Housing Authority of the City of Alameda

PHONE: (510) 747-4300
FAX: (510) 522-7848
TTY/TRS: 711

701 Atlantic Avenue • Alameda, California 94501-2161

AGENDA **REGULAR MEETING OF THE BOARD OF COMMISSIONERS**
DATE & TIME **Wednesday, September 16, 2026 - 7:00 PM**
LOCATION
Independence Plaza, 703 Atlantic Avenue, Alameda - Ruth Rambeau Memorial Community Room

PUBLIC PARTICIPATION Public access to this meeting is available as follows:

To Attend In-Person -
Independence Plaza, 703 Atlantic Avenue, Alameda - Ruth Rambeau Memorial Community Room

Join Zoom Meeting
https://us06web.zoom.us/j/85229497654?pwd=ERF4c2daq8Agm7t8SwqaXfix0iHEve.1

Meeting ID: 852 2949 7654
Passcode: 141405

Persons wishing to address the Board of Commissioners are asked to submit comments for the public speaking portion of the Agenda as follows:

- Send an email with your comment(s) to jpolar@alamedahsg.org and vcooper@alamedahsg.org prior to or during the Board of Commissioners meeting
- Call and leave a message at (510) 871-7435.

When addressing the Board, on agenda items or business introduced by Commissioners, members of the public may speak for a maximum of three minutes per agenda item when the subject is before the Board.

Persons in need of special assistance to participate in the meetings of the Housing Authority of the City of Alameda Board of Commissioners, please contact (510) 747-4325 (voice), TTY/TRS: 711, or jpolar@alamedahsg.org. Notification 48 hours prior to the meeting will enable the Housing Authority of the City of Alameda Board of Commissioners to make reasonable arrangements to ensure accessibility or language assistance.

PLEDGE OF ALLEGIANCE

1. ROLL CALL
2. REMOTE PARTICIPATION PURSUANT TO RALPH M. BROWN ACT (Government Code Section 54950 et seq.) ("Brown Act") : The Chair will identify whether any Directors are attending the meeting via teleconference pursuant to the Brown Act.
3. COMMISSIONER RECUSALS
4. Motion to Accept the Order of the Board of Commissioners Agenda for the September 16, 2026 Meeting.
5. Public Comment (Non- Agenda Item(s))
6. CONSENT CALENDER

   Consent Calendar items are considered routine and will be approved or accepted by one motion unless a request for removal for discussion or explanation is received from the Board of Commissioners or a member of the public.

6.A. Approve Minutes of the Special Board of Commissioners Meeting held on August 19, 2026.

6.B. Reapprove Minutes of the Regular Board of Commissioners Meeting held on December 17, 2025 due to a minor error in the February 18, 2026 agenda listing.

6.C. Accept the Monthly Overview Report for the Housing Programs Department Covering Program Statistics, Updates and Department Activities.

6.D. Accept the Monthly Overview Report for the Housing Development Department Regarding Project Pre-Development and Funding, Construction Activities, and Departmental Updates.

6.E. Accept the August 2026 Monthly Overview Report for Vacancies, Rent Collections, and Housing Operations from the Property Operations Department.

6.F. Accept the Quarterly Financial Report for the Period Ended June 30, 2026.

6.G. Adopt Resolution Approving Revised Payment Standards for the Housing Choice Voucher program and for Project-Based Voucher program effective immediately for new contracts and transfers, and effective November 2, 2026, for re-certifications and interim adjustments.

6.H. Adopt a Resolution to Authorize the Executive Director to Negotiate and Execute a 3-year Consultant Services Agreement between the Housing Authority of the City of Alameda and Techordia, LLC for IT Services and other related services with maximum not to exceed contract amount of $1,800,000.

6.I. Adopt a Resolution to Authorize the Executive Director (or Designee) to Negotiate and Execute a Contract with Donny Chu Construction, Inc. for Fire and Flood Repair Services at Independence Plaza for a Not to Exceed amount of $1,039,283.96 for up to a one year term, including Approval of a $135,558.78 Contingency; and to Authorize the Executive Director to Amend the Scope of Work with Additional Services to Utilize Contingency as needed; and also to

Negotiate and Execute Multiple Contracts until the Next Available Board of Commissioners Meeting which Individually or as a Total exceed $250,000 for Fire and Flood Repair Services at Independence Plaza, if needed; Direct the Executive Director (or Designee) to Report Back on Executed Contracts, if any, to the Board of Commissioners No Later Than the Next Available Board of Commissioners Meeting.

6.J. Adopt a Resolution Of The Board Of Commissioners Of The Housing Authority Of The City Of Alameda To Authorize The Executive Director To Execute A Contract Amendment To The Existing Services Agreement Between The Housing Authority Of The City Of Alameda And Sierra Roofing And Solar Inc To Re-Roof 703. 705, 07, 709, And 711 Atlantic Ave To Extend Agreement By One Year To October 16, 2027

6.K. Adopt a Resolution to continue using services from Equifax under the Universal Membership Agreement executed in 2023 for a not to exceed amount of $300,000 through 2028.

6.L. Accept an Update on the Uses of Cost Savings at Estuary I and Linnet Corner

6.M. Adopt a Resolution to Authorize the Executive Director to Negotiate and Execute a Property Management Agreement between the Housing Authority of the City of Alameda, for **Independence Plaza**, and National Community Renaissance of California (HavenCORE) for Property Management Services with a not to exceed amount of $335,000 for the first year, and to Authorize the Executive Director to Negotiate and Execute the Management Transition Addendum between the Housing Authority of the City of Alameda, for **Independence Plaza**, and National Community Renaissance of California (HavenCORE) with a not to exceed amount of $39,060, subject to review and approval as to form by General Counsel

6.N. Adopt a Resolution to Authorize the Executive Director to Negotiate and Execute a Property Management Agreement between the Housing Authority of the City of Alameda, for **Parrot Gardens**, and National Community Renaissance of California (HavenCORE) for Property Management Services with a not to exceed amount of $16,000 for the first year, and to Authorize the Executive Director to Negotiate and Execute the Management Transition Addendum between the Housing Authority of the City of Alameda, for **Parrot Gardens**, and National Community Renaissance of California (HavenCORE) with a not to exceed amount of $1,680, subject to review and approval as to form by General Counsel.

6.O. Adopt a Resolution to Authorize the Executive Director to Negotiate and Execute a Property Management Agreement between the Housing Authority of the City of Alameda, for **AHA Scattered Sites**, and National Community Renaissance of California (HavenCORE) for Property Management Services with a not to exceed amount of $38,000 for the first year, and to Authorize the Executive Director to Negotiate and Execute the Management Transition Addendum between the Housing Authority of the City of Alameda, for **AHA Scattered Sites**, and National Community Renaissance of California (HavenCORE) with a

not to exceed amount of $5,460, subject to review and approval as to form by General Counsel.

7. AGENDA

7.A. Accept a presentation on the Fiscal Year 2025-26 Annual Report for the Housing Authority of the City of Alameda.

7.B. 1. Accept a report on the agency's financial projections and the capability to conduct a competition for project-based vouchers (PBV);
2. Provide direction to staff whether to open a competition for PBV;
3. Provide direction to staff regarding funding of the previously awarded 40 PBV to Estuary II;
4. Provide direction to staff to explore alternative options at the Board's discretion for discussion at a future meeting, including, but not limited to, pursuit of Moving to Work activity or regulatory waiver proposals that possibly could assist the proposed RESHAP project;
5. Provide direction to staff to explore potential cost-saving initiatives to avoid future funding shortfalls for discussion at a future meeting.

7.C. Adopt a Resolution to revise the Employer's Contributions for Eligible Employees' Health to 1.61% to $3,087.84 per employee per month effective January 1, 2027 and with no increase in Dental/Vision Care.

7.D. Elect a Chair and Vice Chair of the Board of Commissioners for 2026-27.

8. ORAL COMMUNICATIONS, Non-Agenda (Public Comment)

9. WRITTEN COMMUNICATIONS

10. EXECUTIVE DIRECTOR'S COMMUNICATIONS

11. COMMISSIONER COMMUNICATIONS, (Communications from the Commissioners)

12. ADJOURNMENT

* * * Note * * *

- Documents related to this agenda are available on-line at: https://www.alamedahsg.org/meetings/
- Know Your RIGHTS Under The Ralph M. Brown Act: Government's duty is to serve the public, reaching its decisions in full view of the public. The Board of Commissioners exists to conduct the business of its constituents. Deliberations are conducted before the people and are open for the people's review, subject to limited statutory exceptions. In order to assist the Housing Authority's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the Housing Authority accommodate these individuals.

Housing Authority of the City of Alameda

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701 Atlantic Avenue • Alameda, California 94501-2161

AGENDA **SPECIAL MEETING OF THE BOARD OF COMMISSIONERS**
DATE & TIME **Wednesday, August 19, 2026 - 6:00 PM**
LOCATION
Independence Plaza, 703 Atlantic Avenue, Alameda - Ruth Rambeau Memorial Community Room

PUBLIC PARTICIPATION Public access to this meeting is available as follows:

To Attend In-Person -
Independence Plaza, 703 Atlantic Avenue, Alameda - Ruth Rambeau Memorial Community Room

Join Zoom Meeting
https://us06web.zoom.us/j/85229497654?pwd=ERF4c2daq8Agm7t8SwqaXfix0iHEve.1

Meeting ID: 852 2949 7654
Passcode: 141405

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1. ROLL CALL

Vice-Chair Sidelnikov called the meeting to order at 6:03 p.m.

Present: Vice-Chair Sidelnikov, Commissioner Decoy, Commissioner Husby, Commissioner Johnson, Commissioner Kaufman, and Commissioner Tamaoki

General Counsel: Adrian Guerra, Aleshire & Wynder LLP

Absent: Commissioner Grob

Vice-Chair welcomed Commissioner Johson to the Board.

2. REMOTE PARTICIPATION PURSUANT TO RALPH M. BROWN ACT (Government Code Section 54950 et seq.) ("Brown Act") : The Chair will identify whether any Directors are attending the meeting via teleconference pursuant to the Brown Act.

Vice-Chair Sidelnikov confirmed there were no Commissioners participating remotely.

3. COMMISSIONER RECUSALS

None.

4. Public Comment (Non-Agenda Item(s))

None. There was no person in the audience desiring to speak during public comment.

5. AGENDA

5.A.

1. Adopt a Resolution to Authorize the Executive Director to Issue a Letter of Commitment to Award 30 Project-Based Vouchers for the Stardust Gardens development, located at 2408 Pan Am Way, Alameda, Subject to Conditions and With an Estimated Cost of $1.1-$1.3 Million per year for 20 Years, and/or
2. Authorize the Executive Director to Request a Regulatory Waiver or a Request a Moving to Work Demonstration Program Waiver from the U.S. Department of Housing and Urban Development (HUD) to Waive Compliance from Regulations Otherwise Applicable to Competitive Awards of Project-Based Vouchers, and/or

3. Authorize the Executive Director to Open a Competition for Project-Based Vouchers, subject to a Review of Housing Authority Financial Capability to Award Project-Based Vouchers and to Compliance with All Applicable Regulations, and/or
4. Authorize the Executive Director to take any Action or Direction as the Board of Commissioners May Provide in Response to the Request for Project-Based Vouchers for Stardust Gardens.

Sepideh Kiumarsi, Sr. Management Analyst, provided a presentation that included overviews of the Housing Authority of the City of Alameda (AHA), Project Based Voucher (PBV) Program, AHA's PBV Policies, PBV Selection Considerations, PBV Selection Methods, the Request from the City and RESHAP, and Potential Next Steps, including the Considerations and/or Risks and Consequences of four (4) optional responses to the Request from the City and RESHAP.

Commissioner Tamaoki inquired as to whether the Multifamily Housing Program (MHP) funding application submitted by RESHAP, for Stardust Gardens, received additional points because the application included the award of Affordable Housing and Sustainable Communities (AHSC), Sylvia Martinez, Director of Housing Development, stated that this was a special MHP application opportunity issued by the State, requiring that the respective project already have a original State award of some kind, including AHSC. So, AHSC was a minimum threshold needed to enter this competition.

Commissioner Kaufman inquired as to whether RESHAP including the issuance of PBV units in their May 2025 AHSC application may have been due to a misunderstanding. Vanessa Cooper, Executive Director, stated that AHA met with the Mayor, quarterly, and the City Manager, monthly, during the time that the application was submitted, and was not made aware that the PBV units were to be included in the AHSC application. AHA learned about the inclusion of the PBV units through the press.

Commissioner Tamaoki inquired as to whether the AHSC application received additional points because it included the award of PBV units. Ms. Kiumarsi stated that these points would be addressed later in the presentation.

Ms. Cooper clarified that the PBV vouchers are included RESHAP's 2025 AHSC application, which does not include an indication that the vouchers are "not committed" and is included in cash flow feasibility which will be presented later in Ms. Kiumarsi's presentation.

In-Person Public Comment:

Matt Franklin, President and CEO, MidPen Housing, stated that regarding the budget, the request for 30 vouchers was intentionally sized, given the mix of unit size and other things, to match exactly the budget authority of the 25 vouchers in the existing contract. By definition, when this happens, it will happen simultaneously. There will be a commitment for the new vouchers that will house the people using the 25 existing vouchers. So, AHA will get the benefit of the existing budget on the existing contract, which matches the cost of the 30; it is understood that these vouchers cannot be transferred directly, rather it is a coming and going of revenues. There is an obligation to provide Housing Choice Vouchers to those 25 households, AHA's budget assumption is that all 25 will choose to take those vouchers. While this is a possibility, MidPen feels strongly that this will not happen. It has been MidPen's experience that after working with MidPen Case Managers, very few, if any, tenants choose to take the vouchers. Considering the benefits (i.e. keeping their Case Manager and benefits of a new unit) of this project, it is MidPen's opinion that far less than 25 tenants will choose to take the voucher. However, if more tenants than expected choose to take the voucher, MidPen believes that they are eligible for direct procurement. As MidPen is fully funded and confident that they would be extremely competitive, they made clear, in a letter sent to AHA approximately 10 days ago, that they are fine with a competition if they were confident that it was going to be done in a knowable time frame. Mr. Franklin went on to state that the Department of Housing and Community Development, which administers the MHP and AHSC programs, were fully aware that the PBVs assumed in the AHSC were not committed, as was clearly stated in the application. MHP determined that, with no vouchers committed, the AHSC was still in good standing. AHSC by design is awarded very early in the process with a lot of uncommitted assumptions, which are made clear. The primary consideration made in the award of AHSC is feasibility. The composition of the different sources changes all the time and is quite common. That is why the Department of Housing and Community Development tolerated the change and awarded the MHP.

Andrea Urton, Executive Director, Alameda Point Collaborative (APC), expressed support for and the importance of the Stardust Gardens project.

Gerry Beaudin, City Manager, City of Alameda, expressed support for and the importance of the Stardust Gardens project; noting that this project is the first of several phases of rebuilding the existing supportive housing at Alameda Point, which AHA has known about, and the City has planned, for over a decade. Mr. Beaudin noted that this project will serve Alameda's lowest-income residents who are living in housing that is at the end of its useful life and fulfill a redevelopment commitment made to the community and the Navy decades ago. The City has 2,300 housing units, of which approximately 580 are affordable, in its pipeline which are contingent on this project moving forward. Considering that the market rate partners are struggling and, over the past 10 years, AHA has not provided a commitment to this project, the project is in

jeopardy of being significantly delayed or not being built at all. Mr. Beaudin stated that the City has secured tens of millions of dollars with statewide with partners at the State level for housing and supportive housing, as well as infrastructure for this area to support the project, contributed about $9 million worth of land value for this project, and has been partnering with MidPen, who now has the construction money mostly together to build this project. The only hinderance has been the local housing authority , who continues to stand in the way based on the notion that vouchers cannot be transferred or transitioned for APC residents, who these vouchers are largely assigned to today. Mr. Beaudin requested that the Board approve the Letter of Commitment, which was sent to AHA, as there is no near-term impact on the Housing Authority . As stated by Mr. Franklin, the City is willing to backstop the finances of this situation. The Commitment Letter is merely a statement of support for this project, which keeps the project moving forward and gives MidPen and AHA until the project is completed and the units are about to be occupied, which is about two to two and a half years from now, to work together to figure out the financial impacts and challenges that could arise from this project. Mr. Beaudin again requested that the Board direct AHA staff to provide the requested Commitment Letter to Mid-Peninsula Housing (MidPen), and to work together with the City to address any documented financial constraints that the AHA might face due to the Stardust project, prior to the occupancy of the respective units.

Abigail Thorne-Lyman, Director of Base Reuse and Economic Development, City of Alameda, reiterated the urgency of AHA of providing the Commitment Letter for the September Low Income Housing Tax Credit application. While MidPen could submit the application without the Commitment Letter from AHA, they would most likely be representing that this is a low-income project, serving 60%, maybe 80%, of area median income, and that is not what this project has ever been, or ever will be. This is a supportive housing project serving our city’s most vulnerable residents. Every time the City Council has entitled, approved, or considered this project, both in a regulatory framework and under the disposition and development agreement, the real estate agreement, the project was represented as supportive housing that it is replacement housing for the old, dilapidated Navy-era homes that the respective residents live in today. So, for MidPen to apply in September and state that this project is anything else would be completely wrong. Moreover, under base closure law from 1994, the City of Alameda is required to provide this supportive housing. There are legal agreements that are on the books that are regulated through Alameda County Housing & Community Development (HCD), on behalf of HUD, requiring that a certain minimum number of units be provided as supportive housing. Under those laws, this project cannot proceed with the replacement of these units if they are not supportive housing units. This project will not go forward if it is just a regular, affordable, low-income project. It must be extremely low-income; it must serve the most vulnerable residents. Ms.

Thorne-Lyman again urged the Board direct AHA staff to provide the Letter of Commitment for the September Low Income Housing Tax Credit application round.

Vice-Chair Sidelnikov closed Public Comment at 7:09 p.m.

Commissioner Tamaoki inquired as to whether the MHP timeline included in the staff presentation was representative of how the deal can proceed if AHA were unable to provide the requested Commitment Letter for the Low-Income Housing Tax Credit application deadline of September 8th. Ms. Martinez stated that the presented timeline is a potential timeline if the applicant (MidPen) wanted to continue, accept the MHP award, and apply for the Low-Income Housing Tax Credit on September 8th. The MHP program does require that they apply, not win. The presented timeline is intended to represent that there is significant time between today and the time that these units will be ready to house tenants. Several things could change in that time, including that the federal and state financial situation may not be as constrained as it is today. There's also time to build up operating, if indeed the MHP application, which was submitted in June, is feasible to construct the buildings, in other words, it has the capital funding for the project, the operation and rental support could be provided over time. For instance, AHA could hold a competition at a later date, which the applicant could win, and that would potentially add some vouchers. The applicant could request vouchers from the County, apply to Prop W, which is specifically slated for permanent supportive housing, or the City could contribute funding for an operating subsidy. There are many options available to move this project forward. The application for MHP already has an average affordability at the 36% AMI level, which is more affordable than many other tax credit properties. While more operating support would allow the applicant to serve an even more targeted community, they have less of a way to go than many applicants, and they have two and a half to three years to do it. HCD has made it very clear that if the applicant were not successful in the September 8th application, HCD would welcome a discussion on the ability to apply in 2027, and that would extend out this timeline.

Responding to Commissioner Tamaoki's inquiry as to whether having a Commitment Letter from AHA would make the applicant's application more competitive, Ms. Martinez stated that she could not confirm as she had not seen their application. Mr. Franklin stated that while there is enough capital in the MHP to build the building, PBVs are essential to serving the clients of their partners at APC. So, while MidPen is competitive for tax credits without vouchers, neither MidPen nor their partners want to build a building if they cannot serve the clients that they have been working for 12 years to serve. If the project is awarded, and accepts, the tax credits, there are profound consequences if the credits are not utilized within a specific timeframe. Mr.

Franklin stated that MidPen is amenable to participating in a competition, if AHA could hold the competition prior to December 9th and clearly identify the competition's criteria as the State is clear that the subsidy could be layered on. However, MidPen does not want to start construction, not knowing if they could serve their partners because that is irreversible.

Commissioner Tamaoki inquired as to whether AHA's short-fall standing restricts AHA from being able to open a competition. Ms. Cooper explained that the consideration of whether AHA is in shortfall is considered at various times in the competition process including prior to the competition being opened, with a two-year projection, and prior to awarding the AHAP. Currently, AHA has a positive budget of approximately $1.8 million for this year but is projected to be in shortfall by the end of next year. However, staff anticipate that new FMRs will be released on or around September 1st, which will allow AHA to better calculate the next year's inflation factor. Until AHA can determine the inflation factor, it cannot determine what the shortfall amount may be. As presented to the Board in April or May and communicated to the city over the past six months, AHA's goal is not only to get out of shortfall by one cent, but to get out far enough to make a $1.3 million dollar commitment and not go into shortall again.

The Board and staff held further in depth discussion of the possibilities of a competition timeline, AHA's financial obligations throughout the life of the project (Stardust Gardens), and the following options presented by staff: 1) Adopt a Resolution to Authorize the Executive Director to Issue a Letter of Commitment to Award 30 Project-Based Vouchers for the Stardust Gardens development, located at 2408 Pan Am Way, Alameda, Subject to Conditions and With an Estimated Cost of $1.1-$1.3 Million per year for 20 Years, and/or 2) Authorize the Executive Director to Request a Regulatory Waiver or a Request a Moving to Work Demonstration Program Waiver from the U.S. Department of Housing and Urban Development (HUD) to Waive Compliance from Regulations Otherwise Applicable to Competitive Awards of Project-Based Vouchers, and/or 3) Authorize the Executive Director to Open a Competition for Project-Based Vouchers, subject to a Review of Housing Authority Financial Capability to Award Project-Based Vouchers and to Compliance with All Applicable Regulations, and/or 4) Authorize the Executive Director to take any Action or Direction as the Board of Commissioners May Provide in Response to the Request for Project-Based Vouchers for Stardust Gardens.

Following this discussion, as advised by General Counsel, Vice-Chair Sidelnikov moved to Direct staff to report back at the September regular meeting on September 16th regarding the agency's (AHA's) financial projections and the capability to conduct a competition for project-based vouchers, Commissioner Kaufman seconded. The motion passed unanimously.

Yes 6 Vice-Chair Sidelnikov, Commissioner Decoy, Commissioner Husby, Commissioner Johnson, Commissioner Kaufman, and Commissioner Tamaoki

No 0

Abstentions 0

6. ADJOURNMENT

Vice-Chair Sidelnikov adjourned the meeting at 8:17 p.m.

_____
Vanessa M. Cooper
Secretary and Executive Director

_____
Vadim Sidelnikov, Vice-Chair
Board of Commissioners

_____
Adrian Guerra,
General Counsel, Aleshire & Wynder LLP

Housing Authority
of the
City of Alameda

PHONE: (510) 747-4300
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701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Vanessa Cooper, Executive Director

Date: September 16, 2026

Re: Reapprove Minutes of the Regular Board of Commissioners Meeting held on December 17, 2025 due to a minor error in the February 18, 2026 agenda listing.

BACKGROUND

This request is to have the Minutes from the December 17, 2025 Board of Commissioner Meeting formally reapproved.

DISCUSSION

During an administrative review, it was found that the Minutes from the December 17, 2025 Board of Commissioner Meeting were approved during the February 18, 2026 Board of Commissioners Meeting. However, the February 18, 2026 meeting agenda included a typo which indicated the approval of Minutes from the Board of Commissioners meeting held on December 16, 2025. The December 2025 Board of Commissioners Meeting was held on December 17, 2025, not December 16, 2025.

FISCAL IMPACT

None.

CEQA

N/A

RECOMMENDATION

Reapprove Minutes of the Regular Board of Commissioners Meeting held on December 17, 2025 due to a minor error in February 18, 2026 agenda listing.

ATTACHMENTS

1. 12. - Regular Board of Commissioners Meeting - December 17, 2025 - Approved Minutes (Not Signed)

Respectfully submitted,

Vanessa Cooper, Executive Director

Housing Authority
of the
City of Alameda

PHONE: (510) 747-4300
FAX: (510) 522-7848
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701 Atlantic Avenue • Alameda, California 94501-2161

APPROVED MINUTES
REGULAR MEETING OF THE BOARD OF COMMISSIONERS
Wednesday, December 17, 2025

PLEDGE OF ALLEGIANCE

Chair Grob called the meeting to order at 7:00 p.m.

1. ROLL CALL

Present:	Chair Grob, Vice-Chair Sidelnikov, Commissioner Decoy, Commissioner Husby, and Commissioner Kaufman
General Counsel:	Jhaila R. Brown, Goldfarb & Lipman LLP
Absent:	Commissioner Tamaoki and Commissioner Joseph-Brown

2. AB2449 COMPLIANCE "AB2449 Compliance: The Chair will confirm that there are 4 members in the same, properly noticed meeting room within the jurisdiction of the City of Alameda. Each board member who is accessing the meeting remotely must disclose verbally whether they are able to be remote under AB2449: (1) just cause (max. 2 per year), or (2) emergency circumstances." For Emergency Circumstances, the request must be approved by a majority vote of the Board of Commissioners for the emergency circumstances to be used as a justification to participate remotely. Remote Commissioners must provide a general description of the circumstances relating to need to appear remotely at the given meeting. Commissioner must also publicly disclose at the meeting, prior to any action, whether any other individuals 18 years or older are present in the room with the member at the remote location, and the general nature of the member's relationship with such individuals.

   Chair Grob confirmed that there were more than 4 members of the Board in the noticed meeting room in the City of Alameda.

3. COMMISSIONER RECUSALS

None.

4. Motion to Accept the Order of the Board of Commissioners Agenda for the December 17, 2025 Meeting.

Vice-Chair Sidelnikov moved to accept the Order of the Board of Commissioners Agenda for the December 17, 2025 Meeting, and Commissioner Husby seconded. The motion passed unanimously.

Yes	5	Chair Grob, Vice-Chair Sidelnikov, Commissioner Decoy, Commissioner Husby, and Commissioner Kaufman
No	0	
Abstain	0	

5. Public Comment (Non-Agenda)

Virtual public comment(s):
Robert Shaye, Alameda Resident, requested that the PDFs of the agendas be searchable and that the Housing Authority of the City of Alameda (AHA) post a link to the Zoom meeting recordings on its website.

6. CONSENT CALENDER

Consent Calendar items are considered routine and will be approved or accepted by one motion unless a request for removal for discussion or explanation is received from the Board of Commissioners or a member of the public.

*6.A. Approve Minutes of the Regular Board of Commissioners Meeting held on October 15, 2025.

*6.B. Accept the Monthly Overview Report for the Housing Programs Department.

*6.C. Accept the Monthly Overview Report for Property Operations.

*6.D. Accept the Monthly Construction Report for Linnet Corner.

*6.E. Accept the Quarterly Financial Report for the month ended September 30, 2025.

*6.F. Accept the quarterly report on the property financials for properties owned by the Housing Authority of the City of Alameda (AHA), Alameda Affordable Housing Corporation (AAHC), and Island City Development (ICD) for the period ending September 30, 2025.

*6.G. Accept a Report on Compliance with SB721 California's Balcony Law.

*6.H. Accept a Presentation on the Budgets for the FPI-Managed Low-Income Housing Tax Credit (LIHTC) Sites and the Budgets for the John Stewart

Company-Managed and Satellite Affordable Housing Associates-Managed Low-Income Housing Tax Credit (LIHTC) Sites.

*6.I. Accept the Low- Income Housing Tax Credit (LIHTC) Annual Operating Budgets for Sherman and Buena Vista, L.P. (Littlejohn Commons) for the Fiscal Year and Calendar Year 2026.

*6.J. Accept the Low- Income Housing Tax Credit (LIHTC) Annual Operating Budgets for Constitution and Eagle, L.P. (Rosefield Village) for the Fiscal Year and Calendar Year 2026.

*6.K. Accept the Low- Income Housing Tax Credit (LIHTC) Annual Operating Budgets for Everett and Eagle, L.P. (Everett Commons) for the Fiscal Year and Calendar Year 2026.

*6.L. Accept the Low- Income Housing Tax Credit (LIHTC) Annual Operating Budgets for Lakehurst and Mosley, L.P. (Estuary I) for the Fiscal Year and Calendar Year 2026.

*6.M. Accept the Low- Income Housing Tax Credit (LIHTC) Annual Operating Budgets for Mabuhay and Lakehurst, L.P. (Linnet Corner) for the Fiscal Year and Calendar Year 2026.

*6.N. Accept the Low- Income Housing Tax Credit (LIHTC) Annual Operating Budgets for Shinsei Gardens Apartments, L.P. (Shinsei Gardens) for the Fiscal Year and Calendar Year 2026.

*6.O. Accept the Low- Income Housing Tax Credit (LIHTC) Annual Operating Budgets for Stargell Commons, L.P. (Stargell Commons) for the Fiscal Year and Calendar Year 2026.

*6.P. Accept the Low- Income Housing Tax Credit (LIHTC) Annual Operating Budgets for The Alameda Islander, L.P. (Park Alameda) for the Fiscal Year and Calendar Year 2026.

6.Q. Accept the Low- Income Housing Tax Credit (LIHTC) Annual Operating Budgets for The Breakers at Bayport, L.P. (Breakers at Bayport) for the Fiscal Year and Calendar Year 2026.

*6.R. Accept the Low- Income Housing Tax Credit (LIHTC) Annual Operating Budgets for Jack Capon Villa, L.P. (Jack Capon Villa) for the Fiscal Year and Calendar Year 2026.

*6.S. Approve a Consultant Services Agreement between Island City Development and the Housing Authority of the City of Alameda for Housing Development and Related Services, for an annual fee of $400,000 per year, with a maximum contract Amount Not to Exceed $800,000 over the term, and a Contract Term ending on December 31, 2027.

*6.T. Approve the 2024-25 Housing Successor Agency Report.

*6.U. Approve of 2026 Out-of-State travel to Moving to Work Conference.

Items accepted or adopted are indicated by an asterisk.

Commissioner Husby moved to accept the Consent Calendar items, and Commissioner Kaufman seconded. The motion passed unanimously.

Yes	5	Chair Grob, Vice-Chair Sidelnikov, Commissioner Decoy, Commissioner Husby, and Commissioner Kaufman
No	0	
Abstain	0	

7. AGENDA

7.A. Accept a presentation on improving utilization in the Housing Choice Voucher program.

Tonya Schuler-Cummins, Senior Programs Director, introduced Enrique Aguirre, Intern – Data and Policy, who provided a presentation on improving utilization in the Housing Choice Voucher (HCV) program.

The Board and Vanessa Cooper, Executive Director, appreciated Mr. Aguirre for the work completed during his tenure with AHA, as this work is pertinent to the upcoming work in the voucher program.

7.B. Authorize and approve the Executive Director to negotiate and sign a sixth amendment to the consultant services agreement between the Housing Authority of the City of Alameda (AHA) and Techordia, LLC for technology-related services, increasing the contract amount by $950,000 for a new total contract amount not to exceed $1,700,000 during the term, including any extensions; and ratify and approve payments made by AHA to Techordia in the amount of $60,515.00, which exceeded the Contract Amount.

Sean Prevette, Assistant Director of Administration and Services provided a presentation that included an overview of the services provided by Techordia, LLC., and a summary of Amendment No. 6.

Commissioner Kaufman inquired as to why the contract is being increased by an additional $1M. Ms. Cooper stated that the requested amount accounts for a run rate through the end of the contract, paying past due invoices to bring the account current, as the last two to three amendments did not increase the contract amount, and the projected costs of the server project. Ms. Schuler-Cummins explained that the cost of the server project has increased exponentially since it was first projected, due to the increase in equipment costs. The demand for equipment has increased as other agencies buy equipment to support the transition to AI. The requested increase includes the new server, the addition of equipment, which was not originally included in the

contract, the firewall, and the past through costs of approximately 5 – 6 vendors.

Virtual public comment(s):
Robert Shaye, Alameda Resident, requested that the Board give the public an additional 3 months to review and understand the costs associated with this contract. Mr. Shaye expressed concern regarding exceeding the maximum contract amount.

Commissioner Kaufman moved to authorize and approve the Executive Director to negotiate and sign a sixth amendment to the consultant services agreement between the Housing Authority of the City of Alameda (AHA) and Techordia, LLC for technology-related services, increasing the contract amount by $950,000 for a new total contract amount not to exceed $1,700,000 during the term, including any extensions; and ratify and approve payments made by AHA to Techordia in the amount of $60,515.00, which exceeded the Contract Amount, and Commissioner Husby seconded. The motion passed unanimously.

Yes	5	Chair Grob, Vice-Chair Sidelnikov, Commissioner Decoy, Commissioner Husby, and Commissioner Kaufman
No	0	
Abstain	0	

7.C. Authorize the Executive Director to negotiate and execute a first amendment to the property management agreement between Alameda Affordable Housing Corporation on behalf of the Housing Authority of the City of Alameda and FPI Property Management, Inc. **(Independence Plaza)** extending the contract term by 1-year with a new contract termination date of December 31, 2026; and approving an amendment to the agreement to include an SB721 addendum (California's Balcony Law) and an amendment to the fee schedule; Consent to change in control of FPI Property Management, Inc., to Sako and Partners Holdings, LLC, a Texas limited liability company doing business as Asset Living; and consent to FPI Property Management, Inc., continued management of **(Independence Plaza)** pursuant to the property management agreement; Authorize the Executive Director/President to negotiate and approve other changes to the Property Management Agreement with FPI Management Inc. if required by the lender, investor, regulatory or insurance provider, provided the changes do not modify the fee schedule.

Nancy Gerardin, Director of Property Operations, provided a presentation that included an overview of the services provided by FPI Property Management, and a summary of Amendment No. 1.

Ms. Cooper explained that the larger contract fees are inclusive of staff costs and stated that if AHA's lenders or investors require major changes to the contract term, that are less favorable, staff will present the changes to the Board for ratification or approval.

Vice-Chair Sidelnikov inquired as to when AHA and FPI will discuss future planning and when the survey to residents will be sent out. Ms. Cooper stated that the discussion with FPI will take place by March and the resident survey is scheduled to go out in the first week of January with results due back in March.

Vice-Chair Sidelnikov inquired as to whether the whole recommendation needed to be read for the Board to make a motion. Jhaila R. Brown, General Counsel, advised that the motion can be made as recommended in the staff report.

Vice-Chair Sidelnikov moved to approve item no. 7.C. as recommended by staff in the staff report, and Commissioner Husby seconded. The motion passed unanimously.

Yes	5	Chair Grob, Vice-Chair Sidelnikov, Commissioner Decoy, Commissioner Husby, and Commissioner Kaufman
No	0	
Abstain	0	

7.D. Authorize the Executive Director to negotiate and execute a first amendment to the property management agreement between the Housing Authority of the City of Alameda and FPI Property Management, Inc. **(Parrot Gardens)** extending the contract term by 1-year with a new contract termination date of December 31, 2026; and approving an amendment to the agreement to include an SB721 addendum (California's Balcony Law) and an amendment to the fee schedule; Consent to change in control of FPI Property Management, Inc., to Sako and Partners Holdings, LLC, a Texas limited liability company doing business as Asset Living; and consent to FPI Property Management, Inc., continued management of **(Parrot Gardens)** pursuant to the property management agreement; Authorize the Executive Director/President to negotiate and approve other changes to the Property Management Agreement with FPI Management Inc. if required by the lender, investor, regulatory or insurance provider, provided the changes do not modify the fee schedule.

Vice-Chair Sidelnikov moved to authorize the Executive Director to negotiate and execute a first amendment to the property management agreement between the Housing Authority of the City of Alameda and FPI Property Management, Inc. (Parrot Gardens) extending the contract term by 1-year with a new contract termination date of December 31, 2026; and approving an amendment to the agreement to include an SB721 addendum (California's Balcony Law) and an amendment to the fee schedule; Consent to change in control of FPI Property Management, Inc., to Sako and Partners Holdings, LLC, a Texas limited liability company doing business as Asset Living; and consent to FPI Property Management, Inc., continued management of (Parrot Gardens) pursuant to the property management agreement; Authorize the Executive Director/President to negotiate and approve other changes to the Property Management Agreement with FPI Management Inc. if required by the lender, investor, regulatory or insurance provider, provided the changes do not modify the fee schedule, and Commissioner Husby seconded. The motion passed unanimously.

Yes	5	Chair Grob, Vice-Chair Sidelnikov, Commissioner Decoy, Commissioner Husby, and Commissioner Kaufman
No	0	
Abstain	0	

7.E. Authorize the Executive Director to negotiate and execute a first amendment to the property management agreement between the Housing Authority of the City of Alameda and FPI Property Management, Inc. **(AHA Scattered Sites)** extending the contract term by 1-year with a new contract termination date of December 31, 2026; and approving an amendment to the agreement to include an SB721 addendum (California's Balcony Law) and an amendment to the fee schedule; Consent to change in control of FPI Property Management, Inc., to Sako and Partners Holdings, LLC, a Texas limited liability company doing business as Asset Living; and consent to FPI Property Management, Inc., continued management of **(AHA Scattered Sites)** pursuant to the property management agreement; Ratify the inclusion of the Tucker property in this agreement effective June 1, 2023; Authorize the Executive Director/President to negotiate and approve other changes to the Property Management Agreement with FPI Management Inc. if required by the lender, investor, regulatory or insurance provider, provided the changes do not modify the fee schedule.

Commissioner Husby moved to authorize the Executive Director to negotiate and execute a first amendment to the property management agreement between the Housing Authority of the City of Alameda and FPI Property Management, Inc. (AHA Scattered Sites) extending the contract term by 1-year

with a new contract termination date of December 31, 2026; and approving an amendment to the agreement to include an SB721 addendum (California's Balcony Law) and an amendment to the fee schedule; Consent to change in control of FPI Property Management, Inc., to Sako and Partners Holdings, LLC, a Texas limited liability company doing business as Asset Living; and consent to FPI Property Management, Inc., continued management of (AHA Scattered Sites) pursuant to the property management agreement; Ratify the inclusion of the Tucker property in this agreement effective June 1, 2023; Authorize the Executive Director/President to negotiate and approve other changes to the Property Management Agreement with FPI Management Inc. if required by the lender, investor, regulatory or insurance provider, provided the changes do not modify the fee schedule, and Chair Grob seconded. The motion passed unanimously.

Yes	5	Chair Grob, Vice-Chair Sidelnikov, Commissioner Decoy, Commissioner Husby, and Commissioner Kaufman
No	0	
Abstain	0	

8. ORAL COMMUNICATIONS, Non-Agenda (Public Comment)

None.

9. WRITTEN COMMUNICATIONS

None.

10. EXECUTIVE DIRECTOR'S COMMUNICATIONS

Ms. Schuler-Cummins introduced Yingying Lin, Management Analyst, and gave a brief overview of Ms. Lin's background.

Ms. Cooper provided an update on upcoming agency events and events that have taken place since the last meeting. In closing out AHA's 85th year, Ms. Cooper wished health and happiness to AHA's staff, residents, housing program participants, Commissioners, and the greater community. Ms. Cooper stated that in 2026 AHA will continue to do its part to house and provide affordable housing solutions to seniors, persons with disabilities, previously homeless, military veterans, families with children, adult individuals, and many more community members.

11. COMMISSIONER COMMUNICATIONS, (Communications from the Commissioners)

Vice-Chair Sidelnikov commended staff for the work completed this year, wished everyone happy holidays, and stated that he is looking forward to the continued efforts to bring new projects online, continuing to work through pipeline projects, and making the community better.

Chair Grob expressed gratitude for all the work completed by staff and wished everyone a happy holiday.

12. CONTINUATION OF CLOSED SESSION OF HOUSING AUTHORITY BOARD OF COMMISSIONERS – IF NEEDED

N/A

13. Announcement of Action Taken in Closed Session, if any.

N/A

14. ADJOURNMENT

Chair Grob adjourned the meeting at 7:48 p.m.

_____
Vanessa M. Cooper
Secretary and Executive Director

_____
Carly Grob, Chair
Board of Commissioners

_____
Jhaila R. Brown,
General Counsel, Goldfarb and Lipman LLC
Reviewed for form

Housing Authority
of the
City of Alameda

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701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Tonya Schuler-Cummins, Senior Programs Director

Date: September 16, 2026

Re: Accept the Monthly Overview Report for the Housing Programs Department Covering Program Statistics, Updates and Department Activities.

BACKGROUND

This memo is a high-level overview of Housing Programs Department (HPD) activities for the prior month.

DISCUSSION

Program Integrity

The Housing Authority of the City of Alameda (AHA) has approved a number of participants in Project-Based Voucher (PBV) units to convert to a Housing Choice Voucher (HCV) if the family requested one and issued vouchers to all families that still want to convert. Some families have had to remain in the PBV unit, waiting on a transfer, for two years due to AHA being in shortfall. Staff is preparing for the FY 2026 audit to begin.

Family Self-Sufficiency (FSS)

The Family Self-Sufficiency (FSS) Action Plan was revised and approved at the August Board of Commissioners meeting. Staff are working to get it submitted to HUD and will implement the preference for the FUP Youth. To maintain a position, the AHA must maintain 25 FSS families, so outreach is planned to start in September to families on the wait list. AHA works with LifeSTEPS to provide these services.

Staff and Training Updates

During August, staff watched training presented by Quadel on SEMAP. Internal staff presented trainings on VAWA, Program Integrity (chapter of Admin Plan), verification hierarchy, the Student Rule, and reasonable accommodations. Remaining topics will be covered in one more session towards the end of September or beginning of October.

FISCAL IMPACT

For report only, no fiscal impact.

CEQA
N/A

RECOMMENDATION
Accept the Monthly Overview Report for the Housing Programs Department Covering Program Statistics, Updates and Department Activities.

ATTACHMENTS
1. July 2026 HPD BOC Dashboard

Respectfully submitted,



Tonya Schuler-Cummins, Senior Programs Director

Housing Programs Department Dashboard for July 2026

Total NON-ACC Vouchers Leased By Type		
Program	**Vouchers Leased**	**Amount Awarded/Funded**
Shelter Plus Care	16	18
Moderate Rehabilitation SRO	24	30

Total ACC Vouchers Leased By Type		
Voucher Program	**Vouchers Leased**	**Amount Awarded**
Housing Choice Vouchers (HCV)	930	Not Applicable
Project Based Vouchers (PBV)	476	Not Applicable
AHA-Owned HCV	216	Not Applicable
Family Unification Program (F	39	50
Veterans Affairs Supportive Housing (VASH)	69	76
Stability Vouchers (SV)	4	10
Total Vouchers Leased	1730	
Units on ACC	2059	
ACC Vouchers Not Leased	329	

Budget Authority (For July 2026 - Average Across 12 months)
$ 3,642,856.17
Total HAP expended
$ 3,875,674.00
HAP/Budget Authority
106.4%

Emergency Housing Vouchers*	
EHV (7760) in Alameda	28
EHV Port Outs	11
Total Leased	39
Total Awarded	57

***vouchers will decrease over time due to the sunset of the program and HUD's prohibition on issuing new EHVs**

Average Duration from voucher issuance to those leased up in July 2026 (days)
Not Applicable- No tenant based vouchers leased this month
Average Tenant Rent to Owner
$ 522.02
Average HAP to Owner
$ 2,245.03
Average HH income
$ 24,945.33
Percentage of Inspections Passed First-Time (7/2026)
44%
Inspections Completed (7/2026)
34

Average of HAP per Bedroom size		
Bedroom Size	**Average HAP**	**Count of Households**
0	$ 1,206.90	142
1	$ 1,902.78	596
2	$ 2,269.96	648
3	$ 2,922.64	333
4	$ 3,436.48	76
5	$ 3,429.40	5

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701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Sylvia Martinez, Director of Housing Development

Date: September 16, 2026

Re: Accept the Monthly Overview Report for the Housing Development Department Regarding Project Pre-Development and Funding, Construction Activities, and Departmental Updates.

BACKGROUND

This memo provides an overview of the Housing Development (HD) departmental activities for the prior month.

DISCUSSION

Island City Development

The Housing Authority of the City of Alameda (AHA) has a pre-development loan to Island City Development (ICD) for Estuary II through its affiliate Alameda Affordable Housing Corporation (AAHC) via the Alameda Affordable Housing Trust Fund (AAHTF). The AHA Board has approved options for ground leases for Estuary II & The Poplar. There is also a conditional Project-Based Voucher commitment for Estuary II, for forty Project-Based Vouchers which, due to the HUD budget, cannot be funded at this time.

Affordable Housing Project Pipeline

- Estuary I – Staff has confirmed with the Federal Home Loan Bank that their loan is a priority payment from cost savings. An estimated cost savings projection is attached. The project will still deliver all developer fee and receive some paydown of its existing loans. As a reminder, all repayments to the Alameda Affordable Housing Trust fund must remain with that fund for future use.
- Linnet Corner - Linnet Corner continues in closing calls to release an early disbursement of its State HCD funding (approximately $16 million) to partially pay down the construction loan. It will also be affected by the Federal Home Loan Bank repayment decision. Cost savings will be determined by the size of the permanent loan and final costs.
- Estuary II – Project is stalled pending vouchers.
- North Housing Master Plan – Staff expects the release of the EBMUD

infrastructure bond and City infrastructure bond in September 2026. Staff will work on the additional infrastructure design in 2027 and also expect to host a Request for Information (RFI) in 2027 to review options for the remaining 9 acres.

- The Poplar (2615 Eagle) – Poplar has been a reduced priority due to other time-sensitive projects. Staff are currently focusing their attention on the Independence Plaza rebuild and the ICD property management transfer.

Asset Management Reporting
Staff is working on funder approvals for the property management transfer and has already received permission from TCAC for Rosefield, Everett, and Littlejohn.

New Funding Opportunities
Staff will start the review of options for upgrades and refinance of these sites in 2027.

Construction Projects in Progress
Independence Plaza is the top priority for the coming months due to tenants being displaced from their units. Staff is working on a recommendation to the Board to approve a rebuild contract and obtaining permits from the City of Alameda. Water heater replacement at Esperanza has begun, and the IP re-roof project continues on schedule.

Staffing
A new project manager started in August. The department also has an Management Fellow. A retired AHA staff member is assisting with financial and procurement reviews part-time.

Public Outreach
AHA has been notified that its submission of Estuary I/Linnet Corner to the NAHRO 2026 Community Innovation Awards has resulted in an Award of Merit, as well as consideration as an Award of Excellence Nominee. The Award of Merit recipients will be honored and the Award of Excellence winners revealed at the Community Innovation Awards Program Reception during National Conference and Exhibition, Colorado Convention Center, in Denver, Colorado, October 15-17, 2026. Staff is pleased to have met such a high national standard for development.

FISCAL IMPACT
None

CEQA
Not Applicable

RECOMMENDATION
Accept the Monthly Overview Report for the Housing Development Department

Regarding Project Pre-Development and Funding, Construction Activities, and Departmental Updates.

ATTACHMENTS

1. Proposed Use of Cost Savings_Est I_260823

Respectfully submitted,

Sylvia Martinez, Director of Housing Development

Dated: August 23, 2026

Estuary I

Proposed use of cost savings

Esimated Cost Savings***:		$ 1,032,498
Repay Federal Home Loan Bank	$660,000	$ 372,498

Proposed Uses:

I. Repay soft lenders pari passu ~82% go to AHA loans

Source name	original source balanc	%	Proposed Pari Passu	New Balance
takeback loan	$ 2,061,601	17.99%	$ 67,006	$ 1,994,595
AHA cash loan	$ 3,000,000	26.18%	$ 97,505	$ 2,902,495
AAHTF Loan	$ 5,000,000	43.63%	$ 162,508	$ 4,837,492
City HOME	$ 551,582	4.81%	$ 17,927	$ 533,655
City AUHF	$ 472,700	4.12%	$ 15,364	$ 457,336
City PLHA	$ 375,000	3.27%	$ 12,188	$ 362,812
	$ 11,460,883	100.00%	$ 372,498	$ 11,088,385

** this is after deferred fee has been fully paid

***Also after reserves have increased 2x

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701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Nancy Gerardin, Director of Property Operations

Date: September 16, 2026

Re: Accept the August 2026 Monthly Overview Report for Vacancies, Rent Collections, and Housing Operations from the Property Operations Department.

BACKGROUND

This memo provides a high-level overview of the Property Operations Department's activities for the previous month.

DISCUSSION

The attached tables summarize property performance for all sites, including the Housing Authority of the City of Alameda (AHA) and affiliate-owned sites for the month of August for all properties Asset Living Management manages.

VACANCY

The attached table (Attachment 1) reflects the occupancy and leased rate for August 31, 2026, per site. It should be noted that occupancy is lower at Independence Plaza due to the displacement of those residents impacted by the fire that occurred in May 2026. In addition, the use of vacant units at China Clipper and Eagle Village has impacted occupancy as residents were placed in temporary housing at that community. Staff is working diligently to move residents back to Independence Plaza as units become available. The average days to make ready for the month of August was 7 days.

In Q3 of 2024, AHA implemented a pre-screening process to assist with the leasing efforts of PBV units. In Q2 of 2026, the same process was implemented for non-PBV leasing efforts. The intent is to minimize the amount of downtime during the outreach and review of the initial resident selection criteria with staff performing the outreach, initial review of occupancy and income qualifications, and mailing of disposition letters to families and the Housing Programs Department. Once applications have been identified as pre-qualified, the files are sent to Asset Living for final criteria review to include background and landlord reference confirmation. This practice has been used

for the lease up efforts for Estuary I and Linnet Corner as well. PBV vacancies are also higher at this time because of the rightsizing efforts by the voucher staff and because AHA has been issuing PBV to HCV conversions after 2 years of being on hold due to shortfall. Staff expect more timely filling of all types of vacancies under the new management company due to come in by December 1, 2026 for all sites.

Vacancies that do not have a waitlist are posted on the AHA website and applications are available through the Resident Managers, as well as affordablehousing.com, Doorway, GoSection 8 (the Section 8 online search engine) and on Craigslist.

RENT COLLECTIONS

The attached table (Attachment 2) provides the rent collection rate versus budget for all AHA-owned and affiliate-owned sites managed by Asset Living. The overall portfolio rent collection rate for the month of August was 97%.

Properties with collection rates in excess of 95% are due to higher market rents achieved vs. budget coupled with increased subsidy payments. The lower collection rates for August are primarily due to the units pending legal action, past due balances for residents (some properties are still affected by non-payment of rent during the COVID-19 pandemic), and vacancy. Independence Plaza collection is impacted by those units vacant due to the fire in May.

Like many owners, especially non-profit owners, there remains a fairly large payment issue stemming from the COVID era. The total delinquency (unpaid rent) for the portfolio for current residents is $131,737. Of this, the total delinquency for residents in legal (i.e. subject to a 30-day notice of termination) is $98,885.

All residents with a past due balance are referred to LifeSTEPS for assistance. Property Management and LifeSTEPS continue to engage residents and encourage them to enter into a repayment agreement. Residents who owe over $100 are issued a 30-day notice to pay or quit and are referred to legal counsel for review of their cases and, where necessary, the 30-day notice to pay or quit has been filed with the court. LifeSTEPS, Asset Living, and the Ombudsman are working with these families to enter into a "stay and pay" stipulated agreement, although a very small number have not complied and will be evicted if they do not leave before the lock out.

Rent collections, pending legal/eviction matters, and overall account receivable collection efforts are reviewed in detail weekly by AHA with Asset Living.

RENT INCREASES

Rent increases were issued as applicable effective July 1, 2026. This may result in increases to the total contract rent going up going forward, but these rent increases are raised to the level of the new Payment Standards and generally will not impact subsidized residents’ rent portion, as long as they are not over-housed. Rent increase

notices are served at least 60 days in advance of the effective date to provide ample notice to residents.

SOCIAL SERVICES

LifeSTEPS has been providing aid to residents and households and continues to link them to financial and social service agencies, as needed. LifeSTEPS is also actively engaged in resident functions. The resident activities at Estuary and Linnet Corner have been particularly well received with high resident participation and engagement.

The LifeSTEPS team and Asset Living continue to work with residents to participate in the online options available and enrollment in Rent Café'/the resident portal. We have engaged LifeSTEPS to assist with the annual recertification process throughout the portfolio as well.

MAINTENANCE

The annual unit inspections for 2026 began on July 3,2026, and will be completed through the end of November. These inspections allow management and ownership to proactively address any repairs needed, evaluate overall property condition, and assist residents that may need social services to address personal needs.

AHA continues to conduct bi-weekly site inspections to assess all common areas, vacant units, and potential life safety matters.

THIRD PARTY MANAGEMENT

The property management agreement with Asset Living (formerly known as FPI Management, Inc.), is set to expire on December 31, 2026. In anticipation of the contract expiration and to support the Agency's operational goals, the Housing Authority of City of Alameda (AHA) and its affiliated entities, including Island City Development (ICD), issued a Request for Qualifications (RFQ) for third party property management service providers on April 2, 2026. AHA requested qualifications from experienced and licensed firms to provide property management services for some or all of AHA, AAHC, and ICD portfolio. The RFQ was issued through AHA's procurement portal (Euna), which notified 180 vendors, with 10 vendors providing responses:

1. Abode Property Management
2. Aje Scott Advisor Group LLC
3. Asset Living
4. Bell Properties, Inc.
5. EBMC Real Estate and Property Management
6. Fairstead
7. Lindquist, von Husen & Joyce LLP
8. National Community Renaissance of California (HavenCORE)
9. Visionary Property Management Group

10. WSH Management

Firms Lindquist, von Husen & Joyce LLP and Aje Scott Advisor Group LLC provided qualifications for third party property management financial services, which will be reviewed at a later time.

Following an initial review for responsiveness and qualifications, eight (8) firms were invited to participate in in-person interviews with the evaluation committee on May 18, 2026, through May 20, 2026. National Community Renaissance of California (HavenCORE) has been identified as the preferred provider for the Island City Development (ICD) LIHTC communities and negotiations are currently in progress to move forward to finalize a standard Property Management Agreement. The approvals for the Property Management Agreements by lenders, investors, and insurance are in process. The final approval of these five contracts was approved by the Island City Development Board in August with management transitions occurring no earlier than October 1, 2026. The contracts for the AHA-owned and Alameda Affordable Housing Corporation (AAHC)-owned properties will come to their respective Boards in a later meeting.

HIRING

The department is in the process of hiring a Property Management Supervisor, LIHTC Compliance Manager, Property Operations Specialist I, Assistant Director of Property Operations, and two Asset Management Specialists.

FISCAL IMPACT
Not applicable.

CEQA
Not applicable.

RECOMMENDATION
Accept the August 2026 Monthly Report for Vacancies, Rent Collections, and Housing Operations from the Property Operations Department.

ATTACHMENTS
1. August 2026 Monthly Review Board Memo Attachment 1
2. August 2026 Monthly Review Board Memo Attachment 2

Respectfully submitted,



Nancy Gerardin, Director of Property Operations

Occupancy effective 09.02.26

Property Name		Owned by	Total Vacant 09/02/2026	Occupancy	Leased %
China Clipper	v18	AHHC	1	96.15%	96.15%
Esperanza	v19	AAHC	5	95.93%	97.56%
Littlejohn Commons	v20	ICD	0	100.00%	100.00%
Parrot Garden	v21	AHA	0	100.00%	100.00%
Parrot Village	v22	AAHC	7	84.00%	94.00%
Everett Commons	v23	ICD	1	95.00%	100.00%
Scattered Sites	v24	AHA	2	92.30%	96.15%
Scattered Sites	v25	AAHC	3	88.88%	96.29%
Rosefield Village	v26	ICD	7	92.39%	95.65%
Eagle Village	v27	AAHC	7	80.55%	88.88%
Independence Plaza	a128	AAHC	9	95.16%	95.69%
Anne B Diament	w70	AHHC	1	98.46%	100.00%
Estuary I (Lakehurst and Mosley Lp)	a142	ICD	1	97.77%	100.00%
Linnet Corner (Mabuhay and Lakehurst LP)	a143	ICD	3	95.31%	98.43%
TOTAL			47	94.0%	96.74%

Aug-26

Property Name	Property code	Owned by	Managed by	Total units	Senior or Family	Manager units	Gross Potential Rent (Budgeted)	Resident Rent Collected	Subsidy collected	Total Rent Collected (Actual)	% collected	Current Total Unpaid Charges - August Month End	0-30 Day AR	31-60 Day AR	61-90 Day AR	90 + Day AR	Eviction Status AR - August Month End
China Clipper	v18	AHHC	FPI	26	Family	0	$58,061.00	$6,974	$ 44,296	$ 51,270	88.3%	-$ 1,415	$ 1,785	$ 50	$ 20	-$ 3,270	$ 13,079
Esperanza	v19	AAHC	FPI	123	Family	1	$405,552.00	$78,109	$ 317,353	$ 395,462	97.5%	$ 48,353	$ 17,943	$ 487	$ 3,443	$ 26,480	$ 25,017
Littlejohn Commons	v20	ICD	FPI	31	Senior	1	$72,798.00	$11,791	$ 60,259	$ 72,050	99.0%	$ 675	$ 675	$ 0	$ 0	$ 0	$ 0
Parrot Garden	v21	AHA	FPI	8	Family	1	$21,476.00	$8,658	$ 15,996	$ 24,654	114.8%	$ 94	$ 94	$ 0	$ 0	$ 0	$ 0
Parrot Village	v22	AAHC	FPI	50	Family	1	$202,490.00	$70,455	$ 101,204	$ 171,659	84.8%	$ 10,590	$ 9,720	$ 125	$ 1,595	-$ 849	$ 7,629
Everett Commons	v23	ICD	FPI	20	Family	1	$59,431.00	$12,161	$ 44,821	$ 56,982	95.9%	$ 1,617	$ 877	$ 220	$ 471	$ 49	$ 3,121
Scattered Sites	v24	AHA	FPI	26	Family	0	$60,388.00	$17,641	$ 46,102	$ 63,743	105.6%	$ 2,681	$ 900	$ 200	$ 1,506	$ 75	$ 0
Scattered Sites	v25	AAHC	FPI	27	Family	0	$75,927.00	$35,752	$ 29,565	$ 65,317	86.0%	$ 38,291	$ 1,831	$ 150	$ 3,285	$ 33,025	$ 4,139
Rosefield Village	v26	ICD	FPI	92	Family	1	$198,586.00	$90,026	$ 101,187	$ 191,213	96.3%	$ 19,575	$ 6,959	$ 114	$ 2,894	$ 9,608	$ 39,315
Eagle Village	v27	AAHC	FPI	36	Family	1	$102,794.00	$18,702	$ 69,229	$ 87,931	85.5%	$ 3,498	$ 1,525	$ 50	$ 692	$ 1,231	$882.00
Independence Plaza	a128	AHA	FPI	186	Senior	2	$458,759.00	$77,716	$ 295,105	$ 372,821	81.3%	$ 1,516	$ 1,672	$ 0	$ 853	$ 697	$ 0
Anne B Diament	w70	AHHC	FPI	65	Senior	1	$155,743.00	$32,485	$ 115,923	$ 148,408	95.3%	$ 3,510	$ 719	$ 25	$ 92	$ 2,674	$ 0
Estuary I (Lakehurst and Mosley Lp)	a142	ICD	FPI	45	PSH	1	$103,810.00	$10,197	$ 90,503	$ 100,700	97.0%	$ 800	$ 651	$ 0	$ 0	$ 149	$ 2,396
Linnet Corner (Mabuhay and Lakehurst LP)	a143	ICD	FPI	64	Senior	1	$127,706.00	$40,394	$ 77,761	$ 118,155	92.5%	$ 1,952	$ 895	$ 0	$ 0	$ 1,057	$ 3,307
TOTAL				799		12	$1,975,815.00	$511,062.25	$1,409,304.00	$1,920,366.25	97.2%	$ 131,737	$46,246	$1,421	$14,851	$70,925	$98,885

Housing Authority of the City of Alameda

PHONE: (510) 747-4300
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TTY/TRS: 711

701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Louie So, Chief Financial Officer

Date: September 16, 2026

Re: Accept the Quarterly Financial Report for the Period Ended June 30, 2026.

BACKGROUND

This high-level finance memorandum covers preliminary unaudited financial operating results from July 1, 2025 through June 30, 2026 versus the Board approved budget and is subject to change pending final CPA adjustments, including pension calculations. The consolidated results includes those of the Housing Authority of the City of Alameda (AHA) and Alameda Affordable Housing Corporation (AAHC). These results do not include those from Island City Development (ICD) as it develops low-income housing tax credit projects with substantial outside tax credit investor funds; HUD has opined that ICD is to be presented separately in the annual audit.

DISCUSSION

FY 2026-2027 Financial Headwinds

The Fiscal Year 2026-2027 (July 1, 2026 through June 30, 2026) budget presents a break even operating cash flow of only $44k. Substantial financial headwinds exists as federal, state and local funding continues to shrink, and AHA and AAHC has substantial deferred infrastructure needs for our aging properties. There continues to be uncertainties in federal public policy positions which are actively monitored by AHA staff. A substantial portion of AHA income are derived from federal sources. Additionally, the published Fair Market Rents on September 1, 2026 indicates a decrease in rents and may reduce the AHA's payment standard, which will impact AHA and AAHC rental income. AHA staff in conjunction with our HUD technical consultant anticipates that AHA may go into HAP shortfall in 2027, further restricting AHA activities in providing project-based vouchers. Administrative Fee Income from HUD was budgeted at 88% in June 30, 2026 budget meeting, but this amount has further decreased to 86% proration, further creating an operating deficit in the housing programs department that will need to be backfilled from local funds. Although most of the AHA and AAHC properties produce cash flow, this cash flow is used to support the various departments of AHA and AAHC. In addition, the annual operating cash flow is generally used to subsidize the Housing Programs Department, as HUD has not

provided sufficient funds to operate for the last 10 years and is not expected to be repaid by HUD. As related to Independence Plaza, the annual tax increment financing of $2.7 million has sunsetted from the City of Alameda (as passthrough from the State of California) as of June 30, 2026. The fire and water damage in the spring of 2026 at Independence Plaza will further reduce existing reserves, although insurance will cover a portion of the costs. AHA also provides substantial guaranties for its affordable housing projects ($151 million as of June 30, 2026) and there are various liquidity covenants that must be satisfied with lenders and investors. The upcoming transition in October-December 2026 of 3rd party property management company is also expected to increase operating costs temporarily, as new management tends to uncover deferred maintenance/capital improvement needs and administrative costs. AHA has paid down the PNC Bank loan of an estimated $8.24 million in July 2026 ahead of the August 2026 maturity date with Board approval, further decreasing our liquidity. Pension stabilization continues to be actively monitored in conjunction with the actuaries and CPAs. Employee costs for healthcare have come in under budget and the agency remains short staffed. AHA was able to build a healthy cash position in part due to cash savings from staff vacancies, but this is not sustainable to the agency due to the many robust programs that must be operated (i.e. housing programs, housing operations, housing development and various critical staff roles). AHA staff continues to actively recruit talent to narrow the staff vacancies. AHA continues to be financial stewards for the preservation of current households of AHA and AAHC properties and 3,000 low income individuals who receive rental assistance.

Overview

Attached to this memorandum are the following financial reports:
(1) Fiscal Year Budget Variance Report to June 30, 2026
(2) Balance Sheet as of June 30, 2026
(3) Fiscal Year to Date Capital Improvement Plan tracking against spend (July 1, 2025 through June 30, 2026)
(4) Resource Analysis

The following financial snapshot showcases Net Income for the fiscal year. Further discussions on the cause of these variances are presented below.

Financial Snapshot	Period To Date Actual	Period To Date Budget	Variance (+/-)	Variance (%)
Total Revenue	$74,564,574	$77,580,832	-$3,016,259	-4%
Minus Expenses	-68,245,320	-76,290,624	$8,045,304	11%
Net Income (Accrual Basis)	$6,319,254	$1,290,208	$5,029,045	390%

Adjusting for Net Income (Accrual Basis) by removing depreciation, soft loan interest, and adding must-pay principal on mortgages, cash flow from operations is $5,089,231 higher than budget for this quarter reported. Although projected actual cash flow is substantially higher than budgeted, a portion of budgeted revenue are nonrecurring

(e.g. local grants and LIHTC Developer Fees) and the budget is highly dependent on federal funds (Housing Assistance Payments (HAP) and administrative fee income). The HUD HAP pass-through is still below the budgeted amount for fiscal year to date by approximately $3 million. The salaries and benefits spend for AHA staff will increase as more staff are being onboarded and the cost savings is not expected to continue for staff vacancies as with prior years. Again, the annual Independence Plaza Tax Increment of $2.7 million (from the City of Alameda that is a pass-through from the State of California) has sunsetted as of June 30, 2026. With the Restore-Rebuild conversion, additional vouchers were added in December 2024 that have been stabilizing the rental income of Independence Plaza, but does not completely support $2.7 million per annum. AHA and AAHC has substantial amount of illiquid loans to affordable housing operators, with some maturing in 2088. To be conservative and based on historical trend, AHA does not accrue for these future principal and interest repayments, as they are dependent on the counterparties' cash flow (generally from affordable housing projects developed by Resource for Community Development, Satellite Affordable Housing Associates and ICD).

Operations Budget – Revenue

Year-to-date Rental Income (Total Tenant Revenue) of $18,948,690 is predominantly made up of Housing Assistance Payments (HAP) received for AHA/AAHC units and tenant rents received for these properties. Economic vacancy in that total net amount includes $763k, which are generally caused by prior issues of the waitlist, units not paid due to pending evictions, use of units for tenants impacted by the fire and flood and longer unit turns due to damage. The units are now being leased for the most part, and AHA HAP to the properties and vacancy loss payments will flow in the near term. Staff continues to monitor tenant and HAP income closely, and reconciled against the properties' records. Total Federal Grants (7069000) represents Shelter Plus Care Revenue from the County of Alameda, and these payments are passed through as housing assistance payments and a small portion as administrative fee income. These amounts are $43,079 or 9% lower than budget due to vacancies. Other Grants (7089000) is lower by $742,973, which represents AUSD grant for The Poplar cost reimbursements. As pre-development work for The Poplar is at a slower pace than originally anticipated, reimbursed costs are lower. Total Other Income (7159000) is substantially higher than budget ($1,023,162), driven by the investment income from LAIF and CAMP investments and developer income earned for Estuary I and Linnet Corner (non-recurring). It is expected that interest income earned in future years will continue to be lower due to the withdrawal of funds to paydown the PNC Loan of $8.24 million in July 2026, as well as lower interest rates expected.

Expenses

Total operating expenses is lower than budget by $8,045,304 (11%). HAP is substantially lower than budget (pass-through from HUD to AHA, then disbursed to Alameda landlords). Additionally, operating expenses were lower this year due substantially to staff vacancies (salaries and benefits), although these cost savings are not expected to continue due to the recent onboarding of hires which will narrow the gap.

Capital Improvement Plan
Attached to this memorandum is the Fiscal Year 2025-2026 capital improvement plan versus spend for the fiscal year.

Housing Assistance Payments (HAP) Pass-through
HAP revenue (8100120 Total HUD Grant) is substantially lower than budgeted by $3,605,201 (6%). The Housing Assistance Payments (HAP) pass-through includes all the Housing Choice Voucher, Project Based Vouchers, Shelter Plus Care, Bessie Coleman programs and other boutique voucher types (i.e. Stability Vouchers and Emergency Housing Vouchers).

Cash Position June 30, 2026 and Near Term
AHA and AAHC have adequate cash/investment resources in the near term of an estimated amount of $20.7 million (held at AHA and AAHC's FDIC-insured bank, CAMP and LAIF) adjusted for the paydown of the PNC Bank loan in July 2026 of $8.24 million. This assumes no disruption and income from the first half of the calendar year is the same for the second half. Congress passed the continuing resolution recently passed to fund the federal government through December 11, 2026. As previously presented in the annual budget presentation, HUD has not provided sufficient administrative fee income to AHA to operate the housing program. Excess operating cash flow (i.e. property operations) has been supporting this operating deficit in AHA's housing program, as well as AHA's programs and cost centers that do not generate revenue. Additionally, some of these funds above were generated from borrowings owed to Capital Impact, and must be repaid in 2028 as a balloon payment of $2.6 million. Exhibit D is a schedule that translates near term resources (working capital) against the guaranties, loan maturities and capital work expected.

The updated Reserves Policy was brought to the Board of Commissioners in April 2026, and presented Board encumbered operating reserves, production reserves and preservation reserves. Some of these reserves may also be needed to continue to subsidize the operating deficit of the Housing Programs department (again, insufficient administrative fee funding from HUD for AHA to operate the Housing Program), as well as deploying the funds in the near term for required deferred maintenance and capital improvements. AHA also must continue to have liquidity to satisfy lender and equity investor guaranties.

Reporting
The HUD unaudited FDS reporting is due on September 15, 2026; a requested extension has not been approved unlike in prior years. The ICD 2025 audit and tax returns, Limited Liability Companies and Limited Partnership tax filings are due in the fall of 2026. The consolidated AHA audit, LIHTC project partnership audits and tax returns, AAHC tax returns and LIHTC tax returns will be finalized by the spring of 2027.

Upcoming Mortgage Maturities of AHA and AAHC Properties and Right of First Refusal
In the medium term (within the next 5 years), the following mortgages are set to mature

as balloon payments. Staff is tracking these loan maturities and have begun strategizing on refinancing the following loans if possible, although the interest rate environment is not favorable at the present time. Esperanza's loan to Northmarq does not mature until 2044, but the mortgage must continue to be paid. AHA's actions on the right of first refusal to acquire Jack Capon Villas is expected in 2029.
(1) PNC Bank, N.A. loan for the Parrot Village and Eagle Village properties — Maturity in August 2026 with a balloon payment of approximately $8.24 Million. This was paid down in July 2026 ahead of the maturity date.
(2) Community Housing Fund, LLC (Capital Impact) pre-development loan for The Poplar property — Maturity in January 2028 with a balloon payment of $3,337,000, currently drawn at $2.6 million.
(3) City of Alameda loan for the Anne B. Diament property — Maturity in November 2028 with a balloon payment of $96,000.
(4) Purchase of Jack Capon Villa, L.P. after December 31, 2028 based on the Right of First Refusal - Dollar impact is currently being reviewed.

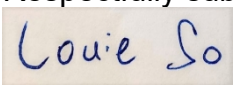
FISCAL IMPACT
For reporting only.

CEQA
N/A

RECOMMENDATION
Accept the Quarterly Financial Report for the Period Ended June 30, 2026.

ATTACHMENTS
1. ATTACHMENT A - BUDGET COMPARISON - FY 2026
2. ATTACHMENT B - BALANCE SHEET - 6.2026
3. ATTACHMENT C - CAPITAL IMPROVEMENT PLAN FY 2026
4. ATTACHMENT D - RESOURCES AVAILABLE FOR FUTURE INVESTMENT - 6.2026

Respectfully submitted,



Louie So, Chief Financial Officer

AHA + AAHC - Budget Comparison (with PTD) - PERIOD TO DATE - DRAFT UNTIL FINAL AUDITED FINANCIAL STATEMENTS ARE PUBLISHED

Budget Comparison (with PTD) - ATTACHMENT A

Period = Jul 2025-Jun 2026

Book = Accrual

Account #	Summary Accounts	PTD Actual	PTD Budget	*Variance*	*% Var*	Additional Comments
7050000	TOTAL TENANT REVENUE	18,948,690	18,596,842	*351,848*	*2*	Fiscal Year 2026: Includes vacancy loss of $763,137, the last tranche of the Tax Increment from the City of Alameda for Independence Plaza, which has sunsetted and not renewed for Fiscal Year 2027 and onward. This is a reduction of $2.7 million of income on an annual basis
7069000	TOTAL FEDERAL GRANTS	439,323	482,402	*-43,079*	*-9*	Shelter Plus Care not maximized to budget due to vacancies in Fiscal Year 2026
7089000	TOTAL OTHER GRANTS	657,027	1,400,000	*-742,973*	*-53*	Local grants not fully realized in Fiscal Year 2026
7159000	TOTAL OTHER INCOME	2,170,774	1,147,612	*1,023,162*	*89*	Interest Income is higher as reserve funds were not deployed in Fiscal Year 2026 as originally budgeted; non-recurring revenue related to Estuary I and Linnet Corner fully earned in Fiscal Year 2026
8100120	TOTAL HUD GRANT	52,348,775	55,953,976	*-3,605,201*	*-6*	Substantially less income (Administrative Fee and Landlord HAP) than budgeted for Fiscal Year 2026 from the Department of Housing and Urban Development
8989000	TOTAL OTHER REVENUE	-16	0	*-16*	*N/A*	Passthrough Equity Loss - Non-Cash
8999000	TOTAL REVENUE	74,564,574	77,580,832	*-3,016,259*	*-4*	Total Revenue for Fiscal Year 2026 impacted substantially to reduced funding from HUD. Additionally, the sunset of the Tax Increment from the City of Alameda ($2.7 million) and non-recurring revenue attributable to Estuary I and Linnet Corner ($1 million) will impact future revenues from July 1, 2026 onward
9169000	TOTAL ADMINISTRATIVE	11,406,044	14,350,829	*2,944,785*	*21*	$3 million in savings due mostly to staff vacancies (retirements, resignations). Fiscal Year 2027 Budgeted is expected with 2 exempt staff onboarded since 2027 with active recruitment pipeline
9219000	TOTAL TENANT/SOCIAL SERVICES/POLICE	500,754	1,540,099	*1,039,345*	*67*	3rd Party Management Budget was conservatively budgeted due to planned transition to other service provider in calendar year 2026. Furthermore, not all properties were fully staffed during Fiscal Year 2026
9239000	TOTAL TENANT SERVICES EMPLOYEE BENEFITS AND INSURANCE	199,039	122,488	*-76,551*	*-62*	AHA Property Operations staff higher than budget due to increase head count and promotions
9249000	TOTAL TENANT SERVICES	334,218	328,926	*-5,291*	*-2*	Tenant Services to LifeSteps on par with budget
9399000	TOTAL UTILITIES	1,354,162	1,402,803	*48,641*	*3*	Utilities expected to be on par once late invoicing from property management company is caught up
9499000	TOTAL MAINTENANCE	2,447,884	1,889,515	*-558,369*	*-30*	Maintenance higher than Fiscal Year 2026 budget. Capital Expenditures reflected on the Balance Sheet
9698000	TOTAL GENERAL EXPENSES	1,850,614	1,772,862	*-77,752*	*-4*	Interest Expense is on par with Fiscal Year 2026 budget, but insurance on AHA + AAHC properties continue to be higher than budget
9700900	TOTAL MOD REHAB AND SPC EXPENSES, PORTABILITY	-2,029,754	0	*2,029,754*	*N/A*	This item is net of portability receipts from other Public Housing Authorities. It is expected to decrease as AHA absorbs participants from other housing authorities to Alameda

AHA + AAHC - Budget Comparison (with PTD) - PERIOD TO DATE - DRAFT UNTIL FINAL AUDITED FINANCIAL STATEMENTS ARE PUBLISHED

Budget Comparison (with PTD) - ATTACHMENT A

Period = Jul 2025-Jun 2026

Book = Accrual

Account #	Summary Accounts	PTD Actual	PTD Budget	*Variance*	*% Var*	Additional Comments
9739000	TOTAL HOUSING ASSISTANCE PAYMENTS (VOUCHER)	50,242,505	52,828,616	*2,586,111*	*5*	See above. Reduced HAP income correlates to funds available for Fiscal Year 2026 expenditures.
9859999	TOTAL OTHER EXPENSES	1,939,853	2,054,485	*114,631*	*6*	This line item includes depreciation, which is mostly on par with budget
9996000	TOTAL EXPENSES	68,245,320	76,290,624	*8,045,304*	*11*	Total of all Expenses
9998000	NET INCOME	6,319,254	1,290,208	*5,029,045*	*390*	Revenue Less: Expenses
ADD:	DEPRECIATION EXPENSE (NON-CASH EXPENSE ADDED BACK)	1,780,185	1,720,000	*60,185*	*-4*	Non-Cash Item to Add Back to arrive at Fiscal Year 2026 Cash Flow
ADD:	SOFT LOAN INTEREST INCURRED BUT NOT CURRENTLY PAYABLE	44,592	44,592	*0*	*0*	Non-Cash Item to Add Back to arrive at Fiscal Year 2026 Cash Flow
LESS:	MORTGAGE PRINCIPAL REPAYMENTS (HARD DEBT)	570,695	570,695	*0*	*0*	Fiscal Year 2026 Payments due for Northmarq and PNC Bank. PNC Bank loan matured in August 1, 2026, and $8.24 million was paid down as it relates to Eagle Village and Parrot Village
LESS:	REPLACEMENT RESERVES	92,391	92,391	*0*	*0*	Mandatory HUD Replacement Reserve for Independence Plaza
	CASH FLOW FROM OPERATIONS	7,480,945	2,391,714	*5,089,231*	*213*	Substantial cost savings resulting from staff vacancies, but AHA staff are actively recruiting to fill the positions. Furthermore, sunset of recurring income of $3 million (due to the sunset of the Tax Increment Financing for Independence Plaza) will further erode the cash position. Lastly, HUD funding was substantially below budget for Fiscal Year 2026. Future HUD funding is expected to be at or lower than historical levels

AHA + AAHC - DRAFT UNTIL FINAL AUDITED FINANCIAL STATEMENTS ARE PUBLISHED
FY 2026 PENSION LIABILITY HAS NOT BEEN INCORPORATED PENDING GASB REPORT FROM ACTUARIES

ATTACHMENT B: Balance Sheet

Jun-26

Book = Accrual

		Balance
Account	**Account Name**	**Current Period**
1000000	ASSETS	
1100000	CURRENT ASSETS	
1101000	CASH	
1110010	Cash - Unrestricted	6,314,232
1110012	Cash - Reserve for Building	145,121
1110018	Cash - Operating Checking with 3rd Party	462,267
1110019	Petty Cash with 3rd Party	5,500
1110020	Cash - Petty cash	1,250
1110030	Cash - FSS	194,025
1110040	Cash - Replacement Reserve Bldg	2,011,877
1130010	Cash - Restricted Other	1,907
1140050	Cash - Tenant Security Deposits with 3rd Party	469,157
1199000	**TOTAL CASH**	**9,605,336**
1200000	ACCOUNTS RECEIVABLE	
1210000	Accounts Receivable - PHA	2,600,000
1240010	Accounts Receivable - Government	221,492
1240070	Accounts Receivable- HUD	11,412
1250010	Accounts Receivable - Other	818,386
1250011	Accounts Receivable - Leases	243,796
1250020	Accounts Receivable - Owners	0
1250050	Accounts Receivable - 3rd Party Management	31,465
1255000	Subsidy Suspense Receivable	18,833
1260000	Accounts Receivable - Tenant	908,783
1260050	Accounts Receivable - Tenant Rent with 3rd Party	266,853
1261000	Allowance for Doubtful Accounts -Dwelling Rent	-194,209
1280000	Fraud Recovery	80,902
1281000	Allowance for Doubtful Accounts - Fraud	-79,452
1290000	Accrued Interest Receivable	131,408
1299000	**TOTAL ACCOUNTS RECEIVABLE**	**5,059,669**
1300000	INVESTMENTS AND OTHER CURRENT NOTES	
1310000	Investments(LAIF)- Unrestricted	13,461,469
1320010	Investments - Other	-16,453
1350031	Investments - CAMP	8,749,016
1350100	Mortgage Receivable	39,518,477
1350101	Mortgage Receivable-AAHC	44,275,993
1350105	Loan Receivable-Security Deposit Loan	15,104
1350106	Loan Receivable - ICD	29,473,516
1350107	Loan Receivable-RCD/Stargell/Tri Pointe	2,000,000
1350109	Loan Receivable - Section 8	4,378,324
1360000	**TOTAL INVESTEMENTS AND OTHER CURRENT NOTES**	**141,855,446**
1400000	PREPAID EXPENSES	
1420010	Prepaid Insurance - Property	534,432
1420040	Prepaid Insurance - Worker Comp	130,556
1420050	Prepaid - Other	-1,265
1420051	Prepaid Rent	5,813
1420070	Escrow Deposits - Property	3,000
1420095	Prepaid Expense - Management Company	43,255
1430010	Replacement Reserve	67,230
1440099	**TOTAL PREPAID EXPENSES**	**783,021**
1440105	INTERPROGRAM	

AHA + AAHC - DRAFT UNTIL FINAL AUDITED FINANCIAL STATEMENTS ARE PUBLISHED
FY 2026 PENSION LIABILITY HAS NOT BEEN INCORPORATED PENDING GASB REPORT FROM ACTUARIES

ATTACHMENT B: Balance Sheet

Jun-26

Book = Accrual

		Balance
Account	**Account Name**	**Current Period**
1440110	Interprogram (Due From)	984,518
1440111	Interprogram Due From Sherman St FACSA	-10,466
1440899	**TOTAL INTERPROGRAM**	**974,052**
1500000	**TOTAL CURRENT ASSETS**	**158,277,523**
1590000	LONG TERM ASSETS	
1600000	FIXED ASSETS	
1609999	LAND AND BUILDINGS	
1610000	Land	60,726,239
1620030	Buildings	36,317,895
1620031	Buildings Improvements	4,165,723
1629000	**TOTAL LAND AND BUILDINGS**	**101,209,856**
1630040	Furniture and Equipment - Dwelling	190,142
1630041	Furniture and Equipment - Other	186,346
1650000	Leasehold Improvements	15,899,129
1660030	Accumulated Depreciation	-39,588,813
1699000	**TOTAL FIXED ASSETS**	**77,896,660**
1700000	ALL OTHER ASSETS	
1740000	Other Asset	421,820
1740002	Other Asset - Lease	123,759
1770000	**TOTAL ALL OTHER ASSETS**	**545,579**
1800000	DEFERRED OUTFLOW	
1800200	Deferred Outflow of Resources - Pension	1,992,282
1800201	Deferred Outflow of Resources - OPEB	207,789
1890000	**TOTAL DEFERRED OUTFLOW**	**2,200,071**
1900000	CONSTRUCTION IN PROGRESS	
1900020	CIP - Building Improvements	951,536
1900030	CIP - Land Improvements	42,202
1900040	CIP - Acquisition-Legal	88,120
1900045	CIP - Acquisition-Title & Escrow Fee	7,883
1900050	CIP - Appraisal (Land or Property)	6,500
1900060	CIP - Demolition & Remediation	3,094
1900070	CIP - Others Acquisition Costs	5,285
1900100	CIP - On Site Improvement	988,944
1900101	CIP - GC Gen Requirements/OH/Profit	587,129
1900110	CIP - Offsite Improvement	580,225
1900125	CIP - Relocation cost-Temp	4,854
1900200	CIP - Admin Expenses(including postage & advertising)	1,446
1900210	CIP - Architectural & Engineering Fees	193,061
1900216	CIP - Survey Fees	34,628
1900217	CIP - Engineering Fees	68,839
1900219	CIP - Landscape Architect	277
1900230	CIP - Professional Services (Other)	213,853
1900235	CIP - Project Administration	96
1900250	CIP - Costs of Insurance	47,580
1900270	CIP - Financing Cost-Inspection Fees	91,951
1900280	CIP - Insurance Costs During Construction	27,745
1900290	CIP - Organization - Legal	24,358
1900300	CIP - Construction Loan-Legal	198,336
1900315	CIP - Construction Loan - Fees	18,350
1900350	CIP - Loan Interest - Soft	121,839

AHA + AAHC - DRAFT UNTIL FINAL AUDITED FINANCIAL STATEMENTS ARE PUBLISHED
FY 2026 PENSION LIABILITY HAS NOT BEEN INCORPORATED PENDING GASB REPORT FROM ACTUARIES

ATTACHMENT B: Balance Sheet

Jun-26

Book = Accrual

		Balance
Account	**Account Name**	**Current Period**
1900407	CIP - Bond Issuance Fees	3,023
1900410	CIP - Environmental Testing & Reports	391,545
1900420	CIP - Permit & Fees (plan'g,build'g,public work,school dist)	664,615
1900430	CIP - Utilities Fees	18,907
1900440	CIP - Marketing Cost	1,057
1919999	**TOTAL CONSTRUCTION IN PROGRESS**	**5,387,279**
1929999	**TOTAL LONG TERM ASSETS**	**86,029,589**
1999999	**TOTAL ASSETS**	**244,307,112**
3000000	LIABILITIES AND EQUITY	
3005000	LIABILITIES	
3100000	CURRENT LIABILITIES	
3100500	ACCOUNTS PAYABLE	
3120010	Accounts Payable<= 90 Days	668,713
3120011	Accounts Payable -CALPERS (employee portion)	550
3120013	Accounts Payable-457b Plan (employee portion)	-140
3120014	Accounts Payable-Garnishment (employee portion)	-129
3120015	Accounts Payable-Vision Insurance (employee portion)	684
3120016	Accounts Payable-Life Insurance (employee portion)	-41
3120018	Accounts Payable-PARS retirement (employee portion)	0
3120019	Accounts Payable-Flexible Spending Account(employee portion)	-8,918
3120021	Employees Cobra	-262
3120022	Accounts Payable-PERS 1959 Surv(Employee Portion)	41
3120023	Accounts Payable-FSA Transit Plan	338
3120024	Accounts Payable FSS	126,436
3120027	Accounts Payable-Roth IRA	140
3120029	Accounts Payable - 3rd Party Management Company	94,779
3120030	Accrued Wage/Payroll Taxes Payable	230,955
3120040	Accrued Compensated Absences - Current Portion	460,777
3120070	Accrued Payables	518,487
3120075	Accrued Accounts Payable - 3rd Party Management	316,263
3120080	Contracts - Retentions	451,491
3330020	Account Payable - HUD	53,571
3330100	Tenants- Rents Payable	9,100
3339000	**TOTAL ACCOUNT PAYABLE**	**2,922,835**
3400000	SECURITY DEPOSITS HELD	
3410010	Tenant Security Deposits	4,750
3410015	Tenant Security Deposits - held with 3rd Party Management	468,871
3419000	**TOTAL SECURITY DEPOSITS HELD**	**473,621**
3419900	OTHER LIABILITIES	
3420000	Prepay Tenant Rent	45,285
3421000	Prepay Tenant Rent - 3rd Party Management	35,335
3425000	Unearned Revenue	1,475
3430000	Current Portion of Long Term Debt - Capital Projects	8,629,604
3440000	Current Portion of GASB 87 Leases	156,702
3449000	**TOTAL OTHER LIABILITIES**	**8,868,401**
3470000	INTERPROGRAM	
3470050	Interprogram (Due to)	931,198
3471000	Due To/Due From Suspense Account	0
3480000	**TOTAL INTERPROGRAM**	**931,198**
3499000	**TOTAL CURRENT LIABILITIES**	**13,196,055**

AHA + AAHC - DRAFT UNTIL FINAL AUDITED FINANCIAL STATEMENTS ARE PUBLISHED
FY 2026 PENSION LIABILITY HAS NOT BEEN INCORPORATED PENDING GASB REPORT FROM ACTUARIES

ATTACHMENT B: Balance Sheet

Jun-26

Book = Accrual

		Balance
Account	**Account Name**	**Current Period**
3500000	NON-CURRENT LIABILITIES	
3510100	Mortgage Loan Payable	14,135,116
3510130	Interest Payable - City of Alameda Loan	1,285,369
3510140	Home Fund Loan #1	204,642
3510143	$3.6M Housing Authority Loan Payable	44,275,993
3510150	Housing Community Dev. Loan	916,400
3510154	Housing Comm.- LEAD loan	1,605,000
3510157	Loan Payable - Esperanza	4,378,324
3510160	Home Fund Loan #2	282,700
3540000	Accrued Compensated Absences - Noncurrent	187,606
3570000	OPEB Liability	-128,123
3580000	Pension Liability	2,988,629
3599000	**TOTAL NON-CURRENT LIABILITIES**	**70,131,657**
3999000	**TOTAL LIABILITIES**	**83,327,711**
4000000	Equity/Net Assets	
4000001	EQUITY	
4000100	DEFERRED INFLOW	
4001000	Deferred Inflow of Resources - Pension	407,096
4001001	Deferred Inflow of Resources - OPEB	807,274
4001002	Deferred Inflow of Resources - Leases	17,323,906
4900000	**TOTAL DEFERRED INFLOW**	**18,538,276**
4999999	CONTRIBUTED CAPITAL	
5010000	Net Investment in Capital Assets	24,337,632
5090000	Unrestricted	115,846,749
5120000	Unrestricted	2,255,434
5120010	Net Restricted Assets	1,311
5950000	**TOTAL CONTRIBUTED CAPITAL**	**142,441,125**
5999900	**TOTAL EQUITY**	**160,979,401**
6000000	**TOTAL LIABILITIES AND EQUITY**	**244,307,112**

HIGH LEVEL RATIO ANALYSIS FOR CASH COVERAGE ONLY		
	Commentary	**Balance**
[1]	Restricted Cash Pursuant to Reserves Policy - June 2026	29,138,854
[2]	Less: Withdrawal in July 2026 from CAMP + LAIF for PNC Loan Paydown	-8,400,000
[3]	Restricted Cash Pursuant to Reserve Policy - Adjusted	**20,738,854**

[4]	1 Month Average HAP - Fiscal Year 2026	4,186,875
[5]	1 Month Average Operating Expense (Cash Basis) - Fiscal Year 2026	1,403,427
[6]	1 Month Average HAP and Operating Expense (Cash Basis) - Fiscal Year 2026	5,590,302

[7]	**Available Months Available for 1 Month Average HAP**	**4.95**
[8]	**Available Months Available for 1 Month Avg. Operating Expense (Cash Basis)**	**14.78**
[9]	**Available Months Available for 1 Month Avg. HAP and Operating Expense (Cash Basis)**	**3.71**

ATTACHMENT C: PROJECTED 2025-2026 CAPITAL IMPROVEMENT PLAN VERSUS SPEND (JULY 2025 - JUNE 2026)

	A	B	C	D
1	**PROPERTY (UNITS) Scope**	**PROJECTED COST**	**ACTUAL COSTS SPENT JULY 2025-JUNE 2026**	**VARIANCE**
2	**Anne B. Diament (65)**			
3	ADA A/V and Strobes Upgrades	15,000	-	15,000
4	Domestic Boilers	60,000	-	60,000
5	Concrete and Community Room Remodel	45,000	-	45,000
6	Community Room Kitchen ADA Upgrades	60,000	3,870	56,130
7	Replace Radiant Baseboard Heaters System	155,000	-	155,000
8	North Wing Roof Replacement	150,000	-	150,000
9	Laundry Room Accessibility Renovation	12,000	-	12,000
10	**AHA OFFICE**			
11	Lobby Elevator Phone Replacement (COMPLETED PRIOR FISCAL YEAR)	5,000	-	5,000
12	Re-Roof (Increased Budget)	100,000	180,173	(80,173)
13	Garage/Office Conversion	1,400,000	-	1,400,000
14	Electrical System Upgrades	80,000	-	80,000
15	Interior Carpet	76,300	-	76,300
16	Maintenance Yard Fence Replacement	70,000	-	70,000
17	Window Replacements	64,000	-	64,000
18	Sound Attenuation at HR/ED Offices	59,000	-	59,000
19	Upstairs Kitchen Renovation	50,000	-	50,000
20	New Interior Paint	20,000	-	20,000
21	Kitchen Patio Waterproofing	6,500	-	6,500
22	**CHINA CLIPPER (26)**			
23	Soft Story Seismic Upgrades	200,000	-	200,000
24	Private Balcony Replacements @ 203, 303	90,000	-	90,000
25	Window Replacements	70,000	-	70,000
26	Elevator Upgrade	90,000	-	90,000
27	Roof and Fascia Repair	84,000	-	84,000
28	Exterior Paint	48,500	-	48,500
29	Exterior Door ADA Automatic Openers	35,000	-	35,000
30	Exterior Concrete Walkway/Flatwork Replacements	30,000	-	30,000
31	Failed IGU's	28,000	-	28,000
32	Area Drains / Grade Renovations	25,000	-	25,000
33	Elastomeric Coatings and Rust	21,000	-	21,000
34	**EAGLE VILLAGE (42)**			
35	Parking lot asphalt	32,132	-	32,132
36	Failed flashings and IGU's	28,000	-	28,000
37	Landscape Enhancements	20,000	-	20,000
38	Window Replacements	129,000	-	129,000
39	Domestic Plumbing/Waste Line Upgrades	80,000	-	80,000
40	Exterior Concrete Walkway Replacements	60,000	-	60,000
41	Gutters and Downspouts as needed	11,000	-	11,000
42	**EVERETTS COMMON (ISLAND CITY DEVELOPMENT)***			
43	Exterior Trim/Posts Replacement	2,500	-	2,500
43a	(Not Presented with AHA Budget) - PEX Piping Replacement	PENDING	PENDING	PENDING
44	**ESPERANZA (120)**			
45	Electrical Main Panel/Subpanel Replacements	418,000	-	418,000
46	Water Heater Project	275,000	-	275,000
47	ADA van accessible parking required at Day Care	5,000	-	5,000
48	Window Replacements	960,000	-	960,000
49	Replace Domestic Plumbing Supply/Waste Lines	500,000	-	500,000
50	Slider Replacements	240,000	-	240,000
51	Siding Replacements	150,000	-	150,000
52	Exterior Concrete Walkway Replacements	50,000	27,040	22,960
53	Landscape & Irrigation Renovations	50,000	-	50,000
54	Gutters and Downspouts as needed	18,000	-	18,000
55	**INDEPENDENCE PLAZA (186)**			
56	ADA Renovations to Lobby Restrooms	50,000	19,037	30,963
57	Reroof 703 Community Room	20,000	49,289	(29,289)
58	Landscape & Irrigation Renovations	50,000	-	50,000
59	Exterior Concrete Walkway Replacements	50,000	-	50,000
60	Signage	42,000	-	42,000
61	Gutters and Downspouts as needed	30,000	-	30,000
62	Parking Lot LED Lighting Upgrades	20,000	-	20,000
63	Exterior Walkway Lighting	20,000	-	20,000
64	Property Marquee Lighting	5,500	-	5,500

ATTACHMENT C: PROJECTED 2025-2026 CAPITAL IMPROVEMENT PLAN VERSUS SPEND (JULY 2025 - JUNE 2026)

	A	B	C	D
1	PROPERTY (UNITS) Scope	PROJECTED COST	ACTUAL COSTS SPENT JULY 2025-JUNE 2026	VARIANCE
64A	Reroof of other buildings		486,555	(486,555)
65	**LINCOLN HOUSE (4)**			
66	Rear Unit Entry Landing Replacement	45,000	13,934	31,067
67	Front Landing/Guardrail Renovation	15,000	-	15,000
68	Remove Overgrown Tree in Front	6,000	-	6,000
69	Signage	600	-	600
70	**LINCOLN WILLOW (5)**			
71	Replace Domestic Plumbing Supply/Waste Lines	100,000	-	100,000
72	1602B Entry Awning Replacement	5,000	-	5,000
73	Replace Wood ADA Ramp with Concrete	4,500	-	4,500
74	Replace Fencing	10,000	-	10,000
75	Landscape & Irrigation Renovations	10,000	-	10,000
76	**PARROT GARDEN (8)**			
77	Leasing Office ADA and Parking Upgrades	57,000	3,917	53,083
78	Electrical Upgrades	32,000	-	32,000
79	Perimeter Fence	8,800	-	8,800
80	Asphalt	39,000	-	39,000
81	Foundation Upgrades	35,000	-	35,000
82	Roof Gutters and Downspouts as needed	8,000	-	8,000
83	Replace Rear Stairs	4,500	-	4,500
84	Exterior Walkway Lighting	8,000	-	8,000
85	Landscape Enhancements	6,628	-	6,628
86	**PARROT VILLAGE (50)**			
87	Roofing repairs and replacement	25,000	-	25,000
88	Tree Removal of at least 3 trees (Root Tripping Hazard)	24,000	-	24,000
89	Domestic Plumbing Supply Line Upgrades	180,000	-	180,000
90	Domestic Plumbing Waste Line Upgrades	180,000	-	180,000
91	Landscape enhancements	70,000	-	70,000
92	Windows failed IGU's and poor installation of retrofit windows	25,000	-	25,000
93	Exterior Building and Walkway Lighting	30,000	-	30,000
94	Gutters and Downspouts as needed	15,000	-	15,000
95	**PARU HOUSE (1)**			
96	**SHERMAN HOUSE (9)**			
97	Parking Lot	9,000	-	9,000
98	Siding	6,000	-	6,000
99	Domestic Plumbing/Waste Line Upgrades	50,000	-	50,000
100	Signage	600	-	600
101	**STANFORD HOUSE (4)**			
102	Front Entry Landing Repairs/Waterproofing	57,500	-	57,500
103	Crawlspace Foundation Wall/Shear Upgrades	18,000	-	18,000
104	Siding/Stucco	8,000	-	8,000
105	Reroof as needed	50,000	-	50,000
106	Domestic Plumbing Supply Line Upgrades	25,000	-	25,000
107	**SUB-TOTAL (AHA/AAHC/ICD)**	**7,608,560**	**783,815**	**6,824,745**

HOUSING AUTHORITY OF THE CITY OF ALAMEDA ("AHA") + ALAMEDA AFFORDABLE HOUSING CORPORATION ("AAHC") as Primary Government

Based on Preliminary Unaudited Financial Statements

Draft Until Final Audited Financial Statements are published - March 2027

ATTACHMENT D: Resources Available for Future Investment - Working Capital Analysis

Commentary:

[1]	Working Capital measures AHA's ability to fund daily operations and meet short term obligations. In addition to the Other Considerations listed below, there is a limited amount available for future investments. Certain Accounts Receivable (Developer Fees) or Accrued Interest may not be realized in the next fiscal year, but is presented for visibility.

		Primary Government
Current Assets as of June 30, 2026:		
	Cash and Investments (Cash Equivalents)	31,815,820
	Less: Federal Cash Restricted	-613,446
	Less: Tenant Security Deposit Cash Restricted	-469,157
	Accounts Receivable, Net	5,059,669
	Leases Receivable, Current Portion	123,759
	Prepaid Expenses	783,021
	Total Current Assets	**36,699,667**
Current Liabilities as of June 30, 2026:		
	Accounts Payable	-2,922,835
	Accrued Expenses and Prepay Rent	-268,226
	Accrued Interest	-1,285,369
	Current portion of bonds and notes **(includes $8.24 million in PNC Bank balloon payment paid in July 2026)**	-8,629,604
	Unearned Revenue	-1,475
	Lease Liability, Current Portion	-156,702
	Total Current Liabilities	**-13,264,211**
	Net Working Capital (Total Current Assets less: Total Current Liabilities)	**23,435,455**
Other Considerations:		
[A]	Reserves required for Operations and Housing Assistance Payments Pursuant to Reserves Policy, and includes support for federal programs operating deficit which has incurred $5 million in local advances as of June 30, 2026	-7,300,000
[B]	Remediation for Fire and Water Damage at Independence Plaza in 2026 (Projected Costs After Insurance Proceeds)	-500,000
[C]	Debt Maturities (Principal and Interest) in FY 2027-2028, **including balloon payment principal balance of approximately $2.6 million**	-3,633,202
[D]	Debt Maturities (Principal and Interest) in FY 2028-2029	-987,746
[E]	Debt Maturities (Principal and Interest) in FY 2029-2030	-987,746
[F]	Deferred Maintenance needed on the aging real estate portfolio in the near term*	-9,700,000
	Amount available for future investments (Encumbered Per Reserves Policy)	***326,761***

Notes:

[2]	AHA has provided financial guaranties on behalf of affiliate entities as owners in affordable housing projects, with a maximum exposure of **$151 Million** as of June 30, 2026. This includes Operating Deficit Guaranties, Low-Income Housing Tax Credit Guaranties, Construction Loan Guaranties and Permanent Financing Guaranties. The expiration dates on these guaranties range from 2026 to 2044.
[3]	*The portfolio Capital Needs Assessment reports indicate that approximately $20 million capital work will be required through the early 2040s. Life safety work has been completed, but only a portion of the deferred maintenance has been completed. In the near term, AHA will need to address approximately $9.7 million for our aging infrastructure.

Housing Authority of the City of Alameda

PHONE: (510) 747-4300
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TTY/TRS: 711

701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Tonya Schuler-Cummins, Senior Programs Director

Date: September 16, 2026

Re: Adopt Resolution Approving Revised Payment Standards for the Housing Choice Voucher program and for Project-Based Voucher program effective immediately for new contracts and transfers, and effective November 2, 2026, for re-certifications and interim adjustments.

BACKGROUND

The U.S. Department of Housing and Urban Development (HUD) is required to annually review and publish Fair Market Rents (FMRs). HUD published new FMRs on September 1, 2026. The AHA must set payment standards based on the published FMRs. A payment standard is the maximum amount of subsidy that the Housing Authority of the City of Alameda (AHA) can pay to an owner on behalf of a voucher holder.

Fair Market Rents (FMRs) are primarily used to determine payment standard amounts for the Housing Choice Voucher (HCV) program, to determine initial renewal rents for some expiring project-based Section 8 contracts, to determine initial rents for Housing Assistance Payment (HAP) contracts in the Moderate Rehabilitation Single Room Occupancy program (Mod Rehab), and to serve as a rent ceiling in the HOME rental assistance program. HUD annually estimates FMRs for Office of Management and Budget (OMB) defined metropolitan areas, some HUD defined subdivisions of OMB metropolitan areas, and each non-metropolitan county. HUD normally requires Housing Authorities to set payment standards between 90% and 110% of the FMR.

On April 4, 2023, HUD approved the Housing Authority of the City of Alameda's (AHA) Moving to Work (MTW) Activity 2022-01: 2.b. Payment Standards - Fair Market Rents (HCV) which allows the AHA to go up to 150% FMR for all programs included under MTW. The AHA was approved for its special programs in the Housing Choice Voucher program to use this activity. That means that all vouchers will have the same payment standards, including the Veterans Affairs Supportive Housing (VASH), Emergency Housing Vouchers (EHV) and Stability Vouchers. Since other programs cannot have a higher payment standard than EHV, it is anticipated that all vouchers will use the same

payment standard.

DISCUSSION

For the Housing Choice Voucher (HCV) programs, this decrease in payment standard will go into effect for new admissions and participant families transferring to a new unit on the effective date of the move-in if the family is not leased up prior to the approval of the proposed payment standards.

Existing Project-Based Voucher (PBV) contracts would be impacted as of July 1, 2027, due to an approved MTW activity that only allows PBV rents to be increased on July 1st of each year.

Families experiencing a voucher size change due to a family composition change will get a 30-day notice of the family portion increase due to the lowered payment standard. Effective dates for decreases in payment standard for regular reexaminations are governed by policy in the AHA's Administrative Plan.

Below are proposed payment standards for all programs reliant on the payment standard:

Bedroom	Fiscal Year 2027 FMR	Current Payment Standards (PS)	Current PS % of FMR	Proposed Payment Standards effective 05/02/2026	Proposed PS % of FMR	Difference in Payment Standards
0	$2,088	$2,324	111%	$2,296	109.96%	-$28
1	$2,290	$2,623	114%	$2,519	110.00%	-$104
2	$2,805	$3,203	114%	$3,085	109.98%	-$118
3	$3,592	$4,096	114%	$3,951	109.99%	-$145
4	$4,250	$4,854	114%	$4,675	110.00%	-$179
5	$4,887	$5,581	114%	$5,375	109.99%	-$206

Though AHA was approved to go as high as 150%, many rents being proposed on new units are still being found not rent reasonableness, so this would not indicate a need to raise the payment standards at this time.

FISCAL IMPACT

The benefits of saved Housing Assistance Payments (HAP) by a payment standard decrease are felt gradually due to the delay in implementation for families who remain in

their units with the same family composition.

CEQA
Not Applicable.

RECOMMENDATION
Adopt Resolution Approving Revised Payment Standards for the Housing Choice Voucher program and for Project-Based Voucher program effective immediately for new contracts and transfers, and effective November 2, 2026, for re-certifications and interim adjustments.

ATTACHMENTS
1. 9-16-2026 Payment Standard Resolution

Respectfully submitted,



Tonya Schuler-Cummins, Senior Programs Director

Housing Authority of the City of Alameda
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HOUSING AUTHORITY OF THE CITY OF ALAMEDA

Resolution No. _____

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF ALAMEDA APPROVING REVISED PAYMENT STANDARDS FOR THE HOUSING CHOICE VOUCHER PROGRAM AND FOR THE PROJECT-BASED VOUCHER PROGRAM EFFECTIVE IMMEDIATELY FOR NEW CONTRACTS AND TRANSFERS, AND EFFECTIVE NOVEMBER 2, 2026, FOR RE-CERTIFICATIONS AND INTERIM ADJUSTMENTS

WHEREAS, the Housing Authority of the City of Alameda, a public body, corporate and politic ("Housing Authority") is permitted to transact business and exercise any power inferred pursuant to the Housing Authorities Law (Health and Safety Code Section 34200 et seq.);

WHEREAS, pursuant to regulations enacted by the U.S. Department of Housing and Urban Development, payment standards are established and updated for the Housing Choice Voucher and Project Based Voucher Programs, which establish the maximum monthly subsidy a public housing agency may pay to a landlord on behalf of participants in those programs; and

WHEREAS, the Housing Authority Board of Commissioners (“Board”) last approved a change in payment standards effective May 2, 2026; and

WHEREAS, by this Resolution, the Board desires to approve revised payment standards for the Housing Choice Voucher and Project Based Voucher Programs effective immediately for new contracts and transfers, and effective November 2, 2026, for re-certifications and interim adjustments.

NOW, THEREFORE, BE IT RESOLVED, that the Board finds that all of the facts set forth in the Recitals are true and correct, and are incorporated herein by reference.

NOW, THEREFORE, BE IT RESOLVED, that the Board hereby approves the following revised Payment Standards for the Housing Choice Voucher and Project Based Voucher Programs and shall be effective immediately for new contracts and transfers, and effective November 2, 2026, for re-certifications and interim adjustments.

[CONTINUED ON FOLLOWING PAGE]

Bedroom	Payment Standard
0	$2,296
1	$2,519
2	$3,085
3	$3,951
4	$4,675
5	$5,375

BE IT FURTHER RESOLVED that the Executive Director is hereby authorized to take any and all actions necessary or required to implement and administer this Resolution.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon its adoption.

Ayes: XX Commissioners:

Nayes: XX Commissioners:

Abstain: XX Commissioners:

Absent: XX Commissioners:

[**SIGNATURE PAGE FOLLOWS**]

Housing Authority
of the
City of Alameda

PHONE: (510) 747-4300
FAX: (510) 522-7848
TTY/TRS: 711

701 Atlantic Avenue • Alameda, California 94501-2161

ATTEST:

Vanessa M. Cooper
Secretary/Executive Director

Carly Grob, Chair
Board of Commissioners

Approved as to form:

Adrian R. Guerra,
General Counsel,
Aleshire & Wynder, LLP

Adopted: September 16, 2026

Housing Authority
of the
City of Alameda

PHONE: (510) 747-4300
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701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Siyuan (Steven) Zhou, Management Analyst

Date: September 16, 2026

Re: Adopt a Resolution to Authorize the Executive Director to Negotiate and Execute a 3-year Consultant Services Agreement between the Housing Authority of the City of Alameda and Techordia, LLC for IT Services and other related services with maximum not to exceed contract amount of $1,800,000.

BACKGROUND

In May 2023, the Board of Commissioners approved the agreement for Technology Consulting (IT) Services, and the Housing Authority of the City of Alameda (AHA) entered into a three-year agreement with Techordia, LLC for provision of these IT services. The total compensation under the agreement was a not to exceed amount of $800,000. In December 2025, the contract was then amended to increase the not to exceed amount to $1,700,000. The current contract is set to expire on September 30, 2026. Per AHA's procurement process, a Request for Proposals (RFP) was issued for Technology Consulting (IT) Services. As with any contract costing $250,000 or more, this new contract must receive Board approval.

DISCUSSION

AHA's current IT technical service contract is set to expire on September 30, 2026. Staff issued a Request For Proposals (RFP) on July 10, 2026, to identify the best-suited firm to provide technology services. On July 23, 2026, AHA hosted an optional Virtual Bidder's Conference. AHA received 14 proposals by the submission deadline of August 12, 2026. The applications were reviewed based on experience, approach to the project, quality of services and the price proposal. The evaluation committee reviewed the proposals and determined the firms to have satisfactorily met the RFP requirements. All firms received a follow-up question regarding onsite services and those who did not responded did not go forward in the RFP process. Based on the evaluation of the proposals and the subsequent reference checks, staff is proposing to award the IT technical service contract to Techordia, LLC in an amount not to exceed of $1,800,000 which includes hardware and software purchases for items where Techordia can procure the item at a lower price than AHA can procure it.

The proposal from Techordia, LLC is set at per user set fee and an hourly rate with an annual increase of 5% on contract anniversary date. This includes software systems for anti-virus, network monitoring, and remote helpdesk support. An annual amount of $600,000 is projected to be a sufficient amount to cover a period of three (3) years, which includes the three-year initial contract. AHA would also have the option for two one-year additional extensions.

FISCAL IMPACT

There is no anticipated adverse financial impact as these services are included in the annual budget.

CEQA

Not applicable.

RECOMMENDATION

Adopt a Resolution to Authorize the Executive Director to Negotiate and Execute a 3-year Consultant Services Agreement between the Housing Authority of the City of Alameda and Techordia, LLC for IT Services and other related services with maximum not to exceed contract amount of $1,800,000.

ATTACHMENTS

1. 9-16-2026 Techordia Resolution
2. 9-8-2026 Techordia Draft Contract

Respectfully submitted,



Siyuan (Steven) Zhou, Management Analyst

Housing Authority of the City of Alameda

PHONE: (510) 747-4300
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701 Atlantic Avenue • Alameda, California 94501-2161

HOUSING AUTHORITY OF THE CITY OF ALAMEDA

Resolution No. _____

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF ALAMEDA TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A 3-YEAR CONSULTANT SERVICES AGREEMENT BETWEEN THE HOUSING AUTHORITY OF THE CITY OF ALAMEDA AND TECHORDIA, LLC FOR IT SERVICES AND OTHER RELATED SERVICES WITH MAXIMUM NOT TO EXCEED CONTRACT AMOUNT OF $1,800,000.

WHEREAS, the Housing Authority of the City of Alameda, a public body, corporate and politic, ("Housing Authority") is permitted to transact business and exercise any power inferred pursuant to the Housing Authorities Law (Health and Safety Code Section 34200 et seq.);

WHEREAS, a Request for Proposals for IT Services was issued on xxx; and

WHEREAS, Techordia, LLC was a successful bidder and recommended by staff to be selected to provide IT Services; and

WHEREAS, the proposed budget includes expenditures that are necessary to provide third-party support to internal staff with addressing information technology issues, maintenance, monitoring, and upgrades; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners finds that all of the facts set forth in the Recitals are true and correct, and are incorporated herein by reference.

BE IT FURTHER RESOLVED that a resolution to authorize the Executive Director to negotiate and execute a 3-year Consultant Services Agreement between the Housing Authority of the City of Alameda and Techordia, LLC for IT Services and other related services with maximum not to exceed contract amount of $1,800,000, subject to General Counsel approval as to form.

BE IT FURTHER RESOLVED that the Executive Director is hereby authorized to take any and all actions necessary or required to implement and administer this Resolution.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon its adoption.

Ayes: XX Commissioners:

Nayes: XX Commissioners:

Abstain: XX Commissioners:

Absent: XX Commissioners:

[**SIGNATURE PAGE FOLLOWS**]

Housing Authority
of the
City of Alameda

PHONE: (510) 747-4300
FAX: (510) 522-7848
TTY/TRS: 711

701 Atlantic Avenue • Alameda, California 94501-2161

ATTEST:

Vanessa M. Cooper
Secretary/Executive Director

Carly Grob, Chair
Board of Commissioners

Approved as to form:

General Counsel Name,
General Counsel,
General Counsel Firm Name

Adopted: Month Date, 2026

CONSULTANT SERVICES CONTRACT

THIS CONSULTANT SERVICES CONTRACT ("Agreement"), entered into this October 1, 2026 ("Effective Date"), by and between the HOUSING AUTHORITY OF THE CITY OF ALAMEDA, a public body corporate and politic (hereinafter referred to as "AHA"), and Techordia, LLC a California corporation located at 887 Island Drive Suite C, Alameda, CA (hereinafter referred to as "Consultant"), is made with reference to the following:

RECITALS:

A. AHA is a Housing Authority duly created, established, and authorized to transact business and exercise its powers, all under and pursuant to the provisions of the Housing Authorities Law which is Part 2 of Division 24 of the California Health and Safety Code commencing with Section 34200 et_ seq.

B. Pursuant to the Housing Authorities Law, AHA is authorized to make and execute contracts and other instruments necessary or convenient to exercise its powers.

C. AHA has determined that it requires professional services for Information Technology (IT) Services.

D. Consultant is specially trained, experienced, and competent to perform the special services which will be required by this Agreement.

E. Consultant represents that it possesses the skill, experience, ability, background, applicable certification and knowledge to provide the services described in this Agreement on the terms and conditions described herein.

F. AHA and Consultant desire to enter into an agreement to provide the subject services as discussed in more detail below.

NOW, THEREFORE, in consideration of performance by the parties of the promises, covenants, and conditions herein contained, the parties hereto agree as follows:

1. **TERM.**

The term of this Agreement shall commence on the Effective Date and end on September 30, 2029, unless extended, as discussed herein, or terminated earlier as provided in Paragraph 20 below ("Term"). The parties may choose by mutual agreement to extend the term of this Agreement up to a maximum of 60 months (5 years total) and shall do so by executing a written amendment to the Agreement. All indemnification and hold harmless provisions in this Agreement shall survive the termination of this Agreement.

2. **SERVICES TO BE PERFORMED.**

2.1 Consultant shall provide the following services to AHA, (i) those services outlined and specified in the Scope of Services attached hereto as Exhibit A and

incorporated herein by this reference; and (ii) those services outlined and specified in Consultant's accepted bid proposal attached hereto as Exhibit B and incorporated herein by this reference, all at the not to exceed fee stated in Paragraph 3 below. In the event of any inconsistencies between Consultant's accepted bid proposal and this Agreement, the terms of this Agreement shall govern.

2.2 Consultant represents that it has the skills, experience, and knowledge necessary to fully and adequately perform under this Agreement, and AHA relies upon this representation. Consultant shall perform pursuant to the terms of this Agreement, and Consultant shall perform the services and duties in conformance to and consistent with the standards generally recognized as being employed by professionals in the same discipline in the State of California. Consultant further represents and warrants to AHA that it has all licenses, permits, qualifications and approvals of whatever nature are legally required to practice its profession. Consultant further represents that it shall keep all such licenses and approvals in effect during the Term of this Agreement.

2.3 Consultant affirms that it is fully apprised of all of the work to be performed under this Agreement; and Consultant agrees it can properly perform this work for the fee stated in Paragraph 3. Consultant shall not be liable or obligated to perform Services in excess of the fee stated in Paragraph 3. Consultant shall not perform services or provide products that are not set forth in this Agreement, unless by prior written request of AHA.

2.4 Consultant agrees to perform all services in accord with this Agreement in a manner commensurate with the prevailing standards of like professionals in the San Francisco Bay Area and agrees that all services shall be performed by qualified and experienced personnel who are not employed by the AHA nor have any contractual relationship with AHA.

2.5 Acceptance by AHA of Consultant's performance under this Agreement does not operate as a release of Consultant's responsibility for full compliance with the terms of this Agreement.

2.6 Fidelity Bond: If Consultant, its officers, employees, subcontractors, agents, volunteers, or representatives interact with money or securities in or arising out of the performance of this Agreement, Consultant shall maintain a fidelity bond that fulfills the following requirements.

AHA must be designated as the obligee, and Consultant as the principal.

Consultant’s fidelity bond must be for a minimum of the sum of the gross potential rental income for two months plus the amount of the security deposits for property management services.

Consultant’s fidelity bond must provide blanket coverage that includes Consultant and all its officers, employees, subcontractors, agents, volunteers, or representatives who may have access to money and securities arising out of or in connection with the Consultant’s performance of this Agreement.

The bond shall cover losses including, without limitation, those arising from forgery or alteration, computer fraud, funds transfer fraud, counterfeit money and money orders, burglary, robbery, theft, embezzlement, employee dishonesty, and misplacement of money and securities.

The bond shall not contain a condition requiring arrest and conviction.

Prior to the commencement of the work, Consultant shall deliver to AHA an assurance letter, or similar documentation, from the bonding company or agency declaring the type of bond, the obligee (AHA) and principal (Consultant), amount of coverage, coverage period, and the annual cost of the bond.

3. COMPENSATION TO CONSULTANT.

3.1 AHA shall pay the Consultant for services performed, products provided and expenses incurred for the Scope of Services defined in Exhibit A, and according to the Fee Schedule set forth in Exhibit B. Maximum payment by AHA to Consultant for the services provided herein shall not exceed one million eight hundred thousand dollars($1,800,000), including all expenses("Contracted Amount"). AHA shall not be responsible for any fees or costs incurred above or beyond the aforementioned Contracted Amount and AHA shall have no obligation to purchase any specified amount of services or products, unless agreed to in writing by AHA pursuant to Paragraph 4 below. Consultant shall invoice AHA for the services performed pursuant to the Scope of Services attached hereto as Exhibit A, at the rates, inclusive of all taxes, insurance, benefits, wages, profit, overhead, and every other personnel cost borne by Consultant, set forth in the Scope of Services attached hereto as Exhibit A; provided, however, in no event shall any and all costs paid under this Agreement exceed the Contracted Amount. Consultant shall not be liable or obligated to perform Services in excess of the fee stated in this section.

3.2 CONSULTANT shall be paid only in accordance with an invoice submitted to AHA by Consultant. AHA shall pay the invoice within thirty (30) working days from the date of receipt of the invoice. Payment shall be made to Consultant only after services have been rendered and Consultant's candidate has accepted an offer that has been made by AHA. For this Agreement, invoices can be submitted by email to primary contact (below) with a copy to accountspayable@alamedahsg.org or on the AHA's vendor portal.

Housing Authority of the City of Alameda

701 Atlantic Avenue, Alameda, CA 94501-2161
ATTN: Steven Zhou
(510) 747-4344

Email: IT@alamedahsg.org

Each invoice shall contain a minimum of the following information: invoice number and date; remittance address; itemization of the description of the work performed, the date of performance, the associated time for completion; and an invoice total.

All contracts over $5,000 are required to be paid via Electronic Funds Transfer (EFT)/Automated Clearing House (ACH) disbursements. The required forms can be found on the website or by contacting Finance at 510-747-4315.

DRAFT

4. **ALTERATION OR CHANGES TO THE AGREEMENT.**

No alteration or variation of the terms of this Agreement shall be valid unless made in writing and signed by the parties hereto, and no oral understanding or agreement not incorporated herein shall be binding on any of the parties hereto. No additional services shall be performed by Consultant without a written amendment to this Agreement.

Consultant understands that AHA's Board of Commissioners, Executive Director, or designee, within their delegated authority, are the only authorized AHA representatives who may at any time, by written order, make any alterations within the general scope of this Agreement.

5. **INSPECTION OF SERVICES.**

All performances under this Agreement shall be subject to inspection by AHA. Consultant shall provide adequate cooperation to AHA representatives to permit him/her to determine Consultant's conformity with the terms of this Agreement.

Consultant shall permit an AHA representative to monitor, assess or evaluate Consultant's performance under this Agreement at any time upon reasonable notice to Consultant.

6. **TIME IS OF THE ESSENCE.**

Consultant and AHA agree that time is of the essence regarding the performance of this Agreement.

7. **INDEPENDENT CONTRACTOR.**

The Consultant is, for purposes relating to this Agreement, an independent contractor and shall not be deemed an employee of AHA. It is expressly understood and agreed that the Consultant (including its employees, agents and subcontractors) shall in no event be entitled to any benefits to which AHA's employees are entitled, including but not limited to overtime, any retirement benefits, injury leave or unemployment insurance, workers' compensation coverage, vacation, and/or sick leave. Deductions shall not be made for any state or federal taxes, FICA payments, PERS payments, or other purposes normally associated with an employer-employee relationship from any fees due Consultant. Payments of the above items, if required, are the responsibility of Consultant. No right of employment will be acquired by virtue of Consultant's services. There shall be no employer-employee relationship between the parties; and Consultant shall hold AHA harmless from any and all claims that may be made against AHA based upon any contention by a third party that an employer-employee relationship exists by reason of this Agreement.

AHA and Consultant agree that during the term of this Agreement and for a period of one year after termination, the parties shall not solicit for employment, hire, or retain, whether as an employee or independent contractor, any person who is or has been employed by the other without written agreement by the other party.

8. **IMMIGRATION REFORM AND CONTROL ACT (IRCA).**

Consultant assumes any and all responsibility for verifying the identity and employment authorization of all of its employees performing work hereunder, pursuant to all applicable IRCA or other federal or state rules and regulations. Consultant shall indemnify and hold AHA harmless from and against any loss, damage, liability, costs or expenses arising from any noncompliance of this provision by Consultant.

9. **NON-DISCRIMINATION.**

Consistent with AHA's policy that harassment and discrimination are unacceptable conduct and will not be tolerated, Consultant shall not be discriminate in the provision of services, allocation of benefits, accommodation in facilities, or employment of personnel on the basis of ethnic group identification, race, religious creed, color, national origin, ancestry, physical handicap, medical condition, sexual orientation, pregnancy, sex, age, gender identity, or marital status in the performance of this Agreement; and, to the extent they shall be found to be applicable hereto, shall comply with the provisions of the California Fair Employment Practices Act (commencing with Section 1410 of the Labor Code), the Federal Civil Rights Act of 1964 (P.L. 88-352), the Americans with Disabilities Act of 1990 (42 U.S.C. S1210 et seq.) and all other applicable laws or regulations. Consultant agrees that any and all violations of this provision shall constitute a breach of this Agreement.

10. **INDEMNIFICATION/HOLD HARMLESS.**

10.1 To the fullest extent permitted by law, Consultant agrees to indemnify and hold harmless, including the cost to defend, the Housing Authority of the City of Alameda, its affiliates Alameda Affordable Housing Corporation and Island City Development, their respective directors, officers, Board of Commissioners, Board of Directors, elected and appointed officials, employees, volunteers, agents, and representatives (individually and collectively hereinafter referred to as "Indemnitees") from and against any and all liability, claims, losses, damages, or expenses, including reasonable attorney's fees, that arise out of, or pertain to, or relate to the negligence, recklessness, or willful misconduct of Consultant, its officers, employees, subcontractors, independent contractors, agents, or representatives in the performance of services under this contract. This indemnity does not apply to liability for damages arising from the sole negligence or willful acts of Indemnitees. This duty to indemnify shall not be waived or modified by contractual agreement or acts of the parties.

10.2 With respect to any action or claim subject to indemnification herein by Consultant, Consultant shall, at their sole cost, have the right to use counsel of their own choice and shall have the right to adjust, settle, or compromise any such action or claim without the prior consent of AHA, provided, however, that any such adjustment, settlement or compromise in no manner whatsoever limits or circumscribes Consultant's indemnification to Indemnitees as set forth herein. Consultant's obligation hereunder shall be satisfied when Consultant has provided to AHA the appropriate form of dismissal relieving AHA from any liability for the action or claim involved.

10.3 AHA does not, and shall not, waive any rights that it may possess against Consultant because of acceptance by AHA, or the deposit with AHA, of any insurance policy or certificate required pursuant to this Agreement. This hold harmless, indemnification and defense provision shall apply regardless of whether or not any insurance policies are determined to be applicable to the claim, demand, damage, liability, loss, cost, or expense.

10.4 These defense and indemnity obligations shall survive the termination and expiration of this Agreement and are independent of and not in any way limited by the insurance requirements of this Agreement.

11. **INSURANCE.**

Without limiting or diminishing the Consultant's obligation to indemnify, defend, and hold AHA harmless, Consultant shall procure and maintain, or cause to be maintained, at its sole cost and expense, insurance coverage in compliance with Exhibit C on or before the commencement of the terms of this Agreement.

12. **CONFLICT OF INTEREST.**

No employee, agent, contractor, officer or official of AHA who exercises any functions or responsibilities with respect to this Agreement or who is in a position to participate in a decision-making process or gain inside information with regard to it, shall obtain a personal or financial interest in or benefit from any contract, subcontract or agreement with respect thereto, or the proceeds thereunder, either for himself or herself or for those with whom they have family or business ties, during his or her tenure or for one (1) year thereafter. The term "contractor" also includes the employees, officers (including board members), agents and subcontractors of Consultant under this Agreement.

Consultant covenants that it presently h s no interest, including, but not limited to, other projects or contracts, and shall not acquire any such interest, direct or indirect, which would conflict in any manner or degree with Consultant's performance under this Agreement. Consultant further covenants that no person or subcontractor having any such interest shall be employed or retained by Consultant under this Agreement. Consultant agrees to inform AHA of all Consultant's interests, if any, which are or may be perceived as incompatible with the AHA's interests.

Consultant shall not, under circumstances which could be interpreted as an attempt to influence the recipient in the conduct of his/her duties, accept any gratuity or special favor from individuals or firms with whom Consultant is doing business or proposing to do business, in accomplishing the work under this Agreement.

Consultant or its employees shall not offer gifts, gratuity, favors, and entertainment directly or indirectly to AHA employees.

In order to carry out the purposes of this section, Consultant shall incorporate, or cause to be incorporated, in all contracts and subcontracts relating to activities pursuant to this Agreement, a provision similar to that of this section.

Consultant warrants that it is not a conflict of interest for Consultant to perform the services required by this Agreement. Consultant further understands that it may be required to fill out a Statement of Economic Interests, a form provided by the California Fair Political Practices Commission, if the services provided under this Agreement require Consultant to make certain governmental decisions or serve in a staff capacity as defined in Title 2, Division 6, Section 18700 of the California Code of Regulations.

13. **PROHIBITION AGAINST ASSIGNMENTS.**

Consultant shall not assign, sublease, hypothecate, or transfer this Agreement or any interest therein directly or indirectly, by operation of law or otherwise without prior written consent of AHA Any attempt to do so without said consent shall be null

and void, and any assignee, sub lessee, hypothecate or transferee shall acquire no right or interest by reason of such attempted assignment, hypothecation or transfer. However, claims for money by Consultant from AHA under this Agreement may be assigned to a bank, trust company or other financial institution without prior written consent, but written notice of such assignment shall be promptly furnished to AHA by Consultant.

The sale, assignment, transfer or other disposition of any of the issued and outstanding capital stock of Consultant, or of the interest of any general partner or joint venturer or syndicate member or cotenant if Consultant is a partnership or joint venture or syndicate or co tenancy, which shall result in changing the control of Consultant, shall be construed as an assignment of this Agreement. Control means fifty percent (50%) or more of the voting power of the corporation.

14. **SUBCONTRACTOR APPROVAL.**

Unless prior written consent from AHA is obtained, only those people and subcontractors whose names are attached to this Agreement shall be used in the performance of this Agreement In the event that Consultant employs subcontractors, such subcontractors shall be required to furnish proof of worker's compensation insurance and shall also be required to carry general, automobile and professional liability insurance in reasonable conformity to the insurance carried by Consultant. In addition, any work or services subcontracted hereunder shall be subject to each provision of this Agreement.

15. **PERMITS AND LICENSES.**

Consultant shall comply with all State or other licensing requirements, including but not limited to the provisions of Chapter 9 of Division 3 of the Business and Professions Code. All licensing requirements shall be met at the time proposals are submitted to AHA, including, but not limited to a City of Alameda business license. Consultant warrants that it has all necessary permits, approvals, certificates, waivers and exemptions necessary for performance of this Agreement as required by the laws and regulations of the United States, the State of California, the County of Alameda, the City of Alameda and all other governmental agencies with jurisdiction, and shall maintain these throughout the term of this Agreement relative to the Scope of Services to be performed under Exhibit A, and that service(s) will be performed by properly trained and licensed staff.

16. **REPORTS.**

Each and every report, draft, work product, map, record and other document, hereinafter collectively referred to as "Report" reproduced, prepared or caused to be prepared by Consultant pursuant to or in connection with this Agreement shall be the exclusive property of AHA. Consultant shall not copyright any Report required by this Agreement and shall execute appropriate documents to assign to AHA the copyright to Reports created pursuant to this Agreement. Any Report, information and data acquired or required by this Agreement shall become the property of AHA, and all publication rights are reserved to AHA.

All Reports prepared by Consultant may be used by AHA in execution or implementation of:

(1) The original Project for which Consultant was hired;
(2) Completion of the original Project by others;

(3) Subsequent additions to the original project; and/or
(4) Other AHA projects as appropriate.

Consultant shall, at such time and in such form as AHA may require, furnish reports concerning the status of services required under this Agreement.

All Reports required to be provided by this Agreement shall be printed on recycled paper. All Reports shall be copied on to both sides of the paper except for one original which shall be single sided.

No Report, information nor other data given to or prepared or assembled by Consultant pursuant to this Agreement shall be made available to any individual or organization by Consultant without prior approval by AHA

17. **RECORDS.**

Consultant shall maintain complete and accurate records with respect to sales, costs, expenses, receipts, and other such information required by AHA that relate to the performance of services under this Agreement. Consultant shall maintain adequate records of services provided in sufficient detail to permit an evaluation of services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. With reasonable notice, Consultant shall provide free access to the representatives of AHA or its designees to such books and records during normal business hours; and gives AHA the right to examine and audit same, and to make transcripts there from as necessary, and to allow inspection of all work, data, documents, proceedings and activities related to the performance of this Agreement. Such records, together with supporting documents, shall be kept separate from other documents and records and shall be maintained for a period of five (5) years after receipt of final payment.

18. **NOTICES.**

All notices, demands, requests or approvals to be given under this Agreement shall be given in writing and conclusively shall be deemed served when delivered personally or on the second business day after the deposit thereof in the United States mail, postage prepaid, registered or certified, addressed as hereinafter provided.

All notices, demands, requests or approvals from Consultant to AHA shall be addressed to AHA at:

Housing Authority of the City of Alameda
701 Atlantic Avenue
ALAMEDA CA 94501-2161
Attention: Vanessa Cooper, Executive Director

All notices, demands, requests, or approvals from AHA to Consultant shall be addressed to Consultant at:

Click or tap here to enter text.
Click or tap here to enter text.
Click or tap here to enter text.

19. **NO SMOKING, DRINKING OR RADIO USE.**

Consultant agrees and acknowledges that smoking, drinking alcoholic beverages, and listening to radios is prohibited at any AHA site, including individual units, common

areas, and every building and adjoining grounds. Consultant shall ensure that his/her employees and suppliers comply with these prohibitions.

20. **TERMINATION.**

AHA may, by written notice to Consultant, terminate this Agreement in whole or in part at any time, without cause, upon seven (7) days advance written notice. Such termination may be for AHA's convenience or because of Consultant's failure to perform its duties and obligations under this Agreement including, but not limited to, the failure of Consultant to timely perform services pursuant to this Agreement, including, but not limited to the Scope of Services attached as Exhibit A.

20.1 Discontinuance of Services. Upon termination, Consultant shall, unless otherwise directed by the notice, discontinue all services, and deliver to the AHA all data, estimates, graphs, summaries, reports, and other related materials as may have been prepared or accumulated by Consultant in performance of services, whether completed or in progress.

20.2 Effect of Termination for Convenience. If the termination is to be for the convenience of AHA, then AHA shall compensate Consultant for services provided through the date of termination. Consultant shall provide documentation deemed adequate by AHA to show the services actually completed by Consultant prior to the date of termination, no later than 30 days after the date of termination. This Agreement shall terminate on the date of the written Notice of Termination delivered to Consultant.

20.3 Effect of Termination for Cause. In the event Consultant hereto fails or refuses to perform any of the provisions hereof at the time and in the manner required hereunder, Consultant shall be deemed in default in the performance of this Agreement. If such default is not cured within a period of two (2) days after receipt by Consultant from AHA of written notice of default, specifying the nature of such default and the steps necessary to cure such default, AHA may terminate the Agreement forthwith by giving to the Consultant written notice thereof. If the termination is due to the failure of Consultant to fulfill its obligations under this Agreement, Consultant shall be compensated for those services which have been completed in accordance with this Agreement. In such case, AHA may take over the work and prosecute the same to completion by contract or otherwise. Prior to discontinuance of services, AHA may arrange for a meeting with Consultant to determine what steps, if any, Consultant can take to adequately fulfill its requirements under this Agreement. In its sole discretion, AHA may propose an adjustment to the terms and conditions of the Agreement, including the contract price. Such contract adjustments, if accepted in writing by the parties, shall become binding on Consultant and shall be performed as part of this Agreement. Termination of this Agreement for cause may be considered by AHA in determining whether to enter into future agreements with Consultant.

20.4 Cumulative Remedies. The rights and remedies of the parties provided in this Paragraph are in addition to any other rights and remedies provided by law, equity or under this Agreement.

20.5 Removal and Replacement of Consultant Employee.

If Consultant's staff member assigned to perform direct hire placement services for the AHA is: a) determined unsatisfactory by AHA, or b) terminates employment with Consultant while working at AHA, Consultant agrees to notify AHA in writing within four business hours for confirmation of the assignment of another qualified

Consultant employee who will report to the job on the next business day as a replacement.

21. **FORCE MAJEURE.**

If either party is unable to comply with any provision of this Agreement due to causes beyond its reasonable control, and which could not have been reasonably anticipated, such as Acts of God, acts of war, civil disorders, or other similar acts, such party shall not be held liable for such failure to comply, provided the other party receives written notice of such force majeure event no later than fourteen (14) calendar days after commencement of such force majeure event.

22. **COMPLIANCES.**

Consultant shall comply with all state and federal laws, including, but not limited to state prevailing wage laws to the extend applicable, all City of Alameda ordinances, and all rules and regulations enacted or issued by AHA. In the event that the Consultant encounters a potential conflict between state, federal or local law, Consultant shall inform AHA and AHA shall direct Consultant on proper course of action.

23. **GOVERNING LAW; SEVERABILITY.**

This Agreement shall be interpreted under and enforced by the laws of the State of California excepting any choice of law rules which may direct the application of laws of another jurisdiction. The Agreement and obligations of the parties are subject to all valid laws, orders, rules, and regulations of the authorities having jurisdiction over this Agreement (or the successors of those authorities.) Any suits brought pursuant to this Agreement shall be filed with the Courts of the County of Alameda, the State of California, and the parties waive any provision of law providing for a change of venue to another location. In the event any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way.

24. **NONCONFORMING PAYMENTS.**

In the event Consultant receives payment under this Agreement which is later disallowed by AHA for nonconformance with the terms of the Agreement, AHA may offset the amount disallowed from any payment due to Consultant under this Agreement.

25. **NO PARTIAL DELIVERY OF SERVICES.**

Consultant shall not provide partial delivery or shipment of services or products unless specifically stated in the Agreement.

26. **LABOR STANDARDS.**

Consultant shall comply with all requirements of the Occupational Safety and Health Administration (OSHA) standards and codes as set forth by the U.S. Department of Labor and the State of California (Cal/OSHA).

27. **SOCIAL MEDIA/ADVERTISEMENT.**

Consultant shall not post, exhibit,' display or allow to be posted, exhibited, or displayed any information, signs, advertising, show bills, lithographs, posters or cards

of any kind pertaining to the services performed under this Agreement unless prior written approval has been secured from AHA to do otherwise. This prohibition includes, but is not limited to, posting any information as to this Agreement and Consultant's relationship with AHA on Facebook, Twitter, LinkedIn, Yelp, Instagram and any other social media.

28. **CONFIDENTIALITY.**

28.1. **Definition.** Consultant shall observe all Federal, State and AHA regulations applicable to the Services concerning confidentiality of records. Consultant shall not use for personal gain or make other improper use of privileged or confidential information which is acquired in connection with this Agreement. The term "privileged or confidential information" includes but is not limited to: any information or data obtained by Consultant relating to AHA clients and tenants and any opinions and conclusions based upon such information, unpublished or sensitive technological or scientific information; medical, personnel, or security records; anticipated material requirements or pricing/purchasing actions; AHA information or data which is not subject to public disclosure; AHA operational procedures; and knowledge of selection of contractors, subcontractors or suppliers in advance of official announcement, and any personally identifiable information protected under The Privacy Act of 1974(5 U.S.C. Section 552a), Section 6 of the Housing Act of 1937, The Freedom of Information Act (FOIA), 5 U.S.C.
§ 552, Section 208 of The E-Government Act, and HUD Notice PIH 2-15-06 issued on April 23, 2015.

28.2. **Nondisclosure and Nonuse Obligation.** Consultant agrees to perform all services hereunder in accord with this Agreement and agrees that all services shall be performed by qualified and experienced personnel who are not employed by the AHA nor have any contractual relationship with AHA. Consultant agrees that it will not use, disseminate, or in any way disclose any Confidential Information to any person, firm, or business, except that Consultant may use Confidential Information to the extent necessary to perform its obligations under this Agreement. Consultant agrees that it shall treat all Confidential Information with the same degree of care as the Consultant accords
to its own Confidential Information, but in no case less than reasonable care. Consultant agrees that it shall disclose Confidential Information only to those of its employees who need to know such information, and the Consultant certifies that such employees have previously agreed, as a condition of employment, to be bound by terms and conditions applicable to Consultant under this Agreement. Consultant shall immediately give notice to AHA of any unauthorized use or disclosure of Confidential Information. For agreements involving information technology or access to agency data, the consultant shall be expected to use the same degree of care, but no less than a reasonable degree of care, to prevent the unauthorized use, dissemination, or publication of the agency's information, as it uses to protect its own, including standard anti-virus/malware deployment.

28.3. **Exclusions from Nondisclosure and Nonuse Obligations.** The obligations under 28.2 ("Nondisclosure and Nonuse Obligation") shall not apply to such portion that Consultant can document was i) in the public domain at the time such portion was disclosed or used, or ii) was disclosed in response to a valid court order.

28.4. **Ownership and Return of Confidential Information and Other Materials.** All Confidential Information shall remain the property of the AHA. At AHA's request and no later than five (5) business days after such request, Consultant shall promptly destroy or deliver to AHA, at AHA's option, i) all materials furnished to Consultant, ii) all tangible media of expression in Consultant's possession or control to the extend that such tangible media incorporate any of the Confidential Information, and
iii) written certification of the Consultant's compliance with such obligations under this sentence.

29. **WAIVER.**

Any waiver by AHA of any breach of any one or more of the terms of this Agreement shall not be construed to be a waiver of any subsequent or other breach of the same or of any other term of this Agreement. Failure on the part of AHA to require exact, full, and complete compliance with any terms of this Agreement shall not be construed as in any manner changing the terms or preventing AHA from enforcement of the terms of this Agreement.

30. **CAPTIONS.**

The captions in this Agreement are for convenience only, are not a part of the Agreement and in no way affect, limit or amplify the terms or provisions of this Agreement

31. **ADMINISTRATION.**

The AHA Executive Director (or designee) shall administer this Agreement on behalf of AHA and may issue all consents, approvals, directives, and agreements on behalf of AHA called for by this Agreement, except as otherwise expressly provided for in this Agreement.

32. **GENERAL.**

32.1 The Consultant shall comply with all applicable Federal, State, and local . laws and regulations. The Consultant will comply with all applicable AHA policies and procedures set forth in this Agreement. In the event that there is a conflict between the various laws or regulations that may apply, the Consultant shall comply with the more restrictive law or regulation.

32.2 Consultant represents and warrants that Consultant is registered to do business in the State of California with the California Secretary of State.

32.3 The parties to this Agreement acknowledge and agree that the provisions of this Agreement are for the sole benefit of AHA and Consultant, and not for the benefit, directly or indirectly, of any other person or entity, except as otherwise expressly provided herein.

32.4 Consultant acknowledges that AHA may enter into agreements with other consultants for services similar to the services that are the subject of this Agreement or may have its own employees perform services similar to the services contemplated by this Agreement.

32.5 Without limiting Consultant's hold harmless, indemnification and insurance obligations set forth herein, in the event any claim or action is brought against AHA relating to Consultant's performance or services rendered under this Agreement, Consultant shall render any reasonable assistance and cooperation which AHA shall require at the relevant contract rates.

32.6 As used in this Agreement, the term Consultant also includes Consultant's owners, officers, employees, representatives, and agents.

32.7 Limitation of Liability. Circumstances may arise where, because of a default on Consultant's part or other liability, the AHA is entitled to recover damages from Consultant. Regardless of the basis on which the AHA is entitled to claim damages from Consultant (including breach, negligence, misrepresentation, or other contract or tort claim), Consultant's liability, if any, will (in the aggregate for all claims, causes of action or damages) be limited to four times the contract amount of this Agreement.

32.8 Under no circumstances is either party liable to the other for special, incidental or indirect damages or for any consequential damages (including lost profits, business, revenue, goodwill, or anticipated savings), even if informed of the possibility.

32.9 EXCEPT AS SET FORTH IN EXHIBIT A, CONSULTANT MAKES NO EXPRESS OR IMPLIED WARRANTIES REGARDING THE SERVICES, INCLUDING, BUT NOT LIMITED TO, ANY WARRANTY OF QUALITY, PERFORMANCE, MERCHANTABILITY OR FITNESS FOR ANY PURPOSE.

