

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



January 21, 2020

Leelee Thomas, Planning Manager
Marin County Community Development Agency
3501 Civic Center Drive, Room 308
San Rafael, CA 94903
lthomas@marincounty.org

Regarding: **RFP Submittal – Point Reyes Station**
Conversion of Former Coast Guard Facility to Affordable Housing and Community Use

Dear Ms. Thomas,

On behalf of EAH Housing, please accept this submittal in response to Marin County's Request for Proposals in connection to the former Coast Guard property located in Point Reyes Station. We welcome the opportunity to engage and partner with County CDA to create a wonderfully inclusive neighborhood which realizes and surpasses your underlying development objectives.

Our Interest

EAH has been a local member of the Point Reyes Station community for a couple decades, providing multiple generations of West Marin families and seniors the opportunity to thrive and prosper. In fact -- through our Walnut Place and Point Reyes Family apartment communities -- EAH's investment into the community provides stable and affordable housing to close to 20% of total households residing in Point Reyes Station proper. Given the immediate adjacency of EAH's Point Reyes Family property, our interest is to utilize this unique asset-base to capture site planning, infrastructure, and development cost-savings in the construction and long-term operations of the County-owned property. We note that our programming is intentionally flexible at this early stage to allow for the modifications expected and needed in response to community input, changing market conditions, and emerging financing opportunities.

Our Concept

Our goal to earn an invitation to partner with the County and residents of the West Marin bioregion to efficiently transform the former Coast Guard property into a community asset featuring the following principal outcomes:

- Provide a mix of sustainable homes designed and financed for a diverse inter-generational cross-section of the Point Reyes community, including permanently affordable and community-controlled apartments for families and seniors.
- Create a public neighborhood-commons tailored to local needs and aspirations, which sustains environmental health, and nourishes civic, cultural, artistic, educational, and recreational life.

- Capitalize on the master-planning, infrastructure, and operational efficiencies uniquely available to the EAH plan through its adjacency to the EAH owned Point Reyes Family apartments property.

To realize these goals, we are proposing an infrastructure, development, and financing plan where the component parts of our cohesive masterplan can be metered into production independently rather than as a single “all or nothing” block reliant on an oversized capital budget.

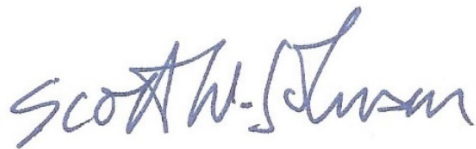
Our Team

Our project team brings the awareness of local context, the significant design and technical experience, the financial wherewithal, and the partnership capacity necessary to engage and sustain this community-development initiative. We bring forward a multi-disciplinary team that is prepared and equipped to respectfully engage with the County and local stakeholders to fulfill the community's vision and objectives for the successful redeployment of the property. Our team is comprised of the following key members, all of whom have direct experience guiding public/private partnership initiatives to successful completion within Marin County and throughout the North Bay and the greater Bay Area regions:

- EAH Housing (Development, Property Management, Resident Services);
- 450 Architects (A&E Lead)
- Questa Engineers (Civil Engineering)
- MFRG_ICON (General Contractors)

It would be a privilege to partner with the County and the coalition of stakeholder groups who have advocated and championed to make this opportunity available for consideration. We would be delighted to have the opportunity to share with you our thoughts on how EAH may help leverage, create, and sustain affordable housing and other placemaking and community-serving improvements. We look forward to that further dialogue.

Sincerely,

A handwritten signature in blue ink that reads "Scott W. Johnson". The signature is fluid and cursive, with the first name "Scott" being the most prominent.

Scott Johnson
Director Business Development

EAH Housing - RFP Submittal 2020

Former Coast Guard Housing Facility at Pt. Reyes Station, Marin County



JANUARY 21, 2020

Prepared for:

MARIN COUNTY COMMUNITY DEVELOPMENT AGENCY

ATTN: LEELEE THOMAS, PLANNING MANAGER | lthomas@marincounty.org

By: EAH Housing | 22 Pelican Way, San Rafael, CA 94901 | Phone: (415) 258-1800

Contact Person: Scott Johnson | scott.johnson@eahhousing.org



CA Lic. 853495 | HI Lic. RB-16985
eahhousing.org

ATTACHMENT 4



Through well-designed affordable housing and a commitment to stewardship and quality of life through services, the vision of EAH Housing is of inclusive neighborhoods with thriving socioeconomic and cultural diversity for generations to come.

Cover Page



DEVELOPER'S NAME & MAILING ADDRESS

EAH Housing | CA Lic. 853495

22 Pelican Way
San Rafael, CA 94901
Phone: (415) 258-1800

DEVELOPER'S LEGAL STATUS & FEDERAL/STATE I.D.

EAH Inc. (dba EAH Housing) | Federal Tax ID: **94-1699153**
Please see California Certificate of Good Standing in Section 5.

OTHER PARTICIPATING FIRMS/PARTNERS

Lead Developer and Property Manager: **EAH Housing**
Architect: **450 Architects**
General Contractor: **MFRG-ICON Construction**
Civil Engineer: **Questa Engineering**

PRIMARY CONTACT PERSON

Scott Johnson, Director of Business Development, EAH Housing
Direct/ Fax/ SMS: (415) 599-2712 | Email: scott.johnson@eahhousing.org

SIGNATURE OF AUTHORIZED CORPORATE OFFICER



Welton Jordan, Senior Vice President of Real Estate Development
Authority to legally bind EAH Housing



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1) Developer Experience & Relevant Projects

A) • DEVELOPER: EAH Housing - Overall Experience

- EAH Housing Relevant Experience
-

B) • Team Experience & Relevant Projects

- ARCHITECT: 450 Architects
 - GENERAL CONTRACTOR: MFRG-ICON Construction
 - CIVIL ENGINEER: Questa Engineering Corporation
-

1.A) Development Team



DEVELOPER

EAH Housing (EAH Inc.)
www.eahhousing.org
 22 Pelican Way, San Rafael, CA 94901

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 (415) 295-8876

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 (415) 599-2712

**Main Proposal Contact*

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 San Francisco, CA 94111
 (415) 546-0450

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 Founding Principal
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Perry Wexelberg
 Designer, Project Manager
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GENERAL CONTRACTOR

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PROPERTY MANAGEMENT

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 San Rafael, CA 94901

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 SVP Real Estate Management
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RESIDENT SERVICES

EAH Housing
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 22 Pelican Way
 San Rafael, CA 94901

Kristin Taylor
 Director of Resident Services
kristin.taylor@eahhousing.org

1.A) DEVELOPER, PROPERTY
MANAGER & SERVICES:
EAH Housing



1.A) EAH Housing Overview



*The mission of **EAH Housing** is to expand the range of opportunities for all by developing, managing and promoting quality affordable housing and diverse communities.*

EAH Housing (EAH Inc.) is a 501(c)(3) not-for-profit organization, established in 1968. EAH was founded in response to the death of Dr. Martin Luther King, Jr. to address the housing needs of low income families, older adults and, people with disabilities and special needs. The mission of EAH Housing is to expand the range of opportunities for all by developing, managing and promoting quality affordable housing and diverse communities.

EAH is one of the oldest and most experienced nonprofit housing management and development organizations in the western United States. Established in Marin County, EAH Housing has long since expanded beyond the borders of its original Northern California home. Serving over 20,000 residents daily, EAH has grown to a staff of 500 highly skilled and dedicated employees in 18 counties in California and Hawai'i. EAH continues to believe after 50 years of service that attractive affordable housing is the cornerstone to sustainable, healthy, equitable and livable communities.

Offices: San Rafael | Honolulu | Fresno | Los Angeles | Morgan Hill

► Properties by Resident Type



- Family/Workforce
- Senior
- Disabled/Special Needs, Formerly Homeless, Veteran
- Other: Artist, Farmworker, Transitional Age Youth (TAY), Student

EAH Housing is recognized by government officials, community leaders, lenders, and residents as a capable and trustworthy organization motivated by concern for the people it serves.

1.A) EAH Housing Overview



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▶ Creating Community

 FOUNDED
1968

RELATIONSHIPS WITH
70 municipalities
21 counties
IN CALIFORNIA & HAWAII

 **585**
EMPLOYEES

▶ Developing Housing

100 properties
Over 8,100 units
Developed & Acquired

\$1.2+ billion
Active development


\$1.8+ billion
Developed housing

▶ Managing Properties

 SERVING OVER
22,000
RESIDENTS

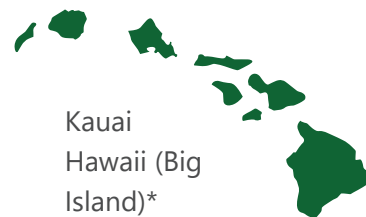
 **185** properties
Over 10,000 leases

 **2/3** OWNED & MANAGED
1/3 FEE MANAGED

 **\$115+ million**
Annual Cash Management

▶ Geographic Reach (Counties)

Alameda
Contra Costa
Fresno
Imperial*
Los Angeles
Marin
Monterey*
Napa
Riverside
San Francisco
San Mateo
Santa Clara
Santa Cruz
Solano*
Sonoma
Stanislaus
Yolo



Kauai
Hawaii (Big Island)*
Honolulu
Maui

*Planning stage

*The mission of **EAH Housing** is to expand the range of opportunities for all by developing, managing and promoting quality affordable housing and diverse communities.*

1.A) Company Initiatives

*Hamilton Meadows
Novato, CA*



Sustainability Initiative

Since the start of the Sustainability Initiative in 2009, EAH Housing has leveraged and invested over \$4.5 million in grants, loans, donations, and substantial rebate programs, alongside resources internal to the organization, to improve green programs and the sustainability of the organization's operations. Additional funds have come through local, state, and federal energy and water efficiency programs, local initiatives and public utilities programs.

- Green asset management and infrastructure replacements
- Water-saving landscaping replacements at properties and offices
- Energy-saving fixtures and appliances in residential units
- Signage in all common area restrooms, kitchens, laundry facilities and offices
- Staff and resident engagement in conservation
- Promotion of an overall culture of sustainability and environmental stewardship

EAH Housing Scholarship Program

In 2012, EAH Housing set a goal to help fund the educational aspirations of our residents through the Rebecca Wood Watkin Scholarship Program. From a pool of \$250,000, the inaugural Scholarship Program awarded 10 residents attending their first year of college or trade school, and it has since awarded over 80 students. Unlike one-time grants, these ongoing scholarships continue to open doors for students over the course of their studies as they shape their futures. The Rebecca W. Watkin Scholarship Program is designed to ensure long-term success for students, with scholarship recipients receiving annual awards throughout the duration of their college education, and resource coordinators and resident managers encouraging more eligible residents to apply each year.

Stewardship Initiative

EAH Housing is committed to the development of thriving communities. Our goal is to remain an agent of change and facilitator of economically diverse and healthy neighborhoods by creating more affordable developments, pursuing units at risk, and ensuring lasting affordability. We are working actively to keep our communities accessible to all, especially our most vulnerable. The three pillars of the EAH Housing Stewardship Program include:

1. Saving affordable units that are at risk of market rate conversion by acquiring at-risk multifamily and senior properties.
2. Serving as a partner, property manager, or consultant to other owners of affordable housing properties to help them preserve their affordable units.
3. Sustainably rehabilitating aging affordable housing assets to extend their long-term stability and to keep them affordable in perpetuity.

1.A) Real Estate Development Experience

*Edgewater Place
Larkspur, CA*



EAH Housing Real Estate Development Expertise

Experience. Working throughout California and Hawai'i, EAH Housing has developed and acquired over 8,100 units of affordable housing in 100 properties since 1968. These properties have an estimated aggregate development cost of over \$1.8 billion. Our company-wide commitment to excellence provides inspiration throughout the many years it takes to develop a property. Our highly skilled real estate development team assures that the property is extremely well-designed, and built to be sustainable and financially self-sufficient. Our management team assures a lifetime of care.

Our Real Estate Development team supports all phases of development services:

- Site Identification and Project Design
- Rehabilitation and Resident Relocation
- Community Outreach and Acceptance
- Financing: Predevelopment, Construction, Equity, and Mortgage Financing
- Regulatory Approvals, Entitlements, Zoning, Environmental Clearances
- Project Construction

Local Context. EAH Housing communities range from rural, low-density complexes in Northern California, to the 32-story Kukui Tower in Honolulu. They include homes for older adults, large and small families, veterans, persons with disabilities, student housing and affordable workforce housing. Each community fits local needs.

Track Record. The EAH Housing Real Estate Development Department has an award-winning track record, with half a century of real estate development experience in projects ranging from traditional to complex. EAH residential communities have received numerous awards for architectural design and commendations from legislators at the federal, state and local levels.

Regulatory Expertise. Across two states and numerous counties, the EAH team handles the specific needs of each municipality and follows through to ensure that new affordable housing communities are successfully built and that all requirements, including monitoring and reporting, are met.

Commitment. As a mission-driven housing non-profit, we are in it for the long term and work to prevent the loss of as many affordable units as we can. Every year, in addition to new construction and property management, EAH Housing completes approximately two to four property acquisitions or rehabilitations to prevent displacement of low income households and improve our current assets to preserve them as affordable in perpetuity.

1.A) Real Estate Development Experience - Local Context

StayWell! Program
EAH Housing



Point Reyes Station

EAH Housing is a longstanding member of the Point Reyes Station Community. Our two affordable apartment communities in Pt. Reyes Station include:



Point Reyes Family

Family Housing (27 units)
12 Giacomini Road
Pt. Reyes Station, CA 94956

These charming duplex structures complement the landscape and offer quiet relaxed living with panoramic views of the surrounding fields and hills. A community room and children's play area are available to residents. The community is serviced by a local resource coordinator for activities.



Walnut Place

Senior Housing (25 units)
600 A Street, P.O. Box 1055
Pt. Reyes Station, CA 94956

Walnut Place is a two story complex equipped with an elevator and designed for older adults and persons with mobility impairments. The outdoor space has community gardens and a BBQ area for use by residents. A large community room with library and internet access is also available.

1.A) Real Estate Development Experience

*San Clemente Place Ribbon Cutting
Corte Madera, CA*



Financing Sources

The EAH Housing Real Estate Development team utilizes a wide variety of federal, state and local financing programs and opportunities for the benefit of the project and its residents. EAH prides itself on being a leader in executing complex acquisition/rehabilitation and new construction transactions where HUD regulations governing an array of its financing programs are involved. Most of these developments involve the integration of HUD programs, state and local subsidy loan programs on the debt side, as well as 4% and 9% low income housing tax credits (LIHTC) to provide project equity. Many of these transactions also involve public housing authorities as providers of project based rental subsidies, as well as in the capacity of joint venture developers. The team has decades of experience with a variety of financing instruments and has developed and restructured projects under the following programs:

- 4% Tax Credits (LIHTC): Over 30 projects successfully built
- 9% Tax Credits (LIHTC): Over 20 projects successfully built
- Affordable Housing Program (AHP)
- Affordable Housing Sustainable Communities (AHSC) Program
- Community Development Block Grant (CDBG) Program
- Emergency Low Income Housing Preservation Act (ELIHPA)
- HOME Investment Partnerships Program
- Housing Opportunities for Persons with AIDS (HOPWA) Program
- HUD Flexible Subsidy Loan
- HUD Section 236, HUD Section 202, HUD Section 811
- HUD Section 8 Loan Management Set-Aside Program
- HUD Section 8 Project Based Voucher (PBV) Program
- Infill Infrastructure Grant (IIG) Program
- Low Income Housing Project Rehabilitation & Homeownership Program (LIHPRHA)
- Mental Health Services Act (MHSA)
- Multifamily Housing Program (MHP) of California HCD
- Tax Credit Assistance Program (TCAP)
- Veterans Housing & Homelessness Prevention (VHHP) Program
- And more

Among the law firms providing EAH with expert assistance in the structuring, execution and documentation of these transactions are the following:

- Bocarsly Emden Esmail Cowan & Arndt, LLP
- Goldfarb & Lipman, LLP
- Hoshiyama Associates, LLP
- Nixon Peabody, LLP
- Schneider Tanaka Radovich Andrew & Tanaka, LLLC (Stratlaw)

1.A) Rehabilitation Experience



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EAH Housing is one of the most experienced affordable rehabilitation non-profits in California. Since the 1990s, EAH has been at the forefront of using a variety of federal and local financial programs to acquire, rehabilitate and preserve thousands of affordable units. Each year, EAH completes as many as two to four property rehabilitations and has several others in pre-development or construction at a time, geographically distributed among our project managers, to ensure ongoing quality housing for our residents.

Over two dozen at-risk properties have been acquired by EAH recently and over the past few decades, to continue the social justice missions of their prior owners and boards. The following examples showcase our work with communities that have been acquired by EAH under such circumstances and/or through regulatory structures such as the Low Income Housing Preservation and Resident Homeownership Act of 1990 (LIHPRHA) and the Emergency Low Income Housing Preservation Act of 1987 (ELIHPA).



Elena Gardens

Family Housing
1900 Lakewood Drive
San Jose, CA 95132

168 units of affordable multifamily housing with a Section 236 Use Agreement and a project-based Section 8 contract. LIHPRHA regulatory structure. Completed substantial rehabilitation in 2013.



Shelter Hill

Family Housing
37 Miwok Way
Mill Valley, CA 94941

75 units of affordable multifamily housing with a Section 236 Use Agreement and a project-based Section 8 contract. Substantial rehabilitation completed in 2013.



Los Robles

Family Housing
32300 Almaden Blvd
Union City, CA 94587

140 units of affordable multifamily housing with a Section 236 Use Agreement and a project-based Section 8 contract. LIHPRHA regulatory structure. Completed substantial rehabilitation in 2014.



Buchanan Park

Family Housing
1150 Webster Street
San Francisco, CA 94115

68 units of affordable multifamily housing with a Section 236 Use Agreement and a project-based Section 8 contract. LIHPRHA regulatory structure. Completed substantial rehabilitation in 2016.

1.A) Coastal Experience



CA Lic. 853495 | HI Lic. RB-16985

EAH Housing has over a decade of experience managing coastal communities in rural and semi-suburban settings, and has also developed and rehabilitated properties in coastal settings.

CALIFORNIA

EAH Housing has experience working within the Coastal Zone Boundary of the California Coastal Commission, requiring thoughtful and sensitive ecological consideration.

Marin County

Point Reyes Family, Pt. Reyes Station

Point Reyes Family is in the town of Point Reyes Station, the gateway to the Point Reyes National Seashore. The 13 charming duplex structures complement the landscape and offer quiet relaxed living with panoramic views of the surrounding fields and hills. A community room and children's play area are available to residents, and there are crossover resident services partnerships with the nearby senior housing community, Walnut Place, also owned and managed by EAH Housing.

The Point Reyes Family community is immediately adjacent to the former US Coast Guard site in Point Reyes Station.

Walnut Place, Pt. Reyes Station

Walnut Place (West Marin Senior Housing) is in the town of Pt. Reyes Station and within walking distance to EAH's Point Reyes Family property and, the former US Coast Guard site. The two story complex, equipped with an elevator, is designed for older adults and persons with mobility impairments. The outdoor space has community gardens and a BBQ area for resident use. A large community room with library and internet access is also available. Social opportunities include a weekly lunch and exercise class. Public transportation is available on weekdays. Walnut Place underwent a comprehensive renovation in 2018.

Santa Cruz County

Riverwalk Apartments

Riverwalk Apartments is located close to the Santa Cruz Main Beach and is a few blocks away from the shopping, dining and entertainment of downtown. The location has easy access to Highway 17 and Highway 1, and is close to the U.S. Post Office and Santa Cruz METRO bus routes. The community consists of one-, two-, and three-bedroom units and features a community kitchen and a parking garage. It is professionally managed by EAH Housing.

1.A) Coastal Experience



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Water Street Apartments

Water Street Apartments is a 41-unit affordable residential community in Santa Cruz, CA, that provides housing for very low and low-income individuals and families. It is conveniently situated near downtown where numerous commercial establishments are accessible. It is a mile away from the heart of downtown Santa Cruz. Elementary, middle, and high schools are within 1.5 miles, and parks and trails are close by. A Santa Cruz Metro Transit stop is within a quarter mile of the community. A minimum of 8 units are reserved for disabled persons with a preference for individuals referred by Housing Choices and San Andreas Regional Center who would benefit from developmental disability support services.

HAWAII

Since the 1990's EAH Housing has owned and managed affordable housing properties on the Hawaiian islands of Oahu, Kauai, and Maui. A number of these properties have been rehabilitated within the past fifteen years after EAH originally acquired them, and several new properties have been constructed by EAH Housing including:

- Imi Ikena Apartments - 28 units in Wailuku
- Nohona Hale - 111 units in Honolulu
- Villages of Moa'e Kū - 190 units in Ewa Beach

1.A) Rehabs: Upcoming & Completed Projects



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Completed Rehabilitations

	Property Name	City	County	Units	Housing Type	Year Rehab
1	Buchanan Park	San Francisco	San Francisco	68	Family	2015
2	Casa Adobe	San Pablo	Contra Costa	54	Senior	2009
3	Cathedral Gardens	Oakland	Alameda	100	Family	2014
4	Cochrane Village	Morgan Hill	Santa Clara	96	Family	2015
5	Crescent Park	Richmond	Contra Costa	378	Family	2007
6	Don De Dios	San Jose	Santa Clara	70	Family	2018
7	Edgewater Place	Larkspur	Marin	28	Family	2006
8	Elena Gardens	San Jose	Santa Clara	168	Family	2012
9	Golden Oak Manor	Oakley	Contra Costa	50	Senior	2016
10	Kahului Town Terrace	Kahului	Maui	72	Family	2008
11	Kalani Gardens	Mililani	Honolulu	118	Family	2015
12	Kings Valley	Cloverdale	Sonoma	99	Senior	2014
13	Kukui Gardens	Honolulu	Honolulu	389	Family	2007
14	Kukui Tower	Honolulu	Honolulu	380	Family	1996
15	Los Robles	Union City	Alameda	140	Family	2012
16	Park Place	Morgan Hill	Santa Clara	112	Family	2019
17	Parkview Senior	San Jose	Santa Clara	140	Senior	2015
18	Shelter Hill	Mill Valley	Marin	75	Family	2013
19	Sonoma Creekside	Santa Rosa	Sonoma	43	Family	2013

Upcoming Rehabilitations

	Property Name	City	County	Units	Housing Type	Est. Completion
1	Centertown	San Rafael	Marin	60	Family	2020
2	Fellowship Plaza	Saratoga	Santa Clara	150	Senior	2020
3	Kukui Tower	Honolulu	Honolulu	380	Family	2022
4	Palm Court	San Jose	Santa Clara	66	Family	2020
5	Piper Court	Fairfax	Marin	27	Family	2020
6	Summer Park	Fresno	Fresno	248	Family	2020
7	Vista Park One	San Jose	Santa Clara	83	Family	2020
8	Vista Park Two	San Jose	Santa Clara	83	Family	2021

1.A) Management Experience



Staff Training
EAH Housing

EAH Housing Property Management Expertise

EAH Housing understands that professional management of the physical asset, neighborhood relationships, local leadership and increasing resident quality of life is the key to a successful development. For us, a roof is just the beginning.

Local Context. EAH Housing has a distinctive property management model that incorporates customization based on location and population, excellence in resident services, ongoing employee training, and a reputation for conscientious site managers. Our management portfolio of 10,000 unit leases ranges from rural, low-density duplexes, to urban and suburban garden-style walk-ups, to a 32-story downtown tower. It includes apartment homes for older adults, large and small working families, veterans, persons with disabilities, students, and people transitioning from homelessness. Across its 50 year history, EAH has experience managing both its own properties and the portfolios of others, adopting them into the family of EAH properties to create local and regional support networks, encourage their impeccable upkeep, and integrate within local communities.

Management Model. The EAH Housing Real Estate Management team provides complete property management and asset management services, combined with a commitment to people. Ongoing training through “**EAH University**” ensures that staff are well-prepared to meet all resident needs.

- Proven expertise in Tax Credit programs & HUD compliance
- EAH core values drive our management style
- Trained teams at all levels of property management
- Budgeting and fiscal oversight
- Green operations & maintenance
- Customized management style
- Social return on investment
- Strengths-based, trauma-informed approaches

Financial Reporting. EAH Housing is highly regarded for the quality of its financial reporting and other regulatory work. EAH provides the financial status of each community on a consistent basis with in-depth, interactive descriptions personalized to each asset and client.

- Quarterly, bi-annual, and annual reports are prepared under the compliance guidelines of the housing program, and at the request of Owners or Boards.
- Monthly reports provided by the on-site management team offer insight into projects, accomplishments, and changes ongoing at each community.

EAH Housing is the recipient of multiple national awards and numerous commendations for exemplary property management from the United States Department of Housing and Urban Development (HUD), and from legislators on the federal, state and local levels. To see a list, please visit our website: www.eahhousing.org/eah/awards-commendations

1.A) Management Experience



*Hamilton Meadows
Novato, CA*

Third-Party Clients. Our clients trust EAH to treat each property and each resident as a cherished member of the EAH family. We enjoy an excellent reputation with our residents through open lines of communication and a responsive management staff.

Commitment. As a mission-driven housing non-profit, we are in it for the long term and work to prevent the loss of as many affordable units as we can. Every year, in addition to ongoing property management and new construction, EAH Housing completes approximately two to four property acquisitions or rehabilitations to prevent displacement of low income households and improve current assets to preserve them for future generations.

Compliance and Regulatory Reporting

With over 50 years of real estate experience in developing, managing and operating affordable housing developments, EAH Housing has developed a robust compliance system to ensure all our properties meet with the myriad of financing requirements that relate to income-eligibility of our residents. Highly skilled professionals coupled with ongoing training, leads to consistent oversight of each EAH affordable housing community.

Expertise of the EAH compliance team extends to:

- Low Income Housing Tax Credit (LIHTC) regulatory environment
- Department of Housing and Urban Development (HUD) programs
 - Section 8 HAP Contracts/Housing Choice Vouchers (HCV)
 - Project-Based Vouchers (PBV)
 - HOME, CDBG, and other programs
- Local, state and federal laws and regulations in affordable multifamily housing development

The EAH Compliance Department provides compliance monitoring and training to all EAH staff, both on and off site, who are responsible for maintaining compliance, income verification and certification functions, monthly HUD payment voucher duties and all monthly and annual reporting for EAH properties. The EAH Compliance Director oversees a compliance team assigned to portfolio properties by region. Members of the compliance team:

- Monitor sites for regulatory and company policy compliance
- Evaluate projects and provide assistance to ensure managers are compliant
- Guide initial certifications upon new construction lease up
- Ensure compliance during property acquisition transitions
- Assist in annual recertifications

1.A) Management Experience

*Mackey Terrace
Novato, CA*



Public Contractual Relationships

EAH Housing has well established relationships with private owners and developers and is also a contracted management partner of several publicly-owned properties:

- City and County of Honolulu
- Contra Costa Housing Authority
- County of Kauai
- Marin Housing Authority
- Oakland Housing Authority

Local Preference and Flexible Screening Procedures

In several instances, at the request of the ownership entity or local government, EAH Housing has assisted in the protocol and implementation of either flexible screening criteria or local preference point systems to screen in, rather than screen out, people living or working in the region surrounding the affordable housing property or members of a particular population. These properties are examples where those procedures have been implemented:

- Camellia Place - Dublin, CA
- Hamilton Meadows - Novato, CA
- Markham Plaza - San Jose, CA
- Point Reyes Family - Point Reyes Station, CA
- Willow Housing - Menlo Park, CA

Resident Services

EAH Housing operates an internal Resident Services Department that coordinates and implements an array of social services for residents through our StayWell! Initiative which includes Healthy Eating, Active Living, Community Building, Physical & Mental Health, Education and Civic Engagement. These core focus areas consist of food distribution, after-school programs, ongoing educational opportunities, efforts to bridge the digital divide, and other programs, all provided at low or no cost to residents and managed by an EAH resource or service coordinator. The development and execution of service agreements or Memorandums of Understanding (MOU) formalizing programmatic relationships with local nonprofits, community based groups and other agencies is part of this process.

