20	Yes	Owned	2014
3	Franciscan Towers, 217 Eddy Street, San Francisco, CA 94102	35	Yes	Owned	2014
File Name:	93. Sponsor/Applicant SOQ	Statement of Qualifications regarding owning and managing Supportive Housing Projects. Include list of Projects.		Uploaded to HCD Portal?	Yes
<b>(2) Property Manager Experience:</b> Property Manager must have managed for at least three years, rental housing developments with at least 10 units occupied by people experiencing Homelessness, with on-site Comprehensive Case Management services.					<b>Total Years:</b> 56.8
Project Name and Address		# of units	Were units occupied by people experiencing Homelessness, with on-site Comprehensive Case Management services?	# of months serving	
1	Kelly Cullen Community, 220 Golden Gate Ave., San Francisco, CA 94102	172	Yes	120	
2	Folsom & Dore Apts, 75 Dore Street, San Francisco, CA 94103	20	Yes	142	
3	Franciscan Towers, 217 Eddy Street, San Francisco, CA 94102	35	Yes	420	
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> 39.4
Project Name and Address or Description of other Experience			Did this experience serve the Target Population in Supportive Housing and include comprehensive case management?	# of units	# of months serving
1	Curran House, 145 Taylor Street, San Francisco, CA 94102		Yes	10	180
2	Ambassador, 55 Mason Street, San Francisco, CA 94103		Yes	62	212
3	Franciscan Towers, 217 Eddy Street, San Francisco, CA 94103		Yes	35	81
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:	Tenderloin Neighborhood Development Corporation
Lead Service Provider:	Tenderloin Neighborhood Development Corporation
Project Name:	2550 Irving
Project Address/Site:	2550 Irving Street
Project City:	San Francisco
Project County:	San Francisco
Name of Verifying Funding Agency:	San Francisco Department of Homelessness and Supportive Housing
Target Population(s):	Families and veterans experiencing homelessness

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

--

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

Yes

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

Yes

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

Yes

Dated: 7/6/2022

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


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Local Operating Subsidy Program (LOSP) unit referrals will come from a Community Queue maintained by the City and County of San Francisco and referred by the SF Department of Homelessness and Supportive Housing, as facilitated through the Coordinated Entry System. When walk-ins approach 2550 Irving staff about vacancies, staff will provide an information sheet that explains how to apply for both LOSP and non-LOSP units.

### 3. Characteristics of SNP

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

Tenant holds a lease in his/her name and is responsible for paying rent?

Yes

Tenant has his/her own room or apt. and is individually responsible for selecting a roommate in any shared tenancy?

Yes

Tenant may stay as long as he/she pays his/her share of rent and complies with the terms of his/her lease?

Yes

Unit is subject to applicable state and federal landlord tenant laws?

Yes

Participation in services or any particular service shall not be required as a condition of tenancy?

Yes

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

Not applicable

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

### Section 1: LSP

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

1. LSP name: Tenderloin Neighborhood Development Corporation

Relationship to Sponsor: Owner/Operator

How Long has the LSP been providing services to homeless: 26 years 0 months

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

19

**\$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?

>=3 years

**\$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?

>=3 years

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
San Francisco Veterans Affairs (VA)	Veterans are assigned social workers funded through the VA separately from the Supportive Services Budget
Describe how services will be coordinated	
Veterans are assigned social workers funded through the VA separately from the Supportive Services Budget. The Sponsor's Support Services staff have a collaborative relationship with the VA Social Worker. They communicate regularly regarding any challenges that might be arising on-site for the VASH tenants and they distinguish their roles clearly on a case by case basis.	
Agency Name	How Services will be Coordinated
Describe how services will be coordinated	
Agency Name	How Services will be Coordinated
Describe how services will be coordinated	

### Section 2: Best Practices in Service Delivery

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

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

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

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

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

Describe Critical Time Intervention:

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

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

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

Describe Trauma-Informed Care Strategies:

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

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

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

Describe Motivational Interviewing:

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

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

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

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

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

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

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

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

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

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

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

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

Describe case conferencing:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Describe process for receiving and resolving tenant grievances:

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

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

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

Describe appropriate responses to tenant crises:

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

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

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

Describe retention of tenants regardless of their use of substances:

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

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

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

Describe cultural competency:

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

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

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

### Part III. Supportive Services Detail

#### Section 1: Supportive Services Chart

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

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

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

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

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

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

## Section 2: Supportive Services Coordination

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

TNDC support services staff use a trauma informed care approach, a harm reduction philosophy, and a cultural humility lens, which places the tenant at the center and sees tenants as individuals and the experts of their own experience. Using this platform, support services staff will be able to better accommodate cultural, trauma-based, and disability related barriers to provide referrals and linkages to neighborhood resources. TNDC support services does not contract directly with these specific third party community services, but provides information and linkages to residents to neighborhood resources per the TNDC Service Agreement. Neighborhood community service organizations include: Sunset Neighborhood Beacon Center

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

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

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

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

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



## Part IV. Tenant Safety And Engagement

### Section 1: Tenant Engagement

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

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

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

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

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

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

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

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

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

While 2550 Irving is located on a dense urban infill site, the design makes use of every opportunity to foster a community within the building. The biophilic entry, generously sized and with ample greenery, leads residents into a spacious and sunlight-filled lobby. The reception area offers transparency welcoming residents into the building. Landscaping from the front of the building flows transparently and naturally into a matching interior. A large community room with full kitchen anchors the ground floor, with direct connection to a spacious landscaped courtyard. The community room is centralized and will serve as a known meeting space for all tenants; a place where they can watch TV, gather with neighbors, enjoy the courtyard from a

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

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

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

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

### Section 2: Safety and Security

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

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

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

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

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

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

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

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

TNDC believes that prevention of workplace violence begins with recognition and awareness of potential early warning signs and has established procedures within Human Resources for

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

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

6. Describe your guest/visitor policy for residents.

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

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

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



## Part V. Staffing

### Section 1: Staffing Chart

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

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

Title	Minimum requirements	Total FTE:	0.7	Total FTE:	1.4	Employing Organization	Location
List each staff position	Enter a summary of required staff's experience and education. Note: doesn't take the place of the job description or duty statement.	Indicate FTE staff positions for all project units (half-time is 0.5 FTE)		Indicate FTE staff positions for SH/SNP (half-time is 0.5 FTE)		This could be the LSP, Sponsor or a Project Partner	Select "On-Site" or "Off-Site"
Resident Services Coordinator	(Social Worker II) Bachelor's Degree in Social Work or a related field, at least 2 years of experience working with very low-income people in a social service setting, at least 2 years of experience working with families, demonstrated knowledge and understanding of substance abuse and mental health issues (Social Worker - Site Supervisor) Master's Degree in Social Work, at least 2 years of experience working with very low income people in a social service setting, at least 2 years of experience working with individuals and families, at least one year of experience providing supervision to staff, demonstrated (Senior Director of Tenant and Community Services) A bachelor's degree or equivalent combination of education, training, or experience in support services. Eight years' experience in tenant and/or community services working with people with low-incomes and people of color. Two years' experience managing (Director of Supportive Housing Services) Bachelors Degree in Social Work or related field. Five years experience managing social service programs. Three years supervisory experience. Three years of experience in program development. Three years of Contract Management experience.	0		1		Lead Service Provider	On-Site
Resident Services Coordinator	(Community Impact Analyst & Manager) Master's Degree in Public Administration, Social Work, Public Health, or related field. Bachelor's Degree in Public Administration, Social Work, Public Health, or related field and 5 years demonstrate experience related to contract management and compliance in (Tenant and Community Services Administrative Coordinator) BA/BS degree with two years related experience or two-year associate degree with four years related experience and proficiency in MS Office including: Outlook, Word, Excel, Power Point.	0.5		0		Lead Service Provider	On-Site
HMIS Admin.	(Support Services Manager - Families) LCSW or MSW pursuing LCSW; MS/MS pursuing MFT; LPCC or MS/MA pursuing LPCC, or MPH; 4 years of experience providing direct services to families with very low-income; 3 years of experience Supervising Social Work staff. Current working knowledge of community-based (VA Social Worker) Meets the qualification standard for the GS-12 Senior Social Worker as defined in See VA Handbook 5005/120, dated September 10, 2019, Social Worker Qualification Standard GS-185 Veterans Health Administration: The GS-12 Senior Social Worker is required to hold a master's	0.02		0		Lead Service Provider	Off-Site
HMIS Admin.		0.05		0		Lead Service Provider	Off-Site
HMIS Admin.		0.01		0		Lead Service Provider	Off-Site
HMIS Admin.		0.03		0		Lead Service Provider	Off-Site
HMIS Admin.		0.13		0		Lead Service Provider	Off-Site
Case Manager		0		0.4		Project Partner	Off-Site
File Name:	90. Duty Stmt1, Duty Stmt2, Duty Stmt3, Duty Stmt4	Staff Duty Statements (all providers).				Uploaded to HCD Portal?	Yes

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

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

### Section 2: Staffing Ratios

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

a.	Total Project Units (not including managers)	89
b.	Total FTE Service Staff from the Staffing Chart (cells V243-V252)	2.14
c.	Number of units per FTE Staff Person (a÷b)	41.59

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
Maximum Case Mgr. Ratio	1:20	1:25	1:40
<b>SH Chronic Homeless Case Manager Staffing Ratio</b>			
a.	Total units for SNP Chronic Homeless		0.00
b.	Total case manager FTE devoted to tenants		0.00
c.	Number of units per case manager FTE (a÷b)		0.00
<b>SNP Homeless with Disability Case Manager Staffing Ratio</b>			
d.	Total units for SNP Homeless with Disability per §7301(z)		0.00
e.	Total case manager FTE devoted to tenants		0.00
f.	Number units per case manager FTE (e÷f)		0.00
<b>SNP Other Case Manager Staffing Ratio</b>			
g.	Total units for SNP Other per §7301(z)		37.00
h.	Total case manager FTE devoted to tenants		1.40
i.	Number of units per case manager FTE (g÷h)		26.43

## Part VI. Supportive Services Budget

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

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

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

Income Source/Program Name			Amount	Type	Status	% of Total Budget
San Francisco Dept. of Homelessness & Supportive Housing			\$148,192	Cash	Committed	59.27%
Operating Budget			\$62,140	Cash	Committed	24.85%
VA Social Worker -Separate from Operating Budget			\$39,699	Cash	Committed	15.88%
						0.00%
<b>Total Revenue:</b>			<b>\$250,031</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.)						
Social Worker	FTE:	1.00	\$65,000	Cash	Intend to Fund or Provide	26.00%
Social Worker/Site Supervisor	FTE:	0.50	\$38,000	Cash	Intend to Fund or Provide	15.20%
Senior Director of Tenant & Community Services	FTE:	0.02	\$5,640	Cash	Intend to Fund or Provide	2.26%
Director of Supportive Housing Services	FTE:	0.05	\$10,532	Cash	Intend to Fund or Provide	4.21%
Community Impact Analyst & Manager	FTE:	0.01	\$1,514	Cash	Intend to Fund or Provide	0.61%
Administrative Coordinator	FTE:	0.03	\$1,430	Cash	Intend to Fund or Provide	0.57%
Supportive Services Manager - Families	FTE:	0.13	\$16,184	Cash	Intend to Fund or Provide	6.47%
VA Social Worker	FTE:	0.40	\$39,699	In-kind	Committed	15.88%
	FTE:					0.00%
	FTE:					0.00%
Fringe Benefits						
						0.00%
<b>Total Staff Expenses</b>			<b>\$177,999</b>			<b>71.19%</b>
Tenant Transportation			\$1,200	Cash	Intend to Fund or Provide	0.48%
Equipment			\$1,680	Cash	Intend to Fund or Provide	0.67%
Supplies			\$4,000	Cash	Intend to Fund or Provide	1.60%
Travel						0.00%
Office Rent/Occupancy Costs (don't include rent/leasing costs for SH units)						0.00%
Training			\$1,500	Cash	Intend to Fund or Provide	0.60%
Supportive Services Administrative Fees - Home Office			\$29,249	Cash	Intend to Fund or Provide	11.70%
Program Expense			\$6,240	Cash	Intend to Fund or Provide	2.50%
Payroll Fees and Indirect Costs			\$24,939	Cash	Intend to Fund or Provide	9.97%
Consultants			\$2,774	Cash	Intend to Fund or Provide	1.11%
Program Expense - Food Bank (Food Pantry)			\$450	Cash	Intend to Fund or Provide	0.18%
<b>Total Expenses</b>			<b>\$250,031</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	37
b.	Total supportive service expenses	\$250,031
c.	Total Supportive Service Expenses per unit (b÷a)	\$6,758

##### Total MHP Assisted Units

d.	Total MHP Assisted SNP units	23
e.	Percentage of MHP SNP Assisted units (d÷a)	62.16%
f.	Total Estimated costs attributed to MHP SNP assisted units (b÷e)	\$155,425

### Section 2: Budget Narrative and Funding Commitments

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

The budgeted amounts for 1.5 FTE social workers at this property are adequate to provide the supportive services detailed in the Supportive Services Plan. With assistance, oversight, and management by a Community Impact Analyst & Manager (managing compliance, evaluations, contracts, and related trainings), a Tenant & Community Service Administrative Coordinator (education and training, guidance, assistance with difficult or complicated situations), and overall oversight by the Director of Supportive Housing Services and Sr. Director of Tenant & Community Services, we are confident that with this staffing and budget, we will provide appropriate services to Supportive Housing units. This staffing pattern promotes self-sufficiency and independence while fostering the growth and development of a safe and supportive residential community for the target population.

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

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

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

Not applicable

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

Not applicable

### Section 3: Service Funding History Table:

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

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

#### Section 1: Measurable Outcomes

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

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

Category	Outcomes	Outcome Objectives
<b>Residential Stability:</b> tenants maintain permanent housing (see examples in cell comments to the right)	Tenants will participate in the support services desired and needed to maintain their housing.	On a monthly basis, 100% of households who showed housing instability received Supportive Services. On an annual basis, at least 85% of tenant lease violations will be resolved without a loss of housing to tenants. On annual basis, at least 90% of tenants maintain their housing for a minimum of 12 months, move to other permanent housing, or graduate to independent living.
<b>Increased Skills and/or Income:</b> tenants gain job-related skills, participate in job-related training and/or education, gain stipend part-time or full-time supported employment, gain access to mainstream service/income support programs for which they are eligible (see examples in cell comments to the right)	Tenants will receive the referrals desired to develop skills, increase income, and access the mainstream resources for which they are eligible.	100% of households will be assessed for income and/or public benefit opportunities within 60 days of move-in. 75% of tenants assessed with needs related to medical care, mental health, substance use, benefits and other income assistance will develop a service plan within the first 6 months of move-in. 50% of all referrals to employment and training programs will result in a job or training placement within 60 days.
<b>Greater Self-Determination:</b> tenants gain daily living skills and ability to plan and advocate for themselves to maximize independence and self-sufficiency (see examples in cell comments to the right)	Tenants will create individualized service plans that outline self-determined goals.	On an annual basis, 100% of households with planned exits from the program will be engaged to create a comprehensive exit plan and ensure continuity of services. At least 80% of tenants completing an annual survey will be satisfied or very satisfied with supportive services. 80% of tenants who complete a self-determination plan will have a plan in place.

#### Section 2: Plan for Evaluation

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

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

End of Document

CASHFLOW AFTER DEBT SERVICE		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15
Asset Mgmt./Similar Fees		35,368	36,606	37,887	39,213	40,586	42,006	43,476	44,998	46,573	48,203	49,890	49,765	46,406	42,472	37,930
Deferred Developer Fee prior to Distributions & Residual Receipt Payments		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Cash Available for Residual Receipts Loans and Sponsor Distributions		21,210	21,096	20,752	20,038	18,931	17,408	15,446	13,019	10,103	6,667	2,686	0	0	0	0
Sponsor Distributions	50%	10,605	10,548	10,376	10,019	9,465	8,704	7,723	6,510	5,051	3,334	1,343	0	0	0	0
HCD Residual Payment	50%	10,605	10,548	10,376	10,019	9,465	8,704	7,723	6,510	5,051	3,334	1,343	0	0	0	0
Other Residual Payments	0%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Residual Payments	0%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Residual Payments	0%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Residual Payments	0%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Max Asset Mgmt./Similar Fees	3.5%	35,368	36,606	37,887	39,213	40,586	42,006	43,476	44,998	46,573	48,203	49,890	51,636	53,443	55,314	57,250
Cumulative Paid Deferred Dev. Fee		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Total Deferred Developer Fee Budgeted for Payment Prior to Distributions and Residual Receipt Payments	
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Year 16	Year 17	Year 18	Year 19	Year 20
1,837,056	1,882,983	1,930,057	1,978,309	2,027,766
0	0	0	0	0
0	0	0	0	0
488,974	501,199	513,729	526,572	539,736
0	0	0	0	0
0	0	0	0	0
534,768	552,788	571,463	590,815	610,869
2,860,799	2,936,969	3,015,249	3,095,696	3,178,372

Year 16	Year 17	Year 18	Year 19	Year 20
13,556	13,895	14,242	14,598	14,963
0	0	0	0	0
0	0	0	0	0
13,556	13,895	14,242	14,598	14,963
2,874,355	2,950,864	3,029,491	3,110,294	3,193,335

Year 16	Year 17	Year 18	Year 19	Year 20
91,853	94,149	96,503	98,915	101,388
0	0	0	0	0
24,449	25,060	25,686	26,329	26,987
0	0	0	0	0
678	695	712	730	748
0	0	0	0	0
116,979	119,904	122,901	125,974	129,123
2,757,375	2,830,961	2,906,590	2,984,320	3,064,212

Year 16	Year 17	Year 18	Year 19	Year 20
2,200,334	2,277,346	2,357,053	2,439,550	2,524,934
9,998	10,198	10,402	10,610	10,823
89,346	91,579	93,869	96,215	98,621
45,000	45,000	45,000	45,000	45,000
0	0	0	0	0
15,000	15,000	15,000	15,000	15,000
0	0	0	0	0
2,359,678	2,439,124	2,521,324	2,606,376	2,694,378
397,697	391,837	385,266	377,944	369,834

Year 16	Year 17	Year 18	Year 19	Year 20
238,822	238,822	238,822	238,822	238,822
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
123,327	123,327	123,327	123,327	123,327
0	0	0	0	0
0	0	0	0	0
2,803	2,803	2,803	2,803	2,803
0	0	0	0	0
0	0	0	0	0
364,952	364,952	364,952	364,952	364,952

Year 16	Year 17	Year 18	Year 19	Year 20
32,745	26,885	20,314	12,992	4,882

1.09	1.07	1.06	1.04	1.01
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Year 16	Year 17	Year 18	Year 19	Year 20
32,745	26,885	20,314	12,992	4,882
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
59,254	61,328	63,474	65,696	67,995
0	0	0	0	0

## 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: 111.00

Total Universal Possible Score: 113

Tiebreaker Score: 1.110162

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

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

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 47

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.

			Provide d	10% Units Req.	Cum. Req.	Extra / Over	Cum. Prov.	
5 Bedroom Restricted Units	0	ELI Units Provided	0	0	0	0	0	TRUE
4 Bedroom Restricted Units	0	ELI Units Provided	0	0	0	0	0	TRUE
3 Bedroom Restricted Units	24	ELI Units Provided	11	3	3	8	11	TRUE
2 Bedroom Restricted Units	23	ELI Units Provided	12	3	6	9	23	TRUE
1 Bedroom Restricted Units	33	ELI Units Provided	19	4	10	15	42	TRUE
0 Bedroom Restricted Units	9	ELI Units Provided	5	0	10	5	47	TRUE
Restricted Units:	89	Total ELI Units provided	47	Complies with bedroom size distribution?				TRUE

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

15.00

(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.

