

**Citywide Affordable Housing Loan Committee**  
San Francisco Mayor's Office of Housing and Community  
Development  
Department of Homelessness and Supportive Housing  
Office of Community Investment and Infrastructure  
Controller's Office of Public Finance

**Hotel Diva**  
**\$47,386,810 Permanent Loan &**  
**LOSP Resizing**

Evaluation of Request for:	\$47,386,810
Loan Committee Date:	August 25, 2023
Prepared By:	Sophie Rubin, Project Manager
MOHCD Asset Manager:	Carmen Otero, Asset Manager
Sources and Amounts of New Funds Recommended:	\$47,386,810 in Our City Our Home (OCOH) funds \$36,656 annual decrease in LOSP
Sources and Amounts of Previous City Funds Committed:	none
PROGRAM:	Homekey Acquisition and Rehabilitation
Applicant/Sponsor(s) Name:	Episcopal Community Services (ECS)

## **EXECUTIVE SUMMARY**

### **Sponsor Information:**

Project Name:	Hotel Diva	Sponsor(s):	Episcopal Community Services (ECS)
Project Address (w/ cross St):	436-440 GEARY ST, 94102 (between Mason and Taylor)	Ultimate Borrower Entity:	440 Geary LLC

### **Project Summary:**

Hotel Diva is one of the City's first Homekey projects, acquired in an effort led by the Department of Homelessness and Supportive Housing (HSH) with co-applicant Episcopal Community Services (ECS) as owner and service provider. ECS has acquired the 130-unit hotel and rehabilitated it into 121 units of permanent supportive housing (plus one staff unit) for those experiencing homelessness (the "Project"). Since the Hotel Diva was privately acquired by ECS, and HSH only manages assets it owns, the Project is being underwritten by--and will be monitored as an asset by--the Mayor's Office of Housing and Community Development (MOHCD).

Located in the Downtown/Civic Center neighborhood, Hotel Diva comprises 110 Single Room Occupancy (SRO) units and 12 one-bedroom units for homeless and formerly homeless single adults with incomes at or below 50% MOHCD Area Median Income (MOHCD AMI) for all units except one staff unit. The affordable units are supported by the Local Operating Subsidy Program (LOSP). Hotel Diva contains two ground floor commercial spaces, including a long-term Starbucks and vacant commercial space, which has been used as the construction office. ECS hopes to expand its workforce development program in the vacant space.

Total costs are \$73.5M. The purchase of the Hotel Diva was made possible by a \$26M Homekey grant from California Department of Housing and Community Development (HCD). Robust services are funded through a separate services contract by HSH. This requested permanent loan of \$47.38M would be used to pay off a construction loan from the San Francisco Housing Accelerator Fund (HAF). In addition, the LOSP grant will be resized and updated to reflect the final unit count and include commercial income from Starbucks, which was not part of the initial analysis completed at LOSP contract underwriting. Payoff of the HAF construction loan is estimated to occur by October 19, 2023, requiring an extension as the HAF loan will expire on September 30, 2023.

### **Project Description:**

Construction Type:	III-B	Project Type:	Perm conversion of Acquisition/Rehabilitation
Number of Stories:	7	Lot Size (acres and sf):	0.22 acres / 9,453 sf
Number of Units:	122	Architect:	Garavaglia Architecture, Inc.
Total Residential Area:	49,326 sf	General Contractor:	D.F.P.F. Corp dba Fineline Construct.
Total Commercial Area:	3,193 sf	Property Manager:	Caritas Property Mgmt Corporation
Total Building Area:	63,224 sf	Supervisor and District:	Aaron Peskin D3
Land Owner:	440 Geary LLC		
Total Development Cost (TDC):	\$73,386,810	Total Acquisition Cost:	\$50,000,000
TDC/unit:	\$601,531	TDC less land cost/unit:	\$191,695
Loan Amount Requested:	\$47,386,810	Request Amount / unit:	\$388,416.48
HOME Funds?	No	Parking?	No

### PRINCIPAL DEVELOPMENT ISSUES

- Rehabilitation Costs: Acquisition was completed under the extremely tight deadline of the first round Homekey NOFA. As a result, the scope and timing of construction work, particularly the seismic retrofitting, was not fully understood at time of acquisition and, after scope and timing were established, the initial \$32M HAF loan required a \$15.39M upside. This upside was budgeted for and approved by both HSH and MOHCD. See Section 5 – Completed Rehab Scope.
- High City Costs per Unit: The only available source to leverage this acquisition/rehabilitation is Homekey funds, so the local required subsidy is high, at \$388,416.48/unit.
- LOSP: In 2021 when Loan Committee approved the LOSP grant agreement, the annual LOSP grant of \$1.602M was not sized to include the commercial income from the ground-floor Starbucks, and the final unit count was not yet determined. The updated operating expense budget decreases the annual LOSP subsidy by \$36,656. See Sections 5.2 and 8.1.

### SOURCES AND USES SUMMARY

Acquisition/Rehabilitation Sources	Amount	Per Unit	Terms	Status
HCD Homekey	\$26,000,000	\$213,115	Grant	Committed
SF Housing Accelerator Fund - Loan	\$32,000,000	\$262,295	18 mth @ 3.5% Def	Committed
SF Housing Accelerator Fund - Loan Modification	\$15,386,810	\$126,121	22 mth @ 3.5% Def	Committed
<b>Total</b>	<b>\$73,386,810</b>	<b>\$601,531</b>		

Permanent Sources	Amount	Per Unit	Terms	Status
MOHCD/HSH	\$47,386,810	\$388,415	55 yrs @ 0% / Res Rec	This request
HCD Homekey	\$26,000,000	\$213,115	Grant	Committed
<b>Total</b>	<b>\$73,386,810</b>	<b>\$601,530</b>		

Permanent Uses	Amount	Per Unit	Per SF
Acquisition	\$50,000,000	\$409,836	\$790.84
Hard Costs	\$13,901,186	\$113,944	\$219.87
Soft Costs	\$7,960,424	\$65,249	\$125.91
Reserves	\$525,000	\$4,303	\$8.30
Developer Fee	\$1,000,000	\$8,197	\$15.82
<b>Total</b>	<b>\$73,386,810</b>	<b>\$601,530</b>	<b>\$1,160.74</b>

## 1. BACKGROUND

### 1.1. Project History Leading to This Request.

To slow the spread of COVID-19 within the City's homeless population, the City contracted for 2,600 temporary hotel rooms, including the rooms at Hotel Diva, but was not in a position to sustain the rooms permanently. In July 2020, the Mayor announced a Homelessness Recovery Plan (HRP) to ensure no one sheltered during COVID became unsheltered. The HRP called for the acquisition/leasing of 1,500 new units and leveraging State of California Homekey funds. The Homekey Program, through the California Department of Housing and Community Development (HCD), was established in response to COVID-19 to protect Californians experiencing homelessness. Homekey functions by providing grants to localities—with a guaranteed local match—to purchase and convert existing buildings into permanent supportive housing. See Attachment H for a complete list of Homekey projects in the City.

Together, HSH and ECS co-applied for \$29M of the first round of Homekey funds for Hotel Diva in September 2020, with \$26M allocated for the acquisition and \$3M for the first two years of operations. The award was granted in October 2020. The partnership between HSH and ECS is described below in Section 1.2.

In November 2020, the Board of Supervisors authorized HSH to execute a Standard Agreement with HCD for the Homekey grant funds and authorized HSH to commit up to \$27.5 million in City funds to satisfy Homekey's local match requirements (Resolution No. 527-20).

The Project was acquired for \$50M in December 2020 with the Homekey grant and HAF financing. It continued to serve as a shelter-in-place (SIP) hotel until September 2021, at which time SIP residents began to transition to permanent residency. Notice to Proceed on the rehabilitation was issued in January 2022, at which point the rehabilitation work commenced. The Project maintained 75% occupancy throughout the rehabilitation, which was completed in August 2023. All temporary SIP residents were able to transition into permanent residency.

Rehabilitation of the building was initially envisioned to take place in two phases over five years, with minimal upgrades, in order to house as many people as possible as quickly as possible. As the Project transitioned from a SIP hotel to a Homekey project, HSH and ECS determined that, with a loan upsize, all rehabilitation work could more efficiently be completed in a single phase, without sacrificing occupancy. HSH and MOHCD committed to a loan upsize of \$15.39M in December of 2021. The complete scope of rehabilitation is described in Section 5.

The Project has now completed rehabilitation and is requesting conversion to permanent financing, as the HAF rehabilitation loan expires on 9/30/23.

An operating subsidy of \$1.5M/year was provided by the Homekey grant for the first two years of Project operation. In order to properly maintain operations of the 121 permanent supportive housing units (plus one staff unit) after the transition from a SIP hotel to permanent housing in September 2021, ECS requested up to \$34M in Local Operating Subsidy Program (LOSP) funds to be provided through a 15-year contract. The LOSP contract (for 128 units) was reviewed and approved by Loan Committee on March 19, 2021. The transition to 121 units was a negotiation with HSH that took place as the scope of the rehabilitation was established in late 2021, after the initial LOSP approval.

The LOSP budget is being re-evaluated at this time because the original LOSP request did not account for the final number of supportive housing units or the commercial income produced by the Starbucks on the ground floor. In addition, the operating expense budget is being updated based on actual expenses over the past two years of operations.

MOHCD is acting as the loan underwriter and administrator for the permanent financing takeout. HSH is providing the financing (OCOH) and maintains the primary relationship with the Project. However, the owner of the Project is a nonprofit (not HSH), and thus the Project is an asset in the MOHCD portfolio. Construction management was provided by ECS, and by HAF, who also underwrote the project.

## 1.2. Partner Selection Process

Beginning in April 2020, San Francisco opened 25 Shelter in Place (SIP) hotels to provide interim housing to people experiencing homelessness who were COVID vulnerable; at its peak, San Francisco's SIP hotel program housed over 2,500 COVID-vulnerable individuals. Through the emergency declaration, San Francisco's COVID Command Center leased the Diva Hotel to operate as interim housing and selected Episcopal Community Services to operate the site through Request For Qualifications (RFQ) #130 for COVID-19 Services. When Governor Newsom announced the availability of Homekey funding in summer 2020 to acquire SIP and other sites to become permanent supportive housing, HSH solicited information from building owners and non-profits on potential sites through a Request for Potential Housing Sites RFI. Hotel Diva was evaluated as a potential site, and as the site was already being operated by ECS as a SIP hotel under a master lease, they partnered with HSH as a co-applicant to submit a Homekey application to acquire the site in order to convert it from interim to permanent housing.

This Project is one of two Homekey projects that HSH completed in

partnership with ECS, and the first to complete rehabilitation and request conversion to permanent financing. The other ECS-HSH partnership Homkey project, the Granada Hotel, is under construction and will convert to permanent financing in August 2024. See Attachment H for a complete list of Homekey projects in the City.

- 1.3. Borrower/Grantee Profile. (See Attachment B for Borrower Org Chart; See Attachment C for Developer Resume and Attachment D for Asset Management Analysis)
  - 1.3.1. Borrower. 440 Geary LLC
  - 1.3.2. Joint Venture Partnership. N/A
  - 1.3.3. Demographics of Board of Directors, Staff and People Served.

**BOARD**

<u>Race &amp; Ethnicity</u>	#	%
African American or Black	3	13%
East Asian	1	4%
Hispanic or Latinx	2	9%
American Indian or Alaska Native	1	4%
Pacific Islander	1	4%
South Asian	2	9%
White	13	57%

<u>Gender</u>		
Male	10	50%
Female	10	50%

<u>Sexual Orientation</u>		
Heterosexual or straight	18	90%
Lesbian	2	10%

**STAFF**

<u>Race &amp; Ethnicity</u>		
African American or Black	177	44%
Asian	35	9%
Hispanic or Latinx	75	19%
American Indian or Alaska Native	1	0%
Pacific Islander	6	1%
White	87	22%
2+ Races	20	5%

<u>Gender</u>		
Male	181	45%
Female	214	53%

Non-binary	6	1%
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**DEVELOPMENT TEAM STAFF**

<u>Race &amp; Ethnicity</u>	#	%
African American or Black		0%
East Asian	1	33%
Hispanic or Latinx	1	33%
American Indian or Alaska Native		0%
Pacific Islander		0%
South Asian		0%
White	1	33%

<u>Gender</u>	#	%
Male	0	0%
Female	3	100%

<u>Sexual Orientation</u>	#	%
Heterosexual or straight	2	67%
Lesbian	1	33%

To directly address issues of Race and Ethnicity in affordable housing development, ECS has established a Director of DEI position who is helping guide robust internal (visioning) and external (training) programs.

The three-person ECS Housing Development team is an all-women, all-POC group. The newest member is a one-year paid intern through the Non-profit Housing (NPH) Bay Area Affordable Housing Internship Program (BAHIP) Intern. BAHIP was specifically designed to advance racial equity and inclusion by pairing racial-minority interns with NPH member host agencies

- 1.3.4. Racial Equity Vision. ECS is engaged in a three-year strategic planning process which includes drafting and implementing a formal Diversity, Equity, and Inclusion (DEI) plan. Work and completion of the plan in FY24 will inform efforts to produce a race equity vision statement/plan by late FY24 to early FY25.
- 1.3.5. Relevant Experience. Currently overseeing a portfolio of 2,026 units of permanent supportive housing, the ECS team offers expertise in housing development, building operations, and service provision. The agency has successfully developed/renovated six permanent supportive housing (PSH) sites using an array of public and private funding sources, with one project currently under construction. ECS's portfolio includes a diverse array of sustainable building products and unit types, from midsize buildings serving homeless families (e.g. 47-unit Canon Barcus Community House), to larger buildings supporting homeless single adults (e.g. 256-units at 1064-66 Mission Street).

ECS also has extensive operating experience, including buildings that they own as well as several master-leased hotels, as shown in Attachment D.

1.3.6. Project Management Capacity. See attached ECS Housing Development Staff resumes in Attachment C.

1.3.7. Past Performance

1.3.7.1. City audits/performance plans. There are no known open performance issues with ECS for fiscal compliance with MOHCD or other city funding departments, or performance issues for compliance with their current MOHCD service grant.

1.3.7.2. Marketing/lease-up/operations. ECS has not used DAHLIA as all units in their portfolio are referrals from HSH that have not required a marketing plan. Below is a chart of Sponsor-provided REO data disaggregated by race:

<b>Number of Tenants in ECS REO, disaggregated by race and ethnicity</b>		
<b>Race</b>	<b>Count</b>	<b>Percent</b>
American Indian, Alaska Native, or Indigenous	83	9.47%
Asian or Asian American	60	6.85%
Black, African American or African	301	34.36%
Client Doesn't Know	1	0.11%
Client Refused	41	4.68%
Data Not Collected	17	1.94%
Native Hawaiian or Pacific Islander	39	4.45%
White	406	46.35%
<b>Ethnicity</b>	<b>Count</b>	<b>Percent</b>
Non-Hispanic/Non-Latin(a)(o)(x)	598	68.26%
Hispanic or Latin(a)(o)(x)	225	25.68%
Client Doesn't Know	15	1.71%
Client Refused	30	3.42%
Data Not Collected	8	0.91%

<b>Number of Tenants Evicted (5) in ECS REO, disaggregated by race</b>	
<b>Race</b>	<b>Percent</b>
Black, African American or African	60%
Non-Hispanic	80%
Hispanic	20%
White	40%



2. SITE (See Attachment E for Site map with amenities)

Site Description	
Zoning:	C-3-G (Downtown General); w/in ¼ mi of the Fringe Financial Services District; w/in ¼ mi of an Existing Fringe Financial Service  80-130-E Height and Bulk District
Maximum units allowed by current zoning (N/A if rehab):	N/A
Number of units added or removed (rehab only, if applicable):	0 units added; 8 units removed during rehab to provide service offices and food warming stations
Seismic (if applicable):	Seismic Zone 4
Soil type:	N/A
Environmental Review:	Phase I ESA dated 11/20/2020
Adjacent uses (North):	Hotels and neighborhood retail
Adjacent uses (South):	Curran Theater and neighborhood retail
Adjacent uses (East):	Hotels and neighborhood retail
Adjacent uses (West):	Hotels and neighborhood retail
Neighborhood Amenities within 0.5 miles:	Grocery Store – Trader Joe’s (0.4 mi) Health Facility – St. Anthony’s Medical Clinic (0.5 mi) Pharmacy – Walgreens (0.4 mi)
Public Transportation within 0.5 miles:	Muni – 38 Geary (384 ft) BART – Powell Station (0.3 mi.)
Article 34:	Exempt per Homekey guidelines Article 34 is “not applicable to development involving the acquisition, rehabilitation [etc, of] dwelling units using moneys received from the CRF established by the federal CARES Act (Public Law 116-136).
Article 38:	Exempt
Accessibility:	9 and 7% of units accessible (Mobility featured, Hearing and Visual Aid featured); 7 units (5%) mobility and 2 units (2%) HVI
Green Building:	N/A
Recycled Water:	Exempt
Storm Water Management:	N/A

2.1. Description.

Located at 440 Geary Street and built in 1912, Hotel Diva (“Site”) is located in Downtown/Civic Center Neighborhood, District 3, two blocks away from Union Square and directly across the street from The Curran Theatre. The 7-story

former tourist hotel, now converted to permanent supportive housing for formerly chronic homeless adults, includes 122 housing units including one manager's unit. There are two passenger elevators. Units range in size from 200-430 square feet, each with a private bathroom. Nine (9) units are accessible with mobility features and two (2) have accommodation for hearing and visual impairment. The ground floor has a suite of eight (8) offices for Support Services and Property Management staff, as well as a 350 square foot community room for programming and resident activities. The Site also has two commercial units: a Starbucks with a lease renewal in 2027 and a vacant restaurant space.

The total residential area, spread over the upper six floors of the building, is just shy of 50,000 square feet. The commercial space totals just over 3,000 square feet, and the total building square footage (which also includes the offices and common spaces) is 63,224 square feet.

## 2.2. Site Control

2.2.1. Ownership Structure: 440 Geary LLC, an affiliate of ECS, owns land and improvements. The Site was purchased in December 2020.

2.2.2. Securing City interest: The City will encumber the property with a Deed of Trust, recorded at closing along with a Declaration of Restrictions (DOR) in first lien position, and an Option to Purchase (Option). The Option secures the City's right to purchase the property under any conditions that could require a sale during the life of the project.

2.3. Zoning. See Site description table above.

2.4. Probable Maximum Loss. N/A

2.5. Local/Federal Environmental Review. Under the SB35 planning approval process, the San Francisco Planning Department reviewed the proposed use, rehab plan, location, zoning status, and other relevant conditions of the Project and determined that CEQA is not applicable (California Government Code Section 65913.4; "SB 35"), in conjunction with the State Density Bonus Law (California Government Code Section 65915; "State Density Bonus").

2.6. Environmental Issues. A Phase I Environmental Site Assessment (ESA) was completed. Small amounts of both lead and asbestos were identified, and both were mitigated during rehabilitation.

2.7. Adjacent uses and neighborhood amenities.

Hotel Diva is located Downtown in a high-density area served by transit, groceries, medical clinics, and other shopping including a pharmacy. Located three blocks from Union Square, primary uses include high-end shopping, hotels and other tourist amenities, and mid-rise residential and offices with commercial space on the ground floor.

## 3. COMMUNITY SUPPORT

3.1. Prior Outreach. ECS and Caritas Management Corporation met with the SF Hotel Council, a group of Downtown-Civic Center hotels, on

December 10, 2020, shortly after acquisition of the property. In advance of the meeting, the Hotel Council expressed concern about the area due to recent crime, protests, and looting of high-end commercial retail stores. The group was also concerned about loitering during the showtimes at the Curran Theater across the street. The meeting included educational information about permanent supportive housing, ECS and Property Manager Caritas' experience developing and operating PSH sites, overview of support services and staffing plan, and general property management/operations questions (e.g. visitor policies, grievance procedures, etc). After meeting with ECS, the SF Hotel Council expressed no further concerns.

- 3.2. Future Outreach. The ECS Support Services team conducts a monthly community meeting for residents at the Hotel Diva in the community room. There have been no external stakeholder issues since the Hotel Council's interest during the acquisition in 2020. ECS will attend or host external stakeholder meetings as necessary.
- 3.3. 1998 Proposition I Citizens' Right-To-Know. Posting will happen on 8/21/23, more than 30 days prior to the scheduled date for the Board of Supervisors to approve the loan.

