File No	Committe Board Iter	e Item No n No	13	
COMMITTEE/BO AGENDA PA	ARD OF SU		ORS	· .
Committee: Budget & Finance Su	ı <u>b-Committee</u>		, 25, 2017	
Board of Supervisors Meeting		Date	ne 6,2017	<u></u> .
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Completed by: Linda Wong Completed by: Linda Wong		ate <u>May 19,</u> ate <i>Mau</i>	2017	

AMENDED IN COMMITTEE 5/25/17 RESOLUTION NO.

FILE NO. 170558

[Grant Agreement - Alabama Street Housing Associates, L.P. - Local Operating Subsidy Program Contract - Mosaica Family Apartments, 680 Florida Street - Not to Exceed \$3,616,321]

Resolution authorizing the Director of the Mayor's Office of Housing and Community Development to execute a Local Operating Subsidy Program Grant Agreement with Alabama Street Housing Associates, L.P., a California limited partnership, to provide operating subsidies for formerly homeless adults at Mosaica Family Apartments, 680 Florida Street, for total a term of 15 years, starting January 1, 2018, and ending December 31, 2032, in an amount not to exceed \$3,616,321.

WHEREAS, The Mayor's Office of Housing and Community Development ("MOHCD") administers a variety of housing programs that provide financing for the development of new housing and the rehabilitation of single- and multi-family housing for low- and moderate-income households in San Francisco: and

WHEREAS, In 2016, the City and County of San Francisco ("City") founded the Department of Homelessness and Supportive Housing ("HSH"), with one of its goals to reduce the number of chronically homeless households that numbered 1,700 per the 2015 Point in Time Homeless Count; and

WHEREAS, MOHCD developed the Local Operating Subsidy Program ("LOSP") in order to establish long-term financial support to operate and maintain permanent affordable housing for homeless households: and

WHEREAS, Through the LOSP, the City subsidizes the difference between the cost of operating housing for homeless persons and all other sources of operating revenue for a given project, such as tenant rental payments, commercial space lease payments, Continuum

of Care ("CoC") Shelter Plus Care Program subsidies, project-based Section 8 rent subsidies and California Mental Health Services Act operating subsidies; and

WHEREAS, All supportive housing projects selected for capital funding by the Citywide Affordable Housing Loan Committee ("Loan Committee") are eligible to receive LOSP funds; and

WHEREAS, The Board of Supervisors authorizes City funding for LOSP projects as part of the Annual Appropriation Ordinance; and

WHEREAS, MOHCD enters into grant agreements with supportive housing owners and operators for LOSP projects in consultation with HSH, administers LOSP contracts, reviews annual audits and prepares recommendations for annual adjustments to project funding, monitors compliance with LOSP requirements in accordance with capital funding regulatory agreements, and if necessary, takes appropriate action to enforce compliance; and

WHEREAS, Alabama Street Housing Associates, L.P., a California limited partnership (the "Owner"), is the owner of Mosaica Family Apartments, located at 680 Florida Street, which provides 93 units serving families, 24 of which serve extremely low-income, chronically homeless families ("Project"); and

WHEREAS, On March 3, 2017, the Loan Committee recommended approval to the Mayor of a LOSP grant award for the Project in an amount not to exceed \$3,616,321; and

WHEREAS, MOHCD proposes to provide a LOSP grant in the amount not to exceed \$3,616,321 to the Owner pursuant to a LOSP Grant Agreement (the "Agreement") in substantially the form on file with the Clerk of the Board of Supervisors in File No. 170558 and in such final form as approved by the Director of MOHCD and the City Attorney; and

WHEREAS, The Agreement is for a 15-year term, starting January 1, 2018, and ending December 31, 2032, and therefore requires Board of Supervisors authorization; now, therefore, be it

RESOLVED, That this Board of Supervisors hereby authorizes the Director of MOHCD or his designee to execute the Agreement for an amount not to exceed \$3,616,321; and, be it

FURTHER RESOLVED, That this Board of Supervisors authorizes MOHCD to proceed with actions necessary to implement the Agreement following execution, and ratifies, approves and authorizes all actions heretofore taken by any City official in connection with such Agreement; and, be it

FURTHER RESOLVED, That this Board of Supervisors hereby authorizes the Director of MOHCD or his designee to enter into any amendments or modifications to the Agreement, including without limitation, the exhibits that the Director determines, in consultation with the City Attorney, are in the best interest of the City, do not materially increase the obligations or liabilities for the City or materially diminish the benefits to be received by the City, are necessary or advisable to effectuate the purposes and intent of this Resolution and are in compliance with all applicable laws, including the City Charter; and be it

FURTHER RESOLVED, That within thirty (30) days of the contract being fully executed by all parties, the MOHCD shall provide the final contract to the Clerk of the Board for inclusion into the official file.

RECOMMENDED:

Olson Lee, Director

Mayor's Office of Housing and Community Development

Items 12, 13, 14, 15, 16, 17 and 18 Files 17-0557, 17-0558, 170559, 17-0560, 17-0561, 17-0562 and 17-0563

Department:

Mayor's Office of Housing and Community Development

EXECUTIVE SUMMARY

Legislative Objectives

• The seven proposed resolutions approve approximately 15-year Local Operating Subsidy Program (LOSP) agreements with seven nonprofit affordable housing providers: (i) Alabama Street Housing Associates, LP for Mosaica Senior Apartments at 655 Alabama Street for a not to exceed \$1,258,693; (ii) Alabama Street Housing Associates, LP for Mosaica Family Apartments at 680 Florida Street for a not to exceed \$3,616,321; (iii) 650 Eddy, LP for Arnett Watson Apartments at 650 Eddy Street for a not to exceed \$19,018,559; (iv) Armstrong Place Associates, LP for Armstrong Place at 5600 Third Street for a not to exceed \$18,623,354; (vi) BTW Housing Partners, LP for John Burton Advocates for Youth Housing Complex at 800 Presidio Avenue for a not to exceed \$7,780,147; and (vii) Polk Senior Housing Associates, LP for 990 Polk Senior Apartments at 990 Polk Street for a not to exceed \$13,131,321.

Key Points

MOHCD provides operating subsidies to owners and operators of 26 supportive housing facilities through its Local Operating Subsidy Program (LOSP). LOSP was created to bridge the gap between the cost of providing housing and the amount that very low income, formerly homeless tenants can afford to pay. In FY 2016-17, MOHCD is anticipated to pay \$12,117,510 in operating subsidies to 26 supportive housing nonprofit providers for 1,464 units throughout the City, for an average subsidy of \$690 per unit of housing per month.

Fiscal Impact

• Under the proposed agreements, the amount of the subsidy to be paid to each nonprofit provider will be adjusted annually based on MOHCD's review of the occupancy rate and actual operating expenditures. Funding for the proposed agreements are General Fund monies appropriated annually in the DHSH budget, which are subject to Board of Supervisors annual appropriation approval. The annual General Fund subsidies for these seven proposed LOSP agreements are anticipated to increase from \$4,291,721 in FY 2017-18 to \$5,762,986 in FY 2031-32. The total costs over the approximately 15-year term for the seven proposed LOSP agreements are estimated to be \$67,665,552.

Recommendations

- Amend the proposed resolutions to clarify the term of each agreement.
- Amend (i) File 17-0559 to state that the current agreement between MOHCD and 650 Eddy, LP for Arnett Watson Apartments will terminate on June 30, 2017; and (ii) File 17-0561 to state that the current agreement between MOHCD and Hotel Essex, LP will terminate on June 30, 2017.
- Approve the proposed resolutions as amended.
- Request that MOHCD continue to include an update on the Local Operating Subsidy Program (LOSP) in the MOHCD Annual Progress Report submitted to the Board of Supervisors on supportive housing.

MANDATE STATEMENT

City Charter Section 9.118(b) states that any contract entered into by a department, board or commission that (1) has a term of more than ten years, (2) requires expenditures of \$10 million or more, or (3) requires a modification of more than \$500,000 is subject to Board of Supervisors approval.

BACKGROUND

The Mayor's Office of Housing and Community Development (MOHCD), in collaboration with the Department of Homelessness and Supportive Housing (DHSH)¹, currently provides operating subsidies to non-profit owners and operators of 26 supportive housing facilities, through its Local Operating Subsidy Program (LOSP). The program was started in 2004 as a part of the Mayor's ten year "San Francisco Plan to Abolish Chronic Homelessness," which had a goal of providing 3,000 new supportive housing units within 10 years to low income persons who were formerly homeless. Supportive housing provides social and other related services as well as housing to formerly homeless persons in order to improve their social outcomes and in an attempt to reduce the City's associated health, mental health, social services, criminal justice, and other related costs.

According to Ms. Anne Romero, MOHCD Senior Project Manager, tenants in supportive housing have very low incomes (below 20 percent of area median income)². Under the agreements between the City and housing operators, rent in supportive housing units is capped to a fixed percentage of a tenant's income (50 percent in Direct Access to Housing (DAH)³ subsidized units, 30 percent in all other subsidized units). The LOSP was created to bridge the gap between the cost of operating the housing and the amount the tenants can afford to pay, thereby providing long-term financial incentives to owners and operators to create and maintain permanent supportive housing units.

As shown in Table 1 below, between FY 2012-13 and FY 2016-17, the number of LOSP agreements has grown from 17 to 26, the number of subsidized units increased from 984 to 1,464 and the overall annual General Fund costs have grown from \$6,594,816 to \$12,117,510. In FY 2016-17, MOHCD is anticipated to pay \$12,117,510 in operating subsidies to 26 supportive housing nonprofit providers for 1,464 units throughout the City, for an average subsidy of \$690 per unit of housing per month.

¹ MOHCD previously collaborated with the Department of Public Health (DPH) and the Human Services Agency (HSA) prior to the creation of the Department of Homelessness and Supportive Housing (DHSH), which combines key homeless serving programs and contracts from the two agencies.

² 20 percent of area median income (AMI) for one person in 2017 is \$16,150 annually.

³ Established by the San Francisco Department of Public Health – Housing and Urban Health Section (SFDPH-HUH) in 1998, the Direct Access to Housing (DAH) is a permanent supportive housing program targeting low-income San Francisco residents who are homeless and have special needs.

Table 1: Actual Local Operating Subsidy Program Agreements, Subsidized Units, Budget, and Subsidy per Unit – FY 2012-13 through FY 2016-17

Fiscal Year	Number of Local Operating Subsidy Program Agreements	Number of Subsidized Units of Housing	Total Annual Budgeted Amount	Average Subsidy per Unit per Year	Average Subsidy per Unit per Month
FY 2012-13	17	984	\$6,594,816	\$6,702	\$559
FY 2013-14	21	1,218	9,377,788	7,699	642
FY 2014-15	26	1,454	12,231,928	8,413	701
FY 2015-16	26	1,459 ·	12,359,887	8,471	706
FY 2016-17	26	1,464	12,117,510	8,277	690

As shown in Table 2 below, MOHCD estimates that over the next five years, or by FY 2021-22, the LOSP will provide subsidies to 56 housing projects covering 2,564 units of supportive housing at an overall General Fund cost of \$28,804,991 in FY 2021-22, or an average cost of \$936 per unit per month.

Table 2: Estimated Local Operating Subsidy Program Agreements, Subsidized Units, Budget, and Subsidy per Unit – FY 2017-18 through FY 2021-22

Fiscal Year	Number of Local Operating Subsidy Program Agreements	Number of Subsidized Units	Total Annual Budgeted amount	Average Subsidy per Unit per Year	Average Subsidy per Unit per Month
FY 2017-18	27	1,494	\$14,660,916	\$9,813	\$818
FY 2018-19	32	1,639	15,965,857	10,351	812
FY 2019-20	. 42	2,008	18,946,526	9,436	786
FY 2020-21	43	2,116	22,956,054	.10,849	904
FY 2021-22	56	2,564	28,804,991	11,234	936

DETAILS OF PROPOSED LEGISLATION

The seven proposed resolutions authorize MOHCD to execute seven new approximately 15-year Local Operating Subsidy Program (LOSP) agreements with nonprofits providing housing to low income persons who were formerly homeless, replacing six existing 9-year agreements with six current nonprofit providers and adding one new agreement with a new provider as follows:

• File 17-0557: Alabama Street Housing Associates, LP for Mosaica Senior Apartments at 655 Alabama Street for a not to exceed \$1,258,693 and a term of 15 years from January 1, 2018 through December 31, 2032. The proposed new agreement replaces the current 9-year LOSP agreement with Mosaica Senior Apartments from approximately April 2009 and through April 2018. According to Ms. Romero, the current agreement will now terminate on December 31, 2017.

- <u>File 17-0558:</u> Alabama Street Housing Associates, LP for Mosaica Family Apartments at 680 Florida Street for a not to exceed \$3,616,321 and a term of 15 years from January 1, 2018 through December 31, 2032. The proposed new agreement replaces the current 9-year LOSP agreement with Mosaica Family Apartments from approximately April 2009 and through April 2018. According to Ms. Romero, the current agreement will now terminate on December 31, 2017.
- File 17-0559: 650 Eddy, LP for Arnett Watson Apartments at 650 Eddy Street for a not to exceed \$19,018,559 and a term of 15 years from July 1, 2017 through June 30, 2032. The proposed new agreement replaces the current 9-year LOSP agreement with Arnett Watson Apartments from 2009 through December 2017. According to Ms. Romero, the existing agreement will now terminate in October 2017, resulting in a three-month overlap between the two agreements. The proposed legislation should be amended to terminate the existing agreement with 650 Eddy, LP on June 30, 2017 prior to the start of the new agreement on July 1, 2017.
- <u>File 17-0560</u>: Armstrong Place Associates, LP for Armstrong Place at 5600 Third Street for a not to exceed \$4,237,156 and a term of 15 years and two months from November 1, 2017 through December 31, 2032. The current LOSP agreement with Armstrong Place covers a 9-year term, beginning in 2011 to 2020. Due to two requests for supplemental disbursements to cover operating shortfalls⁴, the current LOSP agreement authority will not be sufficient to cover the Armstrong Place operating costs subsidized by LOSP through the end of the agreement period. Based on disbursements made to date and projected operating costs, the project is estimated to exhaust the full contract amount by November 2017.
- <u>File 17-0561:</u> Hotel Essex, LP at 684 Ellis Street for a not to exceed \$18,623,354 and a term of 15 years and six months from July 1, 2017 through December 31, 2032. The proposed new agreement replaces the current 9-year LOSP agreement with Hotel Essex from 2008 to 2017. According to Ms. Romero, the existing agreement will now terminate in October 2017, resulting in a three-month overlap between the two agreements. The proposed legislation should be amended to terminate the existing agreement with Hotel Essex, LP on June 30, 2017 prior to the start of the new agreement on July 1, 2017.
- <u>File 17-0562:</u> BTW Housing Partners, LP for John Burton Advocates for Youth Housing Complex at 800 Presidio Avenue for a not to exceed \$7,780,147 and a term of 15 years

⁴ During the first several years of operations of the Armstrong Place agreement, several significant operational changes were made. BRIDGE Housing, the project sponsor, assumed property management responsibilities from Eskaton, and also entered into contracts for security/front desk staffing. These two changes resulted in LOSP budget shortfalls during 2012 and 2013, for which BRIDGE Housing requested and was approved for a supplemental disbursement of LOSP funding in February 2015. More recently, BRIDGE Housing submitted another request for a supplemental disbursement of LOSP funding for shortfalls experienced in 2015 and 2016, due to lower than projected rental income and escalating operating costs. The request for a supplemental disbursement to cover shortfalls from the 2015 and 2016 operating years was approved by MOHCD in January 2017.

- and six months. The proposed agreement is a new agreement with the funding period beginning on July 1, 2017 through December 31, 2032.
- File 17-0563: Polk Senior Housing Associates, LP for 990 Polk Senior Apartments at 990 Polk Street for a not to exceed \$13,131,321 and a term of 15 years and six months. The proposed new agreement replaces the current 9-year LOSP agreement with 990 Polk Senior Apartments, beginning in July 2008 and expiring in June 2017. The proposed agreement would renew the agreement with the funding period beginning on July 1, 2017 through December 31, 2032.

Table 3 below shows the target population, total number of units, and the number of units to be subsidized under the proposed LOSP agreements.

Total LOSP Number Funded **Project: Address Target Population** of Units Units Mosaica Senior: 655 Alabama Seniors 24 11 **Families** 93 20 Mosaica Family: 680 Florida Families and Adults 79 Arnett Watson: 650 Eddy 83 Armstrong Place: 5600 3rd Street Seniors 23 116 Hotel Essex: 684 Ellis Street Adults 84 84 John Burton: 800 Presidio Transition Age Youth (TAY)5 50 25 990 Polk Senior: 990 Polk Street Seniors 110 50 560 292 Total

Table 3: Summary of Proposed LOSP Agreements

Each of the projects and project sponsors are summarized below:

Mosaica Senior Housing (File 17-0557)

Mosaica Senior Housing at 655 Alabama Street is a 24 unit affordable senior development with 11 units targeted to homeless seniors under the proposed LOSP agreement. The site was developed adjacent to Mosaica Family Housing by Citizens Housing Corporation (CHC) and then transferred to the Tenderloin Neighborhood Development Corporation (TNDC) when CHC ended operations. Supportive services are provided by Lutheran Social Services. The project sponsor is the TNDC.

Mosaica Family Housing (File 17-0558)

Mosaica Family Housing at 680 Florida Street is a 93 unit affordable family housing development with 20 units targeted to homeless families under the proposed LOSP agreement. The project was completed in 2010 and developed by CHC and subsequently transferred to the TNDC when CHC ended operations. The site is developed adjacent to Mosaica Senior Housing. Supportive services are provided by Lutheran Social Services. The project sponsor is the TNDC.

⁵ Transition Age Youth are disconnected homeless youth between the ages of 18-24 years old.

Arnett Watson Apartments (File 17-0559)

Arnett Watson Apartments at 650 Eddy Street in the Tenderloin provides 83 units of supportive housing for homeless families and adults. The site was developed by Community Housing Partnership (CHP) and the TNDC and is owned and operated by CHP. 47 one and two bedroom units are for homeless families, and 32 studios are for homeless adults, for a total of 79 units under the proposed LOSP agreement. Services are provided by CHP. The project sponsor is CHP.

Armstrong Place (File 17-0560)

Armstrong Place at 5600 Third Street is a 116 unit senior housing development with 23 units targeted to homeless seniors under the proposed LOSP agreement. The development completed construction in 2011 and is financed with Department of Housing and Urban Development (HUD) 202⁶ capital dollars and a Project Rental Assistance Contract (PRAC) on 72 units. The project sponsor is BRIDGE Housing.

Hotel Essex (File 17-0561)

Hotel Essex at 864 Ellis Street is a building that was rehabilitated by CHP to create 84 efficiency studio units for single homeless adults and is located in the Tenderloin. All 84 units are to be funded under the proposed LOSP agreement. Support services are provided by CHP. The project sponsor is CHP.

John Burton Advocates for Youth Housing Complex at Booker T. Washington (File 17-0562)

John Burton Advocates for Youth Housing Complex at 800 Presidio is a 50 unit affordable housing development with 25 of the units under the proposed LOSP new agreement targeted to homeless or at-risk Transition Age Youth (TAY) ages 18-24, including former foster youth. The building will complete construction in June 2017 and is located adjacent to the newly constructed Booker T. Washington Community Service Center, which provides programs for families and youth. The housing development is a partnership between the Booker T. Washington Community Service Center and the John Stewart Company with services provided by First Place for Youth. The project sponsors are Booker T. Washington Community Service Center and the John Stewart Company.

990 Polk Street (File 17-0563)

990 Polk Street Senior Housing at 990 Polk Street is a 110 unit affordable senior housing development with 50 units targeted to homeless seniors under the proposed LOSP agreement. 10 of the 50 LOSP units are for clients referred by the Mental Health Services Act (MHSA) and serve homeless seniors with serious mental illness. This development was developed by CHC and subsequently transferred to TNDC when CHC ended operations. Support services are provided by Lutheran Social Services. The project sponsor is TNDC.

⁶ The Section 202 program provides capital advances and operating subsidies to facilitate the creation of multifamily housing for very low-income elderly persons.

Approval of Local Operating Subsidy Program Providers

According to Ms. Romero, the seven nonprofit providers were approved for LOSP subsidies as part of the evaluation by the Citywide Affordable Housing Loan Committee⁷ of applications responding to various Notice of Funding Availability (NOFA) for capital funding for acquisition and predevelopment financing for supportive housing for homeless persons, or Request for Proposals (RFP) for specific development sites.

Ms. Romero advises that the operating subsidies to be paid to the seven nonprofit affordable housing owners and operators are necessary because revenue generated by the affordable housing developments, including outside grants, tax credits and tenant rents, are not sufficient to fund permanent supportive housing to low income persons who were formerly homeless.

Funding for the proposed agreements are General Fund monies allocated annually in the DHSH budget, which is subject to Board of Supervisors annual appropriation approval. The proposed agreements are administered by MOHCD, under work order agreements with DHSH. Ms. Romero notes that, if any of the seven proposed LOSP agreements are not approved, or if any of the General Fund appropriations are not approved in the current or future 14 fiscal years, then the individual nonprofit housing providers would not be able to provide such specified housing units for very low income formerly homeless target populations.

FISCAL IMPACT

Under the proposed LOSP agreements, the rent charged to tenants living in these subsidized units would be capped at a fixed percentage of a tenant's income (50 percent in Direct Access to Housing (DAH) subsidized units, 30 percent in all other subsidized units). According to Ms. Romero, in 2015, the average tenant's rent was \$326 per unit per month. The projected City LOSP subsidy amount for the units covered under the proposed agreements is the difference between the rent paid by individual tenants and the actual cost to operate the unit per month. The actual operating cost is the amount necessary to cover each facility's operating expenses, which includes property management and office staff, utilities, taxes, licenses, insurance, maintenance, security and required reserves. The amount of the projected subsidy is specified in each agreement, and (i) is subject to revision annually by MOHCD based on the prior years' occupancy, and (ii) is contingent on the annual General Fund appropriation, to DHSH, under work orders with MOHCD, by the Board of Supervisors.

The Attachment provided by MOHCD summarizes the projected LOSP expenditures for each of the seven projects, over the approximately 15-year term of each agreement. As shown in the Attachment, the City's FY 2017-18 subsidy provided per housing unit ranges from \$324 per month at the Mosaica Senior Housing project to \$1,277 per month at the John Burton Advocates for Youth project. According to Ms. Romero, the significant variation in the subsidy per unit is primarily due to the number of the LOSP units per project because economies of scale allow property management and other housing staff requirements to be spread over a

⁷ The Citywide Affordable Housing Loan Committee is composed of the Directors and/or senior staff of the Mayor's Office of Housing and Community Development, the Office of Community Investment and Infrastructure, and the Department of Homelessness and Supportive Housing.

greater number of units. Over the approximately 15-year term, the subsidies per unit are projected to increase.

As summarized in Table 4 below, the total costs over the approximately 15-year term for the seven projects is estimated to be \$67,665,552. The annual General Fund subsidies for these seven projects are anticipated to increase from \$4,291,721 in FY 2017-18 to \$5,762,986 in FY 2031-32. The average cost of each unit's subsidy that would be provided over the approximately 15-year term of each of these agreements is shown in Table 4, ranging from \$114,427 for each of the 11 units in the Mosaica Senior Housing project to \$311,206 for each of the 25 units at the John Burton Advocates for Youth Housing project.

Table 4: Projected Subsidy Expenditures under the Proposed Seven Agreements

Project	Number of LOSP Units	Total LOSP Cost	Average Cost Per Unit for Agreement Term
Mosaica Senior (File 17-0557)	11	\$1,258,693	\$114,427
Mosaica Family (File 17-0558)	20	3,616,321	180,816
Arnett Watson (File 17-0559)	79	19,018,558	240,741
Armstrong Place (File 17-0560)	23	4,237,157	184,224
Hotel Essex (File 17-0561)	84	18,623,354	221,707
John Burton (File 17-0562)	25	7,780,148	311,206
990 Polk Senior (File 17-0563)	50	13,131,321	262,626
TOTAL:	292	\$67,665,552	

As noted above, funding for the proposed agreements are General Fund monies appropriated annually in the Department of Homelessness and Supportive Housing (DHSH) budget, which are subject to Board of Supervisors annual appropriation approval. The proposed agreements are administered by MOHCD, under work order agreements with DHSH, such that MOHCD would be party to each of the proposed LOSP agreements on behalf of the City.

POLICY CONSIDERATION

The Budget and Legislative Analyst's January 2012 Performance Audit of San Francisco's Affordable Housing Policies recommended that MOHCD report annually to the Board of Supervisors on (i) completed and planned supportive housing units for chronically homeless individuals and families, and (ii) funding strategies for planned but not constructed units. According to Ms. Romero, MOHCD reports on the LOSP contracts in the MOHCD Annual Progress Report, which contains all of MOHCD's required reports for the Board of Supervisors. The Budget and Legislative Analyst continues to recommend that MOHCD include an annual report on the LOSP in its Annual Progress Report to the Board of Supervisors.

RECOMMENDATIONS

1. Amend the proposed resolutions to clarify the term of each agreement as follows:

File	Provider	Agreement Start Date	Agreement End Date	Term
17-0557	Alabama Street Housing Associates	January 1, 2018	December 31, 2032	15 yrs
17-0558	Alabama Street Housing Associates	January 1, 2018	December 31, 2032	15 yrs
17-0559	650 Eddy, LP	July 1, 2017	June 30, 2032	15 yrs
17-0560	Armstrong Place Associates, LP	November 1, 2017	December 31, 2032	15 yrs, 2 mo
17-0561	Hotel Essex, LP	July 1, 2017	December 31, 2032	15 yrs, 6 mo
17-0562	BTW Housing Partners, LP	July 1, 2017	December 31, 2032	15 yrs, 6 mo
17-0563	Polk Senior Housing Associates, LP	July 1, 2017	December 31, 2032	15 yrs, 6 mo

- 2. Amend (i) File 17-0559 to state that the current agreement between MOHCD and 650 Eddy, LP for Arnett Watson Apartments will terminate on June 30, 2017 prior to the start of the new LOSP agreement on July 1, 2017; and (ii) File 17-0561 to state that the current agreement between MOHCD and Hotel Essex, LP will terminate on June 30, 2017 prior to the start of the new LOSP agreement on July 1, 2017.
- 3. Approve the proposed resolutions as amended.
- 4. Request that MOHCD continue to include an update on the Local Operating Subsidy Program (LOSP) in the MOHCD Annual Progress Report submitted to the Board of Supervisors on supportive housing.

Combined Exhibit A

	John Burton Advoc	rates for Youth, 800	Presidio (1987) 4 (1987)	Armstrong Plac	e, 5600 3rd Street	प्रदेश हैं के _{से} बहुस र	Mosalca Fami	iy, 680 Florida Stre	et:Throbushingan	Mastica Senior, i	55 Alabama Street	地层现场间	≤ Hotel Essex, 1	164 Ellis Street '	ra e ja likele	Ameti Watson Ap	ts, 650 Eddy Stree	医原抗结合现象	Polkand Gean	Senior, 990 Polk Str	eet 1966/29 and
Fistal Year	Months of	Projected Local Operating Suboidy Program Expenditure	Average Local Operating Subsidy Program Subsidy Per Unit Per Mondii	Months of Contract	Projected Loca Operating Subsidy Progra Expenditure	Subsidy	Months of Contract	Projected Local Operating Subsidy Program Expenditure	Average Local Operating Subsidy Program Subsidy Par Unit Per Month	Montheoly, Contract (Projected Local Operating Subday Arregam Expenditure	Average Local Control of the Control	Months of Contract	Subsidy S Program S Expenditure	Average Local Operating ubsidy Program ubsidy Per Unit Per Month	367-232	Operating Subsidy	Average Local Operating Subsidy Program Subsidy Per Unit Per Month		Projected Local Operating Subsidy Program Expenditure	Average Loci Operating Subsidy Progr Subsidy Per U Per Month
FY 2017-18*	18	\$ 574,617			\$ 210,57		18	\$ 168,685	\$ 469	18	\$ 64,203	\$ 32	18	1,422,414	941		\$ 973,477	\$ 1,027	. 18	\$ 877,752	
FY 2018-19	12	\$ 401,833			\$ 204,46		. 12	\$ 177,565			\$ 57,071	\$ 50	3 12	: 989,015			\$ 1,013,167	\$ 1,059	12	\$ 627,859	
FY 2019-20	12	\$ 416,866			\$ 215,21		12	\$ 186,835		12	\$ 70,070	\$ 53	1 12	1,021,107	1,013		\$ 1,045,992	\$ 1,103	12	\$ 560,178	
FY 2020-23	12	\$ 432,444			\$ 226,41	0 \$ 820	12	\$ 196,482		12	\$ 73,204	\$ 55	12	1,065,227	1,057	12	\$ 1,086,096	\$ 1,146	12	\$ 593,839	
FY 2021-22	12	\$ 448,587			\$ 238,08	3 \$ 863	12	\$ 203,220	\$ 847	12	\$ 69,810	\$ 52	12	1,008,932	1,080	12	\$ 1,127,705	\$ 1,190	12	\$ 728,903	\$ 7
FY 2022-23	12	\$ 465,315			\$ 250,25	0 \$ 907	12	\$ 213,666	\$. B90	12	\$ 73,234	\$ 55	1.2	1,119,012		12	\$ 1,170,876	\$ 1,235	12	\$ 761,605	
FY 2023-24	12	\$ 482,650	\$ 1,609	12	\$ 262,93	1 \$ 953	12	\$ 224,538	\$ 936	12	\$. 76,812	\$ 58	2 12	. 1,156,118	1,147	12	\$ 1,215,562	\$ 1,282	12	\$ 799,800	
FY 2024-25	12	\$ 500,511	\$ 1,669	12	\$ 275,14	\$ 1,001	12	\$ 235,855	\$ 983	12	\$ 80,552	\$ 61	12	1,194,605	1,185	12	\$ 1,252,246	\$ 1,321	12	\$ 839,592	\$ 8
FY 2025-25	12	\$ 519,221	\$ 1,731	12	\$ 289,92	3 \$ 1,050	12	\$ 247,635	\$ 1,032	12	\$ 84,450	\$ 54	12	1,234,524	1,225	12	\$ 1,290,220	\$ 1,361	12	\$ 881,054	
FY 2026-27	12	\$ 537,254	\$ 1,791	12	\$ 304,28	0 \$ 1,102	12	\$ 259,899	\$ 1,0B3	12 . ′	\$. 88,545	\$ 67	1 12	1,275,926	1,265	12	\$ 1,339,510	\$ 1,413	12	\$ 924,263	\$ 9
FY 2027-28	12	\$ 557,233	\$ 1,857	12	\$ 319,24	3 \$ 1,157	12	\$ 272,668	\$ 1,136	12	\$ 92,813	\$ 70	12	1,318,866	1,308	12	\$ 1,390,638	\$ 1,467	12	\$ 969,299	
FY 2028-29	12	\$ 577,932	\$ 1,926	12	\$ 334,83	7 \$ 1,213	12	\$ 285,965	\$ 1,192	12	\$ 97,274	\$ 73	7 12	1,363,399	1,353	12	\$ 1,443,671	\$ 1,523	12	\$ 1,015,247	\$ 1,0
FY 2029-30	12 .	\$ 599,377	\$ 1,998	12	\$ 351,09	0 \$ 1,272	12	\$ 299,813		12	\$ 101,936	\$ 77	2 12	1,409,583	1,398	12	\$ 1,498,677	\$ 1,581	12	\$ 1,065,198	\$ 1,1
FY 2030-31	12.	\$ 621,595			\$ 368,02	\$ 1,333	1.2	\$ 314,236	\$ 1,309	12	\$ 106,808	\$ 80	12	1,457,478	1,445	12	\$ 1,555,726	\$ 1,641	12	\$ 1,116,244	
FY 2031-32	12	544,512	\$ 2,149	12	\$ 385,68	\$ 1,397	12	\$ 329,259	\$ 1,372	12	\$, 111,901	\$ 84	12	1,507,148 5	1,495	12	\$ 1,614,894	\$ 1,703	12	\$ 1,169,488	\$ 1,2
TOTAL:	186	\$ 7,780,148		186	\$ 4,237,1	7	186	\$ 3,616,321		186·	\$ 1,258,693		186	\$18,623,354		180	\$ 19,018,558		186	\$ 13,131,321	<u> </u>
of LOSP Units	25			2	3		20			11			В	1		79			50		

*Some contracts in FY 2017-18 received LOSP surplus funds from FY 2016-17, MOHCD requested to use these funds to transition new or renewal contracts to a calendar year to simplify the accounting. Therefore, some contracts reflect a total of 18 months, which includes a one-time six month additional subsidy.

Total OP by Fiscal Year for 7 projec

Total 1657 by Fiscal Year for 7 project	ts	
Total 1961 2017-18	\$	4,291,721
Total 039 2018-19	\$	3,480,976
Total LOSP 2019-20	\$	3,616,258
Total LOSP 2020-21	\$	3,773,702
Total LOSP 2021-22	\$	3,905,241
Total LOSP 2022-23	\$	4,053,959
Total LOSP 2023-24	\$	4,218,511
Total LOSP 2024-25	\$	4,379,509
Total LOSP 2025-26	\$	4,547,037
Total LOSP 2026-27	\$	4,729,677
Total LOSP 2027-28	\$	4,920,760
Total LOSP 2028-29	\$	5,119,325
Total LOSP 2029-30	\$	5,325,674
Total LOSP 2030-31	\$	5,540,116
Total LOSP 2031-32	\$	5,762,986
Total 7 projects over contract	\$	67,665,552

LOSP New or Res	newal Projects com	ing on line in 201	7-18 . 33-14	er allement teglerations	全国的 大大門 (4	filystella yeyerese	न होंद्राजनीयां नहानाहाँ प्रिकृतेत्	UNIT MUX - HO	MELESS UNITS	والمراجعين خيا فالأنفث	And the state of the same	e grade a la graduction	MACRES AND
Project	Target Population	Service Agency		Ti Homeless Units		15 Year LOSP Contract	Other Operating Subsidies	Studios	1-BR	Z-BR	3-88	4-BR	TOTAL
John Berton	TAY	First Place for Youth	50	. 25	. 11 (25	\$ 7,780,148	None	2 24		fint a	热量缺乏	11.47	25
Armstrong	Seniors	Providence Foundation	116	.23	73	\$. 4,237,157	HUD PRAC	, C. 12	11	27 33	acis is		23
Mosalca Family	Families	Lutheran Social Services	, : ,- ,93	20	20	\$: 3,616,321	Shelter Plus Care	÷.,	# / # # # # # # # # # # # # # # # # # #	13	,,2		20
Moszica Senior	Seniors	Lutheran Social Services	24	11		\$ 1,258,699	None	9	.2	母.			. 11
Hotel Essex	Adults	Community Housing Partnership	84	. 84	84	\$18,623,354	Shelter Plus Care	B4					. 84
	Families and Single Adults	Community Housing Parmership	83	83	79	\$ 19,018,558	Shelter Plus Care	32	33	. 14	1967 S. S.	Arra Land	79
AND ADIX	Seniors, 10 units targeted to MHSA	Lutheran Social	110	So	50	\$ 13,131,321	None (project has a MHSA capital dollars that restricts 10 units to MHSA clients)	45		0	0	. () () ()	5D
TOTAL			560	. 300	292	\$ 67,665,552		205	54	ZA	. 2		292

Attachment

\$ 67,665,552

CITY AND COUNTY OF SAN FRANCISCO MAYOR'S OFFICE OF HOUSING AND COMMUNITY DEVELOPMENT

GRANT AGREEMENT

between

CITY AND COUNTY OF SAN FRANCISCO

and

ALABAMA STREET HOUSING ASSOCIATES, L.P.

For Mosaica Family Apartments 680 Florida Street San Francisco, CA

THIS GRANT AGREEMENT (this "Agreement") is made this ______, by and between ALABAMA STREET HOUSING ASSOCIATES, L.P., a California limited partnership ("Grantee"), and the CITY AND COUNTY OF SAN FRANCISCO, a municipal corporation ("City") acting by and through the Mayor's Office of Housing and Community Development ("MOHCD").

WITNESSETH:

WHEREAS, the City previously provided Grantee funding through MOHCD's Local Operating Subsidy Program ("Program") under a nine-year agreement dated March 17, 2010; and

WHEREAS, Grantee submitted the Application Documents (as hereinafter defined) to MOHCD for a grant through MOHCD's Local Operating Subsidy Program ("Program"); and

WHEREAS, City desires to provide such a grant on the terms and conditions set forth herein; and

WHEREAS, the City's Board of Supervisors authorized execution of this Agreement on ______, 2017 pursuant to Resolution No. _____.

NOW, THEREFORE, in consideration of the premises and the mutual covenants contained in this Agreement and for other good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, the parties hereto agree as follows:

ARTICLE 1 DEFINITIONS

- 1.1 Specific Terms. Unless the context otherwise requires, the following capitalized terms (whether singular or plural) shall have the meanings set forth below:
- "ADA" shall mean the Americans with Disabilities Act (including all rules and regulations thereunder) and all other applicable federal, state and local disability rights legislation, as the same may be amended, modified or supplemented from time to time.

"Additional Leasing Date" shall have the meaning given to it in Section 4.1.

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- "Agreement Date" means the date this Agreement is duly executed and delivered by Grantee and MOHCD.
 - "Annual Monitoring Report" shall have the meaning given to it in Section 6.1.
- "Annual Operating Budget" means the operating budget for the Project approved by City attached hereto as **Exhibit B**, as amended by Grantee and City from time-to-time.
- "Applicable Laws" means all applicable present or future federal, state, local and administrative laws, rules, regulations, codes, orders and requirements.
- "Application Documents" shall mean collectively: (i) the grant application submitted by Grantee for a Program grant, including all exhibits, schedules, appendices and attachments thereto; (ii) all documents, correspondence and other written materials submitted in respect of such grant application; and (iii) all amendments, modifications or supplements to any of the foregoing approved in writing by City.
- "Approved Shortfall" means the amount that is approved by MOHCD, if any, by which the Assisted Units Operating Costs (as defined in Section 5.6) for any Business Year during the Term exceed the Project Income attributable to the Assisted Units for such Business Year.
 - "Assisted Units" means twenty (20) residential units at the Project.
- "Business Year" means each period of twelve (12) months used by the Project to define the beginning and end of the year for purposes of accounting and other reporting.
 - "CFR" means the Code of Federal Regulations.
- "Certificate of Preference" means the form establishing a priority right for tenant selection, as further described in the Operational Rules.
- "Certificate of Preference Holder" means a person or household that has been issued a Certificate of Preference.
 - "Charter" shall mean the Charter of City.
 - "Charter Documents" shall have the meaning given in Section 6.2.
 - "City" means the City and County of San Francisco.
- "City Loan Documents" means the MOHCD Loan Agreement and the documents executed in connection therewith.
 - "Controller" shall mean the Controller of City.
 - "Director" means MOHCD's Director or an authorized representative of the Director.
 - "Effective Date" means the Agreement Date.
 - "Event of Default" shall have the meaning set forth in Section 11.1.
- "First Subsidy Payment" shall mean the Subsidy Payment for the initial period starting from the Effective Date.
 - "Grant Amount" shall have the meaning set forth in Section 5.1.

"Grant Funds" shall mean any and all funds allocated or disbursed to Grantee under this Agreement.

"Gross Rent" means the aggregate annual sum charged to Tenants for rent and utilities, with utility charges limited to an allowance determined by the San Francisco Housing Authority and published by MOHCD.

"HSH" means the San Francisco Department of Homelessness and Supportive Housing

"HUD" means the United States Department of Housing and Urban Development acting by and through the Secretary of Housing and Urban Development and any authorized agents.

"Indemnified Parties" shall mean City, including MOHCD and all of City's commissions, departments, agencies and other subdivisions, and City's elected officials, directors, officers, employees, agents, and representatives, and their respective successors and assigns.

"Initial Leasing Date" shall be the date when the first Assisted Unit is leased and occupied by a Tenant.

"Loan Committee" means the City review committee that selects Program grantees.

"LOSP Clients" means the formerly homeless individuals or households that HSH deems eligible for Program assistance pursuant to the Program criteria set forth on the attached Exhibit D (as such criteria may be amended from time to time by MOHCD) as administered by Grantee pursuant to this Agreement, the LOSP Policies and Procedures Manual and the Services Agreement.

"LOSP Policies and Procedures Manual" means the document published jointly by MOHCD and HSH describing the program's operational policies and procedures, as may be amended from time to time.

"Maintenance Duties" shall have the meaning given to it in Section 4.8(a).

"Median Income" means median income as published annually by MOHCD, derived from the Income Limits determined by HUD for the for the San Francisco area, adjusted solely for household size, but not high housing cost area.

"MOHCD" shall mean the Mayor's Office of Housing and Community Development of the City and County of San Francisco.

"MOHCD Loan Agreement" means collectively those certain loan agreements, each dated as of November 8, 2006, between MOHCD and Grantee with respect to a \$878,114 Affordable Housing Bond Program grant, \$1,752,055 Affordable Housing Bond Program loan, \$3,349,423 Community Development Block Grant loan, \$3,419,622 HOME Program loan, \$4,701,614 Affordable Housing Fund loan.

"Operating Costs" means the following costs: (a) all charges incurred in the operation of the Project for utilities, real estate taxes and assessments and premiums for insurance required under this Agreement, the City Loan Documents or the Senior Loan Documents; (b) salaries, wages and any other compensation due and payable to the employees or agents of Grantee employed in connection with the Project, including all related withholding taxes, insurance premiums, Social Security payments and other payroll taxes or payments; (c) Qualified Minimal Debt Service Payments, if any; (d) the asset management fees, partnership management fees, investor services fee and deferred developer fees described in the Annual Operating Budget or otherwise approved by MOHCD in writing; (e) all other

expenses actually incurred to cover the operation of the Project to the standards required under this Agreement, including maintenance and repairs, and property management fees (to the extent such fees are permitted to be made under the MOHCD Loan Agreement); (f) required deposits to the Replacement Reserve Account (as defined in the MOHCD Loan Agreement), Operating Reserve Account, and any other reserve account required under this Agreement (excluding the Subsidy Reserve Account), the City Loan Documents or the Senior Loan Documents; and (g) any extraordinary expenses arising from the ownership or operation of the Project approved in advance and in writing by MOHCD. "Operating Costs" shall not include any loan payments to be made under the City Loan Documents, the Senior Loan Documents or any other loan payments other than Qualified Minimal Debt Service Payments, nor any costs Grantee incurs in providing services to a Project tenant other than the services to be provided under such Project tenant's lease or otherwise approved hereunder.

"Operating Reserve Account" means the interest-bearing operating reserve depository account Grantee is required to maintain pursuant to the MOHCD Loan Agreement.

"Operational Rules" means MOHCD's Operational Rules for San Francisco Housing Lotteries and Rental Lease Up Activities dated August 1, 2015, as amended from time to time.

"Operating Statement" shall have the meaning set forth in Section 6.1.

"Opinion" means an opinion of Grantee's California legal counsel, satisfactory to MOHCD, that Grantee is a duly formed, validly existing limited partnership in good standing under the laws of the State of California, has the power and authority to enter into this Agreement and will be bound by its terms when executed and delivered, that each of Grantee's general partners is a duly formed, validly existing nonprofit corporation in good standing under the laws of the State of California, which has established and maintains valid nonprofit status under Section 501(c)(3) of the United States Internal Revenue Code of 1986, as amended, and all rules and regulations promulgated thereunder or is a duly formed, validly existing limited liability company whose sole member is nonprofit corporation in good standing under the laws of the State of California, which has established and maintains valid nonprofit status under Section 501(c)(3) of the United States Internal Revenue Code of 1986, as amended, and all rules and regulations promulgated thereunder and each has the power and authority to act as Grantee's general partner, and that addresses any other matters MOHCD reasonably requests.

"Program" means the Local Operating Subsidy Program, through which MOHCD provides operating subsidies to housing projects that provide permanent supportive housing for formerly homeless individuals and households.

"Program Transition Reserve Account" shall have meaning given to it in Section 2.5.

"Project" means the ninety-three (93) unit housing project commonly known as Mosaica Family Apartments, which is located on the Real Property.

"Project Income" means all income and receipts in any form received by Grantee from the operation, use or ownership of the Project, calculated on an accrual basis, including rents, fees, deposits (other than tenant security deposits), reimbursements and other charges paid to Grantee by MOHCD in connection with the Project (other than Grant Funds), and any funds held in the Subsidy Reserve Account.

"Project Operating Account" means a checking account maintained by Grantee, which shall be held in a bank or savings and loan institution acceptable to MOHCD as a segregated account insured by the Federal Deposit Insurance Corporation or other comparable federal insurance program.

"Projected Shortfall" means the amount, if any, by which the Assisted Units Operating Costs (as defined in Section 5.6)] for any Business Year during the Term are projected to exceed the Project Income obtained from the Assisted Units for such Business Year.

"Qualified Minimal Debt Service Payment" means a minimal debt service payment that Grantee must make under the MOHCD Loan Agreement, the Senior Loan Documents or any additional affordable housing loan for the Project, provided that Grantee first obtains MOHCD's written consent to such additional loan, including any proposed repayments to be made to such additional loan.

"Real Property" shall mean the real property described on the attached Exhibit C.

"Referral" means the report prepared by Program staff for a LOSP Client.

"Senior Loan Documents"

means the following documents: the loan documents executed by Grantee in connection with the following loans

following loans .	
\$25,419,691	Wells Fargo Bank, N.A. Construction Loan
\$10,150,000	State Department of Housing and Community Development Multifamily
Housing Program	
\$1,000,000	Affordable Housing Program (Federal Home Loan Bank) funds from
Silicon Valley Bank, N.A.	
\$14,100,828	MOH Loan Agreement

"Services Agreement" means the Contract for Services dated _____, and between Tenant Services Contractor and HSH for the provision of services to LOSP Clients at the Project.

"Subsidy Payment" means a payment made by MOHCD to Grantee pursuant to the terms of this Agreement, which shall be made in the manner and in the amount specified in <u>Article 5</u> below.

"Subsidy Reserve Account" means a checking account maintained by Grantee, which shall be held in a bank or savings and loan institution acceptable to MOHCD as a segregated account insured by the Federal Deposit Insurance Corporation or other comparable federal insurance program, and used only for the purposes specified in Section 4.3.

"Tenant" shall mean a LOSP Client who leases an Assisted Unit.

"Tenant-Paid Rent" means the annual amount charged to Tenants for rent, not including any applicable utility allowance, which must be included when calculating Gross Tenant Rent.

"Tenant Services Contractor" shall mean Lutheran Social Services of Northern California, a California non-profit public benefit corporation.

"Term" shall have the meaning given to in Section 3.

"Termination Notice Date" shall have the meaning given to in Section 4.1.

"Transition Plan" shall have the meaning given to in Section 2.5.

"Underlying Restricted Rent" is the maximum Gross Rent allowed under the MOHCD Loan Agreement or any other more-restrictive covenants under City-approved funding agreements.

"Vacancy Period" shall have the meaning given to in Section 4.1.

"15-Year Cash Flow" means the cash flow projection described in the attached Exhibit B.

1.2 Additional Terms. The terms "as directed," "as required" or "as permitted" and similar terms shall refer to the direction, requirement, or permission of MOHCD. The terms "sufficient," "necessary" or "proper" and similar terms shall mean sufficient, necessary or proper in the sole judgment of MOHCD.

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The terms "approval," "acceptable" or "satisfactory" or similar terms shall mean approved by, or acceptable to, or satisfactory to MOHCD. The terms "include," "included" or "including" and similar terms shall be deemed to be followed by the words "without limitation". The use of the term "subcontractor," "successor" or "assign" herein refers only to a subcontractor ("subgrantee"), successor or assign expressly permitted under Article 13.

1.3 References to this Agreement. References to this Agreement include: (a) any and all appendices, exhibits, schedules, attachments hereto; (b) any and all statutes, ordinances, regulations or other documents expressly incorporated by reference herein; and (c) any and all amendments, modifications or supplements hereto made in accordance with Section 17.2. References to articles, sections, subsections or appendices refer to articles, sections or subsections of or appendices to this Agreement, unless otherwise expressly stated. Terms such as "hereunder," herein or "hereto" refer to this Agreement as a whole.

ARTICLE 2 APPROPRIATION AND CERTIFICATION OF GRANT FUNDS; LIMITATIONS ON CITY'S OBLIGATIONS

2.1 Risk of Non-Appropriation of Grant Funds. This Agreement is subject to the budget and fiscal provisions of the Charter. City shall have no obligation to make appropriations for this Agreement in lieu of appropriations for new or other agreements or for other MOHCD expenditures. Grantee acknowledges that MOHCD's obligation to make Subsidy Payments under this Agreement is expressly conditioned on the (a) appropriation of sufficient funds to HSH for Subsidy Payments and transfer of such funds from HSH to MOHCD (or as MOHCD may direct such funds to be transferred directly by HSH to Grantee), which appropriation and transfer is subject to HSH's annual operating budget, or (b) appropriation of sufficient funds for Subsidy Payments to MOHCD's annual operating budget. If the funds appropriated for Program subsidy payments in a given year will be insufficient to fund the total Program subsidy payments MOHCD intended to make in such year, MOHCD shall have the right to reduce the amount of Program subsidy payments and to select the qualifying projects subject to such reduced payments.

Notwithstanding the foregoing, however, qualifying projects that are not financed with State Department of Housing and Community Development Multifamily Housing Program Supportive Housing Component funds ("HCD Funds") will be subject to such Program subsidy payment reductions before any such reductions are made to qualifying projects financed with HCD Funds.

If MOHCD determines that Subsidy Payments for any given period must be reduced due to a shortfall in appropriated Program funds (a "Non-Appropriation Event"), MOHCD shall notify Grantee that a Non-Appropriation Event has occurred. City's obligation to make any Subsidy Payments in excess of those for which sufficient funds have been appropriated shall automatically terminate as of such Non-Appropriation Event, except as may be required pursuant to Section 2.5 below. Grantee acknowledges that HSH's and MOHCD's annual operating budgets are each subject to the discretion of City's Mayor and Board of Supervisors and a Non-Appropriation Event may occur during the Term and, accordingly, that Subsidy Payments may subsequently not be made in the amounts projected pursuant to this Agreement. Grantee's assumption of such risks is part of the consideration for this Agreement.

- **2.2** Certification of Controller; Guaranteed Maximum Costs. No funds shall be available under this Agreement until prior written authorization certified by the Controller. In addition, as set forth in Section 21.10-1 of the San Francisco Administrative Code:
- (a) City's obligations hereunder shall not at any time exceed the amount certified by the Controller for the purpose and period stated in such certification, the current Controller certification for Grant Funds is only for the First Subsidy Payment, and Controller certification will be a condition precedent for all other Subsidy Payments to the extent that Project Transition Reserve Account funds are not available to fund such Subsidy Payments.

- (b) Except as may be provided by City ordinances governing emergency conditions, City and its employees and officers are not authorized to request Grantee to perform services or to provide materials, equipment and supplies that would result in Grantee performing services or providing materials, equipment and supplies that are beyond the scope of the services, materials, equipment and supplies specified in this Agreement unless this Agreement is amended in writing and approved as required by law to authorize the additional services, materials, equipment or supplies. City is not required to pay Grantee for services, materials, equipment or supplies provided by Grantee if they are beyond the scope of the services, materials, equipment and supplies agreed upon herein and were not approved by a written amendment to this Agreement lawfully executed by City.
- (c) City and its employees and officers are not authorized to offer or promise to Grantee additional funding for this Agreement that would exceed the maximum amount of funding provided for herein. Additional funding for this Agreement in excess of the maximum provided herein shall require lawful approval and certification by the Controller. City is not required to honor any offered or promised additional funding that exceeds the maximum provided in this Agreement, which requires lawful approval and certification of the Controller when the lawful approval and certification by the Controller has not been obtained.
- (d) The Controller is not authorized to make payments on any agreement for which funds have not been certified as available for such purposes in the budget of HSH or MOHCD or by supplemental appropriation.
- **2.3** Automatic Termination for Nonappropriation or Nontransfer of Funds. This Agreement shall automatically terminate, without penalty, liability or expense of any kind to City, at the end of the period of the City's Business Year that a Non-Appropriation Event occurs, except as otherwise set forth in Section 2.5.
- 2.4 SUPERSEDURE OF CONFLICTING PROVISIONS. IN THE EVENT OF ANY CONFLICT BETWEEN ANY OF THE PROVISIONS OF THIS <u>ARTICLE 2</u> AND ANY OTHER PROVISION OF THIS AGREEMENT, THE APPLICATION DOCUMENTS OR ANY OTHER DOCUMENT OR COMMUNICATION RELATING TO THIS AGREEMENT, THE TERMS OF THIS <u>ARTICLE 2</u> SHALL GOVERN.
- 2.5 Program Transition Reserve Account. All LOSP subsidy payments, including the Subsidy Payments, are conditioned on the appropriation of sufficient funds therefor and the transfer of such funds to MOHCD's annual budget. MOHCD intends to establish a reserve account, as MOHCD deems appropriate and in its sole discretion, to fund all or a portion of selected LOSP subsidy payments in the event sufficient funds are not so appropriated or transferred (the "Program Transition Reserve Account"). If there is a Non-Appropriation Event, City shall use Program Transition Reserve Account funds to disburse such Subsidy Payments to the extent there are sufficient Program Transition Reserve Account funds for such disbursements.

If there is a Non-Appropriation Event, and City fully funds the following year's Subsidy Payment in the amount shown on Exhibit A (whether with Program Transition Reserve Account funds or otherwise), this Agreement shall remain in effect through the last day of the period for which such Subsidy Payment is made. In the event City continues to fully fund subsequent Subsidy Payments, this Agreement shall remain in effect through the last day of the period for which each such subsequent Subsidy Payment is made.

City shall have no obligation to replenish or supplement the Program Transition Reserve Account. City shall have the right to, at MOHCD's discretion, use Program Transition Reserve Account funds to make subsidy payments to LOSP grantees other than Grantee. The Program Transition Reserve Account shall remain the City's property at all times and any interest that accrues thereon shall remain the sole property of City and will be deemed part of the Program Transition Reserve Account. If any funds remain in the

Program Transition Reserve Account at the expiration of the Term or earlier termination of this Agreement, such funds shall remain with City and Grantee shall have no rights thereto.

Grantee agrees that it shall not make any distributions or payments of Residual Receipts, as defined in the MOHCD Loan Agreement, until City has approved the distribution or payment of such Residual Receipts.

ARTICLE 3 TERM

The term of this Agreement (the "Term") shall commence on the Effective Date and shall terminate on the fifteenth (15th) anniversary of the Effective Date, unless earlier terminated in accordance with the terms herein.

ARTICLE 4 PERFORMANCE OF GRANT OBLIGATIONS

4.1 Lease of Assisted Units.

(a) Commencing on the Initial Leasing Date, Grantee shall lease all of the Assisted Units to the LOSP Clients it selects from Referrals supplied by the City.

If an Assisted Unit lease terminates at any time, Grantee shall deliver written notice of such termination to City within five (5) business days of such termination (the "Termination Notice Date"). City shall accordingly deliver aReferral to Grantee within fifteen (15) business days of receiving such Assisted Unit lease termination notice and Grantee shall lease such vacated Assisted Unit to the LOSP Client within the sixty (60) day period immediately following its receipt of such Referrals (each such additional lease up date shall be referred to as an "Additional Leasing Date"). The period of time between a Termination Notice Date and the corresponding Additional Leasing Date shall be referred to as a "Vacancy Period". After the Initial Leasing Date, an Assisted Unit may remain vacant during any Vacancy Period applicable to such Assisted Unit. If City fails to timely deliver the required Referrals at any time, until City delivers such Referrals, Grantee can submit a request to City to use a qualified candidate identified by Grantee that satisfies the requirements of Exhibit D, and such request shall not be unreasonably denied.

- (b) Grantee shall give preference in occupying all Project residential units first to Certificate of Preference Holders in accordance with the Operational Rules and the Preferences Ordinance; provided that such applicants satisfy all other applicable eligibility requirements under the City Loan Documents and the Senior Loan Documents.
 - (c) Intentionally Omitted.
- (d) Grantee shall have sole discretion in selecting the LOSP Clients that will be Tenants, provided that Grantee's decision not to rent an Assisted Unit to an LOSP Client referred to Grantee by City shall not be unreasonably withheld or conditioned, and provided further that Grantee shall not discriminate against or permit discrimination against any person or group of persons because of race, color, creed, national origin, ancestry, age, sex, sexual orientation, disability, gender identity, height, weight, source of income or acquired immune deficiency syndrome (AIDS) or AIDS related condition (ARC) in the leasing of the Assisted Units.
- (e) Grantee shall comply with the Tenant Selection Plan Policy set forth in the attached **Exhibit H** when selecting tenants for the Assisted Units.
- (f) Grantee shall comply with the Tenant Screening Criteria Policy set forth in the attached **Exhibit I** when screening tenants for the Assisted Units.

- (g) Grantee shall rent each Assisted Unit to a Tenant pursuant to a separate lease agreement that complies with this Agreement. Each Tenant lease shall provide for termination of such lease and such Tenant's consent to immediate eviction if the Tenant has made any material misrepresentation in the initial income certification made by Tenant to City or in any later income certification made by Tenant to Grantee. The lease agreement for each Assisted Unit must also contain the applicable Lease Addendum, which can be found in the LOSP Policies and Procedures Manual.
- (h) Grantee shall obtain each Tenant's recertification of his/her household income on an annual basis. Such income certifications shall be prepared pursuant to low income housing tax credit guidelines for household income and shall be maintained on file at Grantee's principal office for no less than five (5) years following the date of such certification, and Grantee must file or cause to be filed copies thereof with MOHCD promptly upon MOHCD's request therefor.
- (i) Security deposits may be required of Tenants only in accordance with applicable federal regulations, state law and this Agreement. Any security deposits collected must be segregated from all other funds of the Project in an account held in trust for the benefit of the Tenants and other tenants of the Project and disbursed in accordance with California law. The balance in such security deposit account must at all times equal or exceed the aggregate of all security deposits collected plus accrued interest thereon, less any security deposits or interest thereon returned to Tenants or any other tenants of the Project.

4.2 Rent Restrictions.

- (a) Gross Rent charged for any Tenant shall be the lower of thirty percent (30%) of a Tenant's gross monthly income, or the maximum rent allowed under the MOHCD Loan Agreement.
- (b) With the written approval of DSHH, the Gross Rent charged to a Tenant may be increased as a result of a determination by HSH that such Tenant is no longer eligible under the Program, so long as the Gross Rent charged does not exceed the Underlying Restricted Rent. Notwithstanding the forgoing, Tenants deemed no longer eligible by HSH who remain occupants of the Project shall still be considered a LOSP Client and the Tenant's Unit shall still constitute an Assisted Unit for purposes of compliance with the requirements of this Agreement.
- (c) Grantee must provide MOHCD at least annually a report showing actual household income level and Gross Rent for each Tenant.
- 4.3 Operating Reserve Account; Subsidy Reserve Account. Grantee shall comply with all of its requirements for the Operating Reserve Account under the MOHCD Loan Agreement. In addition, if the Subsidy Payment made to Grantee for a Business Year exceeds the Approved Shortfall for such Business Year, as determined pursuant to the reports delivered under Section 6.1, Grantee shall deposit such excess amount in the Subsidy Reserve Account. Grantee shall not use Subsidy Reserve Account funds, or any interest earned thereon, for any purpose other than as provided in this Agreement. The only funds that shall be held in the Subsidy Reserve Account shall be the moneys deposited therein pursuant to this Section and the interest earned thereon.

If the Approved Shortfall for a Business Year exceeds the Subsidy Payment made to Grantee for such Business Year, Grantee shall first use Subsidy Reserve Account funds, to the extent available, to pay the Assisted Units Operating Costs that comprise such excess shortfall. If the Subsidy Reserve Account plus Subsidy Payment funds are insufficient to pay all of the Assisted Units Operating Costs in any given Business Year, Grantee shall use Operating Reserve Account funds, if any, to pay the remaining Assisted Units Operating Costs, subject to any approval Grantee must obtain from any lender under the Senior Loan Documents or Grantee's tax credit limited partner to so use the Operating Reserve Account funds.

4.4 [Intentionally Omitted]

4.5 Annual Operating Budget. The Annual Operating Budget attached hereto as Exhibit B sets forth Grantee's anticipated Operating Costs, Project Income and Projected Shortfall for the Term of the Agreement. Grantee shall pay Operating Costs in conformity with the approved Annual Operating Budget. MOHCD's prior written consent shall not be required before Grantee can spend funds on Operating Costs that differ in amount from the amounts in the Annual Operating Budget.

Grantee can submit requests to change the amount of the Annual Operating Budget and corresponding Subsidy Payment for any year during the term by supplying a written proposal to MOHCD. MOHCD will provide project-specific guidance about other materials required to required to analyze the requested change including but not limited to a variance analysis that includes a quantitative assessment of the difference between projected annual income and expenses and actual annual income and expenses, and explanations for the cause of any significant variances.

Any travel expenses incurred by Grantee must be reasonable and must comply with the following:

- (i) Lodging, meals and incidental expenses shall not exceed the then-current per diem rates set forth by the United States General Services Administration for the County of San Francisco found at: https://www.gsa.gov/portal/category/104711.
- (ii) Air transportation expenses must use fares for coach-class accommodations, provided that purchases for air travel must occur no less than one week before the travel day.
- (iii) If ground transportation is required, the City urges the use of public transit or courtesy shuttles if provided by a lodging. If courtesy transportation is not provided by a lodging, ground transportation expenses for travel to or from regional airports must not exceed Fifty Dollars (\$50.00) each way. Other ground transportation expenses must not exceed then-current San Francisco taxi rates found at: https://www.sfmta.com/getting-around/taxi/taxi-rates. Ground transportation shall not include any expenses for luxury transportation services, such as a limousine, or any expenses related to travel to or from Project site meetings by Borrower's employees.
- (iv) Miscellaneous travel expenses must not exceed Fifty Dollars (\$50.00) without prior written approval of the City.
- (v) Any Disbursement Request for travel expenses must include supporting documentation, including, without limitation, original itemized receipts showing rates and cost, air travel itinerary, proof of payment, and any written justification requested by the City.

For the purpose of this Section, the terms "lodging," "meals" and "incidental expenses" shall have the same meanings defined in 41 CFR Part 300-3; the term "coach-class" shall have the same meaning defined in 41 CFR Part 301-10.121(a); and the term "miscellaneous" means copying services, printing services, communication services, or other services reasonably related to travel for the Project and approved by the City.

4.6 Grantee's Board of Directors. Grantee's manager, if Grantee is a limited liability company, or Grantee's general partner or the sole member of the limited liability company general partner, if Grantee is a limited partnership, shall at all times be governed by a legally constituted and fiscally responsible board of directors. Such board of directors shall meet regularly and maintain appropriate membership, as established in such entity's bylaws and other governing documents and shall adhere to applicable provisions of federal, state and local laws governing nonprofit corporations. Such entity's board of directors shall exercise such oversight responsibility with regard to this Agreement as is necessary to ensure full and prompt performance by Grantee of its obligations under this Agreement.

4.7 [Intentionally Omitted]

4.8 Maintenance and Management of Project.

- (a) Grantee shall be responsible for ensuring all Project maintenance, repair and management functions, including the collection of rents, routine and extraordinary repairs and replacement of capital items, and for keeping the Project in a safe and sanitary manner and in good operating condition in accordance with all Applicable Laws, the City Loan Documents and the Senior Loan Documents (collectively, the "Maintenance Duties").
- (b) Grantee may contract with a management agent for the performance of the Maintenance Duties subject to MOHCD's prior written approval of both the management agent and the management contract, provided, however, that the arrangement will not relieve Grantee of responsibility for performance of those duties. A management contract must contain a provision allowing Grantee to terminate the contract without penalty upon no more than thirty (30) days' notice.
- (c) MOHCD will provide written notice to Grantee if MOHCD determines that the Maintenance Duties are not being performed in accordance with this Agreement. If Grantee is then in contract with a management agent pursuant to subsection (b) above, and such management agent fails to fully cure such failure within thirty (30) days of the date that MOHCD delivers such written notice, Grantee shall exercise such thirty (30) day termination right, terminate the management contract and make immediate arrangements for cure of such failure and for the continuous and continuing performance of the Maintenance Duties. If, at the time of such notice, Grantee is not in contract with a management agent pursuant to subsection (b) above, in addition to MOHCD's rights hereunder, MOHCD shall have the right to require that Grantee, at Grantee's sole cost, contract with a management agent to perform the Maintenance Duties, or to make other arrangements the City deems necessary to ensure full and timely performance of the Maintenance Duties.
 - (d) Grantee shall operate the Project in compliance with all Applicable Laws.

4.9 Services Agreement; Provision of Services.

- (a) Grantee hereby agrees to allow the Tenant Services Contractor (and any subsequent service provider) access to the Project at all reasonable times for the provision of services to the Project's LOSP Clients.
- (b) Grantee shall promptly provide written notice to MOHCD if Grantee obtains knowledge of any default, or event that with notice or the passage of time or both could constitute a default, under the Services Agreement.
- (c) In the event that the Services Agreement is terminated for any reason, or that MOHCD and/or HSH determines that the Tenant Services Contractor needs to be replaced, Grantee shall cooperate in good faith with MOHCD and HSH in obtaining a new service provider for the LOSP Clients in the Project. In such an event, the selection of the new service provider for the Project shall require Grantee's prior consent, which shall not be unreasonably delayed or denied. Grantee hereby agrees and acknowledges that nothing in this Agreement gives Grantee any right to consent to the MOHCD and/or HSH determination to terminate the Services Agreement or to replace the Tenant Services Contractor.

ARTICLE 5 USE AND DISBURSEMENT OF GRANT FUNDS

5.1 Maximum Amount of Grant Funds; Disbursement of Subsidy Payments. In no event shall the total amount of Grant Funds disbursed hereunder exceed Three Million Six Hundred ten-thousand six thousand three hundred twenty-one Dollars (\$3,616,321) (the "Grant Amount"). Subject to Grantee's

performance of its obligations under this Agreement and MOHCD's receipt of sufficient funds, as further set forth in Article 2, the Grant Funds shall be disbursed through Subsidy Payments.

Provided that Grantee is in compliance with all of the conditions for receipt of the First Subsidy Payment, City shall deliver the First Subsidy Payment to Grantee within sixty twenty (60) business days immediately following the Effective Date. For every subsequent year during the Term, provided that Grantee is in compliance with all of the conditions for receipt of a Subsidy Payment, City shall deliver the Subsidy Payment for such year to Grantee within sixty (60) business days immediately following the date when the funds have been made available for MOHCD for disbursement.

5.2 Subsidy Payment Amounts and Adjustments.

- (a) The 15-Year Cash Flow is the Parties' current expectations of Operating Costs and Projected Shortfalls during the Term. The Parties anticipate that the amount of the First Subsidy Payment and each subsequent Subsidy Payment shall be as shown on **Exhibit A**. The First Subsidy Payment amount reflects the Projected Shortfall for the period starting on the Effective Date. Notwithstanding the foregoing initial calculations of the 15-Year Cash Flow and the Subsidy Payment amounts, however, each Subsidy Payment (including the First Subsidy Payment) is subject to further adjustment pursuant to this Section and City's annual review and approval of the applicable Annual Operating Budget. The City shall reduce the subsequent Subsidy Payments by the amount of any funds held in the Subsidy Reserve Account.
- (b) The total amount of all Subsidy Payments made hereunder shall not exceed the Grant Amount. If the total amount of all Subsidy Payments made hereunder equals the Grant Amount at any time prior to the expiration of the Term, no further Subsidy Payments shall be made hereunder. If any Subsidy Payment would, if made, cause the total amount of all Subsidy Payments made hereunder to exceed the Grant Amount, such Subsidy Payment shall be accordingly reduced so the total amount of Subsidy Payments made hereunder equals the Grant Amount.
- **5.3** Use of Grant Funds. Grantee shall use the Grant Funds only for Assisted Units Operating Costs and for no other purpose. Grantee shall expend the Grant Funds in accordance with the Annual Operating Budget.
- **5.4** Conditions Precedent to Payment of First Subsidy Payment. Grantee shall fully satisfy each of the following conditions prior to delivery of the First Subsidy Payment.
- (a) Grantee must have delivered to the City fully executed (and for documents to be recorded, acknowledged) originals of the following documents, in form and substance satisfactory to the City: (i) this Agreement (in triplicate); (ii) the Opinion; and (iii) the Authorizing Resolutions.
 - (b) Grantee must have delivered its Charter Documents to the City.
- (c) Grantee shall be in compliance with all of its obligations under City Loan Documents and the Senior Loan Documents.
- (d) Tenant Services Contractor shall be in compliance with all of its obligations under the Services Agreement, and no default, or event that with notice or the passage of time or both could constitute a default, shall exist and remain uncured under the Services Agreement; provided however that disbursement of the First Subsidy Payment shall not be withheld due to an uncured default under the Services Agreement if at the time of expected disbursement, Grantee provides City with sufficient evidence that it is cooperating in good faith with the City and HSH to diligently pursue a cure of said default, which may or may not include Grantee directly providing the required services under the Services Agreement.