5.00

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	25.56%	Total population of Super NOFA Assisted Units	25.56%
Percentage of Agricultural Households Units	0.00%		
Percentage of VHHP Transitional or Supportive Housing Units.	0.00%		

Is Project a rehabilitation Project?	FALSE	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"?	FALSE	
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	Tenderloin Neighborhood Development Corporation
Description of the entity qualifying for experience:	Sponsor

Is the Sponsor or Applicant a "Community-Based Developer"? See Appendix A – Defined Terms	Yes
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:

- (A) 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:

<b>Ten (10) Points.</b> - 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
<b>Fifteen (15) Points.</b> - 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
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**For Special Needs Projects:**

<b>Fifteen (15) Points.</b> - Four (4) or more <u>special needs</u> 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
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**For Community-Based Developers:**

<b>Fifteen (15) Points.</b> - 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.	15.00
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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	5		
1 Rosa Parks Apartments	1251 Turk Street, San Francisco, CA 94115	Other	4% TCAC	TRUE	11/20/18	TRUE	FALSE	TRUE	
2 O'Farrell Towers	477 O'Farrell Street, San Francisco, CA 94102	Other	4% TCAC	TRUE	9/13/17	TRUE	FALSE	TRUE	
3 Sala Burton Manor	430 Turk Street, San Francisco, CA 94102	Other	4% TCAC	TRUE	1/12/17	TRUE	TRUE	TRUE	
4 350 Ellis Street (Ellis Gardens)	350 Ellis Street, San Francisco, CA 94102	Special Needs	4% TCAC	TRUE	6/3/19	TRUE	FALSE	TRUE	
5 939 & 951 Eddy (Eddy Street Apartments)	939 Eddy Street and 951 Eddy Street, San Francisco, CA 94109	Other	4% TCAC	TRUE	3/17/17	TRUE	TRUE	TRUE	

6	Clementina Towers	320 - 330 Clementina Street, San Francisco, CA 94103	Other	4% TCAC	TRUE	5/22/19	TRUE	FALSE	TRUE	
7	Curran House	145 Taylor Street, San Francisco, CA 94102	Special Needs	4% TCAC	TRUE	9/30/05	TRUE	TRUE	TRUE	
8	Franciscan Towers	217 Eddy Street, San Francisco, CA 94102	Special Needs	4% TCAC	TRUE	8/31/15	TRUE	TRUE	TRUE	
9	Folsome & Dore	75 Dore Street, San Francisco, CA 94103	Special Needs	4% TCAC	TRUE	2/28/05	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 " <b>Property Management Company</b> " Qualifying for Experience:					Tenderloin Neighborhood Development Corporation				
(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:									
<b>Three (3) points.</b> - 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				
<b>Five (5) points.</b> - 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				
<b>For Special Needs projects and for Community-Based Developers, points are available as described above or as follows:</b>									
<b>For Special Needs Projects:</b>									
<b>Five (5) Points.</b> - Four (4) or more <u>special needs</u> 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				
<b>For Community-Based Developers:</b>									
<b>Five (5) Points.</b> - 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.					5.00				
Tenderloin Neighborhood Development Corporation - are you contracting with a bona-fide management company?					No				

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
				14	14			14		
1	Willie B Kennedy Apartments	1239 Turk Street, San Francisco, CA 94115	Other	4% TCAC	TRUE	9/12/16	9/12/16	TRUE	TRUE	
2	Rosa Parks Apartments	1251 Turk Street, San Francisco, CA 94115	Other	4% TCAC	TRUE	10/20/18	10/20/18	TRUE	TRUE	
3	O'Farrell Towers	477 O'Farrell Street, San Francisco, CA 94102	Other	4% TCAC	TRUE	9/13/17	9/13/17	TRUE	TRUE	
4	Sala Burton Manor	430 Turk Street, San Francisco, CA 94102	Other	4% TCAC	TRUE	1/12/17	1/12/17	TRUE	TRUE	
5	626 Mission Bay	626 Mission Bay Blvd N, San Francisco, CA 94158	Other	HCD - Regulated	TRUE	10/24/18	10/24/18	TRUE	TRUE	
6	1036 Mission Street	1036 Mission Street, San Francisco, CA 94103	Special Needs	HCD - Regulated	TRUE	10/16/18	10/16/18	TRUE	TRUE	
7	350 Ellis Street (Ellis Gardens)	350 Ellis Street, San Francisco, CA 94102	Special Needs	4% TCAC	TRUE	6/3/19	6/3/19	TRUE	TRUE	
8	939 & 951 Eddy (Eddy Street Apartments)	939 Eddy Street and 951 Eddy Street, San Francisco, CA 94109	Other	4% TCAC	TRUE	3/17/17	3/17/17	TRUE	TRUE	
9	Clementina Towers	320 - 330 Clementina Street, San Francisco, CA 94103	Other	4% TCAC	TRUE	5/22/19	5/22/19	TRUE	TRUE	
10	AR Preservation, L.P.	230 Eddy Street, San Francisco, CA 94102	Other	HCD - Regulated	TRUE	12/31/04	12/31/04	TRUE	TRUE	

11	MM Preservation, L.P.	174 Ellis Street, San Francisco, CA 94102	Other	HCD - Regulated	TRUE	12/31/03	12/31/03	TRUE	TRUE	
12	Curran House	145 Taylor Street, San Francisco, CA 94102	Special Needs	HCD - Regulated	TRUE	9/30/05	9/30/05	TRUE	TRUE	
13	Franciscan Towers	217 Eddy Street, San Francisco, CA 94102	Special Needs	HCD - Regulated	TRUE	8/31/15	8/31/15	TRUE	TRUE	
14	Folsome & Dore	75 Dore Street, San Francisco, CA 94103	Special Needs	HCD - Regulated	TRUE	2/28/05	2/28/05	TRUE	TRUE	
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.				5.00
Sponsor or Applicants certifies to meet the requirements stated at paragraph (A) above?				Yes
File Name:	54. Const EFC #1, #2, etc.	Provide all commitment letters or other evidence documenting construction financing commitments.	Uploaded to HCD Portal?	Yes
(B) Five points will be awarded for evidence of Enforceable Funding Commitments for <b>all permanent financing</b> , grants, project-based rental assistance, and 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.				5.00
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.				Yes
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."				Yes
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.				5.00
Sponsor or Applicants certifies to meet the requirements stated at paragraph (i) above? <input checked="" type="checkbox"/> Yes Project eligible for ministerial approval?				Yes
ii 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.				0.00
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.				Yes
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?	No
iii One (1) point will be awarded for a letter signed by a planner certified by the American Institute of Certified Planners indicating 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.				0.00
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.				No
(B) Environmental Approvals - Two (2) points 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?				N/A
Please explain why this section is "N/A" to the proposed project:				
The Project has been determined eligible for SB-35 and therefore does not require CEQA review.				
(3) Organizational Documents				
Three (3) points 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.				3.00
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?				Yes
(4) TCAC Hybrid Projects				
Five (5) points 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.				0.00
Is Project utilizing low-income housing tax credits that will be part of an Application to TCAC seeking hybrid tiebreaker incentives?				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
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<b>F. Adaptive Reuse / Infill / Proximity to Amenities / Sustainable Building Methods (21 points maximum)</b>				<b>21.00</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.				
<p>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 (1) 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:</p> <p>(A) Located on a site where (Select from below menu).</p> <p>ii. At least 75 percent of the perimeter of the site's adjoining parcels that are developed with Urban Uses (residential, commercial, industrial, public institutional, transit or transportation passenger facility use, or retail use, or any combination of those uses) but not including lands used for agricultural uses or parcels in excess of 15,000 square feet in size and containing only one single family residence, or is separated from parcels that are developed with Urban Uses only by an improved public right-of-way. In calculating this percentage, perimeters bordering navigable bodies of water and improved Parks shall not be included.</p> <p>(B) Developed at average residential Net Densities on the parcels to be developed that are equal to or greater than the densities described below.</p>				5.00
<p>Select from dropdown list</p> <p>iv. For a jurisdiction in a metropolitan county: sites allowing at least 45 Units per acre.</p>				45
Net Density: housing Units per acre		233.9	Is Net Density equal to or greater than required?	
Total site area in square feet		19,166	Yes	
Less qualified site deductions in square feet				
Public streets			0 bedroom Net Density calculation	
Public sidewalks			1 bedroom Net Density calculation	
Public Open Space			2 bedroom Net Density calculation	
Public drainage facilities			3 bedroom Net Density calculation	
Net site area in acres (43,560 square feet per acre)		0.44	4+ bedroom Net Density calculation	
			0	
			Commercial square feet 0	
			0.7 Commercial Net Density calculation	
			0	
			Adjusted Net Density as a percentage of required density	
			519.70%	
(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).				5.00
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?	Yes
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?	Yes
(b) A Project within one-quarter mile of a Transit Station or Major Transit Stop shall receive 1 point.				1.00
Is Project located within one-quarter mile of a Transit Station or Major Transit Stop?				Yes
Transit point must be for a Transit Stop or Major Transit Stop and distance must be measured by a Walkable Route.				
File Name:	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.	Uploaded to HCD Portal?	Yes
(3) Broadband access. Five (5) points will be awarded for projects meeting the following requirements:				5.00
Sponsor or Applicants certifies that residential dwelling Units are capable of accommodating broadband service with at least a speed of 100 megabits (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; and				Yes
(b) 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 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?	Yes
(4) Sustainable building methods. Points will be awarded based on the following: (up to a maximum of five (5) points)				5.00
(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.				2.50
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?	Yes
(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.				2.50
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?	Yes



<p>A Project with less than 50 percent of the land area is within a Transit Priority Area shall receive <b>2.5 points</b>. 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.</p>				2.50
Sponsor or Applicants certifies that the Project in which not less than 50 percent of the land area is within a Transit Priority Area?				Yes
File Name:	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.	Uploaded to HCD Portal?	Yes
<p><b>(d) Five (5) points</b> 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:</p> <p>Sponsor or Applicants certifies that the Project will meet Green building status beyond State mandatory building code requirements as verified?</p>				0.00
Select "green building status" from the dropdown list.				No
N/A				
<p><b>(e) Three (3) points</b> 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.</p> <p>Sponsor or Applicants certifies that the Project will achieve near electrification as described above?</p>				0.00
				No
<p><b>(f) Five (5) points</b> will be awarded for Projects that are powered entirely through electricity with no connections to natural gas infrastructure.</p> <p>Sponsor or Applicants certifies that the Project will be powered entirely through electricity with no connections to natural gas infrastructure as described above?</p>				5.00
				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?	Yes

G. Cost Containment (5 points maximum)					5.00	
A Project shall receive <b>one (1) point</b> for each full percent that the project's eligible basis is less than the project's adjusted threshold basis limit, <b>up to a maximum of (5) points</b> . The percentage is calculated by dividing the project's eligible basis by the <b>project's adjusted</b> threshold basis limit.						
Project's total eligible basis			\$89,121,678		Percentage 42.18%	
For purposes of this subdivision, a <b>project's adjusted threshold basis limit</b> 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			\$154,148,665			
Total Units		90				
Including a boost from <b>TCAC §10327 (c)(5)(c)</b> , but not more than 80%.						
1%	Above 35%, <= 50% AMI	Units	30	Boost	33.00%	Limitation 80.00%
2%	At or below 35% AMI	Units	47	Boost	104.00%	
Projects TOTAL <b>HCD</b> ADJ. THRESHOLD BASIS LIMIT:				\$101,942,590		80% Boost - Adjusted threshold basis limit (ATBL) \$52,206,075
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

<b>H. Tiebreaker Score</b>				<b>1.110162</b>
<p>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.</p>				
<p><b>1</b> Lowest weighted average affordability of all residential Units.</p> <p>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.</p> <p>For purposes of this calculation:</p> <ul style="list-style-type: none"> <li>Units with federal project-based rental assistance shall be assigned targeted rent levels of 30 percent AMI regardless of their actual income targeting; and</li> <li>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.</li> </ul> <p><b>b.</b> Add the products calculated pursuant to the previous paragraph.</p> <p><b>c.</b> 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.</p> <p><b>d.</b> Subtract (C) from 1.0.</p>				
				38.58%
				61.42%
<p><b>2</b> Leverage of other funds.</p> <p><b>a.</b> 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.</p> <p><b>b.</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.</p>				

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.

- 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.

**If the contract does not specify an annual subsidy amount:**

Aggregate Subsidy Amount:

\$6,638,450

Number of Years in the Subsidy Contract:

15

Average Annual Operating Subsidy Amount:

\$442,563

- d. Add the sum of all eligible soft funds as set forth in paragraphs (a.), (b.) and (c.).

\$32,864,469

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

30.85%

**Total Development Cost**

\$106,533,068

- 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)

18.75%

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

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



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

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

---

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

§7302. Eligible Project.

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

Per §7304(b)(1) Sponsor/Applicant certifies that all new construction projects must include at least one (1) Restricted Unit, and a minimum of 10 percent (10%) of the Restricted Units with hearing or vision impairment.


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

- (1) ✓
- (5) ✓
- (A) ✓
- (B) ✓
- (C) ✓
- (D) Sponsor certifies to provide a Supportive Services plan consistent with 16 CFR 80.10
- (E) ✓

(g) Special Needs Projects must demonstrate integration of targeted populations with the general population.

- (1) Sponsor acknowledges to physically integrating Restricted Units for people with disabilities, consistent with 24 Code of Federal Regulations 80.10
- (2) Sponsor acknowledges in Projects with more than 20 Units, have no more than 10 percent (10%) of the Restricted Units with hearing or vision impairment, to occupancy of any Project Units by persons with disabilities, or restrictions by more than 50 percent of total Project Units being restricted to persons with disabilities for demonstrating Olmstead compliance adopted by counties and approved by the Department.

(h) Assisted Unit Requirements:





- (1) Sponsor acknowledges where multiple Department programs assist the Project, the total non-VHHP regulatory authority shall not exceed 49 percent of the Project's total units.
- (2) Sponsor acknowledges that in jurisdictions having Article XXXIV authority, the total regulatory authority, up to 100 percent of the Project's total units.
- (3) Sponsor acknowledges that the Units regulated by the Department, including:
- (j) Multiple Department Funding Sources:
  - (1) Use of multiple Department funding sources on the same Assisted Units is prohibited. Sponsor acknowledges the HCD Repeal of Stacking Prohibition of Multiple Department Funding Sources comprised of no more than two (2) development projects on a single Project. Housing related infrastructure grants are those grants from the following sources: - Housing Related Infrastructure (HRI) grants, Transit Oriented Development (TOD) grants, and infrastructure grant programs (IIG-2007 and IIG-2019).
  - (2) Sponsor acknowledges that "Department Funding Sources" do not include:
    - (A) Offsite infrastructure funds; or
    - (B) Existing loans or grants under any Department funding source listed above as an acquisition and Rehabilitation project.
  - (3) Sponsor acknowledges additional limitations on use of multiple Department funding sources.
  - (4) Sponsor acknowledges that limits on Department Funding, including loan or grant amounts, are specified in the NOFA.
- (k) 

Sponsor Comments:

This project meets the Large Family housing type. The Project serves Special Needs population.

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

§7303. **Eligible Sponsor.**

- (a) 
- (b) 
- (c) 
- (d) 

(1) N/A

(2) Yes, Emerging Developer is the Sponsor

(3) N/A

Sponsor shall demonstrate capacity to acquire, develop, and own affordable rental housing; have adequate staff, capital, assets, and other resources to efficiently meet the operational needs of the Rental Housing Development; and to satisfy all legal requirements and obligations of the funds.

- (e) of the Rental Housing Development; and to satisfy all legal requirements and obligations of the funds.



Sponsor certifies to demonstrate capacity to acquire, develop, and own affordable Rental Housing Development. Alternatively, if the Department's funding disbursement is direct and continuing control over such special purpose entity in accordance with restriction on the Rental Housing Development. Sponsor shall certify that it will at full term set forth in the Standard Agreement.

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

Sponsor Comments:

N/A

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

**§7304. Eligible Use of Funds.**

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

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

Sponsor acknowledges that except as provided in section §7304(b)(8), no Program

- (c) or Commercial Space. A Manager's Unit may be considered a Restricted Unit for Rental Housing Development consists of Restricted Units, the Program loan amount shall

Sponsor Comments:

N/A

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

**§7317. Application Process.**

Sponsor acknowledges §7317(a-g)

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

- (a) Sponsor acknowledge to comply with MHP §7318(a)
- (b) An application shall be deemed complete when:
  - (1) ✓
  - (2) Sponsor certifies that the application meets all threshold requirements, as set

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

Sponsor acknowledges that during the application review, Department staff will score the application. If documents required for scoring are not included, the application will be scored. If documents, as set forth in the NOFA or application, may adversely affect the application submission deadline will not be considered unless specifically requested.

- (c) Sponsor certifies that the application includes authorizing resolutions of the governing body. If the Sponsor(s) are individuals shall be provided, and must be approved by the Department.

Sponsor acknowledges that applications shall be evaluated for compliance with the applicable statutes, and scored based on the application scoring criteria listed in the University of Maryland System NOFA. Points shall be selected for funding, provided that they meet all threshold and eligibility criteria.


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

FALSE

- (f) 

Sponsor Comments:


N/A

- (e) 

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

- (f) Funding Commitments, market study, Project proforma, sources and uses statement, and proposed housing development?

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

- (h) 

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

- (j) 

Sponsor certifies that projects with Special Needs Units shall provide services suitable for the needs of the Project tenants.

- (k) Sponsor certifies that projects with Special Needs Units shall demonstrate a specific, feasible plan for delivery and funding of those services, including funding sources, pursuant to §7310?

File Name:	06. Integration Plan	For Special Needs Projects provide an Integration Plan. Sponsor/Applicant will meet MHP §7302(g).
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- (l) Sponsor certifies that projects that **do not include Special Needs Units** shall provide a list of service amenities, as set forth in CCR Title 4 Section 10325(c)(4)(B)?

File Name:	105. Service Amenity List	List of service amenities qualify number of service hours, and a
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- (m) Sponsor certifies that the Project complies with the restrictions on demolition as set forth in the NOFA.
- (n) Sponsor certifies that the Project complies with the site control requirements as set forth in the NOFA.

Where site control is in the name of another entity, the Applicant shall provide documentation of the following:

- (1) (e.g. a purchase and sale agreement, an option, a leasehold interest/option, a deed from a public agency for the acquisition of the site), which clearly demonstrates that the Applicant has acquired the site.

Where site control will be satisfied by a long-term ground lease, the Department shall require the following:

- (2) which shall be entered into by and among the ground lessor, the ground lessee, and the Department, and shall be recorded against the fee interest in the Project property.

- (3) Sponsor acknowledges that for projects developed in Indian country, the following requirements apply:

- (A) Where site control is a ground lease, the lease agreement between the Tribe and the Applicant shall be recorded against the fee interest in the Project property.

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

- (o) Sponsor certifies that the Project complies with accessibility and fair housing obligations.

Sponsor Comments:

N/A

**In addition to the Threshold Requirements above, Sponsor(s) acknowledge, understand, and agree to the following:**

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

§7324 Defaults and Loan Cancellations

Yes

§7325 Management and Maintenance

Yes

§7326 Reporting Requirements

Yes

§7327 Annual Operating Budget and Schedule of Rental Income

Yes

Sponsor comments:

N/A

End of D

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[Click here](#)

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

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

omments" box at the end of each Guideline Section.

on demonstrates that all the following threshold requirements have been met:

---

Yes

st provide a minimum of 15 percent (15%) of the Restricted Units with mobility  
g and vision features.

Yes

the requirements of Section 7310.

Yes

n the general public by:

with disabilities with other Units, to the maximum extent feasible and subject to  
eral Regulations (CFR) Section 8.26.

Yes

nan 49 percent of total Units restricted through a Department Regulatory  
y by persons with disabilities. This limitation shall not be interpreted to preclude  
r other funding sources, including but not limited to TCAC, that result in more  
ties. It shall also not apply to Projects complying with alternative requirements  
by the Department.

Yes

ect and the jurisdiction does not have Article XXXIV authority, the Department's  
ct's total Units, unless the Project otherwise has an exemption.

N/A

re Department's total regulatory authority shall not exceed the allocation of

Yes

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

Yes

permitted, subject to the following limitation:

iple Department Funding Sources Memo shall remain applicable. A maximum of  
lopment loans and two (2) housing-related infrastructure grants may be used on  
provided through the Affordable Housing and Sustainable Communities program  
ment (TOD) Implementation program - Infrastructure grants, and infill

Yes

Yes

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

funding sources may be specified in the NOFA.

Yes

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

Yes

lations, therefore the Supoortive Services Plan, Special Needs Population Experience & Nar

Yes

al housing. For purposes of this subdivision, an entity has "capacity" if it has  
ional needs of the Rental Housing Development; to maintain the Fiscal Integrity  
igations in connection with the Rental Housing Development. Evidence of  
e. Sponsor shall satisfactorily demonstrate capacity at the time of its application

e rental housing as described at above paragraph?

Yes

opment throughout the full term of the Department's use restriction on the Rental  
structured with or through a special purpose entity, the Sponsor shall exercise  
UMR Section 8313.2 and throughout the full term of the Department's use  
side by this control requirement at the time of its application for the funds for the

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

Yes

Yes

s set forth in this section, including interim or bridge loans used to pay such  
t reasonable cost consistent with the Project's scope and area as determined by

es as required by GC §16727.

Yes

18).

Yes

am funds shall be used for costs associated exclusively with non-Restricted Units  
the purpose of allocating development costs. If only a portion of the Rental  
all not exceed the sum of the following: §7304(c)(1-3).

Yes

Yes

Yes

et forth in §7303.1, the NOFA, and the application.

Yes

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

Yes

may request clarifying information, provided it does not affect the competitive  
will not be deemed incomplete.; However, failure to submit necessary  
score of the application. Information or documents received after the  
requested by the Department.

Yes

ning boards of both the Sponsor and a co-Sponsor (except where the  
rtment, prior to issuance of a Standard Agreement.

Yes

ne threshold and eligibility requirements of these Guidelines, and applicable  
sal Scoring Appendix to the NOFA. The applications with the highest number of  
gibility requirements and achieve specified minimum scores as identified in the

Yes

--

as evidenced by documentation such as, but not limited to, Enforceable  
or other feasibility documentation that is standard industry practice for the type

Yes

d Rents in the Assisted Units and is feasible pursuant to the underwriting

Yes

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

Yes

to the needs of the Special Needs Population; and the application shall  
ing identification of the Lead Service Provider, service delivery partners and

Yes

egration Plan that demonstrates how  
) requirements.

Uploaded to HCD Portal?

Yes

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

Yes

ing for TCAC points, include service amenity name,  
mount of TCAC points earned.

Uploaded to HCD Portal?

Yes



rth in UMR §8302?

Yes
Yes

rth in UMR §8303. with the exception that the Sponsor shall maintain site

cumentation, in form and substance reasonably satisfactory to the Department  
sposition and development agreement, an exclusive right to negotiate with a  
Applicant has some form of right to acquire or lease the Project property.

will require the execution and recordation of the Department’s form lease rider,  
the Department, and any other applicable parties. In all cases, the lease rider

g exceptions apply:

N/A
-----

al Entity and the Project owner is for a period not less than 50 years; and

table in lieu of a title report.

