

2014-15

HOME Program Proposals

**MARIN COUNTY HOME PROGRAM PROPOSAL
2014-15**

H-1

155,287

1. **Project Name: Fairfax Vest Pocket Community**

2. **Total Amount Requested** \$155,287

3. **Project Sponsor: Marin Housing Authority**

E-mail: KCarroll@marinhousing.org

**Contact Person and Title: Kimberly Carroll
Deputy Executive Director**

Website (optional): www.Marinhousing.org

Address: 4020 Civic Center Drive San Rafael, CA 94903

Telephone: 415-491-2348

Ext.

Fax: 415-472-2186

All future announcements will be sent to you by e-mail, unless you indicate otherwise: Please send by mail.

The County of Marin is committed to encouraging new grant applicants. Please call us at 473-6698 for advice about our requirements and what to emphasize in your application, and consider attending one of our informational workshops. HUD requires that all HOME projects engage in affirmative marketing. That means analyzing which demographic groups are least likely to apply and taking extra steps to market the program or project to those groups. One aspect of affirmative marketing is implementing strategies to make your program more welcoming and comfortable to the groups which are least likely to apply. The goals of affirmative marketing are to enhance neighborhood diversity and to support the County's commitment to affirmatively furthering fair housing and equal opportunity.

The concept of fair housing encompasses both federal and state laws that prohibit housing discrimination. The federal Fair Housing Act prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions, based on race, color, national origin, religion, sex, familial status (including pregnancy and the presence of children), and disability. In addition, state law prohibits housing discrimination on the basis of age, ancestry, marital status, medical condition, source of income, sexual orientation, gender expression, gender identity, and many other categories.

Does the sponsor qualify as a Community Housing Development Organization (CHDO)? YES NO
If you are not sure whether your group qualifies as a CHDO, please refer to "The HOME Program...Federal Funds for Affordable Housing" for a definition, or call Roy Bateman. Marin County needs projects to use our CHDO set-aside!

4. **Project Location** (precise street address, Assessor's Parcel Number, and the year the building was constructed):
(If site lacks a street address, attach map showing location.)

| | | | | | | |
|--|-------------|-------------|-------------|---|-------------|-------------|
| Project: Fairfax Vest Pocket Community 75, 80, 82 & 84 Park Road; 3 & 5 Frustruck St. Fairfax, CA 94930 | | | | Owner: Housing Authority of the County of Marin | | |
| | | | | APN: 001-148-12 and 002-012-03 | | |
| Population: Congregate living for Senior / Disabled / or Single Parent with 1 child | | | | Parking: Each bldg. has a small parking lot | | |
| | | | | Year Built: 1996 | | |
| of units: Total of 19 bedrooms, 7 kitchens and 15 bathrooms in six buildings. *Community Building and Apartment | | | | Community Community Building containing laundry room, kitchen and <i>Facilities</i> | | |
| Building | 3 Frustruck | 5 Frustruck | 75 Park | 80 Park | 82 Park* | 84 Park |
| . BR / BA | 4 BR / 3 BA | 3 BR / 2 BA | 3 BR / 2 BA | 4 BR / 3 BA | 1 BR / 2 BA | 4 BR / 3 BA |

5. **Project Description:**

(If the project involves an occupied building, attach a complete list of tenant incomes, household sizes, and rents.)

The Fairfax Vest Pocket Community houses seniors (62+), people with disabilities and single parents. The Vest Pocket community was envisioned as a model inter-generation, shared housing community, which would foster a sense of the support provided by an extended family.

The construction cost was over \$2 million and is funded by the Housing and Community Development (HCD) of California. The current loan and interest for this property is over \$3 million. MHA took over the ownership of this property after the non-profit, Innovative Housing closed in November 1996. The project is regulated under a HCD regulatory agreement to house very low and low income residents

There are five houses and a community building which has a studio apartment. Currently there are 15 households, 13 seniors and 2 single parents. All residents are extremely low income. The rents range from \$457.00 to 560.00 per month. MHA is working with HCD to begin to house a single family in the next vacant home; the family will be a Section 8 tenant based large family currently screened and eligible for the Section 8 program. Presently there are a total of 4 vacant units in two homes; the single hard to house family will be able to move in to the vacant unit by February 2014.

Due to the low rental income generated by this project there has not been funds to address the immediate physical needs to sustain and preserve this affordable housing project in Marin County. It is critical for the safety of these residents that the dry rot and waterproof repairs and replacements be addressed as soon as possible.

6. Total Project Cost:

Include all costs for this particular project, regardless of source. Also attach a pro forma and a sources and uses schedule.

| | |
|------------------------------------|-----------|
| Total Operating Revenue | \$112,542 |
| Operating Expenses | |
| Administrative | \$ 54,621 |
| Utilities | \$ 10,279 |
| Maintenance | \$ 19,322 |
| Insurance, taxes, general expenses | \$ 14,804 |
| Replacment Reserve | \$ 7,641 |
| <hr/> | |
| Total Operating Expenses | \$106,667 |
| Operating Income (loss) | \$ 5,875 |

| | |
|---|-------------|
| Non-operating revenue (expense) | |
| Interest income | \$ 1,127 |
| Accrued interest expense on CD cash flow loan | \$ (61,535) |
| Net loss | \$ (54,484) |

| | |
|---------------------------------------|-------------|
| Long Term Debt (HCD Loan) | \$2,051,161 |
| Interest on Long-Term Debt (HCD Loan) | \$ 971,351 |
| Immediate Physical Needs/Rehab | \$310,573 |

7. Project Budget for Use of HOME Program Funds:

Budget should include estimate of costs, such as land or building acquisition costs, construction costs, rehabilitation costs, architectural and engineering fees, etc. Be as accurate and comprehensive as possible. WARNING: If your project includes rehabilitation, describe your plans to comply with federal lead paint regulations.

| TEMS | QUANTITY | UNIT | UNIT COST | TOTAL COST | COMMENTS |
|--|----------|------|-----------|-------------------|--|
| Site Work/Landscaping | | | | | |
| Parking / Driveway paving | 6 | ea | \$ 1,500 | \$ 9,000 | Seal and stripe. Include ADA markings for one space |
| Landscaping | 0 | ea | \$ - | \$ - | Updgrade landscaping |
| Entry Landings, Steps, Railings | 2 | ea | \$ 36,383 | \$ 72,765 | Replace decks, wood stairs and railings at 75 Park and 82 Park |
| Building Ext. / Envelope | | | | | |
| Dry rot Allowance | 6 | ea | \$ 3,638 | \$ 21,830 | Dry rot allowance |
| Roof gutters | 1 | ea | \$ 6,064 | \$ 6,064 | Install leaf guards at buildings were trees are dropping debris |
| Trim and soffits | 1 | ea | \$ 12,128 | \$ 12,128 | Allowance to address dry rot at eave support and roof soffits |
| Paint and waterproofing | 6 | ea | \$ 10,915 | \$ 65,489 | Remove rust, renail if necessary, caulk and other prep, exterior paint |
| Unit Interior Fixtures & Finishes | | | | | |
| Kitchen Cabinets | 0 | ea | \$ 4,000 | \$ - | Replace per Matrix. |
| Kitchen Counters | 0 | ea | \$ 1,200 | \$ - | Replace per Matrix. |
| Drywall Patch and Paint | 0 | ea | \$ 1,819 | \$ - | Replace per Matrix. Repairs at bath fans, tub surrounds |
| Kitchen Vinyl | 0 | ea | \$ 970 | \$ - | Replace per Matrix. |
| Refrigerators | 0 | ea | \$ 650 | \$ - | Replace per Matrix. |
| Stoves | 0 | ea | \$ 675 | \$ - | Replace stoves per Maxtrix |
| Range Hoods | 0 | ea | \$ 250 | \$ - | Replace per Matrix. |
| Bathroom Vanity Cabinets and Tops | 0 | ea | \$ 788 | \$ - | Replace per Matrix. |
| Carpet flooring | 0 | ea | \$ 2,426 | \$ - | Replace per Matrix. |
| Bathroom Vinyl Flooring and Base | 0 | ea | \$ 728 | \$ - | Replace per Matrix. |
| Tub and Shower Surrounds | 0 | ea | \$ 1,455 | \$ - | Replace per Matrix. |
| Shower Valves | 0 | ea | \$ 1,455 | \$ - | Allowance to reconfigure valves, new valves, plumbing config. |
| Toilets | 0 | ea | \$ 728 | \$ - | Replace per Matrix. |
| Mechanical/Electrical | | | | | |
| Forced air units | 0 | ea | \$ 900 | \$ - | Reconfigure lines and install new heaters in units. |
| Water Heaters | 0 | ea | \$ 700 | \$ - | Replace water heater at unit 14 |
| Bathroom exhaust fans | 6 | ea | \$ 970 | \$ 5,821 | Replace old heat/light/fan units at ceilings |
| Exterior Light Fixtures | 0 | ea | \$ 9,000 | \$ - | Building mounted lighting. |
| Total Construction | | | | \$ 193,095 | |
| Contingency | 20% | | | \$ 38,619 | |
| Total Immediate Physical Needs | | | | \$ 231,715 | |
| General Conditions | | | | \$ 50,000 | |
| Insurance @1.05% | | | | \$ 3,261 | |
| Bond@1.7% | | | | \$ 5,280 | |
| Overhead/Profit @7% | | | | \$ 20,318 | |
| GRAND TOTAL | | | | \$ 310,573 | |

Note: The project building constructed after 1978, built 1996 federal lead paint regulations do not apply. Davis Bacon wages apply.

8. Other Sources of Funds:

How will you meet the HOME Program matching funds requirement? Include amounts, sources, use, commitment, and timing of all public and private funds other than HOME funds. Be sure to list any federal assistance (including tax credits and CDBG), local public agency assistance (such as fees waived), and private assistance (such as the interest saved on below market rate loans). Are the other funds firmly committed?

| Source | Use | Amount | Date You Applied | Are Funds Committed? | Date Funds Were Committed | When Available |
|---|-------|-----------|------------------|----------------------|---------------------------|----------------|
| Marin County Housing Development Finance Corporation (MCHDFC) | Rehab | \$155,287 | January 15, 2014 | No | | March 1, 2014 |

9. Project Implementation: Who will be responsible for implementing the project? How will it be implemented and what is the proposed schedule for project implementation? How quickly will you be able to spend the requested funding?

Marin Housing senior staff will be responsible for implementing this project with a procured General Contractor. The work will begin as soon as the contractor is procured and funding confirmed. The projection of work commencing would be August 2014 with a completion date of November 2014.

10. **Equal Opportunity Commitment:** *Discuss your plans for recruiting women- and minority-owned firms to bid on the design and construction of this project, and your plans to provide employment opportunities to low-income people and businesses owned by low-income people.*

It is the policy of the Housing Authority that all contracts for supplies and services shall be in accordance with applicable Federal, State, and local laws and regulations. Established by Action of the MHA Board of Commissioners (Board) on July 19, 2011, this Procurement Policy (Policy) complies with the Federal Regulations at 24 CFR 85.36, the procurement standards of the Procurement Handbook for Public Housing Authorities (PHAs), HUD Handbook 7460.8, REV 2, and applicable State and Local laws.

The policy allows for a preference for a Section 3 business; Section 3 of the Housing and Urban Development Act of 1968 requires Marin Housing Authority to direct a portion of its spending toward low-income persons living in the communities it serves. One way Marin Housing Authority (MHA) achieves this goal is by awarding contracts to businesses that have made a commitment to providing opportunities to low-income persons in Marin County, this is done by providing Section 3 contractors with preferences in the procurement process.

For purposes of Marin Housing Authority, a Section 3 Resident is either:

1. A Marin Housing Authority public housing resident; OR
2. A Marin County resident with household income at or below 80% low income limits.

In addition for the procurement request for funding proposal process for this project, MHA will provide a preference on the procurement bid process for women and minority owned businesses

Which demographic groups are least likely to apply for your housing, and what affirmative marketing steps do you plan to reach them? (Affirmative marketing means analyzing which demographic groups are least likely to apply and taking extra steps to market the program to those groups. One aspect of affirmative marketing is implementing strategies to make your program more welcoming and comfortable to the groups which are least likely to apply. Be sure to consider race, ethnicity, and disability, as well as other demographic factors, in your analysis.)

Racial and ethnic minorities are underrepresented in the Fairfax Vest Pocket Community. Program applications and brochures are available in Spanish and Vietnamese as well as English and are disseminated through senior centers, community centers, Hispanic/Vietnamese agencies, social service agencies and public libraries. Interpreters are also available on MHA staff and through a language assistance line.

By serving low-income households who are underrepresented in Marin County in this high-priced rental market. The Program furthers fair housing by providing the means for these renters to remain in Marin in affordable units

How will your project affirmatively further fair housing?

MHA is committed to affirmatively furthering fair housing. The responsibility to further non-discrimination pertains to all areas of MHA's operations. MHA has implemented a Language Assistance Plan to ensure marketing to non-English speaking sections of the population. MHA provides language interpretation services in over 150 languages and has translated critical documents into Spanish and Vietnamese. MHA has partnered with Fair Housing of Marin to provide on-going staff trainings and lunch and learn seminars. MHA has an assigned general counsel staff attorney serve as the 504 Coordinator; this staff ensures that all MHA departments are in compliances with Section 504 regulations. Additionally they handle all reasonable accommodation requests from program participants and related accessibility at agency owned facilities.

11. Need for the Project:

A. Need Group

What groups or individuals will benefit from the project? What income level will the project serve? Be specific! Also, describe how you will provide for long-term affordability.

The project serves *elderly and/or disabled and single parent households*. Since 1998, the program has specifically benefited very low-income renters. Every household assisted through the program has income well below 80% of median, currently (100%) are at or below 30% of AMI. The annual income for the 13 households of one range from \$6,504 to the high of \$18,724; the two families with a household of two have incomes of \$20,712 and \$27,380. Eligibility is documented in a personal interview conducted with each applicant in which original pay stubs, assistance payments and all other sources of income are reviewed and copied to the file- the income is recertified annually. The current rent roll and annual income attached. The program ensures long term affordability as the project is under a HCD 30-year regulatory agreement.

HOME Income Limits

| Household Size | 50% of Median Income | 60% of Median Income | 80% of Median Income |
|----------------|------------------------------|----------------------------|----------------------|
| 1 | \$36,950 | \$44,340 | \$59,100 |
| 2 | 42,200 | 50,640 | 67,550 |
| 3 | 47,500 | 57,000 | 76,000 |
| 4 | 52,750 | 63,300 | 84,400 |
| 5 | 57,000 | 68,400 | 91,200 |
| 6 | 61,200 | 73,440 | 97,950 |
| | At least 20% of rental units | The remaining rental units | Homeowner units |

B. Project Rationale:

Why is this project needed? Will it assist an especially needy or underserved group?

