

2024-25 COMMUNITY DEVELOPMENT BLOCK GRANT HOME INVESTMENT PARTNERSHIPS PROGRAM PERMANENT LOCAL HOUSING ALLOCATION APPLICATIONS

Housing Project Applications

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* Application submitted incomplete.

- Includes HOME funding request.

2024-25 Application for Affordable Housing Funds

Friday, February 16, 2024

Marin County Housing & Federal Grants Division

This application is for affordable housing developers in Marin County, California who would like to apply for multiple state, local, and federal funding sources simultaneously. Please refer to the [Notice of Funding Availability \(NOFA\)](#) released on January 22, 2024 for detailed information about qualifications and application requirements. Applicants may use this [prep tool](#) for the long-form questions in order to save their responses and copy/paste into this application.

The deadline to apply is **5:00 p.m. Friday, February 16**. Applicants will receive a copy of their submitted application to the email address entered.

The following grant sources and approximate amounts are available through this application:

1. **Marin County Affordable Housing Fund (HTF) and State Permanent Local Housing Allocation (PLHA)** - \$1.2 million
2. **Federal HOME** - \$850 thousand
3. **Federal CDBG Housing** - \$650 thousand

Applicant Information

Organization Name

EAH Housing

Website URL

<https://www.eahhousing.org/>

DUNS

078765088

Mailing Address

22 Pelican Way
San Rafael, California, 94901

Project Contact Name

Bianca Neumann

Title

Director of New Business

Email Address

bianca.nuemann@eahhousing.org

Phone Number

(415) 295-8886

Executive Director Name

Welton Jordan

Executive Director Email Address

welton.jordan@eahhousing.org

Is there a co-applicant organization?

No

Briefly describe your organization, including mission, programs, staff experience, and number of clients served. Describe the co-applicant organization, if applicable.

EAH Housing (EAH) is a 501(c)(3) not-for-profit organization founded in 1968 as a response to social justice issues. The mission of EAH is to expand the range of opportunities for all by developing, managing, and promoting quality affordable housing and diverse communities.

Today, EAH has become one of the largest and most respected nonprofit housing development and management organizations in the Western United States. With over 700 highly skilled and dedicated employees, EAH develops affordable housing, manages 230 properties in California and Hawai'i, and plays a leadership role in local, regional, and national housing advocacy efforts. EAH now serves over 25,000 seniors, families, veterans, students, people with special needs, and the formerly unhoused. Combining award-winning design, innovative on-site services, and a commitment to people, EAH reflects the distinctive personality of each community. EAH continues to believe, after over 50 years of service, that attractive, affordable housing is the cornerstone of sustainable, healthy, and livable communities.

The EAH team has over 50 years of experience supporting all phases of real estate development, management, and resident services. Below are key staff members who will directly supervise the 1 Hamilton project.

Welton Jordan (Chief Real Estate Development Officer) has over fifteen years of experience in multifamily housing development, real estate finance, and economics. He oversees the EAH pipeline, which includes business development, property acquisition, rehabilitation, and new construction activities in California and Hawai'i. Welton has the authority to represent and make legally binding commitments for EAH.

Bianca Neumann (Director of Business Development) has been with EAH since 2021 and has been responsible for entitling over 600 affordable apartments. She has 20 years of experience in affordable housing, including asset and property management, lending, and government. Bianca is the primary liaison/contact for this proposed development.

Stacey Smith (Director of Real Estate Management) has more than twenty years of knowledge and experience in managing market rates and affordable housing communities. She oversees EAH-managed properties throughout the North Bay, specializing in property budget preparation and administration, relocation processes, and maintenance best practices. Stacey will manage the property management of this development and will monitor staff training and compliance.

Anna Gwyn (Vice President of Resident Services) has more than twenty years of knowledge and experience in managing and expanding social service programs for diverse communities. She oversees a team of Resident Services staff that provides support and activities to residents at over 75 properties throughout California and Hawaii. She specializes in program development and bringing programming to scale, articulating the impacts of resident services using effective data collection strategies, and working with and supporting diverse populations in creating thriving communities. Anna Gwyn will plan resident services programs and partnerships for this development.

Have there been any recent or upcoming leadership transitions?

There are no recent or upcoming leadership transitions.

Have there been any recent expansions or cutbacks in activities and/or budget? If so, please explain.

There has not been any recent expansions or cutback in budget.

If applicable, what is the organization's standing with licensing or other accreditation

authorities?

EAH Housing does not have any outstanding issues with licensing or other accreditation authorities.

How does your organization verify client income?

EAH determination of annual income of individuals and area median gross income adjusted for household size is made in a manner consistent with HUD Section 8 and the California Tax Credit Allocation Committee (CTCAC) and other program's income definitions and guidelines. The income of every prospective occupant of the unit over 18 and any unearned income from persons under 18 (such as Social Security benefits) is verified. All regular sources of income, including income from assets, are verified. Verifications are received by management prior to the execution of the Tenant Income Certification and actual move-in.

Verifications contain complete and detailed information and include, at a minimum, direct written verification from all sources of regular income and income from assets. EAH performs adequate due diligence in obtaining verifiable information. Information that is unclear is questioned and clarified with the third party or by second-party verification statements. Third-party verifications of income are valid for 120 days prior to move-in. If, after 120 days, the tenant has not yet moved in, a new written verification is obtained. Third-party verification is required. Any request for income verification includes the reason for the request, a release statement signed and dated by the prospective tenant, and a section for the employer or other third-party source to state the applicant's hire date, current anticipated gross annual income, or rate of pay, number of hours worked, income YTD including when the annual pay period began, and frequency of pay. Bonuses, tips, commissions, and other additional income sources such as uniform allowance or mileage are verified and counted as income if received.

Verification forms include spaces for a signature, job title, phone number, and date. The probability and effective date of any increase during the next twelve (12) months are included as income. Three months of consecutive pay stubs at initial move-in are requested during the interview for wage earners. Verification requests are sent directly to the source of income by EAH management staff and returned by the source to the EAH management staff.

General Project Information

Project Name

1 Hamilton

Project Address

1 Hamilton Drive
Mill Valley, California, 94941

Assessor's Parcel Number (APN)

030-250-001

Funding Requests

Which funding source(s) are you seeking for this project? Please refer to the NOFA for a description of each funding source and eligible project types. Those applying for HOME-ARP funds are highly encouraged to apply for HTF/PLHA funds as well.

HTF/PLHA

HTF/PLHA Amount Requested (max \$1.2 million)

\$1,200,000

Project Details

Scope of Work: Describe the proposed project, including details such as property characteristics, proposed use of funds, and number of housing units involved. Explain how the project will benefit the community.

The proposed development area is approximately 1.75 acres at the northern portion of 1 Hamilton Drive in Mill Valley, which the City of Mill Valley owns. The site is primarily undeveloped but does have an existing parking lot of 36 parking stalls and a public restroom. The current parking lot and restroom will be demolished to develop a permanently affordable, deed-restricted rental community that supports a diversity of income-eligible tenants earning up to 60% AMI. One Hamilton will be a three and four-story, elevator-served, residential apartment building containing 45 units (1-, 2-, and 3-bedrooms) built over a podium with parking. The ground floor will have residential serving amenities such as a lobby, management offices, and bike storage. There will be 64 parking spaces on the ground floor tucked behind the office space. The second floor will have a large outdoor patio/courtyard, a community room, and laundry facilities. The residential units will be on floors 2-4, and several will have views of the surrounding parks and Mt. Tamalpais.

The existing restrooms will be relocated about 50' to the south, adjacent to the current Public Safety Building. The existing Public Safety Building (PSB) parking lot will be reconfigured to include up to 50 public parking spaces, public restrooms, and electric vehicle charging. Secured parking for police and fire vehicles will be provided in the rear of the PSB parking lot.

New landscaping will include trees, shrubs, and ground cover. There will be new lighting along the building frontage and a minimum of two light poles at the entry to light the sidewalk and entryway from the parking lot to the front door of the building. The other improvements include relocating 38 parking spaces, restroom facilities, and EV charging stations.

Describe the property's history leading up to this request. Include when the organization acquired/will acquire the property, any previous requests for County funding, attempts to secure other financing, etc.

1 Hamilton Drive is owned by the City of Mill Valley and is a 11.67 acre parcel that includes a public service building on the southern portion and a public park on the western portion. The site also consists of a public parking lot and public bathroom on the northern portion between Hamilton Drive and Roque Moraes Drive.

On September 20, 2021, Mill Valley City Council declared the northern portion of the site "exempt surplus property". The proposed development area of about 1.75 acres will be subdivided from the larger 11.67 acres and will be developed as a 100 percent affordable housing development. On February 7, 2022, Mill Valley City Council authorized staff to enter an Exclusive Negotiating Agreement (ENA) with EAH, which allows both parties to negotiate a Disposition and Development Agreement (DDA). The DDA will further define the lease of the property.

The City Council certified the FEIR and approved the project design at its February 5, 2024 meeting. The Council also approved the first reading of the rezoning of the site with the final and second reading scheduled for February 22, 2024.

Upon the execution of the Ground Lease and the DDA, which were approved at the February 5, 2024, City Council meeting EAH will have site control with acquisition of the property occurring upon the closing of the construction loan.

Describe any nearby amenities, such as parks, public transportation, grocery stores, health care facilities, schools, childcare, libraries, parks/open space, etc. that residents of the project are/would be able to use.

1 Hamilton is in an amenity rich location as there are various amenities within a ½ mile radius from the project. Amenities such as, but not limited to: Bus Line 17 & 17X, Hauke Park, Rite Aid Pharmacy, Safeway, Whole Foods Mill Valley Middle School and Mill Valley Public Library. There is a list of these amenities with their specific address below.

Transit Bus Stops. Services range between 20 to 40 minutes during the hours of 7-9 a.m. and 4-6 p.m., Monday through Friday.

Transit Bus Line 17 & 17X (Approximately 0.31 miles from 1 Hamilton Drive)

Bus stop at E. Blithedale Avenue & Lomita Drive

Bus stop at E. Blithedale Avenue at Kipling Drive

Bus stop at E. Blithedale and Camino Alto

Bus stop at Camino Alto and Miller Ave

Hauke Park (Approximately 0.03 miles from 1 Hamilton) 1 Hamilton Drive, Mill Valley, CA 94941 P: (415) 383-1370

Mill Valley Public Library (Approximately 0.2 miles from 1 Hamilton) 375 Throckmorton Ave, Mill Valley, CA 94941

Rite Aid Pharmacy (Approximately 0.35 miles from 1 Hamilton) 701 E. Blithedale Avenue, Mill Valley, CA 94941 P: (415) 388-2546

Mill Valley Middle School (Approximately 0.32 miles from 1 Hamilton) 425 Sycamore Avenue, Mill Valley, CA 94941 P: (415) 389-7711

Whole Foods Market (Approximately 0.33 miles from 1 Hamilton) 731 E Blithedale Avenue, Mill Valley, CA 94941 P: (415) 381-3900

Safeway (Approximately 0.49 miles from 1 Hamilton Drive) 1 Camino Alto, Mill Valley, CA 94941 P: (415) 388-6216

Select the known environmental issues of the proposed project site, and/or adjacent properties if relevant.

Phase I/II site assessment results

Notes or clarifying information on environmental issues:

1 Hamilton's FEIR was certified at the February 5, 2024, meeting of the City Council meeting. The NEPA is currently being done and is planned to be completed in June. All environmental issues identified can be mitigated to less than significant.

Have you begun any state or federal environmental review procedures for the proposed project?

Yes

Who is the staff member that will supervise and manage the proposed project? Describe their past experience with project management.

Bianca Neumann is responsible for growing the new construction pipeline for EAH Housing throughout Northern California. As the Director of Development, she researches and identifies new opportunities, working with city housing staff, advocates, and others to facilitate the development of new affordable housing communities.

Bianca brings more than 20 years of related experience to this position, including multi-family development, finance, public policy, and asset management expertise. Before her role at EAH, she was a Senior Business Development Manager at MidPen Housing. Bianca was vital in securing eight new affordable housing communities throughout the Bay Area, including projects in San Mateo, Alameda, and San Francisco's first affordable educator housing development. Within her two years at EAH, Bianca has led the entitlement of over 600 affordable housing units. Bianca will be the lead staff member who will supervise and manage the 1 Hamilton Project. Bianca will be supported by Chief Real Estate Development Officer Welton Jordan, Project Manager Bronson Viscarra, and a yet-to-be-assigned assistant project

manager.

Will the project involve hiring an external property management company?

No

If awarded funding, you will need to draft and submit an Affirmative Marketing Plan for this project. The plan would describe how you will market the project to different groups of people based on protected characteristics such as race, color, national origin, religion, sex (including sexual orientation and gender identity), familial status, and disability. Please refer to the Affirmative Marketing tab of the [Federal Grants website](#) for more information.

Describe any prior experience with affirmative marketing or similar initiatives.

EAH has over fifty years of experience with affirmative marketing through completion and revisions of Affirmative Fair Housing Marketing Plans, Resident Selection Plans, and language assistance for persons with limited English proficiency. EAH maintains an Affirmative Fair Housing Marketing Plan for over thirty-five communities in accordance with HUD standards and follows the plan carefully during marketing and outreach efforts to reach persons that are unlikely to apply for housing.

EAH marketing strategy includes a wide reach and accessibility by maintaining a mobile-friendly website from which applicants have access to all the information needed to apply for housing, such as unit availability, eligibility requirements, and the application process. Marketing materials include a welcoming statement to encourage people with disabilities to apply for units, as well as a description of available units, accessible features, eligibility criteria, and the application process.

EAH forms partnerships with community contacts throughout the market area (identified on the AFHMP) to reach potential applicants who have limited internet access, limited English proficiency, or who has otherwise requested assistance in applying for housing. Applications are available through a variety of methods, including in-person, mail, web-based forms, and email.

EAH clearly explains how applicants may submit their application and how applicants will be prioritized and selected for tenancy. An explanation regarding the procedure for requesting reasonable accommodation in the application process is included in the Resident Selection Plan, flyer and on the application form. On-site staff receive fair housing, reasonable accommodation, and affirmative fair housing training during onboarding and annually.

All projects funded by HUD programs must Affirmatively Further Fair Housing. This is defined as combating housing discrimination and taking meaningful actions to overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to housing opportunities based on protected characteristics: race, color, national origin, religion, sex (including sexual orientation and gender identity), familial status, and disability.

How will this project Affirmatively Further Fair Housing?

EAH Housing is committed to non-discrimination, equal opportunity in housing and affirmatively furthering fair housing. This project's marketing strategy is designed to attract renters of all majority and minority groups regardless of race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or familial status.

A review of the demographic information provided on the US Census Bureau's website will determine which group or groups are underrepresented in the defined housing marketing. Once the targeted population is identified, EAH Housing will conduct outreach to local advocacy organizations, area churches, local and regional housing agencies, civic groups, and social service agencies. Marketing will be included in non-English publications based on the prevalence of language groups in the regional area.

EAH Housing will annually measure the marketing plan's effectiveness by tracking demographics of applicants and residents as well as the number of referrals received from the groups identified for outreach in the area. EAH Housing will provide management staff fair housing and marketing training annually.

Describe any past community engagement activities for this project, and future plans for community engagement.

EAH believes that community support and input are paramount in creating a new development that weaves seamlessly into the fabric of the existing neighborhood. We approach community outreach like a joint venture process, ensuring input, participation, and return on investment to its participants. From the start, EAH has worked with the City of Mill Valley to engage the community and receive input. In 2021, EAH and City staff held three City Council meetings discussing the selection of the RFQ, declaring site as surplus exempt land, and the ENA with EAH.

In 2022, EAH and the City hosted three community meetings and a joint Planning Commission and City Council meeting to discuss the feasibility and preliminary site design concepts. Below is a detailed list of these events. Additionally, EAH met with local organizations, surrounding HOAs, such as Enchanted Knolles, and local sports groups that use Hauke Park, such as Marin Soccer.

- March 10, 2022 – Online Community Meeting: Introduction to Team, Overview of Affordable Housing and Input on Preliminary Site work
- May 3, 2022 – In-Person Open House: Input to Preliminary Design
- September 19, 2022 – City Council Meeting: City Staff recommendations based on preliminary site planning and community outreach
- October 13, 2022 – In- Person Open House: Report back on refinements and additional community input on design
- November 30, 2022 - Joint City Council/Planning Commission Meeting

In 2023 EAH and the City continued engaging the community. The following community outreach activities occurred:

- January 12, 2023 – Planning Commission Environmental Scoping Meeting
- April 19, 2023 - the City published a news item advertising the start of the design review process that was distributed via Mill Valley Connect. The item was also e-mailed to all people who had previously signed up for notifications about the project. The news item included links to the project webpage where the updated plans and reports are posted. The following is a review of the One Hamilton community engagement in 2023.
- April 23, 2023 – 1 Hamilton Marin Earth Date Booth: EAH had a booth at this event to give more information on EAH Housing as an organization and affordable housing.
- May 23, 2023 – Planning Commission Study Session: Discussion of EAH housing proposal
- July 11, 2023 – Planning Commission Study Session: Further discussion from items in previous meeting.
- July 27 –Planning Commission Study Session: Further discussion on project design
- November 28, 2023 -Planning Commission Study Session: Public hearing to receive comments on proposed project, draft EIR, and planning application.

In 2024, EAH and City staff have had one City Council meeting on February 5, 2024 and have scheduled another for February 22,2024. We have no scheduled dates at this time, but EAH intends to have progress report meetings with project neighbors.

Demographics and Unit Information

In the table below, enter the existing or anticipated number of units based on income level and bedroom count. Refer to the [Current Marin County Income Limits](#) to determine income level.

Anticipated Unit Count by Bedrooms and Income Level

	Extremely Low	Very Low	Low	Moderate	Market Rate	TOTAL UNITS
Studio						0
1 bed	4	8	5			17
2 bed	4	8	3			15
3 bed	3	6	3			12

	Extremely Low	Very Low	Low	Moderate	Market Rate	TOTAL UNITS
4 bed						0
Other						0
TOTAL UNITS	11	22	11	0	0	44

Notes or clarifying information on the unit count:

1 Hamilton is a 45-unit project. The table above does not include a manager's unit.

In the table below, enter the demographics of the people who live (or will live) in the proposed housing project. If unknown, use the demographics of households within similar existing Marin complexes as the proposed project, within the organization's purview. Specify the number of Hispanic/Latino residents in its stand-alone column. The "Total" column must include the number of Hispanic/Latino residents as part of the sum.

Are the following numbers specific to the proposed project, or to a similar existing Marin complex?

Similar existing Marin complex

Demographic Information

	Total Number of Persons	Persons Identifying as Hispanic/Latino
White	744	
Black/African American	138	
Asian	238	
American Indian/Alaskan Native	193	
Native Hawaiian/Other Pacific Islander	3	
American Indian/Alaskan Native & White		
Asian & White		
Black/African American & White		
American Indian/Alaskan Native & Black.African American		
Other Multi-Racial	347	703
Other/Not Disclosed	237	227
TOTAL (Unduplicated)	1900	930

Fill in a number for each of the fields below. For new construction, or if you are unsure, please put 0.

Families

1801

Female-headed households

535

Households that include person(s) with a disability

162

Notes or clarifying information on demographics:

The categories American Indian/Alaska Native and White, Asian and White, Black/African American and White, and American Indian/Alaskan Native and Black/African American were left since we do not track these categories. EAH Housing only tracks the following demographics: White, Black or African American, American Indian or Alaska Native, Asian, Asian India, Chinese, Filipino, Japanese, Korean, Vietnamese, Other Asian, Native Hawaiian or Other Pacific Islander, Native Hawaiian, Guamanian or Chamorro, Samoan, Other Pacific Islander, other, and decline to report.

Project Planning

Select the current phase of the proposed project.

Predevelopment

Select the activities involved in the proposed project.

New Construction (ineligible for CDBG)

Describe the project timeline and specify a real or estimated completion date for each milestone below. Add/explain any additional milestones as needed.

For acquisition projects:

For new construction and/or rehabilitation projects:

Define scope of work/finish design

Tuesday, November 28, 2023

Complete planning and environmental review

Monday, February 5, 2024

Release bid package

Monday, December 1, 2025

Select contractor

Saturday, March 1, 2025

Finalize contract

Thursday, May 1, 2025

Obtain building permits

Wednesday, October 1, 2025

Start construction

Wednesday, October 1, 2025

Complete construction

Tuesday, June 1, 2027

Notes on the project timeline above, including whether dates are estimated:

These dates are estimated based on current funding application schedules.

Describe any flexibility regarding your project’s start/completion date.

EAH is committed to achieving the schedule barring any changes in the funding process or the currently published schedule for funding applications.

Will you be seeking Project Based Section 8 Vouchers for this project?

Yes

Please be aware that if Project Based Section 8 Vouchers (PBV) are committed to the project, the environmental review process and subsidy layering must be completed before the acquisition is complete or construction commences. Actions taken prior to PBV being committed are not subject to this requirement.

Describe the type of site control that your organization has for the proposed property. If this request includes funds for acquisition, summarize the acquisition terms, price, contingencies, and conditions.

Site control is established by a Land Disposition Development Agreement (DDA) approved by Mill Valley’s City Council on February 5, 2024. Site control will be in accordance with the DDA and the Ground Lease commencing at the construction loan closing. The Ground Lease will be between the City of Mill Valley and EAH with a term of 99 years at \$1 per year. The Lease also provides for EAH to construct on the Property a 100% affordable 45-unit multi-family residential rental project, together with related improvements in accordance with the plans and specifications, entitlements and permits and approvals issued or approved by the City, including all governmental conditions of approval.

Please describe in detail the entitlements and permits that will be required, and those already obtained. For example, Design Review, Master Plan, Zone Change, General Plan Change, Coastal Permit, etc.

On February 5, 2024 the City Council reviewed and approved the Design Review application for 1 Hamilton, including the following: 1) the resolution to certify the Final Environmental Impact Report (FEIR), 2) the first reading, the second reading is scheduled for February 22, of the ordinance to amend the City’s Zoning Map to update the zoning of the housing Site from “O-A” (Open Area) to “RM-B” (Multi-family Residential–Bayfront); 3) a resolution to approve the terms of the draft Lease Disposition, Development and Loan Agreement (DDA), Ground Lease and City Loan Documents (collectively, the “Disposition Documents”) with EAH to construct, operate and manage 1 Hamilton. A Tree Removal Permit was also approved to remove approximately 45 trees with replacement landscape.

Describe any contact with the planning staff at the relevant government jurisdiction, and any specific feedback they provided.

This project is a partnership between the City of Mill Valley and EAH Housing. It has been a collaborative effort with the City of Mill Valley being supportive of EAH throughout the process. This has included planning meetings with two Planning Commissioners and two City Council members as well as weekly meetings with City Housing and Planning staff.

Identify all applicable accessibility laws and specific accessibility requirements that must be met in the design of the proposed project.

The proposed project at 1 Hamilton Drive will conform to the Accessibility requirements in the 2022 edition of the California Building Code (CBC), including but not limited to Chapters 11A and 11B. In addition to the CBC, the proposed project will conform to 2010 ADA Standards for Accessible Design. Accessible design will include accessible routes into and through the project, accessible parking spaces, accessible common use restrooms, and elevator access to every floor, therefore making all units adaptable or accessible. The accessible dwelling units are designed with grab bar blocking, accessible route dimensions, operable parts within accessible reach limits, communication features, storage space, accessible switches for appliances out of reach ranges, ADA compliant appliances and fixtures, minimum clearances at plumbing fixtures and appliances, and removed or removable kitchen and bathroom base cabinets. The accessible dwelling units will be dispersed across the project and project dwelling unit

types.

Financing Plan

What is the status of all proposed project funding sources as of the date of this application?

The 1 Hamilton project financing plan includes a Tranche A Bank Loan, 4% tax credits, HCD state funding source(s), City of Mill Valley funding, and Marin County funding as funding sources. Below is a detailed list of each funding source's state as of this application date.

Committed Funds:

-Mill Valley Housing Trust Fund dollars of \$150K was committed on February 7, 2022. The funding have been used to support pre-development and will roll over to permanent debt. The loan is a 0% interest, 55-year, forgivable loan. Additionally, the City of Mill Valley will waive 100% of impact fees and donate the land to develop 1 Hamilton.

-Marin County Housing Trust Fund and Permeant Local Housing Allocation of \$1MM was committed as of October 17, 2022. The funding will support project construction and will roll over to permanent debt. This application requests an additional \$1.2MM from the Marin County Housing Trust Fund and Permanent Local Housing Allocation to further limit our HCD request, improving the project's competitiveness and reduce construction loan interest.

Proposed Funding Sources: (Uncommitted)

-Bank Loan is sized at \$6.87MM inclusive of a Tranche B loan which assumes 14 Project-Based Section 8 Vouchers (PBVs). The debt commitment will be obtained after the award of tax credits. The debt is assumed at a rate of 7.00%, amortized over 35 years at a 15-year term, with a debt service coverage ratio of 1.15.

-Tax Credits: The project assumes tax credit equity in the form of 4% tax credits. At the time of this application, EAH Housing has yet to pursue this funding source as we are still in pre-development. The project team will seek this funding upon HCD's funding award.

-Affordable Housing Program (AHP): At the time of this application, the Federal Home Loan Bank of San Francisco has released their AHP application due in early March 2024. However, after internal analysis of the scoring criteria EAH has decided not to pursue AHP this year. We anticipate applying next year.

-HCD State Sources: 1 Hamilton is planned as a Family type development serving households averaging 45% of AMI. The project team determined that possible State sources are the Multifamily Housing Program (MHP), Infill Infrastructure Grant (IIG), No Place Like Home (NPLH), and the Mix Income Program (MIP). At the time of this application, HCD has not yet released their Super NOFA for 2024. Once HCD has released its Super NOFA, the project team will assess which funding programs the project scores well for and will apply accordingly.

What is the timing and likelihood for obtaining commitments of anticipated funding sources?

Bank Loan: The bank loan will be committed after the 4% Tax Credit Award, April 2025. A soft commitment from a lender will be obtained in advance of the Tax Credit Application, January 2025. The debt is assumed at a rate of 7%, amortized over 35 years at a 15-year term, with a debt service coverage ratio of 1.15. These assumptions are reasonable given today's interest rates. These are terms that EAH could access today from any of our 14 active lending partners. The project team is highly confident that we will obtain debt at these terms or better.

4% Tax Credits: The 4% tax credit application will be submitted in February 2025 with an anticipated award date of April 2025. The tax credit application will be submitted after the HCD Super NOFA awards. The project team is highly confident that the project will be awarded. The 1 Hamilton project meets the state priorities, is in a DDA and has a competitive CDLAC tiebreaker. EAH is highly experienced, having 15 4% tax credit awards in the last 11 years.

HCD State Sources: The HCD application will be submitted in June 2024 with an anticipated award date of December 2024. HCD State sources are competitive. However, 1 Hamilton is in a Highest Resource area

on the TCAC Opportunity Map, on local surplus land, and designated a Difficult Development Area (DDA) on HUD's QCT and DDA map, making it a competitive project for HCD state sources. Additionally, EAH has experience applying and securing HCD State Sources. In the last four years, EAH has also won over \$42MM in HCD MHP. In 2022, EAH received 2 IIG of \$11.6MM and \$7MM in NPLH. In the first HCD SuperNOFA round, EAH received \$28MM for three developments.

Affordable Housing Program (AHP): The AHP application will be submitted in March 2025 with an anticipated award date of June 2025. Provided by the Federal Home Loan Bank of San Francisco is a competitive funding source. However, EAH has a long history of successfully obtaining AHP awards as we have 19 AHP awards totaling \$9.4MM.

County Funding: has committed \$1MM in Marin County Housing Trust Fund and Permeant Local Housing Allocation to support the project's costs.

City Funding: Mill Valley has committed Housing Trust Fund dollars of \$150K. That funding will support predevelopment efforts and roll over to permanent debt should the project move forward. The loan is a 0% interest, 55-year, forgivable loan. The City of Mill Valley will also waive 50% of impact fees and donate the land to develop 1 Hamilton.

In the event that any funding sources are not obtained or are committed at lower levels than requested, what alternatives will be pursued?

EAH has not assumed the maximum funding amount for any of the project's proposed funding sources, with the exception of Debt. The project funding hinges on the award of HCD funds. If the project is not awarded in HCD's Super NOFA round in June 2024, the project will need to wait and apply in the next HCD round before applying for 4% tax credits. If the project is awarded less than anticipated in the HCD Super NOFA round, EAH will increase its request for 4% Tax Credits and/or seek gap funding from the City of Mill Valley.

For each item in your project budget, to be attached to this application, please explain how the budgeted amount was derived, whether costs are estimated or bid, and any other relevant information that justifies the budgeted expense (e.g., cost per square foot, percentage of other costs, estimated number of work hours).

In the tab, "Development Uses" in our excel spreadsheet, we divided our budget into sections. Each section has details on what is included and how each item is allocated (column E). Below is a further explanation of how each section's amount was derived.

Land Cost/Acquisition Costs: The City of Mill Valley owns the site, and the current site is a parking lot. EAH will replace the parking spaces. For this reason, the only line item included is the demolition and land remediation, which was estimated based on cost estimates from Core Builders and Midstate Construction.

Hard Costs: EAH Housing has received cost estimates from Core Builders and Midstate Construction, which were used to create the line items in the Hard Cost section.

Architecture and Engineering: EAH has partnered with Van Meter Williams Pollack (VMWP) Architects and Adobe Associates, Inc for 1 Hamilton. The line items in this section are pricing from our contracts with VMWP and Adobe.

Construction Interest and Fees: EAH estimated this budget section using previous project comparisons and knowledge of the current market state. EAH completed eight construction closings last year and three in January 2024.

Permanent Financing: EAH estimated this budget section using previous project comparisons and knowledge of the current market state. EAH completed two permanent closings last year.

Legal Fees: EAH used previous project comparisons to estimate this section of the budget.

Reserves: EAH used previous project comparisons and set standard from the Uniform Multifamily

Regulations (UMR) to estimate this section of the budget.

Other Project Costs: EAH used previous project comparisons and knowledge of the current state of the market to estimate this section of the budget. EAH has a portfolio of 33 projects in Marin County, 19 of which are family projects.

Is your organization receiving any other Marin County funding for this project?

Yes

Please describe. Include a brief overview of the goals and accomplishments achieved through this funding.

Marin County Housing Trust Fund and Permeant Local Housing Allocation have awarded \$1MM to support the 1 Hamilton project, but the funding agreement has not been executed. The intention was to support predevelopment; however, funds cannot be accessed until the construction loan closes due to the ownership structure. HCD requires funds to be secured by the property. Accessing these funds at construction close will decrease the needed construction funding and reduce the construction loan interests. These funds also go towards local leverage for HCD funding, making the 1 Hamilton project that much more competitive for State funding. Ultimately, the funds will support the first 100% affordable housing development in Mill Valley in 30 years. Allowing households that would not have had access to Mill Valley, its schools, parks, and resources without the County's support.

Does your organization have unspent funds that were previously awarded by the County (for any project)?

No



HTF/PLHA applicants only: Describe your organization's experience with administering state grant funds. What experience do you have with State prevailing wage and procurement requirements?

EAH Housing has a long history of success in developing and managing affordable housing. EAH has developed or acquired 109 properties and 8,400 affordable homes since 1986. In the last five years, EAH has developed 730 new rental homes and rehabilitated 1,147 rental homes using traditional Affordable Housing funding. Our success in being able to finance and build affordable housing is partly due to our experience in securing and administering affordable housing funding. In the past four years, EAH has been awarded over \$42MM in HCD MHP funding and over \$61MM in AHSC funding. In the first HCD SuperNOFA, EAH received \$20.8MM for three developments. EAH received notice of 17 Affordable Housing funding awards supporting 11 developments in 2022. Our track record in securing state funding and successfully developing affordable housing demonstrates our experience administering state grant funds.

Over the past six years, EAH Housing has worked on 52 projects; 34 have required prevailing wage (65%), and we have met all requirements. EAH is experienced with meeting the state prevailing wage and procurement requirements, as much of the state funding used in our project has a prevailing wage requirement.

Attachments

Please closely review the Notice of Funding Availability (NOFA) for instructions on which documents you must attach. The County requires specific attachments for each funding type (HTF/PLHA, HOME-ARP, CDBG Housing). Please label your attachments in this manner: "2023-24 [Document Name] for [Organization Name]- [Project Name]."

-  2024-25 Applicant Org Docu... .pdf
-  2024-25 Excel Spreadsheet f... .xlsx



2024-25 FEMA Flood Map for....pdf



2024-25 Site Control Docume....pdf

Certification

Please review your responses above for accuracy.

Name of Person Completing this Application

Bianca Neumann

Title of Person Completing this Application

Director of Business Development

By checking this box,

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

1 Hamilton

SOURCES

Total			
Construction Period Sources	Rate	Term	Amount
Construction Loan	7.00%	30 months	\$ 41,779,374
Taxable Tail (4% only)- Construction Loan			
Tax Credit Investor Proceeds	15.00% during construction		\$ 4,349,440
AHP			
City Funding			\$ 150,000
County Funding			\$ 1,000,000
State Sources (MHP,NPLH,MIP)			
Total Sources			\$ 47,278,814
Total Development Costs			\$ 47,278,814
SURPLUS / (GAP)			

4%			
Lender	Rate	Term	Amount
	7.00%	30 months	\$ 25,761,428
	7.25%	30 months	\$ 16,017,946
	15.00% during construction		\$ 4,349,440
			\$ 800,000
			\$ 150,000
			\$ 2,200,000
			\$ -
			\$ 47,278,814
			\$ 47,278,814
			\$ -

Permanent Sources	Tiebreaker Eligible	Debt				Total
		Type	Rate	Period	Total	
Amortizing Perm Loan, Tranche A	No	Amrt.	7.00%	35 yrs.	\$ 2,842,772	
Amortizing Perm Loan, Tranche B	No	Amrt.	7.00%	35 yrs.	\$ 4,031,647	
Tax Credit Investor Proceeds	No	n/a	n/a	n/a	\$ 28,996,267	
GP Equity	No				\$ 5,081,897	
Deferred Developer Fee	No				\$ -	
AHP	No					
City Funding	Yes					
County Funding	Yes					
State Sources (MHP,NPLH,MIP)	Yes					
Waiver- Offset	Yes					
		Total Sources			\$ 54,054,566	
		Total Development Costs			\$ 54,054,566	
		SURPLUS / (DEFICIT)			\$ -	
		PDU			\$ 1,201,213	

Amortization			
Lender	Rate	Period	Amount
	7.00%	35 yrs.	\$ 2,842,772
	7.00%	35 yrs.	\$ 4,031,647
n/a	n/a	n/a	\$ 28,996,267
			\$ 5,081,897
			\$ -
			\$ 800,000
			\$ 150,000
			\$ 2,200,000
			\$ 9,129,297
			\$ 822,686
		Total Sources	\$ 54,054,566
		Total Development Costs	\$ 54,054,566
		SURPLUS / (DEFICIT)	\$ -
		PDU	\$ 1,201,213

Uses of Funds	Total Cost	Allocate	Notes
Direct Land Cost	\$ -	Manual	City owns the land
Existing Improvements Value	\$ -	Land Area	
Demolition and Land Remediation	\$ 50,000	Unit #	
Holding Costs	\$ -	Unit #	
Predevelopment Loan Interest (Insert Name)	\$ -	Unit #	
Predevelopment Loan Interest (MPHC)	\$ -	Unit #	
TOTAL LAND COST/ ACQUISITION COST	\$ 50,000		
Hard Costs	Total Cost	Allocate	Notes
Off-Site Improvements	\$ 1,800,000	Calc	
Site Work	\$ 500,000	Calc	
Residential Structures	\$ 28,909,425	Calc	
Construction Cost Escalation	\$ 1,562,971	Calc	
TOTAL SITE WORK AND STRUCTURES	\$ 32,772,396		
General Requirements	\$ 984,672	Calc	
Contractor Overhead and Profit	\$ 2,074,064	Calc	
General Liability Insurance and Bond	\$ 345,677	Calc	
Contractor's Contingency	\$ 760,659	Calc	
Owner Hard Cost Contingency	\$ 1,849,373	Calc	
TOTAL NEW CONSTRUCTION COSTS	\$ 38,786,841		
Architecture and Engineering	Total Cost	Allocate	Notes
Architecture Design	\$ 1,800,000	Unit #	
Architecture Construction Admin	\$ 200,000	Unit #	
TOTAL ARCHITECTURE	\$ 2,000,000		
Civil, Survey, SWPPP	\$ 77,894	Unit #	
Joint Trench	\$ 75,000	Unit #	
Waterproofing	\$ 50,000	Unit #	
Energy Consultant/HERS Rater	\$ 40,000	Unit #	
Construction Management	\$ 75,000	Unit #	
TOTAL ENGINEERING	\$ 317,894		
TOTAL ARCHITECTURE AND ENGINEERING	\$ 2,317,894		
Construction Interest & Fees	Total Cost	Allocate	Calculation Details & Notes
Construction Loan Interest	\$ 2,344,290	Calc	40% Utilization Rate
Taxable Tail- Construction Loan Interest (4%)	\$ 1,509,691	Calc	40% Utilization Rate
Origination Fees / Application Fees	\$ 193,211	Calc	0.75% Origination Fee
Costs of Issuance (bond projects only)	\$ 83,081	Calc	4% TC Only
Taxes (During Construction)	\$ -	Unit #	City owns the land
Insurance (Builders' Risk, General Liability)	\$ 213,328	Calc	0.55% % of Hard cost
AHF Origination Fee	\$ -	Manual	
TOTAL CONSTRUCTION FINANCING	\$ 4,343,600		
Permanent Financing	Total Cost	Allocate	Calculation Details & Notes
Origination Fees / Application Fees	\$ 68,744	Calc	1.0% Origination Fee
Title & Recording	\$ 25,000	Unit #	
Lender Expenses	\$ 25,000	Unit #	
Soft Lender Fees	\$ 10,000	Unit #	
TOTAL PERMANENT FINANCING	\$ 128,744		
Legal Fees	Allocate	Notes	
Const. Lender Legal Paid by Applicant	\$ 45,000	Unit #	
Legal Fees -- Const. Loan Closing	\$ 10,000	Unit #	
Legal Fees -- Perm Loan Closing	\$ 15,000	Unit #	
Legal Fees - Syndication	\$ 7,500	Unit #	
Legal Fees - Bond deals	\$ -	Manual	4% TC Only
TOTAL LEGAL	\$ 77,500		
Reserves	Total Cost	Allocate	Notes
Operating Reserve (3-6 mos debt and op)	\$ 570,111	Calc	6 Months Capitalized
Other Reserves: Specify	\$ -	Manual	
Other Reserves: Specify	\$ -	Manual	
TOTAL RESERVE COSTS	\$ 570,111		

Residential	Eligible Basis	Construction Period
\$ -	\$ -	\$ -
\$ -	\$ -	\$ -
\$ 50,000	n/a	\$ 50,000
\$ -	\$ -	\$ -
\$ -	\$ -	\$ -
\$ -	\$ -	\$ -
\$ 50,000	\$ -	\$ 50,000
Residential	Eligible Basis	Construction Period
\$ 1,800,000	\$ -	\$ 1,800,000
\$ 500,000	\$ 500,000	\$ 500,000
\$ 28,909,425	\$ 28,909,425	\$ 28,909,425
\$ 1,562,971	\$ 1,562,971	\$ 1,562,971
\$ 32,772,396	\$ 30,972,396	\$ 32,772,396
\$ 984,672	\$ 984,672	\$ 984,672
\$ 2,074,064	\$ 2,074,064	\$ 2,074,064
\$ 345,677	\$ 345,677	\$ 345,677
\$ 760,659	\$ 760,659	\$ 760,659
\$ 1,849,373	\$ 1,849,373	\$ 1,849,373
\$ 38,786,841	\$ 36,986,841	\$ 38,786,841
Residential	Eligible Basis	Construction Period
\$ 1,800,000	\$ 1,800,000	\$ 1,800,000
\$ 200,000	\$ 200,000	\$ 200,000
\$ 2,000,000	\$ 2,000,000	\$ 2,000,000
\$ 77,894	\$ 77,894	\$ 77,894
\$ 75,000	\$ 75,000	\$ 75,000
\$ 50,000	\$ 50,000	\$ 50,000
\$ 40,000	\$ 40,000	\$ 40,000
\$ 75,000	\$ 75,000	\$ 75,000
\$ 317,894	\$ 317,894	\$ 317,894
\$ 2,317,894	\$ 2,317,894	\$ 2,317,894
Residential	Eligible Basis	Construction Period
\$ 2,344,290	\$ 1,442,640	\$ 2,344,290
\$ 1,509,691	\$ 116,130	\$ 1,509,691
\$ 193,211	\$ 193,211	\$ 193,211
\$ 83,081	\$ -	\$ 83,081
\$ -	\$ -	\$ -
\$ 213,328	\$ 213,328	\$ 213,328
\$ -	\$ -	\$ -
\$ 4,343,600	\$ 1,965,308	\$ 4,343,600
Residential	Eligible Basis	Construction Period
\$ 68,744	\$ -	\$ -
\$ 25,000	\$ -	\$ -
\$ 25,000	\$ -	\$ -
\$ 10,000	\$ -	\$ -
\$ 128,744	\$ -	\$ -
Residential	Eligible Basis	Construction Period
\$ 45,000	\$ 45,000	\$ 45,000
\$ 10,000	\$ 10,000	\$ 10,000
\$ 15,000	\$ -	\$ -
\$ 7,500	\$ -	\$ 7,500
\$ -	\$ -	\$ -
\$ 77,500	\$ 55,000	\$ 62,500
Residential	Eligible Basis	Construction Period
\$ 570,111	\$ -	\$ -
\$ -	\$ -	\$ -
\$ -	\$ -	\$ -
\$ 570,111	\$ -	\$ -

Other Project Costs	Total Cost	Allocate	Calculation Details & Notes
Appraisal Cost	\$ -	Unit #	
TCAC App/Allocation/Monitoring Fees	\$ 46,211	Calc	
Impact Fees	\$ 495,000	Calc	
Waived Impact Fees	\$ -	Manual	Include in Sources- LINK CEL
Permit Processing Fees	\$ 996,598	Calc	Overwrite based on Fee struc
Marketing	\$ 7,500	Unit #	
Furnishing	\$ 8,000	Unit #	
Market Study	\$ 5,000	Unit #	
Prevailing Wage Monitor	\$ 7,500	Unit #	
Audit	\$ 7,500	Unit #	
Printing	\$ 1,000	Unit #	
Accounting Fees - Operating	\$ 4,000	Unit #	
Other: Advanced Leasing Staff	\$ -	Unit #	
Soft Cost Contingency	\$ 234,669	Calc	3% % of Soft Cost
TOTAL OTHER COSTS	\$ 1,812,979		
SUBTOTAL PROJECT COSTS	\$ 47,592,670		
Developer Costs	Total Cost	Allocate	Calculation Details & Notes
Developer Overhead/Profit	\$ 6,461,897	Calc	Overwrite based on P.J. need
TOTAL DEVELOPER COSTS	\$ 6,461,897		
TOTAL PROJECT COSTS	\$ 54,054,566		
Total Sources	54,054,566		
Gap: Surplus/(Deficit)	-		
Total Cost Per Unit w/land value)	\$ 1,201,213		
Total Cost Per Unit w/o land value)	\$ 1,201,213		
Eligible Basis	92%		

Residential	Eligible Basis	Construction Period
\$ -	\$ -	\$ -
\$ 46,211	\$ -	\$ 46,211
\$ 495,000	\$ 495,000	\$ 495,000
\$ (495,000)	\$ -	\$ (495,000)
\$ 996,598	\$ 996,598	\$ 996,598
\$ 7,500	\$ -	\$ 7,500
\$ 8,000	\$ 8,000	\$ 8,000
\$ 5,000	\$ -	\$ 5,000
\$ 7,500	\$ 7,500	\$ 7,500
\$ 7,500	\$ 7,500	\$ 7,500
\$ 1,000	\$ 1,000	\$ 1,000
\$ 4,000	\$ 4,000	\$ 4,000
\$ -	\$ -	\$ -
\$ 234,669	\$ 234,669	\$ 234,669
\$ 1,317,979	\$ 1,754,267	\$ 1,317,979
\$ 47,592,670	\$ 43,079,311	\$ 46,878,814
Residential	Eligible Basis	Construction Period
\$ 6,461,897	\$ 6,461,897	\$ 400,000
\$ 6,461,897	\$ 6,461,897	\$ 400,000
\$ 54,054,566	\$ 49,541,208	\$ 47,278,814
Total Sources		54,054,566
Gap: Surplus/(Deficit)		\$ -
Total Cost Per Unit w/land value)		\$ 1,201,213
Total Cost Per Unit w/o land value)		\$ 1,201,213
Eligible Basis		92%

Development Schedule	
Re: 1 Hamilton Road, Mill Valley	
Exclusive Negotiation Agreement	Feb. 2022
Community Outreach	
Community Outreach Plan	Feb. 2022
Outreach to Community Groups: Small Targeted	Feb. 2022 to Sept. 2023
Community Meeting 1:	March 2022
Community Meeting 2:	April 2022
Community Meeting 3: Report	June 2022
Community Meeting 4: Pre-	Sept. 2022
Design, Rezoning, and Entitlements	
Initial Site Plan and Fit Studies	Dec. 2021 to Feb. 2023
Schematic Design	Feb. 2023 to July 2023
Pre-Entitlement Package	Sept. 2023
Entitlement Submittal	Dec. 2023
General Plan Amendment, Design Development	Feb 2024
Construction Documents	March 2024
	December 2025
*Environmental	
Environmental Phase 1	Feb. 2022
Geotechnical Reports	March 2022
Environmental Phase 2 (if	April 2022
CEQA Approval	Feb. 2024
NEPA Approval	June 2024
Finance	
City Predevelopment Loan	Feb. 2022
Financing Concept	March 2022
Financing Plan	March 2024
Financing Applications	June 2024 to Nov. 2025
Land Dispossession Agreement	
Ground Lease Executed	Feb. 2024
	Nov. 2025
Construction and Leasing	
Construction Permits	Oct. 2025
Construction Start	Dec. 2025
Lease up	March. 2027 to Aug. 2027
Construction Completion	June 2027
Property Stabilized	Jan. 2028

EAH INC. - BUDGET	
JULY 2023 - JUNE 2024	
	YEAR 1
ADMINISTRATIVE ACTIVITY	
updated as of: 6/22/2023	7/23-6/24
FUNDRAISING	500,000
MISC GRANTS	500,000
GRANTS / RESTRICTED	335,000
REAL ESTATE DEVELOPMENT	11,180,177
REAL ESTATE MANAGEMENT	19,218,391
ASSET MANAGEMENT	6,837,894
TOTAL INCOME	38,571,462
TOTAL PERSONNEL COSTS	31,207,911
TOTAL BUSINESS SERVICES	1,222,061
TOTAL OFFICE EXPENSE	3,259,390
TOTAL OTHER EXPENSE	2,089,325
TOTAL MISCELLANEOUS EXPENSES	404,384
TOTAL INVESTMENT	345,175
TOTAL EXPENSES	38,528,246
ANNUAL EXCESS/(DEFICIT)	43,215

F:\EAH\Budgets,Audits&Taxes\23-24\EAH Budget Final Approved 2023-2024.xlsx EAH Budget
 (*) have supporting worksheets containing detail information Final Approved 2023-2024.xlsx

*Expanding the range of opportunities for all by
developing, managing and promoting quality
affordable housing and diverse communities.*



Included in this attachment are the following documents:

1. FEMA Flood Map



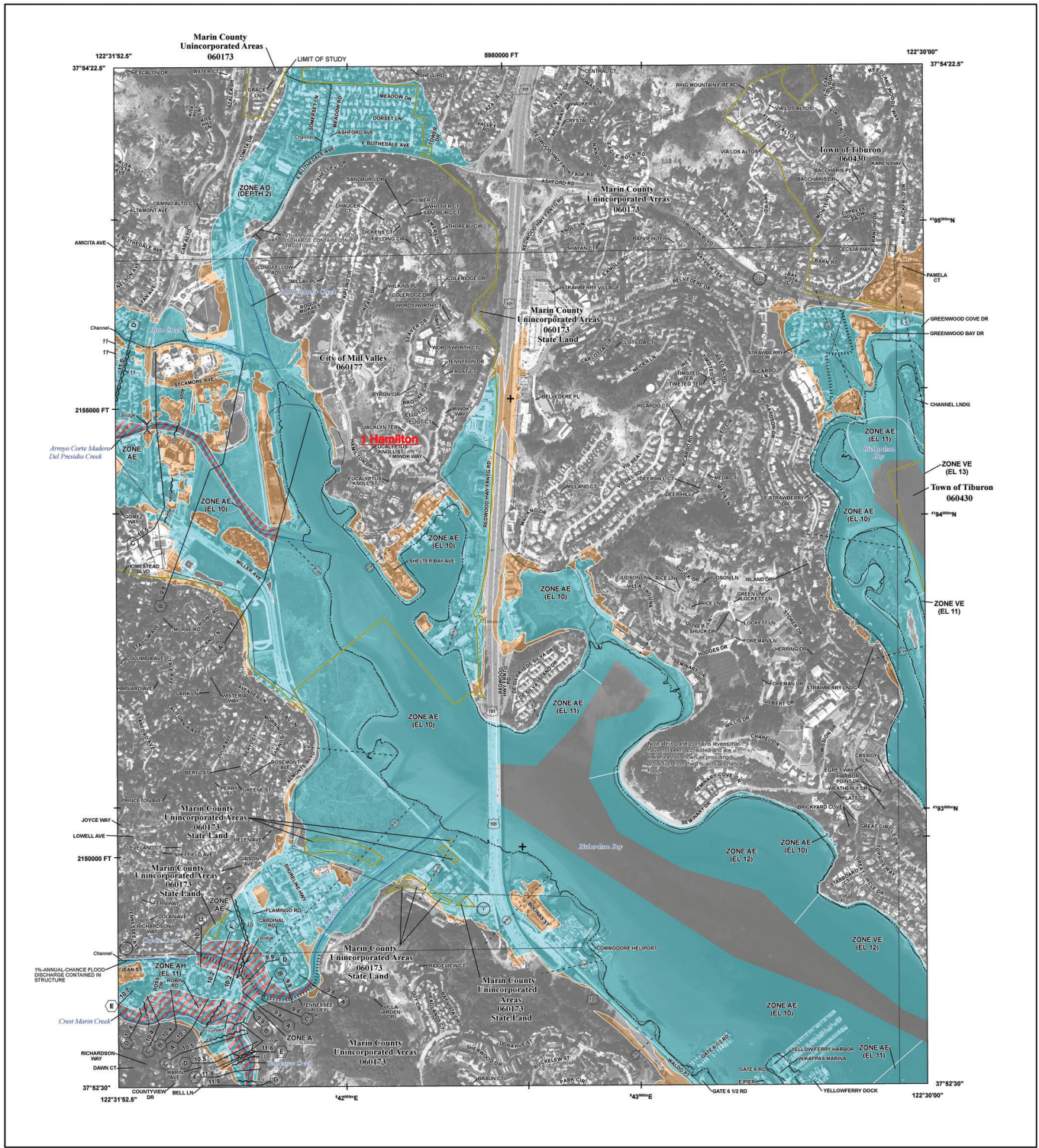
FEMA Digital Flood Map Products

- **FIRM Panel Image:** Flood Insurance Rate Maps (FIRM) are digital images of flood hazard maps. The images are digital pictures of entire flood map panels that can be viewed and printed from a computer. Most communities and counties have many map panels to cover the entire jurisdiction and an index map that shows the location of each map panel.
- **FIRM Worldfile:** A TFW or PGW file may accompany your flood hazard map. They are used to help view the flood maps in GIS applications.

FIRM Panel Images are TIF or PNG image files and have file names with a Community or County ID followed by a 4-digital panel number and letter suffix representing a version (e.g. 12345C0123F.tif). The FIRM worldfiles will have the same filenames but with a .tfw or .pgw extension.

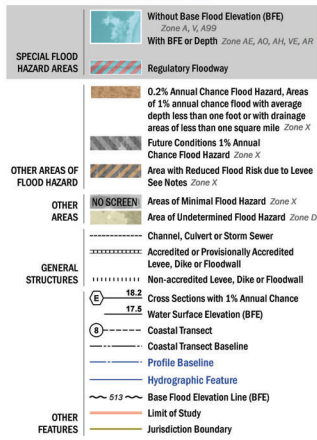
FIRM Panel Images can be viewed using most freely available image viewer applications. You can also use the FIRMette-Desktop software available from the FEMA Flood Map Service Center (MSC) website at msc.fema.gov/portal/resources/firmettes. FIRM images can also be viewed in specialized GIS software where the worldfiles are used to make the images compatible with other GIS data. See the [MSC Products and Tools Overview page](#) for more information on available data and tools for using FEMA's flood risk data.

For more information on available digital products, visit FEMA's Map Service Center website at <https://msc.fema.gov> or call the FEMA Map Information eXchange (FMIX) at 877-336-2627.



FLOOD HAZARD INFORMATION

SEE FIS REPORT FOR ZONE DESCRIPTIONS AND INDEX MAP
THE INFORMATION DEPICTED ON THIS MAP AND SUPPORTING DOCUMENTATION ARE ALSO AVAILABLE IN DIGITAL FORMAT AT [HTTP://MSC.FEMA.GOV](http://MSC.FEMA.GOV)



NOTES TO USERS

For information and questions about this map, available products associated with this FIRIM including historic versions of the FIRIM, how to order products or the National Flood Insurance Program in general, please call the FEMA Map Information Exchange at 1-877-FEMA-MAP (1-877-336-2627) or visit the FEMA Map Service Center website at <http://msc.fema.gov>. Available products may include previously issued Letters of Map Change, a Flood Insurance Study Report, and/or digital versions of this map. Many of these products can be ordered or obtained directly from the website. Users may determine the current map date for each FIRIM panel by visiting the FEMA Map Service Center website or by calling the FEMA Map Information Exchange.

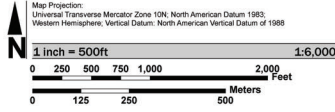
Communities announcing tend on adjacent FIRIM panels must obtain a current copy of the adjacent panel as well as the current FIRIM data. These may be ordered directly from the Map Service Center at the number listed above.

For community and countywide map dates refer to the Flood Insurance Study report for this jurisdiction.

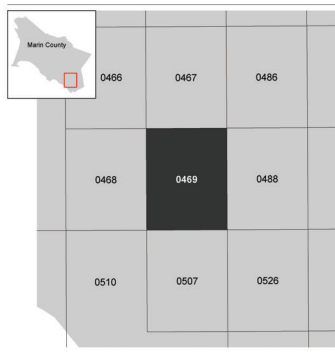
To determine if flood insurance is available in this community, contact your insurance agent or call the National Flood Insurance Program at 1-800-338-6220.

Base map information shown on this FIRIM was derived from Coastal California LIDAR and Digital Imagery dated 2011. USDA NAIP 2012 Imagery is used in areas not covered by the Coastal California Imagery.

SCALE



PANEL LOCATOR



NATIONAL FLOOD INSURANCE PROGRAM FLOOD INSURANCE RATE MAP

MARIN COUNTY, CALIFORNIA
 and Incorporated Areas
 PANEL 469 of 531



Panel Contains:

COMMUNITY	NUMBER	PANEL	SUFFIX
MARIN COUNTY	060173	0469	F
MILL VALLEY, CITY OF	060177	0469	F
TIBURON, TOWN OF	060430	0469	F

Expanding the range of opportunities for all by developing, managing, and promoting quality affordable housing and diverse communities.



EAH INC.

OFFICERS:

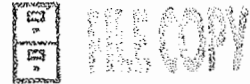
Linn Warren, Chair
Robert M. (Bob) Brown, Vice Chair
Paul Foster, Secretary/Treasurer

Laura Hall, Assistant Secretary and President & CEO
Cathy Macy, Assistant Secretary and CFO
Welton Jordan, Assistant Secretary and Chief Real Estate Development Officer
David Egan, Assistant Secretary and Vice President Real Estate Development

DIRECTORS:

Barney Deasy (2024)
Robert M. (Bob) Brown (2024)
Pat Cashman (2026)
Paul S. Foster (2026)
Colleen Mizuno (2024)
Joseph F. Walsh (2024)
Linn Warren (2024)
Laura Wilder (2024)

Internal Revenue Service



Date: October 6, 2006

Department of the Treasury
P. O. Box 2508
Cincinnati, OH 45201

EAH INC
2169 B E FRANCISCO BLVD
SAN RAFAEL CA 94901-0000

Person to Contact:
Ms. Jackson 31-07417
Customer Service Representative
Toll Free Telephone Number:
877-829-5500
Federal Identification Number:
94-1699153

FILED NOV 03 2006

Dear Sir or Madam:

This is in response to your request of October 6, 2006, regarding your organization's tax-exempt status.

In June 1970 we issued a determination letter that recognized your organization as exempt from federal income tax. Our records indicate that your organization is currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records indicate that your organization is also classified as a public charity under section 509(a)(2) of the Internal Revenue Code.

Our records indicate that contributions to your organization are deductible under section 170 of the Code, and that you are qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Internal Revenue Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,

Janna K. Skufca, Director, TE/GE
Customer Account Services



Entity Status Letter

Date: 1/13/2022

ESL ID: 8421904022

Why You Received This Letter

According to our records, the following entity information is true and accurate as of the date of this letter.

Entity ID: 0568670

Entity Name: EAH INC.

- 1. The entity is in good standing with the Franchise Tax Board.
- 2. The entity is **not** in good standing with the Franchise Tax Board.
- 3. The entity is currently exempt from tax under Revenue and Taxation Code (R&TC) Section 23701 d.
- 4. We do not have current information about the entity.
- 5. The entity was administratively dissolved/cancelled on _____ through the Franchise Tax Board Administrative Dissolution process.

Important Information

- This information does not necessarily reflect the entity's current legal or administrative status with any other agency of the state of California or other governmental agency or body.
- If the entity's powers, rights, and privileges were suspended or forfeited at any time in the past, or if the entity did business in California at a time when it was not qualified or not registered to do business in California, this information does not reflect the status or voidability of contracts made by the entity in California during the period the entity was suspended or forfeited (R&TC Sections 23304.1, 23304.5, 23305a, 23305.1).
- The entity certificate of revivor may have a time limitation or may limit the functions the revived entity can perform, or both (R&TC Section 23305b).

Connect With Us

Web: ftb.ca.gov

Phone: 800.852.5711 from 7 a.m. to 5 p.m. weekdays, except state holidays
916.845.6500 from outside the United States

TTY/TDD: 800.822.6268 for persons with hearing or speech impairments

2024-25 Application for Affordable Housing Funds

Friday, February 16, 2024

Marin County Housing & Federal Grants Division

This application is for affordable housing developers in Marin County, California who would like to apply for multiple state, local, and federal funding sources simultaneously. Please refer to the [Notice of Funding Availability \(NOFA\)](#) released on January 22, 2024 for detailed information about qualifications and application requirements. Applicants may use this [prep tool](#) for the long-form questions in order to save their responses and copy/paste into this application.

The deadline to apply is **5:00 p.m. Friday, February 16**. Applicants will receive a copy of their submitted application to the email address entered.

The following grant sources and approximate amounts are available through this application:

1. **Marin County Affordable Housing Fund (HTF) and State Permanent Local Housing Allocation (PLHA)** - \$1.2 million
2. **Federal HOME** - \$850 thousand
3. **Federal CDBG Housing** - \$650 thousand

Applicant Information

Organization Name

Eden Housing Inc

Website URL

edenhousing.org

DUNS

058211947

Mailing Address

22645 Grand Street
Hayward, California, 94541

Project Contact Name

Tim Gorman

Title

Project Developer

Email Address

tim.gorman@edenhousing.org

Phone Number

(510) 861-5324

Executive Director Name

Linda Mandolini

Executive Director Email Address

lmandolini@edenhousing.org

Is there a co-applicant organization?

No

Briefly describe your organization, including mission, programs, staff experience, and number of clients served. Describe the co-applicant organization, if applicable.

Eden Housing has developed and acquired nearly 12,000 residential units in 170 properties in cities throughout the San Francisco Bay Area, the Central Valley, and Southern California. Eden Housing is not only one of the oldest, but stands out as one of the most productive, successful and fastest growing nonprofit affordable housing developers in California. More than one-half of Eden Housing's portfolio has been produced in the last one-third of our organization's lifetime. We are recognized in the industry for our creative development approach that includes collaborating with local governments and tailoring projects to suit each locale. Eden is also committed to mentoring and supporting smaller, less-experienced community-based organizations in their housing development efforts. However, our work is not simply defined by the housing we build for low-income residents. Housing development is but one aspect of a neighborhood revitalization strategy that also includes professional property management and human support services for residents. Each of these elements involves partnering with communities, investing in neighborhoods and empowering people.

Eden Housing, Inc. revitalizes communities through a variety of housing development, property management and social services activities that meet the needs of lower income people. We build sustainable communities-through the housing we produce, the professional property management we provide, the support services we offer to residents, the partnerships we establish, and the investments we make in neighborhoods throughout California. Eden Housing's mission is to create and sustain high-quality affordable housing communities that advance equity and opportunity for all.

Have there been any recent or upcoming leadership transitions?

There have been no recent leadership transitions.

Have there been any recent expansions or cutbacks in activities and/or budget? If so, please explain.

Eden Housing published a new Strategic Plan in 2020 that aims at the creation of 10,000 new homes in the next ten years. The four pillars of this strategic plan are:

1. Significantly increase housing for low-income Californians
2. Support the stability and economic mobility of residents
3. Embed commitment to racial, social and economic justice in all of our work
4. Invest in key infrastructure to increase organizational agility and readiness for scale

As a part of its growth goals Eden plans to expand from a robust Northern California pipeline to a statewide development platform with the capacity to create more homes in high need communities.

If applicable, what is the organization's standing with licensing or other accreditation authorities?

Eden Housing maintains a certificate of good standing with the Secretary of State and maintains its designation as a 501(C)3.

How does your organization verify client income?

Staff shall obtain verifications in compliance with requirements set forth by the affordable housing programs regulations. No decision to accept or reject an application shall be made until all verifications necessitated by the application form have been collected and any necessary follow-up interview has been performed.

Types of Verifications Required

All information relative to the following items must be verified as described in these procedures:

A. Eligibility for admission, such as:

1. Income

2. Assets and asset income
3. Household composition
4. Social security numbers
5. Full time student status

B. Allowances, such as:

1. Age, disability, or handicap, of household members
2. Medical costs (Elderly/Handicapped Families only)
3. Handicap expenses
4. Full time student status

Our organization will create a Tenant Selection Plan for this property which will use the below verification criteria.

- A. Eligibility Information
- B. Annual Income
- C. Assets and Asset Income
- D. Allowance Information
- E. Social Security Numbers of all Household Members
- F. Full-Time Student Status

All the above information must be documented and appropriate verification forms or letters placed in the applicant's file.

Only verified income information that is less than 90 days old may be used for certification or recertification.

Forms of Verification:

Documentation employed as part of the verification process may include:

- A. Checklists completed as part of the interview process and signed by the applicant;
- B. Verification forms completed and signed by Third Parties or Third-party oral with a record kept in the file;
- C. Documents provided by the household such as:
 1. Benefit checks
 2. Income tax returns
 3. W-2 forms
- D. Documentation of interviews with the household;
- E. Letters;
- F. Notes of telephone conversations with reliable sources;
- G. Photocopies of check stubs (three months consecutive check stubs as required by CTCAC and checking/savings account statements.

If third party verifications are not available, Staff will call the income source and keep written documentation, which will indicate the date of the conversation, source of the information, name and job title of the individual contacted, and a written summary of the information received. Each file will be documented to show that Staff attempted to obtain third party written documentation before relying on some less acceptable form of information.

Verifying Annual Income

- A. Annual Income shall be based on the best available information, considering the past year's income, current income rate and effective date; and shall include estimates for each income recipient in the household.
- B. The income of irregular workers will be estimated on the basis of the best information available, considering earning ability and work history.
- C. When an applicant reports zero income, Staff will request a household budget or statement of financial responsibility from the applicant. Investigations will include ordering a credit report on the applicant.
- D. Overtime income will be computed in accordance with verification obtained on the Employment Verification form from the employer unless the applicant is able to provide other reliable or accurate information.

General Project Information

Project Name

Oak Hill Eden

Project Address

Sir Francis Drake Boulevard
Unincorporated Marin County, California, 94964

Assessor's Parcel Number (APN)

018-152-12

Funding Requests

Which funding source(s) are you seeking for this project? Please refer to the NOFA for a description of each funding source and eligible project types. Those applying for HOME-ARP funds are highly encouraged to apply for HTF/PLHA funds as well.

HTF/PLHA

HTF/PLHA Amount Requested (max \$1.2 million)

\$1200000

Project Details

Scope of Work: Describe the proposed project, including details such as property characteristics, proposed use of funds, and number of housing units involved. Explain how the project will benefit the community.

Overview

Oak Hill Apartments will be comprised of two affordable residential communities of equal size—115 apartments developed by Eden Housing targeted toward lower income families, and 135 apartments to be built by Education Housing Partners (EHP) for income qualifying teachers and staff of local school districts and county employees. This application is for funding for the Eden Housing/Lower Income portion of the Oak Hill Apartments (Oak Hill Eden). Oak Hill Eden will offer studios, one, two and three-bedroom for-rent apartment homes targeting families. Oak Hill Eden will share common infrastructure with the educator housing component, including some amenity areas and a parking structure. The preliminary design concept responds to the environment by gently terracing homes to maximize Bay and hillside views. The community will feature sustainable design, drought-tolerant landscaping, and high-quality finishes. Amenities will include a community room, computer lab, bike parking, as well as outdoor areas for socializing, playing, and reflecting.

The Design

The project will be spread between two buildings. One building will have the 4-story parking garage and the EHP units above it. The portion of this building used by Oak Hill Eden will be Type I-A construction. All of the units and most of the amenities for Oak Hill Eden will be in a single building with five levels of units in a single phase. This building will be slab on grade Type III-A construction. This E shaped buildings will include office space for management and resident services as well as an array of amenities spaces, including a fitness center, community room, computer lab, and community kitchen. This will include 115 residential units, which is inclusive of 2, 2-bedroom managers units. The exterior will be designed to take advantage of the terrain and views. Outdoor amenities will playgrounds, planters, BBQ & Dining Areas, a dog run, and a rooftop terrace.

Services and Community Space

Two of the units will be set aside for live-in management staff so the property is well managed every day and night. The ground level of the building includes two property management offices for the full-time property manager, as well as two offices space for resident and supportive services staff who will provide a myriad of services – such as health and wellness, career, education, and financial literacy programming

– to help ensure our residents succeed in their new homes.

The ground level also contains a community room that opens onto a landscaped patio, a computer room, laundry facilities, and secure bicycle parking rooms with a space for every unit. Parking will be provided in an on-site garage with for at least one car per unit. All floors including the parking garage are elevator accessible.

Neighborhood

The site is in Unincorporated Marin, in the sphere of influence of the City of Larkspur. It is along Sir Frances Drake Blvd between the housing community of Drakes Cove and the San Quentin State Prison. The site is walking distance to shopping at the Marin Country Mart and transit centers including the Larkspur Ferry Terminal.

Describe the property's history leading up to this request. Include when the organization acquired/will acquire the property, any previous requests for County funding, attempts to secure other financing, etc.

The total site is 8.3 acres, with Oak Hill Eden comprising 4.1 acres of the site. The site is currently owned by the State of California and managed by the Department of Corrections and Rehabilitation (CDCR). The site used to be used as the CDCR gun range but is currently unused with the exception of a small portion of the site, which has a sewer treatment facility.

Eden maintain site control through a lease option agreement with the State of California. Eden was awarded the right to develop this site through a Request for Proposal process through the State.

The Project received CEQA entitlements in June of 2023 and has been awarded \$1,300,000 in HOME-ARP, \$800,000 in HOME, and \$476,896 in CDBG through Marin County applications. With the help of the County we received an award of \$1,900,000 through the HCD Local Government Matching Grant funding. The project has most recently applied for \$46,000,000 in funding through California HCD, which would allow the project to apply for Tax Credits.

Describe any nearby amenities, such as parks, public transportation, grocery stores, health care facilities, schools, childcare, libraries, parks/open space, etc. that residents of the project are/would be able to use.

The site is less than 0.5 miles from the Larkspur Ferry Terminal, which provides direct service to San Francisco and access to busses throughout Marin and the Bay Area. The development is less than .5 miles from Marin Country Mart, which provides a variety of food and shopping opportunities. A park, a medical clinic, and bike path are all within a mile of the project.

Select the known environmental issues of the proposed project site, and/or adjacent properties if relevant.

Easements or encroachments

Notes or clarifying information on environmental issues:

There is an easement at the site for the Central Marin Sanitary District to access a hydrogen peroxide tank.

Have you begun any state or federal environmental review procedures for the proposed project?

Yes

Who is the staff member that will supervise and manage the proposed project? Describe their past experience with project management.

Teddy Newmyer is the project manager for this project. He is an Associate Director of Real Estate Development with Eden housing and has worked in affordable housing development for over 7 years, including on projects that utilized HOME & CDBG funding. Teddy has worked on Oak Hill Apartments beginning when Eden was going through the RFP process with the State of California. Teddy 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.

Tim Gorman has 2 years of experience managing the development of low-income housing. He has led two rehab projects and has supported Eden Staff on New Constuction Projects at different stages of development from pre-dev to placed-in-service. He has applied for and executed disbursement compliance for CDBG Funding, HOME-ARP funding, LIHTC, and local grant funding through bay area municipalities.

Will the project involve hiring an external property management company?

No

If awarded funding, you will need to draft and submit an Affirmative Marketing Plan for this project. The plan would describe how you will market the project to different groups of people based on protected characteristics such as race, color, national origin, religion, sex (including sexual orientation and gender identity), familial status, and disability. Please refer to the Affirmative Marketing tab of the [Federal Grants website](#) for more information.

Describe any prior experience with affirmative marketing or similar initiatives.

All 170+ properties that Eden owns have an affirmative marketing plan in place, whether their funding requires it or not. Affirmatively marketing our projects is an important part of the Eden mission, and we have dedicated staff in-house who create these plans. The plan for Oak Hill will lay out outbound and inbound marketing strategies, demographics to target, and metrics for measuring the success of our plan.

All projects funded by HUD programs must Affirmatively Further Fair Housing. This is defined as combating housing discrimination and taking meaningful actions to overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to housing opportunities based on protected characteristics: race, color, national origin, religion, sex (including sexual orientation and gender identity), familial status, and disability.

How will this project Affirmatively Further Fair Housing?

Oak Hill Eden will follow an Affirmative Fair Housing Marketing Plan that will outline key steps and metrics for marketing to underrepresented populations. We will specifically target the populations identified as "least likely to apply" for this housing. The property will be marketed to these populations by the Property Manager, Property Supervisor, and Compliance Manager. After we receive applications for the waiting list we will determine success based on the number of applicants who meet our "least likely" to apply criteria by the time we close the list. If a mix of the "least likely" to apply groups are not applying, We will revise our marketing plan to actively target and outreach to those under-represented groups.

Describe any past community engagement activities for this project, and future plans for community engagement.

Eden Housing, Inc. through Town Hall Public Relations has been in contact with many community organizations, public officials, neighbors and governmental bodies through the initial stages of development. We have had conversations with the neighbors on both sides of the project, California Department of Corrections and Rehabilitation to the east, and the Drake's Cove Home Owner's Association to the west.

Through the CEQA Process this project has had multiple public meetings to hear and respond to local resident's concerns and support for this project. The project help a scoping meeting for the Environmental Impact Report (EIR) on April 11, 2022 and a public meeting on the draft EIR on March 16, 2023. The project also hosted two town hall meetings to solicit local input on the project, the first on October 28, 2021 and the second on October November 30, 2022.

Along with these meetings to engage local residents, project staff have met with multiple community organizations to solicit feedback on the project. To date the project staff has met with Marin Environmental Housing Collaborative, Southern Marin Fire Protection District, Marin County Office of Education, Greenbelt Alliance, Marin Organizing Committee, Canal Alliance, Marin Promise, Housing Crisis Action, and the League of Women Voters.

The project team has also been in consistent communication with the neighboring HOA at Drake's Cove Road to discuss the entrance to the project and how it will influence traffic on Sir Francis Drake Boulevard.

Demographics and Unit Information

In the table below, enter the existing or anticipated number of units based on income level and bedroom count. Refer to the [Current Marin County Income Limits](#) to determine income level.

Anticipated Unit Count by Bedrooms and Income Level

	Extremely Low	Very Low	Low	Moderate	Market Rate	TOTAL UNITS
Studio	5	17	6			28
1 bed	5	17	4			26
2 bed	4	18	7			29
3 bed	4	18	8			30
4 bed						0
Other						0
TOTAL UNITS	18	70	25	0	0	113

Notes or clarifying information on the unit count:

We will also have two 2 bedroom manager's units.

In the table below, enter the demographics of the people who live (or will live) in the proposed housing project. If unknown, use the demographics of households within similar existing Marin complexes as the proposed project, within the organization's purview. Specify the number of Hispanic/Latino residents in its stand-alone column. The "Total" column must include the number of Hispanic/Latino residents as part of the sum.

Are the following numbers specific to the proposed project, or to a similar existing Marin complex?

Similar existing Marin complex

Demographic Information

	Total Number of Persons	Persons Identifying as Hispanic/Latino
White	77	
Black/African American	10	
Asian	16	
American Indian/Alaskan Native		
Native Hawaiian/Other Pacific Islander		
American Indian/Alaskan Native & White		
Asian & White		
Black/African American & White		
American Indian/Alaskan Native & Black.African American		

	Total Number of Persons	Persons Identifying as Hispanic/Latino
Other Multi-Racial		
Other/Not Disclosed	10	
TOTAL (Unduplicated)	113	0

Fill in a number for each of the fields below. For new construction, or if you are unsure, please put 0.

Families

0

Female-headed households

0

Households that include person(s) with a disability

0

Project Planning

Select the current phase of the proposed project.

Predevelopment

Select the activities involved in the proposed project.

New Construction (ineligible for CDBG)

Describe the project timeline and specify a real or estimated completion date for each milestone below. Add/explain any additional milestones as needed.

For acquisition projects:

For new construction and/or rehabilitation projects:

Define scope of work/finish design

Saturday, June 1, 2024

Complete planning and environmental review

Sunday, December 1, 2024

Release bid package

Saturday, June 1, 2024

Select contractor

Tuesday, October 1, 2024

Finalize contract

Sunday, December 1, 2024

Obtain building permits

Monday, December 30, 2024

Start construction

Wednesday, January 1, 2025

Complete construction

Thursday, July 1, 2027

Notes on the project timeline above, including whether dates are estimated:

Dates are estimated.

Describe any flexibility regarding your project's start/completion date.

The project schedule is mainly driven by securing funding. We have applied for financing through HCD and other sources. Our current schedule can be adjusted should funding not be secured in the initial rounds of application.

Will you be seeking Project Based Section 8 Vouchers for this project?

No

Please be aware that if Project Based Section 8 Vouchers (PBV) are committed to the project, the environmental review process and subsidy layering must be completed before the acquisition is complete or construction commences. Actions taken prior to PBV being committed are not subject to this requirement.

Describe the type of site control that your organization has for the proposed property. If this request includes funds for acquisition, summarize the acquisition terms, price, contingencies, and conditions.

Eden Housing entered into a Lease Option Agreement with the State of California executed 05/24/2022. That agreement facilitates Eden Housing to enter into a 99-year groundlease for the development and construction of the project. The Lease Option Agreement will be attached as a supporting document.

Please describe in detail the entitlements and permits that will be required, and those already obtained. For example, Design Review, Master Plan, Zone Change, General Plan Change, Coastal Permit, etc.

Due to the State's ownership of the site, the State will be the lead agency on entitlements, CEQA, and permitting. The Department of General Services (DGS) will be the lead agency on most of these processes with help from Housing and Community Development (HCD). The CEQA entitlements process is being overseen by the Environmental Services Unit of HCD. Plan Check and Permitting will be overseen by the Project Management and Development Branch (PMD) of DGS.

Describe any contact with the planning staff at the relevant government jurisdiction, and any specific feedback they provided.

The Project team meets with staff from DGS and HCD every week to ensure efficient coordination. DGS has communicated that their permitting timeline and fees will be in line with the normal permitting process that a county or city would undertake.

Identify all applicable accessibility laws and specific accessibility requirements that must be met in the design of the proposed project.

The Oak Hill Project will be funded with the support of the California Tax Credit Allocation Committee (TCAC) and Housing and Community Development (HCD). The California Tax Credit Allocation Committee requires the following design standards, which we intend to meet. "All new construction projects must provide a minimum of fifteen percent (15%) of the Low Income Units with mobility features, as defined in CBC 11B 809.2 through 11B 809.4, and a minimum of ten percent (10%) of the Low Income Units with communications features, as defined in CBC 11B 809.5. These units shall, to the maximum extent feasible and subject to reasonable health and safety requirements, be distributed throughout the project consistent with 24 CFR Section 8.26."

HCD also has design standards which we intend to meet. The building standards are published in the California Code of Regulations, Title 24, known as the California Building Standards Code. This code

includes a requirement to meet Americans With Disabilities Act design standards.

Financing Plan

What is the status of all proposed project funding sources as of the date of this application?

1 Tax-Exempt Construction Loan \$58,829,655

The applicant has received a commitment for a tax-exempt construction loan from JP Morgan Chase Bank.

2 Taxable Construction Loan \$27,242,957

The applicant has received a commitment for a taxable construction loan from JP Morgan Chase Bank.

3 County of Marin AHF \$1,000,000 Committed

The Applicant has received a commitment from the County of Marin in the amount shown above for this development. The loan has the following terms: 3% simple interest, residual receipts for 55 years.

4 Marin Community Foundation \$600,000 Committed

The Applicant has received a commitment from the Marin Community Foundation in the amount shown above for this development.

5 Land Donation \$8,625,000 Committed

The applicant has received a commitment from the State of California to donate the land.

6 Net Syndication Proceeds \$4,698,742

The project is expected to receive net equity pay-ins from the investor limited partner during construction in the amount shown above.

7 County of Marin CDBG \$476,896 Committed

8 County Home-ARP \$1,300,000 Committed

9 County HOME \$800,000 Committed

10 County PLHA \$1,200,000 This Application

II. Permanent Financing

1 Tax-Exempt Perm Loan \$8,050,000 Committed

The applicant has received a commitment for a tax-exempt permanent loan in the amount shown above from JP Morgan Chase Bank.

2 HCD - MHP \$39,986,370 Submitted in June 2023

The applicant has applied for an MHP award in the amount shown above through the 2023 SuperNOFA process.

3 HCD - LGMG \$1,900,000 Committed

The applicant received a commitment for the HCD funds listed above on September 18, 2023. This award would be a 55 year term loan with a 3% interest rate

4 Deferred Developer Fee \$1,300,000 Committed

The applicant anticipates deferring a portion of the developer fee in the above amount.

5 GP Equity \$3,500,000 Committed

The GP anticipates contributing equity to the project in the above amount.

6 Net Syndication Proceeds \$46,987,416

The project is expected to receive net equity pay-ins from the investor limited partner in the amount shown above.

7 County of Marin AHF \$1,000,000 Committed

The Applicant has received a commitment from the County of Marin in the amount shown above for this development. The loan has the following terms: 3% simple interest, residual receipts for 55 years.

8 Marin Community Foundation \$600,000 Committed

The Applicant has received a commitment from the Marin Community Foundation in the amount shown above for this development.

9 Land Donation \$8,625,000 Committed

The applicant has received a commitment from the State of California to donate the land.

10 County of Marin CDBG 476,896 Committed

11 County Home-ARP \$1,300,000 Committed

12 County HOME \$800,000 Committed

13 County PLHA \$1,200,000 This Application

What is the timing and likelihood for obtaining commitments of anticipated funding sources?

The project will find out the determination on it's ~\$46,000,000 SuperNOFA application in the second quarter of 2024. That determination will either allow us to apply for tax credits in 2024 or force us to wait until next year's HCD SuperNOFA to apply again.

In the event that any funding sources are not obtained or are committed at lower levels than requested, what alternatives will be pursued?

We will plan to find other funding through the county and state to fill any financing gap that arises.

For each item in your project budget, to be attached to this application, please explain how the budgeted amount was derived, whether costs are estimated or bid, and any other relevant information that justifies the budgeted expense (e.g., cost per square foot, percentage of other costs, estimated number of work hours).

See Sources and Uses Tab of Attached Spreadsheet.

Is your organization receiving any other Marin County funding for this project?

Yes

Please describe. Include a brief overview of the goals and accomplishments achieved through this funding.

On May 24, 2022 the Marin County Board of Supervisors awarded this project a loan of \$1,000,000 from the county's Affordable Housing Fund for affordable housing predevelopment. These funds will be integral to the predevelopment schematics, entitlements, and design.

On April 14, 2022 the Marin County Board of Supervisors awarded Oak Hill \$476,896 of Community Development Block Grant (CDBG) funding. These funds are going to contribute to site improvements and infrastructure to serve this development. Specifically, we are working with the county to use these funds for the Environmental Impact Report that was required for CEQA compliance.

On June 20, 2023, the Marin County Board of Supervisors awarded Oak Hill \$1,300,000 of HOME-ARP and \$800,000 of HOME funding. These funds will go toward unit construction.

Does your organization have unspent funds that were previously awarded by the County (for any project)?

Yes

What is your timeline for expending the fund balance?

Eden Housing owns a project at 3301 Kerner Boulevard in San Rafael that was recently awarded County PLHA which it has not closed on yet. It will eventually close on \$685,000 from the County PLHA and LHTF loans. These funds will be draw down during the construction phase.








The adaptive reuse project at the former US Coast Guard housing facility in Point Reyes Station was awarded a loan of \$714,250 in PLHA funds from Marin County in 2022, along with CDBG and HOME funds in 2023. The project has not yet received the funds due to a lagging standard agreement from HCD. The project plans to use these funds for predevelopment and construction once it receives its authority to use grant funds.

HTF/PLHA applicants only: Describe your organization’s experience with administering state grant funds. What experience do you have with State prevailing wage and procurement requirements?

Eden Housing is highly skilled in working with state grant programs, including MHP, IIG, Joe Serna, etc. Eden has received state funding on dozens of other affordable housing developments and has successfully administered them meeting all requirements. Eden is highly experienced complying with CA state 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 assist with monitoring.

Attachments

Please closely review the Notice of Funding Availability (NOFA) for instructions on which documents you must attach. The County requires specific attachments for each funding type (HTF/PLHA, HOME-ARP, CDBG Housing). Please label your attachments in this manner: “2023-24 [Document Name] for [Organization Name]- [Project Name].”

-  2024 Excel Spreadsheet Ede... .xlsx
-  2024-25 FS (19-20) for Eden -... .pdf
-  2024-25 FS (20-21) for Eden-pdf
-  2024-25 FS (21-22) for Eden -... .pdf
-  2024-25 Lease Option Agree... .pdf
-  2024-25 Operating Budget fo... .pdf
-  Oak Hill Flood Map–reduced.pdf

Certification

Please review your responses above for accuracy.

Name of Person Completing this Application

Tim Gorman

Title of Person Completing this Application

Project Developer

By checking this box,

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

Village at Oak Hill

County: Marin

APN

Address

SOURCES OF FUNDS	TOTAL	RESIDENTIAL		Construction Period	
Perm Loan	8,050,000	8,050,000	7.00%		35 years amortization
Land Donation	8,930,000	8,930,000		8,930,000	
County (AHF)	1,000,000	1,000,000		1,000,000	
County (HOME-ARP)	1,300,000	1,300,000		1,300,000	
County PLHA (2024)	1,200,000	1,200,000		1,200,000	
County (PLHA/HTF)	1,158,030	1,158,030		1,158,030	
County (CDBG)	476,896	476,896		476,896	
Marin Cmty Foundation/Other	600,000	600,000		600,000	
LGMG	1,900,000	1,900,000			
MHP (at loan limit)	39,986,370	39,986,370			
County (HOME)	800,000	800,000		800,000	
Deferred Developer Fee - Priority (HCD cap)	700,000	700,000			paid dev fee 2,200,000
GP equity/Non-Priority Def Fee	50%	100	100		Max allowable - HCD 2,200,000
IIG	5,969,900	5,969,900		5,969,900	
Investor Capital Contributions	federal	46,987,416	46,987,416	4,698,742	
	state	0	0		
TOTAL SOURCES	119,058,712	119,058,712	funds available	26,133,568	
			Const. period	111,006,180	
Construction loan needed	86,072,612		tax-exempt	58,829,655	8.00%
	24	mo const +	taxable	27,242,957	8.00%
Surplus/Gap	0				
		100.00%			

USES OF FUNDS	TOTAL COST	RESIDENTIAL	BASIS 4% CREDIT	Construction Period Costs	Explanation
LAND COST/ACQUISITION					
Land Cost or Value - Donation	8,930,000	8,930,000		8,930,000	Appraisal
Title and Escrow	10,000	10,000		10,000	Estimated from comparable projects.
Total Acquisition Cost	8,940,000	8,940,000		8,940,000	
NEW CONSTRUCTION					
Site Work and Utilities	5,500,000	5,500,000	5,500,000	5,500,000	GC Estimate
Structures	56,157,407	56,157,407	56,157,407	56,157,407	GC Estimate
Solar Net Cost	350,000	350,000	350,000	350,000	GC Estimate
Escalation Contingency	12.5% 8,356,250	8,356,250	8,356,250	8,356,250	GC Recommendation
General Requirements	2,527,083	2,527,083	2,527,083	2,527,083	GC Estimate
Contractor Insurance & Bond	350,000	350,000		350,000	GC Estimate
Contractor Overhead & Profit	1,965,509	1,965,509	1,965,509	1,965,509	GC Estimate
Total New Construction Costs	75,206,250	75,206,250	75,206,250	75,206,250	
ARCHITECTURE & ENGINEERING					
Design	1,200,000	1,200,000	1,200,000	1,200,000	Contract & Architect Estimate
Survey and Engineering	675,000	675,000	675,000	675,000	Estimated from comparable projects.
Total Architecture & Engineering	1,875,000	1,875,000	1,875,000	1,875,000	
CONSTR. INTEREST & FEES					
Const. Loan Interest	11,170,740	11,170,740	6,702,444	11,170,740	Calculated based on costs, duration, and interest rate
Predevelopment loan interest	80,530	80,530	80,530	80,530	Calculated based on costs, duration, and interest rate
City or County loan fees	30,000	30,000	30,000	30,000	Estimate
Insurance	519,721	519,721	519,721	519,721	Estimated from comparable projects.
Title and Recording	100,000	100,000	100,000	100,000	Estimated from comparable projects.
Total Construction Interest and Fees	11,900,992	11,900,992	7,432,696	11,900,992	
PERMANENT FINANCING					
Cost of Bond Issuance	1,276,138	1,276,138	662,936	1,231,138	See details in table to the right. This is based on estimates from
Title and Recording	65,000	65,000		0	Estimated from comparable projects.
Legal	25,000	25,000		0	Estimated from comparable projects.
Total Permanent Financing Costs	1,366,138	1,366,138	662,936	1,231,138	
LEGAL FEES					
Sponsor Legal	75,000	75,000	75,000	75,000	Estimated from comparable projects.
Total Attorney Costs	75,000	75,000	75,000	75,000	
RESERVES					
Capitalized Operating Reserve - 4 mo	732,532	732,532			Calculated from estimated OpEx
Resident Services Reserve	1,480,000	1,480,000			Calculated from estimated Services Budget
Total Reserve Costs	2,212,532	2,212,532		0	
Total Appraisal Costs	5,000	5,000	5,000	5,000	Contracted
Total Construction Contingency Costs	10.02% 7,537,147	7,537,147	7,537,147	7,537,147	
OTHER					
Tax Credit App./Alloc./Monitoring fees	99,403	99,403		99,403	Calculated from TCAC Fee Schedules
Const Management	300,000	300,000	300,000	300,000	Estimated from comparable projects.
Local Development Impact Fees	2,357,500	2,357,500	2,357,500	2,357,500	Estimated from comparable projects.
Permit Processing Fees	1,380,000	1,380,000	1,380,000	1,380,000	Estimated from State.
Testing	165,000	165,000	165,000	165,000	Estimated from comparable projects.
Market Study	10,000	10,000		10,000	Contracted
Marketing & Lease up	153,750	153,750		153,750	Estimated from comparable projects. \$1200 per unit plus \$15,750 for events.
Environmental & Certifications	600,000	600,000	600,000	600,000	For CEQA work - Contracted + additional estimates.
Furnishings	238,000	238,000	238,000	238,000	Estimated from comparable projects. \$1200 per unit.
Soft Cost Contingency - ADJUST HERE	1,000,000	1,000,000	1,000,000	1,000,000	
Total Other Costs	6,303,653	6,303,653	6,303,653	6,303,653	
Total Project Cost	115,421,712	115,421,712	98,834,528	113,074,180	

50% TEST	
Basis	98,217,842
Land (value)	8,940,000
bond financing	58,829,655
	54.90%
taxable tail	27,242,957

COSTS OF BOND ISSUANCE		88,391,414
Bond Counsel		65,000
Bank Counsel		65,000
Issuer Fee @ .5%		44,196
Issuer app/legal		10,000
Issuer monitor during const		88,391
CDLAC		30,937
CDIAC		13,259
Consultant		0
Attorney		80,000
Title costs		60,000
Const loan fee @ .75%		662,936
Const lender costs		50,000
Perm loan fee @ 1% +costs		106,420
TOTAL		1,276,138

<i>DEVELOPER COSTS</i>					
Developer Overhead/Profit	3,500,000	3,500,000	3,500,000	800,000	Based on HCD/TCAC limits
Total Developer Costs	3,500,000	3,500,000	3,500,000	800,000	
TOTAL PROJECT COST	118,921,712	118,921,712	102,334,528	113,874,180	
<i>Syndication Costs</i>					
Legal - Syndication	57,000	57,000		57,000	Estimated from comparable projects.
Audit & Accounting	20,000	20,000		20,000	Based on Cohen Reznick contract
Consultant - Syndication	80,000	80,000		80,000	Based on CEI contract
Total Syndication Costs	137,000	137,000		137,000	
TOTAL PROJECT COSTS INCL. SYNDICATION	119,058,712	119,058,712	102,334,528	114,011,180	

Income

Tenant Income		2,435,652
Laundry		12,420
Vacancy	5%	-122,404
EGI from tenant rents		2,325,668

Total Project EGI **2,325,668**

Expenses

Operating expenses		1,149,041
Services		180,903
Monitoring fee		0
Bond Monitoring fee		10,803
NET OPERATING INCOME		984,922
Debt Service - Tranche A		662,520
Debt Service - Tranche B		0
Operating Reserve		0
MHP Debt Service		143,905
HCD Monitoring Fee		0
Replacement Reserve		57,500
Excess Cash		120,998

Oak Hill Apartments - EDEN

Task / Milestone	Duration (Mos.)	Start Date (start of period)	End Date (end of period)
Entitlement	24	Jan-21	Feb-21
Due Diligence	12	Jan-21	Jan-22
CEQA	24	Jun-21	Jun-23
Schematics Review	9	Sep-22	Jun-23
Entitlement Approvals	0	Jun-23	Jun-23
Permitting	12	Jun-23	Jun-24
Design Development	4	Jun-23	Oct-23
Construction Documents	5	Oct-23	Mar-24
Building Dept & HCD Review	6	Mar-24	Sep-24
Permits Received	0	Sep-24	Sep-24
Financing	24	Jun-23	Jun-25
Affordable Housing Financing	18	Jun-23	Dec-24
HCD Financing	7	Jun-23	Jan-24
TCAC/CDLAC Financing	11	Jan-24	Dec-24
Construction	29	Dec-24	May-27
Site Work	6	Dec-24	Jun-25
Foundations	6	Jun-25	Dec-25
Vertical Construction	17	Dec-25	May-27
TCO/First Occupancy	0	May-27	May-27
Final Completion	2	May-27	Jul-27
Leasing	8	Dec-26	Aug-27
Resident Selection	8	Dec-26	Aug-27
Community Outreach	69	Jan-21	Oct-26
Stakeholder Meetings	30	Jan-21	Jul-23
Community Meetings/Study Sessions	30	Jan-21	Jul-23
General Stakeholder Discussions	80	Jan-21	Sep-27

CASH FLOW ANALYSIS

Tenant Income

Unit Size	AMI	# of Units	Monthly		Total Annual	Total Annual	Utility Allowance	Marin County 2022 RENTS		Max TC rents
			Rent Charged	Total Monthly				Gross Rents	Total Annual Gross Rents	
Studio	30%	5	929	4,645	55,740	49	978	4,890	978	
Studio	40%	6	1,256	7,536	90,432	49	1,305	7,830	1,305	
Studio	50%	11	1,582	17,402	208,824	49	1,631	17,941	1,631	
Studio	60%	6	1,908	11,448	137,376	49	1,957	11,742	1,957	
1 BR	30%	5	990	4,950	59,400	58	1,048	5,240	1,048	
1 BR	40%	6	1,340	8,040	96,480	58	1,398	8,388	1,398	
1 BR	50%	11	1,690	18,590	223,080	58	1,748	19,228	1,748	
1 BR	60%	4	2,039	8,156	97,872	58	2,097	8,388	2,097	
2 BR	30%	4	1,177	4,708	56,496	81	1,258	5,032	1,258	
2 BR	40%	6	1,597	9,582	114,984	81	1,678	10,068	1,678	
2 BR	50%	12	2,016	24,192	290,304	81	2,097	25,164	2,097	
2 BR	60%	7	2,436	17,052	204,624	81	2,517	17,619	2,517	
3 BR	30%	4	1,350	5,400	64,800	104	1,454	5,816	1,454	
3 BR	40%	6	1,835	11,010	132,120	104	1,939	11,634	1,939	
3 BR	50%	12	2,319	27,828	333,936	104	2,423	29,076	2,423	
3 BR	60%	8	2,804	22,432	269,184	104	2,908	23,264	2,908	
Manager - 2 BR		2								
Income		115		180,539	2,435,652		Avg Afford	46.90%		
Laundry		9	1,035		12,420					
Vacancy										
EGI from tenant rents										

**Eden Development Inc
Financial Statement
September 30, 2023**

ASSETS

UNRESTRICTED CASH	97,941
AFFILIATE AND OTHER RECEIVABLES	1,453,329
INVESTMENTS IN GENERAL PARTNERSHIP	(16,324,167)
INVESTMENTS IN LLCs	2,626,824
NOTE RECEIVABLES	29,266,227
TOTAL ASSETS	<u>17,120,154</u>

LIABILITIES & NET ASSETS

ACCOUNTS PAYABLE / ACCRUED LIABILITIES	2,226
AFFILIATE PAYABLES	298,560
NOTES AND LOAN PAYABLES	24,431,000
TOTAL LIABILITIES	<u>24,731,786</u>
FUND BALANCE	(6,649,036)
CURRENT EARNINGS	(962,596)
TOTAL LIABILITIES & NET ASSETS	<u>17,120,154</u>

**Eden Development Inc
Financial Statement
Year Beginning January 1, 2023 and
Ending September 30, 2023**

REVENUES

PASS THROUGH INCOME (LOSS) FROM GENERAL PARTNERSHIP	(2,183,020)
DEVELOPER FEE	1,221,000
PARTNERSHIP MANAGEMENT FEE	51,345
GRANTS AND CONTRIBUTION	283,827
TOTAL REVENUE	(626,849)

EXPENSES

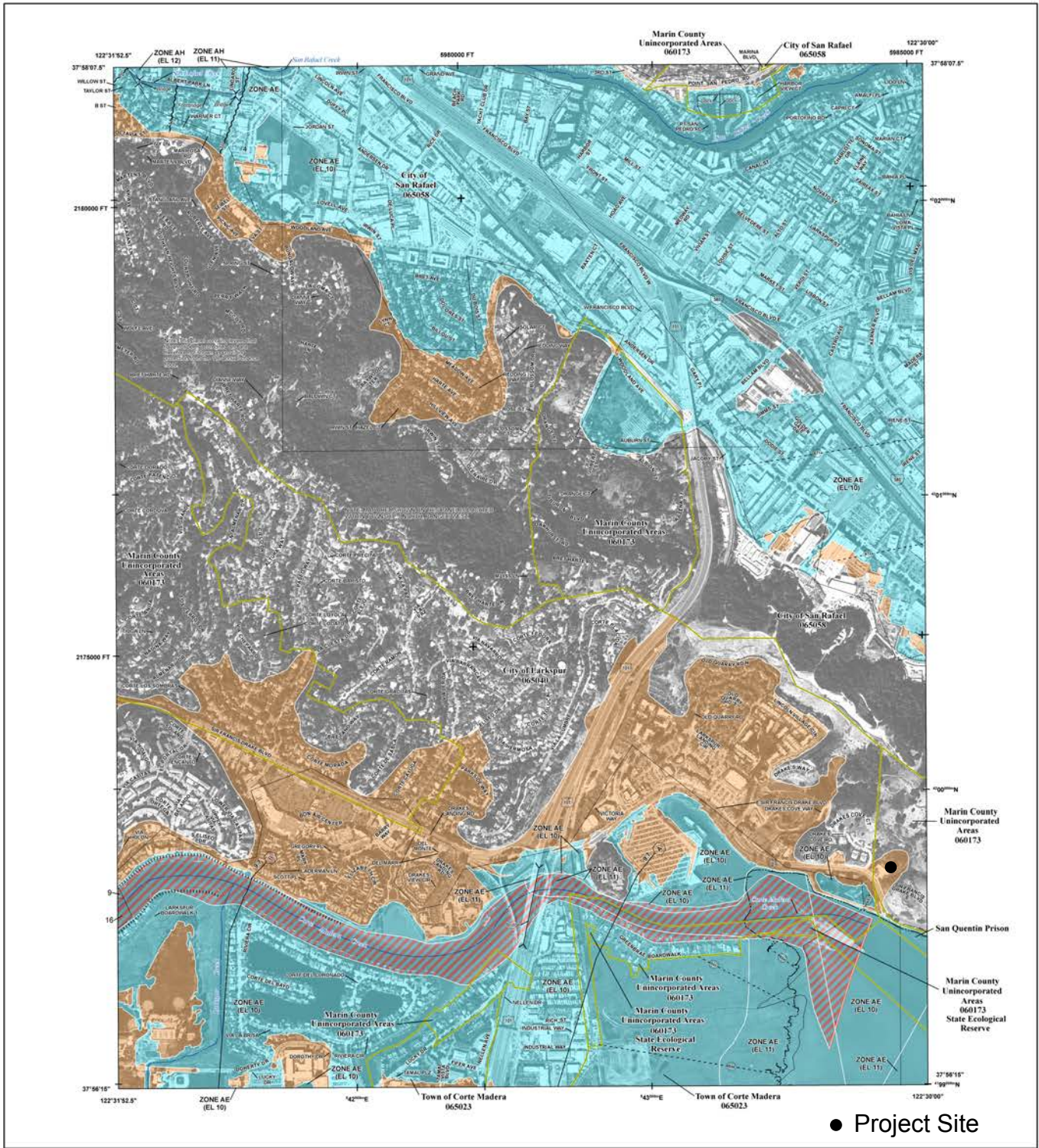
PARNERSHIP MANAGEMENT FEE	51,345
WAGES AND BENEFITS	283,389
OTHER EXPENSES	1,013
TOTAL EXPENSES	335,747
NET SURPLUS/DEFICIT	(962,596)

I certify the above to represent the fair and reasonable balance of
Eden Development Inc. as of September 30, 2023.

Tatiana Blank

Tatiana Blank (Dec 8, 2023 10:59 PST)

Tatiana Blank
Chief Financial Officer



● Project Site

FLOOD HAZARD INFORMATION

SEE FIS REPORT FOR ZONE DESCRIPTIONS AND INDEX MAP
 THE INFORMATION DEPICTED ON THIS MAP AND SUPPORTING
 DOCUMENTATION ARE ALSO AVAILABLE IN DIGITAL FORMAT AT
[HTTP://MSC.FEMA.GOV](http://MSC.FEMA.GOV)

- Without Base Flood Elevation (BFE)
Zone A, X, 000
- With BFE or Depth Zone AE, AD, AH, VE, AH
- Regulatory Floodway
- 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 X
- Area with Reduced Flood Risk due to Levee See Notes Zone X
- Areas of Minimal Flood Hazard Zone X
- Area of Undetermined Flood Hazard Zone D
- Channel, Culvert or Storm Sewer Accredited or Provisionally Accredited Levee, Dike or Floodwall
- Non-accredited Levee, Dike or Floodwall
- Cross Sections with 1% Annual Chance Water Surface Elevation (BFE)
- Cross Sections with 1% Annual Chance Water Surface Elevation (BFE)
- Coastal Tractant
- Profile Baseline
- Hydrographic Feature
- Base Flood Elevation Line (BFE)
- Limit of Study
- Jurisdiction Boundary

NOTES TO USERS

For information and questions about this map, available products associated with this FIRMs including historic versions of the FIRMs, how to order products or the National Flood Insurance Program in general, please call the FEMA Map Information eXchange at 1-877-FEMA-MAP (1-877-326-2627) or visit the FEMA Map Service Center website at <http://msc.fema.gov>. Available products may include previously issued editions of Map Change, a Flood Insurance Study Report, and/or digital versions of this map. Many of these products can be ordered or obtained directly from the website. Users may determine the current issue date for each FIRMs panel by visiting the FEMA Map Service Center website or by calling the FEMA Map Information eXchange.

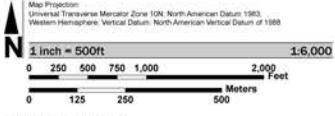
Communities acquiring land on adjacent FIRMs panels must obtain a current copy of the adjacent panel as well as the current FIRMs index. These may be ordered directly from the Map Service Center at the number listed above.

For community and countywide map data refer to the Flood Insurance Study report for this jurisdiction.