These relationships are pursued after a needs assessment or survey is completed with residents to best identify most desired and necessary services. In many communities, EAH Housing already has existing agreements and relationships with many local service providers and county resources. EAH Housing understands that professional management of the physical asset, neighborhood relationships, local leadership and increasing resident quality of life is the key to a successful community. For us, a roof is just the beginning.

1.A) EAH Housing Marin Management Portfolio



CA Lic. 853495 | HI Lic. RB-16985

MARIN COUNTY			
Belvedere	Farley Place*	11	Senior
Corte Madera	San Clemente Place*	79	Family
Fairfax	Creekwood	12	Disabled/ Special Needs
Fairfax	Fairfax Vest Pocket	16	Family
Fairfax	Live Oak	2	Family
Fairfax	Piper Court*	27	Family
Larkspur	Drake's Way*	24	Family
Larkspur	Edgewater Place **	28	Family
Larkspur	Larkspur Isle*	23	Family
Mill Valley	Shelter Hill **	75	Family
Novato	Hamilton Meadows I*	60	Family
Novato	Hamilton Meadows II*	41	Family
Novato	Mackey Terrace **	50	Senior
Novato	Margaret Duncan Greene Apartments	16	Disabled/Special Needs
Pt. Reyes Station	Point Reyes Family Homes*	27	Family
Pt. Reyes Station	Walnut Place (West Marin Senior) **	25	Senior
San Anselmo	Isabel Cook Homes	18	Family
San Rafael	1103 Lincoln*	12	Disabled/ Special Needs
San Rafael	626 Del Ganado	12	Disabled/ Special Needs
San Rafael	Centertown*	60	Family
San Rafael	Duncan Greene Court*	11	Disabled/ Special Needs
San Rafael	Ecology House*	11	Disabled/ Special Needs
San Rafael	Lincoln Avenue*	7	Disabled/ Special Needs
San Rafael	Marin Lagoon*	4	Family
San Rafael	Parnow Friendship House	72	Senior & Disabled/ Special Needs
San Rafael	Riviera Apartments*	28	Family
San Rafael	Rogers Greene Apartments (Mariposa Apts)	10	Disabled/ Special Needs
San Rafael	Sundance Apartments	28	Family
San Rafael	Turina House*	28	Family
Sausalito	Bee Street Housing*	6	Senior
Tiburon	Bradley House	15	Senior
Tiburon	Cecilia Place*	16	Senior
Tiburon	Hilarita, The*	102	Family
Tiburon	Tiburon Hill Estates*	16	Family
		972	

*Developed by EAH Housing. **Developed & rehabilitated by EAH Housing.

1.A) EAH Housing Resident Services



Digital literacy training and device distribution to resident graduates in **23 communities** grant-funded through a state technology access program.

Partnerships with food banks in nearly 100% of counties served by EAH Housing, providing **hundreds of pounds of free food** every month.

Annual and quarterly trainings for employees on **20+ professional and interpersonal topics** a year.

Resident services at EAH Housing properties focus on helping residents maximize their ability to maintain stable housing and enjoy healthy, productive and independent lives. Our service philosophy is based on providing compassionate, individualized, voluntary services designed to help residents meet their own goals for personal wellness and stability. EAH Housing has engaging opportunities for our family developments focused on supporting the whole family, individually and as a unit, as well as specialized attention for aging adults.

“A roof is just the beginning” and the Resident Services Department is integral to EAH Housing Real Estate Management Services. As a non-profit housing corporation, it is part of our mission to make available to residents the means to lead a more enriched life and the access to resources that enable them to be stable in their housing status. Numerous positions within Resident Services work together not only regionally but company-wide in order to form a deep network of support:

The Resource Coordinator (“RC”), part of the “Regional Portfolio Services Staff,” is an integral component of the onsite management team, reporting to a Lead Resource Coordinator and/or the Services Program Manager. Additionally, the Resource Coordinator is mentored by other leadership team members within the Real Estate Management division.


StayWell! Resident Services

StayWell! is the EAH Housing resident services initiative, ensuring enrichment and quality of life for our residents whether youth, adults or seniors. The Resident Services team at EAH Housing supports resident access to helpful resources to maintain stable housing.

Healthy Eating	Active Living	Community Building	Physical & Mental Health	Education	Civic Engagement
					
Increase food security and access to healthy meals	Engage residents in physical activity at their levels of ability	Prevent anxiety and depression with stable housing and social connectedness	Increase strength and confidence, and promote better health	Provide enrichment programs and learning opportunities	Expand engagement into leadership development



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Our service philosophy is based on providing compassionate, individualized, voluntary services designed to help residents meet their own goals. Services are offered through a coordinated effort between an onsite resource coordinator, the EAH Resident Services department, real estate management staff, community providers, and the residents themselves. This multi-faceted approach ensures cohesion and collaboration, and depends on community input to craft effective and inclusive programming.

Focus on Health & Wellness. Various programs are established and implemented to encourage engagement within the community and promote overall health and wellness of residents. Sample activities include gardening groups, food pantries, community gatherings, and ongoing out-of-school time (OST) programming.

Resource Referrals & Community Partners: EAH considers it a top priority to help residents secure and maintain their housing status. Services staff are trained to assist with benefits assistance and develop a deep network of local providers to refer residents with a “warm hand-off.”

Strengths-Based Approach & Staff Training: EAH uses a strength-based approach to services, giving residents “voice and choice” in engaging and participating in services that meet their needs. Using a harm-reduction and trauma informed approach to service delivery, EAH creates a safe, supportive community. EAH believes in ensuring all site staff have a deeper understanding of the various issues residents may face so they can support them in maintaining their housing. All staff are trained in MHFA, Trauma Informed Care (TIC) and Harm Reduction.

1.A) Key Personnel



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LAURA HALL

President & CEO

Laura Hall has more than 25 years of leadership experience, including real estate development – new construction and acquisition/rehabilitation, facilities management and client services. She is a source of expertise in strategic planning, contract negotiations and operations management.

- Over 20 years of high-level operational and management expertise
- Real Estate Broker's License in California
- MBA, Dominican University; BA in Political Science, UC Berkeley
- Joined EAH Housing in 2008



WELTON JORDAN

*Senior Vice President
Real Estate Development (RED)*

Welton Jordan manages a team of real estate development professionals and oversees the EAH pipeline, which includes business development, property acquisition, rehabilitation and new construction activities in California and Hawaii.

- Over 10 years of experience in multifamily housing development, real estate finance and economics
- MA in Business Economics, University of Arkansas; BS in Economics, Southern University
- Certified Housing Development Finance Professional, National Development Council
- Joined EAH Housing 2013



SCOTT JOHNSON

Director, Business Development

Scott Johnson is responsible for managing and growing the organization's new business pipeline throughout Northern California. Scott is experienced in all facets of real estate development – from acquisition, permitting and financing to construction and occupancy.

- Over 30 years of experience in the planning, development, and management of inclusive communities within the non-profit and for-profit real estate sectors
- Prior roles as Director of Housing Development and Senior Project Manager, for two leading Bay Area non-profit development companies
- Joined EAH Housing in 2018

1.A) Key Personnel



CA Lic. 853495 | HI Lic. RB-16985



ROBERT SCHRAEGER

*Senior Vice President
Real Estate Management (REM)*

Robert Schraeger is responsible for the full portfolio of EAH-managed properties in California and Hawaii. With the Real Estate Development Department, he reviews potential sites, develops budgets, and implements plans for future staffing.

- Over 30 years of multi-state real estate management experience in several Vice President roles
- Real Estate Broker's Licenses in California and Washington
- Affordable Housing Management Association (AHMA), Board of Directors
- Joined EAH Housing in 2017



KRISTIN TAYLOR

Director, Resident Services

Kristin Taylor oversees all resident services initiatives, including resident advocacy, digital literacy, supportive services partnerships. Her team of resource coordinators, leads and managers encompasses staff at over 50 properties throughout California and Hawaii.

- Over 15 years of experience in social services, youth development, and program management
- Certified in Crisis Prevention Intervention (CPI)
- Mental Health First Aid Certified: Youth and Adult
- Joined EAH Housing in 2017



CATINA WILSON

*Compliance Director
Real Estate Management (REM)*

Catina Wilson provides compliance training, establishes corporate policies, and oversees site reporting and file reviews. She assists the Real Estate Development Department with lease-ups and compliance for new construction and acquisition/rehabilitation projects.

- Over 20 years of experience in property management, training and compliance
- Certified Occupancy Specialist (COS)
- National Compliance Professional – Executive (NCP-e)
- Joined EAH Housing in 1998



1.A) Relevant Projects of EAH Housing

1.A) Summary of Relevant Projects



CA Lic. 853495 | HI Lic. RB-16985

See project cut sheets on the following pages.

PT. REYES STATION



Family

27 units

Pt. Reyes Family

Marin County

Public Agency Reference:

Leelee Thomas, Planning Mgr.
(415) 473-6697

PT. REYES STATION



Senior

25 units

Walnut Place

Marin County

Public Agency Reference:

Dennis Rodoni, Supervisor
(415) 473-7331

NOVATO MILITARY BASE RE-USE



Supportive

101 units

Hamilton Meadows I & II

Marin County

Public Agency Reference:

Leelee Thomas, Planning Mgr.
(415) 473-6697

SENIOR REHAB & GARDEN



Senior

50 units

Mackey Terrace

Marin County

Public Agency Reference:

Eric Lucan, Councilmember
(415) 272-3265

Point Reyes Family | Family 27 units

12 Giacomini Road
Pt. Reyes Station, CA 94956



Development Team

Developer: EAH Housing
Architect: Chris Lamén + Associates
Gen. Contractor: Nordby Construction

Construction commenced: 2004
Year completed: 2005

Point Reyes Family is in the town of Point Reyes Station, the gateway to the Point Reyes National Seashore. The 13 charming duplex structures complement the landscape and offer quiet relaxed living with panoramic views of the surrounding fields and hills. A community room and children’s play area are available to residents. Point Reyes Station is a thriving community with a local grade school, bank, post office, grocery store, gas station, pharmacy and medical clinic. Public transportation provides a link to the major highways and the San Francisco urban corridor. This project involved the development of road access, a utility plan with storm drainage infrastructure, drainage, and wastewater treatment.



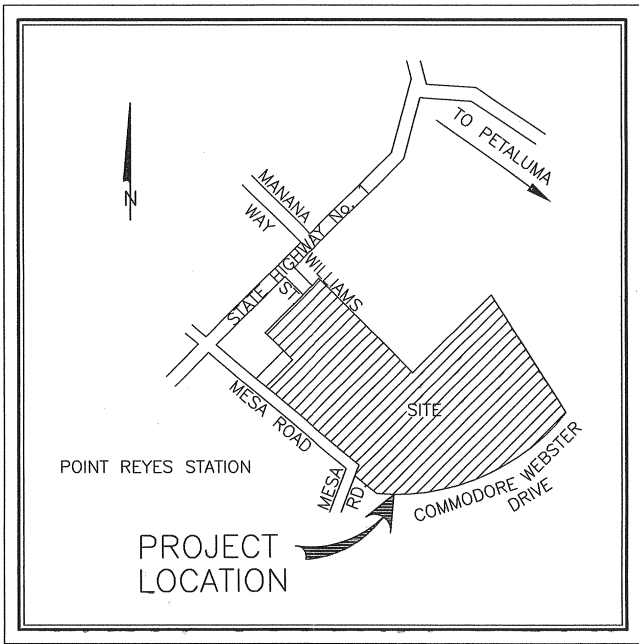
Total Units	27 rental apartments
Density	3.93 DU/acre
Financing Participants	<ul style="list-style-type: none"> • 4% Low-Income Housing Tax Credits & State LIHTC • Limited Partner: Merritt Community Capital, General Partner: Point Reyes Development, LLC • State of California Multifamily Housing Program • HOME • CDBG • Housing Trust Fund • Cal-HFA Subordinate Loan • Marin County
Total Cost	\$8,500,000



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www.EAHHousing.org

Point Reyes Family

12 Giacomini Road, Pt. Reyes Station, CA 94956



VICINITY MAP
NTCS

Unit Types

11	1 BR (636 sq. ft.)
7	2 BR (805 sq. ft.)
9	3 BR (1,084 sq. ft.)
6	at 35% AMI
5	at 40% AMI
11	at 50% AMI
4	at 60% AMI
1	Staff unit

Apartment Features

- Duplex structures

Green Features

- Storm drainage infrastructure

Resident Services

- Part-time Resource Coordinator

Community Amenities

- Community room
- Management office
- On-site laundry facilities
- Play area

Marin County



Walnut Place | Senior/Disabled 25 units

600 A Street
Pt. Reyes Station, CA 94956



Development Team

Developer: EAH Housing
Architect: TWM Architects + Planners
Gen. Contractor: Midstate Construction

Year built: 1985
EAH acquired: 2016
Renovation started: 2017
Renovation completed: 2018

Walnut Place was originally constructed in 1985 under the HUD 202/ Section 8 program. The two story complex is equipped with an elevator and is designed for older adults and persons with mobility impairments. Each unit is furnished with a full kitchen, wall-to-wall carpeting, Energy Star appliances, LED lighting, and storage closets. Shared common area space includes furnished community room, lounge, laundry room, community garden, bike storage and patios. Solar production benefits are shared to reduce residents' utility costs.

Walnut Place is located within close proximity to a grocery store, other shopping, a community center and health services. Bus services are within a block of the property.



Total Units	25 apartments
Density	17 DU/acre

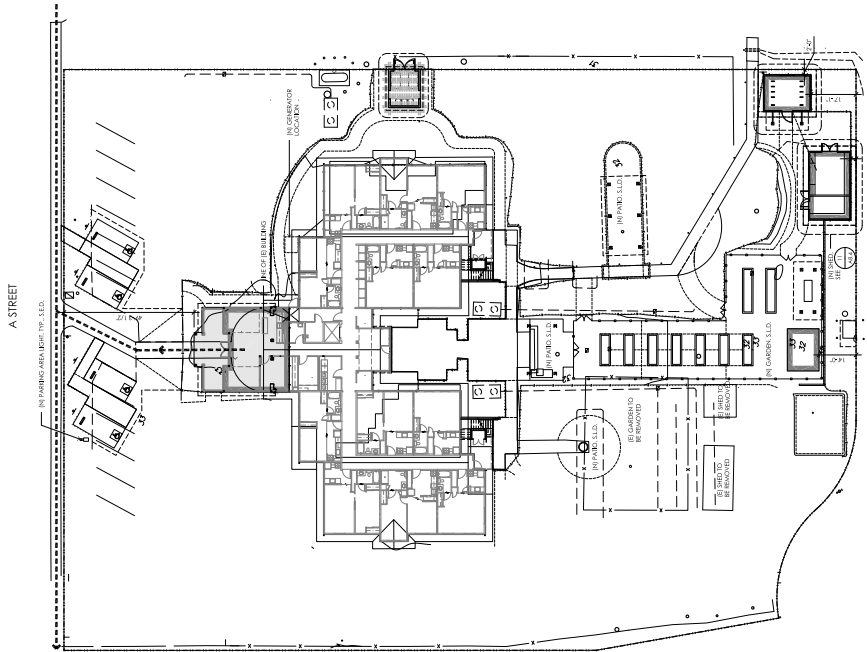
Financing Participants

- Low-Income Housing Tax Credit (LIHTC) 4%
- Merritt Community Capital
- MUFG Union Bank, N.A.
- County of Marin HOME Program
- West Marin Ecumenical Senior Housing Inc.
- United States Department of Housing and Urban Development (HUD) Rental Assistance

Total Cost	\$13,592,000
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www.EAHHousing.org



Unit Types

14	Studio (416 sq. ft.)
10	1 BR (528 sq. ft.)
1	2 BR (650 sq. ft.)
6	at 35% AMI
18	at 50% AMI
1	Staff unit

Apartment Features

- Cable hook-ups
- Carpet/tiled flooring
- Dishwashers (ADA units only)
- Dual-pane windows
- Energy Star® Appliances
- Refrigerators
- Wall-to-wall carpet
- Window coverings
- 3 fully accessible units with roll in showers

Green Features

- Low-flow water fixtures
- Solar photovoltaic (PV) panels
- Drought tolerant landscaping
- High efficiency water heaters
- LED lighting-interior and exterior

Resident Services

- Part-time Resource Coordinator
- Adult classes
- Community building activities
- Food bank distribution program

Community Amenities

- Barbeque grill
- Bicycle storage area
- Building elevator
- Coffee bar
- Community garden
- Community kitchen
- Community room
- Management office
- On-site laundry facilities
- On-site maintenance staff
- Outdoor courtyard
- Parking (open)
- Pets welcome
- Secured entry
- Security cameras

Transportation

- Bus line is within 0.2 mile
- Monthly shopping shuttle



Marin County

Hamilton Meadows I & II | Family 60/41 units

1455 N. Hamilton Parkway
Novato, CA 94608



Development Team

Developer: EAH Housing

Architect: Dahlin Group

Gen. Contractor: Centex Homes

Year completed: 2003 (Phase I)
2006 (Phase II)

Hamilton Meadows is a family and permanent supportive housing community located in Novato. It is part of the base reuse plan for the former Hamilton Air Force Base, with new low-density townhouses replacing former military housing. External Marin County service providers and a dedicated resource coordinator provide assistance in mental health, physical health, spiritual health, disaster preparedness training, financial training and other service coordination, as well as educational and community building activities to support residents.

Hamilton Meadows II consists of 41 special needs units serving formerly homeless households and those at risk of homelessness.

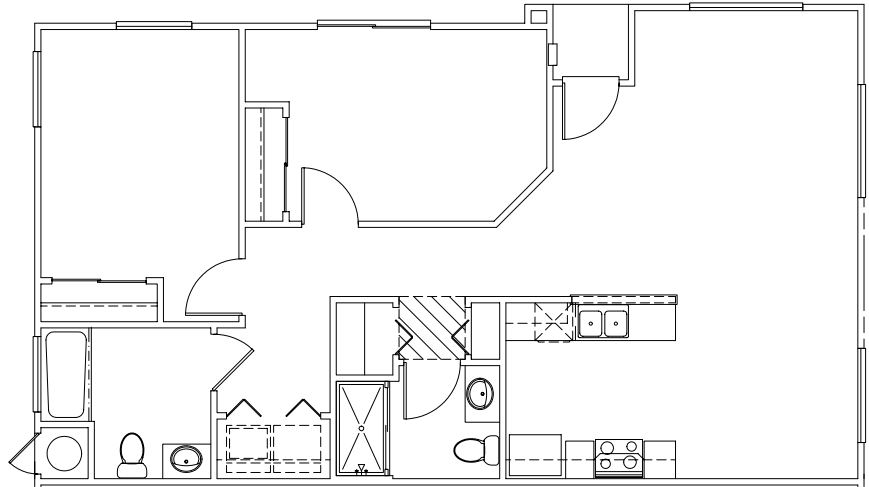
The immediate neighborhood includes a town center, parks, schools, cultural facilities and acres of open space. The community sits amid rolling hills and a canopy of mature trees, and belongs to the local homeowners association.



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www.EAHHousing.org

Total Units	101 rental apartments
Financing Participants	<ul style="list-style-type: none"> • 9% Tax Credit Equity • Limited Partner: Apollo Housing Capital • Marin Community Foundation Grant • Marin County CDBG, HOME, and HOPWA Loans • State of California EHAP Loan • General Partner: Hamilton Affordable Homes, Inc.
Total Cost	\$18,656,000

Hamilton Meadows I & II
 1455 N. Hamilton Parkway, Novato, CA 94608



Unit Types

21	1 BR
45	2 BR (1,066 sq. ft.)
53	3 BR (1,396 sq. ft.)
10	4 BR (1,406 sq. ft.)

Apartment Features

- Dishwashers
- Electric stoves/appliances
- Fully furnished
- Gas stoves/appliances
- Refrigerators
- Washers and dryers

Service Provider Partnerships

- Center for Domestic Peace
- Center Point Inc.
- Homeward Bound of Marin
- Integrated Community Services
- Lifehouse
- Marin AIDS Project
- Ritter Center

Resident Services

- Resource Coordinator
- Service partnerships
- Community events

Marin County



Mackey Terrace | Senior/Disabled 50 units

626 Owens Drive
Novato, CA 94949



Development Team

Developer: EAH Housing
Architect: TWM Architects and Planners
Gen. Contractor: Midstate Construction Corporation

Renovation started: 2016
Renovation completed: 2018

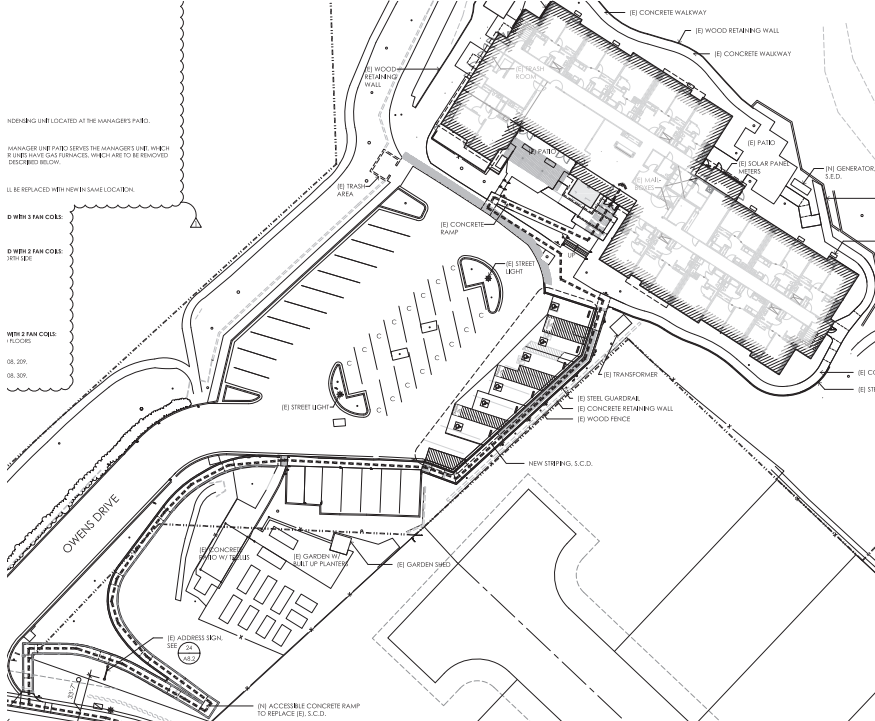
Mackey Terrace is located in Novato, surrounded on three sides by open space. These apartment homes are designed for seniors and persons with physical disabilities. The outside sitting areas provide beautiful views of Marin County's rolling hills. Community features include a spacious first floor lounge and a community kitchen adjacent to a large multi-purpose room. Mackey Terrace is located half a mile from a shopping center and is near major transportation outlets.



Total Units	50 rental apartments
Density	39.64 DU/acre
Financing Participants	<ul style="list-style-type: none"> • Low Income Housing Tax Credit (LIHTC) 4% • Merritt Community Capital • North Marin Senior Housing • US Department of Housing and Urban Development (HUD) • Union Bank
Total Cost	\$25,753,594



www.EAHHousing.org
Offices: San Rafael | Morgan Hill | Los Angeles | Honolulu
CA Lic. 853495 | HI Lic. RB-16985



Unit Types

12	Studio (416 sq. ft.)
37	1 BR (528 sq. ft.)
1	2 BR (650 sq. ft.)
49	at 50% AMI
1	Staff unit

Apartment Features

- Air conditioning
- Cable hook-ups
- Carpet/tiled flooring
- Dishwashers in ADA units
- Dual-pane windows
- Electric stoves/appliances
- Energy Star® Appliances
- Garbage disposals
- Window coverings
- 5 fully accessible units with roll-in showers

Community Amenities

- Barbeque grill
- Bicycle storage area
- Building elevators
- Coffee bar
- Community garden
- Community kitchen
- Community room
- Management office
- On-site laundry facilities
- Outdoor courtyard
- Parking
- Pets welcome
- Secured entry
- Security cameras

Green Features

- Drought tolerant landscaping
- High efficiency water heaters
- LED lighting – interior and exterior
- Low-flow water fixtures
- Solar photovoltaic (PV) panels

Transportation

- Bus lines
- Shuttle route (Paratransit)

Resident Services

- Full-time Resource Coordinator
- Adult classes
- Community building activities
- Food bank distribution program



Marin County



1.B) TEAM EXPERIENCE

450 Architects

MFRG-ICON Construction

Questa Engineering Corp



1.B) ARCHITECT

450 Architects



450 architects



Bushnell Center for Athletics & Community

450 ARCHITECTS - FIRM DESCRIPTION

Professional Services

- Peer Review
- Programming
- Feasibility Studies
- Master Planning
- Architectural Design
- Green Building strategy
- LEED Certification coordination
- Passive House Certification coordinatio
- Photovoltaic and solar thermal design
- Water Reuse (rainwater harvesting and grey water design)
- Agency Review and Approvals expediting
- Contractor Bids/Procurement assistance
- Contractor Award and Contract Negotiation
- Construction Administration
- Project Close-out
- Post Occupancy Evaluations

Professional Memberships and Licenses

- CA Registered Architect (#C-19678)
- LEED® Accredited Professional
- NCARB Certified
- Green Roof Professional
- Certified Permaculture Designer
- American Institute of Architects San Francisco Chapter (AIASF) member (former Executive Committee)
- American Institute of Architects California Council (AIACC) member (former Executive Committee)
- United States Green Building Council (USGBC) since 2000

Green Building Design Excellence

- 2019 LEED Platinum Certificate, Castro Passive House Residence
- 2012 Learning by Design Citation of Excellence, San Francisco Waldorf High School
- 2011 U.S. House of Representatives, Certificate of Recognition, Congresswoman Jackie Speier
- 2010 LEED Silver Certification, Tamarind Institute, University of New Mexico
- 2009 LEED Gold Certificate, San Francisco Waldorf High School
- 2006 Green Entrepreneur of the Year, presented by SAFE-BIDCO
- 2003 Top Ten Green Buildings, AIA

450 Architects (450) is a 100% employee-owned design studio that works with forward-thinking clients to create modern, soulful architecture and public spaces. 450 has developed a diverse portfolio of award winning public, private and non-profit clients throughout California in the areas of residential, educational, commercial, essential services and public open spaces. 450 is widely recognized for their advocacy, commitment to sustainable design and entrepreneurial spirit. The firm is a California State licensed Small Business (Micro) and a SF Green Business.

