## 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

## MEMORANDUM

DATE: January 5, 2024
TO: CITYWIDE AFFORDABLE HOUSING LOAN COMMITTEE
FROM: ANNE ROMERO, SENIOR PROJECT MANAGER
RE: $\quad 78$ HAIGHT STREET (AKA Octavia Parcel U) - ADDITIONAL GAP REQUEST

## Project Description

Sources and Amounts of New Funds
Recommended:

Sources and Amounts of Previous Gap
City Funds Closed:

Previously Committed Total:
Proposed Total Funds:

| Construction Type: | Type I | Project Type: | New Construction |
| :--- | :--- | :--- | :--- |
| Number of Stories: | 7 | Lot Size (acres and sf): | 0.128 acres / 5,581 sf |
| Number of Units: | 63 | Architect: | General Contractor: | | Paulett Taggart Architects |
| :--- |
| Gotal Residential Area: |
| Genture Suffolk Joint |

## 1. Summary of Request

On behalf of Octavia RSU Associates, LP, Tenderloin Neighborhood Development Corporation (TNDC) requests additional MOHCD gap financing in the amount of up to $\$ 8,559,766$ to support the restart of 78 Haight which has been on hold since May 2022, a month after the initial start of construction. The development will provide 63 units of affordable housing on a very small infill site, including 32 units for Transition Age Youth (TAY) who are homeless or at risk of homelessness (Project). TNDC was awarded predevelopment funding after a responding to the Octavia Boulevard Parcels R, S, \& U Request for Proposals (RFP) that was issued on June 19, 2017. After multiple attempts at securing State Multifamily Housing Program (MHP) and bond financing, the project applied for and received a $9 \%$ tax credit allocation in 2021 under the Special Needs Set Aside and closed on permanent gap financing in April 2022. Among the Central Freeway housing parcels, this site has long been identified for TAY housing under City housing plans given the small site and limited density, which is ideal for TAY housing, and the dynamism, safety and amenities of the surrounding neighborhood.

The Sponsor paused construction in May 2022 due to unforeseen conditions of the adjacent Mount Trinity Baptist Church (MTBC), which is at risk of collapse if construction on the new Project proceeds. This request includes an increase in hard costs to cover MTBC's building structural repairs, escalation in Project cost due to increased construction costs, increases in construction loan interest due to the new interest rate environment, increase in associated soft costs and an increase in the capitalized operating subsidy reserve (COSR) due to increased operating cost projections. TNDC is contributing their full at-risk developer fee as GP equity to reduce the gap financing need and will endeavor to raise additional capital and operating funds to reduce MOHCD's additional gap as well as to reclaim a portion of at-risk developer fee. The Project needs to restart construction by March 2024 to ensure that it reaches its extended completion Temporary Certificate of Occupancy (TCO) / Placed-In-Service (PIS) deadline of December 31, 2025.

## Principal Development Issues

- MTBC Building's Improvements:
- MTBC and TNDC agreed in the 2023 Neighbor Agreement that the Project would pay up to $\$ 1 \mathrm{M}$ for the work related to the structural repair of the church. Based on MTBC's structural engineer's plans, the structural repair construction cost is $\$ 1.75 \mathrm{M}$, and includes around $\$ 500 \mathrm{~K}$ in work that expands beyond the foundation and adjacent wall of the Project but is necessary for overall structural integrity.
- MTBC's structural engineer has designed the entire building structural scope, and has asserted that the full scope of work is needed to sufficiently protect the building. The structural work is required to remove a Notice of Violation (NOV) imposed by the Department of Building Inspection (DBI), which has displaced the church occupancy until repairs are made.
- The structural repair permit triggers accessibility upgrades which have not yet been designed nor costed out; DBI has agreed to a deferred submittal for the accessibility drawings, with the accessibility checklist to be submitted in late December. The full accessibility scope will need to be funded by MTBC. If MTBC does not identify a funding source and/or does not complete the additional upgrades, the Project will proceed nonetheless, which is understood and agreed to by MTBC.
- Timeline: The Project must restart by March 2024 or the Project will risk not meeting the revised tax credit Placed in Service deadline of December 31, 2025. With the planned late February restart, the Project will reach TCO by mid-September 2025, providing a three-month buffer. TNDC is also looking at Project acceleration options if needed. If there are delays beyond December 2025, it would be catastrophic for the Project and TNDC, resulting in a loss of the TCAC 9\% allocation, and TNDC's guaranties would require that they cover the $\$ 27$ million in federal and state tax credit equity. Please see Section 2 Background.
- Commercial Space: The ground floor childcare is no longer viable due to an error in the licensing application and this space will be redesigned as additional units or community serving commercial, still to be determined. Please see Section 3 Commercial Space and proposed loan condition.


## 2. Background

The Project site is located next to the Mt. Trinity Baptist Church (MTBC), a three-story building that is more than 120 years old. An historic Black church, MTBC opened in 1975 and maintained ownership of its building during the redevelopment era even when most of its congregation was displaced. The Church still has strong ties within the community and has provided many resources over the years including food drives, youth services, childcare, and workforce opportunities.

In 2016, MTBC's leader, Rev. Willie Williams, Sr., passed away. Prior to his passing, Rev. Williams had been trying to raise funds to conduct much-needed repairs to the church building. The congregation had been struggling to appoint new leadership and address these deferred maintenance concerns when the COVID-19 pandemic began.

The Project site is extremely small at a little over $5,000 \mathrm{SF}$, and is maximizing the housing density at 7.5 stories, occupying the entire site, in very close proximity to the MTBC building, which also extends to its property line. The precarious condition of the MTBC building was not known by TNDC nor the City prior to the start of development, and its stabilization is ultimately required for any development on the Central Freeway housing site to move forward.

On May 5,2022 , one month after construction loan closing, MOHCD staff facilitated a meeting with MTBC and TNDC to allow TNDC's structural engineer, KPFF, to perform a structural observation of the northern half of the basement at the MTBC building at 68 Haight Street. Following this site meeting, TNDC shared the structural engineer's report which showed
dangerous conditions with MTBC and requested immediate access to the MTBC building to install temporary shoring and bracing as recommended by the structural engineer's report. TNDC offered to reconstruct the western basement wall and advised that if temporary shoring and bracing were not installed immediately, the MTBC building was inherently dangerous in its current condition regardless of the new construction Project. KPFF noted in the report that failure to rectify this issue would require KPFF, by law and professional obligation, to report the findings to DBI due to the unsafe conditions. In June 2022, both TNDC and MTBC agreed to sign an access agreement drafted by MTBC and revised by TNDC. MTBC never countersigned the agreement, and informed TNDC that MTBC intended to engage in their own soils studies and would not be able to meet until soils reports were complete. The project had a placed-in-service deadline of Dec 31, 2023 at the time and did not have a time buffer to afford lengthy due diligence on the part of MTBC. The development team decided to pause all activities on the Project in July 2022 and considered return of tax credits since no timely resolution seemed to be imminent with the MTBC at that time.

As warned previously, the structural engineer reported the unsafe conditions to SFDBI. SFDBI inspected the property and a structural Notice of Violation (NOV) was placed on the building on February 14, 2023, resulting in the church having to vacate the building.

In April 2023, MTBC met with TNDC and the City. MTBC agreed to engage their own structural engineer to design repairs to the MTBC's building's basement wall, the cost of which has been covered by TNDC. Since then, a collaborative relationship has been built between TNDC and MTBC. In August 2023, MTBC and TNDC entered into an access agreement which allows TNDC permission to enter the building and perform repairs to the basement wall, and TNDC committed, with MOHCD's preliminary approval, to fund up to $\$ 1$ million in these structural repairs in a signed neighbor agreement. MTBC engaged HCG Associates to design repairs for the MTBC's basement wall, who has designed a full structural repair of the entire building. These plans have been reviewed and commented on by the general contractor, shoring engineer, owner's representative and TNDC's structural engineer in late October 2023. The plans are currently under review by SFDBI, and due to the scope and cost, have triggered code-required accessibility improvements which must be added. DBI has agreed that permit review and issuance can proceed after an Accessibility Checklist is submitted, to be prepared by TNDC's architect, Paulett Taggart Architects in coordination with MTBC's structural engineer; a subsequent accessibility upgrade permit will be connected to the structural repair permit and will need to be closed out concurrently. The initial stage of work, shoring and foundation repair has been permitted and started in late December.

Upon receipt of permits for the structural work, TNDC would like to promptly begin construction work at MTBC since this is a prerequisite to the restart of the Project a few months later once the church building is stabilized. The shoring engineer has opined that it is safe to begin when the Church's west wall framing and foundation are complete.

The Project had an original Placed-In-Service (PIS) deadline of Dec 31, 2023. TNDC obtained a first year PIS extension due to the pandemic until end of year 2024, and a second extension until December 31, 2025 due to the collapse and restructuring of construction Iender Silicon Valley Bank (SVB). To complete the Project by the PIS deadline of December 2025, it is imperative for the work on the church to begin expeditiously to allow the restart of 78 Haight

Street in February / March 2024. Failure to complete construction on time and meet the PIS date would result in a loss of the $9 \%$ tax credits.

Despite the collapse and federal takeover of the construction lender, Silicon Valley Bank (SVB), the team and Project financing remain intact. First Citizens bank operates SVB as a separate arm, allowing the lender to continue to work on active projects. The SVB team has extended the term of its original construction loan and has provided estimates of interest rate changes and extension fees based on the new projected timeline. The equity investor, Merritt, has extended the conversion equity installment to a later date which allows them to maintain their return on investment and limit the downward adjusters due to the delay.

## 3. Change in Ground Floor Use

The ground floor was originally earmarked for Wu Yee Childcare Services. However, it was recently discovered that the waiver that Wu Yee received to use a neighborhood playground space in lieu of onsite outdoor space calculated a distance from the Project incorrectly. As a result, the outdoor space does not meet the State licensing requirements, and the waiver is no longer valid. TNDC is pursuing two options to redesign the ground floor space: a) addition of one to two units on the ground floor with expansion of residential lobby, or b) another community serving commercial use. The space has its own condo parcel and the revised plans will need approval by MOHCD, Planning and DBI. It remains to be determined if this redesign of ground floor space would result in additional costs or in savings for the Project (please see Section 5. Construction Specialist's evaluation for more detail). TNDC is aware that the City financing cannot increase to cover this change in use, and that they'll need to manage the soft and hard costs associated with the redesign and buildout of this ground floor space within the budget. Please see proposed loan condition.

## 4. Update on Project Financing

## a. Proposed Sources

| Permanent <br> Sources | Original Gap | Current <br> Request | Variance | \% change |
| :---: | :---: | :---: | :---: | :---: |
| MOHCD Additional Gap |  | $8,559,766$ | $8,559,766$ |  |
| MOHCD/OCII | $21,021,228$ | $21,021,228$ | - | $0 \%$ |
| No Place Like Home | $4,780,239$ | $4,780,239$ | - | $0 \%$ |
| Fed LIHTC Equity | $24,624,975$ | $24,624,975$ | - | $0 \%$ |
| State LIHTC Equity | $2,423,019$ | $2,423,019$ | - | $0 \%$ |
| AHP | 945,000 | 945,000 | - | $0 \%$ |
| GP Equity |  | $1,100,000$ | $1,100,000$ |  |
| Accrued Interest | 653,942 | $1,546,700$ | 892,758 | $137 \%$ |
| Total | $54,448,403$ | $65,000,927$ | $10,552,524$ | $19 \%$ |

TNDC proposes to restart the Project using existing financing commitments, the proposed MOHCD additional gap of up to $\$ 8,559,766$, and $\$ 1.1$ million contribution of TNDC's at-risk developer fee as GP equity to help meet the gap. The increase in accrued interest reflects the larger MOHCD loan.

The City's AHP bridge loan remains in place, as the Project was not competitive in 2023, but TNDC will apply in CY 2024.

The construction lender, Silicon Valley Bank (SVB), and investor, Merritt Community Capital, have remained committed to the project despite the long pause in construction activities. The resized SVB construction loan is \$18,351,285 at 7.5\% interest for a 48-month term.

Merritt worked creatively with TNDC to maintain pricing (Federal LIHTC pricing of \$0.9850 and State LIHTC: \$0.90), maintaining the same equity investment and avoiding tax credit adjusters. Merritt was able to delay a large equity payment by a few years to help fund the Capitalized Operating Subsidy Reserve (COSR), thereby deferring their investment and maintaining their Internal Rate of Return (IRR). Merritt and the team are evaluating if the additional MOHCD funding and current ground lease AMI restrictions will create a True Debt Test issue. To meet the True Debt Test, it may be necessary to provide the new MOHCD funds as a separate new loan at 0\% interest, and to adjust the long-term ground lease AMI restrictions to allow for an increase in the future if needed for financial viability. Please see the proposed loan condition that these final loan terms will need to be approved by the Director of MOHCD once the analysis is complete.

Developer Fee - MOHCD will draft an amendment to the developer fee agreement to reflect the contribution of $\$ 1,100,000$ at-risk developer fee to the Project as a source as GP Equity (see Section 4c. Developer Fee below), with the option for some at-risk fee to be earned at the end of the Project if more capital or subsidies are raised, resulting in excess sources, to be determined by the Director of MOHCD.

## b. Proposed Uses

Proposed project costs reflect increased hard costs, soft costs and reserves.

| Permanent Uses | Original Gap | Current <br> Request | Variance | \% change |
| :---: | :--- | :--- | :---: | :---: |
| Acquisition | 37,438 | 37,438 | - | $0 \%$ |
| Hard Costs | $35,861,807$ | $42,615,277$ | $6,753,470$ | $19 \%$ |
| Soft Costs | $11,104,603$ | $13,952,686$ | $2,848,083$ | $26 \%$ |
| Reserves | $5,244,555$ | $6,195,526$ | 950,971 | $18 \%$ |
| Developer Fee | $2,200,000$ | $2,200,000$ | - | $0 \%$ |
| Total | $54,448,403$ | $\mathbf{6 5 , 0 0 0 , 9 2 7}$ | $\mathbf{1 0 , 5 5 2 , 5 2 4}$ | $19 \%$ |

The increased cost is comprised of four main components:

1. Increase in Hard Costs in amount of $\$ 6.7$ million:
a. Church Repairs: Current estimate for the structural work needed to repair the Church building is $\$ 1.74 \mathrm{MM}$, of which around $\$ 1.3 \mathrm{MM}$ is associated with the adjacent wall and foundation rebuild, and nearly $\$ 500 \mathrm{~K}$ is associated with other required structural repairs.
b. Escalation in construction costs as well as added general conditions: Due to the long pause in construction activities, the GMP construction contract must be updated. A GMP cost increase of $\$ 3.26 \mathrm{MM}$ has been negotiated with the GC which includes escalation from all subcontractors and additional general conditions that cover the entire duration of the project.
c. Other hard costs: The project has several anticipated and approved change orders that are necessary for the project to get built. The cost of these change orders is $\$ 1.7 \mathrm{MM}$ and includes added cost to the project due to SFMTA site logistics plan changes, PGE changes, and changes made to address plan check comments. The original hard cost contingency is mostly depleted and needs to be replenished.

The total increase in hard costs on the project are about \$6.7MM
2. Increase in Construction Loan Interest: The project construction rate lock is effective until July 2024 at $3.63 \%$. After that, the rate is variable monthly with an effective ceiling of $7.5 \%$. The anticipated add to the project budget is $\mathbf{\$ 1 . 0 4 M M}$.
3. Increase in Reserves: An updated operating budget reflecting current salaries for staff and updated insurance pricing led to an increased size of the COSR by about \$836k (original size: $\$ 4.36 \mathrm{MM}$, new size: $\$ 5.20 \mathrm{MM}$ ) and the operating reserve by $\mathbf{\$ 1 1 4 k}$.
4. Increase in soft costs: The extended time on the project increased soft costs such as architect's construction admin, owner's rep, design consultants fee, loan extension fees, geotechnical inspections, legal, and insurance, among others totaling about \$900k. This increase in soft costs also includes structural engineer, design and legal costs associated with the work at MTBC.
5. Other budget updates: As outlined on the permanent sources and uses budget under the MOHCD Additional Request column, TNDC adjusted development expenses where possible to reduce other line items and utilized projected savings totaling $\$ 387 \mathrm{~K}$, including: Phase I \& II reports, other environmental consultants, perm lender counsel, property taxes, entitlement and permit fee, and marketing and rent up, among others.