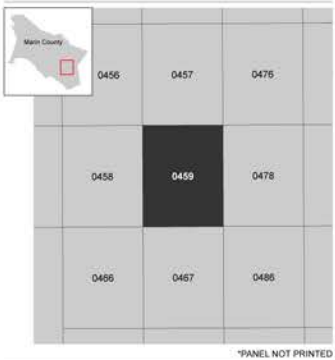
It is determined if flood insurance is available in this community, contact your insurance agent or call the National Flood Insurance Program at 1-800-638-6023.

Base map information shown on this FIRMs was derived from Coastal California LIDAR and Digital Imagery dated 2011. USGS NAIP 2012 imagery is used in areas not covered by the Coastal California Imagery.

SCALE



PANEL LOCATOR



FEMA
 National Flood Insurance Program

**NATIONAL FLOOD INSURANCE PROGRAM
 FLOOD INSURANCE RATE MAP
 MARIN COUNTY,
 CALIFORNIA
 and Incorporated Areas
 PANEL 459 of 531**

Panel Contents:

COMMUNITY	NUMBER	PANEL	SUFFIX
CORTE MADERA, TOWN OF	065023	0458	F
LARKSPUR, CITY OF	065040	0459	F
MARIN COUNTY	065213	0459	F
SAN RAFAEL, CITY OF	065056	0459	F

VERSION NUMBER 2.3.2.0
 MAP NUMBER 0604100459F
 48 MAP REVISED MARCH 16, 2016

GROUND LEASE OPTION AGREEMENT (San Quentin)

This Ground Lease Option Agreement (“**Agreement**”) is entered into by and between (a) the STATE OF CALIFORNIA (“**State**”), acting by and through the DEPARTMENT OF GENERAL SERVICES (“**DGS**”), with the consent of the DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (“**HCD**”) and CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION (“**CDCR**”), on the one part, and (b) Eden Housing, Inc., a California corporation (“**EHI**”), and Education Housing Partners, Inc., a California nonprofit public benefit corporation (“**EHP**” and collectively with EHI, “**Optionee**”), on the other part. The STATE and Optionee may sometimes hereinafter be referred to as “**Party**” or collectively as the “**Parties**”. Capitalized terms used in this Agreement shall have the meanings ascribed to them by the section in which such term is first defined.

RECITALS

A. STATE is the fee owner of that certain real property, together with all improvements located thereon, located at Marin County (“**County**”), State of California, with Assessor’s Parcel Number(s): 018-152-12, more particularly described and depicted in **Exhibits A and B**, attached hereto and incorporated herein by this reference (the “**State Parcel**”).

B. Pursuant to that certain DGS Request for Proposal No. 3-20 issued in accordance with Executive Order N-06-19 (the “**RFP**”) with respect to the approximately eight and three tenth (8.3) acre portion of the State Parcel more particularly described and depicted in **Exhibit C**, attached hereto and incorporated by this reference (the “**Option Property**”), Optionee submitted a responsive bid proposal to the RFP (“**Optionee’s Bid Proposal**”) and Optionee was selected to develop, finance, and construct the affordable housing project proposed in Optionee’s Bid Proposal (the “**Optionee Project**”) at the Option Property.

C. Pursuant to the RFP and to facilitate the development of the Optionee Project, State and Optionee desire to enter into two (2) ninety-nine (99) year ground leases (each, a “**Ground Lease**” and collectively, the “**Ground Leases**”) for the development and construction of the Optionee Project consistent with Optionee’s Bid Proposal and the requirements and guidelines set forth in the RFP. The Optionee Project is intended to be developed as two (2) concurrent sub-projects, with EHI entering into one (1) Ground Lease (the “**EHI Ground Lease**”) for the portion of the Optionee Property depicted in **Exhibit D**, attached hereto and incorporated by this reference (the “**EHI Property**”), to develop one hundred fifteen (115) lower income units (the “**EHI Project**”) and EHP entering into the second Ground Lease (the “**EHP Ground Lease**”) for the portion of the Option Property depicted in **Exhibit D**, attached hereto and incorporated by this reference

(the “**EHP Property**”) to develop one hundred fifteen (115) to one hundred thirty five (135) moderate income units (the “**EHP Project**”).

D. In accordance with the terms and conditions herein, Optionee will finance, design, develop, construct, operate, and maintain the housing units comprising the Optionee Project on the Option Property.

E. This Agreement is not a lease, and grants Optionee no current real property interest in, right to use or otherwise occupy the Option Property.

F. The Ground Leases or any other real property interest agreement that binds State to grant a current interest in real property to Optionee shall not be entered into or otherwise executed, if at all, unless and until (i) Optionee properly exercises the option granted herein with respect to both of the Ground Leases, and (ii) all conditions and obligations contained herein have been fully satisfied and/or waived in writing by the Party benefitted thereby.

G. In order for Optionee to demonstrate site control over the Option Property for the purpose of submitting its financing applications and to provide the Parties an understanding of the development potential of the Option Property before entering into the Ground Leases, if at all, Optionee desires to obtain an option to ground lease the Option Property from State and State is willing to grant an option to Optionee to ground lease the Option Property pursuant to the terms and conditions contained in this Agreement.

NOW, THEREFORE, in consideration of the above recitals, all of which are incorporated into this Agreement, and for other good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, the Parties agree as follows:

AGREEMENT

1. Effective Date. The “**Effective Date**” of this Agreement shall be the date it is signed on behalf of the State by and through DGS.
2. Option. State hereby grants Optionee the option to ground lease the Option Property from State upon the terms and conditions set forth in this Agreement (the “**Option**”) during the Option Term (as defined in Section 4, below).
3. Option Consideration. No later than ten (10) business days after the Effective Date, Optionee shall pay State the sum of ONE HUNDRED AND NO/100THS DOLLARS (\$100.00) (“**Option Payment**”). The Option Payment shall not be refundable for any reason and shall not be credited to any payments under the Ground Lease.

4. Option Term. The “**Option Term**” shall commence upon the Effective Date and shall expire on the date that is three (3) years after the Effective Date (the “**Expiration Date**”); provided, however, if (a) there is a legal challenge to the certification of the Project CEQA document and (b) Optionee elects to defend such legal challenge, the Option Term shall automatically be tolled until the earlier to occur of (y) the date that is nine (9) months after the resolution of the legal challenge or (z) the date that is one (1) month after the lead agency approves/certifies any corrections or supplements to the Project CEQA document required in conjunction with the resolution of the legal challenge. Notwithstanding the foregoing to the contrary, at any time after Optionee’s payment of the Option Payment and in Optionee’s sole discretion, Optionee may terminate this Agreement by providing written notice to State of Optionee’s election to terminate this Agreement

5. Exercise of Option. Subject to the conditions set forth below in Section 6, the Option may only be exercised by Optionee’s execution and delivery of a written exercise of Option to State with respect to both of the Ground Leases during the Option Term. The Option may not be exercised until all the conditions set forth below in Section 6 are satisfied and/or waived in writing by the Party benefitted thereby. Optionee acknowledges that Optionee shall have no right to exercise the Option with respect to one Ground Lease and not the other Ground Lease.

6. Conditions. Optionee’s right to exercise of the Option is conditioned upon and subject to the satisfaction or the State’s written waiver (in the State’s sole and absolute discretion) of the following conditions:
 - a. Approval of Property by Optionee. Within thirty (30) days following the Effective Date, Optionee shall have notified the State in writing of its approval of the suitability of the Option Property for Optionee’s intended use and development of the Option Property. In accordance with the terms of that certain Right of Entry (the “**ROE**”) attached hereto and made a part hereof (See **Exhibit E**) by and between Optionee and DGS, Optionee has been given permission by the State to conduct due diligence inspections, investigations, tests and studies (including, without limitation, investigations with regard to zoning, building codes and other governmental regulations, architectural inspections, engineering tests, economic feasibility studies and soils, seismic and geologic reports, environmental testing and investigations to determine, among other things, if all needed entitlements can be procured in an acceptable form to develop and construct the Optionee Project as identified in Optionee’s Bid Proposal at the Option Property) with respect to the Option Property as Optionee may elect to make or maintain.

- b. Environmental Requirements. Optionee shall have obtained Final Approval of the Project Entitlements prior to the expiration of the Option Term. As used herein, the term “**Project Entitlements**” means the land use entitlements, permits and other required governmental regulatory approvals necessary for the development and construction of the Optionee Project, including, without limitation, (i) California Environmental Quality Act (set forth in Public Resources Code, Section 21000 et seq., “**CEQA**”) and (ii) any demolition, grading and building permits for the Optionee Project (collectively, the “**Construction Permits**”). As used herein, the term “**Final Approval**” means that the applicable government agency/official has taken its final action with respect to the subject Project Entitlement and all applicable administrative appeal or legal challenge periods have expired without the timely filing of an administrative appeal or legal challenge, or, in the event of the timely filing of an administrative appeal or legal challenge, such matters has been finally resolved in a manner that permits the development of the Optionee Project.

Optionee shall be responsible for obtaining all of the Project Entitlements. The Parties agree and acknowledge that the State retains full discretion to approve, disapprove or condition the final Project to be developed and constructed at the Option Property, including, but not limited to, requiring additional mitigation measures or alternatives necessary to avoid or substantially lessen the environmental impacts of the Optionee Project. Any approval of the Optionee Project is expressly conditioned on Optionee’s compliance with any applicable CEQA requirements.

- c. Construction Documents. Prior to the expiration of the Option term, Optionee shall have obtained the State’s approval that the Construction Documents for the Optionee Project comply with all applicable requirements of the California building code and local fire safety and access requirements (collectively, the “**Building Codes**”). The State agrees that separate sets of Construction Plans will be submitted for the EHI Project and the EHP Project.

Optionee shall develop a complete set of architectural, civil, structural, mechanical and electrical drawings and specifications sufficient to enable contractors to compile bids for and construct the Optionee Project (the “**Construction Documents**”). Optionee shall submit to the State three (3) complete copies of the “Building Permit Set” of the Construction Documents for the State’s review and comment. The State shall either

accept or return the submitted review sets with comments to Optionee. If the State provides comments to a review set, Optionee shall re-submit a revised review set with corrections completed within thirty (30) days from the date State returns the review sets to Optionee with comments. The State shall either accept or return the submitted revisions with comments to Optionee. This sequence shall continue until the review is approved by the State. The State shall not unreasonably withhold, condition or delay its disapproval of Construction Documents.

- d. Project Financing. Prior to the expiration of the Option Term, Optionee shall provide satisfactory evidence of Optionee's ability to finance the cost of the Optionee Project, which may be evidenced by (i) commitments from the Optionee's tax credit investors and/or the lenders providing development and construction financing for the Optionee Project or (ii) the applicable Joint Powers Authority shall have approved the issuance of the subject bonds providing development and construction financing for the Optionee Project subject to adopted financial parameters. The State agrees that separate financing plans will be submitted for the EHI Project and the EHP Project. The State shall not unreasonably withhold, condition or delay its approval of a proposed financing plan. If Optionee plans to hypothecate the leasehold interest contemplated by one or both of the Ground Leases as security for the subject financing, Optionee shall submit substantially final versions of all documents proposed in the financing transaction along with a request for States' consent to the proposed hypothecation in accordance with the terms of the applicable Ground Lease, which consent (1) shall not be withheld if the proposed hypothecation meets the requirements of permitted financing under the applicable provisions of the applicable agreed-upon form of Ground Lease and (2) otherwise shall not be unreasonably withheld.
- e. Affirmative Fair Housing Compliance. In all of Optionee's activities, Optionee shall comply with all applicable state and federal fair housing laws, including the Americans with Disabilities Act, the Fair Housing Amendments Act, the California Fair Employment and Housing Act, the Unruh Act, Government Code section 11135, Section 504 of the federal Rehabilitation Act of 1973 (29 U.S.C. section 794), and applicable regulations issued under those statutes, including, but not limited to, 24 C.F.R. Part 8, 24 C.F.R. Part 100, 28 C.F.R. Part 35, and Cal Code Regs., title 2, division 4.1, chapter 5, subchapters 6 and 7.

Prior to the expiration of the Option Term, Optionee shall adopt a written non-discrimination policy. Optionee shall provide a copy of this policy to HCD for its review and approval prior to the earlier to occur of (y) two (2) months prior to the expiration of the Option Term or (z) execution of the Ground Lease. The policy shall state that no person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity funded in whole or in part with program funds made available to the site on the grounds of: (i) race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, marital status, national origin, ancestry, familial status, disability, age, medical condition, genetic information, citizenship, primary language, immigration status (except where explicitly prohibited by federal law), veteran or military status, or all other personal characteristics protected from discrimination under federal or state fair housing laws, (ii) being perceived to have any of these characteristics, or (iii) being associated with a person who has, or is perceived to have, any of these characteristics.

Optionee shall develop and implement an affirmative fair housing marketing plan that is satisfactory to HCD. Optionee shall provide a copy of this plan to HCD for its review and approval prior to the earlier of (y) two (2) months prior to the expiration of the Option Term or (z) execution of the Ground Lease. Appropriate aspects of the plan shall be incorporated into the ongoing property management plan to ensure positive outreach and informational efforts to those who are least likely to know about and apply for housing.

- f. Construction Assurances. Prior to the expiration of the Option Term, Optionee shall provide evidence that, when the Ground Leases are executed, Optionee will provide assurances of construction completion in accordance with the Ground Leases, or a letter of intent bond that is sufficient to assure State that a bond is forthcoming consistent with the Ground Leases.
 - g. Evidence of Insurance. Prior to the expiration of the Option Term, Optionee shall provide evidence of insurance coverage which will be available when the Ground Leases are fully executed, and which fully complies with the requirements of the Ground Leases.
7. Ground Lease of the Option Property. If all necessary conditions and obligations contained in this Agreement are satisfied and if Optionee elects to exercise the Option and ground lease the Option Property from the State, the State and Optionee shall

execute the Ground Leases substantially in the form agreed upon by the Parties during the Option Term. The Parties shall memorialize their agreement on the forms of the Ground Leases pursuant to an amendment to this Agreement.

8. Assignment. The qualifications and identity of Optionee are of particular concern to the State. It is because of those unique qualifications and identity that the STATE has entered into this Agreement with Optionee. Accordingly, Optionee shall not sell, assign, or otherwise transfer this Agreement or any right herein, without State's prior written consent, which consent shall not be unreasonably withheld, conditioned or delayed. Any purported assignment without the State's prior written consent shall render the purported assignment absolutely null and void and shall confer no rights whatsoever upon any purported assignee or transferee.
 - a. Any voluntary or involuntary transfer of fifty-percent (50%) or more of Optionee's or any permitted successor's or assign's voting common stock, or the transfer of fifty-percent (50%) or more of the partnership or membership interest, or the acquisition or transfer of fifty-percent (50%) or more of Optionee's ownership, or the transfer of substantially all of the assets of Optionee or any such successor or assign will be deemed an assignment requiring the prior written approval of State; however any transfers by partners or members of Optionee or shareholders of partners or members of Optionee to each other or for estate purposes or upon death will not be considered an assignment hereunder.
 - b. As a condition precedent to any assignment, Optionee shall provide the following to the State at least thirty (30) days prior to the proposed assignment:
 - (i) prior written notice of the proposed assignment; and
 - (ii) sufficient evidence regarding the proposed assignee's development qualifications and experience, and its financial commitments and resources, in sufficient detail to enable the State to evaluate the proposed assignee pursuant to the criteria set forth in this Section 8 and as reasonably determined by the State.

The State shall evaluate such proposed assignee on the basis of its development qualifications and experience and its financial commitments and resources and may reasonably disapprove any proposed assignee which State reasonably determines does not possess sufficient qualifications. At a minimum, such proposed assignee must be at least as qualified as Optionee.

Within thirty (30) days after the receipt of the Optionee's written notice requesting approval of an assignment pursuant to this Section 8, the State shall either approve

or disapprove such proposed assignment or shall respond in writing by stating what further information, if any, the State reasonably requires in order to determine the request complete and determine whether or not to grant the requested approval. Upon receipt of such a response, the Optionee shall promptly furnish to the State such further information as may be reasonably requested.

8.1 No Approval Needed. Notwithstanding any other provision of this Agreement to the contrary, the State's approval of an assignment of this Agreement, or any part thereof, shall not be required in connection with any of the following:

- a. EHI may assign its interest under this Agreement to a limited partnership in which EHI or its wholly controlled affiliate, is the sole general partner, for the purposes of operating a low income housing tax credit limited partnership during the fifteen year tax credit for the compliance period pursuant to Internal Revenue Code §42(i)(1) (an "**EHI Permitted Assignment**").
- b. EHP may assign its interest under this Agreement to a Joint Powers Authority formed for the purpose of entering into the EHP Ground Lease and developing and operating the EHP Project (an "**EHP Permitted Assignment**").

In order for an EHI Permitted Assignment or EHP Permitted Assignment to be effective, the assigning Party must (i) provide the State with at least thirty (30) days' prior to such assignment and comply with the provisions of Section 8.2.

8.2 Form of Assignment and Assumption. If the State approves an assignment pursuant to this Section 8 or in conjunction with an EHI Permitted Assignment or EHP Permitted Assignment, the proposed assignee shall expressly assume all of the assigning Party obligations under this Agreement pursuant to a written agreement in form reasonably satisfactory to the State.

8.3 Release of Optionee. Except as provided hereinbelow, Optionee shall not be relieved of any obligation to be performed by Optionee under this Agreement occurring after any assignment of this Agreement. The consent by the State to any assignment shall not relieve the Optionee from the obligation to obtain State's express written consent to any other such assignment of this Agreement to the extent such express written consent is required therefor as provided in this Section 8. Consent to one assignment shall not be deemed to constitute consent to any subsequent assignment. Notwithstanding the foregoing to the contrary, (a) EHI shall not be liable for any Optionee default first arising under this Agreement after the effective date of an EHI Permitted Assignment and (b) EHP shall not be liable for any Optionee default first arising under this Agreement after the effective date of an EHP

Permitted Assignment.

9. Additional Agreements. The Parties acknowledge and agree that if Optionee exercises the Option, additional agreements may be needed in furtherance of the Ground Leases. If applicable, the Parties agree to promptly obtain all necessary approvals and execute and deliver such papers, documents and instruments and perform all acts reasonably necessary or proper to effectuate the Ground Lease.
10. Remedies. If any of the Parties fails to perform in a timely manner any obligation under this Agreement, the non-defaulting Party shall give written notice of default to the defaulting Party, specifying the nature of the default and the required action to cure the default. If a default remains uncured for thirty (30) days after receipt by the defaulting Party of such notice, (a) if the State is the non-defaulting Party, the State shall be entitled to the remedies for breach of contract that are available under applicable law, including, without limitation, the right to retain the Option Payment and terminate this Agreement upon written notice to Optionee and (b) if Optionee is the non-defaulting party, Optionee shall be entitled to the remedies for breach of contract that are available under applicable law, including, without limitation, specific performance.
11. Notices. All notices under this Agreement shall be in writing and sent by (a) certified or registered mail, return receipt requested, in which case notice shall be deemed delivered three (3) business days after deposit, postage prepaid with the United States Postal Service, (b) by a nationally recognized overnight courier, in which case notice shall be deemed delivered one (1) business day after deposit with that courier, or (c) telecopy, email or similar means, if a copy of the notice is also sent by United States Postal Service, as follows:

If to
OPTIONEE: Eden Housing, Inc.
 22645 Grand Street
 Hayward, CA. 94541
 Attention: Andrea Osgood
 aosgood@edenhousing.com

Education Housing Partners, Inc.
39 Forrest St., Suite 202
Mill Valley, CA 94941
Attention: Bruce Dorfman
bd@thompsondorfman.com

If to
STATE: Department of General Services
 Real Estate Services Division
 707 Third Street, 5th floor (MS 505)
 West Sacramento, CA 95605

Attention: Jonathan Heim
Jonathan.Heim@dgs.ca.gov

12. Time is of the Essence. Time is of the essence for this Agreement.
13. Exhibits Incorporated by Reference. The following Exhibits are attached to this Agreement and incorporated by this reference:
- Exhibit A**: Legal Description of State Parcel
 - Exhibit B**: Map Depiction of State Parcel
 - Exhibit C**: Legal Description and Map Depiction of Option Property
 - Exhibit D**: Depiction of EHI Property and EHP Property
 - Exhibit E**: Right of Entry
14. Applicable Law. The Parties acknowledge that this Agreement has been negotiated and entered into in the State of California. The Parties expressly agree that this Agreement shall in all respects be governed by the laws of the State of California.
15. Severability. Nothing contained herein shall be construed as requiring the commission of any act contrary to law, and wherever there is any conflict between any provision contained herein and any present statute, law, ordinance or regulation as to which the Parties have no legal right to contract, the latter shall prevail, but the affected provisions of this Agreement shall be limited only to the extent necessary to bring them within the requirements of such law.
16. Legislative Approval. Any obligation of the State created by or arising from this Agreement shall not impose a debt upon the State but shall be payable solely out of funds duly authorized and appropriated by the California State Legislature.
17. Successor/Assigns. The Option shall be binding on Optionee's and State's successors and assigns and heirs with respect to the Option Property and shall run as a covenant against the Option Property until the termination or expiration thereof.
18. Separate Counterparts. This Agreement may be executed in multiple counterparts, each of which shall be deemed an original, but all of which, together, shall constitute one and the same instrument. The exchange of copies of this Agreement and of signature pages by electronic mail in "portable document format" ("pdf") form or by any other electronic means shall constitute effective execution and delivery of this Agreement and shall have the same effect as copies executed and delivered with original signatures.
19. Entire Agreement. This Agreement represents the full, complete, and entire agreement between the Parties with respect to the subject matter hereof. The Agreement will take full force and effect upon the Effective Date.

5.16.2022

The Parties therefore execute this Agreement.

OPTIONEE:

EHI:

Eden Housing, Inc.,
A California nonprofit public benefit corporation:

By:  Andrea Osgood (May 24, 2022 15:08 PDT)
Andrea Osgood, Vice President of Real Estate Development

Date: May 24, 2022

EHP:


Education Housing Partners, Inc.,
a California nonprofit public benefit corporation:

By:  Bruce Dorfman (May 24, 2022 15:26 PDT)
Bruce Dorfman, Chief Executive Officer

Date: May 24, 2022

STATE:


STATE OF CALIFORNIA
Department of General Services

By:  Jason Kenney (May 24, 2022 17:41 PDT)
Jason Kenney, Deputy Director,
Real Estate Service Division

Date: 05/24/2022

CONSENT:

STATE OF CALIFORNIA
DEPARTMENT OF HOUSING AND
COMMUNITY DEVELOPMENT

By: 
Megan Kirkeby, Deputy Director
Division of Housing Policy Development

Date: 05/24/2022

STATE OF CALIFORNIA,
CALIFORNIA DEPARTMENT OF
CORRECTIONS AND REHABILITATION

By: 
Dean L. Borg, Director
Facility Planning, Construction and
Management

Date: 5/24/22

EXHIBIT A

“LEGAL DESCRIPTION OF STATE PARCEL”

LAND REFERRED TO HEREIN BELOW IS SITUATED IN THE UNINCORPORATED AREA OF SAN QUENTIN, IN THE COUNTY OF MARIN, STATE OF CALIFORNIA, AND IS DESCRIBED AS FOLLOWS:

Parcel One:

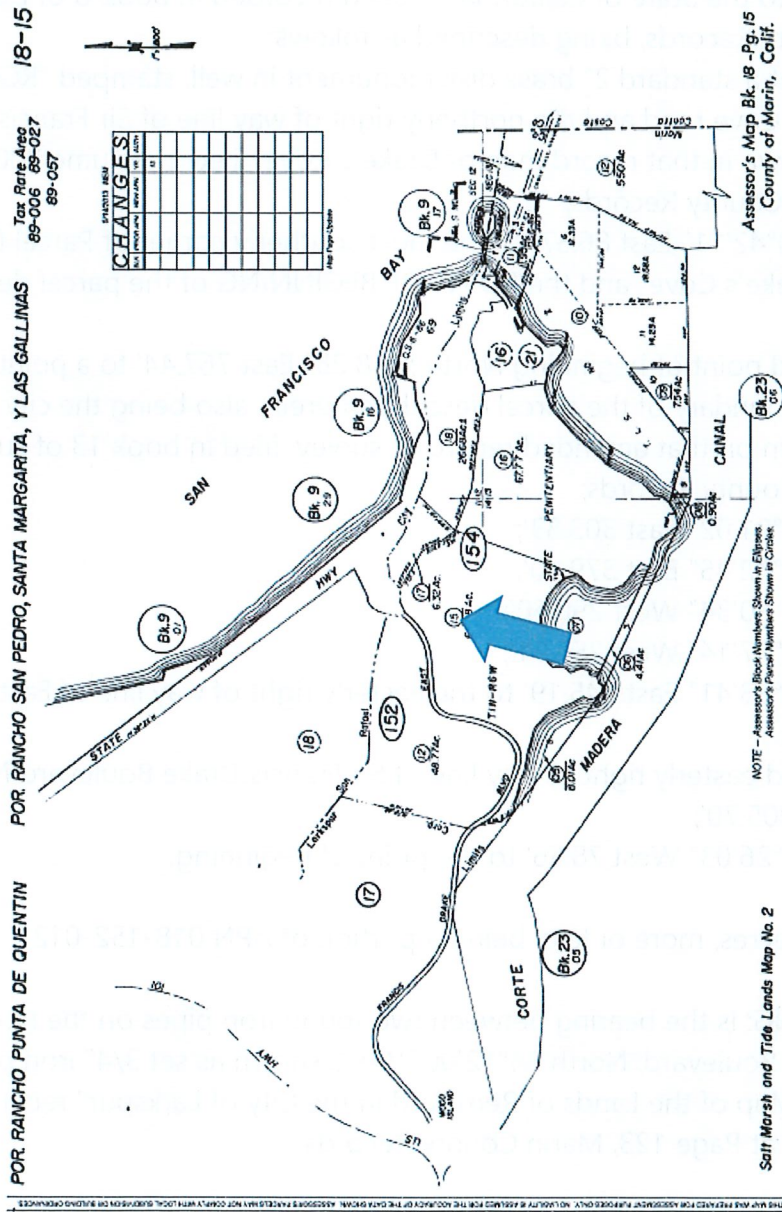
Beginning at Station 37 of the Final and Official Survey of the Exterior Boundary of the Rancho Punta De Quentin, said Station 37 being a point South 29° 45' East 1.87 chains from the Southeast corner of the wall enclosing the State Prison on Point San Quentin, running; thence along the shore of the Bay of San Francisco following the line of said Official Survey of said Rancho, South 18° 15' West 5 chains, 90 links to Station 38 of said exterior boundary, thence South 38° 45' West 6 chains, 07 links to Station 39 of said exterior boundary, thence North 61° 13' West 8 chains, 50 links to Station 40 of said exterior boundary; thence North 36° 15' West 7 chains, 12 links, to Station 41 of said exterior boundary line of said Rancho; thence North 30° 15' East 10 chains, 30 links to Station 42 of said exterior boundary; thence North 57° 45' West 14 chains, 90 links to Station 43 of said boundary line; thence North 85° 45' West 15 chains to Station 44 of said boundary; thence South 8° 15' East 9 chains, 5 links to Station 45 of said exterior boundary; thence South 32° 30' West 5 chains, 40 links to Station 46 of said boundary line of said Rancho; thence North 26° 30' West 14 chains, 20 links to Station 47 of said boundary; thence leaving said boundary line and crossing and subdivision the Lands of the Rancho Punta De Quentin, North 4° East 28 chains to learning line oak tree two and a half feet in diameter marked "Prison Tract 2" said oak tree being on the ridge; thence along the ridge South 72° 50' East 2 chains, 76 links to Station Post P.T. 3; thence South 55° 45' East 2 chains, 60 links to Station Post P.T. 4; thence South 81° East 13 chains, 10 links to Station Live Oak Tree two and a half feet in diameter on the Westerly slope of the ridge on the Easterly side of the San Rafael and Point San Quentin Road, said oak being marked P.T. 5; thence South 53° 30' East 11 chains, 75 links to Station Post P.T. 6; thence South 31° East 3 chains, 80 links to Station Live Oak Tree two and one half feet in diameter marked P.T. 7 said last mentioned live oak tree being on the highest point on this part of the ridge; thence South 49° 15', East 5 chains, 93 links to Station Post P.T. 8 chains, 60 links to Station Post P.T. 9; thence North 87° East 13 chains, 45 links to Station Post P.T. 10; thence descending from the ridge South 7° East 8 chains, 95 links to Station Post P.T. 11, in stone mound on the shore of the Bay of San Francisco, thence South 70° West 1 chain, 20 links to Station 36 of the exterior boundary line of the Rancho Punta De Quentin; thence along said boundary line and along the shore of the Bay of San Francisco South 46° 30' West 18 chains to the place of beginning.

Being the same property conveyed to the State of California by deed recorded in Book H of Deeds, Page 365, Marin County Records.

EXHIBIT B

“MAP DEPICTION OF STATE PARCEL”

Map shows parcel 152 containing 48.77 acres



Lease Option Agreement is limited to a development envelope within APN 018-152-12 which is for the approximately 8.3 acre “development footprint” within the larger parcel.

EXHIBIT C

LEGAL DESCRIPTION AND DEPICTION OF THE OPTION PROPERTY

Legal Description

A portion of that certain real property, situate in the County of Marin, State of California, being conveyed to the State of California by deed recorded in Book U of Deeds, Page 598, Marin County Records, being described as follows:

COMMENCING at a standard 2" brass disk monument in well, stamped "RCE 12094" at the centerline of Cove road and the northerly right of way line of Sir Francis Drake Boulevard as shown in that record map of Drake's Cove, filed in volume 2004 of Maps at Page 240, Marin County Records;

Thence, South 50°42'11" East 86.57' to the most southerly corner of Parcel D as shown on said map "Drake's Cove" and the POINT OF BEGINNING of the parcel described herein;

Thence, from said point of beginning North 5°48'26" East 767.44' to a point on the line of the westerly boundary of the parcel described herein, also being the city limits of Larkspur as shown on that amended record of survey, filed in book 13 of surveys at page 60, Marin County Records;

Thence South 49°01'02" East 303.83';

Thence South 50°52'45" East 379.40';

Thence South 16°20'34" West 290.60';

Thence South 39°07'14" West 255.91';

Thence North 68°33'41" East 245.19' to the easterly right of way line of East Sir Francis Drake Boulevard;

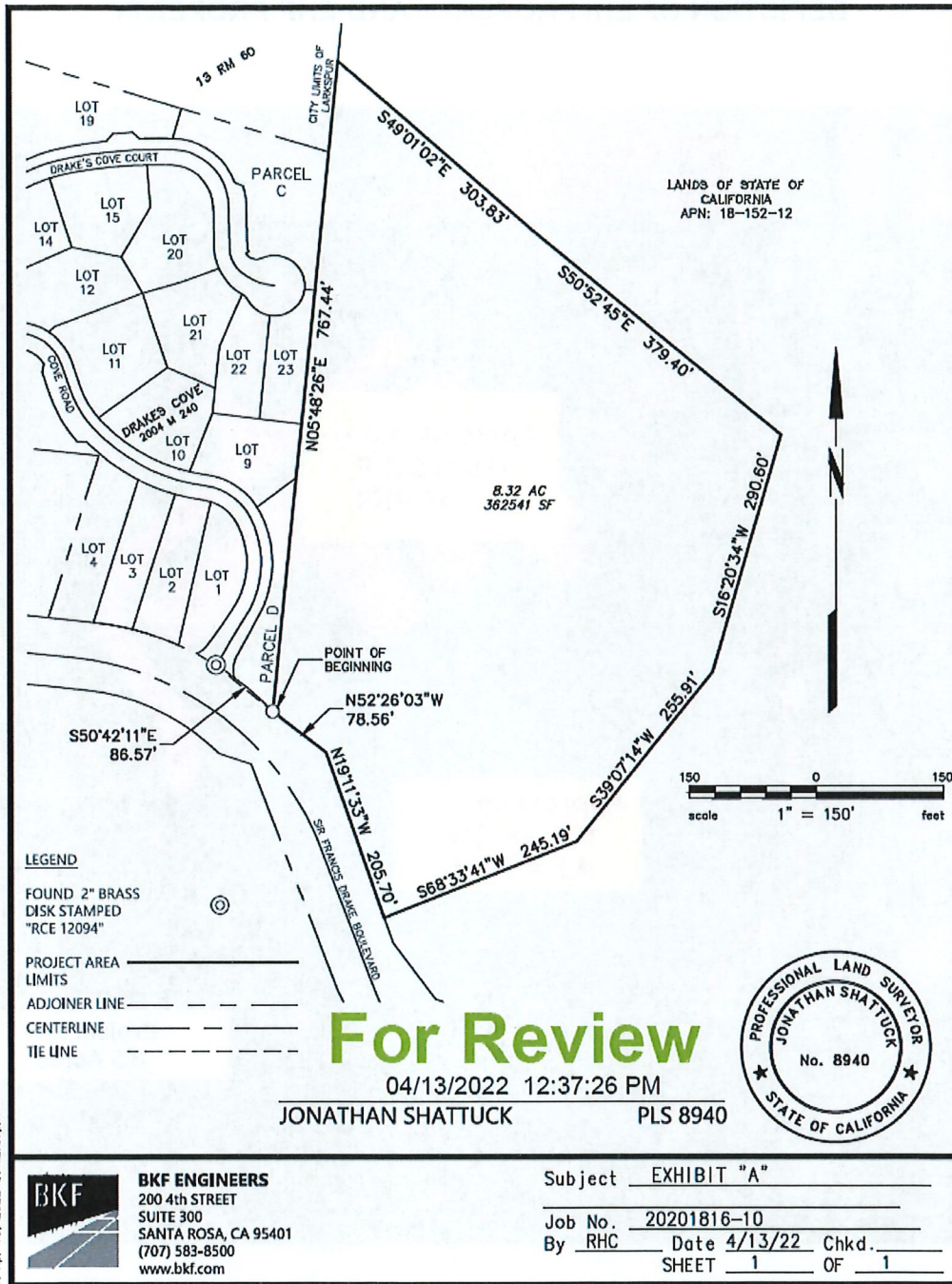
Thence along said easterly right of way line of Sir Francis Drake Boulevard North 19°11'33" West 205.70';

Thence North 52°26'03" West 78.56' to the point of beginning.

Containing 8.32 acres, more or less, being a portion of APN 018-152-012

BASIS OF BEARING: Is the bearing between two found iron pipes on the northerly line of Sir Francis Drake Boulevard, North 84°12'00" West, shown as set 3/4" iron pipes on map entitled "Parcel Map of the Lands of Remillard in the City of Larkspur" recorded in Book 7 of Parcel Maps at Page 123, Marin County Records.

(Approximate)



(Approximate)

5.16.2022

EXHIBIT D
DEPICTION OF EHI PROPERTY AND EHP PROPERTY



EXHIBIT E
RIGHT OF ENTRY

(Attached)

RIGHT OF ENTRY AGREEMENT

SAN QUENTIN AFFORDABLE HOUSING PROJECT

THIS RIGHT OF ENTRY AGREEMENT ("**Agreement**"), dated as of July 5, 2021 (the "**Effective Date**"), is made by and between the STATE OF CALIFORNIA ("**STATE**"), acting by and through the Director of the DEPARTMENT OF GENERAL SERVICES ("**DGS**"), with the consent of the CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION (CDCR), Education Housing Partners, Inc., a California nonprofit public benefit corporation ("**EHP**"), and Eden Housing, Inc., a California nonprofit public benefit corporation ("**EHI**" and together with EHP, "**DEVELOPER**"). The STATE, EHP and EHI may be individually referred to herein as "**Party**" or collectively as the "**Parties**". Capitalized terms used in this Agreement shall have the meanings ascribed to them by the section in which such term is first defined.

RECITALS

WHEREAS, STATE is the fee owner of that certain real property, together with all improvements located thereon, commonly referred to as San Quentin State Prison (Prison) located in San Quentin, California.

WHEREAS, STATE has identified developable bare land at the Prison property within Assessor's Parcel Number(s) 018-152-12 (Part), which is more particularly described and depicted in Exhibit A (the "**Property**"), attached hereto and by this reference made a part hereof.

WHEREAS, pursuant to that certain DGS Request for Proposal No.3_20 issued in accordance with the Executive Order N-06-19 (the "**RFP**"), DEVELOPER submitted a responsive bid proposal to the RFP ("**Developer's Bid Proposal**") and DEVELOPER was selected to develop and construct the affordable housing project proposed in Developer's Bid Proposal at the Property pursuant to a long-term ground lease (the "**Project**").

WHEREAS, DEVELOPER desires to develop and construct the Project as identified in Developer's Bid Proposal at the Property.

WHEREAS, DEVELOPER has requested entry onto the Property to perform activities as described herein in connection with the Project.

NOW, THEREFORE, in consideration of the above recitals, all of which are expressly incorporated into this Agreement, it is mutually agreed between the STATE and DEVELOPER as follows:

AGREEMENT

1. **Right of Entry.** Upon the terms and subject to the conditions set forth in this Agreement, STATE does hereby grant to DEVELOPER and DEVELOPER's authorized employees, contractors, consultants, representatives, and agents (collectively, "**Developer's Representatives**") the non-exclusive right to enter and exit upon the Property, at reasonable times during ordinary business hours, to perform the following permitted activities at the sole cost and expense of DEVELOPER (collectively, the "**Permitted Activities**"):

(a) to conduct non-destructive inspections, investigations, tests and studies (including, without limitation, investigations with regard to zoning, building codes and other governmental regulations, architectural inspections, engineering tests, economic feasibility studies and soils, seismic and geologic reports, environmental testing and investigations to determine, among other things, if all needed entitlements can be procured in an acceptable form to develop and construct the Project as identified in DEVELOPER'S Bid Proposal at the Property) with respect to the Property as DEVELOPER may elect to make or maintain. Nothing herein shall authorize any subsurface testing or drilling on the Property by DEVELOPER or DEVELOPER'S Representatives unless specifically approved in writing by STATE, which STATE may condition or deny in its sole and absolute discretion. As a condition to this Agreement, DEVELOPER shall provide STATE, at no cost and without warranty as to correctness, copies of all reports, inspections, investigations, tests, studies and evaluations that were generated by DEVELOPER and/or by DEVELOPER's Representatives in accordance with this Agreement with respect to the Property, including, but not limited to, all environmental reports, surveys, marketing reports, geotechnical reports, studies, maps and engineering studies, lot studies and improvement plans.

(b) STATE reserves the right to approve or reject all activities on the Property (including Permitted Activities) in part or in whole. If STATE requests that a part or all of any activity be changed, DEVELOPER shall comply immediately with STATE'S request.

(c) At least two (2) days prior to the DEVELOPER accessing the Property (the "Notice Period") to perform any of the Permitted Activities, DEVELOPER shall submit the following information via email to Joshua.palmer@dgs.ca.gov:

- Requested access date (can be multiple days)
- Requested access time (start and finish)
- Company name (include subcontractors if any)
- Names of all personnel requesting access
- Specific location of inspection (cite area as identified on an attached map exhibit)

- Detailed description of the anticipated inspection

2. Term. The term of this Agreement shall commence on the Effective Date and end on July 5, 2022, or such longer period if agreed to in writing by STATE and DEVELOPER.

3. Early Termination. Either Party may terminate this Agreement at any time by giving written notice to the other Party at least thirty (30) days prior to the date when such termination shall become effective.

4. Compliance with Laws. DEVELOPER shall conduct said Permitted Activities in compliance with all applicable federal, state, and municipal statutes and ordinances, and with all applicable regulations, orders, and directives of appropriate governmental agencies (collectively, the "**Laws and Regulations**"), as such Laws and Regulations exist at the time of the Permitted Activities.

5. Restoration. DEVELOPER shall promptly return any portions of the Property damaged or altered by DEVELOPER and/or Developer's Representatives to substantially the same condition which existed prior to conducting any inspections, investigations, tests and studies permitted in Section 1(a) above or elsewhere in this Agreement. In the event DEVELOPER fails to promptly restore Property in accordance with the preceding sentence, STATE may, in its sole and absolute discretion, restore the Property and all costs and expenses shall be paid immediately by DEVELOPER upon demand by STATE.

6. Mechanic's Lien / Stop Notices – Removal of Liens. Although STATE believes that California law prohibits any mechanics' lien from attaching to the Property, nevertheless, DEVELOPER shall not cause or permit any liens to attach or to be placed upon or encumber the Property or permit the filing of a stop notice against the STATE, arising from project equipment, project materials, or resulting out of any work performed by DEVELOPER or on behalf of DEVELOPER. If any such lien attaches, or stop notice is filed, DEVELOPER agrees to cause the lien and/or stop notice to be removed within ten (10) Business Days of notification thereof by the posting of a stop notice release bond or lien release bond, payment of the lien and/or stop notice lien or otherwise. If DEVELOPER fails to remove the lien within this time period, the STATE may undertake to cause such lien and/or stop notice to be removed and charge to DEVELOPER any costs and expenses incurred in connection with the removal of said lien. DEVELOPER agrees to hold harmless, defend and indemnify the STATE against all costs and expenses (including reasonable attorneys' fees and court costs at trial and on appeal) incurred in discharging and releasing any such lien and/or stop notice.

7. Indemnity. Other than a violation or breach of the terms of this Agreement by STATE, DEVELOPER waives all claims against STATE, its agencies, departments, boards, commissions, officers, agents, and employees (collectively "**Indemnitees**"), for loss or damage caused by, arising out of, or in any way connected with DEVELOPER's exercise of this Agreement. DEVELOPER shall protect, indemnify, and hold Indemnitees

harmless and defend Indemnitees, with counsel selected by Indemnitees, from and against any suits, actions, judgments, legal or administrative proceedings, arbitrations, claims, demands, causes of action, damages, liabilities, interest, reasonable attorneys' fees, fines, penalties, losses, costs and expenses of whatsoever kind or nature, arising out of, in connection with or incidental to any injury to or the death of any person, or damage to any property arising out of, caused by, or resulting from (in whole or in part) the action or inaction of DEVELOPER and/or Developer's Representatives in connection with DEVELOPER's exercise of this Agreement. DEVELOPER's duty to defend the Indemnitees is separate from, independent of and free-standing of DEVELOPER's duty to indemnify the Indemnitees and applies whether the issue of either Parties' negligence, breach of contract or other fault or obligations has in any way been determined. The indemnity set forth in this section shall survive the termination of this Agreement until such time as action against the Indemnitees on account of any matter covered by this indemnity is barred by the applicable statute of limitations.

DEVELOPER shall cause such indemnification in favor of the Indemnitees to be inserted in each contract and/or agreement for the provision of services to DEVELOPER on the Property or entry onto the Property by DEVELOPER 'S contractors, subcontractors, consultants, representatives, and agents. DEVELOPER'S failure to comply with this indemnification provision shall be considered a material breach of this Agreement.

8. Waiver. DEVELOPER understands that the Property is located within proximity to an active, operational, outdoor firing range and State prison property commonly referred to as "San Quentin State Prison" (Prison). DEVELOPER knowingly and freely hereby assumes the inherent risks involved in the exercise of the rights herein even if arising from the negligence of CDCR or other agencies using the firing range, potential state inmate escape from the Prison or other safety risks originating from the Prison. Developer understands that there is a risk of injury or death due to DEVELOPERS presence within the proximity of the prison facility and firing range. DEVELOPER shall make deliberate and effective efforts to avoid activities within the Prison's proximity and agrees to comply with CDCR's instructions relative to public safety from safety risks emanating from the Prison.

DEVELOPER hereby releases and holds CDCR as well as its officers, directors, representatives, agents and/or employees, contractors, subcontractors or volunteers harmless WITH RESPECT TO ANY AND ALL INJURY, COSTS, LIABILITY, DISABILITY, DEATH and/or loss or damage to person or property incurred by DEVELOPER in connection with its presence at the Property or proximity to the Prison by unknowingly or accidentally entering the Prison operation's sphere of influence, including unsafe proximity to the firing range, to the fullest extent permitted by law.

9. Notices. All notices or other communications required or permitted hereunder shall be in writing, and sent by overnight courier, registered mail, telecopy or similar means, certified mail or postage prepaid mail to the addresses set forth below. All such notices shall be deemed received on the date of delivery receipt or rejection to the

address of the person to receive such notice if received Monday through Friday during business hours, so long as such day is not a State or Federal holiday or Saturday or Sunday then such notice shall be effective on the following business day.

To DEVELOPER:
Eden Housing, Inc.
22645 Grand Street
Hayward, CA. 94541
Attention: Andrea Osgood

Education Housing Partners, Inc
39 Forrest St.
Mill Valley, CA. 94941
Attention: Bruce Dorfman

To STATE: **Department of General Services**
Real Estate Services Division
707 3rd Street, 5th Floor
West Sacramento, CA 95605
Attention: Josh Palmer

10. Insurance. Prior to any entry onto the Property and/or commencement of the Permitted Activities under the terms of this Agreement, DEVELOPER and Developer's Representatives shall each, at their own expense, provide to STATE evidence of insurance as follows:

(a) Commercial General Liability. DEVELOPER and Developer's Representatives shall maintain commercial general liability on an occurrence form with limits not less than \$1,000,000 per occurrence and \$2,000,000 aggregate for bodily injury and property damage liability naming the State of California, its officers, agents and employees as additional insured. The certificate of insurance and endorsements shall be delivered to the **Department of General Services, 707 3rd Street, MS 501, West Sacramento, CA 95605**. Said certificate of insurance and endorsements shall be issued by an insurance company with a rating of not less than A-X in Best's Insurance Guide. STATE reserves the right to review and reasonably adjust insurance requirements as necessary during the term of this Agreement.

(b) Workers' Compensation and Employers' Liability. DEVELOPER and Developer's Representatives shall maintain statutory workers' compensation and employer's liability coverage for all its employees who will be engaged in the performance of the Permitted Activities, including special coverage extensions where applicable, with employer's liability limits of ONE MILLION AND NO/100 DOLLARS (\$1,000,000.00). The policy shall contain a waiver of subrogation in favor of the State of California.

(c) Automobile Liability. DEVELOPER and Developer's Representatives shall maintain motor vehicle liability with limits not less than \$1,000,000 combined single limit per accident. Such insurance shall cover liability arising out of a motor vehicle including owned, hired and non-owned motor vehicles. The same additional insured designation and endorsement required for general liability is to be provided for this coverage.

(d) General Requirements. DEVELOPER shall ensure that the following general requirements are met:

(i) Insurance companies must be acceptable to Department of General Services, Office of Risk and Insurance Management.

(ii) The certificates of insurance shall provide that the insurer will not cancel the insured's coverage without thirty (30) days prior written notice to STATE.

(iii) All required insurance shall be in effect at all times during the term of this Agreement, all extensions thereof, holdover periods or any other occupancy of the Property by DEVELOPER and/or Developer's Representatives.

(iv) If insurance expires during the term of the Agreement, a new certificate must be received by STATE within thirty (30) days of the expiration date of the existing policy. This new insurance must still meet the terms of this Agreement.

(v) DEVELOPER shall notify the STATE within five business days of DEVELOPER's receipt of any notice of cancellation or non-renewal of any insurance required by this Agreement.

(vi) DEVELOPER is responsible for any deductible or self-insured retention contained within the insurance program.

(vii) In the event DEVELOPER fails to keep in effect at all times the required insurance coverages, the STATE may, in addition to any other remedies it may have, terminate this Agreement upon the occurrence of such event.

(viii) Any insurance required to be carried shall be primary, and not excess, to any other insurance carried by STATE.

(ix) If DEVELOPER is self-insured in whole or in part as to any of the above described types and levels of coverage, DEVELOPER shall provide STATE with written acknowledgment of this fact at the time of the execution of this Agreement. STATE may require financial information to justify DEVELOPER's self-insured status. If, at any time after the execution of this Agreement, DEVELOPER abandons its self-insured status, DEVELOPER shall immediately notify STATE of this fact and shall comply with all of the terms and conditions of this Insurance clause pertaining to policies of insurance in regard to those types and levels of insurance.

(x) It is agreed that STATE shall not be liable for the payment of any premiums or assessments on the required insurance coverage.

11. Sublet and Assignment of Agreement. DEVELOPER shall not sublet, assign or allow any other use of the Property other than the Permitted Activities, or as

otherwise set forth in the Agreement.

12. **Rights of Parties.** This Agreement shall not be interpreted as creating any easement or any covenant or condition running with the land or any further right with respect to any related real property other than as specifically provided herein. The rights of DEVELOPER and its successors and assigns hereunder will be subordinate and subject to the rights of the holder of any mortgage, deed of trust, or other encumbrance against the Property now or hereafter granted or created by STATE against the Property.

13. **Governing Law.** This Agreement will be governed by and construed in accordance with the laws of the State of California.

14. **Amendments.** This Agreement may be amended, changed, or modified only by written agreement executed by DEVELOPER and STATE. No waiver or any provision of this Agreement will be valid unless in writing signed by the party charged therewith.

15. **Severability.** If any provision of this Agreement is determined to be illegal or unenforceable, this determination shall not affect any other provision of this Agreement, and all other provisions shall remain in full force and effect.

16. **Separate Counterparts and Photocopies.** This Agreement may be executed in multiple counterparts, each of which shall be deemed an original, but all of which, together, shall constitute one and the same instrument. The exchange of copies of this Agreement and of signature pages by electronic mail in "portable document format" ("pdf") form or by any other electronic means shall constitute effective execution and delivery of this document and shall have the same effect as copies executed and delivered with original signatures.

17. **Entire Agreement** - This Agreement represents the full, complete, and entire agreement between the Parties with respect to the subject matter hereof. The Agreement shall not be in full force and effect except upon approval and signature on behalf of the Director of the Department of General Services.

[Remainder of Page Intentionally Left Blank]

Signature Page Follows

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the Effective Date.

STATE OF CALIFORNIA
DIRECTOR OF DEPARTMENT OF GENERAL
SERVICES

By: _____
Jason Kenney, Deputy Director
Real Estate Services Division

EHI:
Eden Housing, Inc.,
a California nonprofit public benefit corporation

By: _____ Date: _____
Andrea Osgood
Vice President of Real Estate

EHP:
Education Housing Partners, Inc.,
a California nonprofit public benefit corporation

By: _____ Date: _____
Bruce Dorfman
Chief Executive Officer

CONSENT:

STATE OF CALIFORNIA
California Department of Corrections and Rehabilitation

By: _____
Dean L. Borg, Director
Facility Planning, Construction and Management

EXHIBIT A



Red arrow indicates approved access gate. Red dashed line establishes the upper most portion of the 'bowl' within which access is permitted.



Red line establishes the limit of allowed access. Access to the surrounding ridge is not permitted.

No other area of the CDCR San Quentin property is to be accessed without prior written permission.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the Effective Date.

STATE OF CALIFORNIA
DIRECTOR OF DEPARTMENT OF GENERAL
SERVICES

By: Jason Kenney
Jason Kenney [Sep 8, 2021 12:08 PDT]
Jason Kenney, Deputy Director
Real Estate Services Division

EHI:
Eden Housing, Inc.,
a California nonprofit public benefit corporation

By: Andrea Osgood Digitally signed by Andrea Osgood
Date: 2021.09.08 09:36:02 -0700' Date: 09/08/2021
Andrea Osgood
Vice President of Real Estate

EHP:
Education Housing Partners, Inc.,
a California nonprofit public benefit corporation

By: Bruce Dorfman Digitally signed by Bruce Dorfman
Date: 2021.09.07 16:39:41 -0700' Date: 09/06/2021
Bruce Dorfman
Chief Executive Officer

CONSENT:

STATE OF CALIFORNIA
California Department of Corrections and Rehabilitation

By: Dean L. Borg
Dean L. Borg, Director
Facility Planning, Construction and Management









SQ Ground Lease Option Agreement-Affordable Housing final 052422

Final Audit Report

2022-05-24

Created:	2022-05-24
By:	Teddy Newmyer (Teddy.Newmyer@edenhousing.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAhFqIjiW45kQU28zW2I0ID7BptthGpshy

"SQ Ground Lease Option Agreement-Affordable Housing final 052422" History

-  Document created by Teddy Newmyer (Teddy.Newmyer@edenhousing.org)
2022-05-24 - 10:03:37 PM GMT- IP address: 107.3.177.68
-  Document emailed to Bruce Dorfman (bd@thompsondorfman.com) for signature
2022-05-24 - 10:04:42 PM GMT
-  Document emailed to Andrea Osgood (aosgood@edenhousing.org) for signature
2022-05-24 - 10:04:43 PM GMT
-  Email viewed by Andrea Osgood (aosgood@edenhousing.org)
2022-05-24 - 10:08:38 PM GMT- IP address: 23.118.48.255
-  Document e-signed by Andrea Osgood (aosgood@edenhousing.org)
Signature Date: 2022-05-24 - 10:08:52 PM GMT - Time Source: server- IP address: 23.118.48.255
-  Email viewed by Bruce Dorfman (bd@thompsondorfman.com)
2022-05-24 - 10:25:09 PM GMT- IP address: 76.21.75.31
-  Document e-signed by Bruce Dorfman (bd@thompsondorfman.com)
Signature Date: 2022-05-24 - 10:26:03 PM GMT - Time Source: server- IP address: 76.21.75.31
-  Agreement completed.
2022-05-24 - 10:26:03 PM GMT

2024-25 Application for Affordable Housing Funds

Friday, February 16, 2024

Marin County Housing & Federal Grants Division

This application is for affordable housing developers in Marin County, California who would like to apply for multiple state, local, and federal funding sources simultaneously. Please refer to the [Notice of Funding Availability \(NOFA\)](#) released on January 22, 2024 for detailed information about qualifications and application requirements. Applicants may use this [prep tool](#) for the long-form questions in order to save their responses and copy/paste into this application.

The deadline to apply is **5:00 p.m. Friday, February 16**. Applicants will receive a copy of their submitted application to the email address entered.

The following grant sources and approximate amounts are available through this application:

1. **Marin County Affordable Housing Fund (HTF) and State Permanent Local Housing Allocation (PLHA)** - \$1.2 million
2. **Federal HOME** - \$850 thousand
3. **Federal CDBG Housing** - \$650 thousand

Applicant Information

Organization Name

Eden Housing Inc.

Website URL

<https://edenhousing.org/>

DUNS

058211947

Mailing Address

22645 Grand St.
Hayward, California, 94541

Project Contact Name

Sarah Allen

Title

Project Developer

Email Address

sarah.allen@edenhousing.org

Phone Number

(510) 305-6785

Executive Director Name

Linda Mandolini

Executive Director Email Address

lmandolini@edenhousing.org

Is there a co-applicant organization?

No

Briefly describe your organization, including mission, programs, staff experience, and number of clients served. Describe the co-applicant organization, if applicable.

Eden Housing is one of the oldest and most experienced affordable housing non-profit organizations in California. Since our inception in 1968, Eden has worked in partnership with cities and local community partners to develop, acquire, or rehabilitate more than 11,937 affordable homes throughout California, and currently provides homes to a diverse population of more than 22,000 lower-income residents. The mission of Eden is to build and maintain high-quality, well-managed, service-enriched affordable housing for lower-income families, seniors, and persons with disabilities.

Our team tailors each development to the local community, which is why we are working in partnership with the Community Land Trust of West Marin on the Coast Guard project. For this application Eden is the sole applicant.

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. Our vision is for everyone to have access to safe, decent, affordable housing. Eden Housing creates and sustains high-quality affordable housing communities that advance equity and opportunity for all.

The seventeen directors of Eden's Board of Directors represent a range of industries related to Eden's work, including service provision, real estate, banking, and housing policy. Eden is in strong financial standing.

Have there been any recent or upcoming leadership transitions?

There are no recent or upcoming leadership transitions

Have there been any recent expansions or cutbacks in activities and/or budget? If so, please explain.

Eden Housing published a Strategic Plan in 2020 that aims at the creation of 10,000 new homes in the next ten years. The four pillars of this strategic plan are:

1. Significantly increase housing for low-income Californians
2. Support the stability and economic mobility of residents
3. Embed commitment to racial, social and economic justice in all of our work
4. Invest in key infrastructure to increase organizational agility and readiness for scale

As a part of its growth goals Eden plans to expand from a robust Northern California pipeline to a statewide development platform with the capacity to create more homes in high need communities.

If applicable, what is the organization's standing with licensing or other accreditation authorities?

Eden and related organizations are in compliance and good standing with any and all applicable licensing requirements.

How does your organization verify client income?

In general, Eden Housing uses the following 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's 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; and (5) Previous landlord verification, credit checks, criminal checks and sex offender checks will be performed. Written notice will be sent advising applicants of their final eligibility status. These procedures may be revised for any units subject to Housing First policies.

General Project Information

Project Name

Pt. Reyes Coast Guard

Project Address

1000 Commodore Webster Dr.
Pt. Reyes Station, California, 94956

Assessor's Parcel Number (APN)

119-240-73 and 119-236-10

Funding Requests

Which funding source(s) are you seeking for this project? Please refer to the NOFA for a description of each funding source and eligible project types. Those applying for HOME-ARP funds are highly encouraged to apply for HTF/PLHA funds as well.

HTF/PLHA

HOME

CDBG Housing

HOME Amount Requested (max \$850,000)

\$850,000

HTF/PLHA Amount Requested (max \$1.2 million)

\$1,200,000

CDBG Housing Amount Requested (max \$650,000)

\$650,000

CDBG/HOME applicants only: Is this project located in a Special Flood Hazard Area, and therefore requires flood insurance?

No

Project Details

Scope of Work: Describe the proposed project, including details such as property characteristics, proposed use of funds, and number of housing units involved. Explain how the project will benefit the community.

The project will rehabilitate existing housing at the former Coast Guard housing site in Point Reyes Station. The project consists of 54 units of affordable rental housing and resident amenities including:

Family housing: 36 townhomes will undergo seismic improvements, conversion to all electric appliances and systems, kitchen upgrades, new building envelope and reframing as needed where there is water infiltration, and new flooring. Three townhomes will be converted to ADA mobility accessible. Three additional family homes will be developed by adaptive reuse of a former office and workshop space.

Senior apartments: The barracks building will be adapted into 15 one-bedroom units via substantial rehabilitation of the building envelope and foundation. Three of the units will be ADA mobility accessible. The building will be converted to all electric, and an elevator will be added on the exterior of the existing building. The units will be accessed via exterior doors, with walkways circumventing the building from the elevator to provide access to the apartment entrances. There also will be a utility room, lounge, laundry, and janitorial spaces added to the building.

Management and Resident Services: The former galley will be reconfigured and enlarged. It will include a community room of approximately 1,100 sf. Adjacent to the community room will be a small kitchen, storage, restrooms, and a library/computer room. The property management office, resident services offices, maintenance and janitorial offices are also located here.

Wastewater Treatment and Site Work: a new wastewater treatment facility and dispersal system will be developed on site, and the site infrastructure will be substantially improved.

This development will provide much needed affordable housing to this rural coastal area where housing costs are very high. The project will directly benefit the community given a portion of the units will serve agricultural workers, something outlined as a priority in the Marin County Housing Element. In addition, the project will also benefit the community through environmental enhancement. The site contains 32 acres, of which 22 acres will remain open space. Utilizing the recycled water to irrigate site landscaping will reduce water usage and also help maintain healthy habitats. Removal of non-native trees and invasive species, revegetating with native species, treating run-off, developing bioswales and retention basins, improve drainage structures, replace hardscape with permeable surfaces where possible, maintain setbacks from sensitive areas and riparian zones, erosion control, designated pathways, planting, irrigation, mulch, and gravel work and are included in this scope of work. Ensuring natural habitat and water quality is important given adjacent 24-mile long Lagunitas creek supports a significant population of Central California Coast Coho Salmon. This endangered species (listed at both the state and federal level) helps to protect the redwood ecosystem in the area which in turn helps sequester carbon and temper climate change. The site contains purple needle grass and various other native species which will also be preserved to promote and maintain important natural habitat.

Describe the property's history leading up to this request. Include when the organization acquired/will acquire the property, any previous requests for County funding, attempts to secure other financing, etc.

The former Pt. Reyes Station Coast Guard housing site is a 32.57 acre site located at 100 Commodore Webster Drive, Point Reyes Station, and will be divided into 4 contiguous parcels. Previously used by the US Coast Guard to house personnel and their families stationed in Point Reyes, the site was vacated in 2015 by the US Coast Guard. The community of Point Reyes Station and West Marin lobbied at the County, State and Federal level to enable the County to purchase the site for the benefit of West Marin. In 2019 the County acquired the site from the US government, and released a Request for Proposal for a developer to redevelop the site as affordable housing. The site consists of 36 townhouses, a barrack building with 24 rooms, and ancillary buildings, all built in 1974. Even though some of the buildings onsite were rehabbed as recently as 2014, a substantial rehabilitation of all buildings will be needed to ensure that all of the housing units and site infrastructure is up to code. Additionally, a wastewater treatment facility must be developed to serve the site.

The housing project is anticipated to be funded with 9% low-income housing tax credits allocated by the California Tax Credit Allocation Committee, Multifamily Housing Program subsidized loans from California Department of Housing and Community Development, project-based Section 8 vouchers from the Housing Authority of the County of Marin, a new subsidy loan from the County of Marin, and philanthropic funding.

A portion of the site was formerly within a designated FEMA floodplain; however, a Letter of Map Amendment (LOMA) was filed and approved through FEMA based on an actual evaluation of topography rather than a generalized map. While the LOMA is approved the land parcelization will occur alongside entitlements which are currently underway. The required review under the California Environmental Quality Act (CEQA) has begun and publication of the draft environmental document is expected this Spring (2024). Public hearing are expected to begin alongside the CEQA review. Upon receiving entitlements the project can meet minimum threshold requirements for other funding sources and begin applications.

Marin County currently owns the property and the land will be conveyed during the construction loan closing. In order to secure a construction loan several other funding sources need to be achieved. Given the historic schedule of the Marin County NOFAs, available in February/March with allocations in May this will be the last opportunity for the Coast Guard development to apply for these funds in advance of the tax credit application planned for February 2025.

The development has previously received funding from CDBG, HOME, PLHA, HTF, MCF and is looking to achieve as much local funding as possible in order to increase scoring for the applications through CA HCD and the tax credit points system.

Describe any nearby amenities, such as parks, public transportation, grocery stores, health care facilities, schools, childcare, libraries, parks/open space, etc. that residents of the project are/would be able to use.

The project site is located with ½ mile of many amenities such as a grocery store (Palace Market), a bus stop service by Marin Transit (Stop ID: 40807), a medical clinic (West Marin Medical Center), a school (West Marin Elementary School), a public library (Point Reyes Station Library), and adjacent to open spaces within the Golden Gate National Recreation Area.

Select the known environmental issues of the proposed project site, and/or adjacent properties if relevant.

Flood zone

Environmentally sensitive area or species

Notes or clarifying information on environmental issues:

The site is adjacent to Lagunitas creek and does show partially in the floodplain; however, a Letter of Map Amendment has been approved by FEMA adjusting the floodplain boundary to reflect in-field conditions. The development is outside the ESHA buffers with the exception of some in kind maintenance and repair for small portions of two buildings.

Have you begun any state or federal environmental review procedures for the proposed project?

Yes

Who is the staff member that will supervise and manage the proposed project? Describe their past experience with project management.

Prior to joining Eden Sarah Allen worked in local government as a planner for 14 years, most recently having been the Assistant Planning Director for the City of Lafayette, CA overseeing the General Plan Update and specifically the Housing Element Update. Sarah has been with Eden as a Project Developer for two years and currently manages and maintains three projects for Eden totaling over 200 units. Sarah is the primary staff member that will supervise and manage the project, but is supported by both Matt Schreiber and Aruna Doddapaneni.

Matt Schreiber is an Associate Director of Development and has been with Eden for nearly 3 years and has 9 years of affordable housing and real estate financial analysis experience in various capacities. He is project lead on several complex developments including acquisition/rehab, adaptive reuse and new construction projects. His efforts as a project developer have resulted in bringing over 450 new and renovated affordable homes to the Bay Area.

Sarah and Matt are supervised by Aruna Doddapaneni, Senior Vice President of Real Estate Development, who has nearly 25 years of affordable housing development experience. Aruna has extensive project management experience, and currently oversees a new construction pipeline in excess of 1,000 units. Aruna has more than 20 years of public-private partnership planning, adaptive reuse of historic structures, and redevelopment experience, including work on Celadon at 9th & Broadway, a 250 unit 17 story high rise located in downtown San Diego. Aruna worked with the City of San Diego and former redevelopment agency in securing and developing the site with the first 4%/9% LIHTC vertical hybrid in the state of CA.

Tom McCafferty is the primary project manager for CLAM, the JV partner to Eden on the project. Mr. McCafferty joined CLAM in December 2022 as an Associate Project Manager, recently promoted to project manager. Tom has previously worked on construction projects in several settings, most recently as a project manager with a commercial home builder. He was an AmeriCorps National Civilian Community Corps Assistant Team Leader, working on development projects with several organizations including Habitat for Humanity. Tom studied Architecture at College of Marin and was promoted to Project Manager in January, 2024.

Will the project involve hiring an external property management company?

No

If awarded funding, you will need to draft and submit an Affirmative Marketing Plan for this project. The plan would describe how you will market the project to different groups of people based on protected characteristics such as race, color, national origin, religion, sex (including sexual orientation and gender identity), familial status, and disability. Please refer to the Affirmative Marketing tab of the [Federal Grants website](#) for more information.

Describe any prior experience with affirmative marketing or similar initiatives.

Eden implements affirmative marketing at all properties. The racial and ethnic diversity of Marin's population is low but is increasing. In 1990, 88.9% of the population was white and 11.1% was African-American, Asian, Pacific Islander, or of other races. People of Hispanic origin (who may be of any racial group) made up of 7.4% of the population. According to the 2000 Census, the white population was 84%, the non-white population increased to 16%, and the Hispanic population was 11.1%. In 2010, the white population was 80%, the nonwhite population increased to 20% and the Hispanic population to 15.5%. Most recently in 2020, the Census reports the white population as 68.4%, non-white at 31.6%, and Hispanic population as 18.9%.

Based on Eden's and CLAM's track record and experience in affirmative outreach and marketing, the development will have a resident population that is more ethnically and racially diverse than the populations Point Reyes Station and Marin County. Eden is confident that the diversity of our resident population will allow us to capture a significant minority market for the development.

All projects funded by HUD programs must Affirmatively Further Fair Housing. This is defined as combating housing discrimination and taking meaningful actions to overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to housing opportunities based on protected characteristics: race, color, national origin, religion, sex (including sexual orientation and gender identity), familial status, and disability.

How will this project Affirmatively Further Fair Housing?

Due to the comprehensive racial and ethnic diversity of the population already served by Eden Housing (and our partner, the Community Land Trust of West Marin), this project is uniquely positioned to attract substantial numbers of racial and ethnic minority applicants, thereby resulting in a diverse resident population. To actively foster inclusive communities, Eden will market the development to racial and ethnic minority groups by working closely with (our development partners) and local community groups that serve minority populations. Eden's dedication in using Affirmative Fair Housing marketing practices will ensure that all affirmative fair housing requirements set by the County of Marin, and by the HOME and CDBG program are met or exceeded.

Describe any past community engagement activities for this project, and future plans for community engagement.

The community advocated for the County of Marin to acquire the site and have been very involved and interested in seeing the project move forward. To further gain community support and input, Eden and CLAM hosted a series of bilingual community design meetings on site and Zoom that have been very positively received by the community.

A Spanish-language orientation, was held on June 27th, 2021 where information about the project and the planning process was shared.

A bilingual (Neighborhood Design 1) meeting, held on July 18th 2022, oriented the community to the site

via tours and a presentation where information about the project and the current status was provided to the community. There was a Zoom meeting with the same content held on July 20th (Neighborhood Design 1b) for community members that were unable to join the on-site meeting. The next meeting held on July 25th 2022 (Neighborhood Design 2), included small focus groups where community members got the opportunity to choose a topic area to discuss and provide feedback. The three focus groups were Resident Experience, Community Connection, and Sustainability and Ecology. In the final meeting, held on August 14th (Neighborhood Design 3), Eden and CLAM’s design team reported back on the feedback and comments received in the second meeting, and also included focus groups to review the plans and provide input on specific questions and areas that the design team wanted further input and feedback. Eden and CLAM hosted an interactive website, coastguardhousing.com, where information about the project was provided and had prompts for additional community input and comments. A formal public hearing process will begin in Spring 2024 with the public hearings for the CEQA document and the Planning entitlements. In advance of these hearings Eden and CLAM will reach out to the community for additional input. Direct communication with neighboring property owners and community groups has occurred throughout the planning phases and will continue to occur.

Demographics and Unit Information

In the table below, enter the existing or anticipated number of units based on income level and bedroom count. Refer to the [Current Marin County Income Limits](#) to determine income level.

Anticipated Unit Count by Bedrooms and Income Level

	Extremely Low	Very Low	Low	Moderate	Market Rate	TOTAL UNITS
Studio						0
1 bed	2	13				15
2 bed	1	3				4
3 bed	5	14	8			27
4 bed	1	5	1			7
Other						0
TOTAL UNITS	9	35	9	0	0	53

Notes or clarifying information on the unit count:

One 2-bed manager unit is not included in the above calculation there are 54 units total.

In the table below, enter the demographics of the people who live (or will live) in the proposed housing project. If unknown, use the demographics of households within similar existing Marin complexes as the proposed project, within the organization’s purview. Specify the number of Hispanic/Latino residents in its stand-alone column. The “Total” column must include the number of Hispanic/Latino residents as part of the sum.

Are the following numbers specific to the proposed project, or to a similar existing Marin complex?

Similar existing Marin complex

Demographic Information

	Total Number of Persons	Persons Identifying as Hispanic/Latino
White	77	
Black/African American	8	
Asian	15	
American Indian/Alaskan Native		
Native Hawaiian/Other Pacific Islander		
American Indian/Alaskan Native & White		
Asian & White		
Black/African American & White		
American Indian/Alaskan Native & Black.African American		
Other Multi-Racial		
Other/Not Disclosed	8	8
TOTAL (Unduplicated)	108	8

Fill in a number for each of the fields below. For new construction, or if you are unsure, please put 0.

Families

38

Female-headed households

0

Households that include person(s) with a disability

0

Notes or clarifying information on demographics:

These are primarily existing units being rehabilitated, but there are some newly constructed units internal to existing structures. Many of the units are for large family. 15 of the units will be for seniors which will have ADA compliant facilities. Several of the townhome style units will be upgraded to provide for ADA accessibility.

Project Planning

Select the current phase of the proposed project.

Predevelopment

Select the activities involved in the proposed project.

Rehabilitation

Describe the project timeline and specify a real or estimated completion date for each milestone below. Add/explain any additional milestones as needed.

For acquisition projects:

For new construction and/or rehabilitation projects:

Define scope of work/finish design

Friday, May 19, 2023

Complete planning and environmental review

Monday, July 8, 2024

Release bid package

Monday, April 7, 2025

Select contractor

Monday, June 2, 2025

Finalize contract

Monday, September 1, 2025

Obtain building permits

Monday, November 3, 2025

Start construction

Monday, December 1, 2025

Complete construction

Wednesday, June 30, 2027

Notes on the project timeline above, including whether dates are estimated:

Dates are estimates; however, the planning application was deemed complete in May 2024 and CEQA is currently underway. Estimates are based on the CEQA consultant schedule and discussions with Marin County Planning.

Describe any flexibility regarding your project's start/completion date.

The construction project start and completion dates are dependent on receiving all entitlements and having the project fully funded, which will occur after the entitlements are received. After tax credits are allocated there is a strict 6 months window to start construction. The current schedule if timelines are met would allow the project to apply for tax credits in February of 2025 with a construction start date in December 2025.

Will you be seeking Project Based Section 8 Vouchers for this project?

Yes

Please be aware that if Project Based Section 8 Vouchers (PBV) are committed to the project, the environmental review process and subsidy layering must be completed before the acquisition is complete or construction commences. Actions taken prior to PBV being committed are not subject to this requirement.

Describe the type of site control that your organization has for the proposed property. If this request includes funds for acquisition, summarize the acquisition terms, price, contingencies, and conditions.

Eden and CLAM executed an Exclusive Negotiating Agreement (ENA) with Marin County for the rehabilitation of the Coast Guard property. A copy is attached for reference.

Expanding on the Scope of Work, please describe the rehabilitation that is proposed for the property and how it will address specific conditions (i.e., replacement needs, deferred maintenance, existing building violations, required seismic upgrades, building or health code problems). Please describe any other existing rehabilitation needs that are not included in the project scope and explain their exclusion.

The Coast Guard property rehabilitation will result in 54 units of affordable housing. Specifically, the project will provide 39 family housing units and 15 senior apartments. The rehabilitation will include seismic improvements and major energy efficiency upgrades for all residential structures. The property will be converted to all electric with potential for a microgrid to serve emergency energy needs in times of outage or disasters. All natural gas propane will be removed.

The project is subject to the Marin County Local Coastal Program-Land Use Plan and Implementation Plan, the Marin Countywide Plan, and the Point Reyes Station Community Plan. The project will require a coastal permit, conditional use permit. The on-site wastewater treatment and dispersal system will require approval from the California Regional Water Quality Control Board. In addition to the Marin County Community Development Agency, review agencies include the Marin County Department of Public Works, the Marin County Department of Environmental Health Services, the Marin County Fire Department, the North Marin Water District and the California Coastal Commission.

Describe the accessibility of the building. Do you plan to make accessibility improvements?

Three townhomes will be converted to accessible mobility units. All 15 senior apartments will be adaptable, with the second floor accessed via elevator. Pathways will be improved through the site to connect most residences to the common areas.

How will the rehabilitation be staged to minimize risk and inconvenience to the residents? If certain systems or parts of residents' units will be temporarily inoperable or unusable (e.g., kitchen or bathroom) during construction, what is the estimated duration of such interruptions? What mitigations will you provide?

The property is vacant.

Describe in detail any temporary relocation of existing tenants at the site due to proposed rehab activities. Explain why relocation is needed and provide the estimated duration and number of impacted tenants. If known, identify which laws (local, state, federal) must be followed in carrying out the relocation.

The property is vacant. Relocation is not applicable.

Financing Plan

What is the status of all proposed project funding sources as of the date of this application?

On May 17, 2022, the Marin County Board of Supervisors approved an award of \$357,125 in PLHA funds to Coast Guard, along with an equal funding match from the Marin Housing Trust. In total, \$714,250 was awarded. On May 24, 2022, the Marin County Board of Supervisors approved a funding recommendation of \$147,000 in LHTF funds to Coast Guard, along with an equal funding match from the Marin Housing Trust, contingent upon approval of the County's LHTF application to the California Department of Housing and Community Development (HCD). In total, \$294,000 was recommended. On October 11, 2022, the County received an award letter from HCD for LHTF funds. HCD is in the process of executing a Standard Agreement. Both the PLHA and Marin County Housing Trust commitments are structured as 55-year, residual receipts loans at a rate of three percent (3%) per year. The LHTF fund agreement documents have not yet been finalized, but are anticipated to be similar to PLHA. \$600,000 in predevelopment funds have also been committed from Marin Community Foundation. Eden is currently funding the majority of

predevelopment from its own capital. In the last NOFA the project was awarded CDGB funds in the amount of \$148,291 and HOME-ARP funds in the amount of \$710,000. The project anticipates applying for state funding sources this summer after entitlements and tax credits in early 2025.

What is the timing and likelihood for obtaining commitments of anticipated funding sources?

The project is in the early stages of applying for funding. The likelihood of obtaining additional funding is increased with the local commitments like this one as well as with entitlements which are expected to be achieved in the next several months. The anticipated timeline includes applying for TCAC funding in February 2025 and construction beginning in December of 2025.

In the event that any funding sources are not obtained or are committed at lower levels than requested, what alternatives will be pursued?

The project sponsors will review any and all available funding options that might make sense for the project such as MHP and Joe Serna funds through the HCD and local Measure W funds. Additionally, project based vouchers, federal and state earmarks, state tax credits may also be considered.

For each item in your project budget, to be attached to this application, please explain how the budgeted amount was derived, whether costs are estimated or bid, and any other relevant information that justifies the budgeted expense (e.g., cost per square foot, percentage of other costs, estimated number of work hours).

Construction cost estimates were provided by a licensed contractor as part of our predevelopment feasibility analysis. Consulting costs are generally drawn from existing contracts, or based on Eden's experience with those disciplines on other projects.

Is your organization receiving any other Marin County funding for this project?

Yes

Please describe. Include a brief overview of the goals and accomplishments achieved through this funding.

The project has PLHA, LHTF, and AHF soft loan debt from the County of Marin. These funds will reduce the accruing predevelopment interest expense for the project and provided necessary soft financing for the project. The CDBG and HOME-ARP funds received last year cannot be expended until NEPA is complete which is expected this year. Those funds will help to leverage other funding sources and become both a construction and permanent source for the project.

Does your organization have unspent funds that were previously awarded by the County (for any project)?

Yes

What is your timeline for expending the fund balance?

Some of the above funding has not yet been allocated given delays from HCD in approved the agreements needed. The agreement revisions are underway and these funds will be expended for predevelopment expenses this year (2024), upon execution of the agreements. Other funding source will be expended after NEPA as required and during the project closing which is expected in late 2025 if entitlements and other funding sources are achieved as expected.

CDBG/HOME applicants only: Describe your organization's experience with administering federal grant programs. What experience do you have with Davis-Bacon prevailing wage and procurement 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 developments, as well as other federal funding such as Section 8 vouchers, HUD 202, and HUD 811. Eden is 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 assist with monitoring.

HTF/PLHA applicants only: Describe your organization's experience with administering state grant funds. What experience do you have with State prevailing wage and procurement requirements?

Eden Housing is highly skilled in working with state grant programs, including MHP, IIG, Joe Serna, etc. Eden has received state funding on dozens of other affordable housing developments and has successfully administered them meeting all requirements. Eden is highly experienced complying with CA state 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 assist with monitoring.

Attachments

Please closely review the Notice of Funding Availability (NOFA) for instructions on which documents you must attach. The County requires specific attachments for each funding type (HTF/PLHA, HOME-ARP, CDBG Housing). Please label your attachments in this manner: "2023-24 [Document Name] for [Organization Name]- [Project Name]."

 2024-25 Approved FEMA LO... .pdf	 2024-25 Audit (19-20) for Ede....pdf
 2024-25 Audit (20-21) for Ede....pdf	 2024-25 Audit (21-22) for Ede....pdf
 2024-25 Board for Eden - Pt.pdf	 2024-25 ENA Site Control for ...pdf
 2024-25 FEMA Flood Map for....pdf	 2024-25 IRS Exempt for Eden... .pdf
 2024-25 MOU with JV for Ede....pdf	 2024-25 Operating Budget fo... .pdf
 2024-25 Proforma for Eden -pdf	

Certification

Please review your responses above for accuracy.

Name of Person Completing this Application

Sarah Allen

Title of Person Completing this Application

Project Developer

By checking this box,

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

Pt. Reyes Station



SOURCES OF FUNDS - PERMANENT

	AMOUNT	TOTAL INTEREST COST	OID INTEREST RATE	AMORT (Yr)	COMMENTS	
Conventional Perm Loan - A Tranche	9,250,000	7.480%		35.0	Total Permanent Debt: 9,250,000	
County Loan	6,809,523	3.000%	1.788%	55.0	Term - 18 (yrs.) Index - 10Y T - 4.230%	Spread - 275 bps
Accrued Deferred Interest - County Loan	184,933					Per Unit: 126,102
PLHA Marin Housing Trust 1	459,528	3.000%	1.788%	55.0		Per Unit: 8,510
Accrued Deferred Interest - PLHA Marin	12,480					
PLHA Marin Housing Trust 2	605,297	3.000%	1.788%	55.0		Per Unit: 11,209
Accrued Deferred Interest - PLHA Marin	16,439					
Marin Community Foundation	2,700,000	3.000%	1.788%	55.0		Per Unit: 50,000
Accrued Deferred Interest - Marin Com	73,327					
LHTF Marin Housing Trust	294,000	3.000%	1.788%	55.0		Per Unit: 5,444
Accrued Deferred Interest - LHTF Marin	7,984					
CDBG	148,291	3.000%	1.788%	55.0		Per Unit: 2,746
Accrued Deferred Interest - CDBG	4,027					
HOME - ARP	710,000	3.000%	1.788%	55.0		Per Unit: 13,148
Accrued Deferred Interest - HOME - AF	13,472					
Capital Contributions						
GP Capital - Sponsor	100				Synd Costs 170,000	
Limited Partners	21,857,922				Fed LIHTC: \$0.88	State LIHTC: \$0.80
TOTAL SOURCES	43,147,324					
Surplus/(Shortfall)	0					

PERMANENT LOAN INTEREST RATE	TRANCHE A	TRANCHE B	INVESTOR EQUITY STACK	OTHER ASSUMPTIONS
Base Rate	6.980%	6.688%		
Cushion	0.500%	0.500%	LIHTC Equity (Federal+Ste) 21,857,922	Current AFR: 4.18%
MIP	0.000%	0.000%	Historic Tax Credit 0	AFR Month: Feb-24
GNMA/Servicing	0.000%	0.000%	Investment Tax Credit (Sol) 0	AFR Cushion: 0.00%
Issuer	0.000%	0.000%	Subtotal LP Equity 21,857,922	Total U/W AFR: 4.18%
Trustee	0.000%	0.000%		
Rating	0.000%	0.000%	CA Certificated Credit Sale 0	
Remarketing	0.000%	0.000%	Total Investor Equity 21,857,922	
Rebate Analyst	0.000%	0.000%		
Total	7.480%	7.188%		

SOURCES OF FUNDS - CONSTRUCTION

	AMOUNT	INTEREST RATE	TERM (Mos.)	COMMENTS
Construction Loan	28,125,246	8.318%	18	
County Loan	5,651,904	3.000%	18	
Accrued Deferred Interest - County Loan	184,933			
PLHA Marin Housing Trust 1	459,528	3.000%	18	
Accrued Deferred Interest - PLHA Marin	12,480			
PLHA Marin Housing Trust 2	605,297	3.000%	18	
Accrued Deferred Interest - PLHA Marin	16,439			
Marin Community Foundation	2,700,000	3.000%	18	
Accrued Deferred Interest - Marin Com	73,327			
LHTF Marin Housing Trust	294,000	3.000%	18	
Accrued Deferred Interest - LHTF Marin	7,984			
CDBG	148,291	3.000%	18	
Accrued Deferred Interest - CDBG	4,027			
HOME - ARP	710,000	3.000%	18	
Accrued Deferred Interest - HOME - AF	13,472			
Costs Deferred Until Conversion	1,954,503			See page 2 - right column
Capital Contributions				
GP Capital - Sponsor	100			
Limited Partners*	2,185,792			Total Equity During Const. 2,185,792 10.00%
TOTAL SOURCES	43,147,324			
Surplus/(Shortfall)	0			
Sources Less Deferred To Conversion:	41,192,821			Syndication Costs 170,000 Net Equity for TCAC 2,015,792

CONSTRUCTION LOAN INTEREST RATE	CONSTRUCTION LOAN VALUATION	TAX-EXEMPT BOND DATA
Index Type: no Term SOFR	Restricted NOI 858,898	50% Test (see Page 7): N/A
Current Index: 5.32%	OAR 4.00%	Issuer Inducement: TBD
Spread: 1.75%	FMV per NOI 21,472,455	CDLAC Allocation: TBD
Base Interest Rate (not including cushi) 7.07%	Agg. Credit Value @ 0.8799 21,857,922	Percent of CDLAC Allocator 0.00%
Cushion - Total 1.25%	Perm-Only Soft Debt 1,157,619	Const-only portion: 18,875,246
Interest Rate (All-In) 8.32%	Total Value 44,487,996	
	LTV: 90.00%	CDLAC Per-Unit Limit N/A
	Max. Const. Loan Amount 40,039,196	CDLAC 55% Limit N/A
	Commitment Amount TBD	50% Test Target 55.00%
		Target Limit N/A

Uses of Funds	Version: Initial Feasibility
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	TOTAL	Res Sq Foot: Per Unit	100.00% 100.00%	COST ALLOCATIONS <i>Assuming 266 Election? No</i>			LIHTC ELIGIBLE BASIS		OTHER BASIS & COST ALLOCATIONS						
				Total Residential	Total Non-Residential	Depreciable			Constr./Rehab	Acquisition	Deferred to Completion or Perm Conv.	Land/Basis for 50% Test	Historic Rehab Tax Credit Basis	ITC Tax Credit Basis (Solar PV)	
						Non-Depreciable	Residential	Non-Resid.							Expensed
ACQUISITION COSTS															
<i>Total Purchase Price - Real Estate:</i>															
0															
Title/Recording/Escrow - Acquisition	20,000	370	20,000	0	20,000	0	0	0	0	0	20,000				
Legal - Acquisition	20,000	370	20,000	0	20,000	0	0	0	0	0	20,000				
HARD COSTS															
Total Construction Contract:															
26,151,451															
NEW CONSTRUCTION															
REHAB															
Hard Costs-Unit Construction	14,654,614	271,382	14,654,614	0	14,654,614	0	14,654,614	0	14,654,614	0	14,654,614	14,654,614			
Site Improvements/Landscape	7,000,000	129,630	7,000,000	0	7,000,000	0	7,000,000	0	7,000,000	0	7,000,000	7,000,000			
GC - General Conditions	1,796,369	33,266	1,796,369	0	1,796,369	0	1,796,369	0	1,796,369	0	1,796,369	1,796,369			
GC - Overhead & Profit	1,347,277	24,950	1,347,277	0	1,347,277	0	1,347,277	0	1,347,277	0	1,347,277	1,347,277			
GC - Insurance	332,777	6,163	332,777	0	332,777	0	332,777	0	332,777	0	332,777	332,777			
GC - Bond Premium	220,414	4,082	220,414	0	220,414	0	220,414	0	220,414	0	220,414	220,414			
Construction - Other - PhotoVolaic System	800,000	14,815	800,000	0	800,000	0	800,000	0	800,000	0	800,000	800,000	800,000		
Contingency - Owner's Construction	3,368,192	62,374	3,368,192	0	3,368,192	0	3,368,192	0	3,368,192	0	3,368,192	3,368,192			
SOFT COSTS															
Architecture - Design	1,936,710	35,865	1,936,710	0	1,936,710	0	1,936,710	0	1,936,710	0	1,936,710	1,936,710	59,246		
Architecture - Supervision	50,000	926	50,000	0	50,000	0	50,000	0	50,000	0	50,000	50,000	1,530		
Design/Engineering - MEP	1,162,026	21,519	1,162,026	0	1,162,026	0	1,162,026	0	1,162,026	0	1,162,026	1,162,026	35,548		
Design/Engineering - Waterproofing	50,000	926	50,000	0	50,000	0	50,000	0	50,000	0	50,000	50,000			
Design/Engineering - SPECIFY	35,000	648	35,000	0	35,000	0	35,000	0	35,000	0	35,000	35,000			
Environmental Consulting	25,000	463	25,000	0	25,000	0	25,000	0	25,000	0	25,000	25,000			
Owner's Rep / Construction Supervision	90,000	1,667	90,000	0	90,000	0	90,000	0	90,000	0	90,000	90,000	2,753		
Local Development Impact Fees	2,550,000	47,222	2,550,000	0	2,550,000	0	2,550,000	0	2,550,000	0	2,550,000	2,550,000			
Local Permits/Fees	773,638	14,327	773,638	0	773,638	0	773,638	0	773,638	0	773,638	773,638			
Insurance During Const	60,000	1,111	60,000	0	60,000	0	60,000	0	60,000	0	60,000	60,000	1,835		
Appraisal	7,500	139	7,500	0	7,500	0	7,500	0	7,500	0	7,500	7,500			
Market/Rent Comp Study	7,500	139	7,500	0	7,500	0	7,500	7,500	0	0	0	0			
Soft Cost Contingency	707,927	13,110	707,927	0	707,927	0	707,927	0	707,927	0	707,927	707,927			
Construction Loan Interest	2,456,325	45,487	2,456,325	0	1,286,646	0	1,286,646	1,169,678	1,286,646	0	1,286,646	1,286,646	34,869		
Accrued Interest - County Loan	184,933	3,425	184,933	0	122,738	0	122,738	62,196	122,738	0	122,738	122,738			
Accrued Interest - PLHA Marin Housing Tn	12,480	231	12,480	0	8,283	0	8,283	4,197	8,283	0	8,283	8,283			
Accrued Interest - PLHA Marin Housing Tn	16,439	304	16,439	0	10,910	0	10,910	5,529	10,910	0	10,910	10,910			
Accrued Interest - Marin Community Founc	73,327	1,358	73,327	0	48,666	0	48,666	24,661	48,666	0	48,666	48,666			
Title/Recording/Escrow - Construction	20,000	370	20,000	0	20,000	0	20,000	0	20,000	0	20,000	20,000			
Title/Recording/Escrow - Permanent	15,000	278	15,000	0	15,000	0	15,000	0	15,000	0	15,000	15,000			
Legal (Owner): Construction Closing	35,000	648	35,000	0	35,000	0	35,000	0	35,000	0	35,000	35,000			
Permanent Closing	16,900	313	16,900	0	16,900	0	16,900	0	16,900	0	16,900	16,900			
Organization of Ptnshp	5,000	93	5,000	0	5,000	0	5,000	0	5,000	0	5,000	5,000			
Syndication - GP	45,000	833	45,000	0	45,000	0	45,000	0	45,000	0	45,000	45,000			
Syndication Consulting	90,000	1,667	90,000	0	90,000	0	90,000	0	90,000	5,000	90,000	90,000			
Audit/Cost Certification	30,000	556	30,000	0	30,000	0	30,000	30,000	30,000	0	30,000	30,000			
TCAC Application/Res/Monitoring Fee	123,504	2,287	123,504	0	123,504	0	123,504	0	123,504	22,140	123,504	123,504			
Marketing	15,000	278	15,000	0	15,000	0	15,000	0	15,000	0	15,000	15,000			
Furnishings Not in Contract	60,000	1,111	60,000	0	60,000	0	60,000	0	60,000	0	60,000	60,000			
Capitalized Replacement Reserve	51,000	944	51,000	0	51,000	0	51,000	0	51,000	51,000	51,000	51,000			
Capitalized Operating Reserve (3 mos.)	336,363	6,229	336,363	0	336,363	0	336,363	0	336,363	336,363	336,363	336,363			
Developer Fee	2,200,000	40,741	2,200,000	0	2,200,000	0	2,200,000	0	2,200,000	1,540,000	2,200,000	2,200,000	20,367		
FINANCING FEES															
Construction Lender Origination Fee	140,626	2,604	140,626	0	73,661	0	66,965	73,661	0	0	73,661	73,661			
Construction Lender Expenses	45,000	833	45,000	0	23,571	0	21,429	23,571	0	0	23,571	23,571			
Construction Lender Counsel	85,000	1,574	85,000	0	44,524	0	40,476	44,524	0	0	44,524	44,524			
Permanent Lender Expenses	25,000	463	25,000	0	0	0	25,000	0	0	0	0	0			
Permanent Lender Counsel	25,000	463	25,000	0	0	0	25,000	0	0	0	0	0			
Subtotal - Financing/Costs of Issuance	320,626	5,938	320,626	0	0	141,757	0	178,870	141,757	0	141,757	141,757	0		
TOTAL DEVELOPMENT COSTS	43,147,324	799,025	43,147,324	0	562,363	40,916,454	0	1,321,734	346,774	40,916,454	0	1,954,503	40,956,454	40,856,454	956,148
<i>TDC Per Unit</i>	<i>799,025</i>		<i>100.00%</i>												
<i>TDC Net of accrued interest:</i>	<i>42,834,661</i>														
<i>TDC TCAC</i>	<i>42,977,324</i>		<i>42,977,324</i>												

Base Year Income & Expense	Version: Initial Feasibility
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INCOME		
Scheduled Gross Income - Residential		1,272,924
Total Gross Subsidy Income - Section 8		257,100
Misc. Income		4,212
Vacancy Loss - Residential	5.0%	(63,857)
Vacancy Loss - Section 8	5.0%	(12,855)
EFFECTIVE GROSS INCOME		1,457,524
EXPENSES - RESIDENTIAL		
Administrative		
Advertising	1,800	
Legal	4,500	
Accounting/Audit	19,314	
Security	4,500	
Other: Misc. Admin	<u>24,813</u>	
Total Administrative		54,927
Management Fee		
		37,944
Utilities		
Gas	0	
Electricity	6,398	
Water/Sewer	139,635	
Resident Utility Reimbursement	<u>0</u>	
Total Utilities		146,033
Payroll/Payroll Taxes		
On-Site Manager/Office Admin	62,970	
Maintenance Payroll	50,958	
Manager Unit Expense/(Credit)	0	
Payroll Taxes/Benefits	<u>49,072</u>	
Total Payroll/Payroll Taxes		163,000
Insurance		
		15,538
Maintenance		
Painting	3,780	
Repairs	17,930	
Trash Removal	23,460	
Exterminating	3,500	
Grounds	22,600	
Elevator	0	
Fire Protection	<u>0</u>	
Total Maintenance		71,270
Other		
Special Assessments	0	
Misc. Tax/License	1,300	
SPONSOR OPEX INFLATOR TO COMPLETION	<u>0</u>	
Total Other		1,300
Resident Services		
Tenant Services	75,000	
Tenant Activities	0	
	<u>0</u>	
Total Resident Services		75,000
Replacement Reserve		
		21,600
Real Estate Taxes		
		<u>12,014</u>
TOTAL EXPENSES - RESIDENTIAL		598,626
<i>Per Unit Per Annum (incl. Reserves)</i>	<i>11,086</i>	
<i>Per Unit Per Annum (w/o taxes/res/svc)</i>	<i>9,074</i>	
<i>TCAC Minimum (w/o taxes/res/svc)</i>	<i>4,800</i>	
TOTAL EXPENSES - COMMERCIAL		<u>0</u>
NET AVAILABLE INCOME		
		858,898
Less: Mandatory Annual HCD Payment (Grossed Up for DSCR Factor)	1.15	0
Less: Ground Lease - Minimum Payment		0
Less: Local Compliance Fee		0
Less: Operating Reserve Deposit		0
ADJUSTED NET AVAILABLE INCOME: TOTAL		858,898
ADJUSTED NET AVAILABLE INCOME: NET OF OP SUBSIDY		614,653
Debt Service Coverage Ratio		1.15
AVAILABLE FOR DEBT SERVICE (NET OF OP SUBSIDY)		534,481
AVAILABLE FOR DEBT SERVICE (OP SUBSIDY OVERHANG)		212,387
NET AVAILABLE INCOME AFTER SENIOR DEBT SERVICE		112,030

**Eden Development Inc
Financial Statement
September 30, 2023**

ASSETS

UNRESTRICTED CASH	97,941
AFFILIATE AND OTHER RECEIVABLES	1,453,329
INVESTMENTS IN GENERAL PARTNERSHIP	(16,324,167)
INVESTMENTS IN LLCS	2,626,824
NOTE RECEIVABLES	29,266,227
TOTAL ASSETS	<u>17,120,154</u>

LIABILITIES & NET ASSETS

ACCOUNTS PAYABLE / ACCRUED LIABILITIES	2,226
AFFILIATE PAYABLES	298,560
NOTES AND LOAN PAYABLES	24,431,000
TOTAL LIABILITIES	<u>24,731,786</u>
FUND BALANCE	(6,649,036)
CURRENT EARNINGS	(962,596)
TOTAL LIABILITIES & NET ASSETS	<u>17,120,154</u>

**Eden Development Inc
Financial Statement
Year Beginning January 1, 2023 and
Ending September 30, 2023**

REVENUES

PASS THROUGH INCOME (LOSS) FROM GENERAL PARTNERSHIP	(2,183,020)
DEVELOPER FEE	1,221,000
PARTNERSHIP MANAGEMENT FEE	51,345
GRANTS AND CONTRIBUTION	283,827
TOTAL REVENUE	(626,849)

EXPENSES

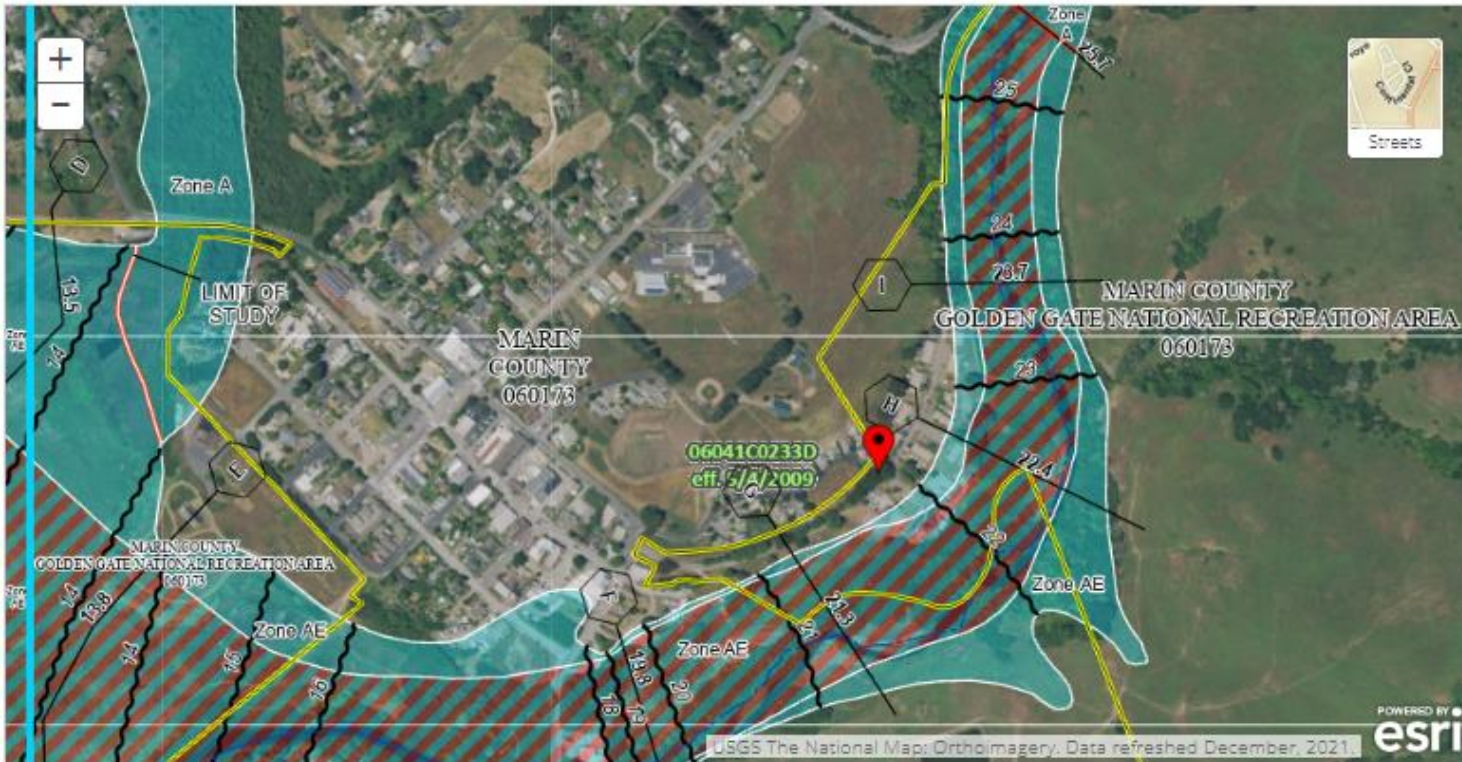
PARTNERSHIP MANAGEMENT FEE	51,345
WAGES AND BENEFITS	283,389
OTHER EXPENSES	1,013
TOTAL EXPENSES	335,747
NET SURPLUS/DEFICIT	(962,596)

I certify the above to represent the fair and reasonable balance of
Eden Development Inc. as of September 30, 2023.

Tatiana Blank

Tatiana Blank (Dec 8, 2023 10:59 PST)

Tatiana Blank
Chief Financial Officer



<p>PIN</p> <ul style="list-style-type: none"> Approximate location based on user input and does not represent an authoritative property location <p>MAP PANELS</p> <ul style="list-style-type: none"> Selected FloodMap Boundary Digital Data Available No Digital Data Available Unmapped <p>OTHER AREAS</p> <ul style="list-style-type: none"> Area of Minimal Flood Hazard Zone X Effective LOMRs Area of Undetermined Flood Hazard Zone B Otherwise Protected Area Coastal Barrier Resource System Area 	<p>SPECIAL FLOOD HAZARD AREAS</p> <ul style="list-style-type: none"> Without Base Flood Elevation (BFE) Zone A, X, AE With BFE or Depth Regulatory Floodway Zone AE, AO, AH, VE, AR <p>OTHER AREAS OF FLOOD HAZARD</p> <ul style="list-style-type: none"> 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 X Area with Reduced Flood Risk due to Levee. See Notes, Zone X Area with Flood Risk due to Levee Zone D 	<p>OTHER FEATURES</p> <ul style="list-style-type: none"> 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 <p>GENERAL STRUCTURES</p> <ul style="list-style-type: none"> Channel, Culvert, or Storm Sewer Levee, Dike, or Floodwall
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FEMA Flood Map for Edén - Pt. Reyes Coast Guard (1000 Commodore Webster Dr. Pt. Reyes Station, CA)



Federal Emergency Management Agency

Washington, D.C. 20472

LETTER OF MAP REVISION FLOODWAY DETERMINATION DOCUMENT (REMOVAL)

COMMUNITY AND MAP PANEL INFORMATION		LEGAL PROPERTY DESCRIPTION
COMMUNITY	MARIN COUNTY, CALIFORNIA (Unincorporated Areas)	A parcel of land, as described in the Quitclaim Deed recorded as Document No. 2019-0047097, in the Office of the Recorder, Marin County, California The portion of property is more particularly described by the following metes and bounds:
	COMMUNITY NO.: 060173	
AFFECTED MAP PANEL	NUMBER: 06041C0233D DATE: 5/4/2009	
FLOODING SOURCE: LAGUNITAS CREEK		APPROXIMATE LATITUDE & LONGITUDE OF PROPERTY: 38.068018, -122.799964 SOURCE OF LAT & LONG: LOMA LOGIC DATUM: NAD 83

DETERMINATION

LOT	BLOCK/ SECTION	SUBDIVISION	STREET	OUTCOME WHAT IS REMOVED FROM THE SFHA	FLOOD ZONE	1% ANNUAL CHANCE FLOOD ELEVATION (NAVD 88)	LOWEST ADJACENT GRADE ELEVATION (NAVD 88)	LOWEST LOT ELEVATION (NAVD 88)
--	--	--	100 Commodore Webster Drive	Portion of Property	X (shaded)	--	--	23.5 feet


Special Flood Hazard Area (SFHA) - The SFHA is an area that would be inundated by the flood having a 1-percent chance of being equaled or exceeded in any given year (base flood).