450 has decades of experience providing master planning, feasibility studies, design for high performance buildings, and comprehensive architectural services, including conceptual design through final close-out for new construction for public and private sector projects. 450 Architects has extensive experience working with multiple government agencies on both past and current projects and working within strict approval processes to create highly successful projects.

The studio is led by Founding Principal Richard Parker. Richard Parker received the SAFE-BIDCO 2006 Green Entrepreneur of the Year award and recognition from the California State Legislature for his green building advocacy. He served on, then Mayor Gavin Newsom's Urban Wind Power Task Force and assisted in the drafting of legislation to promote wind power generation and in 2007, volunteered with the California Building Standards Commission to review the initial draft of the California Green Building Standards Code, now CALGreen, adopted by the California Building Standards Commission, California Department of Housing and Community Development, and the Office of Statewide Health Planning and Development.

450's longevity and experience demonstrates the team's ability to manage and deliver successful projects that benefit the users and the greater community. The firm has managed complex professional design teams providing services similar to what will be required for a successful transformation of the Pt. Reyes Coast Guard Station housing into sustainable affordable housing. 450 understands the importance of including all stake holders in the design process and inclusivity and community engagement are at the core of our team's principles.

450 ARCHITECTS' PROJECT TEAM

Working closely with EAH Housing for the County of Marin's Community Development Agency, 450 Architects' team of dedicated designers will provide the technical expertise, community engagement, project management and coordination required to complete a successful project. The team will be led by 450 Founding Principal Richard Parker, AIA, LEED AP. He will be directly involved with all phases of the project and facilitate team and community meetings. Working closely with EAH Housing and community stakeholders, he will be responsible for refining the project scope, managing cost estimates, and overall direction in collaboration with County of the Marin DCA Project Manager(s). Perry Wexelberg will be the design team Project Manager and guide the team through the day to day communications, community engagement, document production, construction administration and project close-out.



Richard Parker - Founding Principal AIA, LEED AP, Permaculture Designer

As Founding Principal, Richard will serve as the Lead Architect for the Point Reyes Coast Guard Housing Conversion. His professional background includes working for public clients such as the San Francisco Unified School District, SF Department of Public Works, SF Rec and Park Department, SF Department of the Environment, San Francisco Waldorf School, non-profit civic organizations and private individuals. Richard is responsible for consensus building, design, and project management on a diverse range of projects including, award winning educational, public open spaces, and residential buildings. Drawing from thirty-five years of experience, he provides comprehensive architectural design services through a consensus-based design process.



Perry Wexelberg - Project Manager

Perry grew up spending weekends at his Grandmother's house in Inverness and is deeply familiar with the values of the Point Reyes community. He will be available for the entire duration of the project and is excited to give back to a community that his family has been apart of for over two decades. Perry will collaborate with EAH, Marin County DCA Project Manager(s) and community stakeholders to assure the projects' success. Recent projects that Perry has managed include the \$16M Francisco Park Project, where he coordinated the neighborhood outreach and led the production of design and presentation materials for the schematic design phase. Additionally, he has managed the architectural scope for over 50 solar canopy installations in 6 different school districts throughout California. Working closely with the solar division of Telsa, Perry managed the DSA project approval, construction oversight, project close-out and certification. These solar installations are producing 13.76 megawatts of renewable power.



Summer Evens - Designer

Summer has a human-centric design philosophy that puts the user needs first to create memorable spaces. Her efficient and advanced BIM project development skills will be utilized to assist Perry with project deadlines as needed. Summer has recently completed an 84,000 sf highly collaborative schoolyard renovation project and is currently working on multi-family housing ADU projects in San Francisco.



Phillip Sweeney - Designer

Phillips has extensive experience with ground-up schools, K-12 school modernizations for San Francisco Unified School District, and highly sustainable residences. He recently managed the construction administration for two Zero Net Energy (ZNE) projects and has extensive experience creating sustainable and energy efficient buildings through work on LEED, Passive House and ZNE projects. Most recently, he served as the Project Manager on the ground up campus for Yuba River Charter School in Grass Valley. Phillip has managed numerous projects throughout the DSA process for project approval, construction oversight, project close-out and certification.



Richard Lee Parker, AIA, LEED AP, NCARB
FOUNDING PRINCIPAL, 450 ARCHITECTS

As Founding Principal of 450 Architects, Richard is responsible for consensus building, design, and project management on a diverse range of projects including, award winning public open spaces, educational and residential buildings. Drawing from thirty-five years of experience, he provides comprehensive architectural design services through a community-based design process. His professional background includes working for major clients such as the San Francisco Unified School District, San Francisco Recreation and Park Department, San Francisco Department of the Environment, San Francisco Waldorf School, non-profit civic organizations and private individuals. Richard has completed over 25 public school projects and 175 photovoltaic solar projects requiring Division of the State Architect (DSA) review and certification. He also advocates for changes to state and local building codes to facilitate green building development and contributed to the drafting of CALGreen – California’s first green building code.

EDUCATION

Cornell University Bachelor of Architecture, 1984

Robert James Eidlitz Traveling Post-graduate Fellowship, 1990

PROFESSIONAL REGISTRATIONS

CA Registered Architect

#C-19678

LEED® Accredited Professional

NCARB Certified

Green Roof Professional

Certified Permaculture Designer

PROFESSIONAL AFFILIATIONS

International School Grounds Alliance, Leadership Council, 2008 - present

SF Green Schoolyard Alliance, (now Education Outside) Advisory Board Member, 2009-12

CA Academy of Sciences, Teacher Institute on Science and Sustainability, Advisory Board Member, 2010-present

USGBC, Co-Chair, State Advocacy Task Force, 2007-08

AIA, CA Council, Board Member, 2006-07

AIA SF, Secretary, Executive Committee, 2003-04

AIA SF, Board of Directors, 2000-02

AIA SF, Small Business Committee, Chair 1998-99 2000-03

SF Small Business Network, Board of Directors, 2000-04

SF Small Business Network,

SELECT PROJECTS

- Francisco Park, Executive Architect, San Francisco, CA. 4.5 Acres \$16 million
- The David Bushnell Center for Athletics and Community, San Francisco Waldorf School, San Francisco, CA - 9,282 sf, \$12 million
- Presidio Middle School, Best Schoolyard in the Universe, San Francisco, CA - 84,000 sf, \$7.3 million
- Argonne Child Development Center, San Francisco, CA. SFUSD. 6,800 sf, \$2.1 million
- Yuba River Charter School, Grass Valley, CA. 22,000 sf \$6.2 million.
- Claire Lilienthal School Modernization, San Francisco, CA, \$2.3 million,
- Sherman Elementary School Modernization, San Francisco, CA. SFUSD, 57,000 sf, \$5.4 million
- San Francisco Green Schoolyards, SFUSD, 14 schoolyards in San Francisco, over \$1.5 million, ongoing
- Noe Valley Town Square, San Francisco, CA, \$1.54 million, with CMG Landscape Architecture.

HONORS AND AWARDS

2011 U.S. House of Reps, Cert. of Recognition, Congresswoman Jackie Speier.

2011 State of California Certificates of Recognition from Senator Mark Leno, Assemblywoman Fiona Ma & Assemblyman Tom Ammiano.

2011, 2013, 2015 San Francisco Dept. of Environment, Green Business Award.

2008 Architecture Foundation of SF, Special Commendation for Youth Mentorship.

2006 Green Entrepreneur of the Year Award, presented by SAFE-BIDCO

2003 AIA-COTE Top Ten Buildings.

2000 National School Boards Association, Unanimous Design Citation, Argonne Child Development Center.

PUBLICATIONS

School Construction News, A Call For Change, Jan/Feb 2008

SF Chronicle Magazine, Green Schools: Nature and Nurture, August 2004

Architectural Record, California Dominates 2003 AIA Top 10 Green Projects

Environmental Building News, AIA Committee on Environment, Top Ten 2003

ArcCA, California Council AIA, Under the Radar, February 2003

Coalition for Adequate School Housing (CASH), Featured Project, Jan. 2001



Perry Wexelberg, AIA Associate

JOB CAPTAIN, 450 ARCHITECTS

Perry has been with 450 Architects for 4 years and works on educational, residential, landscape and public open space projects. With prior teaching and construction experience, Perry brings invaluable skills and insights to projects and effectively communicates design concepts to clients, builders, contractors and neighborhood groups.

EDUCATION

Yale School of Architecture
Master's of Architecture,
2015

University of California Santa
Cruz, Bachelor's of Art, Studio
Art, 2008

University of New Zealand
Massey University,
UC Education Abroad
Program, 2007

PROFESSIONAL AFFILIATIONS

AIA, Associate Member

PUBLICATIONS

Against the Grain:
Louis I. Kahn Visiting
Assistant Professorship.
Timber Market Hall
August, 2016

Currently, Perry is Job Captain on the Francisco Park Project, a 4.5 acre conversion of an historic reservoir that is turning unused property into an expansive green space in San Francisco.

In the early phases, Perry coordinated the neighborhood outreach for consensus-building that entailed working with funders, neighborhood groups, non profits, SF Rec and Parks and multiple agencies; and, led the production of design and presentation materials for the schematic design phase that were used in public meetings and Civic Design Review. Perry also works closely with agencies on CEQA, approvals and entitlements. His project management experience and communications style has enabled a timely review and approval process.

Prior, working closely with the solar division of Tesla, Perry managed the architectural scope, permitting, approval and project close-out for over 50 solar canopy installations in 6 different California school districts. All projects certified by the Division of the State Architect (DSA) are now producing 13.76 megawatts of renewable power.

In addition, Perry manages 450's 3D printing technology which increases the firm's capabilities and speed to create iterative design models and facilitate the design process and approvals.

SELECT PROJECTS

- Francisco Park, San Francisco, CA - 4.5 acres, \$16 million
- The David Bushnell Center for Athletics and Community, San Francisco Waldorf School, San Francisco, CA - 9,282 sf, \$12 million
- Solar School Projects with Tesla - 54 locations throughout CA
- Carey School Hillside, San Mateo, CA - 4,998 sf, \$631,786
- Kiln Installations, San Francisco Unified School District - 10 school sites

HONORS & AWARDS

2015 Nominee, The H.I. Feldman Prize, Yale School of Architecture



Summer Evans

DESIGNER, 450 ARCHITECTS

Summer has been part of the 450 Architects team for four years and has a deep commitment to design quality and maintaining strong client relationships. She works on projects of all sizes and complexities, coordinates large teams on complex projects and develops strategies for collaboration and clear communication.

Most recently, Summer served as the Project Architect on the Presidio Middle School, Best Schoolyard in the Universe project, named and conceptually designed by the students in collaboration with local artists for SFUSD. The project included the renovation of an entire city block which consisted of abatement and development of the open space to be shared with the public for neighborhood recreation. The project recently opened in 2019.

Summer works closely with clients, consultants and governing agencies through all phases of design and construction; she is advanced in BIM project development, managing the governing agency process for project approval (including Division of the State Architect and San Francisco Department of Building Inspection), construction oversight, and project close-out and certification. Clients include green schoolyards for San Francisco Unified School District, San Francisco Rec and Park Department in addition to private clients.

Prior, Summer worked on the historic renovation of Firehouse No. 3 in Stockton, CA to convert the abandoned building into an artist Live-Work space. The renovation not only preserved the historic character of the brick building, but restored and enhanced the front facade. The design was enthusiastically received by Stockton's Community Development Department to revitalize the neglected neighborhood.

EDUCATION

Florida Atlantic University
College for Design & Social
Inquiry
Fort Lauderdale, FL

Bachelor of Architecture,
2012
Minor in Art History
Minor in Psychology

PROFESSIONAL AFFILIATIONS

AIA, Associate Member

SELECT PROJECTS

- Presidio Middle School, Best Schoolyard in the Universe, San Francisco, CA - 84,000 sf, \$7.3 million
- SFWS Bushnell Center for Athletics and Community, San Francisco, CA - 9,282 sf, \$12 million
- Multi-Family Housing ADU's, Tenderloin, San Francisco
- Stockton Firehouse 3 Renovation, Stockton, CA - 5,000 sf, \$250,000
- Francisco Park, San Francisco, CA, 4.5 Acres \$16 million
- Grand Hyatt Union Square, San Francisco, CA - 7,000 sf, \$600,000
- Norwegian Seaman's Church, San Francisco, CA
- Beacon HVAC Retrofit, Multiple Phases, San Francisco, CA
- Rockwell Tenant Improvement Peer Review, San Francisco, CA



Phillip Sweeney, AIA Associate
DESIGNER, 450 ARCHITECTS

Phillip's 4.5 years of experience with 450 Architects has been dedicated to ground-up schools for private clients, K-12 school modernizations and green schoolyards for San Francisco Unified School District, and highly sustainable ground up residences.

Most recently, he served as the Project Architect on the ground up campus for Yuba River Charter School in Grass Valley. Phillip has extensive experience managing projects throughout the DSA process for project approval, construction oversight, and project close-out and certification. Some of his larger projects have involved complex topography including: challenging hillsides to buildings that needed multiple sustainable systems all at once in a very tight footprint. He also has experience creating highly sustainable and energy-efficient buildings through work on LEED, Passive House and Zero Net Energy projects. Phillip recently completed two ZNE projects where he managed the construction administration phases.

Phillip is an expert in Revit (BIM) project development, design and management tools that are necessary for a successful project. These skills are coupled with his experience of refined detailing of materials and executing a design as envisioned.

EDUCATION

California Polytechnic State
University San Luis Obispo
Bachelor of Architecture, 2014
Minor in Structural Engineering
Minor in Digital Fabrication

C.E. Switzerland Travel Studio, 2012

PROFESSIONAL AFFILIATIONS

AIA, Associate Member

EXHIBITIONS AND RESEARCH

Molding Ecologies: F.R.P. Facade
Innovations Lab
AIA National Convention, Chicago,
June 26 - 28, 2014

Vellum Furniture Design Competition
San Luis Obispo, October 2013

Serial Boxes, Digital Explorations
3A Gallery, San Francisco, June 2012

Freedom By Design - Accessible
Public Seating Design Build
San Luis Obispo, May 2012

Design Village - Landfill Luxury
Poly Canyon, San Luis Obispo, April
2010

PUBLICATIONS

2012 - 3rd Year Best In Show Review
Catalog, Cal Poly San Luis Obispo

Molding the Built Environment of
Tomorrow
Enclos Facade Engineers' news
Article, January 2014

Exemplary Student Facade Work
Showing at 2014 AIA National
Convention
Enclos Facade Engineers' News
Article, June 2014

SELECT PROJECTS

- Yuba River Charter School, Grass Valley, CA - 22,000 sf, \$6.2 million
- Claire Lilienthal Modernization, San Francisco, CA - 32,000 sf, \$2.3 million
- SFWS Bushnell Center for Athletics and Community, San Francisco, CA - 9,282 sf, \$12 million
- John Yehall Chin ES Green Schoolyard, San Francisco, CA - approx. 2500 sf of site area, \$110,000
- Castro Residence Passive House & Zero Net Energy Home, San Francisco, CA - 4,000 sf, \$1.8 million
- Bosworth St. Zero Net Energy Residence, San Francisco, CA - 2,000 sf, \$700,000
- SFUSD - Las Americas EEC and Marshall ES Egress Stair upgrades, on-going
- The Carey School Master Plan, San Mateo, CA

HONORS & AWARDS

- 2014 Valedictorian, Class of 2014, Cal Poly San Luis Obispo
- 2012 3rd Year Best In Show, Cal Poly San Luis Obispo

Francisco Park

San Francisco, CA

Start Date : 2011

Completion Date: Under construction

Budget: \$16 million

Total Square Footage: 4.5 acres

Client: Francisco Park Conservancy

Project Summary

Located on the City's first reservoir, this 4.5 acre site is on a steeply sloping hillside in the densely populated neighborhood of Russian Hill and provides sweeping views of the entire Bay Area.

Acting as the Executive Architect, 450 led consensus-building for the Park in the early phases that entailed working with funders, neighborhood groups, non profits, SF Rec and Parks and multiple agencies which served as the backbone of the program and the conceptual design. Over the project's long duration, 450 Architects has also worked closely with public agencies on approvals, entitlements, CEQA requirements, and design review.

With an eye on conservation and educational opportunities, the design includes measures to minimize the use of municipal drinking water for irrigation, and aims for Net Zero Water usage through rainwater capture and recirculation of irrigation water. For energy, the Park will be lit with high-efficiency LED lights.

- 500,000 gallon storm water catchment system
- Historic and educational interpretive elements highlight the importance of water conservation.
- Dog Park, Convenience Building, Playground, Main Lawn & robust Interpretive Program
- Majority native plantings with new habitat for local flora & fauna



Site plan



Aerial view



Overall view from the south east



500,000 gallon storm water catchment system under construction



Community meeting



Community meeting



Community meeting



Community design feedback

Noe Valley Town Square

24th Street, Noe Valley, San Francisco

Architect of Record: 450 Architects

Client: SF Recreation and Parks Department

Completion Date: 2018

Project Budget: \$1.54 million

Project Summary

450 Architects worked with CMG Landscape as the architects for the new Noe Valley Town Square on 24th Street in Noe Valley. Richard Parker, as a resident in Noe Valley, actively participated in several of the early community outreach meetings. Through this engagement with CMG, 450 Architects was asked to join the team as the architect of record and contribute to the design.

This project was managed by SF Rec and Parks Department and included city agency review and approval throughout the design process. The Square is a great example of how the city of San Francisco is using the public open space funds for the betterment of the city for all residents and visitors alike.

The space was designed to accommodate a large ongoing Farmers Market every weekend, children's playground, shade trellis, stage trellis, community message board, landscaping improvements, benches, lighting, and a large flexible central open space.

- Farmer's market
- Children's playground
- Shade trellis and benches
- Community message board
- Permeable paving
- Large flexible central open space for gatherings and events.



New shared community space



Versatile open space



Sheltered communal space



Night lighting

Siedlung Stettbrunnen

Muttenz, Switzerland

Completion Date: 1989

AOR: Theo Meyer Partners AG

Project Summary

Prior to founding 450 Architects, Richard Parker and David Bushnell (deceased) designed a low-density, multi-family housing project in Stettbrunnen, Switzerland.

Built in the 1980s the project goals focused on human-centered design and designing with nature.

450 has continued to develop our thinking around multi-family and affordable housing and more specifically on green building, renewable energy and conservation, building science, Passive House, and permaculture.

- Human-centered design
- Low-impact and low-density
- Common, shared spaces
- Community Integration
- Native landscaping



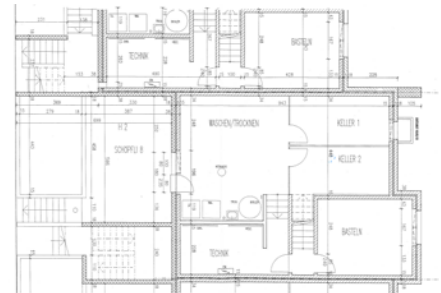
Communal rear yard



Site Model



Typical 2 Bedroom Plan - First Floor



Typical 2 Bedroom Plan - Second Floor

Yuba River Charter School Campus

Grass Valley, CA

Completion Date: 2018

Budget: \$6.2 million

Total Square Footage:

22,000 sf

16 acre site

Client: Yuba River Charter School

Project Summary

450 Architects worked with the school community to review alternative sites for a new school campus, develop the building program, and create a design that achieves the community's visions and goals. The new campus is set within a beautiful, quiet, natural habitat of towering ponderosa pines and cedars in Nevada County. The school embraces the bowl-shaped contours of the site with the kindergarten on one end, administration and commons building in the middle, and classrooms along the western flank – creating a campus that holds the natural landscape and a prominent cedar tree in its heart.

To optimize the building's energy performance, 450 conducted a solar system cost analysis for high performance technology; roofs were designed to be solar ready and overhangs were carefully designed for solar control. To optimize daylighting, the building orientation, window size, and skylights reduce internal lighting demands. Passive cooling is achieved through window placement to maximize cross ventilation.

- Natural stormwater control system including bioswales and permeable pavement
- multi-purpose room, library, administration wing and modular classrooms



View up the hill toward multipurpose room, library & administration wing



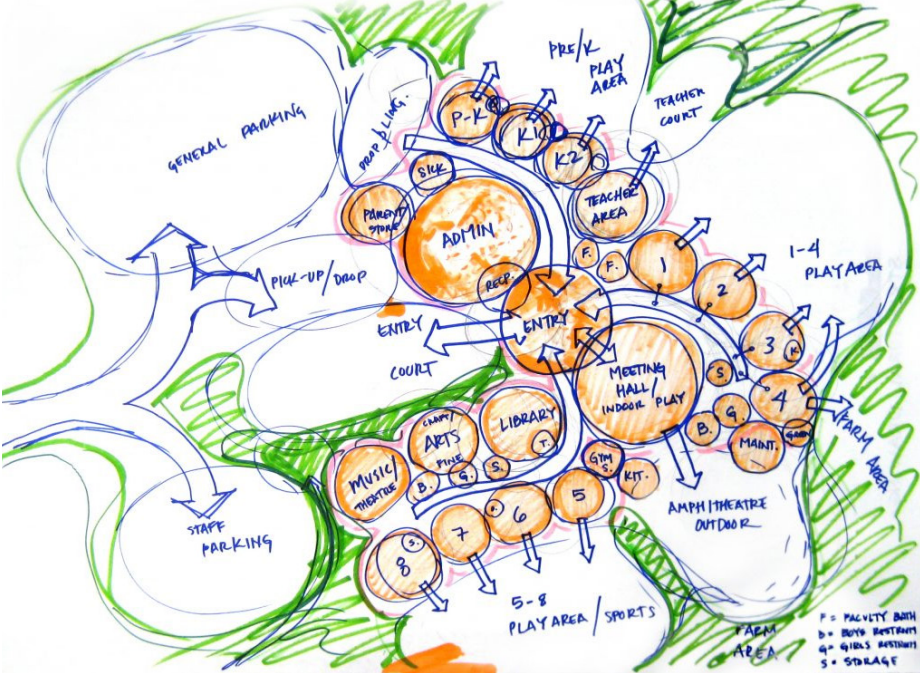
Discussions over site plan - school community meeting



School entry and drop-off



Library reading corner



Community meeting generated diagram

Waldorf High School Adaptive Re-Use

San Francisco, CA

Completion Date: 2007

Budget: \$5.4 million

Total Square Footage: 23,000 sf

Client: San Francisco Waldorf School

Project Summary

The adaptive reuse of a former 1970's call center has transformed an under utilized and inefficient building into the San Francisco Bay Area's first LEED Gold Certified school. The existing building was carefully deconstructed and then infused with high efficiency HVAC and lighting to create a healthy learning environment.

Beyond greening the building, upgrades were designed to integrate the school with the surrounding natural environment. Every classroom now has views of the neighboring eucalyptus grove through large, operable windows that also provide fresh sea breezes and natural light.

- Learning by Design, 2012 Citation of Excellence
- LEED Gold Certified



Model with building phasing



Exterior view of school entry and gardens



Biology classroom



Craftwork classroom



Student weaving



Classroom



Hallway with existing column

Bushnell Center for Athletics & Community

San Francisco, CA

Completion Date: Under Construction

Budget: \$12 million

Total Square Footage: 9,282 sf

Client: San Francisco Waldorf School Association

Project Summary

The Bushnell Center was conceived as a simple steel structure clad in cedar wood siding to reinterpret the texture of the existing concrete building as a light-weight structure. A living wall on the front facade brings life to the street and further adds to the building's new identity.

The project is designed as a Net-Zero Energy building and to meet LEED Platinum certification standards. The roof-integrated solar collectors will provide all of the electrical requirements for the campus and direct rain water to a cistern to support the surrounding gardens.

- NZE, LEED Platinum
- Multipurpose functions
- Teaching classroom with commercial kitchen
- Living wall building facade
- Rain water harvesting
- Fog Catcher



Model - Bushnell Center and existing High School.



Bushnell Center view from courtyard highlighting fog catchment "sails."



Courtyard and outdoor classroom with edible school grounds that mediate between the existing and new - providing safe sheltered outdoor "heart and lungs" for the campus.



Bushnell Center street facade features a 25ft x 100ft growing living wall.



Interior rendering showing lightweight cost saving steel structure and daylight design. Basketball arrangement.



Interior rendering center flexible design enables a variety of events from athletics, music, school fundraisers etc. Theater arrangement.

California Solar Schools

Architect of Record: 450 Architects
Client: Various
Start Date: 2009
Completion Date: 2018
Project Budget: \$12k-\$400k

Project Summary

450 Architects partnered with the Foundation for Environmental Education, Pacific Gas and Electric, and Solar City to bring renewable energy education to under-served communities through highly-visible solar installations. The initiative took place throughout California and includes energy training opportunities for educators and up-to-date curriculum that teaches students how their actions impact the environment.

Donations from the Foundation funded projects ranging from small 1.2kW photovoltaic systems to larger roof-mounted systems that were connected to an online monitoring system that displays the energy production for each system. The installations were integrated into the California Solar Schools Initiative with the goal to create 3,000 MW of new, solar-produced electricity by 2016; a goal that was achieved.

Through these solar systems the Initiative aimed to continually inspire local communities about the future of renewable energy, and teach them how to conserve, produce and respect this very precious resource

Following this project, 450 Architects worked with Solar City/Tesla Solar on 50 large-scale photovoltaic solar installations on public school campuses throughout California, all requiring DSA review, approval and close-out.



Teaching renewable energy to students in California



Ground mounted solar - Sanger USD



Roof mounted solar - Santa Cruz USD



Solar canopy - Rincon Valley USD

1.B) GENERAL CONTRACTOR:
MFGR-ICON Construction



COMPANY PROFILE

Multifamily Renovation Group and ICON Builders merged in August 2017 to create MFRG-ICON Construction (MFRG-ICON)



With combined experience and reputation in the Low Income Housing Tax Credit (LIHTC) industry since 1992, our company founders are widely known for their work ethic, knowledge, quality, and financial strength. MFRG-ICON has completed about 28,000 units of Affordable Housing and \$1.7 billion in construction while temporarily relocated over 30,000 Families and Seniors without incident.

With offices in Scottsdale, Arizona and Los Angeles, California, MFRG-ICON's team is comprised of over 80 employees all with diversified construction backgrounds to handle any type of project and effectively collaborate with Architects, Engineers, Owners, Consultants, and Trades.

Our team is expert at delivering quality service to Clients and executing a fast track construction process required in Occupied Renovation projects. Most of our Clients count on us repeatedly for our high service level and project completions that are consistently on time and on budget.

Occupied renovations have their own unique challenges. MFRG-ICON has a specific process in place to make the complicated work of renovation run smoothly. Our careful execution provides the least interference with Resident lives.