With continually escalating rental prices and the resulting decrease in affordable housing, the Fairfax Vest Pocket Community offers an affordable housing option in to senior, people with disabilities, families and those with poor credit or other barriers to housing. This housing is located in a good community, near good school, parks and bus lines. For the preservation of this housing it is critical to address the deferred maintenance physical repair upgrades at this property.

For new construction or rehabilitation, what will you do to incorporate "green building" principles?

Whenever feasible, "green building" principles will be applied and implemented to assure the highest possible energy efficiency of the dwelling and the use of methods and materials least disruptive to the environment. All appropriate procurement will be conducted to incorporate the principles of energy efficiency reduction of global warming, transportation efficiency and minimum environmental impact.

C. Accessibility:

What steps are you taking to make this project accessible to people with physical and other disabilities?

This project has been designed to serve people with physical disabilities; installation of fully accessible rooms and bathrooms have been installed in 5 of the 6 homes, the community room is also equipped with accessibility features. ADA parking space is being proposed for this project.

- o For further information, please call Roy Bateman at 473-6698. It's ok to call with any questions at any time.
- o The current year's application form must be used.
- o Completed applications may be mailed or hand-delivered to the Federal Grants Division, Marin County Community Development Agency, 3501 Civic Center Drive, Room 308, San Rafael, CA 94903.
- o **APPLICATIONS SENT BY FAX OR E-MAIL WILL NOT BE ACCEPTED.**

- If you need more space for several questions, please answer all questions in sequence. If you'd like to download this form as a Microsoft Word document, visit www.marincdbg.com or www.co.marin.ca.us/depts/CD/main/comdev/FEDERAL/index.cfm.
- The HOME regulations can be found at 24 CFR Part 92. Be sure to review the 2013 changes in the HOME regulations at <https://www.onecpd.info/resource/2333/24-cfr-part-92-home-investment-partnerships-program-final-rule/>.
- Please consult with staff (Roy Bateman, phone 473-6698) before you file an application.
- Attach a pro forma and a sources and uses schedule.
- Applicants are encouraged to apply for Community Development Block Grant (CDBG) funds in at least the same amount as your HOME request. (Some projects may receive only HOME funds or only CDBG funds. For example, if your project needs a total of \$100,000, apply for \$100,000 from HOME and \$100,000 from CDBG.) The CDBG Program has a separate application form, which must be received by Friday, December 13, 2013.
- Don't forget to fill out the Organizational Profile form.
- All County publications are available in alternative formats (Braille, large print, or CD) upon request. Requests for accommodations may be made by calling (415) 473-4381 (Voice), 473-3232 (TDD/TTY), or by e-mail at disabilityaccess@marincounty.org. This form and other County documents are available in alternative formats upon request.

HOME PROPOSALS MUST BE RECEIVED BY FRIDAY, DECEMBER 13, 2013 AT 5:00 P.M.

Remember that we don't accept faxed or e-mailed applications.



SEGUE CONSTRUCTION, INC.

December 12, 2013

via email

Carmen Soruco
 Marin Housing Authority
 4020 Civic Center Drive
 San Rafael, CA 94903

Re: Fairfax Vest Pocket Community
 75,80,82,84 Park Road
 3,5 Frustruck Street
 Fairfax, CA

Dear Carmen:

Please find below a budget estimate for the immediate physical needs discussed.

| ITEMS | QUANTITY | UNIT | UNIT COST | TOTAL COST | COMMENTS |
|--|----------|------|-----------|-------------------|--|
| Site Work/Landscaping | | | | | |
| Parking / Driveway paving | 6 | ea | \$ 1,500 | \$ 9,000 | Seal and stripe. Include ADA markings for one space |
| Landscaping | 0 | ea | \$ - | \$ - | Updgrade landscaping |
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| Roof gutters | 1 | ea | \$ 6,064 | \$ 6,064 | Install leaf guards at buildings were trees are dropping debris |
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| Forced air units | 0 | ea | \$ 900 | \$ - | Reconfigure lines and install new heaters in units. |
| Water Heaters | 0 | ea | \$ 700 | \$ - | Replace water heater at unit 14 |
| Bathroom exhaust fans | 6 | ea | \$ 970 | \$ 5,821 | Replace old heat/light/fan units at ceilings |
| Exterior Light Fixtures | 0 | ea | \$ 9,000 | \$ - | Building mounted lighting. |
| Total Construction | | | | \$ 193,095 | |
| Contingency | 20% | | | \$ 38,619 | |
| Total Immediate Physical Needs | | | | \$ 231,715 | |
| General Conditions | | | | \$ 50,000 | |
| Insurance @1.05% | | | | \$ 3,261 | |
| Bond@1.7% | | | | \$ 5,280 | |
| Overhead/Profit @7% | | | | \$ 20,318 | |
| GRAND TOTAL | | | | \$ 310,573 | |



SEGUE CONSTRUCTION, INC.

The above costs are based on non-prevailing wages. Please call should you have any questions.

Sincerely,

Steve W. Grider

ELIZABETH McLACHLAN CONSULTING
415.203.8814

PHYSICAL NEEDS ASSESSMENT

For

FAIRFAX VEST POCKET COMMUNITY
75, 80, 82, 84 PARK ROAD
3, 5 FRUSTRUCK STREET
FAIRFAX, CA 94930

SEPTEMBER 8, 2010

Client: Marin Housing Authority
4020 Civic Center Drive
San Rafael, CA 94903
(415) 491-2525
Attention: Marianne Lim, Sr. Project Manager

Prepared by: Elizabeth McLachlan Consulting
2370 Market Street, #189
San Francisco, CA 94114
415.203-8814
emclach@pair.com

ELIZABETH MCLACHLAN CONSULTING
415.203.8814

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I. OVERVIEW

This Physical Needs Assessment (PNA) is prepared at the request of the Marin Housing Authority (MHA). The purpose of the report is to identify and document the building systems as conditions and to make recommendations for improvements.

How to Read this Report

This physical needs assessment report includes overview sections and immediate needs at the beginning of the document.

The estimated replacement spreadsheets (Immediate Needs, Reserve Study and Matrix) are located at the end of the report rather than embedded into the narrative report.

For those wishing to see only the *Immediate Physical Needs* and other summarized information, it is suggested that the reader cover Sections I and IIA+B only, then fast-forward to the spreadsheets located at the end, in the appendices.

This report includes photographs, which are best viewed on screen, rather than printed out.

Property Information

| | |
|--------------------------------|--|
| Project Name: | Fairfax Vest Pocket Community |
| Project Address: | 75, 80, 82, 84 Park Road; 3, 5 Frustruck Street, Fairfax, CA |
| Property Manager: | EAH – has office in community building |
| Current Owner: | Marin Housing Authority |
| Date of Original Construction: | 1996 |
| Date of Last Rehab: | None |
| Number of Buildings: | 6 |
| Building Type: | Type V |
| Number of Units: | Total of 18 bedrooms, 7 kitchens and 15 baths in six buildings |
| Unit Mix: | 75 Park – 3 bed/2 bath 80 Park – 4 bed/3 bath 82 Park – Community building with 1/1 manager's unit 84 Park – 4 bed/3 bath 3 Frustruck – 4 bed/2 bath 5 Frustruck – 3 bed/2 bath |
| Total Building Area | 21, 262 s.f. |
| Parcel Size: | Parcel 1: 18,423 s.f. (80, 82, 84 Park) Parcel 2: 16,500 s.f. (75 Park, 3, 5, Frustruck) |
| Assessor's Parcel ID: | 002-012-03 and 001-148-12 Marin County |
| Common Areas and Amenities: | Community building containing laundry room, kitchen and community room + terrace |
| Parking: | Each building has a small parking lot with 3-5 spaces. |
| Building Construction | Wood framed structures. Foundations are slab on grade or foundation over crawlspace – depending on location. |
| Roof Construction | Asphalt shingle |

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| | |
|---------------------------------|---|
| Exterior Walls | Wood – board and batten sections, cementitious lap siding, plywood sections. |
| HVAC | Central forced air units |
| Fire/Life and Safety | Hard wired smoke detectors in bedrooms, hallways and living areas. Fire escapes at all building upstairs. Fire sprinklers and hard wired smoke detectors at community building. See recommendations in Fire Safety section at end of this report. |
| Present at inspections | Marianne Lim – Sr. Project Manager, MHA Dennis McCready – Maintenance Supervisor, MHA |
| Date of Inspections: | August 5, 2010 |
| Weather on Date of Inspections: | Partly cloudy |

Site Visit

The property inspections were conducted on August 5, 2010. The above referenced persons accompanied Elizabeth McLachlan Consulting through the unit inspections.

The scope of the inspections consisted of a visual evaluation of the project site, buildings' exteriors, roofs (as seen from the ground), parking areas, driveways, community building and the interior spaces of all of the residential buildings. No detailed analyses or calculations were made to verify the adequacy of the building systems.

Statement Regarding Hazardous Materials

A Phase I Environmental Report was not available for review. Given the age of the building, it is unlikely that hazardous materials were used in the construction of the project. It is recommended that a Phase I study be conducted only if it is suspected that hazardous materials are present in or near the buildings. All findings and recommendations in any future Phase I report should be reviewed and performed as appropriate.

No Conflict of Interest

Elizabeth McLachlan Consulting certifies that no conflict of interest exists between it, the Sponsor, the management entity, contractors or subcontractors involved in the repair or rehabilitation of this project.

Inspection and Report Scope of Work

This report is based upon guidelines established by Fannie Mae. See Fannie Mae DUS guidelines: <http://www.hud.gov/offices/hsg/omhar/readingrm/appendix/applattA.PDF> and Fannie Mae Form 4327.

Access to all areas of the project was not available or not requested. For example, the roofs were not accessible and therefore they were not inspected. All specific observed equipment was not operated nor was there any specific formulaic tests conducted on any systems. No engineering or hazardous materials testing were done. No destructive or penetrative testing

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was conducted. Damage to the systems and structures may be present although hidden and therefore could not be discovered without destructive testing. The observations and resulting report and recommendations do not give warranty nor do they guarantee the performance of any building components or systems.

This report does not provide expert opinions or recommendations on topics such as presence or absence of asbestos, lead, mold, wood destroying organisms, or soils conditions or toxicity on this property. This report does not provide expert opinions or details analyses on topics such as structural, mechanical, or architectural systems, nor is a comprehensive evaluation of building codes provided. If specific data and analysis for topics such as lead, asbestos, mold, soils, or structural or mechanical engineering are requested, the sponsor is encouraged to engage the services of respective qualified consultants.

This evaluation is based on the evaluator's observations and judgment of the physical condition of the improvements and estimated expected remaining useful life of those improvements. The actual performance of individual components may vary from a reasonably expected standard and may be affected by circumstances that occur after the date of evaluation. The evaluation is based on visual observations, exhibits reviewed and on comparable field experience.

Included with this report are:

- This narrative report containing information regarding systems and conditions as observed during inspections, along with discussion for each item.
- Immediate Physical Needs
- Replacement Reserve Study
- Unit Matrix

The cost estimates used in this report are based on approximate quantities and unit costs. They are also based on furnished information, which is assumed to be accurate.

Other estimated costs represent information depicted in published materials, previous reports and other reports for similar projects, estimates provided for similar and recent projects, estimating guides, such as RS Means Costworks, Dodge Guides, and others established by and/or used in the construction industry.

Elizabeth McLachlan Consulting bears no control over the costs of labor, materials, equipment or services provided by others; nor is there any control over competitive bidding procedures, or the methods of determining prices employed by others. Costs shown in this report incorporate industry averages, and the estimates are made based on this provider's experience. None of the costs used herein guarantee that proposals, bids, or costs will not vary. The project sponsor is strongly encouraged to seek out new bids for specific work, as appropriate.

Green Building Recommendations

Elizabeth McLachlan Consulting is a Certified Green Building Professional through Build It Green and has broad experience with green building systems, and has played a key role in the creation and evolution of "green PNAs" in the multifamily housing industry. Additional references and information can be provided upon request. Green/sustainable/energy efficient recommendations are weaved into the findings and recommendations of this report.

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Recommendations made in this report are based on observations, and aim to include the most efficient replacement materials or methods possible. Recommendations also intend to include green building practices and recommendations for green rehabilitation for existing multifamily properties. Green references sources include: Build It Green's web site, LEED related publications. The publication *Green Rehabilitation of Multifamily Rental Properties*, is sourced for this report, where appropriate.¹

A. APARTMENTS INSPECTED

In August 2010, the site and building exteriors were physically inspected to the extent possible, including the following specific elements: driveways and parking areas, concrete sidewalks, exterior and site lighting, site irrigation and drainage, exterior walls, roofing and roof drainage, mechanical, electrical and plumbing systems, and landscaping. The interiors of all buildings were inspected, however only 16 of the 18 bedrooms were inspected because one resident at 84 Park Road refused entry; a bedroom at 75 Park Road was locked.

B. DOCUMENTS RECEIVED AND REVIEWED

| Exhibits Type | Document Name & Date |
|---|---|
| Plans and Specifications | <ul style="list-style-type: none"> • Foundation details/plans (Sheets A6.2, S 2.4.0, S 2.5.0, S 2.6.0, S 2.7.0, S3.1) • As built Civil sheets (C1-C5) dated November 1995 • Landscaping plans dated 1991, Sheets L1-L2 • Construction Set dated February 7, 1995 (not complete set) |
| Preliminary Title Report | Not requested. |
| List of Proposed Repairs | Misc. data points from MHA on recent or proposed repairs. |
| Phase I / Hazardous Materials Survey | None available |
| Dry rot / Termite Inspection – | None available |
| Property Inspection Reports – | None |
| Name and Telephone Number of Owner's Representative | Received |
| Estimates for current work being done | No formal bids or estimates were provided. |

¹ See, <http://www.builditgreen.org>, <http://www.usgbc.org/DisplayPage.aspx?CMSPageID=1762>, http://www.bayarealisc.org/bay_area/resources/publications_8392/green_10365/index.shtml

II. PROPERTY CONDITIONS

A. IMMEDIATE ISSUES & CONCERNS:

This project is in good condition overall and its location is excellent for residential living. Maintenance and management of the property appear to be fairly consistent and appear to be conducted on a regular and ongoing basis.

