



COOPERATIVE LIVING FOR MENTAL HEALTH FUNDS LOAN APPROVAL RECOMMENDATION

Date:	January 6, 2023
From:	Amanda Fukutome-Lopez, Project Manager
Evaluation of Request for:	Permanent Financing
NOFA/Program:	2021 Cooperative Living for Mental Health NOFA
Applicant:	Conard House
Co-Applicant:	N/A
Project Name (if any):	139 Dore Street
Project Address (with cross street):	139-145 Dore Street (between Folsom and Sheridan Streets)
Number of Units with Unit Mix:	6 3-bedroom units (18 bedrooms)
Amount of CLMH Funds Requested:	\$6,016,341
Amount of CLMH Funds Recommended:	\$6,016,341
Source of Funds Recommended:	CLMH
Type of Financing:	Permanent Financing

1. SUMMARY/BRIEF PROJECT UPDATE

Conard House Inc. (“Conard House,” “Conard Dore LLC,” the “Sponsor,” or the “Borrower”) requests up to \$6,016,341 in Cooperative Living for Mental Health (“CLHM” or the “Program”) funding from the Mayor’s Office of Housing and Community Development (“MOHCD”) for the permanent financing for the property located at 139 Dore Street in the South of Market neighborhood of San Francisco (the “Project” or the “Site”). Conard House acquired the Project on September 8, 2021. Three projects are expected to draw down the CLMH funding: 139 Dore Street, 1140 Florida Street, and 2425 Post Street. All three projects are sponsored by Conard House and used the SFHAF for acquisition and rehabilitation.

On September 7, 2021, MOHCD issued a soft commitment letter for the Project, which went through the San Francisco Housing Accelerator Fund (“SFHAF”), which provided \$5,546,571 in acquisition and rehabilitation financing. The requested loan will pay off the existing SFHAF loan, fund replacement and operating reserves, and pay for closing costs. The Sponsor will record a Declaration of Restrictions that will be in effect for 75

Applicant: Conard House
Project Name and Address: 139 Dore Street



years, surpassing the Loan Term of 55 years, and surviving default, foreclosure, and/or loan repayment, as is customary.

Background

The Cooperative Living for Mental Health Program Regulations were approved by the Citywide Affordable Housing Loan Committee on July 2, 2021. The CLMH Program allows nonprofit organizations with Department of Public Health (“DPH”) contracts to acquire, rehabilitate and preserve single-family or multi-family buildings as shared housing for people with chronic mental illness and/or substance abuse disorders. Tenants have leases and can stay at the property indefinitely until they decide to leave or are evicted.

Due to the City’s housing market, shared housing has experienced the same pressures as traditional rental housing with both master-leased and leased units experiencing high levels of displacement. The CLMH Program responded to these concerns by enabling a pre-vetted pool of nonprofit organizations to acquire properties for group supportive housing programming.

The CLMH Program supports the shared housing model, where the Department of Public Health offers small groups of individuals the opportunity for independent living in a supportive setting. Tenants hold leases and can stay in the program for as long as they like. Program participants spend no more than 30% of their income on rent, and participants have DPH subsidized contracts for services, including mental health services, case management, money management, and community building.

The CLMH Program was established to support transactions that do not fit into the Small Sites Program (“SSP”) model due to annual income certification requirements and the need for senior debt. CLMH funds the acquisition of both vacant and existing shared housing buildings, converting them to deed-restricted shared housing. Because DPH supports the tenant referral process and provides contracts to support the shared housing model, CLMH projects do not require annual income certification nor support debt service.

Constructed in 1907, 139 Dore Street is a three-story, multifamily residential property. The Project has six (6) residential units. Each residential unit has three bedrooms, two bathrooms, a communal living space, full-service kitchen, and an in-unit washer and dryer. The Project has a total of 6,219 square feet (“sf”) on a 3,103 sf lot. The Project has



four automobile parking spaces onsite. Conard House anticipates leasing the parking spots to non-residents to generate income for the Project.

15 beds are currently occupied, and three more will be filled with referrals from Behavioral Health Services ("BHS") from San Francisco's Department of Public Health. For more on the referral process for vacant beds, please see **Section 6.10**. Currently, the average household AMI at the Project is 35% of AMI, and the average rent AMI is 63.1% of AMI.

At acquisition, the Project was in good condition. During the HAF rehabilitation period, the Project underwent light rehabilitation, which included interior, exterior, and unit improvements. Additional fire systems work will need to be completed post-permanent conversion. For more on the rehab scope during the SFHAF rehabilitation period, please see **Section 6.5**, and for more on the fire systems work, please see **Section 2**.

2. PRINCIPAL DEVELOPMENT ISSUES

Fire Alarm Systems

The Project's rehabilitation scope included the addition of a Fire Alarm and Sprinkler system to building. The permit approval process, along with material delays, would have added several months to the construction schedule. This added time would result in higher SFHAF interest costs. Therefore, Conard House decided to add the fire alarm and sprinkler system to the building post-conversion to permanent financing. Conard House accounted for related costs in replacement reserves and plans to resubmit plans to the City for re-approval immediately after loan closing.

Loan to Value Ratio

The CLMH program is designed to support, "(i) the acquisition of single-family homes, multi-unit residential buildings, or other suitable residential units; (ii) the conversion of such buildings to Cooperative Living; and (iii) financing the cost of needed improvements such as seismic, fire, health, and safety upgrades or other major rehabilitation for habitability of such structures and for unreinforced masonry buildings." The CLMH Guidelines also specify, "a loan-to-value ratio ("LTV") that does not exceed the lesser of (a) 100% of appraised value, or (b) 100% of total development costs." The LTV for the Project exceeds the appraised values in **Section 6.2**. However, the MOHCD soft commitment of \$5,919,000 (\$328,833 per bed), issued on September 7, 2021, also exceeded the 100% of appraised value of the Site. Because the Project's total development cost includes acquisition, rehabilitation, SFHAF interest costs, closing costs, operating reserves, and replacement reserves to fund ten years of anticipated



capital needs, it would be nearly impossible to have a total development cost that is less than the appraised value. And, since the Project cannot support debt service, it would need a second subsidy source to absorb the difference between the appraised value and the total development cost. The CLMH Guidelines state, "MOHCD reserves the right to waive any portion of these Regulations, or to make exceptions on a case-by-case basis. Such waivers and/or exceptions will be granted through the written approval of the Director of MOHCD, in consultation with the Loan Committee."

Because the Project: i) was given a soft commitment exceeding the lesser of (a) 100% of appraised value, or (b) 100% of total development costs; ii) completed its acquisition and rehabilitation with SFHAF; and iii) is funding closing costs, replacement reserves, and operating reserves, Conard House is requesting an exception to the LTV requirement of the lesser of (a) 100% of appraisal value, or (b) 100% of total development costs. Conard House requests an LTV equal to 100% of total development costs.

Total Development Cost

The Project received a letter of support from MOHCD in June 2021. The letter gave a soft commitment of CLMH funds to the Project in the amount of \$5,919,0000 (\$328,833/bed). The total development cost for the project is \$6,016,341 (\$334,241/bed), which is \$97,341 over the soft commitment amount. The requested amount of CLMH funds has increased due to variations from initial underwriting assumptions, which includes the financing of an operating reserve and increased capitalized replacement reserves.

3. BORROWER/GRANTEE PROFILE

Conard House is a nonprofit organization that specializes in supportive housing and mental health services in San Francisco. Since opening its doors in 1960, Conard House has been building welcoming communities and caring relationships that empower people and restore hope through provision of a full range of mental health services, case management and crisis services, representative payee/money management, community support, and community building to adults of all ethnicities, with a special focus on the unique needs of those with serious mental and behavioral health conditions.

Board of Directors

The Conard House Board of Directors includes Zahid Jafry (Departing Chair), Saba Rehmani (Vice Chair), Emma Yang (Treasurer), Ben Moerman (Secretary), Savita Raina,



Dayton Thorpe, Glen Segal, Ali Raheem, Eddie Rodriguez, Theo Haugen (Newly Elected Chair), and Wendy Yu. For more on Conard House's Board of Directors, see **Appendix A**.

Experience of Key Staff: See **Appendix B**.

Recent Activity: See **Appendix C**.

3.1 Asset Management Performance & Capacity

Conard House operate supportive housing for over 700 individuals, and currently own, operate, and manage the El Dorado (acquired in 1989, houses 57 adults); the Midori (acquired in 1989, 77 units); the Washburn (acquired in 1989, 22 units); 26th Street Co-Op Apartments (acquired in 1997, houses 10 adults); McAllister Street Co-Op (acquired in 2002, houses 10 adults). Conard House owns the Lyric (acquired in 1994, 58 units) and the Jordan Apartments (acquired in 2003; 54 units). John Stewart Company manages the properties. Additionally, Conard House master leases the Marilyn Inn and seven scattered cooperative housing sites throughout the City. More information on staff Asset Management experience in **Appendix B**.

3.2 Development Experience.

Conard House has been acquiring properties in the City and County of San Francisco since 1989. In addition to their development experience, they master lease eight sites across the City for programming.

	Developed	Owned
No. Projects	9	9
No. Units/Bdrms	282	282

3.3 How Selected.

A Notice of Funding Availability ("NOFA") was published in 2021 to "1) to provide long-term housing security to people living with chronic mental illness or substance use disorders who have been deemed capable of living in communal, non-institutional, neighborhood-based household settings; 2) to remove these buildings from the speculative market while increasing the supply of permanently affordable rental housing, by 3) offering direct funding to sponsors



or partnering with nimble bridge lenders and then providing the permanent financing for the acquisition, rehabilitation, and preservation of single-family or multi-family unit residential buildings as affordable for occupancy by CLMH clients.” Currently, applications for the NOFA are not being accepted because funds for the Program have been exhausted.

4. SITE

4.1 Brief Site Description.

Located in the South of Market neighborhood between Folsom and Sheridan Streets, 139 Dore Street is a three-story building with six three-bedroom units, for a total of eighteen bedrooms. The Project has four automobile parking spaces and includes a total of 6,219 square feet on a 3,103 square foot lot.

4.2 Site Characteristics.

1. Address, Lot/Block: 139 Dore Street; Lot: 060/Block: 3519
2. Lot Square footage: 3,103 sf
3. Building age: 1907
4. Number of buildings: 1, 6 units
5. Number of floors: 3
6. Building typology: Apartments 5-14 units; wood or steel frame

5. Article 34 Authority.

The MOHCD approval letter is pending and will be issued prior to close.

6. DEVELOPMENT PLAN

6.1 Site Control.

Purchase Price: \$4,750,000

Status of Purchase & Sale Contract: Executed; property closed on September 8, 2021

6.2 Appraisal.

139 Dore Street was appraised by Watts, Cohn, and Partners Commercial Real Estate Appraisal on August 5, 2021. The value conclusions were:



As Is Market Value with Market Rents:	\$4,750,000
Hypothetical Value MOHCD Restricted Rents:	\$3,120,000
Hypothetical Value at Market Rents:	\$4,900,000

6.3 Title Issues.

There were no title issues identified.

6.4 Proposed Property Ownership Structure.

Conard House owns fee title to the land and the improvements of the subject property.

6.5 Completed Rehab Scope.

1. Electrical system: Replace broken outlet plates and replace light switches
2. Rear Stairs: Repair dry rot (more extensive work forthcoming)
3. Mechanical: Replace intercom system
4. Exterior: Vinyl siding repair
5. Windows: Replace garage window and install security grill; add window screens and blinds for all windows
6. Interiors: Replace all water heaters; refinish all flooring; patch and paint various areas
7. Units: Bathroom repair, including grouting, new shower doors, new lighting
8. Locks: Replaced all locksets at bedrooms

6.6 Commercial Space. N/A

6.7 Service Space. N/A

6.8 Population to Be Served.

139 Dore serves adult residents of different races and ethnicities, ages 18 and over. Tenants have chronic mental health conditions and substance use disorders but can maintain independent living.