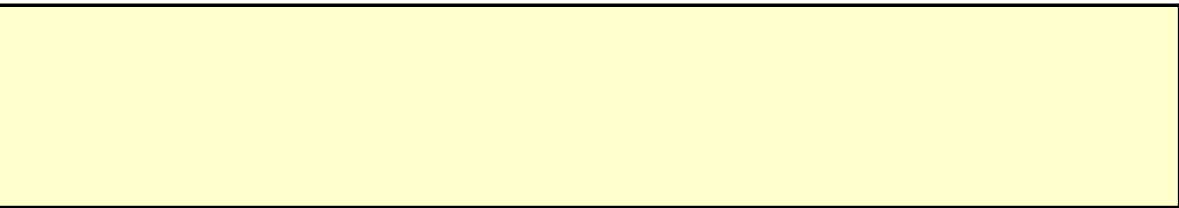
ns in §7314?

Yes
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stand, and agree to comply with the following sections of the 2022 MHP Guidelines

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ocument

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

**IIG §202** Projects shall be eligible for an Award of funds as long as the application demonstrates that the project meets the following criteria:

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

(a) ✓

(1) ✓

- (b) The Qualifying Infill Project for which a Capital Improvement Project grant may be awarded.

(1) ✓

- (2) Must include not less than 15 percent of the total residential Units to be developed.

(A) Ownership language at guidelines is hereby omitted for this citation.

(B) Applicant acknowledges that to the extent included in a Capital Improvement Project, Affordable Units, the Department may consider the entire master development plan.

(C) Applicant acknowledges, where applicable, an Eligible Applicant may include families of Lower- or Moderate-Income are not removed from the List of Eligible Units shall not be counted toward meeting the affordability threshold required.

(D) Does QIP/Applicant have a disposition and development agreement or other agreement with the agency having jurisdiction over the Project has been executed on or before the date of application? If Yes, QIP/Applicant shall be deemed to meet the affordability requirements and subject the Qualifying Infill Project to the production of Affordable Units.

File Name:	82. Development Agreement	Agreement executed prior to January 1, 2020
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(3) ✓

- (4) Be located in an area designated for mixed-use or residential development pursuant to the Comprehensive Zoning Ordinance.

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

File Name:	85. Relevant Development Plan	Provide a copy of the relevant plan sheet.
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- (5) Applicant certifies to identify a mechanism, such as a minimum density ordinance, to ensure that future development will occur at an overall Net Density equaling or greater than the density of the project, and that the mechanism is legally enforceable prior to the initial disbursement of Program funds.

File Name:	86. Minimum Density Ordinance	Identify a mechanism, such as a minimum density ordinance, acceptable to the Department, to ensure that future development will occur at an overall Net Density equaling or greater than the density of the project.
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- Applicant certifies that eligible Applicants shall designate the proposed residential units to be utilized for the purpose of establishing the maximum Program grant amount pursuant to §401. Any such designated Units must be utilized for both purposes.

- Applicant certifies that the application must demonstrate that the percentage of affordable units designated for the purpose of determining the maximum Program grant amount has not exceeded through the completion of each residential development proposed pursuant to the previous sentence to conform to a similar local public agency requirement, and that the result will be completion of the required Affordable Units as set forth in §403.

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

This section applies to IIG-2019 Large Jurisdiction Qualifying Infill Projects on the following conditions:

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

- (1) In addition to any applicable provisions set in Section 200 (b) of the IIG-2019 Qualifying Infill Projects grant may be awarded must meet all of the following conditions:

(A) ✓

(B) ✓

- (C) In addition to provisions (A), (B), and (C) set in §200(b)(2) of the IIG-2019 Qualifying Infill Project:

Does QIP/Applicant have a disposition and development agreement with the local agency having jurisdiction over the Project?

- i. If Yes, QIP/Applicant shall be deemed to meet the affordable housing requirements and covenants that subject the Qualifying Infill Project to the project's requirements.

- (D) The following shall apply notwithstanding subdivision (b)(3) of the IIG-2019 Qualifying Infill Project:

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

ii. A regional sustainable communities strategy or alternative project.

- (b) Applicant/Recipient acknowledges that Grant Awards that are not encumbered by HSC Section 53559, subdivision (g). The Department will allocate grant funds to projects that have not progressed in a reasonable period of time from the date of award.

(c) ✓

(d) ✓

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

- (e) In addition to the IIG requirements described herein, Projects proposed by Tribal entities are subject to the following conditions:

(1) ✗

(2) ✗

Applicant acknowledges, hereby, to meet the following conditions of Award for Tribal entities:

- (3) provided in HSC §50406, subdivision (p) (Assembly Bill 1010 (Chapter 660, Statutes of 2017)), these same conditions do not need to be satisfied initially to engage in the project.

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

- (f) Multiple Department Funding Sources

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

Sponsor acknowledges the HCD Repeal of Stacking Prohibition of Multi four (4) HCD Funding Sources comprised of no more than two (2) deve

- (A) a single Project. Housing related infrastructure grants are those grants |  
- Housing Related Infrastructure (HRI) grants, Transit Oriented Develop  
infrastructure grant programs (IIG-2007 and IIG-2019).

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

(A) Offsite infrastructure funds; or

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

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

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

(g) ✓

Applicant/Sponsor Comments:

This project is not proposed by a Tribal Entity

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

§201. Eligible Applicant.

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

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

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

§206. IIG 2019 Large Jurisdiction Qualifying Infill Projects.

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

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

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

i. "Developer" within this section means the legal entity that the Depa  
capacity, experience, and Site Control of the Qualifying Infill Project  
through occupancy.

ii. For the purposes of this section only, a nonprofit or for-profit devel  
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 than October 14, 2022. If Applicant will p 14, 2022, email the letter to SuperNOFA
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(b) ✓

(1) N/A

(2) Yes, Emerging Developer is the Sponsor

(3) N/A

Applicant shall demonstrate capacity to acquire, develop, and own affordable rental housing, adequate staff, capital, assets, and other resources to efficiently meet the operational needs of the Rental Housing Development; and to satisfy all legal requirements and obligations. Applicant capacity must be reasonably acceptable to the Department in form and substance for the funds.

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

Recipients shall maintain direct and continuing control of the Rental Housing Development. Alternatively, if the Department's funding disbursement is made to a special purpose entity, the Department may exercise direct and continuing control over such special purpose entity in accordance with the restriction on the Rental Housing Development. Each Applicant shall certify that it will maintain direct and continuing control for the full term set forth in the Standard Agreement.

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

Applicant/Sponsor Comments:

Sponsor is applying as a Community-Based Developer, not an Emerging Developer. Line 7

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

(a) Applicant acknowledges that funds shall only be used for Capital Asset related expenses.

(b) Applicant acknowledges that Eligible costs include the construction, Rehabilitation and improvements of the following: §203(b)(1-15)

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

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

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

Residential parking spaces exceed one parking space per residential Unit?

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

(15) Impact fees required by local ordinance are eligible for Program funding only if they may not exceed 5 percent of the Program award.

Are Impact fees required by local ordinance?

Yes

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

Applicant/Sponsor Comments:

No comments

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

§400. **Application Process.**

Applicant acknowledges §400(a-f)

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

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

(b) An application shall be deemed complete when:

(1) Applicant certifies that the application meets all threshold requirements, as s

(2) Applicant certifies that pursuant to UMR §8310 and information provided in t application and assess the proposed project's feasibility.

Applicant acknowledges that during the application review, Department staff scoring. If documents required for scoring are not included, the application w as set forth in the NOFA or application, may adversely affect the score of the deadline will not be considered.

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

Applicant acknowledge that applications shall be evaluated for compliance with th statutes, and scored based on the application scoring criteria listed in §402 of the selected for funding, provided that they meet all threshold and eligibility requirem

(e) ✓

Applicant/Sponsor Comments:

No comments

(e) ✓

Applicant certifies that the Qualifying Infill Project(s), as proposed in the application, is

(f) Enforceable Funding Commitments, market study, project proforma, sources and use: for the type of proposed housing development.

(g) Applicant certifies that the Qualifying Infill Project will maintain Fiscal Integrity consiste underwriting standards in UMR §8310.

(h) ✓

(i) Applicant certifies that the Qualifying Infill Project site is reasonably accessible to publ employment in relation to the needs of the Qualifying Infill Project tenants.

(j) ✓

(k) Applicant acknowledges Projects that do not include Special Needs Units, shall provide to TCAC Regulations, as set forth in [CCR Title 4 Section 10325\(c\)\(4\)\(B\)](#).

File Name:	105. Service Amenity List	List of service amenities qualify number of service hours, and a
------------	---------------------------	--

(l) Applicant certifies that the Qualifying Infill Project complies with the restrictions on der  
Applicant certifies The Qualifying Infill Project and Capital Improvement Project compl  
with the additional requirement that the Applicant shall maintain site control through th  
(m) the Award of Program funds. The term of the award may be extended in writing by the  
Award exceed seven years from the date of the Award of Program funds.

(1) The following shall apply to IIG Qualifying Infill Project projects::

(A) Where site control is in the name of another entity, the Applicant shall provide  
Department (e.g. a purchase and sale agreement, an option, a leasehold interest  
negotiate with a public agency for the acquisition of the site), which clearly defines  
Project property.

(B) Where site control will be satisfied by a long-term ground lease, the Department  
rider, which shall be entered into by and among the ground lessor, the ground  
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

(A) Recipient/Sponsor shall have a right of way or easement, which is either provided  
the Recipient/Sponsor to access, improve, occupy, use, maintain, repair, and

(B) Recipient/Sponsor shall have an executed encroachment permit for construction  
land.

(3) For Qualifying Infill Projects and Capital Improvement Project developed in Indian

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

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

(n) Applicant/Sponsor certifies that the Project complies with accessibility and fair housing  
Applicant/Sponsor Comments:

No comments

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

§204 Cost Limitations

Yes

§205 Grant terms and limit

Yes

§300 State and Federal Laws, Rules, Guidelines and Regulations

Yes



§301 Relocation Requirements  
§403 Performance Deadlines  
§500 Legal Documents  
§501 Defaults and Loan Cancellations  
§502 Reporting Requirements

Yes
Yes
Yes
Yes
Yes

Applicant/Sponsor Comments:

No comments

**End of D**

## Requirements

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

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

omments" box at the end of each Guideline Section.

monstrates that all the following threshold requirements have been met:

igible Capital Improvement Projects?

Yes

awarded must meet all of the following conditions:

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



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

Yes

clude a replacement housing plan to ensure that dwelling Units housing persons lower- and Moderate-Income housing market. Residential Units to be replaced for eligibility for funding under this section

N/A

other Project or area-specific agreement between the Recipient and the local fore January 1, 2022?

Yes

ment of this paragraph if the agreement includes affordability covenants that for Very Low-, Lower- or Moderate-Income households.

2022 that contains affordability covenants.

Uploaded to HCD Portal?

Yes

pursuant to one of the following adopted plans:

gy approved pursuant to GC Section 65080.

showing area designation.

Uploaded to HCD Portal?

Yes

iance or a recorded, binding covenant, acceptable to the Department to reliably or exceeding that set forth in §200(b)(3). This mechanism must be in effect and

Yes

imum density ordinance or a recorded, binding ment to reliably ensure that future development will iling or exceeding that set forth in IIG §200(b)(2).

Uploaded to HCD Portal?

Yes

<p>ential Units in the Qualifying Infill Project that the Eligible Applicant intends to pursuant to §205, and for the purpose of rating applications pursuant to §400 and</p>	Yes
<p>of Affordable Units, and Units restricted to other income limits and Rents as pursuant in §205 and for rating purposes pursuant to §402, shall be maintained or in the application. The Department may modify the requirement set forth in the provided that the Department determines that the local requirement will reliably</p>	Yes
<p>only.</p> <p>the following:</p> <p>these guidelines, the Qualifying Infill Project for which a Capital Improvement provisions:</p> <p>these guidelines, which establishes the rules for Affordable Units in the</p> <p>agreement or other Project or area-specific agreement between the Recipient has been executed on or before July 31, 2019?</p> <p>ability requirement of this paragraph if the agreement includes affordability production of Affordable Units for Very Low-, Lower- or Moderate-Income</p>	N/A
<p>§200:</p> <p>development pursuant to one of the following adopted plans:</p> <p>Planning strategy approved pursuant to GC Section 65080.</p>	
<p>numbered within two years of the date an Award was made shall be rescinded, as so recapture grant fund Awards where the development of the related housing of the grant Award, as determined by the Department in its sole and absolute</p>	Yes
<p>to provide a minimum of 15 percent (15%) of the Restricted Units with mobility and vision features.</p> <p>Entities must meet the following requirements:</p>	Yes
<p>funding to the extent applicable, and, subject to any modifications or waivers as Statutes of 2019) that shall be set forth in a Standard Agreement. It is noted that competitive Award process.</p>	N/A

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

iple Department Funding Sources Memo shall remain applicable. A maximum of  
lopment loans and two (2) housing-related infrastructure grants may be used on  
provided through the Affordable Housing and Sustainable Communities program  
ment (TOD) Implementation program - Infrastructure grants, and infill

Yes

Yes

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

funding sources may be specified in the NOFA.

Yes

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

Yes

Yes

TRUE

FALSE

ualifying Infill Project?

lowing:

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

No

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

oper may include a Tribally Designated Housing Entity, as defined in Section

y may be submitted and will be accepted no later  
rovide after application and no later than October  
@hcd.ca.gov.

Uploaded to HCD Portal?

N/A

tal housing. For purposes of this subdivision, an entity has “capacity” if it has  
ional needs of the Rental Housing Development; to maintain the Fiscal Integrity  
igations in connection with the Rental Housing Development. Evidence of  
e. Applicant shall satisfactorily demonstrate capacity at the time of its application

le rental housing as described at above paragraph? Yes

velopment throughout the full term of the Department’s use restriction on the  
ment is structured with or through a special purpose entity, the Recipients shall  
ance with UMR §8313.2 and throughout the full term of the Department’s use  
t will abide by this control requirement at the time of its application for the funds

g Development as described at above paragraph? Yes

79 should read "Yes, Community-Based Developer is the Sponsor"

ds? Yes

expenses as required by §16727 of the GC. Yes

n, demolition, relocation, preservation, acquisition, or other physical Yes

ent of Transit Station parking spaces (including replacement required by a transit  
al for the Qualifying Infill Project within one-half mile of a Major Transit Stop or 0

FALSE

g lifts. The minimum residential per Unit parking spaces in Structured  
ed one parking space per residential Unit, and not to exceed \$50,000 per 18

nit? FALSE

FALSE

/ if used for the identified Capital Improvement Projects. Funded impact fees

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

Yes

Yes

Yes

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

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

may request clarifying information, provided it does not affect the competitive  
will not be deemed incomplete; however, failure to submit necessary documents,  
e application. Information or documents received after the application submission

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

re threshold and eligibility requirements of these guidelines, and applicable  
se guidelines. The applications with the highest number of points shall be  
ents and achieve specified minimum scores as identified in the NOFA.

Yes

Yes

Yes

Yes

Yes

financially feasible as evidenced by documentation such as, but not limited to,  
s statement, or other feasibility documentation that is standard industry practice

Yes

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

Yes

ic transportation, shopping, medical services, recreation, schools, and

Yes

le service amenities sufficient to achieve a minimum score of 7 points pursuant		Yes
ing for TCAC points, include service amenity name, amount of TCAC points earned.	Uploaded to HCD Portal?	Yes
nolition as set forth in <b>UMR §8302</b> ;		Yes
ies with the site control requirements as set forth at <b>UMR §8303 and §8316</b> ie Award date. The term of the Award shall be five years from the date of Department at its sole discretion, but in no event shall the term of the		Yes

le documentation, in form and substance reasonably satisfactory to the  
erest/option, a disposition and development agreement, an exclusive right to  
emonstrates that the Applicant has some form of right to acquire or lease the

ment will require the execution and recordation of the Department's form lease  
nd lessee, the Department, and any other applicable parties. In all cases, the

d prior to the disbursement of Program funds.

petual, or of sufficient duration to meet Program requirements, and which allows  
d alter the property underlying the right of way or easement; and

ction of any improvements or facilities within the public right of way or on public

n country, the following exceptions apply:

al Entity and the Project owner is for a period not less than 50 years; and

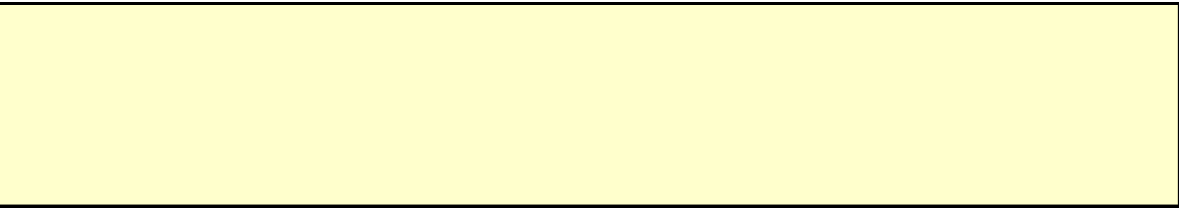
table in lieu of a title report.

g obligations in Section 300?

Yes

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

---



**ocument**



## Local Approvals and Environmental Review Verification

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

Project Sponsor/Applicant:	Tenderloin Neighborhood Development Corporation
Sponsor/Applicant Address:	201 Eddy Street
Sponsor/Applicant City:	San Francisco
Project Name:	2550 Irving
Project Address/site:	2550 Irving Street
Project City:	San Francisco
Project County:	San Francisco
Assessor Parcel Numbers (APNs):	1724/038

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

Is this Project approved "by right"?				Yes
	Applicable for this Project	Final date of Public Comment Period	Approved Date	
CEQA Environmental Clearance is finally approve or unnecessary:	CEQA	No		

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

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

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

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

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

Dated:	6/13/2022
Statement Completed by (please print):	Maggie Laush
Signature:	Maggie Laush
Title:	Planner
Agency or Department:	San Francisco Planning Department
Agency or Department Address:	49 South Van Ness, Suite 1400, San Francisco, CA 94103
Agency or Department Phone:	(628) 652-7600

## Certification & Legal Status

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

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

- 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.

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

No
Yes
No
Yes
Yes

#### Criminal Matters

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

No
No
No
No
No
No
No

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

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

## Organizational Documents

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

## Organizational Charts

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

## Corporate Entities

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

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

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

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

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

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

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

## Limited Liability Companies

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

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

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

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

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

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

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

## Limited Partnerships

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

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

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

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

Amended and Restated Limited Partnership Agreement

Certificate of Good Standing certified by Secretary of State.

## Tribal Entity

## Application Development Team (ADT) Support Form

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

Full Name:				Date Requested:			Application Version Date:			
Organization:				Email:				Contact Phone:		
Justification:										
Issue #	Tab / Sheet Name	Section	Cell(s) #	Update / Comment		Urgency	ADT Status	Tester		
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										

# 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)**

2020 West El Camino Avenue, Suite 500, Sacramento, CA 95833

Phone: (916) 263-2771

Email: [SuperNOFA@hcd.ca.gov](mailto:SuperNOFA@hcd.ca.gov)

[Multifamily Finance Super NOFA](#)

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

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

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

Application materials must be submitted electronically via HCD portal system. Requirements for uploading the Application Workbook and required supporting documentation, including naming conventions, are described in the application instructions available at <https://hcd.ca.gov/multifamily-finance-supernofa>. Sponsor/Applicant must upload all application materials to HCD portal no later than 4:00 p.m. Pacific Daylight Time on **July 12, 2022**. Application must be on the Department's forms and cannot be altered or modified by the Sponsor/Applicant. Excel forms must be in Excel format, not a PDF document. If the Sponsor/Applicant discover any errors within application, use the Application Support tab and email the entire workbook to [AppSupport@hcd.ca.gov](mailto:AppSupport@hcd.ca.gov). Additional instructions and guidance are given throughout the Application in "red" text and in **cell comments**. Cell Notes/Comments are very important to read as some of these will provide direction on completing your application.

"Yellow" cells	are for Sponsor or Applicant input. It is very important that you answer ALL yellow cells, failure to provide all information may disqualify your application from consideration or may negatively impact your point score.
"Orange" cells	are <b>required</b> attachments. Failure to provide the required attachments and documentation may disqualify your application from consideration or may negatively impact your point score. Electronically attached files must use the naming convention in the Application.
"Blue" cells	are self-score points awarded in the "Scoring" worksheet. These are automated calculations based on the inputs provided by the Sponsor/Applicant.
"Red" cells	indicate the Sponsor/Applicant has failed to meet a requirement of the program, threshold, scoring, upload, or certification.

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

## Application Document Checklist

### Instructions for Application submission:

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

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

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

### From "Project Overview" Sheet/tab

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

### Sponsor/Applicant 1 Organizational Documents

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

### Sponsor/Applicant 2 Organizational Documents

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

### Sponsor/Applicant 3 Organizational Documents

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

02. Super-NOFA Application V246-16 Document Checklist - Full List

### Joint Venture 1 Organizational Documents

### Application Document Checklist

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

#### Joint Venture 2 Organizational Documents

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

#### Borrower Organizational Documents

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

#### Managing General Partner

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

#### Administrative General Partner #1

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



## Application Document Checklist

### Administrative General Partner #2

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

### Manager of LLC

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

### Site Control

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

### Source for utility allowances

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

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

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

### Article XXXIV

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

### Nondiscrimination and Fair Housing Requirements

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

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

### Application Document Checklist

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

#### From "Operating Budget" Sheet/tab

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

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

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

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

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

02. Super-NOFA Application V2-6-10	87. LSP List of projects or contracts	Provide list of current and completed Projects or contracts when submitting application.	Document Checklist-Full List	Included
	88. LSP NonSpon Contract Basic	Lead Service Provider Contract, Agreement or Letter of Intent (non-Sponsor/Applicant provider).		Included

## Application Document Checklist

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

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

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

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

### From "Sponsor Certification" Sheet/tab

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

### Required additional reports

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

**End of Document**

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Yes	Multifamily Housing Program (MHP)	Incentive Grant Program of 2007 (IIG-2007) and Infill Infrastructure Grant Program of 2019 (IIG-2019)	Yes
No	Joe Serna, Jr. Farmworker Housing Grant (FWHG) Program	Veterans Housing and Homelessness Prevention (VHHP) Program	No

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

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

Tribal Entity	No	Emerging and Community-Based Developers	Yes	Non-Tax Credit Projects	No	Senior	No
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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 100 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?