ADDITIONAL CONSIDERATIONS (Please refer to the appropriate section on Attachment 1 for the additional considerations listed below.)

LEGAL PROPERTY DESCRIPTION INADVERTENT INCLUSION FLOODWAY 1 PORTIONS REMAIN IN THE SFHA	SUPERSEDES PREVIOUS DETERMINATION STATE LOCAL CONSIDERATIONS
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This document provides the Federal Emergency Management Agency's determination regarding a request for a Letter of Map Revision for the property described above. Using the information submitted and the effective National Flood Insurance Program (NFIP) map, we have determined that the described portion(s) of the property(ies) is/are not located in the NFIP regulatory floodway or the SFHA, an area inundated by the flood having a 1-percent chance of being equaled or exceeded in any given year (base flood). This document revises the effective NFIP map to remove the subject property from the NFIP regulatory floodway and the SFHA located on the effective NFIP map; therefore, the Federal mandatory flood insurance requirement does not apply. However, the lender has the option to continue the flood insurance requirement to protect its financial risk on the loan.

This determination is based on the flood data presently available. The enclosed documents provide additional information regarding this determination. If you have any questions about this document, please contact the FEMA Mapping and Insurance eXchange (FMIX) toll free at (877) 336-2627 (877-FEMA MAP) or by letter addressed to the Federal Emergency Management Agency, LOMC Clearinghouse, 3601 Eisenhower Avenue, Suite 500, Alexandria, VA 22304-6426.


 Patrick "Rick" F. Sacbibit, P.E., Branch Chief
 Engineering Services Branch
 Federal Insurance and Mitigation Administration



Federal Emergency Management Agency

Washington, D.C. 20472

LETTER OF MAP REVISION FLOODWAY DETERMINATION DOCUMENT (REMOVAL)

ATTACHMENT 1 (ADDITIONAL CONSIDERATIONS)

LEGAL PROPERTY DESCRIPTION (CONTINUED)

BEGINNING AT THE FOUND 3/4" IRON PIPE & TAG LS 7112 ON WESTERN LINE, 0.25' FROM THE NORTHERNMOST POINT OF THE BOUNDARY BETWEEN THE PROPERTY AND 1ST STREET OF POINT REYES STATION, CALIFORNIA: THENCE (1) South 49°48'00" East, 384.47 feet to the BEGINNING POINT of the Portion of the Parcel Above 23.5 Feet in Elevation; THENCE (2) South 63°50'44" East, 52.46 feet; THENCE (3) North 68°58'51" East, 19.38 feet; THENCE (4) North 78°48'04" East, 6.93 feet; THENCE (5) North 66°52'14" East, 16.67 feet; THENCE (6) North 57°50'53" East, 17.94 feet; THENCE (7) North 58°35'08" East, 12.76 feet; THENCE (8) North 43°20'47" East, 6.80 feet; THENCE (9) North 45°05'20" East, 16.62 feet; THENCE (10) North 55°02'01" East, 5.51 feet; THENCE (11) North 51°35'35" East, 10.33 feet; THENCE (12) North 52°33'28" East, 18.65 feet; THENCE (13) North 47°18'34" East, 10.55 feet; THENCE (14) North 50°04'35" East, 15.40 feet; THENCE (15) North 49°12'03" East, 14.41 feet; THENCE (16) North 45°17'00" East, 18.15 feet; THENCE (17) North 43°33'22" East, 12.63 feet; THENCE (18) North 51°40'31" East, 5.57 feet; THENCE (19) North 52°19'23" East, 19.03 feet; THENCE (20) North 56°26'54" East, 13.82 feet; THENCE (21) North 59°50'16" East, 19.29 feet; THENCE (22) North 63°39'50" East, 12.98 feet; THENCE (23) North 62°30'24" East, 12.39 feet; THENCE (24) North 70°29'47" East, 11.01 feet; THENCE (25) North 79°10'42" East, 13.62 feet; THENCE (26) North 79°16'52" East, 12.35 feet; THENCE (27) North 78°04'02" East, 13.59 feet; THENCE (28) North 76°29'09" East, 14.18 feet; THENCE (29) North 75°21'49" East, 13.21 feet; THENCE (30) North 74°48'42" East, 14.27 feet; THENCE (31) North 71°47'25" East, 13.24 feet; THENCE (32) North 71°40'02" East, 6.74 feet; THENCE (33) North 70°33'31" East, 10.04 feet; THENCE (34) North 71°41'57" East, 18.96 feet; THENCE (35) North 73°46'22" East, 13.96 feet; THENCE (36) North 62°44'34" East, 13.88 feet; THENCE (37) North 51°23'53" East, 15.58 feet; THENCE (38) North 38°55'50" East, 14.85 feet; THENCE (39) North 71°28'11" East, 8.85 feet; THENCE (40) North 54°42'47" East, 17.69 feet; THENCE (41) North 76°42'03" East, 14.70 feet; THENCE (42) South 71°02'20" East, 11.47 feet; THENCE (43) South 88°43'47" East, 12.97 feet; THENCE (44) South 77°23'08" East, 7.44 feet; THENCE (45) South 54°42'23" East, 11.41 feet; THENCE (46) North 68°02'38" East, 17.17 feet; THENCE (47) North 75°10'15" East, 10.46 feet; THENCE (48) South 0°57'02" East, 19.02 feet; THENCE (49) South 46°12'15" East, 6.70 feet; THENCE (50) North 79°02'17" East, 13.08 feet; THENCE (51) North 80°04'59" East, 21.01 feet; THENCE (52) South 78°15'58" East, 16.33 feet; THENCE (53) South 76°23'16" East, 11.34 feet; THENCE (54) South 79°32'12" East, 5.76 feet; THENCE (55) South 67°20'23" East, 16.41 feet; THENCE (56) South 65°23'03" East, 18.18 feet; THENCE (57) South 83°11'39" East, 17.94 feet; THENCE (58) South 73°01'08" East, 7.43 feet; THENCE (59) South 88°02'57" East, 14.20 feet; THENCE (60) North 79°28'42" East, 6.80 feet; THENCE (61) North 87°46'03" East, 17.51 feet; THENCE (62) North 77°16'39" East, 14.62 feet; THENCE (63) North 77°36'25" East, 5.22 feet; THENCE (64) North 80°27'21" East, 13.20 feet; THENCE (65) North 83°46'21" East, 10.93 feet; THENCE (66) South 89°02'07" East, 14.58 feet; THENCE (67) South 81°34'30" East, 16.15 feet; THENCE (68) South 66°07'42" East, 5.26 feet; THENCE (69) South 68°26'30" East, 7.12 feet; THENCE (70) South 67°18'34" East, 16.52 feet; THENCE (71) South 60°47'05" East, 13.70 feet; THENCE (72) South 71°41'15" East, 14.42 feet; THENCE (73) North 60°37'27" East, 4.77 feet; THENCE (74) North 55°57'09" East, 9.89 feet; THENCE (75) North 66°46'57" East, 20.80 feet; THENCE (76) North 64°11'52" East, 6.00 feet; THENCE (77) North 57°19'27" East, 17.36 feet; THENCE (78) North 42°36'48" East, 20.05 feet; THENCE (79) North 42°07'08" East, 13.86 feet; THENCE (80) North 41°24'17" East, 16.40 feet; THENCE (81) North 39°09'03" East, 4.30 feet; THENCE (82) North 33°55'17" East, 11.27 feet; THENCE (83) North 33°20'14" East, 15.14 feet; THENCE (84) North 34°52'05" East, 13.48 feet; THENCE (85) North 33°29'33" East, 16.81 feet; THENCE (86) North 18°14'28" East, 10.65 feet; THENCE (87) North 10°55'55" East, 4.70 feet; THENCE (88) North 21°11'02" East, 15.35 feet; THENCE (89) North 1°33'10" East, 13.08 feet; THENCE (90) North 16°59'58" East, 13.77 feet; THENCE (91) North 33°59'13" East, 10.36 feet; THENCE (92) North 34°23'23" East, 7.25 feet; THENCE (93) North 38°31'38" East, 17.65 feet; THENCE (94) North 38°14'02" East, 12.07 feet; THENCE (95) North 34°08'51" East, 14.05 feet; THENCE (96) North 30°43'17" East, 11.93 feet; THENCE (97) North 29°19'39" East, 12.93 feet; THENCE (98) North 22°07'45"

This attachment provides additional information regarding this request. If you have any questions about this attachment, please contact the FEMA Mapping and Insurance eXchange (FMIX) toll free at (877) 336-2627 (877-FEMA MAP) or by letter addressed to the Federal Emergency Management Agency, LOMC Clearinghouse, 3601 Eisenhower Avenue, Suite 500, Alexandria, VA 22304-6426.

Patrick "Rick" F. Sacbibit, P.E., Branch Chief
Engineering Services Branch
Federal Insurance and Mitigation Administration



Federal Emergency Management Agency

Washington, D.C. 20472

LETTER OF MAP REVISION FLOODWAY DETERMINATION DOCUMENT (REMOVAL)

ATTACHMENT 1 (ADDITIONAL CONSIDERATIONS)

East, 7.45 feet; THENCE (99) North 11°25'33" East, 16.67 feet; THENCE (100) North 6°38'56" West, 3.39 feet; THENCE (101) North 2°17'33" East, 9.84 feet; THENCE (102) North 28°31'06" East, 4.06 feet; THENCE (103) North 37°31'45" East, 11.12 feet; THENCE (104) North 20°23'40" East, 16.13 feet; THENCE (105) North 19°21'23" East, 13.70 feet; THENCE (106) North 6°35'23" East, 10.99 feet; THENCE (107) North 8°05'12" West, 20.09 feet; THENCE (108) North 4°31'00" West, 16.48 feet; THENCE (109) North 0°59'12" West, 12.23 feet; THENCE (110) North 5°34'36" West, 12.16 feet; THENCE (111) North 18°26'03" East, 4.73 feet; THENCE (112) North 5°41'35" West, 13.98 feet; THENCE (113) North 0°44'12" West, 8.77 feet; THENCE (114) North 3°15'04" West, 17.37 feet; THENCE (115) North 7°04'11" East, 4.08 feet; THENCE (116) North 4°29'32" East, 14.61 feet; THENCE (117) North 0°12'42" East, 17.01 feet; THENCE (118) North 5°31'02" East, 12.57 feet; THENCE (119) North 25°34'37" East, 9.99 feet; THENCE (120) North 29°27'20" East, 14.38 feet; THENCE (121) North 34°25'31" East, 4.29 feet; THENCE (122) North 26°59'24" East, 11.62 feet; THENCE (123) North 15°15'57" West, 15.36 feet; THENCE (124) North 16°48'14" East, 10.19 feet; THENCE (125) North 20°15'51" East, 6.07 feet; THENCE (126) North 6°47'25" East, 20.03 feet; THENCE (127) North 2°42'44" West, 4.50 feet; THENCE (128) North 6°00'07" West, 12.92 feet; THENCE (129) North 4°58'56" West, 21.55 feet; THENCE (130) North 8°06'10" East, 13.63 feet; THENCE (131) North 0°26'03" East, 8.63 feet; THENCE (132) North 6°15'18" East, 17.90 feet; THENCE (133) North 12°56'36" East, 14.70 feet; THENCE (134) North 9°12'26" East, 11.21 feet; THENCE (135) North 3°06'11" East, 15.74 feet; THENCE (136) North 10°51'01" East, 4.26 feet; THENCE (137) North 8°12'29" West, 15.46 feet; THENCE (138) North 0°10'11" East, 11.87 feet; THENCE (139) North 4°06'45" West, 23.44 feet; THENCE (140) North 15°21'10" West, 15.72 feet; THENCE (141) North 6°44'10" West, 14.29 feet; THENCE (142) North 16°47'28" West, 16.37 feet; THENCE (143) North 10°34'04" West, 9.11 feet; THENCE (144) North 6°41'41" West, 6.91 feet; THENCE (145) North 3°47'08" West, 13.60 feet; THENCE (146) North 1°46'50" West, 11.13 feet; THENCE (147) North 3°21'53" West, 12.86 feet; THENCE (148) North 1°20'14" West, 11.57 feet; THENCE (149) North 0°06'18" West, 17.76 feet; THENCE (150) North 13°25'16" East, 13.46 feet; THENCE (151) North 7°58'17" East, 7.05 feet; THENCE (152) North 4°37'55" West, 13.21 feet; THENCE (153) North 7°59'23" West, 20.90 feet; THENCE (154) North 12°09'13" West, 17.25 feet; THENCE (155) North 19°01'05" West, 8.28 feet; THENCE (156) North 15°18'42" West, 21.34 feet; THENCE (157) North 15°30'36" West, 18.87 feet; THENCE (158) North 25°55'28" West, 11.88 feet; THENCE (159) North 22°36'47" West, 12.07 feet; THENCE (160) North 23°32'47" West, 6.18 feet; THENCE (161) South 89°29'28" West, 59.79 feet; THENCE (162) South 0°07'46" East, 0.28 feet to the beginning of a curve concave northwesterly, said curve has a radius of 1,067.00 feet; THENCE (163) southwesterly along said curve through a central angle of 61°11'11" an arc distance of 1,139.45 feet; THENCE (164) South 61°03'29" West, 496.08 feet to return to the POINT OF BEGINNING.

This attachment provides additional information regarding this request. If you have any questions about this attachment, please contact the FEMA Mapping and Insurance eXchange (FMIX) toll free at (877) 336-2627 (877-FEMA MAP) or by letter addressed to the Federal Emergency Management Agency, LOMC Clearinghouse, 3601 Eisenhower Avenue, Suite 500, Alexandria, VA 22304-6426.

Patrick "Rick" F. Sacbubit, P.E., Branch Chief
Engineering Services Branch
Federal Insurance and Mitigation Administration



Federal Emergency Management Agency

Washington, D.C. 20472

LETTER OF MAP REVISION FLOODWAY DETERMINATION DOCUMENT (REMOVAL)

ATTACHMENT 1 (ADDITIONAL CONSIDERATIONS)

INADVERTENT INCLUSION IN THE FLOODWAY 1 (PORTIONS OF THE PROPERTY REMAIN IN THE FLOODWAY) (This Additional Consideration applies to the preceding 1 Property.)

A portion of this property is located within the National Flood Insurance Program (NFIP) regulatory floodway for the flooding source indicated on the Determination Document, while the subject of this determination is not. The NFIP regulatory floodway is the area that must remain unobstructed in order to prevent unacceptable increases in base flood elevations. Therefore, no construction may take place in an NFIP regulatory floodway that may cause an increase in the base flood elevation, and any future construction or substantial improvement on the property remains subject to Federal, State/Commonwealth, and local regulations for floodplain management. The NFIP regulatory floodway is provided to the community as a tool to regulate floodplain development. Therefore, the NFIP regulatory floodway modification described in the Determination Document, while acceptable to the Federal Emergency Management Agency (FEMA), must also be acceptable to the community and adopted by appropriate community action, as specified in Paragraph 60.3(d) of the NFIP regulations. Any proposed revision to the NFIP regulatory floodway must be submitted to FEMA by community officials. The community should contact either the Regional Director (for those communities in Regions I-IV, and VI-X), or the Regional Engineer (for those communities in Region V) for guidance on the data which must be submitted for a revision to the NFIP regulatory floodway. Contact information for each regional office can be obtained by calling the FEMA Mapping and Insurance eXchange toll free at (877) 336-2627 (877-FEMA MAP) or from our web site at <http://www.fema.gov/about/regoff.htm>.

PORTIONS OF THE PROPERTY REMAIN IN THE SFHA (This Additional Consideration applies to the preceding 1 Property.)

Portions of this property, but not the subject of the Determination/Comment document, may remain in the Special Flood Hazard Area. Therefore, any future construction or substantial improvement on the property remains subject to Federal, State/Commonwealth, and local regulations for floodplain management.

SUPERSEDES OUR PREVIOUS DETERMINATION (This Additional Consideration applies to all properties in the LOMR-FW DETERMINATION DOCUMENT (REMOVAL))

This Determination Document supersedes our previous determination dated 4/14/2023, for the subject property.

STATE AND LOCAL CONSIDERATIONS (This Additional Consideration applies to all properties in the LOMR-FW DETERMINATION DOCUMENT (REMOVAL))

Please note that this document does not override or supersede any State or local procedural or substantive provisions which may apply to floodplain management requirements associated with amendments to State or local floodplain zoning ordinances, maps, or State or local procedures adopted under the National Flood Insurance Program.

This attachment provides additional information regarding this request. If you have any questions about this attachment, please contact the FEMA Mapping and Insurance eXchange (FMIX) toll free at (877) 336-2627 (877-FEMA MAP) or by letter addressed to the Federal Emergency Management Agency, LOMC Clearinghouse, 3601 Eisenhower Avenue, Suite 500, Alexandria, VA 22304-6426.

Patrick "Rick" F. Sacbibit, P.E., Branch Chief
Engineering Services Branch
Federal Insurance and Mitigation Administration

INCUMBENCY CERTIFICATE
Eden Housing, Inc.

The persons named below are the members of the Board of Directors of the corporation named above and/or are the Officers duly elected or appointed to the offices set forth opposite their names.

NAME	OFFICE	CURRENT TWO-YEAR TERM (OFFICERS) CURRENT TERM (DIRECTORS)
Rudy Johnson	Chair Director	January 2024 - January 2027 January 2022 - January 2026*
Cheryl O'Connor	Vice Chair Director	January 2024 – January 2027 January 2023 – January 2026
Sean Callum	Secretary Director	January 2024 - January 2027 January 2023 – January 2026
Amy Neches	Treasurer Director	January 2024 – January 2026* January 2024 – January 2027
Jim Kennedy	Director	January 2021 - January 2025*
Annette Billingsley	Director	January 2024 - January 2027*
Doug Kuerschner	Director	January 2022 - January 2026*
Grace Li	Director	January 2023 - January 2026
Joe Postigo	Director	January 2022 - January 2026*
Sean Callum	Director	January 2023 – January 2026
Sheila Burks	Director	January 2024 – January 2027
Candice Gonzalez	Director	January 2022 – January 2026*
David Garcia	Director	January 2022 – January 2026*
Ali Solis	Director	January 2023 – January 2026
Kara Douglas	Director	January 2023– January 2026
Andrea Jones	Director	January 2024 – January 2027
Deborah Ruane	Director	January 2024 – January 2027

Linda Mandolini, President (non-voting), serves at the will of the Board and is authorized to sign on behalf of the Corporation.

*The bylaws were amended in 2022 to include a new term limit structure, shifting from three 4-year terms to four 3-year terms for directors, and one 3-year term for officers. Director terms marked with an asterisk were legacy terms from the prior structure and will be transitioned to the new structure upon current term expiration.

As of January 26, 2024



EDEN HOUSING, INC.
BOARD OF DIRECTORS AND OFFICERS
2024

Rudolph Johnson III, Chair

President and CEO, Neighborhood House Association
San Diego, CA

Affiliations

- Author of an Aspatore *Inside the Minds* series book titled, *Strategies for Building an Agile Organization: Leading CEOs on Establishing Collaboration, Engaging Innovation, and Maximizing Value*
- Board Member, Eden Housing
- Member, San Diego Foundation Board of Governors
- Member, San Diego Foundation's Black Community Investment Fund Advisory Council
- Member, CONNECT – San Diego Black Leaders
- Member, Omega Psi Phi Fraternity, Inc.
- Member, Alpha Pi Boule



Cheryl O'Connor, Vice Chair

Retired, Former Executive Director, HomeAid Northern
California
Danville, CA

Affiliations

- Board member, Hope Solutions
- 2016 Inducted into the California Home Building Foundation Hall of fame
- HomeAid America Board and Executive Committee
- 2014 Building Industry Association Chairman's Award
- 2013 Building Industry Association Lifetime Legend Award
- 2010 – 2011 Appointed Member, Metropolitan Transportation Commission Policy Advisory Council
- 2009 – 2011 Board Member, Jobs & Housing Coalition, East Bay Economic Development Alliance, Association of Bay Area Governments Regional Planning Committee
- 2008 Chairwoman, Regional Home Builders Association/California Building Industry Board of Directors
- Former Board Chair, STAND! For Families Free of Violence
- Former Board Chair, Build it Green





Sean Callum, Secretary

Oakland, CA

Affiliations

- Former Board Member, Alameda County-Oakland Community Action Partnership (AC-OCAP) (2017-2022)
- Chair, House Building Committee
- Former Board Member, Rotary Club of Oakland #3
- Former Board of Trustees Member, Oakland Rotary Endowment



Amy Neches, Treasurer

Oakland, CA

Affiliations

- Partner, TMG Partners, Partner, Bay Area development firm, 2012-2019
- San Francisco Redevelopment Agency, Senior Executive and Redevelopment Area Manager, 1995-2012
- Urban Land Institute, San Francisco Executive Board Member, Chair of national Public Private Partnership Council, Member of national Urban Development/Mixed-Use Council, 2002-2019
- Lambda Alpha International Golden Gate Chapter, former Board member and Chair, active current member
- Loan Officer, Loan Income Housing Fund (now LIIF), 1993-1995



Annette Billingsley, Director
Retired, Union Bank Executive
San Francisco, CA

Affiliations

- Executive Vice President and Group Head, Community Development Finance Departments (LIHTC Affordable Housing) and Commercial Mortgage Division for Union Bank, 2009-2016
- Former Board Member, Bay Area LISC Advisory Council
- Full Member since 1994, Urban Land Institute (ULI)
- Former Board Member of Golden Gate Chapter of LAMDA ALPHA Land Economics Society, 2007-2010 and active current member
- Former Board Member of California Community Reinvestment Corporation, 2011-2016
- Former Board of Governors of California Housing Consortium, 2010-2016
- Former Board Member of UnionBank Cal Equities, 2007-2013



Jim Kennedy, Director

Principal, JK² & Associates
Martinez, CA

Affiliations

- Kennedy-King Memorial Scholarship Fund (1987-Present)
- Eden Housing Board of Directors (2013-Present)
- Former Redevelopment Director, Contra Costa County
- Former Board Member, President, & Executive Director, California Redevelopment Association

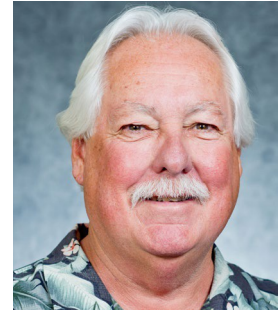




Doug Kuerschner, Director
Realtor, Dual Pride Properties
Hollister, CA

Affiliations

- Chair, South County Housing (1994 – Present)
- Chairperson, Equal Opportunity in Fair Housing Committee of San Benito County (1988 – 1996)
- Director of the San Benito Chamber of Commerce (1989 – 1995)



Grace Li, Director
CEO, On Lok
San Francisco, CA

Affiliations

- Board Member, National PACE Association (2005- Present)
- Chair Elect, National PACE Association (2021-2022)
- Treasurer, National PACE Association (2018)
- Board Member, Institute for Senior Living (2016-Present)
- Member, Adaptive Business Leaders (2016-Present)
- Member, National PACE Association (2002- Present)
- Board Member, NICOS Chinese Health Coalition (2002- Present)



Joseph M. Postigo, Director
Principal, JMP Construction Services
Hollister, CA

Affiliations

- Vice Chair, South County Housing (2011 – Present)
- Board President, Sociedad Española de San Benito (Spanish Lodge) (2001 – 2015)
- Member, Private Industry Council (1995 – 1998)
- Board Member, San Benito County Chamber of Commerce (1991 – 1996)
- Board Member, San Benito County American Red Cross (Chairman of Volunteers) (1995 – 1998)
- Board Member, San Benito Youth Services (1989 – 1992)
- President, San Benito County Contractors Association (1991)
- President, San Benito County Film Council (1992 – 1994)
- Producer, Channel 34/17 Baler Football Show (1991 – 2002)
- Board Member, San Benito County Briggs Youth Center (1990 – 1993)
- Member, San Benito County Grand Jury (1988 – 1993)



Sheila Burks, Director

Manager of Equity and Inclusion, Alameda County Food Bank
Oakland, CA

Affiliations

- Advisor, Transformative Leadership in Disruptive Times Certificate Program at Cal State East Bay Continuing Education
- Member, Helping our Pioneers Excel (H.O.P.E.)
- Board Member, Center for Community Engagement Community Advisory Board
- Member, My Eden Voice Backbone Committee
- Member, Operation My Home Town
- Partner, Ashland Cherryland Healthy Communities Collaborative
- Former Board Member, Mission Economic Development Association
- Founding Board Member, People's Community Partnership Federal Credit Union
- Former Member, Hayward Community Task Force
- Former Member, Hayward Community Services Commission



Candice Gonzalez, Director

Chief Housing Office & Managing Director, Sand Hill Property Company
Palo Alto, CA

Affiliations:

- Former CEO, Palo Alto Housing Corporation (2008 - 2018)
- Board Chair, SPUR SJ (2020 - present)
- Board Chair, SV@Home Action Fund (2019 - present)
- Board Secretary, SV@Home (2019 - present)
- Former Board Member & Chair, Housing Trust Silicon Valley (2012 - 2021)
- Attorney (1997 – present)
- Real Estate Broker (1999 – present)



David Garcia, Director

Policy Director, Turner Center for Housing Innovation, UC Berkeley
Berkeley, CA

Affiliations:

- Member, Urban Land Institute – Affordable Workforce Housing Council (2020-present)
- Advisory Board member, Up For Growth
- Board Member, Rockridge Community Planning Council (2019 - present)
- Former Board Member, Community Foundation of San Joaquin (2017 - 2019)
- Former Board Member, Downtown Stockton Alliance (2015-2017)



Ali Solis, Director

Principal, S3-Solis Strategic Solutions
Graysonville, MD

Affiliations

- Former President and CEO of Make Room Inc.
- Prior to her time at Make Room, Ali served as a senior advisor to the Secretary of the U.S. Department of Housing and Urban Affairs, Shaun Donovan
- Ali co-led the ACTION Campaign, a national cross-industry advocacy network of 3,800 national, regional



- and local organizations
 - In 2008, Ali led the Save America's Neighborhoods campaign
 - Ali was a legislative director for the congressionally chartered Neighborhood Reinvestment Corporation
 - Former President of Women in Housing and Finance, Inc.
 - An INROADS alumnus and Graduate of University of Maryland with a dual degree in political science and Spanish
-

Kara Douglas, Director

Retired, Assistant Deputy Director, Department of Conservation and Development, Contra Costa County Walnut Creek, CA

Affiliations

- Board Members, Hope Solutions
- Former Board Member, Non-Profit Housing Association of Northern California
- 2015 Unsung Hero Award, NPH
- 2018 East Bay Housing Organizations recognition



Andrea Jones, Director

Sr. Vice President, Construction & Development, Mare Island Company
Oakland, CA

Affiliations:

- Lambda Alpha International Golden Gate Chapter, current member
- Board Member- Mercy Housing, 2008-2011
- Board Member- San Francisco Planning and Urban Research (SPUR), 1997-2001
- Founding Board Member- Real Estate Executive Council, 2003-2005



Debbie Ruane, Director

Founder, Middlemarch Fund, 2020 - Present
Founder, Norwood Development Strategies, 2019 – Present
San Diego CA

Affiliations

- Lucky Duck Foundation Board Member (2019-Present)
- Chair, San Diego Building Industry Association, Finance Committee 2023
- Former Board Member, San Diego Building Industry Association 2022
- Former Board Member, Southern California Housing Collaborative 2019 – 2022



**FIRST AMENDMENT TO
EXCLUSIVE NEGOTIATING RIGHTS AGREEMENT
(FORMER COAST GUARD SITE)**

THIS FIRST AMENDMENT TO EXCLUSIVE NEGOTIATING RIGHTS AGREEMENT (this “**Amendment**”), dated as of August 23, 2022 is by and between the COUNTY OF MARIN, a political subdivision of the State of California (the “**County**”) and Community Land Trust Association of West Marin and Eden Housing (collectively, the “**Developer**”).

RECITALS:

This Amendment is entered into upon the basis of, and with reference to the following facts, understandings, and intentions of the parties:

A. The County and Developer entered into an Exclusive Negotiating Rights Agreement dated as of March 2, 2021 (the “**Original ENA**”), as extended by that certain Exclusive Negotiating Rights Agreement Extension Letter dated as of March 1, 2022, pursuant to which the County agreed to enter into exclusive negotiations with Developer for the lease or sale, construction, and operation of the Proposed Project at the Site (as such terms are defined in the Original ENA).

B. Developer has requested additional time for certain milestones in the Original ENA.

C. The County will not approve the DDA or take any other discretionary actions that will have the effect of committing the County to the development of the Proposed Project until the appropriate environmental review document for the Proposed Project is certified in accordance with CEQA.

D. The County and Developer desire to amend the Original ENA to extend the timing for certain milestones and revise the Negotiating Period in recognition of the current schedule for completion of the environmental analysis, all upon the terms and conditions set forth in this Amendment.

AGREEMENT:

NOW THEREFORE, in consideration of the foregoing recitals and the mutual covenants contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. Definitions; Recitals; Effective Date.

1.1 Definitions; Recitals. The Recitals are hereby incorporated by this reference. Unless otherwise defined herein, all capitalized words and terms used in this Amendment shall have the meanings given to them in the Original ENA. The Original ENA, as amended by this Amendment, is hereinafter referred to as the “**ENA.**”

1.2 Effective Date. Unless otherwise specifically provided herein, this Amendment shall be effective on the date on which the last person signing this Amendment shall have signed this Amendment (the “**Amendment Effective Date**”).

2. Negotiating Period. The first sentence of Section 1.2 of the Original ENA is hereby amended to read as follows:

“The negotiating period (the “**Negotiating Period**”) under this Agreement shall commence on the Effective Date and shall expire at 5:00 p.m. (Pacific Time) on the date that is the latter of (i) ninety (90) days after the date the appropriate environmental review document for the Proposed Project is certified in accordance with CEQA, or (ii) two (2) years after the Amendment Effective Date, subject to extension as provided below.”

3. Wastewater System. The date “January 15, 2022” in the first sentence Section 2.2(b) is hereby deleted and replaced with the date “September 1, 2022.”

4. Scope of Proposed Project and Site Plan. The date “January 15, 2022” in the second sentence of Section 2.4 is hereby deleted and replaced with the date “September 1, 2022.”

5. Planning Approvals. The second sentence of Section 2.5 is hereby amended to read as follows:

“By September 1, 2022, the Developer shall submit a formal Planning Application for the Proposed Project to the County.”

6. Method of Conveyance. The date “November 1, 2021” in the first sentence of Section 2.6 is hereby deleted and replaced with the date “December 15, 2022.”

7. Miscellaneous.

7.1 Ratification. Except as modified by this Amendment, all of the terms, conditions and provisions of the Original ENA shall remain in full force and effect. To the extent the terms of the Original ENA and this Amendment are inconsistent, the terms of this Amendment shall control.

7.2 Entire Agreement. This Amendment contains the entire agreement of the County and Developer with respect to the subject matter hereof. It is understood that there are no oral agreements between the County and Developer affecting the Original ENA as hereby

amended, and this Amendment supersedes and cancels any and all previous negotiations, representations, agreements and understandings, if any, between the County and Developer and their respective agents with respect to the subject matter hereof.

7.3 Attorneys' Fees. In the event that any action is instituted to enforce or interpret any terms of this Amendment or because of the breach of any covenant herein contained, the Parties shall bear their own attorneys' fees and costs.

7.4 California Law. This Amendment shall be governed and construed in accordance with the laws of the State of California.

7.5 Entire Agreement; Conflict. This Amendment contains all of the representations and the entire agreement between the parties with respect to the subject matter of this Amendment.

7.6 Amendments. No amendment to this Amendment will be valid unless it is in writing and signed by all of the parties.

7.7 Severability. Except as otherwise specifically provided in this Amendment, a judgment or court order invalidating any provision of this Amendment, or its application to any person, will not affect any other provision of this Amendment or its application to any other person or circumstance, and the remaining portions of this Amendment will continue in full force and effect, unless enforcement of this Amendment as invalidated would be unreasonable or grossly inequitable under all of the circumstances or would frustrate the purposes of this Amendment.

7.8 No Party Drafter; Captions. The provisions of this Amendment will be construed as a whole according to their common meaning and not strictly for or against any party in order to achieve the objectives and purposes of the parties. Any caption preceding the text of any section, paragraph or subsection is included only for convenience of reference and will be disregarded in the construction and interpretation of this Amendment.

7.9 Interpretation. Whenever required by the context, the singular shall include the plural and vice versa, the masculine gender shall include the feminine or neuter genders, and vice versa, and defined terms encompass all correlating forms of the terms (e.g., the definition of "waive" applies to "waiver," "waived," "waiving"). In this Amendment, the terms "include," "included" and "including" will be deemed to be followed by the words "without limitation" or "but not limited to."

7.10 Authority. Each of the undersigned represent and warrant that each is duly authorized to execute this Amendment.

7.11 Time is of the Essence. Time is of the essence in this Amendment and every provision contained herein.

7.12 Counterparts. This Amendment may be executed in counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same Amendment.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK.]

IN WITNESS WHEREOF, the parties have executed this Amendment as of the date first hereinabove set forth.

DEVELOPER:

COUNTY:

**COMMUNITY LAND TRUST
ASSOCIATION OF WEST MARIN**

COUNTY OF MARIN

By: _____
Name: _____
Title: _____

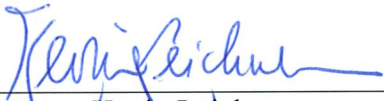
By: _____
Name: _____
Title: _____

Date: _____

Date: _____

EDEN HOUSING, INC.

APPROVED AS TO FORM:

By: 
Name: Kevin Lechner
Title: Vice President of Development,
Housing Finance & Acquisitions
Date: August 25, 2022

By: _____
Name: _____
County Counsel

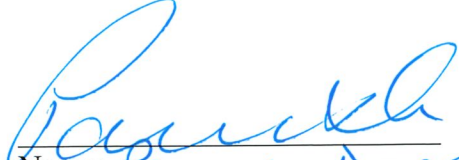
IN WITNESS WHEREOF, the parties have executed this Amendment as of the date first hereinabove set forth.

DEVELOPER:

COUNTY:

**COMMUNITY LAND TRUST
ASSOCIATION OF WEST MARIN**

COUNTY OF MARIN

By: 
Name: Pamela Don
Title: Executive Director

By: _____
Name: _____
Title: _____

Date: 8/25/2022

Date: _____

EDEN HOUSING, INC.

APPROVED AS TO FORM:

By: _____
Name: _____
Title: _____

By: _____
Name: _____
County Counsel

Date: _____

IN WITNESS WHEREOF, the parties have executed this Amendment as of the date first hereinabove set forth.

DEVELOPER:

COUNTY:

**COMMUNITY LAND TRUST
ASSOCIATION OF WEST MARIN**

COUNTY OF MARIN

By: _____
Name: _____
Title: _____

By: 
Name: KATIE RICE
Title: President, Board of Supervisors


Date: _____

Date: 8/23/22

EDEN HOUSING, INC.

APPROVED AS TO FORM:

By: _____
Name: _____
Title: _____

By: 
Name: Tarisha Bal
County Counsel

Date: _____



Department of the Treasury
Internal Revenue Service

P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0248323016
May 14, 2009 LTR 4168C E0
23-1716750 000000 00 000
00018272
BODC: TE

EDEN HOUSING INC
22645 GRAND ST
HAYWARD CA 94541-5031



017492

Employer Identification Number: 23-1716750
Person to Contact: Yvette Davis
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your request of May 05, 2009, regarding your tax-exempt status.

Our records indicate that a determination letter was issued in August 1986, that recognized you as exempt from Federal income tax, and discloses that you are currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records also indicate you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,

Michele M. Sullivan, Oper. Mgr.
Accounts Management Operations I



Department of the Treasury
Internal Revenue Service

P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0248323016
May 14, 2009 LTR 4168C E0
94-2946400 000000 00 000
00018275
BODC: TE

EDEN HOUSING MANAGEMENT INC
22645 GRAND ST
HAYWARD CA 94541-5031



017491

Employer Identification Number: 94-2946400
Person to Contact: Yvette Davis
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your request of May 05, 2009, regarding your tax-exempt status.

Our records indicate that a determination letter was issued in November 1986, that recognized you as exempt from Federal income tax, and discloses that you are currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records also indicate you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section 509(a)(3).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,

Michele M. Sullivan, Oper. Mgr.
Accounts Management Operations I



Department of the Treasury
Internal Revenue Service

P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0248323016
May 14, 2009 LTR 4168C E0
94-3315887 000000 00 000
00018276
BODC: TE

EDEN HOUSING RESIDENT SERVICES INC
% LORI GANZ
22645 GRAND ST
HAYWARD CA 94541-5031



017490

Employer Identification Number: 94-3315887
Person to Contact: Yvette Davis
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your request of May 05, 2009, regarding your tax-exempt status.

Our records indicate that a determination letter was issued in March 2000, that recognized you as exempt from Federal income tax, and discloses that you are currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records also indicate you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section 509(a)(3).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,

Michele M. Sullivan, Oper. Mgr.
Accounts Management Operations I

MEMORANDUM OF UNDERSTANDING
West Marin Coast Guard Housing Site Acquisition Rehab
Point Reyes Station, CA



This Memorandum of Understanding (“MOU”) is entered into as of April 16, 2019, by and between Community Land Trust of West Marin, a California nonprofit public benefit corporation, (“CLAM”), and Eden Housing, Inc., a California nonprofit public benefit corporation (“Eden”). CLAM and Eden may be referred from time to time below as “Party” or “Parties.”

- A. CLAM has significant experience in the West Marin community developing and managing affordable rental and ownership housing. As a Community Land Trust, CLAM hold homes in trust for the community in order to ensure that housing will be permanently affordable. CLAM desires to develop permanently affordable homes in an environmentally responsible way in the communities surrounding Tomales Bay.
- B. Eden has substantial experience in developing and managing low-income rental housing and in providing supportive services for the residents of its housing developments. Eden desires to develop low-income rental housing units in Point Reyes Station and to provide property management services to the new community.
- C. CLAM and Eden understand the County of Marin is engaged in negotiations with the U.S. Coast Guard for acquisition of the land (“Land”) and existing improvements located at 101 Commodore Webster Drive, Point Reyes Station, California, commonly known as the Coast Guard Housing Site at Point Reyes Station and made up of all or portions of APNs 119 240 73 and 119 236 10 (“Property”). The Property is in the process of being decommissioned by the Federal Government and once conveyed to the County, CLAM and Eden are informed that the County intends to issue a Request for Proposals (“RFP”) to select a developer to renovate certain existing improvements on the Property for affordable housing and related uses at the Property.
- D. CLAM and Eden desire to partner together to respond to the anticipated RFP. If selected as the winning development team by the County, CLAM and Eden wish to collaborate on the predevelopment, planning, financing, construction and ultimate ownership of the Project.
- E. CLAM and Eden will form a limited partnership (the “Partnership”) to develop, own, and operate the Project. The Parties anticipate that a tax credit investor will be admitted to the Partnership as a limited partner as part of the financing of the Project. In the event that CLAM brings majority project financing to the Project in a private-financing scenario that does not include a tax credit investor, CLAM and Eden may re-evaluate the proposed business terms of this MOU.
- F. Although the requirements and constraints on re-use of the Property that may be contained in the RFP are not yet known, CLAM and Eden wish to begin collaborating on a vision for potential uses of the Property (“Site Plan”). The “Site Plan” refers to the total redevelopment contemplated on the Land, regardless of owner entity or funding.
- G. The “Project” consists of the portions of the Property shown on the Site Plan that are eligible for Low Income Housing Tax Credit financing and which would be developed by the Partnership.

- H. CLAM and Eden envision that certain portions of the Property may be used for development activities that will not be included in the Project and/or owned by the Partnership because those assets are not eligible or desirable to include in the tax credit basis. These items include both the “Homeownership Housing” and certain potential “Community Assets”. CLAM will have primary responsibility for the Homeownership Housing and Community Assets.
- I. CLAM and Eden wish to enter into this MOU to memorialize the responsibilities, rights and obligations that each party will undertake and assume in connection with the initial proposal of a Site Plan to the County in response to the RFP, and the ultimate financing, development and operation of the Project if CLAM and Eden are selected as the winning development team by the County. The Parties acknowledge the importance of working collaboratively and keeping the other party informed of all aspects of the Project and Site Plan as each party invests time and other resources in the development, particularly the predevelopment stage, of the Project.
1. **LAND OWNERSHIP:** CLAM is to take title to the Property and retain ownership of the underlying Land if allowed by County. In the event the Land is subdivided in order to allow tax credit financing of the Project, Parties to utilize a long-term ground lease of not less than 75 years, subject to lender requirements, for the parcel containing the Project with a nominal annual lease payment. At ground lease maturity, the Parties may renew the lease or establish an agreement consistent with regulatory documents at that time.
2. **PROJECT AND PROGRAM DEFINITION:**
- a. **Conformance with RFP:** The Parties recognize that the RFP may have certain requirements and constraints that would make all or portions of the Site Plan not possible. Should this occur, both Parties will work in good faith to determine a new or revised Site Plan for the response to the RFP and will amend this MOU as necessary.
- b. **Site Plan:** Eden and CLAM will endeavor to get the following shared vision or Site Plan for the development approved by all relevant permitting and regulatory agencies, but recognize that the scope of the development may need to change to adjust to the requirements and constraints of the RFP, zoning, environmental or other constraints. The shared overall vision of the Property includes the following key components which are discussed in more detail in following sections:
- Rental housing and related playground and community rooms;
 - Office space for CLAM;
 - Homeownership Housing;
 - Community Assets;
 - All necessary circulation, infrastructure including sanitary septic system, easements and open space.
- c. **Rental Housing or Project:** The Project is envisioned, to the extent consistent with the RFP, to be approximately 46 units with adaptive re-use of 30 to 36 existing townhomes to be targeted to families, and 10 to 20 units in the existing dormitory building or other existing structure for small households. The final Project will be subject to applicable government requirements and review, including without limitation CEQA review, and approvals and may change accordingly. The Project may also include the adaptive re-use of existing facilities and structures for related amenities

such as playgrounds, a community room, and sports courts that are funded by the Project for the sole and exclusive use of Project residents.

- i. **Ownership:** CLAM and Eden will form the Partnership to develop, own, and operate the Project. CLAM and Eden will identify a tax credit investor to be admitted to the Partnership to provide equity financing. Eden will be the “Managing General Partner”, CLAM will be a co-general or administrative general partner, and [] will be the initial limited partner. When the agreement of the Partnership is amended and restated to admit the tax credit investor, the tax credit investor (TBD) will replace the initial limited partner as the sole limited partner (the “Limited Partner”). Ownership percentages will then be as follows:
 1. Limited Partner: 99.90%
 2. Eden: 0.051%
 3. CLAM: 0.049%
 - ii. **Management:** Eden Housing Management Inc, to provide property management and asset management services so long as Eden or an affiliate is the Managing General Partner.
 - iii. **Fees:**
 1. *Developer Fee* – 50% to Eden / 50% to CLAM. Both up-front amounts and on-going deferred fees.
 2. *Property Management Fees* – 100% to Eden Housing Management Inc.
 3. *Asset Management Fee* – 100% to Eden Housing.
 4. *Resident Services Fee* – Budget to be determined; Majority of fee to CLAM for services provided.
 5. *All other cash flow* – 50% to Eden / 50% to CLAM (subject to the waterfall in the amended and restated Partnership Agreement with the Limited Partner).
 - iv. **Right of First Refusal (ROFR):** Negotiate with chosen Limited Partner to include the following ROFR schedule:
 1. *First ROFR:* To CLAM alone.
 2. *Second ROFR:* To Eden alone.
 - v. **Other:**
 1. Eden and CLAM desire that the Project remain an affordable rental housing project in perpetuity, but acknowledge that recorded restrictions will be limited to 55 years from occupancy for tax credit purposes and may be subordinated to the Project’s senior construction and permanent lenders.
- d. **Office Space:** Office space is envisioned to be included as part of the Project, built to a finished standard typical of professional offices in Marin, with a small kitchen, private and communal office spaces and private meeting rooms, as follows:
- i. “CLAM Office Space” will be approximately 2100 square feet, and will be leased to CLAM for a nominal annual fee with CLAM covering its share of operating and maintenance costs.

- ii. The “Property Management Office Space” will be approximately 300 square feet and integrated with CLAM’s Office Space, but will also allow for secure and separate spaces/storage as necessary to conduct property operations business
- e. **Homeownership Housing:** To the extent feasible, the Site Plan will include opportunities for “Homeownership Housing”. Eden will work with CLAM on entitlements to create homeownership units. CLAM will be responsible for the financing, construction and marketing of these homes. Any associated development fees or profits associated with these units would be 100% allocated to CLAM.
- f. **Community Assets:** Eden and CLAM to work together with the architect and wider community on potential “Community Assets”. These Community Assets may include but are not limited to the following: a commercial kitchen, food production incubator space; tennis and basketball courts; or a swimming pool. Inclusion of Community Assets will depend on financial and operational feasibility and shall be owned and funded separately from the Project. For liability and financing purposes, any active open spaces meant for the wider West Marin community use (such as a pool or sport courts) would not be owned by the Partnership.

3. GUIDING PRINCIPLES:

- a. The following expresses the goals and guiding principles of Eden and CLAM in the design and functionality of the Project. The Parties understand that due to development, financing, and market constraints not all these goals may be obtainable. The following Guiding Principles will be used in the Project’s design and construction.
 - i. Use principles of Universal Design where possible. A simple definition of Universal Design is “the design of products and environments to be useable by all people, to the greatest extent possible, without the need for adaptation or specialized design.”
 - ii. Project will meet the County’s green building ordinance and incorporate additional green building and sustainability features to the extent practicable and financially feasible. Decisions on sustainable features will be made based primarily on the long-term payback relative to up-front costs. Design and construction teams will work with Build It Green to certify the Project’s Green Point Rating Score.
 - iii. Foster community input where feasible especially in design of the project and community uses. Draw upon the skills of the community where feasible in specific areas, such as landscaping and community use programming. Emphasize shared open space and thoughtful design of community facilities, to the extent permitted by the RFP, financing limitations and restrictions, and programming. Support outcomes that will connect Project residents and the wider West Marin community.

4. PROJECT PREDEVELOPMENT ACTIVITIES & COSTS:

- a. **Predevelopment Scope:** Eden and CLAM will work collaboratively to refine the Site Plan vision, design, and program together with an architect (TBD). The Parties will

work together to find the balance between community needs/desires and financial feasibility.

- b. **Staffing:** Eden and CLAM will jointly work to develop the Project. It is anticipated that Eden and CLAM will each assign a primary project manager from each organization to conduct the day-to-day business of the development. Decision making will be governed by Section 4.e below. Eden will also provide administrative staff to produce documents required for proposals and/or financing applications.
- c. **Regular Meetings:** Eden and CLAM shall arrange regular project communication meetings, approximately twice a month during the predevelopment phase and once a week during the construction phase to discuss progress, review schedule and budget, and assign tasks.
- d. **Application Preparation:** Eden will take the lead with assistance from CLAM on financing application preparation. Final assembly of such financing applications shall occur at Eden's offices. CLAM will provide its corporate documentation for the applications. Eden will take the lead in preparing applications for planning and building permits for the Project.
- e. **Decisions:** All major decisions on the Project shall be made jointly. CLAM and Eden shall develop the Site Plan jointly, and will agree on the design, building layout, operational features, green features, and the representations and promises to be made to lenders, tax credit investor and funding agencies (the "Program"). Eden will take the lead role in coordinating and overseeing the construction document process. Any impasse in making a joint decision will be governed by the dispute resolution process discussed in Section 5.c.
- f. **Community Process:** CLAM shall take the lead with the community outreach process. Eden and CLAM shall both assign senior staff to oversee the public approvals process.
- g. **Predevelopment, Construction and Permanent Financing and Rental Subsidies:** CLAM and Eden shall work jointly to secure funding from the County and other affordable housing funding sources. Eden will fund predevelopment costs if another source has not yet been secured. Final approval for all predevelopment spending will require approval from the Eden Board of Directors. Eden will seek to be reimbursed for eligible, documented expenses plus interest, not to exceed Prime Rate + 1%, from the final project financing sources. Predevelopment costs will include all third-party costs (i.e. design professionals, consultants, etc.). Staffing costs for Eden or CLAM are not included in predevelopment costs and are the responsibility of each organization.
- h. **Project Feasibility and Budget Development:** Eden and CLAM will jointly develop the financing plan to ensure Project feasibility. Eden will take primary responsibility for preparing the Project proformas and budgets.
- i. **Construction:** The Parties will jointly select the General Contractor for the Project. Eden will select a firm/consultant to coordinate and oversee the construction of the Project as the owner's construction manager. Both Parties, as the owner representatives, will participate in contract negotiations, review and approve the construction contract, attend construction draw meetings, and approve all construction

pay applications and change orders. Eden will assist CLAM with General Contractor negotiation if requested by CLAM.

- j. **Operations:** So long as Eden or an affiliate is the Managing General Partner of the Partnership, Eden Housing Management Inc. will be the property management firm for the Project and will retain ultimate hiring authority over on-site property management staff. However, recognizing that CLAM will be a key long-term partner in the development and has strong local ties, Eden will work with CLAM on a joint hiring process for on-site property management staff. Eden offers extensive job training opportunities, which may allow for CLAM to identify local candidates with comparative experience for a career switch.

5. GENERAL PROVISIONS:

- a. **Term.** This MOU shall be effective as of the date set forth above, and shall continue until the occurrence of the earliest of the following:
 - i. The County selects Eden and CLAM as the development team pursuant to the RFP for redevelopment of the Property and Eden and CLAM enter into a binding agreement pursuant to Section 5(d) of this MOU.
 - ii. The date the County selects a development team pursuant to the RFP for redevelopment of the West Marin Coast Guard facility that is **not** Eden and CLAM.
 - iii. Either Party may terminate this MOU upon ninety (90) days written notice to the other Party with the reasons for the termination. During the 90-day period, the Parties will meet within five (5) business days of each request given by either Party to discuss the reasons for the termination, the possibility of the other Party remedying the reasons for the requested termination, and such other matters that either Party may raise. The Parties acknowledge that each is entering into this MOU and incurring significant time and resources based on each Party being committed, absent unforeseen circumstances and subject to the financial feasibility of the Project, to completing the Project with the other Party.
- b. **Other Partners.** CLAM has decided to exclusively partner with Eden for the RFP response to the County. As such, CLAM and Eden agree to keep confidential any financial plans or details that the other may provide to the other in connection with the preparation of the response to the RFP and the final response submitted. However, nothing herein shall limit or stop CLAM from seeking to partner with another organization if Eden and CLAM are not chosen by the County as the development team pursuant to the RFP for redevelopment of the Property.
- c. **Dispute Resolution.** If any dispute arises between the Parties under this MOU, either Party may submit a written request to the other Party to have the dispute resolved in accordance with the provisions of this Section (“Dispute Notice”). No later than 20 business days following the receipt of the Dispute Notice by the other Party, one or more senior representatives of the Parties shall meet and negotiate in good faith to resolve the dispute within 30 days of the date of the Dispute Notice. If a Party refuses or fails to meet for any reason or if the dispute cannot be resolved as a result of the

meeting, the Parties shall seek County-guided resolution before opting to terminate this agreement.

- d. **Enforceability.** This MOU is not a binding and enforceable agreement except as to the parties' obligations as to confidentiality and exclusivity under Section 5(b) above; instead it documents the parties' present good-faith intentions to collaborate with regard to matters discussed. Nothing herein shall obligate any Party to proceed with any transaction with any other Party, and each Party reserves the right, in its sole discretion, to terminate all discussions and negotiations with the other Party with regard to the matters discussed in this MOU, including without limitation, the Project, for any reason or no reason at all. In the event the County selects Eden and CLAM as the development team pursuant to the RFP for redevelopment of the Property, Eden and CLAM agree to replace this MOU with a binding Disposition and Development Agreement or other agreement substantially consistent with the terms and conditions set forth herein.

The parties have executed this MOU by an authorized signatory.

Community Land Trust Association of West Marin,
a California nonprofit public benefit corporation

By: 
Kimberly Thompson, Executive Director

Dated: 4/16, 2019

Eden Housing, Inc.,
a California nonprofit public benefit corporation

By: 
Andre Madeira, Senior Vice President of Real Estate Development

Dated: 4/23, 2019

2024-25 Application for Affordable Housing Funds

Friday, February 16, 2024

Marin County Housing & Federal Grants Division

This application is for affordable housing developers in Marin County, California who would like to apply for multiple state, local, and federal funding sources simultaneously. Please refer to the [Notice of Funding Availability \(NOFA\)](#) released on January 22, 2024 for detailed information about qualifications and application requirements. Applicants may use this [prep tool](#) for the long-form questions in order to save their responses and copy/paste into this application.

The deadline to apply is **5:00 p.m. Friday, February 16**. Applicants will receive a copy of their submitted application to the email address entered.

The following grant sources and approximate amounts are available through this application:

1. **Marin County Affordable Housing Fund (HTF) and State Permanent Local Housing Allocation (PLHA)** - \$1.2 million
2. **Federal HOME** - \$850 thousand
3. **Federal CDBG Housing** - \$650 thousand

Applicant Information

Organization Name

Education Housing Partners, Inc.

Website URL

<https://www.thompsondorfman.com/teacher-staff-housing/>

Mailing Address

39 Forrest Street, Suite 202
Mill Valley, California, 94941

Project Contact Name

Joanna Julian

Title

Program Director

Email Address

jjulian@thompsondorfman.com

Phone Number

(818) 631-7789

Executive Director Name

Bruce Dorfman

Executive Director Email Address

bd@thompsondorfman.com

Is there a co-applicant organization?

No

Briefly describe your organization, including mission, programs, staff experience, and number of clients served. Describe the co-applicant organization, if applicable.

Education Housing Partners, Inc. (EHP) is a California nonprofit public benefit corporation with the mission to develop affordable workforce housing to help public agencies recruit and retain employees. EHP is led by the principals of Thompson Dorfman Partners, LLC (TDP). Formed in 1999 by Will Thompson and Bruce Dorfman, TDP focuses on multifamily residential development with particular emphasis on well-sited, urban infill properties in the Bay Area. The principals of TDP are 40+ year veterans in the housing industry with a reputation for quality residential development and a track record of performance. During this period, TDP and its venture partners have developed 18,000 units of housing in over 75 projects in California.

EHP was formed in 2004 to provide TDP's market-rate development expertise to public school districts and other public agencies to create high-quality, publicly-owned housing communities to assist recruiting and retaining public employees. These award-winning developments help their residents address the high costs of living and low levels of housing affordability in many of California's most desirable areas. EHP has been engaged to assist on the development of over two-dozen faculty housing projects.

EHP's developments are structured to be fully financed, requiring minimal funding from the agency sponsor, and self-sustaining, with below-market rental rates covering all operating and financing costs. EHP takes no ownership interest in these developments and delivers the housing on a turnkey basis. Its completed communities have been initially leased to employees at rental rates that were 25% to 35% less than market for comparable units and all are achieving much greater rental discounts currently. Each of these projects has a demonstrated ability to assist school districts and other public agencies to recruit and retain personnel and stabilize their employee base.

Since commencing its work on this project in 2020, EHP has been working with the County of Marin and the Marin County Office of Education. In 2023, these public entities formed a Joint Powers Authority ("JPA") named the Marin County Public Financing Authority. The JPA will finance and own the workforce housing component of the Oak Hill project, composed of 135 units of which 75% will be designated for qualifying teachers and staff and 25% for qualifying county employees. All of the units will be leased at rental rates that are affordable to households earning between 50% (Very-Low) and 120% (Moderate) AMI. The ownership of this housing by the JPA allows a preference of its members' employees without violating Fair Housing statutes which has been reviewed and approved by HCD.

The creation of the Marin County Public Financing Authority for Oak Hill is the first time that a JPA has been formed to develop workforce housing in the California and the State believes this will be a template that other districts and public agencies can follow.

Have there been any recent or upcoming leadership transitions?

None

Have there been any recent expansions or cutbacks in activities and/or budget? If so, please explain.

None

If applicable, what is the organization's standing with licensing or other accreditation authorities?

EHP is in good standing as a California nonprofit public benefit corporation.

How does your organization verify client income?

EHP will assist the JPA to create a Resident Selection Plan for this property which will use relevant income, employment, and household information to verify eligibility, as further described below. Specific verification requirements and procedures will be determined and formally adopted by the Marin County

Public Financing Authority prior to the start of marketing and pre-leasing activities. No decision to accept or reject an application will be made until all needed verifications have been collected and any necessary follow-up interview has been performed.

Types of Verifications Required

All information relative to eligibility for admission must be verified as described in these procedures:

1. Employment Status (At least one member of the household must be an employee of a Marin County public school, the Marin County Office of Education, or the County of Marin.)
2. Annual Income
3. Assets and asset income
4. Household composition
5. Social Security Numbers of all Household Members

Period for Verification:

All the above information must be documented and appropriate verification forms or letters placed in the applicant's file. Only verified income information that is less than 90 days old may be used for certification or recertification. All verifications shall be date stamped upon receipt. The 90-day period begins from the date of the stamp, which is the date the verification was received, and not the date it was filled out by the sender. Verifications may be extended for an additional 30 days with a telephone update. Verified information not subject to change (such as a person's date of birth) need not be re-verified. Information obtained which is subject to change and for which verifications are more than 120 days old, must be re-verified.

Verifying Annual Income

- A. Annual Income shall be based on the best available information, considering the past year's income, current income rate and effective date; and shall include estimates for each income recipient in the household.
- B. The income of irregular workers will be estimated on the basis of the best information available, considering earning ability and work history.
- C. Overtime income will be computed in accordance with verification obtained on the Employment Verification form from the employer unless the applicant is able to provide other reliable or accurate information.

General Project Information

Project Name

Oak Hill Workforce Housing

Project Address

San Quentin Site, Sir Francis Drake Blvd
Marin County, California, 94939

Assessor's Parcel Number (APN)

018-152-12

Funding Requests

Which funding source(s) are you seeking for this project? Please refer to the NOFA for a description of each funding source and eligible project types. Those applying for HOME-ARP funds are highly encouraged to apply for HTF/PLHA funds as well.

HTF/PLHA

HTF/PLHA Amount Requested (max \$1.2 million)

\$1,200,000

Project Details

Scope of Work: Describe the proposed project, including details such as property characteristics, proposed use of funds, and number of housing units involved. Explain how the project will benefit the community.

Oak Hill Apartments is proposed to be developed on approximately 8.5 acres of unused state property in the unincorporated area of San Quentin as a result of Executive Order (N-06-19) executed by Governor Gavin Newsom to identify State-owned sites to address the California housing crisis. The proposed development will be comprised of two affordable residential communities – 115 apartments developed by Eden Housing targeted toward lower income families, and 135 apartments to be built by Education Housing Partners (EHP) for very-low to moderate income qualifying faculty and staff of local school districts and County employees.

Both residential communities will offer one, two and three-bedroom for-rent apartment homes and will share common infrastructure, including some amenity areas and a parking structure. Due to the State's ownership of the site, the State was the lead agency and was the lead agency for CEQA and for entitlements. The site was formerly used by the State as a gun range, and the site will be fully remediated by the State prior to construction.

The preliminary design concept responds to the environment by gently terracing homes to maximize Bay and hillside views. The community will feature sustainable design, drought-tolerant landscaping, and high-quality durable finishes. Amenities will include a clubhouse with a lounge and business center, a fitness center, as well as outdoor areas for socializing, playing, and reflecting.

This project will make a dramatic difference in the ability to improve and stabilize the employment base of school districts as well as create a significant amount of workforce housing at a time when Marin County public schools are struggling to fill vacancies, largely due to high costs of living. Marin County Schools Superintendent John Carroll reported that there were nearly 400 openings for teachers and support staff positions at the beginning of the 2023 school year, which dropped to 339 in November only after unprecedented recruitment efforts. According to a 2022 survey by Marin Promise, about 58% of BIPOC educators – Black, Indigenous or people of color – and 55.5% of younger educators from 18 to 39 years old were unable to rent a studio apartment in Marin. In an earlier survey, 57.5% of educators indicated that they would be interested in affordable, employer-provided housing if it were available. The number was 64.1% among educators of color and 65.4% for respondents 18 to 39 years old. The County of Marin is facing similar recruitment and retention challenges.

A major impediment for school districts and other public agencies to create this desperately-needed workforce housing is capitalizing predevelopment activities prior to the start of construction. EHP would use funds awarded by the County of Marin for predevelopment costs in order to bridge the gap until JPA bond financing proceeds are available for construction.

Describe the property's history leading up to this request. Include when the organization acquired/will acquire the property, any previous requests for County funding, attempts to secure other financing, etc.

The total site is 8.3 acres, with EHP's portion comprising approximately 4.2 acres of the site. The site is currently owned by the State of California and managed by the Department of Corrections and Rehabilitation (CDCR). The site was formerly used as the CDCR gun range but is currently fallow with the exception of a small portion of the site, which has a CMSA facility.

Governor Gavin Newsom in 2019 directed identification of State-owned sites to address the California housing crisis. The Department of General Services (DGS) and the Department of Housing and Community Development (HCD) collaborated to identify and prioritize excess state-owned property for sustainable, innovative and cost-effective housing developments. The State of California issued an RFQ for the San

Quentin site in June 2020, to which EHP and Eden Housing jointly responded and were shortlisted for the RFP. In November 2020, EHP and Eden Housing submitted their joint proposal and were formally selected by the State of California in February 2021 to develop the site for up to 230 units (115 units for EHP and 115 units for Eden). Subsequently, EHP requested and received approval from the State to build up to 135 units for the educator/County employee component of Oak Hill, bringing the total unit count for Oak Hill to 250 units.

EHP and Eden Housing were granted a Right of Entry to the site in July 2021 to begin on-site feasibility, due diligence, and CEQA-required studies. EHP and Eden completed the schematic design of the project and the State (Department of General Services) approved the Schematic Design plan in September 2022. The Draft EIR was published February 22, 2023 and the Final EIR was certified by the State in July 2023, with no legal challenges filed.

To fund predevelopment costs to date, EHP submitted a request for funding to Marin Community Foundation in January 2022 to fund predevelopment costs. EHP was awarded \$700,000 Oak Hill Workforce housing community which has funded a portion of predevelopment costs. EHP has also funded approximately \$700,000 of legal and staff costs to date. In 2023, the Oak Hill Workforce Housing project obtained approval from the Board of Supervisors for a \$1,000,000 loan from the County Housing Trust which will be used for predevelopment expenses.

Oak Hill's still requires \$2,000,000 of funding for predevelopment costs prior to construction. To help address this need, EHP sought PHLA funding through the County last year, but was not awarded any funds. The County also sought to obtain LHTF funds on Oak Hill's behalf in 2023, though the County was not awarded the LHTF funding.

In September 2023, the Oak Hill Workforce Housing project was awarded \$10,000,000 in state grant funding through the Excess Sites Local Government Matching Program. EHP is in the process of entering into the LGMG Standard Agreement with the State. The primary focus of these funds is project financing.

Describe any nearby amenities, such as parks, public transportation, grocery stores, health care facilities, schools, childcare, libraries, parks/open space, etc. that residents of the project are/would be able to use.

The Larkspur Landing commercial center, which includes neighborhood restaurants, retail, and services at Marin County Mart, is located approximately 0.3 mile from the project site. Nearby grocery stores include Trader Joe's (2 miles), Mollie Stone's (1.5 miles), and Target Grocery (2.5 miles). In addition, Larkspur Landing has a Farmer's Market (0.3 mile) every Saturday.

The site is across the street from Remillard Park and the multi-modal Bay Trail. Our proposed project includes a traffic signal and signalized crosswalk to provide safe and controlled access for pedestrians and cyclists from our project to the south side of Sir Francis Drake Blvd, providing easy access to Remillard Park and the Bay Trail. In addition, Hal Brown Park is approximately 2.2 miles east of the project site; Bayside Park is approximately 5.8 miles northeast of the project site, and Santa Margarita Island Preserve is approximately 6.1 miles north of the project site.

The site is located within Marin most robust transit hub. The Larkspur Ferry Terminal is located approximately 0.5 mile from the project site. The Larkspur Sonoma-Marin Area Rail Transit (SMART) Train Station is located approximately 0.8 mile from the project site. The nearest bus stop for Marin Transit Routes 17, and 28 is at East Sir Francis Drake Boulevard and Larkspur Landing Circle (0.5 mile from the project site).

The project site is served by the San Rafael City Schools (District), which includes the San Rafael Elementary School District and the San Rafael High School District. Within these districts, the closest elementary school to the project site is Bahia Vista Elementary School, located 2.8 miles from the project site. The closest middle school to the project site is Davidson Middle School, located approximately 3.4 miles away. The closest high schools to the project site are Madrone High School and San Rafael High School, both located approximately 3.4 miles away. The District has determined that its elementary and middle schools across the District have the capacity to serve students generated by the proposed project

Nearby libraries include Larkspur Library (2.7 miles), Pickleweed Library (2.9 miles), and Corte Madera Library (2.4 miles). In addition, the County is served by the Marin County Free Library, which has 12 locations throughout the County with the closest location to the project site being 2.6 miles south of the project site.

MarinHealth Primary Care | A UCSF Health Clinic is located 0.8 miles away, and Marin Healthcare District is 1.3 miles away. MarinHealth Medical Center is 2.2 miles from the project site.

Select the known environmental issues of the proposed project site, and/or adjacent properties if relevant.

Phase I/II site assessment results

Easements or encroachments

Notes or clarifying information on environmental issues:

All environmental issues have been studied and addressed in the Final EIR certified July 10, 2023. No significant environmental impacts were identified that could not be addressed with mitigation. The State will also be completing soil remediation for lead prior to construction.

There is an existing easement on site for the benefit of Central Marin Sanitation Agency, which the project has been designed in compliance with.

The site is not located in a Special Hazard Flood Zone.

Have you begun any state or federal environmental review procedures for the proposed project?

Yes

Who is the staff member that will supervise and manage the proposed project? Describe their past experience with project management.

Joanna Julian, Program Director: Ms. Julian will manage and coordinate all aspects of project work, overseeing design and consultant teams, and managing the project schedule and budget. To date Ms. Julian has managed the proposed project's schematic design, CEQA process, and coordination with local staff and elected officials. She has over 10 years' experience (including 5 years with EHP) in multi-family development and project management through all development stages including acquisition, entitlements, design, permitting, construction and lease-up.

Bruce Dorfman, CEO: Mr. Dorfman leads EHP's workforce housing development efforts with 40 years' experience in multi-family development and finance. He will supervise EHP's staff through all phases of the development from inception, project design, and construction through project stabilization, and will be involved in all high-level business decisions, JPA and financing matters, community outreach, and stakeholder discussions.

Both Mr. Dorfman and Ms. Julian have been involved in Oak Hill since its inception, including the preparation of the RFP response and development of the project concept which was ultimately selected by the State.

Will the project involve hiring an external property management company?

Yes

Describe the property management company. Include the company name and the number of affordable housing sites and units that it currently manages.

The property management company will be selected by the JPA through an RFQ/RFP process. The company's experience managing faculty/staff housing projects will be considered, as well as the number of affordable housing sites and units that it manages. Education Housing Partners will act as an advisor during this selection process, with the property management company ultimately being selected and hired

by the Marin County Public Financing Authority (the JPA), which is the entity that will own the educator/county employee housing improvements.

If awarded funding, you will need to draft and submit an Affirmative Marketing Plan for this project. The plan would describe how you will market the project to different groups of people based on protected characteristics such as race, color, national origin, religion, sex (including sexual orientation and gender identity), familial status, and disability. Please refer to the Affirmative Marketing tab of the [Federal Grants website](#) for more information.

Describe any prior experience with affirmative marketing or similar initiatives.

EHP has worked with HCD regarding Affirmatively Furthering Fair Housing (AFFH) considerations. EHP understands the requirements and has made the commitment to complete an Affirmative Marketing Plan regardless of funding sources.

All projects funded by HUD programs must Affirmatively Further Fair Housing. This is defined as combating housing discrimination and taking meaningful actions to overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to housing opportunities based on protected characteristics: race, color, national origin, religion, sex (including sexual orientation and gender identity), familial status, and disability.

How will this project Affirmatively Further Fair Housing?

EHP has worked closely with HCD's Fair Housing team regarding this workforce housing project. EHP completed a detailed analysis for HCD demonstrating that this project will not only further equity for public employees, disabled persons, and the population of Marin County generally, but that it will also promote diversity in Marin County.

Marin County is one of the most homogenous and least ethnically diverse counties in the State. Marin Promise Partnership, a nonprofit focused on achieving educational equity in Marin, has found that while the high cost of housing is an issue for most school staff, it is even a greater challenge for staff members of color. Exacerbated by unaffordable housing alternatives, Marin's public school districts and the County are facing significant and unprecedented challenges to recruit and retain quality employees for their numerous vacancies. The Oak Hill Workforce Housing project is an important part of the strategy for MCOE and Marin public schools to attract and retain diverse school staff.

This project is an opportunity not only to bring much-needed and high-quality workforce housing to Marin, but it will also contribute to Marin schools' efforts to diversify their own staff. Research clearly demonstrates that a diversified educator workforce leads to improved educational outcomes for students. However, data also shows a significant disparity between student and educator demographics in Marin, leaving students of color with a largely white educator corps. By offering affordable housing options to their staff, Marin public schools will be better able to diversify their staff to better reflect the students they serve.

Describe any past community engagement activities for this project, and future plans for community engagement.

Since the beginning of the project, EHP has met with numerous individuals, the project's neighbors at Drake's Cove and San Quentin Village, and community organizations to provide information and seek feedback about the project, as well as meetings with all Marin County Supervisors, all City of Larkspur Councilmembers, Marin County planning staff, Larkspur city manager and planning staff, Senator Mike McGuire, Assemblymember Marc Levine, Assemblymember Damon Connolly, and the Central Marin Sanitation Agency as well as numerous other public agencies. Additional meetings have been held with Canal Alliance, Greenbelt Alliance, League of Women Voters, Housing Crisis Action, and the Marin Environmental Housing Collaborative (MEHC). The project has received letters of support and/or positive endorsements from MEHC, San Rafael City Schools, Canal Alliance, Bay Area Council, Marin Organizing Committee, Yimby Action, League of Women Voters, and Greenbelt Alliance. EHP has also initiated news stories in the San Francisco Chronicle and the Marin Independent Journal as part of our outreach.

On behalf of the project, Senator McGuire and Assemblymembers Levine and Connolly also hosted two well-publicized town hall meetings to solicit local input on the project, the first on October 28, 2021 and the second on October November 30, 2022. Our project website at oakhillmarin.com will continue to be

live throughout the life of the project. The website provides current information about the project and is routinely updated with project news; it also offers an interest list for members of the community to sign up for project updates and/or to express interest in living at the future community.

The project’s Draft Environmental Impact Report (DEIR) was published February 22, 2023. Over 150 neighbors, organizations, public agencies, and interested community members were notified of the DEIR publishing. The publishing of the DEIR also began a 45-day period for public comment running from February 22, 2023 to April 10, 2023. A public meeting for the DEIR was held by the EIR consultant, First Carbon Solutions, on March 16, 2023 to provide another forum for public engagement and comment. The Final EIR was certified July 10, 2023, with no legal challenges made.

Throughout the remaining stages of the project, EHP will continue to offer to meet with project neighbors and other interested stakeholders to provide an opportunity for questions and address concerns. We will also continue our coordination with local agencies such as Central Marin Fire and Marin County Public Works to coordinate public services and vehicular/pedestrian/bicycle access to the project. Currently, EHP is in conversation with Drake’s Cove HOA and residents to discuss the design of the project access on Sir Francis Drake Blvd (SFDB). The Drake’s Cove HOA is receptive to incorporating an internal driveway connection between the project and Drake’s Cove Rd, in order to allow their residents the benefit of using the proposed traffic signal at the project entry to safely make vehicular turns onto SFDB. The connection would also allow Drake’s Cove residents to utilize the signalized crosswalk connecting to the south side of SFDB and the Bay Trail.

Demographics and Unit Information

In the table below, enter the existing or anticipated number of units based on income level and bedroom count. Refer to the [Current Marin County Income Limits](#) to determine income level.

Anticipated Unit Count by Bedrooms and Income Level

	Extremely Low	Very Low	Low	Moderate	Market Rate	TOTAL UNITS
Studio						0
1 bed		9	39	38		86
2 bed		4	16	17		37
3 bed		1	6	5		12
4 bed						0
Other						0
TOTAL UNITS	0	14	61	60	0	135

Notes or clarifying information on the unit count:

The Low income units include 30 units at 60% AMI and 31 units at 80% AMI. In total, the project includes 44 units (33% of total) at or below 60% AMI.

In the table below, enter the demographics of the people who live (or will live) in the proposed housing project. If unknown, use the demographics of households within similar existing Marin complexes as the proposed project, within the organization’s purview. Specify the number of Hispanic/Latino residents in its stand-alone column. The “Total” column must include the number of Hispanic/Latino residents as part of the sum.

Are the following numbers specific to the proposed project, or to a similar existing Marin complex?

Proposed project

Demographic Information

	Total Number of Persons	Persons Identifying as Hispanic/Latino
White	61	
Black/African American	4	
Asian	5	
American Indian/Alaskan Native	.5	
Native Hawaiian/Other Pacific Islander	.3	
American Indian/Alaskan Native & White		
Asian & White		
Black/African American & White		
American Indian/Alaskan Native & Black.African American		
Other Multi-Racial	21.9	
Other/Not Disclosed	7.3	21
TOTAL (Unduplicated)	100	21

Fill in a number for each of the fields below. For new construction, or if you are unsure, please put 0.

Families

0

Female-headed households

0

Households that include person(s) with a disability

0

Notes or clarifying information on demographics:

The numbers provided in the table above reflect percentages, based on demographics of the total population of teachers in California per a California Department of Education study. In addition, recent teaching professional graduates are more diverse than the teaching population as a whole. Supporting information is available upon request.

Project Planning

Select the current phase of the proposed project.

Planning

Select the activities involved in the proposed project.

New Construction (ineligible for CDBG)

Describe the project timeline and specify a real or estimated completion date for each milestone below. Add/explain any additional milestones as needed.

For acquisition projects:

For new construction and/or rehabilitation projects:

Define scope of work/finish design

Saturday, June 1, 2024

Complete planning and environmental review

Monday, July 10, 2023

Release bid package

Saturday, June 1, 2024

Select contractor

Tuesday, October 1, 2024

Finalize contract

Sunday, December 1, 2024

Obtain building permits

Sunday, December 1, 2024

Start construction

Wednesday, January 1, 2025

Complete construction

Thursday, July 1, 2027

Notes on the project timeline above, including whether dates are estimated:

Dates are estimated.

Describe any flexibility regarding your project’s start/completion date.

EHP’s Oak Hill Workforce Housing project (135 units) must commence construction simultaneously with Eden Housing’s portion of Oak Hill (115 units) due to shared infrastructure between the two projects, including a shared podium parking structure to be constructed beneath EHP’s building.

Eden must commence construction by the end of 2024 based on their LIHTC financing deadlines. Therefore, EHP needs to close its current financing gap this year in order for both projects to commence construction by the end of the year.

Will you be seeking Project Based Section 8 Vouchers for this project?

No

Please be aware that if Project Based Section 8 Vouchers (PBV) are committed to the project, the environmental review process and subsidy layering must be completed before the acquisition is complete or construction commences. Actions taken prior to PBV being committed are not subject to this requirement.

Describe the type of site control that your organization has for the proposed property. If this

request includes funds for acquisition, summarize the acquisition terms, price, contingencies, and conditions.

EHP executed a Lease Option of Agreement (LOA) with the State of California, acting by and through the Department of General Services (DGS) and the Department of Housing and Community Development (HCD). For a one-time Option Payment of \$100, the LOA grants EHP the option to enter into a ground lease for a period of 99 years. The LOA includes an option term of 3 years.

Please describe in detail the entitlements and permits that will be required, and those already obtained. For example, Design Review, Master Plan, Zone Change, General Plan Change, Coastal Permit, etc.

DGS approved the Schematic Design of the project in September 2022. The project received full entitlements with the certification of the Final EIR in July 2023. The State will also be issuing building permits.

The project site is located on land owned by the State of California, which has the authority to invoke State sovereignty and, therefore, the project is not subject to local land use regulations. The California Department of General Services (DGS) is the Lead Agency for CEQA, permitting, construction inspections, and issuing the Certificate of Occupancy. Specifically, the Environmental Services Unit of DGS managed the CEQA process (completed in July 2023), and the Project Management & Development Branch of DGS will manage the permitting and construction inspections process. DGS is also acting in coordination with HCD.

Describe any contact with the planning staff at the relevant government jurisdiction, and any specific feedback they provided.

The State of California has sovereignty over this site and is controlling all entitlements through the Department of General Services (DGS). EHP meets with DGS weekly or bi-weekly to address design and project-related issues. In addition, EHP has had multiple meetings with City of Larkspur staff and County of Marin staff to share project information.

Identify all applicable accessibility laws and specific accessibility requirements that must be met in the design of the proposed project.

Oak Hill Workforce Housing will be built in accordance with building standards as published in the California Code of Regulations, Title 24, known as the California Building Standards Code, as well design standards established by the Americans With Disabilities Act and Title VIII of Fair Housing Act.

Financing Plan

What is the status of all proposed project funding sources as of the date of this application?

- Marin Community Foundation – \$700,000 Committed – In 2022, EHP received \$700,000 from Marin Community Foundation (MCF) to fund a portion of predevelopment expenses to date. EHP has now submitted a subsequent request to MCF for additional funding to help close the remaining funding gap.
- LGMG – \$10,000,000 Committed – In 2023, the project secured a \$10,000,000 grant from the State’s Excess Sites Local Government Matching Grants Program (LGMG). EHP will be submitting a request to draw from these funds for predevelopment expenses in 1Q 2024.
- County Housing Trust – \$1,000,000 Committed – In support of the LGMG application, the County Housing Trust of Marin also committed to a \$1,000,000 loan to the project (loan documents currently out for execution).
- County Fee Waiver – \$1,240,000 Committed – A fee waiver of \$1,240,000 was obtained from the County of Marin in support of the project’s LGMG application. Because the project is on state-owned land and the State is the lead agency for approvals/permits, these County fees are not applicable to the project. The fee waiver amount is an offset to the \$5,400,000 budget for Municipal Fees (the remaining budget is allocated to utility tap fees, third-party state plan review fees, and other fees).

- Deferred Developer Fee – \$1,000,000 Committed – EHP has committed to deferring \$1,000,000 of its developer fee.
- Series and Series B Bond Financing – \$20,000,000 Committed, \$74,000,000 Anticipated – The educator and County housing units will be owned by the Marin County Public Financing Authority (JPA), which was formed in 2023 by the Marin County Office of Education and the County of Marin to fund the majority of project improvements. Prior to construction start, the JPA will issue tax exempt bonds to fund the project construction in two tranches; the Series A tranche (projected 4.25% interest rate) will be senior to the Series B tranche (projected 10% interest rate). The JPA bond issuance is estimated to be ~\$94 million total, including Series A and B tranches. In support of the project’s LGMG application, the JPA issued a funds commitment letter for the Series B tranche of up to \$20,000,000. Debt service for the bonds will be paid by the property operations.
- To-Be-Identified-Grants – \$15,000,000 Anticipated – Due to interest rates doubling and the escalation of construction costs over the past three years, the JPA bond issuance can no longer support the entire construction of the project. With an anticipated \$94,000,000 JPA bond issuance and ~\$14,000,000 in committed sources to date, there is an \$15,000,000 gap remaining. EHP has been actively working to identify grant funding to close this financing gap for the Oak Hill workforce housing project. The remaining funding gap is anticipated to be filled through a combination of an additional State earmark (sponsored by Senate Majority Leader Mike McGuire), County funds, an additional grant from MCF, as well as funding from the Priority Sites Pilot Program (for which a Letter of Interest was submitted in January 2024).

What is the timing and likelihood for obtaining commitments of anticipated funding sources?

The Series A bond issuance of approximately \$74,000,000 will be issued as a condition of construction. While the amount of the Series A bond issuance cannot be formally determined/committed until the project is bid and the final construction budget is solidified, the JPA has already been formed with the specific intent to issue tax-exempt bonds to finance and own the Oak Hill Workforce Housing project, pursuant to the Memorandum of Understanding dated November 8, 2022 between the County of Marin, the Marin County Office of Education, and EHP.

For the remaining \$15,000,000 financing gap, EHP has received verbal commitments from Senator Mike McGuire to obtain State funding for the Oak Hill Workforce Housing project. The Senator remains committed to helping the project close its funding gap through a combination of State support matched by additional funding from the County of Marin and Marin Community Foundation. Therefore, any funds awarded through PHLA are expected to be matched by the State.

On January 17, 2024 EHP submitted a Letter of Interest to the ABAG/MTC Priority Sites Pilot Program, which we understand will be awarding individual projects up to \$2M in funding, or \$3M in some cases. However, EHP was notified on February 15, 2024 that ABAG/MTC was pausing review of the applications due to State budget cuts to the program. ABAG/MTC will continue their review when they receive clarity from HCD on the amount of funding available to the program.

It should be noted that a major impediment for school districts and other public agencies to create this desperately- needed workforce housing is capitalizing the predevelopment phase of work – from project feasibility, to entitlements, to design development and permitting. Any funds awarded through this request will help bridge the current funding gap and help to create desperately-needed housing for educators and other essential workers in the county.

In the event that any funding sources are not obtained or are committed at lower levels than requested, what alternatives will be pursued?

The project will be delayed until additional funds are identified and received.

For each item in your project budget, to be attached to this application, please explain how the budgeted amount was derived, whether costs are estimated or bid, and any other relevant information that justifies the budgeted expense (e.g., cost per square foot, percentage of other costs, estimated number of work hours).

The hard costs are estimated based on preliminary cost estimates received from multiple General Contractors. Budgeted soft costs are locked in and are based on negotiated contracts.

Costs that are based on percentages of other costs (such as contingency items) are noted.

Is your organization receiving any other Marin County funding for this project?

Yes

Please describe. Include a brief overview of the goals and accomplishments achieved through this funding.

County Housing Trust – \$1,000,000 Committed – In support of the LGMG application, the County Housing Trust of Marin also committed to a \$1,000,000 loan to the project (loan documents currently out for execution). Due to the lack of sources for workforce housing, these County Housing Trust funds have met a critical funding need to be able to continue with design in order to meet a January 1, 2025 construction start.

Does your organization have unspent funds that were previously awarded by the County (for any project)?

No

HTF/PLHA applicants only: Describe your organization’s experience with administering state grant funds. What experience do you have with State prevailing wage and procurement requirements?

As noted, EHP has received state funding commitments from HCD and DGS without issue.

All of EHP's workforce housing developments have been completed with prevailing wage requirements. In addition, EHP's principals have created public/private partnerships with the City of Oakland and City of Alameda for large mixed-use developments that have required prevailing wages. These projects have been completed successfully and EHP and its principals have not any complaints filed with the DIR or other departments or agencies.

Attachments

Please closely review the Notice of Funding Availability (NOFA) for instructions on which documents you must attach. The County requires specific attachments for each funding type (HTF/PLHA, HOME-ARP, CDBG Housing). Please label your attachments in this manner: “2023-24 [Document Name] for [Organization Name]- [Project Name].”

-  2023-24 220524 Executed S... .pdf
-  230221 Fully Executed - Oakpdf
-  240215 Oak Hill Workforcexlsx
-  240216 Oak Hill - JPA Letterpdf
-  EHP OrgDoc4_Certificate ofpdf
-  Oak Hill Flood Map–reduced.pdf
-  Oak Hill_Certification of the F... .pdf

Certification

Please review your responses above for accuracy.

Name of Person Completing this Application

Joanna Julian

Title of Person Completing this Application

Program Director

By checking this box,

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

Oak Hill Workforce Housing Education Housing Partners, Inc Marin County Public Financing Authority SUMMARY 2/15/2024

Development Costs (Uses)				
	Notes	Total Development Cost		
		Cost	Per Unit	Per NRSF
Land Cost	(1)	\$0	\$0	\$0
Site Work & Earthwork	(2)	\$6,261,435	\$46,381	\$55
Building	(2)	\$70,200,000	\$520,000	\$621
Additional Hard Costs	(3)	\$945,000	\$7,000	\$8
GC Fees, Bond, Insurance	(2)	\$5,000,000	\$37,037	\$44
A & E Fees	(4)	\$3,500,000	\$25,926	\$31
Municipal Fees, Other Fees	(5)	\$5,400,000	\$40,000	\$48
Legal, Closing, Misc.	(6)	\$1,000,000	\$7,407	\$9
Project FF&E	(7)	\$862,500	\$6,389	\$8
Design Contingency	(8)	3.0% \$2,795,000	\$20,704	\$25
Inflation Contingency	(9)	5.0% \$4,658,000	\$34,504	\$41
Financing Contingency		\$4,950,000	\$36,667	\$44
Project Fee and OR Fee	(10)	5.0% \$5,907,000	\$43,756	\$52
Transaction Costs	(11)	\$2,250,000	\$16,667	\$20
Capitalized Int and Reserve	(12)	\$13,361,000	\$98,970	\$118
Investment Earnings on Reserves	(13)	(\$3,998,870)	(\$29,621)	(\$35)
Total Development Costs		\$123,091,065	\$911,786	\$1,090
Grant Funding and Other Sources	(14)	23.6% (\$29,000,000)	(\$214,815)	(\$257)
Bond Financed Total		\$94,091,065	\$696,971	\$833

- (1) Ground lease from the State at \$1/year
- (2) Based on budget provided by Roberts Obyashi general construction
- (2) Reflects prevailing wage
- (3) Includes solar panels and solar thermal
- (4) Proposals received for full scope of service from all A&E designers; includes \$500k for EIR
- (5) Includes utility connect fees for MMWD, Central San, PG&E, and State permitting costs

Project Data	
Project	Oak Hill Workforce Housing
Location	San Quentin Opportunity Site
Total Dwelling Units	135 Units
Net Rentable SF	112,974 SF
Description	Type III over podium garage
Construction Term	24 months

Hardcosts (excluding Project Contingency)			
	Total	Per Unit	Per NRSF
	\$82,406,435	\$610,418	\$729

Interest Reserve Calculation	
12-mo reserve Series A	\$3,199,000
24-mo interest Series A and B	\$10,162,000
Total Capitalized Interest/Reserve	\$13,361,000

Sources of Capital	
Series A Bonds	\$75,272,852
Series B Bonds	\$18,818,213
Subtotal Bonds	\$94,091,065
Grants and Other Sources	\$29,000,000
Total Capital	\$123,091,065

Sources Detail	
	Amount
JPA Series A Bonds	\$75,272,852
JPA Series B Bonds	\$18,818,213
County Fee Waiver	\$1,240,000

- (6) Transaction costs including formation costs for JPA
- (7) Includes \$100k for Fitness Center; remainder for common area FF&E (including signage)
- (8) Contingency based on all expenses other than offsite overhead, construction interest, and transaction costs
- (9) Inflation adjustment
- (10) Per JPA MOU, includes 2% Project Fee and 3% Owner's Representative Services Fee
- (11) Bond financing costs for issuance
- (12) 24 mos carry on bond issue (Series A & B) during construction plus 12 mos reserve for Series A (see adjacent table)
- (13) Assumes reinvestment of outstanding funds at Series A interest rate on average of 50% of total bond proceeds
- (14) Funding from State, County, and Foundations

County Housing Trust Loan	\$1,000,000
Marin Community Foundation	\$700,000
Yet-To-Be Identified Grants	\$15,059,900
LGMG Grant	\$10,000,000
GP Equity	\$100
Deferred Developer Fee	\$1,000,000
Total Sources	\$123,091,065

Program (1)											
Unit Type	Qty	%	Net Rentable Area (SF)	Total Area (SF)	50% AMI	60% AMI	80% AMI	120% AMI	Proposed Rents		
									\$/Mo/Unit	\$/Mo/SF	\$/Year
Apartments											
1 BD / 1 BA	86	64%	709	60,974	\$1,600	\$2,091	\$2,788	\$3,000	\$2,603	\$3.67	\$2,686,668
2 BD / 2 BA	37	27%	1,000	37,000	\$2,091	\$2,509	\$3,346	\$3,800	\$3,238	\$3.24	\$1,437,648
3 BD / 2 BA	12	9%	1,250	15,000	\$2,415	\$2,898	\$3,865	\$4,300	\$3,684	\$2.95	\$530,448
Total	135	100%	837	112,974	\$1,807	\$2,277	\$3,037	\$3,335	\$2,873	\$3.43	\$4,654,764

(1) Affordability assumption: 10% of units up to 50% AMI, 22% up to 60% AMI, 23% up to 80% AMI, and 44% up to 120% AMI

Oak Hill Workforce Housing

Prepared by Education Housing Partners, Inc.

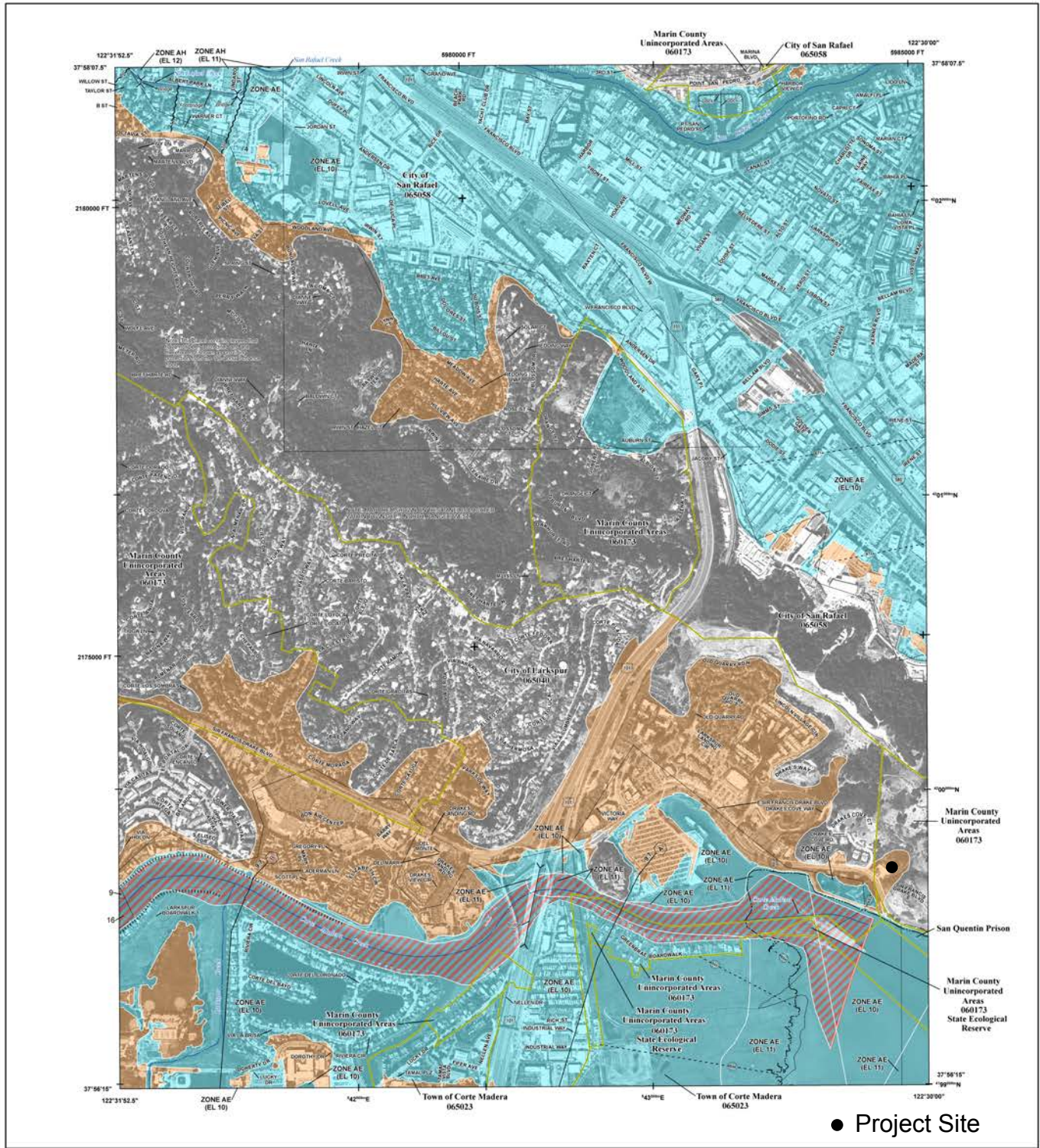
Operating Expense	Description	Oak Hill Workforce Housing		
		135 units		Notes
		Per Unit	Annual	
Maintenance/Service Contracts	Repair and replacement (all systems), contracts (window washing, fire alarm, pest, gutters)	\$1,000	\$135,000	
Staff Costs	Prorated salaries, payroll taxes, workers comp, medical benefits	\$1,050	\$141,750	
Administration	Accounting, office supplies, miscellaneous	\$200	\$27,000	
Landscaping	Landscaping, parking lot cleaning	\$200	\$27,000	
Utilities	Electric, water, garbage. Each unit has an electric meter; Water is submetered to residents.	\$2,000	\$270,000	(1)
Turnover	Painting, carpet, cleaning	\$400	\$54,000	
Property Management Fee	Assumes cost for a third-party property management company.	\$900	\$121,500	
Insurance	District insurance program assumed to cover casualty, rent loss, and liability.	\$500	\$67,500	
Reserves	Reserves for future non-routine maintenance and replacement of systems	\$300	\$40,500	(2)
Total Operating Expense		\$6,550	\$884,250	

(1) A portion of these costs are billed to residents through submetering or RUBS and shown as other income in the pro forma.

(2) Due to new construction, routine maintenance and replacements should be minimal initially and reserves are for future years.

Oak Hill Apartments - EHP Workforce Housing

Task / Milestone	Duration (Mos.)	Start Date (start of period)	End Date (end of period)
Entitlement	24	Jan-21	Feb-21
Due Diligence	12	Jan-21	Jan-22
CEQA	24	Jun-21	Jun-23
Schematics Review	9	Sep-22	Jun-23
Entitlement Approvals	0	Jun-23	Jun-23
Permitting	12	Jun-23	Jun-24
Design Development	4	Jun-23	Oct-23
Construction Documents	8	Oct-23	Jun-24
Building Dept & HCD Review	6	Jun-24	Dec-24
Permits Received	0	Dec-24	Dec-24
Financing	24	Jun-23	Jun-25
Financing	18	Jun-23	Dec-24
State/Local Sources	18	Jun-23	Dec-24
JPA Bond Issuance	1	Nov-24	Dec-24
Construction	29	Dec-24	May-27
Site Work	6	Dec-24	Jun-25
Foundations	6	Jun-25	Dec-25
Vertical Construction	17	Dec-25	May-27
TCO/First Occupancy	0	May-27	May-27
Final Completion	2	May-27	Jul-27
Leasing	8	May-27	Jan-28
Resident Selection	3	May-27	Aug-27
Community Outreach	69	Jan-21	Oct-26
Stakeholder Meetings	30	Jan-21	Jul-23
Community Meetings/Study Session:	30	Jan-21	Jul-23
General Stakeholder Discussions	80	Jan-21	Sep-27



● Project Site

FLOOD HAZARD INFORMATION

SEE FIS REPORT FOR ZONE DESCRIPTIONS AND INDEX MAP
 THE INFORMATION DEPICTED ON THIS MAP AND SUPPORTING
 DOCUMENTATION ARE ALSO AVAILABLE IN DIGITAL FORMAT AT
[HTTP://MSC.FEMA.GOV](http://MSC.FEMA.GOV)

- Without Base Flood Elevation (BFE)
Zone A, X, 0.2%
- With BFE or Depth Zone AE, AD, AH, VE, AP
- Regulatory Floodway
- 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 X
- Area with Reduced Flood Risk due to Levee See Notes Zone X
- Areas of Minimal Flood Hazard Zone X
- Area of Undetermined Flood Hazard Zone D
- Channel, Culvert or Storm Sewer Accredited or Provisionally Accredited Levee, Dike or Floodwall
- Non-accredited Levee, Dike or Floodwall
- Cross Sections with 1% Annual Chance Water Surface Elevation (BFE)
- Cross Sections with 1% Annual Chance Water Surface Elevation (BFE)
- Coastal Tractant
- Profile Baseline
- Hydrographic Feature
- Base Flood Elevation Line (BFE)
- Limit of Study
- Jurisdiction Boundary

NOTES TO USERS

For information and questions about this map, available products associated with this FIRMs including historic versions of the FIRMs, how to order products or the National Flood Insurance Program in general, please call the FEMA Map Information Exchange at 1-877-FEMA-MAP (1-877-326-2627) or visit the FEMA Map Service Center website at <http://msc.fema.gov>. Available products may include previously issued editions of Map Change, a Flood Insurance Study Report, and/or digital versions of this map. Many of these products can be ordered or obtained directly from the website. Users may determine the current issue date for each FIRMs panel by visiting the FEMA Map Service Center website or by calling the FEMA Map Information Exchange.

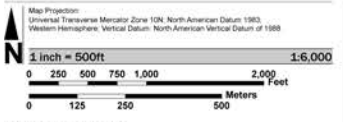
Communities receiving land on adjacent FIRMs panels must obtain a current copy of the adjacent panel as well as the current FIRMs index. These may be ordered directly from the Map Service Center at the number listed above.

For community and countywide map data refer to the Flood Insurance Study report for this jurisdiction.

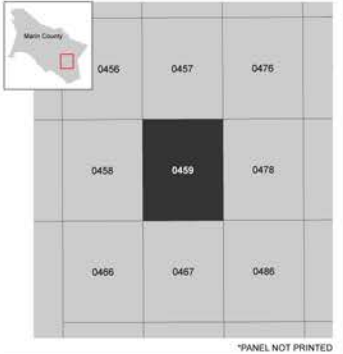
It is determined if flood insurance is available in this community, contact your insurance agent or call the National Flood Insurance Program at 1-800-638-6025.

Base map information shown on this FIRMs was derived from Coastal California LIDAR and Digital Imagery dated 2011. USGS NAIP 2012 imagery is used in areas not covered by the Coastal California Imagery.

SCALE



PANEL LOCATOR



FEMA
 National Flood Insurance Program

**NATIONAL FLOOD INSURANCE PROGRAM
 FLOOD INSURANCE RATE MAP
 MARIN COUNTY,
 CALIFORNIA
 and Incorporated Areas
 PANEL 459 of 531**

Panel Contents:

COMMUNITY	NUMBER	PANEL	SUFFIX
CORTE MADERA, TOWN OF	065023	0459	F
LARKSPUR, CITY OF	065040	0459	F
MARIN COUNTY	065213	0459	F
SAN RAFAEL, CITY OF	065256	0459	F

VERSION NUMBER: 2.3.2.0
 MAP NUMBER: 0604100459F
 MAP REVISED: MARCH 16, 2016

This Memorandum of Understanding ("MOU") is entered into on November 8, 2022 (the "Effective Date"), by and among the Marin County Superintendent of Schools (the "Superintendent"), the Marin County Board of Education (the "BOE", and collectively with the Superintendent, the "Marin County Office of Education" or the "MCOE"), Marin County ("County"), and Education Housing Partners, Inc., a California nonprofit public benefit corporation ("Developer").

Recitals. The following recitals are all incorporated into the MOU:

A. The State of California, acting by and through the Department of General Services (the "State"), issued request for proposal No. 3-20 in accordance with Executive Order N-06-09 to develop an approximately 8.3 acre portion of that certain real property owned by the State commonly referred to as APN 108-152-12 (such 8.3 acre portion, the "Property"). Developer and its co-responder, Eden Housing, Inc., a California corporation ("EHI"), were selected pursuant to such RFP process to develop the Property into an affordable housing project (the "Oak Hill Project"). Developer and EHI have entered into a Lease Option Agreement (the "LOA") which permits them or their assignees to enter into two separate ground leases with the State to develop their respective components of the Oak Hill Project (described in Recital B, below).

B. The Oak Hill Project consists of three components: (1) a 115 unit affordable housing project to be developed by EHI (the "AH Project"), (2) an approximately 135 unit affordable housing project to be developed pursuant to this MOU (the "Workforce Housing Project") and (3) certain infrastructure/parking improvements that benefit/serve both the AH Project and the Workforce Housing Project (the "Common Improvements"). The Oak Hill Project is more particularly described in the "Oak Hill Project Plan" attached hereto as Exhibit A. The Workforce Housing Project and its related rights and obligations to the Common Improvements are collectively referred to herein as the "Project".

C. Concurrently with the execution of this MOU, Developer and EHI have entered into a separate Memorandum of Understanding (the "Development MOU") regarding their joint pursuit of the land use entitlements for the Oak Hill Project, their joint design and construction of the Common Improvements and the payment of the third-party costs incurred with respect to the foregoing (the "Oak Hill Project Costs").

D. The County and MCOE desire to provide workforce housing opportunities for their respective employees and therefore desire to (1) support Developer's performance under the LOA and (2) through a joint powers authority formed by MCOE and the County (the "JPA"), assist in the transfer of Developer's rights under the LOA and with respect to the Project work product.