#### 4. DEVELOPMENT PLAN

The Project was acquired for \$50M (\$409,836/unit). The initial commitments from the Homekey grant (\$26M) and City of San Francisco (\$27.5M), provided a rehabilitation budget of \$3.5M (\$29k/unit) over the purchase price to convert the building from a hotel into permanent housing. Scope included minor code-required upgrades, façade anchoring, and a carve-out of PSH program space. Larger life safety upgrades were recommended by the structural engineer during a "Phase 2" rehabilitation within five years of building purchase, but were not envisioned as a component of "Phase 1," the initial acquisition and rehabilitation.

The Capital Needs Assessment (CNA) completed June 2, 2021, identified \$713,200 in immediate and short-term improvement costs. Smaller costs included fixing stairs, windows, electrical, basement, and seismic work, while large spending areas included:

- Accessibility upgrades (\$175,000)
- Elevator repair (\$175,000)
- Plumbing repair - water supply and drains (\$200,000)

As drawings were completed and permits applied for in 2021 and the scope of the project was more clearly identified, MOHCD and HSH committed to upsize the Project's construction loan by \$15.39M to include the "Phase 2" seismic strengthening as it was less expensive to complete the work in a single phase and doing so proved possible without offsite

relocation. This resulted in a total rehabilitation cost (combined hard and soft cost) of \$191,695/unit.

## 5. COMPLETED REHABILITATION SCOPE

All rehabilitation was funded by the HAF loan. At the time of this loan evaluation, the Project is approaching 100% completion and is awaiting DBI signoff. Funds were leveraged through swift action by HSH and ECS, and the project purchased with the aid of HAF financing with less due-diligence than typically conducted for affordable housing projects, due to the timing of the acquisition as required under the Homekey NOFA in response to the COVID emergency.

Three (3) original hotel units were converted for use as onsite supportive service and property management office space, and five (5) loft units were converted into lounges with warming stations for residents to warm and prepare food, since the existing units are not equipped with cooking facilities.

The remaining 122 residential units received resilient floor and wall finish upgrades appropriate for permanent supportive housing and seven (7) units were upgraded for full accessibility.

There is an existing office space for property management on the ground floor and a maintenance shop in the basement. No commercial space improvements were completed as part of the acquisition and rehabilitation. No exterior work was needed.

Limited life safety upgrades included installation of an emergency radio response system, new electric fire pump, modernization of one passenger elevator and substantial tune-up of the second elevator. The building had limited seismic bracing, so structural strengthening constituted a major component of the renovation program, including a steel soft-story upgrade and additional bracing on the upper floors.

### 5.1. Construction Supervisor/Construction Representative's Evaluation.

Because the rehabilitation was funded by the HAF, the HAF's Construction Representative Team was responsible for management and monitoring during the rehabilitation.

On August 16, 2023, MOHCD's Construction Representative conducted a site walk-thru with ECS and the Owner's Construction Representative.

The project obtained a Certificate of Final Completion and Occupancy dated 8/16/23.

Recently completed renovation work focused primarily on voluntary seismic strengthening of building. Non-conforming framing conditions led to significant change orders and prevented other building improvements.

In-unit improvements included new paint and flooring, as well as the creation of mobility and communication units. However, remaining tourist

hotel features that are not standard in supportive housing include wall-mounted televisions, modern bathroom faucets and fixtures, and corridor ceilings with a T-bar grid system that are typically avoided in affordable housing since residents can store items above the ceiling panels. Each room is currently only equipped with a 20-amp service, and electrical upgrades will come with substantial expense to meet SFDBI conformance.

While the perimeter of the roof was recently replaced for the seismic/structural work, the interior portions of the roof appears worn. This should be addressed in the next CNA.

The Capital Needs Assessment from 2021 mentions evidence of copper piping, but the condition of the plumbing system needs to be confirmed and if older galvanized piping is found, it may have been subject to corrosion and leaks and would need replacing.

Additional minor or temporary concerns include the need for additional galvanized sheet metal lining in the trash rooms and the repair of one leaf of the double-entry door which is currently covered with plywood and needs to have the address re-posted for emergency responders.

The replacement reserve is funded at 1.5x MOHCD Underwriting Guidelines and additionally capitalized with funds from savings from contingency to finance repairs identified in the CNA.

## 5.2. Commercial Space.

- Space Description. The Site has two commercial spaces with separate entrances on Geary Street. The first is a 1,230 sf Starbucks. The second is a vacant 1,963 sf restaurant space. The former restaurant vacated due to the pandemic shortly after acquisition by the Sponsor in 2020, and the space was used as the construction office during rehabilitation.
- Commercial Leasing Plan. The current lease with Starbucks expires in 2027. Now that construction is nearing 100% completion, ECS is evaluating potential partnerships to use the vacant restaurant space to expand its workforce development programs. As ECS already has an established training program and working kitchen at 1064 Mission Street, this commercial kitchen represents the potential to expand that program. A proposed loan condition (Section 10.2) is that ECS provides a commercial leasing plan by November 1, 2023, and that quarterly reports are provided by the Sponsor on the vacant commercial space until it is leased.
- Operating Pro Forma. The uses of the space conform to MOHCD's Commercial Space Underwriting Guidelines, with 100% of the commercial net operating income helping to support operations, mitigating the size of the LOSP request, and the proposed use of the second space "prioritizing Public Benefit Uses" by supporting economic development in the City. Of the two commercial spaces, Starbucks is

currently operational and has a lease that renews in 2027. The assumption is that it will continue to lease through the 20-year cashflow period. ECS hopes to use the second space to expand its current workforce development program, and would lease that space for \$1/year, beginning in 2026, as is its policy with other nonprofit commercial spaces in the ECS portfolio.

- Tenant Improvement Build Out. No TIs are projected to be paid from the Project's budget.

5.3. Service Space. The Support Services space includes an 8-office ground floor suite for Services and Property Management staff to meet privately with clients, which was built out during the rehabilitation. Adjacent to the offices is a 350 sf Community Room used for community meetings and site-specific programming. Five units with inaccessible, circular stairs have been converted for use as accessible lounges that include warming stations for residents to heat and prepare food.

5.4. Interim Use. N/A

5.5. Infrastructure. N/A

5.6. Communications Wiring and Internet Access. Because MOHCD did not finance the rehabilitation, upgrades to the existing communication wiring and internet access do not follow MOHCD Communications Systems standards. However, internet was already modernized at the site. Wi-Fi is available to residents for free, via the use of Wireless Access Points. Cable to the residential units can be used by more than one carrier/Internet Service Provider (ISP).

5.7. Public Art Component. N/A

5.8. Marketing, Occupancy, and Lease-Up. The Project was completed in partnership with HSH, and all tenants are referred to available units through HSH's Coordinated Entry System. The Project is expected to be 100% occupied by September 30, 2023. As of the date of this loan request, the building is 75% occupied and 31 units are vacant. HSH has not experienced any lease-up issues with Hotel Diva.

5.9. Income Restrictions for All Units & MOHCD Restrictions. Homekey restrictions identify the Target Population as individuals and families who are experiencing homelessness or who are at risk of homelessness, as defined in Part 578.3 of Title 24 of the Code of Federal Regulations, and who are impacted by the COVID 19 pandemic. The City restrictions will be set at 50% MOHCD AMI. The chart below will be incorporated into Exhibit A of the MOHCD Loan Agreement and into the MOHCD Declaration of Restrictions.

Unit Size	No. of Units	Maximum Income Level	Rental Subsidy
Single Room Occupancy (SRO)	110	50% of Median Income	LOSP
1 BR	11	50% of Median Income	LOSP
1 BR	1	Unrestricted Manager's Unit	
Total units	122		

5.10. Relocation.

At acquisition, the projected relocation budget for the Project was \$80,000; the final cost totaled \$392,200. The initial budget included the cost of the relocation consultant and moving expenses (movers, boxes, etc), but did not properly account for the relocation as completed in phases, by floor, with no off-site relocation of residents required. Additionally, the Shelter-In-Place (SIP) program lasted six months longer than originally anticipated, and all SIP residents stayed in the building and transitioned to permanent residency, so rehabilitation work was done with the building at 75% occupancy and thus a higher volume of in-building relocation occurred than originally planned.

Rehabilitation work was done by floor. The contractor began with work on the vacant rooms on the 6th and 7th floors. Once complete, residents from the 4th and 5th floors moved permanently into those renovated units. The contractor then began work on the vacant 4th and 5th floors. Upon completion of these units, residents from the 2nd and 3rd floors moved into the completed 4th and 5th floors, etc. ECS Asset Management, Caritas Management Corporation, and HSH have begun the lease up process for the approximately 40 units on the 2<sup>nd</sup> and 3<sup>rd</sup> floors once the contractor completed those.

6. DEVELOPMENT TEAM

Development Team			
Consultant Type	Name	SBE/LBE	Outstanding Procurement Issues
Architect	Mike Garavaglia, Garavaglia Architecture, Inc.	N	N
General Contractor	Paolo Friedman, D.F.P.F. Corporation dba Fineline Construction	N	N
Owner's Rep/Construction Manager	Richard Dunn, Arbor Building Group, Inc.	N	N
Legal	Thomas Webber, Goldfarb Lipman Attorneys	N	N
Property Manager	Devesh Patel, Caritas Property Management Corporation	N	N

6.1. Procurement Plan. N/A

6.2. Opportunities for BIPOC-Led Organizations. None known.

7. FINANCING PLAN. Note this is a perm takeout of an acquisition/rehabilitation project.

7.1. Fulfillment of Loan Conditions: N/A no prior MOHCD funding

7.2. Permanent Sources Evaluation Narrative: The Borrower proposes to use the following sources to permanently finance the Hotel Diva:

- MOHCD Loan (\$47,386,810): 0% residual receipts, 55 years
- HCD Homekey Grant (\$26,000,000): As a grant, there are no repayment terms

7.3. Commercial Space Sources and Uses Narrative: N/A - no commercial improvements completed as part of the acquisition/rehabilitation.

7.4. Permanent Uses Evaluation: As of this loan request, the Project's rehabilitation is 100% complete. MOHCD's loan is a permanent loan to pay off the construction and acquisition loan. The evaluation below is provided to ensure costs meet MOHCD Underwriting Guidelines.

Development Budget		
Underwriting Standard	Meets Standard? (Y/N)	Notes
Hard Cost per unit is within standards	Y	\$113,944/unit
Construction Hard Cost Contingency is at least 5% (new construction) or 15% (rehab)	N/A	
Developer Fee is within standards	Y	Full \$1,000,000 paid at acquisition/rehab loan close
Capitalized Operating Reserves are a minimum of 3 months	Y	\$516,961
Capitalized Replacement Reserves are a minimum of \$1,000 per unit (Rehab only)	Y	\$122,000 minimum, with all excess contingency further supporting

8. PROJECT OPERATIONS (See Attachment I and J for Operating Budget and Proforma)

8.1. Annual Operating Budget. There are 110 SRO units and 12 1-bedroom units. Operating Expenses have been updated based on actuals as Hotel Diva has been in operations since February 2021 and is 75% occupied.



LOSP: Homekey provided an annual operating budget of \$1.5M for each of the first two years in operation. In the LOSP budget approved in 2021, which assumed a 128-unit building, a LOSP subsidy of \$1,602,730 was budgeted for the first full year (2023) after the Homekey operating subsidy was expended. This is equivalent to \$12,521/unit/year or \$1,043/unit/month. The total year one operating budget was \$1,832,850, not including replacement reserve deposits. This equates to an annual per unit operating expense of \$14,319 and a monthly per unit expense of \$1,193, not including support services. Support services are provided by ECS through a separate contract with the San Francisco Department of Homelessness and Supportive Housing (HSH). Caritas Management is the property manager.

The LOSP contract is 15 years and funds are subject to annual appropriations by the Board of Supervisors, as is standard for LOSP contracts.

LOSP is being re-sized at this time, based on the final number of units at the Project (122), actual operating expenses over the past two years, updated tenant rent actuals, and the commercial operating income from the Starbucks which was not accounted for in 2021. As a result of these changes, the need for LOSP **decreases** in year 1 (2021) by \$36,656, although there is an overall annual operating budget **increase** of \$234,992 equating to \$1,926/unit/year. The total annual per unit operating expense is now \$16,950 which is comparable to other permanent supportive housing projects in San Francisco.

Budget increase drivers include higher salaries, high security and janitorial costs, larger maintenance contracts, and higher garbage collection fees than initially projected.

Residential Income: Most tenant rents are based on actual income, with vacant units projecting tenant rent at \$200/month. LOSP per-unit subsidy is assumed at \$1,069/month.

Commercial Income: Hotel Diva has two commercial spaces, one of which is currently leased. At the time of the initial LOSP underwriting in September 2021, the commercial units were not shown, and therefore no commercial income contributed to the cashflow of the property. The MOHCD proforma currently shows \$289,238 in commercial income annually, or \$207,548 after expenses. Below is a description of the commercial spaces and the status of their leases.

- Starbucks: A 10-year lease expiring in 2027, with two 5-year options to extend, was assigned by the seller to 440 Geary LLC, the ECS-controlled purchasing entity of the Hotel Diva, pursuant to the Purchase and Sale agreement dated November 25, 2020. The space is 1,449 square feet and the cost per square foot per year commenced at \$150 in 2018 and escalates 3% annually to reach \$195 per square foot in 2027.

- To-be-leased space: ECS is in the very early stages of identifying nonprofit partners to use the 1,744 square foot restaurant space to expand its workforce development program. The rent will be \$1/year, in accordance with ECS’s other workforce development spaces, and therefore no commercial cashflow for this unit is assumed. The timing of establishing a partner and a fully functioning program are not established at this time. MOHCD will require the Sponsor to provide Commercial Space Plan to MOHCD by November 1, 2023, including outcomes achieved related to racial equity goals. Given the Project’s location, the Commercial Space Plan must include a market study and analysis of other potential retail or commercial uses, as described in MOHCD’s Commercial Space Guidelines. See Section 10.2, Closing Conditions.

8.2. Annual Operating Expenses Evaluation.

Operating Proforma		
Underwriting Standard	Meets Standard? (Y/N)	Notes
Debt Service Coverage Ratio is minimum 1.1:1 in Year 1 and stays above 1:1 through Year 17	N/A	No debt. All units are supportive and LOSP-funded
Vacancy rate is based on project's historical actuals	N/A	Vacancy rate will be set at 5%. All units will be filled through HSH's coordinated entry system. No issues with lease-up, retention, or rent collection.
Annual Income Growth is increased at 2.5% per year or 1% for LOSP tenant rents	Y	
Annual Operating Expense escalation is based on project's historical actuals	N	Expenses escalation factor is 3.5% Project was in operations for 2 years during rehabilitation. The Project's projected expenses in year 3 through 20 meets MOHCD Underwriting Guidelines for new construction at 3.5% annual increase.
Base year operating expenses per unit are reasonable per comparables	Y	Total Operating Expenses are \$16,950 per unit per year Supportive housing and LOSP comps fall in this range (\$13k-\$17k PUPY)
Property Management Fee is at allowable <a href="#">HUD Maximum</a>	N	Property Management Fee is \$838 PUPY – \$134 below current max
Property Management staffing level is reasonable per comparables	Y	1 FTE Senior Property Manager (PM) 1 FTE Assistant PM 4.2 FTE Front Desk Coverage
Asset Management and Partnership Management Fees meet standards	Y	Above the line Annual AM Fee is \$23,482/year and escalated 3.5% annually.

		No partnership management fee
Replacement Reserve Deposits meet project needs based on CNA	Y	Post-rehabilitation CNA was not required. Sized at 1.5x guideline given age of building.
Limited Partnership Asset Management Fee meets standards	N/A	No LP

8.3. Capital Needs Assessment & Replacement Reserve Analysis. Post-rehabilitation CNA was not required. A new CNA is required every 5 years, per MOHCD policy.

Capital Needs Assessment completed in June 2021 indicated \$91,053/unit/year in reserves would cover ongoing maintenance costs. Rehabilitation was far more extensive than imagined in the CNA, and large ongoing maintenance contracts are covering other for-seen costs including pipe and PTCA repairs and elevator maintenance. In addition, replacement reserves are being sized at 1.5x the guideline amount, to \$750 per unit per year, totaling \$91,500, in order to properly compensate for the age of the building and endure ongoing maintenance needs are met. See Section 4 for more detail on the CNA and Section 5 for a detailed rehabilitation scope.

9. SUPPORT SERVICES

9.1. Services Plan

- Provider/s name: Episcopal Community Services of San Francisco
- Staffing: 121 of 122 units are LOSP. Support Services ratio is 1:25.

The Fiscal Year 2022-2023 plan was created by ECS and approved by HSH in August 2021.

It includes on-site services with three specific goals: achieve housing stability to increase quality of life, foster self-sufficiency, and maintain housing.

There are clinical services including referrals to DPH’s Permanent Housing Advanced Clinical Services (PHACS) team, intensive case management, and collaborations with IHSS and Homebridge.

The staffing plan includes a total of six (6) Full-time Equivalent (FTE) staff, including one Support Services manager, an Assistant Support Services Manager, and four Case Managers, two of whom are bilingual.

To ensure that ECS staff are trained to provide services to tenants that are modeled through a DEI lens, the Associate Director of DEI provides training on unconscious bias, microaggressions, and allyship to all ECS staff. Program directors also arrange for external training for our staff focusing on tenant issues through a DEI lens.

ECS designed the REACH training program to create a pipeline into social and human services sector employment within ECS and partner organizations. The program is specifically tailored for people with lived experience of housing insecurity and homelessness, justice system, and other barriers to employment, where their lived experience is a valued asset. This program includes a job shadow component in which participants spend 3 weeks on site shadowing and training with ECS staff, which can lead to interviews and job placement for qualified candidates. Those who need additional training and support to be successful at ECS may access career pipelines through our growing on-call program to convert from temporary to permanent, stable employment.

9.2. Services Budget: The budget for Fiscal Year (FY) 2022-2023 was \$980,844, or \$8,040 per unit per year (PUPA).

HSH Assessment of Service Plan and Budget:

HSH has reviewed the services plan and budget and confirmed that it is appropriate for the building and target population. The Diva serves adults experiencing homelessness, including those who have experienced chronic homelessness with health, mental health, substance use and other special needs. The services plan includes a continuum of services including case management, behavioral health, physical health and In-Home Support Services integrated into the site care team. The proposed services plan reflects best practices to provide participant-centered services through a trauma-informed, harm reduction approach. The \$8,040 PUPA services budget is appropriate for a 100% supportive housing project serving formerly homeless adults.

In FY22-23, ECS met or exceeded the reported service and outcome objectives, according to HSH's analysis. Over 90% of participants maintained their housing; one participant that entered in FY22-23 was exited within 12 months of their move-in, to a more appropriate placement. As of August 1, 2023, there are 72 formerly homeless households residing at Hotel Diva. ECS and the HSH Housing Placement Team are in process of leasing up the remaining units as the renovation work is completed and blocks of units become available for occupancy. Full occupancy is anticipated by the end of September 2023.

## 10. STAFF RECOMMENDATIONS

### 10.1. Proposed Loan/Grant Terms

<b>Financial Description of Proposed Loan</b>	
Loan Amount:	\$47,386,810
Loan Term:	55 years
Loan Maturity Date:	2078
Loan Repayment Type:	Residual Receipts
Loan Interest Rate:	0%
Date Loan Committee approves prior expenses can be paid:	8/1/2020

### 10.2. Recommended Loan Conditions

1. Sponsor must provide Commercial Space Plan to MOHCD for approval by November 1, 2023. The plan must include outcomes achieved related to racial equity goals and it must include a market study and analysis of other potential retail or commercial uses. After the delivery of the initial Commercial Space Plan, Sponsor must provide quarterly updates until the space is leased.
2. Sponsor must complete lease-up with HSH prior to loan close.

## 11. LOAN COMMITTEE MODIFICATIONS

The St. Anthony's contract for area ambassadors for \$225,000 should be removed from the Operating Expenses budget. Note this will further lower the annual LOSP allocation.

### LOAN COMMITTEE RECOMMENDATION

*Approval indicates approval with modifications, when so determined by the Committee.*

APPROVE.       DISAPPROVE.       TAKE NO ACTION.

