

2020-22 COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATIONS

Housing Project Applications

Countywide Projects

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* Planning area designations are subject to change.



Housing & Federal Grants Division

2020/2021 COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAM APPLICATION FOR FUNDING

1. Indicate type of project. If your project allows, you may apply under multiple categories.

- CDBG Public Services
- CDBG Housing Construction/Acquisition
- CDBG Housing Rehabilitation
- CDBG Public Facilities/Improvements
- HOME Housing Construction/Acquisition
- HOME Housing Rehabilitation

2. Organization (Fiscal Sponsor) General Information

Organization/Agency Name	Eden Housing, Inc. and Eden Development, Inc. (CHDO)
Mailing Address	22645 Grand St., Hayward, CA 94541
Website	www.edenhousing.org
Organization DUNS#	5 8 2 1 1 9 4 7
Executive Director/CEO	Linda Mandolini
Email Address	scriscimagna@edenhousing.org
Phone	(510)247-8130

3. Project General Information

Program/Project Name	Whistlestop Healthy Aging Campus
Program/Project Site Address	999 Third St., San Rafael, CA
CDBG/HOME Funding Amount Requested	\$1,500,000
Application Contact Person	Susie Criscimagna
Title of Contact Person	Director of Real Estate Development

Email Address

scriscimagna@edenhousing.org

Phone

(510)247-8130

4. Planning Areas Served: Indicate what geographic area the requested funding will serve. Please indicate approximate % of services provided in each area. For Housing projects with current residents, please indicate where your project is located.

Novato

0

San Rafael

100

County Other

0

Total Percentage

100

5. What other County of Marin funding is your organization receiving for this project?

Funding Source	Grant Amount	
N/A	\$0	X

Add Row

6. Organizational Overview: Provide a brief description of your organization including mission, programs, number of clients served, etc.

Eden Housing is one of the oldest and most experienced affordable housing non-profit organizations in California. Since our inception in 1968, Eden has developed, acquired, or rehabilitated more than 10,000 affordable units and currently provides homes to more than 22,000 lower-income residents. Eden works in 15 counties, including Marin County, where we own and operate The Fireside and Warner Creek. As a mission-driven non-profit, we serve low-income families, seniors, and people living with disabilities.

Eden’s work goes beyond building high quality buildings, as we strive to create strong communities for the residents who live in our housing and a permanently affordable, high quality asset for the cities we partner with. Under the Eden Housing umbrella, Eden Housing Management, Inc. (EHMI) provides quality onsite management and maintenance of our affordable homes, and Eden Housing Resident Services, Inc. (EHRSI) offers free onsite support services and programs for residents.

7. Project Description: Provide a detailed scope of work including services to be provided and/or development activities to be engaged. Describe how this project will benefit the community.

By 2030, it is estimated that more than one in every three Marin residents will be 65 or older. And, the fastest growing sector of the population will be over the age of 85. Meeting the needs of this growing demographic will require a variety of improvements in affordable housing, healthcare, nutrition and transportation, as well as new models for providing vital services such as social connection, resource referrals, and engagement.

Eden Housing and Whistlestop have partnered together to realize their vision for the Healthy Aging Center, a new six-story mixed-use building that will include a senior center coupled with 67 affordable housing apartments for low-income seniors. The affordable housing component is the subject of this funding request.

The Healthy Aging Center will be a modern health hub that will support the social and medical needs of older adults and provide affordable housing, accessible transportation and a myriad of vibrant programs... [see attached narrative]

8. For Public Service projects, which community priority does your project align with? (check as many boxes as applicable)

- Housing Support Services
- Children, Youth and Parent Services
- Basic Health Services

9. HUD National Objective to be served (check at least one)

- Activities benefiting low and moderate-income persons. (LMI)
- Activities benefiting low and moderate area. (LMA)
- Activities which aid in the prevention or elimination of slums or blight

10. How will this project Affirmatively Further Fair Housing?

The housing component of the development will include 66 studio and 1-bedroom apartments and 1 2-bedroom manager apartment. The studio and 1-bedroom apartments will be rented exclusively to lower income older adults age 62 and older with incomes below 60% of Marin County's Area Median Income. Due to the comprehensive racial/ethnic diversity of the population already served by Eden Housing and our partner Whistlestop, this project is uniquely positioned to attract substantial numbers of racial/ethnic minority applicants, thereby resulting in a diverse racial/ethnic resident population. Eden will work closely with Whistlestop and other groups service minority populations to market the housing to racial/ethnic minority groups (leveraging their racially/ethnically diverse client bases) and to ensure that all affirmative fair housing requirements set by the County of Marin, and by the HOME and CDBG program are met or exceeded.

11. Describe how this project will conduct affirmative marketing to members of the Protected Classes under federal fair housing laws. For more information about affirmative marketing, visit the [Marin County Federal Grants website](#) and scroll down to the Affirmative Marketing panel.

The market area for Whistlestop Senior Housing is Marin County. The ethnic diversity of Marin's population is low but is increasing. In 1990, 88.7% of the population was white and 11.3% was African-American, Asian, Pacific Islander, or of other races. People of Hispanic origin (who may be of any racial group) made up 7.8% of the population. According to the 2000 Census, the nonwhite population increased to 16% and the Hispanic population to 11.1%. The white population was 84%. And for 2010, the nonwhite population increased to 20% and the Hispanic population to 15.5%.

According to the 2010 Census, the racial composition of the City of San Rafael is 70.6% White, 2.0% African-American, 1.2% American Indian/Alaska Native, 6.1% Asian, 0.2% Native Hawaiian/Pacific Islander, 14.8% other population, 5.1% two or more races, and 30% Hispanic or Latino.

The racial composition for the Census Tract of the neighborhood is similar to that of San Rafael as well as... [see attached narrative]

12. Approximately how many moderate, low, very low, and extremely low-income persons will directly benefit from the program/project? Projects that support low-income persons will be prioritized. (Use the income level table found in the Application Guidelines document)

Moderate-Income	0
Low-Income	230
Very Low-Income	550
Extremely Low-Income	560

13. How does your organization verify client income? (Income verification is required except if the client is presumed benefit by HUD. Presumed benefit applies to abused children, battered spouses, the elderly, adult persons with serious disabilities, the homeless, illiterate persons, and migrant farm workers.)

Procedure for determining resident eligibility and for certifying household income:

- 1) Each prospective resident shall complete an application form and return it to the Property Manager with signed permission for third party verification of income.
- 2) When an applicant name nears the top of the waiting list, pertinent information will be confirmed as current and third party verification letters are sent.
- 3) The manager shall conduct a personal interview with all members of the prospective household.
- 4) Third party verification forms will be used to compute income eligibility and a determination will be made concerning applicant household's ability to live harmoniously within the Project community.
- 5) Previous landlord verification, credit checks, criminal checks and sex offender checks will be performed.
- 6) Written notice will be sent advising applicants of their final eligibility status.

14. Estimate the demographics of moderate, low, very low, and extremely low-income persons who will directly benefit from the program/project.

Ethnic Category	Total Number of Persons	Number of Persons Identifying as Hispanic
American Indian or Alaskan Native	20	4
Asian	200	40
Black or African American	200	40
Native Hawaiian or Other Pacific Islander	20	4
White	900	180
American Indian and White		
Asian and White		
Black and White		
American Indian and Black		
Multi-Racial		
TOTAL	1,340	268
Female-Headed Households (out of above total)	1,072	214
Persons with Disabilities (out of above total)	536	107

PROJECT MANAGEMENT & FINANCIAL DATA

15. If funded previously, list past project goals and accomplishments/activities using CDBG/HOME funds.

N/A

16. If your agency has remaining CDBG/HOME funds previously approved, please describe the timeline for expending the fund balance.

N/A

17. Describe your organization's experience with administering federal grant programs. For Housing and Capital (construction and renovation) projects, what experience do you have with complying with Davis-Bacon prevailing wage requirements?

Eden Housing is highly skilled in working with federal grant programs, including HOME and CDBG. Eden has received HOME and CDBG funding on dozens of other affordable housing development, as well as other federal funding such as Section 8 vouchers, HUD 202, and HUD 811. Eden has highly experienced complying with Davis-Bacon prevailing wage requirements, as most of Eden's new construction projects have state or federal (or both) prevailing wage requirements, and we hire prevailing wage consultants to help with the monitoring.

18. Describe who will supervise and manage the project and their past experience with project management.

Susie Criscimagna is the project manager on this project. She is Director of Real Estate Development at Eden Housing, and has six years of experience managing affordable housing developments in the Bay Area. She has been working on this Healthy Aging Campus project since its inception. Ms. Criscimagna has experience managing and overseeing several other affordable housing developments through all stages of the development process including acquisition, entitlements, design, financing, construction, and leasing.

19. For Housing and Capital (construction and renovation) projects, list any entitlements, planning approvals, or authorizations that are necessary for the project to proceed and list those already received.

This project will be obtaining its entitlements in tandem with BioMarin's entitlements to expand its campus in downtown San Rafael. Both projects obtained Design Review Board approval in August 2019 and Planning Commission approval in January 2020. The final step in the entitlements process is City Council approval; the project is expected to be considered by the City Council in February or March 2020.

20. For Housing and Capital (construction and renovation) projects, what stage are you in? Select the current phase of the proposed.

- Predevelopment
- Planning
- Cost Estimate
- Building

21. For HOME projects: Please describe how you will meet the 25% funding match requirement?

This project has a total development cost of \$36 million. The project has already received funding commitments of \$450,000 from Marin Community Foundation and \$200,000 from Tamalpais Pacific Foundation. The project will be seeking other funding sources to finance this project, including \$22 million from the Low Income Housing tax Credit program. A HOME (or CDBG) award would be a critical source but contribute a relatively low percentage of the total funding sources, as is the nature of affordable housing financing.

22. For HOME projects, are you a CHDO?

23. For Housing and Capital (construction and renovation) projects, what is your project timeline? List program/project objectives and milestones, along with an estimated timetable for reaching them. (The general tasks for a construction project are provided below; please add tasks as needed.)

Task	Date of Completion
Define scope of work/finish design	Aug 20, 2019
Complete planning and environmental review	Feb 25, 2020
Release bid package	Dec 1, 2020
Select contractor	Jan 15, 2021
Finalize contract	Feb 28, 2021
Obtain building permits	Mar 1, 2021
Start construction	Mar 1, 2021
Complete construction	Oct 1, 2022

Required Attachments:

A. Project Budget: Complete the project budget template provided and submit along with application. If you have a project budget that provides the information requested in the template, you may submit that in-lieu of the template. Please note: the project budget should reflect the total cost of the project NOT just the CDBG/HOME request.

- For Public Service projects: Project budgets should cover a 1-year time period only. Year two funding allocations will be based on the 1-year budget in relation to outcomes achieved and HUD funding levels.
- For Capital/Housing projects: Project budgets should be developed spanning a two-year time period, with specific outcomes and line items associated with each year. If your project has received planning approvals, has an environmental review on file, and is ready to move forward in a 1-year time frame please indicate so.

B. Organizational Budget: Upload your organization or fiscal sponsors annual budget.

Attach Project Budget

Housing and Capital Service Project Budget_Whistlestop.xlsx

Remove

Attach Org Budget

2020 Approved Budget_External Packet.pdf

Remove

Signer Name Susie Criscimagna

Signer Title Director of Real Estate Development

By checking this box, I hereby certify that the information in this application is true and accurate to the best of my knowledge.

By checking this box, I, Susie Criscimagna, certify that all information contained in this application to be true and accurate to the best of my knowledge.

Signed: Fri Jan 31 2020 16:01:36 GMT-0800 (Pacific Standard Time)

Capital and Housing Project Budget Template

Organization Name: Eden Housing, Inc. and Eden Development, Inc. (CHDO)
Project Title: Whistlestop Healthy Aging Campus

Date: 1/31/2020

INCOME:	Federal Grants Request Year 1	Federal Grants Request Year 2	Other Funding Sources	In Kind	Total Proposed Project Income
<u>Committed</u>					
Foundations:					
Marin Community Foundation			\$ 450,000.00		
Tamalpais Pacific Foundation			\$ 200,000.00		
Whistlestop Fundraising Campaign and land equity			\$ 8,000,000.00		
Whistlestop land equity			\$ 1,874,234.00		
<i>(Add rows)</i>					
Government:					
<i>(Add rows)</i>					
Corporations:					
<i>(Add rows)</i>					
Individual Contributions: (list total):					
Earned Income:					
<i>(Add rows)</i>					
Other (specify):					
<i>(Add rows)</i>					
Subtotal, Committed Income			\$ 10,524,234.00	\$ -	\$ 10,524,234.00
<u>Uncommitted</u>					
Federal Grants Request	\$ 1,500,000.00				
Foundations:					
Whistlestop Fundraising Campaign			\$ 2,000,000.00		
<i>(Add rows to list other Foundations)</i>					
Government:					
City of San Rafael			\$ 1,000,000.00		
<i>(Add rows to list other Government agencies)</i>					
Corporations:					
Federal Home Loan Bank Affordable Housing Program			\$ 660,000.00		
<i>(Add rows to list other Corporations)</i>					
Individual Contributions:					
<i>(Add rows to list other Contributions)</i>					
Other (specify):					
Low Income Housing Tax Credit			\$ 22,398,503.00		
Mortgage			\$ 7,698,430.00		

<i>(Add rows to list others)</i>					
Subtotal, Uncommitted Income	\$ 1,500,000.00	\$ -	\$ 33,756,933.00	\$ -	\$ 35,256,933.00
Other					
Earned Income:					
<i>(Add rows)</i>					
Subtotal, Earned Income			\$ -	\$ -	\$ -
Grand Total Income	\$ 1,500,000.00	\$ -	\$ 44,281,167.00	\$ -	\$ 45,781,167.00

EXPENSES (Add rows to list other expenses)	Federal Grants Request Year 1	Federal Grants Request Year 2	Other Funding Sources	In Kind	Total Proposed Project Expenses
Direct Project Related Expenses					
Acquisition					
Purchase price	\$ 1,500,000.00		\$ 374,234.00		
Title/Recording/Escrow			\$ 40,000.00		
<i>(Add rows to list other direct project expenses)</i>					
Pre-development					
Architecture & engineering			\$ 2,220,210.00		
Phase 1			\$ 20,000.00		
Market Study			\$ 10,000.00		
Entitlements/Zoning			\$ 360,000.00		
Appraisal			\$ 20,000.00		
Permits/Fees			\$ 2,000,000.00		
<i>(Add rows to list other direct project expenses)</i>					
General Development					
Construction			\$ 33,491,041.00		
Construction Management			\$ 207,400.00		
Testing/inspection			\$ 100,000.00		
Financing costs			\$ 2,255,010.00		
Tax credit/syndication fees			\$ 208,654.00		
Closing legal fees			\$ 66,000.00		
Leasing costs			\$ 82,000.00		
Reserves			\$ 894,409.00		
Soft cost contingency			\$ 171,394.88		
<i>(Add rows to list other specific project expenses)</i>					
Subtotal, Direct Project Related Expenses	\$ 1,500,000.00	\$ -	\$ 42,520,352.88	\$ -	\$ 44,020,352.88
Developer Fee (specify % in column A below)					
4.00%					\$ 1,760,814.12
Fiscal Sponsorship Fee (specify % in column A below)					
0.00%					\$ -
Grand Total All Expenses					\$ 45,781,167.00

EDEN HOUSING
2020 Corporate Budget
Cash Basis

	2019 Budget	2019 Forecast	2020 Budget	2021 Projection	2022 Projection	Assumptions
Developer Fees	10,241,876	8,680,000	7,814,041	7,152,000	9,567,063	From dev fee 5 year schedule
Deferred Developer Fees	5,510,896	7,000,000	6,240,331	4,348,545	5,208,258	Incl. upcoming rehabs with projections
Affiliate Loans-Notes Receivables	5,367,741	5,400,000	5,526,170	3,667,571	4,106,543	Dip when Eden Lodge pays in full in 2020; then HUD6 and Vista Terrace. Ma
Asset Management Fees & Owner Distributions	4,500,000	7,500,000	5,059,264	4,927,701	4,927,701	flat - properties move in and out of this line.
Property Management Fees	6,403,544	6,800,000	7,349,095	7,718,368	8,098,719	3% annual increase; Add 200 units a year
Accounting Fees	989,304	990,000	1,033,722	1,056,522	1,079,322	0% annual increase; Add 200 units a year
Occupancy Fees	880,668	890,000	967,164	987,564	1,007,964	0% annual increase; Add 200 units a year
Service Program Fees	4,019,917	3,500,000	4,619,934	4,758,532	4,901,288	3% annual increase
Service Supervision Fees	734,490	750,000	781,650	799,650	817,650	0% annual increase; Add 200 units a year
Grants & Contributions	882,000	880,000	900,700	900,700	900,700	0% annual increase
Dividend & Interest Income	583,000	500,000	500,000	526,000	554,000	Annual increase incremental with reserve levels
Investment Gains (Losses)	-	860,000	-	-	-	Not budgeted due to unpredictable nature
Total Cash Income	40,113,436	43,750,000	40,792,071	36,843,153	41,169,208	
Salaries & Wages	14,745,702	14,236,000	17,096,060	19,168,942	20,304,010	7 staff added annually; \$1M added in 2021 for parity adjustments
Bonus	700,000	700,000	820,111	844,714	870,056	
Taxes & Benefits	3,277,807	2,802,000	4,127,077	4,202,868	4,446,554	21% of salaries & wages & bonus
Total Payroll Expense	18,723,509	17,738,000	22,043,248	24,216,524	25,620,620	
Operating Expenses	6,802,540	4,622,000	7,293,949	7,291,146	7,655,703	5% annual increase for 2021 and on excluding strategic plan work
Service Program Expenses	4,019,917	3,500,000	4,619,934	4,758,532	4,901,288	3% annual increase
Office Improvements	1,200,000	1,200,000	300,000	-	-	Future improvements/new space post 2020 not factored
Debt Service	299,629	650,000	649,629	285,000	215,000	From 5-year debt schedule; DOES NOT INCLUDE WFB EQ2 due 2022/2023
MGP Expenses	243,913	250,000	251,230	258,767	266,530	3% annual increase
Total Other Expenses	12,565,999	10,222,000	13,114,742	12,593,445	13,038,522	
Total Expenses	31,289,508	27,960,000	35,157,990	36,809,969	38,659,141	
Net Operating Cash Income	8,823,928	15,790,000	5,634,081	33,184	2,510,067	

Eden Housing
Developer Fee Detail - Cash

Project	Location	Units	Current Stage	Closing	Year Ended 12/31/19	1	2	3	4	5	Thereafter	TOTAL MILESTONES	GP Equity/ Sponsor Loan	CO-Developer	Deferred (Potentially Paid Early From Savings)	Deferred	Total
						Year Ended 12/31/20	Year Ended 12/31/21	Year Ended 12/31/22	Year Ended 12/31/23	Year Ended 12/31/24							
Cambrian Center	San Jose		8609	≤ 2016	\$ 250,000							\$ 2,250,000					\$ 2,250,000
Camphora	Soledad		8609	≤ 2016								259,274	867,542	409,275		434,451	1,970,542
Ford Road	San Jose		8609	≤ 2016	286,833							980,000					980,000
Alta Mira (South Hayward)	Hayward		8609	≤ 2016		500,000						2,500,000					2,500,000
Hayward 4	Hayward		8609	≤ 2016	250,000							1,459,626				1,040,374	2,500,000
Rancho Rustic	Gilroy		8609	≤ 2016	292,546							950,527				226,192	1,176,719
Cranes Landing (Tienda D)	Lodi		8609	≤ 2016	600,294							1,342,527				57,473	1,400,000
Glen Berry + Glen Eden	Hayward		8609	≤ 2016	200,000							524,700	1,600,000			1,100,919	3,225,619
Vista Terrace	San Diego		8609	≤ 2016		500,000						3,586,993			513,007	8,993,051	13,093,051
Las Palmas	San Leandro		8609	≤ 2016		250,000						887,232	626,317		159,891	826,560	2,500,000
East Bluff	Pinole		8609	≤ 2016		200,000						1,129,039				1,370,961	2,500,000
Corona Ranch + Washing	Petaluma		8609	≤ 2016		200,000						725,000			550,383	1,825,854	3,101,237
Virginia Lane	Concord		8609	≤ 2016		200,000						630,280			60,211	2,756,740	3,447,231
Hana Gardens	El Cerrito	62	Conversion	2017	650,100	250,000						1,400,100				1,942,837	3,342,937
Miraflores	Richmond	80	Conversion	2017	450,000	425,000						1,000,000		1,133,273	133,273	1,761,987	4,028,532
Mission Court	Fremont	90	Conversion	2017	770,000	210,000						1,400,000					1,400,000
Stoney Creek	Livermore	70	Conversion	2017	240,000	200,000						800,000	500,000		399,404	2,069,098	3,768,502
Catalonia	San Jose	50	Conversion	2017	850,330	250,000						1,925,330	1,025,040			599,710	3,550,080
Coronado	San Diego	312	Conversion	2017	1,600,000	500,000						4,600,000				8,730,551	13,330,551
Connell	Gilroy	28	Conversion	2017	305,000	150,000						650,000			224,046	939,357	1,813,403
Monterra	Gilroy	34	Conversion	2017	446,119	71,041						801,766	147,191			362,046	1,311,003
Redwoods + Wheeler	Gilroy	134	Conversion	2017	637,063	250,000						1,287,063	2,679,104		(67,052)	2,627,525	6,526,640
Faith Manor + Tennyson	Hayward	158	Rehab	2018		458,000	1,492,000	500,000				3,050,000	4,000,000			5,452,849	12,502,849
Charles + Cypress Gardens	Marina	201	Rehab	2018		200,000	1,150,000	250,000				2,000,000	5,000,000			4,267,277	11,267,277
Alameda Point Senior	Alameda	60	Construction	2019	600,000		600,000	200,000				1,400,000					1,400,000
Warm Springs 9%	Fremont	61	Construction	2019	100,000		329,550	300,000				729,550				670,450	1,400,000
Warm Springs 4%	Fremont	71	Construction	2019	100,000		270,450	300,000				670,450				4,294,228	4,964,678
Parott Street Land	San Leandro	62	Land	2020		400,000		500,000	500,000			1,400,000	1,600,000			1,100,000	4,100,000
SJ Auzerais Land	San Jose	130	Land	2021			400,000	800,000	200,000			1,400,000					1,400,000
La Avenida Land	Mountain View	92	Land	2021			400,000	800,000	200,000			1,400,000					1,400,000
Elk Grove Land	Elk Grove	90	Land	2021			240,000	480,000	120,000			840,000		560,000			1,400,000
Granite Ridge	Fremont	73	Land	2021			200,000	400,000	100,000			700,000		700,000			1,400,000
Ruby Street Land	Castro Valley	50	Land	2022				400,000	800,000	200,000		1,400,000					1,400,000
Watsonville Land	Watsonville		Land	tbd								-					-
Newark Land	Newark		Land	tbd								-					-
Alameda Point Family	Alameda	70	Predev	2021			400,000	800,000	200,000			1,400,000					1,400,000
Sacramento Street	Vallejo	75	Predev	2021			400,000	800,000	200,000			1,400,000					1,400,000
Gallup & Mesa	San Jose	40	Predev	2021			400,000	800,000	200,000			1,400,000					1,400,000
Mill District	Healdsburg	40	Predev	2021			400,000	800,000	200,000			1,400,000					1,400,000
Vacaville new	Vacaville		Predev	tbd								-					-
North 40	Los Gatos	52	Predev	2022				1,000,000	200,000			1,200,000					1,200,000
Whistlestop	San Rafael	67	Predev	2022			400,000		800,000	200,000		1,400,000					1,400,000
Legacy Court	Richmond	42	Predev	2022			200,000	400,000	100,000			700,000		700,000			1,400,000
Hayward Parcel 3	Hayward	150	Predev	2022			200,000	400,000	100,000			700,000		700,000			1,400,000
Livermore Downtown	Livermore	130	Predev	2022			400,000		800,000	200,000		1,400,000					1,400,000
First Pres	Castro Valley	150	Predev	2023				400,000		1,000,000		1,400,000					1,400,000
Scott's Valley/Palisades	Scotts Valley		Predev	tbd								-					-
Stone Pine Meadows	Tracy	72	Portfolio	2020		360,000	120,000	120,000	200,000			800,000				2,221,204	3,021,204
Light Tree (Rehab)	East Palo Alto	57	Portfolio	2020		390,000		344,978	150,000			884,978		589,985		2,507,641	3,982,604
Light Tree (New Units)	East Palo Alto	128	Portfolio	2020		450,000		526,085	150,000			1,126,085		750,724		9,733,506	11,610,315
Quail Run	Santa Rosa	200	Portfolio	2020		1,400,000	350,000	1,730,000				3,480,000				7,486,659	10,966,659
Depot + Willows	Morgan Hill	43	Portfolio	2020								-					-
Skeels + Villa Ciolino	Morgan Hill	55	Portfolio	2020								-					-
Aspen Maples Trees	Gilroy	64	Portfolio	2021								-					-
Ridgeview	Pleasanton	200	Portfolio	2022				1,396,000	1,919,500	174,500		3,490,000	1,236,860			4,756,459	9,483,319
Del Nido	Santa Rosa	206	Portfolio	2022								-					-
Sparks Way Commons	Hayward	45	Portfolio	2022								-					-
Nugent Square	East Palo Alto	32	Portfolio	2023				120,000	240,000	60,000		420,000		280,000			700,000
Nuevo Amanceer	Pajaro	63	Portfolio	2023				200,000	400,000	100,000		700,000					700,000
Emerson Arms			Portfolio	2023								-					-
Woodside	Fairfield	129	Portfolio	2024								-					-
Tierra Linda + Pajaro Ct +	Watsonville	56	Portfolio	2024					200,000	500,000		700,000					700,000
Downtown River	Petaluma	81	Portfolio	2024					200,000	500,000		700,000					700,000

Eden Housing
Developer Fee Detail - Cash

Project	Location	Units	Current Stage	Closing	Year Ended 12/31/19	¹	²	³	⁴	⁵	Thereafter	TOTAL MILESTONES	GP Equity/ Sponsor Loan	CO-Developer	Deferred (Potentially Paid Early From Savings)	Deferred	Total
						Year Ended 12/31/20	Year Ended 12/31/21	Year Ended 12/31/22	Year Ended 12/31/23	Year Ended 12/31/24							
Riverhouse Hotel	Martinez	75	Portfolio	after							700,000	700,000					700,000
VCH 1 (Lincoln)	Vacaville	132	Portfolio	after							700,000	700,000					700,000
Vista Verde		76	Portfolio	after							700,000	700,000					700,000
VCH 3 (Orchard Maples)	Vacaville	168	Portfolio	after							700,000	700,000					700,000
Royal Court	Morgan Hill	55	Portfolio	after							700,000	700,000					700,000
Sereno Village	Vallejo	125	Portfolio	after							700,000	700,000					700,000
VCH 2 (Willow/Highlands/H)	Vacaville	151	Portfolio	after							700,000	700,000					700,000
Sycamore Glen	Morgan Hill		Other REFI	2019								-					-
Total Milestones					8,628,285	7,814,041	7,152,000	9,567,063	8,919,500	5,634,500	\$ 7,860,000	\$ 75,680,520	\$ 19,282,054	\$ 5,823,256	\$ 1,973,163	\$ 80,155,959	\$ 182,914,952
Deferred Fees					7,053,642	6,240,331	4,348,545	5,208,258	3,356,273	2,835,185							
Grand Total					\$ 15,681,927	\$ 14,054,372	\$ 11,500,545	\$ 14,775,321	\$ 12,275,773	\$ 8,469,685							

Due to the word limit in the online application form, additional text is provided below.

7. Project Description: Provide a detailed scope of work including services to be provided and/or development activities to be engaged. Describe how this project will benefit the community.

By 2030, it is estimated that more than one in every three Marin residents will be 65 or older. And, the fastest growing sector of the population will be over the age of 85. Meeting the needs of this growing demographic will require a variety of improvements in affordable housing, healthcare, nutrition and transportation, as well as new models for providing vital services such as social connection, resource referrals, and engagement.

Eden Housing and Whistlestop have partnered together to realize their vision for the Healthy Aging Center, a new six-story mixed-use building that will include a senior center coupled with 67 affordable housing apartments for low-income seniors. The affordable housing component is the subject of this funding request.

The Healthy Aging Center will be a modern health hub that will support the social and medical needs of older adults and provide affordable housing, accessible transportation and a myriad of vibrant programs designed to improve human connectedness in a central, community-based location. This affordable housing project will be the first of its kind in Marin County, and will feature community rooms, a computer center and library, and landscaped courtyards with gardens. The campus will also be San Rafael's first car-free community, as services and amenities will be walkable, and transportation will be provided by Whistlestop for its members and residents.

The recent report, *Older Adult Housing in Marin: Planning for 2030*, estimates that approximately 7,000 older residents in Marin currently need affordable housing. The Whistlestop Healthy Aging Campus will address this critical need, and low-income seniors residing here will have the opportunity to live vibrant, engaged lives and will have equitable access to the resources, connections and services they need in order to thrive.

11. Describe how this project will conduct affirmative marketing to members of the Protected Classes under federal fair housing laws.

The market area for Whistlestop Senior Housing is Marin County. The ethnic diversity of Marin's population is low but is increasing. In 1990, 88.7% of the population was white and 11.3% was African-American, Asian, Pacific Islander, or of other races. People of Hispanic origin (who may be of any racial group) made up 7.8% of the population. According to the 2000 Census, the nonwhite population

increased to 16% and the Hispanic population to 11.1%. The white population was 84%. And for 2010, the nonwhite population increased to 20% and the Hispanic population to 15.5%.

According to the 2010 Census, the racial composition of the City of San Rafael is 70.6% White, 2.0% African-American, 1.2% American Indian/Alaska Native, 6.1% Asian, 0.2% Native Hawaiian/Pacific Islander, 14.8% other population, 5.1% two or more races, and 30% Hispanic or Latino.

The racial composition for the Census Tract of the neighborhood is similar to that of San Rafael as well as Marin County, with some variation in the smaller minority numbers (see table), and Latinos being the predominant minority group.

Eden Housing is eager to serve the minority market for senior housing in the market area. The table below shows the racial composition for Marin County, San Rafael, the Census Tract population, and Eden’s portfolio.

COMPARISON OF RACIAL COMPOSITION (%)				
Ethnicity	Marin County	City of San Rafael	Census Tract 1110	Eden portfolio
White	80	70.6	72.8	29.7
Black/African-American	2.8	2.0	3.1	20.7
American Indian/Alaska Native	0.6	1.2	1.8	1.5
Asian	5.5	6.1	5.7	15.6
Native Hawaiian/Pacific Islander	0.2	0.2	0.4	
Other	6.7	14.8	11.3	15.6
Two or more races	4.2	5.1	5.0	
Hispanic or Latino	15.5	30	23.8	29
Total	100%	100%	100%	100%
Total Number of People	252,409	57,713	5,237	

Source: 2010 Census and Eden Housing Management Portfolio

Eden will make efforts to reach out all the minority populations in San Rafael and Marin County. In addition, as mentioned below, Eden will contact churches with large minority constituents in an effort to make sure that these minority communities have every opportunity to apply for residency at the Whistlestop Healthy Aging Campus.

Based on Eden’s track record in affirmative outreach and marketing, the Whistlestop Healthy Aging Campus will have a resident population that is more ethnically diverse than the population of the Census Tract of the project, the City of San Rafael, and Marin County. The diversity of the Eden’s resident

population increases Eden's confidence that it will capture a significant minority market for Whistlestop Senior Housing.

Outreach Efforts to Minority Senior, Religious, and Secular Organizations

By creating an awareness of the project in the minority communities and incorporation of a sensitivity to cultural/ethnic issues in the building and service programs, the Whistlestop Healthy Aging Campus will provide a much needed opportunity to minorities for quality affordable senior housing. Eden Housing will continue to build on links to the minority communities. The following minority organizations are a sample of the organizations that will be contacted as part of the Affirmative Fair Housing Marketing Plan for this project:

- Whistlestop Senior Center, San Rafael (Hispanic, Vietnamese, Persian, Russian)¹
- Margaret Todd Senior Center - Alma Latina Club, Novato (Hispanic)
- Canal Welcome Center, San Rafael (all minorities)
- Marin City Senior Center, Sausalito (African-American, East Indian, Hispanic)
- Grassroots Leadership Network, San Rafael (all minorities)
- Spectrum LGBT, San Rafael (Lesbian, Gay, Bisexual, Transgender)
- Fair Housing of Marin, San Rafael (all minorities)

In addition to secular organizations serving minority groups, the following churches and religiously based organizations will be part of the marketing plan:

- Episcopal Senior Communities
- San Rafael First United Methodist Church
- Valley Baptist Church
- Saint Raphael Church & Mission San Rafael Archangel
- Open Door Christian Church

Eden will outreach to these faith communities and will advertise the property in regional newspapers and minority-owned newspapers.

¹ Eden's partnership with Whistlestop provides instant access to a broad and diverse client base that we will reach out to for this project. The majority of clients that Whistlestop serves at their Active Aging Center are from groups that we will want to target under the affirmative marketing process. Whistlestop has more than 1,200 active members with the following demographic profile:

- Average age is 72.
- 79% are female; 21% are male.
- 39% are white; 33% are Hispanic or Latino; 15% are Asian; 8% are Persian; and 2% are African American; and 3% represent other nationalities.
- Most report being at low to very low annual income levels: 42% are extremely low income, 41% are very low income, and 17% are low income.

Whistlestop will incorporate all of its existing marketing communications strategies and programs to encourage clients to apply for the new affordable housing opportunity. Whistlestop can provide personalized assistance helping clients complete the appropriate application forms using our trained multicultural and bilingual staff.

Exhibit 2

**Attachment 15 (Housing Application)
CHDO Certification/Recertification
FY 2017-17**

HUD recommends that Community Housing Development Organizations (CHDOs) be certified annually, but at a minimum, a CHDO must re-qualify each time it receives HOME CHDO set-aside funding. If you are a CHDO under the County HOME Program and are applying for HOME funding in this application, please provide the following requested documentation with your application:

Date: 2/8/17
Organization Name: Eden Development, Inc.
Address: 22645 Grand Street, Hayward
State & Zip: CA 94541
DUNS #: 967867339

Instructions for completing the CHDO Certification: Use the tab key to navigate from question to question. Where there are check boxes, click on the appropriate box to put an "x". Attach any indicated documentation not already provided with your application. Clearly label each attachment.

Submit this form along with all attachments. This information must be submitted with your application.

CHDO Certification History

If you have been certified as a CHDO in the past by the County, please indicate the date or most recent funding year: _____

A. Legal Status

1. Provide a copy of your articles of incorporation. Your organization must be organized under State of California law.

See attached. Already provided with application.

2. CHDOs must document that no part of its earnings inure to the benefit of any member, founder, contributor, or individual.

See articles of incorporation See other document (specify):

Specify exactly where in the indicated document this information is set forth:

Bylaws Sections 4.12, 4.14, 5.04 & 6.04

3. Provide a copy of your IRS tax exemption ruling.

See attached. Already provided with application.

4. Provide documentation that states that among your organization's purposes, the provision of decent housing that is affordable to low- and moderate- income people.

See articles of incorporation See Mission Statement See Resolution
 See other documentation (specify):

Specify exactly where in indicated document this information is set forth:

Bylaws Section 1.02

B. Capacity

1. CHDOs must conform to the financial standards of 24 CFR 84.21 "Standards for Financial Management Systems."

See statement by the president or chief financial officer of the organization.

See certification from a Certified Public Accountant.

2. CHDOs must demonstrate capacity to carry out activities assisted with HOME funds through **paid experienced staff**. Please explain how your CHDO is meeting this requirement. _____

See resumes and/or statements that describe the experience of key staff members who have successfully completed projects similar to those to be assisted with HOME funds.

See attached agreement/contract with consultant with demonstrated housing experience similar to projects to be assisted with HOME funds. This agreement/contract indicates that consultant will train appropriate key staff to undertake proposed project.

3. CHDOs must have a history of serving the community within which is located proposed housing to be assisted with HOME funds.

See attached statement signed by the president or other official of the organization which documents at least **one year** of experience in serving the community.

For newly created organizations formed by local churches, service or

community organizations, see attached statement signed by the president or other official of the organization that documents that the parent organization has at least **one year** of experience in serving the community.

C. Organizational Structure

1. CHDOs must maintain at least **one-third** of its governing body's membership for residents of a low-income **neighborhood**, other low income community **residents**, or elected representatives of **low income neighborhood organizations**.

Indicate how low income membership is defined:

- Low income persons
 Low income neighborhoods
 Elected representative of low income neighborhood organization

Provide a recent Board resolution (not older than 12 months) certifying how you are meeting this requirement.

Also please provide a current Board roster indicating who and how the "low income" member qualifies).

2. HOME rules define a CHDO community in urban areas as one or several neighborhoods, a city, county or metropolitan area.

Indicate your CHDO community:

3. HOME requires a formal process for low-income program beneficiaries to advise the organization in all of its decisions regarding the design, siting, development, and management of affordable housing projects.

This process is defined in (indicate document and location within document; attach if not already included in this submission):

Also attach a recent Board resolution (not older than 12 months) indicating that you will implement this formal process for the CHDO project for which you are requesting funding assistance.

4. If your CHDO is sponsored/created by a State or local government, HOME rules say that the State/local government cannot appoint more than one-third of the board members; these State/local government-appointed board members cannot appoint the other 2/3 of the Board; and no more than 1/3 of the governing Bd. members can be public officials.

Not applicable

5. If your CHDO is sponsored/created by a for-profit entity, HOME rules say that the for-profit may not appoint more than one-third of the CHDO's governing body; and these governing body members cannot appoint the other 2/3 of the Board.



Not applicable



See documentation evidencing this rule. Indicate what documentation is being provided and where in the document this is to be found:

6.

D. Relationship with For-Profit Entities **Check here if this section is not applicable**

1. CHDOs cannot be controlled, nor receive directions from individuals or entities seeking profit from the organization.



See documentation evidencing this rule. Indicate what documentation is being provided and where in the document this is to be found:

2. CHDOs may be sponsored or created by a for-profit entity, however, the for-profit's primary purpose does not include the development or management of housing.



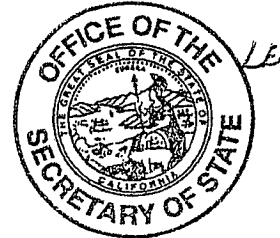
See documentation evidencing this rule. Indicate what documentation is being provided and where in the document this is to be found:

3. CHDOs are free to contract for goods and services from vendor(s) of its own choosing.



See documentation evidencing this rule. Indicate what documentation is being provided and where in the document this is to be found:

Attachment A-1, A-2 & A-4: Articles of Incorporation



State of California
Secretary of State

I, DEBRA BOWEN, Secretary of State of the State of California, hereby certify:

That the attached transcript of 4 page(s) has been compared with the record on file in this office, of which it purports to be a copy, and that it is full, true and correct.



IN WITNESS WHEREOF, I execute this certificate and affix the Great Seal of the State of California this day of

JUL 18 2007

Debra Bowen

DEBRA BOWEN
Secretary of State

JUL - 3 2007

AMENDED AND RESTATED
ARTICLES OF INCORPORATION
OF
EDENVALE SUPPORTIVE HOUSING CORPORATION

Tim Reilly and Calvin Whitaker certify that:

1. They are the President and the Secretary, respectively, of Edenvale Supportive Housing Corporation, a California nonprofit public benefit corporation.
2. The Articles of Incorporation of this Corporation are amended and restated to read as follows:

ARTICLE I
NAME

The name of this Corporation shall be Eden Development, Inc..

ARTICLE II
PERIOD OF EXISTENCE

This Corporation shall have perpetual existence.

ARTICLE III
PURPOSES

Section 1. This corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the California Nonprofit Public Benefit Corporation Law for charitable purposes. The general purpose of this corporation is to have and exercise all rights and powers conferred on nonprofit corporations under the laws of California, provided that this corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the primary purposes of this corporation.

Section 2. The specific purposes for which the corporation is organized are:

- (a) To provide housing for low income persons where no adequate housing exists for such groups; and
- (b) To serve as a general partner in a limited partnership which owns and operates housing for the benefit of low income persons who are in need of affordable,

decent, safe and sanitary housing and related services, where no adequate housing exists for such groups.

Section 3. The Property of this Corporation is irrevocably dedicated to charitable purposes and no part of the net income or assets of this Corporation shall ever inure to the benefit of any director, officer, or member thereof or to the benefit of any private persons.

Section 4. No substantial part of the activities of this Corporation shall be the carrying on of propaganda or otherwise attempting to influence legislation, and this Corporation shall not participate in or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office.

Section 5. Notwithstanding any other provision of these Articles of Incorporation, the Corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under Section 501(c)(3) of the Code, or corresponding sections of any future federal tax code, or (b) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Code or corresponding sections of any future federal tax code.

ARTICLE IV POWERS

Section 1. This Corporation, in order to carry out its purposes, shall have the power to do any and all things as fully and to the same extent as natural persons could do, and this Corporation shall have such powers as may be necessary or incidental to the attainment of the purposes of this Corporation as set forth in Article III hereof.

Section 2. The enumeration of the powers hereinabove shall not be deemed a renunciation of any of the powers conferred in the California Nonprofit Corporation Law, for nonprofit corporations, charitable societies or religious associations, but rather all such powers shall be deemed fully vested in this Corporation as though hereinabove specifically enumerated.

ARTICLE V DISSOLUTION

In the event that this Corporation shall be dissolved or wound up at any time, then all of the properties, monies, and assets of this Corporation remaining after provision has been made for payment of its known debts and liabilities as provided by law, shall become the property of a nonprofit fund, foundation or corporation, that is organized and operated exclusively for charitable purposes, under Section 501(c)(3) of the Internal Revenue Code as that Section exists or may subsequently be amended.

ARTICLE VI REVISION OF ARTICLES OF INCORPORATION

These Articles of Incorporation may be amended only upon receiving the affirmative vote of a two-thirds (2/3) majority of the Directors in office.

3. The foregoing Amended and Restated Articles of Incorporation shall supersede all prior Articles of Incorporation and all amendments thereto.


4. The foregoing Amended and Restated Articles of Incorporation has been duly approved by the required vote of the Board of Directors.

5. The Corporation has no members.


6. The approval of the HUD Secretary to the foregoing Amended and Restated Articles of Incorporation is not required.

We further declare under penalty of perjury under the laws of the State of California that the matters set forth herein are true and correct of our own knowledge.

IN WITNESS WHEREOF, the undersigned have executed these Amended and Restated Articles of Incorporation on this 28 day of June, 2007.



Timothy Reilly, President



Calvin Whitaker, Secretary



Law Offices of
GUBB & BARSHAY LLP

Fifty California Street, Suite 3155
San Francisco, California 94111

August 1, 2007

VIA DHL OVERNIGHT DELIVERY

Internal Revenue Service
Service Center
Philadelphia, PA 19255-0023

Re: **NAME CHANGE FOR EIN 59-3803314**
EDENVALE SUPPORTIVE HOUSING CORPORATION

Dear Sir or Madame:

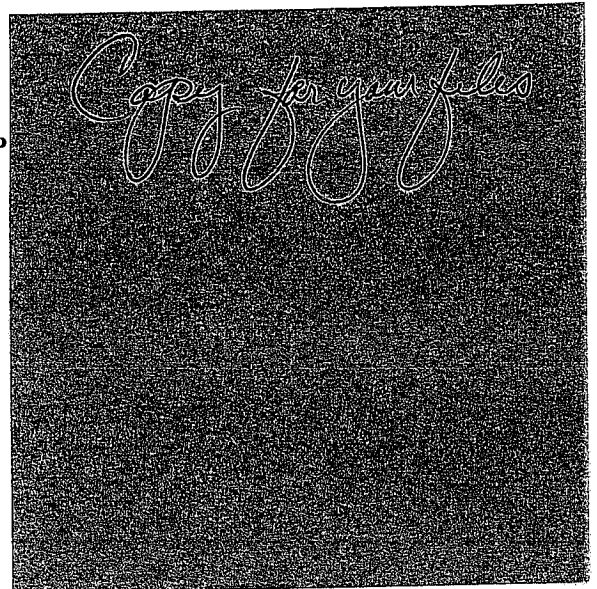
Please be advised that **THERE HAS BEEN A NAME CHANGE** for the above-referenced corporation. The EIN listed above was originally issued to Edenvale Supportive Housing Corporation. This corporation has changed its name to **EDEN DEVELOPMENT, INC.** **Please correct your records to reflect this NEW NAME.**

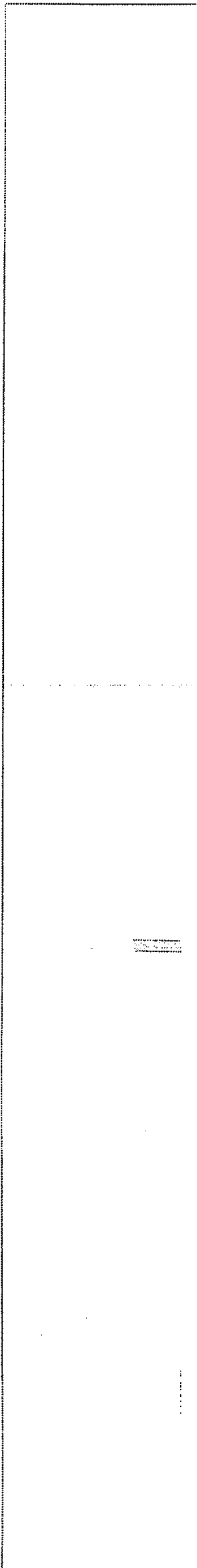
If you have any questions, please call me. Thank you.

Sincerely,

Jan Easterday
Legal Assistant

:je





FIRST AMENDMENT TO
FIFTH AMENDED AND BYLAWS OF
EDEN DEVELOPMENT, INC.

The Fifth Amended and Restated Bylaws of Eden Development, Inc., a California nonprofit public benefit corporation (the "Corporation"), adopted by action of the board of directors of the Corporation on June 10, 2009, are hereby amended as follows:

1. Article 5, "OFFICERS" is amended and restated in its entirety with the following:

"Article 5
OFFICERS

Section 5.1. Officers of the Corporation. The officers of the Corporation shall be a chair, a vice chair, a secretary, a treasurer and such other officers as the Board shall appoint. One person may hold two or more offices, except that neither the secretary nor the treasurer may serve concurrently as chair.

Section 5.2. Election of Officers. The officers of the Corporation, except such officers as may be appointed in accordance with the provisions of Section 5.3 or Section 5.5, shall be elected at the expiration of their terms by the Board and each shall hold his or her office until the earlier to occur of: (i) removal or resignation or otherwise disqualification to serve or election of a replacement or (ii) the date which is two (2) years after being elected to office. The terms of officers of the Corporation may be staggered.

An officer may serve two (2) consecutive two (2) year terms in the same office.

Section 5.3. Subordinate Officers. The Board may appoint, and may empower the chair to appoint, such other officers as the business of the Corporation may require, each of whom shall hold office for such period, have such authority and perform such duties as are provided in these Bylaws or as the Board or the chair may from time to time determine.

Section 5.4. Removal and Resignation. Any officer may be removed, with or without cause, by the Board, at any meeting thereof. In the case of an officer chosen by the chair, the chair shall have such power of removal.

Any officer may resign at any time by giving written notice to the Board, the chair or the secretary of the Corporation. Any such resignation shall take effect as of the date of the receipt of such notice or at any later time specified therein; and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

Section 5.5. Vacancy. A vacancy in any office because of death, resignation, disability, removal, disqualification or any other cause shall be filled at the time the vacancy occurs or promptly thereafter in the manner prescribed in these Bylaws for regular election or appointment to fill such office.

Section 5.6. Chair. The chair shall act as the Chairperson of the Board and preside at all meetings of the Board, and shall exercise and perform such other powers

and duties as may from time to time be assigned to the chair by the Board.

Section 5.7. Vice Chair. The vice chair shall act in the same manner as the chair in the chair's absence and shall exercise such other powers and duties as may from time to time be assigned to the vice chair by the Board.

Section 5.8. Secretary. The secretary shall keep or cause to be kept at the principal office or such other place as the Board may order, a book of minutes of all meetings of Directors and members, with the time and place of holding, whether special or regular, and if special how authorized, the notice thereof given, the names of those present at Directors meetings, the number of members present or represented at membership meetings, and the proceedings thereof.

The secretary shall give or cause to be given, notice of all the meetings of the membership and the Board as required by these Bylaws, and shall keep the seal of the Corporation in safe custody, and shall have such other powers and perform such other duties as may be prescribed by the Board or by these Bylaws.

Section 5.9. Treasurer. The treasurer shall have the following duties:

(a) The treasurer shall keep and maintain, or cause to be kept and maintained, adequate and correct books and accounts of the Corporation's funds, properties and transactions. The treasurer shall send or cause to be given to the directors such financial statements and reports as are required to be given by law, by these Bylaws, or by the Board. The books of account shall be open to inspection by any director at all reasonable times during the business hours of the Corporation.

(b) The treasurer shall be the chairperson of the finance committee of the Board. The treasurer shall have such other powers and perform such other duties as may be prescribed by the Board or these Bylaws.

Section 5.10. President. The Board shall at their discretion appoint a president to be in charge of the administration of the Corporation, to carry out the policies set forth by the Board. The president shall attend all meetings of the Board as an ex officio member and shall serve at the will of said Board.”

3. The provisions of this First Amendment to Fifth Amended and Restated Bylaws shall be incorporated into and become a part of the Fifth Amended and Restated Bylaws. Except as provided in this First Amendment to Fifth Amended and Restated Bylaws, all terms of the Fifth Amended and Restated Bylaws shall continue in full force. Only the provision(s) of the Fifth Amended and Restated Bylaws specifically amended shall be affected by this First Amendment to Fifth Amended and Restated Bylaws.

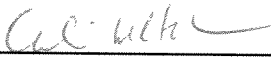
CERTIFICATE OF SECRETARY

I, the undersigned, do hereby certify:

(1) That I am the duly elected and acting secretary of Eden Development, Inc., a California nonprofit public benefit corporation; and

(2) That the foregoing First Amendment to Fifth Amended and Restated Bylaws, comprising four (4) pages, constitutes an amendment to the Fifth Amended and Restated Bylaws of such Corporation as duly adopted by action of the Board of Directors of the Corporation duly taken on September 19, 2012.

IN WITNESS THEREOF, I have hereunto subscribed my name, this 19 day of September, 2012.



Calvin Whitaker, Secretary

**FIFTH
AMENDED AND RESTATED
BYLAWS

OF

EDEN DEVELOPMENT, INC.**

History of Actions Taken
Related to Bylaws

Date

Bylaws Adopted:

May 19, 2005

Bylaws Amended & Restated:

September 20, 2007

Bylaws Amended & Restated (Second)

January 17, 2007

Bylaws Amended & Restated (Third):

February 21, 2008

Bylaws Amended & Restated (Fourth):

April 16, 2009

Bylaws Amended & Restated (Fifth):

June 10, 2009

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**FIFTH AMENDED AND RESTATED
BYLAWS
OF
EDEN DEVELOPMENT, INC.**

Article I. NAME; ORGANIZATION

Section 1.01 Name

The name of the corporation is EDEN DEVELOPMENT, INC.

Section 1.02 Organization

The corporation is organized under the Nonprofit Public Benefit Corporation Law, as set forth in the California Corporations Code, for charitable purposes, pursuant to Section 501(c)(3) of the Internal Revenue Code (the "Code"), as more particularly described in the corporation's articles of incorporation.

Without limiting the foregoing, the charitable purposes of the corporation include, but are not limited to, the following: (1) to provide decent housing and related services for extremely low to moderate income families, low-income and moderate-income persons, and households displaced as a result of government action or displaced as a result of a major disaster, where insufficient housing exists for such households or category of households; (2) to provide for the welfare of elderly persons or persons with disabilities and/or other special needs with housing facilities and services specially designated to meet their physical and social needs and to promote their health and security in longer living or living longer independently, the charges for such facilities and serviced to be predicated upon the provision, maintenance and operation thereof on a nonprofit basis pursuant to Section 202 of the Housing Act of 1959, as amended, or Section 811 of the National Affordable Housing Act of 1990, as amended, or other applicable provisions or programs under State or federal law; (3) to purchase, construct, rehabilitate, develop and sell housing to extremely low to moderate income households in California; (4) to provide technical, organizational and financial counseling to extremely low to moderate income individuals and groups wishing to develop affordable housing projects in California; (5) to encourage participation by private enterprise in the development of affordable housing for extremely low to moderate income groups and households; (6) to promote cooperation among low income groups, public agencies and private industry in achieving decent affordable housing for all those in need in California; and (7) to undertake housing projects generally for extremely low to moderate income households, under ownership, rental or other plans, as provided by affordable housing programs or other programs, whether enacted by federal, State and/or local entities and/or by private industry.

Article II. PLACE OF BUSINESS

Section 2.01 Principal Office

The principal office for the transaction of the affairs and business of the corporation shall be in Alameda County, California. The Board of Directors may change the principal

office of the corporation from one location to another within Alameda County at any time. This section 2.01 shall be amended by the adoption of a resolution if the Board of Directors changes the county in which the corporation maintains its principal office.

Section 2.02 Other Offices

The Board may from time to time establish branch or subordinate offices at any place or places where the corporation is qualified to conduct its business and activities.

Article III. MEMBERS

Section 3.01 No Members

The corporation shall have no members. All rights, duties and responsibilities normally reserved to the members shall be assumed by the corporation's Board of Directors.

Article IV. DIRECTORS

Section 4.01 Powers

Subject to the provisions and limitations of the Nonprofit Public Benefit Corporation Law, any other applicable law and these Bylaws, all powers and activities of the corporation shall be exercised directly by or under the direction of the Board of Directors. The Board of Directors may delegate the management of the day-to-day operations of the business of the corporation to a management company or other person provided that the business and affairs of the corporation shall be managed and all corporate powers shall be exercised under the ultimate direction of the Board of Directors.

Specifically, the Board of Directors shall have the following powers:

- (a) elect or appoint the officers of the corporation from and among the directors and other eligible persons as specifically provided in the articles of incorporation and these Bylaws;
- (b) fill vacancies on the Board and remove directors in accordance with Section 4.06 of these Bylaws;
- (c) form and terminate working committees and set their policies and agendas;
- (d) appoint directors and members to standing and working committees, unless otherwise provided by these Bylaws;
- (e) act on recommendations from standing and working committees;
- (f) approve the annual budget of the corporation and monitor the corporation's financial status;
- (g) manage the corporation's activities;

(h) enter into such management contracts as necessary to further the purposes and goals of the corporation;

(i) initiate, approve and adopt amendments to or restatements of the corporation's articles of incorporation and these Bylaws;

(j) authorize and delegate to the Executive Committee such powers of the Board of Directors that are not inconsistent with these Bylaws, except the power to approve and adopt amendments to or restatements of the corporation's articles of incorporation and these Bylaws; and

(k) adopt resolutions authorizing the corporation to (i) buy, own, sell, assign, mortgage or lease any interest in real estate and personal property and to construct, maintain and operate improvements thereon necessary or incident to the accomplishment of the purposes set forth in the corporation's articles of incorporation; (ii) borrow money and issue evidences of indebtedness in furtherance of any or all of the objects of its business, pledge or other lien on the corporation's property; (iii) do and perform all acts reasonably necessary to accomplish the purposes of the corporation.

Section 4.02 Number of Directors

The number of directors of the corporation shall be not less than five (5) or more than fifteen (15).

The minimum and maximum numbers of directors may be changed, or a definite number may be fixed without provision for an indefinite number, by an amendment to these Bylaws duly adopted by the vote or written consent of at least a two-thirds (2/3) majority of the directors; provided, however, that no reduction of the authorized number of directors shall have the effect of removing any director who has been elected/appointed by the members and who continues to be in good standing with the corporation.

Section 4.03 Selection of Directors

At least one-third (1/3) of the directors shall represent (a) residents of low-income neighborhoods (neighborhoods with at least 51% of households with incomes at 80% or less of area median income), (b) other low-income community residents, or (c) elected representatives of low-income neighborhood organizations. Such directors shall represent those communities in which the corporation owns and operates low-income housing projects: The nine San Francisco Bay Area Counties (Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano and Sonoma) and San Joaquin County.

Remaining directors of the corporation shall, at all times, be limited to individuals who are directors of Eden Housing, Inc., a California nonprofit public benefit corporation.

Section 4.04 Term Limits

There shall be no limit of the number of terms a person can be elected/appointed to the office of director. A term in office shall equal three (3) years.

Section 4.05 Removal

The Board of Directors shall have the power to remove any director on the Board; however, the Board may not remove a director from office except with cause and only upon the affirmative vote of a majority of the remaining directors.

Section 4.06 Resignation and Vacancies

Any director may resign effective immediately upon the giving of oral or written notice to the president, the secretary or the Board of Directors, unless the notice specifies a later time for the effectiveness of such resignation. Seats on the Board of Directors that become vacant as a result of resignations shall be filled by the appointment by the Board from persons eligible to become directors pursuant to Section 4.03. Persons who are appointed to fill vacancies on the Board of Directors shall complete the remaining terms of the respective directors who have resigned from the Board.

Vacancies on the Board of Directors caused by death, illness or a legal determination of insanity or incompetence shall be filled in the same manner as those filled for resignations.

Section 4.07 Meetings of Directors; Notice

Regular meetings of the Board of Directors shall be scheduled as determined by the Board but in no event shall the Board meet less than two (2) times during any consecutive twelve (12) month period.

Annual meetings of the Board of Directors shall be held on the third Thursday in January of each year, unless otherwise scheduled by the Board, and, if desired by the Board, such annual meetings may be counted as one of the required regular meetings. At the annual meetings, the directors shall nominate and elect or appoint directors to fill vacancies or to replace those directors whose terms have expired; provided that any such nomination, election, appointment or filling of vacancies is done in accordance with this Article IV.

Special meetings of the Board of Directors may be called for any purpose and at any time by the president, the vice-president, the secretary or any two (2) directors.

Directors' meetings (other than annual meetings) may be held and conducted by telephone provided all directors present are on a conference line and can hear one another during the meeting.

Notice of the time and place of regular, annual and special meetings shall be delivered personally or by telephone to each director, or sent by first class mail, telegram or telecopier addressed to each director at such director's address as shown in the records of the corporation. If the notice is mailed, it shall be deposited in the United States mail at least four (4) days before the time, place and date of the meeting. If the notice is delivered personally, or by telephone, telegram or telecopier, it shall be made or sent at least forty-eight (48) hours before the time and date of the meeting. All notices shall specify the general purpose of the meeting. Notice of a meeting need not be given to any director who attends the meeting and does not protest before or at the commencement of the meeting of the lack of notice to her or him.

All Board meetings shall be open to the public (unless a meeting is designated to be in “executive session”) and any person may attend and observe, provided reasonable advance notice is given by such person to an Executive Committee member. Guests at Board meetings may not participate in any discussions or deliberations unless invited to do so by the Board.

Section 4.08 Quorum

The presence of not less than a simple majority of the authorized number of directors shall constitute a quorum for the transaction of business at any meeting of the Board of Directors. Every act or decision done or made by a majority of the directors present at a meeting duly held at which a quorum is present shall be the act of the Board of Directors, unless a larger percentage is required by law or as provided elsewhere in these Bylaws. A meeting at which a quorum is initially present may continue to transact business notwithstanding the withdrawal of directors if any action taken is approved by at least a majority of the required quorum for such meeting.

Section 4.09 Waiver of Notice

Notice of a regular, annual or special meeting need not be given to any director who signs a waiver of notice or a consent to the holding of the meeting or an approval of the minutes thereof. All such waivers, consents and approvals shall be filed with the secretary for filing in the corporate records and made a part of the minutes of the meeting. A waiver of notice need not specify the purpose of any regular, annual or special meeting of the Board of Directors.

Section 4.10 Actions Taken Without a Meeting

Any action that the Board of Directors is required or permitted to take may be taken without a meeting if all directors entitled to vote consent in writing to the action. Such action by written consent shall have the same force and effect as any other duly approved action of the Board. Any such action taken by written consent shall be filed with the secretary for filing in the minutes of the proceedings of the Board.

Section 4.11 Adjournment

A majority of directors present, whether or not a quorum is present, may adjourn any meeting to another time and place. Notice of any adjournment to another time and place shall be given to the directors who were not present at the time of the adjournment.

Section 4.12 Compensation and Reimbursement of Expenses

Directors shall serve without compensation except that any director may seek and receive from the corporation reimbursement for out-of-pocket expenditures. Any director seeking reimbursement must submit complete and accurate records of all such expenditures. The Board of Directors shall review all such requests for reimbursement of out-of-pocket expenses and its decision shall be final.

Section 4.13 Standard of Care - General

A director shall perform the duties of a director, including duties as a member of any committee of the Board on which the director may serve, in good faith, in a manner such director believes to be in the best interest of the corporation and with such care, including reasonable inquiry, as an ordinarily prudent person in a like situation would use under similar circumstances.

In performing the duties of a director, a director shall be entitled to rely on information, opinions, reports or statements, including financial statements and other financial data, in each case prepared or presented by:

- (a) one or more officers or employees of the corporation whom the director believes to be reliable and competent in the matters presented;
- (b) counsel, independent accountants or other persons as to matters which the director believes to be within such persons' professional or expert competence; or
- (c) a committee of the Board upon which the director does not serve, as to matters within its designated authority, which committee the director believes to merit confidence, so long as in any such case, the director acts in good faith, after reasonable inquiry when the need thereof is indicated by the circumstances and without knowledge that would cause such reliance to be unwarranted.

A person who performs the duties of director in accordance with the standard of care as described in this section shall have no liability based upon any failure or alleged failure to discharge that persons' obligations as a director, including, without limiting the generality of the foregoing, any actions or omissions which exceed or defeat a public or charitable purpose to which a corporation, or assets held by it, are dedicated.

Section 4.14 Self-Dealing Transactions

The Board shall not approve a self-dealing transaction. A self-dealing transaction is one to which the corporation is a party and in which one or more of the directors has a material financial interest or a transaction between the corporation and any entity in which one or more of its directors has a material financial interest.

Section 4.15 Residents Participation

For low-income housing projects located in the San Francisco Bay Area Counties and San Joaquin County, California, in which the corporation participates but where no community member is a director on the Board, the corporation will hold resident meetings at the properties quarterly and conduct post-occupancy evaluations of new developments after the first year of operations. The corporation will seek residents' input and feedback on design issues, siting or location, development, management of affordable housing and other programmatic topics that measure how the housing and programs are working for the residents and inform the residents of the corporation's future developments.

Article V. OFFICERS

Section 5.01 Officers

The officers of the corporation shall include a president, a vice-president, a secretary, a treasurer (chief financial officer), an executive director (chief executive officer), and a chief operating officer. Except for the offices of president and secretary, any number of offices may be held by the same person.

Section 5.02 Election of Officers

Except as provided in Section 5.03 of this Article V, officers shall be elected each year by the Board of Directors at its annual meeting and such elected officers must be chosen from among the existing and newly appointed directors of the corporation. Notwithstanding the foregoing, the offices of executive director and chief operating officer shall be filled by the executive director and chief operating officer, respectively, of Eden Housing, Inc.

Section 5.03 Appointment of Subordinate Officers

At the discretion of the Board of Directors, the corporation may also have one or more assistant vice-presidents, one or more assistant secretaries, one or more assistant treasurers and such other subordinate officers as may be appointed in accordance with these Bylaws. The Board of Directors shall appoint, or empower the Executive Committee or, more specifically, the president to appoint, such additional officers that the corporation may require. Each officer so appointed shall have the title, hold office for the period, have the authority and perform the duties specified by these Bylaws or as the Board of Directors may from time to time determine; provided, however, that the powers and duties of an appointed officer shall not exceed the powers and duties of elected officers. Appointed subordinate officers need not be a director of the corporation.

Section 5.04 Compensation and Reimbursement of Expenses

No officer, whether elected or appointed, shall receive compensation for his/her services as an officer. Expenses incurred by an officer in connection with matters related to the corporation and in connection with her or his official capacity shall be subject to reimbursement provided that the Executive Committee reviews and approves such expenditures.

Section 5.05 Removal of Officers

The officers of the corporation serve at the pleasure of the Board of Directors and, consequently, may be removed from their offices with or without cause by the Board at any regular or special meeting held for that purpose, or by the Executive Committee if specifically empowered by the Board to do so.

Section 5.06 Vacancies

A vacancy in any office because of death, resignation, removal, disqualification or any other cause shall be filled in the manner prescribed in these Bylaws for regular elections or appointments to that office.

Section 5.07 President

The president shall preside at all meetings of the Board and the Executive Committee, shall have the general powers and duties usually vested in the chairperson of a board of directors, and shall have such other powers and duties as may be prescribed by the Board of Directors or these Bylaws.

Section 5.08 Vice-President

If the president is absent or disabled, the vice-president shall perform all duties of the president. When so acting, the vice-president shall have all powers of and be subject to all restrictions placed upon the president. The vice-president shall have such other powers and perform such other duties as may be prescribed by the Board of Directors or these Bylaws.

Section 5.09 Secretary

The secretary shall have the following duties:

- (a) The secretary shall keep, or cause to be kept, at the corporation's principal office, or at such other place as the Board of Directors may direct, a book of the minutes of all meetings, proceedings and actions of the Board and the committees of the Board. In addition, the minutes shall include the time and place that each meeting, proceeding or action was held, whether the meeting, proceeding or action was annual, regular or special, and, if special, how authorized and the notice given, the names of those present and the proceedings and actions thereof.
- (b) The secretary shall keep or cause to be kept at the corporation's principal office, a copy of the corporation's articles of incorporation and these Bylaws as amended to date.
- (c) The secretary shall give, or cause to be given, notice of all meetings of the Board and the committees of the Board as required by these Bylaws to be given.
- (d) The secretary shall maintain and keep a corporate seal in safe custody.
- (e) The secretary shall have such other powers and perform such other duties as the Board or these Bylaws may prescribe.