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

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

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

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

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?

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

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

Please provide date of HCD compliance determination

ADOPTED

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

No	Farmworker Housing (MHP)
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No	At High Risk (MHP)
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Yes	Large Family (MHP)
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MHP §7302(e)(1) Sponsor/Applicant certifies that the Project meets these requirements?

No	Senior (MHP)
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No	Special Needs (MHP)
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Is Project being proposed by a Tribal Entity?

See Appendix A – Defined Terms

Is Project being proposed by a Community-Based Developer?

See Appendix A – Defined Terms

Does the Community-Based Developer plan to apply on its own as a Sponsor/Applicant?

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

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

1. A Low or Moderate Resource area or
2. High Segregation or Poverty area according to the TCAC/HCD Opportunity Area Map

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

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

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

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

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

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

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

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

MHP §7303(d)(3) IIG §201(b)(3)

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

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.

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?

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.

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?

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?

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:

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

Add Project description below:

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

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

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

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

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

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

## Project Information

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

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

Type of Tax Credits		4%			
Federal	Yes	Proposed equity investor contribution (\$)		\$66,457,598	Anticipated tax credit factor
State	No	Proposed equity investor contribution (\$)		N/A	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	August	Proposed year	2022
		Tax Credit Reservation Awarded?		No	

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

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

QIP - total land area in acres:		0.87	QIP - commercial square feet:		11,180					
Total Units	LIHTC Units	Project Site Area	Units per Acre	Age Restrictions		Special Facility Type	Tenure Type	Rental Subsidy?	Commercial Space?	Relocation Required?
160	159	0.87 Acres	184 Per Acre	None		N/A	Permanent	No	Yes	No

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

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

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

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

File Name:	18. Operating Subsidy Commitment	Documentation evidencing commitment of Operating Subsidies including source, term (in years), total subsidy amount, and estimated first year allocation.	Uploaded to HCD Portal?	Yes
File Name:	19. Current Contract Rents	Projects proposing project-based rental assistance: Provide documentation of current contract rents for HAP, Shelter Plus or other source, as applicable.	Uploaded to HCD Portal?	No

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

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

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

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

#### Project Staffing Chart

Staff type	Employee / Consultant full name	Position title	Full time / Part time	% of time dedicated to this Project	
Employee	Hermandeep Kaur	Project Manager	Full time	50%	
Employee	Lex Gelb	Assistant Project Manager	Full time	50%	
Employee	Emily Van Loon	Senior Project Manager	Full time	15%	
Employee	Chris Cummings	Interim Director of Housing Development	Full time	5%	
File Name:	22a. Spon1 Cert & Legal Disclosure	Reference: <a href="#">Sponsor/Applicant Certification Worksheet.</a>		Uploaded to HCD Portal?	Yes
File Name:	22b. Spon1 OrgDoc1, OrgDoc2, etc.	Reference: <a href="#">Entity Org Docs Worksheet.</a>		Uploaded to HCD Portal?	Yes
File Name:	22c. Spon1 OrgChart	Sponsor/Applicant Organization Chart.		Uploaded to HCD Portal?	Yes
File Name:	22d. Spon1 Signature Block	Signature Block - upload in Microsoft Word Document.		Uploaded to HCD Portal?	Yes
File Name:	22e. Spon1 Cert of Good Standing	Certificate of Good Standing dated within 30 days of the application due date.		Uploaded to HCD Portal?	Yes
File Name:	22f. Spon1 Tax-Exempt Status	Evidence of tax-exempt status from IRS and FTB for Corporations (Non-Profits Only).		Uploaded to HCD Portal?	Yes

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

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

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

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

File Name:	28d. MGP Signature Block	Signature Block - upload in Microsoft Word Document.	Uploaded to HCD Portal?	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	730 Stanyan CCDC LLC	
File Name:	29a. AGP1 Cert & Legal Disclosure	<a href="#">Reference: Sponsor/Applicant Certification Worksheet.</a>		Uploaded to HCD Portal?
File Name:	29b. AGP1 OrgDoc1, OrgDoc2, etc.	<a href="#">Reference: Entity Org Docs Worksheet.</a>		Uploaded to HCD Portal?
File Name:	29c. AGP1 OrgChart	AGP1 Organization Chart.		Uploaded to HCD Portal?
File Name:	29d. AGP1 Signature Block	Signature Block - upload in Microsoft Word Document.		Uploaded to HCD Portal?
File Name:	29e. AGP1 Cert of Good Standing	Certificate of Good Standing must be dated 30 days or less from the application due date.		Uploaded to HCD Portal?
File Name:	29f. AGP1 Tax-Exempt Status	Evidence of tax-exempt status from IRS and FTB for Corporations (Non-Profits Only).		Uploaded to HCD Portal?

<b>Administrative General Partner #2</b>		Entity Name	N/A	
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<b>Manager of LLC</b>		Entity Name	TNDC/CCDC respectively	
File Name	31a. MLLC Cert & Legal Disclosure	<a href="#">Reference: Sponsor/Applicant Certification Worksheet.</a>		Uploaded to HCD Portal?
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?
File Name	31c. MLLC OrgChart	MLLC Organization Chart.		Uploaded to HCD Portal?
File Name	31d. MLLC OrgDoc1, OrgDoc2, etc.	<a href="#">Reference: Entity Org Docs Worksheet.</a>		Uploaded to HCD Portal?
File Name	31e. MLLC Signature Block	Signature Block - upload in Microsoft Word Document.		Uploaded to HCD Portal?
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?

**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	5/1/2022	75 years following	yes, additional 24 years	N/A	0.87 acres

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

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

N/A

Planned and completed property transfer(s). Ground Lease planned? Yes

Lessor	Term	Annual Payment
City and County of San Francisco	75 years + option of 24-yr extension	\$15,000

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

No property transfers, only a Ground Lease is planned.

File Name:	32. Site Control	Documentation of site control in accordance with UMR §8303.	Uploaded to HCD Portal?	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?
empty parking lot		NCD - Haight Street Neighborhood Commercial		No	N/A
Rent Control?	Access Road Maintenance	Sponsor / Applicant Notes	The site had been previously improved, but demolished in 2020 after the City purchased the site for affordable housing development.		
No	Public				

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

Describe adjoining land uses within 300 feet of the Project	
West	Public Park (Golden Gate Park)
East	Commercial Retail (closer to Haight Street on north side) & Residential (closer to Waller Street on south side).
North	Grocery Store (Whole Foods)
South	Local Hotel (Stanyan Hotel)
Unique Features	The site is a relatively flat rectangular site with street frontages on three sides.

Existing versus proposed Units (include Manager's Units)												
	Beds	0 Bdrm	1 Bdrm	2 Bdrm	3 Bdrm	4 Bdrm	5 + Bdrm	Total # Units	Total # Bedrooms	Total # Buildings	Total # Mgr. Units	Total # of Part Spaces
Existing	0	0	0	0	0	0	0	0	0	0	0	0
Proposed	0	35	43	42	40	0	0	160	282	1	1	0

Building types	New Construction			Rehabilitation			Unit Size	Baths	Layout	Avg. Sq. Ft.	All Units	Restrict
	Units	Stories	Bldgs.	Units	Stories	Bldgs.						
Townhouse/Row House							0 Bdrm.	1	Flat	354	35	12
One or Two Story Walk-Up							1 Bdrm.	1	Flat	503	43	19
Mid-Rise (3-5 stories)							2 Bdrm.	2	Flat	808	42	16
High-Rise (6+stories)	160	8	1				3 Bdrm.	2	Flat	1,057	40	16
Detached Single Family							4 Bdrm.				0	0
Duplex/4-Plex							5 Bdrm.				0	0
Non-Residential Bldg(s)							Total Units				160	63
Totals	160		1	0		0						

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

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

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

Security & Other			
Yes	Gated Entry	Yes	Bldg. Card Key
No	Security Patrol	Yes	Security Cameras
Describe any mandatory charges to tenants beyond allowable Rents.			
Utility Costs for Heating, Cooking, and Other Electrical uses in the unit will be billed directly by the Utility provider to each unit tenant.			
Other onsite Services?			



Miscellaneous Information

Residential Space

Residential Units	182,599	Common Areas	24,165	Community Room	1,823	Leasing Office	820	Additional Storage Space	N/A
Subtotal Residential SF		209,407							

Maintenance Shop	408	Childcare Center	N/A	Service Area	3,319	Service Office	N/A
(Other)		(Other)		(Other)		(Other)	
Total Residential SF		213,134					

Residential Parking

Free Residential Parking Spaces

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

Extra Spaces Tenants may Rent

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

Commercial Space

Commercial Square Footage

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

Parking Spaces for Commercial Tenants

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

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

Income from sources other than residential Rents and subsidies

Laundry

No. of Units Using Central Laundry	160
Weekly Assumed Income Per Unit	\$1.36
Annual Total Laundry Income	\$11,326

Residential Parking

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

Commercial Parking

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

Other Leased Spaces

Residential	Lease Terms	Sq. Feet	Rent/SF/Mo.	Annual Gross
N/A				\$0
				\$0
				\$0
				\$0
Commercial				
N/A				\$0
				\$0
				\$0
				\$0
Total Income from Other Leased Spaces				\$0

Monthly utility allowance

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

Source for utility allowances

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

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Project Overview

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.)?

N

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

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

Environmental Requirements & Reports

MHP §7303.1(h) IIG §202(h)

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

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

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?	Yes
File Name:	42. Env. Report 6	Other Environmental Report.	Uploaded to HCD Portal?	Yes

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?	No
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?

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)?

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?

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.

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).

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.

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

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

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

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

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

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

UNIT MIX BY HCD PROGRAM

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

[illegible]









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

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

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

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

TCAC	\$2,307	\$154		\$2,153	\$2,153	\$6,459
TCAC	\$2,666	\$199		\$2,467	\$2,467	\$14,802
TCAC	\$2,666	\$199		\$2,467	\$2,467	\$7,401
TCAC	\$2,517	\$154		\$2,363	\$2,363	\$35,445
TCAC	\$2,908	\$199		\$2,709	\$2,709	\$35,217
TCAC						
TCAC	\$969	\$199		\$770	\$250	\$1,000

#### Other Rent Limits

Enter below any rent limits that are both the most restrictive and that are required by sources tax credits, bonds, or MHP (e.g.. HOME or USDA Rural Development).

OtherRentLimitTbl	Gross Rent Limits / Unit Size (Bdrms)					
Column1	AMI	0	1	2	3	4
San Francisco1.2	1.20%					
San Francisco1.1	1.10%					
San Francisco1	100%					
San Francisco0.95	95%					
San Francisco0.9	90%					
San Francisco0.85	85%					
San Francisco0.8	80%					
San Francisco0.75	75%					
San Francisco0.7	70%					
San Francisco0.65	65%					
San Francisco0.6	60%					



<a href="#">Click HERE</a>	Is subsidy payments over net rent based on Restricted or Proposed I					
	SUBSIDY INFORMATION					
8	Subsidy Program Name1				Federal?	Sub:
\$123,050						
\$235,582					0	\$0
Monthly Income at Maximum Rents	Net Monthly Contract Rent	Subsidy Payment Over Net Rent	VASH?	Units being subsidized	Total Monthly Extra Income	Net Monthly Contract Rent
\$2,805						
\$4,130						
\$2,055						
\$770						
\$2,805						
\$2,950						
\$3,425						
\$3,850						
\$5,068						
\$3,060						
\$2,682						
\$2,024						
\$12,140						
\$9,712						
\$10,312						
\$3,867						
\$2,578						
\$4,572						
\$3,480						
\$21,307						
\$7,772						
\$8,896						
\$12,918						

\$6,459						
\$14,802						
\$7,401						
\$35,445						
\$35,217						
\$3,080						

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Rent/Operati	
Subsidy Program Name:	San Francisco Local Operating Subsidy
Subsidy Program Component:	LOSP
Subsidy Currently in Place?	Yes
Date Application Submitted or to be Submitted:	6/1/2022
ate Award Expected:	7/1/2022
Contract Term (Years)	15
Expected 1st Year Amount, if not based on contract rents:	\$612,113
Basis for Subsequent Amounts, if not based on contract	Operating Deficits - Calculated yearly



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## IncomeLimitsTbl

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

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

Amount Financeable due to Rent Limitations

vacancy rate

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

sic Grant Limit x Units

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

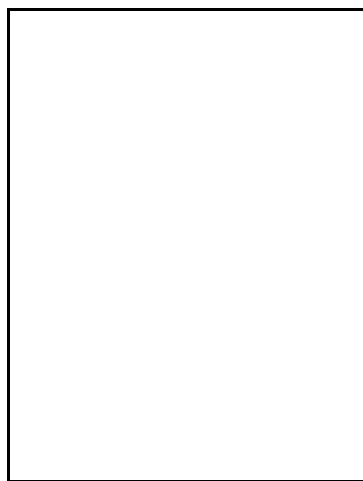
County
Alameda
Alpine
Amador
Butte
Calaveras
Colusa
Contra Costa
Del Norte
El Dorado
Fresno
Glenn
Humboldt
Imperial
Inyo
Kern
Kings
Lake
Lassen
Los Angeles
Madera
Marin
Mariposa
Mendocino
Merced
Modoc
Mono
Monterey
Napa
Nevada
Orange

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

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

AMI
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30%

35%
40%
45%
50%
55%
60%
65%
70%
75%
80%
85%
90%
95%
Manager
Market
Total
20% and below



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

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



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

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

4.00

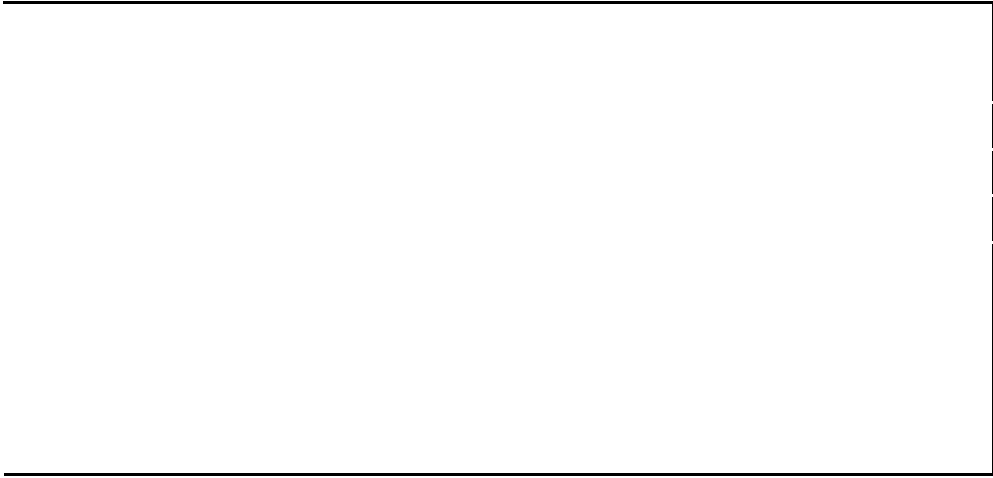
0	0.00%	0.00
13	20.63%	5.20
0	0.00%	0.00
8	12.70%	4.00
6	9.52%	3.30
0	0.00%	0.00
0	0.00%	0.00
0	0.00%	0.00
0	0.00%	0.00
0	0.00%	0.00
0	0.00%	0.00
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63	100.00%	20.50

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- 1.36
- 1.4
- 1.44
- 1.48
- 1.52



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

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

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

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

# TCAC/CDLAC/MHP Rent Limits

(Assumes 1 person in 0-bdrm unit, 1.5 p

## TCACrentTbl

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

ograms  
ity Factor

0  
45  
50  
55  
60  
65  
70  
75  
80  
85  
90  
95  
100  
105

## Household Size

3	4	5	6	7	8
\$201,360	\$223,680	\$241,680	\$259,560	\$277,440	\$295,320
\$184,580	\$205,040	\$221,540	\$237,930	\$254,320	\$270,710
\$167,800	\$186,400	\$201,400	\$216,300	\$231,200	\$246,100
\$159,410	\$177,080	\$191,330	\$205,485	\$219,640	\$233,795
\$151,020	\$167,760	\$181,260	\$194,670	\$208,080	\$221,490
\$142,630	\$158,440	\$171,190	\$183,855	\$196,520	\$209,185
\$134,240	\$149,120	\$161,120	\$173,040	\$184,960	\$196,880
\$125,850	\$139,800	\$151,050	\$162,225	\$173,400	\$184,575
\$117,460	\$130,480	\$140,980	\$151,410	\$161,840	\$172,270
\$109,070	\$121,160	\$130,910	\$140,595	\$150,280	\$159,965
\$100,680	\$111,840	\$120,840	\$129,780	\$138,720	\$147,660
\$92,290	\$102,520	\$110,770	\$118,965	\$127,160	\$135,355
\$83,900	\$93,200	\$100,700	\$108,150	\$115,600	\$123,050
\$75,510	\$83,880	\$90,630	\$97,335	\$104,040	\$110,745
\$67,120	\$74,560	\$80,560	\$86,520	\$92,480	\$98,440
\$58,730	\$65,240	\$70,490	\$75,705	\$80,920	\$86,135
\$50,340	\$55,920	\$60,420	\$64,890	\$69,360	\$73,830
\$41,950	\$46,600	\$50,350	\$54,075	\$57,800	\$61,525
\$33,560	\$37,280	\$40,280	\$43,260	\$46,240	\$49,220
\$25,170	\$27,960	\$30,210	\$32,445	\$34,680	\$36,915

sample in a 1 bdrm and 1 additional person per additional bedroom)

1 Bdrm.	2 Bdrm.	3 Bdrm.	4 Bdrm.	5 Bdrm.
\$1,865	\$2,098	\$2,330	\$2,518	\$2,704

[illegible]

people per bedroom in other units)

1 Bdrm.	2 Bdrm.	3 Bdrm.	4 Bdrm.	5 Bdrm.
\$4,195	\$5,034	\$5,817	\$6,489	\$7,159
\$3,845	\$4,614	\$5,332	\$5,948	\$6,562
\$3,496	\$4,195	\$4,847	\$5,407	\$5,966
\$3,321	\$3,985	\$4,605	\$5,137	\$5,667
\$3,146	\$3,775	\$4,362	\$4,866	\$5,369
\$2,971	\$3,565	\$4,120	\$4,596	\$5,071
\$2,797	\$3,356	\$3,878	\$4,326	\$4,773
\$2,622	\$3,146	\$3,635	\$4,055	\$4,474
\$2,447	\$2,936	\$3,393	\$3,785	\$4,176
\$2,272	\$2,726	\$3,150	\$3,514	\$3,878
\$2,097	\$2,517	\$2,908	\$3,244	\$3,579
\$1,922	\$2,307	\$2,666	\$2,974	\$3,281
\$1,748	\$2,097	\$2,423	\$2,703	\$2,983
\$1,573	\$1,887	\$2,181	\$2,433	\$2,684
\$1,398	\$1,678	\$1,939	\$2,163	\$2,386
\$1,223	\$1,468	\$1,696	\$1,892	\$2,088
\$1,048	\$1,258	\$1,454	\$1,622	\$1,789
\$874	\$1,048	\$1,211	\$1,351	\$1,491
\$699	\$839	\$969	\$1,081	\$1,193
\$524	\$629	\$727	\$811	\$894

[illegible]



Adj. Factor	Reference only: Tiebreaker Score calculations				
0.90	Weighted Average of Non- Voucher units				
1.00					
1.25					
1.50					
1.75					
41.08%	40.0%	FALSE			
Adjusted Quantity	Unadjusted Quantity	AMI			
4.5	5	20%			
7	7	20%			
3.75	3	20%			
1.5	1	20%			
4.5	5	20%			
5	5	20%			
6.25	5	20%			
7.5	5	20%			
6.3	7	25%			
4	4	25%			
3.75	3	25%			
3	2	25%			
9	10	40%			
7.2	8	40%			
8	8	40%			
3	3	40%			
2	2	40%			
3.75	3	40%			
3	2	40%			
13	13	50%			
5	4	50%			
6	4	50%			
0	0	0%			
7.5	6	55%			

Rate	4%
Term	15
Payment	\$625,331.69
Capitalized value	\$7,044,994.56

If this unit/row should be 30% or 40%	Net Rent Limit	Net Contract Rent
40%	1,214	0
40%	1,289	0
40%	1,524	0
40%	1,740	0
40%	1,214	0
40%	1,289	0
40%	1,524	0
40%	1,740	0
40%	1,214	0
40%	1,289	0
40%	1,524	0
40%	1,740	0
40%	1,214	0
40%	1,214	0
40%	1,289	0
40%	1,289	0
40%	1,289	0
40%	1,524	0
40%	1,740	0
40%	1,289	0
40%	1,524	0
40%	1,740	0
40%	0	0
40%	1,524	0