6.9 Proposed Unit Mix & Affordability.

Unit Type	HH Size	Pre- Acquisition Projections				Permanent Conversion					
		Total Rent (\$)	Tenant Assistance Payments	HH AMI (%)	Rent AMI (%)	Rent Increase* (%)	Total New Rent (\$)	Tenant Assistance Payments	Rent AMI (%)	HH AMI (%)	Rent to Income Ratio (%)
3-Bed	3	\$1,935	\$450	65%	63.2%	4%	\$2,013	\$843	63.1%	28%	29%
3-Bed	2	\$1,935	\$450	65%	63.2%	4%	\$2,013	\$1,189	63.1%	31%	42%
3-Bed	3	\$1,935	\$450	65%	63.2%	4%	\$2,013	\$1,247	63.1%	40%	30%
3-Bed	2	\$1,935	\$450	65%	63.2%	4%	\$2,013	\$681	63.1%	12%	62%
3-Bed	2	\$1,935	\$450	65%	63.2%	4%	\$2,013	\$518	63.1%	19%	30%
3-Bed	3	\$1,935	\$450	65%	63.2%	4%	\$2,013	\$1,787	63.1%	80%	22%
Averages	2.5	\$1,935	\$450	65%	63.2%	4%	\$2,013	\$1,044	63.1%	35%	36%
Medians	2.5	\$1,935	\$450	65%	62.3%	4%	\$2,013	\$1,016	63.1%	30%	30%

At the Project, up to three tenants share one unit, and each tenant has their own private bedroom. The rents and household incomes are calculated on a per unit basis. Currently, household incomes at the Project range from 12% to 80% of AMI. The average household AMI is 35% of AMI. The rent AMI of the six units at the Project is 63.1% of AMI. Tenants pay up to 30% of their income towards rent, and DPH subsidizes the remaining rent payment. Currently, three of the units each have one vacancy. This vacancy is skewing the tenant rent burden to look as though the tenants in two of the units are rent burdened beyond 30%. The tenants are not rent burdened beyond 30% of their income. They are only paying up to 30% of their income, and once a third tenant is added to the unit, the tenant rent burden will be shared by three tenants and be below 30%. Conard House anticipates filling the three vacancies before permanent conversion of the Project.

Conard House has been contracting with DPH for over thirty years, and funding for their CLMH programming is included in Conard’s overall budget agreement with DPH. Their current contract with DPH is for 5 years and approximately \$44M. The contract cycle runs from 2018 through 2023. Due to the length of Conard House’s relationship with DPH and their contract performance, Conard House anticipates having their funding routinely renewed after 2023. Conard House has provided contracts to MOHCD as a part of MOHCD’s due diligence.

6.10 Marketing & Occupancy Preferences.

The Project will receive referrals from Behavioral and Health Services from the Department of Public Health. Most clients are initially referred by the BHS Utilization Management Team, by residential treatment programs, outpatient programs, other DPH providers, and homeless shelters. Intake Coordinators review referrals that are authorized by the Utilization Management Team. The



authorizations are needed for admission into outpatient services at the Project. The Intake coordinator conducts a Clinical Eligibility Assessment, with appropriate applicants, and placement at a Conard Supportive Housing Site is based upon maximizing the clinical effectiveness of the cohort at a particular Conard Housing site. The Director of Clinical Services supervises the Intake Coordinator.

If, in the future, the Project ceases to operate programming, it will become subject to MOHCD's marketing procedures and will be marketed according to multifamily marketing procedures.

7. FINANCING PLAN

7.1 Sources and Uses (attached)

CLMH Funds Requested:

Leveraged Financing Amount and Terms

1. Lender: CLMH Program
2. Amount: \$6,016,341 (\$334,241 per bed)
3. Interest Rate: 3% Simple Interest
4. Term: 55 Years
5. Refinancing Assumptions: Replacement and operating reserves are projected to be funded through Year 20 of the Project's lifecycle, to ensure that refinancing will not be required until at least that time.

7.2 Development Budget.

Development Budget Analysis/Comments

1. Sufficiency of Reserves:

Capitalized replacement reserves in the amount of \$175,000 satisfy the CLMH Guidelines that require the higher of \$2,000 per unit or the amount necessary to pay replacement costs for the next 10 years, as specified in an approved CNA.

Operating Reserves: Capitalized operating reserves in the amount of \$31,566 are budgeted to support unanticipated operating costs for at least 20 years. This cost is in line with CLMH Guidelines.



2. Developer Fee: Developer fee up to \$140,000 is requested. \$80,000 was paid for at acquisition by the SFHAF, and \$10,000 per unit is requested at permanent conversion.

7.3 Disbursement.

Acquisition, predevelopment, and construction funds will be released at escrow in the form of a payoff of the SFHAF loan. Additionally, the MOHCD CLMH loan will cover operating and replacement reserves, loan fees, any remaining developer fee, and closing costs. Legal costs may be drawn down after the closing draw.

8. PROJECT OPERATIONS

8.1 Annual Operating Budget (attached)

8.2 Annual Operating Budget Analysis/Comments.

1. PUPY Operating Expense (without reserves): \$20,644 per unit/\$6,881 per bedroom
2. Annual Reserve Deposits: \$2,400 per year in replacement reserves (\$400 per unit per year)
3. Property Taxes: \$1,550
4. Surplus Cash: \$18,627
5. Vacancy Loss Assumption: The Project assumes a 5% vacancy loss assumption for both tenant rents and tenant assistance payments, in line with CLMH Guidelines. The Sponsor feels comfortable using the 5% vacancy loss assumption for both tenant rents and tenant assistance payments because they have a low vacancy rate across their shared housing portfolio, low turnover, and receive timely placement of referrals from DPH.

8.3 20-year Cash Flow (attached)

1. Does Cash Flow Remain Positive for 20 years: Yes
2. Income Assumptions: Assuming 2.5% escalation for tenant rent and 2.5% escalation for tenant assistance payments, which are going towards rent. Rent from parking spaces are included in income assumptions, at \$14,400 per year for four automobile spots. The rent from parking assumes a 2.5% escalation, 50% vacancy assumption for Year 1, and a 20% vacancy



assumption for Years 2-20. Renting the parking spaces will be a condition of this loan.

3. Expense Assumptions: 3.5%
4. Replacement Reserve Analysis: Replacement reserves are adequately funded through Year 20.
5. Refinancing Plan: Operating and replacement reserves are projected to be funded through Year 20 of the Project's lifecycle, ensuring that refinancing will not be required until at least that time.

9. STAFF RECOMMENDATIONS

9.1 Proposed Acquisition/Rehabilitation Loan Terms.

1. Amount: \$6,016,341 (\$334,241 per bed)
2. Term: 55 years
3. Rate: 3% simple interest in accordance with CLMH Guidelines
4. Repayment: Residual receipts
5. Priority: Senior, 1st position, but will subordinate to the City's Declaration of Restrictions

9.2 Recommended Loan Conditions.

1. All reserve accounts must be established in separate interest-bearing accounts.
2. An O&M Program for management of lead-based paint must be delivered to MOHCD within 60 days of closing.
3. Conard House will make every effort to rent the onsite parking spaces to generate additional income for the Project.

Attachments:	Appendix A.	Board of Directors
	Appendix B.	Development Team
	Appendix C.	Recent Development Activity
	Appendix D.	SFHAF Appendix
	Exhibit A.	Sources and Uses
	Exhibit B.	Annual Operating Budget
	Exhibit C.	20-Year Cash Flow
	Exhibit D.	Full Proforma

Applicant: Conard House
 Project Name and Address: 139 Dore Street



LOAN APPROVAL RECOMMENDATION

APPROVE. DISAPPROVE.

Eric D. Shaw, Director
Mayor's Office of Housing and Community Development

Date: _____

APPROVE. DISAPPROVE.

Thor Kaslofsky, Executive Director
Office of Community Investment and Infrastructure

Date: _____

APPROVE. DISAPPROVE.

Salvador Menjivar, Housing Director
Department of Homelessness and Supportive Housing

Date: _____

APPROVE. DISAPPROVE.

Anna Van Degna, Director
Controller's Office of Public Finance

Date: _____

REQUEST FOR PERMANENT FINANCING - 1142 FLORIDA STREET AND 139-145 DORE STREET

Ely, Lydia (MYR) <lydia.ely@sfgov.org>

Fri 1/13/2023 11:13 AM

To: Amaya, Vanessa (MYR) <Vanessa.Amaya@sfgov.org>

Hi Vanessa-

I approve the subject request on behalf of MOHCD.

Thanks-

Lydia

- - - -

Lydia Ely

Deputy Director for Housing

SF Mayor's Office of Housing and Community Development

Office phone: (628) 652-5821

Cell phone: (415) 225-2936

REQUEST FOR PERMANENT FINANCING FOR 1142 FLORIDA STREET AND 139-145 DORE STREET

Colomello, Elizabeth (CII) <elizabeth.colomello@sfgov.org>

Fri 1/6/2023 11:45 AM

To: Amaya, Vanessa (MYR) <Vanessa.Amaya@sfgov.org>

Cc: Ely, Lydia (MYR) <lydia.ely@sfgov.org>; Kaslofsky, Thor (CII) <Thor.Kaslofsky@sfgov.org>

Hi Vanessa-




I approve the subject request on behalf of OCII.

Thanks-

Elizabeth



Elizabeth Colomello
Housing Program Manager

-
-  One South Van Ness Avenue, 5th Floor
San Francisco, CA 94103
 -  415.749-2488, Cell 415.407-1908
 -  www.sfocii.org
-

REQUEST FOR PERMANENT FINANCING FOR 1142 FLORIDA STREET AND 139-145 DORE STREET

Katz, Bridget (CON) <bridget.katz@sfgov.org>

Fri 1/6/2023 11:44 AM

To: Amaya, Vanessa (MYR) <Vanessa.Amaya@sfgov.org>

Cc: Ely, Lydia (MYR) <lydia.ely@sfgov.org>

Approved

Bridget Katz

Development Finance Specialist, Office of Public Finance

Controller's Office | City & County of San Francisco

Office Phone: (415) 554-6240

Cell Phone: (858) 442-7059

E-mail: bridget.katz@sfgov.org

PERMANENT FINANCING FOR 1140-1142 FLORIDA STREET AND 139-145 DORE STREET

Menjivar, Salvador (HOM) <salvador.menjivar1@sfgov.org>

Fri 1/13/2023 2:06 PM

To: Shaw, Eric (MYR) <eric.shaw@sfgov.org>

Cc: Amaya, Vanessa (MYR) <Vanessa.Amaya@sfgov.org>

I support Conard House request for up to \$3,072,441 from the Mayor's Office of Housing and Community Development for the permanent financing of the property located at 1140-1142 Florida Street in the Mission neighborhood of San Francisco. I also support Conard House additionally requests up to \$6,016,341 in CLMH funding from MOHCD for the permanent financing of the property located at 139-145 Dore Street in the South of Market neighborhood of San Francisco.

Best,

salvador



Salvador Menjivar
Director of Housing
Pronouns: He/Him

San Francisco Department of Homelessness and Supportive Housing
salvador.menjivar1@sfgov.org | 415-308-2843

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Appendix A: Board of Directors.

Zahid Jafry (Departing Chair)

Zahid is the founder of Onus Observer LLC, a Registered Investment Advisor, that manages the finances of entrepreneurs and other people of purpose. A long-time advocate of financial literacy initiatives and cash flow planning, he was impressed by the organization's rep payee program, a similar commitment to San Francisco's most vulnerable. He is a graduate of Wilfrid Laurier University and the University of Toronto where he received an MBA in Investment Banking.

Saba Rehmani (Vice Chair)

Saba is a Senior Director at Visa Inc. with 15 years of experience across Financial Services, Business Development and Management Consulting. She is passionate about financial inclusion and helping underserved communities with sustainable programs and investments. She volunteers with Conard House due to the organization's commitment to helping San Franciscans suffering from homelessness and mental health.

Emma Yang (Treasurer)

Being new to San Francisco, Emma was looking for ways to connect with people and was particularly drawn to the mission of Conard House, which provides supportive housing to those with mental illnesses. Emma works at Stanford University as an Industrial Contracts Officer and wants to use her professional and personal experiences to give back to the community. In the past, she has worked for other non profits, such as beyondblue in Australia and the British Council in the UK. Outside of work, Emma enjoys exploring new places, eating good food and spending time with her family.