We focus on your interests as a long-term Owner and our recommendations drive carefully thought out decisions with lasting results. As a partner and member of your Development team, we handle the renovation of Occupied Affordable Housing projects with focus on critical

path and risk management. This allows you to effectively communicate with Residents so they are prepared for the rehabilitation of their homes and count on us to deliver on real expectations of our work.

Our HUD 2530 Previous Participation Certification lists over 13,000 units.

In addition to being experts in renovation of Tax Credit, Bond and HUD properties, we are known for executing crisp due diligence inherent to complex lending programs. Our systematic methodology ensures the best project results as possible. This, powered by the resources to follow through regardless of challenges that may arise makes us a strong team member to potential lenders. We have a Bond limit of \$150 million per project, with a \$350 million aggregate Bond limit.

AZUSA APARTMENTS



A substantial rehabilitation has completed at the aging Azusa Apartments including vastly improved interiors, Resident amenities, and common space. Sustainable improvements are seen in energy and water efficiency upgrades that include a new “cool” roofs, dual pane windows, new air conditioning units, a solar photovoltaic system, domestic solar hot water panels, and drought-resistant landscape with new irrigation system that minimizes water use. Within the units, Residents enjoy Energy Star appliances and fixtures, formaldehyde-free cabinets, sustainable hard flooring, “green” carpet and pads.

The common space is upgraded with a new contemporary play structure, Resident garden, picnic and BBQ area, as well as an ADA accessible community building that houses a full kitchen, computer lab, and learning center.

Azusa Apartments are purchased by the Developer to preserve the affordability of the community from being converted to market rate.

Project Facts

Address
805 S. Cerritos Avenue
Azusa, CA 91702

Project Type
Multi Family – Rehabilitation
88 units
Construction Cost – \$ 5.7 million

Developer
Woodcroft Street Housing Associates,
L.P.

Financial Partners
Lender: RED Capital Group
Equity: Union Bank

Architect
The John Stewart Company

Financing
9% Low Income Housing Tax Credits
HUD 221 (d) 4 Loan



MISSION PLAZA FAMILY APARTMENTS



Mission Plaza Family Apartments, completed in 2013, features 132 units spread over 12, 2 and 3 story, apartment buildings. Residents of Mission Plaza enjoy amenities like new community room, laundry room, playground equipment and landscaping.

The extensive \$16 million renovation required removal of asbestos, lead, and all drywall. In addition, all new electric, HVAC, and plumbing was installed. Safety features such as seismic upgrades and the addition of fire sprinklers are featured along with installation of new drywall, roof, cabinets, and granite counter tops.

Energy efficient additions include LED light, air conditioning, water saving plumbing, shade screening and high-efficiency windows.

Project Facts

Address
2250 Parkside Avenue
Los Angeles, CA 90031

Project Type
Multi-family Apartments
132 units
Construction Cost – \$16 million

Developer
McCormack Baron Salazar

Financial Partners

Lender:
US Bank

Equity:
US Bankcorp

Architect
DEA Architects

Financing
9% Low Income Housing Tax Credits,
CTCAC
100% Section 8



VICTORY PLACE III



Victory Place III, completed in 2011, is the construction of 75 efficiency and one-bedroom residences at the Victory Place Campus in Phoenix which is a collaboration between Cloudbreak Communities and the Phoenix VA Health Care System, Bethesda Community Baptist Church and the nonprofit U.S. VETS.

Fourteen of the 75 Phase III residences are available to households earning at or below 60 percent of Area Median Income, 34 at or below 50 percent and 27 for those at or below 40 percent. The numerous veteran-specific services and outreach programs offered at Victory Place including job training make the community attractive to men and women who have served in the military.

Victory Place III brings the capacity to serve veterans at Victory Place Campus up to 177 with 70 program related beds and 107 permanent affordable housing units with supportive services. Supportive services such as case management, crisis intervention and 24/7 support are provided to all residents by U.S. VETS, Phoenix, while life skills development, support groups and food assistance is provided primarily by Bethesda Community Baptist Church. Co-location of VA social workers provide direct case management for veterans in certain programs and campus clinical support as well as connection to overall healthcare.

Project Facts

Address
834 E. Jones Avenue
Phoenix, Arizona

Project Type
Veterans Housing - New Construction
75 units
Construction Cost – \$5.1 million

Developer
Cloudbreak Phoenix III, LP

Financial Partners
Lender:
City of Phoenix
Arizona Department of Housing
Equity:
National Equity Fund, LISC

Architect
Togawa Smith Martin Architects

Financing
Low Income Housing Tax Credit
Project
State and City Funding



TODD RICHARDSON

BUSINESS DEVELOPMENT



Todd Richardson started his career in 2009 as Business Development Manager for Integrated Landscape Management (ILM). His attention to detail and focus on client satisfaction allowed him to effectively maintain existing client relationships while cultivating new opportunities resulting in \$13 million of company growth prior to his departure from ILM in 2014.

Todd transitioned to the construction industry when he joined Summit Restoration and Construction (Summit). His role as Sales Director gave him knowledge of the industry while continuing his track record for obtaining new business. In his time at Summit annual revenues increased from \$1.5 million to \$6 million.

Todd currently serves as Business Manager at MFRG-ICON Construction (MFRG-ICON) which allows him new opportunity to implement a comprehensive client retention and business development program that secures strong long-term client partnerships as well as to expand and grow MFRG-ICON within the housing industry.

MIKE CHACON

DIRECTOR OF FIELD OPERATIONS



Mike Chacon started his construction career in Phoenix, Arizona where he became quickly recognized by his peers for his strong work ethic and sharp skills. Mike earned various promotions that gave opportunity to learn all aspects of the construction process. He entered the Affordable Housing industry in Field Operations and excelled for nearly a decade gaining valuable knowledge needed to rise up the ranks.

Mike brings a unique perspective to the management team at MFRG-ICON Construction (MFRG-ICON). His time as a Superintendent gave him hands-on field experience in completing over 10,000 units and the opportunity to manage the many complexities of renovating Occupied Housing.

As the Director of Field Operations, he is present from the first preconstruction meeting through completion of all projects. Mike has

exceptional attention to detail and quality craftsmanship as he pushes his field team to meet timelines and budgets. His hands-on approach garners respect and collaboration needed to ensure that all projects are completed according to the highest standards. Mike's knowledge of construction processes and strong communication skills enhance any project team.

1.B) CIVIL ENGINEER:
**Questa Engineering
Corporation**



Description of Firm

Firm Overview

Questa Engineering Corporation is a civil, environmental, and water resources engineering and planning firm, established as a California corporation in 1983. Based in Contra Costa County, Questa offers services to government and private sector clients throughout California in all phases of public works, water and wastewater treatment, waste management, and resource conservation projects. Questa provides complete services in wastewater and water quality management, including site investigations, resource inventories, concept plans, feasibility studies, environmental analysis and permitting, final plans, design, and implementation assistance. The firm is well known for its work with onsite and small community wastewater system planning, design and management. This represents about 30% of our activity and includes work with new and upgraded individual residential wastewater systems, commercial and institutional facilities and small community waste treatment and disposal facilities; we work throughout most regions of California, with extensive experience in Marin County. We previously provided all wastewater and stormwater engineering for the Point Reyes Affordable Housing Project, and conducted an onsite wastewater feasibility study for the Coast Guard Housing Site on behalf of the County of Marin (December 2016).

Our in-house staff includes professionals registered in civil engineering, engineering geology, and landscape architecture, as well as hydrologists, geomorphologists, planners, soil scientists, environmental specialists, and GIS/graphics specialists with diverse project experience throughout California. In addition to strong academic credentials, our staff has many years of engineering, design, and applied environmental planning experience. This experience and personal commitment allows us to respond effectively and rapidly to the increasingly complex technical and regulatory problems faced by our clients.

Since 1983, Questa has been providing engineering services to individual homeowners, developers, governmental agencies and other clients throughout California for site-suitability evaluations, environmental analysis, permitting assistance, design and construction management, ordinance and management program development, and inspection/monitoring of small-scale and onsite wastewater treatment and disposal systems. This work includes:

- Inspection and performance evaluation of existing septic systems for house remodels and property transfers;
- Designing conventional, single-family residential septic systems, as well as various alternative system designs for residences, commercial and community-type systems, including mounds, fill systems, intermittent and recirculating sand filters, aerobic treatment units, pressure-dosed systems using pumps and automatic dosing siphons, and subsurface drip irrigation;
- Feasibility and planning analysis of onsite wastewater disposal suitability for unsewered communities and new developments;
- Construction management and follow-up inspection and performance monitoring of systems;
- Cumulative impact studies for water contamination hazards and groundwater mounding;
- Pollution studies and area-wide plans and onsite system management programs for cities, counties and special districts; and

- Training seminars on soils, site evaluation, and specialized aspects of onsite sewage disposal practices.

Over the past 35 years, we have averaged approximately 25 to 50 onsite wastewater engineering projects per year. We currently have a staff of six professionals (including civil engineers, environmental specialists, soil scientists, and geologists) who work almost exclusively with these types of projects.

Commercial and Community Wastewater Systems. We have conducted numerous community-wide feasibility studies for onsite sewage disposal and developed facilities plans and designs for new and upgraded wastewater systems for various commercial, institutional, and other community-type facilities. These have included, for example, small residential subdivisions, restaurants, golf clubs, campgrounds, resorts/lodges, schools, retreat centers, wineries, and other commercial/industrial facilities not served by municipal sewers.

Individual Residential Septic Systems. We work extensively on septic system issues with individual homeowners. This includes new installations, upgrade/replacement of failed systems, and improvements needed to accommodate house remodels or expansion plans. We utilize conventional technology (where appropriate) and a broad range of alternative/innovative systems depending on the site conditions, project needs, and regulatory requirements/limitations. Working with repair systems has afforded us an opportunity to develop and apply many different/creative solutions, and later to observe and learn from the results.

Sanitary Surveys and Pollution Studies. We have conducted sanitary surveys and pollution studies in 20 unsewered communities in California, as well as a more general county-wide study for Santa Barbara County (see attached map for project locations). These studies have been conducted to document the extent and magnitude of public health and water quality problems related to the location and operation of existing septic systems. Many of them were funded under the State Small Community Grant Program to establish the need for and direction of subsequent corrective work. The studies have typically involved sampling of surface water and /or groundwater quality, permit file research, homeowner questionnaire surveys and public outreach meetings, soils and geologic conditions mapping, and overall assessment of septic system constraints, risks and failure rates.

Septic System Management Programs. We have worked with several cities, counties and special districts in California in their development of septic system management programs, including the evaluation and rating of septic system suitability in specific geographical areas of concern, evaluation of technological approaches to address various constraints, recommended frameworks and specific measures for ongoing operation and maintenance oversight, and development of regulations, performance evaluation guidelines and ordinances. In response to the adoption of the State OWTS Policy in 2012, Questa assisted and developed LAMP documents submitted to the respective Regional Water Boards for the Counties of Alameda, Colusa, Contra Costa, Kern, San Luis Obispo, San Mateo, Santa Clara, and the City of Malibu.

Local Agency, Regulatory and Permitting Experience. We have extensive experience assisting with the development of City and County regulatory policies and programs, formation of and consultation with onsite maintenance districts, assessing cumulative watershed effects, and designing alternative wastewater collection, treatment and disposal systems for a diverse range of conditions and circumstances. We have specific experience with the development of Local Agency Management Programs (LAMPs) under the new State OWTS Policy, as previously noted, in several Water Board

Regions in the State. Over the years we have gained experience with Coastal Development Permitting, as a large percentage of our projects falls within the Coastal Zone.

Our background and capabilities to advise on regulatory matters and provide permitting assistance is greatly enhanced by the regulatory background of our Managing Engineer (formerly on staff of State and RWQCB in the 1970s), and by the extensive work we perform routinely as onsite wastewater practitioners and designers. We regularly conduct soil and site evaluations, feasibility studies, system design, construction observations, performance evaluations and system monitoring. We are familiar with the entire onsite wastewater investigation and design process from start to finish. Additionally, we have gained recognition for our work in the assessment of water quality impacts and area-wide management approaches for OWTS.

A large percentage of our work is performed for City and County and agencies and regularly involves presentations, workshops and public meetings before Planning Commissions and Boards of Supervisors. We are experienced and comfortable working with public stakeholder and technical advisory groups.

Water Conservation and Environmental Sustainability Practices. Onsite wastewater treatment and disposal itself is an environmental sustainability practice, but it has room for further improvement. For example, Questa has developed designs and implemented greywater reuse independently and in combination with onsite wastewater treatment systems. We have also been working with County health departments to provide added incentives for greywater systems in the form of onsite wastewater disposal capacity credit as part of an approved onsite system.

Additionally, we have pioneered an innovative method for repurposing large quantities of used plastic water bottles and other single use plastics for use in common drainage and water and wastewater treatment applications. The practice uses plastic water bottles and other packaging as a substitute for gravel and other commercially manufactured plastic products used in various types of drainage, water storage and water filtration applications. The range of uses includes: (a) foundation drains and French drains; (b) sanitary drainfields (i.e., leachfields, soak trenches); (c) stormwater detention and bio-retention systems; (d) rainwater harvesting; and (e) a variety of water and wastewater filtration uses such as trickling filters, septic tank effluent filters, greywater treatment, constructed wetlands, and water filtration for aquaculture, koi ponds and other landscape water features. To date we have implemented this practice for several projects in Northern California and overseas for greywater filtration/constructed wetland, anaerobic upflow and trickling filters, septic tank effluent filters, sub-irrigated planter beds, drainage/dispersal systems.

International and Humanitarian Work. Over the past 10 years engineers from Questa have volunteered their time and expertise providing international and humanitarian water and sanitation assistance in different parts of the world, including projects in Mexico, Africa and the Pacific Islands. This has been mainly through cooperative work with Rotary International, Engineers Without Borders and other non-profit humanitarian organizations. It has evolved through personal and professional motivation, along with the realization that Questa possesses a unique set of skills and experience that are directly applicable to the pressing needs for water supply and wastewater solutions in developing regions around the world. Projects of note include:

- Development and delivery of multi-year (2011-2018) Rotary-sponsored water and sanitation education and apprenticeship training program for rural Fijian communities in cooperation with Ministry of Health. Included hands-on instruction in construction and maintenance of spring water

catchments, rainwater harvesting, water storage and distribution, sand filter water treatment systems, and graywater and black water sanitation systems. Trained approximately 120 health workers, village leaders and others through installation of 75 improvement projects. Development of course curriculum and training of 15 secondary school industrial arts instructors in biosand water filtration for Ministry of Education.

- Planning, design and operations training for community clean water and sanitation center in Kibera Slum, Nairobi Kenya (*Human Needs Project*), including 40,000 liter per day sewage treatment and water recycling system utilizing passive decentralized waste treatment methods with innovative applications of plastic bottle waste as filter media (2011-2014).
- Design and construction oversight of constructed wetland wastewater treatment and land dispersal system for coastal meditation retreat facility in Mexico.

The attached maps provide an overview of many Questa's area-wide onsite wastewater management studies and wastewater engineering projects.



NORMAN HANTZSCHE, P.E.

Principal/Managing Engineer

Registered Civil Engineer in California, 1975
B.S., Civil Engineering, Stanford University, 1971
M.S., Civil Engineering, University of California, Davis, 1973

Mr. Hantzsche has 45 years of professional civil engineering experience, with emphasis on hydrology, water resources and environmental engineering, as a consultant since 1979 and before that on the staff of the California State and Regional Water Quality Control Boards. His principal areas of specialization are rural water supply engineering, onsite and small-scale sewage and graywater treatment and disposal, hydrology and drainage, water quality management, non-point source watershed management. He has worked throughout California and internationally on humanitarian water and sanitation projects in Africa, Mexico and the Pacific Islands.

Representative Assignments

Onsite Wastewater Systems. Project Manager/Engineer for field investigation, planning and design of individual and small community wastewater treatment and disposal systems for more than 1,000 individual residences, campgrounds, resorts, un-sewered communities, schools and businesses throughout California. Projects range in scale from single-family residential to community-scale systems, including full range of onsite treatment and disposal technologies in current use, primary through Title 22 tertiary recycled water systems.

Grant Funded Community Wastewater Systems. Project Manager/Engineer for Small Community Grant funded feasibility study, EIR, design, construction management and on-going monitoring/consultation for STEP collection, wastewater treatment and community leachfields for: (a) Lake Canyon Community Services District, Santa Clara County; and (b) Marshall Community Wastewater System, Marin County.

Area-wide Onsite Management Programs. Field investigation, planning and evaluation of area-wide management programs for onsite wastewater disposal at Stinson Beach (Marin County), The Sea Ranch (Sonoma County), San Lorenzo Valley (Santa Cruz County), Town of Paradise (Butte County), Malibu (Los Angeles County), Carmel Highlands (Monterey County).

Local Agency Management Programs (LAMPs). Consultant to local health departments in California for development of local regulations for onsite sewage treatment and disposal and management programs, including development of LAMPs and design standards and operating permit programs for alternative systems (Alameda, Butte, Calaveras, Colusa, Glenn, Kern, Marin, Monterey, San Joaquin, San Luis Obispo, San Mateo, Santa Barbara, Santa Clara, Tuolumne).

Onsite Wastewater Pollution Studies. Principal Investigator for twenty wastewater pollution studies and sanitary surveys in un-sewered rural communities in Contra Costa, Lake, Marin, Mariposa, Placer, Santa Clara, Sonoma and Santa Barbara Counties.

Cumulative Impacts. Development of guidelines, regulatory requirements and procedures for assessing cumulative surface water and groundwater impacts from onsite waste disposal practices in the North Coast Region of California (1982), Marin County (1994) and local jurisdictions. Application of methods for regional analysis and dozens of cluster and community-scale on-site wastewater systems throughout California.

Wetland-Wastewater & Stormwater Treatment. EPA-funded research and evaluation of hydraulic/hydrologic processes and practices for managing wetland systems for wastewater and stormwater treatment.

Forensic Engineering. Consultation and expert witness testimony in litigation involving on-site wastewater disposal, groundwater supply, and hydrology/drainage (60+ cases).

Pro-bono Consulting. Pro-bono water, wastewater and environmental consulting and workshops for various Northern California non-profit organizations: (a) Vida Verde Nature Education, San Gregorio; (b) YES Nature to Neighborhoods, Richmond; (c) Richmond High School Urban Agriculture Program; (d) Marin Boy Scout Council; (e) Courage House, Northern California; (f) East Brother Light Station; (g) Monterey Bay Aquarium.

International and Humanitarian Water and Sanitation. (a) multi-year Rotary-sponsored apprenticeship training-building program for rural Fijian communities in cooperation with Ministries of Health and Education (2011-2018); (b) planning, design and operations training for community clean water and sanitation center in Kibera Slum, Nairobi Kenya (*Human Needs Project*), including 40,000 liter per day sewage treatment and water recycling system utilizing passive decentralized waste treatment methods with innovative applications of plastic bottle waste as filter media (2011-2014); and (c) design and construction oversight of constructed wetland wastewater and treatment and land dispersal system for coastal meditation retreat facility in Mexico.

Selected Publications

- Hantzsche, N.N. and E.J. Finnemore. Predicting Ground-Water Nitrate-Nitrogen Impacts. *Groundwater JI.*, Vol. 30, No. 4. July-August 1992.
- Finnemore, E.J. and N.N. Hantzsche. Ground-Water Mounding Due to On-Site Sewage Disposal. *Jl. of the Irrigation and Drainage Division, ASCE*, Vol. 109, No. 2. June, 1983.
- Hantzsche, N.N.. Wetland Systems for Wastewater Treatment: Engineering Applications. Conference Paper - Ecological Considerations in Wetlands Treatment of Municipal Wastewaters. U.S. Fish and Wildlife Service and EPA. University of Massachusetts, Amherst. June 24-25, 1982.
- Hantzsche, N.N., W.T. Neikirk and T.J. Wistrom. Soil Textural Analysis for On-Site Sewage Disposal Evaluation. ASAE - Third National Symposium on Individual and Small Community Sewage Treatment. Chicago, Illinois. December 1981.
- Hantzsche, N.N., E. Chan, T.A. Bursztynsky and Y.J. Litwin. The Use of Wetlands for Water Pollution Control. U.S. EPA Municipal Environmental Research Laboratory. 1981.
- Hantzsche, N.N. and J.B. Franzini. Utilization of Infiltration Basins for Urban Stormwater Management. International Symposium on Urban Storm Runoff. University of Kentucky, Lexington. July 1980.

Experience

- | | |
|---------------|---|
| 1982 -present | Principal and Managing Engineer. Questa Engineering Corporation, Point Richmond, California. |
| 1979 - 1982 | Senior Civil Engineer, Vice President, Project Manager. RAMLIT Associates, Inc., Berkeley, California. |
| 1975 - 1979 | Associate Water Resources Control Engineer. North Coast Regional Water Quality Control Board, Santa Rosa, California. |
| 1973 - 1975 | Assistant Engineering Specialist, Sanitary. State Water Resources Control Board, Sacramento, California. |
| 1972 - 1973 | Hydrologist. Burgy and Knight Associates, Davis, California. |
| 1972 | Teaching Assistant in Hydraulics and Surveying. University of California at Davis, Davis, California. |

PAUL POSPISIL, P.G.
Project Geologist

Professional Geologist in California No. 7621
M.S., Geology, California State University, Hayward
B.A., Earth Science, Southern Connecticut State University

Mr. Pospisil is a California-licensed Professional Geologist with 35 years of experience conducting field investigations of soils, groundwater, and geologic conditions for onsite wastewater treatment and disposal throughout the S.F. Bay Area and Northern California. Over the years he has acquired extensive and unique first-hand knowledge of soils and geologic conditions throughout Marin County. His groundwater experience includes investigation of geologic conditions for water well siting, supervision of well drilling, borehole logging, design, implementation, and interpretation of pumping tests, and water quality monitoring. His assignments have included field determinations and mapping of soil and groundwater conditions, along with follow-up planning, design, and construction inspection of onsite wastewater disposal systems for residential and small commercial and institutional facilities. Mr. Pospisil also has experience in geologic mapping and slope stability assessment.

Representative Assignments

Onsite Wastewater Site Evaluations and Design. Project manager for several hundred residential and commercial site evaluations, soil and groundwater testing, and design of onsite wastewater systems in Alameda, Contra Costa, Marin, Placer, San Mateo, Santa Clara, Santa Cruz and Sonoma Counties.

Community-Scale Wastewater Systems. Feasibility and field investigations, design, permitting and on-going consultation and monitoring oversight for various community-scale wastewater systems in Marin County, including Spirit Rock Center, Green Gulch Farm-Zen Center, Skywalker Ranch, Big Rock Ranch, French Ranch, Lagunitas School, and EAH Point Reyes Affordable Housing Project.

Marin County Parks. Project manager for planning study of wastewater facility needs and options for visitor serving areas in coastal regions of Marin County, conducted for Marin County Parks and Recreation.

Dillon Beach and Point Reyes Station Investigations. Project manager for field investigation of soils and groundwater conditions for onsite wastewater improvements at Dillon Beach Resort, Lawson’s Landing and Point Reyes Affordable Housing Project, Marin County.

Presentation Center. Project manager for field assessment of existing wastewater system and site conditions, alternatives analysis, design, permitting and construction management assistance for wastewater facilities upgrade at the historic Presentation Center retreat near Lexington Reservoir in Santa Clara County.

Sanitary Surveys. Lot-by-lot sanitary survey, well water sampling, mapping and evaluation of groundwater impacts from septic systems in the communities of Mid Pines, Mt. Bullion, Hornitos and Bear Valley in Mariposa County.

Onsite System Performance Evaluations. Inspection and testing for repair and renovation of onsite wastewater disposal systems, various S.F. Bay Area counties.

Groundwater Investigations. Monitoring well installation and water quality sampling for baseline groundwater investigations and assessment of waste disposal impacts at Bolinas Mesa (Marin County) and The Sea Ranch (Sonoma County).

Experience

1990 -	Project Geologist, Questa Engineering Corporation, Point Richmond, California
1986 - 1990	Engineering Associate, Questa Engineering Corporation, Point Richmond, California
1985 - 1986	Field Technician, Questa Engineering Corporation, Point Richmond, California

MATT WOLL

Environmental Engineering Associate

Mr. Woll is an Environmental Engineering Associate with 20+ years hands-on experience in the planning, design, installation, and operation of small-scale rural water and wastewater systems. At Questa since 2002, he has been responsible for conducting field investigations of soils and groundwater conditions for land-based wastewater treatment and disposal, planning and design of residential and small-scale commercial onsite wastewater treatment and disposal systems, ongoing monitoring and maintenance of wastewater system operations, construction inspection, and implementing routine system repairs and modifications. Prior to joining Questa, Mr. Woll spent ten years as a plumbing and wastewater installer and maintenance technician in Northern California. He is a California Licensed Engineering Contractor (A), #948253.

Representative Assignments

Site Suitability Evaluations. Lead for field investigation and evaluation of soil, groundwater and related site conditions for several dozen onsite wastewater disposal system upgrades and new installations for residential, commercial and institutional facilities in various Northern California counties.

Sanitary Surveys. Lot-by-lot sanitary survey, mapping and evaluation of site conditions and impacts on surface water and groundwater from septic systems in unsewered communities in Marin and Monterey Counties.

Monitoring and Maintenance. On-going monitoring, maintenance and trouble-shooting onsite wastewater systems for residences, schools, commercial facilities, and small communities, including various technologies such as intermittent and recirculating sand filters, aerobic treatment units, pressure dosed leachfields, pumps and automatic dosing siphons, mound, subsurface drip dispersal/irrigation, holding ponds and spray irrigation.

Marshall Community Wastewater System. Design, construction inspection, testing of a STEP collection system, secondary treatment and leachfield for community wastewater system, Marin County; included two miles of HDD pipeline installation along Highway 1, 52 residential and commercial STEP unit installations, recirculating packed-bed treatment system, lift stations, automatic dosing siphons, and 3,000 feet of pressure dosed leachfield. Cultural resources required close archaeological, community, and tribal coordination.

Point Reyes Affordable Housing Project. Construction management and on-going monitoring and maintenance oversight for Point Reyes Affordable Housing project and Point Reyes Visitor Center wastewater and stormwater management systems.

Caldecott Tunnel Sewer. Field engineering and construction inspection for 3,000 lineal feet of 8-inch diameter HDPE retrofit sewer installation at Caldecott Tunnel in Oakland, California, including horizontal directional drilling, suspension on bridge decking, and routing through tunnel infrastructure.

Oakland Hills STEP Systems. Feasibility assessment, planning, design and construction oversight of STEP collection systems for septic-to-sewer conversions at multiple sites in Oakland Hills.

Humanitarian Water and Sanitation. Field engineering, construction inspection and operator education for international humanitarian water and sanitation projects in Mexico, Africa and South Pacific (2010-present).