Section 5.10 Treasurer

The treasurer (chief financial officer) shall have the following duties:

- (a) The treasurer shall keep and maintain, or cause to be kept and maintained, adequate and correct books and accounts of the corporation's assets, liabilities, properties and transactions. The treasurer shall send or cause to be given to the directors such financial statements and reports as are required to be given by law, by these Bylaws, or by the Board. The books of accounts

shall be open to inspection by any director at all reasonable times during the business hours of the corporation.

(b) The treasurer shall deposit, or cause to be deposited, all monies and other valuables in the name and to the credit of the corporation with such depositories as the Board may designate; shall disburse the corporation's funds as the Board may order; shall render to the Board, upon request, an accounting of all transactions and the resulting financial condition of the corporation, and shall have other powers and perform such other duties as the Board or these Bylaws may prescribe.

Section 5.11 Executive Director

The executive director (chief executive officer) shall, subject to the control of the Board, have general supervision, direction and control of the business and affairs of the corporation, such general powers and duties usually vested in the chief executive officer of a corporation, and such other powers and duties as may be prescribed by the Board of Directors or these Bylaws. The powers, duties and responsibilities of the executive director shall include, but not necessarily be limited to, the following:

- (a) The executive director shall report directly to the Board of Directors of the corporation and shall act in accordance with its directives and wishes.
- (b) The executive director shall act as an ex-officio director on the Board of Directors without the right to vote.
- (c) The executive director shall have such other powers as authorized and duties as delegated by the Board of Directors.

Section 5.12 Chief Operating Officer

The chief operating officer shall, subject to the control of the Board, have such general powers and duties usually vested in the chief operating officer of a corporation, and such other powers and duties as may be prescribed by the Board of Directors or these Bylaws. The powers, duties and responsibilities of the chief operating officer shall include, but not necessarily be limited to, the following:

- (a) The chief operating officer shall be the principal operating officer of the corporation and shall be responsible for the corporation's day-to-day activities and operations.
- (b) The chief operating officer shall be responsible for and be the direct supervisor of all employees and staff of the corporation and shall supervise their duties and responsibilities.
- (c) The chief operating officer shall act as an ex-officio director on the Board of Directors without the right to vote.
- (d) The chief operating officer shall have such other powers as authorized and duties as delegated by the Board of Directors.

In the absence of the executive director, the chief operating officer shall serve as the corporation's acting executive director.

Article VI. COMMITTEES

Section 6.01 Classes

There shall be two (2) classes of committees, which shall be under the control, and serve at the pleasure, of the Board of Directors: standing committees and working committees. Unless otherwise stated in these Bylaws, membership in such committees shall be as determined by the Board and members thereto may include directors and non-directors. Each committee shall have at least one director as a member. Standing committees shall include, but not necessarily be limited to, an Executive Committee and a Finance Committee. Working committees shall be formed by action of the Board when the need arises, and their purpose and duration shall vary as to subject matter. Any working committee shall be ad hoc initially but may be converted to a standing committee upon the recommendation of the committee members whose committee they are seeking permanent status and the approval by the Board.

Section 6.02 Appointment to Committees; Removal

The appointment of members to committees (other than the Executive Committee) shall be by majority vote of the Board of Directors, unless such power of appointment for any one or more of the committees is granted by resolution to the Executive Committee, in which case the Executive Committee shall appoint such members. Any member to a committee (other than the Executive Committee) may be removed with or without cause at the discretion of the Board of Directors.

Section 6.03 Vacancies

Vacancies on any committee caused by death, resignation, removal or legal incapacity shall be filled by the Board of Directors or, if the authority is granted by a resolution of the Board, by the Executive Committee.

Section 6.04 Compensation and Reimbursement of Expenses

All members of committees shall serve without compensation. Reimbursement of out-of-pocket expenses incurred in connection with a member's duties within her or his committee shall be subject to reimbursement upon the recommendation by that committee's chairperson and the review and approval of such expenses by the Executive Committee.

Section 6.05 Powers and Authority

Any committee, to the extent provided in a resolution of the Board of Directors, shall have all the authority of the Board to carry out its purpose and function, except that no committee, regardless of Board resolution, may:

- (a) amend or repeal these Bylaws or adopt new bylaws;

- (b) amend or repeal any resolution of the Board of Directors which by its express terms is not so amendable or repealable;
- (c) spend corporate funds to support a nominee for candidacy for political office;
- (d) fix compensation of directors or of members for serving on any committee;
- (e) form any new committees of the Board of Directors nor appoint any of the members of such committees; or
- (f) except for the Executive Committee, remove a director or member of any committee or fill vacancies on the Board of Directors or on any committee.

Section 6.06 Meetings and Actions of Committees

Meetings and actions of committees shall be governed by and held and taken in accordance with the provisions of Article IV of these Bylaws concerning meeting of directors, with such changes in the context of these Bylaws as are necessary to substitute the committee and its members for the Board of Directors and its directors. Minutes shall be kept of each meeting of any committee and the chairperson thereof shall be responsible to file same with the secretary for filing and recording in the corporate records. The Board of Directors may adopt rules for the governance of any committee not inconsistent with the provisions of these Bylaws and in the absence of such rules, each committee shall be responsible for adopting its own committee rules and, if appropriate, committee bylaws; provided however, that any such committee rules and/or bylaws shall not be inconsistent with these Bylaws.

Section 6.07 Executive Committee

The Executive Committee shall consist of the president, who shall act as its chairperson, the vice-president, the secretary and the treasurer of the corporation as elected by the Board, and the executive director and chief operating officer, each of whom shall have voting rights on this committee. The Executive Committee shall have all rights and powers as vested in it by these Bylaws or as authorized by the Board of Directors and shall act for and in behalf of the corporation in lieu of the Board of Directors between and in the absence of the Board's regular, annual and special meetings, provided that each such action does not set a policy or policies of the corporation that are either in conflict with or not in implementation of any of the policies as established by the Board. The Executive Committee shall meet not less than quarterly each year and the time and place of each meeting shall be as determined by its members. Such meetings shall be closed to all persons unless otherwise announced by the Board or the Executive Committee. The Executive Committee shall be responsible to prepare the agenda for each regular and annual meeting of the Board.

Section 6.08 Finance Committee

The Finance Committee shall consist of not less than three (3) nor more than five (5) members, including the treasurer of the corporation, who shall act as the committee's chairperson, the executive director and the chief operating officer. The Finance

Committee shall meet at least once each year, or more frequently as determined by the Board of Directors or the committee members, and shall be responsible for the following duties:

- (a) monitor revenue and expenses of the corporation;
- (b) report on the corporation's financial status at each regular meeting of the Board and at each annual meeting of the members of the corporation;
- (c) review and comment on annual budgets prepared by the corporation's staff prior to their presentation to the Board of Directors for approval and adoption;
- (d) recommend who shall act as the corporation's independent auditors and accountants necessary for preparation of the annual financial reports;
- (e) make recommendations to the Board on all fiscal matters upon request or on an as-needed basis; and
- (f) perform such other tasks as the Board of Directors may request from time to time.

The Finance Committee shall have all rights and powers as vested in these Bylaws to carry out the foregoing duties and responsibilities.

Section 6.09 [RESERVED]

Article VII. INDEMNIFICATION AND INSURANCE

Section 7.01 Indemnification

If the Nonprofit Public Benefit Corporation Law is amended such that indemnification by the corporation of its directors and/or officers is mandated, then the Board of Directors shall amend these Bylaws to be consistent with State law and the requirements on any lender (such as the U.S. Department of Housing and Urban Development) who have the right to approve changes to these bylaws.

Section 7.02 Insurance

The Board of Directors shall adopt a resolution authorizing the purchase of insurance on behalf of any director, officer, committee member, employee or agent of the corporation against any liability asserted against or incurred by the director, officer, committee member, employee or agent in such capacity or arising out of the director's, officer's, committee member's, employee's or agent's status as such, whether or not the corporation would have the power to indemnify the director, officer, committee member, employee or agent against that liability under law.

The Board of Directors shall also adopt a resolution authorizing the purchase of all-risk, public liability, loss of rents and such other insurance as may be required by any lenders to protect the corporation and its interests in its real and personal properties.

Article VIII. AMENDMENTS; DISSOLUTION

Section 8.01 Amendment of Articles of Incorporation

The articles of incorporation of the corporation may be amended or restated only with the affirmative vote of not less than two-thirds (2/3) of all of the directors on the Board who are in office and in good standing.

Upon the adoption of a resolution of the Board of Directors to amend or restate the articles of incorporation of the corporation, the president and secretary shall be authorized to file with the secretary of state of the State of California, a certificate of amendment or restatement, as the case may be, in accordance with the Nonprofit Public Benefit Corporation Law.

Section 8.02 Amendment of Bylaws

These Bylaws may be amended or restated only with the affirmative vote of not less than two-thirds (2/3) of all of the directors on the Board who are in office and in good standing.

All amendments or restatements of these Bylaws shall take effect immediately upon their adoption of a resolution by the Board of Directors, and the secretary shall file such resolution of the Board in the records of the corporation next to these Bylaws and reflect such amendment or restatement thereon.

Section 8.03 Dissolution

The corporation shall be dissolved and the winding up of its affairs shall commence upon a) the affirmative vote of not less than three-fourths ($\frac{3}{4}$) of all of the directors on the Board who are in office and in good standing or b) the occurrence of any of the events causing an involuntary dissolution as described in the Nonprofit Public Benefit Corporation Law commencing with Section 6510 of the California Corporations Code.

Article IX. MISCELLANEOUS

Section 9.01 Fiscal Year

The fiscal year of the corporation shall end each year on December 31.

Section 9.02 Contracts

All contracts entered into on behalf of the corporation must be authorized by the Board of Directors except when the contract is for \$25,000 or less, in which case such contract may be executed by the treasurer (chief financial officer) or by any other authorized officer or director without first obtaining the consent of the Board.

Section 9.03 Execution of Checks

Except as otherwise provided by law, every check, draft, promissory note, money order, or other evidence of indebtedness of the corporation shall be signed by such officer or officers as are authorized by the Board of Directors or these Bylaws.

Section 9.04 Inspection of Records

Every director or member of a committee shall have the absolute right at any reasonable time (i.e. - during normal business hours) to inspect and copy at her or his own expense all books, records and documents of every kind and nature of the corporation and to inspect the physical properties of the corporation, if any. Such inspections may be made in person or by an agent or attorney who has been provided with written authorization to act in such director's, or member's of committee place. The written authorization of any director or member of a committee delivered by an agent or attorney shall be delivered to any officer of the corporation and a copy thereof shall be filed in the corporate records.

Section 9.05 Interpretation

Reference in these Bylaws to any provision of the California Corporations Code, including the Nonprofit Public Benefit Corporation Law, and the Code (i.e. - Internal Revenue Code) shall be deemed to include all amendments thereof.

CERTIFICATE OF SECRETARY

I, the undersigned, do hereby certify:

(1) That I am the duly elected and acting secretary of Eden Development, Inc., a California nonprofit public benefit corporation;

(2) That the foregoing Fifth Amended and Restated Bylaws, comprised of 16 pages, excluding the cover page and Table of Contents, constitute the Bylaws of such corporation as duly adopted by the official action of the Board of Directors duly taken on June 10, 2009; and

(3) The foregoing Fifth Amended and Restated Bylaws are complete and they have not been amended, restated, revoked or rescinded.

Executed on this 10 day of June, 2009.

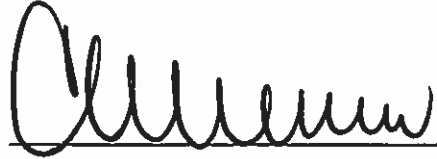


Secretary

Attachment B-1: Confirmation of Conformance to Financial Standards of 24 CFR 84.21

Confirmation of Conformance to Financial Standards of 24 CFR 84.21

I, Corinne Morrison, the Chief Financial Officer of Eden Development, Inc., confirm that Eden Development, Inc. conforms to the financial standards of 24 CFR 84.21 "Standards for Financial Management Systems."



Corinne Morrison
Chief Financial Officer
Eden Development, Inc.

Dated: 2.13.17

Attachment B-2: Confirmation of Staff Capacity

Confirmation of Staff Capacity to Carry Out Activities Assisted with HOME Funds

More than 50 of the nearly 140 low-income family housing properties that Eden Housing, Inc. has developed or acquired have HOME funding (note that Eden Development, Inc. is an affiliate of Eden Housing, Inc.). Statements describing key staff members who have successfully completed projects similar to those to be assisted with HOME funds are available on the following pages.

President

Linda Mandolini



Professional Career

Linda Mandolini has served Eden Housing as a Project Developer, as Director of Real Estate Development, and since 2001, as Executive Director and President. Eden Housing is one of California's oldest non-profit housing development companies and has developed or acquired 9,650 units throughout California. Linda oversees affordable housing production, resident support services, and property management components of the organization. She is guided in her work by Eden Housing's active volunteer board of directors. Linda held various community development positions in Boston prior to moving to California in 1996. She served as Director of Transportation and Land Use Development at the Silicon Valley Manufacturing group in Silicon Valley. Linda received her BA degree from Wheaton College in Massachusetts, and earned an MBA at Boston University.

Linda is the Immediate Past Chair of The California Housing Consortium, and serves as a Board Member and Past Chair to The Housing Trust of Silicon Valley. She also serves on Board of Governors for the National Housing Conference as well as the Enterprise Communities Community Leadership Council.

Linda has been honored with the 2008 East Bay Business Times "Women of Distinction" award, 2011 and 2014 SF Business Times "Bay Area's Most Influential Women" award, 2011 SF Business Times "Northern California Real Estate Women of Influence" award, and 2011 Affordable Housing Management Association (AHMA) Pioneer Award. Linda is an avid bicyclist and is a dedicated member of Leukemia & Lymphoma Society's Team in Training.

Education

Boston University, Boston, MA, Master of Business Administration
Wheaton College, Norton, MA, Bachelor of Arts, Political Science and Urban Studies, Magna Cum Laude, Phi Beta Kappa

Professional Affiliations

Immediate Past Chair and Board Member– California Housing Consortium
Vice Chair, Board of Governors - National Housing Conference
Member, Enterprise Communities Community Leadership Council
Member, Urban Land Institute Workforce Housing Council and Terwilliger Center for Affordable Housing
Juror (2015/2016) ULI Kemp and Larsen Awards
Former Board Member, and past chair – Housing Trust of Silicon Valley
Former President and Board Member Nonprofit Housing Association of Northern California (NPH)
Former Member - Affordable Housing Advisory Board of the Federal Home Loan Bank of SF

Executive Vice President / Chief Operating Officer
Jan Peters



Professional Career

Jan Peters joined Eden in October of 2006 as Director of Property Management for EHMI. As Eden's Executive Vice President and Chief Operating Officer, she now oversees Property Management, Resident Services, Accounting and Finance, Asset Management, Human Resources and Office Administration.

Jan came to Eden from Southern California, where she was President of WNC Management, Inc. in Irvine. She also accumulated a great deal of expertise as Vice President/Director of Property Management at the Design Center Housing Services, Inc. in Los Angeles, and during a stint with the John Stewart Company in San Francisco.

She has brought more than twenty years of experience in Property Management, Human Services and Social Work to Eden Housing Management, Inc. Jan is President of AHMA-NCNH, an instructor in Advanced Property Management and holds several property management certifications.

Education

Rutgers, The State University of New Jersey, Master of Social Work
Antioch University, Philadelphia, PA, M. Ed

Professional Affiliations

President – Affordable Housing Management Association of Northern CA, Nevada, Hawaii
Director – Building Futures with Women and Children
Director – Tenderloin Neighborhood Development Corporation

Certifications

Licensed Real Estate Broker-California
Housing Credit Certified Professional (HCCP)
National Compliance Professional-Executive (NCP-e)
Instructor, Advanced Property Management
Certified Occupancy Specialist

Chief Financial Officer
Corinne Morrison



Professional Career

As Chief Financial Officer (CFO), Corinne Morrison is responsible for corporate and real estate development accounting, finance and asset management, and business technology operations of Eden Housing, its affiliates and ownership entities.

Corinne works closely with the Finance and Audit Committees of the Board of Directors, and she directs and manages Eden's relationships with lending institutions, shareholders, and the financial community. Corinne leads Eden's finance team, which oversees Eden's total assets of more than \$1.15 billion with combined annual operating revenue of more than \$86 million.

She brings more than 20 years of finance and operations management experience, joining Eden's senior management team in 2016. She was most recently the Vice President and Controller of BRIDGE Housing where she had worked since 2005. Previously, Corinne also worked with PricewaterhouseCoopers.

Education

Biola University, Bachelors of Science in Business Administration

Senior Vice President of Real Estate Development
Andy Madeira



Professional Career

Andy Madeira has worked in affordable housing and community development for 25 years, and has an extensive background in affordable housing development and project financing. Prior to joining Eden Housing in February of 2014, he was a Senior Banker for JP Morgan Chase Community Development Banking. He also served as Vice President, Real Estate Development for Citizens Housing Corporation, and as a Director of Real Estate Development at BRIDGE Housing Corporation.

Andy also has significant real estate lending and finance experience having spent six years at Fannie Mae's American Communities Fund, which financed affordable housing development, provided joint venture equity for workforce housing, and loans to local governments. Before his work in affordable housing, Andy practiced law at nonprofit organizations in California and Philadelphia. Andy received a J.D. from Boston University School of Law and a B.A. in Economics with Honors from the University of California at Santa Cruz.

Andy leads Eden's Real Estate Development team, and is responsible for heading Eden's strategic growth in affordable rental development, operating property acquisitions, and portfolio recapitalization/preservation.

Andy continues to be active in community development, serving on the Board of Directors for the Northern California Community Loan Fund (Loan Committee Chair), and as a member of the Enterprise Community Loan Fund Loan Committee.

Education

Boston University School of Law
Juris Doctor

University of California Santa Cruz
Bachelor of Arts Economics with Honors

Professional Associations & Affiliations

Board of Directors, Northern California Community Loan Fund
Loan Committee Member, Enterprise Community Loan Fund
Member, Advisory Board, Greystone CDE
Former member of the Board of Governors, California Housing Consortium
Former member, Enterprise Community Partners Northern California Leadership Council

Vice President of Portfolio Finance and Asset Management
Tatiana Blank



Professional Career

As Vice President of Portfolio Finance and Asset Management, Tatiana Blank ensures that all properties within Eden Housing's portfolio maintain a strong financial position, comply with all contractual, regulatory and statutory requirements, and fulfill all internal and external reporting requirements in an accurate and timely manner. She is also responsible for benchmarking, investor, and lender relationships post-closing as well as strategic stewardship of Eden's portfolio.

Tatiana leads Eden's asset management team, which oversees Eden's total assets of more than \$1.15 billion with combined annual operating revenue of more than \$86 million.

She brings more than 20 years of real estate finance and accounting experience, joining Eden's senior management team in 2016. She was most recently the Vice President of Corporate Finance of ROEM Development Corporation, a for-profit real estate developer and general contractor, where she had worked since 2007. Previously, she also worked as a Tax and Audit Manager at Novogradac & Company, a public accounting firm specializing in tax credit financed affordable housing projects. She is a Certified Public Accountant.

Education

San Francisco State University, San Francisco, CA

Bachelors of Science in Business Administration, with concentration in accounting

Director of Real Estate Development
Andrea Osgood



Professional Career

Andrea Osgood joined the Eden Housing Development team in 2008 and currently leads Eden’s new construction and acquisition efforts. Since joining Eden, Andrea has developed over 300 new units and overseen the acquisition of nearly 800 existing units in six California counties – from Sonoma to San Diego County.

Before her career in affordable housing, Andrea worked as a construction management consultant for Capital Projects of UC Berkeley and was involved in nearly every phase of large rehab and new construction projects – from planning and development through funding and construction. She also gained experience in construction litigation and public contracting as a lead paralegal in the construction group of the San Francisco law firm, Hanson Bridgett Marcus Vlahos & Rudy.

Andrea has served on the Board of Directors of the Housing Leadership Council of San Mateo County since 2013 and is an inaugural member of the Board of Directors of SV@Home, a newly formed affordable housing advocacy organization in Santa Clara County.

Education

UCLA Graduate School of Public Policy and Social Research
Master of Arts, Urban Planning

Pomona College
Bachelor of Arts with Honors

LISC-Tax Credit & Bond Financing Training Institute
The Bay Area Ross Program in Real Estate – In Association with The USC Lusk Center for Real Estate

Professional Associations & Affiliations

SV@Home, Board Member
Housing Leadership Council of San Mateo County, Board Member
Member, East Bay Housing Organizations
Member, Non-profit Housing Association of Northern California

Director of Resident Services
Anna Gwyn Simpson



Professional Career

As Director of Resident Services, Anna Gwyn oversees all of Eden Housing's resident service programs and staff. Since 1995, Eden Housing has provided a wide range of supportive services and enrichment programs designed to meet the needs of its diverse resident population. The comprehensive programs are offered at 100% of Eden's managed properties. Programs include youth and after-school programs, digital technology and literacy programs, aging in place and independent living programs for older adult seniors, health and wellness programs, and financial literacy programs. Anna Gwyn has more than 15 years of social service experience with an extensive background in managing social service programs for diverse communities and developing evaluation metrics and measurement tools to articulate program success. She most recently served as the Interim City Manager for the City of Martinez.

Anna Gwyn has spent most of her career in housing, serving in leadership roles with the Oakland Housing Authority, Citizens Housing Corporation, and Episcopal Community Services of San Diego and Riverside Counties.

She previously served as a Board member of the Executive Board of Directors of the Pacific Southwest Regional Council of the National Association of Housing and Redevelopment Officials (NAHRO).

Education

Colorado College
Bachelor of Arts (BA), Sociology

San Francisco State University
Master's degree in Public Administration (MPA), with a focus in Nonprofit Administration

The Real Estate Development Team

The project developers at Eden Housing manage the ongoing housing development projects, including new construction and acquisition/rehabilitation of existing properties. Project developers see projects through to completion, from the early predevelopment stages to marketing the units for occupancy. Their duties include site evaluation and negotiation of purchase agreements, economic feasibility analyses, financial structuring of private and public debt and equity financing, and obtaining design and site plan approvals. They also coordinate the services of all consultants and oversee construction management.



Associate Director of Real Estate Development

Kevin Leichner

Eden Housing, Inc.

Professional Career

Kevin Leichner joined the Eden Housing Development team in 2014 and currently leads the portfolio restructuring, resyndication, and rehabilitation group. The 5-year portfolio pipeline includes more than 2,000 affordable units currently owned and/or managed by Eden Housing. A major initiative for Eden, the portfolio group seeks to preserve housing for the long-term through strategic recapitalization and rehabilitation, including greening and efficiency improvements.

Prior to joining Eden, Kevin worked at BRIDGE Housing, a nonprofit affordable housing developer based in San Francisco. During his approximately five years at BRIDGE, He worked on portfolio and joint-venture acquisition-rehabilitation projects, including first-time tax credit syndications of formerly public housing units with the Sacramento and San Francisco Housing Authorities.

Before his career in affordable housing, Kevin worked for approximately ten years with the National Park Service and its nonprofit affiliates on novel financing strategies for the rehabilitation of park structures and amenities, adaptive reuse of historic structures, and major park-building and revenue generation strategies in San Francisco and New York City.

Education

Columbia University in the City of New York Graduate School of Business
Master of Business Administration

Columbia University in the City of New York Graduate School of Architecture, Planning, and Preservation
Master of Science in Urban Planning

University of California Berkeley
Bachelor of Arts in Architecture with a Minor in City Planning

Professional Associations & Affiliations

Former Planning Commissioner in the City of San Leandro, CA

Project Developer
Mollie Naber

Eden Housing, Inc.

Professional Career

Mollie Naber joined the Eden Housing Development team in 2016 and is in the portfolio restructuring, resyndication, and rehabilitation group. She is currently managing a 50-unit family development in San Jose, a 94-unit family development in East Palo Alto, and three projects in Gilroy: 34-unit and 24-unit family developments as well as a 117-unit senior development. Prior to joining Eden, Mollie worked at Twin Pines Housing Trust in New England, where she secured USDA financing for a 100-unit family development and assisted with predevelopment of an 80-unit senior development, both located in New Hampshire. Before her career in affordable housing, Mollie worked as consultant to businesses, non-profits, and governments in the USA, Europe and the Middle East on strategic and economic development initiatives and was a market analyst at the energy company, BP.

Education

Tuck School of Business at Dartmouth
Master in Business Administration

Georgetown University
Bachelor of Science in Foreign Service with Honors

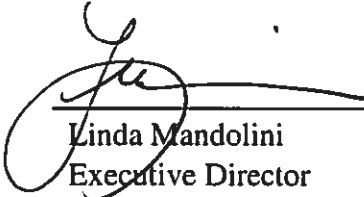
Attachment B-3: History of Serving Community

History of Serving Community

I, Linda Mandolini, the Executive Director of Eden Development, Inc., confirm that Eden Housing, Inc. has served in San Mateo County for more than one year through Eden Housing, Inc., Eden Housing Management, Inc., and Eden Housing Resident Services, Inc.

Eden Development, Inc. is an affiliate of Eden Housing, Inc. as well as Eden Housing, Inc.'s other affiliate entities, Eden Housing Management, Inc. and Eden Housing Resident Services, Inc.

Eden Housing, Inc. owns two existing affordable housing properties in East Palo Alto: Nugent Square and Light Tree Apartments. Eden Housing Management, Inc. provides property management services at the two properties. Eden Housing Resident Services, Inc. manages resident services at both properties.



Linda Mandolini
Executive Director
Eden Development, Inc.
Dated: 2/16/17

Attachment C-1: Current Board Roster

Affiliations marked with an asterisk (*) represent elected representation of a low income neighborhood organization.

Eden Development, Inc. Board Roster

The board of directors of Eden Development, Inc., a 501(c)3 Community Housing Development Organization, consists of 7 members, whose resumes are below. The board meets quarterly on the second Friday of February, May, August, and November. Each board member serves a 3-year term. The officers are elected for a term of two years.

Affiliations marked with an asterisk (*) represent elected representation of a low income neighborhood organization.

Kathleen Hamm, Chair

Economic Consultant

Lafayette, CA

Affiliations

- Former Manager, Affordable Housing Program, Community Development Department of Contra Costa County
- Member, National Development Council, (1994)
- Author of 14 published Reports and Studies on Economic Development between (1970 and 1991)
- *Board Member, Chesley Avenue Mutual Housing



Jim Kennedy, Treasurer

Consultant and Former Redevelopment Director Contra Costa County

Martinez, CA

Affiliations

- Kennedy-King Memorial Scholarship Fund (1987 – Present)
- *Board Member, Chesley Avenue Mutual Housing
- Eden Housing Board of Directors (2013 – Present)



Timothy Reilly, Director

Senior Vice President - Relationship Manager, Commercial Banking, Umpqua Bank

Fremont, CA

Affiliations

- Founder/Director, Emerging Market Group
- Chairman, Chamber of Commerce, Fremont, CA (1999-2000)
- Founding Board Member/CFO, Alsion (Montessori Jr. High/High School/Early College Program)
- Board Member, Chamber of Commerce, Fremont
- Board Member, Sisters of the Holy Family



- Board Member, Business for Good Government, Fremont Chambers Political Action Committee
- District Chairman, Boy Scouts of America, (1999)
- Co-Founder/Board Member, Redwood Lodge, EHMI
- *Board Member, Cottonwood Place
- Former Member, Community Resources for Independent Living, Hayward, CA
- Previous Member, Advisory Board (Finance Committee), Tri-City Homeless Coalition, Fremont (1999)
- Previous Member, Advisory Board, World Institute on Disability
- Previous Member, Advisory Board, Women in Technology Foundation

Ilene Weinreb, Vice Chair

Former Mayor, City of Hayward

Oakland, CA

Affiliations

- Community Volunteer, Earthquake Housing Committee
- Former Board Member, Bay Area Community Services
- Board Member, Eden Information & Referral
- Chairperson, Alameda County Criminal Justice Oversight Committee
- Former President, Current Board Member, Satellite Housing
- Former Member, Alameda County Medical Center Board
- Adjunct Professor, Brandman University, Walnut Creek, CA



Calvin Whitaker, Secretary

Housing Specialist, Abode Services - Project Independence

Hayward, CA

Affiliations

- Member, American Planning Association; Past Treasurer, Planning and Black Community Division – (1989 – Present)
- Member, Oakland Association of Realtors, (1999 – Present)
- Licensed Real Estate Agent, (1998 – Present)
- *Board Member, Chesley Avenue Mutual Housing



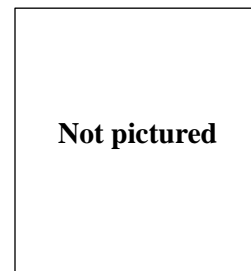
Melissa Platte, Director

Executive Director, Mental Health Association of San Mateo County

Redwood City, CA

Affiliations

- Member, HOMES for All Task Force
- Member, Closing the Jobs/Housing Gap Task Force
- Chair, San Mateo County Continuum of Care



- Chair, Housing Leadership Council of San Mateo County
- Member, HOPE Interagency Council
- Co-Chair, HOPE 10 Year Plan to End Homelessness Housing Committee
- President, San Mateo County Mental Health Contractors Association
- Board Member, United Way of the Bay Area
- Executive Committee, Palcare Parents Advisory Committee
- Vice Chair, United Way Agency Relations Committee
- Member, County Task Force on the Homeless
- Member, County Mental Health Youth Transition Access Committee
- Co-Chair, San Mateo County Supported Education Committee

Tracy Williams, Director

President and CEO, LOEL Senior Center

Lodi, CA

Affiliations

- Committee Chair, Lodi Chamber
- Board Member, Lodi Memorial Hospital Foundation
- Chair, Walk for the Health of It
- Co-Chair Sacramento Street Ministries, First United Methodist Church
- Officer, Lodi Sunrise Rotary Club Member
- Board Member - Officer, Lodi Police Foundation
- Board Member – Officer, Lodi Area Crime Stoppers



Attachment C-1 & C-3: Board Resolution

**EDEN DEVELOPMENT, INC.
CORPORATE RESOLUTION
RE: CERTIFICATION OF ORGANIZATIONAL STRUCTURE**

At a duly constituted meeting of the Board of Directors of Eden Development, Inc., a California nonprofit public benefit corporation (the "Corporation") which was held on Feb. 10, 2017, the following resolutions were adopted:

WHEREAS, the Corporation is a 501(c)(3) non-profit corporation incorporated under the laws of the State of California;

WHEREAS, the County of San Mateo has requested that the Corporation certify via resolution that the Corporation 1) maintains at least one-third of its governing body's membership for residents of a low-income neighborhood, other low-income neighborhood residents, or elected representatives of low-income neighborhood organizations, and 2) implements a formal process for low-income program beneficiaries to advise the organization in all of its decisions regarding the design, siting, development and management of affordable housing projects;

WHEREAS, the Bylaws for the Corporation require that one-third of the Board of Directors of the Corporation shall represent (i) residents of low income neighborhoods; (ii) other low income community residents; or (iii) the elected representatives of low income neighborhood organizations, and such directors shall represent those communities in which the Corporation owns and operates low-income housing projects: The nine San Francisco Bay Area Counties (Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano and Sonoma) and San Joaquin County;

WHEREAS, the Bylaws for the Corporation require that for low-income housing projects located in the San Francisco Bay Area Counties and San Joaquin County, California, in which the Corporation participates but where no community member is a director on the Board, the Corporation shall hold resident meetings at the properties quarterly and conduct post-occupancy evaluations of new developments after the first year of operations to seek residents' input and feedback on design issues, siting or location, development, management of affordable housing and other programmatic topics that measure how the housing and programs are working for the residents and inform the residents of the Corporation's future developments (the "Formal Process");

WHEREAS, the Board of Directors of the Corporation, deems it to be in the best interest of the Corporation to implement the Formal Process for the multifamily affordable housing development known as Light Tree Apartments, located at 1805 East Bayshore Road, East Palo Alto, California;

WHEREAS, the Board of Directors of the Corporation, deems it to be in the best interest of the Corporation to provide the County of San Mateo with a resolution certifying that the Corporation 1) maintains at least one-third of its governing body's membership for residents of a low-income neighborhood, other low-income neighborhood residents, or elected representatives

of low-income neighborhood organizations, and 2) implements a formal process for low-income program beneficiaries to advise the organization in all of its decisions regarding the design, siting, development and management of affordable housing projects.

NOW, THEREFORE, BE IT RESOLVED: That the Corporation hereby certifies that the Corporation requires that one-third of the Board of Directors of the Corporation shall represent (i) residents of low income neighborhoods; (ii) other low income community residents; or (iii) the elected representatives of low income neighborhood organizations, and such directors shall represent those communities in which the Corporation owns and operates low-income housing projects: The nine San Francisco Bay Area Counties (Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano and Sonoma) and San Joaquin County;

FURTHER RESOLVED: That the Corporation hereby certifies that for low-income housing projects located in the San Francisco Bay Area Counties and San Joaquin County, California, in which the Corporation participates but where no community member is a director on the Board, the Corporation shall hold resident meetings at the properties quarterly and conduct post-occupancy evaluations of new developments after the first year of operations to seek residents' input and feedback on design issues, siting or location, development, management of affordable housing and other programmatic topics that measure how the housing and programs are working for the residents and inform the residents of the Corporation's future developments;

FURTHER RESOLVED: That the Corporation hereby certifies that the Corporation shall implement the Formal Process for the multifamily affordable housing development known as Light Tree Apartments, located at 1805 East Bayshore Road, East Palo Alto, California;

FURTHER RESOLVED: That Linda Mandolini, the President, or Jan Peters, the Executive Vice President/Chief Operating Officer, or Corinne Morrison, the Chief Financial Officer or any officer of the Corporation, acting alone, on behalf of the Corporation, in its sole capacity, shall be authorized and directed to take any and all necessary actions, and to execute any and all documents, instruments and agreements (including any and all certification materials related to the County of San Mateo's CHDO certification for FY 2017-18), necessary for the consummation of the activities contemplated in this Resolution;


FURTHER RESOLVED: That any and all acts of any officer of the Corporation or any person(s) designated and authorized to act by any officer, which acts would have been authorized by the foregoing Resolution, except that such acts were taken prior to the adoption of the Resolution, shall be, and hereby are, severally ratified, confirmed, approved and adopted as acts in the name and on behalf of the Corporation in its sole capacity; and

FURTHER RESOLVED: That the Secretary or any Assistant Secretary or any other Officer of the Corporation is authorized to execute and certify any form of resolution required by any lender, investor, regulator or other third party involved in the transaction, so long as the Secretary or Assistant Secretary and counsel to the Corporation determine that the substance of such resolutions does not materially conflict with the substance of this Resolution.

CERTIFICATION

I, the undersigned, acting as the Secretary for Eden Development, Inc., a California nonprofit public benefit corporation ("Corporation"), hereby certify and declare that the foregoing is a full, true and correct copy of the Resolution duly passed and adopted by the Board of Directors of the above mentioned Corporation at a meeting of said Board held on the aforementioned date, and that said Resolution is in full force and effect; that there is no provision in the Articles of Incorporation or Bylaws of the Corporation limiting the powers of the Board of Directors of the Corporation to pass the forgoing Resolution; and that said Resolution is in conformity with the provisions of such Articles of Incorporation and Bylaws of the Corporation; and that the Board of Directors of said Corporation has, and at the time of the adoption of said Resolution had, full power and authority to act on behalf of the Board of Directors and to appoint the said officer(s) and the President therein named who have full power and lawful authority to exercise the same.

IN TESTIMONY WHEREOF, I have hereunto set my hand as of Feb. 10,
2017


_____, Secretary of
Eden Development, Inc., a California nonprofit
public benefit corporation



Housing & Federal Grants Division

2020/2021 COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAM APPLICATION FOR FUNDING

1. Indicate type of project. If your project allows, you may apply under multiple categories.

- CDBG Public Services
- CDBG Housing Construction/Acquisition
- CDBG Housing Rehabilitation
- CDBG Public Facilities/Improvements
- HOME Housing Construction/Acquisition
- HOME Housing Rehabilitation

2. Organization (Fiscal Sponsor) General Information

Organization/Agency Name	Habitat for Humanity Greater San Francisco, Inc.
Mailing Address	500 Washington Street, Suite 250, San Francisco, CA, 94111
Website	https://habitatgsf.org/
Organization DUNS#	7 9 4 1 8 2 3 2 9
Executive Director/CEO	Maureen Sedonaen
Email Address	msedonaen@habitatgsf.org
Phone	415-625-1000

3. Project General Information

Program/Project Name	Redwood Blvd.
Program/Project Site Address	8161 Redwood Blvd., Novato, CA 94945
CDBG/HOME Funding Amount Requested	\$500,000
Application Contact Person	Ashley Spooner-Choi
Title of Contact Person	Public Funding & DRE Manager

Email Address

aspoonerchoi@habitatgsf.org

Phone

415-625-1015

4. Planning Areas Served: Indicate what geographic area the requested funding will serve. Please indicate approximate % of services provided in each area. For Housing projects with current residents, please indicate where your project is located.

Novato

100

San Rafael

0

County Other

0

Total Percentage

100

5. What other County of Marin funding is your organization receiving for this project?

Funding Source	Grant Amount	
Marin County Housing Trust Fund	\$250,000	X
Marin Community Foundation	\$450,000	X
Tamalpais Pacific Foundation	\$100,000	X

Add Row

6. Organizational Overview: Provide a brief description of your organization including mission, programs, number of clients served, etc. (Please limit to 3000 characters.)

Habitat for Humanity Greater San Francisco builds homes and sustains affordable homeownership opportunities for families in Marin, San Francisco, and San Mateo counties. Habitat Greater San Francisco (HGSF), a 501(c)(3) organization and one of approximately 1,300+ registered U.S. affiliates of Habitat for Humanity International, was formed in August 2008 through the merger of Peninsula Habitat for Humanity and Habitat for Humanity San Francisco. Prior to the merger, Peninsula Habitat had served the community since 1989 and Habitat San Francisco had served the community since 1992.

HGSF has provided homeownership opportunities for 246 local families over the past 30 years and we remain the only provider of affordable homeownership opportunities in Marin, San Francisco, and San Mateo counties that serves households in the 40% - 80% area median income (AMI) range. While we focus on serving families earning 40%-80% AMI, we retain the flexibility to serve up to 120% AMI if project economics and market demographics demand. HGSF takes a multi-disciplinary approach to homeownership, serving not only as homebuilder and mortgage company, but also as educator, offering free trainings to future Habitat homeowners on topics including the home-buying process, financial planning, and home maintenance.

With the support of community, philanthropic, corporate, and public investment, we provide a rare opportunity for local families: to own a home with zero down payment, 0% interest, and a mortgage ranging from 15 to 40 years, with monthly payments set at no more than 30 percent of their household income. First-time home buyers put in 500 hours of "sweat equity" (volunteer time) to build their future homes and the homes of their neighbors. With no interest on their mortgage, families start saving from day one in their Habitat home.

7. Project Description: Provide a detailed scope of work including services to be provided and/or development activities to be engaged. Describe how this project will benefit the community. (Please limit to 3000 characters.)

The Redwood Blvd. project is a partnership between HGSF and a private donor to develop 100% affordable, ownership homes on a surplus land site to be donated by the private entity. The project involves development of a

14-acre greenfield site into a master planned community featuring 80 single family, attached, for-sale homes organized in clusters. The groupings will surround central landscaped green spaces connected via pedestrian pathways and bike trails. Home size will range from two to four bedrooms in townhome and stacked flat arrangements. Individual buildings will be one to three stories tall, containing one to six units. Redwood Blvd. will be surface parked with approximately 1.5 spaces per home.

The site is located one mile from the Novato San Marin SMART train station and adjacent to highway 101. Planned amenities include a dog park, barbeque and picnic areas, a playground/tot lot, exercise stations located throughout the site, walking paths, bike trails, an outdoor event space with mini-amphitheater, and a community garden.

Redwood Blvd. homebuyers will participate in the typical Habitat for Humanity program, contributing 500 hours of sweat equity toward the construction of their home. Homeowners will receive a 0% interest mortgage, with zero down payment, ranging from 15 to 40 years with monthly payments set at no more than 30% of household income. Qualified homebuyers participate in six to ten sessions of homebuyer education, including the home buying process, budgeting, and home maintenance. Once homeowners have closed on their homes, HGSF no longer provides direct support services. However, all Habitat homeowners have access to a 0% interest home repair loan.

8. For Public Service projects, which community priority does your project align with? (check as many boxes as applicable)

- Housing Support Services
- Children, Youth and Parent Services
- Basic Health Services

9. HUD National Objective to be served (check at least one)

- Activities benefiting low and moderate-income persons. (LMI)
- Activities benefiting low and moderate area. (LMA)
- Activities which aid in the prevention or elimination of slums or blight

10. How will this project Affirmatively Further Fair Housing? (Please limit to 3000 characters.)

Committed to affordable housing, all Habitat for Humanity Greater San Francisco (HGSF) programs predominantly target hardworking individuals and families earning up to 80% area median income (AMI). Examples of workers in this income range may include teachers, first responders, healthcare assistants, public sector employees (including City or County employees), transit workers, as well as other service providers. These are all residents who are critical to a safe, healthy, and functioning community.

For this, and all of our home sales, we offer a zero-down payment, zero percent interest mortgage with monthly payments of no more than 30% of household income. Redwood Blvd. homebuyers will participate in six to ten sessions of homeownership education, including courses in the home buying process, budgeting, and home maintenance. All units are designed to be adaptable and HGSF will make accommodations as necessary to serve the needs of all selected homebuyers

Additionally, all Habitat homeowners receive access to a zero-interest loan for critical home repairs and maintenance. HGSF is an active participant in the region's affordable housing community. We attend community meetings, serve on local housing committees, and partner with grassroots organizations & housing advocates to identify how best to connect with and serve the community.

11. Describe how this project will conduct affirmative marketing to members of the Protected Classes under federal fair housing laws. For more information about affirmative marketing, visit the [Marin County Federal Grants website](#) and scroll down to the Affirmative Marketing panel. (Please limit to 3000 characters.)

Habitat for Humanity Greater San Francisco (HGSF) does not unlawfully discriminate on the basis of race, color, religion (including religious dress and religious grooming), sex (including pregnancy, perceived pregnancy)

childbirth, breastfeeding, or related medical conditions), gender, gender identity, gender expression, sexual stereotypes, physical appearance, national origin, ancestry, citizenship, age, physical or mental disability, legally protected medical condition or information, HIV/AIDS status, genetic information or characteristics, family care status, military caregiver status, military and veteran status, marital status, domestic partner status, sexual orientation, or any other basis protected by local, state, or federal laws.

Homeownership Development staff are trained in the Fair Housing Act, Equal Credit Opportunity Act, Americans with Disability Act, Fair Credit Reporting Act, Truth in Lending Act, Secure and Fair Enforcement for Mortgage Licensing Act, and Unfair, Deceptive and Abusive Acts of Practices. To spread the word about home purchase opportunities, including the Redwood Blvd. project, HGSF takes a multi-faceted approach. Through a needs assessment, HGSF gains information about the community in the area surrounding each of our projects to identify the target market and where to focus outreach and marketing efforts. Postcards, in both English and identified, predominant language(s), are mailed to a radius around the project and flyers are shared in many community locations, including libraries and community centers. Outreach is focused on community groups, agencies, faith-based organizations, libraries, schools, and neighborhood associations, particularly those serving low-moderate income communities. HGSF holds information sessions, often dual language, open to the public to share information about homes coming up for sale, explain Habitat's mission and what being a Habitat partner family entails, and describe the homeownership program requirements. These information sessions are physically and logistically accessible, with a number of meeting times/locations.

HGSF partners with community-based agencies, including schools, rental developments, faith-based organizations, and community centers, to share program information. These partners often provide meeting space for our information sessions and refer potential applicants. Additionally, HGSF advertises on social media, the HGSF website, and in newspapers in order to reach a varied and widespread audience of potential homebuyers. All advertising will display the Equal Opportunity and Equal Access logos.

The demographic breakdown in question #14 is a prediction as HGSF does not begin accepting applications and qualifying potential homebuyers until around the same time that construction begins. All demographic information we collect is self-reported and our categories do not directly match those in this application. The information presented in the

12. Approximately how many moderate, low, very low, and extremely low-income persons will directly benefit from the program/project? Projects that support low-income persons will be prioritized. (Use the income level table found in the Application Guidelines document)

Moderate-Income	<input type="text" value="0"/>
Low-Income	<input type="text" value="409"/>
Very Low-Income	<input type="text" value="0"/>
Extremely Low-Income	<input type="text" value="0"/>

13. How does your organization verify client income? (Income verification is required except if the client is presumed benefit by HUD. Presumed benefit applies to abused children, battered spouses, the elderly, adult persons with serious disabilities, the homeless, illiterate persons, and migrant farm workers.) (Please limit to 3000 characters.)

Applicant families earning up to 80% of Marin County AMI will be considered for ownership via a lottery. Habitat for Humanity Greater San Francisco (HGSF) requests income documents, including W2, 1099, and tax returns from the previous two years, as well as paystubs from the past three-months. HGSF considers all income earners in the household; if a household member does not earn income, they must provide a notarized affidavit stating as such.

Homebuyer applicants provide statements for the previous three months for all bank accounts, including checking, savings, and money market, as well as retirement accounts such as IRA, 401k, and 403(b) accounts. HGSF requests award letters for additional income, such as social security and pension, and compares them directly with bank statements. HGSF may require additional documentation depending on the income source.

Employment, along with pay rate and YTD earnings, is verified by contacting previous and current employers. HGSF requests form 4506T be signed by the applicant and submits it to the IRS, who provides tax return transcripts. HGSF compares these transcripts to applicant-provided tax returns to verify accuracy and mitigate fraud risk.

HGSF consults with a third-party lender who reviews all documentation in the applicant file and performs their own income qualification. Once the families are officially homeowners, HGSF no longer verifies income and changes will not affect homeownership status with HGSF as long as the family continues to make mortgage payments as agreed.

14. Estimate the demographics of moderate, low, very low, and extremely low-income persons who will directly benefit from the program/project.

Ethnic Category	Total Number of Persons	Number of Persons Identifying as Hispanic
American Indian or Alaskan Native	4	0
Asian	132	0
Black or African American	51	2
Native Hawaiian or Other Pacific Islander	19	0
White	136	93
American Indian and White	0	0
Asian and White	8	2
Black and White	8	2
American Indian and Black	0	0
Multi-Racial	51	43
TOTAL	409	142
Female-Headed Households (out of above total)	81	29
Persons with Disabilities (out of above total)	14	5

PROJECT MANAGEMENT & FINANCIAL DATA

15. If funded previously, list past project goals and accomplishments/activities using CDBG/HOME funds. (Please limit to 3000 characters.)

No previous CDBG/HOME funds have been applied for or used on this project. However, HGSF uses CDBG funds on a regular basis for all our projects throughout Marin, San Francisco, and San Mateo counties for new construction and home revitalization work.

16. If your agency has remaining CDBG/HOME funds previously approved, please describe the timeline for expending the fund balance. (Please limit to 3000 characters.)

HGSF does not currently have any CDBG funds previously approved for this or other projects in Marin County.

17. Describe your organization's experience with administering federal grant programs. For Housing and Capital (construction and renovation) projects, what experience do you have with complying with Davis-Bacon prevailing wage requirements? (Please limit to 3000 characters.)

HGSF has extensive experience administering federal grant programs, managing dozens of awards. We currently have six federal awards, received over the last five years, for both our new construction and rehabilitation programs. Habitat specifically uses federal funding, such as CDBG grants, only for acquisition and pre-development activities in order to avoid triggering Davis-Bacon requirements. HOME funds are not typically used. In that HGSF provides sweat equity homeownership opportunities, the construction of our projects is exempt from state laws requiring prevailing wage.

18. Describe who will supervise and manage the project and their past experience with project management. (Please limit to 3000 characters.)

Maureen Sedonaen, CEO - Sedonaen brings 30 years leadership experience &, as CEO, her 1st priority has been to execute an ambitious growth plan to double homebuilding efforts. Prior to HGSF, Sedonaen served as a consultant & advisor for various nonprofits, government initiatives, & other businesses. Previously, Sedonaen was the President & CEO of Goodwill San Francisco, overseeing all administrative, policy, & fiduciary functions of the social enterprise. Before joining Goodwill San Francisco, Sedonaen worked for Revolution Foods as Regional Vice President, overseeing business development & operations. Sedonaen founded & served as President & CEO for The Youth Leadership Institute for 20 years. She serves on the Board of Directors of The Marin Community Foundation & Youth Leadership Institute. Sedonaen was named one of San Francisco Business Times, "Most Influential Women in Bay Area Business" in 2015. Sedonaen has an MBA in Strategic Leadership from Dominican University.

Jen Wilds, CFO - With more than 20 years of finance & operations experience Wilds is responsible for financial management & strategy at HGSF. Prior to HGSF, Wilds served as Vice President of Finance at Hotel Tonight, leading finance, accounting, & IT functions. Previously, Wilds served as the Senior Vice President of Finance for CBS Interactive, where she led a team responsible for forecasting, budgeting, & pricing for more than 35 online brands. Before CBS Interactive, Wilds began her career as an analyst for Capital One Financial Corporation in their Marketing & Analysis & Operations groups. Wilds has an MBA from the Stanford Graduate School of Business.

Peter Dunne, Chief of Real Estate Development - Dunne oversees the real estate development process including acquisitions, entitlements, & high-level management of the project management & construction management teams. During his 25 years experience in the housing industry, he has held key roles in the development or financing of over 100 housing projects resulting in the production of more than 14,000 homes. He is well versed in the full range of housing types, from suburban greenfield development to high-density urban infill. A San Francisco native, Peter earned an MS in Real Estate Development from MIT & holds a LEED AP designation & a California General Contracting license.

Erin Colton, VP Construction - With over 17 years of construction experience with HGSF, Colton is one of our most senior team members. As a former AmeriCorps, Colton has worked on over a dozen multi-family home developments for HGSF, building over 100 homes for families.

Dawn Adams, General Superintendent - Adams has been with HGSF since 2002 & has been involved with the construction of affordable housing developments ranging in size & scope during her HGSF tenure. Starting as an AmeriCorps Construction Crew Leader, Adams has grown along with the affiliate, now managing high-density new construction & our Neighborhood Revitalization program.

19. For Housing and Capital (construction and renovation) projects, list any entitlements, planning approvals, or authorizations that are necessary for the project to proceed and list those already received. (Please limit to 3000 characters.)

The Redwood Blvd. project will require:
 -a general plan amendment
 -rezoning
 -a plan development permit
 -a conditional use permit
 -a vesting tentative tract map
 -approval by the California Public Utilities Commission
 -condo plan approval

20. For Housing and Capital (construction and renovation) projects, what stage are you in? Select the current phase of the proposed.

- Predevelopment
- Planning
- Cost Estimate
- Building

21. For HOME projects: Please describe how you will meet the 25% funding match requirement? (Please limit to 3000 characters.)

HGSF is applying only for CDBG funds, no HOME funds.

22. For HOME projects, are you a CHDO?

23. For Housing and Capital (construction and renovation) projects, what is your project timeline? List program/project objectives and milestones, along with an estimated timetable for reaching them. (The general tasks for a construction project are provided below; please add tasks as needed.)

Task	Date of Completion
Define scope of work/finish design	Apr 1, 2020
Complete planning and environmental review	Oct 1, 2020
Release bid package	Mar 1, 2021
Select contractor	Apr 1, 2021
Finalize contract	May 1, 2021
Obtain building permits	Oct 1, 2021
Start construction	Jun 1, 2021
Complete construction	May 1, 2025

Required Attachments:

A. **Project Budget:** Complete the project budget template provided and submit along with application. If you have a project budget that provides the information requested in the template, you may submit that in-lieu of the template. Please note: the project budget should reflect the total cost of the project NOT just the CDBG/HOME request.

- For Public Service projects: Project budgets should cover a 1-year time period only. Year two funding allocations will be based on the 1-year budget in relation to outcomes achieved and HUD funding levels.
- For Capital/Housing projects: Project budgets should be developed spanning a two-year time period, with specific outcomes and line items associated with each year. If your project has received planning approvals, has an environmental review on file, and is ready to move forward in a 1-year time frame please indicate so.

B. **Organizational Budget:** Upload your organization or fiscal sponsors annual budget.

Attach Project Budget	Attachment_A_Redwood_Blvd_Project_Budget_02052020.xlsx	Remove
Attach Org Budget	Attachment_B_HGSF_FY1920_Agency_Operating_Budget.pdf	Remove
Attach Miscellaneous		Remove

Signer Name Ashley Spooner-Choi

Signer Title Public Funding & DRE Manager

By checking this box, I hereby certify that the information in this application is true and accurate to the best of my knowledge.

By checking this box, I, Ashley Spooner-Choi, certify that all information contained in this application to be true and accurate to the best of my knowledge.

Signed: Thu Feb 06 2020 13:26:58 GMT-0800 (Pacific Standard Time)

Capital and Housing Project Budget Template

Organization Name: HABITAT FOR HUMANITY GREATER SAN FRANCISCO, INC.
Project Title: REDWOOD BLVD

Date: February 5, 2020

INCOME:	Federal Grants Request Year 1	Federal Grants Request Year 2	Other Funding Sources	In Kind	Total Proposed Project Income
<u>Committed</u>					
Foundations:					
Marin Community Foundation			\$ 450,000.00		
<i>(Add rows)</i>					
Government:					
Marin County Housing Trust			\$ 250,000.00		
<i>(Add rows)</i>					
Corporations:					
Legal				\$ 7,857.00	
Dorman Assoc				\$ 11,750.00	
IDS Landscape Arch				\$ 32,878.00	
<i>(Add rows)</i>					
Individual Contributions: (list total):					
Earned Income:					
<i>(Add rows)</i>					
Other (specify):					
<i>(Add rows)</i>					
Subtotal, Committed Income			\$ 700,000.00	\$ 52,485.00	\$ 752,485.00
<u>Uncommitted</u>					
Federal Grants Request-CDBG (this application)	\$ 250,000.00	\$ 250,000.00			
Foundations:					
Tamalpais Pacific Foundation			\$ 100,000.00		
TBD			\$ 2,500,000.00		
<i>(Add rows to list other Foundations)</i>					
Government:			\$ 11,272,575.00		
<i>(Add rows to list other Government agencies)</i>					
Corporations:					
TBD			\$ 3,000,000.00		
<i>(Add rows to list other Corporations)</i>					
Individual Contributions:					
TBD			\$ 2,072,970.00		
<i>(Add rows to list other Contributions)</i>					
Other (specify):					
Internal Capital			\$ 19,877,220.00		
<i>(Add rows to list others)</i>					
Subtotal, Uncommitted Income	\$ 250,000.00	\$ 250,000.00	\$ 38,322,765.00	\$ -	\$ 39,322,765.00
Other					

Earned Income:						
<i>(Add rows)</i>						
Subtotal, Earned Income			\$ -	\$ -	\$ -	
Grand Total Income	\$ 50,000.00	\$ 250,000.00	\$ 39,522,765.00	\$ 52,485.00	\$ 40,075,250.00	

EXPENSES (Add rows to list other expenses)	Federal Grants Request Year 1	Federal Grants Request Year 2	Other Funding Sources	In Kind	Total Proposed Project Expenses
Direct Project Related Expenses					
Acquisition					
Purchase price			\$ -		
Title/Recording/Escrow			\$ 50,000.00		
<i>(Add rows to list other direct project expenses)</i>					
Pre-development					
Architecture & Engineering	\$ 126,250.00	\$ 126,250.00	\$ 517,000.00		
Phase 1 & 2, Geotech	\$ 18,750.00	18,750.00			
Marketing			\$ 75,000.00		
Entitlements/Zoning	\$ 50,000.00	50,000.00			
Insurance	\$ 25,000.00	\$ 25,000.00	\$ 110,000.00		
Permits & Fees	\$ 25,000.00	\$ 25,000.00	\$ 2,511,000.00		
Closing costs & Sales Cost			\$ 273,750.00		
Reprographics	\$ 5,000.00	\$ 5,000.00	\$ 15,000.00		
Property Taxes					
General & Administrative			\$ 6,300,000.00		
Pre-development Contingency			\$ 2,525,750.00		
<i>(Add rows to list other direct project expenses)</i>					
General Development					
Direct Construction - Vertical			\$ 17,897,750.00		
Direct Construction - Horizontal			\$ 6,800,000.00		
Hard cost contingency			\$ 2,500,000.00		
<i>(Add rows to list other specific project expenses)</i>					
Subtotal, Direct Project Related Expenses	\$ 250,000.00	\$ 250,000.00	\$ 39,575,250.00	\$ -	\$ 40,075,250.00
Developer Fee (specify % in column A below)					
7.00%					\$ 35,000.00
Fiscal Sponsorship Fee (specify % in column A below)					
0.00%					\$ -
Grand Total All Expenses					\$ 40,110,250.00



SERVING MARIN, SAN FRANCISCO AND THE PENINSULA

HHGSF BUDGET - BOARD APPROVED		FY20 Ann	Q1	Q2	Q3	Q4
REVENUE						
Community Support/Events		7,652,003	1,314,545	2,189,162	1,589,753	2,558,543
Critical Repair Revenue		30,000	6,500	7,500	9,500	6,500
New Constr. Subsidy		3,796,457	1,245,049	1,672,870	447,288	431,250
Mortgage Payments		1,161,829	293,246	292,500	289,727	286,356
Note Sales/Fwd Commitmt		8,690,880	2,000,000	-	2,000,000	4,690,880
ReStore		177,782	177,782	-	-	-
REVENUE		21,508,951	5,037,122	4,162,032	4,336,268	7,973,529
TOTAL EXPENSES						
G&A		2,122,580	565,810	550,288	527,176	479,306
FUNDRAISING		2,148,972	543,722	652,791	536,530	415,929
TITHE		150,000	37,500	37,500	37,500	37,500
PROGRAMS		4,797,506	1,199,515	1,244,774	1,160,744	1,192,474
RESTORE		498,759	427,168	71,591	-	-
HOME REPURCHASES		612,500	152,500	155,000	152,500	152,500
NEW CONSTRUCTION		15,414,649	2,893,921	3,033,844	4,318,531	5,168,353
TOTAL EXPENSES		25,744,966	5,820,135	5,745,787	6,732,981	7,446,062
Net Income, cash basis		(4,236,015)	(783,013)	(1,583,756)	(2,396,712)	527,466
Cash Balance			9,516,987	7,933,231	5,536,519	6,063,985

Notes: The above is a **cash budget** and does not reflect the following non-cash effects to the financial statements: discounting of pledges, discounting of mortgage receivables. The budgeted annual net income on an accrual basis is shown below.

Net Income, accrual basis	819,754
----------------------------------	----------------



Housing & Federal Grants Division

2020/2021 COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAM APPLICATION FOR FUNDING

1. Indicate type of project. If your project allows, you may apply under multiple categories.

- CDBG Public Services
- CDBG Housing Construction/Acquisition
- CDBG Housing Rehabilitation
- CDBG Public Facilities/Improvements
- HOME Housing Construction/Acquisition
- HOME Housing Rehabilitation

2. Organization (Fiscal Sponsor) General Information

Organization/Agency Name	Homeward Bound of Marin
Mailing Address	1385 North Hamilton Parkway, Novato, CA 94949
Website	https://www.hbofm.org
Organization DUNS#	9 4 9 3 3 7 0 5 9
Executive Director/CEO	Mary Kay Sweeney
Email Address	mksweeney@hbofm.org
Phone	415-382-3363, ext. 201

3. Project General Information

Program/Project Name	Predevelopment and Construction of Veterans and Workforce Housing in Novato
Program/Project Site Address	1385 North Hamilton Parkway, Novato, CA 94949
CDBG/HOME Funding Amount Requested	\$1,200,000
Application Contact Person	Corry Kanzenberg
Title of Contact Person	Development Specialist

Email Address

ckanzenberg@hbofm.org

Phone

415-382-3363, ext. 216

4. Planning Areas Served: Indicate what geographic area the requested funding will serve. Please indicate approximate % of services provided in each area. For Housing projects with current residents, please indicate where your project is located.

Novato

100

San Rafael

0

County Other

0

Total Percentage

100

5. What other County of Marin funding is your organization receiving for this project?

Funding Source	Grant Amount	
N/A	\$0	X

Add Row

6. Organizational Overview: Provide a brief description of your organization including mission, programs, number of clients served, etc. (Please limit to 3000 characters.)

With an overarching goal to end homelessness in Marin County, Homeward Bound’s mission of “opening doors to safety, dignity, hope, and independence,” is underscored by a vision that “everyone deserves a place to call home.”

Founded in 1974, Homeward Bound has grown to become the main provider of shelter and supportive housing for people in Marin experiencing homelessness and pressing poverty, including families, domestic violence survivors, veterans, seniors, and individuals with incarceration histories, disabilities, or mental health issues.

With 16 residential programs ranging from the only year-round emergency shelters in Marin to permanent supportive housing, Homeward Bound serves over 1,100 people annually. We provide an array of services to help people achieve self-sufficiency and advance on their journeys out of homelessness, including financial literacy instruction, benefits access, housing navigation, healthcare linkages, case management, meals, and transit assistance.

7. Project Description: Provide a detailed scope of work including services to be provided and/or development activities to be engaged. Describe how this project will benefit the community. (Please limit to 3000 characters.)

Homeward Bound respectfully requests \$1,200,000 from CDBG and HOME for planning and construction of 50 permanent supportive housing units in Novato. This includes \$200,000 from CDBG for predevelopment activities and \$1,000,000 from HOME for housing construction.

With 24 one-bedroom units for veterans, this project will make Marin one of the first California counties to end veteran homelessness. The development will also create 26 one-bedroom units for people exiting homelessness and entering the local workforce, including five family units.

Together with HUD-VASH and Homeward Bound's VA-GPD program, this project will house Marin’s remaining homeless veterans. The 2019 Marin County Homeless Count and Survey estimates that 99 veterans experience homelessness on any given night in Marin. The survey also showed that 45% of Marin’s homeless veterans have a physically disabling condition and remain homeless for longer periods of time than non-veterans. At Homeward Bound last year, chronically homeless adults represented 84% of all veterans in our programs, making them one of the most vulnerable populations we serve.

The 26 workforce housing units proposed by this project will expand on our existing successful programs for people who are exiting homelessness and becoming self-sufficient through vocational training and employment. This will also strengthen our community workforce by filling local labor needs in Marin.

Working under a 55-year ground lease from the City of Novato, Homeward Bound will first demolish the disused blighted buildings on the 2.8-acre project site, then begin predevelopment and construction. Predevelopment activities will precede a phased construction plan. Construction will begin with site grading and installing utilities infrastructure, followed by construction of the two separate housing structures.

The buildings will each have two floors of housing, a ground-level laundry room, and an office for Homeward Bound to provide on-site program coordinators to deliver case management.

The completed building will benefit the community by helping combat the ongoing affordable housing crisis. Marin remains among the least affordable rental housing markets in the nation (Source: National Low Income Housing Coalition 2019 "Out of Reach" report). This project will provide critically needed affordable housing by adding 50 new units for people exiting homelessness within proximity to public transit, amenities, and services. In addition, this development will be constructed within the existing building landscape of Marin by demolishing blighted and disused structures to create vibrant new homes.

8. For Public Service projects, which community priority does your project align with? (check as many boxes as applicable)

- Housing Support Services
- Children, Youth and Parent Services
- Basic Health Services

9. HUD National Objective to be served (check at least one)

- Activities benefiting low and moderate-income persons. (LMI)
- Activities benefiting low and moderate area. (LMA)
- Activities which aid in the prevention or elimination of slums or blight

10. How will this project Affirmatively Further Fair Housing? (Please limit to 3000 characters.)

This project will affirmatively further fair housing by providing permanent supportive housing to people facing homelessness, many of whom will be members of protected classes. Homeward Bound is committed to affirmative fair housing, treating all housing applicants and program participants equally while providing the same quality of service and equal housing opportunities to all. In addition, Homeward Bound maintains a policy to guide Reasonable Accommodation, with a Director of Housing and Operations who serves as our Section 504 Coordinator to ensure compliance and track Reasonable Accommodation requests. Homeward Bound posts all Equal Opportunity policies on-site and has an established policy to address concerns regarding discrimination. Our agency also affirmatively markets all housing programs throughout Marin County, including the program outlined in this application.

11. Describe how this project will conduct affirmative marketing to members of the Protected Classes under federal fair housing laws. For more information about affirmative marketing, visit the [Marin County Federal Grants website](#) and scroll down to the Affirmative Marketing panel. (Please limit to 3000 characters.)

As with other housing programs operated by Homeward Bound, this project will conduct affirmative marketing activities to members of protected classes through translated materials, housing policies, and service information in both Spanish and English. In addition, we will perform marketing and outreach to non-English speakers and direct outreach to low-income individuals of color who are experiencing homelessness. Services will be provided such as TDD for hearing-impaired persons as well as assistance for people with visual impairments. Our affirmative marketing practices over the years have resulted in some of Marin's most diverse housing programs and we welcome new ideas and partnership opportunities for further improvement and inclusion.

12. Approximately how many moderate, low, very low, and extremely low-income persons will directly benefit from the program/project? Projects that support low-income persons will be prioritized. (Use the income level table found in the Application Guidelines document)

Moderate-Income	<input type="text" value="0"/>
Low-Income	<input type="text" value="0"/>
Very Low-Income	<input type="text" value="5"/>
Extremely Low-Income	<input type="text" value="45"/>

13. How does your organization verify client income? (Income verification is required except if the client is presumed benefit by HUD. Presumed benefit applies to abused children, battered spouses, the elderly, adult persons with serious disabilities, the homeless, illiterate persons, and migrant farm workers.) (Please limit to 3000 characters.)