- (e) No Event of Default, or event that with notice or the passage of time or both could constitute an Event of Default, shall exist and remain uncured as of the date of the Initial Subsidy Payment is to be disbursed hereunder.
- 5.5 Conditions Precedent to Payment of Subsequent Subsidy Payments. Grantee shall fully satisfy each of the following conditions prior to delivery of any Subsequent Subsidy Payment:
- (a) Grantee shall be in compliance with all of its obligations under the City Loan Documents and the Senior Loan Documents.
- (b) Tenant Services Contractor shall be in compliance with all of its obligations under the Services Agreement, and no default, or event that with notice or the passage of time or both could constitute a default, shall exist and remain uncured under the Services Agreement; provided however that disbursement of any Subsequent Subsidy Payment shall not be withheld due to an uncured default under the Services Agreement if at the time of expected disbursement, Grantee provides City with sufficient evidence that it is cooperating in good faith with the City and DPH to diligently pursue a cure of said default, which may or may not include Grantee directly providing the required services under the Services Agreement.
- (c) No Event of Default, or event that with notice or the passage of time or both could constitute an Event of Default, shall exist and remain uncured as of the date of such Subsidy Payment is to be disbursed hereunder.
- 5.6 Allocation of Grant Funds and Calculation of Assisted Unit Operating Costs. For the purposes of determining the Subsidy Payment and the Projected Shortfall, City and Grantee have agreed that the parties shall allocate twenty-two percent (22%) of the total Operating Costs to the Assisted Units ("Assisted Units Operating Costs") and seventy-eight percent (78%) of the total Operating Costs to the non-Assisted Units. For most budget line items, LOSP units are assigned a prorated share of the total project operating cost. There are some line items where alternative portions of the line item may be proposed. Exhibit B depicts the allocation of Operating Costs between the Assisted and non-Assisted Units, including and budget line items for which alternative portions have been allocated to the Assisted/non-Assisted units.

ARTICLE 6 REPORTING REQUIREMENTS; AUDITS; PENALTIES FOR FALSE CLAIMS

6.1 Regular Reports; Operating Statements. Grantee must file electronically with the City no later than one hundred fifty (150) days after the end of Grantee's calendar year annual report forms (the "Annual Monitoring Report") that include audited financial statements including any management letters; an income and expense statement for the Project covering the applicable reporting period "Operating Statement"; a statement of balances, deposits and withdrawals from all Accounts; and evidence of required insurance. The Annual Monitoring Report must be in substantially the form attached as Exhibit G or as later modified by MOHCD during the Term.

Such Annual Monitoring Report shall include a list of the Assisted Units Operating Costs paid by Grantee during such applicable prior Business Year and Grantee's certifications that (a) the total Grant Funds received by Grantee as of the end date of the applicable Business Year have been used only to pay Assisted Units Operating Costs, (b) all of Grantee's representations and warranties in this Agreement remain true and correct in all material respects as if made on the end date of such the applicable Business Year, (c) there is no Event of Default by Grantee as of the end date of the applicable Business Year, and (d) the party signing the Annual Monitoring Report is an officer of Grantee authorized to do so on Grantee's behalf.

- 6.2 Organizational Documents. Prior to the Effective Date, Grantee shall provide to City the following documents (collectively, the "Charter Documents"): a certified certificate of status and (a) if Grantee is a corporation, its bylaws, and a certified copy of its articles of incorporation; (b) if Grantee is limited partnership, its partnership agreement, a certified copy of its certificate of partnership, and the organizational documents of its general partner; and (c) if Grantee is a limited liability company, its operating agreement, a certified copy of its certificate of limited liability company, and the organizational documents of its manager. All certified documents to be provided pursuant to this Section shall be certified by the California Secretary of State or, if the entity for which a certified document is to be provided was not organized in the State of California, certified by the Secretary of State of such entity's state of organization, no earlier than two (2) months prior to the Effective Date. The Charter Documents must be delivered to the City in their original form, as amended if applicable.
- 6.3 Notification of Defaults or Changes in Circumstances. Grantee shall notify City immediately of (a) any Event of Default or event that, with the passage of time, would constitute an Event of Default; and (b) any change of circumstances that would cause any of the representations and warranties contained in Article 8 to be false or misleading at any time during the term of this Agreement.
- **6.4 Financial Statements.** As noted in <u>Section 6.1</u>, Grantee shall also deliver to City, no later than one hundred fifty (150) days following the end of any Business Year, an audited balance sheet and the related statement of income and cash flows for such Business Year, certified by a reputable accounting firm as accurately presenting the financial position of Grantee, including any management letters supplied by the auditors.
- 6.5 Books and Records. Grantee shall establish and maintain accurate files and records of all aspects of Operating Expenses and Project Income and the matters funded in whole or in part with Grant Funds during the term of this Agreement. Without limiting the scope of the foregoing, Grantee shall establish and maintain accurate financial books and accounting records relating to Operating Costs incurred and paid and Grant Funds received and expended under this Agreement, together with all invoices, documents, payrolls, time records and other data related to the matters covered by this Agreement, whether funded in whole or in part with Grant Funds. Grantee shall maintain all of the files, records, books, invoices, documents, payrolls and other data required to be maintained under this Section in a readily accessible location and condition for a period of not less than five (5) years after final payment under this Agreement or until any final audit has been fully completed, whichever is later. Grantee agrees to maintain and make available to MOHCD, during regular business hours, accurate books and accounting records relating to the Project and the Tenants. The State of California or any federal agency having an interest in the subject matter of this Agreement shall have the same rights conferred upon MOHCD by this Section. All financial reports must be prepared and maintained in accordance with GAAP as in effect at the time of performance.
- 6.6 Inspection and Audit. Grantee shall make available to MOHCD, its employees and authorized representatives, during regular business hours all of the files, records, books, invoices, documents, payrolls and other data required to be established and maintained by Grantee under Section 6.5. Grantee shall permit MOHCD, its employees and authorized representatives to inspect, audit, examine and make excerpts and transcripts from any of the foregoing. The rights of MOHCD pursuant to this Section shall remain in effect so long as Grantee has the obligation to maintain such files, records, books, invoices, documents, payrolls and other data under this Article 6.
- 6.7 Submitting False Claims; Monetary Penalties. Grantee acknowledges and agrees that it is a "contractor" under and is subject to San Francisco Administrative Code Section 21.35. Under such Section 21.35, any contractor, subgrantee or consultant who submits a false claim shall be liable to City for three times the amount of damages which City sustains because of the false claim. A contractor, subgrantee or consultant who submits a false claim shall also be liable to City for the costs, including attorney's fees, of a civil action brought to recover any of those penalties or damages, and may be liable to City for a civil penalty of up to Ten Thousand Dollars (\$10,000) for each false claim. A contractor, subgrantee or consultant will be deemed to have submitted a false claim to City if the contractor,

subgrantee or consultant: (a) knowingly presents or causes to be presented to an officer or employee of City a false claim or request for payment or approval; (b) knowingly makes, uses, or causes to be made or used a false record or statement to get a false claim paid or approved by City; (c) conspires to defraud City by getting a false claim allowed or paid by City; (d) knowingly makes, uses, or causes to be made or used a false record or statement to conceal, avoid, or decrease an obligation to pay or transmit money or property to City; or (e) is a beneficiary of an inadvertent submission of a false claim to City, subsequently discovers the falsity of the claim, and fails to disclose the false claim to City within a reasonable time after discovery of the false claim.

- 6.8 **Project Monitoring Generally.** Grantee understands and agrees that it will be monitored by the City from time to time to assure compliance with all terms and conditions in this Agreement and all Laws. Grantee acknowledges that the City may also conduct periodic on-site inspections of the Project. Grantee must cooperate with the monitoring by the City and ensure full access to the Project and all information related to the Project as reasonably required by the City.
- 6.9 **Notice Requirement for Changes in Director Positions.** Grantee must provide written notice of the replacement of its executive director, director of housing development, director of property management and/or any equivalent position within thirty (30) days after the effective date of such replacement.

ARTICLE 7 TAXES

- 7.1 Grantee to Pay All Taxes. Grantee shall pay to the appropriate governmental authority, as and when due, any and all taxes, fees, assessments or other governmental charges, including possessory interest taxes and California sales and use taxes, levied upon or in connection with this Agreement, the Grant Funds or any of the activities contemplated by this Agreement.
- 7.2 Use of City Real Property. If at any time this Agreement entitles Grantee to the possession, occupancy or use of City real property for private gain, the following provisions shall apply:
- (a) Grantee, on behalf of itself and any subgrantees, successors and assigns, recognizes and understands that this Agreement may create a possessory interest subject to property taxation and Grantee, and any subgrantee, successor or assign, may be subject to the payment of such taxes.
- (b) Grantee, on behalf of itself and any subgrantees, successors and assigns, further recognizes and understands that any assignment permitted hereunder and any exercise of any option to renew or other extension of this Agreement may constitute a change in ownership for purposes of property taxation and therefore may result in a revaluation of any possessory interest created hereunder. Grantee shall report any assignment or other transfer of any interest in this Agreement or any renewal or extension thereof to the County Assessor within sixty (60) days after such assignment, transfer, renewal or extension.
- (c) Grantee shall provide such other information as may be requested by City to enable City to comply with any reporting requirements under applicable law with respect to possessory interests.
- 7.3 Earned Income Credit (EIC) Forms. Administrative Code Section 12O requires that employers provide their employees with IRS Form W-5 (The Earned Income Credit Advance Payment Certificate) and the IRS EIC Schedule, as set forth below. Employers can locate these forms at the IRS Office, on the Internet, or anywhere that Federal Tax Forms can be found.
- (a) Grantee shall provide EIC Forms to each Eligible Employee at each of the following times: (i) within thirty (30) days following the date on which this Agreement becomes effective (unless Grantee has already provided such EIC Forms at least once during the calendar year in which such effective date

- falls); (ii) promptly after any Eligible Employee is hired by Grantee; and (iii) annually between January 1 and January 31 of each calendar year during the term of this Agreement.
- (b) Failure to comply with any requirement contained in subparagraph (a) of this Section shall constitute a material breach by Grantee of the terms of this Agreement. If, within thirty (30) days after Grantee receives written notice of such a breach, Grantee fails to cure such breach or, if such breach cannot reasonably be cured within such period of thirty (30) days, Grantee fails to commence efforts to cure within such period or thereafter fails to diligently pursue such cure to completion, the City may pursue any rights or remedies available under this Agreement or under applicable law.
- (c) Any Subcontract entered into by Grantee shall require the subgrantee to comply, as to the subgrantee's Eligible Employees, with each of the terms of this Section.
- (d) Capitalized terms used in this Section and not defined in this Agreement shall have the meanings assigned to such terms in Section 12O of the San Francisco Administrative Code.

ARTICLE 8 REPRESENTATIONS AND WARRANTIES

Grantee represents and warrants each of the following as of the date of this Agreement and at all times throughout the term of this Agreement:

- 8.1 Organization; Authorization. Grantee shall be a limited liability company or a limited partnership, and Grantee's manager, if Grantee is a limited liability company, or Grantee's general partner, or the general partner's sole member of the general partner (if general partner is a limited liability company), is a nonprofit corporation, duly organized and validly existing and in good standing under the laws of the jurisdiction in which it was formed, and which has established and maintains valid nonprofit status under Section 501(c)(3) of the United States Internal Revenue Code of 1986, as amended, and all rules and regulations promulgated thereunder. Grantee has duly authorized by all necessary action the execution, delivery and performance of this Agreement. Grantee has duly executed and delivered this Agreement and this Agreement constitutes a legal, valid and binding obligation of Grantee, enforceable against Grantee in accordance with the terms hereof.
- **8.2** Location. Grantee's operations, offices and headquarters are located at the address for notices set forth in Section 15.
- **8.3** No Misstatements. No document furnished or to be furnished by Grantee to MOHCD in connection with the Application Documents, this Agreement, or any other document relating to any of the foregoing, contains or will contain any untrue statement of material fact or omits or will omit a material fact necessary to make the statements contained therein not misleading, under the circumstances under which any such statement shall have been made.
- **8.4** Conflict of Interest. Through its execution of this Agreement, Grantee acknowledges that it is familiar with the provision of Section 15.103 of the City's Charter, Article III, Chapter 2 of the City's Campaign and Governmental Conduct Code, and Section 87100 *et seq.* and Section 1090 *et seq.* of the Government Code of the State of California, and certifies that it does not know of any facts which constitutes a violation of said provisions and agrees that it will immediately notify MOHCD if it becomes aware of any such fact during the term of this Agreement.

ARTICLE 9 INDEMNIFICATION AND GENERAL LIABILITY

9.1 Indemnification. Grantee shall indemnify, protect, defend and hold harmless each of the Indemnified Parties from and against any and all Losses arising from, in connection with or caused by: (a) a material breach of this Agreement by Grantee; (b) a material breach of any representation or

warranty of Grantee contained in this Agreement; (c) any personal injury caused, directly or indirectly, by any act or omission of Grantee or its employees, subgrantees or agents; (d) any property damage caused, directly or indirectly by any act or omission of Grantee or its employees, subgrantees or agents; (e) the use, misuse or failure of any equipment or facility used by Grantee, or by any of its employees, subgrantees or agents, regardless of whether such equipment or facility is furnished, rented or loaned to Grantee by an Indemnified Party; (f) any tax, fee, assessment or other charge for which Grantee is responsible under Article 7; or (g) any infringement of patent rights, copyright, trade secret or any other proprietary right or trademark of any person or entity in consequence of the use by any Indemnified Party of any goods or services furnished to such Indemnified Party in connection with this Agreement. Grantee's obligations under the immediately preceding sentence shall apply to any Loss that is caused in whole or in part by the active or passive negligence of any Indemnified Party, but shall exclude any Loss caused solely by the willful misconduct or gross negligence of the Indemnified Party. The foregoing indemnity shall include, without limitation, reasonable fees of attorneys, consultants and experts and related costs and City's costs of investigating any claims against the City.

- 9.2 Duty to Defend; Notice of Loss. Grantee acknowledges and agrees that its obligation to defend the Indemnified Parties under Section 9.1: (a) is an immediate obligation, independent of its other obligations hereunder; (b) applies to any Loss which actually or potentially falls within the scope of Section 9.1, regardless of whether the allegations asserted in connection with such Loss are or may be groundless, false or fraudulent; and (c) arises at the time the Loss is tendered to Grantee by the Indemnified Party and continues at all times thereafter. The Indemnified Party shall give Grantee prompt notice of any Loss under Section 9.1 and Grantee shall have the right to defend, settle and compromise any such Loss; provided, however, that the Indemnified Party shall have the right to retain its own counsel at the expense of Grantee if representation of such Indemnified Party by the counsel retained by Grantee would be inappropriate due to conflicts of interest between such Indemnified Party and Grantee. An Indemnified Party's failure to notify Grantee promptly of any Loss shall not relieve Grantee of any liability to such Indemnified Party pursuant to Section 9.1; unless such failure materially impairs Grantee's ability to defend such Loss. Grantee shall seek the Indemnified Party shares in liability with respect thereto.
- 9.3 Incidental and Consequential Damages. Losses covered under this Article 9 shall include any and all incidental and consequential damages resulting in whole or in part from Grantee's acts or omissions. Nothing in this Agreement shall constitute a waiver or limitation of any rights that any Indemnified Party may have under applicable law with respect to such damages.
- 9.4 LIMITATION ON LIABILITY OF CITY. CITY'S OBLIGATIONS UNDER THIS AGREEMENT SHALL BE LIMITED TO THE AGGREGATE AMOUNT OF GRANT FUNDS ACTUALLY DISBURSED HEREUNDER. NOTWITHSTANDING ANY OTHER PROVISION CONTAINED IN THIS AGREEMENT, THE APPLICATION DOCUMENTS OR ANY OTHER DOCUMENT OR COMMUNICATION RELATING TO THIS AGREEMENT, IN NO EVENT SHALL CITY BE LIABLE, REGARDLESS OF WHETHER ANY CLAIM IS BASED ON CONTRACT OR TORT, FOR ANY SPECIAL, CONSEQUENTIAL, INDIRECT OR INCIDENTAL DAMAGES, INCLUDING LOST PROFITS, ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT, THE GRANT FUNDS OR ANY ACTIVITIES PERFORMED IN CONNECTION WITH THIS AGREEMENT.

ARTICLE 10 INSURANCE

10.1 Types and Amounts of Coverage. Without limiting Grantee's liability pursuant to Article 9, Grantee shall maintain in force, during the full term of this Agreement, insurance in the following amounts and coverages:

- (a) Workers' Compensation, in statutory amounts, with Employers' Liability Limits not less than One Million Dollars (\$1,000,000) each accident, injury, or illness.
- (b) Commercial General Liability Insurance with limits not less than One Million Dollars (\$1,000,000) each occurrence Combined Single Limit for Bodily Injury and Property Damage, including Contractual Liability, Personal Injury, Products and Completed Operations.
- (c) Commercial Automobile Liability Insurance with limits not less than One Million Dollars (\$1,000,000) each occurrence Combined Single Limit for Bodily Injury and Property Damage, including Owned, Non-Owned and Hired auto coverage, as applicable.
- (d) Professional liability insurance for negligent acts, errors or omission with respect to professional or technical services, if any, required in the performance of this Agreement with limits not less than One Million Dollars (\$1,000,000) each claim.
- **10.2** Additional Requirements for General and Automobile Coverage. Commercial General Liability and Commercial Automobile Liability insurance policies shall:
- (a) Name as additional insured City and its officers, agents and employees. With respect to the Commercial Automobile Insurance the City and its officers, agents and employees shall only be additional insured as to to liability arising out of the use, by Grantee's employees, of automobiles, whether owned, leased, hired or borrowed, in connection with the Project.
- (b) Provide that such policies are primary insurance to any other insurance available to the Additional Insureds, with respect to any claims arising out of this Agreement, and that insurance applies separately to each insured against whom claim is made or suit is brought, except with respect to limits of liability.
- 10.3 Additional Requirements for All Policies. Contractor shall provide thirty (30) days' advance written notice to City of cancellation of policy for any reason, nonrenewal or reduction in coverage and specific notice mailed to City's address for notices pursuant to <u>Article 15</u>.
- 10.4 Required Post-Expiration Coverage. Should any of the insurance required hereunder be provided under a claims-made form, Grantee shall maintain such coverage continuously throughout the term of this Agreement and, without lapse, for a period of three (3) years beyond the expiration or termination of this Agreement, to the effect that, should occurrences during the term hereof give rise to claims made after expiration or termination of the Agreement, such claims shall be covered by such claims-made policies.
- 10.5 General Annual Aggregate Limit/Inclusion of Claims Investigation or Legal Defense Costs. Should any of the insurance required hereunder be provided under a form of coverage that includes a general annual aggregate limit or provides that claims investigation or legal defense costs be included in such general annual aggregate limit, such general annual aggregate limit shall be double the occurrence or claims limits specified above.
- 10.6 Evidence of Insurance. Before commencing any operations under this Agreement, Grantee shall furnish to City certificates of insurance, and additional insured policy endorsements, in form and with insurers satisfactory to City, evidencing all coverages set forth above, and shall furnish complete copies of policies promptly upon City's request. Before commencing any operations under this Agreement, Grantee shall furnish to City certificates of insurance and additional insured policy endorsements with insurers with ratings comparable to A-, VIII or higher, that are authorized to do business in the State of California, and that are satisfactory to City, in form evidencing all coverages set forth above. Failure to maintain insurance shall constitute a material breach of this Agreement.

10.7 Effect of Approval. Approval of any insurance by City shall not relieve or decrease the liability of Grantee hereunder.

ARTICLE 11 EVENTS OF DEFAULT AND REMEDIES

- 11.1 Events of Default. The occurrence of any one or more of the following events shall constitute an "Event of Default" under this Agreement:
- (a) False Statement. Any statement, representation or warranty contained in this Agreement, in the Application Documents, or in any other document submitted to City under this Agreement is found by City to be false or misleading when made.
- (b) Improper Use of Grant Funds; Failure to Perform Other Covenants and Obligations. Grantee uses Grant Funds for any purpose other than for the payment of Assisted Units Operating Costs (or reimbursement for its advance payment thereof), fails to use the Subsidy Payments it receives to pay Assisted Units Operating Costs (or reimbursement for its advance payment thereof), or otherwise fails to perform or breaches any other agreement or covenant of this Agreement to be performed or observed by Grantee as and when performance or observance is due and such failure or breach continues for a period of ten (10) days after the date on which such performance or observance is due, or if such breach can not be cured in ten (10) days, then City shall not exercise its remedies hereunder as long as Grantee continues to diligently pursue a cure of the breach; provided, however, that: (i) in the case of an improper use of Grant Funds, in no event shall such cure period extend beyond thirty (30) days after the date on which such performance or observance is due, and (ii) in the case of other defaults under this Section 11.1(b), in no event shall such cure period extend beyond ninety (90) days after the date on which such performance or observance is due.
- (c) **Default under City Loan Documents or Senior Loan Documents**. Grantee defaults under any City Loan Document or any of the Senior Loan Documents (after expiration of any grace period expressly stated in any such agreement).
- (d) Voluntary Insolvency. Grantee (i) is generally not paying its debts as they become due, (ii) files, or consents by answer or otherwise to the filing against it of, a petition for relief or reorganization or arrangement or any other petition in bankruptcy or for liquidation or to take advantage of any bankruptcy, insolvency or other debtors' relief law of any jurisdiction, (iii) makes an assignment for the benefit of its creditors, (iv) consents to the appointment of a custodian, receiver, trustee or other officer with similar powers of Grantee or of any substantial part of Grantee's property or (v) takes action for the purpose of any of the foregoing.
- (e) Involuntary Insolvency. Without consent by Grantee, a court or government authority enters an order, and such order is not vacated within 60 days, (i) appointing a custodian, receiver, trustee or other officer with similar powers with respect to Grantee or with respect to any substantial part of Grantee's property, (ii) constituting an order for relief or approving a petition for relief or reorganization or arrangement or any other petition in bankruptcy or for liquidation or to take advantage of any bankruptcy, insolvency or other debtors' relief law of any jurisdiction or (iii) ordering the dissolution, winding-up or liquidation of Grantee.
- (f) New Encumbrances. Any lien is recorded against all or any part of the Real Property or the Project without MOHCD's prior written consent, and the lien is not removed from title or otherwise remedied to MOHCD's satisfaction within thirty (30) days after Grantee's receipt of written notice from MOHCD to cure the default, or, if the default cannot be cured within a thirty (30) day period, Grantee will have sixty (60) days to cure the default, or any longer period of time deemed necessary by MOHCD, provided that Grantee commences to cure the default within the thirty (30) day period and diligently pursues the cure to completion.

- (g) **Damage or Destruction**. All or a substantial or material portion of the Project is damaged or destroyed by fire or other casualty or is condemned, seized or appropriated by any non-City governmental agency or subject to any action or other proceeding instituted by any non-City governmental agency for any purpose with the result that the Project cannot be operated for its intended purpose.
- (h) **Dissolution**. Grantee or Grantee's general partners are dissolved or liquidated or merged with or into any other entity or ceases to exist in its present form and (where applicable) in good standing and duly qualified under the laws of the jurisdiction of formation and California for any period of more than ten (10) days, or all or substantially all of Grantee's assets are sold or otherwise transferred except as permitted.
- **Assignment.** Without MOHCD's prior written consent, Grantee assigns or attempts to assign any rights or interest under this Agreement or encumber its interests hereunder, whether voluntarily or involuntarily, or voluntarily or involuntarily assigns or attempts to sell, lease, assign, encumber or otherwise transfer all or any portion of the ownership interests in Grantee or of its right, title or interest in the Project or the Real Property, other than: (a) leases, subleases or occupancy agreements to occupants of Units and/or Commercial Space in the Project; or (b) security interests for the benefit of lenders securing loans for the Project as approved by the City on terms and in amounts as approved by City in its reasonable discretion (c) transfers from Borrower to a limited partnership or limited liability company formed for the tax credit syndication of the Project, where Borrower or an affiliated nonprofit public benefit corporation is the sole general partner or manager of that entity; (d) transfers of the general partner's or manager's interest in Borrower to a nonprofit public benefit corporation approved in advance by the City; (e) transfers of any limited partnership or membership interest in Borrower to an investor pursuant to the tax credit syndication of the Project or any subsequent transfer of a limited partnership interest in Borrower by an investor limited partner in Borrower, or any direct or indirect transfer of a limited partnership interest or membership interest in any investor limited partner in Borrower; (f) any transfer permitted under the City Documents; or (g) the grant or exercise of an option agreement between Borrower and Borrower's general partner or manager or any of its affiliates in connection with the tax credit syndication of the Project. Any other transfer, assignment, encumbrance or lease without the City's prior written consent will be voidable and, at the City's election, constitute an Event of Default under this Agreement. The City's consent to any specific assignment, encumbrance, lease or other transfer will not constitute its consent to any subsequent transfer or a waiver of any of the City's rights under this Agreement.
- (j) Account Transfers. Without MOHCD's prior written consent, to the extent such consent is required pursuant to this Agreement, Grantee transfers, or authorizes the transfer of, funds in any account required or authorized under this Agreement.
- (k) Changed Financing Condition. Any material adverse change occurs in the financial condition or operations of Grantee, such as a loss of services funding or rental subsidies (excluding the reduction of any Subsidy Payment hereunder) that has a material adverse impact on the Project.

An Event of Default under this Agreement that remains uncured shall be a default under the City Loan Documents.

- 11.2 Remedies Upon Event of Default. Upon and during the continuance of an Event of Default, City may do any of the following, individually or in combination with any other remedy:
- (a) Termination. City may terminate this Agreement by giving a written termination notice to Grantee and, on the date specified in such notice, this Agreement shall terminate and all rights and obligations of Grantee hereunder shall be extinguished. In the event of such termination, the City will allow Grantee to use previously disbursed Subsidy Payment funds to pay for only Operating Costs incurred prior to the termination date. The remaining balance of any Subsidy Payment not used to pay for previously incurred Operating Costs must be returned to the City..

- (b) Withholding of Grant Funds. City may withhold all or any portion of Grant Funds not yet disbursed hereunder. Any Grant Funds withheld pursuant to this Section and subsequently disbursed to Grantee after cure of applicable Events of Default shall be disbursed without interest.
- (c) Offset. City may offset against all or any portion of undisbursed Grant Funds hereunder or against any payments due to Grantee under the MOHCD Loan Agreement or any other agreement between Grantee and City the amount of any outstanding Loss incurred by any Indemnified Party, including any Loss incurred as a result of the Event of Default.
- (d) Return of Grant Funds. City may demand the immediate return of any previously disbursed Grant Funds that have been claimed or expended by Grantee in breach of the terms of this Agreement, together with interest thereon from the date of disbursement at the maximum rate permitted under applicable law.
- 11.3 Remedies Nonexclusive. Each of the remedies provided for in this Agreement may be exercised individually or in combination with any other remedy available under this Agreement, any other City Document and/or Applicable Laws. The remedies contained herein are in addition to all other remedies available to City at law or in equity by statute or otherwise and the exercise of any such remedy shall not preclude or in any way be deemed to waive any other remedy.

ARTICLE 12 DISCLOSURE OF INFORMATION AND DOCUMENTS

- 12.1 Proprietary or Confidential Information of City. Grantee understands and acknowledges that, in the performance of this Agreement or in contemplation thereof, Grantee may have access to private or confidential information that may be owned or controlled by City and that such information may contain proprietary or confidential information, the disclosure of which to third parties may be damaging to City. Grantee agrees that all information disclosed by City to Grantee shall be held in confidence and used only in the performance of this Agreement. Grantee shall exercise the same standard of care to protect such information as a reasonably prudent nonprofit entity would use to protect its own proprietary or confidential data.
- 12.2 Sunshine Ordinance. Grantee acknowledges and agrees that this Agreement and the Application Documents are subject to Section 67.24(e) of the San Francisco Administrative Code, which provides that contracts, including this Agreement, grantee's bids, responses to Requests for Proposals (RFPs) and all other records of communications between City and persons or entities seeking contracts, shall be open to inspection immediately after a contract has been awarded. Nothing in such Section 67.24(e) (as it exists on the date hereof) requires the disclosure of a private person's or organization's net worth or other proprietary financial data submitted for qualification for a contract or other benefit until and unless that person or organization is awarded the contract or benefit. All information provided by Grantee that is covered by such Section 67.24(e) (as it may be amended from time to time) will be made available to the public upon request.
- 12.3 Financial Projections. Pursuant to San Francisco Administrative Code Section 67.32, Grantee has on or before the date hereof provided to City financial projections, including profit and loss figures, for the Project. The Grantee acknowledges and agrees that the financial projections and audited financial statements required under this Agreement shall be public records subject to disclosure upon request.

ARTICLE 13 ASSIGNMENTS AND SUBCONTRACTING

13.1 No Assignment by Grantee. Grantee shall not, either directly or indirectly, assign, transfer, hypothecate, subcontract or delegate all or any portion of this Agreement or any rights, duties or obligations of Grantee hereunder without the prior written consent of City. This Agreement shall not, nor shall any interest herein, be assignable as to the interest of Grantee involuntarily or by operation of

law without the prior written consent of City. A change of ownership or control of Grantee or a sale or transfer of substantially all of the assets of Grantee shall be deemed an assignment for purposes of this Agreement. Notwithstanding any provision of this Agreement to the contrary, this Section 13.1 shall not prevent transfers that are expressly permitted under the City Loan Documents.

- 13.2 Agreement Made in Violation of this Article. Any agreement made in violation of Section 13.1 shall confer no rights on any person or entity and shall automatically be null and void.
- **13.3 Subcontracting.** Grantee shall not subcontract or assign any portion of this Agreement to any other party without the prior written consent of City; notwithstanding the foregoing, Grantee may subcontract for property management and maintenance without the consent of the City.
- **13.4** Grantee Retains Responsibility. Grantee shall in all events remain liable for the performance by any assignee or subgrantee of all of the covenants terms and conditions contained in this Agreement.

ARTICLE 14 INDEPENDENT CONTRACTOR STATUS

- 14.1 Nature of Agreement. Grantee shall be deemed at all times to be an independent contractor and is solely responsible for the manner in which Grantee uses the Grant Funds. Grantee shall at all times remain solely liable for the acts and omissions of Grantee, its officers and directors, employees and agents. Nothing in this Agreement shall be construed as creating a partnership, joint venture, employment or agency relationship between City and Grantee.
- **14.2 Direction.** Any terms in this Agreement referring to direction or instruction from MOHCD or City shall be construed as providing for direction as to policy and the result of Grantee's work only, and not as to the means by which such a result is obtained.

14.3 Consequences of Recharacterization.

- (a) Should City, in its discretion, or a relevant taxing authority such as the Internal Revenue Service or the State Employment Development Division, or both, determine that Grantee is an employee for purposes of collection of any employment taxes, the amounts payable under this Agreement shall be reduced by amounts equal to both the employee and employer portions of the tax due (and offsetting any credits for amounts already paid by Grantee which can be applied against this liability). City shall subsequently forward such amounts to the relevant taxing authority.
- (b) Should a relevant taxing authority determine a liability for past services performed by Grantee for City, upon notification of such fact by City, Grantee shall promptly remit such amount due or arrange with City to have the amount due withheld from future payments to Grantee under this Agreement (again, offsetting any amounts already paid by Grantee which can be applied as a credit against such liability).
- (c) A determination of employment status pursuant to either subsection (a) or (b) of this <u>Section 14.3</u> shall be solely for the purposes of the particular tax in question, and for all other purposes of this Agreement, Grantee shall not be considered an employee of City. Notwithstanding the foregoing, if any court, arbitrator, or administrative authority determine that Grantee is an employee for any other purpose, Grantee agrees to a reduction in City's financial liability hereunder such that the aggregate amount of Grant Funds under this Agreement does not exceed what would have been the amount of such Grant Funds had the court, arbitrator, or administrative authority had not determined that Grantee was an employee.

ARTICLE 15 NOTICES AND OTHER COMMUNICATIONS

15.1 Requirements. Unless otherwise specifically provided herein, all notices, consents, directions, approvals, instructions, requests and other communications hereunder shall be in writing, shall be addressed to the person and address set forth below and shall be (a) deposited in the U.S. mail, first class, certified with return receipt requested and with appropriate postage, (b) hand delivered, (c) sent by facsimile (if a facsimile number is provided below), provided that a copy of such notice shall be deposited in the U.S. mail, first class, or (d) deposited with a nationally-recognized overnight delivery service, provided that next business-day delivery is requested:

If to MOHCD or City:

Mayor's Office of Housing and Community Development

One South Van Ness, 5th Floor San Francisco, CA 94103 Attn: Asset Manager

Telephone No.: 415-701-5500 Facsimile No.: 415-701-5501

If to Grantee:

Alabama Street Senior Housing Associates, L.P. c/o TNDC

201 Eddy Street San Francisco, CA 94102

Attention: Executive Director

With a copy to:

Gubb & Barshay LLP

50 California Street, Suite 3155 San Francisco, CA 94111 Attention: Scott R. Barshay, Esq.

- 15.2 Effective Date. All communications sent in accordance with Section 15.1 shall become effective on the date of receipt. Such date of receipt shall be determined by: (a) if mailed, the return receipt, completed by the U.S. postal service; (b) if sent by hand delivery, a receipt executed by a duly authorized agent of the party to whom the notice was sent; (c) if sent by facsimile, the date of telephonic confirmation of receipt by a duly authorized agent of the party to whom the notice was sent or, if such confirmation is not reasonably practicable, the date indicated in the facsimile machine transmission report of the party giving such notice; or (d) if sent by nationally-recognized overnight delivery service, the next business day following deposit therewith, provided that next business-day delivery is requested.
- 15.3 Change of Address. From time to time any party hereto may designate a new address for purposes of this Article 15 by notice to the other party.

ARTICLE 16 COMPLIANCE

16.1 Reserved.

16.2 Nondiscrimination; Penalties.

(a) Grantee Shall Not Discriminate. In the performance of this Agreement, Grantee agrees not to discriminate against any employee, City and County employee working with such grantee or subgrantee, applicant for employment with such grantee or subgrantee, or against any person seeking accommodations, advantages, facilities, privileges, services, or membership in all business, social, or other establishments or organizations, on the basis of the fact or perception of a person's race, color, creed, religion, national origin, ancestry, age, height, weight, sex, sexual orientation, gender identity, domestic partner status, marital status, disability or Acquired Immune Deficiency Syndrome or HIV status (AIDS/HIV status), or association with members of such protected classes, or in retaliation for opposition to discrimination against such classes.

- (b) **Subcontracts**. Grantee shall incorporate by reference in all subcontracts the provisions of Sections 12B.2(a), 12B.2(c)-(k), and 12C.3 of the San Francisco Administrative Code and shall require all subgrantees to comply with such provisions. Grantee's failure to comply with the obligations in this subsection shall constitute a material breach of this Agreement.
- (c) Non-Discrimination in Benefits. Grantee does not as of the date of this Agreement and will not during the term of this Agreement, in any of its operations in San Francisco or where the work is being performed for the City or elsewhere within the United States, discriminate in the provision of bereavement leave, family medical leave, health benefits, membership or membership discounts, moving expenses, pension and retirement benefits or travel benefits, as well as any benefits other than the benefits specified above, between employees with domestic partners and employees with spouses, and/or between the domestic partners and spouses of such employees, where the domestic partnership has been registered with a governmental entity pursuant to state or local law authorizing such registration, subject to the conditions set forth in Section 12B.2(b) of the San Francisco Administrative Code.
- (d) Condition to Contract. As a condition to this Agreement, Grantee shall execute the "Chapter 12B Declaration: Nondiscrimination in Contracts and Benefits" form (Form HRC-12B-101) with supporting documentation and secure the approval of the form by the San Francisco Human Rights Commission.
- (e) Incorporation of Administrative Code Provisions by Reference. The provisions of Chapters 12B and 12C of the San Francisco Administrative Code are incorporated in this Section by reference and made a part of this Agreement as though fully set forth herein. Grantee shall comply fully with and be bound by all of the provisions that apply to this Agreement under such Chapters of the Administrative Code, including the remedies provided in such Chapters. Without limiting the foregoing, Grantee understands that pursuant to Sections 12B.2(h) and 12C.3(g) of the San Francisco Administrative Code, a penalty of Fifty Dollars (\$50) for each person for each calendar day during which such person was discriminated against in violation of the provisions of this Agreement may be assessed against Grantee and/or deducted from any payments due Grantee.
- 16.3 MacBride Principles--Northern Ireland. Pursuant to San Francisco Administrative Code Section 12F.5, City urges companies doing business in Northern Ireland to move towards resolving employment inequities, and encourages such companies to abide by the MacBride Principles. City urges San Francisco companies to do business with corporations that abide by the MacBride Principles. By signing below, the person executing this agreement on behalf of Grantee acknowledges and agrees that he or she has read and understood this Section.
- **16.4** Tropical Hardwood and Virgin Redwood Ban. Pursuant to Section 804(b) of the San Francisco Environment Code, City urges all grantees not to import, purchase, obtain, or use for any purpose, any tropical hardwood, tropical hardwood wood product, virgin redwood or virgin redwood wood product.
- **16.5 Drug-Free Workplace Policy**. Grantee acknowledges that pursuant to the Federal Drug-Free Workplace Act of 1989, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited on City premises. Grantee and its employees, agents or assigns shall comply with all terms and provisions of such Act and the rules and regulations promulgated thereunder.
- 16.6 Resource Conservation; Liquidated Damages. Chapter 5 of the San Francisco Environment Code (Resource Conservation) is incorporated herein by reference. Failure by Grantee to comply with any of the applicable requirements of Chapter 5 will be deemed a material breach of contract. If Grantee fails to comply in good faith with any of the provisions of Chapter 5, Grantee shall be liable for liquidated damages in an amount equal to Grantee's net profit under this Agreement, or five percent (5%) of the total contract amount, whichever is greater. Grantee acknowledges and agrees that the liquidated damages assessed shall be payable to City upon demand and may be offset against any monies due to Grantee from any contract with City.

16.7 Compliance with ADA. Grantee acknowledges that, pursuant to the ADA, programs, services and other activities provided by a public entity to the public, whether directly or through a grantee or contractor, must be accessible to the disabled public. Grantee shall not discriminate against any person protected under the ADA in connection with its activities hereunder and shall comply at all times with the provisions of the ADA.

16.8 Requiring Minimum Compensation for Employees.

- a. Grantee agrees to comply fully with and be bound by all of the provisions of the Minimum Compensation Ordinance (MCO), as set forth in San Francisco Administrative Code Chapter 12P (Chapter 12P), including the remedies provided, and implementing guidelines and rules. The provisions of Chapter 12P are incorporated herein by reference and made a part of this Agreement as though fully set forth. The text of the MCO is available on the web at www.sfgov.org/olse/mco. A partial listing of some of Grantee's obligations under the MCO is set forth in this Section. Grantee is required to comply with all the provisions of the MCO, irrespective of the listing of obligations in this Section.
- b. The MCO requires Grantee to pay Grantee's employees a minimum hourly gross compensation wage rate and to provide minimum compensated and uncompensated time off. The minimum wage rate may change from year to year and Grantee is obligated to keep informed of the thencurrent requirements. Any subcontract entered into by Grantee shall require the subgrantee to comply with the requirements of the MCO and shall contain contractual obligations substantially the same as those set forth in this Section. It is Grantee's obligation to ensure that any subgrantees of any tier under this Agreement comply with the requirements of the MCO. If any subgrantee under this Agreement fails to comply, City may pursue any of the remedies set forth in this Section against Grantee.
- c. Grantee shall not take adverse action or otherwise discriminate against an employee or other person for the exercise or attempted exercise of rights under the MCO. Such actions, if taken within 90 days of the exercise or attempted exercise of such rights, will be rebuttably presumed to be retaliation prohibited by the MCO.
- d. Grantee shall maintain employee and payroll records as required by the MCO. If Grantee fails to do so, it shall be presumed that the Grantee paid no more than the minimum wage required under State law.
- e. The City is authorized to inspect Grantee's job sites and conduct interviews with employees and conduct audits of Grantee
- f. Grantee's commitment to provide the Minimum Compensation is a material element of the City's consideration for this Agreement. The City in its sole discretion shall determine whether such a breach has occurred. The City and the public will suffer actual damage that will be impractical or extremely difficult to determine if the Grantee fails to comply with these requirements. Grantee agrees that the sums set forth in Section 12P.6.1 of the MCO as liquidated damages are not a penalty, but are reasonable estimates of the loss that the City and the public will incur for Grantee's noncompliance. The procedures governing the assessment of liquidated damages shall be those set forth in Section 12P.6.2 of Chapter 12P.
- g. Grantee understands and agrees that if it fails to comply with the requirements of the MCO, the City shall have the right to pursue any rights or remedies available under Chapter 12P (including liquidated damages), under the terms of the contract, and under applicable law. If, within 30 days after receiving written notice of a breach of this Agreement for violating the MCO, Grantee fails to cure such breach or, if such breach cannot reasonably be cured within such period of 30 days, Grantee fails to commence efforts to cure within such period, or thereafter fails diligently to pursue such cure to

completion, the City shall have the right to pursue any rights or remedies available under applicable law, including those set forth in Section 12P.6(c) of Chapter 12P. Each of these remedies shall be exercisable individually or in combination with any other rights or remedies available to the City.

- h. Grantee represents and warrants that it is not an entity that was set up, or is being used, for the purpose of evading the intent of the MCO.
- i. If Grantee is exempt from the MCO when this Agreement is executed because the cumulative amount of agreements with this department for the fiscal year is less than \$25,000, but Grantee later enters into an agreement or agreements that cause Grantee to exceed that amount in a fiscal year, Grantee shall thereafter be required to comply with the MCO under this Agreement. This obligation arises on the effective date of the agreement that causes the cumulative amount of agreements between the Grantee and this department to exceed \$25,000 in the fiscal year.
- 16.9 Limitations on Contributions. Through execution of this Agreement, Grantee acknowledges that it is familiar with Section 1.126 of the City's Campaign and Governmental Conduct Code, which prohibits any person who contracts with the City for the rendition of personal services, for the furnishing of any material, supplies or equipment, for the sale or lease of any land or building, or for a grant, loan or loan guarantee, from making any campaign contribution to (1) an individual holding a City elective office if the contract must be approved by the individual, a board on which that individual serves, or a board on which an appointee of that individual serves, (2) a candidate for the office held by such individual, or (3) a committee controlled by such individual, at any time from the commencement of negotiations for the contract until the later of either the termination of negotiations for such contract or six months after the date the contract is approved. Grantee acknowledges that the foregoing restriction applies only if the contract or a combination or series of contracts approved by the same individual or board in a fiscal year have a total anticipated or actual value of \$50,000 or more. Grantee further acknowledges that the prohibition on contributions applies to each prospective party to the contract; each member of Grantee's board of directors; Grantee's chairperson, chief executive officer, chief financial officer and chief operating officer; any person with an ownership interest of more than 20 percent in Grantee; any subgrantee listed in the bid or contract; and any committee that is sponsored or controlled by Grantee. Additionally, Grantee acknowledges that Grantee must inform each of the persons described in the preceding sentence of the prohibitions contained in Section 1.126.

16.10 First Source Hiring Program.

- a. Incorporation of Administrative Code Provisions by Reference. The provisions of Chapter 83 of the San Francisco Administrative Code are incorporated in this Section by reference and made a part of this Agreement as though fully set forth herein. Contractor shall comply fully with, and be bound by, all of the provisions that apply to this Agreement under such Chapter, including but not limited to the remedies provided therein. Capitalized terms used in this Section and not defined in this Agreement shall have the meanings assigned to such terms in Chapter 83.
- b. First Source Hiring Agreement. As an essential term of, and consideration for, any contract or property contract with the City, not exempted by the First Source Hiring Administrator ("FSHA"), the Contractor shall enter into a first source hiring agreement ("agreement") with the City, on or before the effective date of the contract or property contract. Contractors shall also enter into an agreement with the City for any other work that it performs in the City, Such agreement shall;
- (1) Set appropriate hiring and retention goals for entry level positions. The employer shall agree to achieve these hiring and retention goals, or, if unable to achieve these goals, to establish good faith efforts as to its attempts to do so, as set forth in the agreement. The agreement shall take into consideration the employer's participation in existing job training, referral and/or brokerage programs.

Within the discretion of the FSHA, subject to appropriate modifications, participation in such programs maybe certified as meeting the requirements of this Chapter. Failure either to achieve the specified goal, or to establish good faith efforts will constitute noncompliance and will subject the employer to the provisions of Section 83.10 of this Chapter.

- (2) Set first source interviewing, recruitment and hiring requirements, which will provide the San Francisco Workforce Development System with the first opportunity to provide qualified economically disadvantaged individuals for consideration for employment for entry level positions. Employers shall consider all applications of qualified economically disadvantaged individuals referred by the System for employment; provided however, if the employer utilizes nondiscriminatory screening criteria, the employer shall have the sole discretion to interview and/or hire individuals referred or certified by the San Francisco Workforce Development System as being qualified economically disadvantaged individuals. The duration of the first source interviewing requirement shall be determined by the FSHA and shall be set forth in each agreement, but shall not exceed 10 days. During that period, the employer may publicize the entry level positions in accordance with the agreement. A need for urgent or temporary hires must be evaluated, and appropriate provisions for such a situation must be made in the agreement.
- (3) Set appropriate requirements for providing notification of available entry level positions to the San Francisco Workforce Development System so that the System may train and refer an adequate pool of qualified economically disadvantaged individuals to participating employers. Notification should include such information as employment needs by occupational title, skills, and/or experience required, the hours required, wage scale and duration of employment, identification of entry level and training positions, identification of English language proficiency requirements, or absence thereof, and the projected schedule and procedures for hiring for each occupation. Employers should provide both long-term job need projections and notice before initiating the interviewing and hiring process. These notification requirements will take into consideration any need to protect the employer's proprietary information.
- (4) Set appropriate record keeping and monitoring requirements. The First Source Hiring Administration shall develop easy-to-use forms and record keeping requirements for documenting compliance with the agreement. To the greatest extent possible, these requirements shall utilize the employer's existing record keeping systems, be nonduplicative, and facilitate a coordinated flow of information and referrals.
- (5) Establish guidelines for employer good faith efforts to comply with the first source hiring requirements of this Chapter. The FSHA will work with City departments to develop employer good faith effort requirements appropriate to the types of contracts and property contracts handled by each department. Employers shall appoint a liaison for dealing with the development and implementation of the employer's agreement. In the event that the FSHA finds that the employer under a City contract or property contract has taken actions primarily for the purpose of circumventing the requirements of this Chapter, that employer shall be subject to the sanctions set forth in Section 83.10 of this Chapter.
 - (6) Set the term of the requirements.
 - (7) Set appropriate enforcement and sanctioning standards consistent with this Chapter.
- (8) Set forth the City's obligations to develop training programs, job applicant referrals, technical assistance, and information systems that assist the employer in complying with this Chapter.
- (9) Require the developer to include notice of the requirements of this Chapter in leases, subleases, and other occupancy contracts.

- **c. Hiring Decisions.** Contractor shall make the final determination of whether an Economically Disadvantaged Individual referred by the System is "qualified" for the position.
- d. Exceptions. Upon application by Employer, the First Source Hiring Administration may grant an exception to any or all of the requirements of Chapter 83 in any situation where it concludes that compliance with this Chapter would cause economic hardship.

e. Liquidated Damages. Contractor agrees:

- (1) To be liable to the City for liquidated damages as provided in this section;
- (2) To be subject to the procedures governing enforcement of breaches of contracts based on violations of contract provisions required by this Chapter as set forth in this section;
- (3) That the contractor's commitment to comply with this Chapter is a material element of the City's consideration for this contract; that the failure of the contractor to comply with the contract provisions required by this Chapter will cause harm to the City and the public which is significant and substantial but extremely difficult to quantity; that the harm to the City includes not only the financial cost of funding public assistance programs but also the insidious but impossible to quantify harm that this community and its families suffer as a result of unemployment; and that the assessment of liquidated damages of up to \$5,000 for every notice of a new hire for an entry level position improperly withheld by the contractor from the first source hiring process, as determined by the FSHA during its first investigation of a contractor, does not exceed a fair estimate of the financial and other damages that the City suffers as a result of the contractor's failure to comply with its first source referral contractual obligations.
- (4) That the continued failure by a contractor to comply with its first source referral contractual obligations will cause further significant and substantial harm to the City and the public, and that a second assessment of liquidated damages of up to \$10,000 for each entry level position improperly withheld from the FSHA, from the time of the conclusion of the first investigation forward, does not exceed the financial and other damages that the City suffers as a result of the contractor's continued failure to comply with its first source referral contractual obligations;
- (5) That in addition to the cost of investigating alleged violations under this Section, the computation of liquidated damages for purposes of this section is based on the following data:
- A. The average length of stay on public assistance in San Francisco's County Adult Assistance Program is approximately 41 months at an average monthly grant of \$348 per month, totaling approximately \$14,379; and
- B. In 2004, the retention rate of adults placed in employment programs funded under the Workforce Investment Act for at least the first six months of employment was 84.4%. Since qualified individuals under the First Source program face far fewer barriers to employment than their counterparts in programs funded by the Workforce Investment Act, it is reasonable to conclude that the average length of employment for an individual whom the First Source Program refers to an employer and who is hired in an entry level position is at least one year;

therefore, liquidated damages that total \$5,000 for first violations and \$10,000 for subsequent violations as determined by FSHA constitute a fair, reasonable, and conservative attempt to quantify the harm caused to the City by the failure of a contractor to comply with its first source referral contractual obligations.

(6) That the failure of contractors to comply with this Chapter, except property contractors, may be subject to the debarment and monetary penalties set forth in Sections 6.80 et seq. of the San Francisco Administrative Code, as well as any other remedies available under the contract or at law; and

Violation of the requirements of Chapter 83 is subject to an assessment of liquidated damages in the amount of \$5,000 for every new hire for an Entry Level Position improperly withheld from the first source hiring process. The assessment of liquidated damages and the evaluation of any defenses or mitigating factors shall be made by the FSHA.

- f. Subcontracts. Any subcontract entered into by Contractor shall require the subcontractor to comply with the requirements of Chapter 83 and shall contain contractual obligations substantially the same as those set forth in this Section.
- 16.11 Prohibition on Political Activity with City Funds. In accordance with S. F. Administrative Code Chapter 12.G, no funds appropriated by the City and County of San Francisco for this Agreement may be expended for organizing, creating, funding, participating in, supporting, or attempting to influence any political campaign for a candidate or for a ballot measure (collectively, "Political Activity"). The terms of San Francisco Administrative Code Chapter 12.G are incorporated herein by this reference. Accordingly, an employee working in any position funded under this Agreement shall not engage in any Political Activity during the work hours funded hereunder, nor shall any equipment or resource funded by this Agreement be used for any Political Activity. In the event Grantee, or any staff member in association with Grantee, engages in any Political Activity, then (i) Grantee shall keep and maintain appropriate records to evidence compliance with this Section, and (ii) Grantee shall have the burden to prove that no funding from this Agreement has been used for such Political Activity. Grantee agrees to cooperate with any audit by the City or its designee in order to ensure compliance with this Section. In the event Grantee violates the provisions of this Section, the City may, in addition to any other rights or remedies available hereunder, (i) terminate this Agreement and any other agreements between Grantee and City, (ii) prohibit Grantee from bidding on or receiving any new City contract for a period of two (2) years, and (iii) obtain reimbursement of all funds previously disbursed to Grantee under this Agreement.
- 16.12 Preservative-treated Wood Containing Arsenic. Grantee may not purchase preservative-treated wood products containing arsenic in the performance of this Agreement unless an exemption from the requirements of Chapter 13 of the San Francisco Environment Code is obtained from the Department of the Environment under Section 1304 of the Code. The term "preservative-treated wood containing arsenic" shall mean wood treated with a preservative that contains arsenic, elemental arsenic, or an arsenic copper combination, including, but not limited to, chromated copper arsenate preservative, ammoniacal copper zinc arsenate preservative, or ammoniacal copper arsenate preservative. Grantee may purchase preservative-treated wood products on the list of environmentally preferable alternatives prepared and adopted by the Department of the Environment. This provision does not preclude Grantee from purchasing preservative-treated wood containing arsenic for saltwater immersion. The term "saltwater immersion" shall mean a pressure-treated wood that is used for construction purposes or facilities that are partially or totally immersed in saltwater.
- 16.13 **16.** Supervision of Minors. Grantee, and any subgrantees, shall comply with California Penal Code section 11105.3 and request from the Department of Justice records of all convictions or any arrest pending adjudication involving the offenses specified in Welfare and Institution Code section 15660(a) of any person who applies for employment or volunteer position with Grantee, or any subgrantee, in which he or she would have supervisory or disciplinary power over a minor under his or her care.

If Grantee, or any subgrantee, is providing services at a City park, playground, recreational center or beach (separately and collectively, "Recreational Site"), Grantee shall not hire, and shall prevent its subgrantees from hiring, any person for employment or volunteer position to provide those services if that

person has been convicted of any offense that was listed in former Penal Code section 11105.3 (h)(1) or 11105.3(h)(3).

If Grantee, or any of its subgrantees, hires an employee or volunteer to provide services to minors at any location other than a Recreational Site, and that employee or volunteer has been convicted of an offense specified in Penal Code section 11105.3(c), then Grantee shall comply, and cause its subgrantees to comply with that section and provide written notice to the parents or guardians of any minor who will be supervised or disciplined by the employee or volunteer not less than ten (10) days prior to the day the employee or volunteer begins his or her duties or tasks. Grantee shall provide, or cause its subgrantees to provide City with a copy of any such notice at the same time that it provides notice to any parent or guardian.

Grantee shall expressly require any of its subgrantees with supervisory or disciplinary power over a minor to comply with this section of the Agreement as a condition of its contract with the subgrantee.

Grantee acknowledges and agrees that failure by Grantee or any of its subgrantees to comply with any provision of this section of the Agreement shall constitute an Event of Default.

- 16.14 **Protection of Private Information.** Grantee agrees to comply fully with and be bound by all of the provisions of Chapter 12M of the San Francisco Administrative Code ("Protection of Private Information"), including the remedies provided. The provisions of Chapter 12M are incorporated herein by reference and made a part of this Agreement as though fully set forth. Capitalized terms used in this Section and not defined in this Agreement shall have the meanings assigned to such terms in Chapter 12M. Consistent with the requirements of Chapter 12M, Grantee agrees to all of the following:
- (a) Neither Grantee nor any of its subgrantees shall disclose Private Information obtained from the City in the performance of this Agreement to any other subgrantee, person, or other entity, unless one of the following is true:
 - (1) The disclosure is authorized by this Agreement;
- (2) The Grantee received advance written approval from the Contracting Department to disclose the information; or
 - (3) The disclosure is expressly required by a judicial order.
- (b) Any disclosure or use of Private Information authorized by this Agreement shall be in accordance with any conditions or restrictions stated in this Agreement. Any disclosure or use of Private Information authorized by a Contracting Department shall be in accordance with any conditions or restrictions stated in the approval.
- (c) "Private Information" shall mean any information that: (1) could be used to identify an individual, including without limitation, name, address, social security number, medical information, financial information, date and location of birth, and names of relatives; or (2) the law forbids any person from disclosing.
- (d) Any failure of Grantee to comply with Chapter 12M shall be a material breach of this Agreement. In such an event, in addition to any other remedies available to it under equity or law, the City may terminate this Agreement, debar Grantee, or bring a false claim action against Grantee.
- **16.15** Public Access to Meetings and Records. If the Grantee receives a cumulative total per year of at least \$250,000 in City funds or City-administered funds and is a non-profit organization as defined in Chapter 12L of the San Francisco Administrative Code, the Grantee shall comply with and be bound by all the applicable provisions of that Chapter. By executing this Agreement, the Grantee agrees to open its

meetings and records to the public in the manner set forth in Sections 12L.4 and 12L.5 of the Administrative Code. The Grantee further agrees to make good-faith efforts to promote community membership on its Board of Directors in the manner set forth in Section 12L.6 of the Administrative Code. The Grantee acknowledges that its material failure to comply with any of the provisions of this paragraph shall constitute a material breach of this Agreement. The Grantee further acknowledges that such material breach of the Agreement shall be grounds for the City to terminate and/or not renew the Agreement, partially or in its entirety.

16.16 Graffiti Removal. Graffiti is detrimental to the health, safety and welfare of the community in that it promotes a perception in the community that the laws protecting public and private property can be disregarded with impunity. This perception fosters a sense of disrespect of the law that results in an increase in crime; degrades the community and leads to urban blight; is detrimental to property values, business opportunities and the enjoyment of life; is inconsistent with the City's property maintenance goals and aesthetic standards; and results in additional graffiti and in other properties becoming the target of graffiti unless it is quickly removed from public and private property. Graffiti results in visual pollution and is a public nuisance. Graffiti must be abated as quickly as possible to avoid detrimental impacts on the City and County and its residents, and to prevent the further spread of graffiti.

Grantee shall remove all graffiti from any real property owned or leased by Grantee in the City and County of San Francisco within forty eight (48) hours of the earlier of Grantee's (a) discovery or notification of the graffiti or (b) receipt of notification of the graffiti from the Department of Public Works. This Section is not intended to require a Grantee to breach any lease or other agreement that it may have concerning its use of the real property. The term "graffiti" means any inscription, word, figure, marking or design that is affixed, marked, etched, scratched, drawn or painted on any building, structure, fixture or other improvement, whether permanent or temporary, including by way of example only and without limitation, signs, banners, billboards and fencing surrounding construction sites, whether public or private, without the consent of the owner of the property or the owner's authorized agent, and which is visible from the public right-of-way. "Graffiti" shall not include: (1) any sign or banner that is authorized by, and in compliance with, the applicable requirements of the San Francisco Public Works Code, the San Francisco Planning Code or the San Francisco Building Code; or (2) any mural or other painting or marking on the property that is protected as a work of fine art under the California Art Preservation Act (California Civil Code Sections 987 et seq.) or as a work of visual art under the Federal Visual Artists Rights Act of 1990 (17 U.S.C. Sections 101 et seq.).

Any failure of Grantee to comply with this Section shall constitute an Event of Default of this Agreement.

16.17 Food Service Waste Reduction Requirements. Grantee agrees to comply fully with and be bound by all of the provisions of the Food Service Waste Reduction Ordinance, as set forth in San Francisco Environment Code Chapter 16, including the remedies provided, and implementing guidelines and rules. The provisions of Chapter 16 are incorporated herein by reference and made a part of this Agreement as though fully set forth. This provision is a material term of this Agreement. By entering into this Agreement, Grantee agrees that if it breaches this provision, City will suffer actual damages that will be impractical or extremely difficult to determine; further, Grantee agrees that the sum of one hundred dollars (\$100) liquidated damages for the first breach, two hundred dollars (\$200) liquidated damages for subsequent breaches in the same year, and five hundred dollars (\$500) liquidated damages for subsequent breaches in the same year is reasonable estimate of the damage that City will incur based on the violation, established in light of the circumstances existing at the time this Agreement was made. Such amount shall not be considered a penalty, but rather agreed monetary damages sustained by City because of Grantee's failure to comply with this provision.

16.18 Slavery Era Disclosure.

- (a) Grantee acknowledges that this Agreement shall not be binding upon the City until the Director receives the affidavit required by the San Francisco Administrative Code's Chapter 12Y, "San Francisco Slavery Era Disclosure Ordinance."
- (b) In the event the Director finds that Grantee has failed to file an affidavit as required by Section 12Y.4(a) and this Agreement, or has willfully filed a false affidavit, the Grantee shall be liable for liquidated damages in an amount equal to the Grantee's net profit on the Agreement, 10 percent of the total amount of the Agreement, or \$1,000, whichever is greatest as determined by the Director. Grantee acknowledges and agrees that the liquidated damages assessed shall be payable to the City upon demand and may be set off against any monies due to the Grantee from any Agreement with the City.
 - (c) Grantee shall maintain records necessary for monitoring their compliance with this provision.
- **16.19 Compliance with Other Laws.** Without limiting the scope of any of the preceding sections of this Article 16, Grantee shall keep itself fully informed of City's Charter, codes, ordinances and regulations and all state, and federal laws, rules and regulations affecting the performance of this Agreement and shall at all times comply with such Charter codes, ordinances, and regulations rules and laws.

ARTICLE 17 MISCELLANEOUS

- 17.1 No Waiver. No waiver by MOHCD or City of any default or breach of this Agreement shall be implied from any failure by MOHCD or City to take action on account of such default if such default persists or is repeated. No express waiver by MOHCD or City shall affect any default other than the default specified in the waiver and shall be operative only for the time and to the extent therein stated. Waivers by City or MOHCD of any covenant, term or condition contained herein shall not be construed as a waiver of any subsequent breach of the same covenant, term or condition. The consent or approval by MOHCD or City of any action requiring further consent or approval shall not be deemed to waive or render unnecessary the consent or approval to or of any subsequent similar act.
- **17.2 Modification**. This Agreement may not be modified, nor may compliance with any of its terms be waived, except by written instrument executed and approved in the same manner as this Agreement.
- 17.3 Administrative Remedy for Agreement Interpretation. Should any question arise as to the meaning or intent of this Agreement, the question shall, prior to any other action or resort to any other legal remedy, be referred to the director or president, as the case may be, of MOHCD who shall decide the true meaning and intent of the Agreement. Such decision shall be final and conclusive.
- 17.4 Governing Law; Venue. The formation, interpretation and performance of this Agreement shall be governed by the laws of the State of California, without regard to its conflict of laws principles. Venue for all litigation relative to the formation, interpretation and performance of this Agreement shall be in San Francisco.
- 17.5 Headings. All article and section headings and captions contained in this Agreement are for reference only and shall not be considered in construing this Agreement.
- 17.6 Entire Agreement. This Agreement and the Application Documents set forth the entire Agreement between the parties, and supersede all other oral or written provisions. If there is any conflict between the terms of this Agreement and the Application Documents, the terms of this Agreement shall govern. The following appendices are attached to and a part of this Agreement:

Exhibit A, Projected Project Subsidy Payments
Exhibit B, Annual Operating Budget for Initial Operating Period and 15-Year Cash Flow

Exhibit C, Real Property Legal Description

Exhibit D, LOSP Client Selection Criteria

Exhibit E, Intentionally Omitted

Exhibit F, Lobbying/Debarment Certification Form

Exhibit G, Annual Monitoring Report

Exhibit H, Tenant Selection Plan Policy - LOSP

Exhibit I, Tenant Screening Criteria Policy - LOSP

- 17.7 Certified Resolution of Signatory Authority. Upon request of City, Grantee shall deliver to City a copy of the corporate resolution(s) authorizing the execution, delivery and performance of this Agreement, certified as true, accurate and complete by the secretary or assistant secretary of Grantee.
- 17.8 Severability. Should the application of any provision of this Agreement to any particular facts or circumstances be found by a court of competent jurisdiction to be invalid or unenforceable, then (a) the validity of other provisions of this Agreement shall not be affected or impaired thereby, and (b) such provision shall be enforced to the maximum extent possible so as to effect the intent of the parties and shall be reformed without further action by the parties to the extent necessary to make such provision valid and enforceable.
- 17.9 Successors; No Third-Party Beneficiaries. Subject to the terms of Article 13, the terms of this Agreement shall be binding upon, and inure to the benefit of, the parties hereto and their successors and assigns. Nothing in this Agreement, whether express or implied, shall be construed to give any person or entity (other than the parties hereto and their respective successors and assigns and, in the case of Article 9, the Indemnified Parties) any legal or equitable right, remedy or claim under or in respect of this Agreement or any covenants, conditions or provisions contained herein.
- 17.10 Survival of Terms. The obligations of Grantee and the terms of the following provisions of this Agreement shall survive and continue following expiration or termination of this Agreement:

Section 6.4	Financial Statements.
Section 6.5	Books and Records.
Section 6.6	Inspection and Audit.
Section 6.7	Submitting False Claims; Monetary Penalties
Section 6.8	Ownership of Results.
Article 7	Taxes
Article 9	Indemnification and General Liability
Section 10.4	Required Post-Expiration Coverage.
Article 12	Disclosure of Information and Documents
Section 13.4	Grantee Retains Responsibility.
Section 14.3	Consequences of Recharacterization.
This Article 17	Miscellaneous

17.11 Further Assurances. From and after the date of this Agreement, Grantee agrees to do such things, perform such acts, and make, execute, acknowledge and deliver such documents as may be reasonably necessary or proper and usual to complete the transactions contemplated by this Agreement and to carry out the purpose of this Agreement in accordance with this Agreement.

17.12 Cooperative Drafting. This Agreement has been drafted through a cooperative effort of both parties, and both parties have had an opportunity to have the Agreement reviewed and revised by legal counsel. No party shall be considered the drafter of this Agreement, and no presumption or rule that an ambiguity shall be construed against the party drafting the clause shall apply to the interpretation or enforcement of this Agreement.

[REMAINDER OF PAGE INTENTIONALLY BLANK]

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed as of the date first specified herein.