[illegible]

Income	\$756,980
Vacancy	5%
DSCR	1.15

\$756,980  
\$0

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

[illegible]

## Maximum Loan and

Project Name: **730 Stanyan**

Development Type: New Construction

Project Type(s) : Capital Improvement Project / / / Large Family / / /

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

<b>NOFA</b> ; Total HCD funding, including Super NOFA funds, shall not exceed the following pe			
40 percent for projects utilizing 9% tax credits		50 percent for projects	
Total "other" awarded HCD funding for this Project:	\$0		4'

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

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

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

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

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

## II. Permanent Financing Funding Gap Calculation

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

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

End

## Grant Amounts - Summary

County: San Francisco

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

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

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

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

Limited to no more than two development loans and two housing-related infrastructure grants

Yes

Yes

Yes

Total Super NOFA Max funds in  
"loans" for this project

\$23,790,157

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

\$23,790,157

Minimum grant award

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

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

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



[illegible]

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

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

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

End of Document



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

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

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

I Improvement Project(s) (CIP)

													Commercial Sources
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$600,000	\$0	\$500,000	\$59,294,013	\$7,163,585	\$0
								Deferred Developer Fees	Developer Fee Contribution	GP Equity	Gross Tax Credit Equity	Gross Equity	
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
											\$14,152,134	\$343,137	
											\$2,836,885	\$234,515	
											\$5,083,745	\$420,255	
											\$1,852,648	\$153,152	
												\$3,145,572	
											\$92,365	\$7,635	
											\$375,924	\$31,076	
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$24,393,701	\$4,335,342	\$0
											\$1,473,215	\$121,785	
											\$1,293,704	\$106,946	
											\$1,146,058	\$94,742	
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,912,977	\$323,473	\$0
											\$10,324,503	\$853,487	
											\$651,985	\$53,897	
											\$576,314	\$47,641	
											\$73,892	\$6,108	
											\$1,964,664	\$162,412	
											\$184,729	\$15,271	
											\$581,897	\$48,103	
											\$189,348	\$15,652	
											\$702,432	\$58,068	
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$15,249,764	\$1,260,639	\$0
											\$67,728	\$5,602	
											\$9,236	\$764	

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



Unit Size	2022 TCAC Threshold Basis Limits (TBL)	# of Units	Basis x Number of Units	TOTAL <b>UNADJUSTED</b> THRESHOLD BASIS LIMIT (TBL):	\$113,722,492
SRO/Studio	\$530,910	35	\$18,581,850	TOTAL <b>HCD</b> ADJ. THRESHOLD BASIS LIMIT:	\$169,446,513
1 Bedroom	\$612,134	43	\$26,321,762	Adjusted Threshold Basis Limit multiplied by 160%:	\$271,114,421
2 Bedrooms	\$738,400	42	\$31,012,800	HCD HIGH COST TEST RESULT FOR: 730 Stanyan	82%
3 Bedrooms	\$945,152	40	\$37,806,080	Total Eligible Basis	\$138,930,277
4+ Bedrooms	\$1,052,958	0	\$0		
Manager Units in Project: 1 TOTAL UNITS: 160					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%).			Yes	\$22,744,498
	For Projects certifies that (1) they are subject to a Project labor agreement within the meaning of §2500(b)(1) of the Public Contract Code, or (2) they will use a skilled and trained workforce as defined by §25536.7 of the Health and Safety Code to perform all onsite work within an apprenticeable occupation in the building and construction trades (5%).			No	\$0
(B)	For New construction Projects required to provide parking beneath residential units (not "tuck under" parking) or through construction of an on-site parking structure of two or more levels (10%).			No	\$0
(C)	For Projects where a day care center is part of the development (2%).			Yes	\$2,274,450
(D)	For Projects where 100 percent of the units are for Special Needs populations (2%).			No	\$0
(E)	Project applying under §10325 or §10326 of the TCAC regulations that includes one or more of the features below (up to 10%).			Yes	\$2,274,450
	(1) Project shall have onsite renewable generation estimated to produce 50% or more of annual tenant electricity use. If the combined available roof area of the Project structures, including carports, is insufficient for provision of 50% of annual electricity use, then the Project shall have onsite renewable generation based on at least 90% of the available solar accessible roof area. Available solar accessible area is defined as roof area less north facing roof area for sloped roofs, equipment, solar thermal hot water and required local or state fire department set-backs and access routes. A Project not availing itself of the 90% roof area exception may also receive an increase under paragraph (2) only if the renewable generation used to calculate each basis increase does not overlap (5%).			No	
				0.00	
	(2) Project shall have onsite renewable generation estimated to produce 75% or more of annual common area electricity use. If the combined available roof area of the Project structures, including carports, is insufficient for provision of 75% of annual electricity use, then the Project shall have onsite renewable generation based on at least 90% of the available solar accessible roof area. Available solar accessible area is defined as roof area less north facing roof area for sloped roofs, equipment, solar thermal hot water and required local or state fire department set-backs and access routes. A Project not availing itself of the 90% roof area exception may also receive an increase under paragraph (1) only if the renewable generation used to calculate each basis increase does not overlap (2%).			No	
				0.00	
	(3) Newly constructed Project buildings shall be 15% or more energy efficient than the 2019 Energy Efficiency Standards (California Code of Regulations, Part 6 of Title 24) by at least 5 EDR points for energy efficiency alone (not counting solar); except that if the local building department has determined that building permit applications submitted on or before December 31, 2019 are complete, then newly constructed Project buildings shall be fifteen percent (15%) or more energy efficient than the 2016 Energy Efficiency Standards (California Code of Regulations, Part 6 of Title 24) (4%).			No	
				0.00	
	(4) Rehab Project buildings shall have 80% decrease in estimated annual energy use (or improvement in energy efficiency) in the HERS II post rehabilitation (4%).			No	
				0.00	
	(5) Irrigate only with reclaimed water, greywater, or rainwater (excepting water used for Community Gardens) or irrigate with reclaimed water, grey water, or rainwater in an amount that annually equals or exceeds 20,000 gallons or 300 gallons per unit, whichever is less (1%).			No	
				0.00	
	(6) Community Gardens of at least 60 square feet per unit. Permanent site improvements that provide a viable growing space within the Project including solar access, fencing, watering systems, secure storage space for tools, and pedestrian access (1%).			No	
				0.00	
	(7) Install bamboo, stained concrete, cork, salvaged or FSC-Certified wood, natural linoleum, natural rubber, or ceramic tile in all kitchens, living rooms, and bathrooms (where no VOC adhesives or backing is also used) (1%).			No	
				0.00	
	(8) Install bamboo, stained concrete, cork, salvaged or FSC-Certified wood, or natural linoleum, natural rubber, or ceramic tile in all interior floor space other than units (where no VOC adhesives or backing is also used) (2%).			No	
				0.00	
	(9) For new construction Projects only, meet all requirements of the U.S. Environmental Protection Agency Indoor Air Plus Program (2%).			Yes	
				0.02	
(F)	Project requires seismic upgrading of existing structures, and/or requires toxic or other environmental mitigation as certified by the Project architect/ engineer (lesser of costs or 15% basis adjustment).			No	\$0
	If Yes, select type of work:				

(K)	County Eligibility:	No	<a href="#">TCAC/HCD Opportunity Area Map Tract ID #:</a>	060750-16600	Opportunity Map Resource Level:	Highest Resource	
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## HCD 2022 Developer Fee

Project Name: 730 Stanyan

Project Phase: Origination

Proposed Project Type:

4% Credits New C

### Project's Developer Fee Summary

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

Total Budgeted or Actual Developer Fee:

\$3,048,030

Developer Fee C

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

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

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

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

Calculator - revised 06/08/2022

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

Contributed as Capital:	\$500,000	Deferred Developer Fee:	\$600,000
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acts use TCAC 9% rules

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

Project meeting CDLAC §5230(f)(1)(B), TCAC §10327(c)(2)(E)?	No																		
0327(c)(2)(B)(i)	<table> <tr> <td>\$135,882,247</td> <td>x 15% =</td> <td>\$20,382,337</td> </tr> <tr> <td>\$6,911,615</td> <td>x 15% =</td> <td>\$1,036,742</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td>\$0</td> <td>X 5% =</td> <td>\$0</td> </tr> <tr> <td></td> <td></td> <td>\$21,419,079</td> </tr> </table>	\$135,882,247	x 15% =	\$20,382,337	\$6,911,615	x 15% =	\$1,036,742							\$0	X 5% =	\$0			\$21,419,079
\$135,882,247	x 15% =	\$20,382,337																	
\$6,911,615	x 15% =	\$1,036,742																	
\$0	X 5% =	\$0																	
		\$21,419,079																	
	\$3,048,030																		
Deferred and Contributed Developer Fee	\$1,100,000      \$1,948,030																		
	\$848,030																		

# Annual Income And Expenses

## EMPLOYEE INFORMATION

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

## EMPLOYEE UNITS

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

## ANNUAL OPERATING BUDGET

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

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

6450	Electricity	\$102,400	\$0	All electric building with PV
6451	Water	\$287,200	\$0	Water & Sewer combined
6452	Gas	\$0	\$0	
6453	Sewer	\$0	\$0	
	Other Utilities: (Specify)	\$0	\$0	
6400T	Total Utilities Expenses	\$389,600	\$0	

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

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

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

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

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

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

7190	Asset Management/Similar Fees	\$15,418	\$0	Based on the HCD 2002 Permitted AM Fees
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Total Operating Expenses Per Unit		Per Year	Per Month	Comments
Without any Adjustments		\$13,692	\$1,141	
With the Value of Rent-Free Units Included		\$13,692	\$1,141	
Without RE Taxes, Social Services Coordinator or Social Services/Social Programs and With the Value of Rent Fee Units Included		\$11,517	\$1,066	Operating Budget

File Name:	74. Op Exp Compare	Submit at least 3 operating expense comparables for similar projects located in the same market area. Projects should be affordable housing projects similar in size, type, amenities, and population to the proposed project. One comparable may be submitted for a 100% market rate Project if unable to locate affordable housing comparables. The most recent two years audited statements for each comparable is preferred, if available. Additional information may be required.	Uploaded to HCD Portal?	Yes	
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**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:	160	Maximum cost baseline year:	2022	Total Units	Max PUPY Expense	Max Costs
(1) UMR §8314(e)(1): Total number of Supportive Housing (SH) Units anticipated to be restricted to individuals or families experiencing chronic homelessness as defined consistent with Health and Safety Code (HSC) §50675.14.					0	\$4,617	\$0
(2) UMR §8314(e)(2): Total number of Supportive Housing (SH) Units (other than those restricted to individuals or families experiencing chronic homelessness pursuant to HSC §50675.14), PLUS the total number of Units restricted to occupancy by Special Needs Populations (SNP)* under any HCD program.					50	\$3,461	\$173,050
See Appendix A – Defined Terms					Do not include Units included in (1) above.		
(3) UMR §8314(e)(3): Total number of Units where the Sponsor, their affiliate, or a service provider under contract to provide Supportive Services at the Project has both: (A) qualified staff devoted exclusively to oversight and quality control of resident services in affordable housing, including the Project; and (B) a system to track and report on tenant outcomes, such as changes in employment status and income. Do not include Units included in items (1) and (2) above.					0	\$1,189	\$0
(4) UMR §8314(e)(4): Total number of Units anticipated to be offered Supportive Services provided by the Project Sponsor, a Sponsor affiliate, or contracted service provider that do not satisfy the criteria in items (1), (2) and (3) above.					109	\$283	\$30,847
<b>(5) Maximum Supportive Services Costs</b>					159		\$203,897

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## HCD Reserve Requirements

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

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

### Operating Reserve Calculator

1	Total Operating Expenses Excluding On-Site Service Coordinator Salaries. <i>Operating Budget Cell (S107) minus Operating Budget Cell (S100)</i>			TAX CREDIT Project 3 Month Reserve Required	NON-TAX CREDIT Project 4 Month Reserve Required	
	(a) Total Operating Expenses:	\$2,190,773	Amount subject to reserve calculation: <i>(a - b)</i>	\$2,071,161	\$517,790	\$690,387
	(b) <i>Minus</i> : On-Site Service Coordinator Salaries:	\$119,612				
2	Replacement Reserve amount from above: <i>(Cell AJ10)</i>			\$80,000	\$20,000	\$26,667
3	Debt Service (including all HCD 0.42% Fees and Bond Issuer Fee)					
	Name of Lender <i>Operating Budget cells (D125 to D137)</i>			Annual Debt Service Amount	TAX CREDIT Project 3 Month Reserve Required	NON-TAX CREDIT Project 4 Month Reserve Required
	1st Mortgage Debt Service - CHASE			\$528,350	\$132,088	\$176,117
	2nd Mortgage Debt Service (Specify)			\$0	\$0	\$0
	3rd Mortgage Debt Service (Specify)			\$0	\$0	\$0
	MHP .42% Fee			\$99,919	\$24,980	\$33,306
	Other HCD .42% (Specify)			\$0	\$0	\$0
	Other HCD .42% (Specify)			\$0	\$0	\$0
	Bond Issuer Fee			\$6,666	\$1,667	\$2,222
	Miscellaneous Financial Expenses (Specify)			\$0	\$0	\$0
	Other (services add-back & ground lease payment)			\$153,099	\$38,275	\$51,033
Totals			\$788,034	\$197,009	\$262,678	
UMR Required Operating Reserve Amount:				\$734,799	\$979,732	

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

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

### Transition Reserve Calculator

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

Comments:

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

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

Cash Flow Analysis

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

Is Income from Restricted Units based on Restricted or Proposed Rents?					Proposed Rents											
INCOME FROM RENTAL UNITS	Inflation	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	
Restricted Unit Rents	2.5%	2,519,064	2,582,041	2,646,592	2,712,756	2,780,575	2,850,090	2,921,342	2,994,375	3,069,235	3,145,966	3,224,615	3,305,230	3,387,861	3,472,556	
Unrestricted Units	2.5%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Tenant Assistance Payments		0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	2.5%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	2.5%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Operating Subsidies	2.0%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Other: LOSP Subsidy - shown on cash flow	2.5%	612,113	629,943	648,518	667,680	687,447	707,838	728,873	750,571	772,952	796,039	819,852	844,415	869,750	895,886	
GROSS POTENTIAL INCOME - HOUSING		3,131,177	3,211,984	3,295,110	3,380,436	3,468,022	3,557,928	3,650,215	3,744,946	3,842,187	3,942,005	4,044,467	4,149,645	4,257,611	4,368,444	

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

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

OPERATING EXP & RESERVES			Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14
Residential Exp. (w/o Real Estate Taxes & Sup. Services)		3.5%	2,046,675	2,118,309	2,192,449	2,269,185	2,348,607	2,430,808	2,515,886	2,603,942	2,695,080	2,789,408	2,887,037	2,988,084	3,092,666	3,200,911
Real Estate Taxes		2.0%	6,000	6,120	6,242	6,367	6,495	6,624	6,757	6,892	7,030	7,171	7,314	7,460	7,609	7,762
Supportive Services Costs		3.5%	138,098	142,931	147,934	153,112	158,471	164,017	169,758	175,699	181,849	188,213	194,801	201,619	208,676	215,976
Replacement Reserve		0.0%	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000
Other Reserves		0.0%	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Ground Lease		2.0%	15,000	15,300	15,606	15,918	16,236	16,561	16,892	17,230	17,575	17,926	18,285	18,651	19,024	19,404
Commercial Expenses		3.5%	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL EXPENSES & RESERVES			2,285,773	2,362,660	2,442,232	2,524,582	2,609,808	2,698,011	2,789,293	2,883,764	2,981,534	3,082,718	3,187,437	3,295,813	3,407,975	3,524,056
NET OPERATING INCOME			730,211	731,250	731,853	731,803	731,062	729,586	727,333	724,254	720,301	715,426	709,573	702,688	694,713	685,586

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

Super-NOFA-Application-V2-6-10			Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14
CASH FLOW after all debt service			95,276	96,315	96,918	96,868	96,127	94,651	92,398	89,319	85,366	80,491	74,638	67,753	59,778	50,654

DEBT SERVICE COVERAGE RATIO	1.15	1.15	1.15	1.15	1.15	1.15	1.15	1.14	1.13	1.13	1.12	1.11	1.09	1.08
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CASHFLOW AFTER DEBT SERVICE		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14
Asset Mgmt./Similar Fees		15,418	15,958	16,516	17,094	17,693	18,312	18,953	19,616	20,303	21,013	21,749	22,510	23,298	24,113
Deferred Developer Fee prior to Distributions & Residual Receipt Payments		79,858	80,358	80,401	79,774	78,434	76,339	73,445	51,391	0	0	0	0	0	0
Cash Available for Residual Receipts Loans and Sponsor Distributions		0	0	0	0	0	0	0	18,312	65,064	59,477	52,889	45,243	36,481	26,541
Sponsor Distributions	50%	0	0	0	0	0	0	0	9,156	32,532	29,739	26,444	22,622	18,240	13,271
HCD Residual Payment	50%	0	0	0	0	0	0	0	9,156	32,532	29,739	26,444	22,622	18,240	13,271
Other Residual Payments	0%	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Residual Payments	0%	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Residual Payments	0%	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Residual Payments	0%	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Max Asset Mgmt/Similar Fees	3.5%	15,418	15,958	16,516	17,094	17,693	18,312	18,953	19,616	20,303	21,013	21,749	22,510	23,298	24,113
Cumulative Paid Deferred Dev. Fee		79,858	160,215	240,617	320,391	398,825	475,164	548,609	600,000	600,000	600,000	600,000	600,000	600,000	600,000

Total Deferred Developer Fee Budgeted for Payment Prior to Distributions and Residual Receipt Payments	600,000
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4	Year 15	Year 16	Year 17	Year 18	Year 19	Year 20
58	3,559,371	3,648,356	3,739,565	3,833,054	3,928,880	4,027,102
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
2	922,834	0	0	0	0	0
10	4,482,205	3,648,356	3,739,565	3,833,054	3,928,880	4,027,102

4	Year 15	Year 16	Year 17	Year 18	Year 19	Year 20
i	16,003	16,403	16,814	17,234	17,665	18,106
	0	0	0	0	0	0
	0	0	0	0	0	0
i	16,003	16,403	16,814	17,234	17,665	18,106
53	4,498,209	3,664,759	3,756,378	3,850,288	3,946,545	4,045,208

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

4	Year 15	Year 16	Year 17	Year 18	Year 19	Year 20
10	3,312,942	3,428,895	3,548,906	3,673,118	3,801,677	3,934,735
	7,917	8,075	8,237	8,401	8,569	8,741
9	223,538	231,362	239,460	247,841	256,516	265,494
i	80,000	80,000	80,000	80,000	80,000	80,000
	0	0	0	0	0	0
i	19,792	20,188	20,592	21,004	21,424	21,852
	0	0	0	0	0	0
55	3,644,189	3,768,520	3,897,194	4,030,364	4,168,185	4,310,822
9	675,251	(286,999)	(328,635)	(372,591)	(418,968)	(467,874)

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

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

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

## Supportive Services Plan

6/3/22

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

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

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

### Part I. Tenant Selection Narrative

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

#### Section 1: Tenant Selection Criteria

1. Target Tenant Population and Eligibility Criteria

a. Do you use Housing First Practices?

Yes

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

Key criteria for eligibility and selection criteria include the following.

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

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

After initial eligibility and conditional housing offer, the Applicant's household must meet any criminal screening standards. TNDC complies with San Francisco Police Code Article 49 – Fair Chance Ordinance:

• TNDC will conduct an individualized assessment and consider only "directly related" convictions and unresolved arrests in light of time elapsed, any evidence

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

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

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

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

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

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

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

### 2. Marketing/Outreach

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

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

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

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

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

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

### 3. Characteristics of SNP

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

Tenant holds a lease in his/her name and is responsible for paying rent?

Yes

Tenant has his/her own room or apt. and is individually responsible for selecting a roommate in any shared tenancy?

Yes

Tenant may stay as long as he/she pays his/her share of rent and complies with the terms of his/her lease?

Yes

Unit is subject to applicable state and federal landlord tenant laws?

Yes

Participation in services or any particular service shall not be required as a condition of tenancy?