Client income is verified at point-of-entry into our programs through paycheck stubs, General Assistant/General Relief statements, Social Security Disability Income statements, Supplemental Security Income statements, and benefits documentation from the Veterans Administration.

14. Estimate the demographics of moderate, low, very low, and extremely low-income persons who will directly benefit from the program/project.

Ethnic Category	Total Number of Persons	Number of Persons Identifying as Hispanic
American Indian or Alaskan Native	2	
Asian	1	
Black or African American	13	2
Native Hawaiian or Other Pacific Islander		
White	30	7
American Indian and White		
Asian and White		
Black and White		
American Indian and Black		
Multi-Racial	4	2
TOTAL	50	11
Female-Headed Households (out of above total)	10	3
Persons with Disabilities (out of above total)	35	3

PROJECT MANAGEMENT & FINANCIAL DATA

15. If funded previously, list past project goals and accomplishments/activities using CDBG/HOME funds. (Please limit to 3000 characters.)

In 2018-2019, CDBG provided \$141,008 for expansion and renovation of our Mill Street Center shelter in San Rafael. CDBG represented a key predevelopment resource, covering costs such as architectural and engineering services. This project will increase shelter capacity to 60 beds and provide vital upgrades to ensure continuation of emergency shelter services.

HOME provided \$300,000 in 2018-2019 to renovate a disused Larkspur building and create King Street Senior Housing, a group home for 12 formerly homeless seniors.

From 2012-2016, Homeward Bound received \$1,550,900 from HOME and \$317,729 from CDBG to support development of Oma Village affordable family housing community in Novato, which provides 14 units with affordable rents for families with children.

Combined grants from CDBG and HOME of \$1,091,888 supported construction of our Next Key Center in Novato. The resulting 25 studios for adults, five studios for small families, and three studios for medical respite opened in 2008.

16. If your agency has remaining CDBG/HOME funds previously approved, please describe the timeline for expending the fund balance. (Please limit to 3000 characters.)

All prior CDBG and HOME funds have been expended in their entirety.

17. Describe your organization's experience with administering federal grant programs. For Housing and Capital (construction and renovation) projects, what experience do you have with complying with [Davis-Bacon](#) prevailing wage requirements? (Please limit to 3000 characters.)

Homeward Bound has extensive and long-term experience administering federal grant programs, including Continuum of Care (CoC), Emergency Solutions Grants (ESG), and VA Grant Per Diem (GPD). Homeward Bound's annual CoC grants currently include three Tier 1 awards for 2020 (with two Tier 2 awards pending) totaling \$1,565,189 for permanent supportive housing. Homeward Bound has been awarded ESG grants nearly every year for family shelter. Our organization is re-applying again this year for our annual GPD, which averages approximately \$200,000 annually for veteran-designated transitional housing.

Homeward Bound is familiar with Davis-Bacon, including HUD Form 4010. In 2017, we complied with Davis-Bacon requirements for \$80,000 in CDBG funds to replace the New Beginnings Center floors.

18. Describe who will supervise and manage the project and their past experience with project management. (Please limit to 3000 characters.)

Homeward Bound will oversee and manage this project, having demonstrated successful project management capacity through the timely completion of King Street Senior Housing, Oma Village, the Next Key Center, and the New Beginnings Center. As with all recent past capital projects, Director Mary Kay Sweeney and Deputy Executive Director Paul Fordham will jointly oversee this development, serving as project managers for the activities outlined in this proposal and interfacing with architects, engineers, and contractors.

19. For Housing and Capital (construction and renovation) projects, list any entitlements, planning approvals, or authorizations that are necessary for the project to proceed and list those already received. (Please limit to 3000 characters.)

In December 2019, Homeward Bound secured a 55-year ground lease from the Novato City Council for this project. After analyzing our Phase 1 Environment Assessment, and taking into account other relevant third-party studies, the City of Novato's Planning Department deemed this project CEQA-exempt (California Environmental Quality Act) which will expedite the approvals process. In January 2020, the Design Review Commission approved the project design, including exterior architecture and landscaping. The project will be considered by the Planning Commission for full approval by Spring 2020.

Project drawings and plans have already been developed by Frederic C. Divine Associates. An experienced general contractor will be used to carry out the work.

With prior development experience on housing construction projects in Marin County and the City of Novato, we are confident working through the process of applying for and securing all necessary building/use permits and/or remaining authorizations for this project.

20. For Housing and Capital (construction and renovation) projects, what stage are you in? Select the current phase of the proposed.

- Predevelopment**
- Planning**
- Cost Estimate**

Building

21. For HOME projects: Please describe how you will meet the 25% funding match requirement? (Please limit to 3000 characters.)

The 25% funding match requirement will be met by a grant from Marin Community Foundation.

22. For HOME projects, are you a CHDO?

23. For Housing and Capital (construction and renovation) projects, what is your project timeline? List program/project objectives and milestones, along with an estimated timetable for reaching them. (The general tasks for a construction project are provided below; please add tasks as needed.)

Task	Date of Completion
Define scope of work/finish design	Apr 1, 2020
Complete planning and environmental review	Jun 1, 2020
Release bid package	Feb 1, 2021
Select contractor	Mar 1, 2021
Finalize contract	Apr 1, 2021
Obtain building permits	May 31, 2021
Start construction	Sep 1, 2021
Complete construction	Nov 30, 2022

Required Attachments:

A. **Project Budget:** Complete the project budget template provided and submit along with application. If you have a project budget that provides the information requested in the template, you may submit that in-lieu of the template. Please note: the project budget should reflect the total cost of the project NOT just the CDBG/HOME request.

- For Public Service projects: Project budgets should cover a 1-year time period only. Year two funding allocations will be based on the 1-year budget in relation to outcomes achieved and HUD funding levels.
- For Capital/Housing projects: Project budgets should be developed spanning a two-year time period, with specific outcomes and line items associated with each year. If your project has received planning approvals, has an environmental review on file, and is ready to move forward in a 1-year time frame please indicate so.

B. **Organizational Budget:** Upload your organization or fiscal sponsors annual budget.

Attach Project Budget	Project Budget - Predevelopment and Constrction of Veterans and W	Remove
Attach Org Budget	Homeward Bound of Marin - Annual Operating Budget FY 2019-2020.p	Remove
Attach Miscellaneous	A2.2 - Floor Plan - Veterans Housing.pdf	Remove

Signer Name Corry Kanzenberg

Signer Title Development Specialist

By checking this box, I hereby certify that the information in this application is true and accurate to the best of my knowledge.

By checking this box, I, Corry Kanzenberg, certify that all information contained in this application to be true and accurate to the best of my knowledge.
Signed: Thu Feb 06 2020 13:23:07 GMT-0800 (Pacific Standard Time)

Capital and Housing Project Budget

Homeward Bound of Marin

Pre-Development and Construction of Veterans and Workforce Housing in Novato

Date: Feb 6, 2020

INCOME:	Federal Grants Request Year 1	Federal Grants Request Year 2	Other Funding Sources	In Kind	Total Proposed Project Income
<i>Committed</i>					
Foundations:					
Marin Community Foundation			\$ 200,000.00		
Tamalpais Pacific			\$ 100,000.00		
<i>(Add rows)</i>					
Government:					
<i>(Add rows)</i>					
Corporations:					
<i>(Add rows)</i>					
Individual Contributions: (list total):					
Earned Income:					
<i>(Add rows)</i>					
Other (specify):					
<i>(Add rows)</i>					
Subtotal, Committed Income			\$ 300,000.00	\$ -	\$ 300,000.00
<i>Uncommitted</i>					
Federal Grants Request	\$ 125,000.00	\$ 1,075,000.00			
Foundations:					
Marin Community Foundation			\$ 3,000,000.00		
Other Foundations			\$ 500,000.00		
<i>(Add rows to list other Foundations)</i>					
Government:					
County of Marin			\$ 3,000,000.00		
Veterans Housing and Homelessness Prevention Program			\$ 4,200,000.00		
City of Novato Fee Waivers				\$ 100,000.00	
<i>(Add rows to list other Government agencies)</i>					
Corporations:					
Federal Home Loan Bank Affordable Housing Program			\$ 410,000.00		
<i>(Add rows to list other Corporations)</i>					
Individual Contributions:					
Capital Campaign			\$ 700,000.00		
<i>(Add rows to list other Contributions)</i>					
Other (specify):					
Debt Financing			\$ 12,000,000.00		
<i>(Add rows to list others)</i>					
Subtotal, Uncommitted Income	\$ 125,000.00	\$ 1,075,000.00	\$ 23,810,000.00	\$ 100,000.00	\$ 25,110,000.00
Other					
Earned Income:					
<i>(Add rows)</i>					
Subtotal, Earned Income			\$ -	\$ -	\$ -
Grand Total Income	\$ 125,000.00	\$ 1,075,000.00	\$ 24,110,000.00	\$ 100,000.00	\$ 25,410,000.00

EXPENSES (Add rows to list other expenses)	Federal Grants Request Year 1	Federal Grants Request Year 2	Other Funding Sources	In Kind	Total Proposed Project Expenses
Direct Project Related Expenses					
Acquisition					
Demolition			\$ 350,000.00		
Title/Recording/Escrow			\$ 20,000.00		
Insurance			\$ 150,000.00		
(Add rows to list other direct					
Pre-development					
Engineering (M, E, P, Civil, Energy & Green Consulting)	75,000.00	\$ 75,000.00	\$ 1,260,000.00		
ALTA Land Survey 1%	20,000.00		\$ 160,000.00		
Design 6%	\$ 30,000.00		\$ 1,080,000.00		
Supervision 2%			\$ 360,000.00		
Entitlements/Zoning					
Local Development Impact Fees			\$ 200,000.00	\$ 100,000.00	
General Development					
New Construction		\$ 1,000,000.00	\$ 18,000,000.00		
Hard Cost Contingency 5%			\$ 900,000.00		
Soft Cost Contingency 10%			\$ 288,000.00		
Furnishings/Furniture			\$ 500,000.00		
Development			\$ 578,000.00		
(Add rows to list other specific					
Subtotal, Direct Project Related Expenses	\$ 125,000.00	\$ 1,075,000.00	\$ 23,846,000.00	\$ 100,000.00	\$ 25,146,000.00
Proj Admin Fee (specify % in column A below)					
12.00%					\$ 144,000.00
Fiscal Sponsorship Fee (specify % in column A below)					
10.00%					\$ 120,000.00
Grand Total All Expenses					\$ 25,410,000.00

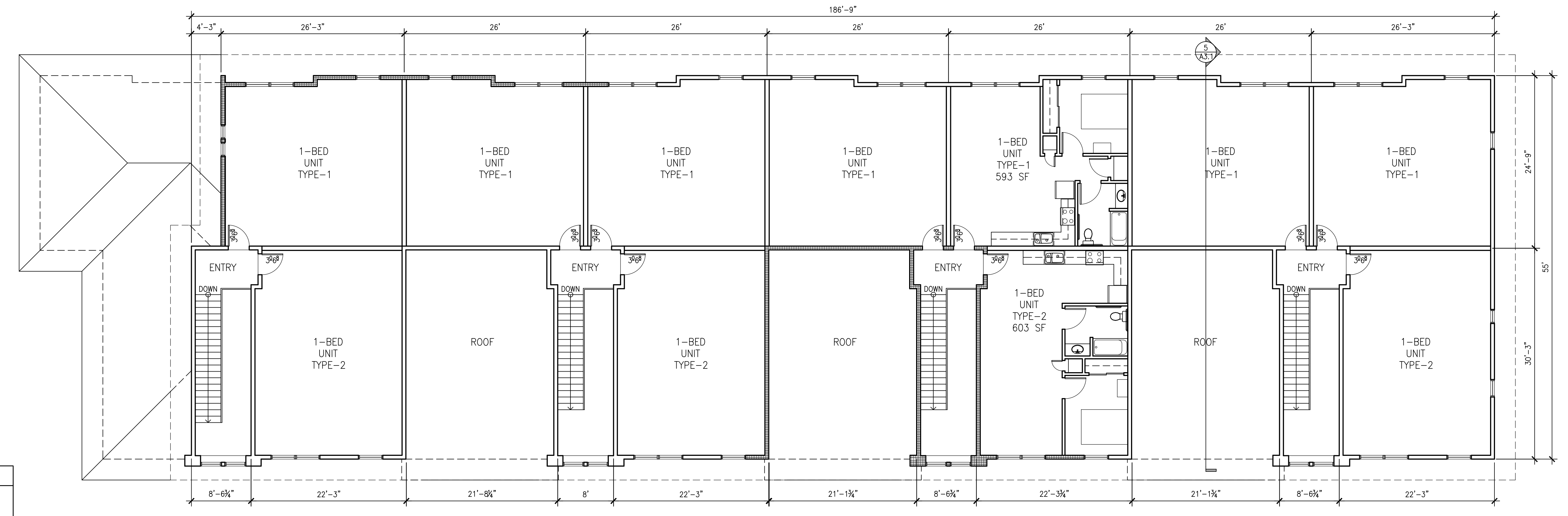
Homeward Bound of Marin

Annual Budget 2019-2020

July 1, 2019 - June 30, 2020

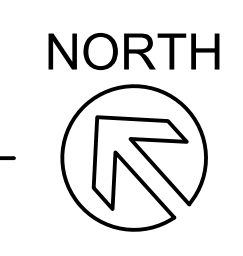
Revenue	Operating	Capital Project Mill Street Center	Combined
Federal Government Income	1,808,609		1,808,609
State Government Income	150,000		150,000
County Government Income	2,548,698		2,548,698
City Government Income	18,000		18,000
Individual Income	950,000		950,000
Foundation Income	788,500		788,500
Corporation Income	319,800		319,800
Contract Income	229,654		229,654
Client Contribution Income	207,400		207,400
Rent Income	975,620		975,620
Washer Dryer Income	17,000		17,000
Halo Product Income	15,000		15,000
Key Room Events Income	439,000		439,000
Key Room Kitchen Rental Income	20,000		20,000
Wagster Dog Treats	120,000		120,000
In-Kind Donations - Transit Vouchers	109,030		109,030
Project Management Developer Income	-	360,000	360,000
Interest Income	1,000	8,640	9,640
Total Revenue	8,717,311	368,640	9,085,951
Expenses			
Admin Labor	1,411,306	280,907	1,692,213
Program Labor	2,103,047		2,103,047
Soc Entrprs Labor	828,196		828,196
Total Labor	4,342,549	280,907	4,623,456
Taxes and Benefits	888,112	54,215	942,327
Office and Admin	437,701	30,000	467,701
Marketing Materials	42,743		42,743
Lease & Utilities	2,124,921		2,124,921
Occupancy and Operating	815,967		815,967
Reserves	33,000	-	33,000
Total Expenses	8,684,993	365,122	9,050,115
Gain or Loss (000)	32,318	3,518	35,836

Revisions	06-20-2019
PROGRESS DRAWINGS	◀◀◀◀◀◀
Date:	02-20-2019
Scale:	As Noted
Drawn:	JMK
Job #:	18049.00
Prototype:	DIVINE



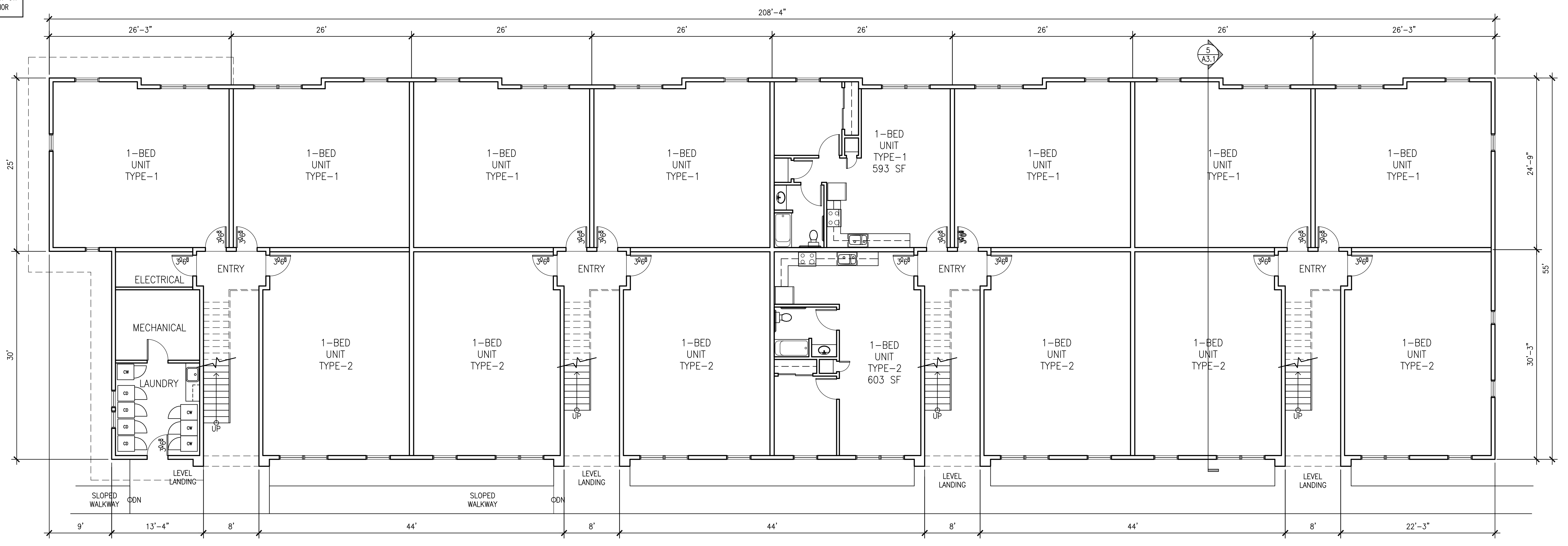
2 FLOOR PLAN - HOUSING - SECOND FLOOR
 FLOOR AREA: 7,113 SF SECOND FLOOR

SCALE: 1/8" = 1'-0"



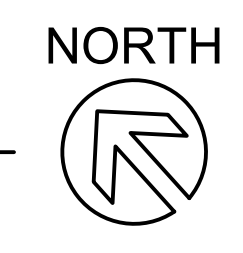
WALL LEGEND

	NEW 2x4 @ 24" O.C. W/ 3/8" TYPE-'X' GYP BD. BOTH SIDES
	NEW 2x4 @ 16" O.C. W/ 3/8" TYPE-'X' GYP BD. BOTH SIDES, RC CHANNEL ONE SIDE PER GA FILE NO. WP 3242
	NEW 2x6 @ 16" O.C. W/ 3/8" TYPE-'X' GYP BD. BOTH SIDES, RC CHANNEL ONE SIDE PER GA FILE NO. WP 3242
	NEW 2x6 @ 16" O.C. W/ 3/8" TYPE-'X' GYP BD. INTERIOR, 1/2" EXT. PLY AT EXTERIOR



1 FLOOR PLAN - HOUSING - FIRST FLOOR
 FLOOR AREA: 10,113 SF FIRST FLOOR

SCALE: 1/8" = 1'-0"









Housing & Federal Grants Division

2020/2021 COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAM APPLICATION FOR FUNDING

1. Indicate type of project. If your project allows, you may apply under multiple categories.

- CDBG Public Services
- CDBG Housing Construction/Acquisition
- CDBG Housing Rehabilitation
- CDBG Public Facilities/Improvements
- HOME Housing Construction/Acquisition
- HOME Housing Rehabilitation

2. Organization (Fiscal Sponsor) General Information

Organization/Agency Name	Marin Center For Independent Living
Mailing Address	710 4th Street
Website	https://www.marincil.org/
Organization DUNS#	1 9 9 6 8 0 7 1 1
Executive Director/CEO	Eli Gelardian
Email Address	eli@marincil.org
Phone	415-459-6245 ext.14

3. Project General Information

Program/Project Name	Residential Access Modification Program
Program/Project Site Address	710 Fourth St. San Rafael, CA 9490
CDBG/HOME Funding Amount Requested	\$120,000
Application Contact Person	Susan Malardino
Title of Contact Person	Deputy Director

Email Address

susan@marincil.org

Phone

415-459-6245 ext 29

4. Planning Areas Served: Indicate what geographic area the requested funding will serve. Please indicate approximate % of services provided in each area. For Housing projects with current residents, please indicate where your project is located.

Novato

25

San Rafael

50

County Other

25

Total Percentage

100

5. What other County of Marin funding is your organization receiving for this project?

Funding Source	Grant Amount	
N/A	\$0	X

Add Row

6. Organizational Overview: Provide a brief description of your organization including mission, programs, number of clients served, etc. (Please limit to 3000 characters.)

MCIL's mission is to assist seniors and persons with all types of disabilities with achieving their maximum level of sustainable independence as contributing, responsible and equal participants in society. We offer Information and referral, Personal Assistant Registry, Benefits Counseling, Housing Preservation Services, Assistive Technology, Home Modifications and Systems Change Advocacy.
 MCIL served over 800 unique clients in 2019

7. Project Description: Provide a detailed scope of work including services to be provided and/or development activities to be engaged. Describe how this project will benefit the community. (Please limit to 3000 characters.)

The Residential Accessibility Modification Program (RAMP) of MCIL serves Marin residents with disabilities by increasing housing accessibility. The majority of clients have orthopedic, visual or hearing impairments, chemical sensitivities HIV+ or AIDS or are frail , elderly people. This program has been in operation for more than 40 years. Services are provided to individuals who are at risk of losing their independence and being confined in nursing homes without the modifications.
 Marin CIL is the only agency in Marin that directly assists people in this manner

8. For Public Service projects, which community priority does your project align with? (check as many boxes as applicable)

Housing Support Services

Children, Youth and Parent Services

Basic Health Services

9. HUD National Objective to be served (check at least one)

Activities benefiting low and moderate-income persons. (LMI)

Activities benefiting low and moderate area. (LMA)

Activities which aid in the prevention or elimination of slums or blight

10. How will this project Affirmatively Further Fair Housing? (Please limit to 3000 characters.)

Marin County's population is rapidly aging and as a consequence, rapidly aging into disability. Currently a third of the population in Marin are older adults, representing the fastest growing rate for seniors in any county in the state of California. Presently Marin has 64,939 older adults and individuals with disabilities enrolled in Medicare and 9,200 individuals enrolled in Medi-Cal. However, despite our significant aging and disabled population, there are limited options for housing.

Another change in our county is in the financial incentives to support community-based living compared to acute or post-acute care. The median monthly cost of a skilled nursing facility bed in Marin is over \$6000 a month, while the combined median monthly cost of in home personal assistants and an individual's social security benefits is less than \$2000. Living safely and independently in the home with community supports is critical to both the emotional and financial health of our community members and the County.

The need for a coordinated and systematized approach to serving individuals at risk of entering long term care facilities can never be more present. The lack of long term care facilities, lack of affordable housing and the fact that many seniors' desire to "age in place" makes it even more critical to help individuals in Marin County remain safely in their homes. With the combined efforts of MCIL's Residential Access Modification Program and other safety net services, we will be able to support our community members to live independently with greater dignity and quality of life.

11. Describe how this project will conduct affirmative marketing to members of the Protected Classes under federal fair housing laws. For more information about affirmative marketing, visit the [Marin County Federal Grants website](#) and scroll down to the Affirmative Marketing panel. (Please limit to 3000 characters.)

All consumers of MCIL are people with disabilities, a protected class, as defined by HUD. In addition MCIL engages in outreach to under served communities. MCIL participates in the Aging Action Initiative and is a partner in the Green and Healthy Homes Project.

MCIL will continue to outreach to under served communities in Marin County

12. Approximately how many moderate, low, very low, and extremely low-income persons will directly benefit from the program/project? Projects that support low-income persons will be prioritized. (Use the income level table found in the Application Guidelines document)

Moderate-Income

Low-Income

Very Low-Income

Extremely Low-
Income

10

13. How does your organization verify client income? (Income verification is required except if the client is presumed benefit by HUD. Presumed benefit applies to abused children, battered spouses, the elderly, adult persons with serious disabilities, the homeless, illiterate persons, and migrant farm workers.) (Please limit to 3000 characters.)

MCIL's intake process for RAMP requests any one of the following to verify income: Social Security award letter for the current year ,recent bank statement noting automatic deposit from Social Security or other income or most current 1040 Federal Income Tax Return

14. Estimate the demographics of moderate, low, very low, and extremely low-income persons who will directly benefit from the program/project.

Ethnic Category	Total Number of Persons	Number of Persons Identifying as Hispanic
American Indian or Alaskan Native	5	
Asian	5	
Black or African American	20	
Native Hawaiian or Other Pacific Islander	5	
White	20	
American Indian and White	10	
Asian and White	5	
Black and White	10	
American Indian and Black	10	
Multi-Racial	10	
TOTAL	100	
Female-Headed Households (out of above total)	60	
Persons with Disabilities (out of above total)	100	

PROJECT MANAGEMENT & FINANCIAL DATA

15. If funded previously, list past project goals and accomplishments/activities using CDBG/HOME funds. (Please limit to 3000 characters.)

MCIL has been providing the Residential Access Modification Program for the past 40 years. Increasingly we are serving older adults who are aging in to disability who require home modification to live safely in their homes. In the past 5 years the program has served approximately 30 individuals and families with home access modifications ranging from grab bar installations, stair lifts, ramps and bathroom widening. These modifications have specifically provided to low income individuals who do not have the resources to complete them on their own. Through the consumer surveys our consumers have reported that their home access modifications have significantly improved

overall quality of life, ability to perform activities of daily living and to engage in community activities

16. If your agency has remaining CDBG/HOME funds previously approved, please describe the timeline for expending the fund balance. (Please limit to 3000 characters.)

MCIL plans to use the remaining funds by completing the remaining project in 1-3 months

17. Describe your organization's experience with administering federal grant programs. For Housing and Capital (construction and renovation) projects, what experience do you have with complying with Davis-Bacon prevailing wage requirements? (Please limit to 3000 characters.)

For over 30 years MCIL has managed grants for independent living services. These grants have been administered by the Department of Education and the Administration on Community Living. The organization has complied with all Federal regulations, fiscal policies and programmatic requirements. Each year the agency undergoes an Annual Audit performed by an outside CPA. MCIL has never fallen out of compliance with our Federal Funders. MCIL adheres to Davis-Bacon by ensuring that all contractors are current on their licensing and adhere to the local (Marin) prevailing wages and fringe benefits requirements.

18. Describe who will supervise and manage the project and their past experience with project management. (Please limit to 3000 characters.)

Tonique McNair will oversee the project. Tonique McNair has been with MCIL for over 3 years managing RAMP. MCIL has an intake process for all new consumers. Tonique meets with each consumer to develop their goal as part of their Independent Living Plan. Once the scope of work is determined, Tonique will contact the appropriate contractors and/ or vendors to acquire bids for the project. Once the bids are in, she will review them and select the best suited contractor/vendor for the project. Once all the required documentation is received, she will submit to CDBG for approval.

19. For Housing and Capital (construction and renovation) projects, list any entitlements, planning approvals, or authorizations that are necessary for the project to proceed and list those already received. (Please limit to 3000 characters.)

Typically our projects do not require additional authorizations however, if authorization should be required this is usually the responsibility of the contractor that is selected for the project.

20. For Housing and Capital (construction and renovation) projects, what stage are you in? Select the current phase of the proposed.

- Predevelopment
- Planning
- Cost Estimate
- Building

21. For HOME projects: Please describe how you will meet the 25% funding match requirement? (Please limit to 3000 characters.)

N/A

22. For HOME projects, are you a CHDO?

23. For Housing and Capital (construction and renovation) projects, what is your project timeline? List program/project objectives and milestones, along with an estimated timetable for reaching them. (The general tasks for a construction project are provided below; please add tasks as needed.)

Task	Date of Completion
Define scope of work/finish design	
Complete planning and environmental review	
Release bid package	
Select contractor	
Finalize contract	
Obtain building permits	
Start construction	
Complete construction	

Required Attachments:

- A. Project Budget: Complete the project budget template provided and submit along with application. If you have a project budget that provides the information requested in the template, you may submit that in-lieu of the template. Please note: the project budget should reflect the total cost of the project NOT just the CDBG/HOME request.
- For Public Service projects: Project budgets should cover a 1-year time period only. Year two funding allocations will be based on the 1-year budget in relation to outcomes achieved and HUD funding levels.
 - For Capital/Housing projects: Project budgets should be developed spanning a two-year time period, with specific outcomes and line items associated with each year. If your project has received planning approvals, has an environmental review on file, and is ready to move forward in a 1-year time frame please indicate so.

B. Organizational Budget: Upload your organization or fiscal sponsors annual budget.

Attach Project Budget	CDBG Housing and Capital Service Project Budget MCIL 2.5.20.xlsx	Remove
Attach Org Budget	19 20 MCIL Budget-2.pdf	Remove
Attach Miscellaneous		Remove

Signer Name Susan Malardino

Signer Title

Deputy Director

By checking this box, I hereby certify that the information in this application is true and accurate to the best of my knowledge.

By checking this box, I, Susan Malardino, certify that all information contained in this application to be true and accurate to the best of my knowledge.

Signed: Wed Feb 05 2020 16:51:39 GMT-0800 (Pacific Standard Time)

Capital and Housing Project Budget Template

Organization Name: Marin Center for Independent Living
Project Title: Residential Access Modification Program

February 05,2020

INCOME:	Federal Grants Request Year 1	Federal Grants Request Year 2	Other Funding Sources	In Kind	Total Proposed Project Income
<u>Committed</u>					
Foundations:					
<i>(Add rows)</i>					
Government:					
<i>(Add rows)</i>					
Corporations:					
<i>(Add rows)</i>					
Individual Contributions: (list total):					
Earned Income:					
<i>(Add rows)</i>					
Other (specify):					
<i>(Add rows)</i>					
Subtotal, Committed Income			\$ -	\$ -	\$ -
<u>Uncommitted</u>					
Federal Grants Request	\$ 60,000.00	\$ 60,000.00			
Foundations:					
<i>(Add rows to list other Foundations)</i>					
Government:					
<i>(Add rows to list other Government agencies)</i>					
Corporations:					
<i>(Add rows to list other Corporations)</i>					
Individual Contributions:					
<i>(Add rows to list other Contributions)</i>					
Other (specify):					
<i>(Add rows to list others)</i>					
Subtotal,Uncommitted Income			\$ -	\$ -	\$ -
Other					
Earned Income:					
<i>(Add rows)</i>					
Subtotal, Earned Income			\$ -	\$ -	\$ -
Grand Total Income	\$ -		\$ -	\$ -	\$ -

EXPENSES (Add rows to list other expenses)	Federal Grants Request Year 1	Federal Grants Request Year 2	Other Funding Sources	In Kind	Total Proposed Project Expenses
Direct Project Related Expenses					
Acquisition					
Purchase price					
Title/Recording/Escrow					
<i>(Add rows to list other direct project expenses)</i>					
Pre-development					
Architecture & engineering					
Phase 1					
Market Study					
Entitlements/Zoning					
<i>(Add rows to list other direct project expenses)</i>					
General Development					
Home modification - materials	\$ 50,000.00	\$ 50,000.00			
Home modification - labor	\$ 10,000.00	\$ 10,000.00			
Subtotal, Direct Project Related Expenses	\$ 60,000.00	\$ 60,000.00	\$ -	\$ -	\$ 120,000.00
Developer Fee (specify % in column A below)					
0.00%					\$ -
Fiscal Sponsorship Fee (specify % in column A below)					
0.00%					\$ -
Grand Total All Expenses					\$ 120,000.00

19 - 20 BUDGET - Approved 7/31/2019

Income	19-20
Dept of Rehab	406,483
Dept of Rehab VIIB	214,916
ACL	80,911
Division of Aging - AR	22,200
Aging & Adult Services - A&D Serv Coord	35,000
Attn Referral Program	25,000
To Celebrate Life - BC	34,500
MGH- Access to Benefits	25,000
MCF-Safety Net Services	25,000
Cal Fresh (CoM)	32,845
Cal Fresh (DoR)	36,234
Contracts	10,000
Donations	41,082
Outreach / Angels by the Bay	350,000
Outreach / Fashion Show	35,000
Rental Inc	83,400
AHEAD. One time	50,000
CDBG Coomunity Dev Block Grant	18,000
FHOM/Spanos	20,000
Bob Roberts C A Fund	10,000
Dept of Rehab -NHT	20,000
Total Income	1,575,571
Personnel	19-20
Salary	913,653
Fringe	238,066
Total Salary & Fringe	1,151,719
Operating	19-20
Taxes/Fees	7,000
Utilities - Up	2,950
Utilities - Down	7,000
Bldg Maint - Up	3,000
Bldg Maint - Down	4,500
Property Mgmt	6,600
Rental Fees	2,500
Equip Maint	4,000
General Insurance	11,000
Supplies	11,558
Marketing/Branding	14,244
Telephone	12,000
Postage	9,000
Printing	7,000
Audit/Tax Prep	12,500
Professional Fees	40,000
Equip Lease	8,000
Trvl/Mileage/Lodging	7,000
Staff Dev/Trng	10,000
Dues/Bks/Sub	12,000
Equipment/Software	1,000
Outreach events Attended	8,000
Outreach Angels by the Bay Expenses	45,000
Outreach Fashion Show Expenses	20,000
AHEAD	50,000
CDBG	18,000
FHOM/Spanos	20,000
BR CA Fund	10,000
TCL BCER Fund	30,000
NHT	20,000
Apartment Reserve Account for Major repairs	10,000
Total Operating	423,852
Total Pers & Oper	1,575,571
Balance	0



Housing & Federal Grants Division

2020/2021 COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAM APPLICATION FOR FUNDING

1. Indicate type of project. If your project allows, you may apply under multiple categories.

- CDBG Public Services
- CDBG Housing Construction/Acquisition
- CDBG Housing Rehabilitation
- CDBG Public Facilities/Improvements
- HOME Housing Construction/Acquisition
- HOME Housing Rehabilitation

2. Organization (Fiscal Sponsor) General Information

Organization/Agency Name	HOUSING AUTHORITY OF THE COUNTY OF MARIN
Mailing Address	4020 Civic Center Drive, San Rafael, CA, 94903
Website	www.marinhousing.org
Organization DUNS#	3 7 8 7 1 8 5 2
Executive Director/CEO	Lewis A. Jordan
Email Address	ljordan@marinhousing.org
Phone	(415) 491-2525

3. Project General Information

Program/Project Name	Residential Rehabilitation Loan Program (RLP)
Program/Project Site Address	4020 Civic Center Drive, San Rafael, CA, 94903
CDBG/HOME Funding Amount Requested	\$750,000
Application Contact Person	Carmen Hall Soruco
Title of Contact Person	Manager, Homeownership Programs

Email Address

csoruco@marinhousing.org

Phone

(415) 491-2532

4. Planning Areas Served: Indicate what geographic area the requested funding will serve. Please indicate approximate % of services provided in each area. For Housing projects with current residents, please indicate where your project is located.

Novato

28

San Rafael

26

County Other

46

Total Percentage

100

5. What other County of Marin funding is your organization receiving for this project?

Funding Source	Grant Amount	
LPP	\$450,000	X
CoordinEntry, MovinOn	\$334,000	X
S+C Admin	\$662,000	X

Add Row

6. Organizational Overview: Provide a brief description of your organization including mission, programs, number of clients served, etc. (Please limit to 3000 characters.)

The Marin Housing Authority (MHA) is a public corporation created pursuant to the Health and Safety Code of the State of California, governed by local county government and principally funded by the federal Department of Housing and Urban Development.

The mission of MHA is to assist low to moderate-income people secure and maintain decent, safe and sanitary affordable housing. MHA serves thousands of people through a wide range of programs and services, including public housing for families, seniors and the disabled, housing choice vouchers (Section 8), supportive housing services for special needs populations, family self-sufficiency services, rental deposit assistance, financial and technical assistance and counseling for low to moderate income first-time home buyers and low-interest home repair loans for extremely-low to low-income homeowners.

MHA is one of Marin County's largest providers of affordable housing, operating over 500 owned housing units (300 units for families and 200 units for seniors and the disabled) and over 2100 Section 8 vouchers used in privately owned rental apartments throughout the community. MHA also administers the Below Market Rate home ownership program with a portfolio of 342 units throughout the County (except Novato) and manages the Residential Rehabilitation Loan Program that has repaired and upgraded over 800 homes in Marin County.

7. Project Description: Provide a detailed scope of work including services to be provided and/or development activities to be engaged. Describe how this project will benefit the community. (Please limit to 3000 characters.)

The Residential Rehabilitation Loan Program (RLP) provides home repair and property improvement loans throughout Marin County to low, very low and extremely low-income owner-occupants who cannot access regular lending resources due to type of housing or lack of sufficient income. Loans can be made for repairs to single family

homes, condominiums (including Below Market Rate units), floating homes docked in approved berths, mobile homes in mobile home parks, and non-profit group homes serving special populations.

Low interest loans of up to \$35,000 are provided to complete necessary and urgent home repairs, correct substandard housing conditions, eliminate health and safety hazards and legalize and/or create second units. Loan terms are tailored to the individual circumstances of each borrower and can be set up with fully amortized, interest-only or deferred payments, due upon sale of the home.

Typical work undertaken includes the repair or upgrading of existing plumbing, heating and electrical systems, roof repair or replacement, correction of foundation, drainage, dry rot and termite related problems, emergency and/or storm related repairs, energy efficiency measures such as window retrofits, ADA accessibility improvements and the remediation of trip and fall hazards in the home. In addition, a rehab loan may be used by condominium owners to pay HOA Special Assessments for the correction of construction defects or needed maintenance.

Funding is requested to cover the administrative costs of the program as well as augment the revolving loan fund from which loans are made.

8. For Public Service projects, which community priority does your project align with? (check as many boxes as applicable)

- Housing Support Services**
- Children, Youth and Parent Services**
- Basic Health Services**

9. HUD National Objective to be served (check at least one)

- Activities benefiting low and moderate-income persons. (LMI)**
- Activities benefiting low and moderate area. (LMA)**
- Activities which aid in the prevention or elimination of slums or blight**

10. How will this project Affirmatively Further Fair Housing? (Please limit to 3000 characters.)

The Rehab Loan Program provides equal access to home repair loans for all very-low and extremely-low homeowners in Marin County regardless of personal characteristics such as race or national origin and regardless of neighborhood or community. This addresses and mitigates disparities in access to opportunity and ensures that that all of our homeowners can maintain their homes in decent, safe and accessible condition.

In addition, Rehab Loans can be used to legalize and/or create second units to help homeowners generate needed income or house caregivers or low-income tenants. The rents for these units must be maintained at affordable levels, allowing low-income tenants to rent in previously unaffordable areas which expands their housing choices, offers improved educational, employment and transportation opportunities and contributes to the integration and diversity of our communities. There are currently two second units under construction in Marin City.

By lending to low-income homeowners who would otherwise be unable to qualify for conventional funding, the Rehab Loan Program also allows long-term residents to remain in their homes and "age in place" rather than being forced to sell and contributing to the gentrification of low-income communities.

11. Describe how this project will conduct affirmative marketing to members of the Protected Classes under federal fair housing laws. For more information about affirmative marketing, visit the [Marin County Federal Grants website](#) and scroll down to the Affirmative Marketing panel. (Please limit to 3000 characters.)

The Rehab Loan Program makes every effort to market to homeowners in areas that are made up predominantly of members of the protected classes and who are least likely to apply for the program. Presentations, workshops and

outreach are conducted in Marin City, the Canal area and downtown Novato as well as through local building departments and non-profit agencies serving targeted populations.

Spanish language public service radio announcements are made and targeted outreach to homeowners in the Canal area mailed out in both English and Spanish. Rehab Loan Program brochures have been translated into Spanish and LEP persons can be assisted with oral interpretation and written translation by bilingual staff (English/Spanish). LEP persons proficient in other languages can be served through Marin Housing's telephone service lines interpreter.

12. Approximately how many moderate, low, very low, and extremely low-income persons will directly benefit from the program/project? Projects that support low-income persons will be prioritized. (Use the income level table found in the Application Guidelines document)

Moderate-Income	<input type="text" value="0"/>
Low-Income	<input type="text" value="3"/>
Very Low-Income	<input type="text" value="63"/>
Extremely Low-Income	<input type="text" value="37"/>

13. How does your organization verify client income? (Income verification is required except if the client is presumed benefit by HUD. Presumed benefit applies to abused children, battered spouses, the elderly, adult persons with serious disabilities, the homeless, illiterate persons, and migrant farm workers.) (Please limit to 3000 characters.)

The Rehab Loan Program requires the following documentation to verify income:

- 1) Most current Federal Tax Return with W-2s attached
- 2) Last two years of Federal Tax Returns, if self-employed
- 3) Most recent month's worth of pay stubs
- 4) SSI and/or SSA benefit statement
- 5) Unemployment benefit statement
- 6) Retirement or pension payment statement
- 7) Alimony or child support payment copies
- 8) Two most recent bank statements of all asset accounts

14. Estimate the demographics of moderate, low, very low, and extremely low-income persons who will directly benefit from the program/project.

Ethnic Category	Total Number of Persons	Number of Persons Identifying as Hispanic
American Indian or Alaskan Native		
Asian	12	
Black or African American	14	
Native Hawaiian or Other Pacific Islander	1	
White	78	2
American Indian and White		
Asian and White		
Black and White		
American Indian and Black		
Multi-Racial		
TOTAL	105	2
Female-Headed Households (out of above total)	55	
Persons with Disabilities (out of above total)	18	

PROJECT MANAGEMENT & FINANCIAL DATA

15. If funded previously, list past project goals and accomplishments/activities using CDBG/HOME funds. (Please limit to 3000 characters.)

Since its inception 45 years ago, the Rehab Loan Program has processed 1,540 applications and funded over 900 loans totaling \$16,808,714. These loans have helped maintain Marin's housing stock in decent and safe condition, allowed low-income homeowners to maintain and remain in their homes, prevented the loss of housing for low-income households by creating second units to provide much-needed income, created rent-restricted affordable units for Section 8 and low-income tenants and provided a source of funds for mobile homes and floating homes typically unable to access conventional means of financing.

Rehab loans have replaced numerous roofs, dry-rotted decks and siding, water heaters, furnaces, appliances, windows and flooring; installed ADA accessibility measures and energy efficiency upgrades and performed drainage and septic systems repairs. In addition to actual loan funds, the Rehab Loan Program offers technical assistance to borrowers as well as management and oversight during the construction process. Funds are released directly to the contractors (or to the homeowners as reimbursement) as the project progresses and work is completed satisfactorily and with any required local permits.

16. If your agency has remaining CDBG/HOME funds previously approved, please describe the timeline for expending the fund balance. (Please limit to 3000 characters.)

The Rehab Loan Program CDBG contract for the 2019/2020 was just approved by the Board of supervisors with a

total allocation of \$316,802. Invoices totaling \$109,424 have been submitted and were approved for payment. This will leave a balance of \$207,377 which will be expended by the end of the contract year, June 2020, at the rate of \$18,000-\$20,000 per month for administrative expenses with the balance expended for actual rehab loan fundings.

Since 1974, when the Rehab Loan Program first received CDBG funding, all funds have always been expended in a timely manner.

17. Describe your organization's experience with administering federal grant programs. For Housing and Capital (construction and renovation) projects, what experience do you have with complying with Davis-Bacon prevailing wage requirements? (Please limit to 3000 characters.)

The Marin Housing Authority has administered and currently administers numerous federal grant programs including the Housing Choice Voucher Program, the Shelter+Care Program, the Family Self Sufficiency Program, the Housing Opportunities for People With Aids Program, the Continuum of Care, etc.

18. Describe who will supervise and manage the project and their past experience with project management. (Please limit to 3000 characters.)

Carmen Hall Soruco is the manager of the Home Ownership Programs Department for the Marin Housing Authority where she has worked for over eighteen years. The Department administers the Residential Rehabilitation Loan Program for low-income homeowners as well as the Below Market Rate Homeownership Program for first-time home buyers, the Mortgage Credit Certificate Program, and various down payment assistance programs.

Ms. Soruco is a graduate of UC Berkeley and studied at the University of Madrid, Spain. She has worked as a social worker, community programs director, home mortgage lender, real estate appraiser, and licensed general contractor and is bilingual in English and Spanish.

19. For Housing and Capital (construction and renovation) projects, list any entitlements, planning approvals, or authorizations that are necessary for the project to proceed and list those already received. (Please limit to 3000 characters.)

Not Applicable.

20. For Housing and Capital (construction and renovation) projects, what stage are you in? Select the current phase of the proposed.

- Predevelopment
- Planning
- Cost Estimate
- Building

21. For HOME projects: Please describe how you will meet the 25% funding match requirement? (Please limit to 3000 characters.)

Not Applicable.

22. For HOME projects, are you a CHDO?

23. For Housing and Capital (construction and renovation) projects, what is your project timeline? List program/project objectives and milestones, along with an estimated timetable for reaching them. (The general tasks for a construction project are provided below; please add tasks as needed.)

Task	Date of Completion
Define scope of work/finish design	
Complete planning and environmental review	
Release bid package	
Select contractor	
Finalize contract	
Obtain building permits	
Start construction	
Complete construction	

Required Attachments:

A. Project Budget: Complete the project budget template provided and submit along with application. If you have a project budget that provides the information requested in the template, you may submit that in-lieu of the template. Please note: the project budget should reflect the total cost of the project NOT just the CDBG/HOME request.

- For Public Service projects: Project budgets should cover a 1-year time period only. Year two funding allocations will be based on the 1-year budget in relation to outcomes achieved and HUD funding levels.
- For Capital/Housing projects: Project budgets should be developed spanning a two-year time period, with specific outcomes and line items associated with each year. If your project has received planning approvals, has an environmental review on file, and is ready to move forward in a 1-year time frame please indicate so.

B. Organizational Budget: Upload your organization or fiscal sponsors annual budget.

Attach Project Budget	<input type="text"/>	Remove
Attach Org Budget	<input type="text"/>	Remove
Attach Miscellaneous	<input type="text"/>	Remove

Signer Name

Signer Title

By checking this box, I hereby certify that the information in this application is true and accurate to the best of my knowledge.

By checking this box, I, Carmen Hall Soruco, certify that all information contained in this application to be true and accurate to the best of my knowledge.

Signed: Fri Feb 07 2020 14:06:22 GMT-0800 (Pacific Standard Time)

	B	C	D	E	F	G	H	I	J	K	
1	Project Budget Template										
2	Organization Name:		HOUSING AUTHORITY OF THE COUNTY OF MARIN								
3	Project Title:		RESIDENTIAL REHABILITATION LOAN PROGRAM								
4	Date:		NOVEMBER 15, 2018								
5						Federal Grants Request:					
6	INCOME:			FY 20 - 21	FY 21 - 22	FY 20 - 22 (Two-Year) Total		Other Funding Sources	In Kind	Total Proposed Project Income	
7	Committed										
8	Foundations:										
9	<i>(Add rows)</i>										
10	Government:										
11	<i>(Add rows)</i>										
12	Corporations:										
13	<i>(Add rows)</i>										
14	Individual Contributions: (list total) :										
15	Earned Income:										
16	<i>(Add rows)</i>										
17	Other (specify):										
18	<i>(Add rows)</i>										
19	Subtotal, Committed Income								-	-	-
20	Uncommitted										
21	Other (specify):										
22	Federal Grants Request			425,000	325,000	750,000					
23	Other Foundations:										
24											
25	Government:										
26											
27	Corporations:										
28											
29	Individual Contributions:										
30	Subtotal, Uncommitted Income								-	-	-
31	Other										
32	Earned Income:										
33	<i>(Add rows)</i>										
34	Subtotal, Earned Income								-	-	-
35	Grand Total Income			425,000	325,000	750,000		-	-	425,000	
36											
37	EXPENSES (Add rows to list other expenses)			FY 20 - 21	FY 21 - 22	FY 20 - 22 (Two-Year) Total		Other Funding Sources	In Kind	Total Proposed Project Income	
38	Personnel Expenses										
40	Program Director	(% FTE: 1.0)	Soruco, Carmen Hall - 50%	50,000	50,000	100,000				100,000	
41	Admin. Assistant	(% FTE: .5)	Kazarian, Carol - 30%	20,000		20,000				20,000	
42	Admin. Assistant		New - 50% - 6 months 1st Yr	16,500	33,000	49,500				49,500	
43	Program Assistant		Rich - 50%	23,000	23,000	46,000				46,000	
44	Cal Pers Unfunded Liability			-	-	-				-	
45	Benefits	(@%: 9.5)		51,119	52,000	103,119				103,119	
46	Subtotal Salaries and Benefits			160,619	158,000	318,619		-	-	318,619	
47	Contracted Services										
48	Professional Fees - Legal			-	-	-				-	
49	Project Consultant		Lovette, Stephanie	20,800	20,800	41,600				41,600	
50	Subtotal Contracted Services			20,800	20,800	41,600		-	-	41,600	
51	Direct Project Related Expenses										
52	Rent, Utilities - Central Office		Manual Input	-	-	-				-	
53	Audit fees			1,000	1,000	2,000				2,000	
54	Supplies			1,150	1,150	2,300				2,300	
55	Computer Maintenance			6,500	6,500	13,000				13,000	
56	Travel			-	-	-				-	
57	Professional Development		Training	165	165	331				331	
58	Marketing			-	-	-				-	
59	Other			4,466	4,466	8,931				8,931	
60	Subtotal, Direct Project Related Expenses			13,281	13,281	26,562		-	-	26,562	
61	Indirect Expense (specify % in column A below)										
62	Central Office Costs - Management Fees			70,000	70,000	140,000				140,000	
63	Subtotal, Indirect Expense			70,000	70,000	140,000		-	-	140,000	
64	Fiscal Sponsorship Fee (specify % in column A below)										
65											
66	Grand Total All Expenses			264,700	262,081	526,781		-	-	526,781	
67											
68	Direct Rehab Loans			112,500	112,500	225,000				225,000	
69											
70	GRAND TOTAL CBDG REQUEST			377,200	374,581	751,781		-	-	751,781	

		FY 2020
		CDBG
		cdbg_adm
3400-00-000	GRANT INCOME	
3417-00-000	Grant Income County	260,000
3499-00-000	TOTAL GRANT INCOME	260,000
3600-00-000	OTHER INCOME	
3611-01-000	Investment Income Unrestricted	1,200
3612-00-000	Mortgage Interest Income	-
3650-00-000	Miscellaneous Other Income	-
3680-02-000	Loan Setup Fee	3,500
3699-00-000	TOTAL OTHER INCOME	4,700
3999-00-000	TOTAL INCOME	264,700
4000-00-000	EXPENSES	
4100-00-000	ADMINISTRATIVE	
4100-99-000	Administrative Salaries	
4110-00-000	Administrative Salaries-Direct	108,634
4110-03-000	Compensated Absences	3,326
4110-04-000	Administrative Benefit	40,837
4110-05-000	Fed ER-Paid Tax Expense	5,388
4110-06-000	CA ER-Paid Tax Expense	550
4110-07-000	Adm WorkComp Benefits	440
4110-08-000	Other Post Employment Benefit	1,444
4110-09-000	Pension Expense (GASB 68) Adm	-
4110-99-000	Total Administrative Salaries	160,619
4130-00-000	Legal Expense	
4130-04-000	General Legal Expense	-
4131-00-000	Total Legal Expense	-
4139-00-000	Other Admin Expenses	
4140-00-000	Staff Training	165
4150-00-000	Travel	-
4171-00-000	Audit	1,000
4173-00-000	COCC-Management Fee	70,000
4182-00-000	Contract Labor - Legal	20,800
4189-00-000	Total Other Admin Expenses	91,965
4190-00-000	Miscellaneous Admin Expenses	
4190-01-000	Membership and Fees	170
4190-04-000	Office Supplies	1,150
4190-06-000	Computer Parts	6,500
4190-07-000	Telephone	360
4190-08-000	Postage	13
4190-10-000	Copiers	138
4190-11-000	Printer Supplies	600

		CDBG
4190-18-000	Small Office Equipment	600
4190-20-000	Bank Fees	-
4190-22-000	Other Misc Admin Expenses	260
4191-00-000	Total Miscellaneous Admin Expenses	9,791
4199-00-000	TOTAL ADMINISTRATIVE EXPENSES	262,375
4430-00-000	Contract Costs	
4430-99-000	Contract Costs-Other	600
4439-00-000	Total Contract Costs	600
4499-00-000	TOTAL MAINTENACE EXPENSES	600
4500-00-000	GENERAL EXPENSES	
4510-10-000	Property Insurance	580
4510-20-000	Liability Insurance	1,100
4570-01-000	Bad Debt-Other	-
4586-00-000	Opt Reserve Exp	-
4587-00-000	Loan Mgmt. & Setup Costs	45
4599-00-000	TOTAL GENERAL EXPENSES	1,725
8000-00-000	TOTAL EXPENSES	264,700
9000-00-000	NET INCOME	-

Property	Name	%	Annual Salary	Benefit		Total
bmr	Kazarian, Carol	70%	46,388	24,562	53%	70,950
	New	50%	16,567	8,772		25,339
	Lovette, Stephanie	50%	20,800	-		20,800
	Soruco, Carmen Hall	50%	49,306	30,433	62%	79,739
	Stevick, Richard S	50%	22,880	3,432	15%	26,312
bmr Total			155,942	67,198		223,140

cdbg_adm	Year 1					
Employee	Kazarian, Carol	30%	19,881	10,526	53%	30,407
Employee	New	50%	16,567	8,772		25,339
Employee	Soruco, Carmen Hall	50%	49,306	30,433	62%	79,739
Employee	Stevick, Richard S	50%	22,880	3,432	15%	26,312
			108,634	53,163		161,797
Contractor	Lovette, Stephanie	50%	20,800	-		20,800
cdbg_adm Total			129,434	53,163		182,597

Year 2

Employee	Kazarian, Carol	30%				-
Employee	New	50%	33,134	17,544		50,678
Employee	Soruco, Carmen Hall	50%	49,306	30,433	62%	79,739
Employee	Stevick, Richard S	50%	22,880	3,432	15%	26,312
			<u>105,321</u>	<u>51,408</u>		<u>156,729</u>
Contractor	Lovette, Stephanie	50%	20,800	-		20,800
cdbg_adm Total			<u>126,121</u>	<u>51,408</u>		<u>177,529</u>

FY 2020 MHA Budget Summary

Central Office Cost Center & Local Fund	Public Housing & Capital Grant Programs	Housing Choice Voucher Program	QUAD properties (Isabel Cook, Fairfax, Sundance & Bradley House)	Supportive Housing Programs	BMR, Home Ownership & Loan Programs	Total MHA Operating Budget 2020
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Total Revenue	\$1,898,556	\$6,588,932	\$47,816,802	\$1,898,450	\$4,084,424	\$734,216	\$63,021,381
Total Expenditures	(\$1,792,466)	(\$5,625,290)	(\$47,579,047)	(\$1,384,460)	(\$4,084,424)	(\$721,858)	(\$61,187,725)
Net Revenues	\$106,090	\$963,642	\$237,755	\$513,810	\$0	\$12,358	\$1,833,655

Capital Expenditures	\$0	(\$670,842)	\$0	(\$374,550)	\$0	\$0	(\$1,045,392)
Total Income for Operating Reserve, Net of Cap. Exp.	\$106,090	\$292,800	\$237,755	\$139,260	\$0	\$12,358	\$788,263

II) FY 2020 Budget

December 17, 2019

Board of Commissioners
Housing Authority of the County of Marin
3501 Civic Center Drive, Room 315
San Rafael, CA 94903



4020 Civic Center Drive
San Rafael, CA 94903-4173

Executive Director
Lewis A. Jordan

SUBJECT: Adoption of the 2020 Consolidated Budget
for the Marin Housing Authority.

RECOMMENDATIONS: Adopt Resolution **05-2016**

SUMMARY: The Housing Authority of the County of Marin's budget year begins on January 1 each year. Authority operations include Public Housing, Section 8, non-HUD properties, and Program areas such as Supportive Housing and Home Ownership Initiatives.

Approval of the consolidated budget and related revenues and expenditures for the entire Authority is being sought. Periodic budget vs. actual reports will be submitted throughout the year to the Board of Commissioners.

The proposed operating budgets for 2020, are as follows:

Central Office & Local Fund

Total Revenues	\$1,898,556
Total Expenses	\$1,792,466
Net Income for Operating Reserves	\$106,090

Public Housing Program

Total Revenues	\$5,555,164
Total Expenses	\$5,262,364
Net Income for Operating Reserves	\$292,800

PH Capital Fund Program

Total Revenues	\$1,033,768
Total Expenses	\$362,926
Total Capital Expenditures	\$670,842

Housing Choice Vouchers Program

Total HAP Revenues	\$45,298,467
Total HAP Expenditures	\$45,298,467

Total HAP – Admin Revenue	\$2,518,335
Total HAP – Admin Expenses	\$2,280,580
Net Income for Operating Reserves	\$237,755

Housing Authority of
the County of Marin

415/491-2525

(FAX) 415/472-2186
(TDD) 1-800-735-2929

www.marinhousing.org

Isabel Cook

Total Revenues	\$629,764
Total Expenses	\$338,251
Net income	\$291,513
Total Capital Expenditures	\$107,500

Bradley House

Total Revenues	\$400,772
Total Expenses	\$288,132
Net Income	\$112,640
Total Capital Expenditures	\$71,550

Sundance

Total Revenues	\$612,402
Total Expenses	\$502,745
Net Income	\$109,657
Total Capital Expenditures	\$155,500

Fairfax

Total Revenues	\$255,512
Total Expenses	\$255,512
Total Capital Expenditures	\$40,000

Supporting Housing Program

Total Revenues	\$4,084,424
Total Expenditures	\$4,084,424

BMR, Home Ownership & Loan Programs

Total Revenues	\$734,216
Total Expenses	\$721,858
Net Income for Operating Reserves	\$ 12,358

Grand Total- Operating Budget

Total Revenues	\$ 63,021,381
Total Expenses	\$ 61,187,725
Net Income	\$ 1,833,655
Total Capital Expenditures	\$ 1,045,392
Total Income for Operating Reserve, Net of Cap.Ex.	\$ 788,263

CONCLUSION: This budget is intended to ensure that MHA remains financially sound while delivering services according to its mission statement. There has been a continued decline in federal funding for low-income housing Programs. MHA continues to strive for operational efficiencies in its effort to serve our residents and clients.

FISCAL IMPACT: Budgeted revenues, net of capital expenditures, exceed budgeted expenses in 2020 by \$788,263 between various Programs.

Sincerely,

Lewis A. Jordan
Executive Director
Attachments



Housing & Federal Grants Division

2020/2021 COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAM APPLICATION FOR FUNDING

1. Indicate type of project. If your project allows, you may apply under multiple categories.

- CDBG Public Services
- CDBG Housing Construction/Acquisition
- CDBG Housing Rehabilitation
- CDBG Public Facilities/Improvements
- HOME Housing Construction/Acquisition
- HOME Housing Rehabilitation

2. Organization (Fiscal Sponsor) General Information

Organization/Agency Name	Bollinas Community Land Trust									
Mailing Address	P.O. Box 805									
Website	www.bollinaslandtrust.org									
Organization DUNS#	6	8	0	0	0	7	1	9	7	
Executive Director/CEO	Arianne Dar									
Email Address	adar@bollinaslandtrust.org									
Phone	415-713-4519									

3. Project General Information

Program/Project Name	3755 Shoreline Highway									
Program/Project Site Address	3755 Shoreline Highway, Stinson Beach, CA 9470									
CDBG/HOME Funding Amount Requested	\$75,000									
Application Contact Person	Arianne Dar									
Title of Contact Person	Executive Director									

Email Address

adar@bolinaslandtrust.org

Phone

415-713-4519

4. Planning Areas Served: Indicate what geographic area the requested funding will serve. Please indicate approximate % of services provided in each area. For Housing projects with current residents, please indicate where your project is located.

Novato

0

San Rafael

0

County Other

100

Total Percentage

100

5. What other County of Marin funding is your organization receiving for this project?

Funding Source	Grant Amount	
none	\$0	X

Add Row

6. Organizational Overview: Provide a brief description of your organization including mission, programs, number of clients served, etc. (Please limit to 3000 characters.)

The Bolinas Community Land Trust is a small non-profit dedicated to preserving, sustain and creating affordable housing in the planning area of the Bolinas-Stinson Unified School District. The BCLT was founded in 1983, and developed its first affordable housing project at the Gibson House, a Victorian with 7 units, in 1998. The second project was completed in 2006 at the Bolinas Garage and consists of 2 family town homes, 3 live/work studios, a 3 bedroom SRO, and 4 low-income commercial spaces, plus a non-profit gas station operated by the BCLT for the community. BCLT currently manages 14 dwellings that house 22 extremely low-income individuals of many ages, races, backgrounds and abilities. The organization has grown considerably in the past three years and now owns 5 additional properties where 25 homes are in various stages of development. A new 5-unit property is under contract to be purchased in Stinson Beach and is the focus of this grant.

7. Project Description: Provide a detailed scope of work including services to be provided and/or development activities to be engaged. Describe how this project will benefit the community. (Please limit to 3000 characters.)

The BCLT is currently under contract to purchase the 5-unit property at 3755 Shoreline Highway in Stinson Beach. Inspection contingencies have been lifted and a loan agreement has been signed. Closing is expected in mid to late March, once bank due diligence and appraisals have been completed. Initial inspections revealed not only repairs and remediations that will be performed immediately, such as the new roof and rodent infestation, but also those that should be repaired within the next year. The latter are the target of this grant and include: window and sliding door replacements and flashing, addition of ground fault protected receptacles and rewiring of light switches, installation of photoelectric fire alarms and exhaust hoods, rebuilding water heater enclosures, cabinet repairs, new shower inserts, plumbing shut-off valves, some faucets shower fixtures, reseating all toilets and/or replace with low-flow units, restoration of all decks, weatherproofing and paint, carpet replacement, 3 outdoor storage shed replacements, replacement of propane heaters, septic system repairs and installation of shear bracing for seismic stability.

8. For Public Service projects, which community priority does your project align with? (check as many boxes as applicable)

Housing Support Services

Children, Youth and Parent Services

Basic Health Services

9. HUD National Objective to be served (check at least one)

Activities benefiting low and moderate-income persons. (LMI)

Activities benefiting low and moderate area. (LMA)

Activities which aid in the prevention or elimination of slums or blight

10. How will this project Affirmatively Further Fair Housing? (Please limit to 3000 characters.)

Although all the units at 3755 Shoreline Highway are currently fully occupied, these new units of housing will be added to the bank of designated affordable units. When they become vacant, these apartments will become available to under-represented residents of West Marin.

11. Describe how this project will conduct affirmative marketing to members of the Protected Classes under federal fair housing laws. For more information about affirmative marketing, visit the [Marin County Federal Grants website](#) and scroll down to the Affirmative Marketing panel. (Please limit to 3000 characters.)

The BCLT has an approved fair marketing practice and actively reaches out and advertises its housing in public agencies outside the area that serve communities that are not currently well represented in West Marin. BCLT is also building a strong outreach program within West Marin. The BCLT holds an open and ongoing waitlist for all of our projects. It serves people on a first come first served basis, matching people with appropriate dwellings as they become available. Notices advertising the BCLT and its waitlist are distributed and displayed in agencies from Santa Rosa to Oakland serving populations currently under-represented in Bolinas and Stinson. BCLT also announces all housing opportunities on our website and in our social media.

12. Approximately how many moderate, low, very low, and extremely low-income persons will directly benefit from the program/project? Projects that support low-income persons will be prioritized. (Use the income level table found in the Application Guidelines document)

Moderate-Income

Low-Income

Very Low-Income

Extremely Low-Income

13. How does your organization verify client income? (Income verification is required except if the client is presumed benefit by HUD. Presumed benefit applies to abused children, battered spouses, the elderly, adult persons with serious disabilities, the homeless, illiterate persons, and migrant farm workers.) (Please limit to 3000 characters.)

The BCLT reviews all applicants' income for a specific housing unit, and annually when we renew leases. We accept pay stubs, letters from employers, fiscal sponsors, or guarantors, as well as bank deposit slips.

14. Estimate the demographics of moderate, low, very low, and extremely low-income persons who will directly benefit from the program/project.

Ethnic Category	Total Number of Persons	Number of Persons Identifying as Hispanic
American Indian or Alaskan Native		
Asian		
Black or African American		
Native Hawaiian or Other Pacific Islander		
White	6	2
American Indian and White		
Asian and White		
Black and White		
American Indian and Black		
Multi-Racial	1	
TOTAL	7	2
Female-Headed Households (out of above total)	1	
Persons with Disabilities (out of above total)		

PROJECT MANAGEMENT & FINANCIAL DATA

15. If funded previously, list past project goals and accomplishments/activities using CDBG/HOME funds. (Please limit to 3000 characters.)

2019- Funds for 420 Aspen renovations. These funds paid for about 25% of the renovations necessary to bring a red tagged home back into compliance.

2017- Funds for the purchase of a buildable lot. These funds helped purchase a lot of 200'ft x 100'ft, big enough to build a home and ADU. Proposed housing designs have been drawn. BCLT is waiting to complete two larger, fully funded projects before submitting for construction permits and raising money for this smaller project.

2014-18 Repairs for the Gibson House. This grant replaced carpeting, built a fence, replaced appliances, upgraded fire safety equipment and for this Victorian built in 1900, that houses 9 people in eight units.

16. If your agency has remaining CDBG/HOME funds previously approved, please describe the timeline for expending the fund balance. (Please limit to 3000 characters.)

n/a

17. Describe your organization's experience with administering federal grant programs. For Housing and Capital (construction and renovation) projects, what experience do you have with complying with Davis-Bacon prevailing wage requirements? (Please limit to 3000 characters.)

BCLT has completed two prior purchase and renovation projects and has been managing one of those since 1998 and the other since 2006. We are currently in the process of renovating a re-tagged single family home and adding an ADU to that property. We understand the Davis Bacon prevailing wage requirements and are happy to comply with them.