Ben Moerman (Secretary)

Ben has a bachelor's degree from Columbia and a master's degree from Harvard. His research and teaching centered on moral philosophy and conflict resolution. He trained students to run a conflict resolution workshop at a women's shelter, a behavioral health residence, and a housing program for men returning to the community from prison. Participants identified their most salient problem and generated a consensus solution through group dialogue. At the end of the Albanian Macedonian war, he ran a conflict resolution project with mayors and NGO leaders. In San Francisco, he enjoys hanging out with his niece and her dog Ginger.

Savita Raina

Savita is passionate about community service and has previously served as a board member for Urban Services YMCA, the YMCA's social services arm. In the past, she has provided pro bono marketing consulting services to Resources for Community Development (RCD) and volunteered for many bay area nonprofits. She works as Director of Product Marketing for



Oracle's cloud solutions. She holds an MBA from Santa Clara University and an MS in Electrical Engineering from the New Jersey Institute of Technology. Outside of work, she loves hiking in the surrounding bay area parks and nature reserves.

Dayton Thorpe

After finishing his Ph.D. at the UC Berkeley Physics Department and becoming a Data Scientist, Dayton missed the volunteer work he had done as a student. He went to the San Francisco Board Match to find local non-profits serving people with low incomes. There, he matched with Conard House and 2-1-1 Alameda County, which connects people to the public and private resources available to help them. These organizations share a mission of bringing hope and empowerment to the people they serve. Outside of work, Dayton writes How to 115, a blog about randomized controlled trials of human health.

Glen Segal

Glen has twenty-five years of experience spanning across senior operational and financial roles in technology companies. Glen was struck by the critical role that Conard House plays in the community providing services and housing to the mentally ill and is committed to helping the organization grow and thrive as a much needed resource for the community. He is a graduate of Whitman College and the University of Chicago Booth School of Business. Glen enjoys trail running, hiking and travel.

Ali Raheem

Ali has experience with mental health challenges in his family and was drawn to the difficult task that Conard House has been addressing for over 60 years in San Francisco. He believes that the combination of mental health challenges, along with homelessness, is a challenge that no one should have to deal with without help. Currently, Ali is a VP and the Head of Genpact's (NYSE: G) Hitech, Manufacturing, & Services business in Japan. Genpact helps companies transform their business using AI, analytics, machine learning, automation and other digital tools to become more efficient both from a cost as well as a revenue generation perspective.

Eddie Rodriguez

Eddie Rodriguez is a tax lawyer with a small San Francisco firm. His work includes, but is not limited to, partnership, corporate, and gift and estate tax matters, commercial transactions, and structuring affordable housing development projects for nonprofit organizations. Eddie received his bachelor of arts degree from Loyola University of Los Angeles. He also holds a law degree from the University of California Hastings College of Law. His leisure activities include traveling, photography, and classical music.

Theo Haugen (Newly Elected Chair)

Applicant: Conard House
Project Name and Address: 139 Dore Street



Theo is the Vice President of Customer Experience at Unison Home Ownership Investors, a real estate fintech company where his teams manage the world's largest portfolio of residential home equity investments. He started his career in teletherapy and digital health, and was drawn to the Conard House mission by his passion for mental health awareness and housing accessibility. He is a graduate of Cornell Johnson Graduate School of Management where he received an MBA, and of the University of California, Santa Cruz where he received a B.S. in Neuroscience and a B.A. in Psychology.

Wendy Yu

Wendy Yu joined the Conard House Board of Directors in July 2020. They are a prolific volunteer and advocate for human rights. In Wendy's leadership role with Conard House, Wendy impacts the quality of life for residents and clients and is a valued member of the Sustainable Communities Committee of the Conard House Board that evaluates our programs and services. Wendy advocates and collaborates with coalitions by communicating to elected officials, legislators and department staff at the local, state and federal levels.



Appendix B: Development Team

Anne Quaintance, M.N.A., Executive Director/CEO joined Conard House in July 2020. Anne is experienced in nonprofit administration, program development, advocacy, government affairs, business planning, and public policy. Anne was the Chief Government Affairs Officer at Meals on Wheels San Francisco and founding member of Meals on Wheels California, where she addressed issues related to food security, long term care, and safety net services for older adults. While at MOWSF, Anne founded and is a current member of the San Francisco Board of Supervisors Food Security Task Force and served as Co-Chair of the SF Mayor's Long-Term Care Coordinating Council. She also was the Associate Director of Programs at the San Francisco-Marin Food Bank, where she established their Pantry Program and Supplemental Food Program. Anne has also served her city as a Senior Analyst for the San Francisco Human Services Agency, a Program Manager for Jewish Family and Children's Services, and a Community Development and Administrative Manager for SHARE Northern California.

Paul Schmidt, Director of Real Estate joined Conard House in 1997 and is an experienced Project and Property Manager. Paul has worked in the property management department carrying out assignments on various projects within Conard House's portfolio of properties. The project management projects Paul has been actively involved with are: Lyric Hotel, a 58-unit SRO; Midori Hotel, a 77-unit SRO; the Jordan Apartments, a 54-unit studio apartment building; the 26th and McAllister Street triplexes' acquisitions and rehabilitations; and both the acquisition and remodeling in 2021-2022 of Dore Street (6-units, 18 beds) and Florida St. (2-unit, 8 beds) with Sf HAF's CLHM funds. Building upgrades completed throughout his portfolio include disability access, elevator rehabilitation, and fire alarm and suppression systems.

Elijah Bornstein, Director of Property Management joined Conard House in 2001 and is an experienced property manager. He began his work with Conard House managing the janitorial vocational services in the supportive housing program. For several years Elijah worked for both the John Stewart Company managing the Jordan apartments, a 54-unit studio apartment building, and supervising Property Managers at Conard House. Currently he works fulltime for Conard House and directs the Property Management department, with a portfolio of properties that include 3 SROs, a Coop Master Lease program of 11 locations, and a transitional housing facility.

Robyn Neither-Gold, M.B.A., Director of Finance joined Conard House in 2009. As the Director of Finance for Conard House, Inc. Robyn is responsible for the organization's financial functions including: treasury management, accounting, budgeting, audits, and reporting. Robyn has been working in the non-profit sector as a financial professional for over 20 years. She has worked in a variety of organizations that span the fields of health services, housing, and philanthropic with operating budgets ranging in size from \$500,000 to approximately \$18,000,000. Additionally, her background includes 10 years of finance experience in the legal industry.

Applicant: Conard House
Project Name and Address: 139 Dore Street



Roxie Uyeda, Controller joined Conard House in February 2007 and has worked in nonprofits for over 20 years. She attained experience from working in a senior services nonprofit and a nonprofit law firm serving the Asian and Pacific Islander Community. She is currently the Controller at Conard House and also serves in the role of Data Security Officer. She supervises the Senior Accounting Manager and the IT Manager and works with Property Management and Programs in developing the budgets and allocation of costs.

Rene Rivers, Asset Manager has worked at Conard House since 2010 and manages the annual budget process of the portfolio by working with Accounting and Property Management. He ensures properties are meeting affordability, operating expense per unit, reserve funding, and surplus cash distribution goals as required under all agreements or regulations as well as reviews and files the annual Monitoring Reports (AMRs) and all other financial reports with the City. Along with Finance and Property Management, he develops procedures for rent, vacancy, and other related issues and reviews all governing documents for new and existing properties, including, but not limited to regulatory agreements, ground leases, etc. Additionally, Rene files yearly reviews of Review long-term capital plans for the properties in the portfolio, suggesting adjustments if needed, managing reserve balances to meet long-term cash needs, and monitoring that major projects are progressing on plan to ensure surplus cash will meet long term needs to ensure that financial performance is in-line with the budget and that variance explanations meet Conard House and Lender agreements.

Annaise Meyers-Goldsby, Real Estate Assistant joined Conard House last year in 2021. They assist with Property Management and Real Estate projects such as property acquisition, property development, and construction management. They maintain databases, compile data, and produce appropriate reports for organizations such as MOCHD, HCD, SFHAF, and others as requested. They have also been involved in the Dore, Florida, Post St., and Marilyn Inn projects since their addition to the Conard team and are active in all of Conard's projects using the CLMH and SSP funds.



Appendix C. Recent Development Activity

	Name/Location	Status / Year Completed	Total Units
1	The El Dorado	Acquired/1989	57
2	The Midori	Acquired/1989	77
3	The Washburn	Acquired/1989	22
4	The Lyric	Acquired/1994	58
5	26 th Street Coop Apartments	Acquired/1997	3
6	Jordan Apartments	Acquired/2003	54
7	1140 Florida Street	Acquired/2021	2
8	139 Dore Street	Acquired/2021	6
9	2425 Post Street	Acquired/2022	3



Appendix D. SFHAF Appendix:

1. Environmental Issues/Site Suitability.

Phase I/II Site Assessment Status and Results: A Phase I was conducted by ACC Environmental Consultants, on July 23, 2021. The Phase I did not identify any Recognized Environmental Conditions at the Project. The Phase I did note that “if building permits are required and 50 or more cubic yards of soil are to be disturbed, the Subject Property will be subject to the San Francisco Health Code Article 22A (Maher Ordinance), and subsurface sampling will be required by the San Francisco Department of Public Health.”

A Limited Hazardous Materials (“HazMat”) Survey Report was conducted by Envirosurvey, Inc., on July 27, 2021. The HazMat Survey Report tested for asbestos-containing materials (“ACMs”) and lead-based paint (“LBP”). The report did not identify ACMs at the site; however, it did identify LPB at the site. LBP was identified in the interior and exterior components of the building.

Potential/Known Hazards: Some lead-based paint was remediated as a part of the rehabilitation scope. An O&M Program for the maintenance of any lead-based paint still onsite will be required as a condition of this loan.

2. ENTITLEMENTS**2.1 Zoning**

1140 Florida is zoned RH-2- Two Family, and it is located in a 40-X Height & Bulk District. The completed rehabilitation scope did not change the use, height, or bulk of the building.

2.2 Local/Federal Environmental Review.

The Project fell within the Categorical Exemption 1 - Existing Facilities under CEQA.



3. Performance Schedule.

No.	Performance Milestone	Estimated or Actual Date
1	SSP Financing Commitment	<u>9/7/2021</u>
2.	Site Acquisition	<u>9/8/2021</u>
3.	Development Team Selection	<u>9/12/2021</u>
a.	General Contractor Selection	<u>9/22/2021</u>
4.	Design	
a.	Submit Bid Package for MOHCD Approval	
5.	Permits	
a.	Building Permit Application Submitted	
6.	Construction	
a.	Notice to Proceed	<u>9/27/2021</u>
b.	Complete Construction	<u>9/1/2022</u>
7.	Marketing & Lease-up	
a.	Lease Vacant Unit	<u>1/31/2023</u>
8.	Close Out MOHCD Loan(s)	<u>2/3/2023</u>

4. DEVELOPMENT TEAM

4.1 Project Manager.

Name: Paul Schmidt

Percentage Time Spent on Project: 22.5%

Experience: See **Appendix B.**

4.2 Architect.

Firm: Fillion Solis Architect

4.3 Contractor.

Firm: FDC Construction



4.4 **Other Consultants.** N/A

4.5 **Property Manager.** Conard House

5. **Construction Management Fee:** \$9,985

Exhibit A. Sources and Uses

MOHCD Proforma - Predevelopment Financing Sources Uses of Funds

Application Date: 12/29/22 # Units: 6 Small Sites Project
 Project Name: 139-145 Dore St. # Bedrooms:
 Project Address: 139-145 Dore Street # Beds:
 Project Sponsor: Conard Housing Development Corporation

SOURCES		5,546,571	100,000	369,770	-	-	Total Sources	Comments
				Deferred to Perm			6,016,341	2990.69