E. The Parties enter into this MOU in order to (1) approve certain baseline documents related to the Project, (2) establish a framework for the formation of the JPA, (3) memorialize the parties' agreement regarding the Developer's pursuit of Discretionary Approvals (defined below) and (4) outline the proposed principal terms of an Assignment, Development and Management Agreement (defined in Section 5, below) for the Project to be considered by the JPA upon its formation.

NOW THEREFORE, the Parties agree as follows:

1. **Oak Hill Project Plan; Project Plan; Project Business Plan.** The Parties hereby approve (a) the programmatic information for the Oak Hill Project and the Project attached hereto as Exhibit A (respectively, the “Oak Hill Project Plan” and the “Project Plan”) and (b) the initial budget and preliminary schedule for obtaining the entitlements for the Oak Hill Project, the completion of the construction documents for the Project and the construction of the Project (collectively, the “Project Business Plan”) attached hereto as Exhibit B. Any update to the Project Business Plan shall include the following components:

1.1 the approved Oak Hill Project Plan and Project Plan;

1.2 while not included in Exhibit A, but to be included in subsequent updates to the Project Business Plan, a strategic plan for the pursuit and Final Approval (defined below) of the discretionary land use approvals necessary for the development of the Oak Hill Project, which shall include, without limitation, the State’s certification of an environmental review document under the California Environmental Quality Act (“CEQA”) (the “Discretionary Approvals”);

1.3 a budget for third party costs to be incurred in relation to the formation of the JPA, the Final Approval of the Discretionary Approvals and the Project construction documents and the construction of the Project; and

1.4 a schedule for the formation of the JPA, the Final Approval of the Discretionary Approvals and the Project construction documents and the construction of the Project.

Any material amendment to the Oak Hill Project Plan, the Project Plan or the Project Business Plan proposed by the Developer shall be subject to the parties’ prior written approval, which approval shall not be unreasonably withheld, conditioned or delayed.

2. **Term of MOU.** This MOU shall commence on the Effective Date and shall terminate on the earliest to occur of (a) the execution of the Assignment, Development and Management Agreement by the JPA and the Developer, (b) the expiration of the LOA prior to the exercise of the options thereunder or (c) the date that is thirty (30) calendar days after any party’s delivery of written notice to the other parties terminating this Agreement (the “MOU Term”).

3. **JPA Formation.**

3.1 **JPA Purpose.** The JPA shall be formed for the purpose of (a) negotiating and considering the proposed Assignment, Development and Management Agreement and (b) if such agreement is approved by the JPA and Developer, (i) performing the JPA’s obligations under the executed Assignment, Development and Management Agreement and (ii) developing, in conjunction with Developer, the Project and owning the Project.

3.2 **JPA Formation Duties.** From and after the Effective Date, the parties shall use reasonable efforts to form the JPA. Such efforts shall be consistent with the approved Project Business Plan, including the budgeted costs included therein.

(a) Developer proposes that the MCOE and the County retain the law firm of Orrick, Herrington & Sutcliffe, LLP (“Orrick”) to advise on the JPA formation and prepare the primary JPA formation documents (collectively, the “JPA Formation Documents”) for the

parties' review. The preparation of the initial drafts shall be done in consultation with the parties and their respective staff regarding the proposed structure of the JPA. Developer, at its initial expense, will pay the Orrick invoices associated with the preparation of the initial drafts of the JPA Formation Documents.

(b) Consistent with the foregoing, the MCOE and the County, at their initial expense, shall (i) review and finalize the draft JPA Formation Documents; (ii) schedule (including the filing of the required notices) and conduct all hearings necessary for the consideration of the JPA Formation Documents and formation of the JPA; and (iii) retain, direct and coordinate such professional consultants necessary for the performance of the foregoing. The MCOE and the County shall provide the Developer with any substantive changes to the draft JPA Formation Documents for review and comment.

3.3 Formation Expenses. The Parties agree to include the third-party JPA formation expenses incurred by the Parties and (b) the third-party expenses incurred in the negotiation and drafting of this Agreement as eligible expenses for reimbursement in the proposed Assignment, Development and Management Agreement.

4. Project Entitlements.

4.1 Developer Entitlement Duties. From and after the Effective Date, Developer shall use commercially reasonable efforts to pursue and acquire the State's Final Approval of the Discretionary Approvals. Such efforts shall be consistent with the approved Project Business Plan. Consistent with the foregoing, Developer, at its initial expense, shall perform the following:

(a) Discretionary Approvals.

(i) In consultation with the appropriate governmental authorities, identify all Discretionary Approvals necessary for the Oak Hill Project and the policies and procedures associated with obtaining such approvals; and

(ii) Prepare, submit and prosecute any applications to/with the State for the Discretionary Approvals, all in accordance with the Project Business Plan.

All Discretionary Approvals shall be obtained in the name of Developer.

(b) Community Outreach. Develop and implement a strategic community outreach plan to (i) determine the scope of any Oak Hill Project stakeholder issues, (ii) develop community support for the Oak Hill Project and (iii) manage any opposition to the Oak Hill Project.

(c) General Management.

(i) Retain any professional consultants, architects and engineers necessary for the performance of the Entitlement Duties. Developer may retain such parties directly or in conjunction with EHI pursuant to the Development MOU.

(ii) Negotiate any other documents, instruments or agreements or amendments thereto necessary or appropriate for obtaining the Discretionary Approvals and services related to any of the foregoing to the extent such documents,

instruments or agreements, or amendments thereto are consistent with the then applicable Project Business Plan.

(iii) Direct and coordinate the services and activities of the architects, engineers, consultants and others retained by Developer for the Project, in accordance with the Project Business Plan.

(d) Until receipt of Final Approval of the Discretionary Approvals, Developer shall provide the parties with written notice of any public hearings related to the Discretionary Approvals and the opportunity to attend such hearings, provided that Developer shall not be required to re-schedule such hearings to accommodate the parties' schedule.

As used herein, "Final Approval" of the Discretionary Approvals shall mean that the State has taken its final action to approve the Discretionary Approvals and all applicable administrative appeal or legal challenge periods have expired without the timely filing of an appeal or legal challenge or, in the event of a timely appeal or legal challenge, such matter has been finally resolved in a manner that permits the development of the Oak Hill Project. The parties acknowledge that Developer may not obtain Final Approval of the Discretionary Approvals during the term of this Agreement and that such Final Approval may occur during the term of the Assignment, Development and Management Agreement.

4.2 MCOE and County Entitlement Duties. If requested by the Developer, MCOE and County staff shall support Developer's efforts to develop the Project per this MOU at material public hearings and public outreach meetings related to the Project.

4.3 Entitlement Costs. The Parties agree to include in the proposed Assignment, Development and Management Agreement that third-party expenses incurred by Developer in negotiating and entering into the LOA and pursuant to this Section 4 be eligible for reimbursement

5. Proposed Assignment, Development and Management Agreement and Related Agreements. Developer proposes that Developer and the JPA negotiate an agreement for the entitlement, design, funding, construction and management of the Project based on the following principal terms (the "Assignment, Development and Management Agreement"):

5.1 Parties. The parties to the Assignment, Development and Management Agreement would be Developer and the JPA.

5.2 Entitlement and Design Matters. Consistent with the Project Business Plan:

(a) Developer Duties. Subject to the JPA's performance of its specified duties, Developer would be primarily responsible for obtaining the Final Approval of the Discretionary Approvals, the State's approval of the Project construction documents (the "Construction Documents") and written confirmation that the State is prepared to issue a building permit for the Project upon the payment of the applicable fees ("Construction Document Approval"). Such efforts would include, without limitation, the retention, direction and coordination of the third party consultants and legal counsel that are necessary to accomplish the foregoing. All work product associated with the foregoing (collectively, the "Project Work Product") would be owned by Developer.

(b) JPA Duties. The JPA's duties would be limited to (i) supporting Developer's efforts at material public hearings and public outreach meeting related to the Project and (ii) reviewing and commenting on draft Project Work Project.

(c) Entitlement and Design Expenses. Developer would be responsible for paying all third party costs associated with this Section 5.2, which costs would be eligible for reimbursement pursuant to Section 5.4(b), below.

5.3 Project Contracting. The Developer proposes to minimize the risk of Project cost overruns by having (a) the Developer retain the design professionals necessary to prepare the Project Construction Documents and (b) the JPA retain (i) a construction manager at-risk entity ("CMAR") pursuant to California Public Contract Code Section 20146 to assist with the design of the Project and serve as the general contractor for the construction of the Project and (ii) the Developer as the JPA's owner's representative to oversee and manage the CMAR's performance under the applicable contract.

(a) Project Construction Documents. The Developer, at its initial cost, would retain the third party design professionals necessary to prepare and obtain the State's approval of the Project Construction Documents.

(b) CMAR Contract. The JPA and the Developer would consult on the most efficient procedure for the JPA to retain the CMAR to perform value engineering services during the preparation and approval of the Project Construction Documents, act as the general contractor for the construction of the Project, provide the payment and completion surety bonds related to the construction of the Project and provide a guaranteed maximum price (the "GMAX") for the Project (which GMAX would include a mutually acceptable contingency). The Developer would recommend general contractors for, as applicable, the JPA's consideration or participation in any procedure necessary for the JPA to retain the CMAR. The Developer, at its initial cost, would (i) prepare any Project information necessary for the JPA's solicitation of the CMAR and (ii) retain legal counsel to prepare (A) a draft form of construction contract and (B) draft responses to any CMAR comments on the construction contract, each for the JPA's consideration. The JPA, at its initial cost, would retain any additional legal counsel necessary to negotiate and finalize the contract with the selected CMAR.

(c) Owner's Representative Services. The Developer proposes to perform comprehensive construction management services for the Project during the design, permitting and construction of the Project. The Developer's scope of work would include, without limitation, the management of the Project schedule and budget, overseeing and managing the CMAR's performance under the applicable contract, holding necessary Project meetings with the JPA, contractors and relevant third parties, review of Project invoices, Project accounting and review and acceptance of the CMAR's work. Such services would be completed in return for a fee equal to three percent (3%) of the total Project hard and soft costs included in the Project budget (the "OR Fee").

(d) Project Contracting Expenses. The third party costs incurred by the parties pursuant to this Section 5.3 would be eligible for reimbursement pursuant to Section 5.4(b), below.

5.4 Project Funding. The Developer proposes that the Project costs would be funded by (a) third party grants sourced by the Developer, (b) tax-exempt mortgage revenue

bonds issued by the JPA (“Bond Financing”) and (c) at the Developer’s sole discretion, additional funds advanced by the Developer.

(a) Third Party Grants; Developer Advances. Prior to the assignment of the Project Rights to the JPA, the Developer shall be primarily responsible for raising third-party funds sufficient to pay the third party Project costs incurred by the Developer pursuant to this Agreement and the Assignment, Development and Management Agreement (the “Developer Costs”) and the Project Fee (defined below). Any such third-party funds shall be applied first to Developer Costs and then to the payment of the Project Fee. To the extent Developer is not able to secure sufficient third-party funds, (i) Developer shall have the right, but not the obligation, to either suspend the Project while it pursues additional third-party funds or advance its own funds for the payment of Developer Costs and (ii) the Project Fee shall accrue. Any funds advanced by Developer and accrued Project Fees shall accrue interest at rate of twelve percent (12%) per annum and such advanced funds and accrued interest shall be deemed Developer Costs.

At the Developer’s option, the Developer and the JPA would complete a private placement Bond Financing prior to the closing of the Project Assignment pursuant to Section 5.6, whereby (1) the Developer or its principals would purchase the bonds, (2) the JPA would make the net bond proceeds available to the Developer to fund costs incurred pursuant to Section 5.4(a), (3) the principal amount of the bonds would accrue interest at 12% and the 12% interest set forth in the preceding paragraph would not accrue on any costs funded by such net proceeds and (4) if the net proceeds of the public Bond Financing conducted in conjunction with the closing of the Project Assignment were insufficient to repay the private placement bonds and accrued interest, such private placement bonds would be subordinated to the “A” and “B” series bonds and incorporated into the “C” series bonds set forth in Section 5.4(b)(v), below.

(b) Bond Financing. The Developer proposes that the Bond Financing would be based on the following:

(i) The Bond Financing shall be in an amount sufficient to pay for all third party costs incurred by the Developer, MCOE and County under this Agreement and the Assignment, Development and Management Agreement that are not funded by third party grants, the Project Fee and the OR Fee (each defined below) (collectively, the “Project Costs”).

(ii) The amounts to be reimbursed to the MCOE, County, JPA and the Developer would be paid from Bond Financing proceeds;

(iii) The Bond Financing will not allow recourse to MCOE, County or JPA funds;

(iv) The JPA shall pledge the Ground Lease and Work Product as collateral for the Bond Financing; and

(v) The Bond Financing will include “A” series and “B” series bonds to pay the Project Costs and, to the extent the “A” series and “B” series bond proceeds are insufficient to pay the Project Costs in full, the County and MCOE will use commercially reasonable efforts to work with the JPA to issue and the Developer shall accept “C” series bonds to Developer or its designee in an amount sufficient to pay any shortfall in the payment of the Developer Costs, the Project Fee and the OR Fee in full.

The Developer, at its initial cost, would prepare and provide all Project information necessary for the issuance of the Bond Financing. The Parties intend for the JPA to retain Orrick to prepare the documents related to the issuance of the Bond Financing for the parties' review. The preparation of the initial drafts shall be done in consultation with the parties and their respective staff. Developer, at its initial expense, would pay the Orrick invoices associated with the preparation of the initial drafts of the Bond Financing Documents. It is the intent of the Parties that the JPA, at its initial expense, shall (A) review and finalize the draft Bond Financing Documents; (B) schedule (including the filing of the required notices) and conduct all hearings necessary for the consideration, approval and issuance of the Bond Financing; and (C) retain, direct and coordinate such professional consultants necessary for the performance of the foregoing. The Parties further intend that the JPA would provide the Developer with any proposed substantive changes to the draft Bond Financing Documents for review and comment.

5.5 Developer Fees and Project Accounting.

(a) Project Fee. In addition to the OR Fee and the fees pursuant to the AMA (defined below), the Developer shall be entitled to a Project Fee (the "Project Fee") equal to two percent (2%) of the total Project hard and soft costs included in the Project budget. The Project Fee shall be paid \$35,000 per month commencing on February of 2021 through the delivery of the Project Assignment. The balance of the Project Fee would be paid upon Developer's delivery of the Project Assignment (defined below) to the JPA.

(b) Accounting. Developer will make available to the JPA an accounting of all Developer Costs. The accounting will be at a reasonable level of detail so as to allow the JPA to determine the reasonableness of the Developer Costs but need not be in accordance with GAAP or any other auditing or accounting standard.

5.6 Assignment of Project Rights. Upon the satisfaction of the following conditions, Developer intends to assign the Project Rights to the JPA pursuant to a form of assignment agreement agreed to by the parties (the "Project Assignment"):

- (a) Final Approval of the Discretionary Approvals;
- (b) Construction Document Approval;
- (c) Satisfaction of the Conditions Precedent set forth in Section 6 of the LOA; and
- (d) The JPA's delivery of written notice to Developer that the JPA is prepared to proceed with the closing of the Bond Financing.

Each of the foregoing conditions precedent would be for the benefit of both the JPA and Developer. Either Party may, in its sole discretion, elect to waive any one of the conditions precedent by delivery of written notice of such waiver to the other Party.

The Parties shall execute and deliver two original counterparts of the Project Assignment within five (5) business days after the satisfaction or waiver of the conditions precedent.


5.7 Asset Management Agreement. Concurrently with the execution and delivery of the Project Assignment, the Parties intend that the JPA would retain the Developer to act as the asset manager for the Project pursuant to a form of asset management agreement

approved by the parties (the "AMA"), which AMA would require the Developer to manage the Project property manager and oversee and manage Project insurance, Bond Financing reports and requirements and capital improvements in return for a fee equal to two and a half percent (2.5%) of Project revenue.

[Signatures on next page.]

County:

County of Marin

By: 
Name: Katie Rice
Title: President, Board of Supervisors

MCOE:

Superintendent


By: _____
Name: _____
Title: _____

Marin Board of Education

By: _____
Name: _____
Title: _____

Developer

Education Housing Partners, Inc.,
a California non-profit benefit corporation

By: 
Name: BRUCE DORFMAN
Title: CEO

County:

County of Marin

By: _____

Name: _____

Title: _____

MCOE:

Superintendent

By: Mary Jane Burke

Name: Mary Jane Burke

Title: Marin County Superintendent of Schools

Marin Board of Education

By: Patricia D. Garbarino

Name: Patricia D. Garbarino

Title: President, Marin County Board of Education

Developer

Education Housing Partners, Inc.,
a California non-profit benefit corporation

By: _____

Name: _____

Title: _____

Exhibit A

Oak Hill Project Plan and Project Plan

The Oak Hill Project is proposed on approximately eight acres of unused State property in the unincorporated area of San Quentin as a result of Governor Newsom's Executive Order N-06-19. This Executive Order directed the Department of General Services to identify State-owned sites to address California's housing crisis. The proposed development will be comprised of two affordable residential communities totaling 250 units, of which 115 apartments will be developed by Eden Housing, Inc. and targeted toward income-eligible families, and 135 apartments will be developed pursuant to this Agreement and the proposed Assignment, Development and Management Agreement, for income qualifying teachers and staff of Marin County school districts and county employees. These two communities will be separately financed and owned.

Both residential communities will offer one, two and three-bedroom for-rent apartment homes and will share common infrastructure, including some amenity areas and a parking structure. Due to the State's ownership of the site, the State will be the lead agency on entitlements, CEQA, and permitting, which will expedite processing as well as provide greater certainty of results and schedule.

The preliminary design concept responds to the environment by gently terracing homes to maximize Bay and hillside views. The community will feature sustainable design, drought-tolerant landscaping, and high-quality finishes. Amenities will include a clubhouse with a lounge and business center, as well as outdoor areas for socializing, playing, and reflecting. Award-winning firms SVA Architects of Oakland and Mill Valley-based RHAA are the architect and landscape architect, respectively, for both developments in the new community.

The residential program for the Project is:

Program			
Unit Type	Qty	%	Net Rentable Area (SF)
Apartments			
Jr. 1 BD / 1 BA	14	10%	625
1 BD / 1 BA	72	53%	725
2 BD / 2 BA	37	27%	1,000
3 BD / 2 BA	12	9%	1,250
Total	135	100%	837

Exhibit B

Project Business Plan

[See Exhibits B-1 and B-2, attached.]

Exhibit B-1
Preliminary Project Budget

Development Costs		<u>Total Development Cost</u>			
	<u>Notes</u>		<u>Cost</u>	<u>Per Unit</u>	<u>Per NRSE</u>
Land Cost			\$0	\$0	\$0
Site Work & Earthwork	(1) (2)		\$6,261,435	\$46,381	\$55
Building	(2)		\$49,074,120	\$363,512	\$434
Additional Hard Costs	(3)		\$945,000	\$7,000	\$8
GC Fees, Bond, Insurance	(2)		\$3,318,840	\$24,584	\$29
A & E Fees	(4)		\$3,200,000	\$23,704	\$28
Municipal Fees			\$5,400,000	\$40,000	\$48
Legal, Closing, Misc.			\$500,000	\$3,704	\$4
Project FF&E	(5)		\$862,500	\$6,389	\$8
Design Contingency	(6)	3.0%	\$2,087,000	\$15,459	\$18
Inflation Contingency	(6)	20.0%	\$13,912,000	\$103,052	\$123
Offsite Overhead		5.0%	\$5,150,000	\$38,148	\$46
Transaction Costs		3.0%	\$2,250,000	\$16,667	\$20
Capitalized Int and Reserve	(8)		\$12,038,000	\$89,170	\$107
Investment Earnings on Unspent Capital (9)			(<u>\$2,000,000</u>)	(<u>\$14,815</u>)	(<u>\$18</u>)
Total Costs			\$102,998,895	\$762,955	\$912

(1) Includes demolition

(2) Reflects prevailing wage

(3) Includes solar panels and solar thermal

(4) Includes \$250K placeholder for CEQA

(5) Includes \$100k for Fitness Center; remainder for common area FF&E

(6) Contingency based on all expenses other than offsite overhead, construction interest, and transaction costs

(7) N/A

- (8) 24 mos carry on bond issue (Series A & B) during construction plus 12 mos reserve for Series A
- (9) Assumes reinvestment of outstanding funds at 2.0% on average of 50% of total bond proceeds

Exhibit B-2

Preliminary Project Schedule

Selection of Developer by State	February 2021 (completed)
Commence Due Diligence	March 2021 (completed)
Commence Conceptual Design	April 2021 (completed)
Initiate CEQA Process	May 2021 (completed)
Notice of Preparation of an Environmental Impact Report (EIR)	April 2022 (completed)
Execute the LOA with the State	May 2022 (completed)
Complete Schematic Design	August 2022 (completed)
Approve MOU with MCOE and County of Marin	November 2022
Publish Draft EIR	1st Quarter, 2023
Form Joint Powers Authority	1st Quarter, 2023
Final EIR Certification	2 nd Quarter, 2023
Bond Issuance/Assignment/Commence Construction	4 th Quarter, 2023
Construction Complete/Project Occupancy	1 st Quarter, 2026

February 16, 2024

Re: Oak Hill Workforce Housing Project

County of Marin Community Development Agency

On behalf of the Marin County Public Financing Authority, I write to support the funding application submitted by the developer of the Oak Hill Workforce Housing Project and encourage funding of this important workforce housing development. The Marin County Public Financing Authority is a Joint Powers Authority (JPA) formed last year by the Marin County Office of Education and the County of Marin.

The Oak Hill Workforce Housing Project will provide 135 units of housing for income-qualifying teachers, school staff, and County employees. Oak Hill will help both the County and public school districts attract low- and moderate-income employees who are more racially and ethnically diverse than the overall Marin County population. High home prices, combined with a shortage of new housing and a substandard existing housing stock, makes it increasingly difficult for essential workers to live in Marin County. Many Marin school and County employees cannot afford to live in Marin or are forced to leave local employment after a few years due to high costs of living. By improving public agency recruitment and retention efforts, students and community members will benefit from a more stable and diverse workforce.

Oak Hill has been approved and will be built on approximately 8.5 acres of excess state property in the unincorporated area of San Quentin. This infill development will convert underutilized state property into essential, high-quality housing for public employees. Centrally located near the Highway 101 transportation corridor, the site will provide accessible housing to employees working across the county. Additionally, it is less than one mile from a major transportation hub in the county, providing access to ferry, train, and bus service. Construction is scheduled to start in the 4th quarter 2024 provided all funding is identified.

Representatives of the developer, Education Housing Partners, or of the JPA are happy to answer any questions you may have.

Sincerely,

A handwritten signature in blue ink that reads "Dennis J. Rodoni". The signature is written in a cursive style with a large initial "D".



Secretary of State Certificate of Status

I, SHIRLEY N. WEBER, PH.D., California Secretary of State, hereby certify:

Entity Name: EDUCATION HOUSING PARTNERS, INC.
Entity No.: 3156488
Registration Date: 08/01/2008
Entity Type: Nonprofit Corporation - CA - Public Benefit
Formed In: CALIFORNIA
Status: Active

The above referenced entity is active on the Secretary of State's records and is authorized to exercise all its powers, rights and privileges in California.

This certificate relates to the status of the entity on the Secretary of State's records as of the date of this certificate and does not reflect documents that are pending review or other events that may impact status.

No information is available from this office regarding the financial condition, status of licenses, if any, business activities or practices of the entity.



IN WITNESS WHEREOF, I execute this certificate and affix the Great Seal of the State of California this day of August 04, 2023.

SHIRLEY N. WEBER, PH.D.
Secretary of State

Certificate No.: 135239836

To verify the issuance of this Certificate, use the Certificate No. above with the Secretary of State Certification Verification Search available at bizfileOnline.sos.ca.gov.

2024-25 Application for Affordable Housing Funds

Friday, February 16, 2024

Marin County Housing & Federal Grants Division

This application is for affordable housing developers in Marin County, California who would like to apply for multiple state, local, and federal funding sources simultaneously. Please refer to the [Notice of Funding Availability \(NOFA\)](#) released on January 22, 2024 for detailed information about qualifications and application requirements. Applicants may use this [prep tool](#) for the long-form questions in order to save their responses and copy/paste into this application.

The deadline to apply is **5:00 p.m. Friday, February 16**. Applicants will receive a copy of their submitted application to the email address entered.

The following grant sources and approximate amounts are available through this application:

1. **Marin County Affordable Housing Fund (HTF) and State Permanent Local Housing Allocation (PLHA)** - \$1.2 million
2. **Federal HOME** - \$850 thousand
3. **Federal CDBG Housing** - \$650 thousand

Applicant Information

Organization Name

Habitat for Humanity Greater San Francisco

Website URL

<https://habitatgsf.org>

DUNS

79-418-2329

Mailing Address

300 Montgomery Street, Suite 450
San Francisco, California, 94104

Project Contact Name

Kaitlin Donnelly

Title

Assistant Public Funding Manager

Email Address

KDonnelly@habitatgsf.org

Phone Number

(415) 625-1033

Executive Director Name

Maureen Sedonaen

Executive Director Email Address

mседонаен@habitatgsf.org

Is there a co-applicant organization?

No

Briefly describe your organization, including mission, programs, staff experience, and number of clients served. Describe the co-applicant organization, if applicable.

Habitat for Humanity Greater San Francisco (HGSF) was formed in August 2008 through the merger of Peninsula Habitat for Humanity (established 1989) and Habitat for Humanity San Francisco (established 1992). HGSF has provided homeownership opportunities for over 260 local families in the past 30+ years and remains one of the few providers of affordable homeownership opportunities in Marin, San Mateo, and San Francisco counties, predominantly serving households that earn below 80% of the Area Median Income (AMI).

Our affiliate takes a multi-disciplinary approach to homeownership, serving as the homebuilder, mortgage company, educator, and long-term partner. For over 30 years our teams have been developing new affordable housing opportunities, and more recently refurbishing existing homes to address low-income household displacement in our tri-County service area.

As a new home builder, HGSF serves as the general contractor, markets the homes, selects homeowners via lottery, and partners them with staff and volunteers through their sweat equity commitment. Our organization also enacts a repurchase program where local Habitat homeowners must give the affiliate the first right of repurchase. These homes are in turn resold to other qualified, low-income homebuyers.

In the past few years HGSF has completed four major new construction projects: six townhomes on Geneva Avenue in Daly City (completed February 2022), 20 condominiums on Jefferson Avenue in Redwood City (completed November 2022), two single family manufactured homes on Overlook Drive in Bolinas (completed October 2023), and eight condos in San Francisco (construction completed in November 2023). In addition to new construction, in the past ten years we have repurchased and refurbished 14 existing Habitat homes in San Francisco and San Mateo Counties. The organization typically repurchases and resells up to six homes in any given fiscal year.

As our affiliate continues to develop our pipeline and have active construction projects in each of our three counties, we will explore avenues to support this level of growth. Additionally, with support from our Board of Directors, we are about to start on our new strategic planning process which will help guide the organization's work over the next three years.

Habitat Redwood Blvd will be managed by a team of industry professionals with decades of experience in homebuilding and affordable housing. CEO Maureen Sedonaen brings over 30 years leadership experience in the Bay Area and holds strong connections across Marin County. Sedonaen was named one of San Francisco Business Times, "Most Influential Women in Bay Area Business" in 2015. Sr. Project Manager Doug Fowler has over a dozen years of experience in the affordable housing field and has worked in various project management roles across the country, including work with multiple Habitat for Humanity affiliates. Throughout his career, Doug has developed an expertise in sustainable building practices and has certified projects through USGBC's LEED program, Energy Star, and National Green Building Standard. VP of Construction Jim Feely brings over 40 years of expertise in all facets of the industry. He has overseen the production of over 2,600 homes in the Bay Area.

Have there been any recent or upcoming leadership transitions?

HGSF's Real Estate Development team is in a time of leadership transition with the departure of the department head late in 2023. The organization's Executive Team and Board of Directors are currently strategizing on who, when, and how to bring in a new Vice President of Real Estate. The Programs Department at HGSF is also undergoing some leadership transitions and subsequent restructuring with the goal of creating more efficiency and effectiveness. HGSF has brought in consultants, partners, and industry experts to help guide strategic thinking during this time of transition.

Have there been any recent expansions or cutbacks in activities and/or budget? If so, please explain.

HGSF recently completed eight new condominiums in San Francisco. Another two homes are under construction in Bolinas and are on track to be sold early next fiscal year. There are a handful of pipeline projects in or preparing to begin predevelopment. While a couple projects have slowed down as HGSF's partners work through project plans with the cities, other new projects and partnerships have joined the pipeline leading to some portfolio-wide reshuffling of activities. As such, the organization is in between active new construction stages and is focused on building the pipeline, strengthening relationships, and mapping out the next phase of active construction.

On the Programs side, HGSF is in a stage of restructuring, both of staff and strategy, with a potential decrease in activities, all while focusing on meeting commitments to partners and making the most impact for homeowners in need.

Over the past several years, we have seen the projected budgets for most of our new developments rise dramatically. Inflation, supply chain disruptions, and labor scarcity in the local market have driven this price upward. HGSF in continually looking for ways to cut costs has identified the required resources to fund the ambitious development of Habitat Redwood Blvd and we continually look for ways to improve.

If applicable, what is the organization's standing with licensing or other accreditation authorities?

HGSF holds a Certificate of Good Standing from the Secretary of State of the State of California and an Entity Status Letter confirming tax exempt status and good standing with the California Franchise Tax Board. Our construction leadership has over 60 years' combined experience in the industry. HGSF holds an active contractor's license and our construction team consists of experienced trade professionals and apprentices. HGSF is committed to training the next generation of construction experts. Homeownership Services staff shepherd candidate homebuyers through the homebuying process and process all home purchases in partnership with a title company. All homeownership 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. Multiple employees on staff are Qualified Loan Officers, having successfully completed the rigorous certificate program of Habitat for Humanity International.

How does your organization verify client income?

Habitat Redwood Blvd applicant families must be first-time homebuyers earning below 120% HUD adjusted area median income (AMI) and will be considered for ownership via a lottery. At least 40 of the 80 units in the project will be restricted to low-income households earning up to 80% AMI. HGSF includes all household income earners over the age of 18; if a household member does not earn income, they must provide an affidavit stating as such. HGSF requests income documents, including W2, 1099, and tax returns from the previous two years, as well as paystubs from the past three months. Additionally, homebuyer applicants provide statements from the previous three months for all financial 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. For applicants who have not filed tax returns, HGSF requires form 4506T be signed by the applicant and submitted to the IRS, who then provides tax return transcripts to the applicant for submittal to HGSF.

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 so long as the family continues to make mortgage payments as agreed.

General Project Information

Project Name

Habitat Redwood Blvd.

Project Address

8161 Redwood Blvd.
Novato, California, 94945

Assessor's Parcel Number (APN)

125-580-25

Funding Requests

Which funding source(s) are you seeking for this project? Please refer to the NOFA for a description of each funding source and eligible project types. Those applying for HOME-ARP funds are highly encouraged to apply for HTF/PLHA funds as well.

CDBG Housing

CDBG Housing Amount Requested (max \$650,000)

\$650000

CDBG/HOME applicants only: Is this project located in a Special Flood Hazard Area, and therefore requires flood insurance?

No

Project Details

Scope of Work: Describe the proposed project, including details such as property characteristics, proposed use of funds, and number of housing units involved. Explain how the project will benefit the community.

Habitat Redwood Boulevard is the largest affordable homeownership opportunity in Marin and provides safe, sustainable housing to underserved communities. The project is characterized by 80 homes in 23 buildings with a proposed density of 10 Dwelling Units Per Acre. Anticipated to be developed in two major land development phases, the work will take several years to complete. Designs reflect the area's rural nature and feature an oval layout surrounding central open space. Amenities include play areas, dog park, and community gardens.

Each new home provides ample storage space, multiple bathrooms, laundry facilities, and high-quality finishes. The project will meet or exceed all state and federal accessibility requirements and make all reasonable accommodations as required by law for homebuyers with hearing, visual, or mobility impairments. Since project conception, we have striven to benefit the local community. Leveraging our reputation as a leader in affordable housing, we've secured a highly skilled team of dedicated consultants.

At least 50% of the homes may be sold to low-income households below 80% AMI, with 10% set aside for below 65% AMI. The remaining approximately 50% of the homes may be sold to moderate-income families earning 80-120% AMI, with 10% set aside for under 90% AMI. Prior to Final Map recordation, HGSF will execute an Affordable Housing Agreement with the City of Novato. Deed restrictions will ensure all homes remain affordable in perpetuity and the project will help the City meet RHNA obligations.

The project has secured multiple sources of funding and has targeted many others. Existing County sources will be used primarily for predevelopment costs with our HOME award supporting construction costs. An awarded CalHome Development Project Loan will be used for permits, fees, and onsite improvements. This CDBG request will support infrastructure costs, such as a new water line and utilities. A targeted FHLB AHP award will help close the construction cost gap. Future CalHome Mortgage Assistance and other public funding will fill the gap between the affordable mortgage and sales price.

Our team will pursue partnerships with local organizations and community groups to market the project to potential buyers. Providing this rare opportunity to low-income families historically excluded from

homeownership is the core mission of our organization. Nearly 90% of HGSF's partner homebuyers identify as Black, Indigenous, or People of Color (BIPOC).

HGSF strives to build homes that are healthy, feature low utility bills, and are durable for homeowners while reducing impact on the environment. Habitat Redwood Blvd will be certified in the GreenPoint Rating system and the Department of Energy's Zero Energy Ready program. To achieve this certification, a 3rd party inspector will review our plans and confirm the homes are built to meet all program aspects.

Sustainability features currently include rooftop solar panels, advanced insulation packages, an Energy Recovery Ventilation system, low-emitting finishes, durable materials, and low-use water fixtures. All exterior lighting will be dark sky compliant as required by entitlements. HGSF commits to build 100% electric communities generating a lower carbon footprint, and increased safety and public health.

Describe the property's history leading up to this request. Include when the organization acquired/will acquire the property, any previous requests for County funding, attempts to secure other financing, etc.

The property is a 13.6-acre parcel of undeveloped land that contains utility infrastructure and previously contained an auto repair facility which has since been removed and remediated. There are currently no existing structures on the parcel.

The site was on the market for several years with little to no interest. HGSF worked to establish a partnership with PG&E for the donation of the land, developed the design, successfully entitled the project with the City of Novato for 80 affordable homes, and continued the design and permitting process. This culminated with the final land transfer recorded on December 22, 2023.

The team has worked diligently to ensure the smooth processing of our entitlement package with the City of Novato. The following milestones and approvals have been reached: Novato Planning Commission approval (October 2021), Novato City Council approval (January 2022), Mitigated Negative Declaration filed with Secretary of State (January 2022), Grading Permit submitted to Novato Engineering Department (March 2022), Encroachment Permit submitted to Novato Engineering Department (September 2022), Building Permit submitted to Novato Building Department (October 2022).

The Habitat Redwood Blvd project is continuing through the design and permitting phase. We've made progress in developing construction documents and securing all necessary permits for the project, including the following milestones:

- As of December 30, 2023, Habitat has received two rounds of permit comments from all city departments and agencies on our permit submittals.
- The design team completed 90% Construction Drawings in September 2022.
- The surveyor completed the Final Map for Phase I of the project in July of 2022.
- Habitat submitted Improvement Permit and Subdivision Improvement Agreement to the Novato Engineering Department in September of 2022.
- Habitat also submitted a permit application to the Novato Building Department in October of 2022.
- Supplemental applications were also made to the Novato Fire District, North Marin Water District, and Novato Sanitary District in October and November of 2022.
- The City of Novato approved a stand-alone rough grading permit in November of 2022.

Over the past several years, HGSF has worked with local and state agencies to secure required regulatory permits and the City of Novato has approved all discretionary permits. During the zoning approval phase, our team worked alongside the Novato Sanitary District, the North Marin Water District, the Marin County Airport Land Use Commission, and the Novato Fire District to ensure the project was acceptable to all local agencies. HGSF has received support from Novato community members, HGSF volunteers, Buck Institute for Research on Aging, Homeward Bound of Marin, and North Marin Community Services.

We have been awarded nearly \$1.3M from the Housing Trust as well as \$235k in CDBG and \$900k in HOME funds from the County. The project has reserved \$824k in the California Energy Commission's Building Initiative for Low-Emissions Building (BUILD) program as well as a \$7.5M CalHome Development Project Loan award from California's Department of Housing & Community Development. To date, we have successfully secured over \$2.4 million in private funding.

Describe any nearby amenities, such as parks, public transportation, grocery stores, health care

facilities, schools, childcare, libraries, parks/open space, etc. that residents of the project are/would be able to use.

The Habitat Redwood Blvd property is bordered to the east by the Novato Days Inn, Redwood Blvd, and Highway 101; to the south by the Buck Center for Research on Aging; to the north by the old Birkenstock facility; and immediately to the west by Buck Center open space with homes and Olompali State Park beyond. The property is within half of a mile of multiple transit lines at the Novato San Marin SMART Station. This station provides service north to the Sonoma County Airport and south to Larkspur which connects to the Golden Gate Ferry. Golden Gate Transit and Marin Transit also serve stops located near the San Marin Station. Future expansion efforts will extend the SMART system to Cloverdale in northern Sonoma County. There are several other new construction projects in various stages of development within one mile of the project site, including market-rate residential, commercial, and mixed-use developments.

The project's design aims to reflect the rural farming nature of the surrounding area, set around common greens and courtyards. The site itself is laid out in an oval pattern around a central open space, crossed by pathways and gathering areas. The design team has worked to provide many amenities to this new community, including multiple play areas, a small amphitheater for events, a dog park, community gardens, trails and pathways, seating areas, benches and tables, and neighborhood meeting areas. HGSA will provide future families every opportunity to create and grow a thriving community at Habitat Redwood Blvd.

The development is located less than two miles from downtown Novato and provides access to many transit options and community amenities. The following amenities are located within three miles of the property.

- Trader Joe's
- Whole Foods Market
- Safeway
- Downtown Novato Community Farmer's Market
- Novato Unified School District
- St Francis Preschool
- Olive Elementary School
- Novato Library
- Marion Park
- Stafford Grove Park
- Novato Family Dental Care

Select the known environmental issues of the proposed project site, and/or adjacent properties if relevant.

Flood zone

Notes or clarifying information on environmental issues:

Please note, we had to select a known environmental issue in the above question, but there are none for this project. Habitat has completed extensive environmental review of the project and concluded that no severe adverse conditions are present at the jobsite. Our team completed a Phase I Environmental Assessment plus two subsequent limited soiling sampling exercises. These three studies concluded that the site is acceptable for residential development and were provided to the City of Novato during the CEQA and zoning approval process. Aspects of the property are in a flood zone, but no residential structures are in identified flood zones.

The project completed the CEQA process with the City of Novato acting as the lead agency. An Initial Study/Mitigated Negative Declaration was approved by the Novato City Council in January of 2022 and a Notice of Determination was filed. The appeals window has since closed. The County of Marin has begun the NEPA process as required for a previous HOME funding award for the project.

Have you begun any state or federal environmental review procedures for the proposed project?

Yes

Who is the staff member that will supervise and manage the proposed project? Describe their past experience with project management.

Doug Fowler, Senior Project Manager, has over 12 years of experience in the affordable housing field and has worked in various project management roles around the country. A former AmeriCorps VISTA, Fowler joined HGSF in 2018 after working with Habitat for Humanity on the Mississippi Gulf Coast and in Durham, North Carolina. Most recently, Fowler was with Mission First Housing Group, an affordable housing developer based in Philadelphia, PA. He has been involved with the design, development, and construction of over 600 affordable housing units, including new construction, rehabilitation, and preservation projects. Throughout his career, Fowler has developed an expertise in sustainable building practices; he holds a LEED AP Homes designation and has certified projects through USGBC's LEED program, Energy Star, Enterprise Green Communities, National Green Building Standard, and Passive House Institute US. Fowler is currently working on the Habitat Redwood Blvd project and will remain the Project Manager throughout.

Will the project involve hiring an external property management company?

Yes

Describe the property management company. Include the company name and the number of affordable housing sites and units that it currently manages.

As the developer, HGSF will establish the HOA, draft and record CC&R's, Articles of Incorporation and Association Bylaws, develop a preliminary HOA budget, and train new homebuyers as to the requirements and responsibilities of being a part of a homeowners' association. Once unit construction is underway and prior to home sales, HGSF will hire a management company to properly maintain and manage the development after occupancy. The property management company will provide education to homeowners throughout their home ownership journeys. HGSF has developed relationships with numerous management companies over the years and will select one with strong experience and reputation to guide Habitat Redwood Blvd.

If awarded funding, you will need to draft and submit an Affirmative Marketing Plan for this project. The plan would describe how you will market the project to different groups of people based on protected characteristics such as race, color, national origin, religion, sex (including sexual orientation and gender identity), familial status, and disability. Please refer to the Affirmative Marketing tab of the [Federal Grants website](#) for more information.

Describe any prior experience with affirmative marketing or similar initiatives.

To market each new homeownership opportunity, HGSF takes a diverse approach. Working with local partners, including public agencies, community-based organizations, community leaders, and faith institutions, HGSF conducts an affirmative marketing needs assessment, including demographic data collection about race/ethnicity and language(s) spoken, as defined and required by HUD. This allows us to identify the target population most in need of, and least likely to apply to, affordable housing opportunities in the jurisdiction's expanded housing market area. HGSF has a dedicated Outreach & Engagement Manager who is tasked with deepening these relationships within the communities we serve to help spread the word about our work, impact, and services. 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. Additionally, HGSF advertises on social media, the HGSF website, and in newspapers to reach a varied and widespread audience of potential homebuyers.

For each new homeownership opportunity, we typically hold informational sessions (in-person and virtual; dual language) about HGSF and the application process. Several staff members support potential applicants and help answer specific questions pertaining to eligibility and completing the application/gathering and obtaining the required documentation. All advertising will display the Equal Opportunity and Equal Access logos; and all our programs comply with all nondiscrimination and fair housing laws. Our Homeownership Services team has received extensive anti-discrimination education, including training in the Fair Housing Act, Equal Credit Opportunity Act, Truth in Lending Act, and others.

HGSF developed an extensive affirmative marketing plan for another recent Marin County project, two homes in Bolinas. With a focus on reaching BIPOC populations and those least likely to apply, our marketing efforts reached across Marin County as well as into Sonoma and Alameda Counties. HGSF's Outreach & Engagement Specialist paid close attention to including community organizations with BIPOC constituents. For Habitat Redwood Blvd early marketing plans include extensive marketing in all counties surrounding Marin.

All projects funded by HUD programs must Affirmatively Further Fair Housing. This is defined as combating housing discrimination and taking meaningful actions to overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to housing opportunities based on protected characteristics: race, color, national origin, religion, sex (including sexual orientation and gender identity), familial status, and disability.

How will this project Affirmatively Further Fair Housing?

Once construction begins, our marketing and sales team will do community outreach across multiple counties and will work with community partners and various stakeholders to reach those least likely to apply and communities that have historically been excluded from homeownership. To market each new homeownership opportunity, HGSF works with local partners, including public agencies, local community-based organizations, community leaders, and faith institutions. HGSF has a dedicated Outreach & Engagement Manager who is tasked with deepening these relationships within the communities we serve to help spread the word about our work, impact, and services.

Due to the high cost of living, 60% of Marin County's workforce commutes in from Sonoma, Alameda, and Contra Costa counties. Thus, we plan to expand marketing efforts beyond Marin County to these areas. Being located on the 101 corridor makes the project especially accessible. In addition, HGSF has a strong partnership with Habitat Sonoma County. Encouraged by the project's generous land donor, HGSF plans to provide housing access to fire victims from Sonoma County through committed marketing outreach. The draft marketing plan for Habitat Redwood Blvd will include targeted outreach to BIPOC communities in Marin County's Canal district, Sausalito's Marin City area, and West Marin, as well as in Sonoma, Contra Costa, Alameda, and San Francisco counties. The team will provide multiple in-person and virtual information sessions in both English and Spanish. Every effort will be made to reach a deep and diverse pool of candidates for the 80 homes at Habitat Redwood Blvd.

Describe any past community engagement activities for this project, and future plans for community engagement.

Since project conception, our team has strived to make partners in the area and design and develop a project that will truly benefit the local community. We have leveraged our reputation as a leader in affordable housing to help make the project possible by securing a highly skilled team of dedicated designers and consultants, including local leaders in the field of architecture, engineering, sustainability, environmental topics, and landscaping. Nearly all designers have committed to support HGSF, and the project, by providing discounted fees or donated time to help keep the project affordable and feasible. HGSF has worked tirelessly to ensure the proposed project exceeded all expectation of the City of Novato staff and leadership. Our entitlement package included several public hearings, including with the Design Review Committee, Planning Commission, and City Council. The Novato City Council unanimously approved the project in January of 2022, with vocal support from all members.

HGSF's real estate team dedicated countless hours working with local and state agencies to secure required regulatory permits and meet all local design and development standards for the project. During the discretionary approval period, HGSF received support from neighbors and community partners in Novato and Marin County. The project received several letters of support for both the Novato Planning Commission and City Council Meetings. Partners and supporters include Novato community members, HGSF volunteers from Marin County, Buck Institute for Research on Aging, Marin Open Space Trust, Marin Humane Society, Marin Community Foundation, Homeward Bound of Marin, North Marin Community Services, Marin Conservation League, and more.

Sweat equity and volunteerism are core tenants of our organization. HGSF will continue to make long term partners in the community to help achieve our mission. We have begun building relationships and developing a robust volunteer pipeline in Novato and Marin County to ensure our volunteer crews will be able to support our work onsite. Our Construction staff will also work to make partners in the trade and builder industry to ensure our team can meet the project's needs.

Demographics and Unit Information

In the table below, enter the existing or anticipated number of units based on income level and bedroom count. Refer to the [Current Marin County Income Limits](#) to determine income level.

Anticipated Unit Count by Bedrooms and Income Level

	Extremely Low	Very Low	Low	Moderate	Market Rate	TOTAL UNITS
Studio						0
1 bed						0
2 bed			10	9		19
3 bed			18	19		37
4 bed			12	12		24
Other						0
TOTAL UNITS	0	0	40	40	0	80

In the table below, enter the demographics of the people who live (or will live) in the proposed housing project. If unknown, use the demographics of households within similar existing Marin complexes as the proposed project, within the organization’s purview. Specify the number of Hispanic/Latino residents in its stand-alone column. The “Total” column must include the number of Hispanic/Latino residents as part of the sum.

Are the following numbers specific to the proposed project, or to a similar existing Marin complex?

Proposed project

Demographic Information

	Total Number of Persons	Persons Identifying as Hispanic/Latino
White	136	93
Black/African American	51	2
Asian	132	
American Indian/Alaskan Native	4	
Native Hawaiian/Other Pacific Islander	19	
American Indian/Alaskan Native & White		
Asian & White	8	2
Black/African American & White	8	2
American Indian/Alaskan Native & Black.African American		

	Total Number of Persons	Persons Identifying as Hispanic/Latino
Other Multi-Racial	51	43
Other/Not Disclosed		
TOTAL (Unduplicated)	409	142

Fill in a number for each of the fields below. For new construction, or if you are unsure, please put 0.

Families

80

Female-headed households

27

Households that include person(s) with a disability

5

Notes or clarifying information on demographics:

The demographic breakdown included in this application is a prediction as HGSF does not begin accepting applications and qualifying potential homebuyers until around the time construction begins. All demographic information collected is self-reported and our categories do not directly match those in this application. The information presented in the demographics table is based on current Habitat homeowners and past applicants in Marin County. We expect the applicant pool for the Habitat Redwood Blvd. project to follow similar trends.

Project Planning

Select the current phase of the proposed project.

Predevelopment

Select the activities involved in the proposed project.

New Construction (ineligible for CDBG)

Describe the project timeline and specify a real or estimated completion date for each milestone below. Add/explain any additional milestones as needed.

For acquisition projects:

For new construction and/or rehabilitation projects:

Define scope of work/finish design

Wednesday, April 1, 2020

Complete planning and environmental review

Tuesday, January 11, 2022

Release bid package

Sunday, October 1, 2023

Select contractor

Monday, January 1, 2024

Finalize contract

Monday, April 1, 2024

Obtain building permits

Friday, December 1, 2023

Start construction

Monday, April 15, 2024

Complete construction

Thursday, December 31, 2026

Notes on the project timeline above, including whether dates are estimated:

Additional milestones

Grading Permit submitted to Novato Engineering Department 3/3/2022

Encroachment Permit Submitted to Novato Engineering Department 9/15/2022

Building Permit Submitted to Novato Building Department 10/7/2022

Grading Permit Approved by City of Novato 11/22/2022

CalHome Application (\$7.5 million) and BUILD program application (\$850k) 2/28/23

Apply for State Infrastructure Funds (IIG) & other funding sources 7/1/23

Secure all necessary permits from Novato & Other Agencies 12/1/23

Horizontal Construction Begins 4/1/24

Begin Vertical Construction Jan-25

Complete Construction Phase I 4/1/26

Complete Construction Phase II 11/1/26

Home Sales Begin 7/1/2026

Home Sales Completed 7/1/2027

This timeline includes estimated dates for future milestones. Habitat Redwood Blvd is an incredibly long and complicated project and is one of the largest affordable homeownership developments in the state. This project involves complex site work, including new roads and infrastructure that will need to be in place before vertical construction can begin. We have built buffers into our project schedule to allow for unforeseen delays. HGSF self-performs much of the work with our in-house construction team and volunteer labor. However, we do retain the ability to sub out certain work in the interest of time. Homes will be completed and sold in phases, allowing us to not only get families into their homes more quickly but providing flexibility in our work.

Describe any flexibility regarding your project's start/completion date.

Given the extent, complexity, and high cost of this project, the project team would like to secure as much funding as possible to pay for required infrastructure prior to beginning work on site. This will influence when construction starts. Now that HGSF owns the site and given we will perform much of the work in house, there is flexibility around the project's start and completion dates all. This will allow for further strategic planning and value engineering with the goal of completing the homes as efficiently as possible and setting the project, and future homeowners, up for success.

Will you be seeking Project Based Section 8 Vouchers for this project?

No

Please be aware that if Project Based Section 8 Vouchers (PBV) are committed to the project, the environmental review process and subsidy layering must be completed before the acquisition is complete or construction commences. Actions taken prior to PBV being committed are not subject to this requirement.

Describe the type of site control that your organization has for the proposed property. If this request includes funds for acquisition, summarize the acquisition terms, price, contingencies, and conditions.

HGSF is happy to announce that, after several delays, our organization has acquired full ownership of the

property at 8161 Redwood Blvd. The final land transfer was recorded on December 22, 2023, and HGSF now owns the site outright.

Please describe in detail the entitlements and permits that will be required, and those already obtained. For example, Design Review, Master Plan, Zone Change, General Plan Change, Coastal Permit, etc.

Discretionary Project Approvals for the Habitat Redwood Blvd Include:

- General Plan Amendment
- Master Plan
- Precise Development Plan
- Vesting Tentative Map
- Environmental Review (CEQA Initial Study / Mitigated Negative Declaration)

These approvals were granted, unanimously, by the following bodies:

- Novato Planning Commission, October 2021
- Marin County Airport Land Use Commission, November 2021
- Novato City Council, January 2021

The project also required two regulatory permits from state agencies prior to breaking ground. These permits have been processed in parallel with the entitlement package and have been issued by relevant agencies.

A Discharge Permit was issued by the Regional Water Quality Control Board in August of 2022 and a 1602 Lake and Stream Bed Alteration Permit was issued by the CDFW in July of 2022.

Describe any contact with the planning staff at the relevant government jurisdiction, and any specific feedback they provided.

The project's design, environmental review, and full entitlement package was unanimously approved by the Novato City Council in January 2022. Throughout the process our team worked closely with Brett Walker, Senior Planner with the City of Novato planning department. We have worked with all associated departments and agencies, including the Novato Fire District, Department of Public Works, Novato Sanitary District, and North Marin Water District, to ensure our project can and will meet all requirements of these entities.

Identify all applicable accessibility laws and specific accessibility requirements that must be met in the design of the proposed project.

Habitat Redwood Blvd will contain 80 homes across 23 buildings and nine designated ADA parking spaces. The project will also be designed to make all reasonable accommodations as required by law for qualified homebuyers with hearing, visual, or mobility impairments. The development will meet or exceed all state and, if necessary, federal accessibility requirements. In anticipation of receiving federal funding for the construction of the homes, HGSF has also engaged an ADA consultant to ensure compliance with applicable codes.

Financing Plan

What is the status of all proposed project funding sources as of the date of this application?

The total project budget currently sits at \$85,768,629 including \$66 million in construction spending. The team has re-forecasted the budget, bringing it down from a previous \$93 million, primarily by adjusting contingency and reforecasting anticipated inflation. We continue to value engineer the project. Our Real Estate Development team has years of experience securing public subsidy for our affordable homeownership opportunities. HGSF has already secured over \$2 million for Habitat Redwood Blvd from Marin County and its Housing Trust Fund across several sources. We anticipate nearly 29% of the project budget, or \$24 million to be funded by public subsidy from Marin County, the City of Novato, HCD, the Federal Home Loan Bank, the California Energy Commission's Building Initiative for Low-Emissions Development (BUILD) Program, and other sustainability geared programs. Most recently the project was awarded a \$7.5 million CalHome Development Project Loan and \$824 thousand from the BUILD program. Habitat's Fund Development team will also support the project by securing private donations from

individual donors, corporate sponsors, or foundations. To date, we have raised over \$2.4 million dollars in private donations and funds, largely from our biggest supporter, the Marin Community Foundation. We anticipate 11% of the project budget, or \$9.3 million, to be funded through private donations. Other new sources include approximately \$6 million in New Markets Tax Credits and another \$4 million in other developer sources to be secured by HGSF by partnerships, tax credits, or other HGSF revenue. These developer sources total over 11% of the project budget.

The last piece of our funding stack will be mortgage revenue. As the lender, HGSF can use issued mortgages to help finance and fund our projects. After a home sale, HGSF collects monthly receipts from the affordable mortgage, or can monetize that mortgage through a bank purchase or financial transaction. Overall, we anticipate the final 48% of the project budget, or \$41.5 million, to be permanently financed through the project's mortgage revenue from both sales to low income and moderate-income buyers. As Habitat Redwood Blvd includes both low-income and moderate-income restricted units, we are confident in our ability to make use of mortgage revenue to properly capitalize the development.

Along with these permanent sources, HGSF also has access to temporary sources to finance projects throughout construction. For a project this large, we will use construction lending sources from traditional lenders or a corporate partner, plus temporary HGSF sources like mortgage revenue from other developments, a company line of credit, and a company construction line of credit.

Throughout the project, HGSF will monitor potential construction cost escalation and supply chain challenges for building materials and interior finishes. HGSF is conservative in estimating the construction costs, as evidenced by including a contingency and inflation levels in line with current industry standards. HGSF also plans to order materials in advance as needed to mitigate the supply chain challenges faced by many developers and take other necessary steps to keep costs reasonable.

What is the timing and likelihood for obtaining commitments of anticipated funding sources?

HGSF has identified a diverse list of anticipated funding sources for Habitat Redwood Blvd. The Marin Community Foundation has been generous with \$2M already awarded to the project. We are targeting several other private funding sources including individuals, foundations, and corporate sponsors. The Real Estate Development team recently received an award for a \$7.5M CalHome Development Project Loan to support 30 low-income units. We anticipate applying for CalHome Mortgage Assistance in a future round to support the remaining 10 low-income units and expect the project to remain competitive. Habitat Redwood Blvd has also received a reservation of \$824 thousand based on building design for the California Energy Commission's Building Initiative for Low-Emissions Development (BUILD) program. The project next moves into the construction phase of the program when a final award amount is determined but true energy efficiency of the finished buildings. We are also targeting the Federal Home Loan Bank's Affordable Housing Program (AHP) for up to \$1M in construction gap financing. Past HGSF projects have been successful in securing AHP subsidy, and we are confident Habitat Redwood Blvd will be successful as well.

The team is targeting New Markets Tax Credits (NMTC) from two different sources. A NMTC application was submitted to Habitat for Humanity International in December 2023 with award announcements expected in February 2024. The program is highly competitive. We are working with other partners to submit an additional NMTC request in Summer 2024. Our CEO has also been holding ongoing conversations with the City of Novato, which recently awarded the project \$350,000 in grant support and waived nearly \$600,000 in fees to support the project. We continue to research and pursue new funding sources, including possible future County subsidy like HOME or CDBG (for mortgage assistance or disposition), the State of California Housing and Community Development's Infill Infrastructure Grant program, and others. Given the length of the project we are being strategic with the timing of funding requests given the short performance window of some targeted sources.

In the event that any funding sources are not obtained or are committed at lower levels than requested, what alternatives will be pursued?

The total project budget currently sits at \$85.7 million and the team is continuously monitoring for any changes and ways to complete the project more efficiently and effectively. The team has re-forecasted the budget, bringing it down from the previous \$93 million, primarily by reducing contingency levels and reforecasting anticipated inflation. We continue to evaluate ways to value engineer the project. Although this budget remains ambitious, HGSF has identified the required resources to fund this ambitious development. The project was awarded approximately \$600,000 in fee waivers as well as \$350,000 in grant support from the City of Novato, a \$7.5 million CalHome Development Project Loan, and \$824 thousand from the State's BUILD program for energy efficiency. Such support helps diversify the funding sources and allows our team to confidently move forward with the development.

One way our team works to keep costs under control is by securing donated materials, labor, and professional services. To date, all major members of the current design team have provided in-kind services or a reduced billing rate for Habitat Redwood Blvd. We have secured over \$240,000 in Gift In-Kind services thus far. Our Real Estate Development and Construction teams, along with our Fund Development team, will continue to work hard to retain these kinds of partnerships and to find new opportunities for donated services. Our current budget anticipates \$650,000 in additional donated goods and services. Additionally, the land - valued at \$5 million - was donated to HGSF in December 2023 and leveraged in 2024. These donations help guarantee we can keep our costs reasonable and in budget as the project progresses.

Habitat's Fund Development team will also support the project by securing private donations from individual donors, corporate sponsors, or foundations. Should some of the targeted sources commit at lower levels than requested, we have the ability to pursue additional private funding, sell additional mortgage notes, or use our company and/or construction lines of credit. We are also weighing several different options, including public or private construction loans, to help further finance the project as needed.

For each item in your project budget, to be attached to this application, please explain how the budgeted amount was derived, whether costs are estimated or bid, and any other relevant information that justifies the budgeted expense (e.g., cost per square foot, percentage of other costs, estimated number of work hours).

HGSF takes a multi-disciplinary approach to homeownership, serving not only as the landowner and developer, but also the general contractor, by self-performing much of the work on site. The proposed costs below are based on our extensive experience building affordable housing in the Bay Area. As the project progresses, we continue to brainstorm cost-effectiveness strategies and determine future funding opportunities and needs.

The construction budget was updated in early 2024 with re-forecasted contingency and inflation. Horizontal construction costs are based off the results of an RFP issued in late 2022 to trusted land development contractors in Marin County. Hard bids were provided by four separate contractors through that RFP. HGSF has analyzed those bids to come to a realistic budget that aligns with trade partners for the extensive horizontal development work included in the project and is also accounting for future inflation.

Vertical construction costs have been estimated in a mix of three ways. Major trade budgets are set on bids by sub-contractors and based off current plans (framing, roofing, plumbing, drywall, electrical, mechanical, exterior enclosure, etc). The costs of lumber, building materials, and finishes are based off historical HGSF costs on a per unit or square foot cost and take into account spending on recently completed and under construction Habitat projects. Lastly, general conditions have been estimated based off the use of HGSF's volunteer labor program and the assumed length of the project. All budgeted items assume future inflation through the life of the project.

Pre-development costs have been estimated based off current design contracts, historical averages for HGSF costs, fee estimates provided by cities and agencies, and quotes from consultants. The project's pre-development costs have increased only marginally over the past three years and future inflation is captured in this budget.

The project is also carrying adequate contingency for the current stage of pre-development. The budget includes a 6% construction contractor contingency plus additional pre-development and developer contingency to safeguard against any unforeseen issues. As the project progresses through the permitting and final buy out stages, we are confident that our team can maintain or reduce this budget.

Is your organization receiving any other Marin County funding for this project?

Yes

Please describe. Include a brief overview of the goals and accomplishments achieved through this funding.

Habitat Redwood Blvd has already received five funding awards from Marin County: \$1.3 million from the County Housing Trust, including PLHA and matching funds, plus \$235,362 in CDBG and \$901,389 in HOME funding from the County. Our first \$250,000 HTF was fully disbursed in Fall 2021 and helped cover early project consultant costs, including environmental, architecture, and engineering consultants. Our \$235,362

CDBG funds helped pay for a sewer fee, a required component of the land donation, in Spring 2023. The approximately \$1 million in Permanent Local Housing Allocation (PLHA) funds and HTF match will support further predevelopment costs, such as construction drawings. Finally, the \$901,389 in HOME funds will support early construction costs and \$65,000 Community Resources from Supervisor Lucan's office allowed the team to further plans for on-site bicycle parking.

Marin County remains the largest public subsidy provider on the Habitat Redwood Blvd project. Because of these five County funding awards the project team has been able to secure additional funding, including a \$7.5 million CalHome Development Project Loan. Without this generous County funding the project would not be possible. Additionally, the land - valued at \$5 million - was donated to HGSF in December 2023 and leveraged in 2024.

Does your organization have unspent funds that were previously awarded by the County (for any project)?

Yes

What is your timeline for expending the fund balance?

Habitat Redwood Blvd has three unspent County awards.

- Two HTF/PLHA awards totalling \$1,021,804, will be expended in Summer 2024.
- HOME, \$901,389, will be expended in FY2024/25.

Habitat for Humanity Greater San Francisco has also received County support for our Aspen-Overlook Project. Both the Measure W and the County Housing Trust awards will be used for property acquisition costs.

- Measure W, \$400,000, was expended in Fall 2023 when the Overlook Drive homes were sold.
- HTF, \$400,000, will be expended in Summer/Fal 2024 when the Aspen Road homes are sold.

CDBG/HOME applicants only: Describe your organization's experience with administering federal grant programs. What experience do you have with Davis-Bacon prevailing wage and procurement requirements?

HGSF has extensive experience administering federal grant programs, managing dozens of awards. We currently have nearly ten federal awards, received over the last several years, for both our new construction and rehabilitation programs. Habitat typically uses federal funding, such as CDBG grants, for acquisition and pre-development activities in order to avoid triggering Davis-Bacon requirements. HOME funds are used for construction of new low-income affordable housing and support up to 11 units per project.

Habitat for Humanity Greater San Francisco (HGSF) builds and sells affordable homes to very low- to moderate-income, first-time home buyers. HGSF will do this by using skilled staff members and volunteers to do much of the work onsite. Volunteers will range from skilled habitual volunteers, AmeriCorps volunteers, unskilled community volunteers, and future homeowners themselves.

HGSF provides self-help homeownership opportunities requiring up to 500 hours of construction work from future homebuyers and all units will be deed restricted to remain affordable for at least 45 years with 50% of units at Habitat Redwood Blvd restricted to low-income, first-time homebuyers earning up to 80% AMI. HGSF plans to use this County CDBG funding to pay for the cost of materials on off-site infrastructure, such as a water pipe and utilities. All homes are subject to resale restrictions requiring the homeowner to sell the home back to HGSF, who will then in turn re-sell the home to another low-income homebuyer.

Attachments

Please closely review the Notice of Funding Availability (NOFA) for instructions on which documents you must attach. The County requires specific attachments for each funding type (HTF/PLHA, HOME-ARP, CDBG Housing). Please label your attachments in this manner: "2023-24 [Document Name] for [Organization Name]- [Project Name]."



2024-25 501C(3) Approval fo... .pdf



2024-25 Board of Directors f... .pdf



2024-25 Documentation of Si... .pdf



2024-25 FEMA Flood Map for....pdf



2024-25 FY24 Operating Bud... .pdf



2024-25 Financial Statementpdf



2024-25 Financial Statementpdf



2024-25 Financial Statementpdf



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Certification

Please review your responses above for accuracy.

Name of Person Completing this Application

Kaitlin Donnelly

Title of Person Completing this Application

Assistant Public Funding Manager

By checking this box,

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



Development & Construction Sources				
Source	Amount	%	Awarded	Funded
Marin County Housing Trust Fund I	250,000	0%	250,000	250,000
Marin County HTF/PLHA	321,804	0%	321,804	-
City of Novato PLHA Match	160,902	0%	160,902	-
Marin County CDBG FY 20/21	235,362	0%	235,362	235,362
Marin County HOME 2022-24	901,389	1%	901,389	-
CalHome - Project Development Loan 2023	7,500,000	9%	7,500,000	-
Marin PLHA/MCHTF 2023	700,000	1%	700,000	-
City of Novato	350,000	0%	350,000	-
FHLB SF - AHP Gap Financing Phase I	500,000	1%	-	-
CalHome - Mortgage Assistance 2024/5	2,000,000	2%	-	-
Marin County Housing Trust Fund IV	2,000,000	2%	-	-
Marin County HOME 2025-26	1,800,000	2%	-	-
FHLB SF - AHP Gap Financing Phase II	500,000	1%	-	-
Marin County CDGB	650,000	1%	-	-
IIG Infrastructure Grant	4,000,000	5%	-	-
BUILD Sustainability Funding	824,013	1%	-	-
EV Charger Grants (MCE, Charge!)	70,000	0%	-	-
Other Public Sources	1,850,000	2%	65,000	-
Total Government Funding	24,613,470	29%	10,484,457	485,362
Marin Community Foundation FY21	450,000	1%	450,000	450,000
Marin Community Foundation FY22	1,000,000	1%	1,000,000	1,000,000
Marin Community Foundation FY23	450,000	1%	450,000	450,000
Secured Private Donations	525,100	1%	525,100	425,100
Targeted Private Donations	6,964,900	8%	-	-
Private Donor Funding Total	9,390,000	11%	2,425,100	2,325,100
HFHI New Market Tax Credit	1,000,000	1%	-	-
S&S New Market Tax Credit	5,000,000	6%	-	-
Other Developer Sources	4,000,000	5%	-	-
Developer & Credit Sources Total	10,000,000	12%	-	-
Construction Funding - Loan Agreements	35,000,000	41%	-	-
Corporate Funding - Loan Agreements	5,000,000	6%	-	-
HGSF - Internal Assets - Temporary	1,765,159	2%	119,665	119,665
Temporary Sources Total	41,765,159	49%	119,665	119,665
Total Sources	85,768,629	100%	13,029,222	2,930,127

Acquisition		Pre-Development		Construction	
Allocated / Planned	Spent To-Date	Allocated / Planned	Spent To-Date	Allocated / Planned	Spent To-Date
		250,000	250,000		
		321,804			
		160,902			
		235,362	235,362		
				901,389	
				7,500,000	
		700,000			
		350,000			
				500,000	
				2,000,000	
		2,000,000			
				1,800,000	
				500,000	
		650,000			
				4,000,000	
				824,013	
				70,000	
		1,850,000			
-	-	6,518,068	485,362	18,095,402	-
		450,000	450,000		
		943,000	943,000	57,000	57,000
		425,000	450,000	25,000	
15,632	15,632	509,468	409,468		
9,368		5,870,000		1,085,532	
25,000	15,632	8,197,468	2,252,468	1,167,532	57,000
				1,000,000	
				5,000,000	
				4,000,000	
-	-	-	-	10,000,000	-
				35,000,000	
-	-	3,667,797		1,332,203	
		1,764,260	118,767	899	899
-	-	5,432,058	118,767	36,333,101	899
25,000	15,632	20,147,594	2,856,597	65,596,035	57,899
				85,768,629	2,930,127

Habitat Redwood Blvd - Permanent Funding Sources				
Source	Amount	%	Awarded	Funded
Public Subsidy -- Development Sources	15,113,470	18%	10,484,457	485,362
CalHome - Project Development Loan 2023	7,500,000	9%	7,500,000	-
CalHome - Mortgage Assistance 2024/5	2,000,000	2%	-	-
Private Donor Funding	9,390,000	11%	2,425,100	2,325,100
Developer & Credit Sources	10,000,000	12%	-	-
Mortgage Revenue	41,539,379	48%	-	-
Project Gap - To be Sourced	225,780	0%	-	-
Total Sources	85,768,629	100%	20,409,557	2,810,462

Acquisition		Pre-Development		Construction	
Allocated / Planned	Spent To-Date	Allocated / Planned	Spent To-Date	Allocated / Planned	Spent To-Date
-	-	6,518,068	485,362	8,595,402	-
-	-	-	-	7,500,000	-
				2,000,000	
25,000	15,632	8,197,468	2,252,468	1,167,532	57,000
-	-	-	-	10,000,000	-
-	-	5,432,058	-	36,107,321	-
				225,780	-
25,000	15,632	20,147,594	2,737,830	65,596,035	57,000
				85,768,629	2,810,462

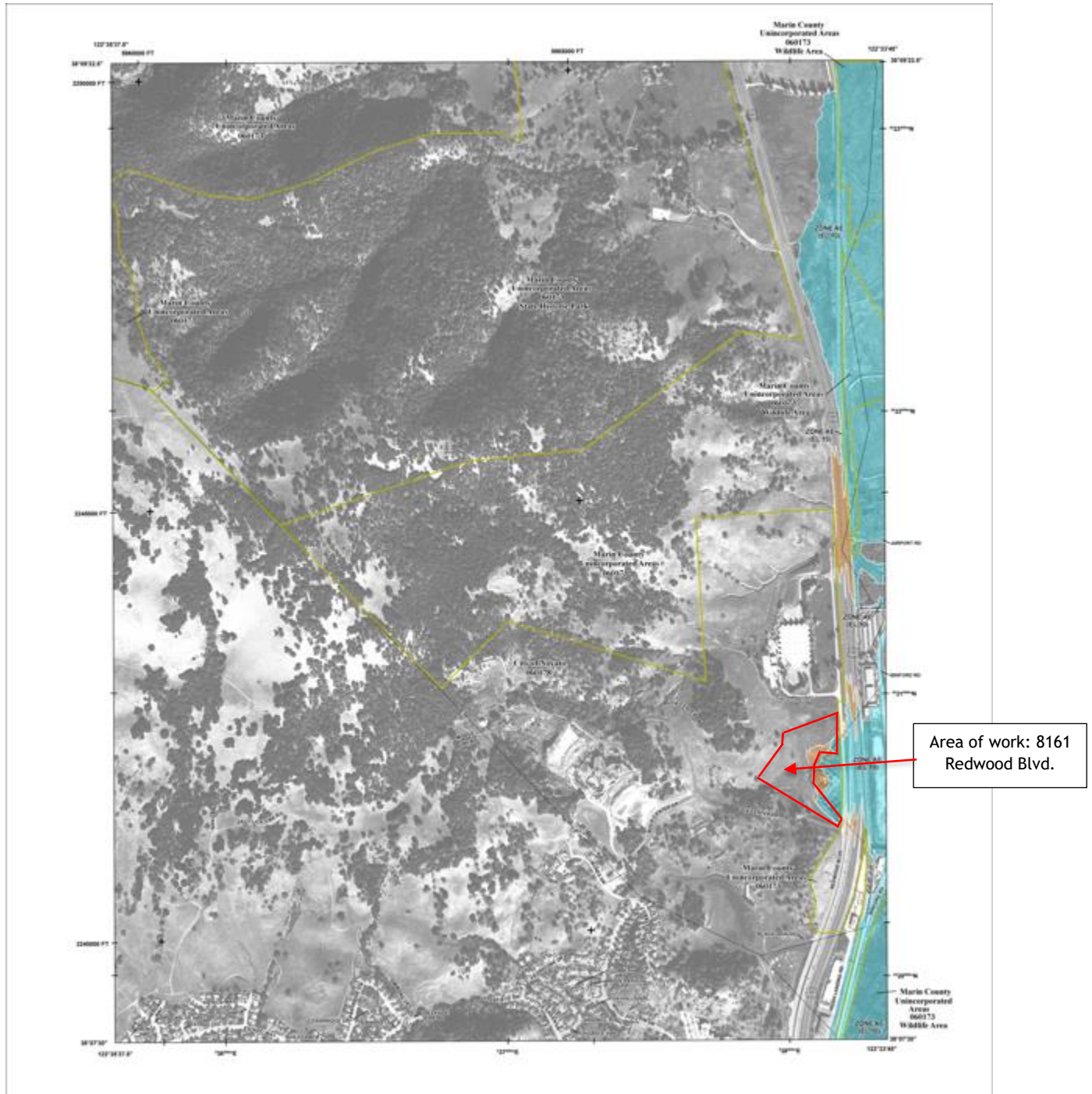
HHGSF BUDGET - BOARD APPROVED		FY24 Ann	Q1	Q2	Q3	Q4
REVENUE						
Community Support/Events		6,769,102	1,201,377	2,489,002	779,308	2,299,415
Home Preservation Revenue		-	-	-	-	-
New Constr./Home Pres. Subsidy		9,746,914	828,644	5,157,909	1,475,927	2,284,434
Mortgage Payments		588,601	140,032	154,723	154,495	139,351
Note Sales/Fwd Commitmt		8,918,295	127,067	892,151	3,897,059	4,002,018
ReStore		8,000	2,000	2,000	2,000	2,000
REVENUE		26,030,913	2,299,120	8,695,784	6,308,790	8,727,218
TOTAL EXPENSES						
G&A		3,599,989	966,970	928,699	861,221	843,099
FUNDRAISING		2,764,309	824,885	663,789	667,552	608,082
TITHE		225,000	50,000	75,000	50,000	50,000
PROGRAMS		9,533,383	2,340,116	2,345,832	2,491,025	2,356,410
RESTORE		-	-	-	-	-
HOME REPURCHASES		887,238	421,309	22,309	421,309	22,309
NEW CONSTRUCTION		9,011,288	3,623,677	997,551	746,927	3,643,132
TOTAL EXPENSES		26,021,206	8,226,958	5,033,181	5,238,035	7,523,032
Net Income, cash basis		9,706	(5,927,838)	3,662,603	1,070,755	1,204,187
Cash Balance			9,832,271	13,494,874	14,565,629	15,769,816

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	167,922
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Habitat Redwood Blvd.

Aspects of the property are in a flood zone, but no residential structures are in identified flood zones.





Help build it!

August 12, 2019

HFH Greater San Francisco
500 Washington Street, Suite 250
San Francisco, CA 94111

RE: 501(c)(3) Letter for HFH Greater San Francisco, Partner ID# 0380-8133

Dear affiliate leader:

This letter will confirm that HFH Greater San Francisco, with employer identification number 94-3088881, is considered a subordinate under the group tax exemption umbrella of Habitat for Humanity International, Inc. ("HFHI") under Section 501(c)(3) of the Internal Revenue Code.

The group exemption number assigned to HFHI by the IRS is 8545. This number may be provided to prospective donors, foundations and other grant organizations as they request it and is required on certain IRS forms.

Enclosed is a copy of the determination letter dated June 18, 2019, provided by the IRS as evidence of HFHI's tax exempt status as well as its group exemption. The determination letter, together with this letter, confirms HFH Greater San Francisco's subordinate status and provides evidence of its tax exempt status under Section 501(c)(3) of the Code.

In partnership,

A handwritten signature in black ink, appearing to read "Jim Mellott".

Jim Mellott
VP Finance

Enclosure



P.O. Box 2508, Room 4010
Cincinnati OH 45201

In reply refer to: 4077383720
June 18, 2019 LTR 4167C 0
91-1914868 000000 00

00034202

BODC: TE

HABITAT FOR HUMANITY INTERNATIONAL
INC
HABITAT FOR HUMANITY INTRNL PARENT
322 W LAMAR ST
AMERICUS GA 31709-3543



019599

Employer identification number: 91-1914868
Group exemption number: 8545

Dear Taxpayer:

This is in response to your request dated Mar. 28, 2019, for information about your tax-exempt status.

Our records indicate we issued a determination letter to you in January 1987, and you're currently exempt under Internal Revenue Code (IRC) Section 501(c)(3).

We also recognized the subordinates on the list you submitted as exempt from federal income tax under IRC Section 501(c)(3).

For federal income tax purposes, donors can deduct contributions they make to you as provided in IRC Section 170. You're also qualified to receive tax deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106 and 2522.

Because IRC Section 170(c) describes your subordinate organizations, donors can deduct contributions they make to them.

Please refer to www.irs.gov/charities for information about filing requirements. Specifically, IRC Section 6033(j) provides that, if you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked on the filing due date of the third required return or notice.

In addition, each subordinate organization is subject to automatic revocation if it doesn't file a required return or notice for three consecutive years. Subordinate organizations can file required returns or notices individually or as part of a group return.

For tax forms, instructions, and publications, visit www.irs.gov or call 1-800-TAX-FORM (1-800-829-3676).

If you have questions, call 1-877-829-5500 between 8 a.m. and 5 p.m., local time, Monday through Friday (Alaska and Hawaii follow Pacific Time).

HABITAT FOR HUMANITY INTERNATIONAL
INC
HABITAT FOR HUMANITY INTRNL PARENT
322 W LAMAR ST
AMERICUS GA 31709-3543

Sincerely yours,

Stephen A. Martin

Stephen A. Martin
Director, EO Rulings & Agreements

IRS Group Exemption FAQs

The IRS refers to “central” or “parent” organizations, as well as “subordinate” organizations? What does these terms mean?

An organization that has been granted a 501(c)(3) group exemption by the IRS is referred to as the central or parent organization. The central organization generally supervises many affiliates or chapters, called subordinate organizations. The subordinate organizations have similar structures, purposes, missions and activities.

- ❖ In Habitat’s case, HFHI is the central organization and each Affiliate is a subordinate organization.

What is the reason for group exemptions vs individual exemptions?

Group exemptions are an administrative convenience for both the IRS and organizations with many affiliated organizations. Subordinates in a group exemption do not have to file, and the IRS does not have to process, separate applications for exemption. Instead, the IRS allows the central organization to include its subordinate organizations under its tax exempt “umbrella.”

- ❖ Group exemptions are more convenient because only one central organization (HFHI) needs to be checked for tax exempt status.

Who determines if a subordinate organization may be included under the central organizations’ group exemption?

The central organization, not the IRS, determines who is exempt under its 501(c)(3) umbrella. The IRS does not approve or deny a subordinate’s inclusion on HFHI’s roster of exempt subordinates. It is solely at the discretion of the central organization holding the 501(c)(3) designation as long as the subordinate is similar in mission, purpose, structure and activities. The IRS leaves it up to the central organization to police its own list of subordinate entities and to report any changes. Failure to monitor the list in accordance with the rules set forth by the IRS may result in the central organization having its 501(c)(3) status revoked.

- ❖ HFHI is the final determiner of whether Affiliates are on its group exempt list. The IRS will not issue a letter with regard to an individual Affiliate.

How does a donor verify that an organization is included as a subordinate in a group exemption ruling?

The central organization which holds the group exemption (rather than the IRS) determines which organizations are included as subordinates under its group exemption umbrella. Therefore, a donor should verify that an organization is a subordinate eligible to receive tax deductible donations by requesting a copy of a letter provided by the central organization to the subordinate confirming the subordinate entity's inclusion on its roster of exempt subordinates. This letter, coupled with a copy of the central organizations 501(c)(3) determination letter provides adequate proof of the entity's tax exempt status.

- ❖ Affiliate should provide donors a copy of the confirmation letter (with the HFHI IRS determination letter attached) that HFHI provides to each Affiliate on an annual basis.

- ❖ Donors should be told that the IRS determination letter will not reference the Affiliate by name.

How do donors verify that contributions are deductible with respect to a subordinate organization in a section 501(c)(3) group exemption ruling?

Many donors are accustomed to consulting the IRS database known as EOS Select Check to confirm that donations to a specific organization are tax deductible. This works well for organizations that have an individual tax exemption; however, it creates a bit of confusion when it comes to organizations with a group tax exemption status.

The EOS Select Check database does NOT list all subordinate entities. It lists the central organization because the central organization is the entity that applied for, and was granted, a 501(c)(3) designation. Many times donors become alarmed when they do not see the individual Affiliate listed in the database. It is important to explain to your donor that providing HFHI's group exemption number (GEN) along with a confirmation letter from HFHI, as the central organization, is sufficient proof of the subordinate entity's tax exempt status. Donors may rely upon central organization verification with respect to deductibility of contributions to subordinates covered in a section 501(c)(3) group exemption ruling.

- ❖ Explain to your donors early the procedure so that they will not be surprised when the Affiliate is not referenced on the EOS database.

Employer Identification Number (EIN) vs Group Exemption Number (GEN)

The Employer Identification Number (EIN) is a nine-digit number that is unique to each business and generally appears in the following format: XX-XXXXXXX. Its role for a business is similar to that of the Social Security number for an individual. The number includes information about which state the corporation is registered in. This unique identification number is assigned to a business entity so that they can easily be identified by the Internal Revenue Service. The EIN is also known as a Federal Identification Number (FIN) or Tax ID.

This number is apart and separate from a company's group exemption number (GEN). The EIN identifies the specific organization. The GEN identifies the entity's further designation as a tax exempt organization.

The GEN number is a number assigned by the IRS which identifies the central organization who was granted the group exemption. The GEN number is a 4 digit number that should be supplied to donors when they make a donation. This number allows the donor to make a tax deduction based on the donation to the tax exempt entity.

- HFHI's GEN is 8545. This should be given to your donors.
- Do not use HFHI's EIN in your Affiliate's tax return and other documents. This will cause the IRS to confuse your Affiliate with HFHI (including accidentally holding you responsible HFHI's payroll taxes, misreporting on Form 990, etc.)

❖ HFHI's GEN is 8545. This should be given to your donors.

❖ Do not use HFHI's EIN in your Affiliate's tax return and other documents. This will cause the IRS to confuse your Affiliate with HFHI (including accidentally holding you responsible HFHI's payroll taxes, misreporting on Form 990, etc.)



2023-0034135

RECORDING REQUESTED BY

NAME: CHICAGO TITLE COMPANY

WHEN RECORDED MAIL TO:

NAME: PACIFIC GAS AND ELECTRIC COMPANY

ADDRESS: 300 LAKESIDE DRIVE, SUITE 210

CITY / STATE / ZIP: OAKLAND, CA 94612

(DOCUMENT WILL ONLY BE RETURNED TO NAME & ADDRESS IDENTIFIED ABOVE)

Recorded		REC FEE	65.00
Official Records			
County of		SB2 HOUSING	75.00
Marin			
SHELLY SCOTT			
Assessor-Recorder			
County Clerk			
		JM	
08:39AM 26-Dec-2023		Page 1 of 18	

(SPACE ABOVE FOR RECORDER'S USE)

GRANT DEED

****GRANT DEED BEING RECORDED TO CORRECT THE APN AND LEGAL;
PREVIOUSLY RECORDED ON 12/22/23, DOC #2023-0034097**

RECORDING REQUESTED BY AND RETURN TO:

PACIFIC GAS AND ELECTRIC COMPANY
300 Lakeside Drive, Suite 210
Oakland, CA 94612
Attn., Land Rights Library

Location: City/Unine City of Novato

Recording Fee \$ _____

Document Transfer Tax \$ 0.00

This is a conveyance where the consideration and Value is less than \$100.00 (R&T 11911).

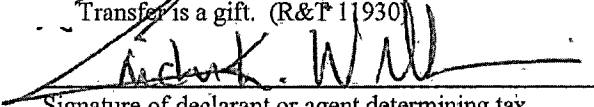
Computed on Full Value of Property Conveyed, or

Computed on Full Value Less Liens &

Encumbrances Remaining at Time of Sale

Exempt from the fee per GC 27388.1 (a) (2); This document is subject to Documentary Transfer Tax

Transfer is a gift. (R&T 11930)



Signature of declarant or agent determining tax

(SPACE ABOVE FOR RECORDER'S USE ONLY)

LD# 2403-06-1267

DEED

2015281 (01-13-079) 01 16 7
Former Novato Service Center

RT11911-Correction Deed, Incorrect APN was
previously recorded

GRANT DEED

PACIFIC GAS AND ELECTRIC COMPANY, a California corporation ("**Grantor**"), hereby grants, to HABITAT FOR HUMANITY OF GREATER SAN FRANCISCO, INC., a California nonprofit public benefit corporation ("**Grantee**"), as of DECEMBER 22, 2023, (the "**Effective Date**") the real property, situated in the City of Novato, County of Marin, State of California, described as follows (the "**Property**"):

(APN ~~125-180-42~~ 125-580-25)

SEE ATTACHED EXHIBIT "A"

PARCEL ONE

The parcel of land conveyed by Francis Edward Allison, Sr., as executor of the will of Evelyn Marie Allison, to Grantor by deed dated June 26, 1973 and recorded in Book 2704 of Official Records at page 599, Marin County Records, and therein described as follows:

"Beginning at the most northerly corner of the parcel of land described and designated PARCEL ONE in the deed from Robert D. Carrow and wife to State of California dated November 30, 1972 and recorded in Book 2650 of Official Records at page 621, Marin County Records, said most northerly corner being a point in the westerly boundary line of the parcel of land described and designated PARCEL TWO in the deed from Julia C. Bodkin to State of California dated July 21, 1952 and recorded in Book 772 of Official Records at page 275, Marin County Records; thence running along the general northwesterly boundary line of said parcel of land designated PARCEL ONE

MAIL TAX STATEMENTS TO:

Habitat for Humanity Greater SF, Inc. 300 Montgomery St, Suite 450, San Francisco, CA 94104
Name Address Zip

- (1) south 86° 34' 00" west 30.00 feet,
- (2) south 52° 53' 00" west 36.06 feet,
- (3) south 0° 09' 00" west 87.63 feet and
- (4) south 39° 04' 00" west 213.07 feet

to the most westerly corner of said parcel of land designated PARCEL ONE; thence leaving said general northwesterly boundary line and running along the westerly boundary line of said parcel of land designated PARCEL ONE and along the westerly boundary line of the parcel of land described and designated PARCEL TWO in said deed dated November 30, 1972

- (5) south 3° 26' 00" east 74.01 feet;

thence leaving said last mentioned westerly boundary line and running along the northwesterly boundary line of said last mentioned parcel of land designated PARCEL TWO and along the northwesterly boundary line of the parcel of land described in the trustee's deed from Sonoma Title Guaranty Company to Oliver Kullberg recorded April 23, 1968 in Book 2206 of Official Records at page 188, Marin County Records,

- (6) south 39° 04' 00" west 337.79 feet

to the most westerly corner of the parcel of land described in said trustee's deed recorded April 23, 1968, said most westerly corner being the most northerly corner of the parcel of land described and designated PARCEL FIVE in the Decree Settling Ninth and Final Account of Testamentary Trustee and of Final Distribution dated July 12, 1963 and recorded in Book 1706 of Official Records at page 164, Marin County Records; thence leaving said last mentioned northwesterly boundary line and running along the westerly boundary line of the parcel of land described in said trustee's deed recorded April 23, 1968

- (7) south 11° 33' 00" east 229.52 feet and
- (8) south 7° 28' 40" east 55.00 feet

to the most northerly corner of the parcel of land described and designated PARCEL SIX in said final decree dated July 12, 1963; thence leaving said last mentioned westerly boundary line and running along the southwesterly boundary line of the parcel of land described in said trustee's deed recorded April 23, 1968, said southwesterly boundary line being the northeasterly boundary line of said parcel of land designated PARCEL SIX

- (9) south 43° 18' 20" east 392.07 feet

to the most westerly corner of the parcel of land described in the deed from State of California to Alyce Pashburg and others dated December 21, 1970 and recorded in Book 2427 of Official Records at page 495, Marin County Records; thence leaving said southwesterly boundary line and running along the northerly boundary line of the parcel of land described in said deed dated December 21, 1970

- (10) north 86° 34' 00" east 21.20 feet

to the most easterly corner of the parcel of land described in said deed dated December 21, 1970; thence leaving said northerly boundary line and running along the easterly boundary line of the parcel of land described in said deed dated December 21, 1970 and along the westerly boundary line of the parcel of land described in the deed from Alyce Pashburg and others to State of California recorded August 6, 1970 in Book 2393 of Official Records at page 92, Marin County Records

(11) south 2° 35' 16" west 85.15 feet;
thence leaving said last mentioned westerly boundary line
(12) north 61° 04' 38" west 1133.63 feet
to a set standard Pacific Gas and Electric Company bronze monument; thence
(13) north 42° 04' 30" east 370.99 feet
to a set 5/8 inch reinforcing rod with aluminum cap marked L.S. 3322; thence
(14) north 17° 20' 50" east 259.43 feet
to a point in the general southerly boundary line of the parcel of land described in
the deed from Alyce Pashburg and others to McGraw-Hill, Inc., dated May 8, 1964
and recorded in Book 1813 of Official Records at page 17, Marin County Records;
thence running along said general southerly boundary line
(15) north 69° 06' 00" east 727.12 feet and
(16) north 39° 04' 00" east 66.71 feet
to a point in the westerly boundary line of the parcel of land described and
designated PARCEL TWO in said deed dated July 21, 1952; thence leaving said
general southerly boundary line and running along said last mentioned westerly
boundary line
(17) south 3° 26' 00" east 121.40 feet, more or less,
to the point of beginning; containing 12.975 acres, more or less, and being a portion
of Rancho Olompali."

EXCEPTING THEREFROM the parcel of land conveyed by Grantor to the
State of California by deed dated July 10, 1974 and recorded in Book 2834 of
Official Records at page 302, Marin County Records, and therein described and
designated PARCEL 1.

PARCEL TWO

The parcel of land conveyed by the State of California to Grantor by deed
dated September 26, 1973 and recorded in Book 2764 of Official Records at page
165, Marin County Records, and therein described as follows:

"A portion of "PARCEL ONE" and of "PARCEL TWO", as said parcels
are described in State Deed No. 37872 to the State of California, recorded January
23, 1973, in Volume 2650, at Page 621, Official Records of Marin County, said
portion being described as a whole as follows:

COMMENCING at the northerly terminus of that certain course described
as "N. 2° 06' 56" W., 285.66 feet" in State Deed No. 28422 to the State of
California, recorded October 21, 1969, in Volume 2334, at Page 297, Official
Records of Marin County; thence along the northerly prolongation of said course
N. 2° 06' 56" W., 310.34 feet to the northwesterly line of said PARCEL ONE;
thence along last said line, the westerly line of last said parcel and the general
northwesterly line and the southerly line of said PARCEL TWO, S. 40° 22' 46"
W., 189.30 feet, S. 2° 07' 14" E., 74.01 feet, S. 40° 22' 46" W., 131.25 feet and N.
87° 52' 46" E., 216.54 feet to the point of commencement.

Containing 35,052 square feet, more or less."

Reserving to Grantor an easement for its existing transmission and distribution electric and communication facilities, including the right to reconstruct, replace (of the initial or any other size), remove, maintain, inspect, and use the existing electric and communication facilities; together with the right to excavate for, construct, reconstruct, replace (of initial or any other size), remove, maintain, inspect, and use additional facilities for the transmission and distribution of electric energy and for communication purposes, consisting of one or more lines of underground wires and cables, conduits, manholes, service boxes, transformers with associated concrete pads, and one or more lines of poles, towers, and/or other structures, wires and cables, including both underground and overhead ground wires, guy wires, anchors and all necessary and proper foundations, footings, crossarms, appliances, fixtures, and appurtenances for use in connection with said poles, towers and/or other structures, underground wires and cables (hereinafter referred to collectively as “the **Electric Facilities**”); together with a right of way, within the easement area described as follows:

The parcel of land described and designated Parcel 5 in EXHIBIT “A” and shown on EXHIBIT “F”, attached hereto and made a part hereof (the “**Electric Easement Area**”).

Further reserving to Grantor an easement for its existing anchors, guy wires and cables, including the right to reconstruct, replace (of the initial or any other size), remove, maintain, inspect and use for supporting Grantor’s pole line, together with the right to excavate for, construct, reconstruct, replace (of the initial or any other size), remove, maintain, inspect and use such additional anchors, guy wires and cables (hereinafter referred to collectively as the “**Anchor Facilities**”), together with a right of way, within the easement area described as follows:

The parcel of land described and designated Parcel 4 in EXHIBIT “A” and shown on EXHIBIT “E”, attached hereto and made a part hereof (“**Anchor Easement Area**”).

Further reserving to Grantor easements for its existing pipe lines, valves, and appurtenant facilities for conveying gas, including the right to reconstruct, replace (of the initial or any other size), remove, maintain, inspect, and use the existing gas facilities; together with the right to excavate for, construct, reconstruct, replace (of the initial or any other size), remove, maintain, inspect, and use such additional pipe lines, valves, and appurtenances for conveying gas, and other appliances, fittings, and devices for controlling electrolysis for use in connection with the existing and additional pipe lines, and such underground wires, cables, conduits, and appurtenances for communication purposes (hereinafter referred to collectively as the “**Gas Facilities**”), and the right to construct and maintain adequate protection therefor, together with a right of way, within the easement areas described as follows:

The parcels of land described and designated Parcel 1, Parcel 2, and Parcel 3 in EXHIBIT “A” and shown on EXHIBIT “B”, EXHIBIT “C”, and EXHIBIT “D” all of which are attached hereto and made a part hereof (the “**Gas Easement Area**”).

The Electric Facilities, Anchor Facilities and the Gas Facilities used together hereinafter are referred to as the (“**Facilities**”), and the Electric Easement Area, Anchor Easement Area and the Gas Easement Area used together hereinafter are referred to as the (“**Easement Areas**”).

Further reserving to Grantor the right:

(a) of ingress to and egress from the Easement Areas over and across the Property by means of roads and lanes thereon, if such there be, otherwise by such route or routes as shall occasion the least practicable damage and inconvenience to Grantee and to use said roads, lanes, or routes to provide access to any of Grantor's easements and facilities located on lands adjacent to the Property; provided that such right of ingress, egress and access shall not extend to any portion of the Property which is isolated from the Easement Areas by any public road or highway now crossing or hereafter crossing the Property;

(b) to use such portion of the Property contiguous to the Easement Areas as may be reasonably necessary in connection with the construction, reconstruction, installation, inspection, maintenance, repair, replacement and removal of the Facilities;

(c) from time to time, to trim or to cut down, without Grantor paying compensation, any and all trees, roots, brush, vines, and to remove any associated supporting structures now or hereafter within the Easement Areas, and the further right, from time to time, to trim and cut down trees and brush along each side of the Easement Areas which now or hereafter in the opinion of Grantor may interfere with or be a hazard to any of the Facilities, or as Grantor deems necessary to comply with applicable state or federal regulations;

(d) from time to time to enlarge, improve, reconstruct, relocate, and replace the Electric Facilities with any other number or type of Electric Facilities either in the original location or at any alternate location or locations within the Electric Easement Area and from time to time to enlarge, improve, reconstruct, relocate, and replace the Anchor Facilities with any other number or type of Anchor Facilities either in the original location or at any alternate location or locations within the Anchor Easement Area;

(e) to install, maintain, and use gates in all fences which now cross or shall hereafter cross the Easement Areas; and

(f) to mark the location of the Easement Areas by suitable markers set in the ground; provided that said markers shall be placed in fences or other locations which will not interfere with any reasonable use Grantee shall make of the Easement Areas.

Grantee shall have the right to use the Easement Areas for purposes which will not interfere with Grantor's full enjoyment of the rights hereby reserved, provided that:

(a) Grantee shall not place or construct, nor allow a third party to place or construct, any building or other structure, or store flammable substances, or drill or operate any well, or construct any reservoir or other obstruction within the Easement Areas, or diminish or substantially add to the ground level in the Easement Areas, or construct any fences that will interfere with the maintenance and operation of the Facilities;

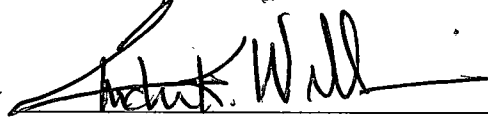
The Property hereby conveyed is no longer necessary or useful to Grantor in the performance by it of its duties to the public with the exception of the aforementioned reservations.

The provisions hereof shall inure to the benefit of and bind the successors and assigns of the respective parties hereto, and all covenants shall apply to and run with the Property.

Dated DECEMBER 15, 2023

PACIFIC GAS AND ELECTRIC COMPANY,
a California corporation.

By



Andrew K. Williams
Vice President
Shared Services

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

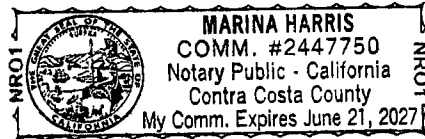
State of California
County of Contra Costa

On December 15, 2023 before me, Marina Harris Notary Public,
Insert name
personally appeared Andrew K. Williams

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.



Marina Harris
Signature of Notary Public

(Seal)

CAPACITY CLAIMED BY SIGNER

- Individual(s) signing for oneself/themselves
- Corporate Officer(s) of the above named corporation(s)
- Trustee(s) of the above named Trust(s)
- Partner(s) of the above named Partnership(s)
- Attorney(s)-in-Fact of the above named Principal(s)
- Other _____

Attach to LD 2403-06-1267
Area 7, North Bay Division
Land Service Office: San Francisco
Operating Department: Electric Distribution/Transmission & Gas Transmission
(T3N, R6W, MDM)
(Sec. 6, SE4ofNW4, NE4ofSW4)
FERC License Number(s): N/A
PG&E Drawing Number(s): L-9479, L-9480, L-9481, L-9482, L-9483
PLAT NO.: Elec.: PP31; Gas: 2862-C01
LD of any affected documents: 2403-06-0648, 2403-06-0657
LD of any Cross-referenced documents: 2403-06-0654
TYPE OF INTEREST: 2, 3, 4, 5, 6, 11f, 42, 43, 52
SBE Parcel Number: 135-21-027A-1
(For Quitclaims, % being quitclaimed): N/A
Order # or PM # (with Operations #, if applicable): 70036820
JCN: 01-13-079
County: Marin
Utility Notice Numbers: N/A
851 Approval Application No.: N/A
Prepared By: M5CF
Checked By: KCG6
Revised By: DQT1 (3/27/17)
Revised By: DQT1 (10/4/17)
Revised By: DQT1 (10/9/17)
Revised By: DQT1 (10/17/17)
Revised By: JADA (3/5/20)
Approved By: ERSe (3/27/17)

EXHIBIT "A"

LANDS:

APN: 125-580-025

Real property situate in the County of Marin, State of California, being a portion of that certain parcel of land as described in the deed from Francis Edward Allison, Sr., to Pacific Gas and Electric Company, dated June 26, 1973 and recorded July 12, 1973 in Book 2704 of Official Records Page 599 in the Office of the County Recorder of Marin County, described as follows:

PARCEL 1

A strip of land of the varying widths extending from the southerly boundary line of said deed (2704 O.R. 599) in a general northeasterly direction to the southerly boundary line as described in the deed from Alyce Pashburg and others to McGraw-Hill, Inc., dated May 8, 1964 and recorded in Book 1813 of Official Records, Page 17 in the Office of the County Recorder of said Marin County and being the initial uniform width of 70 feet and lying 35 feet on each side of the first course of the line described as follows:

Commencing at the most westerly corner of that certain 12.975 acre parcel of land shown and so designated on that map entitled "RECORD OF SURVEY, OF A PARCEL OF LAND IN THE RANCHO OLOMPALI AND BEING A PORTION OF O.R. 1706 P. 164 AND O.R. 2202 P. 327" dated June 1973 and recorded June 27, 1973 in Book 11, Records of Survey, Page 85 in the Office of the County Recorder of said county, said point being the northerly terminus of that certain course (12) described as "north 61° 04' 38" west 1133.63 feet" in said deed (2704 O.R. 599), said point also being on the southerly boundary line of said parcel described in said deed (2704 O.R. 599), and running thence along said southerly boundary line

(a) south 59° 45' 39" east 403.00 feet
to the TRUE POINT OF BEGINNING; thence leaving said southerly boundary line

(1) north 24° 30' 30" east 522.33 feet

to a point herein for convenience called Point "A"; thence continuing

(2) north 24° 30' 30" east 11.00 feet; thence changing from the uniform width of 80 feet to the uniform width of 50 feet lying 25 feet on each side of the following line which bears North 05° 31' 00" East 20.00 feet to a point herein for convenience called Point "B"; thence continuing along said course with the uniform width of 30 feet lying 15 feet on each side,

(3) north 05° 31' 00" east 307.96 feet

to point on the southerly boundary line as described in the deed from Alyce Pashburg and others to McGraw-Hill, Inc., dated May 8, 1964 and recorded in Book 1813 of Official Records, Page 17 in the Office of the County Recorder of said Marin County, said point being 279 feet more or less along said southerly boundary line distant from the

LD 2403-06-1267

2015281 (01-13-079) 01 16 5

Former Novato Service Center

northwesterly corner of said parcel (2704 O.R. 599) and as shown on said "RECORD OF SURVEY" dated June 1973.

The sidelines of said strip to be shortened or lengthened so as to terminate at said southerly boundary line of said lands.

Containing 53,731 square feet, more or less.

And as shown on Exhibit "B" attached hereto and made part hereof.

PARCEL 2

A strip of land being the uniform width of 50 feet and lying 25 feet on each side of a centerline, more particularly described as follows:

Commencing at said Point "A", as said point is described and so designated in Parcel 1 described above, and running thence

(1) north $19^{\circ} 58' 38''$ west 304.90 feet

to a point on the southerly boundary line as described in said deed (1813 O.R. 17), said point being 130 feet more or less along said southerly boundary line distant from the northwesterly corner of said parcel (2704 O.R. 599) and as shown on said "RECORD OF SURVEY" dated June 1973.

Except that portion lying within herein before described PARCEL 1.

The sidelines of said strip to be shortened or lengthened so as to terminate at said southerly boundary line of said lands.

Containing 12,522 square feet, more or less.

And as shown on Exhibit "C" attached hereto and made part hereof.