Yes

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

Not applicable

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

### Section 1: LSP

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

1. LSP name:

Tenderloin Neighborhood Development Corporation

Relationship to Sponsor:

Owner/Operator

How Long has the LSP been providing services to homeless:

26

years

0

months

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

19

**\$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?

>=3 years

**\$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?

>=3 years

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

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

### Section 2: Best Practices in Service Delivery

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

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

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

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

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

Describe Critical Time Intervention:

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

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

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

Describe Trauma-Informed Care Strategies:

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

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

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

Describe Motivational Interviewing:

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

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

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

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

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

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

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

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

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

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

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

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

Describe case conferencing:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Describe process for receiving and resolving tenant grievances:

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

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

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

Describe appropriate responses to tenant crises:

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

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

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

Describe retention of tenants regardless of their use of substances:

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

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

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

Describe cultural competency:

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

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

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

### Part III. Supportive Services Detail

#### Section 1: Supportive Services Chart

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

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

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

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

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



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

## Section 2: Supportive Services Coordination

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

TNDC support services staff use a trauma informed care approach, a harm reduction philosophy, and a cultural humility lens, which places the tenant at the center and sees tenants as individuals and the experts of their own experience. Using this platform, support services staff will be able to better accommodate cultural, trauma-based, and disability related barriers to provide referrals and linkages to neighborhood resources. TNDC support services does not contract directly with these specific third party community services, but provides information and linkages to residents to neighborhood resources per the TNDC Service Agreement. Neighborhood community service organizations include: Homeless Youth Alliance (0.3 mile walking distance away from the project), 44pm-7:30pm Monday-Friday which provides a range of services for homeless youth including a drop in center, one on one counseling, group

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

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

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

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

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

## Part IV. Tenant Safety And Engagement

### Section 1: Tenant Engagement

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### Section 2: Safety and Security

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

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

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

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

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

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

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

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

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

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

6. Describe your guest/visitor policy for residents.

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

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

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

## Part V. Staffing

### Section 1: Staffing Chart

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

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

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

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

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

### Section 2: Staffing Ratios

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

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

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

## Part VI. Supportive Services Budget

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

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

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

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

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

#### Supportive Services Expense Per Unit Calculation

##### Total Overall Units

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

##### Total MHP Assisted Units

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

### Section 2: Budget Narrative and Funding Commitments

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

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

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

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

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

Not applicable

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

Not applicable

### Section 3: Service Funding History Table:

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

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

#### Section 1: Measurable Outcomes

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

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

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

#### Section 2: Plan for Evaluation

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

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

End of Document

## Special Needs Population Experience & Narrative

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

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

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

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

Property Management Experience:
The Property Management Department – comprised of more than 300 employees - serves over 6,000 residents across approximately 3,800 units, all of which are located in San Francisco. Over 900 of these units have a permanent supportive housing component.
Property Management oversees approximately \$65 million in annual revenue, and within the department, there are additional support roles to ensure the financial and physical health of the community.


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## Supportive Housing Experience

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

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

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## Supportive Services Verification

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

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

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

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

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

--

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

Yes

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

Yes

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

Yes

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

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

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

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

purple

Points Available to Rural Area projects only.	% AMI	55%		50%		45%		40%		35%		30%		25%		20% and below		To Poi
	% of Units	Points Available	Points Awarded	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	
	50%	5.00		12.50		16.90		17.50		18.75		30.00		30.00		30.00		
	45%	5.00		11.25		16.90		17.50		18.75		30.00		30.00		30.00		
	40%	5.00		10.00		15.00		17.50		18.75		27.50		30.00		30.00		
	35%	4.40		8.75		13.15		17.50		18.75		25.00		27.50		30.00		
	30%	3.75		7.50		11.25		15.00		18.75		22.50		25.00		30.00	30.00	
	25%	3.15		6.25		9.40		12.50		15.65		18.75		21.90	21.90	25.00		
	20%	2.50		5.00		7.50		10.00	10.00	12.50		15.00		17.50		20.00		
	15%	1.90		3.75		5.65		7.50		9.40		11.25		13.10		15.00		
	10%	1.25		2.50	2.50	3.75		5.00		6.25		7.50		8.75		10.00		
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		3
Does the Project have at least 10 percent of the Restricted Units restricted to households with incomes not exceeding 30 percent of AMI?																		TR

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

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



## MHP Threshold Requirements

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

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

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

---

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

§7302. Eligible Project.

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

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

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

- (1) ✓

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

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

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

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

(h) Assisted Unit Requirements:

- (1) Sponsor acknowledges where multiple Department programs assist the Pro non-VHHP regulatory authority shall not exceed 49 percent of the Project's
- (2) Sponsor acknowledges that in jurisdictions having Article XXXIV authority, 1 to 100 percent of the Project's total units.
- (3) Sponsor acknowledges that the Units regulated by the Department, includir

(j) Multiple Department Funding Sources:

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

(k) ✓

Sponsor Comments:

N/A

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

§7303. Eligible Sponsor.

- (a) ✓
- (b) ✓
- (c) ✓
- (d) ✓

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

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

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



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

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

Sponsor Comments:

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

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

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

- (a) Sponsor acknowledges funds shall only be used for Capital Asset related expenses.  
(b) Sponsor acknowledges that eligible costs include all those stated at **§7304(b)(1)-(4)**.

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


Sponsor Comments:

N/A

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

Sponsor acknowledges **§7317(a-g)**

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

- (a) Sponsor acknowledges to comply with **MHP §7318(a)**  
(b) An application shall be deemed complete when:  
(1)   
(2) Sponsor certifies that the application meets all threshold requirements, as set forth in the Program.

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

Sponsor acknowledges that during the application review, Department staff documents required for scoring are not included, the application will not be considered unless specifically requested by the Department.

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

Sponsor acknowledges that applications shall be evaluated for compliance with the Department's scoring criteria. Applications that are not scored based on the application scoring criteria listed in the Universal Scoring A shall be considered for funding, provided that they meet all threshold and eligibility requirements.

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

FALSE

- (f) ☒

Sponsor Comments:

N/A

- (e) ☒

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

- (f) Commitments, market study, Project proforma, sources and uses statement, or other documents required for scoring are not included, the application will not be considered unless specifically requested by the Department.

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

- (h) ☒

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

- (j) ☒

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

File Name:	06. Integration Plan	For Special Needs Projects provide an integration plan that will meet MHP §7302(g) requirements.
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- (l) Sponsor certifies that projects that **do not include Special Needs Units** shall provide a plan for delivery and funding of those services, including identification of funding sources, as set forth in CCR Title 4 Section 10325(c)(4)(B)?

File Name:	105. Service Amenity List	List of service amenities qualified by number of service hours, and
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(m) Sponsor certifies that the Project complies with the restrictions on demolition as set forth in the NOFA.

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

Where site control is in the name of another entity, the Applicant shall provide documentation of the acquisition of the site), which clearly demonstrates that the Applicant has sole and exclusive control over the site.

(1) purchase and sale agreement, an option, a leasehold interest/option, a disposition, or a combination of the above (including a ground lease), which clearly demonstrates that the Applicant has sole and exclusive control over the site.

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

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

(A) Where site control is a ground lease, the lease agreement between the Tribes and the Applicant shall be recorded in the public records of the Tribe.

(B) An attorney's opinion regarding chain of title and current title status is accepted by the Tribe.

(o) Sponsor certifies that the Project complies with accessibility and fair housing obligations as set forth in the NOFA.

Sponsor Comments:

N/A
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In addition to the Threshold Requirements above, Sponsor(s) acknowledge, understand, and agree to the following requirements:

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

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

Sponsor comments:

N/A
-----

End
-----

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[Click here](#)

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

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

omments" box at the end of each Guideline Section.

on demonstrates that all the following threshold requirements have been met:

---

Yes

Just provide a minimum of 15 percent (15%) of the Restricted Units with mobility features, on features.

Yes

th the general public by:

with disabilities with other Units, to the maximum extent feasible and subject to Federal Regulations (CFR) Section 8.26.

Yes

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

Yes

Project and the jurisdiction does not have Article XXXIV authority, the Department's total total Units, unless the Project otherwise has an exemption.

N/A

the Department's total regulatory authority shall not exceed the allocation of authority, up

Yes

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

Yes

permitted, subject to the following limitation:

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

Yes
Yes

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

list of funding sources may be specified in the NOFA.

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

Yes
Yes

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

Can the entity demonstrate capacity at the time of its application for the funds?

Yes
-----

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

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

Yes

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

Yes

as set forth in this section, including interim or bridge loans used to pay such costs. In addition, the Project shall be able to pay the Project's share of the development cost consistent with the Project's scope and area as determined by the Department.

as required by [GC §16727](#).

Yes

Yes

Yes

[18](#)).

Development funds shall be used for costs associated exclusively with non-Restricted Units or the purpose of allocating development costs. If only a portion of the Rental Housing Units are Restricted Units, the Project shall not exceed the sum of the following: [§7304\(c\)\(1-3\)](#).

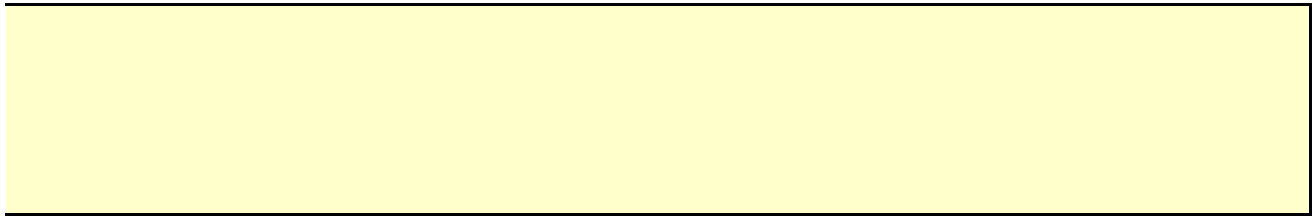
Yes

Yes

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

Yes

ded in the application and uploaded files, the Department should be able to review the	Yes
may request clarifying information, provided it does not affect the competitive scoring. If deemed incomplete.; However, failure to submit necessary documents, as set forth in the information or documents received after the application submission deadline will not be	Yes
erning boards of both the Sponsor and a co-Sponsor (except where the Sponsor(s) are) issuance of a Standard Agreement.	Yes
the threshold and eligibility requirements of these Guidelines, and applicable statutes, and appendix to the NOFA. The applications with the highest number of points shall be rents and achieve specified minimum scores as identified in the NOFA.	Yes



e as evidenced by documentation such as, but not limited to, Enforceable Funding feasibility documentation that is standard industry practice for the type of proposed	Yes	
and Rents in the Assisted Units and is feasible pursuant to the underwriting standards in	Yes	
1, shopping, medical services, recreation, schools, and employment in relation to the	Yes	
e to the needs of the Special Needs Population; and the application shall demonstrate a on of the Lead Service Provider, service delivery partners and funding sources, pursuant	Yes	
Integration Plan that demonstrates how Sponsor/Applicant	Uploaded to HCD Portal?	Yes
e service amenities sufficient to achieve a minimum score of 7 points pursuant to TCAC		Yes



qualifying for TCAC points, include service amenity name, and amount of TCAC points earned.	Uploaded to HCD Portal?	Yes
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worth in UMR §8302?		N/A
worth in UMR §8303. with the exception that the Sponsor shall maintain site control		Yes

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

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

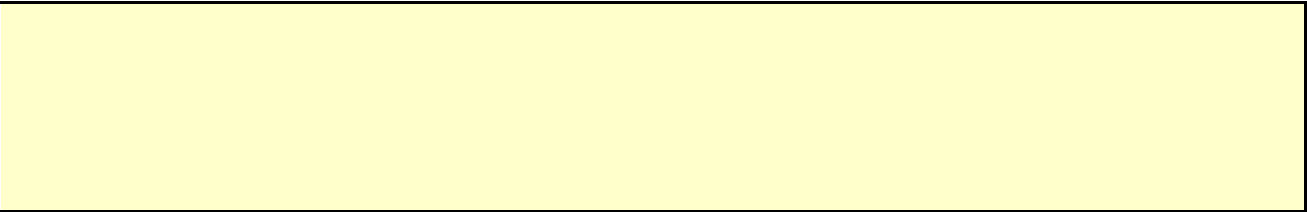
Any exceptions apply:	N/A
-----------------------	-----

The Joint Venture and the Project owner is for a period not less than 50 years; and

Acceptable in lieu of a title report.

Consistent with §7314?	Yes
------------------------	-----

The Sponsor shall stand, and agree to comply with the following sections of the 2022 MHP Guidelines



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

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

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

(a) ✓

(1) ✓

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

(1) ✓

(2) Must include not less than 15 percent of the total residential Units to be dev

(A) Ownership language at guidelines is hereby omitted for this citation.

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

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

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

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

(3) ✓

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

i. A general plan adopted pursuant to GC Section 65300

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

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



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

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

(f) Multiple Department Funding Sources

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

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

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

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

(A) Offsite infrastructure funds; or

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

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

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

(g) ✓

Applicant/Sponsor Comments:

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

§201. Eligible Applicant.

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

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

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

§206. IIG 2019 Large Jurisdiction Qualifying Infill Projects.

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

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

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

"Developer" within this section means the legal entity that the De  
i. experience, and Site Control of the Qualifying Infill Project, and w  
occupancy.

- ii. For the purposes of this section only, a nonprofit or for-profit developer shall be defined as an entity organized under 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 of the City of San Francisco, dated October 14, 2022. If Applicant will provide the letter, please email the letter to SuperNOFA@hcd.ca.gov
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(b) ✓

(1) N/A

(2) No, Community-Based Developer is NOT the Sponsor

(3) N/A

- (c) Applicant shall demonstrate capacity to acquire, develop, and own affordable rental housing, including but not limited to staff, capital, assets, and other resources to efficiently meet the operational needs of the project; and to satisfy all legal requirements and obligations in connection with the project, which shall be acceptable to the Department in form and substance. Applicant shall satisfactorily

Applicant certifies to demonstrate capacity to acquire, develop, and own affordable rental housing, including but not limited to staff, capital, assets, and other resources to efficiently meet the operational needs of the project; and to satisfy all legal requirements and obligations in connection with the project, which shall be acceptable to the Department in form and substance. Applicant shall satisfactorily

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

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

Applicant/Sponsor Comments:

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

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

(a) Applicant acknowledges that funds shall only be used for Capital Asset related expenses.

(b) Applicant acknowledges that Eligible costs include the construction, Rehabilitation, and operation of the project, including but not limited to the following: §203(b)(1-15)

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

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

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

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

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

Are Impact fees required by local ordinance?

No

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

Applicant/Sponsor Comments:

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

§400. **Application Process.**

Applicant acknowledges §400(a-f)

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

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

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

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

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

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

Applicant acknowledge that applications shall be evaluated for compliance with 1

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

- (e) ✓

Applicant/Sponsor Comments:

- (e) ✓

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

File Name:	105. Service Amenity List	List of service amenities qualified number of service hours, and
------------	---------------------------	--

- (l) Applicant certifies that the Qualifying Infill Project complies with the restrictions on development.
- (m) Applicant certifies The Qualifying Infill Project and Capital Improvement Project comply with additional requirement that the Applicant shall maintain site control through the Award of Program funds. The term of the award may be extended in writing by the Department for 5 years from the date of the Award of Program funds.

(1) The following shall apply to IIG Qualifying Infill Project projects::

- (A) Where site control is in the name of another entity, the Applicant shall provide a purchase and sale agreement, an option, a leasehold interest/option, a deed, or a power of attorney for the acquisition of the site), which clearly demonstrates that the Applicant has control over the site.

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

(2) The following shall apply to offsite work proposed for CIPs and shall be evidenced by:

- (A) Recipient/Sponsor shall have a right of way or easement, which is either provided by the Recipient/Sponsor to access, improve, occupy, use, maintain, repair, and a

- (B) Recipient/Sponsor shall have an executed encroachment permit for construction.

(3) For Qualifying Infill Projects and Capital Improvement Project developed in India

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

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

(n) Applicant/Sponsor certifies that the Project complies with accessibility and fair housing requirements.

Applicant/Sponsor Comments: \_\_\_\_\_



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

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

Applicant/Sponsor Comments:

N/A

## Threshold Requirements

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

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

Comments" box at the end of each Guideline Section.

demonstrates that all the following threshold requirements have been met:

Eligible Capital Improvement Projects?

Yes

Units awarded must meet all of the following conditions:

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



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

Yes

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

N/A

Is there a Project or area-specific agreement between the Recipient and the local agency as of January 1, 2022?

Yes

Does the agreement of this paragraph include affordability covenants that subject the project to Lower-, Lower- or Moderate-Income households.

Agreement as of January 1, 2022 that contains affordability covenants.

Uploaded to HCD Portal?

Yes

Must be pursuant to one of the following adopted plans:

Area showing area designation.

Uploaded to HCD Portal?

Yes

Must include a recorded, binding covenant, acceptable to the Department to reliably ensure compliance with the requirements set forth in §200(b)(3). This mechanism must be in effect and legally enforceable.

Yes

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

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

N/A

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

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

Yes  
Yes

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

that funding sources may be specified in the NOFA.

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

Yes  
Yes

Yes

	TRUE
Qualifying Infill Project?	FALSE

Following:

of the city, county, or city and county that has jurisdiction over a qualifying infill project?

Yes

Department of Housing and Community Development (Department) relies upon for capacity, which controls the Rental Housing Development during development and through

Developer may include a Tribally Designated Housing Entity, as defined in Section 4103 of

Application may be submitted and will be accepted no later than 30 days after application and no later than October 14, 2022, at [www.hcd.ca.gov](http://www.hcd.ca.gov).

Uploaded to HCD Portal?

Yes

rental housing. For purposes of this subdivision, an entity has "capacity" if it has adequate funds of the Rental Housing Development; to maintain the Fiscal Integrity of the Rental Housing Development. Evidence of capacity must be reasonably demonstrated by the entity at the time of its application for the funds.

Can the entity provide rental housing as described at above paragraph?

Yes

Development throughout the full term of the Department's use restriction on the Rental Housing Development. If structured with or through a special purpose entity, the Recipients shall exercise direct control over the Rental Housing Development. [§8313.2](#) and throughout the full term of the Department's use restriction on the Rental Housing Development, the entity shall meet the following requirements at the time of its application for the funds for the full term set forth in the

Can the entity provide Rental Housing Development as described at above paragraph?

Yes

Information above is incorrect, which is tied to Line 74 of PROJECT OVERVIEW tab. There are 2 co-Sponsors each

Does the entity have the funds?

Yes

Are the funds sufficient to cover the expenses as required by [§16727 of the GC](#).

Yes

Will the entity be responsible for the construction, demolition, relocation, preservation, acquisition, or other physical improvements of the

Yes

Provision of Transit Station parking spaces (including replacement required by a transit agency) for the Qualifying Infill Project within one-half mile of a Major Transit Stop or Transit Station.

FALSE

Will the entity provide for the installation of lifts. The minimum residential per Unit parking spaces in Structured Parking, as determined by the Department, shall not exceed \$50,000 per permitted space.

Unit?

FALSE

FALSE

ly if used for the identified Capital Improvement Projects. Funded impact fees may not

Does Funded impact fees exceed 5 percent of the Program award.

FALSE

Yes

Yes

Yes

Yes

set forth in the NOFA, §202, and the application.

Yes

the application and uploaded files, the Department should be able to review the

Yes

ff may request clarifying information, provided it does not affect the competitive scoring. If deemed incomplete; however, failure to submit necessary documents, as set forth in the information or documents received after the application submission deadline will not be

Yes

e Recipient/Sponsor and a co-Recipient/Sponsor (except where the ed by the Department, prior to issuance of a Standard Agreement.

Yes

the threshold and eligibility requirements of these guidelines, and applicable statutes, and s. The applications with the highest number of points shall be selected for funding, ecified minimum scores as identified in the NOFA.

Yes

is financially feasible as evidenced by documentation such as, but not limited to, a feasibility study, a business plan, a market analysis, a statement, or other feasibility documentation that is standard industry practice for the

Yes

ent with proposed Rents in the Assisted Units and is feasible pursuant to the underwriting

Yes

public transportation, shopping, medical services, recreation, schools, and employment in

Yes

provide service amenities sufficient to achieve a minimum score of 7 points pursuant to TCAC

N/A

Qualifying for TCAC points, include service amenity name, and amount of TCAC points earned.

Uploaded to HCD Portal?

N/A

abolition as set forth in [UMR §8302](#);

N/A

lies with the site control requirements as set forth at [UMR §8303](#) and [§8316](#) with the date. The term of the Award shall be five years from the date of the Award of the Award, at its sole discretion, but in no event shall the term of the Award exceed seven

Yes

provide documentation, in form and substance reasonably satisfactory to the Department (e.g. a lease agreement, a development agreement, an exclusive right to negotiate with a public entity, or a public entity has some form of right to acquire or lease the Project property.

ment will require the execution and recordation of the Department's form lease rider, and the lease rider shall be recorded, signed, and executed by the Department, and any other applicable parties. In all cases, the lease rider shall

be recorded prior to the disbursement of Program funds.

perpetual, or of sufficient duration to meet Program requirements, and which allows the Department to alter the property underlying the right of way or easement; and

protection of any improvements or facilities within the public right of way or on public land.

In country, the following exceptions apply:

Local Entity and the Project owner is for a period not less than 50 years; and

acceptable in lieu of a title report.

regarding obligations in Section 300?

Yes

edge, understand, and agree to comply with the following sections of the 2022 IIG

of Document



### Local Approvals and Environmental Review Verification

To the Sponsor/Applicant: Submit this form to the agency or department of local government responsible for administration of the items listed. This form may be submitted to more than one agency or department if necessary. If an item is not required, include the reason why in box provided.

Project Sponsor/Applicant:	Tenderloin Neighborhood Development Corporation
Sponsor/Applicant Address:	201 Eddy Street
Sponsor/Applicant City:	San Francisco
Project Name:	730 Stanyan
Project Address/site:	730 Stanyan Street
Project City:	San Francisco
Project County:	San Francisco
Assessor Parcel Numbers (APNs):	1249/024

To the local jurisdiction: The Sponsor/Applicant named above has submitted an application to the State Dept. of Housing and Community Development (HCD) requesting funding for the Project named above, under the Multifamily Super NOFA. Projects submitted for program funding are subject to a competitive rating process. Project readiness is a component of that process. Verification of items listed below will be used in evaluating Multifamily Super NOFA applications.

Is this Project approved "by right"?

	Yes			
	Applicable for this Project	Final date of Public Comment Period	Approved Date	
CEQA Environmental Clearance is finally approve or unnecessary:	CEQA	No		

Specify in the box below, items not required and explain why (include documentation, if applicable):

The project has been determined eligible for SB-35 and therefore does not require CEQA review.