33. **ADDITIONAL FEDERAL REQUIREMENTS.**

Whereas the work or services herein may be subject to applicable Federal, State, and local laws and regulations, including but not limited to the regulations pertaining to the Community Development Block Grant program (24 CFR Part 570) and the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (2 CFR Part 200). Notwithstanding anything to the contrary in this Agreement or any exhibit hereto, AHA acknowledges that this Agreement is not a contract for construction or repair services; Consultant, contractors, its sub-contractors, consultants, and sub- consultants shall comply with, and are subject to, the following requirements only to the extent they are applicable, and only to the extent as such federal laws, rules, regulations and Executive Orders may have been modified, amended, supplanted or rescinded:

33.1 Equal Employment Opportunity - Compliance with Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity", as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR chapter 60): The Consultant shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. Consultant shall ensure that all qualified applicants shall receive consideration for employment without regard to race, color, religion, sex or national origin. The Consultant shall take affirmative action to ensure that applicants are employed and the employees are treated during employment, without regard to their

race color, religion, sex, or national origin. Such actions shall include, but are not limited to, the following: employment, up-grading, demotion, or transfer; recruitment or recruitment advertising; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Consultant shall post in a conspicuous place, available to employees and applicants for employment, notices to be provided by AHA setting forth the provisions of this non-discriminating clause.

33.2 Copeland "Anti-Kickback" Act (18 U.S.C. 874 and 40 U.S.C. 276c): All contracts and subgrants in excess of $2,000 for construction or repair awarded by recipients and subrecipients shall include a provision for compliance with the Copeland "Anti-Kickback" Act (18 U.S.C. 874), as supplemented by Department of Labor regulations (29 CFR part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he is otherwise entitled. The recipient shall report all suspected or reported violations to the U.S. Department of Housing and Urban Development, (HUD).

33.3 Davis-Bacon Act, as amended (40 U.S.C. 276a to a-7): When required by Federal program legislation, all construction contracts awarded by the recipients and subrecipients of more than $2000 shall include a provision for compliance with the Davis- Bacon Act (40 U.S.C. 276a to a-7) and as supplemented by Department of Labor regulations (29 CFR part 5, "Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction"). Under this Davis-Bacon Act, contractors shall be required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. In addition, contractors shall be required to pay wages not less than once a week. The recipient shall place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation and the award of a contract shall be conditioned upon the acceptance of the wage determination. The recipient shall report all suspected or reported violations to HUD.

33.4 Contract Work Hours and Safety Standards Act (40 U.S.C. 327 through 333): Where applicable, all contracts awarded by recipients in excess of $2000 for construction contracts and in excess of $2500 for other contracts that involve the employment of mechanics or laborers shall include a provision for compliance with Sections 102 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), as supplemented by Department of Labor regulations (29 CFR part 5). Under Section 102 of the Contract Work Hours and Safety Standards Act, each contractor shall be required to compute the wages of every mechanic and laborer on the basis of a standard workweek of 40 hours. Work in excess of the standard workweek is permissible
provided that the worker is compensated at a rate of not less than 1 1/2 times the basic rate of pay for all hours worked in excess of 40 hours in the workweek. Section 107 of the Contract Work Hours and Safety Standards Act is applicable to construction work and provides that no laborer or mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or

transmission of intelligence.

33.5 Rights to Inventions Made Under a Contract or Agreement: Contracts or agreements for the performance of experimental, developmental, or research work shall provide for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by HUD.

33.6 Rights to Data and Copyrights: Consultants and contractors shall comply with all applicable provisions pertaining to the use of data and copyrights pursuant to 48 CFR Part 27.4, Federal Acquisition Regulations (FAR).

33.7 Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.), as amended: Contracts and subgrants of amounts in excess of $100,000 shall contain a provision that requires the recipient to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.). Violations shall be reported to HUD and the Regional Office of the Environmental Protection Agency (EPA).

33.8 Byrd Anti-Lobbying Amendment (31 U.S.C. 1352): Contractors who apply or bid for an award of $100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier shall also disclose any lobbying with non- Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient.

33.9 Debarment and Suspension (Executive Orders (E.O.s) 12549 and 12689): No contract shall be made to parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Non-procurement Programs in accordance with E.O.s 12549 and 12689, "Debarment and Suspension," as set forth at 24 CFR part
33. This list contains the names of parties debarred, suspended, or otherwise excluded by agencies, and contractors declared ineligible under statutory or regulatory authority other than E.O. 12549. Contractors with awards that exceed the small purchase threshold shall provide the required certification regarding its exclusion status and that of its principal employees.

33.10 Drug-Free Workplace Requirements: The Drug-Free Workplace Act of 1988 (42 U.S.C. 701) requires grantees (including individuals) of federal agencies, as a prior

condition of being awarded a grant, to certify that they will provide drug-free workplaces. Each potential recipient shall certify that it will comply with drug-free workplace requirements in accordance with the Drug-Free Workplace Act and with HUD's rules at 24 CFR part 24, subpart F.

33.11 Access to Records and Records Retention: Consultant, and any sub.; consultants or sub-contractors, shall allow all duly authorized Federal, State, and/or AHA officials or authorized representatives access to the work area, as well as all books, documents, materials, papers, and records of Consultant, and any sub-consultants or sub- contractors, that are directly pertinent to a specific program for the purpose of making audits, examinations, excerpts, and transcriptions. The Consultant, and any sub- consultants or sub-contractors, further agree to maintain and keep such books, documents, materials, papers, and records, on a current basis, recording all transactions pertaining to this Agreement in a form in accordance with generally acceptable accounting principles. All such books and records shall be retained for such periods of. time as required by law, provided, however, notwithstanding any shorter periods of retention, all books, records, and supporting detail shall be retained for a period of at least four (4) years after the expiration .of the term of this Agreement.

33.12 Federal Employee Benefit Clause: No member of or delegate to the congress of the United States, and no resident commissioner shall be admitted to any share or part of this Agreement or to any benefit to arise from the same.

33.13 Energy Efficiency: Mandatory standards and policies relating to energy efficiency which are contained in the State energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94A 163, 89 Stat. 871).

34. BUILD AMERICA, BUY AMERICA COMPLIANCE

34.1 Applicable law: Pursuant to the Build America, Buy America Act (BABA), enacted as part of the Infrastructure Investment and Jobs Act (IIJA). Pub. L. 117-58, 41 U.S.C. § 8301 note, the Federal Financial Assistance used to fund this infrastructure project is required to apply a domestic content procurement preference (the “Buy America Preference” or “BAP”) for all construction, alteration, maintenance, or repair of infrastructure, including buildings and real property, unless application of the BAP has been waived by HUD. Build America, Buy America Act is defined in 2 CFR 184.3 and means division G, title IX, subtitle A, parts I–II, sections 70901 through 70927 of the Infrastructure Investment and Jobs Act (Pub. L. No. 117-58) Additional details on fulfilling the BABA requirements can be found at https://www.hud.gov/program_offices/general_counsel/build_america_buy_america.

34.2 BABA Compliant/Non-BABA Compliant Proposal Submission Requirements .

Consultant has complied with, and shall continue to comply with, the following requirements in connection with the procurement relating to this Contract (for purposes of this section 34, the term “bidder” means the Consultant):

Consultant submitted both BABA compliant and non-BABA compliant proposals:

The AHA is requiring bidders responding to this solicitation to provide alternative responses depending on whether the bidder responding to the solicitation is successfully able to find the necessary BABA compliant products:

i. Bidders that are successful in finding needed BABA compliant products shall respond to this solicitation with two responses: one that is BABA compliant and one that is not;
ii. Bidders that are not successful (or only partially successful) shall respond by submitting a complete response that is not BABA compliant as well as a response that indicates that the bidder was unable to find the necessary BABA compliant products, and submit documentation compliant with the following minimum due diligence search requirements in lieu of a BABA compliant response to the solicitation:

(1) For micro purchases as defined by 2 CFR part 200 with procedures described in 2 CFR 200.320):
   a. Bidder must search for the required product using one of the top five most used Internet search engines or the website of one of the top five home improvement retailers while using one of the following search terms: “made in America” or “made in the USA;”
   b. If none of the top 10 results of the search indicate that the product is made in America, the bidder is not required to search further;
   c. If one or more of the search results indicates the product is made in America, the bidder must take the additional step of contacting the maker(s) of the product by email or by phone to confirm that the product meets the BABA requirements for the product. If the product maker either confirms that the product is not BABA compliant or that BABA compliance is uncertain, or if the product maker fails to respond to the inquiry within two business days, the bidder is not required to search further.

(2) For small purchases as described in procedures in regulations at 2 CFR 200.320(a)(2):
   a. Bidder must search for the required product using at least two search attempts either using one of the top five most used Internet search engines or the website of one of the top five home improvement retailers while using one of the following search terms: “made in America” or “made in the USA;”
   b. If none of the top 20 results of both searches indicate that the product is made in America, bidder is not required to search further;
   c. If one or more of the search results indicates the product is made in America, bidder is to contact the maker(s) of the product by email or by phone to confirm that the product meets the BABA requirements for the product. If the product makers either confirm that the maker’s product is not BABA compliant or that BABA compliance is uncertain, or if the product maker fails to respond to the inquiry within two business days, the bidder is not required to search further.

(3) For purchases that meet or exceed the simplified acquisition threshold amount as defined 2 CFR 200.1:
   a. The bidder must search for the required product using at least three search attempts either using one of the top five most used Internet search engines or the website of one of the top five home improvement retailers while using one of the following search terms: “made in America” or “made in the USA;”
   b. If none of the top 30 results of both searches indicate that the product is made in America, the bidder is not required to search further;

c. If one or more of the search results indicates the product is made in America, the bidder is to contact as many makers as the search results indicate are made in America, up to a maximum of five products, by email or by phone to confirm that the product meets the BABA requirements for the product. If the contacted product makers either confirm that the maker's product is not BABA compliant or that BABA compliance is uncertain, or if the product maker fails to respond to the inquiry within five business days, the bidder is not required to search further.

(4) Bidder shall document compliance with the minimum search requirements discussed above including:

a. Copies of searches used (e.g. PDF/JPEG copies of web pages showing search terms and results);
b. Copies of email correspondence with product makers;
c. Records of phone contacts with product makers, including;
   i. Dates and times of phone communications;
   ii. phone numbers used;
   iii. Whether the phone communication was successful in making it possible to reach a staff person for the product maker able to respond to questions about BABA compliance, or whether the attempt at communication was unsuccessful (e.g., left a message, phone line was busy, or phone line was disconnected);
   iv. If the phone communication resulted in reaching someone, the name of the person contacted; and
   v. Notes describing the substance of the conversation (e.g., manufactured product is assembled in U.S., but the manufacturer is uncertain whether 55% of the value of the materials/components are sourced in the U.S.).

35. **HUD Requirements.** Consultant agrees to comply with all relevant HUD requirements, including those set forth in the General Conditions for Non-Construction Contracts, form HUD-5370-C (11/30/2023), attached hereto as Exhibit "D" and incorporated as if fully set forth herein. In the event of a conflict between the provisions in the body of this Contract and Exhibit "D", the provisions set forth in Exhibit "D" shall prevail.

36. **NONLIABILITY OF AHA OFFICIALS AND EMPLOYEES.**

No member, official employee or consultant of AHA shall be personally liable to the Consultant, or any successor in interest, in the event of any default or breach by AHA or for any amount which may become due to the Consultant or to its successor, or on any obligation under the terms of this Agreement.

37. **ENTIRE AGREEMENT.**

This Agreement, including any attachments or exhibits, constitutes the entire Agreement of the parties with respect to its subject matter and supersedes all prior and contemporaneous representations, proposals, discussions and communications, whether oral or in writing. This Agreement may be changed or modified only by a written amendment signed by authorized representatives of both parties.

38. **AUTHORITY TO SIGN.**

Consultant hereby represents that the persons executing this Agreement on

behalf of Consultant have full authority to do so and to bind Consultant to perform pursuant to the terms and conditions of this Agreement.

39. **EXHIBITS.** The following exhibits are attached hereto and incorporated herein by this reference:

i. Exhibit A - Scope of Services
ii. Exhibit B - Fee Schedule
iii. Exhibit C- Insurance Requirements for Consultants
iv. Exhibit D - Form HUD-5370-C

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the parties have caused the Agreement to be executed on the day and year first above written.

"CONSULTANT"

Techordia, LLC

By:_____

Name: Wilson Lee

Its: Owner

"AHA"

HOUSING AUTHORITY OF THE CITY OF ALAMEDA, a public body, corporate and politic

By:_____

_____

Vanessa Cooper, Executive Director

By: _____

Senior Programs Director

EXHIBIT A
SCOPE OF SERVICES

Telephone and Computer System Hardware

AHA's main telephone system is a VOIP system including a video and fax platform for each employee with either a headset or handset. In addition, there are approximately 30 smart phones issued to staff. There may be some hardware and software support required for these users.

The AHA has approximately 50 employees and about half of the employees have a work desktop. The remaining staff have laptops with docking stations as their primary computer. The agency has some conference phones and fax machines with landlines. The selected IT services provider may need to support all the standard office equipment that is onsite or may be purchased.

All copy machines are under maintenance contracts; however, the selected IT services provider should be able to add and manage users, generate monthly reports, troubleshoot connection problems, network the copiers as needed to the domain, etc.

Server Hardware and Operating Systems

AHA has two servers and accessories on site. These are backed up to the cloud. It also utilizes numerous on-line SAAS systems.

Software
Software, other than operating systems, includes:

- Yardi Voyager 7S (cloud-based) for finance/housing functions. Yardi provides ongoing support and maintenance, but some interaction may be necessary when changing systems or adding hardware. Also, users may need downloads installed on desktops for certain applications.
- AHA has 12 complexes and 8 locations with security systems (camera system, Intercom systems), some of those have cloud back-up solution for up to 6 months. There is also a satellite location that we expect the IT provider to manage network and provide IT support. It can have up to 15 staff. All locations are within the City of Alameda.
- Laserfiche. This software is on an onsite server and is used for storage, indexing, and retrieval of scanned documents. The AHA has a contract with a different company for software maintenance, but some interaction may be necessary for server maintenance with this program.
- All PCs are Windows based and have Microsoft Office. There are also approximately 40 laptops used as desktops or assigned to staff to work off-site through a VPN connection.
- The AHA also has Outlook e-mail and maintains its own website.
- AHA uses a password management software for password security and management. There are 45 users.
- AHA uses a printer management software to allow employee badges to be used as authentication methods.
- Software that vendor may coordinate purchase and technical support include:
    - e-mail

  - PDF processing
  - Password management software
  - Mobile Device management software
  - Security camera system
  - Graphic designer software
  - Workflow and visualization tool
  - File sharing software
  - Various security system applications
- Some users have programs unique to their PCs (e.g.,Adobe Photoshop, etc).

The AHA requires the services of an Information Technology (IT) consultant that will provide the following services:

1. Advice Services. Provide expertise and consulting on technology issues related to the AHA's Enterprise systems, Document management system, Internet service, email & word process software, access control software and contracts in the areas meaningful use, including interface development. AHA's IT consultant will serve as technology advisor to understand, communicate and propose solutions to AHA management and staff to optimize their ability to function efficiently and effectively in all IT matters.
2. Ongoing Maintenance/Troubleshooting Services. Provide on-site hands-on assistance with PCs and other equipment. Some troubleshooting may be accomplished via phone, e-mail or remote services.
3. Help Desk Functions. Helping staff with daily IT challenges for most systems used by the AHA including e-mail, internet, hardware issues, and phone systems. A minimum of one on-site day per week will be required, but business needs may require more on-site visits.
4. Setup Services. Set up new desktops for use, including installing all necessary software, installing printers, creating online shortcuts, etc.
5. Server Maintenance. Provide server maintenance, which may include monitoring backups, installing patches, upgrades, and replacements.
6. Regularly Scheduled Backups. Perform back-ups of onsite machines to the cloud.
7. Other IT Services such as software training on specified software or assistance in developing a disaster recovery plan. Also, if the vendor can offer discount pricing for hardware or software, the AHA may purchase through the IT vendor.
8. Quarterly IT ticket reporting and annual IT equipment update planning.
9. IT Asset management and annual reporting.
10. Manage AHA's contract with software providers such as website domain service, cloud back-up systems, PDF processing software, Security camera recording system, Printing management software and others as agreed with AHA.
11. Cybersecurity protection threat monitoring, End point-protection monitoring and incident response.

EXHIBIT B

FEE SCHEDULE

COST ELEMENT	QTY	UNIT RATE PER MONTH
Managed user: helpdesk, endpoint management, patching, endpoint security, identity and account administration, and fully supported 24x7 management of AHA's IT vendor contracts and subscriptions	48	$305
Managed physical server host: monitoring, patching, backup administration, capacity and performance management	3	$395
Managed virtual server: monitoring, patching, backup administration, capacity and performance management	8	$195
Managed firewall: configuration, rule and policy administration, firmware, VPN, intrusion prevention, content filtering	3	$165.38
Managed network node: switch, wireless access point, UPS, PDU, NAS	29	$55.13
Surveillance and camera location management: recorder health, retention verification, intercom and access integration	9	$393.75

QTY	U/M	DESCRIPTION	FEE
1	each	IT vendor and contract management (approx. 40 subscriptions), supported 24x7	NC
1	each	Start-up / transition costs - none (incumbent provider; service continues without interruption)	NC
1	each	Travel time and expenses - all AHA sites are within the City of Alameda	NC
1	each	Weekly scheduled on-site day plus 24x7 helpdesk and emergency response	NC
1	each	Cybersecurity threat monitoring, EDR administration, and incident response	NC
1	each	Quarterly IT ticket reporting and annual IT asset / equipment update planning	NC
1	each	Techordia RMM platform and endpoint protection licensing for all managed users and servers	NC

NC = No charge

Hourly cost for project time and materials not included in Scope of Services:

YEAR OF CONTRACT	HOURLY COST
Year 1	$165
Year 2	$173.25
Year 3	$181.91
Year 4	$191.01
Year 5	$200.56

EXHIBIT C

INSURANCE REQUIREMENTS FOR CONSULTANTS

Consultant shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Consultant, its agents, representatives, employees, or subcontractors.

MINIMUM SCOPE AND LIMIT OF INSURANCE

Coverage shall be at least as broad as:

- **IF APPLICABLE: Tenant Discrimination:** For consultants interacting with the public or with tenants, coverage must include coverage for discrimination, harassment, and fair housing claims under the California Civils Rights Department (CRD) and HUD in Consultant's Commercial General Liability policy, or Professional Liability/Errors and Omissions (E&O) policy, or in a separately maintained Tenant Discrimination insurance policy.
- **Commercial General Liability (CGL):** Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury, and personal and advertising injury with limits no less than $2,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
- **Automobile Liability:** ISO Form Number CA 00 01 coverage any auto (Code 1), or if Consultant has no owned autos, hired (Code 8) and non-owned autos (code 9) with limit no less than $1,000,000 for bodily injury and property damage. This requirement does not apply if no motor vehicles are used in providing services under the Agreement.
- **Workers' Compensation** as required by the State of California, with Statutory Limits and Employers' Liability Insurance with limit of no less than $1,000,000 per accident for bodily injury or disease. This requirement does not apply to sole proprietors.
- **IF APPLICABLE: Sexual Abuse or Molestation (SAM) Liability:** Consultants that may interact with children or vulnerable adults must retain SAM insurance. If

the CGL policy referenced above is not endorsed to include affirmative coverage for sexual abuse or molestation, Consultant shall obtain and maintain a policy covering Sexual Abuse and Molestation with a limit no less than $1,000,000 per occurrence or claim.

- **IF APPLICABLE: Professional Liability (Errors and Omissions):** Insurance appropriate to the Consultant's profession, with limit no less than $2,000,000 per occurrence or claim, $2,000,000 in the aggregate. If coverage is provided on a claims-made basis, the retroactive date must be shown and must be before the date of the contract or the beginning of the contract work. insurance must be maintained, and evidence of coverage must be provided for at least five (5) years after completion of the contract of work. If coverage is cancelled or non-renewed and not replaced with another claims-made policy form with a retroactive date prior to the contract effective date, the Consultant must purchase "extended reporting" coverage for a minimum of five (5) years after the completion of work.

- **IF APPLICABLE: Cyber Liability Insurance:** Coverage is required if the Consultant is accessing, collecting, storing, or transferring Personally Identifiable Information (PII), Personal Health Information (PHI), Payment Card Information (PCI), or medical information on staff, tenants, applicants etc.

    - Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Vendor in this agreement and shall include, but not be limited to, claims involving security breach, system failure, data recovery, business interruption, cyber extortion, social engineering, infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, and alteration of electronic information.

    - The policy shall provide coverage for breach response costs, regulatory fines, and penalties as well as credit monitoring expenses with limits not less than $2,000,000 per occurrence or claim, $2,000,000 aggregate.

- **IF APPLICABLE: Technology Professional Liability:** Coverage is required if the vendor/consultant is providing software or a technology service (data storage, website design, etc.).

    - Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Consultant in this agreement and shall include, but not be limited to, claims involving media liability and infringement of intellectual property, including but not limited to infringement of copyright, trademark,

trade dress, security and privacy liability that include invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic. information, extortion and network security.

- The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses with limits sufficient to respond to these obligations. Limits must be no less than $2,000,000 per occurrence or claim, $4,000,000 in the aggregate.
- If coverage is provided on a claims-made basis, the retroactive date must be shown and must be before the date of the Agreement or the beginning of the contract work; insurance must be maintained, and evidence of coverage must be provided for at least five (5) years after completion of the Agreement of work. If coverage is cancelled or non-renewed and not replaced with another claims made policy form with a retroactive date prior to the Agreement effective date, the Consultant must purchase "extended reporting" coverage for a minimum of five (5) years after completion of work.
- The Policy shall include or be endorsed to include property damage liability coverage for damage to, alteration of, loss of, or destruction of the electronic data and/or information "property" of the AHA in the care, custody, or control of the Consultant. If not covered under the Consultant's Professional Liability policy, such property coverage of the AHA may be endorsed onto the Consultant's Cyber Liability Policy as follows:
- Cyber Liability coverage in an amount sufficient to cover the full replacement value of damage to, alteration of, loss of, destruction of electronic data and/or information "property" of the AHA that will be in the Care, custody, or control of Consultant.

If the consultant maintains broader coverage and/or higher limits than the minimums shown above, AHA requires and shall be entitled to the broader coverage and/or the higher limits maintained by the consultant. The insurance limits required by AHA are not represented as being sufficient to protect Consultant. Consultant is advised to consult Consultant's insurance broker to determine adequate coverage for Consultant.

OTHER INSURANCE REQUIREMENTS:

The insurance policies are to contain, or be endorsed to contain, the following provisions:

- **Additional Insured Status:**

- The Housing Authority of the City of Alameda and its legal affiliates, Alameda Affordable Housing Corporation and Island City Development and its Subsidiaries and legal affiliates, and their departments, their respective directors, officers, Boards of Commissioners, employees, designated volunteers, elected or appointed officials, (Additional Insureds), are to be covered as additional insured on the CGL policy and, if applicable, the Cyber Liability policy with respect to liability arising out of work or operations performed by or on behalf of the Consultant including materials, parts, or equipment furnished in connection with such work or operations.
- General liability coverage can be provided in the form of an endorsement to the Consultant's insurance at least as broad as ISO Form CG 20 10 11 85. If CG 20 10 11 85 is not available, endorsement must be at least as broad as the addition of both CG 20 10 and CG 20 37; or CG 20 38 and CG 20 40.

- **Primary Coverage:**
  - For any claims related to this contract, the Consultant's insurance coverage shall be primary and non-contributory with coverage at least as broad as ISO CG 20 01 04 13 as respects Additional Insureds.
  - Any insurance or self-insurance maintained by Additional Insureds shall be excess of the Consultant’s insurance and shall not contribute to it.
- **Waiver of Subrogation:**
  - Consultant hereby grants to AHA a waiver of any right to subrogation which any insurer of said Consultant may acquire against AHA by virtue of the payment of any loss under such insurance. Consultant agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether AHA has received a waiver of subrogation endorsement from the Insurer.
- **Failure to Secure:**
  - If Consultant, at any time during the term hereof, should fail to secure or maintain the foregoing insurance, AHA shall be permitted to immediately terminate this Agreement.
- **Notice of Cancellation:** Each insurance policy required above shall provide that coverage shall not be canceled, except with 30 days' notice to AHA.
- **Acceptability of Insurers:** Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII, unless otherwise acceptable to AHA

- **Verification of Coverage:**
    - Consultant shall furnish AHA with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause, and a copy of the Declarations and Endorsement page of the CGL policy listing all policy endorsements before work begins.
    - Consultant shall furnish AHA with a complete copy of any Excess/Umbrella policies, with all endorsements, maintained by Consultant before work begins.
    - Failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them.
    - AHA reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.
- **Subcontractors:** Consultant shall pass down the insurance obligations contained herein to all tiers of subcontractors working under the contract.
- **Notification of claims:** The Proposer agrees to notify AHA in writing of any claim by a third party or any incident or event that may give rise to a claim arising from the performance of the contract as soon as practicable, but no later than three (3) business days after their first knowledge of such claim or event.
- **Special Risk or Circumstance:** AHA reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstance.

EXHIBIT D
FORM HUD-5370-C1
GENERAL CONDITIONS FOR NON-CONSTRUCTION CONTRACTS

https://www.hud.gov/sites/dfiles/OCHCO/documents/5370C1.pdf

Housing Authority
of the
City of Alameda

PHONE: (510) 747-4300
FAX: (510) 522-7848
TTY/TRS: 711

701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Sylvia Martinez, Director of Housing Development

Date: September 16, 2026

Re: Adopt a Resolution to Authorize the Executive Director (or Designee) to Negotiate and Execute a Contract with Donny Chu Construction, Inc. for Fire and Flood Repair Services at Independence Plaza for a Not to Exceed amount of $1,039,283.96 for up to a one year term, including Approval of a $135,558.78 Contingency; and to Authorize the Executive Director to Amend the Scope of Work with Additional Services to Utilize Contingency as needed; and also to Negotiate and Execute Multiple Contracts until the Next Available Board of Commissioners Meeting which Individually or as a Total exceed $250,000 for Fire and Flood Repair Services at Independence Plaza, if needed; Direct the Executive Director (or Designee) to Report Back on Executed Contracts, if any, to the Board of Commissioners No Later Than the Next Available Board of Commissioners Meeting.

BACKGROUND

Independence Plaza has sustained two recent emergency incidents, a fire sprinkler supply line leak/water damage event on April 25, 2026, and a fire/water damage event on May 22, 2026. These two incidents affected seventeen units, common area, and exteriors. On June 3, 2026, and June 17, 2026 (Resolution 1112), the Board of Commissioners approved the Executive Director to execute contracts for the remediation and repairs for both these incidents, while seeking approval and direction at the next available Board meetings.

DISCUSSION

Staff issued an Invitation to Bid (ITB) for repairs on July 10, 2026 with a close date of August 5, 2026. Eighteen companies participated in the bid walk held on July 23, 2026. An ITB requires that the contract be signed with the lowest responsible and responsive bidder with a complete application that meets threshold requirements. A 15% contingency, available only on direction from the owner, is part of the required proposal. Separate line items are detailed for the work at Building 703 and 711 for insurance claim purposes. The construction requires prevailing wages and will be monitored for

compliance with state wage laws. Overtime and weekend work may be authorized to meet the timeline to return residents to their homes. The Housing Authority has applied for permits and is working with the City of Alameda to expedite approval. Some work does not require permits and may be accelerated.

Five responses were received by the deadline, and these were opened on August 6, 2026. A summary of the bids is below:

INDEPENDENCE PLAZA WATER DAMAGE REPAIRS BID OPENING TRACKING	
Vendor	**Bid Amount**
Donny Chu Construction	$ 1,039,283.96
Pro-Ex Construction	$ 1,063,275.47
J U V Inc	$ 1,237,144.36
Art's Construction	$ 1,634,150.00
ER Construction Inc	$ 1,932,323.00
Bid Opening Date:	8/6/2026
Bids were opened at:	1:08PM

Here is more detail about the proposed successful bid:

Line Item	Cost
Total Construction - Hard Bid	$903,725.18
Owner's contingency (15%)	$135,558.78
Total Potential Contract	$1,039,283.96

Additional contracts to complete work at the site may be smaller and available to be signed before others (such as for ordering cabinets to be built for later installation). For this reason, staff asks the Board to readopt the ongoing resolution to allow the Executive Director to proceed with contracting activities as needed for Independence Plaza that was originally passed in June 2026.

Update on Resident Displacement:
No residents were displaced at Building 703, and the repairs will not require displacement. At Building 711, twelve units are affected, of which five are currently fully vacant as some tenants have chosen to leave or have been able to move to a permanent unit elsewhere at Independence Plaza. Of the remaining seven units, there are two living with family but hoping for a unit for either a temporary or permanent placement. Other households are being housed temporarily at other sites in the AHA portfolio. Staff continue to meet in person monthly with the tenants, and to

communicate frequently about the status. The site is paying for utilities during the period of both remediation and repair, either through reimbursement or directly. Tenants that are living with family receive a tenant-paid rent portion credit.

FISCAL IMPACT

Remediation and relocation costs are currently estimated at $450,000 and no individual contract exceeded $250,000. Staff commissioned an independent cost estimate for the rebuild which is between $600,000 and $1.3 million, depending on decisions to do minimal repairs or take the opportunity to upgrade units while the residents are out. Staff expects that 90% of the remediation and true replacement costs are to be covered. Relocation and upgrade costs will be paid by the property which recently established a significant replacement reserve after the Restore-Rebuild transaction.

CEQA

Not applicable

RECOMMENDATION

Adopt a Resolution to Authorize the Executive Director (or Designee) to Negotiate and Execute a Contract with Donny Chu Construction, Inc. for Fire and Flood Repair Services at Independence Plaza for a Not to Exceed amount of $1,039,283.96 for up to a one year term, including Approval of a $135,558.78 Contingency; and to Authorize the Executive Director to Amend the Scope of Work with Additional Services to Utilize Contingency as needed; and also to Negotiate and Execute Multiple Contracts until the Next Available Board of Commissioners Meeting which Individually or as a Total exceed $250,000 for Fire and Flood Repair Services at Independence Plaza, if needed; Direct the Executive Director (or Designee) to Report Back on Executed Contracts, if any, to the Board of Commissioners No Later Than the Next Available Board of Commissioners Meeting.

ATTACHMENTS

1. IP Rebuild Contract Staff Report
2. BOC Resolution_IP Fire Flood Repair
3. Independence Plaza Water Damage Repairs Construction Services Agreement - DRAFT

Respectfully submitted,



Sylvia Martinez, Director of Housing Development

Independence Plaza Fire and Flood Restoration

September 19, 2026

Sylvia Martinez
Director of Housing Development

www.alamedahsg.org

1

Two incidents

- May 22 2026 – Unit fire, water damage in common areas, and 12 units. Building 711. Tenants relocated.
- April 25 2026 – Fire Sprinkler supply line incident. Exterior and interior water damage in common areas and 11 units. Building 703. No tenants currently relocated.
- Remediation and repairs expected to be covered by insurance, and to exceed Executive Director approval of $250,000 in total.

www.alamedahsg.org

2

Repair Timeline

- July 10 - Invitation to Bid (ITB) published and issued
- August 5 – Bids due. Review started
- September 20th – Contract to be signed and Notice to Proceed sent, pending permit approval
- November 1 – All work to be completed.

3

Residents Affected

- 12 units at 711 Atlantic
- 5 now vacant
- 3 housed with family, but requesting temporary or permanent apartments
- 4 living elsewhere in AHA portfolio

4

Lowest Responsive Responsible Bidder – Donny Chu Construction, Inc.

Line Item	Cost
Total Construction – Hard Bid	$903,725.18
Owner's Contingency (15%)	$135,558.78
Total Potential Contract	$1,039,283.96

5

Adopt a Resolution to Authorize the Executive Director (or Designee) to Negotiate and Execute a Contract with Donny Chu Construction, Inc. for Fire and Flood Repair Services at Independence Plaza for a Not to Exceed amount of $1,039,283.96 for up to a one year term, including Approval of a $135,558.78 Contingency; and to Authorize the Executive Director to Amend the Scope of Work with Additional Services to Utilize Contingency as needed; and also to Negotiate and Execute Multiple Contracts until the Next Available Board of Commissioners Meeting which Individually or as a Total exceed $250,000 for Fire and Flood Repair Services at Independence Plaza, if needed; Direct the Executive Director (or Designee) to Report Back on Executed Contracts, if any, to the Board of Commissioners No Later Than the Next Available Board of Commissioners Meeting.

6

Housing Authority of the City of Alameda

PHONE: (510) 747-4300
FAX: (510) 522-7848
TTY/TRS: 711

701 Atlantic Avenue • Alameda, California 94501-2161

HOUSING AUTHORITY OF THE CITY OF ALAMEDA

Resolution No. _____

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF ALAMEDA TO AUTHORIZE THE EXECUTIVE DIRECTOR (OR DESIGNEE) TO NEGOTIATE AND EXECUTE A CONTRACT WITH DONNY CHU CONSTRUCTION, INC. FOR FIRE AND FLOOD REPAIR SERVICES AT INDEPENDENCE PLAZA FOR A NOT TO EXCEED AMOUNT OF $1,039,283.96 FOR UP TO A ONE YEAR TERM, INCLUDING APPROVAL OF A $135,558.78 CONTINGENCY; AND TO AUTHORIZE THE EXECUTIVE DIRECTOR TO AMEND THE SCOPE OF WORK WITH ADDITIONAL SERVICES TO UTILIZE CONTINGENCY AS NEEDED; AND ALSO TO NEGOTIATE AND EXECUTE MULTIPLE CONTRACTS UNTIL THE NEXT AVAILABLE BOARD OF COMMISSIONERS MEETING WHICH INDIVIDUALLY OR AS A TOTAL EXCEED $250,000 FOR FIRE AND FLOOD REPAIR SERVICES AT INDEPENDENCE PLAZA, IF NEEDED; DIRECT THE EXECUTIVE DIRECTOR (OR DESIGNEE) TO REPORT BACK ON EXECUTED CONTRACTS, IF ANY, TO THE BOARD OF COMMISSIONERS NO LATER THAN THE NEXT AVAILABLE BOARD OF COMMISSIONERS MEETING.

WHEREAS, the Housing Authority of the City of Alameda, a public body, corporate and politic, ("Housing Authority") is permitted to transact business and exercise any power inferred pursuant to the Housing Authorities Law (Health and Safety Code Section 34200 et seq.);

WHEREAS, Independence Plaza has sustained two recent emergency incidents, a fire sprinkler supply line leak/water damage event on April 25, 2026, and a fire/water damage event on May 22, 2026. These two incidents affected seventeen units, common area, and exteriors. On June 3, 2026, and June 17, 2026 (Resolution 1112), the Board of Commissioners approved the Executive Director to execute contracts for the remediation and repairs for both these incidents, while seeking approval and direction at the next available Board meetings.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners finds that all of the facts set forth in the Recitals are true and correct, and are incorporated herein by reference.

BE IT FURTHER RESOLVED that the Executive Director (or Designee) is Authorized to Negotiate and Execute a Contract with Donny Chu Construction, Inc. for Fire and Flood Repair Services at Independence Plaza for a Not to Exceed amount of $1,039,283.96 for up to a one year term, including Approval of a $135,558.78 Contingency; and to Authorize the Executive Director to Amend the Scope of Work with Additional Services to Utilize Contingency as needed; and also to Negotiate and Execute Multiple Contracts until the Next

Available Board of Commissioners Meeting which Individually or as a Total exceed $250,000 for Fire and Flood Repair Services at Independence Plaza, if needed; Direct the Executive Director (or Designee) to Report Back on Executed Contracts, if any, to the Board of Commissioners No Later Than the Next Available Board of Commissioners Meeting.

BE IT FURTHER RESOLVED that the Executive Director is hereby authorized to take any and all actions necessary or required to implement and administer this Resolution.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon its adoption.

Ayes: __ Commissioners:

Nayes: __ Commissioners:

Abstain: __ Commissioners:

Absent: __ Commissioners:

[**SIGNATURE PAGE FOLLOWS**]

Housing Authority
of the
City of Alameda

PHONE: (510) 747-4300
FAX: (510) 522-7848
TTY/TRS: 711

701 Atlantic Avenue • Alameda, California 94501-2161

ATTEST:

Vanessa M. Cooper
Secretary/Executive Director

Carly Grob, Chair
Board of Commissioners

Approved as to form:

Adrian R. Guerra,
General Counsel,
Aleshire & Wynder, LLP

Adopted: September 16, 2026

HOUSING AUTHORITY OF THE CITY OF ALAMEDA
CONSTRUCTION SERVICES AGREEMENT

This Construction Services Agreement (this "Agreement") is entered into as of September 1, 2026 (the "Effective Date"), by and between the Housing Authority of the City Alameda, a public body, corporate and politic ("Authority"), and Donny Chu Construction Inc., a California Corporation ("Contractor," and together with Authority, collectively, the "Parties"), with reference to the following facts:

RECITALS

A. These Recitals refer to and utilize certain capitalized terms that are defined in Article 1 of this Agreement. The Parties intend to refer to those definitions in connection with the use of capitalized terms in these Recitals.

B. On July 10, 2026, Authority issued the ITB for the Work. Thereafter, on August 26, 2026, Authority selected Contractor to perform the Work in accordance with the ITB.

C. Contractor has represented to Authority that Contractor has the necessary skill and expertise to perform the Work.

D. The Parties wish to enter into this Agreement to memorialize their agreement as to the specific requirements regarding the renovation and modernization project at the Property.

NOW, THEREFORE, the Parties agree as follows:

ARTICLE 1
PURPOSE; DEFINITIONS

Section 1.1 Purpose.

The purpose of this Agreement is to authorize Contractor to take actions necessary to perform the Work on the Property. Contractor hereby agrees to perform the Work in compliance with the terms and conditions of this Agreement, within the time periods provided by the Schedule, and for the costs set forth on the Contractor Schedule of Values.

Section 1.2 Definitions.

The following capitalized terms have the meanings set forth in this Section 1.2 wherever used in this Agreement, unless otherwise provided:

(a) "Acceptance Certificate" shall have the mean set forth in Section 2.9(b) of this Agreement.

(b) "Agreement" shall mean this Construction Services Agreement and all exhibits.

(c) "Application for Payment" shall have the meaning set forth in Section 3.3(b) of this Agreement.

(d) "Architect" shall mean Barry and Wynn Architects.

(e) "Authority" shall mean the Housing Authority of the City of Alameda, a public body, corporate and politic, its successors and assigns.

(f) "Change Order" shall have the meaning set forth in Section 2.11 of this Agreement.

(g) "City" shall mean the City of Alameda, California.

(h) "Contract Documents" shall mean this Agreement (including all exhibits attached hereto), the General Conditions, and the Plans.

(i) "Contracting Officer" shall have the meaning set forth in Section 5.7 of this Agreement.

(j) "Contractor" shall mean Donny Chu Construction, Inc.., a California Corporation.

(k) "Contract Sum" shall have the meaning set forth in Section 3.1(a) of this Agreement.

(l) "Contract Time" shall have the meaning set forth in Section 2.9(b) of this Agreement.

(m) "Cost of the Work" shall mean the costs and expenses incurred by, or on behalf of, Contractor in connection with the performance of the Work, as more particularly described in Section 3.1 of this Agreement.

(n) "DIR" shall mean the State of California Department of Industrial Relations.

(o) "Effective Date" shall have the meaning set forth in the first paragraph of this Agreement.

(p) "General Conditions" shall mean Form HUD-5370 (11/20/2023), General Conditions for Construction Contract, attached to this Agreement as Exhibit E.

(q) "Guaranteed Maximum Price" shall have the meaning set forth in Section 3.1(a) of this Agreement.

(r) "HUD" shall mean the United States Department of Housing and Urban Development.

(s) "Notice to Proceed" shall mean the notice to be issued by Authority to Contractor to establish the date for the commencement of the Work.

(t) "Parties" shall mean, collectively, Authority and Contractor.

(u) "Party" shall mean either Authority or Contractor.

(v) "Plans" shall mean the plans and specifications as set forth on Exhibit D.

(w) "Potential Claimants" shall have the meaning set forth in Section 3.4(a)(iii) of this Agreement.

(x) "Property" shall mean the real property located in the City of Alameda commonly known as Independence Plaza- 703 and 711 Atlantic Ave., Alameda, Ca. 94501., owned by Authority, on which Contractor shall perform the Work.

(y) "Residential Tenants" shall have the meaning set forth in Section 2.7(a)(i) of this Agreement.

(z) "Retention Amount" shall have the meaning set forth in Section 3.3(a) of this Agreement.

(aa) "ITB" shall mean the Invitation for Bid, issued by Authority on July 10, 2026, and Contractor's response, dated August 5, 2026, each of which are attached to this Agreement as Exhibit L, and incorporated into this Agreement by this reference.

(bb) "Schedule" shall mean the schedule for performance of the Work, attached to this Agreement as Exhibit K, as the Parties may revise from time to time, pursuant to a Change Order.

(cc) "Section 3" shall mean Section 3 of the Housing and Urban Development Act of 1968, 12 U.S.C. 1701u, and its implementing regulations at 24 CFR Part 75.

(dd) "Section 3 Certification" shall mean Contractor's certification regarding Section 3 compliance, a form of which is attached to this Agreement as Exhibit I.

(ee) "Section 3 Policy" shall mean Authority's policy for complying with Section 3, attached to this Agreement as Exhibit I.

(ff) "Subcontractor" shall mean any subcontractor under direct contract with Contractor as more particularly described in Section 2.4(a) of this Agreement.

(gg) "Substantial Completion" shall mean the stage in the progress of the Work where the work is sufficiently complete in accordance with this Agreement and all other Contract Documents so that the work may be utilized for its intended use as evidenced by the Acceptance Certificate.

(hh) "Work" shall mean, collectively: (i)Water damage repairs at on the Property, as more particularly set forth in Exhibit A, and as set forth on the Plans; and (ii) all other construction and services required by the Contract Documents or reasonably inferable by Contractor as necessary to produce the results intended by the Contract Documents (including all

labor, materials, equipment, and services provided or to be provided by Contractor to fulfill Contractor's obligations).

Section 1.3 Exhibits.

The following exhibits are attached to this Agreement and incorporated into this Agreement by this reference:

Exhibit A: Scope of Work

Exhibit B: List of Subcontractors

Exhibit C: Contractor Schedule of Values; Qualifications and Exclusions

Exhibit D: List of Plans

Exhibit E: General Conditions for Construction Contract (Form HUD-5370)

Exhibit F: Insurance Requirements

Exhibit G: Davis Bacon Wage Rates

Exhibit H: AHA Section 3 Policy

Exhibit I: Section 3 Certification

Exhibit J: Notice for Affirmative Action to Ensure Equal Employment Opportunity under Executive Order 11246, and the Standard Federal Equal Employment Opportunity Construction Contract Specifications

Exhibit K: Schedule

Exhibit L: Documents incorporated for reference from ITB

ARTICLE 2
CONSTRUCTION SERVICES

Section 2.1 Scope of Work.

Contractor shall perform the Work as set forth in the Plans provided to Contractor by Authority.

Section 2.2 Responsibility for Performance of the Work.

(a) Contractor Responsibilities. Contractor shall manage all activities associated with the performance of the Work in accordance with this Agreement, including, but not limited to, the following activities:

(i) In addition to the other requirements set forth herein, Contractor shall employ a full-time superintendent to be on the jobsite at all times during the progress of the Work. The superintendent shall represent Contractor, and communications given to the superintendent shall be as binding as if given to Contractor. Important communications shall be confirmed in writing. Other communications shall be similarly confirmed on written request in each case. Authority shall have the right to approve the superintendent. If Contractor removes the superintendent, Authority shall have the right to approve the replacement superintendent, which shall not be unreasonably denied.

(ii) Contractor shall conduct weekly job site meeting with Authority's representative to keep Authority informed of the progress of the Work. Contractor shall provide Authority copies of minutes of any job site meetings.

(iii) Contractor shall be solely responsible for and have control over the means, methods, techniques, sequences and procedures and for coordinating all portions of the Work under this Agreement.

(iv) Subject to Authority's obligation to disburse funds set forth in Section 3.3(c) of this Agreement, Contractor shall make, or cause to be made, payment of all monies due and legally owing to all persons doing any work, furnishing any materials or supplies, or renting any equipment to Contractor or any of its Subcontractors in connection with performance of the Work, within ten (10) calendar days following receipt of payment from Authority.

(v) Contractor shall be responsible to Authority for acts and omissions of Contractor's employees, Subcontractors and their agents and employees, and other persons or entities performing portions of the Work for or on behalf of Contractor or any of its Subcontractors and for any damages, losses, costs, expenses, including but not limited to attorneys' fees resulting from such acts and omissions. In accordance with Section 1810 of the California Labor Code, Contractor acknowledges that eight (8) hours of labor constitutes a legal day's work.

In no event shall Contractor contract with any party which has been debarred or suspended by HUD under 29 CFR 5.12 or by the State of California's Department of Industrial Relations, Division of Labor Standards Enforcement (DLSE). A current list of individuals the DLSE is available at https://www.dir.ca.gov/dlse/debar.html.

(b) Use of Site. Only materials and equipment that are to be used directly in the Work shall be brought to and stored on the Property by Contractor. After equipment is no longer required for the Work, it shall be promptly removed from the Property. Contractor shall take reasonable precautions and measures to protect materials and equipment stored at the Property from weather, theft, and damage, and Contractor shall be solely liable for any loss or damage to such materials and equipment. Contractor shall ensure that the Work, at all times, is performed in a manner that affords reasonable access, both vehicular and pedestrian, to the site of the Work and all adjacent areas. The Work shall be performed, to the fullest extent reasonably possible, in such manner that public areas adjacent to the Property of the Work shall be free from all debris, building materials, and equipment likely to cause hazardous conditions.

Section 2.3 Contractor Representations and Warranties.

(a) Representations and Warranties. Contractor represents and warrants the following to Authority (in addition to any other representations and warranties contained in this Agreement) as a material inducement to Authority to execute this Agreement:

(i) Contractor, and to the best of Contractor's knowledge, its Subcontractors, are financially solvent, able to pay all debts as they mature, and possessed of sufficient working capital to complete the Work and perform all obligations hereunder;

(ii) Contractor is able to furnish the plant, tools, materials, supplies, equipment, and labor itself or through its Subcontractors required to complete the Work and perform its obligations hereunder, and has sufficient experience and competence to do so;

(iii) Contractor is authorized to do business in the State of California and is properly licensed by all necessary governmental and public and quasi-public authorities having jurisdiction over Contractor and over the Work. Contractor's license number is 498901;

(iv) Contractor's execution of this Agreement and performance thereof is within Contractor's duly authorized powers;

(v) Contractor is a sophisticated contractor who possesses a high level of experience and expertise in the business administration, construction, construction management, and superintendence of projects of the size, complexity, and nature of this particular project, and will perform the Work with the care, skill, and diligence of such a contractor;

(vi) Except as disclosed to Authority in writing, there are no claims, actions, investigations, suits, or proceedings pending affecting Contractor's performance under the Contract Documents; and

(vii) All financial information delivered to Authority, including all information relating to the financial condition of Contractor or any of its partners, joint venturers, or members (as applicable), fairly and accurately represents the financial condition being reported on as of its date. All such information is prepared in accordance with generally accepted accounting principles consistently applied, unless otherwise noted. There has been no material adverse change in the financial condition of any of the persons described above reported at any time to Authority, except as previously disclosed to Authority in writing in later financial information and found acceptable to Authority in its sole and absolute discretion.

(b) Survival. The foregoing representations and warranties shall survive the execution and delivery of this Agreement and any termination of this Agreement.

Section 2.4 Subcontractors.

(a) List of Subcontractors. Contractor's list of approved Subcontractors for the performance of the Work, and each of the Subcontractor's license numbers, is set forth on Exhibit B. In the event Contractor desires to replace any Subcontractor pursuant to Section 4107

of the California Public Contract Code, then Contractor shall notify Authority in writing, and Authority shall then follow the process set forth in Section 4107(a) of the California Public Contract Code. Thereafter, if requested by Authority in writing, Contractor shall provide Authority with a draft copy of its form subcontract, and disclose to Authority the name, trade, and subcontract amounts for each subcontractor prior to the proposed subcontractor's performance of any portion of the Work. Subcontractors shall have the required licenses and expertise necessary to perform the proposed subcontract work. Authority will promptly reply to Contractor in writing stating whether or not Authority, after due investigation, has reasonable objection to any such proposed person or entity. Provided Authority has not objected to the proposed subcontractor, such person or entity shall be deemed a "Subcontractor." Contractor shall not contract with a proposed person or entity to whom Authority has made reasonable and timely objection, or an entity that has been debarred by the DIR. If any contract between Contractor and a Subcontractor is materially altered so that it differs from the form subcontract provided to Authority with regard to terms other than (1) the description of the Work to be performed pursuant to the subcontract, and (2) the subcontract price, that subcontract shall be submitted to Authority for its review prior to the commencement of applicable portion of the Work.

(b) Subcontracts. By appropriate agreement Contractor shall require each Subcontractor, to the extent of the work to be performed by the Subcontractor, to be bound to Contractor by terms of this Agreement and to assume toward Contractor all the obligations and responsibilities, including the responsibility for safety of the Subcontractor's work, which Contractor, by this Agreement, assumes toward Authority. Each subcontract shall, among other matters: (i) require that the work be performed in accordance with the requirements of this Agreement; (ii) require the Subcontractor to carry and maintain liability insurance in accordance with this Agreement; and, (iii) shall specifically provide that Authority is an intended third-party beneficiary of such subcontract and that the Subcontractor recognizes the rights of Authority to take an assignment of its subcontract after termination of this Agreement by Authority on default of Contractor.

Section 2.5 Payment and Performance Bonds.

Prior to commencement of the Work, Contractor shall deliver to Authority copies of labor and material (payment) bonds and performance (general contractor bond) bonds for the Work in an amount equal to one hundred percent (100%) of the scheduled costs of the Work. Said bonds shall comply with the requirements of Section 9550 et seq. of the California Civil Code and shall be issued by an insurance company which is licensed to do business in California and has a rating equivalent to AAA or AA+ by an insurance company listed in the current year's list of "Surety Companies Acceptable on Federal Bonds" as published in the Federal Register by the Audit Staff Bureau of Accounts, U.S. Treasury Department, and for amounts which are not in excess of the acceptable amount set forth on such list for the respective surety. The bonds shall name Authority as a co-obligee or assignee.

Section 2.6 Right of Entry; Job Site Facilities.

(a) Right of Entry. Authority hereby grants Contractor a right to enter the Property for the purpose of performing the Work. This right of entry may be exercised by Contractor, and its employees, agents, and Subcontractors. This right of entry will terminate

upon the sooner to occur of: (i) completion of the Work; or (ii) the occurrence of an event of default under this Agreement.

(b) No Liens. Contractor and all Subcontractors and all material suppliers are prohibited from placing any liens on the Property; provided, however nothing in this Section 2.6(b) shall be deemed to prohibit the filing of a stop notice.

(c) Signs. Subject to prior approval of Authority as to size, design, type and location, and to local regulations, Contractor and its Subcontractors may erect temporary signs for purposes of identification and, to the extent applicable, controlling traffic. Contractor shall furnish, erect, and maintain such signs as may be required by safety regulations and as necessary to safeguard life and property. Contractor shall comply with all applicable CAL OSHA standards.

(d) Job Site Facilities. In addition to the requirements set forth in Section 17 of the General Conditions, Contractor may provide a jobsite trailer and portable sanitary facilities. This office will be located so as to cause no interference to any Work to be performed on the Property. Contractor shall consult with Authority with regard to location. Unless otherwise agreed to by the Parties, upon completion of the Work, Contractor shall remove all such temporary structures and facilities from the Property. On-site storage will be permitted, as a convenience to Contractor, in areas designated by Authority for such purposes. Contractor shall take reasonable security measures to protect against theft and vandalism. Contractor is responsible for Contractor owned tools and equipment. Except for damage due to Contractor's negligence or willful misconduct, damage or vandalism to the Improvements, products at the Property, in storage or in transit shall be covered by the builder's risk policy, described in Section 7.19 of this Agreement. Contractor may, at its option and expense, rent off-site facilities for the storage and securing of its materials.

Section 2.7 Safety Precautions and Programs.

(a) Contractor Responsibility. In addition to the requirements set forth in Section 13 of the General Conditions, Contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the performance of the Work and for providing safe conditions for the performance of the Work. Authority shall have no liability or responsibility for the physical condition or safety of the site or any improvements made by Contractor and located on the Property until acceptance of the Work by Authority as evidenced by the Acceptance Certificate more particularly described in Section 2.9(b) of this Agreement. Contractor shall take reasonable precautions for safety of, and shall provide reasonable protection to prevent damage, injury or loss to:

(i) employees at the Property and other persons who may be affected thereby, including, but not limited to the tenants of the residential units located at the Property (collectively, the "Residential Tenants");

(ii) the materials and equipment to be used in connection with the performance of the Work, whether in storage on or off the site, under care, custody or control of Contractor or Contractor's Subcontractors or sub-subcontractors; and

(iii) other property at the site or adjacent thereto, such as trees, shrubs, lawns, walks, pavements, roadways, structures and utilities not designated for removal, relocation or replacement in the course of the Work.

(b) Residential Tenants. Contractor acknowledges that the Residential Tenants shall be occupying the portions of the Property above the portions of the Property where the Work will be performed. Contractor shall take all reasonable precautions to ensure that the Work is performed in such a manner so as not to endanger, threaten, or impair the safety of Residential Tenants or their guests and invitees, and shall construct and maintain reasonable safeguards as required by the condition and progress of the Work. Contractor shall take all reasonably available efforts to eliminate unnecessary noise, dust, or obstructions during the performance of the Work.

(c) Utilities. In the event that the performance of the Work requires existing utilities (including, but not limited to, water, heat, electricity, or telecommunications) to be shut-off, then Contractor shall not cause such utilities to be shut off until: (i) Contractor has notified Authority of such requirement, and (ii) Authority has notified the Residential Tenants of such requirement in accordance with the Residential Tenants' leases. In such event Contractor shall use commercially reasonable efforts to minimize the time period that any utility serving the Property is shut-off.

(d) Notices. Contractor shall give notices and comply with applicable laws, ordinances, rules, regulations and lawful orders of public authorities bearing on safety of persons or property or their protection from damage, injury or loss. Contractor shall erect and maintain, as required by existing conditions and performance of the Work, reasonable safeguards for safety and protection, including posting danger signs and other warnings against hazards, promulgating safety regulations and notifying owners and users of adjacent sites and utilities.

(e) Explosives. When use or storage of explosives or other hazardous materials or equipment or unusual methods are necessary for performance of the Work, Contractor shall exercise utmost care and carry on such activities under supervision of properly qualified personnel. Contractor shall also give Authority reasonable advance notice.

(f) Damage. Contractor shall promptly remedy damage and loss to property referred to in Sections 2.7(a)(ii) and (iii) above, to the extent caused by Contractor, a Subcontractor, a sub-subcontractor, or anyone directly or indirectly employed by any of them, or by anyone for whose acts they may be liable and for which Contractor is responsible under Sections 2.7(a)(ii) and (iii), except damage or loss attributable to acts or omissions of Authority and not attributable to the fault or negligence of Contractor.

(g) No Overloading. Contractor shall not load or permit any part of the Work or site to be loaded so as to endanger its safety.

(h) Suspension. When all or a portion of the Work is suspended for any reason, Contractor shall securely fasten down all coverings and protect the Improvements, as necessary, from injury by any cause, including, but not limited to rain or other weather conditions.

(i) Notice to Authority. Contractor shall promptly report in writing to Authority all accidents arising out of or in connection with the Work that caused death, serious personal injury, or serious property damage (other than the demolition of any existing improvements on the Property as set forth in the Plans), giving full details and statements of any witnesses. In addition, if death, serious personal injuries or serious damages are caused, the accident shall be reported immediately by telephone or messenger to Authority.

Section 2.8 Conditions Precedent to Commencement of the Work.

(a) Conditions. Contractor shall cause the commencement of Work by no later than the date set forth in a Notice to Proceed issued by Authority; provided, however, Authority shall not be under any obligation to issue a Notice to Proceed until satisfaction of the following conditions precedent:

(i) There exists no Default nor any act, failure, omission or condition that would constitute an event of Default under this Agreement.

(ii) Contractor has furnished Authority with evidence of the bonds meeting the requirements of Section 2.5 of this Agreement.

(iii) Contractor has executed and delivered to Authority all documents, instruments, and policies required by Authority pursuant to this Agreement.

(iv) Contractor has furnished Authority with evidence of the insurance coverage meeting the requirements of Section 2.19 of this Agreement.

(v) Contractor has secured all necessary permits, fees and licenses as set forth in Section 2.12(a) of this Agreement.

(b) Termination. If Contractor has not satisfied the conditions precedent set forth in this Section 2.8 by the earlier of: (i) the date set forth in the Notice to Proceed; or (ii) December 1, 2023, then such failure shall constitute a default as set forth in Section 4.2 of this Agreement, and Authority may, in its sole discretion, terminate this Agreement. In the event of such termination neither Party shall have any continuing liability or obligations except for continuing indemnities provided elsewhere in this Agreement. In the event of such termination, the Parties agree and acknowledge that, for the avoidance of doubt, Section 34 of the General Conditions shall not apply.

Section 2.9 Completion of the Work.

(a) Compliance with Schedule. Contractor shall perform the Work in strict accordance with the Schedule submitted to and accepted by Authority. Contractor shall have the sole and exclusive responsibility for completing the Work according to the Schedule. Failure to materially comply with the Schedule shall be considered a breach of this Agreement. Any proposed revisions to the Schedule which would affect Contract Time shall be submitted by Contractor pursuant to the Change Order procedure set forth in Section 2.11 of this Agreement. If Authority reasonably determines that the performance of the Work has not materially reached the level of completion set forth in the Schedule or the Contract Documents (taking into account

any corrective schedule action(s) proposed by Contractor including, but not limited to, resequencing tasks or lags to obtain compliance with the Schedule), then Authority shall have the right to require Contractor to take all measures necessary to expedite the Work in order to materially comply with the Schedule including, but not limited to, working additional shifts or overtime, supplying additional labor, equipment, facilities, and other similar measures. Authority's right to require such measures is solely for the purpose of ensuring Contractor's compliance with the Schedule. Contractor shall not be entitled to an adjustment in the Contract Sum in connection with such measures required by Authority. Authority may exercise the rights furnished in this Section 2.9(a) as frequently as Authority deems necessary to ensure that Contractor's performance of the Work will comply with the Contract Time.

(b) Acceptance Certificate. Subject to Section 32(b) of the General Conditions, Contractor shall diligently prosecute the Work to completion, and shall cause the Substantial Completion of the Work as set forth in the Schedule, and within the time period established in Section 25 of the General Conditions (the "Contract Time"). Upon Substantial Completion of the Work Contractor shall submit to Authority a certification from Architect stating that the Work has been completed in accordance with the Plans. Upon (1) submission of Architect's certification, (2) inspection by Authority and a determination by Authority in its reasonable discretion Contractor has reached Substantial Completion in compliance with this Agreement, and (3) at Authority's discretion, completion of an independent cost certification of the work to be prepared and paid for by Authority, Authority shall certify in writing that the Work is substantially complete by executing and recording against the Property a notice of completion and acceptance of work (the "Acceptance Certificate").

Section 2.10 Delay and Extension of Time.

(a) Delay. Except as set forth below, the occurrence of events that delay the Work shall not excuse Contractor from achieving Substantial Completion within the Contract Time. The Contract Time may be extended by Change Order for each calendar day Contractor is delayed in the commencement or progress of the Work provided that Contractor demonstrates that the following conditions have been met:

(i) At the time the event causing the delay commences, no event of default (as described in Section 4.2 of this Agreement) exists;

(ii) Contractor demonstrates that the delay will have a material adverse impact on the critical path of the then current Schedule;

(iii) The delay is not caused by Contractor;

(iv) The delay could not be (or have been) limited or avoided by Contractor's timely notice to Authority of the delay or reasonable likelihood that the delay would occur;

(v) The delay is of a duration of more than one calendar day; and

(vi) The delay is caused by one, or more, of the events or conditions set forth in Section 32(b)(1) of the General Conditions.

(b) Change Order. Provided that such conditions set forth above are satisfied, the Contract Time may be extended by Change Order as set forth in Section 2.11 of this Agreement.

Section 2.11 Change Orders.

Changes in the Work may be accomplished after execution of this Agreement, and without invalidating this Agreement by Change Order, subject to the limitations stated in Section 29 of the General Conditions (each, a "Change Order"). Agreement on any Change Order shall constitute a final settlement of all matters relating to the change in the work that is the subject of the Change Order, including, but not limited to, all direct and indirect costs associated with such change and any and all adjustments to the Contract Sum and the Contract Time (if any). Contractor shall use the AIA Change Order form, or such other form of change order reasonably acceptable to Authority, and shall report requests for Change Orders and Change Order status monthly.

Section 2.12 Work Pursuant to Permits, Plans and Laws.

(a) Permits. In accordance with Section 12(b) of the General Conditions, Contractor shall obtain, and pay all costs for, all applicable permits, licenses, and authorizations necessary for the Work. The Work shall proceed only after procurement of each permit, license, or other authorization that may be required by any governmental agency having jurisdiction over the Work.

(b) Plans and Laws. Contractor shall cause all the Work performed in connection with this Agreement to be performed in compliance with: (i) the Plans, as approved by the City Building Department, and all governmental approvals and permits; (ii) all applicable laws, ordinances, rules and regulations of federal, state, or municipal governments or agencies now in force or that may be enacted hereafter, including (without limitation and where applicable) prevailing wage provisions of the federal Davis-Bacon Act (as further set forth in Section 46 of the General Conditions), and its implementing rules and regulations, and the prevailing wage provisions of the Section 1720, et seq. of the California Labor Code; and (iii) all directions, rules and regulations of any fire marshal, health officer, building inspector, or other officer of every governmental agency now having or hereafter acquiring jurisdiction. In accordance with Section 1104 of the California Public Contract Code, Contractor shall review the Contract Documents, and, in the event Contractor discovers any error or omission in the Contract Documents with applicable codes, then Contractor shall promptly notify Authority of such error or omission.

(c) Davis-Bacon Wages and California Prevailing Wages; Payroll Compliance.

(i) The applicable Davis Bacon wage rates are attached to this Agreement as Exhibit G. A copy of the wage decision and any additional classifications shall be posted by Contractor at the Property in a prominent place readily accessible to the workers. Contractor shall and shall cause Subcontractors to pay the higher of: (1) the wages set forth in Exhibit G; or (2) prevailing wages in the performance of the Work as those wages are determined pursuant to Sections 1720 et seq. of the California Labor Code. Regardless of the

payment of wages set forth in Exhibit G or pursuant to Sections 1720 et seq. of the California Labor Code, Contractor shall, and shall cause any Subcontractors to: (A) employ apprentices as required by Sections 1777.5 et seq. of the California Labor Code, and the implementing regulations of the DIR, and to comply with the other applicable provisions of Sections 1720 et seq. and Sections 1777.5 et seq. of the California Labor Code, and implementing regulations of the DIR; (B) keep and retain, and shall cause any Subcontractor to keep and retain, such records as are necessary to determine if such prevailing wages have been paid as required pursuant to Sections 1720 et seq. of the California Labor Code, and apprentices have been employed are required by Sections 1777.5 et seq. of the California Labor Code; (C) post at the Property the applicable prevailing rates of per diem wages (Copies of the currently applicable current per diem prevailing wages are available from the DIR); (D) register, and cause the Subcontractors rehabilitating the Property to be registered as set forth in Sections 1725.5 of the California Labor Code; (E) cause its Subcontractors, in all calls for bids, bidding materials and subcontract documents to specify that: (i) no subcontractor may be listed on a bid proposal nor be awarded a contract unless registered with the DIR pursuant to Sections 1725.5 of the California Labor Code; and (ii) the Work is subject to compliance monitoring and enforcement by the DIR; (F) provide Authority all information required by Sections 1773.3 of the California Labor Code, as set forth in the DIR's online form PWC-100 within two (2) calendar days after the Effective Date ; (G) post, or cause its Subcontractors to post job site notices, as prescribed by regulation by the DIR; and (H) cause its Subcontractors to furnish payroll records required by Sections 1776 of the California Labor Code directly to the Labor Commissioner, at least monthly in the electronic format prescribed by the Labor Commissioner.

(ii) Each Subcontractor and any lower tier subcontractor shall submit through Contractor to Authority weekly certified payrolls for each work week from the time work is started until the Work is completed setting forth, among other things, that each worker has been paid in accordance with Section 2.12(c)(i) of this Agreement. Weekly payrolls shall be completed and submitted promptly to Authority, preferably no later than seven (7) working days following completion of the work week. Monthly progress payments will not be released until all payroll reports are up to date. All workers are to be paid not less than once per week.

(d) Department of Labor Notification. Within ten (10) calendar days of contract award (including subcontracts) for each contract of Ten Thousand and No/100ths Dollars ($10,000.00) or more, Authority is required to send a notice of contract award to the Regional Office of Federal Contract Compliance Programs of the Department of Labor. This notification is required by Executive Order 11246, as amended, and shall include the name, address, and telephone number of the contractor/subcontractor; the employer identification number; the dollar amount of the contract; the estimated start and completion dates; and the project number(s) and community in which the project(s) is located. The above information shall be submitted to Authority, by Contractor, within two (2) working days of receipt of such information as it applies to subcontractors.

Section 2.13 Authority's Right to Stop the Work.

If Contractor fails to correct defective work as required by Article 23 of the General Conditions or fails to carry out the Work in accordance with the Contract Documents, Authority

by a written order signed by the Contracting Officer, may order Contractor to stop the Work or any portion thereof until the cause for such order has been eliminated.

Section 2.14 Authority's Right to Carry Out the Work.

If Contractor defaults or neglects to carry out the work in accordance with this Agreement and fails within seven (7) calendar days after receipt of written notice from Authority to commence and continue correction of such defects or neglect with diligence and promptness, Authority may, after seven (7) calendar days following receipt by Contractor of an additional written notice and without prejudice to any other remedy Authority may have, correct such deficiencies. In such case, an appropriate Change Order shall be issued, deducting from the payments then or thereafter due Contractor, the cost of correcting such deficiencies, including compensation for Architect's additional services made necessary by such default, neglect or failure. If the payments then or thereafter due Contractor are not sufficient to cover such amount, Contractor shall pay the difference to Authority.

Section 2.15 Section 3 Compliance.

Contractor shall comply with Sections 38, 39, and 40 of the General Conditions regarding Section 3 and the requirements set forth in AHA Section 3 Policy.

Section 2.16 Equal Opportunity.

Contractor, for itself and its successors and assigns, and transferees agrees that in the performance of the Work it shall comply with the requirements of Section 39 of the General Conditions regarding Equal Employment Opportunity.

Section 2.17 Minority and Women-Owned Business Participation.

Attached to this Agreement as Exhibit J is the Notice for Affirmative Action to Ensure Equal Employment Opportunity under Executive Order 11246, and the Standard Federal Equal Employment Opportunity Construction Contract Specifications. It is the policy of Authority to take positive steps to maximize the utilization of minority and women business enterprises in all contract activity administered by Authority.

Section 2.18 Hazardous Materials.

(a) Contractor Responsibility. Contractor shall not permit any hazardous material or substance to be brought to, or used on, the Property except to the extent such hazardous material or substance is necessary to and customarily used in the projects like the Work. Any hazardous material or substance brought or used on the Property by Contractor, any Subcontractor, any material supplier, or any entity for whom any of them is responsible, shall be used, stored and disposed of in compliance with all applicable laws related to such hazardous materials or substances. Any damage to the Property and materials and equipment to be incorporated therein, whether in storage on or off the site, under care, custody or control of Contractor or Contractor's Subcontractors or sub-subcontractors; and other property at the Property or adjacent thereto, such as trees, shrubs, lawns, walks, pavements, roadways, structures and utilities not designated for removal, relocation or replacement in the course of the Work,

resulting from the improper storage or use of hazardous materials or substances, shall be remedied by Contractor at its sole cost and expense in accordance with applicable laws. Contractor shall provide Authority notice of any release of hazardous materials or substances at the Property. In no event, however, shall Authority have any responsibility for any substance or material that is brought to the Property by Contractor, any Subcontractor, any material supplier, or any entity for whom any of them is responsible. Contractor agrees not to import any fill that are hazardous, toxic or made up of any items that are hazardous or toxic.

(b) Compliance with Laws. If Contractor's scope of work include the off-haul or contaminated soil, hazardous materials (including asbestos) remediation, or mold remediation, then Contractor shall comply with the requirements of all applicable federal, state and local laws, and any environmental reports provided to Contractor by Authority, in the removal, transportation and disposal of the materials. Contractor shall obtain all necessary permits for any contaminated soil or hazardous materials or mold removal work. Contractor shall ensure that any Subcontractor performing any removal or remediation work possesses the necessary expertise, insurance and licenses. All contaminated and hazardous material shall be transported to an appropriately permitted facility. Contractor shall and shall cause any Subcontractors performing the removal and remediation work to take all necessary safety precautions during the performance of the Work including but not limited to necessary protection of surrounding areas to prevent the spread of contamination, and the protection of workers performing the removal and remediation work.

(c) Stop Work. If reasonable precautions will be inadequate to prevent foreseeable bodily injury or death to persons resulting from a material or substance, including but not limited to polychlorinated biphenyl (PCB), but specifically excluding lead paint and asbestos (which remediation is contemplated as part of the Work), encountered on the Property by Contractor, Contractor shall, upon recognizing the condition, immediately stop the Work in the affected area and report the condition to Authority in writing.

(d) Rendered Harmless. In the event hazardous materials or substances are found to be present, then Contractor shall take such actions necessary to render such materials or substances harmless. When the material or substance has been rendered harmless, Work in the affected area shall resume upon written agreement of Authority and Contractor. The Contract Time shall be extended appropriately and the Contract Sum shall be increased in the amount of Contractor's reasonable additional costs of shut-down, delay and start-up, which adjustments shall be accomplished pursuant to a Change Order; provided, however, Authority shall have no obligation to execute a Change Order for: (i) any hazardous materials or substances that were previously disclosed to Contractor, prior to the Effective Date; (ii) any condition that does not differ materially from those conditions disclosed to Contractor; or (iii) any hazardous materials or condition known by Contractor.

Section 2.19 Insurance Requirements.

Contractor shall, and shall cause any Subcontractors performing any portion of the Work to maintain insurance of the types described in Exhibit F. The requirements set forth in Exhibit F supersede those set forth in Section 36 of the General Conditions.

Section 2.20 Contractor's Obligations regarding Mechanic's Liens and Stop Notices.

(a) Contractor's Obligation to Maintain Lien-Free Title. Provided that Authority has made payment of undisputed sums due and payable in accordance with this Agreement, if any claim of mechanic's lien or stop notice is filed or made against the real property in connection with the Work, Contractor shall: (i) immediately pay and fully discharge the mechanic's lien or stop notice claim; (ii) commence a civil action pursuant to Sections 9350 et seq. of the California Civil Code, for the summary determination of the mechanic's lien or stop notice; or (iii) may deliver to Authority a release of lien or stop notice by surety bond in a legally sufficient form and amount to discharge the mechanic's lien or stop notice. Contractor shall provide whatever documentation, deposits or surety is reasonably required by the title insurance company providing title insurance on the Work in order to obtain lien-free endorsements prior to Authority's payment of any payment, including any progress payment. If Contractor fails to promptly provide the documentation, deposits, records of payment or surety bonds required by this Section 2.20(a), Authority may: (1) obtain any deposits or surety; or (2) make payments to claimants against the Work, Contractor, Authority, in good faith, as reasonably required to release the mechanic's lien or stop notice claim. Authority may withhold the cost of obtaining such deposits or surety or of making such payments from any payment that would otherwise be due to Contractor. Failure of Authority to withhold any or part of any payment pursuant to this Section 2.20(a) shall not be a waiver of any right of Authority under the Contract. Withholding of any payment or part of any payment by Authority pursuant to this Section 2.20(a) shall not be a breach of this Agreement.

(b) Withholding of Payments Due to Claims of Subcontractors. Provided that Authority has made payment of undisputed sums due and payable in accordance with this Agreement, if any subcontractor, material supplier to the Work, or lower tier subcontractor or material supplier files or serves any claim or lien, stop notice, common count or other demand for payment against Authority, or the real property of the Work, Authority may either (1) withhold from any progress payment or other payment an amount up to one hundred fifty percent (150%) of the amount necessary to satisfy the claim, stop notice, common count, or other demand for payment, including all anticipated costs and fees related to the defense of such claim, including but not limited to attorneys' fees, or (2) release the progress payment or other payment. Failure of Authority to withhold any or part of a progress payment pursuant to this Section 2.20(b) shall not be a waiver of any right of Authority under this Agreement. Withholding of any payment by Authority pursuant to this Section 2.20(b) shall not be a breach of this Agreement.

ARTICLE 3
PAYMENT AND RECORD KEEPING REQUIREMENTS

Section 3.1 Contract Sum; Guaranteed Maximum Price.

(a) Contract Sum. Authority shall pay Contractor the Contract Sum in current funds for Contractor's performance of the Work. The "Contract Sum" is the Cost of the Work as defined in this Article 3, plus the Contractor's Fee. The Contract Sum is based on Contractor's Schedule of Values, attached as Exhibit C to this Agreement and incorporated herein. Contractor's Schedule of Values sets forth that the Contract Sum shall not exceed Nine Hundred Three Thousand Seven Hundred Twenty Five and 18/100ths Dollars ($903,725.18) (the

"Guaranteed Maximum Price"), subject to any change order approved in writing by Authority in accordance with this Agreement.

(b) Contractor's Actual Costs. Costs as defined herein shall be actual costs paid by Contractor. All payments made by Authority pursuant to this Article 3, whether those payments are actually made before or after the Effective Date, are included within the Guaranteed Maximum Price; provided, however, that in no event shall Authority be required to reimburse Contractor for any portion of the Cost of the Work incurred prior to the issuance of the Notice to Proceed unless Contractor has received Authority's written consent prior to incurring such cost.

(c) No Duplication of Payment. Notwithstanding the breakdown or categorization of any costs to be reimbursed in this Article 3 or elsewhere, there shall be no duplication of payment in the event any particular items for which payment is requested can be characterized as falling into more than one of the types of compensable or reimbursable categories.

Section 3.2 Conditions Precedent to Disbursement of Funds for the Work.

Authority shall not be obligated to make any payment to Contractor or take any other action under this Agreement unless the following conditions are satisfied prior to each such disbursement:

(a) No Default. There exists no Default nor any act, failure, omission or condition that would constitute an event of Default under this Agreement.

(b) Payroll. Authority has received all payroll information required pursuant to Section 2.12(c) of this Agreement; provided, however, Authority shall withhold from any payment an amount proportionate to, or otherwise equal to, the missing payroll information. Authority shall not withhold the full amount of a payment due solely to Contractor's failure to deliver complete payroll information.

(c) Approved Application for Payment. Authority has received, and approved, the Application for Payment in the form set forth in Section 3.3 of this Agreement.

(d) Lien Releases. If requested by Authority, Contractor has provided Authority with waiver and releases from all contractors, Subcontractors, and materialpersons in such form as is acceptable to Authority including conditional waivers from all persons for whose work in the preceding month payment is sought, and unconditional waiver and releases from all persons for whose work payment has been made by Authority (or bonded around by Contractor in the event of a dispute between Contractor and a Subcontractor) in response to Contractor's Application for Payment.

Section 3.3 Application for Payment Process.

(a) Submittal of Application for Payment. Authority shall provide payment to Contractor for the performance of the Work based upon a monthly Application for Payment from Contractor, and approved by Authority, in an amount equal to ninety-five percent (95.00%) of

the requested payment amount, and shall retain the balance for payment in accordance with Section 3. of this Agreement (the "Retention Amount"), all subject to the requirements set forth in Section 27 of the General Conditions. In the event Authority disapproves a monthly Application for Payment, then Authority shall deliver a written notice of disapproval within seven (7) calendar days after Authority's receipt of t. Application for Payment.

(b) Form of Application for Payment. In addition to the requirements set forth in Section 27 of the General Conditions (including Contractors certification requirement), each of Contractor's application for payment (an "Application for Payment") shall: (i) set forth the proposed use of funds consistent with the Contractor Schedule of Values, including the Cost of the Work to be funded; (ii) contain sufficient detail and with sufficient supporting documentation to permit Authority to confirm that the work to be funded by the draw request has been performed, and that Authority may accept such work in accordance with the guidelines established by HUD to the extent applicable; and (iii) be set forth on the AIA form for application of payment, or such other form mutually acceptable to the Parties.

(c) Payment by Authority. Authority shall pay each approved Application for Payment within thirty (30) calendar days after receipt. Notwithstanding any provision of this Agreement to the contrary, including but not limited to Section 27 of the General Conditions, if Authority fails to pay an approved Application for Payment within thirty (30) calendar days after receipt of an undisputed and properly submitted Application for Payment from Contractor, then Authority shall pay interest to Contractor equivalent to the legal rate set forth in subdivision (a) of Section 685.010 of the California Code of Civil Procedure. Contractor and Authority agree and acknowledge that this provision constitutes a summary of Section 20104.50 of the California Public Contract Code.

Section 3.4 Conditions Precedent to Release of Retention Amount.

(a) Conditions Precedent. Authority shall not be obligated to make the disbursements of the Retention Amount or take any other action under this Agreement unless the following conditions are satisfied prior to such disbursement:

(i) There exists no Default nor any act, failure, omission or condition that would constitute an event of Default under this Agreement.

(ii) All labor has been performed in a good workperson-like manner consistent with this Agreement.

(iii) To the maximum extent permitted by law, all persons, firms and corporations, including all laborers, material persons, suppliers and Subcontractors who have furnished equipment, supplied materials or performed work for or in connection with the Work, (the "Potential Claimants"), have been paid or will be paid in full out of the remaining retained percentage; and those persons, firms and corporations have submitted their final statements with an unconditional waiver and release upon final payment. Contractor shall make these waivers available for inspection by Authority. In the event a dispute has arisen between Contractor and one of the parties listed above which prevents Contractor from obtaining the waiver of rights from that party, Contractor may satisfy the requirements of this Section 3.4(a)(iii) by supplying a payment bond issued by a surety licensed to do business in the State of California and acceptable

to Authority to remove the effect of any claim against the Property and agree to defend and indemnify Authority against all actions filed by persons who have supplied materials to or performed work for or in connection with this Agreement.

(iv) All portions of the Work (that are the responsibility of Contractor) requiring inspection by any governmental authority have been inspected and approved by such authority and all requisite certificates of occupancy, approvals, licenses and permits (if applicable) that are the responsibility of Contractor, have been issued.

(v) To the extent applicable, Authority has received operating manuals and assignments of warranties of Contractor, all Subcontractors and materialpersons.

(vi) Thirty (30) calendar days have elapsed from Authority's recordation of the Acceptance Certificate.

(vii) If requested by Authority, Contractor has delivered to Authority a final accounting of the actual Cost of the Work, and the Savings, if any, and/or Authority's accountant has completed a cost certification for the Work.

(viii) All items on the punch-list related to the Work have been completed and accepted by Authority, and Authority has issued an Acceptance Certificate pursuant to Section 2.9 of this Agreement and Section 20 of the General Conditions.

(b) Early Release. Notwithstanding the above, a portion of the Retention Amount may be released to certain Potential Claimants performing work early in the Schedule subject to the approval of Authority, in its sole discretion, prior to satisfaction of all conditions set forth in this Section 3.4 of this Agreement if such Potential Claimant has: (i) fully performed all portions of the Work to be performed by such Potential Claimant; (ii) delivered to Contractor, or to Authority, all applicable operating manuals and assignments of warranties, and other documentation reasonably requested by Authority in connection with such Potential Claimant's work; and (iii) provided Authority unconditional releases for all amounts owed to the Potential Claimant.

Section 3.5 Assignment of Claims by Contractor.

In accordance with Section 7103.5 of the California Public Contract Code, Contractor and/or Subcontractor(s), if any, hereby assign to Authority all rights, title, and interest in and to all causes of action each may have under Section 4 of the Clayton Act (15 U.S.C. Section 15), as my be amended, or under the Cartwright Act (Chapter 2 (commencing with Section 16700) of Part 2 Division 7 of the California Business and Professions Code) as may be amended, arising from purchases of goods, services, or materials pursuant to this Agreement or the applicable subcontract. This assignment shall be made and become effective at the time Authority tenders final payment to Contractor (or final payment is tendered to the applicable Subcontractor), in accordance with this Agreement, without further acknowledgement, or action, by the Parties. Such assignment shall survive the expiration or termination of this Agreement.

Section 3.6 Information.

Contractor shall provide any information reasonably requested by Authority in connection with the performance of the Work, including (but not limited to) any information required by HUD.

ARTICLE 4
TERM; DEFAULT; REMEDIES

Section 4.1 Term.

The term of this Agreement shall extend from the Effective Date until the earlier of: (a) termination following an uncured default under this Agreement; or (b) Authority's written acceptance of the Work as completed through the issuance of an Acceptance Certificate; provided, however the indemnification and warranty provisions set forth in this Agreement and/or the General Conditions shall survive the expiration of the term.

Section 4.2 Events of Default by Contractor.

(a) Events of Default. Contractor shall be in default under this Agreement, if Contractor, after five (5) calendar days' notice and opportunity to cure:

(i) subject to Section 32(b) of the General Conditions, refuses or fails to prosecute the Work, or any separable part of it, with the diligence that will ensure its Substantial Completion within the Contract Time, or fails to complete the Work within this time;

(ii) is adjudged bankrupt or there is a general assignment for the benefit of creditors or the appointment of a receiver due to insolvency;

(iii) refuses or fails to supply sufficient skilled workers or materials;

(iv) repeatedly fails to make prompt payment to Subcontractors for materials or labor;

(v) repeatedly or materially disregards the applicable laws, local ordinances, or Authority instructions; or

(vi) is in substantial breach of any provision of this Agreement.

(b) Remedies. Following such default by Contractor, Authority shall have the right to pursue all of the remedies set forth in Section 4.3 of this Agreement; provided, however, in the event of default under Section 4.2(a)(i) of this Agreement, Authority shall enforce the remedy set forth in Section 4.3(d) of this Agreement, solely in connection with Contractor's failure to timely complete the Work.

Section 4.3 Remedies.

(a) Authority's Rights. The occurrence of any default by Contractor set forth in Section 4.2 of this Agreement, shall give Authority the right to take whatever action at law or in equity as may appear reasonably necessary to enforce performance or observance of any obligations, agreements, or covenants under this Agreement, including without limitation: (i) termination of this Agreement, (ii) without liability, taking possession of the Property and of all materials, equipment, tools, construction equipment and machinery thereon owned by Contractor; (iii) acceptance of assignment of subcontracts; and, (iv) completion of the Work by whatever reasonable method Authority may deem expedient.

(b) Surety. In the event of termination by Authority, Authority shall immediately serve written notice on the surety and Contractor. The surety shall have the right to take over and perform the Work if, within ten (10) calendar days after receiving the notice, it so notifies Authority, in writing, and promptly commences work (and thereafter, the surety shall be bound by all the terms and conditions of this Agreement).

(c) Payment. In the event of termination, Contractor shall not be entitled to receive any further payment until the Work is completed, and applicable lien periods have expired. If the unpaid balance of the Contract Sum exceeds the expense of completing the Work, plus compensation for additional managerial and administrative services and all other reasonable costs and expenses incurred by, or on behalf of Authority, the excess shall be paid to Contractor. If such expenses incurred by Authority exceed the unpaid balance, then, notwithstanding any other remedy invoked by, or otherwise available to, Authority, Contractor and surety (on a joint and several basis) shall be liable for the difference to Authority, and shall promptly pay such amount upon written demand by Authority. Such obligation shall survive the expiration or termination of this Agreement. In the event of any conflict between the terms of this Section 4.3(c) and any other provision of this Agreement, the terms of this Section 4.3(c) shall control.

(d) Liquidated Damages for Delay. By executing this Agreement, Contractor represents that it can, and will, complete the Work within the Contract Time. If Contractor fails to reach Substantial Completion by the date required by this Agreement, the Parties agree that Authority would suffer damages related to the delay, but that such damages would be extremely difficult and impracticable to ascertain. The Parties therefore agree that a reasonable estimate of the damages to be suffered by Authority in the event of such a delay is Two Thousand Five Hundred and 00/100th Dollars ($2,500. 00) per calendar day. Contractor shall therefore pay to Authority that amount for each calendar day during which Substantial Completion is delayed beyond the date for Substantial Completion required by, and as set forth in, the Schedule. At Authority's discretion, Authority shall be entitled to deduct such amount from any payment otherwise due Contractor, and in no event shall such deduction constitute a breach of this Agreement by Authority. Any such amount not deducted shall be immediately payable by Contractor to Authority on Authority's written demand. Such payments are: (i) liquidated damages to Authority solely for Contractor's failure to timely complete the Work in accordance with this Agreement; (ii) in addition to any other remedy available to Authority for Contractor's other breach or default(s) under this Agreement; and (iii) not a penalty. Such liquidated damages are not in lieu of Contractor's indemnity obligations set forth separately in this Agreement. This

Section 4.3(d) replaces Section 33(a) of the General Conditions, in its entirety. For the avoidance of doubt, the Parties agree and acknowledge that Section 33(b) and Section 33(c) of the General Conditions remain in full force and effect, and are to be read in conjunction with this Section 4.3(d).

Section 4.4 Remedies Cumulative.

No right, power, or remedy given to Authority by the terms of this Agreement is intended to be exclusive of any other right, power, or remedy; and each and every such right, power, or remedy shall be cumulative and in addition to every other right, power, or remedy given to Authority by the terms of any such instrument, or by any statute or otherwise against Contractor and any other person. Neither the failure nor any delay on the part of Authority to exercise any such rights and remedies shall operate as a waiver thereof, nor shall any single or partial exercise by Authority of any such right or remedy preclude any other or further exercise of such right or remedy, or any other right or remedy.

Section 4.5 Termination for Convenience.

Authority shall have the right to terminate this Agreement for convenience pursuant to Section 34 of the General Conditions.

ARTICLE 5
PARTIES' DISPUTES

Section 5.1 Definition of Claim Governed by Dispute Clause.

"Claim," as used in this clause, means a written demand or written assertion by one of the Parties seeking, as a matter of right, the payment of money in a sum certain, the adjustment or interpretation of terms of this Agreement, or other relief arising under or relating to this Agreement. A claim arising under this Agreement, unlike a claim relating to this Agreement, is a claim that can be resolved under this Agreement that provides for the relief sought by the claimant. A voucher, invoice, or other routine request for payment that is not in dispute when submitted is not a claim. The submission may be converted to a claim by complying with the requirements of this Article 5, if it is disputed either as to liability or amount or is not acted upon in a reasonable time.

Section 5.2 Applicability of Dispute Clause.

Except for disputes arising under applicable labor standards (i.e., Davis-Bacon and related acts), all disputes arising under or relating to this Agreement, including any claims for damages for the alleged breach thereof which are not disposed of by this Agreement, shall be resolved under this Article 5. This Article 5 supplements Section 31 of the General Conditions.

Section 5.3 Written Claims to be Submitted to Contracting Officer.

All claims by Contractor shall be made in writing and submitted to the Contracting Officer for a written decision.

Section 5.4 Notice of Decision or Decision Date.

The Contracting Officer shall, within fifteen (15) calendar days after receipt of the request, decide the claim or notify Contractor of the date by which the decision will be made. In no event shall the Contracting Officer render a decision later than sixty (60) calendar days from the receipt of the request.

Section 5.5 Effect of Contracting Officer's Decision.

The Contracting Officer's decision shall be final unless Contractor submits a demand for arbitration within the applicable statute of limitations, in accordance with Section 5.8 of this Agreement.

Section 5.6 Contractor's Duty to Perform Pending Claim Resolution.

Contractor shall proceed diligently with performance of this Agreement, pending final resolution of any request for relief, claim, appeal, or action arising under or relating to this Agreement, and comply with any decision of the Contracting Officer.

Section 5.7 Identification of Contracting Officer.

For purposes of this Agreement, Authority's Contracting Officer shall be Authority Executive Director or his or her designee (the "Contracting Officer").

Section 5.8 Arbitration of Disputes.

In the event Contractor disputes the Contracting Officer's determination, then the Parties shall submit the dispute to binding arbitration which, unless the Parties mutually agree otherwise, shall be in accordance with the Arbitration Rules and Procedures of JAMS (the "JAMS Rules") currently in effect, unless arbitration is not required pursuant to Section 5.9 of this Agreement, in which event Contractor shall proceed in accordance with Section 31 of the General Conditions. The demand for arbitration shall be filed in writing with Authority and with JAMS. The arbitration panel shall consist of a single arbitrator and the process for the arbitration shall proceed in accordance with the then current JAMS Rules. A demand for arbitration shall be made within thirty (30) calendar days following the Contracting Officer's determination, and in no event shall it be made after the date when institution of legal or equitable proceedings based on such claim would be barred by the applicable statute of limitations.

Section 5.9 Situations when Arbitration Not Applicable.

The foregoing agreement to arbitrate and other agreements to arbitrate with an additional person or entity duly consented to by Parties shall be specifically enforceable under applicable law in any court having jurisdiction thereof. This Agreement to arbitrate shall not apply if: (a) any person or entity whom either Party believes is necessary or beneficial to the full resolution of the claim (including but not limited to Architect) cannot be joined in or bound by the arbitration proceeding; or (b) any person or entity whom either Party believes is necessary as a witness for such a proceeding is not available for such a proceeding; or (c) the amount in controversy exceeds Fifty Thousand and No/100ths Dollars ($50,000.00); or (d) if any change in

the Contract Time or change in the date set forth for Substantial Completion could result from the arbitration.

Section 5.10 Judgment on Final Award.

The arbitrator shall make an award in writing that is consistent with the terms of this Agreement (including but not limited to the terms governing payment of attorneys' fees) and the laws of the state of California, and that includes findings of fact and a reasoned decision. The award rendered by the arbitrator shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

Section 5.11 Notice of Third-Party Claims.

In accordance with Section 9201(b) of the California Public Contract Code, Authority shall provide Contractor timely notification of any third-party claim related to this Agreement (if any).

ARTICLE 6
FEDERAL REQUIREMENTS

Section 6.1 Certain Requirements.

(a) Compliance with Laws. Contractor shall comply with all applicable state and federal laws, rules and regulations, including but not limited to the requirements of the following, as the same may be amended from time to time:

(i) The requirements of Executive Order 11246, as more particularly set forth in Exhibit J;

(ii) The Fair Housing Act, 42 U.S.C. 3601 et seq., and regulations issued thereunder, 24 CFR Part 100; Executive Order 11063 (Equal Opportunity in Housing) and regulations issued thereunder, 24 CFR Part 107; the fair housing poster regulations, 24 CFR Part 110, and the HUD Fair Housing Act Advertising Guidelines;

(iii) Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d, and regulations issued thereunder relating to nondiscrimination in housing, 24 CFR Part 1;

(iv) Age Discrimination Act of 1975, 42 U.S.C. 6101-07, and regulations issued thereunder, 24 CFR Part 146;

(v) Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794, and regulations issued thereunder, 24 CFR Part 8; the Americans with Disabilities Act, 42 U.S.C. 12181-12189, and regulations issued thereunder, 28 CFR Part 36; and

(vi) The Lead-Based Paint Poisoning Prevention Act, as amended (42 U.S.C. 4801-4846.), the Residential Lead-Based Paint Hazard Reduction Act (42 U.S.C. 4851 et seq.), and implementing regulations at 24 C.F.R. Part 35.

(b) No Limitation. Contractor is required to comply with all applicable laws regarding the Work, and the failure to include, or otherwise specify, any applicable law in this Section 6.1, or elsewhere in this Agreement, shall not be construed to waive, limit, or otherwise impair Contractor's obligation to comply with such laws.

Section 6.2 Recordkeeping, Audit & Reporting Requirements

(a) Recordkeeping; Access. Contractor's books and records pertaining to its performance under this Agreement shall be kept in accordance with generally accepted accounting principles, and shall be retained for at least three (3) years after Authority makes final payment to Contractor under this Agreement and all other pending matters are closed. Contractor agrees to grant a right of access to Authority, HUD, any agency providing funds to Authority, the Comptroller General of the United States, and any of their authorized representatives, with respect to any books, documents, papers, or other records pertinent to this Agreement in order to make audits, examinations, excerpts, and transcripts. Authority shall notify Contractor of any records it deems insufficient. Contractor shall have fifteen (15) calendar days after the receipt of such a notice to correct any deficiency in the records specified by Authority in such notice, or if a period longer than fifteen (15) calendar days is reasonably necessary to correct the deficiency, then Contractor shall begin to correct the deficiency within fifteen (15) calendar days and correct the deficiency as soon as reasonably possible.

(b) Contractors. Contractor agrees to include in first-tier subcontracts under this Agreement a clause substantially the same as Section 6.2(a) of this Agreement. The term "subcontract" as used in this clause excludes contracts and purchase orders not exceeding Ten Thousand and No/100ths Dollars ($10,000.00).

(c) Access for Disputed Matters. The period of access and examination under Section 6(a) and Section 6(b) of this Agreement for records relating to: (i) appeals under the Dispute Section of this Agreement; (ii) litigation or settlements of disputes arising from the performance of this Agreement; or (iii) costs and expenses of this Agreement to which Authority, HUD or Comptroller General or any of their duly authorized representatives has taken exception shall continue until disposition of such appeals, litigation, claims, or exceptions.

(d) Audit. Authority, HUD, any agency providing funds to Authority, the Comptroller General of the United States, or any of their duly authorized representatives, shall have the right to perform any audit of Contractor's finances and records related to its performance under this Agreement, including without limitation, the financial arrangement with anyone Contractor may delegate to discharge any part of its obligations under this Agreement.

Section 6.3 Interest of Members of Congress.

No Member of or delegate to the Congress of the United States shall be admitted to any share or part of this Agreement or to any benefit to arise therefrom.

Section 6.4 Interest of Member, Officer, or Employee and Former Member, Officer, or Employee of Authority.

No member, officer, or employee of Authority, no member of the governing body of the locality in which the project is situated, no member of the governing body by which Authority was activated, and no other public official of such locality or localities who exercises any functions or responsibilities with respect to the project, shall, during his or her tenure, or for one (1) year thereafter or such longer time as Authority's Code of Ethics may require, have any interest, direct or indirect, in this Agreement or the proceeds thereof, unless the conflict of interest is waived by Authority and by HUD.

Section 6.5 Lobbying Activities.

Contractor shall comply with 31 USC 1352 which prohibits the use of Federal appropriated funds to pay any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with any of the following covered Federal actions: the awarding of any Federal contract; the making of any Federal grant; the making of any Federal loan; the entering into of any cooperative agreement; or the modification of any Federal contract, loan, or cooperative agreement. Contractor further agrees to comply with the requirement of such legislation to furnish a disclosure (OMB Standard Form LLL) if any funds other than Federal appropriated funds (including profit or fee received under a covered Federal transaction) have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress, in connection with a Federal contract, grant, loan, or cooperative agreement, which payment would be prohibited if made from Federal appropriated funds.

ARTICLE 7
GENERAL PROVISIONS

Section 7.1 Relationship of Parties.

Nothing contained in this Agreement shall be interpreted or understood by any of the Parties, or by any third persons, as creating the relationship of employer and employee, principal and agent, limited or general partnership, or joint venture between Authority and Contractor or its agents, employees or subcontractors, and Contractor shall at all times be deemed an independent contractor and shall be wholly responsible for the manner in which it or its agents, or both, perform the services required of it by the terms of this Agreement. Contractor has and retains the right to exercise full control of employment, direction, compensation, and discharge of all persons assisting in the performance of services under this Agreement. In regard to the performance of the Work, Contractor shall be solely responsible for all matters relating to payment of its employees, including compliance with Social Security, withholding, and all other laws and regulations governing such matters, and shall include requirements in each contract that subcontractors shall be solely responsible for similar matters relating to their employees. Contractor shall be solely responsible for its own acts and those of its agents and employees. Contractor is not authorized to act on behalf of Authority with respect to any matters except those specifically set forth in this Agreement. Authority shall not have any liability or duty to any person, firm, corporation, or governmental body for any act of omission or commission, liability, or obligation of Contractor, whether arising from actions under this Agreement or

otherwise. Authority agrees to exercise all reasonable efforts to enable Contractor to perform the Work in the best way and most expeditious manner by furnishing and approving, in a timely manner, information required by Contractor and making payments to Contractor in accordance with the requirements of the Contract Documents.

Section 7.2 No Claims.

Nothing contained in this Agreement shall create or justify any claim against Authority by any person that Contractor may have employed or with whom Contractor may have contracted relative to the purchase of materials, supplies or equipment, or the furnishing or the performance of any work or services with respect to the performance of the Work, and Contractor shall include similar requirements in any contracts entered into for the performance of the Work.

Section 7.3 Amendments.

No alteration or variation of the terms of this Agreement shall be valid unless made in writing by the Parties.

Section 7.4 Indemnification.

(a) Contractor's Obligation. To the fullest extent permitted by law, Contractor shall indemnify and hold harmless Authority, and its commissioners, Architect, their consultants, and agents and employees or any of them from and against claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the Work, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property, but only to the extent caused by the negligent acts or omissions of Contractor, a Subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss or expense is caused in part by a Party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity which would otherwise exist as to a Party or person described in this Section 7.4.

(b) No Limitation. In claims against any person or entity indemnified under this Section 7.4 by an employee of Contractor, a Subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, the indemnification obligation under this Section 7.4 shall not be limited by a limitation on amount or type of damages, compensation or benefits payable by or for Contractor or a Subcontractor under workers' compensation acts, disability benefit acts or other employee benefit acts.

(c) Survival. The provisions of this Section 7.4 shall survive the termination or expiration of this Agreement.

Section 7.5 Non-Liability of Authority Officials, Employees and Agents.

No member, official, employee or agent of Authority shall be personally liable to Contractor in the event of any default or breach by Authority or for any amount which may

become due to Contractor or its successor or on any obligation under the terms of this Agreement.

Section 7.6 No Third Party Beneficiaries.

There shall be no third party beneficiaries to this Agreement.

Section 7.7 Conflict of Interest.

Contractor covenants that neither it nor any of its directors, officers, partners or employees has any interest, nor shall they acquire any interest, directly or indirectly, which would conflict in any manner or degree with the performance of the services hereunder. Contractor further covenants that in the performance of this Agreement, no person having such interest shall be employed by it.

Section 7.8 Representatives; Authorization.

(a) Representation. To facilitate communication, the Parties to this Agreement shall designate a representative with responsibility for the routine administration of each Party's obligations under this Agreement. The Parties initially appoint the following as representatives:

Authority: Joseph Nagel
Senior Construction Project Manager
Housing Authority of the City of Alameda
701 Atlantic Avenue
Alameda, California 94501
Tele: (510) 747-4340
Email: jnagel@alamedahsg.org

Contractor: Donny Chu Construction, Inc.
1068 44th Ave.
Oakland, Ca., 94601
Tele: 510-536-1068
Email : donny@dcconstructioninc.com
Attn: Donny Chu, President & Owner

(b) Authorization. Except as may be otherwise specifically provided herein, whenever any approval, notice, direction, consent, request, or other action by Authority is required or permitted under this Agreement, such action may be given, made, or taken by Authority's Executive Director and/or his designee, without further action or approval by Authority Board of Commissioners, and any such action shall be in writing. The Executive Director and/or his designee may, in his or her discretion, agree in writing to modification of the dates by which action are to be complete or to waive any terms and conditions of this Agreement. The Executive Director and/or his designee is authorized to execute all ancillary

documents necessary to effectuate the intent of this Agreement, and to negotiate and execute amendments to this Agreement substantially in conformance with the intent of this Agreement.

Section 7.9 Notices, Demands and Communications.

Formal notices, demands, approvals, claims, and communications between the Parties shall be in writing and shall be sufficiently given if and shall not be deemed given unless dispatched by registered or certified mail, postage prepaid, return receipt requested, or delivered by express delivery service, return receipt requested, or delivered personally, to the principal office of the Parties as follows:

Authority: Housing Authority of the City of Alameda
701 Atlantic Avenue
Alameda, California 94501
Attention: Vanessa Cooper, Executive Director

Contractor: Donny Chu Construction, Inc.
1068 44th Ave.
Oakland, Ca., 94601
Attn: Donny Chu, President & Owner

Such written notices, demands and communications may be sent in the same manner to such other addresses as the affected Party may from time to time designate by mail as provided in this Section 7.9. Receipt shall be deemed to have occurred on the date shown on a written receipt as the date of delivery or refusal of delivery (or attempted delivery if undeliverable).

Section 7.10 Applicable Law.

This Agreement shall be governed by California law.

Section 7.11 Parties Bound.

Other than in connection with the portions of the Work to be performed by Subcontractors, Contractor shall not assign or otherwise transfer this Agreement, as a whole, or in any part, without the prior written consent of Authority. Any such attempted assignment or transfer shall be null and void, and shall constitute a default under this Agreement. Except as otherwise limited herein, the provisions of this Agreement shall be binding upon and inure to the benefit of the Parties and their heirs, executors, administrators, legal representatives, successors, and assigns.

Section 7.12 Attorneys' Fees.

If any lawsuit is commenced to enforce any of the terms of this Agreement, the prevailing Party will have the right to recover its reasonable attorneys' fees and costs of suit from the other Party.

Section 7.13 Severability.

If any term of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the provisions shall continue in full force and effect unless the rights and obligations of the Parties have been materially altered or abridged by such invalidation, voiding or unenforceability.

Section 7.14 Waivers.

Any waiver by Authority of any obligation or condition in this Agreement must be in writing. No waiver will be implied from any delay or failure by Authority to take action on any breach or default of Contractor or to pursue any remedy allowed under this Agreement or applicable law. Any extension of time granted to Contractor to perform any obligation under this Agreement shall not operate as a waiver or release from any of its obligations under this Agreement. Consent by Authority to any act or omission by Contractor shall not be construed to be a consent to any other or subsequent act or omission or to waive the requirement for Authority's written consent to future waivers.

Section 7.15 Title of Parts and Sections.

Any titles of the sections or subsections of this Agreement are inserted for convenience of reference only and shall be disregarded in interpreting any part of the provisions of this Agreement.

Section 7.16 Entire Understanding of the Parties.

This Agreement and the attached exhibits constitute the entire understanding and agreement of the Parties with respect to the matters set forth in this Agreement. This Agreement shall not be construed as if it had been prepared by one of the Parties, but rather as if both Parties had prepared it. The Parties have read and reviewed this Agreement and agree that any rule of construction to the effect that ambiguities are to be resolved against the drafting party (including but not limited to Section 1654 of the California Civil Code as may be amended from time to time, or any other state law, or common law principle) shall not apply to the interpretation of this Agreement.

Section 7.17 Builder's Risk Insurance.

Authority shall purchase and maintain a Builder's Risk Insurance policy, and shall include the interests of Authority, Contractor, and Subcontractors. All deductible amounts will be the responsibility of Authority. Notwithstanding any provision of this Agreement to the contrary, including but not limited to Section 33 of the General Conditions, pursuant to Section 7105 of the California Public Contract Code, Contractor shall not assume responsibility for repairing or restoring damages caused by an "act of God" in excess of five percent (5.00%) of the Contract Sum; provided, that the Work damaged was performed by Contractor, or its Subcontractors (as applicable) in accordance with accepted and applicable building standards and this Agreement.

Section 7.18 Contractor Notifications.

(a) Notifications. Contractor shall notify Authority promptly, in writing, of any and all of the following:

(i) Any litigation or claim of any kind affecting or relating to Contractor or its subsidiaries or any Material Subcontractor where the amount claimed is or maybe One Hundred Thousand and No/100ths Dollars ($100,000.00) or more whether covered by insurance or not;

(ii) Any termination of a construction contract to which Contractor is a party;

(iii) Any default or potential default of a Material Subcontractor or material supplier (including without limitation, its inability to maintain its schedule);

(iv) Any material adverse change in Contractor's or any Material Subcontractor's financial condition, any material adverse change in Contractor's or any Material Subcontractor's operations, or any change in the management of Contractor or any Material Subcontractors; or

(v) Any other circumstance, event, or occurrence that results in a material adverse change in Contractor's or any Material Subcontractor's ability to timely perform any of its obligations under any of the Contract Documents.

(b) Material Subcontractor. For the purposes of this Section 7.18(b), "Material Subcontractor" means a Subcontractor performing more than Twenty-Five Thousand and No/100ths Dollars ($25,000.00) of the Work.

Section 7.19 Time.

Time is of the essence in the performance of the Work.

Section 7.20 Conflict Among Contract Documents.

In the event of any conflict between the terms of this Agreement and the other Contract Documents, the terms of this Agreement shall control. In the event of any conflict between the terms of this Agreement and the Exhibits, unless otherwise noted, the terms of this Agreement shall control.

Section 7.21 Multiple Originals; Counterpart.

This Agreement may be executed in multiple originals, each of which is deemed to be an original, and may be signed in counterparts.

[**SIGNATURE PAGE FOLLOWS**]

IN WITNESS WHEREOF, the Parties have duly executed this Agreement by their duly authorized officers and shall become effective as of the Effective Date, it being the intent of the Parties that Authority be the last of the Parties to sign this Agreement.

AUTHORITY:

HOUSING AUTHORITY OF THE CITY OF ALAMEDA,
a public body, corporate and politic

By: _____

Name: _____

Its: _____

CONTRACTOR:

DONNY CHU CONSTRUCTION INC.,
a California Corporation

By: _____

Name: _____

Its: _____

EXHIBIT A

SCOPE OF WORK

[See Attached]

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INDEPENDENCE PLAZA Buildings 703 and 711 Water Damage Repair Scope	
All renovation work below shall be completed to "turn-key/all-inclusive level", ready for resident move-in. This includes but not limited to: finish electrical and plumbing (switch/receptacle covers, angle stop to fixture supply lines, etc.), combo smoke and CO detectors, cabinet hardware and trim, fire sprinkler escutcheons, bathroom towel bars, TP holders and grabrails and associated backing, flooring transitions, etc.	
BUILDING 703	
UNIT #	**SCOPE OF WORK**
Unit 105	Install new baseboard
Unit 106	Install new baseboard
Unit 108	Install new baseboard
Corridor	Install new flooring and wall baseboard
BUILDING 711	
UNIT #	**SCOPE OF WORK**
Unit 156	**KITCHEN**
	Install 3'x18'- 5/8" Type X Drywall (wall)
	Install new base and upper cabinets
	Install new flooring and base
	Install new ceiling lighting
	Install new appliances
	LIVING ROOM
	Install 6'x8' (ceiling)-5/8" Type X w/ RC Channel
	Install 48 SF of R-30 insulation
	Install new flooring and base
	HALL
	Install new flooring and base
	BATH
	Install 210 SF Total - 5/8" Type X Drywall (2 layer firewall)
	Install new walk-in shower, surround with seat and grab bars, and finish plumbing fixtures.
	Install new vanity, light bar, countertop, sink, faucet, full vanity mirror, medicine cabinet, and grab bars and required backing.
	Install new toilet
	Install new flooring and base
	BEDROOM
	N/A
Unit 157	**KITCHEN**
	Install 96 SF drywall (ceiling)- 5/8" Type X w/ RC Channel
	Install 96 SF R-30 Insulation
	Install 144 SF drywall (wall)- 5/8" Type X
	Install new base and upper cabinets
	Install new flooring and base
	Install new ceiling lighting
	Install new appliances

	LIVING ROOM
	Install 18"X24' drywall (wall)- 5/8" Type X
	Install new flooring and base
	HALL
	Install 18"X11' drywall (wall)- 5/8" Type X
	Install new flooring and base
	Install new by-pass closet doors with tracks, shelf and pole
	BATH
	Install 18"X10' drywall (wall)- 5/8" Type X
	Install new walk-in shower, surround with seat and grab bars, and finish plumbing fixtures.
	Install new vanity, light bar, countertop, sink, faucet, full vanity mirror, medicine cabinet, and grab bars and required backing.
	Install new toilet
	Install new flooring and base
	BEDROOM
	Install new flooring and base
Unit 158	**KITCHEN**
	Install 63 SF drywall (ceiling)- 5/8" Type X w/ RC Channel
	Install 63 SF R-30 Insulation
	Install 18"X64' drywall (wall)- 5/8" Type X
	Install new base and upper cabinets
	Install new flooring and base
	Install new ceiling lighting
	Install new appliances
	LIVING ROOM
	Install 18"X24' drywall (wall)- 5/8" Type X
	Install new flooring and base
	HALL
	Install 25 SF drywall (ceiling)- 5/8" Type X w/ RC Channel
	Install 25 SF R-30 Insulation
	Install 18"X4' drywall (wall)- 5/8" Type X
	Install new flooring and base
	BATH
	Install 18"X4' drywall (wall)- 5/8" Type X
	Install new walk-in shower, surround with seat and grab bars, and finish plumbing fixtures.
	Install new vanity, light bar, countertop, sink, faucet, full vanity mirror, medicine cabinet, and grab bars and required backing.
	Install new toilet
	Install new flooring and base
	BEDROOM
	Install 18"X40' drywall (wall)- 5/8" Type X
	Install new flooring and base
Unit 159	**KITCHEN**
	Install 108 SF drywall (ceiling)- 5/8" Type X w/ RC Channel
	Install 108 SF R-30 Insulation

	Install 18"X27' drywall (wall)- 5/8" Type X
	Install new base and upper cabinets
	Install new flooring and base
	Install new ceiling lighting
	Install new appliances
	LIVING ROOM
	Install 96 SF drywall (ceiling)- 5/8" Type X w/ RC Channel
	Install 96 SF R-30 Insulation
	Install new flooring and base
	HALL
	Install 72 SF drywall (ceiling)- 5/8" Type X w/ RC Channel
	Install 72 SF R-30 Insulation
	Install 18"X136' drywall (wall)- 5/8" Type X
	Install new by-pass closet doors with tracks, shelf and pole
	Install new flooring and base
	BATH
	Frame in drop ceiling for existing mechanical at 7"0"
	Install 50 SF drywall (ceiling)- 5/8" Type X w/ RC Channel
	Install 50 SF R-30 Insulation
	Install 18"X136' drywall (wall)- 5/8" Type X
	Install new walk-in shower, surround with seat and grab bars, and finish plumbing fixtures.
	Install new vanity, light bar, countertop, sink, faucet, full vanity mirror, medicine cabinet, and grab bars and required backing.
	Install new toilet
	Install new flooring and base
	BEDROOM
	Install 120 SF drywall (ceiling)- 5/8" Type X w/ RC Channel
	Install 120 SF R-30 Insulation
	Install 60 SF drywall (wall)- 5/8" Type X
	Install new by-pass closet doors with tracks, shelf and pole
	Install new flooring and base-
Unit 160	**KITCHEN**
	Install 18"X27' drywall (wall)- 5/8" Type X
	Install new base and upper cabinets
	Install new flooring and base
	Install new ceiling lighting
	Install new appliances
	LIVING ROOM
	Install 18"X24' drywall (wall)- 5/8" Type X
	Install new flooring and base
	HALL
	Install new flooring and base
	BATH
	Install new walk-in shower, surround with seat and grab bars, and finish plumbing fixtures.
	Install new vanity, light bar, countertop, sink, faucet, full vanity mirror and medicine cabinet

	Install new toilet
	Install new flooring and base
	BEDROOM
	Install new flooring and base
Unit 161	**KITCHEN**
	Install new base and upper cabinets
	Install new flooring and base
	Install new ceiling lighting
	Install new appliances
	LIVING ROOM
	Install new flooring and base
	HALL
	Install new flooring and base
	BATH
	Install new walk-in shower, surround with seat and grab bars, and finish plumbing fixtures.
	Install new vanity, light bar, countertop, sink, faucet, full vanity mirror, medicine cabinet, and grab bars and required backing.
	Install new toilet
	Install new flooring and base
	BEDROOM
	Install new flooring and base
Unit 256	**KITCHEN**
	Install 18"X27' drywall (wall)- 5/8" Type X
	Install new base and upper cabinets
	Install new flooring and base
	Install new ceiling lighting
	Install new appliances
	LIVING ROOM
	Install 18"X50' total drywall (wall)- 5/8" Type X (2 layers fire and finish)
	Install new flooring and base-
	HALL
	Install 18"X50' total drywall (wall)- 5/8" Type X (2 layers fire and finish)
	Install new flooring and base
	BATH
	Install 18"X50' total drywall (wall)- 5/8" Type X (2 layers fire and finish)
	Install new vanity, light bar, countertop, sink, faucet, full vanity mirror, medicine cabinet, and grab bars and required backing.
	Install new toilet
	Install new flooring and base
	BEDROOM
	Install 18"X70' total drywall (wall)- 5/8" Type X
	Install new flooring and base
Unit 257	**KITCHEN**
	Install 18"X37' drywall (wall)- 5/8" Type X
	Install new base and upper cabinets

	Install new flooring and base
	Install new ceiling lighting
	Install new appliances
	LIVING ROOM
	Install new flooring and base
	HALL
	Install new vanity, light bar, countertop, sink, faucet, full vanity mirror, medicine cabinet, and grab bars and required backing.
	Install new flooring and base-
	BATH
	N/A
	BEDROOM
	Install new flooring and base-
Unit 258	**KITCHEN**
	Install new base and upper cabinets
	Install new flooring and base
	Install new ceiling lighting
	Install new appliances
	LIVING ROOM
	Install new flooring and base
	HALL
	Install 18"X30' drywall (wall)- 5/8" Type X
	Install new flooring and base
	BATH
	Install new vanity, light bar, countertop, sink, faucet, full vanity mirror, medicine cabinet, and grab bars and required backing.
	Install new toilet
	Install new flooring and base
	BEDROOM
	Install new flooring and base
Unit 259	**KITCHEN**
	Install 18"X27' drywall (wall)- 5/8" Type X
	Install new base and upper cabinets
	Install new flooring and base
	Install new ceiling lighting
	Install new appliances
	LIVING ROOM
	Install 18"X36' drywall (wall)- 5/8" Type X
	Install new flooring and base
	HALL
	Install 18"X16' drywall (wall)- 5/8" Type X
	Install new flooring and base
	BATH
	Install 18"X26' drywall (wall)- 5/8" Type X

	Install new vanity, light bar, countertop, sink, faucet, full vanity mirror, medicine cabinet, and grab bars and required backing.
	Install new toilet
	Install new flooring and base
	BEDROOM
	Install 108 SF drywall (ceiling)- 5/8" Type X w/ RC Channel
	Install 108 SF R-30 Insulation
	Install 118 SF drywall (wall)- 5/8" Type X
	Install new by-pass closet doors with tracks, shelf and pole
	Install new flooring and base
Unit 260	**KITCHEN**
	Install new base and upper cabinets
	Install new flooring and base
	Install new ceiling lighting
	Install new appliances
	LIVING ROOM
	Install 18" X 16' drywall (wall)- 5/8" Type X
	Install new flooring and base
	HALL
	Install new flooring and base
	BATH
	Install new vanity, light bar, countertop, sink, faucet, full vanity mirror, medicine cabinet, and grab bars and required backing.
	Install new toilet
	Install new flooring and base
	BEDROOM
	Install new flooring and base
Unit 261	**KITCHEN**
	Install new base and upper cabinets
	Install new flooring and base
	Install new ceiling lighting
	Install new appliances
	LIVING ROOM
	Install new flooring and base
	HALL
	Install new flooring and base
	BATH
	Install new vanity, light bar, countertop, sink, faucet, full vanity mirror, medicine cabinet, and grab bars and required backing.
	Install new toilet
	Install new flooring and base
	BEDROOM
	Install new flooring and base
1st floor Corridor	Install 45 SF drywall (ceiling)- 5/8" Type X w/ RC Channel
	Install 18" X 170' drywall (wall)- 5/8" Type X

	Install new flooring and base
2nd Floor Corridor	Install 18" X 170' drywall (wall)- 5/8" Type X
	Install new flooring and base
1st Floor Stair	Install 45 SF drywall (ceiling)- 5/8" Type X w/ RC Channel
	Install 18" X 170' drywall (wall)- 5/8" Type X
	Install new flooring and base- Roppe
2nd Floor Stair	Install 18" X 170' drywall (wall)- 5/8" Type X
Trash Room Entry	Install new flooring and base

EXHIBIT B

LIST OF SUBCONTRACTORS

[See Attached]

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SUBCONTRACTORS:

1) Upscale Floors LLC

2078 Sundberg Ave.
San Leandro, Ca.
CA. LIC. #1155658
Lan M. Lam

2) Trinity Builder Solution Inc.

4960 Salida Blvd.
Salida, Ca.
CA. LIC #1097562
Scott Monday

3) White Colors Painting

3107 13th Ave.
Oakland, Ca.
CA. LIC. #1112210
Albino Guzman

NOTHING FOLLOWS

EXHIBIT C

CONTRACTOR SCHEDULE OF VALUES, QUALIFICATIONS AND EXCLUSIONS

[See Attached]

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BID FORM - WATER DAMAGE REPAIRS AT 703 AND 711 ATLANTIC AVE.			
ITEM #	DESCRIPTION OF WORK	COST	
	BUILDING 703		
Corridor	Supply and Install flooring and baseboard	$	10,363.34
Unit # 105	Supply and Install new cove base	$	958.76
Unit # 106	Supply and Install new cove base	$	958.76
Unit # 108	Supply and Install new cove base	$	958.76
	BUILDING 711		
	Unit # 156		
Unit #156	Insulation	$	401.20
	Drywall, tape, and texture	$	2,750.36
	Paint	$	5,466.56
	Walk in shower	$	10,152.06
	Cabinets and Countertops	$	20,044.57
	Sinks, faucets, and toilets	$	4,736.93
	New flooring and base	$	8,380.50
	Finish electrical	$	962.37
	Appliances	$	3,262.29
	Unit # 157		
Unit #157	Insulation	$	757.14
	Drywall, tape, and texture	$	3,940.77
	Paint	$	5,466.56
	Walk in shower	$	10,152.06
	Cabinets and Countertops	$	19,808.69
	Sinks, faucets, and toilets	$	4,976.69
	New flooring and base	$	8,624.70
	Finish electrical	$	962.37
	Appliances	$	3,262.29
	Closet Doors (1-pair)	$	1,266.51
	Unit # 158		
Unit #158	Insulation	$	410.05
	Drywall, tape, and texture	$	4,260.05
	Paint	$	5,750.36
	Walk in shower	$	10,152.06
	Cabinets and Countertops	$	19,808.69
	Sinks, faucets, and toilets	$	4,976.69
	New flooring and base	$	13,583.63
	Finish electrical	$	962.37
	Appliances	$	3,262.29
	Unit # 159		
Unit #159	Insulation	$	2,123.81
	Drywall, tape, and texture	$	17,609.56
	Paint	$	5,608.46
	Walk in shower	$	10,152.06
	Cabinets and Countertops	$	19,808.69
	Sinks, faucets, and toilets	$	4,976.69
	New flooring and base	$	12,229.43
	Finish electrical	$	962.37
	Appliances	$	3,262.29
	Closet Doors (1-pair)	$	1,266.51
	Unit # 160		
Unit #160	Insulation	$	-
	Drywall, tape, and texture	$	945.44
	Paint	$	7,827.88
	Walk in shower	$	10,152.06
	Cabinets and Countertops	$	19,808.69
	Sinks, faucets, and toilets	$	4,976.69
	New flooring and base	$	14,399.12
	Finish electrical	$	962.37
	Appliances	$	3,262.29
	Unit # 161		
Unit #161	Insulation	$	-
	Drywall, tape, and texture	$	-
	Paint	$	5,759.38
	Walk in shower	$	10,152.06
	Cabinets and Countertops	$	19,808.69
	Sinks, faucets, and toilets	$	4,976.69
	New flooring and base	$	10,444.55
	Finish electrical	$	962.37
	Appliances	$	3,262.29
	Unit # 256		
	Insulation	$	-
	Drywall, tape, and texture	$	6,749.89
	Paint	$	5,759.38
	Walk in shower	$	-

Unit #256	Cabinets and Countertops	$	19,808.69
	Sinks, faucets, and toilets	$	5,626.69
	New flooring and base	$	10,810.85
	Finish electrical	$	962.37
	Appliances	$	3,262.29
	Unit # 257		
Unit #257	Insulation	$	-
	Drywall, tape, and texture	$	685.91
	Paint	$	5,759.38
	Walk in shower	$	-
	Cabinets and Countertops	$	16,913.81
	Sinks, faucets, and toilets	$	4,641.56
	New flooring and base	$	10,444.55
	Finish electrical	$	391.83
	Appliances	$	3,262.29
	Unit # 258		
Unit #258	Insulation	$	-
	Drywall, tape, and texture	$	556.14
	Paint	$	5,584.81
	Walk in shower	$	-
	Cabinets and Countertops	$	19,808.69
	Sinks, faucets, and toilets	$	5,626.69
	New flooring and base	$	12,165.05
	Finish electrical	$	962.37
	Appliances	$	3,262.29
	Unit # 259		
Unit #259	Insulation	$	514.29
	Drywall, tape, and texture	$	5,174.31
	Paint	$	5,910.30
	Walk in shower	$	-
	Cabinets and Countertops	$	19,808.69
	Sinks, faucets, and toilets	$	5,626.69
	New flooring and base	$	10,854.05
	Finish electrical	$	962.37
	Appliances	$	3,262.29
	Closet Doors (1-pair)	$	1,266.51
	Unit # 260		
Unit #260	Insulation	$	-
	Drywall, tape, and texture	$	296.61
	Paint	$	7,827.88
	Walk in shower	$	-
	Cabinets and Countertops	$	20,044.57
	Sinks, faucets, and toilets	$	5,626.69
	New flooring and base	$	14,259.30
	Finish electrical	$	962.37
	Appliances	$	3,262.29
	Unit # 261		
Unit #261	Insulation	$	-
	Drywall, tape, and texture	$	278.07
	Paint	$	5,910.30
	Walk in shower	$	-
	Cabinets and Countertops	$	20,044.57
	Sinks, faucets, and toilets	$	5,626.69
	New flooring and base	$	10,854.05
	Finish electrical	$	962.37
	Appliances	$	3,262.29
	1st Floor Corridor		
1st Floor Corridor	Insulation, drywall, tape, and texture	$	4,759.77
	Paint	$	7,565.21
	New flooring and base	$	9,082.69
	2nd Floor Corridor		
2nd Floor Corridor	Insulation, drywall, tape, and texture	$	3,957.87
	Paint	$	7,565.21
	New flooring and base	$	9,082.69
	Stairwell		
Stairwell	Insulation, drywall, tape, and texture	$	9,622.66
	Paint	$	7,398.15
	New flooring and base	$	8,359.85
	Total-	$	750,526.89

General Conditions	$	37,625.00
Contractor Fees	$	89,971.68
Insurance	$	7,881.52
Local Tax		0
Bond Fees	$	17,720.10
Total Construction-		903,725.18

REQUIRED: Owner's Discretionary Contingency for unforeseen conditions at 15% (unit and labor co	135,558.78
TOTAL BID	1,039,283.96

Please provide additional unit costs for the following line items in the event that additional work	SF/LF Cost	
Drywall, tape, and texture (SF)	$	11.59
Paint (SF)	$	4.26
Bedroom Carpet (SF)	$	10.45
Bathroom Flooring (SF) LVP	$	32.50
Unit Flooring (SF) LVP	$	32.50

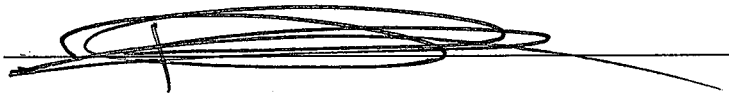
Hourly rate for each applicable trade		
Trade	Hourly Rate	Overtime Rate
Insulation Installer	135	202.5
Drywall Installer	135	202.5
Drywall Finisher	135	202.5
Painter	125	187.5
Plumber	185	277.5
Rough Carpenter	165	247.5
Finish Carpenter	165	247.5
Flooring-Carpet Installer	165	247.5
Flooring-LVP Installer	165	247.5
GC Foreman	105	157.5
GC Superintendant	125	187.5
GC Project Manager	145	217.5

FIRM: DC CONSTRUCTION, INC.

NAME: Donny Chu

TITLE: President / Owner

DATE: 8/5/2026

SIGNATURE: 

PROFILE OF PROPOSER Attachments for (4) and (5) (Prime Contractor)

(4) Firm Background:

- 4(a) Established: September 1986, Incorporated: May 2001, State of California (C-Corp)
- 4(b) N/A, dba D C Construction
- 4(c) N/A
- Licenses Held: CSLB #498901: B, C-10, C-36
- Certificates Held: **MBE (WRMSDC/NMSDC),** SLEB (County of Alameda), SLBE

(5) Brief Professional Resumes

Donny Chu President & Owner **Licenses** Class B (General) Class C10 (Electrical) Class C36 (Plumbing)	Bringing over 42 years of experience in the construction industry, Donny has been licensed since 1986 as a general builder, electrical, and plumbing contractor, and has worked on various commercial, residential, and governmental projects. Donny's expertise extends to completing multi-tenant commercial projects, overseeing multi-million dollar historical commercial rehabilitations, large-scale renovation projects, and to designing and constructing custom kitchens and bathrooms. Over the course of his career, Donny Chu has been able to accumulate a wealth of experience in a wide variety of services. Prioritizing being a resource to fellow industry colleagues, Donny has overseen projects spanning from tree planting for the City of Oakland, installing bike racks city-wide, working on parks, to providing smaller services at facilities such as gate/security or water fountain maintenance.
Clara Ortega Chief Estimator **Education** ASU B.S. (Construction Engineering) **LEED Certified**	With over 20 years in the commercial and residential construction industry, Clara has extensive experience in estimating, budgeting, scheduling, and interfacing with Owners, architects, engineering, and subcontractors. Notable Experience: • DC Construction, Chief Estimator (2023-Present) • Mercado Design Build Studio, Project Manager (2021-2022) • OGC Construction, Project Manager (2015-2020) • BMP Solutions, Project Manager (2010-2014)
Mike Hassett Sr. Project Manager **Education** Troy HS **Licenses** Class B (General)	Mike Hassett brings decades of experience in general contracting to DC Construction's team. After spending over a decade on the field as a superintendent, Mike has developed a wealth of perspective when it comes to understanding a job and its needs. With his deep insight, Mike is able to lead DC Construction's projects with a unique attention to detail and a sharp look-ahead approach. Notable Experience: • DC Construction, Sr. Project Manager (2026-Present) • General Contractor (Sole Practice), General Contractor (2023-2026) • Mark Scott Construction, Project Manager (2022-2023) • Brooks Street, Superintendent (2011-2022), Signature Properties, Superintendent (2005-2010), Olson Company, Super (2004-2005), Pacific Bay Homes, Super (1997-2004)
Wilvert Giron Superintendent **Education** Chabot College AA Castlemont HS **Certificates** Solar Panel Installer OSHA	Wilvert is a dedicated and skilled supervisor with extensive experience in plumbing and general construction. With a proven ability to manage teams, enhance customer service, and oversee complex projects, Wilvert is able to manage DC Construction's multiple jobsites in a breeze. Notable Experience: • DC Construction, Superintendent (2025-Present) • Fito Plumbers, Plumber (2020) • Hawaii Energy Smart, Installation Foreman (2012-2018) • Brian Maher Remodeling, Remodeling Specialist (2008-2012)

EXHIBIT D

LIST OF PLANS

[See Attached]

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GENERAL NOTES:

1. ALL CONSTRUCTION SHALL CONFORM TO THE PROJECT SPECIFICATIONS FOR THIS PROJECT AND ALL APPLICABLE CITY OF ALAMEDA STANDARD SPECIFICATIONS AND DETAILS.
2. THE CONTRACTOR SHALL BE SOLELY RESPONSIBLE FOR WORKING CONDITIONS ON THE JOB SITE AND THE SAFETY OF ALL PERSONS AND PROPERTY AT ALL TIMES. THE CONTRACTOR SHALL PROVIDE ADEQUATE BARRICADES, TRAFFIC CONTROLS, SHORING AND GUYS IN ACCORDANCE WITH ALL NATIONAL AND STATE SPECIFICATIONS, AND LOCAL SAFETY ORDINANCES.
3. WASTEWATER GENERATED DURING CONSTRUCTION SHALL NOT BE DISCHARGED TO THE STORM DRAIN SYSTEM OR EXISTING WATERWAYS. THIS INCLUDES WASTE FROM PAINTING, SAWCUTTING, CONCRETE WORK, ETC. THE CONTRACTOR SHALL MAKE ARRANGEMENTS TO ELIMINATE DISCHARGES TO THE STORM DRAIN SYSTEM/WATERWAYS AND PROVIDE AN AREA FOR ON-SITE WASHING ACTIVITIES DURING CONSTRUCTION.
4. THE CONTRACTOR AND ALL SUBCONTRACTORS SHALL OBTAIN A BUSINESS LICENSE FROM THE CITY OF ALAMEDA PRIOR TO BEGINNING ANY CONSTRUCTION.
5. IN THE EVENT OF ANY CONFLICT OF INFORMATION SHOWN IN THESE PLANS, OR ANY CONFLICT BETWEEN THESE PLANS AND THE INTENT OF CONSISTENT AND FUNCTIONAL FACILITIES, OR SHOULD THERE BE ANY AMBIGUITIES, THE CONTRACTOR SHALL NOTIFY THE ENGINEER IN WRITING PRIOR TO CONTINUANCE OF WORK. IF CONTRACTOR PROCEEDS PRIOR TO CITY WRITTEN RESPONSE TO NOTIFICATION THE CONTRACTOR SHALL BEAR FULL COST AND RESPONSIBILITY FOR WORK AFFECTED BY SUCH CONFLICTS AND AMBIGUITIES PERFORMED BY THE CONTRACTOR.
6. CONTRACTOR SHALL EXERCISE ALL NECESSARY CAUTION TO AVOID DAMAGE TO ANY EXISTING PUBLIC OR PRIVATE FACILITIES WHICH ARE TO REMAIN IN PLACE. CONTRACTOR SHALL BEAR FULL RESPONSIBILITY FOR ANY DAMAGES.
7. EXISTING UTILITY LINES ARE SHOWN FOR INFORMATION ONLY AND NO WARRANTY IS GIVEN TO THE ACCURACY OF EXISTING UTILITY INFORMATION AS BASED UPON INFORMATION PROVIDED BY THE UTILITY OWNERS. SERVICE CONNECTIONS (WATER, SEWER, ELECTRICAL, GAS, TELEPHONE, TELEVISION, STORM DRAIN) TO HOUSES AND BUSINESSES ARE NOT SHOWN. CONTRACTOR IS RESPONSIBLE FOR THE VERIFICATIONS OF ALL EXISTING UTILITIES IN THE FIELD AND SHALL CONDUCT NECESSARY POTHOLE OPERATIONS TO IDENTIFY UNDERGROUND UTILITIES IN ADVANCE OF TRENCHING, EXERCISING ALL NECESSARY CAUTION TO AVOID DAMAGE TO ANY EXISTING UTILITY LINE OR FACILITIES THAT ARE TO REMAIN IN PLACE, WHETHER OR NOT SUCH LINES OR FACILITIES ARE SHOWN ON THESE PLANS, AND SHALL BEAR FULL RESPONSIBILITY FOR ANY DAMAGES.
8. CONTRACTOR SHALL BE RESPONSIBLE FOR PROTECTING THE AREAS OF WORK FROM THE WEATHER DURING CONSTRUCTION. IF CONTRACTOR IS NOT ABLE TO BEGIN CONSTRUCTION DUE TO WEATHER CONDITIONS, CONTRACTOR SHALL PROVIDE TEMPORARY MEASURES TO WEATHERPROOF AREAS OF ROOFS WHICH ARE LEAKING UNTIL CONSTRUCTION IS POSSIBLE.
9. CONTRACTOR IS REQUIRED TO PROVIDE FIRE MONITORING OF THE WORKSPACE AND ANY ADJACENT AREAS THAT ARE AFFECTED WHEN FIRE SUPPRESSION SYSTEM IS DEACTIVATED DURING CONSTRUCTION AT NO ADDITIONAL COST TO THE CITY.

PROJECT DATA

PROJECT ADDRESS:	711 ATLANTIC AVE. ALAMEDA, CA 94501
JURISDICTION:	CITY OF ALAMEDA
ACCESSORY PARCEL NO.	74-906-57
OCCUPANCY (BUILDING #4):	R-1 (APARTMENTS)
ZONING:	R-5-PD
YEAR BUILT:	1989
(E) BUILDING AREA:	**BUILDING #4**: 36,558 SQ. FT. APPROX. 4,625 SQ. FT. - SCOPE OF WORK @ FIRST FLOOR * APPROX. 4,491 SQ. FT. - SCOPE OF WORK @ SECOND FLOOR *
CONSTRUCTION TYPE:	TYPE V 1-HR.
LOT AREA:	217,800 SQ. FT.

CODES IN EFFECT:
- 2025 California Building Code (CBC)
- 2025 California Electrical Code (CEC)
- 2025 California Mechanical Code (CMC)
- 2025 California Plumbing Code (CPC)
- 2025 California Fire Code (CFC)
- 2025 California Energy Code (CEnC)
- 2025 California Green Building Code (CGBC)
- City of Alameda Municipal Code

* THE PROJECT SCOPE DOES NOT MODIFY THE BUILDINGS FOOTPRINT/ SQUARE FOOTAGE.

SCOPE OF WORK

THIS PROJECT INVOLVES THE REPAIR AND RECONSTRUCTION OF 12 RESIDENTIAL UNITS AND ASSOCIATED COMMON AREAS, INCLUDING CORRIDORS AND STAIRWELLS, LOCATED ON THE FIRST AND SECOND FLOORS OF THE SENIOR APARTMENT BUILDING (BUILDING 4 / 711) AT 711 ATLANTIC AVENUE, ALAMEDA, CA.

THE SCOPE OF WORK IS LIMITED TO AREAS AFFECTED BY THE RECENT FIRE AND SUBSEQUENT SPRINKLER WATER DAMAGE. THE BUILDING WILL REMAIN OCCUPIED DURING CONSTRUCTION; HOWEVER, THE 12 RESIDENTIAL UNITS INCLUDED IN THIS SCOPE ARE CURRENTLY VACANT.

REPAIRS WITHIN THE RESIDENTIAL UNITS WILL PRIMARILY CONSIST OF THE REPLACEMENT AND RESTORATION OF DAMAGED INTERIOR FINISHES. ALL FLOORING AND KITCHEN CABINETS WITHIN THE 12 AFFECTED UNITS WILL BE REPLACED. REPLACEMENT OF OTHER INTERIOR FINISHES WILL VARY BY UNIT AND WILL BE LIMITED TO AREAS DAMAGED OR REMOVED AS PART OF THE FIRE AND WATER-DAMAGE REMEDIATION WORK.

ELECTRICAL WORK WILL GENERALLY BE LIMITED TO THE REPLACEMENT OF EXISTING RECEPTACLES AND LIGHTING FIXTURES IN THEIR EXISTING LOCATIONS. EXISTING ELECTRICAL HEATERS ARE TO REMAIN AND ARE NOT INCLUDED FOR REPLACEMENT.

WORK WITHIN THE COMMON CORRIDORS AND STAIRWELLS WILL BE LIMITED TO THE REPAIR AND REPLACEMENT OF FLOOR AND WALL FINISHES AND OTHER COMPONENTS AFFECTED BY THE FIRE, SPRINKLER WATER DAMAGE, AND ASSOCIATED REMEDIATION WORK.

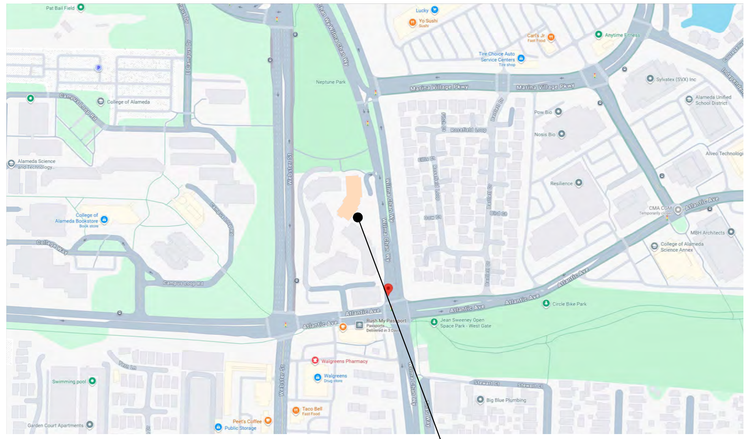
DEFERRED SUBMITTAL

THE FOLLOWING DEFERRED DESIGN / BUILD SUBMITTALS ARE THE RESPONSIBILITY OF THE CONTRACTOR:

- DESIGN, ENGINEERING, PERMITTING AND INSTALLATION OF MODIFICATIONS AND EXTENSIONS TO THE EXISTING AUTOMATIC FIRE SPRINKLER SYSTEM, INCLUDING COVERAGE AFFECTED BY THE REMODELED AREAS, SHALL BE PROVIDED UNDER A DEFERRED SUBMITTAL IN ACCORDANCE WITH NFPA 13 AND APPLICABLE CITY REQUIREMENTS.
- DESIGN, ENGINEERING, PERMITTING, AND INSTALLATION OF MODIFICATIONS AND EXTENSIONS TO THE EXISTING FIRE ALARM SYSTEM, AS REQUIRED FOR THE REMODELED AREAS, SHALL BE PROVIDED UNDER A DEFERRED SUBMITTAL.

Housing Authority — of the — City of Alameda

INDEPENDENCE PLAZA
SENIOR RESIDENTIAL UNITS
FIRE AND WATER DAMAGE REPAIRS
711 ATLANTIC AVENUE, ALAMEDA CA 94501



VICINITY MAP
NOT TO SCALE

DRAWING INDEX

GENERAL

T1.0	COVER SHEET
A2.0	SPECIFICATIONS
A2.1	CAL GREEN RESIDENTIAL CHECKLIST
A2.2	CAL GREEN RESIDENTIAL CHECKLIST
A3.0	OVERALL SITE PLAN

ARCHITECTURAL

A3.1	FIRST FLOOR PLAN
A3.2	SECOND FLOOR PLAN
A4.1	ENLARGED FIRST FLOOR - DEMOLITION PLAN
A4.2	ENLARGED SECOND FLOOR - DEMOLITION PLAN
A5.1	ENLARGED FIRST FLOOR - REMODEL PLAN
A5.2	ENLARGED SECOND FLOOR - REMODEL PLAN
A6.1	ENLARGED FIRST FLOOR - REFLECTED CEILING PLAN
A6.2	ENLARGED SECOND FLOOR - REFLECTED CEILING PLAN
A7.1	FIRST FLOOR - REMODEL UNIT PLANS
A7.2	FIRST FLOOR - REMODEL UNIT PLANS

ARCHITECTURAL CONT.

A7.3	SECOND FLOOR - REMODEL UNIT PLANS
A7.4	SECOND FLOOR - REMODEL UNIT PLANS
A8.1	FINISH SCHEDULE
A11.1	ENLARGED KITCHEN PLAN A - E AND INTERIOR ELEVATIONS
A11.2	ENLARGED KITCHEN PLAN C AND INTERIOR ELEVATIONS
A11.3	ENLARGED KITCHEN PLAN C-A AND INTERIOR ELEVATIONS
A11.4	INTERIOR ELEVATIONS
D.1	DETAILS

PLANS AND SPECIFICATIONS:

PREPARED UNDER THE DIRECTION OF:

DATE: 09-02-2025

STEVEN D. WYNN, AIA
ARCHITECT, LICENSE NO. C27226

APPROVED BY CITY OF ALAMEDA HOUSING AUTHORITY

JOSEPH NAGEL
SENIOR CONSTRUCTION PROJECT MANAGER
HOUSING AUTHORITY OF THE CITY OF ALAMEDA

PROJECT ROSTER

OWNER
THE HOUSING AUTHORITY OF THE CITY OF ALAMEDA
Senior Construction Project Manager
701 Atlantic Avenue
Alameda, CA 94501
(510) 747-4340
email: jnagel@alamedahsg.org
Contact Person: Joseph Nagel

ARCHITECT
Barry & Wynn Architects, Inc.
379 Hartz Avenue
Danville, CA 94526
(925) 837-1422
email: stevew@barryandwynn.com
rods@barryandwynn.com
Contact Person: Steve Wynn, Rod Sepulveda

GENERAL CONDITIONS:

THE CLIENT STANDARD CONTRACT IS USED ON THIS PROJECT.
ANY VARIANCE OR DEVIATIONS REQUESTED BY THE CONTRACTOR TO THESE GENERAL CONDITIONS SHALL BE DISCUSSED, PRIOR TO BID AND CONTRACT ACCEPTANCE, WITH THE OWNER.