\_\_\_\_\_  
Eric D. Shaw, Director  
Mayor's Office of Housing  
Date: \_\_\_\_\_

APPROVE.       DISAPPROVE.       TAKE NO ACTION.

\_\_\_\_\_  
Salvador Menjivar, Director of Housing  
Department of Homelessness and Supportive Housing  
Date: \_\_\_\_\_

APPROVE.       DISAPPROVE.       TAKE NO ACTION.

\_\_\_\_\_  
Thor Kaslofsky, Executive Director  
Office of Community Investment and Infrastructure  
Date: \_\_\_\_\_

APPROVE.       DISAPPROVE.       TAKE NO ACTION.

\_\_\_\_\_  
Anna Van Degna, Director  
Controller's Office of Public Finance  
Date: \_\_\_\_\_

- Attachments:
- A. Project Milestones/Schedule
  - B. Borrower Org Chart
  - C. Developer Resumes
  - D. Asset Management Analysis of Sponsor
  - E. Threshold Eligibility Requirements and Ranking Criteria (N/A)
  - F. Site Map with amenities
  - G. Elevations and Floor Plans
  - H. **List of San Francisco Homekey Projects**
  - I. Predevelopment Budget (N/A)
  - J. Development Budget
  - K. 1<sup>st</sup> Year Operating Budget
  - L. 20-year Operating Pro Forma

## REQUEST FOR PERMANENT FINANCING FOR HOTEL DIVA

Shaw, Eric (MYR)

Fri 8/25/2023 11:37 AM

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

approve

Eric D. Shaw

Director/ Interim Director HopeSF

Mayor's Office of Housing and Community Development

City and County of San Francisco

1 South Van Ness Avenue, 5th Floor

## Hotel Diva

Menjivar, Salvador (HOM)

Fri 9/1/2023 3:11 PM

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

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

I approve 440 Geary LLC is request for \$ 47,386,810 in permanent financing to take out the HAF's acquisition/rehabilitation loan on the Hotel Diva. The project provides 121 SROs and 1-bedroom units for those experiencing homelessness. The project is a collaboration between the nonprofit owner and service provider Episcopal Community Services (ECS) and the San Francisco Department of Homeless and Supportive Housing.

Best,

salvador



Salvador Menjivar  
Director of Housing  
*Pronouns: He/Him*

San Francisco Department of Homelessness and Supportive Housing  
[salvador.menjivar1@sfgov.org](mailto:salvador.menjivar1@sfgov.org) | 415-308-2843

Learn: [\[dhsh.sfgov.org\]](https://dhsh.sfgov.org)hsh.sfgov.org | Follow: [@SF\\_HSH](https://twitter.com/SF_HSH) | Like: [@SanFranciscoHSH](https://twitter.com/SanFranciscoHSH)

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## Hotel Diva Permanent Loan and LOSP Resizing request

Colomello, Elizabeth (CII)

Fri 8/25/2023 11:38 AM

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

Cc: Shaw, Eric (MYR) <eric.shaw@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](http://www.sfocii.org)

---

## Hotel Diva loan

Van Degna, Anna (CON)

Fri 8/25/2023 11:38 AM

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

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

Approved

**Anna Van Degna** (*she/her/hers*)

Director, Controller's Office of Public Finance

City & County of San Francisco

1 Dr. Carlton B. Goodlett Place

City Hall, Room 338

San Francisco, CA 94102

Phone: (415) 554-5956

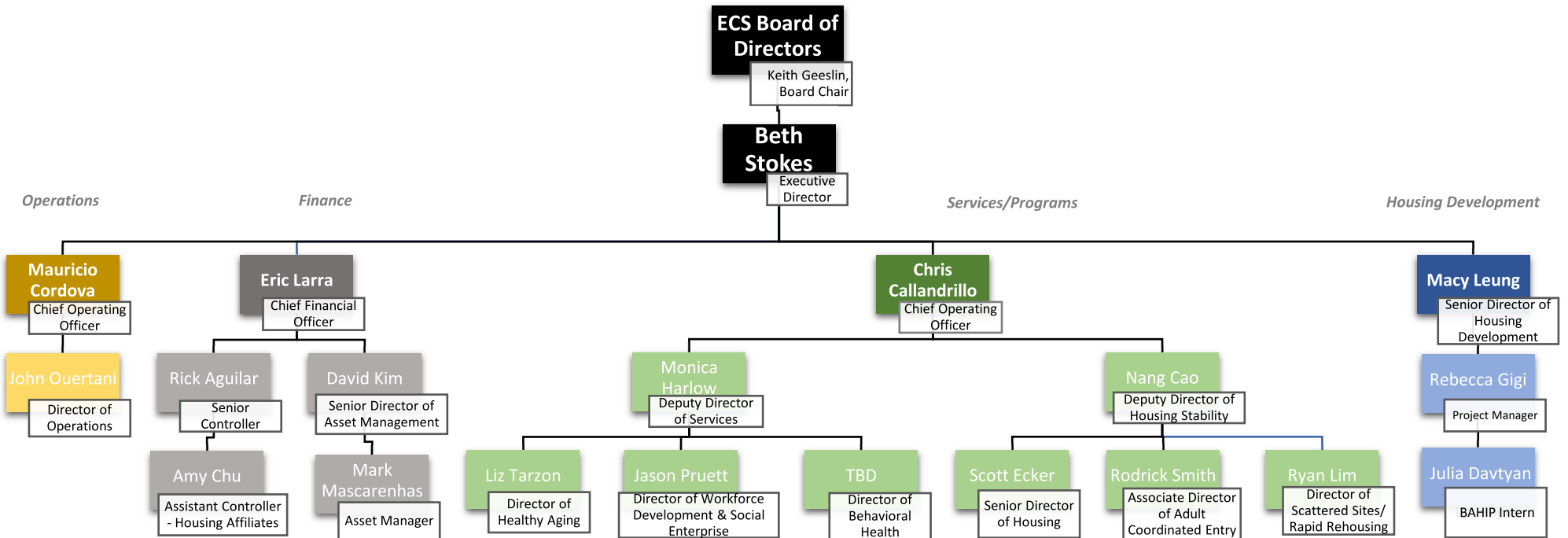
Email: [anna.vandegna@sfgov.org](mailto:anna.vandegna@sfgov.org)

### Attachment A: Project Milestones and Schedule

No.	Performance Milestone	Estimated or Actual Date	Notes
A.	Prop I Noticing (if applicable)	N/A	
1	Acquisition/Rehabilitation Financing Commitment	11/23/2020	
2.	Site Acquisition	12/2/2020	
3.	Development Team Selection		
a.	Architect	10/31/2020	
b.	General Contractor	10/31/2020	
c.	Owner's Representative	7/12/2021	
d.	Property Manager	8/12/2020	
e.	Service Provider	8/12/2020	
4.	Design		
a.	Submittal of Schematic Design & Cost Estimate	N/A	
b.	Submittal of Design Development & Cost Estimate	N/A	
c.	Submittal of 50% CD Set & Cost Estimate	4/2/21	
d.	Submittal of Pre-Bid Set & Cost Est (75%-80% CDs)	7/29/2021	
5.	Commercial Space		
a.	Commercial Space Plan Submission	N/A	
b.	LOI/s Executed	N/A	
6.	Environ Review/Land-Use Entitlements		
a.	SB 35 Application Submission	10/16/2020	
b.	CEQA Environ Review Submission	N/A	
c.	NEPA Environ Review Submission	N/A	
d.	CUP/PUD/Variances Submission	N/A	
7.	PUC/PG&E		
a.	Temp Power Application Submission	N/A	
b.	Perm Power Application Submission	2/24/2022	
8.	Permits		
a.	Building / Site Permit Application Submitted	7/20/2021	
b.	Addendum #1 Submitted	N/A	
c.	Addendum #2 Submitted	N/A	

9.	Request for Bids Issued	9/29/2021	
10.	Service Plan Submission		
a.	Preliminary	5/1/2021	
b.	Final	8/1/2021	
11.	Additional City Financing		
a.	Preliminary Gap Financing Application	N/A	
b.	Gap Financing Application	N/A	
12.	Other Financing		
a.	HCD Application	8/12/2020	
b.	Construction Financing RFP	12/2/2020	
c.	AHP Application	N/A	
d.	CDLAC Application	N/A	
e.	TCAC Application	N/A	
f.	Other Financing Application	N/A	
g.	LOSP Funding Request	9/24/2021	
13.	Closing		
a.	Acquisition/Rehabilitation Loan Closing	12/2/2020	
b.	Conversion of Rehab Loan to Permanent Financing	10/16/2023	
14.	Construction		
a.	Notice to Proceed	1/13/2022	
b.	Temporary Certificate of Occupancy/Cert of Substantial Completion	8/31/2023	
15.	Marketing/Rent-up		
a.	Marketing Plan Submission	N/A	
b.	Commence Marketing	N/A	
c.	95% Occupancy	8/31/2023	
16.	Cost Certification/8609	N/A	
17.	Close Out MOH/OCII Loan(s)	10/16/2023	

**Housing Development Organization Chart**  
**Key Team Members**  
*Updated: March 1, 2023*



## **Attachment C: Development Staff Resumes**

### **Rebecca Gigi Housing Development Project Manager**

Rebecca serves as the Housing Development Project Manager at Episcopal Community Services (“ECS”). She is responsible for managing ECS’s active development projects.

Rebecca joined ECS in 2017 and launched her career in housing development working on San Francisco’s largest permanent supportive housing development at 1064-1068 Mission Street. The project was a joint collaborative effort with co-developer, Mercy Housing; the Mayor’s Office of Housing and Community Development; and the U.S. Department of Health & Human Services. Rebecca played an integral role as ECS’s project manager on the team and saw the entire development from predevelopment to its construction completion in November 2022, which spanned five years in total from start to finish.

Rebecca also facilitated ECS’s application process in the highly competitive Project Homekey 1.0 funding made available in the summer of 2020 during the COVID-19 pandemic, in partnership with the City and County of San Francisco’s Department of Homelessness and Supportive Housing (“HSH”). Through the efforts of both ECS and HSH, the City and County of San Francisco was awarded not one, but two Homekey grants to acquire the Granada and the Diva in November and December 2020, respectively, to rehabilitate and maintain as permanent supportive housing. Both projects are currently undergoing construction.

### **Macy Leung Senior Director of Housing Development**

Macy serves as a Senior Director of Housing Development at Episcopal Community Services “ECS”. She oversees the Housing Development department’s activities and develops and updates policies and housing development workflows to increase operation and development efficiency for the development portfolio and the department.

Previously, she served as the Director of Real Estate Operation, and Senior Development Project Manager at Allied Housing, the affordable housing development entity of Abode Services. Macy has nearly 18 years of professional experience in architecture, affordable housing finance and investment, land-use economics, and development. Macy has worked extensively with both public and private sectors on many complex projects tied to affordable housing, land use economics, and development.

Prior to Allied, Macy was a Senior Associate at a large regional affordable housing firm at Bridge Housing in San Francisco, at the company’s CDFI, Bridge Impact Capital, that focused on acquisition, development, and disposition in the West Coast, and led the firm’s Legislative Group. She also worked directly with Governor Jerry Brown’s office, providing a comprehensive statewide evaluation of affordable housing demand for each city in California to assist the drafting of the state’s by-right affordable housing legislative policy.

Macy previously a Senior Economist at land use economic firms, where she developed economic development strategies for various Cities in the California. She also completed analysis about labor forces, taxes, fiscal, and economic impact, as well as contributing to housing elements, general plans, specific plans, and developing short-term and long-term economic policies. She began her career in architecture, and worked on large-scale institutional, education, historic preservation, and university master plan projects.

Macy serves on the steering committee for Non-Profit Housing Association of California (NPH), the Policy Committee, and co-chair the Professional Development Committee.

## **Attachment D: Asset Management Evaluation of Project Sponsor**

- **Current asset management staffing:**
  - David Kim, Senior Director of Asset Management – oversight of all 1,635 units below
  - Mark Mascarenhas, Asset Manager, 1 FTE – 882 units
  - Kamika Singleton, Asset Manager, 1 FTE – 753 units
  
- **Scope and range of duties of sponsor’s asset management team:** to analyze, maintain, assess, and translate physical, financial, compliance, and long term needs of properties
  
- **Coordination between asset management and other functional teams, including property management, accounting, compliance, facilities management, etc:** Asset Management collaborates with all departments within ECS, as well as outside agencies such as 3<sup>rd</sup> party Property Management, City of SF, HCD, TCAC, etc
  
- **Budget for asset management team:** \$639,779
  
- **# of projects expected to be in AM portfolio in 5 years:** 17

## **Attachment E: Threshold Eligibility Requirements and Ranking Criteria**

N/A



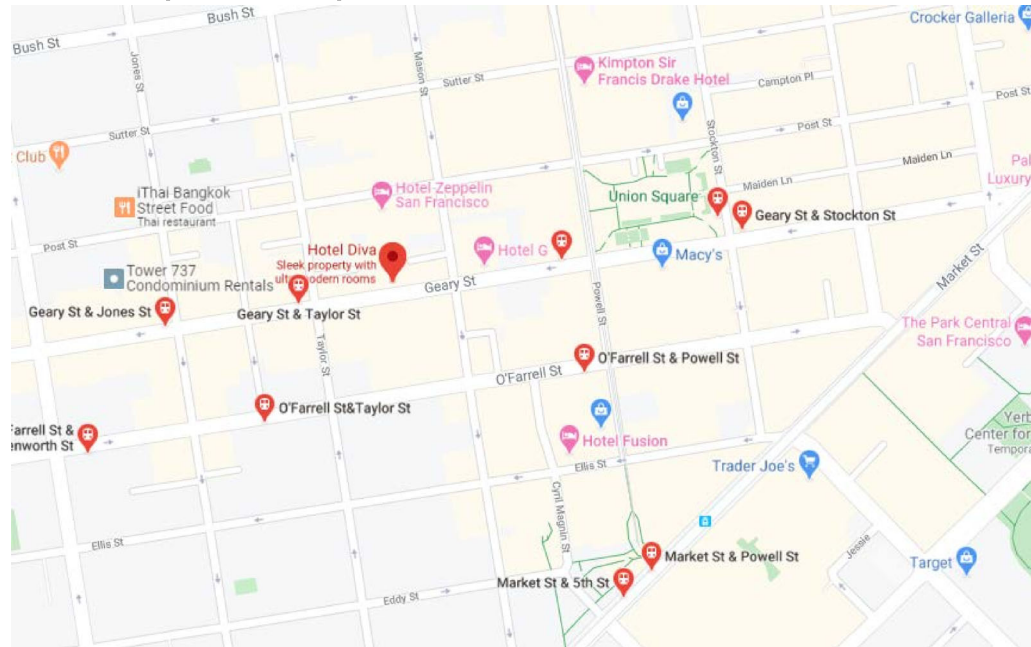
## Attachment F: Site Map with amenities

City of San Francisco Homekey Application  
 Program Evaluation: Site Selection Qualifying Evidence

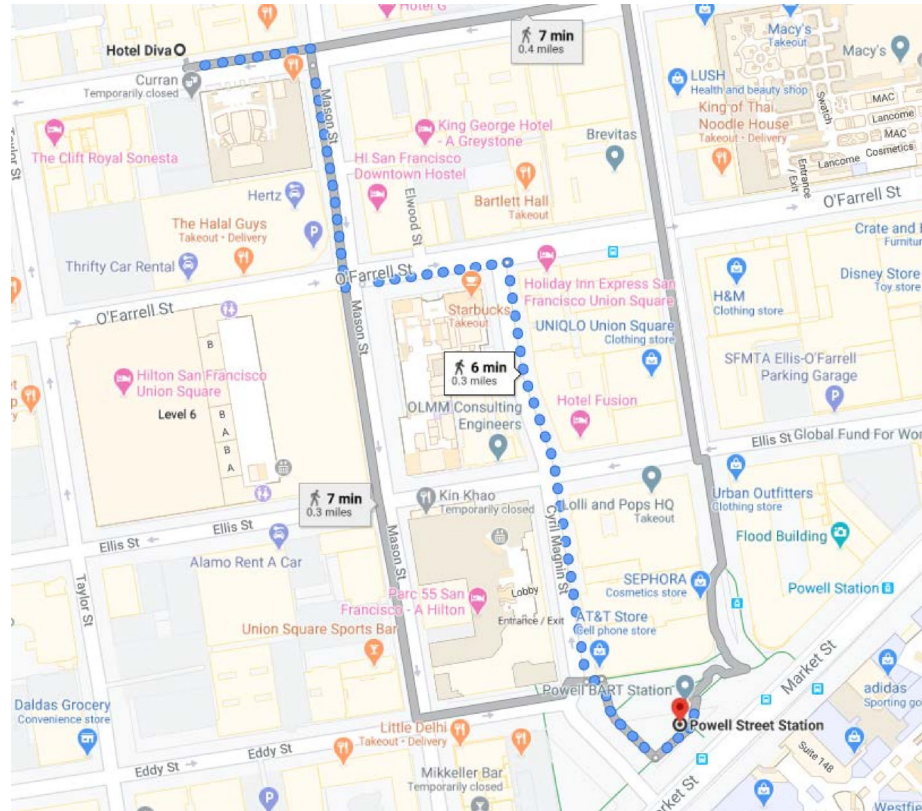
**Property Location:**  
 440 Geary Street (currently "Hotel Diva")  
 San Francisco, CA 94102

Amenity	Distance to Closest
Transit Stop	335 feet
<i>Bus Stop: Geary &amp; Taylor</i>	335 feet
<i>Light Rail Stop: Powell Street Station</i>	.3 miles
Grocery Store	.4 miles
<i>Trader Joe's, 10 4th St, San Francisco, CA 94103</i>	.4 miles
<i>Target 789 Mission St, San Francisco, CA 94103</i>	.5 miles
Health Facility	.5 miles
<i>St. Anthony's Medical Clinic, 150 Golden Gate Ave 2nd floor, San Francisco, CA 94102</i>	.5 miles
<i>St. Francis Memorial Hospital 900 Hyde St, San Francisco, CA 94109</i>	.5-.6 miles - entrance dependent
Book-Lending Public Library	.8 miles
<i>San Francisco Public Library, 100 Larkin St, San Francisco, CA 94102</i>	.8 miles
Pharmacy	.4 miles
<i>Walgreens Pharmacy, 825 Market St, San Francisco, CA 94103</i>	.4 miles