	Required for this Project?	Under Review?	Verified as Completed and date completed
All necessary, discretionary, and non-discretionary public land use approvals except building permits and other ministerial approvals are:	No		

Specify in the box below, items not required and explain why (include documentation, if applicable):

There are no land use approvals or entitlements required for the Project except the building permit.

Dated: 6/13/2022

Statement Completed by (please print):	Kate Conner
Signature:	Kate Conner
Title:	Planner
Agency or Department:	San Francisco Planning Department
Agency or Department Address:	49 South Van Ness, Suite 1400, San Francisco, CA 94103
Agency or Department Phone:	(628) 652-7600

**On behalf of the entity identified in the signature block below, I certify that:**

- 1) The information, statements and attachments included in this Application are, to the best of my knowledge and belief, true and correct.
- 2) I possess the legal authority to submit this Application on behalf of the entity identified in the signature block.
- 3) The following is a complete disclosure of all identities of interest - of all persons or entities, including affiliates, that will provide goods or services to the Project either (a) in one or more capacity or (b) that qualify as a "Related Party" to any person or entity that will provide goods or services to the Project. "Related Party" is defined in §10302 of the California Code of Regulations (CTCAC Regulations):

Regarding Line 25 below, HCD issued a Preliminary Notice of Declaration of Default to CCDC regarding the Saint Claire Residence, Project #85-SUHRO-0229, and contract #85-HRLS-229 (the "HRL Loan") on August 27, 2021. Subsequently, HCD and CCDC entered into a forbearance Agreement dated March 31, 2022, pursuant to which the parties agreed upon a five (5) year forbearance period (the "Forbearance Term") with a repayment schedule and a balloon payment due at the end of the Forbearance Term, unless the HRL Loan is paid in full prior to the end of the Forbearance Term. CCDC plans to repay the HRL Loan in full not later than July 12, 2022.

4) As of the date of Application, the Project, or the real property on which the Project is proposed (Property) is not part to or the subject of any claim or action at the State or Federal appellate level.

5) I have disclosed and described below any claim or action undertaken which affects or potentially affects the feasibility of the Project.

In addition, I acknowledge that all information in this Application and attachments is public, and may be disclosed by the State.

Cindy Louie	Chief Financial Officer of Chinatown CDC		
Printed Name	Title of Signatory	Signature	Date

**Legal Disclosure**

For purposes of the following questions, and with the exceptions noted below, the term "applicant" shall include the sponsor(s)/Applicant(s), and any subsidiary of the sponsor(s)/Applicant(s) if the subsidiary is involved in (for example, as a guarantor) or will be benefited by the Application or the Project.

In addition to each of these entities themselves, the term "applicant" shall also include the direct and indirect holders of more than ten percent (10%) of the ownership interests in the entity, as well as the officers, directors, principals and senior executives of the entity if the entity is a corporation, the general and limited partners of the entity if the entity is a partnership, and the members or managers of the entity if the entity is a limited liability company. For Projects using tax-exempt bonds, it shall also include the individual who will be executing the bond purchase agreement.

The following questions must be responded to for each entity and person qualifying as an "applicant," or "joint applicant" as defined above.

**Explain all positive responses on a separate sheet and include with this questionnaire in the Application.**

**Exceptions:**

Public entity applicants without an ownership interest in the proposed Project, including but not limited to cities, counties, and joint powers authorities with 100 or more members, are not required to respond to this questionnaire.

Members of the boards of directors of non-profit corporations, including officers of the boards, are also not required to respond. However, chief executive officers (Executive Directors, Chief Executive Officers, Presidents or their equivalent) must respond, as must chief financial officers (Treasurers, Chief Financial Officers, or their equivalent).

**Civil Matters**

1) Has the applicant filed a bankruptcy or receivership case or had a bankruptcy or receivership action commenced against it, defaulted on a loan or been foreclosed against in past ten years?	Yes
2) Is the applicant currently a party to, or been notified that it may become a party to, any civil litigation that may materially and adversely affect (a) the financial condition of the applicant's business, or (b) the Project that is the subject of the Application?	No
3) Have there been any administrative or civil settlements, decisions, or judgments against the applicant within the past ten years that materially and adversely affected (a) the financial condition of the applicant's business, or (b) the Project that is the subject of the Application?	No
4) Is the applicant currently subject to, or been notified that it may become subject to, any civil or administrative proceeding, examination, or investigation by a local, state or federal licensing or accreditation agency, a local, state or federal taxing authority, or a local, state or federal regulatory or enforcement agency?	No
5) In the past ten years, has the applicant been subject to any civil or administrative proceeding, examination, or investigation by a local, state or federal licensing or accreditation agency, a local, state or federal taxing authority, or a local, state or federal regulatory or enforcement agency that resulted in a settlement, decision, or judgment?	No

**Criminal Matters**

6) Is the applicant currently a party to, or the subject of, or been notified that it may become a party to or the subject of, any criminal litigation, proceeding, charge, complaint, examination or investigation, of any kind, involving, or that could result in, felony charges against the applicant?	No
7) Is the applicant currently a party to, or the subject of, or been notified that it may become a party to or the subject of, any criminal litigation, proceeding, charge, complaint, examination or investigation, of any kind, involving, or that could result in, misdemeanor charges against the applicant for matters relating to the conduct of the applicant's business?	No
8) Is the applicant currently a party to, or the subject of, or been notified that it may become a party to or the subject of, any criminal litigation, proceeding, charge, complaint, examination or investigation, of any kind, involving, or that could result in, criminal charges (whether felony or misdemeanor) against the applicant for any financial or fraud related crime?	No
9) Is the applicant currently a party to, or the subject of, or been notified that it may become a party to or the subject of, any criminal litigation, proceeding, charge, complaint, examination or investigation, of any kind, that could materially affect the financial condition of the applicant's business?	No
10) Within the past ten years, has the applicant been convicted of any felony?	No
11) Within the past ten years, has the applicant been convicted of any misdemeanor related to the conduct of the applicant's business?	No
12) Within the past ten years, has the applicant been convicted of any misdemeanor for any financial or fraud related crime?	No

**Please provide a letter of explanation if you responded "Yes" to any of the questions above.**

File Name:	97. Sponsor/Applicant Certification LOE	Letter of Explanation(s) for Certification & Legal "Yes" answers, or as clarification deemed necessary by the Sponsor/Applicant for information included in this application.	Uploaded to HCD Portal?	Yes
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Cindy Louie	Chief Financial Officer of Chinatown CDC		
Printed Name	Title of Signatory	Signature	Date

## Organizational Documents

The following is intended as a brief summary of legal documents commonly required to verify the legal authority of the private entity or entities applying to HCD for an Award of funds and does not apply to public applicants. Documents required to apply for funds (threshold requirements) are legally distinct from those required to enter into a standard agreement or to receive bonus points. For projects receiving an Award of HCD funds, additional documents, or corrections, may be required prior to execution of the Standard Agreement.

## Organizational Charts

Complete organizational charts are required for the Sponsor/Recipient, Borrower, MGP and AGP (if different from the Sponsor).

## Corporate Entities

Articles of Incorporation (Corp. Code **§154, 200 and 202**) as certified by the CA Secretary of State.

Bylaws and any amendments thereto (Corp. Code **§207(b), 211 and 212**)

Certificate of Amendment of Articles of Incorporation (Corp. Code **§900-910** (general stock), **§5810-5820** (public benefit and religious corporations), **§7810-7820** (mutual benefit corporations), or **§12500-12510** (general cooperative corporations)) as applicable.

Restated Articles of Incorporation (Corp. Code **§901, 906, 910** (general stock), **§5811, 5815, 5819** (public benefit and religious corporations), **§7811, 7815 and 7819** (mutual benefit corporations) and **§12501, 12506 and 12510** (general cooperative corporations)) as applicable.

Statement of Information (CA Secretary of State form SI-100 or SI-200)

Shareholder Agreements (Corp. Code **§186**) if applicable.

Certificate of Good Standing certified by Secretary of State. Certificate of Good Standing must be dated 30 days or less from the application due date.

## Limited Liability Companies

Articles of Organization (CA Secretary of State form LLC-1)

Certificate of Amendment (CA Secretary of State form LLC-2) if applicable.

Restated Articles of Organization (CA Secretary of State form LLC-10) if applicable.

Certificate of Correction (CA Secretary of State form LLC-11) if applicable.

Statement of Information (CA Secretary of State form LLC-12 or LLC-12NC)

Operating Agreement (Corp. Code **§17707.02(s) and 17701.10**)

Certificate of Good Standing certified by Secretary of State. Certificate of Good Standing must be dated 30 days or less from the application due date.

## Limited Partnerships

Certificate of Limited Partnership (CA Secretary of State form LP-1)

Amendment to Certificate of Limited Partnership (CA Secretary of State form LP-2) if applicable.

Certificate of Correction (CA Secretary of State form LP-2) if applicable.

Limited Partnership Agreement (CA Corp. Code **§15901.02(x) and 15901.10**)

Amended and Restated Limited Partnership Agreement

Certificate of Good Standing certified by Secretary of State.

## Tribal Entity

## Application Development Team (ADT) Support Form

Please complete the "yellow" cells in the form below and email a copy to: [AppSupport@hcd.ca.gov](mailto:AppSupport@hcd.ca.gov), A member of the Application Development Team will respond to you request as soon as possible.

Full Name:	meg mcgraw-scherer	Date Requested:	6/28/2022	Application Version Date:	6/10/22
Organization:	chpc	Email:	<a href="mailto:mmcgraw-scherer@chpc.net">mmcgraw-scherer@chpc.net</a>		Contact Phone:
<div style="background-color: yellow; padding: 5px;"> <p>I believe that the scoring section for 5 special needs points is not calculating correctly. This project is applying for MHP funds. It is a large family project type, but 31% of the units are special needs. Per the formula and the guidelines, the project should be eligible for the 5 special needs points under state priorities. Even if this isn't correct, the project is restricting 40 units total as spn units and the total project units are 160. That is also 25% of the units which should earn the project the 5 special needs points as well.</p> </div>					

Issue #	Tab / Sheet Name	Section	Cell(s) #	Update / Comment	Urgency	ADT Status	Teste
1	scoring	C	N54	The calculation is off here. Note that we have 40 SPN units in the entire project of 160 units, which is 25% of the units. We are asking for infill funds for 100% of the units but MHP for only 63 of the units. The calculation is inconsistent. It should either be	High		
2				40 spn/160 total units OR 20 spn MHP/63 total MHP units. Either way, the project qualifies for the 5 spn points.			
3				Thank you for fixing and sending back as soon as you can.			
4							
5							
6							
7							
8							
9							
10							

ir

\_\_\_\_\_ units \_\_\_\_\_ r \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

# **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)**

2020 West El Camino Avenue, Suite 500, Sacramento, CA 95833

Phone: (916) 263-2771

Email: [SuperNOFA@hcd.ca.gov](mailto:SuperNOFA@hcd.ca.gov)

[Multifamily Finance Super NOFA](#)

**SUPER NOFA DATE 03/30/2022**

## Instructions

When opening this file, a yellow banner at the top may appear with a button that says, "Enable Editing", and/or "Enable Macros". It is essential that you click this box(es) so that the macros are enabled. Enabling macros is necessary for full workbook/application functionality.

**WARNING: Partial functionality** of this application/workbook **WILL BE LOST** when using Apple Mac Computers. The Department **highly** recommends using PC Computers and Microsoft Office 2013 or newer to complete the application.

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 <b>required</b> 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
24e. Spon3 Cert of Good Standing	Certificate of Good Standing must be dated 30 days or less from the application due date.	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)	Incentive Grant Program of 2007 (IIG-2007) and Infill Infrastructure Grant Program of 2019 (IIG-2019)	Yes
No	Joe Serna, Jr. Farmworker Housing Grant (FWHG) Program	Veterans Housing and Homelessness Prevention (VHHP) Program	No

"Optional Answer" will not affect application review or ranking. Sponsor(s)/Applicant(s) or Joint Venture Entity meets CDLAC Definition of BIPOC Organization? per CDLAC 523(f)(1)(B), TCAC 10327(c)(2)(E)?

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)

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)

No At High Risk (MHP)

No Large Family (MHP)

No Senior (MHP)

Yes Special Needs (MHP)

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 or 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		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	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





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 <b>UMR §8303</b> ?						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			Unit Size	Baths	Layout	Avg. Sq. Ft.	All Units	Restricted
	Units	Stories	Bldgs.	Units	Stories	Bldgs.						
Townhouse/Row House	0	0	0	0	0	0	0 Bdrm.		Flat	600	0	0
One or Two Story Walk-Up	0	0	0	0	0	0	1 Bdrm.	1	Flat	850	35	34
Mid-Rise (3-5 stories)	0	0	0	0	0	0	2 Bdrm.	1	Flat	1,100	32	31
High-Rise (6+stories)	73	8	1	0	0	0	3 Bdrm.	1	Flat		6	7
Detached Single Family	0	0	0	0	0	0	4 Bdrm.				0	0
Duplex/4-Plex	0	0	0	0	0	0	5 Bdrm.				0	0
Non-Residential Bldg(s)		0	0		0	0	Total Units					
Totals	73		1	0		0						

Sponsor/Applicant Notes												
N/A												

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				

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Project Overview

NoTennis Court

(Other)

NoSwimming Pool

(Other)

NoJacuzzi/Sauna

(Other)

YesBike Parking

(Other)

Security & Other

NoGated Entry

YesBldg. Card Key

NoSecurity Patrol

YesSecurity Cameras

Describe any mandatory charges to tenants beyond allowable Rents.

None

Other onsite Services?

Miscellaneous Information

Residential Space

Residential Units50,714

Common Areas20,532

Community Room1,206

Leasing Office0

Additional Storage Space

Subtotal Residential SF72,452

Maintenance Shop

Childcare Center0

Service Area

Service Office

(Other)

(Other)

(Other)

(Other)

Total Residential SF72,452

Residential Parking

Free Residential Parking Spaces

Uncovered Tenant Parking0

Covered Tenant Parking0

Enclosed Tenant Parking0

Tenant Guest Spaces0

Subtotal Parking Spaces0

Extra Spaces Tenants may Rent

Uncovered Parking0

Covered Parking0

Enclosed Parking0

Total Handicap Parking Spaces0

Grand Total Parking Spaces0

Commercial Space

Commercial Square Footage

Commercial Area0

Offices0

Childcare Center0

Storage Space0

(Other)

Total Commercial SF0

Parking Spaces for Commercial Tenants

Uncovered Parking0

Covered Parking0

Total Spaces0

Describe other available parking for commercial patrons

NA

Income from sources other than residential Rents and subsidies

Laundry

No. of Units Using Central Laundry36

Weekly Assumed Income Per Unit\$2.34

Annual Total Laundry Income\$4,380

Residential Parking

Tenant Rental Spaces0

Monthly Income Per Space\$0

Annual Residential Parking Income\$0

Commercial Parking

Number of Rental Spaces0

Monthly Income Per Space\$0

Annual Commercial Parking Income\$0

Other Leased Spaces

Residential	Lease Terms	Sq. Feet	Rent/SF/Mo.	Annual Gross
NA				\$0
				\$0
				\$0
				\$0

Commercial

NA				\$0
				\$0
				\$0
				\$0

Total Income from Other Leased Spaces\$0

Monthly utility allowance

Utilities

Type of Utility

Does the owner or tenant pay utilities?

HeatingElectric

Tenant

CookingElectric

Tenant

Other ElectricElectric

Tenant

Air Conditioning

Water Heating

HPP

Enter Allowances for Tenant Paid Utilities by Bdrm. Size

0 bdrm	1 bdrm	2 bdrms	3 bdrms	4 bdrms	≥5 bdrms
\$37	\$44	\$57	\$70	\$85	\$110
\$11	\$14	\$25	\$32	\$40	\$47
\$43	\$51	\$72	\$97	\$122	\$147
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Project Overview

Water								
Sewer								
Trash								
Other								
Total Tenant Utility Allowance			\$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, <b>supporting why relocation is not required</b> . "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>	415-404-6943	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>	415-404-6943	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>	415-404-6943	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>	415-404-6943	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:jhoffman@mercyhousing.org">jhoffman@mercyhousing.org</a>	415-355-7124				
Financial Consultant	California Housing Partnership			360 Pine Street, Suite 300	San Francisco	CA	94104					Mengxin Zhou	Associate Director	<a href="mailto:mzhou@chpcsa.org">mzhou@chpcsa.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:atorney@mithun.com">atorney@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

The screenshot displays a complex financial reporting system interface with multiple data entry forms and tables. The interface is organized into several main sections:

- Top Section:** Contains a header bar with a date field (01/01/2023) and a navigation menu with options like "Menu", "Ajouter", "Modifier", "Supprimer", and "Imprimer". Below this is a large table with columns for "Date", "Description", "Montant", and "Solde".
- Left Section:** Features a vertical sidebar with a list of categories or accounts, including "Comptes de la Balance", "Comptes de la Comptabilité", and "Comptes de la Gestion".
- Center Section:** Contains a large table with multiple columns for data entry, including "Date", "Description", "Montant", and "Solde". This table is used for recording financial transactions.
- Right Section:** Includes a "Résumé" (Summary) table with columns for "Date", "Description", "Montant", and "Solde". It also features a "Total" row at the bottom of the summary table.
- Bottom Section:** Contains a "Total" row for the entire dataset, showing the sum of all entries. Below this is a "Total" row for the summary table, showing the sum of all summary entries.

The interface is designed for efficient data entry and reporting, with clear navigation and a structured layout for financial data.

**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 <b>Adjustment Factor</b>	1.52
I. IIG Base Grant Limit with <b>Adjustment Factor</b>	\$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

[illegible]

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.

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Construction Totals	\$64,150,892	\$0	\$64,150,892	Construction Terms	Permanent Terms		Details of Deferred Costs
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End of Document

Dev Budget SU

	Project	Start Date	End Date	Status	Budget	Actual Cost	Variance	ROI (%)	Risk Level	Impact Score	Notes
d) Improvement Project(s) (CIP)	Project A	2023-01-01	2023-06-30	Completed	\$150,000	\$148,000	\$2,000	12%	Low	High	Improved efficiency by 15%.
	Project B	2023-07-01	2023-12-31	In Progress	\$200,000	\$190,000	\$10,000	8%	Medium	Medium	On track for completion.
	Project C	2024-01-01	2024-03-31	Planned	\$75,000	\$0	\$75,000	-	N/A	Low	Awaiting approval.
	Project D	2024-04-01	2024-09-30	Planned	\$120,000	\$0	\$120,000	-	N/A	Medium	Initial phase starting.
	Project E	2024-10-01	2025-03-31	Planned	\$180,000	\$0	\$180,000	-	N/A	High	Long-term strategic initiative.
	Project F	2025-04-01	2025-12-31	Planned	\$250,000	\$0	\$250,000	-	N/A	Critical	Major system upgrade.

Unit Size	2022 TCAC Threshold Basis Limits (TBL)	# of Units	Basis x Number of Units	TOTAL <b>UNADJUSTED</b> THRESHOLD BASIS LIMIT (TBL):	\$50,724,402
SRO/Studio	\$530,910	0	\$0	TOTAL <b>HCD</b> 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 apprenticeshipable 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
e. <b>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)?			<input type="text" value="Yes"/>
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	
d. Maximum Total Developer Fee using TCAC 4% rules §8312(c)				<b>\$12,416,532</b>
e. Total Budgeted or Actual Developer Fee			\$2,200,000	
f. Budgeted Developer Fee paid from Development Sources	Sum of Deferred and Contributed Developer Fee	\$0	\$2,200,000	
g. Deferred Developer Fee payable on a priority basis from available Cash Flow			<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 ( <a href="#">Specify</a> )	\$0	\$0	
		Other ( <a href="#">Specify</a> )	\$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	<a href="#">Tenant Assistance Payments</a>			
		\$0		
		\$0		
	Operating Subsidies	\$554,031		
	Other: ( <a href="#">Specify</a> )	\$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>		\$1,729,707	\$0	
5220/5240	Vacancy Rate: Restricted Units	5.0%		
	Vacancy Rate: Unrestricted Units	5.0%		
	Vacancy Rate: Tenant Assistance Payments	5.0%		
	Vacancy Rate: Other: (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>		\$1,643,222	\$0	

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>	\$237,738	\$0	

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	Total Utilities Expenses	\$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	Total Operating and Maintenance Expenses	\$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	Total Taxes and Insurance	\$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	Total Supportive Services Costs	\$73,990	\$0	
	Total Operating Expenses	\$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	
	Total Reserves	\$36,500	\$0	

Ground Lease		Residential	Commercial	Comments
	Ground Lease	15,000	\$0	
	Total Ground Lease	\$15,000	\$0	
	Net Operating Income	\$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	Total Financial Expenses	\$0	\$0	
	Cash Flow	\$884,913	\$0	

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
					Do not include Units included in (1) above.		
(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"</i> tab		\$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	Amount subject to reserve calculation: <i>(a - b)</i>	\$706,809	\$176,702	\$235,603
	(b) <i>Minus: On-Site Service Coordinator Salaries:</i>	\$0				
2	Replacement Reserve amount from <i>above : (Cell AJ10)</i>			\$36,500	\$9,125	\$12,167
3	Debt Service (including all HCD 0.42% Fees and Bond Issuer Fee)					
	Name of Lender <i>Operating Budget cells (D125 to D137)</i>			Annual Debt Service Amount	TAX CREDIT Project 3 Month Reserve Required	NON-TAX CREDIT Project 4 Month Reserve Required
	1st Mortgage Debt Service (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
	Other (Specify)				\$0	\$0
	Totals			\$0	\$0	\$0
UMR Required Operating Reserve Amount:				\$185,827	\$247,770	

If Reserve amounts are different than the required amount, enter Reserve amounts and how they are calculated below:

### Transition Reserve Calculator

1	a) Does the Project propose use of Project-based rental assistance?	No
	b) Subsidy Initial Contract Term: <i>(enter in years)</i>	
	c) Go to Cash Flow and remove the subsidy income the year after the subsidy contract ends, enter the amount of Cash Flow after all debt service: example: subsidy initial term is 15 years remove the subsidy income in Cash Flow tab from year 16 (if non-renewable two year requirement would be year 16 & 17) cell BE8 and/or BE9, enter what the income is from cell BE60. If negative enter as a negative number.	
	d) Do any of the permanent development sources have loan terms that end at the same time or before the subsidies initial term?	
	e) Complete if box is yellow, add back the amount of annual debt service for the loan(s) that is ending: (Cash Flow rows 43-56) example: 1st mortgage loan term is 15 years, subsidy is also 15 years use amount in cell BE43. <b>Do not include Balloon Payments.</b>	
	Total Transition Reserve Required: (c + e = Amount of negative Cash Flow, if Cash Flow is positive transition reserve is not required \$0 will show)	\$0
	Minimum amount of Transition Reserve that should be Capitalized based on 2% simple interest discount over term of contract. <i>(Higher amount in AI38 is acceptable) AJ44 ÷ Sum of (AJ40 x 2%) + 1</i>	\$0
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:	
	Minimum annual amount that should be in Cash Flow: <i>(Sum of (AJ44 - AJ47) ÷ AJ48)</i>	\$0

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?