Experience

2002 - Present	Environmental Engineering Associate, Questa Engineering Corporation, Point Richmond, California
1996 – 2002	Sewer/waste disposal system installation and repair Bidder/Supervisor, Lake and Alameda County Roto Rooter franchise
1992 – 1995	Plumbing and sewer/waste disposal system installation and repair technician, Lake County Roto Rooter franchise

OLIVER REYES

GIS/Graphics Specialist

B.S., Landscape Architecture, University of California, Davis (graduated Magna cum Laude)

Mr. Reyes has more than 12 years of experience in graphic design, landscape architecture, engineering and drafting. He has contributed expert info-graphics, analysis mapping, and design documentation services to a wide range of public work projects. His recent projects have included open space planning, trail planning, landscape restoration, and streetscape design. Mr. Reyes has extensive experience using GIS, AutoCAD Civil 3D, Photoshop, Illustrator, InDesign, and Sketch Up, and has excellent hand drafting/rendering skills. His background in landscape architecture, combined with his graphic skill set, bring effective visual communication to project designs, analysis, and presentations.

Representative Assignments

- **Breuner Marsh Restoration and Public Access Plan, Richmond CA.** Construction documentation, trail planning, design development of restoration planting, site grading, bridges, boardwalks, and picnic and parking facilities.
- **Sunol Community Wastewater Feasibility Study, Alameda County.** Landscape/planting design and renderings for feasibility study of vegetated recirculating gravel wastewater system for unsewered community of Sunol.
- **South Branch Arroyo Conejo Multi-Use Pathway Plan, Thousand Oaks.** Analysis mapping and design drawings for a planning and implementation study evaluating alignment options and incorporating public education opportunities for a 1.5 mile bicycle and pedestrian path.
- **Rehabilitation of Sausalito Bridgeway Medians, Sausalito.** Produced mapping and diagrams of existing conditions, opportunities and constraints for improvements along a 1.25-mile section of Bridgeway Boulevard.
- **Kimberly Park Bay Trail Feasibility Study, City of American Canyon.** Mapping, design and landscape architecture for study evaluating engineering feasibility and alignment options for shoreline trail access and connections to existing and planned trails.
- **North Central Pedestrian Infrastructure Improvements (San Mateo, CA).** Staff Landscape Architect and drafter for improvements at eight intersections, pedestrian-scale lighting throughout the neighborhood, and rain gardens in bulb-outs and curb extensions for stormwater filtration, including design support during construction.
- **Castro Valley Creek Landscape.** Landscape design support for public access and pedestrian amenities along a 1,000-foot creek reach adjacent to Castro Valley Library. Bay-friendly design incorporates low water use native species, permeable pavement, water efficient irrigation, habitat features, interpretive signage, outdoor education area and other elements associated with a creek restoration project.
- **Albany Beach Restoration and Public Access Project: Final Engineering & Environmental Design, CEQA Review, and Project Permitting, Albany and Berkeley, CA.** Assistance with design and permitting for park improvements, including master planning and site improvements for shoreline stabilization, Bay Trail, ADA access, non-motorized watercraft staging area, beach access, restroom, bicycle racks, park signage, interpretive exhibits, landscaping, beach improvements and picnic facility.

Experience

2012-present	GIS/Graphics Specialist, Questa Engineering Corporation, Point Richmond, CA
2010-2011	Landscape Architect Intern, San Francisco Department of Public Works, Landscape Architecture Section, San Francisco, CA.
2005-2007	Engineering Consultant, Create Technologies, Berkeley, CA
1999-2005	Engineering Technician, FP International/Novus Packaging, Redwood City, CA
1998-1999	Drafter, Pinnacle Engineering, San Francisco, CA

**POINT REYES AFFORDABLE HOUSING PROJECT, POINT REYES STATION,
MARIN COUNTY, CALIFORNIA**

CLIENT: EAH Housing

CONTACT: Lamar Turner, Project Manager, (415) 258-1800
2169 E. Francisco Boulevard, Suite B, San Rafael, CA 94901

KEY STAFF: N. Hantzsche, P. Pospisil, M. Woll, J. McGregor

DATES: 1999-2005 (design and construction)
2005-present (monitoring and maintenance)

Questa provided stormwater, hydrologic, and wastewater engineering services for the Point Reyes Affordable Housing Project in Marin County. The project includes a mix of several small single-family residences, low cost rental units, a small farm, public restrooms and parking facilities, and a small commercial lot.



Questa prepared the drainage analysis and design for infiltration drainage and wetland enhancement to minimize development effects on town storm drainage facilities. The infiltration drainage systems include shallow sedimentation-settling basins, infiltrator trenches, and grass infiltration bioswales for collection, treatment, and subsurface dispersal of runoff from roof downspouts, parking areas, and roadways.

Questa conducted extensive soil, groundwater, and percolation testing on the site and developed the wastewater facilities in an iterative planning process involving project planners, architect, civil engineer, and public groups. The wastewater facilities include a mix of individual and cluster systems, utilizing a combination of conventional designs, supplemental treatment, pressure-dosed systems, and mounds. Cumulative nitrogen loading and groundwater mounding studies were completed to verify the suitability and appropriate development density for the site. Additionally, Questa installed monitoring wells and completed a hydrogeologic investigation and analysis of potential project effects on local groundwater resources, with particular focus on protection of the North Marin Water District water supply wells located on the adjacent U.S. Coast Guard property.



The Project was permitted by the Coastal Commission and constructed in 2004-2005. Wastewater facilities were installed under permits issued by Marin County Environmental Health Services, with review and concurrence from the S.F. Bay Regional Water Board. Conditions of approval included development of detailed operation, maintenance and monitoring programs for all wastewater systems, which were prepared by Questa. Since 2005 Questa has provided ongoing monitoring and maintenance assistance for the wastewater and stormwater management systems, developing extensive documentation on their capacity, usage, conditions and overall performance.

MARSHALL COMMUNITY WASTEWATER SYSTEM

CLIENT:	<i>Marin County Community Development Agency, Environmental Health Services Division</i>
CONTACT:	<i>Rebecca Ng, Deputy Director, Environmental Health Services, (415) 499-6919 3501 Civic Center Drive, Room 236, San Rafael, California 94903</i>
KEY STAFF:	<i>N. Hantzsche, PE, W. Hopkins, CEG, P. Pospisil, PG, M. Woll</i>
DATES:	<i>Phase 1: 2005 -2008 / Phase 2: 2014-2015 Operations Consulting 2008 - Present</i>

Questa was retained in January 2005 to develop a community wastewater solution for the 95 residences in the East Shore region of Tomales Bay centered about the town of Marshall. The community has historically been served by individual septic systems, most located on the shoreline and in need of upgrade, replacement, or repair. These systems have been identified as a contributing source of public health and water quality problems in Tomales Bay, a 303(d) listed water body, impaired for pathogens.

Questa's role was to identify and develop an affordable project, meeting the community needs as well as requirements of funding and regulatory agencies (SWRCB and EPA). This entailed a comprehensive review of prior work and new issues, a comparative analysis of the feasibility, costs, and environmental impacts of potentially viable alternatives, identification and design of a recommended project, and development of a revenue plan for financing. The project included extensive public outreach with the local community and the environmental organizations in the West



Marin County area, including more than a dozen public meetings over a three-year period.

The selected project was a community wastewater facility for the town of Marshall. After selection and under tight grant timelines, the initial project EIR, system design, assessment district formation, construction bidding, financing, and agency permitting (Coastal Commission, Regional Water Board, Cal Fish and Wildlife, CalTrans) were completed in an accelerated 6-month time frame in 2007. Questa provided all engineering services through construction management and start-up assistance, and continues to provide as-needed operations and monitoring consulting for the system.

The Marshall wastewater system consists of a STEP (septic tank effluent pump) collection system and community leachfield on a 6-acre portion of adjacent ranchland acquired by County. The initial construction phase was

completed in 2008 serving 35 properties in the northern part of the service area; a second phase expansion was completed in 2015 for an additional 17 properties, also adding a secondary treatment system. Notable aspects of the system include: (a) two miles of 3-inch effluent force main installed along Highway 1 by low-impact, horizontal directional drilling methods; (b) onlot STEP units fit into very tight space constraints along the shoreline properties adjacent to Highway 1; (c) phased transitioning from primary to secondary treatment; and (d) formation of County of Marin's first onsite wastewater management zone to oversee facility operation and maintenance. Questa assisted in leading a public tour of the wastewater facility for the S.F. Bay Regional Water Board members as part of their October 2019 meeting in west Marin County.



LAKE CANYON COMMUNITY WASTEWATER SYSTEM

CLIENT: Lake Canyon Community Services District

CONTACT: Kirk Epperly, (408) 334-4456, kirk.epperly@yahoo.com

KEY STAFF: N. Hantzsche, PE, W. Hopkins, CEG, R. Moore, REHS

DATES: 1989-1994: Feasibility Studies & Design
1996-1997: Construction Management
1997 – Present: Ongoing Monitoring/Consulting

Funded under the State Small Community Grant Program, the project included the design and construction of a small diameter effluent sewer system and a community leachfield to serve the 60-home community of Lake Canyon located in the Santa Cruz Mountains in Santa Clara County. The community is situated in a steep wooded canyon and historically relied on individual septic systems, many of which encroached closely on the local stream that drains into Lexington Reservoir.

Questa was initially hired in 1989 to conduct a sanitary survey assessing the functioning status of existing septic systems and water quality threat to downstream drinking water supplies. Based on the findings, the State Water Board authorized funding for a feasibility study and environmental impact report. Questa explored various alternatives and completed a Wastewater Facilities Plan for the community in 1992. Waste discharge approval was obtained from the S.F. Bay Regional Water Board, followed

by State Water Board grant approval and funding for system design and construction. Questa provided design and construction management services for the project, which was completed and went on-line in 1997. Since then Questa has provided on-going operations, maintenance and monitoring assistance.

Because of the steep terrain and small lots, wastewater facility options and construction access were extremely limited. Working cooperatively with Santa Clara County, a suitable site was identified for a community leachfield easement on adjacent lands owned by Santa Clara County Department of Parks and Recreation. Based on cost, constructability, and low maintenance, the selected sewer design was a small diameter gravity effluent/STEP system, including new on-lot septic tanks with effluent collected to a main lift station at the bottom of the canyon. A 2,600-foot long force main conveys effluent to the leachfield site on Park land. The leachfield is a dual pressure-dosed system designed for 17,000 gpd, using duplex automatic large-capacity dosing siphons to avoid electrical power requirements at the remote leachfield site.



The project continues to be toured from time-to-time by other community groups and professionals interested in sustainable, low-maintenance small community wastewater solutions for highly constrained environments.



2) Project Concept & Proposed Scope of Work

A) Project Concept

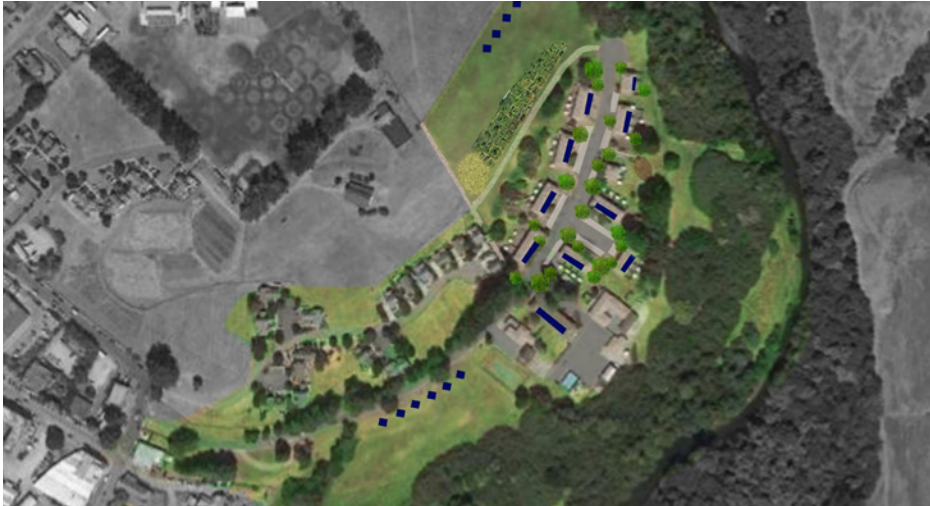
B) Proposed Scope of Work

C) EAH Outreach

2.A) Project Concept



CA Lic. 853495 | HI Lic. RB-16985



Former Coast Guard Housing Facility

It is our understanding that the primary goal of the Conversion of Existing Housing to Affordable Housing and Implementation of Community Vision and Reuse Plan is the development of a well-designed, affordable, deed-restricted, rental housing community in harmony with nature and consistent with the "Community's Vision" as outlined in the RFP. In addition, the protection of water quality in Lagunitas Creek and the North Marin Water District's onsite potable water wells are long-term concerns. We propose to incorporate the benefits of permaculture and green building best-practices to foster a sustainable neighborhood that is consistent with the rich history of Point Reyes Station and West Marin.

For Phase One, we propose to rehabilitate all of the townhomes to Net Zero Energy and Net Zero Carbon (NZE/NZC) standards incorporating 100% on-site power generation and wastewater treatment while preserving the intimate scale of the housing and open spaces. We propose to completely recycle/rehabilitate the existing barracks structure into affordable independent senior living studios and one bedroom apartments with communal spaces and amenities. We also propose to remove as much asphalt as possible, provide permeable pavers where appropriate, and incorporate edible landscaping and shade trees to minimize heat island effects. ADA access will be provided to all public amenities, and community trash, recycling and mail facilities will be provided in convenient locations. Interpretive signage will be provided to tell the story of the site, surrounding countryside and property improvements.

For Phase Two, we propose to build upon the great public outreach completed to date to include the vision of the existing and new community members. Possible future amenities may include a large community garden and outdoor gathering place linking the site with the West Marin Elementary School, new recreation center, upgraded tennis courts, nature based play grounds, tot-soccer, additional essential services facilities and a "Town Square" gathering place.

Please see the following pages that outline in greater detail the project goals and our proposed scope of work and vision for the project.

2.A) Project Concept



CA Lic. 853495 | HI Lic. RB-16985

Project Goals

PLACEMAKING

Our team’s approach to place-based design puts people at the center of our work, and it starts with respectful engagement with those who know the place best. We are therefore committed to engage – in a meaningfully inclusive and culturally sensitive way -- with the richly diverse members of the Point Reyes Station community and fellow residents living throughout the West Marin bioregion (Olema, Stinson Beach, Bolinas, Tomales, Dillon Beach, and Inverness). As a Marin County-based nonprofit and a long-time member of the Point Reyes village, EAH is well positioned to collaborate on a thoughtful re-imagining of the Coast Guard property, and to help create another permanently-affordable community asset which benefits the public for generations to come. Point Reyes Station is fortunate to be home to the many local champions who helped to co-create the opportunity for the County of Marin to purchase the Coast Guard property, and our work will build on this preceding organizing and visioning work. In this regard, should EAH be selected as the County’s lead development partner, our intent would be to invite CLAM to explore with us whether a joint development of the property would be of mutual interest and community benefit.

GOALS

Our team's current vision is shaped by the following overarching goals:

- Provide a mix of sustainable homes designed and financed for a diverse inter-generational cross-section of the Point Reyes community, including permanently affordable and community-controlled apartments for families and seniors.
- Create a public-commons tailored to local needs and aspirations, which sustains environmental health, and nourishes civic, cultural, artistic, educational, and recreational life.
- Capitalize on the master-planning, infrastructure, and operational efficiencies uniquely available to the EAH plan through its adjacency to the EAH owned Point Reyes Family apartments property.

Provide much-needed affordable housing for the Point Reyes Station community

When this project is completed, 36 existing town homes will be rehabilitated to deed restricted affordable rental housing for households earning at or below 80% of County of Marin median income. In addition, we propose to convert the existing dormitory structure into housing for lower-income independent-living seniors. The goal is to create a sense of place that celebrates Point Reyes Stations’ rich historical past while offering lower-income West County residents a pathway to help create Point Reyes Stations future.



Preserve the existing West Marin sense of rural open space

The existing West Marin landscape of rolling hills, coastal live oaks, pastures, waterways, small homesteads, and towns is challenged by mounting tourist industry pressures and other factors. We imagine a site design that welcomes the public into a new neighborhood that is inclusive, integrated, and connected to the Point Reyes village. We propose to stay within the existing development footprint of the Coast Guard property, but to do so through a careful alignment with and linkage to EAH's neighboring property to better improve public access, circulation, and open space. We do not propose additional structures, buildings, or changes to the Lagunitas Creek riparian zone within the re-programmed Coast Guard neighborhood.

Embrace community building and empower groups that have been historically disadvantaged

Community building doesn't just happen – it needs to be cultivated through a robust inclusive process of active listening, observing, questioning and participation. EAH and 450 Architects have demonstrated experience leading and participating in community-building initiatives with diverse communities, from coastal rural villages to urban neighborhoods. The community input outlined in Section 2.C. Community Engagement of the RFP highlights the practice that our team will follow to give voice to the broad West County community, and particularly by employing affirmative, culturally sensitive, and language appropriate steps, we aim to empower and engage groups that have been historically disadvantaged.

Employ permaculture, regenerative design and green building best practices

Through regenerative design, we intend to repair some of the scars created by the existing Coast Guard development. Some of these elements include removal of excess asphalt; provide consistent ADA access through the site; create new community-based amenities; foster educational opportunities for diverse ages and interests; include community gardening and edible landscaping, etc.

Green building best practices are well known in West Marin and expected on every project we design. Typically, the first step would be to rehabilitate the existing building stock exterior envelopes, IE: address waterproofing, add insulation, provide high-performance glazing, install cool roofs, add shade trees as appropriate, etc. The next steps would be to update the building systems such as appliances, lighting, heating and ventilation. Each system can be upgraded to provide benefits not only for the environment but the residents as well by lowering their monthly utility bills.

We are interested in collaborating with the County on a Net-Zero Energy/ Net Zero Carbon (NZE/NZC) rehabilitation of the existing Coast Guard facilities, subject to availability of public rebate and funding programs necessary to finance the renewable power and energy conservation improvements. We propose to add both roof mounted and ground mounted Photovoltaic (PV) solar panels for the primary power generation.

Create a financially viable project that supports age, occupational and income diversity

The success of this project will not be measured in the immediate time frame, but in its long-term ability to foster community and inclusion. To that end, we propose amenities that will encourage age, occupational and income diversity. For the inter-generational community that we envision, we expect that future occupants would generally reflect the demographic make-up of the 50+ households currently residing in EAH's Point Reyes Family and Walnut Place communities. By way of example, over 60 household members from infants to 70+ year old - call Point Reyes Family apartments their home. Close to 70% work in West Marin and approximately 10% work in greater Marin County. The EAH community is home to retired seniors and to individuals with disabilities, and no less than 5 households work within Marin County's agricultural sector. As in EAH's Point Reyes Family and Walnut Place affordable communities, the new Coast Guard project will provide permanently affordable housing to both retired seniors and to members of West Marin's backbone workforce employed within the education, hospitality, retail, agriculture, services, and other essential sectors of the Marin economy. Please see the following Financing section for details of our financial modeling.

Encourage resident-serving amenities and uses

The proposed site design preserves the existing housing, dormitory, commissary, classroom and storage buildings. It features a new Town Square to help create a sense of place and is conceived of as a place for a possible farmer's market, craft fairs, community gatherings and celebrations. Located adjacent to the Town Square we imagine community-wide functions such as classrooms for computer programming, workshop/maker's space, and perhaps ceramic and painting studios and storage and maintenance facilities.

Foster health and wellbeing

The West Marin lifestyle is based upon community, outdoors enjoyment and healthy happy living. Recreation and active lifestyles are critical to wellbeing. We propose to use the existing tennis courts, pavilion and open space as a health and wellbeing hub for the new community – one that we imagine would be made available for all residents of Point Reyes Station. Subsequent to Phase 1, we propose to resurface the tennis court, add nature-based age-appropriate play equipment, add informal baseball or tot-soccer fields and refurbish the gazebo to meet current ADA codes. Subsequent to Phase 1, we would also propose the demolition of the existing commissary and creation of a new Community Center to anchor the part of the site plan. We envision the architectural design to complement the West Marin vernacular architecture, scale and materiality.

Remove barriers and create linkages

A development plan which complements and enhances the Point Reyes community experience is a critical measure for the long-term success of a re-envisioned Coast Guard property. We propose to remove as many fences as possible between the former Coast Guard facility and adjoining properties -- specifically, we are proposing to remove the fence at the site entry and adjacent to the EAH Point Reyes Family apartment development. In doing so, we create a broader diverse community. Further, and in connection to access easements running through the EAH Point Reyes Family property, we are prepared to

explore the feasibility of enhancing the existing circulation between the Coast Guard site and the Elementary School. Due to the Coast Guard property's location proximate to the historic town center, we propose to provide facilities that encourage safe pedestrian and bike use patterns.

Support education at all ages

The former Coast Guard property is located within walking distance of the West Marin Elementary School. We propose to embrace this relationship and enhance the existing hillside access to the connecting easement along the adjacent northwest property. The new housing will not only provide new students and energy for the school, but also provide an opportunity for families, youth and senior citizens to benefit from each other's experiences and diversity – a symbiotic relationship indeed.

The site itself also offers numerous outdoor educational opportunities. Lagunitas Creek and surrounding countryside offers unlimited learning opportunities about ecology, micro-climates, seasonal patterns, hydrology, biology, habitat, climate change, etc. The list is endless. Where appropriate we propose to add modest foot paths or trails along the creek to help create awareness of fragile habitats and respect for wildlife.

We also propose to add a community garden and outdoor educational area. We envision this use area as a community gathering place to teach and learn about the benefits of permaculture (slow it, sink it, spread it) and edible gardening as ultimately determined by the community members.

Convey the history of the site

At the entry, and throughout the site, we propose to have a robust interpretive program telling the story of the Miwok Indians, settlement of Point Reyes, Coast Guard history, MALT, and the numerous best practices included in the project. Items that could be highlighted include water conservation, waste water treatment, energy conservation and generation, green building, habitat preservation, native and invasive plants, etc. The site and project are rich with possibilities and the educational story should be front and center and told in a subtle non-intrusive manner.

Water Conservation / Wastewater treatment

Water conservation is a critical issue throughout California and the world. For the wastewater treatment scope of work, we propose to separate the black water from the gray water at all of the housing units. The gray water could be used for sub-surface irrigation in front of the housing units or in the community garden. This could be a great educational possibility! We propose to collect the wastewater and through a natural filtration process use the existing capacity of the adjacent EAH leach fields (see Waste Water System Scope for details).

2.B) Scope of Work



- ZONE 1** ENTRY & INTERPRETIVE
- ZONE 2** HOUSING
- ZONE 3** COMMUNITY FARM
- ZONE 4** COMMUNITY PLAZA/CENTER
- ZONE 5** RIPARIAN
- ZONE 6** EAH PT. REYES FAMILY APARTMENTS

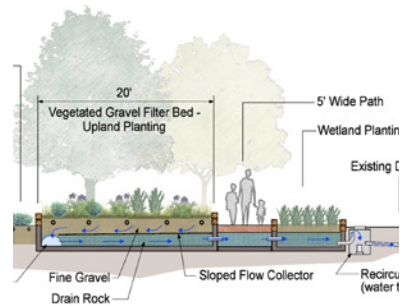
2. B) Scope of Work - Zone 1



ENTRY + INTERPRETIVE



1. OPEN SPACE



2. WASTE WATER TREATMENT



2. VEGETATIVE GRAVEL BED



3. INTERPRETIVE

PHASE 1 - MAINTAIN FEELING OF OPEN SPACE

1. Remove Barriers. Remove as much visual clutter as possible to enhance the feeling of open space. Remove fences between the former Coast Guard facility and the EAH Pt. Reyes Family Apartments creating a broader more integrated community with an inviting threshold to the new neighborhood. Encourage pedestrian and bicycle transportation.

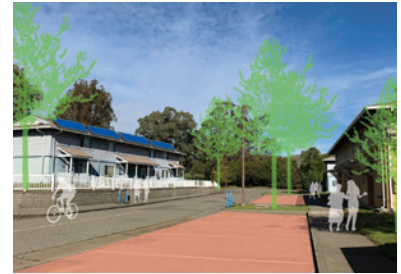
2. Waste Water Treatment. Location of existing waste water storage tanks and pumps. Propose vegetated gravel filter for new waste water system (see Waste Water scope of work section)

3. Interpretive. Educate the community on the history of the site and the importance of water conservation. Instal exhibits relating to the political, natural and social history of the site. Include additional exhibits highlighting natural system, permaculture land management practices and the vegetated gravel filter that will be treating waste water.

2. B) Scope of Work - Zone 2



HOUSING - TOWN HOMES



1. NET ZERO ENERGY



2. WASTE-GREY-RAIN WATER



3. LANDSCAPING



4. PERMEABLE PAVING

PHASE 1

1. Net Zero Energy (NZE). Rehabilitate existing town homes to meet net zero energy standards including: cool roofs with solar panels, low-E windows, insulation, tankless hot water heaters, low VOC paint, LED lighting, low-flow plumbing fixtures, energy star appliances and individual unit heat pumps etc.

2. Waste Water, Grey Water & Rain Water. Dual plumbing systems to separate grey water from black water to be provided. Black water collected for natural filtration; common greywater system proposed for community garden; laundry to landscape at individual units; Rainwater collected to bioswales for groundwater recharge.

3. Landscaping. Provide native trees and landscaping to minimize heat gain from western sun exposure and heat island effect.

4. Permeable Paving. Replace asphalt surfaces with permeable paving at parking areas to increase ground water recharge.

5. Interpretive. Provide podium with graphics and text showing how the greywater system works and history of site (Miwok settlement, US Coast Guard & non-profit development).

2. B) Scope of Work - Zone 2



HOUSING - SENIOR INDEPENDENT LIVING



PHASE 1

- 1. Senior Independent Living [SIL] Center.** Recycle the existing dormitory structure to create (8) studios and (6) 1 bedroom apartments with new elevator, stair and communal facilities for senior citizens.
- 2. ADA.** Provide accessible parking and signage as required for each cluster of buildings. Sidewalks to be made ADA compliant throughout the site.
- 3. Interpretive.** Provide historic information about the history of the Coast Guard housing, etc.
- 4. Trash/recycling/compost.** Provide resident trash/recycling/compost areas adjacent to each cluster of townhouses and SIL Center.
- 5. Mail.** Provide accessible mail location for townhomes and SIL Center.
- 6. Existing Playground.** Propose to renovate existing playground with community input to meet current codes to provide a play area with nature based play features with ADA accessibility.



1. SENIOR INDEPENDENT LIVING CENTER



2. ADA



5. MAIL



6. EXISTING PLAYGROUND

2. B) Scope of Work - Zone 3



PUBLIC OPEN SPACE



1. OPEN SPACE



2. COMMUNITY GARDEN



3. OUTDOOR CLASSROOM



4. SOLAR

PHASE 1

1. Open Space. Preserve existing open space for future additional use.

PHASE 2

2. Community Garden. Propose an area dedicated to community garden space; with a mix of raised beds and in-ground planting per permaculture principles. to allow for edible components. Further development of resident needs and desires to be determined through community outreach program.

3. Outdoor Classroom. In collaboration with the West Marin Elementary School create an informal gathering space in a natural setting to create a flexible space for the community to promotes active play and allows children and adults to experience nature in as many ways as possible.