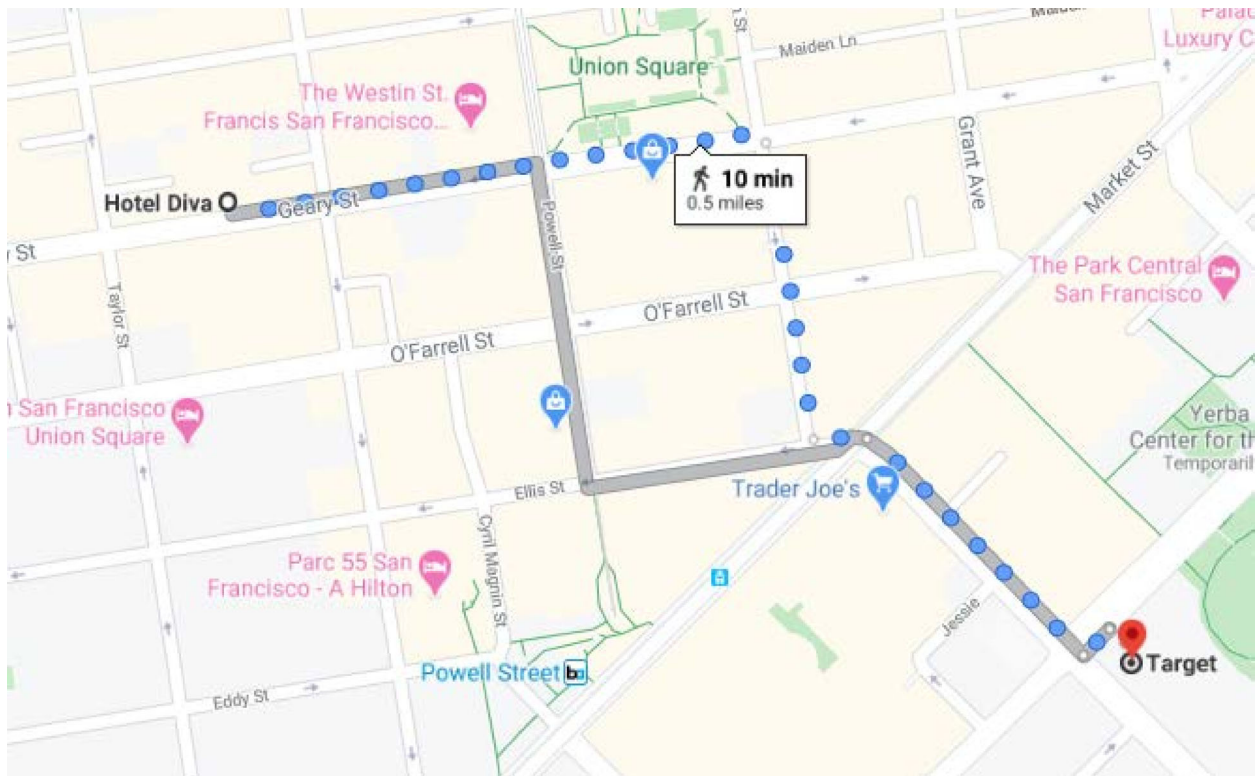
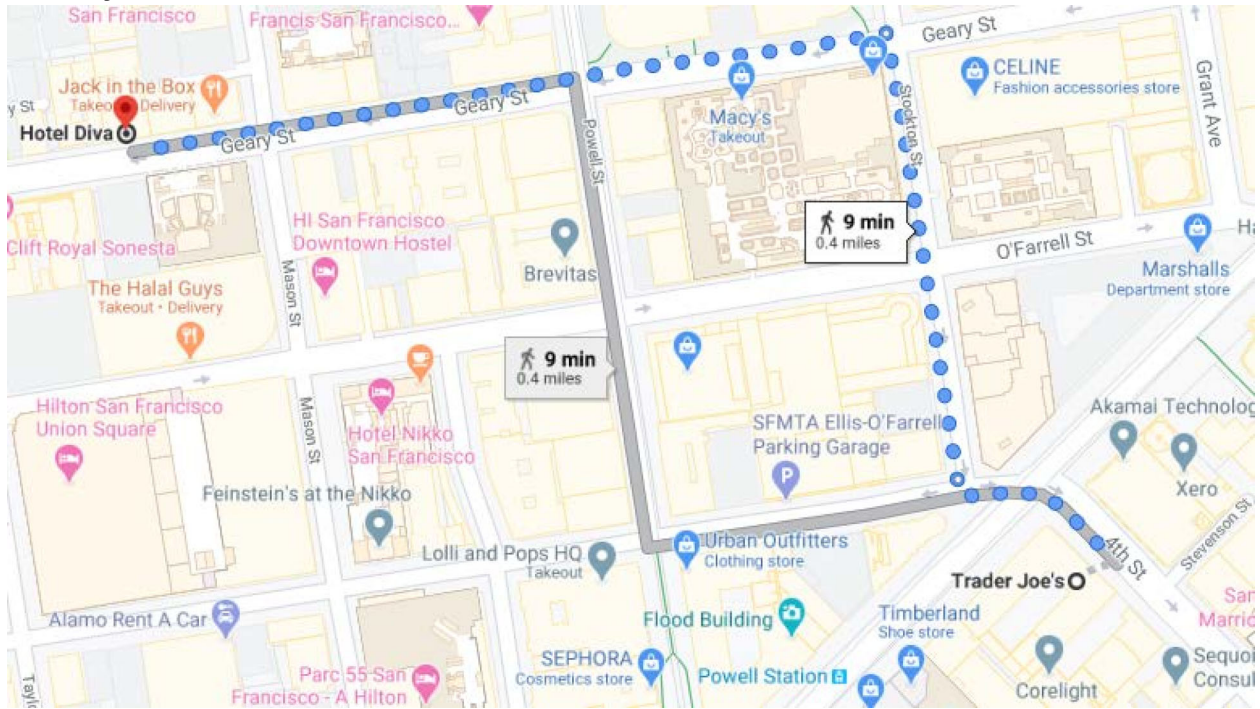
## Transit Stops - Bus Stops



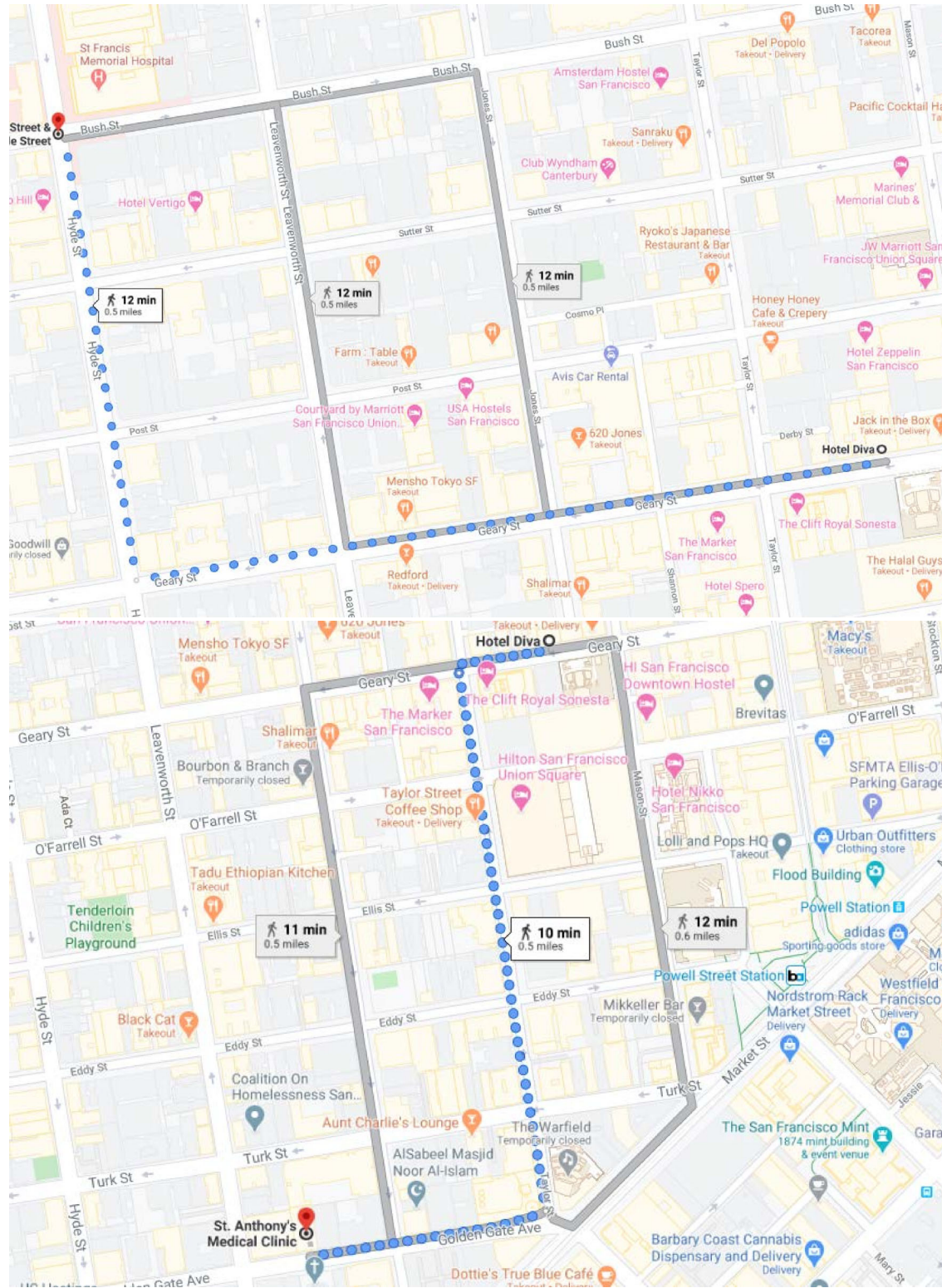
## Transit Stops - Light Rail



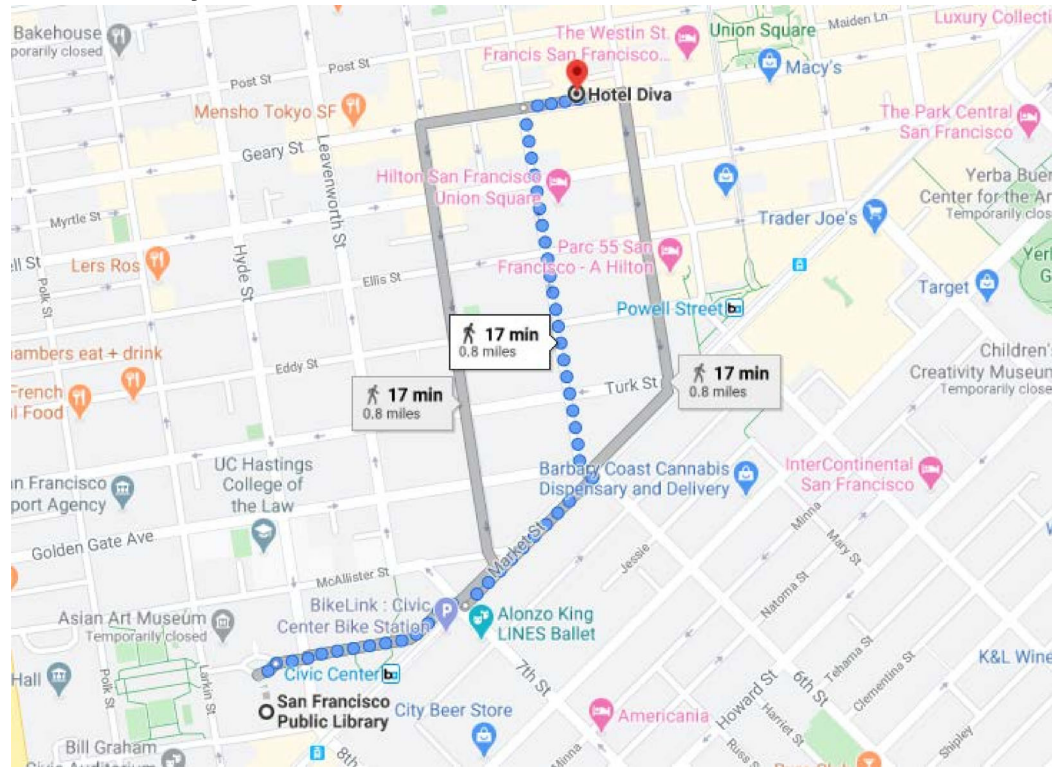
# Grocery Stores



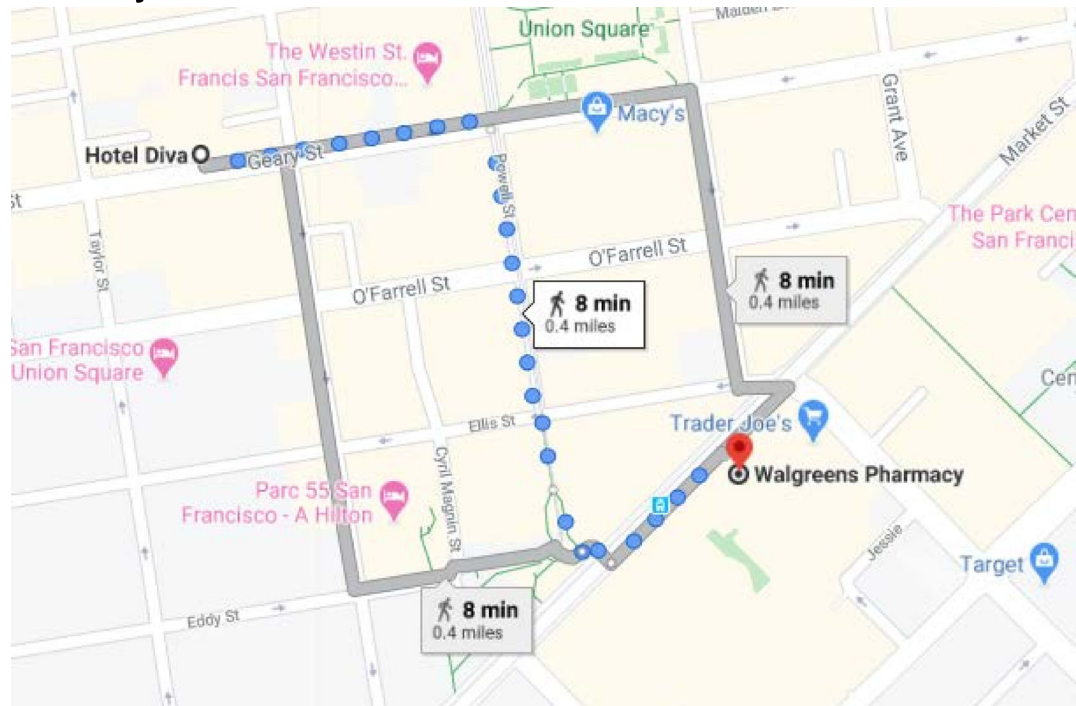
# Health Facilities



## Public Library



## Pharmacy



## **Attachment G: Elevations and Floor Plans**

See following pages

City and County of San Francisco  
Department of Building Inspection

London N. Breed, Mayor  
Patrick O'Riordan, Interim Director

November 18, 2020

Mr. Ambrose Wong  
582 Market Street Suite 1800  
San Francisco, CA 94104

Re: APN Block: 0306 Lot: 007

Dear Mr. Wong,

In response to your request to be authorized to apply the California Historical Building Code to the building located at 440 Geary Street, please be advised that the California Historical Building Code, Section 8-101.2 and 8-2, indicates that the building(s) that are on lists or surveys adopted by a national, state or local agency, or building that have been deemed eligible for such lists or surveys, may apply the California Historical Building Code.

The subject building was built in 1912 (per San Francisco Assessor's Report) and has been designated the historic resource status of "A - Historic Resource Project" by the San Francisco Planning Department. Based on the historical features of the building, you are entitled to apply the California Historical Building Code to the approved work that takes place in the building located at 440 Geary Street.

Any specific application to use the California Historical Building Code must detail the specific provisions of that code that you wish to apply along with an explanation of the reasons as to why the regular building code cannot be applied. State Law requires that the Department of Building Inspection, Fire Department and other enforcing agencies in San Francisco accept reasonable equivalent alternatives to the regular code in dealing with qualified historical buildings. You may also wish to review Administrative Bulletin AB-013, Disabled Access Alternatives for Historical Buildings, which is printed in the "Rules and Regulations" section of the San Francisco Building Code.

Sincerely,  
Matthew T. Ambrose  
Historic Resource  
Building Inspector  
Technical Services Division

For:  
Michelle Yu, Manager, Permit Submittal & Issuance  
Dan Lowery, Deputy Director of Permit Services

TECHNICAL SERVICES DIVISION  
49 South Van Ness Avenue - San Francisco CA 94103  
Office: 415.625.3770 - Fax: 415.625.3779  
Website: www.dbb.org



SEPARATE BUILDING HVAC PERMIT(S)  
REQUIRED FOR: [ ] Entire building  
[ ] Part of building.  
Unless such permit(s) approved by DBI Mechanical Plan Check Division.  
NO SUCH CONSTRUCTION IS ALLOWED. Before construction, call  
District Building Inspector.

EMERGENCY LIGHTING,  
EXIT SIGNAGE, AND FIRE  
EXTINGUISHER PLACEMENT  
SHALL BE FIELD VERIFIED.

Timothy Hagans - DBI-MECH  
DEPARTMENT OF  
BUILDING INSPECTION  
November 15, 2021

PERMIT NUMBER  
2020.1106.8430  
REVIEWED

FIRE SPRINKLER AND / OR  
FIRE ALARM IS REQUIRED  
UNDER SEPARATE PERMIT

For Compliance with City  
and County Ordinances  
and State Codes.  
The stamping of this plan and these  
specification SHALL NOT be  
held to permit or to be an  
approval of the violation  
of any City and County  
ordinance or State Law

MUST COMPLY WITH  
SFFC 1103.7.6.1

MUST MAINTAIN EXISTING FIRE  
LIFE SAFETY SYSTEMS DURING  
CONSTRUCTION

PLEASE NOTIFY DISTRICT FIRE INSPECTOR  
AT THE START OF WORK 415-554-8927

Approval is subject to  
the inspection by the  
Fire Department

80 Sheets

Jerry Estrella-FIRE  
FIRE  
November 29, 2021

These plans must be kept  
on the premises and  
accessible to the  
inspection at all times.

Max Rahn - DBI-SDO and STB  
DEPARTMENT OF  
BUILDING INSPECTION  
November 29, 2021

DENNIS  
PUBLIC WORKS  
November 16, 2021

Ranjit Parhar - DBI-MECH-E  
DEPARTMENT OF  
BUILDING INSPECTION  
November 16, 2021

Capacity Charges  
Water: \$ 0  
Wastewater: \$ 0  
DC 11/17/21

Diana Chang - SFRAC  
PUBLIC UTILITIES  
COMMISSION  
November 12, 2021

SPECIAL INSPECTION  
REQUIRED PER SFCB  
SECTION 1704



HOTEL DIVA  
440 GEARY STREET  
SAN FRANCISCO, CA

PRIORITY PERMIT  
PROCESSING  
-AFFORDABLE HOUSING,  
HOMEKEY

APPROVED  
Dept. of Building Insp.  
- San Francisco -  
December 02, 2021  
20211084V-BLD-ADD-1/FINAL-0405-REV1

# 440 GEARY - REHABILITATION

## LOCATION MAP

ADDRESS: 440 GEARY STREET  
SAN FRANCISCO, CA 94102

### PROJECT LOCATION



PROJECT FUNDING:  
FUNDS FROM HOMEKEY - HCD, A STATEWIDE PROGRAM, WAS  
USED FOR ACQUISITION OF THE BUILDING BY OWNERS.  
CONSTRUCTION FUNDING IS THROUGH PRIVATE SOURCE.

## PROJECT INFORMATION

ADDRESS: 440 GEARY STREET  
SAN FRANCISCO, CA 94102

BLK / LOT: 0306/007

OCCUPANCY: EXISTING - R-1  
PROPOSED - R-2

DESCRIPTION: THIS PROJECT IS TO REHABILITATE THE  
EXISTING 7-STORY TOURIST HOTEL BUILDING WITH  
PARTIAL BASEMENT FOR USE AS CONGREGATE  
SUPPORTIVE DWELLING UNITS OVER GROUND  
FLOOR STREET FRONTAGE COMMERCIAL  
SPACE. 127 EXISTING RESIDENTIAL UNITS WILL  
REMAIN AND BE REHABILITATED WITH 3 BEING  
CONVERTED FOR USE AS ONSITE MANAGEMENT  
OFFICE SPACE. THE RESIDENTIAL UNIT SCOPE  
OF WORK IS LIMITED TO FLOOR AND WALL  
FINISHES REFRESH AND UPGRADE OF 7 UNITS  
FOR FULL ACCESSIBILITY. LIMITED LIFE SAFETY  
UPGRADES WILL ALSO BE IMPLEMENTED

THE EXISTING GROUND FLOOR COFFEEHOUSE  
AND FULL SERVICE RESTAURANT SPACES  
FLANKING THE EXISTING LOBBY ARE TO REMAIN,  
WHILE THE REAR PART OF THE GROUND FLOOR  
WILL BE REHABILITATED FOR RESIDENT  
COMMUNAL MEETING SPACE, AND BUILDING  
MANAGEMENT OFFICES.

VOLUNTARY LATERAL FORCE RESISTING  
SYSTEM ALTERATIONS ARE LIMITED TO  
DIAPHRAGM UPGRADES AT EACH OF THE UPPER  
RESIDENTIAL FLOOR LEVELS AND THE  
SOFT STORY UPGRADE AT THE GROUND FLOOR  
LEVEL WILL REQUIRE INSTALLATION OF A STEEL  
FRAME BEHIND THE EXISTING MODERN  
STOREFRONT.

ALL PROPOSED WORK IS INTERIOR ONLY, WITH  
NO WORK ON THE HISTORIC BUILDING  
EXTERIOR, EXCEPT FOR MAINTENANCE OF THE  
ROOF.