USES Is source a bridge loan? (select Yes/No) Bridge loans total: -

ACQUISITION		4,650,000	100,000				4,750,000	
Acquisition cost or value		4,650,000	100,000				4,750,000	
Legal / Closing costs / Broker's Fee		19,475					19,475	
Holdina Costs							0	
Transfer Tax							0	
TOTAL ACQUISITION		4,669,475	100,000	0	0	0	4,769,475	

CONSTRUCTION (HARD COSTS)		225,189					225,189	
Unit Construction/Rehab		225,189					225,189	(changed from 225890)
Commercial Shell Construction							0	
Demolition							0	
Environmental Remediation							0	
Onsite Improvements/Landscaping							0	
Offsite Improvements							0	
Infrastructure Improvements							0	HOPE SF/OCIL costs for streets etc.
Parking							0	
GC Bond Premium/GC Insurance/GC Taxes							0	
GC Overhead & Profit							0	
CG General Conditions							0	
<i>Sub-total Construction Costs</i>		<i>225,189</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>225,189</i>	
Design Contingency (remove at DD)							0	5% up to \$30MM HC, 4% \$30-\$45MM, 3% \$45MM+
Bid Contingency (remove at bid)							0	5% up to \$30MM HC, 4% \$30-\$45MM, 3% \$45MM+
Plan Check Contingency (remove/reduce during Plan Review)							0	4% up to \$30MM HC, 3% \$30-\$45MM, 2% \$45MM+
Hard Cost Construction Contingency							0	5% new construction / 15% rehab
<i>Sub-total Construction Contingencies</i>		<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	
TOTAL CONSTRUCTION COSTS		225,189	0	0	0	0	225,189	

SOFT COSTS								
Architecture & Design								
Architect design fees							0	See MOHCD A&E Fee Guidelines: http://sfmohcd.org/documents-reports-and-forms
Design Subconsultants to the Architect (incl. Fees)							0	
Architect Construction Admin							0	
Reimbursables							0	
Additional Services		2,503					2,503	
<i>Sub-total Architect Contract</i>		<i>2,503</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>2,503</i>	
Other Third Party design consultants (not included under Architect contract)							0	Consultants not covered under architect contract; name consultant type and contract amount
Total Architecture & Design		2,503	0	0	0	0	2,503	
Engineering & Environmental Studies								
Survey		1,600					1,600	(changed from 3965 to 1600)
Geotechnical studies		5,425					5,425	
Phase I & II Reports		2,800					2,800	
CEQA / Environmental Review consultants							0	
NEPA / 106 Review							0	
CNA/PNA (rehab only)		7,000					7,000	
Other environmental consultants		6,779					6,779	(changed from MOHCD 7530 to SFHAF 6779)
Total Engineering & Environmental Studies		23,604	0	0	0	0	23,604	
Financing Costs								
Construction Financing Costs								
Construction Loan Origination Fee		69,888					69,888	
Construction Loan Interest							0	
Title & Recording							0	
CDLAC & CDIAC fees							0	
Bond Issuer Fees							0	
Other Bond Cost of Issuance							0	
Other Lender Costs (specify)		14,430					14,430	
<i>Sub-total Const. Financing Costs</i>		<i>84,318</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>84,318</i>	
Permanent Financing Costs								
Permanent Loan Origination Fee							75,204	
Credit Enhance. & Appl. Fee							0	
Title & Recording							5,000	
<i>Sub-total Perm. Financing Costs</i>		<i>0</i>	<i>0</i>	<i>80,204</i>	<i>0</i>	<i>0</i>	<i>80,204</i>	
Total Financing Costs		84,318	0	80,204	0	0	164,522	
Legal Costs								
Borrower Legal fees		6,557		5,000			11,557	(changed from 1519 to 6557)
Land Use / CEQA Attorney fees							0	
Tax Credit Counsel							0	
Bond Counsel							0	
Construction Lender Counsel		15,000					15,000	
Permanent Lender Counsel				15,000			15,000	
HAF Legal Fees		3,500					3,500	per HAF demand letter
Total Legal Costs		25,057	0	20,000	0	0	45,057	
Other Development Costs								
Appraisal		4,750					4,750	
Market Study							0	
Insurance							0	
Property Taxes		56,050					56,050	
Accounting / Audit							0	
Organizational Costs							0	
Entitlement / Permit Fees							0	
Marketing / Rent-up							0	
Furnishings		27,218					27,218	\$2,000/unit. See MOHCD U/W Guidelines: http://sfmohcd.org/documents-reports-and-forms (changed furnishings from 30K MOHCD and 10K SFHAF to 27217.90 SFHAF); changed Utility Fees from 8320 MOHCD and 1K SFHAF to 19,913.26 SFHAF
PGE / Utility Fees		19,913					19,913	
TCAC App / Alloc / Monitor Fees							0	
Financial Consultant fees							0	
Construction Management fees / Owner's Rep		9,985					9,985	(changed 10K MOHCD to 9985.33 SFHAF)
Security during Construction							0	
Relocation							0	
Other (specify)		10,556		3,000			13,556	added in
Other (specify)							0	
Other (specify)							0	
Total Other Development Costs		128,473	0	3,000	0	0	131,473	
Soft Cost Contingency								
Contingency (Arch, Eng, Fin, Legal & Other Dev)							0	Should be either 10% or 5% of total soft costs.
TOTAL SOFT COSTS		263,954	0	103,204	0	0	367,158	

Construction line item costs as a % of hard costs

Total Soft Cost Contingency as % of Total Soft Costs

RESERVES								
Operating Reserves				31,566			31,566	(changed 37702 in replacement reserves to)
Replacement Reserves				175,000			175,000	(changed 4593 in replacement reserves to)
Tenant Improvements Reserves				0			0	
Interest Reserve (HAF Loan)		294,962		0			294,962	(deleted SFHAF interest reserve in MOHCD column and it was duplicated in MOHCD and SFHAF column)
Add'l interest		2,991		0			2,991	
Add'l interest (per diem)		10,000		0			10,000	Additional interest for 2 weeks, if closing delays
TOTAL RESERVES		307,953	0	206,566	0	0	514,519	

DEVELOPER COSTS		80,000		60,000			140,000	
Developer Fee - Cash-out Paid at Milestones		80,000		60,000			140,000	
Developer Fee - Cash-out At Risk				0			0	
Commercial Developer Fee				0			0	
Developer Fee - GP Equity (also show as source)				0			0	
Developer Fee - Deferred (also show as source)				0			0	
Development Consultant Fees				0			0	Need MOHCD approval for this cost, N/A for most projects
Other (specify)				0			0	
TOTAL DEVELOPER COSTS		80,000	0	60,000	0	0	140,000	

TOTAL DEVELOPMENT COST		5,546,571	100,000	369,770	0	0	6,016,341	
Development Cost/Unit by Source		924,428	16,667	61,628	0	0	1,002,723	
Development Cost/Unit as % of TDC by Source		0.0%	92.2%	1.7%	6.1%	0.0%	100.0%	

Acquisition Cost/Unit by Source		775,000	16,667	0	0	0	791,667	
Acquisition Cost (inc Const Contingency)/Unit By Source		37,531	0	0	0	0	37,531	
Construction Cost (inc Const Contingency)/SF		36.21	0.00	0.00	0.00	0.00	36.21	

*Possible non-eligible GO Bond/COP Amount: 0
 City Subsidy/Unit: -

Tax Credit Equity Pricing:	N/A
Construction Bond Amount:	N/A
Construction Loan Term (in months):	N/A
Construction Loan Interest Rate (as %):	N/A

Small Sites		0%	98%	2%	0%	0%	0%	127%
Combined Loan to Value Ratio:								100%
% of Acquisition Cost by Source		0%	98%	2%	0%	0%	0%	100%

Small Sites Maximum Developer Fee 140,000

Application Date: 12/29/22 # Units: 6 Small Sites Project
 Project Name: 139-145 Dore St. # Bedrooms: 18
 Project Address: 139-145 Dore Street # Beds:
 Project Sponsor: Conard Housing Development Corporation
 Don't forget to fill in D135:D138!

SOURCES	6,016,341	-	-	-	-	-	-	Total Sources	6,016,341	Comments
Name of Sources: MOHCD/OCII										
USES	Perm loans total: 6,016,341									Perm loan amount is more than bridge loan(s) by: 6016340.557

ACQUISITION	5,646,571							5,646,571	5769369.628	0	0	0	0	0	0	5,646,571
Acquisition cost or value	5,646,571							5,646,571	5769369.628	0	0	0	0	0	0	5,646,571
Legal / Closing costs / Broker's Fee								0	5769369.628	0	0	0	0	0	0	0
Holding Costs								0		0	0	0	0	0	0	0
Transfer Tax								0		0	0	0	0	0	0	0
TOTAL ACQUISITION	5,646,571	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5,646,571

CONSTRUCTION (HARD COSTS)

* Unit Construction/Rehab								0								0	Include FF&E
* Commercial Shell Construction								0								0	
* Demolition								0								0	
* Environmental Remediation								0								0	
* Onsite Improvements/Landscaping								0								0	
* Offsite Improvements								0								0	
* Infrastructure Improvements								0								0	HOPE SF/OCII costs for streets etc.
Parking								0								0	
GC Bond Premium/GC Insurance/GC Taxes								0								0	
GC Overhead & Profit								0								0	
CG General Conditions								0								0	
Sub-total Construction Costs	0	0	0	0	0	0	0	0							0		
Design Contingency (remove at DD)								0								0	5% up to \$30MM HC, 4% \$30-\$45MM, 3% \$45MM+
Bid Contingency (remove at bid)								0								0	5% up to \$30MM HC, 4% \$30-\$45MM, 3% \$45MM+
Plan Check Contingency (remove/reduce during Plan Review)								0								0	4% up to \$30MM HC, 3% \$30-\$45MM, 2% \$45MM+
Hard Cost Construction Contingency								0								0	5% new construction / 15% rehab
Sub-total Construction Contingencies	0	0	0	0	0	0	0	0							0		
TOTAL CONSTRUCTION COSTS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

Construction line item costs as a % of hard costs

SOFT COSTS

Architecture & Design																	
Architect design fees	0	0						0								0	See MOHCD A&E Fee Guidelines: http://sfmohcd.org/documents-reports-and-forms
Design Subconsultants to the Architect (incl. Fees)	0							0								0	
Architect Construction Admin	0							0								0	
Reimbursables	0							0								0	
Additional Services	0							0								0	
Sub-total Architect Contract	0	0	0	0	0	0	0	0							0		
Other Third Party design consultants (not included under Architect contract)	0	0						0								0	Consultants not covered under architect contract; name consultant type and contract amount
Total Architecture & Design	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Engineering & Environmental Studies																	
Survey								0								0	
Geotechnical studies								0								0	
Phase I & II Reports								0								0	
CEQA / Environmental Review consultants								0								0	
NEPA / 106 Review								0								0	
CNA/PNA (rehab only)								0								0	
Other environmental consultants								0								0	Name consultants & contract amounts
Total Engineering & Environmental Studies	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Financing Costs																	
Construction Financing Costs																	
Construction Loan Origination Fee								0								0	
Construction Loan Interest								0								0	
Title & Recording								0								0	
CDLAC & CDJAC fees								0								0	
Bond Issuer Fees								0								0	
Other Bond Cost of Issuance								0								0	
Other Lender Costs (specify)								0								0	
Sub-total Const. Financing Costs	0	0	0	0	0	0	0	0							0		
Permanent Financing Costs																	
Permanent Loan Origination Fee	75,204							75,204								75,204	CLMH Guidelines (15K or 1.25% of loan amount)
Credit Enhance. & Appl. Fee								0								0	
Title & Recording	5,000							5,000								5,000	
Sub-total Perm. Financing Costs	80,204	0	0	0	0	0	0	80,204							80,204		
Total Financing Costs	80,204	0	0	0	0	0	0	80,204	0	0	0	0	0	0	0	80,204	
Legal Costs																	
Borrower Legal fees	5,000							5,000								5,000	
Land Use / CEQA Attorney fees								0								0	
Tax Credit Counsel								0								0	
Bond Counsel								0								0	
Construction Lender Counsel								0								0	
Permanent Lender Counsel	15,000							15,000								15,000	
Other Legal (specify)								0								0	
Total Legal Costs	20,000	0	0	0	0	0	0	20,000	0	0	0	0	0	0	0	20,000	
Other Development Costs																	
Appraisal								0								0	
Market Study								0								0	
Insurance								0								0	Owners and Lenders Title Insurance from Closing
Property Taxes								0								0	Draw
Accounting / Audit								0								0	
Organizational Costs								0								0	
Entitlement / Permit Fees								0								0	
Marketing / Rent-up								0								0	
Furnishings								0								0	\$2,000/unit; See MOHCD U/W Guidelines on: http://sfmohcd.org/documents-reports-and-forms
PGE / Utility Fees								0								0	
TCAC App / Alloc / Monitor Fees								0								0	
Financial Consultant fees								0								0	
Construction Management fees / Owner's Rep								0								0	
Security during Construction								0								0	
Relocation								0								0	
3% Simple Interest for Initial Deposit (TSSF)	3,000							3,000								3,000	
Other (specify)								0								0	
Other (specify)								0								0	
Total Other Development Costs	3,000	0	0	0	0	0	0	3,000	0	0	0	0	0	0	0	3,000	
Soft Cost Contingency																	
Contingency (Arch, Eng, Fin, Legal & Other Dev)								0								0	Should be either 10% or 5% of total soft costs.
TOTAL SOFT COSTS	103,204	0	0	0	0	0	0	103,204	0	0	0	0	0	0	0	103,204	0.0%