ADDITIONAL INFORMATION IS AS LISTED BELOW:

SUBMITTALS:

PROVIDE SUBMITTALS OF EACH PRODUCT AND SYSTEM REQUIRED ON THE PROJECT TO THE ARCHITECT AND OWNER FOR REVIEW AND COMMENT.

- PRODUCT CERTIFICATES: PREPARE WRITTEN STATEMENTS ON MANUFACTURER'S LETTERHEAD CERTIFYING THAT PRODUCT COMPLIES WITH REQUIREMENTS.
- MATERIAL CERTIFICATES: PREPARE WRITTEN STATEMENTS ON MANUFACTURER'S LETTERHEAD CERTIFYING THAT MATERIAL COMPLIES WITH REQUIREMENTS.
- RESEARCH / EVALUATION REPORTS: PREPARE WRITTEN EVIDENCE FROM A MODEL CODE ORGANIZATION ACCEPTABLE TO AUTHORITIES HAVING JURISDICTION. THAT PRODUCT COMPLIES WITH BUILDING CODE IN EFFECT FOR PROJECT.
- MAINTENANCE DATA: PREPARE WRITTEN AND GRAPHIC INSTRUCTIONS AND PROCEDURES FOR OPERATION AND NORMAL MAINTENANCE OF PRODUCTS AND EQUIPMENT.
- DESIGN DATA: PREPARE WRITTEN AND GRAPHIC INFORMATION, INCLUDING, BUT NOT LIMITED TO, PERFORMANCE AND DESIGN CRITERIA, LIST OF APPLICATION CODES AND REGULATIONS, AND CALCULATIONS. INCLUDE LIST OF ASSUMPTIONS AND OTHER PERFORMANCE AND DESIGN CRITERIA AND A SUMMARY OF LOADS. INCLUDE LOAD DIAGRAMS IF APPLICABLE. PROVIDE NAME AND VERSION OF SOFTWARE, IF ANY, USED FOR CALCULATIONS. INCLUDE PAGE NUMBERS.
- MANUFACTURER'S INSTRUCTIONS: PREPARE WRITTEN OR PUBLISHED INFORMATION THAT DOCUMENTS MANUFACTURE'S RECOMMENDATIONS, GUIDELINES, AND PROCEDURES FOR INSTALLING OR OPERATING A PRODUCT OR EQUIPMENT. INCLUDE NAME OF PRODUCT AND NAME, ADDRESS, AND TELEPHONE NUMBER OF MANUFACTURER.
- PRODUCT DATA: COLLECT INFORMATION INTO A SINGLE SUBMITTAL FOR EACH ELEMENT OF CONSTRUCTION AND TYPE OF PRODUCT OR EQUIPMENT.
- CLEARLY MARK EACH COPY OF EACH SUBMITTAL TO SHOW WHICH PRODUCTS AND OPTIONS ARE APPLICABLE.
- SHOP DRAWINGS: PREPARE PROJECT-SPECIFIC INFORMATION, DRAWN ACCURATELY TO SCALE. DO NOT BASE SHOP DRAWINGS ON REPRODUCTIONS OF THE CONTRACT DOCUMENTS OR STANDARD PRINTED DATA. INCLUDE THE FOLLOWING INFORMATION, AS APPLICABLE.
- COORDINATION DRAWINGS: PREPARE PROJECT-SPECIFIC COORDINATION DRAWINGS WHERE INSTALLATION IS NOT COMPLETELY SHOWN ON SHOP DRAWINGS, WHERE LIMITED SPACE NECESSITATES COORDINATION, OR IF COORDINATION IS REQUIRED TO FACILITATE INTEGRATION OF PRODUCTS AND MATERIALS INSTALLED BY MORE THAN ONE ENTITY.

SUBMIT SAMPLES FOR REVIEW OF KIND, COLOR, PATTERN, AND TEXTURE FOR A FINAL CHECK OF THESE CHARACTERISTICS WITH OTHER ELEMENTS AND FOR A COMPARISON OF THESE CHARACTERISTICS BETWEEN FINAL SUBMITTAL AND ACTUAL COMPONENT AS DELIVERED AND INSTALLED.

DISPOSITION: MAINTAIN SETS OF APPROVED SAMPLES AT PROJECT SITE, AVAILABLE FOR QUALITY-CONTROL COMPARISONS THROUGHOUT THE COURSE OF CONSTRUCTION ACTIVITY. SAMPLE SETS MAY BE USED TO DETERMINE FINAL ACCEPTANCE OF CONSTRUCTION ASSOCIATED WITH EACH SET.

PROTECTION OF PERSONS AND PREMISES:

DO NOT LOAD ANY PART OF THE WORK WITH WEIGHT THAT WILL DAMAGE OR ENDANGER THE SAFETY OF THE STRUCTURE OR ANY PART THEREOF.

PROTECT THE EXISTING PREMISIS, INCLUDING SITE AREAS TO REMAIN AGAINST DAMAGE DURING THE DURATION OF CONSTRUCTION. REPAIR ANY DAMAGE CAUSED BY CONSTRUCTION ACTIVITIES.

WARRANTY:

PRIOR TO ISSUE OF CERTIFICATE OF FINAL COMPLETION, THE CONTRACTOR SHALL EXECUTE AND DELIVER TO THE OWNER AND ARCHITECT A WRITTEN WARRANTY FOR THE WORK.

SHOULD ANY DEFECT DEVELOP OR BECOME APPARENT DURING THE WARRANTY PERIOD DUE TO IMPROPER MATERIALS OR WORKMANSHIP, THE DEFECTS SHALL, UPON WRITTEN NOTICE, BE MADE GOOD BY THE CONTRACTOR WITHOUT EXPENSE TO THE OWNER, AND ANY OTHER WORK AFFECTED IN CORRECTING SUCH DEFECTS SHALL ALSO BE MADE GOOD.

THE WARRANTY PERIOD SHALL BE AS AGREED UPON BETWEEN THE OWNER AND THE CONTRACTOR BUT SHALL NOT BE LESS THAN TWO YEARS AFTER ACCEPTANCE OF THE CERTIFICATE OF FINAL COMPLETION.

- THIS WARRANTY DOES NOT PRECLUDE SPECIAL OR ADDITIONAL WARRANTY REQUIREMENTS FOR INDIVIDUAL COMPONENTS OR SYSTEMS SPECIFIED ELSEWHERE.
- THIS WARRANTY SHALL BE IN ADDITION TO, AND NOT A LIMITATION OF, OTHER RIGHTS THE OWNER MAY HAVE AGAINST THE CONTRACTOR UNDER THE CONTRACT DOCUMENTS.

WORK RESTRICTIONS:

PROTECT BUILDING AND ITS OCCUPANTS DURING CONSTRUCTION PERIOD. LIMIT USE OF SITE TO AREAS DESIGNATED BY SPECIALTY'S AND THE BUILDING OWNER.

LANDLORD / OWNER OCCUPANCY: LANDLORD WILL OCCUPY PORTIONS OF THE EXISTING BUILDING DURING ENTIRE CONSTRUCTION PERIOD. COORDINATE CONSTRUCTION OPERATIONS WITH THE LANDLORD AND BUILDING MANAGER TO ALLOW FOR LANDLORD OCCUPANCY AND USE BY THE PUBLIC

PERFORM THE WORK DURING NORMAL BUSINESS HOURS ONLY UPON APPROVAL OF THE LANDLORD AND WITH THE CONSENT OF BUILDING MANAGEMENT.

PERFORM DEMOLITION WORK AFTER BUSINESS HOURS OR AT SUCH TIMES AS APPROVED BY LANDLORD OR BUILDING MANAGER. DEMOLITION WORK INCLUDES, BUT IS NOT LIMITED TO, SCRINKLER WORK, CONCRETE SAW CUTTING, SPRAY PAINTING, HAMMERING, NAILING, AND SIMILAR WORK, WHICH MAY CAUSE NOISE, DUST, OR ODORS, THEREBY DISTURBING OCCUPANTS.

KEEP PREMISES ORDERLY AND CLEAN.

RELOCATE ANY STORED PRODUCTS THAT INTERFERE WITH OPERATIONS OF THE LANDLORD OR BUILDING MANAGER.

SEE LANDLORD'S CONSTRUCTION PROCEDURES FOR ADDITIONAL GENERAL CONDITIONS AND RESTRICTIONS

REMOVAL OF REFUSE AND DELIVERY OF CONSTRUCTION MATERIALS AND/OR TENANT EQUIPMENT MUST TAKE PLACE AFTER-HOURS AND BE COORDINATED WITH LANDLORD'S BUILDING MANAGER

TEMPORARY FACILITIES AND CONTROLS:

THE OWNER WILL FURNISH WATER AND ELECTRICITY FOR CONSTRUCTION PURPOSES AT NO COST TO THE CONTRACTOR.

THE USE OF THE OWNER'S EXISTING TOILET FACILITIES ARE PERMITTED AS LONG AS FACILITIES ARE CLEANED AND MAINTAINED IN A CONDITION ACCEPTABLE TO OWNER.

COORDINATE USE OF PUBLIC AREAS AND ELEVATORS WITH OWNER. ELEVATORS ARE TO BE PROTECTED, CLEANED AND MAINTAINED IN CONDITION ACCEPTABLE TO THE OWNER. ELEVATORS SHALL NOT BE TIED UP WITH DELIVERY OR DISPOSAL OF MATERIALS.

IF PROJECT REQUIRES DELIVERY OF EXCESSIVE QUANTITIES OF, OR LARGE FORMAT MATERIALS, CONTRACTOR SHALL COORDINATE THE USE OF PREMISIS WITH THE OWNER AND PROVIDE COSTS FOR ALTERNATE MEANS OF DELIVERY AND ACCESS INCLUDING THE COST TO PROVIDE THESE MATERIALS THROUGH THE WINDOWS AND NOT THE ELEVATORS OR LOBBIES. CONTRACTOR SHALL OBTAIN OWNER'S APPROVAL FOR COSTS ASSOCIATED WITH ALTERNTE MEANS OF DELIVERY PRIOR TO COMMENCING WITH WORK.

PROTECT ALL EXISTING FINISHES, INCLUDING THOSE WITHIN DELIVERY PATHS, INCLUDING LOBBY FLOORING MATERIALS, WALL MATERIALS, DOOR THRESHOLDS, HEADS AND JAMBS AND ELEVATOR CABS.

PROVIDE AND MAINTAIN HEAVY DUTY REINFORCED PAPER OR MASONITE TO PROTECT CARPET IN AREAS AFFECTED BY CONSTRUCTION, INCLUSIVE OF THE PATHWAY OUT OF THE BUILDING. COORDINATE WITH OWNER.

CONTRACTOR IS RESPONSIBLE FOR PROTECTING DRAPERIES, SHADES AND OTHER WINDOW COVERINGS. IF WINDOW COVERINGS ARE HINDERING THE WORK, CONTRACTOR SHALL REMOVE AND STORE COVERINGS IN A DRY, CLEAN, SECURE LOCATION. WINDOW COVERINGS DISPLAYING DAMAGE OR SOIL DUE TO CONSTRUCTION ACTIVITIES WILL BE CLEANED AND REINSTALLED AT THE CONTRACTOR'S EXPENSE.

RESTRICT USE OF NOISEMAKING TOOLS AND EQUIPMENT TO HOURS THAT WILL MINIMIZE COMPLAINTS FROM PERSONS OR FIRMS NEAR PROJECT SITE. COORDINATE OFF HOUR WORK WITH OWNER.

FOR ANY WORK TO BE PERFORMED OTHER THAN REGULAR BUSINESS HOURS, COORDINATE WITH OWNER FOR SCHEDULING IN ADVANCE FOR ISSUANCE OF WRITTEN APPROVAL. ANY CONTRACTOR OF SUBCONTRACTOR WITHOUT SUCH APPROVAL WILL BE ASKED TO LEAVE THE PREMISES, WITH NO COMPENSATION FOR LOST TIME.

ERECT AND MAINTAIN DUSTPROOF PARTITIONS AND TEMPORARY ENCLOSURES TO LIMIT DUST AND DIRT MIGRATION AND TO SEPARATE AREAS FROM FUMES AND NOISE.

KEEP DOORS TO THE SPACE BEING WORKED ON CLOSED AT ALL TIMES.

WHEN PAINTING OR STAINING, PROVIDE ADEQUATE VENTILATION USING FANS AND WINDOWS TO KEEP FUMES AND ODORS OUT OF TENANT SPACES.

PROVIDE TYPE ABC DRY-CHEMICAL FIRE EXTINGUISHERS AND LOCATE WHERE CONVENIENT AND AS REQUIRED BY LOCAL LAWS. PROVIDE NOT LESS THAN ONE EXTINGUISHER ON EACH FLOOR AND ONE IN FIELD OFFICE.

REMOVE EACH TEMPORARY FACILITY WHEN NEED FOR ITS SERVICE HAS ENDED. REPAIR DAMAGED WORK, CLEAN EXPOSED SURFACES AND REPLACE CONSTRUCTION THAT CANNOT BE SATISFACTORILY REPAIRED.

THE CONTRACTOR AND SUBCONTRACTORS AND THEIR EMPLOYEES SHALL BE SUBJECT TO AND SHALL AT ALL TIMES CONFORM TO THE OWNER'S RULES AND REGULATIONS FOR THE PROTECTION OF THE FACILITY, MATERIALS, EQUIPMENT AND OWNER'S EMPLOYEES. IF REQUIRED BY THE OWNER, THE CONTRACTOR SHALL FURNISH TO EMPLOYEES OF THE CONTRACTOR AND SUBCONTRACTORS SPECIAL BADGES OR CARDS WHICH WILL IDENTIFY THEM AS EMPLOYEES AND ADMIT THEM TO SUCH PORTIONS OF THE PREMISES AS MAY BE DESIGNATED BY THE OWNER.

SMOKING ON THE PREMISES WILL NOT BE PERMITTED.

BUILDING ENTRY DOORS SHALL NOT BE PROPPED OPEN

QUALITY REQUIREMENTS - QA PROGRAM:

THE CONTRACTOR SHALL HAVE A QUALITY ASSURANCE PROGRAM WHOSE ACTIVITIES, ACTIONS, AND PROCEDURES PERFORMED BEFORE AND DURING EXECUTION OF THE WORK SHALL GUARD AGAINST DEFECTS AND DEFICIENCIES AND SUBSTANTIATE THAT PROPOSED CONSTRUCTION WILL COMPLY WITH PROJECT REQUIREMENTS, OWNER REQUESTS OR AUTHORITIES HAVING JURISDICTION.

PRODUCT REQUIREMENTS:
PROVIDE PRODUCTS THAT COMPLY WITH THE CONTRACT DOCUMENTS, THAT ARE NEW, UNDAMAGED, AND IN PROPER WORKING ORDER AT TIME OF INSTALLATION.

- PROVIDE PRODUCTS COMPLETE WITH ACCESSORIES, TRIM, FINISH, FASTENERS, AND OTHER ITEMS NEEDED FOR A COMPLETE AND OPPERATING INSTALLATION AND INDICATED USE AND EFFECT, EVEN IF ALL ELEMENTS OF THE SYSTEM ARE INDICATED IN THE PROJECT DRAWINGS.
- STANDARD PRODUCTS: UNLESS CUSTOM PRODUCTS OR NON-STANDARD OPTIONS ARE SPECIFIED, PROVIDE PRODUCTS OF BOTH QUALITY AND TYPE THAT HAVE BEEN USED SUCCESSFULLY IN SIMILAR SITUATIONS ON EQUAL QUALITY PROJECTS AND HAVE BEEN APPROVED FOR USE BY THE OWNER.
- OWNER RESERVES THE RIGHT TO LIMIT SELECTION TO PRODUCTS WITH WARRANTIES NOT IN CONFLICT WITH REQUIREMENTS OF THE CONTRACT DOCUMENTS.
- WHERE PRODUCTS ARE ACCOMPANIED BY THE TERM "AS SELECTED", ARCHITECT WILL MAKE SELECTION.
- WHERE PRODUCTS ARE ACCOMPANIED BY THE TERM "MATCH SAMPLE", SAMPLE TO BE MATCHED IS ARCHITECT'S.
- DESCRIPTIVE, PERFORMANCE, AND REFERENCE STANDARD REQUIREMENTS IN THE SPECIFICATIONS ESTABLISHED "SALIENT CHARACTERISTICS" OF PRODUCTS.

SUBSTITUTIONS: SUBSTITUTIONS WILL ONLY BE CONSIDERED UNDER ONE OF THE FOLLOWING CONDITIONS:

- THAT THE SPECIFIED PRODUCT IS NOT AVAILABLE DUE TO LOCKOUT, STRIKE, BANKRUPTCY, PRODUCT DISCONTINUANCE, ACTS OF GOD, AND THAT PROPOSED PRODUCT WILL MATCH OR EXCEED THE QUALITY OF THE SPECIFIED PRODUCT WHILE EITHER PROVIDING THE OWNER WITH A COST SAVINGS OR EXPEDITING THE WORK.
- WHEN A WARRANTY OF PERFORMANCE IS SPECIFIED AND, IN THE JUDGEMENT OF THE CONTRACTOR OR PRODUCT MANUFACTURER, THE SPECIFIED PRODUCT WILL NOT PROVIDE THE DESIRED PERFORMANCE.

QUALITY REQUIREMENTS - QA PROGRAM:

THE CONTRACTOR SHALL HAVE A QUALITY ASSURANCE PROGRAM WHOSE ACTIVITIES, ACTIONS, AND PROCEDURES PERFORMED BEFORE AND DURING EXECUTION OF THE WORK SHALL GUARD AGAINST DEFECTS AND DEFICIENCIES AND SUBSTANTIATE THAT PROPOSED CONSTRUCTION WILL COMPLY WITH PROJECT REQUIREMENTS, OWNER REQUESTS OR AUTHORITIES HAVING JURISDICTION.

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PROVIDE PRODUCTS THAT COMPLY WITH THE CONTRACT DOCUMENTS, THAT ARE NEW, UNDAMAGED, AND IN PROPER WORKING ORDER AT TIME OF INSTALLATION.

- PROVIDE PRODUCTS COMPLETE WITH ACCESSORIES, TRIM, FINISH, FASTENERS, AND OTHER ITEMS NEEDED FOR A COMPLETE AND OPPERATING INSTALLATION AND INDICATED USE AND EFFECT, EVEN IF ALL ELEMENTS OF THE SYSTEM ARE INDICATED IN THE PROJECT DRAWINGS.
- STANDARD PRODUCTS: UNLESS CUSTOM PRODUCTS OR NON-STANDARD OPTIONS ARE SPECIFIED, PROVIDE PRODUCTS OF BOTH QUALITY AND TYPE THAT HAVE BEEN USED SUCCESSFULLY IN SIMILAR SITUATIONS ON EQUAL QUALITY PROJECTS AND HAVE BEEN APPROVED FOR USE BY THE OWNER.
- OWNER RESERVES THE RIGHT TO LIMIT SELECTION TO PRODUCTS WITH WARRANTIES NOT IN CONFLICT WITH REQUIREMENTS OF THE CONTRACT DOCUMENTS.
- WHERE PRODUCTS ARE ACCOMPANIED BY THE TERM "AS SELECTED", ARCHITECT WILL MAKE SELECTION.
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SUBSTITUTIONS: SUBSTITUTIONS WILL ONLY BE CONSIDERED UNDER ONE OF THE FOLLOWING CONDITIONS:

- THAT THE SPECIFIED PRODUCT IS NOT AVAILABLE DUE TO LOCKOUT, STRIKE, BANKRUPTCY, PRODUCT DISCONTINUANCE, ACTS OF GOD, AND THAT PROPOSED PRODUCT WILL MATCH OR EXCEED THE QUALITY OF THE SPECIFIED PRODUCT WHILE EITHER PROVIDING THE OWNER WITH A COST SAVINGS OR EXPEDITING THE WORK.
- WHEN A WARRANTY OF PERFORMANCE IS SPECIFIED AND, IN THE JUDGEMENT OF THE CONTRACTOR OR PRODUCT MANUFACTURER, THE SPECIFIED PRODUCT WILL NOT PROVIDE THE DESIRED PERFORMANCE.

EXECUTION:

FIELD MEASUREMENTS: TAKE FIELD MEASUREMENTS AS REQUIRED TO FIT THE WORK PROPERLY. RECHECK MEASUREMENTS BEFORE INSTALLING EACH PRODUCT. WHERE PORTIONS OF THE WORK ARE INDICATED TO FIT TO OTHER CONSTRUCTION, VERIFY DIMENSIONS OF OTHER CONSTRUCTION BY FIELD MEASUREMENTS BEFORE FABRICATION, PROCUREMENT AND / OR INSTALLATION OF SUCH.

SPACE REQUIREMENTS: VERIFY SPACE REQUIREMENTS AND DIMENSIONS OF ITEMS SHOWN DIAGRAMMATICALLY ON DRAWINGS. NOTIFY ARCHITECT IMMEDIATELY OF ANY DISCREPANCIES OR CONFLICTS WITH REQUIREMENTS.

CONSTRUCTION LAYOUT: DURING THE PROGRESS OF THE WORK ESTABLISH BENCH MARKS, REFERENCE LINES AND REFERENCE POINTS AND LEVELS AT EACH FLOOR AND AS OTHERWISE NECESSARY FOR THE GUIDANCE AND INFORMATION OF EACH TRADE AND FOR THE FIELD VERIFICATION OR SPECIFIED CONSTRUCTION TOLERANCES. CALCULATE AND MEASURE REQUIRED DIMENSIONS WITHIN INDICATED OR RECOGNIZED TOLERANCES.

- LOCATE THE WORK AND COMPONENTS OF THE WORK ACCURATELY, IN CORRECT ALIGNMENT AND ELEVATION, AS INDICATED.
- MAKE VERTICAL WORK PLUM AND MAKE HORIZONTAL WORK LEVEL.
- CONCEAL PIPES, DUCTS, AND WIRING IN FINISHED AREAS, UNLESS OTHERWISE INDICATED.
- COORDINATE ALL WORK WITH EXISTING CONDITIONS TO REMAIN.

COMPLY WITH MANUFACTURER'S WRITTEN INSTRUCTIONS AND RECOMMENDATIONS FOR INSTALLING PRODUCTS IN APPLICATIONS INDICATED TO ENSURE PROPER INSTALLATION AND ENSURE PRODUCT WARRANTY.

ANCHORS AND FASTENERS: PROVIDE ANCHORS AND FASTENERS AS REQUIRED TO ANCHOR EACH COMPONENT SECURELY IN PLACE, ACCURATELY LOCATED AND ALIGNED WITH OTHER PORTIONS OF THE WORK. WHERE MOUNTING HEIGHTS ARE NOT INDICATED, MOUNT COMPONENTS AT HEIGHTS DIRECTED BY ARCHITECT.

- WHERE MOUNTING TYPES ARE NOT INDICATED, MOUNT COMPONENTS AS DIRECTED BY MANUF. WRITTEN INSTALLATION INSTRUCTIONS FOR PRODUCTS AND MATERIALS.

START AND TEST EQUIPMENT AND OPERATING COMPONENTS TO CONFIRM PROPER OPERATION. REMOVE MALFUNCTIONING UNITS, REPLACE WITH NEW UNITS, AND RETEST, COMPLY WITH ALL REQUIREMENTS FOR START-UP AND COMMISSIONING OF COMPONENTS AS REQUIRED BY THE PROJECT DOCUMENTS AND LOCAL LAWS.

ADJUST OPERATING COMPONENTS FOR PROPER OPERATION WITHOUT BINDING. ADJUST EQUIPMENT FOR PROPER OPERATION.

TEST EACH PIECE OF EQUIPMENT TO VERIFY PROPER OPERATION. TEST AND ADJUST CONTROLS AND SAFETIES. REPLACE DAMAGED AND MALFUNCTIONING CONTROLS AND EQUIPMENT. ENSURE ALL EQUIPMENT IS OPERATING WITHIN DESIGNED PARAMETERS TO ENSURE EFFICIENT OPERATION.

PROVIDE FINAL PROTECTION AND MAINTAIN CONDITIONS THAT ENSURE INSTALLED WORK IS WITHOUT DAMAGE OR DETERIORATION AT TIME OF SUBSTANTIAL COMPLETION.

- COMPLY WITH MANUFACTURER'S WRITTEN INSTRUCTIONS FOR TEMPERATURE AND RELATIVE HUMIDITY.

REPAIR OR REMOVE AND REPLACE DEFECTIVE CONSTRUCTION. RESTORE DAMAGED SUBSTRATES AND FINISHES.

REMOVE AND REPLACE DAMAGED SURFACES THAT ARE EXPOSED TO VIEW IF SURFACES CANNOT BE REPAIRED WITHOUT VISIBLE EVIDENCE OF SUCH.

REPAIR COMPONENTS THAT DO NOT OPERATE PROPERLY. REMOVE AND REPLACE OPERATING COMPONENTS THAT CANNOT BE REPAIRED.

CLOSEOUT PROCEDURES - CLEANING:

PROVIDE FINAL CLEANING. CONDUCT CLEANING AND WASTE-REMOVAL OPERATIONS TO COMPLY WITH LOCAL LAWS AND ORDINANCES AND FEDERAL AND LOCAL ENVIRONMENTAL AND ANTI-POLLUTION REGULATIONS.

CLEAN EACH SURFACE OR UNIT TO CONDITION EXPECTED IN AN AVERAGE COMMERCIAL BUILDING CLEANING AND MAINTENANCE PROGRAM. COMPLY WITH MANUFACTURERS WRITTEN INSTRUCTIONS.

CLEAN AND RE-LAMP ALL NEW LIGHT FIXTURES, LAMPS, GLOBES, AND REFLECTORS WHEN THESE FIXTURES WERE USED AS LIGHT SOURCE DURING CONSTRUCTION. FOR EXISTING LIGHT FIXTURES, REPLACE BURNED-OUT BULBS, AND THOSE NOTICEABLY DIMMED BY HOURS OF USE.

LEAVE PROJECT CLEAN AND READY FOR OCCUPANCY.

CLOSEOUT PROCEDURES - RECORD DOCUMENTS:

CONTRACTOR SHALL MAINTAIN AT JOBSITE ONE RECORD COPY OF THE DWGS, SPECIFICATIONS, CHANGE ORDERS AND ADDENDA OR OTHER MODIFICATIONS TO THE PROJECT. CONTRACTOR SHALL MARK-UP AND KEEP CURRENT TO RECORD CHANGES MADE DURING CONSTRUCTION.

- SUBMIT TO ARCHITECT ALL RECORD DOCUMENTS AT THE END OF CONSTRUCTION.
- SUBMIT TO ARCHITECT ONE COPY OF ALL "APPROVED" SHOP DRAWINGS, PRODUCT DATE SHEETS AND SAMPLES.

LANDLORD SHALL RECEIVE ONE (1) FULL SET OF "AS-BUILT" DRAWINGS, INCLUDING ARCHITECTURAL, MEP, AND HVAC AT COMPLETION OF CONSTRUCTION

CLOSEOUT PROCEDURES - TRAINING:

ENGAGE A QUALIFIED FACILITATOR TO PREPARE INSTRUCTION PROGRAM AND TRAINING MODULES, TO COORDINATE INSTRUCTORS, AND TO COORDINATE BETWEEN CONTRACTOR AND OWNER FOR NUMBER OF PARTICIPANTS, INSTRUCTION TIMES, AND LOCATION.

ENGAGE QUALIFIED INSTRUCTORS TO INSTRUCT OWNER'S PERSONNEL TO ADJUST, OPERATE, AND MAINTAIN SYSTEMS, SUBSYSTEMS, AND EQUIPMENT NOT PART OF A SYSTEM.

CLOSEOUT PROCEDURES - OPERATION AND MAINTENANCE MANUALS:

ASSEMBLE A COMPLETE SET OF OPERATION AND MAINTENANCE DATA INDICATING THE OPERATION AND MAINTENANCE OF EACH SYSTEM, SUBSYSTEM, AND PIECE OF EQUIPMENT NOT PART OF A SYSTEM.

ORGANIZE OPERATION AND MAINTENANCE MANUALS INTO SUITABLE SETS OF MANAGEABLE SIZE. BIND AND INDEX DATA IN HEAVY-DUTY, 3-RING, VINYL-COVERED, LOOSE-LEAF BINDERS, IN THICKNESS NECESSARY TO ACCOMMODATE CONTENTS, WITH POCKET INSIDE THE COVERS TO RECEIVE FOLDED OVERSIZED SHEETS. IDENTIFY EACH BINDER ON FRONT AND SPINE WITH THE PRINTED TITLE "OPERATION AND MAINTENANCE MANUAL," PROJECT NAME, AND SUBJECT MATTER OF CONTENTS.

LANDLORD SHALL RECEIVE ONE (1) FULL SET OF O&M MANUALS, EXCEPT FOR TENANT'S FF&E AT COMPLETION OF CONSTRUCTION

ARCHITECTURAL SPECIFICATIONS

GENERAL CARPENTRY:

LUMBER STANDARDS: COMPLY WITH DOC PS 20, "AMERICAN SOFTWOOD LUMBER STANDARD," AND WITH APPLICABLE GRADING RULES OF INSPECTION AGENCIES CERTIFIED BY AMERICAN LUMBER STANDARDS COMMITTEE'S (ALSC) BOARD OF REVIEW.

GRADE STAMPS: PROVIDE LUMBER WITH GRADE STAMP OF INSPECTION AGENCY.

PROVIDE DRESSED LUMBER, S4S, 19 PERCENT MOISTURE CONTENT.

FIRE-RETARDANT-TREATED WOOD: COMPLY WITH APPLICABLE REQUIREMENTS OF AWPA C20 (LUMBER) AND AWPA C27 (PLYWOOD). IDENTIFY FIRE-RETARDANT-TREATED WOOD WITH APPROPRIATE CLASSIFICATION MARKING OF TESTING AND INSPECTING AGENCY. PROVIDE TREATMENT "TYPE A" FOR INTERIOR PROTECTION WOOD.

- ALL CONCEALED WOOD BLOCKING SHALL BE FIRE RETARDANT TREATED.

PROVIDE DIMENSION LUMBER OF GRADES INDICATED ACCORDING TO THE ALSC NATIONAL GRADING RULE (NGR) PROVISIONS OF THE INSPECTION AGENCY INDICATED; MINIMUM GRADE 2 OR BETTER.

MISCELLANEOUS EXPOSED PLYWOOD: A-D INTERIOR.

PLYWOOD BACKING PANELS: FOR MOUNTING ELECTRICAL OR TELEPHONE EQUIPMENT, PROVIDE FIRE-RETARDANT-TREATED PLYWOOD PANELS WITH GRADE, C-D LUGGED EXPOSURE 1, NOT LESS THAN 15/32 INCH THICK.

FASTENERS: NAILS, WIRE, BRADS, AND STAPLES: FS FF-N-105; POWER-DRIVEN FASTENERS: CABO NER-272; WOOD SCREWS: ASME B18.6.1.; LAG BOLTS: ASME B18.2.1.;BOLTS: STEEL BOLTS COMPLYING WITH ASTM A 307, GRADE A; WITH ASTM A 563 HEX NUTS AND, WHERE APPLICABLE, FLAT WASHERS.

ADHESIVE: FORMULATION COMPLYING WITH APA AFG-01 THAT IS APPROVED FOR USE WITH TYPE OF CONSTRUCTION BEING ADHERED. COMPLY WITH VOC LIMITATIONS AS FOLLOWS:

- LOCAL OR STATE REQUIREMENTS
- LEED LIMITATIONS

SEALANTS:

ELASTOMERIC SEALANTS: COMPLY WITH ASTM C 920. CONFIRM FOR CLASSIFICATIONS FOR TYPE, GRADE, CLASS, AND USES RELATED TO EXPOSURE AND JOINT SUBSTRATES. PROVIDE PRODUCTS THAT HAVE UNDERGONE TESTING TO ASTM C 1248 AND HAVE NOT STAINED POROUS JOINT SUBSTRATES INDICATED FOR PROJECT.

CLEAR OR WHITE MILDEW RESISTANT: INTERIOR JOINTS IN WET AREAS SHALL BE SEALED WITH DOW CORNING 786, GE SILICONES; SCS1700 OT TREMCO; TREMSIL 200. TINTED INTERIOR SEALS WITHIN WET AREAS SHALL BE MILDEW RESISTANT POLYETHER WITH TINT ADDITIVE; SONNEBORN SONNELASTIC 150.

TRAFFIC BEARING JOINTS SHALL BE SEALED WITH A TWO COMPONENT POLYURETHANE, AS RECOMMENDED BY SEALANT MANUFACTURER AND SPECIFICALLY APPLICABLE TO THIS PRODUCT.

INTERIOR NON-TRAFFIC JOINTS SHALL BE SEALED WITH A PINTABLE LATEX SEALANT: COMPLY WITH ASTM C 834, TYPE P, GRADE NF.

ACOUSTICAL JOINT SEALANTS: MANUFACTURER'S STANDARDS NONSAG, PAINTABLE, NON-STAINING LATEX SEALANT COMPLYING WITH ASTM C 834.

SEALANT PRECONSTRUCTION COMPATIBILITY AND ADHESION TESTING: SUBMIT TO JOINTSEALANT MANUFACTURERS, FOR TESTING INDICATED BELOW, SAMPLES OF MATERIALS THAT WILL CONTACT OR AFFECT JOINT SEALANTS. ASTM C 1087 OT MANUFACTURER'S STANDARD TEST METHOD.

JOBSITE TESTING: TEST JOINT SEALANTS ACCORDING TO METHOD A, FIELD-APPLIED SEALANT JOINT HAND PULL TAB, IN APPENDIX X1 IN ASTM C 1193.

JOINT-SEAL BACKING: PROVIDE SEALANT BACKINGS OF MATERIAL AND TYPE THAT ARE NON-STAINING;NON-OUTGASSING AND ARE COMPATIBLE WITH JOINT SUBSTRATES, SEALANTS, PRIMERS, AND OTHER JOINT FILLERS; AND ARE APPROVED FOR APPLICATIONS INDICATED BY SEALANT MANUFACTURER BASED ON FIELD EXPERIENCE AND LABORATORY TESTING; ASTM C 1330: BOND-BREAKER TAPE: POLYETHYLENE TAPE OR OTHER PLASTIC TAPE RECOMMENDED BY SEALANT MANUFACTURER.

INSTALLATION OF JOINT SEALANTS: COMPLY WITH JOINT-SEALANT MANUFACTURER'S WRITTEN INSTALLATION INSTRUCTIONS FOR PRODUCTS AND APPLICATIONS INDICATED, AND WITH THE RECOMMENDATIONS IN ASTM C 1193 FOR USE OF JOINT SEALANTS AS APPLICABLE TO MATERIALS, APPLICATIONS, AND CONDITIONS INDICATED.

ACOUSTICAL SEALANT APPLICATION STANDARD: COMPLY WITH RECOMMENDATIONS IN ASTM C 919 FOR USE OF JOINT SEALANTS IN ACOUSTICAL APPLICATIONS AS APPLICABLE TO MATERIALS, APPLICATIONS, AND CONDITIONS INDICATED.

WALLBOARD ASSEMBLIES:

FIRE RATED WALLS, THROUGH PENETRATION FIRESTOP SYSTEMS & FIRE RESISTIVE JOINT SYSTEMS TO BE CONSTRUCTED IN ACCORDANCE WITH ASSEMBLIES LISTED BY UL, WARNOCK HERSEY/INTERTEK/ETL/SEMKO.

ALL PERIMETER CONDITIONS WHERE FIRE RATED GYP BOARD ASSEMBLIES MEET OTHER CONSTRUCTION MUST BE CONSTRUCTED USING A LISTED FIRE-RESISTIVE JOINT SYSTEM.

ALL PENETRATIONS THROUGH FIRE RATED GYP BOARD ASSEMBLIES MUST BE CONSTRUCTED USING A LISTED THROUGH PENETRATION FIRESTOP SYSTEM.

STANDARDS:

- ASTM C-11 FOR DEFINITIONS
- ASTM C-754 GENERAL COMPONENTS.
- ASTM C-36 GYPSUM WALLBOARD
- ANSI 118.9 CEMENT BACKER BOARD
- ASTM C-1047 TRIM
- ASTM C-475 JOINT TREATMENT MATERIALS

STRUCTURAL PERFORMANCE: FOLLOW MANUFACTURERS STANDARD SPAN LIMITATION CHART FOR SIZING OF STUD GAUGE.

- USE L/360 DEFLECTIVE CRITERIA FOR WALLBOARD PARTITIONS – FINISHED WITH TILE, STONE OR OTHER BRITTLE MATERIALS.
- USE L/240 DEFLECTION CRITERIA FOR ALL OTHER PARTITIONS.
- FOR GAUGE EQUIVALENT STUD USAGE (CLARK WESTERN OR DIETRICH) SUBMIT DATA INDICATING PROPOSED STUD SIZE/MIL THICKNESS PROVIDES EQUIVALENT PERFORMANCE AS CONVENTIONAL STUD.

ACOUSTICAL PERFORMANCE: WHERE WALL TYPES ON DRAWINGS INDICATE A REQUIRED STC VALUE, COMPLY WITH REQUIREMENTS OF TESTED AND LISTED ASSEMBLIES AS PUBLISHED BY GYPSUM ASSOCIATION, USG OR NATIONAL GYPSUM COMPANY OR ARCHITECT APPROVED EQUAL.

ACOUSTICAL SEALANT: USE USG OR NATIONAL GYPSUM PRODUCTS. COMPLY WITH VOC LIMITATIONS PURSUANT TO LEED CREDIT 4.1.

CURVED WORK: UTILIZED FRAMING PRODUCTS & TECHNIQUES THAT PRODUCE UNIFORM CURVATURES INDICATED WITHOUT DISTORTION OR PERCEPTIBLE RIPPLE. DECRE

2025 CALIFORNIA GREEN BUILDING STANDARDS CODE
RESIDENTIAL MANDATORY MEASURES, SHEET 1

Y = YES
N/A = NOT APPLICABLE
RESPON. PARTY = RESPONSIBLE PARTY (ie: ARCHITECT, ENGINEER, OWNER, CONTRACTOR, INSPECTOR ETC.)

Y	N/A	RESPON. PARTY

CHAPTER 3
GREEN BUILDING
SECTION 301 GENERAL

301.1 SCOPE. Buildings shall be designed to include the green building measures specified as mandatory in the application checklists contained in this code. Voluntary green building measures are also included in the application checklists and may be included in the design and construction of structures covered by this code, but are not required unless adopted by a city, county, or city and county as specified in Section 101.7.

301.1.1 Additions and alterations. [HCD] The mandatory provisions of Chapter 4 shall be applied to additions or alterations of existing residential buildings where the addition or alteration increases the building's conditioned area, volume, or size. The requirements shall apply only to and/or within the specific area of the addition or alteration.

The mandatory provision of Section 4.106.4.2 may apply to additions or alterations of existing parking facilities or the addition of new parking facilities serving existing multifamily buildings. See Section 4.106.4.3 for application.

Note: Repairs including, but not limited to, resurfacing, restriping and repairing or maintaining existing lighting fixtures are not considered alterations for the purpose of this section.

Note: On and after January 1, 2014, residential buildings undergoing permitted alterations, additions, or improvements shall replace noncompliant plumbing fixtures with water-conserving plumbing fixtures. Plumbing fixture replacement is required prior to issuance of a certificate of final completion, certificate of occupancy or final permit approval by the local building department. See Civil Code Section 1101.1, et seq., for the definition of a noncompliant plumbing fixture, types of residential buildings affected and other important enactment dates.

301.2 LOW-RISE AND HIGH-RISE RESIDENTIAL BUILDINGS. [HCD] The provisions of individual sections of CALGreen may apply to either low-rise residential buildings high-rise residential buildings, or both. Individual sections will be designated by banners to indicate where the section applies specifically to low-rise only (LR) or high-rise only (HR). When the section applies to both low-rise and high-rise buildings, no banner will be used.

SECTION 302 MIXED OCCUPANCY BUILDINGS

302.1 MIXED OCCUPANCY BUILDINGS. In mixed occupancy buildings, each portion of a building shall comply with the specific green building measures applicable to each specific occupancy.

Exceptions:
1. [HCD] Accessory structures and accessory occupancies serving residential buildings shall comply with Chapter 4 and Appendix A4, as applicable.
2. [HCD] For purposes of CALGreen, live/work units, complying with Section 419 of the *California Building Code*, shall not be considered mixed occupancies. Live/Work units shall comply with Chapter 4 and Appendix A4, as applicable.

DIVISION 4.1 PLANNING AND DESIGN

ABBREVIATION DEFINITIONS:

HCD	Department of Housing and Community Development
BSC	California Building Standards Commission
DSA-SS	Division of the State Architect, Structural Safety
OSHPD	Office of Statewide Health Planning and Development
LR	Low Rise
HR	High Rise
AA	Additions and Alterations
N	New

CHAPTER 4
RESIDENTIAL MANDATORY MEASURES

SECTION 4.102 DEFINITIONS

4.102.1 DEFINITIONS
The following terms are defined in Chapter 2 *(and are included here for reference)*

FRENCH DRAIN. A trench, hole or other depressed area loosely filled with rock, gravel, fragments of brick or similar pervious material used to collect or channel drainage or runoff water.

WATTLES. Wattles are used to reduce sediment in runoff. Wattles are often constructed of natural plant materials such as hay, straw or similar material shaped in the form of tubes and placed on a downflow slope. Wattles are also used for perimeter and inlet controls.

4.106 SITE DEVELOPMENT

4.106.1 GENERAL. Preservation and use of available natural resources shall be accomplished through evaluation and careful planning to minimize negative effects on the site and adjacent areas. Preservation of slopes, management of storm water drainage and erosion controls shall comply with this section.

4.106.2 STORM WATER DRAINAGE AND RETENTION DURING CONSTRUCTION. Projects which disturb less than one acre of soil and are not part of a larger common plan of development which in total disturbs one acre or more, shall manage storm water drainage during construction. In order to manage storm water drainage during construction, one or more of the following measures shall be implemented to prevent flooding of adjacent property, prevent erosion and retain soil runoff on the site.

1. Retention basins of sufficient size shall be utilized to retain storm water on the site.
2. Where storm water is conveyed to a public drainage system, collection point, gutter or similar disposal method, water shall be filtered by use of a barrier system, wattle or other method approved by the enforcing agency.
3. Compliance with a lawfully enacted storm water management ordinance.

Note: Refer to the State Water Resources Control Board for projects which disturb one acre or more of soil, or are part of a larger common plan of development which in total disturbs one acre or more of soil.

(Website: https://www.waterboards.ca.gov/water_issues/programs/stormwater/construction.html)

4.106.3 GRADING AND PAVING. Construction plans shall indicate how the site grading or drainage system will manage all surface water flows to keep water from entering buildings. Examples of methods to manage surface water include, but are not limited to, the following:

1. Swales
2. Water collection and disposal systems
3. French drains
4. Water retention gardens
5. Other water measures which keep surface water away from buildings and aid in groundwater recharge.

Exception: Additions and alterations not altering the drainage path.

4.106.4 Electric vehicle (EV) charging for new construction. New construction shall comply with Section 4.106.4.1 or 4.106.4.2. Electric vehicle supply equipment (EVSE) shall comply with the *California Electrical Code*.

Exceptions:
1. On a case-by-case basis, where the local enforcing agency has determined EV charging and infrastructure are not feasible based upon one or more of the following conditions:
   1.1 Where there is no local utility power supply or the local utility is unable to supply adequate power.
   1.2 Where there is evidence suitable to the local enforcing agency substantiating that additional local utility infrastructure design requirements, directly related to the implementation of Section 4.106.4, may adversely impact the construction cost of the project.
2. Accessory Dwelling Units (ADU) and Junior Accessory Dwelling Units (JADU) without additional parking facilities.

4.106.4.1 New one- and two-family dwellings and townhouses with attached private garages. For each dwelling unit, install a listed raceway to accommodate a dedicated 208/240-volt branch circuit. The raceway shall not be less than trade size 1 (nominal 1-inch inside diameter). The raceway shall originate at the main service or subpanel and shall terminate into a listed cabinet, box or other enclosure in close proximity to the proposed location of an EV charger. Raceways are required to be continuous at enclosed, inaccessible or concealed areas and spaces. The service panel and/or subpanel shall provide capacity to install a 40-ampere 208/240-volt minimum dedicated branch circuit and space(s) reserved to permit installation of a branch circuit overcurrent protective device.

Exemption: A raceway is not required if a minimum 40-ampere 208/240-volt dedicated EV branch circuit is installed in close proximity to the proposed location of an EV charger at the time of original construction in accordance with the *California Electrical Code*.

4.106.4.1.1 Identification. The service panel or subpanel circuit directory shall identify the overcurrent protective device space(s) reserved for future EV charging as "EV CAPABLE". The raceway termination location shall be permanently and visibly marked as "EV CAPABLE".

4.106.4.2 New multifamily dwellings, hotels and motels and new residential parking facilities.
When parking is provided, parking spaces for new multifamily dwellings, hotels and motels shall meet the requirements of Section 4.106.4.2.2. Calculations for spaces shall be rounded up to the nearest whole number. A parking space served by electric vehicle supply equipment or designed as an EV charging space shall count as at least one standard automobile parking space only for the purpose of complying with any applicable minimum parking space requirements established by a local jurisdiction. See Vehicle Code Section 22511.2 for further details.

4.106.4.2.1 Reserved.

4.106.4.2.2 Multifamily dwellings, hotels and motels

1. EV ready parking spaces with receptacles.

a. Multifamily parking facilities with assigned parking. Where dwelling units are provided with assigned parking spaces equal to or greater than the number of dwelling units, at least one low power Level 2 EV charging receptacle shall be provided at an assigned parking space for each dwelling unit.

1. Where the total number of dwelling units exceeds the number of assigned parking spaces, all assigned parking spaces shall be provided with one low power Level 2 EV charging receptacle.

Exception: Areas of parking facilities served by parking lifts, including but not limited to, automated mechanical-access open parking garages as defined in the California Building Code; or parking facilities otherwise incapable of supporting electric vehicle charging.

b. Multifamily parking facilities with unassigned parking. Where dwelling units are provided with unassigned parking spaces equal to or greater than the number of dwelling units, at least one low power Level 2 EV charging receptacle shall be provided at an unassigned parking space for each dwelling unit.

1. Where the total number of dwelling units exceeds the number of unassigned parking spaces, all unassigned parking spaces shall be provided with one low power Level 2 EV charging receptacle.

Exception: Areas of parking facilities served by parking lifts, including but not limited to, automated mechanical-access open parking garages as defined in the California Building Code; or parking facilities otherwise incapable of supporting electric vehicle charging.

3. Multifamily parking facilities with assigned and unassigned parking. Where multifamily buildings are provided with both assigned and unassigned parking spaces equal to or greater than the number of dwelling units, at least one low power Level 2 EV charging receptacle shall be provided for each dwelling unit at either the assigned or unassigned parking space, but not both.

d. Receptacle power source. EV charging receptacles in multifamily parking facilities at assigned parking spaces shall be provided with a dedicated branch circuit connected to the dwelling unit's electrical panel, unless determined as infeasible by the project builder or designer and subject to concurrence of the local enforcing agency.

Exception: Areas of parking facilities served by parking lifts, including but not limited to, automated mechanical-access open parking garages as defined in the California Building Code; or parking facilities otherwise incapable of supporting electric vehicle charging.

e. Receptacle configurations. 208/240V EV charging receptacles shall comply with one of the following configurations:
1. For 20-ampere receptacles, NEMA 6-20R
2. For 30-ampere receptacles, NEMA 14-30R
3. For 50-ampere receptacles, NEMA 14-50R

2. EV ready parking spaces with EV chargers

a .Multifamily parking facilities with unassigned or common use parking. In addition to the low power Level 2 EV charging receptacle requirements of Section 4.106.4.2.2 (1), twenty-five (25) percent of unassigned or common use parking spaces not already provided with low power Level 2 EV charging receptacles, pursuant to Section 4.106.4.2.2 (1), shall be equipped with Level 2 EV chargers and shall be made available for use by all residents or guests.

b. EV charger connectors. EV chargers shall be equipped with J1772 or J3400 connectors.

c. An automatic load management system (ALMS) may be used to reduce the maximum required electrical capacity to each space served by the ALMS. The electrical system and any on-site distribution transformers shall have sufficient capacity to deliver at least 3.3 kW simultaneously to each EV charging station (EVCS) served by the ALMS. The branch circuit shall have a minimum capacity of 40 amperes, and installed EV chargers shall have a capacity of not less than 30 amperes.

4.106.4.2.2.1 Electric vehicle charging stations (EVCS).
Electric vehicle charging stations required by Section 4.106.4.2.2, Item 2, with EV chargers installed shall comply with Section 4.106.4.2.2.1.1.

Exception: Electric vehicle charging stations serving public accommodations, public housing, motels and hotels shall not be required to comply with this section. See *California Building Code*, Chapter 11B, for applicable requirements.

4.106.4.2.2.1.1 Electric vehicle charging stations (EVCS) spaces with EV chargers installed; dimensions and location.

EVCS spaces shall be designed to comply with the following:

1. The minimum length of each EVCS space shall be 18 feet (5486 mm).
2. The minimum width of each EVCS space shall be 9 feet (2743 mm).
3. One in every 25 EVCS spaces, but not less than one, shall also have an 8-foot (2438 mm) wide minimum aisle. A 5-foot (1524 mm) wide minimum aisle shall be permitted provided the minimum width of the EVCS space is 12 feet (3658 mm). Surface slope for this EVCS space and the aisle shall not exceed 1 unit vertical in 48 units horizontal (2.083 percent slope) in any direction. These EVCS spaces shall also comply with at least one of the following:

   a. The EVCS space shall be located adjacent to an accessible parking space meeting the requirements of the *California Building Code*, Chapter 11A, to allow use of the EV charger from the accessible parking space.

   b. The EVCS space shall be located on an accessible route, as defined in the *California Building Code*, Chapter 2, to the building.

   Exception: Electric vehicle charging stations designed and constructed in compliance with the *California Building Code*, Chapter 11B, are not required to comply with Section 4.106.4.2.2.1.1.

4.106.4.2.2.1.2 Accessible electric vehicle charging station spaces.
In addition to the requirements in Section 4.106.4.2.2.1.1, all EV chargers, where installed, shall comply with the accessibility provisions for EV chargers in the *California Building Code*, Chapter 11B. EV ready spaces and EVCS in multifamily developments shall comply with *California Building Code*, Chapter 11A, Section 1109A.

4.106.4.2.3 Reserved.

4.106.4.2.4 Reserved.

4.106.4.2.5 Electric vehicle ready space signage.
Electric vehicle ready spaces shall be identified by signage or pavement markings, in compliance with Caltrans Traffic Operations Policy Directive 13-01 (Zero Emission Vehicle Signs and Pavement Markings) or its successor(s).

4.106.4.2.6 Hotels and motels.

1. EV ready parking spaces with receptacles.

a. Hotels and motels. Forty (40) percent of the total number of parking spaces shall be equipped with low power Level 2 EV charging receptacles.

Exception: Areas of parking facilities served by parking lifts, including but not limited to automated mechanical-access open parking garages as defined in the California Building Code; or parking facilities otherwise incapable of supporting electric vehicle charging.

b. Receptacle configurations. 208/240V EV charging receptacles shall comply with one of the following configurations:
1.For 20- ampere receptacles, NEMA 6-20R
2.For 30- ampere receptacles, NEMA 14-30R
3.For 50- ampere receptacles, NEMA 14-50R2.

2. EV Ready parking spaces with EV chargers.

a. Hotels and motels. Twenty-five (25) percent of the total number of parking spaces shall be equipped with Level 2 EV chargers.

b. EV charger connectors. EV chargers shall be equipped with J1772 or J3400 connectors.

Exception: Areas of parking facilities served by parking lifts, including but not limited to, automated mechanical-access open parking garages as defined in the California Building Code; or parking facilities otherwise incapable of supporting electric vehicle charging.

c. An automatic load management system (ALMS) may be used to reduce the maximum required electrical capacity to each space served by the ALMS. The electrical system and any on-site distribution transformers shall have sufficient capacity to deliver at least 3.3 kW simultaneously to each EV charging station (EVCS) served by the ALMS. The branch circuit shall have a minimum capacity of 40 amperes, and installed EV chargers shall have a capacity of not less than 30 amperes.

4.106.4.3 Electric vehicle charging for additions and alterations of parking facilities serving existing multi-family buildings, hotels and motels.
When existing parking facilities are altered or new parking spaces are added to existing parking facilities, and the work requires a building permit, each parking space added or altered shall have access to either a low power Level 2 EV charging receptacle or Level 2 EV charger, unless determined as infeasible by the project builder or designer and subject to concurrence of the local enforcing agency.

Exception: Where work requiring a permit is being performed for the installation of 120-volt electrical receptacle(s) for level 1 EV charging.

4.106.4.4 Bicycle parking. Bicycle parking shall comply with Sections 4.106.4.4.1 through 4.106.4.4.3.

4.106.4.4.1 Short-term bicycle parking for multifamily buildings, hotels and motels. Provide on-site bicycle parking at a ratio of one parking space for every 10,000 square feet, but not less than two spaces. Short-term bicycle parking shall be located within 200 feet of building entrances, and readily visible to passers-by. Acceptable parking facilities shall be conveniently accessed from the street and may include, but not be limited to:

1.Permanently anchored bicycle parking devices, racks, or lockers in an unsheltered, open area.
2.Covered or uncovered enclosures with permanently anchored bicycle parking devices or racks.

4.106.4.4.2 Long-term bicycle parking for multifamily buildings.
Provide on-site bicycle parking at a ratio of one parking space for every two dwelling units. Acceptable parking facilities shall be conveniently accessed from the street and may include, but not be limited to:
1. Covered, lockable enclosures with permanently anchored bicycle parking devices or racks.
2. Lockable bicycle storage rooms with permanently anchored bicycle parking devices or racks.
3. Lockable, weatherproof, permanently anchored bicycle lockers.

4.106.4.4.3 Long-term bicycle parking for hotel and motel buildings.
Provide one on-site long-term bicycle parking space for every 25,000 square feet, but not less than two. Acceptable parking facilities shall be conveniently accessed from the street and may include, but not be limited to:

1. Covered, lockable enclosures with permanently anchored bicycle parking devices or racks.
2. Lockable bicycle storage rooms with permanently anchored bicycle parking devices or racks.
3. Lockable, weatherproof, permanently anchored bicycle lockers.

DIVISION 4.2 ENERGY EFFICIENCY

4.201 GENERAL

4.201.1 SCOPE. For the purposes of mandatory energy efficiency standards in this code, the California Energy Commission will continue to adopt mandatory standards.

DIVISION 4.3 WATER EFFICIENCY AND CONSERVATION

4.303 INDOOR WATER USE

4.303.1 WATER CONSERVING PLUMBING FIXTURES AND FITTINGS. Plumbing fixtures (water closets and urinals) and fittings (faucets and showerheads) shall comply with the sections 4.303.1.1, 4.303.1.2, 4.303.1.3, and 4.303.4.4.

Note: All noncompliant plumbing fixtures in any residential real property shall be replaced with water-conserving plumbing fixtures. Plumbing fixture replacement is required prior to issuance of a certificate of final completion, certificate of occupancy, or final permit approval by the local building department. See Civil Code Section 1101.1, et seq., for the definition of a noncompliant plumbing fixture, types of residential buildings affected and other important enactment dates.

4.303.1.1 Water Closets. The effective flush volume of all water closets shall not exceed 1.28 gallons per flush. Tank-type water closets shall be certified to the performance criteria of the U.S. EPA WaterSense Specification for Tank-type Toilets.

Note: The effective flush volume of dual flush toilets is defined as the composite, average flush volume of two reduced flushes and one full flush.

4.303.1.2 Urinals. The effective flush volume of wall mounted urinals shall not exceed 0.125 gallons per flush. The effective flush volume of all other urinals shall not exceed 0.5 gallons per flush.

4.303.1.3 Showerheads.

4.303.1.3.1 Single Showerhead. Showerheads shall have a maximum flow rate of not more than 1.8 gallons per minute at 80 psi. Showerheads shall be certified to the performance criteria of the U.S. EPA WaterSense Specification for Showerheads.

4.303.1.3.2 Multiple showerheads serving one shower. When a shower is served by more than one showerhead, the combined flow rate of all the showerheads and/or other shower outlets controlled by a single valve shall not exceed 1.8 gallons per minute at 80 psi, or the shower shall be designed to only allow one shower outlet to be in operation at a time.

Note: A hand-held shower shall be considered a showerhead.

4.303.1.4 Faucets.

4.303.1.4.1 Residential Lavatory Faucets. The maximum flow rate of residential lavatory faucets shall not exceed 1.2 gallons per minute at 60 psi. The minimum flow rate of residential lavatory faucets shall not be less than 0.8 gallons per minute at 20 psi.

4.303.1.4.2 Lavatory Faucets in Common and Public Use Areas. The maximum flow rate of lavatory faucets installed in common and public use areas (outside of dwellings or sleeping units) in residential buildings shall not exceed 0.5 gallons per minute at 60 psi.

4.303.1.4.3 Metering Faucets. Metering faucets when installed in residential buildings shall not deliver more than 0.2 gallons per cycle.

4.303.1.4.4 Kitchen Faucets. The maximum flow rate of kitchen faucets shall not exceed 1.8 gallons per minute at 60 psi. Kitchen faucets may temporarily increase the flow above the maximum rate, but not to exceed 2.2 gallons per minute at 60 psi, and must default to a maximum flow rate of 1.8 gallons per minute at 60 psi.

Note: Where complying faucets are unavailable, aerators or other means may be used to achieve reduction.

4.303.1.4.5 Pre-rinse spray valves.
When installed, commercial pre-rinse spray values shall meet the requirements in the California Plumbing Code, Section 420.3.

4.303.2 Submeters for multifamily buildings and dwelling units in mixed-used residential/commercial buildings.
Submeters shall be installed to measure water usage of individual rental dwelling units in accordance with the *California Plumbing Code*.

4.303.3 Standards for plumbing fixtures and fittings. Plumbing fixtures and fittings shall be installed in accordance with the *California Plumbing Code*, and shall meet the applicable standards referenced in Table 1701.1 of the *California Plumbing Code*.

4.304 OUTDOOR WATER USE

4.304.1 OUTDOOR POTABLE WATER USE IN LANDSCAPE AREAS. Residential developments shall comply with a local water efficient landscape ordinance or the current California Department of Water Resources' Model Water Efficient Landscape Ordinance (MWELO), whichever is more stringent.

NOTES:

1. The Model Water Efficient Landscape Ordinance (MWELO) is located in the *California Code Regulations*, Title 23, Chapter 2.7; Division 2. MWELO and supporting documents, including water budget calculator, are available at: https://www.water.ca.gov/

DIVISION 4.4 MATERIAL CONSERVATION AND RESOURCE EFFICIENCY

4.406 ENHANCED DURABILITY AND REDUCED MAINTENANCE

4.406.1 RODENT PROOFING. Annular spaces around pipes, electric cables, conduits or other openings in sole/bottom plates at exterior walls shall be protected against the passage of rodents by closing such openings with cement mortar, concrete masonry or a similar method acceptable to the enforcing agency.

4.408 CONSTRUCTION WASTE REDUCTION, DISPOSAL AND RECYCLING

4.408.1 CONSTRUCTION WASTE MANAGEMENT. Recycle and/or salvage for reuse a minimum of 65 percent of the non-hazardous construction and demolition waste in accordance with either Section 4.408.2, 4.408.3 or 4.408.4, or meet a more stringent local construction and demolition waste management ordinance.

Exceptions:

1. Excavated soil and land-clearing debris.
2. Alternate waste reduction methods developed by working with local agencies if diversion or recycle facilities capable of compliance with this item do not exist or are not located reasonably close to the jobsite.
3. The enforcing agency may make exceptions to the requirements of this section when isolated jobsites are located in areas beyond the haul boundaries of the diversion facility.

4.408.2 CONSTRUCTION WASTE MANAGEMENT PLAN. Submit a construction waste management plan in conformance with Items 1 through 5. The construction waste management plan shall be updated as necessary and shall be available during construction for examination by the enforcing agency.

1. Identify the construction and demolition waste materials to be diverted from disposal by recycling, reuse on the project or salvage for future use or sale.
2. Specify if construction and demolition waste materials will be sorted on-site (source separated) or bulk mixed (single stream).
3. Identify diversion facilities where the construction and demolition waste material collected will be taken.
4. Identify construction methods employed to reduce the amount of construction and demolition waste generated.
5. Specify that the amount of construction and demolition waste materials diverted shall be calculated by weight or volume, but not by both.

4.408.3 WASTE MANAGEMENT COMPANY. Utilize a waste management company, approved by the enforcing agency, which can provide verifiable documentation that the percentage of construction and demolition waste material diverted from the landfill complies with Section 4.408.1.

Note: The owner or contractor may make the determination if the construction and demolition waste materials will be diverted by a waste management company.

4.408.4 WASTE STREAM REDUCTION ALTERNATIVE [LR]. Projects that generate a total combined weight of construction and demolition waste disposed of in landfills, which do not exceed 3.4 lbs./sq.ft. of the building area shall meet the minimum 65% construction waste reduction requirement in Section 4.408.1

4.408.4.1 WASTE STREAM REDUCTION ALTERNATIVE. Projects that generate a total combined weight of construction and demolition waste disposed of in landfills, which do not exceed 2 pounds per square foot of the building area, shall meet the minimum 65% construction waste reduction requirement in Section 4.408.1

4.408.5 DOCUMENTATION. Documentation shall be provided to the enforcing agency which demonstrates compliance with Section 4.408.2, items 1 through 5, Section 4.408.3 or Section 4.408.4..

Notes:

1. Sample forms found in "A Guide to the California Green Building Standards Code (Residential)" located at www.hcd.ca.gov/CALGreen.html may be used to assist in documenting compliance with this section.
2. Mixed construction and demolition debris (C & D) processors can be located at the California Department of Resources Recycling and Recovery (CalRecycle).

4.410 BUILDING MAINTENANCE AND OPERATION

4.410.1 OPERATION AND MAINTENANCE MANUAL. At the time of final inspection, a manual, compact disc, web-based reference or other media acceptable to the enforcing agency which includes all of the following shall be placed in the building:

1. Directions to the owner or occupant that the manual shall remain with the building throughout the life cycle of the structure.
2. Operation and maintenance instructions for the following:
   a. Equipment and appliances, including water-saving devices and systems, HVAC systems, photovoltaic systems, electric vehicle chargers, water-heating systems and other major appliances and equipment.
   b. Roof and yard drainage, including gutters and downspouts.
   c. Space conditioning systems, including condensers and air filters.
   d. Landscape irrigation systems.
   e. Water reuse systems.
3. Information from local utility, water and waste recovery providers on methods to further reduce resource consumption, including recycle programs and locations.
4. Public transportation and/or carpool options available in the area.
5. Educational material on the positive impacts of an interior relative humidity between 30-60 percent and what methods an occupant may use to maintain the relative humidity level in that range.
6. Information about water-conserving landscape and irrigation design and controllers which conserve water.
7. Instructions for maintaining gutters and downspouts and the importance of diverting water at least 5 feet away from the foundation.
8. Information on required routine maintenance measures, including, but not limited to, caulking, painting, grading around the building, etc.
9. Information about state solar energy and incentive programs available.
10. A copy of all special inspections verifications required by the enforcing agency or this code.
11. Information from the Department of Forestry and Fire Protection on maintenance of defensible space around residential structures.
12. Information and/or drawings identifying the location of grab bar reinforcements.

4.410.2 RECYCLING BY OCCUPANTS. Where 5 or more multifamily dwelling units are constructed on a building site, provide readily accessible area(s) that serves all buildings on the site and are identified for the depositing, storage and collection of non-hazardous materials for recycling, including (at a minimum) paper, corrugated cardboard, glass, plastics, organic waster, and metals, or meet a lawfully enacted local recycling ordinance, if more restrictive.

Exception: Rural jurisdictions that meet and apply for the exemption in Public Resources Code Section 42649.82 (a)(2)(A) et seq. are note required to comply with the organic waste portion of this section.

DIVISION 4.5 ENVIRONMENTAL QUALITY

SECTION 4.501 GENERAL

4.501.1 Scope
The provisions of this chapter shall outline means of reducing the quality of air contaminants that are odorous, irritating and/or harmful to the comfort and well being of a building's installers, occupants and neighbors.

SECTION 4.502 DEFINITIONS

5.102.1 DEFINITIONS
The following terms are defined in Chapter 2 *(and are included here for reference)*

AGRIFIBER PRODUCTS. Agrifiber products include wheatboard, strawboard, panel substrates and door cores, not including furniture, fixtures and equipment (FF&E) not considered base building elements.

COMPOSITE WOOD PRODUCTS. Composite wood products include hardwood plywood, particleboard and medium density fiberboard. "Composite wood products" does not include hardboard, structural plywood, structural panels, structural composite lumber, oriented strand board, glued laminated timber, prefabricated wood I-joists or finger-jointed lumber, all as specified in California Code of regulations (CCR), title 17, Section 93120.1.

DIRECT-VENT APPLIANCE. A fuel-burning appliance with a sealed combustion system that draws all air for combustion from the outside atmosphere and discharges all flue gases to the outside atmosphere.

Inch 1 0

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LICENSED ARCHITECT STEVEN D. WYNN No. C27226 Ren. Jul. 31, 2027 STATE OF CALIFORNIA

ISSUED FOR:				
BUILDING PERMIT SET				
APPROVED BY: DATE:				
DESIGNED BY: RS				
DRAWN BY: JP/RS/RS 08/06/26				
CHECKED BY: SW	NO.	DATE	BY	REVISIONS

Housing Authority — of the — City of Alameda

HOUSING AUTHORITY OF THE CITY OF ALAMEDA
INDEPENDENCE PLAZA, SENIOR RESIDENTIAL UNITS
FIRE AND WATER DAMAGE REPAIRS
711 ATLANTIC AVENUE, ALAMEDA CA 94501

CAL GREEN RES. CHECKLIST; PLUMBING FLOW RATES; CEnC ENERGY LIGHTING & CONTROLS

A2.1
Sheet
Of
Scale: SEE PLAN

2025 CALIFORNIA GREEN BUILDING STANDARDS CODE
RESIDENTIAL MANDATORY MEASURES, SHEET 2

Y = YES
N/A = NOT APPLICABLE
RESPON. PARTY = RESPONSIBLE PARTY (ie: ARCHITECT, ENGINEER, OWNER, CONTRACTOR, INSPECTOR ETC.)

MAXIMUM INCREMENTAL REACTIVITY (MIR). The maximum change in weight of ozone formed by adding a compound to the "Base Reactive Organic Gas (ROG) Mixture" per weight of compound added, expressed to hundredths of a gram (g O³/g ROC).
Note: MIR values for individual compounds and hydrocarbon solvents are specified in CCR, Title 17, Sections 94700 and 94701.

MOISTURE CONTENT. The weight of the water in wood expressed in percentage of the weight of the oven-dry wood.

PRODUCT-WEIGHTED MIR (PWMIR). The sum of all weighted-MIR for all ingredients in a product subject to this article. The PWMIR is the total product reactivity expressed to hundredths of a gram of ozone formed per gram of product (excluding container and packaging).
Note: PWMIR is calculated according to equations found in CCR, Title 17, Section 94521 (a).

REACTIVE ORGANIC COMPOUND (ROC). Any compound that has the potential, once emitted, to contribute to ozone formation in the troposphere.

VOC. A volatile organic compound (VOC) broadly defined as a chemical compound based on carbon chains or rings with vapor pressures greater than 0.1 millimeters of mercury at room temperature. These compounds typically contain hydrogen and may contain oxygen, nitrogen and other elements. See CCR Title 17, Section 94508(a).

4.503 FIREPLACES
4.503.1 GENERAL. Any installed gas fireplace shall be a direct-vent sealed-combustion type. Any installed woodstove or pellet stove shall comply with U.S. EPA New Source Performance Standards (NSPS) emission limits as applicable, and shall have a permanent label indicating they are certified to meet the emission limits. Woodstoves, pellet stoves and fireplaces shall also comply with applicable local ordinances.

4.504 POLLUTANT CONTROL
4.504.1 COVERING OF DUCT OPENINGS & PROTECTION OF MECHANICAL EQUIPMENT DURING CONSTRUCTION. At the time of rough installation, during storage on the construction site and until final startup of the heating, cooling and ventilating equipment, all duct and other related air distribution component openings shall be covered with tape, plastic, sheet metal or other methods acceptable to the enforcing agency to reduce the amount of water, dust or debris which may enter the system.

4.504.2 FINISH MATERIAL POLLUTANT CONTROL. Finish materials shall comply with this section.

4.504.2.1 Adhesives, Sealants and Caulks. Adhesives, sealant and caulks used on the project shall meet the requirements of the following standards unless more stringent local or regional air pollution or air quality management district rules apply:

1. Adhesives, adhesive bonding primers, adhesive primers, sealants, sealant primers and caulks shall comply with local or regional air pollution control or air quality management district rules where applicable or SCAQMD Rule 1168 VOC limits, as shown in Table 4.504.1 or 4.504.2, as applicable. Such products also shall comply with the Rule 1168 prohibition on the use of certain toxic compounds (chloroform, ethylene dichloride, methylene chloride, perchloroethylene and trichloroethylene), except for aerosol products, as specified in Subsection 2 below.
2. Aerosol adhesives, and smaller unit sizes of adhesives, and sealant or caulking compounds (in units of product, less packaging, which do not weigh more than 1 pound and do not consist of more than 16 fluid ounces) shall comply with statewide VOC standards and other requirements, including prohibitions on use of certain toxic compounds, of *California Code of Regulations*, Title 17, commencing with section 94507.

4.504.2.2 Paints and Coatings. Architectural paints and coatings shall comply with VOC limits in Table 1 of the ARB Architectural Suggested Control Measure, as shown in Table 4.504.3, unless more stringent local limits apply. The VOC content limit for coatings that do not meet the definitions for the specialty coatings categories listed in Table 4.504.3 shall be determined by classifying the coating as a Flat, Nonflat or Nonflat-High Gloss coating, based on its gloss, as defined in subsections 4.21, 4.36, and 4.37 of the 2007 California Air Resources Board, Suggested Control Measure, and the corresponding Flat, Nonflat or Nonflat-High Gloss VOC limit in Table 4.504.3 shall apply.

4.504.2.3 Aerosol Paints and Coatings. Aerosol paints and coatings shall meet the Product-weighted MIR Limits for ROC in Section 94522(a)(2) and other requirements, including prohibitions on use of certain toxic compounds and ozone depleting substances, in Sections 94522(e)(1) and (f)(1) of *California Code of Regulations*, Title 17, commencing with Section 94520; and in areas under the jurisdiction of the Bay Area Air Quality Management District additionally comply with the percent VOC by weight of product limits of Regulation 8, Rule 49.

4.504.2.4 Verification. Verification of compliance with this section shall be provided at the request of the enforcing agency. Documentation may include, but is not limited to, the following:

1. Manufacturer's product specification.
2. Field verification of on-site product containers.

TABLE 4.504.1 - ADHESIVE VOC LIMIT[1,2]
(Less Water and Less Exempt Compounds in Grams per Liter)

ARCHITECTURAL APPLICATIONS	VOC LIMIT
INDOOR CARPET ADHESIVES	50
CARPET PAD ADHESIVES	50
OUTDOOR CARPET ADHESIVES	150
WOOD FLOORING ADHESIVES	100
RUBBER FLOOR ADHESIVES	60
SUBFLOOR ADHESIVES	50
CERAMIC TILE ADHESIVES	65
VCT & ASPHALT TILE ADHESIVES	50
DRYWALL & PANEL ADHESIVES	50
COVE BASE ADHESIVES	50
MULTIPURPOSE CONSTRUCTION ADHESIVE	70
STRUCTURAL GLAZING ADHESIVES	100
SINGLE-PLY ROOF MEMBRANE ADHESIVES	250
OTHER ADHESIVES NOT LISTED	50
SPECIALTY APPLICATIONS	
PVC WELDING	510
CPVC WELDING	490
ABS WELDING	325
PLASTIC CEMENT WELDING	250
ADHESIVE PRIMER FOR PLASTIC	550
CONTACT ADHESIVE	80
SPECIAL PURPOSE CONTACT ADHESIVE	250
STRUCTURAL WOOD MEMBER ADHESIVE	140
TOP & TRIM ADHESIVE	250
SUBSTRATE SPECIFIC APPLICATIONS	
METAL TO METAL	30
PLASTIC FOAMS	50
POROUS MATERIAL (EXCEPT WOOD)	50
WOOD	30
FIBERGLASS	80

1. IF AN ADHESIVE IS USED TO BOND DISSIMILAR SUBSTRATES TOGETHER, THE ADHESIVE WITH THE HIGHEST VOC CONTENT SHALL BE ALLOWED.

2. FOR ADDITIONAL INFORMATION REGARDING METHODS TO MEASURE THE VOC CONTENT SPECIFIED IN THIS TABLE, SEE SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT RULE 1168.

TABLE 4.504.2 - SEALANT VOC LIMIT
(Less Water and Less Exempt Compounds in Grams per Liter)

SEALANTS	VOC LIMIT
ARCHITECTURAL	250
MARINE DECK	760
NONMEMBRANE ROOF	300
ROADWAY	250
SINGLE-PLY ROOF MEMBRANE	450
OTHER	420
SEALANT PRIMERS	
ARCHITECTURAL	
NON-POROUS	250
POROUS	775
MODIFIED BITUMINOUS	500
MARINE DECK	760
OTHER	750

TABLE 4.504.3 - VOC CONTENT LIMITS FOR ARCHITECTURAL COATINGS[2,3]
GRAMS OF VOC PER LITER OF COATING, LESS WATER & LESS EXEMPT COMPOUNDS

COATING CATEGORY	VOC LIMIT
FLAT COATINGS	50
NON-FLAT COATINGS	100
NONFLAT-HIGH GLOSS COATINGS	150
SPECIALTY COATINGS	
ALUMINUM ROOF COATINGS	400
BASEMENT SPECIALTY COATINGS	400
BITUMINOUS ROOF COATINGS	50
BITUMINOUS ROOF PRIMERS	350
BOND BREAKERS	350
CONCRETE CURING COMPOUNDS	350
CONCRETE/MASONRY SEALERS	100
DRIVEWAY SEALERS	50
DRY FOG COATINGS	150
FAUX FINISHING COATINGS	350
FIRE RESISTIVE COATINGS	350
FLOOR COATINGS	100
FORM-RELEASE COMPOUNDS	250
GRAPHIC ARTS COATINGS (SIGN PAINTS)	500
HIGH TEMPERATURE COATINGS	420
INDUSTRIAL MAINTENANCE COATINGS	250
LOW SOLIDS COATINGS[1]	120
MAGNESITE CEMENT COATINGS	450
MASTIC TEXTURE COATINGS	100
METALLIC PIGMENTED COATINGS	500
MULTICOLOR COATINGS	250
PRETREATMENT WASH PRIMERS	420
PRIMERS, SEALERS, & UNDERCOATERS	100
REACTIVE PENETRATING SEALERS	350
RECYCLED COATINGS	250
ROOF COATINGS	50
RUST PREVENTATIVE COATINGS	250
SHELLACS	
CLEAR	730
OPAQUE	550
SPECIALTY PRIMERS, SEALERS & UNDERCOATERS	100
STAINS	250
STONE CONSOLIDANTS	450
SWIMMING POOL COATINGS	340
TRAFFIC MARKING COATINGS	100
TUB & TILE REFINISH COATINGS	420
WATERPROOFING MEMBRANES	250
WOOD COATINGS	275
WOOD PRESERVATIVES	350
ZINC-RICH PRIMERS	340

1. GRAMS OF VOC PER LITER OF COATING, INCLUDING WATER & EXEMPT COMPOUNDS

2. THE SPECIFIED LIMITS REMAIN IN EFFECT UNLESS REVISED LIMITS ARE LISTED IN SUBSEQUENT COLUMNS IN THE TABLE.

3. VALUES IN THIS TABLE ARE DERIVED FROM THOSE SPECIFIED BY THE CALIFORNIA AIR RESOURCES BOARD, ARCHITECTURAL COATINGS SUGGESTED CONTROL MEASURE, FEB. 1, 2008. MORE INFORMATION IS AVAILABLE FROM THE AIR RESOURCES BOARD.

TABLE 4.504.5 - FORMALDEHYDE LIMITS[1]
MAXIMUM FORMALDEHYDE EMISSIONS IN PARTS PER MILLION

PRODUCT	CURRENT LIMIT
HARDWOOD PLYWOOD VENEER CORE	0.05
HARDWOOD PLYWOOD COMPOSITE CORE	0.05
PARTICLE BOARD	0.09
MEDIUM DENSITY FIBERBOARD	0.11
THIN MEDIUM DENSITY FIBERBOARD[2]	0.13

1. VALUES IN THIS TABLE ARE DERIVED FROM THOSE SPECIFIED BY THE CALIF. AIR RESOURCES BOARD, AIR TOXICS CONTROL MEASURE FOR COMPOSITE WOOD AS TESTED IN ACCORDANCE WITH ASTM E 1333. FOR ADDITIONAL INFORMATION, SEE CAL. CODE OF REGULATIONS, TITLE 17, SECTIONS 93120 THROUGH 93120.12.

2. THIN MEDIUM DENSITY FIBERBOARD HAS A MAXIMUM THICKNESS OF 5/16" (8 MM).

DIVISION 4.5 ENVIRONMENTAL QUALITY (continued)
4.504.3 CARPET SYSTEMS. All carpet installed in the building interior shall meet the requirements of the California Department of Public Health, "Standard Method for the Testing and Evaluation of Volatile Organic Chemical Emissions from Indoor Sources Using Environmental Chambers," Version 1.2, January 2017 (Emission testing method for California Specification 01350)

See California Department of Public Health's website for certification programs and testing labs.

https://www.cdph.ca.gov/Programs/CCDPHP/DEODC/EHLB/IAQ/Pages/VOC.aspx.

4.504.3.1 Carpet cushion. All carpet cushion installed in the building interior shall meet the requirements of the California Department of Public Health, "Standard Method for the Testing and Evaluation of Volatile Organic Chemical Emissions from Indoor Sources Using Environmental Chambers," Version 1.2, January 2017 (Emission testing method for California Specification 01350)

See California Department of Public Health's website for certification programs and testing labs.

https://www.cdph.ca.gov/Programs/CCDPHP/DEODC/EHLB/IAQ/Pages/VOC.aspx.

4.504.3.2 Carpet adhesive. All carpet adhesive shall meet the requirements of Table 4.504.1.

4.504.4 RESILIENT FLOORING SYSTEMS. Where resilient flooring is installed , at least 80% of floor area receiving resilient flooring shall meet the requirements of the California Department of Public Health, "Standard Method for the Testing and Evaluation of Volatile Organic Chemical Emissions from Indoor Sources Using Environmental Chambers," Version 1.2, January 2017 (Emission testing method for California Specification 01350)

See California Department of Public Health's website for certification programs and testing labs.

hhtps://www.cdph.ca.gov/Programs/CCDPHP/DEODC/EHLB/IAQ/Pages/VOC.aspx.

4.504.5 COMPOSITE WOOD PRODUCTS. Hardwood plywood, particleboard and medium density fiberboard composite wood products used on the interior or exterior of the buildings shall meet the requirements for formaldehyde as specified in ARB's Air Toxics Control Measure for Composite Wood (17 CCR 93120 et seq.), by or before the dates specified in those sections, as shown in Table 4.504.5

4.504.5.1 Documentation. Verification of compliance with this section shall be provided as requested by the enforcing agency. Documentation shall include at least one of the following:

1. Product certifications and specifications.
2. Chain of custody certifications.
3. Product labeled and invoiced as meeting the Composite Wood Products regulation (see CCR, Title 17, Section 93120, et seq.).
4. Exterior grade products marked as meeting the PS-1 or PS-2 standards of the Engineered Wood Association, the Australian AS/NZS 2269, European 636 3S standards, and Canadian CSA 0121, CSA 0151, CSA 0153 and CSA 0325 standards.
5. Other methods acceptable to the enforcing agency.

4.505 INTERIOR MOISTURE CONTROL
4.505.1 General. Buildings shall meet or exceed the provisions of the *California Building Standards Code*.

4.505.2 CONCRETE SLAB FOUNDATIONS. Concrete slab foundations required to have a vapor retarder by California Building Code, Chapter 19, or concrete slab-on-ground floors required to have a vapor retarder by the California Residential Code, Chapter 5, shall also comply with this section.

4.505.2.1 Capillary break. A capillary break shall be installed in compliance with at least one of the following:

1. A 4-inch (101.6 mm) thick base of 1/2 inch (12.7mm) or larger clean aggregate shall be provided with a vapor barrier in direct contact with concrete and a concrete mix design, which will address bleeding, shrinkage, and curling, shall be used. For additional information, see American Concrete Institute, ACI 302.2R-06.
2. Other equivalent methods approved by the enforcing agency.
3. A slab design specified by a licensed design professional.

4.505.3 MOISTURE CONTENT OF BUILDING MATERIALS. Building materials with visible signs of water damage shall not be installed. Wall and floor framing shall not be enclosed when the framing members exceed 19 percent moisture content. Moisture content shall be verified in compliance with the following:

1. Moisture content shall be determined with either a probe-type or contact-type moisture meter.Equivalent moisture verification methods may be approved by the enforcing agency and shall satisfy requirements found in Section 101.8 of this code.
2. Moisture readings shall be taken at a point 2 feet (610 mm) to 4 feet (1219 mm) from the grade stamped end of each piece verified.
3. At least three random moisture readings shall be performed on wall and floor framing with documentation acceptable to the enforcing agency provided at the time of approval to enclose the wall and floor framing.

Insulation products which are visibly wet or have a high moisture content shall be replaced or allowed to dry prior to enclosure in wall or floor cavities. Wet-applied insulation products shall follow the manufacturers' drying recommendations prior to enclosure.

4.506 INDOOR AIR QUALITY AND EXHAUST
4.506.1 Bathroom exhaust fans. Each bathroom shall be mechanically ventilated and shall comply with the following:

1. Fans shall be ENERGY STAR compliant and be ducted to terminate outside the building.
2. Unless functioning as a component of a whole house ventilation system, fans must be controlled by a humidity control.
   a. Humidity controls shall be capable of adjustment between a relative humidity range less than or equal to 50% to a maximum of 80%. A humidity control may utilize manual or automatic means of adjustment.
   b. A humidity control may be a separate component to the exhaust fan and is not required to be integral (i.e., built-in)

Notes:

1. For the purposes of this section, a bathroom is a room which contains a bathtub, shower or tub/shower combination.
2. Lighting integral to bathroom exhaust fans shall comply with the *California Energy Code*.

4.507 ENVIRONMENTAL COMFORT
4.507.2 HEATING AND AIR-CONDITIONING SYSTEM DESIGN. Heating and air conditioning systems shall be sized, designed and have their equipment selected using the following methods:

1. The heat loss and heat gain is established according to ANSI/ACCA 2 Manual J - 2011 (Residential Load Calculation), ASHRAE handbooks or other equivalent design software or methods.
2. Duct systems are sized according to ANSI/ACCA 1 Manual D - 2014 (Residential Duct Systems), ASHRAE handbooks or other equivalent design software or methods.
3. Select heating and cooling equipment according to ANSI/ACCA 3 Manual S - 2014 (Residential Equipment Selection), or other equivalent design software or methods.

Exception: Use of alternate design temperatures necessary to ensure the system functions are acceptable.

CHAPTER 7
INSTALLER & SPECIAL INSPECTOR QUALIFICATIONS

702 QUALIFICATIONS
702.1 INSTALLER TRAINING. HVAC system installers shall be trained and certified in the proper installation of HVAC systems including ducts and equipment by a nationally or regionally recognized training or certification program. Uncertified persons may perform HVAC installations when under the direct supervision and responsibility of a person trained and certified to install HVAC systems or contractor licensed to install HVAC systems. Examples of acceptable HVAC training and certification programs include but are not limited to the following:

1. State certified apprenticeship programs.
2. Public utility training programs.
3. Training programs sponsored by trade, labor or statewide energy consulting or verification organizations.
4. Programs sponsored by manufacturing organizations.
5. Other programs acceptable to the enforcing agency.

702.2 SPECIAL INSPECTION [HCD]. When required by the enforcing agency, the owner or the responsible entity acting as the owner's agent shall employ one or more special inspectors to provide inspection or other duties necessary to substantiate compliance with this code. Special inspectors shall demonstrate competence to the satisfaction of the enforcing agency for the particular type of inspection or task to be performed. In addition to other certifications or qualifications acceptable to the enforcing agency, the following certifications or education may be considered by the enforcing agency when evaluating the qualifications of a special inspector:

1. Certification by a national or regional green building program or standard publisher.
2. Certification by a statewide energy consulting or verification organization, such as HERS raters, building performance contractors, and home energy auditors.
3. Successful completion of a third party apprentice training program in the appropriate trade.
4. Other programs acceptable to the enforcing agency.

Notes:

1. Special inspectors shall be independent entities with no financial interest in the materials or the project they are inspecting for compliance with this code.
2. HERS raters are special inspectors certified by the California Energy Commission (CEC) to rate homes in California according to the Home Energy Rating System (HERS).

[BSC] When required by the enforcing agency, the owner or the responsible entity acting as the owner's agent shall employ one or more special inspectors to provide inspection or other duties necessary to substantiate compliance with this code. Special inspectors shall demonstrate competence to the satisfaction of the enforcing agency for the particular type of inspection or task to be performed. In addition, the special inspector shall have a certification from a recognized state, national or international association, as determined by the local agency. The area of certification shall be closely related to the primary job function, as determined by the local agency.

Note: Special inspectors shall be independent entities with no financial interest in the materials or the project they are inspecting for compliance with this code.

703 VERIFICATIONS
703.1 DOCUMENTATION. Documentation used to show compliance with this code shall include but is not limited to, construction documents, plans, specifications, builder or installer certification, inspection reports, or other methods acceptable to the enforcing agency which demonstrate substantial conformance. When specific documentation or special inspection is necessary to verify compliance, that method of compliance will be specified in the appropriate section or identified applicable checklist.

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LICENSED ARCHITECT STEVEN D. WYNN No. C27226 Ren. Jul. 31, 2027 STATE OF CALIFORNIA

ISSUED FOR:	NO.	DATE	BY	REVISIONS
BUILDING PERMIT SET				
APPROVED BY: DATE:				
DESIGNED BY: RS				
DRAWN BY: JP/RS/RS 08/06/26				
CHECKED BY: SW				

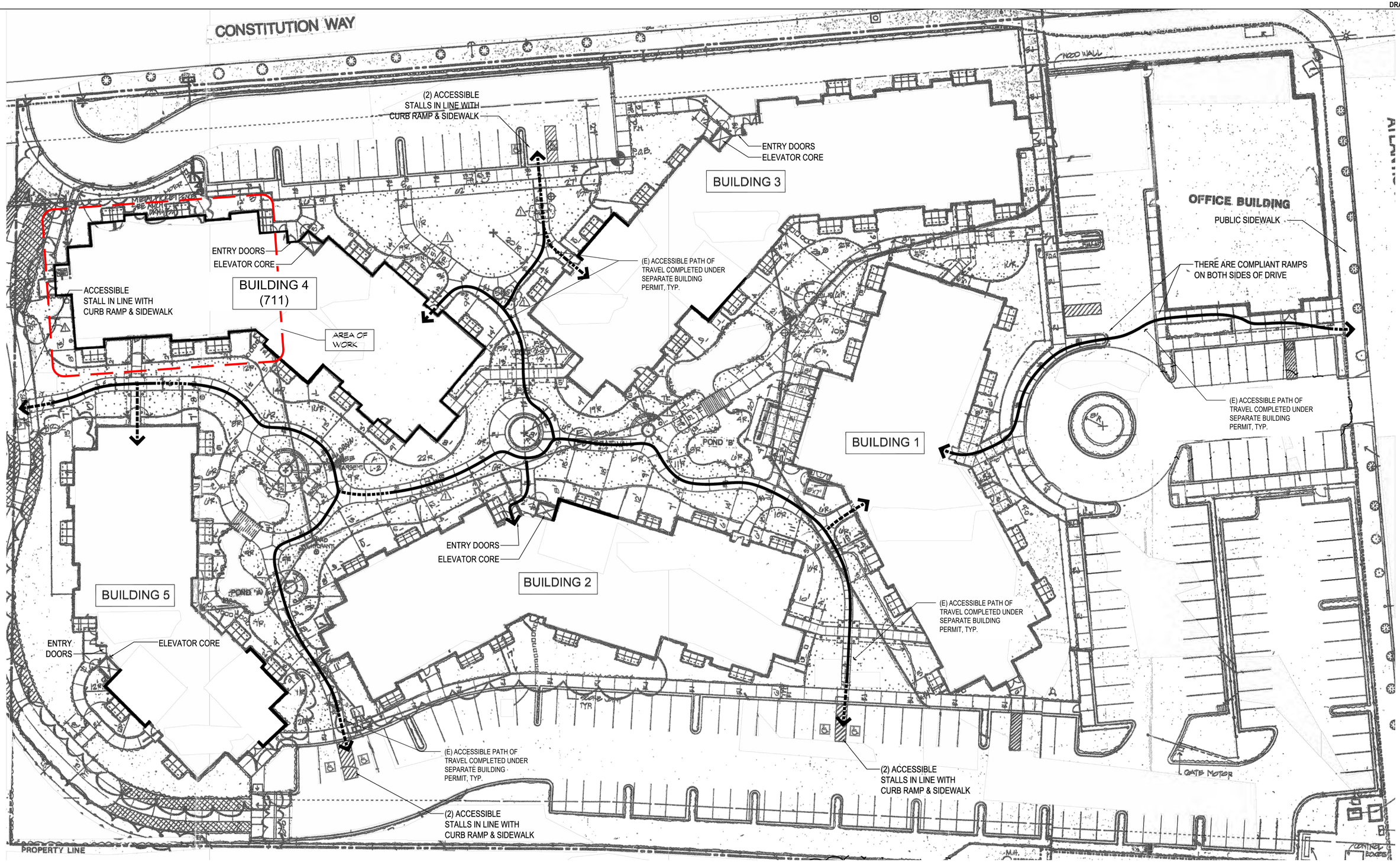
Housing Authority of the City of Alameda

HOUSING AUTHORITY OF THE CITY OF ALAMEDA
INDEPENDENCE PLAZA, SENIOR RESIDENTIAL UNITS FIRE AND WATER DAMAGE REPAIRS
711 ATLANTIC AVENUE, ALAMEDA CA 94501

CAL GREEN RES. CHECKLIST; PLUMBING FLOW RATES; CEnC ENERGY LIGHTING & CONTROLS

A2.2
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Of
Scale: SEE PLAN

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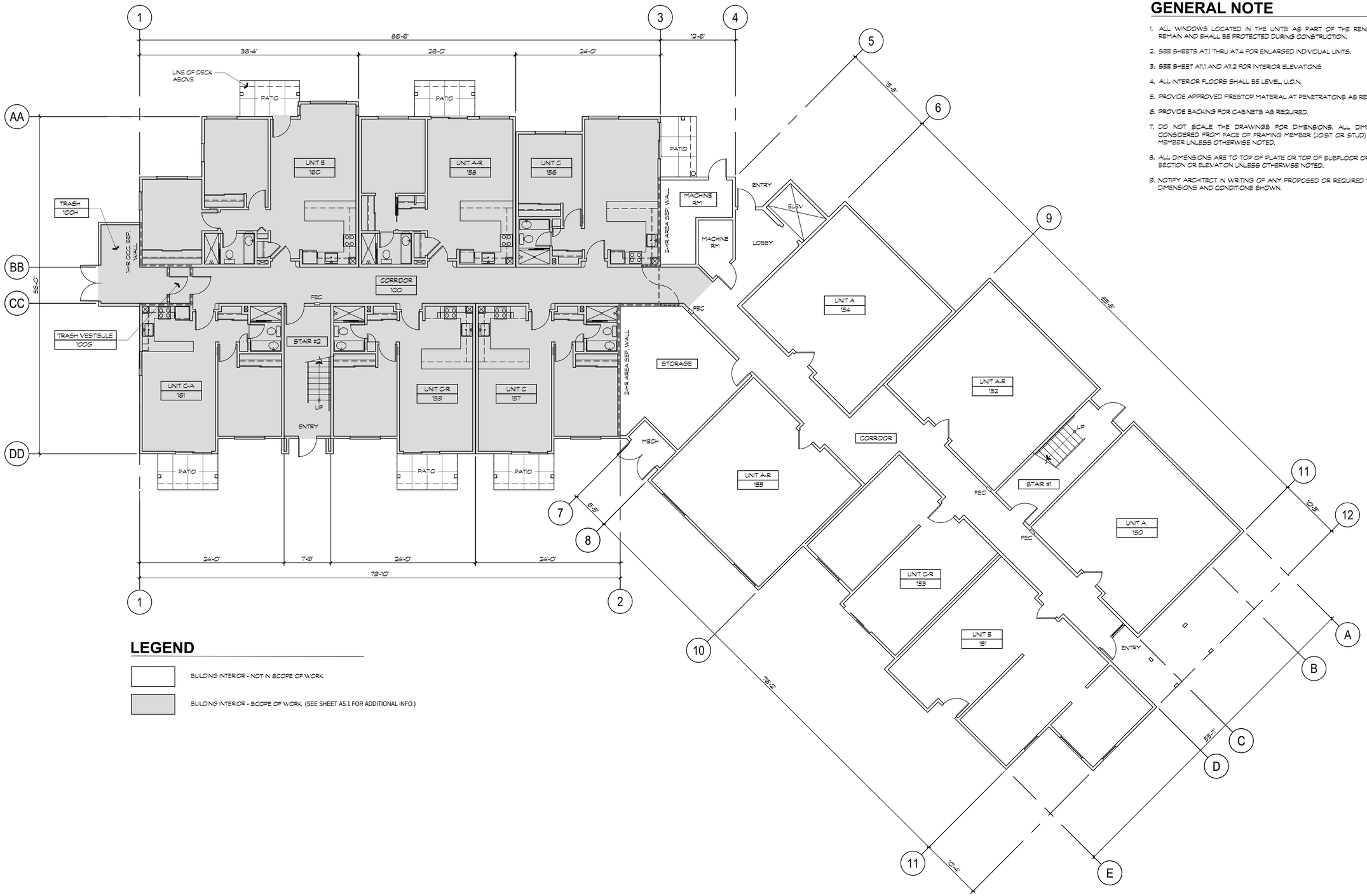
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Housing Authority of the City of Alameda

HOUSING AUTHORITY OF THE CITY OF ALAMEDA
SENIOR PROPERTY FIRE AND WATER DAMAGE
INDEPENDENT COST ESTIMATE
711 ATLANTIC AVENUE, ALAMEDA CA 94501

ARCHITECTURAL SITE PLAN

A3.0
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Scale: 1"-20'-0"



GENERAL NOTE

1. ALL WINDOWS LOCATED IN THE UNITS AS PART OF THE RENOVATION SCOPE WILL REMAIN AND SHALL BE PROTECTED DURING CONSTRUCTION.
2. SEE SHEETS A7.1 THRU A7.4 FOR ENLARGED INDIVIDUAL UNITS.
3. SEE SHEET A11.1 AND A11.2 FOR INTERIOR ELEVATIONS
4. ALL INTERIOR FLOORS SHALL BE LEVEL, U.O.N.
5. PROVIDE APPROVED FIRESTOP MATERIAL AT PENETRATIONS AS REQUIRED PER CBC 712.
6. PROVIDE BACKING FOR CABINETS AS REQUIRED.
7. DO NOT SCALE THE DRAWINGS FOR DIMENSIONS. ALL DIMENSIONS NOTED ARE CONSIDERED FROM FACE OF FRAMING MEMBER (JOIST OR STUD) TO FACE OF FRAMING MEMBER UNLESS OTHERWISE NOTED.
8. ALL DIMENSIONS ARE TO TOP OF PLATE OR TOP OF SUBFLOOR OR TOP OF CONCRETE IN SECTION OR ELEVATION UNLESS OTHERWISE NOTED.
9. NOTIFY ARCHITECT IN WRITING OF ANY PROPOSED OR REQUIRED VARIATIONS FROM THE DIMENSIONS AND CONDITIONS SHOWN.

LEGEND

BUILDING INTERIOR - NOT IN SCOPE OF WORK

BUILDING INTERIOR - SCOPE OF WORK (SEE SHEET A5.1 FOR ADDITIONAL INFO.)

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LICENSED ARCHITECT STATE OF CALIFORNIA STEVEN D. WYNN No. C27226 Ren. Jul. 31, 2027

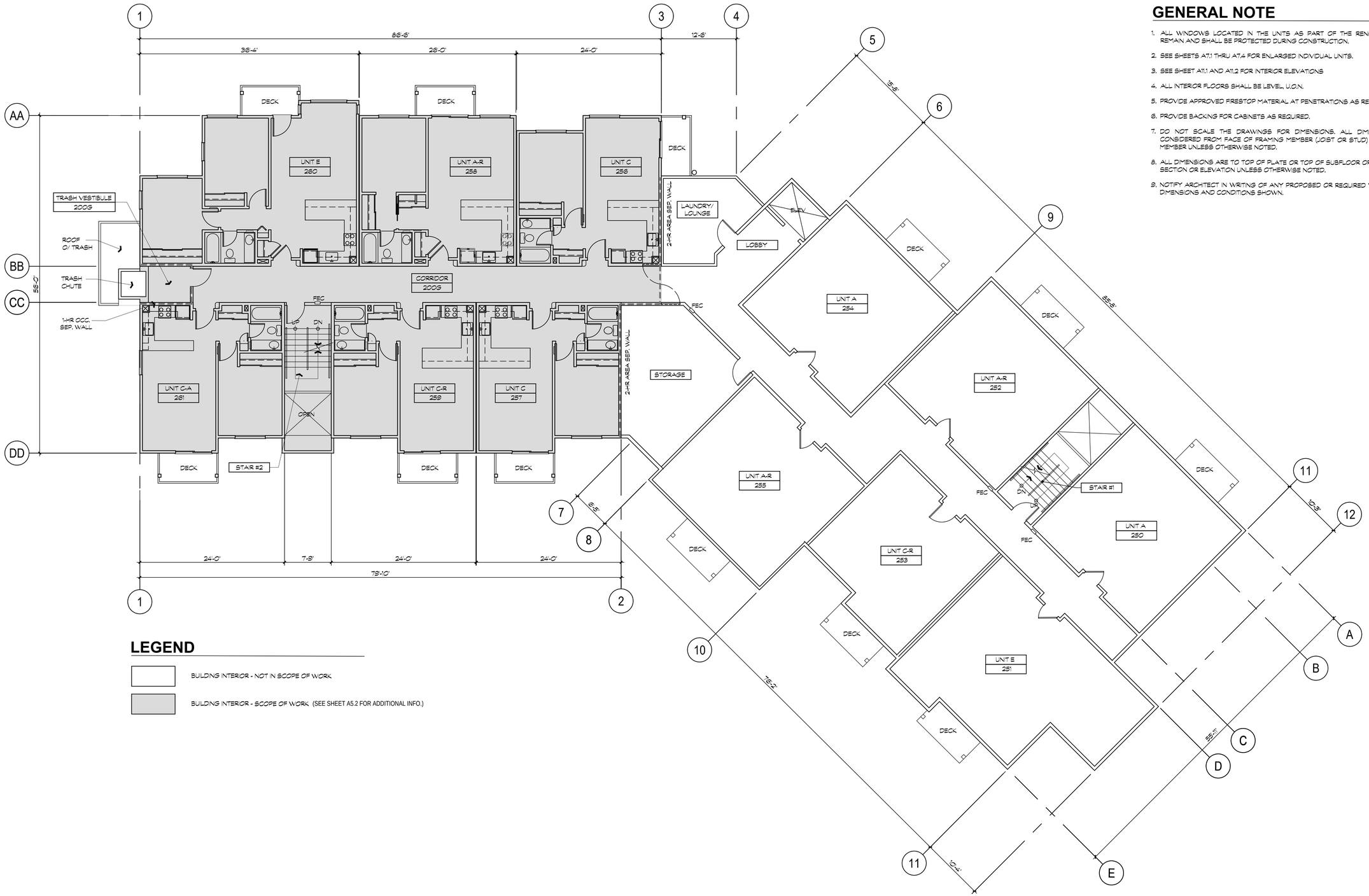
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Housing Authority — of the — City of Alameda

HOUSING AUTHORITY OF THE CITY OF ALAMEDA
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FIRE AND WATER DAMAGE REPAIRS
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BUILDING 4 - 711
FIRST FLOOR PLAN

A3.1
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Scale: 1/8"-1'-0"



GENERAL NOTE

1. ALL WINDOWS LOCATED IN THE UNITS AS PART OF THE RENOVATION SCOPE WILL REMAIN AND SHALL BE PROTECTED DURING CONSTRUCTION.
2. SEE SHEETS A7.1 THRU A7.4 FOR ENLARGED INDIVIDUAL UNITS.
3. SEE SHEET A11.1 AND A11.2 FOR INTERIOR ELEVATIONS
4. ALL INTERIOR FLOORS SHALL BE LEVEL, U.O.N.
5. PROVIDE APPROVED FIRESTOP MATERIAL AT PENETRATIONS AS REQUIRED PER CBC 712.
6. PROVIDE BACKING FOR CABINETS AS REQUIRED.
7. DO NOT SCALE THE DRAWINGS FOR DIMENSIONS. ALL DIMENSIONS NOTED ARE CONSIDERED FROM FACE OF FRAMING MEMBER (JOIST OR STUD) TO FACE OF FRAMING MEMBER UNLESS OTHERWISE NOTED.
8. ALL DIMENSIONS ARE TO TOP OF PLATE OR TOP OF SUBFLOOR OR TOP OF CONCRETE IN SECTION OR ELEVATION UNLESS OTHERWISE NOTED.
9. NOTIFY ARCHITECT IN WRITING OF ANY PROPOSED OR REQUIRED VARIATIONS FROM THE DIMENSIONS AND CONDITIONS SHOWN.

LEGEND

BUILDING INTERIOR - NOT IN SCOPE OF WORK

BUILDING INTERIOR - SCOPE OF WORK (SEE SHEET A5.2 FOR ADDITIONAL INFO.)

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LICENSED ARCHITECT STATE OF CALIFORNIA STEVEN D. WYNN No. C27226 Ren. Jul. 31, 2027

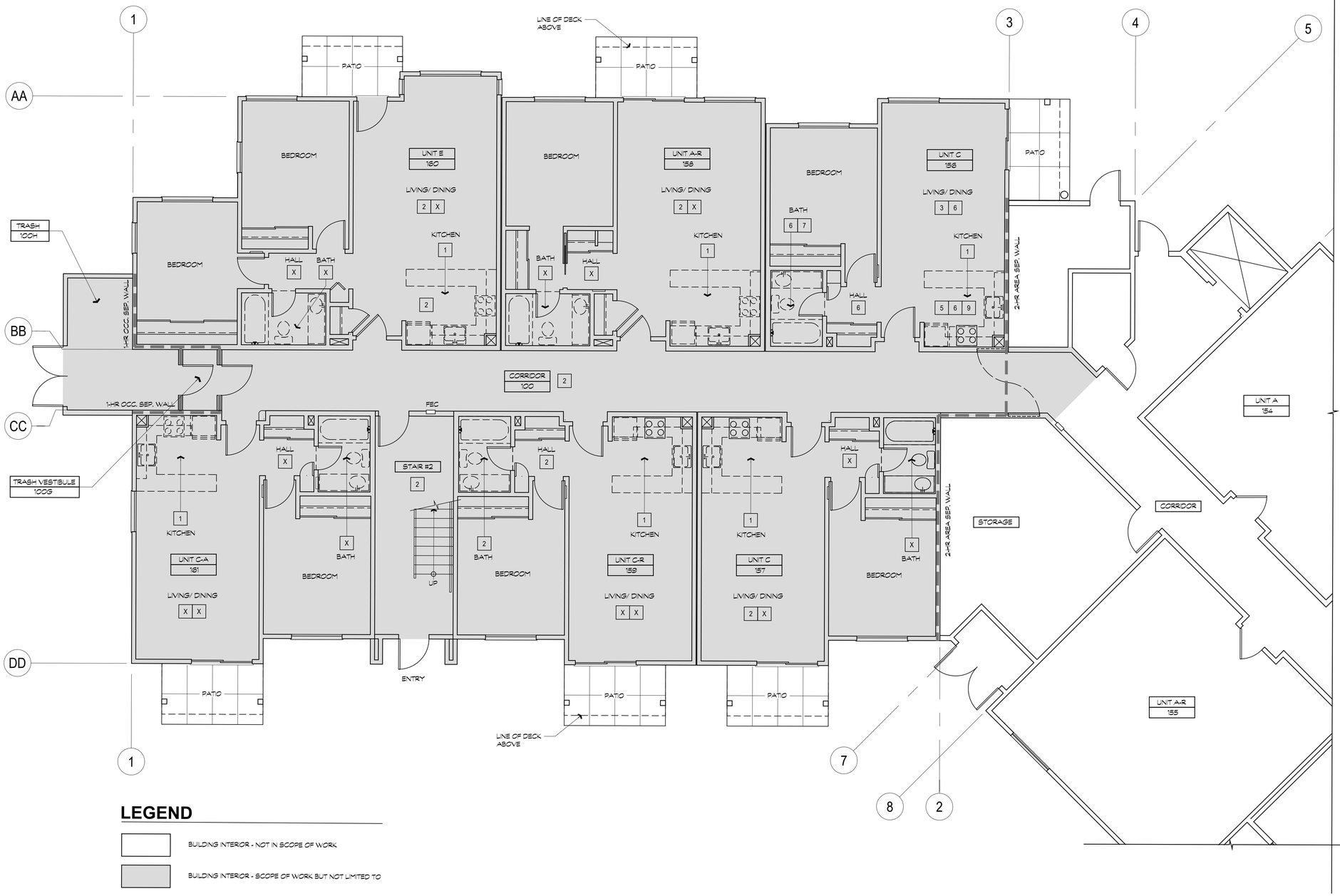
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BUILDING PERMIT SET				
APPROVED BY: DATE:				
DESIGNED BY: RS				
DRAWN BY: JP/RS/RS 08/06/26				
CHECKED BY: SW				

Housing Authority — of the — City of Alameda

HOUSING AUTHORITY OF THE CITY OF ALAMEDA
INDEPENDENCE PLAZA, SENIOR RESIDENTIAL UNITS
FIRE AND WATER DAMAGE REPAIRS
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BUILDING 4 - 711
SECOND FLOOR PLAN

A3.2
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Of
Scale: 1/8"-1'-0"



LEGEND

BUILDING INTERIOR - NOT IN SCOPE OF WORK

BUILDING INTERIOR - SCOPE OF WORK BUT NOT LIMITED TO

DEMOLITION KEYNOTES

FIELD VERIFICATION: CONTRACTOR SHALL FIELD VERIFY ALL EXISTING CONDITIONS, DIMENSIONS, MATERIAL QUANTITIES, AND AREAS OF WORK PRIOR TO FABRICATION, ORDERING, OR COMMENCEMENT OF CONSTRUCTION.

1. DEMOLISH KITCHEN WALLS AND CEILINGS -

   CEILINGS: TEAR DOWN DAMAGED CEILING DRYWALL, MOUNTING CHANNELS, AND WET INSULATION IN SPECIFIED UNIT KITCHENS (SQUARE FOOTAGE SHOWN ON PLANS)

   WALLS: STRIP OUT DAMAGED DRYWALL UP TO FULL HEIGHT IN LARGER PATCH AREAS (SQUARE FOOTAGE SHOWN ON PLANS)

2. REMOVE LOWER WALL DRYWALL IN OTHER ROOMS - CUT OUT AND REMOVE THE BOTTOM 18-INCH STRIP OF WATER-DAMAGED WALL DRYWALL ACROSS LIVING ROOMS, HALLWAYS, BATHROOMS, BEDROOMS, 1ST AND 2ND-FLOOR CORRIDORS, AND STAIRWELLS.

3. DEMOLISH CEILINGS AND INSULATION IN LIVING & BEDROOM AREAS
   TEAR DOWN DAMAGED CEILING DRYWALL, MOUNTING CHANNELS, AND WET INSULATION IN DESIGNATED NON-KITCHEN SPACES (INCLUDING LIVING ROOMS, HALLS, BATHS, BEDROOMS, AND CORRIDORS).

4. DEMOLISH FULL WALL & SPECIALTY DRYWALL SYSTEMS - TEAR OUT LARGE-SCALE OR MULTI-LAYER DRYWALL SYSTEMS WHERE SPECIFIED, INCLUDING THE 2-LAYER FIRE-WALL ASSEMBLIES IN UNIT 156 BATH (~210 LF, 52 FT²) AND UNIT 256.

5. TEAR OUT KITCHEN CABINETS - REMOVE AND DISPOSE OF ALL EXISTING UPPER AND BASE KITCHEN CABINETS IN ALL AFFECTED UNITS.

6. REMOVE EXISTING FLOORING AND BASEBOARDS - STRIP OUT AND DISPOSE OF EXISTING FLOOR COVERINGS DOWN TO THE BARE SUBFLOOR/SLAB AND REMOVE ALL BASEBOARDS ACROSS AFFECTED UNITS (BOTH BUILDING 703 AND 711), CORRIDORS, STAIRWELLS, AND THE TRASH ROOM ENTRY.

7. REMOVE BATHROOM FIXTURES AND ACCESSORIES - TEAR OUT OLD VANITIES, COUNTERTOPS, SINKS, FAUCETS, MEDICINE CABINETS, FULL VANITY MIRRORS, TOILETS, SHOWER STALLS, WALL SURROUNDS, SEATS, AND GRAB BARS.

8. REMOVE CLOSET DOORS AND SHELVING - DETACH AND REMOVE EXISTING BYPASS CLOSET DOORS, TRACKS, SHELVING, AND CLOTHES POLES IN DESIGNATED BEDROOMS AND HALLWAYS.

9. DISCONNECT AND REMOVE APPLIANCES AND LIGHTING - DISCONNECT AND HAUL AWAY OLD KITCHEN APPLIANCES AND CLEAR OUT EXISTING CEILING LIGHT FIXTURES AND VANITY LIGHT BARS.

10. STRIP OUT TRIM AND ASSOCIATED HARDWARE - DISCONNECT AND REMOVE DAMAGED TRIM PLATES, SWITCH/RECEPTACLE COVERS, PLUMBING SUPPLY LINES/ANGLE STOPS, FIRE SPRINKLER ESCUTCHEONS, TOWEL BARS, TP HOLDERS, AND CABINET HARDWARE TO PREPARE SPACES FOR TURN-KEY RECONSTRUCTION.

Inch 1 0

barry|wynn ARCHITECTS
379 Hartz Avenue
Danville, CA 94526
(925) 837-1422 (o)
(925) 837-1426 (f)
www.barryandwynn.com

LICENSED ARCHITECT STEVEN D. WYNN No. C27226 Ren. Jul. 31, 2027 STATE OF CALIFORNIA

ISSUED FOR:				
BUILDING PERMIT SET				
APPROVED BY: DATE:				
DESIGNED BY: RS				
DRAWN BY: JP/RS/RS 08/06/26				
CHECKED BY: SW	NO.	DATE	BY	REVISIONS

Housing Authority — of the — City of Alameda

HOUSING AUTHORITY OF THE CITY OF ALAMEDA
INDEPENDENCE PLAZA, SENIOR RESIDENTIAL UNITS
FIRE AND WATER DAMAGE REPAIRS
711 ATLANTIC AVENUE, ALAMEDA CA 94501

BUILDING 4 - 711
ENLARGED FIRST FLOOR - DEMOLITION PLAN

A4.1
Sheet
Of
Scale: 3/16"-1'-0"



LEGEND

BUILDING INTERIOR - NOT IN SCOPE OF WORK

BUILDING INTERIOR - SCOPE OF WORK BUT NOT LIMITED TO

DEMOLITION KEYNOTES

1. DEMOLISH KITCHEN WALLS AND CEILINGS -

   CEILINGS: TEAR DOWN DAMAGED CEILING DRYWALL, MOUNTING CHANNELS, AND WET INSULATION IN SPECIFIED UNIT KITCHENS (SQUARE FOOTAGE SHOWN ON PLANS)

   WALLS: STRIP OUT DAMAGED DRYWALL UP TO FULL HEIGHT IN LARGER PATCH AREAS (SQUARE FOOTAGE SHOWN ON PLANS)

2. REMOVE LOWER WALL DRYWALL IN OTHER ROOMS - CUT OUT AND REMOVE THE BOTTOM 18-INCH STRIP OF WATER-DAMAGED WALL DRYWALL ACROSS LIVING ROOMS, HALLWAYS, BATHROOMS, BEDROOMS, 1ST AND 2ND-FLOOR CORRIDORS, AND STAIRWELLS.

3. DEMOLISH CEILINGS AND INSULATION IN LIVING & BEDROOM AREAS
   TEAR DOWN DAMAGED CEILING DRYWALL, MOUNTING CHANNELS, AND WET INSULATION IN DESIGNATED NON-KITCHEN SPACES (INCLUDING LIVING ROOMS, HALLS, BATHS, BEDROOMS, AND CORRIDORS).

4. DEMOLISH FULL WALL & SPECIALTY DRYWALL SYSTEMS - TEAR OUT LARGE-SCALE OR MULTI-LAYER DRYWALL SYSTEMS WHERE SPECIFIED, INCLUDING THE 2-LAYER FIREWALL ASSEMBLIES IN UNIT 156 BATH ($210\TEXT{ SQ FT}$) AND UNIT 256.

5. TEAR OUT KITCHEN CABINETS - REMOVE AND DISPOSE OF ALL EXISTING UPPER AND BASE KITCHEN CABINETS IN ALL AFFECTED UNITS.

6. REMOVE EXISTING FLOORING AND BASEBOARDS - STRIP OUT AND DISPOSE OF EXISTING FLOOR COVERINGS DOWN TO THE BARE SUBFLOOR/SLAB AND REMOVE ALL BASEBOARDS ACROSS AFFECTED UNITS (BOTH BUILDING 703 AND 711), CORRIDORS, STAIRWELLS, AND THE TRASH ROOM ENTRY.

7. REMOVE BATHROOM FIXTURES AND ACCESSORIES - TEAR OUT OLD VANITIES, COUNTERTOPS, SINKS, FAUCETS, MEDICINE CABINETS, FULL VANITY MIRRORS, TOILETS, SHOWER STALLS, WALL SURROUNDS, SEATS, AND GRAB BARS.

8. REMOVE CLOSET DOORS AND SHELVING - DETACH AND REMOVE EXISTING BYPASS CLOSET DOORS, TRACKS, SHELVING, AND CLOTHES POLES IN DESIGNATED BEDROOMS AND HALLWAYS.

9. DISCONNECT AND REMOVE APPLIANCES AND LIGHTING - DISCONNECT AND HAUL AWAY OLD KITCHEN APPLIANCES AND CLEAR OUT EXISTING CEILING LIGHT FIXTURES AND VANITY LIGHT BARS.

10. STRIP OUT TRIM AND ASSOCIATED HARDWARE - DISCONNECT AND REMOVE DAMAGED TRIM PLATES, SWITCH/RECEPTACLE COVERS, PLUMBING SUPPLY LINES/ANGLE STOPS, FIRE SPRINKLER ESCUTCHEONS, TOWEL BARS, TP HOLDERS, AND CABINET HARDWARE TO PREPARE SPACES FOR TURN-KEY RECONSTRUCTION.

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LICENSED ARCHITECT STEVEN D. WYNN No. C27226 Ren. Jul. 31, 2027 STATE OF CALIFORNIA

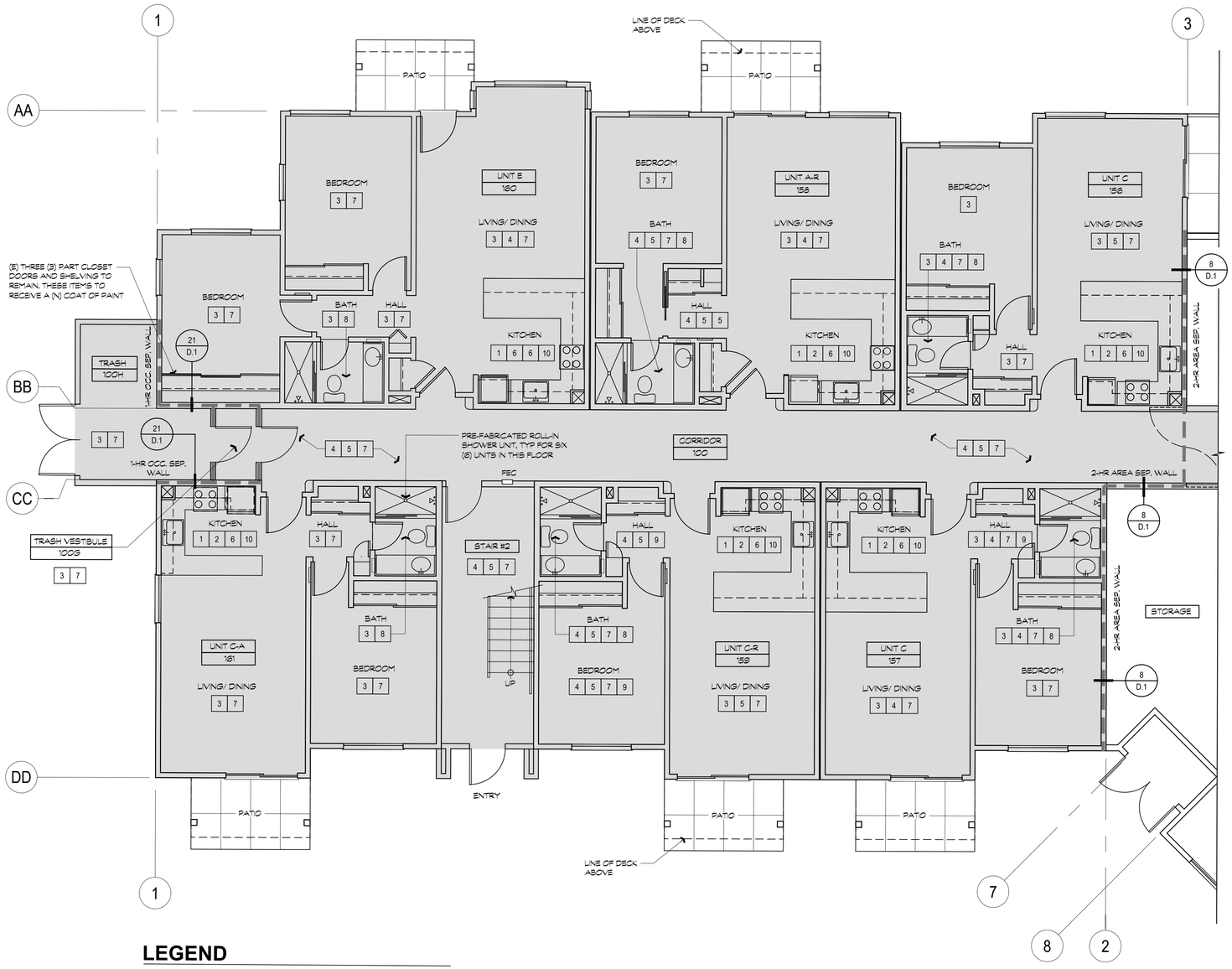
ISSUED FOR:	NO.	DATE	BY	REVISIONS
BUILDING PERMIT SET				
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Housing Authority of the City of Alameda

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INDEPENDENCE PLAZA, SENIOR RESIDENTIAL UNITS
FIRE AND WATER DAMAGE REPAIRS
711 ATLANTIC AVENUE, ALAMEDA CA 94501

BUILDING 4 - 711
ENLARGED SECOND FLOOR - DEMOLITION PLAN

A4.2
Sheet
Of
Scale: 3/16"-1'-0"



LEGEND

BUILDING INTERIOR - NOT IN SCOPE OF WORK

BUILDING INTERIOR - SCOPE OF WORK BUT NOT LIMITED TO

REMODEL KEYNOTES

FIELD VERIFICATION CONTRACTOR SHALL FIELD VERIFY ALL EXISTING CONDITIONS, DIMENSIONS, MATERIAL QUANTITIES, AND AREAS OF WORK PRIOR TO FABRICATION, ORDERING, OR COMMENCEMENT OF CONSTRUCTION.

1. KITCHEN CEILING:
INSTALL 5/8" TYP. X CEILING GYP. BD. WITH RESILIENT CHANNELS AND R-30 INSULATION IN KITCHEN CEILING AREAS WHERE DEMOLITION HAS TAKEN PLACE AND INDICATED IN THE 'DAMAGE REPAIR SCOPE' TABLE. PATCH CEILING WHERE GYP. BD. HAS BEEN REMOVED AND PROVIDE PROPER TRANSITION AND MATCH WALL TEXTURE AND PAINT ENTIRE CEILING SURFACES. FOR 2-HR WALL CONDITIONS (AS SHOWN ON THE PLANS) INSTALL 2 LAYERS OF TYPE X GYP. BD. w/ RESILIENT CHANNELS.

2. KITCHEN WALLS:
INSTALL 5/8" TYP. X GYP. BD. WHERE DEMOLITION HAS TAKEN PLACE AND PATCH WALL WHERE DRYWALL HAS BEEN REMOVED AND INDICATED IN THE 'DAMAGE REPAIR SCOPE' TABLE. PROVIDE PROPER TRANSITION AND MATCH WALL TEXTURE AND PAINT ENTIRE WALL SURFACES. FOR 2-HR WALL CONDITIONS (AS SHOWN ON THE PLANS) INSTALL 2 LAYERS OF TYPE X GYP. BD.

3. PREP, TEXTURE, PRIME, AND PAINT ALL NEW (N) GYPBOARD WALLS AND CEILINGS, AND ALL EXISTING INTERIOR DRYWALL WALLS AND CEILING SURFACES PER WATER DAMAGE REPAIRS SCOPE

4. INSTALL 5/8" TYP. X GYP. BD. WHERE DEMOLITION HAS TAKEN PLACE (LOWER WALL BASE) AND TAPE / PATCH WALL WHERE DRYWALL HAS BEEN REMOVED AND INDICATED IN THE 'DAMAGE REPAIR SCOPE' TABLE. PROVIDE PROPER TRANSITION AND MATCH WALL TEXTURE AND PAINT ENTIRE WALL SURFACES. FOR 2-HR WALL CONDITIONS (AS SHOWN ON THE PLANS) INSTALL 2 LAYERS OF TYPE X GYP. BD. - AFFECTED WALLS IN LIVING ROOM, HALL, BATHROOM, BEDROOM, COMMON CORRIDOR, AND STAIRWELL.

5. INSTALL 5/8" TYP. X GYP. BD. AT CEILINGS WHERE DEMOLITION HAS TAKEN PLACE, TAPE / PATCH WALL WHERE GYP. BD. HAS BEEN REMOVED AND INDICATED IN THE 'DAMAGE REPAIR SCOPE' TABLE. PROVIDE PROPER TRANSITION AND MATCH CEILING TEXTURE AND PAINT ENTIRE CEILING SURFACES. FOR 2-HR WALL CONDITIONS (AS SHOWN ON THE PLANS) INSTALL 2 LAYERS OF TYPE X GYP. BD. - AFFECTED CEILING IN LIVING ROOM, HALL, BATHROOM, BEDROOM, COMMON CORRIDOR, AND STAIRWELL.

6. INSTALL KITCHEN CABINETS - SET AND SECURE NEW BASE AND UPPER KITCHEN CABINETS ACROSS AFFECTED UNITS.

7. INSTALL NEW FLOORING AND BASEBOARDS - LAY NEW FLOORING AND INSTALL NEW BASEBOARDS THROUGHOUT ALL DESIGNATED UNITS, CORRIDORS, STAIRWELLS AND THE TRASH ROOM ENTRY.

8. INSTALL BATHROOM FIXTURES AND ACCESSORIES - INSTALL NEW WALK-IN SHOWERS (WITH SURROUNDS, SEATS, AND GRAB BARS) , TOILETS , VANITIES, COUNTERTOPS, SINKS, FAUCETS, FULL VANITY MIRRORS, MEDICINE CABINETS, AND REQUIRED BACKING/GRAB BARS.

9. INSTALL CLOSET DOORS AND STORAGE - SET UP NEW BYPASS CLOSET DOORS COMPLETE WITH TRACKS, SHELVING, AND CLOTHES POLES IN DESIGNATED BEDROOMS AND HALLWAYS.

10. INSTALL KITCHEN APPLIANCES AND LIGHTING - SUPPLY AND INSTALL NEW KITCHEN APPLIANCES AND OVERHEAD CEILING LIGHTING IN KITCHENS AND ABOVE BATHROOM VANITIES.

INDEPENDENCE PLAZA

BUILDING 4 (711) WATER DAMAGE REPAIRS SCOPE

UNIT 156 (TYPE 'C')

KITCHEN
- INSTALL 3'X18'- 5/8" TYPE X DRYWALL (WALL); INSTALL (N) FLOORING AND BASE
- INSTALL (N) BASE AND UPPER CABINETS
- INSTALL (N) CEILING LIGHTING; INSTALL (N) APPLIANCES

LIVING ROOM
- INSTALL 6'X8' (CEILING)-5/8" TYPE X W/ RC CHANNEL
- INSTALL 48 SF OF R-30 INSULATION; INSTALL (N) FLOORING AND BASE

HALL
- INSTALL (N) FLOORING AND BASE

BATH
- INSTALL 210 SF TOTAL - 5/8" TYPE X DRYWALL (2 LAYER FIREWALL)
- INSTALL (N) WALK-IN SHOWER, SURROUND WITH SEAT AND GRAB BARS, AND FINISH PLUMBING FIXTURES.
- INSTALL (N) VANITY, LIGHT BAR, COUNTERTOP, SINK, FAUCET, FULL VANITY, MIRROR, MEDICINE CABINET, AND GRAB BARS AND REQUIRED BACKING.
- INSTALL (N) TOILET; INSTALL (N) FLOORING AND BASE

BEDROOM
- (N) FLOORING AND BASE. NO WATER DAMAGE REPAIRS (Rev 081926)

UNIT 157 (TYPE 'C')

KITCHEN
- INSTALL 96 SF DRYWALL (CEILING)- 5/8" TYPE X W/ RC CHANNEL
- INSTALL 96 SF R-30 INSULATION; INSTALL 144 SF DRYWALL (WALL)- 5/8" TYPE X
- INSTALL (N) BASE AND UPPER CABINETS; INSTALL (N) FLOORING AND BASE
- INSTALL (N) CEILING LIGHTING; INSTALL (N) APPLIANCES

LIVING ROOM
- INSTALL 18"X24' DRYWALL (WALL)- 5/8" TYPE X; INSTALL (N) FLOORING AND BASE

HALL
- INSTALL 18"X11' DRYWALL (WALL)- 5/8" TYPE X; INSTALL (N) FLOORING AND BASE
- INSTALL (N) BY-PASS CLOSET DOORS WITH TRACKS, SHELF AND POLE

BATH
- INSTALL 18"X10' DRYWALL (WALL)- 5/8" TYPE X
- INSTALL (N) WALK-IN SHOWER, SURROUND WITH SEAT AND GRAB BARS, AND FINISH PLUMBING FIXTURES.
- INSTALL (N) VANITY, LIGHT BAR, COUNTERTOP, SINK, FAUCET, FULL VANITY MIRROR, MEDICINE CABINET, AND GRAB BARS AND REQUIRED BACKING; INSTALL (N) TOILET; INSTALL (N) FLOORING AND BASE

BEDROOM
- INSTALL (N) FLOORING AND BASE

UNIT 158 (TYPE 'A-R')

KITCHEN
- INSTALL 63 SF DRYWALL (CEILING)- 5/8" TYPE X W/ RC CHANNEL
- INSTALL 63 SF R-30 INSULATION
- INSTALL 18"X64' DRYWALL (WALL)- 5/8" TYPE X;
- INSTALL (N) BASE AND UPPER CABINETS. INSTALL (N) FLOORING AND BASE
- INSTALL (N) CEILING LIGHTING; INSTALL (N) APPLIANCES

LIVING ROOM
- INSTALL 18"X24' DRYWALL (WALL)- 5/8" TYPE X; INSTALL (N) FLOORING AND BASE

HALL
- INSTALL 25 SF DRYWALL (CEILING)- 5/8" TYPE X W/ RC CHANNEL
- INSTALL 25 SF R-30 INSULATION
- INSTALL 18"X4' DRYWALL (WALL)- 5/8" TYPE X; INSTALL (N) FLOORING AND BASE

BATH
- INSTALL 18"X4' DRYWALL (WALL)- 5/8" TYPE X
- INSTALL (N) WALK-IN SHOWER, SURROUND WITH SEAT AND GRAB BARS, AND FINISH PLUMBING FIXTURES.
- INSTALL (N) VANITY, LIGHT BAR, COUNTERTOP, SINK, FAUCET, FULL VANITY MIRROR, MEDICINE CABINET, AND GRAB BARS AND REQUIRED BACKING.
- INSTALL (N) TOILET; INSTALL (N) FLOORING AND BASE

BEDROOM
- INSTALL 18"X40' DRYWALL (WALL)- 5/8" TYPE X; INSTALL (N) FLOORING AND BASE

UNIT 159 (TYPE 'C-R')

KITCHEN
- INSTALL 108 SF DRYWALL (CEILING)- 5/8" TYPE X W/ RC CHANNEL
- INSTALL 108 SF R-30 INSULATION
- INSTALL 18"X27' DRYWALL (WALL)- 5/8" TYPE X; INSTALL (N) BASE AND UPPER CABINETS
- INSTALL (N) FLOORING AND BASE; INSTALL (N) APPLIANCES; INSTALL (N) CEILING LIGHTING

LIVING ROOM
- INSTALL 96 SF DRYWALL (CEILING)- 5/8" TYPE X W/ RC CHANNEL; INSTALL 96 SF R-30 INSULATION
- INSTALL (N) FLOORING AND BASE

HALL
- INSTALL 72 SF DRYWALL (CEILING)- 5/8" TYPE X W/ RC CHANNEL; INSTALL 18"X136' DRYWALL (WALL)- 5/8" TYPE X
- INSTALL 72 SF R-30 INSULATION; INSTALL (N) FLOORING AND BASE
- INSTALL (N) BY-PASS CLOSET DOORS WITH TRACKS, SHELF AND POLE

BATH
- FRAME IN DROP CEILING FOR EXISTING MECHANICAL AT 7'0"
- INSTALL 50 SF DRYWALL (CEILING)- 5/8" TYPE X W/ RC CHANNEL
- INSTALL 50 SF R-30 INSULATION; INSTALL (N) TOILET; INSTALL (N) FLOORING AND BASE
- INSTALL 18"X136' DRYWALL (WALL)- 5/8" TYPE X
- INSTALL (N) WALK-IN SHOWER, SURROUND WITH SEAT AND GRAB BARS, AND FINISH PLUMBING FIXTURES.
- INSTALL (N) VANITY, LIGHT BAR, COUNTERTOP, SINK, FAUCET, FULL VANITY MIRROR, MEDICINE CABINET, AND GRAB BARS AND REQUIRED BACKING.

BEDROOM
- INSTALL 120 SF DRYWALL (CEILING)- 5/8" TYPE X W/ RC CHANNEL
- INSTALL 120 SF R-30 INSULATION; INSTALL (N) FLOORING AND BASE
- INSTALL 60 SF DRYWALL (WALL)- 5/8" TYPE X
- INSTALL (N) BY-PASS CLOSET DOORS WITH TRACKS, SHELF AND POLE

UNIT 160 (TYPE 'E')

KITCHEN
- INSTALL 18"X27' DRYWALL (WALL)- 5/8" TYPE X
- INSTALL (N) BASE AND UPPER CABINETS; INSTALL (N) FLOORING AND BASE
- INSTALL (N) CEILING LIGHTING; INSTALL (N) APPLIANCES

LIVING ROOM
- INSTALL 18"X24' DRYWALL (WALL)- 5/8" TYPE X; INSTALL (N) FLOORING AND BASE

HALL
- INSTALL (N) FLOORING AND BASE
-

BATH
- INSTALL (N) WALK-IN SHOWER, SURROUND WITH SEAT AND GRAB BARS, AND FINISH PLUMBING FIXTURES.
- INSTALL (N) VANITY, LIGHT BAR, COUNTERTOP, SINK, FAUCET, FULL VANITY MIRROR AND MEDICINE CABINET
- INSTALL (N) TOILET; INSTALL (N) FLOORING AND BASE

BEDROOM
- INSTALL (N) FLOORING AND BASE

UNIT 161 (TYPE 'C')

KITCHEN
- INSTALL (N) BASE AND UPPER CABINETS,
- INSTALL (N) FLOORING AND BASE; INSTALL (N) CEILING LIGHTING; INSTALL (N) APPLIANCES

LIVING ROOM
- INSTALL (N) FLOORING AND BASE

HALL
- INSTALL (N) FLOORING AND BASE

BATH
- INSTALL (N) WALK-IN SHOWER, SURROUND WITH SEAT AND GRAB BARS, AND FINISH PLUMBING FIXTURES.
- INSTALL (N) VANITY, LIGHT BAR, COUNTERTOP, SINK, FAUCET, FULL VANITY MIRROR, MEDICINE CABINET, AND GRAB BARS AND REQUIRED BACKING.
- INSTALL (N) TOILET; INSTALL (N) FLOORING AND BASE

BEDROOM
- INSTALL (N) FLOORING AND BASE

COMMON AREAS

1ST FLOOR CORRIDOR
- INSTALL 45 SF DRYWALL (CEILING)- 5/8" TYPE X W/ RC CHANNEL
- INSTALL 18" X 170' DRYWALL (WALL)- 5/8" TYPE X; INSTALL (N) FLOORING AND BASE

1ST FLOOR STAIR
- INSTALL 45 SF DRYWALL (CEILING)- 5/8" TYPE X W/ RC CHANNEL
- INSTALL 18" X 170' DRYWALL (WALL)- 5/8" TYPE X; INSTALL (N) FLOORING AND BASE-

TRASH ROOM ENTRY
- INSTALL (N) FLOORING AND BASE

GENERAL NOTE:
ALL RENOVATION WORK IN THE MATRIX BELOW SHALL BE COMPLETED TO "TURN-KEY / ALL-INCLUSIVE LEVEL", READY FOR RESIDENT MOVE-IN. ALL RENOVATIONS INCLUDE BUT NOT LIMITED TO: FINISH ELECTRICAL AND PLUMBING (SWITCHES / RECEPTACLE COVERS, ANGLE STOP TO FIXTURE SUPPLIES, ETC., COMBO SMOKE AND CO DETECTORS, LOWER AND UPPER CABINET HARDWARE AND TRIM, FIRE SPRINKLER ESCUTCHEONS, BATHROOM TOWEL BARS, TOILET PAPER HOLDERS AND GRABRAILS, AND ASSOCIATED BACKING, FLOORING TRANSITIONS, ETC.

Inch 1 0

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ENLARGED FIRST FLOOR - REMODEL PLAN

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REMODEL KEYNOTES

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1. KITCHEN CEILING:
INSTALL 5/8" TYP. X CEILING GYP. BD. WITH RESILIENT CHANNELS AND R-30 INSULATION IN KITCHEN CEILING AREAS WHERE DEMOLITION HAS TAKEN PLACE AND INDICATED IN THE 'DAMAGE REPAIR SCOPE' TABLE. PATCH CEILING WHERE GYP. BD. HAS BEEN REMOVED AND PROVIDE PROPER TRANSITION AND MATCH WALL TEXTURE AND PAINT ENTIRE CEILING SURFACES. FOR 2-HR WALL CONDITIONS (AS SHOWN ON THE PLANS) INSTALL 2 LAYERS OF TYPE X GYP. BD. w/ RESILIENT CHANNELS.

2. KITCHEN WALLS:
INSTALL 5/8" TYP. X GYP. BD. WHERE DEMOLITION HAS TAKEN PLACE AND PATCH WALL WHERE DRYWALL HAS BEEN REMOVED AND INDICATED IN THE 'DAMAGE REPAIR SCOPE' TABLE. PROVIDE PROPER TRANSITION AND MATCH WALL TEXTURE AND PAINT ENTIRE WALL SURFACES. FOR 2-HR WALL CONDITIONS (AS SHOWN ON THE PLANS) INSTALL 2 LAYERS OF TYPE X GYP. BD.

3. PREP, TEXTURE, PRIME, AND PAINT ALL NEW (N) GYPBOARD WALLS AND CEILINGS, AND ALL EXISTING INTERIOR DRYWALL WALLS AND CEILING SURFACES PER WATER DAMAGE REPAIRS SCOPE

4. INSTALL 5/8" TYP. X GYP. BD. WHERE DEMOLITION HAS TAKEN PLACE (LOWER WALL BASE) AND TAPE / PATCH WALL WHERE DRYWALL HAS BEEN REMOVED AND INDICATED IN THE 'DAMAGE REPAIR SCOPE' TABLE. PROVIDE PROPER TRANSITION AND MATCH WALL TEXTURE AND PAINT ENTIRE WALL SURFACES. FOR 2-HR WALL CONDITIONS (AS SHOWN ON THE PLANS) INSTALL 2 LAYERS OF TYPE X GYP. BD. - AFFECTED WALLS IN LIVING ROOM, HALL, BATHROOM, BEDROOM, COMMON CORRIDOR, AND STAIRWELL.

5. INSTALL 5/8" TYP. X GYP. BD. AT CEILINGS WHERE DEMOLITION HAS TAKEN PLACE. TAPE / PATCH WALL WHERE GYP. BD. HAS BEEN REMOVED AND INDICATED IN THE 'DAMAGE REPAIR SCOPE' TABLE. PROVIDE PROPER TRANSITION AND MATCH CEILING TEXTURE AND PAINT ENTIRE CEILING SURFACES. FOR 2-HR WALL CONDITIONS (AS SHOWN ON THE PLANS) INSTALL 2 LAYERS OF TYPE X GYP. BD. - AFFECTED CEILING IN LIVING ROOM, HALL, BATHROOM, BEDROOM, COMMON CORRIDOR, AND STAIRWELL.

6. INSTALL KITCHEN CABINETS - SET AND SECURE NEW BASE AND UPPER KITCHEN CABINETS ACROSS AFFECTED UNITS.

7. INSTALL NEW FLOORING AND BASEBOARDS - LAY NEW FLOORING AND INSTALL NEW BASEBOARDS THROUGHOUT ALL DESIGNATED UNITS, CORRIDORS, STAIRWELLS AND THE TRASH ROOM ENTRY.

8. INSTALL BATHROOM FIXTURES AND ACCESSORIES - INSTALL NEW TOILETS , VANITIES, COUNTERTOPS, SINKS, FAUCETS, FULL VANITY MIRRORS, MEDICINE CABINETS, AND REQUIRED BACKING/GRAB BARS.

9. INSTALL CLOSET DOORS AND STORAGE - SET UP NEW BYPASS CLOSET DOORS COMPLETE WITH TRACKS, SHELVING, AND CLOTHES POLES IN DESIGNATED BEDROOMS AND HALLWAYS.

10. INSTALL KITCHEN APPLIANCES AND LIGHTING - SUPPLY AND INSTALL NEW KITCHEN APPLIANCES AND OVERHEAD CEILING LIGHTING IN KITCHENS AND ABOVE BATHROOM VANITIES.