CONSTRUCTION  
TYPE: III-B

BUILDING INFORMATION:  
EXISTING BUILDING HEIGHT: 84'-0"  
NUMBER OF STORIES BELOW GRADE: 1  
NUMBER OF STORIES ABOVE GRADE: 7

PROJECT DATA SUMMARY:  
EXISTING BUILDING FOOTPRINT AREA: 9,086 SF  
PROPOSED BUILDING FOOTPRINT AREA: NO CHANGE  
NET LOT AREA: 68.75' x 137.5' = 9,453 SF  
LOT COVERAGE: 96%

GROSS FLOOR AREA (SF):

	EXISTING	PROPOSED
BASEMENT	4,812 SF	NO CHANGE
FIRST FLOOR	9,086 SF	NO CHANGE
SECOND THROUGH SEVENTH FLOORS 6x8,221 SF	NO CHANGE	NO CHANGE
TOTAL:	63,224 SF	NO CHANGE

ACCESSIBLE UNITS:

FLOOR	# OF UNITS	5% MOBILITY	2% COMMUNICATION
1ST FLOOR	1	ROOM 104	
2ND FLOOR	21	ROOM 218	
3RD FLOOR	21	ROOM 318	
4TH FLOOR	21	ROOM 418	
5TH FLOOR	22	ROOM 518	
6TH FLOOR	21	ROOM 618	
7TH FLOOR	20	ROOM 718	ROOMS 701 & 702 (HEARING IMPAIRED)
TOTAL:	127		

## CODE INFORMATION

BUILDING CODE: 2019 CALIFORNIA BUILDING CODE  
2019 CALIFORNIA HISTORICAL BUILDING CODE  
2019 CALIFORNIA MECHANICAL CODE  
2019 CALIFORNIA ELECTRICAL CODE  
2019 CALIFORNIA PLUMBING CODE  
2019 CALIFORNIA EXISTING BUILDING CODE

FIRE PROTECTION: (E) FIRE SPRINKLERS. NO CHANGE.  
ANY ALTERATION TO SYSTEM FOR TENANT  
IMPROVEMENTS WILL BE AS A DEFERRED  
SUBMITTAL.

DEFERRED  
SUBMITTAL: FIRE ALARM  
MECHANICAL SCOPE  
FIRE SPRINKLER REHABILITATION

ACCESSIBLE  
ENTRANCE: SEE PERMIT NUMBERS 9802137-R-2 AND  
200008157856 FOR PREVIOUSLY COMPLETED  
ACCESSIBLE STOREFRONT ENTRANCE  
DETAILS

## PROJECT DIRECTORY

OWNER: 440 GEARY LLC  
165 EIGHTH STREET  
SAN FRANCISCO, CA 94103

AGENT: EPISCOPAL COMMUNITY SERVICES  
165 EIGHTH STREET  
SAN FRANCISCO, CA 94103  
TEL: 415-497-3300  
EML: ep19@epccsf.org

ARCHITECT: MICHAEL GARAVAGLIA, AIA  
GARAVAGLIA ARCHITECTURE, INC.  
582 MARKET STREET SUITE 1800  
SAN FRANCISCO, CA 94104  
CONTACT: AMBROSE WONG  
TEL: 415-391-9633  
FAX: 415-391-9547

STRUCTURAL: DUQUETTE ENGINEERING  
1171 HOMESTEAD ROAD  
SUITE 275  
SANTA CLARA, CA 95050  
CONTACT: STEVE DUQUETTE  
TEL: 408-615-9200  
FAX: 408-615-9900  
EML: spd@duquette-eng.com

ELECTRICAL: EDESIGNC, INC.  
582 MARKET STREET, SUITE 400  
SAN FRANCISCO, CA 94104  
CONTACT: ROSANNA LERMA, PE  
TEL: 415-963-4383 EXT. 100  
FAX: 415-963-4341  
EML: rosanna@edesignc.com

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ARCHITECTURAL:  
A-0.00 COVER SHEET  
A-0.01 GENERAL NOTES  
A-0.02 PRE-APPLICATION MEETING LETTER  
A-1.01 SITE PLAN - EXISTING  
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## DRAWING INDEX (CONTINUED)

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MEP  
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COVER SHEET

PROJ. NO: 2020 - 057  
SCALE: AS NOTED  
DATE: 09 NOV 2020  
PHASE: CD  
DRAWN: HVA  
CHECKED: AW

NO.	DATE	REVISION
12	NOV 2020	PERMIT SUBMITTAL
14	JULY 2021	REVISED PERMIT SUBMITTAL
18	AUG 2021	BID SET
10	SEPT 2021	RESPONSE TO COMMENT
22	SEPT 2021	ADDENDUM - FINAL PLANS
12	NOV 2021	RESPONSE TO COMMENTS
10	DEC 2021	CONSTRUCTION SET

SHEET NO.  
A-0.00  
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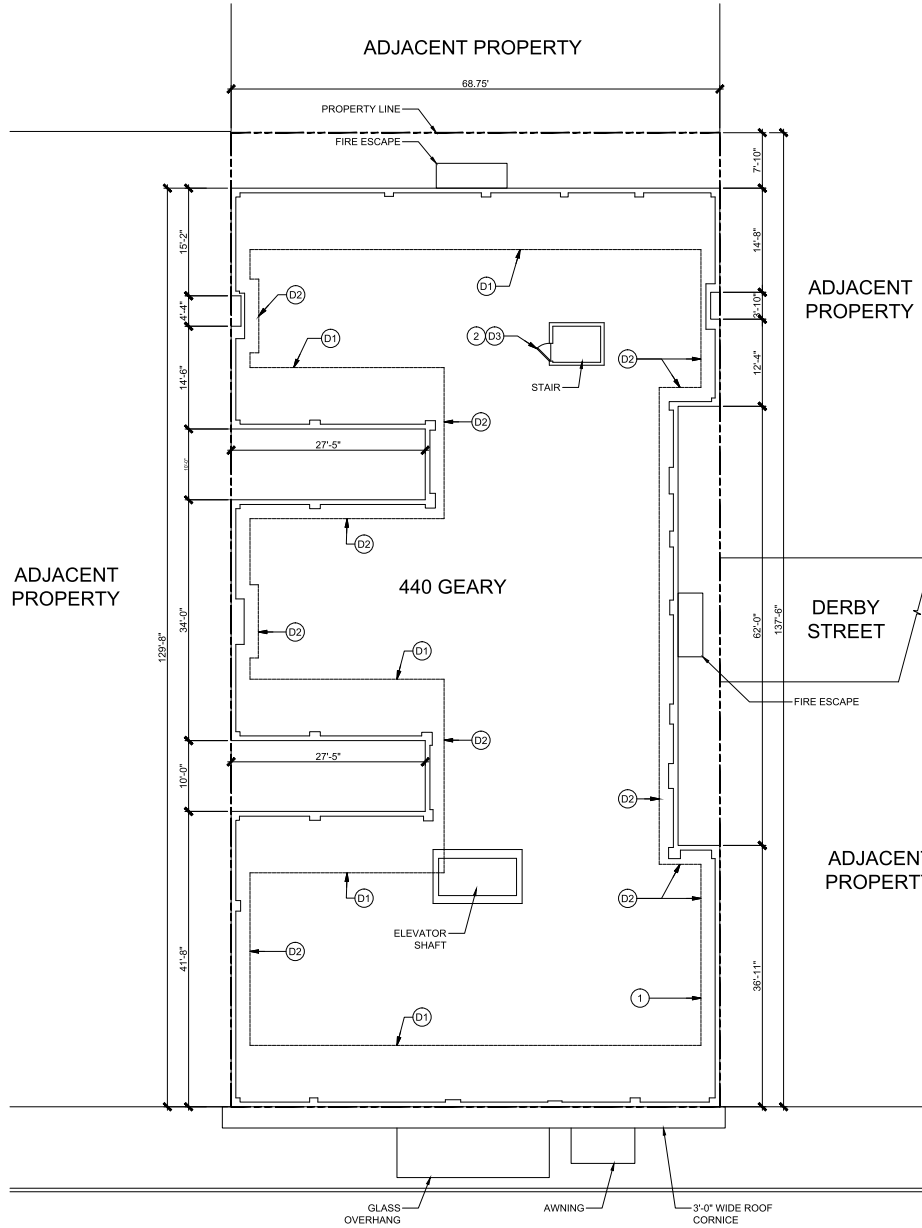
2020-1106-8430/S-1 440 GEARY ST

**DEMO SHEET NOTES**

1. PROTECT IN PLACE ALL EXISTING (E) ELEMENTS TO REMAIN, TO PREVENT DAMAGE OF ADJACENT AREAS DURING DEMOLITION
2. DEMOLISH AND REMOVE COMPLETE, ITEMS SHOWN DASHED OR NOTED FOR DEMOLITION
3. COORDINATE DEMOLITION SCOPE W/ STRUCTURAL DRAWINGS FOR LOCATIONS OF NEW STRUCTURAL ELEMENTS
4. REFER TO ARCHITECTURAL GENERAL NOTES FOR ADDITIONAL DEMOLITION-SPECIFIC REQUIREMENTS

**DEMO KEY NOTES**

- Ⓛ1 AT PERPENDICULAR CONDITIONS, CUT AND REMOVE ROOF SHEATHING DOWN TO TOP OF RAFTER TO ONE JST SPACE BEYOND REQUIRED LENGTH (48") OF THREADED ROD PER STRUCTURAL DWGS TO ALLOW CLEAR ACCESS TO WORK AREA; SEE DTL5HTA9.03 FOR SIM NOTES
- Ⓛ2 AT PARALLEL CONDITIONS, CUT AND REMOVE ROOF SHEATHING DOWN TO TOP OF RAFTERS TO 12" BEYOND REQUIRED LENGTH OF THREADED ROD PER STRUCTURAL DWGS TO ALLOW CLEAR ACCESS TO WORK AREA; SEE DTL5HTA9.03 FOR SIM NOTES
- Ⓛ3 REMOVE (E) DOOR ONLY, AND LEAVE FRAME INTACT



**SHEET NOTES**

1. REPLACE SHEATHING WITH TOP TO MATCH AND ALIGN WITH TOP OF EXISTING SHEATHING; SSD FOR FRAMING AND BLOCKING
2. PATCH ROOFING AFTER COMPLETION OF SEISMIC UPGRADE WORK; SHIPLAP BASE AND SHT MTL FLASHING AT PARAPET TO PROVIDE A WEATHER TIGHT ASSEMBLY



582 MARKET STREET  
SUITE 1800  
SAN FRANCISCO, CA 94104  
T: 415.391.9633  
F: 415.391.9647  
www.garavaglia.com

**HOTEL DIVA**

440 GEARY STREET  
SAN FRANCISCO, CA

PRIORITY PERMIT  
PROCESSING  
-AFFORDABLE HOUSING,  
HOMEKEY



December 02, 2021  
2021108400\_BLDG\_AZD\_FINAL\_DWG5.REV1

INTERIM DIRECTOR  
DEPT. OF BUILDING INSPECTION



**SITE/ROOF PLAN**

EXISTING

**KEY NOTES**

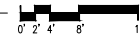
1. APPROX. LIMIT OF ROOF SHEATHING REMOVAL FOR ACCESS; SSD FOR DIM AND DETAILS
2. REPLACE (E) DOOR w/ (N) 20 MIN. RATED, SC DOOR & HARDWARE w/ LOCAL ALARM @ MANAGEMENT STATION

PROJ. NO. 2020 - 057  
SCALE AS NOTED  
DATE 09 NOV 2020  
PHASE CD  
DRAWN HIA  
CHECKED AW

NO.	DATE	REVISION
12	NOV 2020	PERMIT SUBMITTAL
14	JULY 2021	REVISED PERMIT SUBMITTAL
18	AUG 2021	BID SET
10	SEPT 2021	RESPONSE TO COMMENT
22	SEPT 2021	ADDENDA - FINAL PLANS
03	DEC 2021	CONSTRUCTION SET

**1 SITE PLAN**

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



SHEET NO.

**A-1.01**

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**DEMO SHEET NOTES**

1. PROTECT IN PLACE ALL EXISTING (E) ELEMENTS TO REMAIN, TO PREVENT DAMAGE OF ADJACENT AREAS DURING DEMOLITION
2. DEMOLISH AND REMOVE COMPLETE ITEMS SHOWN DASHED OR NOTED FOR DEMOLITION
3. MOVE ITEMS NOTED FOR SALVAGE TO OWNER'S DESIGNATED STORAGE LOCATION, PROTECTED FROM WEATHER AND RAISED ABOVE GROUND SURFACE, UON
4. WALL FINISH NOTED FOR DEMOLITION TO BE REMOVED BACK TO FACE OF STUD, UON
5. COORDINATE SELECTIVE DEMOLITION SCOPE W/ STRUCTURAL DRAWINGS FOR LOCATIONS OF NEW STRUCTURAL ELEMENTS
6. REFER TO ARCHITECTURAL GENERAL NOTES FOR ADDITIONAL DEMOLITION-SPECIFIC REQUIREMENTS
7. REMOVE (E) STAIR HANDRAILS
8. REMOVE (E) CARPETING AT STAIR

**DEMO KEY NOTES**

- (D1) REMOVE (E) ABANDONED PIPES AND CONDUIT FOR INSTALLATION OF (N) FTG FOR SEISMIC UPGRADE WORK, SSD
- (D2) REMOVE (E) DOOR AND FRAME
- (D3) CUT (N) OPENING FOR (N) DOOR
- (D4) REMOVE (E) RESIDENTIAL WASHING MACHINE

**SHEET NOTES**

1. PATCH HOLES IN WALLS AND CEILING; FINISH TO MATCH AND ALIGN WITH ADJACENT FINISH SURFACE
2. ALL PATCHED/REPAIRED (E) WALLS AND CEILINGS TO BE REPAINTED
3. (E) PAINTED CONCRETE FLOORING IN UTILITY SPACES TO REMAIN
4. (E) PAINTED CONCRETE FLOORING AT CORRIDOR TO REMAIN; PATCH CRACKS & HOLES AS NEEDED FOR EVEN WALKING SURFACE
5. NOT USED
6. NOT USED
7. INSTALL (N) RESILIENT RISER AND TREAD AT STAIR
8. INSTALL (N) HANDRAILS WITH EXTENSIONS RETURNED TO WALL AT EACH SIDE OF STAIR
9. ALL (E) DOORS TO REMAIN, TRIM & OTHER SIMILAR ELEMENTS ARE TO BE PROTECTED FROM DAMAGE FOR THE DURATION OF CONSTRUCTION, UON
10. COORDINATE PROPOSED SCOPE OF WORK W/ ENGINEERING DRAWINGS FOR LOCATIONS OF STRUCTURAL & OTHER BUILDING SYSTEM ELEMENTS



**HOTEL DIVA**  
440 GEARY STREET  
SAN FRANCISCO, CA

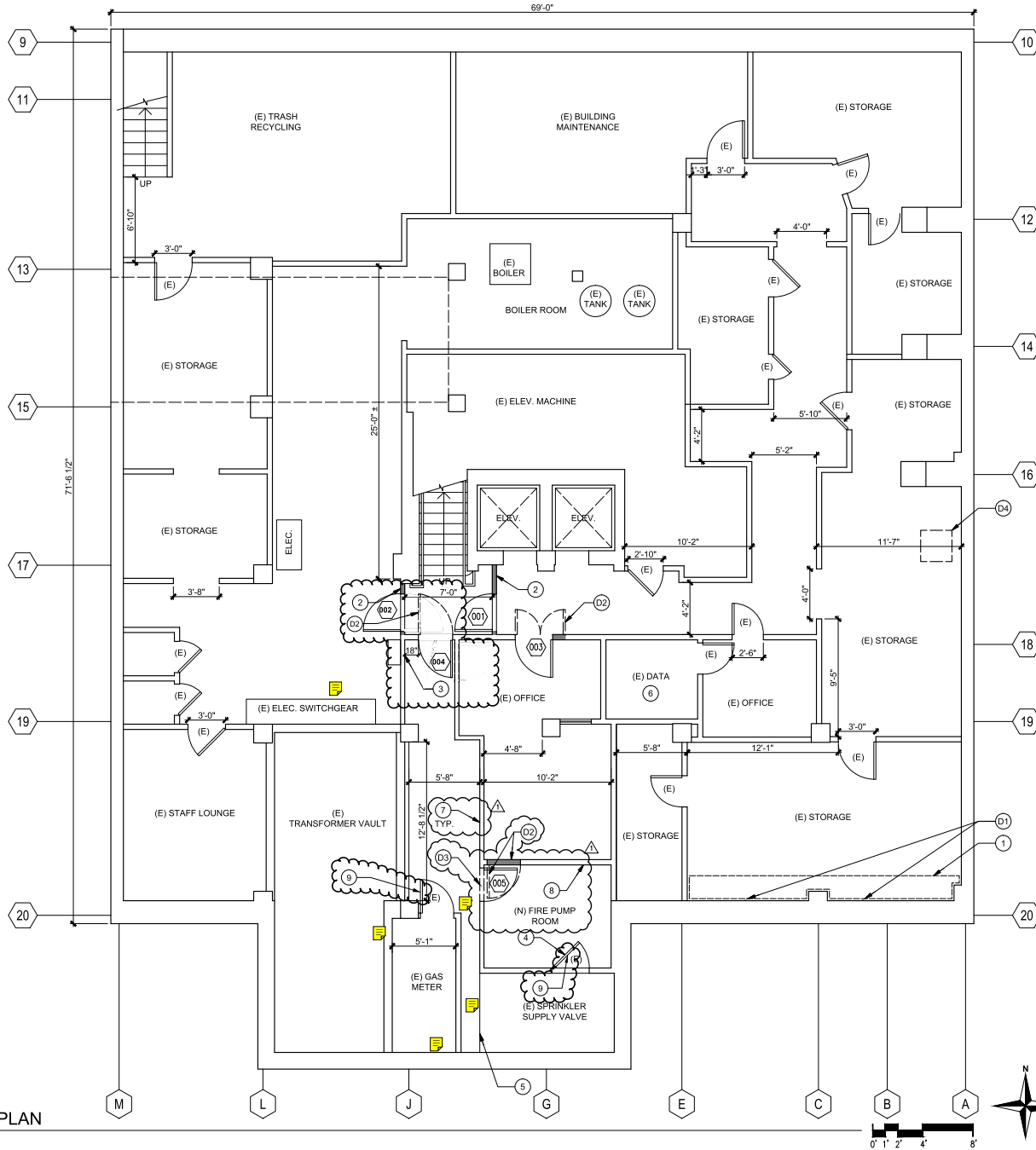
**PRIORITY PERMIT PROCESSING -AFFORDABLE HOUSING, HOMEKEY**



**FLOOR PLAN**  
**BASEMENT PLAN**

PROJ. NO.	2020 - 057
SCALE	AS NOTED
DATE	09 NOV 2020
PHASE	CD
DRAWN	HJA
CHECKED	AW
NO. DATE	REVISION
12 NOV 2020	PERMIT SUBMITTAL
14 JULY 2021	REVISED PERMIT SUBMITTAL
18 AUG 2021	BID SET
10 SEPT 2021	RESPONSE TO COMMENT
22 SEPT 2021	ADDENDA - FINAL PLANS
12 NOV 2021	RESPONSE TO COMMENTS
03 DEC 2021	CONSTRUCTION SET

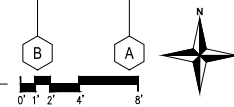
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**KEY NOTES**

- (1) (N) FTG FOR SEISMIC UPGRADE, SSD
- (2) (N) SMOKE ENCLOSURE
- (3) (N) VAPOR-TIGHT PARTITION
- (4) (E) ACCESS HATCH TO REMAIN
- (5) (E) RAISED CONCRETE PAD
- (6) INSTALL (N) AC UNIT FOR DATA ROOM
- (7) 1-HR RATED CORRIDOR WALLS
- (8) 1-HR WALLS & CEILING
- (9) PROVIDE 3/4 HR. RATING