Is Income from Restricted Units based on Restricted or Proposed Rents?				Restricted Rents																			
INCOME FROM RENTAL UNITS		Inflation	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15	Year 16	Year 17	Year 18	Year 19	Year 20	
Restricted Unit Rents		2.5%	1,171,296	1,200,578	1,230,593	1,261,358	1,292,892	1,325,214	1,358,344	1,392,303	1,427,110	1,462,788	1,499,358	1,536,842	1,575,263	1,614,644	1,655,011	1,696,386	1,738,795	1,782,265	1,826,822	1,872,493	
Unrestricted Units		2.5%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Tenant Assistance Payments			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
		2.5%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
		2.5%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Operating Subsidies		2.0%	554,031	565,112	576,414	587,942	599,701	611,695	623,929	636,407	649,136	662,118	675,361	688,868	702,645	716,698	731,032	745,653	760,566	775,777	791,293	807,119	
Other: (Specify)		2.5%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
GROSS POTENTIAL INCOME - HOUSING			1,725,327	1,765,690	1,807,007	1,849,300	1,892,593	1,936,909	1,982,273	2,028,710	2,076,246	2,124,907	2,174,719	2,225,710	2,277,908	2,331,343	2,386,043	2,442,039	2,499,361	2,558,043	2,618,115	2,679,611	

OTHER INCOME		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15	Year 16	Year 17	Year 18	Year 19	Year 20
Laundry & Vending	2.5%	4,380	4,490	4,602	4,717	4,835	4,956	5,080	5,207	5,337	5,471	5,607	5,748	5,891	6,039	6,190	6,344	6,503	6,665	6,832	7,003
Other Income	2.5%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Commercial Income	2.5%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
GROSS POTENTIAL INCOME - OTHER		4,380	4,490	4,602	4,717	4,835	4,956	5,080	5,207	5,337	5,471	5,607	5,748	5,891	6,039	6,190	6,344	6,503	6,665	6,832	7,003
GROSS POTENTIAL INCOME - TOTAL		1,729,707	1,770,180	1,811,609	1,854,017	1,897,428	1,941,865	1,987,353	2,033,917	2,081,583	2,130,377	2,180,326	2,231,457	2,283,799	2,337,381	2,392,232	2,448,383	2,505,864	2,564,708	2,624,947	2,686,614

VACANCY ASSUMPTIONS		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15	Year 16	Year 17	Year 18	Year 19	Year 20
Restricted Units	5.0%	58,565	60,029	61,530	63,068	64,645	66,261	67,917	69,615	71,356	73,139	74,968	76,842	78,763	80,732	82,751	84,819	86,940	89,113	91,341	93,625
Unrestricted Units	5.0%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Tenant Assistance Payments	5.0%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other: (Specify)	5.0%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Laundry/Vending/Other Income	5.0%	219	224	230	236	242	248	254	260	267	274	280	287	295	302	309	317	325	333	342	350
Commercial Income	50.0%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL VACANCY LOSS		58,784	60,253	61,760	63,304	64,886	66,509	68,171	69,875	71,622	73,413	75,248	77,129	79,058	81,034	83,060	85,137	87,265	89,447	91,683	93,975
EFFECTIVE GROSS INCOME		1,670,924	1,709,927	1,749,849	1,790,713	1,832,541	1,875,357	1,919,182	1,964,042	2,009,961	2,056,964	2,105,078	2,154,328	2,204,742	2,256,347	2,309,172	2,363,246	2,418,599	2,475,261	2,533,264	2,592,639

OPERATING EXP & RESERVES		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15	Year 16	Year 17	Year 18	Year 19	Year 20
Residential Exp. (w/o Real Estate Taxes & Sup. Services)	3.5%	632,819	654,968	677,892	701,618	726,174	751,590	777,896	805,122	833,302	862,467	892,654	923,897	956,233	989,701	1,024,341	1,060,193	1,097,299	1,135,705	1,175,454	1,216,595
Real Estate Taxes	2.0%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Supportive Services Costs	2.5%	73,990	75,840	77,736	79,679	81,671	83,713	85,806	87,951	90,150	92,403	94,713	97,081	99,508	101,996	104,546	107,160	109,839	112,585	115,399	118,284
Replacement Reserve	0.0%	36,500	36,500	36,500	36,500	36,500	36,500	36,500	36,500	36,500	36,500	36,500	36,500	36,500	36,500	36,500	36,500	36,500	36,500	36,500	36,500
Other Reserves	0.0%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Ground Lease	2.0%	15,000	15,300	15,606	15,918	16,236	16,561	16,892	17,230	17,575	17,926	18,285	18,651	19,024	19,404	19,792	20,188	20,592	21,004	21,424	21,852
Commercial Expenses	3.5%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL EXPENSES & RESERVES		758,309	782,607	807,733	833,715	860,582	888,365	917,094	946,804	977,526	1,009,297	1,042,152	1,076,128	1,111,265	1,147,601	1,185,179	1,224,040	1,264,230	1,305,793	1,348,777	1,393,232
NET OPERATING INCOME		912,615	927,319	942,116	956,998	971,960	986,992	1,002,088	1,017,238	1,032,435	1,047,667	1,062,926	1,078,199	1,093,477	1,108,746	1,123,993	1,139,206	1,154,370	1,169,468	1,184,487	1,199,408

DEBT SERVICE		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15	Year 16	Year 17	Year 18	Year 19	Year 20
1st Mortgage Debt Service (Specify)			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Bridge Loan (repaid from Investor equity)			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2nd Mortgage Debt Service (Specify)			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3rd Mortgage Debt Service (Specify)			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
MHP .42% Fee			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other HCD .42% (Specify)			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other HCD .42% (Specify)			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Bond Issuer Fee			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Miscellaneous Financial Expenses (Specify)			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Miscellaneous Financial Expenses (Specify)			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL REQUIRED DEBT SERVICE			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

CASH FLOW after all debt service	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15	Year 16	Year 17	Year 18	Year 19	Year 20
	912,615	927,319	942,116	956,998	971,960	986,992	1,002,088	1,017,238	1,032,435	1,047,667	1,062,926	1,078,199	1,093,477	1,108,746	1,123,993	1,139,206	1,154,370	1,169,468	1,184,487	1,199,408

DEBT SERVICE COVERAGE RATIO	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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CASHFLOW AFTER DEBT SERVICE		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15	Year 16	Year 17	Year 18	Year 19	Year 20
Asset Mgmt./Similar Fees		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
Deferred Developer Fee prior to Distributions & Residual Receipt Payments		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Cash Available for Residual Receipts Loans and Sponsor Distributions		888,615	902,479	916,407	930,389	944,419	958,487	972,586	986,704	1,000,831	1,014,958	1,029,071	1,043,160	1,057,211	1,071,211	1,085,145	1,098,998	1,112,754	1,126,396	1,139,907	1,153,268
Sponsor Distributions	50%	444,307	451,240	458,203	465,195	472,209	479,244	486,293	493,352	500,416	507,479	514,536	521,580	528,606	535,605	542,572	549,499	556,377	563,198	569,954	576,634
HCD Residual Payment	50%	444,307	451,240	458,203	465,195	472,209	479,244	486,293	493,352	500,416	507,479	514,536	521,580	528,606	535,605	542,572	549,499	556,377	563,198	569,954	576,634
Other Residual Payments	0%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Residual Payments	0%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Residual Payments	0%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Residual Payments	0%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
NEW 2022 HCD Residual Payments	0%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Max Asset Mgmt/Similar Fees	3.5%	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.

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

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:

Mercy Housing California

Relationship to Sponsor:

Owner/Operator

How Long has the LSP been providing services to homeless:

30

years

0

months

How many Projects have the Sponsor and LSP completed together? (Provide list of completed Projects when submitting)

NA

**\$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?

>=3 years

**\$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?

>=3 years

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	
Agency Name	How Services will be Coordinated
Describe how services will be coordinated	
Agency Name	How Services will be Coordinated
Describe how services will be coordinated	

## Section 2: Best Practices in Service Delivery

1. Fully describe HOW the practices listed below will be utilized in your service delivery model. Include a description of initial and periodic training plans including who will be trained, type of training, cost and how often training will occur. Note: Do not simply state definitions of these practices.

Describe benefits counseling and advocacy, including assistance in accessing SSI/SSP, enrolling in Medi-Cal:

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:

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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

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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 the 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 providing leadership opportunities to strengthen 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 permanent 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
List each staff position	Enter a summary of required staff's experience and education. Note: doesn't take the place of the job description or duty statement.	Indicate FTE staff positions for all project units (half-time is 0.5 FTE)		Indicate FTE staff positions for SH/SNP (half-time is 0.5 FTE)		This could be the LSP, Sponsor or a Project Partner	Select "On-Site" or "Off-Site"
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
Maximum Case Mgr. Ratio	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.)						
Resident Service Couns	FTE:	0.40	\$30,000	Cash	Committed	10.74%
Case Manager	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%
Fringe Benefits			\$44,240			15.83%
<b>Total Staff Expenses</b>			<b>\$202,240</b>			<b>72.38%</b>
Tenant Transportation						0.00%
Equipment						0.00%
Supplies			\$34,000	Cash	Committed	12.17%
Travel			\$1,400	Cash	Committed	0.50%
Office Rent/Occupancy Costs (don't include rent/leasing costs for SH units)						0.00%
Training			\$3,000	Cash	Committed	1.07%
Consultants: List by Function						0.00%
Subcontractors/Partners (list by Entity & Service Type)						0.00%
Supervision (15%)			\$38,766	Cash	Committed	13.87%
Other Expenses (type in expense description)						0.00%
Other Expenses (type in expense description)						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	\$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	\$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	\$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% AML	

## 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.

End of Document



## 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:
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

Project Sponsor Experience:
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

Property Management Experience:
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.
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



**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

Points Available to Rural Area projects only.	% 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	Points Awarded	
	50%	5.00		12.50		16.90		17.50		18.75		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		
	40%	5.00		10.00		15.00		17.50		18.75		27.50		30.00		30.00		
	35%	4.40		8.75		13.15		17.50		18.75		25.00		27.50		30.00		
	30%	3.75		7.50		11.25		15.00		18.75		22.50		25.00		30.00		
	25%	3.15		6.25		9.40		12.50		15.65		18.75		21.90		25.00		
	20%	2.50		5.00		7.50		10.00		12.50		15.00		17.50		20.00		
	15%	1.90		3.75		5.65		7.50		9.40		11.25		13.10		15.00		
	10%	1.25		2.50		3.75		5.00		6.25		7.50		8.75		10.00		

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	ELI Units Provided	0	0	0	0	0	TRUE
4 Bedroom Restricted Units	0	ELI Units Provided	0	0	0	0	0	TRUE
3 Bedroom Restricted Units	7	ELI Units Provided	4	1	1	3	4	TRUE
2 Bedroom Restricted Units	31	ELI Units Provided	15	4	5	11	19	TRUE
1 Bedroom Restricted Units	34	ELI Units Provided	17	4	9	13	36	TRUE
0 Bedroom Restricted Units	0	ELI Units Provided	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)	<b>Ten (10) points</b> maximum will be awarded for Project's Total Percentage of Super NOFA Funded Units Serving Special Needs Populations, Agricultural Households.  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 <span style="border: 1px solid black; padding: 2px;">49.32%</span> Total population of Super NOFA Assisted Units <span style="border: 1px solid black; padding: 2px;">49.32%</span> Percentage of Agricultural Households Units <span style="border: 1px solid black; padding: 2px;">0.00%</span> Meets Farmworker Housing Type? <span style="border: 1px solid black; padding: 2px;">FALSE</span> Percentage of VHHP Transitional or Supportive Housing Units. <span style="border: 1px solid black; padding: 2px;">0.00%</span>	10.00
Is Project a rehabilitation Project? <span style="border: 1px solid black; padding: 2px;">FALSE</span>		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"? <span style="border: 1px solid black; padding: 2px;">FALSE</span> 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

<b>D. Project Sponsor/Applicant and Property Management Experience (20 Points maximum)</b>		<b>20.00</b>
Enter the name of the entity qualifying for experience <span style="border: 1px solid black; padding: 2px;">Mercy Housing California</span>		
Description of the entity qualifying for experience: <span style="border: 1px solid black; padding: 2px;">Sponsor</span>		
Is the Sponsor or Applicant a "Community-Based Developer"? <span style="color: orange;">See Appendix A – Defined Terms</span>		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)	<b>Development and ownership experience.</b> 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 <span style="color: orange;">Defined Terms Appendix of the MHP Guidelines</span> ) 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:  <div style="display: flex; justify-content: space-between;"> <div> <b>Ten (10) Points.</b> - 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.   <b>Fifteen (15) Points.</b> - 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.               </div> <div style="border: 1px solid black; padding: 2px; text-align: center;">0.00</div> </div> <div style="display: flex; justify-content: space-between;"> <div> <b>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:</b>             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.   <b>For Special Needs Projects:</b>  <b>Fifteen (15) Points.</b> - Four (4) or more <u>special needs</u> 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.   <b>For Community-Based Developers:</b>  <b>Fifteen (15) Points.</b> - 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.               </div> <div style="border: 1px solid black; padding: 2px; text-align: center;">15.00</div> </div> <div style="display: flex; justify-content: space-between;"> <div> <b>For Special Needs Projects:</b>  <b>Fifteen (15) Points.</b> - Four (4) or more <u>special needs</u> 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.   <b>For Community-Based Developers:</b>  <b>Fifteen (15) Points.</b> - 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.               </div> <div style="border: 1px solid black; padding: 2px; text-align: center;">0.00</div> </div>	

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>		

E. Project Readiness (20 points maximum, negative 5 points maximum)				20.00
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 all construction financing, 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.				5.00
Sponsor or Applicants certifies to meet the requirements stated at paragraph (A) above?				Yes
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 all permanent financing, 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.				5.00
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 all permanent financing, grants, project-based rental assistance, and operating subsidies, excluding tax credits.				Yes
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."				Yes
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.				5.00
Sponsor or Applicants certifies to meet the requirements stated at paragraph (i) above?				Yes
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.				4.00
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.				Yes



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, <b>iii</b> 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.				No
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				3.00
<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>				Yes
(4) TCAC Hybrid Projects				0.00
<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>				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

F. Adaptive Reuse / Infill / Proximity to Amenities / Sustainable Building Methods (21 points maximum)										5.00
Applications will receive five (5) points 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. Five (5) points 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
Total site area in square feet		13,504	If Project contains commercial space, answer Cells X200-X201			0 bedroom Net Density calculation			0	
Less qualified site deductions in square feet						1 bedroom Net Density calculation			31.5	
Public streets			Square ft. of largest residential unit			1,150	2 bedroom Net Density calculation			38.4
Public sidewalks			# of bedrooms in largest unit			3	3 bedroom Net Density calculation			9.6
Public Open Space			Commercial square feet 0			1.6	4+ bedroom Net Density calculation			0
Public drainage facilities							Commercial Net Density calculation			0
Net site area in acres (43,560 square feet per acre)		0.31	Net Density Adjustment Factor		1.52	Adjusted Net Density as a percentage of required density			569.89%	
(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
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. Five (5) points 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
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Total Units	73
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Including a boost from **TCAC §10327 (c)(5)(c)**, but not more than 80%.

1%	Above 35%, <= 50% AMI	Units	15	Boost	20.00%	Limitation	80.00%
2%	At or below 35% AMI	Units	36	Boost	98.00%		

80% Boost - Adjusted threshold basis limit (ATBL)	\$40,579,522	Scoring
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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 number 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.

- a. 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.

**If the contract does not specify an annual subsidy amount:**

Aggregate Subsidy Amount:

Number of Years in the Subsidy Contract:

Average Annual Operating Subsidy Amount:

\$0

- 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)

18.45%

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.  
(E) ✓

Yes

(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.  
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

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.  
(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.  
(3) Sponsor acknowledges that the Units regulated by the Department, including MHP Assisted Units, shall include those with the lowest income limits.

Yes

Yes

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).  
(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.  
(3) Sponsor acknowledges additional limitations on use of multiple Department funding sources may be specified in the NOFA.  
(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

Yes

Yes

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
(l) Sponsor certifies that projects that <b>do not include Special Needs Units</b> 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
(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.

- (2) 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.

- (3) 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:

End of Document

## 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
<p>§200. Eligible Capital Improvement Projects.</p> <p><b>(a)</b> ✓</p> <p><b>(1)</b> ✓</p> <p><b>(b)</b> The Qualifying Infill Project for which a Capital Improvement Project grant may be awarded must meet all of the following conditions:</p> <p><b>(1)</b> ✓</p> <p><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. ✓</p> <p><b>(A)</b> Ownership language at guidelines is hereby omitted for this citation.</p> <p><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. <span style="float: right;">Yes</span></p> <p>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 <span style="float: right;">Yes</span></p> <p>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? <span style="float: right;">Yes</span></p> <p><b>(D)</b> 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.</p>		
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?
		Yes
<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.	
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?
		Yes
<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.	
<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
<p>§206. IIG 2019 Large Jurisdiction Qualifying Infill Projects.</p> <p>This section applies to IIG-2019 Large Jurisdiction Qualifying Infill Projects only.</p> <p><b>(a)</b> IIG-2019 Qualifying Infill Projects in Large Jurisdictions are subject to the following:</p> <p><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:</p> <p><b>(A)</b> ✓</p> <p><b>(B)</b> ✓</p> <p><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:</p> <p>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?</p> <p><b>i.</b> 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. <span style="float: right;">Yes</span></p>		
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) ✗

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:

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:

Yes

(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.

(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:

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(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

"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 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:

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(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.	
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.	
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.	
Are Impact fees required by local ordinance? <input type="text"/>	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.	
Applicant acknowledges §400(a-f)	Yes
§401. Application Content and Application Eligibility Requirements.	
(a) Applicant acknowledges to comply with IIG §401(a)	Yes
(b) An application shall be deemed complete when:	
(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
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:

(e) ✓	
(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) ✓	
(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) ✓	
(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
(l) Applicant certifies that the Qualifying Infill Project complies with the restrictions on demolition as set forth in UMR §8302;	Yes
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:

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

Yes

§205 Grant terms and limit

Yes

§300 State and Federal Laws, Rules, Guidelines and Regulations

Yes

§301 Relocation Requirements

Yes

§403 Performance Deadlines

Yes

§500 Legal Documents

Yes

§501 Defaults and Loan Cancellations

Yes

§502 Reporting Requirements

Yes

Applicant/Sponsor Comments:

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:			
Justification:							
Issue #	Tab / Sheet Name	Section	Cell(s) #	Update / Comment	Urgency	ADT Status	Tester
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

**From:** [Conine-Nakano, Susanna \(MYR\)](#)  
**To:** [BOS Legislation, \(BOS\)](#)  
**Cc:** [Paulino, Tom \(MYR\)](#); [Nickolopoulos, Sheila \(MYR\)](#); [Gluckstein, Lisa \(MYR\)](#)  
**Subject:** Mayor -- Resolution - Support for the Application of Infill Infrastructure Grant Program Funds  
**Date:** Tuesday, July 26, 2022 4:56:11 PM  
**Attachments:** [01b. Resolution for Super NOFA Sept 2022.pdf](#)  
[01a. Resolution for Super NOFA Sept 2022.docx](#)

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Hello Clerks,

Attached for introduction to the Board of Supervisors is a Resolution supporting Tenderloin Neighborhood Development Corporation, 730 Stanyan Associates L.P., and Mercy Housing (each an “Applicant”) submission of applications under the Infill Infrastructure Grant Program (“IIG Program”) to the California Department of Housing and Community Development to receive IIG Program funds in order to construct 100% affordable, multifamily rental housing developments affordable to low-income households located at 2550 Irving Street, 730 Stanyan Street, and 2350 18th Street, respectively, in San Francisco (each a “Project”)

Please let me know if you have any questions.

Best,  
Susanna

Susanna Conine-Nakano  
Office of Mayor London N. Breed  
City & County of San Francisco  
1 Dr. Carlton B. Goodlett Place, Room 200  
San Francisco, CA 94102  
415-554-6147