18. Describe who will supervise and manage the project and their past experience with project management. (Please limit to 3000 characters.)

While the organization as a whole does not have much experience with "ground up" construction, the Executive Director, who will be supervising this project, has experience managing construction projects of small to mid-range size. She has supervised projects ranging in size from 8' x10' sheds to a 6.5 million remodel of a commercial building in downtown Oakland. The ED also has experience overseeing projects within the Coastal Zone of West Marin.

19. For Housing and Capital (construction and renovation) projects, list any entitlements, planning approvals, or authorizations that are necessary for the project to proceed and list those already received. (Please limit to 3000 characters.)

BCLT will submit construction permit requests as required for 3755 Shoreline Highway upgrades.

20. For Housing and Capital (construction and renovation) projects, what stage are you in? Select the current phase of the proposed.

- Predevelopment
- Planning
- Cost Estimate
- Building

21. For HOME projects: Please describe how you will meet the 25% funding match requirement? (Please limit to 3000 characters.)

n/a

22. For HOME projects, are you a CHDO?

23. For Housing and Capital (construction and renovation) projects, what is your project timeline? List program/project objectives and milestones, along with an estimated timetable for reaching them. (The general tasks for a construction project are provided below; please add tasks as needed.)

Task	Date of Completion
Define scope of work/finish design	Jun 15, 2020
Complete planning and environmental review	Jul 7, 2020
Release bid package	Sep 15, 2020
Select contractor	Oct 15, 2020
Finalize contract	Oct 30, 2020
Obtain building permits	Nov 16, 2020
Start construction	Nov 18, 2020
Complete construction	Jun 15, 2021

Required Attachments:

A. Project Budget: Complete the project budget template provided and submit along with application. If you have a project budget that provides the information requested in the template, you may submit that in-lieu of the template. Please note: the project budget should reflect the total cost of the project NOT just the CDBG/HOME request.

- For Public Service projects: Project budgets should cover a 1-year time period only. Year two funding allocations will be based on the 1-year budget in relation to outcomes achieved and HUD funding levels.
- For Capital/Housing projects: Project budgets should be developed spanning a two-year time period, with specific outcomes and line items associated with each year. If your project has received planning approvals, has an environmental review on file, and is ready to move forward in a 1-year time frame please indicate so.

B. Organizational Budget: Upload your organization or fiscal sponsors annual budget.

Attach Project Budget	BCLT Housing and Capital Service Project Budget 2-6-20.xlsx	Remove
Attach Org Budget	BCLT Budget 2020.pdf	Remove
Attach Miscellaneous	Bolinas Land Trust - Shoreline Hwy-report.pdf	Remove

Signer Name Arianne Z. Dar

Signer Title Executive Director

By checking this box, I hereby certify that the information in this application is true and accurate to the best of my knowledge.

By checking this box, I, Arianne Z. Dar, certify that all information contained in this application to be true and accurate to the best of my knowledge.

Signed: Thu Feb 06 2020 12:04:03 GMT-0800 (Pacific Standard Time)

BCLT Capital and Housing Project Budget 2-6-20

Organization Name: BOLINAS COMMUNITY LAND TRUST
Project Title: 3755 SHORELINE HIGHWAY

Date:2/6/20

INCOME:	Federal Grants Request Year 1	Federal Grants Request Year 2	Other Funding Sources	In Kind	Total Proposed Project Income
<i>Committed</i>					
Project Management				\$ 10,000.00	
<i>(Add rows)</i>					
Subtotal, Committed Income			\$ -	\$ 10,000.00	\$ 10,000.00
<i>Uncommitted</i>					
Federal Grants Request	\$ 75,000.00				
Individual Contributions:					
BCLT donors TBD			\$ 27,740.00		
Subtotal, Uncommitted Income	\$ 75,000.00	\$ -	\$ 27,740.00	\$ -	\$ 102,740.00
Other					
Grand Total Income	\$ 75,000.00	\$ -	\$ 27,740.00	\$ 10,000.00	\$ 112,740.00

EXPENSES (Add rows to list other expenses)	Federal Grants Request Year 1	Federal Grants Request Year 2	Other Funding Sources	In Kind	Total Proposed Project Expenses
Direct Project Related Expenses					
General Development					
Septice Repairs and Updates			\$ 4,000.00		
Window Replacements	\$ 15,000.00				
Sliding door replacements	\$ 15,000.00				
Electircal updates	\$ 3,000.00				
Fire alarms	\$ 2,000.00				
Water heater enclosures	\$ 5,000.00				
Cabinet updates	\$ 2,500.00				
Bathroom updates	\$ 13,000.00				
3 shed replacements			\$ 2,400.00		
Carpet replacements	\$ 7,500.00				
New heaters	\$ 7,000.00				
Tree and brush removal	\$ 5,000.00				
Decking repairs			\$ 12,000.00		
Project Management				\$ 10,000.00	
Project Administration @ 10%			\$ 9,340.00		
Subtotal, Direct Project Related Expenses	\$ 75,000.00	\$ -	\$ 27,740.00	\$ 10,000.00	\$ 112,740.00
Developer Fee (specify % in column A below)					
0.00%					\$ -
Fiscal Sponsorship Fee (specify % in column A below)					
0.00%					\$ -
Grand Total All Expenses					\$ 112,740.00

Operating Revenue	2019 Actual	2020 Budget	
Total Rents	\$ 227,630	\$ 296,710	30%
Gas Sales	\$ 306,340	\$ 352,291	15%
Logo Sales	\$ 3,282	\$ 3,774	15%
Total Operating Revenue	\$ 537,252	\$ 652,775	22%

Other Revenue

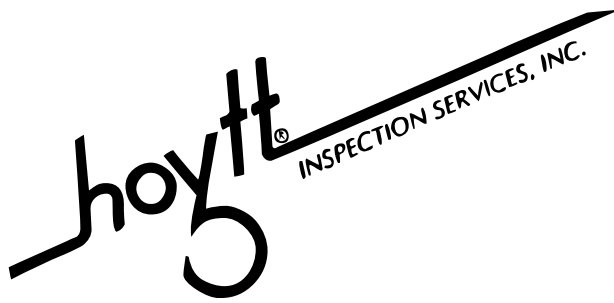
Annual Giving Letter	\$ 29,081	\$ 31,989	10%
Events	\$ 86,479	\$ 15,000	-83%
Donations not directed to	\$ 150,000	\$ 150,000	0%
Total Other Revenue	\$ 265,560	\$ 196,989	-26%

Total Revenue	\$ 802,812	\$ 849,764	6%
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Operating Expenses

Legal	\$ 9,123	\$ 10,000	10%
Gas Purchases	\$ 229,769	\$ 264,234	15%
Dues and Subscriptions	\$ 2,362	\$ 2,362	0%
Gas Station Rent	\$ 18,000	\$ 18,000	0%
Taxes	\$ 733	\$ 733	0%
Total Payroll	\$ 199,458	\$ 250,000	25%
Donation Expense	\$ 856	\$ 856	0%
Event Expenses	\$ 34,191	\$ 15,000	-56%
Travel	\$ 1,000	\$ 1,000	0%
Website	\$ 3,020	\$ 1,000	-67%
Advertising	\$ 1,713	\$ 1,713	0%
Supplies	\$ 610	\$ 610	0%
Board Retreat	\$ 4,457	\$ 4,457	0%
Fundraising	\$ 2,315	\$ 2,315	0%
Postage/Shipping	\$ 1,005	\$ 1,005	0%
Accountant	\$ 12,430	\$ 12,430	0%
Office Supplies	\$ 6,786	\$ 6,786	0%
Office Rent	\$ 6,853	\$ 12,000	75%
Educational Expense	\$ 3,482	\$ 3,482	0%
Building Maintenance	\$ 34,530	\$ 17,265	-50%
Total Insurance	\$ 27,772	\$ 33,772	22%
Total Interest	\$ 41,230	\$ 76,230	85%
Total Property Tax	\$ 38,912	\$ 38,912	0%
Utilities	\$ 44,119	\$ 46,619	6%
Total Expense	\$ 724,726	\$ 820,781	13%

Net Income	\$ 78,086	\$ 28,983	-63%
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1920 Indian Valley Road, Novato, CA 94947-4230 ☎ (415) 897-9517

Building Inspection Report

Prepared For: **Bolinas Community Land Trust**
Attn: Arianne Dar, Executive Director
P.O. Box 805
Bolinas, CA 94 924

Inspection Date: **December 26, 2019**

Time: **10:00AM**

Property Information

Address: **3755 Shoreline Hwy., Stinson Beach CA**

Type of property: The inspected improvements consist of a free-standing five-unit apartment unit building. We only reviewed the main structure containing five residential units. There are numerous detached storage sheds and related outbuildings that were not within the scope of our inspection, were not inspected and we make no representations in their regard. If inspection of any of the detached improvements is desired, it will be provided upon arrangement and at additional cost.

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Notes

This inspection includes inspection of the major structural components and mechanical systems for signs of significant non-performance, excessive or unusual wear and their general state of repair. This inspection is designed to meet the Standards of Practice of the American Society of Home Inspectors®. A copy of these standards is available upon request. This report is an overview of conditions observed and discussed with you and/or your representatives at the time of inspection.

Although reference may be made to code violations, this is not a code-compliance inspection and we make no representations as to the extent or presence of code violations, nor do we warrant the legal use of the improvements on the site. We recommend this information be obtained from the local building and planning departments. There will be additional information pertinent to this property that is a matter of public record; however, a search of public records is not within the scope of this inspection. We highly recommend you or your representatives review all relevant public records.

In this report, there will be specific references to inaccessible areas and items. We make no representations regarding conditions that may be present in these areas. With access and the opportunity for inspection, reportable conditions may be discovered. Inspection of inaccessible areas can be performed upon arrangement and at additional cost after access is provided.

Information regarding environmental issues should be obtained by reviewing the State of California publication, "Environmental Hazards: Guide for Homeowners and Buyers". This is available from most real estate professionals.

Information contained in this report is CONFIDENTIAL, and offered solely for the use and benefit of the client(s) named on page one. This report and information contained herein is not intended for the benefit of, and should not be relied upon by, any other buyer, lender, title insurance company or other third party.

This building may be within a Wildland-Urban Interface (WUI) area. Building standards have been established to provide minimum standards for building materials and assemblies within WUI areas that help to provide a reasonable level of protection from exterior wildfire exposure in WUI designated areas. There is usually no requirement to alter an existing building; however, upgrades will most likely be required in the course of related permitted repairs. As with all buildings with hillside fire exposure, extra care should be taken to maintain smoke detection and suppression systems and to prevent growth of flammable vegetation near the building. To determine if the building is within a WUI, or more information on fire prevention, please consult the local fire department. This information is not within the scope of this inspection.

Conditions During the Inspection

All but unit #1 were occupied and furnished at the time of inspection. The tenant of unit #1 was in the process of moving out at the time of inspection.

The weather was clear and dry at the time of inspection.

Arienne Dar, Executive Director of the Bolinas Community Land Trust was briefly present for a discussion of our findings in progress; Chris Harrington with Oceanic Realty, representing Bolinas Community Land Trust was present for the entire inspection; and General and Engineering contractor, and property owner, Barry Harris was present for the entire inspection.

Orientation

For the purpose of identification and reporting, we will reference locations on the property and in the building as left, right, front and rear viewing them from the exterior, facing the unit #1, #2 & #3 primary entries; therefore, unit #1 is on the right end of the building and unit #5 is on the left end of the building. When discussing conditions within individual units, we are facing the units from their primary entry doors; therefore, the unit #5 fireplace/wood stove is on the left wall of the unit living room.

Roofing

A roof system consists of the surfaces, connections and penetrations and drainage (gutters and downspouts). We evaluate the condition of roof components by inspecting the surface materials, connections and penetrations for damage. If conditions are found suggesting damage or limited remaining service life, these will be noted. We may also provide recommendations relating to upgrades, repairs or replacement.

Opinions stated herein concerning roofing are based on the general condition of the roof system as evidenced by our visual inspection. These do not constitute a warranty that the roofing is, or will remain, free of leaks.

Composition Shingle Roofing Description

Location: The moderately sloped elevations.

The roofing surfaces are composition shingle.

The roofing surfaces were examined by walking on them.

Recent weather has been dry.

Observations and Recommendations

Composition shingles are formed by impregnating mats of either an organic felt material or fiberglass with asphalt and covering one surface with mineral granules. The mat is the vehicle for supporting the asphalt, which is water resistant. The granules protect the shingles from the damaging sun rays and also provide color. The average life expectancy of composition shingles is fifteen to twenty five years, dependent upon preventative maintenance performed by building owners, which is unknown.

The composition shingles are in serviceable condition and no signs of excessive or unusual wear were observed; however, the shingles show signs of moderate wear consisting of a minor loss of mineral surface granulation and moderate wear on the tab edges. Overall, these roofing surfaces are in the middle-to-latter stage of their service life.

Roofing connection and penetration flashings relating to the composition shingle elevations are in overall serviceable condition, in need of routine maintenance. The plumbing vents are in need of routine sealing where they penetrate their flashings to ensure they remain watertight.

With the exception of a marginal partial plastic gutterway across a portion of the rear, there is no roof drainage system in place. Water currently flows off the roofing and onto the siding, trim and related materials, which is conducive to water intrusion and damage. We recommend a complete gutter and downspout system be installed so that roofing surface drainage will be collected and discharged under control, helping to minimize water flow onto the building, buildup at the base of the foundations, or entry beneath the building.

Built-Up Roofing Description

Location: The low-to-moderately sloped elevations on the left end of the building.

The roofing surfaces are gravel-covered built-up.

The roofing surfaces were examined by walking on them.

Observations and Recommendations

This type of roof is typically constructed by mopping together layers of roofing felts using hot asphalt. The surface is then flooded with hot asphalt into which gravel is embedded. This gravel surface protects the underlying areas from the elements. A typical lifespan for this type of roofing ranges from 10-15 years. This varies widely depending on various factors such as exposure to sunlight, slope of the roof, ventilation of attic spaces, and color of the surface. It is critical that annual maintenance be performed. Worn areas and minor leaks must be repaired to prevent moisture from penetrating lower layers. Once this occurs, deterioration is rapid.

The built-up roofing, especially on the lower-slope elevations, is in heavily worn condition. The surface flood coat is heavily worn, abraded and the felt below is exposed, abraded and wearing through. In summary, the low-slope built-up roofing material is at the end of its service life and we recommend it be replaced in its entirety before substantive leakage develops.

Portions of the built-up roofing has a steep slope for a tar and gravel installation. This results in gravel sloughing downslope, bare spots and premature wear of the exposed membrane. Greater than average maintenance is required to keep these surfaces in serviceable condition. When the steeper built-up roofing elevations are replaced, we recommend alternative roofing materials that are designed for the slope be utilized for greater service life and reliability.

Overall, the built-up roofing surfaces range from surfaces that are still functional, but are too steep for this type of roofing material, to those that are lower-slope and at the end of their service life. It will most likely be more cost-effective to replace the built-up roofing elevations in their entirety, rather than attempting to patch and repair the existing surfaces to extend their service life.

Roofing connection and penetration flashings relating to the built-up roofing elevations are in worn condition and in need of maintenance and repair.

There is major roof cement or mastic buildup between the brick chimney of the unit #5 fireplace and the roofing surfaces. This appears to be an attempt to temporarily identify and eliminate leakage into the unit #5 living room, and there are water stains on the living room wall and ceiling surfaces. The unit #5 tenant also confirmed that the roofing has leaked this rainy season. A qualified roofing contractor should be retained to evaluate the roofing over unit #5 and advise regarding measures necessary to identify and eliminate ongoing leakage and the interior water stains, cosmetic damage and mold that has developed to date.

There is no roof drainage system in place. Are comments relating to the composition shingle roofing surface drainage also apply to the built-up roofing elevations.

General Roofing Comments

The connection and penetration flashings should be routinely examined and sealed in the course of property maintenance to ensure they remain watertight.

Roofing drainage systems must be cleaned of debris routinely. Blocked gutters, downspouts, scuppers and spillways are conducive to water backup and resulting leakage into, or damage of, the fascia, soffits or roof sheathing. We recommend roofing drainage systems be cleaned at least twice a year.

We highly recommend consultation with the property owner regarding the history of the roofing surfaces, leakage that may have occurred and repairs, if any, performed. All roofing materials require maintenance to ensure maximum service life and should be inspected annually. All such maintenance and repair should be performed by qualified and licensed personnel.

Attic

The attic contains the roof framing and serves as a raceway for components of the mechanical systems. There are often heating ducts, electrical wiring and appliance vents in the attic. We examine the exposed and accessible features in the attic for excessive or unusual wear, and to determine their general state of repair. A limited inspection of attic spaces is performed from the access opening(s). If complete inspection

of the attic areas is desired, this will be performed upon arrangement and at additional cost after we receive a signed liability release for damage that a full inspection could cause.

Description

The attic access openings are located externally on the left and right gable-ends of the building. The vaulted ceilings, and areas below the low-slope roofing over unit #5, do not provide for attic spaces above them; therefore, conditions present above these ceilings are concealed from view, inaccessible and we make no representations in their regard.

The attic was only inspected by ladder from the two gable-end access openings.

Observations and Recommendations

The condition of visible elements in the attic areas appeared to be in overall serviceable condition, except as noted elsewhere in this report.

Attic ventilation is limited. We recommend additional ventilation be provided when the roofing surfaces over the attic areas is replaced.

The louvered closures over the left and right exterior gable-end attic access openings are installed incorrectly, with the louvers positioned so that they will be susceptible to water entry during heavy or wind-driven rainfall. We recommend new gable-end vent closures with louvers positioned properly be installed to minimize or prevent water entry.

There are widespread and extensive rodent droppings present throughout the attic space, visible from both the left and right gable-end access openings. Based upon the level of waste odor in the attics, we highly recommend a professional be retained to fully rodent-proof the building and to clean and sanitize the areas that have been infested to date. Long-term rodent infestations is a potential health threat to the occupants.

Building Exterior

Review of the building exterior includes grading, drainage, flatwork, and retaining walls connected to or directly adjacent the inspected buildings. We also review exterior finished surfaces and siding, windows, exterior doors, flashing, trim, fascia, eaves, soffits, attached decks, porches and railings. These features are visually examined for signs of excessive or unusual wear and to determine their general state of repair. Features are often not fully visible due to soil, vegetation, storage and/or the type of construction. In such cases these features shall be considered inaccessible and we make no representations in their regard. Reportable conditions will also not be exposed to view on freshly painted and/or caulked surfaces. The property owner should be consulted regarding the maintenance and repair history of the exterior features to determine the nature, extent and frequency of maintenance and repair performed to date. This information is not within the scope of this inspection.

Due to its high exposure location in a marine environment, this structure will be subjected to heavy and wind-driven rainfall and will require greater than average exterior maintenance to

keep it in good repair and ensure a watertight building “envelope”. It is unrealistic to expect that buildings subjected to high exposure in a marine environment will remain leak free during periods of heavy or wind-driven rainfall.

Siding and Trim

Description

The building is clad with horizontal wooden lap siding. Trim is primarily surface applied wood.

Eaves and/or soffits and the fascia are wood.

Observations and Recommendations

NOTE: Flashing assemblies cannot be fully inspected for proper installation without investigation involving destructive testing. Required flashings, when improperly installed or missing, can result in water intrusion and damage. An investigation involving destructive testing is beyond the scope of this inspection but is available from qualified personnel.

The exterior surfaces of the building are visually reviewed from ground level. The exterior cladding, door and window trim and the eave and fascia surfaces are in generally weathered but overall serviceable condition. Reportable conditions were also observed.

The siding boards at the base of the unit #5 rear wall are deteriorated due to long-term soil and moisture contact. The framing and siding of the unit #4 rear water heater enclosure, and the flooring of the unit #3 rear water heater closet, are deteriorated due to long-term moisture entry. Portions of the water heater enclosure siding and trim have already been replaced; however, there is still deteriorated material remaining. The remaining damaged siding and trim, and the damaged siding, trim and flooring of the water heater closets, are in need of replacement. This damage may also extend into adjoining materials, the nature and extent of which will not be known until these repairs are in progress.

Portions of the fascia boards just below the roofing are soft/spongy or damaged resulting from long term water flow off the roofing due to a lack of roof drainage. When the roofing is replaced, before gutters are installed, the fascia boards should be fully reviewed and damaged materials replaced. Damage may extend into adjoining materials, the nature and extent of which will not be known until these repairs are in progress.

The exterior finishes are heavily weathered and portions are chipped and peeled due to exposure. The exterior surfaces are in need of significant surface preparation and refinishing to restore their appearance and protect them from damage due to exposure.

The bases of the unit entry overhang support posts are at, or extend below, the concrete walk at their base. This is conducive to damage over the long-term; however, there wasn't significant damage to date. We recommend the base of these posts be monitored and when damage develops, the posts should be terminated above the damage and the concrete elevated onto raised masonry to minimize or prevent ongoing damage.

Windows and Exterior Doors

We operate all entryway doors and a representative number of windows. We do not open, close, and latch every window and door. The interior doors are addressed in the interior section of the report.

We comment upon the general condition of exterior doors and windows, and visible evidence of leakage or similar adverse conditions when these symptoms are exposed to view. The manner in which doors and windows are installed, and the integrity of the waterproofing and flashing details that prevents water intrusion, are completely concealed from view, inaccessible and we make no representations in their regard unless adverse conditions are exposed and readily accessible. Detailed information regarding door and window installations, and related waterproofing and flashing details, would require destructive/invasive investigation and/or water testing and is beyond the scope of this inspection.

Description

The window sash is vinyl.

The doors and windows are double glazed.

Observations and Recommendations

The exterior doors and random windows were operated and found to be in marginal-to-poor condition and in need of repair.

The glass in numerous double-glazed sliding glass doors and windows is fogged. Glass fogs when the seals fail between the two panes of glass. This can occur at any time, without warning. Although we make every effort to identify fogged glass, it is not always clearly visible under certain lighting conditions. Fogged glass does no structural harm; however, is not functioning as intended. If clear glass is to be restored and the higher insulation value of double-pane glass is to be achieved, all fogged glass should be replaced. We recommend that all double glazed lenses be reviewed under appropriate lighting conditions so that all that are fogged may be identified and replaced. Fogged glass is a common problem with double-glazed windows.

There is cracked window and door glass in several locations, including outer glass that is completely broken out and missing. All cracked and missing glass should be replaced.

The windows appear to be retrofits and the manner in which the windows extend outward beyond the trim suggests they were not installed conventionally. Typically the window and door nail-on fins extend behind the siding and integrate with the water-resistant barrier behind the siding; however, if the nail-on fins are between the siding and trim, they will not be as reliably watertight. Based upon the fogged glass, it appears that ongoing window and sliding glass door replacement will be necessary. As the existing windows and sliding glass doors are upgraded and replaced, we recommend care be taken to install their replacements conventionally with all flashings, including window head and sill flashings, and door pan flashings, integrated with the water resistant barrier behind the siding. This will provide more watertight and reliable installations.

Because it is harder to break and less likely to cause injury if broken, safety glazing is required in all areas subject to human impact. These include, but are not limited to, glass in all doors, most large windows and windows near doors and floors, in shower/tub enclosures, skylights, etc. We consider all glazing not specifically labeled as tempered or safety glass to be potentially hazardous and in need of upgrading. The door and window glass is labeled as safety glazing.

In summary, the windows and sliding glass doors are marginal and significant and ongoing replacement will be necessary to restore appearances and reliable watertight sliding glass door and window openings.

Decks

Description

The building features wood decks across the rear. Detached stairs, decks and related features, if present, are not within the scope of our inspection and no representations are made thereto.

Observations and Recommendations

Only the surface decking could be reviewed as the rear decks are constructed over the flooded marsh area and we were unable to gain access to the underside of the decks, except where we leaned over the edge of the decks and looked beneath them from a distance; therefore, the undersides of the decks are, for all intent and purpose, concealed from view, inaccessible and we make no representations in their regard. Comments herein are based solely upon what was exposed from the surfaces.

The surface decking of the rear decks is heavily worn and in marginal condition. There is scattered deteriorated surface decking in each of the rear decks that is in need of replacement.

It appears that the framing beneath the rear decks is primarily pressure-treated lumber that will be resistant to moisture and pest activity; however, because most of the deck substructure framing was concealed and inaccessible, we are unable to verify its condition.

Flatwork

Flatwork, consisting of poured, paved or placed surfaces forming walkways, patios and driveways are only reviewed for evidence of unusual or excessive wear or damage that has already affected their ability to function. We only review flatwork that directly abuts or is in close proximity to the inspected building. We do not report upon cosmetic or nuisance conditions.

Description

Exterior flatwork is primarily concrete.

Observations and Recommendations

The flatwork is mostly in serviceable condition, excepting routine wear and tear. Cracks and evidence of minor subsidence were evident; however, they have not significantly impacted the function of the surfaces to date.

The concrete flatwork near unit #1 is in marginal condition where the surfaces are cracked, pitted and eroded. While still primarily a cosmetic issue, these surfaces will ultimately be in need of repair or replacement to restore their appearance and eliminate trip hazards.

There is exposed steel reinforcement or an anchor bolt below the unit #4 entry. We are unable to determine if this is an isolated occurrence or if there is other exposed steel emerging from the concrete foundation or slab. The exposed steel should be protected and covered to prevent ongoing water entry that will result in oxidation of the exposed steel and ultimately damage of the concrete it is embedded within.

Grading and Drainage

Proper grading is required to minimize water buildup near the foundations. Soil should always be sloped away from the building to minimize or prevent water retention. Roofing system water discharge should also be directed away from the building to prevent its retention. Our review of the grading and drainage is limited to the surfaces directly adjacent the inspected building.

Observations and Recommendations

The property drainage system was not water tested during the inspection and we make no representations as to its effectiveness, unless there are obvious symptoms present. We highly recommend the effectiveness of drainage on the property be observed during adverse weather. The property owner should provide information regarding the history and current status of drainage on the site including the nature, extent and frequency of water flow onto, or buildup upon, the site during adverse weather. If drainage improvements have been necessary in the past, the property owner should advise if they were designed and installed at the direction of qualified engineers. All drainage systems must be maintained and routinely cleaned of debris to ensure free-flowing drainage during adverse weather.

There is trenching in the soil directly adjoining the left side of the building. The property owner should be consulted regarding the history and current status of drainage on the site as well as the nature, extent and status of drainage improvements that are being installed. This information is not within the scope of this inspection.

This building is constructed adjoining a drainage creek that extends across the rear of the building and raps around the right side. There is also a flooded marshy area across the rear and portions of the right side. Review of the drainage creek and the flooded marshy areas that adjoin this building is not within the scope of this inspection and we make no representations regarding the impact of the creek and marsh have upon this building. The property owner should be consulted regarding the level of water in the creek and marsh during adverse weather and high tides, and to determine if there has been related flooding, erosion or related adverse conditions in the past externally or into the unit interiors. This information is not within the scope of this inspection.

Hydrotherapy Spa

The unit #4 rear yard hydrotherapy spa, and all related equipment, were not inspected and no representations are made thereto. Qualified personnel should be retained for review of all such equipment.

There is a hydrotherapy spa on this property. According to the CDC and the CA Dept. of Health, drowning is a leading cause of death and near-drowning brain injuries for children 1-4 years old. As required by SB442, an inspection report shall identify which of the seven drowning prevention safety features (listed in the CA Health and Safety Code, Section 115922) are present - but given the limitations of this inspection, our review is not comprehensive. A comprehensive review should be performed by a licensed contractor familiar with the applicable laws, codes, and standards.

The hydrotherapy spa was equipped with fewer than two drowning prevention safety features, or we are unable to confirm that the installed features are in conformance with the requirements of SB442. This creates a drowning hazard, especially for children. We recommend the installation of additional drowning prevention features by an appropriately licensed contractor.

Electrical System

The electrical system consists of the service, distribution, wiring and convenience outlets (switches, lights and receptacles). Our review includes exposed and accessible conductors, branch circuitry, panels, overcurrent protection devices and a random sampling of convenience outlets. Its hidden nature prevents inspection of all electrical system features as they are concealed from view and inaccessible. The inspection also does not include any low voltage lighting and/or switching systems, telephones, intercoms, audio systems, security systems, cable and internet wiring and related devices.

Description

The building has been rewired since its original construction. Please consult with the property owner regarding the nature and extent of electrical system upgrading that was performed and to confirm all improvements/upgrades were completed with necessary building permits and inspections. This information is not within the scope of this inspection.

The single phase 120/240 volt, unmarked but in the range of approximately 200 ampere service enters the building from an overhead service drop. There are seven individually-metered 100 ampere services for the five individual units, for "house" use and for an unidentified service.

The service entrance wires are aluminum.

Overcurrent protection is provided by circuit breakers. The main disconnects for each unit are 200 ampere circuit breakers.

Service grounding is provided by a grounding conductor connected to the water piping in the attic above the service panel and the above-ground metal hot and cold water piping and the gas piping are bonded by the water heaters.

The building is wired with copper in non-metallic sheathed cable or Romex.

Receptacles are modern three-prong grounded type.

Observations and Recommendations

Panels

The main service panels and representative individual unit subpanels were opened and the inspected circuitry is fused correctly. The unit #3 subpanel and the unit #5 subpanel were inaccessible as a coat rack has been built over the unit #3 subpanel and there was extensive personal storage blocking access to the unit #5 subpanel. All panels should be made fully accessible and clearance in front of the panels should be provided and maintained to ensure these panels will always be readily accessible for servicing or in the event of an emergency.

Convenience outlets

Present standards for typical rooms require grounded, 3-prong receptacles within six feet of any point on all walls. Representative receptacles in each room are tested using a testing device. Representative accessible receptacles were tested, operating and in generally serviceable condition.

Ground-fault Circuit Interrupters (GFCIs) protect against electric shock. Faults in ground-fault protected appliances are detected and shut off, protecting from potentially fatal shocks. GFCI devices are installed where this type of protection was required when the building was last renovated.

The unit #5 bathroom ground-fault protected receptacle is "live" but did not trip when tested. This suggests improper wiring or a defective device. We recommend it be rewired or replaced to restore ground-fault protection.

Arc-fault circuit interrupters (AFCIs) are not in place. New installations now require arc-fault protection for all circuitry not ground-fault protected. AFCIs help prevent electrical fires by recognizing electrical arcing on a circuit. Arc faults occur when an unintended arc is created by current flowing through an unplanned path. Arcing creates high intensity heat at the point of the arc resulting in burning particles that can ignite combustible material and start a fire. AFCIs should not be confused with ground-fault circuit interrupters or GFCIs. Both AFCIs and GFCIs are safety devices, but have different functions. AFCIs to address fire hazards and GFCIs address shock hazards.

The unit #1 bathroom light fixture and/or its switch are not functional and at least one of the unit #1 bedroom recessed light fixtures was not functional. We recommend functional switched lighting be restored.

Wiring and branch circuitry

The accessible branch circuitry is in generally serviceable condition.

The insulator supporting the service drop wiring from the utility pole to the right end of the building above the service panel has pulled loose from the building. This puts excessive pressure on the wiring and splices at the weatherhead and is conducive to service interruption. We recommend the insulator supporting the wiring be reinstalled on the building. Further information regarding this condition should be obtained from a qualified electrical contractor or the utility provider (probably PG&E).

Overall, the electrical system is in generally serviceable condition, in need of miscellaneous maintenance and repair.

Plumbing System

A plumbing system consists of the domestic water supply lines, drain, waste and vent lines and gas lines. Inspection of the plumbing system is limited to visible faucets, fixtures, valves, drains, traps, exposed pipes and fittings. These are examined for excessive or unusual wear, leakage, and to determine their general state of repair. The hidden nature of all piping prevents inspection of every pipe and joint.

There are private gas and water meters in the water heater closets for each of the five units. Please consult with the property owner regarding how the meters are utilized and to confirm that these meters track gas and water usage for each unit for billing purposes. This information is not within the scope of this inspection and we make no representations regarding the private utility meters.

Description

The exposed and accessible supply lines are copper. The drain, waste and vent lines are ABS plastic.

The water pressure, as measured at the exterior hose bibb at the front-right corner of unit #1 is approximately 50 PSI. This is in the mid-range of normal; however, when tested at the unit #1 rear deck hose bibb, the pressure was approximately 100 PSI. This is excessive.

The property relies upon propane for its gas supply.

Observations and Recommendations

Domestic water supply lines

Concrete slab construction renders the plumbing supply system, with the exception of interior fixtures, inaccessible for review. That which was exposed and accessible showed no signs of non-performance or need for immediate corrective repair.

The water pressure was normal at the incoming hose bibb by the entry of unit #1, but excessive at the unit #1 rear deck hose bibb. This is either an anomaly that we cannot explain, or there is a pressure regulator on the system that has reduced the water pressure and we were unable to locate it. If the presence of a pressure regulator is confirmed, these result in a closed system susceptible to excessive pressure buildup that has the potential of damaging the supply system and/or fixtures. Also, if the presence of a regulator is

confirmed, we recommend an expansion tank be installed on the service, typically near the water heaters, to relieve the pressure buildup.

There is a backflow prevention device on the supply system between the main shutoff valve near the unit #1 entry and the street. Most water departments now require, and inspect for the presence of, reduced pressure principle type backflow prevention devices to prevent contamination of the public (treated) water supply by the residential on-site water and wastewater systems.

There is an active water leak from a supply line above the unit #1 water heater. The leaking line or joint should be serviced or repaired to prevent ongoing leakage.

Drain, waste and vent lines

The property relies upon an onsite waste dispersal system. Pumping and inspection of the tank and all related equipment and a hydraulic load test by a qualified septic system specialist is recommended to determine the nature and condition of the system and related equipment. Septic systems require regular pumping in the course of property maintenance to ensure they continue to operate properly.

Concrete slab construction renders the plumbing drain waste and vent systems, with the exception of interior fixtures, inaccessible for review. The exposed and accessible features showed no signs of non-performance or need for immediate corrective repair.

A waste system backwater overflow device was not observed. Unless the septic specialist determines a backwater overflow is not necessary, we recommend one be installed to minimize the chance of a sewage backup entering the building.

All drain lines must be routinely cleaned to remove buildup of grease, hair and dirt and ensure free-flowing drainage. The property owner should have information regarding the status of the drain line system to determine if repetitive maintenance or repair has been necessary to correct slow drains, backups or leakage. This information is not within the scope of this inspection.

Fixtures

NOTE: Effective January 1, 2017, a seller or transferor of residential real property in California must disclose in writing to the prospective purchaser or transferee if the real property includes any noncompliant plumbing fixtures. Following is a summary of compliant fixtures. Water closets (toilets) shall be no more than 1.28 gallons per flush (gpf); lavatory (bathroom sink) faucets shall be no more than 1.2 gallons per minute (gpm); kitchen sink faucets shall be no more than 1.8 gpm; and shower heads/spray wands shall be no more than 2.0 gpm. It is not within the scope of this inspection to confirm the presence or report the absence of conforming fixtures.

Angle stops (shut-off valves) are not turned off and on during the inspection as their use can result in leakage. We recommend all angle stops be operated in the course of routine maintenance to ensure they are functional and leak-free.

Water was run through the accessible fixtures. Functional flow and drainage were observed from representative fixtures.

Valves and fixtures were operated. Fixtures responded to their controls and were in overall serviceable condition, excepting routine wear and tear. There is also miscellaneous maintenance and repair necessary.

The unit #1 bedroom pedestal sink is loose at the wall and should be resecured. The sink angle-stop valves were also found turned off because the sink faucet drips, suggesting worn valve washers or a similar condition. We recommend the valves be serviced, repaired or replaced to eliminate the leakage. The unit #1 pedestal sink is also without a drain stop and the shower/tub enclosure diverter valve is frozen in position and is not functional. We recommend a drain stop be installed in the sink and that a new tub spout/diverter valve be installed.

Toilets are flushed and reviewed in operation, we check for evidence of active leakage from valves or fittings and we check if they are firmly set. Loose toilets are conducive to leakage and resulting damage. The toilets are in generally serviceable condition; however, the unit #1 bathroom toilet and the unit #4 left bathroom toilets are loose at their base and there is evidence of leakage at their base. The toilets should be removed and firmly reset upon a new wax seals to prevent leakage and resulting damage.

Gas service

This property is served by a propane tank that was in use at the time of this inspection. Testing of the tank itself, and its controls, is beyond the scope of this inspection. Propane tanks are either owned outright or leased from the local propane supplier. Responsibility for testing and maintenance of the tank usually rests with the owner. We recommend inquiries regarding the particular arrangement for this property.

The gas piping at and around the propane tank was in generally serviceable condition. We were unable to visually detect evidence of leakage from the exposed and accessible gas lines. Pressure testing could reveal leaks; however, this procedure is beyond the scope of our inspection.

The propane tank is on a concrete pad as required and has been seismically anchored; however, there is no automatic seismic shutoff device in place at the propane tank or at the individual private gas meters in the water heater closets. Gas seismic shutoff devices are now required by many jurisdictions for new construction and remodels. These activate and shut off gas flow in an earthquake. These are safety devices that we always recommend for improved occupant and building safety.

Water Heaters

Our review of water heaters includes the tank, water and gas connections, electrical connections, venting and safety valves. These items are examined for proper function, excessive or unusual wear, leakage and general state of repair. The hidden nature of piping and venting prevents inspection of every pipe, joint, vent and connection.

Description

There are individual water heaters for each unit, located in rear deck enclosures.

Water heater capacity is 29 or 30 gallons except for unit #4 with a 40 gallon unit and their energy sources are propane gas.

Observations and Recommendations

The water heaters are all in serviceable condition, responded to their user controls and hot water was present at the interior plumbing fixtures. The unit #2 & #3 water heaters are newer and very recently installed. The water heaters range from very early in their service life to in the middle of their service life.

The water heater exhaust venting is generally serviceable; however, reportable conditions were also observed.

The unit #2 exhaust flue cap is missing and in need of replacement.

The exhaust flues for the unit #4 & #5 water heaters are dislodged and will allow exhaust gas leakage, which is a hazard. We recommend the exhaust vents be secured to the draft diverters and the draft diverters be secured in place to ensure they cannot come apart and allow exhaust gas leakage.

There is excessive condensation formed on the water lines above the unit #5 water heater in the unit #4 rear utility closet. This may relate to the dislodged exhaust vents. After the vents are secured to the draft diverters, this condition should be reviewed to confirm the condensation has been reduced or eliminated.

The unit #1 water heater exhaust flue is rusted and at or near the end of its service life. We recommend it be replaced.

There are rodent droppings in the water heater closets, most evident in the unit @ & #3 closets below the newer water heaters. We recommend the advice and services of a licensed exterminator for eradication of all rodent and related vermin infestations.

Combustion air provides the oxygen for fuel burning appliances and is vital for safe operation. Water heater combustion air is adequate.

Water heater temperature/pressure relief valves are safety devices that prevent explosions in the rare event of a defect in the water heater built in operating and safety controls. A temperature/pressure relief valve is present on each of the water heaters.

Water heaters should have flexible gas and water supply connectors. These help to minimize gas and water leakage in the event of seismic activity. Conforming flexible gas and water lines are in place.

California State law requires secure anchorage for all gas and electric water heaters to minimize movement, possible gas or water line leakage and resulting damage during seismic activity. Anchorage should be within the upper-third and the lower-third of the storage tanks and a third strap is required on tanks over 50 gallons. The water heaters are strapped.

Be aware of the risk of scalding from water temperatures above 120° F. The risk is especially acute for infants, children, and the elderly. Newer water supply valves contain anti-scalding mechanisms to prevent scalding and can be retrofitted.

Heating System

A heating system consists of the heating equipment, operating and safety controls, venting and the means of distribution. These items are visually examined for proper function, excessive or unusual wear and general state of repair.

Description

The system consists of propane gas wall furnaces in each of the units.

The heating systems are middle of their service life.

Observations and Recommendations

There are a total of six gas wall furnaces in the five units, unit #4 has two wall furnaces.

We were not able to see any of the furnaces in operation as they are not being used by the tenant, and several of them are blocked by furnishings, which would make their use dangerous. Instead, the tenants are each using electric space heaters. These draw substantial electrical power, are inefficient and are expensive to operate.

We highly recommend each of the units be provided with a usable permanent heat source to ensure a uniform level of heat can be provided in each of the units. It is possible that each of the propane gas wall heaters can be serviced and their operation restored; however, this would require the services of a qualified HVAC contractor.

The fan-forced electric resistance heaters in the unit #1 & #2 bathrooms responded to their controls, were reviewed in operation and found to be generally serviceable.

In summary, the permanent heating system in place in each of the units is not being used and the heating system, relying upon free-standing electric space heaters, is substandard and inadequate.

Note: All heating equipment should be routinely serviced to ensure safe and efficient operation and to achieve maximum service life. Filters should be changed in accord with the system manufacturer's recommendations. Also, defective furnaces and blocked flues can be fatal due to carbon monoxide (CO) poisoning; therefore, the installation of a UL listed CO alarm is strongly recommended.

Interior

Our review of the interior includes inspection of the wall and ceiling surfaces, floors, interior doors, stairways, interior balconies and railings. These features are visually examined for proper function, excessive wear and general state of repair. Some of these features will not be visible due to furnishings or storage and cannot be inspected. We do not report upon cosmetic conditions found on the interior walls, ceilings, floors or cabinetry.

Description

There are one studio, three one-bedroom and one two-bedroom units. The units have one-bathroom except for unit #4 that has two-bathrooms.

Walls and ceilings are primarily drywall.

Floors are carpet and tile.

Observations and Recommendations

Minor cracks found on the interior wall and ceiling surfaces in most buildings are typically cosmetic in nature. This type of cracking is often caused by settlement and/or shrinkage of building components. Small cracks of this type are not reported upon. The walls and ceilings are in a cosmetically worn condition. The interior surfaces will be in need of cosmetic maintenance, upgrading and/or miscellaneous repairs to restore their appearance.

The unit #5 living room walls and ceiling by the masonry wall are stained, there is peeling paint on the front wall due to prior leakage and the tenant confirmed that there has been leakage into the unit during recent rainfall. The source of leakage appears to be roof-related or as a result of the manner in which the fireplace is constructed. We recommend the source of leakage and staining be identified and corrected to prevent further damage. We also recommend the property owner be consulted regarding all interior water stains and evidence of leakage to determine the nature and extent of leakage that caused these symptoms, corrective repair performed and to determine if there has been further leakage subsequent to repairs. After confirmation is obtained that all leakage has been corrected, the stained surfaces may be prepared and refinished to restore their appearance.

As a result of leakage into unit #5, there is mold on the wall and ceiling surfaces of the living room; there is drywall damage, water staining and mold on the unit #4 left bathroom due to leakage or excessive moisture from the shower enclosure; there are elevated moisture levels and mold on the unit #1 & #4 surfaces exposed in the cabinetry below the kitchen sinks; and there are stains on the ceiling of unit #1 by the skylight openings. After the sources of moisture in these areas have been identified and corrected, all damaged drywall and related materials should be replaced. Damage will also extend into adjoining materials, the nature and extent of which will not be known until these repairs are in progress. Mold is toxic and unhealthy for sensitive individuals. In general, the sources of moisture should be eliminated, and the surfaces should be cleaned and chemically treated to remove the growth. Porous materials often contain cellulose and similar

materials that can become food sources for mold. These are difficult or impossible to clean effectively and typically need to be removed and replaced.

The nature and condition of the flooring materials concealed beneath interior finish floor coverings was not determined and no representations are made in their regard. The exposed interior flooring surfaces are in generally serviceable condition, excepting routine wear and tear.

The slab floors of the units are sloped. The most obvious slope was evident in units #1 & #2 but slope was also evident to a lesser extent in the other units. While perception and sensitivity to floor slope varies, there were no significant resulting weaknesses or failures observed at the time of our review. Floor irregularities must be monitored. If they accelerate, become excessive or cosmetically unacceptable, an engineer should be retained for review and recommendations. We are not qualified to render engineering opinions.

In addition to the floor slope identified above, there is tile that is not well bonded to its substrate in unit #1 in a straight line leading from the kitchen peninsula to the front entry door area. This suggests a concealed fault below the tile in the slab; however, without access and the opportunity to review the slab below the tile, we are unable to determine if there is a crack or similar fault in the slab or if this is a cosmetic irregularity. Further evaluation would require invasive or destructive investigation that is beyond the scope of this inspection. Please consult with the property owner regarding this condition to determine if they have knowledge of the condition of the slab below where the tile is not well bonded. This information is not within the scope of this inspection.

The track at the base of the unit #1 bedroom closet sliding doors is rusty, suggesting moisture entry. We were unable to confirm the source of this moisture and recommend the property owner be consulted in this regard so that the source may be identified and corrected. This information is not within the scope of this inspection.

Please see our comments regarding the windows and exterior doors in the exterior heading of the report. The interior doors are in generally serviceable condition, excepting routine wear and tear.

The unit #5 bathroom door jamb has been broken out by force. We recommend the damaged jamb and related material be replaced to restore a functional door that can be closed and latched securely.

Smoke and carbon monoxide (CO) alarms are installed, but not in full accord with current requirements because the smoke alarms have been removed from most of the bedrooms. Smoke alarms are required in all bedrooms and in the corridors leading to the bedrooms. CO is an odorless gas deadly at high concentrations and harmful even at low concentrations CO alarms are required near bedroom entries.

Ionization-type smoke alarms typically respond approximately 5 seconds faster than photoelectric smoke alarms in flaming fires and can be as much as 30 to 45 minutes slower than photoelectric alarms in a smoldering fire. Ionization alarms are also more prone to false alarms than photoelectric alarms. Properly locating photoelectric alarms away from sources of heavy moisture, such as bathrooms, also greatly reduces false alarms. Given these facts, installing photoelectric smoke alarms rather than ionization or combination smoke alarms for fire safety is highly recommended.

The unit #3 unit interior is poorly maintained and the unit #4 unit interior is almost completely inaccessible due to excessive personal storage. This has an adverse effect on the building and the storage in unit #4 also

poses a health and safety hazard for the tenant. We recommend the unit interiors be restored and the unit #4 interior be made fully accessible for tenant safety.

Fireplaces and Chimneys

Our review of fireplaces, wood stoves and fireplace inserts does not include their actual operation. We perform a visual inspection of the accessible fireplace and chimney and do not inspect the flue interior. Masonry chimneys and flues are susceptible to damage and prone to collapse during seismic events. We ALWAYS recommend a qualified masonry contractor or fireplace specialist be retained to fully evaluate fireplaces and complete "level 2" NFPA safety inspections of fireplaces, flues, chimneys and related fireplace components. The NFPA inspections are beyond the scope of our inspection.

Description

Unit #5 fireplace construction is masonry and there is a wood stove in place.

Observations and Recommendations

Note: The National Fire Protection Association recommends a "level 2" inspection by a qualified and certified chimney sweep whenever a building is sold. The "level 2" inspection should include examination of the flue interior and other aspects of solid fuel appliances that we are not qualified to evaluate and comment upon.

The exposed features of the unit #5 fireplace interior and flue are concealed from view and inaccessible due to the wood stove insert and we make no representations regarding conditions that are concealed. The wood stove itself shows routine wear due to usage, appearing to be in generally serviceable condition; however, there is an EPA wood stove campaign in place mandating consumers replace older wood-burning stoves and related equipment with either non-wood burning equipment (for example, vented gas stoves), pellet stoves, or EPA certified wood stoves. Because EPA certified wood stoves emit approximately 70% less pollution than older, conventional wood stoves, a successful campaign will reduce local particulate emissions. We recommend the local air quality district be consulted to determine what the requirements of this program are in this area and what is voluntary and mandatory. This information is not within the scope of this inspection.

The fireplace insert lacks a positive flue connection and/or an approved flue liner. We recommend that an insert flue pipe be extended through the interior of the original chimney to the roof. Wood burning stove inserts that vent directly into existing chimneys are a fire hazard. Most insert manufacturers specify that a flue pipe be installed continuously from the stove insert to the top of the chimney.

The chimney and/or flue are in need of repair to restore safe operation. There are no caps or spark arrestors above the two flue tiles, which are also cracked. It also appears the fireplace chimney was extended upward after original construction and there is a large void between the top of the original chimney and the current mortar crown where it appears water may enter and collect. This may also be a source of water that is causing the water staining and mold on the unit #5 interior wall and ceiling surfaces. Furthermore, there are cracks and separations in the chimney mortar joints that have the potential of allowing water entry and at minimum these openings should be repointed. In summary, the chimney is

unconventional and may be a source of water intrusion. A chimney specialist or masonry contractor should be retained to fully evaluate the fireplace assembly and advise regarding the nature, extent and timeliness of corrective repair necessary. This information is not within the scope of this inspection.

Clearance from combustibles is adequate.

As indicated above, the chimney and flue are masonry and the flue is without a cap or spark arrestor. The installation of both is necessary to prevent damage due to water entry or the escape of sparks that are a fire hazard.

All solid fuel burning appliance chimneys and flues must be annually inspected and cleaned to prevent a buildup of soot and/or creosote, which if allowed to build up excessively, create a potential fire hazard. For annual maintenance we recommend the advice and services of a licensed masonry contractor or National Chimney Sweep Guild Certified chimney specialist.

Kitchen and Laundry

Kitchen and laundry areas are visually reviewed for active leakage, excessive or unusual wear and their general state of repair.

We only check appliance power and plumbing connections . Due to time constraints and the need for specialized knowledge beyond our expertise, we do not verify that appliances function as designed and offer no warranty as to their function or suitability. This applies to, but is not limited to, ranges, cooktops, refrigerators, dishwashers, garbage disposers, trash compactors, wine coolers, microwaves, laundry appliances and any other free standing and built-in appliances that may be present. Consult the builder, contractor, or current property owner concerning the condition and operation of all such appliances and the nature of any warranties that may be in effect. We also highly recommend you verify that all appliances function personally or retain a qualified technician to inspect the appliances for you and correct any defects.

Observations and Recommendations

The kitchen features are in overall serviceable condition; however, updating and upgrading will be necessary.

Some of the kitchen cabinetry is in need of maintenance, adjustment or repair, mostly in unit #3 and to a lesser extent in some of the other units.

The kitchen gas ranges are without anti-tip brackets. This allows the ranges to pull out of position when weight is placed on the oven doors when they are open. This is a potential safety hazard, particularly for small children. We recommend anti-tip brackets be installed to ensure the ranges will remain in position.

All five units are without kitchen exhaust systems. The absence of an exhaust systems will be an inconvenience due to fumes, grease and moisture produced while cooking. We recommend the installation of range exhaust systems.

Laundry facilities are in a detached shed and were not a part of this inspection.

Bathrooms

Bathrooms are visually inspected for proper function of components, active leakage, excessive or unusual wear and general state of repair. Fixtures are tested using normal operating features and controls. The condition and operation of toilets, sinks and related fixtures are reported upon in the plumbing fixtures heading.

Observations and Recommendations

The shower/tub enclosure receiving wall surfaces are visually reviewed for signs of surfaces in poor condition, materials that are no longer bonded to their substrate and/or symptoms of related damage. The unit #5 bathroom stall shower enclosure is a prefabricated unit, in generally serviceable condition. The receiving wall surfaces of almost all the remaining shower/tub enclosures are worn, in marginal condition and in need of substantial repair to restore their serviceability. As an example, the tile work of the shower/tub enclosure receiving walls was marginally applied with excessive lippage between the tiles and the grout joints are in marginal condition with loose moldy or missing grout.

The unit #3 bathroom stall shower receiving walls are poorly patched and sealed and some of the tile is loose and conducive to water entry. The receiving walls of this enclosure should be stripped and replaced in their entirety to restore a watertight enclosure. Damage will be found extending into adjoining materials, the nature and extent of which will not be known until these repairs are in progress.

The unit #4 right bathroom stall shower could not be reviewed in operation as it is filled with storage and the shower head is missing. We make no representations regarding the condition of this enclosure.

In summary, the shower/tub enclosure receiving walls are in need of significant repair and replacement to restore surface appearances and to restore watertight enclosures that will not subject the adjoining materials to ongoing moisture-related damage.

Although the bathroom shower/tub enclosure tile work was marginal and most will ultimately have to be replaced, the bathroom tile flooring surfaces were professionally installed and in generally serviceable condition, excepting routine wear and tear. Extra care should be taken to keep them well maintained and sealed, particularly near the shower/tub enclosures.

Insulation

Insulation helps to minimize heat loss and/or gain and increase system and appliance efficiency. Our visual inspection includes review to determine if insulation is present in representative locations and we may offer suggestions for upgrading. Our review of insulation is based upon a random sampling of accessible areas and does not constitute a warranty that all such areas are uniformly insulated or are insulated to current standards.

Observations and Recommendations

Wall insulation is present in the representative walls we probed. Floor insulation is not present.

Ceiling insulation is present; however, the attic insulation is contaminated due to extensive rodent waste, both feces and urine and accompanying odors. When the rodents are abated, all attic insulation and rodent waste should be removed before new insulation above the ceilings is installed.

The hot water pipes are not insulated.

The building is insulated by the standards in effect when it was last renovated.

Structural Components

The structural elements include foundation, footings, support framing and related features, wall framing and roof framing. These features are examined where visible for excessive or unusual wear and to determine their general state of repair. Many structural aspects are inaccessible where buried below grade or behind finished surfaces; therefore, much of our review is based upon identifying symptoms of movement, damage or deterioration. Where there are no visible symptoms, conditions requiring further review or repair may be present but will not be detected. We make no representations regarding the internal condition, strength or stability of soil or the concrete footings and foundations.

Description

The building is supported by concrete slab(s) on grade.

Exterior walls are wood framed. Floor construction is concrete slab on grade.

Roof support is by conventional rafters with solid board sheathing.

Observations and Recommendations

The foundations appeared generally serviceable where exposed from the exterior perimeter. There are hairline and/or small cracks are present. This type of cracking is typically the result of material shrinkage and/or routine settlement and generally does not affect foundation strength.

The interior floor slab floors are completely covered by finished flooring, concealed from view and could not be inspected. We make no representations regarding conditions that are concealed by the finished flooring surfaces exposed in the units.

Due to slab construction and enclosed wall framing, the structural framing was almost completely concealed from view and inaccessible and we make no representations regarding its condition.

The exterior front wall on the left end of the building (also the left interior wall of unit #5) is exposed brick and the interior of unit #5 behind the brick is masonry. It appears the left wall of the building may be completely masonry; however, this was not confirmed. We recommend the building plans be reviewed to determine if the left wall is all masonry and, if so, to determine if there is any internal reinforcement. Without reinforcement, a masonry wall is subject to weakness or failure in seismic activity.

Seismic Considerations

Anchor bolts are fasteners that connect the wood framing to the foundation and limit framing movement independent of the foundation in the event of seismic activity. Holdowns provide structural connections, strengthen the structure and further allow it to resist lateral forces during an earthquake. Due to concrete slab construction, the presence and extent of anchor bolting and related seismic anchorage and bracing is unknown.

Bracing panels and/or walls are structurally rated plywood or composite installed on the framing to help resist lateral movement or "racking" in the event of seismic activity. Shear bracing is not in place, consistent with buildings of this age. We recommend shear bracing be installed in conjunction with related upgrading when cost-effective.

Moisture Considerations

Concrete slab-on-grade floors are always susceptible to water intrusion if they were not completely waterproofed and drained. Although access to the slab was limited due to the installation of finished flooring, we found no visible evidence of active seepage or other moisture related conditions, other than those specifically discussed elsewhere in this report. Based upon its proximity to a drainage creek and a flooded marsh, this property will be susceptible to moisture entry. The property owner should be consulted to determine if moisture has ever entered through the slab floors into the interior of any of the units during adverse weather in the past. This information is not within the scope of this inspection.

Due to changing weather conditions and variations in rainfall accumulation, we are unable to determine the extent of slab seepage in sustained and heavy rain. We are also unable to determine the extent or presence of any perimeter foundation drainage systems that may have been installed, as their underground placement would render them inaccessible for our inspection.

Our observations regarding evidence of wood-destroying pests and/or organisms anywhere in the building cannot substitute for inspection by a licensed structural pest control operator or inspector. We can only report upon current visible conditions and cannot render opinions regarding their cause or remediation. We recommend review of a current structural pest control report for information regarding the presence, nature and extent of wood-destroying pests and/or organisms that may be present in the building. If a current report is not available, we recommend a structural pest control inspection be performed. We are not qualified, and are forbidden by statute, to render opinions regarding any issues relating to wood destroying pests and/or organisms and similar structural pest control issues.

Environmental Concerns

Environmental issues include, but are not limited to, radon, asbestos, lead paint, lead contamination, mold, toxic waste, formaldehyde, electromagnetic radiation, buried fuel oil tanks, ground water contamination and soil contamination. The scope of our services **does not** include an environmental assessment or an investigation into the presence or absence of hazardous, toxic or corrosive materials anywhere in the building, in the soil, surface water, groundwater or air on, below or around the site. We are not trained, qualified or licensed to recognize or evaluate these substances; however, may make reference to some of these substances in this report if their common forms are observed. Further study and analysis is always

prudent to determine the nature, extent and condition of substances that have the potential of being environmental or health risks. Qualified personnel should always be retained for advice and services in this regard.

Buildings constructed in or before 1978 may contain lead-based interior and exterior paint, considered a potential health threat if ingested or dust from it is inhaled. Pregnant women and young children are at the greatest risk. Paint can be tested for lead content by a testing laboratory. Testing or evaluation for lead based paint is not within the scope of this inspection. The Environmental Protection Agency (EPA) also requires contractors performing renovation, repair and painting projects that disturb more than six square feet of paint in pre-1978 buildings to be certified and trained, and to follow specific work practices to prevent lead contamination. This significantly increases the cost of having work performed when paint is disturbed. Further information regarding lead-based paint should be obtained directly from the EPA.

Due to the age of the building lead paint may be present. Information regarding the presence, extent and condition of material potentially containing lead must be obtained from an environmental specialist.

We have identified mold in the units, and there are conditions conducive to mold growth. Mold is toxic and unhealthy for sensitive individuals. A certified industrial hygienist would have to be retained to identify and quantify mold growth, evaluate conditions conducive thereto and provide specific recommendations for remediation. We are not qualified to render opinions in this field.

Location of Emergency Controls

In an emergency all occupants should know where to shut off the gas, water and electricity to the building. We have listed below those controls and their location for your convenience. We encourage all occupants to familiarize themselves with their location and operation.

- **Electrical meters, main service panels and disconnects**

The electrical meters and service panels are on the right end of the building outside unit #1. The system features a common main disconnect as well as individual disconnects for each metered service to turn off the flow of electricity when servicing the system or in the event of an emergency.

- **Water shut-off**

The domestic water supply main shut-off valve is at the rear-right corner of the building near the unit #1 entry. This valve is used during plumbing system maintenance and repair and in the event of an emergency.

- **Propane Tank and shut off**

The propane tank is outside in the parking area bordering one of the raised septic system leach fields. The main gas supply shutoff valve is located on top of the tank. This valve should be turned clockwise until it stops (or 90 degrees as the case may be) in order to shut off the gas.

Summary

In relation to other buildings of this age and type, the condition of the building is average and its original construction and renovation reflect standard quality materials and workmanship. The building has been reasonably maintained and is now in need of miscellaneous deferred maintenance and repair. Some of the building's features are also outdated and will be in need of upgrading commonly necessary and expected in buildings of this age.

Please remember that due to its high exposure location in a marine environment, this building will require greater than average maintenance to keep it in good repair and ensure a watertight building "envelope".

All buildings require routine maintenance and repair. Older buildings and those in high exposure environments always require greater maintenance and repair to ensure that they remain in satisfactory condition. This varies depending on the nature, extent and quality of maintenance and upgrading performed. Some of our maintenance and repair recommendations can be "lived with" and others are necessary to minimize or prevent the progression of reportable conditions.

Our recommendations are not intended as criticisms, but as professional opinions regarding conditions present. Life safety issues and conditions affecting the performance of major systems and structural components are of highest priority. Next are features needing repair that have not yet affected performance. These are typically deferred maintenance items. We also often suggest upgrades to enhance the property.

When repair or further evaluation is recommended, all such work should be performed only by qualified persons holding required and appropriate, properly issued licenses, and who possess the experience and skills necessary to perform the recommended work or assessment in accordance with all applicable regulations and current best practices.

We make an effort to identify reportable conditions; however, we cannot predict future conditions or performance. We recommend funds be budgeted yearly for maintenance and repair. This advice holds true for all buildings.

Please feel free to call us at any time if there are questions regarding the report or conversations on site.

END OF REPORT

Hoytt Inspection Services, Inc
a California Corporation



Housing & Federal Grants Division

2020/2021 COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAM APPLICATION FOR FUNDING

1. Indicate type of project. If your project allows, you may apply under multiple categories.

- CDBG Public Services
- CDBG Housing Construction/Acquisition
- CDBG Housing Rehabilitation
- CDBG Public Facilities/Improvements
- HOME Housing Construction/Acquisition
- HOME Housing Rehabilitation

2. Organization (Fiscal Sponsor) General Information

Organization/Agency Name	Community Land Trust Association of West Marin
Mailing Address	PO Box 273, Point Reyes Station, CA 94956
Website	https://clam-ptreyes.org/
Organization DUNS#	9 6 6 2 6 9 0 6 5
Executive Director/CEO	Kimberly Thompson
Email Address	kim@clam-ptreyes.org
Phone	415-663-1005

3. Project General Information

Program/Project Name	Rental Houses Exterior Repairs
Program/Project Site Address	11560 State Route 1, Point Reyes Station and 255 Aberdeen Way, Inverness, CA
CDBG/HOME Funding Amount Requested	\$30,000
Application Contact Person	Stacey Laumann
Title of Contact Person	Project Manager

Email Address

stacey@clam-ptreyes.org

Phone

415-663-1005

4. Planning Areas Served: Indicate what geographic area the requested funding will serve. Please indicate approximate % of services provided in each area. For Housing projects with current residents, please indicate where your project is located.

Novato	0
San Rafael	0
County Other	100
Total Percentage	100

5. What other County of Marin funding is your organization receiving for this project?

Funding Source	Grant Amount	
None	\$0	X

Add Row

6. Organizational Overview: Provide a brief description of your organization including mission, programs, number of clients served, etc. (Please limit to 3000 characters.)

CLAM's mission is to provide stable and permanently affordable homes in an environmentally responsible way in the communities surrounding Tomales Bay. As a community land trust, CLAM holds land and housing in trust for the community in perpetuity while creating housing that working people can afford.

CLAM currently owns 18 housing units in apartments, single family homes and ADUs that are rented to low income people that generally earn less than 50% AMI. CLAM also has an affordable ownership program through which we have sold two ownership homes to low-income families.

In addition, CLAM manages Real Community Rentals, an affordable rental partnership program to establish affordable ADUs and JADUs in the homes of private residences. Through this program we have helped create 25 affordable rentals outside of our portfolio. This program is funded by the County of Marin.

Through these programs, CLAM currently serves 67 individuals and has served approximately 50 households throughout our nearly 20 year history.

We hold a long term commitment to developing housing for those least likely to be able to find housing in West Marin. We are also committed to lowering energy costs and providing environmentally sustainable housing to families.

7. Project Description: Provide a detailed scope of work including services to be provided and/or development activities to be engaged. Describe how this project will benefit the community. (Please limit to 3000 characters.)

CLAM respectfully requests funds to upgrade single-family + ADU properties that together offer 4 units of rental housing to lower income families.

Building 1 & 2 are located at 11560 State Route 1, Point Reyes Station.

Building 3 & 4 are located at 255 Aberdeen Way, Inverness.

Building 1 & 2 need exterior improvements to extend the life of the structures. Both properties need septic repair to eliminate root intrusion.

Building 1 - Roof replacement

Building 1 - Entry door replacement

Building 1,2 - Exterior paint
Building 2 - Replace failing high-efficiency windows
Building 1,2 - Perimeter fence repair
Buildings 1,2,3,4 - Septic tank riser repairs

The two properties need similar upgrades, thus CLAM is applying for funds to be used at both properties under this application. Combined, we hope we can achieve cost efficiencies in project management, contracts and materials procurement, and funding administration.

Due to the varied scope of this work, we propose that CLAM staff oversee all phases of project planning, product procurement, and permit compliance, and directly contract with contractors to complete the repairs. We find this approach to be most cost efficient.

The cost for the project scope above has been estimated based on a Physical Needs Assessment completed by EMG Corp. in 2019, and further research by CLAM staff. Construction bids will be sought pending funding award and the County's contracting schedule. Both of these properties are too small for many funding sources such as PGE's multi-family grant program.

Important to note, Building 1 & 2 were 1920s structures purchase by CLAM in 2009 and in need of significant renovation. Taking seriously our mission of creating environmentally responsible affordable housing, we implemented a renovation that drastically reduced energy use of Building 1, and on the site of Building 2 rebuilt from the ground up the first net zero Passive House in California. CLAM is proud to steward these homes and provide truly healthy and energy efficient homes for low income families.

8. For Public Service projects, which community priority does your project align with? (check as many boxes as applicable)

- Housing Support Services
- Children, Youth and Parent Services
- Basic Health Services

9. HUD National Objective to be served (check at least one)

- Activities benefiting low and moderate-income persons. (LMI)
- Activities benefiting low and moderate area. (LMA)
- Activities which aid in the prevention or elimination of slums or blight

10. How will this project Affirmatively Further Fair Housing? (Please limit to 3000 characters.)

CLAM's resident population reflects the demographics of West Marin which include primarily seniors, Latinx families and Caucasian families. Current residents of these properties include 12 persons, including 9 Latinx persons. We are committed to removing barriers to housing access in our service area.

11. Describe how this project will conduct affirmative marketing to members of the Protected Classes under federal fair housing laws. For more information about affirmative marketing, visit the [Marin County Federal Grants website](#) and scroll down to the Affirmative Marketing panel. (Please limit to 3000 characters.)