Based on the visual observations, the quality of the original construction is generally adequate. The property was constructed in 1996, making it nearly 15 years old – a time when major capital systems are reaching the end of their expected useful lives.

Issue & Description

Exterior Paint and Waterproofing

All buildings need to be painted at this time. When buildings are prepped, the rust from the siding nails should be removed. All caulk work should be done before painting is finalized.

Landscaping/Moisture Control

Updates to landscaping to make it more efficient are recommended in the immediate scope of work. Removal of plants that are growing too abundantly, such as the ivy at 5 Frustruck, is also recommended.

Electrical Wiring

GFCI receptacles for the bathrooms are apparently all on the same circuit inside the buildings. This should be altered so that each receptacle has its own breaker.

Parking Area Surfaces and Striping

The parking area should be sealed and striped in the immediate scope of work. All parking spaces need new striping, including a space designated as accessible.

Dry Rot – Decks and Railings

The wood decks that provide access to the fronts and side doors of some of the buildings are showing significant wear and dry rot. 75 Park's entry stairs are the worst of all and include a nosing board that is very loose. Porch railings at 75 Park are dry rotted and should be replaced.

Doors (exterior) and kitchen entrance doors

Exterior doors for trash containers at the 3 Frustruck building are damaged and need to be replaced. The entry doors off of the kitchens at 3 and 5 Frustruck stick slightly and maintenance should attend to the locks to see if replacements are needed or if the doors are out of alignment.

Wood destroying pests

A notable amount of dry rot was seen at the railings and at wood decking. Since the exterior surfaces are mostly wood, it is recommended that a wood destroying pests report be conducted.

Building Matrix Items

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A replacement matrix is attached as Exhibit C to this report. It shows items that should be replaced in each building under the immediate scope of work. It also includes inspection notes taken during the August 5, 2010 inspections.

B. OVERVIEW OF GREEN BUILDING RECOMMENDATIONS

The following list provides a general overview of suggested green building recommendations for the Fairfax Vest Pocket Community. The recommendations are interspersed into relevant sections below.

1. Tier 1 approach (low hanging fruit):
 - Install low flow showerheads and faucet aerators.
 - Identify appliances that are near the end of their useful life and replace with Energy Star/Consortium for Energy Efficiency appliances (CEE) appliances (see, e.g., www.energystar.gov).
 - Lower hot water heating temperature to 120 degrees.
 - When roofs are replaced, consider using light colored shingles.
 - Create accessible and centralized recycling facilities on the property. Could be located behind 75 Park.

2. Tier 2 approach (broader recommendations):
 - Replace all windows and sliders with Low E double pane window assemblies. Replace the awning or casement windows because they not very energy efficient.
 - Use durable, long lasting exterior siding materials such as a cementitious fiber board product. The current board and batten siding wears easily and is subject to dry rot.
 - When siding is replaced, insulation should also be replaced using a cotton batt insulation, if needed.
 - Design and install exterior lighting that utilizes current high efficiency fixtures and shields the fixtures to prevent exterior lighting trespass. At present, the lighting is in good condition, but there may not be enough of it.
 - Conduct an Energy Audit to establish an accurate energy assessments prior to the completion of the project scope final work list.
 - Redesign and install native and adapted plants in the areas behind the buildings. Most of the landscaping is well-thought out, but the use of water absorbing plants is also highly recommended because of the site drainage needs.
 - Replace some sections pavement at the Frustruck patios and courtyards with pervious materials. Install bioretention basins where applicable.
 - Eliminate potable water irrigation and use 100% harvested rain water. This project is well suited to harvesting rain water.
 - Install water efficient irrigation systems around building perimeter and create a testing and maintenance program for the systems.
 - Remove and replace a portion of the parking area surfaces with an open grid pavement system to promote storm water management and recharge of the below ground aquifers.
 - Consider bamboo flooring for interior floor finishes.

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- Replacement carpet should comply with CRI Green Label Plus Carpet Testing Program.
- Adhesives and Sealants used in Construction should comply with Low VOC limits as established in SCAQMD Rule #1168
- Paints should comply with VOC limits that comply with Green Seal Standard GS-11.
- All construction Materials should be harvested, manufactured, assembled and purchased within a 500 mile radius of the project site.
- Lumber that will be used on the project should be FSC Certified.
- All Exterior Trim Finishes should be either "Concrete Board" (Hardi Plank Materials) or Azek type trim materials
- Flush out all of the Interior spaces with fresh air at or above 60 degrees for a minimum of 48 hours prior to tenant occupancy.
- Install and Maintain Entry Way Mats to reduce dirt, dust, pollen, and other particles from being tracked into the residences.

C. GENERAL DESCRIPTION & CONDITIONS:

The Fairfax Vest Pocket Community is a six-building community housing project located in Fairfax, California. The surrounding buildings are single and multi family residential structures. Commercial areas are located within 1/8 of a mile of the property. The area is ideal for residential living with quiet, tree lined streets and minimal vehicle traffic.

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Aerial View of property. Buildings are marked with red address letters

All six buildings are two story, free standing structures containing 3 or 4 bedrooms each, full kitchens, three full bathrooms, living areas, dining areas and patios or yards.

Building information follows:

| Address | Label | Total footprint | Beds | Baths | Remarks |
|-------------|------------|-----------------|-------|--------|-----------|
| 5 Frustruck | Building 1 | 1932 s.f. | 3 bed | 2 bath | |
| 80 Park | Building 2 | 2312 s.f. | 4 bed | 3 bath | |
| 75 Park | Building 3 | 1932 s.f. | 3 bed | 2 bath | |
| 84 Park | Building 4 | 2312 s.f. | 4 bed | 3 bath | |
| 82 Park | Building 5 | 1827 s.f. | 1 bed | 2 bath | Community |
| 3 Frustruck | Building 6 | 2312 s.f. | 4 bed | 3 bath | |

There are two parcels for this project. Each parcel contains three structures and each parcel is rectangular shaped.

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Landscaping is abundant – some of it is native to the area, including trees and shrubs. Grass areas and plantings around the building perimeters are mostly maintained by the residents, although MHA does have a landscaping maintenance company.

The current condition of the building exteriors is fair because of the need for exterior paint and waterproofing.

Each building or building group has a small parking area containing 3-5 spaces each. Street parking is available in the immediate vicinity, though at the time of inspections, street parking was not abundant.

D. SITE CONSTRUCTION:

1. SOILS CONDITIONS:

A soils analysis was not available for review. The underlying geologic materials and topography may be a factor for evaluating structural conditions at the project. No unusual conditions were noted, however if unusual settling, erosion or drainage issues occur as a result of soils, it is recommended that the project sponsor conduct a civil engineering survey and/or structural survey. Any findings from a future civil or structural engineer's report, as relevant, should be incorporated into any major rehabilitation work.

The property is located in Zone AE (100 year flood zone), according to the Marin County (Fairfax) FEMA Flood Insurance Rate Map reviewed², therefore flood insurance may be specifically required by regulation in this region.

According to earthquake maps, the area in which this project lies is shown on relevant USGS maps. See, e.g., <http://pubs.usgs.gov/sim/2005/2883/pdf/2883-1.pdf>.

2. DRAINAGE/TOPOGRAPHY

Buildings located on Frustruck Street were built on a slightly upward sloping hill. The Park Road buildings are on relatively flat ground.

The project was inspected during a relatively dry summer so it was not possible to adequately assess drainage conditions. Small sections of the crawlspaces of the Frustruck buildings were observed and no evidence of water penetration or standing water was noted under the buildings. The maintenance supervisor did report that the Park Road buildings get a lot of water around them during rainy months. This is not unexpected given their situation. If the conditions result in detrimental or undesirable conditions – in other words, if water is entering the buildings during rainy periods, then it is necessary to create positive drainage to move water away from the buildings. It was noted on the reviewed drawings that drainage systems have been installed at the rear lot lines behind a few buildings.

Roof drainage occurs via gutters and downspouts, which terminate either into the subsurface drainage system or onto the landscaping (depending on location). Roof drainage is in

² FEMA flood mapping data as of 1981 survey. See, see <http://msc.fema.gov/webapp/wcs/stores/servlet/FemaWelcomeView?storeId=10001&catalogId=10001&langId=-1&userType=G>

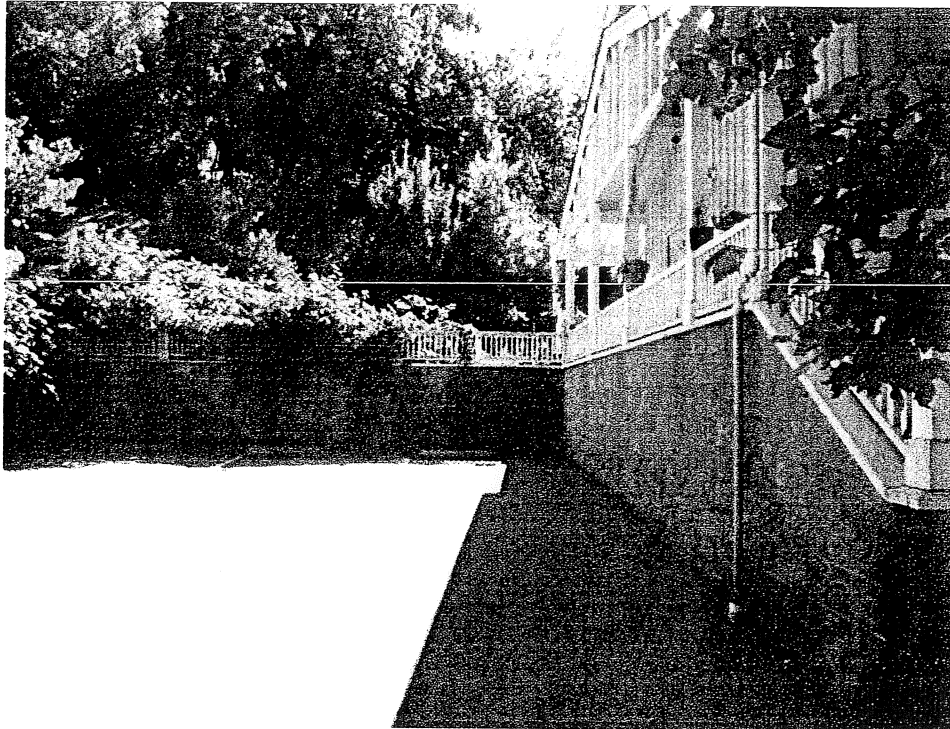
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adequate condition, however, again since the buildings were observed during a dry time, actual conditions of the roof drainage could not be assessed. Downspouts and gutters should be replaced in conjunction with future roof replacement.

Landscaping drainage occurs into the soils or into drains located in the landscaped areas. No problems were noted or reported with landscaping drainage. Drainage could not be observed "in action" since inspections were done at a very dry time of year.

3. PARKING AREAS & DRIVEWAYS

As mentioned, each building has a small parking area containing 3 to 5 parking spaces accessed by driveways. Each lot is paved with asphalt. Each lot contains a designated accessible parking space. Parking space striping is worn at every lot and striping should be redone in the immediate scope of work.



Parking lot at 75 Park Road

4. TRASH COLLECTION

Trash is collected at each building in exterior closets. Trash bins are moved to the street on collection days. No issues were noted with trash collection, however a couple of the exterior doors or closets could use replacements. Door and closet work is included in the Immediate Needs worksheet (Appendix A).

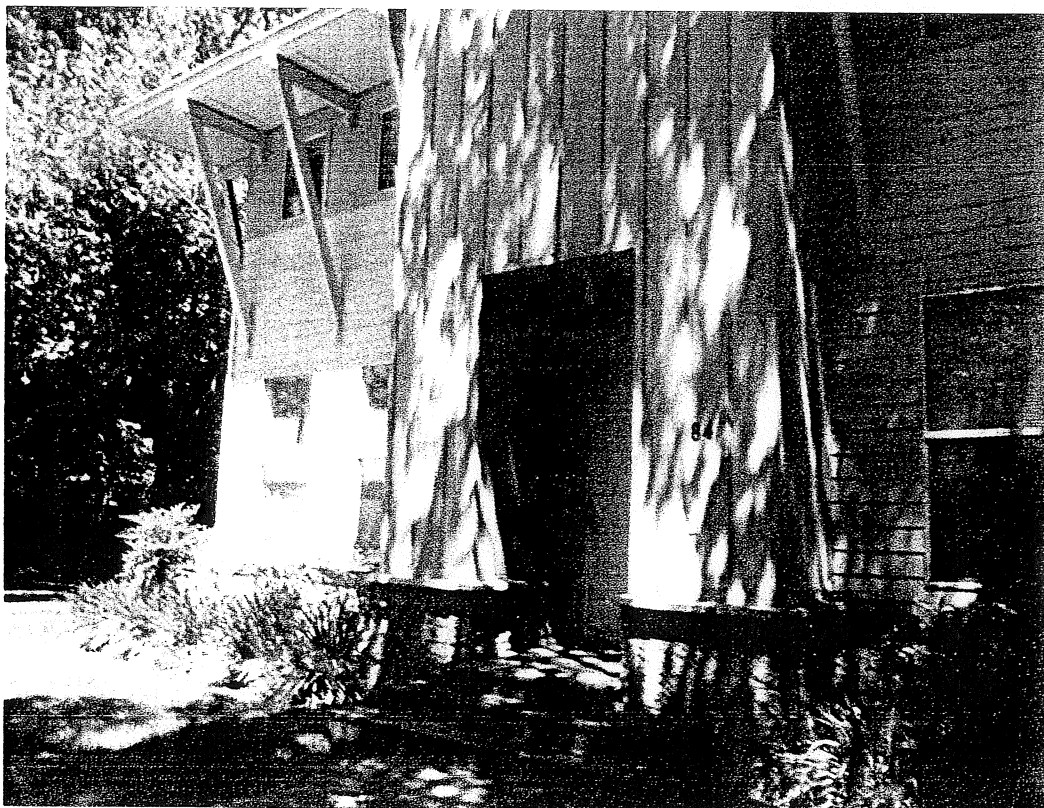
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5. LANDSCAPING & IRRIGATION

Current landscaping consists of multiple types of shrubbery, ground cover and small sections of grass in front of a few buildings. Patios are covered with pavers and other plants provided by the residents. For the most part, landscaping takes into account the need for improved drainage by the use of pavers, pervious ground cover and appropriate shrubbery. The outdoor seating spaces, most notably behind the community building and in between 3 and 5 Frustruck are fairly well maintained.