PARCEL 3

A strip of land being the uniform width of 20 feet and lying 10 feet on each side of a centerline, more particularly described as follows:

Commencing at said Point "B", as said point is described and so designated in Parcel 1 described above, and running thence

(1) south $21^{\circ} 47' 00''$ east 231.38 feet

to a point on the northwesterly boundary line of the parcel of land as described in the trustee's deed from Sonoma Title Guaranty Company to Oliver Kullburg recorded April 23, 1968 in Book 2206 of Official Records, Page 188 in the Office of the County Recorder of said Marin County, said point being 3 feet more or less along said northwesterly boundary line distant from the most westerly corner of said parcel (2206 O.R. 188) and as shown on said "RECORD OF SURVEY" dated June 1973.

Except that portion lying within herein before described PARCEL 1.

The sidelines of said strip to be shortened or lengthened so as to terminate at said northwesterly boundary line of said lands.

Containing 3,597 square feet, more or less.

And as shown on Exhibit "D" attached hereto and made part hereof.

PARCEL 4

A strip of land being the uniform width of 5 feet and lying 2.5 feet on each side of a centerline, more particularly described as follows:

Commencing at the southerly terminus of that certain course (8) described as "south 7° 28' 40" east 55.00 feet" in said deed (2704 O.R. 599), said point also being on the westerly boundary line of said parcel described in said deed (2206 O.R. 188), and running thence along said westerly boundary line

(a) north 06° 09' 41" west 42.00 feet
to the TRUE POINT OF BEGINNING; thence leaving said westerly boundary line

(1) south 83° 50' 19" west 5.00 feet
to a point within said lands.

Containing 25.00 square feet.

And as shown on Exhibit "E" attached hereto and made part hereof.

PARCEL 5

A strip of land being the uniform width of 30 feet and lying 15 feet on each side of a centerline, more particularly described as follows:

Commencing at the northerly terminus of that certain course (9) described as "south 43° 18' 20" east 392.07 feet" in said deed (2704 O.R. 599), said point also being on the southwesterly boundary line of said parcel described in said deed (2206 O.R. 188), and running thence along said southwesterly boundary line

(a) south 41° 59' 05" east 62.00 feet
to the TRUE POINT OF BEGINNING; thence leaving said southwesterly boundary line

(1) south 19° 49' 58" east 93.95 feet; thence
(2) north 85° 33' 07" east 44.67 feet
to a point on said southwesterly boundary line of said parcel described in said deed (2206 O.R. 188), said point also being 205.85 feet along said southwesterly boundary line distant from the most westerly corner of the parcel of land as described in the deed from the State

LD 2403-06-1267

2015281 (01-13-079) 01 16 5

Former Novato Service Center

of California to Alyce Pashburg dated December 21, 1970 and recorded in Book 2427 of Official Records, Page 495 in the Office of the County Recorder of Marin County.

The sidelines of said strip to be shortened or lengthened so as to terminate at said northwesterly boundary line of said deed (2704 O.R. 599).

Containing 4,158 square feet, more or less.

And as shown on Exhibit "F" attached hereto and made part hereof.



A handwritten signature in black ink that reads "Robert Sullivan".

12-22-2023

Robert Sullivan
LS No. 8558

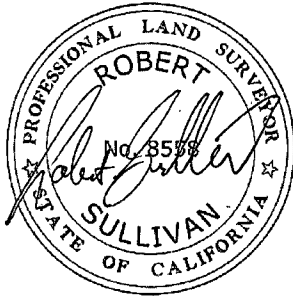
(T.03N, R.06W, NW 1/4 SEC. 06, MDB&M)
(RANCHO OLOMPALI)

SURVEYORS NOTES:

- 15' EASEMENT FOR DRAINAGE PURPOSES IN FAVOR OF THE STATE OF CALIFORNIA PER (PARCEL 2) BK. 2834 OR PG. 302 MCR
- 10' EASEMENT FOR THE PURPOSES INGRESS & EGRESS IN FAVOR OF THE STATE OF CALIFORNIA PER (PARCEL 3) BK. 2834 OR PG. 302 MCR



NOVATO REDWOOD PROPERTIES, INC.
APN: 125-180-083
DOC. No. 2004-0013619
DATED: FEBRUARY 20, 2004 MCR
RECORD OF SURVEY
BK. 28 OR PG. 63, MCR
ALYCE PASHBURG ET. AL. TO
Mc GRAW-HILL, INC.
DATED: MAY 8, 1964
BK. 1813 OR 17 MCR



FD 3" BRONZE CAP IN CONCRETE AND MARKED "PAC GAS & ELECT. CO. PROP. COR." L.S. 3322 (R1).

SEE SURVEYORS NOTE 1

SEE SURVEYORS NOTE 2

SEE DETAIL "A"

FD 5/8" REBAR & P.G.&E. ALUMINUM CAP TAGGED: P.G.&E. S.F.

FD 3/4" IRON PIPE BENT S.WESTERLY NO TAG.

FD 5/8" REBAR & P.G.&E. ALUMINUM CAP TAGGED: PGE LS 3322

PARCEL MAP BK. 21 P.M. PG. 45, MCR

FD 3" BRONZE CAP IN CONCRETE AND MARKED "PAC GAS & ELECT. CO. PROP. COR." L.S. 3322 (R1).

NOVATO MOTEL, LLC
APN: 125-580-026
DOC. No. 2013-0043311
DATED: MAY 29, 2013 MCR

SONOMA TITLE CO. TO OLIVER KULLBURG
REC: APRIL 23, 1968
BK. 2206 OR PG. 188 MCR

FD 3" BRONZE CAP IN CONCRETE AND MARKED "PAC GAS & ELECT. CO. PROP. COR." L.S. 3322 (R1).

SAN MARIN COMMERCE PARK
APN: 125-580-010

LOT 2
PARCEL MAP
BK. 1999 P.M. PG. 80, MCR

TRUE POINT OF BEGINNING PARCEL 1

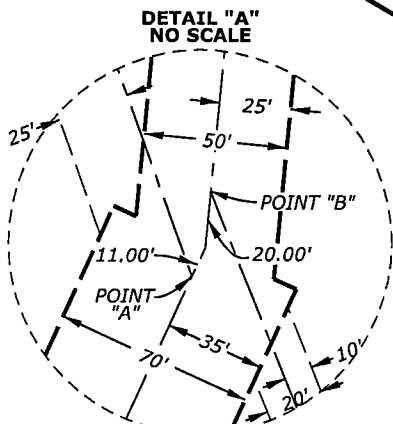
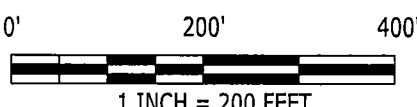
S6°09'41"E 55.00'
(S7°28'40"E 55.00' R1)

30' O/H ELEC. EASE. IN FAVOR OF P.G.&E.

REDWOOD BOULEVARD
STATE HIGHWAY 101

LEGEND:

- SUBJECT PARCEL LINE
- PARCEL LINE
- - - - RIGHT OF WAY
- - - - EASEMENT CENTERLINE
- - - - EASEMENT LIMITS
- - - - RANCHO BOUNDARY (R1)
- MONUMENT FOUND AS NOTED
- P.G.&E. BRASS DISC FOUND AS NOTED.
- R1 R.O.S. BK. 11 MAPS PG. 85 MCR
- R2 DOC. No. 4637 2674 OR 165 MCR
- R3 BK. 2834 DEEDS 302 MCR
- MCR MARIN COUNTY RECORDS
- O/H ELE. OVERHEAD ELECTRIC EASEMENT
- P.O.C. POINT OF COMMENCEMENT
- T.P.O.B. TRUE POINT OF BEGINNING



PARCEL 1 AREA = 53,731 SQ. FT. ±

AUTHORIZATION
70036820
BY W.D. CRUME
DR C. GOODWIN
CH R. SULLIVAN
O.K. R. SULLIVAN
DATE 08/05/2019

EXHIBIT "B"
EASEMENT LOCATION - PARCEL 1
FORMER NOVATO SERVICE CENTER
8161 REDWOOD BOULEVARD
NOVATO CA. 94105
APN 125-580-025
LD 2403-06-1267
PACIFIC GAS AND ELECTRIC COMPANY
San Francisco California



JCN	01-13-079
AREA	1
COUNTY	MARIN
SCALE	1" = 200'
SHEET NO.	1 OF 5
DRAWING NUMBER	L-9479
CHANGE	4

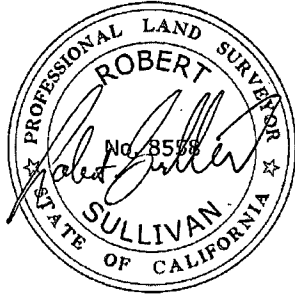
(T.03N, R.06W, NW 1/4 SEC. 06, MDB&M)
(RANCHO OLOMPALI)

SURVEYORS NOTES:

1. 15' EASEMENT FOR DRAINAGE PURPOSES IN FAVOR OF THE STATE OF CALIFORNIA PER (PARCEL 2) BK. 2834 OR PG. 302
2. 10' EASEMENT FOR THE PURPOSES INGRESS & EGRESS IN FAVOR OF THE STATE OF CALIFORNIA PER (PARCEL 3) BK. 2834 OR PG. 302 MCR



NOVATO REDWOOD PROPERTIES, INC.
APN: 125-180-083
DOC. No. 2004-0013619
DATED: FEBRUARY 20, 2004 MCR
RECORD OF SURVEY
BK. 28 OR PG. 63, MCR
ALYCE PASHBURG ET. AL. TO
Mc GRAW-HILL, INC.
DATED: MAY 8, 1964
BK. 1813 OR 17 MCR



FD 3" BRONZE CAP IN CONCRETE AND MARKED "PAC GAS & ELECT. CO. PROP. COR." L.S. 3322 (R1).

SEE SURVEYORS NOTE 1
SEE SURVEYORS NOTE 2

FD 5/8" REBAR & P.G.&E. ALUMINUM CAP TAGGED: P.G.&E. S.F.
FD 3/4" IRON PIPE BENT S. WESTERLY NO TAG.

APN: 125-580-025
DOC. No. 26782
BK. 2704 O.R. PG. 599 MCR.
12.77 ACRES
556,000.61 SQ. FT.
RECORD OF SURVEY
BK. 11 OR PG. 85, MCR

FD 3" BRONZE CAP IN CONCRETE AND MARKED "PAC GAS & ELECT. CO. PROP. COR." L.S. 3322 (R1).

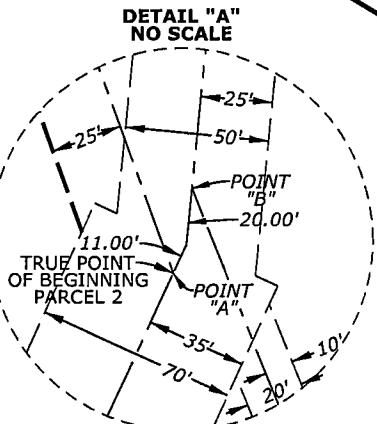
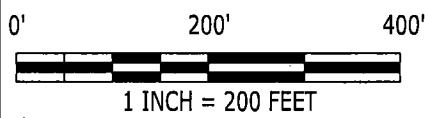
FD 3" BRONZE CAP IN CONCRETE AND MARKED "PAC GAS & ELECT. CO. PROP. COR." L.S. 3322 (R1).

NOVATO MOTEL, LLC
APN: 125-580-026
DOC. No. 2013-0043311
DATED: MAY 29, 2013 MCR
SONOMA TITLE CO. TO OLIVER KULLBURG
REC: APRIL 23, 1968
BK. 2206 OR PG. 188 MCR

SAN MARIN COMMERCE PARK
APN: 125-580-010
LOT 2
PARCEL MAP
BK. 1999 P.M. PG. 80, MCR

LEGEND:

- SUBJECT PARCEL LINE
- PARCEL LINE
- - - RIGHT OF WAY
- - - EASEMENT CENTERLINE
- - - EASEMENT LIMITS
- - - RANCHO BOUNDARY (R1)
- MONUMENT FOUND AS NOTED
- P.G.&E. BRASS DISC FOUND AS NOTED.
- R1 R.O.S. BK. 11 MAPS PG. 85 MCR
- R2 DOC. No. 4637 2674 OR 165 MCR
- R3 BK. 2834 DEEDS 302 MCR
- MCR MARIN COUNTY RECORDS
- O/H ELE. OVERHEAD ELECTRIC EASEMENT
- P.O.C. POINT OF COMMENCEMENT
- T.P.O.B. TRUE POINT OF BEGINNING



PARCEL 2 AREA = 12,522 SQ. FT. ±

AUTHORIZATION
70036820
BY W.D. CRUME
DR C. GOODWIN
CH R. SULLIVAN
O.K. R. SULLIVAN
DATE 08/05/2019

EXHIBIT "C"
EASEMENT LOCATION - PARCEL 2
FORMER NOVATO SERVICE CENTER
8161 REDWOOD BOULEVARD
NOVATO CA. 94105
APN 125-580-025
LD 2403-06-1267
PACIFIC GAS AND ELECTRIC COMPANY
San Francisco California



JCN	01-13-079
AREA	1
COUNTY	MARIN
SCALE	1" = 200'
SHEET NO.	2 OF 5
DRAWING NUMBER	L-9480
CHANGE	4
	201

(T.03N, R.06W, NW 1/4 SEC. 06, MDB&M)
(RANCHO OLOMPALI)

SURVEYORS NOTES:

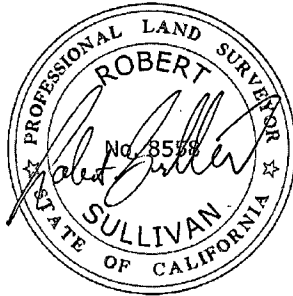
- 15' EASEMENT FOR DRAINAGE PURPOSES IN FAVOR OF THE STATE OF CALIFORNIA PER (PARCEL 2) BK. 2834 OR PG. 302 MCR
- 10' EASEMENT FOR THE PURPOSES INGRESS & EGRESS IN FAVOR OF THE STATE OF CALIFORNIA PER (PARCEL 3) BK. 2834 OR PG. 302 MCR



NOVATO REDWOOD PROPERTIES, INC.
APN: 125-180-083
DOC. No. 2004-0013619
DATED: FEBRUARY 20, 2004 MCR
RECORD OF SURVEY
BK. 28 OR PG. 63, MCR

ALYCE PASHBURG ET. AL. TO
Mc GRAW-HILL, INC.
DATED: MAY 8, 1964
BK. 1813 OR 17 MCR

FD 3" BRONZE CAP IN
CONCRETE AND MARKED
"PAC GAS & ELECT. CO.
PROP. COR." L.S. 3322 (R1).



FD 5/8" REBAR &
P.G.&E. ALUMINUM CAP
TAGGED: PGE LS 3322

APN: 125-580-025
DOC. No. 26782
BK. 2704 O.R. PG. 599 MCR.
12.77 ACRES
556,000.61 SQ. FT.
RECORD OF SURVEY
BK. 11 OR PG. 85, MCR

FD 3" BRONZE CAP IN
CONCRETE AND MARKED
"PAC GAS & ELECT. CO. PROP.
COR." L.S. 3322 (R1).

SAN MARIN COMMERCE PARK
APN: 125-580-010

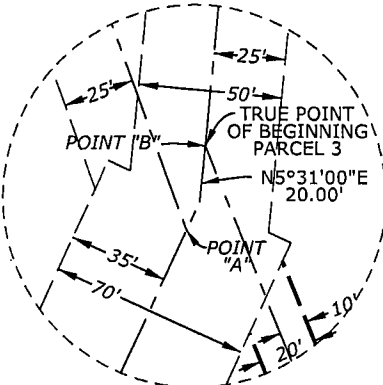
LOT 2
PARCEL MAP
BK. 1999 P.M. PG. 80, MCR

LEGEND:

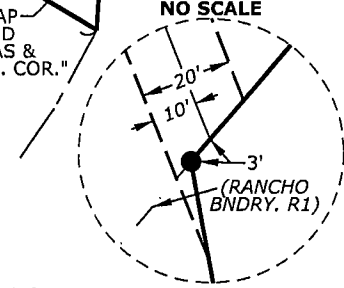
- SUBJECT PARCEL LINE
- PARCEL LINE
- - - RIGHT OF WAY
- - - EASEMENT CENTERLINE
- - - EASEMENT LIMITS
- - - RANCHO BOUNDARY (R1)
- MONUMENT FOUND AS NOTED
- P.G.&E. BRASS DISC FOUND AS NOTED
- R1 R.O.S. BK. 11 MAPS PG. 85 MCR
- R2 DOC. No. 4637 2674 OR 165 MCR
- R3 BK. 2834 DEEDS 302 MCR
- MCR MARIN COUNTY RECORDS
- O/H ELE. OVERHEAD ELECTRIC EASEMENT
- P.O.C. POINT OF COMMENCEMENT
- T.P.O.B. TRUE POINT OF BEGINNING



**DETAIL "A"
NO SCALE**



**DETAIL "B"
NO SCALE**



PARCEL 3 AREA = 3,597 SQ. FT. ±

AUTHORIZATION
70036820
BY W.D. CRUME
DR C. GOODWIN
CH R. SULLIVAN
O.K. R. SULLIVAN
DATE 08/05/2019

EXHIBIT "D"
EASEMENT LOCATION - PARCEL 3
FORMER NOVATO SERVICE CENTER
8161 REDWOOD BOULEVARD
NOVATO CA. 94105
APN 125-580-025
LD 2403-06-1267
PACIFIC GAS AND ELECTRIC COMPANY
San Francisco California



JCN	01-13-079
AREA	1
COUNTY	MARIN
SCALE	1" = 200'
SHEET NO.	3 OF 5
DRAWING NUMBER	L-9481
CHANGE	3
	202

(T.03N, R.06W, NW 1/4 SEC. 06, MDB&M)
(RANCHO OLOMPALI)

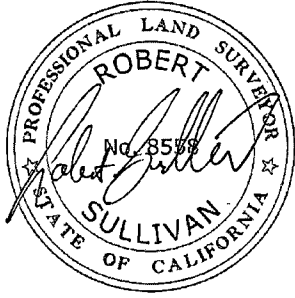
SURVEYORS NOTES:

- 15' EASEMENT FOR DRAINAGE PURPOSES IN FAVOR OF THE STATE OF CALIFORNIA PER (PARCEL 2) BK. 2834 OR PG. 302 MCR
- 10' EASEMENT FOR THE PURPOSES INGRESS & EGRESS IN FAVOR OF THE STATE OF CALIFORNIA PER (PARCEL 3) BK. 2834 OR PG. 302 MCR



NOVATO REDWOOD PROPERTIES, INC.
APN: 125-180-083
DOC. No. 2004-0013619
DATED: FEBRUARY 20, 2004 MCR
RECORD OF SURVEY
BK. 28 OR PG. 63, MCR

ALYCE PASHBURG ET. AL. TO
Mc GRAW-HILL, INC.
DATED: MAY 8, 1964
BK. 1813 OR 17 MCR



FD 3" BRONZE CAP IN CONCRETE AND MARKED "PAC GAS & ELECT. CO. PROP. COR." L.S. 3322 (R1).

FD 5/8" REBAR & P.G.&E. ALUMINUM CAP TAGGED: P.G.&E. S.F.
FD 3/4" IRON PIPE BENT S. WESTERLY NO TAG.

FD 5/8" REBAR & P.G.&E. ALUMINUM CAP TAGGED: PGE LS 3322

PARCEL MAP BK. 21 P.M. PG. 45, MCR

FD 3" BRONZE CAP IN CONCRETE AND MARKED "PAC GAS & ELECT. CO. PROP. COR." L.S. 3322 (R1).

NOVATO MOTEL, LLC
APN: 125-580-026
DOC. No. 2013-0043311
DATED: MAY 29, 2013 MCR

SONOMA TITLE CO. TO OLIVER KULLBURG
REC: APRIL 23, 1968
BK. 2206 OR PG. 188 MCR

FD 3" BRONZE CAP IN CONCRETE AND MARKED "PAC GAS & ELECT. CO. PROP. COR." L.S. 3322 (R1).

SAN MARIN COMMERCE PARK
APN: 125-580-010

LOT 2
PARCEL MAP
BK. 1999 P.M. PG. 80, MCR

APN: 125-580-025
DOC. No. 26782
BK. 2704 O.R. PG. 599 MCR.
12.77 ACRES
556,000.61 SQ. FT.
RECORD OF SURVEY
BK. 11 OR PG. 85, MCR

FD 3" BRONZE CAP IN CONCRETE AND MARKED "PAC GAS & ELECT. CO. PROP. COR." L.S. 3322 (R1)

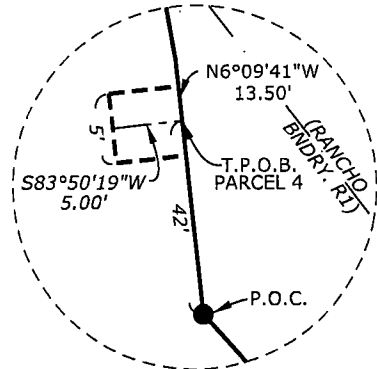
PARCEL 4
SEE DETAIL "A"

P.O.C.
30' O/H ELEC. EASE. IN FAVOR OF P.G.&E.

LEGEND:

- SUBJECT PARCEL LINE
- PARCEL LINE
- - - RIGHT OF WAY
- - - EASEMENT CENTERLINE
- - - EASEMENT LIMITS
- - - RANCHO BOUNDARY (R1)
- MONUMENT FOUND AS NOTED
- P.G.&E. BRASS DISC FOUND AS NOTED
- R1 R.O.S. BK. 11 MAPS PG. 85 MCR
- R2 DOC. No. 4637 2674 OR 165 MCR
- R3 BK. 2834 DEEDS 302 MCR
- MCR MARIN COUNTY RECORDS
- O/H ELE. OVERHEAD ELECTRIC EASEMENT
- P.O.C. POINT OF COMMENCEMENT
- T.P.O.B. TRUE POINT OF BEGINNING

DETAIL "A" NO SCALE



0' 200' 400'



1 INCH = 200 FEET

PARCEL 4 AREA = 25.00 SQ. FT.

AUTHORIZATION
70036820
BY W.D. CRUME
DR C. GOODWIN
CH R. SULLIVAN
O.K. R. SULLIVAN
DATE 08/05/2019

EXHIBIT "E"
EASEMENT LOCATION - PARCEL 4
FORMER NOVATO SERVICE CENTER
8161 REDWOOD BOULEVARD
NOVATO CA. 94105
APN 125-580-025
LD 2403-06-1267
PACIFIC GAS AND ELECTRIC COMPANY
San Francisco California



JCN	01-13-079
AREA	1
COUNTY	MARIN
SCALE	1" = 200'
SHEET NO.	4 OF 5
DRAWING NUMBER	L-9482
CHANGE	4
	203

(T.03N, R.06W, NW 1/4 SEC. 06, MDB&M)
(RANCHO OLOMPALI)

SURVEYORS NOTES:

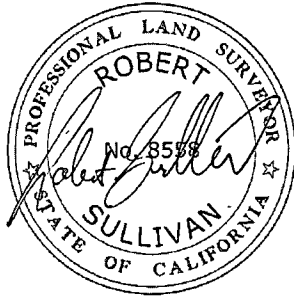
- 15' EASEMENT FOR DRAINAGE PURPOSES IN FAVOR OF THE STATE OF CALIFORNIA PER (PARCEL 2) BK. 2834 OR PG. 302 MCR
- 10' EASEMENT FOR THE PURPOSES INGRESS & EGRESS IN FAVOR OF THE STATE OF CALIFORNIA PER (PARCEL 3) BK. 2834 OR PG. 302 MCR



NOVATO REDWOOD PROPERTIES, INC.
APN: 125-180-083
DOC. No. 2004-0013619
DATED: FEBRUARY 20, 2004 MCR
RECORD OF SURVEY
BK. 28 OR PG. 63, MCR

ALYCE PASHBURG ET. AL. TO
Mc GRAW-HILL, INC.
DATED: MAY 8, 1964
BK. 1813 OR 17 MCR

FD 3" BRONZE CAP IN
CONCRETE AND MARKED
"PAC GAS & ELECT. CO.
PROP. COR." L.S. 3322 (R1).



FD 5/8" REBAR &
P.G.&E. ALUMINUM CAP
TAGGED: PGE LS 3322

APN: 125-580-025
DOC. No. 26782
BK. 2704 O.R. PG. 599 MCR.
12.77 ACRES
556,000.61 SQ. FT.
RECORD OF SURVEY
BK. 11 OR PG. 85, MCR

FD 3" BRONZE CAP IN
CONCRETE AND MARKED
"PAC GAS & ELECT. CO. PROP.
COR." L.S. 3322 (R1).

SAN MARIN COMMERCE PARK
APN: 125-580-010
LOT 2
PARCEL MAP
BK. 1999 P.M. PG. 80, MCR

LEGEND:

- SUBJECT PARCEL LINE
- PARCEL LINE
- - - - RIGHT OF WAY
- - - - EASEMENT CENTERLINE
- - - - EASEMENT LIMITS
- - - - RANCHO BOUNDARY (R1)
- MONUMENT FOUND AS NOTED
- P.G.&E. BRASS DISC FOUND AS NOTED.
- R1 R.O.S. BK. 11 MAPS PG. 85 MCR
- MCR MARIN COUNTY RECORDS
- O/H ELE. OVERHEAD ELECTRIC EASEMENT
- P.O.C. POINT OF COMMENCEMENT
- T.P.O.B. TRUE POINT OF BEGINNING

LINE TABLE:

L1	S19°49'58"E 93.95'
L2	N85°33'07"E 44.67'

0' 200' 400'



1 INCH = 200 FEET

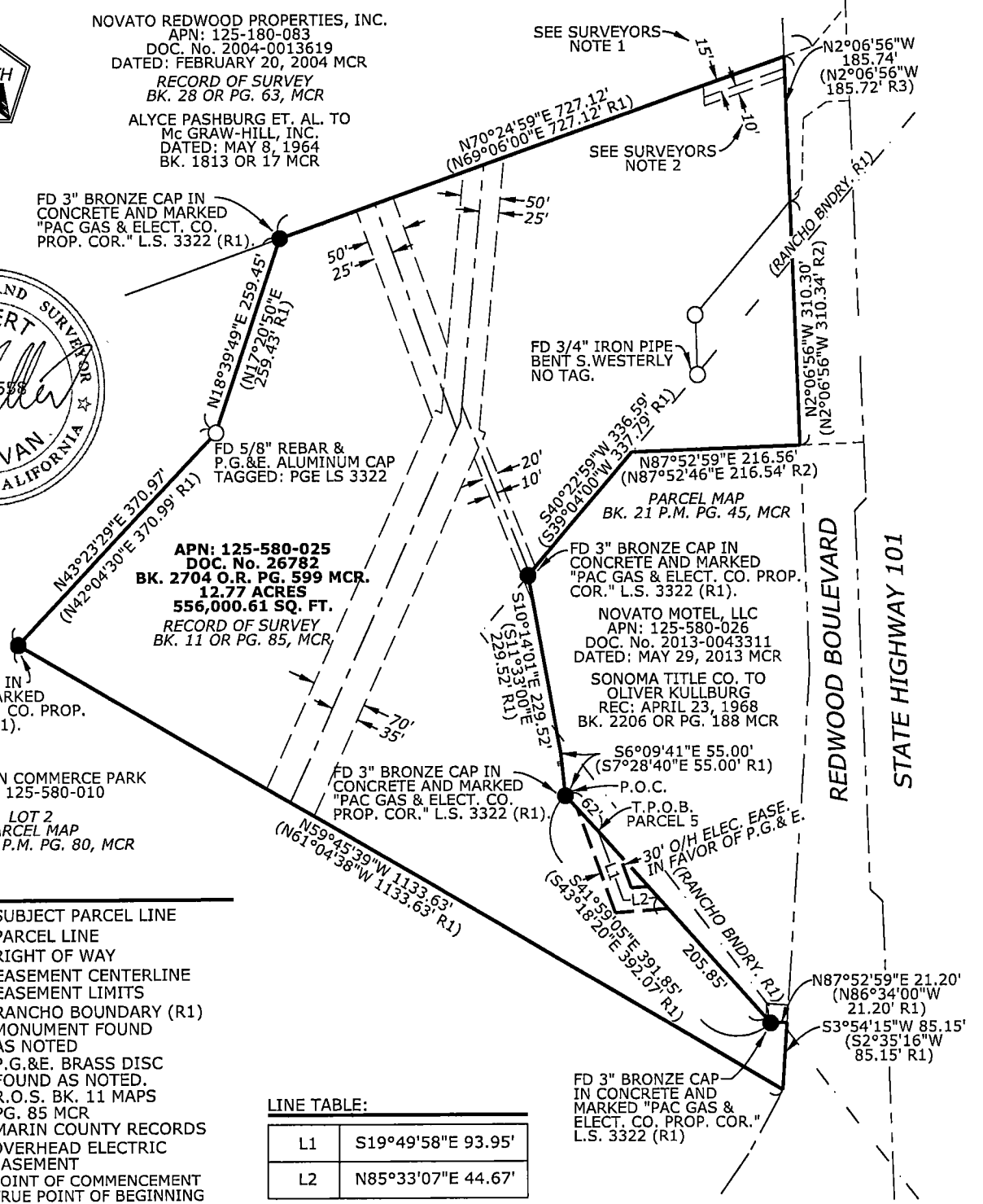
PARCEL 5 AREA = 4,158 SQ. FT. ±

AUTHORIZATION
70036820
BY W.D. CRUME
DR C. GOODWIN
CH R. SULLIVAN
O.K. R. SULLIVAN
DATE 08/05/2019

EXHIBIT "F"
EASEMENT LOCATION - PARCEL 5
FORMER NOVATO SERVICE CENTER
8161 REDWOOD BOULEVARD
NOVATO CA. 94105
APN 125-580-025
LD 2403-06-1267
PACIFIC GAS AND ELECTRIC COMPANY
San Francisco California



JCN 01-13-079
AREA 1
COUNTY MARIN
SCALE 1" = 200'
SHEET NO. 5 OF 5
DRAWING NUMBER L-9483 CHANGE 4
204



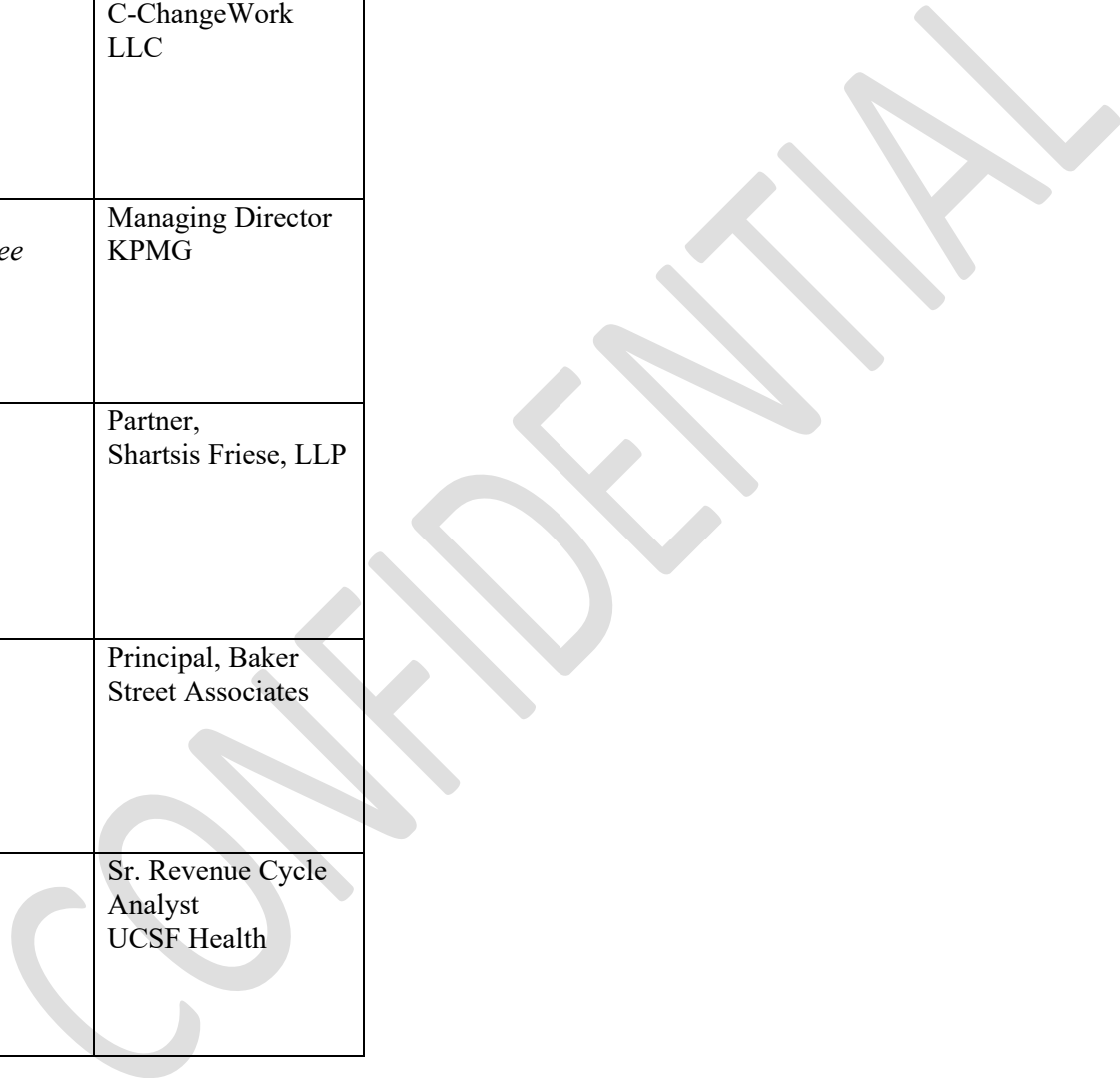
HABITAT FOR HUMANITY GREATER SAN FRANCISCO
BOARD OF DIRECTORS CONTACT LIST
Fiscal Year 2024: July 2023– June 2024

<u>NAME</u>	<u>COMPANY/ORG</u>
Dameon Philpotts Board Chair <i>Executive Committee (Chair)</i> <i>Comp Committee (Chair)</i> July 2017- June 2026	COO, Citizens Private Bank
Sam Allen <i>GOV Committee (Chair)</i> <i>Executive Committee</i> <i>Fund Development</i> <i>Comp Committee</i> July 2019 – June 2025	EVP & Global COO, Salesforce.org
Hilary Billings <i>Programs Committee (Chair)</i> <i>Executive Committee</i> July 2016-June 2025	Brand Strategist Advisor, Billings Brand Development, Inc.
Brandon Brown <u>Board Secretary</u> <i>Fund Dev Committee (Co-Chair)</i> <i>Executive Committee</i> July 2021 – June 2024	Partner Kirkland & Ellis LLP
Heidi Hansen <i>Fund Development Committee</i> <i>Programs Committee</i> July 2019 – June 2025	Principal Heidi Hansen Architect

2/1/2024

HABITAT FOR HUMANITY GREATER SAN FRANCISCO
BOARD OF DIRECTORS CONTACT LIST
Fiscal Year 2024: July 2023– June 2024

<u>NAME</u>	<u>COMPANY/ORG</u>
Karen Jackson <i>Programs Committee</i> <i>Audit Committee</i> July 2020 – June 2026	Managing Partner C-ChangeWork LLC
Mihir Khilnani <i>Fund Development Committee</i> <i>Audit Committee</i> July 2022 – June 2025	Managing Director KPMG
David Kremer <i>RED Finance Committee</i> <i>Comp Committee</i> July 2015 – June 2024	Partner, Shartsis Friese, LLP
Stephen Koch <i>RED-Finance Committee</i> <i>Audit Committee</i> July 2023 – June 2026	Principal, Baker Street Associates
Magali Limeta <i>Programs Committee</i> July 2022 – June 2025	Sr. Revenue Cycle Analyst UCSF Health



HABITAT FOR HUMANITY GREATER SAN FRANCISCO
BOARD OF DIRECTORS CONTACT LIST
 Fiscal Year 2024: July 2023– June 2024

<u>NAME</u>	<u>COMPANY/ORG</u>
Jacob Moss <i>Comp Committee (Chair)</i> <i>RED-Finance Committee</i> <i>Audit Committee</i> July 2020 – June 2026	VP In-house Counsel, Plant Construction Company
Tamsen Plume <i>RED-Finance Committee</i> <i>Programs Committee</i> July 2017- June 2026	Partner, Holland & Knight LLP
Ken Preston <i>Programs Committee</i> <i>Audit Committee</i> June 2018- June 2024	CPA, Partner Bregante + Company LLP (retired)
Nick Raby <i>GOV Committee</i> <i>Executive Committee</i> <i>Fund Development Committee</i> July 2017- June 2026	Director of Corporate Real Estate, North America, Facebook
Josie Ramirez <i>Fund Development Committee</i> <i>Programs Committee</i> July 2023 – June 2026	Managing Director, CRA Residential Lending, First Citizens Bank

HABITAT FOR HUMANITY GREATER SAN FRANCISCO
BOARD OF DIRECTORS CONTACT LIST
 Fiscal Year 2024: July 2023– June 2024

<u>NAME</u>	<u>COMPANY/ORG</u>
Mark J. Tortorich <i>Fund Dev Committee (Chair)</i> <i>Executive Committee</i> July 2018 – June 2024	Vice President National Facilities Services (NFS) Kaiser Permanente
Nancy Turner Board Treasurer <i>RED-Finance Committee(Co-Chair)</i> <i>Executive Committee</i> July 2020 – June 2026	Managing Director Point Olema Capital Partners
Lou Vasquez <i>RED-Finance Committee</i> July 2022 – June 2025	Founding Partner BUILD
Vanessa Washington <i>Audit Committee (Chair)</i> <i>Executive Committee</i> <i>Comp Committee</i> July 2015 – June 2024	Senior Executive Vice President, Bank of the West (retired)

CONFIDENTIAL

2024-25 Application for Affordable Housing Funds

Thursday, February 15, 2024

Marin County Housing & Federal Grants Division

This application is for affordable housing developers in Marin County, California who would like to apply for multiple state, local, and federal funding sources simultaneously. Please refer to the [Notice of Funding Availability \(NOFA\)](#) released on January 22, 2024 for detailed information about qualifications and application requirements. Applicants may use this [prep tool](#) for the long-form questions in order to save their responses and copy/paste into this application.

The deadline to apply is **5:00 p.m. Friday, February 16**. Applicants will receive a copy of their submitted application to the email address entered.

The following grant sources and approximate amounts are available through this application:

1. **Marin County Affordable Housing Fund (HTF) and State Permanent Local Housing Allocation (PLHA)** - \$1.2 million
2. **Federal HOME** - \$850 thousand
3. **Federal CDBG Housing** - \$650 thousand

Applicant Information

Organization Name

Marin CIL

Website URL

<https://www.marincil.org/>

DUNS

199680711

Mailing Address

710 4th Street
San Rafael, California, 94901

Project Contact Name

Susan Malardino

Title

Deputy Director

Email Address

susan@marincil.org

Phone Number

(415) 459-6245

Executive Director Name

Eli Gelardin

Executive Director Email Address

eli@marincil.org

Is there a co-applicant organization?

No

Briefly describe your organization, including mission, programs, staff experience, and number of clients served. Describe the co-applicant organization, if applicable.

Marin Center for Independent Living (Marin CIL) is a 45-year-old peer-led, community-based disability rights and services organization. Our mission is to promote individuals with all types of disabilities to achieve their maximum level of sustainable independence as contributing, responsible and equal participants in society.

Over the last 12 months, we've supported over two thousand disabled individuals with key service offerings including: care navigation, housing transition, navigation, and preservation, community resiliency, and digital access. Many of the community members we serve are low-income, food insecure, Medi-Cal beneficiaries, and housing insecure or unhoused. Out of community members served over the last 12 months:

100% living with at least one disability
61% received diversion support
35% at high risk for institutionalization
26% dependent on in-home supportive services
17% with dementia or Alzheimer's diagnosis

Have there been any recent or upcoming leadership transitions?

N/A

Have there been any recent expansions or cutbacks in activities and/or budget? If so, please explain.

N/A

If applicable, what is the organization's standing with licensing or other accreditation authorities?

N/A

How does your organization verify client income?

All clients receiving Home Modifications through the CDBG funds must be able to demonstrate that they are eligible for the program services through income qualifications or "Presumed Benefit". The household gross income, of those 18 years or older, must meet the Department of Housing and Urban Development (HUD) income guidelines for Community Development Block Grants (low-to-moderate income)

HUD sets the limits that determine eligibility for assisted housing programs. HUD develops income limits based on Median Family Income estimates and Fair Market Rent area definitions for each metropolitan area, parts of some metropolitan areas, and each non-metropolitan county.

Each year these income limits are updated annually based on the HUD Guidelines for the SF Bay Area which includes Marin County. The income of all members of each individual family unit must be included in determining the income eligibility.

A family unit are those individuals living in the household.

Verification of Income for all household income recipients may include any one of the following to qualify.

- Social Security award letter for the current year or Recent bank statement noting your automatic deposit from Social Security or
- 1040 Federal Income Tax Return

Presumed Benefit applies to abused children, battered spouses, elderly persons, severely disabled adults, homeless persons, illiterate adults, persons living with AIDS, and/or migrant farm workers. A Presumed

Benefit household does not require income qualification.
Verification of Presumed Benefit may include any one of the following to qualify.
Income verification or Presumed Benefit verification must be submitted along with the Home Modification application to be considered for the program.

General Project Information

Project Name

Residential Access Modification Program (RAMP)

Project Address

710 4th Street
San Rafael, California, 94901

Assessor's Parcel Number (APN)

011-227-04

Funding Requests

Which funding source(s) are you seeking for this project? Please refer to the NOFA for a description of each funding source and eligible project types. Those applying for HOME-ARP funds are highly encouraged to apply for HTF/PLHA funds as well.

CDBG Housing

**CDBG Housing Amount Requested (max
\$650,000)**

\$45,000

CDBG/HOME applicants only: Is this project located in a Special Flood Hazard Area, and therefore requires flood insurance?

No

Project Details

Scope of Work: Describe the proposed project, including details such as property characteristics, proposed use of funds, and number of housing units involved. Explain how the project will benefit the community.

MarinCIL's Residential Accessibility Modification Program (RAMP) serves children, older adults, and individuals with disabilities by increasing housing accessibility. Many of our consumers have orthopedic, visual, or hearing impairments, or may have chemical sensitivities, are HIV+ or have AIDS. In addition, we assist older adults at high risk for falls. The projects we complete include both single family homes and units in multifamily complexes and can be owner or renter occupied. Without the ability to provide requested modifications, many individuals would be at risk of losing their independence and face institutionalization. MarinCIL is the only agency in Marin that directly assists residents with housing modifications as part of a suite of diversion services and has done so for the last 45 years.

Describe the property's history leading up to this request. Include when the organization acquired/will acquire the property, any previous requests for County funding, attempts to secure other financing, etc.

N/A

Describe any nearby amenities, such as parks, public transportation, grocery stores, health care

facilities, schools, childcare, libraries, parks/open space, etc. that residents of the project are/would be able to use.

N/A

Select the known environmental issues of the proposed project site, and/or adjacent properties if relevant.

Historic resources

Notes or clarifying information on environmental issues:

N/A

Have you begun any state or federal environmental review procedures for the proposed project?

No

What is the anticipated timeline for the environmental review(s)?

The majority of our projects do not trigger an environmental review. If a project warrants an environmental review, the project's occupant completes the review application themselves, perhaps with support from a Marin CIL team member as part of our access and accommodations work, and the environmental review is typically scheduled within two to three weeks of the application's acceptance.

Who is the staff member that will supervise and manage the proposed project? Describe their past experience with project management.

Tonique McNair, Assistive Technology Advocate at Marin CIL, has overseen all home modification projects at Marin CIL for the past 8 years, including RAMP. Tonique conducts peer-centered intakes for all community members in need of housing preservation support. Each program applicant works with Tonique to set goals as part of their Independent Living Plan (ILP).

In pursuit of the ILP's goals, the project's scope of work is developed, the property's address is checked to ensure it is not in a flood hazard area, and all required income verification documentation is collected.

Once these steps are complete, Tonique works with contractors and/ or vendors to acquire project bids. Tonique reviews all bids, and a contractor/vendor is selected. All project-related documents are submitted to CDBG for approval as well as environmental review if needed. Once approved, the selected contractor/vendor is notified of the project award and work can begin on a timeline that works with the program

Will the project involve hiring an external property management company?

No

If awarded funding, you will need to draft and submit an Affirmative Marketing Plan for this project. The plan would describe how you will market the project to different groups of people based on protected characteristics such as race, color, national origin, religion, sex (including sexual orientation and gender identity), familial status, and disability. Please refer to the Affirmative Marketing tab of the [Federal Grants website](#) for more information.

Describe any prior experience with affirmative marketing or similar initiatives.

100% of community members served by MarinCIL over the past 12 months were living with at least one disability. People with disabilities, are a legally protected class, as defined by HUD. In addition, MarinCIL engages in outreach to underserved communities within our county including socially and geographically isolated older adults. Marin CIL participates in several coalitions designed to support a robust "social safety net" and ensure that all community members are able to access resources and opportunities to which they are legally entitled. Coalitions such as the Aging Action Initiative, Healthy Marin Partnerships, and the Community Response Team allow CBOs like ours to provide warm referrals, engage community members through workshops and tabling, and strategize on equitable service delivery across communities.

All projects funded by HUD programs must Affirmatively Further Fair Housing. This is defined as combating housing discrimination and taking meaningful actions to overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to housing opportunities based on protected characteristics: race, color, national origin, religion, sex (including sexual orientation and gender identity), familial status, and disability.

How will this project Affirmatively Further Fair Housing?

By intentionally directing our outreach efforts to underserved communities within our county which includes but is not limited to the Canal District, Marin City, and various low-income community living developments.

Describe any past community engagement activities for this project, and future plans for community engagement.

We have in the past and will continue to do outreach events that provide informative, educational information about RAMP, community resilience including emergency preparedness and backup battery opportunities for community members reliant on powered medical devices and fall prevention.

Our community outreach efforts are peer-based and targeted to reach underserved communities. We have ongoing communication with our community partners: staff participates on a variety of boards and committees, regularly conduct “in service” presentations to CBO partners to ensure our program and services are known by other service providers, and often provide referral support to the benefit of community members. Staff attend and meet regularly with community members at well-attended local community events including housing complexes built for senior, disabled and low-income individuals. In addition, we send out eblasts, post on social media, and contact current and past community members served by our agency.

Demographics and Unit Information

In the table below, enter the existing or anticipated number of units based on income level and bedroom count. Refer to the [Current Marin County Income Limits](#) to determine income level.

Anticipated Unit Count by Bedrooms and Income Level

	Extremely Low	Very Low	Low	Moderate	Market Rate	TOTAL UNITS
Studio	0					0
1 bed						0
2 bed						0
3 bed						0
4 bed						0
Other						0
TOTAL UNITS	0	0	0	0	0	0

Notes or clarifying information on the unit count:

N/A

In the table below, enter the demographics of the people who live (or will live) in the proposed housing project. If unknown, use the demographics of households within similar existing Marin complexes as the proposed project, within the organization’s purview. Specify the number of Hispanic/Latino residents in its

stand-alone column. The “Total” column must include the number of Hispanic/Latino residents as part of the sum.

Are the following numbers specific to the proposed project, or to a similar existing Marin complex?

Proposed project

Demographic Information

	Total Number of Persons	Persons Identifying as Hispanic/Latino
White	0	
Black/African American		
Asian		
American Indian/Alaskan Native		
Native Hawaiian/Other Pacific Islander		
American Indian/Alaskan Native & White		
Asian & White		
Black/African American & White		
American Indian/Alaskan Native & Black.African American		
Other Multi-Racial		
Other/Not Disclosed		
TOTAL (Unduplicated)	0	0

Fill in a number for each of the fields below. For new construction, or if you are unsure, please put 0.

Families

0

Female-headed households

0

Households that include person(s) with a disability

0

Notes or clarifying information on demographics:

N/A

Project Planning

Select the current phase of the proposed project.

Cost Estimate

Select the activities involved in the proposed project.

Rehabilitation

Describe the project timeline and specify a real or estimated completion date for each milestone below. Add/explain any additional milestones as needed.

For acquisition projects:

For new construction and/or rehabilitation projects:

Define scope of work/finish design

Monday, July 1, 2024

Complete planning and environmental review

Monday, July 15, 2024

Release bid package

Thursday, July 18, 2024

Select contractor

Monday, July 22, 2024

Finalize contract

Monday, July 22, 2024

Obtain building permits

Thursday, July 25, 2024

Start construction

Friday, July 26, 2024

Complete construction

Monday, August 5, 2024

Notes on the project timeline above, including whether dates are estimated:

N/A

Describe any flexibility regarding your project's start/completion date.

N/A

Will you be seeking Project Based Section 8 Vouchers for this project?

No

Please be aware that if Project Based Section 8 Vouchers (PBV) are committed to the project, the environmental review process and subsidy layering must be completed before the acquisition is complete or construction commences. Actions taken prior to PBV being committed are not subject to this requirement.

Describe the type of site control that your organization has for the proposed property. If this request includes funds for acquisition, summarize the acquisition terms, price, contingencies, and conditions.

N/A

Expanding on the Scope of Work, please describe the rehabilitation that is proposed for the property and how it will address specific conditions (i.e., replacement needs, deferred

maintenance, existing building violations, required seismic upgrades, building or health code problems). Please describe any other existing rehabilitation needs that are not included in the project scope and explain their exclusion.

N/A

Describe the accessibility of the building. Do you plan to make accessibility improvements?

N/A

How will the rehabilitation be staged to minimize risk and inconvenience to the residents? If certain systems or parts of residents' units will be temporarily inoperable or unusable (e.g., kitchen or bathroom) during construction, what is the estimated duration of such interruptions? What mitigations will you provide?

N/A

Describe in detail any temporary relocation of existing tenants at the site due to proposed rehab activities. Explain why relocation is needed and provide the estimated duration and number of impacted tenants. If known, identify which laws (local, state, federal) must be followed in carrying out the relocation.

N/A

Financing Plan

What is the status of all proposed project funding sources as of the date of this application?

The proposed funding source for this project is CDBG.

Once a project is approved, MCIL pays the contractor/vendor and submits an invoice to CDBG for reimbursement with the required supporting documentation.

What is the timing and likelihood for obtaining commitments of anticipated funding sources?

July 1, 2024 - June 30, 2025

In the event that any funding sources are not obtained or are committed at lower levels than requested, what alternatives will be pursued?

N/A

For each item in your project budget, to be attached to this application, please explain how the budgeted amount was derived, whether costs are estimated or bid, and any other relevant information that justifies the budgeted expense (e.g., cost per square foot, percentage of other costs, estimated number of work hours).

N/A

Is your organization receiving any other Marin County funding for this project?

No

Does your organization have unspent funds that were previously awarded by the County (for any project)?

No

CDBG/HOME applicants only: Describe your organization's experience with administering federal grant programs. What experience do you have with Davis-Bacon prevailing wage and procurement requirements?

In the past and as a result of intentionally choosing minority owned business, we have submitted HUD Form 2516.

Attachments

Please closely review the Notice of Funding Availability (NOFA) for instructions on which documents you must attach. The County requires specific attachments for each funding type (HTF/PLHA, HOME-ARP, CDBG Housing). Please label your attachments in this manner: "2023-24 [Document Name] for [Organization Name]- [Project Name]."



2024-2025 Project Budget M... .xlsx

Certification

Please review your responses above for accuracy.

Name of Person Completing this Application

Tonique McNair

Title of Person Completing this Application

Assistive Technology Advocate

By checking this box,

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

Project Budget Template

Organization Name: Marin Center for Independent Living
Project Title: Residential Accessibility Modification Program (RAMP)

Date: 2/14/2024

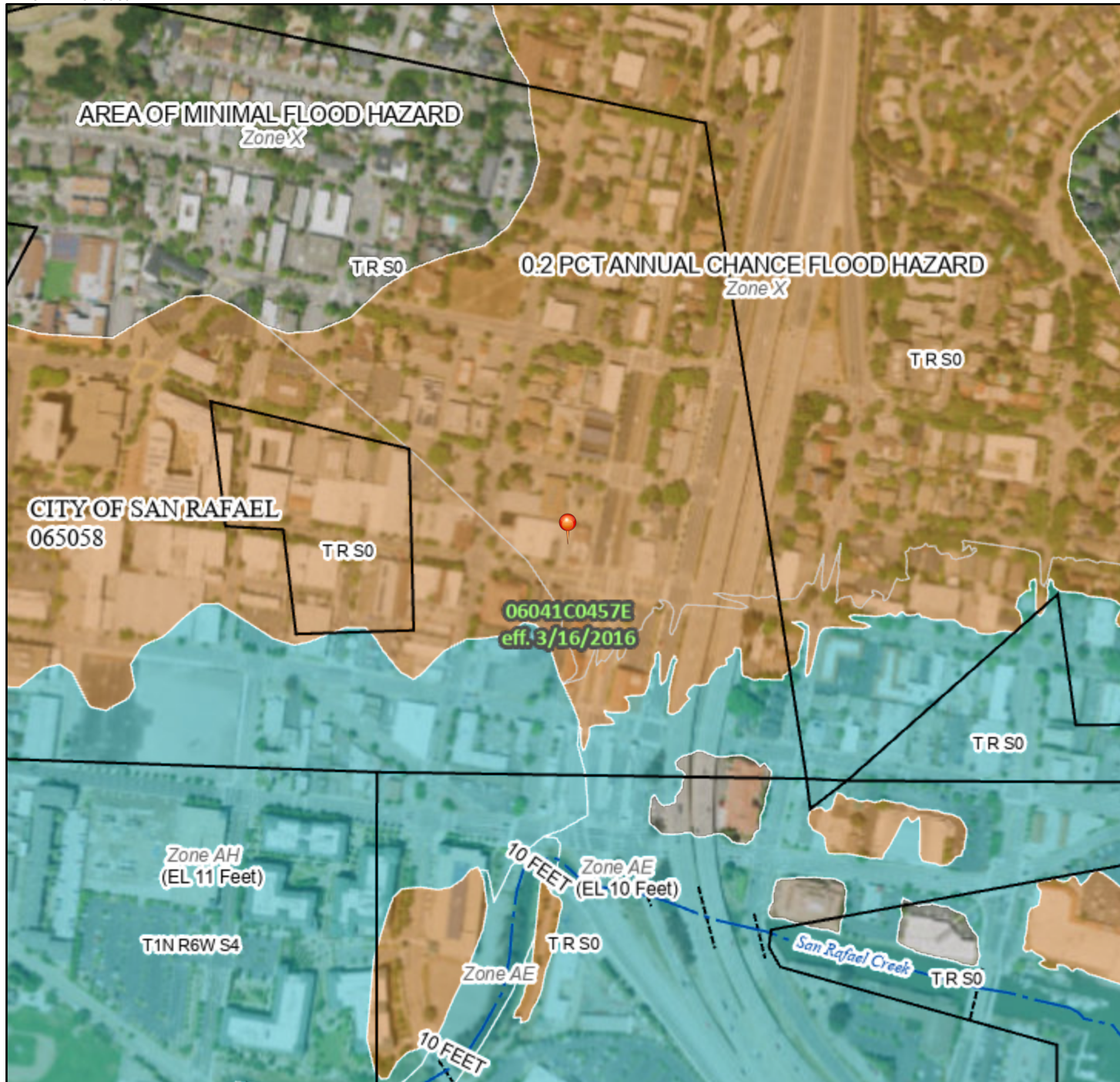
INCOME:	County NOFA Request	Other Funding Sources	In Kind	Total Proposed Project Income
<u>Committed</u>				
Foundations:				
<i>(Add rows)</i>				
Government:				
<i>(Add rows)</i>				
Corporations:				
<i>(Add rows)</i>				
Individual Contributions: (list total):				
Earned Income:				
<i>(Add rows)</i>				
Other (specify):				
<i>(Add rows)</i>				
Subtotal, Committed Income		0	0	0
<u>Uncommitted</u>				
Other (specify):				
Federal Grants Request	45,000.00			
Other 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:				
Subtotal, Uncommitted Income		0	0	0
Other				
Earned Income:				
<i>(Add rows)</i>				
Subtotal, Earned Income		0		0
Grand Total Income	45,000.00	0.00	0.00	45,000.00

EXPENSES (Add rows to list other expenses)	County NOFA Request	Other Funding Sources	In Kind	Total Proposed Project Expenses
Personnel Expenses				
Program Director (AT Advocate) (15 % FTE: 1)	11,500.00			
Program Director (% FTE: ____)				
(Add rows)				
Benefits (@ 30 %: ____)	3,500.00			
Subtotal Salaries and Benefits	15,000.00	0.00	0.00	15,000.00
General Development				
Electrical				
Plumbing				
Roof Replacement				
Painting				
General Construction Labor	20,000.00			
Materials	10,000.00			
(Add rows to list other specific project expenses)				
Subtotal, Direct Project Related Expenses	30,000.00	0	0	30,000.00
Indirect Expense - specify % in column A below (must be HUD approved)				
				0
Fiscal Sponsorship Fee (specify % in column A below)				
				0
Grand Total All Expenses	\$ 45,000.00	\$ -	\$ -	\$ 45,000.00

National Flood Hazard Layer FIRMette



122°31'41"W 37°58'36"N



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, A99
		With BFE or Depth Zone AE, AO, AH, VE, AR
		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 X
		Area with Reduced Flood Risk due to Levee. See Notes. Zone X
		Area with Flood Risk due to Levee Zone D
OTHER AREAS		NO SCREEN Area of Minimal Flood Hazard Zone X
		Effective LOMRs
		Area of Undetermined Flood Hazard Zone D
GENERAL STRUCTURES		Channel, Culvert, or Storm Sewer
		Levee, Dike, or Floodwall
OTHER FEATURES		20.2 Cross Sections with 1% Annual Chance
		17.5 Water Surface Elevation
		Coastal Transect
		Base Flood Elevation Line (BFE)
		Limit of Study
		Jurisdiction Boundary
MAP PANELS		Digital Data Available
		No Digital Data Available
		Unmapped

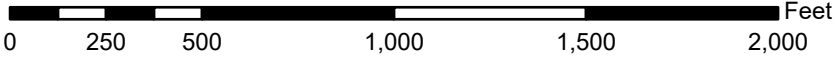


The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.

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 2/27/2024 at 1:46 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.



1:6,000

122°31'41"W 37°58'36"N

2024-25 Application for Affordable Housing Funds

Wednesday, February 14, 2024

Marin County Housing & Federal Grants Division

This application is for affordable housing developers in Marin County, California who would like to apply for multiple state, local, and federal funding sources simultaneously. Please refer to the [Notice of Funding Availability \(NOFA\)](#) released on January 22, 2024 for detailed information about qualifications and application requirements. Applicants may use this [prep tool](#) for the long-form questions in order to save their responses and copy/paste into this application.

The deadline to apply is **5:00 p.m. Friday, February 16**. Applicants will receive a copy of their submitted application to the email address entered.

The following grant sources and approximate amounts are available through this application:

1. **Marin County Affordable Housing Fund (HTF) and State Permanent Local Housing Allocation (PLHA)** - \$1.2 million
2. **Federal HOME** - \$850 thousand
3. **Federal CDBG Housing** - \$650 thousand

Applicant Information

Organization Name

Pep Housing/ Demson Development JV

Website URL

<https://pephousing.org/>

Mailing Address

625 Acacia Lane
Santa Rosa, California, 95409

Project Contact Name

Mike Demson

Title

President

Email Address

mikedemson87@gmail.com

Phone Number

(831) 392-5178

Executive Director Name

Jim Wallen

Executive Director Email Address

jimw@pephousing.org

Is there a co-applicant organization?

No

Briefly describe your organization, including mission, programs, staff experience, and number of clients served. Describe the co-applicant organization, if applicable.

Organization Overview: Demson Development & Pep Housing are forming a JV committed to tackling the affordable and high-quality housing shortage for Seniors in Marin County, California. Our impactful programs focus on offering easily accessible, top-tier multifamily housing affordable for Seniors who are often underserved.

Programs: Our team, comprised of skilled professionals, has a successful track record in Construction and Development. We've served many clients, making a meaningful impact through ground-up development.

Have there been any recent or upcoming leadership transitions?

n/a

Have there been any recent expansions or cutbacks in activities and/or budget? If so, please explain.

n/a

If applicable, what is the organization's standing with licensing or other accreditation authorities?

n/a

How does your organization verify client income?

Our organization employs a thorough process to verify client income. This involves a detailed review of income documentation checks and employment verification. By implementing these measures, we ensure accurate and reliable verification of client income, contributing to the transparency and integrity of our housing programs.

General Project Information

Project Name

Marin Vista Residences

Project Address

Buck Center Dr
Novato, California, 94945

Funding Requests

Which funding source(s) are you seeking for this project? Please refer to the NOFA for a description of each funding source and eligible project types. Those applying for HOME-ARP funds are highly encouraged to apply for HTF/PLHA funds as well.

HTF/PLHA

HOME

CDBG Housing

HOME Amount Requested (max \$850,000)

\$850000

HTF/PLHA Amount Requested (max \$1.2 million)

\$1200000

CDBG Housing Amount Requested (max \$650,000)

\$650000

CDBG/HOME applicants only: Is this project located in a Special Flood Hazard Area, and therefore requires flood insurance?

No

Project Details

Scope of Work: Describe the proposed project, including details such as property characteristics, proposed use of funds, and number of housing units involved. Explain how the project will benefit the community.

Marin Vista Residences Project Overview:

Marin Vista Residences is a visionary project to enhance the community by addressing the critical need for affordable Senior housing in Marin County, California. The project encompasses 200+ units. The proposed use of funds will primarily contribute to site acquisition, entitlement costs, and construction.

This initiative is designed to create 200+ new housing units catering to the region's underserved Seniors. By providing convenient, high-quality living spaces, Marin Vista Residences seeks to alleviate the housing challenges faced by this demographic.

Community Benefits:

Affordability: Marin Vista Residences is committed to offering housing solutions that are financially accessible to Seniors. The affordability factor ensures that residents can enjoy a high standard of living without compromising their financial well-being.

Community Integration: The project aims to seamlessly integrate into the existing community, fostering a sense of belonging among residents. This integration includes our architecturally mindful structures showcasing quality unit finishes and enhanced communal spaces, ensuring that every element meets our residents' desired features and discerning criteria.

Local Economic Impact: The development of Marin Vista Residences will contribute to the local economy by creating job opportunities during the construction phase and potentially beyond. This economic stimulus can have a positive ripple effect on surrounding businesses.

Environmental Considerations: The project incorporates sustainable and eco-friendly design principles, minimizing its ecological footprint. This commitment to environmental responsibility aligns with Marin County's focus on sustainability.

Improved Quality of Life: By addressing the housing needs of Seniors, Marin Vista Residences will significantly enhance residents' overall quality of life. Accessible housing allows individuals to live, work, and contribute to the community more effectively.

In summary, Marin Vista Residences is not merely a housing project; it is a community-driven initiative seeking to impact Marin County positively. This project aspires to become a beacon of progress in addressing Senior housing challenges through its thoughtful design, commitment to affordability, and consideration for community well-being.

Describe the property's history leading up to this request. Include when the organization acquired/will acquire the property, any previous requests for County funding, attempts to secure other financing, etc.

We are working with the Buck Institute in Novato to confirm the price and terms for a ground lease or PSA under the Marin County Housing Element.

The property's history leading up to this request is characterized by a strategic acquisition timeline and diligent efforts to secure the necessary funding. Our organization will acquire the property in Novato in 2024, marking a pivotal step in realizing the vision for Marin Vista Residences. Before this acquisition, we meticulously explored various financing avenues, including bank financing, seller financing, and ground lease, to ensure a well-rounded and sustainable funding strategy.

Throughout this process, there were no previous requests for County funding. Instead, we proactively sought alternative funding sources to supplement our vision for Marin Vista Residences. This approach allowed us to diversify our financial support and leverage local, state, and federal funding opportunities.

The decision to acquire the property was informed by a comprehensive assessment of its suitability for affordable housing development under the Marin County Housing Element. We conducted thorough due diligence to align the property with our mission and community needs. The acquisition marked a significant milestone in our commitment to addressing the housing challenges faced by Seniors in Marin County.

As we embark on this transformative project, the property's history underscores our strategic and deliberate approach to securing funding and selecting a site that aligns seamlessly with our vision for Marin Vista Residences.

Describe any nearby amenities, such as parks, public transportation, grocery stores, health care facilities, schools, childcare, libraries, parks/open space, etc. that residents of the project are/would be able to use.

Marin Vista Residences is strategically located to provide residents with convenient access to diverse amenities that contribute to a well-rounded and thriving community. Residents of the project will benefit from the proximity to various essential services and recreational facilities, enhancing their overall quality of life, including a shuttle to downtown Novato.

Nearby Amenities:

Parks and Open Spaces: The community is surrounded by lush green spaces and parks, offering residents opportunities for outdoor recreation, relaxation, and community gatherings.

Public Transportation: Marin Vista Residences is well-connected to public transportation hubs, facilitating easy commuting for residents. Access to nearby bus stops and transit routes ensures convenient travel options.

Grocery Stores: Residents will have access to nearby grocery stores and markets, ensuring convenient shopping for everyday needs. This proximity enhances the accessibility of fresh and essential goods.

Health Care Facilities: The project is close to reputable healthcare facilities, providing residents access to quality medical services and ensuring their well-being.

Schools and Childcare: Families residing at Marin Vista Residences will benefit from nearby schools and childcare facilities, promoting a family-friendly environment and supporting educational needs.

Libraries: A local library within reach allows residents to access educational resources, engage in community programs, and foster a learning culture.

Cultural and Recreational Facilities: The community is enriched with cultural and recreational amenities, fostering a vibrant and engaging lifestyle.

Marin County boasts diverse cultural and recreational amenities, providing residents diverse activities and experiences. Marin Vista Residences residents will have the privilege of enjoying the following specific facilities and programs:

Marinwood Plaza Cultural Center: A hub of cultural activities, Marinwood Plaza Cultural Center offers art

exhibitions, music performances, and community events, fostering a vibrant and creative atmosphere.

Marinwood Community Park: A well-maintained park with recreational facilities like playgrounds, sports fields, and picnic areas. Residents can engage in outdoor activities, socialize, and enjoy the natural surroundings.

Marinwood Pool: A community swimming pool provides residents a refreshing recreational option, especially during warm seasons. It serves as a gathering place for families and individuals seeking aquatic enjoyment.

Marinwood Farmers' Market: A local market offering fresh produce, artisanal goods, and a community gathering space. Residents can support local vendors and enjoy a vibrant market atmosphere.

Marinwood Plaza Shopping Center: A retail center with diverse shops and eateries, providing convenient access to shopping, dining, and various services for residents.

Marinwood Community Library: A welcoming library offering many literary resources, community programs, and educational events. Residents can engage in lifelong learning and connect with fellow community members.

Marinwood Tennis Courts: For sports enthusiasts, the tennis and pickleball courts in the area provide a recreational outlet for physical activity and friendly competition.

Marinwood Community Center: A central hub for community gatherings, events, and programs. The community center may host cultural celebrations, workshops, and social activities for residents of all ages.

The thoughtful selection of Marin Vista Residences' location ensures that residents have easy access to a comprehensive array of amenities, fostering a community prioritizing convenience, well-being, and a balanced lifestyle.

Select the known environmental issues of the proposed project site, and/or adjacent properties if relevant.

Sloping

Notes or clarifying information on environmental issues:

Part of the property is sloped.

Have you begun any state or federal environmental review procedures for the proposed project?

No

What is the anticipated timeline for the environmental review(s)?

Immediate

Who is the staff member that will supervise and manage the proposed project? Describe their past experience with project management.

Jim Wallen, Director of Housing Development at Pep Housing

Jim joined PEP Housing in December 2017 as the Director of Housing Development. He comes from a family that has been in the real estate and construction industries for decades. Jim has over 30 years of experience in cross enterprise operations management, sales and marketing. Jim brings an innovative, results-driven professional leadership style creating fluid team dynamics, effective solutions-oriented problem solving and construction development management. He graduated from Chico State University in Business Administration Financing, with an emphasis in Real Estate Management.

Will the project involve hiring an external property management company?

No

If awarded funding, you will need to draft and submit an Affirmative Marketing Plan for this project. The plan would describe how you will market the project to different groups of people based on protected characteristics such as race, color, national origin, religion, sex (including sexual orientation and gender identity), familial status, and disability. Please refer to the Affirmative Marketing tab of the [Federal Grants website](#) for more information.

Describe any prior experience with affirmative marketing or similar initiatives.

Our organization has a proven track record of successfully implementing affirmative marketing strategies in previous housing projects. We understand the importance of fostering inclusivity and ensuring fair access to housing opportunities for individuals from diverse backgrounds. Here are highlights of our prior experience with affirmative marketing or similar initiatives:

Diversity Outreach Programs: In past projects, we have actively engaged in outreach programs targeting diverse communities. This includes collaborating with local community organizations, cultural centers, and advocacy groups to ensure that information about housing opportunities reaches individuals from various backgrounds.

Multilingual Marketing Materials: Recognizing the linguistic diversity in the community, we have developed marketing materials in multiple languages to reach non-English-speaking populations. This approach has successfully promoted inclusivity and ensured that information is accessible to a broader audience.

Community Workshops and Information Sessions: We have organized community workshops and information sessions to educate potential applicants about available housing opportunities. These sessions emphasize our commitment to fair housing practices and provide a platform for addressing questions and concerns about the application process.

Collaboration with Fair Housing Advocates: Our organization has partnered with fair housing advocates and organizations. These collaborations ensure that our marketing practices align with fair housing laws and guidelines and provide valuable insights into best practices for affirmative marketing.

Online and Social Media Outreach: In today's digital age, we have utilized online platforms and social media to reach a broader audience. This includes targeted advertising campaigns that focus on diverse demographics and communities.

If awarded funding for Marin Vista Residences, we are fully prepared to draft and submit a comprehensive Affirmative Marketing Plan. This plan will outline detailed strategies for marketing the project to different groups based on protected characteristics, as specified by the Affirmative Marketing tab of the Federal Grants website. Our commitment to fair housing practices extends beyond compliance, and we view affirmative marketing as an integral aspect of creating a diverse and inclusive community.

All projects funded by HUD programs must Affirmatively Further Fair Housing. This is defined as combating housing discrimination and taking meaningful actions to overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to housing opportunities based on protected characteristics: race, color, national origin, religion, sex (including sexual orientation and gender identity), familial status, and disability.

How will this project Affirmatively Further Fair Housing?

Marin Vista Residences is committed to Affirmatively Furthering Fair Housing by implementing a comprehensive approach that actively combats housing discrimination and promotes inclusivity. Our strategies align with the guidelines set forth by federal HUD programs and go beyond mere compliance to foster a truly inclusive community. Here's how the project will Affirmatively Further Fair Housing:

Inclusive Marketing Strategies: The Affirmative Marketing Plan for Marin Vista Residences will employ targeted strategies to reach and engage diverse communities. We will tailor marketing materials and outreach efforts to effectively communicate housing opportunities to individuals from all protected

characteristics, ensuring fair access for everyone.

Accessibility and Universal Design: The design and development of Marin Vista Residences will prioritize accessibility and universal design principles. This includes features and accommodations that address the needs of individuals with disabilities, creating a living environment that is welcoming and barrier-free.

Cultural Competency Training: Our staff will undergo cultural competency training to enhance their understanding of diverse backgrounds and perspectives. This training will foster a welcoming and respectful environment for residents, regardless of their protected characteristics.

Community Engagement: Marin Vista Residences will actively engage with the community to solicit input and feedback from residents. This participatory approach ensures that the project considers the needs and preferences of a diverse range of individuals, contributing to creating an inclusive and cohesive community.

Collaboration with Fair Housing Advocates: We will partner with fair housing advocates and organizations. This collaboration will involve ongoing consultation to ensure that our practices align with fair housing laws and provide a platform for continuous improvement in promoting fair housing.

Proactive Anti-Discrimination Measures: Marin Vista Residences will implement proactive measures to prevent and address discrimination. This includes establishing clear policies and procedures to handle complaints and incidents related to fair housing violations.

By incorporating these measures, Marin Vista Residences aims to meet and exceed the requirements for Affirmatively Furthering Fair Housing. This commitment reflects our dedication to fostering an inclusive and diverse community where housing opportunities are accessible to all, irrespective of protected characteristics.

Describe any past community engagement activities for this project, and future plans for community engagement.

Past Community Engagement Activities:

Community Workshops: We have organized interactive workshops introducing the Marin Vista Residences project to the local community. These sessions provided a platform for residents to learn about the project, ask questions, and share their insights.

Informational Sessions: Regular informational sessions were held at key community locations to ensure widespread awareness. These sessions covered project details, timelines, and the potential impact on the community.

Surveys and Feedback Forms: Residents were actively encouraged to provide feedback through surveys and feedback forms. This inclusive approach allowed community members to express their preferences and concerns, influencing certain aspects of the project.

Meetings with Stakeholders: We met with community stakeholders, including local businesses, schools, and advocacy groups. These discussions helped us understand specific community needs and expectations.

Future Plans for Community Engagement:

Community Advisory Board: Establishing a Community Advisory Board to facilitate ongoing dialogue between project representatives and community members. This board will serve as a forum for addressing concerns and gathering insights throughout the project's lifecycle.

Regular Town Hall Meetings: Host regular town hall meetings to inform the community about project developments. These meetings will provide opportunities for Q&A sessions, fostering transparency and open communication.

Interactive Website and Social Media: Launching an interactive project website and utilizing social media platforms to keep the community updated. These digital channels will be hubs for project information, event announcements, and community discussions.

Collaborative Design Workshops: Conducting design workshops involving community members in decision-making. This collaborative approach ensures the project's design aligns with the community's vision and preferences.

Local Partnerships: Forging partnerships with local organizations, schools, and businesses to integrate the project into the fabric of the community. This collaborative effort will extend beyond the physical project, contributing to the overall well-being of the neighborhood.

Inclusive Events: Organizing inclusive events that celebrate the diversity of the community. These events will provide opportunities for residents to come together, fostering a sense of unity and shared identity.

By implementing these community engagement strategies, Marin Vista Residences seeks to create a project that meets the community's housing needs and reflects its residents' collective vision and values. Ongoing engagement ensures that the project remains responsive to evolving community dynamics and continues to be a positive force within the neighborhood.

Demographics and Unit Information

In the table below, enter the existing or anticipated number of units based on income level and bedroom count. Refer to the [Current Marin County Income Limits](#) to determine income level.

Anticipated Unit Count by Bedrooms and Income Level

	Extremely Low	Very Low	Low	Moderate	Market Rate	TOTAL UNITS
Studio	20	60	20			100
1 bed			20			20
2 bed				40		40
3 bed				40		40
4 bed						0
Other						0
TOTAL UNITS	20	60	40	80	0	200

In the table below, enter the demographics of the people who live (or will live) in the proposed housing project. If unknown, use the demographics of households within similar existing Marin complexes as the proposed project, within the organization's purview. Specify the number of Hispanic/Latino residents in its stand-alone column. The "Total" column must include the number of Hispanic/Latino residents as part of the sum.

Are the following numbers specific to the proposed project, or to a similar existing Marin complex?

Proposed project

Demographic Information

	Total Number of Persons	Persons Identifying as Hispanic/Latino
White	40	
Black/African American	40	
Asian	40	
American Indian/Alaskan Native	10	
Native Hawaiian/Other Pacific Islander	10	
American Indian/Alaskan Native & White		
Asian & White		
Black/African American & White		
American Indian/Alaskan Native & Black.African American		
Other Multi-Racial	60	60
Other/Not Disclosed		
TOTAL (Unduplicated)	200	60

Fill in a number for each of the fields below. For new construction, or if you are unsure, please put 0.

Families

0

Female-headed households

0

Households that include person(s) with a disability

0

Project Planning

Select the current phase of the proposed project.

Predevelopment

Select the activities involved in the proposed project.

Acquisition

Rehabilitation

New Construction (ineligible for CDBG)

Describe the project timeline and specify a real or estimated completion date for each milestone below. Add/explain any additional milestones as needed.

For acquisition projects:

Appraisal

Tuesday, February 20, 2024

Written Offer

Friday, March 1, 2024

Purchase Option Agreement Signed

Friday, March 15, 2024

Inspections

Friday, March 22, 2024

Negotiations

Friday, March 29, 2024

Closing

Friday, April 19, 2024

Notes on the project timeline above, including whether dates are estimated:

Estimated dates

For new construction and/or rehabilitation projects:

Define scope of work/finish design

Friday, May 3, 2024

Complete planning and environmental review

Friday, May 31, 2024

Release bid package

Friday, June 14, 2024

Select contractor

Friday, June 28, 2024

Finalize contract

Monday, July 1, 2024

Obtain building permits

Friday, August 2, 2024

Start construction

Monday, August 5, 2024

Complete construction

Friday, October 31, 2025

Notes on the project timeline above, including whether dates are estimated:

Estimated dates

Describe any flexibility regarding your project's start/completion date.

Flexible start/ completion date

Will you be seeking Project Based Section 8 Vouchers for this project?

Yes

Please be aware that if Project Based Section 8 Vouchers (PBV) are committed to the project, the environmental review process and subsidy layering must be completed before the acquisition is complete or construction commences. Actions taken prior to PBV being committed are not subject to this requirement.

Describe the type of site control that your organization has for the proposed property. If this request includes funds for acquisition, summarize the acquisition terms, price, contingencies, and conditions.

We are negotiating with the Buck Institute in Novato for a ground lease or PSA under the Marin County Housing Element.

Please describe in detail the entitlements and permits that will be required, and those already obtained. For example, Design Review, Master Plan, Zone Change, General Plan Change, Coastal Permit, etc.

Negotiations with the Buck Institute are pending for 200+ units of affordable senior housing under the Marin County Housing Element.

Describe any contact with the planning staff at the relevant government jurisdiction, and any specific feedback they provided.

Jillian Zeiger introduced Pep Housing to the Buck Center in Novato based on a request from Mike

Demson. Molly Kron connected Mike Demson with Pep Housing after a webinar.

Identify all applicable accessibility laws and specific accessibility requirements that must be met in the design of the proposed project.

ADA Accessible

Expanding on the Scope of Work, please describe the rehabilitation that is proposed for the property and how it will address specific conditions (i.e., replacement needs, deferred maintenance, existing building violations, required seismic upgrades, building or health code problems). Please describe any other existing rehabilitation needs that are not included in the project scope and explain their exclusion.

Light rehab of existing structures at the Buck Institute.

Describe the accessibility of the building. Do you plan to make accessibility improvements?

100% ADA Compliant.

How will the rehabilitation be staged to minimize risk and inconvenience to the residents? If certain systems or parts of residents' units will be temporarily inoperable or unusable (e.g., kitchen or bathroom) during construction, what is the estimated duration of such interruptions? What mitigations will you provide?

We are working with the Buck Institute.

Describe in detail any temporary relocation of existing tenants at the site due to proposed rehab activities. Explain why relocation is needed and provide the estimated duration and number of impacted tenants. If known, identify which laws (local, state, federal) must be followed in carrying out the relocation.

n/a

Financing Plan

What is the status of all proposed project funding sources as of the date of this application?

Pending Local, State, and Federal Grants. Construction financing will be provided by a Local Credit Union, which will convert to Permanent funding upon completion.

What is the timing and likelihood for obtaining commitments of anticipated funding sources?

Immediate

In the event that any funding sources are not obtained or are committed at lower levels than requested, what alternatives will be pursued?

Additional equity from the Developer will be provided

For each item in your project budget, to be attached to this application, please explain how the budgeted amount was derived, whether costs are estimated or bid, and any other relevant information that justifies the budgeted expense (e.g., cost per square foot, percentage of other costs, estimated number of work hours).

The construction budget and proforma will be completed once site control through ground lease or PSA is executed and entitlements are obtained.

Is your organization receiving any other Marin County funding for this project?

Yes

Please describe. Include a brief overview of the goals and accomplishments achieved through this funding.

We will be pursuing Low-Income Tax Credits.

Does your organization have unspent funds that were previously awarded by the County (for any project)?

No

CDBG/HOME applicants only: Describe your organization's experience with administering federal grant programs. What experience do you have with Davis-Bacon prevailing wage and procurement requirements?

Davis-Bacon Prevailing Wage: The Davis-Bacon Act requires that workers employed on federal construction projects be paid prevailing wage rates and fringe benefits as determined by the Department of Labor. Pep Housing projects comply with Davis-Bacon wage requirements, ensuring that workers are paid at least the prevailing wages for similar work in the area. Compliance often involves documenting and certifying wage rates, maintaining payroll records, and reporting.

Procurement Requirements: Federal grant programs typically have strict procurement requirements to ensure fair and open competition, transparency, and the prudent use of taxpayer funds. These requirements govern how grant recipients like Pep Housing solicit bids, select contractors, and manage contracts. They may include rules on competitive bidding, contract administration, conflict of interest, and subcontracting. Compliance with these requirements is crucial to avoid financial penalties, audit findings, or the loss of grant funding.

Organizations administering federal grant programs must often develop robust systems and processes to manage compliance with Davis-Bacon prevailing wage and procurement requirements. This may involve training staff, establishing internal controls, maintaining detailed records, and conducting periodic audits to ensure adherence to regulations.

HTF/PLHA applicants only: Describe your organization's experience with administering state grant funds. What experience do you have with State prevailing wage and procurement requirements?

Administering state grant funds typically involves processes similar to those for federal grants, including grant application, compliance with state regulations, financial management, reporting, and ensuring the appropriate use of funds. Like many organizations in the affordable housing sector, Pep Housing received grants from state agencies and local government entities to support their housing projects.

Here's how state prevailing wage and procurement requirements apply:

State Prevailing Wage: Many states have prevailing wage laws similar to the federal Davis-Bacon Act, requiring workers on specific public works projects to be paid prevailing wages and benefits. If Pep Housing undertakes construction or renovation projects funded by state grants, they must comply with applicable state prevailing wage requirements. This typically involves ensuring that workers are paid the prevailing wage rates for their trade or occupation in the locality of the work. Compliance may include documentation, payroll reporting, and adherence to wage determination schedules provided by state labor departments.

Procurement Requirements: State grant programs often have procurement rules and regulations governing how grant recipients solicit bids, select contractors, and manage contracts. These requirements aim to promote fair competition, transparency, and accountability in using state funds. Pep Housing must comply with state procurement laws when contracting for goods and services using state grant funds. This may involve competitive bidding processes, contract administration, vendor selection criteria, and subcontracting regulations.

Compliance with state prevailing wage and procurement requirements is essential for organizations like Pep Housing to maintain eligibility for state grant funds and to ensure the responsible stewardship of public resources. They may need to develop internal policies and procedures, provide staff training,

maintain detailed records, and undergo periodic audits to verify compliance.

Attachments

Certification

Please review your responses above for accuracy.

Name of Person Completing this Application

Mike Demson

Title of Person Completing this Application

President

By checking this box,

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

2024-25 Application for Affordable Housing Funds

Friday, February 16, 2024

Marin County Housing & Federal Grants Division

This application is for affordable housing developers in Marin County, California who would like to apply for multiple state, local, and federal funding sources simultaneously. Please refer to the [Notice of Funding Availability \(NOFA\)](#) released on January 22, 2024 for detailed information about qualifications and application requirements. Applicants may use this [prep tool](#) for the long-form questions in order to save their responses and copy/paste into this application.

The deadline to apply is **5:00 p.m. Friday, February 16**. Applicants will receive a copy of their submitted application to the email address entered.

The following grant sources and approximate amounts are available through this application:

1. **Marin County Affordable Housing Fund (HTF) and State Permanent Local Housing Allocation (PLHA)** - \$1.2 million
2. **Federal HOME** - \$850 thousand
3. **Federal CDBG Housing** - \$650 thousand

Applicant Information

Organization Name

Bolinas Community Land Trust (BCLT)

Website URL

www.bolinaslandtrust.org

Mailing Address

6 Wharf Rd. / P.O. Box 805
Bolinas, California, 94924

Project Contact Name

Sergio Pineda

Title

Director of Properties

Email Address

spineda@bolinaslandtrust.org

Phone Number

(415) 965-9628

Executive Director Name

Annie O'Connor

Executive Director Email Address

aoconnor@bolinaslandtrust.org

Is there a co-applicant organization?

No

Briefly describe your organization, including mission, programs, staff experience, and number of clients served. Describe the co-applicant organization, if applicable.

The Bolinas Community Land Trust is a local non-profit organization dedicated to creating, preserving, and sustaining long-term affordable housing in Bolinas and Stinson Beach, CA. Through outreach, tenant advocacy and property management, we strive to support a thriving, vibrant and diverse community. We currently serve approximately 105 clients through the provision of long-term affordable housing in West Marin.

Have there been any recent or upcoming leadership transitions?

Our executive director, Annie O'Connor, assumed the role of Executive Director in March of 2023.

In January 2023, Jeff Clapp replaced Karen Dibblee as Board President, and James Robertson assumed Jeff's prior role as Board Treasurer.

Have there been any recent expansions or cutbacks in activities and/or budget? If so, please explain.

The BCLT has recently expanded from 3 full-time staff to 7.
Total residents have increased from 55 to 105

Our 2023 operating budget was \$465,000
Our 2024 projected operating budget is \$534,000*

*BCLT budgets for each of properties and projects separately from general operations; additional information is available upon request.

If applicable, what is the organization's standing with licensing or other accreditation authorities?

BCLT is a 501(c)3 non-profit organization.

How does your organization verify client income?

All prospective tenants are required to fill out forms detailing a variety of eligibility criteria (including maximum client income, income from assets, etc.) All of this information is collected according to HUD's guidelines and forms as detailed in the HUD Handbook, 4350.3. The BCLT complies with this methodologies in all properties considered potentially eligible to receive federal funding.

The data collection process includes collecting all residents' SSNs and consenting to the release of information prior to receiving assistance and annually thereafter. All information is subject to verification, and providing misleading information is considered an act of fraud.

Likewise, residents are contractually obligated to inform the BCLT of any changes in income, household composition, full-time student status, or other criteria that may affect their eligibility to receive low-income housing and/or subsidies.

The complete HUD guidelines can be consulted at the link below:

<https://www.hud.gov/sites/documents/43503c3HSGH.PDF>

General Project Information

Project Name

2024 Bolinas Affordable Housing Rehabilitation

Project Address

6 Wharf Rd. / 20 Wharf Rd.
Bolinas, California, 94924

Assessor's Parcel Number (APN)

6 Wharf Rd.: 193-075-15 / 20 Wharf Rd.: 193-081-02

Funding Requests

Which funding source(s) are you seeking for this project? Please refer to the NOFA for a description of each funding source and eligible project types. Those applying for HOME-ARP funds are highly encouraged to apply for HTF/PLHA funds as well.

CDBG Housing

**CDBG Housing Amount Requested (max
\$650,000)**

\$261,200

CDBG/HOME applicants only: Is this project located in a Special Flood Hazard Area, and therefore requires flood insurance?

No

Project Details

Scope of Work: Describe the proposed project, including details such as property characteristics, proposed use of funds, and number of housing units involved. Explain how the project will benefit the community.

This project aims to preserve essential affordable housing in Bolinas via capital improvements and urgent rehabilitation work at the two oldest properties owned by the BCLT, which are 6 Wharf Road and 20 Wharf Road:

6 Wharf Road consists of 8 units with 11 residents in total. Units include two two-bedroom apartments, three single-resident occupancy units (SROs), and two studio loft apartments.

20 Wharf Road consists of 7 units with 9 residents in total. Units include five SROs with shared amenities, one studio in the main building, and one studio apartment that is adjacent to the building.

At 6 Wharf Road, the most important work to be carried out is painting of the exterior of the complex. This is necessary to help the organization to stabilize operations by avoiding emergency repair expenses in the future. Three units are also due for repainting, re-carpeting, and will require replacement of faulty appliances. Low turnover and the requirement to keep rents affordable has made it difficult for BCLT to keep up with rising costs of these required improvements. Additionally, a malfunctioning furnace needs to be replaced in one of these units, as well as problematic infrastructure such as two leaking sliding glass doors and roof deck that is contributing to leaks in the commercial space underneath these residential units. Finally, the organization needs to repave and repaint the parking lot that serves the 6 Wharf Road residents and would like to install a community garden box for their enjoyment at the end of the parking lot.

At 20 Wharf Road, the main priority is to preserve the studio apartment that is adjacent to the building. It has a badly sagging roof and a bathroom in a state of deep disrepair. A full remodel is needed to salvage this unit for continued habitation as a source of affordable housing serving low-income individuals. A dumpster box is also required to remove debris from this work, and two of the units are also due for repainting and re-carpeting. Low turnover and the requirement to keep rents affordable has made it difficult for BCLT to keep up with rising costs of these required improvements.

This project will benefit the community by maintaining an acceptable standard of living for low-income Bolinas residents. All residents at these properties are low-income and the properties are deed restricted for affordable housing. Many of the residents of these properties have lived in Bolinas for over 15 years, and as such are vital members of the community. However, the lack of affordable housing means these

residents would be at severe risk of displacement without access to affordable housing provided by the BCLT. Among our current residents at these two properties are primary school teachers, small business owners, tradespeople, service workers, individuals who were formally unhoused, and other elderly and/or disabled persons.

Describe the property’s history leading up to this request. Include when the organization acquired/will acquire the property, any previous requests for County funding, attempts to secure other financing, etc.

20 Wharf Road is also known as the historic Gibson House. It was BCLT’s first property, acquired in 2000. This building was initially a restaurant and bar, and was later home to the Bolinas Bakery. Since BCLT acquired the property, it has provided both families and individuals with affordable housing in the center of our tight-knit community. This property has two studios and 5 SRO units, with shared amenities.

6 Wharf Road was acquired by the BCLT in 2004. This building contains eight units and three commercial spaces. Currently, 16 residents are housed in various configurations ranging from SROs, live/work studios, and three-bedroom family units. There are also three commercial spaces, including the BCLT office.

Describe any nearby amenities, such as parks, public transportation, grocery stores, health care facilities, schools, childcare, libraries, parks/open space, etc. that residents of the project are/would be able to use.

Both properties are located in the most central part of Bolinas. Although Bolinas is a small town, its “downtown” area provides residents immediate access to a variety of public spaces and essential services.

Public spaces within 300 ft. of both residences include the local Public Library, the Bolinas Community Center, People’s Park and Bolinas Beach. The Community Center acts as the “civic plaza” of Bolinas, and offers a weekly food bank, hot meals, and is also arguably the cultural hub of West Marin.

Within the same 300 ft. radius, residents can access two grocery stores, a hardware store, or take the 61 municipal bus service to San Rafael.

The Bolinas Community Health Center is also only 0.5 miles away, and the Bolinas primary school lies only 2.5 miles down the road.

Select the known environmental issues of the proposed project site, and/or adjacent properties if relevant.

Flood zone

Notes or clarifying information on environmental issues:

No known environmental issues.

Have you begun any state or federal environmental review procedures for the proposed project?

No

What is the anticipated timeline for the environmental review(s)?

N/A

Who is the staff member that will supervise and manage the proposed project? Describe their past experience with project management.

Sergio Pineda, BCLT’s Director of Properties will be responsible for managing this project. Sergio joined our organization in early 2023. Prior to his work at the BCLT, Sergio acquired 19 years of project and facilities management experience at Camp Hazard, Slide Ranch and Eden Housing.

During that period, Sergio has overseen the code-compliant completion of over one hundred construction

and maintenance projects. This has given him great experience in negotiating quotes, developing accurate budgets and meeting project timelines. Since 2017, he has attained yearly certifications from the Marin Housing Authority and HUD programs to stay up-to-date on industry standards and processes.

Additionally, Sergio has experience collaborating with agencies like GGNRA, the California Coastal Commission, county planning authorities and other agencies to ensure projects are in compliance with local ordinances.

Finally, Sergio is committed to safety and is well-acquainted with OSHA standards. He always prioritizes working with contractors with an equal level of concern for the workplace safety of construction workers.

Will the project involve hiring an external property management company?

No

If awarded funding, you will need to draft and submit an Affirmative Marketing Plan for this project. The plan would describe how you will market the project to different groups of people based on protected characteristics such as race, color, national origin, religion, sex (including sexual orientation and gender identity), familial status, and disability. Please refer to the Affirmative Marketing tab of the [Federal Grants website](#) for more information.

Describe any prior experience with affirmative marketing or similar initiatives.

The Bolinas Community Land Trust's Affirmative Marketing Plan is designed to attract renters and buyers to assisted rental units and sales of dwelling, regardless of race, sex, handicap, and familial status. We aim to target potential tenants and homebuyers who are less likely to apply for housing by making them aware of the BCLT's affordable housing opportunities.

Current Application Procedures:

The BCLT keeps an open waitlist. When people join our waitlist, they provide their household size, financial information, and housing-type preference. When a unit becomes available, the waitlist is used to determine the next qualified candidate. If that person is interested in the unit and their information is up to date, they will be selected for the unit. If they are not interested in the space at that time, they have the option to stay on the waitlist for a future opportunity. Each applicant may reject an offer up to three times before being removed from the waitlist or moved to the bottom of the waitlist.

Our marketing plan is two-fold:

To inform the public of our existence and the services and housing we offer.

To let them know how to apply for housing through the Bolinas Community Land Trust by joining our waitlist.

Limiting Factors:

Bolinas is a small, rural town, surrounded by parkland. In spite of the regular municipal bus service, in reality it isn't easily accessible by public transportation.

Although some services are available locally, hospitals, shopping centers, and other major conveniences are typically an hour's drive away.

Housing, in general, is very limited, as are job opportunities.

Due to these factors, outreach beyond a 30-mile radius is less likely to be successful.

Outreach:

Bolinas has a large Spanish-speaking population. Though this is not currently represented on our waitlist, its demographics are expanding to be more representative of our population. We, therefore, want to make sure we better reach out to this population directly.

Although Bolinas is historically white, it is also a community that embraces and seeks out diversity.

Through our affirmative marketing plan, we hope to reach communities of ethnic diversity who otherwise might not discover and interact with us.

Our community is currently well represented by elders, people with disabilities, all sexual orientations, and familial status. However, due to the extreme rise in real estate values and the economic imbalance this has created, young people are underrepresented. We, therefore, strive to reach out to younger people of all identities.

Strategies:

Advertising (Always made available in English and Spanish):

Website and Social Media: Facebook, Instagram, and NextDoor.

Posting/bulletin boards – we post quarterly about our open waitlist.

Quarterly publication in our town newspaper

School News, twice per school year

Newspapers, Quarterly.

Targeted outreach events, annually and in anticipation of all new projects

Marketing: Networking and sharing services/information with other human service organizations around the Bay Area.

Materials: Website, Social Media, Printed Material, Person to person communication.

Education: Partnering with organizations that can give us the needed information as well as attending workshops and seminars.

All projects funded by HUD programs must Affirmatively Further Fair Housing. This is defined as combating housing discrimination and taking meaningful actions to overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to housing opportunities based on protected characteristics: race, color, national origin, religion, sex (including sexual orientation and gender identity), familial status, and disability.

How will this project Affirmatively Further Fair Housing?

This project will Affirmatively Further Fair housing by providing and maintaining affordable housing for low-income residents. Particularly since the pandemic, the rise of short-term rentals and second homes in the area have resulted in a sharp increase in housing prices. These economic factors disproportionately affect communities of color, the elderly, those with disabilities, and other vulnerable communities.

Providing affordable housing to such underserved communities is thus one of the primary tools to combat historic patterns of segregation, promote fair housing choice and build communities free from discrimination.

All residents at these properties earn between 35% and 80% of AMI. Many of the residents of these properties have lived in Bolinas for over 15 years, and as such are vital members of the community. However, the lack of affordable housing means these residents would be at severe risk of displacement without access to affordable housing provided by the BCLT. Of the current residents at these two properties, 40% identify as POC, while the Bolinas Community is predominantly white (over 85%).

Once the units have been rehabilitated, they will continue to be leased by the Bolinas Community Land Trust. Some tenants will continue in their current units, while others have expressed that they may move on to market rate housing in the near future.

Newly available units will be made available via the BCLT's waitlist, which is regularly affirmatively marketed to members of the protected classes under federal fair housing laws. The BCLT affirmative marketing plan has been outlined above.

Describe any past community engagement activities for this project, and future plans for community engagement.

Community engagement is an essential part of the BCLT's activities for several reasons.

Firstly, the BCLT is a local, membership-based organization. Members must reside in the Bolinas-Stinson School District and have the power to elect or remove Board Members, and vote to approve any new Bylaws or sale of BCLT-owned land or land rights.

Keeping an active membership whose priorities are aligned with those of our community requires regular outreach events, information sessions, and a continuously active online presence as detailed in our affirmative marketing plan above.

However, because the proposed project is one of capital improvements for two existing properties, we do not expect community engagement to be necessary beyond consulting current residents at these properties about the most appropriate time to carry out maintenance work.

Demographics and Unit Information

In the table below, enter the existing or anticipated number of units based on income level and bedroom count. Refer to the [Current Marin County Income Limits](#) to determine income level.

Anticipated Unit Count by Bedrooms and Income Level

	Extremely Low	Very Low	Low	Moderate	Market Rate	TOTAL UNITS
Studio	2	5	3			10
1 bed		2	1			3
2 bed			2			2
3 bed						0
4 bed						0
Other						0
TOTAL UNITS	2	7	6	0	0	15

Notes or clarifying information on the unit count:

Both properties include Single Resident Occupancies (SROs), in which single bedrooms in a larger home are leased to tenants, and all SROs share the residence’s amenities (kitchen, bathrooms, etc.) These SRO units have been counted in the table above as Studios.

In the table below, enter the demographics of the people who live (or will live) in the proposed housing project. If unknown, use the demographics of households within similar existing Marin complexes as the proposed project, within the organization’s purview. Specify the number of Hispanic/Latino residents in its stand-alone column. The “Total” column must include the number of Hispanic/Latino residents as part of the sum.

Are the following numbers specific to the proposed project, or to a similar existing Marin complex?

 Proposed project

Demographic Information

	Total Number of Persons	Persons Identifying as Hispanic/Latino
White	12	
Black/African American	1	
Asian		
American Indian/Alaskan Native		
Native Hawaiian/Other Pacific Islander		
American Indian/Alaskan Native & White		

	Total Number of Persons	Persons Identifying as Hispanic/Latino
Asian & White		
Black/African American & White		
American Indian/Alaskan Native & Black.African American		
Other Multi-Racial	2	4
Other/Not Disclosed	1	
TOTAL (Unduplicated)	16	4

Fill in a number for each of the fields below. For new construction, or if you are unsure, please put 0.

Families

3

Female-headed households

7

Households that include person(s) with a disability

2

Project Planning

Select the current phase of the proposed project.

Cost Estimate

Select the activities involved in the proposed project.

Rehabilitation

Describe the project timeline and specify a real or estimated completion date for each milestone below. Add/explain any additional milestones as needed.

For acquisition projects:

For new construction and/or rehabilitation projects:

Define scope of work/finish design

Friday, March 1, 2024

Complete planning and environmental review

Friday, May 31, 2024

Release bid package

Monday, July 1, 2024

Select contractor

Thursday, August 1, 2024

Finalize contract

Sunday, September 15, 2024

Obtain building permits

Wednesday, January 1, 2025

Start construction

Tuesday, April 1, 2025

Complete construction

Monday, September 1, 2025

Notes on the project timeline above, including whether dates are estimated:

The timeline above is ONLY FOR THE FULL REHABILITATION OF UNIT 7 (standalone studio apartment) at the 20 Wharf Rd.

This is the only the only work that would require permitting and an environmental review process. As such, this rehabilitation work is expected to to take place during the summer of 2025.

All other work included in the proposal is expected to be completed before Oct 15, 2024.

Describe any flexibility regarding your project's start/completion date.

Most of the items in this project have a fair amount of flexibility.

Most of the scheduling for interior work depends on logistical factors like move-out dates for tenants, contractor availability, and in some cases, when residents are able to have workers come into their units to carry out the proposed activities.

The exterior work at 6 Wharf Rd. (exterior painting, door and deck replacement) will need to conclude before Oct 15, 2024, the expected date of the rainy season.

Finally, the planning, review, and permitting process for the studio rehabilitation at 20 Wharf Rd. will take place during 2024. Rehabilitation work at the studio will need to begin in spring of 2025, and also conclude before Oct. 15, 2025.

Will you be seeking Project Based Section 8 Vouchers for this project?

No

Please be aware that if Project Based Section 8 Vouchers (PBV) are committed to the project, the environmental review process and subsidy layering must be completed before the acquisition is complete or construction commences. Actions taken prior to PBV being committed are not subject to this requirement.

Describe the type of site control that your organization has for the proposed property. If this request includes funds for acquisition, summarize the acquisition terms, price, contingencies, and conditions.

BCLT has total site control of both 6 Wharf Road and 20 Wharf Road.

Expanding on the Scope of Work, please describe the rehabilitation that is proposed for the property and how it will address specific conditions (i.e., replacement needs, deferred maintenance, existing building violations, required seismic upgrades, building or health code problems). Please describe any other existing rehabilitation needs that are not included in the project scope and explain their exclusion.

At both properties, most of the rehabilitation work is related to much-needed deferred maintenance.

At 6 Wharf Road, the most important rehabilitation work to be carried out is painting of the exterior of the complex. This work is several years overdue,

and it is necessary to avoid having to incur emergency repair expenses in the future. Three units in this building are also due for repainting, re-carpeting, and will require replacement of faulty appliances to maintain an acceptable standard of living for residents.

Low turnover and the requirement to keep rents affordable has made it difficult for BCLT to keep up with rising costs of these required improvements. Additionally, a malfunctioning furnace needs to be replaced in one of these units, as well as problematic infrastructure such as two leaking sliding glass doors and roof deck that is contributing to leaks in the commercial space underneath these residential units.