There are no current vacancies at these existing residential properties. However, CLAM uses the attached Affirmative Marketing Contact Sheet when advertising new housing opportunities and our services in general. CLAM

actively markets housing opportunities consistent with our affirmative marketing plan, which reaches out to Latino and African American community networks and traditionally diverse family resource centers and senior service networks in southern and east Marin and southern Sonoma County.

CLAM also hosts an array of community education forums that invite age, ethnic, and gender diversity, using print and social media information outlets to connect with the broader community.

12. Approximately how many moderate, low, very low, and extremely low-income persons will directly benefit from the program/project? Projects that support low-income persons will be prioritized. (Use the income level table found in the Application Guidelines document)

Moderate-Income	<input type="text" value="0"/>
Low-Income	<input type="text" value="5"/>
Very Low-Income	<input type="text" value="6"/>
Extremely Low-Income	<input type="text" value="1"/>

13. How does your organization verify client income? (Income verification is required except if the client is presumed benefit by HUD. Presumed benefit applies to abused children, battered spouses, the elderly, adult persons with serious disabilities, the homeless, illiterate persons, and migrant farm workers.) (Please limit to 3000 characters.)

CLAM currently has 18 rental units serving 40 low, very low, and extremely low income residents, and 24 units created through Real Community Rentals serving 25 low and very low income residents.

Income verification of each household is conducted in January/February each year by collecting and reviewing income documentation with each household, such as pay stubs, W2s, 1099s, SSI, and bank statements.

14. Estimate the demographics of moderate, low, very low, and extremely low-income persons who will directly benefit from the program/project.

Ethnic Category	Total Number of Persons	Number of Persons Identifying as Hispanic
American Indian or Alaskan Native		
Asian		
Black or African American		
Native Hawaiian or Other Pacific Islander		
White	12	9
American Indian and White		
Asian and White		
Black and White		
American Indian and Black		
Multi-Racial		
TOTAL	12	9
Female-Headed Households (out of above total)	1	1
Persons with Disabilities (out of above total)	0	0

PROJECT MANAGEMENT & FINANCIAL DATA

15. If funded previously, list past project goals and accomplishments/activities using CDBG/HOME funds. (Please limit to 3000 characters.)

CLAM has not received Federal funds at either of the locations for which we request funds. However, CLAM has received CDBG and HOME funds for capital improvements at other properties. Below is a list of recently completed projects funded by CDBG.

- 2020: Mesa Apts. New double pane windows installed throughout to provide greater temperature control and sound attenuation at the street corner. Crawlspace insulation and building exterior repairs scheduled for Spring 2020 (CDBG 2019/2020)
- 2019: Ocean Terrace Apts. Replaced emergency fire ladders (CDBG 2018/2019)
- 2017: Mesa Apts. Replaced 5 old inefficient water heaters with 2 Sanden heat pump water heaters (CDBG and MCE rebates).
- 2013: Mesa Apts. Acquisition funding (HOME)

Recent Capital upgrades on the properties requesting financial assistance completed with CLAM property reserves.

- 2019: Building 4, Roof replacement, rodent abatement.
- 2019: Building 1. New flooring, interior repairs.
- 2018: Building 3. New flooring, interior repairs.

16. If your agency has remaining CDBG/HOME funds previously approved, please describe the timeline for expending the fund balance. (Please limit to 3000 characters.)

2019/20 CDBG award

Completed work to date:

January 2020: Replaced 21 windows with double paned product at Mesa Apartments.

January 2020: Electrical service final hookup to the new meters that were installed prior to contract start.

February 2020: Submitted Invoice #1 for reimbursement of expenses.

Pending work Winter and Spring 2020: Siding repair, painting, and crawlspace insulation at Mesa Apartments.

Water heater repair/replacement at Ocean Terrace, and possibly double pane sliding door replacement pending remaining funds available.

17. Describe your organization's experience with administering federal grant programs. For Housing and Capital (construction and renovation) projects, what experience do you have with complying with Davis-Bacon prevailing wage requirements? (Please limit to 3000 characters.)

CLAM has received federal funds through Marin County since approximately 2013. We have consistently utilized and drawn funds within the grant timeline. CLAM's contract obligations for Davis-Bacon have been met. Only one property is over 4 units, triggering Davis-Bacon. The current request will not trigger Davis-Bacon due to project size.

18. Describe who will supervise and manage the project and their past experience with project management. (Please limit to 3000 characters.)

Stacey Laumann, Project Manger will oversee the use of funds. She has overseen CDBG applications, expenditures, and reporting on behalf of CLAM since 2017. Ruth Lopez, Property Manager, will oversee the capital work and contractors. Ruth has been managing CLAM's properties, CDBG expenditures, and resident services since 2013.

19. For Housing and Capital (construction and renovation) projects, list any entitlements, planning approvals, or authorizations that are necessary for the project to proceed and list those already received. (Please limit to 3000 characters.)

No entitlements are required for this request. This project is ready to move forward immediately with a 1-year time frame.

Building permits will be required, and managed by CLAM staff and selected contractors.

20. For Housing and Capital (construction and renovation) projects, what stage are you in? Select the current phase of the proposed.

- Predevelopment
- Planning
- Cost Estimate
- Building

21. For HOME projects: Please describe how you will meet the 25% funding match requirement? (Please limit to 3000 characters.)

n/a

22. For HOME projects, are you a CHDO?

23. For Housing and Capital (construction and renovation) projects, what is your project timeline? List program/project objectives and milestones, along with an estimated timetable for reaching them. (The general tasks for a construction project are provided below; please add tasks as needed.)

Task	Date of Completion
Define scope of work/finish design	Feb 6, 2020
Complete planning and environmental review	Feb 6, 2020
Release bid package	Jul 1, 2020
Select contractor	Sep 1, 2020
Finalize contract	Oct 16, 2020
Obtain building permits	Nov 16, 2020
Start construction	Nov 16, 2020
Complete construction	May 31, 2021

Required Attachments:

- A. Project Budget: Complete the project budget template provided and submit along with application. If you have a project budget that provides the information requested in the template, you may submit that in-lieu of the template. Please note: the project budget should reflect the total cost of the project NOT just the CDBG/HOME request.
- For Public Service projects: Project budgets should cover a 1-year time period only. Year two funding allocations will be based on the 1-year budget in relation to outcomes achieved and HUD funding levels.
 - For Capital/Housing projects: Project budgets should be developed spanning a two-year time period, with specific outcomes and line items associated with each year. If your project has received planning approvals, has an environmental review on file, and is ready to move forward in a 1-year time frame please indicate so.
- B. Organizational Budget: Upload your organization or fiscal sponsors annual budget.

Attach Project Budget	CLAM Housing and Capital Service Project Budget 2020-2022.xlsx	Remove
Attach Org Budget	CLAM 2020 Draft Operating Budget.pdf	Remove
Attach Miscellaneous	Attachment I Affirmative Marketing Contact Sheet.pdf	Remove

Signer Name

Signer Title

Project Manager

By checking this box, I hereby certify that the information in this application is true and accurate to the best of my knowledge.

By checking this box, I, Stacey Laumann, certify that all information contained in this application to be true and accurate to the best of my knowledge.

Signed: Thu Feb 06 2020 13:38:22 GMT-0800 (Pacific Standard Time)

Capital and Housing Project Budget Template

Organization Name: Community Land Trust Association of West Marin (CLAM)
Project Title: Rental Houses Exterior Repairs (Building 1 & 2 are 11560 State Route 1; Buildings 3 & 4 are Aberdeen Way)

Date: 2/5/20

INCOME:	Federal Grants Request Year 1	Federal Grants Request Year 2	Other Funding Sources	In Kind	Total Proposed Project Income
<u>Committed</u>					
Foundations:					
<i>(Add rows)</i>					
Government:					
<i>(Add rows)</i>					
Corporations:					
<i>(Add rows)</i>					
Individual Contributions: (list total):					
Earned Income:					
<i>(Add rows)</i>					
Other (specify):					
Capital reserves			\$ 5,500.00		
<i>(Add rows)</i>					
Subtotal, Committed Income			\$ 5,500.00	\$ -	\$ 5,500.00
<u>Uncommitted</u>					
Federal Grants Request	\$ 30,000.00				
Foundations:					
<i>(Add rows to list other Foundations)</i>					
Government:					
<i>(Add rows to list other Government agencies)</i>					
Corporations:					
<i>(Add rows to list other Corporations)</i>					
Individual Contributions:					
<i>(Add rows to list other Contributions)</i>					
Other (specify):					
<i>(Add rows to list others)</i>					
Subtotal, Uncommitted Income	\$ 30,000.00	\$ -	\$ -	\$ -	\$ 30,000.00
Other Earned Income:					
<i>(Add rows)</i>					
Subtotal, Earned Income			\$ -	\$ -	\$ -
Grand Total Income	\$ 30,000.00	\$ -	\$ 5,500.00	\$ -	\$ 35,500.00

EXPENSES (Add rows to list other expenses)	Federal Grants Request Year 1	Federal Grants Request Year 2	Other Funding Sources	In Kind	Total Proposed Project Expenses
Direct Project Related Expenses					
Acquisition					
Purchase price					
Title/Recording/Escrow					
<i>(Add rows to list other direct project expenses)</i>					
Pre-development					
Architecture & engineering					
Phase 1					
Market Study					
Entitlements/Zoning					
<i>(Add rows to list other direct project expenses)</i>					
General Development					
Building 1 - Roof replacement	8000				
Building 1 - Entry door replacement	800				
Building 1,2 - Exterior paint	13000				
Building 2 - Replace failing high-efficiency windows	8000				
Bldgs 1,2,3,4 - Septic tank riser repairs	200		\$ 5,500.00		
<i>(Add rows to list other specific project expenses)</i>					
Subtotal, Direct Project Related Expenses	\$ 30,000.00	\$ -	\$ 5,500.00	\$ -	\$ 35,500.00
Developer Fee (specify % in column A below)					
0.00%					\$ -
Fiscal Sponsorship Fee (specify % in column A below)					
0.00%					\$ -
Grand Total All Expenses					\$ 35,500.00

CLAM 2020 Draft Operating Budget	2020 Budget
Operating Income/Expense	
Income	
Donations	366100.00
Grants	298,000.00
Rental Income	147,048.00
Management fees	15,636.00
Total Income	826,684.00
Expense	
Personnel	504,657.00
Operations	108,008.00
Project Development	43,000.00
Property Expenses	85,847.00
Total Expense	741,512.00
Net Operating Income	85,172.00

Attachment I: Affirmative Marketing Contact Sheet

Targeted Population(s) Methods of Advertising	Targeted Population: African American	Targeted Population: Latino/Spanish Language	Targeted Population: Asian
Newspaper(s) Sample Classified Ad = 26 words. 1. 2. And 3-bedroom townhomes available for rent in Point Reyes Station. Applicants must show verifiable household income. Please visit our website for details: www.TBD.org. 415-663-1005.	1. Marin IJ Classified print and online. 415-382-7242 http://marketplace.marinij.com/marin-marketplace/ 2. Marin City Post https://marinpost.org/	1. Marin IJ Classified print and online. 415-382-7242 http://marketplace.marinij.com/marin-marketplace/ 2. La Voz Northern CA's primary bilingual newspaper (Span/Eng) http://www.lavoz.us.com/lavoz/Advertise.html Translation Spanish available. \$80/month. 3. Point Reyes Light Classified print and online. https://www.ptreyeslight.com/	1. Marin IJ Classified print and online. 415-382-7242 http://marketplace.marinij.com/marin-marketplace/
Radio Station(s)	1. KPOO 89.5FM. http://www.kpoo.com/psas . Office: 415-346-5373. "The only African-American owned and operated noncommercial radio station west of the Mississippi," 2. KALW: 91.7FM. https://www.kalw.org/ . No commercial PSA. Refer to KPFA. 3. The Light 1190AM Bay Area Gospel Radio https://www.gospel1190.com/	1. TAY Radio Marin (Announcements in Spanish.) https://www.facebook.com/tayradiomarin/ 2. KBBF 89.1FM (Span/Eng). Marisol Muñoz-Kiehne, 'Doctora Marisol'. Will make announcements in Spanish 3. KWMR 90.5 FM, 89.9, 92.3 (Span/Eng) West Marin https://kwmr.org/contact 3. Cuerpo Corazón Comunidad - Spanish Radio Show Marisol Muñoz-Kiehne, Doctora Marisol. 415-455-0102. On KFFB and KWMR. www.cuerpocorazoncomunidad.org	1. TAY Radio Marin (announcements in Vietnamese.) https://www.facebook.com/tayradiomarin/ *Developing a new program that will be broadcast in Vietnamese.
TV Station(s)	Marin Community Television: Local channels 26/27/30 https://cmcm.tv/ On-air community calendar postings/notices - Free. English broadcast, Spanish via website. Free 30 second tv spot for non-profit organizations.	Marin Community Television: Local channels 26/27/30 https://cmcm.tv/ On-air community calendar postings/notices - Free. English broadcast, Spanish via website. Free 30 second tv spot for non-profit organizations.	Marin Community Television: Local channels 26/27/30 https://cmcm.tv/ On-air community calendar postings/notices - Free. English broadcast, Spanish via website. Free 30 second tv spot for non-profit organizations.
Electronic Media	1. Marin City Community Services District https://www.marincitydistrict.org/ . 2. Next Door: Marin City. https://nextdoor.com/neighborhood/marincity--sausalito--ca/ 3. United Marin Rising http://unitedmarinrising.org/	1. TacoList.com (Spanish) http://tacolist.com/ Spanish-language classified ads - free. 2. West Marin Commons https://www.westmarincommons.org/ 3. Next Door: Canal, San Rafael.	1. Marin Asian Advocacy Project / United Marin Rising. http://unitedmarinrising.org Vinh Luu will post announcements on facebook and social media. Email: vluu@marinaap.org . 415-847-2747. -The population served by the Marin Asian Advocacy Project is South-Asian: Vietnamese, Laotian, and Cambodian.
Bulletin Boards	1. Marin City Wellness Center. 630 ake Ave, Sausalito, CA 94965. 415-339-8813. 2. Marin City Community Services District. https://marincitydistrict.org/ 630 Drake Ave, Sausalito, CA 94965. 415-332-1441. 3. Marin City Library. https://marinlibrary.org/ . 164 Donahue St, Sausalito, CA 94965. 415-332-6159.	1. Multicultural Center of Marin. 30 N. San Pedro Rd. Suite 250, San Rafael, CA 94903. 415.526.2486. 2. Canal Alliance. 91 Larkspur St, San Rafael, CA 94901. 415-454-2640. 3. Albert J. Boro Community Center & Library. 50 Canal Street, San Rafael, CA 94901. 415-485-3077. 4. Good & Clean Laundromat 15 Calle del Mar, Stinson Beach, CA 94970 5. Stinson Library 420 Litho St, Sausalito CA 94965. 415-289-4121 6. Point Reyes Library 11431 Highway 1, Point Reyes Station, CA 94956 7. Toby's Feed Barn 11250 Highway One, Point Reyes Station, CA, 94956	1. Marin Asian Advocacy Project / United Marin Rising. http://unitedmarinrising.org Vinh Luu will post announcements on facebook and social media. Email: vluu@marinaap.org . 415-847-2747. 2. Point Reyes Library. 11431 State Route One, Point Reyes Station CA 94956. 415-663-8375.
Others Organizations	1. SOJI: Community Activists Representing Southern Marin. Contact: Ricardo Moncrief, Director. hnef@aol.com. 415 883-1757 http://www.isoji.net/ . 2. Golden Gate Village Resident Council info@marinhousing.org. https://www.marinhousing.org/golden-gate-village.html . 3. Multicultural Center of Marin. http://multiculturalmarin.org/ 415.526.2486	4. West Marin Community Services https://westmarincommunityservices.org/contact 5. West Marin Senior Services http://wmss.org/ 6. West Marin Collaborative, Maria Niggle nigglehollis@gmail.com 7. Canal Alliance contact@canalalliance.org . 451-454-2640. https://canalalliance.org/ .	8. North Bay Organizing Project http://www.northbayop.org/ 9. Petaluma Community Relations Council http://petalumacrc.org/



Housing & Federal Grants Division

2020/2021 COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAM APPLICATION FOR FUNDING

1. Indicate type of project. If your project allows, you may apply under multiple categories.

- CDBG Public Services
- CDBG Housing Construction/Acquisition
- CDBG Housing Rehabilitation
- CDBG Public Facilities/Improvements
- HOME Housing Construction/Acquisition
- HOME Housing Rehabilitation

2. Organization (Fiscal Sponsor) General Information

Organization/Agency Name	Galilee Harbor Community Association
Mailing Address	300 Napa Street, Sausalito, CA 94965
Website	https://www.galileeharbor.org/
Organization DUNS#	0
Executive Director/CEO	Christene Scarpino, GHCA Board President
Email Address	cscarpino@me.com
Phone	415-332-8554

3. Project General Information

Program/Project Name	Galilee Harbor Electric Upgrade
Program/Project Site Address	300 Napa Street, Sausalito, CA 94965
CDBG/HOME Funding Amount Requested	\$30,051
Application Contact Person	Heidi Madison
Title of Contact Person	Galilee Harbor Project Manager

Email Address

heidimadison@gmail.com

Phone

415-332-8554

4. Planning Areas Served: Indicate what geographic area the requested funding will serve. Please indicate approximate % of services provided in each area. For Housing projects with current residents, please indicate where your project is located.

Novato

0

San Rafael

0

County Other

100

Total Percentage

100

5. What other County of Marin funding is your organization receiving for this project?

Funding Source	Grant Amount	
None.	\$0	X

Add Row

6. Organizational Overview: Provide a brief description of your organization including mission, programs, number of clients served, etc. (Please limit to 3000 characters.)

Galilee Harbor Community Association is a non-profit, cooperative, liveaboard community dedicated to supporting the maritime arts and skills while providing affordable floating housing on the Sausalito waterfront.

Galilee Harbor is a community of predominately low-income households, located in the Marinship area of Sausalito. The Galilee Harbor Community Association (GHCA), a nonprofit mutual benefit corporation, is a self-governing membership organization established in 1982 and represents the 38 households living in the marina. Members of Galilee are working artists and maritime workers.

Galilee Harbor serves to further the goodwill and understanding of Sausalito's working waterfront by encouraging public access to and interaction with our maritime, live-aboard cooperative community. Galilee Harbor includes many public access features.

7. Project Description: Provide a detailed scope of work including services to be provided and/or development activities to be engaged. Describe how this project will benefit the community. (Please limit to 3000 characters.)

The Galilee Harbor Electric Upgrade Project: The electric stanchions on the marina docks provide electricity to each boat. They are becoming worn and need to be replaced. Several stanchions have been replaced due to malfunction and there are seventeen older stanchions that still need to be replaced in order to maintain a safe and reliable marina electric system in Galilee Harbor. The request for funding is to cover the cost to purchase the new stanchions.

The Galilee Harbor maintenance committee will install the stanchions over the course of the next year, replacing the most worn stanchions first. The replacement of the worn electric stanchions benefits the entire community. Every tenant relies on a stable system to protect the integrity of their boats, manage their electricity and to ensure compliance with permit standards and safety codes.

8. For Public Service projects, which community priority does your project align with? (check as many boxes as applicable)

- Housing Support Services**
- Children, Youth and Parent Services**
- Basic Health Services**

9. HUD National Objective to be served (check at least one)

- Activities benefiting low and moderate-income persons. (LMI)**
- Activities benefiting low and moderate area. (LMA)**
- Activities which aid in the prevention or elimination of slums or blight**

10. How will this project Affirmatively Further Fair Housing? (Please limit to 3000 characters.)

The Electric Upgrade Project is designed to maintain the safety of the marina and to support the longevity of the infrastructure. The work is necessary to preserve this rare, low-income community on the Sausalito waterfront.

Galilee Harbor developed an extensive contact list for its Affirmative Marketing Plan in 2019. The contact list is a comprehensive list of resources and media outlets that reach the target populations identified in our marketing plan: Richardson Bay Anchor-out Community, Black or African American Community, including Marin City, Hispanic or Latino Community, including the Canal District in San Rafael, Asian Community, including the South Asian population in West Marin, Seniors and People with Disabilities. The contact list is kept in a binder in the office and is used to advertise membership openings and to invite the community to events.

11. Describe how this project will conduct affirmative marketing to members of the Protected Classes under federal fair housing laws. For more information about affirmative marketing, visit the [Marin County Federal Grants website](#) and scroll down to the Affirmative Marketing panel. (Please limit to 3000 characters.)

Galilee Harbor Community Association protects the existing low-income residents from being dislocated and preserves a significant portion of the available low-income housing in southern Marin County. Maintaining a safe electric system protects the marina and the community.

To ensure that Galilee Harbor is reaching members of the Protected Classes, the membership committee has updated the new member application to include a section that identifies the race and ethnic demographics of the applicants. There are new questions that inquire how people heard about the open membership, to help evaluate if Galilee Harbor is reaching the target communities and if the marketing tools are effective.

Galilee Harbor is also expanding their events beyond Maritime Day to include a bi-annual flea market and a winter festival. Galilee Harbor events maintain waterfront traditions and introduce a wide range of people to their unique, low-income marina community. The Affirmative Marketing contact list is used to send invitations, fliers and make announcements to media contacts in order to extend outreach to members of the Protected Classes.

12. Approximately how many moderate, low, very low, and extremely low-income persons will directly benefit from the program/project? Projects that support low-income persons will be prioritized. (Use the income level table found in the Application Guidelines document)

Moderate-Income	14
Low-Income	10
Very Low-Income	16
Extremely Low-Income	26

13. How does your organization verify client income? (Income verification is required except if the client is presumed benefit by HUD. Presumed benefit applies to abused children, battered spouses, the elderly, adult persons with serious disabilities, the homeless, illiterate persons, and migrant farm workers.) (Please limit to 3000 characters.)

Galilee Harbor performs an annual income verification in May based on IRS tax returns. The verified incomes for all members are reported to EAH, who then send the Galilee Harbor income report to CDBG, BCDC, and the City of Sausalito.

14. Estimate the demographics of moderate, low, very low, and extremely low-income persons who will directly benefit from the program/project.

Ethnic Category	Total Number of Persons	Number of Persons Identifying as Hispanic
American Indian or Alaskan Native	0	
Asian	3	
Black or African American	2	
Native Hawaiian or Other Pacific Islander	3	
White	55	1
American Indian and White	0	
Asian and White	0	
Black and White	0	
American Indian and Black	0	
Multi-Racial	3	3
TOTAL	66	4
Female-Headed Households (out of above total)	7	
Persons with Disabilities (out of above total)	6	

PROJECT MANAGEMENT & FINANCIAL DATA

15. If funded previously, list past project goals and accomplishments/activities using CDBG/HOME funds. (Please limit to 3000 characters.)

The Galilee Harbor Rehabilitation Project was funded by CDBG. This was a community development project to pave the parking lot, which was gravel and full of dangerous, water collecting potholes.

16. If your agency has remaining CDBG/HOME funds previously approved, please describe the timeline for expending the fund balance. (Please limit to 3000 characters.)

Galilee Harbor has a remaining balance of \$103, 679.42. The invoice was submitted to CDBG on 01/27/20. The timeline for expending the funds is as soon as the City completes all aspects of the project and submits an invoice to

CDBG.

17. Describe your organization's experience with administering federal grant programs. For Housing and Capital (construction and renovation) projects, what experience do you have with complying with [Davis-Bacon](#) prevailing wage requirements? (Please limit to 3000 characters.)

Galilee Harbor is very experienced with administering federal grant programs and complying with the Davis-Bacon prevailing wage requirements.

18. Describe who will supervise and manage the project and their past experience with project management. (Please limit to 3000 characters.)

Heidi Madison, Galilee Harbor Project Manager will manage the project. She managed the Galilee Harbor Rehabilitation Project in 2019.

19. For Housing and Capital (construction and renovation) projects, list any entitlements, planning approvals, or authorizations that are necessary for the project to proceed and list those already received. (Please limit to 3000 characters.)

None.

20. For Housing and Capital (construction and renovation) projects, what stage are you in? Select the current phase of the proposed.

- Predevelopment
- Planning
- Cost Estimate
- Building

21. For HOME projects: Please describe how you will meet the 25% funding match requirement? (Please limit to 3000 characters.)

Not a Home project.

22. For HOME projects, are you a CHDO?

23. For Housing and Capital (construction and renovation) projects, what is your project timeline? List program/project objectives and milestones, along with an estimated timetable for reaching them. (The general tasks for a construction project are provided below; please add tasks as needed.)

Task	Date of Completion
Define scope of work/finish design	Jan 6, 2020
Complete planning and environmental review	Jan 6, 2020
Release bid package	
Select contractor	
Finalize contract	
Obtain building permits	
Start construction	
Complete construction	Jun 30, 2021

Required Attachments:

A. Project Budget: Complete the project budget template provided and submit along with application. If you have a project budget that provides the information requested in the template, you may submit that in-lieu of the template. Please note: the project budget should reflect the total cost of the project NOT just the CDBG/HOME request.

- For Public Service projects: Project budgets should cover a 1-year time period only. Year two funding allocations will be based on the 1-year budget in relation to outcomes achieved and HUD funding levels.
- For Capital/Housing projects: Project budgets should be developed spanning a two-year time period, with specific outcomes and line items associated with each year. If your project has received planning approvals, has an environmental review on file, and is ready to move forward in a 1-year time frame please indicate so.

B. Organizational Budget: Upload your organization or fiscal sponsors annual budget.

Attach Project Budget	Galilee Harbor - Housing and Capital Service Project Budget Template	Remove
Attach Org Budget	GHCA-Operating Budget2019-2020-FINAL.xlsx	Remove
Attach Miscellaneous		Remove

Signer Name	Heidi Madison
Signer Title	Galilee Harbor Project Manager

By checking this box, I hereby certify that the information in this application is true and accurate to the best of my knowledge.

By checking this box, I, Heidi Madison, certify that all information contained in this application to be true and accurate to the best of my knowledge.

Signed: Wed Feb 05 2020 15:32:10 GMT-0800 (Pacific Standard Time)

Capital and Housing Project Budget Template

Organization Name: Galilee Harbor Community Association
Project Title: Galilee Harbor Electric Upgrade

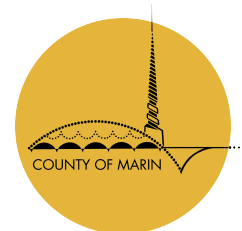
Date: 02/04/20

INCOME:	Federal Grants Request Year 1	Federal Grants Request Year 2	Other Funding Sources	In Kind	Total Proposed Project Income
<i>Committed</i>					
Foundations:					
<i>(Add rows)</i>					
Government:					
<i>(Add rows)</i>					
Corporations:					
<i>(Add rows)</i>					
Individual Contributions: (list total):					
Earned Income:					
<i>(Add rows)</i>					
Other (specify):					
<i>(Add rows)</i>					
Subtotal, Committed Income			\$ -	\$ -	\$ -
<i>Uncommitted</i>					
Federal Grants Request	\$ 30,051.00				
Foundations:					
<i>(Add rows to list other Foundations)</i>					
Government:					
<i>(Add rows to list other Government agencies)</i>					
Corporations:					
<i>(Add rows to list other Corporations)</i>					
Individual Contributions:					
<i>(Add rows to list other Contributions)</i>					
Other (specify):					
<i>(Add rows to list others)</i>					
Subtotal, Uncommitted Income	\$ 30,051.00	\$ -	\$ -	\$ -	\$ 30,051.00
Other					
Earned Income:					
<i>(Add rows)</i>					
Subtotal, Earned Income			\$ -	\$ -	\$ -
Grand Total Income	\$ 30,051.00	\$ -	\$ -	\$ -	\$ 30,051.00

EXPENSES (Add rows to list other expenses)	Federal Grants Request Year 1	Federal Grants Request Year 2	Other Funding Sources	In Kind	Total Proposed Project Expenses
Direct Project Related Expenses					
Acquisition					
Purchase price					
Title/Recording/Escrow					
<i>(Add rows to list other direct project expenses)</i>					
Pre-development					
Architecture & engineering					
Phase 1					
Market Study					
Entitlements/Zoning					
<i>(Add rows to list other direct project expenses)</i>					
General Development					
Marine Electric Stanchions (Double x 14)	\$ 20,048.00				
Marine Electric Stanchions (Single x 3)	\$ 3,153.00				
Parts (\$50 x 17)	\$ 850.00				
Administrative Costs	\$ 6,000.00				
<i>(Add rows to list other specific project expenses)</i>					
Subtotal, Direct Project Related Expenses	\$ 30,051.00	\$ -	\$ -	\$ -	\$ 30,051.00
Developer Fee (specify % in column A below)					
0.00%					\$ -
Fiscal Sponsorship Fee (specify % in column A below)					
0.00%					\$ -
Grand Total All Expenses					\$ 30,051.00

Galilee Harbor Community Association		2019/20
Operating Budget FYE 6/20		Budget
	Income/Expense	
	Income	
	4-1210 · Operating Income	
	4-1211 · Berthage	253,722.00
	4-1212 · Storage	7,846.74
	4-1213 · Parking	19,611.18
	4-1214 · Boat work/Uplands	300.00
	4-1215 · Late Fees & Check Charges	1,500.00
	4-1216 · Application Fees	0.00
	4-1217 · Laundry	7,000.00
	4-1219 · Electricity	33,589.35
	4-1225 · New Key Charge	0.00
	4-1225 · Water Pump Out	0.00
	4-1226 · Delinquent Work hours	2,700.00
	4-1220 · Side Ties	3,559.80
	Total 4-1210 · Operating Income	329,829.08
	4-1250 · Vacancy Reserve	-7,611.66
	4-2000 · Fundraising	
	4-2002 · Arts Festival	20,400.00
	4-2003 · Maritime Day	7,200.00
	4-2004 · Tee Shirts	300.00
	4-2005 · Frontier	100.00
	Total 4-2000 · Fundraising	28,000.00
	4-3001 · Interest Income	20.00
	4-4999 · Misc. Income	
	Total Income	350,237.42
	Expense	
	5-1000 · Salaries & Contractors	
	5-1100 · Harbor Manager	30,080.00
	5-1300 · Project Manager	19,500.00
	5-1500 · Maintenance Contractor	22,720.00
	5-1600 · Bookkeeping Contractor	1,000.00
	5-1900 · IT Contractor	800.00
	Total 5-1000 · Salaries	74,100.00
	5-2000 · Payroll Taxes	
	Total 5-2000 · Payroll Taxes	5,280.00
	5-3000 · Staff Benefits	
	5-3200 · Staff Bonus	750.00
	Total 5-3000 · Staff Benefits	750.00
	5-5000 · Maintenance	
	5-5200 · General Maintenance	12,500.00
	5-5250 · Maintenance Landscaping	1,200.00
	5-5100 · Shower Supply	1,460.00
	5-5400 · Workday Lunch	1,400.00
	Total 5-5000 · Maintenance	16,560.00
	5-5010 · Comittee Expenses	
	5-5012 · Gardening and Marsh	750.00
	5-5016 · Parking Committee	350.00
	Total 5-5010 · Comittee Expenses	1,100.00
	5-5500 · Business Meals & Entertainment	800.00
	6-1000 · MCF Debt Service	70,000.00
	6-1010 · Accounting	
	6-1011 · CPA	5,500.00
	6-1014 · Bookkeeping Expense	400.00
	Total 6-1010 · Accounting	5,900.00
	6-1020 · Bank Charges	100.00
	6-1025 · Copier Costs	4,200.00
	6-1030 · Computer Expense	500.00
	6-1035 · Dues & Subscriptions	250.00
	6-1045 · Insurance	1,020.00
	6-1047 · Property/Fire	13,025.00
	6-1048 · Liability Insurance	6,611.00
	6-1049 · Workers Comp	2,000.00
	Total 6-1045 · Insurance	21,636.00
	6-1050 · Legal Fees	4,000.00

Galilee Harbor Community Association		2019/20
Operating Budget FYE 6/20		Budget
	6-1051 · Permits	720.00
	6-1060 · Office Supplies	1,200.00
	6-1070 · Public Relations	
	6-1075 · Charitable Contribution	200.00
	6-1076 · Website	250.00
	6-1070 · Parades	300.00
	Total 6-1070 · Public Relations	750.00
	6-1076 · Street Leases	3,000.00
	6-1080 · Taxes	
	6-1081 · Income Tax Exp.	800.00
	6-1083 BOE Use Tax	0.00
	6-1082 · Property Tax	50,000.00
	Total 6-1080 · Taxes	50,800.00
	6-1085 · Telephone	2,600.00
	6-1092 · Truck expense	375.00
	6-1093 · Skiff Expense	600.00
	6-1095 · Utilities	
	6-1096 · Electricity	51,675.92
	6-1097 · Water	6,200.00
	6-1098 · Garbage	13,750.00
	Total 6-1095 · Utilities	71,625.92
	6-2000 · Fundraising Expenses	
	6-2100 · Arts Festival	12,000.00
	6-2300 · Maritime Day	4,000.00
	Total 6-2000 · Fundraising Expenses	16,000.00
	6-4000 · Operating Reserve Account	7,611.66
	6-5000 · Replacement Reserve Account	5,074.44
	6-4000 · Operating Reserve Account Transfer	-16,315.60
	Total Expense	350,237.42
	Net Income	-0.00



Housing & Federal Grants Division

2020/2021 COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAM APPLICATION FOR FUNDING

1. Indicate type of project. If your project allows, you may apply under multiple categories.

- CDBG Public Services
- CDBG Housing Construction/Acquisition
- CDBG Housing Rehabilitation
- CDBG Public Facilities/Improvements
- HOME Housing Construction/Acquisition
- HOME Housing Rehabilitation

2. Organization (Fiscal Sponsor) General Information

Organization/Agency Name	San Geronimo Valley Affordable Housing Association									
Mailing Address	P. O. Box 152, Woodacre, CA 94973									
Website	www.sgvaha.org									
Organization DUNS#	0									
Executive Director/CEO	Suzanne Sadowsky, Board Chair									
Email Address	sgvaffordablehousing@gmail.com									
Phone	415-488-4890									

3. Project General Information

Program/Project Name	Brookside Apartments Rehabilitation									
Program/Project Site Address	300 Olema Road, Fairfax, CA 949									
CDBG/HOME Funding Amount Requested	\$150,000									
Application Contact Person	Mark Switzer									
Title of Contact Person	Project Development Coordinator									

Email Address

mark@sgvaha.org

Phone

415-858-8320

4. Planning Areas Served: Indicate what geographic area the requested funding will serve. Please indicate approximate % of services provided in each area. For Housing projects with current residents, please indicate where your project is located.

Novato

0

San Rafael

0

County Other

100

Total Percentage

100

5. What other County of Marin funding is your organization receiving for this project?

Funding Source	Grant Amount	
TP Foundation	\$75,000	X
Marin Cty	\$125,000	X

Add Row

6. Organizational Overview: Provide a brief description of your organization including mission, programs, number of clients served, etc. (Please limit to 3000 characters.)

The San Geronimo Valley Affordable Housing Association (the Association) is a California Public Benefit Corporation with 501(c)(3) tax exempt status. The Association preserves, creates, and manages permanently affordable homes in the San Geronimo Valley. Our vision is a culturally diverse and vibrant San Geronimo Valley community that retains its unique, rural and natural qualities while offering housing opportunities for people of all income levels and walks of life. The Association owns and manages two affordable housing properties. The property known as Sage Lane in Forest Knolls provides shared living homes for six low income senior adults in three residential buildings. The Association acquired the property in 1995 to satisfy the required affordable housing component of a major residential development project known as French Ranch.

The Forest Knolls Mobil Home Park was acquired in 2015. There are 19 owner occupied mobile homes on the site, each owner pays rent on a ground lease to the Association. One new mobile home was purchased by the Association in 2018, placed of site and rented to a low income qualified household. The Association has right of first refusal in the event of a sale of any of the owned units. If the Association exercises it right to purchase, the unit would be made available for purchase or rent, based on maximum household income restrictions. A third party buyer would be required to meet maximum income and asset criteria consistent with the ground lease and deed restrictions to insure permanent affordability.

The Association has undertaken significant rehabilitation to the Sage Lane property and the Mobile Home Park including solar panel system installation, appliances conversion, upgraded septic system, improvements to roads and drainage, plans for a new common building for residents.

The Association hosts the annual San Geronimo Valley Community Housing Fair, presenting models and approaches for home sharing and intentional community to inspire and generate networking opportunities between home seekers and landlords to create cooperative occupancy of existing housing stock.

The Association educates community residents on fair housing practices, and their eligibility to access economic and technical assistance from community development and other public agencies, and community housing organizations, that promote housing practices in alignment with AFFH policy.

The Association is actively working to increase its portfolio of affordable housing by working with property owners on the creation of junior accessory dwelling units and accessory dwelling units under the umbrella of the Real Community Rentals program administered by the Community Land Trust Association of Marin (CLAM). The Association has made thirty site assessments in the last year and is engaged in community outreach programs to overcome obstacles and take advantage of new state legislation to facilitate creation of affordable units on private property.

The Association has set goals for the next ten years to acquire single family residences and insure permanent affordability with ground leases and sale of the improvements to income qualified households, to acquire and rehabilitation of properties for affordable rentals and by building new affordable housing for rental and/or ownership.

7. Project Description: Provide a detailed scope of work including services to be provided and/or development activities to be engaged. Describe how this project will benefit the community. (Please limit to 3000 characters.)

The project involves the rehabilitation of Brookside Apartments, a ten-unit apartment building in Fairfax, California being acquired by the Association under a purchase agreement entered into on January 2, 2020 with a deposit of \$50,000 by the Association to open escrow with the close of escrow scheduled on or before April 16, 2020. The purchase price is \$2,650,000 and estimated cost of closing is an additional \$25,000.

The property was offered for sale "as is" with estimates for immediate rehabilitation expenses provided by the seller's agent of \$300,000 based on prior inspections including recommended repairs from a pest inspection of \$136,645 and a plumbing contractor bid to repair a water supply leak for \$42,680 and a recognition additional items would be recommended by the due diligence investigations by the Association.

The Association contracted with EMG Corporation (now Bureau Veritas), a specialized inspection firm, to conduct a physical inspection with instructions to breakout immediate repairs required for health and safety, near term repairs and long-term repairs/replacement projects.

The report identifies an additional estimated \$40,414 in immediate repairs and cost estimates of \$124,927 within the first 3 year time frame. Additional recommended 5 year, 10 year and 20 year repairs and/or replacement expenses are included in the report.

The Association has decided to complete all of the recommended rehabilitation work for the first three year term during the course of two years 2020-21 consistent with CDBG/HOME funding projects as a key component of the rehabilitation funding.

On January 28th the Association Board decided to remove the due diligence contingency and continue planning for up to \$350,000 in near term repairs.

The Association applied to the Marin Community Foundation for a grant of \$500,000 for acquisition which will be considered for approval on March 4th. The Association has applied for \$500,000 to the Marin County Housing Trust Fund for acquisition and rehab funding which will be considered by the Board of Supervisors on February 25th.

The Association has applied for a permanent mortgage of \$1,800,000 to First Federal Savings which was approved by the Loan Committee on February 4th subject to a favorable appraisal.

The Association has applied to the Tamalpais Pacific Foundation for \$75,000 for rehab expenses which will be considered at the annual meeting on February 12th.

The acquisition and rehabilitation expenses of the property after the first phase of rehab will be an estimated \$3,075,000 or \$3,075/unit in a rental market that has very limited subsidized rental housing. Affordable housing in Fairfax is limited to five existing properties with a total of 97 income based rental units, 19 shared units and 12 beds in group housing. The new Victory Village senior housing property with 53 units being offered for lease up this summer has been constructed at a projected cost of approximately \$650,000 per unit.

More than a third of Fairfax residents are renters, 46% are overburdened by rents. The current Fair Market Rent for 1 bedroom apartments is \$2,720/month and for 2 bedroom apartments is \$3,339/month. The proposed maximum rents for the property under contract will range from \$1,500 to \$2,300/month, which will enable the current residents to remain in place even after providing significant rehabilitation to the property. As vacancies occur, units will be rented to low income qualified households to insure affordability.

The three story building with six 2 bedroom units and four 1 bedroom units is already providing housing for a mixture of tenants including fixed income seniors, starter families and service sector workers based on a review of existing rental agreements. The acquisition and rehabilitation of the property maintaining the affordable rents in place insures the residents will not be displaced by an real estate investor acquisition.

As vacancies occur, the property, located near schools and recreational facilities, will readily serve single parent families, Section 8 Choice Voucher holding households as well as households with limited mobility in the three ground floor units.

8. For Public Service projects, which community priority does your project align with? (check as many boxes as applicable)

- Housing Support Services
- Children, Youth and Parent Services
- Basic Health Services

9. HUD National Objective to be served (check at least one)

- Activities benefiting low and moderate-income persons. (LMI)**
- Activities benefiting low and moderate area. (LMA)**
- Activities which aid in the prevention or elimination of slums or blight**

10. How will this project Affirmatively Further Fair Housing? (Please limit to 3000 characters.)

The Association has managed Affirmative Fair Housing Marketing to identify prospective tenants for its shared housing property and owner occupied units at the mobile home park.

Identifying low income seniors for a shared living property requires multiple steps after the initial public notices, including income and asset verification, a lottery drawing, interviews of candidates and agreements with the resident tenant sharing the unit. The process is very deliberate due to the importance of insuring a working relationship amongst the tenants sharing the unit.

The Association's acquisition of the mobile home park involved entering into lease agreements with the existing owners providing the Association with first right of refusal for any sale and requiring income qualification for any third party buyer. These agreements were made in exchange for a one time stipend and the assurance of being able remain on the property at an affordable monthly ground lease. After acquisition the Association purchased and installed a new mobile home on the 20th plot which has been leased up to an low income qualified household. The process and criteria for future acquisitions by the Association for conversion to rented units has been established.

The Association staff and Board Property Committee have become fully engaged in these processes and conversant with the principals of Fair Housing as well as versed in dealing with residents in place at acquisition. The Brookside Apartments will add to the spectrum of the Association's housing to better serve the needs of the community.

11. Describe how this project will conduct affirmative marketing to members of the Protected Classes under federal fair housing laws. For more information about affirmative marketing, visit the [Marin County Federal Grants website](#) and scroll down to the Affirmative Marketing panel. (Please limit to 3000 characters.)

The Association will conduct Affirmative Fair Housing marketing with well established policies and practice. The Association will publicly advertise openings, specifically inform other affordable and fair housing programs, community organizations, aging, independent living and social service agencies and non-profits throughout Marin County and beyond and facilitate our outreach to a diverse pool of prospective rental and home share applicants.

In reference to the Brookside Apartments property, the income and demographics of the current tenants cannot be determined by reviewing the existing leases. After acquisition, the existing tenants will be interviewed and income certified. Voluntary designation of ethnic categories will be requested and reported as a baseline of income and demographic information for the property.

Upon vacancies the maximum income at move-in to be established will be 50-60% of Area Medium Income. The current rents already conform to these perimeters. By using a maximum occupancy policy of 2 persons/bedroom, the maximum would be 32 individuals.

12. Approximately how many moderate, low, very low, and extremely low-income persons will directly benefit from the program/project? Projects that support low-income persons will be prioritized. (Use the income level table found in the Application Guidelines document)

Moderate-Income	<input type="text" value="0"/>
Low-Income	<input type="text" value="0"/>
Very Low-Income	<input type="text" value="0"/>

Extremely Low-
Income

0

13. How does your organization verify client income? (Income verification is required except if the client is presumed benefit by HUD. Presumed benefit applies to abused children, battered spouses, the elderly, adult persons with serious disabilities, the homeless, illiterate persons, and migrant farm workers.) (Please limit to 3000 characters.)

The Association will be using the Annual Income and Asset Verification procedures established by the Marin Housing Authority that was employed at the Forest Knolls Mobile Home Park by certifying income and assets of the existing Brookside Apartment residents once acquisition is completed.

In this case, the household incomes once established will document the mixture of income levels and the extent they conform to the regulatory requirements of funders.

The principal of Next Available Unit will be employed upon any vacancy to improve and ultimately fully implement the income level mix required.

No existing residents will be displaced.

14. Estimate the demographics of moderate, low, very low, and extremely low-income persons who will directly benefit from the program/project.

Ethnic Category	Total Number of Persons	Number of Persons Identifying as Hispanic
American Indian or Alaskan Native		
Asian		
Black or African American		
Native Hawaiian or Other Pacific Islander		
White		
American Indian and White		
Asian and White		
Black and White		
American Indian and Black		
Multi-Racial		
TOTAL		
Female-Headed Households (out of above total)		
Persons with Disabilities (out of above total)		

PROJECT MANAGEMENT & FINANCIAL DATA

15. If funded previously, list past project goals and accomplishments/activities using CDBG/HOME funds. (Please limit to 3000 characters.)

The Association has received the following CDBG funding:

2016-2017: \$13,000

2017-2018: \$23,379

2018-2019: \$40,105

2019-2020: \$32,175

Sage Lane Low-income Senior Housing – Rehabilitation and Sustainability Project

The six Sage Lane Low-income Senior Housing units are in three wood frame duplex buildings. Each separate unit includes a private bedroom, bathroom, small food prep area, and a rear separate exit; each building has a common kitchen/laundry, living room, front entrance, porch and landscaped areas. The private area of each unit has an area of 400 sq ft, and the common area is 350 sq ft. All the buildings are in good condition.

By 2015, operating costs had increased significantly, the original appliances were beginning to fail, and the need for major long-term maintenance began to appear (interior carpets, paint, repairs, and exterior roofs, repairs and painting). Financially, the property was essentially breaking even, and whatever small reserve funds there were had been depleted.

The Association conducted a comprehensive evaluation of maintenance needs. This resulted in our first CDGB Housing grant application (2016-17), with the following scope of work and budget.

- Dry rot repair 1,200
- New carpeting (6 units) 18,000
- New window coverings (6 units) 9,405
- Roof replacement (3 bldgs) 38,131
- Solar system (3 bldgs) 30,000
- Total: \$96,736

The dry rot, new carpeting and roof replacements were long term maintenance costs. The new window coverings (insulating), and solar system were intended to reduce operating costs to produce surplus income that could be used to create a Replacement Reserve Fund.

In 2017, one of our residents passed away, creating a vacancy. This unit needed to be refurbished before we could find a new tenant. Since the building contained 2 units (private space and shared space), and both were due for refurbishing, we applied for a \$25,000 Marin Housing Authority loan and did both units at the same time. This included: new carpets, painting, major repair of one bathroom, and a new stove. The loan was not received until May 2018, but the work was completed in 2017.

In December 2017, we applied for a 2018-19 CDBG Housing grant with the following budget:

- Dry rot 1,200
- Carpet 18,000
- Bathroom floor repairs 10,000
- Appliance replacements 5,500
- Window coverings (6 units) 9,504
- Solar system (3 bldgs) 30,000
- Total: \$70,105

In July 2018, we asked the Green and Healthy Home Initiative (GHHI) to do an energy audit. This resulted in the recommendation (from MCE) that we should install as much solar capacity as possible, and make all the buildings “all electric”. This would mean replacing: the 3 gas furnaces with electric heat pumps, the 3 gas water heaters with heat pump water heaters, and the gas appliances (stoves, and dryers) with energy efficient electric appliances. The elimination of the use of propane would not only increase energy efficiency of the units, but also their safety. We also learned that there are significant rebates available to offset the cost of the heat pumps and their installation, wiring upgrade costs, and the new appliances.

Since July, 2018, we have determined the maximum solar capacity that can be installed on the 3 buildings (13.68 kW) and the cost, which is \$48,000. Our original budget amount of \$30,000 was based on enough solar capacity to cover our current annual electricity cost, not for converting to all electric.

A revised budget was developed as follows:

- Dry rot repair 1,200
- Thermal window coverings (6 units) 9,500
- 13.68 kW solar system (3 bldgs) 48,000
- Electric appliances (stoves and dryers) 4,800
- Electric HVAC (heat pumps) 24,000
- Electric heat pump water heaters 27,000
- Wiring upgrades (3 bldgs) 9,000
- Exterior painting (3 bldgs) 17,500
- Total: \$141,000

Funding Sources

- 2018-19 CDBG Housing grant 40,105
- Marin Clean Energy (MCE) “LIFT” rebates 25,500
- Future CDBG housing grants 65,395
- SGVAHA funds (donations and Sage Lane rental income) 10,000
- Total: \$141,000

Nov 2018- June 2019: The Conditionally Approved 2018-19 CDBG grant of \$40,105 was used, plus \$8,500 from MCE LIFT rebates to complete the installation of a solar system on one building and the conversion of that building (2 units) to “all electric”; and partially convert a second building (2 units) to “all electric”.

July 2019-June 2020: Install solar systems on 2 buildings and convert the third building to “all electric. This would cost \$64,195. Of this amount, \$17,000 could be MCE LIFT rebates if they can be used by October 2019. To do this would require \$47,195 of new funds available by July 2019. All the accumulated long-term maintenance and appliance replacements is being completed.

The annual utility cost will be reduced by at least \$5,000. This will produce at least \$5000 of surplus income which will be used to create and build a Replacement Reserve Fund.

The Sage Lane Low Income Senior Housing Units will be financially self-sustainable and as safe and “green” as possible.

16. If your agency has remaining CDBG/HOME funds previously approved, please describe the timeline for expending the fund balance. (Please limit to 3000 characters.)

The Association, as referenced above, received \$32,175 from the 2019-2020 CDBG grant funds to finance with energy rebate funding, the installation of a photo voltaic system at the Sage Lane property. The CDBG funds expended to date are \$20,882 with an additional \$11,292 to be spent by the end of February leaving \$3,642 to be spent by mid-June, 2020. The delay in expending funds has been a function of the time it takes to complete the PG&E engineering.

17. Describe your organization's experience with administering federal grant programs. For Housing and Capital (construction and renovation) projects, what experience do you have with complying with Davis-Bacon prevailing wage requirements? (Please limit to 3000 characters.)

The Association has administered the four CDBG Grants referenced in Section 12.

The funding for these varied projects has involved significant matching funds and coordination of planning, permitting, contracting and oversight.

Davis-Bacon paperwork, as required, was submitted for portions of these projects.

18. Describe who will supervise and manage the project and their past experience with project management. (Please limit to 3000 characters.)

The varied and extent of the projects described in Section 12 were managed by the Property Committee of the Association with extensive In-kind support from local volunteer contractors.

The chair of the Committee, Kit Krause, has significant experience in overseeing project in his long standing involvement with the management and maintenance of the San Geronimo Presbyterian Church property which house daycare center and community food pantry.

The Resident Manager and Facilities Manager of the Mobile Home Park assisted throughout these projects and will be the team to manage the Brookside Apartments.

The Association hired a part time Project Development Coordinator with experience in managing residential property and a tax-credit financed multi-family property with layered financing.

A Project Manager will be hired to directly oversee the rehabilitation work.

19. For Housing and Capital (construction and renovation) projects, list any entitlements, planning approvals, or authorizations that are necessary for the project to proceed and list those already received. (Please limit to 3000 characters.)

The City of Fairfax is the jurisdiction for the rehabilitation of the Brookside Apartments. No permits or authorizations have been applied for to date. Consultation with the Building Department has been made with assurances permitting for the planned work should be straight forward.

The immediate rehabilitation planned involves standard permits for the termite report and plumbing work recommended and planned. The full scope of permitting required needs to be determined as a component of contractor bids.

The Capital Needs Assessment by Bureau Veritas references interaction with the Fairfax Building Department and Fire Department. No outstanding building or fire code violations are on file.

The building, as a private apartment building without a rental office, has no current ADA requirements. Modification of ground floor units for accessibility is not planned in this phase of rehabilitation.

20. For Housing and Capital (construction and renovation) projects, what stage are you in? Select the current phase of the proposed.

- Predevelopment
- Planning
- Cost Estimate
- Building

21. For HOME projects: Please describe how you will meet the 25% funding match requirement? (Please limit to 3000 characters.)

The planned rehabilitation, with an estimated cost of \$350,000 over a two year period, includes \$75,000 requested of the Tamapais Pacific Foundation which, if granted at the governing Board meeting on February 12th, constitutes 25% of the total estimated costs.

The Association deposited \$50,000 toward acquisition at the opening of escrow. The Association will be soliciting donations from individual donors in the San Geronimo Valley and Fairfax once the acquisition financing is in place to insure the term of the contract can be met.

The business community of Fairfax will be asked to contribute to the rehabilitation of the property as the scope of the project is determined. The appeal of a cost effective acquisition, rehabilitation and management of a permanently affordable apartment building will serve to generate support.

22. For HOME projects, are you a CHDO?

23. For Housing and Capital (construction and renovation) projects, what is your project timeline? List program/project objectives and milestones, along with an estimated timetable for reaching them. (The general tasks for a construction project are provided below; please add tasks as needed.)

Task	Date of Completion
Define scope of work/finish design	Apr 16, 2020
Complete planning and environmental review	Jun 30, 2020
Release bid package	Jul 15, 2020
Select contractor	Aug 1, 2020
Finalize contract	Sep 1, 2020
Obtain building permits	Sep 1, 2020
Start construction	Sep 1, 2020
Complete construction	Oct 1, 2020

Required Attachments:

A. **Project Budget:** Complete the project budget template provided and submit along with application. If you have a project budget that provides the information requested in the template, you may submit that in-lieu of the template. Please note: the project budget should reflect the total cost of the project NOT just the CDBG/HOME request.

- For Public Service projects: Project budgets should cover a 1-year time period only. Year two funding allocations will be based on the 1-year budget in relation to outcomes achieved and HUD funding levels.
- For Capital/Housing projects: Project budgets should be developed spanning a two-year time period, with specific outcomes and line items associated with each year. If your project has received planning approvals, has an environmental review on file, and is ready to move forward in a 1-year time frame please indicate so.

B. **Organizational Budget:** Upload your organization or fiscal sponsors annual budget.

Attach Project Budget	<input type="text"/>	Remove
Attach Org Budget	<input type="text"/>	Remove
Attach Miscellaneous	<input type="text"/>	Remove

Signer Name

Signer Title

By checking this box, I hereby certify that the information in this application is true and accurate to the best of my knowledge.

By checking this box, I, Mark Switzer, certify that all information contained in this application to be true and accurate to the best of my knowledge.

Signed: Fri Feb 07 2020 18:46:09 GMT-0800 (Pacific Standard Time)

Capital and Housing Project Budget Template

Organization Name: San Geronimo Valley Affordable Housing Association
Project Title: Brookside Apartments Rehabilitation

Date: February 6, 2020

INCOME:	Federal Grants Request Year 1	Federal Grants Request Year 2	Other Funding Sources	In Kind	Total Proposed Project Income
<u>Committed</u>					
Foundations:					
<i>(Add rows)</i>					
Government:					
<i>(Add rows)</i>					
Corporations:					
<i>(Add rows)</i>					
Individual Contributions: (list total):					
Earned Income:					
<i>(Add rows)</i>					
Other (specify):					
<i>(Add rows)</i>					
Subtotal, Committed Income			\$ -	\$ -	\$ -
<u>Uncommitted</u>					
Federal Grants Request	\$ 75,000.00	\$ 75,000.00			
Foundations:					
Tamalpais Pacific Foundation			\$ 75,000.00		
<i>(Add rows to list other Foundations)</i>					
Government:					
Marin County HTF Acquisition Grant Residual			\$ 125,000.00		
<i>(Add rows to list other Government agencies)</i>					
Corporations:					
<i>(Add rows to list other Corporations)</i>					
Individual Contributions:					
Fairfax/SGV Community			\$ -		
<i>(Add rows to list other Contributions)</i>					
Other (specify):					
Fairfax Business Community			\$ -		
<i>(Add rows to list others)</i>					
Subtotal, Uncommitted Income	\$ 75,000.00	\$ 75,000.00	\$ 200,000.00	\$ -	\$ 350,000.00
Other					
Earned Income:					
<i>(Add rows)</i>					
Subtotal, Earned Income			\$ -	\$ -	\$ -
Grand Total Income	\$ 75,000.00	\$ 75,000.00	\$ 200,000.00	\$ -	\$ 350,000.00

EXPENSES (Add rows to list other expenses)	Federal Grants Request Year 1	Federal Grants Request Year 2	Other Funding Sources	In Kind	Total Proposed Project Expenses
Direct Project Related Expenses					
Acquisition					
Purchase price					
Title/Recording/Escrow					
<i>(Add rows to list other direct project expenses)</i>					
Pre-development					
Architecture & engineering					
Phase 1					
Market Study					
Entitlements/Zoning					
<i>(Add rows to list other direct project expenses)</i>					
General Development					
Pest Inspection Repairs			\$ 135,995.00		
Water Pipe Replacement	\$ 42,680.00				
Bureau Veritas CNA Repairs	\$ 32,320.00	\$ 75,000.00	\$ 8,094.00	\$ 49,927.00	
Construction Management			\$ 2,992.00	\$ 2,992.00	
Subtotal, Direct Project Related Expenses	\$ 75,000.00	\$ 75,000.00	\$ 147,081.00	\$ 52,919.00	\$ 350,000.00
Developer Fee (specify % in column A below)					
0.00%					\$ -
Fiscal Sponsorship Fee (specify % in column A below)					
0.00%					\$ -
Grand Total All Expenses					\$ 350,000.00

**San Geronimo Valley Affordable Housing Association
 Estimated Budget for
 For Year Ending December 31, 2020**

INCOME

Rent Income	200,000
Individual Donations	30,000
Foundation Grants	40,000
Government Grants	70,000
Total Support & Revenue	340,000

EXPENSES

Salaries	75,000
Payroll Taxes	7,500
Workers Comp Insurance	2,230
Payroll Processing	2,200
Contract Labor	500
Interest Expense	47,000
Property Taxes	5,500
Insurance	9,500
Electricity	6,000
Propane, Water, Garbage Removal	31,000
Telephone & Internet	2,300
Repair & Maintenance	35,000
Roofs & Carpets (Sage Lane)**	
Homeowners Dues	7,600
Office Expense & Postage	2,800
Licenses & Permits	2,500
Dues & Memberships	1,000
Annual Mailing	6,500
Accounting & Audit Fees	10,000
Travel, Meetings, Events	2,800
Depreciation	82,000
Total Expenses	338,930

CAPITAL NEEDS ASSESSMENT



**BUREAU
VERITAS**

prepared for

San Geronimo Valley Affordable Housing Association
P.O. Box 152
Woodacre, California 94973
Suzanne Sadowsky



BROOKSIDE APARTMENTS
300 OLEMA ROAD
FAIRFAX, CALIFORNIA 94930

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BV PROJECT #:

142131.20R000-001.052

DATE OF REPORT:

January 23, 2020

ON SITE DATE:

January 13, 2020

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1. Executive Summary

1.1. Summary of Findings

The San Geronimo Valley Affordable Housing contracted with Bureau Veritas to conduct a Capital Needs Assessment (CNA) of the subject property, Brookside Apartments, located at 300 Olema Road in Fairfax, California 94930. The CNA was performed on January 13, 2020.

Building Type / Name	# Bldgs.	# Stories	# Apt Units	# Units Assessed	Year Built/ Renovated	Building Size
Low Rise	1	3	10	5	1963	8,400 SF

The site area is approximately 0.32 acres.

Summary of Capital Needs Assessment:

On-site amenities include a laundry room.

Generally, the property appears to have been constructed within industry standards in force at the time of construction, to have been fairly well maintained during recent years, and is in fair overall condition.

According to property management personnel, the property has had a limited capital improvement expenditure program over the past three years, primarily consisting of new roof over the northwest building. Supporting documentation was not provided but the work is evident.

There are a number of Immediate Needs that have been identified for the short term and then further costs during the evaluation period. These needs are identified in the various sections of this report and are summarized in the attached Replacement Reserves Report.

Immediate Needs:

ID	Location	Location Description	UF Code	Description	Condition	Plan Type	Cost
1689290	Brookside Apartments	Apartment 9 deck framing	B1012	Structural Flooring/Decking, Wood, Refinish	Poor	Performance/Integrity	\$12,207
1689281	Brookside Apartments	Rear wood stairs	B1015	Exterior Stairs, Wood, Replace	Poor	Safety	\$12,429
1692358	Brookside Apartments	Underside of roof and balconies	B2011	Soffit Vent, Wood Trim, Prep & Paint	Poor	Performance/Integrity	\$2,089
1692608	Brookside Apartments	Perimeter of decks and roof	B2011	Wood Trim, Fascia, Replace	Poor	Performance/Integrity	\$6,103
1692356	Brookside Apartments	Upper Roof	B3016	Roof Drain Covers, Screen, Install	NA	Performance/Integrity	\$1,470
1685622	Brookside Apartments	Bedrooms	D5037	Smoke Detector, Battery Operated, Replace/Install	NA	Safety	\$5,129
1692602	Brookside Apartments	North side of building	G3033	Roof Drain Connection, Underground, Modify	Poor	Performance/Integrity	\$990
Total (7 items)							\$40,417

Systems Expenditure Forecast:

Systems Expenditure Forecast						
System	Immediate	Short Term (3 yr)	Near Term (5 yr)	Med Term (10 yr)	Long Term (20 yr)	TOTAL
Structure	\$24,634	\$5,485	-	\$16,403	\$41,407	\$87,929
Facade	\$8,192	-	\$72,439	\$68,017	\$104,083	\$252,731
Roofing	\$1,469	-	-	\$45,345	\$64,862	\$111,676
Interiors	-	\$98,488	-	\$141,419	\$211,955	\$451,862
Plumbing	-	-	\$152,369	\$31,483	\$24,972	\$208,824
HVAC	-	\$18,862	-	-	\$759	\$19,621
Electrical	-	-	\$313,605	-	-	\$313,605
Fire Alarm & Comm	\$5,129	-	-	\$6,892	\$9,263	\$21,284
Equipment/Special	-	-	\$104,798	\$44,411	\$58,126	\$207,335
Site Development	-	\$2,092	-	-	\$19,362	\$21,454
Utilities	\$990	-	-	-	-	\$990
Pavement	-	-	\$1,119	\$1,298	\$3,249	\$5,666
TOTALS	\$40,414	\$124,927	\$644,330	\$355,268	\$538,038	\$1,702,977

1.2. Follow Up Recommendations

Review of the two or three of the garage storage units is recommended. The manager did not have keys during the assessment. There is the potential for heavy rainfall to enter these closets and not ventilation was observed. .

1.3. Opinions of Probable Cost

This section provides estimates for the repair and capital reserves items noted within this Capital Needs Assessment (CNA). These estimates are based on invoice or bid documents provided either by the Owner/facility and construction costs developed from construction resources such as *R.S. Means* and *Marshall & Swift*, Bureau Veritas's experience with past costs for similar properties, city cost indexes, and assumptions regarding future economic conditions.

1.4. Methodology

Capital Needs Assessment:

Based upon site observations, research, and judgment, along with referencing Expected Useful Life (EUL) tables from various industry sources, Bureau Veritas opines as to when a system or component will most probably necessitate replacement. Accurate historical replacement records, if provided, are typically the best source of information. Exposure to the elements, initial quality and installation, extent of use, the quality and amount of preventive maintenance exercised, etc., are all factors that impact the effective age of a system or component. As a result, a system or component may have an effective age that is greater or less than its actual chronological age. The Remaining Useful Life (RUL) of a component or system equals the EUL less its effective age. Projections of Remaining Useful Life (RUL) are based on continued use of the Property similar to the reported past use. Significant changes in tenants and/or usage may affect the service life of some systems or components.

The evaluation period identified in this report is defined as 20 years.

2. Capital Needs Assessment - Purpose and Scope

2.1. Purpose

The purpose of this Capital Needs Assessment (CNA) is to assist the Client in evaluating the physical aspects of this property and how its condition may affect the soundness of the Client's financial decisions over time. For this CNA, representative samples of the major independent building components were observed, and their physical conditions were evaluated. This included site and building exteriors, representative interior common areas, and a representative sample of the apartment units. Apartment unit observations include a minimum of 50 percent of the vacant units and all of the down units.

The property management staff, and code enforcement agencies were interviewed for specific information relating to the physical property, code compliance, available maintenance procedures, available drawings, and other documentation. The property's systems and components were observed and evaluated for their present condition. Bureau Veritas completed the *Systems and Conditions Table*, which lists the current physical condition and estimated remaining useful life of each system and component present on the property, as observed on the day of the site visit. The estimated costs for repairs and/or capital reserves are included in the enclosed cost tables. All findings relating to these opinions of probable costs are included in the narrative sections of this report.

The physical condition of building systems and related components are typically defined as being in one of five conditions: Excellent, Good, Fair, Poor, Missing/Failed, or a combination thereof. For the purposes of this report, the following definitions are used:

Excellent	=	New or very close to new; component or system typically has been installed within the past year, sound and performing its function. Eventual repair or replacement will be required when the component or system either reaches the end of its useful life or fails in service.
Good	=	Satisfactory as-is. Component or system is sound and performing its function, typically within the first third of its lifecycle. However, it may show minor signs of normal wear and tear. Repair or replacement will be required when the component or system either reaches the end of its useful life or fails in service.
Fair	=	Showing signs of wear and use but still satisfactory as-is, typically near the median of its estimated useful life. Component or system is performing adequately at this time but may exhibit some signs of wear, deferred maintenance, or evidence of previous repairs. Repair or replacement will be required due to the component or system's condition and/or its estimated remaining useful life.
Poor	=	Component or system is significantly aged, flawed, functioning intermittently or unreliably; displays obvious signs of deferred maintenance; shows evidence of previous repair or workmanship not in compliance with commonly accepted standards; has become obsolete; or exhibits an inherent deficiency. The present condition could contribute to or cause the deterioration of contiguous elements or systems. Either full component replacement is needed, or repairs are required to restore to good condition, prevent premature failure, and/or prolong useful life.
Missing/Failed	=	Component or system has either failed or is missing where it should be present. Replacement, repair, or addition of component(s) or system(s) is recommended or required.