CITY:	GRANTEE:
CITY AND COUNTY OF SAN FRANCISCO, a municipal corporation By:	By signing this Agreement, I certify that I comply with the requirements of the Minimum Compensation Ordinance, which entitle Covered Employees to certain minimum hourly wages and compensated and uncompensated time off.
Edwin M. Lee Mayor By: Olson Lee Director, Mayor's Office of Housing and Community Development	I have read and understood Section 16.2, the City's statement urging companies doing business in Northern Ireland to move towards resolving employment inequities, encouraging compliance with the MacBride Principles, and urging San Francisco companies to do business with corporations that abide by the MacBride Principles.
APPROVED AS TO FORM: DENNIS J. HERRERA City Attorney By:	Alabama Street Senior Housing Associates L.P., a California limited partnership By: TURK STREET INC., a California l nonprofit public benefit corporation, its General Partner
Deputy City Attorney	By: Don S. Falk Its: Executive Director Federal Tax ID #: 94-3297381
	City Vendor Number: 84918

Exhibit A – Projected Project Subsidy Payments

MOHCD Proforma - Exhibit A

LOSP FUNDING SCHEDULE

Project Address: Mosaica Senior Apartments

Project Start Date: 1/1/2018

Exhibit A

LAIMBIL					
				Total	
				Disbursement	Estimated
		Full Year	# Months	for	Disbursement
Calenda	ar Year	Funding Amount	to Fund	Calendar Year	Date
CY-1	2018	\$64,203	12	\$64,203	1/1/2018
CY-2	2019	\$67,071	. 12	\$67,071	1/1/2019
CY-3	2020	\$70,070	12	\$70,070	1/1/2020
CY-4	2021	\$73,204	12	\$73,204	1/1/2021
CY-5	2022	\$69,810	12	\$69,810	1/1/2022
CY-6	2023	\$73,234	12	\$73,234	1/1/2023
CY-7	2024	\$76,812	12	\$76,812	1/1/2024
CY-8	2025	\$80,552	12	\$80,552	1/1/2025
CY-9	2026	\$84,460	12	\$84,460	1/1/2026
CY-10	2027	\$88,545	12	\$88,545	1/1/2027
CY-11	2028	\$92,813	12	\$92,813	1/1/2028
CY-12	2029	\$97,274	12	\$97,274	1/1/2029
CY-13	2030	\$101,936	12	\$101,936	1/1/2030
CY-14	2031	\$106,808	12	\$106,808	1/1/2031
CY-15	2032	\$111,899	12	\$111,899	1/1/2032
		Total Contrac	t Amount:	\$1,258,693	

Exhibit B –Annual	Operating	Budget for	Initial Operating	Period and 15	-Year Cash Flow
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MOHCD Proforms - Year 1 Operating Budget

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andreade Transport State of the Control of the Cont	alre part of the p	3,756 0 0 11,000 0 0 0 0 0 0 0 0 0	2,652 4,469 66 67 67 67 67 67 67	8,165 900 1220 9100 1220 9100 1220 9100 1240 9100 162,304 9100 9100 9100 9100 9100 9100 9100 91	Links from Commercial Op PUP. Links from Commercial Op PUPA: 7,872 PUPA: 7,872 PUPA: 7,872 OHCD Links from Commercial Op PUPA: 7,872 PUPA: 1,872 Supports Pupa Commercial Op PuPA: 7,872 An Propert of Commercial Op PuPA: 7,872 An Pupa Commercial Op Pu	Budget Workshee A: 7,054 Provide addition Budget Workshee State Workshee State Workshee State Workshee Provide addition	SDN/SI SD	Colonia Value (1997) Alberta	05P 2005 Page 100 Pag	COSP

Mosaica Senior Apartments	LOSP	non-LOSP					•					
ToL	Units 11	Units 13			Year 1	_		Yen .			Year 3	 1
	45.00% % annual	54,00% % annual	Comments	-	2017		<u> </u>	2018 non-			2019 non-	
NCOME .	inc LOSP	Increase	(related to annual inc assumptions) \$55/55A income escalators have been very	LOSP	non-LOSP	Total	LOSP	LOSP	Total	LOSP	LOSP	Total
Residential - Tenant Renis	1.0%	3.5%	low historically. We consider tenant income escalations in setting arrival increase. VASH is FAIR driven. Part to yr history of	. 55.454	802,86	144,300	58,009	92,018	148,028	50,569	85,238	151,807
Residental - Tenant Assistance Psyments (Non-LOSP) 1	n/a n/a	2.5%	FMR exceletion is 2.5% (1 unit is Vauh)	86.642	22,848	22.848 88,642	61 203	23,419 1845,2794,150	23,419 84,203	87,071	24,005	24,005 67,071
Commercial Space Residential Parking	574 0,0%	00%		AL PERSON	Care Addis		*******	।३ <i>६ च</i> ्या ∤क	:	N. Property	CANDES	
Miscetaneous Rent Income Supportive Services Income Supportive Services Income	2,5% 0.0%	2.5%		522	376	700	330	387	717	,338	307	735
Interest Income - Project Operations Laundry and Vending Tenant Charges	0,0% 2,5% 2,5%	2.5% 2.5%		1,564	1,836 454	3,400	1,603	1.882	3,485	1,643	1,020	3,572 883
Miscelaneous Residential Income Other Commercial Income	0.0% r/a	0.0%		Section Sections:	Alienselve	3,4	GUA VICTO		- :		14 SHOP	
Withdrawal from Capitalized Reserve (deposit to operating account)	n/a		Link Forn Reserve Section below, as applicable	-				_				
Gross Potential Income Vacancy Loss - Residential - Tenant Rents Vacancy Loss - Residential - Tenant Assistance Payments	T/a	r/a r/a	Enter formulas manually per referent MORT policy, annual incrementing usually not	(3.320)	114,422 (3,898) (617)	235,790 (7,216) (1,142)	122,541 (2.500)	118,171 (4,601) (1,171)	240,712 (7,401) (1,171)	126,027	122,048 (4,762) (1,200)	248,973 (7,560) (1,200)
Vacancy Loss - Residential - Terrain Assistance Payments Vacancy Loss - Commercial EFFECTIVE GROSS INCOME	r/a r/a	N/a	approprieta	120,523	109,907	230,430	119,740	112,300	232,139	123,199	115,083	239,282
OPERATING EXPENSES							•					
Management Management Fee 1991 - Constitution of the Constitution	3.5%	3,5%	schedule.	11.428	7,004	18,432	11,828	7,249	19.077	12,242	7,503	19,745
Sub-total Management Expenses Salaries/Benefits	3,5%	3.5%	Brit, WCHCD brack	9.300 20,72#	5,700 12,704	15,000 33,432	9,626 21,463	13,149	15,525 24,502	22,204	13,609	35,813
Office Salaries	3.5%	3.5%		962 3,375	589 2,069	· 1,551	995 3,493	810 2141	1,505 5,635	1,030 3,516	831 2216	1,681 5,632
Health Insurance and Other Benefits 1997 (1997) 1997	3.5% 7.0% 3.5%	3.5%	Historically high inflation .	4511	2,785 3,014	7,275 7,932	4,826 5,090	2 958 3,120	5,635 7,784 8,210	5,164 5,268	3 165 3 229	8,329 8,497
Administrative Rent-Free Link Sub-total Sulartea/Benefits	3.5%	3.5%		13,765	8,437	22,202	14,405	8,829	23,234	15,078	9,241	24,319
Administration Advertising and Marketing	3.5%	3.5% .			4000				11,524	5,485	8,441	11.00
Office Expenses Office Rent Legal Expense - Property	3.5% 3.5% 3.5%	3.5% 3.5% 3.5%		5.122	972	11,134	5,301 - 857	1,006	1,883	887	1,041	11,927
Audi Expense Bookkeeping/Accounting Services	3.5%	3.5%		5,923 2,053	6.953 2.411	12,875	6.130 2.125	7,195 2,495	13,326 4,620	6,344 2,200	7,448 2,582	13,792 4,782
Bad Debts Miscelaneous	1.0%	10%	Consistent with rent in Febru	590 54	810 76	1,500	597	818 78	1,515	704	825 81	1,530 150
Sub-total Administration Expenses Utilities				14,680	17,233	212,313	15,177	17,915	32,992		18419	34,103
Exerticity Water Gas	3,5% 4.5% 3.5%	3.5% 4.5% 3.5%	Hotoncally trigh in Eaton	1,613 8,771 1,928		3,506 19,068 4,191	1,669 9,166 1,995	1,980 10,760 2,342	3,629 19,926 4,335	9,578	11.244	3,758 20,823 4,490
Sewer Sub-total Utilities	3.5%	3.5%		12312		T -	1	15,052	27,892		-	25,061
Taxes and Licenses Real Estate Taxes Considerate State	1.2%	12%		[63	100	263	165	101	266	187	102	269
Payrol Taxes Miscellaneous Taxes, Licenses and Permits	3.5% 3.5%	3.5%		1,624	905	2,619	1,681	1,030	2,711 932	1,730	1,066 521	2,806 984
Sub-total Taxes and Licenses Insurance	1 0 541	1 250		2,201	1,581	3,782	2,274	1,634	3,500	2,360	1,681	4,035
Property and Liabity Insurance Fideity Bond Insurance Worker's Compensation (1987)	3,5% 0.0% 3.5%	3.5%		1,143		_ ·		2.663	1,908	1,224	2,756	· ·
Director's & Officers' Liabity insurance Sub-total Insurance	0.0%	1		3,334		-	3,451	3,387	6,834		-	7,078
Maintenance & Repair Payrol	3.5%	3,5%		7,654	8,985	16,640		P.300	17,222	8,200		17,825
Supplies Contracts of the supplies of the supp	3.5%	3.5% 3.5%		2001 4344	2.662	7,008	4.490	2.755	4,637 7,251	4,653	2852	7,505
Garbage and Trash Removal Security Payroll/Contract HVAC Repairs and Maintenance	3.5% 3.5% 3.5%	3.5% 3.5%		3,755	-				937			8,747 R64
Vehicle and Maintenance Equipment Operation and Repairs	3,5%	3.5%		35 2834	65	120	57	67	124	50	69	129
Miscellaneous Operating and Maintenance Expenses Sub-total Maintenance & Repair Expenses				21,118	22,353		21,867	23,136				46,567
Supportive Services Commercial Expenses	3,5%	3.5%		521 Stiffled 70	611 9259 - 224			633 (2424296)		558 FG, Vel. 10	455	
TOTAL OPERATING EXPENSES W/o RESERVES/GL BASE RENT. PUPA (w/o Reserves/GL Base Rant/Bond Fees)	/BOND FE	ES		#0,458	80,548	169,364	91,986	E3,646	175,631	95,445	86,781	182,206
PUPA (wio Reserves/GL Base Rant/Bond Fees) Reserves/Ground Lease Base Rent/Bond Fees Ground Lease Base Rent	7				1 -	1 -	Τ .		Note: Hidden	columns are in	between lotal or	oformaz, To updat
Bond Montoring Fee Replacement Reserve Deposit Control	}			12,020	7,980	21,000	13,020	7,980	21,000	13,020	7,980	21,000
Operating Reserve Deposit Control of Control			प्रस्त कर्म के बेबल एक १६ इंटिमेश, अल्बा स्कूक र टिटिंग वर्ष कर्म	 :	-	 :	 	+ :	<u> </u>	 :	 	-:
Other Required Reserve 2 Deposit Required Reserve Deposits Required Required Reserve Deposits Required Required Reserve Deposits Required Reserve Deposits Required Required	1					<u> </u>	Ħ		=	=		
Sub-total ReservexGround Lesse Base RentBond Face TOTAL OPERATING EXPENSES W RESERVES/GL BASE RENT/		_		13,020 101,678	7,940				21,000 156,631	13,020	7,980 54,741	21,000 203,206
TOTAL OPERATING EXPENSES WIRESENVERSAL BASE RENTE PUPA (w/ Reservas/GL Base Rent/Bond Fees) NET OPERATING INCOME (INCOME minus OP EXPENSES)	IOND FEE	\$		107,678	-	7,929		-		-		
DEST SERVICE Chard debt amortized loans)						40,120	11,151		Note: Hidden			
Hard Debt - First Lender - A Management & Management & Hard Debt - Second Lender (HCD Program 0 42% pyral, or other 2nd Hard Debt - Third Lender (Other HCD Program or other 3nd Lender)	Lender)		HCD 42% payment	8,054		13,007	8,064	4,043	13,007	8.064	(943	
Hard Debt - Fourth Lender (Cone Act Program, or dure, and Lender) Hard Debt - Fourth Lender Commenced Hard Dabt Service	7			C NAME SERVED	CHARGE NAMES	 - :	2202-2203	1 (Charles 4)	<u> </u>	56.6° 5.5	1.4248.70	
TOTAL HARD DEBT SERVICE CASH FLOW (NOI minus DEBT SERVICE)	,			8,084 10,780	4,943	13,007	8,054	4,843	13,007	8,054	4,943	
0	·	*****	-	75,100	14,20	7		,,,,,,	7		1,4355	7
About on a Commercial Surplic to LOPS from LOSS (respirato) AVAILABLE CASH FLOW	Susch		DSCF	10,780	16,339	27,119 3.04	6,670	15,831	22,501 2,75	6,670	16,389	23,069
USES OF CASH FLOW BELOW (This row also shows DSCR.) USES THAT PRECEDE MOHCO DEBT SERVICE IN WATERFALL "Below-the-ine" Asset Mgt fee (uncommon in new projects, see policy)	0.0%		, , , , , , , ,	т		3.04	1		Note: Hedden		between jobel or	alumna. To upda
Partnership Management Fee (see policy for limits) kwestor Service Fee (aka "LP Asset Mgt Fee") (see policy for limits)	0.0%	e stranger	per MOR(CD policy no annual increase	4,600						4.50		
Other Payments Non-amorizing Loan Print - Lender 1	1		Enter comments re: ennual increuse, etc.	===				<u> </u>				
Non-amortzing Loan Pmnt - Lender 2 Orderred Devzioper Fee (Enteramt ← Max Fee from row 131): () ← ::			Enter community or armusi increase, etc.	4.110				L÷		- :	Ŀ÷	
TOTAL PAYMENTS PRECEDING MONCO RESIDUAL RECEIPTS (CASH FLOW Indian PAYMENTS PRECED		:0)		10,780	12,656				14,500			
Does Project have a MOHCD Residual Receipt Obligation?		Yes Yes		7	2,304	-,-,-			-,	Ì	4.50	-,
Will Project Defer Developer Fee? 1st Residual Receipts Spit - Lender/Deferred Developer Fee 2nd Residual Receipts Spit - Lender/Owner		50% /50% 67% /33%	2021 2nd Residual Receipts Spilt Begins; 2022	1					,			
Max Deferre	d Develop	r Fee Amt (I	use for data entry above, Do not link, tive Deferred Developer Fee Earne): Mux Delened De d. Com. Defensed i	eveloper Fee Ami; Dayelopar Fee;	6,300 6,935			4,001 6,931			4,265 8,935
MOHCD RESIDUAL RECEIPTS DEBT SERVICE MOHCD Residual Receipts Amount Due	7	Dabt Loan	S loans, and MOHCD residual receipts policy	_		1,072	a .		2,32	ภ		2,494
Proposed MOHCD Residual Receipts Amount to Loan Repayment Proposed MOHCD Residual Receipts Amount to Residual Ground	1		Proposed Total MOHCO And Duelers Loa			1,072	4		2,32			2,494
Lease NON-MOHED RESIDUAL RECEIPTS DEBT SERVICE	1 .	1	Replyment			<u> </u>	1		<u> </u>	1		L:
HCD Residual Receipts Amount Due Lender 4 Residual Receipts Due	3	70,90% 0,00%		3		2,612	9		5,67.]		8,078
Lender 5 Residual Receipts Due Total Hon-MOHCD Residual Receipts Dabt Service]	0,00%	4] .	•	2,612	7		5,677	1		6,075
REMAINDER (Should be zero unless there are distributions below)			•									
Owner Distributions/Incentive Management Fee Other Distributions/Uses	3			3			3			Ξ		
Final Balance (should be zero)	-			_			_		•	_		-
REPLACEMENT RESERVE - RUNNING BALANCE Replacement Reserve Starting Balance Replacement Reserve Deposits	1	•		7		36,147 21,000			12,96; 21,000			95,476 21,000
Replacement Reserve Withdrawals (ideally fied to CNA) Replacement Reserve Interest	1			3		34,556	3		4,83	1		31,253 497
RR Running Balance	•				,	82.562			\$3,470			\$2,723
OPERATING RESERVE - RUNNING BALANCE Operating Reserve Starting Balance Operating Reserve Deposits	7			7		294,023	9		254,02	4		254,023
Operating Reserve Withdrawais Operating Reserve Interest	1			‡			1			7		
OR Running Balance	•			_		294,023			254,02			294,023
OTHER REQUIRED RESERVE 1 - RUNNING BALANCE Other Reserve 1 Starting Balance	7]]			<u> </u>		
Other Reserve 1 Deposits Other Reserve 1 Withdrawals	1			1			1			1		===
Other Reserve 1 Interest Other Required Reserve 1 Running Balance	-		· · · · · · · · · · · · · · · · · · ·		•	-	_		<u> </u>	_		<u> </u>
OTHER RESERVE 2 - RUNNING BALANCE Other Reserve 2 Starting Balance	7 .			1		<u></u>	3		-	7		<u> </u>
Other Reserve 2 Deposits Other Reserve 2 Withdrawals	1			4			1		<u> </u>	1		
Other Reserve 2 Interest Other Required Reserve 2 Running Balance				٠.		-			-			

Mosalca Senior Apartments	LOSP	non-LDSP										
Toti	Units	Units 12			Year 4			٦,			Year 6	
	46,00% % annwa		Comments		2020			20≥.			2022	
NCOME	inc LOSP	Increase	(related to annual inc assumptions) 55VSSA income escalators have been very	LOSP	non-LOSP	Total	LOSP	non-LOSP	Total	LOSP	non-LOSP	Total
Residential - Tenant Rents	1.0%	35%	for hystorically. We consider tonardiscome escalations in setting amount increase VASH in FUR devel Past 10 yr history of	57,134	98,572	155,708	57,706	. 102,022	159,727	56,263	105,592	183,875
Residential-Teneni Assistance Payments (Non-LOSP) Residential - LOSP Tenant Assistance Payments	n√a n√a	2.5% r/a	FMR escalator is 2.5% [1 well is Vash]	70.070	24,605 5000 loss 10	24,605 70,070	73 204	25220 F-2559#55	25,720 73,204	59 810	21 850 (A) (B) (B)	25.850 69.810
Commercial Space Residential Parking Miscelaneous Rent Income	0.0% 2.5%	2.5%		347	407	754	255	417	773	364	428	792
Supportive Services Incomer- Interest Income - Project Operations	0,0%	-			:	-	-	:	- :			
Laundry and Vending Tenant Charges	2.5% 2.5% 0.0%	2.5% 2.5%		1,684	1,077 488	3,861 905	1.726 427	2,027 501	3,753 927	1,770 437	2077 513	3,847 950
Miscetaneous Residental Income Other Commercial Income Withdrawal from Capitalized Reserve (deposit to operating account)	n/a	0.0%	Link Born Reserve Section below, as	STERRING CO.	MARKETER		VE.19 20 20 20	120520000		W. C. C.	OS PLANTS	
Windrawal from Capitalized Reserve (deposit to operating account) Gross Potential Income Vacancy Loss - Residential - Tenant Rents	n/a n/a	n/a n/a	applicable Enter knowles manually per relevant MCH	129,651	126,049	255,708 (7,785)	133,418	130,118	263,604 (7,966)	130,861 (2,914)	134,461	265,125 (8,194)
Vacancy Loss - Residential - Tenant Assistance Payments Vacancy Loss - Commercial	11/2 11/2	r/a r/a	Policy, annual incrementing trackly not appropriate	.2-co/Physica	(1,230)	(1,230)	ere received	(1,261)	[1,281]	LTERRITORISME	(1.293) (1.293)(1.293)	(1.293)
EFFECTIVE GROSS INCOMÉ OPERATING EXPENSES				126,796	119,890	246,685	130,533	123,824	254,357	127,795	127,029	255,638
Management Management Fee	3,5%	35%	schedule	12.570	7,766	20,436	13.114	ROJ7	21,151	12.573	8.310	21.691
Asset Mairagement Fixe Sub-total Management Expenses	3,5%	35%	per MOHCD princy	10,311	8,320 14,045	18,631 37,067	10,672 23,788	14,578	17,213 38,364	11.045 24,618	6,770	21,691 17,815 39,707
Salaries/Benefits Office Bätiges Manageds Salary	3.5%	3.5%	F	1,065 3,742	653 2,294	1,720 8,638	1,103 3,873	676 2.374	1,780 8,247	1,142	700	1,842
Health insurance and Other Benefits 18 18 18 18 18 18 18 18 18 18 18 18 18	7.0%	7 0¼ 3 5%	Historically high in Fation	5.525 5.452	3,387	8,912 8,794	5,912 5,643	3624 3450	9,535 9,102	4,000 6,326 5,841	3,877	10,204 9,421
Administrator Rent-Free Unit Sub-total Salaries/Benefits	3,5%	3.5%		15,788	P,676	25,462	16,632	10,133	26,665	17,314	10,614	27,532
Administration . Advertising and Marketing	3.5%	3.5%			- :		- in	-	40.50	6,043	1	
Office Expenses Office Rent Legal Expense - Property	3.5%	3.5% 3.5%		5.678	1,078	12,344	5.877 950	1,115	12,777	PAJ	1,154	2,138
Audit Expense Bookkeephyg/Accounting Services	3.5%	35%		6.565 2.277	7,706 2,673	14,276 4,949	6,796 2,356	7,978	14.774 5,123	7,034	2 563	15,291 5,302
Bad Debts Miscelaneous	1.0% 3.5%	10% 35%	Computed with rent rel abox	711	835 84	1,545 155	718	843	1,581	725 76	851 90	1,577
Sub-total Administration Expenses Utilities Electricity	1 3 50	7 382		16,222	18,043	35,245	16,772	10,649	36,461	17,341	20,357	37,698
Water Gas	3,5% 4.5% 3.5%	35%	Higorically high instatum	1,788 10,009 2,137	2,099 11,750 2,509	3,887 21,760 4,647	1,851 10,460 2,212	2,173 12,279 2,597	4,023 22,739 4,609	1,915 10,931 2,290	2249 12.832 2.688	4,164 23,762 4,978
Sewer Sub-total William	3.5%	35%	L	13,936	16,359	30,254	14,523	17,049	31,571	15,136	17,768	32,504
Taxes and Licenses . Real Estate Taxes	1.2%	12%		169	103	272	171	105	278	173	106	279
Poyrol Taxes Miscelaneous Taxes, Leenses and Perrids Sub-total Taxes and Licenses	3.5%	3.5%	t	1,800 459 2,428	1,103 539 1,748	2,904 965 4,174	1.863 475 2,609	1,142 558 1,804	3,005 1,033 4,314	1,020 492 2,683	1,182 577 1,888	3,111 1,009 4,458
Insurance Property and Liabity insurance	3.5%	35%	Υ	7,410	1 2452			2952				5,658
Worker's Compensation	3.5% 0.0% 3.5%	3 5%		1,207	718	2043	-	804	·	1.357	AJZ	2.189
Director's & Officers' Liability Insurance Sub-total Insurance	0.0%	1		3,697	3,629	7,325	3,826	3,768	7,512	3,880	3,817	7,847
Maintenance & Repair Payrol Sumples	3,5% 3,5%	35%		8,487	8,962 2,662	18,449	8,784 2,365	10,311		9,091	10,672	19,753 5,321
Supplies Contracts Garbage and Trash Removal	3,5%	3.5%		4,816	2,952	7,788 9,053	4.985	3055 5060	8,040	5.159 4,461	3,162	8,321 8,697
Security Physiol/Contract HVAC Repairs and Maintenance	3.5%	3.5% 3.5%		459	539	998	475	558	1,033	492	577	1,059
Vehicle and Maintenance Equipment Operation and Repairs Miscellaneous Operating and Mantenance Expenses Sub-total Maintenance & Repair Expenses	3,5%	3.5%	L	3,142	3,588	133 6,830 48,137		74 3,817 25,651		3,365	77 1,951 20,549	7,318 51,635
Supportive Services	3,5%	3.5%		577	578							1,344
Commercial Expenses	1	248.		(大学)の	1年(1)		10.00	ARREST .	i	October 1	HE SALVES	
TOTAL OPERATING EXPENSES W/o RESERVES/GL BASE RENT PUPA (W/o Reserves/GL Base Rent/Bond Feez) Reserves/Ground Lasse Base Rent/Bond Fees	/BOND FI	ees		\$9,040		189,036	oelirathershan d			106,665	85,865	203,520
Ground Lease Base Rent Bond Monkoring Fee	1		F	- :	-	:		:	-	-:	:	-:
Replacement Reserve Deposit Operating Reserve Deposit			CR ZEEN BERGER & SZENK, well above 25%	13,020	7,090	21,000	13,020	7,980	21,000	13,020	7,980	21,000
Other Required Reserve 1 Deport			of cap	 :	<u> </u>		Ė		=	二		
Other Required Reserve 2 Depost Required Reserve Deposits, Commercial Sub-total Reserves/Ground Lesse Base Rent/Bond Feet	†			13.0%	7,950	21,000	13,020	7,930	21,000	13,03	7,980	21,000
TOTAL OPERATING EXPENSES W/ RESERVES/OL BASE RENT/ PUPA (W/ Reserves/GL Base Rent/Bond Fees	BOND FE	ES		112,060								724,520
NET OPERATING INCOME (INCOME minus OP EXPENSES)				14,734						2,084	23,054	21,118
DEBT SERVICE [hard debt / importized loans] Hard Debt First Landers Hard Debt Secand Lander (HCD Program 9 42% pyrit or other 2nd Hard Debt Third Lender (Other HCD Program or other 3nd Lender)	9		HCO 42% psyment	Inticiple value			5.064			8,084	4,943	13,007
Hard Debt : Third Lender (Other HCD Program: or other 3rd Lender) Hard Debt : Fourth Lender			TEO 42KPPPMON		:	:		:			:	
Commercial Hard Debt Service TOTAL HARD DEBT SERVICE	7			8,064	4,943		8,064			\$10.00	4,943	13,007
CASH FLOW (NOI minus DEBT SERVICE) Commercial Only Cash Flow				6,670	16,980	21,635	6,670	17,640	24,210	, ((8,111	18,111
Aposton of Commissis Supar to LOPS non-LOSP residual ac AVAILABLE CASH FLOW	ome)			6,674	18,966	23,635	6,670	17,540	24,210	,) 18,111	18,111
USES OF CASH FLOW BELOW (This row also shows DSCR.) USES THAT PRECEDE MOHOD DEBT SERVICE IN WATERFALL			ps:cr		i in yesfow casts, i	Z.B. nunipulate each	2 cell mither than c	ingging across i	2.iti nuttiple cells.	•		2.39
Below-the-fine" Asset Mgf fee (uncommon in new projects, see policy Partnership Management Fee (see policy for limits)	0.0%	1		4,600	5,400			5400			-	
Partnership Menagement Fee (see policy for limits) Investor Service Fee (aka "LP Asset Mgt Fee") (see policy for limits) Other Paymenta"	힠	(A.2) (A. (B.)	per slOHCD policy no annual increase	2070	2.430	4,500	2.070	2430	4.500	<u> </u>	==	
Non-amortoing Loan Pmnt - Lender 1: Non-amortoing Loan Pmnt - Lender 2 Deferred Developer Fee (Enter and ** Max Feed from (NW/101)	1		Enter comments re annual increase, etc. Enter comments re annual increase, etc.	Ŀ÷	1	<u> </u>	 :	1 :		=	1	
TOTAL PAYMENTS PRECEDING MONCH		iahi		8,676								
RESIDUAL RECEIPTS (CASH FLOW minus PAYMENTS PRÉCEI Does Project have a MOHCO Residual Receipt Chligation?	NG MOH	Ye	Year 5 is year hydicated below;	٦ '	9,136	9,121	• .	9,710	9,710	, () 18,111	18,111
Wit Project Defer Developer Fee? 1st Residual Receipts Spit - Lender/Deferred Developer Fee		Ye 50% / 50	r 2021 % 2nd Residual Receipts Split Begins:	-								
2nd Residual Receipts Spit - Lender/Owner Max Deferm	ed Develop	67% / 33 per Fee Amt	2022 Use for data entry above Do not link, Plive Deferred Developer Fee Earne	<u>.</u>		4,570 4,633			4,655 8,835			8,935
MOHOD RESIDUAL RECEIPTS DEBT SERVICE	7	Dobt Los	T playe Deterred Developer Fee Earne ns % lower, and MOHCD residuel receipts pulse	_		2,66	-			-		3,514
MOHCD Residual Receipts Amount Due Proposed MOHCD Residual Receipts Amount to Loan Repayment Proposed MOHCD Residual Receipts Amount to Residual Ground	‡	29,10	None, and MOHCD residual receipts pales Proposed Total MOHCD And Dubless Los	7		2,66			2,825	4		3,514
Lease	1		Repayment	J		<u></u>	_			J		لبيا
NON-MOHOD RESIDUAL RECEIPTS DEBT SERVICE HCD Residual Recepts Amount Due Lender 4 Residual Recepts Due	7	70.90	×	7		6,48	ŋ		6,88	2		8,581
Lender 5 Residual Receipts Due Total Non-MOHCD Residual Receipts Debt Service]	0.00		_		6,48	7		E, 885]		8,561
REMAINDER (Should be zero unless there are distributions below)					•							6.037
Owner Distributions/Incentive Management Fee Other Distributions/Uses	3			3			3		E	3		8,037
Final Balance (should be zero) REPLACEMENT RESERVE - RUNNING BALANCE	-			-		-	-		•	_		
Replacement Reserve Starting Balance Replacement Reserve Deposits	3			3		82.72 21.00	6		95,231 21,00	ទី		57,839 21,000
Replacement Reserve Withdrawals (ideally fied to CNA) Replacement Reserve Interest	3			3		4,85 45	4		57,330	4		4,633
RR Running Balance	•			_		99,23			57,83			73,941
OPERATING RESERVE - RUNNING BALANCE Operating Reserve Starting Balance Operating Reserve Deposits	3			3		254,02	3		294,02	1		294,023
Operating Reserve Withdrawels Operating Reserve Interest]			Ⅎ		254.02	ļ		254.02	ţ		
OR Running Beland	-					234,02			11 (13 (12 (12 (12 (12 (12 (12 (12 (12 (12 (12			294,023 1,130,363
OTHER REQUIRED RESERVE 1 - RUNNING BALANCE Other Reserve 1 Starting Estance Other Reserve 1 Deposits	7			7			7		-:	7		
Other Reserve 1 Withdrawals Other Reserve 1 Interest	3			-			3			3		
Other Required Reserve 1 Running Beland OTHER RESERVE 2 - RUNNING BALANCE	e								-	_		-
Other Reserve 2 Starting Balance Other Reserve 2 Deposits	3			3			3		=	3		:
Other Reserve 2 Withdrawals Other Reserve 2 Interest	Ⅎ			Ⅎ			1			_		
Other Required Reserve 2 Running Balance						•			•			

Mosaica Senior Apartments		LOSP	non-LOSP										
Tai	٠.	Units 11	Units 13			Year 7			Yes.	·		Year 9	
NCOME		46,00% A annual nc LOSP	% ennual Increase	Comments (related to annual inc assumptions)	LOSP	2023 non-LOSP	Total	LOSP	2024 non-LOSP	Total	LOSP	2025 non-LOSP	Total
				SSISSA income escalations have been very low historically. We consider tenant income									
Residential - Tenant Rents Residential - Tenant Assistante Paymenta (Non-LOSP)	des.	1.0% n/a	25%	month tons by sigting armost increase. VASH is FMR driven. Part 10 yr history of FMR escalation is 2.5% (1 ant is Vash)	73 234	109,288	168,154 26,497	59,454	113,113 27,159	172,587 27,159	80,049	117,072 27,818	177,121 27,838
Residental - LOSP Terrant Assistance Payments Commercial Space Residential Parking		r/a r/a 0.0%	D.0%		BESTEVA.	の形象の		76,812 All habiteds		76,612	80,550 Succession 1931	THE STATE OF	80,552
Miscellaneous Rent Income Supportive Services Income Interest Income - Project Operations	-177-cope2x	2.5 % 0.0 %	2.5%		373	438	812	383	449	832	392	481	853
Tenant Charges		2.5% 2.5%	2.5% 2.5%		1,814 448	2,129 526	3.843 974	1.859 459	2.162 539	4,042 998	1,906 471	2 237 553	4,143 1,023
Miscelaneous Residential Income Other Commercial Income	SMARTHUS	0,0% r/a	0.0%	Link from Reserve Section below, as	20.00000000	to History	÷	ALM FIRST	300	===	BURNEY.	2500	:
Witutrawai from Capitalized Reserve (deposi to operating Gross Potan Viscancy Loss - Residential - Tenant Rents	Ual Income	n/a n/a	tva tva	applicable Enter formulas manually per relevant MOH	134,735	138.878 (5.454)	273,613 (6,408)	138,968 (2,973)	143,443 (5 656)	282,411 (6.878)	149,370	148,160 (5 854)	291,530 (8,856)
Vacancy Loss - Residential - Tenant Assistance Payments Vacancy Loss - Commercial EFFECTIVE GROS	SS INCOME	n/a r/a	n/s rva	policy, annual incrementing usually not appropriate	131,791	(1,325) (132,025	263,881	136,996	(1,358) (1,358) 138,430	(1,358) 272,425	140,387	(1,392) Stan (140,815	281,282
OPERATING EXPENSES													
Management Fee : 12. Asset Management Fee : 12. Sub-total Management	ात्राच्या यहार इ.स.च्या	3,5% 3.5%		schedule per MOHCO pelicy	14,048 11,432 25,480	8,610 7,007 15,617	22,858 18,439 41,096	14,539 11,832 26,372	8.911 7,252 15,163	23,451 18,084 42,535	15,048 12,240 27,285	9.223 7,506 18,728	24,271 19,752 44,024
Splantes/Benefits Office Salanes: Selection Control of	e galerina	3,5%	3,5%		1.182	724	1,907	1,223	750	1,973	1,288	778	2,042
Herager's Salary Health Insurance and Other Benefits Other Salanes/Benefits	Chieffica Chief to	3,5% 3.5% 7.0% 3.5%	3.5% 7.0% 3.5%	Historically Night Indistant	4,149 6,769 6,045	2,543 4,149 3,705	6,892 10,918 8,750	4,294 7,243 6,257	2.632 4.439 3.835	5,925 11,552 10,092	4,445 7,750 8,476	2,724 4,750 3,969	7,189 12,500 10,445
Administrative Rent-Free Unit Sub-total Salari Administration		3.5%	3.5%		. 10,146	11,121	29,257	19,017	11,858	30,573	10,937	12,210	32,156
Advertising and Marketing Office Expenses		3,5%	3.5%		6,296	7,391	13,687	6,516	7.640	14,166	6,744	7.917	14.661
Office Rent Legal Expense - Property Aud4 Expense	- 2	3,5% 3,5% 3,5%	3.5% 3.5% 3.5%		1,018	1,195 8.546	2.213 15.827	1,053 7,535	1,237 8,846	2,290 16,381	1,090 7,799	1,280	2370 16,954
Bookkeeping/Accounting Services Bad Debts : Miscellaneous		3.5% 3,5% 1.0%	35% 10% 35%	Consistent with rent interior	2.524 732 79	2,963 860 83	5,487 1,592 172	2.613 740 82	3,067 868 98	5,679 1,608 178	2.704 747 85	3,174 877 100	16,954 5,876 1,624 184
Sub-lotsi Administration Utilities	Expenses	3.5%		·	17,970	21,048	38,976	18,619	21,763	40,302	19,100	22,603	41,572
Electricity Water Gas		3.5% 4,5% 3.5%	3.5% 4.5% 3.5%	Historically Nigh in labor	1,982 11,422 2,370	2.327 13.409 2.782	4,310 24,631 5,152	2,052 11,937 2,453	2409 14,012 2,879	4,461 25,949 5,332	2.124 12.474 2.539	2.493 14.643 2.980	4,617 27,117 5,519
Sower Sub-tr	otal Utilities	3.5%	35%	·	15,776	10,518	34,293	15,41	19,300	15,742	17,136	20,116	37,252
Real Estate Taxes : Payrol Taxes : Macellaneous Taxes Irenses and Permis	COLEGANIA Colegania	1.2% 3.5% 3.5%	1.2% 3.5% 3.5%		175 1,995 509	107 1,223 597	282 3,219 1,100	177 2,016 527		285 3,332 1,145	179 2.138 545	110 1,311 640	289 3,449 1,185
Sub-total Taxes as	nd Licenses				2,680	1,928	1,100 4,600 5,856	2,770	1,993	4,762	2,862	2,060	4,822
Property and Liability Insurance Fidelity Bond Insurance Worker's Compensation	a Dievita Car	3.5% 0.0% 3.5%	3.5%		1,405	3,162	2,266	2,788	3.273	8,051 2,345	2.888		8,273 - 2,427
Director's & Officers, Cabitty Insurance	i Insuranca	0.0%	<u>. </u>		4,098	4,023	B,122	4,242	4,154	3,408	4,390	4,310	8,700
Payroli Supplies Contracts	1.4650	3,5% 3,5% 3,5%	3.5% 3.5% 3.5%		2,409 2,533 5,340	11,046 2,974 3,273	20,455 5,507 8,612	9,739 2,622 5,526	11,432 3,978 3,387	21,171 5,700 8,914	10,079 2,714 5,720	11,832 3,186 3,508	21,912 5,899 9,228
Garbage and Trash Removal Becunty Payrol/Contract	Accessary.	3.5%	3.5%		4,617	5,420	10,037	4.779	5,610	10,388	1,946	5.806	10,752
HVAC Repairs and Maintenance Vehicle and Maintenance Equipment Operation and Repa Miscellaneous Operating and Maintenance Expenses	irs	3.5% 3.5% 3.5%	3.5% 3.5%		. 509 68 3,483	597 80 4.089	1,108 148 7,572	527 70 3,605	818 82 4.232	1,145 153 7.837	73	4,380	1,185 158 8,112 67,243
Sub-total Maintenance & Repa Supportive Services	irExpenses	3,5%	3.5%		26,959	27,472	53,437	26,86¥	28,440	55,307	27,808	29,435	57,243
Commercial Expenses TOTAL OPERATING EXPENSES W/o RESERVES/GL						100,485	211,192	114,911	104,257	219,198		108,177	227,450
PUPA (w/o Reservax/GL Base Rent/ Reserves/Ground Lease Base Rent/Bond Fees													
Ground Lease Base Rent Bond Montoring Fee Replacement Reserve Deposit	was a			UN CARTERIANCE IN SCHAL WAS RECOVER 25%	13,020	7,980	21,000	13,020	7,980	21,000	13,020	7,980	21,000
Operating Reserve Depoids Other Required Reserve 1 Depoid Other Required Reserve 2 Depoid				Of exp					<u> </u>	-	<u> </u>		:
Other Required Reserve 2 Depost Required Reserve Deposits, Commercial Sub-total Reserves/Ground Lease Base Reni	t/Bond Fees				13.020	7,980	21,000	13,020	7,980	21,000	13.020	7,980	21,000
TOTAL OPERATING EXPENSES W/ RESERVES/GL B. PUPA (w/ Reserves/GL Base Rent)	ASE RENT/B (Bond Fees)	OND FEE	s		123,727	108,465	232,192	127,831	112,237	240,168	132,303	115,157	248,460
NET OPERATING INCOME (INCOME minus OP EXPE DEBT SERVICE ("hard debt"/amortized loans)	NSES)			•	8,064	23,024	31,689	4,084	24,192	\$2,257	8,054	24,768	37,822
Hard Debt - First Lender Hard Debt - Second Lender (HCD Program 0, 42% pymt, Hard Debt - Third Lender (Other HCO Program, or other:	or other 2nd L 3rd Lander)	ender)		HCD 42% payment	8,064	4,943	13,007	0.064	4,943	13,007	8.064	4943	13,007
Hard Debt - Fourth Lender Commercial Hard Debt Service TOTAL HARD DEE	N-VOIG A				9 20 20 20	4,943	13,007	10:27:40E	(J4)	13.007	8,064	4147	13,007
CASH FLOW (NO! minus DEBT SERVICE) Commercial Only Cash Flow	71 SERVICE				(0)		18,682	0	19,250	19,250		19,815	19,015
Aboration of Commercial Surplus to LORShon-LOSP, AVAILABLE CASH PLOW	(reakfull acco	me)			-	18,652	18,682		19,250	19,250		14,815	13,615
USES OF CASH FLOW BELOW (This row also shown USES THAT PRECEDE MONCO DEBT SERVICE IN W. "Bebw-the-ine" Asset Mgf fee (uncommon in new project	ATERFALL	0.0%		DSCR		· · · · ·	2.44	· -		2.41			2.52
Partnership Management Fee (see policy for irrits) Investor Service Fee (aka "LP Asset Mgt Fee") (see policy	for Imits)	0.0%	LECTION	per MOHED policy no avvuid increase	三	:		-			<u> </u>		
Other Payments Non-amortizing Loan Pmnt - Lender 1 Non-amortizing Loan Pmnt - Lender 2	de la company			Enter comments re: annual ingresse, etc. Enter comments re: annual ingresse, etc.							Ė		
Deferred Developer Fee (Enter and := Max Fee from row TOTAL PAYMENTS PRECEDI	ing Mohcd									<u> </u>			<u> </u>
RESIDUAL, RECEIPTS (CASH FLOW minus PAYMENT Does Project have a MOHCD Residual Receipt Obligation		NG MOHO	Yes	Year 5 ts year kidicaled below:	م. [18,682	18,682	0	19,250	19,250	•	19,815	12,015
Wil Project Defer Developer Fee? 1st Residual Receipts Spit - Lender/Deferred Developer F 2nd Residual Receipts Spit - Lender/Owner	eo		Yex 50% / 50% 57% / 33%	2021 Znd Residual Receipts Split Begins: 2022 Jee for data entry above. Do not link.)]								
MOHCD RESIDUAL RECEIPTS DEBT SERVI		i Developi	Dist, Soft Debt Loan.	as for data entry above. Do not lenk ative Deferred Developer Fee Earner			6,035			8,935			8,935
MOHCD Residual Receipts Amount Due Proposed MOHCD Residual Receipts Amount to Loan	Repayment			lowne, and MOHCO residual receipts policy]		3,624 3,624			3,735 3,735]		3,844 3,844
Proposed MCRCO Residual Recepts Anvaunt to Residu Lease	ual Ground)	1	Proposed Total NOHCO And Due less Loan Repayment	1		٠.	İ]		<u> </u>
NON-MONCO RESIDUAL RECEIPTS DEBT SEI RCD Residual Receipts Amount Dive Lender 4 Residual Receipts Dive	YVICE	1	0.00%	Allocaton per pro rate share of all soft deal.	}		8,830]		9,099	}		9.368
Lender 5 Residual Receipts Due Total Non-MOHCD Residual Receipts L		l	0.00%	1	1		8,830	j		5,055	1		3,358
REMAINDER (Should be zero unless there are distrib below) Owner Distributional noerlike Management Fee	ntions				3		6,227 6,227	1		6,417 B,417			8,805 8,605
Other Distributions/Uses Final Balance (should be zero)		l]]		-]		<u>.</u>
REPLACEMENT RESERVE - RUNNING BALANCE Replacement Reserve Starting Balance Replacement Reserve Deposits					7		73,541 21,000	1		80,042 21,000	1		(15,287)
Replacement Reserve Deposits Replacement Reserve Withdrawals (deally lied to CNA) Replacement Reserve Interest	ing Balance				3		4,855	}		126,330	1		13,103
OPERATING RESERVE -RUNNING BALANCE Operating Reserve Starting Behance	y >#40109	I			7		254,023	1		284,023			294,023
Operating Reserve Deposits Operating Reserve Withdrawals					1			1		254,725	1		23,023
Operating Reserve interest OR Runn	ing Balanca	ı		L	1		254,023	Ţ		254,073 172,479	T		234,023
OTHER REQUIRED RESERVE 1 - RUNNING BALANC Other Reserve 1 Starting Balance Other Reserve 1 Deposits	<u>E</u>	1			7			1			7		
Other Reserve 1 Deposits Other Reserve 1 Withdrawals Other Reserve 1 Interes					1			1			1		فقا
OTHER RESERVE 2 - RUNNING BALANCE	ing Salance	1			7		-	1		-			
Other Reserve 2 Starting Belance Other Reserve 2 Deposits Other Reserve 2 Wilhdrawals							$\dot{\equiv}$	1			1		
Other Reserve 2 Walpiawas Other Reserve 2 Interest Other Required Reserve 2 Runn	ing Balance	ı			٠ .			1			1		·

Mosaica Senior Apartments	LOSP	non-LOSP										
Yor .	Units	Units 13			Year 10			Yeu			Year 12	
·	46.00% % annual		Comments		2026			2021			2028	
NCOME .	inc LOSP	Increase	(related to annual inc assumptions) \$5055A income escalations have been very	LOSP	non-LOSP	Total	LOSP	non-LOSP	Total	LOSP	non-LOSP	Total
Residential - Tenant Rents	10%	3 5%	low historically. We consider femall (name escriptions in setting anisms increase WASH is FIJR driven. Part 10 yr history of	60,649	121,170	181,819	61.258	125,411	186,666	61,828	129,500	191,668
Residential - Tenant Assistance Payments (Non-LOSP) Residential - LOSP Tenant Assistance Payments	n/s n/a	2.5% r/a	VASH is FAR driven Past 10 prostory of FAIR escalation is 2.5% (1 unit is Vash)	81.160	28 534	28,534 84,480	81 545	20,247	29.247 88,545	92.013	20,079	29.979 92,613
Commental Space Residential Parking	n/a 0.0%	0.0%		PENCONN	distribution.		CHRESCH?	BECOMBINED.		ADERES.	BREEZE NA	
Miscelaneous Rent Income Supportive Services Income	2.5% 0.0% 0.0%	2.5%		402	472	674	412	454	698	472	495	Die :
interest Income - Project Operations Laundry and Vending	2.5% 2.5%	2 5 % 2 5 %		1,953	2,293	4.246	2002	2.350 581	4,352	2.052	2.409	4,481
Tenant Chaiges ' Miscelaneous Residential Income Other Commercial Income	0.0% n/a	0.0%		483	566	1,049	105	San Market	1,075	507	505	1,102
Wendrawal from Capitalized Reserve (deposé to operating account)	iv/a	r/a	Link from Reserve Sector below, as applicable				-					
Gross Potential Income Vacancy Luga - Residential - Tenant Rents	n/a	n/a n/a	Enter formulas manually perioderant MOH policy, enougl incrementing less sky not	(3.032)	(6.058)	300,983 (9.081) (1,427)	152,709 (3,053)	168,073 (5 271) (1,462)	310,782 [9,333] (1,462)	167,663 (3.093)	163,278 (6,490) (1,499)	320,542 (9,553)
Vacancy Loss - Residential - Tenant Hents Vacancy Loss - Residential - Tenant Assistance Payments Vacancy Loss - Commercial EFFECTIVE GROSS INCOM	r/a r/a	n/a	approprieta:	144,916	(1.427) >27 (2.075 (2.075 (2.075) 148,630	250,465	149,647	150,240	299,587	164,670	155,290	305,860
OPERATING EXPENSES												
Management Management ree		3.5%	schedule.	15,575	P.545	25,121 20,443	16,120	0.880	28,000	16,854	10,228	26,910
Assel Management Fee 98 Sub-total Management Expense	3.5%	35%	ba, NOHED baseA	12.675 28,250	7.769 17,314	45,564	13,119 29,239	17,920	21,159 47,159	13,578	18,548	21,900 48,810
Salaries/Benefits Office Salaries 1997 Menager's Salary	3,5%	3.5%		1,311	803 2,810	2,114 7,420	1,356 4,761	831 2.018	2.168 7,679	1,404	3,020	2,284 7,948
Health Insurance and Other Benefer: 2	7.0%	7.0% 3.5%	Historically Night Initiation	8.292 6.703	5,082 4,108	13,375 10,811	8,873 6,937	5.438 4.252	14,311 11,189	9,494 7,180	5,819 4,401	15,313 11,580
Administrative Rent-Free Unit Sub-Intal Salaries/Benefit	3.5%	35%	L	20,006	12,812	33,719	21,928	13,438	35,367	23,006	14,100	27,106
Administration Advertising and Marketing Office Expenses	3,5%	3.5%		6,950	8,104	15,174	7,225	E-481	15,708	7,477	8,778	16,255
Office Red Legal Expense - Property	3.5%	3,5%		1.128		2,453	1,168	1,371	2,539	1,200	1,419	2,528
Audit Expense Bookkeeping/Accounting Services	3.5%	35%		8,072 2,799	9.476 3.285	17,547 8,084	8,354 2,697	9,807 3,400	18,161 8,297	8,647 2,998	10.150	18.797 8,517
Bad Debts Miscellaneous	1,0%	35%	Constant with rent intaken	755 88	103	1,641 191	762 91	895 107	1,657 197	770 94	904 110	1,874 204
Sub-total Administration Expanse Utilities		1 560		19,822	23,269	43,090	20,498	24,051	44,557	21,125	24,881	46,076
Electricity . Water Gas	3.5% 4,5% 3.5%	3.5% 4.5% 3.5%	Historically high inflation	2 198 13 035 2 627	2.580 15.302 3.084	4,778 28,337 5,712	2.275 13.522 2.719	2.671 15.990 3.192	4,948 29,612 5,912	2,355 f 234 2,815	2.764 15.710 3.304	5,119 30,945 8,119
Sewel Sub-total Utilitie	2 554	3.5%		17,880	20,967	34,427	18,516	21,853	40,469	19,404	22,778	42,182
Taxes and Licenses Real Estate Taxes 17 Rayrol Taxes 17	1.2%	1 2%	I	181	111	292	183	112	295	185		299
Payrol Taxes Miscelaneous Taxes, Leenses and Perrits Sub-Iotal Taxes and Licenses	3.5%	3.5%		2,213	1,356 662	3,569 1,227	2.201 584 3,058	1,404 696	3,694 1,270 5,259	2.371 604 3,160	1,453 710 2,276	3,824 1,314 5,417
Insurance		3 5%	 	2,958	2,130	5,068 6,493	3,052	2,202	8,720			5,417 6,955
Property and Liability Insurance Fidelity Bond Insurance Worker's Companisation	3.5% 0.0%	35%		1,557		2,512	1.612	\$88	2,800	1,568		2.691
Director's & Officers' Liability Insurance Sub-total Insurance	0.0%	I		4,544	4,481	9,005	4,703	4,517	9,320	4,858	4,778	3,646
Maintenance & Repair Payrol	3.5%	3 5%		10,432	12,245	22,679	10.797	12,675	23,472	11,175	13,119	24,294
Supplies Contracts ::: Gistage and Trash Removal	3.5% 3.5% 3.5%	3 5% 3 5% 3 5%		2.809 5.920	3,528	5,106 9,548 11,126	2,907 8,127 5,298	3,413 3,755	8,319 9,883 11,518	3,009 6,342 5,484	3,532 3,887 6,437	5,541 10,229
Besinty Payriticonitact HVAC Repairs and Mamlenance	3.5%	35%		5,119		1,227	584	6.219	1,270	604	710	1314
Vehicle and Manienance Equipment Operation and Repairs Miscelaneous Operating and Maintenance Expenses	3.5% 3.5%	3.5% 3.5% 3.5%		75 3.862	LJ LJ	164 8,395	78 3.997	4,692	169 8,689	4,137	25	175
Sub-total Maintenance & Repair Expense	15			28,781	30,465	59,247	29,789	31,672	£1,320	30,831	32,636	63,466
Supportive Services Commercial Expenses	3,5%	35%	<u> </u>	710 2015/00/00	133	1,543	735 735	862 ACCEPTED	1,597	760 122-34050		1,653
TOTAL OPERATING EXPENSES WE RESERVES/OL BASE REAL PUPPA (who Reservasio). Base RAN/Bond Fee Reserves/Forund Laxas Base Rent/Bond Fees Gound Lose Base Rent Base Rent/Bond Fees Bond Hondaring Fee Reserve Deposit Reserve Caponit Coperating Reserve Deposit Reserve Caponit R			CRECUM BULLION IS \$2,500, with above 25%	120,831	T-÷	216,043	128,582	116,497	245,049	133,486	-	254,375
	20		of top	<u> </u>	<u> </u>	<u> </u>	=	-	=	<u> </u>	-	
Other Required Reserve 2 Depose Required Reserve Deposity, Commercial Sub-data Reserve/Ground Lasse Base Bent/Hond Fee	<u> </u>		L	17.020	7,990	21,000	13,020	7,940	21,000	13.020	7,960	21,000
TOTAL OPERATING EXPENSES WI RESERVESIGL BASE RENT	/BOND FEI	ES		136,861			141,622		266,049			
PUPA (w/ Reservez/GL Base RenuBond Fee NET OPERATING INCOME (INCOME minus OP EXPENSES)	a)			8,054	25,218	33,383	8,064	25,873	23,537	2,064	28,421	34,485
DEBT SERVICE ("hard debt"/amortized loans) Hard Debt First Lender	S		Non Any	8,064	490	13,007	8.054	4,943	13,007	8.064	4.043	13,007
Hard Debt - First Lender: Hard Debt - Second Lender (HCD Program 0.42% pyrit) or other 2n Hard Debt - Third Lender (Other HCD Program or other 3rd Lender) Hard Debt - Fourth Lender:	S Centrell		HCD 42% payment		 -:	-	-:			-	1,143	13.037
Hard Debt Fourth Lender: Commercial Hard Debt Service TOTAL HARD DEBT SERVICE	<u> </u>			10 mm 19 19 19 19 19 19 19 19 19 19 19 19 19		13,007	A,DE	494	13,007	97000 (AUG) 8,084	Vikamin081	13,007
CASH FLOW (NOI minut DEBT SERVICE) Commercial Only Cash Flow				•	20,376	20,376	•	20,930	20,930	-	21,478	21,478
Aboution of Commental Simplies to LOPS Mon-LOSP (residual in AVAILABLE CASH FLOW	come)				20,376	20.376	=	20,930	20.5%	<u></u>	21,478	21,478
USES OF CASH FLOW BELOW (This row also shows DSCR.) USES THAT PRECEDE MONCO DEBY SERVICE IN WATERFAL	,		DECE	t		2.57	,		2.6	1		2,65
"Below-the-line" Asset Mgt fee (uncommon in new projects, see point Partnership Management Fee (see policy for limits)	(y) 0.0% 0.0%	E	<u> </u>	\mathbf{E} :	<u>:</u>		L	E÷		E :	E =	
Investor Service Fee (aka "LP Asset Mgt Fee") (see policy for Imits) Dilhor Payments	₹ 1	1000 A	per MORICO policy no somula increase	-:				Ë			= :	
Non-amortizing Loan Print - Lender 1 Non-amortizing Loan Print - Lender 2			Enter conveniente rei annual increase, etc Enter conveniente rei annual increase, etc	↓ = :	<u> </u>	<u> </u>	<u> </u>	===		<u></u>	<u> </u>	〓
TOTAL PAYMENTS PRECEDING MONG	:D		<u> </u>		<u> </u>		<u> </u>	<u> </u>				·
RESIDUAL RECEIPTS (CASH FLOW minus PAYMENTS PRECE Does Project have a MOHCO Residual Recebt Obligation?	ріна мон		Yan Street beauty by	٠,	20,378	20,376	•	20,930	20,930	٠ -	21,476	21,478
Does Project have a MOHCD Residual Receipt Obligation? Will Project Defer Developer Fee? 1st Residual Receipts Spit - Lender/Deferred Developer Fee		Yes Yes 50% / 509	Year 5 is year indicated below; 2021 2nd Residual Receipts Split Begins:	-								
2nd Residual Receipts Splt - Lander/Owner	red Develor	67% /335 er Fee Amt (2072 Use for data entry above. Do not link) <u>;</u>								
MOHED RESIDUAL RECEIPTS DEBT SERVICE	,	Dist. Sol	tive Deferred Developer Fee Earne	d		8,835	i _		8,930	-		8,935
MOHCD Residual Receipts Amount Due Proposed MOHCD Residual Receipts Amount to Loan Repayment	#		Course, and MOHCO residual receipts policy	ł		3,953			4,06°			4,157 4,157
Proposed MORCO Residual Recepts Amount to Residual Ground Lease			Proposed Total MOHED Ant Dualess Los Repayment	<u> </u>]]		
NON-MONCO RESIDUAL RECEIPTS DEBT SERVICE	_	70 90	्र स्टब्स्ट्राल इस pro ray share व क्षेत्र वस्त्र	_		9,63	- n		9,890	11		10.1521
RCD Residual Receipts Amount Due Lender 4 Residual Receipts Due Lender 5 Residual Receipts Due	∃	0.001	6	3		-	-			3		=======================================
Total Non-MOHCD Residual Receipts Debt Servi REMAINDER (Should be zero unless there are distributions	cu			_		B,631	Г		9,85	-		10,152
below)	1		r	7		8,792			6,57			7,155
Owner Distributions/Incentive Management Fee Other Distributions/Uses Final Balance (should be zero)	╛			j		0,797	7		- 0,37	Ξ.		7,150
REPLACEMENT RESERVE - RUNNING BALANCE	_,		r	_		-	a1					-
Replacement Reserve Starting Batunce Replacement Reserve Deposits Replacement Reserve Withdrawals [idealy lied to CNA]	7			‡		(7,35) 21,000 4,859	2]		8,71 21,00 4,83			24,813 21,000 4,835
Replacement Reserve Interest RR Running Balan				J		8,71			24,61	_		40,514
OPERATING RESERVE - RUNNING BALANCE	_			-								
Operating Reserve Starting Balance Operating Reserve Deposits Operating Reserve Withdrawals	= -			#		254,02	4		294,02	4		254,073
Operating Reserve Wilhdrawals Operating Reserve Interest OR Running Balan	<u> </u>			1		294,02	ţ		254,02	₫		254,023
OTHER REQUIRED RESERVE 1 - RUNNING BALANCE						南江南	șī.		E 105	F		104.72
Other Reserve 1 Starting Balance	7			3		===	3		= :	3		=
Other Reserve 1 Deposits Other Reserve 1 Wilhdrawals Other Reserve 1 Interest				3			3			3		
Other Required Reserve 1 Running Balar OTHER RESERVE 2 - RUNNING BALANCE	ice			-		-			-			
Other Reserve 2 Starting Balance Other Reserve 2 Deposits	3			3		=	3		=	3		
Other Reserve 2 Wilhdrawals Other Reserve 2 Interest Other Required Reserve 2 Running Balan	\exists			3			∃•			4		
Other Required Reserve 2 Running Balan	ice								•			-

Mosalca Senior Apartments	LOSP	non-LOSP										
. То	Units	Units f3	•		Year 13 2029			Yes:			Year 16 2031	
INCOME	46.00% % annual Inc LOSP	54,00% % annual Increase	Comments (related to annual inc assumptions)	LOSP	non-LOSP	Total	LOSP	2030 non-LOSP	Total	LOSP	non-LOSP	Total
Residential - Tenant Rents	1.0%	3,5%	GSVSSA income excellations have been very for historically. We consider tenses income excellations in setting arrival increase. VASH IS FIRE COVER. Past 10 by Testory of	62.457	134,343	198,630	53,112	130,045	202,157	61,743	143,912	207,655
Residential - Terrari Assistance Payments (Non-LOSP) Residential - LOSP Terrari Assistance Payments	n/a n/a	2.5% r/a	VASH is FAH dirent. Peak 10 yr hestory of FAR exceletion is 2.5% (1 und is Vesh)	97,274	30,728	30,728 97,274	101,036	31,496	31,496 101,936	105,808	32,284 444,2744830	32,764 106,808
Commercial Space Residential Parking Miscallaneous Rent Income	t√a 0.0% 2.5%	2.5%		Hare Historia 433	GLANDERS	H1	444	521	985	155 455	534	989
Supportive Services Income interest Income - Project Operations Laundry and Vending	0.0% 0.0% 2.5%	2.5%		2,103	2400	4,573	2.156	2531	4,687	2 210	2.594	4,604
Tenant Charges Miscellaneous Residental Income Other Commercial Income	2.5% 0.0%	2.5%		520 3 Territoria	510 230355355	1,130	533	825 300 / 26 pt	1,158	546 00158558153	641 (PSHE # 408	1,187
Withdravial from Capitalized Reserve (deposit to operating account): Group Fotential Income	n/a	r/a	Link from Reserve 5 actor; below, as applicable	582,817	168,669	331,476	168,180	174,218	342,399	173,762	179,864	353,726
Vacancy Loss - Residential - Tenant Rents Vacancy Loss - Residential - Tenant Assistance Payments Vacancy Loss - Commercial EFFECTIVE GROSS INCOME	n/a n/a n/a	n/a n/a n/a	Enter formulas instituting per relevant MOH; policy, armust incrementing usually not appropriate	(3,124)	(6.717) (1.536)	(9.642) (1,536)	Mike V Vehicle 1877	(6.952) (1,570)	(10,108) (1,575)	(3,187) 4:20-14-152.	(7,198) (1,514)	(10,383)
OPERATING EXPENSES				159,513	160,406	320,094	185,025	185 882	330,716	170,574	171,165	341,729
Management Maragement Fee Asset Management Fee	3.5%	3.5% 3.5%	schedule per MOHCD policy	17,268 14,053	10,584 8,613	27,852 22,888 50,518	17,573 14,545	10,054 8,915	28,827 23,459 52,286	18,498 15,054	11,318 9,227	29,835 24,280
Sub-(ols) Management Expenses Salaries/Banafits Office Salaries	3.5%	3.5%		31,321	19,197	2.344	32,417	10,850	2,425	33,662	20,584	2,511
Manager's Selary Health Insurance and Other Benefits Other Salanea/Benefits	3.5% 7.0% 3.5%	3.5% 70% 3.5%	Historically high Installen	5,100 10,159 7,431	J, 126 6, 226 4,555	8,226 16,345 11,988	5,279 10,870 7,691	3,735 6,662 4,714	8,514 17,532 12,405	5,454 11,830 7,000	3,349 7,128 4,879	8,812 18,759 12,838
Oher Salane adfanding Adomistation Reniffice Unit Sub-total Salaries/Benefits Administration Administration and Markeling	3.5%	3,5%		24,143	14,797	38,540	25,344	16,633	40,877	26,611	16,310	42,121
Office Expenses	3.5% 3.5% 3.5%	3.5% 3.5% 3.5%		7,739	9,085	18,824	8,010	2,403	17,413	8,290	0.732	18.023
Legal Expense - Properly Aud4 Expense Bookkeeping/Accounting Services	3.5% 3.5% 3.5% 3.5%	3.5% 3.5% 3.5%		1,251 8,949 3,103	1,459 10,506 3,543	2,720 19,455 6,745	1,295 9,263 3,211	1,520 10,873 3,770	2,615 20,136 8,981	1,340 9,587 3,324	1,573 11,254 3,902	2,914 20,841 7,226
Bad Debts Miscelaneous Sub-total Administration Expenses	1.0% 3,5%	3.5%	Consistent with rest inflation	778 97 21,917	913 114 25,729	1,690 212 47,646	785 101 22,665	922 118 26,607	1,707 218 49,272	783 104 23,439	931 122 27,516	1,724 227 50,954
Utilities Electricity Water	3,5% 4,5%	3.5%) Estencially high inflation	2,437	2,801	5,298 32,337	2,522	2.901 18.248	5,463	2.611 16.244	3,065	5,875 35,313
Gas Sewer Sub-total Utilities	3.5% 3.5%	3.5%		2,913	J,420 23,742	6,333	3.015	24,748	8,555 45,830	3,121	25,797	6,784
Taxes and Licenses Real Estate Taxes Payrol Taxes	1.2% 3.5%	1.2% 3.5%		187	115	302	190	115	306 4,065	192	118	310
Miscellaneous Taxes, Licenses and Permis Sub-total Taxes and Licenses Insurance	3.5%	3,5%		626 3,257	734 2,353	1,360 5,620		760 2,433	1,408	2,490		4.239 1.457 6,006
Property and Liability Insurance Fidelity Bond Insurance Workin's Compensation	3.5 % 0.0 % 3.5 %	3.5%		1,727	1,058	7,109 2,785	1,787	1,023	7,451 2,652	1,850	4,164 1,134	7,711 - 2,963
Drector's & Officers' Lability Insurance Sub-total Insurance Maintenance & Repair	0.0%	-		5,038	4,948	9,544	5,214	5,119	10,333	£,387	5,298	10,695
Payroll Supples	3.5% 3.5% 3.5%	3.5% 3.5% 3.5%		11,565 3,114	13,576	25,144 8,770 10,587	11,071 3,223	14,053 3,764 4,164	26,024 7,907	12,390 3,335 7,031	14,545 3,916	26,935 7,252 11,341
Contracts Garbage and Trash Removal Security Psyrol/Contract HyAC Repairs and Mainlenance	3.5% 3.5% 3.5%	3.5% 3.5% 3.5%		6,564 5,675 - 626	4,023 5,662 734	12,338	6,793 5,874	5,806	10,957	6,080	4,309 7,137 - 787	13.217
ryAL repairs and Manierance Equipment Operation and Repairs White and Manierance Equipment Operation and Repairs Miscetaneous Operating and Manierance Expenses Sub-total Maintenance & Repair Expenses	3,5%	35%		4.282 31,910	84	1,380 181 9,308 65,698	88	101 5,202 34,980	1,408 188 9,634	89 4,587 34,183	105	1,457 194 9,971 70,366
Supportiva Services	3.5%	3.5%		787	924	1,711	814	856	67,987 1,770	843	0.19	70,346 1,832
Commercial Expenses YOTAL OPERATING EXPENSES WO RESERVES/GL BASE RENT PUPA (WO Reserves/GL Base Rent/Bond Fees	∕BOND FE	ES		138,000	125,466	264,074	143,940	130,124	274,164	149,490	136,172	284,662
Reserves/Ground Lease Base Rent/Bond Fees Ground Lease Base Rent Bond Monitoring Fee	1			-		<u> </u>	-:	-	:	<u> </u>	:	
Replacement Reserva Deposit	1		Offices District in Sizere, well above 25% of each	13,020	7,980	21,000	13,020	7,980	21,000	13,020	7,580	21,000
Other Required Reserve 1 Depost Other Required Reserve 2 Depost Required Reserve Depost/s, Commercial						Ë	<u> </u>	$=$ \vdots				
Sub-dole Reserve John Lesse Base Rent/Bond Fee: TOTAL OPERATING EXPENSES WIRESERVES/GL BASE RENT/		s		151,629	7,930	21,000	13,020	7,940	21,000	13,020	7,980	21,000 305,662
PUPA (W/ Reserves/GL Base Ren/Bond Fees NET OPERATING INCOME (INCOME minus OP EXPENSES)	1			8,054	25,953	35,024	8,064	27,487	35,552	8,084	28,003	36,057
DEBY SERVICE ("hard debt"/amortized losss) Hard Debi- First Lander Hard Debi- First Lander Hard Debi- Total Second Logger (HCD Priggram 0.42% pymt, or other 2nd Hard Debi- Total Lander (Cities HCD Priggram, or other 3nd Lender)] Lender)		HCD 42% payment	8.084	4,943	13,007	8.064	4943	13.007	8,064	4,943	13,007
Commercial Hard Debt Sensor	4			16 V			VERSON			00253049	an contract	
TOTAL HARD DEBT SERVICE CASH FLOW (NOI minus DEBT SERVICE) Commercial Only Cash Flow	ı			8,054	4,843 22,017	13,607 22,017	8,064	4,943 22,648	13,007 22,645	2,084	4,943 23,000	13,007
Alculton of Commercial Surplus of COPShion LOSP (restoration AVAILABLE CASH FLOW	ýne)			-	22,017	22,017	=	22,546	22,545	-:	23,080	23,060
USES OF CASH FLOW BELOW (This row also shows DSCR.) USES THAT PRECEDE MONCO DEBT SERVICE IN WATERFALL Below-the-line" Asset Mgl fee (uncommon in new projects, see policy	0.0%		DSC#.			269		-	2.73			2.77
Partnership Management Fee (see policy for limits) swentor Service Fee (aka "LP Asset Mgt Fee") (see policy for limits) Other Payments	0.0%	- 61.31	par MORCE policy no evenual increase	Ė	ĿĖ			= :		-	÷	
Other Payments			Enter community he, implied increase, etc.				=	= :			:	
TOTAL PAYMENTS PRECEDING MOHEL RESIDUAL RECEIPTS (CASH FLOW minus PAYMENTS PRECED		(D)		<u> </u>	22,017	22,017		22,545	22,545	<u></u>	23,090	23,060
Does Project have a MOHCD Residual Receipt Obligation? Will Project Defer Developer Fee? 1st Residual Receipts Sp8 - Lender/Deferred Developer Fee		Yes	Year 5 is year indicated below; 2021 2nd Residual Receipts Split Begins:]								
2nd Residual Receipts Spit - Lender/Owner	d Develope	67% / 33% Fee Ant (2022 Jee for data entry above. Do not link.) Ne Deferred Doveloper Fee Earner] .		8,005			8,936			8,935
MOHCD RESIDUAL RECEIPTS DEST SERVICE MOHCD Residual Receipts Amount Due]	Doht Loan	ions, and MORCO residual receipts policy]		4,271]		4,374]		4,474
MOHCD Residual Receipts Amount Due Proposed MOHCD Residual Receipts Amount to Loan Repayment Proposed MOHCD Residual Receipts Amount to Residual Ground Lease	1		Proposed Total MOHCO And Due less Loan Repayment	1		4,271	1		4,374			4,474
NON-MOHCD RESIDUAL RECEIPTS DEBT SERVICE HCD RESKRIB RECEIPS AMOUNT DUE	7	70.90% 0.00%	Allocation per pro rata share of all son dest	1		10,407	- 1		10,658	1		10,900
Lender 4 Residual Receipts Due Lender 5 Residual Receipts Due Total Non-MOHCD Residual Receipts Debit Service	į	0.00%		1		10,407	1		10,656	1		10,500
REMAINDER (Should be zero unless there are distributions below) Owner Distributions/incentive Management Fee	3			ב		7,339	3		7,515 7,515	1		7,567
Other Distributions/Jaes Final Balance (should be zero)	1]			1			1		, -
REPLACEMENT RESERVE - RUNNING BALANCE Replacement Reserve Starting Balance Replacement Reserve Deposits]			1		40,914	1		36,165 21,000			52,267 21,000
Replacement Reserve Withdrawals (ideally field to CNA) Replacement Reserve Interest RR Running Belance	†			1		25,749 36,165	1		4,855 82,267	i		118,579 (45,312)
OPERATING RESERVE - RUNNING BALANCE Operating Reserve Starting Balance Operating Reserve Description	7					254,023	1		254,023	1		254,023
Operating Reserve Deposits Operating Reserve Withdrawals Operating Reserve Interest OR Rumping Reserves	1			1		254.023	1			1		
OR Running Balance OTHER REQUIRED RESERVE 1 - RUNNING BALANCE				_		284,023	1		294,023	3		254,023
Other Reserve 1 Starting Balance Other Reserve 1 Deposits Other Reserve 1 Wahdrawals	1			1			1			1		
Other Reserve 1 Interest Other Required Reserve 1 Running Belanc OTHER RESERVE 2 - RUNNING BALANCE	1			1			٠ ا		<u> </u>	1		
Other Reserve 2 - Normand Balance Other Reserve 2 Starting Balance Other Reserve 2 Deposits Other Reserve 2 Withdrawals				1		=	1		===	1		
Other Reserve 2 Interest Other Reserve 2 Interest Other Required Reserve 2 Running Balance	1			1			1		-	1	:	