The organization also needs to repave and repaint the parking lot that serves the 6 Wharf Road residents and would like to install a community garden box for their enjoyment at the end of the parking lot.

At 20 Wharf Road, the main priority is to preserve the studio apartment that is adjacent to the building. It has a badly sagging roof and a bathroom in a state of deep disrepair. A full remodel is needed to salvage this unit for continued habitation as a source of affordable housing serving low-income individuals. This work is of the utmost importance to assure the long-term safety and well-being of residents.

A dumpster box is also required to remove debris from this work, and two of the 20 Wharf Rd. units are also due for repainting and re-carpeting. Low turnover and the requirement to keep rents affordable has forced BCLT to defer maintenance for several years, and it has been very difficult for BCLT to keep up with rising costs of these required improvements.

Describe the accessibility of the building. Do you plan to make accessibility improvements?

The previously mentioned deck on 6 Wharf Rd. also serves as an emergency exit from the building, and needs to be rehabilitated. No further accessibility improvements are currently being proposed.

How will the rehabilitation be staged to minimize risk and inconvenience to the residents? If certain systems or parts of residents' units will be temporarily inoperable or unusable (e.g., kitchen or bathroom) during construction, what is the estimated duration of such interruptions? What mitigations will you provide?

Unit rehabilitation work will have to be scheduled to accommodate residents on an individual basis, and a work plan will be agreed upon with residents prior to the beginning of any work.

Contractors will be notified of these schedules and will need to complete work during the hours defined.

In the case of the single tenant in unit 7 (the standalone studio in need of full rehabilitation), we plan to offer to temporarily relocate them to another similar-sized unit due to be vacating in 2024. Once the rehabilitation work is completed, they would be able to return to their former unit in better living conditions, and the vacant unit made available again for a new resident.

Describe in detail any temporary relocation of existing tenants at the site due to proposed rehab activities. Explain why relocation is needed and provide the estimated duration and number of impacted tenants. If known, identify which laws (local, state, federal) must be followed in carrying out the relocation.

In the case of the single tenant in unit 7 (the standalone studio in need of full rehabilitation), we plan to offer to temporarily relocate them to another similar-sized unit due to be vacating in mid-2024. Once the rehabilitation work is completed in 2025, they would be able to return to their former unit in better living conditions, and the vacant unit will be made available again for a new resident.

Relocation is expected to last 8 months to a year before the resident is able to return to their unit. Local laws detailing temporary relocation are not currently known to the BCLT. However, the planning process for this part of the project will include legal counsel to ensure all tenant rights are respected. The BCLT is committed to the health, safety and well-being of our residents, and our community as a whole and we will work with all our residents to figure out the least harmful way to carry out this necessary rehabilitation process.

Financing Plan

What is the status of all proposed project funding sources as of the date of this application?

BCLT does not currently have sufficient funds to finance this work. For this reason, the BCLT will not be able to carry out these improvements until this CDBG grant is approved.

What is the timing and likelihood for obtaining commitments of anticipated funding sources?

BCLT will await the outcome of the CDBG application and award process.

In the event that any funding sources are not obtained or are committed at lower levels than requested, what alternatives will be pursued?

In the event funding is lower than requested, we request funds to be allocated to the two most urgent aspects of the proposed project, namely the repainting of the exterior of 6 Wharf Rd., and the rehabilitation of the standalone studio on 20 Wharf Rd. This information is also highlighted in the budget.

BCLT is currently unaware of any other funding sources available for capital improvements for affordable housing in West Marin. Therefore, any other fundraising to complete these improvements will have to come from additional community fundraising efforts than those already considered for 2024, and the outcome of these efforts is unknown.

For each item in your project budget, to be attached to this application, please explain how the budgeted amount was derived, whether costs are estimated or bid, and any other relevant information that justifies the budgeted expense (e.g., cost per square foot, percentage of other costs, estimated number of work hours).

Bolinas is a notoriously expensive location in unincorporated Marin County to serve due to its isolated geographical location, high cost of living, and competition for skilled tradepeople from high-net worth individuals who own property in the immediate area. BCLT will engineer all proposed projects and continue to seek three competitive bids from local and nearby vendors for all services, skills, and work required. In addition, BCLT is in the process of hiring and training dedicated maintenance personnel who can provide some of the work as part of their employment for a lower cost than a hired contractor. Given the uncertainty of funding, variability in market dynamics, and ongoing efforts of the organization to be self-sufficient, the budgeted amounts provided below are reasonable estimates based on all available data at the time of application submission. Backup documentation, copies of estimates, and any additional information required is available upon request.

6 Wharf:

6 Wharf exterior painting \$70,000 Direct quote bid from Vendor Pierpoint Painting, which specializes in commercial exterior painting and would be required to travel from outside the local area, which has increased the total cost of the project due to the inability to find a contractor in West Marin who can serve this need.

Unit #17 (family unit)

Interior painting, new carpet, new appliance. \$6,000 Estimated from previous experience working with vendors.

Replacement of Furnace. \$4,000 Estimated cost from Ongaro & Sons Heating and Cooling

SROs: #11, #12, #13.

Interior painting and patching. \$6,000 Estimated from previous experience working with vendors.

Replacement of two sliding doors. \$12,000 Estimated from local contractor Ian Cracknell

Repair of roof deck, emergency egress, to repair leak issues. \$38,000 Estimated from local contractor Ian Cracknell

Common Areas:

Repaving and repainting the parking lot that belongs to 6 Wharf. \$20,000 Estimated from previous experience working with vendors. American Asphalt

Community garden box. \$2,000 from local garden store Harmony Farm Supply & Nursery

20 Wharf:

Unit #7 (studio) Full remodel to preserve this unit as affordable housing with a focus on repairing the sagging roof, correcting issues with plumbing, bathroom ventilation and design, and to update electrical. \$95,000 Estimated from local contractor Pete Smith

Debris box \$1,200 for 40 yard 8 ton Grange Box Estimated from Grange Box Hauling posted rates.

SROs: #5, #3. New carpet, new electrical plugs, new switches and light fixtures, interior painting. \$3,500 Estimated from previous experience working with vendors.

Is your organization receiving any other Marin County funding for this project?

No

Does your organization have unspent funds that were previously awarded by the County (for any project)?

No

CDBG/HOME applicants only: Describe your organization's experience with administering federal grant programs. What experience do you have with Davis-Bacon prevailing wage and procurement requirements?

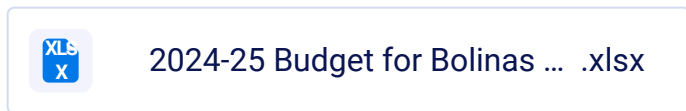
BCLT as an organization, as well as our leadership staff, has significant experience applying for, receiving, and administering federal grants. Most recently, the BCLT received and administered a USDA septic grant program.

We are also familiar with the requirements of the Davis-Bacon prevailing wage and procurement requirements and can comply, although it is our understanding that it would not be required under the current proposal.

More information is available to discuss upon request.

Attachments

Please closely review the Notice of Funding Availability (NOFA) for instructions on which documents you must attach. The County requires specific attachments for each funding type (HTF/PLHA, HOME-ARP, CDBG Housing). Please label your attachments in this manner: "2023-24 [Document Name] for [Organization Name]- [Project Name]."



Certification

Please review your responses above for accuracy.

Name of Person Completing this Application

Federico Guss

Title of Person Completing this Application

Project Development Consultant

By checking this box,

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

CAPITAL IMPROVEMENTS	PROPERTY	UNIT #	Unit Type	Priority	BRIEF DESCRIPTION OF WORK NEEDED	CBDG PROPOSED BUDGET
Exterior Painting	6 Wharf	Common Area	-	1	Urgent painting required to avoid incurring greater maintenance expenses in the future.	\$70,000.00
Deferred Maintenance	6 Wharf	17	3bd	2	Interior painting, replace carpets, appliances where needed.	\$6,000.00
Furnace Replacement	6 Wharf	17	3bd	2	Replacement of malfunctioning furnace.	\$4,000.00
Deferred Maintenance	6 Wharf	11	SRO	2	Interior painting, replace carpets, appliances where needed.	\$2,000.00
Deferred Maintenance	6 Wharf	12	SRO	2	Interior painting, replace carpets, appliances where needed.	\$2,000.00
Deferred Maintenance	6 Wharf	13	SRO	2	Interior painting, replace carpets, appliances where needed.	\$2,000.00
Replacement of two sliding doors	6 Wharf	12	SRO	2	Sliding doors are leaking and need to be replaced to avoid further damage.	\$12,000.00
Deck Replacement	6 Wharf	12	SRO	2	Deck and emergency egress is improperly attached, unsafe, and needs replacement	\$38,000.00
Repaving/Repainting the parking lot	6 Wharf	Common Area	-	3	Parking lot needs resurfacing in some areas, and spots need to be repainted.	\$20,000.00
Community Garden Box	6 Wharf	Common Area	-	3	Community Landscaping feature.	\$2,000.00
Full Rehabilitation	20 Wharf	7	Studio	1	Entire rehabilitation of unit - sagging roof, bathroom and overall condition are of concern.	\$95,000.00
Dumpster	20 Wharf	Common Area	-	1	To collect and remove all construction debris from unit rehabilitation. (40 Yard, 8 ton box)	\$1,200.00
Deferred Maintenance	20 Wharf	5	SRO	2	Interior painting, patching, and minor repair of electrical infrastructure	\$3,500.00
Deferred Maintenance	20 Wharf	3	SRO	2	Interior painting, patching, and minor repair of electrical infrastructure	\$3,500.00
TOTAL						\$261,200.00

2024-25 Application for Affordable Housing Funds

Friday, February 16, 2024

Marin County Housing & Federal Grants Division

This application is for affordable housing developers in Marin County, California who would like to apply for multiple state, local, and federal funding sources simultaneously. Please refer to the [Notice of Funding Availability \(NOFA\)](#) released on January 22, 2024 for detailed information about qualifications and application requirements. Applicants may use this [prep tool](#) for the long-form questions in order to save their responses and copy/paste into this application.

The deadline to apply is **5:00 p.m. Friday, February 16**. Applicants will receive a copy of their submitted application to the email address entered.

The following grant sources and approximate amounts are available through this application:

1. **Marin County Affordable Housing Fund (HTF) and State Permanent Local Housing Allocation (PLHA)** - \$1.2 million
2. **Federal HOME** - \$850 thousand
3. **Federal CDBG Housing** - \$650 thousand

Applicant Information

Organization Name

Community Land Trust Association of West Marin

Website URL

<https://www.clam-ptreyes.org/>

Mailing Address

PO Box 273
Point Reyes Station, California, 94956

Project Contact Name

Tom McCafferty

Title

Project Manager

Email Address

tom@clam-ptreyes.org

Phone Number

(415) 663-1005

Executive Director Name

Pam Dorr

Executive Director Email Address

pam.d@clam-ptreyes.org

Is there a co-applicant organization?

No

Briefly describe your organization, including mission, programs, staff experience, and number of clients served. Describe the co-applicant organization, if applicable.

The mission of the Community Land Trust Association of West Marin (CLAM) is to strengthen communities in West Marin through the creation and stewardship of permanently affordable homes. We envision a diverse West Marin community where people have a secure place to call home.

Currently, CLAM provides 20 rentals in properties it owns and two homeownership homes; in addition, CLAM has supported the creation of 25 more affordable rentals owned by West Marin homeowners, assisting the local community in creating living units within their homes.

CLAM is a locally-driven CLT serving households below 80% AMI in the five small village communities that surround Tomales Bay: Point Reyes, Olema, Inverness, Inverness Park, Marshall, and Tomales. CLAM provides housing to 35 renters, of whom 12 earn below 30% AMI, 8 between 30% to 50%; and 15 between 50% to 80%. Twenty-two residents are adults, 6 are older residents over 62, and 6 are children (under the age of 18). Thirty-nine percent of these residents are Latinx, 12% Pacific Islander, and 48% White. Our target audience are people who are priced out of rental and ownership opportunities in this high-cost area because of lower wages associated with local jobs, including and especially the Latinx community who predominate in both agriculture and tourism sectors.

CLAM is seen as the gold standard by other CLT's nation-wide and nonprofits in West Marin. It is a well-established, 23-year-old organization that has grown from an all-volunteer effort with one housing unit to a professionally staffed organization that houses. CLAM is a member-run organization, governed by a board of trustees that is elected by its 450 members. A third of the board seats are reserved for CLAM residents. It has a highly engaged membership and board of trustees that are committed to its success.

CLAM Interim Executive Director Corey Ohama grew up in West Marin and is intimately familiar with CLAM as she was CLAM's Board President from 2019-2021 and served as Treasurer from 2017-2019 and 2021-2022. Corey is an award-winning director and film editor who specializes in social issue documentaries. She holds an MFA in Film from San Francisco State University and a BA from Brown University. Corey grew up in Inverness, and currently lives in Olema with her husband Bill and mother Cindy.

CLAM Development & Communications Director Laura J. Giacomini has over 25 years professional experience as an executive in the nonprofit field and holds an MBA in Nonprofit Administration from the American Jewish University. Her area of expertise is building infrastructure and putting policies and procedures into place to achieve organizational growth. She is a longtime resident of Marin and her family has lived in Novato since 1971.

At this time, CLAM has two full-time and three part-time staff.

Have there been any recent or upcoming leadership transitions?

CLAM Executive Director Pam Dorr has accepted another position starting the end of February 2024 as the Vice President of Home Preservation at Habitat for Humanity, Greater San Francisco and her last day at CLAM will be February 22, 2024. Interim Executive Director Corey Ohama will start on February 26, 2024 while the executive director search is conducted. Former Deputy Director Stacey Laumann accepted a position with the City of San Rafael at the end of September. Associate Project Manager Tom McCafferty, who was hired in December of 2022, was promoted to Project Manager in January 2024. CLAM hired a new Communications Manager Don Lewis in March of 2023.

The 2023-2024 Board of Trustees slate was approved at CLAM's Annual Meeting in June, 2023. Six new members joined CLAM's board, including Jelani Bertoni, Daniel Cordrey, Cathleen Dorinson, Joe Gillach, Stephen Horvat, and Sarah Myers. In addition to its Board Development, Finance & Audit, Fundraising & Communications, Property Committees, and Strategic Planning Task Force, the CLAM Board has formed an Executive Committee, which includes Board President Pamela Wright, Vice President Joe Gillach, Treasurer Bob Houghteling, and Secretary Cathleen Dorinson.

Have there been any recent expansions or cutbacks in activities and/or budget? If so, please explain.

CLAM’s operating budget and income has grown steadily over the last 4 years. Most of the growth in budget is related to new property acquisition and its successful fundraising efforts.

If applicable, what is the organization’s standing with licensing or other accreditation authorities?

CLAM is in good standing as a 501C-3.

How does your organization verify client income?

CLAM annually certifies resident income consistent with the State of California welfare tax exemption requirements. CLAM uses the following procedure for determining resident eligibility and for certifying household income:

Each prospective resident receives an income verification request letter.

Third party verification forms are used to compute income eligibility. Staff reviews W-2s, pay stubs or tax returns as provided by tenants to determine income.

General Project Information

Project Name

35 Third Street Septic and Solar Installation

Project Address

35 Third Street
Point Reyes Station, California, 94956

Assessor’s Parcel Number (APN)

119-224-02

Funding Requests

Which funding source(s) are you seeking for this project? Please refer to the NOFA for a description of each funding source and eligible project types. Those applying for HOME-ARP funds are highly encouraged to apply for HTF/PLHA funds as well.

HTF/PLHA

HOME

CDBG Housing

HOME Amount Requested (max \$850,000)

\$224,250

HTF/PLHA Amount Requested (max \$1.2 million)

\$224,250

CDBG Housing Amount Requested (max \$650,000)

\$224,250

CDBG/HOME applicants only: Is this project located in a Special Flood Hazard Area, and therefore requires flood insurance?

No

Project Details

Scope of Work: Describe the proposed project, including details such as property characteristics, proposed use of funds, and number of housing units involved. Explain how the project will benefit the community.

The 35 Third Street project consists of the installation of a new onsite wastewater (septic) system, the installation of a photovoltaic (solar) array, and the development of ADU on the property. The project will represent one new unit of housing affordable in perpetuity to low and very low income households. We are proposing to use the funds to install a septic system for the ADU and solar panels on both the house and ADU.

Both units on the property will serve households earning less than 80% AMI. The primary dwelling will be priced to serve 50-80% of AMI, unless funding facilitates deeper affordability. The ADU will likely be priced to serve households earning less than 50% AMI. Section 8 voucher holders are welcome to apply for all homes.

Affordability will be secured through funding agreements with the County of Marin, Marin Community Foundation and Tamalpais Pacific Foundation. CLAM's own bylaws and non-profit status also dictate that homes should be affordable, in perpetuity.

The project will benefit the community by addressing West Marin's significant shortage of available workforce housing, as well as housing affordable to low income seniors. The property will alleviate blight in Point Reyes Station's downtown, and retrofit the existing residence to current energy efficiency standards. These improvements will lower future tenants overall housing costs and also support CLAM's operational expenses.

Describe the property's history leading up to this request. Include when the organization acquired/will acquire the property, any previous requests for County funding, attempts to secure other financing, etc.

In October 2022, CLAM purchased 35 Third Street in Point Reyes Station to be preserved as affordable, community housing. The purchase of the home for \$500,000 fulfills an agreement made by prior owner and CLAM long time supporter, Ruth Fleshman, that gave CLAM the first right of refusal to buy the home, upon her death, at below market price of \$500,000 to be used for community housing. Ruth bought the house in 1995 and rented it out before moving into the home herself in the last years of her life. She passed away in February 2022 at the age of 92. CLAM was able to quickly secure several bridge loans and one generous gift from individual donors to complete the purchase. The house is now rented by a young Latino couple who work locally in West Marin and had their first child in August.

The County of Marin donated \$200,000 towards the rehabilitation of 35 Third Street, \$100,000 from the Housing Trust and \$100,000 from Measure W funds. In addition, we secured funding from the Marin Community Foundation, Tamalpais Pacific Foundation, and individual donors.

Describe any nearby amenities, such as parks, public transportation, grocery stores, health care facilities, schools, childcare, libraries, parks/open space, etc. that residents of the project are/would be able to use.

35 Third Street is located just off of Highway 1, in the heart of Point Reyes Station. It is within one quarter mile of the grocery store, bank, post office, pharmacy, health center, library, social services, bus stop and restaurant or retail jobs. It is within three quarter miles of West Marin School (K-8). The West Marin Stagecoach bus stop is also less than one quarter mile away. The Point Reyes National Seashore and Bear Valley Visitor Center are only a 3 mile drive away.

Select the known environmental issues of the proposed project site, and/or adjacent properties if relevant.

Potential hazards

Notes or clarifying information on environmental issues:

Application will not submit without selecting an above item, and there are no known potential hazards.

Have you begun any state or federal environmental review procedures for the proposed project?

No

What is the anticipated timeline for the environmental review(s)?

Environmental reviews are expected to be completed in Q3 of 2024. If this date is pushed back, the construction completion timeline will be pushed back accordingly.

Who is the staff member that will supervise and manage the proposed project? Describe their past experience with project management.

CLAM’s Project Manager Tom McCafferty is supervising and managing the proposed project. He will oversee a licensed contractor to perform rehab and construction activity. Tom has 10 years of direct construction experience including with Americorps, Habitat for Humanity, and private business. Tom studied Architecture at College of Marin.

Will the project involve hiring an external property management company?

No

If awarded funding, you will need to draft and submit an Affirmative Marketing Plan for this project. The plan would describe how you will market the project to different groups of people based on protected characteristics such as race, color, national origin, religion, sex (including sexual orientation and gender identity), familial status, and disability. Please refer to the Affirmative Marketing tab of the [Federal Grants website](#) for more information.

Describe any prior experience with affirmative marketing or similar initiatives.

CLAM has a comprehensive Affirmative Marketing Plan in place that has been approved by the County’s Federal Grants staff. It is used by CLAM when filling vacancies or notifying prospective tenants of housing opportunities in West Marin. Those least likely to apply in CLAM’s service area include Black, Asian (API), and indigenous people.

All projects funded by HUD programs must Affirmatively Further Fair Housing. This is defined as combating housing discrimination and taking meaningful actions to overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to housing opportunities based on protected characteristics: race, color, national origin, religion, sex (including sexual orientation and gender identity), familial status, and disability.

How will this project Affirmatively Further Fair Housing?

This project will be broadly marketed to communities and people least likely to apply. Those least likely to apply in CLAM’s service area include Black, Asian (API), and indigenous people.

CLAM’s primary strategic priority is to increase homeownership for low income residents and stop their displacement as a result of the housing and short term rental crisis. CLAM achieves this by removing homes from the speculative real estate market and stewarding them as permanently affordable homes for lower-income residents who are struggling to own or rent homes.

CLAM uses a variety of approaches to create affordable homes for those left out of the increasingly inequitable market. As a community land trust, CLAM creates opportunities for homeownership wherein homeowners own their homes and lease the land under it from CLAM. CLAM also creates below-market rentals and retained life estates and assists with co-ownership purchases.

Describe any past community engagement activities for this project, and future plans for community engagement.

CLAM has engaged the community in several ways. In 2022 and 2023, it held several volunteer work days

to renovate the house in preparation for the tenants taking up residence in April 2023. CLAM hosted its Member Appreciation Event in October 2022, which featured tours of the house and allowed members to see the project first-hand and the impact of their support.

To support this project, CLAM launched a Project Fund to help complete the renovation of the Third Street properties in downtown Point Reyes Station in 2022 and raised \$619,811 in private donations for this project. Future plans for community engagement include community volunteer work days and affirmative marketing when the units are available for occupancy.

Demographics and Unit Information

In the table below, enter the existing or anticipated number of units based on income level and bedroom count. Refer to the [Current Marin County Income Limits](#) to determine income level.

Anticipated Unit Count by Bedrooms and Income Level

	Extremely Low	Very Low	Low	Moderate	Market Rate	TOTAL UNITS
Studio		1				1
1 bed						0
2 bed						0
3 bed						0
4 bed						0
Other						0
TOTAL UNITS	0	1	0	0	0	1

Notes or clarifying information on the unit count:

The existing 2 bedroom 1 bathroom home is currently occupied. The ADU will require new septic, electrical, and solar upgrades.

In the table below, enter the demographics of the people who live (or will live) in the proposed housing project. If unknown, use the demographics of households within similar existing Marin complexes as the proposed project, within the organization's purview. Specify the number of Hispanic/Latino residents in its stand-alone column. The "Total" column must include the number of Hispanic/Latino residents as part of the sum.

Are the following numbers specific to the proposed project, or to a similar existing Marin complex?

Similar existing Marin complex

Demographic Information

	Total Number of Persons	Persons Identifying as Hispanic/Latino
White	13	
Black/African American	0	
Asian	0	

	Total Number of Persons	Persons Identifying as Hispanic/Latino
American Indian/Alaskan Native	0	
Native Hawaiian/Other Pacific Islander	5	
American Indian/Alaskan Native & White	0	
Asian & White	0	
Black/African American & White	0	
American Indian/Alaskan Native & Black.African American	0	
Other Multi-Racial	17	17
Other/Not Disclosed	1	
TOTAL (Unduplicated)	36	17

Fill in a number for each of the fields below. For new construction, or if you are unsure, please put 0.

Families

7

Female-headed households

16

Households that include person(s) with a disability

4

Project Planning

Select the current phase of the proposed project.

Predevelopment

Select the activities involved in the proposed project.

Rehabilitation New Construction (ineligible for CDBG)

Describe the project timeline and specify a real or estimated completion date for each milestone below. Add/explain any additional milestones as needed.

For acquisition projects:

For new construction and/or rehabilitation projects:

Define scope of work/finish design

Saturday, January 4, 2025

Complete planning and environmental review

Thursday, August 8, 2024

Release bid package

Monday, July 8, 2024

Select contractor

Thursday, August 8, 2024

Finalize contract

Friday, August 16, 2024

Obtain building permits

Monday, September 2, 2024

Start construction

Friday, September 6, 2024

Complete construction

Monday, December 16, 2024

Notes on the project timeline above, including whether dates are estimated:

Above dates are estimated based on similar projects completed by CLAM. If environmental review is to be completed later than 08/24, dates will be pushed back accordingly.

Describe any flexibility regarding your project's start/completion date.

The project is expected to begin once funding is completed. The project will require permitting from the planning department as well as a coastal permit. If awarded funding, the septic system and foundation for the tiny home will be completed in Q3 of 2024. Installation of the tiny home is expected to be in Q4 of 2024.

Will you be seeking Project Based Section 8 Vouchers for this project?

No

Please be aware that if Project Based Section 8 Vouchers (PBV) are committed to the project, the environmental review process and subsidy layering must be completed before the acquisition is complete or construction commences. Actions taken prior to PBV being committed are not subject to this requirement.

Describe the type of site control that your organization has for the proposed property. If this request includes funds for acquisition, summarize the acquisition terms, price, contingencies, and conditions.

CLAM purchased the property in October of 2022.

Please describe in detail the entitlements and permits that will be required, and those already obtained. For example, Design Review, Master Plan, Zone Change, General Plan Change, Coastal Permit, etc.

Construction of a new ADU and septic system will require an ADU permit, EHS permit and Coastal Permit.

Describe any contact with the planning staff at the relevant government jurisdiction, and any specific feedback they provided.

The Planning Department provided a Property Information Packet. CLAM staff has discussed adding an ADU at this site with the planning and building departments.

Identify all applicable accessibility laws and specific accessibility requirements that must be met in the design of the proposed project.

The proposed ADU is a newly constructed modular home. CLAM will accommodate future requests for accommodation if applicable.

Expanding on the Scope of Work, please describe the rehabilitation that is proposed for the property and how it will address specific conditions (i.e., replacement needs, deferred maintenance, existing building violations, required seismic upgrades, building or health code problems). Please describe any other existing rehabilitation needs that are not included in the project scope and explain their exclusion.

The outdated septic system will be updated to accommodate the class 1 requirement for adding additional bedrooms. The existing electrical equipment will need to be upgraded to account for the increased load requirements and solar addition.

Describe the accessibility of the building. Do you plan to make accessibility improvements?

Both the main home and the ADU will require stair access.

How will the rehabilitation be staged to minimize risk and inconvenience to the residents? If certain systems or parts of residents' units will be temporarily inoperable or unusable (e.g., kitchen or bathroom) during construction, what is the estimated duration of such interruptions? What mitigations will you provide?

The existing tenants in the 35 Third Street house will not need to be relocated for this work to be completed.

Describe in detail any temporary relocation of existing tenants at the site due to proposed rehab activities. Explain why relocation is needed and provide the estimated duration and number of impacted tenants. If known, identify which laws (local, state, federal) must be followed in carrying out the relocation.

N/A

Financing Plan

What is the status of all proposed project funding sources as of the date of this application?

Secured

County of Marin, Housing Trust \$100,000

County of Marin, Measure W \$100,000

Marin Community Foundation \$100,000

Tamalpais Pacific Foundation \$25,000

Individuals \$294,811

Pending

CLAM is requesting \$324,250 for the installation and engineering of a new class 1 septic system, a solar installation for both the main home and ADU, and the installation of an ADU.

What is the timing and likelihood for obtaining commitments of anticipated funding sources?

The County of Marin will make its CDBG funding recommendations in June of 2024. We are confident that we will receive funding based on our previous giving history with the County.

In the event that any funding sources are not obtained or are committed at lower levels than requested, what alternatives will be pursued?

In the event of a funding shortfall, CLAM will seek additional sources, a larger debt source, or leverage equity from another property.

For each item in your project budget, to be attached to this application, please explain how the budgeted amount was derived, whether costs are estimated or bid, and any other relevant information that justifies the budgeted expense (e.g., cost per square foot, percentage of other

costs, estimated number of work hours).

Site improvement costs are based on contractor estimates, similar previous work completed, and meetings with potential contractors.

Is your organization receiving any other Marin County funding for this project?

Yes

Please describe. Include a brief overview of the goals and accomplishments achieved through this funding.

CLAM received \$100,000 from the County of Marin’s Housing Trust and \$100,000 from Measure W funding for 35 Third Street. These funds were used to rebuild the front and back porches, add new fiber cement siding, house wrap, insulation and sheathing on the outside of the house, a kitchen makeover, new flooring and updated energy efficient lighting throughout on the 35 Third Street house. While much work has been done on this property, the funding secured did not allow us to complete the septic and solar installation and we are now looking for additional support to meet this need.

Does your organization have unspent funds that were previously awarded by the County (for any project)?

Yes

What is your timeline for expending the fund balance?

CDBG funds awarded for energy efficiency upgrades at Ocean Terrace Apartments in Stinson Beach will be spent down by Q3 2024. The project underway is an electrical panel upgrade, electrification and replacement of the old hot water heaters, double pane windows and doors throughout the property and a new photovoltaic array. The project is expected to be completed upon the arrival of electrical equipment ordered in July of 2023. The current anticipated arrival date of the equipment is late March of 2024. Upon completion of the electrical service upgrade, work will begin on the solar system and hot water heaters.

CDBG/HOME applicants only: Describe your organization’s experience with administering federal grant programs. What experience do you have with Davis-Bacon prevailing wage and procurement requirements?

CLAM has a demonstrated history of receiving public funding for its projects and has successfully implemented many Marin/CDBG awards. We are experienced at implementing projects consistent with the procurement requirements. This project is only two units and therefore does not trigger Davis Bacon.

CLAM is renovating a decommissioned housing neighborhood at the former Coast Guard housing site in Point Reyes Station redeveloping the site to include 54 affordable homes. In 2020, CLAM was chosen by Marin County to be the developer on the Coast Guard project, along with Eden Housing, and has been engaged in pre-development work since then. CLAM was chosen in part because of its broad community support and the trust in their ability to create affordable housing that will be integrated with the larger community.

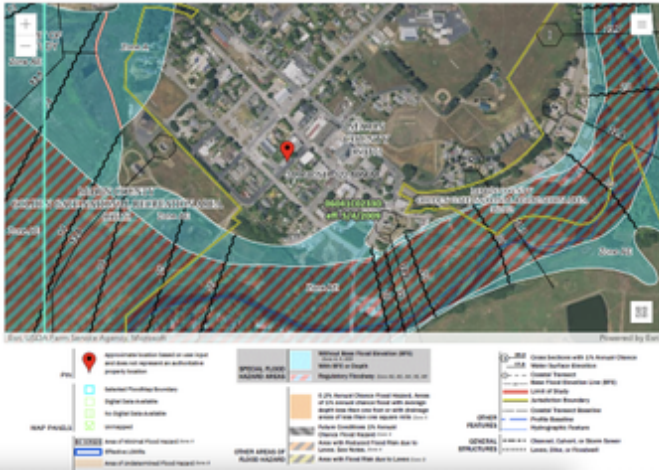
CLAM was recently awarded a grant by the Marin Community Foundation’s Marin Climate Justice Catalyst Fund to contract a grant writer to research, write and submit environmental grants on behalf of CLAM.

HTF/PLHA applicants only: Describe your organization’s experience with administering state grant funds. What experience do you have with State prevailing wage and procurement requirements?

CLAM has a demonstrated history of receiving public funding for its projects and has successfully implemented many Marin/CDBG awards. We are experienced at implementing projects consistent with the procurement requirements.

Attachments

Please closely review the Notice of Funding Availability (NOFA) for instructions on which documents you must attach. The County requires specific attachments for each funding type (HTF/PLHA, HOME-ARP, CDBG Housing). Please label your attachments in this manner: “2023-24 [Document Name] for [Organization Name]- [Project Name].”



2024-2025 Audited Consolid... .pdf



2024-2025 Audited Consolid... .pdf



2024-25 35 Third Street Grant...pdf



2024-25 Board of Directors f... .pdf



2024-25 Construction Timeli... .xlsx



2024-25 Demographics for C... .xlsx



2024-25 IRS Tax Exemption L... .pdf



2024-25 Organizaitonal Budg... .pdf



2024-25 Proforma Budget fo... .xlsx

Certification

Please review your responses above for accuracy.

Name of Person Completing this Application

Tom McCafferty

Title of Person Completing this Application

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.

CAPITAL SOURCES

SOURCES OF FUNDS					
Hard Debt					
	Source	Principal	Type of Loan	Interest Rate	Term (Years)
First Mortgage					
Second Mortgage					
Third Mortgage					
Government Grants and Soft Debt					
	Source	Amount	Amount Per Unit		
	Measure W	50,000	50,000		
	HTF	50,000	50,000		
	CDBG	224,250	224,250		
Other Grants (Non-Governmental)					
	Source	Amount	Amount Per Unit		
			0		
			0		
			0		
			0		
Tax Credit Equity					
	Source	Amount	Amount Per Unit		
	9% LIHTC Proceeds		0		
	4% LIHTC Proceeds		0		
	Historic Tax Credits		0		
Other Equity					
	Source	Amount	Amount Per Unit	Amount Kept Upfront	
	Deferred Developer Fee	0	0	9,500	
	Owner Equity	0	0		
		0	0		
		0	0		
Total Sources		\$324,250			
Total Development Costs		\$324,250			
Gap (Surplus)		\$0			

DEVELOPMENT COSTS

Development Costs by Line Item	Total Cost	Cost/Unit	Cost/Sq Ft
Acquisition Costs			
Land	0	0	0.00
Existing Structures *	0	0	0.00
Subtotal	0	0	0.00
Site Improvements			
Off Site Infrastructure *	0	0	0.00
On Site Infrastructure *	140,000	140,000	800.00
Demolition*	0	0	0.00
Subtotal	140,000	140,000	800.00
Construction			
Building Permit Fees *	0	0	0.00
Tap Fees *	1,250	1,250	7.14
Construction / Rehabilitation *	140,000	140,000	800.00
Landscaping *	5,000	5,000	28.57
Contingency *	10,000	10,000	57.14
Other (please specify) *	0	0	0.00
Subtotal	156,250	156,250	892.86
Professional Fees			
Architect Fees	0	0	0.00
Engineering Fees	15,000	15,000	85.71
Real Estate Attorney Fees	0	0	0.00
Soils Tests	0	0	0.00
Surveys	0	0	0.00
Green Planning and Design Fees	0	0	0.00
Other (please specify)	0	0	0.00
Subtotal	15,000	15,000	85.71
Construction Finance			
Construction Insurance	2,500	2,500	14.29
Construction Loan Orig. Fee	0	0	0.00
Construction Interest	0	0	0.00
Attorney Fees	0	0	0.00
Title and Recording	0	0	0.00
Other (please specify)	0	0	0.00
Subtotal	2,500	2,500	14.29
Permanent Finance & Syndication			
Loan Fees & Expenses	0	0	0.00
LIHTC Fees	0	0	0.00
Attorney Fees	0	0	0.00
Title and Recording	0	0	0.00
Other (please specify)	0	0	0.00
Subtotal	0	0	0.00
Soft Costs			
Appraisals & Market Study	0	0	0.00
Environmental Reports	0	0	0.00
Capital Needs Assessment	0	0	0.00
Temporary Relocation	0	0	0.00
Permanent Relocation	0	0	0.00
Marketing	500	500	2.86
Soft Cost Contingency	0	0	0.00
Other (please specify)	0	0	0.00
Subtotal	500	500	2.86
Developer Fee / Profit			
Developer's Fee	9,500	9,500	54.29
Consultants	0	0	0.00
Administration Fee	500	500	2.86
Subtotal (ie - maximum developer fee)	10,000	10,000	57.14
Reserves			
Operating Reserve	0	0	0.00
Debt Service Reserve	0	0	0.00
Lease-up Reserve	0	0	0.00
Replacement Reserve	0	0	0.00
Other (please specify)	0	0	0.00
Subtotal	0	0	0.00
Total Development Expenses	\$324,250	\$324,250	\$1,853

SOURCES AND USES BUDGET

Project Name: 35 Third Street
 Date of Model Version 2/14/2024

Project Activities	Total Project Cost	Funds Requested	Total Other Funds	Source	Status
Acquisition Costs	\$0		\$0		
Site Improvements	\$140,000	\$140,000	\$0		
Construction	\$156,250	\$156,250	\$0		
Professional Fees	\$15,000	\$15,000	\$0		
Construction Finance	\$2,500	\$2,500	\$0		
Permanent Finance and Syndication	\$0		\$0		
Soft Costs	\$500	\$500	\$0		
Developer Fee / Profit	\$10,000	\$10,000	\$0		
Reserves	\$0		\$0		
Totals Costs from Project Costs cells above	\$324,250	\$324,250	\$0		
Total Costs from Development Costs Worksheet (to Check)	\$324,250				
Total Funds (Requested + Other)	\$324,250				
Gap (Surplus)	\$0				

CLAM 2024 Consolidated Budget

	<u>CLAM and OT</u>
Revenue	
Contributions	\$430,380.00
Grants	\$7,500.00
Investment Income	\$16,000.00
Rental Income	\$358,989.24
Real Community Rentals (RCR) fee for service income	\$35,000.00
Release from prior year	\$266,555.00
Total support and revenues	\$1,114,424.24
Expenses	
Personnel	\$555,675.40
Operating Expense	\$229,627.01
Project Expenses	\$42,000.00
Rental Expense	\$256,993.84
Total program and supporting expenses	\$1,084,296.24
Net Income from Operations	\$30,128.00
Depreciation & Amortization	\$170,116.00
Net Assets release from Prior Year restrictions	\$266,555.00
Net Income (GAAP)	-\$406,543.00



2022-0033699

Recorded		REC FEE	17.00
Official Records		TAX	550.00
County of		SURVEY MONUME	10.00
Marin			
SHELLY SCOTT			
Assessor-Recorder			
County Clerk			
		AO	
10:37AM 29-Sep-2022		Page 1 of 2	

RECORDING REQUESTED BY:
First American Title Company

**MAIL TAX STATEMENT
AND WHEN RECORDED MAIL DOCUMENT TO:**
Community Land Trust Association Of West Marin
P.O. Box 273
Point Reyes Station, CA 94956

Space Above This Line for Recorder's Use Only

A.P.N.: 119-224-02

File No.: 2103-6882877 (VP)

GRANT DEED

The Undersigned Grantor(s) Declare(s): DOCUMENTARY TRANSFER TAX \$550.00; CITY TRANSFER TAX \$0.00;
SURVEY MONUMENT FEE \$

- computed on the consideration or full value of property conveyed, OR
- computed on the consideration or full value less value of liens and/or encumbrances remaining at time of sale,
- unincorporated area; City of , and

EXEMPT FROM BUILDING HOMES AND JOBS ACTS FEE PER GOVERNMENT CODE 27388.1(a)(2)

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged, **Cynthia Clarkson, as Successor Trustee of The Fleshman Trust Dated August 10, 2006, dated August 10, 2006**

hereby GRANTS to **Community Land Trust Association Of West Marin, a California Corporation**

the following described property in the unincorporated area of the County of **Marin**, State of **California**:

BEGINNING AT A POINT ON THE NORTHWESTERLY LINE OF THIRD STREET, SAID POINT OF BEGINNING BEING DISTANT 100 FEET SOUTHWESTERLY FROM THE POINT OF INTERSECTION OF THE NORTHWESTERLY LINE OF THIRD STREET WITH THE SOUTHWESTERLY LINE OF "A" STREET; THENCE IN A NORTHWESTERLY DIRECTION ALONG THE NORTHEASTERLY LINE OF THE LANDS CONVEYED BY JAMES B. BURDELL, EXECUTOR OF THE WILL OF GALEN BURDELL, DECEASED TO QUINTO CODONI RECORDED IN BOOK 103 OF DEEDS, AT PAGE 283, 108 1/2 FEET; THENCE AT RIGHT ANGLES SOUTHWESTERLY 50 FEET; THENCE AT RIGHT ANGLES SOUTHEASTERLY 108 1/2 FEET, MORE OR LESS TO THE NORTHWESTERLY LINE OF THIRD STREET; THENCE NORTHEASTERLY ALONG THE NORTHWESTERLY LINE OF THIRD STREET, 50 FEET TO THE POINT OF BEGINNING.

BEING A PORTION OF BLOCK 4, AS SHOWN UPON THAT CERTAIN MAP ENTITLED, "MAP NO. 1, TOWN OF POINT REYES, AT POINT REYES STATION, MARIN CO., CAL.", FILED FOR RECORD MAY 12, 1908 IN VOLUME 2 OF MAPS, AT PAGE 117, MARIN COUNTY RECORDS.

Mail Tax Statements To: **SAME AS ABOVE**

RECORDING REQUESTED BY:

First American Title Company

MAIL TAX STATEMENT

AND WHEN RECORDED MAIL DOCUMENT TO:

Community Land Trust Association Of West Marin
P.O. Box 273
Point Reyes Station, CA 94956

Space Above This Line for Recorder's Use Only

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- computed on the consideration or full value less value of liens and/or encumbrances remaining at time of sale,
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Mail Tax Statements To: **SAME AS ABOVE**

Date: 09/26/2022

A.P.N.: 119-224-02

File No.: 2103-6882877 (VP)

Dated: September 26, 2022

Cynthia Clarkson, as Successor Trustee of The
Fleshman Trust Dated August 10, 2006

Cynthia Clarkson
Cynthia Clarkson, Successor Trustee

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF California)SS

COUNTY OF Marin)

On September 26, 2022 before me, Samantha Marie Melendy, Notary Public, personally appeared Cynthia Clarkson

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

This area for official notarial seal.

Samantha Melendy
Notary Signature



PRELIMINARY CHANGE OF OWNERSHIP REPORT

To be completed by the transferee (buyer) prior to a transfer of subject property, in accordance with section 480.3 of the Revenue and Taxation Code. A Preliminary Change of Ownership Report must be filed with each conveyance in the County Recorder's office for the county where the property is located.

NAME AND MAILING ADDRESS OF BUYER/TRANSFeree
(Make necessary corrections to the printed name and mailing address)

Community Land Trust Association Of West Marin

ASSESSOR'S PARCEL NUMBER
119-224-02

SELLER/TRANSFEROR
The Fleshman Trust

BUYER'S DAYTIME TELEPHONE NUMBER
415-663-1005

BUYER'S EMAIL ADDRESS

STREET ADDRESS OR PHYSICAL LOCATION OF REAL PROPERTY

35 3rd St, Point Reyes Station, CA 94956

YES NO This property is intended as my principal residence. If YES, please indicate the date of occupancy or intended occupancy.

MO	DAY	YEAR

YES NO Are you a disabled veteran, or the unmarried surviving spouse of a disabled veteran, who, due to a service connected injury or disease, was either rated 100% disabled or compensated at 100% due to unemployment by the Department of Veterans Affairs?

MAIL PROPERTY TAX INFORMATION TO (NAME)

Community Land Trust Association Of West Marin

MAIL PROPERTY TAX INFORMATION TO (ADDRESS)

P.O. Box 273

CITY

Point Reyes Station

STATE

CA

ZIP CODE

94956

PART 1. TRANSFER INFORMATION

Please complete all statements.

This section contains possible exclusions from reassessment for certain types of transfers.

- YES NO
 A. This transfer is solely between spouses (addition or removal of a spouse, death of a spouse, divorce settlement, etc.).
- B. This transfer is solely between domestic partners currently registered with the California Secretary of State (addition or removal of a partner, death of a partner, termination settlement, etc.).
- *C. This is a transfer: between parent(s) and child(ren) between grandparent(s) and grandchild(ren).
Was this the transferor/grantor's principal residence? YES NO
- *D. This transfer is the result of a cotenant's death. Date of death _____
- *E. This transaction is to replace a principal residence owned by a person 55 years of age or older.
Within the same county? YES NO
- *F. This transaction is to replace a principal residence by a person who is severely disabled.
Within the same county? YES NO
- *G. This transaction is to replace a principal residence substantially damaged or destroyed by a wildfire or natural disaster for which the Governor proclaimed a state of emergency. Within the same county? YES NO
- H. This transaction is only a correction of the name(s) of the person(s) holding title to the property (e.g., a name change upon marriage).
If YES, please explain: _____
- I. The recorded document creates, terminates, or reconveys a lender's interest in the property.
- J. This transaction is recorded only as a requirement for financing purposes or to create, terminate, or reconvey a security interest (e.g., cosigner). If YES, please explain: _____
- K. The recorded document substitutes a trustee of a trust, mortgage, or other similar document.
- L. This is a transfer of property:
1. to/from a revocable trust that may be revoked by the transferor and is for the benefit of
 the transferor, and/or the transferor's spouse registered domestic partner.
2. to/from an irrevocable trust for the benefit of the
 creator/grantor/trustor and/or grantor's/trustor's spouse grantor's/trustor's registered domestic partner.
- M. This property is subject to a lease with a remaining lease term of 35 years or more including written options.
- N. This is a transfer between parties in which proportional interests of the transferor(s) and transferee(s) in each and every parcel being transferred remain exactly the same after the transfer.
- O. This is a transfer subject to subsidized low-income housing requirements with governmentally imposed restrictions, or restrictions imposed by specified nonprofit corporations.
- *P. This transfer is to the first purchaser of a new building containing a leased owned active solar energy system.
- Q. Other. This transfer is to _____

* Please refer to the instructions for Part 1. Please provide any other information that will help the Assessor understand the nature of the transfer.

THIS DOCUMENT IS NOT SUBJECT TO PUBLIC INSPECTION

PART 2. OTHER TRANSFER INFORMATION

Check and complete as applicable.

- A. Date of transfer, if other than recording date: _____
- B. Type of transfer:
 - Purchase Foreclosure Gift Trade or exchange Merger, stock, or partnership acquisition (Form BOE-100-B)
 - Contract of sale. Date of contract: _____ Inheritance. Date of death: _____
 - Sale/leaseback Creation of a lease Assignment of a lease Termination of a lease. Date lease began: _____
 - Original term in years (including written options): _____ Remaining term in years (including written options): _____
 - Other. Please explain: _____
- C. Only a partial interest in the property was transferred. YES NO If YES, indicate the percentage transferred: _____ %

PART 3. PURCHASE PRICE AND TERMS OF SALE

Check and complete as applicable.

- A. Total purchase price \$ 500,000.00
- B. Cash down payment or value of trade or exchange excluding closing costs Amount \$ 500,000.00
- C. First deed of trust @ _____ % interest for _____ years. Monthly payment \$ _____ Amount \$ _____
 - FHA (_____ Discount Points) Cal-Vet VA (_____ Discount Points) Fixed rate Variable rate
 - Bank/Savings & Loan/Credit Union Loan carried by seller
 - Balloon payment \$ _____ Due date: _____
- D. Second deed of trust @ _____ % interest for _____ years. Monthly payment \$ _____ Amount \$ _____
 - Fixed rate Variable rate Bank/Savings & Loan/Credit Union Loan carried by seller
 - Balloon payment \$ _____ Due date: _____
- E. Was an Improvement Bond or other public financing assumed by the buyer? YES NO Outstanding balance \$ _____
- F. Amount, if any, of real estate commission fees paid by the buyer which are not included in the purchase price \$ _____
- G. The property was purchased: Through real estate broker. Broker name: _____ Phone number: (_____) _____
 - Direct from seller From a family member-Relationship _____
 - Other. Please explain: _____
- H. Please explain any special terms, seller concessions, broker/agent fees waived, financing, and any other information (e.g., buyer assumed the existing loan balance) that would assist the Assessor in the valuation of your property.

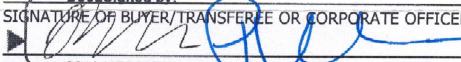
PART 4. PROPERTY INFORMATION

Check and complete as applicable.

- A. Type of property transferred
 - Single-family residence Co-op/Own-your-own Manufactured home
 - Multiple-family residence. Number of units: _____ Condominium Unimproved lot
 - Other. Description: (i.e., timber, mineral, water rights, etc.) _____ Timeshare Commercial/Industrial
- B. YES NO Personal/business property, or incentives, provided by seller to buyer are included in the purchase price. Examples of personal property are furniture, farm equipment, machinery, etc. Examples of incentives are club memberships, etc. Attach list if available.
If YES, enter the value of the personal/business property: \$ _____ Incentives \$ _____
- C. YES NO A manufactured home is included in the purchase price.
If YES, enter the value attributed to the manufactured home: \$ _____
- D. YES NO The manufactured home is subject to local property tax. If NO, enter decal number: _____
- E. YES NO The property produces rental or other income.
If YES, the income is from: Lease/rent Contract Mineral rights Other: _____
- F. The condition of the property at the time of sale was: Good Average Fair Poor
Please describe: _____

CERTIFICATION

I certify (or declare) that the foregoing and all information hereon, including any accompanying statements or documents, is true and correct to the best of my knowledge and belief.

SIGNATURE OF BUYER/TRANSFEREE OR CORPORATE OFFICER 	DATE 9/28/2022	TELEPHONE () 415-663-1005
NAME OF BUYER/TRANSFEREE/PERSONAL REPRESENTATIVE/CORPORATE OFFICER (PLEASE PRINT) Pamela Wright, President of Community Land Trust Association of West Marin	TITLE Buyer	EMAIL ADDRESS

The Assessor's office may contact you for additional information regarding this transaction.



Board of Trustees

Name	Title	Affiliations
Pamela Wright	President, Executive Committee Chair, Strategic Task Force member, Ex Officio member of Board Development, Finance & Audit, Fundraising & Communications, and Property Committees	Former Managing Director, Private Capital Advisory group, Evercore Partners; ODC/Dance Board member
Joe Gillach	Vice President, Executive and Property Committee member	Partner, Progressive Property Group; former MALT and Marin Mountain Play Board member
Bob Houghteling	Treasurer, Finance & Audit Committee Chair, Executive Committee and Strategic Task Force member	Former Founding Executive Director, Bay Area Teacher Training Institute
Cathleen Dorinson	Secretary, Executive Committee member	Former owner of bookkeeping, tax and financial consulting business; member of AAUW, Indivisible West Marin, Institute of Noetic Sciences, Main Street Moms, Marin County Election Advisory Committee, and Planned Feralhood
Steve Antonaros	Property Committee Chair and Finance & Audit Committee member	Principal, Architectural Firm; President, Point Reyes Village Association and West Marin Association for Senior Housing former member
Jonathan Barajas	Finance & Audit Committee member	Owner, Eco Gardening LLC and former CLAM resident
Jelani Bertoni	Fundraising & Communications Committee member	Solar Installer, Quarto Solar Inc. and former owner, The Bicycle Works; former Sustainability San Anselmo City Commissioner
Daniel Cordrey	Property Committee member	Construction contractor; Tenants In Common CLAM resident
Stephen Horvat	Property Committee member	Construction contractor; Former Dance Palace Board member, Haggards band vocalist
Jorge Martinez	Board Development Committee member	Administrative Assistant, Inverness Gardening Service; West Marin Community Services, Standing Together and Abriendo Caminos member
Sarah Myers	Board Development Committee member	K-8 Kindergarten Teacher; Gallery Route One Board member; first CLAM resident
Elvira Xaxni	Fundraising & Communications Committee member	Pre-School Teacher, Bodega Bay Pre-School; full-time student

35 Third Street Development Timeline	PROGRESS	START	END	
Property purchase	100%	9/1/22	10/1/22	
Implementation Plan	100%	10/2/22	11/21/22	
Main house scope of work	100%			
Main house building permits & contracts	100%			
Main house rehab	100%			
Septic Engineering	50%	10/2/23	4/9/24	
Septic Permit	0%	4/9/24	7/8/24	
Septic Construction	0%	7/8/24	8/7/24	
Solar Contractor Bids	0%	2/9/24	5/9/24	
Solar Installation	0%	6/8/24	10/6/24	
ADU Planning Permit	0%	2/9/24	7/8/24	
ADU Building Permit	0%	7/8/24	9/6/24	
ADU Construction/installation	0%	9/6/24	12/5/24	
Vacancy Marketing / Occupancy ADU	0%	12/5/24	1/4/25	

Unit	HHsize	unit size	Ethnicity	Age as of 3/10/24	
1	3	2 bed	L	37, 45, 20	White
2	1	1 bed	W	71	Latinx
3	5	2 bed	L	39, 39, 19, 8, 6	API
4	2	1 bed	W	37, 9	Undisclosed
5		2 bed			AMI <30%
6	1	1 bed	L	77	AMI 31%-60%
7	3	2 bed	L	40, 22, 13	AMI 61%-80%
8	5	2 bed	API	56, 56, 19, 27	
9	1	1 bed	W	44	
10	1	1 bed	L	54	
11	1	lrg studio	W	45	Female HH Families
12	3	2 bed	L	27, 24, 10mnth	
13		2 bed			
14	1	1 bed	W	73	
15	1	1 bed	W	55	
16	1	1 bed	W	76	
17	2	Studio	W	18, 51	
18	1	1 bed	W	78	
19	1	1 bed	W	74	
20	1	1 bed	L	48	
21	1	1 bed	W	37	

Head HH

Tenants

13	65%	13	36%
5	25%	17	47%
1	5%	5	14%
1	5%	1	3%
20	100%	36	100%

8

4

6

16

7

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **SEP 22 2005**

COMMUNITY LAND TRUST ASSOCIATION OF
WEST MARIN
PO BOX 273
POINT REYES STATION, CA 94956-0000

Employer Identification Number:
94-3381744

DLN:
17053239724025

Contact Person:
THOMAS C KOESTER ID# 31116

Contact Telephone Number:
(877) 829-5500

Public Charity Status:
170(b)(1)(A)(vi)

Dear Applicant:

Our letter dated OCTOBER 2002, stated you would be exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code, and you would be treated as a public charity, rather than as a private foundation, during an advance ruling period.

Based on the information you submitted, you are classified as a public charity under the Code section listed in the heading of this letter. Since your exempt status was not under consideration, you continue to be classified as an organization exempt from Federal income tax under section 501(c)(3) of the Code.

Publication 557, Tax-Exempt Status for Your Organization, provides detailed information about your rights and responsibilities as an exempt organization. You may request a copy by calling the toll-free number for forms, (800) 829-3676. Information is also available on our Internet Web Site at www.irs.gov.

If you have general questions about exempt organizations, please call our toll-free number shown in the heading between 8:30 a.m. - 5:30 p.m. Eastern time.

Please keep this letter in your permanent records.

We have sent a copy of this letter to your representative as indicated in your power of attorney.

Sincerely yours,



Lois G. Lerner
Director, Exempt Organizations
Rulings and Agreements

Letter 1050 (DO/CG)

2024-25 Application for Affordable Housing Funds

Thursday, February 15, 2024

Marin County Housing & Federal Grants Division

This application is for affordable housing developers in Marin County, California who would like to apply for multiple state, local, and federal funding sources simultaneously. Please refer to the [Notice of Funding Availability \(NOFA\)](#) released on January 22, 2024 for detailed information about qualifications and application requirements. Applicants may use this [prep tool](#) for the long-form questions in order to save their responses and copy/paste into this application.

The deadline to apply is **5:00 p.m. Friday, February 16**. Applicants will receive a copy of their submitted application to the email address entered.

The following grant sources and approximate amounts are available through this application:

1. **Marin County Affordable Housing Fund (HTF) and State Permanent Local Housing Allocation (PLHA)** - \$1.2 million
2. **Federal HOME** - \$850 thousand
3. **Federal CDBG Housing** - \$650 thousand

Applicant Information

Organization Name

EAh Housing

Website URL

www.eahhousing.org

Mailing Address

22 Pelican Way
San Rafael, California, 94901

Project Contact Name

John Fischer

Title

Asset Manager

Email Address

john.fischer@eahhousing.org

Phone Number

(310) 367-7112

Executive Director Name

Laura Hall

Executive Director Email Address

Laura.Hall@eahhousing.org

Is there a co-applicant organization?

No

Briefly describe your organization, including mission, programs, staff experience, and number of clients served. Describe the co-applicant organization, if applicable.

EAH Inc. (dba EAH Housing) is a 501(c)(3) nonprofit organization founded in 1968 in response to social justice issues. EAH Housing is one of the established and most experienced nonprofit affordable housing development and management organizations in the western United States. It continues to address inequities brought about by the lack of affordable homes in our communities.

The mission of EAH Housing is to expand the range of opportunities for all by developing, managing, and promoting quality affordable homes and diverse communities. EAH serves low-income families, seniors, previously unhoused individuals, farmworkers, veterans, students, transitional-age youth, and people with special needs. EAH believes well-designed affordable homes are the cornerstone of sustainable, healthy, and livable communities.

Serving in California and Hawaii in 23 counties and 97 cities, EAH has over 700 experienced and dedicated staff with office locations in San Rafael, Morgan Hill, Los Angeles, and Honolulu. EAH has developed 109 communities and manages over 200 that comprise more than 25,000 residents.

Real Estate Development Experience. Since 1968, EAH Housing has developed and acquired over 8,400 affordable apartment homes throughout California and Hawai'i. These properties have an estimated aggregate development cost of over \$2 billion. Our highly skilled real estate development team assures that the property is well-designed and built to be sustainable and financially self-sufficient for generations to come. Throughout our history, EAH has never sold a community we developed.

Rehabilitation and Acquisition Initiative. EAH Housing initiated its stewardship activities in the early 1990s in response to the growing national loss of affordable housing. By constantly honing skills to manage the complexity of transactions involved with acquisitions and rehabilitations and in weathering several economic downturns and changing policy environments in the affordable housing industry, EAH has matured in capability and expertise over the years to offer support to others to maintain their affordable housing assets amidst demanding and volatile construction, policy, and compliance environments.

Real Estate Management Experience. EAH Housing understands that professional management of the physical asset, neighborhood relationships, local leadership, and increasing resident quality of life are the keys to successful development. For us, a roof is just the beginning. EAH has a distinctive customized property management model based on location and population, excellence in resident services, ongoing employee training, and a reputation for conscientious site managers. Our management portfolio of more than 13,000 unit leases ranges from rural, low-density duplexes to urban and suburban garden-style walk-ups to a 32-story downtown building.

Resident Services. EAH in-house Resident Services initiative, StayWell!, represent the heart of our work. We believe that sustainable communities provide opportunities for all its members, regardless of socioeconomic background, ethnicity, age, disability status, gender, or any other aspect of one's path in life.

Our staff and service providers work to engage residents in both on-site services and information and referral to outside resources to increase their chances of success. They encourage residents to strengthen their self-reliance and to participate in their communities actively, finding pathways to empowerment in their lives.

Have there been any recent or upcoming leadership transitions?

None

Have there been any recent expansions or cutbacks in activities and/or budget? If so, please explain.

None

If applicable, what is the organization’s standing with licensing or other accreditation authorities?

EAH Housing is in compliance and good standing with the California Department of Real Estate (DRE). EAH California license is 853495. As a Nonprofit Corporation, EAH can provide the California Secretary of State's most recent Certificate of Status/Good Standing.

How does your organization verify client income?

Each EAH properties have different income guidelines. All applicants must pass a tenant selection screening and have their income, assets, and student status third-party certified to move into any unit. Applicant households must meet the occupancy standard based on household and bedroom size.

The onsite Resident Manager will be responsible for determining if a prospective resident is eligible and certifying that eligibility according to Section 42 of the Low-Income Housing Tax Credit program and HOME or CDBG Regulations, as applicable.

We use different calculation methods depending on the property's program type. For example, for a tax credit property, we ask for 3 months' most recent paystubs (no gaps) and employment verification. We then use a 4-way calculation sheet to input the numbers (gross income, year to date, hourly wage, etc), and it calculates for us after the data is entered.

For HUD, we use up to 6-7 paystubs, add the gross income of each paystub, divide by a number of paystubs used (6-7), then multiply by the number of times they get paid (weekly 52 weeks, biweekly 26 weeks, semi-monthly 24 weeks, monthly 12).

If the person is self-employed, we use a specific self-employment form and a Profit and loss form. We would also need to see their most recent taxes.

If the person is dependent on social security income, we will multiply their social security amount by 12 to get their annual gross income.

When working on their recertifications, we input the information into the Yardi platform and include asset information for residents. Yardi will then generate the Tenant Income Calculation sheet when all data is entered to show income and assets.

General Project Information

Project Name

Point Reyes Affordable

Project Address

12 Giacomini Road
Point Reyes Station, California, 94956

Funding Requests

Which funding source(s) are you seeking for this project? Please refer to the NOFA for a description of each funding source and eligible project types. Those applying for HOME-ARP funds are highly encouraged to apply for HTF/PLHA funds as well.

HTF/PLHA

HTF/PLHA Amount Requested (max \$1.2 million)

\$839,000

Project Details

Scope of Work: Describe the proposed project, including details such as property characteristics, proposed use of funds, and number of housing units involved. Explain how the project will benefit the community.

Pointe Reyes Family is an existing affordable housing family rental community with 27 units located in the town of Pointe Reyes Station, the gateway to the Pointe Reyes National Seashore. The property consists of thirteen (13) duplex buildings comprising of 11 one-bedroom, 7 two-bedroom, and 9 three-bedroom units. Property amenities include a community building, a management office, a laundry room, and a play area. This community provides affordable and quality housing for the local farmers and workforce and their families.

There is currently water intrusion in the office and 19 of the residential units. The water is permeating up from the floor and exterior walls. We have tried several remedies, including new drainage systems, flooring replacement, and siding replacement. We have identified a new waterproofing technique with our Architects (Marx Okubo), and we want to treat each unit to eliminate the water intrusion. The cost is approximately \$36K per unit (includes tenant relocation during the work). The scope and bids are included the application.

Describe the property's history leading up to this request. Include when the organization acquired/will acquire the property, any previous requests for County funding, attempts to secure other financing, etc.

The property was built by EAH and placed into service on December 8, 2005. There are existing regulatory agreements TCAC, The County of Marin, and HCD. There is a LURA that restricts the property to low income tenants for 55 years. There have not been other requests to the County or other attempts to secure additional financing.

Describe any nearby amenities, such as parks, public transportation, grocery stores, health care facilities, schools, childcare, libraries, parks/open space, etc. that residents of the project are/would be able to use.

Point Reyes Station is a thriving community with a local grade school, bank, post office, grocery store, gas station, pharmacy, and medical clinic. Public transportation links the major highways and the San Francisco urban corridor.

Select the known environmental issues of the proposed project site, and/or adjacent properties if relevant.

Phase I/II site assessment results

Notes or clarifying information on environmental issues:

No significant issues noted

Have you begun any state or federal environmental review procedures for the proposed project?

No

What is the anticipated timeline for the environmental review(s)?

There are not any state or federal environmental requirements for the waterproofing project. Any requirements will be handled by EAH and Marx Okubo.

Who is the staff member that will supervise and manage the proposed project? Describe their past experience with project management.

Mike Sause, EAH Housing Asset Management, will supervise and manage the rehabilitation of Riviera Apartments. Mike has over 20 years of Asset Management experience in construction and affordable housing. Mike manages construction projects in our operating portfolio and provides support for our greening efforts through the installation of a more sustainable building system. Before EAH, Mike was an Associate Director of Portfolio Rehabilitation for Bridge Housing and spent a couple of years with Tenderloin Neighborhood Development Corporation as Project Coordinator.

Will the project involve hiring an external property management company?

No

If awarded funding, you will need to draft and submit an Affirmative Marketing Plan for this project. The plan would describe how you will market the project to different groups of people based on protected characteristics such as race, color, national origin, religion, sex (including sexual orientation and gender identity), familial status, and disability. Please refer to the Affirmative Marketing tab of the [Federal Grants website](#) for more information.

Describe any prior experience with affirmative marketing or similar initiatives.

EAH has a long record of leasing and managing affordable assets in compliance with all applicable regulations.

All projects funded by HUD programs must Affirmatively Further Fair Housing. This is defined as combating housing discrimination and taking meaningful actions to overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to housing opportunities based on protected characteristics: race, color, national origin, religion, sex (including sexual orientation and gender identity), familial status, and disability.

How will this project Affirmatively Further Fair Housing?

The project is already operating and in compliance with all Fair Housing regulations.

Describe any past community engagement activities for this project, and future plans for community engagement.

EAH Housing organized multiple community engagements in the early stage of the development of Pt. Reyes Family. From 1998 to 1999, EAH held nine (9) community meetings for community support, solicitation of ideas and feedback, and explanation of design, community benefits, and affordability. EAH was fortunate to have steadfast support from local civic leaders and strong community support. The Marin Community Foundation supported EAH investment over funding risks, and after six (6) years of predevelopment process, approval was granted on September 2003.

Demographics and Unit Information

In the table below, enter the existing or anticipated number of units based on income level and bedroom count. Refer to the [Current Marin County Income Limits](#) to determine income level.

Anticipated Unit Count by Bedrooms and Income Level

	Extremely Low	Very Low	Low	Moderate	Market Rate	TOTAL UNITS
Studio						0
1 bed			11			11
2 bed			7			7
3 bed			9			9
4 bed						0
Other						0
TOTAL UNITS	0	0	27	0	0	27

In the table below, enter the demographics of the people who live (or will live) in the proposed housing project. If unknown, use the demographics of households within similar existing Marin complexes as the proposed project, within the organization's purview. Specify the number of Hispanic/Latino residents in its stand-alone column. The "Total" column must include the number of Hispanic/Latino residents as part of the sum.

Are the following numbers specific to the proposed project, or to a similar existing Marin complex?

Similar existing Marin complex

Demographic Information

	Total Number of Persons	Persons Identifying as Hispanic/Latino
White	21	4
Black/African American		
Asian		
American Indian/Alaskan Native	2	
Native Hawaiian/Other Pacific Islander	4	
American Indian/Alaskan Native & White	1	
Asian & White		
Black/African American & White		
American Indian/Alaskan Native & Black/African American		
Other Multi-Racial		
Other/Not Disclosed	12	
TOTAL (Unduplicated)	40	4

Fill in a number for each of the fields below. For new construction, or if you are unsure, please put 0.

Families

27

Female-headed households

12

Households that include person(s) with a disability

3

Project Planning

Select the current phase of the proposed project.

Building

Select the activities involved in the proposed project.

Rehabilitation

Describe the project timeline and specify a real or estimated completion date for each milestone below. Add/explain any additional milestones as needed.

For acquisition projects:

For new construction and/or rehabilitation projects:

Define scope of work/finish design

Friday, March 15, 2024

Complete planning and environmental review

Monday, April 15, 2024

Release bid package

Monday, April 15, 2024

Select contractor

Tuesday, April 30, 2024

Finalize contract

Wednesday, May 15, 2024

Obtain building permits

Sunday, June 30, 2024

Start construction

Monday, July 15, 2024

Complete construction

Monday, September 30, 2024

Notes on the project timeline above, including whether dates are estimated:

We are well down the path of planning and receiving bids. Upon funding, we can move forward with the project.

Describe any flexibility regarding your project's start/completion date.

We want to address the water intrusion as quickly as possible.

Will you be seeking Project Based Section 8 Vouchers for this project?

No

Please be aware that if Project Based Section 8 Vouchers (PBV) are committed to the project, the environmental review process and subsidy layering must be completed before the acquisition is complete or construction commences. Actions taken prior to PBV being committed are not subject to this requirement.

Describe the type of site control that your organization has for the proposed property. If this request includes funds for acquisition, summarize the acquisition terms, price, contingencies, and conditions.

We already own the site

Expanding on the Scope of Work, please describe the rehabilitation that is proposed for the property and how it will address specific conditions (i.e., replacement needs, deferred maintenance, existing building violations, required seismic upgrades, building or health code problems). Please describe any other existing rehabilitation needs that are not included in the project scope and explain their exclusion.

The property will need to be re-roofed in the next few years. This project is not included in the current request, as it has not yet been sent to bid and the scope is not completely developed.

Describe the accessibility of the building. Do you plan to make accessibility improvements?

The building currently complies with existing accessibility codes. None of the elements of the proposed waterproofing will change this.

How will the rehabilitation be staged to minimize risk and inconvenience to the residents? If certain systems or parts of residents' units will be temporarily inoperable or unusable (e.g., kitchen or bathroom) during construction, what is the estimated duration of such interruptions? What mitigations will you provide?

EAH Housing has conducted over 30 property rehabilitations since the 1990s. Our objective is to have effective resident engagement and communication on a regular and timely basis. The EAH Relocation Plan helps us minimize risk and inconvenience to residents. The EAH Relocation Plan is detailed more in the following section/question.

Describe in detail any temporary relocation of existing tenants at the site due to proposed rehab activities. Explain why relocation is needed and provide the estimated duration and number of impacted tenants. If known, identify which laws (local, state, federal) must be followed in carrying out the relocation.

EAH Housing Relocation Plan provides the necessary details of the required temporary relocation program based on the property, rehabilitation project, project funding satisfies requirements for a relocation plan under the Uniform Relocation Act (URA), the State of California Relocation Assistance Guidelines (the Guidelines), California Relocation Assistance Law (CRAL) California Government Code Section 7260 et seq, and Real Property Acquisition Policies Act of 1970.

The EAH Relocation Plan administers the following process:

Methodology and Assessment of Needs - Personal interviews with all households will be conducted to ascertain information regarding the household. Information to be collected will include disabilities, language requirements, and other special needs of the household. Any additional information that will be needed to finalize temporary housing and moving assistance requirements will be determined through

these initial interviews. Follow-up interviews will be conducted to determine any final requirements before the start of each phase of the unit rehab.

Impact Analysis – Determine how many units/households need to be temporarily relocated off-site while units are under construction and how many can stay in their respective units with precautionary measures.

Demographics – EAH will communicate in various translations based on resident demographics while distributing notices. Special Needs, Seniors, and residents with medical condition/s will be an important consideration in the execution of in-place rehabilitation.

On-site temporary housing – All vacant units will be reserved to serve as on-site hospitality suites for the rehabilitation. If on-site hospitality units are already

occupied during the scheduled relocation phase, then residents will be offered off-site hotel suites during their temporary relocation. Turina House will pay for all relocation costs for residents to reside temporarily at the on-site hospitality suite.

Off-site temporary housing - If an on-site hospitality unit is unavailable during the scheduled relocation phase, residents will be offered to stay at an off-site hotel suite or stay with Friends & Family during their temporary relocation. During the relocation interview process, the relocation team will determine which residents will need additional resources and reasonable accommodation. Residents with additional mobility needs will be placed in ADA units at the hotel which provide wider doors and wheelchair access per ADA standards. For residents that have other special accommodations that were indicated during the interview process, additional resources will be provided on a case-by-case basis.

Financing Plan

What is the status of all proposed project funding sources as of the date of this application?

The only proposed source of funding is this application to the County.

What is the timing and likelihood for obtaining commitments of anticipated funding sources?

The only proposed source of funding is this application to the County.

In the event that any funding sources are not obtained or are committed at lower levels than requested, what alternatives will be pursued?

The waterproofing will need to be completed, but it will need to be funded from operating cash. It will take several years to generate sufficient operating cash to source the project.

For each item in your project budget, to be attached to this application, please explain how the budgeted amount was derived, whether costs are estimated or bid, and any other relevant information that justifies the budgeted expense (e.g., cost per square foot, percentage of other costs, estimated number of work hours).

For each item in the project budget, initial bids have been obtained for tenant relocation, unit prep work, waterproofing treatment, and unit restoration. We have included bids in the application. For any other items, we have relied on EAH's experience with comparable properties.

Is your organization receiving any other Marin County funding for this project?

No

Does your organization have unspent funds that were previously awarded by the County (for any project)?

No

HTF/PLHA applicants only: Describe your organization's experience with administering state grant funds. What experience do you have with State prevailing wage and procurement requirements?

EAH Housing a long history of compliance with the prevailing wage and procurement requirements.

Attachments

Please closely review the Notice of Funding Availability (NOFA) for instructions on which documents you must attach. The County requires specific attachments for each funding type (HTF/PLHA, HOME-ARP, CDBG Housing). Please label your attachments in this manner: "2023-24 [Document Name] for [Organization Name]- [Project Name]."



2024-25 FEMA Flood Map for...pdf



2024-25 Map of Project withpdf



2024-25 Project Bid 1 for EA... .pdf



2024-25 Project Bid 2 for EA... .pdf



2024-25 Project Bid 3for EAH... .pdf



2024-25 Project Budget for E... .pdf

Certification

Please review your responses above for accuracy.

Name of Person Completing this Application

John Fischer

Title of Person Completing this Application

Asset Manager

By checking this box,

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

DEVELOPMENT COSTS

Project Name:

Date of Model Version

Development Costs by Line Item	Total Cost	Cost/Unit	Cost/Sq Ft
Acquisition Costs			
Land	0	0	0.00
Existing Structures *	0	0	0.00
Subtotal	0	0	0.00
Site Improvements			
Off Site Infrastructure *	0	0	0.00
On Site Infrastructure *	0	0	0.00
Demolition*	0	0	0.00
Subtotal	0	0	0.00
Construction			
Building Permit Fees *	0	0	0.00
Tap Fees *	0	0	0.00
Construction / Rehabilitation *	589,000	21,815	16.59
Landscaping *	0	0	0.00
Contingency *	100,000	3,704	2.82
Other (please specify) *	0	0	0.00
Subtotal	689,000	25,519	19.40
Professional Fees			
Architect Fees	10,000	370	0.28
Engineering Fees	0	0	0.00
Real Estate Attorney Fees	0	0	0.00
Soils Tests	0	0	0.00
Surveys	0	0	0.00
Green Planning and Design Fees	0	0	0.00
Other (please specify)	0	0	0.00
Subtotal	10,000	370	0.28
Construction Finance			
Construction Insurance	0	0	0.00
Construction Loan Orig. Fee	0	0	0.00
Construction Interest	0	0	0.00
Attorney Fees	0	0	0.00
Title and Recording	0	0	0.00
Other (please specify)	0	0	0.00
Subtotal	0	0	0.00
Permanent Finance & Syndication			
Loan Fees & Expenses	0	0	0.00
LIHTC Fees	0	0	0.00
Attorney Fees	0	0	0.00
Title and Recording	0	0	0.00
Other (please specify)	0	0	0.00
Subtotal	0	0	0.00
Soft Costs			
Appraisals & Market Study	0	0	0.00
Environmental Reports	0	0	0.00
Capital Needs Assessment	0	0	0.00
Temporary Relocation	90,000	3,333	2.53
Permanent Relocation	0	0	0.00
Marketing	0	0	0.00
Soft Cost Contingency	0	0	0.00
Other (please specify)	0	0	0.00
Subtotal	90,000	3,333	2.53
Developer Fee / Profit			
Developer's Fee	0	0	0.00
Consultants	0	0	0.00
Administration Fee	0	0	0.00
Subtotal (ie - maximum developer fee)	0	0	0.00
Reserves			
Operating Reserve	50,000	1,852	1.41
Debt Service Reserve	0	0	0.00
Lease-up Reserve	0	0	0.00
Replacement Reserve	0	0	0.00
Other (please specify)	0	0	0.00
Subtotal	50,000	1,852	1.41
Total Development Expenses	\$839,000	\$31,074	\$24

Property Summary (From Operating Budget)

Total Square Footage in Units
Non Living Square Footage
Total Project Square Footage
Number of Units

Development Costs Summary

Hard Cost Per Unit
Land Cost Per Unit
Soft Cost Per Unit
Hard Cost Per Square Foot
Soft Cost Per Square Foot

Line Items marked with a * are included in hard

Additional Metrics

Developer Fee/Profit % of Total Budget (excluding Dev. Fee, reserves and acquisition)
Months of debt & expense reserves
Contingency % of Total Construction Expenses
Total HOME Eligible Expenses



FEMA

(//www.fema.gov/)

FEMA Flood Map Service Center: Search By Address

Navigation

Search

Enter an address, place, or coordinates: ?

12 Giacomini Road, Pt Reyes Station, CA

Search

Whether you are in a high risk zone or not, you may need [flood insurance](https://www.fema.gov/national-flood-insurance-program) (<https://www.fema.gov/national-flood-insurance-program>), because most homeowners insurance doesn't cover flood damage. If you live in an area with low or moderate flood risk, you are 5 times more likely to experience flood than a fire in your home over the next 30 years. For many, a National Flood Insurance Program's flood insurance policy could cost less than \$400 per year. Call your insurance agent today and protect what you've built.

Learn more about [steps you can take](https://www.fema.gov/what-mitigation) (<https://www.fema.gov/what-mitigation>) to reduce flood risk damage.

MSC Home (/portal/)

MSC Search by Address (/portal/search)

MSC Search All Products (/portal/advanceSearch)

MSC Products and Tools (/portal/resources/products)

Hazus (/portal/resources/hazus)

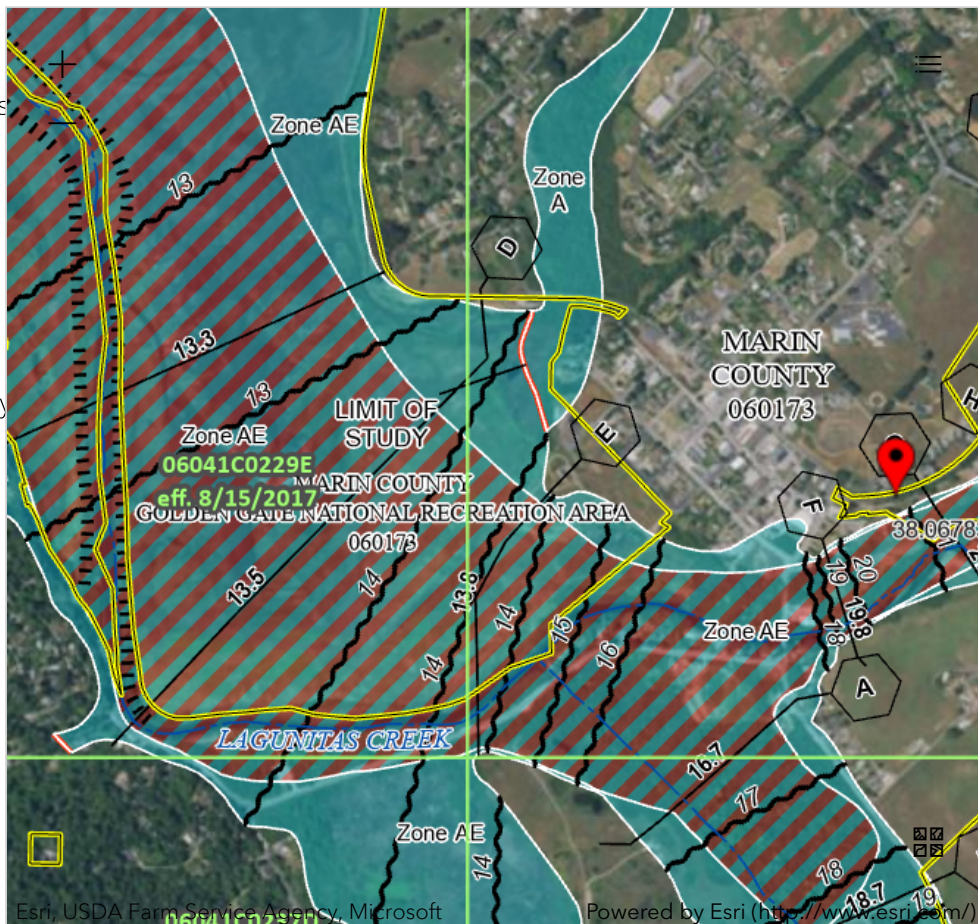
LOMC Batch Files (/portal/resources/lomc)


Product Availability (/portal/productAvailability)

MSC Frequently Asked Questions (FAQs) (/portal/resources/faq)





MSC Email Subscriptions (/portal/subscriptionHome)

Contact MSC Help (/portal/resources/contact)



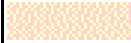




PIN  Approximate location based on user input and does not represent an authoritative property location

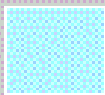

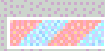
MAP PANELS

-  Selected FloodMap Boundary
-  Digital Data Available
-  No Digital Data Available
-  Unmapped

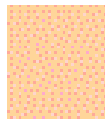
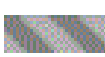
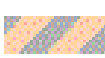

OTHER AREAS

-  NO SCREEN Area of Minimal Flood Hazard *Zone X*
-  Effective LOMRs
-  Area of Undetermined Flood Hazard *Zone D*
-  Otherwise Protected Area
-  Coastal Barrier Resource System Area










SPECIAL FLOOD HAZARD AREAS

-  Without Base Flood Elevation (BFE)
Zone A, V, A99
-  With BFE or Depth
-  Regulatory Floodway *Zone AE, AO, AH, VE, AR*



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 X*
-  Area with Reduced Flood Risk due to Levee. See Notes. *Zone X*
-  Area with Flood Risk due to Levee *Zone D*



OTHER FEATURES

-  20.2 Cross Sections with 1% Annual Chance Water Surface Elevation
-  17.5
-  Coastal Transect
-  Base Flood Elevation Line (BFE)
-  Limit of Study
-  Jurisdiction Boundary
-  Coastal Transect Baseline
-  Profile Baseline
-  Hydrographic Feature

GENERAL STRUCTURES

-  Channel, Culvert, or Storm Sewer
-  Levee, Dike, or Floodwall

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 ([https://www.facebook.com/sharer/sharer.php?u=https://msc.fema.gov/portal/search?Home \(/www.fema.gov\) Download Plug-ins AddressQuery=12%20Giacomini%20Road%2C%20Pt%20Reyes%20Station%2C%20CA](https://www.facebook.com/sharer/sharer.php?u=https://msc.fema.gov/portal/search?Home (/www.fema.gov) Download Plug-ins AddressQuery=12%20Giacomini%20Road%2C%20Pt%20Reyes%20Station%2C%20CA)) 



(<https://www.fema.gov/download-plugin>) [About Us](#) (<https://twitter.com/intent/tweet?text=FEMA+Flood+Map+Service+Center&url=https://msc.fema.gov/portal/search?AddressQuery=12%20Giacomini%20Road%2C%20Pt%20Reyes%20Station%2C%20CA&via=fema>)


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(<https://www.whitehouse.gov>) [Whitehouse.gov](#) (<https://www.whitehouse.gov>) [DHS.gov \(/www.dhs.gov\)](#) [Ready.gov](#) (<https://www.ready.gov>) [USA.gov \(/www.usa.gov\)](#) [DisasterAssistance.gov](#) (<https://www.disasterassistance.gov>) [DisasterAssistance.gov](#) (<https://www.disasterassistance.gov>) [DisasterAssistance.gov](#) (<https://www.disasterassistance.gov>)

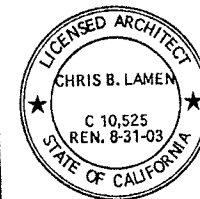
(<https://www.disasterassistance.gov>) [DisasterAssistance.gov](#) (<https://www.disasterassistance.gov>) [DisasterAssistance.gov](#) (<https://www.disasterassistance.gov>) [DisasterAssistance.gov](#) (<https://www.disasterassistance.gov>)

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 (<https://plus.google.com/share?url=https://msc.fema.gov/portal/search?AddressQuery=12%20Giacomini%20Road%2C%20Pt%20Reyes%20Station%2C%20CA>) 

 [m/share/link?url=https://msc.fema.gov/portal/search?AddressQuery=12%20Giacomini%20Road%2C%20Pt%20Reyes%20Station%2C%20CA&name=FEMA](https://www.oig.dhs.gov/notline) (<https://www.oig.dhs.gov/notline>) [Report Fraud, Waste & Abuse](#) (<https://www.oig.dhs.gov/notline>) [Report Fraud, Waste & Abuse](#) (<https://www.oig.dhs.gov/notline>)

 Official website of the Department of Homeland Security



POINT REYES AFFORDABLE HOUSING

COMMODORE WEBSTER DRIVE @ MESA ROAD AND HWY 1
 POINT REYES STATION, CA

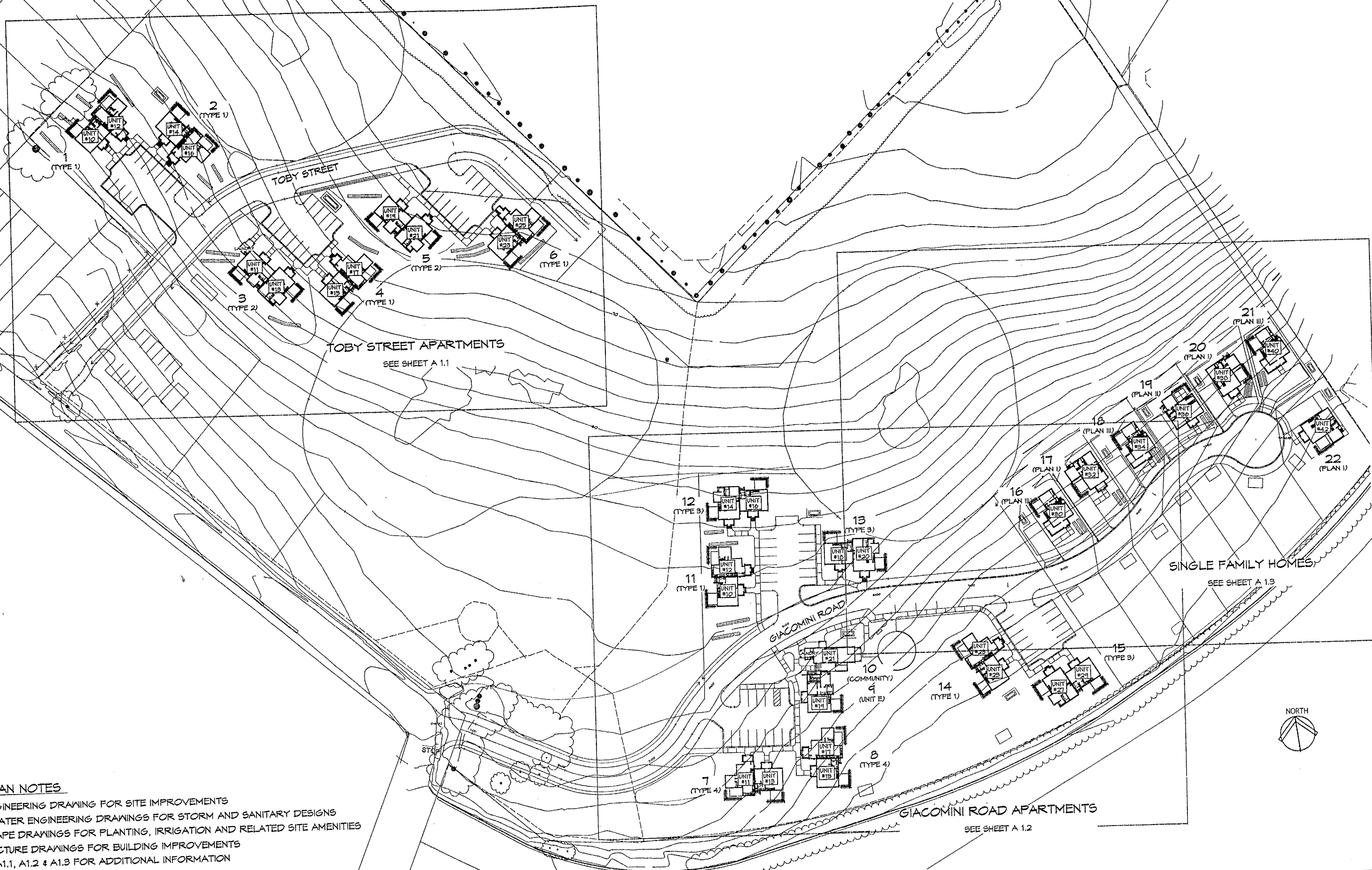
SITE KEY PLAN

APRIL 15, 2003
 PERMIT SET
 JUNE 25, 2003
 PERMIT RESUBMITTAL
 AUGUST 29, 2003

Scale 1" = 50' - 0" U.O.N.

Job 2150

Sheet **A1.0**
 288



KEY PLAN NOTES
 CIVIL ENGINEERING DRAWING FOR SITE IMPROVEMENTS
 WASTE WATER ENGINEERING DRAWINGS FOR STORM AND SANITARY DESIGNS
 LANDSCAPE DRAWINGS FOR PLANTING, IRRIGATION AND RELATED SITE AMENITIES
 ARCHITECTURE DRAWINGS FOR BUILDING IMPROVEMENTS
 SHEETS A1.1, A1.2 & A1.3 FOR ADDITIONAL INFORMATION



45 Brookside Drive | San Anselmo, CA 94960 | bret.matson@gmail.com | 702-280-6014

Property Address:

Point Reyes Affordable Housing
12 Giacomini Rd
Pt. Reyes, CA 94956

Client:

EAH Housing

Proposal Number: 23-137R

Re: Demo Before & Rebuild After WP Proposal

2/14/2024

Thank you for your consideration of our Proposal. Below is a breakdown for your review.

GENERAL PROJECT OVERVIEW

- A) This proposal includes daily cleanup.
- B) Work that is compliant with Cal-OSHA safety protocols & MCM SSSP
- C) Supervision and oversight of project schedule & quality

DEMO, PATCH BACK, FLOORING

Includes all labor, material, & equipment necessary to:

1. Mobilize.
2. Demo existing flooring from unit
3. Demo baseboard, and remove kitchen cabinets, bath vanity, tub and surround.
4. 2' flood cut and removal of all sheetrock at 1st level (INCLUDES areas behind kitchen cabinets, bathroom vanities, and bathtubs)
5. Replace kitchen cabinets, bath vanity, tub & surround after waterproofing is complete.
6. Put back new sheetrock, tape, and texture to match existing.
7. Prime and paint all interior walls at 1st floor.
8. Supply & install new LVP flooring throughout the 1st floor.
9. Supply & install new wood baseboard, prime & paint baseboard.
10. Reinstall kitchen cabinets.
11. Supply & install new countertops.
12. See separate proposal for flooring replacement.

EXCLUSIONS

A) Permit fees

COST

Subtotal Labor, Material & Equipment:

\$24,656/unit

Matson Construction Management:

Acceptance of Proposal

The above scope of work, price, terms, and conditions are hereby accepted. You are authorized to do the work as specified:

By: Bret Matson
It's: Vice President

It's:

Date:

Terms and conditions: Quotation valid for thirty days. Quotation is subject to mutually agreed upon contract between both parties. By signing this agreement, MCM and customer each agree that the terms of this agreement are for and apply only to the products and services listed herein. Any alteration or deviation from the above-listed scope of work involving additional costs will be executed only upon written notification and will become an additional charge to this agreement. Any project delays beyond our control involving additional cost will become an additional charge to this agreement. Work covered under this agreement shall proceed in a timely manner. Payment is due upon completion of the work and the receipt of the invoice. Failure to make payment in agreed time is subject to a 2% penalty of the total contract monthly.



February 9, 2024

Mr. John Hunter
EAH Housing
12 Giacomini Road
Point Reyes, CA 94956

Re: Point Reyes EAH
Subj: Proposal for Floor Slab Vapor Retarder Installation

Dear Mr. Hunter,

Thank you for inviting Urban Waterproofing to provide our services. Based on our discussion we understand that Marx Okubo has recommended installation of Aquafin Vaportight SG3 to address vapor drive issues on the slab on grade of the structures. We are pleased to present the following proposal for your consideration:

SCOPE OF WORK

- Subject Area: Unit G17 and Office (approximately 560SF and 630SF in area respectively).
- Shot blast concrete slab area to prepare for installation of vapor retarder.
- Repair concrete cracks as necessary (proposal includes up to 50lf)*.
- Vapor Retarder: Aquafin Vaportight SG3 will be applied to the prepared concrete surface at a rate of 100SF per gallon.

Proposal Total:

\$16,000 (Assume both units to be done at the same time)

or

\$23,300 (Assume 2 separate mobilizations)

PROPOSAL CLARIFICATIONS

1. Contract pricing is based upon a single mobilization, with continuous construction schedule.
2. Contract pricing is based on single shift, Monday thru Friday, eight hour per day, or Monday through Thursday 10 hours per day, as mutually agreed.
3. Contracted Scope of Work will be based on applicable mockups mutually agreed upon and accepted by Owner, Contractor, and/or Consultant.
4. For all work performed by Contractor at the Work site, Owner shall provide, without charge to Contractor; (i) sufficient space for handling and storing the materials and equipment of Contractor; (ii) adequate electric power and water necessary to operate power tools.
5. Installation of new flooring and all associated substrate prep, leveling, and adhesives are to be done by others. **Please inform & coordinate with your flooring contractor that the window for any flooring leveling / adhesives after our vapor retarder installation is 12 hours minimum and 72 hours maximum. After the window, special prep will be necessary.**

6. We offer a 1-year warranty for workmanship of our work. The warranty does not apply to leaks, as leaks could occur due to causes that bypass our work.
7. Proposal includes 50 lf of concrete crack repairs. Concrete spall repairs are excluded as the quantity, if any, is unknown at the time of the proposal. Such repairs will be done on T&M basis as additional cost as necessary. We recommend that a contingency T&M allowance of \$2,000 be budgeted for such repairs.
8. Existing flooring, partition walls, and all other obstructions to the work area are to be removed by others. Obstructed areas will not be included in the project.
9. Flooring & adhesive removal to be done by mechanical means only; chemical strippers or solvents will adversely affect performance of vapor retarder.
10. Aquafin SG3 application is based on material yield of 100 SF per gallon, 1 pass total.
11. Repair work may cause noise and vibration.
12. Standard billing rates for additional work performed on a "time and materials" basis are shown below.

Labor: \$155/hour Materials: Cost + 20%

Labor beyond 8 hours per day, or 40 hours per week, will be charged at 1.5 times the above rates. Labor on holidays will be charged at twice the above rates.

13. Contractor's scope of work does not include the identification, detection, abatement, encapsulation or removal of lead, asbestos, "PCB", or similar hazardous substances.
14. Contractor is no responsible for delays related to any unforeseen conditions (such as concrete repairs, excess cure time, etc.) or performance of Owner's contractors. Contractor assumes no liquidated damages.

We would be proud to provide you with our services. If you have any questions regarding the project, or would like to discuss any value engineering options, please contact me at (415) 306-3955.

Sincerely,

Accepted By:

Evan Shen, AIA

Urban Waterproofing, Inc.
evan.shen@urbanco.com



February 8, 2024

Sarah Culmer
EAH Housing
22 Pelican Way
San Rafael, CA 94901

Project: 12 Giacomini Road
Scope: Aquafin Vaportight Coat – SG3

Proposal/Contract Type

- Lump-Sum Time and Materials Budget Other

Rainbow Waterproofing & Restoration Co. (Contractor) submits the following proposal to **EAHousing (Customer)**, to perform services and to provide materials described under "Scope of Work" below at the following location: **12 and 17 Giacomini Rd, Point Reyes Station CA (Project)**.

Work Area

The work area in this proposal is limited to 12 Giacomini Rd and 17 Giacomini Rd pictured below.



	SCOPE OF WORK	Price
1.	<p>Application of Aquafin Vaportight Coat – SG3 – Units 12 & 17</p> <p>The scope of work includes the following:</p> <ul style="list-style-type: none"> • Remove residual flooring adhesive and shot blasting concrete slab to CSP 3-5 per manufacturer recommendations. • Wet concrete to “Saturated surface dry”, no standing water. • Treat cracks per manufacturers recommendation with SG3 or mix of SG3 and sand. • Mix and apply a continuous coat of SG3 per manufacturer instructions. Apply 1 coat of SG3 at approximately 16 mils (100 SF/Gal). <ul style="list-style-type: none"> ○ Additional coats can be applied for an additional cost if requested. • Finished Flooring to be installed by others. 	\$31,640
	Total	\$31,640

Qualifications

A. Project Qualifications.

- Refer to the Vaportight SG3 data sheet for planning the installation of the finished floor system. Certain flooring types may require a layer of cementitious self-leveling underlayment prior to the application of finished flooring and adhesive.
- Existing furniture and flooring assumed to be removed **by others**.
- The work area is limited to the exposed and accessible concrete slab surfaces. For example, if the Vaportight SG3 coating is to be installed underneath mounted cabinets and appliances, it is assumed the removal of these items will be performed by others.

B. Standard Qualifications.

- Rainbow will provide a site specific COVID-19 Safety Plan as outlined in the City & County of San Francisco / Department of Public Health – Order of the Health Officer C19-07b. All costs associated with implementing this order are included.
- All work will be performed during regular business hours. Regular business hours are Monday through Friday between the hours of 6:00 am to 5:00 pm.
- The work will be performed as part of one continuous project. If the schedule is broken up and multiple mobilizations are necessary, additional costs may be incurred and added to the contract total.
- Water and power to be provided by the Customer at no cost to the Contractor.
- The Customer will provide a secure staging area near the Work Area for the storage of Rainbow’s materials and equipment.
- Rainbow excludes costs associated with handling or disposing of any hazardous materials unless specifically stated within the Scope of Work.
- The Contractor will provide no temporary facilities. The Customer will provide restrooms at the Project unless portable toilets are included within the Scope of Work.
- Insurance requirements beyond Rainbow’s standard insurance policies may increase the cost of the work.

- Contractor excludes permits and costs associated with permits unless included in the Scope of Work above.
- Includes Union labor.
- **Guarantee:** Contractor warrants and guarantees that its work will be performed in compliance with all federal, state and/or local regulations and, at the time of Customer's acceptance inspection, will meet the specifications in the Contract Documents specifically relating to Contractor's work Contractor's obligation to repair or replace defective work will expire one year from the completion of Contractor's work this warranty is in lieu of any warranties provided in the bid documents and in lieu of all other warranties, express or implied, including any warranties of merchantability or fitness for a particular purpose

This proposal is subject to change and will be withdrawn if not accepted within 30 days of the date of the proposal; it is subject to and includes all terms and conditions.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their respective duly authorized representatives, as follows:

Contractor:

Rainbow Waterproofing & Restoration Co.

By:

Name: Nick Halle

Title: Project Manager

Date: February 8, 2024

Customer:

EAHHousing

By: _____

Name: _____

Title: _____

Date: _____

TERMS AND CONDITIONS

The Work: CONTRACTOR will supply and perform only that work specifically described herein (the "Work"), notwithstanding anything to the contrary contained in any bid documents presented by the Customer (the "Bid Documents") It is specifically understood that the scope of work described herein shall supersede anything to the contrary provided in the bid documents. Any work to be done beyond that described herein shall require that a change order be executed. Customer shall notify CONTRACTOR if CONTRACTOR's work is to be stopped upon reaching any aggregate contract sum.

Schedule: CONTRACTOR will supply and perform the Work in accordance with the schedule (the "Schedule") described herein or in the absence thereof, in accordance with the Bid Documents. CONTRACTOR's obligation hereunder is based upon the Schedule, both as to duration and sequence. In the event of any significant change in the Schedule, the contract price and the Schedule shall be equitably adjusted. In the event CONTRACTOR is delayed in its Work or is otherwise required to accelerate or re-sequence its work for reasons other than the fault of CONTRACTOR or others under CONTRACTOR's control, then CONTRACTOR shall be entitled to additional compensation.

Work Week: Customer will cooperate with CONTRACTOR in scheduling all Work, including disconnections, reconnections, interruption of services and utilities, and similar matters. In the event that Customer requires CONTRACTOR to work outside of normal daytime business hours, CONTRACTOR shall be entitled to additional compensation for such overtime.

Guarantee: CONTRACTOR warrants and guarantees that its Work will be performed in compliance with all Federal, State and/or Local regulations and, at the time of Customer's acceptance inspection, will meet the specifications in the Contract Documents specifically relating to CONTRACTOR's Work CONTRACTOR's obligation to repair or replace defective Work will expire one year from the completion of CONTRACTOR's Work THIS WARRANTY IS IN LIEU OF ANY WARRANTIES PROVIDED IN THE BID DOCUMENTS AND IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

Insurance: CONTRACTOR shall supply workers compensation insurance in the form and amount required by law. CONTRACTOR shall supply general liability insurance, evidenced by its standard certificate of insurance, the price of which shall be included in the bid price unless otherwise specified herein. In the event Customer requires Contractor to endorse primary wording and/or endorse a waiver of subrogation clause on any policy, Customer agrees to pay all additional premiums, fees, and taxes associated with these endorsements.

Protection of Work: CONTRACTOR shall be responsible for protecting the Work, or portions thereof, during the time the Work or portions of it are under its control; provided, however, that during such time, CONTRACTOR shall not be responsible for loss or damage caused by others, nor for any damages whatsoever while CONTRACTOR is not on site.

Storage and Facilities: Customer will provide at its expense sufficient storage space to CONTRACTOR, which is fully protective of materials and equipment furnished for the Work at the place of performance of the Work. Customer will provide at its expense all light, heat, power, and water which is required by CONTRACTOR for performance of the Work in the custom and practice of CONTRACTOR's trade.

Taxes: Customer will pay for any and all taxes which are now or may be imposed on the Work by any Federal, State or Local taxing authority, law, ordinance, rule or regulation, unless otherwise specified herein.

Bonds: Upon the request and at the expense of Customer, CONTRACTOR will furnish performance and payment bonds written by a corporate surety. The cost of any such bonds are not included in the bid price and shall be paid for by Customer.

Indemnity: CONTRACTOR will indemnify and hold harmless Customer from all or such portion of such loss or damage to persons or property to the extent arising directly from CONTRACTOR's performance of the Work and which is caused solely by the willful misconduct or negligent acts of CONTRACTOR, its employees, or anyone under its control. Customer will indemnify and hold harmless CONTRACTOR from all or such portion of such loss or damage to persons or property to the extent arising directly from the willful misconduct or negligent acts of Customer, its employees or anyone under its control, including other contractors.

Payments: For Work commenced and completed in anyone calendar month, Customer will pay the full contract price in full upon the completion and acceptance of the Work. Otherwise, all progress payments for the value of the Work completed plus the amount of materials and equipment suitably stored on or off site, and final payment, shall be paid by the Customer to CONTRACTOR within thirty (30) days after the Customer's receipt of Contractor's payment application form.

Inspection and Acceptance: Contractor's Work shall be considered complete when CONTRACTOR notifies Customer that the Work has been completed in accordance with the specifications. The Customer's inspection of the Work shall take place within twenty-four (24) hours from receipt of notice from CONTRACTOR. Customer's acknowledgement on the Acceptance Form shall constitute acceptance of the Work.

Retention: For Work completed, ninety-five percent (95%) of the contract value of Work performed during each payment period will be payable as provided above up to a maximum retention of \$50,000.00. In any event, the full balance of the contract price shall be payable in full upon completion and acceptance of the Work.