Total Soft Cost Contingency as % of Total Soft Costs

RESERVES

* Operating Reserves	31,566							31,566								31,566	
* Replacement Reserves	175,000							175,000								175,000	
* Tenant Improvements Reserves								0								0	
* Interest Reserve (HAF loan)								0								0	
* Other (specify)								0								0	
* Other (specify)								0								0	
TOTAL RESERVES	206,566	0	0	0	0	0	0	206,566	0	0	0	0	0	0	0	206,566	

DEVELOPER COSTS

Developer Fee - Cash-out Paid at Milestones	60,000							60,000								60,0
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Exhibit B. Annual Operating Budget

MOHCD Proforma - Year 1 Operating Budget

Application Date: 12/29/2022 Project Name: 139-145 Dore St.
 Total # Units: 6 Project Address: 139-145 Dore Street
 First Year of Operations (provide data assuming that Year 1 is a full year, i.e. 12 months of operations): 2022 Project Sponsor: Conard Housing Development Corporation
Correct errors noted in Col N!

Small Sites Project		Total	Comments
INCOME			
Residential - Tenant Rents	75,180		Links from Existing Proj - Rent Info Worksheet
Residential - Tenant Assistance Payments (Non-LOSP)	69,756		Links from Existing Proj - Rent Info Worksheet
Commercial Space	0		from Commercial Op. Budget Worksheet; Commercial to Residential allocation: 100%
Residential Parking	0		Links from Utilities & Other Income Worksheet
Miscellaneous Rent Income	0		Links from Utilities & Other Income Worksheet
Supportive Services Income	0		
Interest Income - Project Operations	0		Links from Utilities & Other Income Worksheet
Laundry and Vending	0		Links from Utilities & Other Income Worksheet
Tenant Charges	0		Links from Utilities & Other Income Worksheet
Miscellaneous Residential Income	0		Links from Utilities & Other Income Worksheet
Other Commercial Income	14,400		from Commercial Op. Budget Worksheet; Commercial to Residential allocation: 100%
Withdrawal from Capitalized Reserve (deposit to operating account)			
Gross Potential Income	159,336		
Vacancy Loss - Residential - Tenant Rents	(3,759)		Vacancy loss is 5% of Tenant Rents.
Vacancy Loss - Residential - Tenant Assistance Payments	(3,488)		Vacancy loss is 5% of Tenant Assistance Payments.
Vacancy Loss - Commercial	(7,200)		from Commercial Op. Budget Worksheet; Commercial to Residential allocation: 100%
EFFECTIVE GROSS INCOME	144,889		PUPA: 24,148

OPERATING EXPENSES			
Management			
Management Fee	7,776	1st Year to be set according to HUD schedule.	
Asset Management Fee	4,014	HUD Schedule: 108*6*12= 7776, minus admin costs	
Sub-total Management Expenses	11,790		PUPA: 1,965

Salaries/Benefits			
Office Salaries			
Managers Salary			
Health Insurance and Other Benefits			
Other Salaries/Benefits			
Administrative Rent-Free Unit			
Sub-total Salaries/Benefits	0		PUPA: 0

Administration			
Advertising and Marketing			
Office Expenses	1,386		
Office Rent	288		
Legal Expense - Property	6,012		
Audit Expense	1,206		
Bookkeeping/Accounting Services			
Bad Debts			
Miscellaneous	882		
Sub-total Administration Expenses	9,774		PUPA: 1,629

Utilities			
Electricity	400		
Water	5,994		
Gas			
Sewer	1,980		
Sub-total Utilities	8,374		PUPA: 1,396

Taxes and Licenses			
Real Estate Taxes	1,550		
Payroll Taxes	4,410		
Miscellaneous Taxes, Licenses and Permits	414		
Sub-total Taxes and Licenses	6,374		PUPA: 1,062

Insurance			
Property and Liability Insurance	5,418		
Fidelity Bond Insurance	90		
Worker's Compensation	504		
Director's & Officers' Liability Insurance	1,098		
Sub-total Insurance	7,110		PUPA: 1,185

Maintenance & Repair			
Payroll	30,492		
Supplies	1,116		
Contracts	2,016		
Garbage and Trash Removal	4,800		
Security Payroll/Contract			
HVAC Repairs and Maintenance	1,386		
Vehicle and Maintenance Equipment Operation and Repairs			
Miscellaneous Operating and Maintenance Expenses	36,630		
Sub-total Maintenance & Repair Expenses	76,440		PUPA: 12,740

Supportive Services	4,000	(weekly meetings with supportive services, compliance trainings)	
Commercial Expenses	0	from Commercial Op. Budget Worksheet; Commercial to Residential allocation: 100%	

TOTAL OPERATING EXPENSES 123,862 PUPA: 20,644

Reserves/Ground Lease Base Rent/Bond Fees			
Ground Lease Base Rent	0		Provide additional comments here, if needed.
Bond Monitoring Fee			
Replacement Reserve Deposit	2,400	\$400/unit/year	
Operating Reserve Deposit			
Other Required Reserve 1 Deposit			
Other Required Reserve 2 Deposit			
Required Reserve Deposits, Commercial	0	from Commercial Op. Budget Worksheet; Commercial to Residential allocation: 100%	
Sub-total Reserves/Ground Lease Base Rent/Bond Fees	2,400		PUPA: 400

TOTAL OPERATING EXPENSES (w/ Reserves/GL Base Rent/ Bond Fees) 126,262 PUPA: 21,044

NET OPERATING INCOME (INCOME minus OP EXPENSES) 18,627 PUPA: 3,105

DEBT SERVICE/MUST PAY PAYMENTS (hard debt/amortized loans)			
Hard Debt - First Lender	0		Provide additional comments here, if needed.
Hard Debt - Second Lender (HCD Program 0.42% pymt, or other 2nd Len)	0		Provide additional comments here, if needed.
Hard Debt - Third Lender (Other HCD Program, or other 3rd Lender)	0		Provide additional comments here, if needed.
Hard Debt - Fourth Lender	0		Provide additional comments here, if needed.
Commercial Hard Debt Service	0	from Commercial Op. Budget Worksheet; Commercial to Residential allocation: 100%	
TOTAL HARD DEBT SERVICE	0		PUPA: 0

CASH FLOW (NOI minus DEBT SERVICE) 18,627

USES OF CASH FLOW BELOW (This row also shows DSCR.)			
USES THAT PRECEDE MOHCD DEBT SERVICE IN WATERFALL			
"Below-the-line" Asset Mgt fee (uncommon in new projects, see policy)			
Partnership Management Fee (see policy for limits)			
Investor Service Fee (aka "LP Asset Mgt Fee") (see policy for limits)			
Other Payments			
Non-amortizing Loan Pmt - Lender 1 (select lender in comments field)			Provide additional comments here, if needed.
Non-amortizing Loan Pmt - Lender 2 (select lender in comments field)			Provide additional comments here, if needed.
Deferred Developer Fee (Enter amt <= Max Fee from cell 1130)		Def. Develop. Fee split: 0%	Provide additional comments here, if needed.
TOTAL PAYMENTS PRECEDING MOHCD	0		PUPA: 0

RESIDUAL RECEIPTS (CASH FLOW minus PAYMENTS PRECEDING MOHCD) 18,627

Residual Receipts Calculation		Yes	No
Does Project have a MOHCD Residual Receipt Obligation?		Yes	Project has MOHCD ground lease?
Will Project Defer Developer Fee?		No	
Max Deferred Developer Fee/Borrower % of Residual Receipts in Yr 1:		33%	
% of Residual Receipts available for distribution to soft debt lenders in		67%	

Soft Debt Lenders with Residual Receipts Obligations	(Select lender name/program from drop down)	Total Principal Amt	Distrib. of Soft Debt Loans
MOHCD/OClI - Soft Debt Loans	All MOHCD/OClI Loans payable from res. recs		100.00%
MOHCD/OClI - Ground Lease Value or Land Acq Cost	Ground Lease Value		0.00%
HCD (soft debt loan) - Lender 3			0.00%
Other Soft Debt Lender - Lender 4			0.00%
Other Soft Debt Lender - Lender 5			0.00%

MOHCD RESIDUAL RECEIPTS DEBT SERVICE			
MOHCD Residual Receipts Amount Due	12,418	67% of residual receipts, multiplied by 100% -- MOHCD's pro rata share of all soft debt	
Proposed MOHCD Residual Receipts Amount to Loan Repayment	0	Enter/override amount of residual receipts proposed for loan repayment.	
Proposed MOHCD Residual Receipts Amount to Residual Ground Lease	0	If applicable, MOHCD residual receipts amt due LESS amt proposed for loan repymt.	
Proposed MOHCD Residual Receipts Amount to Replacement Reserve	12,418	MOHCD res recs to Rep Res (RR) until RR balance >= 1.5 Original Capitalized RR amt.	

REMAINING BALANCE AFTER MOHCD RESIDUAL RECEIPTS DEBT SERVICE 6,209 Total Resid Receipts due not allocated, please revise F142

NON-MOHCD RESIDUAL RECEIPTS DEBT SERVICE			
HCD Residual Receipts Amount Due	0		
Lender 4 Residual Receipts Due	0		
Lender 5 Residual Receipts Due	0		
Total Non-MOHCD Residual Receipts Debt Service	0		

REMAINDER (Should be zero unless there are distributions below)			
Owner Distributions/Incentive Management Fee	6,209	100% of Borrower share of 33% of residual receipts	
Other Distributions/Uses	0		
Final Balance (should be zero)	0		

GENERAL PROJECT INFORMATION

Application Date 12/29/2022
 1st Yr of Operations 2023
 1st Month of Operations (1-12) 2

Current AMI/Rent Year: 2022

This application for financing is for (select only one):
 New Construction **Complete 'Existing Proj - Rent Roll' Sheet**
 Existing Development

Financing is requested for:
 Acquisition/Predevelopment/Construction
 Permanent/Gap
 Local Funding Programs:
 Small Sites Program PASS Program
 LOSP Program

PROPOSED DEVELOPMENT

Project Name 139-145 Dore St.		Project Street # 139-145	Project Street Name Dore	Project Street Suffix (St/Ave/etc.) Street	Project Zip Code 94013
Project Neighborhood South of Market	Supervisorial District 6	Real Estate District 9 - Central East	Building Type Lowrise (1-3 stories)	Gross SF 6,219	# Floors 3
Total Units 6	# of Affordable Units 6	Occupancy Type Co-op	Supportive Housing? Yes	Transitional Housing? No	If Transitional, # Beds
# Comm Units	Comm SF	Project Sponsor (parent entit(ies), not LP) Conard Housing Development Corporation	Ownership Type Non Profit Corporation	Property Owner Conard Dore, LLC	
Property Owner Contact Name Anne Quaintance	Property Owner Contact Title CEO / Executive Director	Property Owner Contact Email anne@conard.org	Property Owner Contact Phone 415-864-7833		

PROPOSED UNIT DISTRIBUTION

Enter the total proposed number of units, including manager units, and unrestricted units, if any.