## c. Developer fee

TNDC has agreed to invest $\$ 1.1$ million in the Project's At-Risk Developer Fee as GP equity to reduce the MOHCD gap, which will be reflected in a new amendment to the Developer Fee Agreement. TNDC will pursue other capital and rental subsidy sources, including grants and
rental subsidies such as CoC, PBV and / or VASH, concurrent with making a sustained effort to complete the Project under budget. If CoC is awarded to the Project, the increased cashflow will go to reduce the required COSR, which will reduce the MOHCD gap. If additional capital sources, VASH or PBVs are awarded, the new funding may facilitate the leveraging of debt or provide capital that could reduce the MOHCD gap, pay for increased costs if there are any, and / or allow TNDC to take some of their at-risk developer fee, subject to MOHCD Director approval.

Revised Developer Fee Chart

| SUMMARY | Original | Revised | Variance |
| :---: | :---: | :---: | :---: |
| Total Developer Fee: | \$2,200,000 | \$1,100,000 | (\$1,100,000) |
| Project Management Fee: | \$1,100,000 | \$1,100,000 |  |
| Project Management Fee Paid to Date: | \$605,000 | \$605,000 | \$0 |
| Amount of Remaining Project Management Fee: | \$495,000 | \$495,000 | \$0 |
| Amount of Fee at Risk (the "At Risk Fee"): | \$1,100,000 | \$0 | (\$1,100,000) |
| Amount of Commercial Space Developer Fee (the "Commercial Fee"): | \$0 | \$0 | \$0 |
| Amount of Fee Deferred (the "Deferred Fee"): | \$0 | \$0 | \$0 |
| Amount of General Partner Equity Contribution (the "GP Equity"): | \$100 | \$1,100,000 | \$1,099,900 |
| PROJECT MANAGEMENT FEE - Milestones for Disbursement of that portion of Developer Fee remaining and payable for Project Management | Amount Paid at Milestone |  |  |
| Project Management: at closing of preconstruction financing - FUNDED | \$165,000 | \$165,000 | \$0 |
| Project Management: at end of predevelopment | \$385,000 | \$120,000 | (\$265,000) |
| Construction close | \$220,000 | \$220,000 | \$0 |
| 50\% Completion | \$130,000 | \$395,000 | \$265,000 |
| At Project Completion (CFO) | \$200,000 | \$200,000 | \$0 |
| Total Project Management Fee | \$1,100,000 | \$1,100,000 | \$0 |
| AT RISK FEE - Milestones for Disbursement of that portion of Developer Fee defined as At Risk Fee |  |  |  |
| 100\% lease up and draft cost certification | \$220,000 | \$0 | (\$220,000) |
| Permanent conversion | \$550,000 | \$0 | $(\$ 550,000)$ |
| Project close-out | \$330,000 | \$0 | (\$330,000) |
| Total At Risk Fee | \$1,100,000 | \$0 | (\$1,100,000) |

## 6. Construction Specialist's Evaluation

## a. Design and permitting of 68 Haight

TNDC and MTBC have made significant progress in the last few months to design and permit the structural repairs to MTBC's building with SFDBI, and to update the GMP for the restart of the residential Project at 78 Haight.

1. Temporary Shoring Permit Drawings and Calculations for the Church have been approved and issued by SFDBI.

SFDBI has agreed to a two-phase approval of the HCG Associates Structural Permit Drawings. First phase would be the Church's west property line wall and since SFDBI is plan-checking the entire Structural Repairs Drawings, the SFDBI permit for the first phase would allow construction of the remaining structural work to continue while the second phase permit for the Church's Accessibility Improvements Permit is worked out.

The milestone for 78 Haight's restart to begin is the completion of the Church's west wall framing and foundation, which is memorialized in the shoring engineer, Tuan-Robinson's Memorandum dated 11/29/23. HCG Associates has not formally accepted the Tuan-Robinson Memorandum yet, but this will be pursued after structural permits are obtained.

## b. Potential Issues and Risks

Restart Milestone and Related Tasks: Achieving the restart milestone is dependent on resolving the following issues associated with the submitted 68 Haight Structural Repairs Permit:

1. HCG Associates needs to agree with the two phases of work and submit a drawing to SFDBI showing this direction.
2. Paulett Taggart will provide the accessibility checklist and improvements permit. MTBC needs to concur with the accessibility improvements developed on the Checklist.
3. SFDBI has issued plan-check comments on the Structural Repairs Permit Application, and HCG Associates needs to provide prompt responses.

If the above items do not occur or are not resolved in a timely manner, the restart of 78 Haight may be further delayed and jeopardize compliance with the Place-InService (PIS) deadline of December 31, 2025. Depending on the General Contractors' (Guzman-Suffolk JV) concurrence, this delay may be remedied by additional construction funds to accelerate construction activities with overtime
payment should sufficient time remain to meet the December 2025 deadline. Another option is to reach TCO of one unit to meet the PIS deadline. However, if the restart is even further delayed, the GC may indicate that recovery of the construction schedule to meet the PIS deadline may not be achievable.

## c. Additional Construction Costs

1. In most renovations, unforeseen and hidden / dryrot conditions are encountered, and the Owner's hard cost construction contingency for the MTBC's structural repairs needs to be sufficient. If insufficient, the GC has included significant allowances for repair of interior/exterior finishes, whereby the MTBC would need to complete.
2. The HCG Associates' Structural Repairs Permit will result in additional soft costs for TNDC's Owner's Representative fees and need to be accounted for.
3. Additional SFDBI/SFFD/Planning permit fees will be incurred. MTBC will Need to confirm that these SFDBI permit fees will not be subject to Development or School Impact Fees, which have been typically substantial.

## d. Ground Floor Uses

There is a commercial space on the ground floor which was earmarked for Wu Yee Childcare Services. However, it has recently become known that the space does not meet the requirements of a childcare center due to lack of proximity to an outdoor play space. There are three options that the developer is considering: a) addition of one to two units on the ground floor, or b) repurposing the ground floor space as another commercial use.

The change-in-use will require review and approval by Planning and SFDBI. Change-in-use has often been the catalyst for SFDBI and SFFD to require additional Code requirements. The Project Team needs to determine if this change-in-use will result in the following:

1. No significant delays associated with plan-check review and approval.

- Need to confirm if this change-in-use will not trigger the more stringent structural requirements in the current 2022 San Francisco Building Code.

2. No change for the building height measurement: The approved permit plans included Administrative Bulletin AB No. 05, which allowed the building height to be measured from Octavia Street and not at the lower grades of Rose Street. If SFDBI or SFFD indicates the change-in-use will necessitate the building height measurement to be from Rose Street, then 78 Haight will be classified as a high-rise building and will need to
incorporate additional life-safety measures (Fire Command Center at the Ground Floor and each Stair Enclosure will need to have a Vestibule), which could significantly alter the upper floor plans and possibly, reduce unit count.
3. No change at Ground Floor exits: The Preapplication Meeting with SFDBI and SFFD allowed shared exit paths. Confirmation with SFDBI and SFFD will be needed for the change-in-use occupancy.

## 7. Operating Budget and Cashflow and Variance Analysis from Gap Loan Budget

TNDC is proposing an increased operating budget to reflect increased insurance costs based on the current insurance market and increased staffing costs, given wage increases and the later completion and lease up date. At construction loan closing, the total operating costs were projected at $\$ 1,169,761$, or $\$ 18,568$ PUPA, and relied on a capitalized COSR to meet the operating expenses of the non-PSH units. The $9 \%$ tax credit financing structure required deeper affordability of the non-PSH units which necessitated the original COSR as the small Project with half supportive housing units did not cashflow without it.

The updated operating budget totals $\$ 1,398,869$, or $\$ 22,205$ PUPA, requiring an increase in the COSR in the amount of $\$ 836 \mathrm{~K}$, and has positive cashflow through Year 17.

A Continuum of Care (CoC) award occurred after construction loan closing, and is no longer available to the Project because of the delay. TNDC will reapply for this subsidy, and if awarded, the richer subsidy should be able to lower the COSR amount needed, and reduce the MOHCD gap amount accordingly. TNDC will reapply for 22 CoC units, and would request to utilize LOSP funding on the remaining 10 TAY units. With both CoC and LOSP, TNDC anticipates a reduction in COSR of approximately $\$ 2$ million, and would still need around $\$ 3$ million in the COSR reserve.

| Year 1 Operating Budget | Construction Loan <br> Closing 2022 | Current <br> Request | Variance | \% change |
| :--- | ---: | ---: | ---: | ---: |
| INCOME | 614,952 | 652,932 | 37,980 | $6 \%$ |
| Tenant Rents | 644,706 | 667,718 | 23,012 | $4 \%$ |
| LOSP Assistance Payments | 8,694 | 8,681 | $(13)$ | $-0.15 \%$ |
| Misc. Income | 138,738 | 248,072 | 109,334 | $79 \%$ |
| Withdrawal from COSR | $(30,748)$ | $(32,647)$ | $(1,899)$ | $6 \%$ |
| Vacancy Loss | $1,376,342$ | $1,544,756$ | 168,414 | $12 \%$ |
| Effective Gross Income |  |  |  |  |
| OPERATING EXPENSES | Construction Loan | Current | Variance | $\%$ change |
|  | Closing 2022 | Request |  | $0 \%$ |
| Management | 353,399 | 416,843 | 63,444 | $18 \%$ |
| Salaries / Benefits |  |  |  |  |


| Administration | 84,658 | 88,628 | 3,970 | 5\% |
| :---: | :---: | :---: | :---: | :---: |
| Utilities | 115,724 | 115,724 | - | 0\% |
| Taxes and Licenses | 5,645 | 46,142 | 40,497 | 88\% |
| Insurance | 159,279 | 264,230 | 104,951 | 66\% |
| Maintenance \& Repair | 320,884 | 327,843 | 6,959 | 2\% |
| Supportive Services | 56,863 | 66,886 | 10,023 | 18\% |
| Commercial Expenses | 710 | 0 | (710) | -100\% |
| Total Operating Expenses | 1,169,762 | 1,398,896 | 229,134 | 20\% |
| Reserves / Ground Lease Base Rent | 15,000 | 15,000 | - | 0\% |
| Replacement Reserve Deposit | 31,500 | 31,500 | - | 0\% |
| Total Operating Expenses with GL | 1,216,262 | 1,445,396 | 229,134 | 19\% |
| Net Operating Income | 160,080 | 99,360 | $(60,720)$ | -38\% |
| Debt Service Payments | 0 | 0 | - | 0\% |
| Cashflow | 160,080 | 99,360 | $(60,720)$ | -38\% |
| Partnership Management Fee | 19,750 | 24,280 | 4,530 | 23\% |
| Investor Services Fee | 5,000 | 5,000 | - | 0\% |
| Residual Receipts | 135,330 | 70,080 | $(65,250)$ | -48\% |

- The staffing plan has not changed and is lean and reasonable for a project of this size. Wages have increased to reflect TNDC's current wage structure.
- 1 FTE general manager
- 1FTE janitor
- 1.5 FTE maintenance staff
- 4.3 full time front desk staff
- .16FTE - share of 2022 allocation for 6 compliance specialists.

The project's relatively small size of 63 units and 24 -hour desk clerk coverage result in fewer economies of scale than a larger project. Given the small size of the project and difficulty for the non-TAY units to cashflow with deeper affordability than earlier planned, MOHCD staff recommends continued approval for the TAY PSH units ( $51 \%$ of total) to fund $75 \%$ of desk clerk coverage cost, as approved at original gap.

- Increase in property insurance from $\$ 160 \mathrm{~K}$ to $\$ 250 \mathrm{~K}$ is based on TNDC comparison projects, and reflects the increase in the insurance market.


## 8. Community Outreach

TNDC has been intensively engaged in outreach and negotiations with MTBC. They have also provided neighborhood updates on the status of the Project to surrounding neighbors to explain the pause in construction and oversight of the vacant site. As a result of the site being
vacant and inactive for almost 18 months, the site had trespasser activity from people experiencing homelessness. The project team received repeated requests from neighbors to address the activity, and TNDC hired a part-time security guard to patrol the site at nighttime paid out of hard cost contingency. This strategy has been effective at reducing trespassing and at maintaining a clean vacant site.

## 9. Status of Perm Loan Conditions

Below are the Loan Conditions from the construction loan closing and their status:

1. Sponsor will repay the MOHCD loan with the amount of the COSR 2 unless it is needed for another purpose, which will require MOHCD review and approval. Status: COSR 1 and 2 have been merged and this loan condition is continued.
2. Sponsor must provide additional information on the commercial space Tenant Improvement budget prior to construction loan closing, alongside warm shell assumptions for MOHCD staff to verify that it meets the Commercial Space Underwriting Guidelines. Status: Extended due to redesign of ground floor space.
3. Sponsor must provide MOHCD with detailed monthly updates via the MOH Monthly Project Update until start of construction, including on: Complete.
4. Status of neighbor negotiations
5. Outcomes achieved related to racial equity goals, and
6. Commercial-use space development
7. Sponsor must provide initial draft marketing plan within 12 months of anticipated TCO, outlining the affirmative steps they will take to market the project to the City's preference program participants, including COP Holders, Displaced Tenants, and Neighborhood Residents, as well as how the marketing is consistent with the Mayor's Racial Equity statement and promotion of positive outcomes for African American San Franciscans. Status: To be submitted in September 2024.
8. Sponsor must provide quarterly updated response to any letters requesting corrective action. Status: In progress.
9. Sponsor must submit an updated $1^{\text {st }}$ year operating budget and 20-year cash flow if any changes have occurred - by November $1^{\text {st }}$ before the fiscal year the project will achieve TCO so that MOHCD may request the LOSP subsidy (anticipated to be needed by November 2022). Status: Extended due to Project delay, to be submitted in November 2024.
10. Sponsor to work with MOHCD and HSH to plan the lease up process for the referrals from Coordinated Entry. Extended due to Project delay.

## 10. Proposed New Loan Conditions

1. TNDC to provide monthly updates on progress of re-planning ground floor use space and impacts on budget, and will request MOHCD approval prior to finalizing the revised ground floor plan.
2. TNDC will reapply for CoC funding, which will reduce the COSR and MOHCD gap if awarded. Any awarded CoC funding will not contribute to at-risk developer fee.
3. TNDC will apply for additional capital funds and rental subsidies in addition to CoC that might allow TNDC to leverage perm debt against the property as well as to increase Project sources. TNDC will seek an allocation of Project Based Vouchers in partnership with MOHCD and SFHA, and/or VASH on the nonPSH units to offset this additional gap request and potentially to fund a portion of at-risk developer fee. At Project conversion, the Director of MOHCD has the ability to decide if At Risk fee could be funded and how much should be paid out through excess proceeds.
4. The Director of MOHCD will set the final interest rate and loan structure to meet the Project's True Debt Test once the analysis is complete, including a potential amendment to the long-term AMI restrictions in the ground lease.

## 11. LOAN COMMITTEE RECOMMENDATION

Approval indicates approval with modifications, when so determined by the Committee.
[ ] APPROVE. [ ] DISAPPROVE. [ ] TAKE NO ACTION.

Date: $\qquad$
Eric D. Shaw, Director
Mayor's Office of Housing and Community Development
[ ] APPROVE. [ ] DISAPPROVE. [ ] TAKE NO ACTION.

Date: $\qquad$
Salvador Menjivar, Director of Housing Department of Homelessness and Supportive Housing
[ ] APPROVE. [ ] DISAPPROVE. [ ] TAKE NO ACTION.

Date: $\qquad$
Thor Kaslofsky, Executive Director
Office of Community Investment and Infrastructure
[ ] APPROVE. [ ] DISAPPROVE. [ ] TAKE NO ACTION.

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

Shaw, Eric (MYR) [eric.shaw@sfgov.org](mailto:eric.shaw@sfgov.org)
Tue 1/9/2024 1:59 PM
To:Amaya, Vanessa (MYR) [Vanessa.Amaya@sfgov.org](mailto:Vanessa.Amaya@sfgov.org)

REQUEST FOR ADDITIONAL GAP FUNDS FOR 78 HAIGHT STREET - APPROVE

Thank you

Vanessa Amaya
Assistant Housing Loan Administrator
San Francisco Mayor's Office of Housing and Community Development
1 South Van Ness Ave, $5^{\text {th }}$ Floor, San Francisco, CA 94103
(628) 652-5967

## 78 Haight

Menjivar, Salvador (HOM) [salvador.menjivar1@sfgov.org](mailto:salvador.menjivar1@sfgov.org)

## Tue 1/16/2024 3:06 PM

To:Amaya, Vanessa (MYR) [Vanessa.Amaya@sfgov.org](mailto:Vanessa.Amaya@sfgov.org)
I support Tenderloin Neighborhood Development Corporation (TNDC) request of additional gap financing in the amount of up to $\$ 8,559,766$ to support the restart of
78 Haight which has been on hold since May 2022.