Late Payments: All sums not paid to CONTRACTOR when due, whether progress payment, final payment or retention, shall bear an interest rate of one and one-half percent (1/2%) per month or the maximum legal rate permitted by law, whichever is less; and all costs of collection, including a reasonable attorney's fee, shall be paid by Customer.

Changes: CONTRACTOR may only be ordered in writing by the Customer to make changes in the Work within the general scope of the Work consisting of additions, deletions, changes to the Schedule in duration or sequence, or other revisions, and the contract price and the Schedule shall be adjusted accordingly. Before starting the changed Work, CONTRACTOR will submit to the Customer a request for adjustment to the contract price and/or the schedule. CONTRACTOR will not commence any such changed or revised work until receipt of a written change order from the Customer incorporating an adjustment to the contract price and/or schedule in accordance with the above.

Force of Nature: CONTRACTOR shall not be responsible for delays or defaults where occasioned by any causes of any kind and extent beyond its control, including but not limited to delays caused by the Owner, Customer, other subcontractors, architect and/or engineers, delays in transportation, shortages of raw materials, civil disorders, acts of the government, either in its sovereign or contractual capacity, labor difficulties or shortages, vendor allocations, freight embargoes, fires, floods, epidemics, quarantine restrictions, accidents, unusually severe weather, and acts of God. CONTRACTOR shall be entitled to an equitable adjustment in the Schedule and Contract Sum for such delays as described above.

Customer Supplied Property: If the Work described herein requires Customer to supply materials, equipment, or other property, then Customer warrants that such items shall be fit for the use for which they were intended. If such items do not conform, CONTRACTOR shall notify Customer within a reasonable time after CONTRACTOR's notice of the nonconformance and CONTRACTOR may request additional compensation by change order. CONTRACTOR Supplied Property: Whenever the Customer, its employees, contractors and subcontractors (other than CONTRACTOR) use ladders, scaffolding, tools, vehicles, equipment or property of any kind, either owned or rented by CONTRACTOR, Customer shall indemnify and hold CONTRACTOR harmless from any and all claims, demands, damages, causes of action and suits of whatsoever nature and kind, arising out of or connected with the use of such, except when caused by the sole active negligence of CONTRACTOR.

Differing Site Conditions: If CONTRACTOR encounters conditions at the site differing materially from those indicated in the Bid Documents, or unknown physical conditions at the site of unusual nature differing materially from those ordinarily encountered by CONTRACTOR's trade, then CONTRACTOR shall promptly notify the Customer, stop its Work and await instructions from Customer. If such conditions cause a change in the cost of, or the time required for, performance of any portion of the Work, an equitable price adjustment shall be made and the Schedule modified accordingly.

Notices: Any notice or written claim required to be submitted to the Customer on account of charges, extras, delays, acceleration, or otherwise, shall be furnished within a reasonable time period, and in a manner to permit the Customer to satisfy the requirements of the Contract, notwithstanding any shorter time period otherwise provided therein.

Liens: Nothing shall serve to void CONTRACTOR's right to file a lien or claim on its behalf in the event that any payment to CONTRACTOR is not timely made.

Damages: Notwithstanding anything to the contrary in the Bid or Contract Documents, CONTRACTOR will in no event be liable for consequential, incidental or special damages of any kind for any reason whatsoever, whether arising in contract, tort or equity. This release includes but is not limited to claims of negligence.

Preparation of Work Areas: The Customer shall prepare all Work areas so as to be acceptable for mobilization by CONTRACTOR. CONTRACTOR will not be called upon to start Work until sufficient areas are ready to ensure continued Work until job completion. CONTRACTOR shall not be responsible for damage to any property (a) which is to be replaced by Customer, or (b) which is damaged as a result of removal by CONTRACTOR prior to performance of the Work in order to perform Work despite CONTRACTOR exercising reasonable care to prevent damage.

Termination and Suspension: If the Customer does not pay CONTRACTOR in a timely manner within seven (7) days from the time payment should be made as provided herein (except where such nonpayment is due to defective Work by CONTRACTOR or other material breach by CONTRACTOR), then CONTRACTOR may, without prejudice to any other remedy it may have, upon two (2) additional days' written notice to the Customer, stop its Work until payment of the amount owing has been received. In the event CONTRACTOR resumes its Work, the Schedule shall be equitably adjusted, and CONTRACTOR shall incur no liability for such termination. Further, the contract price shall, by appropriate adjustment, be increased by the amount of Contractor's reasonable costs of shutdown, delay and startup. Further, if

Contractor's Work is terminated or suspended for the convenience of the Customer or any other party, then CONTRACTOR shall be paid for all Work performed to-date, for equipment and materials already ordered, and for Contractor's costs of early termination, or in the case of suspension, Contractor's costs of shutdown, delay and startup Notwithstanding anything herein to the contrary, CONTRACTOR shall not be liable for any damage while CONTRACTOR is not on site.

Waiver: CONTRACTOR's waiver of any term herein shall not be construed as a waiver of such terms at any subsequent time.

Cooperation and Safety: CONTRACTOR's Work shall be performed in accordance with all applicable requirements of the Environmental Protection Agency, OSHA and other Federal, State and Local regulations. Customer will cooperate with CONTRACTOR in all respects and take all necessary actions to enable CONTRACTOR to meet all such requirements with respect to the Work and the Project. Customer will cooperate with CONTRACTOR to assure that all areas where the Work is being performed are closed to access by unauthorized persons. Customer shall provide adequate security, including security personnel, to prevent unauthorized entry into CONTRACTOR's Work areas. The Customer will ensure that its employees, representatives, agents and tenants will abide by all safety procedures applied by CONTRACTOR on the Project. CONTRACTOR shall provide for its Work all safety signs, direction signs and warning signs for the Project in accordance with statutory requirements. All visitors to the Work areas shall be required to comply with CONTRACTOR's safety requirements. Customer agrees that CONTRACTOR's insurers' representatives shall have the right to inspect CONTRACTOR's Work and Project without hindrance.

Legal Effect: This proposal offers to the Customer the terms and conditions upon which CONTRACTOR will perform the Work described herein and is made without regard to any of the provisions in the Bid Documents not expressly incorporated herein by reference or otherwise agreed to in writing signed by CONTRACTOR. Acceptance of the proposal is expressly limited to the terms stated herein. Additional or inconsistent terms of Customer's form or other documents are objected to and rejected and shall be deemed a material alteration thereof. Upon acceptance, this proposal will represent the entire agreement of the parties with regard to performance and payment for the Work. The proposal may be changed or withdrawn at any time prior to acceptance by notice to the Customer and will be deemed withdrawn if not accepted by the Customer within thirty (30) days from the date hereof.

2024-25 Application for Affordable Housing Funds

Monday, January 29, 2024

Marin County Housing & Federal Grants Division

This application is for affordable housing developers in Marin County, California who would like to apply for multiple state, local, and federal funding sources simultaneously. Please refer to the [Notice of Funding Availability \(NOFA\)](#) released on January 22, 2024 for detailed information about qualifications and application requirements. Applicants may use this [prep tool](#) for the long-form questions in order to save their responses and copy/paste into this application.

The deadline to apply is **5:00 p.m. Friday, February 16**. Applicants will receive a copy of their submitted application to the email address entered.

The following grant sources and approximate amounts are available through this application:

1. **Marin County Affordable Housing Fund (HTF) and State Permanent Local Housing Allocation (PLHA)** - \$1.2 million
2. **Federal HOME** - \$850 thousand
3. **Federal CDBG Housing** - \$650 thousand

Applicant Information

Organization Name

Art Works Downtown

Website URL

<http://www.artworksdowntown.org>

DUNS

680387761

Mailing Address

1337 Fourth Street
San Rafael, California, 94901

Project Contact Name

Elisabeth Setten

Title

Executive Director

Email Address

Elisabeth@artworksdowntown.org

Phone Number

(510) 852-5409

Executive Director Name

Elisabeth Setten

Executive Director Email Address

Elisabeth@artworksdowntown.org

Is there a co-applicant organization?

No

Briefly describe your organization, including mission, programs, staff experience, and number of clients served. Describe the co-applicant organization, if applicable.

Founded in 1996, Art Works Downtown (AWD)'s mission is to provide an environment where visual arts thrive for the well-being of our community. Headquartered in a 19th-century historical building on Fourth Street, AWD is located in the heart of the San Rafael community. At the time of its founding, the organization leased part of the structure, which enabled it to remodel and rent out 13 studios and establish a storefront gallery. In 1997, with help from the City of San Rafael and the Marin Community Foundation, AWD was able to secure a favorable mortgage and make the entire building its home. At that time, AWD began renting out the building's 17 affordable housing units to low-income earners. The Art Works Downtown building is the home of four art galleries, four commercial businesses, 32 below-market rate artist studios serving 58 artists, an artist membership program for 160 artists, year-round exhibitions, and 20 low-income residents with affordable housing units. With the average cost of rent above \$2,800/month in San Rafael, the apartments provide much-needed housing in an area that has become largely unaffordable (RentData.org). AWD's tenants earn less than 50% of the Median Income and self-identify as: 70% White, 20% Latinx, 5% Black, and 5% Asian. AWD's apartments are currently home to one child. By offering rental rates that do not exceed 30% of household income, AWD can offer safe, quality housing while reducing the rent burden for residents. Art Works Downtown has two full-time staff members: 1) executive director and 2) an operations program manager. Elisabeth Setten serves as the executive director, asset property manager, building project manager, and arts program director. She brings over two decades of experience as an asset manager, demonstrating expertise in handling complex building needs specializing in residential, commercial, and studio leasing. Elisabeth's diverse skills and extensive experience in managing assets, projects, and arts programs allow the organization to maintain financial efficiency by minimizing human resource expenses and hiring contractors as necessary. Stan Gibbs serves as arts program manager responsible for generating more than 30 visual arts exhibitions and 8 2nd Friday Art Walk events serving 4,350 audience members in 2024. Building Committee volunteers include Terry Lofrano, an experienced architect board member, and Jay Yinger a volunteer building committee member.

Have there been any recent or upcoming leadership transitions?

As of now, there have been no recent or imminent staff leadership transitions.

Have there been any recent expansions or cutbacks in activities and/or budget? If so, please explain.

The AWD 40,000 square-foot building experienced significant damage following a state of emergency declared by California on 1/8/2023. Winter rain storms wreaked havoc on AWD's building, causing serious water intrusion issues that impacted the entirety of AWD's operations. Insurance did not cover the damage due to the environmental causation clause. To address water diversion issues, AWD cut \$45,000 from its arts programming. This included a new initiative, AWD Connections, which regularly highlighted artists in support of BIPOC and LGBTQ voices. Additionally, AWD had to forgo the hiring of a new staff member, who would have engaged underserved communities. It also diverted \$30,000 in budgeted building maintenance. AWD seeks to complete water intrusion repairs as soon as possible so that ongoing arts programming is not compromised and tenants can live safely and comfortably. AWD is seeking grant funding from other organizations to complete this water intrusion work. Although no tenants were forced to vacate, the storms negatively impacted several units. Water pooled in the window sills of one unit, damaging the kitchen's interior and two studios below it. Water pooled in the light wells on the building's exterior,

causing water damage to another unit. Intense rainfall backed up another unit's plumbing, overflowing and leaking down to the units below. Another experienced mold growth in the walls after water entered through exposed venting. Water intrusion has also affected the artist studios, commercial business spaces, office areas, and storage rooms, and jeopardized the recently upgraded electrical room with expensive new equipment. Through this project, AWD's goal is to: secure the long-term structural integrity and functionality of its historic building, ensuring the livability of its apartments and the sustainability of the organization for generations to come. Substantial work has already been completed thanks to \$75,000 in diverted funds and \$73,000 in individual donations. Two exterior lightwells, the cause of several water intrusion issues, were scraped, caulked, and treated with elastomeric paint. AWD has completed extensive window repairs, the fabrication of custom windows, and the installation of plastic coverings and plywood barriers. The electrical room's foundation was waterproofed, and an emergency sump pump installed to prevent future flooding. AWD also took steps to upgrade the building's power from an inadequate, potentially dangerous 400 amp service. A 1,200 amp, 120/208 volt, three phase four wire service has been installed for the entire building. Provided by PG&E, an underground transformer has been installed in front of the building with trenching down Fourth Street.

If applicable, what is the organization's standing with licensing or other accreditation authorities?

Art Works Downtown has been a registered 501c3 since 1997.

How does your organization verify client income?

Art Works Downtown follows a structured process to verify client income, clearly specifying income limits during the initial application. Applicants are conditionally approved on a first-come-first-served basis. The process includes running credit reports, analyzing bank statements, and reviewing employment pay stubs. Thorough documentation ensures that potential renters qualify as below-market qualified individuals.

General Project Information

Project Name

AWD Electrical Upgrade Project

Project Address

1331-1337 Fourth Street
San Rafael, California, 94901

Assessor's Parcel Number (APN)

011-253-02

Funding Requests

Which funding source(s) are you seeking for this project? Please refer to the NOFA for a description of each funding source and eligible project types. Those applying for HOME-ARP funds are highly encouraged to apply for HTF/PLHA funds as well.

CDBG Housing

CDBG Housing Amount Requested (max \$650,000)

332,195

CDBG/HOME applicants only: Is this project located in a Special Flood Hazard Area, and therefore requires flood insurance?

No

Project Details

Scope of Work: Describe the proposed project, including details such as property characteristics, proposed use of funds, and number of housing units involved. Explain how the project will benefit the community.

To date, Art Works Downtown has made significant progress in its infrastructure upgrade, completing the installation of a 1,200 amp, 120/208 volt, three-phase four-wire service for the entire building. This comprehensive electrical overhaul, supervised by licensed electrical engineer Susanna Van Lueven, involved collaboration with the experienced electricians from Artistic Lighting.

In 2022, an underground transformer was strategically placed beneath the sidewalk in front of the building, a task executed by Pacific Gas & Electric. Unfortunately, during trenching for the transformer installation, compacted soil was shifted against the building's foundation, rerouting an underground river toward the AWD foundation walls. This unintended consequence led to flooding in the lower levels of the building. To address this, AWD took proactive measures by waterproofing the foundation walls, securing the newly established electrical room. As of late January 2024, AWD is optimistic that this solution has been effective, allowing the project to proceed with completing Phase 3, connecting the service and Phase 4, the final phase of the project, AWD is focused on rewiring the apartments including new panels with a new 60 amp feeder, removal of old fuse panels, relocation of circuits to new panels, and addition of circuits and outlets.

Executive Director Elisabeth Setten is actively overseeing the project, including identifying funding sources and managing the payment process. To complete the upgrade, AWD requires approximately \$40,000 to connect the service and an estimated \$297,198.00 to eliminate obsolete knob and tube wiring from each of the 17 affordable housing units. The organization is diligently working towards the successful completion of this vital infrastructure enhancement.

The proposed project will benefit the 17 affordable housing units currently serving 20 residents including one child. Increasing the electrical ampage of the entire building serves the entire AWD community through addressing life, health and safety issues that are apparent with inadequate electrical systems.

Describe the property's history leading up to this request. Include when the organization acquired/will acquire the property, any previous requests for County funding, attempts to secure other financing, etc.

Founded in 1996, Art Works Downtown (AWD)'s mission is to provide an environment where visual arts thrive for the well-being of our community. Headquartered in a 19th-century historical building on Fourth Street, AWD is located in the heart of the San Rafael community. At the time of its founding, the organization leased part of the structure, which enabled it to remodel and rent out 13 studios and establish a storefront gallery. In 1997, with help from the City of San Rafael and the Marin Community Foundation, AWD was able to secure a favorable mortgage and make the entire building its home. At that time, AWD began renting out the building's 17 affordable housing units to low-income earners. AWD initiated the Electrical Upgrade project with an initial site visit from the County in 2016 and received an award from the City and County in 2018 for Phase 1 through 3. Despite delays due to Covid and water intrusion issues, the project is now back on track and poised for completion.

Describe any nearby amenities, such as parks, public transportation, grocery stores, health care facilities, schools, childcare, libraries, parks/open space, etc. that residents of the project are/would be able to use.

San Rafael has several parks and open spaces, offering recreational opportunities. Notable parks include Boyd Memorial Park, Albert Park, and Marinwood Plaza Park.

Public Transportation:

San Rafael benefits from several public transportation options. Residents have access to bus services provided by Marin Transit, connecting them to various parts of the city and beyond. The Smart Train is located within walking distance to the AWD apartments which can transport tenants to the North Bay as well as to the ferry terminal to San Francisco.

Grocery Stores:

There is a Safeway grocery store and Trader Joe's in the vicinity where residents can shop for daily necessities.

Health Care Facilities:

Residents have access to healthcare facilities such as Kaiser just a few blocks from the apartments. Other amenities include clinics, hospitals, and medical offices such as Marin Health Medical Center, a prominent hospital in the area.

Schools:

San Rafael has educational institutions serving various age groups. San Rafael High School, Laurel Dell, and Davidson Middle School are all within walking distance.

Childcare:

There are several childcare facilities in the area to cater to the needs of families with young children.

Libraries:

The San Rafael Public Library offers resources and community services. Residents can access books, educational materials, and library programs.

Select the known environmental issues of the proposed project site, and/or adjacent properties if relevant.

Potential hazards

Notes or clarifying information on environmental issues:

No significant environmental concerns have been identified, except for the presence of an underground water system which becomes filled after long torrential rains, along Fourth Street, which was revealed during excavation for the transponder trench conducted by PGE. AWD asserts that we have implemented robust protocols to effectively mitigate the risk of water ingress into the building moving forward. The area could potentially change over time due to environmental conditions changing however, this is very difficult to predict.

Have you begun any state or federal environmental review procedures for the proposed project?

Yes

Who is the staff member that will supervise and manage the proposed project? Describe their past experience with project management.

Elisabeth Setten, the Executive Director, is actively managing the project, overseeing funding identification, and handling the payment process. In her multifaceted role, she serves as the executive director, asset property manager, and building project manager. With over two decades of experience as an asset manager, Elisabeth excels in addressing complex building needs. Her diverse skills and extensive project management experience encompass previous employment projects and the initial electrical project developed by AWD, supported by CDBG.

Will the project involve hiring an external property management company?

No

If awarded funding, you will need to draft and submit an Affirmative Marketing Plan for this project. The plan would describe how you will market the project to different groups of people based on protected characteristics such as race, color, national origin, religion, sex (including sexual orientation and gender identity), familial status, and disability. Please refer to the Affirmative Marketing tab of the [Federal Grants website](#) for more information.

Describe any prior experience with affirmative marketing or similar initiatives.

Executive Director Elisabeth Setten collaborated with CDBG staff to develop an approved Affirmative Marketing Plan for Housing in alignment with CDBG guidance. This plan underscores AWD's commitment to fair housing practices, with a focus on promoting diversity and inclusivity in housing opportunities. AWD has identified underrepresented groups in its housing mix and employs various marketing channels, both traditional and digital, to effectively communicate available housing units. Marketing materials in

Spanish have been created, and outreach to local organizations and community leaders ensures widespread awareness of the AWD affordable housing units when they become available. AWD actively participates in community events and collaborates with local groups serving diverse communities. To enhance staff awareness, AWD provides ongoing training on fair housing laws and cultural competency. The organization maintains a transparent application process, ensuring clarity and consistency, regularly reviewed and updated to meet evolving standards.

Continual assessments of the affirmative marketing efforts are conducted by AWD through the collection and analysis of demographic data. Strategies are adjusted based on feedback and changing community needs. This concise plan aims to create a diverse and inclusive housing environment, emphasizing targeted strategies and continuous evaluation.

All projects funded by HUD programs must Affirmatively Further Fair Housing. This is defined as combating housing discrimination and taking meaningful actions to overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to housing opportunities based on protected characteristics: race, color, national origin, religion, sex (including sexual orientation and gender identity), familial status, and disability.

How will this project Affirmatively Further Fair Housing?

The AWD project aligns with the goals of the federal HUD programs, specifically in its commitment to Affirmatively Furthering Fair Housing (AFFH). The project contributes to combating housing discrimination and actively addresses patterns of segregation to foster inclusive communities. In summary, the AWD project serves as a model for Affirmatively Furthering Fair Housing by actively addressing discrimination, promoting inclusivity, and fostering an environment that aligns with the principles outlined by federal HUD programs. The project’s commitment to transparency, education, and community engagement demonstrates a comprehensive approach to overcoming barriers and creating equal housing opportunities for all.

Describe any past community engagement activities for this project, and future plans for community engagement.

AWD has actively engaged with the community through past initiatives, including collaboration with the Dia de los Muertos organizing committee through Multicultural Marin. Notices about apartment openings are consistently posted at Multicultural Marin and through the Canal Alliance Network to ensure information about housing vacancies reach underserved audiences. AWD has also fostered community engagement with organizations such as the Marin City Arts Gallery. Through our community engagement activities, AWD has developed an extensive network of community leaders with whom we keep in regular conversation with when housing opportunities become available.

Demographics and Unit Information

In the table below, enter the existing or anticipated number of units based on income level and bedroom count. Refer to the [Current Marin County Income Limits](#) to determine income level.

Anticipated Unit Count by Bedrooms and Income Level

	Extremely Low	Very Low	Low	Moderate	Market Rate	TOTAL UNITS
Studio	4					4
1 bed	11					11
2 bed	2					2
3 bed						0
4 bed						0
Other						0

	Extremely Low	Very Low	Low	Moderate	Market Rate	TOTAL UNITS
TOTAL UNITS	17	0	0	0	0	17

In the table below, enter the demographics of the people who live (or will live) in the proposed housing project. If unknown, use the demographics of households within similar existing Marin complexes as the proposed project, within the organization’s purview. Specify the number of Hispanic/Latino residents in its stand-alone column. The “Total” column must include the number of Hispanic/Latino residents as part of the sum.

Are the following numbers specific to the proposed project, or to a similar existing Marin complex?

Proposed project

Demographic Information

	Total Number of Persons	Persons Identifying as Hispanic/Latino
White	15	3
Black/African American	1	
Asian	1	
American Indian/Alaskan Native		
Native Hawaiian/Other Pacific Islander		
American Indian/Alaskan Native & White		
Asian & White		
Black/African American & White		
American Indian/Alaskan Native & Black.African American		
Other Multi-Racial		
Other/Not Disclosed		
TOTAL (Unduplicated)	17	3

Fill in a number for each of the fields below. For new construction, or if you are unsure, please put 0.

Families

1

Female-headed households

6

Households that include person(s) with a disability

0

Project Planning

Select the current phase of the proposed project.

Building

Select the activities involved in the proposed project.

Rehabilitation

Describe the project timeline and specify a real or estimated completion date for each milestone below. Add/explain any additional milestones as needed.

For acquisition projects:

For new construction and/or rehabilitation projects:

Define scope of work/finish design

Wednesday, May 1, 2024

Complete planning and environmental review

Wednesday, May 1, 2019

Release bid package

Wednesday, May 1, 2019

Select contractor

Saturday, June 1, 2019

Finalize contract

Wednesday, May 1, 2024

Obtain building permits

Wednesday, May 1, 2024

Start construction

Saturday, June 1, 2024

Complete construction

Sunday, December 1, 2024

Notes on the project timeline above, including whether dates are estimated:

Upon securing funding, AWD is prepared to promptly proceed with the project's completion. AWD has made substantial progress, finalizing the scope of work and receiving a bid for Phase 3 of approximately \$40,000. A bid for Phase 4, from the selected contractor Artistic Lighting, has been received.

Description of work:

1) Apartments 1-16- new panels

iii. Install conduit as needed through closet to feed new panel

d. Re-feed existing fuse panels.

i. Install branch ckt wiring from new panel to existing fuse box and use as junction box.

ii. Remove fuses and install new blank cover over existing backbox of fuse panel

e. Please note that many of the existing fuse panels have a higher ampacity fuses installed than the code allows. Existing wires will be fused per national electrical code requirements. It is possible that the new circuit breakers may trip as the capacity will be reduced when the correct ampacity circuit breakers are installed.

2) Apartments 1-16- outlets

a. Replace all existing outlets- remove existing outlets and install new 2 gang surface mount wiremold box. Install either 2 standard duplex outlets or 2 GFCI outlets.

3) Apartments 1-16

a. Replace 2 existing panels in apartments with new

b. Use existing feeder, does NOT include new feeder.

c. Replace all existing outlets- remove existing outlets and install new 2 gang surface wiremold box and 2 either standard duplex outlets or 1 GFCI outlets. 3 standard outlet locations 32 total locations

d. Add 1 new circuit and double GFI outlet in each kitchen- 16 totals

e. Add 17 new outlets (various apts.) from existing outlet location use existing circuit. Location per plan.

4) Misc lighting in need to repair/replacement

a. Remove existing light fixtures with receptacles

i. Supply & install new light fixture

ii. Allowance includes 12 total fixtures

5) Laundry room

a. Replace existing electrical outlets in room

b. Includes allowance for 6

c. If any existing outlets are found to be in violation of code, any work to repair will be an added cost

6) Notes

a. Units to be prepared for electrical work by others. This would include moving all furniture & belongings out of areas of work.

i. ALE is not responsible for moving personal items to access areas of work.

b. When working in the apartments, 8 hrs of access will be required, between the hours of 7:00-4:30

c. All new electrical will be surface raceways, wiremold to be used in living spaces and conduit may be used in closets utility areas.

d. Where it is not possible to install surface raceway, romex wire may be used. This may require making holes in the walls to route the romex cable.

New panels to apartments-item #1 \$130,350.00

New outlets and outlet upgrade item #2 \$139,026.00

Apartment #17- item #3 \$8,075.00

Fixture replacement- item #4 \$7,665.00

Laundry room- item #5 \$2,082.00

Permit allowance \$10,000.00

Total Budget \$297,198.00

Describe any flexibility regarding your project's start/completion date.

AWD is someone flexible with the project start and completion date however, PGE has threatened to fine AWD if the service is not connected soon.

Will you be seeking Project Based Section 8 Vouchers for this project?

No

Please be aware that if Project Based Section 8 Vouchers (PBV) are committed to the project, the environmental review process and subsidy layering must be completed before the acquisition is complete or construction commences. Actions taken prior to PBV being committed are not subject to this requirement.

Describe the type of site control that your organization has for the proposed property. If this request includes funds for acquisition, summarize the acquisition terms, price, contingencies, and conditions.

AWD owns the building, maintaining site control within our jurisdiction. Leasehold rights and other legal arrangements governing the property use and development are ultimately managed by the AWD board of

directors.

Expanding on the Scope of Work, please describe the rehabilitation that is proposed for the property and how it will address specific conditions (i.e., replacement needs, deferred maintenance, existing building violations, required seismic upgrades, building or health code problems). Please describe any other existing rehabilitation needs that are not included in the project scope and explain their exclusion.

As described above, Art Works Downtown has achieved substantial progress in its infrastructure upgrade, notably completing the installation of a 1,200 amp, 120/208 volt, three-phase four-wire service for the entire building. Overseen by licensed electrical engineer Susanna Van Lueven, this comprehensive electrical overhaul involved collaboration with experienced electricians from Artistic Lighting. In 2022, Pacific Gas & Electric strategically placed an underground transformer in front of the building. However, during trenching, compacted soil was inadvertently shifted against the foundation, rerouting an underground river toward AWD's foundation walls, resulting in flooding in the lower levels. AWD responded proactively by waterproofing the foundation walls, securing the newly established electrical room. As of late January 2024, AWD is optimistic that this solution has effectively addressed the issue, allowing the project to proceed. The focus now shifts to completing Phase 3, which involves connecting the service, and Phase 4, the final phase. In Phase 4, AWD is dedicated to rewiring the apartments, including the installation of new panels with a new 60 amp feeder, removal of old fuse panels, relocation of circuits to new panels, and the addition of circuits and outlets. It's noteworthy that no other projects are excluded from this comprehensive scope of work.

Describe the accessibility of the building. Do you plan to make accessibility improvements?

AWD has consistently prioritized the accessibility of its building. Recent extensive work in the back breezeway has resulted in improved accessibility, including the installation of ramps on the lower level. The upper levels of the art center are also accessible with bathroom accessibility available through the AWD restaurant. There are no plans to add accessibility improvements at this time.

How will the rehabilitation be staged to minimize risk and inconvenience to the residents? If certain systems or parts of residents' units will be temporarily inoperable or unusable (e.g., kitchen or bathroom) during construction, what is the estimated duration of such interruptions? What mitigations will you provide?

AWD acknowledges potential disruptions to tenants' lives during the electrical upgrade and power cutovers. The contractor assures careful assessment and thorough communication with each tenant. The cooperative housing community appreciates the new LHS upgrade, and AWD expects understanding and cooperation from tenants. In the event of prolonged inconvenience for any tenant, AWD is committed to taking prompt action to ensure their comfort and if necessary, housing them in an extended stay hotel if necessary.

Describe in detail any temporary relocation of existing tenants at the site due to proposed rehab activities. Explain why relocation is needed and provide the estimated duration and number of impacted tenants. If known, identify which laws (local, state, federal) must be followed in carrying out the relocation.

Currently, AWD does not foresee the need for temporary relocation of existing tenants during the proposed rehabilitation activities at the site.

Financing Plan

What is the status of all proposed project funding sources as of the date of this application?

The proposed project funding for this project has currently stalled, and there are no additional funds available to complete the final Phase 3 or Phase 4.

What is the timing and likelihood for obtaining commitments of anticipated funding sources?

AWD remains hopeful for continued funding from CDBG for Phase 3 and Phase 4 to complete the project. AWD is prepared to initiate the service cut-over with PG&E promptly upon funding approval. Artistic Lighting is on standby to commence rewiring as soon as funding is secured. AWD is currently seeking alternative funding sources for water intrusion repairs and the electrical work.

In the event that any funding sources are not obtained or are committed at lower levels than requested, what alternatives will be pursued?

In the event that any funding sources are committed at lower levels (\$40K for example), AWD will complete the service cut over so as not to be penalized and fined by PGE. AWD will continue to pursue additional funding grants.

For each item in your project budget, to be attached to this application, please explain how the budgeted amount was derived, whether costs are estimated or bid, and any other relevant information that justifies the budgeted expense (e.g., cost per square foot, percentage of other costs, estimated number of work hours).

Two outstanding elements require completion: the cut-over service, which has been bid by Artistic Lighting, and the rewiring of the apartments, which has been estimated by Artistic Lighting.

Is your organization receiving any other Marin County funding for this project?

No

Does your organization have unspent funds that were previously awarded by the County (for any project)?



No

CDBG/HOME applicants only: Describe your organization's experience with administering federal grant programs. What experience do you have with Davis-Bacon prevailing wage and procurement requirements?

Art Works Downtown has proven experience in administering federal grant programs, having been awarded funds and successfully administered them for Phase 1 and 2, and nearly for Phase 3. AWD's familiarity with Davis-Bacon prevailing wage and procurement requirements stems from the initial CDBG grant and the vetting of Artistic Lighting as the primary contractor, ensuring compliance with these obligations.

Attachments

Please closely review the Notice of Funding Availability (NOFA) for instructions on which documents you must attach. The County requires specific attachments for each funding type (HTF/PLHA, HOME-ARP, CDBG Housing). Please label your attachments in this manner: "2023-24 [Document Name] for [Organization Name]- [Project Name]."

 2024-2025 Project Budget fo... .xlsx	 Artistic Lighting Bid 1 2024.pdf
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 Rent Roll 2024 (1).xlsx

Certification

Please review your responses above for accuracy.

Name of Person Completing this Application

Elisabeth Setten

Title of Person Completing this Application

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.

Project Budget Template

Organization Name:
Project Title:

Date:

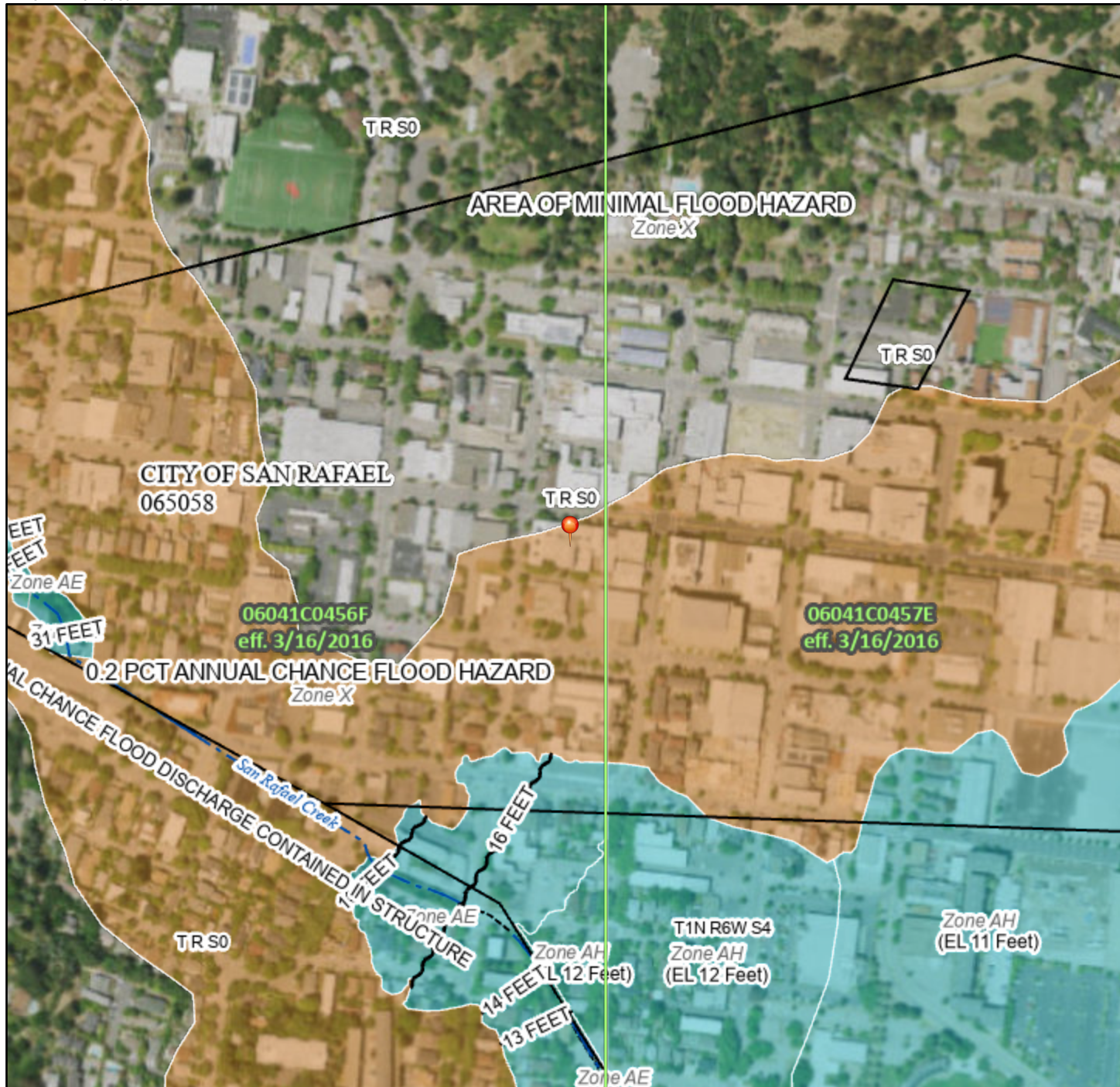
INCOME:	County NOFA Request	Other Funding Sources	In Kind	Total Proposed Project Income
<u>Committed</u>				
Foundations:				
<i>(Add rows)</i>				
Government:				
<i>(Add rows)</i>				
Corporations:				
<i>(Add rows)</i>				
Individual Contributions: (list total):				
Earned Income:				
<i>(Add rows)</i>				
Other (specify):				
<i>(Add rows)</i>				
Subtotal, Committed Income		0	0	0
<u>Uncommitted</u>				
Other (specify):				
Federal Grants Request				
Other 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:				
Subtotal, Uncommitted Income		0	0	0
Other				
Earned Income:				
<i>(Add rows)</i>				
Subtotal, Earned Income		0		0
Grand Total Income	0	0	0	0

EXPENSES (Add rows to list other expenses)	County NOFA Request	Other Funding Sources	In Kind	Total Proposed Project Expenses
General Development				
Electrical				
Plumbing				
Roof Replacement				
Painting				
General Construction Labor	\$ 218,000.00			
Materials				
<i>(Add rows to list other specific project expenses)</i>				
Subtotal, Direct Project Related Expenses	218000	0	0	218000
Indirect Expense - specify % in column A below (must be HUD approved)				
				0
Fiscal Sponsorship Fee (specify % in column A below)				
				0
Grand Total All Expenses	\$ 218,000.00	\$ -	\$ -	\$ 218,000.00

National Flood Hazard Layer FIRMMette



122°32'12"W 37°58'38"N



0 250 500 1,000 1,500 2,000 Feet 1:6,000

Basemap Imagery Source: USGS National Map 2023

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, A99
		With BFE or Depth Zone AE, AO, AH, VE, AR
		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 X
		Area with Reduced Flood Risk due to Levee. See Notes. Zone X
		Area with Flood Risk due to Levee Zone D
OTHER AREAS		NO SCREEN Area of Minimal Flood Hazard Zone X
		Effective LOMRs
GENERAL STRUCTURES		Area of Undetermined Flood Hazard Zone D
		Channel, Culvert, or Storm Sewer
		Levee, Dike, or Floodwall
OTHER FEATURES		20.2 Cross Sections with 1% Annual Chance
		17.5 Water Surface Elevation
		Coastal Transect
		Base Flood Elevation Line (BFE)
		Limit of Study
		Jurisdiction Boundary
MAP PANELS		Coastal Transect Baseline
		Profile Baseline
		Hydrographic Feature
		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 2/23/2024 at 5:59 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.



Serving the Bay Area Since 1969

Electrical Contracting

Lighting Design

Lighting Controls

Service

Electrical Budget and Outline

January 30, 2024

Project:

Art Works Apartment electrical Upgrade

Prepared for:

Elisabeth Setton

Executive Director

1337 4th St,

San Rafael, CA 94901

415-451-8119

elisabeth@artworksdowntown.org



Elisabeth,

Please find the budgets for the apartment electrical upgrade work. The budget is based on drawings provided by Susanna Van Leuven, pages E2.1 and E2.2, dated 07.13.2023. If this project moves forward, a more detailed review should be done on site to confirm the final scope and pricing.

General Scope of Work:

Supply labor & materials as needed for the scope outlined below

Description of work:

- 1) Apartments 1-16- new panels
 - a. Install new sub-feed from previously installed panel in storage room to each unit
 - i. Wiring method to be m/c cable run under hall floors
 - b. Install feeders through crawl space to panels.
 - c. Install 1 new 60 amp 120/240 volt flush mount sub-panel per plan locations
 - i. Panels to have 60 amp main breaker in main panel
 - ii. New panels to locate as close as possible to existing fuse panel
 - iii. Install conduit as needed through closet to feen new panel
 - d. Re-feed existing fuse panels.
 - i. Install branch ckt wiring from new panel to existing fuse box and use as junction box.
 - ii. Remove fuses and install new blank cover over existing backbox of fuse panel

-
- e. Please note that many of the existing fuse panels have a higher ampacity fuses installed than the code allows. Existing wires will be fused per national electrical code requirements. It is possible that the new circuit breakers may trip as the capacity will be reduced when the correct ampacity circuit breakers are installed.
- 2) Apartments 1-16- outlets
- a. Replace all existing outlets- remove existing outlets and install new 2 gang surface mount wiremold box. Install either 2 standard duplex outlets or 2 GFCI outlets.
 - i. 84 standard outlet locations
 - ii. 32 GFCI locations
 - iii. This is based on all existing outlets being code compliant. If any existing outlets are found to be in violation of code, work to repair will be an added cost
 - b. Add 1 new circuit and double GFI outlet in each kitchen- 16 total locations
 - c. Add 1 new circuit and double GFI outlet in each bathroom- 16 total locations
 - d. Add 1 new double outlet at each loft- 6 total
 - e. Add new outlets from existing outlet location and circuit at 17 locations, per plan.
- 3) Apartments 1-16
- a. Replace 2 existing panels in apartments with new
 - b. Use existing feeder, does NOT include new feeder.
 - c. Replace all existing outlets- remove existing outlets and install new 2 gang surface wiremold box and 2 either standard duplex outlets or 1 GFCI outlets. 3 standard outlet locations 32 total locations
 - d. Add 1 new circuit and double GFI outlet in each kitchen- 16 totals
 - e. Add 17 new outlets (various apts.) from existing outlet location use existing circuit. Location per plan.
- 4) Misc lighting in need to repair/replacement
- a. Remove existing light fixtures with receptacles
 - i. Supply & install new light fixture
 - ii. Allowance includes 12 total fixtures
- 5) Laundry room
- a. Replace existing electrical outlets in room
 - b. Includes allowance for 6
 - c. If any existing outlets are found to be in violation of code, any work to repair will be an added cost
- 6) Notes
- a. Units to be prepared for electrical work by others. This would include moving all furniture & belongings out of areas of work.
 - i. ALE is not responsible for moving personal items to access areas of work.
 - b. When working in the apartments, 8 hrs of access will be required, between the hours of 7:00-4:30
 - c. All new electrical will be surface raceways, wiremold to be used in living spaces and conduit may be used in closets utility areas.
 - d. Where it is not possible to install surface raceway, romex wire may be used. This may require making holes in the walls to route the romex cable.

-
- e. ALE is NOT responsible for patching or painting
 - f. Storage room where new apartment electrical room will need to be clean out for work and storage of electrical material during our work.
 - g. All new feeders to apartments will run under main hallway floors. If areas are inaccessible, additional access holes may be needed. Creation of the new access hatches is NOT included
 - h. Permit allowance included in the budget. If additional plans or documentation is required for permitting, this will be by others and not included in this budget
 - i. No smoke detectors included

7) Allowances

New panels to apartments-item #1	\$130,350.00
New outlets and outlet upgrade item #2	\$139,026.00
Apartment #17- item #3	\$8,075.00
Fixture replacement- item #4	\$7,665.00
Laundry room- item #5	\$2,082.00
Permit allowance	\$10,000.00
Total Budget	\$297,198.00

Feel free to call if you have any questions or need any additional information.

Sincerely

John Dallara
 Artistic Lighting & Electric
john@artisticlightingcorp.com



2024-25 Application for Affordable Housing Funds

Tuesday, February 13, 2024

Marin County Housing & Federal Grants Division

This application is for affordable housing developers in Marin County, California who would like to apply for multiple state, local, and federal funding sources simultaneously. Please refer to the [Notice of Funding Availability \(NOFA\)](#) released on January 22, 2024 for detailed information about qualifications and application requirements. Applicants may use this [prep tool](#) for the long-form questions in order to save their responses and copy/paste into this application.

The deadline to apply is **5:00 p.m. Friday, February 16**. Applicants will receive a copy of their submitted application to the email address entered.

The following grant sources and approximate amounts are available through this application:

1. **Marin County Affordable Housing Fund (HTF) and State Permanent Local Housing Allocation (PLHA)** - \$1.2 million
2. **Federal HOME** - \$850 thousand
3. **Federal CDBG Housing** - \$650 thousand

Applicant Information

Organization Name

Canal Alliance

Website URL

www.canalalliance.org

DUNS

883829368

Mailing Address

91 Larkspur St.
San Rafael, California, 94901

Project Contact Name

Maria Medua

Title

Director of Institutional Giving

Email Address

mariam@canalalliance.org

Phone Number

(415) 360-0453

Executive Director Name

Omar Carrera

Executive Director Email Address

omarc@canalalliance.org

Is there a co-applicant organization?

No

Briefly describe your organization, including mission, programs, staff experience, and number of clients served. Describe the co-applicant organization, if applicable.

Canal Alliance exists to break the generational cycle of poverty for Latino immigrants and their families by lifting barriers to their success. Because breaking the generational cycle of poverty is complex, we saw the need to include housing as part of our services. As a result, in 2000, we purchased a multi-family residential building and established a separate nonprofit organization, Canal Housing Alliance. Since 2018, when we merged Canal Housing Alliance with Canal Alliance, we have been operating our affordable housing program directly under Canal Alliance. Low-income Latino immigrants face many challenges to accessing programs and services, our program model aims to remove the many barriers that immigrants confront in attempting to access education, earning a living wage, and improving their financial security. Through a comprehensive approach that simultaneously improves individual and family wellness and financial stability, we offer integrated programs in the following service areas: immigration legal services, social services, youth and adult education, workforce development, and policy and civic engagement.

Each year, the organization collaborates with over 60 agencies and engages hundreds of volunteers to serve more than 4,800 individuals and families.

Over the last four years, Canal Alliance has adeptly responded to new crises, including the Covid19 pandemic, while maintaining core services and expanding new programs and advocacy efforts.

Have there been any recent or upcoming leadership transitions?

No.

Have there been any recent expansions or cutbacks in activities and/or budget? If so, please explain.

Canal Alliance is in a strong financial position and maintains a minimum 6-month operating reserve. This has been possible because of prudent planning and budgeting, good financial management, intentional efforts to diversify our funding sources, and the growing support of key donors and funders. Our development team is committed to maintaining funding stability by continuing to diversify revenue sources to include a broad portfolio of individual donors, private and corporate funders and government contracts. We continually seek support from new funders and pursue renewed and increased support from existing donors. At this time there are no known risks that need to be addressed. Our financial statement of activities for the fiscal year ending June 20, 2023 shows total revenue and support of \$17,516,678.00 of which \$3,537,832 was individual contributions, and \$350,507.00 was foundation support, with an additional \$40,613.00 coming from our corporate partners. We also have on-going contracts with the state, county and city of San Rafael to provide critical services to the Latino immigrant population that generated \$2,696,401.00. Our expenditures totaled \$11,503,427.00 and represent the cost to provide on-site, wraparound support in the areas of behavioral health, social services, and immediate needs assistance address the many challenges and barriers Latino immigrants face in attempting to pursue their goals and achieve wellness and stability.

In addition, we are also resourced to conduct advocacy efforts aimed at changing systems that oppress and marginalize Latino immigrants. Our year-end statement shows a net surplus of \$6,013,251.00 which includes \$5.8M which we raised for our new headquarters acquisition.

If applicable, what is the organization's standing with licensing or other accreditation authorities?

Not applicable.

How does your organization verify client income?

Tenants are required to show proof of income through Federal Tax returns, recent bank statements, recent paystubs, and/or any Social Security award letters. Section 8 tenants go through income verification through Marin Housing Authority.

General Project Information

Project Name

Marin Villas Phase 2 Affordable Housing Renovations

Project Address

161 and 165 Novato St., units --161-2,161-4, and 165-1, 165-2
San Rafael, California, 94901

Assessor's Parcel Number (APN)

8-190-10 and 8-190-08

Funding Requests

Which funding source(s) are you seeking for this project? Please refer to the NOFA for a description of each funding source and eligible project types. Those applying for HOME-ARP funds are highly encouraged to apply for HTF/PLHA funds as well.

HOME

CDBG Housing

HOME Amount Requested (max \$850,000)

\$200,000.00

CDBG Housing Amount Requested (max \$650,000)

\$200,000.00

CDBG/HOME applicants only: Is this project located in a Special Flood Hazard Area, and therefore requires flood insurance?

Yes

Project Details

Scope of Work: Describe the proposed project, including details such as property characteristics, proposed use of funds, and number of housing units involved. Explain how the project will benefit the community.

Canal Alliance is requesting \$400,000 to remodel and upgrade four of its 12- low-income units at Marin Villa Estates at 161 Novato St (2 units --161-2,161-4), and 165 Novato St., (2 units -- 165-1, 165-2) San Rafael, CA. This project will rehabilitate four of our twelve low-income units. This project includes renovation in the kitchen, and bathroom, new paint, and flooring in the entire unit. Canal Alliance has owned the building for over 20 years and there have been no updates in these units. The tile in the kitchen and bathroom has completely peeled off. The kitchen cabinets are hard to operate due to their age and some are unable to close or open properly. The units are due for an upgrade, tenants deserve positive and dignified living conditions.

Describe the property's history leading up to this request. Include when the organization acquired/will acquire the property, any previous requests for County funding, attempts to secure other financing, etc.

We have owned 12 units for over 20 years. In the past few years, we've made an analysis of our expansion of affordable housing efforts. We hope to purchase more buildings in the community, but we also want to

improve the living conditions of the properties we currently own. We have successfully applied for county and City of San Rafael housing funds in the past to support renovations.

Describe any nearby amenities, such as parks, public transportation, grocery stores, health care facilities, schools, childcare, libraries, parks/open space, etc. that residents of the project are/would be able to use.

Pickleweed Park is the nearest and most popular park in the community. It serves as a

gathering for recreation. It offers a large soccer field, a playground, and picnic tables. It also offers access to nearby trails with beautiful scenery. The Albert J. Boro Community Center is located at Pickleweed Park and provides access to classes, activities, events, and City run programs. They have a public library and childcare services. They also offer the option for businesses and individuals to rent their space and hold activities.

Marin Community Clinics provides affordable health care to uninsured and low-income residents of Marin and has a location in the Canal. They provide a full range of primary health care and several specialty services. Marin Community Clinics is a vital part of the healthcare network community. Bahia Vista School is the local elementary school in the Canal. They cultivate a culture for individual differences and community values. It is within walking distance of all Canal residents. There are a number of local markets that are within walking distance for Canal residents. A few to name include Mi Tierra, Mi Rancho, Cardenas, and Target. The Canal neighborhood is a 2x2 mile radius and all essential services listed above are located in the Canal and are accessible by foot. This makes it very convenient and unique for the residents of the Canal.

Select the known environmental issues of the proposed project site, and/or adjacent properties if relevant.

Flood zone

Notes or clarifying information on environmental issues:

We do not believe this is applicable, as we are doing interior renovation only. We will obtain all required permits from the building department. We are happy to have the County do an environmental review, if needed. While the buildings are in a flood zone, we have flood insurance. Since we are doing interior renovations, flooding is not an issue that impacts our scope of work.

Have you begun any state or federal environmental review procedures for the proposed project?

No

What is the anticipated timeline for the environmental review(s)?

We do not believe this is applicable, as we are doing interior renovation only. We will obtain all required permits from the building department. We are happy to have the County do an environmental review, if needed.

Who is the staff member that will supervise and manage the proposed project? Describe their past experience with project management.

Yolanda Oviedo, Senior Manager for Housing, will supervise and support the project. Her experience includes 6 years of project management including several construction/renovation projects in our offices and small projects in our properties.

Will the project involve hiring an external property management company?

No

If awarded funding, you will need to draft and submit an Affirmative Marketing Plan for this project. The plan would describe how you will market the project to different groups of people based on protected characteristics such as race, color, national origin, religion, sex (including sexual orientation and gender identity), familial status, and disability. Please refer to the Affirmative Marketing tab of the [Federal Grants](#)

[website](#) for more information.

Describe any prior experience with affirmative marketing or similar initiatives.

Canal Alliance has been a recipient of CDBG funds for its housing program and for its youth education program and actively markets its services to different groups of people through its website, social media campaigns, and Facebook postings.

All projects funded by HUD programs must Affirmatively Further Fair Housing. This is defined as combating housing discrimination and taking meaningful actions to overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to housing opportunities based on protected characteristics: race, color, national origin, religion, sex (including sexual orientation and gender identity), familial status, and disability.

How will this project Affirmatively Further Fair Housing?

Canal Alliance’s 12 low-income units are all occupied by a diverse group of community Canal residents. Our mission at Canal Alliance is to support Latino immigrants as it is the primary group that resides in the Canal. Clients are never turned away based on race, color, origin, native language, or sexual orientation.

Describe any past community engagement activities for this project, and future plans for community engagement.

Not applicable. Units are occupied. We have not had to fill vacancies in recent years.

Demographics and Unit Information

In the table below, enter the existing or anticipated number of units based on income level and bedroom count. Refer to the [Current Marin County Income Limits](#) to determine income level.

Anticipated Unit Count by Bedrooms and Income Level

	Extremely Low	Very Low	Low	Moderate	Market Rate	TOTAL UNITS
Studio						0
1 bed	3					3
2 bed	4	1	1			6
3 bed	1	1	1			3
4 bed						0
Other						0
TOTAL UNITS	8	2	2	0	0	12

In the table below, enter the demographics of the people who live (or will live) in the proposed housing project. If unknown, use the demographics of households within similar existing Marin complexes as the proposed project, within the organization’s purview. Specify the number of Hispanic/Latino residents in its stand-alone column. The “Total” column must include the number of Hispanic/Latino residents as part of the sum.

Are the following numbers specific to the proposed project, or to a similar existing Marin complex?

Proposed project

Demographic Information

	Total Number of Persons	Persons Identifying as Hispanic/Latino
White	2	
Black/African American		
Asian		
American Indian/Alaskan Native		
Native Hawaiian/Other Pacific Islander		
American Indian/Alaskan Native & White		
Asian & White		
Black/African American & White		
American Indian/Alaskan Native & Black.African American		
Other Multi-Racial		
Other/Not Disclosed	40	40
TOTAL (Unduplicated)	42	40

Fill in a number for each of the fields below. For new construction, or if you are unsure, please put 0.

Families

10

Female-headed households

3

Households that include person(s) with a disability

2

Project Planning

Select the current phase of the proposed project.

Building

Select the activities involved in the proposed project.

Rehabilitation

Describe the project timeline and specify a real or estimated completion date for each milestone below. Add/explain any additional milestones as needed.

For acquisition projects:

For new construction and/or rehabilitation projects:

Define scope of work/finish design

Saturday, June 1, 2024

Complete planning and environmental review

Sunday, June 30, 2024

Release bid package

Sunday, July 7, 2024

Select contractor

Thursday, August 1, 2024

Finalize contract

Thursday, August 15, 2024

Obtain building permits

Friday, August 30, 2024

Start construction

Saturday, September 7, 2024

Complete construction

Saturday, November 30, 2024

Notes on the project timeline above, including whether dates are estimated:

Our timeline will be based on the availability of contractors and approval for these funds. We anticipate beginning the project soon after funds become available and should complete work in about 2 months.

Describe any flexibility regarding your project’s start/completion date.

We are very flexible on start and completion dates.

Will you be seeking Project Based Section 8 Vouchers for this project?

No

Please be aware that if Project Based Section 8 Vouchers (PBV) are committed to the project, the environmental review process and subsidy layering must be completed before the acquisition is complete or construction commences. Actions taken prior to PBV being committed are not subject to this requirement.

Describe the type of site control that your organization has for the proposed property. If this request includes funds for acquisition, summarize the acquisition terms, price, contingencies, and conditions.

Canal Alliance owns the property at Marin Villa.

Expanding on the Scope of Work, please describe the rehabilitation that is proposed for the property and how it will address specific conditions (i.e., replacement needs, deferred maintenance, existing building violations, required seismic upgrades, building or health code problems). Please describe any other existing rehabilitation needs that are not included in the project scope and explain their exclusion.

KITCHEN RENOVATION:

A) The following is a summary breakdown of some of the renovations of the existing kitchen:

Demolish existing kitchen to bare studs including removal of all cabinets, countertops, sink, flooring, and drywall

Repair any damaged framing or subfloor, including floor & wall leveling/straightening

New decora-style GFCI outlets per code throughout kitchen

New LED lighting, switches, plug for dishwasher, and stove

hood receptacle

New plumbing. Inspect all in-wall plumbing. Supply & install new kitchen waste line, new water supply angle stops, new braided stainless steel dishwasher connection, new stainless steel top-mount sink, and new kitchen faucet

New batt insulation in exterior kitchen walls

New 5/8" type-x sheetrock w/moisture resistant board at wet areas. Float, tape, & texture to match existing

Paint kitchen walls & ceiling

New white, shaker-style cabinets throughout to match the existing layout. Includes new trims, moldings, pulls, etc.

New door trims, baseboards, window sills, etc.

Repair existing kitchen heat supply ductwork & install new registers.

New flooring in the kitchen.

New countertops

BATHROOM COMPLETE RENOVATION

B) The following is a scope breakdown to completely renovate an existing

bathroom:

Demolish existing bathroom to bare studs, including vanity, countertops, sink, tub or shower, flooring, and open walls.

Fix walls, subfloor, minor leveling, and door jambs, and install grab-bar backing

New GFCI outlets per code

New LED lighting and switches

New plumbing: new sink waste connection & trap, new ¼-turn angle stops, new shower valve & head, and new tub spout

New batt insulation in all bathroom walls for sound reduction

New 5/8 moisture-resistant drywall throughout with denshield tile backer at the shower surrounds.

Prime & paint all walls & ceilings in the bathroom area

New bathroom vanity, integral sink, and new faucet.

New door trims, baseboards, window sills, etc

Repair all bathroom heat supply ductwork & install new registers humidity sensing panasonic vent

New large format (18x24 or 12x24) floor tile.

New mirror, paper holder, towel bar, and grab bars if desired, shower chair if needed, and medicine cabinet if applicable

New bathtub or shower pan

REPLACE FLOORING & PAINT THE COMPLETE UNIT

Describe the accessibility of the building. Do you plan to make accessibility improvements?

There will be no accessibility improvements unless needed in the interior of the units. Ex. Grab bars or shower chairs in showers.

How will the rehabilitation be staged to minimize risk and inconvenience to the residents? If certain systems or parts of residents' units will be temporarily inoperable or unusable (e.g., kitchen or bathroom) during construction, what is the estimated duration of such interruptions? What mitigations will you provide?

In order to minimize risk and assure the safety of residents they will need to temporarily relocate during the rehabilitation. For efficiency, we plan to renovate all units simultaneously making them uninhabitable. Our budget includes the cost of temporarily relocating four tenant families.

Describe in detail any temporary relocation of existing tenants at the site due to proposed rehab activities. Explain why relocation is needed and provide the estimated duration and number of impacted tenants. If known, identify which laws (local, state, federal) must be followed in carrying out the relocation.

Temporarily relocation will be needed for tenants at both units because units will be inhabitable due to the renovation of all units. The estimated time is 2 months.

Financing Plan

What is the status of all proposed project funding sources as of the date of this application?

We have not applied for other funding sources for this project.

What is the timing and likelihood for obtaining commitments of anticipated funding sources?

No funding sources for this project at this time.

In the event that any funding sources are not obtained or are committed at lower levels than requested, what alternatives will be pursued?

We will need to revise our project scope if funding sources are not obtained. We would likely scale back to renovating fewer units and postpone the other units until we were able to raise additional funds.

For each item in your project budget, to be attached to this application, please explain how the budgeted amount was derived, whether costs are estimated or bid, and any other relevant information that justifies the budgeted expense (e.g., cost per square foot, percentage of other costs, estimated number of work hours).

The project budget for the rehabilitation costs was derived from a budget proposal from a Construction Management firm. They did a site inspection, and the estimates came from an evaluation of the condition of each unit. All units require almost the same amount of work, but our plan is to start rehabilitation on the

units that are most damaged.

Is your organization receiving any other Marin County funding for this project?

No

Does your organization have unspent funds that were previously awarded by the County (for any project)?

No

CDBG/HOME applicants only: Describe your organization's experience with administering federal grant programs. What experience do you have with Davis-Bacon prevailing wage and procurement requirements?

We have been a recipient of CDBG funds in the past and have successfully administered many grants in the past, including those from a federal source. We just beginning to work on projects that require Davis-Bacon but we have the staff capacity to comply with any contract requirements and we have a very experienced architect who can help us with all aspects of construction management and compliance issues.

Attachments

Please closely review the Notice of Funding Availability (NOFA) for instructions on which documents you must attach. The County requires specific attachments for each funding type (HTF/PLHA, HOME-ARP, CDBG Housing). Please label your attachments in this manner: "2023-24 [Document Name] for [Organization Name]- [Project Name]."



2024 -2025 Budget for Canal... .xlsx



2024-2025 FEMA Map for Ca... .pdf

Certification

Please review your responses above for accuracy.

Name of Person Completing this Application

Maria Medua

Title of Person Completing this Application

Director of Institutional Giving

By checking this box,

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

CDBG Housing Project Budget Feb 16, 2024

Organization Name: Canal Alliance
Project Title: Marin Villa Renovations 2024

Date:

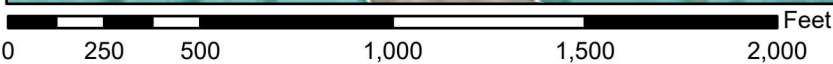
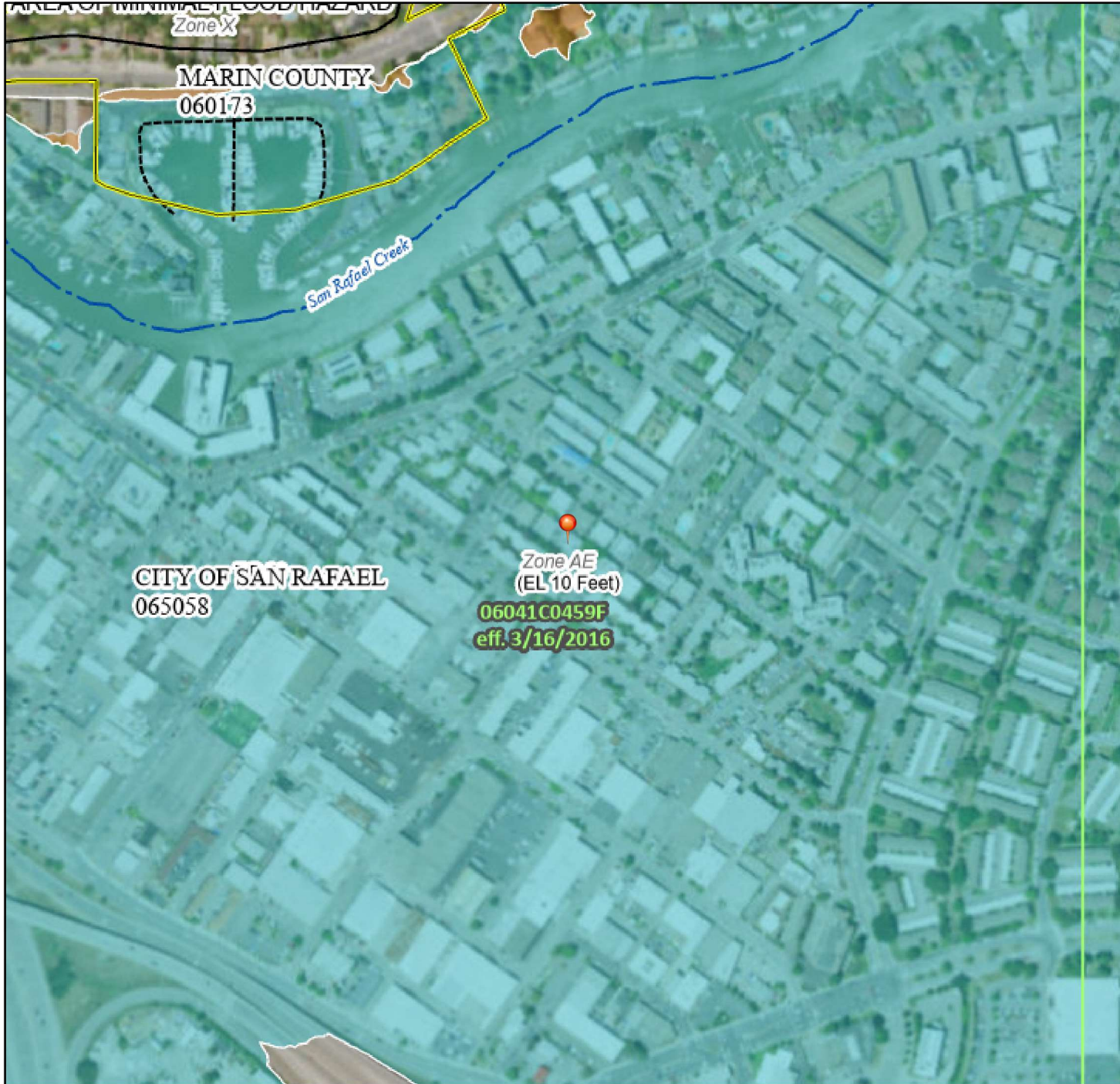
INCOME:	County NOFA Request	Other Funding Sources	In Kind	Total Proposed Project Income
<u>Committed</u>				
Foundations:				
<i>(Add rows)</i>				
Government:				
<i>(Add rows)</i>				
Corporations:				
<i>(Add rows)</i>				
Individual Contributions: (list total):				
Earned Income:				
<i>(Add rows)</i>				
Other (specify):				
<i>(Add rows)</i>				
Subtotal, Committed Income		0	0	0
<u>Uncommitted</u>				
Other (specify):				
Federal Grants Request	400,000			
Other 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:				
Subtotal, Uncommitted Income		0	0	0
Other				
Earned Income:				
<i>(Add rows)</i>				
Subtotal, Earned Income		0		0
Grand Total Income	400,000	0	0	400000

EXPENSES (Add rows to list other expenses)	County NOFA Request	Other Funding Sources	In Kind	Total Proposed Project Expenses
General Development				
Rehab 161 Novato Unit #2	\$ 97,705.00			
Rehab 161 Novato Unit #4	97,705.00			
Rehab 165 Novato Unit #1	97,705.00			
Rehab 165 Novato Unit #2	97,705.00			
Relocation cost	\$ 9,180.00			
<i>(Add rows to list other specific project expenses)</i>				
Subtotal, Direct Project Related Expenses	400000	0	0	400000
Indirect Expense - specify % in column A below (must be HUD approved)				
				0
Fiscal Sponsorship Fee (specify % in column A below)				
				0
Grand Total All Expenses	\$ 400,000.00	\$ -	\$ -	\$ 400,000.00

National Flood Hazard Layer FIRMMette



122°30'36"W 37°58'7"N



1:6,000

122°29'58"W 37°57'39"N

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, A99
		With BFE or Depth Zone AE, AO, AH, VE, AR
		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 X
		Area with Reduced Flood Risk due to Levee. See Notes. Zone X
		Area with Flood Risk due to Levee Zone D
OTHER AREAS		NO SCREEN Area of Minimal Flood Hazard Zone X
		Effective LOMRs
GENERAL STRUCTURES		Area of Undetermined Flood Hazard Zone D
		Channel, Culvert, or Storm Sewer
		Levee, Dike, or Floodwall
OTHER FEATURES		20.2 Cross Sections with 1% Annual Chance Water Surface Elevation
		17.5
		Coastal Transect
		Base Flood Elevation Line (BFE)
		Limit of Study
		Jurisdiction Boundary
MAP PANELS		Coastal Transect Baseline
		Profile Baseline
		Hydrographic Feature
		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 2/6/2024 at 1:48 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.

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2024-25 Application for Affordable Housing Funds

Friday, February 16, 2024

Marin County Housing & Federal Grants Division

This application is for affordable housing developers in Marin County, California who would like to apply for multiple state, local, and federal funding sources simultaneously. Please refer to the [Notice of Funding Availability \(NOFA\)](#) released on January 22, 2024 for detailed information about qualifications and application requirements. Applicants may use this [prep tool](#) for the long-form questions in order to save their responses and copy/paste into this application.

The deadline to apply is **5:00 p.m. Friday, February 16**. Applicants will receive a copy of their submitted application to the email address entered.

The following grant sources and approximate amounts are available through this application:

1. **Marin County Affordable Housing Fund (HTF) and State Permanent Local Housing Allocation (PLHA)** - \$1.2 million
2. **Federal HOME** - \$850 thousand
3. **Federal CDBG Housing** - \$650 thousand

Applicant Information

Organization Name

EAH Housing

Website URL

www.eahhousing.org

DUNS

078765088

Mailing Address

22 Pelican Way
San Rafael, California, 94901

Project Contact Name

Kim Duran

Title

Asset Manager

Email Address

kim.duran@eahhousing.org

Phone Number

(310) 922-7054

Executive Director Name

Laura Hall

Executive Director Email Address

laura.hall@eahhousing.org

Is there a co-applicant organization?

No

Briefly describe your organization, including mission, programs, staff experience, and number of clients served. Describe the co-applicant organization, if applicable.

EAH Inc. (dba EAH Housing) is a 501(c)(3) nonprofit organization founded in 1968 in response to social justice issues. EAH Housing is one of the established and most experienced nonprofit affordable housing development and management organizations in the western United States. It continues to address inequities brought about by the lack of affordable homes in our communities.

The mission of EAH Housing is to expand the range of opportunities for all by developing, managing, and promoting quality affordable homes and diverse communities. EAH serves low-income families, seniors, previously unhoused individuals, farmworkers, veterans, students, transitional-age youth, and people with special needs. EAH believes well-designed affordable homes are the cornerstone of sustainable, healthy, and livable communities.

Serving in California and Hawaii in 23 counties and 97 cities, EAH has over 700 experienced and dedicated staff with office locations in San Rafael, Morgan Hill, Los Angeles, and Honolulu. EAH has developed 109 communities and manages over 200 that comprise more than 25,000 residents.

Real Estate Development Experience. Since 1968, EAH Housing has developed and acquired over 8,400 affordable apartment homes throughout California and Hawai'i. These properties have an estimated aggregate development cost of over \$2 billion. Our highly skilled real estate development team assures that the property is well-designed and built to be sustainable and financially self-sufficient for generations to come. Throughout our history, EAH has never sold a community we developed.

Rehabilitation and Acquisition Initiative. EAH Housing initiated its stewardship activities in the early 1990s in response to the growing national loss of affordable housing. By constantly honing skills to manage the complexity of transactions involved with acquisitions and rehabilitations and in weathering several economic downturns and changing policy environments in the affordable housing industry, EAH has matured in capability and expertise over the years to offer support to others to maintain their affordable housing assets amidst demanding and volatile construction, policy, and compliance environments.

Real Estate Management Experience. EAH Housing understands that professional management of the physical asset, neighborhood relationships, local leadership, and increasing resident quality of life are the keys to successful development. For us, a roof is just the beginning. EAH has a distinctive customized property management model based on location and population, excellence in resident services, ongoing employee training, and a reputation for conscientious site managers. Our management portfolio of more than 13,000 unit leases ranges from rural, low-density duplexes to urban and suburban garden-style walk-ups to a 32-story downtown building.

Resident Services. EAH in-house Resident Services initiative, StayWell!, represent the heart of our work. We believe that sustainable communities provide opportunities for all its members, regardless of socioeconomic background, ethnicity, age, disability status, gender, or any other aspect of one's path in life.

Our staff and service providers work to engage residents in both on-site services and information and referral to outside resources to increase their chances of success. They encourage residents to strengthen their self-reliance and to participate in their communities actively, finding pathways to empowerment in their lives.

Have there been any recent or upcoming leadership transitions?

Cathy Macy, the Chief Financial Officer of EAH Housing, has announced her retirement, effective June 28,

2024. As CFO, Cathy worked tirelessly to integrate the various financial disciplines of the company, interpret and report on key business drivers, and oversee corporate finance, accounting, and treasury. She also managed relationships with external stakeholders. A national recruiting firm with deep expertise in the affordable housing space has been engaged to help lead the search for her replacement.

Robert Schraeger, EAH Senior Vice President of Real Estate Management, will retire in February 2024. Throughout his tenure, Robert has played a key role in shaping the EAH Real Estate Management division. His enthusiasm, expertise, and innovative vision have positioned the team for long-term success. Under his guidance, the team has grown stronger than ever.

A national recruiting firm with deep expertise in the affordable housing space has been engaged to help lead the search for both Cathy and Robert's replacement.

Have there been any recent expansions or cutbacks in activities and/or budget? If so, please explain.

There have been no recent expansions or cutbacks in activities and/or budget at EAH.

If applicable, what is the organization's standing with licensing or other accreditation authorities?

EAH Housing is in compliance and good standing with the California Department of Real Estate (DRE). EAH California license is 853495. As a Nonprofit Corporation, EAH can provide the California Secretary of State's most recent Certificate of Status/Good Standing.

How does your organization verify client income?

EAH Housing determination of annual income of individuals and area median gross income adjusted for household size is made in a manner consistent with HUD Section 8 and the California Tax Credit Allocation Committee (CTCAC) and other program's income definitions and guidelines. The income of every prospective occupant of the unit over the age of 18 and any unearned income from persons under 18 (such as Social Security benefits) is verified. All regular sources of income including income from assets is verified. Verifications are received by management prior to the execution of the Tenant Income Certification and actual move-in.

Verifications contain complete and detailed information and include, at a minimum, direct written verification from all sources of regular income and income from assets. EAH performs adequate due diligence in obtaining verifiable information. Information that is unclear is questioned and clarified with the third party or by second party verification statements. Third-party verifications of income are valid for 120 days prior to move-in. If after 120 days the tenant has not yet moved in, a new written verification is obtained. Third party verification is required. Any request for income verification includes the reason for the request, a release statement signed and dated by the prospective tenant, and a section for the employer or other third-party source to state the applicant's hire date, current anticipated gross annual income, or rate of pay, number of hours worked, income YTD including when the annual pay period began, and frequency of pay. Bonuses, tips, commissions, and any other additional income sources such as uniform allowance or mileage are verified and counted as income if received.

Verification forms include spaces for a signature, job title, phone number, and date. Probability and effective date of any increase during the next twelve (12) months are included as income. Three months of consecutive pay stubs at initial move-in are requested during interview for wage earners. Verification requests are sent directly to the source of income by EAH management staff and returned by the source to the EAH management staff.

General Project Information

Project Name

Turina House/Riviera Apartments (scattered site project)

Project Address

10 Labrea Way (Turina), 455 Canal Street (Riviera)
San Rafael, California, 94903 / 94901

Assessor's Parcel Number (APN)

014-193-08 (Riviera), 180-146-21 (Turina)

Funding Requests

Which funding source(s) are you seeking for this project? Please refer to the NOFA for a description of each funding source and eligible project types. Those applying for HOME-ARP funds are highly encouraged to apply for HTF/PLHA funds as well.

HOME

HOME Amount Requested (max \$850,000)

\$819,893

CDBG/HOME applicants only: Is this project located in a Special Flood Hazard Area, and therefore requires flood insurance?

Yes

Project Details

Scope of Work: Describe the proposed project, including details such as property characteristics, proposed use of funds, and number of housing units involved. Explain how the project will benefit the community.

Turina House is an existing affordable housing family rental community with 28 units located in the City of San Rafael. The property consists of three two-story buildings comprising of 10 one-bedroom, 8 two-bedroom, and 10 three-bedroom units. Property amenities include a management office, a computer lab, a laundry room, and a tot lot located in the central courtyard. Each unit has energy-efficient appliances and a private balcony.

Riviera Apartments is an existing 0.64-acre affordable housing family rental community with 28 units located near the intersection of Canal Street and Medway in the City of San Rafael. The property consists of three two-story buildings comprising of 1-studio, 4 one-bedroom, 19 two-bedroom, and 4 three-bedroom units. Property amenities include a management office, a computer lab, a laundry room, and a pool located in the central courtyard.

Turina House Rehabilitation

The rehabilitation scope of work for Turina House includes exterior work such as repairs to decking, stairs, laundry rooms, and trash enclosures as well as replacement of areas of siding and exterior paint on areas of both buildings. All asphalt and concrete work will be repaired or replaced. Unit balconies need to be repaired.

Interior repairs include replacing all gas wall heaters and bathroom fans with more efficient units. Interior work also includes replacing select kitchen cabinets, countertops, sinks and appliances. Bathroom work includes replacing select unit bathroom tub surrounds, valves, vanities, flooring, toilets and faucets. Select unit living areas will have flooring replaced, new unit entry doors, window coverings, closet doors and interior paint.

Riviera Apartments Rehabilitation

The rehabilitation scope of work for Riviera Apartments includes exterior stucco repairs and paint, work on concrete flatwork and garage surfaces and replacement of the trash enclosure.

Interior repairs include replacement of gas fired wall heaters with more efficient units. Interior work also includes replacing select kitchen cabinets, countertops, sinks and appliances. Bathroom work includes replacing select unit bathroom tub surrounds, valves, vanities, flooring, toilets and faucets. Select unit living areas will have flooring replaced, new unit entry doors, window coverings, closet doors and interior paint.

Describe the property’s history leading up to this request. Include when the organization acquired/will acquire the property, any previous requests for County funding, attempts to secure other financing, etc.

Turina House was built in the 1970’s. EAH Housing acquired the property in 1986 and rehabilitated the property with tax credits in 2004. EAH entered into a ground lease to lease the property to the Limited Partnership in 2004. The lease term shall continue until 2065. The Limited Partner exited the partnership in 2018 and EAH substituted in as the Limited Partner. Marin County has made CDBG, Housing Trust Fund and Housing Authority grants to Turina House dating back to 1984 totaling over \$300,000.

EAH approved a Limited Partner loan to the property in the amount of \$200,000 for 2024.

Riviera Apartments was built in the 1960’s and purchased by EAH in 1993. EAH rehabilitated Riviera Apartments with tax credits in 2004. EAH entered into a ground lease to lease the property to the Limited Partnership in 2004. The lease term shall continue until 2065. The Limited Partner exited the partnership in 2018 and EAH substituted in as the Limited Partner.

EAH approved a Limited Partner loan to the property in the amount of \$351,000 for 2024.

Turina and Riviera will compete for 4% tax credits and bonds in the second round of 2024 (applications due August 27, 2024; awards December 11, 2024) as a scattered site project.

Describe any nearby amenities, such as parks, public transportation, grocery stores, health care facilities, schools, childcare, libraries, parks/open space, etc. that residents of the project are/would be able to use.

Turina House is a few minutes from Highway 101 and has easy access to commercial establishments at the nearby Northgate Mall. This community is blocks away from multiple parks, such as Candy’s and Adrian Rosal Parks. It is also a few minutes from beach parks and bike trails. This family-friendly community is ideal for small and large families because of its accessibility to schools, parks, resource centers, commercial establishments, and public transportation. A weekly farmer’s market is also held close to the property.

Riviera Apartments is near the waterfront in the East San Rafael Canal neighborhood – easily accessible to walking and bicycle trails and other recreation areas. This allows residents to be near schools, a city-run community center, grocery stores, a post office, and public transportation. The Marin County Health and Wellness Center is also nearby.

Select the known environmental issues of the proposed project site, and/or adjacent properties if relevant.

Flood zone

Have you begun any state or federal environmental review procedures for the proposed project?

No

What is the anticipated timeline for the environmental review(s)?

Both projects are in operations. Turina House and Riviera Apartments will undergo environmental review at the discretion and timing of the County of Marin.

Who is the staff member that will supervise and manage the proposed project? Describe their past experience with project management.

Mike Sause, EAH Housing Director of Asset Management in Construction and Sustainability, will supervise and manage the rehabilitation of Turina House and Riviera Apartments. Mike has over 20 years of Asset Management experience in construction and affordable housing. Mike manages construction projects in our operating portfolio and provides support for our greening efforts through the installation of a more sustainable building system. Before EAH, Mike was an Associate Director of Portfolio Rehabilitation for Bridge Housing and spent a couple of years with Tenderloin Neighborhood Development Corporation as Project Coordinator.

Will the project involve hiring an external property management company?

No

If awarded funding, you will need to draft and submit an Affirmative Marketing Plan for this project. The plan would describe how you will market the project to different groups of people based on protected characteristics such as race, color, national origin, religion, sex (including sexual orientation and gender identity), familial status, and disability. Please refer to the Affirmative Marketing tab of the [Federal Grants website](#) for more information.

Describe any prior experience with affirmative marketing or similar initiatives.

EAH has over fifty years of experience with affirmative marketing through completion and revisions of Affirmative Fair Housing Marketing Plans, Resident Selection Plans, and language assistance for persons with limited English proficiency. EAH maintains an Affirmative Fair Housing Marketing Plan for over thirty-five communities in accordance with HUD standards and follows the plan carefully during marketing and outreach efforts to reach persons that are unlikely to apply for housing.

EAH marketing strategy includes a wide reach and accessibility by maintaining a mobile-friendly website from which applicants have access to all the information needed to apply for housing, such as unit availability, eligibility requirements, and the application process. Marketing materials include a welcoming statement to encourage people with disabilities to apply for units, as well as a description of available units, accessible features, eligibility criteria, and the application process.

EAH forms partnerships with community contacts throughout the market area (identified on the AFHMP) to reach potential applicants who have limited internet access, limited English proficiency, or who have otherwise requested assistance in applying for housing. Applications are available through a variety of methods, including in-person, mail, web-based forms, and email.

EAH clearly explains how applicants may submit their application and how applicants will be prioritized and selected for tenancy. An explanation regarding the procedure for requesting a reasonable accommodation in the application process is included in the Resident Selection Plan, flyer and on the application form. On-site staff receives fair housing, reasonable accommodation, and affirmative fair housing training during onboarding and annually thereafter.

All projects funded by HUD programs must Affirmatively Further Fair Housing. This is defined as combating housing discrimination and taking meaningful actions to overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to housing opportunities based on protected characteristics: race, color, national origin, religion, sex (including sexual orientation and gender identity), familial status, and disability.

How will this project Affirmatively Further Fair Housing?

EAH Housing is committed to non-discrimination, equal opportunity in housing and affirmatively furthering fair housing. This project's marketing strategy is designed to attract renters of all majority and minority groups regardless of race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or familial status.

A review of the demographic information provided on the US Census Bureau's website will determine which group or groups are underrepresented in the defined housing marketing. Once the targeted

population is identified, EAH Housing will conduct outreach to local advocacy organizations, area churches, local and regional housing agencies, civic groups, and social service agencies. Marketing will be included in non-English publications based on the prevalence of language groups in the regional area.

EAH Housing will annually measure the marketing plans effectively by tracking demographics of applicants and residents as well as the number of referrals received from the groups identified for outreach in the area. EAH Housing will provide management staff fair housing and marketing training annually.

Describe any past community engagement activities for this project, and future plans for community engagement.

No major community meetings have been held since EAH Housing acquired Turina House or Riviera Apartments. However, EAH reached out to neighbors and closeby establishments for feedbacks and advance notices of minor repairs. If needed, EAH is experienced in community outreach, even in the most challenging communities. In the last two years, EAH has held more than 45 community meetings, resulting in three entitled projects and three more that will complete land use approvals by the end of this year. Our engagement with the community supports decision makers and facilitates fast land use approvals, with some of our projects being entitled in months.

Demographics and Unit Information

In the table below, enter the existing or anticipated number of units based on income level and bedroom count. Refer to the [Current Marin County Income Limits](#) to determine income level.

Anticipated Unit Count by Bedrooms and Income Level

	Extremely Low	Very Low	Low	Moderate	Market Rate	TOTAL UNITS
Studio			1			1
1 bed			14			14
2 bed			27			27
3 bed			12			12
4 bed						0
Other						0
TOTAL UNITS	0	0	54	0	0	54

Notes or clarifying information on the unit count:

Each project maintains a manager's unit - one manager's unit is a two-bedroom and the other manager's unit is a three-bedroom unit. The total unit count is 56 units (28 units at each property). All units are restricted at 50% AMI.

In the table below, enter the demographics of the people who live (or will live) in the proposed housing project. If unknown, use the demographics of households within similar existing Marin complexes as the proposed project, within the organization's purview. Specify the number of Hispanic/Latino residents in its stand-alone column. The "Total" column must include the number of Hispanic/Latino residents as part of the sum.

Are the following numbers specific to the proposed project, or to a similar existing Marin complex?

Proposed project

Demographic Information

	Total Number of Persons	Persons Identifying as Hispanic/Latino
White	12	
Black/African American		
Asian	3	
American Indian/Alaskan Native	135	
Native Hawaiian/Other Pacific Islander		
American Indian/Alaskan Native & White		
Asian & White		
Black/African American & White		
American Indian/Alaskan Native & Black/African American		
Other Multi-Racial		154
Other/Not Disclosed	253	
TOTAL (Unduplicated)	403	154

Fill in a number for each of the fields below. For new construction, or if you are unsure, please put 0.

Families

51

Female-headed households

26

Households that include person(s) with a disability

0

Project Planning

Select the current phase of the proposed project.

Building

Select the activities involved in the proposed project.

Rehabilitation

Describe the project timeline and specify a real or estimated completion date for each milestone below. Add/explain any additional milestones as needed.

For acquisition projects:

For new construction and/or rehabilitation projects:

Define scope of work/finish design

Thursday, May 9, 2024

Complete planning and environmental review

Friday, July 19, 2024

Release bid package

Friday, May 9, 2025

Select contractor

Friday, May 30, 2025

Finalize contract

Friday, April 4, 2025

Obtain building permits

Friday, April 11, 2025

Start construction

Friday, July 11, 2025

Complete construction

Friday, December 4, 2026

Notes on the project timeline above, including whether dates are estimated:

Dates above are estimates.

Describe any flexibility regarding your project's start/completion date.

Turina House and Riviera Apartments are both occupied and operating properties. The start and completion dates are flexible in that EAH Housing will continue to maintain the properties until rehabilitation begins.

Will you be seeking Project Based Section 8 Vouchers for this project?

Yes

Please be aware that if Project Based Section 8 Vouchers (PBV) are committed to the project, the environmental review process and subsidy layering must be completed before the acquisition is complete or construction commences. Actions taken prior to PBV being committed are not subject to this requirement.

Describe the type of site control that your organization has for the proposed property. If this request includes funds for acquisition, summarize the acquisition terms, price, contingencies, and conditions.

EAH Housing maintains site control for both Turina House and Riviera Apartments.

Expanding on the Scope of Work, please describe the rehabilitation that is proposed for the property and how it will address specific conditions (i.e., replacement needs, deferred maintenance, existing building violations, required seismic upgrades, building or health code problems). Please describe any other existing rehabilitation needs that are not included in the project scope and explain their exclusion.

Turina House

Entry Decks, Stairs, Railings

The buildings are situated on a slight slope. Entry to the units is made via steps, decking and exterior stairs. Decks and steps are wood with wood railings and the stairs are concrete and/or wood with metal railings. The decking is worn and needs to be refinished and repaired. Railings are also worn. Stair treads and stair railings need to be fixed and adjusted for adequate stability and fastening.

Unit Balconies

Units have balcony and entry deck structures that are free standing and attached to buildings. Deck railings and surfaces show moderate wear that needs to be addressed.

Water Heaters

Some water heaters are more than 10-15 years old and in need of replacement with more efficient water heaters

Tub / Shower Plumbing

Separate handled shower controls were noted in some units. Mixing valves are required by plumbing and building code. Replace all separate controls with mixing valves.

Trash Enclosure

The property appears to have "outgrown" its original or existing trash enclosure. The property requires a new enclosure that will contain all trash disposal bins with a hose bibb at the trash area for cleaning.

Unit Interiors

Unit interior flooring is typically cut pile carpet and sheet vinyl or vinyl composition tile in fair condition. Units have 24-Inch electric stoves, recirculating hood exhaust fans, 14 cubic foot stacked refrigerators and 1/2 horsepower garbage disposals all in fair or good condition. Cabinets are medium quality composite wood in fair condition. Replace flooring, cabinets, counters, appliances, interior doors and paint.

Riviera Apartments

Exterior Siding

Repairs to stucco are necessary in the immediate term. The original stucco envelope is well past its useful life. Repairs can be made, but ideally, and if funds are available, the stucco should be replaced. When stucco is repaired, the building exteriors should be prepared and then painted.

Concrete Flatwork

Numerous trip hazards were noted. Some concrete grinding has occurred over time, but there are still displaced sections of the walkways that need to be leveled out.

Garage Surfaces

Driveways are in fair condition, in need of repairs for the driveway apron and for the asphalt paving. Parking spaces need new markings, concrete surfaces need to be cleaned of stains and concrete resealed.

Heating

Unit gas fired wall heaters are well aged. Replace these with more efficient heating units. Consider installing PTAC units which will provide heating and cooling for the units.

Trash Enclosure

The property appears to have "outgrown" its original or existing trash enclosure. Remove the trash enclosure and erect a new enclosure that will contain all trash disposal bins.

Unit Interiors

Units have 30-inch gas stoves, ducted hood exhaust fans, 16-18 cubic foot stacked refrigerators, no dishwashers or garbage disposals. Appliances are in fair or good condition. Flooring varies from sheet vinyl, vinyl plank and cut pile carpet with conditions varied. Cabinets are medium quality composite and wood materials, approximately 15 years old. Replace flooring, cabinets, counters, appliances, interior doors and paint.

Describe the accessibility of the building. Do you plan to make accessibility improvements?

This scopes of work will require new trash enclosures to be built as part of the Permitted work. All Permitted work will comply with State and local requirements for compliance to current ADA standards.

How will the rehabilitation be staged to minimize risk and inconvenience to the residents? If certain systems or parts of residents' units will be temporarily inoperable or unusable (e.g., kitchen or bathroom) during construction, what is the estimated duration of such interruptions? What mitigations will you provide?

EAH Housing has conducted over 30 property rehabilitations since the 1990s. Our objective is to have effective resident engagement and communication on a regular and timely basis. The EAH Relocation Plan helps us minimize risk and inconvenience to residents. The EAH Relocation Plan is detailed more in the following section/question.

Describe in detail any temporary relocation of existing tenants at the site due to proposed rehab activities. Explain why relocation is needed and provide the estimated duration and number of impacted tenants. If known, identify which laws (local, state, federal) must be followed in carrying out the relocation.

EAH Housing Relocation Plan provides the necessary details of the required temporary relocation program based on the property, rehabilitation project, project funding satisfies requirements for a relocation plan under the Uniform Relocation Act (URA), the State of California Relocation Assistance Guidelines (the Guidelines), California Relocation Assistance Law (CRAL) California Government Code Section 7260 et seq, and Real Property Acquisition Policies Act of 1970.

The EAH Relocation Plan administers the following process:

- Methodology and Assessment of Needs - Personal interviews with all households will be conducted to ascertain information regarding the household. Information to be collected will include disabilities, language requirements, and other special needs of the household. Any additional information that will be needed to finalize temporary housing and moving assistance requirements will be determined through these initial interviews. Follow-up interviews will be conducted to determine any final requirements before the start of each phase of the unit rehab.
- Impact Analysis – Determine how many units/households need to be temporarily relocated off-site while units are under construction and how many can stay in their respective units with precautionary measures.
- Demographics – EAH will communicate in various translations based on resident demographics while distributing notices. Special Needs, Seniors, and residents with medical condition/s will be an important consideration in the execution of in-place rehabilitation.
- On-site temporary housing – All vacant units will be reserved to serve as on-site hospitality suites for the rehabilitation. If on-site hospitality units are already occupied during the scheduled relocation phase, then residents will be offered off-site hotel suites during their temporary relocation. Turina House will pay for all relocation costs for residents to reside temporarily at the on-site hospitality suite.

Off-site temporary housing - If an on-site hospitality unit is unavailable during the scheduled relocation phase, residents will be offered to stay at an off-site hotel suite or stay with Friends & Family during their temporary relocation. During the relocation interview process, the relocation team will determine which residents will need additional resources and reasonable accommodation. Residents with additional mobility needs will be placed in ADA units at the hotel which provide wider doors and wheelchair access per ADA standards. For residents that have other special accommodations that were indicated during the interview process, additional resources will be provided on a case-by-case basis.

Financing Plan

What is the status of all proposed project funding sources as of the date of this application?

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What is the timing and likelihood for obtaining commitments of anticipated funding sources?

EAH Housing proposes the following sources of funding for the Turina/Riviera project:

Tax-Exempt permanent financing (mortgage) with a lender to be determined \$4,580,584: this financing will be committed when tax credit application is submitted in August, 2024.

Low Income Housing Tax Credit Equity (4% Credits) \$9,163,974: the project proposes to submit as a scattered site project in the second tax credit round of 2024 (August 27, 2024).

Timing for tax credits:

California Tax Credit Allocation Committee 4% Application Round 2

Application: August 27, 2024

Awards December 11, 2024

Closing: June 2025

Marin Community Foundation grant \$250,000: the project will submit for this funding in the second quarter of 2024 as leveraging funds for the tax credit application.

Mt. Tamalpais Foundation grant \$250,000: the project will submit for this funding in the second quarter of 2024 as leveraging funds for the tax credit application.

Marin County CDBG Loan \$42,275: Funds committed to Riviera project. Note is payable from cash flow and unpaid principal is due November 30, 2070.

Limited Partner loan \$377,225: Funds committed to Riviera project. Note is payable from cash flow and unpaid principal and accrued interest are due May 1, 2059.

Accrued Limited Partner Interest \$538,357 – committed.

EAH Loans: \$851,000 is committed to Riviera; \$200,000 is committed to Turina. Loans are payable from residual receipts, and are 0% interest.

Seller Note \$5,850,730: EAH as the Seller will carry a note for the acquisition to assist in financing the rehabilitation of both projects.

In the event that any funding sources are not obtained or are committed at lower levels than requested, what alternatives will be pursued?

In the event the requested funding sources are not obtained, rehabilitation scope will be reduced and projects will be evaluated for refinance and possible applications for bond recirculation.

For each item in your project budget, to be attached to this application, please explain how the budgeted amount was derived, whether costs are estimated or bid, and any other relevant information that justifies the budgeted expense (e.g., cost per square foot, percentage of other costs, estimated number of work hours).

Budgeted costs are based on Physical Needs Assessments created in May 2023.

Is your organization receiving any other Marin County funding for this project?

Yes

Please describe. Include a brief overview of the goals and accomplishments achieved through this funding.

The HOME funds for this scattered site project will be combined with other funding sources as leveraging funds for a 4% Low Income Housing Tax Credit project application in August 2024. This is a critical step in the process to funding the rehabilitations for these two projects in need of repairs.

Does your organization have unspent funds that were previously awarded by the County (for any project)?

No

CDBG/HOME applicants only: Describe your organization's experience with administering federal grant programs. What experience do you have with Davis-Bacon prevailing wage and procurement requirements?




EAH Housing has a long history of success in developing and managing affordable housing. EAH has developed or acquired 109 properties and 8,400 affordable homes since 1986. In the last five years, EAH has developed 730 new rental homes and rehabilitated 1,147 rental homes using traditional Affordable Housing funding. Our success in being able to finance and build affordable housing is partly due to our experience in securing and administering affordable housing funding. In the past four years, EAH has been awarded over \$42MM in HCD MHP funding and over \$61MM in AHSC funding. In the first HCD SuperNOFA, EAH received \$20.8MM for three developments. EAH received notice of 17 Affordable Housing funding awards supporting 11 developments in 2022. Our track record in securing state funding and successfully developing affordable housing demonstrates our experience administering state grant funds.

Over the past six years, EAH Housing has worked on 52 projects; 34 have required prevailing wage (65%),

and we have met all requirements. EAH is experienced with meeting the state prevailing wage and procurement requirements, as much of the state funding used in our project has a prevailing wage requirement.

Attachments

Please closely review the Notice of Funding Availability (NOFA) for instructions on which documents you must attach. The County requires specific attachments for each funding type (HTF/PLHA, HOME-ARP, CDBG Housing). Please label your attachments in this manner: "2023-24 [Document Name] for [Organization Name]- [Project Name]."

 2024_25 FEMA Map for EAH_....pdf	 2024_25 FEMA Map for EAH_....pdf
 2024_25 PNA for EAH_Riviera.pdf	 2024_25 PNA for EAH_Turina.pdf
 2024_25 Proforma for EAH_T... .xls	

Certification

Please review your responses above for accuracy.

Name of Person Completing this Application

Kim Duran

Title of Person Completing this Application

Asset Manager

By checking this box,

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

DEVELOPMENT COSTS

Development Costs by Line Item	Total Cost	Cost/Unit	Cost/Sq Ft
Acquisition Costs			
Land	569,090	10,162	9.73
Existing Structures *	13,015,030	232,411	222.43
Subtotal	13,584,120	242,574	232.16
Site Improvements			
Off Site Infrastructure *		0	0.00
On Site Infrastructure *		0	0.00
Demolition*		0	0.00
Subtotal	0	0	0.00
Construction			
Building Permit Fees *	200,000	3,571	3.42
Tap Fees *		0	0.00
Construction / Rehabilitation *	4,004,000	71,500	68.43
Landscaping *		0	0.00
Contingency *		0	0.00
General Conditions, O&P, insurance, bond, PW	1,125,271	20,094	19.23
Subtotal	5,329,271	95,166	91.08
Professional Fees			
Architect Fees	227,972	4,071	3.90
Engineering Fees	74,845	1,337	1.28
Real Estate Attorney Fees		0	0.00
Soils Tests		0	0.00
Surveys		0	0.00
Green Planning and Design Fees	15,000	268	0.26
Other (please specify)		0	0.00
Subtotal	317,817	5,675	5.43
Construction Finance			
Construction Insurance	153,878	2,748	2.63
Construction Loan Orig. Fee	86,188	1,539	1.47
Construction Interest	998,676	17,834	17.07
Attorney Fees	157,073	2,805	2.68
Title and Recording	74,227	1,325	1.27
Lender expenses/cost of issuance	142,061	2,537	2.43
Subtotal	1,612,103	28,788	27.55
Permanent Finance & Syndication			
Loan Fees & Expenses	60,806	1,086	1.04
LIHTC Fees	30,766	549	0.53
Attorney Fees	160,000	2,857	2.73
Title and Recording	10,000	179	0.17
Audit, Syndication consultant	95,000	1,696	1.62
Subtotal	356,572	6,367	6.09
Soft Costs			
Appraisals & Market Study	17,000	304	0.29
Environmental Reports		0	0.00
Capital Needs Assessment		0	0.00
Temporary Relocation	270,000	4,821	4.61
Permanent Relocation		0	0.00
Marketing		0	0.00
Soft Cost Contingency	240,939	4,302	4.12
Furnishings	8,000	143	0.14
Subtotal	535,939	9,570	9.16
Developer Fee / Profit			
Developer's Fee	1,728,416	30,865	29.54
Consultants		0	0.00
Administration Fee		0	0.00
Subtotal (ie - maximum developer fee)	1,728,416	30,865	29.54
Reserves			
Operating Reserve	288,353	5,149	4.93
Debt Service Reserve		0	0.00
Lease-up Reserve		0	0.00
Replacement Reserve	28,000		
Other (please specify)		500	0.48
Subtotal	316,353	5,649	5.41
Total Development Expenses	\$23,780,591	\$424,653	\$406

CAPITAL SOURCES

SOURCES OF FUNDS					
Hard Debt					
	Source	Principal	Type of Loan	Interest Rate	Term (Years)
First Mortgage	Permanent Loan	4,580,584	Tax-Exempt	6.500%	35
Second Mortgage					
Third Mortgage					
Government Grants and Soft Debt					
	Source	Amount	Amount Per Unit		
	County of Marin	819,893	14,641		
	EAH Housing	1,051,000	18,768		
	Existing County Loan	42,275	755		
Other Grants (Non-Governmental)					
	Source	Amount	Amount Per Unit		
	MCF & Tam Pacific	500,000	8,929		
	Existing LP Loan	377,225	6,736		
	Existing LP accrued interest	538,357	9,614		
	Seller Note	5,850,730	104,477		
Tax Credit Equity					
	Source	Amount	Amount Per Unit		
	9% LIHTC Proceeds		0		
	4% LIHTC Proceeds	9,163,974	163,642		
	Historic Tax Credits		0		
Other Equity					
	Source	Amount	Amount Per Unit	Amount Kept Upfront	
	Deferred Developer Fee	148,416	2,650	1,580,000	
	Owner Equity		0		
	Income from operations	708,137	12,645		
			0		
Total Sources		\$23,780,591			
Total Development Costs		\$23,780,591			
Gap (Surplus)		\$0			

SOURCES AND USES BUDGET

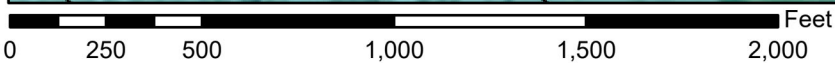
Project Name: Turina/Riviera
 Date of Model Version 2/16/2024

Project Activities	Total Project Cost	Funds Requested	Total Other Funds	Source	Status
Acquisition Costs	\$13,584,120		\$13,584,120	Seller Note, accrued interest, existing LP loans	in place
Site Improvements	\$0		\$0		
Construction	\$5,329,271	\$819,893	\$4,509,378	tax credit equity	not committed
Professional Fees	\$317,817		\$317,817	tax credit equity	not committed
Construction Finance	\$1,612,103		\$1,612,103	tax credit equity	not committed
Permanent Finance and Syndication	\$356,572		\$356,572	tax credit equity	not committed
Soft Costs	\$535,939		\$535,939	tax credit equity	not committed
Developer Fee / Profit	\$1,728,416		\$1,728,416	tax credit equity	not committed
Reserves	\$316,353		\$316,353	tax credit equity	not committed
Totals Costs from Project Costs cells above	\$23,780,591	\$819,893	\$22,960,698		
Total Costs from Development Costs Worksheet (to Check)	\$23,780,591				
Total Funds (Requested + Other)	\$23,780,591				
Gap (Surplus)	\$0				

National Flood Hazard Layer FIRMette



122°30'53"W 37°58'10"N



1:6,000

122°30'15"W 37°57'41"N

Basemap Imagery Source: USGS National Map 2023

Legend

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT

<p>SPECIAL FLOOD HAZARD AREAS</p>	<p>Without Base Flood Elevation (BFE) <i>Zone A, V, A99</i></p> <p>With BFE or Depth <i>Zone AE, AO, AH, VE, AR</i></p> <p>Regulatory Floodway</p>
<p>OTHER AREAS OF FLOOD HAZARD</p>	<p>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 <i>Zone X</i></p> <p>Future Conditions 1% Annual Chance Flood Hazard <i>Zone X</i></p> <p>Area with Reduced Flood Risk due to Levee. See Notes. <i>Zone X</i></p> <p>Area with Flood Risk due to Levee <i>Zone D</i></p>
<p>OTHER AREAS</p>	<p>NO SCREEN Area of Minimal Flood Hazard <i>Zone X</i></p> <p>Effective LOMRs</p> <p>Area of Undetermined Flood Hazard <i>Zone D</i></p>
<p>GENERAL STRUCTURES</p>	<p>Channel, Culvert, or Storm Sewer</p> <p>Levee, Dike, or Floodwall</p>
<p>OTHER FEATURES</p>	<p>20.2 Cross Sections with 1% Annual Chance Water Surface Elevation</p> <p>17.5 Coastal Transect</p> <p>Base Flood Elevation Line (BFE)</p> <p>Limit of Study</p> <p>Jurisdiction Boundary</p> <p>Coastal Transect Baseline</p> <p>Profile Baseline</p> <p>Hydrographic Feature</p>
<p>MAP PANELS</p>	<p>Digital Data Available</p> <p>No Digital Data Available</p> <p>Unmapped</p>

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

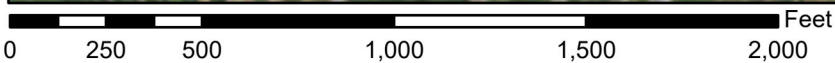
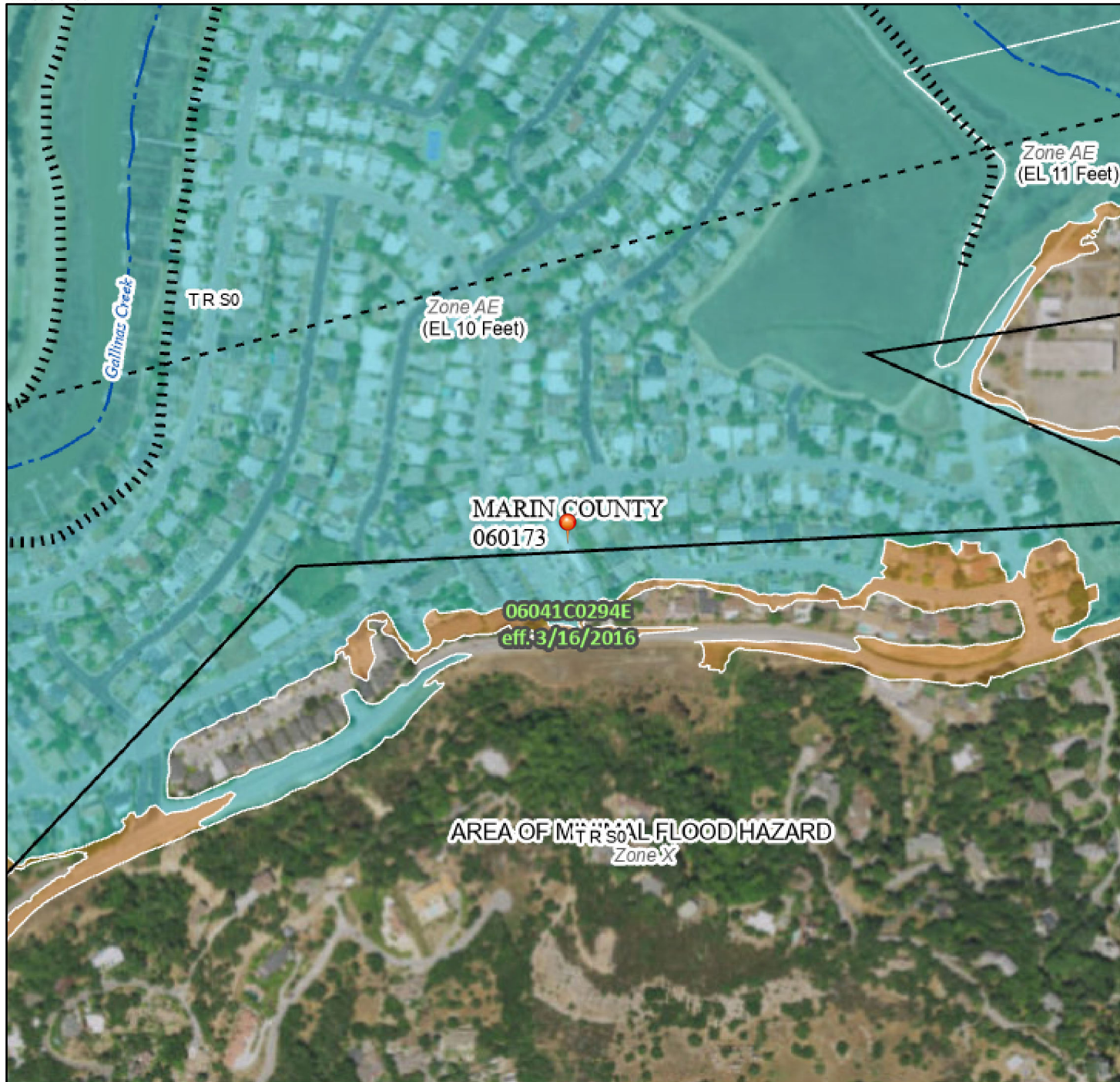
The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was exported on 2/7/2024 at 9:42 PM and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

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National Flood Hazard Layer FIRMette



122°31'8"W 38°11'N



1:6,000

122°30'31"W 38°0'33"N

Basemap Imagery Source: USGS National Map 2023

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, A99
		With BFE or Depth Zone AE, AO, AH, VE, AR
		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 X
		Area with Reduced Flood Risk due to Levee. See Notes. Zone X
		Area with Flood Risk due to Levee Zone D
OTHER AREAS		NO SCREEN Area of Minimal Flood Hazard Zone X
		Effective LOMRs
GENERAL STRUCTURES		Area of Undetermined Flood Hazard Zone D
		Channel, Culvert, or Storm Sewer
OTHER FEATURES		Levee, Dike, or Floodwall
		20.2 Cross Sections with 1% Annual Chance Water Surface Elevation
MAP PANELS		17.5
		Coastal Transect
		Base Flood Elevation Line (BFE)
		Limit of Study
		Jurisdiction Boundary
		Coastal Transect Baseline
MAP PANELS		Profile Baseline
		Hydrographic Feature
		Digital Data Available
MAP PANELS		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

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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.