Unit Types	Proposed # Units include Mgr's Unit(s)	% of Total Units
SRO		0%
Studio		0%
1 BR		0%
2 BR		0%
3 BR	6	100%
4 BR		0%
5 BR		0%
Total Units	6	100%

TARGET POPULATION

Enter # of persons within each target proposed to be served: For persons that qualify for more than one target population group, include the individual in each target population group.

Families	
Persons with HIV/AIDS	
Homeless Persons	
Mentally or Physically Disabled	18
Developmentally Disabled	
Seniors	
Persons with Substance Abuse	
Domestic Violence Survivors	
Veterans	
Formerly Incarcerated	
Transition-Aged Youth ("TAY")	

Narrative: Please provide summary of target population proposed to be served.

This is a Cooperating Living Opportunities for Mental Health Program Project. Though the unit count is 6, the bed count is 18. There is no permanent mortgage. The Project requires a CLMH residual receipts loan. DPH will provide operating subsidies; tenant-paid rents come from SSI. Tenants pay utilities in addition to their \$645 monthly rent shown.

PROJECT FINANCING

In the table below, please provide information about all existing and proposed project financing, including all hard and soft debt lenders. Lenders should be listed in lien order with the most senior lender in the first lien position and the most junior lender in the last lien position. Enter information for all columns. If not applicable, enter "N/A."
Data entry below is required! Drop down menus in the 1st Year Operating Budget will not work if the Project Financing Table is not completed.

Lien Order	Lender (and Funding Program if applicable)	Total Funding Amount	Interest Rate	First Repymt Due Date	Maturity Date	Hard Debt/Soft Debt/Both	Repayment Terms (select from drop down)	Annual Payment Amount (or N/A, if not applicable)	Notes (please note any anticipate changes to repayment obligations)
1	MOHCD	6,016,341	3.00%			Soft	Residual receipts	N/A	334241.1421
2									Per Bed
3									
4									
5									
6									
7									
8									
9									
10									

Total Funding: \$6,016,341

Enter 1st Repymt Date! Enter Maturity Date!

Does the project have/will have HCD financing?	Acquisition cost minus the present value of 55 years of ground lease base rent payments. (This data informs the pro rata split of residual receipts, see worksheet 6, I134-I138 for detailed breakdown.)	Does the project have/will have Federal Funding?	No
--	--	--	----

PROPOSED RENTAL SUBSIDIES

Enter # of units proposed to be supported by each rental subsidy type.

LOSP	
Project-Based-Section 8	
Project-Based-Section 8 (Mod Rehab SRO)	
HAP Contract With (Select if any PB-Sec8 Units):	
Section 8-Voucher	
HOPWA	
PRAC - 202	
PRAC - 811	
S+C	
VASH	
HOME TBA	
Other: DPH	18

RESIDUAL RECEIPTS/GROUND LEASE INFORMATION

Does/Will the project have a MOHCD/OCII Residual Receipts loan repayment obligation?	Yes
Will the project defer the payment of the Developer Fee, and therefore have two different Residual Receipts splits? (See Developer Fee Policy.)	No
Residual Receipts split for all years.	
% of Residual Receipts available for distribution to all soft debt lenders:	67%
% of Residual Receipts available for distribution to Owner:	33%
Does/Will the project have a MOHCD/OCII ground lease?	No
Does/Will the project have a non-MOHCD/OCII ground lease?	No
If yes, enter Lessor name:	
Must Pay Base Rent Amount:	Residual Rent Amount:
Annual Rent Amount:	0

UTILITIES AND OTHER PROJECT INCOME

139-145 Dore St.

Small Sites Project
Application Date: 12/29/2022

UTILITY ALLOWANCE										
For each utility type below, select either "Tenant" or "Owner" and the type of utility source, as applicable. The selections will automatically calculate the total utility allowance by unit type, and will be used in the calculation of "Max Tenant Paid Rent" in the "New Devt - Rent & Unit Mix" and "Existing Devt - Rent Roll" worksheets.										
If using an engineer calculated utility allowance, select "Owner" for all utility types, and enter in calculated utility allowance directly in the row "Other".										
Utility Allowance Year:	2022	Who Pays? <small>(select from drop down menu)</small>	Type	SRO	Studio	1BR	2BR	3BR	4BR	5BR
Heating*		Tenant	Natural Gas	0	26	32	38	44	50	56
Cooking*		Tenant	Natural Gas	0	4	5	8	10	12	15
Other Electric*		Tenant		0	43	51	72	97	122	147
Water Heating*		Tenant	Natural Gas	0	10	12	17	23	29	36
Other: (please describe)										
Total Utility Allowance				0	83	100	135	174	213	254

Utility Allowances approved for the San Francisco Housing Authority, effective 8/31/2021:

OTHER PROJECT INCOME
Please use the tables below to provide detailed information about other projected monthly residential and commercial income. **The information provided below will link to income line items in the 1st year Operating Budget worksheet.**

Residential Parking

No. of Tenant Rental Spaces	0
Monthly Income Per Space	0
Monthly Residential Parking Income	0
Annual Residential Parking Income	0

Miscellaneous Rent Income
In the table below, enter each type of anticipated rent-related income not already included in the calculation of gross rental income.

Miscellaneous Rent Income Source	Amount
Monthly Miscellaneous Rent Income	0
Annual Miscellaneous Rent Income	0

Laundry

No. of Units Using Central Laundry	5
Weekly Assumed Income Per Unit	0.00
Annual Total Laundry Income	0

Interest Income - Project Operations

Interest Income Source	Amount
Monthly Interest Income	0
Annual Interest Income - Project Operations	0

Tenant Charges

Tenant Charges Source	Amount
Monthly Tenant Charges	0
Annual Tenant Charges Income	0

Miscellaneous Residential Income
In the table below, itemize other revenue proposed to be generated by the project and not already included in other income line items. Do not include misc. rent-related income below; enter those under Miscellaneous Rent Income.

Miscellaneous Residential Income Source	Amount
Monthly Misc Residential Income	0
Annual Misc Residential Income	0

Other Commercial Income
In the table below, enter each type of anticipated Other Monthly

Other Commercial Income Source	Amount
4 Auto Parking Spaces @ \$300/space	1200
Monthly Other Commercial Income	1,200
Annual Commercial Income	14,400

Rent Roll Date: 139-145 Dore St.		Small Sites Project		Current AMI/Rent Year: 2022					
Total Units:		Summary of Current and Proposed Affordability Limits		Rent Roll Date: 12/1/2022					
Row Num	Unit No.	Unit Types	Total # Units (inc. Mgr's Unit)	Unrestricted/ Manager Units	Total Restricted Units	MOHCD 80%	Unrestricted/ Manager Units	Total Restricted Units	MOHCD 50%
1		SRO	0	0	0		0	0	
2		Studio	0	0	0		0	0	
3		1BR	0	0	0		0	0	
4		2BR	0	0	0		0	0	
5		3BR	6	0	6	6	0	6	6
6		4BR	0	0	0		0	0	
7		5BR	0	0	0		0	0	
8		Total Units	6	0	6	6	0	6	6
9									
10		Calculated Unadjusted MOHCD AMI per Current Rents:				63.1%			
11		Calculated Unadjusted MOHCD AMI per Proposed Rents:				63.1%			

RENT AND UNIT MIX INFORMATION - EXISTING PROJECTS ONLY

139-145 Dore St.
 Application Date: 12/29/2022
 Current AMI/Rent Year: 2022
 Utility Allowance Year: 2022
 Rent Roll Date: 12/1/2022
 Total Units: 0

Complete this worksheet!

Small Sites Project

Average Household AMI: 35%
 Monthly Rental Assistance: \$5,813
 Annual Rental Assistance: \$69,756
 Avg Household AMI for at least 66% of Households:
 Avg AMI at 100% occupancy: (Number above links to 1st Year Op. Budget, cell F10)

Row Num	Unit No.	Current Unit Restriction (select below)	Unit Type (select below)	Unit Size (square feet)	Date Of Most Recent Income Recertification	Household Annual Income as of Most Recent Recertification	Household Size as of Most Recent Recertification (select below)	Household Income AMI	Rental Assistance Type (select below)	Amount of Monthly Rental Assistance	Utility Allowance
1		Restricted	3BR		7/1/2022	\$34,567	3	28%	Other	\$1,170	\$171
2		Restricted	3BR		7/1/2022	\$33,969	2	31%	Other	\$824	\$171
3		Restricted	3BR		8/1/2022	\$49,913	3	40%	Other	\$766	\$171
4		Restricted	3BR		7/1/2022	\$13,247	2	12%	Other	\$1,332	\$171
5		Restricted	3BR		11/01/2022	\$20,727	2	19%	Other	\$1,495	\$171
6		Restricted	3BR		7/1/2022	\$99,653	3	80%	Other	\$226	\$171
7											\$0
8											\$0
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139-145 Dore St.
 Application Date: 12/29/2022
 Current AM/Rent Year: 2022
 Utility Allowance Year: 2022
 Rent Roll Date: 12/1/2022

Avg Pre-Acq Rent by AMI: 63.1%
 Avg 100% Occupied Rent by AMI: 63.1%

Small Sites Project

Application Date: 12/29/2022
 Current AM/Rent Year: 2022
 Utility Allowance Year: 2022
 Rent Roll Date: 12/1/2022
 Total Units: 0 As-Restricted R
 Monthly: \$6,915
 Annual: \$82,985

Monthly Proposed Tenant Rent: \$6,265
 Annual Proposed Tenant Rent: \$75,180
 \$6,422 \$77,060
 \$6,582 \$78,986
 \$6,747 \$80,961
 \$6,915 \$82,985

Row Num	Unit No.	Current Tenant Rent (monthly)	Calculated Unadjusted MOHCD AMI (Current Tenant Rent + Monthly Rental Assistance + Utility Allowance expressed as % of	Proposed Tenant Paid Rent and Affordability Restrictions												Target AMI%					
				Proposed Unit Restriction (select below) If no change from current, press button below to copy Col C.	Proposed Income Limit (% MOHCD AMI) If no change from current, press button below to copy Col O.	Household Income Relative to 2022 80% State AMI	Property Tax Payment (Small Sites) Enter "Exempt" if unit is exempt. Otherwise, provide Property Tax Payment Amount.	Increase in Tenant Rent (Small Sites) Enter additional amount tenant rent will increase.	Proposed Rent Type (Select from below) Proposed Rent Types selected below will determine the amount of Tenant Rent in the 1st yr. Operating Budget.	Amount (Enter only if proposing tenant rent different from Current Tenant Paid Rent, Current Max Tenant Rent, or Proposed Max Tenant Rent)	Proposed Tenant Amount	% Change (Proposed Tenant Rent vs. Current Tenant Rent)	Calculated Unadjusted MOHCD AMI (Proposed Tenant Rent + Monthly Rental Assistance + Utility Allowance expressed as % of rent based on	Rent Burden @ Proposed Tenant Rent	Proposed Tenant Rent Amount (Year 1)		Proposed Tenant Rent Amount (Year 2)	Proposed Tenant Rent Amount (Year 3)	Proposed Tenant Rent Amount (Year 4)	Proposed Tenant Rent Amount (Year 5)	
1		\$843	63.1%	Restricted	50%	<= 80%			Current Tenant Rent		\$843	0.0%	63.1%	29.3%	\$843	\$864	\$886	\$908	\$931	80%	
2		\$1,189	63.1%	Restricted	50%	<= 80%			Current Tenant Rent		\$1,189	0.0%	63.1%	42.0%	\$1,189	\$1,219	\$1,249	\$1,280	\$1,312	80%	
3		\$1,247	63.1%	Restricted	50%	<= 80%			Current Tenant Rent		\$1,247	0.0%	63.1%	30.0%	\$1,247	\$1,278	\$1,310	\$1,343	\$1,376	80%	
4		\$681	63.1%	Restricted	50%	<= 80%			Current Tenant Rent		\$681	0.0%	63.1%	61.7%	\$681	\$698	\$715	\$733	\$752	80%	
5		\$518	63.1%	Restricted	50%	<= 80%			Current Tenant Rent		\$518	0.0%	63.1%	30.0%	\$518	\$531	\$544	\$558	\$572	80%	
6		\$1,787	63.1%	Restricted	50%	<= 80%			Current Tenant Rent		\$1,787	0.0%	63.1%	21.5%	\$1,787	\$1,832	\$1,877	\$1,924	\$1,973	80%	
7																				80%	
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139-145 Dore St.
 Application Date:
 Current AM/Rent Year \$15,600
 Utility Allowance Year \$187,200
 Rent Roll Date:

Row Num	Unit No.	Sites	
		Target Tenant Rent (excludes Utility Allowance)	
1		\$2,600	
2		\$2,600	
3		\$2,600	
4		\$2,600	
5		\$2,600	
6		\$2,600	
7			
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Application Date: 12/29/22 # Units: 6 Small Sites Project
 Project Name: 139-145 Dore St. # Bedrooms:
 Project Address: 139-145 Dore Street # Beds:
 Project Sponsor: Conard Housing Development Corporation

SOURCES		5,546,571	100,000	369,770	-	-	Total Sources	Comments
	Name of Sources: MOHCD/OCII			Deferred to Perm			6,016,341	2990.69
		SFHAF	Conard House					

USES Is source a bridge loan? (select Yes/No)
 Bridge loans total: -

ACQUISITION		4,650,000	100,000				4,750,000	
Acquisition cost or value		4,650,000	100,000				4,750,000	
Legal / Closing costs / Broker's Fee		19,475					19,475	
Holdina Costs							0	
Transfer Tax							0	
TOTAL ACQUISITION		0	4,669,475	100,000	0	0	4,769,475	

CONSTRUCTION (HARD COSTS)		225,189					225,189	
Unit Construction/Rehab		225,189					225,189	(changed from 225890)
Commercial Shell Construction				0			0	
Demolition				0			0	
Environmental Remediation				0			0	
Onsite Improvements/Landscaping				0			0	
Offsite Improvements				0			0	
Infrastructure Improvements				0			0	HOPE SF/OCII costs for streets etc.
Parking				0			0	
GC Bond Premium/GC Insurance/GC Taxes				0			0	0.0%
GC Overhead & Profit				0			0	0.0%
CG General Conditions				0			0	0.0%
Sub-total Construction Costs	0	225,189	0	0	0	0	225,189	
Design Contingency (remove at DD)				0			0	5% up to \$30MM HC, 4% \$30-\$45MM, 3% \$45MM+
Bid Contingency (remove at bid)				0			0	5% up to \$30MM HC, 4% \$30-\$45MM, 3% \$45MM+
Plan Check Contingency (remove/reduce during Plan Review)				0			0	4% up to \$30MM HC, 3% \$30-\$45MM, 2% \$45MM+
Hard Cost Construction Contingency				0			0	5% new construction / 15% rehab
Sub-total Construction Contingencies	0	0	0	0	0	0	0	
TOTAL CONSTRUCTION COSTS	0	225,189	0	0	0	0	225,189	

SOFT COSTS								
Architecture & Design								See MOHCD A&E Fee Guidelines: http://sfmohcd.org/documents-reports-and-forms
Architect design fees				0			0	
Design Subconsultants to the Architect (incl. Fees)				0			0	
Architect Construction Admin				0			0	
Reimbursables				0			0	
Additional Services		2,503		0			2,503	
Sub-total Architect Contract	0	2,503	0	0	0	0	2,503	
Other Third Party design consultants (not included under Architect contract)				0			0	Consultants not covered under architect contract; name consultant type and contract amount
Total Architecture & Design	0	2,503	0	0	0	0	2,503	
Engineering & Environmental Studies								
Survey		1,600		0			1,600	(changed from 3965 to 1600)
Geotechnical studies		5,425		0			5,425	
Phase I & II Reports		2,800		0			2,800	
CEQA / Environmental Review consultants				0			0	
NEPA / 106 Review				0			0	
CNA/PNA (rehab only)		7,000		0			7,000	
Other environmental consultants		6,779		0			6,779	(changed from MOHCD 7530 to SFHAF 6779)
Total Engineering & Environmental Studies	0	23,604	0	0	0	0	23,604	
Financing Costs								
Construction Financing Costs								
Construction Loan Origination Fee		69,888		0			69,888	
Construction Loan Interest				0			0	
Title & Recording				0			0	
CDLAC & CDIAC fees				0			0	
Bond Issuer Fees				0			0	
Other Bond Cost of Issuance				0			0	
Other Lender Costs (specify)		14,430		0			14,430	
Sub-total Const. Financing Costs	0	84,318	0	0	0	0	84,318	
Permanent Financing Costs								
Permanent Loan Origination Fee				75,204			75,204	
Credit Enhance. & Appl. Fee				0			0	
Title & Recording				5,000			5,000	
Sub-total Perm. Financing Costs	0	0	0	80,204	0	0	80,204	
Total Financing Costs	0	84,318	0	80,204	0	0	164,522	
Legal Costs								
Borrower Legal fees		6,557		5,000			11,557	(changed from 1519 to 6557)
Land Use / CEQA Attorney fees				0			0	
Tax Credit Counsel				0			0	
Bond Counsel				0			0	
Construction Lender Counsel		15,000		0			15,000	
Permanent Lender Counsel				15,000			15,000	
HAF Legal Fees		3,500		0			3,500	per HAF demand letter
Total Legal Costs	0	25,057	0	20,000	0	0	45,057	
Other Development Costs								
Appraisal		4,750		0			4,750	
Market Study				0			0	
Insurance				0			0	
Property Taxes		56,050		0			56,050	
Accounting / Audit				0			0	
Organizational Costs				0			0	
Entitlement / Permit Fees				0			0	
Marketing / Rent-up				0			0	
Furnishings		27,218		0			27,218	\$2,000/unit See MOHCD U/W Guidelines: http://sfmohcd.org/documents-reports-and-forms (changed furnishings from 30K MOHCD and 10K SFHAF to 27217.90 SFHAF); changed Utility Fees from 8320 MOHCD and 1K SFHAF to 19,913.26 SFHAF
PGE / Utility Fees		19,913		0			19,913	
TCAC App / Alloc / Monitor Fees				0			0	
Financial Consultant fees				0			0	
Construction Management fees / Owner's Rep		9,985		0			9,985	(changed 10K MOHCD to 9985.33 SFHAF)
Security during Construction				0			0	
Relocation				0			0	
Other (specify)		10,556		3,000			13,556	added in
Other (specify)				0			0	
Other (specify)				0			0	
Total Other Development Costs	0	128,473	0	3,000	0	0	131,473	
Soft Cost Contingency								
Contingency (Arch, Eng, Fin, Legal & Other Dev)				0	0	0	0	Should be either 10% or 5% of total soft costs.
TOTAL SOFT COSTS	0	263,954	0	103,204	0	0	367,158	Total Soft Cost Contingency as % of Total Soft Costs 0.0%

RESERVES								
Operating Reserves				31,566			31,566	(changed 37702 in replacement reserves to)
Replacement Reserves				175,000			175,000	(changed 4593 in replacement reserves to)
Tenant Improvements Reserves				0			0	
Interest Reserve (HAF Loan)		294,962		0			294,962	(deleted SFHAF interest reserve in MOHCD column and it was duplicated in MOHCD and SFHAF column)
Add'l interest		2,991		0			2,991	
Add'l interest (per diem)		10,000		0			10,000	Additional interest for 2 weeks, if closing delays
TOTAL RESERVES	0	307,953	0	206,566	0	0	514,519	

DEVELOPER COSTS		80,000		60,000			140,000	
Developer Fee - Cash-out Paid at Milestones		80,000		60,000			140,000	
Developer Fee - Cash-out At Risk				0			0	
Commercial Developer Fee				0			0	
Developer Fee - GP Equity (also show as source)				0			0	
Developer Fee - Deferred (also show as source)				0			0	
Development Consultant Fees				0			0	Need MOHCD approval for this cost, N/A for most projects
Other (specify)				0			0	
TOTAL DEVELOPER COSTS	0	80,000	0	60,000	0	0	140,000	

TOTAL DEVELOPMENT COST		5,546,571	100,000	369,770	0	0	6,016,341	
Development Cost/Unit by Source		924,428	16,667	61,628	0	0	1,002,723	
Development Cost/Unit as % of TDC by Source		0.0%	92.2%	1.7%	6.1%	0.0%	100.0%	

Acquisition Cost/Unit by Source		775,000	16,667	0	0	0	791,667	
Acquisition Cost/Unit by Source		775,000	16,667	0	0	0	791,667	

Construction Cost (inc Const Contingency)/Unit By Source		37,531	0	0	0	0	37,531	
Construction Cost (inc Const Contingency)/Unit By Source		37,531	0	0	0	0	37,531	
Construction Cost (inc Const Contingency)/SF		36.21	0.00	0.00	0.00	0.00	36.21	
Construction Cost (inc Const Contingency)/SF		36.21	0.00	0.00	0.00	0.00	36.21	

*Possible non-eligible GO Bond/COP Amount: 0
 City Subsidy/Unit: -

Tax Credit Equity Pricing: N/A
 Construction Bond Amount: N/A
 Construction Loan Term (in months): N/A
 Construction Loan Interest Rate (as %): N/A

Small Sites Combined Loan to Value Ratio: 127%
 % of Acquisition Cost by Source: 0% 98% 2% 0% 0% 0% 100%

Small Sites Maximum Developer Fee: 140,000

139-145 Dore St.

Small Sites 1

Drop down menu to the right controls how much Net Commercial Revenue is contributed to the Residential Operating Budget. (100% is default, select another choice only if allowed by MOHCD policy.)