**1 BASEMENT OFFICES PLAN**  
SCALE: 1/4" = 1'-0"

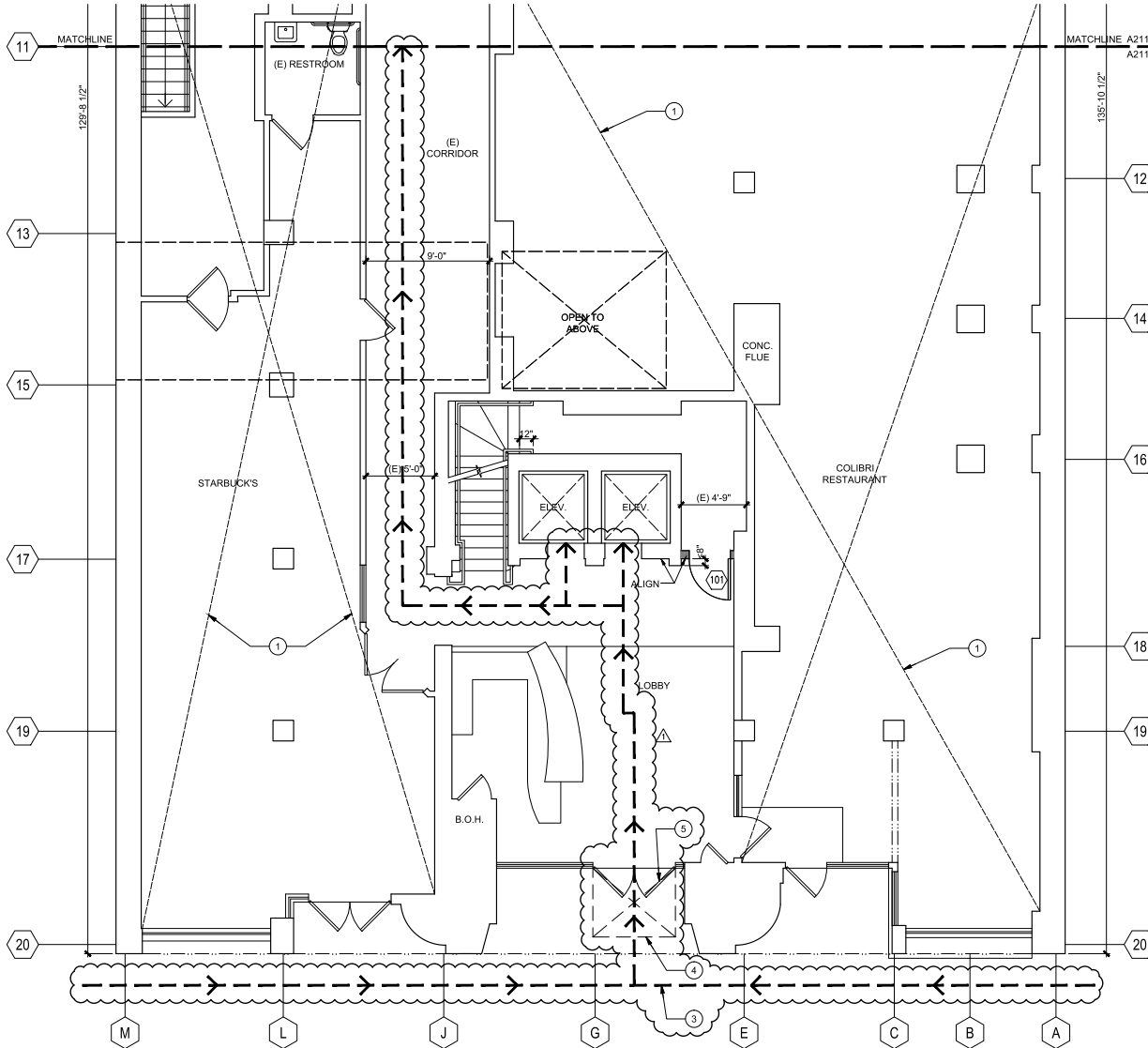


**DEMO SHEET NOTES**

1. PROTECT IN PLACE ALL EXISTING ELEMENTS TO REMAIN, TO PREVENT DAMAGE TO ADJACENT AREAS DURING DEMOLITION
2. DEMOLISH AND REMOVE COMPLETE. ITEMS SHOWN DASHED OR NOTED FOR SELECTIVE DEMOLITION
3. MOVE ITEMS NOTED FOR SALVAGE TO OWNER'S DESIGNATED STORAGE LOCATION, PROTECTED FROM WEATHER AND RAISED ABOVE GROUND SURFACE, UON
4. WALL FINISH NOTED FOR DEMOLITION TO BE REMOVED BACK TO FACE OF STUD, UON
5. COORDINATE DEMOLITION SCOPE W/ STRUCTURAL DRAWINGS FOR LOCATIONS OF NEW STRUCTURAL ELEMENTS.
6. REFER TO ARCHITECTURAL GENERAL NOTES FOR ADDITIONAL DEMOLITION-SPECIFIC REQUIREMENTS.
7. REMOVE (E) CARPET ALONG WITH (E) BASE IN (E) UNITS TO BE CONVERTED AND IN (E) OFFICES
8. REMOVE (E) CARPET AT (E) REAR OFFICE CORRIDOR
9. REMOVE ALL (E) HOTEL FIXTURE ELEMENTS SUCH AS HEADBOARDS
10. REMOVE (E) STAIR HANDRAILS
11. REMOVE (E) CARPETING AT STAIR

**DEMO KEY NOTES**

- (D1) REMOVE (E) BATH FIXTURES, AND CABINETS; CAP SUPPLY & DRAIN LINES IN WALL AND BELOW FLOOR
- (D2) REMOVE (E) BATHROOM GLASS DOORS/GLASS ENCLOSURES LEAVING SHOWER STALL IN PLACE
- (D3) (E) T-BAR CLG GRID & TILES IN (E) OFFICES TO BE REMOVED & SALVAGED FOR (N) LAYOUT. (E) CLG TILES TO BE SALVAGED IF NOT BADLY DAMAGED OR WARPED



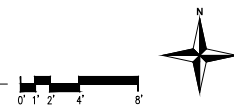
**SHEET NOTES**

1. PATCH ALL HOLES IN WALLS AND CEILING FROM REMOVAL OF HOTEL ELEMENTS; FINISH TO MATCH AND ALIGN WITH ADJACENT SURFACE
2. ALL WALLS IN OFFICES AND COMMON ROOM TO BE REPAINTED
3. INSTALL (N) T-BAR CLG SYSTEM IN (N) OFFICES W/ HEIGHT TO MATCH (E); (N) GRID & TILES TO MATCH STYLE AND PATTERN OF (E)
4. ALL (E) CORRIDOR WALLS AND CEILINGS TO BE REPAINTED
5. INSTALL (N) SHEET RESILIENT FLOORING IN EACH OFFICE W/ (N) RESILIENT COVE BASE
6. INSTALL (N) SHEET RESILIENT FLOORING IN COMMON ROOM W/ (N) 1x2 PAINTED WOOD BASE
7. INSTALL (N) SHEET RESILIENT FLOORING AT CORRIDOR W/ (N) 1x2 PAINTED WOOD BASE
8. INSTALL (N) RESILIENT RISER AND TREAD AT STAIR
9. INSTALL (N) HANDRAILS WITH EXTENSIONS AT EACH SIDE OF STAIR
10. ALL (E) WINDOWS & DOORS, TRIM & OTHER SIMILAR ELEMENTS NOT NOTED FOR REMOVAL ARE TO REMAIN IN PLACE & BE PROTECTED FROM DAMAGE FOR THE DURATION OF CONSTRUCTION, UON
11. COORDINATE PROPOSED SCOPE OF WORK W/ ENGINEERING DRAWINGS FOR LOCATIONS OF STRUCTURAL & OTHER BUILDING SYSTEM ELEMENTS

**KEY NOTES**

- 1 (E) ADJACENT TENANT SPACE NIC
- 2 (N) SMOKE ENCLOSURE
- 3 (E) ACCESSIBLE PATH OF TRAVEL
- 4 (E) CLEAR / LEVEL LANDING
- 5 (E) PR. 3' x 8' DOOR
- 6 NOT USED
- 7 NOT USED
- 8 NOT USED
- 9 (N) CONCRETE SHEAR WALL, SSD
- 10 ADJUST (E) MECH. SYSTEM FOR RECONFIGURED LAYOUT OF OFFICES
- 11 INSTALL (N) "MINI-SPLIT" SYSTEM FOR FOUR (N) OFFICES; PATCH THROUGH WALL HOLE FOR REMOVED PTAC W/ WEATHERTIGHT EXT. FIN.

**1 FIRST FLOOR PLAN - 1**  
SCALE: 1/4" = 1'-0"



**HOTEL DIVA**  
440 GEARY STREET  
SAN FRANCISCO, CA

PRIORITY PERMIT  
PROCESSING  
-AFFORDABLE HOUSING,  
HOMEKEY



**FLOOR PLAN**  
FIRST FLOOR PLAN  
FRONT

PROJ. NO. 2020-057  
SCALE: AS NOTED  
DATE: 09 NOV 2020  
PHASE: CD  
DRAWN: HJA  
CHECKED: AW

NO.	DATE	REVISION
12	NOV 2020	PERMIT SUBMITTAL
14	JULY 2021	REVISED PERMIT SUBMITTAL
18	AUG 2021	BID SET
10	SEPT 2021	RESPONSE TO COMMENT
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12	NOV 2021	RESPONSE TO COMMENTS
19	DEC 2021	CONSTRUCTION SET

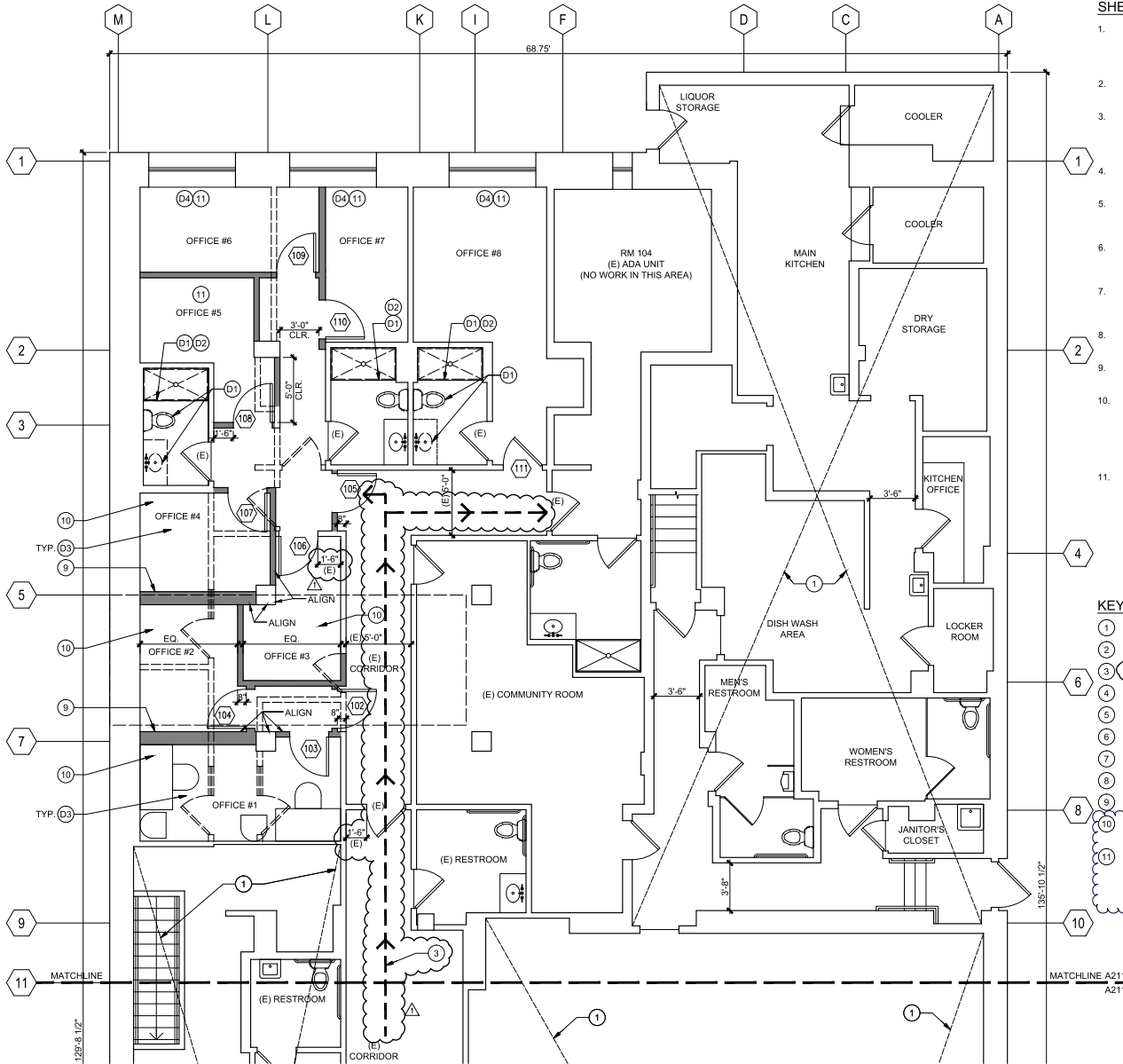
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**DEMO SHEET NOTES**

1. PROTECT IN PLACE ALL EXISTING ELEMENTS TO REMAIN, TO PREVENT DAMAGE TO ADJACENT AREAS DURING DEMOLITION
2. DEMOLISH AND REMOVE COMPLETE. ITEMS SHOWN DASHED OR NOTED FOR SELECTIVE DEMOLITION
3. MOVE ITEMS NOTED FOR SALVAGE TO OWNER'S DESIGNATED STORAGE LOCATION, PROTECTED FROM WEATHER AND RAISED ABOVE GROUND SURFACE, UON
4. WALL FINISH NOTED FOR DEMOLITION TO BE REMOVED BACK TO FACE OF STUD. UON
5. COORDINATE DEMOLITION SCOPE W/ STRUCTURAL DRAWINGS FOR LOCATIONS OF NEW STRUCTURAL ELEMENTS.
6. REFER TO ARCHITECTURAL GENERAL NOTES FOR ADDITIONAL DEMOLITION-SPECIFIC REQUIREMENTS.
7. REMOVE (E) CARPET ALONG WITH (E) BASE IN (E) UNITS TO BE CONVERTED AND IN (E) OFFICES
8. REMOVE (E) CARPET AT (E) REAR OFFICE CORRIDOR
9. REMOVE ALL (E) HOTEL FIXTURE ELEMENTS SUCH AS HEADBOARDS
10. REMOVE (E) STAIR HANDRAILS
11. REMOVE (E) CARPETING AT STAIR

**DEMO KEY NOTES**

- (D1) REMOVE (E) BATH FIXTURES, AND CABINETS; CAP SUPPLY & DRAIN LINES IN WALL AND BELOW FLOOR
- (D2) REMOVE (E) BATHROOM GLASS DOORS/GLASS ENCLOSURES LEAVING SHOWER STALL IN PLACE
- (D3) (E) T-BAR CLG GRID & TILES IN (E) OFFICES TO BE REMOVED & SALVAGED FOR (N) LAYOUT. (E) CLG TILES TO BE SALVAGED IF NOT BADLY DAMAGED OR WARPED
- (D4) REMOVE (E) THROUGH WALL PTAC UNITS



**SHEET NOTES**

1. PATCH ALL HOLES IN WALLS AND CEILING FROM REMOVAL OF HOTEL ELEMENTS. FINISH TO MATCH AND ALIGN WITH ADJACENT SURFACE
2. ALL WALLS IN OFFICES AND COMMON ROOM TO BE REPAINTED
3. INSTALL (N) T-BAR CLG SYSTEM IN (N) OFFICES W/ HEIGHT TO MATCH (E); (N) GRID STILES TO MATCH STYLE AND PATTERN OF (E)
4. ALL (E) CORRIDOR WALLS AND CEILINGS TO BE REPAINTED
5. INSTALL (N) SHEET RESILIENT FLOORING IN EACH OFFICE W/ (N) RESILIENT COVE BASE
6. INSTALL (N) SHEET RESILIENT FLOORING IN COMMON ROOM W/ (N) 1x2 PAINTED WOOD BASE
7. INSTALL (N) SHEET RESILIENT FLOORING AT CORRIDOR W/ (N) 1x2 PAINTED WOOD BASE
8. INSTALL (N) RESILIENT RISER AND TREAD AT STAIR
9. INSTALL (N) HANDRAILS WITH EXTENSIONS AT EACH SIDE OF STAIR
10. ALL (E) WINDOWS & DOORS, TRIM & OTHER SIMILAR ELEMENTS NOT NOTED FOR REMOVAL ARE TO REMAIN IN PLACE & BE PROTECTED FROM DAMAGE FOR THE DURATION OF CONSTRUCTION, UON
11. COORDINATE PROPOSED SCOPE OF WORK W/ ENGINEERING DRAWINGS FOR LOCATIONS OF STRUCTURAL & OTHER BUILDING SYSTEM ELEMENTS

**KEY NOTES**

- 1 (E) ADJACENT TENANT SPACE NIC
- 2 (N) SMOKE ENCLOSURE
- 3 (E) ACCESSIBLE PATH OF TRAVEL
- 4 NOT USED
- 5 NOT USED
- 6 NOT USED
- 7 NOT USED
- 8 NOT USED
- 9 (N) CONCRETE SHEAR WALL, SSD
- 10 ADJUST (E) MECH. SYSTEM FOR RECONFIGURED LAYOUT OF OFFICES UNDER SEPARATE PERMIT
- 11 INSTALL (N) "MINI-SPLIT" SYSTEM FOR FOUR (N) OFFICES; PATCH THROUGH WALL HOLE FOR REMOVED PTAC W/ WEATHERTIGHT EXT. FIN UNDER SEPARATE PERMIT



**HOTEL DIVA**  
440 GEARY STREET  
SAN FRANCISCO, CA

**PRIORITY PERMIT PROCESSING -AFFORDABLE HOUSING, HOMEKEY**



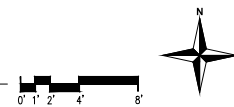
**FLOOR PLAN**  
**FIRST FLOOR PLAN**  
**REAR**

PROJ. NO. 2020-057  
SCALE AS NOTED  
DATE 09 NOV 2020  
PHASE CD  
DRAWN HJA  
CHECKED AW

NO.	DATE	REVISION
12	NOV 2020	PERMIT SUBMITTAL
14	JULY 2021	REVISED PERMIT SUBMITTAL
18	AUG 2021	BID SET
10	SEPT 2021	RESPONSE TO COMMENT
22	SEPT 2021	ADDENDA - FINAL PLANS
12	NOV 2021	RESPONSE TO COMMENTS
03	DEC 2021	CONSTRUCTION SET

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**1 FIRST FLOOR PLAN - REAR**  
SCALE: 1/4" = 1'-0"