Best,
salvador


Salvador Menjivar
Director of Housing
Pronouns: He/Him
San Francisco Department of Homelessness and Supportive Housing salvador.menjivar1@sfgov.org | 415-308-2843

Learn: [dhsh.sfgov.org]hsh.sfgov.org | Follow: @SF HSH | Like: @SanFranciscoHSH

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## Request for Additional Gap Funds for 78 Haight Street

Slutzkin, Marc (CII) [marc.slutzkin@sfgov.org](mailto:marc.slutzkin@sfgov.org)
Fri 1/5/2024 11:55 AM
To:Amaya, Vanessa (MYR) [Vanessa.Amaya@sfgov.org](mailto:Vanessa.Amaya@sfgov.org)
Cc:Kaslofsky, Thor (CII) [Thor.Kaslofsky@sfgov.org](mailto:Thor.Kaslofsky@sfgov.org);Shaw, Eric (MYR) [eric.shaw@sfgov.org](mailto:eric.shaw@sfgov.org);Ely, Lydia (MYR) [lydia.ely@sfgov.org](mailto:lydia.ely@sfgov.org);Colomello, Elizabeth (CII) [elizabeth.colomello@sfgov.org](mailto:elizabeth.colomello@sfgov.org)

Hi Vanessa,

I approve the above request on behalf of OCII.

Thanks

Marc


Marc Slutzkin
Deputy Director

[^0]
## RE: REQUEST FOR ADDITIONAL GAP FUNDS FOR 78 HAIGHT STREET

Trivedi, Vishal (CON) [vishal.trivedi@sfgov.org](mailto:vishal.trivedi@sfgov.org)
Fri 1/5/2024 11:48 AM
To:Amaya, Vanessa (MYR) [Vanessa.Amaya@sfgov.org](mailto:Vanessa.Amaya@sfgov.org) Cc:Shaw, Eric (MYR) [eric.shaw@sfgov.org](mailto:eric.shaw@sfgov.org)

I vote yes on this request. Thanks!

Vishal Trivedi | Financial Analyst
Office of Public Finance | City \& County of San Francisco
Email | vishal.trivedi@sfgov.org

Attachments: A. Project Milestones/Schedule
B. Updated Sources and Uses
C. Updated $1^{\text {st }}$ Year Operating Budget
D. Updated 20 -year Operating Pro Forma

Attachment A: REVISED Project Milestones and Schedule

| No. |  | Performance Milestone | Construction Loan Closing Estimated Date | Revised Date |
| :---: | :---: | :---: | :---: | :---: |
| A. |  | Prop I Noticing (if applicable) | 9/9/2019 |  |
| 1 |  | Acquisition/Predev Financing Commitment | 9/6/2019 |  |
| 2 |  | Site Acquisition | N/A |  |
| 3 |  | Development Team Selection |  |  |
|  | a. | Architect | June, 2017 |  |
|  | b. | General Contractor | Oct, 2019 |  |
|  | c. | Owner's Representative | August, 2018 |  |
|  | d. | Property Manager | N/A |  |
|  | e. | Service Provider | N/A |  |
| 4 |  | Design |  |  |
|  | a. | Submittal of Schematic Design \& Cost Estimate | Dec, 2019 |  |
|  | b. | Submittal of Design Development \& Cost Estimate | Mar, 2020 |  |
|  | c. | Submittal of 50\% CD Set \& Cost Estimate | July, 2020 |  |
|  | d. | Submittal of Pre-Bid Set \& Cost Estimate (75\%-80\% CDs) | $\begin{aligned} & \text { July, } 2021 \text { (90\% } \\ & \text { CD's) } \end{aligned}$ |  |
| 5 |  | Commercial Space |  |  |
|  | a. | Commercial Space Plan Submission | $\begin{gathered} \text { 7/7/2020 } \\ \text { (subdivision) } \end{gathered}$ |  |
|  | b. | LOI/s Executed | 7/3/2020 |  |
| 6 |  | Environ Review/Land-Use Entitlements |  |  |
|  | a. | SB 35 Application Submission | 1/7/2020 |  |


|  | 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 | 12/1/2020 |  |
|  | b. | Perm Power Application Submission | 6/15/2020 |  |
| 8 |  | Permits |  |  |
|  | a. | Building / Site Permit Application Submitted | 11/14/2019 |  |
|  | b. | Addendum \#1 Submitted | 9/12/2020 |  |
|  | c. | Addendum \#2 Submitted | 4/13/2021 |  |
| 9 |  | Request for Bids Issued | 9/1/2020 |  |
| 10 |  | Service Plan Submission | N/A |  |
|  | a. | Preliminary | October, 2019 |  |
|  | b. | Final | Spring 2021 |  |
| 11 |  | City Financing |  |  |
|  | a. | Preliminary Gap Financing Application | 1/29/2021 |  |
|  | b. | Gap Financing Application | 12/17/2021 |  |
|  | c. | Additional Gap Financing Request |  | 1/5/2024 |
|  | g. | LOSP Funding Request | 12/17/2021 | 11/30/2024 |
| 12 |  | Other Financing |  |  |
|  | a. | HCD Application | $\begin{aligned} & \text { Sept, } \\ & 2020 / F e b r u a r y \\ & 2021 \end{aligned}$ |  |
|  | b. | Construction Financing RFP | Oct, 2021 |  |
|  | c. | AHP Application | March 2022 | March 2024 |


|  | d. | CDLAC Application | N/A |  |
| :---: | :---: | :---: | :---: | :---: |
|  | e. | TCAC Application | July, 2021 |  |
| 13 |  | Closing |  |  |
|  | a. | Construction Loan Closing | 4/1/2022 |  |
|  | b. | Construction Restart Closing |  | 2/22/2024 |
|  | b. | Conversion of Construction Loan to Permanent Financing | 12/1/2023 | 7/15/2026 |
| 14 |  | Construction |  |  |
|  | a. | Notice to Proceed | 4/1/2022 | 12/28/2023 for shoring \& underpinning |
|  | b. | Construction Restart |  | 2/29/2024 |
|  | b. | Temporary Certificate of Occupancy/Cert of Substantial Completion | 8/1/2023 | 9/16/2025 |
| 15 |  | Marketing/Rent-up |  |  |
|  | a. | Marketing Plan Submission | 10/1/2023 | 9/15/2024 |
|  | b. | Commence Marketing | 17/1/2023 | 8/15/2025 |
|  | c. | 95\% Occupancy | 12/1/2023 | 3/15/2026 |
| 16 |  | Cost Certification/8609 | 6/1/2024 | 9/15/2027 |
| 17 |  | Close Out MOHCD | 7/1/2024 | 9/15/2027 |

B. Updated Sources and Uses

C. Updated $1^{\text {st }}$ Year Operating Budget


| Application Date: | $11 / 1 / 2023$ |
| :--- | :--- |
| Total \# Units: | 63 |

Applcation Date:
Total \# Units:
First Year of operations (provide data assuming that
First Year of Operations (provide data assuming that
Year 1 is a full year, ie. 12 months of operations):


| OPERATING EX |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: |
| Management | Losp | noo-LOSP |  | Approved By (read) |
| Management Manaeement Fee |  |  |  |  |
|  |  |  |  |  |
| Sub-total Management Expenses |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Manager's Salary |  |  |  |  |
| Heath Insurance and Other Benefits |  |  |  |  |
| Other Salaries/Benefits <br> Administrative Rent-Free Unit | 75.00\% |  | 25.0\% |  |
|  | Aaministraive Rent-ree Unit Sub-total Salaries/Benefits |  |  |  |  |
|  |  |  |  |  |  |
| Administration |  |  |  |  |
| Advertising and Marketing |  |  |  |  |
| Oftice Expenses |  |  |  |  |
| Office Rent Legal Expense - Property | Losp | non-LOSP |  |  |
|  | $51.00 \%$ |  | 49.00\% |  |
| Audit Expense |  |  |  |  |
| Bookkeeping/Accounting Services | LosP $51.00 \%$ | noo-LOSP | 49.00\% | (only acceptable if LOSP-specific expenses are being tracked at entry level in the project's accounting system) |
| Miscellaneous |  |  |  |  |
| Utilities $\quad$ Sub-total Administration Expenses |  |  |  |  |
|  | Losp $51.00 \%$ | non-LOSP | 49.00\% | (only acceptable if LOSP-specific expenses are being tracked at entry level in the project's accounting system) |
| Water |  |  |  |  |
| Gas |  |  |  |  |
| Sewer |  |  |  |  |
| Taxes and Licenses Sub-totatulitites | Losp | non-LOSP |  | Approved By (read) |
| Real Estate Taxes |  |  |  |  |
| Payroll Taxes |  |  |  |  |
| Miscelaneous Taxes, Licenses and Permits Sub-total Taxes and Licenses $^{\text {a }}$ |  |  |  |  |
| Insurance Sub-total Taxes and Licenses |  |  |  |  |
| Property and Liability Insurance |  |  |  |  |
|  | Losp | non-Losp |  | Approved By (reqd) |
|  |  |  |  |  |
| Maintenance \& Repair Sub-total Insurance |  |  |  |  |
|  | Losp | non-Losp |  | Approved By (read) |
| Payroll |  |  |  |  |
| Supplies | 51.00\% |  | 49.00\% |  |
| Contracts |  |  |  |  |
| Sarbage and Trash Removal | Losp | non-LOSP |  | Approved By (read) |
| HVAC Repairs and Maintenance |  |  |  |  |
| Vehicle and Mainitenanco E Equipment Operation and Repairs |  |  |  |  |
| Vehicle and Manitenance Equipment Operation and hepairs |  |  |  |  |
| Sub-total Maintenance \& Repair Expenses |  |  |  |  |
| Supportive Services | Losp 0.00\% | non-Losp | 100.00\% | Approved By (read) |
| Commercial Expenses |  |  |  |  |
| total operatin |  |  |  |  |
| Reserves/Ground Lease Base RentBond Fees |  |  |  |  |
| Ground Lease Base Rent |  |  |  |  |
| Bond Monitoring Fee | Losp | non-Losp |  | Approved By (read) |
| Replacement Reserve Deposit |  |  |  |  |
| Operating Reserve Deposit |  |  |  |  |
| Other Required Reseseve 1 Deposit |  |  |  |  |
| Required Reserve Depositiss, CommercialSub-total Reserves/Ground Lease Base Rent Bond Fees |  |  |  |  |
|  |  |  |  |  |
| total operating expenses ( $w /$ Reserves/GL Base Rent/ Bond Fees) |  |  |  |  |
| Net operating income (INCOME minus op expenses) |  |  |  |  |
| DEBT SERVICEMUST PAY PAYMENTS ("hard debl'/amorized loans) | Losp | non-LOSP |  | Approved By (read) |
| Hard Debt- -First Lender Hard Debt. Second Lender (HCD Program 0.42\% pymt. or other 2nd Len | 0.00\% |  | 100.00\% |  |
|  | nntio pymt. or other 2nd Lende |  |  |  |
| Hard Debt - Third Lender ( Other HCD Prooram, or other 3rd Lender) | p,or other 3 rd Lender) |  |  |  |
| Hard Debt- Fourth Lender |  |  |  |  |
| Commercial Hard Debt Senvice |  |  |  |  |
| TOTAL HARD DEBT SERVICE <br> CASH FLOW (NOI minus DEBT SERVICE) | CASH FLow (NOI minus DEBT SERVICE) |  |  |  |
| Alocation of Commercial Surpus to LOPS/non-LOSP (residual income) ${ }_{\text {n-LOSP (residual income) }}$ |  |  |  |  |
|  |  | USES OF CASH FLOW BELOW (This row also shows DSCR.) USES THAT PRECEDE MOHCD DEBT SERVICE IN WATERFALL |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |
| Below-theline" Asset Mgt fee (uncommon in new projects, see policy) |  |  |  |  |
| -nvestor Sevice Fee (aka "LP Asset Mgt Fee") (see policy for limits) | Losp | noo-LOSP |  | Approved By (read) |
|  |  |  |  |  |
|  | nder in comments fied) |  |  |  |
|  |  |  |  |  |
|  | 0.00\% |  | 100.00\% |  |

total Payments preceding mohid
RESIDUAL RECEIPTS (CASH FLOW minus PAYMENTS
PRECEDING MOHCD)
Residual Receipts Calculation
Does Project have a MOHCD Residual Receipt Obligation?
Will Project Defer Developer Fee? Max Deferred Developer FeeiBorrower \% of Residual Receits in
Max Deterred Developer FeelBorrower \% of Residual Receipts in Yr 1 :
$\%$ of Residual Receipts available for distribution to soff debt lenders in
Sort Debt Lenders with Residual Receipts Obligations
$\square$

MOHCD RESIDUAL RECEIPTS DEBT SERVICE

| MOHCD Residual Receipits $A$ mount Due |
| :--- |
| Proopsed |
| Proosed |


REMAINING BALANCE AFTER MOHCD RESIDUAL RECEIPTS
NON-MOHCD RESIDUAL RECEIPTS DEBT SERVICE
NON-MOHCD RESIDUAL RECEIPTS DEBT SERVICE
Conder 4 Residual Receipits Due $\qquad$
ender 5 Residual Receipts Due
Total Non-MOHCD Residual Receipts Debt Service
REMAINDER (Should be zero unless there are
distributions below)
Other Distributions
D. Updated 20-year Operating Pro Forma