A few landscaping upgrades are recommended in the immediate scope of work, including:

- Replace lawns with native grasses and/or drought resistant ground cover.
- All ground cover or earth sloping should be positive – slope away from building footings.
- Remove ivy or other weed ground cover from behind 3 Frustruck. That type of foliage attracts rodents.
- Install rainwater harvesting systems in the below grade areas. Use collected water for irrigation. The harvesting system could include banks of rain collectors along the downspouts for the podium walkways. The harvested water can be used for irrigation.
- Cut back trees that overhang building roofs to prevent leaf debris into roof gutters or install gutter guards. Given the benefits of shade at this location, gutter guards are a much better choice to deal with leaf debris.
- Cure root growth which extends toward or into building bases/foundations.



Grass and shrubs at 84 Park Road

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6. FENCING AND SITE SECURITY

There is no fencing around any of the buildings at Fairfax Vest Pocket. There are low retaining walls at a few of the properties (3, 5 Frustruck and 75 Park), which aid in soils erosion.

Security is not a major concern at this project. No issues of crime or vandalism were reported at the time of inspections. Therefore, installation of security devices is not recommended in the immediate scope of work.

7. ENTRY STAIRS, ENTRY LANDINGS AND WALKWAYS

Each building is entered via concrete or wood stairs. The architectural design of the 82 Park, 75 Park and 3 Frustruck buildings included the installation of wood stairs. These stairs, particularly at 75 Park, are in poor condition with loose boards and evidence of dry rot. The wood stairs should be replaced at 75 Park in the immediate scope of work. The use of Trex (though less attractive) may be beneficial and will last longer than wood. Alternatively, the stairs could be replaced with concrete or metal treads.

A few of the buildings contain porches and exterior walkways at the sides of them. Of these, 75 Park Road has a large wrap around porch that is in fair condition, except that the railings have significant dry rot. The railings should be replaced in the immediate scope of work.

The side deck at 3 Frustruck is in fair condition, some of the deck boards are loose.

The side deck at 5 Frustruck is in good condition.

The entry porch at 82 Park is in good condition, but the deck is getting slightly worn.

The entry stairs and landings at 84 and 80 Park Road and 3 Frustruck are concrete and were found to be in good condition.



Entry porch at 82 Park (Community Building)



Entry deck boards at 75 Frustruck. Nosing board is very loose.

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8. SITE LIGHTING

Site lighting includes building mounted energy efficient lighting and city street lights. Exterior lighting appears to be in good condition although it was not operated during nighttime hours.

9. ACCESSIBILITY

The project was constructed in 1996, after the enactment of Federal ADA regulations. In 1992, the State of California adopted the Federal ADA regulations, with modifications as outlined in Chapters 10 and 11 of the CBC. Projects constructed after 1992 are to fully comply with the accessibility provisions prevailing at the time of building permit issuance. For publicly funded multifamily projects constructed prior to January 16, 1992, according to the Federal ADA standard (36.207 of 28 CFR Ch. 1), public accommodations are regulated, while individual apartment units are exempt. Essentially for existing buildings, the public accommodations and common use areas available to the residences and guests are to be modified to comply with the ADA standards when building permits are issued for new construction or for remodeling work. Such areas include parking stalls, path of travel from parking to the public recreational and project management office areas along with those same areas, exterior paths of travel within the project site, offices, common hallways, laundry, lobbies, community rooms, and similar common use areas (as they exist).

Accessible standards for existing projects are subject to the "hardship" rules. Updating portions of a project to meet current handicapped standards would be required under the current California Building Code when a general building permit is issued for any building improvements. This does not include repairs for deteriorated or building components damaged by fire or natural disasters. There are currently no units designated as "accessible" nor are any of the units truly "adaptable." The rehabilitation scope of work does not include any major alterations to the existing unit configurations, layouts or designs. If such alterations are posed, at least four units should be converted to accessible or to "adaptable." However, this recommendation is elective and will be determined by the sponsor.

The Municipality (city, county, et al.) may be authorized to issue a hardship variance on an individual basis should the construction improvements be valued at less than \$100,000, under which circumstance a maximum of 20% of the improvement value would be required to improve the path of travel and public accommodations. Improvements over \$100,000 are held by a different standard in that the 20% spending requirement is the floor, or minimum, rather than the maximum. Individual municipalities vary with regard to this financial hardship rule.

This report should not be considered an exhaustive evaluation of Federal ADA requirements. For purposes of the observations the ADA Accessible Guidelines for Buildings and Facilities (September 2002) is used as a guide (see: <http://www.access-board.gov/adaag/html/adaag.htm>). The intent of this report is to provide a general overview of the accessible provisions, noting the obvious areas of non-compliance. If the above stated conditions exist for this project, the requirements will be invoked.

The Fairfax Vest Pocket Community has met most of the general common area accessibility requirements. If funding sources require it, or if it is believed that common area accessibility requirements are not being met, MHA should conduct an accessibility audit of the common areas at Fairfax Vest Pocket Community.

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Downstairs bedrooms and bathrooms at each building are designated as accessible. All of the fixtures and finishes for accessible accommodations are in good to fair condition. Bathrooms are showing the most wear – with consistent need for tile grout and faucets. Kitchens at all buildings are generally accessible as far as maneuverability but no modifications have been made to appliances, electrical switches, cabinetry or counters.

Future modifications during rehabilitation should include the following general list of recommended updates and modifications for the accessible areas of each building, to the extent possible:

- The wall cabinets (kitchen, bath, hallway (if applicable)) should be lowered so that the bottom shelf is not higher than 48" above finish floor level. Alternatively, a shelf could be added above the kitchen counters where feasible to add accessible storage space. ADAAG Section 4.25.
- Where possible, the current "stacked" refrigerators should be replaced with side-by-side type models. ADAAG 9.2
- Ranges should have front mounted controls. ADAAG 9.2
- Lowering of door thresholds and transitions between finish flooring material to a maximum of ½" ADAAG 4.13.8.
- Widening of doors and the switching door swing to facilitate maneuverability. ADAAG 4.13
- Replacement of shower valves and faucets to fixtures that are operable with one hand and do not require tight grasping, pinching or twisting of the wrist. ADAAG 4.20.6
- Removal of sink base cabinets, and insulation of exposed p traps and hot water piping to avoid scalding.
- Installation of water closets with seats that are between 17" and 19" above finish flooring.
- Installation of a seat at the bathtubs or showers, which are mounted securely, and thus will not slip during use.
- Replacement of the shower unit with a fixture, which can be set at various heights, or as a hand-held shower with a hose at least 60" long.
- Add grab bars per ADA requirements or to the specific requirements of the apartment residents.
- Relocation of all controls (thermostats, switches) to appropriate heights (no higher than 48" for front approach- this applies primarily to the range hood controls)

E. BUILDING CONSTRUCTION

1. STRUCTURAL AND FOUNDATION SYSTEMS

The buildings were constructed in 1996, presumably in accordance with the building codes in effect at that time.

Architectural drawings were provided for review. A partial construction set dated February 7, 1995, Structural sheets dated June 1995 and other sheets (as noted above in Section A) were reviewed.

The residential buildings are Type V, single story buildings. 3, 5 Frustruck, 75 and 84 Park are foundation over crawlspace type foundation buildings. The other buildings are slab on grade

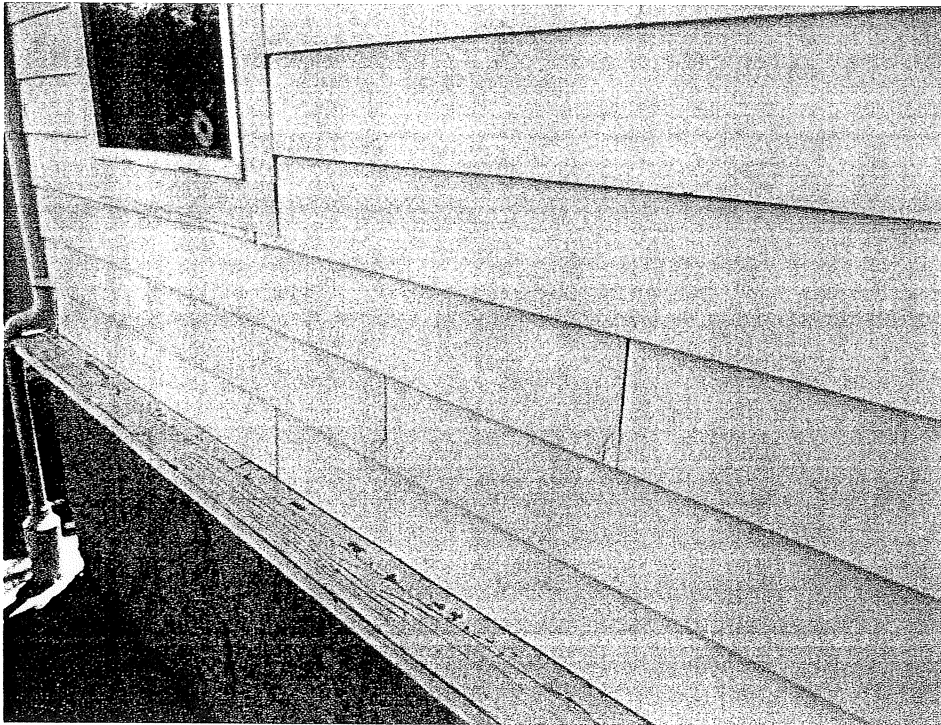
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foundation or partial slab on grade with partial raised (depends on topography). All building perimeters have split rock façade with CMU masonry perimeter walls. Foundation footings, according to Sheet S2.4.0 are 4x6 posts located at 7" on center each way. Footings are 2'6" x 2'6" x 12" thick at 4 #4 each way. Ledgers are shown as 3x10 pressure treated wood.

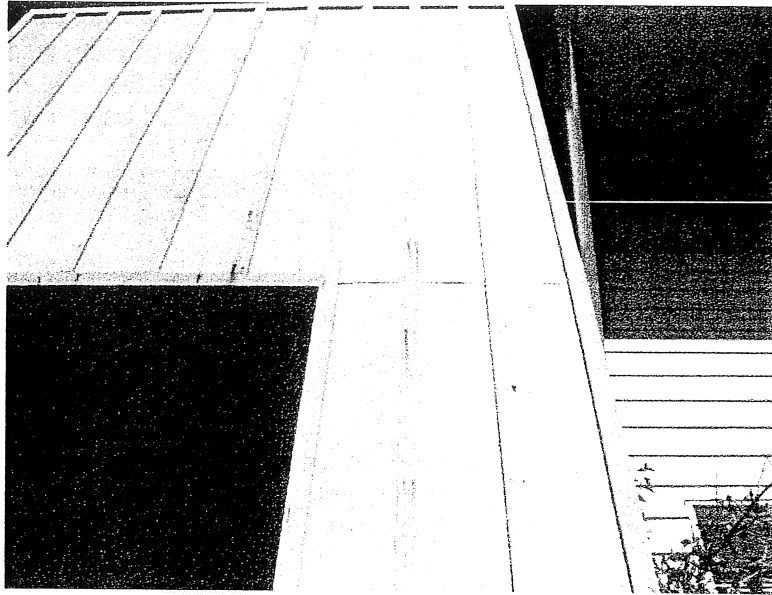
The crawlspaces of 3 and 5 Frustruck were observed (small areas of them), and no unusual conditions were noted at the building foundations or structures. Again, however, no destructive testing or inspections were conducted.

2. BUILDING ENVELOPE: EXTERIOR WALLS.

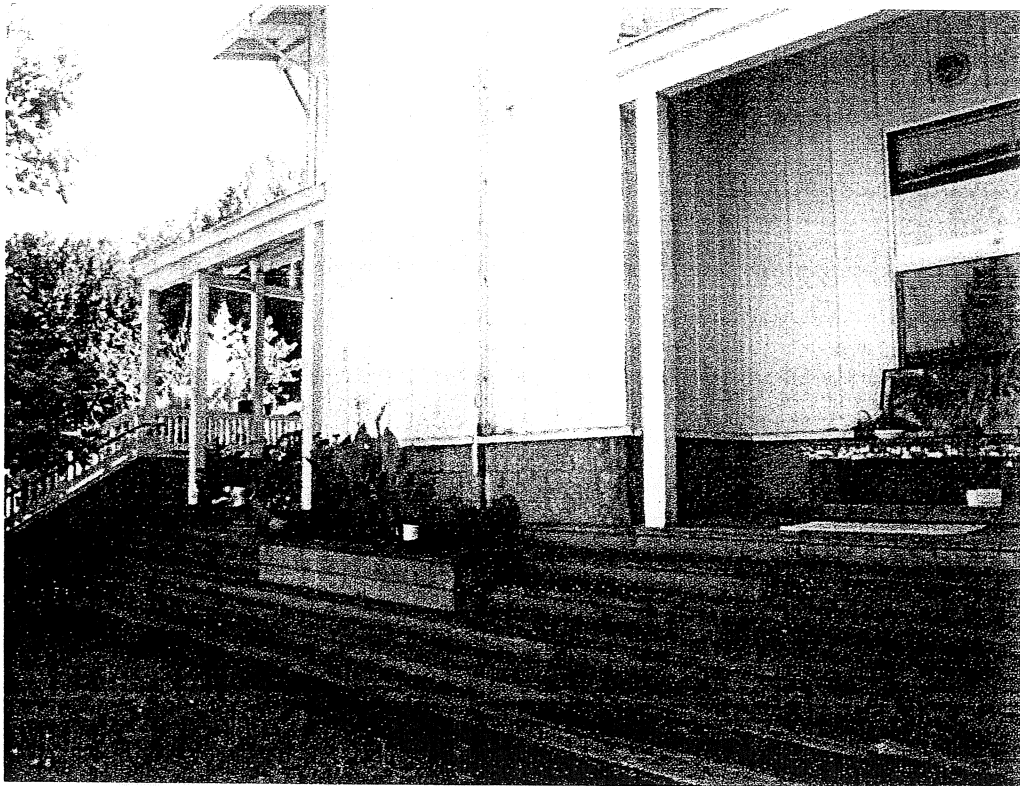
The exterior siding at the buildings is made of board and batten siding, wood panel siding (plywood) and cementitious fiber or wood composition siding. The condition of the siding is fair. All buildings have an immediate need for paint. Many of the buildings also show moderate rust from siding nailing. This is particularly true at the batten nails. When buildings are being prepped for painting, dry rotted materials need to be removed completely as they are found. Rust should be removed completely before painting. All penetrations, in particular nail holes, should be properly caulked and sealed before painting is completed.