4. Solar. Ground mounted solar to power future community amenities

5. Develop Existing Easements. Create geater linkages to the adjacent school and larger Point Reyes community.

2. B) Scope of Work - Zone 4



COMMUNITY PLAZA/CENTER



1. OPEN SPACE



2. ESSENTIAL SERVICES

PHASE 1

- 1. Open Space.** At this time, we propose to maintain the existing sense of open space, habitat and ecosystem zone to support the symbiotic relationship with nature.
- 2. Essential Services.** Maintain existing Marin County Fire Department training facility.

PHASE 2 (with additional community input)

- 3. Recreation.** Retain and repair existing tennis courts, pavilion and open space including resurface the tennis court, add nature-based age-appropriate play equipment, add informal baseball or tot-soccer fields and refurbish the gazebo to meet current ADA codes
- 4. Classroom Building.** Reprogram existing classrooms to be utilized by the community
- 5. Commissary/Recreation Center.** Reprogram existing commissary to become community kitchen and meeting space.
- 6. Solar.** Ground mounted solar to power future community amenities
- 7. Town Square.** Features a new Town Square/community hub to help create a sense of place; this is conceived of as a place for a farmer's market, craft fairs, community gatherings and celebrations. Located adjacent to the Town Square would be community-wide functions such as classrooms for computer programming, workshop/maker's space, and perhaps ceramic and painting studios and storage and maintenance facilities.



4. CLASSROOM BUILDING

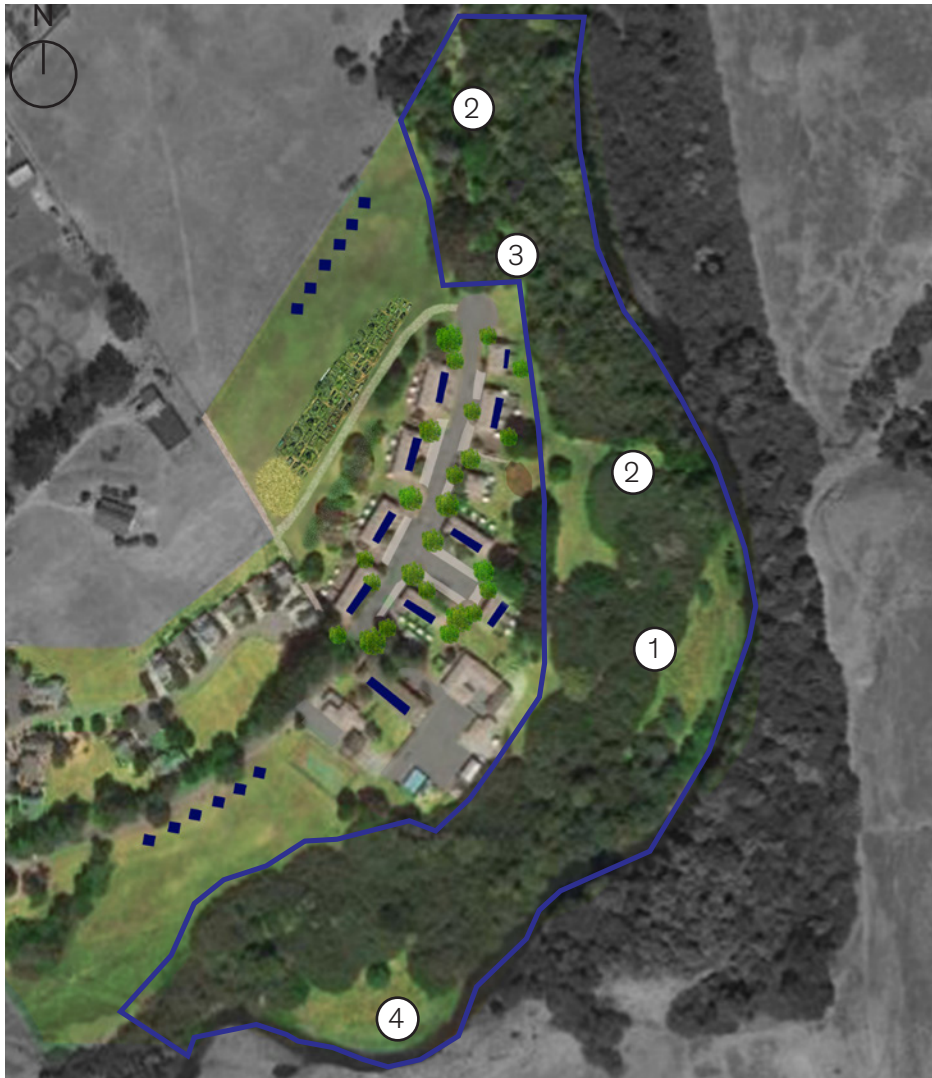


5. COMMISSARY CENTER

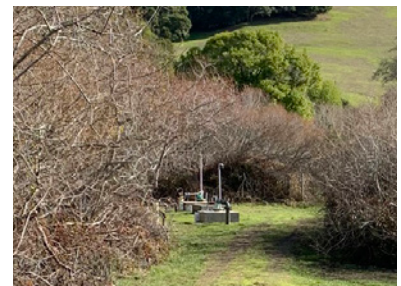
2. B) Scope of Work - Zone 5



RIPARIAN



1. WILDLIFE



2. NMWD WELLS



3. INTERPRETIVE



4. NATURE PATH

PHASE 1

- 1. Wildlife Zone.** Allow nature to thrive, give local wildlife space to occupy. Provide limited access.
- 2. NMWD wells and pump house.** Preserve existing North Marin Water District access to equipment and quality of water.
- 3. Interpretive.** Provide podiums with text and graphics educating the occupants on seasonal water flows, landforms, how ecology through seasons, etc.

PHASE 2

- 4. Nature Path.** With community input investigate allowing limited access to wildlife zone for educational and conservation uses.

2. B) Scope of Work - Zone 6



EAH PT. REYES FAMILY APARTMENTS



1. REMOVE BARRIERS

PHASE 1

1. Remove Barriers. Connect the existing EAH Pt. Reyes Family Apartments to the Coast Guard site by removing fences and adding pedestrian connections to create a sense of inclusion and enhanced open space.

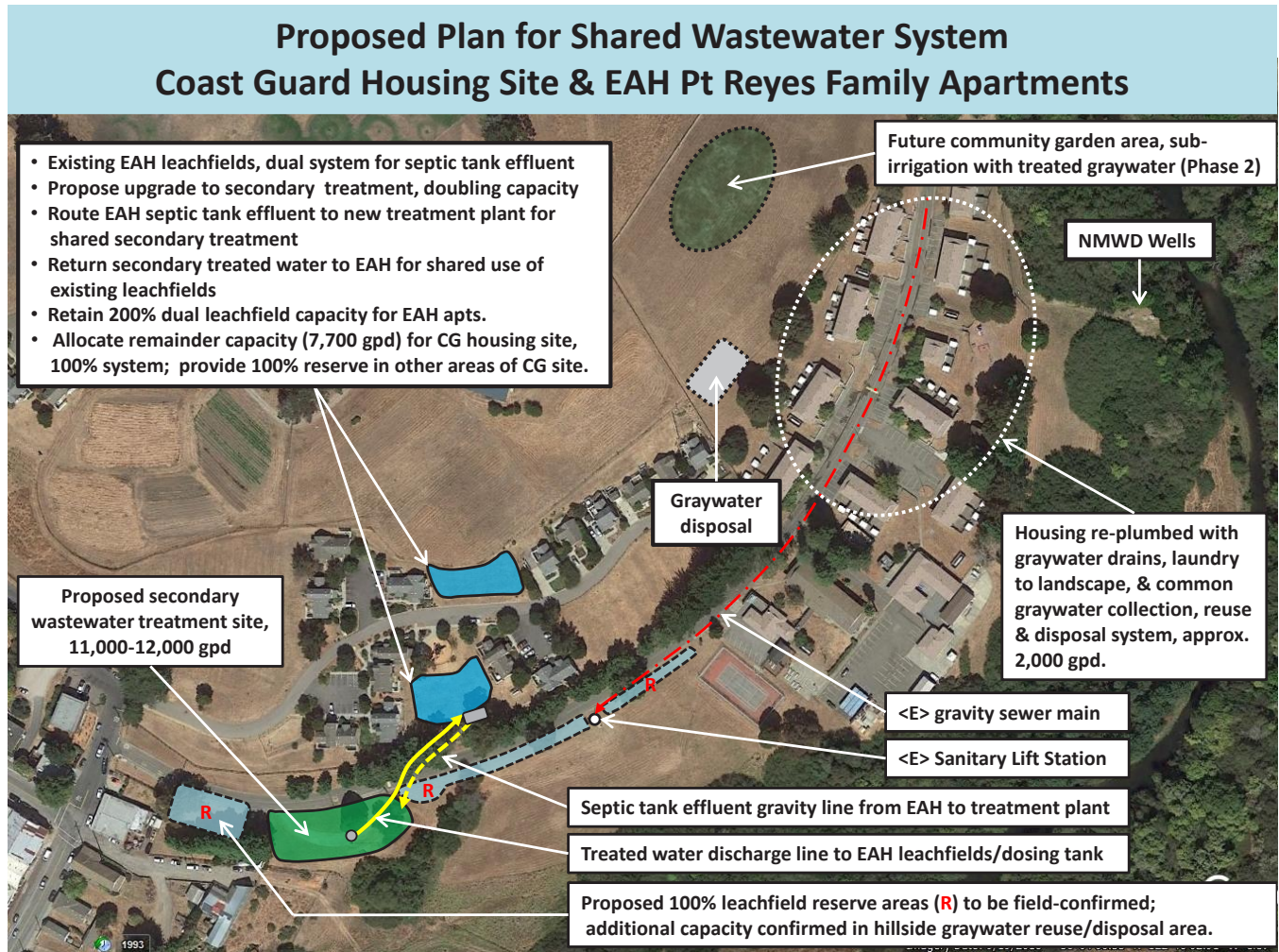
2. Joint Management. Create a joint team to manage both sites.

3. Waste Water. Utilize the existing leach fields at the Pt. Reyes Family Apartments for the new waste water system for the Coast Guard property. See Waste Water section

PHASE 2

4. Pedestrian Circulation. Utilize existing easements to connect both the Coast Guard site and the EAH Pt. Reyes Family Apartments to West Marin Elementary School and the historic town core.

2.B) Scope of Work - Shared Wastewater System



Wastewater Plan

Redevelopment of the Coast Guard Site for affordable housing and other community uses will require the design, permitting and construction of a new wastewater treatment and disposal system, as no onsite wastewater system currently exists. The existing system of gravity sewers, lift station, force main and holding tanks are understood to be functional and will be retained and incorporated into the new system, subject to video survey, maintenance cleaning and other inspections.

The wastewater system will need to comply with applicable County, State and Regional Water Board requirements, and provide additional safeguards as necessary for the protection of water quality and beneficial uses of Lagunitas Creek and local groundwater that supplies the North Marin Water District potable water wells located on the site. The Point Reyes community has also expressed strong interest in seeing environmentally sustainable practices incorporated in the project. The wastewater plan will undergo environmental and coastal development review.

2.B) Scope of Work - Shared Wastewater System

Shared Wastewater System with EAH

The development of our proposed wastewater plan was based on Questa's previous wastewater feasibility evaluation of the Coast Guard property in 2016, along with extensive prior soils, groundwater, hydrology and wastewater engineering work for the adjacent EAH affordable housing project. Combined additionally with 15 years of monitoring and operations assistance for the neighboring wastewater systems serving the Point Reyes Family Apartments, Questa was able to identify a unique approach centered on the development of a shared wastewater system between the two adjacent properties. The accompanying graphic provides an overview of the proposed wastewater plan. Briefly, the shared system would provide for:

1. construction of a secondary wastewater treatment system located at the former sewage pump-out area on the Coast Guard site, with additional capacity included to accommodate septic tank effluent from the neighboring EAH apartments (15 units); and
2. pumping the treated water back to the EAH site for dispersal of the combined wastewater flow in the existing underutilized pressure-distribution leachfield system serving the apartment complex.

This shared system approach can only be offered by the EAH team, as EAH is the developer, owner and operator of the Point Reyes Family Apartment wastewater system. Keys to the feasibility of this approach are the close proximity of the EAH leachfield to the new wastewater treatment plant site, but more importantly the fact that the existing EAH leachfield is a dual (200%) leachfield designed on the basis of primary treated septic tank effluent. Per County regulations, this capacity can be doubled if the wastewater effluent is upgraded with secondary treatment. By combining the wastewater flows for secondary treatment, the existing leachfield would have sufficient capacity to retain a 200% allowance for the EAH apartments (as originally permitted), leaving the remaining capacity (over 1,100 lineal feet of trench) for Coast Guard project wastewater flows. Our calculations, including groundwater mounding analysis, indicate this remaining leachfield capacity would be sufficient for a 100% leachfield for the projected Coast Guard site wastewater flows. The required 100% future reserve leachfield area (per State requirements) would be provided in areas near the treatment plant site (along Commodore Webster Dr.); this will require field confirmation of soils, which are expected to exhibit comparable conditions to the nearby EAH leachfields. The hillside area north of the Coast Guard housing identified in the 2016 Questa report provides additional reserve disposal area.

We have a high degree of confidence in the ability of the existing EAH leachfields to accommodate additional wastewater flow based on 15 years of monitoring flows and leachfield conditions (consistently "dry" at every inspection), along with the original soil and groundwater investigations. This particular leachfield area exhibited the deepest groundwater levels and best percolation rates over the entire EAH project area.

Management and Permitting. The development of the proposed shared wastewater system will require creation of a binding legal agreement and/or entity covering ownership and operational responsibilities for the wastewater facilities. Additionally, we propose the formation of an Onsite Wastewater Disposal Zone (as done for the Marshall Community Wastewater System) under the authority of the County of Marin in order to meet requirements for public oversight of the wastewater facilities. It is anticipated that the system will be permitted by the Regional Water Board under SWRCB General Waste Discharge Requirements for Small Domestic Wastewater Treatment Systems, Order No. 2014-0153-DWQ.

2.B) Scope of Work - Shared Wastewater System



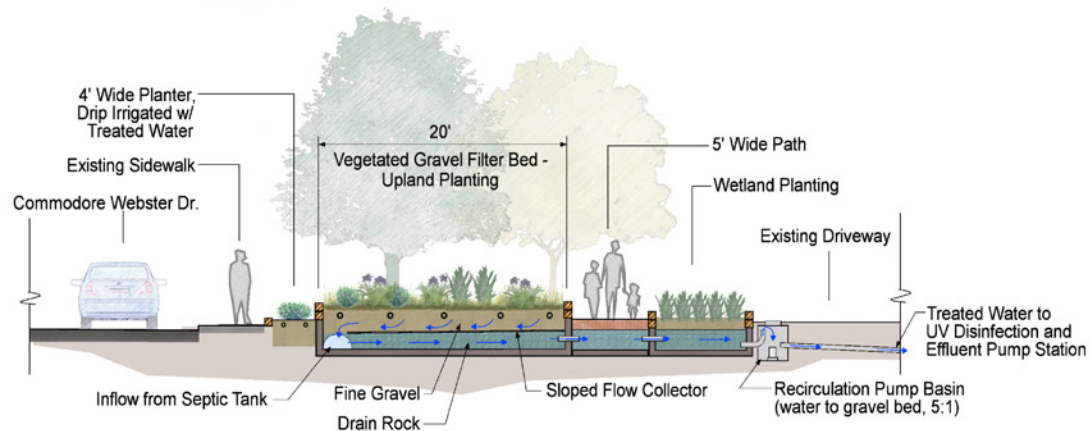
PLAN VIEW OF WASTEWATER TREATMENT SYSTEM

Key Benefits. In addition to meeting basic project objectives, the opportunity to create a shared wastewater system utilizing the existing EAH leachfield has many other benefits, including:

- Locates the wastewater disposal field as far as possible (>1,000 feet) from the NMWD wells, and down-gradient of the contributing groundwater recharge area;
- Reduces the waste loading from existing EAH apartments by upgrading to secondary treatment;
- Makes efficient use of existing wastewater infrastructure;
- Cost and energy savings from avoided construction and operation of long transmission line, additional pump station, and new sanitary disposal fields in the housing area;
- Reduces the need for additional soil and groundwater studies for leachfield siting and design, as well as the scope of and time for environmental review;
- Reduces the time required for wastewater system permitting, design and construction.

Graywater Reuse Plan. Another key element of the wastewater plan is our proposal to implement a comprehensive graywater system for the housing area (see separate discussion). This includes re-plumbing of buildings, laundry-to-landscape reuse at individual residences, and a system for collection, reuse and disposal of graywater. In addition to providing a viable irrigation water source for tenant and future community gardens, graywater reuse and disposal is critical in reducing the amount of sanitary wastewater flow requiring treatment and disposal. We propose facilities to divert up to approximately 2,000 gpd of graywater (~25% of flow).

2.B) Scope of Work - Shared Wastewater System



SECTION VIEW OF WASTEWATER TREATMENT SYSTEM
Vegetated Recirculating Gravel Filter

Wastewater Treatment System. The new wastewater system will be sited in a prominent location near the entrance to the project site. To take advantage of educational and interpretive opportunities, we propose a vegetated recirculating gravel filter (VRGF) for secondary treatment. The accompanying plan and cross-section graphics illustrate some of the key features and visual aspects of the proposed wastewater system.

The VRGF is a version of the recirculating sand filter, modified to enhance nitrogen removal (>50%) and provide visual amenities in the form of vegetative plantings, which are sustained by the wastewater flow through the system. Basic system sizing and design will be in accordance with standards for recirculating sand filters, as contained in Marin County regulations and employed in several such systems that have been in use for 20 to 30 years in the County (e.g., Olema Farmhouse, Skywalker Ranch, Lagunitas School, French Ranch). The VRGF is a passive, low-maintenance wastewater system, and self-mitigating regarding odors, visual and noise issues commonly associated with wastewater treatment systems.

2.B) Scope of Work - Shared Wastewater System

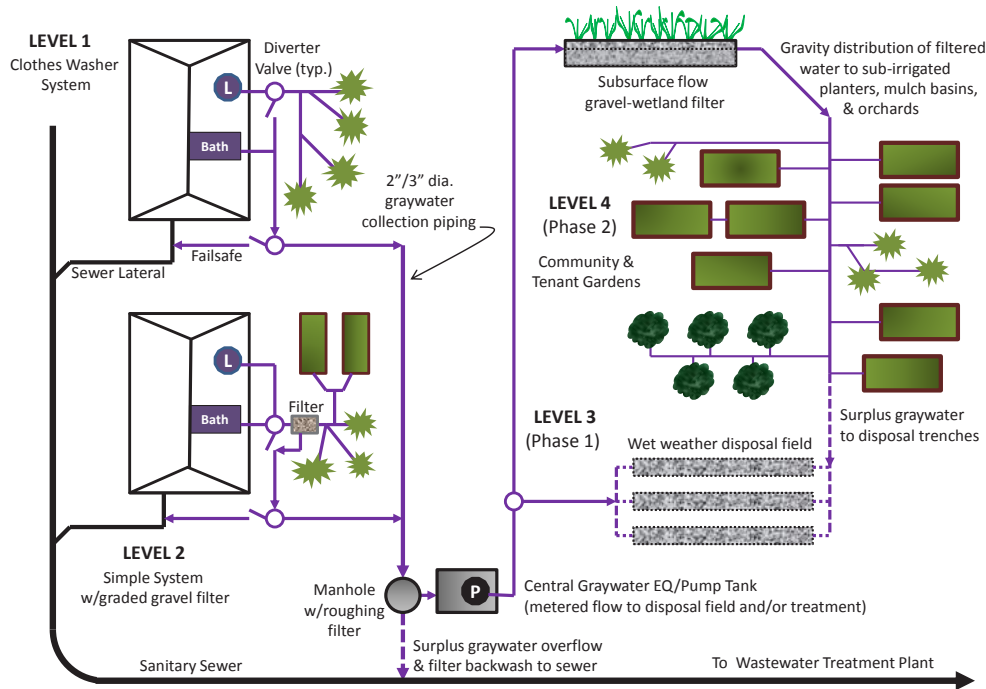
Other elements of the wastewater treatment system include: (a) conversion of two of the existing 10K-gallon holding tanks to septic tanks; (b) conversion of third 10K tank into flow equalization unit; (c) UV disinfection following secondary treatment; (d) 5K gallon effluent pump tank; (e) 5K gallon emergency storage tank; (f) 2-inch pressure line from treatment site to existing EAH leachfield dosing tank; (g) auxiliary pump, piping and controls to use a portion of the treated water for subsurface drip dispersal-irrigation of landscaping at the treatments site; (h) emergency back-up generator; and (i) small (100 ft²) control and equipment building, with telemetry. Minor plumbing and equipping upgrades will be made at the existing EAH system.

Design Wastewater Flows.

1. Treatment system:	
• EAH Pt Reyes Family Apartments, per original permit:	3,375 gpd
• 36 Townhouses, @ 240 gpd/unit – 60 gpd graywater:	6,480 gpd
• Allowance for dormitories & other community uses:	1,200 gpd
	Total: 11,055 gpd
2. Disposal system	
• EAH Pt Reyes Family Apartments, dual 200% capacity:	6,750 gpd
• 36 Townhouses, @ 240 gpd/unit – 60 gpd graywater:	6,480 gpd
• Allowance for dorm/studio units, other community uses:	1,200 gpd
	Total: 14,430 gpd

The available leachfield capacity at the existing EAH leachfield for secondary treated water would be 14,440 gpd; additional disposal capacity (1,000+ gpd) can be added through drip dispersal-irrigation of treatment site landscaping, increasing the allowance for future community uses.

2.B) Scope of Work - Graywater System



Graywater Schematic – Coast Guard Site Redevelopment

Graywater Reuse Plan

Graywater reuse will be a key component of the project and will be in accordance with provisions of the California Plumbing Code (CPC), Chapter 15. Permitting of graywater systems will be under the authority of the Marin County Environmental Health Services (MCEHS) and Building Department.

Based on the inherently favorable soil and site conditions, large number and clustered arrangement of housing units, and anticipated development of community gardens, there are multiple ways graywater reuse can be implemented. In addition to providing irrigation-water conservation benefits, graywater reuse will also play an important role in reducing the size, costs and operating requirements of the sanitary wastewater system for the project.

To begin with, all housing units will be re-plumbed with separate graywater drains for laundry, baths and hand sinks per CPC requirements. From that point we propose to create a hybrid system of individual and combined/communal graywater reuse, utilizing the full range of options allowed under Chapter 15. The accompanying table and schematic diagram summarize and depict the different methods of graywater reuse planned for the project. We describe four different “levels” of graywater reuse, which parallel the different categories of graywater systems defined in CPC Chapter 15, from the most basic “Clothes Washer System” to larger flow “Complex Systems”.

Our approach provides for a majority of the graywater facilities to be installed in Phase 1, with provisions for expansion of the system in Phase 2 to make maximum use of treated graywater for sub-irrigation of community gardens.

2.B) Scope of Work - Graywater System

PHASE 1

- **Level 1 – Clothes Washer System.** All residential units will be equipped for direct reuse of graywater for mulch basin/garden irrigation, and tenants will be educated (by the property management team) in proper practices and responsibilities. During the wet season the graywater will be diverted into a common graywater collection and disposal system installed for the project.
- **Level 2 – Simple System.** Depending on their location and site design, a portion of the residential units will be equipped to utilize combined graywater from laundry, bath and hand sinks for garden irrigation in a “Simple System”. This will include a passive/gravity flow graded gravel filter and sub-irrigated planter beds in addition to mulch basins. During the wet season graywater will be handled in the same manner as Level 1. The property management team will have increased oversight of these graywater systems, which will be subject to permitting by MCEHS.
- **Level 3 – Graywater Collection and Disposal.** A system of small diameter (2”/3”) piping will be installed for collection of graywater from all buildings during the wet season, along with any surplus graywater not put to use in onsite gardens during the dry season. The graywater will be routed to a central collection station, designed with a roughing filter and flow equalization (EQ) pump system to meter a prescribed volume (e.g., up to approximately 2,000 gpd) of graywater to a series of shallow graywater disposal trenches. Graywater in excess of the design limit will overflow to the sanitary sewer for treatment and disposal. The graywater disposal trenches will be located in deep, well-drained soils in the area north-northwest of Buildings 101 and 102. Subject to review and approval by MCEHS, the trenches will be designed according to CPC Chapter 15, with anticipated 18-inch depth, 24-inch width, and total length on the order of about 450 lineal feet for 2,000 gpd flow. The selected location for the disposal field is more than 600 feet from the NMWD wells, and at or beyond the edge of the estimated zone of recharge. The graywater collection and disposal system will be managed and operated by the wastewater treatment system personnel, including monitoring and reporting in accordance with requirements issued by MCEHS.

PHASE 2

- **Level 4 – Community Garden Irrigation.** In Phase 2 of the project, the graywater system can easily be expanded to provide a substantial source of irrigation water for community gardens. Instead of pumping surplus graywater from the central pump station to the disposal field (as in Level 3), it would be pumped farther uphill to a suitable elevation where a graywater treatment system would be installed. From there the filtered water would flow by gravity to community gardens. The proposed treatment system is a passive, subsurface flow gravel-wetland filter.

The filtered water would continuously feed a system of underground piping that can be directed and managed to supply water for sub-irrigated planters, mulch basin landscaping, orchards and the like. Per CPC Chapter 15, all graywater would be distributed underground. In sub-irrigated planters, the graywater fills and maintains a reservoir of water at the bottom of the lined planter bed, providing moisture for plants (including edibles) via capillary rise. This is a highly efficient and ancient method of irrigation that saves water, energy and labor. A system of overflow piping would collect and direct surplus water back downhill to the disposal field.

It is anticipated that the graywater treatment and reuse facilities in Phase 2 would be maintained and operated by the wastewater system personnel. Individuals/groups involved with the community garden would be educated on the relatively simple features of the irrigation system. There would generally be no need for gardeners to have any contact with the water.