Mosaica Senior Apartments													
		LOSP Units 11	non-LOSP Units			Year 16			-Yı			Year 18	
	, K	10.00%	54.00% % annual	Comments		2032			205-			2034	
, MCOME	fn	LOSP	Increase	[related to annual inc assumptions] SSVSSA income escalations have been vary	LOSP	non-LOSP	Total	LOSP	non-LOSP	Total	LOSP	non-LOSP	Total
Residential - Tenant Rents		10%	3.5%	or historically. We consider tensor the escaletions in a stong amount moresse WASH IS FIRM driven. Part 10 yr history of	64,380	148,949	213,329	65.024	154,162	219,155	65.674	159,557	225,232
Resdential Tenani Assistance Payments (Non-LO: Resdential - LOSP Tenani Assistance Payments	SP)	n/a n/a	n/a	FAIR escalation is 2.5% (1 cont is Vaul.)	111 899	190,EE	33.091 111,899	117 221	33,918 Transport	33.91a 117,221	122.762	34,768	34,765 122,762
Commercial Space Residential Parking		n/a 0,0%	0.0% 2.5%		RASILITADES	GET & ACCUSE		GOODS WATER	HARMAN THE		***************************************	Mid PPRODE	:
Miscelaneous Rent Income Supportive Services lincome Interest Income - Project Operations	SCHOOL TO SEALTH	2.5% 6.0% 0.0%			455	547	1,014	478	561	1.039		575	1,085
Laundry and Vending Tenant Charges °		2.5% 2.5%	25% 25%		2,265 560	2,659 857	4,924 1,217	2,322 574	2,726 673	5,047 1,247	2,380 588	2.794 610	5,174 1,278
Miscelaneous Residental Income Other Compensal Income		0.0% N/a	0,0%	UNY Irom Messavo Sackan balow, As	Es als Seates:	NAMES TO A	:	0000	- Designation	===	ACTUMES!	une reporte	===
Wahdrawal from Captalized Reserve [deposit to op Gross Vacancy Loss - Residential - Tenant Rents	Potential Income	n/a	n/a_	ię pi cablą	179,571	186,903	255,474	185,418	192,040	377,658	101,914	198,382	150,257
Vecancy Loss - Residential - Tenant Assistance Pay Vecancy Loss - Commercial	ments	r/a r/a	r/a	Enter formulas manually per relevant MOH policy; annual incrementing ususily not appropriate	(3,219)		(1,655)	(3.251)	(7,708) (1,696)	(1,696)	(3.284)	(7,978) (1,738)	(11,262) (1,738)
OPERATING EXPENSES	GROSS INCOME				176,352	176,801	353,153	182,367	182,618	365,003	188,630	188,665	377,257
OPERATING EXPENSES Management Management Fee	00106.75 70.60	3.5%	3 5%	perhadule.	19,145	11,734	30.880	19.815	12.145	31,961	20,509	12.570	33,079
Assel Marragement Fea	\$500 EXPLOSED FOR \$100 P.	3.5%		Per MOHCD policy	15,581	9,549 21,284	25,130 56,010	16,126 35,942	9.884 22,029	28,010 57,371	15,690	10,230	25,920
	2002/14/2018/07 2003/2018/2018/07	3.5%	3.5%		1,611	987	2,596	1,667	1,022	2,559	1,726	1,058	2,784
Manager's Salany Health Insurance and Other Benefits Other Salanes/Benefits	SEARCH FE DOZECT	3.5% 7.0% 3.5%		Historically high-infactor	12,445 8,239	3,466 7,627 5,050	9,121 20,072 13,289	5,853 13,316 8,527	3,587 8,161 5,227	9,440 21,477 13,754	6.058 14.248 8.826	3,713 8,733 5,409	9,770 22,880 14,235
Administrative Rent Free Unit Sub-total	Salaries/Benefils	3.5%	35%		27,950	17,130	45,080	29,353	57,897	47,360	30,857	18,912	49,776
Administration Advertising and Marketing Office Expenses		3.5%	35% 35%		8.501	(0.02)	18,653	8,661	10.425	10700	9,192	10,790	40043
Office Rent Legal Expense - Property		3.5% 3.5%	35%		1,357	1,628	3,016	1,436	1.685	19,306 3,121	1,485	1,744	3,230
Audi Experse Bookkeeping/Accounting Services Bad Debts		3.5%	35% 35%		9,922 3,440	11,648	21,570 7,479	10.270 3.561	12.056 4,180	22.325 7,741	10.520 3.685	12,477	23,108 8,011
Miscelaneous Sub-total Adminis		1.0% 3.5%	10% 35%	Consistent with rent intuition	801 108 24,239	940 127 28,455	1,741 235 52,684	809 112 25,058	950 131 29,427	1,759 243 54,495	817 116 26,926	959 136 30,433	1,776 251 56,358
Utilities Electricity		3,5%	35%		2.702	3,172	5,874	2.797	3,283	8,079	2894	3,398	6,292
Water Gas Sewer		4.5% 3.5% 3.5%	45% 35% 35%	Historically Nigh Infator	16.975 3.230	19,927 3,792	36,902 7,021	17.739 3.343	20,824 3,924	38,583 7,267	18,537 3,460	21,761 4,052	40,298 7,521
Taxes and I Iranses	Sub-total Utilities				22,907	25,890	49,797	23,878	28,031	51,989	24,891	29,220	54,111
Resi Estaté Taixes Payrol Taixes (2012/2016 C.	3.5%	1.2% 3.5%		194 2.720	110	313 4,368	194 2.816	1,726	317 4,541	199 2,914	1,788	321 4,700
Muscellaneous Toxes, Licenses and Permis Sub-lotal Ta	xes and Licenses	3,5%	35%		3,808	2,601	1,508 6,209	3,730	2,689	1,581 6,418	3,658	872 2,780	1,615 6,636
Property and Liability Insurance Fidelity Bond Insurance		3.5% 0.0%	3 5%		3.571	4,310	7,981	3,800	4.451	8.251	7 103	4.617	8,550
Worker's Compensation Director's & Officers' Liability Insurance		3.5% 0.0%	3 5%		1,914	5,483	3,088 11,068	1,081 5,781	1,214 5,676	3,196	2,051	1,257	11,857
Maintenance & Repair Payor		3.5%	35%		12,824		27,878	13.273	15,581	28,854		16.126	29,683
Supplies Contracts	100 march 100 mg	3,5% 3,5%	35% 35%		3,453 7,277	4,053 4,460	7,506 11,737	3,573 7,532	4.105	7,758	3,698 7,796	4,342	8,040 12,573
Garbage and Trash Removal Section/Payrol/Contract HVAC Repays and Maintenance		35% 35% 3.5%	35% 35% 35%		6.292	7,387	13,679	5,513 - 718	7,645	14,158	743	7,913	1,615
Vehicle and Maintenance Equipment Operation and Miscellaneous Operating and Maintenance Expension Sub-total Maintenance &	Repairs és	3.5% 3.5%	35% 35%		4,747	5.573	201 10,320	4.913	112 5,768	208 10,681 75,378	5,085	115 5,970	215 11,055
		169	1 354	r———————	35,378	37,450	72,825	36,618	34,760		37,809	40,117	74,016
Commercial Expenses			35%		2/90/24	1年20年	1,696	903 (CP) (P) (P)	N. 10.20.16.25	1,953	用語学的		
TOTAL OPERATING EXPENSES w/o RESERVE PUPA (w/o Reserves/OL Base Reserves/Ground Lease Base Rent/Bond Fees	Rent/Band Fees)	OND FEE	:S		155,267	140,317	215,584	181,283	145,000	306,951	187,648	151,234	318,780
Ground Lease Base Rent Bond Monitoring Fee					-	-:	- :	= :	:	:	H÷.	-	
	2000 (S. 1990) 100 (S. 1990)			Off Cast Ballace is SZHIK, will laber a ZVK of exp	13,020	7,080	21,000	13,020	7,980	21,000	13,020	7,980	21,000
Other Required Reserve 1 Deposition (Control Required Reserve 2 Deposition Required Reserve Deposition Commercial Required Reserve Deposition Commercial Reserve Deposition Reserve Deposition Reserve Deposition Reserve Dep	Constant				-	-:	-	-	:	-	-		
Sub-total Reserves/Ground Lease Bas					13,020	7,980	21,000	13,020	7,910	21,000	13,020	7,980	21,000
TOTAL OPERATING EXPENSES W/ RESERVES PUPA (W/ Reserves/GL Base	RenVBond Fees)	ND FEE:	5	•	168,287	148,297	316,584	174,303	153,648	327,551	120,566	159,214	
NET OPERATING INCOME (INCOME minus OP DEBT SERVICE ("hard debt"/amortized loans)					8,064	78,504	36,568	\$,054	23,968	37,052	3,064	29,452	37,517
Hard Debt > First Lender Hard Debt > Second Lender (HCD Program 0.42% Hard Debt - Third Lender (Other HCD Program or	gymt ar other 2nd Le	nder)		HCD 42% payment	8,054	4,943	13,007	8.064	4,943	13,007	8,064	4,943	13,007
Commercial Hard Debt Service	Carlotte Company				+13-11111	1 (con \$1 (mil)	:	Anni siches	HISTNESS)	Ė	- CP	100/2002	
TOTAL HAR CASH FLOW (NO! minus DEBT SERVICE)	D DEBY SERVICE				8,064	4,943	13,007 23,561	#,064	4,943	13,007 24,045	8,064	4,943 24,510	13,007
Commercial Only Cash Flow Alcoston of Commercial Surplus to LOPShop	COSP (residual liccom	e)					1			1			1
AVAILABLE CASH FLOW USES OF CASH FLOW BELOW (This row also	shows DSCR.)	•		DSCF	ı.	23,581	23,561 2,81	-	24,045	24,045 2,84		24,510	24,510 2,63
USES THAT PRECEDE MOHOD DEBT SERVICE "Below-the-line" Asset Mot (see (unconvened in new	EIN WATERFALL projects, see policy			[·	-			·					
Partnership Management Fee (see policy for limits) Investor Service Fee (aka "LP Asset Mgt Fee") (see Other Payments	e policy for limits)	0.0%	-19-14-15	per MOHCO policy no annual increase	=			÷	===	==			
Non-amorizing Loan Print - Lender 2	ermonerez (Enter convernit re annual increase, etc Enter convenints re annual socrease, etc	- :			E				÷	
TOTAL PAYMENTS PR	ECEDING MOHCD						<u> </u>						<u> </u>
RESIDUAL RECEIPTS (CASH FLOW minus PA' Does Project have a MOHCD Residual Receipt Ob	finalion?	з монс		Year 5 is year indicated below:	, (c) 23,581	23,561	-	24,045	24,045		24,510	24,510
Will Project Defer Developer Fee? 1st Residual Receipts Spit - Lender/Deferred Deve	eloper Fee		Yes 50%/50%	2021 2nd Residual Receipts Split Begins;	-								
2nd Residual Receipts Split - Lender/Owner	•	Develope	67% /33% Fee Amt (L	2022 Se for data entry above. Do not ink.	Ī								
MOHCD RESIDUAL RECEIPTS DEBT	SERVICE		Debt Lown	tive Deferred Developer Fee Earns	_			1			1		
MOHCD Residual Receipts Amount Due Proposed MOHCD Residual Receipts Amount to Proposed MOHCD Residual Receipts Amount to	Loan Repayment Residual Ground		29,10%	loans, and MOHCD residual receipts policy Proposed Total MOHCD Anti Dualizas Loa	#		4,571	1		4,665			4,755
Lesses NON-MOHCD RESIDUAL RECEIPTS DE				Repsyment] .		<u>-</u>] .		L	j		L
Lender 4 Residual Receipts Due			0,00%	Miccetion per pro rate share of all soil debt	3		11,138	3		11,385	3		11,585
Lender 5 Residual Receipts Due Total Non-MOHCD Residual Rec			0,00%		J		11,136]		11,361	1		15,585
REMAINDER (Should be zero unless there are below)	distributions				_		7,854			8.015			8,170
Owner Distributions/Incentive Management Fee Other Distributions/Jacs Final Balance (should be zero)					4		7,854	}		A.O15	ď .		8.170
REPLACEMENT RESERVE - RUNNING BALAN	CE				_		-	-		-	7		
Replacement Reserve Starting Balance Replacement Reserve Deposits Replacement Reserve Withdrawals [identy fied to	CNA)				1		(45,312 21,000 4,855]		[25,211 21,000 4,851	넵		[13,109) 21,000 207,948
Replacement Reserve Interest	R Running Balance				1		(25,211	1		(13,101	3		(200,057)
OPERATING RESERVE - RUHNING BALANCE Operating Reserve Starting Balance			•		_		254,023	3		294,023	<u> </u>		294,023
Operating Reserve Deposits Operating Reserve Withdrawals					1		E	1			1		
Operating Reserve Interest 0/	R Running Balance				4		294,023	į		254,072	; *8		254,023
OTHER REQUIRED RESERVE 1 - RUNNING BA Other Reserve 1 Starting Balance Other Reserve 1 Deposits	ALANCE]] .			- 1		-
Other Reserve 1 Withdrawals					₫			1			‡ .		
Other Reserve 1 Interest Other Required Reserve OTHER RESERVE 2 - RUNNING BALANCE	1 Running Balance				٠.		· ·	•		•	_ `		—
OTHER RESERVE 2 - RUNNING BALANCE Other Reserve 2 Starting Balance Other Reserve 2 Deposits Other Reserve 2 Wähdrawals					3		:	3		:	3		
Other Reserve 2 Interest					3]			3		
Other Required Reserva	z roznning Balanca						•			-			. •

Mosalca Senior Apartments									
7o:	Unite	non-LOSP Units			Year 19			Year 2L	
	11 46,00% % annual	54,00%			2035			2036	
NCOME	inc LOSP	increase	Comments (related to annual inc assumptions)	LOSP	non- LOSP	Total	LOSP	LOSP	Total
			SEUSSA income escalatoris have been very low historically. We consider lanest income						-
Residential - Tenant Rents Residential - Tenant Assistance Payments (Non-LOSP)	1,0% n/a	3.5% 2.5%	escalations in sating annual increase. VASH is FMR onven, Past 10 yr Nisory of	66,331	166,142 35,635	231,473 35,635	55,994	170,922 36,526	237,918
Residential - LOSP Tenani Assistante Payments Commencial Space	r/a	1/2 0,0%	FMR excelsion (s 2.5% (1 unit is Vsuh)	124.515 24-ch 25-cm	1984年本市	126,595	134,870	THE WAY	38,528 134,670
Residential Parking Miscellaneous Rent Income	0.0% 2.5%	2.5%		502	500	1,092	515	604	1,110
Supportive Services Income!	0.0%					-			1,110
Laundry and Vending Tenant Charges	2.5%	25% 25%		2.439 603	2.854	5,303 1,310	2,500	2935 725	5,435 1,343
Miscefaneous Residential Income Other Commercial Income	0.0% r/a	0.0%		EATEL AND	-	1,5(0		kranner.	
Withdrawal from Capitalred Reserve (deposit is operating account):	1/4	n/a	Lank from Reserve Section Scion, 46 applicable		-		_	2.00	<u> </u>
Vacancy Loss - Residential - Tenant Rents	n/a	IVA	Foliar formacion manually are religious MDH	193,470 (3.317)	204,934 (8,257)	403,406 (11,574)	205,294 (2.350)	211,712 (8.546)	417,010 (11,695)
Vacancy Loss - Residential - Terrant Assistance Payments	r/a r/s	r/a r/a	policy, annual incrementing usually not appropriate	Perker Livery	(1,782)	(1,752)	Confection .	(1,826)	(1,626)
EFFECTIVE GROSS INCOME				105,154	104,099	350,052	201,944	201,340	403,249
OPERATING EXPENSES Management									
Management Fee Asset Managemen	3.5%	3,5%	schedule. per MOHCO policy	21,227 17,275	13,010	34,237 27,882		13,446	35,436 28,638
Sub-total Management Expenses Salaries/Benefits				31,502	23,694	62,100	39,242	24,424	64,273
Office Salaries Manager's Salary	3.5%	3.5%		1,786 6,270	1,095	2,681 10,112	1,849 5,489	1.133 3.077	2,982 10,458
Health Insurance and Other Benefits: Other Salanes/Benefits 2	7.0% 3.5%	7 0% 3.5%	Historically high inflation	15,245 9,135	. 9,344 5,599	24,589 14,734	10,312 9,455	9,998 5,795	26,310 15,249
Administrative Rent-Free Unit. Sub-total Salaries/Banafits	3.5%	35%		32,436	19,880	52,316	34,195	20,903	85,007
Administration Advertising and Marketing	1 3.5%	3.5%	T	· -			· ·		
Office Expenses Office Rent	3.5% 3.5%	3,5%		9,513	11,168	20,681	9,846	11,559	21,405
Legal Expense - Property Audit Expense	3.5% 3.5% 3.5%	3.5% 3,5% 3,5%		1,538	1,805	3,343 23,915	1,592 11,384	1,859	3,481 24,752
Bookkeeping/Accounting Services	3.5%	3.5%		3,814	4,478	8,292	3,948	4,634	8,582
Bad Debts Miscefaneous	3.5%	3.5%	Consistent with continuous	825 120	140	1,794 280	124	979	1,512 289
Sub-total Administration Expenses Utilities		,	·	26,812	31,474	51,296	27,728	32,552	60,781
Electricity Water	3,5% 4,5%	3.5% 4.5%	Historically Nigh inEation	2 996 19,371	22,740	6,512 42,111	3,101 20,243	21,763	8,740 44,008
Gas Sewer	3.5%	3.5%		3.581	4,204	7,785	3,705	4.351	8,057
Taxes and Licenses				25,845	30,461	56,408	27,050	31,764	58,804
Real Estate Taxes Payroll Taxes	1.2%	1,2% 35%		201 3,016	123	324 4,885	203 3,122	125	\$28 5,035
Miscelaneous Taxes, Licenses and Permis Sub-total Taxes and Licenses	3,5%	3.5%		769 3,986	2875	1,872	798 4,121	934 2,972	1,730 7,033
Insurance	3,5%	3.5%	1	4,071		5,849			9,159
Property and Liability insurance Fidelity Bond insurance Worker's Companisation	0.0%	3.5%		2,122	1,301	3,423		-	3,543
Director's & Officers' Liability Insurance Sub-total Insurance	0.0%	1		6.183	6,079	12,272		6.292	12,702
Maintenance & Repair	_	35%	γ						1.0
Payroll Supplies	3.5% 3.5% 3.5%	3,5%		3,828	16,691	30,909 6,322 13,014	14,716 3,962 8,351	17,275 4,851	31,990 8,613
Contracts Contra	3.5%	3.5%		6.977	8,190	15,168	7,221	5.118 8.477	13,469 15,697
Security Payroll/Contract HVAC Repairs and Maintenance Vehicle and Maintenance Equipment Operation and Repairs	3,5%	3.5% 3.5% 3.5%		769		1,672	796	034	
Vehicle and Markenance Equipment Operation and Replays Miscetaneous Operating and Maintenance Expenses Sub-total Maintenance & Repair Expenses	3.5% 3.5%	3.5%		103 5.263	6,179	723 11,442	106 5,448		231 11,843
				39,226	41,621	80,747	40,696	42,974	83,573
Supportive Services Commercial Expenses	3.5%	3.5%		967		2,103	1,001 2454444	1,175 2245 130:54	2,176
TOTAL OPERATING EXPENSES W/o RESERVES/GL BASE RENT	/BOND FE	ES		174,000	157,023	331,093	120,264	163,047	343,910
PUPA (w/o Reserves/GL Base Rent/Bond Fees) Reserves/Ground Lease Base Rent/Bond Fees	,								
[Ground Lease Base Rent	7			-	:	÷	 -	-:	-
Ground Lease Base Rent Bond Monitoring Fee			OR CHAN BALLACON IS SEMBLY MAY 155 WE 25 W	13,020	7,980	21,600	f1,020	7,980	21,000
Ground Lease Base Rent Sound Monkroing Fee Replacement Reserve Depost Operating Reserve Depost Other Required Reserve 1 Deposit			CRC cust beam on it 5 ZPUC Wall 15 594 25% of cost	13,020		21,500	11,020	7,980	21,000
Ground Lease Base Rent Sond Monitoring Fee Replacoment Researc Deposit Operating Researc Deposit Other Required Researc 2 Deposit Other Required Researc 2 Deposit Required Researce 2 Deposit Required Researce 2 Deposit			CAT CAST & LINICE II S ZAME, HIJ 1553N6 ZSX of exp		7,980		-		
Grund Lease Base Rent Sond Montage Lease Days (February 11 Control of Control			CR CAST STANCE II V ZAU, WUI 25 574 25 K of cop	13,030	7,980	21,000	13,020	7,980	21,000
Grund Lease Base Rent Sond Monitoria Preserve Deposit (Felixonment Reserve Deposit (Felixonment Reserve Deposit (Felixonment Reserve Deposit (Felixon Reserve Deposit (Feli	BOND FEE		CAT COLD BLUNCA II S ZANG, WHI SERVE ZON Of CAT	13,030	7,980	21,000 352,053	13,020	7,980	21,000 264,910
Grund Lease Base Rent Sond Montainer Reserve Deposit (Personnent Reserve Deposit (Personnent Reserve Deposit (Port Required Reserve Deposit (Port Reserve Deposit (Por	BOND FEE		प्रस्टाच्या प्रधानाः १,५२१म्, प्रथा १५५४-२५५ त्रे कृ	13,030	7,980	21,000	13,020	7,980	21,000
Grund Lease Base Rent Sond Montainer Reserve Deposit (Personnent Reserve Deposit (Personnent Reserve Deposit (Port Required Reserve Deposit (Port Reserve Deposit (Por	BOND FEE		of eq.	13,020	7,980 - - 7,980 165,003 28,896	21,000 352,033 37,940	13,020	7,980 171,027 30,313	21,000 264,910 36,378
Grund Lease Base Rent Sond Montainer Reserve Deposit (Personnent Reserve Deposit (Personnent Reserve Deposit (Port Required Reserve Deposit (Port Reserve Deposit (Por	BOND FEE		OF COST PLANT II I SCHOL WHI PERFECTS of on	13,030	7,980 - - 7,980 165,003 28,896	21,000 352,053	13,020	7,980 171,027 30,313	21,000 264,910 36,378
Grund Lease Base Rent Sond Montage Control Lease Base Rent Sond Montage Control Lease Base Rent Sond Montage Control Lease Contr	BOND FEE	5	of eq.	13,030 187,085 8,064	7,980 7,980 165,003 28,896 4,043	21,000 352,031 37,960	13,020 193,824 8,084	7,880 171,027 30,313	21,000 264,910 36,378
Count Lease Base Rant South Management of the County of th	BOND FEE		of eq.	13,030 187,085 8,084	7,980 7,980 165,003 28,895 4,943 4,943	21,000 352,033 37,940	13,020 193,884 8,084 8,084	7,980 171,027 30,313 4,943	21,000 264,910 36,378
Count (easte Base Rant) Sorul Montalogy Fee Diposed (Registerion (1998) Fee Diposed (Registerion	BOND FEE		of eq.	13,000 187,000 8,004 8,004	7,980 7,980 165,003 28,895 4,943 4,943	21,000 252,033 37,940 13,007	13,020 193,884 8,084 8,084	7,980 171,027 30,313 4,943	21,000 264,910 36,378 13,007
Cound Lease Base Rant Sort Montalony Fee Disposit Operating Reserve Operati	BOND FEE		HCD COS plymmi	13,030 187,039 8,064 8,064 8,064 8,064 8,064 8,064 8,064	7,980 7,980 165,003 28,895 4,943 4,943	21,000 352,033 37,940 13,007 12,007 24,953	13,035 133,844 8,054 8,054 8,064	7,980 171,027 30,313 4,943	21,000 264,910 38,378 13,007 25,371
Cound Lease Base Rant Sort Montalony Fee Disposit Operating Reserve Operati	BOND FEE		of eq.	13,030 187,039 8,064 8,064 8,064 8,064 8,064 8,064 8,064	7,980 7,980 165,003 28,895 4,943 4,943	21,000 252,033 37,940 13,007	13,035 133,844 8,054 8,054 8,064	7,980 171,027 30,313 4,943	21,000 24,810 36,378 13,007 13,007 25,371
Count (ease Base Rant Sort Montage) Feelbamment Rosewe Depost (Departing Reserve Depost (Departing Department Depart	BOND FEE	5	HOD \$70.5 plan ent	13,030 187,039 8,064 8,064 8,064 8,064 8,064 8,064 8,064	7,980 7,980 165,003 28,895 4,943 4,943	21,000 352,033 37,940 13,007 12,007 24,953	13,035 133,844 8,054 8,054 8,064	7,980 171,027 30,313 4,943	21,000 264,910 38,378 13,007 25,371
Geund Lease Base Rant Story Montalogy Fee Dispose I. Operating Reserve Dispose I. Sub-total Reserve Dispose I. TOTAL OPERATING EXPENSES OF MESERVESUS I. BASE RENTO NET OPERATING DEVENSES OF MESERVESUS I. BASE RENTO NET OPERATING NOOME (NOOME MINUS OF BERNESS) DEBT SERVICE (Past dispose Institute Insti	BOND FEE	5	NO COL Physiant DECR AND COL Physiant DECR AND MCHCO policy no available resea	13,030 187,039 8,064 8,064 8,064 8,064 8,064 8,064 8,064	7,980 7,980 165,003 28,895 4,943 4,943	21,000 352,033 37,940 13,007 12,007 24,953	13,035 133,844 8,054 8,054 8,064	7,980 171,027 30,313 4,943	21,000 264,910 38,378 13,007 25,371
Count (ease Base Rant Sort Montalony Fee Dipose) Operating Reserve Dipose. To Country Reserve Dipose. TOTAL OPERATING EXPENSES on MESERVEXEM. ASER RENTA SUB-total Reserves/Oround Lesse Seat Rent/doorf Fees. NET OPERATING EXPENSES on MESERVEXEM. ASER RENTA PUPP (of Meserves/Oround Lesse Seat) DEBT SERVICE ("hand safe/"Amontaled loans). Hand Dobt - Dipose of Lesse Rent/doorf Fees. Hand Dobt - Dipose of Lesse Rent/doorf Fees. TOTAL NARD DEBT SERVICE. Commercial Hand Dobt Serves TOTAL HARD DEBT SERVICE. Commercial Hand Dobt Serves TOTAL HARD DEBT SERVICE. Commercial Hand Dobt Serves TOTAL HARD DEBT SERVICE. Operating Reserves Debt Serves TOTAL HARD DEBT SERVICE. Debt Serves TOTAL HARD DEB	BOND FEE	5	HOD \$70.5 plan ent	13,030 187,039 8,064 8,064 8,064 8,064 8,064 8,064 8,064	7,980 7,980 165,003 28,895 4,943 4,943	21,000 352,033 37,940 13,007 12,007 24,953	13,035 133,844 8,054 8,054 8,064	7,980 171,027 30,313 4,943	21,000 264,910 38,378 13,007 25,371
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Count (ease Base Rant Sort Montalony Fee Dipose) Operating Reserve Dipose. To Country Reserve Dipose. TOTAL OPERATING EXPENSES on MESERVEXEM. ASER RENTA SUB-total Reserves/Oround Lesse Seat Rent/doorf Fees. NET OPERATING EXPENSES on MESERVEXEM. ASER RENTA PUPP (of Meserves/Oround Lesse Seat) DEBT SERVICE ("hand safe/"Amontaled loans). Hand Dobt - Dipose of Lesse Rent/doorf Fees. Hand Dobt - Dipose of Lesse Rent/doorf Fees. TOTAL NARD DEBT SERVICE. Commercial Hand Dobt Serves TOTAL HARD DEBT SERVICE. Commercial Hand Dobt Serves TOTAL HARD DEBT SERVICE. Commercial Hand Dobt Serves TOTAL HARD DEBT SERVICE. Operating Reserves Debt Serves TOTAL HARD DEBT SERVICE. Debt Serves TOTAL HARD DEB	Eender)	ing. turn	HCD COA payment According MOHCD pulsey to evolutions as Grier comments in a avoid sprease fits.	13,030 187,039 8,064 8,064 8,064 8,064 8,064 8,064 8,064	7,980 7,980 165,003 28,896 4,943 4,943 24,863	21,000 352,033 37,940 13,007 12,007 24,953	13,035 133,844 8,054 8,054 8,064	7,580 171,027 20,313 4,043 4,243 2,4,371	21,000 264,910 38,378 13,007 25,371
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${\bf Exhibit} \ {\bf C-Legal} \ {\bf Description} \ \ {\bf of} \ {\bf Real} \ {\bf Property}$

LEGAL DESCRIPTION

EXHIBIT "A"

THE LAND REFERRED TO HEREIN BELOW IS SITUATED IN THE CITY OF SAN FRANCISCO, COUNTY OF SAN FRANCISCO, STATE OF CALIFORNIA, AND IS DESCRIBED AS FOLLOWS:

Parcel One:

Parcel 2 (Lot No. 3) of Four Lot Air Space Parcel Map 3382, filed July 3, 2006, in Book 46 of Parcel Maps, Pages 174 through 183, inclusive, Official Records of San Francisco County, being a subdivision of Lot 1 of Assessor's Block 4021.

Parcel Two:

Easements for courtyards, access, ingress and egress, garage and parking, utility facilities, emergency exit facilities, garbage, structural and support, and encroachments, as defined in the First Amended and Restated Declaration of Covenants, Conditions and Restrictions Providing for Reciprocal Easements, Joint Use and Maintenance for Alabama Street Housing, executed by Alabama Street Housing Associates, A California Limited Partnership, Alabama Street Senior Housing Associates, A California Limited Partnership, Alabama Street Commercial, LLC, a California limited liability company, and California Homestead Association, a California nonprofit public benefit corporation recorded November 13, 2006, Series No. 2006-I282119-00, Official Records.

APN: Lot 003, Block 4021

Exhibit D - LOSP Client Selection Criteria

Mayor's Office of Housing and Community Development

City and County of San Francisco



Edwin M. Lee

Olson Lee

March 16, 2017 ·

Notice of Availability of 2016 Annual Monitoring Report Form (including new audit requirements and wait list submittal)

Announcement of Serious Incident Protocol

MOHCD is pleased to announce the availability of the Annual Monitoring Report (AMR) forms for Reporting Year 2016 (RY2016). The forms can be downloaded from the <u>Asset Management page</u> of the MOHCD web site. A training on how to complete the AMR will be held at MOHCD on April 13th from 9 a.m. to 12 noon. See below for more information.

New Audit Requirement and Deadline: To provide sufficient time for project sponsors to complete AMRs in accordance with the City's "New Audit Requirements for MOHCD-Funded Projects," the report is now due 5 months after the end of a project's business year. (Previously, it was due 4 months after.) For projects whose business year ended December 31, 2016, the report will be due on May 31, 2017 for the period January 1, 2016, through December 31, 2016. For projects not owned by a single-asset entity and whose financial activity is accounted for and audited with the parent corporation's finances, sponsors may request up to a one-month extension of the deadline to allow for additional time to complete consolidated audited financial statements in accordance with the new audit requirements.

New Waiting List Submittal Requirement: To aid the City in its efforts to ensure that the allocation of MOHCD-financed affordable housing resources is conducted in a consistent, fair, appropriate and inclusive manner, MOHCD is now requiring all sponsors to submit the current version of a project's waiting list with the Annual Monitoring Report.

Submissions for RY2016 and any outstanding reports from prior reporting years will be accepted only in the RY2016 format.

Completion and Submission Instructions

The Annual Monitoring Report consists of the following 3 parts:

I. <u>AMR_RY2016 – project name.xlsx</u> – This is a Microsoft Excel spreadsheet that is comprised of the following worksheets:

Instructions	3C. Demographic Summary (new)
1A. Property & Residents (revised)	4. Narrative
1B. Transitional Programs	5. Project Financing
1C. Eviction Data	6. Services Funding (enhanced)
2. Fiscal Activity (revised)	7. Supplementary Audit Information Required by MOHCD (new)
3A. Occupancy & Rent Info (revised)	Completeness Tracker
3B. Demographic Information (new)	

Provide all applicable information that is requested in worksheets 1-7. Use the Instructions to

1 South Van Ness Avenue, Fifth Floor, San Francisco, CA 94103 Phone: (415) 701-5500 Fax: (415) 701-5501 TDD: (415) 701-5503 www.sfgov.org/moh Notice of Availability of 2016 AMR March 16, 2017 Page 2

help you complete each form and the Completeness Tracker to help you to determine when each worksheet is complete.

Use Question #1 on the Narrative worksheet to explain any data that you provide that may be unclear or better understood with additional information. In addition, certain questions in this report prompt you to supply an explanation for your answers on the Narrative worksheet. Failure to supply the required explanation will render your submission incomplete.

Submit this report as an Excel file only; do not convert it to pdf or another file type. Changing the format of AMR_RY2016.xlsx without MOHCD's prior approval is not allowed. Do not overwrite any validations for any of the cells, alter any formulas or add or delete any rows or columns. If you need to revise the form in order to successfully complete the report, submit a request to moh.amr@sfgov.org.

II. Owner Compliance Certification Form and Documentation of Insurance — The certification form is a Microsoft Word document that must be completed, signed and dated by the Executive Director (or other authorized officer) of the entity that owns the project. Scan the form along with documentation of insurance and email it to MOHCD as a single document. For each project, you must provide certificates of liability insurance and property insurance that are current as of the date of submittal of the AMR.

III. <u>Audited Financial Statements</u> – Provide financial statements for the project for Reporting Year 2016. They must be prepared by a certified public accountant in accordance with generally accepted accounting principles, applicable regulations and laws and with the City's "New Audit Requirements for MOHCD-Funded Projects" a copy of which is attached and posted on <u>MOHCD's Asset Management web page</u>. If the project is owned by a single asset entity, provide separate financial statements just for the project, otherwise provide audited statements for the parent corporation. Also include copies of any Management Letters and special notes from the auditor that pertain to the property and the financial statements.

IV. Waiting List — Submit a copy of the project's waiting list that is current as of the date of submittal. The waiting list must include the following information for each person or household who has applied to live at the project and is still waiting to be considered for an available unit: name of head-of-household, contact information, date of application, number of people in the household, stated household income and desired unit size. This requirement is not applicable to transitional housing projects, residential treatment programs, shelters, group homes or permanent supportive housing for homeless people that is leased through a closed referral system.

Completed AMRs must be submitted electronically, via <u>one email message per project</u> to <u>moh.amr@sfgov.org</u>, or if desired, for multiple projects, via flash drive or compact disc sent to Mike McLoone at MOHCD. If the documents that comprise the report are too large to attach to a single email, compress the files into a zip file and attach it to the email.

Updates to the Reporting Form

The RY2016 AMR form has been revised from the form for RY2015, as follows:

- <u>Data for Race/Ethnicity</u> Must now be provided for each tenant household rather than in summary form for the project. Also, race and ethnicity have been split into two, separate demographic categories. For additional information on these changes, see the email notice from MOHCD dated 9/29/16 regarding new requirements for collection of ethnicity and race data.
- Worksheet 1A Most of the demographic questions have been moved to the new worksheet,
 "3B. Demographic Information," and the order of the remaining items has been changed to improve the flow of information.
- Worksheet 2 A new line item titled "Capital Maintenance Repairs/Improvements" has been

Notice of Availability of 2016 AMR March 16, 2017 Page 3

added to the expense section to account for capital costs that were paid out of the operating account and may be reimbursed by the Replacement Reserve. The "Reserve Account Details" section has been revised to improve functionality. The section for cash flow "waterfall" (distribution of Surplus Cash) has been simplified and now requires the user to enter the distribution priority as well as the amount of any Residual Receipts loan payment that is due to MOHCD, which previously was auto-calculated.

- Worksheet 3A Has been shortened by moving the data related to female-headed households, elderly households, number of children and disability to worksheet 3B.
- Worksheet 3B New worksheet where ethnicity, race and other demographic information must be entered for each tenant household.
- Worksheet 3C New worksheet where summaries of demographic information for a project are auto-generated, based on data entered on worksheet 3A and 3B.
- Worksheet 6 Has been enhanced so that supportive services that are selected on Worksheet
 1A are auto-filled into Worksheet 6
- Worksheet 4 New section added where reporters must provide the details of miscellaneous administrative and maintenance expenditures that exceed \$10,000
- Worksheet 7 This new worksheet has been added in connection with the City's "New Audit Requirements for MOHCD-Funded Projects." Most fields on this sheet are auto-filled with data that is entered on Worksheet 2. Printouts of this sheet may be used to produce the "Supplementary Information Required by MOHCD" that must now be included in the project's audited financial statements. If the auditor elects to use this sheet for this purpose, some data entry on the sheet is required in the yellow-highlighted cells.

AMR Training - April 13, 9am-12noon

To facilitate completion of the AMR by project sponsors, MOHCD will conduct a training on April 13 from 9 a.m. to 12 noon in our office at 1 South Van Ness Avenue, 5th Floor, Room 5080. We strongly encourage the primary staff person responsible for completion of the report to attend. Space is limited. Please RSVP to Ricky Lam at ricky.lam@sfgov.org or 415-701-5542.

Serious Incident Protocol

To ensure that MOHCD is kept informed of serious incidents that occur at projects financed by this office, we have established the following protocol for reporting serious, negative events such as accidents, criminal activity or equipment failure. The report should be filed only after emergency procedures have been followed and the situation has been stabilized.

The Mayor's Office of Housing and Community Development requests that owners of projects financed by this office notify us immediately if a serious incident occurs at their properties and meets one or more of the following parameters:

- Involves serious injury or death
- Is a serious, violent crime that involves a major police action (e.g. shooting)
- Causes the building or a significant number of units to be off-line
- Requires a resident to move out of a unit one month or longer
- Damage to the building is significant enough to require the use of reserves

The owner should notify the MOHCD asset manager assigned to the project and provide the following information:

- The date of the incident
- A description of the incident

Notice of Availability of 2016 AMR March 16, 2017 Page 4

- · A description of what has been and is being done in response
- The name, phone and email of the staff that should be contacted if there are questions
- Confirmation that 1) the property insurance is current and 2) the insurance company has been contacted; a brief summary of their response, if available
- Statement of whether or not the organization plans to use the project's reserves to pay for corrective action

Available Units and Waiting List Openings

Before advertising the availability of units for lease in a project or the opening of the waiting list, owners and property managers must notify MOHCD of this action by completing a Marketing Plan Template and submitting it to the assigned staff person on MOHCD's asset management and compliance monitoring team. The template is available on the <u>Asset Management page</u> of our web site, under "Marketing Requirements for MOHCD-Financed Multifamily Rental Projects." Once the marketing plan is approved, MOHCD will post information about the available units or opening of the wait list on this <u>page of our web site</u>. General information for people seeking affordable housing in San Francisco can also be found on our web site at this location.

Owner Compliance Certification and Insurance & Tax Certification Form 2016 Annual Monitoring Report San Francisco Mayor's Office of Housing and Community Development

*** This form must be completed by Project Owner or authorized agent. ***

Complete this form, sign and date it, scan it along with current liability and property insurance certificates into a single PDF file, then email the file along with AMR_RY2016 – project name.xlsx, audited financial statements, and current waiting list to moh.amr@sfgov.org.

Project Name:	*	
Project Street Address:		
Reporting Period – Start Date:	End Date:	
Owner Compliance Certification		
program funding agreement/s entered	ed housing development funds pursuant to a housing develop into with the City and County of San Francisco ("CCSF") for the d/or improving low-income housing, does hereby certify as fol	ne
underlined blanks; e.g.:). For an on the Annual Monitoring Report Narra statements below will render incomple	data to make the statement complete where needed (look for statements that are not true, you must supply a detailed explanative Worksheet. The failure to provide a conforming response to a the entire Annual Monitoring Report ("AMR") submission for this prodition under the funding agreement/s, and also subject the own	all s

scoring penalties in future efforts to obtain funding from MOHCD for this project and any other project.

leaveness.	visits residentialismes	TOTAL PROPERTY AND A	CONTROL OF THE PROPERTY OF THE
	True	False	
1			The CCSF Mayor's Office of Housing and Community Development ("MOHCD") has been alerted by the owner prior to any actions taken by the owner that affect the value of the property associated with this project, including but not limited to the establishment of any liens or encumbrances on the property; and, where required, the owner has obtained written authorization from MOHCD prior to taking any such actions.
2			The undersigned is not in default of the terms of any Agreements with CCSF for this project, nor has it been in default on any other loans, contracts or obligations on this property during the reporting period.
3	•		The undersigned has not been the subject of any actions relating to any other loans, contracts or obligations on this property which might have a material adverse financial impact on the property.
4			The owner has not lost or failed to renew funding for supportive services for the project during the reporting period and has made available (or caused to be made available through another party) all supportive services that are required by existing, applicable funding and regulatory agreements.
5			The owner has not lost or failed to renew funding for operating subsidy/ies for the project during the reporting period.
6			The owner has paid all taxes due for the reporting period and prior reporting periods.
7			The undersigned has marketed the units in the manner set forth in the marketing and resident selection provisions of the funding agreement/s entered into with CCSF.

Owner Compliance Certification and Insurance & Tax certification Form 2016 Annual Monitoring Report San Francisco Mayor's Office of Housing and Community Development

Tr.	True	False	
8	,		The project has met affordability and other leasing provisions set forth in the funding agreement/s entered into with CCSF during the entire reporting period. As of the end date of the reporting period, units (supply exact number) were occupied or held vacant and available for rental by low-income tenants meeting the income qualifications pursuant to the funding agreement/s entered into with CCSF.
9			The undersigned has obtained a tenant income certification and/or third party documentation to support that certification from each tenant household occupying a unit restricted to occupancy by income-qualified tenants. All income certifications are maintained onsite with respect to each qualified tenant who resides in a unit or resided therein during the immediately preceding business year.
10			The total charges for rent and a utility allowance to each income-qualified tenant in a restricted unit do not exceed the maximum rent specified in the funding agreement/s entered into with CCSF as adjusted by the most recent HUD income and rent figures, which have been taken from the figures that are supplied by MOHCD on its website.
11			All withdrawals from the replacement and operating reserve accounts have been made in accordance with the MOHCD funding agreement/s, unless approved in writing by MOHCD.
12			Security deposits required of tenants of the project are in accordance with applicable laws and the funding agreement/s entered into with CCSF.
13			The undersigned has obtained and will maintain insurance policies in accordance with requirements of the funding agreement/s entered into with CCSF as may be reasonably updated from time to time, and has supplied with this AMR certificates of insurance that are current through the end of the reporting period.
14			The undersigned has maintained the units and common areas in a decent, safe and sanitary manner in accordance with all local health, building, and housing codes and in accordance with the HUD Housing Quality Standards.
15			The data submitted in Section 1A – Property & Residents of the Annual Monitoring Report regarding any violation/s of any health, building, or housing codes is complete and accurate; all required copies of violations/citations that were not resolved by the end of the reporting periods are also included with this AMR submission.
16			The undersigned has made best efforts to: (a) keep the units in good repair and available for occupancy; and (b) keep the Project fully rented and occupied.
17			All questions in the Annual Monitoring Report submitted for this reporting period have been answered fully and truthfully; answers have been supplied for all of questions requiring detailed responses on the Annual Monitoring Narrative Worksheet and any related documents have been submitted as attachments.
18			The project has received additional equity proceeds in the amount of \$
19			Accurate information has been provided in Worksheet 2 - Fiscal Activity about any Federal Program Income earned by this project during the reporting period.
20			Any amounts charged as Asset Management Fees are reflected accurately under Income & Expenses in Worksheet 2 - Fiscal Activity of the Annual Monitoring Report, and all such amounts have been used exclusively toward asset management of this project. Asset Management Fees taken beyond pre-approved levels have been documented as required in response to question 7 in Section 4 - Narrative.

Owner Compliance Certification and Insurance & Tax Certification Form 2016 Annual Monitoring Report San Francisco Mayor's Office of Housing and Community Development

	True	False,	
21			The calculation of cash flow in Worksheet 2 - Fiscal Activity accurately reflects all expenses incurred and income earned, and the proposed distribution of any Residual Receipts would be in accordance with all relevant agreements and policies.
22			The Waiting List that has been submitted with the 2016 Annual Monitoring Report is an accurate and correct record as of the last day of the reporting period of the households who have applied to live at the Project, including the name of the head-of-household (or a suitable alternative), date of application, number of people in the household, stated household income and desired unit size.

Property and Liability Insurance

Enter the information requested below, and attach a current copy (each) of the Property and Liability Insurance Certificates. SCAN the documents and send them as an attachment along with the complete AMR to MOHCD via e-mail to: moh.amr@sfgov.org.

Property Insurance		
	Property Street Address:	
	Policy Number:	
	Policy Effective Date:	
	Policy Expiration Date:	
Liability Insurance		
	Property Street Address:	
٠.	Policy Number:	
	Policy Effective Date:	
	Policy Expiration Date:	

Tax Certification

Enter the information requested below. You do **NOT** need to submit copies of the invoice or checks used to pay the tax.

Property Tax		
	Tax Year:	•
	Amount of Tax Paid:	
	Date Paid:	3.4
	Amount outstanding from	
	taxes due for Reporting Period:	. ,
	Amount outstanding from taxes	
	due prior to Reporting Period:	•

*** This form must be completed by Project Owner or authorized agent. ***

The undersigned, acting under authority of the ownership of this project, executes this Certification, subject to the pains and penalties of perjury, and certifies that the foregoing is true and correct in all respects.

Name:		Title:		•
Signature:			_Date:	

Annual Monitoring Report - Instructions - Reporting Year 2016 - Mayor's Office of Housing & Community Development

The instructions and definitions below are organized by the worksheets contained within this Annual Monitoring Report. Please review the instructions below and within each worksheet thoroughly as instructions may have changed.

Updated 02/16/2017

1A. Property & Residents

Please follow the instructions provided on the worksheet.

1B. Transitional Programs Only

Please follow the instructions provided on the worksheet.

1C. Eviction Data

Please follow the instructions provided on the worksheet

2. Fiscal Activity

Income and Expenses

The purpose of the Income and Expenses form is to track actual income and expenses over the reporting period. In addition to the instructions below, please follow instructions provided on the worksheet.

INSTRUCTIONS:

Column B - "Description of Income Accounts" and "Description of Expense Accounts". A complete description of the Income Accounts and Expense Accounts are provided below. Refer to the descriptions when completing the Fiscal Activity Worksheet. The Chart of Accounts uses account categories prescribed by generally accepted accounting principles and closely follows accounts prescribed by HUD, the State of California's Housing and Community Development Department, and the City's Quarterly Program Income Worksheet.

Column D - "Account Number". Each number represents an account in the Chart of Accounts, see below for more info.

Column F - "Residential". This column is for the essential recurring income and expenses related to the operation of a rental housing property, group home, project serving special needs populations or a transitional housing program.

Column H - "Non-Residential". This column is used to report income and expenses related to commercial space or other non-residential space in a project.

<u>Income</u>

Rental Income

5120 Housing Units Gross Potential Tenant Rents. This account records gross rent payable by the tenant for all residential units. Offsetting debits to this account are Account 6331, Administrative Rent Free Unit.

5121 Rental Assistance Payments. This account records rental assistance payments received or earned by the project through the LOSP, HUD Section 8 program (project-based or tenant-based assistance), HUD Section 202/811 programs, Shelter Plus Care program, HOPWA program, Rent Supplement, HOME Tenant-Based Assistance and VASH.

5140 Commercial Unit Rents. This account records gross rental income from stores, offices, rented basement space, furniture and equipment or other commercial facilities provided by the property.

Vacancy Loss

5220 Rent Income - Residential Units Vacancy Loss. ENTER AS NEGATIVE NUMBER. This account records total loss of residential rental income due to vacant residential units.

5240 Rent Income - Commercial Units Vacancy Loss. ENTER AS NEGATIVE NUMBER. This account records total loss of commercial rental income due to vacant commercial units.

Other Income

5170 Garage and Parking Spaces. This account records the gross rental income from all garage and parking spaces.

5190 Miscellaneous Rent Income. This account records gross rental income expectancy not otherwise described above.

5300 Supportive Services Income. Accounts in this series are used primarily by group home projects or other projects restricted to a special needs population (e.g., group home for mentally disabled or senior apartments). These accounts record revenues received or payable (other than rents) for services provided to tenants (e.g., meal services, housekeeping, etc.). Supportive service-related expenses are charged to accounts in the 6900 series. Enter the total of all revenues received or payable, and identify the source(s) of the income in cell D39.

<u>5400 Interest Income - Project Operations.</u> This account records interest income received on accrued on the Project Operating Account/s; DO NOT RECORD interest earned on the Replacement Reserve or Operating Reserve here.

5910 Laundry and Vending. This account records project revenues received from laundry and vending machines owned or leased by the project.

5920 Tenant Charges. This account records charges collected from tenants for damages to apartment units and for fees paid by tenants for cleaning of an apartment unit (other than regular housekeeping services), any security deposits forfeited by tenants moving out of the project and charges assessed to tenants for rent checks returned for insufficient funds and for late payment of rents.

5990 Other Revenue. This account records project revenue not otherwise described in the above revenue accounts.

Expenses

Management

6320 Management Fee. This account records the cost of management agent services contracted by the project. This account does not include charges for bookkeeping or accounting services paid directly by the project to either the management agent or another third party.

Salaries/Benefits

6310 Office Salaries. This account records salaries paid to office employees whether the employees work on site or not. Front-line responsibilities include for example, taking applications, verifying income and processing maintenance requests. The account does not include salaries paid to occupancy, maintenance and regional supervisors who carry out the agent's responsibility for overseeing or supervising project operations and personnel: These salaries are paid from the management fee. This account also does not include the project's share of payroll taxes (Account 6711) or other employee benefits paid by the project.

6330 Manager's Salary. This account records the salary paid to property managers. It does not include the project's share of payroll taxes or other employee benefits or compensation provided to residents managers in lieu of residents managers' salary payments.

6723 Employee Benefits: Health Insurance & Disability Insurance. This account records the cost of employee benefits paid and charged to the project for health insurance and disability insurance.

XXXX Employee Benefits: Retirement & Other Salary/Benefit Expenses. This account records the cost of employee benefits paid and charged to the project for retirement and any other employee salary/benefits.

6331 Administrative Rent Free Unit. This account records the contract rent of any rent free unit provided to a resident manager which would otherwise be considered revenue producing.

Administration

6210 Advertising and Marketing. This account records the cost of advertising the rental property.

6311 Office Expenses. This account records office expense items such as supplies, postage, stationery, telephone and copying.

6312 Office Rent. This account records the rental value of an apartment, otherwise considered potentially rent-producing, but used as the project office or as a model apartment. The account is normally debited by journal entry.

6340 Legal Expense - Property. This account records legal fees or services incurred on behalf of the project (as distinguished from the borrower/grantee entity). For example, agents charge legal fees for eviction procedures to this account.

6350 Audit Expense. This account records the auditing expenses incurred by the project that are directly related to requirements for audited financial statements and reports. This account does not include the auditor's charge for preparing the borrower/grantee's Federal, State and local tax returns. This account does not include the cost of routine maintenance or review of the project's books and records.

6351 Bookkeeping Fees/Accounting Services. This account records the cost of bookkeeping fees or automated accounting services not included in the management fee but paid to either the agent or a third party.

6370 Bad Debts. This account records by journal entry the amount of tenant accounts receivable that the agent estimates uncollectible at the end of the accounting period.

6390 Miscellaneous Administrative Expenses. This account records administrative expenses not otherwise classified in the 6300 Series. If the project had miscellaneous administrative expenses greater than \$10,000, a detailed itemization of these expenses must be provided in the Narrative worksheet.

Utilities

6450 Electricity

6451 Water

6452 Gas

6453 Sewer

Taxes and Licenses

6710 Real Estate Taxes. This account records payments made for real estate taxes of the project,

6711 Payroll Taxes (Project's Share). This account records the project's share of FICA and State and Federal Unemployment taxes.

6790 Miscellaneous Taxes, Licenses and Permits. This account records any taxes, licenses, permit fees or costs of insurance assessed to the property and not otherwise categorized in the 6700 Series.

Insurance

6720 Property and Liability Insurance. This account records the cost of project property and commercial general/auto liability insurance.

6721 Fidelity Bond Insurance. This account records the cost of insuring project employees who handle cash.

6722 Workers' Compensation. This account records the cost of workers' compensation insurance for project employees.

6724 <u>Directors and Officers Liabilities Insurance.</u> This account records the cost of insurance to cover financial protection for the directors and officers of the ownership entity in the event they are sued in conjunction with the performance of their duties as they relate to the property.

Maintenance and Repairs

6510 Payroll. This account records the salaries of project employees whose perform services including but not limited to janitorial/cleaning, exterminating, grounds, repairs, elevator maintenance and decorating. This account does not include the property's share of payroll taxes (FICA and Unemployment) or other employee benefits paid by the property.

6515 Supplies. This account records all cost of supplies charged to the property for janitorial cleaning, exterminating, grounds, repairs and decorating.

6520 Contracts. This account records the cost of contracts the owner or agent executes with third parties on behalf of the property for ianitorial/cleaning, exterminating, grounds, repairs, elevator maintenance and decorating.

6525 Garbage and Trash Removal. This account records the cost of removing garbage and rubbish from the project. The account does not include salaries paid to janitors who collect the trash.

6530 Security Payroll/Contract. This account records the project's payroll costs attributable to the protection of the project or the costs of a protection contract that the owner or agent executes on behalf of the project.

6546 HVAC Repairs and Maintenance. This account records the cost of repairing and maintaining heating or air conditioning equipment owned by the project. Agents should capitalize repairs of significant amounts which extend the useful life of the equipment.

6570 Vehicle and Maintenance Equipment Operation and Repairs. This account records the cost of operating and repairing project motor vehicles and maintenance equipment. Motor vehicle insurance is not included in this account but is charged to account 6720.

6590 Miscellaneous Operating and Maintenance Expenses. This account records the cost of maintenance and repairs not otherwise classified in the 6400 and 6500 account Series. If the project had miscellaneous operating and maintenance expenses greater than \$10,000, a detailed itemization of these expenses must be provided in the Narrative worksheet.

Supportive Services

6900 Supportive Service Expenses. Accounts in this series are used primarily by group home projects and other projects restricted to a special needs population. The accounts record expenses directly related to special services provided to the tenants (e.g., food, housekeeping, case managers, social activity coordinator, etc.).

Reserve Account Activity

1320 Replacement Reserve Required Annual Deposits. This account records the required amount of deposits made to a segregated Replacement Reserve bank account from the project's Operating Account during the reporting period. See below for more guidance about data entry required for replacement reserve eligible expenditures.

1365 Operating Reserve Deposits. This account records amount of deposits made to a segregated Operating Reserve bank account from the project's Operating Account during the report period.

XXXX Operating Reserve Account Withdrawals. Enter the total amount of withdrawals made from the Operating Reserve, which will be deposited into the project's Operating Account during the reporting period.

1330 Other Reserve Accounts - Deposits. This account records amount of deposits made to segregated reserve bank accounts not identified above during the report period. Deposits are assumed to have been funded by the project's operating account and will decrease the surplus cash amount in row 136. You should provide the name of the account in cell D132.

XXXX Other Reserve Accounts - Withdrawals. This line is used to record the amount of withdrawals made from other segregated reserve bank accounts during the reporting period. Withdrawals entered are assumed to have been deposited into the project's operating account and will increase the surplus cash amount in row 136. You should provide the name of the account in cell D133.

3A. Occupancy & Rent Info

Accurate and complete household and tenancy data must be submitted on the Occupancy & Rent Info worksheet as evidence that the project complies with the income eligibility and rent affordability restrictions of MOHCD's funding agreements. Enter the data described below into the chart in Section 3a - Occupancy & Rent Info for the tenant population that occupied the project as of the end of the reporting period. For vacant units and manager's units, you must supply data in columns D, E, P, R and T. All other columns should be left blank.

COLUMN	DESCRIPTION
С	Row Number.

- Row Number. Do not enter data in this column.
- D. Unit No. Enter the unit number (or bed number for transitional or group housing) for each unit/bed in the property.
- E. Unit Type. Use the drop down menu to select the unit type (also shown below):
 - Bed = (measurement for Group homes or transitional housing)
 - "SRO" = Single Room Occupancy unit
 - "Studio" = Studio unit
 - "1BR" = 1 Bedroom unit
 - "2BR" = 2 Bedroom unit
 - "3BR" = 3 Bedroom unit
 - "4BR" = 4 Bedroom unit
 - "5+BR" = 5 or more Bedroom unit
- Date of Initial Occupancy. Enter the date when the tenant occupied their first unit in the project. For tenants who have transferred to another unit in the project, this date will be different than the date when they moved into their current unit.
- G. Household Annual Income at Initial Occupancy. Enter the tenant's annual household income from the initial income certification that was done before they moved into their *first unit in the project*. For tenants who have transferred to another unit in the project, this amount will be different than the amount from the rertification that was done when they moved into their current unit.
- Household Size at Initial Occupancy. Enter the number of people that was in the tenant's household when they occupied their first unit in the project. For tenants who have transferred to another unit in the project, this number may be different than it was when they moved into their current unit.
- Date of Most Recent Income Recertification. Enter date of most recent income recertification. Leave blank for vacant units
- Household Annual Income as of Most Recent Recertification within reporting period. Enter annual income of the household from the most recent recertification. OK to leave blank ONLY if ALL funders do not require annual income recertifications.
- K. Household Size as of Most Recent Recertification within reporting period. Enter the number of occupants in the unit from the most recent recertification within the reporting period.
- L. Minimum Occupancy for Unit Type. The data here is automatically entered from items 25-31 on Worksheet #1A.
- M. Maximum Occupancy for Unit Type. The data here is automatically entered from items 25-31 on Worksheet #1A.
- N. Overhoused or Overcrowded? The data here is automatically generated based on entries in column K and on items 26-32 on Worksheet #1A.
- Overhoused or Overcrowded Narrative A household is "Overhoused" if there are fewer people residing in the unit than the minumum occupancy. "Overcrowded" means that there are more people residing in the unit than the maximum occupancy. If the data in column N indicates that the household is overhoused or overcrowded, please describe any extenuating circumstances that justify the overhoused/overcrowded status and summarize efforts that you have made to transfer the tenant to a unit that is appropriate for the size of the household, if applicable.
- Rental Assistance. From the drop-down menu, select one code only to indicate the type of assistance, if any, being provided to the tenant (low-income units only). Select "None" if no rental assistance comes with the unit or none is provided to the tenant.
 - "Section 8 Project Based" = The unit comes with Section 8 subsidy that will remain with the unit after the tenant moves out
 - "Section 8 Tenant Voucher" = Tenant is receiving assistance through the Section 8 Certificate or Voucher programs.

- "PRAC 202" = The unit receives a subsidy through a Project Rental Assistance Contract from HUD's 202 program.
- "PRAC 811" = The unit receives a subsidy through a Project Rental Assistance Contract from HUD's 811 program,
- "S+C" = Tenant is receiving tenant-based assistance, or the unit has project-based assistance, from the Shelter Plus Care program
- "HOPWA" = Tenant is receiving tenant-based assistance, or the unit comes with project-based rental assistance, from the Housing Opportunities for People With AIDS program.
- "VASH" = Tenant is receiving tenant-based assistance, or the unit comes with project-based rental assistance, from the Veterans Administration Supportive Housing program.
- "LOSP" = The unit receives a subsidy through the City's Local Operating Subsidy Program.
- "DAH (DPH)" = The unit receives a subsidy through the City's Direct Access to Housing Program of DPH.
- "HSA Master Lease" = The unit receives a subsidy through the City's Master Lease Program of the Human Services Agency.
- "HOME TBA" = Tenant receives assistance from a HOME-funded rental assistance program.
- "Rent Supplement" = Tenant receives a supplemental rent payment from an outside agency.
- "Other" = Tenant is receiving, or unit comes with, rental assistance through another Federal, State or local program.
- Q. Amount of Rental Assistance. Enter the dollar amount of rental assistance that is paid on behalf of the household/tenant.
- R, Amount of Maximum Gross Rent Allowed for Unit. Enter the maximum rent for the unit that is allowed by the most restrictive funder of the project.
- S. Amount of Tenant Paid Rent for Unit. Enter only the amount of rent that the tenant pays. Do not include any rental assistance paid on behalf of the tenant by another party.
- T. Utility Allowance. If the tenant pays for utilities, enter the Utility Allowance allowed for the unit. Enter zero (0) if the Utilities are paid by the project.
- U. Date of Most Recent Rent Increase within the Reporting Period. ONLY FOR UNITS THAT DO NOT HAVE RENTAL ASSISTANCE OR SUBSIDY. Enter date of most recent rent increase for unit.
- V. Amount of Most Recent Rent Increase within the Reporting Period. ONLY FOR UNITS THAT DO NOT HAVE RENTAL ASSISTANCE OR SUBSIDY. Enter amount of most recent rent increase for unit.
- W. Percentage of Most Recent Rent Increase. THIS IS A SELF-CALCULATING CELL ENTER NO DATA HERE.

3B. Demographic

The two ethnic categories are defined below:

- Hispanic or Latino. A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or
 origin, regardless of race. The term "Spanish origin" can be used in addition to "Hispanic" or "Latino."
- Not Hispanic or Latino. A person not of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

The 10 racial categories are defined below:

- American Indian or Alaska Native. A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- Asian. A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black or African American. A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander. A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White. A person having origins in any of the original peoples of Europe, the Middle East or North Africa.
- American Indian or Alaska Native and Black or African American. A person having these multiple race heritages as defined above.
- · American Indian or Alaska Native and White. A person having these multiple race heritages as defined above.
- Asian and White. A person having these multiple race heritages as defined above.
- · Black or African American and White. A person having these multiple race heritages as defined above.
- Other/Multi-Racial. For reporting individual responses for a person that is not included in any of the categories listed above.

Female-headed Household. For each residential unit, enter "Yes" if the head of household is a woman that is either alone or with one or more children. Enter "No" if the head of the household is not a woman.

Elderly Household. For each residential unit, enter "Yes" if the head of household is a person that is at least 62 years of age. Enter "No" if the head of the household is younger than 62.

Number of Children Under Age 18 in Household. Enter the number of occupants in the unit that were under age 18 as of the end date of the reporting period.

Disability (Physical/Visual/Hearing/None). If the unit is occupied by a tenant with any of the listed disabilities, select the disability from the drop-down menu. Select "None" if the unit is not occupied by a physically, visually, or hearing disabled tenant.

3C. Summary of Reported Household Demographics

No data entry required. Output based on information reported from Worksheets 3A and 3B.

4. Narrative

Please follow the instructions provided on the worksheet.

5. Project Financing

Supply the info requested about all current financing of the project. Lenders should be listed in lien order, i.e., with the most-senior lender in the first lien position, the most-junior lender in last lien position.

6. Services Funding

For each service that is provided based on your answers to questions 51-61 on Worksheet 1A, you must supply additional info about each service provider on Worksheet 6. Services Funding.

7. Supplementary Audit Information - Required by MOHCD

Use this template to satisfy the audit requirement for MOHCD-funded projects. Project Owners/auditors may enter data directly into this worksheet and then print it to create the required Supplemental Schedules in the Audited Financial Statement. Alternatively, the audit requirement may be satisified by using a form generated by the Sponsor's accounting system, as long as the form includes all the elements contained within MOHCD's template.

Completeness Tracker

Use this worksheet to track your work and to verify that you have completed all required data entry.

Links to Relevant Policies

Double click on the following web links to access the policy documents posted at SFGOV for your reference. The web address of the pages on the web are included for manual navigation as well.

MOHCD Forms Page at SFMOHCD.ORG

http://sfmohcd.org/documents-reports-and-forms

Program Income Overview

http://sfmohcd.org/sites/default/files/FileCenter/Documents/5141-MOH_ProgIncomeOverview.pdf

MOHCD Residual Receipt Policy

http://sfmohcd.org/sites/default/files/Documents/CURRENTResidualRecPolicy%202016.pdf

MOHCD Insurance Requirements Policy

http://sfmohcd.org/sites/default/files/FileCenter/Documents/5140-INSURANCE%20EXHIBIT%20K_2014-05-21.pdf <u>MOHCD Operating Fees Policy</u>

http://sfmohcd.org/sites/default/files/Documents/CURRENT%20OperatingFeesPolicy%202016.pdf

	Annual Monitoring Report - P	roperty & Residents - Reporting Year 2016 -
	Mayor's Office of Ho	ousing & Community Development
#	IDENTIFYING INFO	
1	R	eporting Period Start Date (m/d/yyyy)
2	R	eporting Period End Date (m/d/yyyy)
3	. P	roperty Name (select from drop down)
4	P	roperty Full Street Address (e.g. "123 Main Street")
	CONTACT INFO	Market and the control of the contro
5		ponsor Executive Director Name
6	·s	ponsor Executive Director Phone Number
7	· S	ponsor Executive Director E-mail
8	P	roperty Management Company
9	P	roperty Manager Name
10	P	roperty Manager Phone Number
. 11	P	roperty Manager E-mail
12	P	roperty Supervisor Name
13	P	roperty Supervisor Phone Number
14	P	roperty Supervisor E-mail
. 15	P	roperty Owner Name
16	P	roperty Owner Contact Person
17	P	roperty Owner Contact Phone Number
18	P	roperty Owner Contact E-mail
19	P	roperty Asset Manager Name
20	P	roperty Asset Manager Phone Number
21	P	roperty Asset Manager E-mail
22	A	MR Preparer's Name
23	Α	MR Preparer's Phone Number
24	A	MR Preparer's E-mail

25		Is the project any of the following: Transitional Housing, Residential Treatment Program, Shelter or Transitional Group Home? (select "yes" or "no" from the drop-down menu to the left.) If you answer "yes", skip questions 26 through 39 below, and continue with question 40. Also, you must complete worksheet "1B.TransitionalProg."								
	What is the Unit Mix for the Property? Please	include any man	ager's units in this ta	illy.						
	Unit Types	Number Of Units	Occupancy Standard: Minimum HH Size for this Unit Type*	Occupancy Standard: Maximum HH Size for this Unit Type*	*Occupancy Standards should be described in project's Approved Tenant Selection and Marketing Plan If not defined there, supply the standards used organization-wide.					
26	Single Room Occupancy (SRO) Units		1							
27	Studio Units		20.01	Maring W. Marine						
28	One-Bedroom (1BR) Units		7	Acres Santina Inc.						
29	Two-Bedroom (2BR) Units		To breather to the							
30	. Three-Bedroom (3BR) Units		and the second second							
31	Four-Bedroom (4BR) Units		344.00	***************************************						
32	Five- or More (5+BR) Bedroom Units		(1) Year 17	entransi in septembrio						
33	TOTAL # Units	-> 0			•					
34		during the re report here	- How many vaca eporting period? (is not less than th I on worksheet 3.)	Be sure that th e number of va	e number you					
35	0	reporting ye calculated fi You must o transitional	How many eviction ar? (This data in the data that the complete workshe thousing, a resident transitional group	this field is aut is entered on v et 1C, unless t ntial treatment	tomatically worksheet 1C. he project is					
36		Vacant Unit Rent-Up Time - (in DAYS) State the average vacant unit rent-up time. This is the period from the time a household moves out to when the unit is rented again. If this period exceeds 30 days, you must answer Question # 4 on the Narrative worksheet. (Click on # 4 at left to jump to Narrative worksheet.)								
37		Waiting Lis waiting list?	t - How many app	olicants are cu	rrently on the					
38		When was t	he waiting list las	t updated? (m/	⁽ уууу)					
39	1	the project of marketing d	Marketing - Did during the reporting the reporting on the Narrative works	g period? If you not period, you not worksheet. (Co	ou conducted nust answer					

40		What is the date of the last Capital Needs Assessment? (m/d/yyyy)
· 41		What is the projected date of the next Capital Needs Assessment? (m/d/yyyy)
42		How many Health, Building or Housing Code Violations were issued against the property in the reporting year? (If there were no violations enter "0"). If the property was cited for code violations in the reporting year or has open, unresolved violations from prior years as indicated below, you must answer Question #2 on the Narrative worksheet. (Click on #2 at left to jump to Narrative worksheet.)
43		How many Health, Building or Housing Code Violations were open from <i>prior</i> years?
· 44	:	How many Health, Building or Housing Code Violations were cleared in the reporting year?
45		Are there urgent Major Property Repairs needed on the property in the next two years? (Yes/No) If there are needed major repairs you must answer Question #3 on the Narrative worksheet. (Click on #3 at left to jump to Narrative worksheet.)
46		If the property has Immediate Capital Needs and lacks adequate funds in the Replacement Reserve (or elsewhere) to cover the costs, please supply the amount of funds needed to make up the difference, and supply additional explanation in question #3 of the Narrative report. (Click on #3 at left to jump to Narrative worksheet.)
47		As of the last day of the reporting period, how many units were fully Accessible to Physically Impaired Tenants?
. 48		As of the last day of the reporting period, how many units were Adaptable for Physically Impaired Tenants?
49		As of the last day of the reporting period, how many units were fully Accessible to Visually Impaired Tenants?
50		As of the last day of the reporting period, how many units were fully Accessible to Hearing Impaired Tenants?
	1	

	available to the residents free of charge	EQUIRED FOR questions 51-61. Indicate below any services that were , on site or at another designated location within 1/4 mile of the project. You about each of the marked services below on Worksheet "6.Services"
51	no	ြို့ ∯ After School Program/s (y/n)
52	no	은 명 Licensed Day Care Service (participant fees are allowable for day care ONLY) (y/n)
53	no	్రో Youth Program/s (y/n)
54	no	മയ്യ Educational Classes (e.g. basic skills, computer training, ട് ESL) (y/n)
55	no	င္မိုင္ဆို Health and Wellness Services/Programs (y/n)
56	no	င္မိ န္တိ Employment Services (y/n)
57 -	no	င်း နိုင် Case Management, Information and Referrals (y/n)
58	no	മുള്ള Benefits Assistance and Advocacy; Money Management; ദ് Financial Literacy and Counseling (y/n)
59		్డ్రిక్ట్ Support Groups, Social Events, Organized Tenant Activities కి (y/n)
60		င္ကို Souther Service #1 - Please specifiy in column G.
61		୍ଦି କୁଁ Other Service #2 - Please specifiy in column G.

POPULATION SERVED

Target / Actual Populations: As of the last day of the reporting period, what are the Actual and Target Populations (expressed as Number of Households) for the Project?

Under Target Population, enter the number of units at the project that, as a requirement of a specific funding source (e.g. 202, HOPWA, McKinney), are targeted to and set aside for the target populations shown in the table. Under Actual Population, enter the number of households at the project that, as of the end of the reporting period, contained at least one person who is a member of the populations shown in the table.

		Target Pop	ulation	Actual Popul	ation
62 ,	A construction of the cons	0	Families	0	Families
63		0	Persons with HIV/AIDS	. 0	Persons with HIV/AIDS
64		0	Housing for Homeless	0	Housing for Homeless
65		0	Mentally or Physically Disabled	0	Mentally or Physically Disabled
66		0	Senior Housing	0	Senior Housing
67		0	Substance Abuse	. 0	Substance Abuse
68		Ö	Domestic Violence Survivor	0	Domestic Violence Survivor
69		0	Veterans	0	Veterans
70		0	Formerly Incarcerated	0	Formerly Incarcerated
71		0	Transition- Aged Youth ("TAY")	0	Transition- Aged Youth ("TAY")

Remember, SAVE YOUR WORK!