Total # Units:		Business Year																			
6		Year 1 2023	Year 2 2024	Year 3 2025	Year 4 2026	Year 5 2027	Year 6 2028	Year 7 2029	Year 8 2030	Year 9 2031	Year 10 2032	Year 11 2033	Year 12 2034	Year 13 2035	Year 14 2036	Year 15 2037	Year 16 2038	Year 17 2039	Year 18 2040	Year 19 2041	Year 20 2042
COMMERCIAL INCOME	% annual increase																				
Commercial Space 1	2.5%																				
Commercial Space 2	2.5%																				
Commercial Space 3	2.5%																				
Commercial Space 4	2.5%																				
Commercial Space 5	2.5%																				
Other Commercial Income	2.5%	14,400	14,760	15,129	15,507	15,895	16,292	16,700	17,117	17,545	17,984	18,433	18,894	19,366	19,851	20,347	20,855	21,377	21,911	22,459	23,021
Gross Potential Income		14,400	14,760	15,129	15,507	15,895	16,292	16,700	17,117	17,545	17,984	18,433	18,894	19,366	19,851	20,347	20,855	21,377	21,911	22,459	23,021
<i>Rent/SF/Month:</i>																					
Vacancy Loss - Commercial	n/a	(7,200)	(2,952)	(3,026)	(3,101)	(3,179)	(3,258)	(3,340)	(3,423)	(3,509)	(3,597)	(3,687)	(3,779)	(3,873)	(3,970)	(4,069)	(4,171)	(4,275)	(4,382)	(4,492)	(4,604)
EFFECTIVE GROSS INCOME		7,200	11,808	12,103	12,406	12,716	13,034	13,360	13,694	14,036	14,387	14,747	15,115	15,493	15,880	16,277	16,684	17,102	17,529	17,967	18,416
COMMERCIAL OPERATING EXPENSES																					
Management																					
Commercial Management Fee	3.5%																				
Sub-total Management Expenses																					
Utilities																					
Electricity	3.5%																				
Water	3.5%																				
Gas	3.5%																				
Sewer	3.5%																				
Sub-total Utilities																					
Taxes and Licenses																					
Real Estate Taxes	3.5%																				
Pavroll Taxes	3.5%																				
Miscellaneous Taxes, Licenses and Permits	3.5%																				
Sub-total Taxes and Licenses																					
Insurance																					
Property and Liability Insurance	3.5%																				
Fidelity Bond Insurance	3.5%																				
Worker's Compensation	3.5%																				
Director's & Officers' Liability Insurance	3.5%																				
Sub-total Insurance																					
Maintenance & Repair																					
Payroll	3.5%																				
Supplies	3.5%																				
Contracts	3.5%																				
Garbage and Trash Removal	3.5%																				
Security Payroll Contract	3.5%																				
HVAC Repairs and Maintenance	3.5%																				
Vehicle and Maintenance Equipment Operation and Repairs	3.5%																				
Miscellaneous Operating and Maintenance Expenses	3.5%																				
Sub-total Maintenance & Repair Expenses																					
Reserves/Ground Lease Base Rent/Bond Fees																					
Replacement Reserve Deposit																					
Operating Reserve Deposit																					
Other Required Reserve 1 Deposit																					
Other Required Reserve 2 Deposit																					
Sub-total Reserves/Ground Lease Base Rent/Bond Fees																					
TOTAL COMMERCIAL OPERATING EXPENSES																					
NET OPERATING INCOME (INCOME minus OP EXPENSES)		7,200	11,808	12,103	12,406	12,716	13,034	13,360	13,694	14,036	14,387	14,747	15,115	15,493	15,880	16,277	16,684	17,102	17,529	17,967	18,416
DEBT SERVICE/MUST PAY PAYMENTS ("hard debt"/amortized loans)																					
Hard Debt - First Lender																					
Hard Debt - Second Lender																					
Hard Debt - Third Lender																					
Hard Debt - Fourth Lender																					
TOTAL HARD DEBT SERVICE																					
CASH FLOW (NOI minus DEBT SERVICE)		7,200	11,808	12,103	12,406	12,716	13,034	13,360	13,694	14,036	14,387	14,747	15,115	15,493	15,880	16,277	16,684	17,102	17,529	17,967	18,416
REPLACEMENT RESERVE - RUNNING BALANCE																					
Replacement Reserve Starting Balance																					
Replacement Reserve Deposits																					
Replacement Reserve Withdrawals (ideally tied to CNA)																					
Replacement Reserve Interest																					
RR Running Balance																					
OPERATING RESERVE - RUNNING BALANCE																					
Operating Reserve Starting Balance																					
Operating Reserve Deposits																					
Operating Reserve Withdrawals																					
Operating Reserve Interest																					
OR Running Balance																					
OTHER REQUIRED RESERVE 1 - RUNNING BALANCE																					
Other Reserve 1 Starting Balance																					
Other Reserve 1 Deposits																					
Other Reserve 1 Withdrawals																					
Other Reserve 1 Interest																					
Other Required Reserve 1 Running Balance																					
OTHER RESERVE 2 - RUNNING BALANCE																					
Other Reserve 2 Starting Balance																					
Other Reserve 2 Deposits																					
Other Reserve 2 Withdrawals																					
Other Reserve 2 Interest																					
Other Required Reserve 2 Running Balance																					

Application Date: 12/29/2022 Project Name: 139-145 Dore St.
 Total # Units: 6 Project Address: 139-145 Dore Street
 First Year of Operations (provide data assuming that Year 1 is a full year, i.e. 12 months of operations): 2023 Project Sponsor: Conard Housing Development Corporation
Correct errors noted in Col N!

Small Sites Project		Total	Comments
INCOME			
Residential - Tenant Rents	75,180		Links from Existing Proj - Rent Info Worksheet
Residential - Tenant Assistance Payments (Non-LOSP)	69,756		Links from Existing Proj - Rent Info Worksheet
Commercial Space	0		from Commercial Op. Budget Worksheet; Commercial to Residential allocation: 100%
Residential Parking	0		Links from Utilities & Other Income Worksheet
Miscellaneous Rent Income	0		Links from Utilities & Other Income Worksheet
Supportive Services Income	0		
Interest Income - Project Operations	0		Links from Utilities & Other Income Worksheet
Laundry and Vending	0		Links from Utilities & Other Income Worksheet
Tenant Charges	0		Links from Utilities & Other Income Worksheet
Miscellaneous Residential Income	0		Links from Utilities & Other Income Worksheet
Other Commercial Income	14,400		from Commercial Op. Budget Worksheet; Commercial to Residential allocation: 100%
Withdrawal from Capitalized Reserve (deposit to operating account)			
Gross Potential Income	159,336		
Vacancy Loss - Residential - Tenant Rents	(3,759)		Vacancy loss is 5% of Tenant Rents.
Vacancy Loss - Residential - Tenant Assistance Payments	(3,488)		Vacancy loss is 5% of Tenant Assistance Payments.
Vacancy Loss - Commercial	(7,200)		from Commercial Op. Budget Worksheet; Commercial to Residential allocation: 100%
EFFECTIVE GROSS INCOME	144,889		PUPA: 24,148

OPERATING EXPENSES			
Management			
Management Fee	7,776	1st Year to be set according to HUD schedule.	
Asset Management Fee	4,014	HUD Schedule: 108*6*12= 7776, minus admin costs	
Sub-total Management Expenses	11,790		PUPA: 1,965

Salaries/Benefits			
Office Salaries			
Manager's Salary			
Health Insurance and Other Benefits			
Other Salaries/Benefits			
Administrative Rent-Free Unit			
Sub-total Salaries/Benefits	0		PUPA: 0

Administration			
Advertising and Marketing			
Office Expenses	1,386		
Office Rent	288		
Legal Expense - Property	6,012		
Audit Expense	1,206		
Bookkeeping/Accounting Services			
Bad Debts			
Miscellaneous	882		
Sub-total Administration Expenses	9,774		PUPA: 1,629

Utilities			
Electricity	400		
Water	5,994		
Gas			
Sewer	1,980		
Sub-total Utilities	8,374		PUPA: 1,396

Taxes and Licenses			
Real Estate Taxes	1,550		
Payroll Taxes	4,410		
Miscellaneous Taxes, Licenses and Permits	414		
Sub-total Taxes and Licenses	6,374		PUPA: 1,062

Insurance			
Property and Liability Insurance	5,418		
Fidelity Bond Insurance	90		
Worker's Compensation	504		
Director's & Officers' Liability Insurance	1,098		
Sub-total Insurance	7,110		PUPA: 1,185

Maintenance & Repair			
Payroll	30,492		
Supplies	1,116		
Contracts	2,016		
Garbage and Trash Removal	4,800		
Security Payroll/Contract			
HVAC Repairs and Maintenance	1,386		
Vehicle and Maintenance Equipment Operation and Repairs			
Miscellaneous Operating and Maintenance Expenses	36,630		
Sub-total Maintenance & Repair Expenses	76,440		PUPA: 12,740

Supportive Services	4,000	(weekly meetings with supportive services, compliance trainings)	
Commercial Expenses	0	from Commercial Op. Budget Worksheet; Commercial to Residential allocation: 100%	

TOTAL OPERATING EXPENSES 123,862 **PUPA: 20,644**

Reserves/Ground Lease Base Rent/Bond Fees			
Ground Lease Base Rent	0		Provide additional comments here, if needed.
Bond Monitoring Fee			
Replacement Reserve Deposit	2,400	\$400/unit/year	
Operating Reserve Deposit			
Other Required Reserve 1 Deposit			
Other Required Reserve 2 Deposit			
Required Reserve Deposits, Commercial	0	from Commercial Op. Budget Worksheet; Commercial to Residential allocation: 100%	
Sub-total Reserves/Ground Lease Base Rent/Bond Fees	2,400		PUPA: 400

TOTAL OPERATING EXPENSES (w/ Reserves/GL Base Rent/ Bond Fees)	126,262	PUPA: 21,044	Min DSCR: 1.09 Mortgage Rate: 5.00%
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NET OPERATING INCOME (INCOME minus OP EXPENSES)	18,627	PUPA: 3,105	Term (Years): 30 Supportable 1st Mortgage Pmt: 17,089 Supportable 1st Mortgage Amt: \$265,283 Proposed 1st Mortgage Amt: \$6,016,341
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DEBT SERVICE/MUST PAY PAYMENTS (hard debt/amortized loans)			
Hard Debt - First Lender	0		Provide additional comments here, if needed.
Hard Debt - Second Lender (HCD Program 0.42% pymt, or other 2nd Len)	0		Provide additional comments here, if needed.
Hard Debt - Third Lender (Other HCD Program, or other 3rd Lender)	0		Provide additional comments here, if needed.
Hard Debt - Fourth Lender	0		Provide additional comments here, if needed.
Commercial Hard Debt Service	0	from Commercial Op. Budget Worksheet; Commercial to Residential allocation: 100%	
TOTAL HARD DEBT SERVICE	0		PUPA: 0

CASH FLOW (NOI minus DEBT SERVICE) 18,627

USES OF CASH FLOW BELOW (This row also shows DSCR.)			
USES THAT PRECEDE MOHCD DEBT SERVICE IN WATERFALL			
"Below-the-line" Asset Mgt fee (uncommon in new projects, see policy)			
Partnership Management Fee (see policy for limits)			
Investor Service Fee (aka "LP Asset Mgt Fee") (see policy for limits)			
Other Payments			
Non-amortizing Loan Pmt - Lender 1 (select lender in comments field)			Provide additional comments here, if needed.
Non-amortizing Loan Pmt - Lender 2 (select lender in comments field)			Provide additional comments here, if needed.
Deferred Developer Fee (Enter amt <= Max Fee from cell 1130)		Def. Develop. Fee split: 0%	Provide additional comments here, if needed.
TOTAL PAYMENTS PRECEDING MOHCD	0		PUPA: 0

RESIDUAL RECEIPTS (CASH FLOW minus PAYMENTS PRECEDING MOHCD) 18,627

Residual Receipts Calculation	Yes	Project has MOHCD ground lease?	No
Will Project Defor Developer Fee?	No		
Max Deferred Developer Fee/Borrower % of Residual Receipts in Yr 1:	33%		
% of Residual Receipts available for distribution to soft debt lenders in	67%		

Soft Debt Lenders with Residual Receipts Obligations	(Select lender name/program from drop down)	Total Principal Amt	Distrib. of Soft Debt Loans
MOHCD/OCII - Soft Debt Loans	All MOHCD/OCII Loans payable from res. recs		100.00%
MOHCD/OCII - Ground Lease Value or Land Acq Cost	Ground Lease Value		0.00%
HCD (soft debt loan) - Lender 3			0.00%
Other Soft Debt Lender - Lender 4			0.00%
Other Soft Debt Lender - Lender 5			0.00%

MOHCD RESIDUAL RECEIPTS DEBT SERVICE			
MOHCD Residual Receipts Amount Due	12,418	67% of residual receipts, multiplied by 100% -- MOHCD's pro rata share of all soft debt	
Proposed MOHCD Residual Receipts Amount to Loan Repayment	0	Enter/override amount of residual receipts proposed for loan repayment.	
Proposed MOHCD Residual Receipts Amount to Residual Ground Lease	0	If applicable, MOHCD residual receipts amt due LESS amt proposed for loan repymt.	
Proposed MOHCD Residual Receipts Amount to Replacement Reserve	12,418	MOHCD res recs to Rep Res (RR) until RR balance >= 1.5 Original Capitalized RR amt.	

REMAINING BALANCE AFTER MOHCD RESIDUAL RECEIPTS DEBT SERVICE 6,209 **Total Resid Receipts due not allocated, please revise F142**

NON-MOHCD RESIDUAL RECEIPTS DEBT SERVICE			
HCD Residual Receipts Amount Due	0		
Lender 4 Residual Receipts Due	0		
Lender 5 Residual Receipts Due	0		
Total Non-MOHCD Residual Receipts Debt Service	0		

REMAINDER (Should be zero unless there are distributions below)	6,209		
Owner Distributions/Incentive Management Fee	6,209	100% of Borrower share of 33% of residual receipts	
Other Distributions/Uses	0		
Final Balance (should be zero)	0		