Cracked lap siding at 84 Park Road



Rusted batten nailing at 82 Park Road



Rusted batten nailing at 75 Park

3. ROOF SYSTEMS

The buildings have 4:12 sloped roofs with asphalt shingle surfaces. All roofs are just 15 years

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old and the sections that were observed show mild wear. No adverse conditions were noted at the roofs, except for one: there is a curious “lump” in the roof at 5 Frustruck (see photo). It looks like the roof was installed over the lump (which may be a vent pipe).

When roofs are replaced in the future, the gutters and downspouts should also be replaced. All roof penetrations will need to be reflashed/caulked when the roofs are replaced. All downspouts should terminate into concrete splashblocks or into the subsurface drainage, as appropriate for the locations.

When the buildings are painted, the wood eave support wood pieces need to be painted as well. Some of these, especially at 84 Park Road, show moderate cracking. It is not known if these eave supports are structural or decorative, but it is believed that they do provide some load support. Therefore, when roofs are replaced, these eave supports should be evaluated for dry rot or splitting – to determine if they need to be replaced.



Lump in roof at 5 Frustruck

4. WINDOWS & GLASS DOORS

The buildings are afforded a tremendous amount of natural light; they contain an abundance of windows. All windows are original to the project phases making them 15 years old. Each building contains a mixture of aluminum framed, dual paned: fixed pane, double hung and casement windows. The windows are dual paned and are energy efficient. Most windows are in fairly good condition.

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When windows are replaced in the future, they should be insulated dual paned units with a low E-glass rating, which will improve the energy loss at the apartment units. Vinyl units should be used, or if aluminum replacement units are utilized, the window construction should include a thermal break, to prevent heat conduction through the metal frame. All operating windows should have screens. One current condition with the windows is that the casement windows have screens that are installed inside the windows. This setup is somewhat annoying because it means that the screens have to be removed in order to clean the windows.

Most buildings have wood framed glass doors that provide access to the front and rear of the buildings. These doors are in good condition except where noted in the Unit Matrix (Appendix C).

5. HAZARDOUS MATERIALS & WOOD DESTROYING PESTS

A Phase I Environmental report was not available for review. A Phase I study is not recommended in the immediate scope of work since the buildings are only 15 years old. If, in the future, hazardous materials are suspected in the surrounding areas, a Phase I study should be conducted. The findings and recommendations of the Phase I report should be included in any future rehabilitation scope of work, as appropriate.

A wood destroying pests report is recommended in the immediate scope of work given the amount of dry rot observed in specific areas.

F. CONDITION OF BUILDING INTERIORS AND UNITS

1. UNIT DESIGN AND OVERALL CONDITIONS.

Each building has a solid wood entry door. Flooring at the buildings is wall to wall carpet at living rooms, stairs and upper hallways. Sheet vinyl flooring is installed at ground floor hallways, kitchens and dining areas.

Light fixtures in all buildings are primarily fluorescent ballast type with installed fixtures at kitchens, bathrooms and hallways.

The laminated kitchen cabinets in all units are original. All units have plastic laminated counter tops. The apartments have 30" free standing electric ranges, with ducted range hoods, dishwashers and two refrigerators.

Downstairs bathrooms at all buildings are accessible and contain tile flooring and showers, accessible shower valves and mixers, hanging sinks, and most have ADA compliant toilets. Upstairs bathrooms contains fiberglass shower surrounds and / or tub and shower surrounds. Each bathroom also contains a toilet, vanity cabinet, lavatory, medicine cabinet and towel racks. The showers contain mixing shower valves; when replaced, current code will require anti-scald device. An exhaust fan provides ventilation in the bathrooms.

Heating is provided to the buildings via central forced air units. All of the forced air units are original.

The average condition of the residential building interiors is good, and there are few issues to report. A few units were in need of serious housekeeping, a few units need to have bathroom

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electric wiring rewired because GFCI outlets appear to be on the same circuit. A few bedrooms need carpet. All operated windows functioned as expected. Kitchens were typically dirty – with sticky floors and counters. Kitchens in these types of dwellings are the highly trafficked rooms so keeping them clean (and pest free) is imperative.

The Unit Matrix, appended to this report, provides unit by unit replacement recommendations as well as brief notes on each unit.

2. INTERIOR FIXTURES.

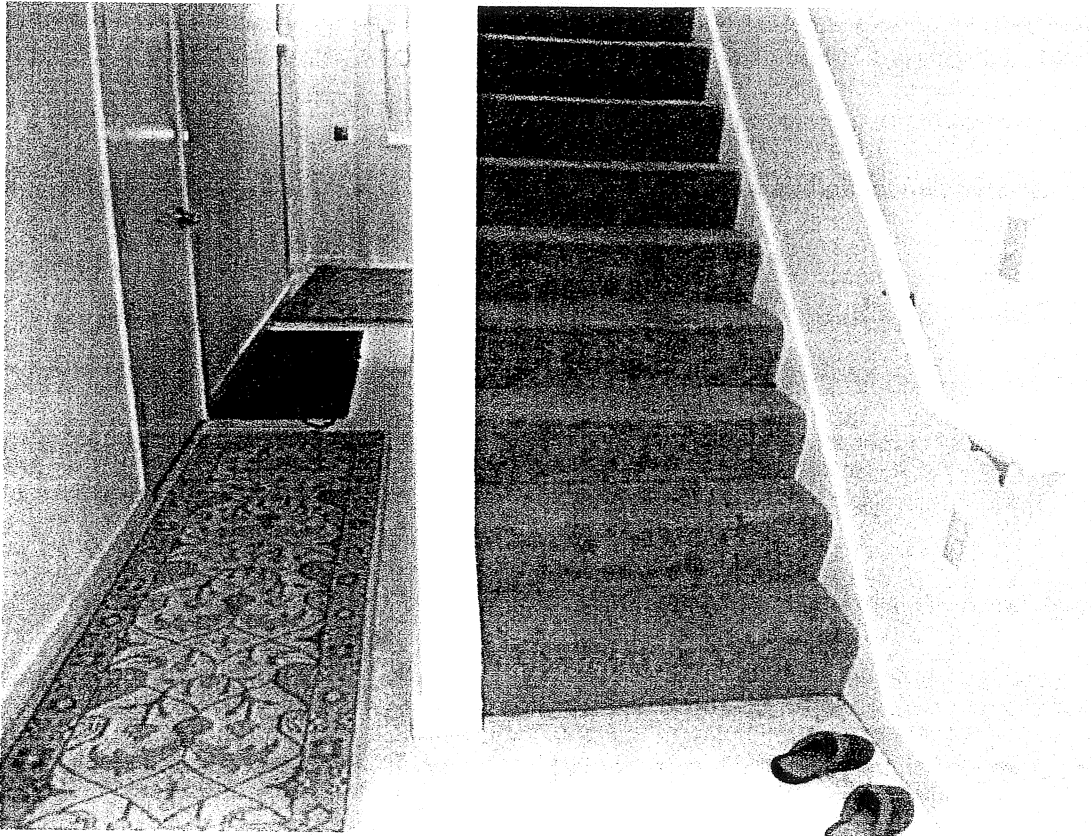
a) Carpeting/ Resilient Flooring

The condition of the carpet and sheet vinyl or VCT flooring is generally good, except where noted on the Unit Matrix (Appendix C to this report). Existing carpet flooring is a cut pile or loop material with a medium density padding.

The resilient flooring at the units is also in good condition, except where noted. Older and, in some cases, original flooring was seen in some unit bathrooms.

When sheet vinyl is replaced in the future, it is recommended that a commercial sheet vinyl product should be used when replacing kitchen and bathroom floors, with a minimum 50 mil thickness which will hold up better in the long term. The manufacturer will guarantee replacement vinyl flooring for a minimum of five years. Bathrooms should continue to use sheet vinyl flooring. Vinyl composition tile or sheet vinyl flooring may be utilized at the kitchen areas. The use of bamboo flooring should be considered if funds are available since it is very durable material and it is typically harvested from sustained forests.

Replacement carpet should comply with HUD/FHA materials bulletin "UM44C," and carpet padding should comply with "UM72-80." Furthermore, Replacement carpet should comply with CRI Green Label Plus Carpet Testing Program.

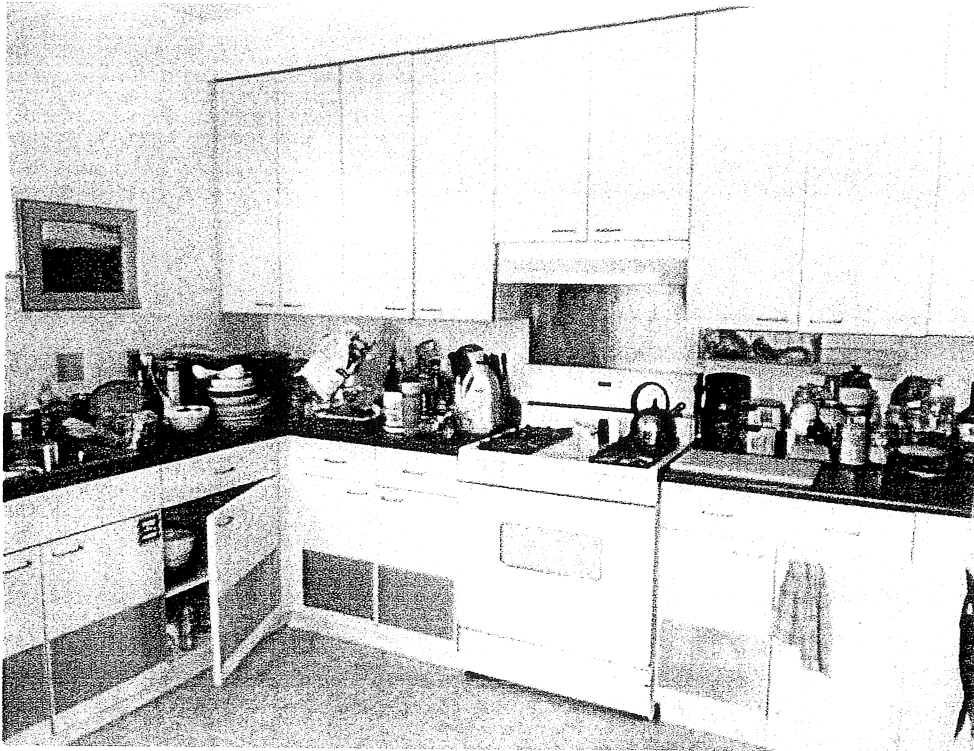


Vinyl flooring at ground floor; carpet at stairs – typical

b) Appliances

The condition of the appliances in all buildings is good or fair. Stoves and range hoods are original, with refrigerators in some units having been replaced. Replacements for appliances are listed in the Unit Matrix.

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415.203.8814



Typical kitchen (84 Park Road shown)

All ranges are 30 inches in size and are manufactured by GE. All range hoods are manufactured by Broan.

Refrigerators are 17 or 18 cubic feet stacked models manufactured by Whirlpool. Energy Star rated refrigerators should be used for all future replacements.

Only a few units have garbage disposals and all of them are in poor condition. MHA's policy is to remove garbage disposals so the existing disposals should be removed and not replaced.

c) Cabinets/ Countertops

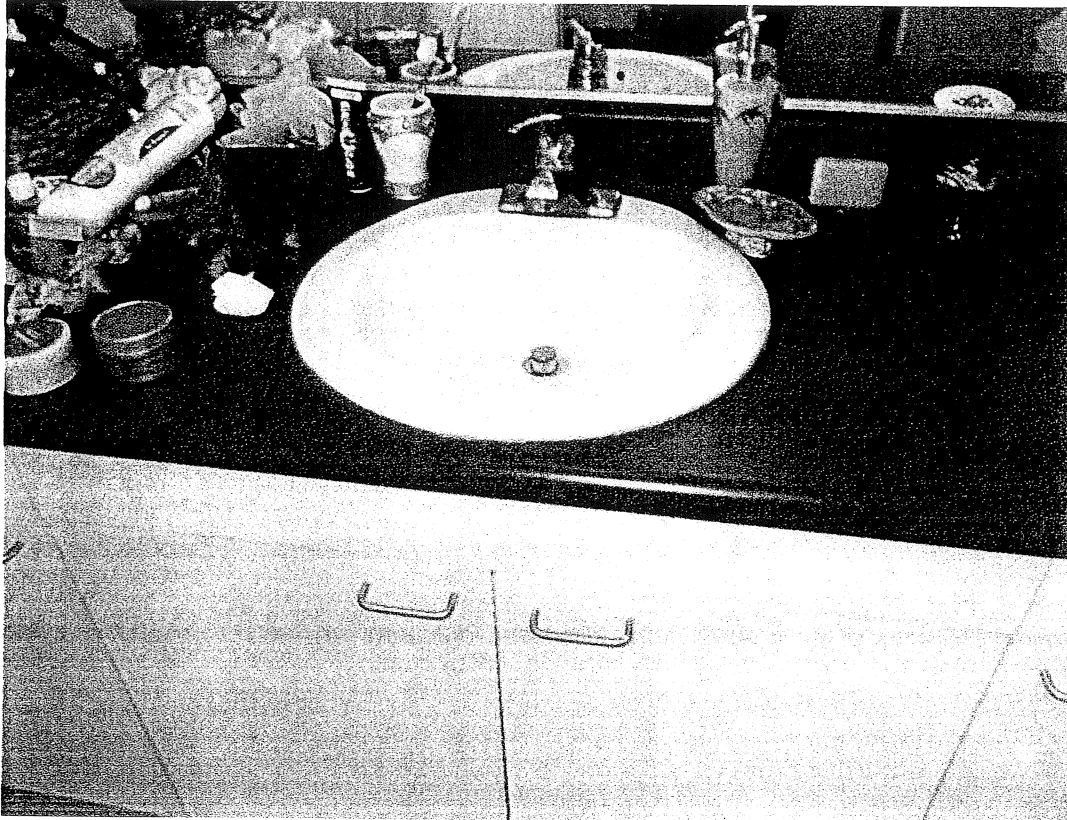
Cabinets are pressed wood or composition with laminate finishes. The average condition of cabinets is fair or good depending on housekeeping and wear.

Counter tops in all units are plastic laminate.

Bathroom vanity cabinets are similar in style to the kitchen cabinets.