2.B) Scope of Work - Graywater System

Summary of Graywater Reuse Elements

Description	PHASE 1					PHASE 2		
	Level 1		Level 2		Level 3		Level 4	
	Individual Unit Clothes Washer System		Individual Unit Simple System (<250 gpd)		Collection & Disposal Complex System (>250 gpd)		Community Garden Irrigation Complex System (>250 gpd)	
Sources	Laundry	Bath/Sinks	Laundry	Bath/Sinks	Laundry	Bath/Sinks	Laundry	Bath/Sinks
Treatment	None	None	Graded gravel filter		Surplus graywater and winter flows collected in common piping and pump system, with roughing filter		Collected graywater pumped uphill to passive gravel-wetland filter or equal (located in Zone 4)	
Summer Dispersal	Mulch basin	Disposal trenches (Sewer)*	Mulch basins/planters		Mulch basins/planters at residence gardens; surplus to disposal trenches		Filtered water piped by gravity to community gardens; surplus to disposal trenches	
Winter Dispersal	Disposal trenches (Sewer)*	Disposal trenches (Sewer)*	Disposal trenches (Sewer)*	Disposal trenches (Sewer)*	Diverted to collection system & disposal trenches; excess to sewer		Diverted to collection system & disposal trenches; excess to sewer	
Tenant Responsibility	Maintain garden uses; switch laundry diverter (garden/sewer)		Maintain garden uses; switch diverter valves (garden/sewer)		Maintain garden uses; switch diverter valves (garden/disposal)		Maintain individual and community gardens (tenants and community garden team)	
Property Management Responsibility	Educate tenants; spot check & maintain equipment		Educate tenants; regular winter check & maintain equipment		Educate tenants; wastewater operator to monitor & maintain equipment & disposal trenches; file annual reports		Educate tenants and cooperative work with community garden team; wastewater operator to monitor & maintain graywater collection, treatment, distribution and disposal system; file annual reports	
Wastewater System Impact	No reduction in wastewater design flow		No reduction in wastewater design flow		Up to ~2,000 gpd reduction in wastewater design flow		Up to ~2,000 gpd reduction in wastewater design flow	
Water Supply for Community Gardens	None		None		None		1,000 to 2,000 gpd available for sub-irrigation & mulch basins	
Permit Requirements	No permit required		Umbrella permit for all units		Construction and operating permit; monitoring and annual reporting to County		Construction and operating permit; monitoring and annual reporting to County	

*Note: Planned facilities include Level 3 graywater collection & disposal system; all units with provisions for failsafe/emergency diversion to sanitary sewer.

2.B) Scope of Work - Challenges



CA Lic. 853495 | HI Lic. RB-16985

Challenges

Neighborhood development at this scale will invariably face challenges, as any community development is inherently driven by market and financial assumptions that often shift over time. For example, the affordable residential, renewable energy, backbone infrastructure, and community commons components are each reliant on a mix of public and private sources which are limited, competitive, and subject to prescribed underwriting criteria. Specific to the reprogramming of the Coast Guard property, we are aware that the project will require careful consideration of a subdivision map that feasibly supports a phased-in development of each individual project component. In this way, rather than an “all or nothing” development approach, we envision a mapping and phasing plan that accommodates the availability and funding cycles necessary for the various components of the overall master-plan proposal.

Fortunately, our development team has the wealth of experience and the deep bench necessary to overcoming these challenges and sustaining development initiatives over a long timeframe. EAH and its team have a proven track-record of navigating entitlement, permitting, and land approval processes, and our community outreach and engagement practices will ensure broad support from the diverse West County community. We will build on the successful partnership work that we have advanced in collaboration with the County of Marin Housing and Planning Divisions, and this established trust-based relationship will be critical to addressing future challenges as they arise.

2.C) EAH Community Outreach



Gathering Stakeholder Input

EAH recognizes that incorporating community and stakeholder input is essential in not only conceptualizing but preserving a sustainable and inclusive project. In order to best coordinate this collaboration, it is important to provide numerous avenues for feedback to assure equitable, inclusive, meaningful input is collected across various sectors. This includes committing to an outreach and engagement plan that embraces the following elements:

- Feedback can be collected in multiple ways (written, oral, online, group or individually)
- Stakeholder input is intentionally solicited from prospective residents, community groups, neighbors, public safety officials, etc. and updates regarding this feedback are transparent with regular follow-up
- Information regarding public meetings is accessible in a variety of languages, in a variety of modalities (newspaper announcements, online, posted on physical community boards where members congregate, canvassing throughout neighborhoods) and scheduled in a manner that accommodates diverse schedules (for example, availability of morning and evening timeframes)
- Outreach materials are available at inclusive reading levels and easy to understand
- Include identified stakeholders reflective of the community in ongoing planning sessions

Ensuring that neighborhood groups, local businesses, other nonprofits, and community members have a seat at the table is critical in recognizing and responding to the needs of Point Reyes Station. EAH utilizes a combination of community forums, individual meetings, and surveys in complement to best-practices to perform outreach and engage stakeholders in providing necessary input and feedback for the sustainability of the project. These techniques are employed throughout the lifecycle of the property including development, lease-up, and ongoing management.



2.C) EAH Community Outreach



Advisory Committee

EAH understands that broad participation from the community helps facilitate a community dialogue and gain public support for the initiative. One major component of the public outreach plan is establishing an Advisory Committee comprised of both professionals and community members. The Advisory Committee would include a smaller group representative of the larger Point Reyes Station and West Marin region, and be inclusive of representatives of various income groups, community leaders, business leaders, local agency/community development leaders, and multilingual individuals. The Advisory Committee will help ensure equitable outreach through cultural considerations and assist in reviewing outreach materials and coordinating community meetings. Members of the Advisory Committee would be informed and identified by local community leaders and the EAH development team.

50 Years of working with diverse communities

Since its founding, EAH has been a social justice organization rooted in building equity for vulnerable populations and retaining diverse communities in areas where affordable housing is a scarce resource. EAH treasures cultural diversity, and we support authentic efforts aimed at increasing equity. EAH promotes a collaborative and inclusive organizational philosophy, working with property management, the resident services department, and local organizations to create channels for resident and community input in designing appropriate spaces for physical, social, and emotional growth at home.

EAH is a longstanding member of several housing advocacy organizations that work towards these goals, and in the 1970's even initiated one of the first-ever education and advocacy roles in an affordable housing organization on the West coast. Today, EAH employs an Advocacy Manager and an Advocacy Coordinator to:

- Regularly engage residents from diverse backgrounds and geographic locations
- Provide resident training and community building
- Track policy proposals, housing committees and legislation
- Share resident stories with audiences of decision makers at the local and state levels
- Provide input to city councils and planning commissions

EAH is an active member of many local and regional community advocacy organizations, including but certainly not limited to: Housing California, Residents United Network (RUN), and Nonprofit Housing Association of Northern California (NPH).



3) Long Term Management Plan

3) Long Term Management Plan



CA Lic. 853495 | HI Lic. RB-16985

Management Plan and Scope of Services Approach (p. 1 of 3)

This Point Reyes Coast Guard Housing Facility mixed use master plan combining affordable housing, community-benefiting public/private uses, and significant open/eco space, will require both standard and atypical property and land management services for each component. The EAH Housing real estate management plan will be applied as appropriate for the housing component and mixed uses, and will involve enriched services with the neighboring EAH properties, Point Reyes Family and Walnut Place.

EAH Housing Management Plan Summary

Overview of Roles and Responsibilities

EAH Housing will be responsible for the management and operations of the property and execution of the Management and Marketing Plan. The EAH Real Estate Management division handles all property management, compliance, facilities maintenance and resident services functions. Additional EAH departments provide human resources, information technology, accounts payable and business systems support.

EAH Housing establishes and implements the management policies specific to each property. Examples of some of the policies carried out by EAH Housing are as follows:

- Resident Selection Plan & Rents
- Project Staffing and Salaries
- House Rules and Lease and/or Amendments
- Security
- Eviction Procedures
- Physical Maintenance of the Assets

EAH regularly reviews financial reports, management procedures, and resident relations relative to how the property can best be managed. EAH also works to ensure compliance with governmental policies and ordinances imposed by Federal, State or local authorities.

Staffing

EAH will propose permanent staffing appropriate to the needs of the community. Fortunately, this can include joint staffing with neighboring property, Point Reyes Family and local senior property Walnut Place down the street, for mutually increased staffing resources and the ability to provide enriched activities coordination. Current EAH staffing in Point Reyes Station includes:

- One full-time Resident Manager
- One full-time Resource Coordinator
- One full-time Maintenance Technician
- One full-time Janitor

3) Long Term Management Plan



CA Lic. 853495 | HI Lic. RB-16985

Management Plan and Scope of Services Approach (p. 2 of 3)

Determining Resident Eligibility and Certifying and Recertifying Incomes

The onsite Resident Manager will be responsible for determining if a prospective resident is eligible, and for certifying that eligibility according to Section 42 of the Low-Income Housing Tax Credit program, and HOME or CDBG Regulations, as applicable. Qualified applicants will be selected on a first-come, first-served basis, in accordance with the Resident Selection Plan.

Rent Collection, Finances and Accounting

It is established management policy that all rents are due on the first day of each month, in advance. Rents will be paid at the project office. Rents must be paid by check or money order; no cash will be handled. As a policy, partial rent payments will not be allowed. The Resident Manager will bill, collect and record the rents, security deposits, key deposits, excess charges, past due charges and maintenance charges on site and will make daily deposits into the operating account.

Maintenance and Repair

The project will purchase the basic maintenance equipment and supplies in order for the maintenance staff to perform their duties. Such equipment and supplies will be the property of the project and will be labeled and inventoried.

Resident Relations

Residents will be oriented to the apartment community. All family members are asked to be present for the orientation. Resident grievances will be handled by the Resident Manager. If the resolution is unsatisfactory to the resident, the Property Supervisor may assist to come to a resolution.

Marketing and Lease Up

EAH Housing is responsible for marketing and resident selection for managed properties. HUD-regulated properties follow the Affordable Fair Housing Marketing Plan (AFHMP). Other regulated properties follow the prescribed Management & Marketing Plan.

Additionally, the EAH Real Estate Management Department and Communications Department collaborate to publicize available units and wait list openings at our affordable and market rate housing properties in the following ways:

3) Long Term Management Plan



CA Lic. 853495 | HI Lic. RB-16985

Management Plan and Scope of Services Approach (p. 3 of 3)

EAH Housing Property Marketing Options

1. EAH Housing website
2. Craigslist ads
3. Property marketing flyer
4. Property marketing bi-fold brochure
5. Social media posts on main EAH profiles
6. Post card (for first time lease-up of a new property)
7. Other ads in newspapers, online websites, radio, etc.
8. "Now Leasing" banners and/or balloons
9. Distribution of application materials through partner organizations

Rental advertisements will link to the EAH website for the following information and/or include a brief description of the units and amenities, rent and applicable income minimum as well as bear the "Equal Housing Opportunity" slogan and the handicapped logo. The onsite project office will have a Fair Housing poster that will be conspicuously displayed in the rental office. Any information sheet will also state that we are an "Equal Housing Opportunity" provider.

The onsite Resident Manager will receive training on the marketing approach, strategies and functions prior to the commencement of the marketing period. EAH Communications Department protocols include detailed instructions for Resident Managers to follow regarding property marketing. Adherence to the marketing plan will be monitored by the EAH Compliance and Communications teams.

Onsite staff and EAH support staff will respond to all inquiries. At the request of a potential applicant, whether in person, by email or by telephone, a project information sheet, Resident Selection Plan and application will be provided.

EAH will charge all expenses of advertising to the Property account as an operating expense.

3) Long Term Management Plan



CA Lic. 853495 | HI Lic. RB-16985

Staff Training and Evaluation - Portfolio & Site-Level

EAH has regular training programs for our on-site staff and the following manuals. Copies can be provided as requested:

- Policy and Procedures Manual
- Compliance Manual
- Maintenance Policy and Procedures Manual

Portfolio Level

At the portfolio level, EAH Housing hosts a monthly 3-Day "EAH University" to train Managers, Resource Coordinators, Maintenance/Janitorial, and Supervisors on an annual or semi-annual basis on the specifics of their job roles.

EAH University Audiences:

- Property Supervisors
- Resident Managers
- Resource Coordinators
- Maintenance Supervisors
- Maintenance and Janitors

Topics Include:

Accounting, Asset Management, Business Systems, Communications, Compliance, Human Resources, Information Technology, Operations, Maintenance, De-escalation and Trauma Informed Care.

Site Level

Additional mandatory trainings are required for every property management employee to complete regularly.

HR Training:

- Supervisor Sexual Harassment – every 2 years
- All Staff Sexual Harassment – every 2 years
- Fair Housing, 504, Diversity and Harassment Awareness – every 2 years

Operations:

- Safety: Blood Born Pathogen, Water Intrusion, Lock Out/Tag Out, Hazard Communication, IIPP – annually
- Workplace Violence – every 2 years (new standard)

3) Long Term Management Plan



CA Lic. 853495 | HI Lic. RB-16985

Staff Evaluation

All goals are set annually for full-time employees utilizing an interactive goal-setting platform called **SuccessFactors**. Two-way discussions are encouraged so that managers can track and provide feedback on progress and goals at any interval. Employees can create, monitor, and share goals and career aspirations with their managers and are offered real-time encouragement to achieve them.

Transparency is promoted through real time dashboards, automated communication reminders and controlled feedback and assessment environments.

SuccessFactors goals for real estate management employees include:

- Achieving 98.5% monthly occupancy
- Tracking improvements for accounts receivable
- Tracking service requests and maintenance action items completed
- Scheduling recertification notices
- Aged receivables less than 5%

SuccessFactors staff evaluations include:

- 1-on-1 meetings regularly scheduled
- Portfolio meetings set monthly, in person when possible
- Supervisor meetings scheduled quarterly, in a centralized location



5) References & Supplemental Documents

A) References

B) Certificate of Good Standing

C) Affirmative Fair Housing Marking Plan

D) Corporate Resolution



CA Lic. 853495 | HI Lic. RB-16985

References

Public Agency References

County of Santa Clara

Consuelo Hernandez, Division Director, HCD
3180 Newberry Drive, Suite 150, San Jose, CA 95118
Consuelo.hernandez@hhs.sccgov.org | (408) 793-0556

Related Projects: Orchard Ranch in Morgan Hill, CA

City of Hayward

Christina Morales, Housing Division Manager, Office of the City Manager
777 B Street, 2nd Floor, Hayward, CA 94541
Christina.morales@hayward-ca.gov | (510) 583-4243

Related Projects: Mission Paradise in Hayward, CA; Pimentel Place in Hayward, CA; Cathedral Gardens in Oakland, CA

City of Turlock

Maryn Pitt, Assistant to the City Manager for Housing & Economic Development
156 S. Broadway Street, Suite 230, Turlock, CA 95380
mpitt@turlock.c.us | (209) 668-5542 x2227

Related Projects: Avena Bella I and II in Turlock, CA

Artspace Projects, Inc.

Greg Handberg, Senior Vice President, Properties
250 Third Avenue North, Suite 400, Minneapolis, MN 55401
greg.handberg@artspace.org | (612) 889-3905

Related Projects: Ola Ka 'Ilima Artspace Lofts in Honolulu, HI

State of California Secretary of State

CERTIFICATE OF STATUS

ENTITY NAME:

EAH INC.

FILE NUMBER: C0568670
FORMATION DATE: 04/30/1969
TYPE: DOMESTIC NONPROFIT CORPORATION
JURISDICTION: CALIFORNIA
STATUS: ACTIVE (GOOD STANDING)

I, ALEX PADILLA, Secretary of State of the State of California,
hereby certify:

The records of this office indicate the entity is authorized to
exercise all of its powers, rights and privileges in the State of
California.

No information is available from this office regarding the financial
condition, business activities or practices of the entity.



IN WITNESS WHEREOF, I execute this certificate
and affix the Great Seal of the State of
California this day of December 19, 2019.

A handwritten signature in black ink, appearing to read "Alex Padilla".

ALEX PADILLA
Secretary of State

Resolution 2019:014
RESOLUTION OF THE BOARD OF DIRECTORS
OF
EAH Inc.
a California nonprofit public benefit corporation

WHEREAS, Article 7, Section 2 of the Bylaws of EAH Inc. (the Corporation) provides that the Board of Directors, except as otherwise provided in these Bylaws, may authorize any officer, employee or agent of the Corporation to enter into any contract or execute and deliver any instrument in the name of, and on behalf of, the Corporation and such authority may be general or confined to specific instances; and

WHEREAS, the Directors of the Corporation have discussed the desirability of authorizing the persons named herein to enter into, execute and deliver instruments on behalf of the Corporation, and have determined that it is in the best interest of the Corporation that the persons named herein are authorized to execute instruments on behalf of the Corporation as set forth herein;

NOW, THEREFORE, BE IT RESOLVED, that Laura Hall, an Assistant Secretary and the President and Chief Executive Officer of the Corporation, and the principal broker for the corporate operations of this Corporation is hereby authorized to enter into, execute and deliver all documents, agreements, loan and other applications, reports, contracts, certifications and any other instruments on behalf of the Corporation;

RESOLVED FURTHER, that in the absence of Laura Hall, Cathy Macy, an Assistant Secretary and Chief Financial Officer, Mary Murtagh, an Assistant Secretary and Executive Chair of the Board, Welton Jordan, an Assistant Secretary and Vice President, Real Estate Development Department, and David T. Egan II, an Assistant Secretary and Director of Development and Construction, are hereby authorized to enter into, execute and deliver all documents, agreements, loan and other applications, reports, contracts, certifications and any other instruments on behalf of the Corporation.

RESOLVED FURTHER, Kevin Carney, in the Non-Director office of Regional Vice President, Hawaii, and as the principal broker for the Hawaii operations of this Corporation, is hereby authorized to enter into, execute and deliver all documents, agreements, loan and other applications, reports, contracts, certifications and any other instruments on behalf of the Corporation in Hawaii.

RESOLVED FURTHER, Marian Gushiken, in the Non-Director office of Director of Real Estate Development, Hawaii is hereby authorized to enter into, execute and deliver all documents, agreements, loan and other applications, reports, contracts, certifications and any other real estate related matters that do not require a Hawaii Real Estate License on behalf of the Corporation in EAH Inc. Hawaii Regional Office.

RESOLVED FURTHER, that any Assistant Secretary of the Board and, additionally, the President and CEO of the Corporation shall be authorized to execute any and all duly authorized agreements and instruments on behalf of all the Assistant Secretaries of the Board.

FURTHER RESOLVED, the Board approves the removal of Mary Murtagh, President & CEO, as authorized signatory and Assistant Secretary of the Corporation and replaces and authorizes Mary Murtagh, Executive Chair of the Board, as Assistant Secretary of the Corporation.

This resolution and the authorizations made herein for Laura Hall, Mary Murtagh, Cathy Macy, Welton Jordan, David T. Egan II, Kevin Carney and Marian Gushiken shall be effective June 1, 2019 through May 26, 2021. Except as otherwise provided by law, per Article 7, Section 3, of the Bylaws, above authorizations shall apply to promissory notes, checks, drafts, money orders, or any other evidence of indebtedness.

PASSED AND ADOPTED on May 22, 2019, by the following vote:

AYES:	<u>6</u>
NAYS:	<u>0</u>
ABSENT:	<u>2</u>
ABSTAIN:	<u>0</u>

EAH Inc.

a California nonprofit corporation

CHAIRPERSON'S CERTIFICATE

I, Judy Binsacca, Chairperson of the Board of EAH Inc., a California nonprofit public benefit corporation (the "Corporation"), hereby certify that the resolution attached hereto is a true, correct and complete copy of **Resolution No. 2019:14, RE: Authorizing updated EAH Inc. signatories** adopted by the Board of Directors of the Corporation at a meeting duly called and held on **May 22, 2019**, at which a quorum of the Board of Directors was present and acting throughout; such resolution has not been amended, modified or rescinded and remains in full force and effect; and such resolution is the only resolution adopted by the Company's Board of Directors relating to the transactions described herein.

The below-named persons are the duly elected and duly qualified officers of the Corporation and have held the respective office(s) set forth below at all times since 10/05 and 05/09, respectively, to and including the date hereof, and set forth opposite their names are their genuine signatures.

<u>Name</u>	<u>Office</u>	<u>Signature</u>
Judy Binsacca _____	Chairperson	
Laura Hall _____	Assistant Secretary	

IN WITNESS WHEREOF, I have hereunto signed my name.

Dated: May 22, 2019



Judy Binsacca, Chairperson

I, Laura Hall, Assistant Secretary of the Corporation, hereby certify that Judy Binsacca is the duly elected, qualified and acting Chairperson and that the signature appearing above is her genuine signature.

IN WITNESS WHEREOF, I have hereunto signed my name.

Dated: May 22, 2019



Laura Hall, Assistant Secretary



OVERVIEW

The primary objective of the marketing plan is to ensure that the process is fair and provides equal opportunity to all applicants, regardless of race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or familial status. In addition, the objective is to promote diversity among residents and provide applicants with mobility, vision, or hearing disabilities that require accessible/adaptable units priority for those units.

Overall Marketing Approach, Strategies and Functions

A. Pre-Marketing

EAH Housing is responsible for the marketing and resident selection for the project. Marketing activities will specifically target potential residents in the community who are least likely to apply for housing, in order to make them aware of available affordable housing opportunities.

EAH Housing will ensure that site staff are trained in accordance with the Affirmative Marketing Plan, specifically, the marketing approach, strategies and functions prior to the commencement of the marketing period. Adherence to the marketing plan will be monitored by EAH Housing compliance team. The following marketing activities will take place prior to occupancy.

Marketing Timeline

Activity	Timeline
Submit Preliminary Marketing Plan to Partnership for review/comment/approval.	Prior to start of construction.
Market vacant units - Publish advertisement on company website and in the local newspaper; Distribute fliers to local social service agencies, community centers and churches.	Six months prior to release of vacant units.
Application acceptance; entry on waitlist.	Five months prior to occupancy
Certify applicants to determine eligibility. Compliance Move-in File Review.	Three - Four months prior to occupancy.
Application acceptance or denial letters mailed.	One-two months prior to occupancy.
Lease/Tenant Income Certification signing and move-in orientation.	Certificate of Occupancy received.

MARKETING PLAN

EAH HOUSING



- 1) EAH Housing will submit to the partnership for review and comment a proposed Marketing Plan which will outline the procedures to be followed in the pre-marketing, marketing, application evaluation and resident selection.
- 2) Commencing at the start of construction, a project development sign will be utilized to market the site. The sign will provide a contact phone number of where interested parties can call to obtain information on how to apply for the project. EAH Housing will obtain the name and contact information of those who submitted an inquiry and will record the contact information. Recorded potential applicants will receive notification of waitlist opening dates and other pertinent application process information.

B. Marketing (6 months prior to occupancy)

The marketing period will begin six months prior to anticipated occupancy. EAH Housing will conduct outreach to citywide and targeted audiences in order to ensure all groups are informed. The attached Affirmative Fair Housing Marketing Plan (AFHMP) provide methods of outreach and community contact.

- 1) The AFHMP identifies specific efforts to reach groups that are likely to be underrepresented in the applicant pool and identifies specific local service organizations within the community that will be contacted with housing information.
- 2) Community media advertisement of the project, if necessary, will be through the local newspapers and websites such as the EAH Housing website.
- 3) Advertisement will appear in newspapers and media outlets at least 45 days prior to the application deadline date.
- 4) All rental advertisement will bear the "Equal Housing Opportunity" slogan and the handicapped logo. The onsite project office will have a Fair Housing poster that will be conspicuously displayed in the rental office. Any information sheet will also state that we are an "Equal Housing Opportunity" provider.
- 5) A marketing sign on the project site which will include application processing due dates and important marketing information.
- 6) Onsite staff and EAH Housing support staff will respond to all inquiries. At the request of a potential applicant, whether in person by email or by telephone, a project information sheet, Resident Selection Plan and application will be provided.



The information sheet will contain at least the following:

- a. When and where applications for this development will be available.
- b. Summary of eligibility requirements for resident selection including minimum and maximum income limits.
- c. Deadline of when the applications must be received.

It is not required that an application be completed in the presence of staff. Staff will assist in completing application if requested by applicant. All applications that are received will be date and time stamped to determine the order of the wait list. Translation of the application documents will be provided upon request.

- 7) The Resident Manager will implement and comply, under the direction of the Compliance Director, all reasonable accommodation requests. A log of all such requests will be maintained in the office that documents the request, responses and resolution of each request. Applicants and residents are informed of reasonable accommodation policies and procedures during leasing and reminded of the procedures during tenancy. EAH Housing staff and resource coordinator will assist applicants and residents in making reasonable accommodation requests during leasing and during tenancy to ensure that persons with disabilities have access to and can maintain housing.
- 8) All applications received will be processed to assure that potential residents meet the household income criteria as published by the Tax Credit Allocation Committee and the project's resident selection policy.

C) Resident Selection Policy (5 months prior to occupancy)

- 1) The Resident Selection Plan specify the criteria to be used for resident selection and denial. EAH Housing will select prospective residents in chronological order, with exceptions for regulatory set-asides and preferences.
- 2) For units designed as accessible for persons with mobility, visual or hearing impairments, households containing at least one person with such impairment will have first-priority for those units. Units include adaptable features such as wheelchair access to accommodate persons with disabilities who require features of adaptability.



3) Preferences (Farmworkers)

If City preference policies for inclusionary units such as preference for leasing to farmworker households are supported by a regulatory agreement, EAH will include the required preferences in the waitlist management and resident selection process. The Resident Selection Plan may include the following language:

Every applicant must meet the Property's Resident Selection Plan standards for acceptance as a resident. A percentage of units are reserved for farmworkers in accordance with California Department of Housing's Multifamily Housing Program. Farmworkers are defined as: Agricultural employment means employed in the cultivation and tillage of the soil, the production, cultivation, growing and harvesting of any agricultural or horticultural commodities; the raising of livestock, bees, fur bearing animals, or poultry; dairying, forestry. And lumbering operations; and any work on a farm as incident to or in conjunction with such farming operations, including the delivery and preparation of commodities for market or storage.

4) Preferences (Displaced, Live/Work)

If City preference policies for inclusionary units such as preference for leasing to displaced households and local residents/workers are supported by a regulatory agreement, EAH will include the required preferences in the waitlist management and resident selection process. The Resident Selection Plan may include the following language:

Every applicant must meet the Property's Resident Selection Plan standards for acceptance as a resident. During the initial lease up of the property, the following preference will apply: Applicants who live or work; or whose head of household has lived or worked in the past 5 years in Census Tract No. 132200 and No. 133000 shall be given a preference for a percentage of units. This preference is known as the "West Marin Pool" Applicants who currently live and/or work in Marin or Sonoma counties will be given a preference for 3 of the units. This preference will be known as the "Marin/Sonoma Pool". If during the initial lease-up the pool of applicants yields less than 20% of the applicants from race & ethnic minorities, then, the number of units designated for the West Marin Pool will be reduced from __ units to __ units thus increasing the number of units designated for the Marin/Sonoma Pool from __ units to __ units. These preferences will only be valid for the initial lease-up. Once all units have been leased up, the preferences will be removed, and the waitlist resorted by application. For units designed as accessible for persons with mobility, visual or hearing impairments, households containing at least one person with such impairment will have first priority for those units.



AFFIRMATIVE MARKETING PLAN

EAH HOUSING

JANUARY 2020

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- 5) EAH Housing must verify all income, assets, household characteristics, and circumstances that affect eligibility for specific funding programs. Written verification directly from the source will be obtained whenever possible.
 - 6) The Resident Manager is required to maintain a waiting list of all applicants who submit a completed application. Applicants must be placed on the waiting list and selected from the waiting list even in situations where there are vacancies and the application is processed upon receipt. The complete Waiting List procedure is outlined in the Resident Selection Plan and will be adhered to in its complete form.
 - 7) EAH Housing will notify all applicants processed of their selection status by regular mail as soon as a determination is made. A copy of the notification will be attached to the application and kept on file for 3 years after the date of denial.
 - 8) The Resident Manager will enter all applicant entries in EAH Housing software noting 1) active status; 2) moved-in; or 3) removed.
 - 9) Reasons for denial may include: over or under income; failure to meet the credit and/or criminal screening criteria; household fully comprised of full-time student(s) and not meeting any of the exceptions; failure to submit requested additional documentation.