| Total \# Units: $63$ <br> INCOME | $\begin{gathered} \text { Losp } \\ \text { Units } \end{gathered}$ | Units <br> 31 <br> 49.00\% |  |  |  |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | 32 <br> 51.00\% <br> Snnual <br> inc Losp <br> and |  |  | $\begin{aligned} & \text { Year 1 } \\ & 2025 \\ & \hline \end{aligned}$ |  |  | $\begin{aligned} & \text { Year 2 } \\ & 2026 \\ & \hline \end{aligned}$ |  |  | Year 3 <br> 2027 |  |  |
|  |  | \% annual increase | Comments (related to annual inc assumptions) | LOSP | non-LOSP | Total | LOSP | $\begin{aligned} & \text { non- } \\ & \text { LOSP } \end{aligned}$ | Total | LOSP | $\begin{aligned} & \text { non- } \\ & \text { LOSP } \end{aligned}$ | Total |
| Residential - Tenant Rents | 1.0\% | 2.5\% |  | 99,000 | 553,932 | 652,932 | 99,990 | 567,780 | 667,770 | 100,990 | 581,975 | 682,965 |
| Residential - Tenant Assistance Payments (Non-LOSP) | n/a | n/a |  |  |  |  |  |  |  |  |  |  |
| Residential - LOSP Tenant Assistance Payments | n/a | n/a |  | 667,718 |  | 667,718 | 692.564 |  | 692,564 | 718,305 |  | 718.305 |
| Commercial Space | n/a | 2.5\% |  |  |  |  |  |  |  |  |  |  |
| Residential Parking | 2.5\% | 2.5\% |  |  |  |  |  |  |  |  |  |  |
| Miscellaneous Rent Income | 2.5\% | 2.5\% |  |  |  |  |  |  |  |  |  |  |
| Supportive Services Income | 2.5\% | 2.5\% |  |  |  |  |  |  |  |  |  |  |
| Interest Income - Project Operations | 2.5\% | 2.5\% |  |  |  |  |  |  |  |  |  |  |
| Laundry and Vending | 2.5\% | 2.5\% |  | 4.42 | 4.254 | ${ }^{8.681}$ | 4.538 | ${ }^{4.360}$ | ${ }^{8.898}$ | 4.652 | 4.469 | 9.121 |
| Tenant Charges | 2.5\% | 2.5\% |  |  |  |  |  |  |  |  |  |  |
| Miscellaneous Residential Income | 2.5\% | 2.5\% |  |  |  |  |  |  |  |  |  |  |
| Other Commercial Income | n/a | 2.5\% |  |  |  |  |  |  | . |  |  |  |
| Withdrawal from Capialized Reserve (deposit to operating account) | n/a | n/a | Link from Reserve Section below, as applicable |  | 248,072806,258 | 248,072 |  | 230.646 | 230.646 |  | 238,376 | 238,376 |
| Gross Potential Income |  |  | apolicabe ${ }^{\text {771,146 }}$ |  |  | ${ }_{\text {1,577,042 }}^{24.07}$ | 797,093 | ${ }_{\text {20, }}^{20,787}$ | ${ }_{\text {1,599,879 }}$ | 823,946 | ${ }_{824,820}^{288,36}$ | $\xrightarrow{1,688,767}$ |
| Vacancy Loss - Residential - Tenant Rents | n/a | n/a | Enter formulas manually per relevant MOH policy; annual incrementing usually notappropriate | (4.950) | (27,697] | (32,647) | (5,000) | (28,389] | (33.389) | (5,049) | (29,099) | (34,148) |
| Vacancy Loss - Residential - Tenant Assistance Payments Vacancy Loss-commercia | n/a | n/a |  |  |  |  |  |  |  |  |  |  |
| EFFECTIVE GROSS INCOME |  |  |  | 766,196 | 778,562 | 1,544,757 | 792,993 | 774,398 | 1,566,491 | 818,997 | 795,721 | 1,614,618 |
| OPERATING EXPENSES Management |  |  |  |  |  |  |  |  |  |  |  |  |
| Management Fee | 3.5\% | 3.5\% | 1st Year to be set according to HUD | 25,061 | 24,079 | 49,140 | 25,939 | 24,921 | 50,860 | 26.846 | 25,794 | 52.640 |
| Asset Management Fee | 3.5\% | 3.5\% | per MOHCD Policy | 11,965 | ${ }^{13,5954}$ | 23.460 | 12,383 | 11,898 | 24,281 | 12,817 | 12,314 | ${ }^{25.131}$ |
| Salarie/Benefits Sub-total Management Expenses |  |  |  | 37,026 |  | 72,600 | ${ }^{38,322}$ | ${ }^{36,819}$ | ${ }^{75,141}$ | ${ }^{39,663}$ | 38,108 | 77,771 |
| Salareskenerits | 3.5\% | 3.5\% |  | ${ }_{11,531}$ | 11,078 | ${ }^{22,609}$ | 11,934 | ${ }^{11,466}$ | 23.400 | 12,352 | ${ }^{11,867}$ | 24,219 |
| Manager's Salary | 3.5\% | 3.5\% |  | 44,370 | 42.630 | 87,000 | 45.923 | 44,122 | 90.045 | 47,530 | ${ }_{4,666}$ | 93,197 |
| Health Insurance and Other Benefits | 3.5\% | 3.5\% |  | 54,216 | 52,090 | 106,306 | 56.114 | 53.913 | 110,027 | 58.078 | 55.800 | 113,878 |
| Other Salaries/Benefitis | 3.5\% | 3.5\% |  | 150,696 | 50,232 | 200,928 | 15,970 | 51,990 | 207,960 | 161,429 | 53,810 | 215,239 |
| Administration Sub-total Salaries/Benefits |  |  |  | 26,813 | 156,030 |  |  | 161,491 |  |  |  | 446,533 |
|  |  |  |  | 416,843 |  | 26,941 | 431,433 |  | 279,389 | 167,144 |  |




| Real Estate Taxes | 3.5\% | 3.5\% |  | 2,396 | 2.303 | 4.699 | 2.480 | 2,383 | 4.863 | ${ }^{2.567}$ | 2.467 | 5,034 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Payroll Taxes | 3.5\% | 3.5\% |  | 20,653 | ${ }_{19,844}$ | 40.497 | 21,376 | ${ }^{20,538}$ | 41,914 | 22,125 | 21,257 | 43.381 |
| Miscellaneous Taxes, Licenses and Permits | 3.5\% | 3.5\% |  | 482 | 464 | 946 | 499 | 480 | 979 | 517 | 497 | 1,013 |
|  |  |  |  | 23,532 | 22,610 | 46, 142 | 24,356 | 23,401 | 47,757 | 25,209 | 220 | 49,428 |




RESIDUAL RECEIPTS (CASH FLOW minus PAYMENTS PRECEDING MOHCD)
Does Project have a MOHCD Residual Receipt Obligation?
Will Project Defer Developer Fee?
Residual Receipts spilit or all years. - Lender/Owner

## MOD RESIDUAL RECEIPTS DEBT SERVICE



$\square$

| 23,360 |
| :--- |
| 23,360 |

$\begin{array}{r}14,001 \\ \hline 14,001 \\ \hline\end{array}$
$\begin{array}{r}12,859 \\ \hline 12,859 \\ \hline\end{array}$

\section*{|  |
| :--- |
| $\square$ |
|  |}


$\underset{\substack{3, \text {,500 } \\ \$ 500}}{ }$


OR Balance as a of Prior Yr OP Exps + Debt Serice
$\square$


| $\begin{gathered} \text { Losp } \\ \text { Units } \\ 32 \\ 51.00 \% \\ \hline \text { Snoulal. } \end{gathered}$ | Non-LOSPUnits31 |  | Year 4 |  |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  |  | Year 5 <br> 2029 | $\begin{gathered} \hline \text { Year } 6 \\ 2030 \end{gathered}$ |  |  |
|  | \% annual increase | $\underset{\substack{\text { Comments } \\ \text { (related to annual inc assumptions) }}}{ }$ |  |  |  | LOSP | non-LOSP | Total | LOSP | non-LOSP | Total | LOSP | non-LOSP | Total |
| 1.0\% | 2.5\% |  | 102,000 | 596,524 | 698,524 | 103,020 | 611,437 | 714,457 | 104.050 | 626,723 | 730,773 |
| n/a | n/a |  |  |  |  |  |  |  |  |  |  |
| n/a | n/a |  | 744,972 |  | 744,972 | 772.597 |  | 772,597 | 801,214 |  | 801,214 |
| n/a | 2.5\% |  |  |  |  |  |  |  |  |  |  |
| 2.5\% | 2.5\% |  |  | . | . | . | . | . |  |  |  |
| 2.5\% | 2.5\% |  |  |  |  |  |  |  |  |  |  |
| 2.5\% | 2.5\% |  |  | . |  |  |  |  |  |  |  |
| 2.5\% | 2.5\% |  |  |  |  |  |  |  |  |  |  |
| 2.5\% | 2.5\% |  | 4.768 | 4.581 | 9.349 | 4.887 | 4.695 | 9.583 | 5.009 | 4.813 | 9.82 |
| 2.5\% | 2.5\% |  |  |  |  |  |  |  |  |  |  |
| 2.5\% | 2.5\% |  |  |  |  |  |  |  |  |  |  |
| n/a | 2.5\% |  |  |  |  |  |  |  |  |  |  |
| n/a | n/a | Link tion Reserve Section below, as |  | 250.273 | 250,273 |  | 262.635 | 262,635 |  | 275.477 |  |
|  |  |  | ${ }^{851,739}$ | ${ }_{851,378}^{2602}$ | 1,703,118 | 880,503 | 878,768 | 1,759,271 | 910,273 | ${ }_{907,013}$ | 1,817,286 |
| n/a | n/a | Enter formuas manualy per relevant MOH | (5.100) | (29.826) | (34,926) | (5, 151) | (30,572) | (35,723) | (5,202) | (31,336) | (36.539) |
| $\frac{\text { n/a }}{\text { n/a }}$ | $\frac{\text { n/a }}{\text { n/a }}$ | policy; annu |  |  |  |  |  |  |  |  |  |
|  |  |  | ${ }^{846,639}$ | ${ }^{821,552}$ | 1,668,191 | 875,352 | 848,196 | ${ }^{1,723,548}$ | 905,070 | ${ }^{875,677}$ | 1,780,74 |

operating expense

| Management Fee |  | 3.5\% | 3.5\% | 1st Year to be set according to HUD | 27,786 | 26,69 | 54,48 | 28.759 | 27,631 | 56,389 | 29,765 | 8 | 58,363 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Asset Management Fee |  | 3.5\% | 3.5\% | per MOHCD policy | ${ }^{13,265}$ | 12,745 | 26,011 | 13,730 | 13,191 | 26,921 | 14,210 | ${ }^{13,653}$ | ${ }^{27,863}$ |
| Salaries/Benefits 3 Sub-total Management Expenses |  |  |  |  | 41,051 | 39,442 | ${ }^{80,493}$ | ${ }^{42,488}$ | 40,822 | ${ }^{83,310}$ | ${ }^{43,975}$ | 42,251 |  |
| Office Salaries |  | 3.5\% | 3.5\% |  | 12,784 | ${ }_{12,283}$ | 25.067 | 13,232 | ${ }_{12,713}$ | 25,944 | 13.695 | 13,158 | 26,852 |
| Manager's Salary |  | 3.5\% | 3.5\% |  | 49,194 | 47,265 | 96,458 | 50,916 | 48,919 | 99,835 | 52,698 | 50,631 | 103,329 |
| Heath Insurance and Other Benefitis |  | 3.5\% | 3.5\% |  | 60.110 | 57,753 | 117,883 | 62,214 | 59.774 | 121,989 | 64,392 | ${ }^{61,867}$ | 126,258 |
| Other SalariesiBenefits |  | 3.5\% | 3.5\% |  | 167,079 | 55.693 | 222.772 | 172,927 | 57,642 | 230.570 | 178.980 | 59.660 | 238,639 |
| Administrative Rent-Free Unit | Subtolal Saries Benetis | 3.5\% | 3.5\% |  |  |  |  |  |  |  |  |  |  |




| Real Estate Taxes | 3.5\% | 3.5\% |  | 2.657 | 2.553 | 5.210 | 2.750 | 2.642 | 392 | ${ }^{2.846}$ | 2,735 | 581 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Payroll Taxes | 3.5\% | 3.5\% |  | 22,899 | 22,01 | 44,900 | 23,700 | 22,711 | 471 | 24,530 | 3,568 | 48,098 |
| Miscellaneous Taxes, Licenses and Permits | 3.5\% | 3.5\% |  | 535 | 514 | 1.049 | 554 | 532 | 1,086 | 573 | 551 |  |
| Sub- |  |  |  | 26,091 | 25,06 | 51,15 | 27,00 | 25,94 | 52,94 | 27,94 | 26,883 | 54,802 |


| Property and Liability Insurance | 3.5\% | 3.5\% |  | 135,096 | 129,798 | 264,894 | 139,824 | 134,341 | 274,465 | 144,718 | 139,043 | 83,761 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Fidelity Bond Insurance | 3.5\% | 3.5\% |  |  |  |  |  |  |  |  |  |  |
| Worker's Compensation | 3.5\% | 3.5\% |  | 14.312 | 13,751 | 28.063 | 14.813 | 14,232 | 29.045 | 15.331 | 4.730 | 30.062 |
| Director's \& Officers' Liability lnsuran | 3.5\% | 3.5\% |  |  |  |  |  |  |  |  |  |  |



| USES THAT PRECEDE MOHCD DEBT SERVICE IN WATERFALL |  |
| :---: | :---: |
| "Below-the-line" Asset Mggt fee (uncommon in new projects, see policy) | 3.5 |
| Partnership Management Fee (see policy for linits) |  |
| Investor Senvice Feee aka "LP Asset Mat Fee") (see policy for limits |  |
| Other Payments |  |
| Non-amorizizing Loan Pmnt - Lender 1 |  |
| Non-amortizing Loan Pmont - Lender 2 |  |
| Deferred Developer Fee (Enter amt < = Max Fee from row 131) |  |
| TOTAL PAYMENTS PRECEDING MOHCD |  |
| RESIDUAL RECEIPTS (CASH FLOW minus PAYMENTS PRECEDING MOHCD) |  |
| Does Project have a MOHCD Residual Receipt Obligation? Will Project Defer Developer Fee?$\qquad$ |  |
|  |  |



|  | per MOHCO policy | deletete value in | yellow cells, man | nipuate each co | herthan dre | gacross m | le cells. |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 3.5\% | per MOHCOD policy | ${ }^{13,729}$ | 13,191 | 26.920 | 14,210 | ${ }^{13,652}$ | ${ }^{27.862}$ | 14.707 | 14.130 | ${ }^{28,837}$ |
|  | per MOHCD Poolicy n a annual increase | 2.550 | 2.450 | 5.000 | 2.550 | 2.450 | 5.000 | 2.550 | 2.450 | 5.000 |
|  |  |  |  |  |  |  |  |  |  |  |
|  | Enter comments re: annual increase, etc. | . | . |  | . | . |  |  |  |  |
|  | Enter comments se: anuua increase, elc. | - | . |  | - | - |  | - |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  | 16,279 | 15,641 | 31,920 | 16,760 | 16,102 | -32,862 | 17,257 | 16,580 | 33,837 |
|  |  |  | 38,790 | 38,790 | ${ }^{(0)}$ | 38,921 | 38,921 |  | 38,961 | 38,961 |


income
OTHER RESERVE 2 - RUNNING BALANCE

Other Reserve 2 Depositis
Other Required Reserve 2 Running Balance
Other Required Reserve 2 Running Balance


| Total \# Units:63INCOME |  | Units <br> 31 <br> 49.00\% |  |  |  |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | $\begin{aligned} & 32.0 \% \\ & 51.00 \% \end{aligned}$ |  |  | $\begin{aligned} & \hline \text { Year } 7 \\ & 2031 \\ & \hline \end{aligned}$ |  |  | $\begin{aligned} & \hline \text { Year } 8 \\ & 2032 \\ & \hline \end{aligned}$ |  |  | $\begin{aligned} & \hline \text { Year } 9 \\ & 2033 \\ & \hline \end{aligned}$ |  |  |
|  | $\begin{aligned} & \text { 51.00\% } \\ & \hline \text { annuaal } \end{aligned}$ | $\%$ annual increase | Comments (related to annual inc assumptions) | LOSP | non-LOSP | Total | LOSP | non-LOSP | Total | LOSP | non-LOSP | Total |
| Residential - Tenant Rents | 1.0\% | 2.5\% |  | 105.090 | 642,391 | 747,482 | 106,141 | 658,451 | 764.592 | 107,203 | 674,912 | 782 |
| Resididential - Tenant Assistance Payments (Non-LOSP) | n/a | n/a |  |  |  |  |  |  |  |  |  |  |
| Residential - LOSP Tenant Assistance Payments | n/a | n/a |  | ${ }^{830.858}$ |  | 830.858 | 861.566 |  | 861.566 | ${ }^{893,375}$ |  | 39,375 |
| Commercial Space | n/a | 2.5\% |  |  |  | . |  |  |  |  |  |  |
| Residential Parking | 2.5\% | 2.5\% |  |  |  |  |  |  |  |  |  |  |
| Miscellaneous Rent Income | 2.5\% | 2.5\% |  |  | - |  |  |  |  |  |  |  |
| Supportive Services Income | 2.5\% | 2.5\% |  |  | . | . |  |  |  |  |  |  |
| Interest Income - Project Operations | 2.5\% | 2.5\% |  |  |  |  |  |  |  |  |  |  |
| Laundry and Vending | 2.5\% | 2.5\% |  | 5.135 | 4.933 | 10.068 | 5.263 | 5.057 | 10,319 | 5.394 | $5_{5,183}$ | 10.577 |
| Tenant Charges | 2.5\% | 2.5\% |  |  |  |  |  |  |  |  |  |  |
| Miscellaneous Residential Income | 2.5\% | 2.5\% |  | . |  | . |  |  |  |  |  |  |
| Other Commercial Income | n/a | 2.5\% |  |  |  | - |  |  | . |  |  |  |
|  |  |  | Link from Reserve Section below, as applicable |  | 288.816 | 288.816 |  | 302.670 | 302.670 |  | 317,056 | 317,056 |
|  |  |  |  | 941,083 | 936,140 | 1,877,224 | 972,970 | 966,178 | 1,939, 148 | 1,005,972 | 997,151 | 2,003,124 |
| Vacancy Loss - Residential - Tenant Rents | n/a | n/a | Enter formulas manually per relevant MOHpolicy; annual incrementing usually not appropriate | (5,255) | (32, 120) | (37,374) | (5.307) | (32,223) | (38,230) | (5.360) | (33,746) | (39,106) |
| Vacancy Loss - Residential - Tenant Assistance Payments <br> Vacancy Loss - Commercial | n/a | n/a |  |  |  |  |  |  |  |  |  |  |
| EFFECTIVE GROSS INCOME |  |  |  | ${ }^{935,828}$ | 904,021 | 1,839,849 | 967,663 | 933,255 | 1,900,918 | 1,000,612 | 963,406 | 1,964,018 |
| operating expenses Management |  |  |  |  |  |  |  |  |  |  |  |  |
| Management Fee | 3.5\% | 3.5\% | $1 \begin{aligned} & \text { stry Year tobe set according to HUD } \\ & \text { schewe }\end{aligned}$ | 30.807 | 29.599 | 60.406 | 31.885 | 30.635 | 62.520 | 33.001 | 31.707 |  |
| Asset Management Fee | 3.5\% | 3.5\% | per MOHCD policy | 14,708 | 14, ,131 | 28.838 | 15,222 | 14,625 | 29,848 | 15,755 | 15,137 | 30,892 |
| Salaries/Benefits |  |  |  |  |  |  |  |  |  |  |  |  |
| Office Salaries | 3.5\% | 3.5\% |  | 14.174 | ${ }_{13,618}$ | 27,92 | 14.670 | 14.095 | 28.765 | 15,184 | ${ }^{14.588}$ | 29.772 |
| Manager's Salary | 3.5\% | 3.5\% |  | 54,542 | 52,403 | 106,945 | 56,451 | 54,237 | 110,688 | 58,427 | 56, 136 | 114,562 |
| Heath Insurance and Other Benefits | 3.5\% | 3.5\% |  | 66,645 | 64,032 | 130,677 | 68.978 | 66,273 | 135,251 | 71,392 | 68,593 | 139.985 |
| Other Salaries/Benefits | 3.5\% | 3.5\% |  | 185.244 | 61,778 | 246,992 | 191,727 | 63,909 | 255.637 | 198,438 | 66,146 | 264.584 |
| Administrative Rent-Free Unit | 3.5\% | 3.5\% |  | 320,605 | 191,801 512,406 |  |  |  |  |  |  | 548,903 |
| Sub-total Salaries/Benefits |  |  |  |  |  |  | 331,827 198,514 |  | 530,341 | 343,440 | 205,462 |  |