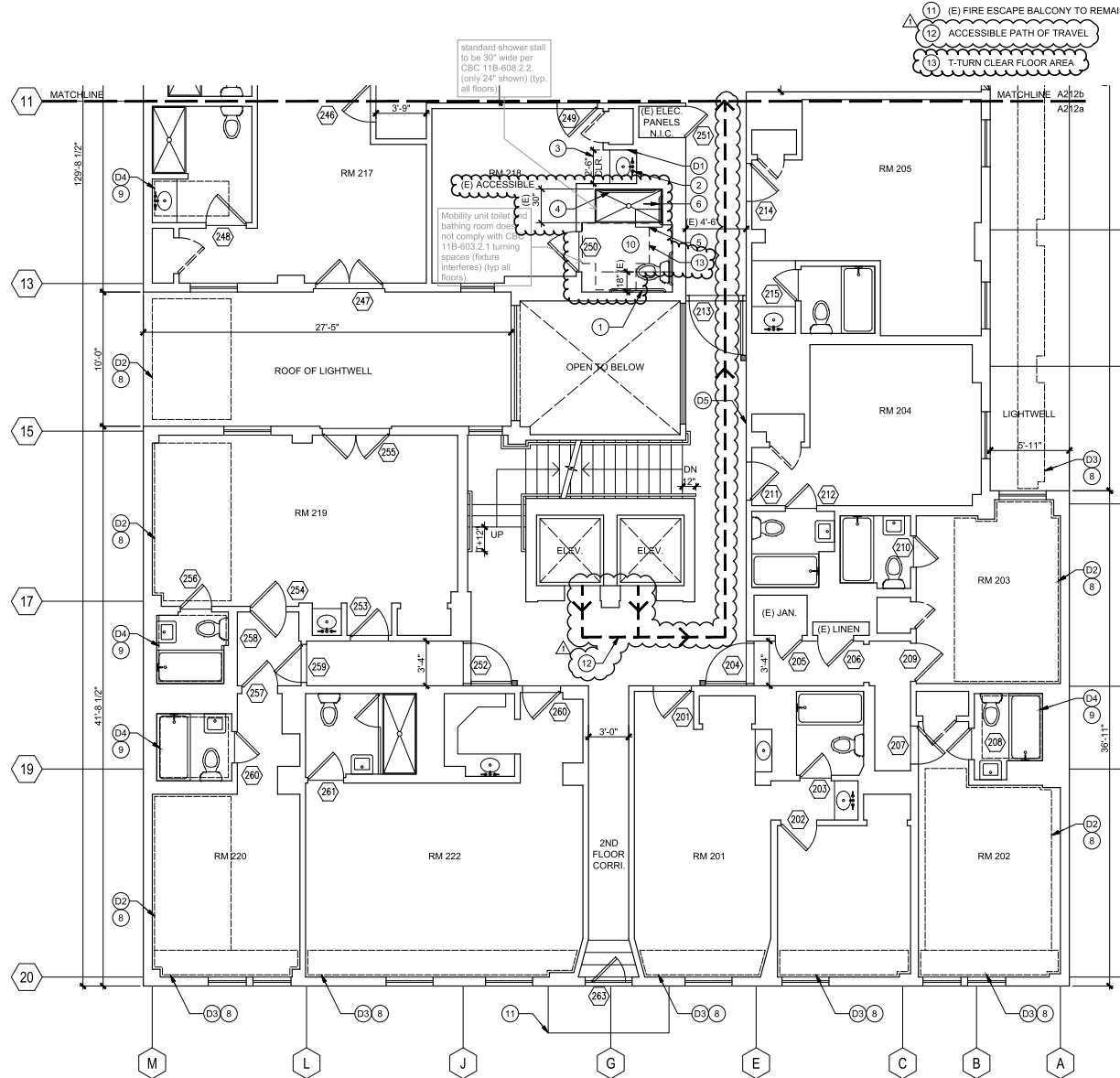


**DEMO SHEET NOTES**

- PROTECT IN PLACE ALL EXISTING (E) ELEMENTS TO REMAIN, TO PREVENT DAMAGE OF ADJACENT AREAS DURING DEMOLITION
- DEMOLISH AND REMOVE COMPLETE, ITEMS SHOWN DASHED OR NOTED FOR DEMOLITION
- MOVE ITEMS NOTED FOR SALVAGE TO OWNER'S DESIGNATED STORAGE LOCATION, PROTECTED FROM WEATHER AND RAISED ABOVE GROUND SURFACE, UON
- WALL FINISH NOTED FOR DEMOLITION TO BE REMOVED BACK TO FACE OF STUD, UON
- COORDINATE DEMOLITION SCOPE W/ STRUCTURAL DRAWINGS FOR LOCATIONS OF NEW STRUCTURAL ELEMENTS
- REFER TO ARCHITECTURAL GENERAL NOTES FOR ADDITIONAL DEMOLITION-SPECIFIC REQUIREMENTS
- REMOVE (E) CARPET IN UNIT ALONG WITH (E) 1x2 WOOD BASE; (E) TALL HISTORIC WOOD BASE IF EXISTING IS TO REMAIN
- REMOVE (E) CARPET AT CORRIDOR ALONG WITH (E) 1x2 WOOD BASE
- REMOVE ALL (E) HOTEL FIXTURE ELEMENTS SUCH AS HEADBOARDS, CUSTOM LIGHT FIXTURES, BEADED CURTAINS AT CLOSETS, ETC. FINAL ITEM DETERMINATION BY OWNER PRIOR TO START
- REMOVE CLOSET DOORS AND FRAMES WITHIN EACH UNIT
- REMOVE (E) KEYCARD ENTRY LOCK
- REMOVE (E) STAIR HANDRAILS
- REMOVE (E) CARPETING AT STAIR

**DEMO KEY NOTES**

- REMOVE CLOSET WALL TO ALLOW FOR 18" CLEARANCE TO CENTERLINE OF LAV
- AT PERPENDICULAR CONDITIONS, CUT AND REMOVE FLOOR SHEATHING DOWN TO TOP OF JSTS TO ONE JST SPACE BEYOND REQUIRED LENGTH (48") OF THREADED ROD PER STRUCTURAL DWGS TO ALLOW CLEAR ACCESS TO WORK AREA; SEE DTL:SHTA9.03
- AT PARALLEL CONDITIONS, CUT AND REMOVE FLOOR SHEATHING DOWN TO TOP OF JSTS TO 12" BEYOND REQUIRED LENGTH OF THREADED ROD PER STRUCTURAL DWGS TO ALLOW CLEAR ACCESS TO WORK AREA; SEE DTL:SHTA9.03
- AT BATHROOM AREAS, CUT AND REMOVE CEILING FINISH BELOW AREA OF WORK FOR ACCESS
- REMOVE (E) FABRIC ARTWORK COMPLETE



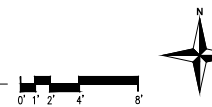
**SHEET NOTES**

- PATCH ALL HOLES IN WALLS AND CEILING FROM REMOVAL OF HOTEL ELEMENTS; FINISH TO MATCH AND ALIGN WITH ADJACENT SURFACE
- INSTALL (N) RATED SMOKE DOORS ON MAGNETIC HOLD OPENS TIED TO FIRE ALARM AS SHOWN AT ELEVATOR / STAIR LOBBY
- REPAINT ALL (E) WALLS AND CEILINGS WITHIN EACH UNIT, EXCEPT IN BATHROOM UNLESS OTHER WORK DAMAGES (E) FINISH
- ALL (E) CORRIDOR WALLS AND CEILINGS TO BE REPAINTED
- INSTALL (N) SHEET RESILIENT FLOORING IN EACH UNIT W/ (N) 1x2 PAINTED WOOD BASE
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- INSTALL ACCESSIBLE UNIT NUMBER / ROOM IDENTIFICATION, DIRECTIONAL, AND EVACUATION PLACARD SIGNAGE @ COMMON USE SPACES; SEE SHT A9.01
- INSTALL WINDOW OPENING CONTROL DEVICES MEETING ASTM F2090 FOR FLOORS 2 AND 3; ALL OTHER WINDOWS TO HAVE WINDOW OPENING LIMITERS; WINDOWS TO BE SET AN OPENING LESS THAN 4" WITH DEVICES IN PLACE

**KEY NOTES**

- INSTALL (N) GRAB BARS; SEE SHT A9.01 FOR HEIGHTS AND CLEARANCES
- INSTALL (N) LAV COUNTER TO ALLOW FOR CODE REQUIRED 18" CLEARANCE TO CENTERLINE OF LAV
- PROVIDE CODE MIN. CLEAR FLOOR AREA AND MIN. KNEE SPACE BELOW COUNTER; INSTALL PIPE WRAP; SEE DTL: 17/A9.01 & 18/A9.01
- INSTALL (N) GRAB BARS AT SHOWER ENCLOSURE; USE "WINGIT" ANCHORS THROUGH (E) SHOWER ENCLOSURE WALL; SEE SHT A9.02 FOR HEIGHT AND CLEARANCES
- INSTALL (N) SEAT AT SHOWER ENCLOSURE; SEE SHT A9.02 FOR HEIGHT AND CLEARANCES
- INSTALL (N) HEIGHT ADJUSTABLE / HAND SPRAY SHOWER HEAD; SEE SHT A9.02
- ADJUST TOILET TO PROVIDE REQUIRED CLEARANCE AS NOTED
- REPLACE SHEATHING WITH TOP TO MATCH AND ALIGN WITH TOP OF EXISTING SHEATHING; SEE SHT A9.03, AND SSD FOR FRAMING AND BLOCKING
- INSTALL (N) GYP BD CEILING w/ LEVEL 4 FINISH AFTER SEISMIC WORK COMPLETE
- INSPECT SOFT SPOT IN FLOOR AND REPAIR ANY DAMAGE FOUND TO PROVIDE SOLID FIRMLY ATTACHED FLOORING

**1 SECOND FLOOR PLAN - 1**  
SCALE: 1/4" = 1'-0"



**HOTEL DIVA**  
440 GEARY STREET  
SAN FRANCISCO, CA

PRIORITY PERMIT  
PROCESSING  
-AFFORDABLE HOUSING,  
HOMEKEY



**FLOOR PLAN**  
SECOND FLOOR PLAN  
FRONT

PROJ. NO: 2020-057  
SCALE: AS NOTED  
DATE: 09 NOV 2020  
PHASE: CD  
DRAWN: HJA  
CHECKED: AW

NO.	DATE	REVISION
12	NOV 2020	PERMIT SUBMITTAL
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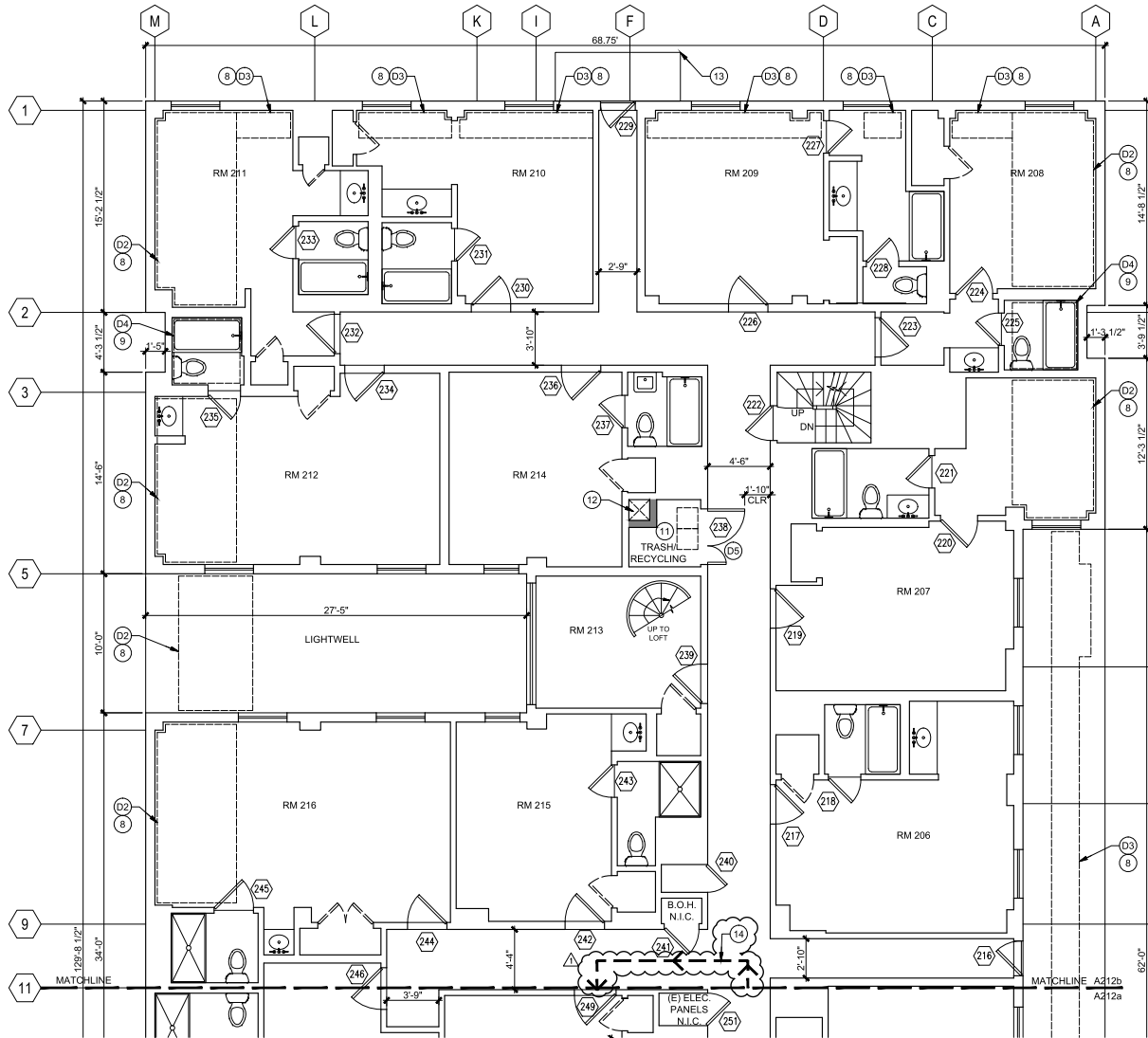
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- (D4) AT BATHROOM AREAS, CUT AND REMOVE CEILING FINISH BELOW AREA OF WORK FOR ACCESS
- (D5) REMOVE (E) RATED DOORS ONLY, RATED FRAME TO REMAIN



**1 SECOND FLOOR PLAN - 2**

SCALE: 1/4" = 1'-0"

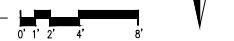
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8. INSTALL (N) KEYED ENTRY LOCKSET AT EACH UNIT
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- (10) INSPECT SOFT SPOT IN FLOOR AND REPAIR ANY DAMAGE FOUND TO PROVIDE SOLID FIRMLY ATTACHED FLOORING
- (11) INSTALL GALV. SHEET METAL LINING ON WALLS & CEILING W/ TIGHT JOINTS
- (12) INSTALL (N) 2-HR RATED, VENT SHAFT FOR TRASH ROOM
- (13) (E) FIRE ESCAPE BALCONY TO REMAIN



**HOTEL DIVA**  
440 GEARY STREET  
SAN FRANCISCO, CA

PRIORITY PERMIT  
PROCESSING  
-AFFORDABLE HOUSING,  
HOMEKEY



**FLOOR PLAN**  
**SECOND FLOOR PLAN**  
**REAR**

PROJ. NO.	2020 - 057
SCALE	AS NOTED
DATE	09 NOV 2020
PHASE	CD
DRAWN	HW
CHECKED	AW

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## **Attachment H: List of San Francisco Homekey Projects**

San Francisco has received Homekey awards to help acquire six (6) buildings to date:

### **Acquired by ECS in partnership with HSH**

Granada – 214

Diva – 122

### **Acquired directly by the San Francisco Department for Homeless and Supportive Housing (HSH) and master-leased to operators of Permanent Supportive Housing:**

Eula Hotel (Casa Esperanza) – 25

1321 Mission (The Margot) – 160

Mission Inn – 52

City Gardens – 200

These units will provide permanent housing to over 1,500 people, including TAY, adults, seniors and families with children, and represent significant progress in fulfilling the Homelessness Recovery Plan (HRP) to leverage State funds and ensure no one sheltered during COVID became unsheltered.