INDEPENDENCE PLAZA
BUILDING 4 (711) WATER DAMAGE REPAIRS SCOPE

UNIT 256 (TYPE 'C')

KITCHEN
- INSTALL 18"X27' DRYWALL (WALL)- 5/8" TYPE X
- INSTALL (N) BASE AND UPPER CABINETS; INSTALL (N) APPLIANCES
- INSTALL (N) FLOORING AND BASE; -
- INSTALL (N) CEILING LIGHTING

LIVING ROOM
- INSTALL 18"X50' TOTAL DRYWALL (WALL)- 5/8" TYPE X (2 LAYERS FIRE AND FINISH)
- INSTALL (N) FLOORING AND BASE

HALL
- INSTALL 18"X50' TOTAL DRYWALL (WALL)- 5/8" TYPE X (2 LAYERS FIRE AND FINISH); INSTALL (N) FLOORING AND BASE

BATH
- INSTALL 18"X50' TOTAL DRYWALL (WALL)- 5/8" TYPE X (2 LAYERS FIRE AND FINISH)
- INSTALL (N) VANITY, LIGHT BAR, COUNTERTOP, SINK, FAUCET, FULL VANITY MIRROR, MEDICINE CABINET, AND GRAB BARS AND REQUIRED BACKING; INSTALL (N) TOILET
- INSTALL (N) FLOORING AND BASE
- (N) TEXTURE, PAINT (E) WALL (Rev 081926)

BEDROOM
- INSTALL 18"X70' TOTAL DRYWALL (WALL)- 5/8" TYPE X
- INSTALL (N) FLOORING AND BASE

UNIT 257 (TYPE 'C')

KITCHEN
- INSTALL 18"X37' DRYWALL (WALL)- 5/8" TYPE X
- INSTALL (N) BASE AND UPPER CABINETS; INSTALL (N) FLOORING AND BASE
- INSTALL (N) CEILING LIGHTING;

INSTALL (N) APPLIANCES

LIVING ROOM
- INSTALL (N) FLOORING AND BASE

HALL (Rev 081926)
- PAINT (E) WALL, NO WATER DAMAGE REPAIRS. (Rev 081926)

BATH (Rev 081926)
- INSTALL (N) VANITY, LIGHT BAR, COUNTERTOP, SINK, FAUCET, FULL VANITY MIRROR, MEDICINE CABINET, AND GRAB BARS AND REQUIRED BACKING
- INSTALL (N) FLOORING AND BASE

BEDROOM
- INSTALL (N) FLOORING AND BASE-

UNIT 258 (TYPE 'A-R')

KITCHEN
- INSTALL (N) BASE AND UPPER CABINETS
- INSTALL (N) FLOORING AND BASE
- INSTALL (N) CEILING LIGHTING; INSTALL (N) APPLIANCES

LIVING ROOM
- INSTALL (N) FLOORING AND BASE

HALL
- INSTALL 18"X30' DRYWALL (WALL)- 5/8" TYPE X; INSTALL (N) FLOORING AND BASE

BATH
- INSTALL (N) VANITY, LIGHT BAR, COUNTERTOP, SINK, FAUCET, FULL VANITY MIRROR, MEDICINE CABINET, AND GRAB BARS AND REQUIRED BACKING.
- INSTALL (N) TOILET; INSTALL (N) FLOORING AND BASE

BEDROOM
- INSTALL (N) FLOORING AND BASE

UNIT 259 (TYPE 'C-R')

KITCHEN
- INSTALL 18"X27' DRYWALL (WALL)- 5/8" TYPE X
- INSTALL (N) BASE AND UPPER CABINETS
- INSTALL (N) FLOORING AND BASE; INSTALL (N) CEILING LIGHTING; INSTALL (N) APPLIANCES

LIVING ROOM
- INSTALL 18"X36' DRYWALL (WALL)- 5/8" TYPE X; INSTALL (N) FLOORING AND BASE

HALL
- INSTALL 18"X16' DRYWALL (WALL)- 5/8" TYPE X; INSTALL (N) FLOORING AND BASE

BATH
- INSTALL 18"X26' DRYWALL (WALL)- 5/8" TYPE X
- INSTALL (N) VANITY, LIGHT BAR, COUNTERTOP, SINK, FAUCET, FULL VANITY MIRROR, MEDICINE CABINET, AND GRAB BARS AND REQUIRED BACKING.
- INSTALL (N) TOILET; INSTALL (N) FLOORING AND BASE

BEDROOM
- INSTALL 108 SF DRYWALL (CEILING)- 5/8" TYPE X W/ RC CHANNEL
- INSTALL 108 SF R-30 INSULATION
- INSTALL 118 SF DRYWALL (WALL)- 5/8" TYPE X; INSTALL (N) FLOORING AND BASE
- INSTALL (N) BY-PASS CLOSET DOORS WITH TRACKS, SHELF AND POLE

UNIT 260 (TYPE 'E')

KITCHEN
- INSTALL NEW BASE AND UPPER CABINETS
- INSTALL (N) FLOORING AND BASE; INSTALL (N) CEILING LIGHTING; INSTALL (N) APPLIANCES

LIVING ROOM
- INSTALL 18" X 16' DRYWALL (WALL)- 5/8" TYPE X; INSTALL (N) FLOORING AND BASE

HALL
- INSTALL (N) FLOORING AND BASE

BATH
- INSTALL (N) VANITY, LIGHT BAR, COUNTERTOP, SINK, FAUCET, FULL VANITY MIRROR, MEDICINE CABINET, AND GRAB BARS AND REQUIRED BACKING.
- INSTALL (N) TOILET; INSTALL (N) FLOORING AND BASE

BEDROOM
- INSTALL (N) FLOORING AND BASE

UNIT 261 (TYPE 'C')

KITCHEN
- **INSTALL (N) BASE AND UPPER CABINETS**
- **INSTALL (N) FLOORING AND BASE**
- **INSTALL (N) CEILING LIGHTING; INSTALL (N) APPLIANCES**

LIVING ROOM
- **INSTALL (N) FLOORING AND BASE**

HALL
- **INSTALL (N) FLOORING AND BASE**

BATH
- **INSTALL (N) VANITY, LIGHT BAR, COUNTERTOP, SINK, FAUCET, FULL VANITY MIRROR, MEDICINE CABINET, AND GRAB BARS AND REQUIRED BACKING.**
- **INSTALL (N) TOILET; INSTALL (N) FLOORING AND BASE**

BEDROOM
- **INSTALL (N) FLOORING AND BASE**

COMMON AREAS

2ND FLOOR CORRIDOR
- INSTALL 18" X 170' DRYWALL (WALL)- 5/8" TYPE X; INSTALL (N) FLOORING AND BASE

2ND FLOOR STAIR
- INSTALL 18" X 170' DRYWALL (WALL)- 5/8" TYPE X

GENERAL NOTE:
ALL RENOVATION WORK IN THE MATRIX BELOW SHALL BE COMPLETED TO "TURN-KEY / ALL-INCLUSIVE LEVEL", READY FOR RESIDENT MOVE-IN. ALL RENOVATIONS INCLUDE BUT NOT LIMITED TO: FINISH ELECTRICAL AND PLUMBING (SWITCHES / RECEPTACLE COVERS, ANGLE STOP TO FIXTURE SUPPLIES, ETC., COMBO SMOKE AND CO DETECTORS, LOWER AND UPPER CABINET HARDWARE AND TRIM, FIRE SPRINKLER ESCUTCHEONS, BATHROOM TOWEL BARS, TOILET PAPER HOLDERS AND GRABRAILS, AND ASSOCIATED BACKING, FLOORING TRANSITIONS, ETC.

Inch 1 0

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LICENSED ARCHITECT STEVEN D. WYNN No. C27226 Ren. Jul. 31, 2027 STATE OF CALIFORNIA

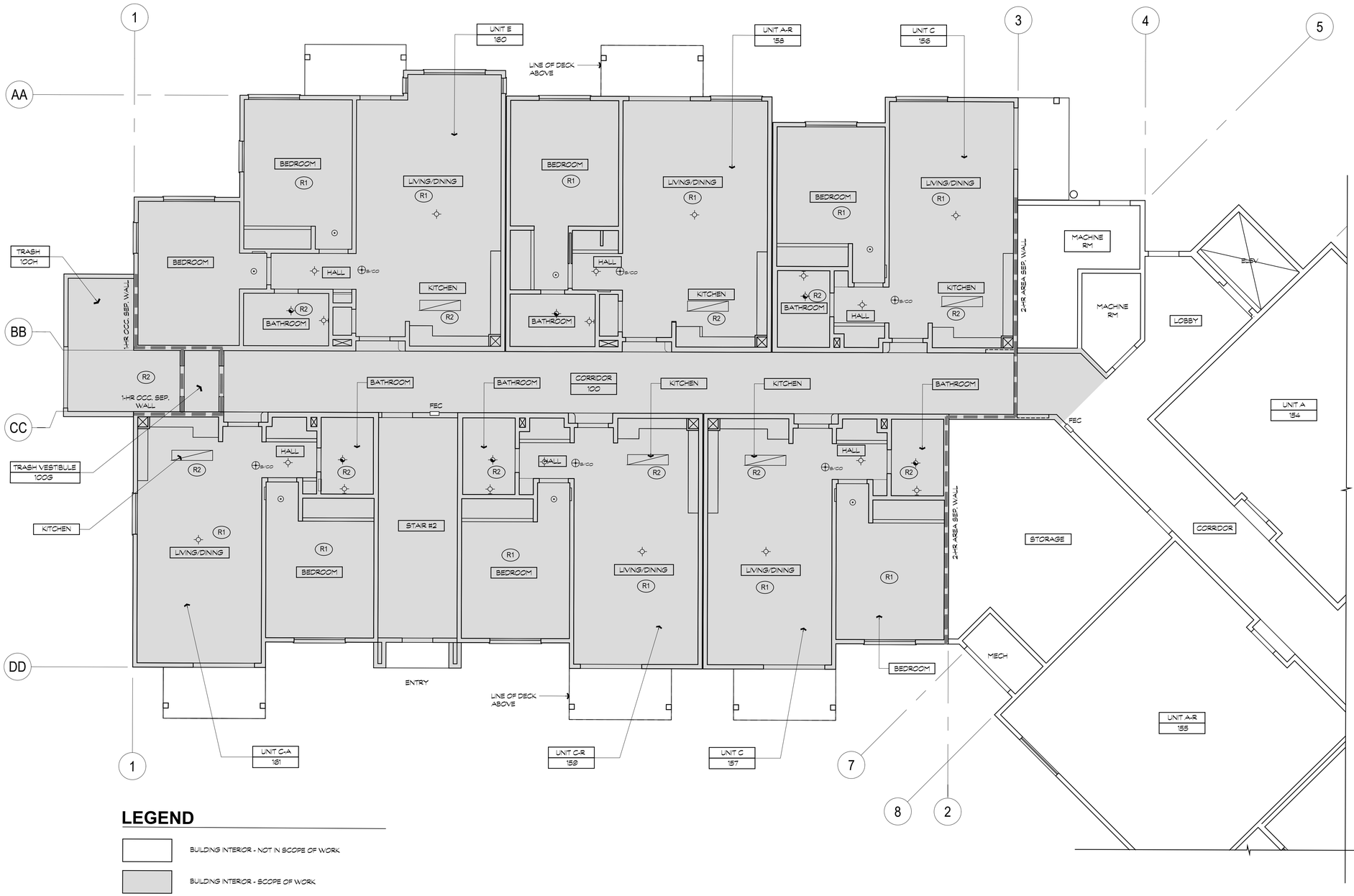
ISSUED FOR:	NO.	DATE	BY	REVISIONS
BUILDING PERMIT SET				
APPROVED BY: DATE:				
DESIGNED BY: RS				
DRAWN BY: JP/RS/RS 08/06/26				
CHECKED BY: SW				

Housing Authority of the City of Alameda

HOUSING AUTHORITY OF THE CITY OF ALAMEDA
INDEPENDENCE PLAZA, SENIOR RESIDENTIAL UNITS
FIRE AND WATER DAMAGE REPAIRS
711 ATLANTIC AVENUE, ALAMEDA CA 94501

BUILDING 4 - 711
ENLARGED FIRST FLOOR - REMODEL PLAN

A5.2
Sheet
Of
Scale: 3/16"-1'-0"



LEGEND

- BUILDING INTERIOR - NOT IN SCOPE OF WORK
- BUILDING INTERIOR - SCOPE OF WORK

REFLECTED CEILING PLAN KEYNOTES

- (R1) PAINTED GYPSUM BOARD CEILING, FLAT FINISH
- (R2) PAINTED GYPSUM BOARD CEILING, SEMI-GLOSS FINISH
- (R3) LIGHT FIXTURE, SEE ELECTRICAL DRAWINGS

LIGHTING / ELECTRICAL NOTES

1.) ELECTRICAL CONTRACTOR SHALL CONFIRM ELECTRICAL REQUIREMENTS AND EXISTING CONDITIONS FOR ALL LIGHTING FIXTURES, AND COORDINATE WITH OWNER TO MAKE SURE FIXTURE REPLACEMENT AND LOCATION ARE ACCEPTABLE TO THEIR STANDARDS AND NEEDS.

2.) ALL LIGHTING AND ELECTRICAL WORK AND MATERIALS INVOLVED WITH REPLACEMENTS SHALL COMPLY WITH 2025 CEC.

3.) ALL LIGHTING AND ELECTRICAL WORK AND MATERIALS INVOLVED WITH REPLACEMENTS SHALL COMPLY WITH 2025 CEC.

4.) CONTRACTOR TO VERIFY DOOR BELLS ARE WORKING PROPERLY, AND REPAIR/REPLACE UNIT IF NEEDED.

5.) ALL RECEPTACLE OUTLETS THAT ARE TO BE REPLACED SHALL COMPLY WITH 2025 CEC.

6.) ALL RECEPTACLE OUTLETS THAT ARE TO BE REPLACED ALONG LIVING ROOM, HALLWAY, AND BEDROOM WALLS SHALL BE PLACED MIN. 15' A.F.F. UNLESS NOTICED OTHERWISE.

7.) REPLACED RECEPTACLES AT BATHROOMS: ALL 125V, SINGLE PHASE, 15 AND 20 AMP RECEPTACLE OUTLETS AND OUTLETS WITHIN 6 FT. OF ANY SINK SHALL BE GFCI PROTECTION PER 2025 CEC.

8.) RECEPTACLES AT KITCHEN: REPLACED ELECTRICAL OUTLETS AT KITCHEN SHALL BE GROUND FAULT INTERRUPTER PROTECTED (GFCI) AND TO COMPLY WITH 2025 CEC.

9.) SMOKE DETECTORS: REPLACE ALL SMOKE DETECTORS AT BEDROOMS AND UNIT COMMON SPACES, HARDWIRE INTO ELECTRICAL UNIT, AND PROVIDE 90 MIN. BATTERY BACK-UP (MIN.).

10.) FIRE ALARM: MAINTAIN EXISTING FIRE ALARM DEVICES AND HAVE ALL DEVICES TESTED AND INSPECTED BY A CERTIFIED FIRE ALARM CONTRACTOR. DESIGN AND SUPPLEMENTAL DOCUMENTS PERTAINING TO THE FIRE ALARM SYSTEM AND ANY MODIFICATIONS TO THE EXISTING INSTALLATION SHALL BE PREPARED BY THE FIRE ALARM CONTRACTOR AND SUBMITTED AS A DEFERRED SUBMITTAL TO THE BUILDING DEPARTMENT FOR REVIEW AND APPROVAL.

ELECTRICAL SYMBOLS

- EXHAUST FAN
- COMBO HEAT LAMP EXHAUST FAN
- LED SURFACE LIGHT FIXTURE
- CL'G PENDANT FIXTURE
- LED DIMMABLE FLUSH MOUNT CL'G. LIGHT
- S/CO COMBO CARBON-MONOXIDE & SMOKE DETECTOR
- SMOKE DETECTOR
- LED LIGHT FIXTURE - WALL MOUNTED

MECHANICAL / PLUMBING NOTES

1.) EXHAUST FANS AT BATHROOMS: EXISTING COMBINATION OF HEAT LAMP / FAN UNITS TO BE INSPECTED AND VERIFIED BY THE CONTRACTOR. REPLACE CONTROLS WITH HUMIDISTAT. CONTRACTOR TO SUBMIT PROPOSED PRODUCT TO OWNER FOR REVIEW AND APPROVAL.

2.) EXISTING HEATING SYSTEM: RESIDENTIAL UNITS ARE CURRENTLY HEATED w/ EXISTING ELECTRICAL BASEBOARD HEATERS. HEATING BASEBOARD UNITS TO REMAIN AND BE PROTECTED DURING CONSTRUCTION. THERES NO RELATED SCOPE FOR THIS HEATING UNITS.

3.) CALGREEN: SEE CALGREEN REQUIREMENTS (SHEET A2.1 & A2.2) FOR WATER USE AND PLUMBING FIXTURE REQUIREMENTS.

4.) ALL PLUMBING WORK AND MATERIALS SHALL COMPLY WITH THE 2025 CPC.

FIRE SPRINKLER SYSTEM

1.) WHEN APPLICABLE ADJUSTMENTS TO FIRE SPRINKLER HEAD(S) TO BE COORDINATED ON A DESIGN-BUILD BASIS BY THE GENERAL CONTRACTOR AND FIRE SPRINKLER SPECIALIST.

2.) FIRE SPRINKLER CONTRACTOR TO PREPARE SHOP DRAWINGS AND PRODUCE LITERATURE TO BE SUBMITTED TO THE BUILDING AND FIRE DEPARTMENTS AS A DEFERRED SUBMITTAL.

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LICENSED ARCHITECT STEVEN D. WYNN No. C27226 Ren. Jul. 31, 2027 STATE OF CALIFORNIA

ISSUED FOR: BUILDING PERMIT SET				
APPROVED BY: DATE:				
DESIGNED BY: RS				
DRAWN BY: JP/RS/RS 08/06/26				
CHECKED BY: SW	NO.	DATE	BY	REVISIONS

Housing Authority of the City of Alameda

HOUSING AUTHORITY OF THE CITY OF ALAMEDA
INDEPENDENCE PLAZA, SENIOR RESIDENTIAL UNITS
FIRE AND WATER DAMAGE REPAIRS
711 ATLANTIC AVENUE, ALAMEDA CA 94501

BUILDING 4 - 711
ENLARGED FIRST FLOOR - REFLECTED CLG. PLAN

A6.1
Sheet
Of
Scale: 3/16"-1'-0"



LEGEND

- BUILDING INTERIOR - NOT IN SCOPE OF WORK
- BUILDING INTERIOR - SCOPE OF WORK

REFLECTED CEILING PLAN KEYNOTES

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4.) CONTRACTOR TO VERIFY DOOR BELLS ARE WORKING PROPERLY, AND REPAIR/REPLACE UNIT IF NEEDED.

5.) ALL RECEPTACLE OUTLETS THAT ARE TO BE REPLACED SHALL COMPLY WITH 2025 CEC.

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- COMBO HEAT LAMP EXHAUST FAN
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LICENSED ARCHITECT STEVEN D. WYNN No. C27226 Ren. Jul. 31, 2027 STATE OF CALIFORNIA

ISSUED FOR: BUILDING PERMIT SET
APPROVED BY: DATE:
DESIGNED BY: RS
DRAWN BY: JP/RS/RS 08/06/26
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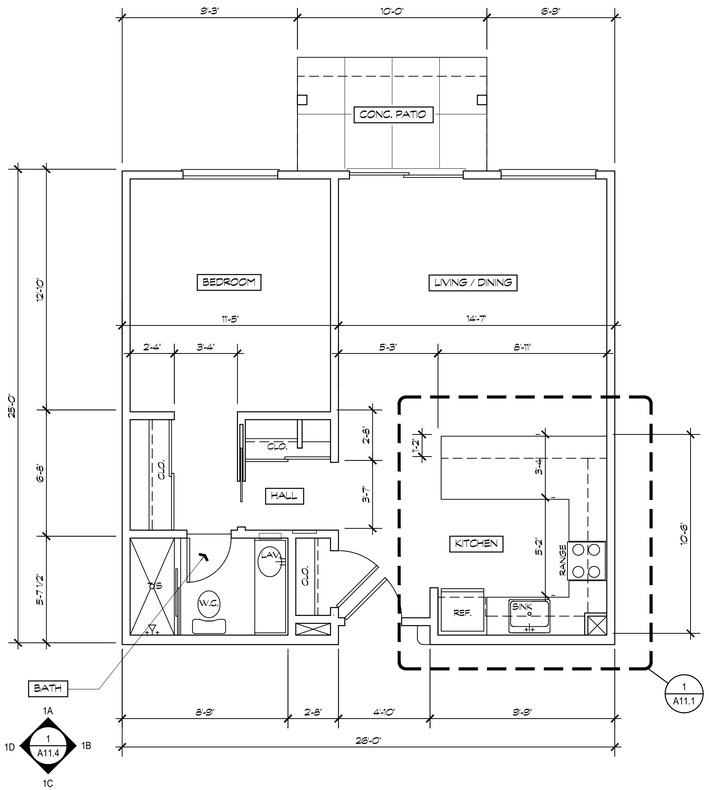
NO.	DATE	BY	REVISIONS

Housing Authority of the City of Alameda

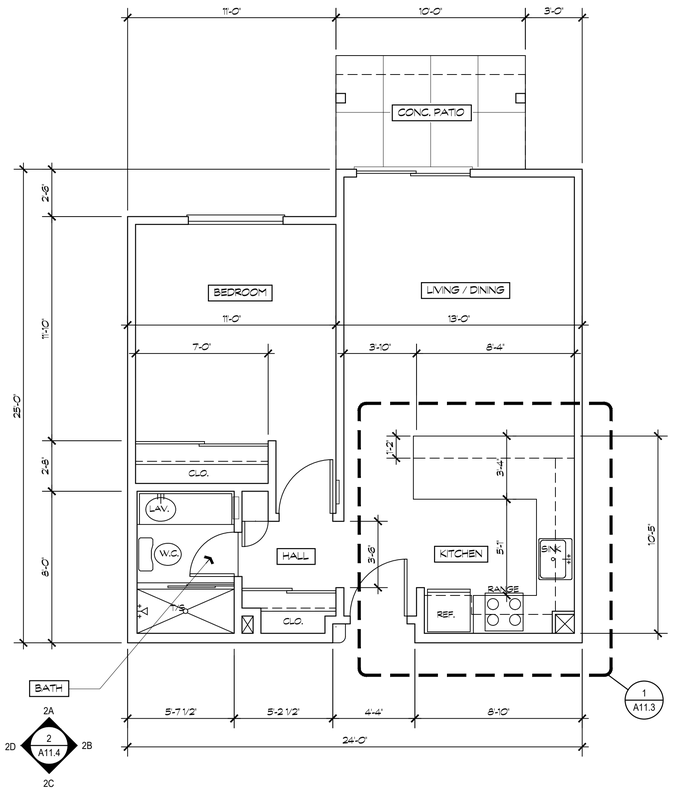
HOUSING AUTHORITY OF THE CITY OF ALAMEDA
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BUILDING 4 - 711
ENLARGED SECOND FLOOR - REFLECTED CLG. PLAN

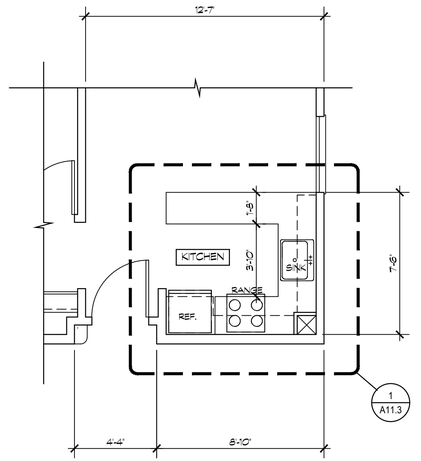
A6.2
Sheet
Of
Scale: 3/16"-1'-0"



1 UNIT TYPE A (158)



2 UNIT TYPE C (157,159)



2A UNIT TYPE C (161)

Inch 1 0

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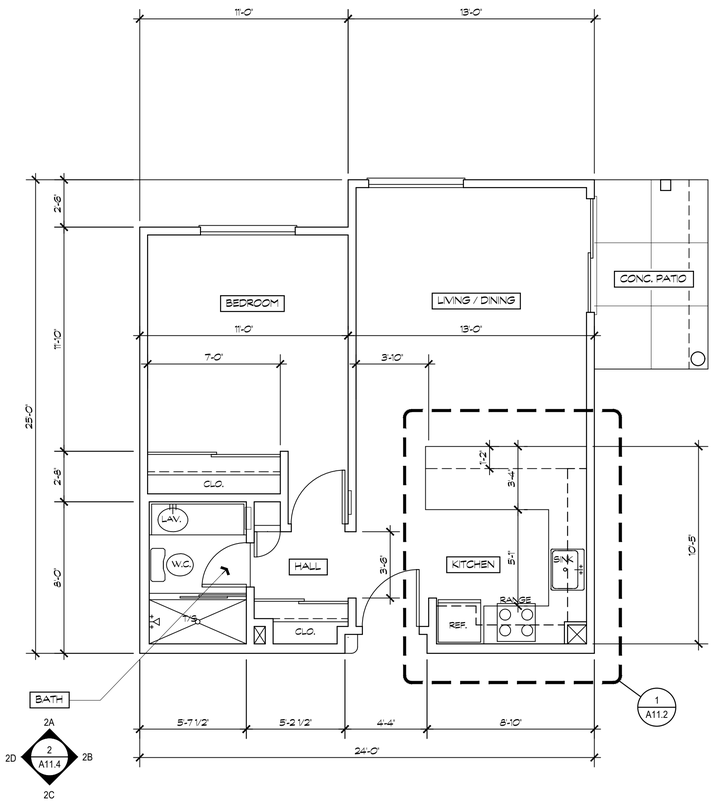
ISSUED FOR:				
BUILDING PERMIT SET				
APPROVED BY: DATE:				
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CHECKED BY: SW	NO.	DATE	BY	REVISIONS

Housing Authority — of the — City of Alameda

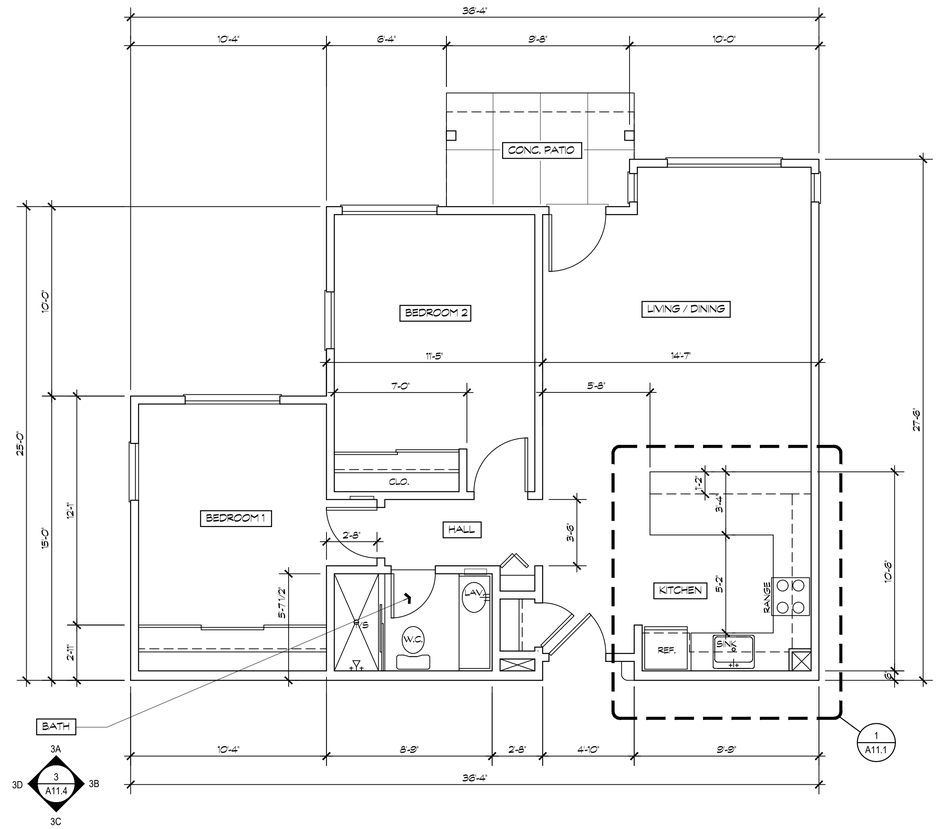
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711 ATLANTIC AVENUE, ALAMEDA CA 94501

BUILDING 4 - 711
FIRST FLOOR - REMODEL UNIT PLANS

A7.1
Sheet
Of
Scale: 1/4"=1'-0"



3 UNIT TYPE C-ALTERNATE (156)

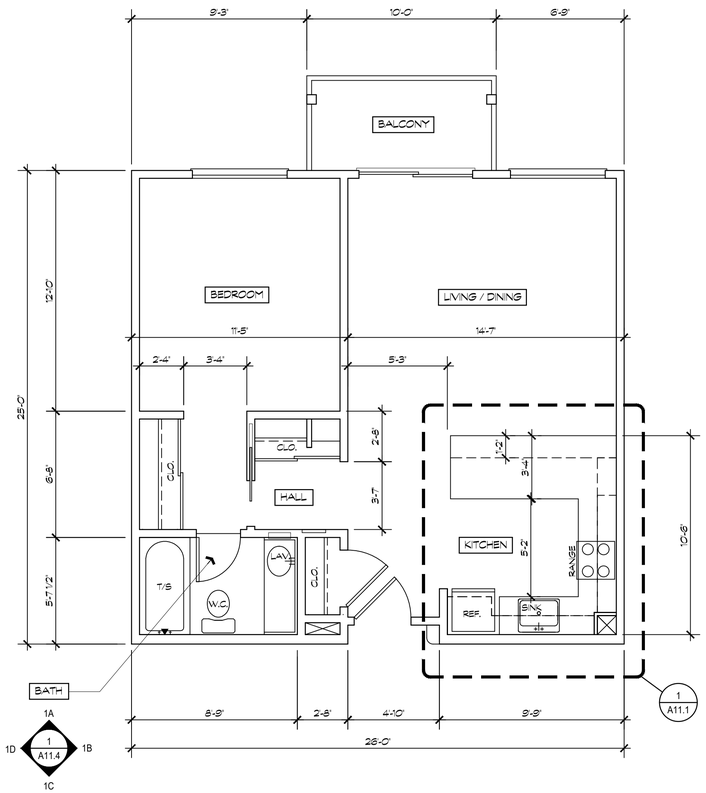


4 UNIT TYPE E (160)

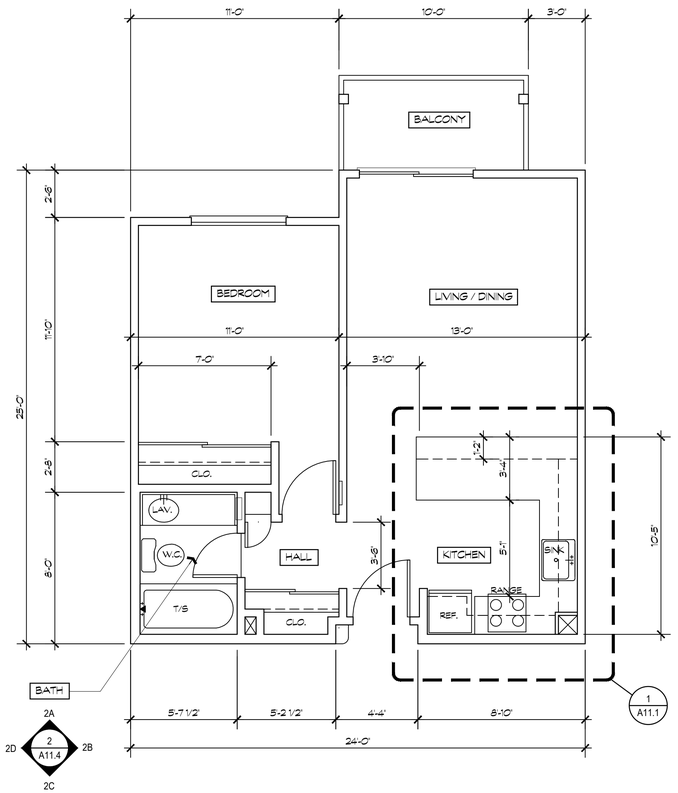
Inch 1 / 0	barry|wynn ARCHITECTS	379 Hartz Avenue Danville, CA 94526 (925) 837-1422 (o) (925) 837-1426 (f) www.barryandwynn.com	LICENSED ARCHITECT STEVEN D. WYNN No. C27226 Ren. Jul. 31, 2027 STATE OF CALIFORNIA	Housing Authority — of the — City of Alameda	HOUSING AUTHORITY OF THE CITY OF ALAMEDA INDEPENDENCE PLAZA, SENIOR RESIDENTIAL UNITS FIRE AND WATER DAMAGE REPAIRS 711 ATLANTIC AVENUE, ALAMEDA CA 94501 **BUILDING 4 - 711** **FIRST FLOOR - REMODEL UNIT PLANS**	A7.2 Sheet Of Scale: 1/4"=1'-0"

ISSUED FOR: **BUILDING PERMIT SET**
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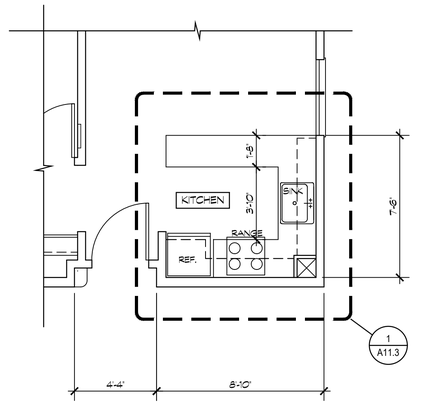
NO.	DATE	BY	REVISIONS



1 UNIT TYPE A (258)



2 UNIT TYPE C (257,259)



2A UNIT TYPE C (261)

Inch 1 0

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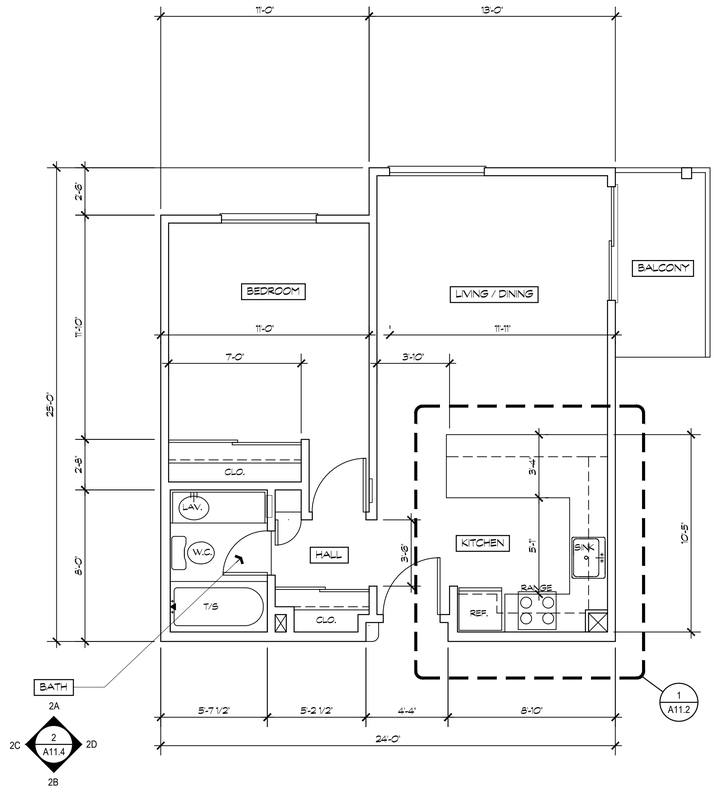
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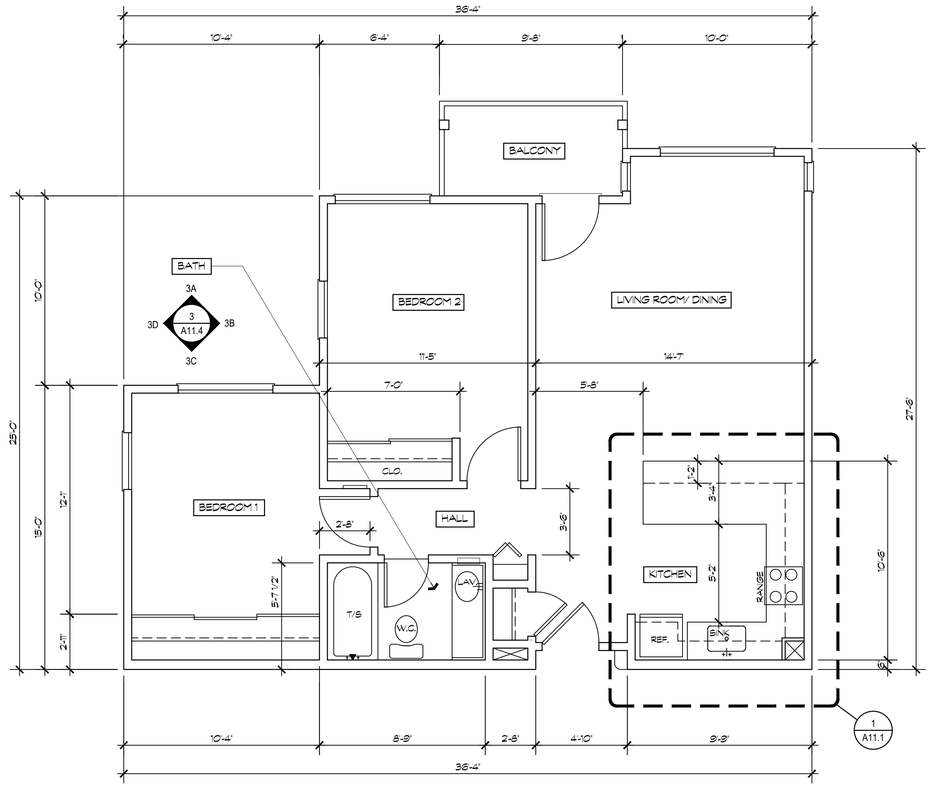
HOUSING AUTHORITY OF THE CITY OF ALAMEDA
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BUILDING 4 - 711
SECOND FLOOR - REMODEL UNIT PLANS

A7.3
Sheet
Of
Scale: 1/4"=1'-0"



3 UNIT TYPE C-ALTERNATE (256)



4 UNIT TYPE E (260)

FINISH & SPECIFICATION SCHEDULE

LOCATION	ITEM	MANUFACTURER	DETAILS
BATHROOM	BATHROOM FLOORING	TARKETT JOHNSONITE	ACCZENT 83108 TISSE WARM BEIGE
BATHROOM	WALK-IN SHOWER	LAUREL MOUNTAINAL	MEDIA 4 PIECE - MODEL #8030SH1S4PSLO64/MODEL #8030SH1S4PSRO64
BATHROOM	SHOWER FAUCET ASSEMBLY	DELTA	ARVO SPOTSHIELD MODEL #142840-SP-I
BATHROOM	TUB FAUCET ASSEMBLY	ADLER	SINGLE HANDLE 4-SPRAY TUB SHOWER FAUCET 1.8GPM CHROME
BATHROOM	VANITY CABINETS	STUDIO DESIGN COLLECTION	EXPRESS SHIP- BAXLEY COCOA
BATHROOM	COUNTERTOP	CORIAN QUARTZ	QUIET WHITE
BATHROOM	VANITY SINK	KOHLER	BRYANT DROP IN
BATHROOM	VANITY FAUCET	PRICE PFISTER	LG142-8000
BATHROOM	TOILET	KOHLER	KINGSTON PART #28077-0
BATHROOM	MEDICINE CABINET	JENSEN	STYLE LINE #5772193
BATHROOM	VANITY LIGHT	GENERATION LIGHTING	PANNA 30" WIDE VANITY LIGHT
BATHROOM	BATHROOM FAN	GREENBUILDER	80 CFM CEILING BATHROOM EXHAUST FAN WITH LED LIGHT AND HUMIDITY SENSOR
BATHROOM	BATHROOM FLOWSTOP	FLOODSTOP	V4 DUAL VALVE AUTOMATIC WATER SHUTOFF FOR SINKS 3/8"
KITCHEN	KITCHEN CABINETS	STUDIO DESIGN COLLECTION	EXPRESS SHIP- BAXLEY COCOA
KITCHEN	KITCHEN COUNTERTOP	CORIAN QUARTZ	QUIET WHITE
KITCHEN	KITCHEN SINK	GLACIER BAY	DROP-IN SINGLE BOWL 20 GAUGE STAINLESS STEEL KITCHEN SINK
KITCHEN	KITCHEN FAUCET	PRICE PFISTER	G134-3444
KITCHEN	GARBAGE DISPOSAL	INSINKERATOR	1/3 HP - BADGER 1
KITCHEN	KITCHEN LIGHT	LITHONIA LIGHTING	48-IN, 4000 LUMENS INTEGRATED LED WHITE LOW PROFILE FLUSH MOUNT WRAPAROUND LIGHT MODEL LBL4
KITCHEN	RANGE	GE	JBS460DMWW
KITCHEN	HOOD	GE	OVER THE RANGE CONVERTIBLE RANGE HOOD IN WHITE
KITCHEN	REFRIGERATOR	GE TOP FREEZER	GTS18HGN/HMN/HBN
KITCHEN	KITCHEN FLOWSTOP	FLOODSTOP	V4 DUAL VALVE AUTOMATIC WATER SHUTOFF FOR SINKS 3/8"
COMMON SPACES	PAINT	SHERWIN WILLIAMS	SUPERPAINT INTERIOR SEMI GLOSS- SWISS COFFEE
COMMON SPACES	CORRIDOR FLOORING	INTERFACE	LEVEL SET WOODGRAINS AC041:6 ANTIQUE DARK OAK
COMMON SPACES	UNIT FLOORING	INTERFACE	LEVEL SET WOODGRAINS AC041:5 ANTIQUE OAK
COMMON SPACES	BEDROOM CARPET	TRAFFICMASTER	HARTSFIELD - SKYPOINT - BEIGE 12 FT. 16 OZ. SD POLYESTER TEXTURE - WITH 1/2"- 8 LB. PAD
COMMON SPACES	BASEBOARD	ROPPE	4" VINYL COVE BASE- SMOKE

Inch 1 0

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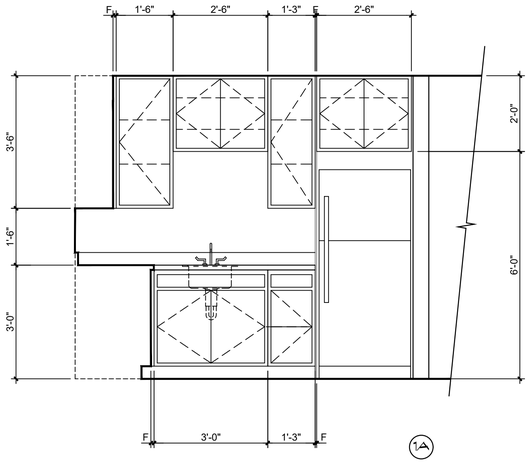
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APPROVED BY: DATE:				
DESIGNED BY: RS				
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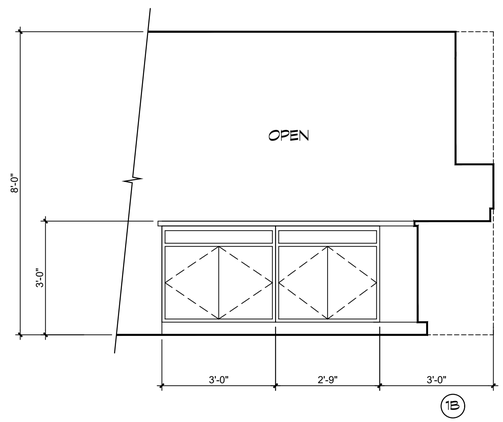
Housing Authority — of the — City of Alameda

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INDEPENDENCE PLAZA, SENIOR RESIDENTIAL UNITS FIRE AND WATER DAMAGE REPAIRS
711 ATLANTIC AVENUE, ALAMEDA CA 94501

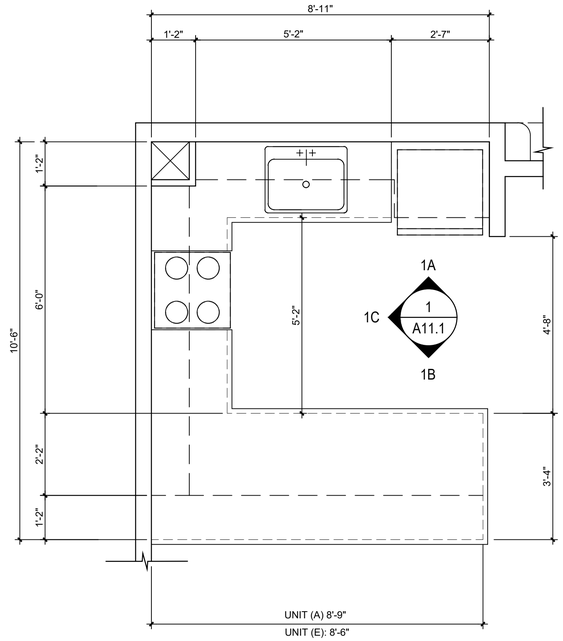
BUILDING 4 - 711
FINISH SCHEDULE

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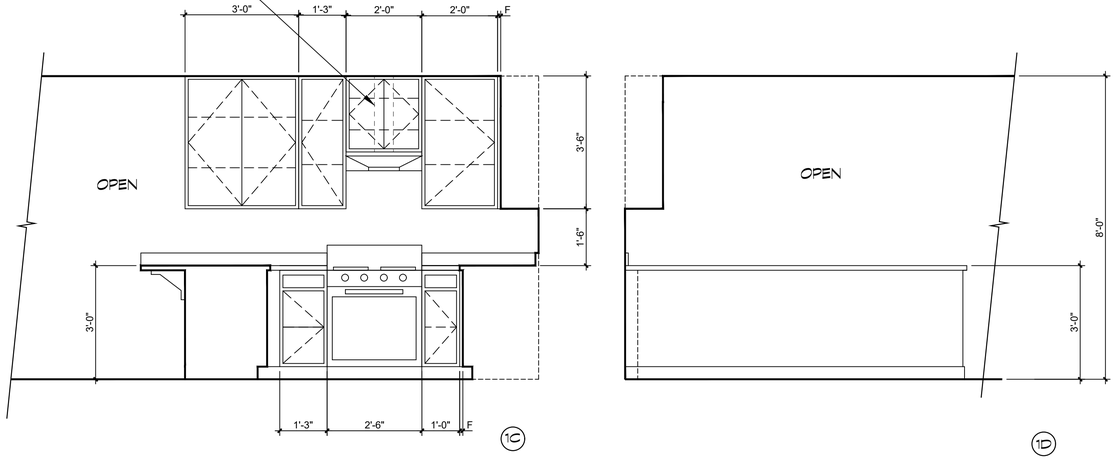




1/- INTERIOR ELEVATIONS - UNIT A & E (SIM.)



1/- KITCHEN - UNIT A & E (SIM.)



1/- INTERIOR ELEVATIONS - UNIT A & E (SIM.)

Inch 1 0

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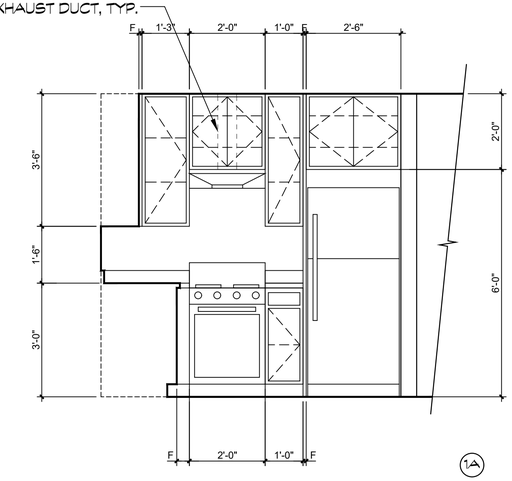
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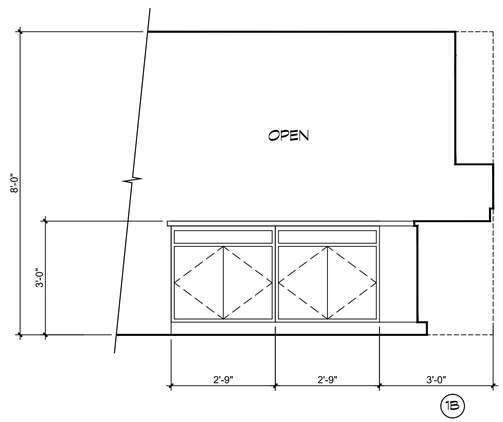
ENLARGED KITCHEN PLAN A - E AND INTERIOR ELEVATIONS

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CONNECT (N) RANGE HOOD TO EXISTING EXHAUST DUCT, TYP.

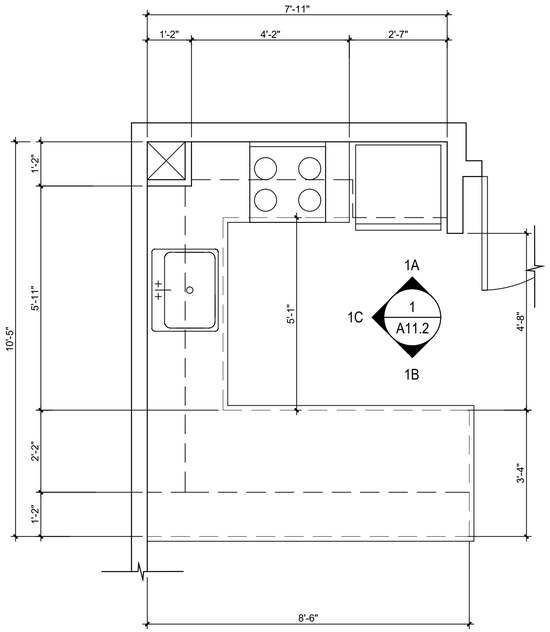


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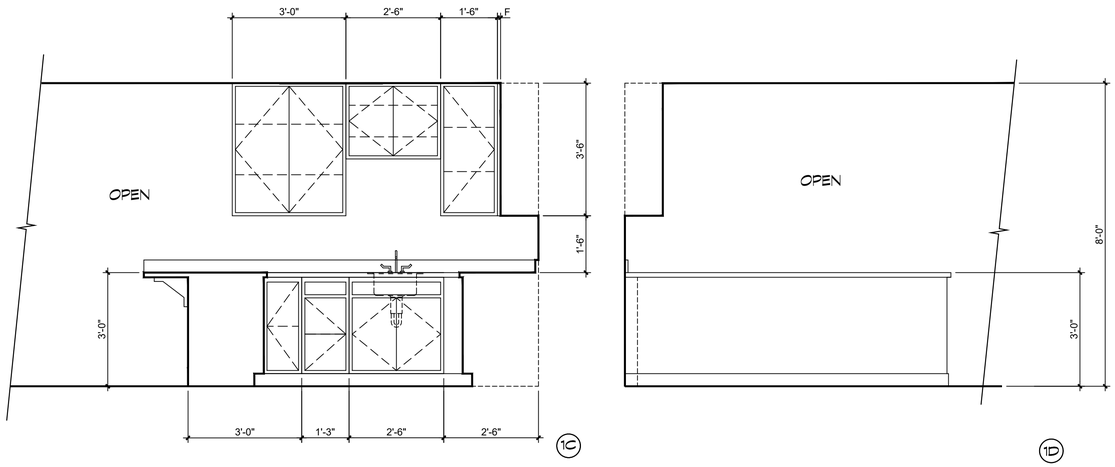


1B

1 / - INTERIOR ELEVATIIONS - UNIT C



1 / - KITCHEN - UNIT C



1C

1D

1 / - INTERIOR ELEVATIIONS - UNIT C

Inch 1 0

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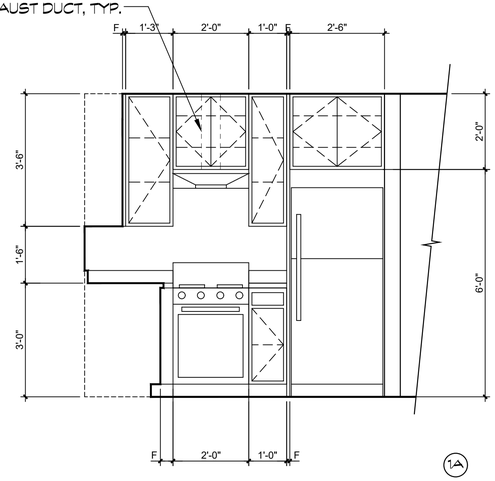
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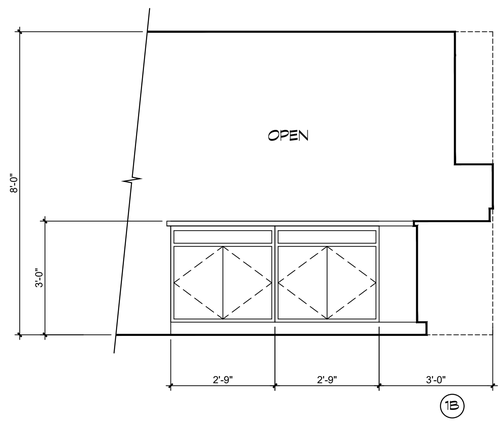
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ENLARGED KITCHEN PLAN C AND INTERIOR ELEVATIONS

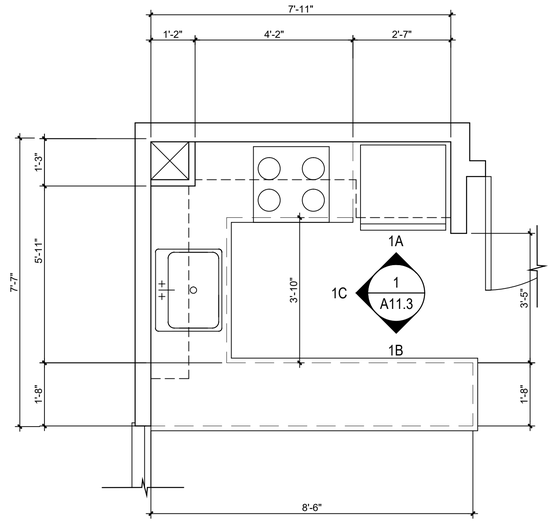
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CONNECT (N) RANGE HOOD TO EXISTING EXHAUST DUCT, TYP.

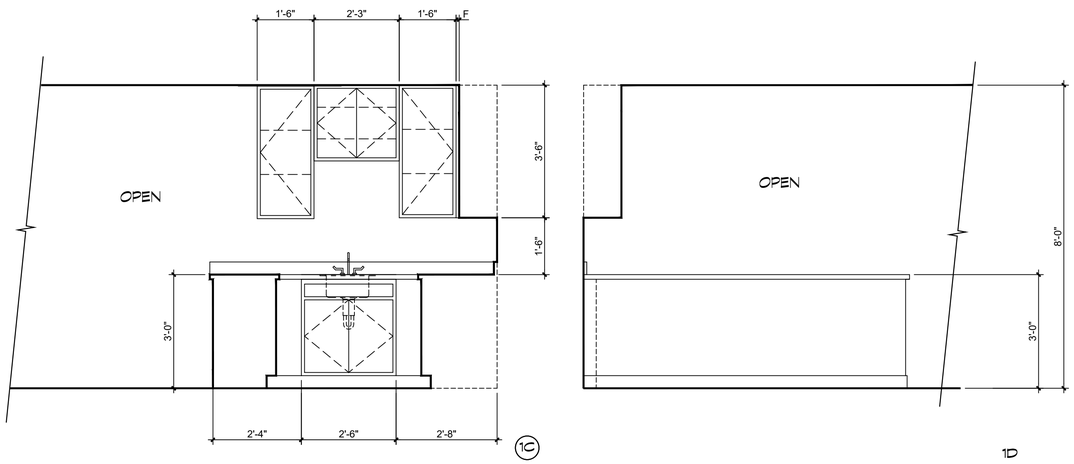




1/- INTERIOR ELEVATIIONS - UNIT C-A



1/- KITCHEN - UNIT C-A



1/- INTERIOR ELEVATIIONS - UNIT C-A

Inch 1 0

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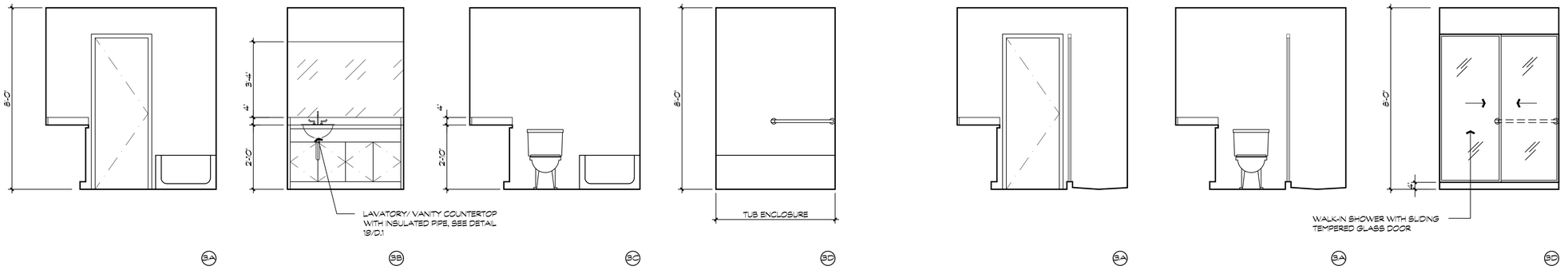
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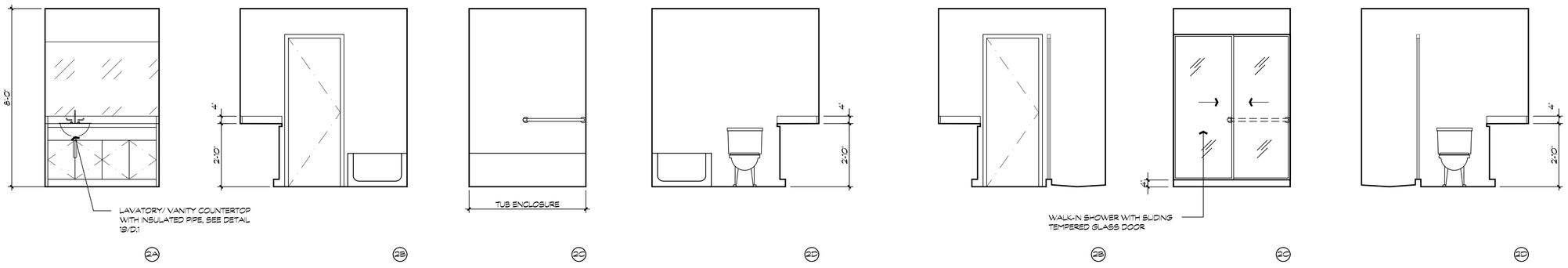
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ENLARGED KITCHEN PLAN C-A AND INTERIOR ELEVATIONS

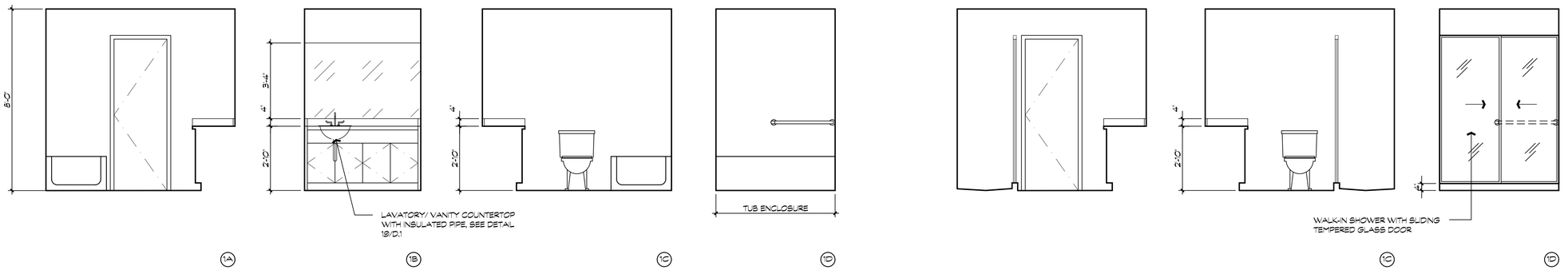
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3/- BATH - UNIT E (AT SECOND FLOOR UNITS) | BATH - UNIT E (AT FIRST FLOOR UNITS)



2/- BATH - UNIT C (AT SECOND FLOOR UNITS) | BATH - UNIT C (AT FIRST FLOOR UNITS)



1/- BATH - UNIT A (AT SECOND FLOOR UNITS) | BATH - UNIT A (AT FIRST FLOOR UNITS)

Inch 1 0

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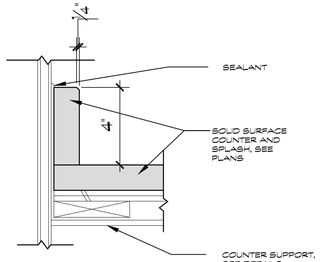
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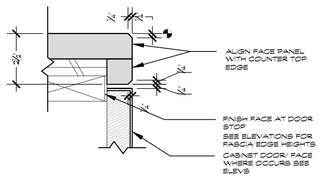
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INTERIOR ELEVATIONS

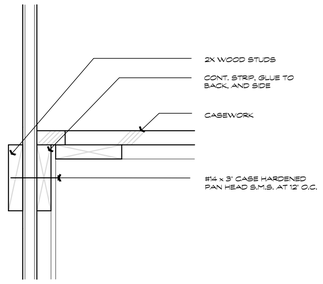
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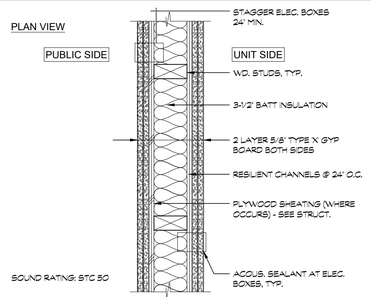
1 - SPLASH AT SOLID SURFACE COUNTER
3"=1'-0"



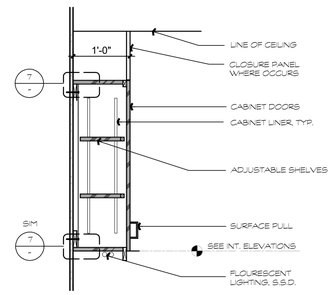
2 - NOSING AT SOLID SURFACE COUNTER
3"=1'-0"



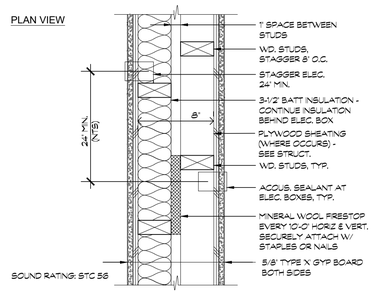
7 - BACKING ATTACHMENT
1-1/2" : 1'-0"
Break Room Sink.dwg



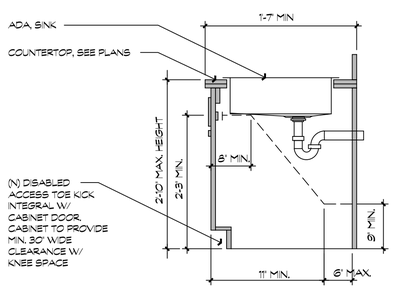
8 - 2 HOUR AREA SEPARATION WALL
1½"=1'-0"
2-HOURWALL.DWG



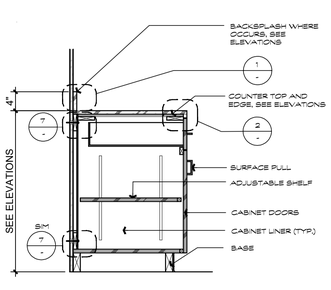
14 - UPPER CABINET
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Break Room Sink.dwg



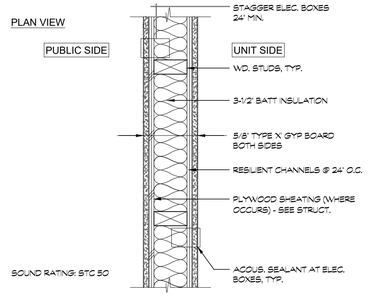
15 - 1 HOUR COMMON WALL
1½"=1'-0"
2-HOURWALL.DWG



19 - ACCESSIBLE SINK - BASE CABINET
1" : 1'-0"
Break Room Sink.dwg



20 - BASE CABINET
3/4" : 1'-0"
Break Room Sink.dwg



21 - 1 HOUR WALL AT INTERIOR CORRIDOR
1½"=1'-0"
2-HOURWALL.DWG

Inch 1 0

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DETAILS

D.1
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Of
Scale: 1"-10'-0"

EXHIBIT E

GENERAL CONDITIONS FOR CONSTRUCTION CONTRACT (FORM HUD-5370)

[See Attached]

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General Conditions for Construction Contracts - Public Housing Programs

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB Approval No. 2577-0157 (exp. 1/31/2027)

Applicability. This form is applicable to any construction/development contract greater than $250,000.

Public reporting burden for this collection of information is estimated to average 1.0 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Comments regarding the accuracy of this burden estimate and any suggestions for reducing this burden can be sent to the Reports Management Officer, Office of Policy Development and Research, REE, Department of Housing and Urban Development, 451 7th St SW, Room 4176, Washington, DC 20410-5000. When providing comments, please refer to OMB Approval No. 2577-0157. This form includes those clauses required by OMB's common rule on grantee procurement, implemented at HUD in 2 CFR 200, and those requirements set forth in Section 3 of the Housing and Urban Development Act of 1968 and its amendment by the Housing and Community Development Act of 1992, implemented by HUD at 24 CFR Part 75. The form is required for construction contracts awarded by Public Housing Agencies (PHAs). The form is used by Housing Authorities in solicitations to provide necessary contract clauses. If the form were not used, PHAs would be unable to enforce their contracts. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality. HUD may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB number.

T

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1. Definitions

(a) "Architect" means the person or other entity engaged by the PHA to perform architectural, engineering, design, and other services related to the work as provided for in the contract. When a PHA uses an engineer to act in this capacity, the terms "architect" and "engineer" shall be synonymous. The Architect shall serve as a technical representative of the Contracting Officer. The Architect's authority is as set forth elsewhere in this contract.

(b) "Contract" means the contract entered into between the PHA and the Contractor. It includes the forms of Bid, the Bid Bond, the Performance and Payment Bond or Bonds or other assurance of completion, the Certifications, Representations, and Other Statements of Bidders (form HUD-5370), these General Conditions of the Contract for Construction (form HUD-5370), the applicable wage rate determinations from the U.S. Department of Labor, any special conditions included elsewhere in the contract, the specifications, and drawings. It includes all formal changes to any of those documents by addendum, change order, or other modification.

(c) "Contracting Officer" means the person delegated the authority by the PHA to enter into, administer, and/or terminate this contract and designated as such in writing to the Contractor. The term includes any successor Contracting Officer and any duly authorized representative of the Contracting Officer also designated in writing. The Contracting Officer shall be deemed the authorized agent of the PHA in all dealings with the Contractor.

(d) "Contractor" means the person or other entity entering into the contract with the PHA to perform all of the work required under the contract.

(e) "Drawings" means the drawings enumerated in the schedule of drawings contained in the Specifications and as described in the contract clause entitled Specifications and Drawings for Construction herein.

(f) "HUD" means the United States of America acting through the Department of Housing and Urban Development including the Secretary, or any other person designated to act on its behalf. HUD has agreed, subject to the provisions of an Annual Contributions Terms and Conditions (ACC), to provide financial assistance to the PHA, which includes assistance in financing the work to be performed under this contract. As defined elsewhere in these General Conditions or the contract documents, the determination of HUD may be required to authorize changes in the work or for release of funds to the PHA for payment to the Contractor. Notwithstanding HUD's role, nothing in this contract shall be construed to create any contractual relationship between the Contractor and HUD.

(g) "Project" means the entire project, whether construction or rehabilitation, the work for which is provided for in whole or in part under this contract.

(h) "PHA" means the Public Housing Agency organized under applicable state laws which is a party to this contract.

(j) "Specifications" means the written description of the technical requirements for construction and includes the criteria and tests for determining whether the requirements are met.

(l) "Work" means materials, workmanship, and manufacture and fabrication of components.

2. Contractor's Responsibility for Work

(a) The Contractor shall furnish all necessary labor, materials, tools, equipment, and transportation necessary for performance of the work. The Contractor shall also furnish all necessary water, heat, light, and power not made available to the Contractor by the PHA pursuant to the clause entitled Availability and Use of Utility Services herein.

(b) The Contractor shall perform on the site, and with its own organization, work equivalent to at least [ ] (12 percent unless otherwise indicated) of the total amount of work to be performed under the order. This percentage may be reduced by a supplemental agreement to this order if, during performing the work, the Contractor requests a reduction and the Contracting Officer determines that the reduction would be to the advantage of the PHA.

(c) At all times during performance of this contract and until the work is completed and accepted, the Contractor shall directly superintend the work or assign and have on the work site a competent superintendent who is satisfactory to the Contracting Officer and has authority to act for the Contractor.

(d) The Contractor shall be responsible for all damages to persons or property that occur as a result of the Contractor's fault or negligence, and shall take proper safety and health precautions to protect the work, the workers, the public, and the property of others. The Contractor shall hold and save the PHA, its officers and agents, free and harmless from liability of any nature occasioned by the Contractor's performance. The Contractor shall also be responsible for all materials delivered and work performed until completion and acceptance of the entire work, except for any completed unit of work which may have been accepted under the contract.

(e) The Contractor shall lay out the work from base lines and bench marks indicated on the drawings and be responsible for all lines, levels, and measurements of all work executed under the contract. The Contractor shall verify the figures before laying out the work and will be held responsible for any error resulting from its failure to do so.

(f) The Contractor shall confine all operations (including storage of materials) on PHA premises to areas authorized or approved by the Contracting Officer.

(g) The Contractor shall at all times keep the work area, including storage areas, free from accumulations of waste materials. After completing the work and before final inspection, the Contractor shall (1) remove from the premises all scaffolding, equipment, tools, and materials (including rejected materials) that are not the property of the PHA and all rubbish caused by its work; (2) leave the work area in a clean, neat, and orderly condition satisfactory to the Contracting Officer; (3) perform all specified tests; and, (4) deliver the installation in complete and operating condition.

(h) The Contractor's responsibility will terminate when all work has been completed, the final inspection made, and the work accepted by the Contracting Officer. The Contractor will then be released from further obligation except as required by the warranties specified elsewhere in the contract.

3. Architect's Duties, Responsibilities, and Authority

(a) The Architect for this contract, and any successor, shall be designated in writing by the Contracting Officer.

(b) The Architect shall serve as the Contracting Officer's technical representative with respect to architectural, **Schedule** engineering, and design matters related to the work performed under the contract. The Architect may provide direction on contract performance. Such direction shall be within the scope of the contract and may not be of a nature which: (1) institutes additional work outside the scope of the contract; (2) constitutes a change as defined in the Changes clause herein; (3) causes an increase or decrease in the cost of the contract; (4) alters the Construction Progress Schedule; or (5) changes any of the other express terms or conditions of the contract.

(c) The Architect's duties and responsibilities may include but shall not be limited to:

(1) Making periodic visits to the work site, and on the basis of his/her on-site inspections, issuing written reports to the PHA which shall include all observed deficiencies. The Architect shall file a copy of the report with the Contractor's designated representative at the site;

(2) Making modifications in drawings and technical specifications and assisting the Contracting Officer in the preparation of change orders and other contract modifications for issuance by the Contracting Officer;

(3) Reviewing and making recommendations with respect to - (i) the Contractor's construction progress schedules; (ii) the Contractor's shop and detailed drawings; (iii) the machinery, mechanical and other equipment and materials or other articles proposed for use by the Contractor; and, (iv) the Contractor's price breakdown and progress payment estimates; and,

(4) Assisting in inspections, signing Certificates of Completion, and making recommendations with respect to acceptance of work completed under the contract.

4. Other Contracts

The PHA may undertake or award other contracts for additional work at or near the site of the work under this contract. The Contractor shall fully cooperate with the other contractors and with PHA employees and shall carefully adapt scheduling and performing the work under this contract to accommodate the additional work, heeding any direction that may be provided by the Contracting Officer. The Contractor shall not commit or permit any act that will interfere with the performance of work by any other contractor or by PHA employees

Construction Requirements

5. Pre-construction Conference and Notice to Proceed

(a) Within ten calendar days of contract execution, and prior to the commencement of work, the Contractor shall attend a preconstruction conference with representatives of the PHA, its Architect, and other interested parties convened by the PHA. The conference will serve to acquaint the participants with the general plan of the construction operation and all other requirements of the contract. The PHA will provide the Contractor with the date, time, and place of the conference.

(b) The contractor shall begin work upon receipt of a written Notice to Proceed from the Contracting Officer or designee. The Contractor shall not begin work prior to receiving such notice.

6. Construction Progress

(a) The Contractor shall, within five days after the work commences on the contract or another period of time determined by the Contracting Officer, prepare and submit to the Contracting Officer for approval three copies of a practicable schedule showing the order in which the Contractor proposes to perform the work, and the dates on which the Contractor contemplates starting and completing the several salient features of the work (including acquiring labor, materials, and equipment). The schedule shall be in the form of a progress chart of suitable scale to indicate appropriately the percentage of work scheduled for completion by any given date during the period. If the Contractor fails to submit a schedule within the time prescribed, the Contracting Officer may withhold approval of progress payments or take other remedies under the contract until the Contractor submits the required schedule.

(b) The Contractor shall enter the actual progress on the chart as required by the Contracting Officer, and immediately deliver three copies of the annotated schedule to the Contracting Officer. If the Contracting Officer determines, upon the basis of inspection conducted pursuant to the clause entitled Inspection and Acceptance of Construction, herein that the Contractor is not meeting the approved schedule, the Contractor shall take steps necessary to improve its progress, including those that may be required by the Contracting Officer, without additional cost to the PHA. In this circumstance, the Contracting Officer may require the Contractor to increase the number of shifts, overtime operations, days of work, and/or the amount of construction plant, and to submit for approval any supplementary schedule or schedules in chart form as the Contracting Officer deems necessary to demonstrate how the approved rate of progress will be regained.

(c) Failure of the Contractor to comply with the requirements of the Contracting Officer under this clause shall be grounds for a determination by the Contracting Officer that the Contractor is not prosecuting the work with sufficient diligence to ensure completion within the time specified in the Contract. Upon making this determination, the Contracting Officer may terminate the Contractor's right to proceed with the work, or any separable part of it, in accordance with the Default clause of this contract.

7. Site Investigation and Conditions Affecting the Work

(a) The Contractor acknowledges that it has taken steps reasonably necessary to ascertain the nature and location of the work, and that it has investigated and satisfied itself as to the general and local conditions which can affect the work or its cost, including but not limited to, (1) conditions bearing upon transportation, disposal, handling, and storage of materials; (2) the availability of labor, water, electric power, and roads;(3) uncertainties of weather, river stages, tides, or similar physical conditions at the site; (4) the conformation and conditions of the ground; and (5) the character of equipment and facilities needed preliminary to and during work performance. The Contractor also acknowledges that it has satisfied itself as to the character, quality, and quantity of surface and subsurface materials or obstacles to be encountered insofar as this information is

reasonably ascertainable from an inspection of the site, including all exploratory work done by the PHA, as well as from the drawings and specifications made a part of this contract. Any failure of the Contractor to take the actions described and acknowledged in this paragraph will not relieve the Contractor from responsibility for estimating properly the difficulty and cost of successfully performing the work, or for proceeding to successfully perform the work without additional expense to the PHA.

(b) The PHA assumes no responsibility for any conclusions or interpretations made by the Contractor based on the information made available by the PHA. Nor does the PHA assume responsibility for any understanding reached or representation made concerning conditions which can affect the work by any of its officers or agents before the execution of this contract, unless that understanding or representation is expressly stated in this contract.

8. Differing Site Conditions

(a) The Contractor shall promptly, and before the conditions are disturbed, give a written notice to the Contracting Officer of (1) subsurface or latent physical conditions at the site which differ materially from those indicated in this contract, or (2) unknown physical conditions at the site(s), of an unusual nature, which differ materially from those ordinarily encountered and generally recognized as inhering in work of the character provided for in the contract.

(b) The Contracting Officer shall investigate the site conditions promptly after receiving the notice. Work shall not proceed at the affected site, except at the Contractor's risk, until the Contracting Officer has provided written instructions to the Contractor. If the conditions do materially so differ and cause an increase or decrease in the Contractor's cost of, or the time required for, performing any part of the work under this contract, whether or not changed as a result of the conditions, the Contractor shall file a claim in writing to the PHA within ten days after receipt of such instructions and, in any event, before proceeding with the work. An equitable adjustment in the contract price, the delivery schedule, or both shall be made under this clause and the contract modified in writing accordingly.

(c) No request by the Contractor for an equitable adjustment to the contract under this clause shall be allowed, unless the Contractor has given the written notice required; provided, that the time prescribed in (a) above for giving written notice may be extended by the Contracting Officer.

(d) No request by the Contractor for an equitable adjustment to the contract for differing site conditions shall be allowed if made after final payment under this contract.

9. Specifications and Drawings for Construction

(a) The Contractor shall keep on the work site a copy of the drawings and specifications and shall at all times give the Contracting Officer access thereto. Anything mentioned in the specifications and not shown on the drawings, or shown on the drawings and not mentioned in the specifications, shall be of like effect as if shown or mentioned in both. In case of difference between drawings and specifications, the specifications shall govern. In case of discrepancy in the figures, in the drawings, or in the specifications, the matter shall be promptly submitted to the Contracting Officer, who shall promptly make a determination in writing. Any adjustment by the Contractor without such a determination shall be at its own risk and expense. The Contracting Officer shall furnish from time to time such detailed drawings and other information as considered necessary, unless otherwise provided.

(b) Wherever in the specifications or upon the drawings the words "directed", "required", "ordered", "designated", "prescribed", or words of like import are used, it shall be understood that the "direction", "requirement", "order", "designation", or "prescription", of the Contracting Officer is intended and similarly the words "approved", "acceptable", "satisfactory", or words of like import shall mean "approved by", or "acceptable to", or "satisfactory to" the Contracting Officer, unless otherwise expressly stated.

(c) Where "as shown" "as indicated", "as detailed", or words of similar import are used, it shall be understood that the reference is made to the drawings accompanying this contract unless stated otherwise. The word "provided" as used herein shall be understood to mean "provide complete in place" that is "furnished and installed".

(d) "Shop drawings" means drawings, submitted to the PHA by the Contractor, subcontractor, or any lower tier subcontractor, showing in detail (1) the proposed fabrication and assembly of structural elements and (2) the installation (i.e., form, fit, and attachment details) of materials of equipment. It includes drawings, diagrams, layouts, schematics, descriptive literature, illustrations, schedules, performance and test data, and similar materials furnished by the Contractor to explain in detail specific portions of the work required by the contract. The PHA may duplicate, use, and disclose in any manner and for any purpose shop drawings delivered under this contract.

(e) If this contract requires shop drawings, the Contractor shall coordinate all such drawings, and review them for accuracy, completeness, and compliance with other contract requirements and shall indicate its approval thereon as evidence of such coordination and review. Shop drawings submitted to the Contracting Officer without evidence of the Contractor's approval may be returned for resubmission. The Contracting Officer will indicate an approval or disapproval of the shop drawings and if not approved as submitted shall indicate the PHA's reasons therefore. Any work done before such approval shall be at the Contractor's risk. Approval by the Contracting Officer shall not relieve the Contractor from responsibility for any errors or omissions in such drawings, nor from responsibility for complying with the requirements of this contract, except with respect to variations described and approved in accordance with (f) below.

(f) If shop drawings show variations from the contract requirements, the Contractor shall describe such variations in writing, separate from the drawings, at the time of submission. If the Architect approves any such variation and the Contracting Officer concurs, the Contracting Officer shall issue an appropriate modification to the contract, except that, if the variation is minor or does not involve a change in price or in time of performance, a modification need not be issued.

(g) It shall be the responsibility of the Contractor to make timely requests of the PHA for such large scale and full size drawings, color schemes, and other additional information, not already in his possession, which shall be

required in the planning and production of the work. Such requests may be submitted as the need arises, but each such request shall be filed in ample time to permit appropriate action to be taken by all parties involved so as to avoid delay.

(h) The Contractor shall submit to the Contracting Officer for approval four copies (unless otherwise indicated) of all shop drawings as called for under the various headings of these specifications. Three sets (unless otherwise indicated) of all shop drawings, will be retained by the PHA and one set will be returned to the Contractor. As required by the Contracting Officer, the Contractor, upon completing the work under this contract, shall furnish a complete set of all shop drawings as finally approved. These drawings shall show all changes and revisions made up to the time the work is completed and accepted.

(i) This clause shall be included in all subcontracts at any tier. It shall be the responsibility of the Contractor to ensure that all shop drawings prepared by subcontractors are submitted to the Contracting Officer.

10. As-Built Drawings

(a) "As-built drawings," as used in this clause, means drawings submitted by the Contractor or subcontractor at any tier to show the construction of a particular structure or work as actually completed under the contract. "As-built drawings" shall be synonymous with "Record drawings."

(b) As required by the Contracting Officer, the Contractor shall provide the Contracting Officer accurate information to be used in the preparation of permanent as-built drawings. For this purpose, the Contractor shall record on one set of contract drawings all changes from the installations originally indicated, and record final locations of underground lines by depth from finish grade and by accurate horizontal offset distances to permanent surface improvements such as buildings, curbs, or edges of walks.

(c) This clause shall be included in all subcontracts at any tier. It shall be the responsibility of the Contractor to ensure that all as-built drawings prepared by subcontractors are submitted to the Contracting Officer.

11. Material and Workmanship

(a) All equipment, material, and articles furnished under this contract shall be new and of the most suitable grade for the purpose intended, unless otherwise specifically provided in this contract. References in the contract to equipment, material, articles, or patented processes by trade name, make, or catalog number, shall be regarded as establishing a standard of quality and shall not be construed as limiting competition. The Contractor may, at its option, use any equipment, material, article, or process that, in the judgment of, and as approved by the Contracting Officer, is equal to that named in the specifications, unless otherwise specifically provided in this contract.

(b) Approval of equipment and materials.

(1) The Contractor shall obtain the Contracting Officer's approval of the machinery and mechanical and other equipment to be incorporated into the work. When requesting approval, the Contractor shall furnish to the Contracting Officer the name of the manufacturer, the model number, and other information concerning the performance, capacity, nature, and rating of the machinery and mechanical and other equipment. When required by this contract or by the Contracting Officer, the Contractor shall also obtain the Contracting Officer's approval of the material or articles which the Contractor contemplates incorporating into the work. When requesting approval, the Contractor shall provide full information concerning the material or articles. Machinery, equipment, material, and articles that do not have the required approval shall be installed or used at the risk of subsequent rejection.

(2) When required by the specifications or the Contracting Officer, the Contractor shall submit appropriately marked samples (and certificates related to them) for approval at the Contractor's expense, with all shipping charges prepaid. The Contractor shall label, or otherwise properly mark on the container, the material or product represented, its place of origin, the name of the producer, the Contractor's name, and the identification of the construction project for which the material or product is intended to be used.

(3) Certificates shall be submitted in triplicate, describing each sample submitted for approval and certifying that the material, equipment or accessory complies with contract requirements. The certificates shall include the name and brand of the product, name of manufacturer, and the location where produced.

(4) Approval of a sample shall not constitute a waiver of the PHA right to demand full compliance with contract requirements. Materials, equipment and accessories may be rejected for cause even though samples have been approved.

(5) Wherever materials are required to comply with recognized standards or specifications, such specifications shall be accepted as establishing the technical qualities and testing methods, but shall not govern the number of tests required to be made nor modify other contract requirements. The Contracting Officer may require laboratory test reports on items submitted for approval or may approve materials on the basis of data submitted in certificates with samples. Check tests will be made on materials delivered for use only as frequently as the Contracting Officer determines necessary to insure compliance of materials with the specifications. The Contractor will assume all costs of retesting materials which fail to meet contract requirements and/or testing materials offered in substitution for those found deficient.

(6) After approval, samples will be kept in the Project office until completion of work. They may be built into the work after a substantial quantity of the materials they represent has been built in and accepted.

(c) Requirements concerning lead-based paint. The Contractor shall comply with the requirements concerning lead-based paint contained in the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821-4846) as implemented by 24 CFR Part 35.

12. Permits and Codes

(a) The Contractor shall give all notices and comply with all applicable laws, ordinances, codes, rules and regulations. Notwithstanding the requirement of the Contractor to comply with the drawings and specifications in the contract, all work installed shall comply with all applicable codes and regulations as amended by any

waivers. Before installing the work, the Contractor shall examine the drawings and the specifications for compliance with applicable codes and regulations bearing on the work and shall immediately report any discrepancy it may discover to the Contracting Officer. Where the requirements of the drawings and specifications fail to comply with the applicable code or regulation, the Contracting Officer shall modify the contract by change order pursuant to the clause entitled Changes herein to conform to the code or regulation.

(b) The Contractor shall secure and pay for all permits, fees, and licenses necessary for the proper execution and completion of the work. Where the PHA can arrange for the issuance of all or part of these permits, fees and licenses, without cost to the Contractor, the contract amount shall be reduced accordingly.

13. Health, Safety, and Accident Prevention

(a) In performing this contract, the Contractor shall:

(1) Ensure that no laborer or mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous to his/her health and/or safety as determined under construction safety and health standards promulgated by the Secretary of Labor by regulation;

(2) Protect the lives, health, and safety of other persons;

(3) Prevent damage to property, materials, supplies, and equipment; and,

(4) Avoid work interruptions.

(b) For these purposes, the Contractor shall:

(1) Comply with regulations and standards issued by the Secretary of Labor at 29 CFR Part 1926. Failure to comply may result in imposition of sanctions pursuant to the Contract Work Hours and Safety Standards Act (Public Law 91-54, 83 Stat. 96), 40 U.S.C. 3701 et seq.; and

(2) Include the terms of this clause in every subcontract so that such terms will be binding on each subcontractor.

(c) The Contractor shall maintain an accurate record of exposure data on all accidents incident to work performed under this contract resulting in death, traumatic injury, occupational disease, or damage to property, materials, supplies, or equipment, and shall report this data in the manner prescribed by 29 CFR Part 1904.

(d) The Contracting Officer shall notify the Contractor of any noncompliance with these requirements and of the corrective action required. This notice, when delivered to the Contractor or the Contractor's representative at the site of the work, shall be deemed sufficient notice of the noncompliance and corrective action required. After receiving the notice, the Contractor shall immediately take corrective action. If the Contractor fails or refuses to take corrective action promptly, the Contracting Officer may issue an order stopping all or part of the work until satisfactory corrective action has been taken. The Contractor shall not base any claim or request for equitable adjustment for additional time or money on any stop order issued under these circumstances.

(e) The Contractor shall be responsible for its subcontractors' compliance with the provisions of this clause. The Contractor shall take such action with respect to any subcontract as the PHA, the Secretary of Housing and Urban Development, or the Secretary of Labor shall direct as a means of enforcing such provisions.

14. Temporary Heating

The Contractor shall provide and pay for temporary heating, covering, and enclosures necessary to properly protect all work and materials against damage by dampness and cold, to dry out the work, and to facilitate the completion of the work. Any permanent heating equipment used shall be turned over to the PHA in the condition and at the time required by the specifications.

15. Availability and Use of Utility Services

(a) The PHA shall make all reasonably required amounts of utilities available to the Contractor from existing outlets and supplies, as specified in the contract. Unless otherwise provided in the contract, the amount of each utility service consumed shall be charged to or paid for by the Contractor at prevailing rates charged to the PHA or, where the utility is produced by the PHA, at reasonable rates determined by the Contracting Officer. The Contractor shall carefully conserve any utilities furnished without charge.

(b) The Contractor, at its expense and in a manner satisfactory to the Contracting Officer, shall install and maintain all necessary temporary connections and distribution lines, and all meters required to measure the amount of each utility used for the purpose of determining charges. Before final acceptance of the work by the PHA, the Contractor shall remove all the temporary connections, distribution lines, meters, and associated paraphernalia.

16. Protection of Existing Vegetation, Structures, Equipment, Utilities, and Improvements

(a) The Contractor shall preserve and protect all structures, equipment, and vegetation (such as trees, shrubs, and grass) on or adjacent to the work site, which are not to be removed under this contract, and which do not unreasonably interfere with the work required under this contract.

(b) The Contractor shall only remove trees when specifically authorized to do so, and shall avoid damaging vegetation that will remain in place. If any limbs or branches of trees are broken during performance of this contract, or by the careless operation of equipment, or by workmen, the Contractor shall trim those limbs or branches with a clean cut and paint the cut with a tree-pruning compound as directed by the Contracting Officer.

(c) The Contractor shall protect from damage all existing improvements and utilities (1) at or near the work site and (2) on adjacent property of a third party, the locations of which are made known to or should be known by the Contractor. Prior to disturbing the ground at the construction site, the Contractor shall ensure that all underground utility lines are clearly marked.

(d) The Contractor shall shore up, brace, underpin, secure, and protect as necessary all foundations and other parts of existing structures adjacent to, adjoining, and in the vicinity of the site, which may be affected by the excavations or other operations connected with the construction of the project.

(e) Any equipment temporarily removed as a result of work under this contract shall be protected, cleaned, and replaced in the same condition as at the time of award of this contract.

(f) New work which connects to existing work shall correspond in all respects with that to which it connects and/or be similar to existing work unless otherwise required by the specifications.

(g) No structural members shall be altered or in any way weakened without the written authorization of the Contracting Officer, unless such work is clearly specified in the plans or specifications.

(h) If the removal of the existing work exposes discolored or unfinished surfaces, or work out of alignment, such surfaces shall be refinished, or the material replaced as necessary to make the continuous work uniform and harmonious. This, however, shall not be construed to require the refinishing or reconstruction of dissimilar finishes previously exposed, or finished surfaces in good condition, but in different planes or on different levels **Construction** when brought together by the removal of intervening work, unless such refinishing or reconstruction is specified in the plans or specifications.

(i) The Contractor shall give all required notices to any adjoining or adjacent property owner or other party before the commencement of any work.

(j) The Contractor shall indemnify and save harmless the PHA from any damages on account of settlement or the loss of lateral support of adjoining property, any damages from changes in topography affecting drainage, and from all loss or expense and all damages for which the PHA may become liable in consequence of such injury or damage to adjoining and adjacent structures and their premises.

(k) The Contractor shall repair any damage to vegetation, structures, equipment, utilities, or improvements, including those that are the property of a third party, resulting from failure to comply with the requirements of this contract or failure to exercise reasonable care in performing the work. If the Contractor fails or refuses to repair the damage promptly, the Contracting Officer may have the necessary work performed and charge the cost to the Contractor.

17. Temporary Buildings and Transportation of Materials

(a) Temporary buildings (e.g., storage sheds, shops, offices, sanitary facilities) and utilities may be erected by the Contractor only with the approval of the Contracting Officer and shall be built with labor and materials furnished by the Contractor without expense to the PHA. The temporary buildings and utilities shall remain the property of the Contractor and shall be removed by the Contractor at its expense upon completion of the work. With the written consent of the Contracting Officer, the buildings and utilities may be abandoned and need not be removed.

(b) The Contractor shall, as directed by the Contracting Officer, use only established roadways, or use temporary roadways constructed by the Contractor when and as authorized by the Contracting Officer. When materials are transported in prosecuting the work, vehicles shall not be loaded beyond the loading capacity recommended by the manufacturer of the vehicle or prescribed by any federal, state, or local law or regulation. When it is necessary to cross curbs or sidewalks, the Contractor shall protect them from damage. The Contractor shall repair or pay for the repair of any damaged curbs, sidewalks, or roads.

18. Clean Air and Water

The contactor shall comply with the Clean Air Act, as amended, 42 USC 7401 et seq., the Federal Water Pollution Control Water Act, as amended, 33 U.S.C. 1251 et seq., and standards issued pursuant thereto in the facilities in which this contract is to be performed.

19. Energy Efficiency

The Contractor shall comply with mandatory standards and policies relating to energy efficiency which are contained in the energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub.L. 94-163) for the State in which the work under the contract is performed.

20. Inspection and Acceptance of

(a) Definitions. As used in this clause -
(1) “Acceptance” means the act of an authorized representative of the PHA by which the PHA approves and assumes ownership of the work performed under this contract. Acceptance may be partial or complete.
(2) “Inspection” means examining and testing the work performed under the contract (including, when appropriate, raw materials, equipment, components, and intermediate assemblies) to determine whether it conforms to contract requirements.
(3) “Testing” means that element of inspection that determines the properties or elements, including functional operation of materials, equipment, or their components, by the application of established scientific principles and procedures.

(b) The Contractor shall maintain an adequate inspection system and perform such inspections as will ensure that the work performed under the contract conforms to contract requirements. All work is subject to PHA inspection and test at all places and at all reasonable times before acceptance to ensure strict compliance with the terms of the contract.

(c) PHA inspections and tests are for the sole benefit of the PHA and do not: (1) relieve the Contractor of responsibility for providing adequate quality control measures; (2) relieve the Contractor of responsibility for loss or damage of the material before acceptance; (3) constitute or imply acceptance; or, (4) affect the continuing rights of the PHA after acceptance of the completed work under paragraph (j) below.

(d) The presence or absence of the PHA inspector does not relieve the Contractor from any contract requirement, nor is the inspector authorized to change any term or condition of the specifications without the Contracting Officer’s written authorization. All instructions and approvals with respect to the work shall be given to the Contractor by the Contracting Officer.

(e) The Contractor shall promptly furnish, without additional charge, all facilities, labor, and material reasonably needed for performing such safe and convenient inspections and tests as may be required by the Contracting Officer. The PHA may charge to the Contractor any additional cost of inspection or test when work is not ready at the time specified by the Contractor for inspection or test, or when prior rejection makes reinspection or retest necessary. The PHA shall perform all inspections and tests in a manner that will not unnecessarily delay the work. Special, full size, and performance tests shall be performed as described in the contract.

(f) The PHA may conduct routine inspections of the construction site on a daily basis.

(g) The Contractor shall, without charge, replace or correct work found by the PHA not to conform to contract requirements, unless the PHA decides that it is in its interest to accept the work with an appropriate adjustment in contract price. The Contractor shall promptly segregate and remove rejected material from the premises.

(h) If the Contractor does not promptly replace or correct rejected work, the PHA may (1) by contract or otherwise, replace or correct the work and charge the cost to the Contractor, or (2) terminate for default the Contractor's right to proceed.

(i) If any work requiring inspection is covered up without approval of the PHA, it must, if requested by the Contracting Officer, be uncovered at the expense of the Contractor. If at any time before final acceptance of the entire work, the **Construction** PHA considers it necessary or advisable, to examine work already completed by removing or tearing it out, the Contractor, shall on request, promptly furnish all necessary facilities, labor, and material. If such work is found to be defective or nonconforming in any material respect due to the fault of the Contractor or its subcontractors, the Contractor shall defray all the expenses of the examination and of satisfactory reconstruction. If, however, such work is found to meet the requirements of the contract, the Contracting Officer shall make an equitable adjustment to cover the cost of the examination and reconstruction, including, if completion of the work was thereby delayed, an extension of time.

(j) The Contractor shall notify the Contracting Officer, in writing, as to the date when in its opinion all or a designated portion of the work will be substantially completed and ready for inspection. If the Architect determines that the state of preparedness is as represented, the PHA will promptly arrange for the inspection. Unless otherwise specified in the contract, the PHA shall accept, as soon as practicable after completion and inspection, all work required by the contract or that portion of the work the Contracting Officer determines and designates can be accepted separately. Acceptance shall be final and conclusive except for latent defects, fraud, gross mistakes amounting to fraud, or the PHA's right under any warranty or guarantee.

21. Use and Possession Prior to Completion

(a) The PHA shall have the right to take possession of or use any completed or partially completed part of the work. Before taking possession of or using any work, the Contracting Officer shall furnish the Contractor a list of items of work remaining to be performed or corrected on those portions of the work that the PHA intends to take possession of or use. However, failure of the Contracting Officer to list any item of work shall not relieve the Contractor of responsibility for complying with the terms of the contract. The PHA's possession or use shall not be deemed an acceptance of any work under the contract.

(b) While the PHA has such possession or use, the Contractor shall be relieved of the responsibility for (1) the loss of or damage to the work resulting from the PHA's possession or use, notwithstanding the terms of the clause entitled Permits and Codes herein; (2) all maintenance costs on the areas occupied; and, (3) furnishing heat, light, power, and water used in the areas occupied without proper remuneration therefore. If prior possession or use by the PHA delays the progress of the work or causes additional expense to the Contractor, an equitable adjustment shall be made in the contract price or the time of completion, and the contract shall be modified in writing accordingly.

22. Warranty of Title

The Contractor warrants good title to all materials, supplies, and equipment incorporated in the work and agrees to deliver the premises together with all improvements thereon free from any claims, liens or charges, and agrees further that neither it nor any other person, firm or corporation shall have any right to a lien upon the premises or anything appurtenant thereto.

23. Warranty of

(a) In addition to any other warranties in this contract, the Contractor warrants, except as provided in paragraph (j) of this clause, that work performed under this contract conforms to the contract requirements and is free of any defect in equipment, material, or workmanship performed by the Contractor or any subcontractor or supplier at any tier. This warranty shall continue for a period of _____ (one year unless otherwise indicated) from the date of final acceptance of the work. If the PHA takes possession of any part of the work before final acceptance, this warranty shall continue for a period of (one year unless otherwise indicated) from the date that the PHA takes possession.

(b) The Contractor shall remedy, at the Contractor's expense, any failure to conform, or any defect. In addition, the Contractor shall remedy, at the Contractor's expense, any damage to PHA-owned or controlled real or personal property when the damage is the result of—
(1) The Contractor's failure to conform to contract requirements; or
(2) Any defects of equipment, material, workmanship or design furnished by the Contractor.

(c) The Contractor shall restore any work damaged in fulfilling the terms and conditions of this clause. The Contractor's warranty with respect to work repaired or replaced will run for (one year unless otherwise indicated) from the date of repair or replacement.

(d) The Contracting Officer shall notify the Contractor, in writing, within a reasonable time after the discovery of any failure, defect or damage.

(e) If the Contractor fails to remedy any failure, defect, or damage within a reasonable time after receipt of notice, the PHA shall have the right to replace, repair or otherwise remedy the failure, defect, or damage at the Contractor's expense.

(f) With respect to all warranties, express or implied, from subcontractors, manufacturers, or suppliers for work performed and materials furnished under this contract, the Contractor shall:
(1) Obtain all warranties that would be given in normal commercial practice;
(2) Require all warranties to be executed in writing, for the benefit of the PHA; and,
(3) Enforce all warranties for the benefit of the PHA.

(g) In the event the Contractor's warranty under paragraph (a) of this clause has expired, the PHA may bring suit at its own expense to enforce a subcontractor's, manufacturer's or supplier's warranty.

(h) Unless a defect is caused by the negligence of the Contractor or subcontractor or supplier at any tier, the Contractor shall not be liable for the repair of any defect of material or design furnished by the PHA nor for the repair of any damage that results from any defect in PHA furnished material or design.

(i) Notwithstanding any provisions herein to the contrary, the establishment of the time periods in paragraphs (a) and (c) above relate only to the specific obligation of the Contractor to correct the work, and have no relationship to the time within which its obligation to comply with the contract may be sought to be enforced, nor to the time within which proceedings may be commenced to establish the Contractor's liability with respect to its obligation other than specifically to correct the work.

(j) This warranty shall not limit the PHA's rights under the Inspection and Acceptance of Construction clause of this contract with respect to latent defects, gross mistakes or fraud.

24. Prohibition Against Liens

The Contractor is prohibited from placing a lien on the PHA's property. This prohibition shall apply to all subcontractors at any tier and all materials suppliers.

Administrative Requirements

25. Contract Period

this contract within calendar days of the effective date of the contract, or within the time schedule established in the notice to proceed issued by the Contracting Officer.

26. Order of Provisions

accordance with the terms and conditions of the

In the event of a conflict between these General Conditions and the Specifications, the General Conditions shall prevail. In the event of a conflict between the contract and any applicable state or local law or regulation, the state or local law or regulation shall prevail; provided that such state or local law or regulation does not conflict with, or is less restrictive than applicable federal law, regulation, or Executive Order. In the event of such a conflict, applicable federal law, regulation, and Executive Order shall prevail.

27. Payments

retain ten (10) percent of the amount of progress

(a) The PHA shall pay the Contractor the price as provided in this contract.

(b) The PHA shall make progress payments approximately every 30 days as the work proceeds, on estimates of work accomplished which meets the standards of quality established under the contract, as approved by the Contracting Officer. The PHA may, subject to written determination and approval of the Contracting Officer, make more frequent payments to contractors which are qualified small businesses.

(c) Before the first progress payment under this contract, the Contractor shall furnish, in such detail as requested by the Contracting Officer, a breakdown of the total contract price showing the amount included therein for each principal category of the work, which shall substantiate the payment amount requested in order to provide a basis for determining progress payments. The breakdown shall be approved by the Contracting Officer and must be acceptable to HUD. If the contract covers more than one project, the Contractor shall furnish a separate breakdown for each. The values and quantities employed in making up this breakdown are for determining the amount of progress payments and shall not be construed as a basis for additions to or deductions from the contract price. The Contractor shall prorate its overhead and profit over the construction period of the contract.

(d) The Contractor shall submit, on forms provided by the PHA, periodic estimates showing the value of the work performed during each period based upon the approved

submitted not later than _____ days in advance of the date set for payment and are subject to correction and revision as required. The estimates must be approved by the Contracting Officer with the concurrence of the Architect prior to payment. If the contract covers more than one project, the Contractor shall furnish a separate progress payment estimate for each.

(e) Along with each request for progress payments and the required estimates, the Contractor shall furnish the following certification, or payment shall not be made: I hereby certify, to the best of my knowledge and belief, that:

(1) The amounts requested are only for performance in accordance with the specifications, terms, and conditions of the contract;

(2) Payments to subcontractors and suppliers have been made from previous payments received under the contract, and timely payments will be made from the proceeds of the payment covered by this certification, in accordance with subcontract agreements; and,

(3) This request for progress payments does not include any amounts which the prime contractor intends to withhold or retain from a subcontractor or supplier in

subcontract.

Name:

Title:

Date:

(f) Except as otherwise provided in State law, the PHA shall

payments until completion and acceptance of all work under the contract; except, that if upon completion of 50 percent of the work, the Contracting Officer, after consulting with the Architect, determines that the Contractor's performance and progress are satisfactory, the PHA may make the remaining payments in full for the work subsequently completed. If the Contracting Officer subsequently determines that the Contractor's performance and progress are unsatisfactory, the PHA shall reinstate the ten (10) percent (or other percentage as provided in State law) retainage until such time as the Contracting Officer determines that performance and progress are satisfactory.

(g) The Contracting Officer may authorize material delivered on the site and preparatory work done to be taken into consideration when computing progress payments.

Material delivered to the Contractor at locations other than the site may also be taken into consideration if the Contractor furnishes satisfactory evidence that (1) it has acquired title to such material; (2) the material is properly stored in a bonded warehouse, storage yard, or similar suitable place as may be approved by the Contracting Officer; (3) the material is insured to cover its full value; and (4) the material will be used to perform this contract. Before any progress payment which includes delivered material is made, the Contractor shall furnish such documentation as the Contracting Officer may require to assure the protection of the PHA's interest in such materials. The Contractor shall remain responsible for such stored material notwithstanding the transfer of title to the PHA.

(h) All material and work covered by progress payments made shall, at the time of payment become the sole property of the PHA, but this shall not be construed as (1) relieving the Contractor from the sole responsibility for all material and work upon which payments have been made or the restoration of any damaged work; or, (2) waiving the right of the PHA to require the fulfillment of all of the terms of the contract. In the event the work of the Contractor has been damaged by other contractors or persons other than employees of the PHA in the course of their employment, the Contractor shall restore such damaged work without cost to the PHA and to seek redress for its damage only from those who directly caused it.

(i) The PHA shall make the final payment due the Contractor under this contract after (1) completion and final acceptance of all work; and (2) presentation of release of all claims against the PHA arising by virtue of this contract, other than claims, in stated amounts, that the Contractor has specifically excepted from the operation of the release. Each such exception shall embrace no more than one claim, the basis and scope of which shall be clearly defined. The amounts for such excepted claims shall not be included in the request for final payment. A release may also be required of the assignee if the Contractor's claim to amounts payable under this contract has been assigned.

(j) Prior to making any payment, the Contracting Officer may require the Contractor to furnish receipts or other evidence of payment from all persons performing work and supplying material to the Contractor, if the Contracting Officer determines such evidence is necessary to substantiate claimed costs.

(k) The PHA shall not; (1) determine or adjust any claims for payment or disputes arising there under between the Contractor and its subcontractors or material suppliers; or, (2) withhold any moneys for the protection of the subcontractors or material suppliers. The failure or refusal of the PHA to withhold moneys from the Contractor shall in nowise impair the obligations of any surety or sureties under any bonds furnished under this contract.

28. Contract Modifications

(a) Only the Contracting Officer has authority to modify any term or condition of this contract. Any contract modification shall be authorized in writing.

(b) The Contracting Officer may modify the contract unilaterally (1) pursuant to a specific authorization stated in a contract clause (e.g., Changes); or (2) for administrative matters which do not change the rights or responsibilities of the parties (e.g., change in the PHA address). All other contract modifications shall be in the form of supplemental agreements signed by the Contractor and the Contracting Officer.

(c) When a proposed modification requires the approval of HUD prior to its issuance (e.g., a change order that exceeds the PHA's approved threshold), such modification shall not be effective until the required approval is received by the PHA.

29. Changes

(a) The Contracting Officer may, at any time, without notice to the sureties, by written order designated or indicated to be a change order, make changes in the work within the general scope of the contract including changes:
(1) In the specifications (including drawings and designs);
(2) In the method or manner of performance of the work;
(3) PHA-furnished facilities, equipment, materials, services, or site; or,
(4) Directing the acceleration in the performance of the work.

(b) Any other written order or oral order (which, as used in this paragraph (b), includes direction, instruction, interpretation, or determination) from the Contracting Officer that causes a change shall be treated as a change order under this clause; provided, that the Contractor gives the Contracting Officer written notice stating (1) the date, circumstances and source of the order and (2) that the Contractor regards the order as a change order.

(c) Except as provided in this clause, no order, statement or conduct of the Contracting Officer shall be treated as a change under this clause or entitle the Contractor to an equitable adjustment.

(d) If any change under this clause causes an increase or decrease in the Contractor's cost of, or the time required for the performance of any part of the work under this contract, whether or not changed by any such order, the Contracting Officer shall make an equitable adjustment and modify the contract in writing. However, except for a adjustment based on defective specifications, no proposal for any change under paragraph (b) above shall be allowed for any costs incurred more than 20 days (5 days for oral orders) before the Contractor gives written notice as required. In the case of defective specifications for which the PHA is responsible, the equitable adjustment shall include any increased cost reasonably incurred by the Contractor in attempting to comply with the defective specifications.

(e) The Contractor must assert its right to an adjustment under this clause within 30 days after (1) receipt of a written change order under paragraph (a) of this clause, or (2) the furnishing of a written notice under paragraph (b) of this clause, by submitting a written statement describing the general nature and the amount of the proposal. If the facts justify it, the Contracting Officer may extend the period for submission. The proposal may be included in the notice required under paragraph (b) above. No proposal by the Contractor for an equitable adjustment shall be allowed if asserted after final payment under this contract.

(f) The Contractor's written proposal for equitable adjustment shall be submitted in the form of a lump sum proposal supported with an itemized breakdown of all increases and decreases in the contract in at least the following details:

(1) Direct Costs. Materials (list individual items, the quantity and unit cost of each, and the aggregate cost); Transportation and delivery costs associated with materials; Labor breakdowns by hours or unit costs (identified with specific work to be performed); Construction equipment exclusively necessary for the change; Costs of preparation and/ or revision to shop drawings resulting from the change; Worker's Compensation and Public Liability Insurance; Employment taxes under FICA and FUTA; and, Bond Costs when size of change warrants revision.

(2) Indirect Costs. Indirect costs may include overhead, general and administrative expenses, and fringe benefits not normally treated as direct costs.

(3) Profit. The amount of profit shall be negotiated and may vary according to the nature, extent, and complexity of the work required by the change. The allowability of the direct and indirect costs shall be determined in accordance with the Contract Cost Principles and Procedures for Commercial Firms in Part 31 of the Federal Acquisition Regulation (48 CFR 1-31), as implemented by HUD Handbook 2210.18, in effect on the date of this contract. The Contractor shall not be allowed a profit on the profit received by any subcontractor. Equitable adjustments for deleted work shall include a credit for profit and may include a credit for indirect costs. On proposals covering both increases and decreases in the amount of the contract, the application of indirect costs and profit shall be on the net-change in direct costs for the Contractor or subcontractor performing the work.

(g) The Contractor shall include in the proposal its request for time extension (if any), and shall include sufficient information and dates to demonstrate whether and to what extent the change will delay the completion of the contract in its entirety.

(h) The Contracting Officer shall act on proposals within 30 days after their receipt, or notify the Contractor of the date when such action will be taken.

(i) Failure to reach an agreement on any proposal shall be a dispute under the clause entitled Disputes herein. Nothing in this clause, however, shall excuse the Contractor from proceeding with the contract as changed.

(j) Except in an emergency endangering life or property, no change shall be made by the Contractor without a prior order from the Contracting Officer.

30. Suspension of Work

(a) The Contracting Officer may order the Contractor in writing to suspend, delay, or interrupt all or any part of the work of this contract for the period of time that the Contracting Officer determines appropriate for the convenience of the PHA.

(b) If the performance of all or any part of the work is, for an unreasonable period of time, suspended, delayed, or interrupted (1) by an act of the Contracting Officer in the administration of this contract, or (2) by the Contracting Officer's failure to act within the time specified (or within a reasonable time if not specified) in this contract an adjustment shall be made for any increase in the cost of performance of the contract (excluding profit) necessarily caused by such unreasonable suspension, delay, or interruption and the contract modified in writing accordingly. However, no adjustment shall be made under this clause for any suspension, delay, or interruption to the extent that performance would have been so suspended, delayed, or interrupted by any other cause, including the fault or negligence of the Contractor or for which any equitable adjustment is provided for or excluded under any other provision of this contract.

(c) A claim under this clause shall not be allowed (1) for any costs incurred more than 20 days before the Contractor shall have notified the Contracting Officer in writing of the act or failure to act involved (but this requirement shall not apply as to a claim resulting from a suspension order); and, (2) unless the claim, in an amount stated, is asserted in writing as soon as practicable after the termination of the suspension, delay, or interruption, but not later than the date of final payment under the contract.

31. Disputes

(a) "Claim," as used in this clause, means a written demand or written assertion by one of the contracting parties seeking, as a matter of right, the payment of money in a sum certain, the adjustment or interpretation of contract terms, or other relief arising under or relating to the contract. A claim arising under the contract, unlike a claim relating to the contract, is a claim that can be resolved under a contract clause that provides for the relief sought by the claimant. A voucher, invoice, or other routine request for payment that is not in dispute when submitted is not a claim. The submission may be converted to a claim by complying with the requirements of this clause, if it is disputed either as to liability or amount or is not acted upon in a reasonable time.

(b) Except for disputes arising under the clauses entitled Labor Standards - Davis Bacon and Related Acts, herein, all disputes arising under or relating to this contract, including any claims for damages for the alleged breach thereof which are not disposed of by agreement, shall be resolved under this clause.

(c) All claims by the Contractor shall be made in writing and submitted to the Contracting Officer for a written decision. A claim by the PHA against the Contractor shall be subject to a written decision by the Contracting Officer.

(d) The Contracting Officer shall, within 60 (unless otherwise indicated) days after receipt of the request, decide the claim or notify the Contractor of the date by which the decision will be made.

(e) The Contracting Officer's decision shall be final unless the Contractor (1) appeals in writing to a higher level in the PHA in accordance with the PHA's policy and procedures, (2) refers the appeal to an independent mediator or arbitrator, or (3) files suit in a court of competent jurisdiction. Such appeal must be made within (30 unless otherwise indicated) days after receipt of the Contracting Officer's decision.

(f) The Contractor shall proceed diligently with performance of this contract, pending final resolution of any request for relief, claim, appeal, or action arising under or relating to the contract, and comply with any decision of the Contracting Officer.

32. Default

(a) If the Contractor refuses or fails to prosecute the work, or any separable part thereof, with the diligence that will insure its completion within the time specified in this contract, or any extension thereof, or fails to complete said work within this time, the Contracting Officer may, by written notice to the Contractor, terminate the right to

proceed with the work (or separable part of the work) that has been delayed. In this event, the PHA may take over the work and complete it, by contract or otherwise, and may take possession of and use any materials, equipment, and plant on the work site necessary for completing the work. The Contractor and its sureties shall be liable for any damage to the PHA resulting from the Contractor's refusal or failure to complete the work within the specified time, whether or not the Contractor's right to proceed with the work is terminated. This liability includes any increased costs incurred by the PHA in completing the work.

(b) The Contractor's right to proceed shall not be terminated or the Contractor charged with damages under this clause if—

(1) The delay in completing the work arises from unforeseeable causes beyond the control and without the fault or negligence of the Contractor. Examples of such causes include (i) acts of God, or of the public enemy, (ii) acts of the PHA or other governmental entity in either its sovereign or contractual capacity, (iii) acts of another contractor in the performance of a contract with the PHA, (iv) fires, (v) floods, (vi) epidemics, (vii) quarantine restrictions, (viii) strikes, (ix) freight embargoes, (x) unusually severe weather, or (xi) delays of subcontractors or suppliers at any tier arising from unforeseeable causes beyond the control and without the fault or negligence of both the Contractor and the subcontractors or suppliers; and

(2) The Contractor, within days (10 days unless otherwise indicated) from the beginning of such delay (unless extended by the Contracting Officer) notifies the Contracting Officer in writing of the causes of delay. The Contracting Officer shall ascertain the facts and the extent of the delay. If, in the judgment of the Contracting Officer, the findings of fact warrant such action, time for completing the work shall be extended by written modification to the contract. The findings of the Contracting Officer shall be reduced to a written decision which shall be subject to the provisions of the Disputes clause of this contract.

(c) If, after termination of the Contractor's right to proceed, it is determined that the Contractor was not in default, or that the delay was excusable, the rights and obligations of the parties will be the same as if the termination had been for convenience of the PHA.

33. Liquidated Damages

(a) If the Contractor fails to complete the work within the time specified in the contract, or any extension, as specified in the clause entitled Default of this contract, the Contractor shall pay to the PHA as liquidated damages, the sum of $ _____ Contracting Officer insert amount] for each day of delay. If different completion dates are specified in the contract for separate parts or stages of the work, the amount of liquidated damages shall be assessed on those parts or stages which are delayed. To the extent that the Contractor's delay or nonperformance is excused under another clause in this contract, liquidated damages shall not be due the PHA. The Contractor remains liable for damages caused other than by delay.

(b) If the PHA terminates the Contractor's right to proceed, the resulting damage will consist of liquidated damages until such reasonable time as may be required for final completion of the work together with any increased costs occasioned the PHA in completing the work.

(c) If the PHA does not terminate the Contractor's right to proceed, the resulting damage will consist of liquidated damages until the work is completed or accepted.

34. Termination for Convenience

(a) The Contracting Officer may terminate this contract in whole, or in part, whenever the Contracting Officer determines that such termination is in the best interest of the PHA. Any such termination shall be effected by delivery to the Contractor of a Notice of Termination specifying the extent to which the performance of the work under the contract is terminated, and the date upon which such termination becomes effective.

(b) If the performance of the work is terminated, either in whole or in part, the PHA shall be liable to the Contractor for reasonable and proper costs resulting from such termination upon the receipt by the PHA of a properly presented claim setting out in detail: (1) the total cost of the work performed to date of termination less the total amount of contract payments made to the Contractor; (2) the cost (including reasonable profit) of settling and paying claims under subcontracts and material orders for work performed and materials and supplies delivered to the site, payment for which has not been made by the PHA to the Contractor or by the Contractor to the subcontractor or supplier; (3) the cost of preserving and protecting the work already performed until the PHA or assignee takes possession thereof or assumes responsibility therefore; (4) the actual or estimated cost of legal and accounting services reasonably necessary to prepare and present the termination claim to the PHA; and (5) an amount constituting a reasonable profit on the value of the work performed by the Contractor.

(c) The Contracting Officer will act on the Contractor's claim within days (60 days unless otherwise indicated) of receipt of the Contractor's claim.

(d) Any disputes with regard to this clause are expressly made subject to the provisions of the Disputes clause of this contract.

35. Assignment of Contract

The Contractor shall not assign or transfer any interest in this contract; except that claims for monies due or to become due from the PHA under the contract may be assigned to a bank, trust company, or other financial institution. Such assignments of claims shall only be made with the written concurrence of the Contracting Officer. If the Contractor is a partnership, this contract shall inure to the benefit of the surviving or remaining member(s) of such partnership as approved by the Contracting Officer.

36. Insurance

(a) Before commencing work, the Contractor and each subcontractor shall furnish the PHA with certificates of insurance showing the following insurance is in force and will insure all operations under the Contract:

(1) Workers' Compensation, in accordance with state or Territorial Workers' Compensation laws.

(2) Commercial General Liability with a combined single limit for bodily injury and property damage of not less than $ _____ [Contracting Officer insert amount]

per occurrence to protect the Contractor and each subcontractor against claims for bodily injury or death and damage to the property of others. This shall cover the use of all equipment, hoists, and vehicles on the site(s) not covered by Automobile Liability under (3) below. If the Contractor has a "claims made" policy, then the following additional requirements apply: the policy must provide a "retroactive date" which must be on or before the execution date of the Contract; and the extended reporting period may not be less than five years following the completion date of the Contract.

(3) Automobile Liability on owned and non -owned motor vehicles used on the site(s) or in connection therewith for a combined single limit for bodily injury and property damage of not less than $ _____ [Contracting Officer insert amount] per occurrence.

(b) Before commencing work, the Contractor shall furnish the PHA with a certificate of insurance evidencing that Builder's Risk (fire and extended coverage) Insurance on all work in place and/or materials stored at the building site(s), including foundations and building equipment, is in force. The Builder's Risk Insurance shall be for the benefit of the Contractor and the PHA as their interests may appear and each shall be named in the policy or policies as an insured. The Contractor in installing equipment supplied by the PHA shall carry insurance on such equipment from the time the Contractor takes possession thereof until the Contract work is accepted by the PHA. The Builder's Risk Insurance need not be carried on excavations, piers, footings, or foundations until such time as work on the superstructure is started. It need not be carried on landscape work. Policies shall furnish coverage at all times for the full cash value of all completed construction, as well as materials in place and/or stored at the site(s), whether or not partial payment has been made by the PHA. The Contractor may terminate this insurance on buildings as of the date taken over for occupancy by the PHA. The Contractor is not required to carry Builder's Risk Insurance for modernization work which does not involve structural alterations or additions and where the PHA's existing fire and extended coverage policy can be endorsed to include such work.

(c) All insurance shall be carried with companies which are financially responsible and admitted to do business in the State in which the project is located. If any such insurance is due to expire during the construction period, the Contractor (including subcontractors, as applicable) shall not permit the coverage to lapse and shall furnish evidence of coverage to the Contracting Officer. All certificates of insurance, as evidence of coverage, shall provide that no coverage may be canceled or non-renewed by the insurance company until at least 30 days prior written notice has been given to the Contracting Officer.

37. Subcontracts

(a) Definitions. As used in this contract -

(1) "Subcontract" means any contract, purchase order, or other purchase agreement, including modifications and change orders to the foregoing, entered into by a subcontractor to furnish supplies, materials, equipment, and services for the performance of the prime contract or a subcontract.

(2) "Subcontractor" means any supplier, vendor, or firm that furnishes supplies, materials, equipment, or services to or for the Contractor or another subcontractor.

(b) The Contractor shall not enter into any subcontract with any subcontractor who has been temporarily denied participation in a HUD program or who has been suspended or debarred from participating in contracting programs by any agency of the United States Government or of the state in which the work under this contract is to be performed.

(c) The Contractor shall be as fully responsible for the acts or omissions of its subcontractors, and of persons either directly or indirectly employed by them as for the acts or omissions of persons directly employed by the Contractor.

(d) The Contractor shall insert appropriate clauses in all subcontracts to bind subcontractors to the terms and conditions of this contract insofar as they are applicable to the work of subcontractors.

(e) Nothing contained in this contract shall create any contractual relationship between any subcontractor and the PHA or between the subcontractor and HUD.

38. Subcontracting with Small and Minority Firms, Women's Business Enterprise, and Labor Surplus Area Firms

The Contractor shall take the following steps to ensure that, whenever possible, subcontracts are awarded to small business firms, minority firms, women's business enterprises, and labor surplus area firms:

(a) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;

(b) Ensuring that small and minority businesses and women's business enterprises are solicited whenever they are potential sources;

(c) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses and women's business enterprises;

(d) Establishing delivery schedules, where the requirements of the contract permit, which encourage participation by small and minority businesses and women's business enterprises; and

(e) Using the services and assistance of the U.S. Small Business Administration, the Minority Business Development Agency of the U.S. Department of Commerce, and State and local governmental small business agencies.

39. Equal Employment Opportunity

During the performance of this contract, the Contractor/ Seller agrees as follows:

(a) The Contractor/Seller shall not discriminate against any employee or applicant for employment because of of race color, religion, sex, sexual orientation, gender identity, disability, or national origin.

(b) The Contractor/Seller shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, disability, or national origin. Such action shall include, but not be limited to, (1) employment, (2) upgrading demotion, (4) transfer, (5) recruitment or recruitment advertising, (6) layoff or termination, (7) rates of pay or other forms of compensation, and (8) selection for training,including apprenticeship

(c) The Contractor/Seller agrees to post in conspicuous places available to employees and applicants for employment the notices to be provided by the Contracting Officer setting forth the provisions of this nondiscrimination clause.
(d) The Contractor/Seller shall, in all solicitations or advertisements for employees placed by or on behalf of the Contractor/Seller, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.
(e) The Contractor/Seller shall send, to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, the notice to be provided by the Contracting Officer advising the labor union or workers' representative of the Contractor's commitments under this clause, and post copies of the notice in conspicuous places available to employees and applicants for employment.
(f) The Contractor/Seller shall comply with Executive Order 11246, as amended, and the rules, regulations, and orders of the Secretary of Labor.
(g) The Contractor/Seller shall furnish all information and reports required by Executive Order 11246, as amended, Section 503 of the Rehabilitation Act of 1973, as amended, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto. The Contractor/Seller shall permit

access to its books, records, and accounts by the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(h) In the event of a that the Contractor/Seller is in noncompliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated or suspended in whole or in part and the contractor/seller may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(i)The contractor/seller will include the provisions of paragraphs (a) through (h) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each sub[contractor/seller] or vendor. The [contractor/seller] will take such action with respect to any subcontract or purchase order as may be directed by the Secretary of Labor as a means of enforcing such provisions in cluding sanctions for noncompliance: Provided, however, that in the event the [contractor/seller] becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction, the [contractor/seller] may request the United States to enter into such litigation to protect the interests of the United States.

(j) Compliance with the requirements of this clause shall be to the maximum extent consistent with, but not in derogation of, compliance with section 7(b) of the Indian Self-Determination and Education Assistance Act and the Indian Preference clause of this contract.

40. Employment, Training, and Contracting Opportunities for Low-Income Persons, Section 3 of the Housing and Urban Development Act of 1968.

(a) The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
(b) The parties to this contract agree to comply with HUD's regulations in 24 CFR Part 75, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the Part 75 regulations.
(c) The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 prioritization requirements and shall state the minimum percentages of labor hour requirements established in the Benchmark Notice (FR-6085-N-04).
(d) The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR Part 75, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR Part 75. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR Part 75.
(e) Noncompliance with HUD's regulations in 24 CFR Part 75 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.
(f) Contracts, subcontracts, grants, or subgrants subject to Section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 5307(b)) or subject to tribal preference requirements as authorized under 101(k) of the Native American Housing Assistance and Self-Determination Act (25 U.S.C. 4111(k)) must provide preferences in employment, training, and business opportunities to Indians and Indian organizations, and are therefore not subject to the requirements of 24 CFR Part 75.

41. Interest of Members of Congress

No member of or delegate to the Congress of the United States of America shall be admitted to any share or part of this contract or to any benefit that may arise therefrom.

42. Interest of Members, Officers, or Employees and Former Members, Officers, or Employees

No member, officer, or employee of the PHA, no member of the governing body of the locality in which the project is situated, no member of the governing body of the locality in which the PHA was activated, and no other public official of such locality or localities who exercises any functions or responsibilities with respect to the project, shall, during his or her tenure, or for one year thereafter, have any interest, direct or indirect, in this contract or the proceeds thereof.

43. Limitations on Payments made to Influence Certain Federal Financial Transactions

(a) The Contractor agrees to comply with Section 1352 of Title 31, United States Code which prohibits the use of Acts Federal appropriated funds to pay any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with any of the following covered Federal actions: the awarding of any Federal contract; the making of any Federal grant; the making of any Federal loan; the entering into of any cooperative agreement; or the modification of any Federal contract, grant, loan, or cooperative agreement.

(b) The Contractor further agrees to comply with the requirement of the Act to furnish a disclosure (OMB Standard Form LLL, Disclosure of Lobbying Activities) if any funds other than Federal appropriated funds (including profit or fee received under a covered Federal transaction) have been paid, or will be paid, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a Federal contract, grant, loan, or cooperative agreement.

44. Royalties and Patents

The Contractor shall pay all royalties and license fees. It shall defend all suits or claims for infringement of any patent rights and shall save the PHA harmless from loss on account thereof; except that the PHA shall be responsible for all such loss when a particular design, process or the product of a particular manufacturer or manufacturers is specified and the Contractor has no reason to believe that the specified design, process, or product is an infringement. If, however, the Contractor has reason to believe that any design, process or product specified is an infringement of a patent, the Contractor shall promptly notify the Contracting Officer. Failure to give such notice shall make the Contractor responsible for resultant loss.

45. Examination and Retention of Contractor's Records

(a) The PHA, HUD, or Comptroller General of the United States, or any of their duly authorized representatives shall, until 3 years after final payment under this contract, have access to and the right to examine any of the Contractor's directly pertinent books, documents, papers, or other records involving transactions related to this contract for the purpose of making audit, examination, excerpts, and transcriptions.

(b) The Contractor agrees to include in first-tier subcontracts under this contract a clause substantially the same as paragraph (a) above. "Subcontract," as used in this clause, excludes purchase orders not exceeding $10,000.

(c) The periods of access and examination in paragraphs (a) and (b) above for records relating to (1) appeals under the Disputes clause of this contract, (2) litigation or settlement of claims arising from the performance of this contract, or (3) costs and expenses of this contract to which the PHA, HUD, or Comptroller General or any of their duly authorized representatives has taken exception shall continue until disposition of such appeals, litigation, claims, or exceptions.

46. Labor Standards - Davis-Bacon and Related

If the total amount of this contract exceeds $2,000, the Federal labor standards set forth in the clause below shall apply to the development or construction work to be performed under the contract.

(a) Minimum Wages.

(1) All laborers and mechanics employed under this contract in the development or construction of the project(s) involved will be paid unconditionally and not less often than once a week, and without subsequent deduction or rebate on any account (except such payroll deductions as are permitted by regulations issued by the Secretary of Labor under the Copeland Act (29 CFR Part 3)), the full amount of wages and bona fide fringe benefits (or cash equivalents thereof) due at time of payment computed at rates not less than those contained in the wage determination of the Secretary of Labor which is attached hereto and made a part hereof, regardless of any contractual relationship which may be alleged to exist between the Contractor and such laborers and mechanics. Contributions made or costs reasonably anticipated for bona fide fringe benefits under Section 1(b)(2) of the Davis-Bacon Act on behalf of laborers or mechanics are considered wages paid to such laborers or mechanics, subject to the provisions of 29 CFR 5.5(a)(1)(iv); also, regular contributions made or costs incurred for more than a weekly period (but not less often than quarterly) under plans, funds, or programs which cover the regular weekly period, are deemed to be constructively made or incurred during such weekly period. Such laborers and mechanics shall be paid the appropriate wage rate and fringe benefits in the wage determination for the classification of work actually performed, without regard to skill, except as provided in 29 CFR 5.5(a)(4). Laborers or mechanics performing work in more than one classification may be compensated at the rate specified for each classification for the time actually worked therein; provided, that the employer's payroll records accurately set forth the time spent in each classification in which work is performed. The wage determination (including any additional classification and wage rates conformed under 29 CFR 5.5(a)(1)(ii) and the Davis-Bacon poster (WH-1321) shall

be posted at all times by the Contractor and its subcontractors at the site of the work in a prominent and accessible place where it can be easily seen by the workers.

(2) (i) Any class of laborers or mechanics, including helpers, which is not listed in the wage determination and which is to be employed under the contract shall be classified in conformance with the wage determination. HUD shall approve an additional classification and wage rate and fringe benefits therefor only when all the following criteria have been met: (A) The work to be performed by the classification requested is not performed by a classification in the wage determination; and (B) The classification is utilized in the area by the construction industry; and (C) The proposed wage rate, including any bona fide fringe benefits, bears a reasonable relationship to the wage rates contained in the wage determination.

(ii) If the Contractor and the laborers and mechanics to be employed in the classification (if known), or their representatives, and HUD or its designee agree on the classification and wage rate (including the amount designated for fringe benefits where appropriate), a report of the action taken shall be sent by HUD or its designee to the Administrator of the Wage and Hour Division, Employee Standards Administration, U.S. Department of Labor, Washington, DC 20210. The Administrator, or an authorized representative, will approve, modify, or disapprove every additional classification action within 30 days of receipt and so advise HUD or its designee or will notify HUD or its designee within the 30-day period that additional time is necessary.

(iii) In the event the Contractor, the laborers or mechanics to be employed in the classification or their representatives, and HUD or its designee do not agree on the proposed classification and wage rate (including the amount designated for fringe benefits, where appropriate), HUD or its designee shall refer the questions, including the views of all interested parties and the recommendation of HUD or its designee, to the Administrator of the Wage and Hour Division for determination. The Administrator, or an authorized representative, will issue a determination within 30 days of receipt and so advise HUD or its designee or will notify HUD or its designee within the 30-day period that additional time is necessary.

(iv) The wage rate (including fringe benefits where appropriate) determined pursuant to subparagraphs (a)(2)(ii) or (iii) of this clause shall be paid to all workers performing work in the classification under this contract from the first day on which work is performed in classification.

(3) Whenever the minimum wage rate prescribed in the contract for a class of laborers or mechanics includes a fringe benefit which is not expressed as an hourly rate, the Contractor shall either pay the benefit as stated in the wage determination or shall pay another bona fide fringe benefit or an hourly cash equivalent thereof.

(4) If the Contractor does not make payments to a trustee or other third person, the Contractor may consider as part of the wages of any laborer or mechanic the amount of any costs reasonably anticipated in providing bona fide fringe benefits under a plan or program; provided, that the Secretary of Labor has found, upon the written request of the Contractor, that the applicable standards of the Davis-Bacon Act have been met. The Secretary of Labor may require the Contractor to set aside in a separate account assets for the meeting of obligations under the plan or program.

(b) Withholding of funds. HUD or its designee shall, upon its own action or upon written request of an authorized representative of the Department of Labor, withhold or cause to be withheld from the Contractor under this contract or any other Federal contract with the same prime Contractor, or any other Federally-assisted contract subject to Davis-Bacon prevailing wage requirements, which is held by the same prime Contractor, so much of the accrued payments or advances as may be considered necessary to pay laborers and mechanics, including apprentices, trainees, and helpers, employed by the Contractor or any subcontractor the full amount of wages required by the contract. In the event of failure to pay any laborer or mechanic, including any apprentice, trainee, or helper, employed or working in the construction or development of the project, all or part of the wages required by the contract, HUD or its designee may, after written notice to the Contractor, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds until such violations have ceased. HUD or its designee may, after written notice to the Contractor, disburse such amounts withheld for and on account of the Contractor or subcontractor to the respective employees to whom they are due.

(c) Payrolls and basic records.

(1) Payrolls and basic records relating thereto shall be maintained by the Contractor during the course of the work and preserved for a period of three years thereafter for all laborers and mechanics working in the construction or development of the project. Such records shall contain the name, address, and social security number of each such worker, his or her correct classification, hourly rates of wages paid (including rates of contributions or costs anticipated for bona fide fringe benefits or cash equivalents thereof of the types described in section 1(b)(2)(B) of the Davis-Bacon Act), daily and weekly number of hours worked, deductions made, and actual wages paid. Whenever the Secretary of Labor has found, under 29 CFR 5.5(a)(1)(iv), that the wages of any laborer or mechanic include the amount of costs reasonably anticipated in providing benefits under a plan or program described in section 1(b)(2)(B) of the Davis-Bacon Act, the Contractor shall maintain records which show that the commitment to provide such benefits is enforceable, that the plan or program is financially responsible, and that the plan or program has been communicated in writing to the laborers or mechanics affected, and records which show the costs anticipated or the actual cost incurred in providing such benefits. Contractors employing apprentices or trainees under approved programs shall maintain written evidence of the registration of apprenticeship programs and certification of trainee programs, the registration of the apprentices and trainees, and the ratios and wage rates prescribed in the applicable programs.

(2) (i) The Contractor shall submit weekly for each week in which any contract work is performed a copy of all payrolls to the Contracting Officer for transmission to HUD or its designee. The payrolls submitted shall set out accurately and completely all of the information required to be maintained under subparagraph (c)(1) of this clause. This information may be submitted in any form desired. Optional Form WH-347 (Federal Stock Number 029-005-00014-1) is available for this purpose and may be purchased from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. The Contractor is responsible for the submission of copies of payrolls by all subcontractors. (Approved by the Office of Management and Budget under OMB Control Number 1214-0149.)

(ii) Each payroll submitted shall be accompanied by a "Statement of Compliance," signed by the Contractor or subcontractor or his or her agent who pays or supervises the payment of the persons employed under the contract and shall certify the following:

(A) That the payroll for the payroll period contains the information required to be maintained under paragraph (c) (1) of this clause and that such information is correct and complete;

(B) That each laborer or mechanic (including each helper, apprentice, and trainee) employed on the contract during the payroll period has been paid the full weekly wages earned, without rebate, either directly or indirectly, and that no deductions have been made either directly or indirectly from the full wages earned, other than permissible deductions as set forth in 29 CFR Part 3; and

(C) That each laborer or mechanic has been paid not less than the applicable wage rates and fringe benefits or cash equivalents for the classification of work performed, as specified in the applicable wage determination incorporated into the contract.

(iii) The weekly submission of a properly executed certification set forth on the reverse side of Optional Form WH-347 shall satisfy the requirements for submission of the "Statement of Compliance" required by subparagraph (c)(2)(ii) of this clause.

(iv) The falsification of any of the above certifications may subject the Contractor or subcontractor to civil or criminal prosecution under Section 1001 of Title 18 and Section 3729 of Title 31 of the United States Code.

(3) The Contractor or subcontractor shall make the records required under subparagraph (c)(1) available for inspection, copying, or transcription by authorized representatives of HUD or its designee, the Contracting Officer, or the Department of Labor and shall permit such representatives to interview employees during working hours on the job. If the Contractor or subcontractor fails to submit the required records or to make them available, HUD or its designee may, after written notice to the Contractor, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds. Furthermore, failure to submit the required records upon request or to make such records available may be grounds for debarment action pursuant to 29 CFR 5.12.

(d) (1) Apprentices. Apprentices will be permitted to work at less than the predetermined rate for the work they performed when they are employed pursuant to and individually registered in a bona fide apprenticeship program registered with the U.S. Department of Labor, Employment and Training Administration, Office of Apprenticeship and Training, Employer and Labor Services (OATELS), or with a State Apprenticeship Agency recognized by OATELS, or if a person is employed in his or her first 90 days of probationary employment as an apprentice in such an apprenticeship program, who is not individually registered in the program, but who has been certified by OATELS or a State Apprenticeship Agency (where appropriate) to be eligible for probationary employment as an apprentice. The allowable ratio of apprentices to journeymen on the job site in any craft classification shall not be greater than the ratio permitted to the Contractor as to the entire work force under the registered program. Any worker listed on a payroll at an apprentice wage rate, who is not registered or otherwise employed as stated in this paragraph, shall be paid not less than the applicable wage rate on the wage determination for the classification of work actually performed. In addition, any apprentice performing work on the job site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate on the wage determination for the work actually performed. Where a contractor is performing construction on a project in a locality other than that in which its program is registered, the ratios and wage rates (expressed in percentages of the journeyman's hourly rate) specified in the Contractor's or subcontractor's registered program shall be observed. Every apprentice must be paid at not less than the rate specified in the registered program for the apprentice's level of progress, expressed as a percentage of the journeyman hourly rate specified in the applicable wage determination. Apprentices shall be paid fringe benefits in accordance with the provisions of the apprenticeship program. If the apprenticeship program does not specify fringe benefits, apprentices must be paid the full amount of fringe benefits listed on the wage determination for the applicable classification. If the Administrator of the Wage and Hour Division determines that a different practice prevails for the applicable apprentice classification, fringes shall be paid in accordance with that determination. In the event OATELS, or a State Apprenticeship Agency recognized by OATELS, withdraws approval of an apprenticeship program, the Contractor will no longer be permitted to utilize apprentices at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

(2) Trainees. Except as provided in 29 CFR 5.16, trainees will not be permitted to work at less than the predetermined rate for the work performed unless they are employed pursuant to and individually registered in a program which has received prior approval, evidenced by formal certification by the U.S. Department of Labor, Employment and Training Administration. The ratio of trainees to journeymen on the job site shall not be greater than permitted under

the plan approved by the Employment and Training Administration. Every trainee must be paid at not less than the rate specified in the approved program for the trainee's level of progress, expressed as a percentage of the journeyman hourly rate specified in the applicable wage determination. Trainees shall be paid fringe benefits in accordance with the provisions of the trainee program. If the trainee program does not mention fringe benefits, trainees shall be paid the full amount of fringe benefits listed in the wage determination unless the Administrator of the Wage and Hour Division determines that there is an apprenticeship program associated with the corresponding journeyman wage rate in the wage determination which provides for less than full fringe benefits for apprentices. Any employee listed on the payroll at a trainee rate who is not registered and participating in a training plan approved by the Employment and Training Administration shall be paid not less than the applicable wage rate in the wage determination for the classification of work actually performed. In addition, any trainee performing work on the job site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate in the wage determination for the work actually performed. In the event the Employment and Training Administration withdraws approval of a training program, the Contractor will no longer be permitted to utilize trainees at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

(3) Equal employment opportunity. The utilization of apprentices, trainees, and journeymen under this clause shall be in conformity with the equal employment opportunity requirements of Executive Order 11246, as amended, and 29 CFR Part 30.

(e) Compliance with Copeland Act requirements. The Contractor shall comply with the requirements of 29 CFR Part 3, which are hereby incorporated by reference in this contract.

(f) Contract termination; debarment. A breach of this contract clause may be grounds for termination of the contract and for debarment as a Contractor and a subcontractor as provided in 29 CFR 5.12.

(g) Compliance with Davis-Bacon and related Act requirements. All rulings and interpretations of the Davis-Bacon and related Acts contained in 29 CFR Parts 1, 3, and 5 are herein incorporated by reference in this contract.

(h) Disputes concerning labor standards. Disputes arising out of the labor standards provisions of this clause shall not be subject to the general disputes clause of this contract. Such disputes shall be resolved in accordance with the procedures of the Department of Labor set forth in 29 CFR Parts 5, 6, and 7. Disputes within the meaning of this clause include disputes between the Contractor (or any of its subcontractors) and the PHA, HUD, the U.S. Department of Labor, or the employees or their representatives.

(i) Certification of eligibility.

(1) By entering into this contract, the Contractor certifies that neither it (nor he or she) nor any person or firm who has an interest in the Contractor's firm is a person or firm ineligible to be awarded contracts by the United States Government by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).

(2) No part of this contract shall be subcontracted to any person or firm ineligible for award of a United States Government contract by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).

(3) The penalty for making false statements is prescribed in the U. S. Criminal Code, 18 U.S.C. 1001.

(j) Contract Work Hours and Safety Standards Act. As used in this paragraph, the terms "laborers" and "mechanics" include watchmen and guards.

(1) Overtime requirements. No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics, including watchmen and guards, shall require or permit any such laborer or mechanic in any workweek in which the individual is employed on such work to work in excess of 40 hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of 40 hours in such workweek.

(2) Violation; liability for unpaid wages; liquidated damages. In the event of any violation of the provisions set forth in subparagraph (j)(1) of this clause, the Contractor and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such Contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic (including watchmen and guards) employed in violation of the provisions set forth in subparagraph (j)(1) of this clause, in the sum of $27 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of 40 hours without payment of the overtime wages required by provisions set forth in subparagraph (j)(1) of this clause. DOL posts current fines at: https://www.dol.gov/whd/govcontracts/cwhssa.htm#cmp

(3) Withholding for unpaid wages and liquidated damages. HUD or its designee shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the Contractor or subcontractor under any such contract or any Federal contract with the same prime Contractor, or any other Federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime Contractor, such sums as may be determined to be necessary to satisfy any liabilities of such Contractor or subcontractor for unpaid wages and liquidated damages as provided in the provisions set forth in subparagraph (j)(2) of this clause.

(k) Subcontracts. The Contractor or subcontractor shall insert in any subcontracts all the provisions contained in this clause, and such other clauses as HUD or its designee may by appropriate instructions require, and also a clause requiring the subcontractors to include these provisions in any lower tier subcontracts. The prime Contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all these provisions.

47. Non-Federal Prevailing Wage Rates

(a) Any prevailing wage rate (including basic hourly rate and any fringe benefits), determined under State or tribal law to be prevailing, with respect to any employee in any trade or position employed under the contract, is inapplicable to the contract and shall not be enforced against the Contractor or any subcontractor, with respect to employees engaged under the contract whenever such non-Federal prevailing wage rate exceeds:

(1) The applicable wage rate determined by the Secretary of Labor pursuant to the Davis-Bacon Act (40 U.S.C. 3141 et seq.) to be prevailing in the locality with respect to such trade;

(b) An applicable apprentice wage rate based thereon specified in an apprenticeship program registered with the U.S. Department of Labor (DOL) or a DOL-recognized State Apprenticeship Agency; or

(c) An applicable trainee wage rate based thereon specified in a DOL-certified trainee program.