Future cabinet replacements should comply with minimum cabinet specifications equivalent to WIC (Woodwork Institute of California) Custom Grade Specifications. Cabinets should be paint/stain grade wood, low or high-pressure laminates. Equivalent WIC Economy Grade cabinets are also acceptable.³

³ Source: Architectural Recommendations, 2008: <http://www.calhfa.ca.gov/multifamily/financing/app-process/ArchitecturalRecommendations.pdf>



Bathroom cabinet and sink

d) Sinks/ Lavatories / Faucets

The existing kitchen sinks are stainless steel dual bay units. Sinks should be replaced along with counter and cabinet replacements, as needed.

Faucets are primarily single handled models manufactured by Moen or Delta.

The bathroom sinks are original and are installed to sit on top of the vanity counters. All sinks were in fairly good condition except where noted on the unit matrix. A few units have dual sinks installed into the bathroom cabinets.

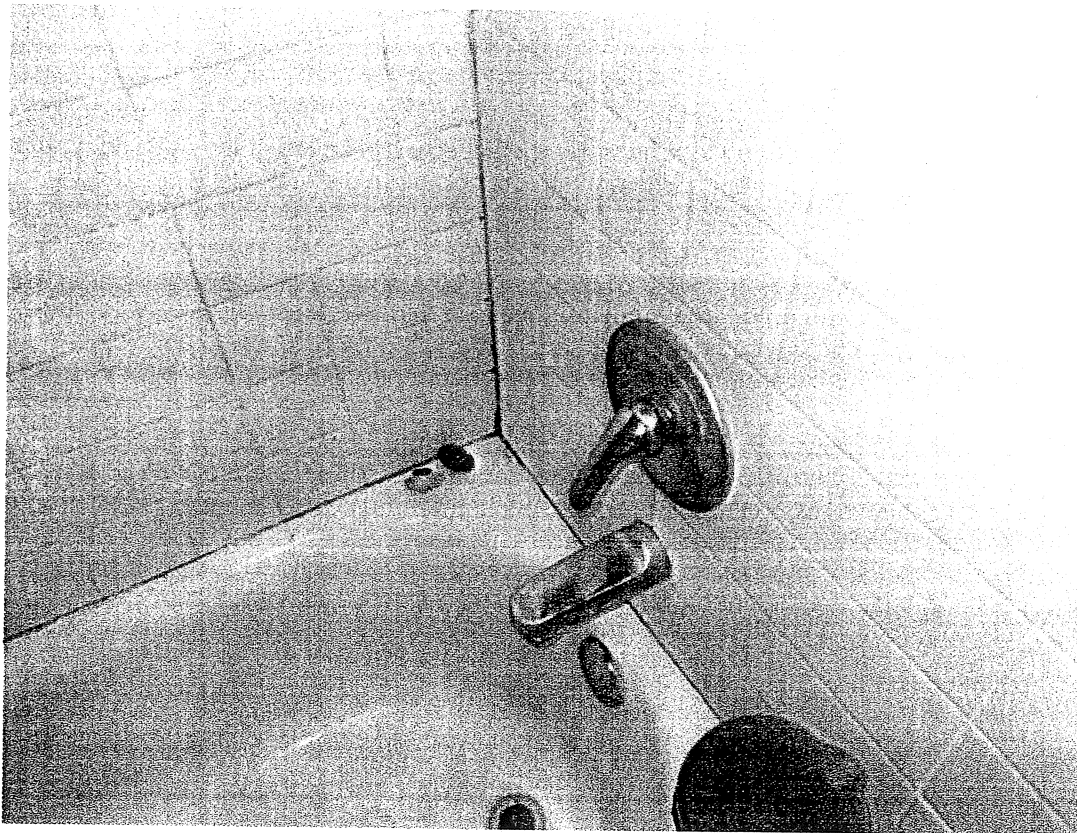
Downstairs bathrooms have hanging porcelain sinks, all of which were found to be in fair condition.

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e) Tubs & Shower Surrounds

The finishes at the bathrooms with tubs and shower surrounds (the upstairs hallway bathrooms) are typically an enameled steel tub with tile surround. Most were found to be in good condition, however the tub and tile intersections need regular caulking.

The other upstairs bathrooms (found off a den area) contain fiberglass shower stalls with glass doors.



Tub surround and tub, mixer and spout. Typical.

f) Shower Valves and Toilets

The existing shower valves contain a mixing valve but they do not contain anti-scald mechanisms. Future replacements should include them. The diverter is located on the tub spout.

All of the installed toilets are low flow models – 1.2 to 1.6 gallon per minute devices.

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f) Interior Doors and Frames

The interior doors within the residential units consist of paneled hollow core doors with Kwikset locksets. Closet doors are typically hollow core sliding type doors with top running tracks and bottom guides. All interior doors in the residential units were found to be in good condition.

h) Electrical Fixtures

The lighting fixtures are currently in good condition employing primarily fluorescent type fixtures. Kitchens and baths have fluorescent lights. Kitchen fixtures are dual tube lights with an opaque (light diffusing) cover. Bathroom over-vanity fixtures range from older fluorescent fixtures to newer fluorescent ballast (circline) type fixtures.

The bathrooms are mechanically ventilated with exhaust fans. These units are in fair condition and routine replacements are recommended. In properties such as these where is heavy bathroom traffic, it is recommended that humidistat devices be installed at the bathroom fans. These devices will ventilate the bathrooms until an acceptable moisture level is reached – thereby reduce moisture accumulation.

It is also recommended that the fans be on a separate switch from the light fixtures for all future replacements. Fan replacements have a maximum of 3.0 sones (measure of sound output), with enough power to provide a complete air change every fifteen minutes. A unit with a minimum capacity of 80 cubic feet per minute (cfm) is recommended.

GFCI receptacles were present in the kitchens and bathrooms. As will be discussed later in this report, bathrooms share a GFCI breaker. This should be split up and each GFCI should be on its own breaker. If two residents, for example, each use a hair dryer in separate bathrooms, the breaker will trip and both GFCIs will go offline.

Hard wired smoke detectors with battery backups are installed in all units.



Typical ceiling fixtures at kitchen

Interior walls / Ceilings

The walls and ceilings are generally in good condition, except where noted in the Unit Matrix. No unusual cracks or staining was noted in any of the inspected apartments.

j) Window Coverings/ Traverse Rods

All units have vinyl vertical and horizontal blinds or drapery. Blinds were observed to be in good condition.

k) Painting

Painting occurs upon room or building turnover, but it is doubtful if units are painted while occupied. Typically, it is very difficult to paint an occupied unit. It is recommended, however, that any unit with flaking or damaged interior paint be re-painted as soon as feasible.

A semi-gloss paint should be utilized at the kitchen and bathroom walls so that the surfaces will be easier to wash. Preparation and cleaning procedures should be followed in strict accordance with paint manufacturer's recommendations for each particular substrate condition.

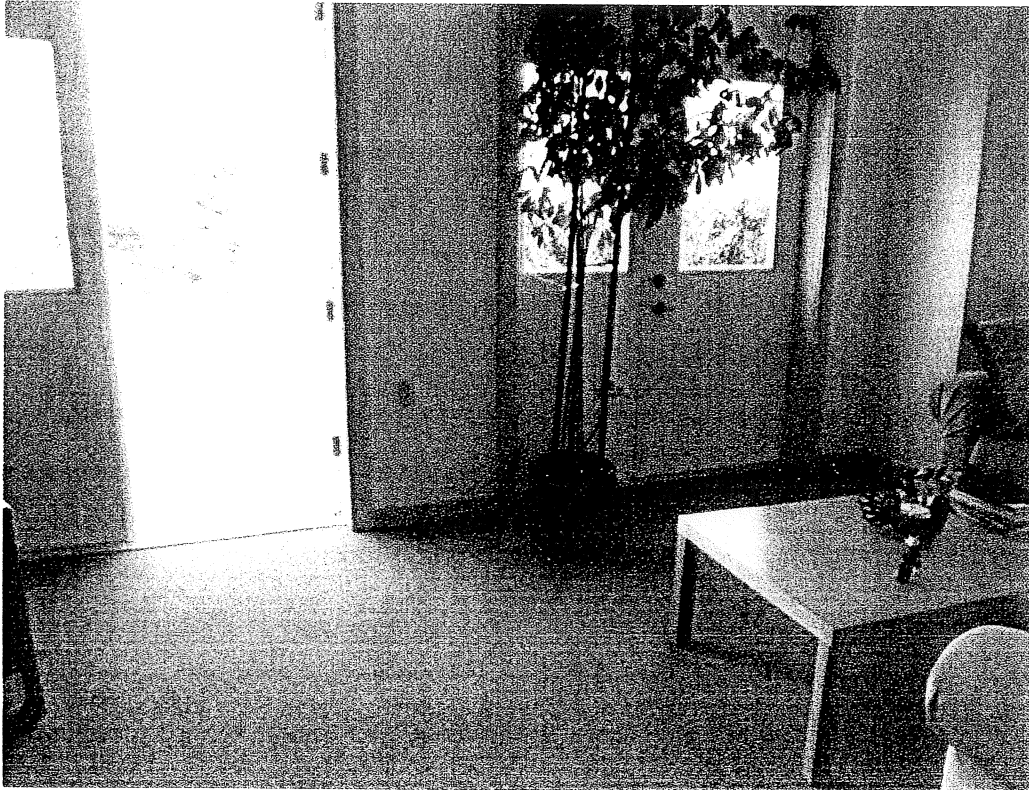
3. COMMON AREAS / MAINTENANCE / UTILITY

The common areas at the project include the community building and parking areas.

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a. Community Building

The community building contains the laundry room, community room, community kitchen and offices for EAH and others. There is a patio at the rear of community building as well which provides a nice outdoor community space. The community room contains tables and chairs, couches, bookshelves and a television.



Community Room leading out to patio

The condition of the finishes at the community room is good and no updates are recommended.

The community room kitchen contains cabinetry and fixtures similar to the residential unit kitchens. No issues were noted with the kitchen.

There is a one-bedroom manager's unit at the upstairs portion of the community building. It was unoccupied at the time of this report.

b. Laundry Room

The laundry room is located just inside the main entrance to the community building. It contains three front loading washers and three dryers. It also contains a folding table. The laundry equipment is leased from Web (1-800-824-7780).

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C. Maintenance Shop

There is a maintenance room in the community building that contains cleaners and supplies, as well as the water heater, forced air unit and fire alarm equipment for the community building. There is too much stuff stored in the room and the toxic chemicals (e.g., fertilizer) need to be removed because they are flammable and because the room is not adequately ventilated.

G. MECHANICAL SYSTEMS

Mechanical drawings were not available for review in conjunction with this report.

1. PLUMBING & SEWAGE FLOW

Supply and waste lines are 15 years old. The plumbing supply for the property is copper. Finish plumbing in the units is brass (chromed, typical) for the trap and/or PVC in some locations. Waste piping is cast iron.

Common area plumbing is limited to hose bibbs and irrigation equipment). Any hose bibbs at the exteriors of the buildings should be fitted with anti-siphon devices to prevent the backflow of water into the domestic water supply.

2. DOMESTIC HOT WATER & HEATING

Each building has its own hot water heater and forced air unit. Hot water heaters are typically 50 gallon gas fired units. All water heaters, except for 5 Frustruck (new), are believed to be original. No maintenance records were provided for hot water heaters or heaters.

All of the forced air units are manufactured by York. No issues were reported with the heaters. Many of the observed heater vents were dirty and dusty. Duct cleaning is recommended in the immediate scope of work. Ducts should be cleaned at least annually.

3. ELECTRICAL

The apartment units are separately metered for electrical service. The meter banks are located in wood closets at the garages of each building. Each unit is supplied with a 60 amp capacity power. Load centers ("breaker boxes") are located at hallways or bedrooms inside the apartment units.

4. MECHANICAL VENTILATION

There are exhaust fans at the kitchens and bathrooms of all apartment units, as mentioned above.

Each building has a mechanical ventilator installed at the attic spaces. This "whole house fan" provides ventilation and cooling for the building. These units are incredibly efficient and replace air conditioning needs given the right location and climate. They are suitable for this project.

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415.203.8814

5. FIRE ALARM SYSTEM / EMERGENCY SYSTEMS

Each building contains hard wired smoke detectors with battery backups. Fire escapes are located in some of the upstairs rooms. The fire escapes located in bedrooms with locking doors present an egress issue since, if the bedroom is locked, there is not way to access the fire escape without breaking down the door. At 5 Frustruck, the fire escape upstairs is located in the bonus room between Rooms B and C. One side of this room is locked. Also, the window in this location is too high to provide an easy means of escape to the outside.

EAH Rent Roll Report

For the period 12-01-2013 to 12-31-2013

Fairfax Vest Pocket

| Unit | Tenant | Unit Rent | Contract Rent | TCAC Max | Tenant Rent | Charges Receipts | | | | Totals | |
|------|--------------|-----------|---------------|----------|------------------|------------------|-------------|---------|------------|------------------|--------------------|
| | | | | | | Subsidy | Concessions | Vacancy | Over/Under | Total | Loss/Gain to Lease |
| 3-A | Spottedhorse | 465.00 | 465.00 | 0.00 | 502.00 499.27 | 0.00 0.00 | 0.00 | 0.00 | 37.00 | 502.00 499.27 | 0.00 |
| 3-B | Benson | 560.00 | 560.00 | 0.00 | 605.00 605.00 | 0.00 0.00 | 0.00 | 0.00 | 45.00 | 605.00 605.00 | 0.00 |
| 3-C | Harvey | 560.00 | 560.00 | 0.00 | 560.00 560.00 | 0.00 0.00 | 0.00 | 0.00 | 0.00 | 560.00 560.00 | 0.00 |
| 3-D | Van Hook | 465.00 | 465.00 | 0.00 | 502.00 502.00 | 0.00 0.00 | 0.00 | 0.00 | 37.00 | 502.00 502.00 | 0.00 |
| 5-A | Bourassa | 457.00 | 457.00 | 0.00 | 494.00 494.00 | 0.00 0.00 | 0.00 | 0.00 | 37.00 | 494.00 494.00 | 0.00 |
| 5-B | SILBEY | 465.00 | 465.00 | 0.00 | 502.00 502.00 | 0.00 0.00 | 0.00 | 0.00 | 37.00 | 502.00 502.00 | 0.00 |
| 5-C | Milner | 560.00 | 560.00 | 0.00 | 605.00 605.00 | 0.00 0.00 | 0.00 | 0.00 | 45.00 | 605.00 605.00 | 0.00 |
| 75-A | Pederson | 465.00 | 465.00 | 0.00 | 465.00 501.56 | 0.00 0.00 | 0.00 | 0.00 | 0.00 | 465.00 501.56 | 0.00 |
| 75-B | Weil | 465.00 | 465.00 | 0.00 | 502.00 502.00 | 0.00 0.00 | 0.00 | 0.00 | 37.00 | 502.00 502.00 | 0.00 |
| 75-C | Blunt | 560.00 | 560.00 | 0.00 | 605.00 605.01 | 0.00 0.00 | 0.00 | 0.00 | 45.00 | 605.00 605.01 | 0.00 |
| 80-A | VACANT | 465.00 | 465.00 | 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 | 465.00 | -465.00 | 0.00 0.00 | 0.00 |
| 80-B | Rubin | 465.00 | 465.00 | 0.00 | 465.00 0.00 | 0.00 0.00 | 0.00 | 0.00 | 0.00 | 465.00 0.00 | 0.00 |
| 80-C | VACANT | 560.00 | 560.00 | 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 | 560.00 | -560.00 | 0.00 0.00 | 0.00 |
| 80-D | VACANT | 560.00 | 560.00 | 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 | 560.00 | -560.00 | 0.00 0.00 | 0.00 |
| 82 | Olney | 500.00 | 500.00 | 0.00 | 500.00 500.00 | 0.00 0.00 | 0.00 | 0.00 | 0.00 | 500.00 500.00 | 0.00 |
| 84-A | Rossi | 465.00 | 465.00 | 0.00 | 465.00 0.00 | 0.00 0.00 | 0.00 | 0.00 | 0.00 | 465.00 0.00 | 0.00 |