**Attachment I: Predevelopment Budget**

N/A

Application Date:	8/1/2023	LOSP Units	Non-LOSP Units	Project Name:	Hotel Diva
Total # Units:	122	122	0	Project Address:	440 Geary Street
First Year of Operations (provide data assuming that Year 1 is a full year, i.e. 12 months of operations):	2021	LOSP/Non-LOSP Allocation		Project Sponsor:	Episcopal Community Services
		100%	0%		
INCOME	LOSP	non-LOSP	Total		Comments
Residential - Tenant Rents	315,792	0	315,792		Links from Existing Proj - Rent Info Worksheet
Residential - Tenant Assistance Payments (Non-LOSP)	0	0	0		Links from Existing Proj - Rent Info Worksheet
Residential - LOSP Tenant Assistance Payments	1,399,287	0	1,399,287		
Commercial Space	0	0	289,238		from 'Commercial Op. Budget' Worksheet, Commercial to Residential allocation: 100%
Residential Parking	0	0	0		Links from 'Utilities & Other Income' Worksheet
Miscellaneous Rent Income	0	0	0		Links from 'Utilities & Other Income' Worksheet
Supportive Services Income	0	0	0		Alternative LOSP Split
Interest Income - Project Operations	0	0	0		Supportive Services Income
Laundry and Vending	0	0	0		Links from 'Utilities & Other Income' Worksheet
Tenant Charges	4,028	0	4,028		Links from 'Utilities & Other Income' Worksheet
Miscellaneous Residential Income	0	0	0		Links from 'Utilities & Other Income' Worksheet
Other Commercial Income	0	0	0		from 'Commercial Op. Budget' Worksheet, Commercial to Residential allocation: 100%
Withdrawal from Capitalized Reserve (deposit to operating account)	0	0	0		Alternative LOSP Split
Gross Potential Income	1,719,107	0	2,608,545		Withdrawal from Capitalized Reserve (deposit)
Vacancy Loss - Residential - Tenant Rents	(15,700)	0	(15,700)		Vacancy loss is 5% of Tenant Rents.
Vacancy Loss - Residential - Tenant Assistance Payments	0	0	0		#DIV/0!
Vacancy Loss - Commercial	0	0	0		from 'Commercial Op. Budget' Worksheet, Commercial to Residential allocation: 100%
<b>EFFECTIVE GROSS INCOME</b>	<b>1,703,317</b>	<b>0</b>	<b>1,992,555</b>		<b>PUPA: 16,332</b>
<b>OPERATING EXPENSES</b>					
Management Fee	101,400	0	101,400		Alternative LOSP Split
Asset Management Fee	23,462	0	23,462		Management Fee
Sub-total Management Expenses	124,862	0	124,862		Asset Management Fee
Salaries/Benefits	0	0	0		<b>PUPA: 1,023</b>
Office Salaries	202,485	0	202,485		4.2 FTE front desk clerks
Manager's Salary	197,802	0	197,802		Office Salaries
Health Insurance and Other Benefits	51,389	0	51,389		Manager's Salary
Other Salaries/Benefits	0	0	0		Health Insurance and Other Benefits
Administrative Rent-Free Unit	0	0	0		Other Salaries/Benefits
Sub-total Salaries/Benefits	451,676	0	451,676		Administrative Rent-Free Unit
Administration	0	0	0		<b>PUPA: 3,702</b>
Advertising and Marketing	0	0	0		
Office Expenses	19,182	0	19,182		Office, renting expenses & telephone
Office Rent	0	0	0		
Legal Expense - Property	44,120	0	44,120		Projected LOSP Split
Audit Expense	14,143	0	14,143		Legal Expense - Property
Bookkeeping/Accounting Services	14,820	0	14,820		Projected LOSP Split
Real Estate	10,964	0	10,964		Real Estate
Miscellaneous	1,440	0	1,440		
Sub-total Administration Expenses	103,969	0	103,969		<b>PUPA: 852</b>
Utilities	0	0	0		Projected LOSP Split
Electricity	63,913	0	63,913		Electricity
Water	58,190	0	58,190		
Gas	29,926	0	29,926		
Sewer	67,658	0	67,658		
Sub-total Utilities	219,687	0	219,687		<b>PUPA: 1,801</b>
Taxes and Licenses	0	0	0		Alternative LOSP Split
Real Estate Taxes	13,309	0	13,309		Real Estate Taxes
Payroll Taxes	19,078	0	19,078		Payroll Taxes
Miscellaneous Taxes, Licenses and Permits	297	0	297		
Sub-total Taxes and Licenses	32,674	0	32,674		<b>PUPA: 268</b>
Insurance	0	0	0		
Property and Liability Insurance	91,517	0	91,517		
Fidelity Bond Insurance	0	0	0		
Worker's Compensation	20,276	0	20,276		Alternative LOSP Split
Director's & Officers' Liability Insurance	0	0	0		Worker's Compensation
Sub-total Insurance	111,793	0	111,793		<b>PUPA: 916</b>
Maintenance & Repair	0	0	0		Alternative LOSP Split
Payroll	55,401	0	55,401		Payroll
Supplies	545,400	0	545,400		Supplies
Contracts	149,469	0	149,469		Janitorial, Externalizing, Repair Contract, Elevator Maintenance, Decorating Contract
Garbage and Trash Removal	24,434	0	24,434		Monthly Trash Service \$12,455.77
Security Payroll/Contract	0	0	0		security/fire alarm
HVAC Repairs and Maintenance	0	0	0		
Vehicle and Maintenance Equipment Operation and Repairs	0	0	0		
Miscellaneous Operating and Maintenance Expenses	774,704	0	774,704		
Sub-total Maintenance & Repair Expenses	774,704	0	774,704		<b>PUPA: 6,350</b>
Supportive Services	0	0	0		Alternative LOSP Split
Commercial Expenses	0	0	81,690		Supportive Services
Commercial Expenses	0	0	81,690		from 'Commercial Op. Budget' Worksheet, Commercial to Residential allocation: 100%
<b>TOTAL OPERATING EXPENSES</b>	<b>1,819,365</b>	<b>0</b>	<b>1,901,055</b>		<b>PUPA: 15,582</b>
Reserves/Ground Lease Base Rent/Bond Fees	0	0	0		Provide additional comments here, if needed.
Ground Lease Base Rent	0	0	0		
Bond Monitoring Fee	0	0	0		
Replacement Reserve Deposit	91,500	0	91,500		sized based on 2021 PMA - 50% higher than guideline
Operating Reserve Deposit	0	0	0		\$516,961 (3 months) capitalized will be deposited after close
Other Required Reserve 1 Deposit	0	0	0		
Other Required Reserve 2 Deposit	0	0	0		
Required Reserve Deposits, Commercial	0	0	0		from 'Commercial Op. Budget' Worksheet, Commercial to Residential allocation: 100%
Sub-total Reserves/Ground Lease Base Rent/Bond Fees	91,500	0	91,500		<b>PUPA: 750</b>
<b>TOTAL OPERATING EXPENSES (w/ Reserves/Gl. Base Rent/ Bond Fees)</b>	<b>1,910,865</b>	<b>0</b>	<b>1,992,555</b>		<b>PUPA: 16,332</b>
<b>NET OPERATING INCOME (INCOME minus OP EXPENSES)</b>	<b>(207,548)</b>	<b>0</b>	<b>0</b>		<b>PUPA:</b>
DEBT SERVICE/MUST PAY PAYMENTS ("hard debt"/amortized loans)	0	0	0		
Hard Debt - First Lender	0	0	0		Provide additional comments here, if needed.
Hard Debt - Second Lender (HCD Program 0.42% pymt. or other 2nd Len)	0	0	0		Provide additional comments here, if needed.
Hard Debt - Third Lender (Other HCD Program, or other 3rd Lender)	0	0	0		Provide additional comments here, if needed.
Hard Debt - Fourth Lender	0	0	0		Provide additional comments here, if needed.
Commercial Hard Debt Service	0	0	0		from 'Commercial Op. Budget' Worksheet, Commercial to Residential allocation: 100%
<b>TOTAL HARD DEBT SERVICE</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>PUPA: 0</b>
CASH FLOW (NOI minus DEBT SERVICE)	(207,548)	0	0		
Commercial Only Cash Flow	0	0	207,548		
Allocation of Commercial Surplus to LOSP/non-LOSP (residual income)	207,548	0	207,548		Allocation of Commercial Surplus to LOSP/Non
<b>AVAILABLE CASH FLOW</b>	<b>0</b>	<b>0</b>	<b>0</b>		
USES THAT PRECEDE MOHCD DEBT SERVICE IN WATERFALL	0	0	0		
"Below-the-line" Asset Mgt fee (uncommon in new projects, see policy)	0	0	0		
Partnership Management Fee (see policy for limits)	0	0	0		
Investor Service Fee (aka "LP Asset Mgt Fee") (see policy for limits)	0	0	0		
Other Payments	0	0	0		Alternative LOSP Split
Non-amortizing Loan Pmt - Lender 1 (select lender in comments field)	0	0	0		Non-amortizing Loan Pmt - Lender 1 (select)
Non-amortizing Loan Pmt - Lender 2 (select lender in comments field)	0	0	0		Provide additional comments here, if needed.
Deferred Developer Fee (Enter amt <= Max Fee from call 11/30)	0	0	0		#DIV/0! Provide additional comments here, if needed.
<b>TOTAL PAYMENTS PRECEDING MOHCD</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>PUPA: 0</b>
<b>RESIDUAL RECEIPTS (CASH FLOW minus PAYMENTS PRECEDING MOHCD)</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Residual Receipts Calculation</b>					
Does Project have a MOHCD Residual Receipt Obligation?	Yes		Project has MOHCD ground lease?	No	
Will Project Debt Developer Fee?	No				
Max Deferred Developer Fee/Borrower % of Residual Receipts in Yr 1:	6%				Sum of DDF from LOSP and non-LOSP
% of Residual Receipts available for distribution to soft debt lenders in	67%				Ratio of Sum of DDF and calculated 50%
<b>Soft Debt Lenders with Residual Receipts Obligations</b>		(Select lender name/program from drop down)	<b>Total Principal Amt</b>		<b>Distrib. of Soft Debt Loans</b>
MOHCD/OCIL - Soft Debt Loans		All MOHCD/OCIL Loans payable from res. recs	\$0		100.00%
MOHCD/OCIL - 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%
<b>MOHCD RESIDUAL RECEIPTS DEBT SERVICE</b>					
MOHCD Residual Receipts Amount Due	0	0	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	0	Exceeds/under amount of residual receipts proposed for loan repayment		
Proposed MOHCD Residual Receipts Amount to Residual Ground Lease	0	0	If applicable, MOHCD residual receipts amt due LESS amt proposed for loan repaymt		
<b>REMAINING BALANCE AFTER MOHCD RESIDUAL RECEIPTS DEBT SERVICE</b>					
<b>DEBT SERVICE</b>	<b>0</b>				
<b>NON-MOHCD RESIDUAL RECEIPTS DEBT SERVICE</b>					
HCD Residual Receipts Amount Due	0				
Lender 4 Residual Receipts Due	0				
Lender 5 Residual Receipts Due	0				
<b>Total Non-MOHCD Residual Receipts Debt Service</b>	<b>0</b>				
<b>REMAINDER (Should be zero unless there are distributions below)</b>					
Owner Distributions/Incentive Management Fee	0				
Other Distributions/Use	0				
<b>Final Balance (should be zero)</b>	<b>0</b>				



Application Date: 8/1/2023  
 Total # Units: 122  
 First Year of Operations (provide data assuming that Year 1 is a full year, i.e. 12 months of operations): 2021

INCOME			
Residential - Tenant Rents		non-LOSP	Approved By (reqd)
Residential - Tenant Assistance Payments (Non-LOSP)	non-LOSP		
Residential - LOSP Tenant Assistance Payments			
Commercial Space			
Residential Parking			
Miscellaneous Rent Income	LOSP	non-LOSP	Approved By (reqd)
Supportive Services Income			
Interest Income - Project Operations			
Laundry and Vending	LOSP	non-LOSP	(only acceptable if LOSP-specific expenses are being tracked at entry level in the project's accounting system)
Tenant Charges	100.00%	0.00%	
Miscellaneous Residential Income			
Other Commercial Income	LOSP	non-LOSP	Approved By (reqd)
Withdrawal from Capitalized Reserve (deposit to operating account)			
<b>Gross Potential Income</b>			
Vacancy Loss - Residential - Tenant Rents			
Vacancy Loss - Residential - Tenant Assistance Payments			
Vacancy Loss - Commercial			
<b>EFFECTIVE GROSS INCOME</b>			

OPERATING EXPENSES			
<b>Management</b>			
Management Fee	LOSP	non-LOSP	Approved By (reqd)
Asset Management Fee			
<b>Sub-total Management Expenses</b>			
<b>Salaries/Benefits</b>			
Office Salaries	LOSP	non-LOSP	Approved By (reqd)
Manager's Salary			
Health Insurance and Other Benefits			
Other Salaries/Benefits			
Administrative Rent-Free Unit			
<b>Sub-total Salaries/Benefits</b>			
<b>Administration</b>			
Advertising and Marketing			
Office Expenses			
Office Rent	LOSP	non-LOSP	(only acceptable if LOSP-specific expenses are being tracked at entry level in the project's accounting system)
Legal Expense - Property	100.00%	0.00%	
Audit Expense			
Bookkeeping/Accounting Services	LOSP	non-LOSP	(only acceptable if LOSP-specific expenses are being tracked at entry level in the project's accounting system)
Real Estate	100.00%	0.00%	
Miscellaneous			
<b>Sub-total Administration Expenses</b>			
<b>Utilities</b>			
Electricity	LOSP	non-LOSP	(only acceptable if LOSP-specific expenses are being tracked at entry level in the project's accounting system)
Water	100.00%	0.00%	
Gas			
Sewer			
<b>Sub-total Utilities</b>			
<b>Taxes and Licenses</b>			
Real Estate Taxes	LOSP	non-LOSP	Approved By (reqd)
Payroll Taxes			
Miscellaneous Taxes, Licenses and Permits			
<b>Sub-total Taxes and Licenses</b>			
<b>Insurance</b>			
Property and Liability Insurance			
Fidelity Bond Insurance	LOSP	non-LOSP	Approved By (reqd)
Worker's Compensation			
Director's & Officers' Liability Insurance			
<b>Sub-total Insurance</b>			
<b>Maintenance &amp; Repair</b>			
Payroll			
Supplies	100.00%	0.00%	(LOSP-specific expenses must be tracked at entry level in project)
Contracts			
Garbage and Trash Removal	LOSP	non-LOSP	Approved By (reqd)
Security Patrol/Contract			
HVAC Repairs and Maintenance			
Vehicle and Maintenance Equipment Operation and Repairs			
Miscellaneous Operating and Maintenance Expenses			
<b>Sub-total Maintenance &amp; Repair Expenses</b>			
<b>Supportive Services</b>			
Commercial Expenses			

TOTAL OPERATING EXPENSES			
<b>Reserves/Ground Lease Base Rent/Bond Fees</b>			
Ground Lease Base Rent			
Bond Monitoring Fee	LOSP	non-LOSP	Approved By (reqd)
Replacement Reserve Deposit			
Operating Reserve Deposit			
Other Required Reserve 1 Deposit			
Other Required Reserve 2 Deposit			
Required Reserve Deposits, Commercial			
<b>Sub-total Reserves/Ground Lease Base Rent/Bond Fees</b>			
<b>TOTAL OPERATING EXPENSES (w/ Reserves/GL Base Rent/Bond Fees)</b>			
<b>NET OPERATING INCOME (INCOME minus OP EXPENSES)</b>			
<b>DEBT SERVICE/MUST PAY PAYMENTS</b> ("hard debt"/amortized loans)			
Hard Debt - First Lender	LOSP	non-LOSP	100.00%
Hard Debt - Second Lender (HCD Program 0.42% pymt, or other 2nd Lien 4.2% pymt, or other 2nd Lender)			
Hard Debt - Third Lender (Other HCD Program, or other 3rd Lender)			
Hard Debt - Fourth Lender			
Commercial Hard Debt Service			
<b>TOTAL HARD DEBT SERVICE</b>			
<b>CASH FLOW (NOI minus DEBT SERVICE)</b>			
Commercial Only Cash Flow			
Allocation of Commercial Surplus to LOPS/non-LOSP (residual income)	non-LOSP (residual income)		
<b>AVAILABLE CASH FLOW</b>			
<b>USES OF CASH FLOW BELOW</b> (This row also shows DSCR's)			
<b>USES THAT PRECEDE MOHCD DEBT SERVICE IN WATERFALL</b>			
"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)	LOSP	non-LOSP	Approved By (reqd)
Other Payments			
Non-amortizing Loan Pmt - Lender 1 (select lender in comments field)			
Non-amortizing Loan Pmt - Lender 2 (select lender in comments field)			
Deferred Developer Fee (Enter amt and Max Fee from call 1130)		0.00%	100.00%

TOTAL PAYMENTS PRECEDING MOHCD			
<b>RESIDUAL RECEIPTS (CASH FLOW minus PAYMENTS PRECEDING MOHCD)</b>			
<b>Residual Receipts Calculation</b>			
Does Project have a MOHCD Residual Receipt Obligation?			
Will Project Debt Developer Fee?			
Max Deferred Developer Fee/Borrower % of Residual Receipts in Yr 1:		0	
% of Residual Receipts available for distribution to soft debt lenders in	#VALUE!		
<b>Soft Debt Lenders with Residual Receipts Obligations</b>			
MOHCD/OCIL - Soft Debt Loans			
MOHCD/OCIL - Ground Lease Value or Land Acc Cost			
HCD (soft debt loan) - Lender 3			
Other Soft Debt Lender - Lender 4			
Other Soft Debt Lender - Lender 5			
<b>MOHCD RESIDUAL RECEIPTS DEBT SERVICE</b>			
MOHCD Residual Receipts Amount Due			
Proposed MOHCD Residual Receipts Amount to Loan Repayment			
Proposed MOHCD Residual Receipts Amount to Residual Ground Lease			
<b>REMAINING BALANCE AFTER MOHCD RESIDUAL RECEIPTS DEBT SERVICE</b>			
<b>NON-MOHCD RESIDUAL RECEIPTS DEBT SERVICE</b>			
HCD Residual Receipts Amount Due			
Lender 4 Residual Receipts Due			
Lender 5 Residual Receipts Due			
<b>Total Non-MOHCD Residual Receipts Debt Service</b>			
<b>REMANINDER (Should be zero unless there are distributions below)</b>			
Owner Distributions/Incentive Management Fee			
Other Distributions/Uses			
<b>Final Balance (should be zero)</b>			

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Residential - Tenant Assistance Payments (Non-LOSP)	non-LOSP		
Residential - LOSP Tenant Assistance Payments			
Commercial Space			
Residential Parking			
Miscellaneous Rent Income	LOSP	non-LOSP	Approved By (reqd)
Supportive Services Income			
Interest Income - Project Operations			
Laundry and Vending	LOSP	non-LOSP	(only acceptable if LOSP-specific expenses are being tracked at entry level in the project's accounting system)
Tenant Charges	100.00%	0.00%	
Miscellaneous Residential Income			
Other Commercial Income	LOSP	non-LOSP	Approved By (reqd)
Withdrawal from Capitalized Reserve (deposit to operating account)			
<b>Gross Potential Income</b>			
Vacancy Loss - Residential - Tenant Rents			
Vacancy Loss - Residential - Tenant Assistance Payments			
Vacancy Loss - Commercial			
<b>EFFECTIVE GROSS INCOME</b>			

OPERATING EXPENSES			
<b>Management</b>			
Management Fee	LOSP	non-LOSP	Approved By (reqd)
Asset Management Fee			
<b>Sub-total Management Expenses</b>			
<b>Salaries/Benefits</b>			
Office Salaries	LOSP	non-LOSP	Approved By (reqd)
Manager's Salary			
Health Insurance and Other Benefits			
Other Salaries/Benefits			
Administrative Rent-Free Unit			
<b>Sub-total Salaries/Benefits</b>			
<b>Administration</b>			
Advertising and Marketing			
Office Expenses			
Office Rent	LOSP	non-LOSP	(only acceptable if LOSP-specific expenses are being tracked at entry level in the project's accounting system)
Legal Expense - Property	100.00%	0.00%	
Audit Expense			
Bookkeeping/Accounting Services	LOSP	non-LOSP	(only acceptable if LOSP-specific expenses are being tracked at entry level in the project's accounting system)
Real Estate	100.00%	0.00%	
Miscellaneous			
<b>Sub-total Administration Expenses</b>			
<b>Utilities</b>			
Electricity	LOSP	non-LOSP	(only acceptable if LOSP-specific expenses are being tracked at entry level in the project's accounting system)
Water	100.00%	0.00%	
Gas			
Sewer			
<b>Sub-total Utilities</b>			
<b>Taxes and Licenses</b>			
Real Estate Taxes	LOSP	non-LOSP	Approved By (reqd)
Payroll Taxes			
Miscellaneous Taxes, Licenses and Permits			
<b>Sub-total Taxes and Licenses</b>			
<b>Insurance</b>			
Property and Liability Insurance			
Fidelity Bond Insurance	LOSP	non-LOSP	Approved By (reqd)
Worker's Compensation			
Director's & Officers' Liability Insurance			
<b>Sub-total Insurance</b>			
<b>Maintenance &amp; Repair</b>			
Payroll			
Supplies	100.00%	0.00%	(LOSP-specific expenses must be tracked at entry level in project)
Contracts			
Garbage and Trash Removal	LOSP	non-LOSP	Approved By (reqd)
Security Patrol/Contract			
HVAC Repairs and Maintenance			
Vehicle and Maintenance Equipment Operation and Repairs			
Miscellaneous Operating and Maintenance Expenses			
<b>Sub-total Maintenance &amp; Repair Expenses</b>			
<b>Supportive Services</b>			
Commercial Expenses			

<b>TOTAL OPERATING EXPENSES</b>			
<b>Reserves/Ground Lease Base Rent/Bond Fees</b>			
Ground Lease Base Rent			
Bond Monitoring Fee	LOSP	non-LOSP	Approved By (reqd)
Replacement Reserve Deposit			
Operating Reserve Deposit			
Other Required Reserve 1 Deposit			
Other Required Reserve 2 Deposit			
Reputed Reserve Deposits, Commercial			
<b>Sub-total Reserves/Ground Lease Base Rent/Bond Fees</b>			
<b>TOTAL OPERATING EXPENSES (w/ Reserves/GL Base Rent/Bond Fees)</b>			
<b>NET OPERATING INCOME (INCOME minus OP EXPENSES)</b>			
<b>DEBT SERVICE/MUST PAY PAYMENTS</b> ("hard debt"/amortized loans)			
Hard Debt - First Lender	LOSP	non-LOSP	100.00% Approved By (reqd)
Hard Debt - Second Lender (HCD Program 0.42% pymt, or other 2nd Lend42% pymt, or other 2nd Lend			
Hard Debt - Third Lender (Other HCD Program, or other 3rd Lender)			
Hard Debt - Fourth Lender			
Commercial Hard Debt Service			
<b>TOTAL HARD DEBT SERVICE</b>			
<b>CASH FLOW (NOI minus DEBT SERVICE)</b>			
Commercial Only Cash Flow			
Allocation of Commercial Surplus to LOPS/non-LOSP (residual income)	non-LOSP (residual income)		
<b>AVAILABLE CASH FLOW</b>			
<b>USES OF CASH FLOW BELOW</b> (This row also shows DSCR.)			
<b>USES THAT PRECEDE MOHCD DEBT SERVICE IN WATERFALL</b>			
"Below-the-line" Asset Mgt fee (uncommon in new projects, see policy)			
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Investor Service Fee (aka "LP Asset Mgt Fee") (see policy for limits)	LOSP	non-LOSP	Approved By (reqd)
Other Payments			
Non-amortizing Loan Pmt - Lender 1 (select lender in comments field)			
Non-amortizing Loan Pmt - Lender 2 (select lender in comments field)			
Deferred Developer Fee (Enter amt and Max Fee from call 1130)		0.00%	100.00%

<b>TOTAL PAYMENTS PRECEDING MOHCD</b>			
<b>RESIDUAL RECEIPTS (CASH FLOW minus PAYMENTS PRECEDING MOHCD)</b>			
<i>Residual Receipts Calculation</i>			
Does Project have a MOHCD Residual Receipt Obligation?			
Will Project Debt Developer Fee?			
Max Deferred Developer Fee/Borrower % of Residual Receipts in Yr 1: 0			
% of Residual Receipts available for distribution to soft debt lenders in #VALUE!			
<b>Soft Debt Lenders with Residual Receipts Obligations</b>			
MOHCD/OCIL - Soft Debt Loans			
MOHCD/OCIL - Ground Lease Value or Land Acc Cost			
HCD (soft debt loan) - Lender 3			
Other Soft Debt Lender - Lender 4			
Other Soft Debt Lender - Lender 5			
<b>MOHCD RESIDUAL RECEIPTS DEBT SERVICE</b>			
MOHCD Residual Receipts Amount Due			
Proposed MOHCD Residual Receipts Amount to Loan Repayment			
Proposed MOHCD Residual Receipts Amount to Residual Ground Lease			
<b>REMAINING BALANCE AFTER MOHCD RESIDUAL RECEIPTS DEBT SERVICE</b>			
<b>NON-MOHCD RESIDUAL RECEIPTS DEBT SERVICE</b>			
HCD Residual Receipts Amount Due			
Lender 4 Residual Receipts Due			
Lender 5 Residual Receipts Due			
<b>Total Non-MOHCD Residual Receipts Debt Service</b>			
<b>REMANINDER (Should be zero unless there are distributions below)</b>			
Owner Distributions/Incentive Management Fee			
Other Distributions/Uses			
<b>Final Balance (should be zero)</b>			