D) Appeals

- 1) Applicants have ten (10) business days from the sent date of the ineligibility notice to appeal in writing to EAH Housing. The applicants place on the waitlist is maintained while the appeal is under review.
- 2) The appeal and application must be reviewed by a person other than the initial reviewer. If EAH Housing finds the application still to be ineligible after the appeal review, the appeal denial notice will provide the reason for denial.

E) Compliance File Review (2-3 months prior to occupancy)

- 1) EAH Housing compliance team will review all files and only approved applicant files are eligible for move-in.

F) Certification and Lease (Occupancy)

- 1) Prior to lease signing, EAH Housing will review the completed tenant income certification and lease packet with all adult household members.
- 2) EAH Housing will use the lease form that complies with provisions of the Real Estate Commission and addresses several areas of management based on our experience.

MARKETING PLAN

EAH HOUSING



- 3) At a pre-occupancy orientation between a new household and the Resident Manager, or EAH Housing's designee, staff will explain and discuss the provisions of the Lease, House Rules, and Rent Collection Policy.
 - a) Pre-occupancy orientation will take place during the applicant interview and again at the time of lease signing. All family members should be present at the applicant interview and first orientation.

The Pre-occupancy orientation will provide a thorough briefing of the Lease and policies, House Rules, and Regulations of the project. Main areas of concern include, but are not limited to: subleasing, unit transfers, vacating procedures, use of security deposit, verification requirements, rent collection policy, maintenance work order procedures, parking of resident vehicles, safety and emergency procedures.

All gray areas will be clarified, such as recreational regulations, decorating policy, lock-out procedures, garbage removal services, etc. The reasons behind each policy; such as fire regulations, local code or ordinance requirements, insurance requirements or standard management practice, shall be explained.

The Resident Manager will also explain that these policies and rules and regulations shall be applied consistently and fairly to all residents. Residents shall also receive a resident handbook or fact sheet explaining the proper use, care and cleaning of the apartment and appliances. At this time, the applicant may ask any questions about the project and its policies.

- b) At the time of unit inspection, prior to lease signing, secondary orientation takes place. During the inspection, the Resident Manager will review the use and care policies, maintenance request system and demonstrate the use of appliances and familiarize potential residents with the project's layout.

When the Lease and House Rules are signed, the Resident Manager will highlight, again, policies therein contained, and answer any questions the resident may have.

Additional secondary orientation will take place after occupancy for those residents having specific questions or for those residents having difficulty in complying with the rules and regulations. These sessions will be held individually or in groups depending upon the cause for the meeting.

- 6) A schedule of move-ins will be prepared and submitted to EAH for approval. The move-in schedule will include those applicants whose applications have been approved and who have met resident selection criteria.

3a. Demographics of Project and Housing Market Area
Complete and submit Worksheet 1.

3b. Targeted Marketing Activity

Based on your completed Worksheet 1, indicate which demographic group(s) in the housing market area is/are *least* likely to apply for the housing without special outreach efforts. (check all that apply)

- White American Indian or Alaska Native Asian Black or African American
 Native Hawaiian or Other Pacific Islander Hispanic or Latino Persons with Disabilities
 Families with Children Other ethnic group, religion, etc. (specify)

4a. Residency Preference

Is the owner requesting a residency preference? If yes, complete questions 1 through 5.
If no, proceed to Block 4b.

(1) Type

(2) Is the residency preference area:
The same as the AFHMP housing/expanded housing market area as identified in Block 1e?

The same as the residency preference area of the local PHA in whose jurisdiction the project is located?

(3) What is the geographic area for the residency preference?

(4) What is the reason for having a residency preference?

(5) How do you plan to periodically evaluate your residency preference to ensure that it is in accordance with the non-discrimination and equal opportunity requirements in 24 CFR 5.105(a)?

Complete and submit Worksheet 2 when requesting a residency preference (see also 24 CFR 5.655(c)(1)) for residency preference requirements. The requirements in 24 CFR 5.655(c)(1) will be used by HUD as guidelines for evaluating residency preferences consistent with the applicable HUD program requirements. See also HUD Occupancy Handbook (4350.3) Chapter 4, Section 4.6 for additional guidance on preferences.

4b. Proposed Marketing Activities: Community Contacts

Complete and submit Worksheet 3 to describe your use of community contacts to market the project to those least likely to apply.

4c. Proposed Marketing Activities: Methods of Advertising

Complete and submit Worksheet 4 to describe your proposed methods of advertising that will be used to market to those least likely to apply. Attach copies of advertisements, radio and television scripts, Internet advertisements, websites, and brochures, etc.

5a. Fair Housing Poster

The Fair Housing Poster must be prominently displayed in all offices in which sale or rental activity takes place (24 CFR 200.620(e)). Check below all locations where the Poster will be displayed.

Rental Office Real Estate Office Model Unit Other (specify)

5b. Affirmative Fair Housing Marketing Plan

The AFHMP must be available for public inspection at the sales or rental office (24 CFR 200.625). Check below all locations where the AFHMP will be made available.

Rental Office Real Estate Office Model Unit Other (specify)

5c. Project Site Sign

Project Site Signs, if any, must display in a conspicuous position the HUD approved Equal Housing Opportunity logo, slogan, or statement (24 CFR 200.620(f)). Check below all locations where the Project Site Sign will be displayed. Please submit photos of Project signs.

Rental Office Real Estate Office Model Unit Entrance to Project Other (specify)

The size of the Project Site Sign will be " x "

The Equal Housing Opportunity logo or slogan or statement will be " x "

6. Evaluation of Marketing Activities

Explain the evaluation process you will use to determine whether your marketing activities have been successful in attracting individuals least likely to apply, how often you will make this determination, and how you will make decisions about future marketing based on the evaluation process.

Resident Manager will evaluate on an annual basis whether marketing activities have been successful in attracting individuals least likely to apply. Based on applicants response to marketing questions on the application, management staff will record information on how applicants heard about housing and why they decided to apply. This will provide useful data for the evaluation process. In addition, management staff will compare the number of units occupied by persons previously determined to be "least likely to apply" and the number of applicants least likely to apply on the waiting list prior to and after the marketing process.

In order to evaluate the success of the marketing plan, management staff will use a threshold of twenty percent (20%) as a benchmark. An AFHMP will be successful if twenty percent of persons in the units and twenty percent of persons on the waiting list are members of the group least likely to apply.

If the resident population or the waiting list do not reflect these numbers, management staff will consider other strategies to increase efficiency of the AFHMP. If after using the AFHMP there are an insufficient number of applicants least likely to apply or on the waiting list, the Resident Manager will begin marketing activities again.

During the evaluation process, the Resident Manager will also determine if current advertising and publicity cited in the AFHMP are still applicable or whether advertising sources should be changed and expanded.

If there are substantial changes to the demographics and publicity cited, the AFHMP will be updated.

7a. Marketing Staff

What staff positions are/will be responsible for affirmative marketing?

Resident Manager, Compliance Specialist/Analyst, Property Supervisor

7b. Staff Training and Assessment: AFHMP

- (1) Has staff been trained on the AFHMP?
- (2) Has staff been instructed in writing and orally on non-discrimination and fair housing policies as required by 24 CFR 200.620(c)?
- (3) If yes, who provides instruction on the AFHMP and Fair Housing Act, and how frequently?

AFHMP and Section 504 - Compliance Director, Catina Wilson - new hire orientation and annually thereafter
Fair Housing Act - Training Coordinator, Angela Alvarado - new hire orientation and every two years (online and classroom)

- (4) Do you periodically assess staff skills on the use of the AFHMP and the application of the Fair Housing Act?
- (5) If yes, how and how often?

Yes, Compliance Specialists assess office staff skills including their understanding of the AFHMP and their responsibilities to use the plan at every move-in and site visit. Each September an analysis is conducted and training is provided.

7c. Tenant Selection Training/Staff

- (1) Has staff been trained on tenant selection in accordance with the project's occupancy policy, including any residency preferences?
- (2) What staff positions are/will be responsible for tenant selection?

Resident Manager, Property Supervisor, Compliance Specialists, Compliance Director

7d. Staff Instruction/Training:

Describe AFHM/Fair Housing Act staff training, already provided or to be provided, to whom it was/will be provided, content of training, and the dates of past and anticipated training. Please include copies of any AFHM/Fair Housing staff training materials.

The following training will be provided to all site staff at new hire orientation and either annually and every two years:

- Understanding Fair Housing and protected classes - fair and equal access
- Section 504 and ADA protections for persons with disabilities
- Definition of Reasonable Accommodation and Modification, Disability
- Reasonable Accommodation Policies, Procedures and Verification
- Waiting List Management
- AFHMP - marketing materials, agency contact, demographics, adhering to and updating the plan
- Language Access Plan - oral and written translation, demographics, four-factor analysis
- Resident screening and selection process

8. Additional Considerations Is there anything else you would like to tell us about your AFHMP to help ensure that your program is marketed to those least likely to apply for housing in your project? Please attach additional sheets, as needed.

OnSite staff will be available to communicate with applicants and residents with limited English proficiency during the application process and tenancy. In the event the onsite staff are not bi-lingual or multi-lingual, EAH Housing has a database that identify other EAH staff who can communicate in other languages and will volunteer to provide language translation. EAH Housing also utilize Language line to provide oral and written translation.

Management staff will assist persons with vision, hearing or speech disabilities who need assistance learning about the property and how to apply for occupancy. Postings of leasing information on EAH Housing community website will include the international symbol of accessibility, equal housing opportunity logo and TTY, TDD and Relay Service phone number.

The Resident Selection Plan will state "for units designed as accessible for persons with mobility, visual or hearing impairments, households containing at least one person with such impairment will have first priority for those units.

9. Review and Update

By signing this form, the applicant/respondent agrees to implement its AFHMP, and to review and update its AFHMP in accordance with the instructions to item 9 of this form in order to ensure continued compliance with HUD's Affirmative Fair Housing Marketing Regulations (see 24 CFR Part 200, Subpart M). I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (See 18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802).

Signature of person submitting this Plan & Date of Submission (mm/dd/yyyy)

Catina Wilson 1/16/2020

Name (type or print)

Catina Wilson

Title & Name of Company

Compliance Director

For HUD-Office of Housing Use Only

Reviewing Official:

Signature & Date (mm/dd/yyyy)

Name (type or print)

Title

For HUD-Office of Fair Housing and Equal Opportunity Use Only

Approval Disapproval

Signature & Date (mm/dd/yyyy)

Name (type or print)

Title

Public reporting burden for this collection of information is estimated to average six (6) hours per initial response, and four (4) hours for updated plans, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid Office of Management and Budget (OMB) control number.

Purpose of Form: All applicants for participation in FHA subsidized and unsubsidized multifamily housing programs with five or more units (see 24 CFR 200.615) must complete this Affirmative Fair Housing Marketing Plan (AFHMP) form as specified in 24 CFR 200.625, and in accordance with the requirements in 24 CFR 200.620. The purpose of this AFHMP is to help applicants offer equal housing opportunities regardless of race, color, national origin, religion, sex, familial status, or disability. The AFHMP helps owners/agents (respondents) effectively market the availability of housing opportunities to individuals of both minority and non-minority groups that are least likely to apply for occupancy. Affirmative fair housing marketing and planning should be part of all new construction, substantial rehabilitation, and existing project marketing and advertising activities.

An AFHM program, as specified in this Plan, shall be in effect for each multifamily project throughout the life of the mortgage (24 CFR 200.620(a)). The AFHMP, once approved by HUD, must be made available for public inspection at the sales or rental offices of the respondent (24 CFR 200.625) and may not be revised without HUD approval. This form contains no questions of a confidential nature.

Applicability: The form and worksheets must be completed and submitted by all FHA subsidized and unsubsidized multifamily housing program applicants.

INSTRUCTIONS:

Send completed form and worksheets to your local HUD Office, Attention: Director, Office of Housing

Part 1: Applicant/Respondent and Project

Identification. Blocks 1a, 1b, 1c, 1g, 1h, and 1i are self-explanatory.

Block 1d- Respondents may obtain the Census tract number from the U.S. Census Bureau (<http://factfinder2.census.gov/main.html>) when completing Worksheet One.

Block 1e- Respondents should identify both the housing market area and the expanded housing market area for their multifamily housing projects. Use abbreviations if necessary. A **housing market area** is the area from which a multifamily housing project owner/agent may reasonably expect to draw a substantial number of its tenants. This could be a county or Metropolitan Division. The U.S. Census Bureau provides a range of levels to draw from.

An **expanded housing market area** is a larger geographic area, such as a Metropolitan Division or a Metropolitan Statistical Area, which may provide additional demographic diversity in terms of race, color, national origin, religion, sex, familial status, or disability.

Block 1f- The applicant should complete this block only if a Managing Agent (the agent cannot be the applicant) is implementing the AFHMP.

Part 2: Type of AFHMP

Block 2a- Respondents should indicate the status of the AFHMP, i.e., initial or updated, as well as the date of the first approved AFHMP. Respondents should also provide the reason (s) for the current update, whether the update is based on the five-year review or due to significant changes in project or local demographics (See instructions for Part 9).

Block 2b- Respondents should identify all groups HUD has approved for occupancy in the subject project, in accordance with the contract, grant, etc.

Block 2c- Respondents should specify the date the project was/will be first occupied.

Block 2d- For new construction and substantial rehabilitation projects, advertising must begin at least 90 days prior to initial occupancy. In the case of existing projects, respondents should indicate whether the advertising will be used to fill existing vacancies, to place individuals on the project's waiting list, or to re-open a closed waiting list. Please indicate how many people are on the waiting list when advertising begins.

Part 3 Demographics and Marketing Area.

"Least likely to apply" means that there is an identifiable presence of a specific demographic group in the housing market area, but members of that group are not likely to apply for the housing without targeted outreach, including marketing materials in other languages for limited English proficient individuals, and alternative formats for persons with disabilities. Reasons for not applying may include, but are not limited to, insufficient information about housing opportunities, language barriers, or transportation impediments.

Block 3a - Using Worksheet 1, the respondent should indicate the demographic composition of the project's residents, current project applicant data, census tract, housing market area, and expanded housing market area. The applicable housing market area and expanded housing market area should be indicated in Block 1e. Compare groups within rows/across columns on Worksheet 1 to identify any under-represented group(s) relative to the surrounding housing market area and expanded housing market area, i.e., those group(s) "least likely to apply" for the housing without targeted outreach and marketing. If there is a particular group or subgroup with members of a protected class that has an identifiable presence in the housing market area, but is not included in Worksheet 1, please specify under "Other."

Respondents should use the most current demographic data from the U.S. Census or another official source such as a local government planning office. Please indicate the source of your data in Part 8 of this form.

Block 3b - Using the information from the completed Worksheet 1, respondents should identify the demographic group(s) least likely to apply for the housing without special outreach efforts by checking all that apply.

Part 4 - Marketing Program and Residency Preference (if any).

Block 4a - A residency preference is a preference for admission of persons who reside or work in a specified geographic area (see 24 CFR 5.655(c)(1)(ii)). Respondents should indicate whether a residency preference is being utilized, and if so, respondents should specify if it is new, revised, or continuing. If a respondent wishes to utilize a residency preference, it must state the preference area (and provide a map delineating the precise area) and state the reason for having such a preference. The respondent must ensure that the preference is in accordance with the non-discrimination and equal opportunity requirements in 24 CFR 5.105(a) (see 24 CFR 5.655(c)(1)).

Respondents should use Worksheet 2 to show how the percentage of the eligible population living or working in the residency preference area compares to that of residents of the project, project applicant data, census tract, housing market area, and expanded housing market area. The percentages would be the same as shown on completed Worksheet 1.

Block 4b - Using Worksheet 3, respondents should describe their use of community contacts to help market the project to those least likely to apply. This table should include the name of a contact person, his/her address, telephone number, previous experience working with the target population(s), the approximate date contact was/will be initiated, and the specific role the community contact will play in assisting with affirmative fair housing marketing or outreach.

Block 4c - Using Worksheet 4, respondents should describe their proposed method(s) of advertising to market to those least likely to apply. This table should identify each media option, the reason for choosing this media, and the language of the advertisement. Alternative format(s) that will be used to reach persons with disabilities, and logo(s) that will appear on the various materials (as well as their size) should be described. **Please attach a copy of the advertising or marketing material.**

Part 5 – Availability of the Fair Housing Poster, AFHMP, and Project Site Sign.

Block 5a - The Fair Housing Poster must be prominently displayed in all offices in which sale or rental activity takes place (24 CFR 200.620(e)). Respondents should indicate all locations where the Fair Housing Poster will be displayed.

Block 5b -The AFHMP must be available for public inspection at the sales or rental office (24 CFR 200.625). Check all of the locations where the AFHMP will be available.

Block 5c -The Project Site Sign must display in a conspicuous position the HUD-approved Equal Housing Opportunity logo, slogan, or statement (24 CFR 200.620(f)). Respondents should indicate where the Project Site Sign will be displayed, as well as the size of the Sign and the size of the logo, slogan, or statement. **Please submit photographs of project site signs.**

Part 6 - Evaluation of Marketing Activities.

Respondents should explain the evaluation process to be used to determine if they have been successful in attracting those individuals identified as least likely to apply. Respondents should also explain how they will make decisions about future marketing activities based on the evaluations.

Part 7 - Marketing Staff and Training.

Block 7a - Respondents should identify staff positions that are/will be responsible for affirmative marketing.

Block 7b - Respondents should indicate whether staff has been trained on the AFHMP and Fair Housing Act. Please indicate who provides the training and how frequently. In addition, respondents should specify whether they periodically assess staff members' skills in using the AFHMP and in applying the Fair Housing Act. They should state how often they assess employee skills and how they conduct the assessment.

Block 7c - Respondents should indicate whether staff has been trained on tenant selection in accordance with the project's occupancy policy, including residency preferences (if any). Respondents should also identify those staff positions that are/will be responsible for tenant selection.

Block 7d - Respondents should include copies of any written materials related to staff training, and identify the dates of past and anticipated training.

Part 8 - Additional Considerations.

Respondents should describe their efforts not previously mentioned that were/are planned to attract those individuals least likely to apply for the subject housing.

Part 9 - Review and Update.

By signing the respondent assumes responsibility for implementing the AFHMP. Respondents must review their AFHMP every five years or when the local Community Development jurisdiction's Consolidated Plan is updated, or when there are significant changes in the demographics of the project or the local housing market area. When reviewing the plan, the respondent should consider the current demographics of the housing market area to determine if there have been demographic changes in the population in terms of race, color, national origin, religion, sex, familial status, or disability. The respondent will then determine if the population least to likely to apply for the housing is still the population identified in the AFHMP, whether the advertising and publicity cited in the current AFHMP are still appropriate, or whether advertising sources should be modified or expanded. Even if the demographics of the housing market area have not changed, the respondent should determine if the outreach currently being performed is reaching those it is intended to reach as measured by project occupancy and applicant data. If not, the AFHMP should be updated. The revised AFHMP must be submitted to HUD for approval. HUD may review whether the affirmative marketing is actually being performed in accordance with the AFHMP. If based on their review, respondents determine the AFHMP does not need to be revised, they should maintain a file documenting what was reviewed, what was found as a result of the review, and why no changes were required. HUD may review this documentation.

Notification of Intent to Begin Marketing.

No later than 90 days prior to the initiation of rental marketing activities, the respondent must submit notification of intent to begin marketing. The notification is required by the AFHMP Compliance Regulations (24 CFR 108.15). The Notification is submitted to the Office of Housing in the HUD Office servicing the locality in which the proposed housing will be located. Upon receipt of the Notification of Intent to Begin Marketing from the applicant, the monitoring office will review any previously approved plan and may schedule a pre-occupancy conference. Such conference will be held prior to initiation of sales/rental marketing activities. At this conference, the previously approved AFHMP will be reviewed with the applicant to determine if the plan, and/or its proposed implementation, requires modification prior to initiation of marketing in order to achieve the objectives of the AFHM regulation and the plan.

OMB approval of the AFHMP includes approval of this notification procedure as part of the AFHMP. The burden hours for such notification are included in the total designated for this AFHMP form.

**Worksheet 1: Determining Demographic Groups Least Likely to Apply for Housing Opportunities
(See AFHMP, Block 3b)**

In the respective columns below, indicate the percentage of demographic groups among the project's residents, current project applicant data, census tract, housing market area, and expanded housing market area (See instructions to Block 1e). If you are a new construction or substantial rehabilitation project and do not have residents or project applicant data, only report information for census tract, housing market area, and expanded market area. The purpose of this information is to identify any under-representation of certain demographic groups in terms of race, color, national origin, religion, sex, familial status, or disability. If there is significant under-representation of any demographic group among project residents or current applicants in relation to the housing/expanded housing market area, then targeted outreach and marketing should be directed towards these individuals least likely to apply. Please indicate under-represented groups in Block 3b of the AFHMP. **Please attach maps showing both the housing market area and the expanded housing market area.**

Demographic Characteristics	Project's Residents	Project's Applicant Data	Census Tract	Housing Market Area	Expanded Housing Market Area
% White			87.4%	85.5%	80.0%
% Black or African American			0.5%	0.8%	2.8%
% Hispanic or Latino			17.7%	18.3%	15.5%
% Asian			1.3%	1.2%	5.5%
% American Indian or Alaskan Native			0.6%	0.4%	0.6%
% Native Hawaiian or Pacific Islander			0.1%	0.1%	0.2%
% Persons with Disabilities			12.3%	12.3%	15.4%
% Families with Children under the age of 18			23.4%	21.7%	24.7%
Other (specify)					
more than 1 race					

Worksheet 2: Establishing a Residency Preference Area (See AFHMP, Block 4a)

Complete this Worksheet if you wish to continue, revise, or add a residency preference, which is a preference for admission of persons who reside or work in a specified geographic area (see 24 CFR 5.655(c)(1)(ii)). If a residency preference is utilized, the preference must be in accordance with the non-discrimination and equal opportunity requirements contained in 24 CFR 5.105(a). This Worksheet will help show how the percentage of the population in the residency preference area compares to the demographics of the project's residents, applicant data, census tract, housing market area, and expanded housing market area. **Please attach a map clearly delineating the residency preference geographical area.**

Demographic Characteristics	Project's Residents (as determined in Worksheet 1)	Project's Applicant Data (as determined in Worksheet 1)	Census Tract (as determined in Worksheet 1)	Housing Market Area (as determined in Worksheet 1)	Expanded Housing Market Area (as determined in Worksheet 1)	Residency Preference Area (if applicable)
% White						
% Black or African American						
% Hispanic or Latino						
% Asian						
% American Indian or Alaskan Native						
% Native Hawaiian or Pacific Islander						
% Persons with Disabilities						
% Families with Children under the age of 18						
Other (specify)						
more than 1 race						

Worksheet 3: Proposed Marketing Activities –Community Contacts (See AFHMP, Block 4b)

For each targeted marketing population designated as least likely to apply in Block 3b, identify at least one community contact organization you will use to facilitate outreach to the particular population group. This could be a social service agency, religious body, advocacy group, community center, etc. State the names of contact persons, their addresses, their telephone numbers, their previous experience working with the target population, the approximate date contact was/will be initiated, and the specific role they will play in assisting with the affirmative fair housing marketing. Please attach additional pages if necessary.

Targeted Population(s)	Community Contact(s), including required information noted above.
American Indian or Alaskan Native	The Marin Indian American Association (MIAA) is a non-profit organization which provides a forum to explore the rich and diverse heritage of the Indian American Community living in and around Marin County. Resident Manager to request permission to post notice of housing availability on their website when waiting list is open. MIAA Board - miaaboard@gmail.com
Native Hawaiian or Pacific Islander	Asian American Alliance of Marin (AAAM) - local community organization for Asian Americans and Pacific Islander. 601 Montecillo Rd., San Rafael, CA 94903. Mailing address P.O. Box 151401, San Rafael, CA 94915. Resident Manager to request permission to post notice of housing availability on their website or board when waiting list is open.
American Indian or Alaskan Native	Marin American Indian Alliance; marinindnuz@aol.com; http://MarinAmericanIndianAlliance.org . Monthly gatherings of inter-tribal people from Marin and Sonoma. Meet at First Methodist Church, 9 Ross Valley Drive, San Rafael, CA 94901. Resident Manager to request permission to post notice of housing availability on website.
Black or African American	Eden Information and Referral (Call 211), Edenir.org; Clientele is 57% African American and 5% Asian. With United Way, the agency operates Call 211, Bay Area Community services information line. Referrals for basic human needs via the Call 211 phone service. Resident Manager to request permission to post notice of housing availability.
Asian	Community Action Marin, Asian Advocacy Project, Vinh Luu, 30 N San Pedro, San Rafael, CA 94903. Clientele is 100% Asian or Islander. Resident Manager to request permission to post notice of housing availability on website or community bulletin board.

Worksheet 4: Proposed Marketing Activities – Methods of Advertising (See AFHMP, Block 4c)

Complete the following table by identifying your targeted marketing population(s), as indicated in Block 3b, as well as the methods of advertising that will be used to market to that population. For each targeted population, state the means of advertising that you will use as applicable to that group and the reason for choosing this media. In each block, in addition to specifying the media that will be used (e.g., name of newspaper, television station, website, location of bulletin board, etc.) state any language(s) in which the material will be provided, identify any alternative format(s) to be used (e.g. Braille, large print, etc.), and specify the logo(s) (as well as size) that will appear on the various materials. Attach additional pages, if necessary, for further explanation. Please attach a copy of the advertising or marketing material.

Targeted Population(s)→ Methods of Advertising ↓	Targeted Population:	Targeted Population:	Targeted Population:
Newspaper(s)			
Radio Station(s)			
TV Station(s)			
Electronic Media	Native Hawaiian	American Indian or Alaskan Native	Black or African American
Website/Facebook			Asian
Bulletin Boards	Native Hawaiian	American Indian or Alaskan Native	Black or African American
Community Bulletin Boards			Asian
Brochures, Notices, Flyers	Native Hawaiian	American Indian or Alaskan Native	Black or African American
Email, bulletin board, website			Asian
Other (specify)			

EAH Housing Core Values

PASSION:

For our mission, our work, our residents, and our communities.

ETHICS:

- In our culture from one generation of employees to the next.
- In our relationships with partners, contractors and vendors.
- In our reputation with lenders, donors and public servants.

AMBITION:

- To fulfill our common vision by building excellent affordable housing.
- To serve a critical need in society today.
- To create social justice.

COLLABORATION:

With respect, integrity, openness, and encouragement in our team efforts.

EXCELLENCE:

- Developing and managing each property to ensure financial integrity, permanent affordability and architectural designs that enhance neighborhoods: EAH Housing communities are built to last.
- Each property is a source of pride and a testament to the dedication, creativity and talents of the whole team.
- Ensuring a high quality of life for our residents, a roof is just the beginning.

www.EAHHousing.org

Offices: San Rafael, Honolulu, Fresno, Los Angeles, Morgan Hill
CA Lic. 853495 | HI Lic. RB-16985