EAH Rent Roll Report
For the period 12-01-2013 to 12-31-2013

Fairfax Vest Pocket

| Unit | Tenant | Charges | | | | | | | Receipts | | | Totals | | |
|---------------------------------------|---------------|-----------|---------------|----------|-------------|---------|-------------|----------|------------|----------|--------------------|----------|------|--|
| | | Unit Rent | Contract Rent | TCAC Max | Tenant Rent | Subsidy | Concessions | Vacancy | Over/Under | Total | Loss/Gain to Lease | | | |
| 84-B | Atwood-Pettit | 560.00 | 560.00 | 0.00 | 605.00 | 0.00 | 0.00 | 0.00 | 45.00 | 605.00 | 0.00 | 605.00 | 0.00 | |
| 84-C | VACANT | 465.00 | 465.00 | 0.00 | 0.00 | 0.00 | 0.00 | 465.00 | -465.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 84-D | Judson | 560.00 | 560.00 | 0.00 | 605.00 | 0.00 | 0.00 | 0.00 | 45.00 | 605.00 | 0.00 | 605.00 | 0.00 | |
| Totals for Fairfax Vest Pocket | | | | | | | | | | | | | | |
| | | 9,622.00 | 9,622.00 | 0.00 | 7,982.00 | 0.00 | 0.00 | 2,050.00 | -1,640.00 | 7,982.00 | 0.00 | 7,982.00 | 0.00 | |
| | | | | | 7,085.84 | 0.00 | | | | 7,085.84 | | | | |

EAH Rent Roll Report

For the period 12-01-2013 to 12-31-2013

GRAND TOTALS

| | | Charges Receipts | | | | | Totals | | |
|-----------|---------------|---------------------|-------------|---------|-------------|----------|------------|----------|--------------------|
| Unit Rent | Contract Rent | TCAC Max | Tenant Rent | Subsidy | Concessions | Vacancy | Over/Under | Total | Loss/Gain to Lease |
| 9,622.00 | 9,622.00 | 0.00 | 7,982.00 | 0.00 | 0.00 | 2,050.00 | -1,640.00 | 7,982.00 | 0.00 |
| | | | 7,085.84 | 0.00 | | | | 7,085.84 | |



4020 Civic Center Drive
San Rafael, CA 94903-4173

Executive Director
Lewis Jordan

December 13, 2013

Roy Bateman, Community Development Coordinator
Federal Grants Division
Marin County Community Development Agency
3501 Civic Center Drive, Room 308
San Rafael, CA 94903-4157

RE: Submittal of HOME Grant Proposal for Fairfax Vest Pocket Community.

Marin Housing Authority (MHA) has submitted a proposal to the County for HOME funds for the Fairfax Vest Pocket Community for FY 2014/15 in the amount of \$155,286.

If awarded, funds will be used to address critical property repairs identified by a current physical needs assessment conducted for the Fairfax Vest Pocket Community project.

The Fairfax Vest Pocket Community affordable housing project houses very low income seniors (62+), people with disabilities and single parents in the town of Fairfax.

Sincerely,

Kimberly Carroll
Deputy Director

Attachment: HOME Proposal, Repair/Construction Budget, Physical Needs Assessment, Unit Incomes and Rents.

Housing Authority of
the County of Marin

415/491-2525

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

www.marinhousing.org

Organization Profile - 2014-15 Data Collection Pilot

The County of Marin is interested in more deeply understanding the population demographics of those who staff, govern and/or utilize the services of Community Development Block Grant (CDBG) and HOME Program grantee and applicant organizations. More deeply understanding these demographics will address some of the topics highlighted in the 2011 Analysis of Impediments to Fair Housing in Marin.

The data gathered on this form will NOT determine an organization's likelihood to receive CDBG or HOME funding. If you do not collect or do not wish to share the demographic information requested, please check the appropriate box below. We hope you will be able to participate in this pilot project. If you have completed a similar organization profile form when applying for foundation grants in Marin, feel free to use the information collected for those forms if submitted within the last 12 months.

Name of Organization: HOUSING AUTHORITY OF THE COUNTY OF MARIN

My organization does not gather demographic data. My organization does not wish to share demographic data.

| Income of Level of Clients Your Org Serves % | (Please use the federal income guidelines on the reverse of this page.) |
|---|---|
| Very low income people | 95% |
| Low income people | 3% |
| People above the low income limits | 2% BMR Program only |

| Percentages (%) | Clients Your Organization Serves | Clients for this Project | Support Staff | Professional Staff | Board | Advisory Committee |
|-----------------------------------|---|---------------------------------|----------------------|---------------------------|--------------|---------------------------|
| Ethnic/Racial Demographics | | | | | | |
| Asian-American/Pacific Islander | 8% | | 8% | 28% | | |
| African-American/Black | 22% | 6% | 19% | 29% | 14% | 26% |
| Caucasian/White | 51% | 94% | 73% | 43% | 86% | 74% |
| Native American | | | | | | |
| Mixed Heritage | 1% | | | | | |
| Unknown/other | 19% | | | | | |
| TOTAL % | 100% | 100% | 100% | 100% | 100% | 100% |
| Latino/Hispanic Origin | | | | | | |
| Of Latino/ Hispanic Origin | 18% | 6% | 10% | | | |
| NOT of Latino/ Hispanic Origin | 82% | 94% | 90% | 100% | 100% | 100% |
| TOTAL % | 100% | 100% | 100% | 100% | 100% | 100% |
| Age | | | | | | |
| 0-5 years old | 5% | | | | | |
| 6-17 | 17% | | | | | |
| 18-24 | 13% | | | | | |
| 25-59 | 39% | 39% | | | | |
| 60 + | 26% | 61% | | | | |
| TOTAL % | 100% | 100% | 100% | 100% | 100% | 100% |
| Gender | | | | | | |
| Female | 62% | 70% | 73% | 42% | 58% | 85% |
| Male | 38% | 30% | 27% | 58% | 42% | 15% |
| Total % | 100% | 100% | 100% | 100% | 100% | 100% |
| Disabled % | 28% | 30% | 0 | 0 | 23% | unk |

| Involvement of Clients Your Organization Serves | Percent of Board/Committee Members Who Are Clients |
|--|---|
| On Governing Board | 30% |
| On Advisory Committee | 90% |

Organization Profile – 2014-15 Data Collection Pilot

Income Limits

| Household Size | Very Low Income Limit (≈50% of Median Income) | Low Income Limit (≈80% of Median Income) |
|-----------------------|--|---|
| 1 | 36,950 | 59,100 |
| 2 | 42,200 | 67,550 |
| 3 | 47,500 | 76,000 |
| 4 | 52,750 | 84,400 |
| 5 | 57,000 | 91,200 |
| 6 | 61,200 | 97,950 |

H 2

**MARIN COUNTY HOME PROGRAM PROPOSAL
2014-15**

1. **Project Name:** Grady Crossing

2. **Total Amount Requested** \$150,000

3. **Project Sponsor:** PEP Housing

E-mail: marys@pephousing.org

Contact Person and Title: Mary Stompe, Executive Director

Website (optional): www.pephousing.org

Address: 951 Petaluma Blvd. South, Petaluma, CA 94952

Telephone: 707-762-2336

Ext. 104

Fax: 707-762-4657

All future announcements will be sent to you by e-mail, unless you indicate otherwise: Please send by mail.

The County of Marin is committed to encouraging new grant applicants. Please call us at 473-6698 for advice about our requirements and what to emphasize in your application, and consider attending one of our informational workshops. HUD requires that all HOME projects engage in affirmative marketing. That means analyzing which demographic groups are least likely to apply and taking extra steps to market the program or project to those groups. One aspect of affirmative marketing is implementing strategies to make your program more welcoming and comfortable to the groups which are least likely to apply. The goals of affirmative marketing are to enhance neighborhood diversity and to support the County's commitment to affirmatively furthering fair housing and equal opportunity.

The concept of fair housing encompasses both federal and state laws that prohibit housing discrimination. The federal Fair Housing Act prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions, based on race, color, national origin, religion, sex, familial status (including pregnancy and the presence of children), and disability. In addition, state law prohibits housing discrimination on the basis of age, ancestry, marital status, medical condition, source of income, sexual orientation, gender expression, gender identity, and many other categories.

Does the sponsor qualify as a Community Housing Development Organization (CHDO)? YES NO

If you are not sure whether your group qualifies as a CHDO, please refer to "The HOME Program...Federal Funds for Affordable Housing" for a definition, or call Roy Bateman. Marin County needs projects to use our CHDO set-aside!

4. **Project Location** (precise street address, Assessor's Parcel Number, and the year the building was constructed):
(If site lacks a street address, attach map showing location.)

2400 Lucas Valley Road, San Rafael, CA, vacant land, Assessor's Parcel Nos. 164-310-15, 164-310-17, and 164-310-19.

5. **Project Description:**

*(If the project involves an occupied building, attach a complete list of tenant incomes, household sizes, and rents.)
Grady Crossing will provide 104 senior rental units in an attractive residential neighborhood of Lucas Valley in Marin County. The 1200 acre site is vacant, free of significant environmental issues, and in a quiet, developed residential and agricultural area. Approximately 800 acres of the parcel has been dedicated as Marin County Open Space. Additionally 127 units of workforce for-sale housing will be developed by PEP Housing. The parcels will be split and the workforce housing portion will be owned and managed by another nonprofit organization.*

The property enjoys stunning views of the surrounding hills and is easily accessible from Highway 101. While the design is still being developed, the senior housing units will occupy a canyon area on the parcel that is screened from Lucas Valley Road. There will be a community room that will be used by the senior housing and the workforce housing residents. Additionally a small farm is proposed for the site. The workforce housing will include row housing and town houses in two areas of the property. The residents will have a unique opportunity to experience intergenerational programs.

6. Total Project Cost:

Include all costs for this particular project, regardless of source. Also attach a pro forma and a sources and uses schedule.

The estimated project costs are \$108,000,000 excluding the value of the donated land for both the senior rental housing and work force housing. Costs include new construction and significant site and off-site improvements (see attached budget).

7. Project Budget for Use of HOME Program Funds:

Budget should include estimate of costs, such as land or building acquisition costs, construction costs, rehabilitation costs, architectural and engineering fees, etc. Be as accurate and comprehensive as possible. **WARNING:** If your project includes rehabilitation, describe your plans to comply with federal lead paint regulations.

All funds will be used for predevelopment costs.

Architectural and engineering fees - \$100,000.

Consultants and legal - \$50,000

8. Other Sources of Funds:

How will you meet the HOME Program matching funds requirement? Include amounts, sources, use, commitment, and timing of all public and private funds other than HOME funds. Be sure to list any federal assistance (including tax credits and CDBG), local public agency assistance (such as fees waived), and private assistance (such as the interest saved on below market rate loans). Are the other funds firmly committed?

(Senior rental project only)

| <u>Source</u> | <u>Use</u> | <u>Amount</u> | <u>Date You Applied</u> | <u>Are Funds Committed?</u> | <u>Date Funds Were Committed</u> | <u>When Available</u> |
|------------------------------|-------------------------|----------------------|-------------------------|--|----------------------------------|-----------------------|
| Donated land | Project Costs | \$108,000,000 | 13-Oct | Exclusive Development Agreement signed | 13-Dec | 2014 |
| 1 st Mortgage MCF | Project Costs | \$7,404,000 | TBD | No | N/A | TBA |
| HOME (first round) | Predevelopment Expenses | \$150,000 | TBD | No | N/A | TBA |
| Marin Community Foundation | Project Costs | \$1,100,000 | TBD | No | N/A | TBA |
| Marin County Workforce | Project Costs | \$200,000 | TBD | No | N/A | TBA |
| Marin County AHF | Project Costs | \$200,000 | TBD | No | N/A | TBA |
| Seller financing | Project Costs | 22,011,386 | TBD | No | N/A | TBA |
| LP Equity | Project Costs | \$16,241,273 | TBD | No | N/A | TBA |
| AHP | Project Costs | \$1,030,000 | TBD | No | N/A | TBA |
| HOME (second Allocation) | Predevelopment Expenses | \$350,000 | TBD | No | N/A | TBA |
| Accrued interest | Project Costs | \$13,408 | TBD | No | N/A | TBA |
| | | \$156,700,067 | | | | |

9. **Project Implementation:** *Who will be responsible for implementing the project? How will it be implemented and what is the proposed schedule for project implementation? How quickly will you be able to spend the requested funding? PEP Housing will be responsible for implementing the project. Predevelopment work will begin immediately. The project is estimated to be completed in 2015.*

10. **Equal Opportunity Commitment:** *Discuss your plans for recruiting women- and minority-owned firms to bid on the design and construction of this project, and your plans to provide employment opportunities to low-income people and businesses owned by low-income people.*

We always encourage women and minority-owned firms to bid on our projects and provide this directive to the General Contractor. We recruit local low-income people for employment opportunities through our marketing of the position. We work with several nonprofits that make referrals for their clients, also low-income targeted agencies. We have several staff members who were low-income when they came to work for us.