Annual Monitoring Report - Eviction Data - Reporting Year 2016 - Mayor's Office of Housing & Community Development Projéct Address. This section of the AMR must be completed for all projects, except for transitional housing or residential treat Number of households who lived in the project during the reporting period: Number of households who lived in the project AT ANY TIME during the reporting period. Be sure to include all households that moved in during the reporting period. Number of households in the project who received Notices of Eviction during the reporting period for each of the following reasons: (If more than one reason applies to a household, report only the primary reason.) You MUST answer every question (i.e., enter zero if applicable). Breach of Lease Agreement Capital Improvement Condo Conversion 5 Demolition Denial of Access to Unit 6 Development Agreement Ellis Act Withdrawal 8 Failure to Sign Lease Renewal 9 10 Good Samaritan Tenancy Ends Habitual Late Payment of Rent Illegal Use of Unit 12 13 Lead Remediation 14 Non-payment of Rent 15 Nuisance 16 Other Owner Move In 17 Roommate Living in Same Unit Substantial Rehabilitation 18 19 20 Unapproved Subtenant Total number of households who received Notices of Eviction 21. Number of unlawful detainer actions filed in court by the owner against tenants in the project during the reporting period for each of the following reasons: (If more than one reason applies to a household, report only the primary reason.) You MUST answer every question (i.e., enter zero if applicable). Breach of Lease Agreement Capital Improvement 23 24 Condo Conversion 25 Demolition Denial of Access to Unit 26 27 Development Agreement Ellis Act Withdrawal 28 Failure to Sign Lease Renewal Good Samaritan Tenancy Ends 29 30 Habitual Late Payment of Rent Illegal Use of Unit 31 32 ead Remediation 33 34 Non-payment of Rent Nuisance 35 36 37 Owner Move In Roommate Living in Same Unit 38 39 Substantial Rehabilitation 40 41 Unapproved Subtenant Total number of unlawful detainer actions filed Number of households evicted from the project during the reporting period for the each of the following reasons: (If more than one reason applies to a household, report only the primary reason.) You MUST answer every question (i.e., enter zero if applicable). Breach of Lease Agreement 42 Capital Improvement Condo Conversion 43 44 Demolition Denial of Access to Unit 45 46 47 Development Agreement 48 Ellis Act Withdrawal Failure to Sign Lease Renewal 49 Good Samaritan Tenancy Ends Habitual Late Payment of Rent 50 51 Illegal Use of Unit Lead Remediation 52 53 54 Non-payment of Rent 65 Nuisance 56 Other 57 Owner Move In Roommate Living in Same Unit 58 Substantial Rehabilitation 59 Unapproved Subtenant Total number of households evicted (total also used to answer question #35 on Worksheet 1A) 60 61

П		b 1	F	н. Т			N	P R
	Annual Monitoring Report - Fiscal Activity - Reporting Year 2016	- Mayor's Office	of Housing & Co	mmunity Develop	nent			
15	MEDINE & EXPENSES		and contract	N66454 A 114 S S S	partition.	35.79 2.33	REPORTING STORY	24. Het LOSP Revenue for this reporting period - MUST be amount shown on MOHCD LO
- 1							REPORTING	disbursement form, enter in cell its.
17 18	12 Honth Report Period Number of Units—	Start Detec	1AV18x0	End Deta:	1/0/(1000	#LOSP Units	# non-LOSP Units	2b. If the project receives other sourcels of Rental Assistance Payments, enter the total
19	RUMBA OF UNIX	Account				Resident	a) Breakdown	amount in cell J18, and the source/s in cell J19.
20	Description of Income Accounts	is Humber	Residential	Hon-Residential	Total	LOSP	non-LOSP.	Rental Assistance Prots - OTHER - Amount
21	Supplies of distance Accounts	Later of the second			1	#VALUE	0%	Rental Assistance Prots - OTHER - Source/s
22	Rental Income	-			1.74 A		pare Escape	Ze. If the project has been pre-authorized to use an "attenuative LOSP spill" to allocate it
23	Housing Units - Grass Patential Tenant Rents	6120			e il re		\$0.00	Rental Assistance Payment, enter the LOSP parcentage in real 124
	Rental Assistance Payments (Identify ALL sources in row below if applicable, including LOSP funding)	5121				#VALUE!	#VALUE!	Pre-authorized stamative LOSP spill for OTHER sources of Rental Assistance Payments.
-	cost trium(i)	3121	100		a de la composition	**ACOE	Commence de la Caración.	LOSP nor-LOSP 325
25	Source/s>		12 60		5.	Super A Super S	3000	LOSP 100-LOSP
26	Commercial Unit Rents	5140	100		Manager - server	FOR STREET		(C) 0.0
27 28	sub-total Gross Rental Income: Vacancy Loss - anter amounts as negative numbers!		00.00	\$0,00	\$0.00	WALUE	#VALUE	so bo
_	The state - which sufficients as he danks in minors of			Awstrhek &	HALL TOLDING!			
				explain (1) ResidentiejiVac Pate is 7 1976				
29	Housing Units	5720	CALL CONTRACTOR	Pate is 7 15%		100000000000000000000000000000000000000	\$0.00	
30	Commercial	5240	- 2		2,00%	1. A. 1. A.		
31	- sub-total Vacancles:		\$0.00	\$0,00	\$0,00	\$0.00	\$0.00	1
33	NET RENTAL INCOME:		\$0,00	\$0,00	50.00	WALUE	WALUEI	1
35	Other Income				Losses and Sal			1
	Garage and Parking Spaces	5170			11/2019	WALUE		
	Miscellaneous Rent Income	5190			44	WVALUE	#VALUE!	4
	Supportive Services Income - Do not enter supportive services Income If it is tracked in a separate budget and not appropriate per MOHCO Joan terms to be included in Residual		1					
38 39	Receipts calculation. Supportive Services Income Source/s-identify program source(s) if applicable ->	5300	No. of the Control of		10	#VALUE	#VALUE	
	Interest Income - Project Operations (From Operating Account Only)	5400				#VALUE!	#VALUE	
	Laundry and Vending	5910	· ·		- 55 de s	#VALUE!	HVALUE	
42	Tenant Charges	5920			244	#VALUE!	#VALUE!	
43	Other Revenue sub-total Other Income Received:	5990	\$0.00	\$0.00	\$0.00	#VALUE!		
44	SUD-LOTAL LUTHER INCOME Received:		30,00	341.00	. 30,00	#VALUE	I PVALUE	1
46	TOTAL INCOME RECEIVED:		\$0.00	\$0.00	\$0.00	#VALUE	#VALUE	1
47 48		- ne appearance		ang ang panggan ang pangga Panggan ang panggan ang pa	2-000 N. B.S.	<u>.</u>		1
	Description of Expense Accounts	Account W	Residentia	Hon-Residential	Total	Residen LOSP	tiel Breakdown non-LOSP	·
51	Management			1	1.70.00	#VALUE	0%	The Carlot of th
	Management Fee "Above the Line" Asset Management Fee (amount allowable may be limited, see Asset Mgt.	6320		-	1 (1) (1) (1) (1) (1) (1) (1) (1) (1) (1	BVALUE	#VALUE!	0.
53	Fee Pulicy)	L	\$0.00	\$0.00	\$0.00	#VALUE!	#VALUE	[2.15 (4.15
55	sub-lotal Management Expanse: Salaries/Benefits		30.00		1		, , , , , , , , , , , , , , , , , , , ,	LOSP/April 2-mayor (April 1992) - 1992 - 199
_	Office Saluries	6310		Ì	iga i jili etti i b	_#VALUE!	#vALUEI	0.0
	Manager's Salary	6330	 			#VALUE	#VALUEI	
	Employee Benefits: Hough Insurance & Disability Insurance	6723		 	Carried	NVALUE	#VALUE!	
	Employee Benefits; Retirement & Other Salary/Benefit Expenses	ļ	 	 	75-40 6-51-40 6-51-40	#VALUE		0.00
61	Administrative Rent Free Unit sub-total Salary/Benefit Espense:	6331	\$0,00	\$0.00	12.00 E. A. B. B. A. B. B. A. B. B. A. B. B. A. B. B. A. B.	WALUE #VALUE		
62	Administration	6710			on the state of			
	Advertising and Marketing Office Expenses	6210 6311	<u> </u>	 	化工程数型原	#VALUE		
65	Office Rent	6312			1.0-23-31.	#VALUE	\$0.00	
65				+				
	Legal Expense - Property Audit Emerce	5340 5350			Distanted by	WALLE	#VALUE!	
58	Audi Espense Bookkeeping/Accounting Services	6340 6350 • 6351	<u> </u>		Community Control (Co.)		#VALUE! \$0,00	
58 59	Audh Expense Bookkeeping/Accounting Services Bad Debts	6350 • 6351 6370			Distanted by	#VALUE #VALUE	#VALUEI \$0.00 \$0.00 #VALUEI	
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58 59 70 71 72 73 74	Audi Egymens Bodhseeping/Accounting Standore Bad Onbte Edward on Administratus Energies (most click & captain 16-519); But sale of Administrative Espaces Sale badd Administrative Espaces Sale badd Sale of Sale on Sale of Sale on Sale of S	6350 • 6351 6370 6390 6450 6451 6452	\$0,0	50.01	10.50 10.50 10.50	#VALUE #VALUE #VALUE #VALUE #VALUE #VALUE #VALUE	#VALUEI #VALUEI #VALUEI #VALUEI #VALUEI #VALUEI #VALUEI #VALUEI #VALUEI	
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I Receipts Debt Pmt to other lender4 (note lender name to right)	#VALUE!	
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15	Annual Monitoring Report - Fiscal Activity - Reporting Year 2016 - Mayor's	Office of Housing & C	ommunity Development						
15									
174	RESERVE ACCOUNT DETAILS \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	Carrier Table - a Sancock	AND THE PROPERTY OF THE PARTY O						
176	RESERVE ACCOUNTING THE TOTAL CONTINUES OF THE PROPERTY OF THE	- Market Control of the Part of the Service of the	A-M-MARCH-MARKEDSS.D.	ii geza					
177	OPERATING RESERVE (Do not being blanks for unit questions asking for a number only puro instead.)	See	historial contribution of the contribution of	100			-		
	Minimum Required Balance:			2-01					
1/8	Bardada a Balanca			(E)					
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180	Actual Annual Deposit (don't edit - taken from page 1 account number 1365):	50.00							
163	Interest Earned: Annual Withdrawal Amount (enter as negative number):	77727 677633		0.00					
487	William thinimistum Science ferifet as telebring terrinos?	· 电影 多 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	16.5 · · · · · · · · · · · · · · · · · · ·	300					
183	Ending Balance (don't edit celi – calculated):	\$0.00		20					
-	Required Annual Deposit:	19 22 4							•
184		25 AF 57							
185	Total Operating Expenses plus debt service (don't edit cell - calculated)	10.00	A TANK BURNEY TO SEE A SEC	3.57					
	If the calculated percentage shown to the right (Op Reserve Account Ending Balance divided by Total Op Expenses) is less than 23.5%, you must describe how the			\neg					
	divided by Total Op Expenses) is less than 23.5%, you must describe how the			- 1			•		
	project will remedy the shortfall in the adjacent cell.	1	•						
	With a sales design of an according to the sales of the formation of the formation of the first own and			- 1					
	if the calcutated percentage shown to the right is greater than 26.5%, you must explain why the Op Reserva balance exceeds MOHCD's requirement in the adjacent	l							
186	call changing ob vesselve remitte entreers wouldn't indicate in the solocut.	,000×							
187									
188	REPLACEMENT RESERVE (Do not leave blanks to rany questions asking for a number) order zono instead Minimum Regulard Balance:	4)44	STEEL SERVICE PROPERTY.	4081			•		
189	Minimum Required Balance:	1.00000000		200					
189 190	Beginning Balance:			73.0	•				
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191	·	A.77	CARL TRANSPORT NATION	200					
192	Interest Earned:	- CARRESTO	7 (2) (8 8 2 8 5 7 7 8 7 7	66					
193	Annual Withdrawal Amount (enter as negative number):	135.44.42	10000	200					
193 194	Ending Balance (doct edit cell - rate (ated)	\$0.00	经现在的基础的产品的	421					
	Ending Balance (don't edit celi - calculated); Required Annual Deposit (do not edit - taken from page 1 account number 1320);			30 I					
195		\$0.00	中华的一个大学的一个大学	200					
	Describe how the amount of annual deposit and the minimum required								
	balance is determined,			- 1		,			
				- 1					
196									
197	CHANGES TO REAL ESTATE ASSETS 11-17-12-17 CAUCKING CONTINUES TO SEAL ESTATE ASSETS 11-17-12-17-17-17-17-17-17-17-17-17-17-17-17-17-	Market Straw Straw Control	and the second second second	-200					
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199	auto calculate, Building & Improvements	wit Balance, 1/00/1500	Changes 1/00/150	30					i
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200			50.00		•				
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201	Site Improvements		30.00						
202	and infootoniality	1	\$0.00						
	Land Improvements		26/99/2019/99/2016					•	
203			\$0.00						
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204			\$0.00						
1	Other		50.00						
205			20 001						
l	Replacement Reserve-Bigible Expenditures: Provide details below about the Capital and non-Ci	sodal Evonoditrer list su	- Parlyrament Parana shorbs						
l	Vehicometry vezeta e-militate Exbettatrates: Novoe outras pelos store as cebral sun ton-ce	shing exherenges that an	e Kebacement Keselve-eiguse	- 1					
206									
1	Capital Repairs and improvements: Enter capital repairs and improvement costs associated with the re- postive change, an entry is required in each corresponding caleogry in rows 219-215. If the operating acc	porting year For each cale	gory in rows 200-205 above that shor	453					
	postive change, an entry is required in each corresponding caleogry in rows 210-215. If the operating acco	pays of need systems to land	the repay, and is later reimbursed by	the					
ŀ	repiscement reserve during the reporting year, show the repair cost under "Repiscement Reserve" if the i the repiscement reserve during the reporting year, show the repair cost under "Operating Account." Use t	the section below to supply	a describer of the captal tender an	4 17					
l	improvements made.	one account never in accepts	a dependant of the ampliantepants an	~					
201	NEW YORK STREET, AND THE PROPERTY OF THE PROPE	al Repairs and Improvem	ente Fundad Burns omt variation	0.77					
	Replaces	ment of the State of the		55					
209	Capital Repairs and Improvements - Categories Reserving	ve Operating Account	1 Other Source Tutal Am	ount					
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210	Building & Improvements			\$0,00					
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411	Offsite Improvements			20.00					
212	Site Improvements		1 · 1	50,00					
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213	Land Improvements		 	\$0.00					
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215	Other		1 1	\$0,00					
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216									
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221	Source	使用的数据	Anou	nt 1					
221	If and but of Operating Budget, to the reimbursed by HR (shows the amount entered in low full above)			30.00					*
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1	Other Source		1	- 1					
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1	YOTAL REPLACEMENT RESERVE ELIGIBLE EXPENDITURES: the Replacement Reserve	l	Park Mark	- 1					
[Withdrawal for the reporting period should not exceed the Total RR-eligible Expenditures. You must provide grown details above or an explanation below if the RR withdrawal amount exceeds the Total RR-	drawal	Total RR-Eligible	1					
228	ing the superior test. Am	ount-> \$0.0	O Expenditures—>	\$0.00					
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22	Notes About RR Windowski Amount in present of Total RR-eligible Expenditures	Anthoritamy of the	management of the state of the						
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15	Annual Monitoring Report - Fiscal Activity - Reporting Year 2016									
230	FEDERAL PROGRAM INCOME REPORTANT PROPERTY OF THE PROPERTY OF T	THE PRINCIPAL OF	STATE OF THE STATE	CALL COMP	NOT THE PARTY.	THE PERSON NAMED IN	1			
231 232	This section must be completed if the project received any CDBG funding, even if the For more information, use the following link or copy this web address for munual axi	amount of CDBG rigation:	otogram Incon	ne during	the reporting pe	riod was zero.				-
233	http://www.sf-mon.org/Morlunes/ShrweOorument auro/storumentide/s/141									
	Overview of Federal (HOME and COBG) Program Income	_					<u>}</u>			
235 239	CDBG PROGRAM INCOME					1				
237		AMOUNT	DESCRIPTION	N						
236	Amount to be tased for CDBG eligible activity#1 (provide amount in cell to the right, and activity description and regulation citation in column furthest to the right);									
239	Amount to be used for CDBG eligible activity#2 (provide amount in cell to the right, and activity description and regulation disation in column furthest to the right):]			
240	Amount to be used for CDBG eligible activity#3 (provide amount in cell to the right, and activity description and regulation citation in column furthest to the right):									
241	Amount to be deposited for use on future eligible CDBG activities that will be undertaken by June 30, 2015 (provide amount in cell to the right, and activity description and regulation citation in cotumn furthest to the right):						1			
242	Other (provide amount in cell to the right, plus activity description and regulation citation in column furthers to the right):]			
	Total CDBG Program income Calculation(see instructions for guidance on how to calculate)									
244	To ensure the eligible use of CDBG Program Income, the recipient of federal CL and Community Development for the use of CDBG program income received de					ffice of Hausing	1			

No.	W. S.				Annual	Monitorir	ng Report - C						ffice of Housing & Com					99.12		
oject Ac	ddress: .							Data su	pplied on ti	is workshe	et must be fro	n the rent roll of the last month	of the reporting period that was	ntered on w	orksheet 1A.	1/0/	1900	# Units:		0
		 Identify runits, pro For tenal (within re For tenal the proje Before upasting of 	nanager's unit vide data in co nts who moved porting period) nts who have to ct, i.e. when the sing the "paste	with the unit no plumns D, E, P, I in during the r), respectively, ransferred unit rey first moved at function to ex the choices of the	umber, follow , R and T <u>or</u> reporting per s within the in to the bui nter data in	v by "- Mgr". i lly iod, the data project, repor iding. columns E an	entered in colum t the initial occup d P (Orange High	e manager o ns F, G & H ancy data (o hlighting in C	ccupies Un (at initial oc ccupancy d column Hea	it 501, in co cupancy) s late, income der), please	olumn D, enter hould be the s , household s check the do	*501 - Mgr.* For vacant units a name as the data entered in co ize) for the first unit that the te op-down-menus to ensure that forms with invalid data will be	lumns I, J & K , nant occupled in the data you are	1				tri Prima		
c	177 0 .10	88 6 80	ger proper		(1987 BEF	Variety Variable	N.	Filthe	7.4.C	Notice of	100 cm 100 5	Constitution of the constitution	0.4	TO R. A.S.	75 T 5	57.27 M	7.20	Seat Vest	SE WOOL
ow Num	Unit Na.	Urit Type (Bed / SRO / Studio / 15R / 28R / 38R / 48R / 5+8R)	Date of HATTAL OCCUPANCY (m/6/5119)	Household Annual Income AT INSTITUT DOCUMENCY	Heusehold Size AT INITIAL OCCUPANGY (rumber)	Date Of Most Recent Income Recent cation WITHEN REPORTING PERIOD (MM/JYYY)	Household Avenue Income as of Most Recent Recentification WITHIN REPORTING PHIRIOD	Hausehold Size (number) as of Host Recent Recent calcon WITHIN REPORTING PERIOD	Min Occupancy for Unit Type (per data entered on worksheet 1A)	Mex Occupancy for Unit Type (per data entered on worksheet (A)	Is the Household Overhoused or Overcrowded?	Orahoussed / Overcrowled - Nameline, [Explanation required for each row where locater is displayed in Cotton III and Cot cell shows no highlighting. Dearthe any extrausting classification statement and cell commissioners that pastly the Overhous ad/Overcrowled statem, Rannacks effort made to brander fill to unit of appropriate state.)) Rurbel Assistance Type (extect "Trans" if neces)	Amount of Rental Assistance	Amount of Majorium Group Rant Allowed for Units (anter 80 H n/s)	Anauel Teneri Paid Rent for Unit	Utiny Allowance (Enter 10 ff all utilities, are included.)	Data Of Most Recent Rent Increase WITHON THE REPORTING PERIOD (mANyyy)	Amount of Most Recent Rent Increase WITHIN THE REPORTING PERIOD	Xage of Rest increase (calculated, do not enter)
7					 				(\$55\$)	SAME A	9525050	Section Research			 		 	100 (50)	P-603.202	3500,710
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5	~~				<u> </u>	ļ			12 45 14 14 15 12 14 14 15	(42.45) (54.55)	3 (2) E(3)	\$4405 Bary 200				ļ	-	300	35621F	100 CO
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7									2000年	Q2002	\$25 (P.S.)	office Salvages						References to the second	2000	学校的文文
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				2 7 7 1 1 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	ing Report - Demographic Information - Reporti or's Office of Housing & Community Developme				
Project A	ddress:				Data supplied on this worksheet must be from the rent roll of the last month of the reporting period that was entered on worksheet 1A.		0	# Units:	, 0
		e a head of hou	usehold's race if it is listed as						
					•			•	•
C.	100 D	対策を	Section (distribution of the visit of	等。1998年 - 1998年 - 199	与《清晰》	· 有数数次数数	K.	\$6.55% (************************************
Row Num	Unit No.	Unit Type (Bed / SRO / Studio / 1BR / 2BR / 3BR / 4BR / 5+BR)	Household Size (number) as of Most Recent Recertification CHITHIN REPORTING PERIOD	Ethnicity (select from drop down menu)	Race (select from drop down menu)	Female Headed House- hold (yes/no)	Eiderly House- hold (yes/no)	Number of Children under Age 18 in HH	Disability (select one)
1						l			
2					:				1
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4									
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6						<u> </u>			
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Address:	Last Day of Reporting Period 1/0/1900	#Units; 0
Annual Monitoring Report - Summary of Reported F Mayor's Office of Housing &	St. Principles. And Calleria Maria Maria State and Calleria Calleria.	2016 -

Household Size		
	# Reported Households	% of Total
One Person Household	0	
Two Person Household	0	
Three Person Household	0	
Four Person Household	0	
Five Person Household	0	
Six Person Household	. 0	
Seven or more Person Household	0	
TOTAL Households*	0	
TOTAL Residents	0	

*Excludes 0 unit(s) reported as manager's or vacant unit(s).

	# Reported Head of HH	% of Total
Hispanic/Latino	nead of nn	75 UI 7 DIA
Not Hispanic/Latino		
American Indian/Alaskan Native	0	
Asian	0	
Black/African American	0	
Native Hawaiian/Other Pacific Islander	0	
White	0	
American Indian/Alaskan Native and Black/African American	0	
American Indian/Alaskan Native and White	0	
Asian and White	0	
Black/African American and White	0	
Other/Multiracial	0	
Not Reported	0	
Total Head of Households	1 0	1

Other Household Demographics	
	# Reported
Female Headed Households	0
Elderly Households	0
Households with Children Under 18	0
Number of Children Under 18	0
Households with Tenant with Physical Disability	0
Households with Tenant with Visual Disability	0
Households with Tenant with Hearing Disability	0

Households with Tenant with No Disability

Target and Actual Population Served Target Population Actual Population 0 Families 0 Families 0 Persons with HIV/AIDS 0 Persons with HIV/AIDS 0 Housing for Homeless Housing for Homeless Mentally or Physically Disabled Mentally or Physically Disabled 0 Senior Housing 0 0 Senior Housing 0 Substance Abuse 0 Substance Abuse Domestic Violence Survivor Domestic Violence Survivor 0 0 0 0 Veterans Veterans Formerly Incarcerated 0 0 Formerly Incarcerated Transition-Aged Youth ("TAY") Transition-Aged Youth 0. 0

Annual Monitoring Report - Narrative - Reporting Year 2016 - Mayor's Office of Housing & Community Development

Project Street Address:

Reporting Period - Start Date: 1/0/1900 Reporting Period - End Date: 1/0/1900

MOHCD created the questions below to allow project owners to supply additional information about a small number of measurements that may indicate that a project is having difficulties. By providing this information, project owners will help provide context for the conclusions that can be made about the measurements. MOHCD will use the measurements and the information below to prioritize the projects that need closer scrutiny and support. Please supply as much information as is readily available.

Use this space to record notes about any peculiarities in the data entry process. For example, if you entered a formula instead of a single number for a field, make a note here re: for which question on which

1. Explanations & Comments

in detail any an	nounts entered fo	r "Other payme	ents" on the worksh	eet "2.Fiscal,"	item 11.	
	,					
				. •		
		•			•	
			•			٠.

2. Code Violations

Provide the following for any violations or citations of Health or Building or Housing Codes that were issued during the reporting period, or were issued in a prior reporting period but remained open during any time of the current reporting period:

Violation or Citation #			Description	Cleared? (y/n)
				-

(add additional rows as needed)

** ONLY FOR ALL VIOLATIONS THAT WERE NOT RESOLVED by the end of the reporting period: You must also attach a SCANNED copy of each Violation/Citation to your AMR submittal. **

Violation or Citation #	Date Cleared	Issued By	Description of Remedy
		,	

(add additional rows as needed)

** ONLY FOR ALL VIOLATIONS THAT WERE NOT RESOLVED by the end of the reporting period: You must also attach a SCANNED copy of each Violation/Citation to your AMR submittal. **

			•	
				,
			•	•
		•		•
	_			
If the project had an average worksheet "1A.Prop&Resid	ge VACANT UNIT REN lents," you must supply	the following:	-	
	ge VACANT UNIT REN lents," you must supply ork done to analyze the	IT-UP TIME greate the following:	-	
If the project had an average worksheet "1A.Prop&Resid a. A description of the worksheet the identified cause. A description of the worksheet the identified cause.	ge VACANT UNIT REN lents," you must supply ork done to analyze the uses are; and	IT-UP TIME greated the following: The cause/s of the historical the following the fol	igh turnaround tin	ne, and
If the project had an average worksheet "1A.Prop&Resid" a. A description of the worksheet the identified cause b. A description of the world viable remedies that c. A description of the plant in the plant is a second to the plant in the plant is a second to the plant in the plant is a second to	ge VACANT UNIT REN lents," you must supply ork done to analyze the uses are; and ork done to identify me at have been identified an to implement any re	IT-UP TIME greate the following: cause/s of the his ans of reducing the and	igh turnaround tin	ne, and e, and
If the project had an average worksheet "1A.Prop&Resid a. A description of the worksheet the identified caub. A description of the world all viable remedies that	ge VACANT UNIT REN lents," you must supply ork done to analyze the uses are; and ork done to identify me at have been identified an to implement any re	IT-UP TIME greate the following: cause/s of the his ans of reducing the and	igh turnaround tin	ne, and e, and
If the project had an average worksheet "1A.Prop&Resid a. A description of the worksheet the identified caub. A description of the world viable remedies that c. A description of the plant in the plant is a description of the plant is a descriptio	ge VACANT UNIT REN lents," you must supply ork done to analyze the uses are; and ork done to identify me at have been identified an to implement any re	IT-UP TIME greate the following: cause/s of the his ans of reducing the and	igh turnaround tin	ne, and e, and
If the project had an average worksheet "1A.Prop&Resid a. A description of the worksheet the identified caub. A description of the world viable remedies that c. A description of the plant in the plant is a description of the plant is a descriptio	ge VACANT UNIT REN lents," you must supply ork done to analyze the uses are; and ork done to identify me at have been identified an to implement any re	IT-UP TIME greate the following: cause/s of the his ans of reducing the and	igh turnaround tin	ne, and e, and
If the project had an average worksheet "1A.Prop&Resid a. A description of the worksheet the identified caub. A description of the world viable remedies that c. A description of the plant in the plant is a description of the plant is a descriptio	ge VACANT UNIT REN lents," you must supply ork done to analyze the uses are; and ork done to identify me at have been identified an to implement any re	IT-UP TIME greate the following: cause/s of the his ans of reducing the and	igh turnaround tin	ne, and e, and

5. Affirmative Marketing	0			
Did you conduct any marketing marketing that was conducted,		g the reporting perior	d? If yes, please d	escribe the
 a. when the marketing was c to apply for the project; 	onducted and how	it was intended to re	ach populations lea	st likely
b. any advertising, direct ma	ilings, emailings an	d web postings that v	vere done; and	
c. how many households we after the marketing was co		t prior to the marketi	ng and how many v	vere on it
6. Vacancy Rate If the project had a VACANCY R Expense section of the workshee	et "2.Fiscal," you m	ust supply the follow	ng:	ncome
 a. A description of the work of the identified causes are; 		cause/s of the vaca	ncy rate, and what	
 b. A description of the work viable remedies that have 			acancy rate, and a	
 c. A description of the plan t the implementation work. 	o implement any re	medies, including sp	ecific timelines for	
				•
			•	
•		•		

7. Miscellaneous Expenses: Administrative/Operating & Maintenance

If the project had miscellaneous administrative or miscellaneous operating & maintenance expenses greater than \$10,000 respectively, you must provide a detailed itemization of these individual expenses below. Total expenses must equal the total amount reported on the worksheet "2.Fiscal."

Misc. Admin Expenses			
Expense Description		HUD Acct #	Notes
	<u> </u>		
Total: Diff. from Fiscal Activity WS:	0.00		
DITI. HOIN FISCAI ACTIVITY WO.		1	
Misc. Operating & Maintenance Ex	rancae		
MISC. Operating of maniferance LA	penses	HUD	· · ·
Expense Description	Amount	Acct #	Notes
Experies #000ripas	Third		
			, .
Tatali	0.00		
Total:	. 0.00		•
Diff. from Fiscal Activity WS:			
8. Negative Cash Flow			
If the project had NEGATIVE CAS worksheet "2.Fiscal," you must sup		own above from	the Income Expense section of
 a. A description of the work do identified causes are; and 		/s of the shortfal	l, and what the
 b. A description of the work do remedies that have been ide 		for the shortfall, a	and all viable
 c. A description of the plan to i the implementation work. 	mplement any remedies	, including speci	fic timelines for
d. If the project has a Project-E please also supply the date project will submit the next whether the project has bee	e of the last increase to the HAP contract rent increase	the HAP contract ase, and any rela	t, the date when the ated comments about

	Annual	Monitoring Report - Pro	oject Financing - Repo	orting Year 201	16 - Mayor's Office of Ho	using & Community De	velopment	
Provide info	ormation about all current financing of t	he project. Lenders shou	uld be listed in lien order	r, i.e., with the s	most-senior lender in the	irst lien position, the mos	t-junior lender in last lien posi	fion.

Project Addi	ress:							
Current I	Project Financing							
Llen Order	Lender (and Loan Program if applicable)	Loan Amount	Interest Rate	Maturity Date	Repayment Terms	Monthly Debt Service Payment	Outstanding Principal Balance As Of End of Prior Reporting Period	Accrued Interest As Of End of Prior Reporting Period
1								
2								
3								
4								
5	<u> </u>							
6								
7					 			
9					 			
10							ļ	1

The state of the s	Annual Monitoring Report	-Services Funding - Reporting Year 2015 - May	or's Office of Housing & Community De	velonment	GENERAL EN	acane Tuenta
THE STREET WATER WATER WATER STREET	(thinkin) he sele <u>tti t</u> a tarlamaninin kan ka ya fi tuto	is a proportion of the contract of the contrac	reliant per la referencia de la filla de para esta de la composición de la composición de la composición de la		स्थानसम्बद्धाः । स्थानसम्बद्धाः ।	是多名的(1995年2月1日的) 1
Completion of this page is required based on same grant, please repeat the data for each		neet 1A.Prop&Residents. Supply one row of data fo	or each service that is being provided. (If m	ore than one service is t	peing provided by the sar	ns Provider under the
Project Address:					•	
Current Services Funding			the second of the second			•
Service Type -	Service Provider Name	Street Address where Service is Provided	Name of Funder of this Service	Grant Amount	Grant Start Date	Grant End Date
						
·						
······································						
						

Schedule of Operating Revenues For the Year Ended December 31, 1900

Rental Income	Total
5120 Gross Potential Tenant Rents	\$0
5121 Rental Assistance Payments (inc. LOSP)	Ō
5140 Commercial Unit Rents	0
Total Rent Revenue:	\$0
Vacancies	
5220 Apartments	\$0
5240 Stores & Commercial	Ō
Total Vacancies:	\$0
Net Rental Income: (Rent Revenue Less Vacancies)	\$0
Other Revenue	
5170 Rent Revenue - Garage & Parking	\$0
5190 Misc. Rent Revenue	0
5300 Supportive Services Income	0
5400 Interest Revenue - Project Operations (From Operating Acct Only)	0
5400 Interest Revenue - Project Operations (From All Other Accts)	
5910 Laundry & Vending Revenue	0
5920 Tenant Charges	0
5990 Misc. Revenue	0
Total Other Revenue:	
Total Operating Revenue:	
· · · · · · · · · · · · · · · · · · ·	

Schedule of Operating Expenses For the Year Ended December 31, 1900

	Management	Total	
6320	Management Fee		\$0
	"Above the Line" Asset Management Fee		0
	Total Management Expenses:		\$0
	Salaries/Benefits	•	
6310	Office Salaries		\$0
6330	Manager's Salary		0
6723	Employee Benefits: Health Insurance & Disability Insurance		0
	Employee Benefits: Retirement & Other Salary/Benefit Expenses		0
6331	Administrative Rent Free Unit		0
	Total Salary/Benefit Expenses:		\$0
	Administration		
6210	Advertising and Marketing		\$0
6311	Office Expenses	•	0
6312	Office Rent		0
	Legal Expense - Property		0
	Audit Expense	•	0
	Bookkeeping/Accounting Services		0
	Bad Debts		0
6390	Miscellaneous Administrative Expenses		0
	Total Administrative Expenses:		\$0
	Utilities		
	Electricity		\$0
	Water		0
6452			0
6453	Sewer		0
	Total Utilities Expenses:		.\$0
	Taxes and Licenses		
6710	Real Estate Taxes		\$0
6711	Payroll taxes		0
6790	Miscellaneous Taxes, Licenses, and Permits		0
	Total Taxes and Licenses Expenses:		\$0
	Insurance		
6720	Property and Liability Insurance		\$0
6721	Fidelity Bond Insurance		0
	: Workers' Compensation		0
6724	Directors & Officers Liabilities Insurance		0
	Total Insurance Expenses:		ድበ

Schedule of Operating Expenses For the Year Ended December 31, 1900

		Maintenance and Repairs Total	
		Payroll	\$0
,	6515	Supplies	0
	6520	Contracts	0
	6525	Garbage and Trash Removal	0
		Security Payroll/Contract	0
		HVAC Repairs and Maintenance	0
		Vehicle and Maintenance Equipment Operation and Repairs	0
		Miscellaneous Operating and Maintenance Expenses	0
		Total Maintenance and Repairs Expenses:	\$0
	-		
	6900	Supportive Services	\$0
		Capital and Non-Capital Expenditures to be	
		Reimbursed from Replacement Reserve	\$0
•		Total Operating Expenses:	\$0
		Financial Expenses	
		Enter amounts in yellow highlighted cells. Leave no cells blank. Enter "0" if applicable.	
	6820	Interest on Mortgage (or Bonds) Payable	
	6825	Interest on Other Mortgages	
	6830	Interest on Notes Payable (Long Term)	
	6840	Interest on Notes Payable (Short Term)	
	6850	Mortgage Insurance Premium/Service Charge	
		Miscellaneous Financial Expenses	
		Total Financial Expenses:	\$0
	•	·	
	6000	Total Cost of Operations before Depreciation:	\$0
	5060	Operating Profit (Loss):	\$0
		•	
	•	Depreciation & Amortization Expenses	
	•	Enter amounts in yellow highlighted cells. Leave no cells blank. Enter "0" if applicable.	
	6600	Depreciation Expense	
	6610	Amortization Expense	
		Operating Profit (Loss) after Deprecieation & Amortization:	\$0
		Net Entity Expenses	
		the right.	
	7190		
	7190		
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	7190	· ·	
	7190		
	7190		
	7190		
	7 100	Total Net Entity Expenses:	\$0
	3050	Change in Total Net Assets from Operations (Net Loss)	\$0

Computation of Operating Cash Flow/Surplus Cash For the Year Ended December 31, 1900

. •		Total
Operating Revenue		\$0.
Interest earned on restricted accounts		0
	Adjusted Operating Revenue	\$0
Operating Expenses		\$0
Net Operating Income		\$0
Other Activity		•
Ground Lease Base Rent		\$0
Bond Monitoring Fee		0
Mandatory Debt Service - Principal		0
Mandatory Debt Service - Interest		0
Mandatory Debt Service - Other Amount		0
Deposits to Replacement Reserve Account		0
Deposits to Operating Reserve Account		0
Deposits to Other Restricted Accounts per Regulatory Agreem	ent	0
Withdrawals from Operating Reserve Account		0
Withdrawals from Other Required Reserve Account		0
	Total Other Activity:	\$0
Allocation of Non-Residential Surplus (LOSP only)	250	en e
	g Cash Flow/Surplus Cash:	\$0
Орегания	g ousin i low/outpids ousit.	Ψ0
<u>ahead</u> of residual receipts payments.		Total
·		
·	•	
		*
· · · · · · · · · · · · · · · · · · ·	·	•
	•	•
Total Cash Available for Resi	idual Receipts Distribution:	\$0
Distribution of Residual Receipts		
Select the Distribution Priority number from Worksheet 2. Fisca	al Activity for navments to be naid	
	al Activity for payments to be paid	
with remaining residual receipts.		Total
		TOLAL
·		
Total Residual Rece	eipts Distributions to Lenders:	\$0
Total Nesidual Nece		ΨΟ
Proposed Owner Distribution		\$0
Proposed Other Distribution/Uses		Ψυ
		n
	•	. 0

Summary of Replacement Reserve and Operating Reserve Activity For the Year Ended December 31, 1900

	Replacement Reserve	Operating Reserve
Balance, December 31, 1899	\$0	\$0
Actual Annual Deposit	0	0
Interest Earned	. 0	. 0
Withdrawals	0	0_
Balance, December 31, 1900	\$0	\$0

Annual Monitoring Report - Completeness Tracker - Reporting Year 2016 - Mayor's Office of Housing & Community Development

This checklist is a tool to help you track progress toward completion. NOTE: Do not submit the AMR until all items are "COMPLETED."

Reporting Start Date:

1/0/00 1/0/00 Project Address:

Submission Instructions:

Once all worksheets below are "COMPLETED", email the AMR, completed Owner Compliance Certification, along with the attachments required under the Insurance and Tax Certification per page 3 of the Owner Certification, waitlist, and audited financial statements to: moh.amr@sfgov.org.

Norksheet 1A Droi	perty & Residents	INCOME	O CTE de la coma
TOTALICE IA FIO	Questions 1 thru		incomplete
	Questions 5 thru		mcomplete
	Questions 25 th	ц 39	incomplete
Ţ	Questions 40 th		incomplete
l	Questions 51 th	ru 61	incomplete
Vorksheet 1B. Tra		_ To Be Det	ermined
	Questions 1 thru		To Be Determined
	Questions 12 the Questions 19 the		To Be Determined To Be Determined
vorksneet 1C. Evid	tion Data	To Be Det	
	, Question 1		To Be Determined
	Questions 2 thn.	121	To Be Determined
•	Questions 22 th	ru 41	To 8e Determined
	Questions 42 th	ru 61	To Be Determined
Morreheat 2 Flees	I Activity	inicome	NETE .
FULL SHEET A. FISCO		INCOME lousing Unit GPTR	Incomplete
		oss - Housing Units	incomplete
		perating Expenses	incomplete
	Surplus Cash/Residual Receipt	s (Rows 140 - 171)	incomplete
	Operating Reserve	e (Rows 177 - 186)	incomplete
	Replacement Reserve	e (Rows 188 - 196)	incomplete
	Changes to Real Estate Asset	s (Rows 198 - 205)	incomplete
	Replacement Reserve Eligible Expenditure		incomplete
1	Program Incom	e (Rows 230 - 243)	the local species
Norksheet 3A. Occ	upancy & Rent Info	INCOME	PLETE
A contract and block and office of minutes bear and			
	Does number of units entered on Worksheet entered on Worksheet 1A or the total hous		To Be Determined
		in Worksheet 1B?	to be Determined
	For each row with a Unit Number, was data	entered in cells for	
		Utility Allowance?	To Be Determined
		•	
	Narrative Provided for All rows indicat	ing Overhoused or	Ta Da Data
		Overcrowded?	To Be Determined
Workshoot 18 Dec	nographic information	To Be Det	termined
portioneer var. Der	Is Ethnicity and Race selected for		To Be Determined
Worksheet 4. Name	tive	To Be Det	ermined
*		2	To Be Determined
		3	To Be Determined
		4	To Be Determined
		5	To Be Determined
		6	To Be Determined
		7	To Be Determined
		8	To Be Determined
Worksheet 5. Proje	et Financing	INCOM	PLETE AND AND
Worksheet 6. Serv	ces Funding	To Be De	termined
esive alkalesa	Set as a first of the set	Norksheet incomple	te If using AMR to
			equired for Auditied
Required by MOHO			please complete the
行已知的問題的	数的数据的数据数据数据数据数据数据数据数据数据数据数据数据数据数据数据数据数据	required da	ata entry.

Exhibit F -- Lobbying/Debarment Certification Form

The undersigned certifies, to the best of his or her knowledge and belief, that:

- 1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement and the extension, continuation, renewal, amendment or modification of any federal contract, grant, loan or cooperative agreement.
- 2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress or an employee of a member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

This lobbying certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed under Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for such failure.

3. Neither the undersigned nor its principals is listed by the General Services Administration as debarred, suspended, ineligible or voluntarily excluded from receiving the Funds on the Agreement Date. The undersigned will review the list to ensure that any contractor or subcontractor who bids for a contract in excess of \$100,000 is not debarred, suspended, ineligible or voluntarily excluded from participating in federal programs and activities and will obtain the certification of each contractor or subcontractor whose bid is accepted that such contractor or subcontractor is not debarred, suspended, ineligible or voluntarily excluded from participating in federal programs and activities.

[NAME OF GRANTEE]:		
BY:		
NAME:		
TITLE:		
DATE:		

EXHIBIT G – ANNUAL MONITORING REPORT

Mayor's Office of Housing and Community Development

City and County of San Francisco



Edwin M. Lee

Olson Lee

March 16, 2017

Notice of Availability of 2016 Annual Monitoring Report Form (including new audit requirements and wait list submittal)

Announcement of Serious Incident Protocol

MOHCD is pleased to announce the availability of the Annual Monitoring Report (AMR) forms for Reporting Year 2016 (RY2016). The forms can be downloaded from the <u>Asset Management page</u> of the MOHCD web site. A training on how to complete the AMR will be held at MOHCD on April 13th from 9 a.m. to 12 noon. See below for more information.

New Audit Requirement and Deadline: To provide sufficient time for project sponsors to complete AMRs in accordance with the City's "New Audit Requirements for MOHCD-Funded Projects," the report is now due 5 months after the end of a project's business year. (Previously, it was due 4 months after.) For projects whose business year ended December 31, 2016, the report will be due on May 31, 2017 for the period January 1, 2016, through December 31, 2016. For projects not owned by a single-asset entity and whose financial activity is accounted for and audited with the parent corporation's finances, sponsors may request up to a one-month extension of the deadline to allow for additional time to complete consolidated audited financial statements in accordance with the new audit requirements.

New Waiting List Submittal Requirement: To aid the City in its efforts to ensure that the allocation of MOHCD-financed affordable housing resources is conducted in a consistent, fair, appropriate and inclusive manner, MOHCD is now requiring all sponsors to submit the current version of a project's waiting list with the Annual Monitoring Report.

Submissions for RY2016 and any outstanding reports from prior reporting years will be accepted only in the RY2016 format.

Completion and Submission Instructions

The Annual Monitoring Report consists of the following 3 parts:

I. <u>AMR_RY2016 – project name.xlsx</u> – This is a Microsoft Excel spreadsheet that is comprised of the following worksheets:

Instructions	3C. Demographic Summary (new)
1A. Property & Residents (revised)	4. Narrative
1B. Transitional Programs	5. Project Financing
1C. Eviction Data	6. Services Funding (enhanced)
2. Fiscal Activity (revised)	7. Supplementary Audit Information Required by MOHCD (new)
3A. Occupancy & Rent Info (revised)	Completeness Tracker
3B. Demographic Information (new)	

Provide all applicable information that is requested in worksheets 1-7. Use the Instructions to

1 South Van Ness Avenue, Fifth Floor, San Francisco, CA 94103 Phone: (415) 701-5500 Fax: (415) 701-5501 TDD: (415) 701-5503 www.sfgov.org/moh Notice of Availability of 2016 AMR March 16, 2017 Page 2

help you complete each form and the Completeness Tracker to help you to determine when each worksheet is complete.

Use Question #1 on the Narrative worksheet to explain any data that you provide that may be unclear or better understood with additional information. In addition, certain questions in this report prompt you to supply an explanation for your answers on the Narrative worksheet. Failure to supply the required explanation will render your submission incomplete.

Submit this report as an Excel file only; do not convert it to pdf or another file type. Changing the format of AMR_RY2016.xlsx without MOHCD's prior approval is not allowed. Do not overwrite any validations for any of the cells, alter any formulas or add or delete any rows or columns. If you need to revise the form in order to successfully complete the report, submit a request to moh.amr@sfgov.org.

II. Owner Compliance Certification Form and Documentation of Insurance — The certification form is a Microsoft Word document that must be completed, signed and dated by the Executive Director (or other authorized officer) of the entity that owns the project. Scan the form along with documentation of insurance and email it to MOHCD as a single document. For each project, you must provide certificates of liability insurance and property insurance that are current as of the date of submittal of the AMR.

III. <u>Audited Financial Statements</u> – Provide financial statements for the project for Reporting Year 2016. They must be prepared by a certified public accountant in accordance with generally accepted accounting principles, applicable regulations and laws and with the City's "New Audit Requirements for MOHCD-Funded Projects" a copy of which is attached and posted on <u>MOHCD's Asset Management web page</u>. If the project is owned by a single asset entity, provide separate financial statements just for the project, otherwise provide audited statements for the parent corporation. Also include copies of any Management Letters and special notes from the auditor that pertain to the property and the financial statements.

IV. Waiting List — Submit a copy of the project's waiting list that is current as of the date of submittal. The waiting list must include the following information for each person or household who has applied to live at the project and is still waiting to be considered for an available unit: name of head-of-household, contact information, date of application, number of people in the household, stated household income and desired unit size. This requirement is not applicable to transitional housing projects, residential treatment programs, shelters, group homes or permanent supportive housing for homeless people that is leased through a closed referral system.

Completed AMRs must be submitted electronically, via <u>one email message per project</u> to <u>moh.amr@sfgov.org</u>, or if desired, for multiple projects, via flash drive or compact disc sent to Mike McLoone at MOHCD. If the documents that comprise the report are too large to attach to a single email, compress the files into a zip file and attach it to the email.

Updates to the Reporting Form

The RY2016 AMR form has been revised from the form for RY2015, as follows:

- <u>Data for Race/Ethnicity</u> Must now be provided for each tenant household rather than in summary form for the project. Also, race and ethnicity have been split into two, separate demographic categories. For additional information on these changes, see the email notice from MOHCD dated 9/29/16 regarding new requirements for collection of ethnicity and race data.
- Worksheet 1A Most of the demographic questions have been moved to the new worksheet, "3B. Demographic Information," and the order of the remaining items has been changed to improve the flow of information.
- Worksheet 2 A new line item titled "Capital Maintenance Repairs/Improvements" has been

Notice of Availability of 2016 AMR March 16, 2017 Page 3

added to the expense section to account for capital costs that were paid out of the operating account and may be reimbursed by the Replacement Reserve. The "Reserve Account Details" section has been revised to improve functionality. The section for cash flow "waterfall" (distribution of Surplus Cash) has been simplified and now requires the user to enter the distribution priority as well as the amount of any Residual Receipts loan payment that is due to MOHCD, which previously was auto-calculated.

- <u>Worksheet 3A</u> Has been shortened by moving the data related to female-headed households, elderly households, number of children and disability to worksheet 3B.
- <u>Worksheet 3B</u> New worksheet where ethnicity, race and other demographic information must be entered for each tenant household.
- Worksheet 3C New worksheet where summaries of demographic information for a project are auto-generated, based on data entered on worksheet 3A and 3B.
- Worksheet 6 Has been enhanced so that supportive services that are selected on Worksheet
 1A are auto-filled into Worksheet 6
- Worksheet 4 New section added where reporters must provide the details of miscellaneous administrative and maintenance expenditures that exceed \$10,000
- Worksheet 7 This new worksheet has been added in connection with the City's "New Audit Requirements for MOHCD-Funded Projects." Most fields on this sheet are auto-filled with data that is entered on Worksheet 2. Printouts of this sheet may be used to produce the "Supplementary Information Required by MOHCD" that must now be included in the project's audited financial statements. If the auditor elects to use this sheet for this purpose, some data entry on the sheet is required in the yellow-highlighted cells.

AMR Training - April 13, 9am-12noon

To facilitate completion of the AMR by project sponsors, MOHCD will conduct a training on April 13 from 9 a.m. to 12 noon in our office at 1 South Van Ness Avenue, 5th Floor, Room 5080. We strongly encourage the primary staff person responsible for completion of the report to attend. Space is limited. Please RSVP to Ricky Lam at ricky.lam@sfgov.org or 415-701-5542.

Serious Incident Protocol

To ensure that MOHCD is kept informed of serious incidents that occur at projects financed by this office, we have established the following protocol for reporting serious, negative events such as accidents, criminal activity or equipment failure. The report should be filed only after emergency procedures have been followed and the situation has been stabilized.

The Mayor's Office of Housing and Community Development requests that owners of projects financed by this office notify us immediately if a serious incident occurs at their properties and meets one or more of the following parameters:

- Involves serious injury or death
- Is a serious, violent crime that involves a major police action (e.g. shooting)
- Causes the building or a significant number of units to be off-line
- Requires a resident to move out of a unit one month or longer
- Damage to the building is significant enough to require the use of reserves

The owner should notify the MOHCD asset manager assigned to the project and provide the following information:

- The date of the incident
- · A description of the incident

Notice of Availability of 2016 AMR March 16, 2017 Page 4

- · A description of what has been and is being done in response
- The name, phone and email of the staff that should be contacted if there are questions
- Confirmation that 1) the property insurance is current and 2) the insurance company has been contacted; a brief summary of their response, if available
- Statement of whether or not the organization plans to use the project's reserves to pay for corrective action

Available Units and Waiting List Openings

Before advertising the availability of units for lease in a project or the opening of the waiting list, owners and property managers must notify MOHCD of this action by completing a Marketing Plan Template and submitting it to the assigned staff person on MOHCD's asset management and compliance monitoring team. The template is available on the <u>Asset Management page</u> of our web site, under "Marketing Requirements for MOHCD-Financed Multifamily Rental Projects." Once the marketing plan is approved, MOHCD will post information about the available units or opening of the wait list on this <u>page of our web site</u>. General information for people seeking affordable housing in San Francisco can also be found on our web site at <u>this location</u>.

Owner Compliance Certification and Insurance & Tax Certification Form 2016 Annual Monitoring Report San Francisco Mayor's Office of Housing and Community Development

*** This form must be completed by Project Owner or authorized agent. ***

Complete this form, sign and date it, scan it along with current liability and property insurance certificates into a single PDF file, then email the file along with AMR_RY2016 – project name.xlsx, audited financial statements, and current waiting list to moh.amr@sfgov.org.

Project Name:	
Project Street Address:	
Reporting Period – Start Date:	End Date:

Owner Compliance Certification

The undersigned owner, having received housing development funds pursuant to a housing development program funding agreement/s entered into with the City and County of San Francisco ("CCSF") for the purpose of purchasing, constructing and/or improving low-income housing, does hereby certify as follows:

Initial all statements below, and supply data to make the statement complete where needed (look for underlined blanks; e.g.: _____). For any statements that are not true, you must supply a detailed explanation on the Annual Monitoring Report Narrative Worksheet. The failure to provide a conforming response to all statements below will render incomplete the entire Annual Monitoring Report ("AMR") submission for this project, which may result in a default condition under the funding agreement/s, and also subject the owner to scoring penalties in future efforts to obtain funding from MOHCD for this project and any other project.

	True	False	And the property of the content of t
1			The CCSF Mayor's Office of Housing and Community Development ("MOHCD") has been alerted by the owner prior to any actions taken by the owner that affect the value of the property associated with this project, including but not limited to the establishment of any liens or encumbrances on the property; and, where required, the owner has obtained written authorization from MOHCD prior to taking any such actions.
2			The undersigned is not in default of the terms of any Agreements with CCSF for this project, nor has it been in default on any other loans, contracts or obligations on this property during the reporting period.
3			The undersigned has not been the subject of any actions relating to any other loans, contracts or obligations on this property which might have a material adverse financial impact on the property.
4			The owner has not lost or failed to renew funding for supportive services for the project during the reporting period and has made available (or caused to be made available through another party) all supportive services that are required by existing, applicable funding and regulatory agreements.
5			The owner has not lost or failed to renew funding for operating subsidy/ies for the project during the reporting period.
6			The owner has paid all taxes due for the reporting period and prior reporting periods.
7			The undersigned has marketed the units in the manner set forth in the marketing and resident selection provisions of the funding agreement/s entered into with CCSF.

Owner Compliance Certification and Insurance & Tax Certification Form 2016 Annual Monitoring Report San Francisco Mayor's Office of Housing and Community Development

	True	False	
8			The project has met affordability and other leasing provisions set forth in the funding agreement/s entered into with CCSF during the entire reporting period. As of the end date of the reporting period, units (supply exact number) were occupied or held vacant and available for rental by low-income tenants meeting the income qualifications pursuant to the funding agreement/s entered into with CCSF.
9			The undersigned has obtained a tenant income certification and/or third party documentation to support that certification from each tenant household occupying a unit restricted to occupancy by income-qualified tenants. All income certifications are maintained onsite with respect to each qualified tenant who resides in a unit or resided therein during the immediately preceding business year.
10			The total charges for rent and a utility allowance to each income-qualified tenant in a restricted unit do not exceed the maximum rent specified in the funding agreement/s entered into with CCSF as adjusted by the most recent HUD income and rent figures, which have been taken from the figures that are supplied by MOHCD on its website.
11			All withdrawals from the replacement and operating reserve accounts have been made in accordance with the MOHCD funding agreement/s, unless approved in writing by MOHCD.
12			Security deposits required of tenants of the project are in accordance with applicable laws and the funding agreement/s entered into with CCSF.
13			The undersigned has obtained and will maintain insurance policies in accordance with requirements of the funding agreement/s entered into with CCSF as may be reasonably updated from time to time, and has supplied with this AMR certificates of insurance that are current through the end of the reporting period.
14			The undersigned has maintained the units and common areas in a decent, safe and sanitary manner in accordance with all local health, building, and housing codes and in accordance with the HUD Housing Quality Standards.
15			The data submitted in Section 1A – Property & Residents of the Annual Monitoring Report regarding any violation/s of any health, building, or housing codes is complete and accurate; all required copies of violations/citations that were not resolved by the end of the reporting periods are also included with this AMR submission.
16			The undersigned has made best efforts to: (a) keep the units in good repair and available for occupancy; and (b) keep the Project fully rented and occupied.
17			All questions in the Annual Monitoring Report submitted for this reporting period have been answered fully and truthfully; answers have been supplied for all of questions requiring detailed responses on the Annual Monitoring Narrative Worksheet and any related documents have been submitted as attachments.
18			The project has received additional equity proceeds in the amount of \$ (supply amount) from low-income housing tax credit investors during the reporting period.
19	,		Accurate information has been provided in Worksheet 2 - Fiscal Activity about any Federal Program Income earned by this project during the reporting period.
20			Any amounts charged as Asset Management Fees are reflected accurately under Income & Expenses in Worksheet 2 - Fiscal Activity of the Annual Monitoring Report, and all such amounts have been used exclusively toward asset management of this project. Asset Management Fees taken beyond pre-approved levels have been documented as required in response to question 7 in Section 4 - Narrative.

Owner Compliance Certification and Insurance & Tax Cartification Form 2016 Annual Monitoring Report San Francisco Mayor's Office of Housing and Community Development

	40.00	False	
21			The calculation of cash flow in Worksheet 2 - Fiscal Activity accurately reflects all expenses incurred and income earned, and the proposed distribution of any Residual Receipts would be in accordance with all relevant agreements and policies.
22			The Waiting List that has been submitted with the 2016 Annual Monitoring Report is an accurate and correct record as of the last day of the reporting period of the households who have applied to live at the Project, including the name of the head-of-household (or a suitable alternative), date of application, number of people in the household, stated household income and desired unit size.

Property and Liability Insurance

Enter the information requested below, and attach a current copy (each) of the Property and Liability Insurance Certificates. SCAN the documents and send them as an attachment along with the complete AMR to MOHCD via e-mail to: moh.amr@sfgov.org.

Property Insurance		
	Property Street Address:	
	Policy Number:	
	Policy Effective Date:	
	Policy Expiration Date:	
Liability Insurance		
	Property Street Address:	
•	Policy Number:	
	Policy Effective Date:	
	Policy Expiration Date:	

Tax Certification

Enter the information requested below. You do **NOT** need to submit copies of the invoice or checks used to pay the tax.

Property Tax		
	Tax Year:	
	Amount of Tax Paid:	
•	Date Paid:	
	Amount outstanding from	
	taxes due for Reporting Period:	
	Amount outstanding from taxes	
	due prior to Reporting Period:	

*** This form must be completed by Project Owner or authorized agent. ***

The undersigned, acting under authority of the ownership of this project, executes this Certification, subject to the pains and penalties of perjury, and certifies that the foregoing is true and correct in all respects.

Signature: Date:	Name:	Title:	
Olgitataio.	Signature:	Date:	

Annual Monitoring Report - Instructions - Reporting Year 2016 - Mayor's Office of Housing & Community Development

The instructions and definitions below are organized by the worksheets contained within this Annual Monitoring Report. Please review the instructions below and within each worksheet thoroughly as instructions may have changed.

Updated 02/16/2017

1A. Property & Residents

Please follow the instructions provided on the worksheet.

1B. Transitional Programs Only

Please follow the instructions provided on the worksheet.

1C. Eviction Data

Please follow the instructions provided on the worksheet.

2. Fiscal Activity

Income and Expenses

The purpose of the Income and Expenses form is to track actual income and expenses over the reporting period. In addition to the instructions below, please follow instructions provided on the worksheet.

INSTRUCTIONS

Column B - "Description of Income Accounts" and "Description of Expense Accounts". A complete description of the Income Accounts and Expense Accounts are provided below. Refer to the descriptions when completing the Fiscal Activity Worksheet. The Chart of Accounts uses account categories prescribed by generally accepted accounting principles and closely follows accounts prescribed by HUD, the State of California's Housing and Community Development Department, and the City's Quarterly Program Income Worksheet.

Column D - "Account Number". Each number represents an account in the Chart of Accounts, see below for more info.

Column F - "Residential". This column is for the essential recurring income and expenses related to the operation of a rental housing property, group home, project serving special needs populations or a transitional housing program.

Column H - "Non-Residential". This column is used to report income and expenses related to commercial space or other non-residential space in a project.

<u>Income</u>

Rental Income

5120 Housing Units Gross Potential Tenant Rents. This account records gross rent payable by the tenant for all residential units. Offsetting debits to this account are Account 6331, Administrative Rent Free Unit.

5121 Rental Assistance Payments. This account records rental assistance payments received or earned by the project through the LOSP, HUD Section 8 program (project-based or tenant-based assistance), HUD Section 202/811 programs, Shelter Plus Care program, HOPWA program, Rent Supplement, HOME Tenant-Based Assistance and VASH.

5140 Commercial Unit Rents. This account records gross rental income from stores, offices, rented basement space, furniture and equipment or other commercial facilities provided by the property.

Vacancy Loss

5220 Rent Income - Residential Units Vacancy Loss. ENTER AS NEGATIVE NUMBER. This account records total loss of residential rental income due to vacant residential units.

5240 Rent Income - Commercial Units Vacancy Loss. ENTER AS NEGATIVE NUMBER. This account records total loss of commercial rental income due to vacant commercial units.

Other Income

5170 Garage and Parking Spaces. This account records the gross rental income from all garage and parking spaces.

5190 Miscellaneous Rent Income. This account records gross rental income expectancy not otherwise described above.

5300 Supportive Services Income. Accounts in this series are used primarily by group home projects or other projects restricted to a special needs population (e.g., group home for mentally disabled or senior apartments). These accounts record revenues received or payable (other than rents) for services provided to tenants (e.g., meal services, housekeeping, etc.). Supportive service-related expenses are charged to accounts in the 6900 series. Enter the total of all revenues received or payable, and identify the source(s) of the income in cell D39.

5400 Interest Income - Project Operations. This account records interest income received or accrued on the Project Operating Account/s; DO NOT RECORD interest earned on the Replacement Reserve or Operating Reserve here.

5910 Laundry and Vending. This account records project revenues received from laundry and vending machines owned or leased by the project.

5920 Tenant Charges. This account records charges collected from tenants for damages to apartment units and for fees paid by tenants for cleaning of an apartment unit (other than regular housekeeping services), any security deposits forfeited by tenants moving out of the project and charges assessed to tenants for rent checks returned for insufficient funds and for late payment of rents.

5990 Other Revenue. This account records project revenue not otherwise described in the above revenue accounts.

Expenses

Management

6320 Management Fee. This account records the cost of management agent services contracted by the project. This account does not include charges for bookkeeping or accounting services paid directly by the project to either the management agent or another third party.

Salaries/Benefits

6310 Office Salaries. This account records salaries paid to office employees whether the employees work on site or not. Front-line responsibilities include for example, taking applications, verifying income and processing maintenance requests. The account does not include salaries paid to occupancy, maintenance and regional supervisors who carry out the agent's responsibility for overseeing or supervising project operations and personnel: These salaries are paid from the management fee. This account also does not include the project's share of payroll taxes (Account 6711) or other employee benefits paid by the project.

6330 Manager's Salary. This account records the salary paid to property managers. It does not include the project's share of payroll taxes or other employee benefits or compensation provided to residents managers in lieu of residents managers' salary payments.

6723 Employee Benefits: Health Insurance & Disability Insurance. This account records the cost of employee benefits paid and charged to the project for health insurance and disability insurance.

XXXX Employee Benefits: Retirement & Other Salary/Benefit Expenses. This account records the cost of employee benefits paid and charged to the project for retirement and any other employee salary/benefits.

6331 Administrative Rent Free Unit. This account records the contract rent of any rent free unit provided to a resident manager which would otherwise be considered revenue producing.

Administration

6210 Advertising and Marketing. This account records the cost of advertising the rental property.

6311 Office Expenses. This account records office expense items such as supplies, postage, stationery, telephone and copying.

6312 Office Rent. This account records the rental value of an apartment, otherwise considered potentially rent-producing, but used as the project office or as a model apartment. The account is normally debited by journal entry.

6340 Legal Expense - Property. This account records legal fees or services incurred on behalf of the project (as distinguished from the borrower/grantee entity). For example, agents charge legal fees for eviction procedures to this account.

6350 Audit Expense. This account records the auditing expenses incurred by the project that are directly related to requirements for audited financial statements and reports. This account does not include the auditor's charge for preparing the borrower/grantee's Federal, State and local tax returns. This account does not include the cost of routine maintenance or review of the project's books and records.

<u>6351 Bookkeeping Fees/Accounting Services</u>. This account records the cost of bookkeeping fees or automated accounting services not included in the management fee but paid to either the agent or a third party.

6370 Bad Debts. This account records by journal entry the amount of tenant accounts receivable that the agent estimates uncollectible at the end of the accounting period.

6390 Miscellaneous Administrative Expenses. This account records administrative expenses not otherwise classified in the 6300 Series. If the project had miscellaneous administrative expenses greater than \$10,000, a detailed itemization of these expenses must be provided in the Narrative worksheet

Utilities

6450 Electricity

6451 Water

6452 Gas

6453 Sewer

Taxes and Licenses

6710 Real Estate Taxes. This account records payments made for real estate taxes of the project.

6711 Payroll Taxes (Project's Share). This account records the project's share of FICA and State and Federal Unemployment taxes.

6790 Miscellaneous Taxes, Licenses and Permits. This account records any taxes, licenses, permit fees or costs of insurance assessed to the property and not otherwise categorized in the 6700 Series.

Insurance

6720 Property and Liability Insurance. This account records the cost of project property and commercial general/auto liability insurance.

6721 Fidelity Bond Insurance. This account records the cost of insuring project employees who handle cash.

6722 Workers' Compensation. This account records the cost of workers' compensation insurance for project employees.

6724 Directors and Officers Liabilities Insurance. This account records the cost of insurance to cover financial protection for the directors and officers of the ownership entity in the event they are sued in conjunction with the performance of their duties as they relate to the property.

Maintenance and Repairs

6510 Payroll. This account records the salaries of project employees whose perform services including but not limited to janitorial/cleaning, exterminating, grounds, repairs, elevator maintenance and decorating. This account does not include the property's share of payroll taxes (FICA and Unemployment) or other employee benefits paid by the property.

6515 Supplies. This account records all cost of supplies charged to the property for janitorial cleaning, exterminating, grounds, repairs and decorating.

6520 Contracts. This account records the cost of contracts the owner or agent executes with third parties on behalf of the property for janitorial/cleaning, exterminating, grounds, repairs, elevator maintenance and decorating.

6525 Garbage and Trash Removal. This account records the cost of removing garbage and rubbish from the project. The account does not include salaries paid to janitors who collect the trash.

6530 Security Payroll/Contract. This account records the project's payroll costs attributable to the protection of the project or the costs of a protection contract that the owner or agent executes on behalf of the project.

6546 HVAC Repairs and Maintenance. This account records the cost of repairing and maintaining heating or air conditioning equipment owned by the project. Agents should capitalize repairs of significant amounts which extend the useful life of the equipment.

6570 Vehicle and Maintenance Equipment Operation and Repairs. This account records the cost of operating and repairing project motor vehicles and maintenance equipment. Motor vehicle insurance is not included in this account but is charged to account 6720.

6590 Miscellaneous Operating and Maintenance Expenses. This account records the cost of maintenance and repairs not otherwise classified in the 6400 and 6500 account Series. If the project had miscellaneous operating and maintenance expenses greater than \$10,000, a detailed itemization of these expenses must be provided in the Narrative worksheet.

Supportive Services

6900 Supportive Service Expenses. Accounts in this series are used primarily by group home projects and other projects restricted to a special needs population. The accounts record expenses directly related to special services provided to the tenants (e.g., food, housekeeping, case managers, social activity coordinator, etc.).

Reserve Account Activity

1320 Replacement Reserve Required Annual Deposits. This account records the required amount of deposits made to a segregated Replacement Reserve bank account from the project's Operating Account during the reporting period. See below for more guidance about data entry required for replacement reserve eligible expenditures.

1365 Operating Reserve Deposits. This account records amount of deposits made to a segregated Operating Reserve bank account from the project's Operating Account during the report period.

XXXX Operating Reserve Account Withdrawals. Enter the total amount of withdrawals made from the Operating Reserve, which will be deposited into the project's Operating Account during the reporting period.

1330 Other Reserve Accounts - Deposits. This account records amount of deposits made to segregated reserve bank accounts not identified above during the report period. Deposits are assumed to have been funded by the project's operating account and will decrease the surplus cash amount in row 136. You should provide the name of the account in cell D132.

XXXX Other Reserve Accounts - Withdrawals. This line is used to record the amount of withdrawals made from other segregated reserve bank accounts during the reporting period. Withdrawals entered are assumed to have been deposited into the project's operating account and will increase the surplus cash amount in row 136. You should provide the name of the account in cell D133.

3A. Occupancy & Rent Info

Accurate and complete household and tenancy data must be submitted on the Occupancy & Rent Info worksheet as evidence that the project complies with the income eligibility and rent affordability restrictions of MOHCD's funding agreements. Enter the data described below into the chart in Section 3a - Occupancy & Rent Info for the tenant population that occupied the project as of the end of the reporting period. For vacant units and manager's units, you must supply data in columns D, E, P, R and T. All other columns should be left blank.

COLUMN DESCRIPTION

- C. Row Number. Do not enter data in this column.
- D. Unit No. Enter the unit number (or bed number for transitional or group housing) for each unit/bed in the property.
- E. Unit Type. Use the drop down menu to select the unit type (also shown below):
 - Bed = (measurement for Group homes or transitional housing)
 - "SRO" = Single Room Occupancy unit
 - "Studio" = Studio unit
 - "1BR" = 1 Bedroom unit
 - "2BR" = 2 Bedroom unit
 - "3BR" = 3 Bedroom unit
 - "4BR" = 4 Bedroom unit
 - "5+BR" = 5 or more Bedroom unit
- Date of Initial Occupancy. Enter the date when the tenant occupied their first unit in the project. For tenants who have transferred to another unit in the project, this date will be different than the date when they moved into their current unit.
- G. Household Annual Income at Initial Occupancy. Enter the tenant's annual household income from the initial income certification that was done before they moved into their first unit in the project. For tenants who have transferred to another unit in the project, this amount will be different than the amount from the rertification that was done when they moved into their current unit.
- Household Size at Initial Occupancy. Enter the number of people that was in the tenant's household when they occupied their first unit in the project. For tenants who have transferred to another unit in the project, this number may be different than it was when they moved into their current unit.
- I. Date of Most Recent Income Recertification. Enter date of most recent income recertification. Leave blank for vacant units.
- Household Annual Income as of Most Recent Recertification within reporting period. Enter annual income of the household from the most recent recertification. OK to leave blank ONLY if ALL funders do not require annual income recertifications.
- K. Household Size as of Most Recent Recertification within reporting period. Enter the number of occupants in the unit from the most recent recertification within the reporting period.
- L. Minimum Occupancy for Unit Type. The data here is automatically entered from items 25-31 on Worksheet #1A.
- M. Maximum Occupancy for Unit Type. The data here is automatically entered from items 25-31 on Worksheet #1A.
- N. Overhoused or Overcrowded? The data here is automatically generated based on entries in column K and on items 26-32 on Worksheet #1A.
- Overhoused or Overcrowded Narrative A household is "Overhoused" if there are fewer people residing in the unit than the minumum occupancy. "Overcrowded" means that there are more people residing in the unit than the maximum occupancy. If the data in column N indicates that the household is overhoused or overcrowded, please describe any extenuating circumstances that justify the overhoused/overcrowded status and summarize efforts that you have made to transfer the tenant to a unit that is appropriate for the size of the household, if applicable.
- Rental Assistance. From the drop-down menu, select one code only to indicate the type of assistance, if any, being provided to the tenant (low-income units only). Select "None" if no rental assistance comes with the unit or none is provided to the tenant.
 - "Section 8 Project Based" = The unit comes with Section 8 subsidy that will remain with the unit after the tenant moves out.
 - "Section 8 Tenant Voucher" = Tenant is receiving assistance through the Section 8 Certificate or Voucher programs.