| Advertising and Marketing | 3.5\% | 3.5\% |  | 407 | 391 | 798 | 421 | 405 | 826 | 436 | 419 | 855 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Office Expenses | 3.5\% | 3.5\% |  | 14.472 | ${ }_{13,905}$ | 28.377 | 14,979 | 14,392 | 29.371 | ${ }_{15.503}$ | 14.895 | 30,399 |
| Office Rent | 3.5\% | 3.5\% |  |  |  |  |  |  |  |  |  |  |
| Legal Expense - Property | 3.5\% | 3.5\% |  | 6.269 | 6,023 | 12,293 | ${ }_{6,489}$ | 6,234 | 12,723 | 6,716 | ${ }_{6.452}$ | 13,168 |
| Audit Expense | 3.5\% | 3.5\% |  | 8.150 | 7.880 | 15.980 | ${ }^{8.435}$ | ${ }^{8.104}$ | 18.540 | ${ }^{8.730}$ | ${ }^{8.3888}$ | 17.119 |
| Bookkeeping/Accounting Services | 3.5\% | 3.5\% |  | 8.531 | 8.197 | 16,728 | 8.830 | 8.483 | 17,313 | 9,139 | 8.780 | 17.919 |
| Bad Debis | 3.5\% | 3.5\% |  | 11,285 | 10,842 | 22,127 | 11.680 | 11,222 | 22,901 | 12,088 | 11.614 | 23,703 |
| Miscellaneous | 3.5\% | 3.5\% |  | 6.449 | 6,196 | 12.644 | 6.674 | 6.412 | 13,087 | 6,908 | ${ }_{6}^{6,637}$ | 13,545 |
|  |  |  |  |  | 53,384 |  | 57,507 |  |  | 59,520 | 57,186 | 116,706 |




| Property and Liability Insurance | 3.5\% | 3.5\% |  | 149,783 | 143,909 | 293,692 | 155,026 | 148,946 | 303,972 | 160,451 | 154,159 | 314,611 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Fidelity Bond Insurance | 3.5\% | 3.5\% |  |  |  |  |  |  |  |  |  |  |
| Worker's Compensation | 3.5\% | 3.5\% |  | 15.868 | 15.246 | 31,114 | 16.423 | 15.779 | 32,203 | 16.998 | 16.332 | 33,330 |
| Director's \& Officers' Liability Insurance | 3.5\% | 3.5\% |  |  |  |  |  |  |  |  |  |  |



## USES THAT PRECEDE MOHCD DEBT SERVICE IN WATERFAL

| "Below-the-line" Asset Mgt fee (uncommon in new projects, see policy) | 3.5\% | 3.5\% | per MOHCD policy |  |  |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Partnership Management Fee (see policy for limits) | 3.5\% | 3.5\% | per MOHCD policy | 15,221 | 14.625 | 29.846 | 15,754 | 15,137 | 30.891 | 16,306 | 15.666 | 31,972 |
| Investor Service Fee (aka "LP Asset Mgt Fee") (see policy for limits) |  |  | per MOHCD policic no anual increase | 2.550 | 2.450 | 5.000 | 2.550 | 2.450 | 5.000 | 2.550 | 2.450 | 5.000 |
| Other Payments |  |  |  |  |  |  |  |  |  |  |  |  |
| Non-amortizing Loan Pmnt - Lender 1 |  |  | Enter comments e: anual increase, elc. |  |  |  |  |  |  |  |  |  |
| Non-amotizinin Loan Pmit-Lender 2 |  |  | Enter comments e: anual increase, elc. |  |  |  |  |  |  |  |  |  |
| Deferred Developer Fee (Enter amt <= Max Fee from row 131) |  |  |  |  |  |  |  |  |  |  |  |  |
| TOTAL PAYMENTS PRECEDING MOHCD |  |  |  | 17,771 | 17,075 | 34,846 | 18,304 | 17,587 | 35,991 | 18,856 | 18,116 | 36,972 |
|  |  |  |  | ${ }^{(0)}$ | 38,903 | 38,903 |  | 38,741 | 38,741 | 0 | 38,467 | 38,467 |

(CAL RECEIPTS (CASH FLOW minus PAYMENTS PRECEDING MOHCD) Does Project have a MOHCD Residual Receipt Obligation?
Will Project Defer Developer Fee? Residual Receipts split tor all years. - Lender/Owner

## MOHCD RESIDUAL RECEIPTS DEBT SERVICE

MOHCD Residual Receipts Amount D Proposed MOHCD Residual Receipts Amount to Loan Repayment
Poopesed MOHCD Residual Receipts Amount to Residual Ground
Lease Proposed MOHCD Residual Receipts Amount to Replacement
Resene

NON-MOHCD RESIDUAL RECEIPTS DEBT SERVICE
HCD Residual Receipits Amount Due

| Lender 4 Residual |
| :--- |
| Leneceipts |
| Lender 5 Residua |

Total Non-MOHCD Residual Receipts Debt Service
REMAINDER (Should be zero unless there are distributions below)

| Owner Distributions/Incentive Management Fee |
| :--- |
| Other Distributions/Uses |

Other Distributions/Uses
Final Balance (should be zero)

## REPLACEMENT RESERVE-RUNNING BALANCE




OTHER REQUIRED RESERVE 1 - RUNNING BALANCE

| Other Resevere 1 Itaring Balance |
| :--- | :--- |
| Other Resevere 1 Depits |


| Other Reserve 1 Withdraw |
| :--- |
| Other Reserve 1 Interest |

Other Required Reserve 1 Running Balance


RR BalanceeUnit


QR Balance as a \% of Prior Yr OP Exps + Debt Senice

Total \# Units: :

OTHER RESERVE 2 - RUNNING BALANCE

| Other Reserve 2 Starting Balanc |
| :--- |
| Ohher Reserve 2 Deposits |
| Other Reserve 2 Withdrawals |


| OHer Resenve 2 Deposits |
| :--- |
| Other Resenve 2 Withdraw |
| Other Reserve 2 Interest |


| $\square$ |
| :--- |
|  |



Other Required Reserve 2 Running Balance

| $\qquad$ <br> Total \# Units: 63 <br> INCOME |  | Units 31 49.00\% |  |  |  |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | $\begin{aligned} & 32 \\ & 51.00 \% \end{aligned}$ |  |  | $\begin{gathered} \text { Year } 10 \\ 2034 \end{gathered}$ |  |  | $\begin{gathered} \text { Year } 11 \\ 2035 \end{gathered}$ |  |  | $\begin{gathered} \text { Year } 12 \\ 2036 \end{gathered}$ |  |  |
|  | $\begin{array}{\|c\|} \hline \text { annual } \\ \text { inc LOSP } \\ \hline \end{array}$ | \% annual | Comments (related to annual inc assumptions) | LOSP | non-Losp | Total | LOSP | non-LOSP | Total | LOSP | non-LOSP | Total |
| Residential - Tenant Rents | 1.0\% | 2.5\% |  | 108,275 | 69, 785 | 800,060 | 109,358 | 709,080 | 818,437 | 110.451 | 726,807 | 837,258 |
|  | n/a | n/a |  |  |  |  |  |  |  |  |  |  |
|  | n/a | n/a |  | 926,324 |  | 926,324 | 960,453 |  | 960,453 | 995,803 |  | 995,803 |
| Residential - LOSP Tenant Assistance Payments <br> Commercial Space | n/a | 2.5\% |  |  |  |  |  |  | . |  |  |  |
|  | 2.5\% | 2.5\% |  |  |  |  |  |  |  |  |  |  |
| Residential Parking <br> Miscellaneous Rent Income | 2.5\% | 2.5\% |  |  |  |  |  |  |  |  |  |  |
| Supportive Services Income | 2.5\% | 2.5\% |  |  |  |  |  |  |  |  |  |  |
| Interest Income - - Project Operations | 2.5\% | 2.5\% |  |  |  |  |  |  |  |  |  |  |
| Laundry and Vending | 2.5\% | 2.5\% |  | ${ }^{5.529}$ | ${ }_{5.313}$ | 10.842 | ${ }_{5.668}$ | 5.445 | ${ }^{11,113}$ | 5.809 | 5.581 | 11,39 |
| Tenant Charges | 2.5\% | 2.5\% |  |  |  |  |  |  |  |  |  |  |
| Miscellaneous Residential Income | 2.5\% | 2.5\% |  |  |  |  |  |  |  |  |  |  |
| Other Commercial Income | n/a | 2.5\% |  |  |  |  |  |  | . |  |  |  |
| Withdrawal from Capitalized Reserve (deposit to operating account) | n/a | n/a | Link from Reserve Section below, as applicable |  | 331,991 | 331.991 |  | 347,496 | 347,496 |  | 363.589 | 363.58 |
| Gross Potential Income |  |  |  | 1,040,128 | 1,029,089 | 2,069,217 | 1,075,478 | 1,062,021 | 2,137,499 | 1,112,064 | 1,095,977 | 2,208,041 |
|  | n/a | n/a | Enier iomulas manualy per relevant MoH | (5.414) | (34.589) | (40,003) | (5.468) | (35.454) | (40,922) | (5.523) | (36,340) | (41.863) |
| Vacancy Loss - Residential - Tenant Assistance Payments Vacancy Loss - Commercia | $\stackrel{\text { n/a }}{\text { n/a }}$ | $\stackrel{\text { n/a }}{\text { n/a }}$ | Japoryoraiale |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Management Fee | 3.5\% | 3.5\% | ${ }^{1 \text { str Year to be set according to HUD }}$ | 34,156 | 32,817 | 66,973 | 35,352 | 33,965 | 69.317 | 36.589 | 35,154 | 71,743 |
| Asset Management Fee | 3.5\% | 3.5\% | per MOHCD policy | 16,307 | 15.667 | 31,974 | 16,877 | 16,215 | 33,093 | ${ }^{17,468}$ | 16,783 | 34,251 |
| Salaries Benefits $^{\text {a }}$ Sub-total Management Expenses |  |  |  | ${ }^{50,463}$ | ${ }^{48,884}$ | 98,946 | ${ }^{52,229}$ | 50,181 | 102,409 | 54,057 | ${ }^{51,937}$ | 105,94 |
| Salaries/Benefits |  |  |  |  |  |  |  |  |  |  |  |  |
| Manager's Salary | 35\% | ${ }^{3.5 \%}$ |  | 60472 | 50.099 | 30.614 | 10,205 | 4,627 | 31,092 | (0,047 | 10,174 | ${ }^{32,008}$ |
|  | 3.5\% | 3.5\% |  | 73,891 | ${ }^{7} \mathbf{7 0 , 9 9 3}$ | $\stackrel{144,884}{ }$ | ${ }^{76,477}$ | ${ }_{7} 7$ 7,478 | 149,955 | ${ }_{7} 7$ 7, 154 | ${ }_{7}^{6,0,050}$ | $\stackrel{\text { 12,5,204 }}{ }$ |
| Other Salaries/BenefitsAdministrative Rent-Free Unit | 3.5\% | 3.5\% |  | 205,383 | 68,461 | 273,844 | 212,572 | 70,857 | 283,429 | 220,012 | 73,337 | ${ }^{293,349}$ |
|  | 3.5\% | 3.5\% |  |  |  |  |  |  |  |  |  |  |
| Sub-total Salaries/Benefits |  |  |  | 355,461 | 212,653 | 568,114 | 367,902 | 220,096 | 587,988 | 380,779 | 227,800 | 608,578 |
| Administration |  |  |  |  |  |  |  |  |  |  |  |  |
| Office Expenses | 3.5\% | 3.5\% |  | 16.046 | 15.417 | ${ }_{31,462}$ | ${ }_{16,607}$ | ${ }^{15,956}$ | ${ }^{32,564}$ | 17,189 | ${ }_{16,515}$ | ${ }^{33,703}$ |
| Office Rent | 3.5\% | 3.5\% |  |  |  |  |  |  |  |  |  |  |
| Legal Expense - Property | 3.5\% | 3.5\% |  | 6.951 | ${ }_{6.678}$ | 13.629 | 7,194 | 6.912 | 14,106 | 7.446 | 7.154 | 14.600 |
| Audit Expense | 3.5\% | 3.5\% |  | 9,036 | 8.682 | 17,718 | 9,352 | 8.986 | 18,338 | ${ }^{9.680}$ | 9,300 | 18.980 |
| Bookkeeping/Accounting Services | ${ }^{3.5 \%}$ | 3.5\% |  | 9.459 | ${ }^{9.0888}$ | 18.546 | 9,790 | 9.406 | 19,195 | 10,132 | ${ }^{9.7355}$ | 19,867 |
| Bad Debts | ${ }^{3.5 \%}$ | 3.5\% |  | 12.511 | ${ }^{12,021}$ | ${ }^{24,532}$ | 12.949 | 12,441 | 25,391 | ${ }^{13,403}$ | ${ }_{12,877}^{12,38}$ | ${ }_{26,279}^{15017}$ |
| Miscellaneous Sub-total Administration Expenses | 3.5\% | 3.5\% |  | $\xrightarrow{7,150}$ | 6.869 | 14,019 | 7,400 | 7.110 | ${ }^{14,5099}$ | ${ }^{7.659}$ | ${ }^{7,358}$ | ${ }^{15,0017}{ }^{129,394}$ |
| Utilities Sub-total Administration Expenses |  |  |  | 61,603 | 59,188 | 120,791 | 63,759 | 61,259 | 125,019 | 65,991 | 63,03 | 129,394 |



| Real Estate Taxes | 3.5\% | 3.5\% |  | 3.266 | ${ }^{3,138}$ | 6.404 | 3.380 | 3.248 | ${ }_{6.628}$ | ${ }^{3.499}$ | 3,362 | 6.860 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Payroll Taxes | 3.5\% | 3.5\% |  | 28,149 | 27,045 | ${ }^{55,193}$ | 29,134 | 27,991 | 57,125 | 30,153 | 28,971 | 59,124 |
| Miscellaneous Taxes, Licenses and Permits | 3.5\% | 3.5\% |  | 658 | 632 | 1,289 | 681 | 654 | 1,334 | 704 | 677 | 1,381 |
|  |  |  |  | 2,072 | 0,815 | ${ }^{62,887}$ | ${ }^{33,195}$ | ${ }^{31,893}$ | 65,088 | 34,357 | 33,009 | 67,366 |