Throughout sections 5 through 9 of this report, each report section will typically contain three subsections organized in the following sequence:

- A descriptive table (and/or narrative), which identifies the components assessed, their condition, and other key data points.
- A simple bulleted list of Anticipated Lifecycle Replacements, which lists components and assets typically in Excellent, Good, or Fair condition at the time of the assessment but that will require replacement, or some other attention once aged past their estimated useful life. These listed components are typically included in the associated inventory database with costs identified and budgeted beyond the first several years.
- A bulleted cluster of Actions/Comments, which include more detailed narratives describing deficiencies, recommended repairs, and short-term replacements. The assets and components associated with these bullets are/were typically problematic and in Poor or Missing/Failed condition at the time of the assessment, with corresponding costs included within the first few years.

2.2. Deviations from the ASTM E2018-15 Guide

ASTM E2018-15, *Standard Guide for Property Condition Assessments: Baseline Property Condition Assessment Process* requires that any deviations from the Guide be so stated within the report. Bureau Veritas's probable cost threshold limitation is reduced from the Guide's \$3,000 to \$2,000, thus allowing for a more comprehensive assessment on smaller scale properties. Therefore, Bureau Veritas's opinions of probable costs that are individually less than a threshold amount of \$2,000 are omitted from this CNA. However, comments and estimated costs regarding identified deficiencies relating to life/safety or accessibility items are included regardless of this cost threshold.

In lieu of providing written record of communication forms, personnel interviewed from the facility and government agencies are identified in Section 2.5. Relevant information based on these interviews is included in Sections 2.5, 3.1, and other applicable report sections.

2.3. Additional Scope Considerations

Items required by ASTM E2018-15 and Fannie Mae's *Exhibit III Specific Guidance to the Property Evaluator* are included within the Capital Needs Assessment (CNA). Additional "non-scope" considerations were addressed at the recommendation of Bureau Veritas and subsequent contract with the Client. These additional items are identified as follows:

- Property disclosure information was obtained from the Bureau Veritas's Pre-Survey Questionnaire
- An assessment of accessibility utilizing Bureau Veritas's Accessibility Checklist
- A limited visual assessment and review of the property for mold growth, conditions conducive to mold growth, and evidence of moisture in accessible areas of the property
- Provide a statement on the property's Remaining Useful Life
- Provide cross reference indexing between cost tables and report text
- Determination of FEMA Flood Plain Zone for single address properties

2.4. Personnel Interviewed

The following personnel from the facility and government agencies were interviewed in the process of conducting the CNA:

Name and Title	Organization	Phone Number
Kate Raphael	Manager	415.762.8073
Michael Cohen	SVN Realty	415.897.4422
Mark Lockapy	Fairfax Building Department	415.458.2370
Rob Bashnar	Fairfax Fire Department	415.473.6717

The CNA was performed with the assistance of Kate Raphael and Michael Cohen, the on-site Point of Contacts (POCs), who were cooperative and provided information that appeared to be accurate based upon subsequent site observations. The on-site contact somewhat knowledgeable about the subject property and answered most questions posed during the interview process. The POC's management involvement at the property has been for the past 6 months.

2.5. Documentation Reviewed

Prior to the CNA, relevant documentation was requested that could aid in the knowledge of the subject property's physical improvements, extent and type of use, and/or assist in identifying material discrepancies between reported information and observed conditions. The review of submitted documents does not include comment on the accuracy of such documents or their preparation, methodology, or protocol. The following documents were provided for review while performing the CNA:

- Natural hazard disclosure

- Wood destroying pest and organisms report
- Roof inspection report
- Skyline inspection services report
- National Hazard disclosure

No other documents were available for review. The Documentation Request Form is provided in the appendix.

2.6. Pre-Survey Questionnaire

A Pre-Survey Questionnaire was sent to the POC prior to the site visit. The questionnaire is included in the appendix. Information obtained from the questionnaire has been used in preparation of this CNA.

2.7. Weather Conditions

Weather conditions at the time of the site visit were cloudy, with temperatures in the 60s (°F) and light winds.

3. Code Information, Accessibility, and Mold

3.1. Code Information and Flood Zone

According to Mark Lockapy of the Fairfax Building Department, there are no outstanding building code violations on file. The Building Department does not have an annual inspection program. They only inspect new construction, work that requires a building permit, and citizen complaints.

According to the Fairfax Fire Department, there are no outstanding fire code violations on file. The most recent inspection was conducted by the Fire Department on April 8, 2019.

According to the Flood Insurance Rate Map, published by the Federal Emergency Management Agency (FEMA) and dated 2014, the property is located in Zone AE, defined as an area subject to 100-year flood with base flood elevation determined.

3.2. ADA Accessibility

Section 504 of the Rehabilitation Act of 1973 is a Federal accessibility law that was enacted on June 2, 1988. Section 504 applies to multifamily properties that have 15 or more units. The property must have a minimum of five percent mobility accessible units and two percent of the units for visual / audio hearing impairments. Exceptions can be considered due to undue financial burdens or structural restrictions. However, the exceptions do not relieve the recipients from compliance utilizing other units/buildings or other methods to achieve reasonable accommodations.

Reasonable Accommodations as described in 24 CFR 8.4(b)(i), 8.24 and 8.33 are described as follows: When a family member requires an accessible feature(s) or policy modification to accommodate a disability, property owners must provide such feature(s) or policy modification unless doing so would result in a fundamental alteration in the nature of its program or result in a financial and administrative burden.

The Uniform Federal Accessibility Standard (UFAS) 24 CFR part 40 was adopted by HUD and made effective October 4, 1984. The UFAS applies only to new construction or to alterations to the existing buildings. Alterations are defined as work that costs 50 percent or more of the building's value when the work performed occurs within a twelve-month period. Apartments modified for mobility impaired residents are to comply with UFAS.

Generally, Title III of the Americans with Disabilities Act (ADA) prohibits discrimination by entities to access and use of "areas of public accommodations" on the basis of disability. Generally, the rental office and access from the site to the rental office must be maintained and operated to comply with the Americans with Disabilities Act Accessibility Guidelines (ADAAG). Buildings completed and occupied after January 26, 1992 are required to comply fully with ADAAG. Existing facilities constructed prior to this date are held to the lesser standard of complying to the extent allowed by structural feasibility and the financial resources available; otherwise a reasonable accommodation must be made.

During the CNA, observations and sample measurements for accessibility were conducted. The scope of the observations is set forth in the Bureau Veritas Accessibility Checklist provided in Appendix D. It is understood by the Client that the observations described herein does not comprise an Accessibility Compliance Survey of every unit and only those units where access was provided by the client were reviewed. Only a representative sample of areas were observed and, other than as shown on the accessibility checklist, actual measurements were not taken to verify compliance.

The property is currently a private apartment building and the ADA does not apply as there is no rental office on the property. Depending on renovation funding accessibility standards that could apply to the Property in the future are Section 504, UFAS and where applicable, the ADA if a rental office is constructed. Currently, as the property is not completing substantial rehabilitation, the property is only required to complete reasonable accommodations.

Based on Bureau Veritas's observations, the property is generally non-compliant with Section 504. Presently, 0 percent of the units are defined as accessible for individuals with mobility impairments according to property management. There are 0 units at present which have visual / audio modifications.

If future renovation funding will require compliance with Section 504 then, based on Bureau Veritas's assessment, an one unit should be made accessible to residents with mobility impairments and one unit should be modified for residents who have visual / audio impairments.

The costs below reflect the costs likely to be required if renovation funding requires a disabled access apartment in accordance with Section 504.

Parking

- Accessible parking is not required since there is currently no rental office. If an accessible unit is created in the future, one designated parking stall and signage for a van-accessible parking space will be required. Most likely adjacent to the entry stair.

Paths of Travel

- Front exterior stairs have open risers, closed risers are required
- Rear exterior stairs have open risers and are 32" wide.

Apartments

- No accessible apartments are provided or required at this time. Future renovation funding may require construction on a fully accessible. There are three ground floor units, one of which could be converted to full accessibility. The conversion would require moving walls within the apartment and the costs are likely to exceed \$25,000.

Laundry Rooms

- The laundry room is not accessible

3.3. Interior Moisture and Suspect Fungal Growth

As part of the CNA, Bureau Veritas completed a limited, visual assessment for the presence of visible suspect fungal growth, conditions conducive to fungal growth, or evidence of moisture in readily accessible areas of the property. Bureau Veritas interviewed property personnel concerning any known or suspected fungal growth contamination, water infiltration, or mildew-like odor problems.

According to the POC 1-3 inches of water flooded into units 1-3 in December 2012, the issue has been since resolved.

Bureau Veritas did not note any visual indications of the presence of visible suspect fungal growth, conditions conducive to fungal growth, or evidence of moisture in any readily accessible areas of the property beyond the presence of small quantities found below the apartment 9 deck framing. The affected total area is approximately 15-20 square feet in size.

This assessment does not constitute a comprehensive survey of the property. The reported observations and conclusions are based solely on interviews with property personnel and conditions observed in readily accessible areas of the property at the time of the assessment. Sampling was not conducted as part of the assessment.

4. Existing Building Evaluation

4.1. Apartment Unit Types and Unit Mix

The appendices contain floor plan illustrations, which graphically represent the various unit types. The gross area measurements in the chart below are an approximation, are based on information provided by on-site personnel, and are not based on actual measurements. Due to the varying methods that could be utilized by others to derive square footage, the area calculations in the chart below do not warrant, represent, or guarantee the accuracy of the measurements.

Apartment Unit Types and Mix		
Quantity	Type	Floor Area
4	1 Bedroom/ 1 Bathroom	667 SF
6	2 Bedroom/ 1 Bathroom	953 SF
There is currently 1 vacant unit.		
There are currently 0 down units.		
10	TOTAL	8,386 SF

4.2. Apartment Units Observed

Fifty percent of the apartment units were observed in order to establish a representative sample and to gain a clear understanding of the property's overall condition. Other areas accessed included the exterior of the property, and the interior common areas. The following apartments were observed.

Apartment Units Observed			
Unit #	Floor	Type	Comments
3	1 st	1 Bedroom/ 1 Bathroom	Occupied. Fair condition.
5	2 nd	2 Bedroom/ 1 Bathroom	Vacant. Good condition. Recently renovated.
6	2 nd	2 Bedroom/ 1 Bathroom	Occupied. Fair condition.
7	3 rd	1 Bedroom/ 1 Bathroom	Occupied. Fair condition.
9	3 rd	2 Bedroom/ 1 Bathroom	Occupied. Fair condition.

All areas of the property were available for observation during the site visit.

A "down unit" is a term used to describe a non-rentable apartment unit due to poor conditions such as fire damage, water damage, missing appliances, damaged floor, wall or ceiling surfaces, or other significant deficiencies. According to the POC, there are no down units.

The following areas were not available for observation during the site visit:

- The upper roof was visually assessed from the edge only as no roof ladder was present.

5. Site Improvements

5.1. Utilities

The following table identifies the utility suppliers and the condition and adequacy of the services.

Utilities		
Utility	Supplier	Condition
Sanitary sewer	Marine Municipal Water District	Good
Storm sewer	Marine Municipal Water District	Good
Domestic water	Marine Municipal Water District	Good
Electric service	PG&E	Good
Natural gas service	NA	--

Anticipated Lifecycle Replacements:

- No components of significance

Actions/Comments:

- According to the POC, the utilities provided are adequate for the property. There are no unique, on-site utility systems such as emergency electrical generators, septic systems, water or wastewater treatment plants, or propane gas tanks.

5.2. Parking, Paving, and Sidewalks

Site Access and Egress	
Main Ingress and Egress	Olema Road
Access from	West
Additional Entrances	N/A
Additional Access from	N/A

Parking Count				
Open Lot	Carport	Private Garage	Subterranean Garage	Freestanding Parking Structure
0	7	--	--	--
Total Parking Spaces			7	
Total Number of ADA Compliant Spaces			0	
Number of ADA Compliant Spaces for Vans			0	

Parking Lots and Pedestrian Walkways		
Item	Material	Condition
Entrance Driveway Apron	Concrete bridge	Good
Parking Lot	Asphalt	Fair
Drive Aisles	None	--
Sidewalks	Concrete	Fair
Curbs	None	--
Pedestrian Ramps	None	--
Ground Floor Patio or Terrace	Concrete	Fair

Site Stairs			
Location	Material	Handrails	Condition
Pedestrian bridge at creek	Wood framed as part of bridge	Metal	Good

Anticipated Lifecycle Replacements:

- Asphalt seal coating

Actions/Comments:

- No significant actions are identified at the present time. Ongoing periodic maintenance is highly recommended. Future lifecycle replacements of the components listed above will be required.

5.3. Drainage Systems and Erosion Control

Drainage System and Erosion Control		
System	Exists at Site	Condition
Surface Flow	<input checked="" type="checkbox"/>	Fair
Inlets	<input checked="" type="checkbox"/>	Fair
Swales	<input type="checkbox"/>	--
Detention pond	<input type="checkbox"/>	--
Ponds	<input type="checkbox"/>	--
Underground Piping	<input type="checkbox"/>	--
Pits	<input type="checkbox"/>	--
Municipal System	<input checked="" type="checkbox"/>	--
Dry Well	<input type="checkbox"/>	--

Anticipated Lifecycle Replacements:

- No components of significance

Actions/Comments:

- There is no evidence of storm water runoff from adjacent properties. The storm water system appears to provide adequate runoff capacity. There is no evidence of major ponding or erosion.
- A creek runs along one side of the property. A flood control channel was constructed that is partially located on this property. The channel is reportedly the responsibility of the local flood control district to maintain.

5.4. Topography and Landscaping

Item	Description						
Site Topography	The site is relatively flat						
Landscaping	Trees	Grass	Flower Beds	Planters	Drought Tolerant Plants	Decorative Stone	None
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Landscaping Condition	Fair						
Irrigation	Automatic Underground		Drip		Hand Watering		None
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input checked="" type="checkbox"/>
Irrigation Condition	--						

Retaining Walls		
Type	Location	Condition
Concrete and dry laid blocks	Adjacent to the creek	Good
CMU	N, E, S Elevations	Fair

Anticipated Lifecycle Replacements:

- Old CMU retaining walls

Actions/Comments:

- The topography and adjacent uses do not appear to present conditions detrimental to the property. There are no significant areas of erosion.
- Portions of the retaining wall are out of plumb and appear to be unstable as a result of movement. The damaged portions of the retaining walls must be repaired or replaced.



5.5. General Site Improvements

Property Signage	
Property Signage	N/A
Street Address Displayed?	No

Site Fencing		
Type	Location	Condition
Chain link with masonry walls	Around the skite perimeter	Fair

Dumpster Enclosures			
Dumpster Locations	Surface	Enclosure	Condition
Public street	Asphalt paving	NA	Fair

Site and Exterior Lighting					
Site Lighting	None	Pole Mounted	Bollard Lights	Ground Mounted	Parking Lot Pole Type
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Missing				
Building-Mounted Lighting	None	Wall Mounted	Recessed Soffit		
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	Fair				

Anticipated Lifecycle Replacements:

- Site fencing

Actions/Comments:

- No significant actions are identified at the present time. Ongoing periodic maintenance is highly recommended. Future lifecycle replacements of the components listed above will be required.
- The property currently lacks adequate identification signage. The lack of adequate signage may impede the timely arrival of emergency services personnel and equipment. New identification signage should be installed.
- The chain link fence surrounding the building has portions of the fence that are deteriorated and a gap large enough for a person was observed on the east side of the property. The east fence should be repaired or replaced in the next few years to provide property security.
- The dumpster is currently located on the public street paving and very close to a fire hydrant. The potential exists for the dumpster to damage the fire hydrant, or for the Fire Department to require the dumpster be relocated at least 5 feet away from the fire hydrant.

6. Building Architectural and Structural Systems

6.1. Foundations

Building Foundation		
Item	Description	Condition
Foundation	Slab on grade with integral footings	Good
Basement and Crawl Space	None	--

Anticipated Lifecycle Replacements:

- No components of significance

Actions/Comments:

- The foundation systems are concealed. There are no significant signs of settlement, deflection, or movement. The walls appear intact and structurally sound. There is no evidence of movement or water infiltration.

6.2. Superstructure

Building Superstructure		
Item	Description	Condition
Framing / Load-Bearing Walls	Conventional wood/metal studs	Good
Ground Floor	Concrete slab	Good
Upper Floor Framing	Wood joists	Good
Upper Floor Decking	Wood boards or planks	Good
Roof Framing	Wood trusses	Good
Roof Decking	Unknown material, likely either plywood or wood board sheathing	Fair

Anticipated Lifecycle Replacements:

- No components of significance

Actions/Comments:

- The superstructure is concealed. Walls and floors appear to be plumb, level, and stable. There are no significant signs of deflection or movement.

6.3. Roofing

Primary Roof – 3-Story Section			
Finish	Modified bituminous	Coatings	None
Type / Geometry	Flat	Installation Year	Likely 2019
Flashing	Sheet metal	Warranties	Unknown
Parapet Copings	None	Roof Drains	Internal drains
Fascia	Wood	Insulation	Indeterminable
Soffits	Concealed soffits	Skylights	No
Attics	None	Ventilation Source (primary)	None
Roof Condition	Good	Ventilation Source (secondary)	NA

Secondary Roof – 2-Story Section			
Finish	Built-up	Coatings	None
Type / Geometry	Flat	Installation Year	20+
Flashing	Sheet metal	Warranties	Unlikely (based on age)
Parapet Copings	None	Roof Drains	Internal drains
Fascia	Wood	Insulation	Indeterminable
Soffits	Concealed soffits	Skylights	No
Attics	None	Ventilation Source (primary)	None
Roof Condition	Fair	Ventilation Source (secondary)	NA

Anticipated Lifecycle Replacements:

- Modified bituminous finish
- Built-up roof finish
- Fascia

Actions/Comments:

- The upper roof portion was installed in 2019, the lower roof portion appear to be around 20 years old. Information regarding roof warranties or bonds was not available. The upper roof is reportedly covered by a warranty. The roofs are maintained by an outside contractor.
- There is no evidence of roof deck or insulation deterioration. The roof substrate and insulation should be inspected during any future roof repair or replacement work.
- Roof drainage appears to be adequate at the upper roof. Ponding was observed at the lower roof. The roof drain inlets do not have drain covers or screens installed. This could lead to roof drain clogs. Screened covers should be installed.

6.4. Exterior Walls

Exterior Walls		
Type	Location	Condition
Primary Finish	Stucco	Fair
Secondary Finish	None	--
Soffits	Enclosed	Fair
Building sealants	Between dissimilar materials, at joints, around windows and doors	--

Anticipated Lifecycle Replacements:

- Exterior paint
- Caulking

Actions/Comments:

- Ventilation was recently added to the soffits below the balconies. The wood trim material at the venting appeared to have been primed but not painted. The trim should be painted now that it is installed.
- Ongoing periodic maintenance, including patching repairs and recaulking, is highly recommended. Future lifecycle replacements of the components listed above will be required.

6.5. Exterior and Interior Stairs

Stairs					
Type	Description	Riser	Handrail	Balusters	Condition
Building Exterior Stairs	Steel-framed with pre-cast treads	Open	Metal	Metal	Poor
Building Interior Stairs	Wood-framed	Open	Wood	Wood	Poor

Anticipated Lifecycle Replacements:

- Exterior stairs

Actions/Comments:

- The exterior metal stairs have significant evidence of corrosion and rust on the steel risers, metal handrails, and clip angles. The stairs will require replacement. In addition, the stair landings are bolted to the wood fascia that has evidence of dryrot. The Fascia replacement is covered in another section of this report but the two operations will need to be coordinated.
- The rear wood stairs are 32" wide and have significant evidence of deterioration. The stairs do not meet the current building code required width. While the stairs are grandfathered and only have to meet the code at the time of the original construction, the Building Department may require the installation of a code compliant exit stair if the building is renovated. The stair components damaged by wood rot should be replaced at this time and if the property is renovated the entire stair may need to be widened and have a solid fire rated wall constructed on the side against the building. A cost allowance for this work is included but the final design will be subject to the requirements of the Building Department.

6.6. Windows and Doors

Exterior Windows		
Window Framing	Glazing	Condition
Aluminum-framed, fixed	Single glaze	Fair

Exterior Doors						
Building Doors				Condition		
Main Entrance Doors	NA		--			
Secondary Entrance Doors	NA		--			
Service Doors	None		--			
Overhead Doors	None		--			
Apartment Unit Doors				Condition		
Apartment Unit Entrance Doors	Solid Core Wood		Fair			
Apartment Unit Screen Doors	Screen Door		Fair			
Apartment Unit Patio Doors	Aluminum framed sliding doors		Fair			
	Cylindrical Lockset	Handle	Security Chain	Deadbolts	Spy-Eyes	Door Knockers
Apartment Entrance Door Hardware	Yes	Knob	No	Keyed	Yes	No

Anticipated Lifecycle Replacements:

- Windows
- Exterior doors
- Sliding patio doors
- Window sealants

Actions/Comments:

- No significant actions are identified at the present time. Ongoing periodic maintenance is highly recommended. Future lifecycle replacements of the components listed above will be required.
- The windows and sliding glass doors are antiquated, energy-inefficient units with single-pane glazing. Some of the windows are difficult to open and close. Window and sliding glass door replacement is recommended in the future.
- One patio door was observed with broken glass. The break in the glass appeared to indicate that the glass is not tempered. Tempered glass is required to meet the current building codes but was not required at the time of the original construction. Replacement of the broken glass is considered to be routine maintenance.
- There are some missing or damaged sections of sealant. Minor sealant replacement or repair is considered to be routine maintenance.

6.7. Patio, Terrace, and Balcony

Balcony Construction		
Item	Description	Condition
Balcony Framing	Wood joists	Fair
Balcony Decking	Possibly plywood over spaced wood decking.	Fair
Balcony Deck Toppings	Liquid applied elastomeric membrane	Fair
Balcony Guardrails	Wood	Fair

Anticipated Lifecycle Replacements:

- Balcony deck coating

Actions/Comments:

- The rear balconies serve as exterior exit balconies to the rear stair and as private decks. There are wood dividers between the apartments with gates. The gates do not appear to be 36-inches wide and in some cases have been blocked by resident planters or other furniture on the balconies. The gates between balconies should be reviewed for operating conditions and to confirm that they meet exiting requirements. One the ground level the patios from apartments 1 and 3 have latches in the gates to reach the exterior sidewalks.
- The balcony structure is exposed through the vent strips, which allows for limited observation. The balcony decks appear to be plumb, level, and stable except at the apartment #9 rear patio where it appears a deck drain was added at the middle of the balcony. There are no significant signs of deflection or movement.
- The underside of the apartment #9 rear balcony has suspect mold and the stucco on the underside of the balcony appears to be slightly sagging. Removal of the stucco and repairs are recommended during the next year. There may be additional wood framing damage that is not visible.
- Ventilation was recently added to the soffits below the balconies. The wood trim material at the venting appeared to have been primed but not painted. The trim should be painted now that it is installed.
- The elastomeric deck finishes have isolated areas of deterioration. Future replacement will be required as the coatings age.

6.8. Common Areas and Interior Finishes

The following table identifies the interior common areas and generally describes the finishes in each common area.

Interior Finishes			
Common Area	Floors	Walls	Ceilings
Laundry Room	Concrete Floor	Wallpaper	Painted drywall

Laundry Equipment		
Equipment	Comment	Condition
Commercial Washing Machines	One machine rated at 5 cu. ft	Fair

Laundry Equipment		
Equipment	Comment	Condition
Commercial Dryers	One gas dryer at 25 MBH	Fair

Anticipated Lifecycle Replacements:

- Interior paint
- Laundry room washers
- Laundry room dryers

Actions/Comments:

- It appears that the interior finishes in the common areas have not been renovated within the last 10 years.
- No significant repair actions or short-term replacement costs are required. Routine and periodic maintenance is recommended.

7. Building Mechanical and Electrical Systems

7.1. Building Heating, Ventilating, and Air Conditioning (HVAC)

Overall System Description:

There are no central systems at the building and common areas are limited a small laundry room which is not heated nor chilled. Details about heating and cooling the apartment spaces are provided within the tables that follow in this section and in section 8.3.

Anticipated Lifecycle Replacements:

- No components of significance

Actions/Comments:

- There are no common areas at the building beside the small laundry room and thus no heating or cooling at the building common areas. Details about heating in the apartment spaces are provided in section 8.3.

7.2. Building Plumbing

Domestic Water Distribution and Common Area Fixtures

Type	Description	Condition
Water Supply Piping	Galvanized iron	Fair
Water Meter	Laundry room	Fair

Domestic Water Heaters or Boilers

Components	Water heaters
Fuel	Natural gas
Distribution Pumps	None
Supplementary Storage Tanks	None
Adequacy of Hot Water	Adequate
Adequacy of Water Pressure	Adequate
Domestic Hot Water Heater Age	18
Domestic Hot Water System Condition	Fair

Sanitary Drainage

Type	Description	Condition
Waste/Sewer Piping	Cast iron	Fair

Sanitary Drainage		
Type	Description	Condition
Vent Piping	PVC and Galvanized Pipe	Fair

Anticipated Lifecycle Replacements:

- Water heaters
- Water distribution system

Actions/Comments:

- The plumbing systems appear to be maintained and functioning adequately. The water pressure appears to be sufficient. No significant repair actions or short-term replacement costs are required. Routine and periodic maintenance is recommended. Future lifecycle replacements of the components or systems listed above will be required.
- The domestic water lines are galvanized iron original to the 1963 construction. To date there has been no reported history of chronic leaks or water pressure problems. However, it is quite common for galvanized iron piping to develop problems due to long-term corrosion with thinning walls and/or interior mineral deposit accumulation, especially once it has aged over 50 years. Bureau Veritas highly encourages some easily accessible pipe sections be examined to more accurately determine the interior pipe wall conditions. Pending these results, consideration should be given to replacing all the plumbing supply lines with copper in the future. A budgetary cost for future replacement is included.

7.3. Building Gas Distribution

The gas meter and regulator are located along the exterior north wall of the building. The gas is provided only to the laundry room water heater and dryer.

Anticipated Lifecycle Replacements:

- No components of significance

Actions/Comments:

- The pressure and quantity of gas appear to be adequate.
- The gas meters and regulators appear to be functioning adequately and will require routine maintenance.
- Only limited observation of the gas distribution piping can be made due to hidden conditions.

7.4. Building Electrical

Distribution and Lighting			
Electrical Lines	Underground	Transformer	Underground vault
Main Service Size	400 Amps	Volts	120/240 Volt, single-phase
Meter Location	North elevation exterior wall	Branch Wiring	Copper
Conduit	Metallic	Step-Down Transformers	No
Main Distribution Condition	Fair		

Building Emergency Systems			
Generator/s Present?	<input type="checkbox"/>	UPS Present?	<input type="checkbox"/>
Size	NA	Fuel Type	NA
Generator / UPS Serves	NA	Tank Location	NA

Anticipated Lifecycle Replacements:

- Circuit breaker panels
- Main panel

Actions/Comments:

- The onsite electrical systems up to the meters are owned and maintained by the respective utility company.
- The electrical service and capacity appear to be adequate for the property's demands.
- The apartment electrical panels are mostly original 1963 and were manufactured by Zinsco. Panels were generally observed to be installed in closets. The one-bedroom unit has the panel in the hall closet and the 2-bedroom unit has the panel on the side of a bedroom closet. The panels do not have covers over the circuit breakers and in one case was observed to be in contact with resident clothing in the closet. This is no longer allowed by current building codes but was allowed at the time of the original construction. Clothing in contact with an electrical panel is a fire hazard. During a substantial renovation the Building Department could require the electrical panels be moved or upgraded to panels with covers.
- The electrical service appears to be adequate for the facility's needs. However, due to the age of the panels and increasing difficulty of obtaining replacement parts over time, lifecycle replacements are recommended.
- The vast majority of electrical components within the building, including the circuit breaker panels, and wiring, are original to the 1963 construction. A full upgrade is recommended to the aging interior electrical infrastructure. In addition to the component-by-component replacements listed above, an additional overall budgetary allowance is included to account for some corresponding wiring replacements and upgrades.

7.5. Building Elevators and Conveying Systems

Not applicable. There are no elevators or conveying systems.

7.6. Fire Protection Systems

Fire Suppression	Description					
Sprinkler System and Suppression Components	Wet-pipe system	<input type="checkbox"/>	Dry-pipe system	<input type="checkbox"/>	No sprinklers	<input type="checkbox"/>
	Standpipes	<input type="checkbox"/>	Backflow preventer	<input type="checkbox"/>	Siamese connections	<input type="checkbox"/>
	Hose cabinets	<input type="checkbox"/>	Fire pump	<input type="checkbox"/>	Fire extinguishers	<input type="checkbox"/>
Sprinkler System Condition	None					
Fire Extinguishers	Last Service Date			Servicing Current?		
	April 2019			Yes, serviced within last year		

Fire Suppression	Description
Hydrant Location	Public Street at the dumpster location
Siamese Location	NA

Fire Alarm	Description					
Fire Alarm System	Central Alarm Panel	<input type="checkbox"/>	Battery-Operated Smoke Detectors	<input type="checkbox"/>	Alarm Horns	<input type="checkbox"/>
	Annunciator Panels	<input type="checkbox"/>	Hard-Wired Smoke Detectors	<input type="checkbox"/>	Strobe Light Alarms	<input type="checkbox"/>
	Pull Stations	<input type="checkbox"/>	Emergency Battery-Pack Lighting	<input type="checkbox"/>	Illuminated Exit Signs	<input type="checkbox"/>
Fire Alarm System Condition	--					
Central Alarm Panel	Location			Installation Date		
	None			NA		

Anticipated Lifecycle Replacements:

- No components of significance

Actions/Comments:

- No significant actions are identified at the present time. Ongoing periodic maintenance is highly recommended



8. Dwelling Units

8.1. Interior Finishes

The following table generally describes the interior finishes in the apartment units:

Typical Apartment Unit Finishes			
Room	Floors	Walls	Ceilings
Living Room	VCT, Carpet	Painted gypsum board	Painted gypsum board
Kitchen	Sheet Vinyl	Painted gypsum board	Painted gypsum board
Bedroom	VCT, Carpet	Painted gypsum board	Painted gypsum board
Bathroom	Sheet Vinyl	Painted gypsum board and Ceramic tile tub surround	Painted gypsum board
Hallways	VCT, Carpet	Painted gypsum board	Painted gypsum board

Apartment Unit Interior Doors		
Item	Type	Condition
Interior Doors	Hollow Core	Fair
Door Framing	Wood	
Closet Doors (Type 1)	Stained Hollow Core	
Closet Doors (Type 2)	Wooden - sliding	

Anticipated Lifecycle Replacements:

- Carpet
- Vinyl tile
- Sheet vinyl
- Interior paint
- Interior doors
- Closet doors

Actions/Comments:

- The interior finishes in the apartment units vary in age and condition and will require regular lifecycle replacements per the above list, typically performed upon unit turnover. Painting is considered to be routine maintenance.

8.2. Dwelling Appliances

Each apartment unit kitchen typically includes the following appliances:

Apartment Unit Kitchen Appliances		
Item	Type	Condition
Refrigerator	Frost-free, Non-Energy Star 15 cubic feet	Fair
Cooking Range	Electric	
Range Hood	Ducted	
Dishwasher	Not provided	
Garbage Disposal	Provided	
Kitchen Cabinet	Painted wood and Stained wood	
Kitchen Countertop	Plastic laminate	
Apartment Laundry	None	

Anticipated Lifecycle Replacements:

- Refrigerators
- Ranges
- Range hoods
- Kitchen cabinets
- Kitchen countertops

Actions/Comments:

- The vast majority of the kitchen appliances are over 10 years old. Apartment appliances are replaced on an "as needed" basis.
- No significant repair actions or short-term replacement costs are required beyond the anticipated lifecycle replacements listed above. Routine and periodic maintenance is recommended.
- The kitchen cabinets and countertops are old, and outdated, possibly original. Apartment unit renovations that include appliance, cabinetry and countertop replacement are recommended as part of an overall future facility renovation.

8.3. HVAC

Apartment Unit Heating		
Forced air electric wall heaters are located in the apartment living rooms and serve the spaces individually. Capacities and other information generally per below. Some units have electric baseboard heaters in the bedrooms.		
Unit Type	Heating Input	Condition
One and Two Bedrooms	60 MBH	Fair

Apartment Unit Cooling	
None; no cooling provided	

Distribution, Controls and Ventilation	
Item	Description
Ductwork	None
Controls	Programmable thermostats located on the walls
Exhaust and Ventilation	Ceiling fans in bathrooms and via natural air flow through operable windows

Anticipated Lifecycle Replacements:

- Forced air electric wall heaters
- Baseboard heaters

Actions/Comments:

- The HVAC systems are maintained by the in-house maintenance staff. Records of the installation, maintenance, upgrades, and replacement of the HVAC equipment at the property have been maintained since the property was first occupied.
- All of the forced air electric wall heaters are original.
- The HVAC equipment appears to be functioning overall but are inadequate for the unit's needs. Some residents had their own portable heaters in the bedrooms. Some units had electric baseboard heaters in the bedrooms. It was apparent that the heated air from the living room heater does not circulate to the bedrooms or bathroom.
- The resident in Unit #3 has constructed a rear laundry room that obstructs the bathroom window, leaving no ventilation for the bathroom.

8.4. Plumbing

Apartment Unit Plumbing	
Domestic Hot Water	
Central domestic hot water system feeds the apartment units as described in Section 7.2.	

Unit Plumbing Fixtures		
Item	Description / Rating	Condition
Toilet and Sink	Residential grade	Fair
Bathtub	Enameled steel	
Tub/Shower Surround	Ceramic tile	
Bathroom Vanity Cabinet	Plastic laminate wood	

Anticipated Lifecycle Replacements:

- Toilets
- Wall-hung sinks and vanities
- Tubs and shower surrounds
- Faucets

Actions/Comments:

- The pressure and quantity of hot water appear to be adequate, and the water pressure appears to be sufficient in the apartment units. No significant repair actions or short-term replacement costs are required. Routine and periodic maintenance is recommended.
- The unit bathroom accessories and fixtures appear outdated and exhibit evidence of wear. The unit bathroom accessories and fixtures are recommended for replacement.

8.5. Electrical

Apartment Unit Electrical	
Distribution Item	Description
Apartment Unit Service Size	100 Amps
Panel	Circuit-breaker type and located on the wall in the closet
Ground Fault Circuit Interruption (GFCI)	Missing
Space/Room	Light Fixture Description
Living Room	Incandescent Lamps
Kitchen	Incandescent Lamps
Bedrooms	None
Hallways	Incandescent Lamps

Apartment Unit Electrical	
Space/Room	Light Fixture Description
Bathrooms	Incandescent Lamps
Entry and Patio	Compact Fluorescent Lamps (Cfls)

Anticipated Lifecycle Replacements:

- Circuit breaker panels
- Interior unit light fixtures

Actions/Comments:

- No significant repair actions or short-term replacement costs are required. Routine and periodic maintenance is recommended.
- The unit circuit breaker panels are mostly original 1963 components. The electrical service is reportedly adequate for the facility's needs. However, due to the age of the panels and increasing difficulty of obtaining replacement parts over time, lifecycle replacements are recommended per above.
- The vast majority of electrical components within the units, including the circuit breaker panels, outlets, and wiring, are original to the 1963 construction. A full modernization/upgrade is recommended to the aging interior electrical infrastructure as described.
- The light fixtures throughout most of the units utilize older, inefficient incandescent lamps (with some efficient CFL light bulbs). Replacement of incandescent bulbs with CFL lamps and newer fixtures with electronic ballasts and T-8 lamps is highly recommended to save substantial amounts of energy.

8.6. Furniture, Fixtures and Equipment (FF&E)

Not applicable. There are no furnished apartments.

9. Ancillary Structures

Not applicable. There are no major accessory structures.

10. Certification

Bureau Veritas has completed a Capital Needs Assessment (CNA) of the subject property, Brookside Apartments, located at 300 Olema Road in Fairfax, California 94930. The CNA was performed on January 13, 2020.

The CNA was performed at the Housing Authority’s request using methods and procedures consistent with good commercial and customary practice conforming to ASTM E2018-08, *Standard Guide for Property Condition Assessments: Baseline Property Condition Assessment Process*. Within this Capital Needs Assessment Report, Bureau Veritas’s follows the ASTM guide’s definition of User, that is, the party that retains Bureau Veritas for the preparation of a baseline CNA of the subject property. A User may include, without limitation, a purchaser, potential tenant, owner, existing or potential mortgagee, lender, or property manager of the subject property.

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The opinions Bureau Veritas expresses in this report were formed utilizing the degree of skill and care ordinarily exercised by any prudent architect or engineer in the same community under similar circumstances. Bureau Veritas assumes no responsibility or liability for the accuracy of information contained in this report which has been obtained from the Client or the Client’s representatives, from other interested parties, or from the public domain. The conclusions presented represent Bureau Veritas’s professional judgment based on information obtained during the course of this assignment. Bureau Veritas’s evaluations, analyses and opinions are not representations regarding the building design or actual value of the property. Factual information regarding operations, conditions and test data provided by the Client or their representative has been assumed to be correct and complete. The conclusions presented are based on the data provided, observations made, and conditions that existed specifically on the date of the assessment.

Bureau Veritas certifies that Bureau Veritas has no undisclosed interest in the subject property, Bureau Veritas’s relationship with the Client is at arm’s-length, and that Bureau Veritas’s employment and compensation are not contingent upon the findings or estimated costs to remedy any deficiencies due to deferred maintenance and any noted component or system replacements.

Bureau Veritas’s CNA cannot wholly eliminate the uncertainty regarding the presence of physical deficiencies and the performance of a subject property’s building systems. Preparation of a CNA in accordance with Public Housing Modernization Standards Handbooks 7485.2 is intended to reduce, but not eliminate, the uncertainty regarding the potential for component or system failure and to reduce the potential that such component or system may not be initially observed. This CNA was prepared recognizing the inherent subjective nature of Bureau Veritas’s opinions as to such issues as workmanship, quality of original installation, and estimating the remaining useful life of any given component or system. It should be understood that Bureau Veritas’s suggested remedy may be determined under time constraints, formed without the aid of engineering calculations, testing, exploratory probing, the removal of materials, or design. Furthermore, there may be other alternate or more appropriate schemes or methods to remedy the physical deficiency. Bureau Veritas’s opinions are generally formed without detailed knowledge from individuals familiar with the component’s or system’s performance.

Any questions regarding this report should be directed to Matthew Anderson at matt.anderson@bvna.com or at 800.733.0660 x7613.

Prepared by: Mouaz Alrayes,
Project Manager

Reviewed by:

Matthew Anderson
Program Manager



11. Appendices

APPENDIX A: Photographic Record

APPENDIX B: Site Plan

APPENDIX C: Pre-Survey Questionnaire

APPENDIX D: Abbreviated Accessibility Checklist

APPENDIX E: Component Condition Report

APPENDIX F: Replacement Reserves

APPENDIX G: Other Supporting Documents

APPENDIX A: Photographic Record



#1	FRONT ELEVATION
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#2	RIGHT ELEVATION
----	-----------------



#3	LEFT ELEVATION
----	----------------



#4	REAR ELEVATION
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#5	MAIN ACCESS BRIDGE
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#6	PEDESTRIAN ACCESS BRIDGE
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#7	PARKING
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#8	PARKING
----	---------



#9	PUBLIC STREET PARKING
----	-----------------------



#10	CREEK - FLOOD IMPROVEMENT
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#11	ROOF
-----	------



#12	ROOF
-----	------



#13	EXTERIOR STAIRS - FRONT
-----	-------------------------



#14	EXTERIOR STAIRS - REAR/FIRE ESCAPE
-----	------------------------------------



#15	LANDSCAPING
-----	-------------



#16	SITE FENCING
-----	--------------



#17	SIDEWALKS
-----	-----------



#18	SIDEWALKS
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#19	RETAINING WALL
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#20	SITE TRASH - NOTE LOCATION OF FIRE HYDRANT NEXT TO DUMPSTER
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#21	ELECTRICAL METER
-----	------------------



#22	GAS METER
-----	-----------



#23	DOMESTIC WATER HEATER
-----	-----------------------



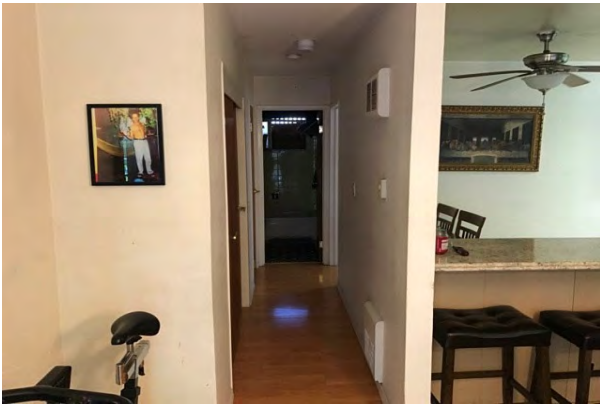
#24	FIRE EXTINGUISHER
-----	-------------------



#25	WASHER/DRYER
-----	--------------



#26	UNIT LIVING AREA
-----	------------------



#27	UNIT INTERIOR
-----	---------------



#28	UNIT KITCHEN
-----	--------------



#29	UNIT KITCHEN
-----	--------------



#30	UNIT BATHROOM
-----	---------------



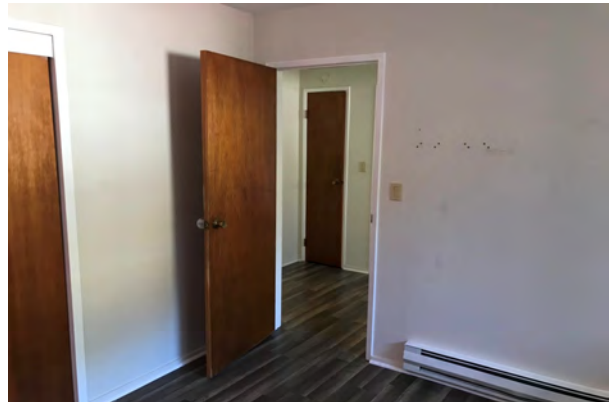
#31	SMOKE DETECTOR
-----	----------------



#32	VACANT UNIT INTERIOR
-----	----------------------



#33	VACANT UNIT INTERIOR
-----	----------------------



#34	VACANT UNIT INTERIOR
-----	----------------------



#35	VACANT UNIT KITCHEN
-----	---------------------



#36	VACANT UNIT BATHROOM
-----	----------------------



#37 UNIT INTERIOR



#38 PATIO SLIDING DOOR



#39 UNIT KITCHEN



#40 FORCED AIR ELECTRIC HEATER



#41 BASEBOARD ELECTRIC HEATER



#42 UNIT ELECTRICAL PANEL



#43	PONDING WATER AT APT 3 PATIO
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#44	RESIDENT TORCH BELOW TREES AT APT 3
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#45	RESIDENT PLANTER BLOCKING THEIR OWN FIRE EXIT
-----	---



#46	BLOCK FENCE/BARRIER DAMAGE FACING CREEK
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APPENDIX B:

Site Plan



Site Plan



	Project Number	Project Name	
	142131.20R000-001.052	Brookside Apartments	
	Source	On-Site Date	
	Google Maps	January 13, 2020	

APPENDIX C:

Pre-Survey Questionnaire



PCA: PRE-SURVEY QUESTIONNAIRE

Name of person completing questionnaire: Kate Raphael
 Association with property: RE Agent
 Length of association with property: 6+ months
 Phone Number: (415) 762-8073
 Property Name: Brookside Apartments
 Bureau Veritas Project Number: _____

Signature: Kather Raphael Date: 1/8/20

Directions: Please answer all questions to the best of your knowledge and in good faith. Mark the column corresponding to the appropriate response. Additional details necessary to explain any **yes or unknown responses** should be provided in the "Comments" column.

GENERAL PROPERTY INFORMATION			
Year constructed:	<u>Approx. 1963</u>	Number of units:	<u>10</u>
Number of buildings:	<u>1</u>	Gross SF:	
Number of stories:	<u>3</u>	Net rentable SF:	<u>8400</u>

INSPECTIONS	DATE LAST INSPECTED	LIST ANY OUTSTANDING REPAIRS OR IMPROVEMENTS REQUIRED
Elevators:	<u>N/A</u>	
HVAC:	<u>N/A</u>	<u>electric wall heaters</u>
Electrical:	<u>circuit breakers</u>	
Plumbing:	<u>copper</u>	
Fire Alarm:		
Fire Sprinklers:		
Roofs:	<u>1/2/19</u>	
ADA / Accessibility:		
Termites / Wood Destroying Insects:	<u>7/16/19</u>	<u>see pest inspection report</u>

QUESTION		RESPONSE
1	List any major capital improvement within the last five years.	unknown
2	Provide date and summary of the most recent renovation.	unknown
3	List any major capital expenditures planned for the next year.	N/A
4	What is the age of the roof(s)?	see roof inspection report
5	What building systems (HVAC, roof, finishes, paving, etc.) are the responsibilities of the tenant to maintain and replace?	none
6	Are any of the buildings ground lease pads (building is owned by the tenant)?	NO

QUESTION	RESPONSE				COMMENTS
	Y	N	Unk	NA	
7	Are there any unresolved building, fire, or zoning code issues?			X	
8	Are there any unresolved construction defects?			X	
9	Is there any pending litigation concerning the physical condition of the property?			X	
10	Are there any "down" or unusable units?		X		
11	Are there any problems with the utilities, such as inadequate capacities?			X	
12	Are there any plumbing leaks, water pressure problems, or waste line problems?			X	
13	Is polybutylene or galvanized steel water piping used? If so, describe the history of any issues or repairs			X	
14	Is the property served by a private water well, septic system or waste water treatment plant? If so, please describe and provide a copy of permits and operator's information.		X		
15	Are there any leaks or pressure problems with natural gas service?			X	
16	Do the electrical system branch circuits (between panels and fixtures) use aluminum wiring? If so, how has it been mitigated?			X	
17	Do Residential units have a less than 60-Amp service?			X	
18	Do Commercial units have less than 200-Amp service?				X



	QUESTION	RESPONSE				COMMENTS
		Y	N	Unk	NA	
19	Is GFCI circuit protection provided in kitchens and bathrooms or other wet locations?			X		
20	Are there any issues with the circuit breakers or circuit breaker panels?			X		
21	Are there any problems with inadequate exterior lighting?			X		
22	Do any of the HVAC systems use R-11, 12, or 22 refrigerants?			X		
23	Are there any recalled fire sprinkler heads (such as Star, GEM, Central, Omega)?			X		
24	Are there any problems with erosion, stormwater drainage or areas of paving that do not drain?			X		
25	Are there any problems with the landscape irrigation systems?			X		
26	Are there any problems with foundations or structures?			X		
27	Is there any water infiltration in basements or crawl spaces?				X	
28	Are there any roof leaks?			X		
29	Is the roofing covered by a warranty or bond? If so, please provide a copy.			X		
30	For buildings constructed 1955-1989, is Fire Retardant Treated (FRT) plywood used? If so, please describe.			X		
31	Are there any roofs with phenolic foam roof insulation (PFRI)?			X		
32	Are there any areas of the building with inadequate insulation?			X		
33	Is exterior insulation and finish system (EIFS) used? If so, please indicate if there are any issues.			X		
34	Are there any wall or window leaks?			X		
35	Has any part of the property ever contained visible suspect mold or fungal growth?			X		
36	Have there been any indoor air quality related complaints from tenants/occupants?			X		
37	Has "Chinese drywall" been identified at the property?			X		
38	For hotel/residential properties, are there currently, or is there a history of, bed bug infestations?			X		

QUESTION		RESPONSE				COMMENTS
		Y	N	Unk	NA	
39	If a swimming pool is present, do the drains comply with the Virginia Graeme Baker Act?			X		
40	Has an ADA survey previously been completed for the property?			X		
41	Has building ownership or management received any ADA related complaints or litigation?			X		
42	Have any ADA improvements been made to the property since the original construction?			X		
43	Are there any other significant issues/hazards with the property?			X		

On the day of the site visit, provide Bureau Veritas's Field Observer access to all of the available documents listed below.

- Construction documents (blueprints) for the original construction of the building or for any tenant improvement work or other recent construction work.
- A site plan which depicts the arrangement of buildings, roads, parking stalls, and other site features.
- Certificates of Occupancy, building permits, fire or health department inspection reports, elevator inspection certificates, roof or HVAC warranties, or any other similar, relevant documents.
- The names of the local utility companies which serve the property.
- A summary of recent (over the last 5 years) capital improvement work.
- Historical costs for repairs, improvements, and replacements.
- Records of system & material ages (roof, MEP, paving, finishes, and furnishings).
- Brochures or marketing information.
- Mold Operations and Maintenance Program.
- Previous reports pertaining to the physical condition of property.
- ADA survey and status of improvements implemented.
- For commercial properties, a tenant list which identifies the names of each tenant, vacant tenant units, the floor area of each tenant space, and the gross and net leasable area of the building(s).
- For apartment properties, a summary of the apartment unit types and apartment unit type quantities, including the floor area of each apartment unit as measured in square feet.
- A summary of hotel room types and quantities, including the number and type of ADA rooms.



APPENDIX D: *Abbreviated Accessibility Checklist*

Visual Checklist - 2010 ADA / UFAS Standards for Accessible Design

Property Name: Brookside Apartments

EMG Project Number: 142131.20R000-001.052

Abbreviated Accessibility Checklist					
Facility History & Interview					
Question	Yes	No	Unk	Comments	
1	Has an ADA survey previously been completed for this property? If so, indicate when.		X		
2	Have any ADA improvements been made to the property since original construction? Elaborate, especially if fully or partially addressed as the result of a previous study.		X		
3	Has building ownership/management reported any ADA complaints or litigation?			X	
4	Property management reports that the number of units currently accessible and those adaptable meet FHA requirements of all ground floor units or 100% for a high rise.			X	Property Predates FHA
5	Are 5% of the units fully accessible to those individuals with mobility impairments and 2% of units accessible to those individuals with audio / visual impairments?				

Abbreviated Accessibility Checklist					
Parking					
Question	Yes	No	NA	Comments	
1	Does the required number of standard ADA designated spaces appear to be provided?			X	No parking required as no rental office
2	Does the required number of van-accessible designated spaces appear to be provided?			X	
3	Are accessible spaces on the shortest accessible route to an accessible building entrance?			X	
4	Does parking signage include the International Symbol of Accessibility?			X	
5	Does each accessible space have an adjacent access aisle?			X	
6	Do parking spaces and access aisles appear to be relatively level and without obstruction?			X	

Abbreviated Accessibility Checklist

Exterior Accessible Route					
Question		Yes	No	NA	Comments
1	Is an accessible route present from public transportation stops and municipal sidewalks on or immediately adjacent to the property?		X		
2	Does a minimum of one accessible route appear to connect all public areas on the exterior, such as parking and other outdoor amenities, to accessible building entrances?		X		
3	Are curb ramps present at transitions through raised curbs on all accessible routes?		X		
4	Do curb ramps appear to have compliant slopes for all components?		X		
5	Do ramp runs on an accessible route appear to have compliant slopes?			X	No Ramps
6	Do ramp runs on an accessible route appear to have a compliant rise and width?			X	
7	Do ramps on an accessible route appear to have compliant end and intermediate landings?			X	
8	Do ramps on an accessible route appear to have compliant handrails?			X	

Abbreviated Accessibility Checklist

Building Entrances					
Question		Yes	No	NA	Comments
1	Do a sufficient number of accessible entrances appear to be provided?			X	Apartment units entered directly from exterior
2	If the main entrance is not accessible, is an alternate accessible entrance provided?			X	
3	Is signage provided indicating the location of alternate accessible entrances?			X	
4	Do doors at accessible entrances appear to have compliant maneuvering clearance area on each side?			X	
5	Do doors at accessible entrances appear to have compliant hardware?			X	
6	Do doors at accessible entrances appear to have a compliant clear opening width?			X	
7	Do pairs of accessible entrance doors in series appear to have the minimum clear space between them?			X	
8	Do thresholds at accessible entrances appear to have a compliant height?			X	

Abbreviated Accessibility Checklist

Common Areas: Interior Accessible Route, Interior Doors & Amenities

Question		Yes	No	NA	Comments
1	Does an accessible route appear to connect all public areas inside the building?			X	No interior accessible areas. Laundry room is entered from exterior
2	Do accessible routes appear free of obstructions and/or protruding objects?			X	
3	Do ramps on accessible routes appear to have compliant slopes?			X	
4	Do ramp runs on an accessible route appear to have a compliant rise and width?			X	
5	Do ramps on accessible routes appear to have compliant end and intermediate landings?			X	
6	Do ramps on accessible routes appear to have compliant handrails?			X	
7	Are accessible areas of refuge and the accessible means of egress to those areas identified with accessible signage?			X	
8	Do public transaction areas have an accessible, lowered service counter section?			X	
9	Do public telephones appear mounted with an accessible height and location?			X	
10	Do doors at interior accessible routes appear to have compliant maneuvering clearance area on each side?			X	
11	Do doors at interior accessible routes appear to have compliant hardware?			X	
12	Do non-fire hinged, sliding, or folding doors on interior accessible routes appear to have compliant opening force?			X	
13	Do doors on interior accessible routes appear to have a compliant clear opening width?			X	

Abbreviated Accessibility Checklist

Apartment Units

Fair Housing Accessibility

As outlined in Section 3 of the FHA Guidelines, this section applies to Multi-family dwellings with first occupancy after March 13, 1991; all ground floor units in buildings that contain 4 or more units; and all units in buildings where there is an elevator.

Question		Yes	No	NA	Comments
1	Does the Fair Housing Act apply to the property?		X		

APPENDIX E: **Component Condition Report**



Component Condition Report

Brookside Apartments

UF Code	Location	Condition	Asset/Component/Repair	Quantity	RUL	ID
Structure						
B1012	Apartment 9 deck framing	Poor	Structural Flooring/Decking, Wood, Refinish	110 SF	0	1689290
B1015	Rear wood stairs	Poor	Exterior Stairs, Wood	90 SF	0	1689281
B1015	Front elevation	Poor	Exterior Stairs, Metal or Pan-Filled	90 SF	1	1689282
Facade						
B2011	Building exterior	Fair	Exterior Wall, any Painted Surface, 3+ Stories, Prep & Paint	10,800 SF	6	1689291
B2011	Perimeter of decks and roof	Poor	Wood Trim, Fascia	180 LF	0	1692608
B2011	Underside of roof and balconies	Poor	Soffit Vent, Wood Trim, Prep & Paint	706 SF	0	1692358
B2021	Exterior	Fair	Window, 12-24 SF	46	4	1685636
B2031	Patio-Balcony	Fair	Exterior Door, Aluminum-Framed Residential Fully-Glazed Slider	10	4	1685631
B2032	Exterior	Fair	Exterior Door, Wood Solid-Core	10	13	1685642
B2039	Exterior	Fair	Screen Door, Plain/Anodized Aluminum	10	6	1685634
Roofing						
B3011	Lower Roof	Fair	Roof, Built-Up	2,200 SF	6	1689287
B3011	Upper roof	Good	Roof, Modified Bituminous	3,000 SF	19	1689286
B3016	Upper Roof	NA	Roof Drain Covers, Screen, Install	6	0	1692356
Interiors						
C1021	Throughout	Fair	Interior Door, Wood Hollow-Core Residential Closet	36	8	1685630
C3021	Balcony	Fair	Interior Floor Finish, Epoxy Coating, Prep & Paint	4,800 SF	3	1689292
C3024	Bathroom	Fair	Interior Floor Finish, Vinyl Sheeting	800 SF	6	1685635
C3024	Bedroom(s)	Good	Interior Floor Finish, Vinyl Tile (VCT)	1,100 SF	14	1689289
C3024	Kitchen	Fair	Interior Floor Finish, Vinyl Sheeting	1,200 SF	8	1685626
C3024	Bedroom(s)	Good	Interior Floor Finish, Vinyl Tile (VCT)	1,100 SF	8	1685632
C3024	Bedroom(s)	Fair	Interior Floor Finish, Vinyl Tile (VCT)	1,100 SF	6	1689288
C3025	Bedroom(s)	Fair	Interior Floor Finish, Carpet Residential	3,100 SF	3	1685639
C3031	Throughout all units	Fair	Interior Ceiling Finish, Gypsum Board/Plaster, Prep & Paint	17,650 SF	6	1685640
Plumbing						
D2011	Bathroom	Fair	Toilet, Commercial Water Closet	10	15	1685646
D2014	Kitchen	Fair	Sink/Lavatory, Vanity Top, Stainless Steel	10	5	1685625
D2014	Bathroom	Fair	Sink/Lavatory, Vanity Top, Enameled Steel	2	5	1685644
D2015	Bathroom	Fair	Bathtub/Shower Combination Enclosure, Fiberglass	10	10	1685645
D2029	Throughout	Fair	Plumbing System, Supply & Sanitary, Medium Density (excl fixtures)	8,400 SF	5	1689285
HVAC						
D3051	Living Room	Fair	Baseboard Heater, WATTS	2	13	1685623
D3051	Living Room	Fair	Wall Heater, Electric , Residential	10	3	1685620
Electrical						
D5012	Building exterior	Fair	Main Distribution Panel, 120/240 V, 400 Amp	1	5	1689283
D5019	Throughout	Fair	Full Electrical System Upgrade, Medium Density/Complexity	8,400 SF	5	1689284
D5019	Closet	Fair	Load Center, AMP	11	5	1685648

Brookside Apartments

UF Code	Location	Condition	Asset/Component/Repair	Quantity	RUL	ID
Fire Alarm & Comm						
D5037	Bedrooms	NA	Smoke Detector, Battery Operated, Replace/Install	26	0	1685622
Equipment/Special						
E1016	Laundry room	Fair	Commercial Laundry, Dryer, 30 to 50 LB	1	12	1689295
E1016	Laundry room	Fair	Commercial Laundry, Washer, 20 to 30 LB	1	7	1689294
E1094	Kitchen	Fair	Residential Appliances, Garbage Disposal	10	6	1685647
E1094	Kitchen	Fair	Residential Appliances, Range Hood, Vented or Ventless	10	4	1685641
E1094	Kitchen	Fair	Residential Appliances, Refrigerator, 14-18 CF	10	8	1685649
E1094	Kitchen	Fair	Residential Appliances, Range, Electric	10	4	1685621
E2012	Bathroom	Fair	Bathroom Vanity Cabinet, Wood, with Solid Surface Sink Top, 24 to 30"	8	10	1685638
E2012	Kitchen	Fair	Kitchen Cabinetry, Stock Hardwood	160 LF	5	1685628
E2012	Kitchen	Fair	Kitchen Counter, Plastic Laminate, Postformed	125 LF	5	1685619
Pavement						
G2022	Parking area	Good	Parking Lots, Asphalt Pavement, Seal & Stripe	850 SF	4	1692584
Site Development						
G2041	Property perimeter and creek	Poor	Fence or Screen Walls, Concrete Block (CMU)	80 SF	2	1692588
G2041	Site	Fair	Fences & Gates, Chain Link, 6' High	480 LF	15	1689293
Utilities						
G3033	North side of building	Poor	Roof Drain Connection, Underground, Modify	1	0	1692602

APPENDIX F: Replacement Reserves

Replacement Reserves Report

Brookside Apartments

1/23/2020

Uniformat Code	Location Description	ID	Cost Description	Lifespan (EUL)	EAge	RUL	Quantity	Unit	Unit Cost	* Subtotal	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	Deficiency Repair Estimate	
B1012	Apartment 9 deck framing	1689290	Structural Flooring/Decking, Wood, Refinish	10	10	0	110	SF	\$110.97	\$12,207	\$12,207										\$12,207										\$12,207	\$36,620	
B1015	Rear wood stairs	1689281	Exterior Stairs, Wood, Replace	15	15	0	90	SF	\$138.10	\$12,429	\$12,429															\$12,429						\$12,429	\$24,857
B1015	Front elevation	1689282	Exterior Stairs, Metal or Pan-Filled, Replace	40	39	1	90	SF	\$59.18	\$5,327		\$5,327																					\$5,327
B2011	Perimeter of decks and roof	1692608	Wood Trim, Fascia, Replace	30	30	0	180	LF	\$33.91	\$6,103	\$6,103																						\$6,103
B2011	Underside of roof and balconies	1692358	Soffit Vent, Wood Trim, Prep & Paint	10	10	0	706	SF	\$2.96	\$2,089	\$2,089																						\$2,089
B2011	Building exterior	1689291	Exterior Wall, any Painted Surface, 3+ Stories, Prep & Paint	10	4	6	10800	SF	\$4.93	\$53,266						\$53,266										\$53,266							\$53,266
B2021	Exterior	1685636	Window, 12-24 SF, Replace	30	26	4	46	EA	\$1,171.35	\$53,882				\$53,882																			\$53,882
B2031	Patio-Balcony	1685631	Exterior Door, Aluminum-Framed Residential Fully-Glazed Slider, Replace	25	21	4	10	EA	\$1,048.05	\$10,481				\$10,481																			\$10,481
B2032	Exterior	1685642	Exterior Door, Wood Solid-Core, Replace	25	12	13	10	EA	\$863.10	\$8,631													\$8,631										\$8,631
B2039	Exterior	1685634	Screen Door, Plain/Anodized Aluminum, Replace	10	4	6	10	EA	\$369.90	\$3,699						\$3,699										\$3,699							\$3,699
B3011	Lower Roof	1689287	Roof, Built-Up, Replace	25	19	6	2200	SF	\$17.26	\$37,976						\$37,976																	\$37,976
B3011	Upper roof	1689286	Roof, Modified Bituminous, Replace	20	1	19	3000	SF	\$12.33	\$36,990																				\$36,990			\$36,990
B3016	Upper Roof	1692356	Roof Drain Covers, Screen, Install	30	30	0	6	EA	\$244.94	\$1,470	\$1,470																						\$1,470
C1021	Throughout	1685630	Interior Door, Wood Hollow-Core Residential Closet, Replace	15	7	8	36	EA	\$616.50	\$22,194								\$22,194															\$22,194
C3021	Balcony	1689292	Interior Floor Finish, Epoxy Coating, Prep & Paint	10	7	3	4800	SF	\$14.80	\$71,021			\$71,021										\$71,021										\$71,021
C3024	Bathroom	1685635	Interior Floor Finish, Vinyl Sheeting, Replace	15	9	6	800	SF	\$8.63	\$6,905						\$6,905																	\$6,905
C3024	Bedroom(s)	1689288	Interior Floor Finish, Vinyl Tile (VCT), Replace	15	9	6	1100	SF	\$6.17	\$6,782						\$6,782																	\$6,782
C3024	Kitchen	1685626	Interior Floor Finish, Vinyl Sheeting, Replace	15	7	8	1200	SF	\$8.63	\$10,357								\$10,357															\$10,357
C3024	Bedroom(s)	1685632	Interior Floor Finish, Vinyl Tile (VCT), Replace	15	7	8	1100	SF	\$6.17	\$6,782								\$6,782															\$6,782
C3024	Bedroom(s)	1689289	Interior Floor Finish, Vinyl Tile (VCT), Replace	15	1	14	1100	SF	\$6.17	\$6,782														\$6,782									\$6,782
C3025	Bedroom(s)	1685639	Interior Floor Finish, Carpet Residential, Replace	6	3	3	3100	SF	\$6.17	\$19,112			\$19,112													\$19,112						\$19,112	
C3031	Throughout all units	1685640	Interior Ceiling Finish, Gypsum Board/Plaster, Prep & Paint	10	4	6	17650	SF	\$2.39	\$42,145						\$42,145										\$42,145							\$42,145
D2011	Bathroom	1685646	Toilet, Commercial Water Closet, Replace	30	15	15	10	EA	\$1,602.90	\$16,029																\$16,029							\$16,029
D2014	Kitchen	1685625	Sink/Lavatory, Vanity Top, Stainless Steel, Replace	30	25	5	10	EA	\$1,479.60	\$14,796					\$14,796																		\$14,796
D2014	Bathroom	1685644	Sink/Lavatory, Vanity Top, Enameled Steel, Replace	30	25	5	2	EA	\$1,356.30	\$2,713					\$2,713																		\$2,713
D2015	Bathroom	1685645	Bathtub/Shower Combination Enclosure, Fiberglass, Replace	20	10	10	10	EA	\$2,342.70	\$23,427											\$23,427												\$23,427
D2029	Throughout	1689285	Plumbing System, Supply & Sanitary, Medium Density (excl fixtures), Replace	40	35	5	8400	SF	\$13.56	\$113,929					\$113,929																		\$113,929
D3051	Living Room	1685620	Wall Heater, Electric, Residential, Replace	20	17	3	10	EA	\$1,726.20	\$17,262			\$17,262																				\$17,262
D3051	Living Room	1685623	Baseboard Heater, WATTS, Replace	25	12	13	2	EA	\$258.93	\$518													\$518										\$518
D5012	Building exterior	1689283	Main Distribution Panel, 120/240 V, 400 Amp, Replace	30	25	5	1	EA	\$6,781.50	\$6,782					\$6,782																		\$6,782
D5019	Throughout	1689284	Full Electrical System Upgrade, Medium Density/Complexity, Replace	40	35	5	8400	SF	\$22.19	\$186,430					\$186,430																		\$186,430
D5019	Closet	1685648	Load Center, AMP, Replace	30	25	5	11	EA	\$7,028.10	\$77,309					\$77,309																		\$77,309
D5037	Bedrooms	1685622	Smoke Detector, Battery Operated, Replace/Install	10	10	0	26	EA	\$197.28	\$5,129	\$5,129											\$5,129								\$5,129			\$5,129
E1016	Laundry room	1689294	Commercial Laundry, Washer, 20 to 30 LB, Replace	10	3	7	1	EA	\$8,014.50	\$8,015							\$8,015									\$8,015							\$8,015
E1016	Laundry room	1689295	Commercial Laundry, Dryer, 30 to 50 LB, Replace	15	3	12	1	EA	\$4,932.00	\$4,932												\$4,932											\$4,932
E1094	Kitchen	1685641	Residential Appliances, Range Hood, Vented or Ventless, Replace	15	11	4	10	EA	\$295.92	\$2,959				\$2,959																\$2,959			\$2,959
E1094	Kitchen	1685621	Residential Appliances, Range, Electric, Replace	15	11	4	10	EA	\$764.46	\$7,645				\$7,645																\$7,645			\$7,645
E1094	Kitchen	1685647	Residential Appliances, Garbage Disposal, Replace	10	4	6	10	EA	\$332.91	\$3,329						\$3,329										\$3,329							\$3,329
E1094	Kitchen	1685649	Residential Appliances, Refrigerator, 14-18 CF, Replace	15	7	8	10	EA	\$739.80	\$7,398								\$7,398															\$7,398
E2012	Kitchen	1685628	Kitchen Cabinetry, Stock Hardwood, Replace	20	15	5	160	LF	\$452.51	\$72,402					\$72,402																		\$72,402
E2012	Kitchen	1685619	Kitchen Counter, Plastic Laminate, Postformed, Replace	15	10	5	125	LF	\$61.65	\$7,706					\$7,706																		\$7,706
E2012	Bathroom	1685638	Bathroom Vanity Cabinet, Wood, with Solid Surface Sink Top, 24 to 30", Replace	20	10	10	8	EA	\$1,972.80	\$15,782											\$15,782												\$15,782
G2022	Parking area	1692584	Parking Lots, Asphalt Pavement, Seal & Stripe	5	1	4	850	SF	\$1.17	\$996				\$996											\$996								\$996
G2041	Property perimeter and creek	1692588	Fence or Screen Walls, Concrete Block (CMU), Replace	50	48	2	80	SF	\$24.66	\$1,973		\$1,973																					\$1,973
G2041	Site	1689293	Fences & Gates, Chain Link, 6' High, Replace	40	25	15	480	LF	\$25.89	\$12,429															\$12,429								\$12,429
G3033	North side of building	1692602	Roof Drain Connection, Underground, Modify	0	0	0	1	EA	\$990.10	\$990	\$990																						\$990
Totals, Unescalated											\$40,417	\$5,327	\$1,973	\$107,394	\$75,962	\$482,066	\$154,102	\$8,015	\$46,731	\$20,107	\$56,545	\$0	\$4,932	\$80,170	\$7,777	\$59,998	\$102,439	\$8,015	\$0	\$48,589	\$25,042		\$1,335,600
Totals, Escalated (3.0% inflation, compounded annually)											\$40,417	\$5,486	\$2,093	\$117,353	\$85,496	\$558,847	\$184,005	\$9,857	\$59,197	\$26,235	\$75,992	\$0	\$7,032	\$117,732									

APPENDIX G: Other Supporting Documents

Flood Map

National Flood Hazard Layer FIRMette



Legend

- SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT
- SPECIAL FLOOD HAZARD AREAS**
- Without Base Flood Elevation (BFE)
Zone A, V, X33
 - With BFE or Depth Zone AE, AG, AH, VE, AH
 - Regulatory Floodway
- OTHER AREAS OF FLOOD HAZARD**
- 0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile Zone X
 - Future Conditions 1% Annual Chance Flood Hazard Zone II
 - Area with Reduced Flood Risk due to Levee. See Notes. Zone II
 - Area with Flood Risk due to Levee Zone II
- OTHER AREAS**
- Area of Minimal Flood Hazard Zone X
 - Effective LOMRs
 - Area of Undetermined Flood Hazard Zone II
- GENERAL STRUCTURES**
- Channel, Culvert, or Storm Sewer
 - Levee, Dike, or Floodwall
- OTHER FEATURES**
- Cross Sections with 1% Annual Chance Water Surface Elevation
 - Coastal Transect
 - Base Flood Elevation Line (BFE)
 - Limit of Study
 - Jurisdiction Boundary
 - Coastal Transect Baseline
 - Profile Baseline
 - Hydrographic Feature
- MAP PANELS**
- Digital Data Available
 - No Digital Data Available
 - Unmapped
- The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.