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PHYSICAL NEEDS ASSESSMENT
for
THE RIVIERA APARTMENTS
455 CANAL STREET
SAN RAFAEL, CA 94901



MAY 18, 2023

Client: EAH Housing
22 Pelican Way
San Rafael, CA. 94901
Attention: Ron Nagano, Regional Property Supervisor

Prepared by: Elizabeth McLachlan Consulting, Inc.
2370 Market Street, Suite 189
San Francisco, CA 94114
415-203-8814
emclach@gmail.com

PHYSICAL NEEDS ASSESSMENT – RIVIERA APARTMENTS

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I. EXECUTIVE SUMMARY

This report is prepared at the request of, and provided solely for the use of, EAH Housing. The format of and sections covered in this report are based on the standard ASTM E-2018 *Standard Guide for Property Condition Assessments: Baseline Property Condition Assessment Process* guidelines.¹

The purpose of the report is to identify, based on the visual inspections, the systems and conditions present at the Riviera Apartments (Riviera), a 28-unit property that serves families.

a) How to Read this Report

This Physical Needs Assessment (PNA) report includes an Overview section and Immediate Needs section at the beginning of the document. Details regarding the property and its existing conditions follow those sections.

Spreadsheets for the Immediate Physical Needs and Replacement Reserve Study are located at the end of the report, rather than embedded in the narrative report.

This report includes photographs which are best viewed on screen, rather than printed out.

b) Current Property Information

Project Name	Riviera Apartments
Project Address	455 Canal Street, San Rafael, CA 94901
Property Manager	None (as of the inspection date)
Current Owner	Riviera – San Rafael Association, LLP
Date of Occupancy	Original construction mid 1960s. Opened by EAH 1994
Date of Last Rehab	None
Assessor's Parcel No.	014-193-08 – Marin County
Number of Buildings & Building Area	3. Building area unknown.
Building Type	V non rated. Two and three story buildings. Front buildings are 2 story. Rear larger (u-shaped) building is three stories.
Building Assembly	Slab on grade, wood framed building
Parcel Size:	Not available
Number of Units	28
Unit Mix	Mix of studios, one, two and three bedroom units. Each has one full bathroom
Common Areas and Amenities	Laundry room, pool area, courtyard and parking

¹ <https://www.astm.org/Standards/E2018.htm>

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Parking	28 tuck under parking spaces at ground level
Roof Construction	Flat, built up
Exterior Wall Finish	Stucco with some wood trim at roof lines. Wood decks.
HVAC	Wall mounted, gas fired heaters. No air conditioning.
Fire/Life and Safety	Hard wired and battery operated smoke detectors.
Present at Inspections	Maintenance staff from another property.
Date of Inspection	June 17, 2022 May 18, 2023
Weather on Inspection Day	Partly cloudy, 60 degrees

c) Site Visit

The property inspections were conducted on June 17, 2022 and May 18, 2023. The scope of the inspections consisted of a visual evaluation of the project site, building exteriors, roofing, walkways, mechanical/electrical systems, parking areas, driveways and 7 apartment units. No apartments were visited in May 2023. The inspection was visual in nature. No detailed analyses or calculations were made to verify the adequacy of the building systems.

d) Statement Regarding Hazardous Materials

A Phase I Environmental was provided for not provided for review.

Lead and asbestos sampling reports were also not provided for review. Given the age of the buildings, it is possible that hazardous materials were used in the original construction of the buildings.

If not already done, conduct a Phase I environmental assessment. Conduct lead and asbestos containing material(s) sampling and analysis. If suspect materials are found to be present by the consulting firm, follow all recommendations from that consulting firm's report.

This report does not provide expert opinions or recommendations on topics such as the presence or absence of asbestos, lead, mold, wood destroying organisms, soils conditions or toxicity on this property. This report does not provide expert opinions or detailed analyses on topics such as structural, mechanical, or architectural systems, nor is a comprehensive evaluation of building codes provided. If specific data and analysis for topics such as lead, asbestos, mold, soils, or structural or mechanical engineering are requested, the Sponsor is encouraged to engage the services of respective qualified consultants.

e) No Conflict of Interest

Elizabeth McLachlan Consulting (EMC) certifies that no conflict of interest exists between it, the Sponsor, the management entity, contractors or subcontractors involved in the repair or rehabilitation of this project.

f) Inspection and Report Scope of Work

This report is based upon guidelines established by standard ASTM E-2018 *Standard Guide*

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*for Property Condition Assessments: Baseline Property Condition Assessment Process guidelines.*²

Access to all areas of the project was not available or not requested. All specific observed equipment was not operated, nor was there any specific formulaic tests conducted on any systems. No engineering or hazardous materials testing was done. No destructive or penetrative testing was conducted. Damage to the systems and structures may be present but hidden, and therefore could not be discovered without destructive testing. The observations and resulting report and recommendations do not give warranty nor do they guarantee the performance of any building components or systems.

This evaluation is based on the inspector's observations and judgment of the physical conditions of the improvements and estimated expected remaining useful life of those improvements and/or conditions. The actual performance of individual components may vary from a reasonably expected standard, and may be affected by circumstances that occur after the date of evaluation. The evaluation is based on visual observations, exhibits reviewed, and on comparable field experience.

g) Contents of the Report

- This **narrative report** containing information regarding systems and conditions as observed during inspections, along with details at each item.
- **Appendix A** - Immediate Physical Needs outlining all capital improvements and repairs that are recommended to be addressed in the immediate scope of work and in the short term
- **Appendix B** - A 20-year Replacement Reserve Study. The reserve study includes capital improvements that will need to be addressed across the term of the study. The reserve study assumes that the items listed in the Immediate Needs will be done in that scope of work.

The cost estimates used in this report are based on approximate quantities and unit costs. They are also based on information furnished by the relevant sources, if any, which are assumed to be accurate.

Other estimated costs represent information from published materials, previous reports and/or reports for similar projects, estimates provided for similar and recent projects, as well as estimating guides--such as RS Means, Dodge Guides and others established by and/or used in the construction industry.

Elizabeth McLachlan Consulting (EMC) bears no control over the costs of labor, materials, equipment or services provided by others, nor over the methods determining prices employed by others; EMC also has no control over competitive bidding procedures. Costs shown in this report incorporate industry averages, and estimates are made based on this consultant's experience. None of the estimated costs stated herein guarantee that proposals, bids, or costs will not vary. The project Sponsor is strongly encouraged to seek out new bids for specific work

² <https://www.astm.org/Standards/E2018.htm>

as appropriate.

h) Green Building Recommendations

Elizabeth McLachlan is a certified green building professional through Build It Green and is also a member of the U.S. Green Building Council. Green/sustainable/energy efficient recommendations are noted in the findings and included in recommendations of this report.

Recommendations made in this report are based on observations, and aim to include the most efficient replacement materials or methods possible. Recommendations also intend to include green building practices and recommendations for green rehabilitation for existing multifamily properties. Green reference sources include these: Build It Green's web site and LEED related publications. The publication *Green Rehabilitation of Multifamily Rental Properties* is sourced for this report where appropriate, as are various green building resources, including the 2019 and 2022 CalGREEN requirements.³

A. APARTMENTS INSPECTED

In June 2022 and May 2023, the site and building exteriors were visually inspected to the fullest extent possible, including the following specific elements: driveways and parking areas, walkways, exterior and site lighting, site irrigation and drainage, and exterior walls, mechanical, electrical and plumbing systems and landscaping. Roofing could only be observed from the ground and from the upper walkways. Seven of the 28 apartments were also inspected for the 2022 inspections.

B. DOCUMENTS RECEIVED AND REVIEWED

A list of items and information was requested at the outset of this project.

- Plan set(s) (as-builts, rehab, etc.);
- Construction specifications;
- Any previous Physical Needs Assessment, Capital Needs Assessment, property conditions report or similar;
- Any written bids or estimates for proposed scope of work;
- Current replacement reserve amounts;
- List of proposed repairs;
- Phase I environmental, seismic inspection, Lead based paint, asbestos reports, or similar inspection reports;
- Major capital improvements done since project was constructed (e.g., roof, window, siding, foundation, etc. repair work, if any).
- Site map

Items received for review:

- *None*

³ See <https://www.dgs.ca.gov/BSC/CALGreen>

II. PROPERTY CONDITIONS

A. IMMEDIATE ISSUES & CONCERNS

Overall, this project is in fair condition. Maintenance and management of the property seems to be efficient. However, the buildings are approximately 60 years old and thus, are showing moderate aging.

This assessment is based on the conditions of the building exteriors and interiors. Based on visual observations, the quality of the original construction is generally adequate.

The approach to recommendations in this report is aggressive, and aims to recommend necessary capital improvements as soon as possible in the immediate scope of work. It also contains a Replacement Reserve Study, which includes proactive and comprehensive capital improvements over the term shown in the Reserve Study.

The Replacement Reserve Study is forward looking – it assumes that all the work recommended and outlined here and in Appendix A will have to be completed in the immediate term.

Issue & Description

Exterior Siding

Repairs to stucco are necessary in the immediate term. The original stucco envelope is well past its useful life. Repairs can be made, but ideally, and if funds are available, the stucco should be replaced. When stucco is repaired, the building exteriors should be prepared and then painted.

Security Cameras

Add security camera monitoring system at the property to provide additional site security.

Concrete Flatwork

Numerous trip hazards were noted. Some concrete grinding has occurred over time, but there are still displaced sections of the walkways that need to be leveled out.

Garage Surfaces

Minor repairs are needed at the garages – clean and reseal concrete.

Heating

Unit gas fired wall heaters are well aged. Replace these with more efficient heating units. Consider installing PTAC units which will provide heating and cooling for the units.

Trash Enclosure

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The property appears to have “outgrown” its original or existing trash enclosure. Remove the trash enclosure and erect a new enclosure that will contain all trash disposal bins.

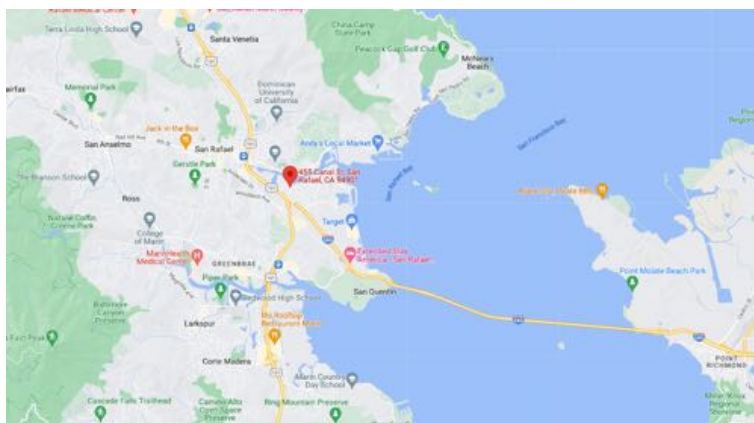
Unit Interiors

Unit interior finishes are mostly replacements. Based on information provided, replacements are needed in the immediate term for one or a few of the unit interiors. See Appendix A for quantities.

B. GENERAL DESCRIPTION & CONDITIONS

The Riviera property contains 28 residential apartment units, configured as studios, 1, 2 and 3 bedroom units. The residential units are located in three 2-story buildings. Common areas include a center courtyard, pool, office and laundry room.

The property is located in San Rafael, California. Neighboring properties include other multi-unit properties, small shops and services, Commercial business and restaurants are located within a ¼ mile of the property. Public transportation is located within 1 block of the subject property, on Canal Street.



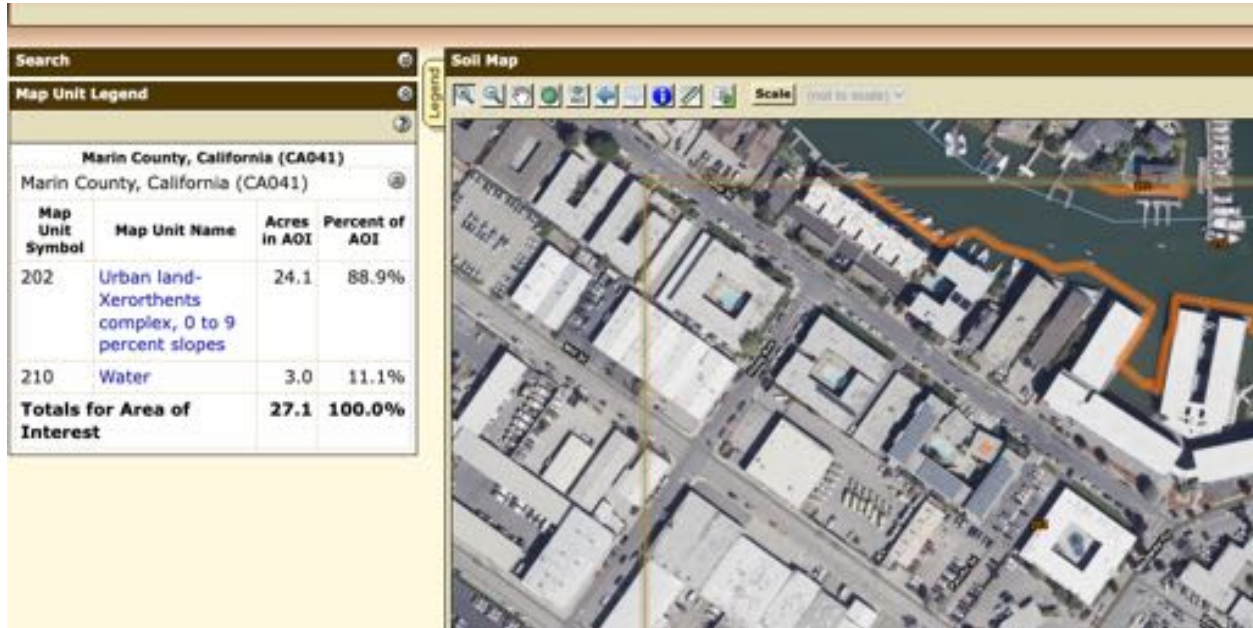
Map location

C. SITE CONSTRUCTION

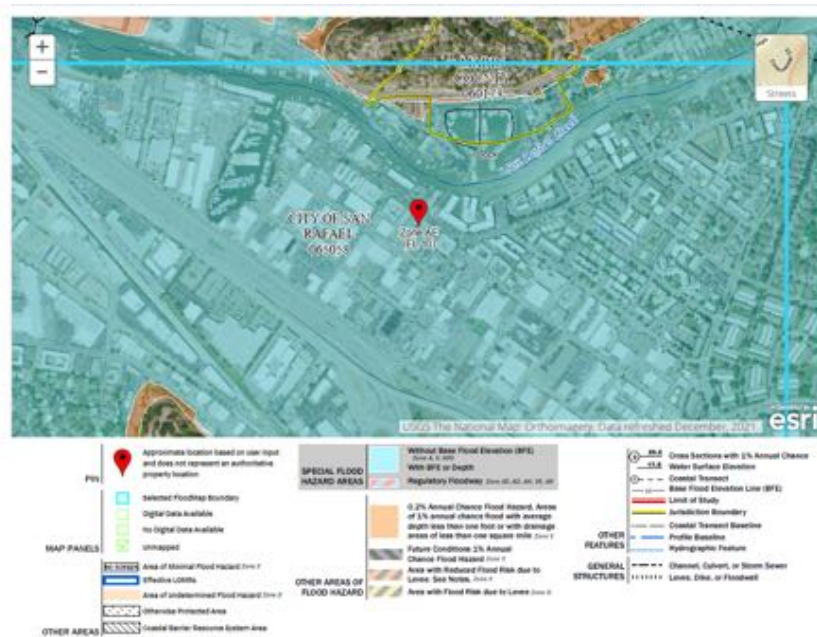
1. SOILS CONDITIONS

A soils report was not provided for review. No issues related to soils were made known at the time of the site visit. A soils map, giving general information about the soils in the area, is shown below. See <https://websoilsurvey.sc.egov.usda.gov/App/WebSoilSurvey.aspx>

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The property appears to be located in an AE Flood hazard area.



FEMA Flood Map for region

2. DRAINAGE/TOPOGRAPHY

The parcel upon which the property sits is flat.

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Drainage occurs naturally into soils or into subsurface drain systems, depending on location. Roof drainage is achieved via roof scuppers connected to downspouts.

The driveways have drains set near garage bays. Courtyard and pool areas have drains set into the concrete flatwork.

No issues were noted or reported with drainage. Any drains covers that are offset should be repaired and reset to avoid trip hazards.

3. SITE ACCESS & PARKING AREAS

The property is located along Canal Street, a busy two-lane street. There is small parking area at the front of the property which can accommodate eight vehicles. Residents “double up” in these spots. The parking area has concrete paving and the spaces are located “under” the front buildings.

There are two driveways that lead to the “tuck under” parking bays on each side of the larger building. These spaces are marked, and have concrete surfaces.

Overall, the driveways are in fair condition. Repairs are needed for the driveway apron, and for the asphalt paving. The parking spaces need new markings and the concrete surfaces need to be cleaned of stains.



Parking



Driveway entrance – northwest end

4. FENCING AND SIGNAGE

The property is “open” with no perimeter fencing. Fencing is installed at storage/trash areas at the rear of the property. And there is some chain link fencing at the rear of the property from the neighboring parcel.

Fencing for the rear storage area is in poor condition and should be replaced.

Signage is limited to the building mounted signage at the front of the property. Those signs are in poor condition and need to be replaced or restored.



Site map

5. SITE SECURITY

Site security measures do not currently exist. Adding a security camera monitoring system is recommended and is shown on Appendix A.

6. TRASH COLLECTION

Trash bins are located outside the laundry room. There is a single trash enclosure or other storage area at the back of the property. It is assumed that the trash area at the property is not

used. Ideally, trash would be stored away from buildings where people reside or occupy as trash brings pests.

7. LANDSCAPING & OUTDOOR AREAS

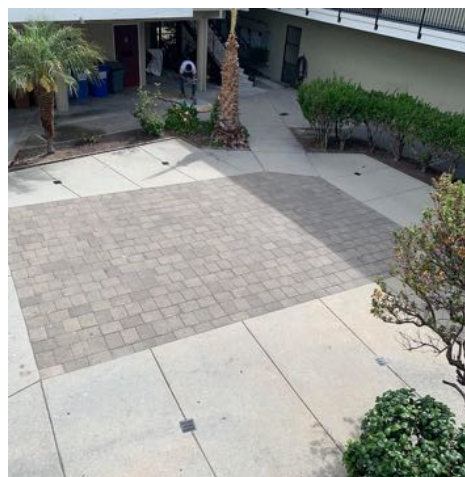
Landscaping and outdoor areas include the planted sections throughout, the parking areas, courtyard and pool areas.

Landscaping around the property is in poor condition. The plants are very worn. Ground cover and bark has washed away. Recommend adding more bark/mulch around plants and restoring existing plants with updated irrigation and feeding.

The pool is located on the north side of the courtyard and is fenced in by an ornamental fence. Pool equipment is located in a small room near the pool. It is not known how much the pool is used. The pool and pool deck were unoccupied at the time of the site visit. If the pool is to be continued, it should be cleaned or repainted.



Pool area



Courtyard

8. SITE LIGHTING

Site lighting is achieved via wall mounted lights and pole lights. These light fixtures are in good condition.

9. ACCESSIBILITY

The Riviera property was constructed in the 1960s, and renovated in 1994, after the enactment of the Americans with Disabilities Act of 1992.

Accessibility requirements are dictated by several authoritative bodies. In determining whether or not ADA requirements must be met, the project Sponsor will need to be aware of the requirements not only of their lending sources, but of the municipal, state and federal requirements, and if such requirements are applicable. This report does not include an accessibility audit nor is it meant to be a reliable assessment of the accessible or non-accessible conditions or requirements for the property.

An accessibility audit is recommended if prevailing authorities require, or if they will require, compliance with current regulations. A guideline or "checklists" for accessibility can be found as a reference: <http://www.access-board.gov/adaag/checklist/a16.html>

The *Accessibility* section of this PNA report is intended to provide only general information about accessibility requirements and standards, and to give observations on the current accessible accommodations.

Background

In 1992, the State of California adopted Federal ADA regulations, with modifications as outlined in Chapters 10 and 11 of the California Building Code (CBC). Projects constructed after 1992 are to fully comply with the accessibility provisions prevailing at the time of building permit issuance. According to the Federal ADA standard (36.207 of 28 CFR Ch. 1), for publicly funded multifamily projects constructed prior to January 16, 1992, public accommodations are regulated, while individual apartment units are exempt. Essentially, for existing buildings, the public accommodations and common-use areas available to the residents and guests are to be modified to comply with the ADA standards when building permits are issued for new construction or for remodeling work. Such areas include parking stalls, path of travel from parking to the public recreational and project management office areas along with those same areas, exterior paths of travel within the project site, common hallways, laundry, lobbies, community rooms, and similar common use areas (as they exist). In short, if these areas are undergoing alterations, then the alterations must comply with the new codes governing accessibility.

Accessible standards for existing projects are subject to the "hardship" rules. Updating portions of the facility to current handicapped standards would be required under the current CBC when a general building permit is issued for any building improvements. This does not include repairs for deteriorated sections or building components damaged by fire or by natural disasters.

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A CASP report should be conducted for the property as there are little to no obvious accessible accommodations at the property. Engaging a **Certified Accessibility Specialist Professional** is helpful in a few different ways:

- it helps you determine which accessibility codes were in place at the time that the project was constructed and what requirements have changed since that time
- it provides guidance on what accessibility requirements need to be made compliant with current building code, and what changes are not (aka are grandfathered in) based on the history of improvements at the project.
- provides proof that a good faith effort was made to correct any deficiencies with respect to accessibility and it
- provides a protection from liability for a short time if the recommendations within the report are followed

This report does not provide an exhaustive evaluation of Federal ADA requirements. For purposes of the observations, the ADA Accessible Guidelines for Buildings and Facilities (2010) is used as a guide (see: <https://www.access-board.gov/guidelines-and-standards/buildings-and-sites/about-the-ada-standards/ada-standards>). See also HUD's checklist for UFAS Accessibility. <https://www.hud.gov/offices/fheo/library/UFASAccessibilityChecklistforPHAs-5-7-08.pdf>. It is recommended that an accessibility audit be conducted as part of the property rehabilitation.

D. BUILDING CONSTRUCTION

1. STRUCTURAL AND FOUNDATION SYSTEMS

The Riviera property was completed in the 1960s and was acquired and occupied by EAH in 1994. As-built drawings were not made available for review. It is assumed that the project was constructed in accordance with building code in effect at the time of original construction.

The following data points are based on observations or assumptions:

- Foundations are concrete slab on grade.
- Buildings are wood framed.
- Roofs are wood framed, pre-fabricated wood trusses.
- It is assumed that plywood sheathing was not installed in the original construction, but may have been installed at the time of the 1994 acquisition.

Conditions that may be attributable to structural conditions were seen as diagonal stucco cracks, and *settling* as observed at a few of the upstairs apartments units. Structural conditions should be reviewed and verified by a licensed structural engineer.

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Aerial view – two front 2-story buildings, larger U-shaped building sides and rear.



Settling at ceiling near kitchen at Unit 8



*Ground floor near laundry – column supports and beam run under upper units.
Cantilevered decks*

2. EXTERIOR SIDING AND TRIM

The exterior siding at all buildings consist of stucco with wood trim near the roofs, and sections of board and batten at the upper level units. The condition of the stucco siding is poor. Several cracks were noted. Several areas where repairs or window installations have taken place are very obvious. The building siding should be repaired and re-painted, at a minimum. Ideally, full stucco replacements should occur. Full replacement would allow for sheathing to be installed, for insulation to be updated, and for a more efficient stucco or other siding type. A drip edge around the foot of the exterior walls should also be installed.



Exterior siding – ground floor



Rear of building

3. ROOF SYSTEMS

The roofs at all buildings are assumed to be constructed using pre-fabricated roof trusses and plywood decking. The roofs are flat and are finished with a built up system. The roofs are assumed to be approximately 20 years old. No active leaks were reported, but the roofs are nearing the end of their useful lives. Replacement is shown on Appendix B.



Roof surface

4. WINDOWS & SLIDING DOORS

The windows are vinyl framed, dual paned units. Sliding glass doors are also vinyl and dual paned at the upstairs units with balconies. Windows and sliding doors appear to be in fair condition. The ages of the windows and sliding doors is not known, but they are assumed to be approximately 10 years old.



Unit windows

5. STAIRS AND LANDINGS

Upper units are accessed via exterior stairs that lead to exterior walkways at the second level. The stairs are constructed with concrete treads and risers, metal railings and metal stringers. The stairs are in good condition. The railings and metal sections should be painted when the building exteriors are painted.

Upper walkways are wood framed and have a traffic membrane installed. Railings are metal. The walkway surfaces are in good or fair condition. Some areas where nicks and tears have occurred were noted. These need to be repaired in the immediate scope.



Reset drain cover (use more heavy duty type) and repair/replace traffic coating where torn

6. UNIT BALCONIES

Upstairs units have wood framed, cantilevered decks off their living rooms. The decks appear to be relatively new or rebuilt. Deck framing is wood and pressure-treated wood. Deck boards are wood or pressure treated wood. Decks appeared to be in good condition. As always with cantilevered decks, treating and sealing the deck-to-wall connection is imperative to keeping water out of the building envelope.

7. HAZARDOUS MATERIALS, WOOD DESTROYING PESTS & INDOOR AIR QUALITY

A Phase I Environmental Report was not available for review. A Phase I is recommended if not done previously and if any suspect materials are located in or around the subject property.

Hazardous materials are discussed earlier in this report.

An emerging concern in property evaluation is indoor air quality (IAQ). Several indoor conditions can affect the quality of breathable air in apartment units. These could include off-gassing from installed materials, accumulation of fungal material, gas leaks from appliances and improper ventilation. The Environmental Protection Agency has a resource site that may be informative to building management and maintenance staff. See <http://www.epa.gov/iaq/>. Very little ventilation was noted inside the apartment units. Ventilation is discussed below in Section F.

E. CONDITION OF BUILDING INTERIORS AND UNITS

1. UNIT DESIGN AND OVERALL CONDITIONS

The units have solid core wood doors fitted with peepholes, globe or level style hardware and deadbolt locksets.

Flooring at the units is typically a cut pile carpet flooring at the living room and bedrooms, and sheet vinyl or vinyl composition tile (VCT) at entries, kitchens and bathrooms.

Unit layouts vary by unit size. Most unit entries open into the kitchens and living rooms.

Each apartment contains a full kitchen with cabinets, counters, stove, refrigerator. Each unit has a full bathroom containing a one piece fiberglass surround and bathtub. Each bathroom also contains a toilet, cabinet and sink or hanging lavatory, medicine cabinet, ceiling fan and towel racks.

Heating is provided to the units via wall mounted, gas fired heaters. No air conditioning is provided to all units.

The finishes in the observed units were in fair condition.

2. INTERIOR FIXTURES

a) Resilient and Carpet Flooring

Flooring in the observed units varied from sheet vinyl, vinyl plank and cut pile carpet. Conditions varied and depended on age and wear.

If carpet will be used in future replacement schedules, presumably in the bedrooms only, it should comply with HUD/FHA materials bulletin "UM44C," and carpet padding should comply with "UM72-80." Furthermore, replacement carpeting should comply with guidelines in the CRI Green Label Plus Carpet Testing Program.



Sheet vinyl floor at kitchen, cut pile carpet at living room (covered by resident's rug)

b) Appliances

Units have 30-inch gas stoves, ducted hood exhaust fans, 16-18 cubic foot stacked refrigerators. The units do not have dishwashers or garbage disposals. The appliances are primarily made by GE. The appliances in the inspected unit were found to be in fair or good condition.



Kitchen - typical

c) Cabinets/Countertops

The cabinets are constructed with medium quality composite and wood materials, all of which are believed to be approximately 15 years old. Cabinet drawer frames wood and pressed wood. Cabinet doors are laminated pressed wood. Cabinet shelving and interior framing are laminated pressed wood.

It is recommended that future cabinet replacements should comply with minimum cabinet specifications equivalent to the Kitchen Cabinet Makers Association of America. See [http://kcma.org/Professionals/Performance Testing and Certification Program](http://kcma.org/Professionals/Performance_Testing_and_Certification_Program).

Countertops in the inspected units were granite or other stone material. All the inspected counters were in good condition.

d) Sinks/Lavatories/Faucets

The kitchen sinks are stainless steel single bay units.

Faucets are primarily single handled models manufactured by Moen or Delta. The observed faucets are in fair condition.

The bathrooms have pressed wood vanity cabinets with single piece sinks, and mixer faucets.



Typical older vanity and sink

e) Tubs & Shower Surrounds

Bathtubs and shower surrounds vary in age. They are either three-piece molded plastic surrounds or tile surrounds over fiberglass tubs. Most tubs were in fair condition. Where tubs have been re-coated, peeling was noted. In order to achieve a lasting coating over older tubs, it is recommended that a very experienced contractor be engaged. Using the wrong material results in premature peeling.



Shower surround and tub (peeling coating) at Unit 19

f) Shower Valves and Toilets

Shower valves are typically mixer types manufactured by Moen. All future shower valves should be mixing type, and should include anti-scald devices.⁴

Most of the toilets are replacements and operate at 1.6 gallons per flush. No issues were noted at any of the toilets.

g) Interior Doors and Frames

Interior doors and frames for the bathrooms and bedrooms include wood framing with hollow wood doors. Closet doors are hollow core wood sliding types. Interior doors in the inspected units were very worn. The doors may date back to 1994 or earlier as most of them appeared to be old. When units are renovated, interior doors should be included in the renovation scope of work.

⁴ 2007 California Plumbing Code, Section 418.0.



Bathroom door – Unit 1

h) Electrical Fixtures

The lighting fixtures are currently in good or fair condition, depending on type. Fixture types vary from unit to unit, but most units have older fixtures that have been retrofitted with compact fluorescent bulbs. The kitchens have ceiling mounted fluorescent fixtures. Bathrooms have vanity lights and lights in the ceiling fans.

All other lighting (bedroom and living room) is operated by switched outlets. It is recommended that any older lighting be updated with more energy efficient fixtures such as fluorescent or LED type lights where this hasn't already occurred.

Bathrooms have mechanical vent fans. Future fan replacements should have a maximum of 2.0 sones (measure of sound output), with enough power to provide a complete air change every fifteen minutes. Units with a minimum capacity of 100 cubic feet per minute (cfm) are recommended. Replacement fans should contain humidistat devices so that the moisture level in bathrooms can be regulated.

Kitchens have over-stove exhaust fans.

GFCI receptacles were present in the bathrooms and kitchens.

Hard wired smoke detectors are installed in all units as described below in the Fire and Safety section of this report at the end of this document.

i) Interior Walls/Ceilings

The walls and ceilings are generally in good condition. No unusual staining or cracks were noted at any of the inspected apartments.

j) Window Coverings/Traverse Rods

All units have vertical vinyl blinds. Blinds were in fair condition.

k) Painting

Maintenance staff typically paints units upon turnover, but it is doubtful if for longer tenancies if the units are painted while occupied. Paint was good in the observed units.

A semi-gloss paint should be utilized at the kitchen and bathroom walls so that the surfaces will be easier to wash. Preparation and cleaning procedures should be in strict accordance with paint manufacturer's recommendations for each particular substrate condition.

3. COMMON AREAS

The common areas at the project include the office, laundry, parking areas and outdoor spaces.

The manager's office is located in a unit at the ground level of the rear of the property. It is a single room, with office equipment, a desk and computer and has a windows that looks out onto the front of the property.

The laundry room is located at the front of the property. It contains four washers and four dryers. No issues were noted with the laundry room.

Outdoor common areas and parking areas were discussed earlier in this report.

F. MECHANICAL SYSTEMS

1. SYSTEM LOCATIONS

- Water heaters are located in closets at the garages. The water heater for the laundry, maintenance shop and restroom is located in a closet in the maintenance shop.
- Heating equipment is mounted at the unit living rooms
- Pool equipment is located in a closet/area at the north end of the pool.
- Solar photovoltaic panels are located at the roof of the larger building. The inverters are located in the garages and in breezeways.
- Electrical switches and panels are located in the garages
- Lighting controls are located in the laundry room

2. PLUMBING & SEWAGE FLOW

Supply is assumed to be copper. Waste piping is assumed to be cast iron or PVC – it could not be observed. If not already done, waste lines should be camera-scoped on an annual basis to

ensure that they clear of build-up, roots or other damaging conditions. Four-inch cleanouts are located at the rear or ends of each building.

2. DOMESTIC HOT WATER HEATERS

Domestic hot water is provided to the units via water heaters located in the closets at the garages. No access to the closets was possible during the site visit. The laundry has a 50 gallon water heater which provides heated water for it and the two front buildings. .

All water heaters more than 10 years old should be replaced in the immediate scope of work. It is recommended that highly efficient water heaters be used when the current heaters are replaced. Consideration could be given to using on-demand water heaters.

When water heaters are replaced, they need to be strapped for stability in case of earthquakes. Correct strapping includes the following:

- 2 metal straps: one at the top and one at the bottom
- Each strap should start with one end attached to a nearby stud wall.
- Each strap should be looped once around the water heater tank.
- Each strap end should be attached to an opposing stud wall.

3. HEATING & COOLING

The units are heated with gas fired, wall mounted heaters located in the living areas. The heaters are manufactured by Williams, model no. 25096. Output is 25,000 BTUs. All heaters more than 30 years of age should be replaced in the immediate scope of work due to obsolescence.

When heaters are replaced, the use of direct vent gas heaters or electric heating is recommended. Energy efficient heating options must be considered for future replacements.

4. ELECTRICAL

The apartment units are individually metered for electric service.

The meter banks are located at the end of each building. Units have 30-amp service, which is low for the size of the units. Main service is 200 amps. There is also a single phase, 100amp switch. Electrical panels – switch gear – are very aged. In fact, the main switches may be original. These switches are beyond their expected useful life. It is strongly recommended that all electrical equipment be updated and that service into the building be upgraded to a 600 amp main. An electrical contractor should be engaged to make load calculations and to provide recommendations for electrical systems work.



Older Zinsco Uniflex main

5. MECHANICAL VENTILATION

All bathrooms have mechanical ventilation via exhaust fans. Most of the observed units were a bit dirty and some clogged with dust and debris. Current fans are manufactured by Broan. They should be replaced with humidistat enabled fans.

6. FIRE ALARM SYSTEM / EMERGENCY SYSTEMS & BACKFLOW

Fire alarm drawings and specifications were not provided.

Each unit has hard-wired or battery operated smoke detectors at the living room, hallways and bedrooms. It cannot be stressed enough: the smoke detectors need to have batteries installed in them so that they work properly. The hallway smoke detector should be replaced with a combination smoke alarm/CO2 detector.

The property is equipped with a “local” fire alarm system with pull stations. The alarm enunciator is located at the laundry room. There is also a standpipe system with hose cabinets located at the building exteriors.

The fire alarm panel was not observed, but it is assumed that is located in the management office.

The owner/sponsor is responsible for ensuring that all fire, life and safety systems are in working condition and that all meet the requirements and codes set forth by the appropriate authoritative entity(ies).

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DO NOT REMOVE BY ORDER OF THE STATE FIRE MARSHAL

OWNER IS RESPONSIBLE FOR MAINTAINING RECORDS

C-16
735459
 LICENSE #

5 YEAR
 ANNUAL
 QUARTERLY

Fire King Fire Protection Inc.
 26 Commercial Blvd., Suite M
 Novato, CA 94949
 (415) 567-9373

KEVIN WARRICK
 PRIVATE FIRE SERVICE MAN

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	

SPRINKLER
 STANDPIPE
 FIRE PUMP
 WATER TANK
 FOAM
 WATER SPRAY

DO NOT REMOVE BY ORDER OF THE STATE FIRE MARSHAL

OWNER IS RESPONSIBLE FOR MAINTAINING RECORDS

C-16
735459
 LICENSE #

5 YEAR
 ANNUAL
 QUARTERLY

Fire King Fire Protection Inc.
 19 Pamaron Way
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KEVIN WARRICK
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JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	

SPRINKLER
 STANDPIPE
 FIRE PUMP
 WATER TANK
 FIRE ALARM
 WATER SPRAY
 PRIVATE FIRE SERVICE MAN



The following data sheets are included at the end of this report. Key notes to the data sheets follow below each heading.

APPENDIX A: IMMEDIATE PHYSICAL NEEDS

APPENDIX B: REPLACEMENT RESERVE STUDY

**Appendix A to the Physical Needs Assessment
 Immediate Physical Needs**

28 studio, 1-3 bedrooms; Est. 1960s; EAH occupancy 1994

NOTES: The cost estimates are for reference only. Construction cost estimates can vary, sometimes wildly. This Immediate Needs worksheet and its data should not be used as a construction cost estimate or estimate scope; the owner is encouraged to seek construction cost estimates from general contracting firms. Soft costs, such as consultant fees, general conditions, cleanup/janitorial, insurance, and exclusions are not included.

PNA Ref Page	Area/Item	Priority	Unit Cost	QTY	Totals	Description
	Specialty Inspections / Consulting					
2	Hazardous materials & O&M	1	\$8,000	1	\$8,000	Conduct Phase 1. Conduct hazardous materials sampling and analysis. Prepare and delivery operations and maintenance handling instructions.
24	Electrical contractor	1	\$2,500	1	\$2,500	Load calculations, spec/drawing, planning.
	SUBTOTAL				\$10,500	
	Accessibility					
12	Paths of travel - entry gates, courtyard barriers, laundry	1	\$25,000	1	\$25,000	Gate hardware, clearances modifications, automatic operators, if necessary. Remove barriers to common spaces.
12	ADA signage allowance.	1	\$6,000	1	\$6,000	Allowance for signage
	SUBTOTAL				\$31,000	
	Site					
10	Landscaping	1	\$3,000	1	\$3,000	Replace dead/dying plants, ground cover.
9	Monument sign	1	\$4,000	1	\$4,000	Replace buiding mounted name sign at front of property
5	Concrete flat work	1	\$8,000	1	\$8,000	Replace damaged walkway sections, grind heaved sections, as possible. Even out surfaces
	SUBTOTAL				\$8,000	
	Building Exterior/Structure					
16	Deck coating	1	\$9	400	\$3,600	Replace traffic coating where worn on upper walkways
15	Exterior siding repairs, paint	1	\$185,000	1	\$185,000	Repair stucco damage/wear, add drip edge for stucco base as possible. Paint buildings
	SUBTOTAL				\$185,000	
	Mechanical/Electrical/Plumbing					
24	Electrical	1	\$85,000	1	\$85,000	PG&E applications based on electrical contractors review. Replace main switchgear, panels, wiring due to age and obsolescence. Upgrade main service 400-600 amps. Upgrade units to 60-100 amp, as may be necessary.
24	Heating - gas wall heaters	1	\$3,500	28	\$98,000	Install efficient heating systems
24	Bathroom fans	1	\$600	28	\$16,800	Install humidistat fans in bathrooms.
	SUBTOTAL				\$16,800	
	Site Improvements					
10	Pool area - paint, updates	1	\$18,000	1	\$18,000	new equipment, cleaning, repairs to deck.
10	Landscaping: general	1	\$4,000	1	\$4,000	Remove grass and install drought friendly materials
9	Egress signage	1	\$8,500	1	\$8,500	Add signage
	SUBTOTAL				\$12,500	
	Unit Kitchens					
19	Replace Kitchen Cabinets	2	\$7,000	8	\$56,000	Replace older
19	Replace Countertops	2	\$2,500	8	\$20,000	Replace older
19	Appliances (stove, hood, refrig and disposal)	2	\$2,200	8	\$17,600	Replace older
19	Replace Kit. Sink & Faucet (includes trap/waste)	2	\$1,200	8	\$9,600	Replace older
	SUBTOTAL				\$103,200	
	Unit Bathrooms					
21	Tub surrounds and valves	2	\$3,500	8	\$28,000	Replace original tub surrounds
21	Vanity counter/sink	2	\$650	8	\$5,200	New lavatory counter/sink
21	Install New Flooring	2	\$450	8	\$3,600	Waterproof LVP or sheetvinyl
21	New toilets	1	\$700	8	\$5,600	Use low flow >1.6gpm
21	Faucet	2	\$250	8	\$2,000	New low flow faucets
	SUBTOTAL				\$44,400	
	Unit Living Areas					
19	Unit Entry Doors	1	\$1,200	8	\$9,600	New entry doors and hardware
19	Finish carpentry in units	1	\$1,000	8	\$8,000	Allowance for necessary carpentry during rehab
19	LVP Flooring	2	\$3,500	8	\$28,000	Replace older flooring
19	Carpet flooring	2	\$1,800	8	\$14,400	Replace older flooring
19	Window coverings	2	\$413	8	\$3,302	Replace older
19	Closet doors	2	\$400	20	\$8,000	Replace doors and hardware
20	Interior painting	1	\$1,800	8	\$14,400	Paint units after interior work
	Misc. Drywall Repair	2	\$500	8	\$4,000	Allowance for drywall repairs
	SUBTOTAL				\$89,702	
	Immediate Needs				\$702,202	
	First Three Years of Reserve Term				\$245,400	
	Total				\$947,602	

Date: May 18, 2023																	
REPLACEMENT RESERVE STUDY																	
Page One																	
The Riviera Apartments																	
455 Canal Street																	
San Rafael, CA 94901																	
28 apartments; Est. 1960s; EAH opened in 19 (28 years)																	
ITEM	EUL	RUL	UNIT COST	# Units	Total Cost	Year 0 cost (Imm. Needs)	2023 1	2024 2	2025 3	2026 4	2027 5	2028 6	2029 7	2030 8	2031 9	2032 10	TOTAL Years 1 - 10
Site																	
Driveway repairs/sealing	6	6	\$ 2,000	1	\$ 2,000		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ 2,000
Sanitary Sewer Lines	50	22	\$ 35,000	2	\$ 70,000		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Landscaping Maint.	10	10	\$ 5,000	1	\$ 5,000		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000
Exterior Lighting	15	3	\$ 6,500	1	\$ 6,500		\$ -	\$ -	\$ 6,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,500
Entry fencing and gates	20	5	\$ 22,000	1	\$ 22,000		\$ -	\$ -	\$ -	\$ -	\$ 22,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,000
Building Exteriors																	
Exterior Painting	10	10	\$ 135,000	1	\$ 135,000		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 135,000	\$ 135,000
Roof systems	30	10	\$ 175,000	1	\$ 175,000	See	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 175,000	\$ -	\$ 175,000
Windows	30	20	\$ 3,000	28	\$ 84,000	Appendix A	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Doors and Hardware	25	varies	\$ 1,200	30	\$ 36,000		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Mechanical/Elect/HVAC																	
Gas Wall Heaters	25	25	\$ 3,500	28	\$ 98,000		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Water Heater	15	varies	\$ 1,000	29	\$ 29,000		\$ 10,000	\$ 10,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	\$ 32,000
Electrical Systems (panels, circuits)	50+	50	\$ 3,500	28	\$ 98,000		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Plumbing System	50+	27	\$ 5,000	13	\$ 65,000		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dwelling Units & Common Interior																	
Laundry room Finishes	10	5	\$ 4,000	1	\$ 4,000		\$ -	\$ -	\$ -	\$ -	\$ 4,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,000
Common area furnishings	20	5	\$ 10,000	1	\$ 10,000		\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000
LVP Flooring at Units	15	varies	\$ 3,500	28	\$ 98,000		\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000	\$ -	\$ -	\$ -	\$ -	\$ 70,000
Carpet flooring	7	varies	\$ 1,800	28	\$ 50,400		\$ 5,400	\$ 5,400	\$ 5,400	\$ 5,400	\$ 5,400	\$ 5,400	\$ 5,400	\$ 5,400	\$ 5,400	\$ 5,400	\$ 54,000
Kitchen/Bath Cabinetry & Counters	25	varies	\$ 9,000	28	\$ 252,000		\$ 36,000	\$ 36,000	\$ 36,000	\$ 36,000	\$ 36,000	\$ 36,000	\$ -	\$ -	\$ -	\$ -	\$ 180,000
Stove	20	varies	\$ 700	28	\$ 19,600		\$ 2,800	\$ 2,800	\$ 2,800	\$ 2,800	\$ 2,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,000
Refrigerator	15	varies	\$ 900	28	\$ 25,200		\$ 3,600	\$ 3,600	\$ 3,600	\$ 3,600	\$ 3,600	\$ 900	\$ 900	\$ 900	\$ -	\$ -	\$ 20,700
Shower Surround/Valve	20	varies	\$ 3,500	28	\$ 98,000	\$ -	\$ 10,500	\$ 10,500	\$ 10,500	\$ 10,500	\$ 10,500	\$ 10,500	\$ -	\$ -	\$ -	\$ -	\$ 63,000
Required Expenditures from Reserves						\$ -	\$ 82,300	\$ 82,300	\$ 80,800	\$ 74,300	\$ 110,300	\$ 20,800	\$ 8,300	\$ 8,300	\$ 180,400	\$ 145,400	\$ 793,200
Reserve Calculations:																	
Initial/ Annual Starting Balance of Reserve							\$ 450,000	\$ 403,400	\$ 356,800	\$ 311,700	\$ 273,100	\$ 198,500	\$ 213,400	\$ 240,800	\$ 268,200	\$ 123,500	
Initial/ Annual Contribution						\$ 450,000	\$ 35,700	\$ 35,700	\$ 35,700	\$ 35,700	\$ 35,700	\$ 35,700	\$ 35,700	\$ 35,700	\$ 35,700	\$ 35,700	\$ 807,000
Withdrawals							\$ 82,300	\$ 82,300	\$ 80,800	\$ 74,300	\$ 110,300	\$ 20,800	\$ 8,300	\$ 8,300	\$ 180,400	\$ 145,400	\$ 793,200
Balance of RR							\$ 403,400	\$ 356,800	\$ 311,700	\$ 273,100	\$ 198,500	\$ 213,400	\$ 240,800	\$ 268,200	\$ 123,500	\$ 13,800	\$ 13,800
Recommended Replacement Starting Balance																	
							\$ 450,000										
										# UNITS	\$ per unit cost	Annual Deposit					
Annual Deposit per unit:			\$ 1,275							28	1,275	35,700					
Inflation is not factored into this study																	
Escalation on the deposits is not included.																	
NOTE: The reserve study assumes that all items outlined in Appendix A will be completed prior to the start of the reserve term.																	

Date: May 18, 2023														
Page Two														
The Riviera Apartments														
455 Canal Street														
San Rafael, CA 94901														
28 apartments; Est. 1960s; EAH opened in 1994														
ITEM	EUL	UNIT COST	# Units	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	TOTAL
				11	12	13	14	15	16	17	18	19	20	Years 1 - 20
Site														
Driveway repairs/sealing	6	\$ 2,000	1	\$ -	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ -	\$ -	\$ 6,000
Sanitary Sewer Lines	50	\$ 35,000	2	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Landscaping Maint.	10	\$ 5,000	1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 10,000
Exterior Lighting	15	\$ 6,500	1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,500	\$ -	\$ -	\$ 13,000
Entry fencing and gates	20	\$ 22,000	1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,000
Building Exteriors														
Exterior Painting	10	\$ 135,000	1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 135,000	\$ 270,000
Roof systems	30	\$ 175,000	1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 175,000
Windows	30	\$ 3,000	28	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Doors and Hardware	25	\$ 1,200	30	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Mechanical/Elect/HVAC														
Gas Wall Heaters	15	\$ 3,500	28	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Water Heater	15	\$ 1,000	29	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 32,000
Electrical Systems (panels, circuits)	50+	\$ 3,500	28	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Plumbing System	50+	\$ 5,000	13	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dwelling Units & Common Interior														
Laundry room Finishes	10	\$ 4,000	1	\$ -	\$ -	\$ -	\$ -	\$ 4,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,000
Common area furnishings	10	\$ 10,000	1	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000
LVP Flooring at Units	15	\$ 3,500	28	\$ -	\$ -	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ 126,000
Carpet flooring	15	\$ 1,800	28	\$ 5,400	\$ 5,400	\$ 5,400	\$ 5,400	\$ 5,400	\$ 5,400	\$ 5,400	\$ 5,400	\$ 5,400	\$ 5,400	\$ 108,000
Kitchen/Bath Cabinetry & Counters	25	\$ 9,000	28	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 180,000
Stove	20	\$ 700	28	\$ -	\$ 700	\$ 700	\$ 700	\$ 700	\$ 700	\$ 700	\$ 700	\$ -	\$ -	\$ 18,900
Refrigerator	15	\$ 900	28	\$ -	\$ -	\$ -	\$ -	\$ 900	\$ 900	\$ 900	\$ 900	\$ 900	\$ 900	\$ 26,100
Shower Surround/Valve	20	\$ 3,500	28	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 63,000
Required Expenditures from Reserves				\$ 5,400	\$ 8,100	\$ 13,100	\$ 13,100	\$ 28,000	\$ 14,000	\$ 14,000	\$ 22,500	\$ 13,300	\$ 153,300	\$ 1,078,000
Reserve Calculations:														
Initial/ Annual Starting Balance of Reserve				\$ 13,800	\$ 44,100	\$ 71,700	\$ 94,300	\$ 116,900	\$ 124,600	\$ 146,300	\$ 168,000	\$ 181,200	\$ 203,600	
Initial/ Annual Contribution				\$ 35,700	\$ 35,700	\$ 35,700	\$ 35,700	\$ 35,700	\$ 35,700	\$ 35,700	\$ 35,700	\$ 35,700	\$ 35,700	\$ 1,164,000
Withdrawals				\$ 5,400	\$ 8,100	\$ 13,100	\$ 13,100	\$ 28,000	\$ 14,000	\$ 14,000	\$ 22,500	\$ 13,300	\$ 153,300	\$ 1,078,000
Balance of RR				\$ 44,100	\$ 71,700	\$ 94,300	\$ 116,900	\$ 124,600	\$ 146,300	\$ 168,000	\$ 181,200	\$ 203,600	\$ 86,000	\$ 86,000

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PHYSICAL NEEDS ASSESSMENT
for
ANISE TURINA HOUSE
10 LABREA WAY
SAN RAFAEL, CA 94903



MAY 18, 2023

Client: EAH Housing
22 Pelican Way
San Rafael, CA. 94901
Attention: Asset Management

Prepared by: Elizabeth McLachlan Consulting, Inc.
2370 Market Street, Suite 189
San Francisco, CA 94114
415-203-8814
emclach@gmail.com

PHYSICAL NEEDS ASSESSMENT – TURINA HOUSE

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I. EXECUTIVE SUMMARY

This report is prepared at the request of, and provided solely for the use of, EAH Housing. The format of and sections covered in this report are based on the standard ASTM E-2018 *Standard Guide for Property Condition Assessments: Baseline Property Condition Assessment Process* guidelines.¹

The purpose of the report is to identify, based on the visual inspections, the systems and conditions present at the Turina House, a 28-unit property for families.

a) How to Read this Report

This Physical Needs Assessment (PNA) report includes an Overview section and Immediate Needs section at the beginning of the document. Details regarding the property and its existing conditions follow those sections.

Spreadsheets for the Immediate Physical Needs and Replacement Reserve Study are located at the end of the report, rather than embedded in the narrative report.

This report includes photographs which are best viewed on screen, rather than printed out.

b) Current Property Information

Project Name	Turina House
Project Address	10 Labrea Way, San Rafael, CA. 94903
Property Manager	Unknown
Current Owner	EAH Housing – Turina Associates, LP
Date of Occupancy	1994
Date of Last Rehab	1994
Number of Buildings & Building Area	2
Building Type	V-N Fully sprinklered
Building Assembly	Slab on grade, wood framed walls, trussed roof with comp shingles, composition lap siding finish, wood framed canopies.
Parcel Size:	35,144 s.f. - approximate
Assessor's Parcel No.	180-146-21 – Marin County
Number of Units	28
Unit Mix	1, 2 and 3 bedroom units
Common Areas and Amenities	Manager's office, tot lot, laundry room, outdoor seating area.

¹ <https://www.astm.org/Standards/E2018.htm>

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Parking	28 open spaces, including spaces designated as accessible.
Roof Construction	Sloped, asphalt shingle
Exterior Wall Finish	Wood composition lap siding, wood comp board and batten siding.
HVAC	Gas wall heaters. No air conditioning.
Fire/Life and Safety	Hard wired smoke detectors in units. Local fire alarm.
Present at Inspections	Maintenance staff
Date of Inspection	June 17, 2022
Weather on Inspection Day	Partly cloudy, 65 degrees

c) Site Visit

The property inspections were conducted on June 17, 2022 and again May 18, 2023. The scope of the inspections consisted of a visual evaluation of the project site, building exteriors, roofing, walkways, mechanical/electrical systems, parking areas, driveways and 5 apartment units. The inspection was visual in nature. No detailed analyses or calculations were made to verify the adequacy of the building systems.² No apartments were inspected for the May 2023 inspections.

d) Statement Regarding Hazardous Materials

A Phase I Environmental was provided for not provided for review.

Lead and asbestos sampling reports were also not provided for review. Given the age of the buildings, it may be possible that hazardous materials were used in the original construction of the project. Testing is recommended in the immediate scope of work, if not done. An operations handling and maintenance manual (O&M) should be provided and kept onsite.

This report does not provide expert opinions or recommendations on topics such as the presence or absence of asbestos, lead, mold, wood destroying organisms, soils conditions or toxicity on this property. This report does not provide expert opinions or detailed analyses on topics such as structural, mechanical, or architectural systems, nor is a comprehensive evaluation of building codes provided. If specific data and analysis for topics such as lead, asbestos, mold, soils, or structural or mechanical engineering are requested, the Sponsor is encouraged to engage the services of respective qualified consultants.

e) No Conflict of Interest

Elizabeth McLachlan Consulting (EMC) certifies that no conflict of interest exists between it, the Sponsor, the management entity, contractors or subcontractors involved in the repair or rehabilitation of this project.

² The property was not fully noticed for inspection. No onsite property manager was present. No staff person with knowledge of the property was present.

f) Inspection and Report Scope of Work

This report is based upon guidelines established by standard ASTM E-2018 *Standard Guide for Property Condition Assessments: Baseline Property Condition Assessment Process* guidelines.³

Access to all areas of the project was not available or not requested. All specific observed equipment was not operated, nor was there any specific formulaic tests conducted on any systems. No engineering or hazardous materials testing was done. No destructive or penetrative testing was conducted. Damage to the systems and structures may be present but hidden, and therefore could not be discovered without destructive testing. The observations and resulting report and recommendations do not give warranty nor do they guarantee the performance of any building components or systems.

This evaluation is based on the inspector's observations and judgment of the physical conditions of the improvements and estimated expected remaining useful life of those improvements and/or conditions. The actual performance of individual components may vary from a reasonably expected standard, and may be affected by circumstances that occur after the date of evaluation. The evaluation is based on visual observations, exhibits reviewed, and on comparable field experience.

g) *Contents of the Report*

- This **narrative report** containing information regarding systems and conditions as observed during inspections, along with details at each item.
- **Appendix A** - Immediate Physical Needs outlining all capital improvements and repairs that are recommended to be addressed in the immediate scope of work and in the short term
- **Appendix B** - A 20-year Replacement Reserve Study. The reserve study includes capital improvements that will need to be addressed across the term of the study. The reserve study assumes that the items listed in the Immediate Needs will be done in that scope of work.

The cost estimates used in this report are based on approximate quantities and unit costs. They are also based on information furnished by the relevant sources, if any, which are assumed to be accurate.

Other estimated costs represent information from published materials, previous reports and/or reports for similar projects, estimates provided for similar and recent projects, as well as estimating guides--such as RS Means, Dodge Guides and others established by and/or used in the construction industry.

Elizabeth McLachlan Consulting (EMC) bears no control over the costs of labor, materials, equipment or services provided by others, nor over the methods determining prices employed by others; EMC also has no control over competitive bidding procedures. Costs shown in this

³ <https://www.astm.org/Standards/E2018.htm>

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report incorporate industry averages, and estimates are made based on this consultant's experience. None of the estimated costs stated herein guarantee that proposals, bids, or costs will not vary. The project Sponsor is strongly encouraged to seek out new bids for specific work as appropriate.

h) Green Building Recommendations

Elizabeth McLachlan is a certified green building professional through Build It Green and is also a member of the U.S. Green Building Council. Green/sustainable/energy efficient recommendations are noted in the findings and included in recommendations of this report.

Recommendations made in this report are based on observations, and aim to include the most efficient replacement materials or methods possible. Recommendations also intend to include green building practices and recommendations for green rehabilitation for existing multifamily properties. Green reference sources include these: Build It Green's web site and LEED related publications. The publication *Green Rehabilitation of Multifamily Rental Properties* is sourced for this report where appropriate, as are various green building resources, including the 2019 CalGREEN requirements.⁴

A. APARTMENTS INSPECTED

In June 2022 and May 2023, the site and building exteriors were visually inspected to the fullest extent possible, including the following specific elements: driveways and parking areas, walkways, exterior and site lighting, site irrigation and drainage, and exterior walls, mechanical, electrical and plumbing systems and landscaping. Roofing could only be observed from the ground and from the upper levels of the unit interiors. Six of the 28 apartments were also inspected for the 2022 report.

B. DOCUMENTS RECEIVED AND REVIEWED

A list of items and information was requested at the outset of this project.

- Plan set(s) (as-builts, rehab, etc.);
- Construction specifications;
- Any previous Physical Needs Assessment, Capital Needs Assessment, property conditions report or similar;
- Any written bids or estimates for proposed scope of work;
- Current replacement reserve amounts;
- List of proposed repairs;
- Phase I environmental, seismic inspection, Lead based paint, asbestos reports, or similar inspection reports;
- Major capital improvements done since project was constructed (e.g., roof, window, siding, foundation, etc. repair work, if any).

⁴ See <https://codes.iccsafe.org/content/CAGBC2022P1/chapter-4-residential-mandatory-measures>

- Site map

Items received for review:

- *None*

II. PROPERTY CONDITIONS

A. IMMEDIATE ISSUES & CONCERNS

Overall, this project is in good condition. Maintenance and management of the property seems to be efficient.

This assessment is based on the conditions of the building exteriors and interiors. Based on visual observations, the quality of the original construction is generally adequate.

The approach to recommendations in this report is aggressive, and aims to recommend necessary capital improvements as soon as possible in the immediate scope of work. It also contains a Replacement Reserve Study, which includes proactive and comprehensive capital improvements over the term shown in the Reserve Study.

The Replacement Reserve Study is forward looking – it assumes that all the work recommended and outlined here and in Appendix A will have to be completed in the immediate term.

Issue & Description

Hazardous Materials Testing and Reporting

If not done in recent years, conduct hazardous materials testing and reporting for lead based paint and asbestos. Also conduct Phase I environmental assessment. The reports will inform future scopes of work and will aid in the development of an operations and maintenance manual regarding hazardous materials.

Entry Decks, Stairs, Railings

The buildings are situated on a slight slope. Entry to the units is made via steps, decking and exterior stairs. Decks and steps are wood with wood railings and the stairs are concrete and/or wood with metal railings. The decking is worn and needs to be refinished and repaired. Railings are also worn. Trip hazards need to be addressed along with entry decking repairs. Stair treads and stair railings need to be fixed and adjusted for adequate stability and fastening.

Unit Balconies

Similar to wood entry decks, the unit balconies are worn and need to be repaired and refinished.

Security Cameras

Add security camera monitoring system at the property to provide additional site security.

Landscaping

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Add bark or other ground cover in bare earth areas, particularly at the rear of the buildings. Remove dead or dying plants around the property.

Water Heaters

Replace water heaters more than 10-15 years old. Two of the inspected water heaters were 12 and 18 years old. Replace in favor of more efficient water heaters

Tub / Shower Plumbing

Separate handled shower controls were noted in some units. Mixing vales are required by plumbing and building code. Replace all separate controls with mixing valves.

Electrical Systems

The building has aged electrical switch gear and panels. The service to the units 30 or 40 amps, which is relatively low. Evaluate electrical equipment and load needs by engaging an electrical contractor.

Fire and Life Safety

In two the inspected units, the smoke detectors had either been disabled by removing batteries or by covering the unit. This must not occur as smoke detectors are critical life safety devices.

Trash Enclosure

The property appears to have "outgrown" its original or existing trash enclosure. Remove the trash enclosure and erect a new enclosure that will contain all trash disposal bins. ADA compliance will be required. Add a hose bibb at the trash area for cleaning.

Laundry Room Finishes

Replace flooring at laundry room. Paint laundry room.

Unit Interiors

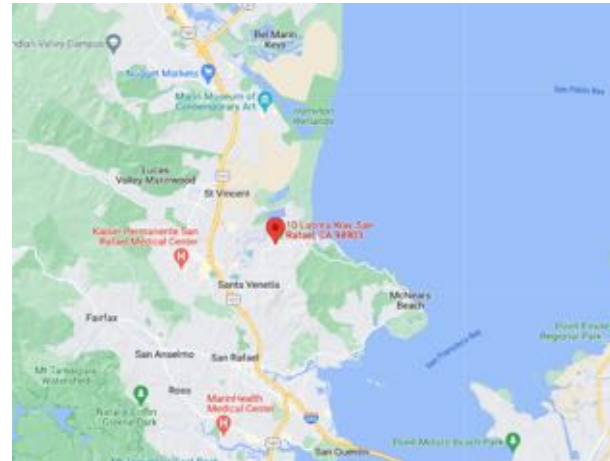
Unit interior finishes are mostly replacements, but some original items remain. Unit turns are necessary in the immediate scope. Replace flooring, cabinets, counters, appliances, interior doors and paint. See Appendix A for quantities.

B. GENERAL DESCRIPTION & CONDITIONS

The Turina property contains 28 residential apartment units located in two 2-story buildings. Common areas include an office and laundry room. Other common areas include outdoor seating areas and parking areas.

The property is located in San Rafael, California. Neighboring properties include multifamily buildings, as well as single family homes. Commercial business, restaurants and services are located within a 1/2 mile of the property. Public transportation is located within 1 block of the subject property, on North San Pedro Road.

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Location maps

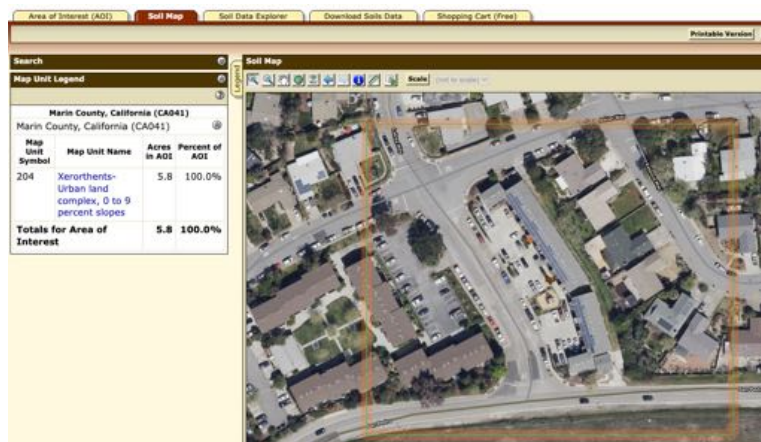
C. SITE CONSTRUCTION

1. SOILS CONDITIONS

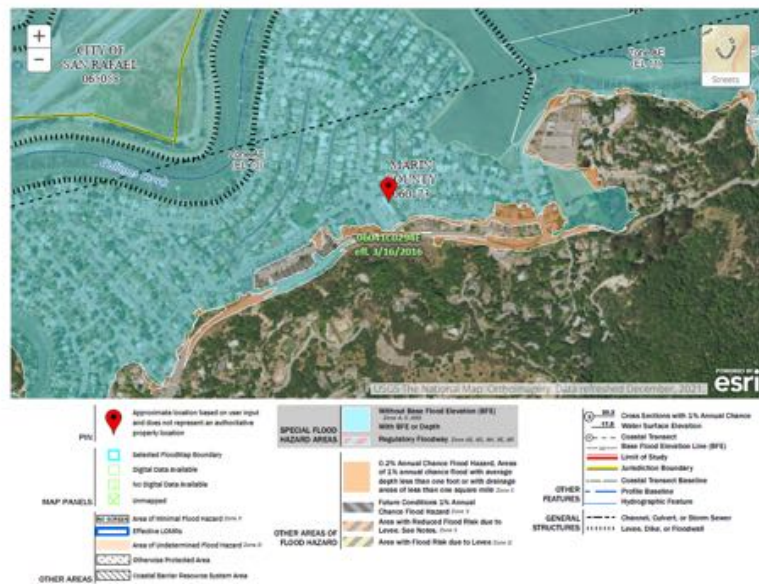
A soils report was not provided for review. Soils information can be viewed at the link below, though the information is generalized and may not represent actual conditions at Turina.

Soils may be a factor in building settlement or existing conditions. No observable conditions related to soils were noted at the time of the site visit.

The property appears to be located in a 0.2 Annual Chance Flood hazard area. See flood map below. The owner will need to determine if specific flood insurance is required.



<https://websoilsurvey.sc.egov.usda.gov/App/WebSoilSurvey.aspx>



FEMA Flood Map for region. <https://msc.fema.gov/portal/search>

2. DRAINAGE/TOPOGRAPHY

The parcel upon which the property sits is slightly sloped flat. According to MarinMap, <https://www.marinmap.org/Html5Viewer/Index.html?viewer=smmdataviewer>, the property has an 8.691% slope.

Drainage occurs naturally into soils or into subsurface drain systems, depending on location. Roof drainage is achieved via gutters and downspouts.

The driveway has one drain set near the property entrance.

No issues were noted or reported with drainage, other than erosion.

3. SITE ACCESS & PARKING AREAS

The property is located on Labrea Way, a two-lane side street off the busy 4-lane North San Pedro Road. There are two driveway aprons and two parking lots at the front of the property. All parking is uncovered and is numbered and assigned. There are twenty-six spaces with two designated as accessible.

Parking surfaces are concrete and are in fair condition.



Parking surfaces

4. FENCING, SIGNAGE, SITE SECURITY

The property is “open” with no perimeter fencing around the property, except on the neighbor side on Adrian Way. The fencing is somewhat aged, but it all appears to be intact.

Signage is limited to the monument sign at the corner of the property. There is no wayfinding signage.

Site security measures do not currently exist. Adding a security camera monitoring system is recommended and management expressed a need for a security camera system.



Fencing on east side

5. TRASH COLLECTION

There is a single trash enclosure located on the north side the property. The enclosure contains trash bins, and includes recycling bins. The enclosure is wood framed with openings at the front. It is in very poor condition. The walls are dry rotted and damaged. At the time of the

inspection, trash was strewn all over the ground. A larger enclosure constructed using more durable materials is strongly recommended. A hose bib should be added to allow for easier maintenance. The trash enclosure and its approach should meet accessibility requirements. Amounts are shown on Appendix A.



Trash enclosure

6. LANDSCAPING & OUTDOOR AREAS

Landscaped areas include the shrubs and small trees around the buildings.

The rear of the property is a large unmaintained area. It could be developed for outdoor space for the resident's to use. Another issue with landscaping is the bare earth areas. Areas of bare earth should be covered with low plants, bark or mulch to help the soils retain moisture.



Landscaping along walkways



Bare dirt around plants at corner

7. SITE LIGHTING

Site lighting is achieved via exterior wall mounted lights and pole lights. These light fixtures are in good condition. Emergency lighting is installed at the office and at the laundry room. Those fixtures appeared to be in good condition.

8. ACCESSIBILITY

The Turina property was believed to have been constructed originally in the 1970s, and was rehabilitated in 1994, after the enactment of the Americans with Disabilities Act of 1992.

Accessibility requirements are dictated by several authoritative bodies. In determining whether or not ADA requirements must be met, the project Sponsor will need to be aware of the requirements not only of their lending sources, but of the municipal, state and federal requirements, and if such requirements are applicable. This report does not include an accessibility audit nor is it meant to be a reliable assessment of the accessible or non-accessible conditions or requirements for the property.

An accessibility audit is recommended if prevailing authorities require, or if they will require, compliance with current regulations. A guideline or "checklists" for accessibility can be found as a reference: <http://www.access-board.gov/adaag/checklist/a16.html>

The *Accessibility* section of this PNA report is intended to provide only general information about accessibility requirements and standards, and to give observations on the current accessible accommodations.

Background

In 1992, the State of California adopted Federal ADA regulations, with modifications as outlined in Chapters 10 and 11 of the California Building Code (CBC). Projects constructed after 1992 are to fully comply with the accessibility provisions prevailing at the time of building permit issuance. According to the Federal ADA standard (36.207 of 28 CFR Ch. 1), for publicly funded multifamily projects constructed prior to January 16, 1992, public accommodations are regulated, while individual apartment units are exempt. Essentially, for existing buildings, the public accommodations and common-use areas available to the residents and guests are to be modified to comply with the ADA standards when building permits are issued for new construction or for remodeling work. Such areas include parking stalls, path of travel from parking to the public recreational and project management office areas along with those same areas, exterior paths of travel within the project site, common hallways, laundry, lobbies, community rooms, and similar common use areas (as they exist). In short, if these areas are undergoing alterations, then the alterations must comply with the new codes governing accessibility.

Accessible standards for existing projects are subject to the "hardship" rules. Updating portions of the facility to current handicapped standards would be required under the current CBC when a general building permit is issued for any building improvements. This does not include repairs for deteriorated sections or building components damaged by fire or by natural disasters.

A CASP report should be conducted for the property, if required. Engaging a **Certified Accessibility Specialist Professional** is helpful in a few different ways:

- it helps you determine which accessibility codes were in place at the time that the project was constructed and what requirements have changed since that time

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- it provides guidance on what accessibility requirements need to be made compliant with current building code, and what changes are not (aka are grandfathered in) based on the history of improvements at the project.
- provides proof that a good faith effort was made to correct any deficiencies with respect to accessibility and it
- provides a protection from liability for a short time if the recommendations within the report are followed

Common Area and Unit Accessibility

There are parking space designations for accessibility.

No units were reported to be designated as fully accessible. Unit 12 has accessible modifications.

This report does not provide an exhaustive evaluation of Federal ADA requirements. For purposes of the observations, the ADA Accessible Guidelines for Buildings and Facilities (2010) is used as a guide (see: <https://www.access-board.gov/guidelines-and-standards/buildings-and-sites/about-the-ada-standards/ada-standards>). See also HUD's checklist for UFAS Accessibility. <https://www.hud.gov/offices/fheo/library/UFASAccessibilityChecklistforPHAs-5-7-08.pdf>. It is recommended that an accessibility audit be conducted as part of the property rehabilitation.

D. BUILDING CONSTRUCTION

1. STRUCTURAL AND FOUNDATION SYSTEMS

The Turina property was completed approximately 30-40 years ago and was rehabilitated and occupied in 1994. As-built drawings were not made available for review. It is assumed that the project was rehabilitated in accordance with building 1994 UBC.

The following data points are based on observations or assumptions:

- Foundations are partial crawl space and partial concrete slab on grade.
- Buildings are wood framed with plywood sheathing.
- Roofs are wood framed, pre-fabricated wood trusses.

No unusual conditions attributable to structural conditions were noted or reported.



Building base – footing wall – with crawl space vents

2. EXTERIOR SIDING AND TRIM

The exterior siding consists of stucco with wood trim at the doors and windows. The exterior siding is in good condition, but some areas are dirty. Power washing is not a good option given the current drought conditions.

Buildings should be painted in the next 3-4 years. Any areas of trim wear or damage or dry rot that develop should be addressed when buildings are painted.



Exterior siding

3. ROOF SYSTEMS

The roofs at all buildings are constructed using pre-fabricated roof trusses and are assumed to have plywood decking. The roofs are sloped and are finished with asphalt shingles. The roofs are original and were reported by management to be in fair to poor condition. Replacement for the roofs is shown on Appendix A. The amount shown reflects the bid amount received for review.

4. WINDOWS & SLIDING DOORS

The windows are replacements. They are dual paned, vinyl units manufactured by Milgard. Windows appear to be in good condition.

Units with balconies have sliding glass doors off their living rooms. The sliding glass doors are similar to windows in their type and condition.

5. BALCONIES AND ENTRY DECKS

The units are complimented with balcony and entry deck structures that provide the means for entry for ground floor units and balconies for upstairs units. The structures are free standing, and are attached (lagged into) to the buildings. The deck railings and surfaces – for both the decks and balconies – are showing moderate wear. Repairs and re-staining are needed in the immediate term. Any dry rotted materials – whether non-structural or, most importantly- structural, should be replaced. A few posts at the entry steps appeared to be dry rotted.



Entry decks and balcony structures



Ground floor entry deck siding

6. STAIRS AND LANDINGS

Upper units are accessed via exterior stairs that lead to entry landings. Typically, each building enclosed exterior stair set leads to two upstairs units. Stairs structures consist of open riser concrete treads and metal railings.

Landings are wood framed with a concrete topping. The condition of the framing and landings appears to be poor or fair, depending on location.

Stairs and landings are generally well aged. Repairs are needed. Where there is a haphazard wood tread added at the bottom of the stair run near Unit 4, an actual repair is needed. Right now, the stair support is a trip hazard.

Additional work at stairs and landing should include adding riser closers to stair treads, repairs to stair headers and upper landings, and securing any loose railings.



Repair bottom stair tread, add riser closers



Stair landing – worn concrete topping

7. HAZARDOUS MATERIALS, WOOD DESTROYING PESTS & INDOOR AIR QUALITY

A Phase I Environmental Report was not available for review. A Phase I is recommended if not done previously and if any suspect materials are located in or around the subject property.

Inquiry was made into whether or not hazardous materials sampling and reporting had taken place. No reports were provided.

Given the age of the building, it may be possible that hazardous materials were used in the original construction. A substantial rehabilitation would likely have warranted hazardous materials mitigation/encapsulation, but no information was provided.

An emerging concern in property evaluation is indoor air quality (IAQ). Several indoor conditions can affect the quality of breathable air in apartments units. These could include off-gassing from installed materials, accumulation of fungal material, gas leaks from appliances

and improper ventilation. The Environmental Protection Agency has a resource site that may be informative to building management and maintenance staff. See <http://www.epa.gov/iaq/>. Very little ventilation was noted inside the apartment units. Ventilation is discussed below in Section F.

E. CONDITION OF BUILDING INTERIORS AND UNITS

1. UNIT ENTRY DOORS

The units have metal clad entry doors fitted with peepholes, lever hardware and deadbolt locksets. Doors are in fair condition. Some of the observed doors were fairly scraped up. Doors should be painted when the buildings are next painted. Doors should be assessed for replacement upon unit turns.

2. UNIT DESIGN AND OVERALL CONDITIONS

Flooring at the units is typically a cut pile carpet flooring at the living room and bedrooms, and sheet vinyl or vinyl composition tile (VCT) at entries, kitchens and bathrooms.

Unit layouts vary by unit size. Most unit entries open in the kitchens and living rooms.

Each apartment contains a full kitchen with cabinets, counters, stove, refrigerator. Each unit has a full bathroom containing a one piece fiberglass surround and bathtub. Each bathroom also contains a toilet, cabinet and sink or hanging lavatory, medicine cabinet, ceiling fan and towel racks.

Heating is provided to the units via wall mounted, gas fired heaters. Cooling is provided where residents have added thru-window air conditioning units. No air conditioning is provided to all units.

The finishes and installed fixtures in the observed units were in fair condition.

2. INTERIOR FIXTURES

a) Resilient and Carpet Flooring

Sheet vinyl floor in the units was in fair condition. Sheet vinyl should be replaced with vinyl plank material, which is generally more durable than sheet vinyl.

If carpet will be used in future replacement schedules, presumably in the bedrooms only, it should comply with HUD/FHA materials bulletin "UM44C," and carpet padding should comply with "UM72-80." Furthermore, replacement carpeting should comply with guidelines in the CRI Green Label Plus Carpet Testing Program.



Sheet vinyl at bath, bedroom carpet

b) Appliances

Units have 24-inch electric stoves, recirculating hood exhaust fans, 14 cubic foot stacked refrigerators, and ½ horse power garbage disposals. The appliances are a primarily made by GE. The appliances in the inspected unit were found to be in fair or good condition.



Kitchen at Unit 6

c) Cabinets/Countertops

The cabinets appear to be Home Depot shaker style, constructed with medium quality composite and wood materials, all of which are believed to be original. Cabinet drawer frames wood and pressed wood. Cabinet doors are pressed wood. Cabinet shelving and interior framing are pressed wood.

For the most part, the cabinets were in fair condition.

It is recommended that future cabinet replacements should comply with minimum cabinet specifications equivalent to the Kitchen Cabinet Makers Association of America. See http://kcma.org/Professionals/Performance_Testing_and_Certification_Program.

Countertops in the inspected units were plastic laminate. All the inspected counters were in good condition.

d) Sinks/Lavatories/Faucets

The kitchen sinks are stainless steel single bay units.

Faucets are primarily single handled models manufactured by Moen or Delta. The observed faucets are in good condition.

The bathrooms have pressed wood vanity cabinets with plastic laminate counters and enameled steel sink bowls.

e) Tubs & Shower Surrounds

Bathtubs and shower surrounds vary in age tile surrounds with fiberglass or enameled steel tubs. Given that they are now approximately 27 years old, replacements should be scheduled in the immediate and short term (next 0-4 years).



Tub, surround and shower controls

f) Shower Valves and Toilets

Shower valves are typically mixer types manufactured by Delta. A few of the units, however, have separate shower valves – hot, cold and a diverter. All future shower valves should be mixing type, and should include anti-scald devices.⁵

Most of the toilets are replacements and operate at 1.6 gallons per flush. No issues were noted at any of the toilets.

⁵ 2009 California Plumbing Code, Section 418.0.

<https://ia600303.us.archive.org/10/items/gov.ca.bsc.title24.2010.part05/gov.ca.bsc.2010.05.svg.html>

g) Interior Doors and Frames

Besides the unit entry doors covered elsewhere, the interior doors within the unit consist of a hollow core sliding doors closet doors and hollow doors for the bathrooms . All interior doors in the residential units were found to be in good condition.

h) Electrical Fixtures

The lighting fixtures are currently in good or fair condition, depending on type. Fixture types vary from unit to unit, but most units have older fixtures that have been retrofitted with compact fluorescent bulbs. The kitchens have ceiling mounted fluorescent fixtures. Bathrooms have vanity lights and lights in the ceiling fans.

All other lighting (bedroom and living room) is operated by switched outlets. It is recommended that any older lighting be updated with more energy efficient fixtures such as fluorescent or LED type lights where this hasn't already occurred.

Bathrooms have mechanical vent fans. Future fan replacements should have a maximum of 2.0 sones (measure of sound output), with enough power to provide a complete air change every fifteen minutes. Units with a minimum capacity of 100 cubic feet per minute (cfm) are recommended. Replacement fans should contain humidistat devices so that the moisture level in bathrooms can be regulated.

Kitchens have over-stove exhaust fans. These fans are not ducted to the exterior. If possible, add ducting to the kitchens to allow for cooking air to be dispersed to the exterior. An amount is shown on Appendix A for duct work and new hood fans.

GFCI receptacles were present in the bathrooms and kitchens.

Hard wired smoke detectors are installed in all units as described below in the Fire and Safety section of this report at the end of this document.

i) Interior Walls/Ceilings

The walls and ceilings are generally in good condition. No unusual staining or cracks were noted at any of the inspected apartments. Some damage and creative paint colors were noted.

j) Window Coverings/Traverse Rods

All units have older mini-blinds. Blinds were observed from the exteriors and were observed to be in fair condition.

k) Painting

Maintenance staff typically paints units upon turnover, but it is doubtful if for longer tenancies if the units are painted while occupied. Paint was fair in the observed units.

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A semi-gloss paint should be utilized at the kitchen and bathroom walls so that the surfaces will be easier to wash. Preparation and cleaning procedures should be in strict accordance with paint manufacturer's recommendations for each particular substrate condition.

3. COMMON AREAS

The common areas at the project include the office, laundry, parking areas and outdoor spaces.

The manager's office is located at the front of the property. It is a single room, with office equipment, a desk and computer and has a windows that looks out onto the front of the property. The office does not have a restroom and it would be highly beneficial for the manager to have access to a restroom. An estimate for work to add a restroom at the laundry room was provided for review. The amount is shown on Appendix A.

The laundry room is located at the front of the property near the leasing office. It contains four washers and four dryers. The laundry room flooring is worn and should be replaced.



Tot lot

F. MECHANICAL SYSTEMS

1. PLUMBING & SEWAGE FLOW

Supply is assumed to be copper. Waste piping is assumed to be cast iron or PVC – it could not be observed. If not already done, waste lines should be camera-scoped on an annual basis to ensure that they clear of build-up, roots or other damaging conditions. Sewer cleanouts were observed at the rear of the buildings.

2. DOMESTIC HOT WATER HEATERS

The units and common areas are served by centrally located boilers at the maintenance room. No key was available so the water heaters could not be inspected.

All water heaters more than 10 years old should be replaced in the immediate scope of work. It is recommended that highly efficient water heaters be used when the current heaters are replaced. Consideration could be given to using on-demand water heaters.

When water heaters are replaced, they need to be strapped for stability in case of earthquakes. Correct strapping includes the following:

- 2 metal straps: one at the top and one at the bottom
- Each strap should start with one end attached to a nearby stud wall.
- Each strap should be looped once around the water heater tank.
- Each strap end should be attached to an opposing stud wall.

3. HEATING & COOLING

The units are heated with gas fired, wall mounted heaters located in the living areas. The heaters are manufactured by Williams or Cozy.

When heaters are replaced, the use of direct vent gas heaters or electric heating is recommended. Energy efficient heating options must be considered for future replacements.

4. ELECTRICAL

The apartment units are individually metered for electric service.

The meter banks are located at the rear of the buildings. Units have 30 40 -amp service, which is somewhat low for the size of the units. Load centers are located in the hallways of each unit.

Lighting is discussed above.

It is recommended that an electrical contractor or engineer evaluate the electrical systems at Turina. A load calculation should be developed. If upgrades to service, panels, wiring, are recommended by the electrical engineer, that work should be completed in the immediate scope of work. See Appendix A for estimated costs.

5. MECHANICAL VENTILATION

All bathrooms have mechanical ventilation via exhaust fans. Most of the observed units were a bit dirty and some clogged with dust and debris. They should be replaced with humidistat enabled fans which run at a minimum of 100 cubic feet per minute.

As discussed previously, the kitchen ventilation consists of exhaust fans over the stoves. These fans are not ducted. If possible, ducting should be added in order to properly ventilate the kitchens.

6. FIRE ALARM SYSTEM / EMERGENCY SYSTEMS

Fire alarm specifications were not provided.

Each unit has hard-wired or battery operated smoke detectors at the living room / hallways and bedrooms. It cannot be stressed enough: the smoke detectors need to have batteries installed in them so that they work properly. In 2 of the inspected units, one smoke detector was covered and in another the battery was removed. The hallway smoke detector should be replaced with a combination smoke alarm/CO2 detector.

The property is equipped with a "local" fire alarm system with pull stations. The alarm enunciator is located at the laundry room. Fire extinguishers are installed at building exteriors and at the laundry room.

The owner/sponsor is responsible for ensuring that all fire, life and safety systems are in working condition and that all meet the requirements and codes set forth by the appropriate authoritative entity(ies).

The following data sheets are included at the end of this report. Key notes to the data sheets follow below each heading.

APPENDIX A: IMMEDIATE PHYSICAL NEEDS

APPENDIX B: REPLACEMENT RESERVE STUDY

May 18, 2023
Turnia House
 10 Labrea Way
 San Rafael, CA 94903

**Appendix A to the Physical Needs Assessment
 Immediate Physical Needs**

28 studio, 1-3 bedrooms; Est 1994; EAH occupancy 1994

NOTES: The cost estimates are for reference only. Construction cost estimates can vary, sometimes wildly. This Immediate Needs worksheet and its data should not be used as a construction cost estimate or estimate scope; the owner is encouraged to seek construction cost estimates from general contracting firms. Soft costs, such as consultant fees, general conditions, cleanup/janitorial, insurance, and exclusions are not included.

PNA Ref Page	Area/Item	Priority	Unit Cost	QTY	Totals	Description
	Specialty Inspections / Consulting					
	Electrical engineer	1	\$5,000	1	\$5,000	Load calculation, design
	SUBTOTAL				\$5,000	
	Accessibility					
12	Paths of travel - driveway, walkways, laundry	1	\$25,000	1	\$25,000	Gate hardware, clearances modifications, automatic operators, if necessary. Remove barriers to common spaces.
12	ADA signage allowance.	1	\$6,000	1	\$6,000	Allowance for signage
	SUBTOTAL				\$31,000	
	Site					
10	Stairs	1	\$3,500	1	\$3,500	Repair stair treads where damaged
10	Entry decks	1	\$4,000	6	\$24,000	Landing repairs at upper units
10	Laundry room finishes/flooring	1	\$4,000	1	\$4,000	New flooring, reset floor drain, paint.
10	Landscaping	1	\$7,500	1	\$7,500	Replace dead/dying plants, ground cover.
9	Trash enclosure	1	\$85,000	1	\$85,000	Replace trash enclosure due to wear and dry rot. Install new enclosure - using durable materials. Add hose bibb for cleaning. Trash enclosure will need to be fully accessible.
5	Concrete flat work	1	\$8,000	1	\$8,000	Replace damaged walkway sections, grind heaved sections, as possible. Even out surfaces
	SUBTOTAL				\$8,000	
	Building Exterior/Structure					
15	Exterior siding repairs, paint	1	\$135,000	1	\$135,000	Repairs and paint
	SUBTOTAL				\$135,000	
	Mechanical/Electrical/Plumbing					
						If recommended, replace main switchgear, panels, wiring due to age and obsolescence. Upgrade main service 400-600 amps. Upgrade units to 60-100 amp, as may be necessary.
24	Electrical	1	\$85,000	1	\$85,000	
24	Heating - gas wall heaters	1	\$3,500	28	\$98,000	Install efficient heating systems
24	Bathroom fans	1	\$600	28	\$16,800	Install humidistat fans in bathrooms.
	SUBTOTAL				\$16,800	
	Site Improvements					
9	Egress signage / Wayfinding signage	1	\$8,500	1	\$8,500	Add signage
	SUBTOTAL				\$8,500	
	Unit Kitchens					
19	Replace Kitchen Cabinets	2	\$7,000	6	\$42,000	Replace older
19	Replace Countertops	2	\$2,500	6	\$15,000	Replace older
19	Appliances (stove, hood, refrig and disposal)	2	\$2,200	6	\$13,200	Replace older
19	Replace Kit. Sink & Faucet (includes trap/waste)	2	\$1,200	6	\$7,200	Replace older
	SUBTOTAL				\$77,400	
	Unit Bathrooms					
						Replace original tub surrounds. Replumb in units where mixing valves should replace sep handle system.
21	Tub surrounds and valves	2	\$2,500	6	\$15,000	
21	Vanity counter/sink	2	\$650	6	\$3,900	New lavatory counter/sink
21	Install New Flooring	2	\$450	6	\$2,700	Waterproof LVP or sheet/vinyl
21	New toilets	1	\$700	6	\$4,200	Use low flow >1.6gpm
21	Faucet	2	\$250	6	\$1,500	New low flow faucets
	SUBTOTAL				\$27,300	
	Unit Living Areas					
19	Unit Entry Doors	1	\$1,200	6	\$7,200	New entry doors and hardware
19	Finish carpentry in units	1	\$1,000	6	\$6,000	Allowance for necessary carpentry during rehab
19	LVP Flooring	2	\$3,500	6	\$21,000	Replace older flooring
19	Carpet flooring	2	\$1,800	6	\$10,800	Replace older flooring
19	Window coverings	2	\$413	6	\$2,477	Replace older
19	Closet doors	2	\$400	18	\$7,200	Replace doors and hardware
20	Interior painting	1	\$1,800	6	\$10,800	Paint units after interior work
	Misc. Drywall Repair	2	\$500	6	\$3,000	Allowance for drywall repairs
	SUBTOTAL				\$68,477	
	Immediate Needs				\$679,477	
	First three years of Reserve Term				\$236,900	
	Total				\$916,377	

REPLACEMENT RESERVE STUDY

Turina House

10 Labrea Way
 San Rafael, CA 94903
 28 apartments; Est. 1970s; EAH opened in 19 (28 years)

ITEM	EUL	RUL	UNIT COST	# Units	Total Cost	Year 0 cost (Imm. Needs)	2024 1	2025 2	2026 3	2027 4	2028 5	2029 6	2030 7	2031 8	2032 9	2033 10	TOTAL Years 1 - 10
Site																	
Driveway repairs/sealing	6	6	\$ 2,000	1	\$ 2,000		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ 2,000
Sanitary Sewer Lines	50	22	\$ 35,000	2	\$ 70,000		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Landscaping Maint.	10	10	\$ 15,000	1	\$ 15,000		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000
Exterior Lighting	15	3	\$ 5,000	1	\$ 5,000		\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000
Rear fencing share cost	20	18	\$ 18,000	1	\$ 18,000		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Building Exteriors																	
Exterior Painting	10	10	\$ 135,000	1	\$ 135,000		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 135,000	\$ 135,000
Roof systems	30	10	\$ 175,000	1	\$ 175,000	See	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 175,000	\$ -	\$ 175,000
Windows	30	20	\$ 3,000	28	\$ 84,000	Appendix A	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Doors and Hardware	25	varies	\$ 1,200	30	\$ 36,000	A	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Mechanical/Elect/HVAC																	
Gas Wall Heaters	25	25	\$ 3,500	28	\$ 98,000		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Water Heater	15	varies	\$ 5,000	3	\$ 15,000		\$ -	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000
Electrical Systems (panels, circuits)	50+	50	\$ 3,500	28	\$ 98,000		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Plumbing System	50+	27	\$ 5,000	13	\$ 65,000		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dwelling Units & Common Interior																	
Laundry room Finishes	10	10	\$ 4,000	1	\$ 4,000		\$ -	\$ -	\$ -	\$ -	\$ 4,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,000
Common area furnishings	20	5	\$ 10,000	1	\$ 10,000		\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000
LVP Flooring at Units	15	varies	\$ 3,500	28	\$ 98,000		\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000	\$ 7,000	\$ -	\$ -	\$ -	\$ -	\$ 77,000
Carpet flooring	7	varies	\$ 1,800	28	\$ 50,400		\$ 5,400	\$ 5,400	\$ 5,400	\$ 5,400	\$ 5,400	\$ 5,400	\$ 5,400	\$ 5,400	\$ 5,400	\$ 5,400	\$ 54,000
Kitchen/Bath Cabinetry & Counters	25	varies	\$ 9,000	28	\$ 252,000		\$ 36,000	\$ 36,000	\$ 36,000	\$ 36,000	\$ 36,000	\$ 18,000	\$ -	\$ -	\$ -	\$ -	\$ 198,000
Stove	20	varies	\$ 700	28	\$ 19,600		\$ 2,800	\$ 2,800	\$ 2,800	\$ 2,800	\$ 2,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,000
Refrigerator	15	varies	\$ 900	28	\$ 25,200		\$ 3,600	\$ 3,600	\$ 3,600	\$ 3,600	\$ 3,600	\$ 900	\$ 900	\$ 900	\$ -	\$ -	\$ 20,700
Shower Surround/Valve	20	varies	\$ 3,500	28	\$ 98,000	\$ -	\$ 10,500	\$ 10,500	\$ 10,500	\$ 10,500	\$ 10,500	\$ 10,500	\$ 7,000	\$ -	\$ -	\$ -	\$ 70,000
Required Expenditures from Reserves						\$ -	\$ 72,300	\$ 72,300	\$ 92,300	\$ 72,300	\$ 86,300	\$ 43,800	\$ 13,300	\$ 6,300	\$ 180,400	\$ 155,400	\$ 794,700
Reserve Calculations:																	
Initial/ Annual Starting Balance of Reserve							\$ 375,000	\$ 399,920	\$ 424,840	\$ 449,760	\$ 402,380	\$ 341,000	\$ 322,120	\$ 333,740	\$ 352,360	\$ 196,880	
Initial/ Annual Contribution						\$ 375,000	\$ 24,920	\$ 24,920	\$ 24,920	\$ 24,920	\$ 24,920	\$ 24,920	\$ 24,920	\$ 24,920	\$ 24,920	\$ 24,920	\$ 624,200
Withdrawals							\$ 72,300	\$ 72,300	\$ 92,300	\$ 72,300	\$ 86,300	\$ 43,800	\$ 13,300	\$ 6,300	\$ 180,400	\$ 155,400	\$ 557,800
Balance of RR							\$ 399,920	\$ 424,840	\$ 449,760	\$ 402,380	\$ 341,000	\$ 322,120	\$ 333,740	\$ 352,360	\$ 196,880	\$ 66,400	\$ 66,400
Recommended Replacement Starting Balance							\$ 375,000										
										# UNITS	\$ per unit cost	Annual Deposit					
Annual Deposit per unit:			\$ 890							28	890	24,920					
Inflation is not factored into this study																	
Escalation on the deposits is not included.																	
NOTE: The reserve study assumes that all items outlined in Appendix A will be completed prior to the start of the reserve term.																	

18-May-23

Page Two

Turina House

10 Labrea Way
 San Rafael, CA 94903
 28 apartments; Est. 1970s; EAH opened in 1994

ITEM	EUL	UNIT COST	# Units	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	TOTAL
				11	12	13	14	15	16	17	18	19	20	Years 1 - 20
Site														
Driveway repairs/sealing	6	\$ 2,000	1	\$ -	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ -	\$ -	\$ 6,000
Sanitary Sewer Lines	50	\$ 35,000	2	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Landscaping Maint.	10	\$ 5,000	1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000
Exterior Lighting	15	\$ 6,500	1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ 10,000
Entry fencing and gates	20	\$ 22,000	1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,000	\$ -	\$ -	\$ 18,000
Building Exteriors														
Exterior Painting	10	\$ 135,000	1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 135,000	\$ 270,000
Roof systems	30	\$ 175,000	1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 175,000
Windows	30	\$ 3,000	28	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Doors and Hardware	25	\$ 1,200	30	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Mechanical/Elect/HVAC														
Gas Wall Heaters	15	\$ 3,500	28	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Water Heater	15	\$ 1,000	29	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ -	\$ -	\$ 30,000
Electrical Systems (panels, circuits)	50+	\$ 3,500	28	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Plumbing System	50+	\$ 5,000	13	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dwelling Units & Common Interior														
Laundry room Finishes	10	\$ 4,000	1	\$ -	\$ -	\$ -	\$ -	\$ 4,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,000
Common area furnishings	10	\$ 10,000	1	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000
LVP Flooring at Units	15	\$ 3,500	28	\$ -	\$ -	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ 133,000
Carpet flooring	15	\$ 1,800	28	\$ 5,400	\$ 5,400	\$ 5,400	\$ 5,400	\$ 5,400	\$ 5,400	\$ 5,400	\$ 5,400	\$ 5,400	\$ 5,400	\$ 108,000
Kitchen/Bath Cabinetry & Counters	25	\$ 9,000	28	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 198,000
Stove	20	\$ 700	28	\$ -	\$ 700	\$ 700	\$ 700	\$ 700	\$ 700	\$ 700	\$ 700	\$ -	\$ -	\$ 18,900
Refrigerator	15	\$ 900	28	\$ -	\$ -	\$ -	\$ -	\$ 900	\$ 900	\$ 900	\$ 900	\$ 900	\$ 900	\$ 26,100
Shower Surround/Valve	20	\$ 3,500	28	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 70,000
Required Expenditures from Reserves				\$ 5,400	\$ 8,100	\$ 13,100	\$ 13,100	\$ 28,000	\$ 14,000	\$ 14,000	\$ 54,000	\$ 13,300	\$ 148,300	\$ 1,106,000
Reserve Calculations:														
Initial/ Annual Starting Balance of Reserve				\$ 66,400	\$ 85,920	\$ 102,740	\$ 114,560	\$ 126,380	\$ 123,300	\$ 134,220	\$ 145,140	\$ 116,060	\$ 127,680	
Initial/ Annual Contribution				\$ 24,920	\$ 24,920	\$ 24,920	\$ 24,920	\$ 24,920	\$ 24,920	\$ 24,920	\$ 24,920	\$ 24,920	\$ 24,920	\$ 873,400
Withdrawals				\$ 5,400	\$ 8,100	\$ 13,100	\$ 13,100	\$ 28,000	\$ 14,000	\$ 14,000	\$ 54,000	\$ 13,300	\$ 148,300	\$ 869,100
Balance of RR				\$ 85,920	\$ 102,740	\$ 114,560	\$ 126,380	\$ 123,300	\$ 134,220	\$ 145,140	\$ 116,060	\$ 127,680	\$ 4,300	\$ 4,300