- "PRAC 202" = The unit receives a subsidy through a Project Rental Assistance Contract from HUD's 202 program,
- "PRAC 811" = The unit receives a subsidy through a Project Rental Assistance Contract from HUD's 811 program.
- "S+C" = Tenant is receiving tenant-based assistance, or the unit has project-based assistance, from the Shelter Plus Care program.
- "HOPWA" = Tenant is receiving tenant-based assistance, or the unit comes with project-based rental assistance, from the Housing Opportunities for People With AIDS program.
- "VASH" = Tenant is receiving tenant-based assistance, or the unit comes with project-based rental assistance, from the Veterans Administration Supportive Housing program.
- "LOSP" = The unit receives a subsidy through the City's Local Operating Subsidy Program.
- "DAH (DPH)" = The unit receives a subsidy through the City's Direct Access to Housing Program of DPH.
- "HSA Master Lease" = The unit receives a subsidy through the City's Master Lease Program of the Human Services Agency.
- "HOME TBA" = Tenant receives assistance from a HOME-funded rental assistance program.
- "Rent Supplement" = Tenant receives a supplemental rent payment from an outside agency.
- "Other" = Tenant is receiving, or unit comes with, rental assistance through another Federal, State or local program.
- Q. Amount of Rental Assistance. Enter the dollar amount of rental assistance that is paid on behalf of the household/tenant.
- R. Amount of Maximum Gross Rent Allowed for Unit. Enter the maximum rent for the unit that is allowed by the most restrictive funder of the project.
- S. Amount of Tenant Paid Rent for Unit. Enter only the amount of rent that the tenant pays. Do not include any rental assistance paid on behalf of the tenant by another party.
- T. Utility Allowance. If the tenant pays for utilities, enter the Utility Allowance allowed for the unit. Enter zero (0) if the Utilities are paid by the project.
- U. Date of Most Recent Rent Increase within the Reporting Period. ONLY FOR UNITS THAT DO NOT HAVE RENTAL ASSISTANCE OR SUBSIDY. Enter date of most recent rent increase for unit.
- V. Amount of Most Recent Rent Increase within the Reporting Period. ONLY FOR UNITS THAT DO NOT HAVE RENTAL ASSISTANCE OR SUBSIDY. Enter amount of most recent rent increase for unit.

really and the control of the contro

W. Percentage of Most Recent Rent Increase. THIS IS A SELF-CALCULATING CELL - ENTER NO DATA HERE.

3B. Demographic

The two ethnic categories are defined below:

- Hispanic or Latino. A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term "Spanish origin" can be used in addition to "Hispanic" or "Latino."
- Not Hispanic or Latino. A person not of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

The 10 racial categories are defined below:

- American Indian or Alaska Native. A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- Asian. A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black or African American. A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander. A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White. A person having origins in any of the original peoples of Europe, the Middle East or North Africa.
- American Indian or Alaska Native and Black or African American. A person having these multiple race heritages as defined above.
- · American Indian or Alaska Native and White. A person having these multiple race heritages as defined above.
- · Asian and White. A person having these multiple race heritages as defined above.
- · Black or African American and White. A person having these multiple race heritages as defined above.
- Other/Multi-Racial. For reporting individual responses for a person that is not included in any of the categories listed above.

Female-headed Household. For each residential unit, enter "Yes" if the head of household is a woman that is either alone or with one or more children. Enter "No" if the head of the household is not a woman.

Elderly Household. For each residential unit, enter "Yes" if the head of household is a person that is at least 62 years of age. Enter "No" if the head of the household is younger than 62.

Number of Children Under Age 18 in Household. Enter the number of occupants in the unit that were under age 18 as of the end date of the reporting period.

Disability (Physical/Visual/Hearing/None). If the unit is occupied by a tenant with any of the listed disabilities, select the disability from the drop-down menu. Select "None" if the unit is not occupied by a physically, visually, or hearing disabled tenant.

3C. Summary of Reported Household Demographics

No data entry required. Output based on information reported from Worksheets 3A and 3B.

4. Narrative

Please follow the instructions provided on the worksheet.

5. Project Financing

Supply the info requested about all current financing of the project. Lenders should be listed in lien order, i.e., with the most-senior lender in the first lien position, the most-junior lender in last lien position.

6. Services Funding

For each service that is provided based on your answers to questions 51-61 on Worksheet 1A, you must supply additional info about each service provider on Worksheet 6. Services Funding.

7. Supplementary Audit Information - Required by MOHCD

Use this template to satisfy the audit requirement for MOHCD-funded projects. Project Owners/auditors may enter data directly into this worksheet and then print it to create the required Supplemental Schedules in the Audited Financial Statement. Alternatively, the audit requirement may be satisified by using a form generated by the Sponsor's accounting system, as long as the form includes all the elements contained within MOHCD's template.

Completeness Tracker

Use this worksheet to track your work and to verify that you have completed all required data entry.

Links to Relevant Policies

Double click on the following web links to access the policy documents posted at SFGOV for your reference. The web address of the pages on the web are included for manual navigation as well.

MOHCD Forms Page at SFMOHCD.ORG

http://sfmohcd.org/documents-reports-and-forms

Program Income Overview

http://sfmohcd.org/sites/default/files/FileCenter/Documents/5141-MOH_ProgIncomeOverview.pdf

MOHCD Residual Receipt Policy

http://sfmohcd.org/sites/default/files/Documents/CURRENTResidualRecPolicy%202016.pdf

MOHCD Insurance Requirements Policy

http://sfmohcd.org/sites/default/files/FileCenter/Documents/5140-INSURANCE%20EXHIBIT%20K_2014-05-21.pdf

MOHCD Operating Fees Policy

http://sfmohcd.org/sites/defauit/files/Documents/CURRENT%20OperatingFeesPolicy%202016.pdf

		eport - Property & Residents - Reporting Year 2016 - ce of Housing & Community Development
#	IDENTIFYING INFO	
1		Reporting Period Start Date (m/d/yyyy)
2		Reporting Period End Date (m/d/yyyy)
3		Property Name (select from drop down)
4		Property Full Street Address (e.g. "123 Main Street")
	CONTACT INFO	
5		Sponsor Executive Director Name
6		Sponsor Executive Director Phone Number
7		Sponsor Executive Director E-mail
8	·	Property Management Company
9		Property Manager Name
10		Property Manager Phone Number
11		Property Manager E-mail
12		Property Supervisor Name
13		Property Supervisor Phone Number
14		Property Supervisor E-mail
15		Property Owner Name
16		Property Owner Contact Person
17		Property Owner Contact Phone Number
18	•	Property Owner Contact E-mail
19		Property Asset Manager Name
20	·	Property Asset Manager Phone Number
21		Property Asset Manager E-mail
22		AMR Preparer's Name
23		AMR Preparer's Phone Number
24		AMR Preparer's E-mail

25	Is the project any of the following: Transitional Housing, Residenti Treatment Program, Shelter or Transitional Group Home? (select or "no" from the drop-down menu to the left.) If you answer "yes skip questions 26 through 39 below, and continue with quest 40. Also, you must complete worksheet "1B.TransitionalPrograms"					
	What is the Unit Mix for the Property? Please in	clude any man	ager's units in this ta	illy.		
	Unit Types	Number Of Units Occupancy Standard: Standard: Minimum HH Size for this Unit Type*		Standard: Maximum	*Occupancy Standards should be described in project's Approved Tenant Selection and Marketing Plan. If not defined there, supply the standards used organization-wide,	
26	Single Room Occupancy (SRO) Units		1, 4 = 1,			
27	Studio Units		1	74.97		
28	One-Bedroom (1BR) Units		12 30 12 SE		,	
29	Two-Bedroom (2BR) Units		THE THE STREET			
30	Three-Bedroom (3BR) Units					
31	Four-Bedroom (4BR) Units					
32	Five- or More (5+BR) Bedroom Units	•				
33	TOTAL # Units> 0					
. 34	Vacancies - How many vacancies occurred at the project during the reporting period? (Be sure that the number you report here is not less than the number of vacant units that are included on worksheet 3.)					
35		Evictions - How many evictions occurred during the reporting year? (This data in this field is automatically calculated from the data that is entered on worksheet 1C. You must complete worksheet 1C, unless the project is transitional housing, a residential treatment program, a shelter or a transitional group home.)				
36	#					
.37		Waiting List - How many applicants are currently on the waiting list?				
38		When was	the waiting list las	st updated? (m	/yyyy)	
39	#	Affirmative Marketing - Did you conduct any marketing of the project during the reporting period? If you conducted				

40	-	 . ,	What is the date of the last Capital Needs Assessment? (m/d/yyyy)
41			What is the projected date of the next Capital Needs Assessment? (m/d/yyyy)
42		#2	How many Health, Building or Housing Code Violations were issued against the property in the reporting year? (If there were no violations enter "0"). If the property was cited for code violations in the reporting year or has open, unresolved violations from prior years as indicated below, you must answer Question #2 on the Narrative worksheet. (Click on #2 at left to jump to Narrative worksheet.)
43			How many Health, Building or Housing Code Violations were open from <i>prior</i> years?
44			How many Health, Building or Housing Code Violations were cleared in the reporting year?
45		£#	Are there urgent Major Property Repairs needed on the property in the next two years? (Yes/No) If there are needed major repairs you must answer Question #3 on the Narrative worksheet. (Click on #3 at left to jump to Narrative worksheet.)
46			If the property has Immediate Capital Needs and lacks adequate funds in the Replacement Reserve (or elsewhere) to cover the costs, please supply the amount of funds needed to make up the difference, and supply additional explanation in question #3 of the Narrative report. (Click on # 3 at left to jump to Narrative worksheet.)
47			As of the last day of the reporting period, how many units were fully Accessible to Physically Impaired Tenants?
48			As of the last day of the reporting period, how many units were Adaptable for Physically Impaired Tenants?
49		•	As of the last day of the reporting period, how many units were fully Accessible to Visually Impaired Tenants?
50			As of the last day of the reporting period, how many units were fully Accessible to Hearing Impaired Tenants?

Resident Services: AN ANSWER IS REQUIRED FOR questions 51-61. Indicate below any services that were available to the residents free of charge, on site or at another designated location within 1/4 mile of the project. You must also provide additional information about each of the marked services below on Worksheet "6.Services"

		The state of the s
51	no	ନ୍ଦ୍ର ନ୍ଧୁ After School Program/s (y/n)
52	no	ഉട്ട Licensed Day Care Service (participant fees are allowable for g day care ONLY) (y/n)
53	no	្វិទ្ធិ Youth Program/s (y/n)
54	no	ഉട്ട Educational Classes (e.g. basic skills, computer training, es ESL) (y/n)
55	no	୍ଦ୍ର ଜୁ Health and Wellness Services/Programs (y/n)
56	no	င္ ဖွို Employment Services (y/n)
57	no	င် နို် Case Management, Information and Referrals (y/n)
58	no	ഉ Benefits Assistance and Advocacy; Money Management;
59		ຊ ຶ່ງ Support Groups, Social Events, Organized Tenant Activities ຶ່່ (y/n)
60		୍ରିଟ୍ର Other Service #1 - Please specifiy in column G.
61		୍ରିଟ୍ର Other Service #2 - Please specifiy in column G.

POPULATION SERVED

Target / Actual Populations: As of the last day of the reporting period, what are the Actual and Target Populations (expressed as Number of Households) for the Project?

Under Target Population, enter the number of units at the project that, as a requirement of a specific funding source (e.g. 202, HOPWA, McKinney), are targeted to and set aside for the target populations shown in the table. Under Actual Population, enter the number of households at the project that, as of the end of the reporting period, contained at least one person who is a member of the populations shown in the table.

	Target Por	oulation	Actual Popul	lation
62	0	Families	0	Familiès
63	0	Persons with HIV/AIDS	0	Persons with HIV/AIDS
64	0	Housing for Homeless	0	Housing for Homeless
65	0	Mentally or Physically Disabled	0	Mentally or Physically Disabled
66	0	Senior Housing	0	Senior Housing
67	, 0	Substance Abuse	0	Substance Abuse
. 68	0	Domestic Violence Survivor	0	Domestic Violence Survivor
69	0	Veterans	0	Veterans
70	0	Formerly Incarcerated	0	Formerly Incarcerated
71	0	Transition- Aged Youth ("TAY")	0	Transition- Aged Youth ("TAY")

Remember, SAVE YOUR WORK!

Annual Monitoring Report - Eviction Data - Reporting Year 2016 - Mayor's Office of Housing & Community Development Project Address: This section of the AMR must be completed for all projects, except for transitional housing o Number of households who lived in the project during the reporting period: Number of households who lived in the project AT ANY TIME during the reporting period. Be sure to include all households that moved in during the reporting period Number of households in the project who received Notices of Eviction during the reporting period for each of the following reasons: (If more than one reason applies to a household, report only the primary reason.) You MUST answer every question (i.e., enter zero if applicable). Breach of Lease Agreement Capital Improvement 3 Condo Conversion Demolition 5 Denial of Access to Unit 6 Development Agreement Ellis Act Withdrawal Fallure to Sign Lease Renewal 9 Good Samaritan Tenancy Ends Habitual Late Payment of Rent 10 11 Illegal Use of Unit 12 13 Lead Remediation 14 Non-payment of Rent 15 Nuisance 16 Other Owner Move In 17 Roommate Living in Same Unit 18 19 Substantial Rehabilitation 20 · 21 Unapproved Subtenant Total number of households who received Notices of Eviction Number of unlawful detainer actions filed in court by the owner against tenants in the project during the reporting period for each of the following reasons: (If more than one reason applies to a household, report only the primary reason.) You MUST answer every question (i.e., enter zero if applicable). Breach of Lease Agreement 23 Capital Improvement 24 Condo Conversion 25 Demolition Denial of Access to Unit 26 27 Development Agreement 28 Ellis Act Withdrawal Failure to Sign Lease Renewal 29 Good Samaritan Tenancy Ends 30 Habitual Late Payment of Rent Illegal Use of Unit 31 32 33 Lead Remediation 34 Non-payment of Rent Nuisance 35 36 Other Owner Move In 37 Roommate Living in Same Unit Substantial Rehabilitation 38 39 40 Unapproved Subtenant Total number of unlawful detainer actions filed Number of households evicted from the project during the reporting period for the each of the following reasons: (If more than one reason applies to a household, report only the primary reason.) You MUST answer every question (i.e., enter zero if applicable). 42 Breach of Lease Agreement 43 Capital improvement 44 Condo Conversion 45 Demolition Denial of Access to Unit 46 47 Development Agreement 48 Ellis Act Withdrawal Failure to Sign Lease Renewal 49 Good Samaritan Tenancy Ends 50 Habitual Late Payment of Rent Illegal Use of Unit 51 52 53 ead Remediation 54 Non-payment of Rent Nuisance 55 56 Other Owner Move In 57 Roommate Living in Same Unit 58 59 Substantial Rehabilitation 60 Unapproved Subtenant Total number of households evicted (total also used to answer question #35 on Worksheet 1A) 61

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В	D	F	н	J	T.	N I	- Р	R
Annual Monitoring Report - Fiscal Activity - Reporting Year 201	6 - Mayor's Office	of Housing & C	ommunity Develop	nent				
0	Name of Lessor or				Resident	al Breakdown	the grant of the state of the s	Tallor (OSP spin
1 4. Oround Lasse Base Rent & Debt Service (Principal and interest)	Lander / Describe Other Ant Paid	Residential	Non-Residential	, Total 3	LOSP	non-LOSP	LOSP CARLOS AND	non-LOSP 400 Page 1
12 Ground Lease - Base Rent (provide Lessor name to the right) 13 Bond Mondoring Fee					NVALUEL S	#VALUE!		1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
4 Lendert - Principal Paid (provide lender name to the right)					*VALUE!	#VALUE		1000
5 Interest Paid 6 Other Amount (describe to the right)	14.00 P. 15.00 P. 15				E EVALUES:			1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 -
7 Lender2 - Principal Paid (provide lender name to the right)					#VALUE	#VALUE!		000
8 Interest Paid 9 Other Amount (describe to the right)	11/2/2017			7,236	NVALUE!	#VALUE!		0.00
D Lender3 - Principal Paid (provide lender name to the right)					#VALUET	#VALUE		1 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2
Interest Paid Other Amount (describe to the right)	7-51-a (A)			100	WVALUE !	#VALUE!		ooc Latanaan
23 Lender4 - Principal Paid (provide lander name to the right)				1250	WALUEL	#VALUE!		the ball one depression you
Interest Paid Other Amount (describe to the right)	11.5° (2.35°)				#VALUE:	#VALUE!		0.00
5 Total Ground Lease Buse Rent + Debt Service Payment		\$0.00	\$0.00	\$0,00	#VALUE	#VALUE	Section 1	methy LOSP spul
85. Reserve Account Activity Impacting Operating Account Replacement Reserve Required Annual Deposit (Source is Operating Account.) Enter as				10000	LOSP	non-LOSP	COSP CHARGE BECOME THE STORY OF STREET	
2 bostone unimper.	1320			\$0,00	BVALUE	#VALUE!		ad
Operating Reserve Deposits (Source is Operating Account.) Enter as positive number.	1365			\$0,00	#VALUE!	#VALUE		0.0
Operating Reserve Account Withdrawels (For deposits to Operating Account.) Enter as is positive number.				59.00	#VALUE:	#VALUE!		0.0
Other Required Reserve Account Deposits (Source is Operating Account. Enter as positive 2 number, Identify reserve account in next col) (1330)				\$0.00	#VALUE!	#VALUE	LOSP split	
Other Required Reserve Account Wikhdrawsis (For deposit to Operating account. Enter as 3) positive number, identify account in next col				\$0.00	#VALUEI	#VALUE!	2751 474	
4 Net Reserve Activity	1	\$0.0	50.00		#VALUE		LOSP of Filter of Page 18 and St. 1920.	non-LOSP No second Research (1927), Val
5 Surplus Cash, Detail (NO) minus Debt Service and Reserve Activity		\$0.0	\$0,00	\$0,00	#VALUE		Pre-authorized alternative LO	SP sold for Non-Res Sumbis
,	1000	Contract To Miles To	HARSITO	1273	Cells below allocate	eny non-residential surplus om e (23	108P	non-LOSP
If amount for Surplus Cash above is negative:						I		
-you must provide a detailed explanation to question ## on the Harrative workshee you must NOY supply data for any of the fields for Uses of Surplus Cash below	t	Gota	vod Naualive questi	on #8	NVALUE :	BVALUEI		
9 Surplus Cash, Total	II NOSTANCE	in matter than	THE RESERVE	\$0.00	#VALUE	WALUE		00
Distribution of Surplus Cash/Residual Receipts - (Response Required.) in the sy distributions of Surplus Cash that accurately reflects the requirements under all MOH:	CD agreements as w	ell as the requirem	ents of other funders a	nd any other				
agreements that govern. Please Include the calclustion methodology, applicable annu 143-164, xelect the distribution priority for each of the uses of cash flow/suprius cash	al increases, etc. Fo in column H. If distr	r proposed distribut flutton of surplus	tion amounts entered is scash is not allowed:	n column J, rows under MOHCO				
greements or other funder agreements, enter NA in the box below.								
					1 - 513		'	
41					Residen	rtial Brazkdown	ļ	
USES OF BURPLUS CASH THAT ARE AUTHORIZED TO BE FAID PRIOR TO CALCU PAYMENTS (IF APPLICABLE)	ATION OF RESIDUA	L RECEIPTS	Distribution Priority (select below)		特别。	产业		
6. Operating Reserve Replenishments (Deposits made out of surples cash to satisfy	Transparence	Figure 2		24502.00 <u>00</u>	LOSP	non-LOSP **		
43 minimum balance requirements). 1. "Below-the-line" Asset Higt fee (prior written authorization from Cry/SFRA may be	re reserved	Liebshir will	ļ		100	\$0.00	Pre-authorized allemative LE	SP spit for Non-Res Simplus
44 required, see Asset Mgt. Fee Pokey). As Partnership Management fee due from this reporting partner if any (tay credit	P	2.200	-		Dickes sentimes	\$0.00	LOSP	non-LOSP
(S projects only; not allowed if project is beyond 15-year compliance period). 8b. Partnership Management for accrued but unpaid from PRIOR reporting periods,	10年の日本の日本 日本の日本の日本の日本の日本の日本の日本の日本の日本の日本の日本の日本の日本の日	i Ch		 	#VALUE	#VALUE		L
If any (tax credit projects only; per City policy, not allowed if project is beyond 15-year (6) compliance period).	BARTINE TUR	E R B BEGAN		١	10.5	\$0.00		· · · · · · · · · · · · · · · · · · ·
92, Investor Services Fee (ake LP Asset Managament Fee) due from this reporting period. If any (tax credit projects only; per City policy, not allowed if project is beyond 15-			1	'				
47 year compliance period). 30, investor Services Fee (aka LP Asset Management Fee) accreed but unpaid from	0.4-62-12	Lista Mark	3	 	#VALUE	#VALUE		
PRIOR reporting periods, if any (tax cred) projects only, per City policy, not allowed if 48 project is beyond 15-year compliance period).	11 155 - ERAS	in the same				\$0.00	Pre-authorized allemative Li	DSP split for Non-Res Surplus
(45) 10. Deferred Developer fee, if any 11. Other payments: use question \$1 on the Narrative (worksheet \$4) to provide details.	数数据数	2000	Ä	<u> </u>	#VALUE!	#VALUE		.0.0
11. Other payments: use question at an the harmone (workshed say to provide educate about any fees or other payments, including ground lease residual tent payments for a non MOHCONOCI ground lease. Fairer to provide details will result in disabovance of the	Gott wast Harrative goods or							
MOPECIACIAL gound rease. Fasors to provide details wat result in dissovance of the expense, You may only include payments that were approved by MOPECD at time of kindin. [50] that are also explicitly authorized by a Parthership Agreement or similar project document.	<u> </u>		Ö		#VALUE!	#VALUE	,	
Solvan are also expense assistances by a rennership Agreement or sense project occurrent. 51 [22a]. Debt Pmt to other lender!: Principal Paid (note lender name to right) 52 [42a]. Debt Pmt to other lender!: Interest Paid	bed SSARRE-LANGE	hogest set	d -		#VALUE	#VALUE		0
5.2 12bit, Debt Pmt to other lender(); Interest Paid 5.0 12bit, Debt Pmt to other lender(); Principal Paid (note lender name to right) 5.4 12bit, Debt Pmt to other lender(); Interest Paid	elg	Andr in the	3		#VALUE	#VALUE	,	0
54 Tabi, Debt Print to other fender2; interest Paid 55 Tabi, Debt Print to other fender2; interest Paid 56 Tabi Print to other fender2; interest Paid 57 Tabi Print to other fender2; interest Paid 58 Tabi Print to other fender2; interest Paid 59 Tabi Print to other fender2; interest Paid 50 Tabi Print to other fender2; interest Paid 51 Tabi Print to other fender2; interest Paid 51 Tabi Print to other fender2; interest Paid 52 Tabi Print to other fender2; interest Paid 53 Tabi Print to other fender2; interest Paid 54 Tabi Print to other fender2; interest Paid 55 Tabi Print to other fender2; interest Paid 56 Tabi Print to other fender2; interest Paid 57 Tabi Print to other fender2; interest Paid 58 Tabi Print to other fender2; interest Paid 58 Tabi Print to other fender2; interest Paid 59 Tabi Print to other fender2; interest Paid 50 Tabi Print to other fender2; interest Paid 51 Tabi Print to other fender2; interest Paid 51 Tabi Print to other		1 1 1 1 1	L N. T. Berstin	\$0,0	0 #VALUE	1. AVALUE	i	
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57 13. RESIDUAL RECEIPTS	-W		Distribution Priority	\$0,0	0 #VALUE		C-1052.2-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-	
59 13a. MCH-CD Residual Receipts Due for Loan Repsyment	1 empression	W (1 15 1 3 1	(aded below)	12.00	LOSP		Pre-sulhonzed allemative U	OSP spit for Non-Res Surplus
59 Ias. MOHCD Residual Receipts Due for Loan Repayment 50 Iau MOHCD Residual Receipts Due for Ground Lease Residual Rent Payment		11.1		ļ	\$0.00 1.55124 50 00	\$0.00 \$0.00)} .	SECTION SECTION
61 13c. Subtotal Residual Receipts Payments to MOHCO	Land State	-proposition is	NAMES OF THE OWNER, WHEN	\$0.0	\$0.00	\$0.00		In the street was been a second
62 13d. Residual Receipts Debt Pmt to other lender3 (note lender name to right)	1	Philips 1 is			WALUE	NVALUE		15.00
63 13e. Residual Receipts Debt Pmt to other lender4 (note lender name to right) 64 13 C Residual Receipts Debt Pmt to other lender5 (note lender name to right)	ļ	3,433.74	·	1	AVALUE 1	#VALUE		
65 Total Residual Recipts Payment				\$0,0		#VALUE	3	FACTOR SELECTION OF SECURITY O
DO NOT SUBMIT YOUR PROPOSED RESIDUAL RECEIPT PAYMENT TO MOH	CD WITH THIS AMR	MOHED WILL RE	EVIEW YOUR PROPO	SED PAYMENT	Residen	ntial Breakdown	,	
AND GENERATE AN INVOICE IF THE CALCULATION CAN BE VERIFIED AS AF CONTACT	YOU.				LOSP	non-LOSP		
66 Remaining Balance 69 Str. Victor	Constant of the Constant of th			\$ 50.0 2 1524 45	o #VALUE	WALUE		
					If L158 is >0, entar	i.	1	
	-			1	& L171 below. The			
Proposed Owner Distributions (provide description in column D and enter amount in 1770 column J. If an amount is entered, a description is required.)					treated as the LOSI CY surplus	P N		
						If N168 Is >0, you may		
Proposed Other Distributions/Uses (provide description in column D and enter amount	n .				1	6 N170 above Y your	i	
column J. If an amount is entered, a description is required. If you had a Calendar Year	1					LOSP budget allows an		
	E WILLIAM		THE REAL PROPERTY OF THE PARTY	111 Cent L' 12 17 17 17	e Landau Carried vita	And a reprincipant for a	1	
171 (LOSP supples, presse acknowledge that and note exist amount.) 172 (LOSD) 173 (LOSD) 174 (LOSD) 175 (LOSD) 176 (Batance: should be ZERO except when Surplus Cash [cell F198] is negative	BOOK STATE	经验的		*1	o #VALUI	1	1	

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1	Annual Monitoring Report - Fiscal Activity - Reporting Year 2016	- Mayor's Office	of Housing & Co	ommunity Develop	ment			_		•
15										
	RESERVE ACCOUNT DETAILS THE SECRET HIS WAS CONTRACTED AND ACCOUNT OF THE SECRET AND ACCOUNT OF T	44.75 P. 10.100	MAK) PRINCIPLE		SECTION AND				1. All .	F 174
177	OPERATING RESERVE (DO NOT have a blanks for may as still of Estado for a number en le ve	o his wad JOSEPH	contribedada Sasa	en in water we	edbi teministra					
1	Minimum Required Batance:			Zell Jack						
179	Beginning Salance:		100							
1180		\$0,00		South Free	19 D					
181	Interest Earned: Annual Withdrawal Amount (enter as negative number):				32/21/2					
182	I									
	Ending Balance (don't edit cell — calculated); Required Annual Deposit;	\$0.00	1. H. 1834		Harris .					
184	l l		1000		3800					
185	Total Operating Expenses plus debt service (don't edit cell – calculated) If the calculated remembers shown in the dott (On Reserve Account Foring Palance)	. \$0.00	- Alexander	• • • • • • • • • • • • • • • • • • •	eren er					
	If the calculated percentage shown to the right (Op Reserve Account Ending Balance divided by Total Op Expenses) is less than 23.5%, you must describe how the									
	project will remedy the shortfall in the adjacent cell.									
1	If the calculated percentage shown to the right is greater than 26.5%, you must									
186	explain why the Op Reserve balance exceeds MOHCD's requirement in the adjacent cell.	0.000%								
187	REPEACEMENT RESERVE TO THE METERS OF MINISTER OF MINIS				1401111224 TWO					
185	REPEACEMENT RESERVE TO mobile set blanks to trany qualitions asking for kindmber lantal Minimum Required Balance:	convinsiond 1944			and the second					
186	Beginning Balance: Actual Annual Deposit:		122		李. 秦岭 [4]					
191	Actual Annual Deposit:		100							
192	Interest Earned; Annual Withdrawal Amount (enter as negative number):		4.00	(Mal - 77)	SPERIOR SPECIES		,			
i	Annual Withdrawal Amount (enter as negative number):		17.45-05.0							
192	Ending Balance (don't edit cell calculated):	\$0.00	1. 沙漠野红							
195	Ending Balance (don't edit cell — calcunted); Required Annual Deposit (do not edit - taken from page 1 account number 1320);			5种激素用。	30000000000000000000000000000000000000					
195	Describe how the amount of annual deposit and the minimum required	\$0.00	Inchient despression	2 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 -						
1	balance is determined.									
196										
197	CHANGESTO REAL ESTATE ASSETS TO THE SECOND STATE OF THE SECOND STA	recurrent diamen	The state of the state of	DANKS STATE	TAUTONIA DI SENDA					
1	Enter Beginning and Ending Balances in each of the categories listed below. Changes in asset	categories wil	Balance.		Balance.					
199	auto calculate. Building & Improvements		1/00/1900	Changes	1/00/1900					
200	- •			\$0.00						
201	Offsite Improvements			\$0.00						,
	Site Improvements			TOTAL CONTRACTOR	1					
202	Land Improvements .			1- 50.00	 					
201				S0 00		ŀ				
	Futniture, Fishures & Equipment			\$0.00						
204	Other	-		\$0.00		·				
205				\$0.00	<u> </u>					
-	Replacement Reserve-Eligible Expanditures; Provide details below about the Capital i	and non-Capital Fr	menditures that are	Regissement Reserv	e-elimbie					
208										
Г	Capital Repairs and Improvements: Enter capital repairs and Improvement costs associated	with the reporting	year, Ferench caleg	ery in rows 200-205 ab	ove that shows a	l				
	positive change, an entry is required in each corresponding cateogry in rows 210-215. If the op-	erating account is u	sed initially to fund to	he repair, and is later re	imbursed by the					•
	positive change, an entry is required in each corresponding cateogry is rows 210-215. If the op- replacement resurve during the reporting year, show the repair cost under "Replacement Rese the replacement reserve during the reporting year, show the sepair cost under "Operating Acous	unt" the the sect	on below to supply a	description of the capit	al repairs and					
207	improvements meds,	12 22 3	1.4							
200	A CARROLL OF A COUNTY A STORY OF A STORY OF A STORY	Registerrent	irs and improveme	ntx Funded By:	Programme					
209	Capital Repairs and Improvements - Catagories	Reserva	Operating Account	Other Source	Total Amount					•
210	Building & Improvements				\$0,00					
E	Diffsite Improvements		-		\$0.00	i				
213	Site Improvements			<u> </u>	\$0,00					
21:	Land Improvements			<u>1</u>	\$0,00					
Г										
214	Fumiture, Flutures & Equipment				\$0,00					
	Other				\$0.00	1				
210	Coner Total Description of Capital Repairs and Improvements (ACA) (Capital Repairs and Improvements (CA) (Capital Repairs and Improvements (CA) (CA) (CA) (CA) (CA) (CA) (CA) (CA)	\$0,00	\$0.00	\$0,00	\$9,00					
217	Description of Capital Repairs and Improvements (ACA) (CA) (CA) (CA) (CA)	TERRORIES PER PE	METERS AND A	MATERIAL STREET	THE PARTY OF THE P					
1										
1										
218										
	Non-Capital Replacement Reserve Eligible Expanditures (I.e., labor costs): Eplarthe am section below to supply explanations,	counts used to fund	non-capital replacen	nant reserve aligible ex	senddures. Use					
		general special section	The Balliothers	Overen in the second	100 A 400 A					
뚪	Paid out of Operating Budget, to be reimbursed by RR (shows the amount entered in row 101	shows)		re symmetry service	Amulmt \$0.00					
1	Paid Directly from Replacement Reserve		****		1					
22	Other Source				 					
_										
22	Explanation of Non-Capital Replacement Reserve Etypia Expanditures		orangericki.	Total	\$0.00					
						1				
22:				her mentionalists of or						
	TOTAL REPLACEMENT RESERVE ELIGIBLE EXPENDITURES: the Replacement Reserve Whitelesse for the reporting parted should not exceed the Total Re-slight's Expenditures You must provide introducties above or an explanation, below if the RR withdrawal amount exceeds the Total RR-Bigble Expenditures.			Partition of	1					,
L	provide more delais above or an explanation below if the RR withdrawed emount exceeds the York RR-	RR Withdrawal	\$0.00	Total RR-Eligibia						
۳	Manager and the second	Amount->	30.00 Top 1250-150-150	Expenditures	\$0.00			•		
22	Notes About RR Whitevel Amount in second of Total RR-eightle Expenditures	ic various (v	erroartelettik	* CARTER S						
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22						l				

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15	Annual Monitoring Report - Fiscal Activity - Reporting Year 2016 - Mayor's Office of Housing & Community Development					
ñ	FEDERAL PROGRAM INCOME REPORT. SOME SCHOOL S					
232	This section must be completed if the project received any CDBG funding, even if the amount of CDBG program income during the reporting period was zero. For more information, use the following link or copy this was address for manual nexigation:			* . *	: -	of the state of
233	http://daww.st.orga.com/doctosts/stycostelator/educatedes/141					
234	Overview of Federal (HOME and CDBG) Program Income					
235 236	COBG PROGRAM INCOME					
	Proposed amounts to be used to fund eighble CDBC activities as described in the Federal CDBC Program Regulations at 24 CPR 570, 201-205 and consistent with the LDMs 2015-2019 Consolidated Plan, 2016-17 Action Plants as follows: AMOUNT DESCRIPTION					
237	Citys 2015-2019 Consolidated Plan, 2016-17 Action Plans as follows ANOUNT DESCRIPTION ANOUNT DESCRIPTION ANOUNT DESCRIPTION ANOUNT DESCRIPTION ANOUNT DESCRIPTION OR ADDRESS ANOUNT DESCRIPTION ANOUNT DESCRI		-			
239	Amount to be used for COBG eligible schily#2 (provide amount in cell to the right, and activity description and regulation challon in column furthest to the right);					
240	Amount to be used for CDBG eligible activity ⁶³ (grow/de amount in cell to the right, and activity description and regulation circlinon in column furthest to the right):					
241	Amount to be deposited for use on future eligible CDBG activities that will be undertaken by June 30, 2015 (provide amount in cell to the right, and activity decorplion and regulation citizion in column furthers to the right).					
242	Other (provide amount in cell to the right, plus activity description and regulation citation in column furthest to the right):					
	Yorkal COBG Program Income Calculation(see instructions for gridance on how to calculate)			1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 -		
244	To ensure the eligible use of CDBG Program Income, the recipient of federal CDBG funding hereby requests approval by the Mayor's Office of Housing and Community Development for the use of CDBG program Income received during the 2016 reporting period as depicted above.					

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oject A	ddress:							Data su	pplied on ti	ils Workshe	et must be from	n the rent roll of the last month	of the reporting period that was	entered on w	orksheet 1A.	1/0/	1900	# Units:		0
		 Identify n units, pro For tenar (within re For tenas the proje Before u pasting c 	wide the data requested for the tenant population that was residing in the project at the end of the Reporting Period. Intify manager's unit with the unit number, follow by "- Mgr", For example, if the manager occupies Unit 501, In column D, enfer '501 - Mgr." For vacant units and manager's is, provide data in columns C, E, P, R and T only. Itenants who moved in during the reporting period, the data entered in columns F, G & H (at initial occupancy) should be the same as the data entered in columns I, J & K thin reporting period), respectively. Itenants who have transferred units within the project, report the initial occupancy data (occupancy date, income, household size) for the first unit that the tenant occupied in project, i.e. when they first moved in to the building. Ice using the "paste" function to enter data in columns E and P (Orange Highlighting in Column Header), please check the drop-down-menus to ensure that the data you are sting conforms with the choices of the drop-down menu. This will help prevent you from submitting forms with invalid data. Any forms with invalid data will be returned with functions to fix and resubmit.											V V						
c-	ם .	N. e	PAREST.	6.1	H. H.	- Allinon	Law to	1. K		A WELL	District Con-	1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0	engalgett palets a tea	0	В		Y	N. Luck	A Switzer	W
Low Num	NANIE NO.	Unit Type (Bed / SRO / Studio / 18R / 25R / 38R / 48R / 5+BR)	Date of INITIAL OCCUPANCY (m/slyyyy)	Household Annual Income AT INVIAL DCCUPANCY	Household Size AY INITIAL COCUPANCY (number)	Date Of Most Recent Income Recentication WITHEN REPORTING PERIOD (m/d/yyyy)	Household Arrusi Income se of Most Recent Recentlesson WITHIN REPORTING PERIOD	Household Size (number) as of Most Report Recordination WITHIN REPORTING PERIOD	Min Occupancy for Unit Type (per data entered on worksheet 1A)	Misc Occupancy for Unit Type (per data entered on worksheet 1A)	is the Household Overloused or Overcrowded?	Overhoused / Overcoorded - Neuralive, (Explanation required for each now where inductor is displayed in Column N and Col cell shows in highlighting. Describe any enterseing directmentness that justify in a OverhousedCoversorded steam; summitted efficies node to brandfer Hit to unit of appropriate size.)	Restal Assistance Type (water: "none" if none)	Amsunt of Resta Assistance	Amount of Maximum Gross Rent Allowed for Unit (enter 50 til n/s)	Link	Utility Allowance (Enter \$0 if all utilities, are included.)	Date Of Most Recent Read Increase WITHIN THE REPORTING PERSOD (MANYYY)	Amount of Most Recent Rent Increase WITHEN THE REPORTING PERFOR	% age of Fami Increase (calculate do not enter)
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roject A	ddress:				Data supplied on this worksheet must be from the rent roll of the last month of the reporting period that was entered on worksheet 1A.		. 0	# Units:	
		 Select one Select one For legacy 	Ethnicity category for Race category for race and ethnicit	ry for the head of household or the head of household, if i iy data that reports race and	t was residing in the project <u>at the end of the Reporting Period.</u> If unknown, manager's or vacant unit, select "Not Reported". unknown, manager's or vacant unit, select "Not Reported", ethnicity as a single field, an additional category of "Not Reported" should be used tould be listed as "Not Reported"		e a head of hou	sehold's race if it is	listed as
C.	D	E	F.	G	H.	32773	建构为指数	in k	(to 1.)
ow Num	Unit No.	Unit Type (Bed / SRO / Studio / 1BR / 2BR / 3BR / 4BR / 5+BR)	Household Size (number) as of Most Recent Recertification WITHIN REPORTING PERIOD	Ethnicity (select from drop down menu)	Race (select from drop down menu)	Female Headed House- hold (yes/no)	Elderly House- hold (yes/no)	Number of Children under Age 18 in HH	Disability (select one)
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Annual Monitoring Report - Summary of Reported H Mayor's Office of Housing &	ousehold Demographics - Repor Community Development	ting Year	2016 -	
Project Address:	Last Day of Reporting Period	1/0/1900	# Units:	0

		Size

	# Reported Households	% of Total
One Person Household	0	
Two Person Household	0	
Three Person Household	0	
Four Person Household	0	
Five Person Household	0	
Six Person Household	0	
Seven or more Person Household	. 0	
TOTAL Households*	0	
TOTAL Residents	D	

^{*}Excludes 0 unit(s) reported as manager's or vacant unit(s).

Head of Household Race/Ethnicity

	# Reported	
	Head of HH	% of Tota
Hispanic/Latino ·	0	
Not Hispanic/Latino		
American Indian/Alaskan Native	0	
Asian	0	
Black/African American	0	
Native Hawaiian/Other Pacific Islander	0	
White	0	
American Indian/Alaskan Native and Black/African American	0	
American Indian/Alaskan Native and White	0	
Asian and White	. 0	
Black/African American and White	0	
Other/Multiracial	0	
Not Reported	0	
Total Head of Households	0	

Other Household Demographics

)	# Reported
Female Headed Households	
Elderly Households	0
Households with Children Under 18	(
Number of Children Under 18	(
Households with Tenant with Physical Disability	. (
Households with Tenant with Visual Disability	
Households with Tenant with Hearing Disability	T
Households with Tenant with No Disability	1

Target and Actual Population Served

Ta	rget Population	£	ctual Population		
0	Families	0	Families		
0 .	Persons with HIV/AIDS	0.	Persons with HIV/AIDS		
. 0	Housing for Homeless	0	Housing for Homeless		
0	Mentally or Physically Disabled	0	Mentally or Physically Disabled		
0	Senior Housing	0	Senior Housing		
0	Substance Abuse	0	Substance Abuse		
0	Domestic Violence Survivor	0	Domestic Violence Survivor		
0	Veterans	0	Veterans		
0	Formerly Incarcerated	0	Formerly Incarcerated		
0	Transition-Aged Youth ("TAY")	. 0	Transition-Aged Youth ("TAY")		

Annual Monitoring Report - Narrative - Reporting Year 2016 - Mayor's Office of Housing & Community Development

Project Street Address:

Reporting Period - Start Date: 1/0/1900 Reporting Period - End Date: 1/0/1900

MOHCD created the questions below to allow project owners to supply additional information about a small number of measurements that may indicate that a project is having difficulties. By providing this information, project owners will help provide context for the conclusions that can be made about the measurements. MOHCD will use the measurements and the information below to prioritize the projects that need closer scrutiny and support. Please supply as much information as is readily available.

Use this space to record notes about any peculiarities in the data entry process. For example, if you entered a formula instead of a single number for a field, make a note here re: for which question on which worksheet that was done, and describe the formula & underlying numbers. Also use this field to describe

1. Explanations & Comments

		•	
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2. Code Violations

Provide the following for any violations or citations of Health or Building or Housing Codes that were issued during the reporting period, or were issued in a prior reporting period but remained open during any time of the current reporting period:

Violation or Citation #	Date Issued	Issued By	Description	Cleared? (y/n)
·				
	·			_

(add additional rows as needed)

** ONLY FOR ALL VIOLATIONS THAT WERE NOT RESOLVED by the end of the reporting period: You must also attach a SCANNED copy of each Violation/Citation to your AMR submittal. **

Violation or Citation #	Date Cleared	Issued By	Description of Remedy
			<u> </u>
	,		· ·

(add additional rows as needed)

** ONLY FOR ALL VIOLATIONS THAT WERE NOT RESOLVED by the end of the reporting period: You must also attach a SCANNED copy of each Violation/Citation to your AMR submittal. **

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If the project had a worksheet "1A.Pro a. A description	an average VACAN	u must supply to analyze the	ـــــــا IT-UP TIME و the following	g:		
If the project had a worksheet "1A.Pro a. A description what the ider b. A description all viable rem c. A description	an average VACAN op&Residents," you of the work done ntified causes are; of the work done nedies that have be of the plan to imp	u must supply to analyze the and to identify me een identified	IT-UP TIME of the following e cause/s of the following eans of reductions of the following the follo	g: the high tur ing the turn	naround time, a	nd
If the project had a worksheet "1A.Pro a. A description what the ider b. A description all viable rem	an average VACAN op&Residents," you of the work done ntified causes are; of the work done nedies that have be of the plan to imp	u must supply to analyze the and to identify me een identified	IT-UP TIME of the following e cause/s of the following eans of reductions of the following the follo	g: the high tur ing the turn	naround time, a	nd
If the project had a worksheet "1A.Pro a. A description what the ider b. A description all viable rem c. A description	an average VACAN op&Residents," you of the work done ntified causes are; of the work done nedies that have be of the plan to imp	u must supply to analyze the and to identify me een identified	IT-UP TIME of the following e cause/s of the following eans of reductions of the following the follo	g: the high tur ing the turn	naround time, a	nd
If the project had a worksheet "1A.Pro a. A description what the ider b. A description all viable rem c. A description	an average VACAN op&Residents," you of the work done ntified causes are; of the work done nedies that have be of the plan to imp	u must supply to analyze the and to identify me een identified	IT-UP TIME of the following e cause/s of the following eans of reductions of the following the follo	g: the high tur ing the turn	naround time, a	nd
If the project had a worksheet "1A.Pro a. A description what the ider b. A description all viable rem c. A description	an average VACAN op&Residents," you of the work done ntified causes are; of the work done nedies that have be of the plan to imp	u must supply to analyze the and to identify me een identified	IT-UP TIME of the following e cause/s of the following eans of reductions of the following the follo	g: the high tur ing the turn	naround time, a	nd

5. Affirmative Marketi	ng 0	7.		
Did you conduct any r marketing that was co	marketing of the project o	during the reporting po	eriod? If yes, ple	ease describe the
	ing was conducted and I	now it was intended to	reach population	ons least likely
	direct mailings, emailing	s and web postings th	nat were done; a	nd
	cholds were on the waiting was completed.	g list prior to the mar	keting and how i	many were on it

•				
		·	·	•
				••
	•	•		,
6: Vacancy Rate If the project had a VAC Expense section of the	CANCY RATE greater the worksheet "2.Fiscal," yo	an 15%, as may be s ou must supply the fol	hown above from lowing:	n the Income
a. A description of the identified cau	the work done to analyzeuses are; and	e the cause/s of the v	acancy rate, and	l what
b. A description of	the work done to identify that have been identified		ne vacancy rate,	and all
	the plan to implement an	•	specific timeline	es for
				·
	•			3
·		•	•	

7. Miscellaneous Expenses: Administrative/Operating & Maintenance

If the project had miscellaneous administrative or miscellaneous operating & maintenance expenses greater than \$10,000 respectively, you must provide a detailed itemization of these individual expenses below. Total expenses must equal the total amount reported on the worksheet "2.Fiscal."

Misc. Admin Expenses] .				
Expense Description		HUD Acct#	Notes			
Total: Diff. from Fiscal Activity WS:	0.00					
-						
Misc. Operating & Maintenance Ex	penses					
Expense Description	Amount	HUD Acct#	Notes			
Total:	0.00					
Diff. from Fiscal Activity WS:]				
8. Negative Cash Flow						
If the project had NEGATIVE CAS worksheet "2.Fiscal," you must su	pply the following:					
A description of the work do identified causes are; and	•		.			
 b. A description of the work do remedies that have been ide 		for the shortfall,	and all viable			
c. A description of the plan to the implementation work.	•	s, including spec	ific timelines for			
please also supply the date project will submit the next	d. If the project has a Project-Based Section 8 Housing Assistance Payments (HAP) contract, please also supply the date of the last increase to the HAP contract, the date when the project will submit the next HAP contract rent increase, and any related comments about whether the project has been diligent in seeking annual increases to the HAP contract.					

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接接的	Annual N	Monitoring Report - Project F	inancing - Repo	rting Year 20	16 - Mayor's Office	of Housing	& Community De	velopment	Part Harries
[20] 中国人		CONTRACTOR OF TWO STATES	Telephone in the second	Assettant - Entrain	Sign of the first things and a few states	A CONTRACTOR OF THE PARTY OF TH	demonstrations	200 en jaretajan etajan kentapaja (h. 1960 e).	tentaconamiconer.
r									
Provide in	formation about all current financing of th	e project I enders should be li	etad in lian order	i a with that	mnet earlor lander in	the first lie	n nocition the moc	t inning lander in last tien nosit	Ion
1 104,400 1111	printed in a pour air out on a mention g of the	o project condens enough po n	blod iii iicii ordoi	, 1.0., ****** 1.10	mod domor longer in	ale morne	ir positori, tile illes	r-junior lettaet itt taat tiett paan	ioir.
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Project Ado	lress'		7						
	Project Financing		_ /						
		,					<u> </u>		
Lien Order	Lender (and Loan Program if applicable)	Loan Amount	Interest Rate	Maturity Date	Repayment Terms	•	Monthly Debt · Service Payment	Outstanding Principal Balance As Of End of Prior Reporting Period	Accrued interest As Of End of Prior Reporting Period
1									
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To provide the	Annual Monitoring Report	Services Funding - Reporting Year 2016 - May	or's Office of Housing & Community i	Development	TO STATE	
Completion of this page is required based on yo	ur answers to questions 51 thru 61 on worksh	neet 1A.Prop&Residents. Supply one row of data for	·			
same grant, please repeat the data for each ser Project Address;	vice provided.)					
Current Services Funding						
Service Type	Service Provider Name	Street Address where Service is Provided	Name of Funder of this Service	Grant Amount	Grant Start Date	Grant End Date
				· · · · · · · · · · · · · · · · · · ·		

Project Street Address:

Schedule of Operating Revenues For the Year Ended December 31, 1900

Rental Income	· Total
5120 Gross Potential Tenant Rents	\$0
5121 Rental Assistance Payments (inc. LOSP)	. 0
5140 Commercial Unit Rents	0
Total Rent Revenue:	\$0
Vacancies	
5220 Apartments	\$0
5240 Stores & Commercial ·	0
Total Vacancies:	\$0
Net Rental Income: (Rent Revenue Less Vacancies)	\$0
Other Revenue	
5170 Rent Revenue - Garage & Parking	\$0
5170 Misc. Rent Revenue	**
	0
5300 Supportive Services Income	0
5400 Interest Revenue - Project Operations (From Operating Acct Only)	0
5400 Interest Revenue - Project Operations (From All Other Accts)	
5910 Laundry & Vending Revenue	0
5920 Tenant Charges	0
5990 Misc. Revenue	0
Total Other Revenue:	\$0
Total Operating Revenue:	\$0

Project Street Address:

Schedule of Operating Expenses For the Year Ended December 31, 1900

•		
Management	Total	
6320 Management Fee		\$0
"Above the Line" Asset Management Fee		_0_
Total Management Expenses:		\$0
Salaries/Benefits		
6310 Office Salaries		\$0
6330 Manager's Salary		0
6723 Employee Benefits: Health Insurance & Disability Insurance		0
Employee Benefits: Retirement & Other Salary/Benefit Expenses		0
6331 Administrative Rent Free Unit		0
Total Salary/Benefit Expenses:	·	\$0
Administration		
6210 Advertising and Marketing		\$0 -
6311 Office Expenses		Ō
6312 Office Rent	,	0
6340 Legal Expense - Property		0
6350 Audit Expense		0
6351 Bookkeeping/Accounting Services		0 -
6370 Bad Debts		0
6390 Miscellaneous Administrative Expenses		0
Total Administrative Expenses:	····	\$0
Utilities		
6450 Electricity		\$0
6451 Water		0
6452 Gas		0
6453 Sewer	•	0
Total Utilities Expenses:		\$0
Taxes and Licenses		
6710 Real Estate Taxes		\$0
6711 Payroll taxes		0
6790 Miscellaneous Taxes, Licenses, and Permits		Ö
Total Taxes and Licenses Expenses:		\$0
		•
Insurance		ድስ
6720 Property and Liability Insurance 6721 Fidelity Bond Insurance		\$0 0
6722 Workers' Compensation		0
6724 Directors & Officers Liabilities Insurance		0
Total Insurance Expenses:		\$0
. C.acaratto Exponent		T-

Schedule of Operating Expenses For the Year Ended December 31, 1900

		•	
Maintenance and Repairs	-	Total	
6510 Payroll			\$0
6515 Supplies			0
6520 Contracts	•		0
6525 Garbage and Trash Removal			0 .
6530 Security Payroll/Contract	·		0
6546 HVAC Repairs and Maintenance			0
6570 Vehicle and Maintenance Equipment Op			0
6590 Miscellaneous Operating and Maintena			0
Total Mainte	nance and Repairs Expenses:	 	\$0
6900 Supportive Services			¢Ω
osoo Supportive Services		•	\$0
Capital and Non-Capital Expenditures to	be		
Reimbursed from Replacement Reserve		•	\$0
, , , , , , , , , , , , , , , , , , ,	•		**
•	Total Operating Expenses:		\$0
•			
Financial Expenses			
Enter amounts in yellow highlighted cells. L	eave no cells blank. Enter "0" if app	licable.	
6820 Interest on Mortgage (or Bonds) Payabl	e		
6825 Interest on Other Mortgages			
6830 Interest on Notes Payable (Long Term)			•
6840 Interest on Notes Payable (Short Term)			
6850 Mortgage Insurance Premium/Service C	Charge		
6890 Miscellaneous Financial Expenses			
	Total Financial Expenses: _		\$0_
6000 Total Cost of Ope	erations before Depreciation:	·	\$0
5060	Operating Profit (Loss):		\$0
Depreciation & Amortization Expense	es		
Enter amounts in yellow highlighted cells. L	eave no cells blank. Enter "0" if app	licable.	
6600 Depreciation Expense			
6610 Amortization Expense	_		
Operating Profit (Loss) after D	eprecieation & Amortization: _		\$0
Net Entity Expenses			
the right.			
7190	•	•	
7190 7190			
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7190 7190	• .		
7190	·		
7190			•
7190			
7190			
7190			
` ` ` ` ` ` ` ` ` ` ` ` ` ` ` ` ` ` ` `	Total Net Entity Expenses:		\$0
			77
3250 Change in Total Net Assets from Ope	rations (Net Loss)	•	\$0
Amount computed in cell E139 should n			

Computation of Operating Cash Flow/Surplus Cash For the Year Ended December 31, 1900

1		lotai
Operating Revenue		\$0
Interest earned on restricted accounts		0
A	Adjusted Operating Revenue	\$0
Operating Expenses		\$0
Net Operating Income		\$0
	·	
Other Activity		
Ground Lease Base Rent		\$0
Bond Monitoring Fee		0
Mandatory Debt Service - Principal		0
Mandatory Debt Service - Interest		. 0
Mandatory Debt Service - Other Amount		0
Deposits to Replacement Reserve Account		0
Deposits to Operating Reserve Account	.	0
Deposits to Other Restricted Accounts per Regulatory Agreeme	int .	0
Withdrawals from Operating Reserve Account		0
Withdrawals from Other Required Reserve Account	Tatal Other Author	0
	Total Other Activity:	\$0
Allocation of Non-Residential Surplus (LOSP only)		
	Cash Flow/Surplus Cash:	\$0
		Total
		,
	. •	
Total Cash Available for Resid	lual Receipts Distribution:	\$0
Distribution of Residual Receipts		
	I Activity for navments to be noid	
Select the Distribution Priority number from Worksheet 2. Fiscal with remaining residual receipts.	i Activity for payments to be paid	
with remaining residual receipts.		Total
· · · · · · · · · · · · · · · · · · ·		Total
Total Pecidual Recei	pts Distributions to Lenders:	\$0
· · · · · · · · · · · · · · · · · · ·	hra Diamindinolia (0 Felidela:	Φ
Proposed Owner Distribution		\$0
Proposed Other Distribution/Uses		0
Copassa Sales Statisticalis Coop		· ·
Total Residual Receipts Distribution	s to Lenders and Owners:	\$0

Project Street Address:

Summary of Replacement Reserve and Operating Reserve Activity For the Year Ended December 31, 1900

	Replacement Reserve	Operating Reserve
Balance, December 31, 1899	\$0	, \$0
Actual Annual Deposit	• 0	0
Interest Earned	. 0	0
Withdrawals	0	0
Balance, December 31, 1900	\$0	\$0

Annual Monitoring Report - Completeness Tracker - Reporting Year 2016 - Mayor's Office of Housing & Community Development

This checklist is a tool to help you track progress toward completion. NOTE: Do not submit the AMR until all items are "COMPLETED."

Reporting Start Date: Reporting End Date: 1/0/00 1/0/00 Project Address:

Submission Instructions:

Once all worksheets below are "COMPLETED", email the AMR, completed Owner Compliance Certilication, along with the attachments required under the Insurance and Tax Certification per page 3 of the Owner Certification, waitlist, and audited financial statements to: moh.amr@sfgov.org.

Questions 25 thru 24 Questions 40 thru 50 Questions 51 thru 61 Questions 51 thru 61 Questions 51 thru 61 Questions 11 thru 11 Questions 12 thru 18 Questions 19 thru 39 To Be Determined To Be Determined To Be Determined To Be Determined To Be Determined To Be Determined To Be Determined To Be Determined To Be Determined To Be Determined To Be Determined To Be Determined To Be Determined To Be Determined Questions 22 thru 41 To Be Determined Questions 22 thru 41 To Be Determined Questions 22 thru 41 To Be Determined Questions 42 thru 61 To Be Determined	AND THE PROPERTY AND ADDRESS OF THE PERSON ASSESSMENT	operty & Residents INCOME Questions 1 thru 4	incomplete
Questions 40 thru 50 Questions 51 thru 61 Questions 10 thru 11 Questions 12 thru 18 Questions 19 thru 19 Questions 19 thru 19 Questions 19 thru 19 Questions 19 thru 19 Questions 19 thru 19 To 80 Determined To 80 Determined Questions 2 thru 21 Questions 22 thru 41 Questions 22 thru 41 Questions 22 thru 41 To 80 Determined Questions 42 thru 61 Rental Income - Housing Unit GPTR Vacancy Loss - Housing Units Questions 20 thru 19 Questions 42 thru 61 Rental Income - Housing Units Questions 42 thru 61 Replacement Reserve (Rows 188 - 195) Replacement Reserve (Rows 188 - 195) Replacement Reserve (Rows 188 - 195) Replacement Reserve (Rows 188 - 205) Replacement Reserve (Rows			
Vorksheet 1B. Transitional Programs Questions 11 thru 11 Questions 12 thru 18 Questions 19 thru 39 To Be Determined Questions 2 thru 21 Questions 22 thru 41 To Be Determined Questions 42 thru 61 To Be Determined Norksheet 2. Fiscal Activity Rental Income - Housing Units or Bear Determined Poperating Expenses Surplus Cash/Residual Receipts (Rows 140 - 171) Questions 12 thru 61 To Be Determined Replacement Reserve (Rows 183 - 195) Replacement Reserve (Rows 183 - 195) Replacement Reserve (Rows 183 - 195) Replacement Reserve Eligible Expenditures (Rows 209 - 228) Program Income (Rows 209 - 224) Norksheet 3A. Occupancy & Rent Info Does number of units entered on Worksheet 3 match total units entered on Worksheet 1A or the total households that can be served in Worksheet 1B7 For each row with a Unit Number, was data entered in cells for Subsidy Type and Utility Allowance? Narrative Provided for All rows indicating Overhoused or To Be Determined To Be De		Questions 25 thru 39	incomplete
Vorksheet 1B. Transitional Programs Questions 1 thru 11 Questions 12 thru 18 Questions 19 thru 39 To Be Determined To be Determined To be Determined To be Determined To be Determined To Be Determined Questions 19 thru 39 To Be Determined To Be Determined Questions 2 thru 21 To Be Determined Questions 22 thru 41 To Be Determined Questions 42 thru 61 To Be Determined Norksheet 2. Fiscal Activity Rehal Income - Housing Unit GPTR Vacancy Loss - Housing Unit GPTR Vacancy Loss - Housing Unit GPTR Questions 42 thru 61 To Be Determined Norksheet 3. General Reserve (Rows 177 - 186) Replacement Reserve (Rows 177 - 186) Replacement Reserve (Rows 188 - 295) Replacement Reserve Eligible Expenditures (Rows 299 - 228) Replacement Reserve Eligible Expenditures (Rows 299 - 228) Program Income (Rows 239 - 243) Worksheet 3A: Occupancy & Rent Info Does number of units entered on Worksheet 3 match total units entered on Worksheet 1A or the total households that can be served in Worksheet 1B? For each row with a Unit Number, was data entered in cells for Subsidy Type and Utility Allowance? Narrative Provided for All rows indicating Overhoused or Overcrowded? To Be Determine To Be Determined		Questions 40 thru 50	incomplete
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EXHIBIT H

Tenant Selection Plan Policy - LOSP

This policy is in addition to the obligations to comply with applicable federal, state and local civil rights laws, including laws pertaining to reasonable accommodation and limited English proficiency (LEP), and the applicable provision of the Violence Against Women Act, Pub. Law 109-62 (January 5, 2006), as amended.

Application Process

- Application Materials. The housing provider's written and/or electronic application materials should:
 - o outline the screening criteria that the housing provider will use;
 - o be in compliance with San Francisco Police Code Article 49 or the Fair Chance Ordinance.
 - outline how an applicant may request a modification of the admission process and/or a change in admission policies or practices as a reasonable accommodation;
 - o be written in language that is clear and readily understandable,
- **First Interview**. In accordance with the housing provider policies, an initial interview is required to assess each applicant's minimum eligibility requirements for housing units.
- Second Interview. Before issuing a denial, the housing provider should consider offering a second interview to resolve issues and inconsistencies, gather additional information, and assist as much as possible with a determination to admit the applicant.
- Confidentiality. All information provided will be kept confidential and be used only by the housing provider, the referring agency and the funding agency for the purpose of assisting and evaluating the applicant in the admission process. All applicant information shall be retained for 12 months after the final applicant interview.
- Delays in the Process. If delays have occurred or are likely to occur in the application and screening process or the process exceeds the housing provider's normal timeline for application and screening, the housing provider must immediately inform the referring agency and the funding agency, of the status of the application, the reason for the delay and the anticipated time it will take to complete the application process.
- Problems with the Referring Agency. If at any point the housing provider has difficulty reaching or getting a response from the applicant and referring agency, the housing provider must immediately contact the referring agency, if possible, and the funding agency, HSH.

¹See for e.g., Title VIII of the Civil Rights Act of 1968 (Fair Housing Act), 42 U.S.C. §§ 3601, et seq.; 24 C.F.R. Part 100; Title VI of the Civil Rights Act of 1964, 42 U.S.C. §§ 2000d-2000d-7; Executive Order 13,166, Improving Access to Services for Persons with Limited English Proficiency (August 11, 2000); Department of Housing and Urban Development Limited English Proficiency Guidance, 72 Fed. Reg. 2732 (Jan. 22, 2007); Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794; 24 C.F.R. Parts 8 and 9; Title II of the Americans with Disabilities Act of 1990, as amended; California Fair Employment and Housing Act, Gov't Code §§ 12,955-12,956.2; Unruh Civil Rights Act, Civil Code § 51; California Disabled Persons Act, Civil Code § 51.4; Dymally-Alatorre Bilingual Services Act, Gov't Code §7290-7299.8; San Francisco Language Access Ordinance, No. 202-09 (April 14, 2009)

• <u>Limited English Proficiency Policy</u>. Throughout the application process, the housing provider must comply with City policy for language access requirements for applicants with limited English proficiency.

Reasonable Accommodation and Modification Policy

Reasonable Accommodation: The application process should provide information about how an applicant may make a reasonable accommodation request. At any stage in the admission process, an applicant may request a reasonable accommodation, if the applicant has a disability and as a result of the disability needs a modification of the provider's rules, policies or practices, including a change in the way that the housing provider communicates with or provides information to the applicant that would give the applicant an equal chance to be selected by the housing provider to live in the unit.

Reasonable Modification: Applicant may request a reasonable modification if he or she has a disability and as a result of the disability needs:

- o a physical change to the room or housing unit that would give the applicant an equal chance to live at the development and use the housing facilities or take part in programs on site;
- o a physical change in some other part of the housing site that would give the applicant an equal chance to live at the development and use the housing facilities or take part in programs on site.

Response to Request: The housing provider shall respond to a request for reasonable accommodation or modification within ten (10) business days. The response may be to grant, deny, or modify the request, or seek additional information in writing or by a meeting with the applicant. The housing provider will work with the applicant and referring agency to determine if there are ways to accommodate the applicant.

The housing provider shall grant the request if the provider determines that:

- o the applicant has a disability;
- o reasonable accommodation or modification is necessary because of the disability; and
- o the request is reasonable (i.e., does not impose an undue financial or administrative burden or fundamentally alter the nature of the housing program.)

If the reasonable accommodation request is denied, the rejection must explain the reasons in writing. If the denial of the reasonable accommodation request results in the applicant being denied admission to the unit, the provisions of the section on Notice of Denial and Appeal Process apply.

Notice of Denial and Appeal Process

- The housing provider shall:
 - o Hold a comparable unit for the household during the entire appeal process.

- o promptly send a written and electronic notice (to the addresses provided) to each applicant denied admission with a written and/or electronic copy to the referring agency and the funding agency. The notice should:
 - list all the reasons for the rejection, including the particular conviction or convictions that led to the decision in cases where past criminal offenses were a reason for rejection;
 - explain how the applicant can request an in person appeal to contest the decision;
 - state that an applicant with a disability is entitled to request a reasonable accommodation to participate in the appeal;
 - inform the applicant that he or she is entitled to bring an advocate or attorney to the in person appeal;
 - provide referral information for local legal services and housing rights organizations;
 - describe the evidence that the applicant can present at the appeal;
- o give applicants denied admission a date within which to file the appeal, which shall be at least ten (10) business days from the date of the notice;
- o unless an extension is agreed to by the applicant and the housing provider, hold the appeal within ten (10) business days of the request for the appeal;
- o confine the subject of the appeal to the reason for denial listed in the notice;
- o give the applicant a chance to present documents and/or witnesses showing that he or she will be a suitable tenant;
- o have an impartial supervisor or manager from the housing provider, but who is not the person who made the initial decision or a subordinate of the person who made the initial decision, conduct the appeal;
- o within 5 business days of the in person appeal, provide the applicant with a written decision that states the reason for the decision and the evidence relied upon. A copy of the written decision must be sent (electronically or otherwise) to the referring agency and the funding agency.
- If the rejection is based on a criminal background check obtained from a tenant screening agency, the Fair Chance Ordinance imposes additional notice requirements.

EXHIBIT I

Tenant Screening Criteria Policy - LOSP

The City expects that housing providers will use maximum feasible efforts to ensure that those individuals and families who are referred are accepted for occupancy in a timely fashion. To that end, the City has adopted the following screening criteria for applicants with a criminal record. If a problem arises in the application and screening process that may cause unreasonable delay in screening outcome, the housing provider should immediately notify the referring agency and HSH to assist with an expeditious resolution.

The screening criteria and considerations outlined below encourage providers to "screen in" rather than "screen out" applicants. These requirements are also designed to satisfy the requirements of San Francisco Police Code Article 49, Sections 4901-4920 or the Fair Chance Ordinance. This policy describes a minimum level of leniency; providers are encouraged to adopt less restrictive policies and processes whenever appropriate. For example, providers may opt not to review or consider applicant criminal records at all.

Screening Criteria

- Housing providers shall not automatically bar applicants who have a criminal record² in recognition of the fact that past offenses do not necessarily predict future behavior, and many applicants with a criminal record are unlikely to re-offend.
- Housing providers shall not consider:
 - o arrests that did not result in convictions, except for an open arrest warrant;
 - o convictions that have been expunged or dismissed under Cal. Penal Code § 1203.4 or 1203.4a;³
 - o juvenile adjudications.
- Housing providers shall consider:
 - o the individual circumstances of each applicant; and
 - o the relationship between the offense, and
 - (1) the safety and security of other tenants, staff and/or the property; and
 - (2) mitigating circumstances such as those listed below.
 - only those offenses that occurred in the prior 3 years, except in exceptional situations, which must be documented and justified, such as where the housing provider staff is aware that the applicant engaged in violent criminal activity against staff, residents or community members and/or that the applicant intentionally submitted an application with materially false information regarding criminal activity. As necessary, HSH will assess the justification for a longer look-back period and determine whether an exception is warranted. In these exceptional situations, the housing provider may consider offenses that occurred in the prior 5 years.
 - o mitigating factors, including, but not limited to:

² The policy recognizes that some housing may be subject to mandatory laws that require the exclusion of an applicant based upon certain types of criminal activity.

³ The purpose of the statute is allow a petitioner to request a dismissal of the criminal accusations, a change in plea or setting aside of a verdict and to seek to have certain criminal records sealed or expunged and a release "from all penalties and disabilities resulting from the offense."

- (1) the seriousness of the offense;
- (2) the age and/or circumstances of the applicant at the time of the offense;
- (3) evidence of rehabilitation, such as employment, participation in a job training program, continuing education, participation in a drug or alcohol treatment program, or letters of support from a parole or probation officer, employer, teacher, social worker, medical professional, or community leader;
- (4) if the offense is related to acts of domestic violence committed against the applicant;
- (5) if the offense was related to a person's disability.

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Loan Committee Date: March 3, 2017

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San Francisco Mayor's Office of Housing and Community Development
Department of Homelessness and Supportive Housing
Office of Community Investment and Infrastructure

Citywide Affordable Housing Loan Committee

Evaluation of Request for Funding: Local Operating Subsidy Program (LOSP)

Contract Renewal

Prepared By: Mike McLoone

Loan Committee Date: March 3, 2017

Sponsor Name: Tenderloin Neighborhood Development Corporation

Project Name: Mosaica Family Apartments

Project Address: 680 Florida Street 94110 (@19th Street)

Number of Units: 93 units including 24 units set aside for homeless

families, (20 LOSP and 4 S+C)

PROPOSED FUNDING: Up to \$168,685 Year One budget

Up to \$3,616,321 through 15 years

1. SUMMARY AND BACKGROUND

Alabama Street Housing Associates, a California limited partnership ("the Mosaica Partnership"), an affiliate of Tenderloin Neighborhood Development Corporation ("TNDC"), is requesting \$3,616,321 in General Funds from the Local Operating Subsidy Program ("LOSP") to subsidize continuing operations for 20 units set aside for formerly homeless people at Mosaica Family Apartments (the "Project") for a period of 15 years.