| Property and Liability Insurance | 3.5\% | 3.5\% |  | 166.067 | 159.555 | 325.622 | 177.880 | 165,139 | 337,019 | 177,895 | 170,919 | 348.815 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Fidelity Bond Insurance | 3.5\% | 3.5\% |  |  |  |  |  |  |  |  |  |  |
| Worker's Compensation | 3.5\% | 3.5\% |  | 17.593 | 16.903 | 34,496 | 18.209 | 17,495 | 35,704 | 18.846 | 18,107 | 36.953 |
| Director's \& Officers' Liability lisurance | 3.5\% | 3.5\% |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | 183,660 | 176,458 | 360,118 | 190,088 | 182,634 | 372,723 | 196,742 | 189,026 | 385,768 |


| Payroll | 3.5\% | 3.5\% |  | 136,012 | 130,678 | 266,690 | 140,773 | 135,252 | 276.025 | 145,700 | 139,986 | 285,685 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Supplies | 3.5\% | 3.5\% |  | 10.617 | 10.201 | 20.818 | 10.989 | 10.558 | 21.547 | 11,374 | 10,928 | 22,301 |
| Contracts | 3.5\% | 3.5\% |  | 45.622 | 43.833 | 89,455 | 47,219 | 45.367 | 92.586 | 48.872 | 46,955 | 95.827 |
| Garbage and Trash Removal | 3.5\% | 3.5\% |  | 32,777 | 31,434 | 64,150 | 33.662 | 32,534 | 66,395 | 35.047 | 33.672 | 68,719 |
| Security Payrolll Contract | 3.5\% | 3.5\% |  |  |  |  |  |  |  |  |  |  |
| HVAC Repairs and Maintenance | 3.5\% | 3.5\% |  | 2.848 | 2.737 | 5.585 | 2.948 | 2.833 | 5.781 | 3.051 | 2.932 | 5.983 |
| Vehicle and Maintenance Equipment Operation and Repairs | 3.5\% | 3.5\% |  | 60 | 57 | 117 | 62 | 59 | 121 | 64 | 62 | 126 |
| Miscellaneous Operating and Maintenance Expenses | 3.5\% | 3.5\% |  |  |  |  |  |  |  |  |  |  |
| Sub-total Maintenance \& Repair Expenses |  |  |  | 227,876 | 218,940 | 446,816 | 235,852 | 226,603 | 462,455 | 244,107 | 234,534 | 478,641 |
| Supportive Services | 3.5\% | 3.5\% |  | . | 91,159 | 9,159 | . | 94,349 | 94,349 |  | 97,652 | 97,652 |
| Commercial Expenses |  |  |  |  |  | . |  |  | . |  |  |  |
| total operating expenses |  |  |  | 991,573 | 914,979 | 1,906,552 | 1,026,278 | 947,003 | 1,973,281 | 1,062,198 | 980,148 | 2,042,346 |

Reserves/Ground Lease Base Rent/Bond Fees
Gond Monitoring Fee

| Replacement Reserve Deposit |
| :--- |
| Operating Reserve Deposit |


| Other Required Reserve 1 Deposit |
| :--- |
| Other Required Reserve 2 Deposit |

Required Reserve Deposit's. Commercial
Sub-total Reserves/Ground Lease Base Rent/Bond Fees
TOTAL OPERATING EXPENSES ( $w /$ / Reserves/GL Base Rent/ Bond Fees) NET OPERATING INCOMP (INCOME minus OP EXPENSES)

| DEBT SERVICEMUST PAY PAYMENTS ("hard debt"/amortized loans) |
| :--- |
| Hard Debt- - First Lender |

Hard Debt- Second Lender (HCD Program 0.42\% pymt, or other 2nd Lender)
Hard Debt- Fourth Lender (Other HCD Program, or other 3rd Lender)
Commercial Hard Debt Sevice TOTAL HARD DEBT SERVICE
CASH FLOW (NOI minus DEBT SERVICE)
Allocation of Commercial Surplus to LOPS/non-LOSP (residual income)
USES OF CASH FLOW BELOW (This row also shows DSCR.)

| "Below-the-line" Asset Mgt fee (uncommon in new projects, see policy) | 3.5\% | 3.5\% | per MOHCD policy |  |  |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Partnership Management Fee (see policy for linits) | 3.5\% | 3.5\% | per MOHCOD policy | 16.876 | 16,215 | 33,091 | 17,467 | 16,782 | 34,249 | 18.078 | 17,370 | 35.4 |
| Investor Service Fee (aka "LP Asset Mgt Fee") (see policy for linits) |  |  | per MOHCD policy no annual increase | 2,550 | 2.450 | 5.000 | 2,550 | 2.450 | 5.000 | 2.550 | 2.450 | 5.00 |
| Other Payments |  |  |  |  |  |  |  |  |  |  |  |  |
| Non-amorizing Loan Pmnt - Lender 1 |  |  | Enter comments re: anvual increase, etc. |  |  |  | - |  |  |  |  |  |
| Non-amortizing Loan Pmnt - Lender 2 |  |  | Enter comments se: anvual increase, elc. | . | . |  | . |  |  |  |  |  |
| Deferred Developer Fee (Enter amt $<=$ Max Fee from row 131) |  |  |  | - | $\cdots$ |  | $\cdots$ | $\cdots$ |  | - | - |  |
| TOTAL PAYMENTS PRECEDING MOHCD |  |  |  | 19,426 | 18,665 | 38,091 | 20,017 | 19,232 | 39,249 | 20,628 | 19,820 |  |

UAL RECEIPTS (CASH FLOW Minus PAYMENTS PRECEDING MOHCD) Does Project have a MOHCD Residual Reccipt Obligation?
Will Project Defer Developer Feee? Residual Receipts spilit or all years. - Lender/Owner

## MOHCD RESIDUAL RECEIPTS DEBT SERVICE

| MOHCD Residual Receipts Amount Due <br> Proposed MOHCD Residual Receipts Amount to Loan Repaymen <br> Proposed MOHCD Residual Receipts Amount to Residual Ground Lease <br> Proposed MOHCD Residual Receipts Amount to Replacement Reserve <br> NON-MOHCD RESIDUAL RECEIPTS DEBT SERVICE <br> HCD Residual Receipts Amount Due <br> Lender 4 Residual Receipts Due <br> Lender 5 Residual Receipts Due |
| :---: |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  | Other Distributions/Uses

Final Balance Ma
(should be zero)

## REPLACEMENT RESERVE-RUNNING BALANCE

|  |
| :---: |
|  |  |
|  |  |
|  |  |
|  |  |


| OPERATING RESERVE - RUNNING BALANCE |
| :--- |
| Operating Reserve Starting Balance <br> Operating Reserve Deposits <br> Operatig Reserv Withrawals <br> Operating Reserve Interest$\quad$ OR Running Balance |

OTHER REQUIRED RESERVE 1 - RUNNING BALANCE

Other Reserve 1 Withdra
Other Reserve 1 Interes
Other Reserve 1 Interest
Other Required Reserve 1 Running Balan

| 25,031 | 24.590 |
| :---: | :---: |
| 25,031 | 24.590 |
| . |  |
| . | . |
|  |  |
| - | $\cdots$ |
| . | - |
| - |  |
| 12,516 | 12,295 |
| 12,516 | 12,295 |
|  |  |
| - | - |
| 315,000 | 346,500 |
| 31,500 | 31,500 |
|  |  |
|  |  |
| - |  |
| 346,500 | 378,000 |
| \$5,500 | \$6,000 |
| $\cdot$ | . |
| - | - |
|  |  |
| 0.0\% | 0.0\% |
| - | . |
| . | . |
|  |  |


|  | 7.650 | 7.350 | 15.000 | 7.650 | 7.350 | 15.000 | 7,650 | 7.350 | 15.000 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | 16.065 | 15.435 | 31.500 | 16.065 | ${ }_{15435}$ | 31.500 | 16.065 | 15.435 | 31.50 |
|  |  |  |  |  |  |  |  |  |  |
|  | . | . | - | - |  | . |  | - |  |
| from 'Commercial Op. Budget' Worksheet;Commercial to Residential allocation: $100 \%$ |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  | 23,715 | 22,785 | 46,500 | 23,715 | 22,785 | 46,500 | 23,715 | 22,785 | 46,500 |
|  | 1,015,288 | 937,764 | 1,953,052 | 1,049,993 | 969,788 | 2,019,781 | 1,08,913 | 1,002,933 | 2,088,846 |
|  | 19,426 | 56,736 | 76,162 | 20,017 | 56,779 | 76,796 | 20,628 | 56,704 | 77,32 |
| Enter comments se: anuua increase, elc. | . | . | . | - | . | . | . | . |  |
| Enter commentis se: anuual increase, elc. | . | - | - | - | . | . | - | . |  |
| Enter comments se: anuual increase, elc. | - | - | - | , | - | . | - | $\cdots$ |  |
| Enter comments re: annual increase, etc. <br> from 'Commercial Op. Budget' Worksheet; <br> Commercial to Residential allocation: $100 \%$ | . |  | , | , |  |  |  | - |  |
|  |  |  | . |  |  |  |  |  |  |
|  | - | - | - | - | - | - | - | . |  |
|  | 19,426 | 56,736 | 76,162 | 20,017 | 56,779 | 76,796 | 20,628 | 56,704 | 77,332 |
|  | $\cdots$ |  |  | $\cdots$ |  |  | $\cdots$ |  |  |
|  | 19,426 | 56,736 | 76,162 | 20,017 | 56,779 | 76,796 | 20,628 | 56,704 | 77,332 |

DSCR:
income
OTHER RESERVE 2 - RUNNING BALANCE

| Other Reserve 2 Starting Balance |
| :--- | :--- |
| Other Reserve 2 Deposits |

Other Reserve 2 Wephithras
Other Required Reserve 2 Running Balance


| Total \# Units: $63$ |  | $\begin{aligned} & \text { on-lits } \\ & 31 \\ & 31 \\ & \text { U9.00\% } \\ & \hline \end{aligned}$ |  |  |
| :---: | :---: | :---: | :---: | :---: |
|  | $\begin{array}{\|c\|} \hline \text { annual } \\ \text { inc LOSP } \\ \hline \end{array}$ | $\begin{gathered} \% \text { annual } \\ \text { increase } \end{gathered}$ | Comments (related to annual inc assumptions) | LO |
|  | 1.0\% | 2.5\% |  |  |
|  | n/a | n/a |  |  |
|  | n/a | n/a |  | 1.03 |
|  | n/a | 2.5\% | from 'Commercial Op. Budget' Worksheet; |  |
|  | 2.5\% | 2.5\% |  |  |
|  | 2.5\% | 2.5\% |  |  |
|  | 2.5\% | 2.5\% |  |  |
|  | 2.5\% | 2.5\% |  |  |
|  | 2.5\% | 2.5\% |  |  |
|  | 2.5\% | 2.5\% |  |  |
|  | 2.5\% | 2.5\% |  |  |
|  | n/a | 2.5\% |  |  |
| ating account) | n/a | n/a | Link tom Reserve Section below, as |  |
| Potential Income |  |  |  |  |
|  | n/a | n/a | Enter formulas manualy per relevant MOH |  |
| ents | n/a | n/a | policy; annual incrementing usually not appropriate |  |


| $\begin{aligned} & \text { Year } 13 \\ & 2037 \end{aligned}$ |  |  | $\begin{aligned} & \text { Year } 14 \\ & 2038 \end{aligned}$ |  |  | $\begin{gathered} \text { Year } 15 \\ 2039 \end{gathered}$ |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| LOSP | non-Losp | Total | LOSP | non-Losp | Total | LOSP | non-LOSP | Total |
| 111,556 | 744,977 | 856.533 | ${ }^{112,671}$ | 763.601 | 876,273 | 113,798 | 782,691 | 896,489 |
| 1,032,419 |  | 1,032,419 | 1.070.251 |  | 1,070,251 | 1,109,528 |  | 1,109,528 |
|  |  | . |  |  | . |  |  |  |
|  |  | - |  |  | . |  |  |  |
| - | - | - | . | . | . |  |  |  |
| . | . | . |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| 5.955 | 5.721 | 11.676 | 6.103 | 5.864 | ${ }^{11,967}$ | ${ }^{6,256}$ | ${ }^{6.011}$ | 12.26 |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  | . |  |  |  |
|  | 380.290 | 380,290 |  | 397,621 | 397,621 |  | 415.602 | 415.602 |
| 1,149,929 | 1,130,988 | 2,280,917 | 1,189,026 | 1,167,086 | 2,356,112 | 1,229,582 | 1,204,304 | 2,433,886 |
| (5.578) | (37,249) | (42,827) | (5.634) | (38,180) | (43,814) | (5,690) | (39, 135) | (44,824) |
|  |  |  |  |  |  |  |  |  |
| 1,144,351 | 1,093,739 | 2,238,990 | 1,183,392 | 1,128,906 | 2,312,299 | 1,223,892 | 1,165,169 | 2,38,061 |

operating Expens

| Management Fee |  | 3.5\% | 3.5\% |  | ${ }^{37.869}$ | ${ }^{36.384}$ | 74,254 | 339,195 | ${ }^{37,658}$ | 76.853 | ${ }^{40.567}$ | 38.976 | 79.543 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Asset Management Fee |  | 3.5\% | 3.5\% | per MOHCD policy | 18.079 | 17,370 | 35,450 | 18.712 | 17,978 | 36,990 | ${ }^{19,367}$ | 18.608 | 37,975 |
|  | Sub-total Management Expenses |  |  |  | 55,949 | 53,755 | 109,704 | 57,907 | ${ }_{55,636}$ | 113,543 | 59,934 | 57,53 | 117,517 |
| Salaries/Benefits |  |  | 35\% |  | 1724 | 16740 |  | 18033 | 17326 | 35359 | 18665 | 17933 | 3659 |
| Manager's Salary |  | ${ }^{3.5 \%}$ | 3.5\% |  | 67,046 | ${ }_{64,477}$ | ${ }^{131,463}$ | 69,393 | 66,671 | 136,064 | ${ }_{71,8182}$ | 69,005 | ${ }_{1040,826}$ |
| Heatth Insurance and Other Benefits |  | 3.5\% | 3.5\% |  | 81,924 | 78.711 | 160,636 | 84,792 | ${ }^{81,466}$ | 166,258 | ${ }^{87,759}$ | 84,318 | 172,077 |
| Other Salaries/Benentits |  | 3.5\% | 3.5\% |  | 227,712 | 75.904 | 303.616 | 235.682 | 78,561 | 314,243 | 243,931 | 81,310 | 325,2 |
| Administrative Rent-Free Unit | Sub-total Salaries/Benefits | 3.5\% | 3.5\% |  | 106 | ${ }^{773}$ |  | ${ }_{407900}$ | 244,025 | 651,924 | 422,176 |  |  |




| Real Estate Taxes | 3.5\% | 3.5\% |  | 3,621 | 479 | 101 | ${ }^{748}$ | 601 | 49 | I | 3,727 | 7.606 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Payroll Taxes | 3.5\% | 3.5\% |  | 3,209 | 29,985 | 61,194 | 32.301 | 31,034 | 63,336 | 33,432 | 32,121 | 6.552 |
| Miscellaneous Taxes, Licenses and Permits | 3.5\% | 3.5\% |  | 729 | 700 | 1,429 | 755 | 725 | 1.480 | 781 | 750 | 1.531 |
|  |  |  |  | ${ }^{3,559}$ | 34,165 | 69,724 | 36,804 | ${ }^{35,360}$ | 72,164 | 38,092 | ${ }^{36,598}$ | 74,69 |