This map complies with FEMA's standards for the use of digital flood maps if it is not void as described below. The basemap shown complies with FEMA's basemap accuracy standards

The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was exported on 1/13/2020 at 3:23:22 PM and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

This map image is void if the one or more of the following map elements do not appear: basemap imagery, flood zone labels, legend, scale bar, map creation date, community identifiers, FIRM panel number, and FIRM effective date. Map images for unmapped and unmodernized areas cannot be used for regulatory purposes.

	Project Number	Project Name
	142131.20R000-001.052	Brookside Apartments
	Source	On-Site Date
FEMA	January 13, 2020	

Apartment Condition Checklist

Building: Brookside Apartments

	Unit #	Bed/Baths	O-V-D	Doors		Kitchen Flooring	Bathroom Flooring	Wall Finishes	Cabinet	Range	Frig	DW	Disp.	Window	GFCI		Smoke Detector
				Entry	Interior												
1	6	2 Bed / 1 Bath	O	Fair	Fair	Fair	Fair	Fair	Fair	Fair	Fair	N/A	Fair	Fair	K		
Comments:															B		
															L		
2	5	2 Bed / 1 Bath	V	Fair	Fair	Fair	Fair	Fair	Fair	Fair	Fair	N/A	Fair	Fair	K		
Comments:															B		
															L		
3	7	1 Bed / 1 Bath	O	Fair	Fair	Fair	Fair	Fair	Fair	Fair	Fair	N/A	Fair	Fair	K		X
Comments:															B		
															L		
4	3	1 Bed / 1 Bath	O	Fair	Fair	Fair	Fair	Fair	Fair	Fair	Fair	N/A	Fair	Fair	K		X
Comments:															B		
															L		

Legend: O – Occupied V – Vacant D – Down BR – Bedroom K – Kitchen B – Bathroom L - Laundry DW – Dishwasher Disp. - Disposal

ASTM E2018-15 Acronyms

ADA - The Americans with Disabilities Act
ASTM - American Society for Testing and Materials
BOMA - Building Owners and Managers Association
BUR - Built-up Roofing
DWV – Drainage, Waste, Ventilation
EIFS - Exterior Insulation and Finish System
EMF – Electro Magnetic Fields
EMS - Energy Management System
EUL - Expected Useful Life
FEMA - Federal Emergency Management Agency
FFHA - Federal Fair Housing Act
FIRMS - Flood Insurance Rate Maps
FRT- Fire Retardant Treated
FOIA - U.S. Freedom of Information Act (5 USC 552 et seq.) and similar state statutes.
FOIL - Freedom of Information Letter
FM - Factory Mutual
HVAC - Heating, Ventilating and Air Conditioning
IAQ - Indoor Air Quality
MEP – Mechanical, Electrical and Plumbing
NFPA - National Fire Protection Association
CNA – Capital Needs Assessment
PCR - Property Condition Report
PML - Probable Maximum Loss
RTU - Rooftop Unit
RUL - Remaining Useful Life
STC – Sound Transmission Class
UBC – Uniform Building Code

Pedro Femenia & Sons, Inc.

CCL#392227 C4, C16, C20, C36
 415-721-7473 femenia@sbcglobal.net
 PO Box 2196
 Mill Valley, CA 94942



Proposal

DATE	ESTIMATE NO.
10/7/2019	14730

NAME / ADDRESS
Mirian Kaegi 70 Corte Arriba Novato, CA 94949

JOB SITE
300 Olema Rd Unit #1 Fairfax, CA 94930 Neil 415-312-4489

Phone	Appt. Date
541-5150853	

DESCRIPTION	QTY	COST	TOTAL
<p>We are pleased to submit to you our proposal for the copper repipe at your property of 300 Olema Road in Fairfax, CA. We will remove the concrete outside in order to run new water lines that are encased in slab. The concrete will have to be removed and a trench dug for the water lines. The lines will be installed and the trench backfilled. We will then patch the concrete. We will eliminate all of the slab water piping with new copper lines that will run outside through the back yards and tie into the bathrooms and kitchens. We will also add a return line for hot water recirculation.</p> <p>Labor & Material</p> <p>Permits and inspection extra, when known.</p> <p>Approved by: _____ Date: _____</p>		42,680.00	42,680.00

Thank you for allowing us to bid on your project.	TOTAL	\$42,680.00
---	--------------	-------------

This proposal is valid for 30 days.

McLERAN, INC.

Dependable Roofing Service

License #: 474230

Brian E. McLeran

Sara Lopez

July 2nd, 2019

Meridian Commercial
Attn: Scott Gerber
711 Grand Avenue, #290
San Rafael, CA 94901

RE: Roof Inspection – 300 Olema Road, Fairfax

The building at the above listed address has a Class A CAP Sheet roof system on the upper section. The workmanship of this roof is good and may still be under warranty. This roof has an estimated serviceable life expectancy of 10+ years. The lower section has a Class A Tar & Gravel roof system. This roof has an estimated serviceable life expectancy of 5-6 years. There is also a small sloped section that has a Class A CAP Sheet roof system. This roof has an estimated serviceable life expectancy of 10+ years.

McLeran Inc. Recommendation:

- No roof work recommended at this time.

Thank you,



Brian McLeran
President

Our liability of this inspection is limited to the amount of the inspection fee paid.
This inspection is intended for the express use of the person listed above.
This is a visual inspection only and does not certify the roof is leak free.

PO Box 2727
San Rafael, CA 94912-2727
Phone: (415)-456-7663 - Fax: (415)-456-1705
E-mail: sara@mcleranroofing.com



Housing & Federal Grants Division

2020/2021 COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAM APPLICATION FOR FUNDING

1. Indicate type of project. If your project allows, you may apply under multiple categories.

- CDBG Public Services
- CDBG Housing Construction/Acquisition
- CDBG Housing Rehabilitation
- CDBG Public Facilities/Improvements
- HOME Housing Construction/Acquisition
- HOME Housing Rehabilitation

2. Organization (Fiscal Sponsor) General Information

Organization/Agency Name	Centertown Inc. (c/o BRIDGE Housing & EAH Housing) [ORG. DUNS# BRIDGE - 132753625; EAH - 07876]									
Mailing Address	BRIDGE - 600 California Street, Floor 9 (EAH - 22 Pelican Way, San Rafael)									
Website	www.bridgehousing.com; www.eahhousing.org									
Organization DUNS#	1	3	2	7	5	3	6	2	5	
Executive Director/CEO	BRIDGE - Cynthia Parker; EAH - Laura Hall									
Email Address	jdotson@bridgehousing.com; marianne.lim@eahhousing.org									
Phone	Bridge - (415) 321-3564; EAH - (415) 295-8876									

3. Project General Information

Program/Project Name	Centertown Apartments
Program/Project Site Address	855 C Street, San Rafael, CA, 94901
CDBG/HOME Funding Amount Requested	\$795,000
Application Contact Person	Jelani Dotson
Title of Contact Person	Project Manager

Email Address

jdotsen@bridgehousing.com

Phone

(415) 321-4035

4. Planning Areas Served: Indicate what geographic area the requested funding will serve. Please indicate approximate % of services provided in each area. For Housing projects with current residents, please indicate where your project is located.

Novato

0

San Rafael

100

County Other

0

Total Percentage

100

5. What other County of Marin funding is your organization receiving for this project?

Funding Source	Grant Amount	
HOME - Awarded	\$500,000	X
CDBG - Request	\$345,000	X
HOME - Request	\$450,000	X

Add Row

6. Organizational Overview: Provide a brief description of your organization including mission, programs, number of clients served, etc. (Please limit to 3000 characters.)

BRIDGE Housing - BRIDGE is one of the largest developers of affordable and workforce housing on the West Coast. We are a mission-driven, nonprofit developer with a primary goal of producing high-quality homes for families, seniors and vulnerable populations and ensuring they will stay affordable in perpetuity. We believe that housing is a fundamental right that directly contributes to the long-term outcomes for the families and individuals we serve. Since 1983, BRIDGE has developed more than 17,000 housing units and 200,000 square feet of retail/commercial space and currently owns and operates 106 properties. We have more than 4,300 units (34 properties) in predevelopment or under construction with total assets of approximately \$2.3 billion. We take pride in being a long term owner /manager that is committed to preserving affordable housing alternatives. In addition to development experience, BRIDGE formed its property management company to maintain the quality standards and community responsiveness in our award-winning properties. Our in-house community development team takes the lead in determining which programs and services will provide the best economic, health and educational outcomes for our residents. BRIDGE's commitment to enhancing the communities in which it builds is evidenced by the numerous design awards it has won including 63 Gold Nugget Awards and 3 Awards of Excellence from the Urban Land Institute.

EAH Housing (EAH Inc.) is a 501(c)(3) nonprofit organization, established in 1968. EAH was founded in response to the death of Dr. Martin Luther King, Jr., to address the housing needs of low income families, people with disabilities and older adults. The mission of EAH Housing is to expand the range of opportunities for all by developing, managing and promoting quality affordable housing and diverse communities.

EAH is one of the oldest and most experienced nonprofit housing management and development organizations in the western United States. Established in Northern California, EAH Housing has long since expanded beyond the borders of its original home. EAH has grown to a staff of more than 475 highly skilled and dedicated employees in 17 counties in California and Hawai'i. EAH continues to believe to this day that attractive affordable housing is the cornerstone to sustainable, healthy and livable communities.

EAH Housing serves 20,000 residents every day. The organization fully understands that professional management of the physical asset, neighborhood relationships, local leadership and increasing resident quality of life is the key to a successful development. The EAH management portfolio includes 8,900 unit leases at 110 properties serving families, seniors, students, people with disabilities, veterans, emancipated youth, and previously homeless in California and Hawai'i.

7. Project Description: Provide a detailed scope of work including services to be provided and/or development activities to be engaged. Describe how this project will benefit the community. (Please limit to 3000 characters.)

Centertown Apartments, located in downtown San Rafael, is a 100% affordable, 60-unit multifamily building that was built by BRIDGE & EAH in 1991. The building design includes a concrete podium structure with parking area, and a 4-story, wood-framed building atop the podium structure. The property has long provided benefits to the community, in the form of essential affordable housing for the San Rafael/Marin County workforce; rents at the property serve households earning 60% AMI or below. The resyndication of the project will ensure this affordable housing asset is preserved and maintained well into the future by rehabbing the property and extending its useful life for an additional 30+ years. The project's proposed scope of work is to perform a substantial rehabilitation, and while the units are 100% occupied, no permanent relocation is anticipated in connection with the project's rehabilitation. The proposed scope will replace outdated building systems, including re-cladding the building exterior to correct water intrusion issues and related building deterioration, new lighting and HVAC systems, plumbing repairs, new windows and doors, replacing the balconies, and installing new drainage systems. Additionally, interior and common areas of the property will be rehabilitated, including upgrades to six units to units to comply with ADA requirements per TCAC, installation of a manager's office and common area bathroom, upgrades to laundry facilities and reprogramming of courtyard and community garden. The project team hopes to incorporate the addition of a community room into the rehab scope, which would allow for community building activities and the provision of on-site services for residents. Centertown Apartments has been operating as a high quality affordable housing development for over 25 years; these improvements will preserve much needed high quality affordable housing for 60 households for several more decades.

8. For Public Service projects, which community priority does your project align with? (check as many boxes as applicable)

- Housing Support Services
- Children, Youth and Parent Services
- Basic Health Services

9. HUD National Objective to be served (check at least one)

- Activities benefiting low and moderate-income persons. (LMI)
- Activities benefiting low and moderate area. (LMA)
- Activities which aid in the prevention or elimination of slums or blight

10. How will this project Affirmatively Further Fair Housing? (Please limit to 3000 characters.)

As the Property Manager, EAH will be taking lead to ensure compliance of Affirmatively Further Fair Housing. It is the policy of EAH Housing (EAH Inc.) to comply fully with Title VI of the Civil Rights Act of 1964, Title VII and Section 3 of the Civil Rights Act of 1968 (As amended by the Community Development Act of 1974), Executive Order 11063, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Fair Housing Act of 1988, and any legislation protecting the individual rights of residents, applicants, or employees which may subsequently be enacted.

EAH Housing staff operate and administer all properties to enable persons with disabilities to have equal access to participate in the program of the property. EAH Housing coordinates effective communications with applicants, residents, and the public, to ensure that policies regarding how the property is operated do not adversely affect applicants, residents, and the public.

EAH Housing has a designated Section 504 Coordinator to coordinate compliance with nondiscrimination requirements contained in the Department of Housing and Urban Development's regulations implementing Section 504 (24 CFR, part 8 dated June 2, 1988). It is EAH Housing policy to respond quickly to any fair housing complaints received in order to mitigate them and address all concerns presented. In our decades of experience in property management, EAH Housing has successfully mitigated complaints to the satisfaction of all parties involved, including the Fair Housing Department and residents or applicants.

EAH Housing ensures that all appropriate staff receive Fair Housing and Section 504 Reasonable Accommodation training every two years

11. Describe how this project will conduct affirmative marketing to members of the Protected Classes under federal fair housing laws. For more information about affirmative marketing, visit the [Marin County Federal Grants website](#) and scroll down to the Affirmative Marketing panel. (Please limit to 3000 characters.)

EAH Housing markets available housing units to ensure all persons have equal opportunity to apply for the housing units for which they may qualify. EAH takes the following steps in recruiting prospective renters:

- Public agencies, social service agencies, and local community groups will be notified of vacancies.
- Special outreach efforts will be made to reach out to persons outside the local area who would not normally be likely to apply because of existing neighborhood racial or ethnic patterns, rents and/or other factors.
- We will accept referrals from the Housing Authority and the State Department of Human Services.
- All applicants will be screened in accordance with the Resident Selection Plan applicable to the particular property for which application is made.
- Advertisements will be placed in local and regional print and online vehicles as appropriate.
- All advertising shall include prominent use of the Equal Housing Opportunity logo, slogans and/or statements of intent to affirmatively market the units.

Material to be used in the affirmative marketing plan include:

1. A fair housing poster to be displayed in the rental office, or wherever prospective renter interviews take place.
2. An Equal Housing Opportunity logo to be displayed on the Project sign.
3. An Equal Housing Opportunity logo to be displayed on the marketing brochure, flyers and other marketing materials.

12. Approximately how many moderate, low, very low, and extremely low-income persons will directly benefit from the program/project? Projects that support low-income persons will be prioritized. (Use the income level table found in the Application Guidelines document)

Moderate-Income	<input type="text" value="4"/>
Low-Income	<input type="text" value="13"/>
Very Low-Income	<input type="text" value="31"/>
Extremely Low-Income	<input type="text" value="59"/>

13. How does your organization verify client income? (Income verification is required except if the client is presumed benefit by HUD. Presumed benefit applies to abused children, battered spouses, the elderly, adult persons with serious disabilities, the homeless, illiterate persons, and migrant farm workers.) (Please limit to 3000 characters.)

With over 50 years of real estate experience in developing, managing and operating affordable housing developments, EAH Housing has developed a robust compliance system to ensure all our properties meet with the myriad of financing requirements that relate to income-eligibility of our residents. Highly skilled professionals coupled with ongoing training, leads to consistent oversight of each EAH affordable housing community.

Expertise of the EAH compliance team extends to:

- Low Income Housing Tax Credit (LIHTC) regulatory environment
- Department of Housing and Urban Development (HUD) programs
- Section 8 HAP Contracts/Housing Choice Vouchers (HCV)
- Project-Based Vouchers (PBV)
- HOME, CDBG, and other programs
- Local, state and federal laws and regulations in affordable multifamily housing development

The EAH Compliance Department provides compliance monitoring and training to all EAH staff, both on and off site, who are responsible for maintaining compliance, income verification and certification functions, monthly HUD payment voucher duties and all monthly and annual reporting for EAH properties. The EAH Compliance Director oversees a compliance team assigned to portfolio properties by region. Members of the compliance team:

- Monitor sites for regulatory and company policy compliance
- Evaluate projects and provide assistance to ensure managers are compliant
- Guide initial certifications upon new construction lease up
- Ensure compliance during property acquisition transitions
- Assist in annual recertifications

14. Estimate the demographics of moderate, low, very low, and extremely low-income persons who will directly benefit from the program/project.

Ethnic Category	Total Number of Persons	Number of Persons Identifying as Hispanic
American Indian or Alaskan Native	4	
Asian	5	
Black or African American	14	
Native Hawaiian or Other Pacific Islander	3	
White	23	
American Indian and White		
Asian and White		
Black and White		
American Indian and Black		
Multi-Racial	58	
TOTAL	107	
Female-Headed Households (out of above total)		
Persons with Disabilities (out of above total)		

PROJECT MANAGEMENT & FINANCIAL DATA

15. If funded previously, list past project goals and accomplishments/activities using CDBG/HOME funds. (Please limit to 3000 characters.)

Belvedere Place (funded in 2000) - BRIDGE Housing Corporation utilized Community Development Block Grant (CDBG) funds to acquire and rehabilitate 25 units of rental housing for lower-income households, plus one manager's unit. For a term of 55 years, at least 14 of the 26 units in the Property will be made available at affordable rents to households with incomes equal to or less than the Section 8 low income limit established by the U.S. Department of Housing and Urban Development. BRIDGE Housing Corporation utilized HOME Investment Partnerships Program (HOME) funds towards the acquisition and rehabilitation of Belvedere Place Apartments. Belvedere Place Apartments consists of 25 units of rental housing for lower-income households, plus one manager's unit. A total of eleven (11) units will be designated on a floating basis as HOME-assisted and reserved for, and occupied by, households with incomes at or below 50% of median income. Rotary Valley (funded in 1996) - BRIDGE Housing Corporation utilized Community Development Block Grant (CDBG) funds to develop 79 units of rental housing for lower-income seniors, plus one manager's unit. Planning and predevelopment costs including feasibility analysis, environmental analysis, preliminary architectural design concept, preliminary civil engineering and landscape architectural costs, survey and soil testing, preparation of applications for zoning approvals and financing, legal fees, consulting costs, staff costs, and other eligible planning expenses. BRIDGE Housing Corporation utilized HOME Investment Partnerships Program (HOME) funds towards the development of Rotary Valley Senior Housing. Rotary Valley Senior Housing will consist of 79 units of rental housing for lower-income seniors, plus one manager's unit. A total of eleven (11) units will be assisted by the HOME funds will be reserved for, and occupied by, households with incomes at or below 50% of median income.

16. If your agency has remaining CDBG/HOME funds previously approved, please describe the timeline for expending the fund balance. (Please limit to 3000 characters.)

Applicant applied and received HOME award in the amount of \$500,000 during 2019/2020 funding round. Funds will be drawn down at close of construction period financing currently estimated to occur in March 2021.

17. Describe your organization's experience with administering federal grant programs. For Housing and Capital (construction and renovation) projects, what experience do you have with complying with Davis-Bacon prevailing wage requirements? (Please limit to 3000 characters.)

Please see enclosed list of BRIDGE's experience with both federal grant programs and compliance with Davis-Bacon requirements.

18. Describe who will supervise and manage the project and their past experience with project management. (Please limit to 3000 characters.)

BRIDGE Housing & EAH Housing will both have three staff members involved in the rehabilitation of Centertown Apartments. As co-developers, BRIDGE & EAH will have staff who have several decades of experience, and have participated in the development of hundreds of affordable housing units overseeing the rehabilitation of Centertown. See attached for specific experience and profiles of the following project team members:

BRIDGE Housing: Smitha Seshadri, Executive Vice President of Development, Northern California, Sarah White, Director of Development, Jelani Dotson, Project Manager

EAH Housing: Marianne Lim, Director of Portfolio Finance & Policy Isabel Duarte, Business Development Analyst Carson Medina, Property Supervisor, Real Estate Management

19. For Housing and Capital (construction and renovation) projects, list any entitlements, planning approvals, or authorizations that are necessary for the project to proceed and list those already received. (Please limit to 3000 characters.)

The scope of work being pursued at Centertown Apartments will not require project entitlements or discretionary approvals. Project approvals will be through the Building Permits and Planning Department. All approvals will be administrative and we do not anticipate delays in our schedule for required approvals. We anticipate the County will complete its NEPA review by Spring 2020.

20. For Housing and Capital (construction and renovation) projects, what stage are you in? Select the current phase of the proposed.

- Predevelopment
- Planning
- Cost Estimate
- Building

21. For HOME projects: Please describe how you will meet the 25% funding match requirement? (Please limit to 3000 characters.)

The 25% match will be met through the ground lease with the City of San Rafael, or similar transaction related to the land and re-financing of the property, including a Seller Note in the approximate amount of \$2.5MM, a Sponsor Loan in the approximate amount of \$8.7MM, and Low-Income Housing Tax Credits in the amount of \$10.6MM.

22. For HOME projects, are you a CHDO?

23. For Housing and Capital (construction and renovation) projects, what is your project timeline? List program/project objectives and milestones, along with an estimated timetable for reaching them. (The general tasks for a construction project are provided below; please add tasks as needed.)

Task	Date of Completion
Define scope of work/finish design	Jun 1, 2020
Complete planning and environmental review	N/A, See Section 16
Release bid package	November 1, 2020
Select contractor	January 27, 2020
Finalize contract	February 2021
Obtain building permits	March 2021
Start construction	March 2021
Complete construction	March 2022

Required Attachments:

- A. Project Budget: Complete the project budget template provided and submit along with application. If you have a project budget that provides the information requested in the template, you may submit that in-lieu of the template. Please note: the project budget should reflect the total cost of the project NOT just the CDBG/HOME request.
- For Public Service projects: Project budgets should cover a 1-year time period only. Year two funding allocations will be based on the 1-year budget in relation to outcomes achieved and HUD funding levels.
 - For Capital/Housing projects: Project budgets should be developed spanning a two-year time period, with specific outcomes and line items associated with each year. If your project has received planning approvals, has an environmental review on file, and is ready to move forward in a 1-year time frame please indicate so.

B. Organizational Budget: Upload your organization or fiscal sponsors annual budget.

Attach Project Budget	<input type="text"/>	Remove
Attach Org Budget	<input type="text"/>	Remove
Attach Miscellaneous	<input type="text"/>	Remove

Signer Name

Signer Title

COO

By checking this box, I hereby certify that the information in this application is true and accurate to the best of my knowledge.

By checking this box, I, Susan Johnson, certify that all information contained in this application to be true and accurate to the best of my knowledge.

Signed: Fri Feb 07 2020 12:43:34 GMT-0800 (Pacific Standard Time)

Capital and Housing Project Budget Template						
Organization Name: BRIDGE HOUSING and EAH HOUSING						
Project Title: CENTERTOWN APARTMENTS						
Date: February 6, 2020						
INCOME:	Federal Grants Request Year 1	Federal Grants Request Year 2	Other Funding Sources	In Kind	Total Proposed Project Income	
<u>Committed</u>						
Foundations:						
Government:						
City of San Rafael			\$ 258,214.00			
County of Marin			\$ 101,564.00			
County of Marin - HOME 2019-20			\$ 500,000.00			
HCD - RHCP			\$ 3,166,149.00			
Corporations:						
Individual Contributions:						
Earned Income:						
Income from Operations			\$ 152,725.00			
Other (specify):						
Seller Note			\$ 2,551,750.00			
Deferred Costs			\$ 4,530,340.00			
Sponsor Loan Reserves			\$ 680,257.00			
GP Equity			\$ 100.00			
(Add rows)						
Subtotal, Committed Income			\$ 11,941,099.00	\$ -		\$ 11,941,099.00
<u>Uncommitted</u>						
CBDG	\$ 345,000.00					
HOME	\$ 450,000.00					
Foundations:						
(Add rows to list other Foundations)						
Government:						
(Add rows to list other Government agencies)						
Corporations:						
Construction Loan			\$ 19,506,379.00			
(Add rows to list other Corporations)						
Individual Contributions:						
(Add rows to list other Contributions)						
Other (specify):						
(Add rows to list others)						
Subtotal, Uncommitted Income	\$ 795,000.00	\$ -	\$ 19,506,379.00	\$ -		\$ 20,301,379.00
Other						
Earned Income:						
(Add rows)						
Subtotal, Earned Income			\$ -	\$ -		\$ -
Grand Total Income	\$ 795,000.00	\$ -	\$ 31,447,478.00	\$ -		\$ 32,242,478.00

EXPENSES (Add rows to list other expenses)	Federal Grants Request Year 1	Federal Grants Request Year 2	Other Funding Sources	In Kind	Total Proposed Project Expenses
Direct Project Related Expenses					
Acquisition					
Acquisition of Existing Improvements			\$ 14,917,000.00		
Capitalized Ground Lease Payment			\$ 83,000.00		
Acq Title & Recording			\$ 55,000.00		
Transfer Tax on Appraised Value			\$ 6,757.72		
Development/Hard Costs					
DIRECT CONSTRUCTION COSTS	\$ 795,000.00		\$ 6,156,910.68		
Contractor Profit, Overhead, Gen Conditions			\$ 973,267.50		
Major Rehab Contingency			\$ 1,390,382.14		
Solar PV System Contingency			\$ -		
Pre-Development/Soft Costs					
A&E/Design/MEP			\$ 611,000.00		
GC - Testing, Consultation			\$ 50,000.00		
Construction Admin			\$ 6,000.00		
Structural			\$ 20,000.00		
Landscape			\$ 50,000.00		
Pest Inspection			\$ 5,000.00		
Hygenist			\$ 30,000.00		
Survey/Civil			\$ 15,000.00		
Environmental/NEPA			\$ 15,000.00		
Color			\$ 50,000.00		
Misc Admin			\$ 30,000.00		
Acquisition - Legal			\$ 25,000.00		
Construction - Legal			\$ 100,000.00		
Perm Closing - Legal			\$ 5,000.00		
CDLAC/TCAC - Market Study			\$ 10,000.00		
CDLAC/TCAC - Appraisal			\$ 7,500.00		
Audit & Tax Return			\$ 38,000.00		
Cost Certification			\$ 30,000.00		
Construction Title and Escrow			\$ 30,000.00		
Perm Closing - Title and Escrow			\$ 7,500.00		
Furnishings			\$ 100,000.00		
Community Events during Construction			\$ 1,000.00		
Municipal Fees and Permits			\$ 52,139.33		
Relocation			\$ 300,000.00		
Soft Cost Contingency			\$ 232,544.00		
Other Reserve Capitalized			\$ 60,000.00		
Replacement Reserve Capitalized			\$ 60,000.00		
Operating Reserve (3 Months TCAC, 10% GPI CalHFA)			\$ 201,979.00		
Construction - Owner Insurance			\$ 13,903.82		
Soft Loan Accrued Interest			\$ 64,878.00		
COI - Bond Counsel			\$ 66,000.00		
COI - Issuer Fee			\$ 54,834.67		
COI - Issuer Legal			\$ 60,000.00		
COI - Issuer Application Fee			\$ 5,000.00		
COI - Issuer First Year Monitoring Fee			\$ 10,950.00		
COI - Loan Fee Construction Lender			\$ 109,669.33		
COI - Other Loan Fees			\$ -		
COI - Lender Appraisal			\$ 5,000.00		
COI - Lender Costing/Environmental Review			\$ 16,500.00		
COI - Lender Construction Inspection			\$ 20,000.00		
COI - Owner Legal			\$ -		
Intercompany Interest			\$ 20,000.00		
COI - CDLAC			\$ 5,483.47		
COI - CDIAC			\$ 3,000.00		
Construction Period Interest			\$ 1,594,267.00		
COI - Loan Fee Perm Lender			\$ -		
COI - Legal Perm Lender			\$ 27,413.70		
Syndication - Legal (including investor)			\$ 45,000.00		
Syndication - TCAC Fees (app, allocation, monitoring)			\$ 29,463.00		
Syndication Consultant			\$ 5,000.00		
Organization - Legal			\$ 5,000.00		

GP Equity			\$ 1,551,135.00		
Subtotal, Direct Project Related Expenses	\$ 795,000.00	\$ -	\$ 29,437,478.34	\$ -	\$ 30,232,478.34
Developer Fee (specify % in column A below)					
					\$ 2,000,000.00
Fiscal Sponsorship Fee (specify % in column A below)					
0.00%					\$ -
Grand Total All Expenses					\$ 32,232,478.34

BRIDGE Housing Corporation - Cash
FY 2019 Budget
Cash Income Statement Forecast

		BHC FY 2018 Budget	BHC FY 2019 Budget	BHC FY 2020 Prelim Budget
REVENUES	Developer Fees (Net)	13,715,228	13,132,033	16,839,075
	Affiliate Income	7,715,604	11,877,391	7,367,081
	Other (HPIEX)	150,000		
	Interest Income	300,000	500,000	500,000
	TOTAL REVENUES	21,880,832	25,509,424	24,706,156
EXPENSES	Salaries	10,230,132	12,002,880	12,362,966
	Benefits	3,057,348	3,711,734	3,823,086
	Bonus	1,082,232	1,281,816	1,320,270
	Consulting & Temp	1,078,696	1,254,988	257,496
	Professional	1,264,144	1,237,192	2,309,450
	Transportation & Employee Education	1,006,952	1,001,644	1,031,693
	Rent & Utilities	1,583,842	2,150,234	2,214,741
	Interest Expense	316,816	468,912	500,000
	Depreciation & Amortization			
	Contributions (Affiliates)			-
	Other	111,636	95,340	95,340
	TOTAL EXPENSES	19,731,798	23,204,740	23,915,043
	Operating Cash Income	2,149,034	2,304,684	791,114

BRIDGE Housing Corporation - Accrual
FY 2019 Budget
Accrual Income Statement Forecast

	BHC FY 2018 Budget	BHC FY 2018 Final	BHC FY 2019 Budget	BHC FY 2020 Prelim Budget
REVENUES				
Developer Fees (Net)	18,617,514	18,349,056	24,064,629	23,752,917
Affiliate Income	7,275,779	9,909,458	7,529,307	7,755,186
Other (HPIEX)				
Interest Income	1,918,126	1,395,896	1,810,374	1,864,685
TOTAL REVENUES	27,811,419	29,654,410	33,404,310	33,372,788
EXPENSES				
Salaries	10,230,132	10,066,287	12,002,880	12,362,966
Benefits	3,057,348	2,910,421	3,711,734	3,823,086
Bonus	1,082,232	1,278,682	1,281,816	1,320,270
Consulting & Temp	1,078,696	1,427,077	1,254,988	1,292,638
Professional	1,264,144	1,575,566	1,237,192	1,274,308
Transportation & Employee Education	1,006,952	1,287,409	1,001,644	1,031,693
Rent & Utilities	1,583,842	1,690,972	2,150,234	2,214,741
Interest Expense	316,816	459,305	468,912	482,979
Depreciation & Amortization	496,580	570,114	621,540	640,186
Contributions (Affiliates)		185,302		
Bad Debt Expense	80,000	3,635,603	80,000	82,400
Other	111,636	613,898	95,340	98,200
TOTAL EXPENSES	20,308,378	25,700,637	23,906,280	24,623,468
Operating Cash Income	7,503,041	3,953,774	9,498,030	8,749,320

BRIDGE Housing Corporation

Project	Federal Funding Type	Amount	Davis Bacon	Section 3
Acorn I and II	HUD	\$ 1,500,000		
Armstrong Place Senior Housing	AHP	\$ 1,000,000		
Armstrong Place Senior Housing	HUD	\$ 9,735,200		
AveVista	AHP	\$ 670,000		
Bay Meadows Affordable	CDBG	\$ 1,000,000		
Celadon at 9th & Broadway 9%	AHP	\$ 1,280,000		
Chelsea Gardens	CDBG	\$ 400,000		
Chestnut Linden	AHP	\$ 600,000		x
Coggins Square	CDBG/HOME	\$ 1,200,000		
COMM22	HUD Capital Advance	\$ 4,860,000		
Emery Villa	HUD Section 202	\$ 2,107,382		
Mandela Gateway Apartments	City HOPE VI	\$ 2,500,000		x
Marea Alta	AHP	\$ 1,000,000		
Marina Tower Annex	AHP	\$ 770,000		
Metro Center	AHP	\$ 600,000	x	
Metro Center	CDBG	\$ 750,000	x	
North Beach Place	City HOPE VI	\$ 6,000,000		
North Beach Place	AHP	\$ 1,000,000		
Northpoint Village Apartments I	CDBG	\$ 1,100,000		
One Church Street	AHP	\$ 465,000	x	
Pinole Grove Senior Housing	CDBG	\$ 1,000,000		
Pinole Grove Senior Housing	AHP	\$ 700,000		
Pottery Court	HOPE VI	\$ 1,000,000		
Pottery Court	HOME	\$ 400,000		
Sage Park	AHP	\$ 500,000		
Sierra Vista Apartments	CDBG/HOME	\$ 3,000,000		
St. Joseph's Senior Apartments	HOME	\$ 3,900,000	x	
St. Joseph's Senior Apartments	AHP	\$ 415,000	x	
The Coronet	AHP	\$ 1,400,000		
The Fountains	HOME	\$ 1,150,000		
Trestle Glen	CDBG/HOME	\$ 2,000,000		
Washington Plaza Apartments	CDBG/HOME	\$ 3,120,000		
Woods Grove	HOME	\$ 1,300,000		

EAH INC	
JULY 2019 - JUNE 2020	
ADMINISTRATIVE ACTIVITY	Budget
updated as of: 12/31/2019	07/19-06/20
FUNDRAISING	476,000
PROJECT DEVELOPMENT FEES	8,390,000
MANAGEMENT FEES	7,677,000
GROUND LEASE & NOTE PAYMENTS	1,259,000
PARTNERSHIP MGT FEE	1,418,000
OTHER INCOME	3,536,000
TOTAL INCOME	22,756,000
TOTAL PERSONNEL COSTS	16,949,000
TOTAL BUSINESS SERVICES	641,000
TOTAL OFFICE EXPENSE	2,613,000
TOTAL OTHER EXPENSE	1,028,000
TOTAL MISCELLANEOUS EXPENSES	408,000
TOTAL OPERATING EXPENSES	21,639,000
ANNUAL EXCESS	1,117,000

2019-2020 EAH
BUDGET Summary

EAH Housing

Project	Federal Funding Type	Original Loan Amount	Davis Bacon	Section 3
260 Camino Alto Court	HUD - Sect 202	\$2,004,824		
Amistad House	CDBG	\$45,950		
Amistad House	HUD			
Arbor Court	AHP	\$120,000		
Arbor Court	City of Fresno HOME	\$1,400,000	x	
Arbor Court	HUD - Sect 811	\$3,294,800	x	
Archway Commons (Phase I)	City of Modesto HOME	\$1,000,000		
Bee Street Housing	HUD - Sect 202			
Belovida Newbury Park Apartments	AHP	\$735,022		
Braun Court	AHP			
Braun Court	CDBG	\$152,000		
Casa Adobe Senior Apartments	County of Contra Costa--CDBG	\$562,511		
Cecilia Place Homes	AHP	\$21,000		
Cecilia Place Homes	County of Marin CDBG	\$264,061		
Centertown	AHP	\$390,000		
Cochrane Morgan Hill	Santa Clara County - CDBG	\$414,351		
Cochrane Morgan Hill	Santa Clara County HOME	\$1,295,775		
Cochrane Village (Former Entity)	Santa Clara County - CDBG	\$209,018		
Creekwood	HUD - Sect 202			
Del Ganado Apartments	HUD - Sect 202			
Drake's Way	County of Marin CDBG	\$225,422		
Drake's Way	County of Marin HOME	\$1,269,461		
Edgewater Place 1	CDBG	\$198,989		
Edgewater Place 2	County of Marin CDBG	\$198,990		
Elena Gardens	HUD - Sect 236	\$1,968,018		
Fairfax Family Homes	CDBG	\$202,000		
Golden Oak Manor 2	County of Contra Costa--CDBG	\$610,000		
Hamilton Meadows (Phase I)	County of Marin CDBG	\$547,972		
Hamilton Meadows (Phase I)	County of Marin HOME	\$225,000		
Hamilton Meadows (Phase II)	County of Marin CDBG	\$722,628		
Hamilton Meadows (Phase II)	County of Marin HOME	\$1,375,000		
Kalani Gardens 2	HUD Capital Grant	\$14,616,920		
Kings Valley Senior Apartments 2	AHP	\$980,000		
Kings Valley Senior Apartments 2	Sonoma County HOME	\$206,134		
Kukui Tower	HUD Capital Grant	\$45,800,861		
Kulana Nani Apartments	HUD - Sect 236	\$3,796,700		
Lanham Village	CDBG	\$200,000		
Lincoln Avenue Apartments	HUD - Sect 811	\$951,900		
Los Robles Apartments	HUD - Sect 236	\$3,367,700		
Los Robles Apartments	HUD 202			
Mackey Terrace 2	HUD - Sect 202		x	
Margaret Duncan Greene	County of Marin HOME	\$452,000		
Margaret Duncan Greene	HUD - Sect 811	\$1,511,300		
Marion Park	CDBG			
Markham Plaza (Phase I)	City of San Jose- Home	\$2,559,294		
Markham Plaza (Phase II)	City of San Jose- Home	\$2,825,295		
Markham Plaza (Phase II)	AHP	\$999,000		
Martinelli House	HUD - Sect 236	\$1,250,000		
Morgan Hill Ranch	Santa Clara County HOME	\$645,818		
Nanaikeola Senior Apartments	HUD Capital Grant	\$7,866,700		
Palm Court San Jose LP	AHP Loan	\$250,000		
Parnow Friendship House	CDBG	\$300,000		
Parnow Friendship House	HUD - Sect 202	\$3,037,100		
Piper Court Apartment 2	County of Marin CDBG	\$288,886		x
Pt Reyes Affordable Housing	County of Marin CDBG	\$335,351		x
Pt Reyes Affordable Housing	County of Marin HOME	\$667,672		x
Riverfield Homes	Sonoma County CDBG	\$125,000		
Riverfield Homes	Sonoma County HOME	\$312,299		
Rodeo Senior Apartments, Inc.	AHP	\$217,500		
Rodeo Senior Apartments, Inc.	County of Contra Costa - HOME	\$1,469,175		
Rodeo Senior Apartments, Inc.	HUD	\$4,584,800		
San Clemente Place	County of Marin HOME	\$1,424,027		
Savo Island Co-op Homes	HUD	\$650,000		
Shelter Hill	County of Marin CDBG	\$51,000		
Silver Oak Apartments	AHP	\$120,000		
Silver Oak Apartments	County of Contra Costa - HOME	\$339,000		
Silver Oak Apartments	County of Contra Costa--CDBG	\$205,000		
Silver Oak Apartments	HUD - Sect 811 (1999 New Const)	\$2,115,500	x	
Stonebridge Apartments 2	AHP	\$410,537		
Village Avante 2	Santa Clara County HOME	\$910,000		
Walnut Place (fka West Marin Senior)	HUD - Sect 202 (1985)	\$1,150,600	x	
Orchard Ranch (fka Morgan Hill Family-Scattered Site)	Santa Clara County Hsg Authy PBS-8	Rental Subsidy	x	

BRIDGE Housing Staff Biography



Smitha Seshadri, Executive Vice President, BHC (Executive)

Smitha Seshadri comes to BRIDGE from Habitat for Humanity Greater San Francisco, where she has served as Vice President of Real Estate since April 2015. At Habitat, she was deeply involved in building the organization's infrastructure, leading real estate development and construction teams, planning for strategic growth, and implementing processes and procedures to track increasingly complex budgets and managing financial risk. Prior to Habitat, she worked for BRIDGE for nine years, as a Senior Project Manager and then Director of Development. During her tenure, she delivered \$175 million worth of projects under budget, including the resyndication of the Carquinez Apartments, Ironhorse at Central Station, 474 Natoma and St. Joseph's in Oakland, which won a 2015 Urban Land Institute Global Award for Excellence. At BRIDGE, she supervised a team of project managers, guided feasibility analysis for projects in pre development, and negotiated with market-rate partners on structuring a \$360 million joint venture development with inclusionary housing. Her earlier experience includes positions with the Housing Authority of the County of Santa Clara, the Emergency Housing Consortium, Bent Severin and Associates International Architects, and Corlett, Skaer and Devoto Architects. Ms. Seshadri holds a Masters of Business Administration from the University of Chicago, a Masters in Architecture from Kansas State University and a Bachelor of Arts in Architecture from Mangalore University.

Sarah White, Director of Development, BHC (Supervisor)

Sarah White joined BRIDGE in 2019 as Director of Development for the Northern California office. Sarah has over fifteen years of experience developing affordable housing, and she has contributed to the development of over 1400 units of affordable housing over the course of her career. Immediately prior to joining BRIDGE, Sarah spent 3 years at Tenderloin Neighborhood Development Corporation (TNDC), as Associate Director of Housing Development. At TNDC, she was responsible for all aspects of the development process including financial analysis, business development, governmental subsidy negotiation, purchase contract/ development agreement negotiation, planning and design, entitlement processing and financing. Earlier, she worked as Director of Property Development for Artspace Projects in Minneapolis, MN and as Housing Director for Clifford Beers Housing in Los Angeles, CA. Sarah holds a Bachelor of Arts in French and International Relations from the University of Minnesota Twin Cities and a Master of Arts in Urban Planning from UCLA.



BUILDING SUSTAINING LEADING

Jelani Dotson, Development Project Manager, BHC (Project Manager)

Jelani is responsible for management of all aspects of development for BRIDGE's affordable residential projects. He is currently managing a six-story ground-up project that includes 125 rental units affordable to low and moderate-income families as well as 5,000 square feet of commercial retail space. Prior to joining BRIDGE, Mr. Dotson worked for eight years as Project Manager and Financial Analyst with Brookwood Group, a project management and development firm, where he most recently focused on mixed-income and market-rate master plan and infill development projects in South San Francisco and Santa Clara. In addition to managing project teams, Mr. Dotson managed business development and capital raising activities for Brookwood Group. Earlier in his career, Mr. Dotson founded and operated for five years Dotson Design and Development where he was responsible for developing residential properties in the Bay Area. Mr. Dotson holds bachelor and master degrees in Architecture from the University of California, Berkeley and a MBA degree from Yale University.



Marianne Lim | Director of Portfolio Finance and Policy

Marianne Lim joined EAH Housing in October 2019 and is responsible for reviewing the financial structure of projects in the EAH Housing portfolio and under consideration for development. Ms. Lim plays a vital role in the transactional process including initial modeling and investment analysis, offers, diligence, financing and market research, as well as maintaining review and analysis in the post-acquisition transition and execution of the business plan.



Ms. Lim has over 25 years of experience in development, including affordable rental, farm worker, public housing, homeownership, and market-rate housing. She has worked for a variety of organizations including both nonprofit and for-profit developers and Housing Authorities. She has LEED AP and Green Building Professional designations and has developed or preserved over 3,700+ units of affordable housing.

Prior to EAH, Ms. Lim was a former Director of Housing Development of Burbank Housing where she was responsible for all aspects of development including acquisition, financing and production. While Director of Housing Development, she increased Burbank’s development pipeline by 750 units. During her tenure she also served as Director of Asset Management, responsible for the financial performance, regulatory compliance and long-term health of Burbank’s portfolio, Investor Buy-Outs and resyndications.

Ms. Lim holds a BA in Landscape Architecture and graduate degrees in City & Regional Planning and Landscape Architecture from the University of California at Berkeley. She is currently on the boards of the Non-Profit Housing Association of Northern California, the NPH Action Fund and the California Coalition for Rural Housing. Ms. Lim previously served on the boards of Marin Homes for Independent Living and the Marin Workforce Housing Trust.

<i>Education</i>	<ul style="list-style-type: none"> - Masters in City & Regional Planning and Landscape Architecture, University of California at Berkeley - BA, Landscape Architecture, University of California at Berkeley
<i>Industry Designations</i>	<ul style="list-style-type: none"> - LEED Accredited Professional – USGBC
<i>Professional Affiliations</i>	<ul style="list-style-type: none"> - Board of the Non-Profit Housing Association of Northern California - Board of the NPH Action Fund - Board of the California Coalition for Rural Housing - Former Board of the Marin Homes for Independent Living - Former Board of the Marin Workforce Housing Trust



ISABEL DUARTE | Business Development Analyst

Isabel Duarte joined EAH Housing in 2017, pursuing an interest in social justice and human rights through affordable housing development. Prior to that, she worked for a global supply chain company focused on international trade and distribution of recycled materials while earning a graduate degree from the University of San Francisco.

Ms. Duarte has over a decade of volunteer and work experience in diverse settings. She served as Vice President of a graduate-student led organization – Student Outreach for Refugees, Asylees, and Immigrants at USF – and established the Youth Program at UNA-USA chapter of Marin where she served as Youth Leader/Steering Committee Member.

Passionately multicultural, Ms. Duarte is fluent in Spanish and earned her master’s degree in International Studies. She is currently pursuing a Master’s in Business Administration from Dominican University. She holds two bachelor’s degrees in Political Science and International Studies with concentrations in International Political Economy and Latin America.

<i>Education</i>	<ul style="list-style-type: none">- M.B.A. – Dominican University of CA, San Rafael (in progress)- M.A. International Studies – University of San Francisco, San Francisco- B.A. Political Science; and International Studies – Dominican University of CA, San Rafael
<i>Professional Affiliations</i>	<ul style="list-style-type: none">- Member of APICS- Member of Pi Sigma Alpha- Member of World Affairs Council- Member of United Nations Association of USA



CARSON MEDINA | Property Supervisor, Real Estate Management

Carson Medina brings over a decade of property management experience to EAH Housing. He has experience in compliance, audits, Section 42, LITCP, Tax Credit, CalHFA, HUD 236, HUD PRAC 811, SERNA, and HOME programs, with proven interpersonal and negotiating skills.

Mr. Medina joined EAH Housing in 2012 as a Resident Manager II. Soon after, he was promoted to Assistant Property Supervisor with expanded responsibilities over a geographic portfolio of several properties in the Central Valley. Prior to joining EAH, he managed properties for two other companies in the Central Valley region.

Mr. Medina has a Bachelor's Degree in Business Administration from the University of California, Riverside. He also holds a California Real Estate Broker's License.

<i>Education</i>	- B.S. Business Administration – University of California, Riverside
<i>Industry Designation</i>	- Real Estate Broker's License, California – Lic. 01859087

EAH Housing Overview



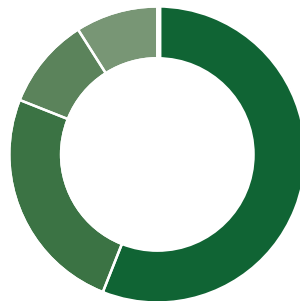
*The mission of **EAH Housing** is to expand the range of opportunities for all by developing, managing and promoting quality affordable housing and diverse communities.*

EAH Housing (EAH Inc.) is a 501(c)(3) not-for-profit organization, established in 1968. EAH was founded in response to the death of Dr. Martin Luther King, Jr. to address the housing needs of low income families, people with disabilities and older adults. The mission of EAH Housing is to expand the range of opportunities for all by developing, managing and promoting quality affordable housing and diverse communities.

EAH is one of the oldest and most experienced nonprofit housing management and development organizations in the western United States. Established in Northern California, EAH Housing has long since expanded beyond the borders of its original home. Serving over 20,000 residents daily, EAH has grown to a staff of 500 highly skilled and dedicated employees in 17 counties in California and Hawai'i. EAH continues to believe after 50 years of service that attractive affordable housing is the cornerstone to sustainable, healthy and livable communities.

Offices: San Rafael | Honolulu | Fresno | Los Angeles | Morgan Hill

► Properties by Resident Type



- Family/Workforce
- Senior
- Disabled/Special Needs, Formerly Homeless, Veteran
- Other: Artist, Farmworker, Transitional Age Youth (TAY), Student

EAH Housing is recognized by government officials, community leaders, lenders, and residents as a capable and trustworthy organization motivated by concern for the people it serves.

EAH Housing Overview



CA Lic. 853495 | HI Lic. RB-16985

▶ Creating Community

 **FOUNDED**
1968

RELATIONSHIPS WITH
70 municipalities
18 counties
IN CALIFORNIA & HAWAII

 **585**
EMPLOYEES

▶ Developing Housing

100 properties
Over 8,100 units
Developed & Acquired


\$1.2+ billion
Active development

\$1.8+ billion
Developed housing

▶ Managing Properties

 **SERVING OVER**
22,000
RESIDENTS

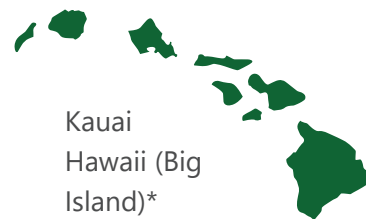
 **185 properties**
Over 10,000 leases

 **2/3 OWNED & MANAGED**
1/3 FEE MANAGED

 **\$115+ million**
Annual Cash Management

▶ Geographic Reach (Counties)

Alameda
Contra Costa
Fresno
Imperial*
Los Angeles
Marin
Monterey*
Napa
Riverside
San Francisco
San Mateo
Santa Clara
Santa Cruz
Solano*
Sonoma
Stanislaus
Yolo



Kauai
Hawaii (Big Island)*
Honolulu
Maui

*Planning stage

*The mission of **EAH Housing** is to expand the range of opportunities for all by developing, managing and promoting quality affordable housing and diverse communities.*

Real Estate Development Experience

*Project Blessing
Kaka'ako, HI*



EAH Housing Real Estate Development Expertise

Experience. Working throughout California and Hawai'i, EAH Housing has developed and acquired over 8,100 units of affordable housing in 100 properties since 1968. These properties have an estimated aggregate development cost of over \$1.8 billion. Our company-wide commitment to excellence provides inspiration throughout the many years it takes to develop a property. Our highly skilled real estate development team assures that the property is extremely well-designed, and built to be sustainable and financially self-sufficient. Our management team assures a lifetime of care.

Our Real Estate Development team supports all phases of development services:

- Site Identification and Project Design
- Rehabilitation and Resident Relocation
- Community Outreach and Acceptance
- Financing: Predevelopment, Construction, Equity, and Mortgage Financing
- Regulatory Approvals, Entitlements, Zoning, Environmental Clearances
- Project Construction

Local Context. EAH Housing communities range from rural, low-density complexes in Northern California, to the 32-story Kukui Tower in Honolulu. They include homes for older adults, large and small families, veterans, persons with disabilities, student housing and affordable workforce housing. Each community fits local needs.

Track Record. The EAH Housing Real Estate Development Department has an award-winning track record, with half a century of real estate development experience in projects ranging from traditional to complex. EAH residential communities have received numerous awards for architectural design and commendations from legislators at the federal, state and local levels.

Regulatory Expertise. Across two states and numerous counties, the EAH team handles the specific needs of each municipality and follows through to ensure that new affordable housing communities are successfully built and that all requirements, including monitoring and reporting, are met.

Commitment. As a mission-driven housing non-profit, we are in it for the long term and work to prevent the loss of as many affordable units as we can. Every year, in addition to new construction and property management, EAH Housing completes approximately two to four property acquisitions or rehabilitations to prevent displacement of low income households and improve our current assets to preserve them as affordable in perpetuity.

Real Estate Development Experience

*Project Groundbreaking
Emeryville, CA*



Financing Sources

The EAH Housing Real Estate Development team utilizes a wide variety of federal, state and local financing programs and opportunities for the benefit of the project and its residents. EAH prides itself on being a leader in executing complex acquisition/rehabilitation and new construction transactions where HUD regulations governing an array of its financing programs are involved. Most of these developments involve the integration of HUD programs, state and local subsidy loan programs on the debt side, as well as 4% and 9% low income housing tax credits (LIHTC) to provide project equity. Many of these transactions also involve public housing authorities as providers of project based rental subsidies, as well as in the capacity of joint venture developers. The team has decades of experience with a variety of financing instruments and has developed and restructured projects under the following programs:

- 4% Tax Credits (LIHTC): Over 30 projects successfully built
- 9% Tax Credits (LIHTC): Over 20 projects successfully built
- Affordable Housing Program (AHP)
- Affordable Housing Sustainable Communities (AHSC) Program
- Community Development Block Grant (CDBG) Program
- Emergency Low Income Housing Preservation Act (ELIHPA)
- HOME Investment Partnerships Program
- Housing Opportunities for Persons with AIDS (HOPWA) Program
- HUD Flexible Subsidy Loan
- HUD Section 236, HUD Section 202, HUD Section 811
- HUD Section 8 Loan Management Set-Aside Program
- HUD Section 8 Project Based Voucher (PBV) Program
- Infill Infrastructure Grant (IIG) Program
- Low Income Housing Project Rehabilitation & Homeownership Program (LIHPRHA)
- Mental Health Services Act (MHSA)
- Multifamily Housing Program (MHP) of California HCD
- Tax Credit Assistance Program (TCAP)
- Veterans Housing & Homelessness Prevention (VHHP) Program
- And more

Among the law firms providing EAH with expert assistance in the structuring, execution and documentation of these transactions are the following:

- Bocarsly Emden Esmail Cowan & Arndt, LLP
- Goldfarb & Lipman, LLP
- Hoshiyama Associates, LLP
- Nixon Peabody, LLP
- Schneider Tanaka Radovich Andrew & Tanaka, LLLC (Stratlaw)

Real Estate Management Experience



Staff Training
EAH Housing

EAH Housing Property Management Expertise

EAH Housing understands that professional management of the physical asset, neighborhood relationships, local leadership and increasing resident quality of life is the key to a successful development. For us, a roof is just the beginning.

Local Context. EAH Housing has a distinctive property management model that incorporates customization based on location and population, excellence in resident services, ongoing employee training, and a reputation for conscientious site managers. Our management portfolio of 10,000 unit leases ranges from rural, low-density duplexes, to urban and suburban garden-style walk-ups, to a 32-story downtown tower. It includes apartment homes for older adults, large and small working families, veterans, persons with disabilities, students, and people transitioning from homelessness. Across its 50 year history, EAH has experience managing both its own properties and the portfolios of others, adopting them into the family of EAH properties to create local and regional support networks, encourage their impeccable upkeep, and integrate within local communities.

Management Model. The EAH Housing Real Estate Management team provides complete property management and asset management services, combined with a commitment to people. Ongoing training through **"EAH University"** ensures that staff are well-prepared to meet all resident needs.

- Proven expertise in Tax Credit programs & HUD compliance
- EAH core values drive our management style
- Trained teams at all levels of property management
- Budgeting and fiscal oversight
- Green operations & maintenance
- Customized management style
- Social return on investment
- Strengths-based, trauma-informed approaches

Financial Reporting. EAH Housing is highly regarded for the quality of its financial reporting and other regulatory work. EAH provides the financial status of each community on a consistent basis with in-depth, interactive descriptions personalized to each asset and client.

- Quarterly, bi-annual, and annual reports are prepared under the compliance guidelines of the housing program, and at the request of Owners or Boards.
- Monthly reports provided by the on-site management team offer insight into projects, accomplishments, and changes ongoing at each community.

EAH Housing is the recipient of multiple national awards and numerous commendations for exemplary property management from the United States Department of Housing and Urban Development (HUD), and from legislators on the federal, state and local levels. To see a list, please visit our website:

www.eahhousing.org/eah/awards-commendations

Real Estate Management Experience

Fresno, CA



Third-Party Clients. Our clients trust EAH to treat each property and each resident as a cherished member of the EAH family. We enjoy an excellent reputation with our residents through open lines of communication and a responsive management staff.

Commitment. As a mission-driven housing non-profit, we are in it for the long term and work to prevent the loss of as many affordable units as we can. Every year, in addition to ongoing property management and new construction, EAH Housing completes approximately two to four property acquisitions or rehabilitations to prevent displacement of low income households and improve current assets to preserve them for future generations.

Compliance and Regulatory Reporting

With over 50 years of real estate experience in developing, managing and operating affordable housing developments, EAH Housing has developed a robust compliance system to ensure all our properties meet with the myriad of financing requirements that relate to income-eligibility of our residents. Highly skilled professionals coupled with ongoing training, leads to consistent oversight of each EAH affordable housing community.

Expertise of the EAH compliance team extends to:

- Low Income Housing Tax Credit (LIHTC) regulatory environment
- Department of Housing and Urban Development (HUD) programs
 - Section 8 HAP Contracts/Housing Choice Vouchers (HCV)
 - Project-Based Vouchers (PBV)
 - HOME, CDBG, and other programs
- Local, state and federal laws and regulations in affordable multifamily housing development

The EAH Compliance Department provides compliance monitoring and training to all EAH staff, both on and off site, who are responsible for maintaining compliance, income verification and certification functions, monthly HUD payment voucher duties and all monthly and annual reporting for EAH properties. The EAH Compliance Director oversees a compliance team assigned to portfolio properties by region. Members of the compliance team:

- Monitor sites for regulatory and company policy compliance
- Evaluate projects and provide assistance to ensure managers are compliant
- Guide initial certifications upon new construction lease up
- Ensure compliance during property acquisition transitions
- Assist in annual recertifications

Resident Services

StayWell! Program
San Jose, CA



StayWell! Resident Services

StayWell! is the EAH Housing resident services initiative, ensuring enrichment and quality of life for our residents whether youth, adults or seniors. The Resident Services team at EAH Housing focuses on helping residents access helpful and necessary resources to maximize their ability to maintain stable housing.

Healthy Eating	Active Living	Community Building	Physical & Mental Health	Education	Civic Engagement
					
Increase food security and access to healthy meals	Engage residents in physical activity at their levels of ability	Prevent anxiety and depression with stable housing and social connectedness	Increase strength and confidence, and promote better health	Provide enrichment programs and learning opportunities	Expand engagement into leadership development

Our service philosophy is based on providing compassionate, individualized, voluntary services designed to help residents meet their own goals. Services are offered through a coordinated effort between an onsite resource coordinator, the Resident Services department, real estate management staff, community providers, and the residents themselves. This inclusive approach ensures cohesion, creativity, and overall quality of service delivery.

Health & Wellness. Various programs created by EAH Resource Coordinators promote engagement with the community, camaraderie between residents and support networks among local neighbors. Sample activities include: gardening groups, food pantries, community gatherings, and exercise clubs.

Financial Literacy & Workforce Readiness. EAH considers it a top priority to help residents secure and maintain their housing status. Residents benefit from services like financial counseling, credit counseling, fraud prevention, job skills training and money management workshops, which provide tools for financial well-being, particularly for families and individuals in transition.

Digital Literacy & Technology. Every new EAH development has common area internet access for residents and property-wide WiFi where possible. In the HUD western region, EAH was a pioneer with computer labs in affordable housing properties. Today, it is our goal to continuously bridge the digital divide for residents as technology becomes more vital to the functions of everyday life – from homework assignments and education, to communications, banking, bill paying, benefits and employment.

EAH Housing Sustainability Report



Solar PV



46 PROPERTIES
4.65 MEGAWATTS

Reducing **7.7 million** lbs. CO2 emissions annually

Reducing electricity expense **\$1 million** annually

Solar Thermal

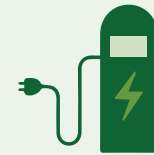


12 PROPERTIES
COMMERCIAL BOILERS

Minimizes natural gas usage consumption

Exploring opportunities to retrofit eligible properties

Electric Car Charging Stations



21 PROPERTIES
2 ELECTRIC VEHICLES EA.

Low income residents can use electrical vehicles 3 hrs/day (at no charge)

\$1.5 million grant from the California Energy Commission

Better Building Challenge (BBC)



INITIAL PARTICIPANT
DEPARTMENT OF ENERGY

Acknowledged by the White House Obama Administration

45 participating properties in the EAH portfolio

Portfolio Benchmarking - AB 802



DATA LINKING
PG&E DATA TO EPA PORTFOLIO MANAGER

Setting up our Energy Star Portfolio to share **PG&E** data with the State of California

Water Conservation



7 MILLION GALLONS
OF WATER CONSERVED

3 month long EAH water contest, **25 properties** participating

Water audits conducted at **100%** of properties



Housing & Federal Grants Division

2020/2021 COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAM APPLICATION FOR FUNDING

1. Indicate type of project. If your project allows, you may apply under multiple categories.

- CDBG Public Services
- CDBG Housing Construction/Acquisition
- CDBG Housing Rehabilitation
- CDBG Public Facilities/Improvements
- HOME Housing Construction/Acquisition
- HOME Housing Rehabilitation

2. Organization (Fiscal Sponsor) General Information

Organization/Agency Name	San Rafael Rotary Manor									
Mailing Address	1821 Fifth Avenue, San Rafael , CA 94901									
Website	https://www.humangood.org/rotary-manor									
Organization DUNS#	9	4	2	6	5	6	0	0	0	
Executive Director/CEO	Linda Perkins									
Email Address	linda.perkins@humangood.org									
Phone	415.459.6558									

3. Project General Information

Program/Project Name	Rotary Manor Window Rehabilitation									
Program/Project Site Address	1821 Fifth Avenue, San Rafael, CA 94901									
CDBG/HOME Funding Amount Requested	\$266,545									
Application Contact Person	Heather Bennett									
Title of Contact Person	Assistant Administrator and Occupancy Specialist									

Email Address

heather.bennett@humangood.org

Phone

415.450.5353

4. Planning Areas Served: Indicate what geographic area the requested funding will serve. Please indicate approximate % of services provided in each area. For Housing projects with current residents, please indicate where your project is located.

Novato

0

San Rafael

100

County Other

0

Total Percentage

100

5. What other County of Marin funding is your organization receiving for this project?

Funding Source	Grant Amount	
N/A	\$0	X

Add Row

6. Organizational Overview: Provide a brief description of your organization including mission, programs, number of clients served, etc.

Rotary Manor is a non-profit affordable housing community for senior citizens located in downtown San Rafael.

Established for the public good over 40 years ago, our original article of incorporation states: our “specific and primary purpose is to provide elderly persons of modest means with housing facilities and services specially designed to meet their physical, social and psychological needs, and to promote their health, security, happiness and usefulness.”