The Mosaica Partnership is the ownership entity for both Mosaica Family Apartments and Mosaica Senior Apartments.

Mosaica Family Apartments, completed in October 2010, consists of 93 units of family housing with 20 units of supportive housing targeted to homeless families. 20 of the 92 affordable units are restricted to families at incomes of 30% of City AMI or below, with the remaining 72 units serves families at incomes of 60% of City AMI or below.

4 units in the project are supported by a subsidy from the HUD Shelter Plus Care program. These households and the households in the 20 LOSP supported units pay 30% of their income on rent. The remaining units are not supported with project-based subsidy, although one of the current households has a VASH voucher.

The unit mix consists of:

<u>Unit Mix</u>	LOSP	<u>OTHER</u>
1BR	3	3
· 2BR	. 13	30
3BR	2	37
4BR	2	2
TOTAL	20	72

TNDC partners with Lutheran Social Services and the Department of Homelessness and Supportive Housing ("DHSH") to provide supportive services to all of the residents.

The current LOSP grant agreement with The Mosaica Partnership covers a 9-year term, beginning in 2009 and for a total contract amount of \$2,115,296.

The general partner of the Mosaica Partnership was originally Stevenson Housing Corporation, an affiliate of Citizen's Housing Corporation. TNDC's affiliate Turk Street Inc., assumed the role of general partner effective October 15, 2010.

The Project's current LOSP contract expires at the end of March, 2018, but the funding has lasted longer than originally projected; the remaining funds will be adequate to fund the needs of the project until the end of 2017. The Project is requesting a new 15-year LOSP contract with the funding period beginning on January 1, 2018.

2. PROJECT PERFORMANCE COMPARED WITH MOHCD SUPPORTIVE HOUSING AND LOSP PORTFOLIOS

2.1. 2015 Operating Expenses

To evaluate the Project's financial performance, operating expenses from 2015, the most current year for which actual operating expenses have been reported, were compared with the operating expenses of projects in MOHCD's supportive housing and LOSP portfolios,

During 2015, MOHCD's portfolio had 91 supportive housing projects. Average total operating expenses (before replacement reserve deposits and hard debt service), averaged \$9.7k per unit per year. PUPA operating expenses varied by project size, with Per Unit Per Annum ("PUPA") operating expenses higher for smaller buildings and lower for larger buildings.

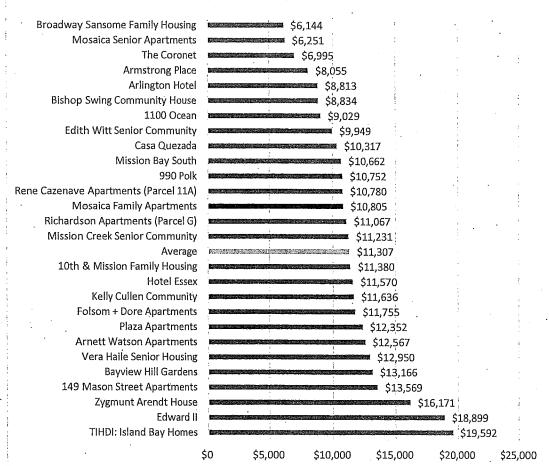
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Average Operating Expenses Per Unit Per Annum, Supportive Housing Projects, 2015

# Units	# Projects	Average PUPA Operating Expenses
100+	. 33	\$9,212
50-99	41	\$10,285
1-49	17	\$11,672
All	91	\$9,741

Within MOHCD's LOSP portfolio of 27 projects, operating expenses PUPA ranged from a low of \$6.1k to a high of \$19.6k, and an average of \$11.3k. The Project's 2015 operating expense PUPA, at \$10.8k, was below the average and ranks as the thirteenth lowest.

2015 PUPA Operating Expenses, LOSP Portfolio



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Within the LOSP portfolio, some projects have just 20% LOSP units, while others are 100% LOSP. Average PUPA operating expenses also varies by the percentage of LOSP units within the building. Buildings with a higher percentage of LOSP units were found to cost more to operate.

Average Operating Expenses Per Unit Per Annum by % of LOSP Units, 2015

% of LOSP Units	# Projects	Average PUPA Operating Expenses
66% or more LOSP Units	11	\$12,251
20% - 66% LOSP Units	12	\$11,049
20% or less LOSP Units	4	\$9,487
All	27	\$11,307

The 20 units at the Project designated as LOSP units represent 22% of the unit share; the Project's 2015 PUPA operating expenses of \$10.8k is below the average of \$11k for projects with a similar percentage of LOSP units.

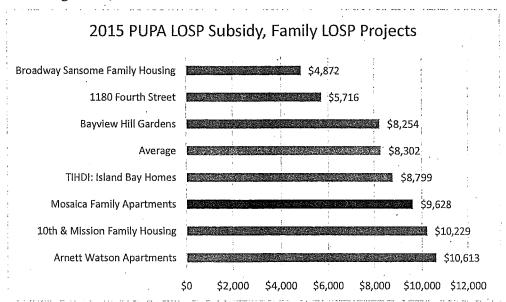
Drilling down to the general expense categories, the Project's 2015 expenditures are around average for management, insurance and maintenance and repairs; and below average for salaries, administration and taxes/licenses; utilities for the Project are considerably higher than the average. TNDC acknowledge that the cost of utilities is high, particularly water, and is analyzing to understand the causes, see below for additional details.

Operating Expenses by Expense Categories, 2015

2015 PUPA Expenses	Mgmt	Salaries/ Admin Utilities Taxes/ Benefits Licenses		Taxes/ Licenses	Insurance	Maintenance/ Repairs			
Mosaica Family Apartments	\$965	\$1,695	\$753 \$2,621		\$261	\$936	\$3,489		
LOSP Portfolio Average	\$927	\$2,369	\$1,297	\$1,568	\$365	\$964	\$3,412		

2.2. 2015 LOSP Subsidy

The per unit 2015 LOSP subsidy of \$9,628 is higher than the average per unit LOSP subsidy of \$8,858 across all LOSP projects. Compared with other LOSP projects that serve families, the per unit 2015 LOSP subsidy for the Project was also somewhat higher than the average of \$8,302.



3. PROJECT OPERATIONS

3.1. Annual Operating Income Evaluation

<u>Tenant Rent</u>: Tenant paid rents are projected to generate \$947,626 in 2017, the first year of budget data supplied in the operating budget workbook attached. Tenant rents are comprised of rents collected from the 68 non-subsidized units, targeted to family households up to 60% Unadjusted AMI, the 20 LOSP households and the 4 S+C households who pay 30% of their income on rent.

2015 gross rent from the 68 non-subsidized 1-bedroom units average \$1,005 per month, or about 44% AMI; initial incomes average at 37% AMI and current income of 41%.

LOSP and S+C-subsidized units are deeply affordable; average AMI in 2015 households was about 12% AMI for the S+C units, and 21.65% for the LOSP units; the average tenant-paid rent in the S+C units is approximately \$173 and \$335 for the LOSP units.

MOHCD noticed in late 2016 that the rents reported by TNDC for some LOSP units appeared to exceed 30% of gross household income; TNDC has confirmed that the Utility Allowance paid by LOSP tenancies was not included when calculating tenant rent. TNDC is working to identify when the problem began and will provide refunds for all LOSP HH's that were overcharged. The analysis has not yet been finalized, but currently shows that a total of 12 LOSP units were overcharged; the overcharges date back to March 2009 for

some of the units, and the total amount overcharged is \$27k. It is anticipated that the project will have adequate surplus from CY2016 to cover this additional cost.

HUD Rental Subsidy: All of the revenue for the Shelter Plus Care units is earmarked as non-LOSP revenue. 2015 contract rent for the 4 Shelter Plus Care subsidized units is 3BR(2): \$3,927; 2BR: \$3,320; 1BR: \$2,562. The projected 2017 rental subsidy amount, at \$191,424, or \$15,952 per month, reflects an increase of 135% since 2015; the project will benefit significantly from the impact of the increased FMRs in 2017.

LOSP Subsidy: The LOSP subsidy is designed to fill any operating deficit existing for the LOSP units. The first year LOSP subsidy requested for the 20 LOSP units is \$168,685 (\$8,434/PUPA and \$703/PUPM) and is shown in the attached operating budget. This is a significant reduction of 25% in the amount of the LOSP subsidy requested for 2017 under the existing contract (\$224,834). This reduction is attributable to the revised approach that is being used to split the expenses between the LOSP and non-LOSP units, see section 3.2 below for additional info.

Other Income: Approximately \$35k is anticipated to be generated from laundry, various tenant charges and miscellaneous income, and will be split pro-rata among the LOSP and non-LOSP units. As tenant charges can be tracked to the specific LOSP/non-LOSP unit, those revenues will be booked accordingly.

<u>Vacancy</u>: The operating budget assumes a 1% vacancy on the LOSP and non-LOSP units, based on project history; the average vacancy over the past 4 years is .88%.

3.2. Annual Operating Expenses Evaluation

The annual operating expenses projected for 2017 of the operating budget, before debt service and reserves, are projected at \$1,045,586 or \$11,243 PUPA. This reflects a 4.05% increase above 2015 operating expenses, which is a bit less than the average rate of increase of 5.5% for the past 4 years.

Allocation between LOSP/Non-LOSP Units:

In buildings where less than 100% of the affordable units are LOSP, the LOSP budget allocates income and expenses pro-rata across LOSP/Non-LOSP units.

In recognition that the share of income or expense for some budget items may not happen according to the pro-rata split, and especially in recognition that LOSP tenancies may cost the project more than the pro-rata split provides, MOHCD allows the use of alternative splits. Sponsors must provide rationale for any alternative or project splits that are proposed.

At the time when the Project's current LOSP budget and contract was approved, MOHCD allowed project sponsors to use an alternative split for all operating budget line items.

MOHCD policy now requires sponsors to seek approval for alternative splits for specific line-items. Some items are allowed either an alternative split, or a projected split based on actuals, which is allowed if the sponsor's accounting system is able to track income and expenses at the program level.

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The pro-rata allocation for the Project is 22% LOSP units and 78% non-LOSP units.

At the time when the current LOSP contract was approved, MOHCD approved the project sponsor's request to use an alternative split of 31% LOSP units and 69% non-LOSP units that was applied to all line items.

Under the new contract for the Project, the pro-rata allocation is 22% LOSP units and 78% non-LOSP units. TNDC has not proposed to use any alternative splits.

The Project consistently generated surplus over the life of the project. This is a sign that prior alternative split across LOSP/Non-LOSP units was overly conservative. TNDC's decision to no longer use the alternative split further affirms that the prior operating budget assumptions were inaccurate.

Staffing:

Staffing is anticipated to remain the same as current staffing levels. The staffing plan includes 5.8 FTE.

Position	FTE	Notes
General Manager II	.9	1FTE shared by Mosaica Family (.9) & Senior (.1)
Assistant Manager	.9	1FTE shared by Mosaica Family (.9) & Senior (.1)
Custodian	1.8	.72 @ \$18/hour, .72 @ \$15/hr, .4 @ 16/hr; Shared with Mosaica Senior
Maintenance Supervisor	1.8	2 FTE shared with Mosaica Senior; .9 @ \$18/hr, .9 @ \$29/hr
Night Manager	.4	Resides in Mgr Unit, paid via rent credit
TOTAL	5.8	= 1 staff per 16 households, 1 staff per 56 residents

Management Fees:

The Sponsor proposes to collect \$64 per unit per month in property management fees, as allowed per HUD published their management fee schedule, and will escalate at 3.5%, per MOHCD policy.

Asset Management Fee: The Sponsor proposes an above the line General Partner Asset Management fee of \$15,000, with no escalation; this is well under the cap allowed by MOHCD policy.

Salaries and Benefits: Salaries and benefits are budgeted at \$163,595 or \$1,759 per unit per year, and covers the salary and benefits of the Resident Manager and Assistant Manager.

Administration: Administration line items are budgeted at \$86,963, or \$935 per unit per year, and cover typical functions such as legal, office supplies and equipment, bookkeeping and accounting, computers and telephones. The only notable increase is the bookkeeping fee, which is up by over \$3k or 24% from 2015. TNDC is raising this fee based on an analysis that the prior bookkeeping fees were not adequately covering accounting team expenses.

<u>Utilities</u>: Utilities (gas, water/sewer, common electric) are budgeted at \$255,514, or \$2,747 per unit per year. The building is not individually metered for water; the costs for Mosaica Family, Mosaica Senior and Mosaica Commercial is based on covenant with assumed percentages. As noted above, the PUPA for Utilities for Mosaica Family appears to be

high. TNDC is using software that analyzes consumption and has found that on a perresident basis, consumption is within norms. TNDC also reported that one of the commercial tenants was a high user of Water, but that has been stopped. TNDC has agreed to analyze further to determine if the per-project allocation should be revised, and will also assess the cost/benefit of adding metering for Water for the commercial spaces.

Taxes: Taxes are budgeted at \$26,017, or \$280 per unit per year.

<u>Insurance</u>: Insurance is budgeted at \$91,356, or \$982 per unit per year, for property and liability and worker's compensation insurance.

Maintenance and Repair: Maintenance and repair costs in Year One are budgeted at \$329,058, or \$3,538 per unit per year. This line item includes payroll for 1.8 FTE custodial staff and 1.8 FTE maintenance staff; contracts for a janitorial contracting, pest control, grounds, misc. maintenance contracting, and elevator; supplies and garbage and trash removal.

<u>Supportive Services</u>: Supportive services is budgeted at \$6,659, or \$72 per unit per year, in Year One. The salary of a one TNDC services staff is allocated across 12 properties. (HSH provides an annual supportive services contract of approximately \$267k which is separate from this operating budget.)

Replacement Reserve Deposits: Replacement reserve deposits are shown at \$600 per unit per year, as required by MOHCD. The next CNA is due to be performed in 2018. Based on the projections from the 2013 CNA, the RR balance will be at or above \$400k until year 18, 2034, when the balance drops under \$100k; the ending balance after year 20 is just under \$200k.

Operating Reserve Deposits: The project has an operating reserve account with a 2017 beginning balance of \$255,798, which meets MOHCD's required balance of 25% of the prior year's operating expenses. Contributions from the operating budget of about \$10k are projected to be needed over time to maintain the 25% minimum balance.

<u>Debt Service</u>: The project has annual debt service payments of \$42,000 to HCD which is the .42% administrative fee for its loan.

<u>Partnership Management and Investor Services Fees</u>: The project pays \$12,000 for an annual partnership management fee and another \$3,000 for the Limited Partner Asset Management Fee, neither is escalated over time.

3.3. 20-Year Cash Flow

The attached 20-Year Cash Flow Projection shows the estimated amount of annual LOSP subsidy that will be needed for the 15-year grant period. The projection was made using MOHCD's standard underwriting guidelines, with certain adjustments made based on prior trends.

Non-LOSP tenant rent income trends at 2.5% per year based on MOHCD guidelines, while LOSP tenant rents trend at 0% per year. TNDC has indicated that LOSP tenant rents are difficult to predict and may decrease from year to year. Laundry income, tenant charges, and miscellaneous income trend at 2.5%, per underwriting guidelines.

- Operating expenses trend at 3.5% per year, per MOHCD Underwriting Guidelines, with the exception of:
 - Health Insurance and Other Benefits: 7% annual escalation due to history; for the past 4 years, the average increase has been over 20%.
 - Utilities: 4.5% annual escalation is proposed for Water due to both historical and projected increases.
 - Real Estate Taxes are projected to increase by only 1.2%, based on history.

With the above assumptions, the proforma projects that the non-LOSP units will generate a total of just under \$500k in repayments to MOHCD over years 1-15 (2031) of the new LOSP contract; the non-LOSP units are projected to begin running a deficit in year 16, increasing from -\$3k to -\$86k in year 20.

Year 15 of the tax credit compliance period for the Project is in 2023. TNDC anticipates a withdrawal of the limited partner by 2022, and will begin exploring re-syndication and other refinancing possibilities in 2020 to address the anticipated operating deficits on the non-LOSP units.

4. SUPPORT SERVICES EVALUATION

Through a separate contract with HSH, Lutheran Social Services provides supportive services to 20 formerly homeless families. The current contract term is 7/1/14-6/30/18 in the amount of \$267,862, which is tracked in a services budget that is managed separately from the operating budget attached to this evaluation. A total of 3 FTE are funded under the contract, which equates with ratios of 1 staff per 7 LOSP households, or 1 staff per 20 LOSP residents.

The goals of services is to empower tenants to become more self-sufficient, retain their housing or move to other appropriate housing, promote community building and tenant participation, and maintain a safe, supportive and stable environment that fosters independence. Support services include but are not limited to tenant outreach, intake and assessment, case management, benefits advocacy and assistance, offsite service referrals, mediation with property management, conflict resolution, support groups, social events and organized tenant activities, monthly community meetings, and clinical consultation.

HSH is pleased with the quality of services provided at the Project as well as coordination between services and property management, which has resulted in a very low turnover percentage; there was one eviction in 2015. The program is meeting service and outcome objectives.

5. CONCLUSION

The Mosaica Family project appears to be operating stably. The amount of funding in the new LOSP contract is considerably less than what was authorized under the prior LOSP contract and more accurately reflects the actual costs of serving the Project's LOSP households.

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If the proposed new 15-year LOSP contract is approved, the remaining LOSP subsidy requested for 2017, \$82,689, will be disbursed by August 2017, based on the underwriting done for this approval, but under the authority of the existing LOSP contract. The full \$168,685 LOSP subsidy requested for calendar year 2018 is anticipated to be disbursed in early January 2018. All disbursements moving forward would happen on a calendar year basis in January each year.

6. RECOMMENDED CONDITIONS

To ensure that the Project remains sustainable, TNDC will continue to monitor expenses closely, with extra attention paid to how the Utilities costs are split across Mosaica Senior, Mosaica Family and the Mosaica Commercial. TNDC will also explore the cost/benefit of adding meters to more precisely track actual Water and Gas usage by project.

7. LOAN COMMITTEE MODIFICATIONS

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LOAN COMMITTEE RECOMMENDATION

Approyal indicates approval with modifications, when s	o determ	med by the Committee.
[APPROVE. [] DISAPPROVE.	[]	TAKE NO ACTION.
Olson Lee, Director Mayor's Office of Housing		Date: 2/2/17
[APPROVE. [] DISAPPROVE.	[]	TAKE NO ACTION.
Kerry Abboit, Deputy Director for Programs Department of Homelessness and Supportive Housing		Date: 3-3-17
APPROVE. [] DISAPPROVE.	[]	TAKE NO ACTION.
Julytteh		Date: 3/3/17-
Nadia Sesay, Interim Director Office of Community Investment and Infrastructure		
Attachments: A. LOSP Program Description B. 1st Year Operating Budget C. 20-year Operating Pro Forma D. LOSP Funding Schedule A		

Attachment A: LOSP Program Description

Loan Committee Date: March 3, 2017

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As part of the City and County of San Francisco's effort to address the needs of the growing homeless population, the City has prioritized the development of non-profit owned and operated permanent supportive housing for formerly homeless individuals and families. While capital financing can be leveraged for this population, stakeholders realized these units cannot be feasibly operated at the scale needed if they rely solely on scarce federal or state operating subsidies.

In June 2004, the City launched its *Ten Year Plan to Abolish Chronic Homelessness* (the 2004 10-Year Plan), a multifaceted approach that included a locally funded operating subsidy as a key element and established the Local Operating Subsidy Program (LOSP) in 2006 to support the creation of permanent supportive housing at a large scale. The operating subsidy leverages capital financing by integrating homeless units into Low Income Housing Tax Credit projects without burdening them with operating deficits. LOSP was created by the Mayor's Office of Housing and Community Development (MOHCD) in partnership with the Department of Public Health (DPH) and the Human Services Agency (HSA).

On July 1, 2016, the City's diverse programs addressing homelessness were brought under the new Department of Homelessness and Supportive Housing (HSH), which combines key homeless-serving programs and contracts previously located across several City departments. The new department consolidates the functions of DPH Direct Access to Housing (DAH) and HSA Housing & Homeless programs. San Francisco is developing a Coordinated Entry System (CES) for all homeless populations to best match households to the appropriate intervention and ensure those with the highest needs are prioritized.

Through 15-year grant agreements with MOHCD, which are subject to annual appropriations by the Board of Supervisors, LOSP pays the difference between the cost of operating housing for homeless persons and all other sources of operating revenue for a given project, such as tenant rental payments, commercial space lease payments, or other operating subsidies. HSH refers homeless applicants to the housing units as well as provides services funding to the projects under a separate contract.

This request is a contract renewal of the initial 9-year LOSP grant agreement for Mosaica Family Apartments. As discussed in the Loan Evaluation, MOHCD and HSH have evaluated the Project's performance during the initial contract period and have determined that the property has been well run, and that services provided address the needs of the tenants. Accordingly, MOHCD staff is recommending a renewal of the LOSP grant agreement for a 15-year period, beginning in January 2018, for a full 15-year period from 2018 through the end of 2032.

Contract periods for LOSP contract renewals will transition from a fiscal year basis to a calendar year basis. The full \$168,685 LOSP subsidy requested for calendar year 2018 is anticipated to be disbursed in early January 2018 (minus any surplus reported from 2016), and all disbursements moving forward would be on a calendar year basis.

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Attachment B: 1st Year Operating Budget

MOHCO Preforms - Year 1 Operating Budge

			MOHCO Prefor	n - Year 1 Operating Budget
Application Date:		non-LOSP Units		Project Name: Apartments
Total # Units: 93 First Year of Operations (provide data resuming that	20	73		Project Address: 680 Florida Street Tenderloin Neighborhood
Year 1 is a full year, i.e. 12 months of operations): 2017	LOSPmon-LO		r	Project Sponsor; Development Corporation,
INCOME Residential - Tenant Rents	LOSP	non-LOSP 857,465	Total ·	Comments Links from Existing Prol - Rent info Worksheet Aftermative LOSP 5 LOSP - Inch-LOSP LApprove
Residential - Tenant Assistance Payments (Non-LOSP)	0	191,424	191,424	Links from Existing Proj - Rent Info Worksheet Residental - Tenant 0.00% 100 00%
Residential - LOSP Tenant Assistance Payments Commercial Space	165,377		165,377	Links from 'Commercial Op. Budget' Worksheet
Residential Perking Miscellaneous Rent (norms	0 660	2,340	0	Links from "Ulfilles & Other Income" Worksheet Wits asked TNDO 15 varify solting of income asked SNOSS Atternative LOSP'S LOSP
Supportive Services Income Company Company Company	a 0			Insume (Headers) Insume Headers In
Interest Income - Project Operations Laundry and Vending	6,600	23,400	30,000	Links from "UliMies & Other Income" Worksheet Projected LOSP SpLOSP non-LOSP (only
Tenani Charges Miscellaneous Residential Income	304	1,076	1,380	Links from Utilities & Other Income Worksheet Tenant Charges 22,00% 76,00% acceptable Links from Utilities & Other Income Worksheet
Other Commercial Income Withdrawal from Capitalized Reserve (deposit to operating account)	:NECESTED	- WEST 2000		Links from Commercial Op, Budgef Workshoet Attimative LOSP 8 LOSP in the Board Agreement of the Board Agreement o
Gross Potential income	263,102	1,075,706	1,338,807	
Vacancy Loss - Residential - Tenant Rents Vacancy Loss - Residential - Tenant Assistance Payments	(2,085)	(1,493)	(1,914)	Vacancy loss is 1% of Temant Rents. Vacancy loss is 1% of Temant Assistance Payments.
Vacancy Loss - Commercial EFFECTIVE GROSS INCOME	260,536	1,065,821	1,327,417	Links from "Commercial Op. Budger" Worksheet PUPA: 14,273
OPERATING EXPENSES				•
Management Management Feet Character Construction Construction Construction	15,713	55,711	71.424	Alternative LOSP-S LOSP non-LOSP Approve \$64 pipm: \$52 Base, \$3 non-profit, \$5 high crime, \$4 BBC, Management Fee
Asset Management Fee	3,300	11,700	15,000	HCD is more restrictive than MOH policy; non-escalating Asset Management Fee
Sub-total Management Expenses Salarles/Benefits	19,013	67,411	B6,424	PUPA: 929 Alternative LOSP SLOSP
Office Salaries - Communication of the Communicatio	1,322	4,587	6,009	Office Swizzfer 7. 1. 12.12.1.1 Na. 10.
Manager's Salery Health Insurance and Other Benefits	10,778	38,214 36,605	45,992 46,930	Health Insurance and Other Benefits 1972, 1980 to 1989 1989
Other Salarion/Benefits	11,982	42,482	54,464	Other Salance/Benefits
Administrative Rant-Free Unit Sub-total Salaries/Benefits	1,584 35,991	5,616 127,604	7,200 163,595	Administrative Rent-Free Unit PUPA: 1,759
Administration Advertising and Marketing				
Office Expenses	10,860	38,505	49,365	
Office Rent Legal Expense - Property	1,100	3,900	5,000	Projected LOSP Spl LOSP non-LOSP (only Lospal Expense - Proj. 22,00% 78,00% acceptable
Audit Expense	2,899	10,277	13,176	
Bookkeeping/Accounting Services Bud Debis	3,806 396	1,404	17,298 1,800	Projected LOSP 5p LOSP
Miscellaneous Sub-total Administration Expenses	19,132	253 67,831	324 86,963	PUPA: 935
Utilities Electricity	7,204		32,747	Projected LOSP SpLOSP non-LOSP (only Factority 22,00% 78,00% accepts
·	1,204	20,043	32,141	Prigner than projections. 1) High annual rate inflation city- wide for infrastructure investments. 2) Inherently hard to
Water	40,037			product without operating experience. For properties which
Gas	8,972	141,948 31,810	181,985 40,782	have no operaling experience we project based on comps in
Sub-total Utilities	56,213	199,301	255,514	PUPA: 2,747
Taxes and Licenses Real Estate Taxes		1 .50		Alternative LOSP S LOSP non-LOSP Approve
Payroll Taxes you seem to see you story the story of the see about any	503 4,691	17,339	2,267 22,230	Real Entate Taxes Payrell Taxes
Miscellaneous Taxes, Licenses and Permits Sub-total Taxes and Licenses	5,724	1,170 20,293	1,500 26,017	PUPA: 250
Insurance Property and Liability Insurance	14,054	49,934	54 018	Lower than original underwriting.
Fidelity Bond insurance	6,014	0		Afternative LOSP 31 OSP. 20 non-LOSP. Approve
Worker's Compensation Director's & Officers' Liability Insurance	0	0		Higher than original undowriting. 9011 class rate increases. Weter/s Compensation
Sub-total insurance Maintenance & Repair	20,098		91,356	PUPA: 982
Payroll	32,727	116,032	148,759	Projected LOSF 5pLOSP non-LOSP (90) Higher than original projection. Comparable to other family accepts
Supplied Contracts	7,700		35,000	properties with 20% homelesx Supples 22,00% 78,00% led
Contracts	10,028	35,556	45,584	Contracts: Contracts Cont
Gerbage and Trush Removal	12,416		55,435	believed of the first of the fi
IVAC Repairs and Maintenance	1,760		5,000	Security Phyrolicarity at 1990 1990
Vehicle and Maintenance Equipment Operation and Repairs Miscellaneous Operating and Maintenance Expenses	106 7,656	27,144	480 34,800	
Sub-total Maintenance & Repair Expenses	72,393	256,665	329,058	PUPA: 3,518 Atternative LOSP & LOSP ninfi-LOSP Approve
Supportive Services of the Annual Supportive Services	1,465		6,659	Supportive Services 환자하는 최근소 Links from Commercial Op. Budgel Worksheet
Commercial Expenses	•			
TOTAL OPERATING EXPENSES W/o RESERVES/GL BASE	230,029	815,557	1,045,516	PUPA: 11,243 2015: 10,805 4,05%
Reserves/Ground Lease Base Rent/Bond Fees Ground Lease Base Rent	0	0	1 6	Provide additional comments
Bond Monitoring Fee Replacement Reserve Deposit	12,276		55,800	Afternative LOSP'S LOSP'S Control Approve Replacement Reserve Deposit
Operating Reserve Deposits and the Control of the C	5,751	20,389	26,140	Dperaling Reserve Deposit TOS WAYS DOWN DOWN TO TOS WAYS DOWN TO TOS WAS DOWN TO TOS WAYS DOWN TO TO TOS WAYS DOWN TO TOS WAYS DOWN TO TOS WAYS DOWN TO TOS WAYS DOWN TO TOS WAYS DOWN TO TOS WAYS DOWN TO TOS WAYS DOWN TO TO TO TO TOS WAYS DOWN TO TO TO TO TO TO TO TO TO TO TO TO TO
Other Required Reserve 1 Deposit Other Required Reserve 2 Deposit Required Reserve Deposit/s, Commercial	0	0	- 8	Units from Commercial Op. Budget Worksheel
Sub-total Reserves/Ground Lease Base Rent/Bond Fees	18,027	63,913	B1,940	PUPA; 881 Min DSCR: Available for DS in Yr1: #00//0
TOTAL OPERATING EXPENSES W/ RESERVES/GL BASE	248,056	879,470	1,127,526	PUPA: 12,124 Mortgage Rate:
NET OPERATING INCOME (INCOME minus OP EXPENSES)	12,640	187,351	189,891	Term (Years): PUPA: 2,149 le 1st Montgage Pmt: #DIV/0]
DEST SERVICE Chard debt*(amortized loans)				Supportable 1st Marigage Amt #DIV/01 Proposed 1st Marigage Amt \$2,323,687 Amaritys LOSP.S LOSP (non-LOSP.: Approve
Hard Debt - First Lender Hard Debt - Second Lander (HCD Program 0.42% pym); or other 2nd L	9,240	32,760	42,000	Provide additional comments Hard Debt-First Lander Provide additional comments Hard Debt-First Lander Provide additional comments Hard Debt-Second Lander (HCD Prod 500 A 200
Hard Debt - Third Lender (Other HCD Program, or other 3rd Lender) x-	0	0	- 8	Provide additional comments Hard Debt - Thard Lander (Other HCD R)
Commercial Hard Debt Service TOTAL HARD DEBT SERVICE	Charles To Fall Vi	CARL CONTRACTOR		Links from Commercial Op. Budget Worksheet PUPA: 452
CASH FLOW (NO! minus DEBT SERVICE)	3,300		157,831	
Commercial Only Cash Flow Allocation of Commercial Surplus to LOEShon LOSP (residual highla	iL 0		1 °	Affectation of Communicati Surplus to LO
AVAILABLE CASH FLOW	3,300	154,691	157,891 479	Extraction and the property of the contract of
USES THAT PRECEDE MOHCD DEBT SERVICE IN WATERFALL Below-the-line Asset Mot (se (uncommon in new projects, see policy)	-		1	
Partnership Management Fee (see policy for limits) Investor Service Fee (aka "LP Asset Mgt Fee") (see policy for limits)	2,640		12,000	2(HCO maximum 1 Aramatwi LOSP S LOSP 2 Dec-LOSP - Approx
	0	0	3,000	Other Payments 2 1 1 1 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2
Non-amortizing Loan Printi - Lender 1 (celect lender in comments field) Non-amortizing Loan Printi - Lender 2 (select lender in comments field)	0	C		Non-amortizing Loan Print - Lender 1 (1977-1977) 1943-99
Delarred Developer Fee (Enter and See from cell 1130)	- 0			Provide additional comments Defenced Developer Fee (Enter ant on Nation No. No. 1971)
TOTAL PAYMENTS PRECEDING MONCO RESIDUAL RECEIPTS (CASH FLOW minus PAYMENTS	3,300	11.700	15,000	PUPA: 161
PRECEDING MOHCD)	٠	142,891	142,891	
Residusi,Racelpts Calculation Does Project have a MOHCD Residual Receipt Obligation?			Yes	Project has MOHCD ground lease?
Will Project Defer Developer Fee? Max Deferred Developer Fee/Borrower % of Residual Receipts in Yr.	t:		No 33%	Sum of DD F from LC 0
% of Resklual Receipts available for distribution to soft debt lenders in			67%	Ratio of Sum of DDF #VALUE
				Soft Debt
Soft Debt Lenders with Residual Receipts Obligations MOHCO/OCII - Soft Debt Loans	Ser Series	Service Cont	AT MOHEDIOCII	AS FUNCTION AND COORDON TOTAL Principal Am Loans Loans payable from res, rects \$12,031,930 \$4.24%
MOHCD/OCII - Ground Lease Value HCD (soft debt loan) - Lender 3			Ground Lease	0,00%
Other Soft Debt Lender - Lender 4 Other Soft Debt Lender - Lender 5			HCD Loan	\$10,150,000 45.76% 0.00%
MOHOD RESIDUAL RECEIPTS DEBY SERVICE				
INDUCTO Designation RECEIP 13 PED 1 SERVICE		51,671	51,671	67% of residual receipts, multiplied by 54.24% - MOHCD's
Proposed MONCO Declared Committee	機能發展	\$1,671 0	\$1,571	
MOHCD Residual Receipts Amount Due Proposed MOHCD Residual Receipts Amount to Loan Repayment Proposed MOHCD Residual Receipts Amount to Residual Ground Leas				•
Proposed MOHCD Residual Recolpts Amount to Residual Ground Leas REMAINING BALANCE AFTER MOHCD RESIDUAL RECEIPTS			****	
Proposed MOHCD Residual Receipts Amount to Residual Ground Leas REMANING BALANCE AFTER MOHCD RESIDUAL RECEIPTS DEBT SERVICE			81,220	
Proposed MOKED Readous Receipts Amount to Residual Ground Leas REMAINING BALANCE AFTER MOHED RESIDUAL RECEIPTS DEST SERVICE NON-MOHED RESIDUAL RECEIPTS DEST SERVICE INCH. MOHED RESIDUAL RECEIPTS DEST SERVICE INCH. MOHED RESIDUAL RECEIPTS DEST SERVICE			4 0	
Proposed MOHEO Readural Recoglis Anneunt to Readural Ground Leas REMANNING BLANCE AFTER MOHEO RESIDUAL RECEIPTS DEDT SERVICE NOM-MOHEO RESIDUAL RECEIPTS DEDT SERVICE HEOD Readural Receipts Annount Due Lander A Residual Receipts Due Lander A Residual Receipts Due			43,589	67% of residual receipts, multiplied by 45.76%, HCD Loan's pro rate share of all soft debt
Proposed MOHEO Readural Recoglis Annount to Readural Ground Leas REMANNING BALANCE AFTER MOHEO RESIDUAL RECEIPTS DEBT SERVICE NOM-MOHEO RESIDUAL RECEIPTS DEBT SERVICE [EICD Readural Recoglis Annount Dis Lander Residual Recoglis Dise Lender Residual Recoglis Dise [Lender S Readural Recoglis Dise Total Non-MOHEO Residual Recoglis Debt Service			43,589	67% of residual receipts, multiplied by 45.76%, HCD Loan's pro rate share of all soft debt
Proposed MOYCO Readura Recolpts Amount to Readura Ground Lear REMANNING BLANCE AFTER MOYCO RESIDUAL RECEIPTS DEST SERVICE MON MOYCO RESIDUAL RECEIPTS DEST SERVICE (ECD Beatlant Receipts Destant Reve Learder Steaking Recolpts Des Total Nort-MOYO Residual Recolpts Des Total Nort-MOYO Residual Receipts Des Total Nort-MOYO Residual Receipts Dest Service REMANDER (Should be acro unless there are distributions below			43,589 0 43,589	67% of residual receiple, multiplied by 45.76%, NCO Lean's pro-rela share of all soft deld.
Proposed MOHEO Readural Recoglis Annount to Readural Ground Leas REMANNING BALANCE AFTER MOHEO RESIDUAL RECEIPTS DEBT SERVICE NOM-MOHEO RESIDUAL RECEIPTS DEBT SERVICE [EICD Readural Recoglis Annount Dis Lander Residual Recoglis Dise Lender Residual Recoglis Dise [Lender S Readural Recoglis Dise Total Non-MOHEO Residual Recoglis Debt Service			43,589 43,689 47,630	67% of rendoual receipts, multiplied by 45,76%, NCO Lean's pro note share of all eoft deld 43% of Borrower share of 33% of readoual receipts
Proposed MOYECO Residual Recolpts Amount to Residual Ground Law REMANNING BLANCE AFFER MOHED RESIDUAL RECEPTS DEST SERVICE HOD RESIDUAL RECEPTS DEST SERVICE HEDD Residual Recolpts Day Landor 4 Residual Recolpts Day Landor 4 Residual Recolpts Day Total Non-Horiton Residual Recolpts Day REMANDER (Riskout Recolpts Day REMANDER (Riskout Recolpts Day Comer Davishbund be zero unless there are distributions below) Owner Davishbundsrinentive Management Fee			43,589 43,689 47,630	67% of residual receiple, multiplied by 45.76%, NCO Lean's pro-rela share of all soft deld.

Loan Committee Date: March 3, 2017 Page 14 of 15

Attachment C: 20-year Operating Proforma

Mosaica Family Apartments	LOSP	non-LOSP										
Tot	Units 20	Units 73			Year 1			-y⊾ .			Year 3	
NCOME	22.00% % annual inc LOSP	% annual increase	Comments (related to annual inc assumptions)	LOSP	2017 non-LOSP	Total	LOSP	non- LOSP	Total	LOSP	non- LOSP	Total
Residential - Tenant Rents Residential - Tenant Rents Residential - Tenant Assistance Payments (Non-LOSP)	0.0%	2.5%	STREET PROSECUTE AND WASHING STOPER BY	90,161	857,465	847,828	80,151	878,902	969,063	90,181	900,875	991,036
Renidental - I,OSP Terrani Assistance Payments	rva rva	2.5% n/a	HUD Feir Market Rents. Past 10 yr bistory of FMR escalation is 2.5%	185,377	191,424	191,424 165,377	158,625	196 210 e+20=40 17	198,210 156,585	177,565	201,115	201,115 177,585
Commercial Space Residential Parking Miscellaneous Rent Income	0.0%	2.5%		460	2.340	3,000	H=3/30003.	2309	3,075	203 	2.458	3,152
Bupportve Services Income Interest Income - Project Operations	2.5% 0.0% 0.0%						:	-	:		:	
Laundry and Vending Tenant Charges Miscetaneous Residential Income	2,5% 2.5% 0.0%	2.5% 2.5%		6,600 304	23,400 1,076	30,000	8,785 311	23.985 1,103	30,750 1,415	6,934 319	24,584 1,131	31,518 1,450
Other Commercial Income Withdrawal from Capitalized Reserve (deposit to operating account)	n/s	0,0% n/a	Link Hotel Reserve Suchan ballow, aus applicable	MAKEUM P	马中国经济		Market (S)	tion water		eri Antiste	Mary New	
	n/a	r√a	Enter formulas manually per relevant MOH	263,102 (2,085)	1,075,708 (7,391)	1,238,807	296,590 (902)	1,102,698 (6,780)	1,369,197 (0,691)	275,672 (902)	f,130,183 (8,00)	1,405,835 (9,910)
Vacancy Loss - Residential - Tenant Rents Vacancy Loss - Residential - Tenant Assistance Payments Vacancy Loss - Lommercial EFFECTIVE GROSS INCOME	n/a n/s	r/a r/a	pulicy, arousi incrementing usualty not appropriate	(421) 280,696	1,068,821	1,327,417	245,497	(1,952) 1,091,847	1,349,696	774,770	(10,056)	1,385,869
OPERATING EXPENSES												
Marragement Fee Asset Management Fee	3.5%	3.5%	schedule. No ascalation allowed by HCD	15.713 3.300	55,711 11,700	71,424 15,000	11,243	57,051 11,700	73,924 15,000	16,832	59,670 11,700	78,511 15,000
Sub-total Management Expenses Selection				18,013	67,411	86,424	19,553	59,361	68,924	20,132	71,379	31,511
Manager's Salary Health Insurance and Other Benefits of the salary and the salary	3.5% 3.5% 7.0% 3.5%	3,5% 3,5% 7,0%	Historically high instation .	1,322 10,778 10,325	4.687 38,214 35,605	6,009 48,992 46,930	1,358 11,155 11,047	4.851 32.551 32.168	6,219 50,707 50,215	1,416 11,546 11,821	5021 40,935 41,910	8,437 52,481 63,730
Other Saluries Benefits Administrative Rent-Free Unit Sub-total Saluries Benefits	3.5% 3.5%	3.5% 3.5%		11,982	42.482 5.516	54,464 7,200 163,595	12.401 1,639	43,969 5,813	58,370 7,452	12.836	45,508 6,016	58,343 7,713
Administration Advertising and Marketing	3.5%	3.5%		36,991	127,604		37,612	133,361	170,963	39,316	139,390	178,705
Office Expenses Office Rent	3.5% 3.5% 3.5% 3.5%	35%		10,860	38,505	49,345	11,240	39,852	51,093	11,634	41,247	52,681
Legal Expense - Property Audit Expense Bookkeeping/Accounting Services	3.5%	3.5% 3.5% 3.5%		1,100 2,899 3,808	3,900 10,277 13,492	5,000 13,176 17,298	1,139 3,000 3,939	4,037 10,637 13,965	5,175 13,637 17,903	1,178 3,105 4,077	4,178 11,009 14,453	5,358 14,114 18,530
Bad Debis	3,5% 2,5% 3,6%	2.5% 3.5%	Consistent with cent inflators	398 71	1.404	1,800	406 74	1,439 202	1,845 335	416 78	1,475	1,591
Sub-total Administration Expenses Electricity	3.5%	3.5%	Υ	19,132	67,831 25,543	32,747	7,456	70,191 26,437	33.893	20,486 7,717	72,633 27,352	93,120 35,079
Waler Gas	4,5% 3,5%	4,5% 3.5%	Historically Nigh Interior	40,037 8,972	141,948 31,810	161,985 40,782	41,838 9,256	146,336 32,023	190,174 42,209	43,721 9,511	155,011 34,076	198,732 43,687
Sower Sub-total Utilities Taxes and Licenses	0.0%	J	I	56,213	189,301	255,514	64,581	207,696	266,277	61,060	215,142	277,498
Real Estate Taxes Payrel Taxes	1,2%	1.2% 3.5%		503 4,891	17,339	7,287 22,230	509 5,062	1,805 17,946	2,314 23,008	515 5,210	1,827 18,574	2,342 23,813
Miscelaneous Taxes, Licenses and Permis Sub-total Taxes and Licenses Insurance	3,5%	3.5%		330 5,724	1,170 20,293	1,500 26,017	342 6,912	1,211 20,962	1,553 26,875	354 6,108	1,253 21,654	1,607 27,782
Property and Liebitay insurance Fidelity Bond Insurance	3,5%	35%		14.084		84,016	14,577	51.682	66.259	15,087	53 491	66,578
Worker's Compensation Director's & Officers' Labrity Insurance Sub-total Insurance	3.5% 3.5%	3.5%		5,014 20,098	21,324 71,258	27,338	6.225 20,802	73,752	28,295 84,553	5.443 21,530	22.842 78.333	28,255 97,863
Maintenance & Repair Payrol	3,5%	36%	I	32,727	-	148,759	31,872	120.093	153,988	35,050	124,296	159,354
Supplies Contracts Garbage and Trash Removal	3.5% 3.5% 3.5%	3.5% 3.5% 3.5%		7,700 10,028	27,300 35,556	35,000 45,584	7,970	28,256 36,800	36,225 47,179	8,248 10,743	29,244 38,088	37,493 48,831
Security Payrol/Contract HVAC Repays and Mainlenance	3,5%	3.5% 3.5% 3.5%		12,416	6.240	58,435 8,000	12.850	45,580 6,458	58,410 8,280	13,300	47,155	80,455
Vehicle and Maintenance Equipment Operation and Repairs Miscellaneous Operating and Maintenance Expenses	3.5%	3.5%		106 7,656	374 27,144	450 34,800	7,924	28.094	497 38,018	8,201	401 29,077	514 37.279
Sub-total Meintenance & Repair Expenses Eupportive Services	3.5%	3.5%	· · · · · · · · · · · · · · · · · · ·	72,393	256,665 5,194	\$29,058 8,659	74,927	265,649 5,376	340,575 5,882	17,549	274,948	352,495 7,133
Commercial Expenses TOTAL OPERATING EXPENSES wis RESERVES/GL BASE RENT]	تتبخا		230,029	815,587	1,045,618	138,711	12-A1494R 846,338	1,085,048	247,739		1,126,087
PUPA (w/o Reserver/GL Base Rent/Bond Fees) Reserver/Ground Lesse Base Rent/Bond Fees	-					11,243			Note: Hidden	-	between total or	iums. To spoke
Ground Lease Base Rent Bond Montoring Fee Replacement Reserve Deposit	1			12.276	43,524	55,800	12,276	43,524	55,800	12,276	43,524	55,800
Operating Reserve Deposit Other Required Reserve 1 Deposit				5.751	20,389	26,140	2.170	7.695	9,866	2,215	7,854	10,089
Other Required Reserve 2 Depost Required Reserve Deposits, Commercial Sub-total Reserves/Oround Lesse Base Rent/Bond Fees	}			18.027	63.9/3	1,940	14,445	51,210	<u> </u>	14,491	51,374	65,863
TOTAL OPERATING EXPENSES W RESERVES/GL BASE RENT/	OND FEE	s		248,056	. ,	1,127,526	262,157	897,557	65,666 1,150,714	262,230	629,725	1,191,956
PUPA (w/ Reserves/GL Baze Rent/Bond Feez) NET OPERATING RICOME (INCOME minus OP EXPENSES)			•	12,540	187,351	12,124 159,891	12,540	194,290	198,982	12,540	181,373	193,913
DEBT SERVICE ("hard debt"/amortized loans) Hard Debt - First Londor Hard Debt - Second Lender (HCD Program 0.42% pyrd, br other 2nd] Lender			D.240	32,760	42,000	0,240	32,760	Hote: Hidden	9,240	32,760	42,000
Hard Debt - Third Lender (Other HCD Program, or other 3rd Lender) Hard Debt - Fourth Lender]				- :	\vdash				. :	-	
Commercial Hard Debt Service TOTAL HARD DEBT SERVICE CASH FLOW (NOI minus DEBT SERVICE)	,			8,240 3,300	32,760	42,000 157,891	8,240	32,760 161,630	42,000 156,982	#60000#900 8,240	32,760	42,000
S	Pmal			7300	154,691	127,631	3,300	707,630	154,982	3,300	142,613	151,513
Commercial Chy Cash Paw Assaulan of Commercial Surplus to LOPS/100 LOSP (restrict fig. AVAILABLE CASH FLOW USES OF CASH FLOW BELOW (This row also shows DSCR.)	Street		DSCR:	- 3,300	164,591	1 157,891 4.76	3,300	161,630	1 156,582 4.74	3,300	148,813	151,513 4.67
USES THAT PRECEDE MOHCO DEBT SERVICE IN WATERFALL "Below-the-line" Asset Mgt fee (uncommon in new projects, see policy Partnership Management Fee (see policy for limits)	0.0%	1		-			-	-	Note: Hickien e	ohmar ere in i	octoroug fotal co	lunus, To updat
Partnership Management Fee (see policy for limits) Investor Service Fee (aka "LP Asset Mgt Fee") (see policy for limits) Other Payments.	0.0%	i	per MOHICO policy no ennual Increase	2640	9,360 2,340	12,000 3,000	2.640	2340 2340	12,000 3,000	2,540 550	2.340	12,000 3,000
Non-amorizing Loan Pmnt - Lander 1 Non-amorizing Loan Pmnt - Lander 2	1		Enter comments or around increase, etc. Soler comments or around increase, etc.		Ŀ						i i	
Deferred Developer Fee (Enter amt See Max Fee from row 131) TOTAL PAYMENTS PRECEDING MONCO	•			2,300	11,700	15,000	3,300	11,700	15,000	2,300	11,700	15,000
RESIDUAL RECEIPTS (CASH FLOW minus PAYMENTS PRECED Does Project have a MOHCD Residual Receipt Obligation?	на монс	:D) Yes		1	142,691	142,291	•	149,830	141,982	•	136,013	136,913
Will Project Defer Daveloper Fee? Residual Receipts spit for all years Lender/Owner		No 67% /33%		1 .								
,		Dist. Soft	1	Max Deferred De Curp, Deferred D	rveloper Fee Amit: leveloper Fee:				_	•		_
MOHCD RESIDUAL RECEIPTS DEST SERVICE MOHCD Residual Receipts Amount Due	1	Ceb! Loan	s lower, and MOHCO residual receipts policy			51,671	1		51,343	1 .		49,510
MOHCD Residual Receipts Amount Due Proposed MOHCD Residual Receipts Amount to Loan Repayment Proposed MOHCD Residual Recepts Amount to Residual Ground	1		Proposed Total MOHCO Amt Due less Loan	 -		51,671			51,343	İ		49,510
NON-MOHED RESIDUAL RECEIPTS DEBT SERVICE	- T		Repriyment						<u> </u>			
HCD Residual Receipts Amount Due Lender 4 Reskival Receipts Due	1	0,00% 45.76%	No HCO Pinancing Arccaton per prorets share of all soff deol loans, and MOHCO residual receipts policy.	1		43,589			43,312	1		41,768
Lender 5 Residual Receipts Due Total Non-MOHCD Residual Receipts Debt Service	1	0.00%	1			43,503	j		49,312	ì.		41,766
REMAINDER (Should be zero unless there are distributions below)	-			,		47,630	,		47,327			45,638
Owner Distributions/Incentive Management Fee Other Distributions/Uses Finat Balance (should be zero)	1		l	i		20,487 27,183			47,327	i		45,538
REPLACEMENT RESERVE - RUNNING BALANCE Replacement Reserve Starting Balance	1			1		345.855	1		276,445	1		425,22B
Replacement Reserve Deposits Replacement Reserve Withdrawals (Ideally fied to CNA)	1			1		85,600 79,250			55,800 6,017	}		55,800 35,371
Replacement Reserve Interest RR Running Belance	-			1		375,445	1		426,228	1		442,657
OPERATING RESERVE - RUNNING BALANCE Operating Reserve Starting Balance Operating Reserve Deposits	1			1		255,798 25,140			281,838 9,866	1		291,804 10,069
Operating Reserve Withdrawals Operating Reserve Interest	1			}						ŀ		
OR Running Balance						221,508	1		251,804	ſ		301,872
OTHER REQUIRED RESERVE 1 - RUNNING BALANCE Other Reserve 1 Starting Balance Other Reserve 1 Deposits	7			1		<u> </u>	I		_]		
Other Reserve 1 Deposits Other Reserve 1 Withdrawals Other Reserve 1 Interest]			1					E	1		
Other Required Reserve 1 Running Balance OTHER RESERVE 2 - RUNNING BALANCE	_										•	
Other Reserve 2 Starting Balance Other Reserve 2 Deposits Other Reserve 2 Wilhdrawals	1			1		<u> </u>			==			
Other Reserve 2 Interest Other Reserve 2 Interest Other Required Reserve 2 Running Balance	1			1			1			1		ᅼ

Mosaica Family Apartments	Lose	non-LCSP										
To. ·	Units .a 20	Units 73			Year 4			_			Year 6	
NCOME		4 × xnnusi	Comments (related to annual (ac assumptions)	1000	2020	T-1-1	1055	2021	Total	Loca	2022	T-4-1
Residential - Tenant Rents	(ne LOS	25%	SARINE HILL CHE ME VANH ME OUNEY DA	LOSP po,161	non-LOSP 923,395	Total 1,013,557	LOSP 90.161	B45,481	1,035,842	LOSP PO,161	non-LOSP 970,143	Total 1,060,304
Residential Tenani Assistance Payments (Non-LOSP) Residential - LOSP Tenant Assistance Payments	n/a n/a	2.5% tv/a	HUD Far Market Rents Part 10 yr History of FMR escalators is 2.5%	186 835	208 (43	208,143 186,835	198 452	211,296	211,295 - 195,482	203 720		218,579 203,220
Commercial Space Realdential Parking Miscelaneous Rent Income	0.0% 2.5%	2.5%		711	2.520	3,231	720	2.583	3,311	747	2847	3,394
Supporter Services Income Interest Income - Project Operations Jaundry and Vending	0,0% 0,0%	25%		7,107		32 306	7,285	25,829	23,114	7.467	26 475	:
Miscelaneous Residential Income	2,5% 0,0%	25%		327	25 100 1,150	1,488	335	1,168		. 343	1,218	33,942 1,961
Oher Commercial income Withdrawaj jium Capitalized Reserve (depost to operating account	n/a	0.0% n/a	Unit from Reserve Section below, as applicable	Voltenment.	and the state of		and the same	r marketine	<u> </u>	1259 F.	_	•
Gross Potential Inco Jacancy Loss - Residential - Tenant Rents Jacancy Loss - Residential - Tenant Assistance Payments	me tVa	n/a n/a	Enter formulas manually per referent MON policy, around incrementing unusly not	285,142	1,158,417 (9.234) (10,307)	1,443,559 (10,136) (10,307)	294,992 (902)	1,187,378 [9,465] (10,565)	1,482,369 (10,366) (10,565)	301,932	1,217,062 (9.701) (10.82%	(10.603)
acancy Loss - Commercial EFFECTIVE GROSS INCO	WE (Va	IVa	порторные	214,249	1,138,878	1,423,116	294,090	1,167,348	1,451,438	301,017	1,195,532	(10,829) 1,497,568
PERATING EXPENSES												
lansgement Fee sset Management Fee Sub-total Management Expan	0.0%	00%	schedule No escalator allowed by HCD	17,422 3,300 20,722	51,767 11,700 73,467	79,189 15,000 34,189	18,031 3,300 21,331	53.929 11,700 75,629	81,981 15,000 26,961	18,642 3,300 21,562	55.157 11.700 77,857	54,829 15,000 89,829
interios/Banefits Mise Sabres	े ा 3.5%	35%	F	1,458	5,197	6,652	1,517	5,378	8,895	1,570	5.567	7,137
lamgeKE Salary Leath Insurance and Other Benefas Other Salaries Benefas	7.0%	3 5% 7.0% 3 5%	Historycelly high interes	11,850 12,648 13,285	42,358 44,843 47,100	54,318 57,491 60,385	12,368 13,533 13,750	43.851 47,982 48,749		12,801 14,481 14,231	45.388 51.341 50.455	58,187 65,822 84,886
dministrative Rent-Free Unit Sub-total Salaries/Bana dministration	3,5%	3 5%		1,756 41,105	145,735	7,983 186,840	1,818 42,946	152,405	195,391	1,885	159,419	6,551 204,383
dvartising and Marketing fice Expenses	3,5%	3 5% 3 5%		12011	42.691	54,732	12,452	44,185	56,647	12.899	45.732	58,630
ifice Rent egal Expense - Property : . udit Expense	3.5% 3.5% 3.5%	3.5% 3.5% 3.5%		1,220	4,324 11,385	5.544 14,608	1,262 3,326	4,475		1,300	4,632 12,208	5,838 15,649
ookkeeping/Accounting Services ad Debts	3.5% 2.5%	25%	Consistent with rent and altern	4,219	14,959	19,178	4.357	15,483	19,850	4.520	15.025	20,545
liscetaneous Sub-lotal Administration Expen tiliNes		35%	<u> </u>	21,199	75,161	359 96,269	21,937	77,776	59,713	22,700	80,443	103,183
ectricity (mis. Fr dater las	3,5% 4,5% 3,5%	35% 45% 35%	Historically trigh entation	7,985 45,680 8,947	28,320 181,987 35,268	36,307 207,675 45,216	8.267 47,745	29,311 169,276 36,503	37,518 217,020	6,556 49,893 10,656	30,337 176,893	36,603 228,788 48,436
Sub-lotal Utili	0.0%	1 33%	t	63,624	225,574	45,216 285,188	10,298	235,088	45,798 301,397	10,656	246,010	314,116
exes and Licenses Foll Estate Taxes Synoli Taxes	1.2%	12% 35%	F	521 5.422		2370 24847	528	1,870		534 5.808	1.893	2,421
scelaneous Taxes, Licenses and Permis Sub-total Taxes and Licen	3.5%	3 5%	1	305 6,309	1,297 22,370	1,883 24,679	379 6,614	1,343 21,110	1,721	392 6,734	1.3po 23,876	1,762 30,610
surance roperty and Liability Insurance idelty Bond Insurance	3.5%	35%		15,615		70,978	16,152	57,300		16,727	59,306	76.03
forcer's Compensation arctor's & Officers' Liabsky Insurance Sub-total Insura	3.5%	35% 35%		22,223	T -	30,310	6,002 - 23,063	24.459 81,770		22,870		32,469
Aintenance & Repair Payrol	1 3.5%	35%	I	35.285	128.647	164.832	37.555	1 (3) (4)	170,704	34,869	137.810	176,675
opples ontracts arbage and Trash Removal	3.5% 3.5% 3.5%	35% 35% 35%		8,537 11,119 13,766	39,421	38,805 50,540 82,571	8,836 11,508 14,247	31,327 40,801 50,513	62,309	9,145 11,911 14,748	32.424 42.229 52.281	41,56 54,13 67,02
enisty Payrol/Contract VAC Repairs and Mainlenance	3.5%	35%		1,951	5,916	8,870	2.020	7,161	9,180	2,090	7411	9,50
ehole and Maintenance Equipment Operation and Repairs Uscellaneous Operating and Maintenance Expenses Sub-total Maintenance & Repair Expen	3.5%	35%	<u> </u>	80.263	30,005	532 38,583 364,833	121 8.785 #3,072	31,148 294,529	39,934	8,093 85,980	445 32,239 304,838	41,33 330,811
upportly a Services (2.1 movember 2.2 movemb		3 5%		1,524	5.759	7,383		5 960	7,841	1,740		7,905
Commercial Expenses FOTAL OPERATING EXPENSES W/o RESERVES/GL BASE RE	 Ент/Вонd Fi	EES	1	257,129		1,168,770	256,897	945,270		277,067	982,794	1,259,351
PUPA (w/o Reservez/GL Base RenVBond Fa Reserves/Ground Lease Base RenVBond Fees Ground Lease Base Rent	, 			Intitelele value:	in yellow cells n	unipulate pech	ell rother than d	ngging across s	nutsiple notir.			
Rond Monitoring Fee Replacement Reserve Deposit Operating Reserve Deposit	200			12.276	43,524 8,135	55,600 10,430	12,276	43,524 8,426	55,600	12,276 2,454	43,524 8,734	55,800 11,196
When Required Reserve 1 Deposit When Required Reserve 2 Deposit									10,03	- 210	:	- 11,161
Required Reserve Deposits, Commercial Sub-total Reserves/Ground Lease Base Rent/Bond P				14,571		66,230	14,653	81,963	,	14,740	52,260	66,991
OTAL OPERATING EXPENSES WIRESERVESIGL BASE REI PUPA (WIRESERVESIGL BASE REINBORD FO IET OPERATING INCOME (INCOME MIRUS OP EXPENSES)	HT/BOND FE	ES		2/1,700 12,540		1,235,000	281,650 12,640	994,223 169,128		291,797	1,034,662	1,326,341
DEBT SERVICE ("hard debt"/amortized loans)	30			lettelete value	- ·	-	ed rather than d			1		
tärd Debl Second Lender (HCD Program 0.42% pyrik or other tard Debt Third Lender (Other HCD Program, or other 3rd Lend tard Debt Found Lender	2nd Lender)			9.240	32,760	42,000	9,240	32.764	42,000	9,240	32760	42.00
onmetral Hard Debt Serves TOTAL HARD DEBT SERV	ICE			7.250c.105118 9,240	32,760	42,000	0,240	32,760	42,000	-5/2002403 9,240	32,760	42,00
CASH FLOW (NO! minus DEBT SERVICE) Commercial Only Cash Flow				3,300	142,816	146,116	3,300	135,355	139,665		128,220	128,22
Aftertish of Commercial Surplus to LOPS/hon-LOSP (residual AVAILABLE CASH FLOW USES OF CASH FLOW BELOW (This row size shows DSCR.	income)			3,300	142,816	146,116	3,300	136,365			129,220	129,22
USES THAT PRECEDE MOHCO DEBT SERVICE IN WATERFA	LL.		Dscs	Intelete value		4.44 renipulate each	and rather than a	regging across s				4.0
Below-the-sine" Asset Mgt (en (uncommon in new projects, see po *adnership Management Fee (eee pokey for innts) mestor Service Fee (ake "LP Asset Mgt Fee") (see policy for Innts Other Phyments 1882)	0,0%	1.00	par MCKYCO policy no annual increase	2,540	9,360	12,000 3,000	2.640 650	2.340 2.340		=:		
You almortung Loan Rmyt Lender II	(CE)		Enter comments to worsel increase, etc. Enter comments to wouse increase, etc.		<u> </u>			-		i i		
Deletied Developer, Fee (Enter and C May Fee Iron row 131) TOTAL PAYMENTS PRECEDING MO	ICD			3,30	11,700	15,000	3,300	11,700	15,000	-		<u> </u>
RESIDUAL RECEIPTS (CASK FLOW minus PAYMENTS PREC Does Project have a MOHCD Residual Receipt Obligation?	EDING MOF	Yes		7	131,116	131,116	į į	124,665	5 124,665	(o	129,220	129,22
Vil Project Defer Developer Fee? Residual Receipts spit for all years, - Lender/Owner		67% /339		1				•				
		Dist, Sof		J	,							
MOHCD RESIDUAL RECEIPTS DEBT SERVICE MOHCD Residual Receipts Amount Dua		Debt Loar 54,241	s loans, and MOHCD residual receipts policy	1		47,413			45,061	1		48,72
ACHCD Residual Receipts Amount Due Proposed MCHCD Residual Receipts Amount to Loan Reseym Proposed MCHCD Residual Receipts Amount to Residual Grow Lease	erit id		Proposed Total MOHCO And Due less Los Repayment			47.413	1		45,m1			46,77
NON-MOHCO RESIDUAL RECEIPTS DEBT SERVICE	_ 	0.009	No HCD Financing	_ 			-]]		
ender 4 Residual Receipts Due ender 5 Residual Receipts Due	4	45,761	No HCD Financing Association per promise share of all son dealt flowns, and MOHCD residual receipts policy			39,997	1		35,029	4		39,41
Total Non-MOHCD Residual Receipts Dabi Ser REMAINDER (Should be zero unless there are distributions	vice					19,557			38,029			39,41
nelow) Owner Distributions/Incentive Management Fee Other Distributions/Uses	\exists			7		43,705			41,555 41,555			43,07
Final Balance (should be zero) REPLACEMENT RESERVE - RUNNING BALANCE						<u> </u>	,			1		
Replacement Reserve Starting Balance Replacement Reserve Deposits Replacement Reserve Wilhdrawals (dealy lied to CNA)	3			3		442,657 55,800	<u>.</u>		492,440 55,800	4		435,22 55,80
Replacement Reserve Withdrawals (dealy fied to CNA) Replacement Reserve Interest RR Running Bail	Ince			4		492,44	3		112.957	3 .		6,01 485,05
DPERATING RESERVE - RUNNING BALANCE	_			٦		201,677	_		212,302	_		323,10
Operating Reserve Starting Balance Operating Reserve Deposits Operating Reserve Withdrawals Counting Reserve Withdrawals	\exists			3		10,430			10,800			11,11
Operating Reserve Interest OR Running Bal	ince		L	_		312,30	8		323,101	ž		114,34
OTHER REQUIRED RESERVE 1 - RUNNING BALANCE Other Reserve 1 Starting Belance	\Box			7		-	1			- -		
Other Reserve 1 Deposits Other Reserve 1 Withdrawals Other Reserve 1 Interest	\exists			1		Ė	1			j		
Other Required Reserve 1 Running Bala OTHER RESERVE 2 - RUNNING BALANCE	ince			_		-	_		-	_		-
Other Reserve 2 Starting Balance Other Reserve 2 Deposits Other Reserve 2 Withdrawals	\exists			7		=	7			1		
Other Reserve 2 Wilhdrawals Other Reserve 2 Interest Other Required Reserve 2 Running Bail	nce			1		<u> </u>	i			i		<u> </u>