48. Procurement of Recovered Materials.

(a) In accordance with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act, the Contractor shall procure items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition. The Contractor shall procure items designated in the EPA guidelines that contain the highest percentage of recovered materials practicable unless the Contractor determines that such items: (1) are not reasonably available in a reasonable period of time; (2) fail to meet reasonable performance standards, which shall be determined on the basis of the guidelines of the National Institute of Standards and Technology, if applicable to the item; or (3) are only available at an unreasonable price.

( ) Paragraph (a) of this clause shall apply to items purchased under this contract where: (1) the Contractor purchases in excess of $10,000 of the item under this contract; or (2) during the preceding Federal fiscal year, the Contractor: (i) purchased any amount of the items for use under a contract that was funded with Federal appropriations and was with a Federal agency or a State agency or agency of a political subdivision of a State; and (ii) purchased a total of in excess of $10,000 of the item both under and outside that contract.

EXHIBIT F

INSURANCE REQUIREMENTS

Contractor shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Contractor, its agents, representatives, employees, or subcontractors.

MINIMUM SCOPE AND LIMIT OF INSURANCE

Coverage shall be at least as broad as:

- **IF APPLICABLE: Tenant Discrimination:** For contractors interacting with the public or with tenants, coverage must include coverage for discrimination, harassment, and fair housing claims under the California Civils Rights Department (CRD) and HUD in Contractor's Commercial General Liability policy, or Professional Liability/Errors and Omissions (E&O) policy, or in a separately maintained Tenant Discrimination insurance policy.
- **Commercial General Liability (CGL):** Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury, and personal and advertising injury with limits no less than $2,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
- **Automobile Liability:** ISO Form Number CA 00 01 coverage any auto (Code 1), or if Contractor has no owned autos, hired (Code 8) and non-owned autos (code 9) with limit no less than $1,000,000 for bodily injury and property damage. This requirement does not apply if no motor vehicles are used in providing services under the Agreement.
- **Workers' Compensation** as required by the State of California, with Statutory Limits and Employers' Liability Insurance with limit of no less than $1,000,000 per accident for bodily injury or disease. This requirement does not apply to sole proprietors.
- **IF APPLICABLE: Sexual Abuse or Molestation (SAM) Liability:** Contractors that may interact with children or vulnerable adults must retain SAM insurance. If the CGL policy referenced above is not endorsed to include affirmative coverage for sexual abuse or molestation, Contractor's shall obtain and maintain a policy covering Sexual Abuse and Molestation with a limit of no less than $1,000,000 per occurrence or claim.

- **IF APPLICABLE: Professional Liability (Errors and Omissions):** Insurance appropriate to the Contractor's profession, with limit no less than $2,000,000 per occurrence or claim, $2,000,000 in the aggregate. If coverage is provided on a claims-made basis, the retroactive date must be shown and must be before the date of the contract or the beginning of the contract work. insurance must be maintained, and evidence of coverage must be provided for at least five (5) years after completion of the contract of work. If coverage is cancelled or non-renewed and not replaced with another claims-made policy form with a retroactive date prior to the contract effective date, the Contractor's must purchase "extended reporting" coverage for a minimum of five (5) years after the completion of work.

- **IF APPLICABLE: Cyber Liability Insurance:** Coverage is required if the Contractor's is accessing, collecting, storing, or transferring Personally Identifiable Information (PII), Personal Health Information (PHI), Payment Card Information (PCI), or medical information on staff, tenants, applicants etc.

    - Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Vendor in this agreement and shall include, but not be limited to, claims involving security breach, system failure, data recovery, business interruption, cyber extortion, social engineering, infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, and alteration of electronic information.

    - The policy shall provide coverage for breach response costs, regulatory fines, and penalties as well as credit monitoring expenses with limits not less than $2,000,000 per occurrence or claim, $2,000,000 aggregate.

- **IF APPLICABLE: Technology Professional Liability:** Coverage is required if the vendor/Contractor is providing software or a technology service (data storage, website design, etc.).

    - Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Contractor in this agreement and shall include, but not be limited to, claims involving media liability and infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, security and privacy liability that include invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic. information, extortion and network security.

    - The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses with limits

sufficient to respond to these obligations. Limits must be no less than $2,000,000 per occurrence or claim, $4,000,000 in the aggregate.

- If coverage is provided on a claims-made basis, the retroactive date must be shown and must be before the date of the Agreement or the beginning of the contract work; insurance must be maintained, and evidence of coverage must be provided for at least five (5) years after completion of the Agreement of work. If coverage is cancelled or non-renewed and not replaced with another claims made policy form with a retroactive date prior to the Agreement effective date, the Contractor's must purchase "extended reporting" coverage for a minimum of five (5) years after completion of work.
- The Policy shall include or be endorsed to include property damage liability coverage for damage to, alteration of, loss of, or destruction of the electronic data and/or information "property" of the AHA in the care, custody, or control of the Contractor's. If not covered under the Contractor's Professional Liability policy, such property coverage of the AHA may be endorsed onto the Contractor's Cyber Liability Policy as follows:
- Cyber Liability coverage in an amount sufficient to cover the full replacement value of damage to, alteration of, loss of, destruction of electronic data and/or information "property" of the AHA that will be in the Care, custody, or control of Contractor's.

OTHER INSURANCE REQUIREMENTS:

The insurance policies are to contain, or be endorsed to contain, the following provisions:

- **Additional Insured Status:**
  - The Housing Authority of the City of Alameda and its legal affiliates, Alameda Affordable Housing Corporation and Island City Development and its Subsidiaries and legal affiliates, and their departments, their respective directors, officers, Boards of Commissioners, employees, designated volunteers, elected or appointed officials, (Additional Insureds), are to be covered as additional insured on the CGL policy and, if applicable, the Cyber Liability policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations.

- General liability coverage can be provided in the form of an endorsement to the Contractor's insurance at least as broad as ISO Form CG 20 10 11 85. If CG 20 10 11 85 is not available, endorsement must be at least as broad as the addition of both CG 20 10 and CG 20 37; or CG 20 38 and CG 20 40.

- **Primary Coverage:**
  - For any claims related to this contract, the Contractor's insurance coverage shall be primary and non-contributory with coverage at least as broad as ISO CG 20 01 04 13 as respects Additional Insureds.
  - Any insurance or self-insurance maintained by Additional Insureds shall be excess of the Contractor's insurance and shall not contribute to it.

- **Waiver of Subrogation:**
  - Contractor hereby grants to AHA a waiver of any right to subrogation which any insurer of said Contractor may acquire against AHA by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether AHA has received a waiver of subrogation endorsement from the Insurer.

- **Failure to Secure:**
  - If Contractor, at any time during the term hereof, should fail to secure or maintain the foregoing insurance, AHA shall be permitted to immediately terminate this Agreement.

- **Notice of Cancellation:** Each insurance policy required above shall provide that coverage shall not be canceled, except with 30 days' notice to AHA.

- **Acceptability of Insurers:** Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII, unless otherwise acceptable to AHA

- **Verification of Coverage:**
  - Contractor shall furnish AHA with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause, and a copy of the Declarations and Endorsement page of the CGL policy listing all policy endorsements before work begins.
  - Contractor shall furnish AHA with a complete copy of any Excess/Umbrella policies, with all endorsements, maintained by Contractor's before work begins.
  - Failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them.

- AHA reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

- **Subcontractors:** Contractor shall pass down the insurance obligations contained herein to all tiers of subcontractors working under the contract.
- **Notification of claims:** The Proposer agrees to notify AHA in writing of any claim by a third party or any incident or event that may give rise to a claim arising from the performance of the contract as soon as practicable, but no later than three (3) business days after their first knowledge of such claim or event.
- **Special Risk or Circumstance:** AHA reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstance.

EXHIBIT G

DAVIS BACON WAGE RATES

[See Attached]

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General prevailing wage determinations
will be made by the
State of California,
Department of Industrial Relations
Pursuant to California Labor Code
Part 7, Chapter 1, Article 2, Sections 1770, 1773, and 1773.1

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EXHIBIT H

AHA SECTION 3 POLICY

[See Attached]

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EXHIBIT I

SECTION 3 CERTIFICATION

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SECTION 3 CERTIFICATION

SECTION 3 AFFIRMATIVE ACTION PLAN

In accordance with the Housing and Urban Development Act of 1968, as amended, and the regulations pursuant to that Act.

_____

(Contractor)

Agrees to comply with Section 3 of that Act by assuring that to the greatest extent feasible

- Training and employment opportunities will be given to lower income residents of the project; and
- Contracts for work in connection with the project will be awarded to business concerns which are located in or owned in substantial part by persons residing in the area of project.

_____ will initiate the following actions to insure utilization of lower income project residents as employees or trainees and to incorporate project area small business as subcontractors and supplies:

1. Contractor will establish and maintain a directory of service organizations, job referral agencies and manpower training programs operating within, or serving, project area residents.

2. Contractor will submit prior to the award of a contract, a signed assurance to comply with Section 3 regulations and requirements.

3. Contractor will provide, prior to the signing of a contract, a statement of new work force needs, including trainee positions.

4. Contractor will notify Community based organizations of available employment opportunities, and shall maintain records of response from such organizations.

5. Contractor will undertake personal recruitment efforts directed to such service organizations and to schools with lower income resident training programs.

6. Contractor will maintain a file of the names and addresses of each low income resident worker referred and what action was taken with respect to each referred worker (Attached).

7. Contractor will include the Section 3 clause in every subcontract for work in connection with HUD projects (Attached).

8. For each subcontract, the Prime Contractor will submit, prior to Contract award, the Section 3 Affirmative Action Plans of its subcontractors.

9. Contractor will not attempt to circumvent Section 3 Provisions.

10. Contractor will make a good faith effort to employ or fill training positions with lower income project area residents, will, as a minimum, provide evidence of the following:

(a) Attempts to recruit from the project area through location advertising media, community organizations, public and private agencies operating within or serving the project area, such as the State Employment Department, and the Private Industry Council.

(b) Maintain a list of all lower income area residents who have applied either on their own or referral from any source, and if such persons, if otherwise qualified, have been employed.

11. Contractor will make a good faith effort to incorporate project area businesses as Subcontractors and Suppliers.

12. Contractor will provide the Section 3 workforce and business utilization reports required under this contract.

_____ fully realizes failure or refusal to comply and give satisfactory assurances of future compliance with the requirements of this Affirmative Action Plan shall be proper basis for any or all of the following actions: Cancellation, termination or suspension in whole or in part of the contract; a determination of ineligibility or debarment from any further contracts under any federal program with respect to which the failure or refusal occurred until satisfactory assurances of future compliance have been received.

Authorized Signature: _____ Date: _____

EXHIBIT J

NOTICE FOR AFFIRMATIVE ACTION TO ENSURE EQUAL EMPLOYMENT OPPORTUNITY UNDER EXECUTIVE ORDER 11246, AND THE STANDARD FEDERAL EQUAL EMPLOYMENT OPPORTUNITY CONSTRUCTION CONTRACT SPECIFICATIONS

[See Attached]

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Executive Order 11246, As Amended

Executive Order 11246 — Equal Employment Opportunity

SOURCE: The provisions of Executive Order 11246 of Sept. 24, 1965, appear at 30 FR 12319, 12935, 3 CFR, 1964–1965 Comp., p.339, unless otherwise noted.

Under and by virtue of the authority vested in me as President of the United States by the Constitution and statutes of the United States, it is ordered as follows:

Part I — Nondiscrimination in Government Employment

[Part I superseded by EO 11478 of Aug. 8, 1969, 34 FR 12985, 3 CFR, 1966–1970 Comp., p. 803]

Part II - Nondiscrimination in Employment by Government Contractors and Subcontractors

Subpart A – Duties of the Secretary of Labor

SEC. 201

The Secretary of Labor shall be responsible for the administration and enforcement of Parts II and III of this Order. The Secretary shall adopt such rules and regulations and issue such orders as are deemed necessary and appropriate to achieve the purposes of Parts II and III of this Order.

[Sec. 201 amended by EO 12086 of Oct. 5, 1978, 43 FR 46501, 3 CFR, l978 Comp., p. 230]

Subpart B – Contractors' Agreements

SEC. 202

Except in contracts exempted in accordance with Section 204 of this Order, all Government contracting agencies shall include in every Government contract hereafter entered into the following provisions:

During the performance of this contract, the contractor agrees as follows:

1. The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.
2. The contractor will, in all solicitations or advancements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.
3. The contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.
4. The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under Section 202 of Executive Order No. 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

5. The contractor will comply with all provisions of Executive Order No. 11246 of Sept. 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
6. The contractor will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
7. In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be cancelled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order No. 11246 of Sept. 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
8. The contractor will include the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as may be directed by the Secretary of Labor as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction, the contractor may request the United States to enter into such litigation to protect the interests of the United States. [Sec. 202 amended by EO 11375 of Oct. 13, 1967, 32 FR 14303, 3 CFR, 1966–1970 Comp., p. 684, EO 12086 of Oct. 5, 1978, 43 FR 46501, 3 CFR, 1978 Comp., p. 230, EO 13665 of April 8, 2014, 79 FR 20749, EO 13672 of July 21, 2014, 79 FR 42971]

SEC. 203

a. Each contractor having a contract containing the provisions prescribed in Section 202 shall file, and shall cause each of his subcontractors to file, Compliance Reports with the contracting agency or the Secretary of Labor as may be directed. Compliance

Reports shall be filed within such times and shall contain such information as to the practices, policies, programs, and employment policies, programs, and employment statistics of the contractor and each subcontractor, and shall be in such form, as the Secretary of Labor may prescribe.

b. Bidders or prospective contractors or subcontractors may be required to state whether they have participated in any previous contract subject to the provisions of this Order, or any preceding similar Executive order, and in that event to submit, on behalf of themselves and their proposed subcontractors, Compliance Reports prior to or as an initial part of their bid or negotiation of a contract.

c. Whenever the contractor or subcontractor has a collective bargaining agreement or other contract or understanding with a labor union or an agency referring workers or providing or supervising apprenticeship or training for such workers, the Compliance Report shall include such information as to such labor union's or agency's practices and policies affecting compliance as the Secretary of Labor may prescribe: Provided, that to the extent such information is within the exclusive possession of a labor union or an agency referring workers or providing or supervising apprenticeship or training and such labor union or agency shall refuse to furnish such information to the contractor, the contractor shall so certify to the Secretary of Labor as part of its Compliance Report and shall set forth what efforts he has made to obtain such information.

d. The Secretary of Labor may direct that any bidder or prospective contractor or subcontractor shall submit, as part of his Compliance Report, a statement in writing, signed by an authorized officer or agent on behalf of any labor union or any agency referring workers or providing or supervising apprenticeship or other training, with which the bidder or prospective contractor deals, with supporting information, to the effect that the signer's practices and policies do not discriminate on the grounds of race, color, religion, sex, sexual orientation, gender identity, or national origin, and that the signer either will affirmatively cooperate in the implementation of the policy and provisions of this Order or that it consents and agrees that recruitment, employment, and the terms and conditions of employment under the proposed contract shall be in accordance with the purposes and provisions of the order. In the event that the union, or the agency shall refuse to execute such a statement, the Compliance Report shall so certify and set forth

what efforts have been made to secure such a statement and such additional factual material as the Secretary of Labor may require.

[Sec. 203 amended by EO 11375 of Oct. 13, 1967, 32 FR 14303, 3 CFR, 1966–1970 Comp., p. 684; EO 12086 of Oct. 5, 1978, 43 FR 46501, 3 CFR, 1978 Comp., p. 230, EO 13672 of July 21, 2104, 79 FR 42971]

SEC. 204

a. The Secretary of Labor may, when the Secretary deems that special circumstances in the national interest so require, exempt a contracting agency from the requirement of including any or all of the provisions of Section 202 of this **Order** in any specific contract, subcontract, or purchase **order**.

b. The Secretary of Labor may, by rule or regulation, exempt certain classes of contracts, subcontracts, or purchase orders (1) whenever work is to be or has been performed outside the United States and no recruitment of workers within the limits of the United States is involved; (2) for standard commercial supplies or raw materials; (3) involving less than specified amounts of money or specified numbers of workers; or (4) to the extent that they involve subcontracts below a specified tier.

c. Section 202 of this **Order** shall not apply to a Government contractor or subcontractor that is a religious corporation, association, educational institution, or society, with respect to the employment of individuals of a particular religion to perform work connected with the carrying on by such corporation, association, educational institution, or society of its activities. Such contractors and subcontractors are not exempted or excused from complying with the other requirements contained in this **Order**.

d. The Secretary of Labor may also provide, by rule, regulation, or order, for the exemption of facilities of a contractor that are in all respects separate and distinct from activities of the contractor related to the performance of the contract: provided, that such an exemption will not interfere with or impede the effectuation of the purposes of this **Order**: and provided further, that in the absence of such an exemption all facilities shall be covered by the provisions of this **Order**.

[Sec. 204 amended by EO 13279 of Dec. 16, 2002, 67 FR 77141, 3 CFR, 2002 Comp., p. 77141 – 77144]

Subpart C – Powers and Duties of the Secretary of Labor and the Contracting Agencies

SEC. 205

The Secretary of Labor shall be responsible for securing compliance by all Government contractors and subcontractors with this Order and any implementing rules or regulations. All contracting agencies shall comply with the terms of this Order and any implementing rules, regulations, or orders of the Secretary of Labor. Contracting agencies shall cooperate with the Secretary of Labor and shall furnish such information and assistance as the Secretary may require.

[Sec. 205 amended by EO 12086 of Oct. 5, 1978, 43 FR 46501, 3 CFR, 1978 Comp., p. 230]

SEC. 206

a. The Secretary of Labor may investigate the employment practices of any Government contractor or subcontractor to determine whether or not the contractual provisions specified in Section 202 of this Order have been violated. Such investigation shall be conducted in accordance with the procedures established by the Secretary of Labor.

b. The Secretary of Labor may receive and investigate complaints by employees or prospective employees of a Government contractor or subcontractor which allege discrimination contrary to the contractual provisions specified in Section 202 of this Order.

[Sec. 206 amended by EO 12086 of Oct. 5, 1978, 43 FR 46501, 3 CFR, 1978 Comp., p. 230]

SEC. 207

The Secretary of Labor shall use his/her best efforts, directly and through interested Federal, State, and local agencies, contractors, and all other available instrumentalities to cause any labor union engaged in work under Government contracts or any agency referring workers or providing or supervising apprenticeship or training for or in the course of such work to cooperate in the implementation of the purposes of this Order. The Secretary of Labor shall, in appropriate cases, notify the Equal Employment Opportunity Commission, the Department of Justice, or other appropriate Federal agencies whenever it has reason to believe that the practices of any such labor organization or agency violate Title VI or Title VII of the Civil Rights Act of 1964 or other provision of Federal law.

[Sec. 207 amended by EO 12086 of Oct. 5, 1978, 43 FR 46501, 3 CFR, 1978 Comp., p. 230]

SEC. 208

a. The Secretary of Labor, or any agency, officer, or employee in the executive branch of the Government designated by rule, regulation, or order of the Secretary, may hold such

hearings, public or private, as the Secretary may deem advisable for compliance, enforcement, or educational purposes.

b. The Secretary of Labor may hold, or cause to be held, hearings in accordance with Subsection of this Section prior to imposing, ordering, or recommending the imposition of penalties and sanctions under this Order. No order for debarment of any contractor from further Government contracts under Section 209(6) shall be made without affording the contractor an opportunity for a hearing.

Subpart D – Sanctions and Penalties

SEC. 209

In accordance with such rules, regulations, or orders as the Secretary of Labor may issue or adopt, the Secretary may:

1. Publish, or cause to be published, the names of contractors or unions which it has concluded have complied or have failed to comply with the provisions of this Order or of the rules, regulations, and orders of the Secretary of Labor.
2. Recommend to the Department of Justice that, in cases in which there is substantial or material violation or the threat of substantial or material violation of the contractual provisions set forth in Section 202 of this Order, appropriate proceedings be brought to enforce those provisions, including the enjoining, within the limitations of applicable law, of organizations, individuals, or groups who prevent directly or indirectly, or seek to prevent directly or indirectly, compliance with the provisions of this Order.
3. Recommend to the Equal Employment Opportunity Commission or the Department of Justice that appropriate proceedings be instituted under Title VII of the Civil Rights Act of 1964.
4. Recommend to the Department of Justice that criminal proceedings be brought for the furnishing of false information to any contracting agency or to the Secretary of Labor as the case may be.
5. After consulting with the contracting agency, direct the contracting agency to cancel, terminate, suspend, or cause to be cancelled, terminated, or suspended, any contract, or any portion or portions thereof, for failure of the contractor or subcontractor to comply with equal employment opportunity provisions of the contract. Contracts may be

cancelled, terminated, or suspended absolutely or continuance of contracts may be conditioned upon a program for future compliance approved by the Secretary of Labor.

6. Provide that any contracting agency shall refrain from entering into further contracts, or extensions or other modifications of existing contracts, with any noncomplying contractor, until such contractor has satisfied the Secretary of Labor that such contractor has established and will carry out personnel and employment policies in compliance with the provisions of this Order.

(b) Pursuant to rules and regulations prescribed by the Secretary of Labor, the Secretary shall make reasonable efforts, within a reasonable time limitation, to secure compliance with the contract provisions of this Order by methods of conference, conciliation, mediation, and persuasion before proceedings shall be instituted under subsection (a)(2) of this Section, or before a contract shall be cancelled or terminated in whole or in part under subsection (a)(5) of this Section.

[Sec. 209 amended by EO 12086 of Oct. 5, 1978, 43 FR 46501, 3 CFR, 1978 Comp., p. 230]

SEC. 210

Whenever the Secretary of Labor makes a determination under Section 209, the Secretary shall promptly notify the appropriate agency. The agency shall take the action directed by the Secretary and shall report the results of the action it has taken to the Secretary of Labor within such time as the Secretary shall specify. If the contracting agency fails to take the action directed within thirty days, the Secretary may take the action directly.

[Sec. 210 amended by EO 12086 of Oct. 5, 1978, 43 FR 46501, 3 CFR, 1978 Comp., p 230]

SEC. 211

If the Secretary shall so direct, contracting agencies shall not enter into contracts with any bidder or prospective contractor unless the bidder or prospective contractor has satisfactorily complied with the provisions of this Order or submits a program for compliance acceptable to the Secretary of Labor.

[Sec. 211 amended by EO 12086 of Oct. 5, 1978, 43 FR 46501, 3 CFR, 1978 Comp., p. 230]

SEC. 212

When a contract has been cancelled or terminated under Section 209(a)(5) or a contractor has been debarred from further Government contracts under Section 209(a)(6) of this Order, because of noncompliance with the contract provisions specified in Section 202 of this Order, the Secretary of Labor shall promptly notify the Comptroller General of the United States.

[Sec. 212 amended by EO 12086 of Oct. 5, 1978, 43 FR 46501, 3 CFR, 1978 Comp., p. 230]

Subpart E – Certificates of Merit

SEC. 213

The Secretary of Labor may provide for issuance of a United States Government Certificate of Merit to employers or labor unions, or other agencies which are or may hereafter be engaged in work under Government contracts, if the Secretary is satisfied that the personnel and employment practices of the employer, or that the personnel, training, apprenticeship, membership, grievance and representation, upgrading, and other practices and policies of the labor union or other agency conform to the purposes and provisions of this Order.

SEC. 214

Any Certificate of Merit may at any time be suspended or revoked by the Secretary of Labor if the holder thereof, in the judgment of the Secretary, has failed to comply with the provisions of this Order.

SEC. 215

The Secretary of Labor may provide for the exemption of any employer, labor union, or other agency from any reporting requirements imposed under or pursuant to this Order if such employer, labor union, or other agency has been awarded a Certificate of Merit which has not been suspended or revoked.

Part III – Nondiscrimination Provisions in Federally Assisted Construction Contracts

SEC. 301

Each executive department and agency, which administers a program involving Federal financial assistance shall require as a condition for the approval of any grant, contract, loan, insurance, or guarantee thereunder, which may involve a construction contract, that the applicant for Federal assistance undertake and agree to incorporate, or cause to be incorporated, into all construction contracts paid for in whole or in part with funds obtained from the Federal Government or borrowed on the credit of the Federal Government pursuant to such grant, contract, loan, insurance, or guarantee, or undertaken pursuant to any Federal program involving such grant, contract, loan, insurance, or guarantee, the provisions prescribed for Government contracts by Section 202 of this Order or such modification thereof, preserving in substance the contractor's obligations thereunder, as may be approved by the Secretary of Labor, together with such additional provisions as the Secretary deems appropriate to establish and protect the interest of the United States in the enforcement of those obligations. Each such applicant shall also undertake and agree (1) to assist and cooperate actively with the Secretary of Labor in obtaining the compliance of contractors and subcontractors with those contract provisions and with the rules, regulations and relevant orders of the Secretary, (2) to obtain and to furnish to the Secretary of Labor such information as the Secretary may require for the supervision of such compliance, (3) to carry out sanctions and penalties for violation of such obligations imposed upon contractors and subcontractors by the Secretary of Labor pursuant to Part II, Subpart D, of this Order, and (4) to refrain from entering into any contract subject to this Order, or extension or other modification of such a contract with a contractor debarred from Government contracts under Part II, Subpart D, of this Order.

[Sec. 301 amended by EO 12086 of Oct. 5, 1978, 43 FR 46501, 3 CFR, 1978 Comp., p. 230]

SEC. 302

a. "Construction contract" as used in this Order means any contract for the construction, rehabilitation, alteration, conversion, extension, or repair of buildings, highways, or other improvements to real property.

b. The provisions of Part II of this Order shall apply to such construction contracts, and for purposes of such application the administering department or agency shall be considered the contracting agency referred to therein.

c. The term "applicant" as used in this Order means an applicant for Federal assistance or, as determined by agency regulation, other program participant, with respect to whom an application for any grant, contract, loan, insurance, or guarantee is not finally acted upon prior to the effective date of this Part, and it includes such an applicant after he/she becomes a recipient of such Federal assistance.

SEC. 303

a. The Secretary of Labor shall be responsible for obtaining the compliance of such applicants with their undertakings under this Order. Each administering department and agency is directed to cooperate with the Secretary of Labor and to furnish the Secretary such information and assistance as the Secretary may require in the performance of the Secretary's functions under this Order.

b. In the event an applicant fails and refuses to comply with the applicant's undertakings pursuant to this Order, the Secretary of Labor may, after consulting with the administering department or agency, take any or all of the following actions: (1) direct any administering department or agency to cancel, terminate, or suspend in whole or in part the agreement, contract or other arrangement with such applicant with respect to which the failure or refusal occurred; (2) direct any administering department or agency to refrain from extending any further assistance to the applicant under the program with respect to which the failure or refusal occurred until satisfactory assurance of future compliance has been received by the Secretary of Labor from such applicant; and (3) refer the case to the Department of Justice or the Equal Employment Opportunity Commission for appropriate law enforcement or other proceedings.

c. In no case shall action be taken with respect to an applicant pursuant to clause (1) or (2) of subsection (b) without notice and opportunity for hearing.

[Sec. 303 amended by EO 12086 of Oct. 5, 1978, 43 FR 46501, 3 CFR, 1978 Comp., p. 230]

SEC. 304

Any executive department or agency which imposes by rule, regulation, or order requirements of nondiscrimination in employment, other than requirements imposed pursuant to this Order, may delegate to the Secretary of Labor by agreement such responsibilities with respect to compliance standards, reports, and procedures as would tend to bring the administration of such requirements into conformity with the administration of requirements imposed under this Order: Provided, That actions to effect compliance by recipients of Federal financial assistance with requirements imposed pursuant to Title VI of the Civil Rights Act of 1964 shall be taken in conformity with the procedures and limitations prescribed in Section 602 thereof and the regulations of the administering department or agency issued thereunder.

Part IV – Miscellaneous

SEC. 401

The Secretary of Labor may delegate to any officer, agency, or employee in the Executive branch of the Government, any function or duty of the Secretary under Parts II and III of this Order.

[Sec. 401 amended by EO 12086 of Oct. 5, l978, 43 FR 46501, 3 CFR, 1978 Comp., p. 230

SEC. 402

The Secretary of Labor shall provide administrative support for the execution of the program known as the “Plans for Progress.”

SEC. 403

a. Executive Orders Nos. 10590 (January 19, 1955), 10722 (August 5, 1957), 10925 (March 6, 1961), 11114 (June 22, 1963), and 11162 (July 28, 1964), are hereby superseded and the President’s Committee on Equal Employment Opportunity established by Executive Order No. 10925 is hereby abolished. All records and property in the custody of the Committee shall be transferred to the Office of Personnel Management and the Secretary of Labor, as appropriate.

b. Nothing in this Order shall be deemed to relieve any person of any obligation assumed or imposed under or pursuant to any Executive Order superseded by this Order. All rules, regulations, orders, instructions, designations, and other directives issued by the

President's Committee on Equal Employment Opportunity and those issued by the heads of various departments or agencies under or pursuant to any of the Executive orders superseded by this Order, shall, to the extent that they are not inconsistent with this Order, remain in full force and effect unless and until revoked or superseded by appropriate authority. References in such directives to provisions of the superseded orders shall be deemed to be references to the comparable provisions of this Order.

[Sec. 403 amended by EO 12107 of Dec. 28, 1978, 44 FR 1055, 3 CFR, 1978 Comp., p, 264]

SEC. 404

The General Services Administration shall take appropriate action to revise the standard Government contract forms to accord with the provisions of this Order and of the rules and regulations of the Secretary of Labor.

SEC. 405

This Order shall become effective thirty days after the date of this Order.

EXHIBIT K

SCHEDULE

[See Attached]

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INDEPENDENCE PLAZA WATER DAMAGE REPAIRS SCHEDULE

DRAFT

Building 703	WEEK 1					WEEK 2					WEEK 3					WEEK 4					WEEK 5					WEEK 6					WEEK 7					WEEK 8				
	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
Floorcoverings																																							
Baseboard																																							
Building 711																																							
Unit 156																																							
Unit 157																																							
Unit 158																																							
Unit 159																																							
Unit 160																																							
Unit 161																																							
Unit 256																																							
Unit 257																																							
Unit 258																																							
Unit 259																																							
Unit 260																																							
Unit 261																																							
1st Floor Corridor																																							
2nd Floor Corridor																																							
Stairwell																																							
Punch list																																							
Demobilization																																							

EXHIBIT L

DOCUMENTS INCORPORATED FOR REFERENCE FROM ITB

[See Attached]

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Housing Authority
— of the —
City of Alameda

DRAFT

PHONE: (510) 747-4300
FAX: (510) 522-7848
TTY/TRS: 711

701 Atlantic Avenue • Alameda, California 94501-2161

INVITATION FOR BID (IFB)
2026 ITB WATER DAMAGE IP-AHA-HD-009
INDEPENDENCE PLAZA WATER DAMAGE REPAIRS AT 703 AND 711 ATLANTIC AVE.
INTERIOR REPAIRS TO WATER DAMAGE TO FIFTEEN (15) RESIDENTIAL UNITS, THREE (3) CORRIDORS, AND ONE (1) STAIRWELL

INDEPENDENCE PLAZA
703 AND 711 ATLANTIC AVE.
ALAMEDA, CA. 94501



Joseph Nagel
Senior Construction Project Manager
Housing Authority of the City of Alameda, California
701 Atlantic Avenue
Alameda, CA 94501
(510) 747-4340
jnagel@alamedahsg.org

Docusign Envelope ID: 75003E85-1194-8579-8126-48E6937544F3

DRAFT

Housing Authority
— of the —
City of Alameda

PHONE: (510) 747-4300
FAX: (510) 522-7848
TTY/TRS: 711

701 Atlantic Avenue • Alameda, California 94501-2161

Date: July 9, 2026

Dear Contractor:

The Housing Authority of the City of Alameda (AHA) is requesting bids from Qualified Licensed Contractors for the replacement of drywall, cabinets, flooring and other interior building components damaged by fire sprinkler water at Independent Plaza, which is located at 703 and 711 Atlantic Avenue, Alameda, Ca. 94501

This Invitation for Bid for (IFB) is intended to award a contract for this work. Minority-owned, women-owned and emerging small businesses are encouraged to apply.

PROJECTED START DATE:		August 24, 2026
MANDATORY PRE-BID CONFERENCE:		Thursday, July 23, 2026, 1:00 PM 703 Atlantic Ave. Alameda, Ca. 94501
QUESTION AND ANSWER DEADLINE:		Tuesday, July 28,2026, 4:00 PM Submit to: https://alamedahsg.bonfirehub.com/portal/?tab=openOpportunities
BID DEADLINE:		Wednesday, August 5, 2026, no later than 4:00 PM - delivered to the offices of the AHA located at 701 Atlantic Avenue, Alameda, Ca. 94501
BID OPENING;		Thursday, August 6, 2026, 1:00 PM Independence Plaza Community Room 703 Atlantic Ave. Alameda, Ca. 94501

BID FORMAT
Bids must be sealed and marked “Sealed Bid – Do Not Open.” Be sure that the sealed bid envelope is date and time-stamped by the AHA Receptionist. The AHA offices are open to the public Monday- Thursday from 8:30am to 4:00pm.

MANDATORY PRE-BID CONFERENCE AND SITE VISIT
Contractors will have the opportunity to participate in a Pre-Bid Conference and Site Visit at the advertised date, time and location listed above.

Attendance at this conference is mandatory. All bidders are expected to be familiar with the project, federal, state and local requirements and specifications and to submit bids that are informed and accurate. Bids submitted by Contractors who have not attended the mandatory pre-bid conference and site visit will be rejected.

Bidder must be actively licensed as a Class B General Contractor by the California State Licensing Board for a minimum of (2) two consecutive years, and must demonstrate experience in the installation trade specialties listed in the scope of work. Bids submitted by Contractors who do not meet the minimum requirement for licensing will be rejected.

QUESTION AND ANSWER DEADLINE
At AHA’s discretion, no questions will be accepted after the advertised date and time.

BID DEADLINE
Bidders shall be delivered to the AHA no later than Wednesday, August 5, 2026, no later than 4:00 PM, the advertised date, time and location. No award will be made on this date.

Docusign Envelope ID: 75003E85-1194-8579-8126-48E6937544F3

PROJECT MANUAL
The Project Manual may be downloaded from the AHA website under "Working With AHA" then Vendors/Current Bidding Opportunities. The direct link is https://alamedahsg.bonfirehub.com/portal/?tab=openOpportunities .
All bidders should register with Bonfire (which is free) and all questions and communication on the procurement will be made via Bonfire.
If you need assistance with downloading the Project Manual, please contact Joseph Nagel, Senior Construction Project Manager, at (510) 747-4340.

CONTRACT AWARD
AHA will analyze all bids and interview bidders who meet the requirements as set forth in this ITB. The top ranked bid will be submitted to the Executive Director who will recommend award of the contract by the Board of Commissioners.

As soon as the Board of Commissioners awards the contract and all required documentation is received (e.g., insurance certificate and additional insured endorsement, copy of business license, payment and performance bonds (or letter of credit), a Notice to Proceed will be issued for work to begin within ten (10) calendar days. All work must be completed by November 2026.

ACCEPTANCE OR REJECTION OF BIDS
AHA reserves the right to reject any and all bids, to waive informalities in any proposal received and to re-solicit bids in the event no tendered bids are found acceptable. Each bidder, by tendering a bid, automatically agrees to hold harmless AHA, it's elected and appointed governing bodies, its employees and any others involved in the preparation of this document, review of the bids and award of the contract. Bid protests should be made in writing in accordance with the document entitled "Bid Protests or Appeals." (See Instructions to Bidders, Section 7)

If you have any questions, please email them to Joseph Nagel, Senior Construction Project Manager, at jnagel@alamedahsg.org and Sylvia Martinez, Director of Housing Development, smartinez@alamedahsg.org.
We look forward to receiving your bid for this project.

Sincerely,

DocuSigned by:
Vanessa Cooper
5AEA57238EC2484...

Vanessa Cooper
Executive Director

EQUAL HOUSING OPPORTUNITY

Docusign Envelope ID: 75003E85-1194-8579-8126-48E6937544F3

Authorization to Distribute:

DocuSigned by:
Vanessa Cooper
5AFA57239EC2484...

Vanessa Cooper
Executive Director

7/10/2026
Date

DocuSigned by:
Sylvia Martinez
38FEDACB7D8D461...

Sylvia Martinez
Director of Housing Development

7/10/2026
Date

DocuSigned by:
Joseph Nagel
460AD3C726364D5...

Joseph Nagel
Senior Construction Project Manager

7/10/2026
Date

Docusign Envelope ID: 75003E85-1194-8579-8126-48E6937544F3

INSTRUCTIONS TO BIDDERS / PROPOSERS

1. Bid Preparation and Submission

A. Pre Bid/Proposal Investigations:

For purposes of reducing confusion, the terms "Bid" and "Proposal" are considered the same. The terms "Bidder" and "Proposer" are considered the same.

Bidders are expected to examine the specifications, drawings, instructions, and the construction site (see also the contract clause entitled Site Investigation and Conditions Affecting the Work of the General Conditions of the Contract for Construction). Failure to do so will be at the bidders' risk.

Prior to bidding, Bidders must examine the Contract Documents thoroughly; visit the site to become familiar with local conditions that may affect cost, access, storage, progress, or performance of the Work; examine all information available regarding as built conditions and underground conditions, consider Federal, State, and local laws and regulations that may affect cost, progress, or performance of the Work; study and carefully correlate the Bidder's observations with the Contract Documents; and notify AHA of all conflicts, errors, or discrepancies noted in the Contract Documents. Before submitting a Bid, each Bidder, at Bidder's own expense, is encouraged to make or obtain any additional examinations, investigations, explorations, tests, and studies and obtain any additional information and data which pertain to the physical conditions (surface, subsurface, and underground utilities) at or contiguous to the site or otherwise which may affect cost, progress, or performance of the Work and which the Bidder deems necessary to determine its Bid for performing the Work in accordance with the time, price, and other terms and conditions of the Contract Documents. Where feasible, upon request in advance, the AHA will provide each Bidder with reasonable access to the site to conduct such explorations and tests as each Bidder deems necessary for submittal of a Bid. The Bidder shall fill all exploration and test holes made by the Bidder and shall clean up and restore the site to its former condition upon completion of such exploration.

B. Bid / Proposal Submission:

All bids must be submitted on the forms provided by the Housing Authority of the City of Alameda (AHA) unless otherwise indicated. Bidders shall furnish all the information required by the solicitation. Bids must be signed and the bidder's name typed or printed on the bid sheet and each continuation sheet which requires the entry of information by the bidder. Erasures or other changes must be initialed by the person signing the bid. Bids signed by an agent shall be accompanied by evidence of that agent's authority. (Bidders should retain a copy of their bid for their records).

The Bid shall be made using the forms listed below and any documents the Contractor is required to provide. The Documents that must be returned with the Bid are:

i. Bid Form

This document must be filled out in its entirety and you must be aware of any boxes that need to be checked. Fill out all fields with necessary information or with "N/A" if it's not applicable to your company and sign the form. Failure to fill out the form in its entirety will deem your bid/proposal non-responsive.

ii. Bid Form - Fillable

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This document must be filled out in its entirety by the contractor. Fill out all fields with necessary information and sign the form. Failure to fill out the form in its entirety or to sign will deem your bid/proposal non-responsive.

iii. Profile of Proposer
This document must be filled out in its entirety. Fill out all fields with necessary information or with "N/A" if it's not applicable to your company and sign the form. Failure to fill out the form in its entirety will deem your bid/proposal non-responsive.

iv. Statement of Qualifications
This document must be filled out in its entirety. Fill out all fields with necessary information or with "N/A" if it's not applicable to your company and sign the form. Failure to fill out the form in its entirety will deem your bid/proposal non-responsive.

v. References
This document must be filled out in its entirety and must include recent references. Failure to fill out the form in its entirety will deem your bid/proposal non-responsive.

vi. Insurance Information
All we require is the information on this form. You do not need to provide a certificate of insurance unless your agent has given you a general "Evidence of Insurance" Accord form, which will need to be stapled to this AHA Insurance form. Failure to submit any of the required information on this form will deem your bid/proposal non-responsive.

vii. Safety Experience
This form requires your Safety Mod % number. This document must be filled out in its entirety. Fill out all fields with necessary information or with "N/A" if it's not applicable to your company and sign the form. Failure to fill out the form in its entirety will deem your bid/proposal non-responsive.

viii. Bid Bond (no sample included - Contractor must provide document)
This is only applicable to Bid and not Proposals.
If this project is a bid, a 5% bid bond must be included. Bonding companies can use their own templates for bonds. Bond checks must be made payable to "Housing Authority of the City of Alameda" and will be held until a contract has been officially awarded.

ix. Conflict of Interest Form
This document must be filled out in its entirety. Fill out all fields with necessary information and sign the form. Failure to fill out the form in its entirety will deem your bid/proposal non-responsive.

Failure of the Bidder to submit all of the required Bidding Documents may render the Bid non-responsive and may cause its rejection.

C. Bids/Proposals may not be “conditioned”. Bids/Proposals containing conditions will be disqualified.

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D. All bid documents shall be sealed in an envelope which shall be clearly marked with the words “Bid Documents,” the Invitation for Bids (IFB) number, any project or other identifying number, the bidder’s name, and the date and time for receipt of bids.

i. The envelope enclosing the sealed bids shall be opaque, plainly marked in the upper left-hand corner with the name and address of the Bidder, and shall bear the words "SEALED BID-DO NOT OPEN", followed by the project name and project number for the Work, the name of the agency, the address where the bids are to be delivered to, and the date and hour of opening of Bids. The Bid Security shall be enclosed in the same envelope with the Bid.

E. This solicitation requires bidding on all items, failure to do so will disqualify the bid/proposal.

F. Unless expressly authorized elsewhere in this solicitation, bids submitted by telegraph, facsimile (fax) machines, or e-mail will not be considered.

2. Explanations and Interpretations to Prospective Bidders

A. Any prospective bidder desiring an explanation or interpretation of the solicitation, specifications, drawings, etc., must request it no later than the advertised date and time. Requests will ONLY be accepted on Bonfire https://alamedahsg.bonfirehub.com/portal/?tab=openOpportunities. Any information given a prospective bidder concerning this solicitation will be furnished promptly to all other prospective bidders as a written amendment to the solicitation, if that information is necessary in submitting bids, or if the lack of it would be prejudicial to other prospective bidders. Only questions that have been answered by formal written Addenda will be binding. Oral and interpretations or clarifications will be without legal or contractual effect.

B. Any information obtained by, or provided to, a bidder other than by formal amendment to the solicitation shall not constitute a change to the solicitation.

3. Amendments to Invitations for Bids

A. If this solicitation is amended, then all terms and conditions which are not modified remain unchanged.

B. Bidders shall acknowledge receipt of any amendment to this solicitation (1) by signing and returning the amendment , (2) by identifying the amendment number and date on the bid form, or the AHA must receive acknowledgement by the time and at the place specified for receipt of bids. Bids which fail to acknowledge the bidder’s receipt of any amendment will result in the rejection of the bid if the amendment(s) contained information which substantively changed the AHA’s requirements.

C. Amendments will be on file in the offices of the AHA seven (7) days before bid opening.

Substitutions: Bidders must base their Bids on products and systems specified in Contract Documents or listed by name in addenda.

i. Except as provided in Paragraph (4) below, AHA will consider substitution requests only for “or equal” items. Bidders wanting to use “or equal” item(s) may submit Substitution Request Form no later than thirty (30) calendar days after the issuance of the Notice of Award. After that date, AHA will not accept “or equal” substitution requests. To assess “or equal” acceptability of product or system, submittals of substitutions shall contain the information required in the Substitution

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Request Form. Insufficient information will be grounds for rejection of substitution. AHA shall, within a reasonable period of time after having received a Request for Substitution, issue in writing its decision as to whether the proposed substitute item is an equal item. AHA's decision shall be conclusive on all Bidders.

ii. Approved substitutions shall be listed in Addenda and become part of Contract Documents. Substitutions may be requested after the time indicated above only in accordance with requirements specified in the Contract Documents.

iii. As a limitation on Bidder's privilege to substitute "or equal" items, the AHA has found that certain items are designated as AHA standards and certain items are designated to match existing items in use on a particular improvement either completed or in the course of completion or are available from one source. As to such items, AHA will not permit substitution.

4. Responsibility of Prospective Contractor

A. The AHA will award contracts only to responsible prospective contractors who have the ability to perform successfully under the terms and conditions of the proposed contract. In determining the responsibility of a bidder, the AHA will consider such matters as the bidder's:

i. Integrity;

ii. Compliance with public policy;

iii. Minimum three prevailing wage or public works projects in the last three years of similar size and scope.

Record of past performance; and

~~i~~iv. Financial and technical resources (including construction and technical equipment).

B. Before a bid is considered for award, the bidder may be requested by the AHA to submit a statement or other documentation regarding any of the items in paragraph (a) above. Failure by the bidder to provide such additional information shall render the bidder non-responsible and ineligible for award.

5. Late Submissions, Modifications, and Withdrawal of Bids

A. Any bid received at the place designated in the solicitation after the exact time specified for receipt will not be considered.

B. Any modification or withdrawal of a bid is subject to the same conditions as in paragraph (a) of this provision.

C. The only acceptable evidence to establish the time of receipt at the AHA is the time/date stamp of AHA on the proposal wrapper or other documentary evidence of receipt maintained by the AHA.

D. Notwithstanding paragraph (a) of this provision, a late modification of an otherwise successful bid that makes its terms more favorable to the AHA will be considered at any time it is received and may be accepted.

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E. Bids may be withdrawn by written notice at any time before the exact time set for opening of bids. A bid may be withdrawn in person by a bidder or its authorized representative if, before the exact time set for opening of bids, the identity of the person requesting withdrawal is established and the person signs a receipt for the bid.

6. Bid Opening

A. All bids received by the date and time of receipt specified in the solicitation will be publicly opened and read. The time and place of opening will be as specified in the solicitation or as modified by an addendum. Bidders and other interested persons may be (but are not required) to be present at Bid Opening.

B. Discrepancies in Bids: The Bidder shall furnish a price for all Bid Items on the form and failure to do so will render the Bid as non-responsive and may cause its rejection.

C. The AHA reserves the right to reject any and all bids, to waive informalities in any bid received and to re- solicit bids in the event no tendered bids are found acceptable. Each bidder, by tendering a bid, automatically agrees to hold harmless the AHA, its elected and appointed governing bodies, its employees and any others involved in the preparation of this document, review of the bids and award of the contract. Bid protests should be made in writing in accordance with the document entitled “Bid Protests or Appeals.”

7. **Service of Protest**

A. Definitions. As used in this provision:

“Interested party” means an actual or prospective bidder whose direct economic interest would be affected by the award of the contract.

“Protest” means a written objection by an interested party to this solicitation or to a proposed or actual award of a contract pursuant to this solicitation.

B. Protests shall be served on the Contracting Officer:
Vanessa M. Cooper, Executive Director
Housing Authority of the City of Alameda
701 Atlantic Avenue
Alameda, CA 94501

C. All protests shall be resolved in accordance with the AHA’s protest policy and procedures, copies of which are maintained at the AHA.

D. Bid Protest:

Any Bid protest must be submitted before 4:00 p.m. (as determined by the clock in the reception area) of the fifth (5th) business day following Bid opening in writing to:

Vanessa M. Cooper, Executive Director
Housing Authority of the City of Alameda
701 Atlantic Avenue
Alameda, CA 94501

i. The initial protest document must contain a complete statement of the basis for the protest.

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ii. The protest must refer to the specific portion of the document that forms the basis for the protest.

iii. The protest must include the name, address and telephone number of the person representing the protesting party.

iv. Only Bidders who the AHA otherwise determines are responsive and responsible are eligible to protest a Bid; protests from any other Bidder will not be considered. In order to determine whether a protesting Bidder is responsive and responsible, AHA may conduct the same investigation and evaluation as AHA is entitled to take regarding an apparent low bidder.

v. The party filing the protest must concurrently transmit a copy of the initial protest document and any attached documentation to all other parties with a direct financial interest that may be adversely affected by the outcome of the protest. Such parties shall include all other Bidders who appear to have a reasonable prospect of receiving an award depending upon the outcome of the protest.

vi. The procedure and time limits set forth in this paragraph are mandatory and are Bidder's sole and exclusive remedy in the event of Bid protest. Bidder's failure to comply with these procedures shall constitute a waiver of any right to further pursue the Bid protest, including filing a Government Code Claim or legal proceedings. A Bidder may not rely on a protest submitted by another Bidder, but must timely pursue its own protest.

8. **Contract Award**

A. The AHA will evaluate bids in response to this solicitation without discussions and will award a contract to the responsible bidder whose bid, conforming to the solicitation, will be most advantageous to the AHA considering only price and any price-related factors specified in the solicitation. Award of Contract, if it be awarded, will be made to the lowest, responsive, responsible Bidder. AHA may reject any or all Bids and waive any informalities, minor irregularities or inconsequential deviations in the Bids. AHA also reserves the right, in its discretion, to reject any or all Bids and to re-bid the project. AHA reserves the right to reject any or all non-conforming, non-responsive, unbalanced or conditional Bids, re-bid, and to reject the Bid of any Bidder if AHA believes that it would not be in the best interest of the Project to make an award to that Bidder, whether because the Bid is not responsive or the Bidder is unqualified or of doubtful financial ability or fails to meet any other pertinent standard or criteria established by AHA. For purposes of this paragraph, an "unbalanced bid" is one having nominal prices for some work items and enhanced prices for other work items.

B. If the apparent low bid received in response to this solicitation exceeds the AHA's available funding for the proposed contract work, the AHA may either accept or reject separately priced items (see 8(e) below) or use the following procedure to determine contract award. The AHA shall apply in turn to each bid (proceeding in order from the apparent low bid to the high bid) each of the separately priced bid deductible items, if any, in their priority order set forth in this solicitation. If upon the application of the first deductible item to all initial bids, a new low bid is within the AHA's available funding, then award shall be made to that bidder. If no bid is within the available funding amount, then the AHA shall apply the second deductible item. The AHA shall continue this process until an evaluated low bid, if any, is within the AHA's available funding. If upon the application of all deductibles, no bid is within the AHA's available funding, or if the solicitation does not request separately

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priced deductibles, the AHA shall follow its written policy and procedures in making or not making any award under this solicitation.

C. In the case of tie low bids, award shall be made in accordance with the AHA's written policy and procedures.

D. The AHA may reject any and all bids, accept other than the lowest bid (e.g., the apparent low bid is unreasonably low), and waive informalities or minor irregularities in bids received, in accordance with the AHA's written policy and procedures.

E. The AHA may reject any bid as non-responsive if it is materially unbalanced as to the prices for the various items of work to be performed. A bid is materially unbalanced when it is based on prices significantly less than cost for some work and prices which are significantly overstated for other work.

F. A written award shall be furnished to the successful bidder within the period for acceptance specified in the bid and shall result in a binding contract without further action by either party. The AHA shall issue Notice of Award to the lowest responsible Bidder enclosing the Contract Documents prior to award of the Contract. The successful Bidder shall within 15 business days provide the documents listed in the Notice of Award.

G. Failure or refusal to enter into an Agreement as herein provided, timely provide the documents listed in the Notice of Award, or to conform to any of the stipulated requirements in connection therewith, shall be just cause for an annulment of the award and forfeiture of the Bid Security. If the lowest responsive and responsible Bidder refuses or fails to execute the Agreement, AHA may award the Contract to the second lowest responsive, responsible Bidder. If the second lowest responsive, responsible Bidder refuses or fails to execute the Agreement, AHA may award the Contract to the third lowest responsive, responsible Bidder. On the failure or refusal of such second or third lowest Bidder to execute the Agreement, each such bidder's Bid Securities shall be likewise forfeited to AHA.

H. Apparent Low Bid: Apparent low bid will, unless otherwise expressly provided in Bid Form, be based solely on the amount of the total lump sum bid price. All Bidders are required to submit Bids on all Bid items (including any alternates).

9. **Bid Guarantee**

A. All bids must be accompanied by a negotiable bid guarantee which shall not be less than five percent (5%) of the amount of the bid. The bid guarantee shall be a bid bond secured by a surety company acceptable to the U.S. Government and authorized to do business in the state where the work is to be performed. The bid guarantee shall insure the execution of the contract and the furnishing of a method of assurance of completion by the successful bidder as required by the solicitation. Failure to submit a bid guarantee with the bid shall result in the rejection of the bid.

B. Bid guarantees submitted by unsuccessful bidders will be returned as soon as practicable after bid opening.

10. **Assurance of Completion**

A. Unless otherwise provided in State law, the successful bidder shall furnish an assurance of completion for any contract under this solicitation. This assurance shall be in the form

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of a performance and payment bond in a penal sum of 100 percent (100%) of the contract price; or, as may be required or permitted by State law.

B. Bonds must be obtained from guarantee or surety companies acceptable to the U.S. Government and authorized to do business in the state where the work is to be performed. Individual sureties will not be considered.

C. Each bond shall clearly state the rate of premium and the total amount of premium charged. The current power of attorney for the person who signs for the surety company must be attached to the bond. The effective date of the power of attorney shall not precede the date of the bond. The effective date of the bond shall be on or after the execution date of the contract.

D. Failure by the successful bidder to obtain the required assurance of completion within the time specified, or within such extended period as the AHA may grant based upon reasons determined adequate by the AHA, shall render the bidder ineligible for award. The AHA may then either award the contract to the next lowest responsible bidder or solicit new bids. The AHA may retain the ineligible bidder's bid guarantee.

11. **Mandatory Pre-Bid Conference**

Contractors will have the opportunity to participate in a Pre-Bid Conference and Site Visit on the advertised date, time and location. Attendance at this conference is mandatory. All bidders are expected to be familiar with the project, local conditions and specifications and to submit bids that are informed and accurate.

12. **Mandatory Pre-Construction Conference**

After award of a contract under this solicitation and prior to the start of work, the successful bidder will be required to attend a preconstruction conference with representatives of the AHA and other interested parties convened by the AHA. The conference will serve to acquaint the participants with the general plan of the construction operation and all other requirements of the contract (e.g., Labor Standards). The AHA will provide the successful bidder with the date, time, and place of the conference.

END OF DOCUMENT

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END OF DOCUMENT

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	Profile of Proposer
	References
	Insurance
	Safety Experience
	Licensed Subcontractors List
	Bid Protest or Appeal
	Bond Sample
	Guaranty Form
	Close Out

END OF DOCUMENT

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INDEPENDENCE PLAZA
Buildings 703 and 711 Water Damage Repair Scope

All renovation work below shall be completed to "turnkey/all-inclusive level", ready for resident move-in. This includes but not limited to: finish electrical and plumbing (switch/receptacle covers, angle stop to fixture supply lines, etc.), combo smoke and CO detectors, cabinet hardware and trim, fire sprinkler escutcheons, bathroom towel bars, TP holders and grabrails and associated backing, flooring transitions, etc.

BUILDING 703	
UNIT #	**SCOPE OF WORK**
Unit 105	Install new baseboard
Unit 106	Install new baseboard
Unit 108	Install new baseboard
Corridor	Install new flooring and wall baseboard

BUILDING 711	
UNIT #	**SCOPE OF WORK**
Unit 156	**KITCHEN**
	Install 3'x18'- 5/8" Type X Drywall (wall)
	Install new base and upper cabinets
	Install new flooring and base
	Install new ceiling lighting
	Install new appliances
	LIVING ROOM
	Install 6'x8' (ceiling)-5/8" Type X w/ RC Channel
	Install 48 SF of R-30 insulation
	Install new flooring and base
	HALL
	Install new flooring and base
	BATH
	Install 210 SF Total - 5/8" Type X Drywall (2 layer firewall)
	Install new walk-in shower, surround with seat and grab bars, and finish plumbing fixtures.
	Install new vanity, light bar, countertop, sink, faucet, full vanity mirror, medicine cabinet, and grab bars and required backing.
	Install new toilet
	Install new flooring and base
	BEDROOM
	N/A
Unit 157	**KITCHEN**

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	[illegible]C Channel
	Install 96 SF R-30 Insulation
	Install 144 SF drywall (wall)- 5/8" Type X
	Install new base and upper cabinets
	Install new flooring and base
	Install new ceiling lighting
	Install new appliances
	LIVING ROOM
	Install 18"X24' drywall (wall)- 5/8" Type X
	Install new flooring and base
	HALL
	Install 18"X11' drywall (wall)- 5/8" Type X
	Install new flooring and base
	Install new by-pass closet doors with tracks, shelf and pole
	BATH
	Install 18"X10' drywall (wall)- 5/8" Type X
	Install new walk-in shower, surround with seat and grab bars, and finish plumbing fixtures.
	Install new vanity, light bar, countertop, sink, faucet, full vanity mirror, medicine cabinet, and grab bars and required backing.
	Install new toilet
	Install new flooring and base
	BEDROOM
	Install new flooring and base
Unit 158	**KITCHEN**
	Install 63 SF drywall (ceiling)- 5/8" Type X w/ RC Channel
	Install 63 SF R-30 Insulation
	Install 18"X64' drywall (wall)- 5/8" Type X
	Install new base and upper cabinets
	Install new flooring and base
	Install new ceiling lighting
	Install new appliances
	LIVING ROOM
	Install 18"X24' drywall (wall)- 5/8" Type X
	Install new flooring and base
	HALL
	Install 25 SF drywall (ceiling)- 5/8" Type X w/ RC Channel
	Install 25 SF R-30 Insulation
	Install 18"X4' drywall (wall)- 5/8" Type X

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	BATH	**DRAFT**
	Install 18"X4' drywall (wall)- 5/8" Type X	
	Install new walk-in shower, surround with seat and grab bars, and finish plumbing fixtures.	
	Install new vanity, light bar, countertop, sink, faucet, full vanity mirror, medicine cabinet, and grab bars and required backing.	
	Install new toilet	
	Install new flooring and base	
	BEDROOM	
	Install 18"X40' drywall (wall)- 5/8" Type X	
	Install new flooring and base	
Unit 159	**KITCHEN**	
	Install 108 SF drywall (ceiling)- 5/8" Type X w/ RC Channel	
	Install 108 SF R-30 Insulation	
	Install 18"X27' drywall (wall)- 5/8" Type X	
	Install new base and upper cabinets	
	Install new flooring and base	
	Install new ceiling lighting	
	Install new appliances	
	LIVING ROOM	
	Install 96 SF drywall (ceiling)- 5/8" Type X w/ RC Channel	
	Install 96 SF R-30 Insulation	
	Install new flooring and base	
	HALL	
	Install 72 SF drywall (ceiling)- 5/8" Type X w/ RC Channel	
	Install 72 SF R-30 Insulation	
	Install 18"X136' drywall (wall)- 5/8" Type X	
	Install new by-pass closet doors with tracks, shelf and pole	
	Install new flooring and base	
	BATH	
	Frame in drop ceiling for existing mechanical at 7"0"	
	Install 50 SF drywall (ceiling)- 5/8" Type X w/ RC Channel	
	Install 50 SF R-30 Insulation	
	Install 18"X136' drywall (wall)- 5/8" Type X	
	Install new walk-in shower, surround with seat and grab bars, and finish plumbing fixtures.	
	Install new vanity, light bar, countertop, sink, faucet, full vanity mirror, medicine cabinet, and grab bars and required backing.	
	Install new toilet	
	Install new flooring and base	

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	Install 120 SF drywall (ceiling)- 5/8" Type X w/ RC Channel
	Install 120 SF R-30 Insulation
	Install 60 SF drywall (wall)- 5/8" Type X
	Install new by-pass closet doors with tracks, shelf and pole
	Install new flooring and base-
Unit 160	**KITCHEN**
	Install 18"X27' drywall (wall)- 5/8" Type X
	Install new base and upper cabinets
	Install new flooring and base
	Install new ceiling lighting
	Install new appliances
	LIVING ROOM
	Install 18"X24' drywall (wall)- 5/8" Type X
	Install new flooring and base
	HALL
	Install new flooring and base
	BATH
	Install new walk-in shower, surround with seat and grab bars, and finish plumbing fixtures.
	Install new vanity, light bar, countertop, sink, faucet, full vanity mirror and medicine cabinet
	Install new toilet
	Install new flooring and base
	BEDROOM
	Install new flooring and base
Unit 161	**KITCHEN**
	Install new base and upper cabinets
	Install new flooring and base
	Install new ceiling lighting
	Install new appliances
	LIVING ROOM
	Install new flooring and base
	HALL
	Install new flooring and base
	BATH
	Install new walk-in shower, surround with seat and grab bars, and finish plumbing fixtures.
	Install new vanity, light bar, countertop, sink, faucet, full vanity mirror, medicine cabinet, and grab bars and required backing.
	Install new toilet

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	BEDROOM DRAFT
	Install new flooring and base
Unit 256	**KITCHEN**
	Install 18"X27' drywall (wall)- 5/8" Type X
	Install new base and upper cabinets
	Install new flooring and base
	Install new ceiling lighting
	Install new appliances
	LIVING ROOM
	Install 18"X50' total drywall (wall)- 5/8" Type X (2 layers fire and finish)
	Install new flooring and base-
	HALL
	Install 18"X50' total drywall (wall)- 5/8" Type X (2 layers fire and finish)
	Install new flooring and base
	BATH
	Install 18"X50' total drywall (wall)- 5/8" Type X (2 layers fire and finish)
	Install new vanity, light bar, countertop, sink, faucet, full vanity mirror, medicine cabinet, and grab bars and required backing.
	Install new toilet
	Install new flooring and base
	BEDROOM
	Install 18"X70' total drywall (wall)- 5/8" Type X
	Install new flooring and base
Unit 257	**KITCHEN**
	Install 18"X37' drywall (wall)- 5/8" Type X
	Install new base and upper cabinets
	Install new flooring and base
	Install new ceiling lighting
	Install new appliances
	LIVING ROOM
	Install new flooring and base
	HALL
	Install new vanity, light bar, countertop, sink, faucet, full vanity mirror, medicine cabinet, and grab bars and required backing.
	Install new flooring and base-
	BATH
	N/A

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	Install new flooring and base-
Unit 258	**KITCHEN**
	Install new base and upper cabinets
	Install new flooring and base
	Install new ceiling lighting
	Install new appliances
	LIVING ROOM
	Install new flooring and base
	HALL
	Install 18"X30' drywall (wall)- 5/8" Type X
	Install new flooring and base
	BATH
	Install new vanity, light bar, countertop, sink, faucet, full vanity mirror, medicine cabinet, and grab bars and required backing.
	Install new toilet
	Install new flooring and base
	BEDROOM
	Install new flooring and base
Unit 259	**KITCHEN**
	Install 18"X27' drywall (wall)- 5/8" Type X
	Install new base and upper cabinets
	Install new flooring and base
	Install new ceiling lighting
	Install new appliances
	LIVING ROOM
	Install 18"X36' drywall (wall)- 5/8" Type X
	Install new flooring and base
	HALL
	Install 18"X16' drywall (wall)- 5/8" Type X
	Install new flooring and base
	BATH
	Install 18"X26' drywall (wall)- 5/8" Type X
	Install new vanity, light bar, countertop, sink, faucet, full vanity mirror, medicine cabinet, and grab bars and required backing.
	Install new toilet
	Install new flooring and base
	BEDROOM

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	RC Channel
	Install 108 SF R-30 Insulation
	Install 118 SF drywall (wall)- 5/8" Type X
	Install new by-pass closet doors with tracks, shelf and pole
	Install new flooring and base
Unit 260	**KITCHEN**
	Install new base and upper cabinets
	Install new flooring and base
	Install new ceiling lighting
	Install new appliances
	LIVING ROOM
	Install 18" X 16' drywall (wall)- 5/8" Type X
	Install new flooring and base
	HALL
	Install new flooring and base
	BATH
	Install new vanity, light bar, countertop, sink, faucet, full vanity mirror, medicine cabinet, and grab bars and required backing.
	Install new toilet
	Install new flooring and base
	BEDROOM
	Install new flooring and base
Unit 261	**KITCHEN**
	Install new base and upper cabinets
	Install new flooring and base
	Install new ceiling lighting
	Install new appliances
	LIVING ROOM
	Install new flooring and base
	HALL
	Install new flooring and base
	BATH
	Install new vanity, light bar, countertop, sink, faucet, full vanity mirror, medicine cabinet, and grab bars and required backing.
	Install new toilet
	Install new flooring and base
	BEDROOM
	Install new flooring and base

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	ıC Channel
1st floor Corridor	Install 18" X 170' drywall (wall)- 5/8" Type X **DRAFT**
	Install new flooring and base
2nd Floor Corridor	Install 18" X 170' drywall (wall)- 5/8" Type X
	Install new flooring and base
1st Floor Stair	Install 45 SF drywall (ceiling)- 5/8" Type X w/ RC Channel
	Install 18" X 170' drywall (wall)- 5/8" Type X
	Install new flooring and base-
2nd Floor Stair	Install 18" X 170' drywall (wall)- 5/8" Type X
Trash Room Entry	Install new flooring and base

IP SELECTIONS

ITEM	MANUFACTURER	DETAILS
Paint	Sherin Williams	Superpaint interior Semi Closs- Swiss Coffee
Corridor Flooring	Interface	Level Set Woodgrains A00416 Antique Dark Oak
Unit Flooring	Interface	Level Set Woodgrains A00415 Antique Oak
Bedroom Carpet	TrafficMaster	Hartsfield - Skypoint - Beige 12 ft. 16 oz. SD Polyester Texture - with 1/2"- 8 lb. pad
Bathroom Flooring	Tarkett Johnsonite	Acczent 83106 Tisse Warm Beige
Baseboard	Roppe	4" 4" Vinyl Cove Base- Smoke
Walk-in shower	Laurel mountain	Almedia 4 Piece - Model #6030SH1S4PSL064/Model #6030SH1S4PSR064
Shower Faucet Assembly	Delta	Arvo Spotshield Model #142840-SP-I
Tub Faucet Assembly	Adler	Single Handle 4-Spray Tub Shower Faucet 1.8GPM Chrome
Vanity Cabinets	Studio Design Collection	Express Ship- Baxley Cocoa
Countertop	Corian Quartz	Quiet White
Vanity Sink	Kohler	Bryant Drop In
Vanity Faucet	Price Pfister	LG142-8000
Toilet	Kohler	Kingston Part #26077-0

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Medicine Cabinet	Jensen	Styleline #B772193
Vanity Light	Generation Lighting	Panna 30" Wide Vanity Light
Bathroom Fan	GreenBuilder	80 CFM Ceiling Bathroom Exhaust Fan with LED Light and Humidity Sensor
Kitchen Cabinets	Studio Design Collection	Express Ship- Baxley Cocoa
Kitchen Countertop	Corian Quartz	Quiet White
Kitchen Sink	Glacier Bay	Drop-In Single Bowl 20 Gauge Stainless Steel Kitchen Sink
Kitchen Faucet	Price Pfister	G134-3444
Garbage Disposal	Insinkerator	1/3 HP - Badger 1
Kitchen Light	Lithonia Lighting	48-in. 4000 Lumens Integrated LED White Low Profile Flush Mount Wraparound Light Model #LBL4
Range	GE	JBS460DMWW
Hood	GE	Over the Range Convertible Range Hood in White
Refrigerator	GE Top Freezer	GTS18HGN/HMN/HSN
Kitchen Flowstop	Floodstop	V4 Dual Valve Automatic Water Shutoff for sinks 3/8"
Bathroom Flowstop	Floodstop	V4 Dual Valve Automatic Water Shutoff for sinks 3/8"

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PROJECT NAME_____ AHA CONTRACT #_____

HOUSING AUTHORITY OF THE CITY OF ALAMEDA
CONSTRUCTION SERVICES AGREEMENT

This Construction Services Agreement (this "Agreement") is entered into as of _____ __, 2026 (the "Effective Date"), by and between the Housing Authority of the City Alameda, a public body, corporate and politic ("Authority"), and _____(Entity) ., _____(Entity Type) ("Contractor," and together with Authority, collectively, the "Parties"), with reference to the following facts:

RECITALS

A. These Recitals refer to and utilize certain capitalized terms that are defined in Article 1 of this Agreement. The Parties intend to refer to those definitions in connection with the use of capitalized terms in these Recitals.

B. On _____ __, 202_, Authority issued the RFP for the Work. Thereafter, on _____ __, 2026, Authority selected Contractor to perform the Work in accordance with the RFP.

C. Contractor has represented to Authority that Contractor has the necessary skill and expertise to perform the Work.

D. The Parties wish to enter into this Agreement to memorialize their agreement as to the specific requirements regarding the renovation and modernization project at the Property.

NOW, THEREFORE, the Parties agree as follows:

ARTICLE 1
PURPOSE; DEFINITIONS

Section 1.1 Purpose.

The purpose of this Agreement is to authorize Contractor to take actions necessary to perform the Work on the Property. Contractor hereby agrees to perform the Work in compliance with the terms and conditions of this Agreement, within the time periods provided by the Schedule, and for the costs set forth on the Contractor Schedule of Values.

Section 1.2 Definitions.

The following capitalized terms have the meanings set forth in this Section 1.2 wherever used in this Agreement, unless otherwise provided:

(a) "Acceptance Certificate" shall have the mean set forth in Section 2.9(b) of this Agreement.

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(b) "Agreement" shall mean this Construction Services Agreement and all exhibits.

(c) "Application for Payment" shall have the meaning set forth in Section 3.3(b) of this Agreement.

(d) "Architect" shall mean _____.

(e) "Authority" shall mean the Housing Authority of the City of Alameda, a public body, corporate and politic, its successors and assigns.

(f) "Change Order" shall have the meaning set forth in Section 2.11 of this Agreement.

(g) "City" shall mean the City of Alameda, California.

(h) "Contract Documents" shall mean this Agreement (including all exhibits attached hereto), the General Conditions, and the Plans.

(i) "Contracting Officer" shall have the meaning set forth in Section 5.7 of this Agreement.

(j) "Contractor" shall mean _____(Entity)., a _____ (Entity Type)

(k) "Contract Sum" shall have the meaning set forth in Section 3.1(a) of this Agreement.

(l) "Contract Time" shall have the meaning set forth in Section 2.9(b) of this Agreement.

(m) "Cost of the Work" shall mean the costs and expenses incurred by, or on behalf of, Contractor in connection with the performance of the Work, as more particularly described in Section 3.1 of this Agreement.

(n) "DIR" shall mean the State of California Department of Industrial Relations.

(o) "Effective Date" shall have the meaning set forth in the first paragraph of this Agreement.

(p) "General Conditions" shall mean Form HUD-5370 (11/20/2023), General Conditions for Construction Contract, attached to this Agreement as Exhibit E.

(q) "Guaranteed Maximum Price" shall have the meaning set forth in Section 3.1(a) of this Agreement.

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(r) "HUD" shall mean the United States Department of Housing and Urban Development.

(s) "Notice to Proceed" shall mean the notice to be issued by Authority to Contractor to establish the date for the commencement of the Work.

(t) "Parties" shall mean, collectively, Authority and Contractor.

(u) "Party" shall mean either Authority or Contractor.

(v) "Plans" shall mean the plans and specifications as set forth on Exhibit D.

(w) "Potential Claimants" shall have the meaning set forth in Section 3.4(a)(iii) of this Agreement.

(x) "Property" shall mean the real property located in the City of Alameda commonly known as _____ (Property Name) - _____(Address) Alameda, Ca. 94501., owned by Authority, on which Contractor shall perform the Work.

(y) "Residential Tenants" shall have the meaning set forth in Section 2.7(a)(i) of this Agreement.

(z) "Retention Amount" shall have the meaning set forth in Section 3.3(a) of this Agreement.

(aa) "RFP" shall mean the Request for Proposals, issued by Authority on _____ __, 2026, and Contractor's response, dated _____ __, 2026, each of which are attached to this Agreement as Exhibit L, and incorporated into this Agreement by this reference.

(bb) "Schedule" shall mean the schedule for performance of the Work, attached to this Agreement as Exhibit K, as the Parties may revise from time to time, pursuant to a Change Order.

(cc) "Section 3" shall mean Section 3 of the Housing and Urban Development Act of 1968, 12 U.S.C. 1701u, and its implementing regulations at 24 CFR Part 75.

(dd) "Section 3 Certification" shall mean Contractor's certification regarding Section 3 compliance, a form of which is attached to this Agreement as Exhibit I.

(ee) "Section 3 Policy" shall mean Authority's policy for complying with Section 3, attached to this Agreement as Exhibit I.

(ff) "Subcontractor" shall mean any subcontractor under direct contract with Contractor as more particularly described in Section 2.4(a) of this Agreement.

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(gg) "Substantial Completion" shall mean the stage in the progress of the Work where the work is sufficiently complete in accordance with this Agreement and all other Contract Documents so that the work may be utilized for its intended use as evidenced by the Acceptance Certificate.

(hh) "Work" shall mean, collectively: (i) _____ (Scope of Work) on the Property, as more particularly set forth in Exhibit A, and as set forth on the Plans; and (ii) all other construction and services required by the Contract Documents or reasonably inferable by Contractor as necessary to produce the results intended by the Contract Documents (including all labor, materials, equipment, and services provided or to be provided by Contractor to fulfill Contractor's obligations).

Section 1.3 Exhibits.

The following exhibits are attached to this Agreement and incorporated into this Agreement by this reference:

Exhibit A: Scope of Work

Exhibit B: List of Subcontractors

Exhibit C: Contractor Schedule of Values; Qualifications and Exclusions

Exhibit D: List of Plans

Exhibit E: General Conditions for Construction Contract (Form HUD-5370)

Exhibit F: Insurance Requirements

Exhibit G: Davis Bacon Wage Rates

Exhibit H: AHA Section 3 Policy

Exhibit I: Section 3 Certification

Exhibit J: Notice for Affirmative Action to Ensure Equal Employment Opportunity under Executive Order 11246, and the Standard Federal Equal Employment Opportunity Construction Contract Specifications

Exhibit K: Schedule

Exhibit L: Documents incorporated for reference from RFP

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ARTICLE 2
CONSTRUCTION SERVICES

Section 2.1 Scope of Work.

Contractor shall perform the Work as set forth in the Plans provided to Contractor by Authority.

Section 2.2 Responsibility for Performance of the Work.

(a) Contractor Responsibilities. Contractor shall manage all activities associated with the performance of the Work in accordance with this Agreement, including, but not limited to, the following activities:

(i) In addition to the other requirements set forth herein, Contractor shall employ a full-time superintendent to be on the jobsite at all times during the progress of the Work. The superintendent shall represent Contractor, and communications given to the superintendent shall be as binding as if given to Contractor. Important communications shall be confirmed in writing. Other communications shall be similarly confirmed on written request in each case. Authority shall have the right to approve the superintendent. If Contractor removes the superintendent, Authority shall have the right to approve the replacement superintendent, which shall not be unreasonably denied.

(ii) Contractor shall conduct weekly job site meeting with Authority's representative to keep Authority informed of the progress of the Work. Contractor shall provide Authority copies of minutes of any job site meetings.

(iii) Contractor shall be solely responsible for and have control over the means, methods, techniques, sequences and procedures and for coordinating all portions of the Work under this Agreement.

(iv) Subject to Authority's obligation to disburse funds set forth in Section 3.3(c) of this Agreement, Contractor shall make, or cause to be made, payment of all monies due and legally owing to all persons doing any work, furnishing any materials or supplies, or renting any equipment to Contractor or any of its Subcontractors in connection with performance of the Work, within ten (10) calendar days following receipt of payment from Authority.

(v) Contractor shall be responsible to Authority for acts and omissions of Contractor's employees, Subcontractors and their agents and employees, and other persons or entities performing portions of the Work for or on behalf of Contractor or any of its Subcontractors and for any damages, losses, costs, expenses, including but not limited to attorneys' fees resulting from such acts and omissions. In accordance with Section 1810 of the California Labor Code, Contractor acknowledges that eight (8) hours of labor constitutes a legal day's work.

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In no event shall Contractor contract with any party which has been debarred or suspended by HUD under 29 CFR 5.12 or by the State of California's Department of Industrial Relations, Division of Labor Standards Enforcement (DLSE). A current list of individuals the DLSE is available at https://www.dir.ca.gov/dlse/debar.html.

(b) Use of Site. Only materials and equipment that are to be used directly in the Work shall be brought to and stored on the Property by Contractor. After equipment is no longer required for the Work, it shall be promptly removed from the Property. Contractor shall take reasonable precautions and measures to protect materials and equipment stored at the Property from weather, theft, and damage, and Contractor shall be solely liable for any loss or damage to such materials and equipment. Contractor shall ensure that the Work, at all times, is performed in a manner that affords reasonable access, both vehicular and pedestrian, to the site of the Work and all adjacent areas. The Work shall be performed, to the fullest extent reasonably possible, in such manner that public areas adjacent to the Property of the Work shall be free from all debris, building materials, and equipment likely to cause hazardous conditions.

Section 2.3 Contractor Representations and Warranties.

(a) Representations and Warranties. Contractor represents and warrants the following to Authority (in addition to any other representations and warranties contained in this Agreement) as a material inducement to Authority to execute this Agreement:

(i) Contractor, and to the best of Contractor's knowledge, its Subcontractors, are financially solvent, able to pay all debts as they mature, and possessed of sufficient working capital to complete the Work and perform all obligations hereunder;

(ii) Contractor is able to furnish the plant, tools, materials, supplies, equipment, and labor itself or through its Subcontractors required to complete the Work and perform its obligations hereunder, and has sufficient experience and competence to do so;

(iii) Contractor is authorized to do business in the State of California and is properly licensed by all necessary governmental and public and quasi-public authorities having jurisdiction over Contractor and over the Work. Contractor's license number is _____;

(iv) Contractor's execution of this Agreement and performance thereof is within Contractor's duly authorized powers;

(v) Contractor is a sophisticated contractor who possesses a high level of experience and expertise in the business administration, construction, construction management, and superintendence of projects of the size, complexity, and nature of this particular project, and will perform the Work with the care, skill, and diligence of such a contractor;

(vi) Except as disclosed to Authority in writing, there are no claims, actions, investigations, suits, or proceedings pending affecting Contractor's performance under the Contract Documents; and

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(vii) All financial information delivered to Authority, including all information relating to the financial condition of Contractor or any of its partners, joint venturers, or members (as applicable), fairly and accurately represents the financial condition being reported on as of its date. All such information is prepared in accordance with generally accepted accounting principles consistently applied, unless otherwise noted. There has been no material adverse change in the financial condition of any of the persons described above reported at any time to Authority, except as previously disclosed to Authority in writing in later financial information and found acceptable to Authority in its sole and absolute discretion.

(b) Survival. The foregoing representations and warranties shall survive the execution and delivery of this Agreement and any termination of this Agreement.

Section 2.4 Subcontractors.

(a) List of Subcontractors. Contractor's list of approved Subcontractors for the performance of the Work, and each of the Subcontractor's license numbers, is set forth on Exhibit B. In the event Contractor desires to replace any Subcontractor pursuant to Section 4107 of the California Public Contract Code, then Contractor shall notify Authority in writing, and Authority shall then follow the process set forth in Section 4107(a) of the California Public Contract Code. Thereafter, if requested by Authority in writing, Contractor shall provide Authority with a draft copy of its form subcontract, and disclose to Authority the name, trade, and subcontract amounts for each subcontractor prior to the proposed subcontractor's performance of any portion of the Work. Subcontractors shall have the required licenses and expertise necessary to perform the proposed subcontract work. Authority will promptly reply to Contractor in writing stating whether or not Authority, after due investigation, has reasonable objection to any such proposed person or entity. Provided Authority has not objected to the proposed subcontractor, such person or entity shall be deemed a "Subcontractor." Contractor shall not contract with a proposed person or entity to whom Authority has made reasonable and timely objection, or an entity that has been debarred by the DIR. If any contract between Contractor and a Subcontractor is materially altered so that it differs from the form subcontract provided to Authority with regard to terms other than (1) the description of the Work to be performed pursuant to the subcontract, and (2) the subcontract price, that subcontract shall be submitted to Authority for its review prior to the commencement of applicable portion of the Work.

(b) Subcontracts. By appropriate agreement Contractor shall require each Subcontractor, to the extent of the work to be performed by the Subcontractor, to be bound to Contractor by terms of this Agreement and to assume toward Contractor all the obligations and responsibilities, including the responsibility for safety of the Subcontractor's work, which Contractor, by this Agreement, assumes toward Authority. Each subcontract shall, among other matters: (i) require that the work be performed in accordance with the requirements of this Agreement; (ii) require the Subcontractor to carry and maintain liability insurance in accordance with this Agreement; and, (iii) shall specifically provide that Authority is an intended third-party beneficiary of such subcontract and that the Subcontractor recognizes the rights of Authority to take an assignment of its subcontract after termination of this Agreement by Authority on default of Contractor.

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Section 2.5 Payment and Performance Bonds.

Prior to commencement of the Work, Contractor shall deliver to Authority copies of labor and material (payment) bonds and performance (general contractor bond) bonds for the Work in an amount equal to one hundred percent (100%) of the scheduled costs of the Work. Said bonds shall comply with the requirements of Section 9550 et seq. of the California Civil Code and shall be issued by an insurance company which is licensed to do business in California and has a rating equivalent to AAA or AA+ by an insurance company listed in the current year's list of "Surety Companies Acceptable on Federal Bonds" as published in the Federal Register by the Audit Staff Bureau of Accounts, U.S. Treasury Department, and for amounts which are not in excess of the acceptable amount set forth on such list for the respective surety. The bonds shall name Authority as a co-obligee or assignee.

Section 2.6 Right of Entry; Job Site Facilities.

(a) Right of Entry. Authority hereby grants Contractor a right to enter the Property for the purpose of performing the Work. This right of entry may be exercised by Contractor, and its employees, agents, and Subcontractors. This right of entry will terminate upon the sooner to occur of: (i) completion of the Work; or (ii) the occurrence of an event of default under this Agreement.

(b) No Liens. Contractor and all Subcontractors and all material suppliers are prohibited from placing any liens on the Property; provided, however nothing in this Section 2.6(b) shall be deemed to prohibit the filing of a stop notice.

(c) Signs. Subject to prior approval of Authority as to size, design, type and location, and to local regulations, Contractor and its Subcontractors may erect temporary signs for purposes of identification and, to the extent applicable, controlling traffic. Contractor shall furnish, erect, and maintain such signs as may be required by safety regulations and as necessary to safeguard life and property. Contractor shall comply with all applicable CAL OSHA standards.

(d) Job Site Facilities. In addition to the requirements set forth in Section 17 of the General Conditions, Contractor may provide a jobsite trailer and portable sanitary facilities. This office will be located so as to cause no interference to any Work to be performed on the Property. Contractor shall consult with Authority with regard to location. Unless otherwise agreed to by the Parties, upon completion of the Work, Contractor shall remove all such temporary structures and facilities from the Property. On-site storage will be permitted, as a convenience to Contractor, in areas designated by Authority for such purposes. Contractor shall take reasonable security measures to protect against theft and vandalism. Contractor is responsible for Contractor owned tools and equipment. Except for damage due to Contractor's negligence or willful misconduct, damage or vandalism to the Improvements, products at the Property, in storage or in transit shall be covered by the builder's risk policy, described in Section 7.19 of this Agreement. Contractor may, at its option and expense, rent off-site facilities for the storage and securing of its materials.

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Section 2.7 Safety Precautions and Programs.

(a) Contractor Responsibility. In addition to the requirements set forth in Section 13 of the General Conditions, Contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the performance of the Work and for providing safe conditions for the performance of the Work. Authority shall have no liability or responsibility for the physical condition or safety of the site or any improvements made by Contractor and located on the Property until acceptance of the Work by Authority as evidenced by the Acceptance Certificate more particularly described in Section 2.9(b) of this Agreement. Contractor shall take reasonable precautions for safety of, and shall provide reasonable protection to prevent damage, injury or loss to:

(i) employees at the Property and other persons who may be affected thereby, including, but not limited to the tenants of the residential units located at the Property (collectively, the "Residential Tenants");

(ii) the materials and equipment to be used in connection with the performance of the Work, whether in storage on or off the site, under care, custody or control of Contractor or Contractor's Subcontractors or sub-subcontractors; and

(iii) other property at the site or adjacent thereto, such as trees, shrubs, lawns, walks, pavements, roadways, structures and utilities not designated for removal, relocation or replacement in the course of the Work.

(b) Residential Tenants. Contractor acknowledges that the Residential Tenants shall be occupying the portions of the Property above the portions of the Property where the Work will be performed. Contractor shall take all reasonable precautions to ensure that the Work is performed in such a manner so as not to endanger, threaten, or impair the safety of Residential Tenants or their guests and invitees, and shall construct and maintain reasonable safeguards as required by the condition and progress of the Work. Contractor shall take all reasonably available efforts to eliminate unnecessary noise, dust, or obstructions during the performance of the Work.

(c) Utilities. In the event that the performance of the Work requires existing utilities (including, but not limited to, water, heat, electricity, or telecommunications) to be shut-off, then Contractor shall not cause such utilities to be shut off until: (i) Contractor has notified Authority of such requirement, and (ii) Authority has notified the Residential Tenants of such requirement in accordance with the Residential Tenants' leases. In such event Contractor shall use commercially reasonable efforts to minimize the time period that any utility serving the Property is shut-off.

(d) Notices. Contractor shall give notices and comply with applicable laws, ordinances, rules, regulations and lawful orders of public authorities bearing on safety of persons or property or their protection from damage, injury or loss. Contractor shall erect and maintain, as required by existing conditions and performance of the Work, reasonable safeguards for safety

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and protection, including posting danger signs and other warnings against hazards, promulgating safety regulations and notifying owners and users of adjacent sites and utilities.

(e) Explosives. When use or storage of explosives or other hazardous materials or equipment or unusual methods are necessary for performance of the Work, Contractor shall exercise utmost care and carry on such activities under supervision of properly qualified personnel. Contractor shall also give Authority reasonable advance notice.

(f) Damage. Contractor shall promptly remedy damage and loss to property referred to in Sections 2.7(a)(ii) and (iii) above, to the extent caused by Contractor, a Subcontractor, a sub-subcontractor, or anyone directly or indirectly employed by any of them, or by anyone for whose acts they may be liable and for which Contractor is responsible under Sections 2.7(a)(ii) and (iii), except damage or loss attributable to acts or omissions of Authority and not attributable to the fault or negligence of Contractor.

(g) No Overloading. Contractor shall not load or permit any part of the Work or site to be loaded so as to endanger its safety.

(h) Suspension. When all or a portion of the Work is suspended for any reason, Contractor shall securely fasten down all coverings and protect the Improvements, as necessary, from injury by any cause, including, but not limited to rain or other weather conditions.

(i) Notice to Authority. Contractor shall promptly report in writing to Authority all accidents arising out of or in connection with the Work that caused death, serious personal injury, or serious property damage (other than the demolition of any existing improvements on the Property as set forth in the Plans), giving full details and statements of any witnesses. In addition, if death, serious personal injuries or serious damages are caused, the accident shall be reported immediately by telephone or messenger to Authority.

Section 2.8 Conditions Precedent to Commencement of the Work.

(a) Conditions. Contractor shall cause the commencement of Work by no later than the date set forth in a Notice to Proceed issued by Authority; provided, however, Authority shall not be under any obligation to issue a Notice to Proceed until satisfaction of the following conditions precedent:

(i) There exists no Default nor any act, failure, omission or condition that would constitute an event of Default under this Agreement.

(ii) Contractor has furnished Authority with evidence of the bonds meeting the requirements of Section 2.5 of this Agreement.

(iii) Contractor has executed and delivered to Authority all documents, instruments, and policies required by Authority pursuant to this Agreement.

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(iv) Contractor has furnished Authority with evidence of the insurance coverage meeting the requirements of Section 2.19 of this Agreement.

(v) Contractor has secured all necessary permits, fees and licenses as set forth in Section 2.12(a) of this Agreement.

(b) Termination. If Contractor has not satisfied the conditions precedent set forth in this Section 2.8 by the earlier of: (i) the date set forth in the Notice to Proceed; or (ii) December 1, 2023, then such failure shall constitute a default as set forth in Section 4.2 of this Agreement, and Authority may, in its sole discretion, terminate this Agreement. In the event of such termination neither Party shall have any continuing liability or obligations except for continuing indemnities provided elsewhere in this Agreement. In the event of such termination, the Parties agree and acknowledge that, for the avoidance of doubt, Section 34 of the General Conditions shall not apply.

Section 2.9 Completion of the Work.

(a) Compliance with Schedule. Contractor shall perform the Work in strict accordance with the Schedule submitted to and accepted by Authority. Contractor shall have the sole and exclusive responsibility for completing the Work according to the Schedule. Failure to materially comply with the Schedule shall be considered a breach of this Agreement. Any proposed revisions to the Schedule which would affect Contract Time shall be submitted by Contractor pursuant to the Change Order procedure set forth in Section 2.11 of this Agreement. If Authority reasonably determines that the performance of the Work has not materially reached the level of completion set forth in the Schedule or the Contract Documents (taking into account any corrective schedule action(s) proposed by Contractor including, but not limited to, resequencing tasks or lags to obtain compliance with the Schedule), then Authority shall have the right to require Contractor to take all measures necessary to expedite the Work in order to materially comply with the Schedule including, but not limited to, working additional shifts or overtime, supplying additional labor, equipment, facilities, and other similar measures. Authority's right to require such measures is solely for the purpose of ensuring Contractor's compliance with the Schedule. Contractor shall not be entitled to an adjustment in the Contract Sum in connection with such measures required by Authority. Authority may exercise the rights furnished in this Section 2.9(a) as frequently as Authority deems necessary to ensure that Contractor's performance of the Work will comply with the Contract Time.

(b) Acceptance Certificate. Subject to Section 32(b) of the General Conditions, Contractor shall diligently prosecute the Work to completion, and shall cause the Substantial Completion of the Work as set forth in the Schedule, and within the time period established in Section 25 of the General Conditions (the "Contract Time"). Upon Substantial Completion of the Work Contractor shall submit to Authority a certification from Architect stating that the Work has been completed in accordance with the Plans. Upon (1) submission of Architect's certification, (2) inspection by Authority and a determination by Authority in its reasonable discretion Contractor has reached Substantial Completion in compliance with this Agreement, and (3) at Authority's discretion, completion of an independent cost certification of the work to be prepared and paid for by Authority, Authority shall certify in writing that the

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Work is substantially complete by executing and recording against the Property a notice of completion and acceptance of work (the "Acceptance Certificate").

Section 2.10 Delay and Extension of Time.

(a) Delay. Except as set forth below, the occurrence of events that delay the Work shall not excuse Contractor from achieving Substantial Completion within the Contract Time. The Contract Time may be extended by Change Order for each calendar day Contractor is delayed in the commencement or progress of the Work provided that Contractor demonstrates that the following conditions have been met:

(i) At the time the event causing the delay commences, no event of default (as described in Section 4.2 of this Agreement) exists;

(ii) Contractor demonstrates that the delay will have a material adverse impact on the critical path of the then current Schedule;

(iii) The delay is not caused by Contractor;

(iv) The delay could not be (or have been) limited or avoided by Contractor's timely notice to Authority of the delay or reasonable likelihood that the delay would occur;

(v) The delay is of a duration of more than one calendar day; and

(vi) The delay is caused by one, or more, of the events or conditions set forth in Section 32(b)(1) of the General Conditions.

(b) Change Order. Provided that such conditions set forth above are satisfied, the Contract Time may be extended by Change Order as set forth in Section 2.11 of this Agreement.

Section 2.11 Change Orders.

Changes in the Work may be accomplished after execution of this Agreement, and without invalidating this Agreement by Change Order, subject to the limitations stated in Section 29 of the General Conditions (each, a "Change Order"). Agreement on any Change Order shall constitute a final settlement of all matters relating to the change in the work that is the subject of the Change Order, including, but not limited to, all direct and indirect costs associated with such change and any and all adjustments to the Contract Sum and the Contract Time (if any). Contractor shall use the AIA Change Order form, or such other form of change order reasonably acceptable to Authority, and shall report requests for Change Orders and Change Order status monthly.

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Section 2.12 Work Pursuant to Permits, Plans and Laws.

(a) Permits. In accordance with Section 12(b) of the General Conditions, Contractor shall obtain, and pay all costs for, all applicable permits, licenses, and authorizations necessary for the Work. The Work shall proceed only after procurement of each permit, license, or other authorization that may be required by any governmental agency having jurisdiction over the Work.

(b) Plans and Laws. Contractor shall cause all the Work performed in connection with this Agreement to be performed in compliance with: (i) the Plans, as approved by the City Building Department, and all governmental approvals and permits; (ii) all applicable laws, ordinances, rules and regulations of federal, state, or municipal governments or agencies now in force or that may be enacted hereafter, including (without limitation and where applicable) prevailing wage provisions of the federal Davis-Bacon Act (as further set forth in Section 46 of the General Conditions), and its implementing rules and regulations, and the prevailing wage provisions of the Section 1720, et seq. of the California Labor Code; and (iii) all directions, rules and regulations of any fire marshal, health officer, building inspector, or other officer of every governmental agency now having or hereafter acquiring jurisdiction. In accordance with Section 1104 of the California Public Contract Code, Contractor shall review the Contract Documents, and, in the event Contractor discovers any error or omission in the Contract Documents with applicable codes, then Contractor shall promptly notify Authority of such error or omission.

(c) Davis-Bacon Wages and California Prevailing Wages; Payroll Compliance.

(i) The applicable Davis Bacon wage rates are attached to this Agreement as Exhibit G. A copy of the wage decision and any additional classifications shall be posted by Contractor at the Property in a prominent place readily accessible to the workers. Contractor shall and shall cause Subcontractors to pay the higher of: (1) the wages set forth in Exhibit G; or (2) prevailing wages in the performance of the Work as those wages are determined pursuant to Sections 1720 et seq. of the California Labor Code. Regardless of the payment of wages set forth in Exhibit G or pursuant to Sections 1720 et seq. of the California Labor Code, Contractor shall, and shall cause any Subcontractors to: (A) employ apprentices as required by Sections 1777.5 et seq. of the California Labor Code, and the implementing regulations of the DIR, and to comply with the other applicable provisions of Sections 1720 et seq. and Sections 1777.5 et seq. of the California Labor Code, and implementing regulations of the DIR; (B) keep and retain, and shall cause any Subcontractor to keep and retain, such records as are necessary to determine if such prevailing wages have been paid as required pursuant to Sections 1720 et seq. of the California Labor Code, and apprentices have been employed are required by Sections 1777.5 et seq. of the California Labor Code; (C) post at the Property the applicable prevailing rates of per diem wages (Copies of the currently applicable current per diem prevailing wages are available from the DIR); (D) register, and cause the Subcontractors rehabilitating the Property to be registered as set forth in Sections 1725.5 of the California Labor

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Code; (E) cause its Subcontractors, in all calls for bids, bidding materials and subcontract documents to specify that: (i) no subcontractor may be listed on a bid proposal nor be awarded a contract unless registered with the DIR pursuant to Sections 1725.5 of the California Labor Code; and (ii) the Work is subject to compliance monitoring and enforcement by the DIR; (F) provide Authority all information required by Sections 1773.3 of the California Labor Code, as set forth in the DIR's online form PWC-100 within two (2) calendar days after the Effective Date ; (G) post, or cause its Subcontractors to post job site notices, as prescribed by regulation by the DIR; and (H) cause its Subcontractors to furnish payroll records required by Sections 1776 of the California Labor Code directly to the Labor Commissioner, at least monthly in the electronic format prescribed by the Labor Commissioner.

(ii) Each Subcontractor and any lower tier subcontractor shall submit through Contractor to Authority weekly certified payrolls for each work week from the time work is started until the Work is completed setting forth, among other things, that each worker has been paid in accordance with Section 2.12(c)(i) of this Agreement. Weekly payrolls shall be completed and submitted promptly to Authority, preferably no later than seven (7) working days following completion of the work week. Monthly progress payments will not be released until all payroll reports are up to date. All workers are to be paid not less than once per week.

(d) Department of Labor Notification. Within ten (10) calendar days of contract award (including subcontracts) for each contract of Ten Thousand and No/100ths Dollars ($10,000.00) or more, Authority is required to send a notice of contract award to the Regional Office of Federal Contract Compliance Programs of the Department of Labor. This notification is required by Executive Order 11246, as amended, and shall include the name, address, and telephone number of the contractor/subcontractor; the employer identification number; the dollar amount of the contract; the estimated start and completion dates; and the project number(s) and community in which the project(s) is located. The above information shall be submitted to Authority, by Contractor, within two (2) working days of receipt of such information as it applies to subcontractors.

Section 2.13 Authority's Right to Stop the Work.

If Contractor fails to correct defective work as required by Article 23 of the General Conditions or fails to carry out the Work in accordance with the Contract Documents, Authority by a written order signed by the Contracting Officer, may order Contractor to stop the Work or any portion thereof until the cause for such order has been eliminated.

Section 2.14 Authority's Right to Carry Out the Work.

If Contractor defaults or neglects to carry out the work in accordance with this Agreement and fails within seven (7) calendar days after receipt of written notice from Authority to commence and continue correction of such defects or neglect with diligence and promptness, Authority may, after seven (7) calendar days following receipt by Contractor of an additional written notice and without prejudice to any other remedy Authority may have, correct such deficiencies. In such case, an appropriate Change Order shall be issued, deducting from the payments then or thereafter due Contractor, the cost of correcting such deficiencies, including

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compensation for Architect's additional services made necessary by such default, neglect or failure. If the payments then or thereafter due Contractor are not sufficient to cover such amount, Contractor shall pay the difference to Authority.

Section 2.15 Section 3 Compliance.

Contractor shall comply with Sections 38, 39, and 40 of the General Conditions regarding Section 3 and the requirements set forth in AHA Section 3 Policy.

Section 2.16 Equal Opportunity.

Contractor, for itself and its successors and assigns, and transferees agrees that in the performance of the Work it shall comply with the requirements of Section 39 of the General Conditions regarding Equal Employment Opportunity.

Section 2.17 Minority and Women-Owned Business Participation.

Attached to this Agreement as Exhibit J is the Notice for Affirmative Action to Ensure Equal Employment Opportunity under Executive Order 11246, and the Standard Federal Equal Employment Opportunity Construction Contract Specifications. It is the policy of Authority to take positive steps to maximize the utilization of minority and women business enterprises in all contract activity administered by Authority.

Section 2.18 Hazardous Materials.

(a) Contractor Responsibility. Contractor shall not permit any hazardous material or substance to be brought to, or used on, the Property except to the extent such hazardous material or substance is necessary to and customarily used in the projects like the Work. Any hazardous material or substance brought or used on the Property by Contractor, any Subcontractor, any material supplier, or any entity for whom any of them is responsible, shall be used, stored and disposed of in compliance with all applicable laws related to such hazardous materials or substances. Any damage to the Property and materials and equipment to be incorporated therein, whether in storage on or off the site, under care, custody or control of Contractor or Contractor's Subcontractors or sub-subcontractors; and other property at the Property or adjacent thereto, such as trees, shrubs, lawns, walks, pavements, roadways, structures and utilities not designated for removal, relocation or replacement in the course of the Work, resulting from the improper storage or use of hazardous materials or substances, shall be remedied by Contractor at its sole cost and expense in accordance with applicable laws. Contractor shall provide Authority notice of any release of hazardous materials or substances at the Property. In no event, however, shall Authority have any responsibility for any substance or material that is brought to the Property by Contractor, any Subcontractor, any material supplier, or any entity for whom any of them is responsible. Contractor agrees not to import any fill that are hazardous, toxic or made up of any items that are hazardous or toxic.

(b) Compliance with Laws. If Contractor's scope of work include the off-haul or contaminated soil, hazardous materials (including asbestos) remediation, or mold remediation,

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then Contractor shall comply with the requirements of all applicable federal, state and local laws, and any environmental reports provided to Contractor by Authority, in the removal, transportation and disposal of the materials. Contractor shall obtain all necessary permits for any contaminated soil or hazardous materials or mold removal work. Contractor shall ensure that any Subcontractor performing any removal or remediation work possesses the necessary expertise, insurance and licenses. All contaminated and hazardous material shall be transported to an appropriately permitted facility. Contractor shall and shall cause any Subcontractors performing the removal and remediation work to take all necessary safety precautions during the performance of the Work including but not limited to necessary protection of surrounding areas to prevent the spread of contamination, and the protection of workers performing the removal and remediation work.

(c) Stop Work. If reasonable precautions will be inadequate to prevent foreseeable bodily injury or death to persons resulting from a material or substance, including but not limited to polychlorinated biphenyl (PCB), but specifically excluding lead paint and asbestos (which remediation is contemplated as part of the Work), encountered on the Property by Contractor, Contractor shall, upon recognizing the condition, immediately stop the Work in the affected area and report the condition to Authority in writing.

(d) Rendered Harmless. In the event hazardous materials or substances are found to be present, then Contractor shall take such actions necessary to render such materials or substances harmless. When the material or substance has been rendered harmless, Work in the affected area shall resume upon written agreement of Authority and Contractor. The Contract Time shall be extended appropriately and the Contract Sum shall be increased in the amount of Contractor's reasonable additional costs of shut-down, delay and start-up, which adjustments shall be accomplished pursuant to a Change Order; provided, however, Authority shall have no obligation to execute a Change Order for: (i) any hazardous materials or substances that were previously disclosed to Contractor, prior to the Effective Date; (ii) any condition that does not differ materially from those conditions disclosed to Contractor; or (iii) any hazardous materials or condition known by Contractor.

Section 2.19 Insurance Requirements.

Contractor shall, and shall cause any Subcontractors performing any portion of the Work to maintain insurance of the types described in Exhibit F. The requirements set forth in Exhibit F supersede those set forth in Section 36 of the General Conditions.

Section 2.20 Contractor's Obligations regarding Mechanic's Liens and Stop Notices.

(a) Contractor's Obligation to Maintain Lien-Free Title. Provided that Authority has made payment of undisputed sums due and payable in accordance with this Agreement, if any claim of mechanic's lien or stop notice is filed or made against the real property in connection with the Work, Contractor shall: (i) immediately pay and fully discharge the mechanic's lien or stop notice claim; (ii) commence a civil action pursuant to Sections 9350 et seq. of the California Civil Code, for the summary determination of the mechanic's lien or stop notice; or (iii) may deliver to Authority a release of lien or stop notice by surety bond in a legally

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sufficient form and amount to discharge the mechanic's lien or stop notice. Contractor shall provide whatever documentation, deposits or surety is reasonably required by the title insurance company providing title insurance on the Work in order to obtain lien-free endorsements prior to Authority's payment of any payment, including any progress payment. If Contractor fails to promptly provide the documentation, deposits, records of payment or surety bonds required by this Section 2.20(a), Authority may: (1) obtain any deposits or surety; or (2) make payments to claimants against the Work, Contractor, Authority, in good faith, as reasonably required to release the mechanic's lien or stop notice claim. Authority may withhold the cost of obtaining such deposits or surety or of making such payments from any payment that would otherwise be due to Contractor. Failure of Authority to withhold any or part of any payment pursuant to this Section 2.20(a) shall not be a waiver of any right of Authority under the Contract. Withholding of any payment or part of any payment by Authority pursuant to this Section 2.20(a) shall not be a breach of this Agreement.

(b) Withholding of Payments Due to Claims of Subcontractors. Provided that Authority has made payment of undisputed sums due and payable in accordance with this Agreement, if any subcontractor, material supplier to the Work, or lower tier subcontractor or material supplier files or serves any claim or lien, stop notice, common count or other demand for payment against Authority, or the real property of the Work, Authority may either (1) withhold from any progress payment or other payment an amount up to one hundred fifty percent (150%) of the amount necessary to satisfy the claim, stop notice, common count, or other demand for payment, including all anticipated costs and fees related to the defense of such claim, including but not limited to attorneys' fees, or (2) release the progress payment or other payment. Failure of Authority to withhold any or part of a progress payment pursuant to this Section 2.20(b) shall not be a waiver of any right of Authority under this Agreement. Withholding of any payment by Authority pursuant to this Section 2.20(b) shall not be a breach of this Agreement.

ARTICLE 3
PAYMENT AND RECORD KEEPING REQUIREMENTS

Section 3.1 Contract Sum; Guaranteed Maximum Price.

(a) Contract Sum. Authority shall pay Contractor the Contract Sum in current funds for Contractor's performance of the Work. The "Contract Sum" is the Cost of the Work as defined in this Article 3, plus the Contractor's Fee. The Contract Sum is based on Contractor's Schedule of Values, attached as Exhibit C to this Agreement and incorporated herein. Contractor's Schedule of Values sets forth that the Contract Sum shall not exceed _____ and __/100ths Dollars ($_____. __) (the"Guaranteed Maximum Price"), subject to any change order approved in writing by Authority in accordance with this Agreement.

(b) Contractor's Actual Costs. Costs as defined herein shall be actual costs paid by Contractor. All payments made by Authority pursuant to this Article 3, whether those payments are actually made before or after the Effective Date, are included within the

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Guaranteed Maximum Price; provided, however, that in no event shall Authority be required to reimburse Contractor for any portion of the Cost of the Work incurred prior to the issuance of the Notice to Proceed unless Contractor has received Authority's written consent prior to incurring such cost.

(c) No Duplication of Payment. Notwithstanding the breakdown or categorization of any costs to be reimbursed in this Article 3 or elsewhere, there shall be no duplication of payment in the event any particular items for which payment is requested can be characterized as falling into more than one of the types of compensable or reimbursable categories.

Section 3.2 Conditions Precedent to Disbursement of Funds for the Work.

Authority shall not be obligated to make any payment to Contractor or take any other action under this Agreement unless the following conditions are satisfied prior to each such disbursement:

(a) No Default. There exists no Default nor any act, failure, omission or condition that would constitute an event of Default under this Agreement.

(b) Payroll. Authority has received all payroll information required pursuant to Section 2.12(c) of this Agreement; provided, however, Authority shall withhold from any payment an amount proportionate to, or otherwise equal to, the missing payroll information. Authority shall not withhold the full amount of a payment due solely to Contractor's failure to deliver complete payroll information.

(c) Approved Application for Payment. Authority has received, and approved, the Application for Payment in the form set forth in Section 3.3 of this Agreement.

(d) Lien Releases. If requested by Authority, Contractor has provided Authority with waiver and releases from all contractors, Subcontractors, and materialpersons in such form as is acceptable to Authority including conditional waivers from all persons for whose work in the preceding month payment is sought, and unconditional waiver and releases from all persons for whose work payment has been made by Authority (or bonded around by Contractor in the event of a dispute between Contractor and a Subcontractor) in response to Contractor's Application for Payment.

Section 3.3 Application for Payment Process.

(a) Submittal of Application for Payment. Authority shall provide payment to Contractor for the performance of the Work based upon a monthly Application for Payment from Contractor, and approved by Authority, in an amount equal to ninety-five percent (95.00%) of the requested payment amount, and shall retain the balance for payment in accordance with Section 3. of this Agreement (the "Retention Amount"), all subject to the requirements set forth in Section 27 of the General Conditions. In the event Authority disapproves a monthly

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Application for Payment, then Authority shall deliver a written notice of disapproval within seven (7) calendar days after Authority's receipt of t. Application for Payment.

(b) Form of Application for Payment. In addition to the requirements set forth in Section 27 of the General Conditions (including Contractors certification requirement), each of Contractor's application for payment (an "Application for Payment") shall: (i) set forth the proposed use of funds consistent with the Contractor Schedule of Values, including the Cost of the Work to be funded; (ii) contain sufficient detail and with sufficient supporting documentation to permit Authority to confirm that the work to be funded by the draw request has been performed, and that Authority may accept such work in accordance with the guidelines established by HUD to the extent applicable; and (iii) be set forth on the AIA form for application of payment, or such other form mutually acceptable to the Parties.

(c) Payment by Authority. Authority shall pay each approved Application for Payment within thirty (30) calendar days after receipt. Notwithstanding any provision of this Agreement to the contrary, including but not limited to Section 27 of the General Conditions, if Authority fails to pay an approved Application for Payment within thirty (30) calendar days after receipt of an undisputed and properly submitted Application for Payment from Contractor, then Authority shall pay interest to Contractor equivalent to the legal rate set forth in subdivision (a) of Section 685.010 of the California Code of Civil Procedure. Contractor and Authority agree and acknowledge that this provision constitutes a summary of Section 20104.50 of the California Public Contract Code.

Section 3.4 Conditions Precedent to Release of Retention Amount.

(a) Conditions Precedent. Authority shall not be obligated to make the disbursements of the Retention Amount or take any other action under this Agreement unless the following conditions are satisfied prior to such disbursement:

(i) There exists no Default nor any act, failure, omission or condition that would constitute an event of Default under this Agreement.

(ii) All labor has been performed in a good workperson-like manner consistent with this Agreement.

(iii) To the maximum extent permitted by law, all persons, firms and corporations, including all laborers, material persons, suppliers and Subcontractors who have furnished equipment, supplied materials or performed work for or in connection with the Work, (the "Potential Claimants"), have been paid or will be paid in full out of the remaining retained percentage; and those persons, firms and corporations have submitted their final statements with an unconditional waiver and release upon final payment. Contractor shall make these waivers available for inspection by Authority. In the event a dispute has arisen between Contractor and one of the parties listed above which prevents Contractor from obtaining the waiver of rights from that party, Contractor may satisfy the requirements of this Section 3.4(a)(iii) by supplying a payment bond issued by a surety licensed to do business in the State of California and acceptable to Authority to remove the effect of any claim against the Property and agree to defend and

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indemnify Authority against all actions filed by persons who have supplied materials to or performed work for or in connection with this Agreement.

(iv) All portions of the Work (that are the responsibility of Contractor) requiring inspection by any governmental authority have been inspected and approved by such authority and all requisite certificates of occupancy, approvals, licenses and permits (if applicable) that are the responsibility of Contractor, have been issued.

(v) To the extent applicable, Authority has received operating manuals and assignments of warranties of Contractor, all Subcontractors and materialpersons.

(vi) Thirty (30) calendar days have elapsed from Authority's recordation of the Acceptance Certificate.

(vii) If requested by Authority, Contractor has delivered to Authority a final accounting of the actual Cost of the Work, and the Savings, if any, and/or Authority's accountant has completed a cost certification for the Work.

(viii) All items on the punch-list related to the Work have been completed and accepted by Authority, and Authority has issued an Acceptance Certificate pursuant to Section 2.9 of this Agreement and Section 20 of the General Conditions.

(b) Early Release. Notwithstanding the above, a portion of the Retention Amount may be released to certain Potential Claimants performing work early in the Schedule subject to the approval of Authority, in its sole discretion, prior to satisfaction of all conditions set forth in this Section 3.4 of this Agreement if such Potential Claimant has: (i) fully performed all portions of the Work to be performed by such Potential Claimant; (ii) delivered to Contractor, or to Authority, all applicable operating manuals and assignments of warranties, and other documentation reasonably requested by Authority in connection with such Potential Claimant's work; and (iii) provided Authority unconditional releases for all amounts owed to the Potential Claimant.

Section 3.5 Assignment of Claims by Contractor.

In accordance with Section 7103.5 of the California Public Contract Code, Contractor and/or Subcontractor(s), if any, hereby assign to Authority all rights, title, and interest in and to all causes of action each may have under Section 4 of the Clayton Act (15 U.S.C. Section 15), as my be amended, or under the Cartwright Act (Chapter 2 (commencing with Section 16700) of Part 2 Division 7 of the California Business and Professions Code) as may be amended, arising from purchases of goods, services, or materials pursuant to this Agreement or the applicable subcontract. This assignment shall be made and become effective at the time Authority tenders final payment to Contractor (or final payment is tendered to the applicable Subcontractor), in accordance with this Agreement, without further acknowledgement, or action, by the Parties. Such assignment shall survive the expiration or termination of this Agreement.

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Section 3.6 Information.

Contractor shall provide any information reasonably requested by Authority in connection with the performance of the Work, including (but not limited to) any information required by HUD.

ARTICLE 4
TERM; DEFAULT; REMEDIES

Section 4.1 Term.

The term of this Agreement shall extend from the Effective Date until the earlier of: (a) termination following an uncured default under this Agreement; or (b) Authority's written acceptance of the Work as completed through the issuance of an Acceptance Certificate; provided, however the indemnification and warranty provisions set forth in this Agreement and/or the General Conditions shall survive the expiration of the term.

Section 4.2 Events of Default by Contractor.

(a) Events of Default. Contractor shall be in default under this Agreement, if Contractor, after five (5) calendar days' notice and opportunity to cure:

(i) subject to Section 32(b) of the General Conditions, refuses or fails to prosecute the Work, or any separable part of it, with the diligence that will ensure its Substantial Completion within the Contract Time, or fails to complete the Work within this time;

(ii) is adjudged bankrupt or there is a general assignment for the benefit of creditors or the appointment of a receiver due to insolvency;

(iii) refuses or fails to supply sufficient skilled workers or materials;

(iv) repeatedly fails to make prompt payment to Subcontractors for materials or labor;

(v) repeatedly or materially disregards the applicable laws, local ordinances, or Authority instructions; or

(vi) is in substantial breach of any provision of this Agreement.

(b) Remedies. Following such default by Contractor, Authority shall have the right to pursue all of the remedies set forth in Section 4.3 of this Agreement; provided, however, in the event of default under Section 4.2(a)(i) of this Agreement, Authority shall enforce the remedy set forth in Section 4.3(d) of this Agreement, solely in connection with Contractor's failure to timely complete the Work.

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Section 4.3 Remedies.

(a) Authority's Rights. The occurrence of any default by Contractor set forth in Section 4.2 of this Agreement, shall give Authority the right to take whatever action at law or in equity as may appear reasonably necessary to enforce performance or observance of any obligations, agreements, or covenants under this Agreement, including without limitation: (i) termination of this Agreement, (ii) without liability, taking possession of the Property and of all materials, equipment, tools, construction equipment and machinery thereon owned by Contractor; (iii) acceptance of assignment of subcontracts; and, (iv) completion of the Work by whatever reasonable method Authority may deem expedient.

(b) Surety. In the event of termination by Authority, Authority shall immediately serve written notice on the surety and Contractor. The surety shall have the right to take over and perform the Work if, within ten (10) calendar days after receiving the notice, it so notifies Authority, in writing, and promptly commences work (and thereafter, the surety shall be bound by all the terms and conditions of this Agreement).

(c) Payment. In the event of termination, Contractor shall not be entitled to receive any further payment until the Work is completed, and applicable lien periods have expired. If the unpaid balance of the Contract Sum exceeds the expense of completing the Work, plus compensation for additional managerial and administrative services and all other reasonable costs and expenses incurred by, or on behalf of Authority, the excess shall be paid to Contractor. If such expenses incurred by Authority exceed the unpaid balance, then, notwithstanding any other remedy invoked by, or otherwise available to, Authority, Contractor and surety (on a joint and several basis) shall be liable for the difference to Authority, and shall promptly pay such amount upon written demand by Authority. Such obligation shall survive the expiration or termination of this Agreement. In the event of any conflict between the terms of this Section 4.3(c) and any other provision of this Agreement, the terms of this Section 4.3(c) shall control.

(d) Liquidated Damages for Delay. By executing this Agreement, Contractor represents that it can, and will, complete the Work within the Contract Time. If Contractor fails to reach Substantial Completion by the date required by this Agreement, the Parties agree that Authority would suffer damages related to the delay, but that such damages would be extremely difficult and impracticable to ascertain. The Parties therefore agree that a reasonable estimate of the damages to be suffered by Authority in the event of such a delay is _____ and __/100th Dollars ($__.__) per calendar day. Contractor shall therefore pay to Authority that amount for each calendar day during which Substantial Completion is delayed beyond the date for Substantial Completion required by, and as set forth in, the Schedule. At Authority's discretion, Authority shall be entitled to deduct such amount from any payment otherwise due Contractor, and in no event shall such deduction constitute a breach of this Agreement by Authority. Any such amount not deducted shall be immediately payable by Contractor to Authority on Authority's written demand. Such payments are: (i) liquidated damages to Authority solely for Contractor's failure to timely complete the Work in accordance with this Agreement; (ii) in addition to any other remedy available to Authority for Contractor's other breach or default(s) under this Agreement; and (iii) not a penalty. Such liquidated damages are

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not in lieu of Contractor's indemnity obligations set forth separately in this Agreement. This Section 4.3(d) replaces Section 33(a) of the General Conditions, in its entirety. For the avoidance of doubt, the Parties agree and acknowledge that Section 33(b) and Section 33(c) of the General Conditions remain in full force and effect, and are to be read in conjunction with this Section 4.3(d).

Section 4.4 Remedies Cumulative.

No right, power, or remedy given to Authority by the terms of this Agreement is intended to be exclusive of any other right, power, or remedy; and each and every such right, power, or remedy shall be cumulative and in addition to every other right, power, or remedy given to Authority by the terms of any such instrument, or by any statute or otherwise against Contractor and any other person. Neither the failure nor any delay on the part of Authority to exercise any such rights and remedies shall operate as a waiver thereof, nor shall any single or partial exercise by Authority of any such right or remedy preclude any other or further exercise of such right or remedy, or any other right or remedy.

Section 4.5 Termination for Convenience.

Authority shall have the right to terminate this Agreement for convenience pursuant to Section 34 of the General Conditions.

ARTICLE 5
PARTIES' DISPUTES

Section 5.1 Definition of Claim Governed by Dispute Clause.

"Claim," as used in this clause, means a written demand or written assertion by one of the Parties seeking, as a matter of right, the payment of money in a sum certain, the adjustment or interpretation of terms of this Agreement, or other relief arising under or relating to this Agreement. A claim arising under this Agreement, unlike a claim relating to this Agreement, is a claim that can be resolved under this Agreement that provides for the relief sought by the claimant. A voucher, invoice, or other routine request for payment that is not in dispute when submitted is not a claim. The submission may be converted to a claim by complying with the requirements of this Article 5, if it is disputed either as to liability or amount or is not acted upon in a reasonable time.

Section 5.2 Applicability of Dispute Clause.

Except for disputes arising under applicable labor standards (i.e., Davis-Bacon and related acts), all disputes arising under or relating to this Agreement, including any claims for damages for the alleged breach thereof which are not disposed of by this Agreement, shall be resolved under this Article 5. This Article 5 supplements Section 31 of the General Conditions.

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Section 5.3 Written Claims to be Submitted to Contracting Officer.

All claims by Contractor shall be made in writing and submitted to the Contracting Officer for a written decision.

Section 5.4 Notice of Decision or Decision Date.

The Contracting Officer shall, within fifteen (15) calendar days after receipt of the request, decide the claim or notify Contractor of the date by which the decision will be made. In no event shall the Contracting Officer render a decision later than sixty (60) calendar days from the receipt of the request.

Section 5.5 Effect of Contracting Officer's Decision.

The Contracting Officer's decision shall be final unless Contractor submits a demand for arbitration within the applicable statute of limitations, in accordance with Section 5.8 of this Agreement.

Section 5.6 Contractor's Duty to Perform Pending Claim Resolution.

Contractor shall proceed diligently with performance of this Agreement, pending final resolution of any request for relief, claim, appeal, or action arising under or relating to this Agreement, and comply with any decision of the Contracting Officer.

Section 5.7 Identification of Contracting Officer.

For purposes of this Agreement, Authority's Contracting Officer shall be Authority Executive Director or his or her designee (the "Contracting Officer").

Section 5.8 Arbitration of Disputes.

In the event Contractor disputes the Contracting Officer's determination, then the Parties shall submit the dispute to binding arbitration which, unless the Parties mutually agree otherwise, shall be in accordance with the Arbitration Rules and Procedures of JAMS (the "JAMS Rules") currently in effect, unless arbitration is not required pursuant to Section 5.9 of this Agreement, in which event Contractor shall proceed in accordance with Section 31 of the General Conditions. The demand for arbitration shall be filed in writing with Authority and with JAMS. The arbitration panel shall consist of a single arbitrator and the process for the arbitration shall proceed in accordance with the then current JAMS Rules. A demand for arbitration shall be made within thirty (30) calendar days following the Contracting Officer's determination, and in no event shall it be made after the date when institution of legal or equitable proceedings based on such claim would be barred by the applicable statute of limitations.

Section 5.9 Situations when Arbitration Not Applicable.

The foregoing agreement to arbitrate and other agreements to arbitrate with an additional person or entity duly consented to by Parties shall be specifically enforceable under applicable

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law in any court having jurisdiction thereof. This Agreement to arbitrate shall not apply if: (a) any person or entity whom either Party believes is necessary or beneficial to the full resolution of the claim (including but not limited to Architect) cannot be joined in or bound by the arbitration proceeding; or (b) any person or entity whom either Party believes is necessary as a witness for such a proceeding is not available for such a proceeding; or (c) the amount in controversy exceeds Fifty Thousand and No/100ths Dollars ($50,000.00); or (d) if any change in the Contract Time or change in the date set forth for Substantial Completion could result from the arbitration.

Section 5.10 Judgment on Final Award.

The arbitrator shall make an award in writing that is consistent with the terms of this Agreement (including but not limited to the terms governing payment of attorneys' fees) and the laws of the state of California, and that includes findings of fact and a reasoned decision. The award rendered by the arbitrator shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

Section 5.11 Notice of Third-Party Claims.

In accordance with Section 9201(b) of the California Public Contract Code, Authority shall provide Contractor timely notification of any third-party claim related to this Agreement (if any).

ARTICLE 6
FEDERAL REQUIREMENTS

Section 6.1 Certain Requirements.

(a) Compliance with Laws. Contractor shall comply with all applicable state and federal laws, rules and regulations, including but not limited to the requirements of the following, as the same may be amended from time to time:

(i) The requirements of Executive Order 11246, as more particularly set forth in Exhibit J;

(ii) The Fair Housing Act, 42 U.S.C. 3601 et seq., and regulations issued thereunder, 24 CFR Part 100; Executive Order 11063 (Equal Opportunity in Housing) and regulations issued thereunder, 24 CFR Part 107; the fair housing poster regulations, 24 CFR Part 110, and the HUD Fair Housing Act Advertising Guidelines;

(iii) Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d, and regulations issued thereunder relating to nondiscrimination in housing, 24 CFR Part 1;

(iv) Age Discrimination Act of 1975, 42 U.S.C. 6101-07, and regulations issued thereunder, 24 CFR Part 146;

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(v) Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794, and regulations issued thereunder, 24 CFR Part 8; the Americans with Disabilities Act, 42 U.S.C. 12181-12189, and regulations issued thereunder, 28 CFR Part 36; and

(vi) The Lead-Based Paint Poisoning Prevention Act, as amended (42 U.S.C. 4801-4846.), the Residential Lead-Based Paint Hazard Reduction Act (42 U.S.C. 4851 et seq.), and implementing regulations at 24 C.F.R. Part 35.

(b) No Limitation. Contractor is required to comply with all applicable laws regarding the Work, and the failure to include, or otherwise specify, any applicable law in this Section 6.1, or elsewhere in this Agreement, shall not be construed to waive, limit, or otherwise impair Contractor's obligation to comply with such laws.

Section 6.2 Recordkeeping, Audit & Reporting Requirements

(a) Recordkeeping; Access. Contractor's books and records pertaining to its performance under this Agreement shall be kept in accordance with generally accepted accounting principles, and shall be retained for at least three (3) years after Authority makes final payment to Contractor under this Agreement and all other pending matters are closed. Contractor agrees to grant a right of access to Authority, HUD, any agency providing funds to Authority, the Comptroller General of the United States, and any of their authorized representatives, with respect to any books, documents, papers, or other records pertinent to this Agreement in order to make audits, examinations, excerpts, and transcripts. Authority shall notify Contractor of any records it deems insufficient. Contractor shall have fifteen (15) calendar days after the receipt of such a notice to correct any deficiency in the records specified by Authority in such notice, or if a period longer than fifteen (15) calendar days is reasonably necessary to correct the deficiency, then Contractor shall begin to correct the deficiency within fifteen (15) calendar days and correct the deficiency as soon as reasonably possible.

(b) Contractors. Contractor agrees to include in first-tier subcontracts under this Agreement a clause substantially the same as Section 6.2(a) of this Agreement. The term "subcontract" as used in this clause excludes contracts and purchase orders not exceeding Ten Thousand and No/100ths Dollars ($10,000.00).

(c) Access for Disputed Matters. The period of access and examination under Section 6(a) and Section 6(b) of this Agreement for records relating to: (i) appeals under the Dispute Section of this Agreement; (ii) litigation or settlements of disputes arising from the performance of this Agreement; or (iii) costs and expenses of this Agreement to which Authority, HUD or Comptroller General or any of their duly authorized representatives has taken exception shall continue until disposition of such appeals, litigation, claims, or exceptions.

(d) Audit. Authority, HUD, any agency providing funds to Authority, the Comptroller General of the United States, or any of their duly authorized representatives, shall have the right to perform any audit of Contractor's finances and records related to its performance under this Agreement, including without limitation, the financial arrangement with anyone Contractor may delegate to discharge any part of its obligations under this Agreement.

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Section 6.3 Interest of Members of Congress.

No Member of or delegate to the Congress of the United States shall be admitted to any share or part of this Agreement or to any benefit to arise therefrom.

Section 6.4 Interest of Member, Officer, or Employee and Former Member, Officer, or Employee of Authority.

No member, officer, or employee of Authority, no member of the governing body of the locality in which the project is situated, no member of the governing body by which Authority was activated, and no other public official of such locality or localities who exercises any functions or responsibilities with respect to the project, shall, during his or her tenure, or for one (1) year thereafter or such longer time as Authority's Code of Ethics may require, have any interest, direct or indirect, in this Agreement or the proceeds thereof, unless the conflict of interest is waived by Authority and by HUD.

Section 6.5 Lobbying Activities.

Contractor shall comply with 31 USC 1352 which prohibits the use of Federal appropriated funds to pay any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with any of the following covered Federal actions: the awarding of any Federal contract; the making of any Federal grant; the making of any Federal loan; the entering into of any cooperative agreement; or the modification of any Federal contract, loan, or cooperative agreement. Contractor further agrees to comply with the requirement of such legislation to furnish a disclosure (OMB Standard Form LLL) if any funds other than Federal appropriated funds (including profit or fee received under a covered Federal transaction) have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress, in connection with a Federal contract, grant, loan, or cooperative agreement, which payment would be prohibited if made from Federal appropriated funds.

ARTICLE 7
GENERAL PROVISIONS

Section 7.1 Relationship of Parties.

Nothing contained in this Agreement shall be interpreted or understood by any of the Parties, or by any third persons, as creating the relationship of employer and employee, principal and agent, limited or general partnership, or joint venture between Authority and Contractor or its agents, employees or subcontractors, and Contractor shall at all times be deemed an independent contractor and shall be wholly responsible for the manner in which it or its agents, or both, perform the services required of it by the terms of this Agreement. Contractor has and retains the right to exercise full control of employment, direction, compensation, and discharge

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of all persons assisting in the performance of services under this Agreement. In regard to the performance of the Work, Contractor shall be solely responsible for all matters relating to payment of its employees, including compliance with Social Security, withholding, and all other laws and regulations governing such matters, and shall include requirements in each contract that subcontractors shall be solely responsible for similar matters relating to their employees. Contractor shall be solely responsible for its own acts and those of its agents and employees. Contractor is not authorized to act on behalf of Authority with respect to any matters except those specifically set forth in this Agreement. Authority shall not have any liability or duty to any person, firm, corporation, or governmental body for any act of omission or commission, liability, or obligation of Contractor, whether arising from actions under this Agreement or otherwise. Authority agrees to exercise all reasonable efforts to enable Contractor to perform the Work in the best way and most expeditious manner by furnishing and approving, in a timely manner, information required by Contractor and making payments to Contractor in accordance with the requirements of the Contract Documents.

Section 7.2 No Claims.

Nothing contained in this Agreement shall create or justify any claim against Authority by any person that Contractor may have employed or with whom Contractor may have contracted relative to the purchase of materials, supplies or equipment, or the furnishing or the performance of any work or services with respect to the performance of the Work, and Contractor shall include similar requirements in any contracts entered into for the performance of the Work.

Section 7.3 Amendments.

No alteration or variation of the terms of this Agreement shall be valid unless made in writing by the Parties.

Section 7.4 Indemnification.

(a) Contractor's Obligation. To the fullest extent permitted by law, Contractor shall indemnify and hold harmless Authority, and its commissioners, Architect, their consultants, and agents and employees or any of them from and against claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the Work, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property, but only to the extent caused by the negligent acts or omissions of Contractor, a Subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss or expense is caused in part by a Party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity which would otherwise exist as to a Party or person described in this Section 7.4.

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(b) No Limitation. In claims against any person or entity indemnified under this Section 7.4 by an employee of Contractor, a Subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, the indemnification obligation under this Section 7.4 shall not be limited by a limitation on amount or type of damages, compensation or benefits payable by or for Contractor or a Subcontractor under workers' compensation acts, disability benefit acts or other employee benefit acts.

(c) Survival. The provisions of this Section 7.4 shall survive the termination or expiration of this Agreement.

Section 7.5 Non-Liability of Authority Officials, Employees and Agents.

No member, official, employee or agent of Authority shall be personally liable to Contractor in the event of any default or breach by Authority or for any amount which may become due to Contractor or its successor or on any obligation under the terms of this Agreement.

Section 7.6 No Third Party Beneficiaries.

There shall be no third party beneficiaries to this Agreement.

Section 7.7 Conflict of Interest.

Contractor covenants that neither it nor any of its directors, officers, partners or employees has any interest, nor shall they acquire any interest, directly or indirectly, which would conflict in any manner or degree with the performance of the services hereunder. Contractor further covenants that in the performance of this Agreement, no person having such interest shall be employed by it.

Section 7.8 Representatives; Authorization.

(a) Representation. To facilitate communication, the Parties to this Agreement shall designate a representative with responsibility for the routine administration of each Party's obligations under this Agreement. The Parties initially appoint the following as representatives:

Authority: Joseph Nagel
Senior Construction Project Manager
Housing Authority of the City of Alameda
701 Atlantic Avenue
Alameda, California 94501
Tele: (510) 747-4340
Email: jnagel@alamedahsg.org

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Contractor: Name
Address
City, State. Zip
Tele: (___) ___-_____
Email: _____
Attn: Name, Title

(b) Authorization. Except as may be otherwise specifically provided herein, whenever any approval, notice, direction, consent, request, or other action by Authority is required or permitted under this Agreement, such action may be given, made, or taken by Authority's Executive Director and/or his designee, without further action or approval by Authority Board of Commissioners, and any such action shall be in writing. The Executive Director and/or his designee may, in his or her discretion, agree in writing to modification of the dates by which action are to be complete or to waive any terms and conditions of this Agreement. The Executive Director and/or his designee is authorized to execute all ancillary documents necessary to effectuate the intent of this Agreement, and to negotiate and execute amendments to this Agreement substantially in conformance with the intent of this Agreement.

Section 7.9 Notices, Demands and Communications.

Formal notices, demands, approvals, claims, and communications between the Parties shall be in writing and shall be sufficiently given if and shall not be deemed given unless dispatched by registered or certified mail, postage prepaid, return receipt requested, or delivered by express delivery service, return receipt requested, or delivered personally, to the principal office of the Parties as follows:

Authority: Housing Authority of the City of Alameda
701 Atlantic Avenue
Alameda, California 94501
Attention: Vanessa Cooper, Executive Director

Contractor: Name
Address
City, State. Zip

Such written notices, demands and communications may be sent in the same manner to such other addresses as the affected Party may from time to time designate by mail as provided in this Section 7.9. Receipt shall be deemed to have occurred on the date shown on a written receipt as the date of delivery or refusal of delivery (or attempted delivery if undeliverable).

Section 7.10 Applicable Law.

This Agreement shall be governed by California law.

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Section 7.11 Parties Bound.

Other than in connection with the portions of the Work to be performed by Subcontractors, Contractor shall not assign or otherwise transfer this Agreement, as a whole, or in any part, without the prior written consent of Authority. Any such attempted assignment or transfer shall be null and void, and shall constitute a default under this Agreement. Except as otherwise limited herein, the provisions of this Agreement shall be binding upon and inure to the benefit of the Parties and their heirs, executors, administrators, legal representatives, successors, and assigns.

Section 7.12 Attorneys' Fees.

If any lawsuit is commenced to enforce any of the terms of this Agreement, the prevailing Party will have the right to recover its reasonable attorneys' fees and costs of suit from the other Party.

Section 7.13 Severability.

If any term of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the provisions shall continue in full force and effect unless the rights and obligations of the Parties have been materially altered or abridged by such invalidation, voiding or unenforceability.

Section 7.14 Waivers.

Any waiver by Authority of any obligation or condition in this Agreement must be in writing. No waiver will be implied from any delay or failure by Authority to take action on any breach or default of Contractor or to pursue any remedy allowed under this Agreement or applicable law. Any extension of time granted to Contractor to perform any obligation under this Agreement shall not operate as a waiver or release from any of its obligations under this Agreement. Consent by Authority to any act or omission by Contractor shall not be construed to be a consent to any other or subsequent act or omission or to waive the requirement for Authority's written consent to future waivers.

Section 7.15 Title of Parts and Sections.

Any titles of the sections or subsections of this Agreement are inserted for convenience of reference only and shall be disregarded in interpreting any part of the provisions of this Agreement.

Section 7.16 Entire Understanding of the Parties.

This Agreement and the attached exhibits constitute the entire understanding and agreement of the Parties with respect to the matters set forth in this Agreement. This Agreement shall not be construed as if it had been prepared by one of the Parties, but rather as if both Parties had prepared it. The Parties have read and reviewed this Agreement and agree that any rule of construction to the effect that ambiguities are to be resolved against the drafting party (including

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but not limited to Section 1654 of the California Civil Code as may be amended from time to time, or any other state law, or common law principle) shall not apply to the interpretation of this Agreement.

Section 7.17 Builder's Risk Insurance.

Authority shall purchase and maintain a Builder's Risk Insurance policy, and shall include the interests of Authority, Contractor, and Subcontractors. All deductible amounts will be the responsibility of Authority. Notwithstanding any provision of this Agreement to the contrary, including but not limited to Section 33 of the General Conditions, pursuant to Section 7105 of the California Public Contract Code, Contractor shall not assume responsibility for repairing or restoring damages caused by an "act of God" in excess of five percent (5.00%) of the Contract Sum; provided, that the Work damaged was performed by Contractor, or its Subcontractors (as applicable) in accordance with accepted and applicable building standards and this Agreement.

Section 7.18 Contractor Notifications.

(a) Notifications. Contractor shall notify Authority promptly, in writing, of any and all of the following:

(i) Any litigation or claim of any kind affecting or relating to Contractor or its subsidiaries or any Material Subcontractor where the amount claimed is or maybe One Hundred Thousand and No/100ths Dollars ($100,000.00) or more whether covered by insurance or not;

(ii) Any termination of a construction contract to which Contractor is a party;

(iii) Any default or potential default of a Material Subcontractor or material supplier (including without limitation, its inability to maintain its schedule);

(iv) Any material adverse change in Contractor's or any Material Subcontractor's financial condition, any material adverse change in Contractor's or any Material Subcontractor's operations, or any change in the management of Contractor or any Material Subcontractors; or

(v) Any other circumstance, event, or occurrence that results in a material adverse change in Contractor's or any Material Subcontractor's ability to timely perform any of its obligations under any of the Contract Documents.

(b) Material Subcontractor. For the purposes of this Section 7.18(b), "Material Subcontractor" means a Subcontractor performing more than Twenty-Five Thousand and No/100ths Dollars ($25,000.00) of the Work.

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Section 7.19 Time.

Time is of the essence in the performance of the Work.

Section 7.20 Conflict Among Contract Documents.

In the event of any conflict between the terms of this Agreement and the other Contract Documents, the terms of this Agreement shall control. In the event of any conflict between the terms of this Agreement and the Exhibits, unless otherwise noted, the terms of this Agreement shall control.

Section 7.21 Multiple Originals; Counterpart.

This Agreement may be executed in multiple originals, each of which is deemed to be an original, and may be signed in counterparts.

[**SIGNATURE PAGE FOLLOWS**]

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PROJECT NAME_____ AHA CONTRACT #_____

IN WITNESS WHEREOF, the Parties have duly executed this Agreement by their duly authorized officers and shall become effective as of the Effective Date, it being the intent of the Parties that Authority be the last of the Parties to sign this Agreement.

AUTHORITY:

HOUSING AUTHORITY OF THE CITY OF ALAMEDA,
a public body, corporate and politic

By: _____

Name: _____

Its: _____

CONTRACTOR:

_____ (ENTITY NAME)
_____ (Entity Type)

By: _____

Name: _____

Its: _____

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EXHIBIT A

[See Attached]

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EXHIBIT B

LIST OF SUBCONTRACTORS

[See Attached]

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PROJECT NAME_____ AHA CONTRACT #_____

EXHIBIT C

CONTRACTOR SCHEDULE OF VALUES, QUALIFICATIONS AND EXCLUSIONS

[See Attached]

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EXHIBIT D

LIST OF PLANS

[See Attached]

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EXHIBIT E

GENERAL CONDITIONS FOR CONSTRUCTION CONTRACT (FORM HUD-5370)

[See Attached]

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EXHIBIT F

INSURANCE REQUIREMENTS

Contractor shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Contractor, its agents, representatives, employees, or subcontractors.

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MINIMUM SCOPE AND LIMIT OF INSURANCE

Coverage shall be at least as broad as:

- **IF APPLICABLE: Tenant Discrimination:** For contractors interacting with the public or with tenants, coverage must include coverage for discrimination, harassment, and fair housing claims under the California Civils Rights Department (CRD) and HUD in Contractor's Commercial General Liability policy, or Professional Liability/Errors and Omissions (E&O) policy, or in a separately maintained Tenant Discrimination insurance policy.
- **Commercial General Liability (CGL):** Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury, and personal and advertising injury with limits no less than $2,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
- **Automobile Liability:** ISO Form Number CA 00 01 coverage any auto (Code 1), or if Contractor has no owned autos, hired (Code 8) and non-owned autos (code 9) with limit no less than $1,000,000 for bodily injury and property damage. This requirement does not apply if no motor vehicles are used in providing services under the Agreement.
- **Workers' Compensation** as required by the State of California, with Statutory Limits and Employers' Liability Insurance with limit of no less than $1,000,000 per accident for bodily injury or disease. This requirement does not apply to sole proprietors.
- **IF APPLICABLE: Sexual Abuse or Molestation (SAM) Liability:** Contractors that may interact with children or vulnerable adults must retain SAM insurance. If the CGL policy referenced above is not endorsed to include affirmative coverage for sexual abuse or molestation, Contractor's shall obtain and maintain a policy covering Sexual Abuse and Molestation with a limit of no less than $1,000,000 per occurrence or claim.

- **IF APPLICABLE: Professional Liability (Errors and Omissions):** Insurance appropriate to the Contractor's profession, with limit no less than $2,000,000 per occurrence or claim, $2,000,000 in the aggregate. If coverage is provided on a claims-made basis, the retroactive date must be shown and must be before the date of the contract or the beginning of the contract work. insurance must be maintained, and evidence of coverage must be provided for at least five (5) years after completion of the contract of work. If coverage is cancelled or non-renewed and not replaced with another claims-made policy form with a retroactive date prior to the contract effective date, the Contractor's must purchase "extended reporting" coverage for a minimum of five (5) years after the completion of work.
- **IF APPLICABLE: Cyber Liability Insurance:** Coverage is required if the Contractor's is accessing, collecting, storing, or transferring Personally Identifiable Information (PII), Personal Health Information (PHI), Payment Card Information (PCI), or medical information on staff, tenants, applicants etc.
    - o Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Vendor in this agreement and shall include, but not be limited to, claims involving security breach, system failure, data recovery, business interruption, cyber extortion, social engineering, infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, and alteration of electronic information.
    - o The policy shall provide coverage for breach response costs, regulatory fines, and penalties as well as credit monitoring expenses with limits not less than $2,000,000 per occurrence or claim, $2,000,000 aggregate.
- **IF APPLICABLE: Technology Professional Liability:** Coverage is required if the vendor/Contractor is providing software or a technology service (data storage, website design, etc.).
    - o Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Contractor in this agreement and shall include, but not be limited to, claims involving media liability and infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, security and privacy liability that include invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic. information, extortion and network security.
    - o The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses with limits

SAMPLE

sufficient to respond to these obligations. Limits must be no less than $2,000,000 per occurrence or claim, $4,000,000 in the aggregate.

- o If coverage is provided on a claims-made basis, the retroactive date must be shown and must be before the date of the Agreement or the beginning of the contract work; insurance must be maintained, and evidence of coverage must be provided for at least five (5) years after completion of the Agreement of work. If coverage is cancelled or non-renewed and not replaced with another claims made policy form with a retroactive date prior to the Agreement effective date, the Contractor's must purchase "extended reporting" coverage for a minimum of five (5) years after completion of work.
- o The Policy shall include or be endorsed to include property damage liability coverage for damage to, alteration of, loss of, or destruction of the electronic data and/or information "property" of the AHA in the care, custody, or control of the Contractor's. If not covered under the Contractor's Professional Liability policy, such property coverage of the AHA may be endorsed onto the Contractor's Cyber Liability Policy as follows:
- o Cyber Liability coverage in an amount sufficient to cover the full replacement value of damage to, alteration of, loss of, destruction of electronic data and/or information "property" of the AHA that will be in the Care, custody, or control of Contractor's.