| Property and Liability linurance | 3.5\% | 3.5\% |  | 184,122 | 17,901 | 361,023 | 190.566 | 183,093 | 373.659 | 197,236 | 189,501 | 386,737 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Fidelity Bond Insurance | 3.5\% |  |  |  |  |  |  |  |  |  |  |  |
| Worker's Compensation | 3.5\% | 3.5\% |  | 19.506 | 18.741 | 38,247 | 20,188 | ${ }^{19,397}$ | 39.585 | 20,895 | 20.076 | 40,9 |
| Director's \& Officers' Liability insurance | 3.5\% | 3.5\% |  |  |  |  |  |  |  |  |  |  |
| Maintenance \& Repair Sub-total Insurance |  |  |  | ${ }^{203,628}$ | 195,642 | 399,270 | 210,754 | 202,490 | 413,244 | 218,131 | 209,577 | 427,70 |
| Payroll |  |  |  |  |  |  |  |  |  |  |  |  |
| Saypolies | 3.5\% | 3.5\% |  | $\frac{150,799}{11,72}$ | $\frac{144,835}{11,310}$ | ${ }_{2}^{29,664}$ | 150,0184 | ${ }^{149,956}$ | ${ }^{300,039} \mathbf{2 3 8 9}$ | $\frac{161.540}{12.610}$ | ${ }^{155,205} 12,16$ | $\begin{array}{r}316,745 \\ \hline 24,726\end{array}$ |
| Contracts | 3.5\% | 3.5\% |  | 50.582 | 48.598 | 99,181 | 52,352 | 50,299 | 102,652 | 54,185 | 52.060 | 106,245 |
| Garbage and Trash Removal | 3.5\% | 3.5\% |  | 36,273 | 34.851 | 71,124 | 37,543 | 36,071 | 73,614 | 38.857 | 37,333 | 76,190 |
| Security Payroll\|Contract | 3.5\% | 3.5\% |  |  |  |  |  |  |  |  |  |  |
| HVAC Repairs and Maintenance | 3.5\% | 3.5\% |  | 3,158 | 3.034 | 6,192 | 3,269 | 3,140 | 6.409 | 3.383 | 250 | 6,633 |
| Vehicle and Maintenance Equipment Operation and Repairs | 3.5\% | 3.5\% |  | 66 | 64 | 130 | 69 | 66 | 135 | 71 | 68 | 139 |
| Miscellaneous Operating and Maintenance Expenses | 3.5\% | 3.5\% |  |  |  |  |  |  |  |  |  |  |
| Sub-total Maintenance \& Repair Expenses |  |  |  | 252,6 | 242,743 | 495,393 | 261,493 | 251,239 | 512,732 | 270,646 | 260,032 | 530,678 |
| Supportive Services | 3.5\% | 3.5\% |  |  | 101,069 | 101,069 | - | ${ }^{104,607}$ | 104,607 | $\cdot$ | 108,268 | 108,268 |
| Commercial Expenses |  |  |  |  |  | . |  |  | . |  |  |  |
| total operating expenses <br> PUPA (w/o Reserves/GL Base RentBond Fees) |  |  |  | 1,099,375 | 1,014,453 | 2,113,828 | 1,137,853 | 1,049,959 | 2,187,812 | 1,177,678 | 1,086,708 | 2,264,385 |

Reserves/Ground Lease Base Rent/Bond Fees
Gond Monitoring Fee

| Replacement Reserve Deposit |
| :--- |
| Operating Reserve Deposit |


| Other Required Reserve 1 Deposit |
| :--- |
| Other Required Reserve 2 Deposit |

Required Reserve Deposit's. Commercial
Sub-total Reserves/Ground Lease Base Rent/Bond Fees
TOTAL OPERATING EXPENSES ( $\mathbf{w} /$ Reserves/GL Base Rent/ Bond Fees) NET OPERATING INCOME (INCOME Reserves/GL Base RentBond OP EXPENSES)
DEBT SERVICEMUST PAY PAYMENTS ("hard debt"/amortized loans)

| Hard Debt- Second Lender (HCD Program 0.42\% pymt, or other 2nd Lender) |
| :--- | :--- |
| Hard Debt The |

Hard Debt- Fourth Lender
Commercial Hard Debt Service TOTAL HARD DEBT SERVICE
CASH FLOW (NOI minus DEBT SERVICE)
Allocation of Commercial Surplus to LOPS/non-LOSP (residual income)
USES OF CASH FLOW BELOW (This row also shows DSCR.)

|  | 7.650 | 7,350 | 15,000 | 7.650 | 7,350 | 15.000 | 7.650 | 7.350 | 15.000 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | 16.065 | ${ }^{15,435}$ | 31.500 | 16.065 | 15,435 | ${ }^{31,500}$ | 16,065 | 15.435 | 31.500 |
|  |  |  |  |  |  |  |  |  |  |
|  | . | . |  | . | , | . | - | . |  |
| om 'Commer Budget' Worksheet; <br> Commercial to Residential allocation: 100\% |  |  |  |  |  | - | - |  |  |
|  | 23,715 | 22,785 | 46,500 | 23,715 | 22,785 | 46,500 | 23,715 | 22,785 | 4,500 |
|  | 1,123,990 | 1,037,238 | 2,160,328 | 1,161,568 | 1,072,744 | 2,234,312 | 1,201,393 | 1,109,493 | 2,310,885 |
|  | 21,261 | 56,501 | 77,762 | 21,824 | 56,162 | 77,987 | 22,499 | 55,677 | 78,176 |


| Enter comments re: anual increase, elc. |  |  |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Enter comments re: anuual increase, elc. | . | . |  |  |  |  |  |  |  |
| Enter comments se: anual increase, elc. |  |  |  |  |  |  |  |  |  |
| Enter commentis re: anual increase, elc. | . | . | . | . | . | . | . | . |  |
|  |  |  | . |  |  | . |  |  |  |
|  | $\cdot$ | - | $\cdot$ |  |  |  |  |  |  |
|  | 21,261 | 56,501 | 77,762 | 21,824 | 56,162 | 77,987 | 22,499 | 55,677 | 78,176 |
|  | 21,261 | 56.501 | 77,762 | 21,824 | $\stackrel{\text { 56, } 162}{ }$ | 77,987 | 22,499 | 55,677 | 78,176 |


| "Below-the-line" Asset Mgt fee (uncommon in new projects, see policy) | 3.5\% | 3.5\% | policy |  |  |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Partership Management Fee (see policy for limits) | 3.5\% | 3.5\% | per MOHCD policy | 18.711 | 17,978 | 36,689 | 19,274 | ${ }_{18,519}$ | 37,793 | 19,949 | ${ }^{19,167}$ | ${ }^{39,116}$ |
| Investor Service Fee (aka "LP Asset Mgt Fee") (see policy for limits) |  |  | per MOHCD policy n a annual increase | 2.550 | 2,450 | 5.000 | 2.550 | 2.450 | 5.000 | 2.550 | 2.450 | 5.000 |
| Other Payments |  |  |  |  |  |  |  |  |  |  |  |  |
| Non-amorizing Loan Pmnt - Lender 1 |  |  | Enter comments re: anual increase, etc. |  |  |  |  |  |  |  |  |  |
| Non-amortizing Loan Pmit - Lender 2 |  |  | Enter comments se: anual increase, elc. |  | - |  |  |  |  |  |  |  |
| Deferred Developer Fee (Enter amt <= Max Fee from row 131) |  |  |  |  |  |  |  |  |  |  |  |  |
| TOTAL PAYMENTS PRECEDING MOHCD |  |  |  | 21,261 | 20,428 | 41,689 | 21,824 | 20,969 | 42,793 | 22,499 | 21,617 | 48,116 |
| RESIDUAL RECEIPTS (CASH FLOW minus PAYMENTS PREC | монсD |  |  | ${ }^{(0)}$ | 36,073 | 36,073 | ${ }^{(0)}$ | 35,194 | 35,194 |  | 34,060 | 34,0 |

(CASH FLOW minus PAYMENTS PRECEDING MOHCD) Does Project have a MOHCD Residual Reccipt Obligation?
Will Project Defer Developer Feee? Residual Receipts split tor all years. - Lender/Owner

## MCD RESIDUAL RECEIPTS DEBT SERVIC



Owner Distributions/l/centive Management Fee
Final Balance (should be zero)

## REPLACEMENT RESERVE- RUNNING BALANCE



| OPERATING RESERVE - RUNNING BALANCE |
| :--- |
| Operating Reserve Starting Balance <br> Oeparing R Reserve Deposits <br> Operatig Reserve Witdrawals <br> Operating Reserve Interest <br> OR Running Balance |

OTHER REQUIRED RESERVE 1 - RUNNING BALANCE


| Other Reserve 1 Withara |
| :--- |
| Other Reserve 1 Interes |

Other Required Reserve 1 Running Balance

income
OTHER RESERVE 2 - RUNNING BALANCE
Other Reserve 2 Stating Balan
Other Reserve 2
2
Other Reserve 2 Withdras
Other Required Reserve 2 Running Balance

Total \# Units:


$\square$



| Total \# Units: <br> 63 <br> INCOME |  | Non-LOSP <br> Cnits <br> 31 <br> 49.00\% |  |  |  |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | $\begin{aligned} & \text { Units } \\ & 32 \end{aligned}$ |  |  | $\begin{gathered} \text { Year } 16 \\ 2040 \\ \hline \end{gathered}$ |  |  | $\begin{gathered} \text { Year } 17 \\ 2041 \\ \hline \end{gathered}$ |  |  | $\begin{gathered} \hline \text { Year } 18 \\ 2042 \\ \hline \end{gathered}$ |  |  |
|  |  | \% annual |  | LOSP | non-Losp | Total | LOSP | non-Losp | Total | LOSP | non-LOSP |  |
|  | inc Losp | increase | Comments (related to annual inc assumptions) |  |  |  |  |  |  |  |  | Total |
| Residential - Tenant Rents | 1.0\% | 2.5\% |  | 114,936 | 802,259 | 917,195 | 116,085 | 822,315 | 938.400 | 117.246 | 842,873 | 960.119 |
| Residential - Tenant Assistance Payments (Non-LOSP) | n/a | n/a |  |  |  |  |  |  |  |  |  |  |
| Residential - LosP Tenant Assistance Payments | n/a | n/a |  | 1,127,010 |  | 1,127,010 | 1,168.419 |  | 1,168,419 | 1,211,306 |  | 1.211,306 |
| Commercial Space | n/a | 2.5\% |  |  |  |  |  |  | - |  |  |  |
| Residential Parking | 2.5\% | 2.5\% |  |  |  |  |  |  |  |  |  |  |
| Miscellaneous Rent Income | 2.5\% | 2.5\% |  |  |  |  |  |  |  |  |  |  |
| Supportive Services Income | 2.5\% | 2.5\% |  |  |  |  |  |  |  |  |  |  |
| Interest Income - Project Operations | 2.5\% | 2.5\% |  |  |  |  |  |  |  |  |  |  |
| Laundry and Vending | 2.5\% | 2.5\% |  | 6.412 | 6.161 | 12.573 | 6.573 | 6,315 | 12,888 | 6.737 | 6.473 | 13.210 |
| Tenant Charges | 2.5\% | 2.5\% |  |  |  |  |  |  |  |  |  |  |
| Miscellaneous Residential Income | 2.5\% | 2.5\% |  |  |  |  |  |  |  |  |  |  |
| Other Commercial linome | n/a | 2.5\% |  |  |  |  |  |  |  |  |  |  |
| Withdrawal from Capitalized Reserve (deposit to operating account) | n/a | n/a | Link from Reserve Section below, as applicable |  | 434.256 | 434.256 |  |  |  |  |  |  |
| Gross Potential Income |  |  |  |  | 1,242,676 | 2,491,034 | 1,291,077 | 828,630 | 2,119,707 | 1,335,290 | 849,346 | 2,184,635 |
| Vacancy Loss - Residential - Tenant Rents | n/a | n/a | Enier formulas manualy per relevan MOH | (5.747) | (40, 113) | (45.860) | (5.804) | (41, 116) | (46,920) | (5.862) | (42,144) | (48.006) |
| Vacancy Loss - Residential - Tenant Assistance Payments | $\frac{\text { n/a }}{\text { n/a }}$ | $\frac{\text { n/a }}{\text { n/a }}$ | Popiery: anual incerenenting usualy not |  |  |  |  |  |  |  |  |  |
| Vacancy Loss - Commercial EFFECTIVE GROSS INCOME n/a na |  |  |  | 1,242,611 | 1,202,563 | 2,445,174 | 1,285,273 | 787,514 | 2,072,787 | 1,329,427 | 807,202 | 2,136,629 |
| OPERATING EXPENSES Management |  |  |  |  |  |  |  |  |  |  |  |  |
| Management Fee | 3.5\% | 3.5\% | 1st Year to be set according to HUD schedule. | 41,987 | 40,340 | ${ }^{82,327}$ | 43,456 | 41,752 | 85,208 | 44,977 | 43,213 | 88,190 |
| Asset Management Fee | 3.5\% | 3.5\% | per MOHCD policy | 20.045 | 19,259 | 39,304 | 20.746 | 19,933 | 40.679 | 21.473 | 20.631 |  |
| Sub-total Management Expenses |  |  |  | 62,031 | 59,599 | 121,630 | 64,203 | 61,685 | 125,887 | 66,450 | 63,844 | 130,293 |
| Salaries/Benefits |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Manager's Salary | 3.5\% | 3.5\% |  | 74,335 | 71,420 | 145,755 | 76,937 | 73,920 | 150,857 | 79,630 | 76,507 | 156,137 |
|  | 3.5\% | 3.5\% |  | 90,831 | 87,269 | 178,100 | 94.010 | ${ }^{90,323}$ | 184,333 | 97,300 | ${ }^{93,485}$ | 190,785 |
| Other Salaries $B$ Benefits | 3.5\% | 3.5\% |  | 252,468 | 84,156 | 336,624 | 261.305 | 87,102 | 348,406 | 270.450 | 90,150 | 360,601 |
| Administrative Rent-Free Unit | 3.5\% | 3.5\% |  |  | 261,405 | 698,357 | 452,245 | 27,554 | 722,800 | 468,074 | 280,024 | 748,098 |
| Administration Sub-total Salaries/Benefits |  |  |  | 436,952 |  |  |  |  |  |  |  |  |
| Advertising and Marketing $3.5 \%$ $3.5 \%$ |  |  |  | 555 | ${ }_{533}$ | 1.087 | 574 | 551 | 1,125 | 594 | 571 | 1,165 |
| Office Expenses | 3.5\% | 3.5\% |  | 19.724 | 18.951 | 38.675 | 20.415 | 19.614 | 40.029 | 21,129 | 20.301 | 41,430 |
| Oftice Rent | 3.5\% | 3.5\% |  |  |  |  |  |  |  |  |  |  |
|  | 3.5\% | 3.5\% |  | 8.544 | 8,209 | 16,753 | 8.843 | 8,497 | 17,340 | 9,153 | 8,794 | 17,947 |
| Legal Expense - Property | 3.5\% | 3.5\% |  | ${ }^{11,108}$ | 10.672 | 21,780 | ${ }^{11,496}$ | 11,045 | ${ }^{22,542}$ | 11.899 | ${ }^{11,432}$ | 23,331 |
| Bookkeeping/Accounting Services | 3.5\% | 3.5\% |  | 11.627 | 11,171 | 22,798 | 12.034 | 11,562 | ${ }^{23,596}$ | 12,455 | 11.967 | 24,422 |
| Bad Debts | 3.5\% | 3.5\% |  | 15,380 | 14,777 | 30,156 | 15.918 | 15,294 | 31,212 | 16,475 | 15.829 | 32,304 |
| Utilities Sub-total Administration Expenses |  |  |  | ${ }^{6,75726}$ | 72,757 | 148,483 | 78,377 | ${ }_{75,303}$ | 153,680 | ${ }^{81,120}$ | 77,939 | $\begin{array}{r}18,460 \\ \hline 159,599\end{array}$ |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | 32,731 | 31,447 | 64,178 | 33.876 | 32,548 | 66,424 | 35,062 | 33,687 | 68,749 |
| Water | 3.5\% | 3.5\% |  | 66,147 | 63,553 | 129,700 | 68.462 | 65.778 | 134,240 | 70,859 | 68,080 | 138,938 |
|  | 3.5\% | 3.5\% |  |  |  |  |  |  |  |  |  |  |
| Sewer Sub-total Utilities | 3.5\% | 3.5\% |  | ${ }_{98,878}$ |  |  |  |  |  |  |  |  |
|  | Sub-total Utilities |  |  |  | 95,000 | 193,778 | 102,339 | 98,325 | 200,664 | 105,920 | 101,767 | 207,687 |