Mosaica Family Apartments	LOSP	non-LOSP										
Tot	Units 20	Units 73	•		Year 7			Year	<u>-</u>		Year 9	- 1
NGOME	% annual inc LOSP	78,00% % annual increase	Comments (related to annual inc assumptions)	LOSP	2023 non-LOSP	Total	LOSP	2024 man-LOSP	Total	LOSP	2025 non-LOSP	Total
Residential - Tenani Rents	0.0%	2.5%	STIGHT FOR LATE and WASH are given by HUD Fair Market Rents. Past 10 yr history	PC.161	994.397	1.084,558	90,161	1,019,257	1,109,418	90,161	1,044,738	1,134,699
Residential - Tanani Assistance Payments (Non-LOSP) Residential - LOSP Terrani Assistance Payments	n/a n/a	2.5% n/a	of FMR escalation is 2.5%		221,993 1076,257,575	221,993 213,866	224,518	277,543	227,543 224,538	215 855	233 232 AVXIV-1:0022	233,232 235,655
Commercial Space Residential Parking Miscelaneous Rent Income	n/a 0.0% 2.5%	2.5%		765	2714	3,479	785	2782	3,560	804	2851	3,656
Supportive Services Income - Project Operations	0.0%	3.50		- -		:		-	-		- :-	
Laundry and Vending Tenant Charges Miscelaneous Residental Income	2.5% 2.5% 0.0%	2.5% 2.5%		7,854 352	27, 137 1,248	34,790 1,600	7,845 361	27,815 1,290	35,090 1,640	8,041 370	28,510 1,311	36,552 1,681
Other Commercial Income Wholevel from Captained Reserve (deposit to operating account)	n/a n/a	0.0%	Link from Neserva Section balov, as applicable	deres sin	SARABA	<u>.</u>	CHARLES CO.		-	SS America	ALLINSAN	
Gross Potential Incom Vacancy Loss - Residential - Tenant Rents	r/a	n/a	Enter fermidas manishity per relevant MOH policy, encual incrementing usually not	312,508	1,247,410	1,560,017 (10,846)	323,690 (902)	1,278,676 (10,193)	1,602,366 (11,094)	335,231 (902)	1,310,643 (10,447)	1,645,874 (11,349)
Vacancy Loss - Residential - Tenant Assistance Payments Vacancy Loss - Commercia: EFFECTIVE GROSS INCOM	n√a n√a	n/a wa	appropriate	311,807	(11,100) 6,7,228,445	1,538,142	122,711	(11,377) (1,257,108	(11,377) 1,579,434	334,379	(11,662) (5)37,67 (5)49,5 (1,288,534	(11,862) 1,622,863
OPERATING EXPENSES Management												
Management Fee 5 3 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	3,5%		activisis No escalation allowed by HCD	19,315			19,992	70.860 11,700	90,871 15,000	20.691 1,300	73,350 11,700	94,052 15,000
Sub-total Management Expense Salaries@anefity Office Salaries	1 3.5%	3.5%		22,618	80,183 5,762	102,798	23,292 1.682	82,590 5,953	105,871	23,991	#5,000	109,052
Manager's Salary Heath Insurance and Other Benefits	3,5% 7.0%	3,5% 7.0%	Hadoscarily high inflation	13,249 15,494	45,974 54,935	50,224 70,429	13,713 16,579	48,619 58,780	62,332 75,359	14,193 17,740	. 6.172 50,320 62,895	7,913 64,513 80,634
Other Salaties/Benefits 1457 A Carter of Control of Salaties/Benefits 1457 Administrative Rent-Free Unit	3,5%	3.5% 3.5%		14,729 1,947 47,046	52.221 6.003 166,795	88,950 8,851 213,940	15,245 2,015 49,234	54,040 7,145 174,668	59,293 9,160 223,780	15,778 2,086 61,637	55,941 7,395 182,723	71,719 9,451 234,260
Administration Advertising and Marketing	3.5%	3,5%		·								
Office Expenses Office Rent Legal Expense - Property	3.5% 3.5% 3.5%	3.5% 3.5% 3.5%		13,350	47,332	60,682 6,145	13.817	48,989	62,808 - 6,361	14,301	50,703 - 5,136	65,004 6,584
Audi Expense Bookkeeping/Accounting Services	3,5%	3.5%		3.563 4.678	12,633 16,586	16,197 21,264	3.058 4.842	13,076 17,166	18,784 22,008	3,817 5,011	13.533 17.767	17,350 22,778
Bad Debis Miscellaneous Sub-total Administration Expense	3.5%	2.5% 3.5%	Consistent with rest inferior	459 88 23,490	1,628	2,087 398 196,775	471 91 24,308	1,669 322 86,183	2,140 412 110,491	482 94 25,164	1,711 333 89,182	2,193 427 114,337
Utilities Sectorally	3.6%	3.5%		8,458	35,398	40,254	9,166	32 407	41,863	9,487	31635	43,122
Water Gas	4.5% 3.5% 0.0%	4.5% 3.5%	Historically high initiation	52,138 11,029	184,854 39,103	738,692 50,131	54,484 11,415	193,172 40,471	247,858 51,888	56,036 11,814	201,865 41,888	256,601 53,702
Sub-total Utilitie Taxes and Licenses	я			72,023	265,366	327,378	75,065	204,141	341,206	78,237	277,387	355,625
Real Estate Taxos Payrull Taxos	1.2% 3,5% 3,5%	1.2% 3.5% 3.5%		540 6,012		2,455 27,328 1,844	547 6,222	1,938 22,051	2,454 28,263	553 5,440	1.06f 22.833	2,514 29,273
Miscellaneous Taxes, Licenses and Permis Sub-total Texes and Licenses Insurance				6,958	24,868	31,625	7,189	1,489 25,487	1,908 32,676	435 7,428	1,541 25,334	1,975 33,762
Property and Liebity Insurance	3,5% 3.5% 3,5%	3.5%		17,313	-	78,594	17,919	63.530	81,448	18,546	65.754	64,299
Worker's Compensation Director's & Officers' Liability Insurance Sub-total Insurance	1 3.5%	3.5%	İ	7,393	26.212 87,594	112,300	7,852 - 25,571	27,130 90,660	34,782 116,230	7,920 - 26,456	28,079 93,833	35,999 120,298
Maintenance & Repair Payroll	3.5%	35%		40,230	142.633	182863	41,638	147,625	189,263	43,095	152,792	195,687
Supples Contracts (1986) Garbage and Trash Removal	3,5% 3,5% 3,5%	3.5% 3.5% 3.5%		9,465 12,328 15,262	33,559 43,707 54,111	43,024 56,034 69,373	9,797 12,759 15,796	34,733 45,237 56,005	44,530 57,998 71,801	10,139 13,206 16,349	35,949 45,620 57,965	46,088 60,025 74,314
Security Payrol/Contract HVAC Repairs and Maintenance	3.5%	3.5%		2,163	7.671	9,634	2.239	7,939	10,175	2,318	8,217	10,634
Vehicle and Maintenance Equipment Operation and Repairs Miscelaneous Operating and Maintenance Expenses Sub-total Maintenance & Repair Expenses	3.5%	3.5%		9,411 84,969	33,367 316,607	590 42,778 404,436	9,741 92,104	476 34,535 326,680	44,275 418,654	139 10,081 95,327	35,743 37,979	45,825 433,307
Supportive Services (2)		3 5%	I	1.801	6.365	8,186	1,864	0,608	8,472	1,929	5,840	8,789
Commercial Expenses TOTAL OPERATING EXPENSES WO RESERVES/GL BASE REM	 T/BOND FE	<u>inerale</u> ES	1	287,628	1,019,771	1,307,390	294,824	1,058,764	1,357,310	310,070	1,094,338	1,405,405
PUPA (w/o Reserves/GL Base Rent/Bond Fee Reserves/Ground Lease Base Rent/Bond Fees) -											
Ground Lease Base Renk Bond Monitoring Fee Replacement Reserve Deposit	1			12,276	43,524	55.800	12,276	43,524	55,800	12.276	43,524	55,600
Operating Reserve Deposit Other Reguland Reserve 1 Deposit	3		-	2,553	8,052	11,806	2.646	R 383	12,030	2.744	9,727	12,471
Oher Required Reserve 2 Depost, Required Reserve Deposits, Commercial Sub-Intel Reserves/Ground Lease Base Rent/Bond Fel	Ⅎ			14,829	52,576	67.40G	14,922	62,907	\$7.E30	15.020	62.281	51,271
TOTAL OPERATING EXPENSES W RESERVES/GL BASE RENT PUPA (W Reserves/GL Base Rent/Bond Fee	BOND FEE	s		302,457	1,072,347	1,374,804	313,548	1,111,871	1,425,219	325,049	1,182,690	1,477,679
NET OPERATING INCOME (INCOME minus OP EXPENSES)	,			8,240	154,098	163,338	9,240	145,425	154,675	9,740	135,944	145,184
DEBT SERVICE ['hard debt'amortized loans) Hard Debt - First Lander Hard Debt - Second Leader (HCD Program D. 42% pyrd, er objet Zn Hard Debt - Thrid Lender (Other HCD Program, or other 3rd Lender	Liender)			9.240	32,760	42,000	9,240	32,760	42.000	9.240	32.760	42,000
Insid Clear- Republic Center Co. 100 1 100 100 100 100 100 100 100 100	3			-:				-:	:	- :		
Commercial Hard Debt Service TOTAL HARD DEBT SERVICE CASH FLOW (NO! minus DEBT SERVICE)	E		1	9,240	32,760 121,338	42,000 121,338	9,240	32,760 112,676	42,000 112,675	9,240 0	32,760 103,184	42,000
Commercial Only Cash Flow Commercial Only Cash Flow Abortion of Commercial Surplus to LOPS/hon-LOSP (restrict)	ĕĭne)				721,336	121,250		112,678	112,675	· · ·	104,784	103,164
AVAILABLE CASH FLOW USES OF CASH FLOW BELOW (This rowalso shows DSCR.)	mr		DSCR		121,334	121,338		112,675	112,675 3.68	,	103,184	103,184
USES THAT PRECEDE MONCO DEBT SERVICE IN WATERFAL Below-the-Ine* Asset Mgt fee (uncommon in new projects, see policy Partnership Management Fee (see policy for finits)	v) 0.0%	Τ	1									
Parinership Management Fee (see policy for limits) investor Service Fee (aka "LP Asset Mqt Fee") (see posty for limits) Other Payments	0,0%	subjective	per MOHCD policy no service increase	=						<u> </u>		
Non-amoritono Loso Pront - Lender 1 100 0000000000000000000000000000000	3		Enter comments re: annual increase, etc. Enter comments re: annual increase, etc.		<u>:</u> -			- :	· ·		- :	
Defected Developer Fee (Enter and the Max Fee from the 131) AND TOTAL PAYMENTS PRECEDING MONO	D			<u> </u>		\equiv			=			
RESIDUAL RECEIPTS (CASH FLOW minus PAYMENTS PRECE Does Project have a MOHCD Residual Receipt Obligation?	ома мона	:D) Yes	1	, .	121,338	121,330	•	112,675	112,576	0	103,184	103,184
Wil Project Defect Developer Fee? Residual Receipts spit for all years, - Lender/Owner		No 67% /33%		1								
		Dist. Soft	I	1		_			_			
MOHCD RESIDUAL RECEIPTS DEBT SERVICE MOHCD Residual Receipts Amount Due	٦	Oubt Loan:	lowns, and MOHCD residual receipts policy	1		43,877	I		40,745	l	ı	37,313
MOHCD Residual Receipts Amount Due Proposed MOHCD Residual Receipts Amount to Loan Repaymer Proposed MOHCD Residual Receipts Amount to Residual Ground	9		Proposed Total MOHCD And Due Jesus Loan	1		43,877			40,745		Ì	37,313
Lease #ON-MOHCD RESIDUAL RECEIPTS DEBT SERVICE HCU Residual Recepts Amount Due	<u> </u>		Repayment	1		<u> </u>	l				!	
Lender 4 Residual Receipts Due	1	45,75%	No HCO Financing Microston per promise share of all son debt lowes, and MOHCO residual receipts policy.	1		37,015		,	34,372		1	31,477
Lender 5 Residual Receipts Due Total Non-MOHCD Residual Receipts Debt Servi	:0	0,00%		1		37,015	l		34,372	l	ı	31,477
REMAINDER (Should be zero unless there are distributions below)	_			,		40,446			37,558		-	34,395
Owner Distributions/incentive Management Fee Other Distributions/Uses Final Balance (should be zero)	Ⅎ			1		40,448			37,568			34,395
REPLACEMENT RESERVE - RUNNING BALANCE	7			1		485,055	ı	1	534,838	i	,	422,308
Replacement Reserve Starting Balance Replacement Reserve Deposits Replacement Reserve Withdrawals (ideally tied to CNA)	3			}		\$5,800 6,017			55,800 168,331			55,800 6,017
Replacement Reserve Interest RR Running Balance			L	Ţ		634,831	l	İ	422,308	l	[472,050
OPERATING RESERVE - RUNNING BALANCE Operating Reserve Stating Balance	7			1		334,306			345,912	١.	. [357,941
Operating Reserve Deposits Operating Reserve Withdrawals Operating Reserve Interest	7			1		11,506			12,030			12,471
OR Running Balan	=			•	,	345,912			357,941		1 1	370,412 (5)22,72-67
OTHER REQUIRED RESERVE 1 - RUNNING BALANCE Other Reserve 1 Starting Balance	7			7			ĺ					
Other Reserve 1 Deposits Other Reserve 1 Wilhdrawals Other Reserve 1 Interest	1											===
Other Reserve 1 Running Belant Other Reserve 2 - Running Balance	•			-	,	•			•	•	ı	
Other Reserve 2 Staffing Balance Other Reserve 2 Deposits Other Reserve 2 Deposits Other Reserve 2 Withdrawals	3			1		:			:		F	-:
Other Reserve 2 Withdrawels Other Reserve 2 Interest Other Required Reserve 2 Running Balance	_			i	•	تـــــــــــــــــــــــــــــــــــــ						
						-			•			•

Mosaica Family Apartments	LOSP	non-LOSP										
Tot.	Units 4 20 22,00%	Units 73 78.00%			Year 10 2026			Yes 2027			Year 12 2028	
NCOME Residential - Tenant Rents	% annual inc LOSP 0.0%	% annual increase 25%	Comments (related to annual inc assumptions)	LOSP 90,161	non-LOSP 1,070,857	Total 1,181,018	LOSP 90.161	non-LOSP 1,097,828	Total 1,187,789	LOSP 90,161	non-LOSP 1,125,089	Total 1,215,230
Residential - Tenant Austrance Payments (Non-LOSP) 1	n/a n/a	2.5% n/a	Shaller Pais Care and VASH awarened by HUD For Market Rents Past 10 yr history of FMR escalation is 2.5%	247.635	239.042 062.945.244	239,052 247,835	259 899	245039 59:580042	245,039 259,899	272.668	251,165	251,165 272,868
Commercial Space Residential Parking Miscellaneous Rent Income Supporter Services Income	0.0% 2.5% 0.0%	25%		825 A C P C P C P C P C P C P C P C P C P C	2,922	3,747	645	2,005	3,840	पुरुपंग्यक्ष्यक्रम् 866	3,070	3,936
Interest Income - Project Operations Laundry and Vending Tenant Charges: ":	0.0% 2.5% 2.5%	2.5% 2.5%		8.242 379	29,223 1,344	37,485 1,723	8,445 389	28.954 1,378	38,402 1,767	8,650 398	30,702	39,382
Miscelaneous Residential Income Other Commercial Income Withdrawal from Capitakeet Reserve (depost to operating account)	0.0% n/a	0.0% n/a	Unit from Reserve Section below, 45 applyable	ACMADINA.	No. of Person	:	16-25-05	(dolena)	- :	175 A	3-777 W.S.197	===
Vacency Logs - Residential - Tenant Rents Vacancy Logs - Residential - Tenant Rents Vacancy Logs - Residential - Tenant Assistance Payments Vacancy Logs - Commercial	r/s	n/a n/a	Enter formules menually per relevant MOH policy, engual incrementing usually not	347,242 (902)	1,343,409 (10,709) (11,953)	1,630,650 ((1,610) (11,953)	359,742 (902)	1,376,994 (10,976) (12,252)	1,736,736 (11.078) (12.252)	372,753 (902)	1,411,419 (11,251) (12,558)	1,784,172 (12,152) (12,558)
VSCARRY LOSS - COMMERCIAL EFFECTIVE GROSS INCOM OPERATING EXPENSES	E IVa	n/s	speropnala .	348,340	1,320,747	1,667,087	358,840	1,353,768	1,712,606	371,862	1,387,610	1,759,462
Management Narragement Feet Asset Narragement Feet		3 5%	schedule.	21,416	75,928 11,700	97,344 15,000	22.165	78 585 11,700	100,751 15,000	22,941 3,300	81,336 11,700	104 <i>271</i> 15,000
Sub-lotal Management Expense Salaries/Bépefits Office Salaries	3.5%	3.5%		24,716 1,802	87,628 5.368	112,344 8,190	25,465 1,865	50,285 6,612	115,751 8,478	36,241 1,930	93,036 6,843	119 <i>277</i> 8,773
Hamger Catary San Cheef Beef San Catary San	7.0% 3.5%	3 5 % 7 0 % 3 5 % 3 5 %	Historically Night reliebon	14,820 18,981 16,330 2,159	52,081 67,298 57,895 7,854	56,771 56,279 74,229 9,513	15,204 20,310 16,902 2,234	51,904 72,008 59,925 7,922	89,108 92,318 76,527 10,156	15,736 21,732 17,493 2,313	55,791 77,049 62,022 6,199	71,527 98,781 79,516 10,512
Sub-total Salaries/Benefi Administration Advertising and Marketing	3,5%	3.5%		63,962	191,319	245,281	55,615	200,371	254,986	69,204	209,904	269,106
Office Expenses Office Rent Legal Expense - Property	3,5% 3,5% 3,5%	3.5% 3.5% 3.5%		14,801	52.478	87.279 - 8,814	15,320	54,315 5,501	7,053	15,850	56,216	72,071
Audi Expense Bookkeeping/Accounting Services Bad Debts : Miscell annous	3.5% 3.5% 2.5% 3.5%	3.5% 3.5% 2.5% 3.5%	Consistant with rent ent ston	3,951 5,187 495	14,007 18,389 1,753 344	17,958 23,575 2,248 442	4,089 5,368 507	14.497 18.032 1,797 356	18,586 24,401 2,304 457	4,232 5,556 520	15,005 19,699 1,842 369	19,237 25,255 2,362 473
Sub-lotal Administration Expense Utilities Electricity (2016)	3.5%	35%		25,030	92,287	118,318	26,938	95,499 35,030	122,435 45,193	27,873 10.518	98,824 37,292	126,697
Water Gas Sewer Sub-toler Utilitie	4.5% 3.5% 0.0%	45% 35%	Hadorically Night Intakun	59,498 12,228 81,545	210,049 43,354 - 289,114	270,447 55,582 370,660	62,176 12,656 84,994	220,441 44,871 301,143	282,617 57,527 256,337	64,974 13,000 24,591	230,301 46,442 - 3(4,094	295,335 59,540 402,685
Taxex and Licenses Real Estate Taxes: Payof Taxes	1.2%	12%		560 8,665	1,954 23,632	2,544 30,297	566	2008 24,459	2.574 31,358	573 7,140	2,032 25,315	2,605 32,455
Miscelaneous Taxes, Licenses and Permis Sub-total Taxes and License Insurance	3.5%	3.5%		450 7,676	1.595 27,211	2,044 34,865	485 7,930	1,650 28,117	2,118 35,048	8,105	1,708	2.190 37,250
Properly and Liability Insurance Fidelity Bond Insurance Worker's Compensation Orector's & Officers' Liability Insurance	3.5% 3.5% 3.5%	3.5% 3.5% 3.5% 3.5%		8,197	29.062	87,250 37,259	19.807 8.484	70.437 30.079	38,583	20,562 8,781	72,102 31,132	93,484 39,813
Maintenance & Repair Payro1	3.5%	35%	1	27,392	97,117 158,140	124,509 202,743	28,351 45.165	100,518	129,867	29,347	104,024	133,377
Supples Contract Contract Gathage and Trash Removal	3.5% 3.5% 3.5%	3.5% 3.5% 3.5%		10,494 13,668 16,921	37,207 48,459 59,994	47,701 62,128 78,915	10,862 14,146 17,514	38,509 50,155 62,094	49,371 64,301 78,607	11,242 14,641 18,127	39,857 51,910 64,267	51,099 68,551 82,394
Security, Rayma (Contracts). HVAC Repars and Maunienance Vehicle and Massilenance Equipment Operation and Repairs Miscelaneous Operating and Mainlenance Expenses	3.5% 3.5% 3.5% 3.5%	35% 35% 35% 35%		2.199 144 10.434	8,504 510 35,994	10,903 654 47,429	2.483 149 10.800	8,802 528 38,289	11,285 677 49,089	2,570 154 11,178	9.110 547 39.629	
Sub-total Maintenance & Repair Expens Supportive Services	25	3 5%		98,664	349,801	446,472 9,078	102,117	352,052	464,169 9,383	105,691	374,724	460,415
TOTAL OPERATING EXPENSES w/o RESERVES/GL BASE REI	l IT/BOND FE	ES	<u> </u>	321,979	1,141,584	1,463,543	114,175	1,185,610	1,5{9,885	347,277	1,231,254	1,578,531
PUPA (w/a Reserves/GL Base Rent/Bond Fee Reserves/Ground Lease Base Rent/Bond Fees Ground Lease Base Rent Bond Monkering Fee	}			<u> </u>	:		=		<u> </u>		:	- :
Replacement Reserve Deposit Operating Reserve Deposit Other Required Reserve 11 Deposit Other Required Reserve 11 Deposit Other Required Reserve 11 Deposit Other Required Reserve 12 Deposit				12.276	43,524 10,085	\$5,800 12,930	12.276	43,524 f0,458	\$5,600 13,407	12.276 3.059	13.524	55,600 13,905
Other Required Reserve 2 Depost Required Reserve Deposits, Commercial Sub-total Reserves/Ground Leave Base Rent/Bond Fe		_		15,121	83,609	58,730	15,226	53,912	65,207	16,335	64,370	69,705
TOTAL OPERATING EXPENSES W RESERVESKI, BASE REN PUPA (W RESERVESKI, BASE RENVBOND FAC NET OPERATING INCOME (INCOME minus OP EXPENSES)	a)	13		337,100 9,240	1,195,173		349,500 9,240	1,239,492		362,612 8,240	1,285,624	1,648,235
DEBT SERVICE ["hard debt"/amortized loans) Hard DEbt. First Lendera. Hard Debt. Second Lendera. Hard Debt. Second Lendera (HCD Program 9 42% pirms or other 28 Hard Debt. Third Lender, (Othe) HCD Program, or other 3rd Lender	id Lender)			9.24	32,760	42,000	9.240	32.760	42,000	9,240	32,760	42,000
Hard Oebt - Fourth Lendel Commercial Hard Debt Service TOTAL HARD Debt Service	226			9,24	32,760	42,000	# <u>1</u>	1000 HOTOS		80207.0150. 9,240	12766	42,000
CASH FLOW (NOI minus DEBT SERVICE) Commercial Drily Cash Flow Alecation of Commercial Supplies to COPShipp LOSP (market)	scomel				92,814	92,814		81,514	81,814 7		69,226	69,226
AVAILABLE CASH FLOW USES OF CASH FLOW BELOW (This row also shows DSCR.) USES THAT PRECEDE MONCO DEBT SERVICE IN WATERFAL			pscs	1:	92,814	7 92,814 3.21		81,514	21,514 2.54		69,226	1 69,226 2,65
"Below-the-line" Asset Mg/ (se (uncommon in new projects, see poli- Partnership Management Fee (see policy for finits) Investor Service Fee (ska "LP Asset Mg/ Fee") (see policy for limits)	0.0%	0.000	par MOHCO policy no enviral Increase	Hi	-:							
Other Payments I Non-amoting Loan Print - Lender 1 Non-amoting Loan Print - Lender 2 Defected Developer Fee (Enter and 16 Max Fee from 169) 131]			Enter comments to: enviral increase, etc.	<u> </u>						=		
TOTAL PAYMENTS PRECEDING MOH	=D	CD)	— —————		92,814	92,814		81,514	11,514		59,226	69,226
Does Project have a MOHOD Residual Receipt Obligation? Wili Project Defer Developer Fee? Residual Receipts spilt for all years, - Lender/Owner		Yes No 67% /339	1	}		•						
	•	Dist, Sof		J								
MOHCO RESIDUAL RECEIPTS DEBT SERVICE MOHCO Residual Receipts Amount Due Proposed MOHCO Residual Receipts Amount to Lour Repayme Proposed MOHCO Residual Receipts Amount to Residual Groun	pt		towns, and MOHCD residual receipts policy Process! Total MOHCD And Date Inca.	7		33,563 33,563			29,476 29,478			25,033 25,033
NON-MOHCO RESIDUAL RECEIPTS DEBT SERVICE		0.00	Repayment	J]			_		
Lender 4 Residual Receipts Amount Due Lender 4 Residual Receipts Due Lender 5 Residual Receipts Due		45.76 0,00	Alecaton per provide share of all soil debt (loans, and MOHCD residual receipts policy			. 2A.313	1		24,866	7		21,118
Total Non-MOHGD Residual Receipts Debt Serv REMAINDER (Should be zero unless there are distributions below)	ice					28,213			24,850	; !		21,118
Owner Distributions/Incentive Management Fee Other Distributions/Uses Final Balance (should be zero)				3		30,838			27,171	3		23,075
REPLACEMENT RESERVE - RUNNING BALANCE Replacement Reserve Starting Balance Replacement Reserve Deposits	=			3		472,090 85,800	i i		\$21,872 55,800	<u> </u>		571,656 55,800
Replacement Reserve Withdrawals (deally 8ed to CNA) Replacement Reserve Interest RR Running Balai	ice .			4		521,973	1		5,017 571,650	7		6.017 621,439
OPERATING RESERVE - RUNNING BALANCE Operating Reserve Starting Behance Operating Reserve Deposits	\exists			3		370,412 12,530			183,345 13,45			396,745 13,305
Operating Reserve Interest Operating Reserve Interest OR Running Balan	700			_		383,34			356,745			410,654 246191
OTHER REQUIRED RESERVE 1 - RUNNING BALANCE Other Reserve 1 Starting Balance Other Reserve 1 Deposits	\exists			Ξ			<u>.</u>			3		-
Other Reserve 1 Withdrawals Other Reserve 1 Interest Other Reserve 1 Interest Other Required Reserve 1 Running Bala.	nce	•		3			3			∃ .		
OTHER RESERVE 2 - RUNNING BALANCE Other Reserve 2 Starting Balance Other Reserve 2 Deposits Other Roserve 2 Withdrawals				∃		=	3		_:	}		<u>:</u>
Other Required Reserve 2 Running Bala	nce			٦.			1	•		1		

Mosalca Family Apartments ,	LOSP	non-LOSP										
. Tob.	Units 20 22,00%	Units 73 78,00%	i		Year 13 2029			Year 1-	·		Year 15 2031	
	Annual nc LOSP 0.0%	% annual Increase 2.5%	Comments (related to annual inc assumptions)	LOSP 20,161	non-LOSP 1,153,196	Total 1,243,357	LOSP 90,161	non-LOSP 1,182,026	Total 1,272,187	LOSP 90,181	non-LOSP 1,211,576	Total 1,301,737
Residential - Terrani Assistance Payments (Non-LOSP)	n/a	2.5%	Shipper Proc Care and VASH are criven by HUD Felt Markel Rents. Past 10 yr history of FMR esculation (# 2.5%		257,444	257,444		263.880	263,880		270.477	270,477
Residential - LOSP Tenani Assistance Payments Commercial Space Residential Parking	n/a n/a 0.0%	0.0%		285,065 A - 9 - 10 - 2 888	September September	265,865	-	のなれる。	299,813	314,236 Carraga	2-1306	314,236
Miscefaneous Rent Income Supportors Services Income Interest Income - Project Operations	2.5% 0.0% 0.0% 2.5%	2.5%		8.676	3,147	40,348	910	1226 - J2 257	41,355	9.326	11.083	4230
Laundry and Vending Ternant Charges Miscellanceus Residental Income Other Commercial Income	2.5% 0.0%	2.5% 2.5% 0.0%		408	1,448	1,658	419 1718 (244,730)	1,484 WG 1500 (Cal)	1,902	426	1,521	1,050
Withdrawel from Capitaired Reserve [deposit to operating account]	r/a	n/a	(art from Reserve Section below, as applicable	386,298	1,418,704	1,833,003	400,400	1,482,872	1,841,272	415,014	1,510,844	1,915,027
Vacancy Loss - Residential - Tenant Rents Vacancy Loss - Residential - Tenant Assistance Payments Vatancy Loss - Commercial EFFECTIVE GROSS INCOME	rva rva rva	r/a r/a r/a	Enter formulas menually per infevent MOH policy, enqual incrementing usually not appropriate	[902]	(11,532) (12,872) (12,872)	(12,434) (12,872)	[902]	(11,820) (13,194) (1,457,858	(12,722) (13,194) 1,857,356	(907)	(12.110) (13.524) (1.484.304	(13,017) (13,524)
OPERATING EXPENSES Management				285,387	1,422,300	1,807,827	318,411	1,45/,404	1,007,000	4(4,182	1,454,504	1,500,400
Management Fee Sub-total Management Expenses	3.5 % 0.0 %	3 5%	schekte. No escriston slioned by HCD	23,744 3,300 27,044	84,183 11,700 95,883	107,927 15,000 122,927	24,575 3,300 27,878	87,129 11,700 94,828	111,704 15,000 125,704	25,435 3,300 28,735	90,179 11,700 101,879	115,614 15,000 130,614
Salaries/Henefits Office Salaries 1	3.5% 3.5% 7.0%	3.5%		1,908 16,287	7,082 57,744	9,080	2.048 15.557	7,330 58,765	9,394 78,621	2,140 17,447	7,587 61,856	9,727 79,303
Health Insurance and Other Benefits (7.0% 3.5% 3.5%	7.0% 3.5% 3.5%	Historically high in Letters	23, 253 18, 106 2, 394	82,442 64,193 8,486	105,695 82,299 10,880	24,881 18,739 2,477	88,213 66,440 8,783	113,094 65,179 11,280	26,622 19,395 2,564	94,368 68,765 9,091	121,011 88,181 11,855
Sub-total Selectes/Benefits Administration Advertising and Marketing	3.5%	35%		82,037	210,044	281,544	65,022	230,531	295,553	68,168	241,087	309,856
Office Expenses Office Rent Legal Expense - Property	3.5% 3.5% 3.5%	3.5% 3.5% 3.5% 3.5%		16,411	58,183 5,893	74,564	16,985	6,000	77,205 7,820	17,580	62,327	79,907 8,093
Audt Expense Bookkeeping/Accounting Services Bad Debts	3.5% 3.5% 2.5% 3.5%	35% 25% 3.5%	Consistent with resting about	4,310 5,750 533 108	15,530 20,388 1,888 382	19,910 28,135 2,421 490	4,533 5,952 546 111	16,073 21,102 1,935 395	20,807 27,053 2,481 507	4,692 6,160 560 115	16,636 21,840 1,984 409	21,328 28,000 2,543 524
Miscelaneous Sub-total Administration Expenses Utilities	3.5%	3.5%		28,844	102,284	131,108	29,848 11,257	105,825	135,673	30,887	109,509	140,396
Electrony Water Gas Sawer	4.5 % 3.5 % 0.0 %	4.5% 3.5%	Historically Night Added on	67,897 13,557	240,727 48,067	308,525 61,524	70,853 14,032	251,560 49,749	322.513 63,781	74,146 14,523	262,880 51,491	337,026 66,014
Taxes and Licenses Real Estate Taxes	1.2%	1.2%		92,341	327,391	419,732	98,252 587	341,257 2,080	437,509	100,330	. 355,717	456,047
Payrut Taxes: Miscellaneous Taxes, Licentes and Pennils Sub-total Taxes and Licenses	3.5% 3.5%	3.5% 3.5%		7,300 409 8,459	25.201 1.768 30,026	33,561 2,267 38,492	7,549 516 8,752	27,118 1,830 31,028	34,767 2,348 29,760	7,918 534 9,044	25.067 1.894 32,068	35,984 2,428 41,111
Property and Liabilly Insurance Fidelity Bond Insurance	3.5% 3.5% 3.5%	3 5 % 3 5 %		21,282	-	96,738	22.027	78.095	100,121	22,798		103,626
Worker's Companisation Director's & Officers' Liability Insurance Sub-total Insurance	3.5%	3.5% 3.5%		30,370	32.221 107,875	138,045	9,406	33,340 - 111,444	142,877	9,735 32,633	34,518	147,877
Maintenance & Repair Payroli Supples Contracts	3.5% 3.5%	3.5% 3.5% 3.5%		49,453 11,635 15,154	175,332 41,252 53,727	224,785 52,887 68,881	51,184 12,042 15,684	181,469 42,698 55,607	232,653 54,738 71,291	52,975 12,464 16,233	187.820 44,190 57,554	240,795 58,854 73,767
Contracts Garbage and Trash Removal Security Payroli/Contract HVAC Repairs and Maintenance	3.5% 3.5% 3.5%	35% 35% 35%		18,761	56,516 9,429	12,069	19,418	68,844 9,759	71,291 68,262 12,512	20,097	71,254	91,351 12,950
Vehicle and Meintenance Equipment Operation and Repets Miscelaneous Operating and Maintenance Expenses Sub-total Maintenance & Repair Expenses	3,5% 3.5%	3,5%		180 11,569 109,390	566	725	105 11,974 113,219	588 42,452 401,413	751 54,428 814,632	171 12.393 117,182	206	777 56,331 532,545
Supporting Services (1) (2) (2) (2) (2) (2) (2) (2) (2) (2) (2	3.5%	3.5%		2,214	7,849	10,062	2,291	8,123 (C) (100)	10,414	2,371	8,408	10,779
TOTAL OPERATING EXPENSES W/o RESERVES/GL BASE RENT/ PUPA (w/o Rezervez/GL Base Rent/Bond Fees)	BOND FE	ES		380,708	1,278,873		374,691	1,328,461	1,703,142	319,261	1,340,073	1,769,324
Reserves/Ground Leace Base Rent/Bond Fees Ground Lease Base Rent Bond Monkoring Fee				12.278		:	-	=	-		43,524	:
Replacement Reserve Deposit Operating Reserve Deposit Other Required Reserve 1 Deposit				3,173	11,249	55,800 14,422	12,276	43,524 11,659	55,800 14,961	12.276 3.415	12,107	55,800 15,572
Other Required Reserve 2 Depost Required Reserve Deposits, Commercial Sub-total Reserves/Ground Lease Base Rent/Bond Fees				15,440	64,773	70,222	15,667	65,193	70,761	15,691	65,631	71,322
TOTAL OPERATING EXPENSES WI RESERVESIGL BASE RENT/B PUPA (W/ Reserves/GL Base Rent/Bond Fees) NET OPERATING INCOME (INCOME minus OP EXPENSES)	OND FE	ES		376,157 9,240	1,333,547 88,654	1,709,803	390,258 8,240	1,383,644 74,213	1,773,903 #3,453	404,942 8,240	5,435,704 58,600	1,840,546 57,840
DEBT SERVICE ("hard debt"/amortized (oans) Hard Debt - Find Lender:	[0.240	32,760	42,000	9,240	32,760	42,000	9.240	32,760	42,000
Hard Debt - Fourth Lender (Other HCD Program, or other 3rd Lender). Hard Debt - Fourth Lander Commercial Hard Debt Service	,,			2000		E	UNIVERSE DE	ne og filman	= :	atabani	CRINGS.	
CASH FLOW (NOI minus DEBT SERVICE)	-			9,240	32,760 55,894	42,000 55,894	9,240	32,760 41,453	42,000 41,453	9,240		. 42,000 25,840
Commercial Only Cash Flow Attention of Commercial Stopus (of LOPSings LOSP (residual rice AVAILABLE CASH FLOW	ne)			<u> </u>	55,894	55,894	-	41,463	41,453		25,840	25,840
USES OF CASH FLOW BELOW (This row also shows DSCR.) USES THAT PRECEDE MOHOD DEBT SERVICE IN WATERFALL "Below-the-fine" Asset Migli [ee [Lincommon in new projects, see policy]	0.0%		pser	, 		2.71			1.24	<u> </u>		1.62
"Below-the-Fine" Asset Mot fee (uncommon in new projects, see policy) Pathership Management Fee (see policy for finish) Investor Service Fee (als T.P. Asset Mot Feet) (see policy for finish) Other Payments.	0.0%	1	per MOHCO parky no arrelati increase Enter comments no service increase, etc.	=	Ė						i	
Non-amortizing Loan Print - Lender 1:	•		Enter community as should increase atc.				=					
TOTAL PAYMENTS PRECEDING MONCO RESIDUAL RECEIPTS (CASH FLOW minus PAYMENTS PRECEDI	NG MOH	CD) Yes			55,864	55,894	-	41,453	41,453		25,840	25,840
Does Project have a MOHCD Residual Receipt Obligation? Will Project Defer Developer Fee? Residual Receipts spit for all years Lander/Owner		No 67% /335										
MOHCD RESIDUAL RECEIPTS DEBT SERVICE		Dist. Soft Debt Loan]	•								٠
MOHCO Residual Receipts Amount Due Proposed MOHCO Residual Receipts Amount to Loan Repayment Proposed MOHCO Residual Receipts Amount to Residual Ground			loans, and MOHCD residual receipts policy Proposed Total MOHCD Amil Due less Loan]	-	20,212 20,212			14,890 14,890	1		9,344 9,344
Lease NON-MOHCD RESIDUAL RECEIPTS DEBT SERVICE			Repayment]	•		-		<u></u>]		
HCD Residual Receipts Amount Due Lender 4 Residual Receipts Due Lender 5 Residual Receipts Due		45,765 0,005				17,051			12,948			7,653
Total Hon-MOHCD Residual Receipts Debt Service REMAINDER (Should be zero unless there are distributions	ı	0.507				17,051	١.		12,646			7,883
Delow) Owner Distributions/Incentive Management Fee Other Distributions/Uses				3		18,631]		13,616	}		8,613 - 6,013
Final Balance (should be zero) REPLACEMENT RESERVE - RUNNING BALANCE Replacement Reserve Starting Balance	1			7		821,439	1		551.953	1		601,736
Replacement Reserve Deposits Replacement Reserve Withdrawals (ideally Sed to CNA) Replacement Reserve interest						55,800 125,286			551,963 55,800 £,017			55,800 119,897
RR Running Balance OPERATING RESERVE - RUNNING BALANCE Operating Reserve Starting Balance	ι			٦.		\$51,953 410,654	1		601,736	1		537,839
Operating Reserve Deposits Operating Reserve Withdrawats Operating Reserve Interest				-		14,422			14,961	1		15,522
OR Running Balance OTHER REQUIRED RESERVE 1 - RUNNING BALANCE	•			-		425,076	I		440,036 34(0)			455,55 1
Other Reserve 1 Starting Balance Other Reserve 1 Deposits Other Reserve 1 Wahdrawals									Ė			
Other Reserve 1 Interest Other Required Reserve 1 Running Balance	1			3		-)		<u> </u>	1		
OTHER RESERVE 2 - RUNNING BALANCE Other Reserve 2 Starting Balance Other Reserve 2 Deposits Other Reserve 2 Withdrawats				1		=:			E	}		
Other Reserve 2 Interest Other Required Reserva 2 Funning Balance	1			1		-	1			1		

		LOSP	non-LOSP										
7	To.	Ualte 20	Units:			Year 16			¥6.			Year 18	
		22.00% % annuali	78.00% Mennuel	Comments		2032			2033			2034	
NCOME Residential - Tenant Rents			Increase 25%	(related to annual inc assumptions)	LOSP 90,161	non-LOSP 1,241,668	Total 1,332,027	LOSP 90,161	non-LOSP 1.272.912	Total 1,383,073	LOSP	non-LOSP 1304,735	Total 1,394 898
DESCRIPTION OF THE PARTY OF THE				SHIRLE PER CARE MIS VASH WE SHANDY HUD Far Markel Rents Paul 10 yr history	90,161			90,101			JU, 207		
Residential - Tenani Assistance Payments (Non-LOSP): Residential - LOSP Tenani Assistance Payments	0000000000	n/a n/a	2.5% (Va	of FMR escalaton (s 25%	· 329 259	277.239	277,239 329,259	- 344 910	284,170	284,170 344,910	. : 361 217	291,274	291,274 351,217
Commercial Space Residential Parking		n/a 0.0%	0.0%		NEW WAR	STATE OF THE PARTY.	- :	SHOWEN SA	Arab Sat Co	:	20年2年2月	eranderani.	- :
Miscelaneous Rent Income Supportive Skrybes Income	IN EUROPEAN	2.5% 0.0%	2.5%		\$56	3,359	4.345	990	3,474	4.454	1,004	3,561	4,565
Interest income - Project Operations Laundry and Vending		0.0% 2.5%	25%		R.559	33,890	43,448	9,798	- 34.737	44,535	10.043	35,605	45.648
Tenant Charges 12 Miscelaneous Residental Income		2.5%	25%		440	1,559	1,899	451	1,500	2,049	452	1,638	2,100
Other Commercial Income	102 C 31 WEST AND	r/a_	0.0%	Link from Reserve Social Baloe, his	ectriographs.	A PROPERTY OF		1450 E 1550	AL OF THE		HOESOCO	Valenta de la constanta de la	-
	tential income	t/a]	n/a	applicable	430,374	1,557,942	1,588,317	445,199	1,595,891	2,043,190	452,887	1,676,813	2,099,780
Vacancy Loss - Residential - Tenant Rents Vacancy Loss - Residential - Tenant Assistance Paymer Vacancy Loss - Commercial	nts	n/a n/a	n/a n/a n/a	Enter formulas manually per relevant MOH policy, annual incrementing usually not	(902)	(12.419) - (13.852)	(13.320) (13,862)	(902)	(12,729) (14,209)	(13 631) (14,209)	(102)	(13.047) (14,584)	(12,949) (14,584)
Vacancy Loss - Commercial EFFECTIVE GR	ROSS INCOME	rva	iVa	eppropriale	429,473	1,511,662	1,961,135	445,398	1,59,153	2,015,351	481,915	1,609,202	2,071,187
OPERATING EXPENSES													
Management Management Fcs	3500.2335	3.5%	3.5%	schodule	26,325	93,335	119,660	27,247	96,602	123,548	25,200	99,983	128 183
Assel: Management Fee Sub-total Managem	Commence of the second	0.0%		Ho escalaton allowed by HCD	2,300 29,625	11,700	15,000	3,300	11,700	15,000 138,848	31,800	11,700	15,000
Salaries/Renefits Office Salares/Texts		254	35%	· ·	2,215	7.852	10.087	2.292	8.127	10.420	2.573	8.412	10.784
Manager's Salary 1994 1994 1994 1994 1994	Santa Cardo	3.5% 3.5% 7.0%	3.5% 70%	Historically high infahon	18,057	64,021 100,995	82,079 129,481	18,689	56,282 108,065	84,951 138,545	19.343	68,581 115,630	87,925 148,243
Other Salines/Benefative Action File Action To	factor of the	3.5%	3.5%	Township (springers)	20,074	71.172	91,245 12,063	20,777	73.863	94,440 12,485	21,504	76,241	97,745 12,922
Sub-total Sal	isries/Benefits	3.5%	3,5%		71,488	263,460	324,936	74,985	285,866	340,841	78,676	278,943	357,518
Administration Advertising and Marketing		3.5%	35%								-	-	
Office Expenses Office Rent		3,5% 3.5%	35% 35%		18,195	64,500	82,704	18,832	65,767	85,598	19.401	69,103	88,594
Legal Expense - Property' Audit Expense		3.5%	3.5%		1,843	6,534 17,218	8,377 22,074	1,007 5,026	6,763 17,821	8,670 22,847	5,974 5,202	5,999 18,444	8,973 23,647
Bookkeeping/Accounting Services Bad Debts:		3,5% 2.5%	3 5 % 2 5 %	Consider technique	6,376 574	22,605 2,005	28.980 2.807	8,500 588	21,395 2,034	29,994 2,872	8,830 603	24,215	31,044
Miscelaneous Sub-total Administrat	tion Expenses	3.5%	3.5%		31,963	423 113,322		124 33,076	438 117,252	582 150,344		121,351	2,739 581 155,579
Utilities		3.5%	3,5%	`	12,070	42,783	54,883	12492	44,291	56,783	12,928		56,770
Electricity Water Gas		4.5% 3.5%	45% 35%	Historically high inflation	77.482 15.031		352,192 64,324	80,969 15,557	287,072 55,158	368,041 70,715		299,990	384,803 73,190
Sever	th-fotel Villities	0.0%	75.7		104,643	370,796	475,379	103,016	318,521	495.535	113,644	402,920	516,564
Taxes and Licenses	- work worldes	12"	1 4 21/		104,643	370,796	2731	103,016	2 156	495,539	113,644	402,920 2.181	2.798
	es de la composition Participa de la composition della composition della composition della composition della composition della composition della composition della composition della composition della composition della composition della composition della composition della composition della composition della composition della composition della composition della composition della composition	1.2% 3.5%	35%		6,193	29,050	37,243	8,460	30,066	38,547	8,777	31,119	39,898
Miscellaneous Taxes, Licenses and Pennis Sub-total Yaxes	s and Licenses	3.5%	3,5%	L	553 9,347	33,140	2,513 42,487	572 9,660	2.029 34,25f	43,511	9,844	2,100 35,400	2,692 45,384
Insurance Properly and Liability insurance		3.5%	3 5%		23.596	81,657	107,252	24,421	54,585	111,006	25,275	89,515	114,892
Fidelity Bond Insurance Worker's Compensation	CHEST CONTRACT	3.5%	3,5%		10,076	35,725	l	10,429	·	47,404			42,063
Director's & Officers' Labelty Insurance	total insurance	3.5%	35%	I	33,672	119,341	153,053	34,860	123,550	158,410		127,884	163,954
Maintenance & Repair Payrol		3.5%	3.5%	T	54,829	194,394	249,223	56,748		257,946		,	285,074
Supples	8872011-BO0220	3.5%	35%		12,900	45,737 59,568	51,637 76,369	13,352	47,338 61,653	60,690	13.815	48,995	52,814 51,808
Contracts Garbage and Trash Removal Seruk V. Payrol/Contract U.S.	(Spino-Fages)	3,5%	35%		20,801	73,748	94,548	17,389 21,529	76,329	79,047 97,858	17,998 22,282		101,283
	THE STREET	3,5% 3.5%	3.5% 3.5%		2,949	10.454		3.052	10,820	13,672	3.151		14,357
Vehicle and Maintenance Equipment Operation and Re Miscellaneous Operating and Maintenance Expenses	apairs	3.5%	3.5%		177	45,476		183	549 47,057	832 60,343	13,740	48,715	881 82,455
Sub-total Maintenance & Re	pair Expenses				121,223	430,004	551,287	125,521	445,054	570,587	129,921	460,631	590,553
Supportive Service's A Table 1997 A Service A Commercial Expenses	re in the Et	3.5%	3.5%		2.454 77.61927324	8,702	11,156	2.540 3-1-1-1-1-1	8,000 24xx446770	11,54	2,629	9,322	11,951
TOTAL OPERATING EXPENSES W/o RESERVES/G	L BASE RENT	I BOND FE	ES		404,414		1,838,243	420,205		1,810,02	476.65		1,984,786
PUPA (w/o Reserves/GL Base Re Reserves/Ground Lesse Base Rent/Bond Fees	enVBond Fees)												
Ground Lease Base Rent		1									<u></u>	<u> </u>	
Bond Monitoring Fee Replacement Reserve Deposit Control of the Con	CONTRACT	1			12.276	43.524	55,800	12,276	43,524	55,80	12,276	41,524	55,800
Operating Reserve Deposit Other Required Reserve 1 Deposit	trade schier.	1			1,541	12,562	15,106	1,677	13,037	18,71	2,810	13,531	17,347
Other Required Reserve 2 Deposit Required Reserve Deposits, Commercial		1		ļ	+ :	+ :	1	-	 :	-	-	 	 :
Sub-tate! Reserves/Ground Lease Base R			_		15,818			15,95		72,51			73,147
TOTAL OPERATING EXPENSES WIRESERVES/OL PUPA (WIRESERVES/OL BESE RE	ent/Bond Fees)	OND FEE	25		420,233			438,160					2,057,933
NET OPERATING INCOME (INCOME minus OF EX	PENSES)				9,240	45,746	50,946	9,240	23,876	32,81	5,240	4,014	13,254
DEBT SERVICE ('hard debt'/amorbied loans) Hard Debt - First Lender	930 Guma]				J	I		-:	I			:_
Hard Debt - First Lender. Hard Debt - Second Lender (HCD Program 0 42% pyr Hard Debt - Third Lender (Other HCD Program; or oth	ier 3rd Lender)]			9,240	32,760	47,000	9,240	32,750	42.00	9.24	32,760	42,000
Commercial Hard Debt Service	in and the	j	•		#SECRET			PARK OF CV	1 CASSEGRA		1,338,441		- :
TOTAL HARD L CASH FLOW (NOI minus DEBT SERVICE)	DEBT SERVICE				9,240			8,240 R				32,760 (28,746)	47,000 [26,745]
Commercial Only Cash Flow							, ·		· · · · · ·	,	•		
Alexander of Commercial Supplies LDPS/hot-LD AVAILABLE CASH FLOW	SP (residual mod												
USES OF CASH FLOW BELOW (This row also she USES THAT PRECEDE MONCO DEBT SERVICE IN	beca 1	Striet		•		8,936		<u> </u>) (P,184			(28,746,	
	Y WATERFALI	śitieł		Dsc		8,886	1 8,586 1.21) (P,184	(9,11 (3,10)] } [24,746] \$2 \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \
"Below-the-line" Asset Mgt fee (unconvoon in new pro-	WATERFALL pjects, see policy)		ļ <u>.</u>	bsc		3,80			(0,184				
"Below-the-line" Asset Mgt fee (uncommon in new proj Partnership Mansgement Fee (see poley for limits) Investor Service Fee (aka "LP Asset Mgt Fee") (see po Other Parments	WATERFALL pjects, see policy)	0.0%	(lary) text	DSC:		3,634) (0,104 :				
"Below-the-line" Asset Mgt fee (uncommon in new proj Partnership Mansgement Fee (see poley for limits) Investor Service Fee (aka "LP Asset Mgt Fee") (see po Other Parments	WATERFALL pjects, see policy)	0.0%	(See all to a	per MCHCD pulsy no arvival increase Enter comments se annual increase, etc.		2,936			(0,184				
"Briow the first "Asset Mid fee (uncommon in new poor Parlamenth Management Fee (see policy for first) investor Service Fee (also "LP Asset Mid Feet") (see policy Non-ambridating Losin Printing Lender 145, 2002-2018; Non-ambridating Losin Printing Lender 145, 2002-2018; Non-ambridating Losin Printing Lender 145, 2002-2018; Non-ambridating Losin Printing Lender 145, 2002-2018; Deferred Developerating (Light Particle Max Feet Iron):	N WATERFALL bjects, see policy) olicy for limits) row 131)	0.0%	t for a first	per MCHCD policy no are just increase					(P,184				
Tellow the four Asset Mgl fee (uncommon in new point) Partnership Management Fee (see polety for thirds) Invested Service Fee (dor "LP Asset Mgf Fee") (see pol Other Payments Service) (See Service Fee (dor "LP Asset Mgf Fee") (see pol Nife amendment Service) (See Service Fee (dor "LP Asset Mgf Fee") (see pol Nife amendment Service) (See Service Fee Service Fee (See Service Fe	N WATERFALL pjects, see poscy) oscy for kniks) sow (31) cepting MOHCD	0.0%	The Disc	per MCHCD pulsy no arvival increase Enter comments se annual increase, etc.	R:		1.21			EDJF0.			2/3/4
Balow the fore Asset Mig fee (uncommon in new poil partnership Management Fee (see policy for firms) freedor Service Fee (slot TP, Asset Mig Fee) (see po Obder Physinian Service Minds (Service Minds	N WATERFALL pjects, see poscy) obcy for inchs) row.131) ceping Mohcd sents precedi	0.0%	Yes	per MCHCD pulsy no areasal increase, etc. Enter commenté re avenuel increase, étc. Critér commenté re avenuel increase, étc.			1.21			EDJF0.			2/3/4
Bobow the first Asset Mig fee functioning in new op Pardinerable Management Fee (see pools for first) Investor Service Fee (six "IP Asset Mig Fee") (see po Other Payments are consistent of the Control of the Non-americans (see Fee (see) (see	N WATERFALL pjects, see poscy) obcy for inchs) row.131) ceping Mohcd sents precedi	0.0%		per MCNCOD pulsey no enviral increase. Enter commends or second increases, etc. Grief commends or second increases, etc.	R:		1.21			EDJF0.			2/3/4
Balow the lone Asset Mag Idea (uncommon in new pol partnership Management Feet good poly for firsh). Investor Service Tee (short UP, Asset Mag Tee) [see pol Management [see policy for firsh or firsh of the common seed of the Non-amendment [see Print's Leader? 2007-2005-2005-2005-2005-2005-2005-2005-	N WATERFALL pjects, see poscy) obcy for inchs) row.131) ceping Mohcd sents precedi	0.0%	Yes No	per MCNCOD pulsey no enviral increase. Enter commends or second increases, etc. Grief commends or second increases, etc.	R:		1.21			EDJF0.			2/3/4
Balow the fore Asset Mg fee (uncommon is new por partnership Management Fee (see pool for firms) [Investor Service Fee (size T.P. Asset Mg Fee) [see por Other Payments or "ever" partnership ("See pool for firms) Non-mindelling Lear Payment ("See pool for firms) Non-mindelling Lear Payment ("See pool for firms) Deferred Developer; Fee (Earlet see Van Aar feet promit TOTAL PAYMENTS PREC. RESIDUAL RECEIPTS (CASH FLOW minus PAYMI Does Project Defer Developer Fee? Residual Receipt Signal Wal Project Defer Developer Fee? Residual Receipts spld for all years Lendel/Downer	N WATERFALL jects, see policy) oky for kinks) (bw.131)	0.0%	Yes No 67% / 335 Dist. Sof	per UCHCC) policy no averall formans. Enter commenting a several formans, etc. Enter commenting a several formans, etc.	R:		1.21			EDJF0.			2/3/4
Balow the fore Asset Mig fee (uncommon is new point programs). Partnership Management Fee (as polytr fir firms) Investor Service Fee (lots T.P. Asset Mig Fee) (see po Order Payments or "evolved"). Payment Mig Fee) (see po Order Payments or "evolved"). Payment Mig Fee) (see po Order Payments or "evolved"). Payment Mig Fee (as the Asset I as the Asset	N WATERFALL jects, see policy obey for firsts fow 1311 fow 1311 FEBING MOHCD TENTS PRECEDI ation?	0.0% 0.0%	Yes No 67% / 33 Dist. Sor Oabi Loar	per UCHCC) policy no averall formans. Enter commenting a several formans, etc. Enter commenting a several formans, etc.			\$.21			EDJF0.			2/3/4
Balow the fore Asset Mig fee (uncommon is new point programs). Partnership Management Fee legs poly for firmly investor Service Fee (lost - UP Asset Mig Fee) (see po Obder) Payments with Service Fee (lost - UP Asset Mig Fee) (see po Obder) Payments with Service Mig Fee) (see po Obder) Payments with Service Mig Fee (lost - UP Asset Mig Fee) (see point of Obder) Payments with Service Mig Fee (lost - UP Asset Mig Fee) (see Payment Obder) (see Pa	N WATERFALL jects, see policy obey for firsts fow 1311 fow 1311 FEBING MOHCD TENTS PRECEDI ation?	0.0% 0.0%	Yes No 67% / 33 Dist. Sor Oabi Loar	per MCHCCD policy no avoyal increases Enter commentar et avoyal sucreases, esc Ceter commentar et avoyal sucreases, esc forter commentar et avoyal sucreases, esc enter commentar et avoyal sucreases, esc enter commentar et avoyal sucreases, esc enter commentar et avoyal sucreases, esc enter commentar et avoyal sucreases, esc enter commentar et avoyal sucreases pulso enter commentar et avoyal sucreases pulso enter commentar et avoyal sucreases pulso enter commentar et avoyal sucreases et avoyal sucrease			1,21			EDJF0.			2/3/4
Balow the fore Asset May file (uncommon is new poil partnership Management Feet good by for firsh). Investor Service Fee (blac TV Asset) May Fare) [see poil Memory of the Common Com	N WATERFALL Olects, see policy) olecy for firsts Olects, see policy) olecy for firsts Olects, see policy Olects, see polic	0.0% 0.0%	Yes No 67% / 33 Dist. Sor Oabi Loar	per MCHCD pulsy no avoid Vermana. Enter comments or account screams, etc. Gyter comments are account screams, etc. In the comments are account screams, etc. In the comments are account screams, etc. In the comments are account screams account screams. In the comments are account screams account screams account screams account screams account screams.			\$.21			EDJF0.			2/3/4
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Balow the fore Asset May Idea (uncommon is new you parknership Management Feet good by for firsh). Investor Service Fee (black TV Asset) May Feet [hee po Management [asset] May Feet [hee po Management [asset] Partis Leader 12 TOTAL FAVMENTS PREC. Non-amorticing Lass Plant Leader 12 TOTAL FAVMENTS PREC. Non-amorticing Lass Plant Leader 12 TOTAL FAVMENTS PREC. RESIDUAL RECEIPTS (CASH FAVMENTS PREC. RESIDUAL RECEIPTS (CASH FAVMENTS PREC. RESIDUAL RECEIPTS (CASH FAVMENTS PREC. RESIDUAL RECEIPTS (CASH FAVMENTS PREC. RESIDUAL RECEIPTS DEST SEE MONICO RESIDUAL RECEIPTS DEST TOTAL NORMAL RECEIPTS DEST SEE MONICO RESIDUAL RECEIPTS DEST SE MONICO RESIDUAL RECEIPTS DEST SE MONICO RESIDUAL RECEIPTS DEST SE MONICO RESIDUAL RECEIPTS DEST SE MONICO RESIDUAL RECEIPTS DEST S	N WATERFALL jetts tee poly- jetts tee poly- jetts tee pol	0.0%	762 No 67% / 33! Dist. Sof Oob! Loan 54.24!	per MCHCD policy no avoid increase. Enter comments as avoid increase, etc. Coter comments as avoid increase, etc. Coter comments as avoid increase, etc. If it is avoid with the comments as avoid increase, etc. If it is avoid with the comments are avoid increase, etc. If it is avoid with the comments are avoid in avoid the comments are avoid in av			3.244 3.245 2.74 2.74			EDJF0.			2/3/4
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Mosaica Family Apartments	LOSP	non-LOSP							
Tot	LOSP Units	non-LOSP Units	I		Year 19			Year 2L	\neg
•	22.00% % annual	78,00% % annual	Comments		2035			2036	
NCOME Residential - Tenant Rents	Inc LOSP	Increase 25%	(related to annual inc assumptions)	LOSP 90,181	LOSP 1,337,353	Total 1,427,514	LOSP 90,161	LOSP 1,370,787	Total 1,460,948
			Shaller Plus Care and VASH are univen by HUD Fair Market Rents. Past 10 yr history	20,10					
Residential - Terrant Assistance Payments (Non-LOSP) Residential - LOSP Terrant Assistance Payments Commercial Space	n/a n/a	2.5% r/s 0.0%	of FMR exculator is 2.5%	378,208	258,550 33 ACM SA 1-3-055-344	298.558 378.209	305.918	308,020 (CE) (1285) (CE) (1285)	395,918
Residential Parking Miscelaneous Rent income	n/a 0.0% 2.5% 0.0%	2.5%		1,029	3,650	4,679	1,055	3,741	4,798
Supportive Services Income Interest Income - Project Operations	0.0%		,	-	- :	<u>:</u> -	:	:	-
Laundry and Vending Tenant Charges	2.5% 2.5%	2.5% 2.5%		10,294	36,496 1,679	45,759 2,152	10,551 485	37,408 1,721	47,959 2,200
Miscellaneotis Respirable Income Other Commercial Income	0.0% n/a	0,0%	Link from Reserve Section before, as	Per 2010an	1935 WA		307 F 30 F	CAN WELL	
Wilhdrawel from Capitalzed Reserve (deposit to operating account). Gross Potential Income	n/a	r/a	applicable	480,167	1,677,734	2,157,900	498,170	1,719,677	2,217,847
Vacancy Loss - Residental - Tenant Rents Vacancy Loss - Residental - Tenant Assistance Payments Vacancy Loss - Continential Vacancy Loss - Continential	r/a r/a	r/a r/a r/a	Enter formulas manually per relevant MOH policy, architel incrementing usually not appropriate	(902)	(13,374) (14,928)	(14,275) (14,924)	(1002)	(13,708) (15,301)	(14,600) (15,301)
EFFECTIVE GROSS INCOME	l iva	1 tea	,	479,265	1,549,432	2,128,697	457,100	1,490,568	2,187,936
OPERATING EXPENSES Management									
Management Fee Asset Management Fee	3.5%	3.5%	schedule. No excellation allowed by HCD	29,187 3,300	103,482	132,669 15,000	30,209 3,300	107,104 11,700	137,313 15,000
Sub-local Management Expenses Salaries/Benefits				32,487	115,182	147,669	33,500	118,304	152,313
Office Salary Section 17 Section 1997	3.5%	35% 35%		2,456 20,020	8,706 70,952	11,162 91,002	2,54Z 20,721	2,011 73,466	11,552 - 94,167
Health Insurance and Other Benefits () The Public Common Country Coun	7.0% 3.5% 3.5%	7.0% 3.5% 3.5%	Harancedly high intaken	34,896 22,257 2,942	123,724 78,910 10,432	158,620 101,166 13,374	37,339 21,036 3,045	132,384 81,672 10,797	189,724 104,707 13,842
Sub-total Salaries/Bunefita	3.5%	3.574		82,571	292,763	375,324	85,683	307,330	394,012
Administration Advertising and Marketing Office Expenses	3.5%	3.5% 3.5%		20,173	71,522	91,595	20,879	74,025	94,904
Office Rent Legal Expense - Property	3,5%	35% 35% 35%		2.043	7,244	9,287	2.115	7,495	9,613
Audit Expense Bookkeeping/Accounting Services	3.5%	3.5%		5.384 7,089	19.690 25,002	24,474 32,131	5,573 7,316	19.758 25.939	25,331 33,255
Bad Dabis Miscellaneous	3,5%	3.5%	Consistent with rent inflation	132	2,190	2,807 502	633 137 36,663	2.245 485 128,951	2,578 523
Sub-total Administration Expenses Utilities Electricity	3.5%	3.54		35,419	125,577	160,997	34,463		166,604
Water Ges	4.5% 3.5%	3.5% 4.5% 3.5%	Hatorically high inflators	88,420 16,665	313,490 59,087	401,910 75,752	92.300 17.249	327,597 01,155	419,996 78,403
Sewer Sub-total Utilities	0.0%	L	1	118,468	420,022	538,489	123,498	437,867	561,356
Taxes and Licenses Real Estate Taxes Payrol Taxes	1.2X	1.2%		623	2,207	2,830	630	2 233	2.863
Payrol Taxes Miscelaneous Taxes, Licenses and Pennits Sub-total Taxes and Licenses	3.5%	35% 35%		9.054 613 10.320	2,173 36,549	41,292 2,788 46,908	9,402 834 10,667	33,335 2,249 37,818	42,737 · 2,884 48,494
Sub-total Taxes and Licenses Insurance Properly and Liability insurance	3,5%	3.5%	1	10,320		118,913	27.076	37,818	
Fidelity Bond Insurance Worker's Compensation	3.5%	3.5%		11,172	39,508	50,760	11,563	40,595	52,557
Director's & Officers' Liability Insurance Sub-total Insurance	3.5%	3.5%		37,332	132,380	169,693	34,639	136,993	175,632
Maintenance & Repair Payrol	3.5%	35%		80,790	215,528	278,318	62,918	221,072	285,989
Supples Contracts Garbage and Trash Removal	3.5 % 3.5 % 3.5 %	3.5% 3.5% 3.5%		16,528	56,044	85,012 84,672 104,828	14,803 19,280 21,869	52.484 68.355	67,266 67,835
Security Payrol/Contract HVAC Repairs and Maintenance	3.5%	3.5%		3,269	91,755 11,591	14,860	3,364	84,527	108,497
Vehicle and Maintenance Equipment Operation and Repairs	3,5%	35%		196	50,420	892 84,841	203 14,719	720 52,184	923 68,903
Miscelaneous Operating and Maintenance Expenses Sub-total Maintenance & Repair Expenses				134,400	476,753	611,222	129,176	493,439	632,616
Supportive Sarvices Commercial Expenses	3,5%	3.5%		2,721 CMS-25/435	9,648 5,853,000	12,369	2.816 (1) (1) (2) (3)	9,085 4,734,334	12.802
TOTAL OPERATING EXPENSES WIG RESERVES/GL BASE RENT PUPA (WIG Reserves/GL Base Rent/Bond Fees)	BOND FE	ES		453,788	1,808,884	2,062,671	471,640	1,872,177	2,143,817
Reserves/Ground Lease Base Rent/Bond Fees Ground Lease Base Rent	1								
Bond Monkoring Fee Replacement Reserve Deposit Control of the Cont	3			12.276	41,524	55,600	12,276	43,524	55,800
Operating Reserve Deposit Diher Required Reserve 1 Deposit	1			1,962	14,045	18,007	4,113	14,581	18,594
Brief Briefing Research Laborate 1	4			-	-			-	
Other Required Reserve 2 Deposit Required Reserve Deposit/s, Commercial	1								
Other Required Reserve 2 Deposits Required Reserve Deposits, Commercial Sub-total Reserves/Ground Lease Base Rent/Bond Fees TOTAL OPERATING EXPENSES of RESERVESIOL BASE RENT/II	OND FEE	s		15,238	57,589	73,807	16,345	58,105	74,494
Other Required Researe 2 Depoid, Required Researe Deposits, Commencial Sub-total Research Ground Lease Base Rant/Bond Fees TOTAL OPERATING EXPENSES of RESERVESOL BASE REMYIN PUPA (w/ Reserves/GL Base Rent/Bond Fees) NET OPERATING RICOME (RICOME Industry DEXPENSES)	OND FEE	s		470,025		2,136,474	488,028	1,736,283	
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Other Required Reserve 2 Deposit Required Reserve 2 Deposit Sub-folal Reservas/Ground Lease ReseResOtion of Fees TOTAL OPERATING EXPENSES OF MESERVESOL BASE REPAIR NET OPERATING EXPENSES OF MESERVESOL BASE REPAIR NET OPERATING EXPENSES OF MESERVESOL BASE REPAIR NET OPERATING EXPENSES OF MESERVESOL BASE REPAIR NET OPERATING NOOMER (ROCKE minus of PEPPRINSS) DEBT SERVICE It had debt 'Amortised Ionna) Had Debt. Served Lender (PLCI Program, or other and Had Debt. Served Lender (PLCI Program, or other and Lender) Had Debt. Served Lender (PLCI Program, or other and Lender) Had Debt. Served Lender (PLCI Program, or other and Lender) CONTINUENT LENDER (PLCI PROGRAM OF ALL PRINT) Had Debt. Served CONTINUENT LENDER DEBT SERVICE CASH FLOW (NOI minus DEBT SERVICE)	Lender)	s		9,240	1,668,453	2,136,478 (7,789) 42,000	9,240 9,240 9,240 9,240 9,240	1,73G,2#3 (7#,475) 32,760	2,218,311 30,375]
Other Required Reserve 2 Depost Required Reserve 2 Depost Required Reserve 2 Depost Sub-folal Reservaridinum 2 Lease Base Rand/8 and Fees TOTAL OPERATING EXPENSES OF MESERVESCAL BASE RENTM NET OPERATING EXPENSES OF MESERVESCAL BASE RENTM NET OPERATING NOOME (ROODER minus or EXPENSES) DEBT SERVICE If hard debt famoritated loans) Hard Debt Service Hard Debt Service TOTAL HARD DEBT SERVICE CASH FLOW (NOI minus DEBT SERVICE) CASH FLOW (NOI minus DEBT SERVICE) CASH FLOW (NOI minus DEBT SERVICE)	Lender)	s		9,240 9,240 9,240 9,240	1,668,453	2,136,474 (7,783) 42,000 42,000 (49,781)	9,240 9,240 9,240 9,240 9,240 9,240	1,73G,283 (0 k 3) 3 32,760 32,760 32,760 (72,374)	2218,311 [30,575] 42,000 42,000 (72,375)
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Loan Committee Date: March 3, 2017 Page 15 of 15

Attachment D: LOSP Funding Schedule A

MOHCD Proforma - Exhibit A

LOSP FUNDING SCHEDULE

Project Address: Mosaica Family Apartments
Project Start Date: 1/1/2018

Exhibit A

LAIIIDIL	· ^			·	
				Total	
Ì				Disbursement	Estimated
		Full Year	# Months	for	Disbursement
Calenda	ar Year	Funding Amount	to Fund	Calendar Year	Date
CY-1	2018	\$168,685	12	\$168,685	1/1/2018
CY-2	2019	\$177,565	12	\$177,565	1/1/2019
CY-3	2020	\$186,835	12	\$186,835	1/1/2020
CY-4	2021	\$196,482	12	\$196,482	1/1/2021
CY-5	2022	\$203,220	12	\$203,220	1/1/2022
CY-6	2023	\$213,666	12	\$213,666	1/1/2023
CY-7	2024	\$224,538	12	\$224,538	1/1/2024
CY-8	2025	\$235,855	12	\$235,855	1/1/2025
CY-9	2026	\$247,635	12	\$247,635	1/1/2026
CY-10	2027	\$259,899	12	\$259,899	1/1/2027
CY-11	2028	\$272,668	. 12	\$272,668	1/1/2028
CY-12	2029	\$285,965	12	\$285,965	1/1/2029
CY-13	2030	\$299,813	12	\$299,813	1/1/2030
CY-14	2031	\$314,236	12	\$314,236	1/1/2031
CY-15	2032	\$329,259	12	\$329,259	1/1/2032
		Total Contrac	t Amount:	\$3,616,321	

EDWIN M. LEE

OFFICE OF THE MAYOR SAN FRANCISCO



TO:

Angela Calvillo, Clerk of the Board of Supervisors

FROM: Mayor Edwin M. Lee

RE:

Local Operating Subsidy Program Contract – Mosaica Family Apartments,

680 Florida Street - Not to Exceed \$3,616,321

DATE:

May 9, 2017

Attached for introduction to the Board of Supervisors is a resolution authorizing the Director of the Mayor's Office of Housing and Community Development to execute a Local Operating Subsidy Program Grant Agreement with Alabama Street Housing Associates, L.P., a California limited partnership, to provide operating subsidies for formerly homeless adults at Mosaica Family Apartments, 680 Florida Street, for a fifteen year period, in an amount not to exceed \$3,616,321.

I respectfully request this item be heard in Budget & Finance Committee on May 25, 2017.

Should you have any questions, please contact Mawuli Tugbenyoh (415) 554-5168.

FORM SFEC-126:

NOTIFICATION OF CONTRACT APPROVAL (S.F. Campaign and Governmental Conduct Code § 1.126)

City Elective Officer Information (Please print clearly.)	
Name of City elective officer(s):	City elective office(s) held:
Members, Board of Supervisors	Members, Board of Supervisors
Contractor Information (Please print clearly.)	
Name of contractor: Alabama Street Housing Associates, L.P., a C	alifornia limited partnership
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Please list the names of (1) members of the contractor's board of a financial officer and chief operating officer; (3) any person who had any subcontractor listed in the bid or contract; and (5) any political additional pages as necessary.	s an ownership of 20 percent or more in the contractor; (4)
The borrowing entity for the Mosaica Family Apartments is Alabar partnership. Alabama Street Housing Associates, L.P. has no empl Street Inc., which is an affiliate of the Tenderloin Neighborhood D	oyees and decisions are made by its general partner Turk
(1) Turk Street Inc., General Partner. Margaret Schrand President; Lisa Blakely Vice President; Samia R Legal Officer; Kristy Wang Member at Large; Peter Wilson Vice	
Amory Sharpe, Board Member; Amy Tharpe, Board Member; Asc Member; Curtis, Bradford, Board Member; Dianne Spaulding, Bo Mohan, Board Member; Dr. Saul Feldman, Board Member; Freddi Peters, Board Member; Josh Mukhopadhyay, Board Member; Kath Loren Sanborn, Board Member; Nicole Rivera, Board Member; Pa Member; Tracey Edwards, Board Member.	ard Member; Dick McNeil, Board Member; Dr. Erica e Martin, Board Member; Geeta Rao, Board Member; Jan, y Wolfe, Board Member; Kathy Wolfe, Board Member;
(0)	
(2) Donald S. Falk, CEO; Paul Sussman, CFO; Liz Orlin, COO	
Donald B. Park, CLO, Faul Bussman, Cro, Elz Orini, Coo	•
(3) NA	
(4) NA	
(5) NA	
Contractor address: Alabama Street Housing Associates, L.P., c/o TNDC, 201 Eddy Str	test San Francisco CA 04102
Date that contract was approved:	Amount of contract: \$3,616,321
Describe the nature of the contract that was approved: Local Operating Subsidy Program (LOSP) Grant Agreement for 15 the cost of operations of 20 units for homeless families at the 93-un	
Comments:	
This contract was approved by (check applicable):	
☐ the City elective officer(s) identified on this form (Mayor E	dwin M. Lee)
☑ a board on which the City elective officer(s) serves: San Fr	ancisco Board of Supervisors Print Name of Board
☐ the board of a state agency (Health Authority, Housing Aut	nority Commission, Industrial Development Authority
Board, Parking Authority, Redevelopment Agency Commissi	
Development Authority) on which an appointee of the City el	

Print Name of Board	
Filer Information (Please print clearly.)	A Charles and the Charles and
Name of filer: Angela Calvillo, Clerk of the Board	Contact telephone number: (415) 554-5184
Address: City Hall, Room 244, 1 Dr. Carlton B. Goodlett Pl., San Francisco, CA 94102	E-mail: Board.of.Supervisors@sfgov.org
Signature of City Elective Officer (if submitted by City elective officer)	Date Signed
Signature of Roard Secretary or Clerk (if submitted by Roard Secretary or Clerk	Data Signed