OTHER INSURANCE REQUIREMENTS:

The insurance policies are to contain, or be endorsed to contain, the following provisions:

- **Additional Insured Status:**
  - o The Housing Authority of the City of Alameda and its legal affiliates, Alameda Affordable Housing Corporation and Island City Development and its Subsidiaries and legal affiliates, and their departments, their respective directors, officers, Boards of Commissioners, employees, designated volunteers, elected or appointed officials, (Additional Insureds), are to be covered as additional insured on the CGL policy and, if applicable, the Cyber Liability policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations.

SAMPLE

- General liability coverage can be provided in the form of an endorsement to the Contractor's insurance at least as broad as ISO Form CG 20 10 11 85. If CG 20 10 11 85 is not available, endorsement must be at least as broad as the addition of both CG 20 10 and CG 20 37; or CG 20 38 and CG 20 40.

- **Primary Coverage:**
  - For any claims related to this contract, the Contractor's insurance coverage shall be primary and non-contributory with coverage at least as broad as ISO CG 20 01 04 13 as respects Additional Insureds.
  - Any insurance or self-insurance maintained by Additional Insureds shall be excess of the Contractor's insurance and shall not contribute to it.
- **Waiver of Subrogation:**
  - Contractor hereby grants to AHA a waiver of any right to subrogation which any insurer of said Contractor may acquire against AHA by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether AHA has received a waiver of subrogation endorsement from the Insurer.
- **Failure to Secure:**
  - If Contractor, at any time during the term hereof, should fail to secure or maintain the foregoing insurance, AHA shall be permitted to immediately terminate this Agreement.
- **Notice of Cancellation:** Each insurance policy required above shall provide that coverage shall not be canceled, except with 30 days' notice to AHA.
- **Acceptability of Insurers:** Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII, unless otherwise acceptable to AHA
- **Verification of Coverage:**
  - Contractor shall furnish AHA with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause, and a copy of the Declarations and Endorsement page of the CGL policy listing all policy endorsements before work begins.
  - Contractor shall furnish AHA with a complete copy of any Excess/Umbrella policies, with all endorsements, maintained by Contractor's before work begins.
  - Failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them.

SAMPLE

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- AHA reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

- **Subcontractors:** Contractor shall pass down the insurance obligations contained herein to all tiers of subcontractors working under the contract.
- **Notification of claims:** The Proposer agrees to notify AHA in writing of any claim by a third party or any incident or event that may give rise to a claim arising from the performance of the contract as soon as practicable, but no later than three (3) business days after their first knowledge of such claim or event.
- **Special Risk or Circumstance:** AHA reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstance.

SAMPLE

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PROJECT NAME_____ AHA CONTRACT #_____

EXHIBIT G

DAVIS BACON WAGE RATES

NOT APPLICABLE AS CONTRACT VALUATION IS LESS THAN $60,000

[See Attached]

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PROJECT NAME_____ AHA CONTRACT #_____

SAMPLE

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EXHIBIT H

AHA SECTION 3 POLICY

NOT APPLICABLE

[See Attached]

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PROJECT NAME_____ AHA CONTRACT #_____

EXHIBIT I

SECTION 3 CERTIFICATION

NOT APPLICABLE

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PROJECT NAME_____ AHA CONTRACT #_____

SAMPLE

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EXHIBIT J

NOTICE FOR AFFIRMATIVE ACTION TO ENSURE EQUAL EMPLOYMENT OPPORTUNITY UNDER EXECUTIVE ORDER 11246, AND THE STANDARD FEDERAL EQUAL EMPLOYMENT OPPORTUNITY CONSTRUCTION CONTRACT SPECIFICATIONS

[See Attached]

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PROJECT NAME_____ AHA CONTRACT #_____

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PROJECT NAME_____ AHA CONTRACT #_____

EXHIBIT K

SCHEDULE

[See Attached]

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PROJECT NAME_____ AHA CONTRACT #_____

EXHIBIT L

DOCUMENTS INCORPORATED FOR REFERENCE FROM RFP

[See Attached]

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SAMPLE

CONSTRUCTION SERVICES AGREEMENT

BETWEEN

THE

HOUSING AUTHORITY OF THE CITY OF ALAMEDA,
A PUBLIC BODY, CORPORATE AND POLITIC

AND

_____ENTITY NAME

_____ENTITY TYPE

.

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BID FORM - WATER DAMAGE REPAIRS AT 703 AND 711 ATLANTIC AVE.

DRAFT

ITEM #	DESCRIPTION OF WORK	COST
	BUILDING 703	
Corridor	Supply and Install flooring and baseboard	
Unit # 105	Supply and Install new cove base	
Unit # 106	Supply and Install new cove base	
Unit # 108	Supply and Install new cove base	
	BUILDING 711	
	Unit # 156	
Unit #156	Insulation	
	Drywall, tape, and texture	
	Paint	
	Walk in shower	
	Cabinets and Countertops	
	Sinks, faucets, and toilets	
	New flooring and base	
	Finish electrical	
	Appliances	
	Unit # 157	
Unit #157	Insulation	
	Drywall, tape, and texture	
	Paint	
	Walk in shower	
	Cabinets and Countertops	
	Sinks, faucets, and toilets	
	New flooring and base	
	Finish electrical	
	Appliances	
	Unit # 158	
Unit #158	Insulation	
	Drywall, tape, and texture	
	Paint	
	Walk in shower	
	Cabinets and Countertops	
	Sinks, faucets, and toilets	
	New flooring and base	
	Finish electrical	
	Appliances	
	Unit # 159	
Unit #159	Insulation	
	Drywall, tape, and texture	
	Paint	
	Walk in shower	
	Cabinets and Countertops	
	Sinks, faucets, and toilets	
	New flooring and base	
	Finish electrical	
	Appliances	
	Unit # 160	
Unit #160	Insulation	
	Drywall, tape, and texture	
	Paint	
	Walk in shower	
	Cabinets and Countertops	
	Sinks, faucets, and toilets	
	New flooring and base	
	Finish electrical	
	Appliances	
	Unit # 161	
Unit #161	Insulation	
	Drywall, tape, and texture	
	Paint	
	Walk in shower	
	Cabinets and Countertops	
	Sinks, faucets, and toilets	
	New flooring and base	
	Finish electrical	
	Appliances	
	Unit # 256	
	Insulation	

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	Paint	DRAFT
	Walk in shower	
Unit #256	Cabinets and Countertops	
	Sinks, faucets, and toilets	
	New flooring and base	
	Finish electrical	
	Appliances	
Unit # 257		
	Insulation	
	Drywall, tape, and texture	
	Paint	
	Walk in shower	
Unit #257	Cabinets and Countertops	
	Sinks, faucets, and toilets	
	New flooring and base	
	Finish electrical	
	Appliances	
Unit # 258		
	Insulation	
	Drywall, tape, and texture	
	Paint	
	Walk in shower	
Unit #258	Cabinets and Countertops	
	Sinks, faucets, and toilets	
	New flooring and base	
	Finish electrical	
	Appliances	
Unit # 259		
	Insulation	
	Drywall, tape, and texture	
	Paint	
	Walk in shower	
Unit #259	Cabinets and Countertops	
	Sinks, faucets, and toilets	
	New flooring and base	
	Finish electrical	
	Appliances	
Unit # 260		
	Insulation	
	Drywall, tape, and texture	
	Paint	
	Walk in shower	
Unit #260	Cabinets and Countertops	
	Sinks, faucets, and toilets	
	New flooring and base	
	Finish electrical	
	Appliances	
Unit # 261		
	Insulation	
	Drywall, tape, and texture	
	Paint	
	Walk in shower	
Unit #261	Cabinets and Countertops	
	Sinks, faucets, and toilets	
	New flooring and base	
	Finish electrical	
	Appliances	
1st Floor Corridor		
1st Floor Corridor	Insulation, drywall, tape, and texture	
	Paint	
	New flooring and base	
2nd Floor Corridor		
2nd Floor Corridor	Insulation, drywall, tape, and texture	
	Paint	
	New flooring and base	
Stairwell		
Stairwell	Insulation, drywall, tape, and texture	
	Paint	
	New flooring and base	
	Total-	

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General Conditions	DRAFT
Contractor Fees	
Insurance	
Local Tax	
Bond Fees	
Total Construction-	
REQUIRED: Owner's Discretionary Contingency for unforeseen conditions at 15% (unit and labor costs below)	(Add 15%)
TOTAL BID	

Please provide additional unit costs for the following line items in the event that additional work would be	**SF/LF Cost**
Drywall, tape, and texture (SF)	
Paint (SF)	
Bedroom Carpet (SF)	
Bathroom Flooring (SF)	
Unit Flooring (SF)	

Hourly rate for each applicable trade		
Trade	**Hourly Rate**	**Overtime Rate**
Insulation Installer		
Drywall Installer		
Drywall Finisher		
Painter		
Plumber		
Rough Carpenter		
Finish Carpenter		
Flooring-Carpet Installer		
Flooring-LVP Installer		
GC Foreman		
GC Superintendant		
GC Project Manager		

FIRM: _____

NAME: _____

TITLE: _____

DATE: _____

SIGNATURE: _____

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BID FORM

PROJECT: INDEPENDENCE PLAZA WATER DAMAGE REPAIRS AT 703 AND 711 ATLANTIC AVE.

BID DEADLINE: Contractors to deliver sealed bids to- The Housing Authority of the City of Alameda, 701 Atlantic Avenue, Alameda, CA 94501 no later than Wednesday August 5, 2026, 4:00PM.

BID OPENING: Sealed Bids will be opened Thursday August 6, 2026, at 1:00PM – Independence Plaza Community Room, 703 Atlantic Ave. Alameda, Ca. 94501

1. The undersigned, having become familiar with the local conditions and federal requirements affecting the cost of work and with the Invitation for Bid, hereby submits this bid for all work shown on the Contract Specifications. It is understood that the right is reserved by the Housing Authority to reject any and all bids. If written notice of acceptance of this bid is mailed or otherwise delivered to the undersigned within 90 days after the opening thereof, the undersigned agrees to execute the delivery of a contract in the prescribed form.

2. A bid bond in the amount of five percent (5%) of the base bid amount is required as security for this bid.

3. The bidder represents that he/she **has [ ]/ has not [ ]** participated in a previous contract or subcontract subject to the equal opportunity clause prescribed by Executive Orders 10925, 11114 or 11246 (see excerpts following this form); that he/she has [ ] / has not [ ] filed all required compliance reports; and that representations indicating submission of required compliance reports, signed by proposed subcontractors, will be obtained prior to subcontract awards. (The above representation need not be submitted in connection with contracts or subcontracts, which are exempt from this clause.)

4. The bidder covenants and agrees that he/she possesses the necessary skill required to determine the adequacy of the drawings and specifications for the purpose of arriving at the contract price, and that he/she has exercised this skill, and that he/she find said drawings and specifications fit and sufficient for the purpose intended and free from ambiguities.

5. Each bidder must possess a valid California Contractor's license in the Classification covering the work required by this contract at the time of the bid opening date.

6. Awarded bidder: An Alameda Business License, a Performance Bond and a Payment Bond of 100% (or alternative as outlined in this IFB), and all insurance requirements must be met before the Notice to Proceed can be issued.

AWARD WILL BE MADE BASED UPON THE LOWEST <u>RESPONSIVE</u> BASE BID LUMP SUM TOTAL

PROVIDE PRICING FOR THIS PROJECT AS FOLLOWS:

All bidders attest to having examined the Invitation for Bids (IFB), including the Contract Specifications as Modified and the project site. All bidders attest to having received any and all addenda issues, if applicable. Bidders must complete and submit this form as a part of their bid.

The undersigned proposes to complete the Scope of Work as outlined in the specifications for the following amount:

Bid Amount Breakdown:

BASE BID LUMP SUM TOTAL: $_____

SUBMITTED BY:_____

Company Name

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BID FORM

The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001.
The following are excerpts from Executive Orders 10925, 11114 and 11246 as applicable.

Executive Order 10925
Establishing the President's Committee on Equal Employment Opportunity

This Executive Order established the President's Committee on Equal Employment Opportunity. It outlines obligations under government contracts and subcontracts. It includes the following provisions:

"(1) the contractor will not discriminate against any employee or applicant for employment because of race, creed, color, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, creed, color, or national origin….

"(2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor; state that all qualified applicants will receive consideration for employment without regard to race, creed, color, or national origin.

"(3) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the said labor union or workers' representative of the contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

Executive Order 11114
Extending the Authority of the President's Committee on Equal Employment Opportunity

This Executive Order amends the previous Executive Order to clarify the authority of the President's Committee on Equal Employment Opportunity.

Section 301 of Executive Order No. 10925 of March 6, 1961, is amended to read: Except in contracts exempted in accordance with section 303 of this order, all Government contracting agencies shall include in every Government contract hereafter entered into the provisions that are shown in the Housing Authority's standard contract.

Executive Order 11246
EEO and Affirmative Action Guidelines for Federal Contractors Regarding Race, Color, Gender, Religion, and National Origin

This Executive Order outlines the affirmative action guidelines required for contracts involving federal funding. Each Government contractor with 50 or more employees and $50,000 or more in government contracts is required to develop a written affirmative action program (AAP) for each of its establishments.

A written affirmative action program helps the contractor identify and analyze potential problems in the participation and utilization of women and minorities in the contractor's workforce. If there are problems, the contractor will specify in its AAP the specific procedures it will follow and the good faith efforts it will make to provide equal employment opportunity. Expanded efforts in outreach, recruitment, training and other areas are some of the affirmative steps contractors can take to help members of the protected groups compete for jobs on equal footing with other applicants and employees.

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BID SUBMITTED BY:

By my signature hereunder, as the Contractor, pursuant to Labor Code Section 2810(a), I certify that, if awarded the Contract based on the undersigned's Bid, the Contract will include funds sufficient to allow the Contractor to comply with all applicable local, state, and federal laws or regulations governing the labor or services to be provided. I understand that Housing Authority of the City of Alameda will be relying on this certification if it awards the Contract to the undersigned. Signature acknowledges all issued addendum.

Name of Company Phone:

Address of Company

Signature of Authorized Representative

Print name of Authorized Representative

CA Contractors License and Expiration Date

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IP SELECTIONS

DRAFT

ITEM	MANUFACTURER	DETAILS
Paint	Sherin Williams	Superpaint interior Semi Closs- Swiss Coffee
Corridor Flooring	Interface	Level Set Woodgrains A00416 Antique Dark Oak
Unit Flooring	Interface	Level Set Woodgrains A00415 Antique Oak
Bedroom Carpet	TrafficMaster	Hartsfield - Skypoint - Beige 12 ft. 16 oz. SD Polyester Texture - with 1/2"- 8 lb. pad
Bathroom Flooring	Tarkett Johnsonite	Acczent 83106 Tisse Warm Beige
Baseboard	Roppe	4" 4" Vinyl Cove Base- Smoke
Walk-in shower	Laurel mountain	Almedia 4 Piece - Model #6030SH1S4PSL064/Model #6030SH1S4PSR064
Shower Faucet Assembly	Delta	Arvo Spotshield Model #142840-SP-I
Tub Faucet Assembly	Adler	Single Handle 4-Spray Tub Shower Faucet 1.8GPM Chrome
Vanity Cabinets	Studio Design Collection	Express Ship- Baxley Cocoa
Countertop	Corian Quartz	Quiet White
Vanity Sink	Kohler	Bryant Drop In
Vanity Faucet	Price Pfister	LG142-8000
Toilet	Kohler	Kingston Part #26077-0
Medicine Cabinet	Jensen	Styleline #B772193
Vanity Light	Generation Lighting	Panna 30" Wide Vanity Light
Bathroom Fan	GreenBuilder	80 CFM Ceiling Bathroom Exhaust Fan with LED Light and Humidity Sensor
Kitchen Cabinets	Studio Design Collection	Express Ship- Baxley Cocoa
Kitchen Countertop	Corian Quartz	Quiet White
Kitchen Sink	Glacier Bay	Drop-In Single Bowl 20 Gauge Stainless Steel Kitchen Sink
Kitchen Faucet	Price Pfister	G134-3444
Garbage Disposal	Insinkerator	1/3 HP - Badger 1
Kitchen Light	Lithonia Lighting	48-in. 4000 Lumens Integrated LED White Low Profile Flush Mount Wraparound Light Model #LBL4
Range	GE	JBS460DMWW
Hood	GE	Over the Range Convertible Range Hood in White
Refrigerator	GE Top Freezer	GTS18HGN/HMN/HSN
Kitchen Flowstop	Floodstop	V4 Dual Valve Automatic Water Shutoff for sinks 3/8"
Bathroom Flowstop	Floodstop	V4 Dual Valve Automatic Water Shutoff for sinks 3/8"

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DRAFT

PROFILE OF PROPOSER

(This Form must be fully completed and placed under Part No.3 of the proposal submittal.)

1) Prime ☐ Subcontractor ☐*(this form must be completed by and for each)*

2) Name of Proposer:_____Telephone:_____Fax: _____
E-Mail: _____

3) Street Address, City, State, Zip: _____

4) **Please attach a brief biography/resume of the company**, including the following information:
   a) Year Proposer Established;
   b) Former Name and Year Established (if applicable); and
   c) Name of Parent Company and Date Acquired (if applicable).

5) Identify Principals/Partners in Proposer (submit under Part 5 a brief professional resume for each):

NAME	TITLE	% OWNERSHIP

6) Identify the individual(s) that will act as project manager and any other supervisory personnel that will work on project; please submit under Part 5 a brief resume for each. (Do not duplicate any resumes required above):

NAME	TITLE

7) Federal Tax ID No.: _ _____

8) State of California Business Entity Number (Secretary of State): _____

9) Worker's Compensation Insurance Carrier: _____ _____

Policy No.: _____

Expiration Date: _____

10) General Liability Insurance Carrier: _____

Policy No.: _____ Expiration Date: _____

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11) Professional Liability Insurance Carrier:

Policy No.: _____-_

Expiration Date: _____

12) Has your proposer or any member of your proposer been a part to litigation with a public entity?

a. Yes ☐ No

If yes, please include in section a full detailed explanation including dates, with whom and state the circumstances and any resolution.

_____

13) Is your proposer currently involved in local, County, State, Federal mortgage foreclosure proceedings or currently 90 days in arrears on a local public or private loan?

a. Yes ☐No

If yes, please include clarifying information including dates, with who and state the circumstances and any resolution in section (23) below.

14) Is your proposer currently in foreclosure or substantial tax arrears with a City/County or local jurisdiction?

a. Yes ☐No

If yes, please include clarifying information including dates, with who and state the circumstances and any resolution in section (23) below.

15) Has, or is this proposer or any member of your proposer, currently in default on any contract obligation or agreement of any kind entered into with a City/County or local public agency?

a. Yes ☐ No

If yes, please include clarifying information including dates, with who and state the circumstances and any resolution in section (23) below.

16) In the past 10 years, has your proposer or any member of your proposer failed to qualify as a responsible bidder, or refused to enter into a contract after an award has been made, privately or with any government agency?

a. Yes ☐ No

If yes, please include clarifying information including dates, with who and state the circumstances and any resolution in section (23) below.

17) In the last 7 years, has your proposer filed a bankruptcy petition or been the subject of involuntary bankruptcy proceedings?

a. Yes ☐ No

If yes, please include clarifying information including dates, with who and state the circumstances and any resolution in section (23) below.

18) In the last 10 years, failed to file any required tax returns, or failed to pay any applicable Federal, State of California, or City of Alameda or other fees?

a. Yes ☐ No

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If yes, please include clarifying information including dates, with who and state the circumstances and any resolution in section (23) below.

19) Does your proposer or any member of your proposer have a record of substantial Building Code Violations or litigation against properties owned by the proposer or by any entity or individual that comprises the Proposer?

a. Yes ☐ No

If yes, please include clarifying information including dates, with who and state the circumstances and any resolution in section (23) below.

20) Has your proposer or any member of your proposer been convicted for fraud, bribery, or grand larceny?

a. Yes ☐ No

If yes, please include clarifying information including dates, with who and state the circumstances and any resolution in section (23) below.

21) Debarred Statement: Has this proposer, or any principal(s) ever been debarred from providing any services by the Federal Government, any state government, the State of California, or any local government agency within or without the State of California? Has this proposer been de-designated as a developer of any government sponsored or publicly assisted project?

a. Yes ☐ No

If yes, please include clarifying information including dates, with who and state the circumstances and any resolution in section (23) below.

22) Disclosure Statement: Does this proposer or any principals thereof have any current, past personal or professional relationship with any Commissioner or Officer of the AHA?

a. Yes ☐ No

If yes, please include clarifying information including dates, with who and state the circumstances and any resolution in section (23) below.

23) Additional clarifying information regarding questions and statements (12) through (22) – include below and/or attach related documents:

_____

_____

_____

_____

_____

_____

_____

_____

24) Non-Collusive Affidavit: The undersigned party submitting this bid hereby certifies that such bid is genuine and not collusive and that said bidder entity has not colluded, conspired, connived or agreed, directly or indirectly, with any proposer or person, to put in a sham proposal or to refrain from proposing, and has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the proposal price of affiant or of any other proposer, to fix overhead, profit or cost element of said proposal price, or that any other bidder or to secure any advantage against the AHA or any person interested in the proposed contract; and that all statements in said bid are true.

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Verification Statement: The undersigned bidder hereby states that by completing and submitting this bid he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and agrees that if the AHA discovers that any information entered herein is false, that shall entitle the AHA to not consider nor make award or to cancel any award with the undersigned party.

_____

Signature:

_____

Printed Name

_____

Title

_____

Company

_____

Date:

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REFERENCES FORM

All persons submitting a bid must submit at least three references for projects of similar scope with prevailing wage. If you choose to provide pre-printed company reference materials, it must be attached to this form. Please provide name of company, agency or person for whom the service was performed, the contact person, address, phone number and e-mail address:

1.	Company Name:	
	Description of Project:	
	Contact Person:	
	Address:	
	Phone Number:	
	E-mail Address:	

2.	Company Name:	
	Description of Project:	
	Contact Person:	
	Address:	
	Phone Number:	
	E-mail Address:	

3.	Company Name:	
	Description of Project:	
	Contact Person:	
	Address:	
	Phone Number:	
	E-mail Address:	

END OF DOCUMENT

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INSURANCE INFORMATION

WORKER'S COMPENSATION:

CARRIER: _____

ADDRESS: _____

PHONE: _____

POLICY NUMBER: _____

GENERAL LIABILITY:

CARRIER: _____

ADDRESS: _____

PHONE: _____

POLICY NUMBER: _____

POLICY LIMITS: $ _____

AUTOMOTIVE LIABILITY:

CARRIER: _____

ADDRESS: _____

PHONE: _____

POLICY NUMBER: _____

POLICY LIMITS: $ _____

END OF DOCUMENT

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SAFETY EXPERIENCE

The following statements as to safety experience of Bidder are submitted with Bid as part thereof, and the truthfulness and accuracy of information are guaranteed by Bidder.

1. List your firm's interstate Experience Modification Rate for the last three years.

   2026 _____

   2025 _____

   2024 _____

2. Use your Cal/OSHA 200 logo last year to fill in the following number of injuries and illnesses:

   a. Number of lost workday cases _____

   b. Number of medical treatment cases _____

   c. Number of fatalities _____

3. Total of all employee hours worked last year _____

I CERTIFY, UNDER PENALTY OF PERJURY, THAT THE FOREGOING INFORMATION IS CURRENT AND ACCURATE AND I AUTHORIZE THE HOUSING AUTHORITY OF THE CITY OF ALAMEDA, CALIFORNIA, AND ITS AGENTS AND REPRESENTATIVES TO OBTAIN A CREDIT REPORT AND/OR VERIFY ANY OF THE ABOVE INFORMATION.

_____
SIGNATURE

_____
DATE

END OF DOCUMENT

Docusign Envelope ID: 75003E85-1194-8579-8126-48E6937544F3

LICENSED SUBCONTRACTORS LIST

Bidder submits the following information as to the licensed subcontractor's Bidder intends to employ if awarded the Contract.

Name of Licensed Subcontractor and Location of Mill or Shop	License #	DIR #	Description of Work: Reference to Contract Items	WBE/ MBE

Add additional sheets if necessary

END OF DOCUMENT

Docusign Envelope ID: 75003E85-1194-8579-8126-48E6937544F3

BID PROTESTS OR APPEALS POLICY

Housing Authority of the City of Alameda
701 Atlantic Avenue
Alameda, CA 94501-2161
Phone: (510) 747-4300

BID PROTESTS OR APPEALS

The Housing Authority of the City of Alameda has established a protest procedure in an effort to resolve all contractual and administrative issues arising out of procurements without resorting to litigation.

Small Purchases

Appeals of awards for small purchases of $35,000 and less will use steps 1 through 3 of the formal process outlined below. Such appeals are not subject to appeal beyond the Executive Director.

Large Purchases

Above $350,000, protesters must exhaust all administrative remedies with the Housing Authority, as outlined below, before pursuing a protest with any federal agency. An actual or prospective contractor may protest the solicitation or award of procurement only for a serious violation of the standards outlined in the Housing Authority's Procurement Policy or these procedures.

Complainants should seek resolution of their concerns in the following order:

1. Informal Resolution. This is an informal oral or written process to be carried out with the Contracting Officer. Complaints should be made within 14 calendar days of the award of bid or other issue of concern. If the matter is not resolved on this basis, the contractor may file a formal written protest.
2. Formal Written Protest. The protest should be made in writing to the Executive Director if the complaint involves an alternate Contracting Officer, within 14 calendar days of the award of bid or other issue of concern. The written protest must include the following information:
   a. Protester's name and address;
   b. Solicitation number and/or project title;
   c. Detailed statement of the basis for the protest, including a description of project or service being bid, including the dollar amount at issue, if applicable; and
   d. Form of relief requested.

   The Contracting Officer will respond with a decision, stating the basis for the denial, within 14 calendar days of receipt of the written protest.
3. Appeal of a Decision of an Alternate Contracting Officer. A decision of a Contracting Officer who is not the Executive Director may be appealed to the Executive Director within 14 calendar days of receipt of that decision. The appeal request must contain a statement of the factual and legal grounds on which reversal of modification of the decision is deemed warranted, specifying any errors of law made or information not previously considered. The Executive Director will respond within 14 calendar days of receipt of the appeal with a decision, stating the basis for the denial. Requests for appeals must be in writing. This is the final step for the appeal of an award for a small purchase.

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4. Appeal of a Decision by the Executive Director. A decision of the Executive Director may be appealed to the Housing Commission. Within 14 calendar days of receipt of the Executive Director's decision, the complainant must submit a written request to the Housing Commission,

   in care of the Housing Authority, 701 Atlantic Avenue, Alameda, CA 94501-2161. The appeal request must contain the information outlined in item #2 and #3 above. Upon receipt of the request for appeal, the Executive Director will agendize a hearing before the Housing Commission at its next regular meeting. The Commission will provide written notification to the complainant of its decision, stating the basis for its decision.

5. Appeal of a Decision by the Housing Commission. HUD review of Commission decisions are limited to:
   a. Procurements involving Esperanza as a public housing complex.
   b. Violations of federal laws or regulations. The protest should cite the specific Federal or HUD regulation that has been violated.
   c. Violations of these protest procedures for failure to review a complaint or protest. The Housing Authority will submit a copy of the protest to the HUD Field Office in San Francisco.
6. Granting a Protest. If a protest is granted:
   a. If the contract has not yet been signed, it will be canceled or revised to comply with the decision; or
   b. If the contract has been signed, the contract may be terminated and the contract re-awarded; or
   c. The procurement may be re-solicited; or
   d. If the Housing Authority determines that any of the above actions would be detrimental to operations or if the contract has already been completed, the successful protester will be paid the costs of preparing and submitting his or her proposal and for filing and pursuing the protest.
7. Documentation. A copy of the appeal and the decision, including any subsequent appeals and decisions will be retained in the contract file. The file will be retained six years or as further amended by the Records Retention and Disposition Policy and Procedures.

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CONSTRUCTION PERFORMANCE BOND

WHEREAS, the Housing Authority of the City of Alameda, Alameda, California, and _____ _____ _____, (hereinafter designated as "Principal") have entered into an agreement whereby Principal agrees to install and complete certain designated public improvements, which said agreement, dated _____, 20____ and identified as project _____, is hereby referred to and made a part hereof; and

WHEREAS said Principal is required under the terms of said agreement to furnish a bond for the faithful performance of said agreement, and

WHEREAS, Surety is an insurer admitted to transact surety insurance in the State of California,

NOW, THEREFORE, we, the Principal and _____ _____ Surety, are held and firmly bound unto the Housing Authority of the City of Alameda, Alameda, California hereinafter called "AHA", in the penal sum of _____ dollars, ($_____) lawful money of the United States, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, successors, executors and administrators, jointly and severally, firmly by these presents.

The condition of this obligation is such that if the above bounded Principal, its heirs, executors, administrators, successors or assigns, shall in all things stand to and abide by, and well and truly keep and perform the covenants, conditions and provisions in the said agreement and any alteration thereof made as therein provided on its part, to be kept and performed at the time and in the manner therein specified, and in all respects according to their true intent and meaning, and shall indemnify and save harmless the Authority, its officials, employees, agents and volunteers, as therein stipulated, then this obligation shall become null and void; otherwise it shall be and remain in full force and effect.

As a part of the obligation secured hereby and in addition to the face amount specified therefore, there shall be included costs and reasonable expenses and fees, including reasonable attorney's fees, incurred by the Authority in successfully enforcing such obligation.

The Surety hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the agreement or to the work to be performed there under or the specifications accompanying the same shall in anywise affect its obligations on this bond, and it does hereby waive notice of any such change, extension of time, alteration or addition to the terms of the agreement or to the work or to the specifications.

SAMPLE

In witness whereof, this instrument has been duly executed by the Principal and Surety above named, on _____, 20__.

Principal_____	Surety_____
By_____	By_____
Title_____	Title_____

(SEAL AND NOTARIAL
ACKNOWLEDGMENT OF SURETY)

END OF DOCUMENT

Docusign Envelope ID: 75003E85-1194-8579-8126-48E6937544F3

SAMPLE CONSTRUCTION LABOR AND MATERIAL PAYMENT BOND

WHEREAS, the Housing Authority of the City of Alameda, Alameda, California, and _____ _____, (hereinafter designated as "Principal") have entered into an agreement whereby Principal agrees to install and complete certain designated public improvements, which said agreement, dated _____, 20___ and identified as project ,_____ is hereby referred to and made a part hereof (the "Contract"); and

WHEREAS, Under the terms of the Contract, Principal is required before entering upon the performance of the work, to file a good and sufficient payment bond with the Housing Authority of the City of Alameda, California, to secure the claims to which reference is made in Title 1 (commencing with Section 8000) of Part 6 of Division 4 of the Civil Code of the State of California, and

WHEREAS, Surety is an insurer admitted to transact surety insurance in the State of California,

NOW, THEREFORE, said Principal and the undersigned as corporate Surety, are held firmly bound unto the Housing Authority of the City of Alameda, Alameda, California, hereinafter called "Authority" and all contractors, subcontractors, laborers, material men and other persons employed in the performance of the aforesaid Contract and referred to in the aforesaid Code of Civil Procedure in the sum of: _____ dollars ($_____), lawful money of the United States, being not less than one hundred percent (100%) of the total amount payable pursuant to the Contract, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors and administrators, successor and assigns, jointly and severally, firmly by these presents.

The Condition of this obligation is such that if said Principal, its heirs, executors, administrators, successor, or assigns, or its subcontractors, shall fail to pay: (i) any of the persons authorized under Section 9100 of the Civil Code to assert a claim against a payment bond, or (ii) amounts for materials furnished or labor thereon of any kind for the performance of work under the Contract, or (iii) amounts due under the Unemployment Insurance Act with respect to work or labor performed under the Contract, or (iv) amounts required to be deducted, withheld, and paid over to the Employment Development Department from the wages of employees of the contractor and subcontractors under Section 13020 of the Unemployment Insurance Code with respect to the work and labor under the Contract, that said Surety will pay the same in an amount not exceeding the amount herein above set forth, and also in case suit is brought upon this bond, will pay, in addition to the face amount thereof, costs and reasonable expenses and fees, including reasonable attorney's fees, incurred by Authority in successfully enforcing such obligation, to be awarded and fixed by the court.

It is hereby expressly stipulated and agreed that this bond shall inure to the benefit of any and all persons, companies and corporations entitled to file claims under Title 1 (commencing with Section 8000) of Part 6 of Division 4 of the Civil Code, so as to give a right of action to them or their assigns in any suits brought upon this bond.

Should the condition of this bond be fully performed, then this obligation shall become null and void, otherwise it shall be and remain in full force and effect.

The Surety thereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of said agreement or the specifications accompanying the same shall in any manner affect its obligations on this bond, and it does hereby waive notice of any such change, extension, alteration or addition.

In witness whereof, this instrument has been duly executed by the Principal and Surety above named, on _____, 20__.

Principal:_____	Surety:_____
By:_____	By:_____
Title:_____	Title:_____

(SEAL AND NOTARIAL
ACKNOWLEDGMENT OF SURETY)

END OF DOCUMENT

SAMPLE

Docusign Envelope ID: 75003E85-1194-8579-8126-48E6937544F3

GUARANTY FORM

DRAFT

(TO BE SUBMITTED BY CONTRACTOR UPON COMPLETION AND ACCEPTANCE OF PROJECT)

((INSERT PROJECT NUMBER AND DESCRIPTION HERE))

The undersigned guarantees all construction performed on this project and also guarantees all material and equipment incorporated therein.

Contractor hereby grants to AHA for a period of one (1) year following the date of Final Completion and Acceptance of the Work or such longer period specified in the Contract Documents, its unconditional warranty of the quality and adequacy of all of the work including, without limitation, all labor, materials and equipment provided by Contractor and its Subcontractors of all tiers in connection with the Work.

Neither final payment nor use or occupancy of the Work performed by the Contractor shall constitute an acceptance of work not done in accordance with this Guaranty or relieve Contractor of liability in respect to any express warranties or responsibilities for faulty materials or workmanship. Contractor shall remedy any defects in the Work and pay for any damage resulting there from which shall appear within one (1) year or longer if specified, from the date of Final Completion.

Should any of the materials or equipment prove defective or should the Work as a whole prove defective, due to faulty workmanship, material furnished or methods or installation, or should the Work or any part thereof fail to operate properly as originally intended and in accordance with the Contract Documents due to any of the above causes within one (1) year after date of final payment, or such longer period specified in the Contract Documents, Contractor shall: (1) reimburse AHA, upon demand, for its expenses incurred in restoring said Work to the condition contemplated in the Contract Documents, including the cost of any such equipment or materials replaced and the cost of removing and replacing any other work necessary to make such replacement or repairs, or (2) upon demand by AHA, replace any such material and to immediately repair said Work completely without cost to AHA so that said Work will function successfully as originally contemplated.

Inspection of the work shall not relieve Contractor of any of its obligations under the Contract Documents. Even though equipment, materials, or work required to be provided under the Contract Documents have been inspected, accepted, and estimated for payment, Contractor shall, at its own expense, replace or repair any such equipment, material, or work found to be defective or otherwise not to comply with the requirements of the Contract Documents up to the end of the guaranty period.

AHA shall have the unqualified option to make any needed replacement or repairs itself or to have such replacements or repairs done by Contractor. In the event AHA elects to have said work performed by Contractor, Contractor shall make such repairs within a reasonable period of time after the receipt of demand from AHA; provided, however, that in no event shall such period exceed one (1) day.

The foregoing Guaranty is in addition to any other warranties of Contractor contained in the Contract Documents, and not in lieu of, any and all other liability imposed on Contractor under the Contract Documents and at law with respect to Contractor's duties, obligations, and performance under the Contract Documents. In the event of any conflict or inconsistency between the terms of this Guaranty and any warranty or obligation of the Contractor under the Contract Documents or at law, such inconsistency or conflict shall be resolved in favor of the higher level of obligation of the Contractor.

_____

Signature

_____

Name/Title

_____ _____

Contractor Date

END OF DOCUMENT

Docusign Envelope ID: 75003E85-1194-8579-8126-48E6937544F3

DRAFT

Housing Authority of the City of Alameda
PHONE: (510) 747-4300
FAX: (510) 522-7848
TTY/TRS: 711
701 Atlantic Avenue • Alameda, California 94501-2161

CIP CLOSE OUT LIST

Project # and Description	**2026 ITB WATER DAMAGE IP-AHA-HD-0009**
Contractor (Prime):	

The following items are needed prior to the issuance of any retention payment, bond release, and notice of completion.

1) Releases: We require unconditional releases from all subcontractors/suppliers:

2) Certified Payroll: We require certified payroll for the following weeks:

3) Warranties: Any warranties submitted by subcontractors and suppliers.

4) As-built Revisions: All revisions that were made to the original drawings including but not limited to Mechanical, Electrical, Plumbing, Carpentry and Structural items.

Questions can be directed to Joseph Nagel, Senior Construction Project Manager at 510-747-4340 or jnagel@alamedahsg.org.

All items must be submitted to:

The Housing Authority of the City of Alameda
Joseph Nagel
Senior Construction Project Manager
701 Atlantic Avenue
Alameda, CA 94501

CONSTRUCTION SERVICES AGREEMENT

BETWEEN

THE

HOUSING AUTHORITY OF THE CITY OF ALAMEDA,
A PUBLIC BODY, CORPORATE AND POLITIC

AND

DONNY CHU CONSTRUCTION, INC.

A CALIFORNIA CORPORATION

.

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Housing Authority
of the
City of Alameda

PHONE: (510) 747-4300
FAX: (510) 522-7848
TTY/TRS: 711

701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Joseph Nagel, Senior Construction Project Manager

Date: September 16, 2026

Re: Adopt a Resolution Of The Board Of Commissioners Of The Housing Authority Of The City Of Alameda To Authorize The Executive Director To Execute A Contract Amendment To The Existing Services Agreement Between The Housing Authority Of The City Of Alameda And Sierra Roofing And Solar Inc To Re-Roof 703. 705, 07, 709, And 711 Atlantic Ave To Extend Agreement By One Year To October 16, 2027

BACKGROUND

The Independence Plaza complex, containing five residential apartment buildings and the Housing Authority of the City of Alameda (AHA) main office, was built in the late 1980s. Prior to the start of this project, the buildings had retained their original roofs. With the roofs at the end of their Expected Useful Life (EUL) a solicitation was made for proposals to replace the roofs and gutters at the AHA Office and all five residential apartment buildings.

In November 2025, the Board of Commissioners approved two contracts with Sierra Roofing and Solar. The first was to re-roof 701 Atlantic Ave and the second contract was to re-roof 703 Atlantic Ave. Work began on 703 Atlantic in January 2026. In February 2026, staff recommended, and the Board approved, an amendment to expand the scope of the work to include 705, 707, 709, and 711 Atlantic Ave. In March 2026 a second amendment was approved, increasing the scope to include repair of damaged sheathing and trim discovered at 703 Atlantic Ave while completing the re-roof. The second amendment increased the Not to Exceed amount of the contract to $1,296,202.63. To anticipate the possibility of additional damage, the Board also approved a contingency fund of 21% and an overall Not to Exceed of $1,548,549.72.

DISCUSSION

By August 2026, Sierra Roofing and Solar Inc had completed the re-roof and repairs to 703, 705, and 707 Atlantic Ave and work had begun on 709 Atlantic Ave. The AHA Staff and Sierra Roofing have coordinated with Asset Living to minimize the impact of day-to-day operations on tenants and visitors, where possible. Anticipated project completion

by the end of year.

Since the original term date was set, the scope of work was expanded to include all five residential apartment buildings. Additionally, a change of work has occurred to include repairs uncovered during the re-roof process. With the expansion of scope and the possibility of encountering additional delays due to weather or change orders, staff recommends extending the contract term by one year to October 16, 2027.

As of September 1, 2026, the Executive Director has authorized the use of $16,409.47 of the $252,392.09 in contingency funds. $235.982.62 remains available. This amendment provides more specifically for the Executive Director to authorize use of the contingency to avoid delays in the work.

FISCAL IMPACT

Funds for this contract will come from the Independence Plaza reserves.

CEQA

Not Applicable

RECOMMENDATION

Adopt a Resolution Of The Board Of Commissioners Of The Housing Authority Of The City Of Alameda To Authorize The Executive Director To Execute A Contract Amendment To The Existing Services Agreement Between The Housing Authority Of The City Of Alameda And Sierra Roofing And Solar Inc To Re-Roof 703. 705, 07, 709, And 711 Atlantic Ave To Extend Agreement By One Year To October 16, 2027

ATTACHMENTS

1. Sierra Roofing and Solar Inc_Contract Amendment 3
2. AHA_Sierra Roofing and Solar Amendment 3 Presentation
3. AHA_Sierra Roofing and Solar Amendment 3 Resolution

Respectfully submitted,



Joseph Nagel, Senior Construction Project Manager

THIRD AMENDMENT TO AGREEMENT

This Amendment of the Agreement, entered into this 16th day of September 2026, by and between the HOUSING AUTHORITY OF THE CITY OF ALAMEDA, a public body corporate and politic (hereinafter referred to as "AHA") and Sierra Roofing and Solar, Inc., a corporation whose address is 5675 Sunol Blvd. Bldg. B, Pleasonton, Ca. 94566 (hereinafter referred to as "CONTRACTOR") is made with reference to the following:

RECITALS:

A. On October 16, 2025, an agreement was entered into by and between AHA and Contractor (hereinafter "Agreement") for a not to exceed amount of Two Hundred Forty Thousand, One Hundred Ninety-Seven and 28/100ths Dollars ($240,197.28) with a contract term date of October 16,2026.

B. On February 20, 2026, the First Amendment was executed to update scope and increase the compensation to the Contractor by an amount of One Million, Thirty-Nine Thousand, Five Hundred Ninety-Five and 88/100ths Dollars ($1,039,595.88) to be amended to a new contract amount, Not to Exceed, One million, Two Hundred Seventy-Nine Thousand, Seven Hundred Ninety-Three and 16/100ths Dollars ($1,279,793.16).

C. On March 4, 2026, the Second Amendment was executed to amend the scope of service, fee schedule and increase the compensation to the Contractor by an amount of Sixteen Thousand Four Hundred Nine and 47/100ths Dollars ($16,409.47) to a new contract amount Not to Exceed, One Million, Two Hundred Ninety-Six Thousand, Two Hundred Two and 63/100th Dollars ($1,296,202.63).

AHA and Contractor desire to modify the Agreement on the terms and conditions set forth herein.

NOW, THEREFORE, it is mutually agreed by and between and undersigned parties as follows:

1. The entire Agreement shall be extended to October 16, 2027.

Except as expressly modified herein, all other terms and covenants set forth in the Agreement shall remain the same and shall be in full force and effect.

(Signatures on Following Page)

IN WITNESS WHEREOF, the parties hereto have caused this modification of the Agreement to be executed on the day and year first above written.

Sierra Roofing and Solar Inc.

Sean O' Brien
General Manager

HOUSING AUTHORITY OF THE CITY OF ALAMEDA

Sylvia Martinez
Director of Housing Development

Vanessa Cooper
Executive Director

Adopt a Resolution to Authorize the Executive Director to Execute a Contract Amendment to the Existing Construction Services Agreement between the Housing Authority of the City of Alameda and Sierra Roofing and Solar, Inc to Re-Roof 703, 705, 707, 709, and 711 Atlantic Ave, to Extend Agreement by One Year to October 16,2027

Name, Position

Housing Authority of the City of Alameda

www.alamedahsg.org

Housing Authority of the City of Alameda

1

Overview

- October 2025 - Contract signed for 703 Atlantic Ave
- January 2026 -Work begins
- February - Amendment 1 expands scope to include 705,707,709, and 711 Atlantic Ave
- March - Amendment 2 expands scope to include repairs, Board authorizes 21% contingency fund

Housing Authority of the City of Alameda

www.alamedahsg.org

Housing Authority of the City of Alameda

2

INDEPENDENCE PLAZA
703 Atlantic Ave.
In Progress Photos



Housing Authority of the City of Alameda

www.alamedahsg.org

Housing Authority of the City of Alameda

3

INDEPENDENCE PLAZA
709 Atlantic Ave.
In Progress Photos



Housing Authority of the City of Alameda

www.alamedahsg.org

Housing Authority of the City of Alameda

4

INDEPENDENCE PLAZA
703 Atlantic Ave.

Photos of finished work



Housing Authority of the City of Alameda

www.alamedahsg.org

Housing Authority of the City of Alameda

5

Recommendation

Adopt a Resolution to Authorize the Executive Director to Execute a Contract Amendment to the Existing Construction Services Agreement between the Housing Authority of the City of Alameda and Sierra Roofing and Solar, Inc to Re-Roof 703, 705, 707, 709, and 711 Atlantic Ave, to Extend Agreement by One Year to October 16,2027

www.alamedahsg.org

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Questions/Comments?

www.alamedahsg.org

7

Housing Authority of the City of Alameda

PHONE: (510) 747-4300
FAX: (510) 522-7848
TTY/TRS: 711

701 Atlantic Avenue • Alameda, California 94501-2161

HOUSING AUTHORITY OF THE CITY OF ALAMEDA

Resolution No. _____

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF ALAMEDA TO AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE A CONTRACT AMENDMENT TO THE EXISTING SERVICES AGREEMENT BETWEEN THE HOUSING AUTHORITY OF THE CITY OF ALAMEDA AND SIERRA ROOFING AND SOLAR INC TO RE-ROOF 703. 705, 07, 709, AND 711 ATLANTIC AVE TO EXTEND AGREEMENT BY ONE YEAR TO OCTOBER 16, 2027

WHEREAS, the Housing Authority of the City of Alameda, a public body, corporate and politic, ("Housing Authority") is permitted to transact business and exercise any power inferred pursuant to the Housing Authorities Law (Health and Safety Code Section 34200 et seq.);

WHEREAS, the Housing Authority is the owner of that certain real property known as Independence Plaza, located at 703 Atlantic Ave, in the City of Alameda, County of Alameda, California ("Property"), and

WHEREAS, the Property contains five residential buildings (703,705,707,709, and 711) that were built in the late 1980s; where the original roofs were reaching the end of their useful life, and

WHEREAS, on October 16, 2025, the Housing Authority entered into a services agreement with Sierra Roofing and Solar Inc ("Contractor") to replace the roof of building 703 at the Property, and

WHEREAS, on February 20,2026 the Housing Authority and the Contractor executed the first amendment the agreement to include all five residential buildings, and

WHEREAS, on March 4, 2026, the Housing Authority and the Contractor executed the second amendment to the agreement expanding the scope to include additional repairs, and

WHEREAS, the Housing Authority and the Contractor now seek to extend the term of the agreement by one year,

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners finds that all of the facts set forth in the Recitals are true and correct, and are incorporated herein by reference.

BE IT FURTHER RESOLVED that the Board of Commissioners Authorize the Executive Director to Execute a Contract Amendment to the Existing Construction Services Agreement between the Housing Authority of the City of Alameda and Sierra Roofing and Solar, Inc to Re-Roof 703, 705, 707, 709, and 711 Atlantic Ave, to Extend Agreement by One Year to October 16,2027

BE IT FURTHER RESOLVED that the Executive Director is hereby authorized to take any and all actions necessary or required to implement and administer this Resolution.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon its adoption.

Ayes: XX Commissioners:

Nayes: XX Commissioners:

Abstain: XX Commissioners:

Absent: XX Commissioners:

[**SIGNATURE PAGE FOLLOWS**]

Housing Authority
of the
City of Alameda

PHONE: (510) 747-4300
FAX: (510) 522-7848
TTY/TRS: 711

701 Atlantic Avenue • Alameda, California 94501-2161

ATTEST:

Vanessa M. Cooper
Secretary/Executive Director

Carly Grob, Chair
Board of Commissioners

Approved as to form:

General Counsel Name,
General Counsel,
General Counsel Firm Name

Adopted: Month Date, 2026

Housing Authority
of the
City of Alameda

PHONE: (510) 747-4300
FAX: (510) 522-7848
TTY/TRS: 711

701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Tonya Schuler-Cummins, Senior Programs Director

Date: September 16, 2026

Re: Adopt a Resolution to continue using services from Equifax under the Universal Membership Agreement executed in 2023 for a not to exceed amount of $300,000 through 2028.

BACKGROUND

Under the programs operated by the Housing Programs Department, staff must verify income of participants to ensure eligiblty and correct rental payments. HUD provides some systems such as the Enterprise Income Verification (EIV) System which is feed data from the Public and Indian Housing Information Center (PIC) and other government agencies such as the Social Security Administration and Department of Labor. EIV allows staff to use a central system to verify income; however, since AHA is not submitting to PIC, the data in EIV is rapidly becoming outdated. As such, the Housing Authority of the City of Alameda (AHA) must use other systems to verify income.

DISCUSSION

In November 2023, Carahsoft was selected to provide services and a contract was signed by AHA and Equifax Workforce Solutions LLC, to provide access to the Work Number. The contract was for a one-year term and automatically renews for successive one year terms thereafter unless and until timely terminated. Accordingly, by not terminating the contract, the contract will automatically renew for another year.

This contract does not contain a not to exceed amount as AHA signed the Universal Membership Agreement. Thus, by this action in the proposed resolution, the Board will solely be increasing the maximum amount that may be paid under the contract.

This system verifies employment income and allows staff to obtain instantaneous results. This system fulfills the second highest level of the HUD verification hierarchy (only below the EIV system) when obtaining verifications.

Since November 2023, the AHA has incurred costs or paid the vendor approximately $205,000. This is an important tool for AHA staff to correctly calculate payments and to

comply with HUD's requirements. Staff were retrained on September 2, 2026 by staff from Carahsoft on the use of the system and questions were answered.

To comply with procurement polices, and to exceed the limit of the Executive Director's contract approval ($250,000), it is being requested that the AHA have the ability to spend up to $300,000 to 2028 (the five-year threshold were a new procurement must be completed).

FISCAL IMPACT

This cost is included in the annual budget for the operation of the Housing Programs Department and HUD Administrative Fees, if available, can be used to cover the costs.

CEQA

N/A

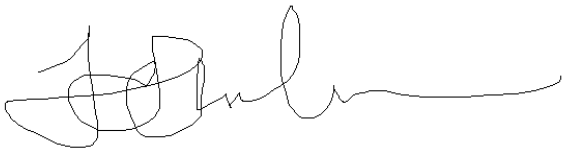
RECOMMENDATION

Adopt a Resolution to continue using services for Equifax under the Universal Membership Agreement executed in 2023 for a not to exceed amount of $300,000 through 2028.

ATTACHMENTS

1. 9-16-2026 Equifax Resolution
2. Equifax Contract

Respectfully submitted,



Tonya Schuler-Cummins, Senior Programs Director

Housing Authority of the City of Alameda

PHONE: (510) 747-4300
FAX: (510) 522-7848
TTY/TRS: 711

701 Atlantic Avenue • Alameda, California 94501-2161

HOUSING AUTHORITY OF THE CITY OF ALAMEDA

Resolution No. _____

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF ALAMEDA TO CONTINUE USING SERVICES FOR EQUIFAX UNDER THE UNIVERSAL MEMBERSHIP AGREEMENT EXECUTED IN 2023 FOR A NOT TO EXCEED AMOUNT OF $300,000 THROUGH 2028

WHEREAS, the Housing Authority of the City of Alameda, a public body, corporate and politic, ("Housing Authority") is permitted to transact business and exercise any power inferred pursuant to the Housing Authorities Law (Health and Safety Code Section 34200 et seq.);

WHEREAS, a contract was executed in November 2023 to provide software access to a data system to verify income;

WHEREAS, the amount paid on this contract is approaching the $250,000 threshold requiring Board approval;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners finds that all of the facts set forth in the Recitals are true and correct, and are incorporated herein by reference.

BE IT FURTHER RESOLVED that the Board of Commissioners approves the continued use of services from Equifax under the existing Universal Membership Agreement executed in 2023 for a not to exceed amount of $300,000 through 2028.

BE IT FURTHER RESOLVED that the Executive Director is hereby authorized to take any and all actions necessary or required to implement and administer this Resolution.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon its adoption.

Ayes: XX Commissioners:

Nayes: XX Commissioners:

Abstain: XX Commissioners:

Absent: XX Commissioners:

[**SIGNATURE PAGE FOLLOWS**]

Housing Authority
of the
City of Alameda

PHONE: (510) 747-4300
FAX: (510) 522-7848
TTY/TRS: 711

701 Atlantic Avenue • Alameda, California 94501-2161

ATTEST:

Vanessa M. Cooper
Secretary/Executive Director

Carly Grob, Chair
Board of Commissioners

Approved as to form:

General Counsel Name,
General Counsel,
General Counsel Firm Name

Adopted: Month Date, 2026

DocuSign Envelope ID: 29FFDF24-BB72-4484-B01D-21E0BDCC695E

UNIVERSAL MEMBERSHIP AGREEMENT
for
Equifax Verification Services for Social Services

("Agency"): Housing Authority of the City of Alameda	
Agency's Address: 701 Atlantic Avenue, Alameda, CA 94501	
Effective date of this Universal Membership Agreement ("Effective Date"): this Universal Membership Agreement shall be the date of the last signature below).	N(1, 2023 (If blank, the Effective Date of

This **Universal Membership Agreement** (the "Agreement"), effective as of the Effective Date, is entered into by and between Equifax Workforce Solutions LLC, a Missouri limited liability company and provider of Equifax Verification Services located at 11432 Lackland Road, St. Louis, Missouri 63146 ("EVS"), and Agency.

RECITALS:

A. EVS operates The Work Number® ("TWN"), a service used to verify employment and income information about an individual ("Consumer"), and various other services ("EVS Services") used to verify certain Consumer information (TWN and EVS Services are collectively referred to herein as the "Service"); and

B. Agency wishes to use the Service to verify certain Consumer information.

NOW, THEREFORE, the parties agree as follows:

1. **SCOPE OF THE AGREEMENT.** This Agreement consists of the general terms set forth in the body of this Agreement, Exhibit 1, Exhibit 2, and each Schedule A executed by the parties which may contain additional terms. If there is a conflict between the general terms and conditions of this Agreement and any Exhibit or Schedule, the provisions of the Exhibit or Schedule will govern and control. This Agreement specifically supersedes and replaces any agreement between the parties that predates this Agreement and which relates to the Service as provided in each Schedule A, even if the prior agreement contains an "entire agreement" or "merger" clause, and any such agreements are terminated.

2. **EVS OBLIGATIONS.** TWN will provide Agency with automated access to certain employment and/or income data ("Data") furnished to EVS by employers, and the EVS Service will provide Agency with access to certain other information ("Information") as described in each Schedule A attached hereto.

3. **AGENCY OBLIGATIONS.**

   a. Agency shall comply with the terms set forth in this Agreement, and each Exhibit and Schedule attached hereto.

   b. Agency shall pay for the Services as set forth in each applicable Schedule. Applicable sales, use, privilege, or excise taxes shall be included in each invoice, except as otherwise exempted in the applicable Schedule.

   c. Agency certifies that it will order Data from TWN only when Agency (i) intends to use the Data in accordance with the Fair Credit Reporting Act ("FCRA") and all state law FCRA counterparts as though the Data is a consumer report, and (ii) has obtained one of the following FCRA permissible purposes: (1) in connection with a credit transaction involving the Consumer on whom the Data is to be furnished and involving the extension of credit to, or review or collection of an account of, the consumer; (2) in connection with a determination of the consumer's eligibility for a license or other benefit granted by a governmental instrumentality required by law to consider an applicant's financial responsibility or status; or (3) when Agency otherwise has a legitimate business need for the information either in connection with a business transaction that is initiated by the Consumer, or to review an account to determine whether the Consumer continues to meet the terms of the account and for no other purpose.

   d. Agency agrees to only use the Data consistent with the obligations of users of consumer reports as provided for in the Consumer Financial Protection Bureau (the "CFPB")'s Notice Form attached as Exhibit 1.

   e. Agency represents it (i) is administering a government funded benefit or program, (ii) has been given the legal authority to view the Data by the Consumer or by operation of law, and (iii) is requesting the Data in compliance with all laws.

   f. Agency represents it has written authorization from the Consumer to verify income. Agency need not use any particular form of authorization or obtain a separate signature for verifying income provided that the form is auditable and demonstrates to a reasonable degree of certainty that the Consumer has authorized the Agency to receive the income Data. Notwithstanding the foregoing, in the event Agency is using the Service to collect on defaulted child support obligations, Agency is not required to obtain such authorization.

   g. Agency certifies that it will comply with applicable provisions under Vermont law. In particular, Agency certifies that it will order Data relating to Vermont residents only after Agency has received prior Consumer consent in accordance with VFCRA Section 2480e and applicable Vermont Rules. Agency further certifies that the attached copy of VFCRA Section 2480e applicable Vermont Rules as referenced in Exhibit 2 was received from EVS.

   h. Section 1785.14(a) of the California Civil Code imposes special requirements with respect to transactions in which a "retail seller" (as defined in Section 1802.3 of the California Civil Code) intends to issue credit to a California resident who appears in person on the basis of an application for credit submitted in person ("point of sale transactions"). Agency certifies that these requirements do not apply to it because Agency is NOT a "retail seller" (as defined in Section 1802.3 of the California Civil Code), and/or (b) Agency does NOT issue credit to California residents who appear in person on the basis of applications for credit submitted in person. Agency further certifies that it will notify EVS in writing 30 days PRIOR to becoming a retail seller or engaging in point of sale transactions with respect to California residents.

i. Agency will comply with the provisions of the FCRA, the Federal Equal Credit Opportunity Act, as amended, all state law counterparts of them, and all applicable regulations promulgated under any of them, including, without limitation, any provisions requiring adverse action notification to the Consumer.

j. Agency may use the Data and Information provided through the Service only as described in this Agreement. Agency may reproduce or store the Data and Information obtained from the Service solely for its own use in accordance with this Agreement, and will hold all Data and Information obtained from the Service under this Agreement in strict confidence and will not reproduce, reveal, or make it accessible in whole or in part, in any manner whatsoever, to any others unless permitted in this Agreement, required by law, or Agency first obtains EVS's written consent; provided, however, that Agency may discuss Consumer Data with the Data subject when Agency has taken adverse action against the subject based on the Data. Agency will not provide a copy of the Data to the Consumer, except as may be required or permitted by law or approved in writing by EVS, except in any state where this contractual prohibition would be invalid. Agency will refer the Consumer to EVS whenever the Consumer disputes the Data disclosed by Agency. Agency will not interpret the failure of EVS to return Data as a statement regarding that Consumer's credit worthiness, because the failure may result from one or more factors unrelated to credit worthiness.

k. Agency acknowledges it shall employ decision making processes appropriate to the nature of the transaction and in accordance with industry standards and will use the Data and Information as part of its processes.

l. "Processing" means accessing (including access to view), transmitting, using, or storing the Services, and any Data or Information provided or obtained through the Services (the "EVS Information"). Agency may Process EVS Information from the United States, Canada, and the United States territories of American Samoa, Guam, the Northern Mariana Islands, Puerto Rico, and the U. S. Virgin Islands (collectively, the "Permitted Territory"). Agency must (i) notify EVS thirty (30) days prior to Processing EVS Information from a location outside of the Permitted Territory, in accordance with the notice requirements described in this Agreement; and (ii) sign an International Access and Use Addendum with EVS prior to Processing EVS Information from a location out of the Permitted Territory. EVS reserves the right to deny any such request for reasons including, without limitation, regulatory requirements, security concerns, or existing contractual obligations. Notwithstanding the foregoing, Agency is prohibited from Processing EVS Information from an Embargoed Country. "Embargoed Country" means any country or geographic region subject to comprehensive economic sanctions or embargoes administered by OFAC or the European Union.

m. Except as otherwise permitted in Section 4.b. below, Agency may not allow a third party service provider (hereafter "Service Provider") to access, use, or store the Data or Information on its behalf without first obtaining EVS's written permission and without the Service Provider first entering into a separate agreement with EVS.

n. In order to ensure compliance with this Agreement, applicable law and EVS policies, EVS may conduct reviews of Agency activities, from time to time, during normal business hours, at all locations containing relevant records, with respect to Agency's requests for Data or Information and/or its use of Data or Information. Agency shall provide documentation within a reasonable time to EVS as reasonably requested for purposes of such review. Agency shall cooperate fully with any and all investigations by EVS of allegations of abuse or misuse of the Services and allow EVS to access its premises, records, and personnel for purposes of such investigations if EVS deems such access is necessary to complete such investigation(s). Agency agrees that any failure to cooperate fully and promptly in the conduct of any audit constitutes grounds for immediate suspension of the Service and/or termination of the Agreement, and (iii) shall promptly correct any discrepancy revealed by such investigation(s). Agency shall include the name and email address of the appropriate point of contact to whom such request should be made in the space provided below. Agency may change its contact information upon written notice:

Audit Contact Name	Audit Contact E-mail Address
Oscar Macias	omacias@alamedahsg.org

o. Additional representations and warranties as may be set forth in each Schedule A.

4. DATA SECURITY. This Section 4 applies to any means through which Agency orders or accesses the Service including, without limitation, system-to-system, personal computer or the Internet. For the purposes of this Section 4, the term "Authorized User" means an Agency employee that Agency has authorized to order or access the Service and who is trained on Agency's obligations under this Agreement with respect to the ordering and use of the Service, and the Data provided through same, including Agency's FCRA and other obligations with respect to the access and use of Data.

a. Agency will, with respect to handling any Data or Information provided through the Service:

1. ensure that only Authorized Users can order or have access to the Service;
2. ensure that Authorized Users do not order Data or Information for personal reasons or provide Data or Information to any third party except as permitted by this Agreement;
3. inform Authorized Users that unauthorized access to Data may subject them to civil and criminal liability under the FCRA punishable by fines and imprisonment;
4. ensure that all devices used by Agency to order or access the Service are placed in a secure location and are accessible only by Authorized Users, and that such devices are secured when not in use through such means as screen locks, shutting power controls off, or other security procedures and controls which are standard practice in the data protection industry ("Industry Standard Practices"), for example compliance with ISO 27001 standards;
5. take all necessary measures to prevent unauthorized ordering of or access to the Service by any person other than an Authorized User for permissible purposes, including, without limitation, (i) limiting the knowledge of the Agency security codes, user names, User IDs, and any passwords Agency may use, to those individuals with a need to know. In addition, the User IDs must be unique to each person, and the sharing of User IDs or passwords is prohibited;

6. change Agency passwords at least every ninety (90) days or sooner if Agency suspects an unauthorized person has learned the password; and perform at a minimum, quarterly entitlement reviews to recertify and validate Authorized User's access privileges and disable the account of any Agency user who is no longer responsible for accessing the Service;

7. adhere to all security features in the software and hardware Agency uses to order or access the Services, including the use of IP restriction;

8. implement secure authentication practices when providing User ID and passwords to Authorized Users, including but not limited to using individually assigned email addresses and not shared email accounts;

9. in no event access the Services via any unregistered wireless hand-held communication device, that have not gone through Agency's device enrollment, access, and authentication process. Such process shall be reviewed and approved by EVS prior to allowing access to Services via any hand-held communication device;

10. not use non-agency owned assets such as personal computer hard drives or portable and/or removable data storage equipment or media (including but not limited to laptops, zip drives, tapes, disks, CDs, and DVDs) to store the Data or Information. In addition, Data and Information must be encrypted when not in use and all printed Data and Information must be stored in a secure, locked container when not in use, and must be completely destroyed when no longer needed by cross-cut shredding machines (or other equally effective destruction method) such that the results are not readable or useable for any purpose. In either case, Industry Standard Practices for the type of Data and Information received from EVS must be employed;

11. if Agency sends, transfers or ships any Data or Information, encrypt the Data and Information using the following minimum standards, which standards may be modified from time to time by EVS: FIPS 140-2 compliant ciphers and algorithms;

12. not ship hardware or software between Agency's locations or to third parties without deleting all of EVS's Confidential Information, Agency number(s), security codes, User IDs, passwords, Agency user passwords, and any Consumer information, or Data;

13. monitor compliance with the obligations of this Section 4, and immediately notify EVS if Agency suspects or knows of any unauthorized access or attempt to access the Service, including, without limitation, a review of EVS invoices for the purpose of detecting any unauthorized activity;

14. if, subject to the terms of this Agreement, Agency uses a Service Provider to establish access to the Service, be responsible for the Service Provider's use of Agency's user names, security access codes, or passwords, and Agency will ensure the Service Provider safeguards Agency's security access code(s), User IDs, and passwords through the use of security requirements that are no less stringent than those applicable to Agency under this Section 4;

15. use Industry Standard Practices to assure data security when disposing of any Data and Information obtained from EVS. Such efforts must include the use of those procedures issued by the federal regulatory agency charged with oversight of Agency's activities (e.g. the Federal Trade Commission, the applicable banking or credit union regulator) applicable to the disposal of consumer report information or records;

16. use Industry Standard Practices to secure Data and Information when stored on servers, subject to the following requirements: (i) servers storing Data and Information must be separated from the Internet or other public networks by firewalls which are managed and configured to meet industry accepted best practices, (ii) Data and Information must be protected through multiple layers of network security, including but not limited to, industry-recognized firewalls, routers, and intrusion detection/prevention devices (IDS/IPS), (iii) access (both physical and network) to systems storing Data and Information must be secure, which must include authentication and passwords that are changed at least every ninety (90) days; and (iv) all servers must be kept current and patched on a timely basis with appropriate security-specific system patches, as they are available;

17. not allow Data or Information to be displayed via the Internet unless utilizing, at a minimum, a three-tier architecture configured in accordance with industry best practices;

18. use Industry Standard Practices to establish procedures and logging mechanisms for systems and networks that will allow tracking and analysis in the event there is a compromise, and maintain an audit trail history for at least three (3) months for review;

19. provide immediate notification to EVS of any change in address or office location and are subject to an onsite visit of the new location by EVS or its designated representative; and

20. in the event Agency has a Security Incident involving EVS Confidential Information, Agency will fully cooperate with EVS in a security assessment process and promptly remediate any finding. For purposes of this Section 4, "**Security Incident**" means any actual breach, theft or unauthorized access, use, misuse, theft, vandalism, modification or transfer of or to Services or Data.

b. A cloud service provider ("**CSP**") is a company that offers a component of cloud computing. CSPs generally offer Infrastructure as a Service (IaaS), Platform as a Service (PaaS), or Software as a Service (SaaS). Agency may use a CSP to process, transmit, or store Data and Information, subject to the requirements below.

1. Agency may use Amazon Web Services, Google Cloud Platform, Microsoft Azure, or Salesforce exclusively as their CSP, so long as Agency certifies its CSP has the following minimum requirements: (i) Data and Information at rest is encrypted at a minimum of AES-256; (ii) Data and Information shall be encrypted in transit both internally and externally at a minimum of TLS version 1.2 and/or AES-128; (iii) Agency shall manage all encryption keys within the Agency's CSP; (iv) an inventory shall be kept of all Data and Information within the cloud environment; (v) Data and Information shall be logically and/or physically separated in multi-tenant environments in accordance with industry standards; and (vi) access control standards that include: user provisioning, regular access reviews, password requirements, need to know permissions, and least privilege principles.

2. For all other CSPs, Agency certifies that Agency will, and will contractually obligate it's CSP to, follow EVS's minimum requirements: (i) Data and Information at rest is encrypted at a minimum of AES-256; (ii) Data and Information shall be encrypted in transit both internally and externally at a minimum of TLS version 1.2 and/or AES-128; (iii) Agency shall manage all encryption keys within the Agency's CSP; (iv) an inventory shall be kept of all Data and Information within the cloud environment; (v) Data and Information shall be logically and/or physically separated in multi-tenant environments in accordance with industry standards; (vi) access control standards that include: user provisioning, regular access reviews, password requirements, need to know permissions, and least privilege principles; (vii) utilization of secure data destruction techniques shall be used to destroy Data and Information in accordance with industry standards; (viii) assets that are no longer needed for legal purposes shall be destroyed in accordance with industry standard; (ix) incident handling and forensic support shall be provided in the event of an investigation or Security Incident; (x) cloud hosted systems shall be patched at the most current levels and have vulnerabilities addressed in accordance with industry standards; (xi) information systems and infrastructures shall follow industry security hardening standard such as DISA STIG or CIS guidance; (xii) CSP's application environment shall be certified by an independent third party (SOC 2 Type 2), if operating in a hybrid environment, a SOC 2 Type 2 or equivalent shall also be required for the Agency; (xiii) Third parties providing support services to the Agency or Agency's CSP shall not have access to Data and Information without prior consent of EVS; (xiv) CSP shall have network-based Intrusion Detection Systems (IDS) and/or Intrusion Prevention Systems (IPS) tools deployed in or around the cloud network infrastructure; (xv) centralized logging and monitoring of the CSP's infrastructure/environment; and (xvi) Agency shall utilize multi-factor authentication (MFA) to remotely access CSP's infrastructure/environment.

c. If EVS reasonably believes Agency has violated this Section 4, EVS may, in addition to any other remedy authorized by this Agreement, with reasonable advance written notice to Agency and at EVS's sole expense, conduct, or have a third party conduct on its behalf, an audit of Agency's facilities, security practices and procedures to the extent EVS reasonably deems necessary, including an on-site inspection, to evaluate Agency's compliance with the data security requirements of this Section 4.

5. CONFIDENTIALITY. Each party acknowledges that all materials and information disclosed by a party ("Disclosing Party") to another party ("Recipient") in connection with performance of this Agreement, including Data and Information obtained from the Service, the terms of this Agreement and the pricing terms contained in Schedule A, consist of confidential and proprietary data ("Confidential Information"). Each Recipient will hold those materials and that information in strict confidence, and will restrict its use of those materials and that information to the purposes anticipated in this Agreement. If the law or legal process requires Recipient to disclose confidential and proprietary data, Recipient will notify the Disclosing Party of the request. Thereafter, the Disclosing Party may seek a protective order or waive the confidentiality requirements of this Agreement, provided that Recipient may only disclose the minimum amount of information necessary to comply with the requirement. Recipient will not be obligated to hold confidential any information from the Disclosing Party which (a) is or becomes publicly known, (b) is received from any person or entity who, to the best of Recipient's knowledge, has no duty of confidentiality to the Disclosing Party, (c) was already known to Recipient prior to the disclosure, and that knowledge was evidenced in writing prior to the date of the other party's disclosure, or (d) is developed by the Recipient without using any of the Disclosing Party's information. The rights and obligations of this Section 5, with respect to (i) confidential and proprietary data that constitutes a "trade secret" (as defined by applicable law), will survive termination of this Agreement for so long as such confidential and proprietary information remains a trade secret under applicable law; and (ii) all other confidential and proprietary data, will survive the termination of this Agreement for the longer of two (2) years from termination, or the confidentiality period required by applicable law.

6. TERM AND TERMINATION. The term for the Service(s) is set forth in the applicable Schedule. A Schedule may expire or be terminated without affecting the other Schedules. This Agreement shall remain in effect as long as there is an outstanding Schedule with a term then in effect. Either EVS or Agency may terminate this Agreement or any Schedule(s), at any time upon thirty (30) days' prior written notice to the other. Unless otherwise provided for in the relevant schedule, EVS may change the price of the Service and/or the Service Schedule and/or Description with thirty (30) days' notice to Company. Agency's use of the Service after such thirty (30) day period shall constitute its agreement to such change(s), without prejudice to its right to terminate this Agreement as provided above. If EVS believes that Agency has breached an obligation under this Agreement, EVS may, at its option and reserving all other rights and remedies, terminate this Agreement and/or any Schedules immediately upon notice to Agency.

7. RIGHTS TO SERVICE. The Service and the Data are proprietary to EVS; and all rights to the Service and Data are proprietary to and reserved by EVS.

8. WARRANTY. EVS warrants that the Service will be performed in all material respects in a reasonable and workmanlike manner and in compliance with laws and regulations applicable to EVS's performance thereof. Agency acknowledges that the ability of EVS to provide accurate information is dependent upon receipt of accurate information from employers. EVS does not warrant that the Service will be error free. EXCEPT FOR THE EXPRESS WARRANTIES SET FORTH HEREIN, EVS MAKES NO OTHER WARRANTIES AS TO THE SERVICE OR THE DATA, EXPRESSED OR IMPLIED, INCLUDING ANY IMPLIED WARRANTY OF GOOD TITLE, MERCHANTABILITY, AND/OR FITNESS FOR A PARTICULAR PURPOSE EVEN IF EVS KNOWS OF SUCH PURPOSE.

9. FORCE MAJEURE. Neither party will be liable to the other for any delay, or interruption in performance as to any obligation hereunder resulting from governmental emergency orders, judicial or governmental action, emergency regulations, sabotage, riots, vandalism, labor strikes or disputes, acts of God, fires, electrical failure, major computer hardware or software failures, equipment delivery delays, acts of third parties, or delays or interruptions in performance beyond its reasonable control.

10. INDEMNIFICATION. Agency and EVS recognize that every business decision represents an assumption of risk and that neither party in furnishing Confidential Information, Data, or the Service to the other, underwrites or assumes the other's risk in any manner. To the extent permitted by laws applicable to the parties, each party agrees to indemnify, defend and hold harmless ("Indemnify") the other party and its affiliates, and their directors, officers and employees (each, an "Indemnified Party"), from and against claims, demands, liabilities, suits, damages, expenses and costs, including reasonable attorneys', experts' and investigators' fees and expenses ("Claims") brought by third parties against the Indemnified Party and arising from the indemnifying party's, or its affiliates', directors', officers' or employees' ("Indemnifying Party") (i) breach of this Agreement, (ii) negligent or intentional, wrongful act or omission, (iii) infringement on third party proprietary rights, or (iv) violation of law.

11. **LIMITATION OF LIABILITY** In no event shall EVS or its officers, agents or employees be liable for loss of profits or for indirect, special, incidental or consequential damages arising out of or related to the Service or this Agreement, even if it has been advised of the possibility of such damages. Except for the indemnification obligations found herein, damages of any kind payable by EVS shall not exceed the sum paid by Agency for the item of Service which causes Agency's claim.

12. **WAIVER OF JURY TRIAL.** TO THE EXTENT PERMITTED BY LAWS APPLICABLE TO THE PARTIES, EACH PARTY AGREES TO WAIVE AND HEREBY WAIVES THE RIGHT TO TRIAL BY JURY OF ANY ACTION, SUIT, PROCEEDING, DISPUTE, CLAIM, OR CONTROVERSY ARISING OUT OF OR RELATING TO THIS AGREEMENT OR THE SERVICES.

13. **MISCELLANEOUS.** This Agreement sets forth the entire agreement between the parties regarding the Service. Except as otherwise provided in this Agreement, this Agreement may be amended only by a subsequent writing signed by both parties. This Agreement may not be assigned or transferred by Agency without EVS's prior written consent. This Agreement shall be freely assignable by EVS and shall inure to the benefit of and be binding upon the permitted assignee of either Agency or EVS. If any provision of this Agreement is held to be invalid or unenforceable under applicable law in any jurisdiction, the validity or enforceability of the remaining provisions thereof shall be unaffected as to such jurisdiction and such holding shall not affect the validity or enforceability of such provision in any other jurisdiction. To the extent that any provision of this Agreement is held to be invalid or unenforceable because it is overbroad, that provision shall not be void but rather shall be limited only to the extent required by applicable law and enforced as so limited.

14. **NOTICES.** Every notice required under this Agreement may be (i) sent by electronic delivery to the applicable email address below; (ii) mailed first class postage prepaid or by other courier or delivery service to the applicable address below; or (iii) sent through other electronic means, including but not limited to, through Agency's online or integrated access to the Service. Every notice shall be effective upon the following as applicable: (i) day of email sent; (ii) delivery by an overnight or other courier or delivery service, or three (3) days after pre-paid deposit with the postal service; or (iii) date of electronic notification through Agency's online or integrated access to the Service. Agency agrees that if it does not provide the notice information below, then EVS may use the address listed above to provide notice to Agency. Either party may change its notice contact information upon notice to the other party.

	Agency (To be filled in by Agency)	EVS
E-mail Address	ljordan@alamedahsg.org	evscontracts@equifax.com
Agency Name	Housing Authority of the City of Alameda	Equifax Workforce Solutions LLC
Agency Street Address	701 Atlantic Avenue	11432 Lackland Road
Agency City, State, Zip Code	Alameda, CA 94501	St. Louis, MO 63146
Attn: Agency Notice Contact	Attn: Lynette Jordan DocuSigned by: Lynette Jordan A1A343B2C25D4FB...	Attn: President

15. **COUNTERPARTS/EXECUTION.** For the convenience of the parties, copies of this Agreement and Schedules hereof may be executed in two or more counterparts and signature pages exchanged by facsimile, email or other means of electronic transmission. The parties intend that counterpart copies signed and exchanged as provided in the preceding sentence shall be fully binding as an original handwritten executed copy hereof and thereof and all of such copies together shall constitute one instrument.

By signing below, Agency acknowledges receipt of Exhibit 1, "Notice to Users of Consumer Reports Obligations of Users Under the FCRA"; and Agency represents that Agency has read "Notice to Users of Consumer Reports Obligations of Users Under the FCRA" which explains Agency's obligations under the FCRA as a user of consumer report information

IN WITNESS WHEREOF, the parties have executed this Agreement on the date indicated below.

Agency Housing Authority of the City of Alameda

By (signature): DocuSigned by: Vanessa Cooper 5AEA5723DEC248...

Name (print): Vanessa Cooper

Title: Executive Director

Date: 11/7/2023

Equifax Workforce Solutions LLC, provider of Equifax Verification Services

By (signature): _____

Name (print): _____

Title: _____

Date: _____

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UNIVERSAL MEMBERSHIP AGREEMENT
for
Equifax Verification Services

Exhibit 1

All users of consumer reports must comply with all applicable regulations, including regulations promulgated after this notice was first prescribed in 2004. Information about applicable regulations currently in effect can be found at the Consumer Financial Protection Bureau's website, *www.consumerfinance.gov/learnmore*.

NOTICE TO USERS OF CONSUMER REPORTS:
OBLIGATIONS OF USERS UNDER THE FCRA

The Fair Credit Reporting Act (FCRA), 15 U.S.C. 1681-1681y, requires that this notice be provided to inform users of consumer reports of their legal obligations. State law may impose additional requirements. The text of the FCRA is set forth in full at the Bureau of Consumer Financial Protection's website at *www.consumerfinance.gov/learnmore*. At the end of this document is a list of United States Code citations for the FCRA. Other information about user duties is also available at the Bureau's website. **Users must consult the relevant provisions of the FCRA for details about their obligations under the FCRA.**

The first section of this summary sets forth the responsibilities imposed by the FCRA on all users of consumer reports. The subsequent sections discuss the duties of users of reports that contain specific types of information, or that are used for certain purposes, and the legal consequences of violations. If you are a furnisher of information to a consumer reporting agency (CRA), you have additional obligations and will receive a separate notice from the CRA describing your duties as a furnisher.

I. OBLIGATIONS OF ALL USERS OF CONSUMER REPORTS

A. Users Must Have a Permissible Purpose

Congress has limited the use of consumer reports to protect consumers' privacy. All users must have a permissible purpose under the FCRA to obtain a consumer report. Section 604 contains a list of the permissible purposes under the law. These are:

- As ordered by a court or a federal grand jury subpoena. Section 604(a)(1)
- As instructed by the consumer in writing. Section 604(a)(2)
- For the extension of credit as a result of an application from a consumer, or the review or collection of a consumer's account. Section 604(a)(3)(A)
- For employment purposes, including hiring and promotion decisions, where the consumer has given written permission. Sections 604(a)(3)(B) and 604(b)
- For the underwriting of insurance as a result of an application from a consumer. Section 604(a)(3)(C)
- When there is a legitimate business need, in connection with a business transaction that is initiated by the consumer. Section 604(a)(3)(F)(i)
- To review a consumer's account to determine whether the consumer continues to meet the terms of the account. Section 604(a)(3)(F)(ii)
- To determine a consumer's eligibility for a license or other benefit granted by a governmental instrumentality required by law to consider an applicant's financial responsibility or status. Section 604(a)(3)(D)
- For use by a potential investor or servicer, or current insurer, in a valuation or assessment of the credit or prepayment risks associated with an existing credit obligation. Section 604(a)(3)(E)
- For use by state and local officials in connection with the determination of child support payments, or modifications and enforcement thereof. Sections 604(a)(4) and 604 (a)(5)

In addition, creditors and insurers may obtain certain consumer report information for the purpose of making "prescreened" unsolicited offers of credit or insurance. Section 604(c). The particular obligations of users of "prescreened" information are described in Section VII below.

B. Users Must Provide Certifications

Section 604(f) prohibits any person from obtaining a consumer report from a consumer reporting agency (CRA) unless the person has certified to the CRA the permissible purpose(s) for which the report is being obtained and certifies that the report will not be used for any other purpose.

C. Users Must Notify Consumers When Adverse Actions Are Taken

The term "adverse action" is defined very broadly by Section 603. "Adverse actions" include all business, credit, and employment actions affecting consumers that can be considered to have a negative impact as defined by Section 603(k) of the FCRA – such as denying or canceling credit or insurance, or denying employment or promotion. No adverse action occurs in a credit transaction where the creditor makes a counteroffer that is accepted by the consumer.

1. Adverse Actions Based on Information Obtained From a CRA

If a user takes any type of adverse action as defined by the FCRA that is based at least in part on information contained in a consumer report, Section 615(a) requires the user to notify the consumer. The notification may be done in writing, orally, or by electronic means. It must include the following:

- The name, address, and telephone number of the CRA (including a toll-free telephone number, if it is a nationwide CRA) that provided the report.
- A statement that the CRA did not make the adverse decision and is not able to explain why the decision was made.
- A statement setting forth the consumer's right to obtain a free disclosure of the consumer's file from the CRA if the consumer makes a request within 60 days.
- A statement setting forth the consumer's right to dispute directly with the CRA the accuracy or completeness of any information provided by the CRA.

2. Adverse Actions Based on Information Obtained From Third Parties Who Are Not Consumer Reporting Agencies

If a person denies (or increases the charge for) credit for personal, family, or household purposes based either wholly or partly upon information from a person other than a CRA, and the information is the type of consumer information covered by the FCRA, Section 615(b)(1) requires that the user clearly and accurately disclose to the consumer his or her right to be told the nature of the information that was relied upon if the consumer makes a written request within 60 days of notification. The user must provide the disclosure within a reasonable period of time following the consumer's written request.

3. Adverse Actions Based on Information Obtained From Affiliates

If a person takes an adverse action involving insurance, employment, or a credit transaction initiated by the consumer, based on information of the type covered by the FCRA, and this information was obtained from an entity affiliated with the user of the information by common ownership or control, Section 615(b)(2) requires the user to notify the consumer of the adverse action. The notice must inform the consumer that he or she may obtain a disclosure of the nature of the information relied upon by making a written request within 60 days of receiving the adverse action notice. If the consumer makes such a request, the user must disclose the nature of the information not later than 30 days after receiving the request. If consumer report information is shared among affiliates and then used for an adverse action, the user must make an adverse action disclosure as set forth in I.C.1 above.

D. Users Have Obligations When Fraud and Active Duty Military Alerts are in Files

When a consumer has placed a fraud alert, including one relating to identity theft, or an active duty military alert with a nationwide consumer reporting agency as defined in Section 603(p) and resellers, Section 605A(h) imposes limitations on users of reports obtained from the consumer reporting agency in certain circumstances, including the establishment of a new credit plan and the issuance of additional credit cards. For initial fraud alerts and active duty alerts, the user must have reasonable policies and procedures in place to form a belief that the user knows the identity of the applicant or contact the consumer at a telephone number specified by the consumer; in the case of extended fraud alerts, the user must contact the consumer in accordance with the contact information provided in the consumer's alert.

E. Users Have Obligations When Notified of an Address Discrepancy

Section 605(h) requires nationwide CRAs, as defined in Section 603(p), to notify users that request reports when the address for a consumer provided by the user in requesting the report is substantially different from the addresses in the consumer's file. When this occurs, users must comply with regulations specifying the procedures to be followed, which will be issued by the Consumer Financial Protection Bureau and the banking and credit union regulators. The Consumer Financial Protection Bureau regulations will be available at www.consumerfinance.gov/learnmore.

F. Users Have Obligations When Disposing of Records

Section 628 requires that all users of consumer report information have in place procedures to properly dispose of records containing this information. The Consumer Financial Protection Bureau, the Securities and Exchange Commission, and the banking and credit union regulators have issued regulations covering disposal. The Consumer Financial Protection Bureau regulations may be found at www.consumerfinance.gov/learnmore.

II. CREDITORS MUST MAKE ADDITIONAL DISCLOSURES

If a person uses a consumer report in connection with an application for, or a grant, extension, or provision of, credit to a consumer on material terms that are materially less favorable than the most favorable terms available to a substantial proportion of consumers from or through that person, based in whole or in part on a consumer report, the person must provide a risk-based pricing notice to the consumer in accordance with regulations prescribed by the Consumer Financial Protection Bureau.

Section 609(g) requires a disclosure by all persons that make or arrange loans secured by residential real property (one to four units) and that use credit scores. These persons must provide credit scores and other information about credit scores to applicants, including the disclosure set forth in Section 609(g)(1)(D) ("Notice to the Home Loan Applicant").

III. OBLIGATIONS OF USERS WHEN CONSUMER REPORTS ARE OBTAINED FOR EMPLOYMENT PURPOSES

A. Employment Other Than in the Trucking Industry

If information from a CRA is used for employment purposes, the user has specific duties, which are set forth in Section 604(b) of the FCRA. The user must:

- Make a clear and conspicuous written disclosure to the consumer before the report is obtained, in a document that consists solely of the disclosure, that a consumer report may be obtained.
- Obtain from the consumer prior written authorization. Authorization to access reports during the term of employment may be obtained at the time of employment.
- Certify to the CRA that the above steps have been followed, that the information being obtained will not be used in violation of any federal or state equal opportunity law or regulation, and that, if any adverse action is to be taken based on the consumer report, a copy of the report and a summary of the consumer's rights will be provided to the consumer.
- Before taking an adverse action, the user must provide a copy of the report to the consumer as well as the summary of consumer's rights. (The user should receive this summary from the CRA.) A Section 615(a) adverse action notice should be sent after the adverse action is taken.

An adverse action notice also is required in employment situations if credit information (other than transactions and experience data) obtained from an affiliate is used to deny employment. Section 615(b)(2)

The procedures for investigative consumer reports and employee misconduct investigations are set forth below.

B. Employment in the Trucking Industry

Special rules apply for truck drivers where the only interaction between the consumer and the potential employer is by mail, telephone, or computer. In this case, the consumer may provide consent orally or electronically, and an adverse action may be made orally, in writing, or electronically. The consumer may obtain a copy of any report relied upon by the trucking company by contacting the company.

IV. OBLIGATIONS WHEN INVESTIGATIVE CONSUMER REPORTS ARE USED

Investigative consumer reports are a special type of consumer report in which information about a consumer's character, general reputation, personal characteristics, and mode of living is obtained through personal interviews by an entity or person that is a consumer reporting agency. Consumers who are the subjects of such reports are given special rights under the FCRA. If a user intends to obtain an investigative consumer report, Section 606 requires the following:

- The user must disclose to the consumer that an investigative consumer report may be obtained. This must be done in a written disclosure that is mailed, or otherwise delivered, to the consumer at some time before or not later than three days after the date on which the report was first requested. The disclosure must include a statement informing the consumer of his or her right to request additional disclosures of the nature and scope of the investigation as described below, and the summary of consumer rights required by Section 609 of the FCRA. (The summary of consumer rights will be provided by the CRA that conducts the investigation.)
- The user must certify to the CRA that the disclosures set forth above have been made and that the user will make the disclosure described below.
- Upon the written request of a consumer made within a reasonable period of time after the disclosures required above, the user must make a complete disclosure of the nature and scope of the investigation. This must be made in a written statement that is mailed, or otherwise delivered, to the consumer no later than five days after the date on which the request was received from the consumer or the report was first requested, whichever is later in time.

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V. SPECIAL PROCEDURES FOR EMPLOYEE INVESTIGATIONS

Section 603(x) provides special procedures for investigations of suspected misconduct by an employee or for compliance with Federal, state or local laws and regulations or the rules of a self-regulatory organization, and compliance with written policies of the employer. These investigations are not treated as consumer reports so long as the employer or its agent complies with the procedures set forth in Section 603(x), and a summary describing the nature and scope of the inquiry is made to the employee if an adverse action is taken based on the investigation.

VI. OBLIGATIONS OF USERS OF MEDICAL INFORMATION

Section 604(g) limits the use of medical information obtained from consumer reporting agencies (other than payment information that appears in a coded form that does not identify the medical provider). If the information is to be used for an insurance transaction, the consumer must give consent to the user of the report or the information must be coded. If the report is to be used for employment purposes – or in connection with a credit transaction (except as provided in regulations issued by the banking and credit union regulators) – the consumer must provide specific written consent and the medical information must be relevant. Any user who receives medical information shall not disclose the information to any other person (except where necessary to carry out the purpose for which the information was disclosed, or as permitted by statute, regulation, or order).

VII. OBLIGATIONS OF USERS OF "PRESCREENED" LISTS

The FCRA permits creditors and insurers to obtain limited consumer report information for use in connection with unsolicited offers of credit or insurance under certain circumstances. Sections 603(l), 604(c), 604(e), and 615(d). This practice is known as "prescreening" and typically involves obtaining from a CRA a list of consumers who meet certain preestablished criteria. If any person intends to use prescreened lists, that person must (1) before the offer is made, establish the criteria that will be relied upon to make the offer and to grant credit or insurance, and (2) maintain such criteria on file for a three-year period beginning on the date on which the offer is made to each consumer. In addition, any user must provide with each written solicitation a clear and conspicuous statement that:

- Information contained in a consumer's CRA file was used in connection with the transaction.
- The consumer received the offer because he or she satisfied the criteria for credit worthiness or insurability used to screen for the offer.
- Credit or insurance may not be extended if, after the consumer responds, it is determined that the consumer does not meet the criteria used for screening or any applicable criteria bearing on credit worthiness or insurability, or the consumer does not furnish required collateral.
- The consumer may prohibit the use of information in his or her file in connection with future prescreened offers of credit or insurance by contacting the notification system established by the CRA that provided the report. The statement must include the address and toll-free telephone number of the appropriate notification system.

In addition, Consumer Financial Protection Bureau has established the format, type size, and manner of the disclosure required by Section 615(d), with which users must comply. The relevant regulation is 12 CFR 1022.54.

VIII. OBLIGATIONS OF RESELLERS

A. Disclosure and Certification Requirements

Section 607(e) requires any person who obtains a consumer report for resale to take the following steps:

- Disclose the identity of the end-user to the source CRA.
- Identify to the source CRA each permissible purpose for which the report will be furnished to the end-user.
- Establish and follow reasonable procedures to ensure that reports are resold only for permissible purposes, including procedures to obtain:
  (1) the identity of all end-users;
  (2) certifications from all users of each purpose for which reports will be used; and
  (3) certifications that reports will not be used for any purpose other than the purpose(s) specified to the reseller. Resellers must make reasonable efforts to verify this information before selling the report.

B. Reinvestigations by Resellers

Under Section 611(f), if a consumer disputes the accuracy or completeness of information in a report prepared by a reseller, the reseller must determine whether this is a result of an action or omission on its part and, if so, correct or delete the information. If not, the reseller must send the dispute to the source CRA for reinvestigation. When any CRA notifies the reseller of the results of an investigation, the reseller must immediately convey the information to the consumer.

C. Fraud Alerts and Resellers

Section 605A(f) requires resellers who receive fraud alerts or active duty alerts from another consumer reporting agency to include these in their reports.

IX. LIABILITY FOR VIOLATIONS OF THE FCRA

Failure to comply with the FCRA can result in state government or federal government enforcement actions, as well as private lawsuits. Sections 616, 617, and 621. In addition, any person who knowingly and willfully obtains a consumer report under false pretenses may face criminal prosecution. Section 619.

The Consumer Financial Protection Bureau website, www.consumerfinance.gov/learnmore, has more information about the FCRA.

Citations for FCRA sections in the U.S. Code, 15 U.S.C. § 1681 et seq.:

Section 602	15 U.S.C. 1681
Section 603	15 U.S.C. 1681a
Section 604	15 U.S.C. 1681b
Section 605	15 U.S.C. 1681c
Section 605A	15 U.S.C. 1681cA
Section 605B	15 U.S.C. 1681cB
Section 606	15 U.S.C. 1681d
Section 607	15 U.S.C. 1681e
Section 608	15 U.S.C. 1681f
Section 609	15 U.S.C. 1681g
Section 610	15 U.S.C. 1681h
Section 611	15 U.S.C. 1681i
Section 612	15 U.S.C. 1681j
Section 613	15 U.S.C. 1681k
Section 614	15 U.S.C. 1681*l*
Section 615	15 U.S.C. 1681m
Section 616	15 U.S.C. 1681n
Section 617	15 U.S.C. 1681o
Section 618	15 U.S.C. 1681p
Section 619	15 U.S.C. 1681q
Section 620	15 U.S.C. 1681r
Section 621	15 U.S.C. 1681s
Section 622	15 U.S.C. 1681s-1
Section 623	15 U.S.C. 1681s-2
Section 624	15 U.S.C. 1681t
Section 625	15 U.S.C. 1681u
Section 626	15 U.S.C. 1681v
Section 627	15 U.S.C. 1681w
Section 628	15 U.S.C. 1681x
Section 629	15 U.S.C. 1681y

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UNIVERSAL MEMBERSHIP AGREEMENT
for
Equifax Verification Services

Exhibit 2

VERMONT FAIR CREDIT REPORTING CONTRACT CERTIFICATION

The undersigned, Housing Authority of the City of Alameda ("Agency"), acknowledges that it subscribes to receive various information services from Equifax Workforce Solutions LLC, provider of Equifax Verification Services ("EVS"), in accordance with the Vermont Fair Credit Reporting Statute, 9 V.S.A. § 2480e (1999), as amended (the "VFCRA"), and the federal Fair Credit Reporting Act, 15, U.S.C. 1681 et. seq., as amended (the "FCRA"), and its other state law counterparts. In connection with Agency's continued use of EVS services in relation to Vermont consumers, Agency hereby certifies as follows:

Vermont Certification. Agency certifies that it will comply with applicable provisions under Vermont law. In particular, Agency certifies that it will order Data relating to Vermont residents, that are credit reports as defined by the VFCRA, only after Agency has received prior consumer consent in accordance with VFCRA § 2480e and applicable Vermont Rules. Agency further certifies that the attached copy of VFCRA § 2480e applicable Vermont Rules were received from EVS.

Agency: Housing Authority of the City of Alameda

Signed By: DocuSigned by: Vanessa Cooper 5AFA57239EC2484...

Printed Name and Title: Vanessa Cooper Executive Director

Account Number: _____

Date: 11/7/2023

Please also include the following information:

Compliance Officer or Person Responsible for Credit Reporting Compliance

Name: Oscar Macias

Title: Assistant Director of Housing Programs

Mailing Address: 701 Atlantic Ave, Alameda CA 94501

E-Mail Address: omacias@alamedahsg.org

Phone: 510-747-4306 Fax: _____

Vermont Fair Credit Reporting Statute, 9 V.S.A. § 2480e (1999)

§ 2480e. Consumer consent

(a) A person shall not obtain the credit report of a consumer unless:

(1) the report is obtained in response to the order of a court having jurisdiction to issue such an order; or

(2) the person has secured the consent of the consumer, and the report is used for the purpose consented to by the consumer.

(b) Credit reporting agencies shall adopt reasonable procedures to assure maximum possible compliance with subsection (a) of this section.

(c) Nothing in this section shall be construed to affect:

(1) the ability of a person who has secured the consent of the consumer pursuant to subdivision (a)(2) of this section to include in his or her request to the consumer permission to also obtain credit reports, in connection with the same transaction or extension of credit, for the purpose of reviewing the account, increasing the credit line on the account, for the purpose of taking collection action on the account, or for other legitimate purposes associated with the account; and

(2) the use of credit information for the purpose of prescreening, as defined and permitted from time to time by the Federal Trade Commission.

VERMONT RULES *** CURRENT THROUGH JUNE 1999 ***
AGENCY 06. OFFICE OF THE ATTORNEY GENERAL
SUB-AGENCY 031. CONSUMER PROTECTION DIVISION
CHAPTER 012. Consumer Fraud--Fair Credit Reporting
RULE CF 112 FAIR CREDIT REPORTING
CVR 06-031-012, CF 112.03 (1999)
CF 112.03 CONSUMER CONSENT

(a) A person required to obtain consumer consent pursuant to 9 V.S.A. §§ 2480e and 2480g shall obtain said consent in writing if the consumer has made a written application or written request for credit, insurance, employment, housing or governmental benefit. If the consumer has applied for or requested credit, insurance, employment, housing or governmental benefit in a manner other than in writing, then the person required to obtain consumer consent pursuant to 9 V.S.A. §§ 2480e and 2480g shall obtain said consent in writing or in the same manner in which the consumer made the application or request. The terms of this rule apply whether the consumer or the person required to obtain consumer consent initiates the transaction.

(b) Consumer consent required pursuant to 9 V.S.A. §§ 2480e and 2480g shall be deemed to have been obtained in writing if, after a clear and adequate written disclosure of the circumstances under which a credit report or credit reports may be obtained and the purposes for which the credit report or credit reports may be obtained, the consumer indicates his or her consent by providing his or her signature.

(c) The fact that a clear and adequate written consent form is signed by the consumer after the consumer's credit report has been obtained pursuant to some other form of consent shall not affect the validity of the earlier consent.

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SCHEDULE A

TO THE UNIVERSAL MEMBERSHIP AGREEMENT

EQUIFAX VERIFICATION SERVICES

"Agency":	Housing Authority of the City of Alameda
"Effective Date" of this Schedule A:	er **1,** 2023
"Agreement":	***Universal Membership Agreement***
Agreement effective date:	3

Agency may request various Services from EVS during the term of the Agreement. EVS shall provide the Services described Schedule A-1 in accordance with the Agreement, including exhibits thereto, and this Schedule A, including Exhibit A, which together are part of, and incorporated into, the Agreement. Some Services have additional terms and conditions which are referenced in Schedule A-2. Agency will pay EVS for the Services pursuant to the terms of Schedule A-3. Unless otherwise defined in this Schedule A, all defined terms used herein shall have the meaning ascribed to them in the Agreement. This Schedule A, including all attachments hereto, specifically supersedes and replaces any Schedules, Statements of Work, and other product or pricing agreements between the parties that predate this Schedule A and which relate to the Service(s) selected below in this Schedule A, even if the prior agreements contains an "entire agreement" or "merger" clause, and any such Schedules, Statements of Work, and other product or pricing agreements are terminated.

This Schedule shall begin on the Effective Date and continue for a period of one (1) year ("Initial Term"), unless earlier terminated as set forth in the Agreement. Upon expiration of the Initial Term, this Schedule shall automatically renew for successive one (1) year terms (each a "Renewal Term"), unless otherwise terminated in accordance with the terms of the Agreement.

1. **AGENCY INFORMATION.** *(Please use the physical business location address; a P.O. Box is not acceptable.)*

Agency Name:	Housing Authority of the City of Alameda	Phone:	510-747-4312
Address:	701 Atlantic Avenue,	State:	CA
City:	Alameda	Zip Code:	94501

DBA or Management Agency, if different:	
Website address:	www.alamedahsg.org

2. **MAIN CONTACT INFORMATION.**

Name:	Lynette Jordan	Phone / Fax:	510-747-4312
Title:	Director	Email:	ljordan@alamedahsg.org
Supervisor:	Vanessa Cooper	Supervisor Phone:	510-747-4320

IN WITNESS WHEREOF, the parties have executed this Schedule A on the date indicated below.

Agency: Housing Authority of the City of Alameda

By (signature): DocuSigned by: Vanessa Cooper

Name (print): Vanessa Cooper

Title: Executive Director

Date: 11/7/2023

Equifax Workforce Solutions LLC, provider of Equifax Verification Services

By (signature):

Name (print):

Title:

Date:

DocuSign Envelope ID: 29FFDF24-BB72-4484-B01D-21E0BDCC695E

1. **The Work Number® Services.**

   The Work Number® Express Social Service Verification. A Social Service verification report provided via the Service ("Verification Report") will include, without limitation and as available, the Consumer's (i) employer name, (ii) employment status, (iii) employer address, (iv) employment dates, (v) position title, (vi) medical and dental insurance information, (vii) employer wage garnishment address, (viii) pay rate, (ix) up to three (3) years of year-to-date gross income details, and (x) up to three (3) years of pay period detail. Data provided may be from current or prior employers.

2. **Smart Screen Plus – Tenant Check Government Service ("Smart Screen")**. The Smart Screen Service is an instant screening service that provides either:

   A. An output stating that no incarceration records were found within the incarceration data network (as described in the user guide referenced on the output report) ("Response"); AND

   B. certain consumer information ("Consumer Information"); OR

   C. an output stating that no response can be provided ("No Response").

3. **Other EVS Services.**

   A. IRS Income Verification Services.

   IRS Tax Transcript Fulfillment. EVS shall provide Agency with the IRS Tax Transcript Fulfillment Service as requested by Agency. Tax documents may be ordered by a representative of Agency. A completed IRS 4506-C consent form, which has been signed by the Consumer within the timeframe allowed by the IRS prior to submission, is required for every order. EVS shall perform an initial quality review of IRS consent forms submitted by a representative of Agency to ensure that the appropriate Consumer information and signature are provided to EVS prior to the delivery to the IRS. The tax transcript document provided to EVS by the IRS is then made available to Agency. EVS shall provide Agency with the Tax Transcript Summary Report when available. This report provides an overview of key Data elements and analysis from each tax transcript ordered by Agency.

   B. Included Services.

   The following Service is also available for use along with The Work Number® Express Social Service Verification. Agency will only be billed for this Service when Agency makes use of this Service.

   Verification of Property Services.

   Property Verification is a Service that allows Agency to instantly confirm if an individual owns non-commercial residential property. Property Verification includes, where available: (i) Individual's Name; (ii) Social Security Number; (iii) Name on Deed; (iv) Property Use; (v) Property Address; (vi) Date of Transaction; (vii) Price on Transaction; (viii) Transaction Type; and (ix) Parcel Number. Information provided with this Service will also include (i) certain Consumer information, and (ii) information from Identity Scan™, which is an on-line warning system containing information that can be used to detect possible or known identity theft and application fraud.

SCHEDULE A-2

ADDITIONAL TERMS AND CONDITIONS

1. **Terms and Conditions Applicable to all Services**

A. **Audit.** Upon request by EVS at any time, Agency shall provide Consumer authorizations to verify the Consumer's information, including but not limited to the Consumer's income, and Agency shall provide EVS with records as EVS may reasonably request to conduct such audit(s). Agency's failure to fully cooperate or to produce requested consumer authorizations may result in immediate suspension of the Services until such time as Agency corrects any discrepancy revealed by such audit.

B. **Modification of Service Description**. EVS may modify this Schedule A, including pricing, on thirty (30) days' notice to Agency. Agency may terminate the Agreement and/or this Schedule A within thirty (30) days after such modification notice by providing written notice of termination to EVS. Absence of such termination shall constitute Agency's agreement to the modification.

C. **Compliance with Laws**. Agency will comply with all applicable laws, statutes and regulations regarding the Services. Where applicable, Agency will comply with Title V of the Gramm-Leach-Bliley Act, 15 U.S.C. Sec. 6801 et seq. ("GLB") and the implementing regulations issued thereunder and any other applicable statutes or federal laws, Agency will not use or disclose any Information other than in accordance with Section 6802(c) or with one of the General Exceptions of Section 6802(e) of the GLB and applicable regulations and all other United States Privacy Laws.

2. **Terms and Conditions Applicable to The Work Number® Services**

A. **Agency Representation**

Agency represents that it has authorization from the Consumer authorizing Agency to verify income Data. Agency need not use any particular form of authorization for an income verification, provided the authorization is auditable and demonstrates to a reasonable degree of certainty that the Consumer has authorized Agency to receive the income Data.

B. **Input Requirements.**

1. **Online**. Agency shall request access to Data and Service by inputting the Consumer's social security number at the relevant EVS website.

2. **Batch**. Agency may request the Data and Service be delivered via batch by creating and delivering a request file of a minimum of one hundred (100) social security numbers to EVS using EVS's standard format and secure batch website. Upon submission of a file, Agency is obligated to pay all resultant Fees in accordance with the Agreement.

C. **Delivery.**

1. **Online**. The Service will be delivered online, providing automated access to requested Data.

2. **Batch**. Upon submission of a file, Agency is obligated to pay all resultant Fees in accordance with the Agreement. Following a batch submission consistent with the input requirements, above, EVS will deliver a return file of Data via the secure batch website.

3. **Terms and Conditions Applicable to the Smart Screen Services**

A. **Terms**. The terms and conditions applicable to "Data" as used in the Agreement shall apply to a Response returned through the Smart Screen service and the Consumer Information. The terms and conditions applicable to "Information" as used in the Agreement shall apply to a No Response.

B. **Use**. A Response provided from the Smart Screen service and the Consumer Information are consumer reports under the FCRA and are limited to a single use for the permissible purpose in which they were obtained. Specifically, Agency certifies that it will use the Smart Screen service only when: (i) it has a legitimate business need for such information in the government tenant screening industry, or (ii) in accordance with the written instructions of the Consumer to whom it relates for workforce programs. A No Response is not a consumer report. Company shall not interpret a No Response as a statement regarding the Consumer's credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living because the No Response may result from one or more factors unrelated to these items. Company is strictly prohibited from using the No Response in any manner that would cause it to be characterized as a consumer report.

C. **Adverse Action**. Agency shall not take adverse action with respect to any Consumer based on a Response or the Consumer Information obtained through the Smart Screen service.

D. **FCRA**. The parties acknowledge that a Response returned from the Smart Screen Service and the Consumer Information are both a "CONSUMER REPORT" AS DEFINED BY THE FAIR CREDIT REPORTING ACT, 15 U.S.C. § 1681 et seq. ("FCRA").

E. **Delivery**. EVS will provide automated access to the Smart Screen service, as available via the internet ("Web");

F. **Input Requirements**. Agency may obtain the Smart Screen Service by providing key elements from the Consumer, which may include but is not limited to a Consumer's social security number.

4. **Terms and Conditions Applicable to Other EVS Services**

A. IRS Income Verification Services.

Agency Certification. Agency certifies that Agency has procedures and policies in place to validate the identities of all individuals authorized to submit and retrieve IRS transcripts on behalf of Agency.

B. Property Verification Services.

Delivery. The Property Verification Service will provide automated access to certain public tax record data via the internet.

Input. Agency may obtain a Property Verification by providing a consumer's first name, last name and social security number.

FCRA. The information provided as party of the Property Verification is not a consumer report, as defined in the FCRA and maynot be used to determine eligibility for a permissible purpose under the FCRA or in any manner that would cause the date to be characterized as consumer report information under the FCRA.

Use. Information provided can be used for Agency's internal business purposes only, and is limited to a single use for the purpose in which it was obtained.

Identity Scan™ Restricted Use. Provided as part of the Property Verification services, Identity Scan™ is based on information that was not collected, in whole or in part, for the purpose of serving as a factor in establishing a consumer's eligibility for credit or insurance to be used primarily for personal, family or household purposes; employment purposes; or any other purpose authorized under the FCRA. Accordingly, Agency will not use Identity Scan™ as part of its decision-making process for determining the consumer's eligibility for credit or any other FCRA permissible purpose. Agency may only use the alert or warning message from the Identity Scan™ system as an indication that the consumer's application information should be independently verified prior to a credit decision. Agency understands that the information supplied by Identity Scan™ may or may not apply to the consumer who has applied to Agency for credit. Agency also understands and agrees that data from the Identity Scan™ system is proprietary to EVS and shall not be used as a component of any database or file built or maintained by Agency. The use of such data shall be limited to the specific transaction for which the Identity Scan™ alert message is provided.

C. Gramm-Leach-Bliley ("GLB") Data. The Consumer information provided through the Property Verification services is not a consumer report. Such Consumer information is subject to the requirements set forth in the GLB.

D. FCRA DISCLAIMER. THE PARTIES ACKNOWLEDGE THAT THE NON-FCRA VERIFICATION SERVICES DO NOT PROVIDE INFORMATION FURNISHED TO EVS BY EMPLOYERS AND ARE THAT SUCH SERVICES ARE NOT SUBJECT TO THE FAIR CREDIT REPORTING ACT ("FCRA") AND STATE LAW FCRA COUNTERPARTS. THE PARTIES ACKNOWLEDGE THAT THE PROVISIONS OF AND EXHIBITS TO THE UNIVERSAL MEMBERSHIP AGREEMENT WHICH REQUIRE COMPLIANCE WITH FCRA STANDARDS SHALL NOT APPLY TO THESE SERVICES.

E. CERTIFICATION. AGENCY CERTIFIES THAT IT WILL NOT USE ANY INFORMATION OBTAINED FROM THE NON-FCRA VERIFICATION SERVICES ("INFORMATION") IN SUCH A MANNER THAT CAUSES THE INFORMATION TO BE CHARACTERIZED AS A "CONSUMER REPORT" AS DEFINED IN THE FCRA. AGENCY AND EVS AGREE THAT THE NON-FCRA VERIFICATION SERVICES PROVIDED HEREUNDER SHALL NOT CONSTITUTE A CONSUMER REPORT UNDER THE FCRA.

SCHEDULE A-3
Service Pricing AND Payment Terms

1. PAYMENT TERMS AND CONDITIONS.

A. Payments. Payment for Services under this Schedule will be made directly to Carahsoft Technology Corporation in the manner agreed to by Agency and Carahsoft Technology Corporation.

B. Agency Purchase Orders: If the use of a Purchase Order ("PO") or similar ordering document is required by Agency, the following information must be provided as part of the Agreement. Failure to include this information reflects Agency's agreement that a PO shall not be required by Agency. Agency shall provide notice of any PO changes no less than ninety (90) days prior to the expiration of the current PO. No additional terms and conditions shall be included in the PO unless expressly agreed to in writing by the Parties. If there is a conflict between language in the PO and the Agreement, the Agreement shall control. The PO Amount or dollar limit, if applicable, of initial PO does not limit or otherwise impact any minimum ordering obligations or purchase commitments specified herein. The PO effective dates (as defined below) does not impact the Effective Date(s) or Term(s) specified herein. The EWS PO contact information is: Equifax@Carahsoft.com.

PO Number (or similar):		PO Amount:	
PO Start Date:		PO End Date:	
PO Contact Name:		PO Contact Email:	

C. Taxes. Except to the extent that Agency has provided an exemption certificate, direct pay permit or other such appropriate documentation, EVS shall add to each invoice any sales, use, excise, value-added, gross receipts, services, consumption and other similar transaction taxes however designated that are properly levied by any taxing authority upon the provision of the Services, excluding, however, any state or local privilege or franchise taxes, taxes based upon EVS's net income and any taxes or amounts in lieu thereof paid or payable by EVS as a result of the foregoing excluded items.

2. SERVICE PRICING.

A. Third Party Fees Applicable To All Services.

(1) Third Party Fee. EVS will pass along any fees incurred by third parties to Agency, including program fees implemented by the IRS. EVS will post these third party fees as a separate line item on the invoices.

(2) Technology Portal Delivery Fee. EVS will pass along any delivery fees incurred for the use of a technology portal connection, as specified by Agency, to Agency. EVS will post these technology portal delivery fees as a separate line item on the invoices.

B. The Work Number® Services

Express Social Service Verification	Internal EFX Use	**Price per Transaction**				
Date Range Transactions	3 Full Months: 0210112497 6 Full Months: 0210112511 1 Full Year: 0210112512 3 Full Years: 0210112513 Purchase All: 0210112514	**3 Full Months**	**6 Full Months**	**1 Full Year**	**3 Full Years**	**Purchase All**
		$54.95	**$50.95**	**$42.95**	**$35.95**	**$20.95**
Additional Records	0210111384	**$22.99**				

The Work Number® Services Pricing Terms and Conditions

Transaction Fees will be assessed based on the date range selected. Each employer returned in a Verification Report constitutes a separate "Transaction". For example, two (2) employers returned in a Verification Report will count as two (2) separate Transactions.

The above pricing is based on one use/decision per Verification Report.

Based on the Date Range selected by Agency, there may be an option to view additional records ("Additional Records"). Additional Records are not applicable with Purchase All, as Purchase All will include all records.

Any Additional Records selected will be reflected as "Social Service Transactions-PA" on the applicable invoice.

C. Smart Screen Plus – Tenant Check Government Services.

Output	Internal EFX Use	**Price**
Response	0245121841	$59.00 per Response
No Response	0245121841	No charge

D. Other EVS Services.

Select "Yes" or "No" as applicable	IRS Tax Transcript Fulfillment	Internal EFX Use	**Per Transaction Fee**
☐ *YES* ■ *NO*		#0227110826 IRS: 0227100033	IRS Program Fee +$8.00

E. Included Services.

Property Verification (Available when ordering services online)	Internal EFX Use	**Per Submission* Fee**
	0210108241	$7.95

*A "Submission" is defined by a database search which is conducted regardless of whether or not Information is returned. The above pricing reflects the fee for each Submission and is based on one use/decision per Submission.

3. <u>ADDITIONAL SERVICE FEES.</u>

	Internal EFX Use	
Annual Setup Fee	0210100037	$125.00
Security Monitoring Services Fee:	0210100067	$4.99 per month
Monthly Account Servicing Fee	0210100693	$10.00

Exhibit A
Agency Information

(To be completed by Agency prior to Services being provided)

Physical address of where verifications will be performed (if different than above).	
Onsite contact for onsite inspection.	Kassie Slater
Onsite contact email and phone number.	kslater@alamedahsg.org 510-747-4364

Additional User Information

IMPORTANT: All individuals who will use the service must be registered below. During the login process, the user will be asked for their registered fax number. All fields are mandatory.

	Name	E-mail Address
User1:	Kassie Slater	kslater@alamedahsg.org
User2:	Oscar Macias (Web Manager)	omacias@alamedahsg.org
User3:	Shemika Green	sgreen@alamedahsg.org
User4:	Lynette Jordan (Web Manager)	ljordan@alamedahsg.org
User5:		

Please provide the names, fax numbers and e-mail addresses of up to five (5) additional users. Note: The "Main Contact" above will have the ability to add users via the **webManager** function. WebManagers have the ability to add, manage and approve users within the organization. If Agency has additional users, once Agreement is accepted, Agency will receive more information on how to register users.

Billing Information

Billing Contact:	Oscar Macias	**Billing Address:**	701 Atlantic Ave
Billing Contact Title:	Assistant Director	**City:**	Alameda
Billing Phone #:	510-747-4306	**State:**	CA
Billing Fax #:		**Zip Code:**	94501
Billing E-mail:	omacias@alamedahsg.org		

Is Agency Tax Exempt? ☐ Yes ■ No

If Yes, Please submit tax exemption certificate.

Agency Type:

☐	Federal/State/County/City/Local/Government	☐	Social Security Administration
☐	Non- Profit Organization	■	Housing Authority
☐	For-Profit Organization	☐	Third Party Vendor for Government Agency
☐	Apartment Complex/Property Management	☐	Other: Please specify

Each program requires documented proof. Specific Program(s) that will use this service:

☐	Food Stamps	☐	TANF	☐	MEDICAID
☐	Child Support Enforcement	☐	Daycare Assistance	☐	Low-Income Energy Assistance
☐	Pre-Employment	☐	Work-related Assistance	☐	Collections
■	Low-Income Housing	☐	Mortgage Loans		
☐	Other: (Please indicate other program(s) that will use this service:				

If Agency is an **Apartment Complex** or **Property Management Agency**, please answer the following questions:

How many units does Agency have? 845 How many of those are subsidized units? 845

Note: Subsidized units are those in which the owner receives funds from Federal, State, County or Local Government.

Is Agency affiliated with City/State Housing Authority? ☐ **Yes** ■ **No**

If yes, please include the name: _____

Qualifications: In order to process Agency's application, **Agency's** agency/organization is required to provide proof (supporting documentation) of **Agency's** need for employment and income verifications. Please provide the following:

Federal/State/County/City/Local/Government	**Social Security Administration**
Copy of program's application Income guidelines to determine eligibility	Copy of program's application Income guidelines to determine eligibility
Non-Profit / For-Profit Organizations	**Third Party Vendor for Government Agency**
Copy of program's application Income guidelines to determine eligibility Affiliation (contract) with a F**ederal/State/County/City/Local/Government Funding source**	Copy of program's application Income guidelines to determine eligibility Affiliation (contract) with a F**ederal/State/County/City/Local/Government Funding source.**
Housing Authority	**Apartment Complex/Property Management**
Copy of tenant's application Income guidelines for low-income housing **Complete** HUD Schedule or Rural Development Rent Schedule or L.U.R.A. (Land Use Restriction Agreement)	Copy of tenant's application Income guidelines for low-income housing **Complete** HUD Schedule or Rural Development Rent Schedule or L.U.R.A. (Land Use Restriction Agreement)

Failure to provide supporting documentation, which must include the name of Agency's agency/organization/Agency name, may delay processing of Agency's agreement or disqualify Agency's application.

DocuSign Envelope ID: 29FFDF24-BB72-4484-B01D-21E0BDCC695E

Purchase Order – Please fill out

Purchase order to:

CARAHSOFT TECHNOLOGY CORP
11493 SUNSET HILLS ROAD
STE 100
RESTON, VA 20190

Date: 1, 2023

Ship to/End User

Name Lynette Jordan
Title: Director
Company/Agency Housing Authority of the City of Alameda
Email: ljordan@alamedahsg.org
Address 701 Atlantic Ave, Alameda CA 94501

Invoice/Buyer information directions

Name: Oscar Macias
Title: Assistant Director
Company/Agency: Housing Authority of the City of Alameda
Email: omacias@alamedahsg.org
Address: 701 Atlantic Ave, Alameda CA 94501
Please additional contacts for invoices to be sent to: Lynette Jordan - ljordan@alamedahsg.org / Oscar Macias - omacias@alamedahsg.org

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Sales Tax:

If your agency is tax exempt from the state in which you will be using The Work Number the exemption certificate must be provided or else sales tax will be added to your invoices. Please indicate if you are including a state tax exemption certificate with this contract:

☐ YES ■ NO

Please sign the below that you agree to the payment terms to Carahsoft Technology corporation.

- Billing will be based on usage/transactions of the Equifax Work Number monthly
- Carahsoft FTIN: 52-2189693
- Credit Cards: VISA/MasterCard/AMEX
- Payment Terms: Net 30 (On Approved Credit)
- Sales Tax May Apply – Please provide a Tax Exempt certificate
- Check Yes ☐ OR No ■ if your agency will be providing a purchase order
    - If you check NO please initial HERE that your agency agrees that this signed contract is valid to purchase and bill off of.

This order is subject to the terms attached to the end of this purchase order.

Buyers Signature:

_____
Name/Title

_____
Date

_____

Housing Authority
of the
City of Alameda

PHONE: (510) 747-4300
FAX: (510) 522-7848
TTY/TRS: 711

701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Sylvia Martinez, Director of Housing Development

Date: September 16, 2026

Re: Accept an Update on the Uses of Cost Savings at Estuary I and Linnet Corner

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BACKGROUND

Estuary I and Linnet Corner are undergoing their conversion to permanent financing. Both projects were completed early and under budget, which has resulted in substantial cost savings. Estuary I closed on July 20, 2026, but did not disseminate all excess proceeds at that time as the final allocations had not been determined. Linnet Corner is scheduled to convert in October to its permanent financing.

DISCUSSION

Staff would like to update the board in light of new information from one of the soft funders, the Federal Home Loan Bank of San Francisco Affordable Housing Program (FHLB AHP). This program originally awarded $660,000 to Estuary I and $945,000 to Linnet Corner, in partnership with member bank, the Bank of Marin. These funds were critical at the start of construction where the project funding required a substantial interest reserve and hard and soft cost contingencies to offset any unforeseen expenses. The funds were drawn down at the beginning of construction, per the construction lender's typical request to use soft funding before drawing down on construction loan funds. Thus, these funds need to be actually repaid in cash, as they were previously drawn down.

Now that cost savings have been identified, staff spoke with the FHLB AHP staff to see if they would be willing to accept a pro rata or partial repayment on their loans, in cooperation with other soft lenders. FHLB staff explained that their guidelines do not allow partial repayment, and that they consider their repayment a priority. Their letter of explanation is attached. In the future, there may be steps that AHA can take to insert language in their loan agreements also requiring their funds to be repaid as a priority, which the City of San Francisco has done with some success to allow savings to be shared. FHLB staff did explain that they allow deferred developer fee to be a priority repayment.

Estuary I was able to work with the equity investor to substantially bolster the reserves at this 100% permanent supportive housing by over $1 million dollars, and it proposes to pay all deferred developer fee. The schedule attached shows repayment of the FHLB loan, and the proposed sharing among the remaining soft loans. It should be noted that all repayments to the Alameda Affordable Housing Trust Fund must remain in that fund for future use. In July 2026, the investor retained the cost savings and a proportion of the developer fee until the final cost certification. This cost certification is due to CTCAC by September 20, 2026. Staff proposes to finalize the numbers, including the repayment of FHLB before the deadline.

Linnet Corner needs to convert by December 1, 2026, but is proposing to close early, possibly in October. It should be noted that tax-exempt bond financing regulations require that Linnet Corner defer a minimum of $800,000 in developer fees. All other deferred fees are proposed to be repaid at conversion. Staff is discussing the need for additional reserves with the investor and the permanent lender. In addition, the permanent lender has not completed its underwriting review and is considering AHA's request to reduce the size of the permanent loan. A lower mortgage means the project has more breathing room for its cash flow and a 10% reduction can be achieved with no breakage fee. Decisions on these two items will allow staff to calculate the actual savings. It is likely that after these adjustments, all savings remaining will be used to pay all or part of the FHLB loan. A proposal is attached to describe how the project may be finalized.

ICD can repay the FHLB loans with no penalty and no negative points, as they were used to support the affordable projects as required, although for a briefer period of time. Once repaid fully, a project does not need to undergo regulatory review on behalf of the FHLB. Thus, Estuary I will not need to undergo the first year audit. Given the current financial outlook, it is likely that Linnet Corner will still remain under regulatory review as only a partial repayment is anticipated.

FISCAL IMPACT

Once these two projects have converted to permanent financing, the recourse construction guarantees are lifted. The cost savings still provide meaningful support to the projects in terms of additional reserves, and use of cash flow. A final payment of $250,000 is held back at both properties for completion of tax documentation (the IRS form 8609) in 2027, and will result in a developer fee payment when available.

CEQA

Not applicable

RECOMMENDATION

Accept an Update on the Uses of Cost Savings at Estuary I and Linnet Corner

ATTACHMENTS

1. Estuary I Savings Proposal 9.03.26

2. Linnet Cost Savings Proposal REV 8.28.26

Respectfully submitted,



Sylvia Martinez, Director of Housing Development

Estuary I
Proposed use of cost savings

Estimated Cost Savings: **$ 1,251,957** ** this is after deferred fee has been fully paid and reserves funded

Proposed Uses:

I. Enhanced Reserves

	Existing	Options	Net Inc	
Services Reserve		$ 300,000	$ 300,000	
Operating Def Reserve	$ 488,260	$ 990,000	$ 501,740	
Additional Operating Def. Reserve	$ 258,860	$ 572,615	$ 313,755	
Lease Up Reserve	$ 133,121			
		$ -		
	$ 880,241	$ 1,862,615		**$ 1,251,957**

** These reserves were funded at closing on July 7/20 there fore they are not taken from the savings above.

II. Repay AHP Loan

	original amount	Proposed Paydown	Balance	
FHLB AHP Loan	$ 660,000.00	$ 660,000.00	$ -	**$ 591,957.14**

** Per AHP language in implementation plan and agreements they require a full pay back of the loan as savings was more than the loan amount. Remaining of savings will go out to soft lenders via pari passu.

III. Repay soft lenders pari passu **$ 591,957.14**

Source name	original source balance	Pari passu pay back Amount (until funds are used up)	Proposed Svgs running total	New Source Balance
takeback loan	$ 2,061,601.00	$ 106,482.15	$ 106,482.15	$ 1,955,118.85
AHA cash loan	$ 3,000,000.00	$ 154,950.66	$ 261,432.81	$ 2,845,049.34
AAHTF Loan	$ 5,000,000.00	$ 258,251.11	$ 519,683.92	$ 4,741,748.89
City HOME	$ 551,582.00	$ 28,489.33	$ 548,173.25	$ 523,092.67
City AUHF	$ 472,700.00	$ 24,415.06	$ 572,588.31	$ 448,284.94
City PLHA	$ 375,000.00	$ 19,368.83	$ 591,957.14	$ 355,631.17
	$ 11,460,883.00	$ 591,957.14		$ 10,868,925.86

** It is suggested that a pari passu split be used to avoid triggering issues with TCAC.

Linnet Corner 8/28/2026

Proposed use of cost savings

Esimated Cost Savings (after all possible developer fee is repaid): $ 999,512.01

Proposed Uses:

I. Reduce Perm Loan from CCRC

Original Acceptance Loan amount	$	4,253,900.00
Reduced Loan amount (10%)	$	(425,390.00)
New Perm Loan at Conversion	$	3,828,510.00

This 10% reduction is already netted out of the Estimated Savings after all developer fee is repaid. Therefore, it is not reduced from the $999,512.01

II. Enhance Reserves

	Existing	Proposed	Net	
Operating Def Reserve	$ 582,000	$ 990,000	$ 263,257.00	$ 736,255.01
Transition reserve Pool - HCD	$ 175,698	$ 175,698	$ -	
Lease up Reserve	$ 144,743			
	$ 902,441	$ 1,165,698		

III. Repay FHLB - Partial

	Exisitng	Pay back from davings	New Balance	
AHP Award	$ 945,000.00	$ 736,255.01	$ 208,744.99	$ -

Housing Authority
of the
City of Alameda

PHONE: (510) 747-4300
FAX: (510) 522-7848
TTY/TRS: 711

701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Cesar Hidalgo, Management Fellow

Date: September 16, 2026

Re: Adopt a Resolution to Authorize the Executive Director to Negotiate and Execute a Property Management Agreement between the Housing Authority of the City of Alameda, for **Independence Plaza**, and National Community Renaissance of California (HavenCORE) for Property Management Services with a not to exceed amount of $335,000 for the first year, and to Authorize the Executive Director to Negotiate and Execute the Management Transition Addendum between the Housing Authority of the City of Alameda, for **Independence Plaza**, and National Community Renaissance of California (HavenCORE) with a not to exceed amount of $39,060, subject to review and approval as to form by General Counsel

BACKGROUND

The property management agreement with Asset Living (formerly known as FPI Management, Inc.) to manage Independence Plaza is set to expire on December 31, 2026. In anticipation of the contract expiration and to support the Agency's operational goals, the Housing Authority of City of Alameda (AHA) and its affiliated entities, including Alameda Affordable Housing Corporation (AAHC) and Island City Development (ICD), issued a Request for Qualifications (RFQ) for third party property management service providers on April 2, 2026. AHA requested qualifications from experienced and licensed firms to provide property management services for some or all properties in the AHA, AAHC, and ICD portfolios. The RFQ was issued through AHA's procurement portal (Euna), which notified 180 vendors of the opportunity. The following ten vendors submitted a proposal:

1. Abode Property Management
2. Aje Scott Advisor Group LLC
3. Asset Living
4. Bell Properties, Inc.
5. EBMC Real Estate and Property Management
6. Fairstead

7. Lindquist, von Husen & Joyce LLP
8. National Community Renaissance of California (HavenCORE)
9. Visionary Property Management Group
10. WSH Management

Firms Lindquist, von Husen & Joyce LLP and Aje Scott Advisor Group LLC provided qualifications for third party property management financial services only, which may be reviewed at a later time

Following an initial review for responsiveness and qualifications, eight firms were invited to in-person interviews with AHA's evaluation committee on May 18, 2026, through May 20, 2026.

AHA has elected to negotiate with National Community Renaissance of California (HavenCORE) for property management services and is seeking authorization to execute a contract with HavenCORE, subject to review and approval by any applicable lenders, investors, or insurance providers, and as to form by AHA's General Counsel. The proposed contract terms shall include (i) a one-year term, with four one-year extension options, and a total term not to exceed five years if all options are exercised; (ii) an effective date of November 1, 2026, or later; and (iii) a not to exceed amount of $335,000 for the first year to include the Base Management Fee of 3.5%, compliance fee of $10 per unit per month, and accounting fee of $5 per unit per month.

DISCUSSION

Following the in-person interviews and proposal reviews, the evaluation committee recommended that AHA award the property management portfolio between the top two ranked proposers. To facilitate the transition planning, the two proposed firms executed Non-Disclosure Agreements (NDAs) with AHA. In June 2026, AHA staff informed the AHA Board of Commissioners and the Alameda Affordable Housing Corporation (AAHC) Board of Directors of the RFQ status and the proposed direction. Staff now propose to award the Independence Plaza (owned by AHA) third party property management services to the top Proposer: National Community Renaissance of California (HavenCORE).

HavenCORE is a nonprofit developer and manager of affordable housing with a diverse portfolio of over 14,000 units. HavenCORE provided the evaluation committee with insight regarding HavenCORE's resident-centric approach and their dedication and commitment to exceeding the needs of residents by providing resources, timely responses, and community events. The committee was also impressed by the firm's legal compliance expertise. HavenCORE's team includes experts in landlord and tenant law and fair housing regulation. The team follows strict adherence to pertinent regulations, minimizing legal risks and protecting the rights of both tenants and property owners.

Upon approval, AHA staff will coordinate transition planning, including operational assessment and staffing coordination. HavenCORE worked diligently with staff to draft

the Property Management Agreement (PMA) and the Management Transition Addendum.

Although the portfolio's current property management agreements with Asset Living remain in effect through December 31, 2026, the Housing Authority anticipates initiating a phased transition prior to the contracts' expiration dates. There may temporarily be overlap in operational and transitional related expenses during this period. Under their current contracts, Asset Living has a responsibility to transition the properties to the incoming property management company by the end of Asset Living's contracts' terminations. To initiate a staggered approach of property management transition, the Housing Authority proposes to enter into an agreement with HavenCORE to take over property management of Independence Plaza on November 1, 2026, or later. Staff will be supporting best practices for the transition of property management and will ensure that tenant selection, admission, unit inspection, rent determination, utility allowance, maintenance, and lease enforcement is administered appropriately by HavenCORE. The transition of service and the execution of the Property Management Agreement (PMA) is subject to approval by the property's lender and investor (if applicable), as well as other funders and stakeholders.

FISCAL IMPACT

HavenCORE's Base Management fee includes 3.5% of total collections. Independence Plaza has 186 total units and approximate annual collections of $7,403,923 (mainly tenant rent and Housing Assistance Payments). The firm also proposes a mandatory add-on compliance fee of $10 per unit per month, which covers regulatory compliance oversight, and an accounting fee of $5 per unit per month to cover property-level accounting services. The approximate fee for the first year is expected to be $33,480 for compliance and accounting fees. The total annual first year cost is expected to be $335,000.

During the Transition Period, 60 to 90 days prior to the Property Management Commencement Date, HavenCORE will charge a fee of $70 per unit per month (approx. $39,060 for this property) for each community. HavenCORE has also provided proposed front-line costs for staffing and administrative management costs, which are included in Attachment B – HavenCORE Fee Proposal. Due to the anticipated phased transition process between the property management companies, it is expected that there will be overlapping costs associated with onboarding, coordination, data migration and training, in addition to accounting adjustments close out actions. Any transitional related expenses will be managed within approved budget appropriations.

CEQA

Not applicable.

RECOMMENDATION

Adopt a Resolution to Authorize the Executive Director to Negotiate and Execute a Property Management Agreement between the Housing Authority of the City of

Alameda, for **Independence Plaza**, and National Community Renaissance of California (HavenCORE) for Property Management Services with a not to exceed amount of $335,000 for the first year, and to Authorize the Executive Director to Negotiate and Execute the Management Transition Addendum between the Housing Authority of the City of Alameda, for **Independence Plaza**, and National Community Renaissance of California (HavenCORE) with a not to exceed amount of $39,060, subject to review and approval as to form by General Counsel.

ATTACHMENTS

1. ATTACHMENT A - HavenCORE Qualifications
2. ATTACHMENT B - HavenCORE Fee Proposal
3. Property Management Resolution – Independence Plaza

Respectfully submitted,



Cesar Hidalgo, Management Fellow

PREPARED FOR:

Alameda Housing Authority
Third Party Property Management
Request for Qualifications (RFQ)









April 24, 2026

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Letter of Interest

April 24, 2026

Housing Authority of the City of Alameda

701 Atlantic Avenue, Alameda, California 94501

Subject: Alameda Housing Authority Third Party Property Management Request for Qualifications (RFQ)

I am writing to express National Community Renaissance's keen interest in responding to the Request for Qualifications (RFQ) for property management services. With our extensive qualifications and proven track record, we believe that National CORE is well-equipped to meet and exceed the expectations outlined in the RFQ.

National CORE stands as one of the nation's largest nonprofit developers and managers of affordable rental housing. Recognized as a "best in class" provider of property management services, we offer a comprehensive range of in-house capabilities tailored to effectively manage the complexities inherent in affordable multifamily housing. We firmly believe that where you live matters, and at National CORE, we prioritize both people and place.

Our commitment to excellence is evidenced by our management of over 14,000 affordable and market-rate rental units across 200 developments nationwide, in collaboration with private and public entities. With more than 30 years of industry experience, we have honed a fully integrated approach that encompasses expertise in human resources, finance, asset management, compliance, risk management, energy and sustainability, relocation and capital improvements.

At National CORE, we understand that high-quality management and a long-term focus are instrumental in preserving the integrity of our communities and fostering environments where residents can take pride in calling home. We are dedicated to delivering exceptional service that aligns with the unique needs of each property and its residents, ensuring a positive and sustainable living experience for all.

Considering our commitment to excellence and our proven ability to deliver results, we are confident that National CORE is well-positioned to fulfill the requirements outlined in the RFQ. We look forward to the opportunity to collaborate with The Housing Authority of the City of Alameda and contribute to the success of your property management initiatives.

Thank you for considering National CORE for this partnership opportunity. Should you require any further information or clarification, please do not hesitate to contact me at (909) 204-3451 or mruane@nationalcore.org

Sincerely,

Michael Ruane

Michael Ruane
President
National Community Renaissance



Organizational and Personnel Background

Organizational and Personnel Background

National Community Renaissance (National CORE) is a prominent nonprofit organization committed to developing, acquiring, and managing affordable housing properties. With a mission centered around transforming lives and communities through high-quality affordable housing, National CORE has established itself as a leader in the field, driven by a passion for social impact and sustainable community development.

QUALIFICATIONS:

1. **Extensive Experience**: National CORE draws from decades of hands-on experience in developing, acquiring, and managing affordable housing properties. This extensive background equips the organization with invaluable insights and expertise, enabling it to navigate the intricate landscape of affordable housing development effectively.
2. **Proven Track Record**: National CORE's track record speaks volumes about its proficiency and efficacy in delivering tangible results. With more than 14,000 units developed and managed across various states, the organization has demonstrated its ability to transform communities, uplift residents, and catalyze positive change on a significant scale.
3. **Collaborative Partnerships**: National CORE recognizes the pivotal role of partnerships in driving meaningful impact. By forging strategic alliances with government agencies, financial institutions, philanthropic entities, and community stakeholders, the organization amplifies its reach, resources, and capabilities, fostering a collaborative ecosystem conducive to sustainable community development.
4. **Financial Stability**: National CORE's financial stability forms a cornerstone of its operational prowess. Equipped with a robust financial foundation and access to diverse funding sources, including public subsidies, tax credits, grants, and private investments, the organization possesses the agility and resources necessary to embark on ambitious projects and surmount financial challenges effectively.
5. **Commitment to Innovation**: National CORE remains at the vanguard of innovation, continuously exploring and implementing cutting-edge approaches, technologies, and best practices to enhance the affordability, sustainability, and livability of its housing developments. By embracing innovation, the organization drives efficiency, optimizes resource utilization, and delivers superior outcomes for residents and communities.
6. **Regulatory Compliance**: National CORE upholds the highest standards of regulatory compliance, ensuring adherence to all applicable laws, regulations, codes, and industry standards governing affordable housing development. By prioritizing compliance, the organization safeguards the rights, safety, and well-being of residents while maintaining the integrity and credibility of its operations.
7. **Award-Winning Portfolio**: National CORE's portfolio stands as a testament to its unwavering commitment to excellence. With numerous awards and accolades garnered for its outstanding achievements in design, construction, sustainability, and community impact, the organization's projects exemplify innovation, quality, and social responsibility, setting a benchmark for industry peers.

MAJOR ORGANIZATIONAL STRENGTHS:

1. **Mission-Driven Culture**: At the heart of National CORE lies a mission-driven culture that inspires and empowers its team members to effect positive change. Fueled by a shared commitment to the organization's overarching mission of transforming lives and communities through affordable housing, employees channel their passion, dedication, and expertise towards realizing this noble vision.
2. **Expertise in Affordable Housing**: National CORE's multidisciplinary team comprises seasoned professionals with specialized expertise in every facet of affordable housing development, from site selection and financial structuring to design, construction, property management, and resident services. This collective knowledge and proficiency empower the organization to execute projects with precision, efficiency, and excellence.
3. **Community Engagement**: National CORE recognizes the intrinsic value of community engagement as a catalyst for inclusive, sustainable development. By actively engaging with local residents, community leaders, advocacy groups, and other stakeholders, the organization fosters meaningful dialogue, builds trust, and solicits valuable insights to inform its decision-making processes and ensure alignment with community needs and aspirations.
4. **Sustainable Practices**: Sustainability lies at the core of National CORE's ethos, permeating every aspect of its operations. From incorporating energy-efficient design features and sustainable building materials to implementing renewable energy solutions and green infrastructure, the organization prioritizes environmental stewardship, resource conservation, and long-term sustainability in its housing developments, thereby minimizing ecological footprint and operating costs while enhancing resident comfort and well-being.
5. **Commitment to Social Equity**: National CORE remains steadfast in its commitment to advancing social equity and fostering inclusive communities where individuals of all backgrounds and circumstances have access to safe, affordable housing and opportunities for upward mobility. By proactively addressing issues of housing inequality, economic disparity, and systemic injustice, the organization seeks to create a more just, equitable society where every individual can thrive and fulfill their potential.
6. **Transparent Governance**: National CORE upholds principles of transparency, accountability, and ethical governance across all facets of its operations. Through robust governance structures, policies, and practices, the organization ensures integrity, fairness, and compliance with legal and ethical standards, fostering trust and confidence among stakeholders and safeguarding the interests of residents, investors, and partners alike.
7. **Capacity for Growth**: National CORE's expansive capacity for growth positions it as a dynamic force for positive change in the affordable housing landscape. Armed with a diverse portfolio of projects, a skilled workforce, and a proven track

record of success, the organization possesses the agility, resources, and strategic foresight to pursue ambitious growth initiatives, expand its footprint, and amplify its impact on communities nationwide.

In essence, National Community Renaissance (National CORE) stands as a paragon of excellence and innovation in the affordable housing sector, driven by a steadfast commitment to social impact, sustainability, and community empowerment. With its unparalleled qualifications, major organizational strengths, and unwavering dedication to its mission, National CORE continues to redefine the boundaries of possibility, transforming lives and communities for the better, one affordable housing development at a time.

INTEGRATED TEAM OF PROFESSIONALS

ACCOUNTING

Our Accounting Team watches over the financial solvency of our properties in order to maximize income, minimize bad debt, and maximize cash distribution to owners.

- Financial and operations auditing
- Financial reporting
- Cost containment analyses
- Strategic planning and benchmarking
- Yardi Voyager, web-based property management software and asset management solutions

ASSET MANAGEMENT

Comprehensive asset management planning, financial reviews, onsite physical and staff evaluations, debt restructuring/re-syndication, review of agency requirements and documentation plus constant communication.

- Responsible for the preservation of the physical assets
- Submit monthly, quarterly, semi-annual and annual reports
- Supervise disbursements
- Develop property watch list for under-performing properties

CAPITAL IMPROVEMENTS

Preserves the integrity of the physical platform while introducing modern touches to keep the property current and efficient.

- Interior and exterior maintenance
- Skilled maintenance staff
- Cost containment analyses
- HandyTrac Key Management System
- Focus on leasing units with minimal turn time, maximizing economic occupancy

COMPLIANCE

Maintains a service-oriented approach designed to assist owners and agents in complying with the many complex federal and state housing regulations.