We have 97 residential apartment units, and numerous shared community areas, all on a lush 3-acre property. Our community is inclusive and supportive. We currently have a waiting list of over 300 qualified applicants.

Presently, 84% of our residents have an annual income well below half of the area median income (AMI); 50% of our residents are Extremely Low Income; 80% of our residents are female; 25% of our residents are disabled; all our 98 residents are 62 years of age or older, and our eldest resident is 100 years strong.

7. Project Description: Provide a detailed scope of work including services to be provided and/or development activities to be engaged. Describe how this project will benefit the community.

The project proposal is to replace the windows throughout our 4 buildings.

Most all the windows on our campus are original; in the A, B & C buildings they are single pane, aluminum frame and are drafty, leaky, & either very difficult to use or are in-operable by our senior residents.

D building was constructed 2 years after B and C buildings, and though originally double pane, many of these windows on the West wall actively leak, & again most all of them are too difficult to operate by our residents.

As most of our existing windows are not operable, they cannot be used as a means of egress, nor can they be adequately locked or secured.

New air-tight and water-tight windows, which would be easily operable for ventilation & in an emergency, & which could be adequately secured, would have a huge impact on the comfort, health, security & well-being of all our 98

residents.

8. For Public Service projects, which community priority does your project align with? (check as many boxes as applicable)

- Housing Support Services**
- Children, Youth and Parent Services**
- Basic Health Services**

9. HUD National Objective to be served (check at least one)

- Activities benefiting low and moderate-income persons. (LMI)**
- Activities benefiting low and moderate area. (LMA)**
- Activities which aid in the prevention or elimination of slums or blight**

10. How will this project Affirmatively Further Fair Housing?

San Rafael Rotary Manor affirmatively advances fair housing in Marin by proving almost 100 below market rate residential rental units. In a market driven by the demands of ever increasing profit, Rotary Manor caters to those of modest means, offering affordable housing within a welcoming and supportive community.

Over 80% of our current residents are female, and 25% of our residents have a disability. Every resident here has an income well below the AMI. 50% are Extremely Low Income. They are all grateful to have a home they can afford, on a beautiful campus, within a generous community.

Rotary Manor provides a very rare opportunity for seniors on a fixed income to live in Marin; for many this means being able to stay close to their families without being a financial burden, and to be allowed a comfortable, affordable and fulfilling final phase of life.

11. Describe how this project will conduct affirmative marketing to members of the Protected Classes under federal fair housing laws. For more information about affirmative marketing, visit the [Marin County Federal Grants website](#) and scroll down to the Affirmative Marketing panel.

San Rafael Rotary Manor is widely known throughout the San Rafael community. The Marin Housing Authority and other housing advocates and assistance programs throughout the county often refer their clients to us. We find that our reputation as a wonderful place to live is actively spread through the community by word of mouth. We maintain a presence on-line and we are always accepting applications (our waiting list is has never been closed). Currently we have over 300 people on our waiting list, who are each hoping to come reside here.

In December or 2019 we were honored with the Best of San Rafael award in the apartment buildings category. (<https://sanrafael.2019management-information.org/PressReleaseub.aspx?cc=DMMV-VBB6-UYRR>)

As Rotary Manor is not a HUD property we do not have an official AFHMP, but we would be very happy to create one if we are granted this CDBG request.

12. Approximately how many moderate, low, very low, and extremely low-income persons will directly benefit from the program/project? Projects that support low-income persons will be prioritized. (Use the income level table found in the Application Guidelines document)

Moderate-Income

Low-Income

Very Low-Income 43

Extremely Low-Income 51

13. How does your organization verify client income? (Income verification is required except if the client is presumed benefit by HUD. Presumed benefit applies to abused children, battered spouses, the elderly, adult persons with serious disabilities, the homeless, illiterate persons, and migrant farm workers.)

All our prospective residents must provide verification of their income and assets to ensure they qualify: a single person's annual income must be less than \$76,300 annually. When an applicant arrives at the top of our waiting list we conduct a Household Interview and review all the applicant's financial information. We then perform third party verification for all income and assets. The completed file is reviewed and approved by the Regional Supervisor of Human Good, our management oversight company.

Human Good works to assist and support Rotary Manor staff; they provide an administrative framework, and oversight of resident management, ensuring resident eligibility and compliance with the Fair Housing act.

On the first anniversary of a resident's move-in we re-certify all their financial information, and for every subsequent anniversary thereafter we follow the HR 3221 Housing and Recovery Act of 2008 that amends the policy for 100% Tax Credit Properties.

14. Estimate the demographics of moderate, low, very low, and extremely low-income persons who will directly benefit from the program/project.

Ethnic Category	Total Number of Persons	Number of Persons Identifying as Hispanic
American Indian or Alaskan Native		
Asian	1	
Black or African American	6	
Native Hawaiian or Other Pacific Islander	2	
White	89	4
American Indian and White		
Asian and White		
Black and White		
American Indian and Black		
Multi-Racial		
TOTAL	98	4
Female-Headed Households (out of above total)	79	4
Persons with Disabilities (out of above total)	25	2

PROJECT MANAGEMENT & FINANCIAL DATA

15. If funded previously, list past project goals and accomplishments/activities using CDBG/HOME funds.

Rotary Manor's first phase of construction was completed in 1984; built with assistance from a CDBG, and combined with community fundraising by the San Rafael Rotary Club.

As stated above in this application, Rotary Manor's original article of incorporation states that the "specific and primary purpose is to provide elderly persons of modest means with housing facilities and services specially designed" to meet their needs. More than 40 years later we can confidently say that San Rafael Rotary Manor has met and exceeded its goal, with a flourishing residential population of seniors, each grateful to have a home within a supportive community, and wait list of over 300 qualified applicants.

Rotary Manor has an enduring legacy and a promising future of service to our community, with both long established and brand new employees, and a motivated and passionate Board of Directors, together we have a continued commitment to this affordable housing residence for our seniors.

16. If your agency has remaining CDBG/HOME funds previously approved, please describe the timeline for expending the fund balance.

N/A

17. Describe your organization's experience with administering federal grant programs. For Housing and Capital (construction and renovation) projects, what experience do you have with complying with [Davis-Bacon](#) prevailing wage requirements?

As a respected non-profit organization in the San Rafael community, with the San Rafael Rotary Club at the helm, the staff and board of directors at Rotary Manor have over 100 years of cumulative experience in project management, construction, and finance.

Please be assured that everyone at the San Rafael Rotary Manor absolutely understands the need to use only certified, insured vendors who pay fair wages to their workers. It is already a pre-requisite for all our vendors.

18. Describe who will supervise and manage the project and their past experience with project management.

Our maintenance team, Brad Lucchi and Marvin Barahona, have been with Rotary Manor for over 19 and 15 years respectively. They have intimate knowledge of the campus, and are committed to maintaining and improving the property.

Heather Bennett, the Assistant Administrator, is new to the property. With a Masters of Architecture Degree and over 20 years' experience in Project Management and construction, Heather made a career change and is now passionately committed to Rotary Manor where she can combine her expertise in residential construction and design while serving the community to make a meaningful difference.

Linda Perkins has been the Administrator at Rotary Manor for 18 years, and she is also a resident. Her commitment and devotion to the community are unparalleled.

The Board of Directors includes an accomplished contractor, landscape architect, lawyer, financier, & our Chairman is the retired Captain of the SRFD with extensive experience managing capital improvement projects.

19. For Housing and Capital (construction and renovation) projects, list any entitlements, planning approvals, or authorizations that are necessary for the project to proceed and list those already received.

Our proposal to replace the original windows throughout the campus will only require a building permit.

We have a very good working relationship with the local building department as we have recently made a number of investments in the property including renovations to the front entry, courtyard, and gardens.

Renovations listed above and an upcoming project to replace all the roofs demonstrate our continued commitment to this affordable housing residence for our seniors.

Receiving this CDBG would be a tremendous boon to our residents, and confirmation of our continued partnership with the County in caring for our elderly persons of modest means.

20. For Housing and Capital (construction and renovation) projects, what stage are you in? Select the current phase of the proposed.

- Predevelopment
- Planning
- Cost Estimate
- Building

21. For HOME projects: Please describe how you will meet the 25% funding match requirement?

N/A

22. For HOME projects, are you a CHDO?

23. For Housing and Capital (construction and renovation) projects, what is your project timeline? List program/project objectives and milestones, along with an estimated timetable for reaching them. (The general tasks for a construction project are provided below; please add tasks as needed.)

Task	Date of Completion
Define scope of work/finish design	Complete
Complete planning and environmental review	Will obtain enviromental reveiw as
Release bid package	Complete
Select contractor	Upon receipt of CDBG award
Finalize contract	3-4 weeks after contractor selection
Obtain building permits	Will obtain as required
Start construction	June or July of 2020
Complete construction	Work can be complete in 7-14 days

Required Attachments:

A. Project Budget: Complete the project budget template provided and submit along with application. If you have a project budget that provides the information requested in the template, you may submit that in-lieu of the template. Please note: the project budget should reflect the total cost of the project NOT just the CDBG/HOME request.

- For Public Service projects: Project budgets should cover a 1-year time period only. Year two funding allocations will be based on the 1-year budget in relation to outcomes achieved and HUD funding levels.
- For Capital/Housing projects: Project budgets should be developed spanning a two-year time period, with specific outcomes and line items associated with each year. If your project has received planning approvals, has an environmental review on file, and is ready to move forward in a 1-year time frame please indicate so.

B. Organizational Budget: Upload your organization or fiscal sponsors annual budget.

Attach Project Budget

Rotary Manor Window Replacement Estimated Budget.pdf

Remove

Attach Org Budget

ROM 2020 Budget.pdf

Remove

Signer Name Heather J Bennett

Signer Title Assistant Administrator, Occupancy Specialist

By checking this box, I hereby certify that the information in this application is true and accurate to the best of my knowledge.

By checking this box, I, Heather J Bennett, certify that all information contained in this application to be true and accurate to the best of my knowledge.

Signed: Mon Feb 03 2020 15:27:14 GMT-0800 (Pacific Standard Time)

Capital and Housing Project Budget Template

Organization Name: San Rafael Rotary Manor Corporation
Project Title: Rotary Manor window replacement and retrofit

INCOME:	Federal Grants Request Year 1	Federal Grants Request Year 2	Other Funding Sources	In Kind	Total Proposed Project Income
Committed					
Foundations:					
<i>(Add rows)</i>					
Government:					
<i>(Add rows)</i>					
Corporations:					
<i>(Add rows)</i>					
Individual Contributions: (list total):					
Earned Income:					
<i>(Add rows)</i>					
Other (specify):					
<i>(Add rows)</i>					
Subtotal, Committed Income			\$ -	\$ -	\$ -
Uncommitted					
Federal Grants Request *	\$ 266,545				
Foundations:					
<i>(Add rows to list other Foundations)</i>					
Government:					
<i>(Add rows to list other Government agencies)</i>					
Corporations:					
<i>(Add rows to list other Corporations)</i>					
Individual Contributions:					
<i>(Add rows to list other Contributions)</i>					
Other (specify):					
<i>(Add rows to list others)</i>					
Subtotal, Uncommitted Income	\$ 266,545.00	\$ -	\$ -	\$ -	\$ 266,545.00
Other Earned Income:					
<i>(Add rows)</i>					
Subtotal, Earned Income			\$ -	\$ -	\$ -
Grand Total Income	\$ 266,545.00	\$ -	\$ -	\$ -	\$ 266,545.00

EXPENSES (Add rows to list other expenses)	Federal Grants Request Year 1	Federal Grants Request Year 2	Other Funding Sources	In Kind	Total Proposed Project Expenses
Direct Project Related Expenses					
Acquisition					
Purchase price					
Title/Recording/Escrow					
(Add rows to list other direct project expenses)					
Pre-development					
Bid requests	\$ -				
Architecture & engineering					
Phase 1					
Market Study					
Entitlements/Zoning					
(Add rows to list other direct project expenses)					
General Development					
NEPA allowance	\$ 3,000				
Building permit fees & inspections estimate	\$ 6,000				
Window retrofit: materails and labor	\$ 233,545				
Contingency: estimated cost to repair/reconstruct wet-rot areas	\$ 24,000				
(Add rows to list other specific project expenses)					
Subtotal, Direct Project Related Expenses	\$ 266,545.00	\$ -	\$ -	\$ -	\$ 266,545.00
Developer Fee (specify % in column A below)					
0.00%	0				\$ -
Fiscal Sponsorship Fee (specify % in column A below)					
0.00%	0				\$ -
Grand Total All Expenses	\$ 266,545.00				\$ 266,545.00

**HumanGood Affordable Housing
Rotary Manor
Account by Account
For the Budget Year Beginning October 2019**

Total Units : 97

G/L Account	Oct-2019	Nov-2019	Dec-2019	Jan-2020	Feb-2020	Mar-2020	Apr-2020	May-2020	Jun-2020	Jul-2020	Aug-2020	Sep-2020	Total
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Revenue

Rental Revenue

5120.000 - Rent Revenue - Gross Potential

Rent Revenue - Gross	82,965	82,965	82,965	82,965	82,965	82,965	82,965	82,965	82,965	82,965	82,965	82,965	82,965	995,580
2019 Budget	82,965	82,965	82,965	82,965	82,965	82,965	82,965	82,965	82,965	82,965	82,965	82,965	82,965	995,580

Comments
Based on FYE \$82,965 x 12

5121.000 - Tenant Assistance Payments

Tenant Assistance	8,822	8,822	8,822	8,822	8,822	8,822	8,822	8,822	8,822	8,822	8,822	8,822	8,822	105,864
2019 Budget	8,822	8,822	8,822	8,822	8,822	8,822	8,822	8,822	8,822	8,822	8,822	8,822	8,822	105,864

Comments
\$8,822 based on current 7 vouchers

5170.000 - Garage and Parking Space

Garage and Parking	735	735	735	735	735	735	735	735	735	735	735	735	735	8,820
2019 Budget	735	735	735	735	735	735	735	735	735	735	735	735	735	8,820

Comments
Based on 49 spaces at \$15. each

5220.000 - Vacancies

Vacancies	-980	-980	-980	-980	-980	-980	-980	-980	-980	-980	-980	-980	-980	-11,760
2019 Budget	-980	-980	-980	-980	-980	-980	-980	-980	-980	-980	-980	-980	-980	-11,760

Comments
Based on 1 unit

Rental Revenue	91,542	91,542	91,542	91,542	91,542	91,542	91,542	91,542	91,542	91,542	91,542	91,542	91,542	1,098,504
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Financial Revenue

5410.000 - Interest Revenue - Project Operations

Interest Revenue -	17	17	17	17	17	17	17	17	17	17	17	17	17	204
2019 Budget	17	17	17	17	17	17	17	17	17	17	17	17	17	204

**HumanGood Affordable Housing
Rotary Manor
Account by Account
For the Budget Year Beginning October 2019**

Total Units : 97

Comments

Based on annualized amount as of 5.31.19, \$222 (cb)

5440.000 - Revenue from Investments - Replacement Reserve

Revenue from	60	60	60	60	60	60	60	60	60	60	60	60	60	720
2019 Budget	60	60	60	60	60	60	60	60	60	60	60	60	60	720

Comments

Based on annualized amount as of 5.31.19. Please note that this amount included the maturity of the short term investment of \$7,509.37, which was excluded from the calculation to arrive at the new

Financial Revenue	77	77	77	77	77	77	77	77	77	77	77	77	77	924
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Other Revenue

5910.000 - Laundry Revenue

Laundry Revenue	715	715	715	715	715	715	715	715	715	715	715	715	715	8,580
2019 Budget	715	715	715	715	715	715	715	715	715	715	715	715	715	8,580

Comments

Base on FYE amount

Based on annualized amount as of 5.31.19, \$8,582 (cb)

Other Revenue	715	715	715	715	715	715	715	715	715	715	715	715	715	8,580
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Total Revenue	92,334	92,334	92,334	92,334	92,334	92,334	92,334	92,334	92,334	92,334	92,334	92,334	92,334	1,108,008
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Operating Expenses

Administrative Expenses

6203.000 - Training/Meeting/Conferences

Training/Meeting/Confer	333	333	333	333	333	333	333	333	333	333	333	333	333	3,996
2019 Budget	333	333	333	333	333	333	333	333	333	333	333	333	333	3,996

Comments

AHMA conference attended by entire team, plus trainings/webinars for compliance and maintenance. Also, certification for the new occupancy specialist.

6204.000 - Management Consultants

Management	208	208	208	208	208	208	208	208	208	208	208	208	208	2,496
2019 Budget	208	208	208	208	208	208	208	208	208	208	208	208	208	2,496

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Total Units : 97

Comments

Kept same amount as last FY. Annualized amount as of 5.31.19 is \$2,175 (cb)

6205.000 - IT Support Services

IT Support Services	524	524	524	524	524	524	524	524	524	524	524	524	6,288
2019 Budget	524	524	524	524	524	524	524	524	524	524	524	524	6,288

Comments

Computer leases for office and maintenance, includes a projected 5% increase (cb)

6210.000 - Advertising and Marketing

Advertising and	33	33	33	33	33	33	33	33	33	33	33	33	396
2019 Budget	33	33	33	33	33	33	33	33	33	33	33	33	396

Comments

Used previous FY amount, in the event we need to advertise (cb)

6210.001 - Recruitment

Recruitment	17	17	17	17	17	17	17	17	17	17	17	17	204
2019 Budget	17	17	17	17	17	17	17	17	17	17	17	17	204

Comments

Processing for new job applicant (cb)

6250.000 - Other Renting Expenses

Other Renting Expenses	46	46	46	46	46	46	46	46	46	46	46	46	552
2019 Budget	46	46	46	46	46	46	46	46	46	46	46	46	552

Comments

Criminal and sex offender screening for applicants. Based on annualized amount as of 5.31.19, \$549 (cb)

6310.000 - Office Salaries

Office Salaries	3,813	3,813	3,813	3,987	3,987	3,987	3,987	3,987	3,987	3,987	3,987	3,987	47,322
2019 Budget	3,813	3,813	3,813	3,987	3,987	3,987	3,987	3,987	3,987	3,987	3,987	3,987	47,322

Comments

Current rate at \$22/hr. for 3 months, plus new salary rate effective 1.1.19 at \$23/hr., based on satisfactory annual review (cb)

6310.001 - Office Salaries - Non-prod (Vacation)

Office Salaries - Non-	291	291	291	291	291	291	291	291	291	291	291	291	3,492
2019 Budget	291	291	291	291	291	291	291	291	291	291	291	291	3,492

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6310.002 - Office Salaries - Incentive, Bonus, Award

Office Salaries -	25	25	25	25	25	25	25	25	25	25	25	25	25	300
2019 Budget	25	25	25	25	25	25	25	25	25	25	25	25	25	300

Comments
end of the year bonus

6311.000 - Office Supplies

Office Supplies	233	233	233	233	233	233	233	233	233	233	233	233	233	2,796
2019 Budget	233	233	233	233	233	233	233	233	233	233	233	233	233	2,796

Comments
Supplies for office and maintenance. Based on annualized amount as of 5.31.19, \$2,891 (cb)

6311.001 - Office Equipment Lease Expense

Office Equipment Lease	444	444	444	444	444	444	444	444	444	444	444	444	444	5,328
2019 Budget	444	444	444	444	444	444	444	444	444	444	444	444	444	5,328

Comments
\$394.25/mo. plus black and color overages (cb)

6311.002 - Telephone/Fax/Cell Phone/Elevator

Telephone/Fax/Cell	1,395	1,395	1,395	1,395	1,395	1,395	1,395	1,395	1,395	1,395	1,395	1,395	1,395	16,740
2019 Budget	1,395	1,395	1,395	1,395	1,395	1,395	1,395	1,395	1,395	1,395	1,395	1,395	1,395	16,740

Comments
Based on annualized amount as of 5.31.19, \$16,251. This includes 12 lines for offices, maintenance, internet, answering service, cell phone stipends, fire panels, fire monitoring, and door entry

6311.003 - Postage/FedEx/UPS

Postage/FedEx/UPS	33	33	33	33	33	33	33	33	33	33	33	33	33	396
2019 Budget	33	33	33	33	33	33	33	33	33	33	33	33	33	396

Comments
Increase due to sending out more verification forms, plus purging of the waiting list.

6311.004 - Dues & Fees

Dues & Fees	627	627	627	627	627	627	627	627	627	627	627	627	627	7,524
2019 Budget	627	627	627	627	627	627	627	627	627	627	627	627	627	7,524

Comments
Onesite rent software fees, AHMA renewal, elevator conveyance fees (2), motion picture licensing, Leading Age membership; plus a projected 3% increase based on annualized amount as of 5.31.19

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Total Units : 97

6311.006 - Bank Fees

Bank Fees	125	125	125	125	125	125	125	125	125	125	125	125	125	1,500
2019 Budget	125	125	125	125	125	125	125	125	125	125	125	125	125	1,500

Comments

Based on same as previous FY amount (cb)

6311.007 - Employee Activities

Employee Activities	83	83	83	83	83	83	83	83	83	83	83	83	83	996
2019 Budget	83	83	83	83	83	83	83	83	83	83	83	83	83	996

Comments

Based on previous FY amount; summer and end of year events for all team members (cb)

6311.009 - Miscellaneous Supplies

Miscellaneous Supplies	33	33	33	33	33	33	33	33	33	33	33	33	33	396
2019 Budget	33	33	33	33	33	33	33	33	33	33	33	33	33	396

Comments

Based on annualized amount as of 5.31.19, \$282 (cb)

6311.010 - Cable - Apts & Common Areas

Cable - Apts & Common	3,367	3,367	3,367	3,367	3,367	3,367	3,367	3,367	3,367	3,367	3,367	3,367	3,367	40,404
2019 Budget	3,367	3,367	3,367	3,367	3,367	3,367	3,367	3,367	3,367	3,367	3,367	3,367	3,367	40,404

Comments

\$3,268.65/mo., plus a projected 3% increase (cb)

6311.011 - Resident Activities

Resident Activities	392	392	392	392	392	392	392	392	392	392	392	392	392	4,704
2019 Budget	392	392	392	392	392	392	392	392	392	392	392	392	392	4,704

Comments

Based on annualized amount as of 5.31.19, \$3,281. This includes major holidays, birthday parties, pasta night, BBQ, etc. (cb)

6320.000 - Management Fee

Management Fee	4,864	4,864	4,864	4,864	4,864	4,864	4,864	4,864	4,864	4,864	4,864	4,864	4,864	58,368
2019 Budget	4,864	4,864	4,864	4,864	4,864	4,864	4,864	4,864	4,864	4,864	4,864	4,864	4,864	58,368

Comments

At 5.25% of total rent revenue per management agreement. Used previous FY amount, assuming 100% occupancy (cb)

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6330.000 - Manager Salaries

Manager Salaries	5,171	5,171	5,171	5,429	5,429	5,429	5,429	5,429	5,429	5,429	5,429	5,429	5,429	64,374
2019 Budget	5,171	5,171	5,171	5,429	5,429	5,429	5,429	5,429	5,429	5,429	5,429	5,429	5,429	64,374

Comments

Used current salary for 3 mos., and the new increase effective 1.1.19 (cb)

6330.001 - Manager Salaries - Non-prod (Vacation)

Manager Salaries - Non-	501	501	501	501	501	501	501	501	501	501	501	501	501	6,012
2019 Budget	501	501	501	501	501	501	501	501	501	501	501	501	501	6,012

6330.002 - Manager Salaries - Incentive, Bonus, Award

Manager Salaries -	250	250	250	250	250	250	250	250	250	250	250	250	250	3,000
2019 Budget	250	250	250	250	250	250	250	250	250	250	250	250	250	3,000

Comments

Based on meeting expectations throughout the year (cb)

6340.000 - Legal Expense - Project

Legal Expense - Project	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	20,004
2019 Budget	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	20,004

Comments

No expenses in the current FY as of 5.31.19. Added \$20K, please let me know if I should increase this amount (cb)

6350.000 - Audit Expense

Audit Expense	463	463	463	463	463	463	463	463	463	463	463	463	463	5,556
2019 Budget	463	463	463	463	463	463	463	463	463	463	463	463	463	5,556

6351.000 - Bookkeeping Fees

Bookkeeping Fees	728	728	728	728	728	728	728	728	728	728	728	728	728	8,736
2019 Budget	728	728	728	728	728	728	728	728	728	728	728	728	728	8,736

Comments

At \$7.50/PUPM per the management agreement (cb)

6390.001 - Business Travel & Entertainment

Business Travel &	108	108	108	108	108	108	108	108	108	108	108	108	108	1,296
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**HumanGood Affordable Housing
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Total Units : 97

2019 Budget	108	108	108	108	108	108	108	108	108	108	108	108	108	1,296
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Comments

Based on conferences, training, mileage to and from errands for community, meals, lodging if necessary. Used same amount as previous FY, due to new team member needing to attend trainings.

7000.001 - Scholarships

Scholarships	417	417	417	417	417	417	417	417	417	417	417	417	417	5,004
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2019 Budget	417	417	417	417	417	417	417	417	417	417	417	417	417	5,004
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Comments

Annual Rotary scholarship by BOD club

Administrative	26,191	26,191	26,191	26,623	26,623	26,623	26,623	26,623	26,623	26,623	26,623	26,623	26,623	318,180
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Utilities

6450.000 - Electricity

Electricity	1,354	1,354	1,354	1,354	1,354	1,354	1,354	1,354	1,354	1,354	1,354	1,354	1,354	16,248
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2019 Budget	1,354	1,354	1,354	1,354	1,354	1,354	1,354	1,354	1,354	1,354	1,354	1,354	1,354	16,248
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Comments

Based on annualized amount as of 5.31.19, \$14,880, plus a 3% increase (cb)

6451.000 - Water

Water	1,285	1,285	1,285	1,285	1,285	1,285	1,285	1,285	1,285	1,285	1,285	1,285	1,285	15,420
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2019 Budget	1,285	1,285	1,285	1,285	1,285	1,285	1,285	1,285	1,285	1,285	1,285	1,285	1,285	15,420
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Comments

Based on annualized amount as of 5.31.19, \$14,414, plus a 4% increase (cb)

6452.000 - Gas

Gas	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	14,400
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2019 Budget	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	14,400
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Utilities	3,839	3,839	3,839	3,839	3,839	3,839	3,839	3,839	3,839	3,839	3,839	3,839	3,839	46,068
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Maintenance Expenses

6510.000 - Maintenance Salaries

Maintenance Salaries	7,525	7,525	7,525	7,973	7,973	7,973	7,973	7,973	7,973	7,973	7,973	7,973	7,973	94,332
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**HumanGood Affordable Housing
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Total Units : 97

2019 Budget	7,525	7,525	7,525	7,973	7,973	7,973	7,973	7,973	7,973	7,973	7,973	7,973	94,332
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Comments

Used current salary for 3 mos., and the new increase effective 1.1.20 (cb)

6510.001 - Maintenance Salaries - Non-prod (Vacation)

Maintenance Salaries -	916	916	916	916	916	916	916	916	916	916	916	916	10,992
2019 Budget	916	916	916	916	916	916	916	916	916	916	916	916	10,992

6510.002 - Maintenance Salaries - Incentive, Bonus, Award

Maintenance Salaries -	83	83	83	83	83	83	83	83	83	83	83	83	996
2019 Budget	83	83	83	83	83	83	83	83	83	83	83	83	996

6510.003 - Maintenance Salaries - Overtime, Double-Time

Maintenance Salaries -	75	75	75	75	75	75	75	75	75	75	75	75	900
2019 Budget	75	75	75	75	75	75	75	75	75	75	75	75	900

6515.000 - Janitorial/Cleaning Supplies

Janitorial/Cleaning	125	125	125	125	125	125	125	125	125	125	125	125	1,500
2019 Budget	125	125	125	125	125	125	125	125	125	125	125	125	1,500

Comments

Based on FYE amount

6515.002 - Grounds Supplies

Grounds Supplies	42	42	42	42	42	42	42	42	42	42	42	42	504
2019 Budget	42	42	42	42	42	42	42	42	42	42	42	42	504

Comments

Based on FYE amount

6515.003 - Maintenance Uniforms

Maintenance Uniforms	67	67	67	67	67	67	67	67	67	67	67	67	804
2019 Budget	67	67	67	67	67	67	67	67	67	67	67	67	804

Comments

Based on 5 uniforms per year per staff.

6515.004 - Plumbing Supplies

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Total Units : 97

Plumbing Supplies	175	175	175	175	175	175	175	175	175	175	175	175	175	2,100
2019 Budget	175	175	175	175	175	175	175	175	175	175	175	175	175	2,100

Comments

Based on FYE amount

6515.005 - Electrical Supplies

Electrical Supplies	217	217	217	217	217	217	217	217	217	217	217	217	217	2,604
2019 Budget	217	217	217	217	217	217	217	217	217	217	217	217	217	2,604

Comments

Based on FYE amount

6515.006 - Decorating Supplies

Decorating Supplies	83	83	83	83	83	83	83	83	83	83	83	83	83	996
2019 Budget	83	83	83	83	83	83	83	83	83	83	83	83	83	996

Comments

Based on FYE amount

6515.007 - Common Area Furnishing

Common Area	50	50	50	50	50	50	50	50	50	50	50	50	50	600
2019 Budget	50	50	50	50	50	50	50	50	50	50	50	50	50	600

Comments

Based on FYE amount

6515.008 - Miscellaneous Maintenance Supplies

Miscellaneous	500	500	500	500	500	500	500	500	500	500	500	500	500	6,000
2019 Budget	500	500	500	500	500	500	500	500	500	500	500	500	500	6,000

Comments

Based on FYE amount

6521.000 - Maintenance Rent Free Unit

Maintenance Rent Free	927	927	927	927	927	927	927	927	927	927	927	927	927	11,124
2019 Budget	927	927	927	927	927	927	927	927	927	927	927	927	927	11,124

6525.000 - Garbage & Trash Removal

Garbage & Trash	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	18,000
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**HumanGood Affordable Housing
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Total Units : 97

2019 Budget	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	18,000
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Comments
Based on FYE amount

6546.000 - HVAC Repairs & Maintenance

HVAC Repairs &	108	108	108	108	108	108	108	108	108	108	108	108	108	1,296
2019 Budget	108	108	108	108	108	108	108	108	108	108	108	108	108	1,296

Comments
Based on FYE amount

6591.001 - Maintenance Equipment Rental

Maintenance Equipment	898	0	0	898	0	0	898	0	0	898	0	0	3,592
2019 Budget	898	0	0	898	0	0	898	0	0	898	0	0	3,592

Comments
\$898.17/qtr. (cb)

Maintenance Expenses	13,291	12,393	12,393	13,739	12,841	12,841	13,739	12,841	12,841	13,739	12,841	12,841	156,340
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Maintenance Contracts

6520.000 - Maintenance Contracts

Maintenance Contracts	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	30,000
2019 Budget	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	30,000

Comments
Based on annualized amount as of 5.31.19, \$12,720. Requesting to keep the same amount as previous FY (cb)

6520.001 - Janitorial/Cleaning Contract

Janitorial/Cleaning	208	208	208	208	208	208	208	208	208	208	208	208	2,496
2019 Budget	208	208	208	208	208	208	208	208	208	208	208	208	2,496

6520.002 - Elevator Contract

Elevator Contract	886	886	886	886	886	886	886	886	886	886	886	886	10,632
2019 Budget	886	886	886	886	886	886	886	886	886	886	886	886	10,632

Comments
\$635.68/mo., plus provision for service calls as needed (cb)

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Total Units : 97

6520.003 - Exterminating Contract

Exterminating Contract	834	834	834	834	834	834	834	834	834	834	834	834	834	10,008
2019 Budget	834	834	834	834	834	834	834	834	834	834	834	834	834	10,008

Comments

\$150/mo., plus provision for bedbug mitigation if necessary (cb)

6520.004 - Grounds Contract

Grounds Contract	2,396	2,396	2,396	2,396	2,396	2,396	2,396	2,396	2,396	2,396	2,396	2,396	2,396	28,752
2019 Budget	2,396	2,396	2,396	2,396	2,396	2,396	2,396	2,396	2,396	2,396	2,396	2,396	2,396	28,752

Comments

\$1,125.mo., plus hillside clearing, and annual tree trimming (cb)

6520.005 - Decorating Contract

Decorating Contract	25	25	25	25	25	25	25	25	25	25	25	25	25	300
2019 Budget	25	25	25	25	25	25	25	25	25	25	25	25	25	300

Maintenance Contracts	6,849	6,849	6,849	6,849	6,849	6,849	6,849	6,849	6,849	6,849	6,849	6,849	6,849	82,188
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Apartment Turnovers

6516.000 - Unit Turnover Expenses

Unit Turnover Expenses	700	700	700	700	700	700	700	700	700	700	700	700	700	8,400
2019 Budget	700	700	700	700	700	700	700	700	700	700	700	700	700	8,400

Comments

Based on FYE amount

Apartment Turnovers	700	700	700	700	700	700	700	700	700	700	700	700	700	8,400
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Taxes and Insurance

6710.000 - Real Estate Taxes

Real Estate Taxes	8,390	8,390	8,390	8,390	8,390	8,390	8,390	8,390	8,390	8,390	8,390	8,390	8,390	100,680
2019 Budget	8,390	8,390	8,390	8,390	8,390	8,390	8,390	8,390	8,390	8,390	8,390	8,390	8,390	100,680

Comments

Includes required 2% increase (cb)

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Total Units : 97

6711.000 - Payroll Taxes (FICA)

Payroll Taxes (FICA)	1,359	1,359	1,359	1,359	1,359	1,359	1,359	1,359	1,359	1,359	1,359	1,359	16,308
2019 Budget	1,359	1,359	1,359	1,359	1,359	1,359	1,359	1,359	1,359	1,359	1,359	1,359	16,308

Comments

7.65% of total payroll (cb)

6720.000 - Property & Liability Insurance (Hazard)

Property & Liability	970	970	970	970	970	970	970	970	970	970	970	970	11,640
2019 Budget	970	970	970	970	970	970	970	970	970	970	970	970	11,640

6720.001 - D&O Insurance

D&O Insurance	135	135	135	135	135	135	135	135	135	135	135	135	1,620
2019 Budget	135	135	135	135	135	135	135	135	135	135	135	135	1,620

6722.000 - Workman`s Compensation

Workman`s	504	504	504	504	504	504	504	504	504	504	504	504	6,048
2019 Budget	504	504	504	504	504	504	504	504	504	504	504	504	6,048

Comments

2.90% of total payroll (cb)

6723.000 - Health Insurance

Health Insurance	2,490	2,490	2,490	2,490	2,490	2,490	2,490	2,490	2,490	2,490	2,490	2,490	29,880
2019 Budget	2,490	2,490	2,490	2,490	2,490	2,490	2,490	2,490	2,490	2,490	2,490	2,490	29,880

Comments

14.32% of total payroll (cb)

6723.001 - Retirement

Retirement	457	457	457	457	457	457	457	457	457	457	457	457	5,484
2019 Budget	457	457	457	457	457	457	457	457	457	457	457	457	5,484

Comments

2.63% of total payroll (cb)

6723.002 - Unemployment Insurance

Unemployment	43	43	43	43	43	43	43	43	43	43	43	43	516
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**HumanGood Affordable Housing
Rotary Manor
Account by Account
For the Budget Year Beginning October 2019**

Total Units : 97

2019 Budget	43	43	43	43	43	43	43	43	43	43	43	43	43	516
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Comments
.25% of total payroll (cb)

6790.000 - Miscellaneous Taxes

Miscellaneous Taxes	6	6	6	6	6	6	6	6	6	6	6	6	6	72
2019 Budget	6	6	6	6	6	6	6	6	6	6	6	6	6	72

Taxes and Insurance	14,354	14,354	14,354	14,354	14,354	14,354	14,354	14,354	14,354	14,354	14,354	14,354	14,354	172,248
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Expense

6610.000 - Amortz. Expense - Financing/Loan Fees

Amortz. Expense -	356	356	356	356	356	356	356	356	356	356	356	356	356	4,272
2019 Budget	356	356	356	356	356	356	356	356	356	356	356	356	356	4,272

Expense	356	356	356	356	356	356	356	356	356	356	356	356	356	4,272
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Total Operating	65,580	64,682	64,682	66,460	65,562	65,562	66,460	65,562	65,562	66,460	65,562	65,562	65,562	787,696
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Total Net Operating	26,754	27,652	27,652	25,874	26,772	26,772	25,874	26,772	26,772	25,874	26,772	26,772	26,772	320,312
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Financial Expense

6820.000 - Interest on Mortgage Payable

Interest on Mortgage	8,511	8,511	8,511	8,511	8,511	8,511	8,511	8,511	8,511	8,511	8,511	8,511	8,511	102,132
2019 Budget	8,511	8,511	8,511	8,511	8,511	8,511	8,511	8,511	8,511	8,511	8,511	8,511	8,511	102,132

6820.001 - Interest on Bonds Payable

Interest on Bonds	469	469	469	469	469	469	469	469	469	469	469	469	469	5,628
2019 Budget	469	469	469	469	469	469	469	469	469	469	469	469	469	5,628

6890.001 - Bond Fee

Bond Fee	469	469	469	469	469	469	469	469	469	469	469	469	469	5,628
2019 Budget	469	469	469	469	469	469	469	469	469	469	469	469	469	5,628

Financial Expense	9,449	9,449	9,449	9,449	9,449	9,449	9,449	9,449	9,449	9,449	9,449	9,449	9,449	113,388
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**HumanGood Affordable Housing
Rotary Manor
Account by Account
For the Budget Year Beginning October 2019**

Total Units : 97

Total Project Expenses	-9,449	-9,449	-9,449	-9,449	-9,449	-9,449	-9,449	-9,449	-9,449	-9,449	-9,449	-9,449	-113,388
Total Project Income	17,305	18,203	18,203	16,425	17,323	17,323	16,425	17,323	17,323	16,425	17,323	17,323	206,924
Principal and Reserves													
Mortgage Principal													
Mortgage Principal	18,340	18,340	18,340	18,340	18,340	18,340	18,340	18,340	18,340	18,340	18,340	18,340	220,080
Funding of Reserves													
1320.000 - Cash - Replacement Reserve													
Cash - Replacement	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	120,000
2019 Budget	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	120,000
Funding of Reserves	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	120,000
Total Principal and	-8,340	-8,340	-8,340	-8,340	-8,340	-8,340	-8,340	-8,340	-8,340	-8,340	-8,340	-8,340	-100,080
Net Income (Loss)	8,965	9,863	9,863	8,085	8,983	8,983	8,085	8,983	8,983	8,085	8,983	8,983	106,844
Other Non- Cash Expenses and Revenue													
Depreciation Expense													
Depreciation Expense	18,228	18,228	18,228	18,228	18,228	18,228	18,228	18,228	18,228	18,228	18,228	18,228	218,736
Change in Net Assets	27,193	28,091	28,091	26,313	27,211	27,211	26,313	27,211	27,211	26,313	27,211	27,211	325,580

Estimate #:

GK-2265

Estimate Date:





1/24/2020



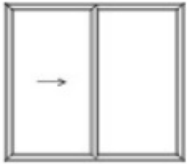


Phone #: 415-725-8327

Email: service@aptwindows.com

VALID THROUGH 2/28/2020

Customer Info:			
Property Name:	Rotary Manor	Contact Name:	Heather Bennett
Job Address:	1821 5th Ave.	Phone #:	415-459-6558
City/State/ Zip:	San Rafael, CA. 94901	Email:	heather.bennett@humangood.org

Qty:	Width	Height	Description	Price per unit
48	57 1/4	66 1/2	Frame: Vinyl/ Retro Fit Operation/ Venting: XO-P-Slider Standard Screen	Color: White
				
48	45 1/4	66	Frame: Vinyl/ Retro Fit Operation/ Venting: XO-P-Slider Standard Screen	Color: White
				
1	41	51	Frame: Vinyl/ Retro Fit Operation/ Venting: XO-Slider Standard Screen	Color: White
				
1	41	51	Frame: Vinyl/ Retro Fit Operation/ Venting: OX-Slider Standard Screen	Color: White
				

Qty:	Width	Height	Description		Price per unit
1	41	51	Frame:	Vinyl/ Retro Fit	Color: White
			Operation/ Venting: PW Standard Screen		
14	36	100	Frame:	Vinyl/ Retro Fit	Color: White
			45" SH Operation/ Venting: PW-SH Standard Screen		
1	45	45	Frame:	Vinyl/ Retro Fit	Color: White
			Operation/ Venting: XO-Slider Standard Screen		
24	21	69	Frame:	Vinyl/ Retro Fit	Color: White
			Operation/ Venting: PW Standard Screen		
7	36	36	Frame:	Vinyl/ Retro Fit	Color: White
			Operation/ Venting: XO-Slider Standard Screen		

Qty:	Width	Height	Description		Price per unit
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16 93 59 1/2 Frame: Vinyl/ Retro Fit Color: White



Operation/ Venting: XOX-Slider

Standard Screen

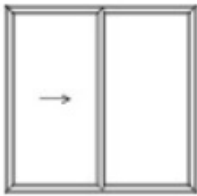
1 34 51 Frame: Vinyl/ Retro Fit Color: White



Operation/ Venting: XO-Slider

Standard Screen

4 36 36 Frame: Vinyl/ Retro Fit Color: White



Operation/ Venting: XO-Slider

Standard Screen

16 39 51 Frame: Vinyl/ Retro Fit Color: White



Operation/ Venting: PW

Standard Screen

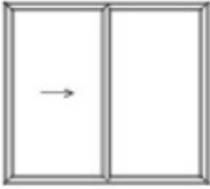
16 39 51 Frame: Vinyl/ Retro Fit Color: White



Operation/ Venting: PW

Standard Screen

Qty:	Width	Height	Description		Price per unit
16	45 1/4	45 1/4	Frame:	Vinyl/ Retro Fit	Color: White



Operation/ Venting: XO-Slider

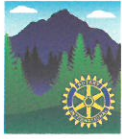
Standard Screen

Total order value \$ 144,394.36

Job Includes :
All Labor and Materials.

Authorized Representative _____

Date _____



Rotary Manor

managed by human good

NOTICE OF HOUSEHOLD INTERVIEW

Date

Applicant Name

Applicant address

City, State Zip

Dear Applicant,

Your application has neared the top of the waiting list and in preparation for an upcoming vacancy we need to conduct an interview with ALL adult household members. This interview is required in order to determine your household's eligibility. Please note that the applicant(s) must declare their income, and the income must fit between a minimum and maximum range. The minimum required monthly income is double our monthly rent: studio apartments start at \$850 per month, and one-bedroom apartments are \$980.

Your household has been scheduled for eligibility interview at **Rotary Manor** on **Tuesday February 4th 2020** at **11:00 A.M.** All adult household members age 18 and older **MUST** attend this meeting. Should this appointment not be convenient please notify us immediately so that we can reschedule your appointment. Ask to speak to Heather Bennett.

To help us process your application, please bring the following documents that apply to your household's income and assets:

- Photo ID and Social Security Card for all adult household members
- Checking account statements for last six months and the most recent Savings account statements
- Most recent statements from pensions and annuities
- Most recent statements from all assets held including, but not limited to: 401k, 403b, IRA's, Money Market Accounts, Certificates of Deposits, Stocks and Bonds Certificates, Life insurance Policies, Real Estate Documents including Mortgage Notes, Sales Contracts etc.
- Most recent statements of alimony and/or child support
- Recent statements of Social Security, SSI, VA, Unemployment, Disability payments, and other types of income
- Statements of Public Assistance, AFDC, TANF, GR. Name, address and phone number of your worker
- Employer's contact information and last four to six consecutive pay stubs for all employed family members
- Tax returns or profit/loss statement for any self-employed household members.
- Proof of Medical Expenses and names and addresses for any out-of-pocket medical expenses
- Proof of childcare or disability assistance expenses and addresses for the care providers for households that qualify for the childcare/disability assistance allowance.

Please feel free to contact the office with any questions. **Should you fail to attend this interview or to reschedule it prior to the interview date, we will presume you are no longer interested in residency at Rotary Manor and your name will be removed from our waiting list.**

Sincerely,

Heather Bennett
Assistant Administrator

[Life. It's personal.](#)

1821 5TH AVE. SAN RAFAEL, CA 94901 T 415.459.6558 F 415.459.2357 TDD 1.800.545.1833, EXT. 478 HUMANGOOD.ORG



Rotary Manor does not discriminate on the basis of handicapped status in the admission or access to, or treatment or employment in its federally assisted programs and activities.

PROPOSAL / CONTRACT



North Bay Windows

www.NorthBayWindows.net

3100 Dutton Ave., Suite 106
Santa Rosa, CA 94507

Office: (707) 584-5200
Cell: (707) 696-2573
Fax: (707) 584-5024
Lic.# 792757

Entry Doors • Replacement Windows • French Doors

SUBMITTED	NAME <u>Rotary Manor</u>	JOB INFORMATION	DATE: <u>Jan 25 2020</u>
	ADDRESS: <u>1821 FIGHT AVE</u>		LOCATION: <u>SAME</u>
	CITY: <u>San Rafael</u> STATE: <u>Ca</u> ZIP: <u>94901</u>		CITY: <u>SAME</u> STATE: <u>-</u> ZIP: <u>-</u>
	Hm Ph. <u>(415) 459-6538</u>		Wk/Cel Ph. <u>()</u>

We will furnish all the materials and labor, sales tax included:		Frame	Color	Glass	Grids	Qty.
<input checked="" type="checkbox"/> Leave old frame/Flush-fin with interior trim	<input type="checkbox"/> Plybem	<input checked="" type="checkbox"/> Vinyl	<input checked="" type="checkbox"/> White	<input checked="" type="checkbox"/> Low-E/argon	<input type="checkbox"/> Flat	_____
<input type="checkbox"/> Pull old frames/Nail-fin with exterior trim	<input type="checkbox"/> Cascade	<input type="checkbox"/> Alum	<input type="checkbox"/> Almond	<input type="checkbox"/> Clear	<input type="checkbox"/> Sculpt.	_____
<input type="checkbox"/> Remove old vents/Block frame with stop	<input checked="" type="checkbox"/> Amerimax	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	_____

NorthBay will be responsible for cleaning up all debris removed during installation. Customer is responsible for painting or staining all doors or trim and finishing all new sheetrock areas, as well as reconnecting all alarm and security bar systems. Dry rot repair is not included.

- Building (A)
- 10 - OX - 48x54 (sliders)
 - 10 - PW - 54x54 (Picture window)
 - 2 - XO - 48x48 (sliders)
 - 2 - XO - 32x40 (sliders)
 - 2 - OX - 32x40 (sliders)
 - 1 - PW - 32x40 (Picture window)
 - 7 - XO - 36x36 (sliders)
 - 14 - Picture over single hung 42x102
 - 2 - PW - 42x54 (picture window)
 - 14 - XO - 48x54 (slider)

ALL WORK TO BE COMPLETED IN A SUBSTANTIAL AND PROFESSIONAL MANNER FOR THE TOTAL SUM OF:

\$ <u>29,245</u>	TOTAL
\$ _____	DEPOSIT (Shall not exceed \$1,000 or 10% of contract)
\$ _____	Upon measuring and fabrication of materials (20%)
\$ _____	Upon installation (10% retention if service needed)

PAYMENT METHOD

Credit Card Add 4% Cash or Check

_____ Exp. Date _____

Signed: _____

Finance/Lender: _____

"You the buyer, may cancel this transaction any time prior to midnight of the third business day after the date of this transaction. See the attached notice of cancellation form for an explanation of this right."

We acknowledge that we have received copies of forms "Notice of Cancellation," "Notice to Owner." X Initial _____

THE APPROXIMATE START DATE OF THE ABOVE WORK WILL BE 4-6 weeks

APPROXIMATE COMPLETION DATE 7-14 days Failure by contractor without lawful excuse to substantially start work within twenty (20) days from the approximate date specified in this proposal is a violation of the Contractor's License Law.

In the event it should become necessary for company to institute suit for the enforcement of any of the terms of this contract, purchaser agrees to pay all the company's cost of suit together with reasonable attorney fees. Purchaser(s) signing below declare ownership of their address listed above.

IF THIS IS A CREDIT TRANSACTION, the lender and borrower agreement is separate from this contract. Once credit is approved, and all loan documents properly signed, contractor will proceed as in a cash transaction. It is the homeowner(s) responsibility to follow through with the loan by signing the loan documents and providing any documentation required of them in a timely manner. Otherwise, the homeowner(s) must provide funds for the home improvements from another source in a timely manner.

<u>Jeffrey L. Nelson</u> 792757 <u>X</u>	Signed _____	Date _____
Representative	State Registration No.	Owner
This contract is not binding unless accepted by a NorthBayWindows.com Representative		Signed _____ Date _____
		Owner

PROPOSAL / CONTRACT



North Bay Windows

www.NorthBayWindows.net

3100 Dutton Ave., Suite 106
Santa Rosa, CA 94507

Office: (707) 584-5200

Cell: (707) 696-2573

Fax (707) 584-5024

Lic.# 792757

Entry Doors • Replacement Windows • French Doors

SUBMITTED TO	NAME: <u>Rotary Manor</u>	JOB INFORMATION	DATE: <u>JAN 25 2020</u>
	ADDRESS: <u>1821 Fifth Ave</u>		LOCATION: <u>SAME</u>
	CITY: <u>SAN RAFAEL</u> STATE: <u>Ca</u> ZIP: <u>94901</u>		CITY: <u>SAME</u> STATE: <u>—</u> ZIP: <u>—</u>
	Hm Ph. <u>(415) 459-6558</u>		Wk/Cel Ph. ()

We will furnish all the materials and labor, sales tax included:

<input checked="" type="checkbox"/> Leave old frame/Flush-fin with interior trim	<input type="checkbox"/> Plybem	<u>Frame</u>	<input type="checkbox"/> White	<u>Color</u>	<input checked="" type="checkbox"/> Low-E/argon	<u>Glass</u>	<input type="checkbox"/> Flat	<u>Grids</u>	Qty. _____
<input type="checkbox"/> Pull old frames/Nail-fin with exterior trim	<input type="checkbox"/> Cascade	<input checked="" type="checkbox"/> Vinyl	<input type="checkbox"/> Almond	<u>Color</u>	<input type="checkbox"/> Clear	<u>Glass</u>	<input type="checkbox"/> Sculpt.		
<input type="checkbox"/> Remove old vents/Block frame with stop	<input checked="" type="checkbox"/> Amerimax	<input type="checkbox"/> Alum	<input type="checkbox"/> _____	<u>Color</u>	<input type="checkbox"/> _____	<u>Glass</u>	<input type="checkbox"/> _____		

NorthBay will be responsible for cleaning up all debris removed during installation. Customer is responsible for painting or staining all doors or trim and finishing all new sheetrock areas, as well as reconnecting all alarm and security bar systems. Dry rot repair is not included.

6 - XO sliders 96x42 Building(B)
12 - Picture windows 24x72
24 - XO over Picture 40x72
24 - XO over Picture 60x72

ALL WORK TO BE COMPLETED IN A SUBSTANTIAL AND PROFESSIONAL MANNER FOR THE TOTAL SUM OF:

\$ 45,019.00 TOTAL
 \$ _____ DEPOSIT (Shall not exceed \$1,000 or 10% of contract)
 \$ _____ Upon measuring and fabrication of materials (20%)
 \$ _____ Upon installation (10% retention if service needed)

PAYMENT METHOD

Credit Card Add 4% Cash or Check

_____ Exp. Date _____

Signed: _____

Finance/Lender: _____

You the buyer, may cancel this transaction any time prior to midnight of the third business day after the date of this transaction. See the attached notice of cancellation form for an explanation of this right.

We acknowledge that we have received copies of forms "Notice of Cancellation," "Notice to Owner" ✓ Initial _____

THE APPROXIMATE START DATE OF THE ABOVE WORK WILL BE 4-6 weeks

APPROXIMATE COMPLETION DATE 7-10 days Failure by contractor without lawful excuse to substantially start work within twenty (20) days from the approximate date specified in this proposal is a violation of the Contractor's License Law.

In the event it should become necessary for company to institute suit for the enforcement of any of the terms of this contract, purchaser agrees to pay all the company's cost of suit together with reasonable attorney fees. Purchaser(s) signing below declare ownership of their address listed above.

IF THIS IS A CREDIT TRANSACTION, the lender and borrower agreement is separate from this contract. Once credit is approved, and all loan documents properly signed, contractor will proceed as in a cash transaction. It is the homeowner(s) responsibility to follow through with the loan by signing the loan documents and providing any documentation required of them in a timely manner. Otherwise, the homeowner(s) must provide funds for the home improvements from another source in a timely manner.

Anthony L. Nelson 792757 State Registration No. ✓ Signed _____ Date _____
 Representative Owner

This contract is not binding unless accepted by a NorthBayWindows.com Representative

Signed _____ Date _____
 Owner

PROPOSAL / CONTRACT



North Bay Windows

www.NorthBayWindows.net

3100 Dutton Ave., Suite 106
Santa Rosa, CA 94507

Office: (707) 584-5200

Cell: (707) 696-2573

Fax (707) 584-5024

Lic.# 792757

Entry Doors • Replacement Windows • French Doors

SUBMITTED TO	NAME: <u>Rotary Manor</u>	INFORMATION	DATE: <u>Jan 25 2020</u>
	ADDRESS: <u>1821 Fifth Ave</u>		LOCATION: <u>same</u>
	CITY: <u>San Rafael</u> STATE: <u>Ca</u> ZIP: <u>94901</u>		CITY: <u>same</u> STATE: <u>---</u> ZIP: <u>---</u>
	Hm Ph. <u>(415) 459-6558</u>		Wk/Cel Ph. ()

We will furnish all the materials and labor, sales tax included:

<input checked="" type="checkbox"/> Leave old frame/Flush-fin with interior trim	<input type="checkbox"/> Plybem	Frame <input checked="" type="checkbox"/> Vinyl	Color <input checked="" type="checkbox"/> White	Glass <input checked="" type="checkbox"/> Low-E/argon	Grids <input type="checkbox"/> Flat	Qty. _____
<input type="checkbox"/> Pull old frames/Nail-fin with exterior trim	<input type="checkbox"/> Cascade	<input type="checkbox"/> Alum	<input type="checkbox"/> Almond	<input type="checkbox"/> Clear	<input type="checkbox"/> Sculpt.	_____
<input type="checkbox"/> Remove old vents/Block frame with stop	<input checked="" type="checkbox"/> Amerimax		<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	_____

NorthBay will be responsible for cleaning up all debris removed during installation. Customer is responsible for painting or staining all doors or trim and finishing all new sheetrock areas, as well as reconnecting all alarm and security bar systems. Dry rot repair is not included.

18 - XOX 96x42 (sliders)
12 - PW 24x72 (picture windows)
24 - XO over Pic 48x72
24 - XO over Pic 60x72

Building (C)

ALL WORK TO BE COMPLETED IN A SUBSTANTIAL AND PROFESSIONAL MANNER FOR THE TOTAL SUM OF:

\$ 52,030.00 TOTAL

\$ _____ DEPOSIT (Shall not exceed \$1,000 or 10% of contract)

\$ _____ Upon measuring and fabrication of materials (20%)

\$ _____ Upon installation (10% retention if service needed)

PAYMENT METHOD

Credit Card Add 4% Cash or Check

_____ Exp. Date _____

Signed: _____

Finance/Lender: _____

"You the buyer, may cancel this transaction any time prior to midnight of the third business day after the date of this transaction. See the attached notice of cancellation form for an explanation of this right."

We acknowledge that we have received copies of forms "Notice of Cancellation," "Notice to Owner" [Signature] Initial _____

THE APPROXIMATE START DATE OF THE ABOVE WORK WILL BE 4-6 weeks

APPROXIMATE COMPLETION DATE 7-10 Days Failure by contractor without lawful excuse to substantially start work within twenty (20) days from the approximate date specified in this proposal is a violation of the Contractor's License Law.

In the event it should become necessary for company to institute suit for the enforcement of any of the terms of this contract, purchaser agrees to pay all the company's cost of suit together with reasonable attorney fees. Purchaser(s) signing below declare ownership of their address listed above.

IF THIS IS A CREDIT TRANSACTION, the lender and borrower agreement is separate from this contract. Once credit is approved, and all loan documents properly signed, contractor will proceed as in a cash transaction. It is the homeowner(s) responsibility to follow through with the loan by signing the loan documents and providing any documentation required of them in a timely manner. Otherwise, the homeowner(s) must provide funds for the home improvements from another source in a timely manner.

[Signature] 792757 State Registration No. [Signature] Signed _____ Date _____

Representative Owner

Signed _____ Date _____

Owner

This contract is not binding unless accepted by a NorthBayWindows.com Representative

PROPOSAL / CONTRACT



North Bay Windows

www.NorthBayWindows.net

3100 Dutton Ave., Suite 106
Santa Rosa, CA 94507

Office: (707) 584-5200

Cell: (707) 696-2573

Fax (707) 584-5024

Lic.# 792757

Entry Doors • Replacement Windows • French Doors

SUBMITTED TO	NAME: <u>Rotary Manor</u>	PROJECT INFORMATION	DATE: <u>Jan 25 2020</u>
	ADDRESS: <u>1821 Fifth Ave</u>		LOCATION: <u>SAME</u>
	CITY: <u>San Rafael</u> STATE: <u>Ca</u> ZIP: <u>94901</u>		CITY: <u>SANR</u> STATE: <u>CA</u> ZIP: <u>94901</u>
	Hm Ph. <u>(415) 459-6638</u>		Wk/Cel Ph. ()

We will furnish all the materials and labor, sales tax included:

- | | | | | | | |
|---|--|--|--|--|--|------------|
| <input type="checkbox"/> Leave old frame/Flush-fin with interior trim | <input type="checkbox"/> Plybern | <input checked="" type="checkbox"/> Frame Vinyl | <input checked="" type="checkbox"/> Color White | <input checked="" type="checkbox"/> Glass Low-E/argon | <input type="checkbox"/> Grids Flat | Qty. _____ |
| <input checked="" type="checkbox"/> Pull old frames/Nail-fin with exterior trim | <input type="checkbox"/> Cascade | <input type="checkbox"/> Alum | <input type="checkbox"/> Almond | <input type="checkbox"/> Clear | <input type="checkbox"/> Sculpt. | _____ |
| <input type="checkbox"/> Remove old vents/Block frame with stop | <input checked="" type="checkbox"/> Amerimax | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ | _____ |

NorthBay will be responsible for cleaning up all debris removed during installation. Customer is responsible for painting or staining all doors or trim and finishing all new sheetrock areas, as well as reconnecting all alarm and security bar systems. Dry rot repair is not included.

36-X0-72x48 (sliders) Building (D)
2-X0-48x48 (sliders)

ALL WORK TO BE COMPLETED IN A SUBSTANTIAL AND PROFESSIONAL MANNER FOR THE TOTAL SUM OF:

\$ 20,062.00 TOTAL
 \$ _____ DEPOSIT (Shall not exceed \$1,000 or 10% of contract)
 \$ _____ Upon measuring and fabrication of materials (20%)
 \$ _____ Upon installation (10% retention if service needed)

PAYMENT METHOD

Credit Card Add 4% Cash or Check
 # _____ Exp. Date _____

Signed: _____
 Finance/Lender: _____

"You the buyer, may cancel this transaction any time prior to midnight of the third business day after the date of this transaction. See the attached notice of cancellation form for an explanation of this right."

We acknowledge that we have received copies of forms "Notice of Cancellation," "Notice to Owner." X Initial _____

THE APPROXIMATE START DATE OF THE ABOVE WORK WILL BE 4-6 weeks
 APPROXIMATE COMPLETION DATE 7-14 days Failure by contractor without lawful excuse to substantially start work within twenty (20) days from the approximate date specified in this proposal is a violation of the Contractor's License Law.

In the event it should become necessary for company to institute suit for the enforcement of any of the terms of this contract, purchaser agrees to pay all the company's cost of suit together with reasonable attorney fees. Purchaser(s) signing below declare ownership of their address listed above.

IF THIS IS A CREDIT TRANSACTION, the lender and borrower agreement is separate from this contract. Once credit is approved, and all loan documents properly signed, contractor will proceed as in a cash transaction. It is the homeowner(s) responsibility to follow through with the loan by signing the loan documents and providing any documentation required of them in a timely manner. Otherwise, the homeowner(s) must provide funds for the home improvements from another source in a timely manner.

Johney L. Nelson 792757 X Signed _____ Date _____
 Representative State Registration No. Owner
 This contract is not binding unless accepted by a NorthBayWindows.com Representative Signed _____ Date _____
 Owner



North Bay Windows

www.NorthBayWindows.net

3100 Dutton Ave., Suite 106
Santa Rosa, CA 94507

Office: (707) 584-5200

Cell: (707) 696-2573

Fax (707) 584-5024

Lic.# 792757

Entry Doors • Replacement Windows • French Doors

SUBMITTED TO	NAME: <u>Rotary Manor</u>	JOB INFORMATION	DATE: <u>Jan 25 2020</u>
	ADDRESS: <u>1821 Fifth Ave</u>		LOCATION: <u>SAML</u>
	CITY: <u>SAN RAFAEL</u> STATE: <u>Ca</u> ZIP: <u>94901</u>		CITY: <u>SAML</u> STATE: <u>—</u> ZIP: <u>—</u>
	Hm Ph. ()		Wk/Cel Ph. ()

We will furnish all the materials and labor, sales tax included:

<input type="checkbox"/> Leave old frame/Flush-fin with interior trim	<input type="checkbox"/> Plybem	<u><input checked="" type="checkbox"/> Vinyl</u>	<u><input checked="" type="checkbox"/> White</u>	<input type="checkbox"/> Low-E/argon	<input type="checkbox"/> Grids	Qty. _____
<input type="checkbox"/> Pull old frames/Nail-fin with exterior trim	<input type="checkbox"/> Cascade	<input type="checkbox"/> Alum.	<input type="checkbox"/> Almond	<input type="checkbox"/> Clear	<input type="checkbox"/> Flat	_____
<input type="checkbox"/> Remove old vents/Block frame with stop	<input type="checkbox"/> Amerimax	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> Sculpt	_____

NorthBay will be responsible for cleaning up all debris removed during installation. Customer is responsible for painting or staining all doors or trim and finishing all new sheetrock areas, as well as reconnecting all alarm and security bar systems. Dry rot repair is not included.

Building D

Dry Rot repair

Removing sheetrock, removing Framing re-installing sheetrock, Flash outside of Framing, Texturing, Painting

ALL WORK TO BE COMPLETED IN A SUBSTANTIAL AND PROFESSIONAL MANNER FOR THE TOTAL SUM OF:

\$ 24,000⁰⁰ TOTAL

\$ _____ DEPOSIT (Shall not exceed \$1,000 or 10% of contract)

\$ _____ Upon measuring and fabrication of materials (20%)

\$ _____ Upon installation (10% retention if service needed)

PAYMENT METHOD

Credit Card Add 4% Cash or Check

_____ Exp. Date _____

Signed: _____

Finance/Lender: _____

You the buyer, may cancel this transaction any time prior to midnight of the third business day after the date of this transaction. See the attached notice of cancellation form for an explanation of this right.

We acknowledge that we have received copies of forms "Notice of Cancellation," "Notice to Owner" X Initial _____

THE APPROXIMATE START DATE OF THE ABOVE WORK WILL BE 6-8 weeks

APPROXIMATE COMPLETION DATE 15 to 21 days Failure by contractor without lawful excuse to substantially start work within twenty (20) days from the approximate date specified in this proposal is a violation of the Contractor's License Law.

In the event it should become necessary for company to institute suit for the enforcement of any of the terms of this contract, purchaser agrees to pay all the company's cost of suit together with reasonable attorney fees. Purchaser(s) signing below declare ownership of their address listed above.

IF THIS IS A CREDIT TRANSACTION, the lender and borrower agreement is separate from this contract. Once credit is approved, and all loan documents properly signed, contractor will proceed as in a cash transaction. It is the homeowner(s) responsibility to follow through with the loan by signing the loan documents and providing any documentation required of them in a timely manner. Otherwise, the homeowner(s) must provide funds for the home improvements from another source in a timely manner.

Jeffrey L. Nelson 792757 X Signed _____ Date _____

Representative State Registration No. Owner

Signed _____ Date _____

Owner

This contract is not binding unless accepted by a NorthBayWindows.com Representative



RJD Mechanical & Construction, Inc.

Lic. #878503

2/3/2020

San Rafael Rotary Manor
1821 5th Ave.
San Rafael, Ca. 94901

Re: Window replacement

Location: 1821 5th Ave. San Rafael: Bldgs. A, B, C and D

Heather, we are pleased to quote for the following:

- 1) Building A - 82 vinyl windows - (tempered glass where needed by codes, meet egress code for bedrooms).

Labor and Materials: **\$66,495.00**

- 2) Building B - 68 vinyl windows - (tempered glass where needed by codes, meet egress code for bedrooms).

Labor and Materials: **\$69,400.00**

- 3) Building C - 68 vinyl windows - (tempered glass where needed by codes, meet egress code for bedrooms).

Labor and Materials: **\$69,400.00**

- 4) Building D - 36 vinyl windows - (meet egress code for bedrooms)

Labor and Materials: **\$28,250.00**

Total Labor and Materials: **\$233,545.00**

All windows are energy efficient (Title 24), have double pane glass filled with the argon gas. Screens included for all operable windows.

Included: Cost of the windows, tax and delivery, Retrofit Installation Remove and haul away all debris and old windows

Payment schedule: 1/3 material down payment, 1/3 progression payment, Balance due at completion of job.

All Labor and Material pricing is based on a flat rate fee and is limited to the price quoted. A written change order will be submitted for any work not foreseen in the job description stated above.

Payment is due upon receipt of invoice(s) and when service(s) has/have been rendered.

Note: This proposal may be withdrawn by us if not accepted within: **30 days**

Acceptance of Proposal: the above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

X _____

Robert Dowdall
RJD Mechanical & Construction, Inc.
Ca. Lic. #878503