Which demographic groups are least likely to apply for your housing, and what affirmative marketing steps do you plan to reach them? (Affirmative marketing means analyzing which demographic groups are least likely to apply and taking extra steps to market the program to those groups. One aspect of affirmative marketing is implementing strategies to make your program more welcoming and comfortable to the groups which are least likely to apply. Be sure to consider race, ethnicity, and disability, as well as other demographic factors, in your analysis.)

To solicit applications from persons who are not likely to apply for housing through our marketing plan, PEP Housing will directly solicit to community organizations targeting these special groups such as senior groups, minority groups and people who are low and very low income. Through referrals from Homeward Bound, we will provide outreach to those applicants who are homeless or threatened with homelessness.

How will your project affirmatively further fair housing?

All advertisements and marketing materials used to promote our properties use the fair housing logo and/or the equal opportunity language in the text. We market our properties in a variety of ways including newspapers direct internet marketing and social media in diversified geographic and ethnic areas.

PEP's Resident Selection Policy and Criteria guarantees that residents who apply for housing in all PEP Properties will be selected based solely upon their qualifications as a prospective responsible tenant, in accordance with all Federal, State and Local laws, rules and regulations.

11. Need for the Project:

A. Need Group

What groups or individuals will benefit from the project? What income level will the project serve? Be specific! Also, describe how you will provide for long-term affordability.

Grady Crossing is planned as an independent living complex for 103 (plus one manager's unit) eligible extremely low-income (ELI) and very low income (VLI) elderly households, as defined under the HUD guidelines. The housing design and supportive services will enable the residents to age-in-place for as long as they can live independently.

Based on all the information gathered, there will be sustained effective demand for supportive housing for ELI/VLI elderly in the Marin County market area on an ongoing basis.

- *There has been limited new development of federal rent-assisted senior housing relative to need.*
- *Market rents exceed levels affordable to ELI/VLI seniors and vacancy rates are low.*
- *There are many seniors in need of such housing, long waiting lists for existing rent-assisted housing, and effective means to identify and refer eligible prospective tenants.*
- *Marin County demographic trends reflect that the elderly will have the greatest percentage increase of all age groups from 2000-2040.*

PEP Housing owns and operates fourteen existing affordable senior rental developments in Petaluma, Kentfield and Santa Rosa totally 331 units (with two more properties under construction adding 100 units) with a projected completion date of 2014. PEP Housing maintains a general waiting list for their non-HUD properties, approximately 95% of which serve ELI/VLI households and 5% of which serve low-income households. This waiting list presently has 105 income-qualified elder households. 67% extremely low income (<30%AMI), 30%

very low income (<50% AMI), and about 3% low income (50%-80% AMI). Based on turnover, the wait list is about 2 years long.

| Household Size | HOME Income Limits | | |
|----------------|------------------------------|----------------------------|----------------------|
| | 50% of Median Income | 60% of Median Income | 80% of Median Income |
| 1 | \$36,950 | \$44,340 | \$59,100 |
| 2 | 42,200 | 50,640 | 67,550 |
| 3 | 47,500 | 57,000 | 76,000 |
| 4 | 52,750 | 63,300 | 84,400 |
| 5 | 57,000 | 68,400 | 91,200 |
| 6 | 61,200 | 73,440 | 97,950 |
| | At least 20% of rental units | The remaining rental units | Homeowner units |

B. Project Rationale:

Why is this project needed? Will it assist an especially needy or underserved group?

Local market conditions make it extremely difficult for ELI/VLI seniors to secure affordable rentals in Marin. According to the Cassidy Turley North Bay Apartments Market Report for Third Quarter 2013, the average monthly rent for market rate 1-bedroom units is \$1,534. These rents are not affordable to an ELI/VLI elder receiving Social Security, SSI, and/or small pension. The trend for significant market rate rent increases has Exacerbated rent overburden for ELI/VLI elderly in the community. Marin County is consistently identified as one of the five most expensive housing markets in the country, based on the relationship between median income and median housing cost.

For new construction or rehabilitation, what will you do to incorporate "green building" principles?

At PEP Housing, we believe that how we build our homes is one of the most significant ways that we can affect our future. Both in design and choice of materials, we do not ignore the impact these choices make on our ecosystem. Much of the concern boils down to the use of energy. How much energy is embodied in the building materials themselves, in their transportation and assembling? Then once the housing is built, how much energy does it consume to keep its inhabitants comfortable? Consumption of energy has a direct influence on environmental quality because of the inherent pollution through greenhouse gases and other emissions. Then there is the loss of natural beauty, ecosystems, and basic resources associated with the extraction of fossil fuels and building materials. The combined effect is staggering.

We feel that we have passed the time when green building and sustainable development are luxuries; they are now imperatives. Projects such as our Acacia Lane Senior Apartments will help to ensure the health, well-being and economic future for our community and our region for generations to come.

PEP Housing is proud to be a trailblazer in the areas of green building, universal design, and economic leadership with \$25,000 invested in the local economy with new construction in 2013-2014 and another \$3.5M in our annual operating budget. The goal of all future affordable housing development remains true to PEP Housing's history – to provide an affordable, health, and respectful living environment for limited-income seniors.

PEP Housing recently won the Governor's award for Enhanced Environmental and Economic Leadership demonstrating PEP's commitment to the "green building" principles.

C. Accessibility:

What steps are you taking to make this project accessible to people with physical and other disabilities?

Disabled access and circulation from public way

Parking stalls will be easily accessible to apartments and the Village Center community building. All sidewalks, paths, and pedestrian entries to the site are accessible by wheelchair from the parking lot and the street

sidewalks. An elevator provides disabled accessibility to the upper-floor units. The design incorporates universal design throughout the entire site and meets visitability standards for disabled residents as well as guests.

Disabled use and circulation

A simple galley kitchen is planned with electric range/oven, refrigerator, and garbage disposal. Disabled access in both the kitchen and bathroom will be designed to UFAS standards and will include the following features to optimize ease of use and circulation:

Kitchens

- *Adequate maneuvering space at cabinets and appliances with area as a perpendicular or parallel approach.*
- *Minimum knee space of 30" wide x 27" high x 19" deep at work surface and sink.*
- *Upper cabinets will be lowered to provide the lowest shelf within 40".*
- *Location of controls: electrical and appliance controls will be located for easy access. Cook tops will have front-mounted burner controls. Exhaust hood electrical switches will be mounted at sidewall in easy reach or within the cabinet face frame.*
- *Side-by-side refrigerators provide the greatest accessibility for all seniors.*
- *Bull nose laminate counter edges reduce potential for bruising/tearing skin.*

Bathrooms

- *A roll-in shower with a foldable seat ensures that residents are able to bathe with ease. PEP Housing's experience is that seniors find showers safer than bathtubs that require climbing into and out of with great fear of slipping and falling.*
- *Hand-held shower accessory on slide bar on all showers.*
- *Offset single-lever controls and single-lever sink controls.*
- *17" floor-mounted lavatories.*
- *Grab bars at toilet in all units and in all showers.*
- *Top mounting, non-spring toilet paper holders in all units.*
- *Bull nose laminate counter edges to reduce potential for bruising/tearing skin.*
- *Flooring will be placed beneath cabinetry in all bathrooms to facilitate replacement of cabinetry with sink/shroud to enable residents to age-in-place.*

Five percent (5%) of all units will be fully modified for persons in wheelchairs in accordance with Section 504 and UFAS requirements. The only code-required modification for the remaining 95% of the units is replacement of cabinetry with shrouds beneath the kitchen and bathroom sinks; every other design feature is handicapped accessible, including thresholds, 32" door widths, low-pile carpeting without padding, lever-handled hardware, and horns and strobes in every unit for visually and hearing-impaired residents.

Disabled access and circulation in community areas

All community areas will be designed to be accessible to and usable by persons with a physical disability, including persons in wheelchairs. This will include providing laundry equipment with front-mounted controls. Community facilities and common areas will be designed for persons needing a fully-adapted unit pursuant to UFAS and Section 504 of the Rehabilitation Act.

- For further information, please call Roy Bateman at 473-6698. It's ok to call with any questions at any time.
- The current year's application form must be used.
- Completed applications may be mailed or hand-delivered to the Federal Grants Division, Marin County Community Development Agency, 3501 Civic Center Drive, Room 308, San Rafael, CA 94903.
- **APPLICATIONS SENT BY FAX OR E-MAIL WILL NOT BE ACCEPTED.**
- If you need more space for several questions, please answer all questions in sequence. If you'd like to download this form as a Microsoft Word document, visit www.marincdbg.com or www.co.marin.ca.us/depts/CD/main/comdev/FEDERAL/index.cfm.
- The HOME regulations can be found at 24 CFR Part 92. Be sure to review the 2013 changes in the HOME regulations at <https://www.onecpd.info/resource/2333/24-cfr-part-92-home-investment-partnerships-program-final-rule/>.

- Please consult with staff (Roy Bateman, phone 473-6698) before you file an application.
- Attach a pro forma and a sources and uses schedule.
- Applicants are encouraged to apply for Community Development Block Grant (CDBG) funds in at least the same amount as your HOME request. (Some projects may receive only HOME funds or only CDBG funds. For example, if your project needs a total of \$100,000, apply for \$100,000 from HOME and \$100,000 from CDBG.) The CDBG Program has a separate application form, which must be received by Friday, December 13, 2013.
- Don't forget to fill out the Organizational Profile form.
- All County publications are available in alternative formats (Braille, large print, or CD) upon request. Requests for accommodations may be made by calling (415) 473-4381 (Voice), 473-3232 (TDD/TTY), or by e-mail at disabilityaccess@marincounty.org. This form and other County documents are available in alternative formats upon request.

HOME PROPOSALS MUST BE RECEIVED BY FRIDAY, DECEMBER 13, 2013 AT 5:00 P.M.

Remember that we don't accept faxed or e-mailed applications.

Sources and Uses

Project Name: Grady Crossing
 Location: San Rafael, CA

104 Units

| | <u>Amount</u> | <u>Rate</u> | <u>Term</u> |
|--|--------------------|-------------|-------------|
| <u>Perm Sources of Funding:</u> | | | |
| Tax Exempt Bond Loan | 7,404,000 | 6.25% | 30 |
| HOME | 500,000 | 3.00% | 30 |
| Accrued/Deferred Interest | 13,408 | | |
| AHP | 1,030,000 | | |
| Marin Community Foundation | 1,100,000 | | |
| Site Donation by City | 108,000,000 | | |
| County of Marin | 400,000 | | |
| Seller Financing | 22,011,386 | | |
| GP Equity | | 0.01% | |
| LP Equity | | 99.99% | |
| Total Sources of Funding | 16,241,273 | | |
| | 156,700,067 | | |

| | |
|-------------------------------------|--------------------|
| <u>Perm Uses of Funding:</u> | |
| Land Costs | 108,000,000 |
| Construction Costs | 33,802,618 |
| Site Work | 6,106,141 |
| Local Permits and Fees | 1,648,159 |
| Financing Costs | 2,504,705 |
| Soft Costs | 2,700,446 |
| Developer Fee | 1,335,000 |
| Reserves | 602,998 |
| Total Uses of Funding | 156,700,067 |

Organization Profile – 2014-15 Data Collection Pilot

The County of Marin is interested in more deeply understanding the population demographics of those who staff, govern and/or utilize the services of Community Development Block Grant (CDBG) and HOME Program grantee and applicant organizations. More deeply understanding these demographics will address some of the topics highlighted in the 2011 Analysis of Impediments to Fair Housing in Marin.

The data gathered on this form will NOT determine an organization's likelihood to receive CDBG or HOME funding. If you do not collect or do not wish to share the demographic information requested, please check the appropriate box below. We hope you will be able to participate in this pilot project. If you have completed a similar organization profile form when applying for foundation grants in Marin, feel free to use the information collected for those forms if submitted within the last 12 months.

Name of Organization: PEP Housing

My organization does not gather demographic data. My organization does not wish to share demographic data.

| Income of Level of Clients Your Org Serves % | (Please use the federal income guidelines on the reverse of this page.) |
|---|---|
| Very low income people 96% | |
| Low income people 4% | |
| People above the low income limits 0% | |

| Percentages (%) | Clients Your Organization Serves | Clients for this Project | Support Staff | Professional Staff | Board | Advisory Committee |
|-----------------------------------|---|---------------------------------|----------------------|---------------------------|--------------|---------------------------|
| Ethnic/Racial Demographics | | | | | | |
| Asian-American/Pacific Islander | 4% | 6% | 0% | 0% | 0% | 3% |
| African-American/Black | 3% | 5% | 0% | 0% | 0% | 0% |
| Caucasian/White | 76% | 70% | 50% | 60% | 70% | 67% |
| Native American | 5% | 6% | 3% | 3% | 0% | 3% |
| Mixed Heritage | 4% | 6% | 3% | 3% | 0% | 0% |
| Unknown/other | 8% | 7% | 44% | 34% | 30% | 27% |
| TOTAL % | 100% | 100% | 100% | 100% | 100% | 100% |
| Latino/Hispanic Origin | | | | | | |
| Of Latino/ Hispanic Origin | 10% | 15% | 4% | 4% | 0% | 0% |
| NOT of Latino/ Hispanic Origin | 90% | 85% | 96% | 96% | 100% | 100% |
| TOTAL % | 100% | 100% | 100% | 100% | 100% | 100% |
| Age | | | | | | |
| 0-5 years old | | | | | | |
| 6-17 | | | | | | |
| 18-24 | | | | | | |
| 25-59 | 1% | 0% | 80% | 80% | 38% | 77% |
| 60 + | 99% | 100% | 20% | 20% | 62% | 23% |
| TOTAL % | 100% | 100% | 100% | 100% | 100% | 100% |
| Gender | | | | | | |
| Female | 73% | 70% | 70% | 60% | 38% | 30% |
| Male | 27% | 30% | 30% | 40% | 62% | 70% |
| Total % | 100% | 100% | 100% | 100% | 100% | 100% |
| Disabled % | | | | | | |
| | 4% | 0% | 0% | 0% | 0% | 0% |

| Involvement of Clients Your Organization Serves | Percent of Board/Committee Members Who Are Clients |
|--|---|
| On Governing Board | 7% |
| On Advisory Committee | 0% |

Organization Profile – 2014-15 Data Collection Pilot

Income Limits

| Household Size | Very Low Income Limit (≈50% of Median Income) | Low Income Limit (≈80% of Median Income) |
|-----------------------|--|---|
| 1 | 36,950 | 59,100 |
| 2 | 42,200 | 67,550 |
| 3 | 47,500 | 76,000 |
| 4 | 52,750 | 84,400 |
| 5 | 57,000 | 91,200 |
| 6 | 61,200 | 97,950 |