- Full regulatory compliance
- Compliance certification and recertification
- Measure and evaluate site level staff
- Monitor file turnaround times
- Identify training opportunities
- Custom compliance property checklist based on the funding sources and specific compliance requirements
- Compliance monitoring audits

ENERGY AND SUSTAINABILITY

"Doing Our Part" to develop sustainable communities and implement conservation programs that maintain the health and stability of our communities.

- Turf removal and smart irrigation
- Installation of high efficiency toilets, shower heads and flow restrictors
- Installation of high efficiency front load washers
- Installation of demand control devices
- Installation of Wi-Fi controlled thermostats
- LED lighting upgrades
- Utility data tracking with WegoWise

HUMAN RESOURCES

We offer a full service HR team to provide employee relations and operational support.

- Recruitment, hiring and retention
- Compensation and benefits
- Payroll and HR systems
- Employee relations
- Performance management
- Training and development
- Safety management

PROPERTY MANAGEMENT

Experts in resident service programs, facilities management, maintenance, leasing, and compliance with affordable housing regulations allows owners and agents to place their trust in our services and achieve the highest level of resident satisfaction.

- Planning and budgeting
- Market evaluation
- Advertising, marketing and lease-up
- Resident screening
- Lease renewal negotiations
- Rent and maintenance collection
- Supervision of personnel
- Owner/resident relations
- Residential relocation

RISK MANAGEMENT

Identifies, assesses and controls threats to capital and earnings.

- Oversees contract negotiations
- Conducts vendor and contract screenings
- Mitigates safety and environmental issues
- Annual property inspections



Experience

Experience

National CORE is one of the nation's largest nonprofit developers and managers of affordable rental housing. As a "best in class" provider of property management services, National CORE offers an array of in-house capabilities to navigate the complexities of managing affordable multifamily housing.

BECAUSE WHERE YOU LIVE MATTERS

At National CORE, we believe that people and place matter. High-quality management and a long-term focus are keys to preserving the integrity of our communities and creating a place residents are proud to call home.

Here's a deeper exploration of our key strategies and strengths:

1. **Resident-Centric Approach**: National CORE's dedicated staff is deeply committed to exceeding the needs of residents. They prioritize tenant satisfaction by offering responsive maintenance services, organizing community events, and providing resources to support residents' well-being. By fostering a sense of community and actively listening to residents' concerns, they create a positive living environment for all.
2. **Performance Optimization**: National CORE is committed to maximizing rents and overall property performance. Through monthly operational reviews, they closely monitor financial metrics, occupancy rates, and maintenance costs to identify areas for improvement and implement strategic adjustments. This proactive approach ensures that properties operate at their fullest potential while maintaining affordability for residents.
3. **Stakeholder Engagement**: Regular communication with all stakeholders, including residents, local governments, investors, and community organizations, is a cornerstone of National CORE's property management strategy. By fostering transparent and open dialogue, they build trust and collaboration, enabling effective problem-solving and alignment of goals.
4. **Legal Compliance Expertise**: National CORE's team comprises experts in landlord/tenant laws and fair housing regulations. They stay abreast of the latest legal developments and ensure strict adherence to all relevant regulations, minimizing legal risks and protecting the rights of both tenants and property owners.
5. **Owner's Perspective**: With ownership of over 100 properties, National CORE understands the intricacies of property management from an owner's perspective. They prioritize long-term asset preservation and value enhancement, employing sound financial management practices and strategic decision-making to optimize returns on investment.
6. **Innovative Solutions**: National CORE continuously seeks innovative solutions to enhance property management efficiency and effectiveness. Whether through the implementation of advanced technology systems, sustainable practices, or community development initiatives, they remain at the forefront of industry best practices to deliver exceptional results.
7. **Commitment to Continuous Improvement**: National CORE's commitment to excellence extends to ongoing learning and improvement. They invest in staff training and development, leverage feedback mechanisms, and conduct regular performance evaluations to identify areas for enhancement and ensure continuous growth and success.

EXPERIENCE WITH SERVING AS A PROVIDER OF PROPERTY MANAGEMENT SERVICES

National Community Renaissance stands as a beacon of excellence in the realm of property management, a trusted steward for esteemed entities like City of Rosemead, LINC Housing, HACLA, LAHSA, Rancho Mirage Housing Authority, Palm Desert Housing Authority and the Episcopal Communities & Services. With unwavering dedication and a commitment to excellence, National CORE manages a diverse portfolio of over 14,000 units.

National CORE's partnership with it's clients underscores its reputation as a trusted ally in the realm of property management. By leveraging its expertise and innovative approach, National CORE consistently delivers exceptional results, maximizing property value and enhancing the overall community experience.

In every interaction and endeavor, National CORE embodies professionalism, integrity, and a genuine passion for creating spaces where individuals and families can flourish. Through its unwavering commitment to excellence, National CORE sets the gold standard for third-party property management, earning the admiration and trust of clients and residents alike.



The specific individual assigned to work with The Housing Authority of the City of Alameda from National Community Renaissance (National CORE) would be Courtney Richard, Senior Vice President of Property Management.

Courtney Richard has been an integral part of the National CORE team since 2012, bringing with her extensive experience in property management dating back to 2009. In her role, Courtney oversees the operations and management of National CORE's extensive portfolio of 100+ affordable housing communities and leads a team of more than 300 professionals.

Courtney's responsibilities include setting strategic goals for National CORE's largest division to address the evolving needs of the organization's expanding portfolio and new business ventures. Notably, in 2012, Courtney played a pivotal role in establishing in-house relocation services, a move that has proven to be highly successful for National CORE, generating additional revenue streams through third-party services while ensuring minimal resident hardship and compliance with regulatory requirements.

Recognized for her outstanding contributions, Courtney has received accolades from industry organizations such as the Southern California Association on Nonprofit Housing (SCANPH) and Affordable Housing Finance. She holds several certifications, including RAD Project-Based Voucher, Rental Assistance Certification, and Tax Credit Specialist. Courtney earned her Bachelor of Science in Business Administration from Cal State San Bernardino.

To maximize net income at the properties it manages, National CORE's Senior VP of Property Management conducts:

- Detailed budget development and review processes
- Monthly financial reviews with regional managers
- Quarterly in-depth reviews with CFO, controller, asset managers, and regional managers
- Ongoing monitoring and analysis by financial analyst to maximize property performance

As the Senior Vice President of Property Management, Courtney Richard would be the key liaison between National CORE and the Housing Authority of the City of Alameda, leveraging her expertise and leadership to ensure successful collaboration and the fulfillment of shared objectives.

OTHER KEY STAFF MEMBERS

In addition to Courtney Richard, the Senior Vice President of Property Management, several other individuals from National Community Renaissance (National CORE) would be involved on the property management level in collaboration with the Housing Authority of the City of Alameda. These individuals play critical roles in ensuring the effective management and operation of National CORE's affordable housing communities. They include:

1. **VP of Maintenance and Capital Improvements**: Responsible for overseeing maintenance operations and capital improvement projects across National CORE's properties, ensuring that they are well-maintained and meet quality standards.
2. **Director of Capital Improvements**: Leads the planning and execution of capital improvement projects, working closely with property managers and maintenance teams to enhance the quality and value of National CORE's properties.
3. **Director of Operations**: Manages day-to-day operational activities at National CORE's properties, including leasing, resident services, and regulatory compliance, to ensure efficient and effective property management.
4. **Director of PM Financials**: Handles financial matters related to property management, including budgeting, financial reporting, and analysis, to ensure fiscal responsibility and accountability.
5. **Director of Relocation**: Oversees relocation services, ensuring smooth transitions for residents affected by redevelopment or renovation projects while complying with regulatory requirements and minimizing disruptions.
6. **Regional Lease-up Manager**: Coordinates leasing activities and manages occupancy levels across National CORE's properties, implementing strategies to maximize rental income and minimize vacancies.
7. **Property Management Project Managers**: These professionals are responsible for overseeing specific projects or initiatives within the property management division, ensuring timely completion and successful implementation.

These individuals, along with Courtney Richard, form a cohesive team dedicated to delivering high-quality property management services in alignment with the goals and objectives of National CORE and The Housing Authority of the City of Alameda. Their collective expertise and leadership contribute to the success and sustainability of affordable housing communities in the region.

TIME REQUIRED TO BEGIN PROPERTY MANAGEMENT

National Community Renaissance (National CORE) stands ready to commence property management services with unparalleled efficiency and dedication. Our team understands the urgency of meeting the needs of our clients and their communities, and we are fully equipped to start as early as required. Whether it's ensuring seamless transitions for newly acquired properties or swiftly addressing management needs for existing ones, National CORE is committed to providing prompt and comprehensive solutions.

With a well-established infrastructure and a team of seasoned professionals, we have the capacity to mobilize quickly and initiate property management services without delay. Our extensive experience in the affordable housing sector, coupled with our proven track record of excellence, enables us to hit the ground running and deliver results from day one.

Furthermore, our commitment to client satisfaction and proactive communication means that we will work closely with stakeholders to understand their unique needs and priorities, ensuring a smooth and efficient transition to our property management services. Our goal is not just to meet expectations but to exceed them, providing exceptional service and support every step of the way.



Affirmative Action

Affirmative Action

National Community Renaissance (National CORE) embraces and upholds the principles of equal opportunity and nondiscriminatory employment practices. As a responsible and ethical organization, we are committed to creating a workplace culture that fosters diversity, equity, and inclusion at every level.

Our commitment to equal opportunity extends to all aspects of employment, including recruitment, hiring, training, promotion, compensation, and termination. We adhere strictly to all government regulations and legal requirements pertaining to nondiscriminatory employment practices, ensuring that every individual has an equal opportunity to thrive and succeed within our organization, regardless of their race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, or any other protected status.

National CORE believes that a diverse and inclusive workforce not only strengthens our organization but also enhances our ability to serve our residents and communities effectively. We actively seek to attract and retain talented individuals from diverse backgrounds, perspectives, and experiences, recognizing that diversity drives innovation, fosters creativity, and enriches our collective understanding.

Our commitment to equal opportunity is reflected in our policies, practices, and procedures, as well as in the training and education provided to our employees. We continuously monitor and evaluate our recruitment and employment practices to identify and address any barriers to equal opportunity and diversity, ensuring that our workplace remains fair, inclusive, and welcoming to all.

National Community Renaissance complies fully with all government regulations regarding nondiscriminatory employment practices and is dedicated to fostering a workplace environment where every individual is respected, valued, and empowered to reach their full potential. We are proud to be an Equal Opportunity Employer and remain steadfast in our commitment to diversity, equity, and inclusion in all aspects of our operations.



Additional Information

Additional Information

MANAGEMENT SPECIALITY

National Community Renaissance (National CORE) has extensive experience working with Low Income Housing Tax Credits (LIHTC), Home programs, Section 8 Housing Choice Vouchers (HCV), and tax-exempt bond financed properties. Here's a breakdown of our experience with each:

1. **Low Income Housing Tax Credits (LIHTC)**

   National CORE has a strong track record of developing and managing affordable housing projects utilizing Low Income Housing Tax Credits. LIHTC is a crucial tool in financing affordable housing developments, and our team has in-depth knowledge and expertise in navigating the complexities of LIHTC projects. We have successfully leveraged LIHTC to create high-quality affordable housing communities that meet the needs of low-income individuals and families.

2. **Home Programs**

   National CORE has participated in Home programs aimed at expanding access to affordable housing for low-income households. These programs provide funding for a variety of affordable housing activities, including the construction, acquisition, and rehabilitation of affordable housing units. Our experience with Home programs includes developing and managing projects that utilize Home funds to provide safe, decent, and affordable housing options for individuals and families in need.

3. **Section 8 Housing Choice Vouchers (HCV)**

   National CORE has significant experience working with Section 8 Housing Choice Vouchers, which provide rental assistance to eligible low-income individuals and families. We understand the regulations and requirements associated with the Section 8 program and have successfully partnered with local housing authorities to administer Section 8 vouchers at our affordable housing properties. Our goal is to ensure that residents have access to quality housing while receiving the support they need to maintain stable and sustainable housing situations.

4. **Tax-Exempt Bond Financed Properties**

   National CORE has developed and managed properties financed through tax-exempt bonds, which are often used to finance affordable housing projects. We have a thorough understanding of the complexities involved in structuring and financing tax-exempt bond transactions and have successfully utilized this financing mechanism to create affordable housing opportunities in communities across the country. Our experience with tax-exempt bond financing allows us to leverage available resources effectively and maximize the impact of our affordable housing developments.

   National Community Renaissance's experience with Low Income Housing Tax Credits, Home programs, Section 8 Housing Choice Vouchers, and tax-exempt bond financed properties demonstrates our commitment to creating and preserving affordable housing opportunities for individuals and families in need. We have a proven track record of success in developing and managing affordable housing projects that make a meaningful difference in the lives of residents and communities we serve.

PERSONNEL AND OWNERSHIP

A. National Community Renaissance (National CORE) prioritizes recruiting, hiring, training, developing, and retaining skilled staff as a cornerstone of our organization's success. Our approach encompasses several key principles:

1. **Recruiting**

   - We actively seek out diverse talent pools to ensure that our workforce reflects the communities we serve.
   - National CORE employs various recruitment strategies, including job postings, career fairs, networking events, and partnerships with educational institutions and community organizations.
   - We focus on attracting individuals who are passionate about our mission of creating and managing affordable housing and who embody our core values of integrity, excellence, and compassion.

2. **Hiring**

   - Our hiring process is thorough and transparent, ensuring that candidates are assessed based on their skills, experience, and alignment with our organizational culture.
   - We strive to create an inclusive and welcoming environment for all applicants and prioritize diversity, equity, and inclusion throughout the hiring process.
   - National CORE is committed to fair and equitable hiring practices that promote equal opportunity and access to employment for all individuals.

3. **Training and Development**

   - National CORE invests in comprehensive training and development programs to equip employees with the knowledge, skills, and tools they need to excel in their roles.
   - We provide both on-the-job training and formal training opportunities tailored to the specific needs and career aspirations of our staff members.
   - Our training programs cover a range of topics, including property management, customer service, compliance, leadership development, and technical skills development.
   - We encourage continuous learning and professional growth through workshops, seminars, online courses, mentorship programs, and tuition reimbursement initiatives.

4. **Retention**

   - National CORE is committed to creating a supportive and inclusive work environment where employees feel valued, respected, and empowered to contribute to our mission.
   - We prioritize employee engagement, recognition, and feedback, fostering a culture of appreciation and collaboration.
   - Our organization offers competitive compensation and benefits packages, including health and wellness programs, retirement plans, and opportunities for career advancement.
   - We recognize the importance of work-life balance and offer flexible work arrangements and employee assistance programs to support the well-being of our staff members.

5. **Performance Management**
    - National CORE implements performance management systems to set clear expectations, provide regular feedback, and recognize and reward high performance.
    - We encourage open communication and dialogue between employees and supervisors to address challenges, identify growth opportunities, and support career development aspirations.
    - Our performance management processes are designed to promote accountability, transparency, and continuous improvement across all levels of the organization.

We believe that investing in our workforce is essential to achieving our mission of creating and managing affordable housing that enhances the quality of life for individuals and families in our communities.

B. National Community Renaissance (National CORE) is deeply committed to promoting equal opportunity and fostering diversity, equity, and inclusion in all aspects of our operations, including employment, contracting, purchasing, and beyond. Our policies and procedures reflect this commitment and are designed to ensure fairness, transparency, and non-discrimination in all interactions with employees, contractors, vendors, and partners.

1. **Equal Opportunity in Employment**
    - National CORE strictly prohibits discrimination in employment on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other characteristic protected by applicable laws and regulations.
    - We adhere to all federal, state, and local laws governing equal employment opportunity and affirmative action, including Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act (ADA), and the Age Discrimination in Employment Act (ADEA).
    - Our recruitment, hiring, promotion, compensation, and other employment-related practices are conducted without regard to protected characteristics, and all employment decisions are based solely on merit, qualifications, and job-related criteria.
2. **Contracting and Purchasing**
    - National CORE promotes fair and open competition in contracting and purchasing processes and seeks to provide equal opportunities for businesses of all sizes, including minority-owned, women-owned, veteran-owned, and small businesses.
    - We actively seek out diverse suppliers and contractors and encourage their participation in our procurement processes through outreach efforts, supplier diversity programs, and partnerships with diverse business organizations.
    - Our procurement procedures prioritize the selection of vendors and contractors based on their qualifications, capabilities, and value proposition, rather than factors unrelated to the quality of goods or services provided.
    - National CORE is committed to fostering strong, collaborative relationships with our suppliers and contractors, based on mutual respect, integrity, and accountability.
3. **Training and Awareness**
    - National CORE provides training and education to employees, contractors, and vendors on equal opportunity principles, non-discrimination policies, and best practices for promoting diversity and inclusion in the workplace.
    - We encourage open dialogue and communication regarding equal opportunity issues and strive to create a culture of respect, understanding, and acceptance among all members of the National CORE community.
    - Our organization regularly reviews and updates our policies and procedures to ensure compliance with applicable laws and regulations and to address emerging issues and best practices related to equal opportunity and diversity.
4. **Compliance and Accountability**
    - National CORE maintains robust systems for monitoring, evaluating, and enforcing compliance with equal opportunity policies and procedures.
    - We investigate and address complaints of discrimination, harassment, or other violations of equal opportunity principles promptly and impartially, taking appropriate corrective action as necessary.
    - Our commitment to equal opportunity is integral to our organizational values and is reflected in our leadership's unwavering dedication to upholding the highest standards of integrity, fairness, and ethical conduct.

We are committed to creating a culture of inclusivity where all individuals are treated with dignity, respect, and fairness, and where everyone has the opportunity to thrive and succeed.

LEADERSHIP



MICHAEL M. RUANE
President

Michael M. Ruane, National CORE's President, leads the development of program and business strategies for the organization and is responsible for overseeing all operating departments. Previously, Mr. Ruane served in a variety of leadership positions in Orange County, including Chief of Strategy and Public Affairs of CalOptima, Executive Director of the Children and Families Commission, Assistant County Chief Executive Officer and Director of the Environmental Management Agency. Mr. Ruane is a graduate of the University of California, Irvine, and earned a master's degree from the UCLA Graduate School of Architecture and Urban Planning. Mr. Ruane is the Immediate Past Chair of the Orange County/Inland Empire District Council of the Urban Land Institute and is the Jury Chair for the 2016 HUD Innovation in Affordable Housing national design and planning competition.



ROBERT DIAZ
Executive Vice President & General Counsel

Robert Diaz is National CORE's Executive Vice President and General Counsel. Robert drives organizational growth and works to develop National CORE's infrastructure to maximize our team's effectiveness and efficiency in pursuit of our mission.

Robert joined National CORE in 2017 as its General Counsel and previously served as Chief Administrative Officer before assuming his current responsibilities. Prior to joining National CORE, Robert served in various capacities as an attorney in the areas of debt finance, corporate governance, banking regulations, mergers and acquisitions and general corporate law. Robert has also focused on the development and implementation of corporate controls and structure and has significant experience in large-scale regulatory remediation efforts in the financial industry.

Robert graduated from the University of Chicago Law School and received his B.S. degree in Business Administration from Chapman University. He was commissioned as an officer in the United States Army Reserve and served as a member of the Army's JAG Corps for 15 years.

EXECUTIVE TEAM



DORETTA "DORRIE" BRYAN
Senior Vice President Of Operations

Dorrie Bryan began her career with National CORE in 1995 as the Executive Assistant to our Founder and CEO. After graduating from the University of California Riverside Human Resources Certificate Program in 1999, Dorrie was promoted to Vice President of Human Resources and Operations. In her current role, she is responsible for planning, developing, implementing, administering, and budgeting for all areas of employment, compensation, benefits, training, employee relations, legal compliance, affirmative action, and health and safety programs, for National CORE's 400+ employees. Other professional affiliations include Professionals in Human Resources Association and the Society of Human Resources Management.



ALYSSA COTTER
Executive Director, Hope through Housing Foundation

Alyssa Cotter is a fundraising professional with more than 15 years of experience in nonprofit, higher education and local government settings. As Vice President for the Hope through Housing Foundation, she oversees the day-to-day operations and strategic focus of the Foundation. In her five years with Hope through Housing, Alyssa has been instrumental in building strategic partnerships and strong financial support from the community through numerous initiatives, including the creation of the Women of Hope affinity group, the launch of the Building Bright Futures Scholarship program for high-school graduates and adult learners as well as successfully raising more than $5 million to support resident programs in California, Texas and Florida. Previously, she coordinated individual giving, corporate/private foundation relations and large-scale special events. Before joining Hope through Housing, Alyssa served as director of development at the Inland Empire United Way and as director of constituent and scholarship programs for the UCR Alumni Association.

Alyssa earned her bachelor's degree in business management and master's degree in public administration from California State University, San Bernardino. Alyssa serves as incoming chair of the Board of Directors for the Association of Fundraising Professionals, Inland Empire Chapter.



KEVIN LIM
Chief Financial Officer

Kevin Lim is the Chief Financial Officer at National CORE, where he leads efforts to strengthen the organization's financial strategy, planning and performance. He is responsible for aligning financial operations with organizational goals, supporting enterprise-wide decision-making and ensuring long-term fiscal sustainability.

With more than 20 years of experience across real estate, supply chain and corporate finance, Kevin brings a strategic, data-driven approach to his work. He is focused on building a strong financial foundation – establishing clear roadmaps, enhancing internal systems and ensuring that financial strategy drives lasting impact across National CORE's communities and partnerships.

Kevin holds a Master of Science in Finance from Claremont Graduate University and dual bachelor's degrees in information & computer science and economics from the University of California, Irvine. He is a Certified Treasury Professional and holds certifications in Six Sigma and Leadership.



CHRIS KILLIAN
Senior Vice President of Construction

Chris Killian, Senior Vice President of Construction, began his career at National CORE in 2004 as an onsite Construction Superintendent and has held various positions within the organization, including Construction Manager and Vice President of Estimating. During his tenure with National CORE, he has been responsible for the construction and renovation of more than 1,240 apartment units, valued at approximately 215 million dollars. Prior to joining National CORE, Chris spent five years with the Fontana Unified School District, where as a Project Manager he was involved in the construction of four new schools with a total value of 103 million dollars. He also was responsible for the coordination of infrastructure and installation of numerous modular facilities during his time with the school district. Chris has a BS from the University of Redlands, and has taken course work in construction and supervision from Riverside Community College. He is a licensed General Contractor(B) in the State of California.



COURTNEY RICHARD
Senior Vice President of Property Management

Courtney Richard, Senior Vice President of Property Management, has been a member of the National CORE team since 2012 and has worked in property management since 2009. In her role, she oversees the operations and management of National CORE's 100+ affordable housing communities and a team of more than 300. She is responsible for setting strategic goals for National CORE's largest division to meet the growing needs of National CORE's expanding portfolio and new business lines.

In 2012, Courtney was instrumental in bringing relocation services in-house. Under her leadership, the team has launched a lucrative business line for National CORE, offering third-party services. Her unique approach to relocation minimizes resident hardship and provides consistent communication with residents while complying with mandated regulations.

Courtney has been recognized for her accomplishments by the Southern California Association on Nonprofit Housing (SCANPH) and Affordable Housing Finance. She holds multiple certifications, including RAD Project-Based Voucher, Rental Assistance Certification and Tax Credit Specialist. She graduated from Cal State San Bernardino with a Bachelor of Science in Business Administration.



JILL VAN BALEN
Senior Vice President of Marketing And Communications

Jill Van Balen began her career with National CORE and Hope through Housing in 2001 as the Executive Assistant for the Founder and CEO. Since then, Jill has held several positions within the organization, including Marketing and Fund Development Manager, Manager of Corporate Affairs and Grant Writer. In her current capacity, she is responsible for all corporate and business group branding, marketing and public relations to promote, enhance and grow the brands of National CORE and Hope through Housing.

Active in her community, Jill is the Past President of the Board of Directors for the Association of Fundraising Professionals Inland Empire Chapter, she also serves on the Board of Directors for the Purple Hearts and on the Board of Directors' Fundraising Committee for OPARC. She received her Bachelor of Arts Degree in Communications/Marketing from Virginia Polytechnic Institute and State University in Blacksburg, Virginia.



ALEXA WASHBURN
Chief Development Officer

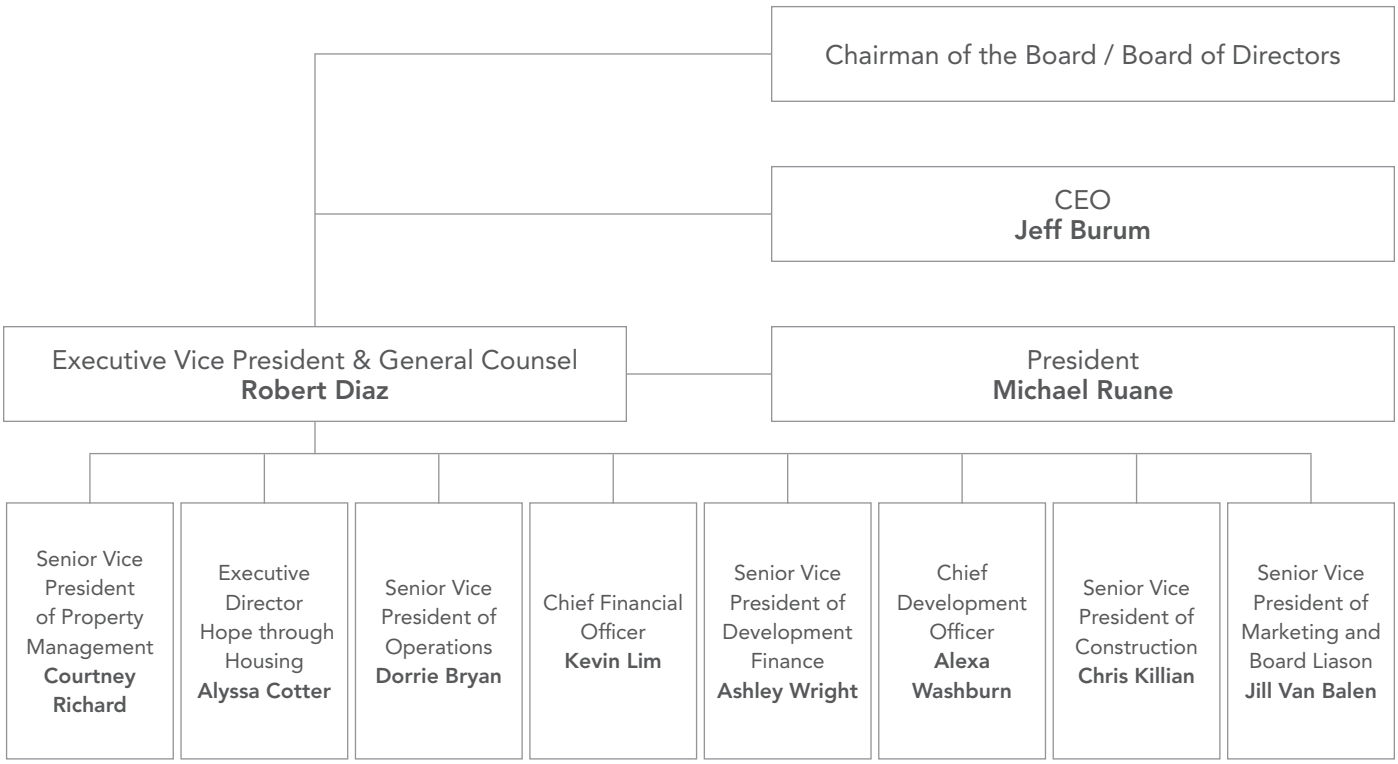
Alexa Washburn is the Chief Development Officer for National CORE. As an affordable housing developer and public agency program manager, Alexa has managed, prepared and implemented a variety of community development projects over her 20 year career. Her projects have been recognized with 12 awards from the American Planning Association and Southern California Association of Governments. She applies her creative land planning, design solutions, and in-depth understanding of progressive policy and implementation strategies to effectively enhance the feasibility, livability, and sustainability of National CORE's communities. Alexa is responsible for acquisitions, forward and advanced planning, environmental, entitlements, and community outreach. She also established National CORE's consulting practice, providing consulting services to public and private sector clients.

Alexa is an advanced professional in LEED Neighborhood Development (LEED AP ND), and has earned a certificate from UCLA in Affordable Housing Development, bachelor's degrees in urban planning, geography and environmental studies, and a Master's degree in public policy & administration.

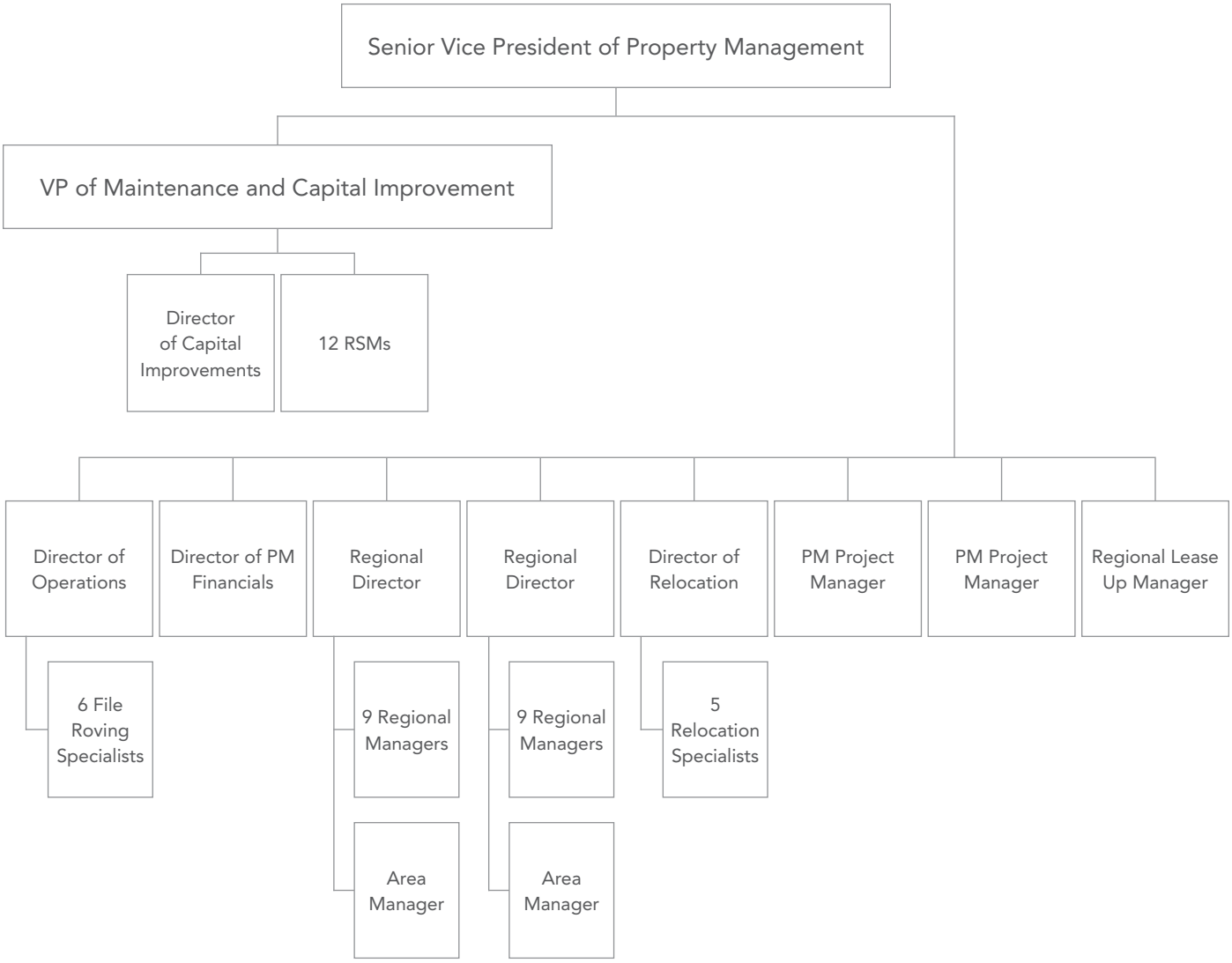
ASHLEY WRIGHT
Senior Vice President of Development

In his role as Senior Vice President, Ashley Wright oversees all development activities for the organization. He has more than 25 years of experience in real estate finance and housing development. His knowledge includes entitlement, project management, development and construction of multifamily rental housing, for sale housing and commercial. He is proficient with numerous market-rate and affordable housing financing sources such as low-income housing tax credits, various state and federal programs, tax-exempt bonds, private equity and conventional financing. Ashley graduated from the California State Polytechnic University, Pomona, with a focus in finance, real estate and law.

ORGANIZATIONAL CHART OF LEADERSHIP



ORGANIZATIONAL CHART OF PROPERTY MANAGEMENT



OPERATION POLICIES

NATIONAL COMMUNITY RENAISSANCE'S APPROACH

1. **Maintenance**: National CORE prioritizes proactive and responsive maintenance to ensure properties are well-maintained and residents' needs are promptly addressed. This includes routine inspections, timely repairs, and a focus on preventive maintenance to minimize future issues.

   Example: Implementing a predictive maintenance program using data analytics and technology to anticipate equipment failures and address them before they occur, thereby reducing downtime and maintenance costs.

2. **Resident Services and Relations**: National CORE is dedicated to providing comprehensive resident services to enhance quality of life and foster a sense of community. This may include educational programs, social activities, and access to support services tailored to residents' needs. Additionally, maintaining open communication channels and addressing concerns promptly are vital for positive resident relations.

   Example: Establishing partnerships with local organizations to offer job training, financial literacy workshops, and wellness programs tailored to residents' interests and needs.

3. **Marketing**: National CORE employs strategic marketing initiatives to attract and retain residents, emphasizing the unique features and benefits of each property. This may involve targeted advertising campaigns, community outreach efforts, and leveraging digital platforms to reach prospective residents.

   Example: Launching a digital marketing campaign highlighting the affordability, amenities, and community atmosphere of properties to attract potential tenants from diverse backgrounds.

4. **Strategic Planning**: National CORE engages in comprehensive strategic planning to set clear goals and objectives for property management, aligning with broader organizational objectives. This involves analyzing market trends, assessing community needs, and identifying opportunities for growth and improvement.

   Example: Developing a long-term strategic plan for property portfolio expansion, identifying target markets and acquisition opportunities that align with National CORE's mission and vision.

5. Management Review: National CORE conducts regular management reviews to evaluate performance, identify areas for improvement, and ensure alignment with organizational goals. This involves analyzing key performance indicators, soliciting feedback from stakeholders, and implementing strategies to enhance efficiency and effectiveness.

   Example: Implementing a quarterly performance review process where property managers and team members discuss accomplishments, challenges, and opportunities for growth, fostering a culture of accountability and continuous improvement.

PROGRAM COMPLIANCE

National CORE prioritizes compliance with all applicable housing programs, including LIHTC (Low-Income Housing Tax Credit), HOME Investment Partnerships Program, Section 8, and tax-exempt bond regulations. This involves thorough understanding of program requirements, meticulous record-keeping, and adherence to reporting deadlines.

ROUTINE AND PREVENTIVE MAINTENANCE

National CORE emphasizes the importance of both routine and preventive maintenance to ensure properties remain in optimal condition. Routine maintenance involves regular inspections and repairs to address day-to-day issues, while preventive maintenance focuses on proactive measures to prevent major breakdowns and extend the lifespan of equipment and facilities.

PUBLIC RELATIONS AND CRISIS MANAGEMENT

National CORE recognizes the significance of public relations and crisis management in maintaining a positive public image and addressing emergencies effectively. This includes proactive communication with stakeholders, media relations strategies, and preparedness planning to mitigate risks and respond swiftly to crises.

ESSENTIAL PROJECT OPERATIONS SUGGESTIONS

- Prioritize resident satisfaction and engagement through comprehensive resident services and proactive communication.
- Invest in ongoing training and professional development for staff to ensure they have the skills and knowledge needed to excel in their roles.
- Foster strong partnerships with local organizations, government agencies, and community stakeholders to leverage resources and support community development initiatives.
- Embrace innovation and technology to streamline operations, enhance efficiency, and improve resident experiences.
- Maintain strict compliance with regulatory requirements and housing program guidelines to safeguard financial stability and uphold ethical standards.

FINANCIAL & ACCOUNTING

ACCRUAL ACCOUNTING

National Community Renaissance (National CORE) has extensive experience with accrual accounting. We generate accrual accounting statements using industry-standard accounting software such as QuickBooks, Yardi, or similar platforms. These software solutions allow for accurate recording of revenue and expenses when they are incurred, regardless of when cash transactions occur. This method provides a more comprehensive and accurate picture of financial performance over time.

CHART OF ACCOUNTS

Our team is proficient in adapting accounting statements to align with specific chart of accounts requirements, including those set forth by The Housing Authority of the City of Alameda. We have the capability to generate accounting statements using The

Housing Authority of the City of Alameda's chart of accounts or any other customized chart of accounts as necessary to meet the reporting needs of our clients and regulatory authorities.

ELECTRONIC POSTING

National CORE is equipped to deliver accounting statements and reports electronically. We utilize secure online portals, email communications, and electronic document management systems to efficiently distribute accounting statements and reports to clients, stakeholders, and team members. This ensures timely delivery of financial information while reducing paper waste and administrative burden.

BUDGETING PROCEDURES:

National CORE implements robust budgeting procedures to ensure effective budget control for each site under management. Our approach involves the following steps:

- Comprehensive Analysis: We conduct a thorough analysis of historical financial data, market trends, and property-specific factors to establish realistic budget targets.
- Stakeholder Involvement: We collaborate with property owners, investors, and other stakeholders to develop budgets that align with their financial goals and objectives.
- Expense Monitoring: We closely monitor expenses throughout the budget period, tracking variances and identifying areas where costs can be contained or reduced.
- Performance Reviews: Regular performance reviews are conducted to assess budget adherence and identify opportunities for efficiency improvements.
- Continuous Improvement: We continuously evaluate and refine budgeting procedures to maximize efficiencies and contain costs, leveraging technology and industry best practices to optimize financial performance.

By implementing these budgeting procedures, National CORE strives to ensure that each site operates within its financial means while delivering high-quality services and maintaining the long-term sustainability of the property.

PORTFOLIO EXPERIENCE

Please see following pages.

FURTHERANCE OF NATIONAL CORE'S MISSION

MANAGEMENT OF A PROPERTY CATERING TO A CHALLENGING RESIDENT POPULATION

National Community Renaissance (National CORE) has successfully managed properties catering to challenging resident populations, including those in need of Permanent Supportive Housing (PSH).

Example: National CORE manages a property that provides PSH to individuals experiencing chronic homelessness, mental health issues, and substance abuse disorders. The challenging population presented complex needs requiring a comprehensive approach to management.

TECHNIQUES USED

1. Collaborative Partnerships: National CORE partnered with local social service agencies, healthcare providers, and community organizations to provide wraparound services such as case management, counseling, and access to healthcare.
2. On-Site Support Services: The property offered on-site supportive services, including counseling sessions, life skills workshops, and substance abuse treatment programs, tailored to the unique needs of residents.
3. Trauma-Informed Care: National CORE implemented trauma-informed care practices to create a safe and supportive environment for residents, recognizing the impact of past trauma on behavior and well-being.
4. Resident Engagement: The property facilitated resident engagement through regular community meetings, resident councils, and social activities, empowering residents to take ownership of their living environment and fostering a sense of belonging.
5. Staff Training: National CORE provided specialized training to property management staff on managing challenging populations, including conflict resolution, de-escalation techniques, and empathy-driven communication.

Through these techniques, National CORE successfully managed the property, improving resident outcomes, enhancing community stability, and promoting self-sufficiency among residents.

TYPES OF POPULATION SERVED AND MANAGEMENT TECHNIQUES

National CORE has served a diverse range of populations, including families, seniors, individuals with disabilities, veterans, and individuals experiencing homelessness. The management techniques employed vary based on the specific needs of each population but may include:

Tailored Support Services: Offering on-site support services tailored to the unique needs of each population, such as childcare, transportation assistance, and health and wellness programs.

Culturally Competent Care: Providing culturally competent care and services that respect the diversity and backgrounds of residents, including language-specific support and culturally sensitive programming.

Accessibility Features: Implementing accessibility features and accommodations to ensure that properties are inclusive and accessible to individuals with disabilities.

Community Building: Facilitating community-building activities and events to foster connections among residents, promote social cohesion, and create a sense of belonging.

Housing First Approach: Embracing a Housing First approach that prioritizes providing stable housing as a first step toward addressing other needs, such as employment, healthcare, and social integration.

By employing these techniques, National CORE effectively manages properties, promotes resident well-being, and contributes to the overall success of communities.

LIST OF REFERENCES

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Director of Community Development
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Belinda Lee
Vice President - Development
Community Preservation Partners
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Irvine, CA 92614
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BLee@cpp-housing.com

Eric Chang
Deputy Director
Housing Authority of the City of Los Angeles
2600 Wilshire Blvd.
Los Angeles, CA 90057
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NATIONAL CORE

PERMANANENT SUPPORTIVE HOUSING (PSH)

9692 Haven Avenue, Suite 100
Rancho Cucamonga, CA 91730
www.nationalcore.org

Together, we transform lives and communities

Supportive Housing Management Experience & Qualifications

National Community Renaissance (National CORE) brings extensive experience in the management of supportive housing communities serving a wide range of special needs populations, including seniors, individuals and families experiencing homelessness, and residents living with chronic health conditions and mental illness.

With a portfolio spanning thousands of affordable housing units across California and Texas, National CORE has developed and managed numerous Permanent Supportive Housing (PSH) communities in partnership with public agencies, housing authorities, and service providers. Our approach integrates high-quality property management with coordinated, on-site supportive services to promote long-term housing stability and improved resident outcomes.
Through our affiliated nonprofit, Hope Through Housing Foundation, we provide robust resident services tailored to each community's needs. These services include case management coordination, health and wellness programming, workforce development, and connections to community-based resources. This integrated model ensures that residents not only maintain housing, but also have the tools and support necessary to thrive.

National CORE's team has deep expertise in Housing First principles, regulatory compliance—including LIHTC, HOME, and project-based vouchers—and trauma-informed property management practices. Our experience includes successfully stabilizing new lease-ups, transitioning properties with vulnerable populations, and maintaining high occupancy and retention rates across supportive housing portfolios. This combination of operational expertise, mission alignment, and service integration positions National CORE as a trusted partner in delivering high-quality supportive housing that meets the complex needs of diverse resident populations.

Integrated PSH Model & Performance
National CORE and Hope Through Housing lead with a mission-driven, fully integrated approach to Permanent Supportive Housing—combining development, property management, and resident services to deliver long-term stability and life-changing outcomes. Our results reflect the strength of this model and the collective efforts of our teams, partners, and communities.

Key Performance Metrics

- **95.3% Retention Rate (HUD Standard)**
  - Excludes deaths, transitions to higher care, and relocations
  - Focused on long-term housing stability
- **87.1% Retention Rate (All Exits)**
  - Includes all resident transitions
  - Reflects full population movement, including aging and care-based relocations

Result: Exceptional housing stability for high-need populations

Portfolio Growth & Reach

- 829 PSH households currently served
- 32 communities across the National CORE portfolio
- 412 additional households in development

Innovation & Resident-Centered Services
Hope Through Housing continues to expand its impact through the "Unlocking Opportunities"

Initiative, which focuses on:

- Individualized care and resident-centered services
- Proven models for recovery, resilience, and well-being
- Long-term pathways toward independence and stability

Who We Serve
Our PSH communities support individuals and families with complex needs, including:

- Formerly homeless individuals and families
- Veterans
- Adults with developmental disabilities
- Transitional-age youth exiting foster care

Through strong partnerships, National CORE and Hope Through Housing extend their reach and deepen community impact.

Leadership Spotlight



AJ Galka, Ed.D.
Assistant Vice President, Operations & Supportive Housing
A nationally recognized leader with more than 23 years of experience, AJ Galka designs, launches, and evaluates supportive housing and service models serving seniors, veterans, individuals experiencing chronic illness, and those exiting homelessness. She brings a data-driven, mission-aligned approach focused on ensuring housing solutions are:

- Operationally sound
- Fiscally sustainable
- Responsive to the needs of vulnerable populations

Her experience spans nonprofit, healthcare, and public-sector systems—guiding developments from concept through stabilized operations. AJ has led large-scale site launches, evaluated housing at a systems level, and specializes in integrating co-located supportive services.

She holds advanced degrees in social work and psychology, earned her doctorate in 2020, and is a graduate of the UCLA Anderson School of Management's Affordable Housing Development Program.

TCAC Experience Compliance

National CORE meets the TCAC maximum experience point criteria as outlined in TCAC Attachment 22 – Management Company Experience. Our submission demonstrates management of more than eleven (11) qualifying projects for a period exceeding three (3) years, including at least two (2) California LIHTC properties, in accordance with TCAC Regulations Section 10325(c)(1)(B).

National CORE is not utilizing any alternate forms of demonstrating experience under this section, as the standard criteria for maximum points have been fully satisfied through the documented project history provided.

HCD Supportive Housing Experience Compliance

National CORE meets the maximum Supportive Housing Management Experience requirements as outlined in the 2021 MHP Guidelines, Section 7302, Article 2 (A)(e)(5)(C) and (f)(1)–(2). Through its extensive portfolio of Permanent Supportive Housing and affordable housing communities, National CORE demonstrates qualifying experience in the management of supportive housing serving special needs populations, including individuals experiencing homelessness and those requiring ongoing supportive services. Our experience includes long-term operation and stabilization of such communities, integration of supportive services, and compliance with applicable regulatory requirements.

No alternate forms of demonstrating experience are being utilized, as National CORE satisfies the criteria for maximum points based on its established portfolio and operational history.

References

Housing Provider Reference
AJ Galka, Ed.D.
Assistant Vice President, Operations & Supportive Housing
Hope Through Housing Foundation
9692 Haven Avenue, Suite 100
Rancho Cucamonga, CA 91730
Phone: (619) 722-0569
Email: ajgalka@hthf.org

Housing Provider Reference
Katie Hill
Chief Executive Officer
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Public Agency Reference
Marcus Cannon
Deputy Director, Forensics / Public Guardian / Housing
Riverside University Health System – Behavioral Health
10281 Kidd Street
Riverside, CA 92503
Phone: (951) 955-7663
Email: mcannon@ruhealth.org

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Supportive Housing Project List:

Project Name and Address	Owner	Service Provider (s)	# of units	# of SH units	Housing Type: SN, Senior, Family, etc.	# of months serving	Housing First?	Funding source requiring Housing First (e.g. NPLH, 9%, SHP)	Were units occupied by people experiencing Homelessness, with on-site Comprehensive Case Management Services?
Greenbrier Village 563 Greenbrier Drive, Oceanside	National CORE	HTHF, Interfaith, NPLH,VASH, BHS	78	39	Family	2024	Y / N	9%	Y / N
Vista del Puente 1436 S 40th St. San Diego	National CORE	Townspeople	52	38	Family	2018	Y / N	CSH	Y / N
San Ysidro Village 517 W San Ysidro Blvd San Diego	National CORE	HTHF, Father Joes Casa Familiar, PACE, SY Health	51	50	Family	2020	Y / N	BHS	Y / N
Nestor Senior Village 1120 Nestor Way San Diego	National CORE	HTHF, Father Joes Casa Familiar, PACE, SY Health	74	73	Senior	2024	Y / N	NPLH	Y / N
Cathedral Palms 31750 Landau Blvd Cathderal City	National CORE	Riverside Behavioral Health and HTHF	224	68	Senior	2021	Y / N	HOME	Y / N
Legacy Square 301 E. Santa Ana Blvd. Santa Ana	National CORE	MERCY HOUSE and HTHF	93	33	Family	2023	Y / N	NPLH	Y / N
Las Dahlias 4655 E 3rd St. Los Angeles	National CORE	PATH and HTHF	78	39	Family	2024	Y / N	NPLH	Y / N

SUPPLEMENTAL
QUESTIONS

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Third Party Property Management Request for Qualifications (RFQ)
Supplemental Questions

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1. **Please state all the accounting and business management software system(s) your company would utilize for this contract (e.g. accounting, compliance, leases, document storage, background checks and collections reporting). If you are not using Yardi for all functions, please state what systems are used for which function. Also please state if you are willing to switch to Yardi or to operate within AHA's Yardi database.**

   National Community Renaissance utilizes Yardi as its primary platform for all core property management functions, including accounting, compliance, leasing, resident management, reporting, and collections. For document storage, file sharing, and internal collaboration, we utilize Microsoft OneDrive and Microsoft SharePoint, which allow for secure, organized, and accessible file management across teams. National Community Renaissance is fully capable of operating within a client's existing Yardi environment and is willing to transition to or work within Yardi as required by the Alameda Housing Authority.

2. **Provide resumes or bios of the 3-4 primary contact/s (Regional Manager, VP, CFO, broker, relationship manager for portfolio etc.) for AHA portfolio. (Write this as if the contract were to be assigned today - we recognize that this is based on the best information available at this time and could change).**

   Bios for the primary contacts assigned to the Alameda Housing Authority (AHA) portfolio are provided in the previous section of this RFQl and include key members of National Community Renaissance's leadership team, such as the Executive Vice President, Chief Financial Officer, and Senior Vice President of Property Management.

   If awarded, the AHA portfolio would be supported by this executive leadership group in addition to a dedicated Regional Director, Regional Manager and property management team. These individuals collectively bring extensive experience in affordable housing operations, financial oversight, compliance, and portfolio management.

   The proposed team structure reflects our current best understanding of staffing assignments and is subject to refinement based on final contract scope, onboarding needs, and collaboration with AHA to ensure the most effective operational support.

3. **Provide a brief description of other key subject matter experts within the firm available to provide support to AHA. This might include the firm's experts in areas such as LIHTC and program compliance, financial management, marketing, maintenance and capital planning and refinancing/syndication.**

A detailed response to this question, including descriptions of key subject matter experts in areas such as LIHTC compliance, financial management, marketing, maintenance, capital planning, and refinancing/syndication, is provided within the submitted RFQ.

4. **Provide the broker's name and license number. If you also have a corporate broker number, please include that as well. All proposers must meet California DRE requirements for third party fee management of properties. Describe how the broker exercises control over the site staff to ensure compliance.**

National Community Renaissance of California is a licensed real estate corporation based in Rancho Cucamonga, California. We hold California Department of Real Estate (DRE) license number 01931039, originally issued on April 11, 2013. Our license is currently Active and valid through July 10, 2026.

Mailing Address:
9692 Haven Ave, Suite 100
Rancho Cucamonga, CA 91730

We operate under a Real Estate Corporation license, which authorizes us to perform real estate services on behalf of our clients. In accordance with DRE requirements, we designate a licensed individual broker to act on our behalf.

Designated Broker / Officer:, Dwight Anthony Mize
License Number: 00952954

Broker Oversight & Compliance Controls
Our designated broker exercises control over site staff and operations through established policies, procedures, and oversight protocols to ensure compliance with California DRE requirements. This includes supervision of leasing and management activities, adherence to trust accounting standards, verification of staff licensing and training, and ongoing review of operational and financial practices.

This structure ensures that all property management activities are conducted in full compliance with applicable state regulations for third-party fee management.

5. **Provide a company ownership and organizational chart. Proposers should indicate clearly if certain services (e.g. bookkeeping, compliance, HR) are currently carried out (or will be carried out) by a third party and include the name and location of the third party and an explanation of how those services are managed.**

A company ownership and organizational chart has been provided in response to the RFQ. All core services, including bookkeeping, compliance, and human resources, are performed in-house.

6. **Indicate whether you are applying to manage all or part of the portfolio and if partial, please indicate which properties.**

   We are proposing to manage the full portfolio as outlined in the RFQ.

7. **If applying to manage the Permanent Supportive Housing units, please provide a brief description of your qualifications and experience to include the name, location, property size, and years of management of similar properties,. Please see Appendix D.**

   Please refer to the National CORE Permanent Supportive Housing (PSH) Supplemental Document and Appendix D for a detailed description of our qualifications and experience, including property names, locations, sizes, and years of management for similar properties.

8. **Confirm your ability to meet the insurance requirements in Appendix E. If not please Indicate any questions or concerns you may have with the insurance requirements**

   Please see below for our response to the insurance requirements outlined in the RFQ.

- **Commercial General Liability (CGL) and Umbrella or Excess Liability / Primary Coverage**: National CORE shall maintain Commercial General Liability ("CGL") insurance and Umbrella or Excess Liability insurance in accordance with the requirements of this Agreement. Notwithstanding the foregoing, the Housing Authority's liability insurance policies shall be primary and non contributory with respect to any insurance maintained by National CORE for any claim or loss covered under insurance carried by both the Housing Authority and National CORE, whether such claim is asserted against the Housing Authority, National CORE, or both.

  National CORE expects to add standard insurance coverage requirements and indemnification provisions in a property management agreement to be entered into with the Housing Authority and expects that the Housing Authority's liability policies will be the primary and non-contributory coverage with respect to any liability claim that is subject to Housing Authority's indemnity obligations as negotiated in that agreement. Furthermore, National CORE expects that its policies would not be primary and non-contributory in claims/matters involving the negligence or willful misconduct of the Housing Authority or its affiliates, agents, etc.

- **Additional Insured Status**: National CORE is willing to list the Housing Authority *only* (not its affiliates) as an additional insured on its CGL policy. For all other

policies, the Housing Authority will be named only as a loss payee, not an additional insured. Furthermore, , the Housing Authority shall name National Community Renaissance of California, and its directors, officers, employees, and agents, as an Insured under all applicable liability insurance policies, including CGL and Umbrella/Excess Liability policies, for liability arising out of or related to the services performed under this Agreement.

- **Waiver of Subrogation**: Any Housing Authority insurance policies should include endorsements regarding a waiver of subrogation on the Housing Authority's part.

- **Notification of Claims**: National CORE is willing to notify the Housing Authority of any *material* claims, incidents, or events within five (5) business days.

PROPERTIES

CURRENTLY UNDER MANAGEMENT

9692 Haven Avenue, Suite 100
Rancho Cucamonga, CA 91730
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National CORE Property List (Owned and Third-Party Managed)

Property Name	Property Address	County	City	State	Zip	Total Units	Proerty Resident Type	Property Type
East Rancho Verde Village	8837 Grove Avenue	San Bernardino	Rancho Cucamonga	CA	91730	40	Multi-Family	Owned
Heritage Pointe Apartments	8590 Malven Avenue	San Bernardino	Rancho Cucamonga	CA	91730	49	Senior	Owned
Monterey Village Apartments	10244 Arrow Route	San Bernardino	Rancho Cucamonga	CA	91730	224	Multi-Family	Owned
Mosaic Gardens at Pomona	1680 South Garvey Avenue	Los Angeles	Pomona	CA	91766	46	Special Needs	Owned
Mountainside Apartments	9181 Foothill Blvd.	San Bernardino	Rancho Cucamonga	CA	91730	384	Multi-Family	Owned
Promenade Apartments	1333 W. Garvey Ave. North	Los Angeles	West Covina	CA	91790	124	Family	Owned
Rancho Verde Village Apts.	8837 Grove Avenue	San Bernardino	Rancho Cucamonga	CA	91730	248	Multi-Family	Owned
Sycamore Springs Apts.	7127 Archibald Avenue	San Bernardino	Alta Loma	CA	91701	240	Multi-Family	Owned
Veterans Park Apartments	444 West Commercial Street	Los Angeles	Pomona	CA	91768	61	Family	Owned
Day Creek Villas I & II	12250 Firehouse Court	San Bernardino	Rancho Cucamonga	CA	91739	140	Senior Housing 62+	Owned
Fountains at Sierra	16946 Ceres Avenue	San Bernardino	Fontana	CA	92335	93	Senior	Owned
Gardens at Sierra	16838 Ceres Avenue	San Bernardino	Fontana	CA	92335	93	Senior	Owned
Pepperwood Apartments	9055 Foothill Blvd	San Bernardino	Rancho Cucamonga	CA	91730	230	Family	3rd Party Managed
Seasons at Ontario	955 North Palmetto Avenue	San Bernardino	Ontario	CA	91762	80	Senior 55+	3rd Party Managed
The Plaza at Sierra	16999 Orange Way	San Bernardino	Fontana	CA	92335	90	Senior	Owned
Village at Sierra	8684 Sierra Avenue	San Bernardino	Fontana	CA	92335	108	Senior	Owned
Villaggio on Route 66	10220 Foothill Blvd.	San Bernardino	Rancho Cucamonga	CA	91730	166	Family	Owned
Vista Verde Apartments	110 N Virginia Avenue	San Bernardino	Ontario	CA	91764	101	Family	Owned
Crestview Terrace Apartments	575 East Baseline Street	San Bernardino	San Bernardino	CA	92410	184	Family	Owned
Olive Meadow	610 East Olive	San Bernardino	San Bernardino	CA	92410	62	Family	Owned
San Antonio Vista	10410 Pradera Avenue	San Bernardino	Montclair	CA	91763	75	Family	Owned
San Emi Apartments	4115 Kingsley Street	San Bernadino	Montclair	CA	91763	18	Special Needs	Owned
San Marino Apartments	10355 Mills Avenue	San Bernardino	Montclair	CA	91763	85	Senior	Owned
Sunset Heights	6230 Haven Avenue	San Bernardino	Alta Loma	CA	91737	117	Family	Owned
Valencia Vista	950 N. Valencia Avenue	San Bernardino	San Bernardino	CA	92410	76	Family	Owned
Vista del Cielo	10319 Mills Ave	San Bernardino	Montclair	CA	91763	50	Family	Owned
California Villas	77-107 California Drive	Riverside	Palm Desert	CA	92211	141	Family	3rd Party Managed
Candlewood	74-000 Shadow Mountain	Riverside	Palm Desert	CA	92211	32	Senior	3rd Party Managed
Catalina Gardens	73-600A Catalina Way	Riverside	Palm Desert	CA	92211	72	Senior	3rd Party Managed
Desert Pointe	43-805 Monterey Ave	Riverside	Palm Desert	CA	92211	64	Family	3rd Party Managed
Laguna Palm	73-875 Santa Rosa Way	Riverside	Palm Desert	CA	92211	48	Family	3rd Party Managed
Neighbors	73-535 Santa Rosa Way	Riverside	Palm Desert	CA	92211	24	Family	3rd Party Managed
One Quail Place	72-600 Fred Waring Drive	Riverside	Palm Desert	CA	92211	384	Family	3rd Party Managed
Palm Village	73-650 Santa Rosa Way	Riverside	Palm Desert	CA	92211	36	Family	3rd Party Managed
Pueblos	73-695 Santa Rosa Way	Riverside	Palm Desert	CA	92211	15	Senior	3rd Party Managed

National CORE Property List (Owned and Third-Party Managed)

Sage Crest Senior	73-811 Santa Rosa Way	Riverside	Palm Desert	CA	92211	14	Senior	3rd Party Managed
Santa Rosa	73-625 Santa Rosa Way	Riverside	Palm Desert	CA	92211	20	Family	3rd Party Managed
Taos Palms	44-830 Las Palmas Ave	Riverside	Palm Desert	CA	92211	16	Family	3rd Party Managed
Citrus Grove of Rialto	1432 N. Willow Avenue	San Bernardino	Rialto	CA	92376	152	Family	Owned
Crossings Apartments	177 West South Street	San Bernardino	Rialto	CA	92376	100	Family	Owned
Metro View	164 West Bonnie View Drive	San Bernardino	Rialto	CA	92376	55	Family	Owned
Mission Pointe at Riverside	2750 Topaz Drive	Riverside	Riverside	CA	92507	64	Family	Owned
Mission Village Senior	8989 Mission Blvd	Riverside	Riverside	CA	92509	102	Senior	Owned
Renaissance Village	220 N. Glennwood Ave	San Bernardino	Rialto	CA	92376	144	Family	Owned
Summit View/8th Street	1343 E. 8th St	Riverside	Beaumont	CA	92223	48	Family PSH	Owned
Vista Cascade	1432 N. Willow Avenue	San Bernardino	Rialto	CA	92376	42	Family	Owned
Vista de La Sierra	11245 Pierce Street	Riverside	Riverside	CA	92505	80	Family/PSH Mixed	Owned
Cape Cod Apartments	1710 Maxson Street	San Diego	Oceanside	CA	92054	36	Family	Owned
Cobblestone Village	360 E. Washington Ave	San Diego	Escondido	CA	92025	44	Family	Owned
Greenbrier Village	563 Greenbrier Drive	San Diego	Oceanside	CA	92054	60	Family	Owned
Juniper Senior Apartments	215 E. Washington Avenue	San Diego	Escondido	CA	92025	61	Senior	Owned
La Mision Village	3220 Mission Avenue, Suite #7	San Diego	Oceanside	CA	92058	80	Family	Owned
Melrose Villas	1820 Melrose Drive	San Diego	San Marcos	CA	92078	114	Family	Owned
Mission Cove Family I & II	3247 Anchor Way	San Diego	Oceanside	CA	92054	150	Family	Owned
Santa Fe Senior Village	414 N. Santa Fe Ave	San Diego	Vista	CA	92083	54	Senior	Owned
Valley Senior Village	337 East Valley Parkway	San Diego	Escondido	CA	92025	50	Senior	Owned
Vista Terraza Apartments/II	7735 Via Solare	San Diego	San Diego	CA	92129	127	Family	Owned
North Harbor/Azure Apts.	1251 North Harbor	Orange	Anaheim	CA	92801	89	Special Needs	3rd Party Managed
Oak View Ranch	24960 Adams Ave	Riverside	Murrietta	CA	92562	81	Senior	Owned
Paseo Del Oro Apartments	432 West Mission Road #106	San Diego	San Marcos	CA	92069	120	Family	Owned
Sierra Vista Apartments	422 Los Vallecitos	San Diego	San Marcos	CA	92069	192	Family	Owned
Villa Serena Apartments/Phase I	340 Marcos Street	San Diego	San Marcos	CA	92069	148	Family	Owned
Westlake Village/Phase II	415 Autumn Dr.	San Diego	San Marcos	CA	92069	106	Family	Owned
Arbor Village	4914 Logan Avenue	San Diego	San Diego	CA	92113	112	Family	Owned
Encanto Village	6315 Imperial Avenue	San Diego	San Diego	CA	92114	66	Family	Owned
Iris at San Ysidro	1663 Dairy Mark Road	San Diego	San Diego	CA	92173	100	Family	Owned
Nestor Senior Village	1120 Nestor Way	San Diego	San Diego	CA	92154	74	Senior/PSH	Owned
Parkside Apartments	4035 Park Haven Court	San Diego	San Diego	CA	92113	40	Family	Owned
San Ysidro Senior Village	517 West San Ysidro	San Diego	San Diego	CA	92173	51	Senior	Owned
Shadow Hill Apartments	11085 Woodside Avenue	San Diego	Santee	CA	92071	82	Family	Owned
Spring Valley Apartments	8885 Orville Street	San Diego	Spring Valley	CA	91977	60	Family	Owned

National CORE Property List (Owned and Third-Party Managed)

Talmadge Senior Village	5252 El Cajon Blvd.	San Diego	San Diego	CA	92115	91	Senior	Owned
Vista del Puente	1436 S. 40th Street	San Diego	San Diego	CA	92113	52	Family	Owned
Vista del Sol Apartments	1545 Q Avenue	San Diego	National City	CA	91950	132	Family	Owned
Elm Street Commons	111 West Elm Street	Orange	Anaheim	CA	92805	52	Family	3rd Party Managed
HB Oasis Apts.	17251 Beach Blvd.	Orange	Huntington Beach	CA	92648	64	PSH	Owned
Las Palmas Village	115 Avenida Serra	Orange	San Clemente	CA	92672	19	Family	Owned
Legacy Square Apartments	301 East Santa Ana Blvd	Orange	Santa Ana	CA	92701	93	Family	Owned
Miraflores	1445 South Anaheim Boulevard	Orange	Anaheim	CA	92805	86	Family	Owned
Mountain View Apartments	24551 Raymond Way	Orange	Lake Forest	CA	92630	71	Family	Owned
Orchard View Gardens	8300 Valley View Street	Orange	Buena Park	CA	90620	66	Senior	Owned
Santa Angelina	1320 North Angelina Drive	Orange	Placentia	CA	92870	65	Senior	Owned
Seasons at La Palma	7061 Walker Street	Orange	La Palma	CA	90623	60	Senior 62+	3rd Party Managed
Alta Vista Apartments	5051 East 3rd Street	Los Angeles	Los Angeles	CA	90022	60	Family	Owned
Clark Manor	13032 Columbia Way	Los Angeles	Downey	CA	90242	41	Family	Owned
Downey View	8314 2nd Street	Los Angeles	Downey	CA	90241	50	Family	Owned
Encanto Court Apartments	1345 W. 105th Street	Los Angeles	Los Angeles	CA	90044	62	Senior	Owned
Florence Apartments	1650 West Florence Avenue	Los Angeles	Los Angeles	CA	90047	128	Special Needs	3rd Party Managed
Hawthorne Terrace Apartments	13006 Kornblum Avenue	Los Angeles	Hawthorne	CA	90250	100	Family	Owned
Las Dahlias	4655 East 3rd Street	Los Angeles	Los Angeles	CA	90022	78	Family	Owned
Little Lake Village	10902 Fulton Wells Avenue	Los Angeles	Santa Fe Springs	CA	90670	144	Senior	Owned
Long Beach East Crescent	1133 Atlantic Ave	Los Angeles	Long Beach	CA	90813	40	Special Needs/PSH	3rd Party Managed
Long Beach West/Zephyr	1133 Atlantic Avenue	Long Beach	Long Beach	CA	90813	135	Special Needs/PSH	3rd Party Managed
Mosaic Gardens at Huntington Park	6337 Middleton Street	Los Angeles	Huntington Park	CA	92055	24	Special Needs	3rd Party Managed
4252 Crenshaw Apartments	4252 Crenshaw Ave	Los Angeles	Los Angeles	CA	90008	111	Multi Family	3rd Party Managed
Angelus Senior Housing	2417 Angelus Street	Los Angeles	Rosemead	CA	91770	52	Senior	3rd Party Managed
Garvey Senior Housing	9100 Garvey Avenue	Los Angeles	Rosemead	CA	91770	70	Senior	3rd Party Managed
Metro Loma	328 Mira Loma Avenue	Los Angeles	Glendale	CA	91204	44	Family	3rd Party Managed
Partkline/Mainstreet	1457 N. Main Street	Los Angeles	Los Angeles	CA	90012	376	Multi Family	3rd Party Managed
Pleasant Hills	1315 Pleasant Ave	Los Angeles	Los Angeles	CA	90033	25	Multi Family	3rd Party Managed
Willow Way	11730 Ramona Blvd	Los Angeles	El Monte	CA	91732	38	Special Needs	3rd Party Managed
456 West	456 9th Street	Los Angeles	San Pedro	CA	90731	91	Family	Owned
Bloom at Magnolia	1770 Magnolia Avenue	Los Angeles	Long Beach	CA	90813	40	Special Needs	3rd Party Managed
Casa de Los Amigos	123 South Catalina	Los Angeles	Redondo Beach	CA	90277	136	Senior	3rd Party Managed
Casa Luna	5533 Huntington Drive North	Los Angeles	Los angeles	CA	90032	49	Transitional Housing	Owned
Huntington Villas	5350 Huntington Drive South	Los Angeles	Los Angeles	CA	90032	52	Transitional Housing	Owned
Manitou Vista I	3420 E. Manitou Ave.	Los Angeles	Los Angeles	CA	90031	48	Multi Family	3rd Party Managed
Manitou Vista II	3414 E. Manitou Ave.	Los Angeles	Los Angeles	CA	90031	22	Multi Family	3rd Party Managed

National CORE Property List (Owned and Third-Party Managed)

Mosaic Gardens at Willowbrook	2213 East El Segundo Blvd	Los Angeles	Los Angeles	CA	90222	61	Special Needs	Owned
Willowbrook 3 (Lease Up)	12611 S. Willowbrook Ave	Los Angeles	Los Angeles	CA	90222	50	PSH	3rd Party Managed
The Residences of Diamond Hill	3601 Deen Road	Tarrant	Fort Worth	TX	76106	204	Family	Owned
Colony of Humble Apartments	831 Wilson Road	Harris	Humble	TX	77338	200	Family	Owned
Countryside Village Apartments	625 Wilson Rd.	Harris	Humble	TX	77338	182	Family	Owned
La Posada del Rey Apts	3135 Roosevelt Avenue	Bexar	San Antonio	TX	78214	145	Family	Owned
Lexington Square Apartments	1324 East Hospital Drive	Brazoria	Angleton	TX	77515	80	Family	Owned
Alvarado Lakeview	740 S Alvarado St	Los Angeles	Los Angeles	CA	90057	80	Multi Family/PSH	3rd Party Managed
Autumn Court	4055 Oakwood Ave.	Los Angeles	Los Angeles	CA	90004	68	Multi Family/PSH	3rd Party Managed
Brynhurst Terrace	6521 Brynhurst Ave	Los Angeles	Los Angeles	CA	90043	41	Multi Family/PSH	3rd Party Managed
Hillhaven Terrace	10140 Hillhaven Ave.	Los Angeles	Tujunga	CA	91042	34	Multi Family/PSH	3rd Party Managed
Jordan Downs/Cal trans	9800 Grape Street	Los Angeles	Los Angeles	CA	90002	34	Multi Family	3rd Party Managed
Mosaic Gardens at Monterey Park	236 Ramona Avenue	Los Angeles	Monterey Park	CA	91754	31	Family	3rd Party Managed
Palace Place	2640 East Anaheim Street	Los Angeles	Long Beach	CA	90802	14	Special Needs	3rd Party Managed
The Collection	3705 McLaughlin Ave.	Los Angeles	Los Angeles	CA	90066	26	Multi Family	3rd Party Managed
The Spark at Midtown	1900 Long Beach Blvd	Los Angeles	Long Beach	CA	90806	95	Special Needs	3rd Party Managed
Fairview Heights Apartments	923 East Redondo Boulevard	Los Angeles	Inglewood	CA	90302	101	Family/PSH	Owned
Marvs Place	143 Mar Vista Avenue	Los Angeles	Pasadena	CA	91106	20	Family	Owned
Park View Terrace Apartments	6728 Clara Street	Los Angeles	Bell Gardens	CA	90201	72	Senior	Owned
Pioneer Village	515 Pioneer	Los Angeles	Glendale	CA	91203	233	Multi Family/PSH	Partnered
Southwest Flats (Lease Up)	10400 S San Pedro	Los Angeles	Los Angeles	CA	90003	47	Multi Family/PSH	3rd Party Managed
Tres Lomas Garden Apts	4343 Toland Way	Los Angeles	Los Angeles	CA	90041	46	Senior	Owned
Vista Grande Court	1116 Sonora Avenue	Los Angeles	Glendale	CA	91201	66	Senior	Owned
21st Street	639 E 21st St	Los Angeles	Los Angeles	CA	90011	22	Previously Homeless	3rd Party Managed
36th Place	1603 W 36th Place	Los Angeles	Los Angeles	CA	90018	9	Previously Homeless	3rd Party Managed
40th Place	1343 W 40th Pl	Los Angeles	Los Angeles	CA	90037	20	Previously Homeless	3rd Party Managed
Broadway	6501 S Broadway	Los Angeles	Los Angeles	CA	90003	51	Previously Homeless	3rd Party Managed
Dalton	4222 Dalton Ave	Los Angeles	Los Angeles	CA	90062	28	Previously Homeless	3rd Party Managed
Dolores Huerta Apartments	5215 South Figueroa	Los Angeles	Los Angeles	CA	90037	40	Previously Homeless	3rd Party Managed
Firestone	1619 Firestone Blvd	Los Angeles	Los Angeles	CA	90001	20	Previously Homeless	3rd Party Managed
Leighton	1200 Leighton Ave	Los Angeles	Los Angeles	CA	90037	17	Previously Homeless	3rd Party Managed
Liv DTLA/Flower St	1411 S. Flower St	Los Angeles	Los Angeles	CA	90015	227	Previously Homeless	3rd Party Managed
Oaks on Florence	4224 Florence Avenue	Los Angeles	Bell	CA	90201	63	Senior	Owned
Rolland Curtis #1	1203 - 1205 Rolland Curtis Pl	Los Angeles	Los Angeles	CA	90037	19	Previously Homeless	3rd Party Managed
Rolland Curtis #2	1261 Rolland Curtis Pl	Los Angeles	Los Angeles	CA	90037	28	Previously Homeless	3rd Party Managed
Sierra Bonita	1047 N Sierra Bonita Ave	Los Angeles	West Hollywood	CA	90046	13	Previously Homeless	3rd Party Managed

National CORE Property List (Owned and Third-Party Managed)

Treehouse (Eaves)	920 S Gramercy Pl	Los Angeles	Los Angeles	CA	90019	58	Previously Homeless	3rd Party Managed
Vida DTLA/Grand	1317 S Grand Ave	Los Angeles	Los Angeles	CA	90015	147	Senior	3rd Party Managed
Carlos Ortega Villas	77-915 Avenue of the States	Riverside	Palm Desert	CA	92211	73	Senior	3rd Party Managed
Cathedral Palms Apartments	31-750 Landau Blvd.	Riverside	Cathedral City	CA	92234	224	Senior	Owned
Desert Meadows Apartments	44071 Clinton Street	Riverside	Indio	CA	92201	80	Family	Owned
Dumosa Senior Village	57110 Twentynine Palms Hwy	San Bernardino	Yucca Valley	CA	92284	75	Senior	Owned
La Rocca Villas	42-135 Golden Eagle Lane	Riverside	Palm Desert	CA	92211	27	Senior	3rd Party Managed
Las Serenas	73-315 Country Club Drive	Riverside	Palm Desert	CA	92211	150	Senior	3rd Party Managed
Parkview Villas	71-740 San Jacinto Drive	Riverside	Rancho Mirage	CA	92270	82	55 Plus	3rd Party Managed
River Canyon Apts	34-300 Corregidor Drive	Riverside	Cathedral City	CA	92234	60	Family	Owned
San Jacinto Villas	71-300 San Jacinto Drive	Riverside	Rancho Mirage	CA	92270	82	55 Plus	3rd Party Managed
Santa Rosa Villas	25150 Juniper Lane	Riverside	Rancho Mirage	CA	92270	33	55 Plus	3rd Party Managed
Vista Dunes Courtyard Homes	44-950 Vista Dunes Lane	Riverside	La Quinta	CA	92253	80	Family	Owned
Whispering Waters	42-536 Rancho Mirage Lane	Riverside	Rancho Mirage	CA	92270	29	55 Plus	3rd Party Managed
Canoga Park Place	7631 Topanga Canyon Blvd.	Los Angeles	Canoga Park	CA	91304	51	Multi Family/PSH	3rd Party Managed
Laurel Court	14949 Roscoe Blvd	Los Angeles	Panorama City	CA	91402	31	Multi Family/PSH	3rd Party Managed
Maida Apartments	4818 Sepulveda	Los Angeles	Sherman Oaks	CA	91403	36	Multi Family/PSH	3rd Party Managed
Martel Apartments	1643 N Martel Ave	Los Angeles	Los Angeles	CA	90046	11	Multi Family/PSH	3rd Party Managed
NoHo Apartments	11135 W. Burbank Blvd	Los Angeles	North Hollywood	CA	91601	70	Multi Family/PSH	3rd Party Managed
Orchid Suites/Martel	1753 Orchid Ave.	Los Angeles	Hollywood	CA	90028	40	Multi Family/PSH	3rd Party Managed
Parthenia Place	15230 Parthenia Pl	Los Angeles	North Hills	CA	91343	41	Multi Family/PSH	3rd Party Managed
Pico Square	5050 W. Pico Blvd	Los Angeles	Los Angeles	CA	90019	79	Multi Family/PSH	3rd Party Managed
The Argent	7639 Van Nuys Blvd.	Los Angeles	Los Angeles	CA	91405	36	Multi Family/PSH	3rd Party Managed
View @ Soto	1040 N Soto St	Los Angeles	Los Angeles	CA	90033	85	Multi Family/PSH	3rd Party Managed
Oxford Suites	630 Oxford Avenue	Los Angeles	Los Angeles	CA	90004		Specials Needs	3rd Party Managed
Impressions at Valley Center	15500 Midtown Drive	San Bernardino	Victorville	CA	92394	100	Family	Owned
Northgate Village Apartments	17251 Dante Street	San Bernardino	Victorville	CA	92394	140	Family	Owned
Summer Terrace	38530 Tierra Subida Avenue	Los Angeles	Palmdale	CA	93551	80	Senior	Owned
The Village at Beechwood	44063 Beech Avenue	Los Angeles	Lancaster	CA	93534	100	Family	3rd Party Managed
Whispering Palms	38250 9th Street East	Los Angeles	Palmdale	CA	93550	75	Senior	Owned
Arbor Villas Apartments	4661 Plumosa Drive	Orange	Yorba Linda	CA	92886	67	Family	Owned
Corona de Oro Apartments	680 W. Second Street	Riverside	Corona	CA	92882	72	Family	Owned
Corona del Rey Apartments	1148 D Street	Riverside	Corona	CA	92882	160	Family	Owned
Oakcrest Heights	22733 Oakcrest Circle	Orange	Yorba Linda	CA	92887	54	Family	Owned
Oakcrest Terrace	22744 East Park Drive	Orange	Yorba Linda	CA	92887	69	Family	Owned
Villa Plumosa	4672 Plumosa Drive	Orange	Yorba Linda	CA	92886	76	Family	Owned

SAMPLE

MONTHLY OPERATING REPORTS

9692 Haven Avenue, Suite 100
Rancho Cucamonga, CA 91730
www.nationalcore.org

Together, we transform lives and communities

MONTHLY FINANCIAL PACKAGE

Property Name:
Owner: Linc Housing
Management Company: National Community Renaissance
Reporting Period: April 2025

Package Details

Document	Format	Included (Y/N)
Budget Comparison	PDF & EXCEL	Y
12 Month Statement	PDF & EXCEL	Y
Balance Sheet	PDF & EXCEL	Y
AR Aging Report	PDF & EXCEL	Y
Payables Aging Report	PDF & EXCEL	Y
Rent Roll	PDF & EXCEL	Y
Monthly Unit Gross Potential Report	PDF & EXCEL	Y
Unit Vacancy Report	PDF	Y
Unit Statistics	PDF	Y
Trial Balance	PDF & EXCEL	Y
Cash Flow Statement	PDF	Y
General Ledger	PDF & EXCEL	Y
Check Register	PDF	Y
Bank Reconciliations and Statements	PDF	Y
Payment Register	PDF	Y
Deposit Register	PDF	Y

SAMPLE

Budget Comparison

Period = Jan 2025-Apr 2025

Book = Accrual,Budget ; Tree = cash flow

		PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
400100	**NET RENTAL INCOME**									
401000	Rent	87,376.83	0.00	87,376.83	N/A	87,376.83	0.00	87,376.83	N/A	0.00
401004	Tenant Based Subsidy-Vouchers	81,352.94	0.00	81,352.94	N/A	81,352.94	0.00	81,352.94	N/A	0.00
401300	Less: Vacancy Loss	-85,240.30	0.00	-85,240.30	N/A	-85,240.30	0.00	-85,240.30	N/A	0.00
401900	**TOTAL NET RENTAL INCOME**	**83,489.47**	**0.00**	**83,489.47**	**N/A**	**83,489.47**	**0.00**	**83,489.47**	**N/A**	**0.00**
401910	**MISC. RENTAL INCOME**									
402500	Credit Check Fees	160.00	0.00	160.00	N/A	160.00	0.00	160.00	N/A	0.00
404500	Parking/Garage/Gate Income	50.00	0.00	50.00	N/A	50.00	0.00	50.00	N/A	0.00
409295	**TOTAL MISC. RENTAL INCOME**	**210.00**	**0.00**	**210.00**	**N/A**	**210.00**	**0.00**	**210.00**	**N/A**	**0.00**
409505	**OTHER INCOME**									
409655	Interest Income - Non-Restricted	0.22	0.00	0.22	N/A	0.22	0.00	0.22	N/A	0.00
480000	**TOTAL OTHER INCOME**	**0.22**	**0.00**	**0.22**	**N/A**	**0.22**	**0.00**	**0.22**	**N/A**	**0.00**
490000	**TOTAL REVENUE**	**83,699.69**	**0.00**	**83,699.69**	**N/A**	**83,699.69**	**0.00**	**83,699.69**	**N/A**	**0.00**
500000	**EXPENSES**									
502000	**PAYROLL EXPENSE**									
502100	Management Wages	5,534.82	0.00	-5,534.82	N/A	5,534.82	0.00	-5,534.82	N/A	0.00
505100	Maintenance Wages	10,047.01	0.00	-10,047.01	N/A	10,047.01	0.00	-10,047.01	N/A	0.00
506055	Long Term Disability Ins	30.62	0.00	-30.62	N/A	30.62	0.00	-30.62	N/A	0.00
506100	Worker's Compensation	773.21	0.00	-773.21	N/A	773.21	0.00	-773.21	N/A	0.00
506120	Payroll Taxes	103.51	0.00	-103.51	N/A	103.51	0.00	-103.51	N/A	0.00
506140	Payroll Taxes--Social Security	922.89	0.00	-922.89	N/A	922.89	0.00	-922.89	N/A	0.00
506160	Payroll Taxes--Medicare	215.87	0.00	-215.87	N/A	215.87	0.00	-215.87	N/A	0.00
506180	Payroll Taxes--SUI CA	358.82	0.00	-358.82	N/A	358.82	0.00	-358.82	N/A	0.00
509990	**TOTAL PAYROLL EXPENSES**	**17,986.75**	**0.00**	**-17,986.75**	**N/A**	**17,986.75**	**0.00**	**-17,986.75**	**N/A**	**0.00**
511000	**MANAGEMENT FEES EXPENSES**									
511020	Management Fee	10,920.00	0.00	-10,920.00	N/A	10,920.00	0.00	-10,920.00	N/A	0.00
511035	Social Service Fee	7,945.32	0.00	-7,945.32	N/A	7,945.32	0.00	-7,945.32	N/A	0.00
511990	**TOTAL MANAGEMENT FEE EXPENSES**	**18,865.32**	**0.00**	**-18,865.32**	**N/A**	**18,865.32**	**0.00**	**-18,865.32**	**N/A**	**0.00**
512000	**ADMINISTRATIVE EXPENSES**									
512400	Employee Recruitment	366.56	0.00	-366.56	N/A	366.56	0.00	-366.56	N/A	0.00
512405	Professional Serv/Accounting	624.00	0.00	-624.00	N/A	624.00	0.00	-624.00	N/A	0.00
512420	Software Licenses	507.51	0.00	-507.51	N/A	507.51	0.00	-507.51	N/A	0.00

SAMPLE

Budget Comparison

Period = Jan 2025-Apr 2025

Book = Accrual,Budget ; Tree = cash flow

		PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
512430	Misc. Bank Charges	397.47	0.00	-397.47	N/A	397.47	0.00	-397.47	N/A	0.00
512510	Employee Relations - Meals	558.50	0.00	-558.50	N/A	558.50	0.00	-558.50	N/A	0.00
513024	Outside Serv/ADP P/R Processing	175.90	0.00	-175.90	N/A	175.90	0.00	-175.90	N/A	0.00
513029	Resident M/I File Review	1,248.00	0.00	-1,248.00	N/A	1,248.00	0.00	-1,248.00	N/A	0.00
513100	General Office Expense	923.69	0.00	-923.69	N/A	923.69	0.00	-923.69	N/A	0.00
513300	Telephone/Internet/Cable/Ans Serv	2,176.36	0.00	-2,176.36	N/A	2,176.36	0.00	-2,176.36	N/A	0.00
513400	Mileage Reimbursement	1,382.62	0.00	-1,382.62	N/A	1,382.62	0.00	-1,382.62	N/A	0.00
513700	Leased Equipment	1,008.62	0.00	-1,008.62	N/A	1,008.62	0.00	-1,008.62	N/A	0.00
514530	Credit Check Fees	743.38	0.00	-743.38	N/A	743.38	0.00	-743.38	N/A	0.00
514825	Resident Relations	64.01	0.00	-64.01	N/A	64.01	0.00	-64.01	N/A	0.00
518015	Computer Supplies and Repair	1,698.20	0.00	-1,698.20	N/A	1,698.20	0.00	-1,698.20	N/A	0.00
519990	**TOTAL ADMINISTRATIVE EXPENSES**	**11,874.82**	**0.00**	**-11,874.82**	**N/A**	**11,874.82**	**0.00**	**-11,874.82**	**N/A**	**0.00**
533000	**UTILITY EXPENSES**									
533100	Gas Expense	1,419.08	0.00	-1,419.08	N/A	1,419.08	0.00	-1,419.08	N/A	0.00
533200	Water Expense	2,447.61	0.00	-2,447.61	N/A	2,447.61	0.00	-2,447.61	N/A	0.00
533400	Trash Expense	2,279.28	0.00	-2,279.28	N/A	2,279.28	0.00	-2,279.28	N/A	0.00
533500	Electric - Common Area	6,381.70	0.00	-6,381.70	N/A	6,381.70	0.00	-6,381.70	N/A	0.00
534990	**TOTAL UTILITY EXPENSES**	**12,527.67**	**0.00**	**-12,527.67**	**N/A**	**12,527.67**	**0.00**	**-12,527.67**	**N/A**	**0.00**
535000	**LANDSCAPING EXPENSES**									
535100	Landscape - Contract	4,512.50	0.00	-4,512.50	N/A	4,512.50	0.00	-4,512.50	N/A	0.00
536990	**TOTAL LANDSCAPING EXPENSES**	**4,512.50**	**0.00**	**-4,512.50**	**N/A**	**4,512.50**	**0.00**	**-4,512.50**	**N/A**	**0.00**
600000	**MAINTENANCE EXPENSES**									
612500	Cleaning Supplies	595.30	0.00	-595.30	N/A	595.30	0.00	-595.30	N/A	0.00
612600	Hardware Supplies	63.21	0.00	-63.21	N/A	63.21	0.00	-63.21	N/A	0.00
613700	Fire Prevention	5,858.21	0.00	-5,858.21	N/A	5,858.21	0.00	-5,858.21	N/A	0.00
614300	General Supplies	262.92	0.00	-262.92	N/A	262.92	0.00	-262.92	N/A	0.00
614900	Locks & Keys	21.84	0.00	-21.84	N/A	21.84	0.00	-21.84	N/A	0.00
615450	Garage Repair	219.89	0.00	-219.89	N/A	219.89	0.00	-219.89	N/A	0.00
616700	Security Service	10,752.00	0.00	-10,752.00	N/A	10,752.00	0.00	-10,752.00	N/A	0.00
699990	**TOTAL MAINTENANCE EXPENSES**	**17,773.37**	**0.00**	**-17,773.37**	**N/A**	**17,773.37**	**0.00**	**-17,773.37**	**N/A**	**0.00**
858900	**TOTAL OPERATING EXPENSES**	**83,540.43**	**0.00**	**-83,540.43**	**N/A**	**83,540.43**	**0.00**	**-83,540.43**	**N/A**	**0.00**
859000	**NET INC (Before Other Exp)**	**159.26**	**0.00**	**159.26**	**N/A**	**159.26**	**0.00**	**159.26**	**N/A**	**0.00**
900000	**CASH FLOW**	**159.26**	**0.00**	**159.26**	**N/A**	**159.26**	**0.00**	**159.26**	**N/A**	**0.00**

SAMPLE

Statement (12 months)

Period = Jan 2025-Apr 2025

Book = Accrual,Budget ; Tree = cash flow

		Jan 2025	Feb 2025	Mar 2025	Apr 2025	Total
400100	**NET RENTAL INCOME**					
401000	Rent	29,640.00	28,692.84	17,162.69	11,881.30	87,376.83
401004	Tenant Based Subsidy-Vouchers	0.00	0.00	19,660.31	61,692.63	81,352.94
401300	Less: Vacancy Loss	-29,640.00	-28,692.84	-16,455.46	-10,452.00	-85,240.30
401900	**TOTAL NET RENTAL INCOME**	**0.00**	**0.00**	**20,367.54**	**63,121.93**	**83,489.47**
401910	**MISC. RENTAL INCOME**					
402500	Credit Check Fees	80.00	60.00	0.00	20.00	160.00
404500	Parking/Garage/Gate Income	0.00	0.00	50.00	0.00	50.00
409295	**TOTAL MISC. RENTAL INCOME**	**80.00**	**60.00**	**50.00**	**20.00**	**210.00**
409505	**OTHER INCOME**					
409655	Interest Income - Non-Restricted	0.22	0.00	0.00	0.00	0.22
480000	**TOTAL OTHER INCOME**	**0.22**	**0.00**	**0.00**	**0.00**	**0.22**
490000	**TOTAL REVENUE**	**80.22**	**60.00**	**20,417.54**	**63,141.93**	**83,699.69**
500000	**EXPENSES**					
502000	**PAYROLL EXPENSE**					
502100	Management Wages	0.00	0.00	1,500.32	4,034.50	5,534.82
505100	Maintenance Wages	0.00	3,420.30	3,300.09	3,326.62	10,047.01
506055	Long Term Disability Ins	0.00	7.20	7.20	16.22	30.62
506100	Worker's Compensation	0.00	183.21	181.75	408.25	773.21
506120	Payroll Taxes	0.00	30.94	12.06	60.51	103.51
506140	Payroll Taxes--Social Security	0.00	212.05	254.45	456.39	922.89
506160	Payroll Taxes--Medicare	0.00	49.61	59.50	106.76	215.87
506180	Payroll Taxes--SUI CA	0.00	107.23	41.80	209.79	358.82
509990	**TOTAL PAYROLL EXPENSES**	**0.00**	**4,010.54**	**5,357.17**	**8,619.04**	**17,986.75**
511000	**MANAGEMENT FEES EXPENSES**					
511020	Management Fee	0.00	0.00	8,190.00	2,730.00	10,920.00
511035	Social Service Fee	0.00	0.00	5,958.99	1,986.33	7,945.32
511990	**TOTAL MANAGEMENT FEE EXPENSES**	**0.00**	**0.00**	**14,148.99**	**4,716.33**	**18,865.32**
512000	**ADMINISTRATIVE EXPENSES**					
512400	Employee Recruitment	0.00	0.00	0.00	366.56	366.56
512405	Professional Serv/Accounting	0.00	0.00	468.00	156.00	624.00
512420	Software Licenses	0.00	0.00	466.71	40.80	507.51

SAMPLE

Statement (12 months)

Period = Jan 2025-Apr 2025

Book = Accrual,Budget ; Tree = cash flow

		Jan 2025	Feb 2025	Mar 2025	Apr 2025	Total
512430	Misc. Bank Charges	33.54	0.00	146.36	217.57	397.47
512510	Employee Relations - Meals	0.00	35.98	144.13	378.39	558.50
513024	Outside Serv/ADP P/R Processing	0.00	0.00	93.99	81.91	175.90
513029	Resident M/I File Review	0.00	0.00	0.00	1,248.00	1,248.00
513100	General Office Expense	0.00	289.65	97.07	536.97	923.69
513300	Telephone/Internet/Cable/Ans Serv	0.00	1,023.45	453.72	699.19	2,176.36
513400	Mileage Reimbursement	0.00	227.61	803.54	351.47	1,382.62
513700	Leased Equipment	0.00	0.00	504.31	504.31	1,008.62
514530	Credit Check Fees	0.00	743.38	0.00	0.00	743.38
514825	Resident Relations	0.00	0.00	64.01	0.00	64.01
518015	Computer Supplies and Repair	0.00	0.00	0.00	1,698.20	1,698.20
519990	**TOTAL ADMINISTRATIVE EXPENSES**	**33.54**	**2,320.07**	**3,241.84**	**6,279.37**	**11,874.82**
533000	**UTILITY EXPENSES**					
533100	Gas Expense	382.31	0.00	691.18	345.59	1,419.08
533200	Water Expense	0.00	573.85	1,068.00	805.76	2,447.61
533400	Trash Expense	0.00	823.58	727.85	727.85	2,279.28
533500	Electric - Common Area	0.00	4,439.98	24.71	1,917.01	6,381.70
534990	**TOTAL UTILITY EXPENSES**	**382.31**	**5,837.41**	**2,511.74**	**3,796.21**	**12,527.67**
535000	**LANDSCAPING EXPENSES**					
535100	Landscape - Contract	0.00	12.50	3,000.00	1,500.00	4,512.50
536990	**TOTAL LANDSCAPING EXPENSES**	**0.00**	**12.50**	**3,000.00**	**1,500.00**	**4,512.50**
600000	**MAINTENANCE EXPENSES**					
612500	Cleaning Supplies	0.00	0.00	415.18	180.12	595.30
612600	Hardware Supplies	0.00	0.00	63.21	0.00	63.21
613700	Fire Prevention	0.00	0.00	5,858.21	0.00	5,858.21
614300	General Supplies	0.00	0.00	252.93	9.99	262.92
614900	Locks & Keys	0.00	0.00	0.00	21.84	21.84
615450	Garage Repair	0.00	0.00	219.89	0.00	219.89
616700	Security Service	0.00	0.00	3,808.00	6,944.00	10,752.00
699990	**TOTAL MAINTENANCE EXPENSES**	**0.00**	**0.00**	**10,617.42**	**7,155.95**	**17,773.37**
858900	**TOTAL OPERATING EXPENSES**	**415.85**	**12,180.52**	**38,877.16**	**32,066.90**	**83,540.43**
859000	**NET INC (Before Other Exp)**	**-335.63**	**-12,120.52**	**-18,459.62**	**31,075.03**	**159.26**
900000	**CASH FLOW**	**-335.63**	**-12,120.52**	**-18,459.62**	**31,075.03**	**159.26**

SAMPLE

Balance Sheet (With Period Change)

Period = Jan 2025-Apr 2025

Book = Accrual,Budget ; Tree = ysi_bs

		Balance Current Period	Beginning Balance	Net Change
100005	**ASSETS**			
100015	**CASH**			
100020	**UNRESTRICTED CASH**			
101100	Cash-Operating I	52,801.25	0.00	52,801.25
101290	**TOTAL UNRESTRICTED CASH**	**52,801.25**	**0.00**	**52,801.25**
101995	**TOTAL CASH**	**52,801.25**	**0.00**	**52,801.25**
102000	**ACCOUNTS RECEIVABLE**			
102005	**RESIDENT RECEIVABLES**			
103100	Accounts Receivable-Current Resident	11,142.00	360.00	10,782.00
103106	Accounts Receivable-Subsidy/HAP	49,960.94	0.00	49,960.94
103255	**TOTAL RESIDENT RECEIVABLES**	**61,102.94**	**360.00**	**60,742.94**
118995	**TOTAL RECEIVABLES**	**61,102.94**	**360.00**	**60,742.94**
159999	**TOTAL ASSETS**	**113,904.19**	**360.00**	**113,544.19**
200000	**LIABILITIES & CAPITAL**			
210000	**LIABILITIES**			
220000	**CURRENT LIABILITIES**			
220100	Accounts Payable	20,737.32	0.00	20,737.32
222000	Prepaid Rent	6.10	0.00	6.10
222110	Due To/Due From - Fee Managed Props	44,085.80	0.00	44,085.80
223000	Security Deposits	14,600.00	300.00	14,300.00
223100	Due to Affiliate	25,000.00	0.00	25,000.00
226020	Accrued Vacation	696.57	0.00	696.57
226620	Accrued Expenses - Other	8,559.14	0.00	8,559.14
229990	**TOTAL CURRENT LIABILITIES**	**113,684.93**	**300.00**	**113,384.93**
239999	**TOTAL LIABILITIES**	**113,684.93**	**300.00**	**113,384.93**
300000	**CAPITAL**			
302000	Net Income (Loss)	219.26	60.00	159.26
390000	**TOTAL CAPITAL**	**219.26**	**60.00**	**159.26**
395000	**TOTAL LIABILITIES & CAPITAL**	**113,904.19**	**360.00**	**113,544.19**

SAMPLE

Aged Receivables

Month Year = 04/2025

Property	Unit	Resident	Name	Total Unpaid Charges	0-30 days	31-60 days	61-90 days	Over 90 days	Prepays	Balance
p0000549	105	t0094655	Ray San Miguel	1,891.03	554.00	1,337.03	0.00	0.00	0.00	1,891.03
p0000549	107	t0098578	Carmen Nunez	120.00	0.00	120.00	0.00	0.00	0.00	120.00
p0000549	108	t0094344	Georgia Levy	500.14	0.00	0.00	500.14	0.00	0.00	500.14
p0000549	201	t0098619	Shanda Gray	120.00	120.00	0.00	0.00	0.00	0.00	120.00
p0000549	202	t0094288	Rudy Cortez	0.14	0.00	0.00	0.14	0.00	0.00	0.14
p0000549	203	t0094290	Erica Garcia	4,277.14	1,996.00	1,996.00	285.14	0.00	0.00	4,277.14
p0000549	204	t0094594	Reuben Caldwell	2,946.71	1,996.00	950.71	0.00	0.00	0.00	2,946.71
p0000549	205	t0094179	Alberta Walker	4,277.14	1,996.00	1,996.00	285.14	0.00	0.00	4,277.14
p0000549	206	t0094631	James Shamburger	4,363.23	1,996.00	2,367.23	0.00	0.00	0.00	4,363.23
p0000549	207	t0094607	Linda Dix	3,783.74	1,996.00	1,787.74	0.00	0.00	0.00	3,783.74
p0000549	208	t0094292	Raylene Rodriguez	500.14	0.00	0.00	500.14	0.00	0.00	500.14
p0000549	209	t0094633	Bridgette Blaxton	3,783.74	1,996.00	1,787.74	0.00	0.00	0.00	3,783.74
p0000549	210	t0094593	David Carreon	3,769.03	1,996.00	1,773.03	0.00	0.00	-3.19	3,765.84
p0000549	211	t0094635	Darlene Kenny	2,496.00	2,496.00	0.00	0.00	0.00	0.00	2,496.00
p0000549	212	t0094632	Jeanina Wilson	0.29	0.00	0.00	0.29	0.00	-0.91	-0.62
p0000549	213	t0094291	Dwayne White	4,134.57	1,996.00	1,996.00	142.57	0.00	0.00	4,134.57
p0000549	301	t0094668	Josephine Pimentel	1,564.53	1,564.53	0.00	0.00	0.00	0.00	1,564.53
p0000549	302	t0094658	Brandon Gardner	3,219.35	1,996.00	1,223.35	0.00	0.00	0.00	3,219.35
p0000549	303	t0098490	Dayvon Brooks	120.00	0.00	120.00	0.00	0.00	0.00	120.00
p0000549	304	t0094669	Oscar Bobadilla	705.06	-0.42	705.48	0.00	0.00	0.00	705.06
p0000549	305	t0095075	Carmen Picard	657.74	-0.32	658.06	0.00	0.00	-2.00	655.74
p0000549	306	t0094681	Lana Alba	500.14	0.00	0.00	500.14	0.00	0.00	500.14
p0000549	307	t0095082	Christopher Trejo	4,298.84	1,996.00	2,302.84	0.00	0.00	0.00	4,298.84
p0000549	308	t0098624	Raelena Sanchez	120.00	120.00	0.00	0.00	0.00	0.00	120.00
p0000549	309	t0095206	Brittany Adolf	120.00	0.00	0.00	120.00	0.00	0.00	120.00
p0000549	310	t0095250	Steven Hinckley	120.00	0.00	0.00	120.00	0.00	0.00	120.00
p0000549	311	t0098530	Terrell Powell	120.00	0.00	120.00	0.00	0.00	0.00	120.00
p0000549	312	t0094670	Deon Tatum Jr.	3,783.74	1,996.00	1,787.74	0.00	0.00	0.00	3,783.74
p0000549	313	t0096669	Anita Wooten	1,085.74	965.74	120.00	0.00	0.00	0.00	1,085.74
p0000549	406	t0096507	Melissa Ramirez	1,085.73	965.73	0.00	120.00	0.00	0.00	1,085.73
p0000549	407	t0096660	Julio Diaz De Leon	1,463.73	1,463.73	0.00	0.00	0.00	0.00	1,463.73
p0000549	408	t0098531	Carmen Felix	120.00	0.00	120.00	0.00	0.00	0.00	120.00
p0000549	409	t0096622	Erminia Vazquez	120.00	0.00	120.00	0.00	0.00	0.00	120.00
p0000549	410	t0094592	Sheila Sepulveda	2,961.81	1,996.00	965.81	0.00	0.00	0.00	2,961.81
p0000549	411	t0098427	Roberto Mendoza	1,897.20	1,897.20	0.00	0.00	0.00	0.00	1,897.20
p0000549	412	t0094634	Martha Hernandez	76.29	76.00	0.00	0.29	0.00	0.00	76.29
p0000549				**61,102.94**	**34,174.19**	**24,354.76**	**2,573.99**	**0.00**	**-6.10**	**61,096.84**

SAMPLE

Payables Aging Report

p0000549

Period: 04/2025

As of : 04/30/2025

Payee Code	Payee Name	Invoice Notes	Control	Batch Id	Property	Invoice Date	Account	Invoice #	Current Owed	0-30 Owed	31-60 Owed	61-90 Owed	Over 90 Owed	Future Invoice	Notes
v0000449	National Community Renaissance Of California	April 2025 Management Fees, Compliance Fee and Bookkeeping Fee Due to NCRC:p530,p532,p533,p534,p535,p538,p544, p549 From Jan - April 2025	P-1840166	297968	p0000549	04/01/2025	513029	LINC-HY20250401	12,792.00	12,792.00	0.00	0.00	0.00	0.00	
v0001608		Jan- Apr 2025 RSF Fee p549	P-1839880	297917	p0000549	04/28/2025	511035	LINC-20250401-1	7,945.32	7,945.32	0.00	0.00	0.00	0.00	
Grand Total									**20,737.32**	**20,737.32**	**0.00**	**0.00**	**0.00**	**0.00**	

SAMPLE

Affordable Rent Roll with Lease Charges
Property:
As of Date: 04/30/2025
Balance Month: 04/2025

Property	Resident Status	Unit	Unit Type	Unit Sq Ft	Unit/ Lease Status	Resident	Name	Market Rent	Charge Code	Amount	U.R. Amount	Resident Deposit	Lease From	Lease Expiration	Move In Date	Move Out Date	Balance
Willow Way (p0000549)	**Current/Notice Residents**	105	549P1x1	613	Occupied No Notice	t0094655	San Miguel, Ray	780.00	subsidy	1,719.00	0.00	0.00	03/19/2025	02/28/2026	03/19/2025		1891.03
									rent	277.00							
									Total	**1,996.00**							
		106	549P1x1	613	Occupied No Notice	t0094222	Jones, Tyrell	780.00	subsidy	1,996.00	0.00	0.00	04/30/2025	03/31/2026	04/30/2025		0.00
									Total	**1,996.00**							
		107	549P1x1	613	Vacant Rented Ready	VACANT	VACANT	780.00		0.00	0.00	0.00					0.00
									Total	**0.00**							
		108	549P1x1	613	Occupied No Notice	t0094344	Levy, Georgia	780.00	subsidy	1,996.00	0.00	0.00	02/25/2025	02/28/2026	02/25/2025		500.14
									Total	**1,996.00**							
		201	549P1x1	613	Vacant Unrented Not Re	VACANT	VACANT	780.00		0.00	0.00	0.00					0.00
									Total	**0.00**							
		202	549P1x1	613	Occupied No Notice	t0094288	Cortez, Rudy	780.00	subsidy	1,996.00	0.00	500.00	02/25/2025	01/31/2026	02/25/2025		0.14
									Total	**1,996.00**							
		203	549P1x1	613	Occupied No Notice	t0094290	Garcia, Erica	780.00	subsidy	1,996.00	0.00	500.00	02/25/2025	01/31/2026	02/25/2025		4277.14
									Total	**1,996.00**							
		204	549P1x1	613	Occupied No Notice	t0094594	Caldwell, Reuben	780.00	subsidy	1,996.00	0.00	0.00	03/25/2025	02/28/2026	03/25/2025		2946.71
									Total	**1,996.00**							
		205	549P1x1	613	Occupied No Notice	t0094179	Walker, Alberta	780.00	subsidy	1,996.00	0.00	500.00	02/25/2025	01/31/2026	02/25/2025		4277.14
									Total	**1,996.00**							
		206	549P1x1	613	Occupied No Notice	t0094631	Shamburger, James	780.00	subsidy	1,996.00	0.00	0.00	03/03/2025	02/28/2026	03/03/2025		4363.23
									Total	**1,996.00**							
		207	549P1x1	613	Occupied No Notice	t0094607	Dix, Linda	780.00	subsidy	1,996.00	0.00	0.00	03/12/2025	02/28/2026	03/12/2025		3783.74
									Total	**1,996.00**							
		208	549P1x1	613	Occupied No Notice	t0094292	Rodriguez, Raylene	780.00	subsidy	1,996.00	0.00	0.00	02/25/2025	01/31/2026	02/25/2025		500.14
									Total	**1,996.00**							
		209	549P1x1	613	Occupied No Notice	t0094633	Blaxton, Bridgette	780.00	subsidy	1,996.00	0.00	0.00	03/12/2025	02/28/2026	03/12/2025		3783.74
									Total	**1,996.00**							
		210	549P1x1	613	Occupied No Notice	t0094593	Carreon, David	780.00	subsidy	1,963.00	0.00	500.00	03/04/2025	02/28/2026	03/04/2025		3765.84
									rent	33.00							
									Total	**1,996.00**							
		211	549P1x1	613	Occupied No Notice	t0094635	Kenny, Darlene	780.00	subsidy	1,888.00	0.00	0.00	04/01/2025	03/31/2026	04/01/2025		2496.00
									rent	108.00							
									Total	**1,996.00**							
		212	549P1x1	613	Occupied No Notice	t0094632	Wilson, Jeanina	780.00	subsidy	1,899.00	0.00	500.00	02/25/2025	01/31/2026	02/25/2025		-0.62
									rent	97.00							
									Total	**1,996.00**							
		213	549P1x1	613	Occupied No Notice	t0094291	White, Dwayne	780.00	subsidy	1,996.00	0.00	500.00	02/27/2025	02/28/2026	02/27/2025		4134.57
									Total	**1,996.00**							
		301	549P1x1	613	Occupied No Notice	t0094668	Pimentel, Josephine	780.00	subsidy	1,675.00	0.00	0.00	04/15/2025	03/31/2026	04/15/2025		1564.53
									rent	321.00							
									Total	**1,996.00**							
		302	549P1x1	613	Occupied No Notice	t0094658	Gardner, Brandon	780.00	subsidy	1,996.00	0.00	500.00	03/13/2025	02/28/2026	03/13/2025		3219.35
									Total	**1,996.00**							
		303	549P1x1	613	Occupied No Notice	t0098490	Brooks, Dayvon	780.00	subsidy	1,996.00	0.00	0.00	04/29/2025	03/31/2026	04/29/2025		120.00
									Total	**1,996.00**							
		304	549P1x1	613	Occupied No Notice	t0094669	Bobadilla, Oscar	780.00	subsidy	1,751.00	0.00	0.00	03/06/2025	03/31/2026	03/06/2025		705.06
									rent	245.00							
									Total	**1,996.00**							
		305	549P1x1	613	Occupied No Notice	t0095075	Picard, Carmen	780.00	subsidy	1,751.00	0.00	0.00	03/12/2025	02/28/2026	03/12/2025		655.74
									rent	245.00							
									Total	**1,996.00**							
		306	549P1x1	613	Occupied No Notice	t0094681	Alba, Lana	780.00	subsidy	1,996.00	0.00	0.00	02/25/2025	01/31/2026	02/25/2025		500.14
									Total	**1,996.00**							
		307	549P1x1	613	Occupied No Notice	t0095082	Trejo, Christopher	780.00	subsidy	1,996.00	0.00	0.00	03/04/2025	02/28/2026	03/04/2025		4298.84
									Total	**1,996.00**							
		308	549P1x1	613	Vacant Unrented Not Re	VACANT	VACANT	780.00		0.00	0.00	0.00					0.00
									Total	**0.00**							
		309	549P1x1	613	Vacant Unrented Not Re	VACANT	VACANT	780.00		0.00	0.00	0.00					0.00
									Total	**0.00**							
		310	549P1x1	613	Occupied No Notice	t0095250	Hinckley, Steven	780.00	subsidy	1,996.00	0.00	0.00	04/29/2025	03/31/2026	04/29/2025		120.00
									Total	**1,996.00**							
		311	549P1x1	613	Vacant Unrented Not Re	VACANT	VACANT	780.00		0.00	0.00	0.00					0.00
									Total	**0.00**							
		312	549P1x1	613	Occupied No Notice	t0094670	Tatum Jr., Deon	780.00	subsidy	1,996.00	0.00	0.00	03/12/2025	02/28/2026	03/12/2025		3783.74
									Total	**1,996.00**							
		313	549P1x1	613	Occupied No Notice	t0096669	Wooten, Anita	780.00	subsidy	1,970.00	0.00	0.00	04/24/2025	03/31/2026	04/24/2025		1085.74
									rent	26.00							
									Total	**1,996.00**							
		401	549_2x2	913	Vacant Unrented Not Re	VACANT	VACANT	0.00		0.00	0.00	0.00					0.00
									Total	**0.00**							
		406	549P1x1	613	Occupied No Notice	t0096507	Ramirez, Melissa	780.00	subsidy	1,764.00	0.00	0.00	04/24/2025	03/31/2026	04/24/2025		1085.73

SAMPLE

Affordable Rent Roll with Lease Charges

Property:

As of Date: 04/30/2025

Balance Month: 04/2025

									rent	232.00					
									Total	**1,996.00**					
	407	549P1x1	613	Occupied No Notice	t0096660	Diaz De Leon, Julio	780.00		subsidy	1,996.00	0.00	500.00	04/09/2025	03/31/2026	04/09/2025	1463.73
									Total	**1,996.00**					
	408	549P1x1	613	Vacant Unrented Not Re	VACANT	VACANT	780.00			0.00	0.00	0.00				0.00
									Total	**0.00**					
	409	549P1x1	613	Vacant Unrented Not Re	VACANT	VACANT	780.00			0.00	0.00	0.00				0.00
									Total	**0.00**					
	410	549P1x1	613	Occupied No Notice	t0094592	Sepulveda, Sheila	780.00		subsidy	1,996.00	0.00	500.00	03/17/2025	02/28/2026	03/17/2025	2961.81
									Total	**1,996.00**					
	411	549P1x1	613	Occupied No Notice	t0098427	Mendoza, Roberto	780.00		subsidy	1,829.00	0.00	0.00	04/10/2025	03/31/2026	04/10/2025	1897.20
									rent	167.00						
									Total	**1,996.00**					
	412	549P1x1	613	Occupied No Notice	t0094634	Hernandez, Martha	780.00		subsidy	1,920.00	0.00	500.00	02/25/2025	01/31/2026	02/25/2025	76.29
									rent	76.00						
									Total	**1,996.00**					
	413	549P1x1	613	Vacant Unrented Not Re	VACANT	VACANT	780.00			0.00	0.00	0.00				0.00
									Total	**0.00**					
Future Residents/Applicants	107	549P1x1	613	Vacant Rented Ready	t0098490	Brooks, Dayvon	**780.00**		subsidy	1,996.00	**0.00**	0.00	04/29/2025	03/31/2026	04/29/2025	**120.00**
									Total	**1,996.00**					
(p0000549) Total							**29,640.00**			**61,876.00**	**0.00**	**5,000.00**				**60,376.84**

Summary Groups	Square Footage	Market Rent	Lease Charges	Security Deposit	Other Deposits	# Of Units	% Unit Occupancy	% SQFT Occupancy	Balance
Current/Notice Residents			59,880.00	5,000.00	0.00				60,256.84
Future Residents/Applicants			1,996.00	0.00	0.00				120.00
Occupied Units	18,390.00	23,400.00				30	76.92	75.97	
Vacant Units	5,817.00	6,240.00				9	23.08	24.03	
Totals	**24,207.00**	**29,640.00**	**61,876.00**	**5,000.00**	**0.00**	**39**	**100.00**	**100.00**	**60,376.84**

Summary of Charges by Charge Code (Current/Notice residents only)

Charge Code	Amount
subsidy	58,053.00
rent	1,827.00
Total	**59,880.00**

SAMPLE

Affordable Gross Potential Rent By Unit
Property:
As of Date: 04/30/2025
As of Month: 04/2025

Property	Unit	Unit Type	Resident	Name	Market Rent	Loss/Gain to Lease	Potential Rent	Economic Vacancy	Actual Rent	Actual Subsidy	Excess Income	Utility Reimb	Rent Adjustments	Subsidy Adjustments	Concession	Write Off	Rental Income	Receipts Current	Receipts Prior	Current Unpaid Charges	Current Subsidy Unpaid Charges	Prepays
p0000549	105	549P1x1	t0094655	Ray San Miguel	780.00	-1,216.00	1996.00	1,442.00	277.00	277.00	0.00	0.00	0.00	0.00	0.00	0.00	554.00	0.00	0.00	277.00	277.00	0.00
	106	549P1x1	t0094222	Tyrell Jones	780.00	-1,216.00	1996.00	1,996.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	107	549P1x1	VACANT	VACANT	780.00	0.00	780.00	780.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	108	549P1x1	t0094344	Georgia Levy	780.00	-1,216.00	1996.00	-1,996.00	0.00	3992.00	0.00	0.00	0.00	0.00	0.00	0.00	3,992.00	3,992.00	285.00	0.00	0.00	0.00
	201	549P1x1	VACANT	VACANT	780.00	0.00	780.00	780.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	202	549P1x1	t0094288	Rudy Cortez	780.00	-1,216.00	1996.00	-1,996.00	0.00	3992.00	0.00	0.00	0.00	0.00	0.00	0.00	3,992.00	3,992.00	285.00	0.00	0.00	0.00
	203	549P1x1	t0094290	Erica Garcia	780.00	-1,216.00	1996.00	-1,996.00	0.00	3992.00	0.00	0.00	0.00	0.00	0.00	0.00	3,992.00	0.00	0.00	0.00	3,992.00	0.00
	204	549P1x1	t0094594	Reuben Caldwell	780.00	-1,216.00	1996.00	0.00	0.00	1996.00	0.00	0.00	0.00	0.00	0.00	0.00	1,996.00	0.00	0.00	0.00	1,996.00	0.00
	205	549P1x1	t0094179	Alberta Walker	780.00	-1,216.00	1996.00	-1,996.00	0.00	3992.00	0.00	0.00	0.00	0.00	0.00	0.00	3,992.00	0.00	0.00	0.00	3,992.00	0.00
	206	549P1x1	t0094631	James Shamburger	780.00	-1,216.00	1996.00	0.00	0.00	1996.00	0.00	0.00	0.00	0.00	0.00	0.00	1,996.00	0.00	0.00	0.00	1,996.00	0.00
	207	549P1x1	t0094607	Linda Dix	780.00	-1,216.00	1996.00	0.00	0.00	1996.00	0.00	0.00	0.00	0.00	0.00	0.00	1,996.00	0.00	0.00	0.00	1,996.00	0.00
	208	549P1x1	t0094292	Raylene Rodriguez	780.00	-1,216.00	1996.00	-1,996.00	0.00	3992.00	0.00	0.00	0.00	0.00	0.00	0.00	3,992.00	3,992.00	285.00	0.00	0.00	0.00
	209	549P1x1	t0094633	Bridgette Blaxton	780.00	-1,216.00	1996.00	0.00	0.00	1996.00	0.00	0.00	0.00	0.00	0.00	0.00	1,996.00	0.00	0.00	0.00	1,996.00	0.00
	210	549P1x1	t0094593	David Carreon	780.00	-1,216.00	1996.00	0.00	33.00	1963.00	0.00	0.00	0.00	0.00	0.00	0.00	1,996.00	0.00	0.00	33.00	1,963.00	0.00
	211	549P1x1	t0094635	Darlene Kenny	780.00	-1,216.00	1996.00	0.00	108.00	1888.00	0.00	0.00	0.00	0.00	0.00	0.00	1,996.00	0.00	0.00	108.00	1,888.00	0.00
	212	549P1x1	t0094632	Jeanina Wilson	780.00	-1,216.00	1996.00	-1,899.00	97.00	3798.00	0.00	0.00	0.00	0.00	0.00	0.00	3,895.00	3,895.00	271.00	0.00	0.00	0.00
	213	549P1x1	t0094291	Dwayne White	780.00	-1,216.00	1996.00	0.00	0.00	1996.00	0.00	0.00	0.00	0.00	0.00	0.00	1,996.00	0.00	0.00	0.00	1,996.00	0.00
	301	549P1x1	t0094668	Josephine Pimentel	780.00	-1,216.00	1996.00	931.47	171.20	893.33	0.00	0.00	0.00	0.00	0.00	0.00	1,064.53	0.00	0.00	171.20	893.33	0.00
	302	549P1x1	t0094658	Brandon Gardner	780.00	-1,216.00	1996.00	0.00	0.00	1996.00	0.00	0.00	0.00	0.00	0.00	0.00	1,996.00	0.00	0.00	0.00	1,996.00	0.00
	303	549P1x1	t0098490	Dayvon Brooks	780.00	-1,216.00	1996.00	1,996.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	304	549P1x1	t0094669	Oscar Bobadilla	780.00	-1,216.00	1996.00	0.00	245.00	1751.00	0.00	0.00	0.00	0.00	0.00	0.00	1,996.00	1,996.00	1,468.58	0.00	0.00	0.00
	305	549P1x1	t0095075	Carmen Picard	780.00	-1,216.00	1996.00	0.00	245.00	1751.00	0.00	0.00	0.00	0.00	0.00	0.00	1,996.00	1,996.00	1,129.68	0.00	0.00	0.00
	306	549P1x1	t0094681	Lana Alba	780.00	-1,216.00	1996.00	-1,996.00	0.00	3992.00	0.00	0.00	0.00	0.00	0.00	0.00	3,992.00	3,992.00	285.00	0.00	0.00	0.00
	307	549P1x1	t0095082	Christopher Trejo	780.00	-1,216.00	1996.00	0.00	0.00	1996.00	0.00	0.00	0.00	0.00	0.00	0.00	1,996.00	0.00	0.00	0.00	1,996.00	0.00
	308	549P1x1	VACANT	VACANT	780.00	0.00	780.00	780.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	309	549P1x1	VACANT	VACANT	780.00	0.00	780.00	780.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	310	549P1x1	t0095250	Steven Hinckley	780.00	-1,216.00	1996.00	1,996.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

SAMPLE

	311	549P1x1	VACANT	VACANT	780.00	0.00	780.00	780.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	312	549P1x1	t0094670	Deon Tatum Jr.	780.00	-1,216.00	1996.00	0.00	0.00	1996.00	0.00	0.00	0.00	0.00	0.00	0.00	1,996.00	0.00	0.00	0.00	1,996.00	0.00
	313	549P1x1	t0096669	Anita Wooten	780.00	-1,216.00	1996.00	1,530.26	6.07	459.67	0.00	0.00	0.00	0.00	0.00	0.00	465.74	0.00	0.00	6.07	459.67	0.00
	401	549_2x2	VACANT	VACANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	406	549P1x1	t0096507	Melissa Ramirez	780.00	-1,216.00	1996.00	1,530.27	54.13	411.60	0.00	0.00	0.00	0.00	0.00	0.00	465.73	0.00	0.00	54.13	411.60	0.00
	407	549P1x1	t0096660	Julio Diaz De Leon	780.00	-1,216.00	1996.00	532.27	0.00	1463.73	0.00	0.00	0.00	0.00	0.00	0.00	1,463.73	0.00	0.00	0.00	1,463.73	0.00
	408	549P1x1	VACANT	VACANT	780.00	0.00	780.00	780.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	409	549P1x1	VACANT	VACANT	780.00	0.00	780.00	780.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	410	549P1x1	t0094592	Sheila Sepulveda	780.00	-1,216.00	1996.00	0.00	0.00	1996.00	0.00	0.00	0.00	0.00	0.00	0.00	1,996.00	0.00	0.00	0.00	1,996.00	0.00
	411	549P1x1	t0098427	Roberto Mendoza	780.00	-1,216.00	1996.00	598.80	116.90	1280.30	0.00	0.00	0.00	0.00	0.00	0.00	1,397.20	0.00	0.00	116.90	1,280.30	0.00
	412	549P1x1	t0094634	Martha Hernandez	780.00	-1,216.00	1996.00	-1,920.00	76.00	3840.00	0.00	0.00	0.00	0.00	0.00	0.00	3,916.00	3,840.00	274.00	76.00	0.00	0.00
	413	549P1x1	VACANT	VACANT	780.00	0.00	780.00	780.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total					**29,640.00**	**-36,480.00**	**66,120.00**	**2,998.07**	**1,429.30**	**61692.63**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**63,121.93**	**27,695.00**	**4,283.26**	**842.30**	**34,584.63**	**0.00**
Non-Revenue Units: No Non-Revenue Units																						
Total					**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
(p0000549) Totals					**29,640.00**	**-36,480.00**	**66,120.00**	**2,998.07**	**1,429.30**	**61692.63**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**63,121.93**	**27,695.00**	**4,283.26**	**842.30**	**34,584.63**	**0.00**
Grand	**Total**				**29,640.00**	**-36,480.00**	**66,120.00**	**2,998.07**	**1,429.30**	**61692.63**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**63,121.93**	**27,695.00**	**4,283.26**	**842.30**	**34,584.63**	**0.00**

SAMPLE

Unit Vacancy

) As Of: 04/30/2025 **Unit**

	Unit Type	Resident	Name	Resident Rent	Unit Rent	Resident Deposit	Days Vacant	Move In	Lease Sign	Lease From	Lease To
Willow Way (p0000549) - Vacant Unrented Not Ready											
401	549_2x2			0.00	0.00	0.00	156				
201	549P1x1			0.00	780.00	0.00	156	05/07/2025		05/07/2025	04/30/2026
308	549P1x1			0.00	780.00	0.00	156				
309	549P1x1			0.00	780.00	0.00	156	05/07/2025		05/07/2025	04/30/2026
311	549P1x1			0.00	780.00	0.00	156	05/09/2025		05/09/2025	04/30/2026
408	549P1x1			0.00	780.00	0.00	156	05/26/2025		05/26/2025	04/30/2026
409	549P1x1			0.00	780.00	0.00	145				
413	549P1x1			0.00	780.00	0.00	156				
Total			**8 Units**	**0.00**	**5,460.00**						
Willow Way (p0000549) - Vacant Rented Ready											
107	549P1x1	t0098490	Brooks, Dayvon	0.00	780.00	0.00	1	04/29/2025	04/29/2025	04/29/2025	03/31/2026
Total			**1 Unit**	**0.00**	**780.00**						
Total for p0000549			**9 Units**	**0.00**	**6,240.00**						
Grand Total Count			**9 Units**	**0.00**	**6,240.00**						

SAMPLE

Unit Statistics

As Of = 04/30/2025

Unit Type

	Total Units	Occupied Units	Occupied Percent	Total SqFt	Occupied SqFt	Average Market Rent Per Unit	Average Occupied Rent Per Unit	Total Market Rent	Occupied Market Rent	Occupied Potential Rent	Loss/Gain To Lease	Ready To Rent	Not Ready To Rent	Model	Admin	Down
549 Willow Way 2x2 (549_2x2)	1	0	0.00	913	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0	0	0
549 Willow Way P 1x1 (549P1x1)	38	30	78.94	23,294	18,390	780.00	1,069.90	29,640.00	23,400.00	32,097.00	-8,697.00	1.00	7.00	0	0	0
Total	**39**	**30**	**76.92**	**24,207**	**18,390**	**760.00**	**1,069.90**	**29,640.00**	**23,400.00**	**32,097.00**	**-8,697.00**	**1**	**8**	**0**	**0**	**0**

Property Summary

Physical Occupancy	Occupied	Occup.%	Vacant	Vacant %	Total
Square Footage	18,390	75.96	5,817	24.03	24,207
Unit Count	30	76.92	9	23.07	39

Rental Rates	Occupied	$/SqFt	Percent	Vacant	$/SqFt	Percent	Total	$/SqFt	Total %
Market Rent	23,400.00	1.27	78.94	6,240.00	1.07	21.05	29,640.00	1.22	100.00
Occupied Rent	32,097.00	1.74	108.28	6,240.00	1.07	21.05	38,337.00	1.58	129.34
Loss To Lease	-8,697.00	-0.47	-29.34						

Exposure to Vacancy	Units	Percent
Total Vacant	9	23.07
Less Vacant Rented	-1	2.56
Less Notice Rented	0	0.00
Less Non Revenue	0	0.00
Plus All Notices	0	0.00
Net Exposure to Vacancy	**8**	**20.51**

Make Ready Status	Units	Percent
Total Vacant Units	9	100.00
Ready to Rent	1	11.11
Not Ready to Rent	8	88.88
Non Revenue	0	0.00

Residential Activity	Month-to-Date
Move Ins	10
Reverse Move Ins	2
Move Outs	0
Cancel Move Outs	0
Renewals	0
Skips/Notices/Early Term	0
Evictions	0

SAMPLE

Trial Balance Cr, Dr Details

Period = Jan 2025-Apr 2025

Book = Accrual,Budget ; Tree = ysi_tb

		Balance Forward	Debit	Credit	Ending balance
101100	Cash-Operating I	0.00	67,834.36	15,033.11	52,801.25
101200	Cash-Depository Account	0.00	1,200.00	1,200.00	0.00
103100	Accounts Receivable-Current Resident	360.00	21,206.53	10,424.53	11,142.00
103106	Accounts Receivable-Subsidy/HAP	0.00	85,193.68	35,232.74	49,960.94
104320	I/C Due To/Due From - Operating	0.00	5,317.58	5,317.58	0.00
220100	Accounts Payable	0.00	13,739.64	34,476.96	-20,737.32
222000	Prepaid Rent	0.00	0.00	6.10	-6.10
222004	Excess Subsidy/HAP Suspense	0.00	0.74	0.74	0.00
222110	Due To/Due From - Fee Managed Props	0.00	1,100.00	45,185.80	-44,085.80
223000	Security Deposits	-300.00	1,900.00	16,200.00	-14,600.00
223100	Due to Affiliate	0.00	0.00	25,000.00	-25,000.00
226020	Accrued Vacation	0.00	0.00	696.57	-696.57
226620	Accrued Expenses - Other	0.00	34,799.13	43,358.27	-8,559.14
302000	Net Income (Loss)	-60.00	0.00	0.00	-60.00
401000	Rent	0.00	29,640.00	117,016.83	-87,376.83
401004	Tenant Based Subsidy-Vouchers	0.00	1,920.00	83,272.94	-81,352.94
401300	Less: Vacancy Loss	0.00	114,880.30	29,640.00	85,240.30
402500	Credit Check Fees	0.00	380.00	540.00	-160.00
404500	Parking/Garage/Gate Income	0.00	0.00	50.00	-50.00
409655	Interest Income - Non-Restricted	0.00	0.00	0.22	-0.22
502100	Management Wages	0.00	5,534.82	0.00	5,534.82
505100	Maintenance Wages	0.00	10,047.01	0.00	10,047.01
506055	Long Term Disability Ins	0.00	30.62	0.00	30.62
506100	Worker's Compensation	0.00	773.21	0.00	773.21
506120	Payroll Taxes	0.00	103.51	0.00	103.51
506140	Payroll Taxes--Social Security	0.00	922.89	0.00	922.89
506160	Payroll Taxes--Medicare	0.00	215.87	0.00	215.87
506180	Payroll Taxes--SUI CA	0.00	358.82	0.00	358.82
511020	Management Fee	0.00	19,110.00	8,190.00	10,920.00
511035	Social Service Fee	0.00	13,904.31	5,958.99	7,945.32
512400	Employee Recruitment	0.00	366.56	0.00	366.56
512405	Professional Serv/Accounting	0.00	1,092.00	468.00	624.00
512420	Software Licenses	0.00	507.51	0.00	507.51
512430	Misc. Bank Charges/CC Fees	0.00	397.47	0.00	397.47
512510	Employee Relations - Meals	0.00	558.50	0.00	558.50
513024	Outside Serv/Payroll Processing	0.00	175.90	0.00	175.90
513029	Resident M/I File Review	0.00	1,248.00	0.00	1,248.00
513100	General Office Expense	0.00	923.69	0.00	923.69
513300	Telephone/Internet/Cable/Ans Serv	0.00	2,845.68	669.32	2,176.36
513400	Mileage Reimbursement	0.00	1,382.62	0.00	1,382.62
513700	Leased Equipment	0.00	1,008.62	0.00	1,008.62
514530	Credit Check Fees	0.00	1,486.76	743.38	743.38
514825	Resident Relations	0.00	64.01	0.00	64.01
518015	Computer Supplies and Repair	0.00	2,177.26	479.06	1,698.20
533100	Gas Expense	0.00	2,492.57	1,073.49	1,419.08
533200	Water Expense	0.00	4,995.75	2,548.14	2,447.61
533400	Trash Expense	0.00	3,102.86	823.58	2,279.28
533500	Electric - Common Area	0.00	15,286.37	8,904.67	6,381.70
535100	Landscape - Contract	0.00	7,525.00	3,012.50	4,512.50
612500	Cleaning Supplies	0.00	595.30	0.00	595.30
612600	Hardware Supplies	0.00	63.21	0.00	63.21
613700	Fire Prevention	0.00	5,858.21	0.00	5,858.21
614300	General Supplies	0.00	262.92	0.00	262.92
614900	Locks & Keys	0.00	21.84	0.00	21.84

SAMPLE

Trial Balance Cr, Dr Details

Period = Jan 2025-Apr 2025

Book = Accrual,Budget ; Tree = ysi_tb

		Balance Forward	Debit	Credit	Ending balance
615450	Garage Repair	0.00	219.89	0.00	219.89
616700	Security Service	0.00	14,784.00	4,032.00	10,752.00
	Total	**0.00**	**499,555.52**	**499,555.52**	**0.00**

SAMPLE

Cash Flow Statement

Period = Jan 2025-Apr 2025

Book = Accrual,Budget ; Tree = cash flow

		Period to Date	%	Year to Date	%
400100	**NET RENTAL INCOME**				
401000	Rent	87,376.83	0.00	87,376.83	0.00
401004	Tenant Based Subsidy-Vouchers	81,352.94	0.00	81,352.94	0.00
401300	Less: Vacancy Loss	-85,240.30	0.00	-85,240.30	0.00
401900	**TOTAL NET RENTAL INCOME**	**83,489.47**	**0.00**	**83,489.47**	**0.00**
401910	**MISC. RENTAL INCOME**				
402500	Credit Check Fees	160.00	0.00	160.00	0.00
404500	Parking/Garage/Gate Income	50.00	0.00	50.00	0.00
409295	**TOTAL MISC. RENTAL INCOME**	**210.00**	**0.00**	**210.00**	**0.00**
409505	**OTHER INCOME**				
409655	Interest Income - Non-Restricted	0.22	0.00	0.22	0.00
480000	**TOTAL OTHER INCOME**	**0.22**	**0.00**	**0.22**	**0.00**
490000	**TOTAL REVENUE**	**83,699.69**	**0.00**	**83,699.69**	**0.00**
500000	**EXPENSES**				
502000	**PAYROLL EXPENSE**				
502100	Management Wages	5,534.82	0.00	5,534.82	0.00
505100	Maintenance Wages	10,047.01	0.00	10,047.01	0.00
506055	Long Term Disability Ins	30.62	0.00	30.62	0.00
506100	Worker's Compensation	773.21	0.00	773.21	0.00
506120	Payroll Taxes	103.51	0.00	103.51	0.00
506140	Payroll Taxes--Social Security	922.89	0.00	922.89	0.00
506160	Payroll Taxes--Medicare	215.87	0.00	215.87	0.00
506180	Payroll Taxes--SUI CA	358.82	0.00	358.82	0.00
509990	**TOTAL PAYROLL EXPENSES**	**17,986.75**	**0.00**	**17,986.75**	**0.00**
511000	**MANAGEMENT FEES EXPENSES**				
511020	Management Fee	10,920.00	0.00	10,920.00	0.00
511035	Social Service Fee	7,945.32	0.00	7,945.32	0.00
511990	**TOTAL MANAGEMENT FEE EXPENSES**	**18,865.32**	**0.00**	**18,865.32**	**0.00**
512000	**ADMINISTRATIVE EXPENSES**				
512400	Employee Recruitment	366.56	0.00	366.56	0.00
512405	Professional Serv/Accounting	624.00	0.00	624.00	0.00
512420	Software Licenses	507.51	0.00	507.51	0.00
512430	Misc. Bank Charges	397.47	0.00	397.47	0.00
512510	Employee Relations - Meals	558.50	0.00	558.50	0.00
513024	Outside Serv/ADP P/R Processing	175.90	0.00	175.90	0.00
513029	Resident M/I File Review	1,248.00	0.00	1,248.00	0.00
513100	General Office Expense	923.69	0.00	923.69	0.00
513300	Telephone/Internet/Cable/Ans Serv	2,176.36	0.00	2,176.36	0.00
513400	Mileage Reimbursement	1,382.62	0.00	1,382.62	0.00
513700	Leased Equipment	1,008.62	0.00	1,008.62	0.00
514530	Credit Check Fees	743.38	0.00	743.38	0.00
514825	Resident Relations	64.01	0.00	64.01	0.00
518015	Computer Supplies and Repair	1,698.20	0.00	1,698.20	0.00
519990	**TOTAL ADMINISTRATIVE EXPENSES**	**11,874.82**	**0.00**	**11,874.82**	**0.00**
533000	**UTILITY EXPENSES**				
533100	Gas Expense	1,419.08	0.00	1,419.08	0.00

SAMPLE

Cash Flow Statement

Period = Jan 2025-Apr 2025

Book = Accrual,Budget ; Tree = cash flow

		Period to Date	%	Year to Date	%
533200	Water Expense	2,447.61	0.00	2,447.61	0.00
533400	Trash Expense	2,279.28	0.00	2,279.28	0.00
533500	Electric - Common Area	6,381.70	0.00	6,381.70	0.00
534990	**TOTAL UTILITY EXPENSES**	**12,527.67**	**0.00**	**12,527.67**	**0.00**
535000	**LANDSCAPING EXPENSES**				
535100	Landscape - Contract	4,512.50	0.00	4,512.50	0.00
536990	**TOTAL LANDSCAPING EXPENSES**	**4,512.50**	**0.00**	**4,512.50**	**0.00**
600000	**MAINTENANCE EXPENSES**				
612500	Cleaning Supplies	595.30	0.00	595.30	0.00
612600	Hardware Supplies	63.21	0.00	63.21	0.00
613700	Fire Prevention	5,858.21	0.00	5,858.21	0.00
614300	General Supplies	262.92	0.00	262.92	0.00
614900	Locks & Keys	21.84	0.00	21.84	0.00
615450	Garage Repair	219.89	0.00	219.89	0.00
616700	Security Service	10,752.00	0.00	10,752.00	0.00
699990	**TOTAL MAINTENANCE EXPENSES**	**17,773.37**	**0.00**	**17,773.37**	**0.00**
858900	**TOTAL OPERATING EXPENSES**	**83,540.43**	**0.00**	**83,540.43**	**0.00**
859000	**NET INC (Before Other Exp)**	**159.26**	**0.00**	**159.26**	**0.00**
900000	**CASH FLOW**	**159.26**	**0.00**	**159.26**	**0.00**

	Period to Date	Beginning Balance	Ending Balance	Difference
101100	Cash-Operating I	0.00	52,801.25	52,801.25
101200	Cash-Depository Account	0.00	0.00	0.00
	Total Cash	**0.00**	**52,801.25**	**52,801.25**

	Year to Date	Beginning Balance	Ending Balance	Difference
101100	Cash-Operating I	0.00	52,801.25	52,801.25
101200	Cash-Depository Account	0.00	0.00	0.00
	Total Cash	**0.00**	**52,801.25**	**52,801.25**

SAMPLE

General Ledger

Period = Jan 2025-Apr 2025

Book = Accrual

Sort On =

Property	Property Name	Date	Period	Person/Description	Control	Reference	Debit	Credit	Balance	Remarks
101100				**Cash-Operating I**					**0.00**	**= Beginning Balance =**
p0000549	Willow Way	04/29/2025	04/2025	National Community Renaissa...	K-10...	101	239.53	0.00	239.53	Software Costs 1/25- 4/25
p0000549	Willow Way	04/30/2025	04/2025	National Community Renaissa...	K-10...	102	239.53	0.00	479.06	Software Costs 1/25- 4/25
				Journal Batch 289493				33.32	445.74	
				Journal Batch 283186			100.00		545.74	
				Journal Batch 286415			1,000.00		1,545.74	
				Journal Batch 289879			511.70		2,057.44	
				Check Batch 247328				1,553.38	504.06	
				Receipt Batch 491619			1,500.00		2,004.06	
				Receipt Batch 491624			270.77		2,274.83	
				Receipt Batch 491750			510.86		2,785.69	
				Check Batch 247714				382.31	2,403.38	
				Receipt Batch 495669			1,500.00		3,903.38	
				Receipt Batch 495786			4,277.00		8,180.38	
				Check Batch 247782				4,464.69	3,715.69	
				Check Batch 248304				1,917.01	1,798.68	
				Receipt Batch 495780			8,391.00		10,189.68	
				Journal Batch 291398				217.57	9,972.11	
				Check Batch 248750				1,537.42	8,434.69	
				Check Batch 249077				727.85	7,706.84	
				Receipt Batch 495654			18,724.00		26,430.84	
				Receipt Batch 495659			492.00		26,922.84	
				Receipt Batch 495660			97.00		27,019.84	
				Receipt Batch 495671			1,500.00		28,519.84	
				Check Batch 249406				239.53	28,280.31	
				Check Batch 249429				239.53	28,040.78	
				Check Batch 249488				239.53	27,801.25	
				Journal Batch 291430			25,000.00		52,801.25	
				Net Change=52,801.25			**64,353.39**	**11,552.14**	**52,801.25**	**= Ending Balance =**
101200				**Cash-Depository Account**					**0.00**	**= Beginning Balance =**
				Net Change=0.00			**0.00**	**0.00**	**0.00**	**= Ending Balance =**
103100				**Accounts Receivable-Current R...**					**360.00**	**= Beginning Balance =**
p0000549	Willow Way	02/25/2025	03/2025	Alba (t0094681)	C-42...	:MoveIn	500.00	0.00	860.00	Security Deposit
p0000549	Willow Way	02/25/2025	03/2025	Wilson (t0094632)	C-42...	:MoveIn	500.00	0.00	1,360.00	Security Deposit
p0000549	Willow Way	02/25/2025	03/2025	Wilson (t0094632)	C-42...	:MoveIn	13.86	0.00	1,373.86	Rent for 4 days
p0000549	Willow Way	02/25/2025	03/2025	Walker (t0094179)	C-42...	:MoveIn	500.00	0.00	1,873.86	Security Deposit

SAMPLE

General Ledger

Period = Jan 2025-Apr 2025

Book = Accrual

Sort On =

Property	Property Name	Date	Period	Person/Description	Control	Reference	Debit	Credit	Balance	Remarks
p0000549	Willow Way	02/25/2025	03/2025	Hernandez (t0094634)	C-42...	:MoveIn	500.00	0.00	2,373.86	Security Deposit
p0000549	Willow Way	02/25/2025	03/2025	Hernandez (t0094634)	C-42...	:MoveIn	10.86	0.00	2,384.72	Rent for 4 days
p0000549	Willow Way	02/25/2025	03/2025	Cortez (t0094288)	C-42...	:MoveIn	500.00	0.00	2,884.72	Security Deposit
p0000549	Willow Way	02/25/2025	03/2025	Levy (t0094344)	C-42...	:MoveIn	500.00	0.00	3,384.72	Security Deposit
p0000549	Willow Way	02/25/2025	03/2025	Garcia (t0094290)	C-42...	:MoveIn	500.00	0.00	3,884.72	Security Deposit
p0000549	Willow Way	02/25/2025	03/2025	Rodriguez (t0094292)	C-42...	:MoveIn	500.00	0.00	4,384.72	Security Deposit
p0000549	Willow Way	02/27/2025	03/2025	White (t0094291)	C-42...	:MoveIn	500.00	0.00	4,884.72	Security Deposit
p0000549	Willow Way	03/01/2025	03/2025	Hernandez (t0094634)	C-42...		76.00	0.00	4,960.72	Rent
p0000549	Willow Way	03/01/2025	03/2025	Wilson (t0094632)	C-42...		97.00	0.00	5,057.72	Rent
p0000549	Willow Way	03/03/2025	03/2025	Shamburger (t0094631)	C-42...	:MoveIn	500.00	0.00	5,557.72	Security Deposit
p0000549	Willow Way	03/04/2025	03/2025	Carreon (t0094593)	C-42...	:MoveIn	500.00	0.00	6,057.72	Security Deposit
p0000549	Willow Way	03/04/2025	03/2025	Carreon (t0094593)	C-42...	:MoveIn	29.81	0.00	6,087.53	Rent for 28 days
p0000549	Willow Way	03/04/2025	03/2025	Trejo (t0095082)	C-42...	:MoveIn	500.00	0.00	6,587.53	Security Deposit
p0000549	Willow Way	03/06/2025	03/2025	Bobadilla (t0094669)	C-42...	:MoveIn	500.00	0.00	7,087.53	Security Deposit
p0000549	Willow Way	03/06/2025	03/2025	Bobadilla (t0094669)	C-42...	:MoveIn	205.48	0.00	7,293.01	Rent for 26 days
p0000549	Willow Way	03/12/2025	03/2025	Picard (t0095075)	C-42...	:MoveIn	500.00	0.00	7,793.01	Security Deposit
p0000549	Willow Way	03/12/2025	03/2025	Picard (t0095075)	C-42...	:MoveIn	158.06	0.00	7,951.07	Rent for 20 days
p0000549	Willow Way	03/12/2025	03/2025	Dix (t0094607)	C-42...	:MoveIn	500.00	0.00	8,451.07	Security Deposit
p0000549	Willow Way	03/12/2025	03/2025	Blaxton (t0094633)	C-42...	:MoveIn	500.00	0.00	8,951.07	Security Deposit
p0000549	Willow Way	03/12/2025	03/2025	Tatum Jr. (t0094670)	C-42...	:MoveIn	500.00	0.00	9,451.07	Security Deposit
p0000549	Willow Way	03/13/2025	03/2025	Gardner (t0094658)	C-42...	:MoveIn	500.00	0.00	9,951.07	Security Deposit
p0000549	Willow Way	03/17/2025	03/2025	Sepulveda (t0094592)	C-42...	:MoveIn	500.00	0.00	10,451.07	Security Deposit
p0000549	Willow Way	03/17/2025	03/2025	Hernandez (t0094634)	C-42...		50.00	0.00	10,501.07	Needed additional fob
p0000549	Willow Way	03/19/2025	03/2025	San Miguel (t0094655)	C-42...	:MoveIn	500.00	0.00	11,001.07	Security Deposit
p0000549	Willow Way	03/19/2025	03/2025	San Miguel (t0094655)	C-42...	:MoveIn	116.16	0.00	11,117.23	Rent for 13 days
p0000549	Willow Way	03/25/2025	03/2025	Caldwell (t0094594)	C-42...	:MoveIn	500.00	0.00	11,617.23	Security Deposit
p0000549	Willow Way	04/01/2025	04/2025	Kenny (t0094635)	C-43...	:MoveIn	500.00	0.00	12,117.23	Security Deposit
p0000549	Willow Way	04/01/2025	04/2025	Kenny (t0094635)	C-43...	:MoveIn	108.00	0.00	12,225.23	Rent for 30 days
p0000549	Willow Way	04/01/2025	04/2025	Bobadilla (t0094669)	C-43...		245.00	0.00	12,470.23	Rent for 4/2025
p0000549	Willow Way	04/01/2025	04/2025	Picard (t0095075)	C-43...		245.00	0.00	12,715.23	Rent for 4/2025
p0000549	Willow Way	04/01/2025	04/2025	Wilson (t0094632)	C-43...		97.00	0.00	12,812.23	Rent for 4/2025
p0000549	Willow Way	04/01/2025	04/2025	San Miguel (t0094655)	C-43...		277.00	0.00	13,089.23	Rent for 4/2025
p0000549	Willow Way	04/01/2025	04/2025	Carreon (t0094593)	C-43...		33.00	0.00	13,122.23	Rent for 4/2025
p0000549	Willow Way	04/01/2025	04/2025	Hernandez (t0094634)	C-43...		76.00	0.00	13,198.23	Rent for 4/2025
p0000549	Willow Way	04/09/2025	04/2025	Diaz De Leon (t0096660)	C-43...	:MoveIn	500.00	0.00	13,698.23	Security Deposit
p0000549	Willow Way	04/10/2025	04/2025	Mendoza (t0098427)	C-43...	:MoveIn	500.00	0.00	14,198.23	Security Deposit
p0000549	Willow Way	04/10/2025	04/2025	Mendoza (t0098427)	C-43...	:MoveIn	116.90	0.00	14,315.13	Rent for 21 days
p0000549	Willow Way	04/15/2025	04/2025	Pimentel (t0094668)	C-43...	:MoveIn	500.00	0.00	14,815.13	Security Deposit

SAMPLE

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Property	Property Name	Date	Period	Person/Description	Control	Reference	Debit	Credit	Balance	Remarks
p0000549	Willow Way	04/15/2025	04/2025	Pimentel (t0094668)	C-43...	:MoveIn	171.20	0.00	14,986.33	Rent for 16 days
p0000549	Willow Way	04/24/2025	04/2025	Ramirez (t0096507)	C-43...	:MoveIn	500.00	0.00	15,486.33	Security Deposit
p0000549	Willow Way	04/24/2025	04/2025	Ramirez (t0096507)	C-43...	:MoveIn	54.13	0.00	15,540.46	Rent for 7 days
p0000549	Willow Way	04/24/2025	04/2025	Wooten (t0096669)	C-43...	:MoveIn	500.00	0.00	16,040.46	Security Deposit
p0000549	Willow Way	04/24/2025	04/2025	Wooten (t0096669)	C-43...	:MoveIn	6.07	0.00	16,046.53	Rent for 7 days
				Charge Batch 119766			120.00		16,166.53	
				Charge Batch 119767				20.00	16,146.53	
				Charge Batch 119768				100.00	16,046.53	
				Charge Batch 119769			120.00		16,166.53	
				Charge Batch 119770				120.00	16,046.53	
				Charge Batch 119771			120.00		16,166.53	
				Charge Batch 119772			120.00		16,286.53	
				Charge Batch 119773				240.00	16,046.53	
				Charge Batch 119774			120.00		16,166.53	
				Charge Batch 119775				120.00	16,046.53	
				Charge Batch 119782			120.00		16,166.53	
				Charge Batch 119898			120.00		16,286.53	
				Charge Batch 119924			120.00		16,406.53	
				Charge Batch 119925				120.00	16,286.53	
				Charge Batch 119926				120.00	16,166.53	
				Charge Batch 119962			120.00		16,286.53	
				Charge Batch 119963				120.00	16,166.53	
				Charge Batch 119964			120.00		16,286.53	
				Charge Batch 119965			120.00		16,406.53	
				Charge Batch 119984			120.00		16,526.53	
				Charge Batch 120487			120.00		16,646.53	
				Charge Batch 120497			120.00		16,766.53	
				Charge Batch 120498				120.00	16,646.53	
				Charge Batch 120499				120.00	16,526.53	
				Charge Batch 120793			120.00		16,646.53	
				Charge Batch 121040			120.00		16,766.53	
				Charge Batch 121364			120.00		16,886.53	
				Charge Batch 122729				120.00	16,766.53	
				Charge Batch 122732				120.00	16,646.53	
				Charge Batch 122731				120.00	16,526.53	
				Charge Batch 122726				120.00	16,406.53	
				Charge Batch 122733				120.00	16,286.53	
				Charge Batch 122734				120.00	16,166.53	

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				Charge Batch 121748			120.00		16,286.53	
				Charge Batch 121948			120.00		16,406.53	
				Charge Batch 121950				120.00	16,286.53	
				Charge Batch 121962			120.00		16,406.53	
				Charge Batch 122009			120.00		16,526.53	
				Charge Batch 122010				120.00	16,406.53	
				Charge Batch 122262			120.00		16,526.53	
				Charge Batch 122482			120.00		16,646.53	
				Charge Batch 122483			120.00		16,766.53	
				Receipt Batch 491619				1,500.00	15,266.53	
				Receipt Batch 491624				266.67	14,999.86	
				Charge Batch 122673			120.00		15,119.86	
				Receipt Batch 491750				510.86	14,609.00	
				Charge Batch 122861				120.00	14,489.00	
				Receipt Batch 495669				1,500.00	12,989.00	
				Charge Batch 123068			120.00		13,109.00	
				Charge Batch 123091			120.00		13,229.00	
				Receipt Batch 495659				490.00	12,739.00	
				Receipt Batch 495660				97.00	12,642.00	
				Receipt Batch 495671				1,500.00	11,142.00	
				Net Change=10,782.00			**18,926.53**	**8,144.53**	**11,142.00**	**= Ending Balance =**
103106				**Accounts Receivable-Subsidy/HAP**					**0.00**	**= Beginning Balance =**
p0000549	Willow Way	02/25/2025	03/2025	Alba (t0094681)	C-42...	:HAP...	285.14	0.00	285.14	Rent Subsidy for 4 days
p0000549	Willow Way	02/25/2025	03/2025	Wilson (t0094632)	C-42...	:HAP...	271.29	0.00	556.43	Rent Subsidy for 4 days
p0000549	Willow Way	02/25/2025	03/2025	Walker (t0094179)	C-42...	:HAP...	285.14	0.00	841.57	Rent Subsidy for 4 days
p0000549	Willow Way	02/25/2025	03/2025	Hernandez (t0094634)	C-42...	:HAP...	274.29	0.00	1,115.86	Rent Subsidy for 4 days
p0000549	Willow Way	02/25/2025	03/2025	Cortez (t0094288)	C-42...	:HAP...	285.14	0.00	1,401.00	Rent Subsidy for 4 days
p0000549	Willow Way	02/25/2025	03/2025	Levy (t0094344)	C-42...	:HAP...	285.14	0.00	1,686.14	Rent Subsidy for 4 days
p0000549	Willow Way	02/25/2025	03/2025	Garcia (t0094290)	C-42...	:HAP...	285.14	0.00	1,971.28	Rent Subsidy for 4 days
p0000549	Willow Way	02/25/2025	03/2025	Rodriguez (t0094292)	C-42...	:HAP...	285.14	0.00	2,256.42	Rent Subsidy for 4 days
p0000549	Willow Way	02/27/2025	03/2025	White (t0094291)	C-42...	:HAP...	142.57	0.00	2,398.99	Rent Subsidy for 2 days
p0000549	Willow Way	03/01/2025	03/2025	White (t0094291)	C-42...	:HAP...	1,996.00	0.00	4,394.99	Next Month's Rent Subsidy
p0000549	Willow Way	03/03/2025	03/2025	Shamburger (t0094631)	C-42...	:HAP...	1,867.23	0.00	6,262.22	Rent Subsidy for 29 days
p0000549	Willow Way	03/04/2025	03/2025	Carreon (t0094593)	C-42...	:HAP...	1,773.03	0.00	8,035.25	Rent Subsidy for 28 days
p0000549	Willow Way	03/04/2025	03/2025	Trejo (t0095082)	C-42...	:HAP...	1,802.84	0.00	9,838.09	Rent Subsidy for 28 days
p0000549	Willow Way	03/06/2025	03/2025	Bobadilla (t0094669)	C-42...	:HAP...	1,468.58	0.00	11,306.67	Rent Subsidy for 26 days
p0000549	Willow Way	03/12/2025	03/2025	Picard (t0095075)	C-42...	:HAP...	1,129.68	0.00	12,436.35	Rent Subsidy for 20 days

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p0000549	Willow Way	03/12/2025	03/2025	Dix (t0094607)	C-42...	:HAP...	1,287.74	0.00	13,724.09	Rent Subsidy for 20 days
p0000549	Willow Way	03/12/2025	03/2025	Blaxton (t0094633)	C-42...	:HAP...	1,287.74	0.00	15,011.83	Rent Subsidy for 20 days
p0000549	Willow Way	03/12/2025	03/2025	Tatum Jr. (t0094670)	C-42...	:HAP...	1,287.74	0.00	16,299.57	Rent Subsidy for 20 days
p0000549	Willow Way	03/13/2025	03/2025	Gardner (t0094658)	C-42...	:HAP...	1,223.35	0.00	17,522.92	Rent Subsidy for 19 days
p0000549	Willow Way	03/17/2025	03/2025	Sepulveda (t0094592)	C-42...	:HAP...	965.81	0.00	18,488.73	Rent Subsidy for 15 days
p0000549	Willow Way	03/19/2025	03/2025	San Miguel (t0094655)	C-42...	:HAP...	720.87	0.00	19,209.60	Rent Subsidy for 13 days
p0000549	Willow Way	03/25/2025	03/2025	Caldwell (t0094594)	C-42...	:HAP...	450.71	0.00	19,660.31	Rent Subsidy for 7 days
p0000549	Willow Way	03/01/2025	04/2025	Hernandez (t0094634)	C-43...	:HAP	1,920.00	0.00	21,580.31	Rent 3/2025
p0000549	Willow Way	03/01/2025	04/2025	Levy (t0094344)	C-43...	:HAP	1,996.00	0.00	23,576.31	Rent Subsidy for 3/2025
p0000549	Willow Way	03/01/2025	04/2025	Wilson (t0094632)	C-43...	:HAP	1,899.00	0.00	25,475.31	Rent Subsidy for 3/2025
p0000549	Willow Way	03/01/2025	04/2025	Cortez (t0094288)	C-43...	:HAP	1,996.00	0.00	27,471.31	Rent Subsidy for 3/2025
p0000549	Willow Way	03/01/2025	04/2025	Garcia (t0094290)	C-43...	:HAP	1,996.00	0.00	29,467.31	Rent Subsidy for 3/2025
p0000549	Willow Way	03/01/2025	04/2025	Walker (t0094179)	C-43...	:HAP	1,996.00	0.00	31,463.31	Rent Subsidy for 3/2025
p0000549	Willow Way	03/01/2025	04/2025	Rodriguez (t0094292)	C-43...	:HAP	1,996.00	0.00	33,459.31	Rent Subsidy for 3/2025
p0000549	Willow Way	03/01/2025	04/2025	Alba (t0094681)	C-43...	:HAP	1,996.00	0.00	35,455.31	Rent Subsidy for 3/2025
p0000549	Willow Way	04/01/2025	04/2025	Kenny (t0094635)	C-43...	:HAP...	1,888.00	0.00	37,343.31	Rent Subsidy for 30 days
p0000549	Willow Way	04/01/2025	04/2025	Hernandez (t0094634)	C-43...	:HAP	1,920.00	0.00	39,263.31	Rent 4/2025
p0000549	Willow Way	04/01/2025	04/2025	Bobadilla (t0094669)	C-43...	:HAP	1,751.00	0.00	41,014.31	Rent for 4/2025
p0000549	Willow Way	04/01/2025	04/2025	Picard (t0095075)	C-43...	:HAP	1,751.00	0.00	42,765.31	Rent Subsidy for 4/2025
p0000549	Willow Way	04/01/2025	04/2025	Levy (t0094344)	C-43...	:HAP	1,996.00	0.00	44,761.31	Rent Subsidy for 4/2025
p0000549	Willow Way	04/01/2025	04/2025	Wilson (t0094632)	C-43...	:HAP	1,899.00	0.00	46,660.31	Rent Subsidy for 4/2025
p0000549	Willow Way	04/01/2025	04/2025	Cortez (t0094288)	C-43...	:HAP	1,996.00	0.00	48,656.31	Rent Subsidy for 4/2025
p0000549	Willow Way	04/01/2025	04/2025	San Miguel (t0094655)	C-43...	:HAP	277.00	0.00	48,933.31	Rent Subsidy for 4/2025
p0000549	Willow Way	04/01/2025	04/2025	Garcia (t0094290)	C-43...	:HAP	1,996.00	0.00	50,929.31	Rent Subsidy for 4/2025
p0000549	Willow Way	04/01/2025	04/2025	Caldwell (t0094594)	C-43...	:HAP	1,996.00	0.00	52,925.31	Rent Subsidy for 4/2025
p0000549	Willow Way	04/01/2025	04/2025	Walker (t0094179)	C-43...	:HAP	1,996.00	0.00	54,921.31	Rent Subsidy for 4/2025
p0000549	Willow Way	04/01/2025	04/2025	Shamburger (t0094631)	C-43...	:HAP	1,996.00	0.00	56,917.31	Rent Subsidy for 4/2025
p0000549	Willow Way	04/01/2025	04/2025	Dix (t0094607)	C-43...	:HAP	1,996.00	0.00	58,913.31	Rent Subsidy for 4/2025
p0000549	Willow Way	04/01/2025	04/2025	Rodriguez (t0094292)	C-43...	:HAP	1,996.00	0.00	60,909.31	Rent Subsidy for 4/2025
p0000549	Willow Way	04/01/2025	04/2025	Blaxton (t0094633)	C-43...	:HAP	1,996.00	0.00	62,905.31	Rent Subsidy for 4/2025
p0000549	Willow Way	04/01/2025	04/2025	Carreon (t0094593)	C-43...	:HAP	1,963.00	0.00	64,868.31	Rent Subsidy for 4/2025
p0000549	Willow Way	04/01/2025	04/2025	White (t0094291)	C-43...	:HAP	1,996.00	0.00	66,864.31	Rent Subsidy for 4/2025
p0000549	Willow Way	04/01/2025	04/2025	Gardner (t0094658)	C-43...	:HAP	1,996.00	0.00	68,860.31	Rent Subsidy for 4/2025
p0000549	Willow Way	04/01/2025	04/2025	Alba (t0094681)	C-43...	:HAP	1,996.00	0.00	70,856.31	Rent Subsidy for 4/2025
p0000549	Willow Way	04/01/2025	04/2025	Trejo (t0095082)	C-43...	:HAP	1,996.00	0.00	72,852.31	Rent Subsidy for 4/2025
p0000549	Willow Way	04/01/2025	04/2025	Tatum Jr. (t0094670)	C-43...	:HAP	1,996.00	0.00	74,848.31	Rent Subsidy for 4/2025
p0000549	Willow Way	04/01/2025	04/2025	Sepulveda (t0094592)	C-43...	:HAP	1,996.00	0.00	76,844.31	Rent Subsidy for 4/2025
p0000549	Willow Way	04/01/2025	04/2025	Hernandez (t0094634)	C-43...	:HAP	1,920.00	0.00	78,764.31	Rent Subsidy for 4/2025 :Reversed by Charge...