| Property and Liability Insurance | 3.5\% | 3.5 |  | 204,139 | 196,134 | 400,273 | 211,284 | 202,998 | 414,282 | 218,679 | 210,103 | 428,782 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Fidelity Bond Insurance | ${ }^{3.5 \%}$ | 3.5\% |  |  |  |  |  |  |  |  |  |  |
| Workers Compensation | 3.5\% | 3.5\% |  | ${ }^{21,626}$ | 20,778 | 42.405 | ${ }^{22,383}$ | 21.506 | 43.889 | 23,167 | 22,258 | 5.42 |
| ¢recors a micers Labily hirrance |  |  |  | 225,765 | 216,912 | 442,677 | ${ }^{233,667}$ | 224,504 | 458,171 | 241,846 | 232,361 | 474,207 |


| Payroll | 3.5\% | 3.5\% |  | 167,194 | 160,637 | 327,831 | 173,045 | 166,259 | 339,305 | 179,102 | 172,078 | 351,180 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Supplies | 3.5\% | 3.5\% |  | 13.051 | 12.540 | 25.591 | 13.508 | 12,978 | 26.487 | 13,981 | 13,433 | 27,414 |
| Contracts | 3.5\% | 3.5\% |  | 56,081 | 53,882 | 109,963 | 58,044 | 55,768 | 113,812 | 60,076 | 57,720 | 117,795 |
| Garbage and Trash Removal | 3.5\% | 3.5\% |  | 40.217 | 38.640 | 78.857 | 41,625 | 39,992 | 81,617 | 43.082 | 41,392 | 84,474 |
| Security Payroll Contract | 3.5\% | 3.5\% |  |  |  |  |  |  |  |  |  |  |
| HVAC Repairs and Maintenance | 3.5\% | 3.5\% |  | 3.501 | 3.364 | ${ }_{6.866}$ | ${ }^{3.624}$ | 3.482 | 7,106 | 3.751 | ${ }^{3.604}$ | 7.355 |
| Vehicle and Maintenance Equipment Operation and Repairs | 3.5\% | 3.5\% |  | 73 | 71 | 144 | 76 | 73 | 149 | 79 | 76 | 154 |
| Miscellaneous Operating and Maintenance Expenses | 3.5\% | 3.5\% |  |  |  |  |  |  |  |  |  |  |
| Sub-total Maintenance \& Repair Expenses |  |  |  | 280,118 | 269,133 | 549,251 | 28,922 | 278,53 | 568,475 | 300,070 | 288,302 | 588,32 |
| Supportive Services | 3.5\% | 3.5\% |  | . | 112,057 | 112,057 | - | 115,979 | 115,979 | . | 120,039 | 120,039 |
| Commercial Expenses |  |  |  |  |  | . |  |  | . |  |  |  |
| total operating expenses <br> PUPA (w/o Reserves/GL Base Rent/Bond Fees) |  |  |  | 1,218,896 | 1,124,742 | 2,343,639 | 1,261,558 | 1,164,108 | 2,425,666 | 1,305,712 | 1,204,852 | 2,510,564 |

Reserves/Ground Lease Base Rent/Bond Fees
Ground Lease Base Rent

| Replacement Reserve Deposit |
| :--- |
| Operating Reserve Deposit |


| Other Required Reserve 1 Deposit |
| :--- |
| Other Required Reserve 2 Deposit |

Required Reserve Deposit's. Commercial
Sub-total Reserves/Ground Lease Base Rent/Bond Fees
TOTAL OPERATING EXPENSES ( $\mathbf{w} /$ Reserves/GL Base Rent/ Bond Fees) NET OPERATING INCOMPA (INCOME Reserves/GL Base Rentizond OP EXPENSES)

| DEBT SERVICEMUST PAY PAYMENTS ("hard debt"/amortized Ioans) |
| :--- |
| Hard Debt- - First Lender |

Hard Debt- Second Lender (HCD Program 0.42\% pymt, or other 2nd Lender)
Hard Debt- - Fourth Lender (Other HCD Program, or other 3rd Lender)
Commercial Hard Debt Service TOTAL HARD DEBT SERVICE
CASH FLOW (NOI minus DEBT SERVICE)
Allocation of Commercial Surplus to LOPS/non-LOSP (residual income)
USES OF CASH FLOW BELOW (This row also shows DSCR.)
UES THAT PRECEDE MOHCD DEB TERERICE IN WATERFALL
"Below.the-ine" AssetMat ee (uncommon in new proects see polic)
$\qquad$

Non-amortizing Loan Pmnt - Lender
nter amt < = Max Fee from row 131)
TOTAL PAYMENTS PRECEDING MOHCD
RESIDUAL RECEIPTS (CASH FLOW minus PAYMENTS PRECEDING MOHCD)
Does Project have a MOHCD Residual Receipt Obligation?
Will Proiect Defer Developer Fee?
Will Proiect Deeter Developer Fee?
Residual Receipts split or al years. - Lender/Owner

MOHCD RESIDUAL RECEIPTS DEBT SERVICE
MOHCD Residual Receipts Amount Due Proposed MOHCD Residual Receeipts Amount to Loan Repayment
Proposed MOHCD Residual Receipts Amount to Residual Ground
Lease Lease

NON-MOHCD RESIDUAL RECEIPTS DEBT SERVICE
Lender 4 Residual Receipts Due
Total Non-MOHCD Residual Receipts Debt Service
REMAINDER (Should be zero unless there are distributions below)

Other Distributions/Uses
Final Balance (should be zero)
REPLACEMENT RESERVE - RUNNING BALANCE


| OPERATING RESERVE - RUNNING BALANCE |
| :--- |
| Operating Reserve Starting Balance |
| Operatign Reserve Deposits |
| Operatig Reserv Withrawals |
| Operating Reserve Interest |

OTHER REQUIRED RESERVE 1 - RUNNING BALANCE

| Other Reserve 1 Starting Balanc |
| :--- |
| Other Reserve 1 Deposits |
| Other Reseve 1 Withrawals |

Other Reserve 1 Withdrawa
Other Reserve 1 Interest
Other Required Reserve 1 Running Balance


## 


$\begin{array}{r}\text { Yes } \\ \text { No } \\ 67 \% / 33 \% \\ \\ \hline\end{array}$

$\square$ $\square$

OR Balance as a \% of frior Yr Op Exps + Debt Senvic
$\square$


|  |
| :--- |
|  |
|  |
|  |
|  |
|  |



| Total \# Units: <br> 63 <br> income | $\stackrel{\text { Losp }}{\text { Units }}$ | Non-LOSP <br> Units <br> 31 <br> 31 <br> 4900\% |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | 51.00\% |  |  | $\begin{gathered} \text { Year } 19 \\ 2043 \end{gathered}$ |  |  | $\begin{aligned} & \text { Year } 20 \\ & 2044 \\ & \hline \end{aligned}$ |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  | annual inc LOSP | \% annual increase | Comments (related to annual inc assumptions) | LOSP | $\begin{aligned} & \text { non- } \\ & \text { LOSP } \end{aligned}$ | Total | LOSP | $\begin{aligned} & \text { non- } \\ & \text { LOSP } \end{aligned}$ | Total |
| Residential - Tenant Rents | 1.0\% | 2.5\% |  | 118,419 | 863,945 | 982,363 | 119.603 | 888,543 | 1,005,146 |
| Residential - Tenant Assistance Payments (Non-LOSP) | n/a | n/a |  |  |  |  |  |  |  |
| Residential - LoSP Tenant Assistance Payments | n/a | n/a |  | 1.255,724 |  | 1,255,724 | 1,301,726 |  | 1,301,726 |
| Commercial Space | n/a | 2.5\% |  |  |  | . |  |  |  |
| Residential Parking | 2.5\% | 2.5\% |  | . |  |  |  |  |  |
| Miscellaneous Rent Income | 2.5\% | 2.5\% |  |  |  |  |  |  |  |
| Supportive Services Income | 2.5\% | 2.5\% |  |  |  |  |  |  |  |
| Interest Income - Project Operations | 2.5\% | 2.5\% |  |  |  |  |  |  |  |
| Laundry and Vending | 2.5\% | 2.5\% |  | 6,905 | 6.635 | 13.540 | 7.078 | 6.800 | 13.879 |
| Tenant Charges | 2.5\% | 2.5\% |  |  |  |  |  |  |  |
| Miscellaneous Residential Income | 2.5\% | 2.5\% |  |  |  |  |  |  |  |
| Other Commercial Income | n/a | 2.5\% |  |  |  |  |  |  |  |
| Withdrawal from Capitalized Reserve (deposit to operating account)Gross Potential Incomen/a $n / a$ |  |  | Link from Reserve Section below, as applicable |  |  |  |  |  |  |
|  |  |  |  | 1,381,048 | 870,579 | 2,251,628 | 1.428.407 | 892,344 | 2,320,751 |
| Vacancy Loss - Residential - Tenant Rents | n/a | n/a | Enter formuas manualy per relevant MOH | (5,921) | (43,197) | (49,118) | (5.980) | (44,277) | (50,257) |
| Vacancy Loss - Residential - -enant Assistance Payments Vacancy 0 - | n/a | $\frac{\text { n/a }}{\text { n/a }}$ | fapricy anual |  |  |  |  |  |  |

operating expenses

| Management Fee |  | 3.5\% | 3.5\% | $1 \begin{aligned} & 1 \text { st Year to be set according to tod } \\ & \text { scheoule }\end{aligned}$ | 46,551 | 44,726 | 91,277 | 48,181 | 46,291 | 94,472 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Asset Management Fee |  | 3.5\% | 3.5\% | per MOHCD policy | ${ }^{22,224}$ | 21,353 | 43,577 | 23.002 | 22,100 | 45,102 |
| S | Sub-total Management Expenses |  |  |  | 68,775 | 66,078 | 134,854 | 71,183 | 68,391 | ${ }^{139,574}$ |
| Office Salaries |  | 35\% | 35\% |  | 21418 | ${ }^{20.578}$ | 41996 | 22168 | 21298 | 43,466 |
| Manager's Salary |  | 3.5\% | 3.5\% |  | 82,417 | 79,185 | 161,602 | 85,301 | 81,956 | 167,258 |
| Health Insurance and Other Benefitis |  | 3.5\% | 3.5\% |  | 100,706 | 96,757 | 197,462 | 104,230 | 100,143 | 204,373 |
| Other Salaries/Benefits |  | 3.5\% | 3.5\% |  | 279,916 | 93,305 | 373,222 | 289,713 | 96,571 | 386,284 |
| Administrative Rent-Free Unit | Sub-total Salaries/Benefils | 3.5\% | 3.5\% |  |  | ,825 | 281 |  |  |  |


| Advertising and Marketing | 3.5\% | 3.5\% |  | 615 | 591 | 1,206 | 636 | 611 | ${ }_{1,248}$ |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Office Expenses | 3.5\% | 3.5\% |  | 21,869 | 21,011 | 42,880 | 22,634 | ,747 | 44,381 |
| Office Rent | 3.5\% | 3.5\% |  |  |  |  |  |  |  |
| Legal Expense - Property | 3.5\% | 3.5\% |  | 9,473 | 9,102 | 18,575 | 9.805 | 9,420 | 19,22 |
| Audit Expense | 3.5\% | 3.5\% |  | 12,315 | ${ }^{11,832}$ | 24,147 | 12,746 | 12,246 | 24,993 |
| Bookkeeping/Accounting Services | 3.5\% | 3.5\% |  | 12,891 | 12,386 | 25,277 | 13,342 | 12,819 | 26,161 |
| Bad Debts | 3.5\% | 3.5\% |  | 17,052 | 16.383 | 33,435 | 17,649 | 16,956 | 34,605 |
| Miscellaneous | 3.5\% | 3.5\% |  | ${ }^{9,744}$ | 9,362 | 19,106 | 10,085 | 9.690 | 19,775 |
| Sub-total Administration Expenses |  |  |  | ${ }^{83,959}$ | 80,667 | 164,626 | ${ }^{86,898}$ | 83,990 | 170,387 |




| Insurance |  |  |  |
| :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- |


|  |  |  |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Supplies | 3.5\% | 3.5\% |  | 14.470 | 13,903 | ${ }^{26,373}$ | +19977 | 184,339 | $\begin{array}{r}376,193 \\ \hline 2966 \\ \hline\end{array}$ |
| Contracts | ${ }^{3.5 \%}$ | ${ }^{3.5 \%}$ |  | ${ }_{\text {che }}^{6,178}$ | ${ }_{5}^{59,740}$ | $\stackrel{\text { 20, }}{12,918}$ | ${ }_{6}^{64,3,355}$ | ${ }_{6}^{61,3,831}$ |  |
| Garbage and Trash Removal | 3.5\% | 3.5\% |  | 44.589 | 42,841 | 87,430 | 46.150 | 44.340 | 90,490 |
| Security Payroll Contract | 3.5\% | 3.5\% |  |  |  |  |  |  |  |
| HVAC Repairs and Maintenance | 3.5\% | 3.5\% |  | 3.882 | ${ }^{3,730}$ | 7.612 | 4.018 | 860 | .878 |
| Vehicle and Maintenance Equipment Operation and Repairs | 3.5\% | 3.5\% |  | ${ }^{81}$ | 78 | 160 | ${ }^{84}$ | 81 | 165 |
| Miscellaneous Operating and Maintenance Expenses | 3.5\% | 3.5\% |  |  |  |  |  |  |  |
| Sub-total Maintenance \& Repair Expenses |  |  |  | 310,572 | 298,393 | 608,965 | 32,442 | 308,837 | ${ }^{63,279}$ |
| Supportive Services | 3.5\% | 3.5\% |  | . | 124,240 | 124,240 |  | ${ }^{128,588}$ | 128,588 |
| Commercial Expenses |  |  |  |  |  |  |  |  |  |
| total operating expenses |  |  |  | 1,351,412 | 1,247,022 | 2,598,434 | 1,398,712 | 1,290,668 | 2,689,379 |

Roserves/Ground Lease Base Rent/Bond Fees
Ground Lease Base Rent

| Replacement Reserve Deposit |
| :--- |
| Operating Reserve Deposit |


| Other Required Reserve 1 Deposit |
| :--- |
| Other Required Reserve 2 Deposit |

Required Reserve Depositts, Commercial
Sub-total Reserves/Ground Lease Base Rent/Bond Fees
TOTAL OPERATING EXPENSES (w/ Reserves/GL Base Rent/ Bond Fees)
NET OPERATING INCOMPA (INCOME Reserves/GL Base Rent/Bond

| DEBT SERVICEMUST PAY PAYMENTS ("hard debt"/amortized loans) |
| :--- |
| Hard Debt- First Lender |

Hard Debt- Second Lender (HCD Program 0.42\% pymt, or other 2nd Lender)
Hard Debt - Fourth Lender
TOTAL HARD DEBT SERVICE
CASH FLOW (NOI minus DEBT SERVICE)
Allocation of Commercial Surplus to LOPS/non-LOSP (residual income)
USES OF CASH FLOW BELOW (This row also shows DSCR.)
USES THAT PRECEDE MOHCD DEBT SERVICE IN WATERFALL




 TO
RESIDUAL RECEIPTS (CASH FLOW minus PAYMENTS PRECEDING MOHCD) Does Project have a MOHCD Residual Receipt Obligation? Residual Receipts spilit or all years. - Lender/Owner

## MOHCD RESIDUAL RECEIPTS DEBT SERVICE

MOHCD Residual Receipts Amount Du


Total Non-MOHCD Residual Receipts Debt Service
REMAINDER (Should be zero unless there are distributions below)

Other Distributions/Uses
Final Balance (should be zero)
REPLACEMENT RESERVE-RUNNING BALANCE

 | Replacement Resesve Depositis (Non-OPerating Account |
| :--- |
| Replacement Resenve Withdrawals (ideally tied to CNA) |

Replacement Reserve Interest

| Operating Reserve Stating Balance |  |
| :---: | :---: |
| Operating Reserve Deposits |  |
| Operating Reserve W Withdrawals |  |
| erating Reserve Intersst |  |

OTHER REQUIRED RESERVE 1 - RUNNING BALANCE


| Other Reserve 1 Deposits |
| :--- |
| Other Resesve 1 Withdrawals |
| Other Reserve 1 Interest |

Other Required Reserve 1 Running Balance

## income <br> OTHER RESERVE 2 - RUNNING BALANCE

| Other Reserve 2 Starting Balan |
| :--- | :--- |
| Other Reserve 2 Deposits |

Other Resesve 2 W
Othdras
Other Reserve 2
Other Required Reserve 2 Running Balance




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