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p0000549	Willow Way	04/09/2025	04/2025	Diaz De Leon (t0096660)	C-43...	:HAP...	1,463.73	0.00	80,228.04	Rent Subsidy for 22 days
p0000549	Willow Way	04/10/2025	04/2025	Mendoza (t0098427)	C-43...	:HAP...	1,280.30	0.00	81,508.34	Rent Subsidy for 21 days
p0000549	Willow Way	04/15/2025	04/2025	Pimentel (t0094668)	C-43...	:HAP...	893.33	0.00	82,401.67	Rent Subsidy for 16 days
p0000549	Willow Way	04/24/2025	04/2025	Ramirez (t0096507)	C-43...	:HAP...	411.60	0.00	82,813.27	Rent Subsidy for 7 days
p0000549	Willow Way	04/24/2025	04/2025	Wooten (t0096669)	C-43...	:HAP...	459.67	0.00	83,272.94	Rent Subsidy for 7 days
p0000549	Willow Way	04/25/2025	04/2025	Bobadilla (t0094669)	C-43...	:HAP ...	0.42	0.00	83,273.36	Excess Subsidy/Hap Suspense 04/25 Rec - ...
p0000549	Willow Way	04/25/2025	04/2025	Bobadilla (t0094669)	C-43...	:HAP ...	0.00	0.42	83,272.94	Excess Subsidy/Hap Suspense 04/25 Rec - ...
p0000549	Willow Way	04/25/2025	04/2025	Picard (t0095075)	C-43...	:HAP ...	0.32	0.00	83,273.26	Excess Subsidy/Hap Suspense 04/25 Rec - ...
p0000549	Willow Way	04/25/2025	04/2025	Picard (t0095075)	C-43...	:HAP ...	0.00	0.32	83,272.94	Excess Subsidy/Hap Suspense 04/25 Rec - ...
				Receipt Batch 495786				4,277.00	78,995.94	
				Charge Batch 123976				1,920.00	77,075.94	
				Receipt Batch 495780				8,391.00	68,684.94	
				Receipt Batch 495654				18,724.00	49,960.94	
				Net Change=49,960.94			**83,273.68**	**33,312.74**	**49,960.94**	**= Ending Balance =**
104320				**I/C Due To/Due From - Operating**					**0.00**	**= Beginning Balance =**
p0000549	Willow Way	02/06/2025	03/2025	San Gabriel Valley Water Com...	P-18...	1014...	0.00	140.56	-140.56	10141556-203759
p0000549	Willow Way	02/06/2025	03/2025	San Gabriel Valley Water Com...	P-18...	1014...	0.00	433.29	-573.85	10141556-203760
p0000549	Willow Way	02/06/2025	03/2025	San Gabriel Valley Water Com...	P-18...	1014...	0.00	334.39	-908.24	10141556-203761
p0000549	Willow Way	02/24/2025	03/2025	Alphagraphics (v0000608)	P-18...	91279	0.00	31.24	-939.48	Business cards for Guadalupe Ramirez
p0000549	Willow Way	02/28/2025	03/2025	GreatAmerica Financial Servic...	P-18...	38677365	0.00	504.31	-1,443.79	printer rentals 02/25/2025 - 03/24/2025
p0000549	Willow Way	03/05/2025	03/2025	Charter Communications (v00...	P-18...	8448 ...	0.00	225.15	-1,668.94	8448 30 018 1453504 Current
p0000549	Willow Way	03/05/2025	03/2025	Charter Communications (v00...	P-18...	8448 ...	0.00	315.19	-1,984.13	8448 30 018 1453504 Past Due
p0000549	Willow Way	03/06/2025	03/2025	LINC Ramona Apts, LP (v0009366)	P-18...	P549...	0.00	1,000.00	-2,984.13	To fund Operating Account with $1,000 for Wa...
p0000549	Willow Way	03/06/2025	03/2025	LINC Ramona Apts, LP (v0009366)	P-18...	P549...	1,000.00	0.00	-1,984.13	To fund Operating Account with $1,000 for Wa...
p0000549	Willow Way	03/11/2025	03/2025	AT&T U - Verse (v0004068)	P-18...	3378...	0.00	7.70	-1,991.83	337800131 Cost Assessment Charge
p0000549	Willow Way	03/11/2025	03/2025	AT&T U - Verse (v0004068)	P-18...	3378...	0.00	110.00	-2,101.83	337800131
p0000549	Willow Way	03/11/2025	03/2025	AT&T U - Verse (v0004068)	P-18...	3378...	0.00	150.00	-2,251.83	337800131 One-time charge - Installation of i...
p0000549	Willow Way	03/31/2025	04/2025	Consumer Reporting Complian...	P-18...	33424	0.00	366.56	-2,618.39	CRCA March 2025 Invoice
p0000549	Willow Way	04/01/2025	04/2025	Enterprise Telecommunications...	P-18...	April 2025	0.00	315.00	-2,933.39	Apr 2025 Answering Service
p0000549	Willow Way	04/05/2025	04/2025	Charter Communications (v00...	P-18...	8448 ...	0.00	216.20	-3,149.59	8448 30 018 1453504
p0000549	Willow Way	04/11/2025	04/2025	AT&T U - Verse (v0004068)	P-18...	3378...	0.00	167.99	-3,317.58	337800131
p0000549	Willow Way	04/23/2025	04/2025	To reclass balance from GL 1...	J-839042	Reclass	1,000.00	0.00	-2,317.58	P-1823328 - LINC Ramona Apts, LP (v000936...
p0000549	Willow Way	04/23/2025	04/2025	To reclass balance from GL 1...	J-839042	Reclass	0.00	1,000.00	-3,317.58	P-1823328 - LINC Ramona Apts, LP (v000936...
p0000549	Willow Way	04/23/2025	04/2025	To reclass balance from GL 1...	J-839042	Reclass	225.15	0.00	-3,092.43	P-1823363 - Charter Communications (v0008...
p0000549	Willow Way	04/23/2025	04/2025	To reclass balance from GL 1...	J-839042	Reclass	150.00	0.00	-2,942.43	P-1828698 - AT&T U - Verse (v0004068) - 3...
p0000549	Willow Way	04/23/2025	04/2025	To reclass balance from GL 1...	J-839042	Reclass	315.19	0.00	-2,627.24	P-1823363 - Charter Communications (v0008...
p0000549	Willow Way	04/23/2025	04/2025	To reclass balance from GL 1...	J-839042	Reclass	110.00	0.00	-2,517.24	P-1828698 - AT&T U - Verse (v0004068) - 3...

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p0000549	Willow Way	04/23/2025	04/2025	To reclass balance from GL 1...	J-839042	Reclass	504.31	0.00	-2,012.93	P-1828352 - GreatAmerica Financial Services...
p0000549	Willow Way	04/23/2025	04/2025	To reclass balance from GL 1...	J-839042	Reclass	31.24	0.00	-1,981.69	P-1825951 - Alphagraphics (v0000608) - 9127...
p0000549	Willow Way	04/23/2025	04/2025	To reclass balance from GL 1...	J-839042	Reclass	7.70	0.00	-1,973.99	P-1828698 - AT&T U - Verse (v0004068) - 3...
p0000549	Willow Way	04/23/2025	04/2025	To reclass balance from GL 1...	J-839042	Reclass	366.56	0.00	-1,607.43	P-1837408 - Consumer Reporting Complianc...
p0000549	Willow Way	04/23/2025	04/2025	To reclass balance from GL 1...	J-839042	Reclass	334.39	0.00	-1,273.04	P-1823437 - San Gabriel Valley Water Compa...
p0000549	Willow Way	04/23/2025	04/2025	To reclass balance from GL 1...	J-839042	Reclass	315.00	0.00	-958.04	P-1837216 - Enterprise Telecommunications ...
p0000549	Willow Way	04/23/2025	04/2025	To reclass balance from GL 1...	J-839042	Reclass	167.99	0.00	-790.05	P-1838234 - AT&T U - Verse (v0004068) - 3...
p0000549	Willow Way	04/23/2025	04/2025	To reclass balance from GL 1...	J-839042	Reclass	433.29	0.00	-356.76	P-1823436 - San Gabriel Valley Water Compa...
p0000549	Willow Way	04/23/2025	04/2025	To reclass balance from GL 1...	J-839042	Reclass	216.20	0.00	-140.56	P-1834673 - Charter Communications (v0008...
p0000549	Willow Way	04/23/2025	04/2025	To reclass balance from GL 1...	J-839042	Reclass	140.56	0.00	0.00	P-1823435 - San Gabriel Valley Water Compa...
				Net Change=0.00			**5,317.58**	**5,317.58**	**0.00**	**= Ending Balance =**
220100				**Accounts Payable**					**0.00**	**= Beginning Balance =**
p0000549	Willow Way	03/07/2025	03/2025	San Gabriel Valley Water Com...	P-18...	1014...	140.56	0.00	140.56	10141556-203759
p0000549	Willow Way	03/07/2025	03/2025	San Gabriel Valley Water Com...	P-18...	1014...	433.29	0.00	573.85	10141556-203760
p0000549	Willow Way	03/07/2025	03/2025	San Gabriel Valley Water Com...	P-18...	1014...	334.39	0.00	908.24	10141556-203761
p0000549	Willow Way	03/28/2025	03/2025	SoCalGas (v0002168)	P-18...	173 3...	345.59	0.00	1,253.83	173 330 0628 0 Current
p0000549	Willow Way	03/28/2025	03/2025	SoCalGas (v0002168)	P-18...	173 3...	36.72	0.00	1,290.55	173 330 0628 0 Past Due
p0000549	Willow Way	04/29/2025	04/2025	National Community Renaissa...	K-10...	101	0.00	239.53	1,051.02	Software Costs 1/25- 4/25
p0000549	Willow Way	04/30/2025	04/2025	National Community Renaissa...	K-10...	102	0.00	239.53	811.49	Software Costs 1/25- 4/25
				Payable Batch 293832				382.31	429.18	
				Payable Batch 296359				382.31	46.87	
				Payable Batch 295168				908.24	-861.37	
				Payable Batch 296146				1,551.43	-2,412.80	
				Payable Batch 296144				1.95	-2,414.75	
				Check Batch 247328			1,553.38		-861.37	
				Check Batch 247714			382.31		-479.06	
				Payable Batch 296537				4,464.69	-4,943.75	
				Payable Batch 297876				239.53	-5,183.28	
				Payable Batch 297968				12,792.00	-17,975.28	
				Check Batch 247782			4,464.69		-13,510.59	
				Check Batch 248304			1,917.01		-11,593.58	
				Payable Batch 296955				1,917.01	-13,510.59	
				Payable Batch 297469				1,537.42	-15,048.01	
				Payable Batch 297631				727.85	-15,775.86	
				Check Batch 248750			1,537.42		-14,238.44	
				Check Batch 249077			727.85		-13,510.59	
				Payable Batch 297917				7,945.32	-21,455.91	

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Property	Property Name	Date	Period	Person/Description	Control	Reference	Debit	Credit	Balance	Remarks
				Check Batch 249406			239.53		-21,216.38	
				Check Batch 249429			239.53		-20,976.85	
				Check Batch 249488			239.53		-20,737.32	
				Net Change=-20,737.32			**12,591.80**	**33,329.12**	**-20,737.32**	**= Ending Balance =**
222000				**Prepaid Rent**					**0.00**	**= Beginning Balance =**
p0000549	Willow Way	03/27/2025	03/2025	Carreon (t0094593)	R-42...	3137...	0.00	3.19	-3.19	:CHECKscan Payment - March Rent
p0000549	Willow Way	03/27/2025	03/2025	Wilson (t0094632)	R-42...	4022...	0.00	0.91	-4.10	:CHECKscan Payment - March Rent
p0000549	Willow Way	04/28/2025	04/2025	Picard (t0095075)	R-43...	4022...	0.00	2.00	-6.10	:CHECKscan Payment - Rent for April 2025
				Net Change=-6.10			**0.00**	**6.10**	**-6.10**	**= Ending Balance =**
222004				**Excess Subsidy/HAP Suspense**					**0.00**	**= Beginning Balance =**
p0000549	Willow Way	04/25/2025	04/2025	Bobadilla (t0094669)	C-43...	:HAP ...	0.00	0.42	-0.42	Excess Subsidy/Hap Suspense 04/25 Rec - ...
p0000549	Willow Way	04/25/2025	04/2025	Bobadilla (t0094669)	C-43...	:HAP ...	0.42	0.00	0.00	Excess Subsidy/Hap Suspense 04/25 Rec - ...
p0000549	Willow Way	04/25/2025	04/2025	Picard (t0095075)	C-43...	:HAP ...	0.00	0.32	-0.32	Excess Subsidy/Hap Suspense 04/25 Rec - ...
p0000549	Willow Way	04/25/2025	04/2025	Picard (t0095075)	C-43...	:HAP ...	0.32	0.00	0.00	Excess Subsidy/Hap Suspense 04/25 Rec - ...
				Net Change=0.00			**0.74**	**0.74**	**0.00**	**= Ending Balance =**
222110				**Due To/Due From - Fee Mana...**					**0.00**	**= Beginning Balance =**
p0000549	Willow Way	01/14/2025	01/2025	LINC Ramona Apts, LP (v0009366)	P-18...	P549...	0.00	100.00	-100.00	To fund Operating Account with $100 for Yard...
p0000549	Willow Way	01/14/2025	01/2025	LINC Ramona Apts, LP (v0009366)	P-18...	P549...	100.00	0.00	0.00	To fund Operating Account with $100 for Yard...
p0000549	Willow Way	02/01/2025	02/2025	LTD Benefits for 2/25	J-828148	BEN...	0.00	7.20	-7.20	LTD Benefits for 2/25
p0000549	Willow Way	02/03/2025	02/2025	Center CC OOP 1st Payment 2/25	J-826897	Cente...	0.00	138.43	-145.63	Center CC OOP 1st Payment 2/25
p0000549	Willow Way	02/06/2025	02/2025	ICL to P549 Willow Way - to co...	J-824170		0.00	100.00	-245.63	ICL to P549 Willow Way - to cover negative b...
p0000549	Willow Way	02/07/2025	02/2025	Paycom Week 5	J-824163	PR1 2...	0.00	1,991.18	-2,236.81	PR1 2/2025
p0000549	Willow Way	02/19/2025	02/2025	Center CC OOP 2nd Payment 2/25	J-826905	Cente...	0.00	89.18	-2,325.99	Center CC OOP 2nd Payment 2/25
p0000549	Willow Way	02/21/2025	02/2025	Paycom Week 7	J-826872	PR2 2...	0.00	1,828.95	-4,154.94	PR2 2/2025
p0000549	Willow Way	02/28/2025	02/2025	02/25 Workers Comp Allocation	J-827435	02/25...	0.00	183.21	-4,338.15	02/25 Workers Comp Allocation
p0000549	Willow Way	02/28/2025	02/2025	Center Credit Cards 2/25	J-827803	Cente...	0.00	679.76	-5,017.91	Center Credit Cards2/25
p0000549	Willow Way	01/02/2025	03/2025	RentGrow, Inc. (v0004757)	P-18...	1747582	0.00	339.15	-5,357.06	Willow Way - December 2024
p0000549	Willow Way	01/16/2025	03/2025	CARAHSOFT TECHNOLOG...	P-18...	IN18...	0.00	190.74	-5,547.80	Willow Way - Monitoring Fee 12/01/2024 - 12/...
p0000549	Willow Way	02/25/2025	03/2025	Saldana Landscape Inc. (v000...	P-18...	94660	0.00	12.50	-5,560.30	Weed Abatement
p0000549	Willow Way	03/01/2025	03/2025	LTD Benefits for 3/25	J-833846	BEN...	0.00	7.20	-5,567.50	LTD Benefits for 3/25
p0000549	Willow Way	03/01/2025	03/2025	Paid by NCRC	J-835410	Paid ...	0.00	466.71	-6,034.21	3/25 Zoom License Allocations
p0000549	Willow Way	03/03/2025	03/2025	RentGrow, Inc. (v0004757)	P-18...	1819358	0.00	39.90	-6,074.11	Willow Way - February 2025 Credit Bureau R...
p0000549	Willow Way	03/04/2025	03/2025	Center CC OOP 1st Payment 3/25	J-834221	Cente...	0.00	331.74	-6,405.85	Center CC OOP 1st Payment 3/25
p0000549	Willow Way	03/07/2025	03/2025	Paycom Week 9	J-829504	PR1 3...	0.00	1,775.30	-8,181.15	PR1 3/2025
p0000549	Willow Way	03/07/2025	03/2025	ICL to P549 Willow Way - to cov...	J-830308	ICL to...	0.00	1,000.00	-9,181.15	ICL to P549 Willow Way - to cover the water ...

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p0000549	Willow Way	03/11/2025	03/2025	Enterprise Telecommunications...	P-18...	5651...	0.00	315.00	-9,496.15	Willow Way - Opening invoice
p0000549	Willow Way	03/13/2025	03/2025	CARAHSOFT TECHNOLOG...	P-18...	IN19...	0.00	173.59	-9,669.74	P549 Willow Way - security monitoring fee/ac...
p0000549	Willow Way	03/18/2025	03/2025	Center CC OOP 2nd Payment 3/25	J-834227	Cente...	0.00	471.80	-10,141.54	Center CC OOP 2nd Payment 3/25
p0000549	Willow Way	03/21/2025	03/2025	Paycom Week 11	J-831625	PR2 3...	0.00	2,696.35	-12,837.89	PR2 3/2025
p0000549	Willow Way	03/31/2025	03/2025	Paid by NCRC	J-833273	Paid ...	0.00	93.99	-12,931.88	Paycom Payroll Allocation
p0000549	Willow Way	03/31/2025	03/2025	Center Credit Cards 3/25	J-835035	Cente...	0.00	7,083.39	-20,015.27	Center Credit Cards 3/25
p0000549	Willow Way	03/31/2025	03/2025	03/25 Workers Comp Allocation	J-835369	03/25...	0.00	181.75	-20,197.02	03/25 Workers Comp Allocation
p0000549	Willow Way	03/01/2025	04/2025	Reclass GL518015 - Dept PM ...	J-838943	Recla...	0.00	1,458.67	-21,655.69	Reclass PM to P549 Willow Way (LINC) - ...
p0000549	Willow Way	03/17/2025	04/2025	Spencer Security Group, Inc. (...	P-18...	1869	0.00	3,808.00	-25,463.69	Willow Way - Security Officers 02/27/2025 - 0...
p0000549	Willow Way	04/01/2025	04/2025	Saldana Landscape Inc. (v000...	P-18...	95030	0.00	1,500.00	-26,963.69	Willow Way - April Landscape services
p0000549	Willow Way	04/01/2025	04/2025	Spencer Security Group, Inc. (...	P-18...	1872	0.00	3,584.00	-30,547.69	Willow Way - Security Officers 03/16/2025 - 0...
p0000549	Willow Way	04/01/2025	04/2025	LTD Benefits for 4/25	J-839258	BEN...	0.00	16.22	-30,563.91	LTD Benefits for 4/25
p0000549	Willow Way	04/01/2025	04/2025	Zoom License Paid by NCRC 04/25	J-841270	Paid ...	0.00	40.80	-30,604.71	4/25 Zoom License Allocations
p0000549	Willow Way	04/02/2025	04/2025	Center CC OOP 1st Payment 4/25	J-839133	Cente...	0.00	267.47	-30,872.18	Center CC OOP 1st Payment 4/25
p0000549	Willow Way	04/04/2025	04/2025	Paycom Week 13	J-835142	PR1 4...	0.00	4,094.46	-34,966.64	PR1 4/2025
p0000549	Willow Way	04/16/2025	04/2025	Center CC OOP 2nd Payment 4/25	J-839453	Cente...	0.00	84.00	-35,050.64	Center CC OOP 2nd Payment 4/25
p0000549	Willow Way	04/18/2025	04/2025	Paycom Week 15	J-838561	PR2 4...	0.00	4,100.11	-39,150.75	PR2 4/2025
p0000549	Willow Way	04/23/2025	04/2025	To reclass balance from GL 1...	J-839042	Reclass	0.00	334.39	-39,485.14	P-1823437 - San Gabriel Valley Water Compa...
p0000549	Willow Way	04/23/2025	04/2025	To reclass balance from GL 1...	J-839042	Reclass	0.00	31.24	-39,516.38	P-1825951 - Alphagraphics (v0000608) - 9127...
p0000549	Willow Way	04/23/2025	04/2025	To reclass balance from GL 1...	J-839042	Reclass	0.00	140.56	-39,656.94	P-1823435 - San Gabriel Valley Water Compa...
p0000549	Willow Way	04/23/2025	04/2025	To reclass balance from GL 1...	J-839042	Reclass	0.00	167.99	-39,824.93	P-1838234 - AT&T U - Verse (v0004068) - 3...
p0000549	Willow Way	04/23/2025	04/2025	To reclass balance from GL 1...	J-839042	Reclass	0.00	216.20	-40,041.13	P-1834673 - Charter Communications (v0008...
p0000549	Willow Way	04/23/2025	04/2025	To reclass balance from GL 1...	J-839042	Reclass	0.00	110.00	-40,151.13	P-1828698 - AT&T U - Verse (v0004068) - 3...
p0000549	Willow Way	04/23/2025	04/2025	To reclass balance from GL 1...	J-839042	Reclass	0.00	315.00	-40,466.13	P-1837216 - Enterprise Telecommunications ...
p0000549	Willow Way	04/23/2025	04/2025	To reclass balance from GL 1...	J-839042	Reclass	0.00	150.00	-40,616.13	P-1828698 - AT&T U - Verse (v0004068) - 3...
p0000549	Willow Way	04/23/2025	04/2025	To reclass balance from GL 1...	J-839042	Reclass	1,000.00	0.00	-39,616.13	P-1823328 - LINC Ramona Apts, LP (v000936...
p0000549	Willow Way	04/23/2025	04/2025	To reclass balance from GL 1...	J-839042	Reclass	0.00	1,000.00	-40,616.13	P-1823328 - LINC Ramona Apts, LP (v000936...
p0000549	Willow Way	04/23/2025	04/2025	To reclass balance from GL 1...	J-839042	Reclass	0.00	433.29	-41,049.42	P-1823436 - San Gabriel Valley Water Compa...
p0000549	Willow Way	04/23/2025	04/2025	To reclass balance from GL 1...	J-839042	Reclass	0.00	366.56	-41,415.98	P-1837408 - Consumer Reporting Complianc...
p0000549	Willow Way	04/23/2025	04/2025	To reclass balance from GL 1...	J-839042	Reclass	0.00	504.31	-41,920.29	P-1828352 - GreatAmerica Financial Services...
p0000549	Willow Way	04/23/2025	04/2025	To reclass balance from GL 1...	J-839042	Reclass	0.00	225.15	-42,145.44	P-1823363 - Charter Communications (v0008...
p0000549	Willow Way	04/23/2025	04/2025	To reclass balance from GL 1...	J-839042	Reclass	0.00	315.19	-42,460.63	P-1823363 - Charter Communications (v0008...
p0000549	Willow Way	04/23/2025	04/2025	To reclass balance from GL 1...	J-839042	Reclass	0.00	7.70	-42,468.33	P-1828698 - AT&T U - Verse (v0004068) - 3...
p0000549	Willow Way	04/30/2025	04/2025	04/25 Workers Comp Allocation	J-838636	04/25...	0.00	408.25	-42,876.58	04/25 Workers Comp Allocation
p0000549	Willow Way	04/30/2025	04/2025	Paid by NCRC	J-839262	Paid ...	0.00	81.91	-42,958.49	Paycom Payroll Allocation
p0000549	Willow Way	04/30/2025	04/2025	Center Credit Cards 4/25	J-839927	Cente...	0.00	1,127.31	-44,085.80	Center Credit Cards 4/25
				Net Change=-44,085.80			**1,100.00**	**45,185.80**	**-44,085.80**	**= Ending Balance =**

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223000				**Security Deposits**					**-300.00**	**= Beginning Balance =**
p0000549	Willow Way	12/31/2024	01/2025	Shamburger (t0094631)	C-42...	:Applic	0.00	100.00	-400.00	Holding Fee :Reversed by Charge Ctrl# 4211372
p0000549	Willow Way	12/31/2024	01/2025	Shamburger (t0094631)	C-42...	:Applic	100.00	0.00	-300.00	:Reverse Charge Ctrl#4211370 PSH applicants are not charged a holding fee.
p0000549	Willow Way	12/31/2024	01/2025	Wilson (t0094632)	C-42...	:Applic	0.00	100.00	-400.00	Holding Fee :Reversed by Charge Ctrl# 4211378
p0000549	Willow Way	12/31/2024	01/2025	Wilson (t0094632)	C-42...	:Applic	100.00	0.00	-300.00	:Reverse Charge Ctrl#4211376 PSH applicants are not charged an application...
p0000549	Willow Way	12/31/2024	01/2025	Blaxton (t0094633)	C-42...	:Applic	0.00	100.00	-400.00	Holding Fee :Reversed by Charge Ctrl# 4211384
p0000549	Willow Way	12/31/2024	01/2025	Blaxton (t0094633)	C-42...	:Applic	0.00	100.00	-500.00	Holding Fee :Reversed by Charge Ctrl# 4211386
p0000549	Willow Way	12/31/2024	01/2025	Blaxton (t0094633)	C-42...	:Applic	100.00	0.00	-400.00	:Reverse Charge Ctrl#4211380 PSH applicants are not charged an applicatio...
p0000549	Willow Way	12/31/2024	01/2025	Blaxton (t0094633)	C-42...	:Applic	100.00	0.00	-300.00	:Reverse Charge Ctrl#4211382 PSH applicants are not charged an applicatio...
p0000549	Willow Way	12/31/2024	01/2025	Hernandez (t0094634)	C-42...	:Applic	0.00	100.00	-400.00	Holding Fee :Reversed by Charge Ctrl# 4211390
p0000549	Willow Way	12/31/2024	01/2025	Hernandez (t0094634)	C-42...	:Applic	100.00	0.00	-300.00	:Reverse Charge Ctrl#4211388 PSH applicants are not charged an application...
p0000549	Willow Way	01/01/2025	01/2025	Kenny (t0094635)	C-42...	:Applic	0.00	100.00	-400.00	Holding Fee :Reversed by Charge Ctrl# 4303155
p0000549	Willow Way	01/06/2025	01/2025	San Miguel (t0094655)	C-42...	:Applic	0.00	100.00	-500.00	Holding Fee :Reversed by Charge Ctrl# 4227306
p0000549	Willow Way	01/06/2025	01/2025	Gardner (t0094658)	C-42...	:Applic	0.00	100.00	-600.00	Holding Fee :Reversed by Charge Ctrl# 4227304
p0000549	Willow Way	01/06/2025	01/2025	Gardner (t0094658)	C-42...	:Applic	100.00	0.00	-500.00	:Reverse Charge Ctrl#4227302 PSH applicants are not charged for application...
p0000549	Willow Way	01/06/2025	01/2025	San Miguel (t0094655)	C-42...	:Applic	100.00	0.00	-400.00	:Reverse Charge Ctrl#4227034 PSH applicants are not charged for application...
p0000549	Willow Way	01/07/2025	01/2025	Pimentel (t0094668)	C-42...	:Applic	0.00	100.00	-500.00	Holding Fee :Reversed by Charge Ctrl# 4227989
p0000549	Willow Way	01/07/2025	01/2025	Pimentel (t0094668)	C-42...	:Applic	100.00	0.00	-400.00	:Reverse Charge Ctrl#4227987 PSH applicants are not charged an applicatio...
p0000549	Willow Way	01/07/2025	01/2025	Bobadilla (t0094669)	C-42...	:Applic	0.00	100.00	-500.00	Holding Fee :Reversed by Charge Ctrl# 4288347
p0000549	Willow Way	01/07/2025	01/2025	Tatum Jr. (t0094670)	C-42...	:Applic	0.00	100.00	-600.00	Holding Fee :Reversed by Charge Ctrl# 4288317
p0000549	Willow Way	01/08/2025	01/2025	Alba (t0094681)	C-42...	:Applic	0.00	100.00	-700.00	Holding Fee :Reversed by Charge Ctrl# 4288353
p0000549	Willow Way	01/21/2025	01/2025	Picard (t0095075)	C-42...	:Applic	0.00	100.00	-800.00	Holding Fee :Reversed by Charge Ctrl# 4233224
p0000549	Willow Way	01/21/2025	01/2025	Trejo (t0095082)	C-42...	:Applic	0.00	100.00	-900.00	Holding Fee :Reversed by Charge Ctrl# 4233222
p0000549	Willow Way	01/21/2025	01/2025	Trejo (t0095082)	C-42...	:Applic	100.00	0.00	-800.00	:Reverse Charge Ctrl#4233220 PSH applicants are not charged an application...
p0000549	Willow Way	01/21/2025	01/2025	Picard (t0095075)	C-42...	:Applic	100.00	0.00	-700.00	:Reverse Charge Ctrl#4233149 PSH applicants are not charged an application...
p0000549	Willow Way	01/31/2025	02/2025	Adolf (t0095206)	C-42...	:Applic	0.00	100.00	-800.00	Holding Fee :Reversed by Charge Ctrl# 4335328

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p0000549	Willow Way	02/07/2025	02/2025	Hinckley (t0095250)	C-42...	:Applic	0.00	100.00	-900.00	Holding Fee :Reversed by Charge Ctrl# 4335331
p0000549	Willow Way	02/18/2025	02/2025	Ramirez (t0096507)	C-42...	:Applic	0.00	100.00	-1,000.00	Holding Fee :Reversed by Charge Ctrl# 4335336
p0000549	Willow Way	12/10/2024	03/2025	Garcia (t0094290)	C-42...	:Applic	100.00	0.00	-900.00	:Reverse Charge Ctrl#4201277
p0000549	Willow Way	12/10/2024	03/2025	Rodriguez (t0094292)	C-42...	:Applic	100.00	0.00	-800.00	PSH residents are not charged application an... :Reverse Charge Ctrl#4201287
p0000549	Willow Way	12/20/2024	03/2025	Dix (t0094607)	C-42...	:Applic	100.00	0.00	-700.00	PSH applicants aren't charged an application ... :Reverse Charge Ctrl#4206322
p0000549	Willow Way	01/07/2025	03/2025	Tatum Jr. (t0094670)	C-42...	:Applic	100.00	0.00	-600.00	PSH Applicants are not charged application a... :Reverse Charge Ctrl#4227994
p0000549	Willow Way	01/07/2025	03/2025	Bobadilla (t0094669)	C-42...	:Applic	100.00	0.00	-500.00	PSH applicants aren't charged an application ... :Reverse Charge Ctrl#4227992
p0000549	Willow Way	01/08/2025	03/2025	Alba (t0094681)	C-42...	:Applic	100.00	0.00	-400.00	PSH applicants are not charged an application... :Reverse Charge Ctrl#4228175
p0000549	Willow Way	02/25/2025	03/2025	Alba (t0094681)	C-42...	:MoveIn	0.00	500.00	-900.00	PSH applicants aren't charged an application ... Security Deposit
p0000549	Willow Way	02/25/2025	03/2025	Wilson (t0094632)	C-42...	:MoveIn	0.00	500.00	-1,400.00	Security Deposit
p0000549	Willow Way	02/25/2025	03/2025	Walker (t0094179)	C-42...	:MoveIn	0.00	500.00	-1,900.00	Security Deposit
p0000549	Willow Way	02/25/2025	03/2025	Hernandez (t0094634)	C-42...	:MoveIn	0.00	500.00	-2,400.00	Security Deposit
p0000549	Willow Way	02/25/2025	03/2025	Cortez (t0094288)	C-42...	:MoveIn	0.00	500.00	-2,900.00	Security Deposit
p0000549	Willow Way	02/25/2025	03/2025	Levy (t0094344)	C-42...	:MoveIn	0.00	500.00	-3,400.00	Security Deposit
p0000549	Willow Way	02/25/2025	03/2025	Garcia (t0094290)	C-42...	:MoveIn	0.00	500.00	-3,900.00	Security Deposit
p0000549	Willow Way	02/25/2025	03/2025	Rodriguez (t0094292)	C-42...	:MoveIn	0.00	500.00	-4,400.00	Security Deposit
p0000549	Willow Way	02/27/2025	03/2025	White (t0094291)	C-42...	:MoveIn	0.00	500.00	-4,900.00	Security Deposit
p0000549	Willow Way	03/03/2025	03/2025	Shamburger (t0094631)	C-42...	:MoveIn	0.00	500.00	-5,400.00	Security Deposit
p0000549	Willow Way	03/04/2025	03/2025	Carreon (t0094593)	C-42...	:MoveIn	0.00	500.00	-5,900.00	Security Deposit
p0000549	Willow Way	03/04/2025	03/2025	Trejo (t0095082)	C-42...	:MoveIn	0.00	500.00	-6,400.00	Security Deposit
p0000549	Willow Way	03/05/2025	03/2025	Vazquez (t0096622)	C-42...	:Applic	0.00	100.00	-6,500.00	Holding Fee
p0000549	Willow Way	03/06/2025	03/2025	Bobadilla (t0094669)	C-42...	:MoveIn	0.00	500.00	-7,000.00	Security Deposit
p0000549	Willow Way	03/10/2025	03/2025	Diaz De Leon (t0096660)	C-42...	:Applic	0.00	100.00	-7,100.00	Holding Fee :Reversed by Charge Ctrl# 4279709
p0000549	Willow Way	03/10/2025	03/2025	Diaz De Leon (t0096660)	C-42...	:Applic	100.00	0.00	-7,000.00	:Reverse Charge Ctrl#4279700
p0000549	Willow Way	03/10/2025	03/2025	Wooten (t0096669)	C-42...	:Applic	0.00	100.00	-7,100.00	PSH applicants are not charged an application... Holding Fee :Reversed by Charge Ctrl# 4335333
p0000549	Willow Way	03/11/2025	03/2025	Mendoza (t0098427)	C-42...	:Applic	0.00	100.00	-7,200.00	Holding Fee :Reversed by Charge Ctrl# 4281581
p0000549	Willow Way	03/11/2025	03/2025	Mendoza (t0098427)	C-42...	:Applic	100.00	0.00	-7,100.00	:Reverse Charge Ctrl#4281579
p0000549	Willow Way	03/12/2025	03/2025	Picard (t0095075)	C-42...	:MoveIn	0.00	500.00	-7,600.00	PSH applicants are not charged an application... Security Deposit

SAMPLE

General Ledger

Period = Jan 2025-Apr 2025

Book = Accrual

Sort On =

Property	Property Name	Date	Period	Person/Description	Control	Reference	Debit	Credit	Balance	Remarks
p0000549	Willow Way	03/12/2025	03/2025	Dix (t0094607)	C-42...	:MoveIn	0.00	500.00	-8,100.00	Security Deposit
p0000549	Willow Way	03/12/2025	03/2025	Blaxton (t0094633)	C-42...	:MoveIn	0.00	500.00	-8,600.00	Security Deposit
p0000549	Willow Way	03/12/2025	03/2025	Tatum Jr. (t0094670)	C-42...	:MoveIn	0.00	500.00	-9,100.00	Security Deposit
p0000549	Willow Way	03/13/2025	03/2025	Gardner (t0094658)	C-42...	:MoveIn	0.00	500.00	-9,600.00	Security Deposit
p0000549	Willow Way	03/17/2025	03/2025	Sepulveda (t0094592)	C-42...	:MoveIn	0.00	500.00	-10,100.00	Security Deposit
p0000549	Willow Way	03/17/2025	03/2025	Brooks (t0098490)	C-42...	:Applic	0.00	100.00	-10,200.00	Holding Fee :Reversed by Charge Ctrl# 4335204
p0000549	Willow Way	03/19/2025	03/2025	San Miguel (t0094655)	C-42...	:MoveIn	0.00	500.00	-10,700.00	Security Deposit
p0000549	Willow Way	03/21/2025	03/2025	Powell (t0098530)	C-42...	:Applic	0.00	100.00	-10,800.00	Holding Fee :Reversed by Charge Ctrl# 4335223
p0000549	Willow Way	03/21/2025	03/2025	Felix (t0098531)	C-42...	:Applic	0.00	100.00	-10,900.00	Holding Fee
p0000549	Willow Way	03/25/2025	03/2025	Caldwell (t0094594)	C-42...	:MoveIn	0.00	500.00	-11,400.00	Security Deposit
p0000549	Willow Way	03/27/2025	03/2025	Nunez (t0098578)	C-42...	:Applic	0.00	100.00	-11,500.00	Holding Fee :Reversed by Charge Ctrl# 4335323
p0000549	Willow Way	01/01/2025	04/2025	Kenny (t0094635)	C-43...	:Applic	100.00	0.00	-11,400.00	:Reverse Charge Ctrl#4222491 PSH applicants are not charged an application...
p0000549	Willow Way	04/01/2025	04/2025	Kenny (t0094635)	C-43...	:MoveIn	0.00	500.00	-11,900.00	Security Deposit
p0000549	Willow Way	04/03/2025	04/2025	Gray (t0098619)	C-43...	:Applic	0.00	100.00	-12,000.00	Holding Fee :Reversed by Charge Ctrl# 4335326
p0000549	Willow Way	04/04/2025	04/2025	Sanchez (t0098624)	C-43...	:Applic	0.00	100.00	-12,100.00	Holding Fee :Reversed by Charge Ctrl# 4356390
p0000549	Willow Way	04/09/2025	04/2025	Diaz De Leon (t0096660)	C-43...	:MoveIn	0.00	500.00	-12,600.00	Security Deposit
p0000549	Willow Way	04/10/2025	04/2025	Mendoza (t0098427)	C-43...	:MoveIn	0.00	500.00	-13,100.00	Security Deposit
p0000549	Willow Way	04/15/2025	04/2025	Pimentel (t0094668)	C-43...	:MoveIn	0.00	500.00	-13,600.00	Security Deposit
p0000549	Willow Way	04/24/2025	04/2025	Ramirez (t0096507)	C-43...	:MoveIn	0.00	500.00	-14,100.00	Security Deposit
p0000549	Willow Way	04/24/2025	04/2025	Wooten (t0096669)	C-43...	:MoveIn	0.00	500.00	-14,600.00	Security Deposit
				Net Change=-14,300.00			**1,900.00**	**16,200.00**	**-14,600.00**	**= Ending Balance =**
223100				**Due to Affiliate**					**0.00**	**= Beginning Balance =**
p0000549	Willow Way	04/30/2025	04/2025	p549 Advance DFR - PNC PIT...	J-839903	DFR	0.00	25,000.00	-25,000.00	p549 Advance DFR - PNC PITT deposit 04/3...
				Net Change=-25,000.00			**0.00**	**25,000.00**	**-25,000.00**	**= Ending Balance =**
226020				**Accrued Vacation**					**0.00**	**= Beginning Balance =**
p0000549	Willow Way	03/31/2025	03/2025	1st QTR Vacation Accrual	J-836570	1st Q...	0.00	696.57	-696.57	1st QTR Vacation Accrual
				Net Change=-696.57			**0.00**	**696.57**	**-696.57**	**= Ending Balance =**
226620				**Accrued Expenses - Other**					**0.00**	**= Beginning Balance =**
p0000549	Willow Way	02/28/2025	02/2025	p549 Feb Accruals 2025 :Reve...	J-834798		0.00	573.85	-573.85	Accrual San Gabriel Valley Water Company (...
p0000549	Willow Way	02/28/2025	02/2025	p549 Feb Accruals 2025 :Reve...	J-834798		0.00	823.58	-1,397.43	Accrual Valley Vista Serivices, Inc. (v0009363...
p0000549	Willow Way	02/28/2025	02/2025	p549 Feb Accruals 2025 :Reve...	J-834798		0.00	4,439.98	-5,837.41	Accrual Southern California Edison (v0002165...
p0000549	Willow Way	02/28/2025	02/2025	p549 Feb Accruals 2025 :Reve...	J-834798		0.00	12.50	-5,849.91	Accrual Saldana Landscape Inc. (v0009368) ...
p0000549	Willow Way	02/28/2025	02/2025	p549 Feb Accruals 2025 :Reve...	J-834798		0.00	743.38	-6,593.29	Accrual RentGrow and Carahsoft Dec and Feb
p0000549	Willow Way	02/28/2025	02/2025	p549 Feb Accruals 2025 :Reve...	J-834798		0.00	669.32	-7,262.61	Accrual Spectrum and Charter Com - Feb ex...

SAMPLE

General Ledger

Period = Jan 2025-Apr 2025

Book = Accrual

Sort On =

Property	Property Name	Date	Period	Person/Description	Control	Reference	Debit	Credit	Balance	Remarks
p0000549	Willow Way	03/01/2025	03/2025	:Reversal of J-834798	J-834922	:Rever...	743.38	0.00	-6,519.23	Accrual RentGrow and Carahsoft Dec and Feb
p0000549	Willow Way	03/01/2025	03/2025	:Reversal of J-834798	J-834922	:Rever...	12.50	0.00	-6,506.73	Accrual Saldana Landscape Inc. (v0009368) ...
p0000549	Willow Way	03/01/2025	03/2025	:Reversal of J-834798	J-834922	:Rever...	669.32	0.00	-5,837.41	Accrual Spectrum and Charter Com - Feb ex...
p0000549	Willow Way	03/01/2025	03/2025	:Reversal of J-834798	J-834922	:Rever...	573.85	0.00	-5,263.56	Accrual San Gabriel Valley Water Company (...
p0000549	Willow Way	03/01/2025	03/2025	:Reversal of J-834798	J-834922	:Rever...	823.58	0.00	-4,439.98	Accrual Valley Vista Serivices, Inc. (v0009363...
p0000549	Willow Way	03/01/2025	03/2025	:Reversal of J-834798	J-834922	:Rever...	4,439.98	0.00	0.00	Accrual Southern California Edison (v0002165...
p0000549	Willow Way	03/26/2025	03/2025	p549 Book Adjustment - Unkn...	J-836535		0.00	658.06	-658.06	p549 Book Adjustment - Unknown Deposit H...
p0000549	Willow Way	03/31/2025	03/2025	p549 Mar Accruals 2025 :Reve...	J-842731	Mar A...	0.00	8,190.00	-8,848.06	Accrual National Community Renaissance Of ...
p0000549	Willow Way	03/31/2025	03/2025	p549 Mar Accruals 2025 :Reve...	J-842731	Mar A...	0.00	5,958.99	-14,807.05	Accrual LINC Housing Corporation (v0001608)...
p0000549	Willow Way	03/31/2025	03/2025	p549 Mar Accruals 2025 :Reve...	J-842731	Mar A...	0.00	731.66	-15,538.71	Accrual San Gabriel Valley Water Company (...
p0000549	Willow Way	03/31/2025	03/2025	p549 Mar Accruals 2025 :Reve...	J-842731	Mar A...	0.00	3,000.00	-18,538.71	Accrual Southern California Edison (v000216...
p0000549	Willow Way	03/31/2025	03/2025	p549 Mar Accruals 2025 :Reve...	J-842731	Mar A...	0.00	4,464.69	-23,003.40	Accrual Southern California Edison (v000216...
p0000549	Willow Way	03/31/2025	03/2025	p549 Mar Accruals 2025 :Reve...	J-842731	Mar A...	0.00	691.18	-23,694.58	Accrual SoCalGas (v0002168)- Feb, Mar Exp
p0000549	Willow Way	03/31/2025	03/2025	p549 Mar Accruals 2025 :Reve...	J-842731	Mar A...	0.00	3,808.00	-27,502.58	Accrual Spencer Security Group, Inc. (v00093...
p0000549	Willow Way	03/31/2025	03/2025	P549 Accrual NCRC Bookkeep...	J-842814		0.00	468.00	-27,970.58	Accrual NCRC Bookkeeping Service Fee 01-...
p0000549	Willow Way	04/01/2025	04/2025	:Reversal of J-842731	J-842799	:Rever...	731.66	0.00	-27,238.92	Accrual San Gabriel Valley Water Company (...
p0000549	Willow Way	04/01/2025	04/2025	:Reversal of J-842731	J-842799	:Rever...	3,000.00	0.00	-24,238.92	Accrual Southern California Edison (v000216...
p0000549	Willow Way	04/01/2025	04/2025	:Reversal of J-842731	J-842799	:Rever...	8,190.00	0.00	-16,048.92	Accrual National Community Renaissance Of ...
p0000549	Willow Way	04/01/2025	04/2025	:Reversal of J-842731	J-842799	:Rever...	4,464.69	0.00	-11,584.23	Accrual Southern California Edison (v000216...
p0000549	Willow Way	04/01/2025	04/2025	:Reversal of J-842731	J-842799	:Rever...	691.18	0.00	-10,893.05	Accrual SoCalGas (v0002168)- Feb, Mar Exp
p0000549	Willow Way	04/01/2025	04/2025	:Reversal of J-842731	J-842799	:Rever...	5,958.99	0.00	-4,934.06	Accrual LINC Housing Corporation (v0001608)...
p0000549	Willow Way	04/01/2025	04/2025	:Reversal of J-842731	J-842799	:Rever...	3,808.00	0.00	-1,126.06	Accrual Spencer Security Group, Inc. (v00093...
p0000549	Willow Way	04/01/2025	04/2025	:Reversal of J-842814	J-842817	:Rever...	468.00	0.00	-658.06	Accrual NCRC Bookkeeping Service Fee 01-...
p0000549	Willow Way	04/30/2025	04/2025	p549 Apr Accruals 2025 :Rever...	J-842732	Apr A...	0.00	1,036.77	-1,694.83	Accrual SoCalGas (v0002168)- Feb, Mar, AprExp
p0000549	Willow Way	04/30/2025	04/2025	p549 Apr Accruals 2025 :Rever...	J-842732	Apr A...	0.00	3,000.00	-4,694.83	Accrual Saldana Landscape Inc. (v0009368) ...
p0000549	Willow Way	04/30/2025	04/2025	p549 Apr Accruals 2025 :Rever...	J-842732	Apr A...	0.00	3,584.00	-8,278.83	Accrual Spencer Security Group, Inc. (v00093...
p0000549	Willow Way	04/30/2025	04/2025	p549 True up Accrual Accrual ...	J-842804	True up	224.00	0.00	-8,054.83	p549 True up Accrual Accrual Spencer Securi...
p0000549	Willow Way	04/30/2025	04/2025	P549 Accrual GreatAmerica Fi...	J-842816		0.00	504.31	-8,559.14	Accrual GreatAmerica Financial Services Cor...
				Net Change=-8,559.14			**34,799.13**	**43,358.27**	**-8,559.14**	**= Ending Balance =**
302000				**Net Income (Loss)**					**-60.00**	**= Beginning Balance =**
				Net Change=0.00			**0.00**	**0.00**	**-60.00**	**= Ending Balance =**
401000				**Rent**					**0.00**	**= Beginning Balance =**
p0000549	Willow Way	01/31/2025	01/2025	Record Vacancy 01.2025	J-843148	Recor...	0.00	29,640.00	-29,640.00	Record Vacancy 01.2025
p0000549	Willow Way	01/31/2025	02/2025	p549 Record Vacancy 01.2025	J-836059		0.00	29,640.00	-59,280.00	p549 Record Vacancy 01.2025
p0000549	Willow Way	02/01/2025	02/2025	We corrected in Jan 2025	J-843153	:Rever...	29,640.00	0.00	-29,640.00	p549 Record Vacancy 01.2025
p0000549	Willow Way	02/28/2025	02/2025	Record Vacancy 02.2025	J-836064	Recor...	0.00	28,692.84	-58,332.84	Record Vacancy 02.2025

SAMPLE

General Ledger

Period = Jan 2025-Apr 2025
Book = Accrual
Sort On =

Property	Property Name	Date	Period	Person/Description	Control	Reference	Debit	Credit	Balance	Remarks
p0000549	Willow Way	02/25/2025	03/2025	Wilson (t0094632)	C-42...	:MoveIn	0.00	13.86	-58,346.70	Rent for 4 days
p0000549	Willow Way	02/25/2025	03/2025	Hernandez (t0094634)	C-42...	:MoveIn	0.00	10.86	-58,357.56	Rent for 4 days
p0000549	Willow Way	03/01/2025	03/2025	Hernandez (t0094634)	C-42...		0.00	76.00	-58,433.56	Rent
p0000549	Willow Way	03/01/2025	03/2025	Wilson (t0094632)	C-42...		0.00	97.00	-58,530.56	Rent
p0000549	Willow Way	03/04/2025	03/2025	Carreon (t0094593)	C-42...	:MoveIn	0.00	29.81	-58,560.37	Rent for 28 days
p0000549	Willow Way	03/06/2025	03/2025	Bobadilla (t0094669)	C-42...	:MoveIn	0.00	205.48	-58,765.85	Rent for 26 days
p0000549	Willow Way	03/12/2025	03/2025	Picard (t0095075)	C-42...	:MoveIn	0.00	158.06	-58,923.91	Rent for 20 days
p0000549	Willow Way	03/19/2025	03/2025	San Miguel (t0094655)	C-42...	:MoveIn	0.00	116.16	-59,040.07	Rent for 13 days
p0000549	Willow Way	03/31/2025	03/2025	Record Vacancy 03.2025	J-837972	Recor...	0.00	16,455.46	-75,495.53	Record Vacancy 03.2025
p0000549	Willow Way	04/01/2025	04/2025	Kenny (t0094635)	C-43...	:MoveIn	0.00	108.00	-75,603.53	Rent for 30 days
p0000549	Willow Way	04/01/2025	04/2025	Bobadilla (t0094669)	C-43...		0.00	245.00	-75,848.53	Rent for 4/2025
p0000549	Willow Way	04/01/2025	04/2025	Picard (t0095075)	C-43...		0.00	245.00	-76,093.53	Rent for 4/2025
p0000549	Willow Way	04/01/2025	04/2025	Wilson (t0094632)	C-43...		0.00	97.00	-76,190.53	Rent for 4/2025
p0000549	Willow Way	04/01/2025	04/2025	San Miguel (t0094655)	C-43...		0.00	277.00	-76,467.53	Rent for 4/2025
p0000549	Willow Way	04/01/2025	04/2025	Carreon (t0094593)	C-43...		0.00	33.00	-76,500.53	Rent for 4/2025
p0000549	Willow Way	04/01/2025	04/2025	Hernandez (t0094634)	C-43...		0.00	76.00	-76,576.53	Rent for 4/2025
p0000549	Willow Way	04/10/2025	04/2025	Mendoza (t0098427)	C-43...	:MoveIn	0.00	116.90	-76,693.43	Rent for 21 days
p0000549	Willow Way	04/15/2025	04/2025	Pimentel (t0094668)	C-43...	:MoveIn	0.00	171.20	-76,864.63	Rent for 16 days
p0000549	Willow Way	04/24/2025	04/2025	Ramirez (t0096507)	C-43...	:MoveIn	0.00	54.13	-76,918.76	Rent for 7 days
p0000549	Willow Way	04/24/2025	04/2025	Wooten (t0096669)	C-43...	:MoveIn	0.00	6.07	-76,924.83	Rent for 7 days
p0000549	Willow Way	04/30/2025	04/2025	Record Vacancy 04.2025	J-847218	Recor...	0.00	10,452.00	-87,376.83	Record Vacancy 04.2025
				Net Change=-87,376.83			**29,640.00**	**117,016.83**	**-87,376.83**	**= Ending Balance =**
401004				**Tenant Based Subsidy-Vouchers**					**0.00**	**= Beginning Balance =**
p0000549	Willow Way	02/25/2025	03/2025	Alba (t0094681)	C-42...	:HAP...	0.00	285.14	-285.14	Rent Subsidy for 4 days
p0000549	Willow Way	02/25/2025	03/2025	Wilson (t0094632)	C-42...	:HAP...	0.00	271.29	-556.43	Rent Subsidy for 4 days
p0000549	Willow Way	02/25/2025	03/2025	Walker (t0094179)	C-42...	:HAP...	0.00	285.14	-841.57	Rent Subsidy for 4 days
p0000549	Willow Way	02/25/2025	03/2025	Hernandez (t0094634)	C-42...	:HAP...	0.00	274.29	-1,115.86	Rent Subsidy for 4 days
p0000549	Willow Way	02/25/2025	03/2025	Cortez (t0094288)	C-42...	:HAP...	0.00	285.14	-1,401.00	Rent Subsidy for 4 days
p0000549	Willow Way	02/25/2025	03/2025	Levy (t0094344)	C-42...	:HAP...	0.00	285.14	-1,686.14	Rent Subsidy for 4 days
p0000549	Willow Way	02/25/2025	03/2025	Garcia (t0094290)	C-42...	:HAP...	0.00	285.14	-1,971.28	Rent Subsidy for 4 days
p0000549	Willow Way	02/25/2025	03/2025	Rodriguez (t0094292)	C-42...	:HAP...	0.00	285.14	-2,256.42	Rent Subsidy for 4 days
p0000549	Willow Way	02/27/2025	03/2025	White (t0094291)	C-42...	:HAP...	0.00	142.57	-2,398.99	Rent Subsidy for 2 days
p0000549	Willow Way	03/01/2025	03/2025	White (t0094291)	C-42...	:HAP...	0.00	1,996.00	-4,394.99	Next Month's Rent Subsidy
p0000549	Willow Way	03/03/2025	03/2025	Shamburger (t0094631)	C-42...	:HAP...	0.00	1,867.23	-6,262.22	Rent Subsidy for 29 days
p0000549	Willow Way	03/04/2025	03/2025	Carreon (t0094593)	C-42...	:HAP...	0.00	1,773.03	-8,035.25	Rent Subsidy for 28 days
p0000549	Willow Way	03/04/2025	03/2025	Trejo (t0095082)	C-42...	:HAP...	0.00	1,802.84	-9,838.09	Rent Subsidy for 28 days
p0000549	Willow Way	03/06/2025	03/2025	Bobadilla (t0094669)	C-42...	:HAP...	0.00	1,468.58	-11,306.67	Rent Subsidy for 26 days

SAMPLE

General Ledger

Period = Jan 2025-Apr 2025

Book = Accrual

Sort On =

Property	Property Name	Date	Period	Person/Description	Control	Reference	Debit	Credit	Balance	Remarks
p0000549	Willow Way	03/12/2025	03/2025	Picard (t0095075)	C-42...	:HAP...	0.00	1,129.68	-12,436.35	Rent Subsidy for 20 days
p0000549	Willow Way	03/12/2025	03/2025	Dix (t0094607)	C-42...	:HAP...	0.00	1,287.74	-13,724.09	Rent Subsidy for 20 days
p0000549	Willow Way	03/12/2025	03/2025	Blaxton (t0094633)	C-42...	:HAP...	0.00	1,287.74	-15,011.83	Rent Subsidy for 20 days
p0000549	Willow Way	03/12/2025	03/2025	Tatum Jr. (t0094670)	C-42...	:HAP...	0.00	1,287.74	-16,299.57	Rent Subsidy for 20 days
p0000549	Willow Way	03/13/2025	03/2025	Gardner (t0094658)	C-42...	:HAP...	0.00	1,223.35	-17,522.92	Rent Subsidy for 19 days
p0000549	Willow Way	03/17/2025	03/2025	Sepulveda (t0094592)	C-42...	:HAP...	0.00	965.81	-18,488.73	Rent Subsidy for 15 days
p0000549	Willow Way	03/19/2025	03/2025	San Miguel (t0094655)	C-42...	:HAP...	0.00	720.87	-19,209.60	Rent Subsidy for 13 days
p0000549	Willow Way	03/25/2025	03/2025	Caldwell (t0094594)	C-42...	:HAP...	0.00	450.71	-19,660.31	Rent Subsidy for 7 days
p0000549	Willow Way	03/01/2025	04/2025	Hernandez (t0094634)	C-43...	:HAP	0.00	1,920.00	-21,580.31	Rent 3/2025
p0000549	Willow Way	03/01/2025	04/2025	Levy (t0094344)	C-43...	:HAP	0.00	1,996.00	-23,576.31	Rent Subsidy for 3/2025
p0000549	Willow Way	03/01/2025	04/2025	Wilson (t0094632)	C-43...	:HAP	0.00	1,899.00	-25,475.31	Rent Subsidy for 3/2025
p0000549	Willow Way	03/01/2025	04/2025	Cortez (t0094288)	C-43...	:HAP	0.00	1,996.00	-27,471.31	Rent Subsidy for 3/2025
p0000549	Willow Way	03/01/2025	04/2025	Garcia (t0094290)	C-43...	:HAP	0.00	1,996.00	-29,467.31	Rent Subsidy for 3/2025
p0000549	Willow Way	03/01/2025	04/2025	Walker (t0094179)	C-43...	:HAP	0.00	1,996.00	-31,463.31	Rent Subsidy for 3/2025
p0000549	Willow Way	03/01/2025	04/2025	Rodriguez (t0094292)	C-43...	:HAP	0.00	1,996.00	-33,459.31	Rent Subsidy for 3/2025
p0000549	Willow Way	03/01/2025	04/2025	Alba (t0094681)	C-43...	:HAP	0.00	1,996.00	-35,455.31	Rent Subsidy for 3/2025
p0000549	Willow Way	04/01/2025	04/2025	Kenny (t0094635)	C-43...	:HAP...	0.00	1,888.00	-37,343.31	Rent Subsidy for 30 days
p0000549	Willow Way	04/01/2025	04/2025	Hernandez (t0094634)	C-43...	:HAP	0.00	1,920.00	-39,263.31	Rent 4/2025
p0000549	Willow Way	04/01/2025	04/2025	Bobadilla (t0094669)	C-43...	:HAP	0.00	1,751.00	-41,014.31	Rent for 4/2025
p0000549	Willow Way	04/01/2025	04/2025	Picard (t0095075)	C-43...	:HAP	0.00	1,751.00	-42,765.31	Rent Subsidy for 4/2025
p0000549	Willow Way	04/01/2025	04/2025	Levy (t0094344)	C-43...	:HAP	0.00	1,996.00	-44,761.31	Rent Subsidy for 4/2025
p0000549	Willow Way	04/01/2025	04/2025	Wilson (t0094632)	C-43...	:HAP	0.00	1,899.00	-46,660.31	Rent Subsidy for 4/2025
p0000549	Willow Way	04/01/2025	04/2025	Cortez (t0094288)	C-43...	:HAP	0.00	1,996.00	-48,656.31	Rent Subsidy for 4/2025
p0000549	Willow Way	04/01/2025	04/2025	San Miguel (t0094655)	C-43...	:HAP	0.00	277.00	-48,933.31	Rent Subsidy for 4/2025
p0000549	Willow Way	04/01/2025	04/2025	Garcia (t0094290)	C-43...	:HAP	0.00	1,996.00	-50,929.31	Rent Subsidy for 4/2025
p0000549	Willow Way	04/01/2025	04/2025	Caldwell (t0094594)	C-43...	:HAP	0.00	1,996.00	-52,925.31	Rent Subsidy for 4/2025
p0000549	Willow Way	04/01/2025	04/2025	Walker (t0094179)	C-43...	:HAP	0.00	1,996.00	-54,921.31	Rent Subsidy for 4/2025
p0000549	Willow Way	04/01/2025	04/2025	Shamburger (t0094631)	C-43...	:HAP	0.00	1,996.00	-56,917.31	Rent Subsidy for 4/2025
p0000549	Willow Way	04/01/2025	04/2025	Dix (t0094607)	C-43...	:HAP	0.00	1,996.00	-58,913.31	Rent Subsidy for 4/2025
p0000549	Willow Way	04/01/2025	04/2025	Rodriguez (t0094292)	C-43...	:HAP	0.00	1,996.00	-60,909.31	Rent Subsidy for 4/2025
p0000549	Willow Way	04/01/2025	04/2025	Blaxton (t0094633)	C-43...	:HAP	0.00	1,996.00	-62,905.31	Rent Subsidy for 4/2025
p0000549	Willow Way	04/01/2025	04/2025	Carreon (t0094593)	C-43...	:HAP	0.00	1,963.00	-64,868.31	Rent Subsidy for 4/2025
p0000549	Willow Way	04/01/2025	04/2025	White (t0094291)	C-43...	:HAP	0.00	1,996.00	-66,864.31	Rent Subsidy for 4/2025
p0000549	Willow Way	04/01/2025	04/2025	Gardner (t0094658)	C-43...	:HAP	0.00	1,996.00	-68,860.31	Rent Subsidy for 4/2025
p0000549	Willow Way	04/01/2025	04/2025	Alba (t0094681)	C-43...	:HAP	0.00	1,996.00	-70,856.31	Rent Subsidy for 4/2025
p0000549	Willow Way	04/01/2025	04/2025	Trejo (t0095082)	C-43...	:HAP	0.00	1,996.00	-72,852.31	Rent Subsidy for 4/2025
p0000549	Willow Way	04/01/2025	04/2025	Tatum Jr. (t0094670)	C-43...	:HAP	0.00	1,996.00	-74,848.31	Rent Subsidy for 4/2025
p0000549	Willow Way	04/01/2025	04/2025	Sepulveda (t0094592)	C-43...	:HAP	0.00	1,996.00	-76,844.31	Rent Subsidy for 4/2025

SAMPLE

General Ledger

Period = Jan 2025-Apr 2025

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Property	Property Name	Date	Period	Person/Description	Control	Reference	Debit	Credit	Balance	Remarks
p0000549	Willow Way	04/01/2025	04/2025	Hernandez (t0094634)	C-43...	:HAP	0.00	1,920.00	-78,764.31	Rent Subsidy for 4/2025 :Reversed by Charge...
p0000549	Willow Way	04/01/2025	04/2025	Hernandez (t0094634)	C-43...	:HAP	1,920.00	0.00	-76,844.31	:Reverse Charge Ctrl#4314091 Martha was charged twice for subsidy
p0000549	Willow Way	04/09/2025	04/2025	Diaz De Leon (t0096660)	C-43...	:HAP...	0.00	1,463.73	-78,308.04	Rent Subsidy for 22 days
p0000549	Willow Way	04/10/2025	04/2025	Mendoza (t0098427)	C-43...	:HAP...	0.00	1,280.30	-79,588.34	Rent Subsidy for 21 days
p0000549	Willow Way	04/15/2025	04/2025	Pimentel (t0094668)	C-43...	:HAP...	0.00	893.33	-80,481.67	Rent Subsidy for 16 days
p0000549	Willow Way	04/24/2025	04/2025	Ramirez (t0096507)	C-43...	:HAP...	0.00	411.60	-80,893.27	Rent Subsidy for 7 days
p0000549	Willow Way	04/24/2025	04/2025	Wooten (t0096669)	C-43...	:HAP...	0.00	459.67	-81,352.94	Rent Subsidy for 7 days
				Net Change=-81,352.94			**1,920.00**	**83,272.94**	**-81,352.94**	**= Ending Balance =**
401300				**Less: Vacancy Loss**					**0.00**	**= Beginning Balance =**
p0000549	Willow Way	01/31/2025	01/2025	Record Vacancy 01.2025	J-843148	Recor...	29,640.00	0.00	29,640.00	Record Vacancy 01.2025
p0000549	Willow Way	01/31/2025	02/2025	p549 Record Vacancy 01.2025	J-836059		29,640.00	0.00	59,280.00	p549 Record Vacancy 01.2025
p0000549	Willow Way	02/01/2025	02/2025	We corrected in Jan 2025	J-843153	:Rever...	0.00	29,640.00	29,640.00	p549 Record Vacancy 01.2025
p0000549	Willow Way	02/28/2025	02/2025	Record Vacancy 02.2025	J-836064	Recor...	28,692.84	0.00	58,332.84	Record Vacancy 02.2025
p0000549	Willow Way	03/31/2025	03/2025	Record Vacancy 03.2025	J-837972	Recor...	16,455.46	0.00	74,788.30	Record Vacancy 03.2025
p0000549	Willow Way	04/30/2025	04/2025	Record Vacancy 04.2025	J-847218	Recor...	10,452.00	0.00	85,240.30	Record Vacancy 04.2025
				Net Change=85,240.30			**114,880.30**	**29,640.00**	**85,240.30**	**= Ending Balance =**
402500				**Credit Check Fees**					**0.00**	**= Beginning Balance =**
p0000549	Willow Way	12/31/2024	01/2025	Shamburger (t0094631)	C-42...	:Applic	0.00	20.00	-20.00	Application Fees :Reversed by Charge Ctrl# ...
p0000549	Willow Way	12/31/2024	01/2025	Shamburger (t0094631)	C-42...	:Applic	20.00	0.00	0.00	:Reverse Charge Ctrl#4211369 PSH applicants are not charged an application...
p0000549	Willow Way	12/31/2024	01/2025	Wilson (t0094632)	C-42...	:Applic	0.00	20.00	-20.00	Application Fees :Reversed by Charge Ctrl# ...
p0000549	Willow Way	12/31/2024	01/2025	Wilson (t0094632)	C-42...	:Applic	20.00	0.00	0.00	:Reverse Charge Ctrl#4211375 PSH applicants are not charged an application...
p0000549	Willow Way	12/31/2024	01/2025	Blaxton (t0094633)	C-42...	:Applic	0.00	20.00	-20.00	Application Fees :Reversed by Charge Ctrl# ...
p0000549	Willow Way	12/31/2024	01/2025	Blaxton (t0094633)	C-42...	:Applic	0.00	20.00	-40.00	Application Fees :Reversed by Charge Ctrl# ...
p0000549	Willow Way	12/31/2024	01/2025	Blaxton (t0094633)	C-42...	:Applic	20.00	0.00	-20.00	:Reverse Charge Ctrl#4211379 PSH applicants are not charged an applicatio...
p0000549	Willow Way	12/31/2024	01/2025	Blaxton (t0094633)	C-42...	:Applic	20.00	0.00	0.00	:Reverse Charge Ctrl#4211381 PSH applicants are not charged an applicatio...
p0000549	Willow Way	12/31/2024	01/2025	Hernandez (t0094634)	C-42...	:Applic	0.00	20.00	-20.00	Application Fees :Reversed by Charge Ctrl# ...
p0000549	Willow Way	12/31/2024	01/2025	Hernandez (t0094634)	C-42...	:Applic	20.00	0.00	0.00	:Reverse Charge Ctrl#4211387 PSH applicants are not charged an application...
p0000549	Willow Way	01/01/2025	01/2025	Kenny (t0094635)	C-42...	:Applic	0.00	20.00	-20.00	Application Fees :Reversed by Charge Ctrl# ...
p0000549	Willow Way	01/06/2025	01/2025	San Miguel (t0094655)	C-42...	:Applic	0.00	20.00	-40.00	Application Fees :Reversed by Charge Ctrl# ...

SAMPLE

General Ledger

Period = Jan 2025-Apr 2025

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Sort On =

Property	Property Name	Date	Period	Person/Description	Control	Reference	Debit	Credit	Balance	Remarks
p0000549	Willow Way	01/06/2025	01/2025	Gardner (t0094658)	C-42...	:Applic	0.00	20.00	-60.00	Application Fees :Reversed by Charge Ctrl# ...
p0000549	Willow Way	01/06/2025	01/2025	Gardner (t0094658)	C-42...	:Applic	20.00	0.00	-40.00	:Reverse Charge Ctrl#4227301
p0000549	Willow Way	01/06/2025	01/2025	San Miguel (t0094655)	C-42...	:Applic	20.00	0.00	-20.00	PSH applicants are not charged for application... :Reverse Charge Ctrl#4227033
p0000549	Willow Way	01/07/2025	01/2025	Pimentel (t0094668)	C-42...	:Applic	0.00	20.00	-40.00	PSH applicants are not charged for application... Application Fees :Reversed by Charge Ctrl# ...
p0000549	Willow Way	01/07/2025	01/2025	Pimentel (t0094668)	C-42...	:Applic	20.00	0.00	-20.00	:Reverse Charge Ctrl#4227988
p0000549	Willow Way	01/07/2025	01/2025	Bobadilla (t0094669)	C-42...	:Applic	0.00	20.00	-40.00	PSH applicants are not charged an applicatio... Application Fees :Reversed by Charge Ctrl# ...
p0000549	Willow Way	01/07/2025	01/2025	Tatum Jr. (t0094670)	C-42...	:Applic	0.00	20.00	-60.00	Application Fees :Reversed by Charge Ctrl# ...
p0000549	Willow Way	01/08/2025	01/2025	Alba (t0094681)	C-42...	:Applic	0.00	20.00	-80.00	Application Fees :Reversed by Charge Ctrl# ...
p0000549	Willow Way	01/21/2025	01/2025	Picard (t0095075)	C-42...	:Applic	0.00	20.00	-100.00	Application Fees :Reversed by Charge Ctrl# ...
p0000549	Willow Way	01/21/2025	01/2025	Trejo (t0095082)	C-42...	:Applic	0.00	20.00	-120.00	Application Fees :Reversed by Charge Ctrl# ...
p0000549	Willow Way	01/21/2025	01/2025	Trejo (t0095082)	C-42...	:Applic	20.00	0.00	-100.00	:Reverse Charge Ctrl#4233219
p0000549	Willow Way	01/21/2025	01/2025	Picard (t0095075)	C-42...	:Applic	20.00	0.00	-80.00	PSH applicants are not charged an application... :Reverse Charge Ctrl#4233148
p0000549	Willow Way	01/31/2025	02/2025	Adolf (t0095206)	C-42...	:Applic	0.00	20.00	-100.00	PSH applicants are not charged an application... Application Fees :Reversed by Charge Ctrl# ...
p0000549	Willow Way	02/07/2025	02/2025	Hinckley (t0095250)	C-42...	:Applic	0.00	20.00	-120.00	Application Fees :Reversed by Charge Ctrl# ...
p0000549	Willow Way	02/18/2025	02/2025	Ramirez (t0096507)	C-42...	:Applic	0.00	20.00	-140.00	Application Fees :Reversed by Charge Ctrl# ...
p0000549	Willow Way	12/10/2024	03/2025	Garcia (t0094290)	C-42...	:Applic	20.00	0.00	-120.00	:Reverse Charge Ctrl#4201276
p0000549	Willow Way	12/10/2024	03/2025	Rodriguez (t0094292)	C-42...	:Applic	20.00	0.00	-100.00	PSH residents are not charged application an... :Reverse Charge Ctrl#4201286
p0000549	Willow Way	12/20/2024	03/2025	Dix (t0094607)	C-42...	:Applic	20.00	0.00	-80.00	PSH applicants aren't charged an application ... :Reverse Charge Ctrl#4206321
p0000549	Willow Way	01/07/2025	03/2025	Tatum Jr. (t0094670)	C-42...	:Applic	20.00	0.00	-60.00	PSH Applicants are not charged application a... :Reverse Charge Ctrl#4227993
p0000549	Willow Way	01/07/2025	03/2025	Bobadilla (t0094669)	C-42...	:Applic	20.00	0.00	-40.00	PSH applicants aren't charged an application ... :Reverse Charge Ctrl#4227991
p0000549	Willow Way	01/08/2025	03/2025	Alba (t0094681)	C-42...	:Applic	20.00	0.00	-20.00	PSH applicants are not charged an application... :Reverse Charge Ctrl#4228174
p0000549	Willow Way	03/05/2025	03/2025	Vazquez (t0096622)	C-42...	:Applic	0.00	20.00	-40.00	PSH applicants aren't charged an application ... Application Fees
p0000549	Willow Way	03/10/2025	03/2025	Diaz De Leon (t0096660)	C-42...	:Applic	0.00	20.00	-60.00	Application Fees :Reversed by Charge Ctrl# ...

SAMPLE

General Ledger

Period = Jan 2025-Apr 2025

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Sort On =

Property	Property Name	Date	Period	Person/Description	Control	Reference	Debit	Credit	Balance	Remarks
p0000549	Willow Way	03/10/2025	03/2025	Diaz De Leon (t0096660)	C-42...	:Applic	20.00	0.00	-40.00	:Reverse Charge Ctrl#4279699
										PSH applicants are not charged an application...
p0000549	Willow Way	03/10/2025	03/2025	Wooten (t0096669)	C-42...	:Applic	0.00	20.00	-60.00	Application Fees :Reversed by Charge Ctrl# ...
p0000549	Willow Way	03/11/2025	03/2025	Mendoza (t0098427)	C-42...	:Applic	0.00	20.00	-80.00	Application Fees :Reversed by Charge Ctrl# ...
p0000549	Willow Way	03/11/2025	03/2025	Mendoza (t0098427)	C-42...	:Applic	20.00	0.00	-60.00	:Reverse Charge Ctrl#4281578
										PSH applicants are not charged an application...
p0000549	Willow Way	03/17/2025	03/2025	Brooks (t0098490)	C-42...	:Applic	0.00	20.00	-80.00	Application Fees :Reversed by Charge Ctrl# ...
p0000549	Willow Way	03/21/2025	03/2025	Powell (t0098530)	C-42...	:Applic	0.00	20.00	-100.00	Application Fees :Reversed by Charge Ctrl# ...
p0000549	Willow Way	03/21/2025	03/2025	Felix (t0098531)	C-42...	:Applic	0.00	20.00	-120.00	Application Fees
p0000549	Willow Way	03/27/2025	03/2025	Nunez (t0098578)	C-42...	:Applic	0.00	20.00	-140.00	Application Fees :Reversed by Charge Ctrl# ...
p0000549	Willow Way	01/01/2025	04/2025	Kenny (t0094635)	C-43...	:Applic	20.00	0.00	-120.00	:Reverse Charge Ctrl#4222490
										PSH applicants are not charged an application...
p0000549	Willow Way	04/03/2025	04/2025	Gray (t0098619)	C-43...	:Applic	0.00	20.00	-140.00	Application Fees :Reversed by Charge Ctrl# ...
p0000549	Willow Way	04/04/2025	04/2025	Sanchez (t0098624)	C-43...	:Applic	0.00	20.00	-160.00	Application Fees :Reversed by Charge Ctrl# ...
				Net Change=-160.00			**380.00**	**540.00**	**-160.00**	**= Ending Balance =**
404500				**Parking/Garage/Gate Income**					**0.00**	**= Beginning Balance =**
p0000549	Willow Way	03/17/2025	03/2025	Hernandez (t0094634)	C-42...		0.00	50.00	-50.00	Needed additional fob
				Net Change=-50.00			**0.00**	**50.00**	**-50.00**	**= Ending Balance =**
409655				**Interest Income - Non-Restricted**					**0.00**	**= Beginning Balance =**
p0000549	Willow Way	01/15/2025	01/2025	p549 Test Small cent deposit 0...	J-835969		0.00	0.18	-0.18	p549 Test Small cent deposit 01.2025
p0000549	Willow Way	01/21/2025	01/2025	p549 Test Small cent deposit 0...	J-835973		0.00	0.04	-0.22	p549 Test Small cent deposit 01.2025
				Net Change=-0.22			**0.00**	**0.22**	**-0.22**	**= Ending Balance =**
502100				**Management Wages**					**0.00**	**= Beginning Balance =**
p0000549	Willow Way	03/21/2025	03/2025	Paycom Week 11	J-831625	PR2 3...	803.75	0.00	803.75	1 Mgmt Gross
p0000549	Willow Way	03/31/2025	03/2025	1st QTR Vacation Accrual	J-836570	1st Q...	696.57	0.00	1,500.32	1st QTR Vacation Accrual
p0000549	Willow Way	04/04/2025	04/2025	Paycom Week 13	J-835142	PR1 4...	2,030.75	0.00	3,531.07	1 Mgmt Gross
p0000549	Willow Way	04/18/2025	04/2025	Paycom Week 15	J-838561	PR2 4...	2,003.75	0.00	5,534.82	1 Mgmt Gross
				Net Change=5,534.82			**5,534.82**	**0.00**	**5,534.82**	**= Ending Balance =**
505100				**Maintenance Wages**					**0.00**	**= Beginning Balance =**
p0000549	Willow Way	02/07/2025	02/2025	Paycom Week 5	J-824163	PR1 2...	1,741.27	0.00	1,741.27	3 Maint Gross
p0000549	Willow Way	02/21/2025	02/2025	Paycom Week 7	J-826872	PR2 2...	1,679.03	0.00	3,420.30	3 Maint Gross
p0000549	Willow Way	03/07/2025	03/2025	Paycom Week 9	J-829504	PR1 3...	1,649.12	0.00	5,069.42	3 Maint Gross
p0000549	Willow Way	03/21/2025	03/2025	Paycom Week 11	J-831625	PR2 3...	1,650.97	0.00	6,720.39	3 Maint Gross

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p0000549	Willow Way	04/04/2025	04/2025	Paycom Week 13	J-835142	PR1 4...	1,646.35	0.00	8,366.74	3 Maint Gross
p0000549	Willow Way	04/18/2025	04/2025	Paycom Week 15	J-838561	PR2 4...	1,680.27	0.00	10,047.01	3 Maint Gross
				Net Change=10,047.01			**10,047.01**	**0.00**	**10,047.01**	**= Ending Balance =**
506055				**Long Term Disability Ins**					**0.00**	**= Beginning Balance =**
p0000549	Willow Way	02/01/2025	02/2025	LTD Benefits for 2/25	J-828148	BEN...	7.20	0.00	7.20	LTD Benefits for 2/25
p0000549	Willow Way	03/01/2025	03/2025	LTD Benefits for 3/25	J-833846	BEN...	7.20	0.00	14.40	LTD Benefits for 3/25
p0000549	Willow Way	04/01/2025	04/2025	LTD Benefits for 4/25	J-839258	BEN...	16.22	0.00	30.62	LTD Benefits for 4/25
				Net Change=30.62			**30.62**	**0.00**	**30.62**	**= Ending Balance =**
506100				**Worker's Compensation**					**0.00**	**= Beginning Balance =**
p0000549	Willow Way	02/28/2025	02/2025	02/25 Workers Comp Allocation	J-827435	02/25...	183.21	0.00	183.21	02/25 Workers Comp Allocation
p0000549	Willow Way	03/31/2025	03/2025	03/25 Workers Comp Allocation	J-835369	03/25...	181.75	0.00	364.96	03/25 Workers Comp Allocation
p0000549	Willow Way	04/30/2025	04/2025	04/25 Workers Comp Allocation	J-838636	04/25...	408.25	0.00	773.21	04/25 Workers Comp Allocation
				Net Change=773.21			**773.21**	**0.00**	**773.21**	**= Ending Balance =**
506120				**Payroll Taxes**					**0.00**	**= Beginning Balance =**
p0000549	Willow Way	02/07/2025	02/2025	Paycom Week 5	J-824163	PR1 2...	26.13	0.00	26.13	ER FUTA Tax
p0000549	Willow Way	02/21/2025	02/2025	Paycom Week 7	J-826872	PR2 2...	4.81	0.00	30.94	ER FUTA Tax
p0000549	Willow Way	03/21/2025	03/2025	Paycom Week 11	J-831625	PR2 3...	12.06	0.00	43.00	ER FUTA Tax
p0000549	Willow Way	04/04/2025	04/2025	Paycom Week 13	J-835142	PR1 4...	30.46	0.00	73.46	ER FUTA Tax
p0000549	Willow Way	04/18/2025	04/2025	Paycom Week 15	J-838561	PR2 4...	30.05	0.00	103.51	ER FUTA Tax
				Net Change=103.51			**103.51**	**0.00**	**103.51**	**= Ending Balance =**
506140				**Payroll Taxes--Social Security**					**0.00**	**= Beginning Balance =**
p0000549	Willow Way	02/07/2025	02/2025	Paycom Week 5	J-824163	PR1 2...	107.97	0.00	107.97	ER SS Expense
p0000549	Willow Way	02/21/2025	02/2025	Paycom Week 7	J-826872	PR2 2...	104.08	0.00	212.05	ER SS Expense
p0000549	Willow Way	03/07/2025	03/2025	Paycom Week 9	J-829504	PR1 3...	102.27	0.00	314.32	ER SS Expense
p0000549	Willow Way	03/21/2025	03/2025	Paycom Week 11	J-831625	PR2 3...	152.18	0.00	466.50	ER SS Expense
p0000549	Willow Way	04/04/2025	04/2025	Paycom Week 13	J-835142	PR1 4...	227.98	0.00	694.48	ER SS Expense
p0000549	Willow Way	04/18/2025	04/2025	Paycom Week 15	J-838561	PR2 4...	228.41	0.00	922.89	ER SS Expense
				Net Change=922.89			**922.89**	**0.00**	**922.89**	**= Ending Balance =**
506160				**Payroll Taxes--Medicare**					**0.00**	**= Beginning Balance =**
p0000549	Willow Way	02/07/2025	02/2025	Paycom Week 5	J-824163	PR1 2...	25.26	0.00	25.26	ER Medicare tax Expense
p0000549	Willow Way	02/21/2025	02/2025	Paycom Week 7	J-826872	PR2 2...	24.35	0.00	49.61	ER Medicare tax Expense
p0000549	Willow Way	03/07/2025	03/2025	Paycom Week 9	J-829504	PR1 3...	23.91	0.00	73.52	ER Medicare tax Expense
p0000549	Willow Way	03/21/2025	03/2025	Paycom Week 11	J-831625	PR2 3...	35.59	0.00	109.11	ER Medicare tax Expense

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p0000549	Willow Way	04/04/2025	04/2025	Paycom Week 13	J-835142	PR1 4...	53.33	0.00	162.44	ER Medicare tax Expense
p0000549	Willow Way	04/18/2025	04/2025	Paycom Week 15	J-838561	PR2 4...	53.43	0.00	215.87	ER Medicare tax Expense
				Net Change=215.87			**215.87**	**0.00**	**215.87**	**= Ending Balance =**
506180				**Payroll Taxes--SUI CA**					**0.00**	**= Beginning Balance =**
p0000549	Willow Way	02/07/2025	02/2025	Paycom Week 5	J-824163	PR1 2...	90.55	0.00	90.55	ER CA UI/DI Expense
p0000549	Willow Way	02/21/2025	02/2025	Paycom Week 7	J-826872	PR2 2...	16.68	0.00	107.23	ER CA UI/DI Expense
p0000549	Willow Way	03/21/2025	03/2025	Paycom Week 11	J-831625	PR2 3...	41.80	0.00	149.03	ER CA UI/DI Expense
p0000549	Willow Way	04/04/2025	04/2025	Paycom Week 13	J-835142	PR1 4...	105.59	0.00	254.62	ER CA UI/DI Expense
p0000549	Willow Way	04/18/2025	04/2025	Paycom Week 15	J-838561	PR2 4...	104.20	0.00	358.82	ER CA UI/DI Expense
				Net Change=358.82			**358.82**	**0.00**	**358.82**	**= Ending Balance =**
511020				**Management Fee**					**0.00**	**= Beginning Balance =**
p0000549	Willow Way	03/31/2025	03/2025	p549 Mar Accruals 2025 :Reve...	J-842731	Mar A...	8,190.00	0.00	8,190.00	Accrual National Community Renaissance Of ...
p0000549	Willow Way	04/01/2025	04/2025	National Community Renaissa...	P-18...	LINC...	10,920.00	0.00	19,110.00	Management Fee Services 01-04/2025
p0000549	Willow Way	04/01/2025	04/2025	:Reversal of J-842731	J-842799	:Rever...	0.00	8,190.00	10,920.00	Accrual National Community Renaissance Of ...
				Net Change=10,920.00			**19,110.00**	**8,190.00**	**10,920.00**	**= Ending Balance =**
511035				**Social Service Fee**					**0.00**	**= Beginning Balance =**
p0000549	Willow Way	03/31/2025	03/2025	p549 Mar Accruals 2025 :Reve...	J-842731	Mar A...	5,958.99	0.00	5,958.99	Accrual LINC Housing Corporation (v0001608)...
p0000549	Willow Way	04/01/2025	04/2025	:Reversal of J-842731	J-842799	:Rever...	0.00	5,958.99	0.00	Accrual LINC Housing Corporation (v0001608)...
p0000549	Willow Way	04/28/2025	04/2025	LINC Housing Corporation (v0...	P-18...	LINC...	1,986.33	0.00	1,986.33	Apr 2025 RSF
p0000549	Willow Way	04/28/2025	04/2025	LINC Housing Corporation (v0...	P-18...	LINC...	1,986.33	0.00	3,972.66	Mar 2025 RSF
p0000549	Willow Way	04/28/2025	04/2025	LINC Housing Corporation (v0...	P-18...	LINC...	1,986.33	0.00	5,958.99	Jan 2025 RSF
p0000549	Willow Way	04/28/2025	04/2025	LINC Housing Corporation (v0...	P-18...	LINC...	1,986.33	0.00	7,945.32	Feb 2025 RSF
				Net Change=7,945.32			**13,904.31**	**5,958.99**	**7,945.32**	**= Ending Balance =**
512400				**Employee Recruitment**					**0.00**	**= Beginning Balance =**
p0000549	Willow Way	03/31/2025	04/2025	Consumer Reporting Complian...	P-18...	33424	366.56	0.00	366.56	CRCA March 2025 Invoice
				Net Change=366.56			**366.56**	**0.00**	**366.56**	**= Ending Balance =**
512405				**Professional Serv/Accounting**					**0.00**	**= Beginning Balance =**
p0000549	Willow Way	03/31/2025	03/2025	P549 Accrual NCRC Bookkeep...	J-842814		468.00	0.00	468.00	Accrual NCRC Bookkeeping Service Fee 01-...
p0000549	Willow Way	04/01/2025	04/2025	National Community Renaissa...	P-18...	LINC...	624.00	0.00	1,092.00	Bookkeeping Service Fee 01-04/2025
p0000549	Willow Way	04/01/2025	04/2025	:Reversal of J-842814	J-842817	:Rever...	0.00	468.00	624.00	Accrual NCRC Bookkeeping Service Fee 01-...
				Net Change=624.00			**1,092.00**	**468.00**	**624.00**	**= Ending Balance =**
512420				**Software Licenses**					**0.00**	**= Beginning Balance =**

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p0000549	Willow Way	03/01/2025	03/2025	Paid by NCRC	J-835410	Paid ...	466.71	0.00	466.71	3/25 Zoom License Allocations
p0000549	Willow Way	04/01/2025	04/2025	Zoom License Paid by NCRC 04/25	J-841270	Paid ...	40.80	0.00	507.51	4/25 Zoom License Allocations
				Net Change=507.51			**507.51**	**0.00**	**507.51**	**= Ending Balance =**
512430				**Misc. Bank Charges/CC Fees**					**0.00**	**= Beginning Balance =**
p0000549	Willow Way	01/15/2025	01/2025	p549 Test small amount 01.2025	J-835971		0.04	0.00	0.04	p549 Test small amount 01.2025
p0000549	Willow Way	01/16/2025	01/2025	p549 Analysis Fee 01.2025	J-835972		33.50	0.00	33.54	Analysis Fee 01.2025
p0000549	Willow Way	03/17/2025	03/2025	p549 Analysis fee 03.2025	J-836534		146.36	0.00	179.90	p549 Analysis fee 03.2025
p0000549	Willow Way	04/16/2025	04/2025	p549 Analysis fee 04.2025	J-839861		217.57	0.00	397.47	p549 Analysis fee 04.2025
				Net Change=397.47			**397.47**	**0.00**	**397.47**	**= Ending Balance =**
512510				**Employee Relations - Meals**					**0.00**	**= Beginning Balance =**
p0000549	Willow Way	02/28/2025	02/2025	Center Credit Cards 2/25	J-827803	Cente...	25.05	0.00	25.05	Alexis Kelley DOORDASH WINGSTOP lease...
p0000549	Willow Way	02/28/2025	02/2025	Center Credit Cards 2/25	J-827803	Cente...	10.93	0.00	35.98	Alexis Kelley TOM'S #31 lease up meals-p00...
p0000549	Willow Way	03/31/2025	03/2025	Center Credit Cards 3/25	J-835035	Cente...	89.26	0.00	125.24	Alexis Kelley DOORDASH WINGSTOP lease...
p0000549	Willow Way	03/31/2025	03/2025	Center Credit Cards 3/25	J-835035	Cente...	24.71	0.00	149.95	Alexis Kelley DOORDASH LABUFADOR leas...
p0000549	Willow Way	03/31/2025	03/2025	Center Credit Cards 3/25	J-835035	Cente...	30.16	0.00	180.11	Alexis Kelley DOORDASH CALIFORNI emplo...
p0000549	Willow Way	04/30/2025	04/2025	Center Credit Cards 4/25	J-839927	Cente...	94.75	0.00	274.86	Steve Estrada Lazy Dog Restaurant Los Ange...
p0000549	Willow Way	04/30/2025	04/2025	Center Credit Cards 4/25	J-839927	Cente...	49.50	0.00	324.36	Dana McDaniel Lazy Dog Restaurant Region...
p0000549	Willow Way	04/30/2025	04/2025	Center Credit Cards 4/25	J-839927	Cente...	23.12	0.00	347.48	Alexis Kelley DOORDASH WINGSTOP lease...
p0000549	Willow Way	04/30/2025	04/2025	Center Credit Cards 4/25	J-839927	Cente...	30.09	0.00	377.57	Alexis Kelley DOORDASH THEORIGIN lease...
p0000549	Willow Way	04/30/2025	04/2025	Center Credit Cards 4/25	J-839927	Cente...	30.18	0.00	407.75	Alexis Kelley DOORDASH PANERABRE leas...
p0000549	Willow Way	04/30/2025	04/2025	Center Credit Cards 4/25	J-839927	Cente...	33.50	0.00	441.25	Alexis Kelley DOORDASH BIGESTERI Lease...
p0000549	Willow Way	04/30/2025	04/2025	Center Credit Cards 4/25	J-839927	Cente...	36.70	0.00	477.95	Alexis Kelley DOORDASH MAKISUSHI lease...
p0000549	Willow Way	04/30/2025	04/2025	Center Credit Cards 4/25	J-839927	Cente...	53.04	0.00	530.99	Alexis Kelley DOORDASH FARMERBOY lea...
p0000549	Willow Way	04/30/2025	04/2025	Center Credit Cards 4/25	J-839927	Cente...	22.00	0.00	552.99	Alana Shaikhmirwand DOORDASH PAPAJ...
p0000549	Willow Way	04/30/2025	04/2025	Center Credit Cards 4/25	J-839927	Cente...	5.51	0.00	558.50	Alana Shaikhmirwand Smart and Final Regio...
				Net Change=558.50			**558.50**	**0.00**	**558.50**	**= Ending Balance =**
513024				**Outside Serv/Payroll Processing**					**0.00**	**= Beginning Balance =**
p0000549	Willow Way	03/31/2025	03/2025	Paid by NCRC	J-833273	Paid ...	93.99	0.00	93.99	Paycom Payroll Allocation
p0000549	Willow Way	04/30/2025	04/2025	Paid by NCRC	J-839262	Paid ...	81.91	0.00	175.90	Paycom Payroll Allocation
				Net Change=175.90			**175.90**	**0.00**	**175.90**	**= Ending Balance =**
513029				**Resident M/I File Review**					**0.00**	**= Beginning Balance =**
p0000549	Willow Way	04/01/2025	04/2025	National Community Renaissa...	P-18...	LINC...	1,248.00	0.00	1,248.00	Compliance Services Fee 01- 04/2025
				Net Change=1,248.00			**1,248.00**	**0.00**	**1,248.00**	**= Ending Balance =**

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513100				**General Office Expense**					**0.00**	**= Beginning Balance =**
p0000549	Willow Way	02/28/2025	02/2025	Center Credit Cards 2/25	J-827803	Cente...	289.65	0.00	289.65	Alexis Kelley STAPLES 1326 Office Supplies...
p0000549	Willow Way	02/24/2025	03/2025	Alphagraphics (v0000608)	P-18...	91279	31.24	0.00	320.89	Business cards for Guadalupe Ramirez
p0000549	Willow Way	03/31/2025	03/2025	Center Credit Cards 3/25	J-835035	Cente...	43.84	0.00	364.73	Alexis Kelley Instacart office supplies-p0000549
p0000549	Willow Way	03/31/2025	03/2025	Center Credit Cards 3/25	J-835035	Cente...	21.99	0.00	386.72	Alexis Kelley Instacart office supplies-p0000549
p0000549	Willow Way	04/30/2025	04/2025	Center Credit Cards 4/25	J-839927	Cente...	155.94	0.00	542.66	Alexis Kelley Staples.com office supplies-p0...
p0000549	Willow Way	04/30/2025	04/2025	Center Credit Cards 4/25	J-839927	Cente...	273.66	0.00	816.32	Alexis Kelley Target Lease up-p0000549
p0000549	Willow Way	04/30/2025	04/2025	Center Credit Cards 4/25	J-839927	Cente...	103.65	0.00	919.97	Alexis Kelley Instacart office supplies-p0000549
p0000549	Willow Way	04/30/2025	04/2025	Center Credit Cards 4/25	J-839927	Cente...	3.72	0.00	923.69	Alexis Kelley Walmart training supplies-p0000549
				Net Change=923.69			**923.69**	**0.00**	**923.69**	**= Ending Balance =**
513300				**Telephone/Internet/Cable/Ans Serv**					**0.00**	**= Beginning Balance =**
p0000549	Willow Way	02/28/2025	02/2025	Center Credit Cards 2/25	J-827803	Cente...	354.13	0.00	354.13	Alexis Kelley Spectrum property internet servi...
p0000549	Willow Way	02/28/2025	02/2025	p549 Feb Accruals 2025 :Reve...	J-834798		669.32	0.00	1,023.45	Accrual Spectrum and Charter Com - Feb ex...
p0000549	Willow Way	03/01/2025	03/2025	:Reversal of J-834798	J-834922	:Rever...	0.00	669.32	354.13	Accrual Spectrum and Charter Com - Feb ex...
p0000549	Willow Way	03/05/2025	03/2025	Charter Communications (v00...	P-18...	8448 ...	225.15	0.00	579.28	8448 30 018 1453504 Current
p0000549	Willow Way	03/05/2025	03/2025	Charter Communications (v00...	P-18...	8448 ...	315.19	0.00	894.47	8448 30 018 1453504 Past Due
p0000549	Willow Way	03/11/2025	03/2025	Enterprise Telecommunications...	P-18...	5651...	315.00	0.00	1,209.47	Willow Way - Opening invoice
p0000549	Willow Way	03/11/2025	03/2025	AT&T U - Verse (v0004068)	P-18...	3378...	7.70	0.00	1,217.17	337800131 Cost Assessment Charge
p0000549	Willow Way	03/11/2025	03/2025	AT&T U - Verse (v0004068)	P-18...	3378...	110.00	0.00	1,327.17	337800131
p0000549	Willow Way	03/11/2025	03/2025	AT&T U - Verse (v0004068)	P-18...	3378...	150.00	0.00	1,477.17	337800131 One-time charge - Installation of i...
p0000549	Willow Way	04/01/2025	04/2025	Enterprise Telecommunications...	P-18...	April 2025	315.00	0.00	1,792.17	Apr 2025 Answering Service
p0000549	Willow Way	04/05/2025	04/2025	Charter Communications (v00...	P-18...	8448 ...	216.20	0.00	2,008.37	8448 30 018 1453504
p0000549	Willow Way	04/11/2025	04/2025	AT&T U - Verse (v0004068)	P-18...	3378...	167.99	0.00	2,176.36	337800131
				Net Change=2,176.36			**2,845.68**	**669.32**	**2,176.36**	**= Ending Balance =**
513400				**Mileage Reimbursement**					**0.00**	**= Beginning Balance =**
p0000549	Willow Way	02/03/2025	02/2025	Center CC OOP 1st Payment 2/25	J-826897	Cente...	55.03	0.00	55.03	Center OOP Payment- Mileage Willow Way ...
p0000549	Willow Way	02/03/2025	02/2025	Center CC OOP 1st Payment 2/25	J-826897	Cente...	39.30	0.00	94.33	Center OOP Payment- Mileage Willow Way le...
p0000549	Willow Way	02/03/2025	02/2025	Center CC OOP 1st Payment 2/25	J-826897	Cente...	44.10	0.00	138.43	Center OOP Payment- Mileage Willow Way le...
p0000549	Willow Way	02/19/2025	02/2025	Center CC OOP 2nd Payment 2/25	J-826905	Cente...	39.48	0.00	177.91	Center OOP Payment- Mileage Site visit Dan...
p0000549	Willow Way	02/19/2025	02/2025	Center CC OOP 2nd Payment 2/25	J-826905	Cente...	49.70	0.00	227.61	Center OOP Payment- Mileage Lease Up; trai...
p0000549	Willow Way	03/04/2025	03/2025	Center CC OOP 1st Payment 3/25	J-834221	Cente...	47.94	0.00	275.55	Center OOP Payment- Mileage Willow Way le...
p0000549	Willow Way	03/04/2025	03/2025	Center CC OOP 1st Payment 3/25	J-834221	Cente...	47.94	0.00	323.49	Center OOP Payment- Mileage Willow Way le...
p0000549	Willow Way	03/04/2025	03/2025	Center CC OOP 1st Payment 3/25	J-834221	Cente...	47.94	0.00	371.43	Center OOP Payment- Mileage Willow Way le...
p0000549	Willow Way	03/04/2025	03/2025	Center CC OOP 1st Payment 3/25	J-834221	Cente...	44.10	0.00	415.53	Center OOP Payment- Mileage Willow Way le...
p0000549	Willow Way	03/04/2025	03/2025	Center CC OOP 1st Payment 3/25	J-834221	Cente...	47.94	0.00	463.47	Center OOP Payment- Mileage Willow Way le...
p0000549	Willow Way	03/04/2025	03/2025	Center CC OOP 1st Payment 3/25	J-834221	Cente...	47.94	0.00	511.41	Center OOP Payment- Mileage Willow Way le...

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p0000549	Willow Way	03/04/2025	03/2025	Center CC OOP 1st Payment 3/25	J-834221	Cente...	47.94	0.00	559.35	Center OOP Payment- Mileage WillowWay le...
p0000549	Willow Way	03/18/2025	03/2025	Center CC OOP 2nd Payment 3/25	J-834227	Cente...	32.20	0.00	591.55	Center OOP Payment- Mileage Lease Signing...
p0000549	Willow Way	03/18/2025	03/2025	Center CC OOP 2nd Payment 3/25	J-834227	Cente...	8.26	0.00	599.81	Center OOP Payment- Mileage Picking up dr...
p0000549	Willow Way	03/18/2025	03/2025	Center CC OOP 2nd Payment 3/25	J-834227	Cente...	39.48	0.00	639.29	Center OOP Payment- Mileage lease up Dan...
p0000549	Willow Way	03/18/2025	03/2025	Center CC OOP 2nd Payment 3/25	J-834227	Cente...	39.48	0.00	678.77	Center OOP Payment- Mileage Willow Way ...
p0000549	Willow Way	03/18/2025	03/2025	Center CC OOP 2nd Payment 3/25	J-834227	Cente...	39.48	0.00	718.25	Center OOP Payment- Mileage Willow Way le...
p0000549	Willow Way	03/18/2025	03/2025	Center CC OOP 2nd Payment 3/25	J-834227	Cente...	39.48	0.00	757.73	Center OOP Payment- Mileage Willow Way le...
p0000549	Willow Way	03/18/2025	03/2025	Center CC OOP 2nd Payment 3/25	J-834227	Cente...	39.48	0.00	797.21	Center OOP Payment- Mileage Picking up an...
p0000549	Willow Way	03/18/2025	03/2025	Center CC OOP 2nd Payment 3/25	J-834227	Cente...	45.36	0.00	842.57	Center OOP Payment- Mileage Willow Way le...
p0000549	Willow Way	03/18/2025	03/2025	Center CC OOP 2nd Payment 3/25	J-834227	Cente...	49.70	0.00	892.27	Center OOP Payment- Mileage Willow Way le...
p0000549	Willow Way	03/18/2025	03/2025	Center CC OOP 2nd Payment 3/25	J-834227	Cente...	39.48	0.00	931.75	Center OOP Payment- Mileage lease up Dan...
p0000549	Willow Way	03/18/2025	03/2025	Center CC OOP 2nd Payment 3/25	J-834227	Cente...	49.70	0.00	981.45	Center OOP Payment- Mileage Lease up for W...
p0000549	Willow Way	03/18/2025	03/2025	Center CC OOP 2nd Payment 3/25	J-834227	Cente...	49.70	0.00	1,031.15	Center OOP Payment- Mileage Willow Way le...
p0000549	Willow Way	04/02/2025	04/2025	Center CC OOP 1st Payment 4/25	J-839133	Cente...	39.06	0.00	1,070.21	Center OOP Payment- Mileage Willow Way ...
p0000549	Willow Way	04/02/2025	04/2025	Center CC OOP 1st Payment 4/25	J-839133	Cente...	39.06	0.00	1,109.27	Center OOP Payment- Mileage Willow Way ...
p0000549	Willow Way	04/02/2025	04/2025	Center CC OOP 1st Payment 4/25	J-839133	Cente...	30.80	0.00	1,140.07	Center OOP Payment- Mileage Reports Train...
p0000549	Willow Way	04/02/2025	04/2025	Center CC OOP 1st Payment 4/25	J-839133	Cente...	8.26	0.00	1,148.33	Center OOP Payment- Mileage supporting Hi...
p0000549	Willow Way	04/02/2025	04/2025	Center CC OOP 1st Payment 4/25	J-839133	Cente...	29.33	0.00	1,177.66	Center OOP Payment- Mileage Steve assisti...
p0000549	Willow Way	04/02/2025	04/2025	Center CC OOP 1st Payment 4/25	J-839133	Cente...	45.36	0.00	1,223.02	Center OOP Payment- Mileage Willow Way le...
p0000549	Willow Way	04/02/2025	04/2025	Center CC OOP 1st Payment 4/25	J-839133	Cente...	5.32	0.00	1,228.34	Center OOP Payment- Mileage home depot p...
p0000549	Willow Way	04/02/2025	04/2025	Center CC OOP 1st Payment 4/25	J-839133	Cente...	45.36	0.00	1,273.70	Center OOP Payment- Mileage Willow Way ...
p0000549	Willow Way	04/02/2025	04/2025	Center CC OOP 1st Payment 4/25	J-839133	Cente...	8.40	0.00	1,282.10	Center OOP Payment- Mileage Supporting Hi...
p0000549	Willow Way	04/02/2025	04/2025	Center CC OOP 1st Payment 4/25	J-839133	Cente...	8.26	0.00	1,290.36	Center OOP Payment- Mileage Supporting Hi...
p0000549	Willow Way	04/02/2025	04/2025	Center CC OOP 1st Payment 4/25	J-839133	Cente...	8.26	0.00	1,298.62	Center OOP Payment- Mileage supporting Hi...
p0000549	Willow Way	04/16/2025	04/2025	Center CC OOP 2nd Payment 4/25	J-839453	Cente...	45.08	0.00	1,343.70	Center OOP Payment- Mileage Willow Way ...
p0000549	Willow Way	04/16/2025	04/2025	Center CC OOP 2nd Payment 4/25	J-839453	Cente...	38.92	0.00	1,382.62	Center OOP Payment- Mileage Willow Way ...
				Net Change=1,382.62			**1,382.62**	**0.00**	**1,382.62**	**= Ending Balance =**
513700				**Leased Equipment**					**0.00**	**= Beginning Balance =**
p0000549	Willow Way	02/28/2025	03/2025	GreatAmerica Financial Servic...	P-18...	38677365	504.31	0.00	504.31	printer rentals 02/25/2025 - 03/24/2025
p0000549	Willow Way	04/30/2025	04/2025	P549 Accrual GreatAmerica Fi...	J-842816		504.31	0.00	1,008.62	Accrual GreatAmerica Financial Services Cor...
				Net Change=1,008.62			**1,008.62**	**0.00**	**1,008.62**	**= Ending Balance =**
514530				**Credit Check Fees**					**0.00**	**= Beginning Balance =**
p0000549	Willow Way	02/28/2025	02/2025	p549 Feb Accruals 2025 :Reve...	J-834798		743.38	0.00	743.38	Accrual RentGrow and Carahsoft Dec and Feb
p0000549	Willow Way	01/02/2025	03/2025	RentGrow, Inc. (v0004757)	P-18...	1747582	339.15	0.00	1,082.53	Willow Way - December 2024
p0000549	Willow Way	01/16/2025	03/2025	CARAHSOFT TECHNOLOG...	P-18...	IN18...	190.74	0.00	1,273.27	Willow Way - Monitoring Fee 12/01/2024 - 12/...
p0000549	Willow Way	03/01/2025	03/2025	:Reversal of J-834798	J-834922	:Rever...	0.00	743.38	529.89	Accrual RentGrow and Carahsoft Dec and Feb

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p0000549	Willow Way	03/03/2025	03/2025	RentGrow, Inc. (v0004757)	P-18...	1819358	39.90	0.00	569.79	Willow Way - February 2025 Credit Bureau R...
p0000549	Willow Way	03/13/2025	03/2025	CARAHSOFT TECHNOLOG...	P-18...	IN19...	173.59	0.00	743.38	P549 Willow Way - security monitoring fee/ac...
				Net Change=743.38			**1,486.76**	**743.38**	**743.38**	**= Ending Balance =**
514825				**Resident Relations**					**0.00**	**= Beginning Balance =**
p0000549	Willow Way	03/31/2025	03/2025	Center Credit Cards 3/25	J-835035	Cente...	64.01	0.00	64.01	Jesus Caseres Uber Uber transportation for n...
				Net Change=64.01			**64.01**	**0.00**	**64.01**	**= Ending Balance =**
518015				**Computer Supplies and Repair**					**0.00**	**= Beginning Balance =**
p0000549	Willow Way	03/01/2025	04/2025	Reclass GL518015 - Dept PM ...	J-838943	Recla...	96.46	0.00	96.46	Reclass PM to P549 - Dell Marketing LP (v0...
p0000549	Willow Way	03/01/2025	04/2025	Reclass GL518015 - Dept PM ...	J-838943	Recla...	118.12	0.00	214.58	Reclass PM to P549 - Dell Marketing LP (v0...
p0000549	Willow Way	03/01/2025	04/2025	Reclass GL518015 - Dept PM ...	J-838943	Recla...	1,244.09	0.00	1,458.67	Reclass PM to P549 - Dell Marketing LP (v0...
p0000549	Willow Way	04/01/2025	04/2025	National Community Renaissa...	P-18...	LINC...	0.00	239.53	1,219.14	Software Costs 1/25- 4/25
p0000549	Willow Way	04/01/2025	04/2025	National Community Renaissa...	P-18...	LINC...	239.53	0.00	1,458.67	Software Costs 1/25- 4/25
p0000549	Willow Way	04/01/2025	04/2025	National Community Renaissa...	P-18...	LINC...	0.00	239.53	1,219.14	Software Costs 1/25- 4/25
p0000549	Willow Way	04/01/2025	04/2025	National Community Renaissa...	P-18...	LINC...	239.53	0.00	1,458.67	Software Costs 1/25- 4/25
p0000549	Willow Way	04/01/2025	04/2025	National Community Renaissa...	P-18...	LINC...	239.53	0.00	1,698.20	Software Costs 1/25- 4/25
				Net Change=1,698.20			**2,177.26**	**479.06**	**1,698.20**	**= Ending Balance =**
533100				**Gas Expense**					**0.00**	**= Beginning Balance =**
p0000549	Willow Way	01/28/2025	01/2025	SoCalGas (v0002168)	P-18...	173 3...	345.59	0.00	345.59	173 330 0628 0 Current
p0000549	Willow Way	01/28/2025	01/2025	SoCalGas (v0002168)	P-18...	173 3...	36.72	0.00	382.31	173 330 0628 0 Past Due
p0000549	Willow Way	01/28/2025	03/2025	SoCalGas (v0002168)	P-18...	173 3...	36.72	0.00	419.03	173 330 0628 0 Past Due
p0000549	Willow Way	01/28/2025	03/2025	SoCalGas (v0002168)	P-18...	173 3...	345.59	0.00	764.62	173 330 0628 0 Current
p0000549	Willow Way	03/28/2025	03/2025	SoCalGas (v0002168)	P-18...	173 3...	0.00	345.59	419.03	173 330 0628 0 Current
p0000549	Willow Way	03/28/2025	03/2025	SoCalGas (v0002168)	P-18...	173 3...	0.00	36.72	382.31	173 330 0628 0 Past Due
p0000549	Willow Way	03/31/2025	03/2025	p549 Mar Accruals 2025 :Reve...	J-842731	Mar A...	691.18	0.00	1,073.49	Accrual SoCalGas (v0002168)- Feb, Mar Exp
p0000549	Willow Way	04/01/2025	04/2025	:Reversal of J-842731	J-842799	:Rever...	0.00	691.18	382.31	Accrual SoCalGas (v0002168)- Feb, Mar Exp
p0000549	Willow Way	04/30/2025	04/2025	p549 Apr Accruals 2025 :Rever...	J-842732	Apr A...	1,036.77	0.00	1,419.08	Accrual SoCalGas (v0002168)- Feb, Mar, AprExp
				Net Change=1,419.08			**2,492.57**	**1,073.49**	**1,419.08**	**= Ending Balance =**
533200				**Water Expense**					**0.00**	**= Beginning Balance =**
p0000549	Willow Way	02/28/2025	02/2025	p549 Feb Accruals 2025 :Reve...	J-834798		573.85	0.00	573.85	Accrual San Gabriel Valley Water Company (...
p0000549	Willow Way	02/06/2025	03/2025	San Gabriel Valley Water Com...	P-18...	1014...	140.56	0.00	714.41	10141556-203759
p0000549	Willow Way	02/06/2025	03/2025	San Gabriel Valley Water Com...	P-18...	1014...	433.29	0.00	1,147.70	10141556-203760
p0000549	Willow Way	02/06/2025	03/2025	San Gabriel Valley Water Com...	P-18...	1014...	334.39	0.00	1,482.09	10141556-203761
p0000549	Willow Way	02/06/2025	03/2025	San Gabriel Valley Water Com...	P-18...	1014...	140.56	0.00	1,622.65	10141556-203759
p0000549	Willow Way	02/06/2025	03/2025	San Gabriel Valley Water Com...	P-18...	1014...	433.29	0.00	2,055.94	10141556-203760

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p0000549	Willow Way	02/06/2025	03/2025	San Gabriel Valley Water Com...	P-18...	1014...	334.39	0.00	2,390.33	10141556-203761
p0000549	Willow Way	03/01/2025	03/2025	:Reversal of J-834798	J-834922	:Rever...	0.00	573.85	1,816.48	Accrual San Gabriel Valley Water Company (...
p0000549	Willow Way	03/07/2025	03/2025	San Gabriel Valley Water Com...	P-18...	1014...	0.00	140.56	1,675.92	10141556-203759
p0000549	Willow Way	03/07/2025	03/2025	San Gabriel Valley Water Com...	P-18...	1014...	0.00	433.29	1,242.63	10141556-203760
p0000549	Willow Way	03/07/2025	03/2025	San Gabriel Valley Water Com...	P-18...	1014...	0.00	334.39	908.24	10141556-203761
p0000549	Willow Way	03/10/2025	03/2025	San Gabriel Valley Water Com...	P-18...	1014...	336.34	0.00	1,244.58	10141556-203761 Current Utility Date Range...
p0000549	Willow Way	03/10/2025	03/2025	San Gabriel Valley Water Com...	P-18...	1014...	0.00	334.39	910.19	10141556-203761 Paid Balance Twice
p0000549	Willow Way	03/31/2025	03/2025	p549 Mar Accruals 2025 :Reve...	J-842731	Mar A...	195.72	0.00	1,105.91	Accrual San Gabriel Valley Water Company (...
p0000549	Willow Way	03/31/2025	03/2025	p549 Mar Accruals 2025 :Reve...	J-842731	Mar A...	535.94	0.00	1,641.85	Accrual San Gabriel Valley Water Company (...
p0000549	Willow Way	04/01/2025	04/2025	:Reversal of J-842731	J-842799	:Rever...	0.00	535.94	1,105.91	Accrual San Gabriel Valley Water Company (...
p0000549	Willow Way	04/01/2025	04/2025	:Reversal of J-842731	J-842799	:Rever...	0.00	195.72	910.19	Accrual San Gabriel Valley Water Company (...
p0000549	Willow Way	04/09/2025	04/2025	San Gabriel Valley Water Com...	P-18...	1014...	250.88	0.00	1,161.07	10141556-203759-billing cycle unavailable
p0000549	Willow Way	04/09/2025	04/2025	San Gabriel Valley Water Com...	P-18...	1014...	638.59	0.00	1,799.66	10141556-203760-billing cycle not available
p0000549	Willow Way	04/09/2025	04/2025	San Gabriel Valley Water Com...	P-18...	1014...	647.95	0.00	2,447.61	10141556-203761-billing cycle unavailable
				Net Change=2,447.61			**4,995.75**	**2,548.14**	**2,447.61**	**= Ending Balance =**
533400				**Trash Expense**					**0.00**	**= Beginning Balance =**
p0000549	Willow Way	02/28/2025	02/2025	p549 Feb Accruals 2025 :Reve...	J-834798		823.58	0.00	823.58	Accrual Valley Vista Serivices, Inc. (v0009363...
p0000549	Willow Way	03/01/2025	03/2025	Valley Vista Serivices, Inc. (v...	P-18...	VV-0...	727.85	0.00	1,551.43	VV-0449820 4 Current Utility Date Range 03/...
p0000549	Willow Way	03/01/2025	03/2025	Valley Vista Serivices, Inc. (v...	P-18...	VV-0...	823.58	0.00	2,375.01	VV-0449820 4 Past Due
p0000549	Willow Way	03/01/2025	03/2025	:Reversal of J-834798	J-834922	:Rever...	0.00	823.58	1,551.43	Accrual Valley Vista Serivices, Inc. (v0009363...
p0000549	Willow Way	04/17/2025	04/2025	Valley Vista Serivices, Inc. (v...	P-18...	VV-0...	727.85	0.00	2,279.28	VV-0449820 4-04/04/2025-04/30/2025
				Net Change=2,279.28			**3,102.86**	**823.58**	**2,279.28**	**= Ending Balance =**
533500				**Electric - Common Area**					**0.00**	**= Beginning Balance =**
p0000549	Willow Way	02/28/2025	02/2025	p549 Feb Accruals 2025 :Reve...	J-834798		4,439.98	0.00	4,439.98	Accrual Southern California Edison (v0002165...
p0000549	Willow Way	03/01/2025	03/2025	:Reversal of J-834798	J-834922	:Rever...	0.00	4,439.98	0.00	Accrual Southern California Edison (v0002165...
p0000549	Willow Way	03/31/2025	03/2025	p549 Mar Accruals 2025 :Reve...	J-842731	Mar A...	4,464.69	0.00	4,464.69	Accrual Southern California Edison (v000216...
p0000549	Willow Way	03/14/2025	04/2025	Southern California Edison (v0...	P-18...	7009...	3,070.37	0.00	7,535.06	700916800392-disconnection-03/04/25-03/12/25
p0000549	Willow Way	03/14/2025	04/2025	Southern California Edison (v0...	P-18...	7009...	1,369.61	0.00	8,904.67	700916800392-past due-03/04/25-03/12/25
p0000549	Willow Way	03/14/2025	04/2025	Southern California Edison (v0...	P-18...	7009...	5.39	0.00	8,910.06	700916800392-current-03/04/25-03/12/25
p0000549	Willow Way	03/14/2025	04/2025	Southern California Edison (v0...	P-18...	7009...	19.32	0.00	8,929.38	700916800392-addition fees
p0000549	Willow Way	04/01/2025	04/2025	:Reversal of J-842731	J-842799	:Rever...	0.00	4,464.69	4,464.69	Accrual Southern California Edison (v000216...
p0000549	Willow Way	04/09/2025	04/2025	Southern California Edison (v0...	P-18...	7009...	1,019.40	0.00	5,484.09	700916740273-billing cycle dates unavailable
p0000549	Willow Way	04/09/2025	04/2025	Southern California Edison (v0...	P-18...	7009...	897.61	0.00	6,381.70	700916740273-past due
				Net Change=6,381.70			**15,286.37**	**8,904.67**	**6,381.70**	**= Ending Balance =**
535100				**Landscape - Contract**					**0.00**	**= Beginning Balance =**

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p0000549	Willow Way	02/28/2025	02/2025	p549 Feb Accruals 2025 :Reve...	J-834798		12.50	0.00	12.50	Accrual Saldana Landscape Inc. (v0009368) ...
p0000549	Willow Way	02/25/2025	03/2025	Saldana Landscape Inc. (v000...	P-18...	94660	12.50	0.00	25.00	Weed Abatement
p0000549	Willow Way	03/01/2025	03/2025	:Reversal of J-834798	J-834922	:Rever...	0.00	12.50	12.50	Accrual Saldana Landscape Inc. (v0009368) ...
p0000549	Willow Way	03/31/2025	03/2025	p549 Mar Accruals 2025 :Reve...	J-842731	Mar A...	3,000.00	0.00	3,012.50	Accrual Saldana Landscape Inc. (v0009368) ...
p0000549	Willow Way	04/01/2025	04/2025	Saldana Landscape Inc. (v000...	P-18...	95030	1,500.00	0.00	4,512.50	Willow Way - April Landscape services
p0000549	Willow Way	04/01/2025	04/2025	:Reversal of J-842731	J-842799	:Rever...	0.00	3,000.00	1,512.50	Accrual Saldana Landscape Inc. (v0009368) ...
p0000549	Willow Way	04/30/2025	04/2025	p549 Apr Accruals 2025 :Rever...	J-842732	Apr A...	3,000.00	0.00	4,512.50	Accrual Saldana Landscape Inc. (v0009368) ...
				Net Change=4,512.50			**7,525.00**	**3,012.50**	**4,512.50**	**= Ending Balance =**
612500				**Cleaning Supplies**					**0.00**	**= Beginning Balance =**
p0000549	Willow Way	03/31/2025	03/2025	Center Credit Cards 3/25	J-835035	Cente...	263.12	0.00	263.12	Jesus Caseres THE HOME DEPOT #6037 Cl...
p0000549	Willow Way	03/31/2025	03/2025	Center Credit Cards 3/25	J-835035	Cente...	152.06	0.00	415.18	Alexis Kelley Instacart Cleaning supplies-p00...
p0000549	Willow Way	04/30/2025	04/2025	Center Credit Cards 4/25	J-839927	Cente...	94.53	0.00	509.71	Jesus Caseres THE HOME DEPOT #6673 Tr...
p0000549	Willow Way	04/30/2025	04/2025	Center Credit Cards 4/25	J-839927	Cente...	85.59	0.00	595.30	Alexis Kelley THE HOME DEPOT #6673 clea...
				Net Change=595.30			**595.30**	**0.00**	**595.30**	**= Ending Balance =**
612600				**Hardware Supplies**					**0.00**	**= Beginning Balance =**
p0000549	Willow Way	03/31/2025	03/2025	Center Credit Cards 3/25	J-835035	Cente...	19.73	0.00	19.73	Jesus Caseres THE HOME DEPOT #6673 Wi...
p0000549	Willow Way	03/31/2025	03/2025	Center Credit Cards 3/25	J-835035	Cente...	43.48	0.00	63.21	Jesus Caseres THE HOME DEPOT #6673 Wi...
				Net Change=63.21			**63.21**	**0.00**	**63.21**	**= Ending Balance =**
613700				**Fire Prevention**					**0.00**	**= Beginning Balance =**
p0000549	Willow Way	03/31/2025	03/2025	Center Credit Cards 3/25	J-835035	Cente...	5,858.21	0.00	5,858.21	Alexis Kelley FERGUSON FAC&SPLY5350 Fi...
				Net Change=5,858.21			**5,858.21**	**0.00**	**5,858.21**	**= Ending Balance =**
614300				**General Supplies**					**0.00**	**= Beginning Balance =**
p0000549	Willow Way	03/31/2025	03/2025	Center Credit Cards 3/25	J-835035	Cente...	252.93	0.00	252.93	Alexis Kelley Staples.com office supplies-p0...
p0000549	Willow Way	04/30/2025	04/2025	Center Credit Cards 4/25	J-839927	Cente...	9.99	0.00	262.92	Alexis Kelley Instacart lease up-p0000549
				Net Change=262.92			**262.92**	**0.00**	**262.92**	**= Ending Balance =**
614900				**Locks & Keys**					**0.00**	**= Beginning Balance =**
p0000549	Willow Way	04/30/2025	04/2025	Center Credit Cards 4/25	J-839927	Cente...	21.84	0.00	21.84	Alexis Kelley THE HOME DEPOT #6673 Key...
				Net Change=21.84			**21.84**	**0.00**	**21.84**	**= Ending Balance =**
615450				**Garage Repair**					**0.00**	**= Beginning Balance =**
p0000549	Willow Way	03/31/2025	03/2025	Center Credit Cards 3/25	J-835035	Cente...	219.89	0.00	219.89	Jesus Caseres THE HOME DEPOT #6673 G...
				Net Change=219.89			**219.89**	**0.00**	**219.89**	**= Ending Balance =**

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616700				**Security Service**					**0.00**	**= Beginning Balance =**
p0000549	Willow Way	03/31/2025	03/2025	p549 Mar Accruals 2025 :Reve...	J-842731	Mar A...	3,808.00	0.00	3,808.00	Accrual Spencer Security Group, Inc. (v00093...
p0000549	Willow Way	03/17/2025	04/2025	Spencer Security Group, Inc. (...	P-18...	1869	3,808.00	0.00	7,616.00	Willow Way - Security Officers 02/27/2025 - 0...
p0000549	Willow Way	04/01/2025	04/2025	Spencer Security Group, Inc. (...	P-18...	1872	3,584.00	0.00	11,200.00	Willow Way - Security Officers 03/16/2025 - 0...
p0000549	Willow Way	04/01/2025	04/2025	:Reversal of J-842731	J-842799	:Rever...	0.00	3,808.00	7,392.00	Accrual Spencer Security Group, Inc. (v00093...
p0000549	Willow Way	04/30/2025	04/2025	p549 Apr Accruals 2025 :Rever...	J-842732	Apr A...	3,584.00	0.00	10,976.00	Accrual Spencer Security Group, Inc. (v00093...
p0000549	Willow Way	04/30/2025	04/2025	p549 True up Accrual Accrual ...	J-842804	True up	0.00	224.00	10,752.00	p549 True up Accrual Accrual Spencer Securi...
				Net Change=10,752.00			**14,784.00**	**4,032.00**	**10,752.00**	**= Ending Balance =**
							489,526.71	**489,526.71**		

SAMPLE

Willow Way (p0000549)

Check Register

Date <= 04/30/2025

Control	Batch	Period	Date	Person	Property	Account	Amount	Reference	Notes
K-10544(	247328	03/2025	3/27/2025	San Gabriel Valley Water Company (v00092	p0000549		1.95	1	
K-10544(	247328	03/2025	3/27/2025	Valley Vista Serivices, Inc. (v0009363)	p0000549		1,551.43	2	
K-10562	247714	03/2025	3/31/2025	SoCalGas (v0002168)	p0000549		382.31	3	
K-10565	247782	04/2025	4/2/2025	Southern California Edison (v0002165)	p0000549		4,464.69	4	
K-10588	248304	04/2025	4/9/2025	Southern California Edison (v0002165)	p0000549		1,917.01	5	
K-10604	248750	04/2025	4/18/2025	San Gabriel Valley Water Company (v00092	p0000549		250.88	6	
K-10604	248750	04/2025	4/18/2025	San Gabriel Valley Water Company (v00092	p0000549		638.59	7	
K-10604	248750	04/2025	4/18/2025	San Gabriel Valley Water Company (v00092	p0000549		647.95	8	
K-10615	249077	04/2025	4/24/2025	Valley Vista Serivices, Inc. (v0009363)	p0000549		727.85	9	
K-10626	249406	04/2025	4/29/2025	National Community Renaissance Of Califor	p0000549		239.53	101	
K-1062722		04/2025	4/29/2025	National Community Renaissance Of Califor	p0000549		-239.53	101	check printed without signatures
K-10627	249429	04/2025	4/29/2025	National Community Renaissance Of Califor	p0000549		239.53	102	
K-1062921		04/2025	4/30/2025	National Community Renaissance Of Califor	p0000549		-239.53	102	check printed without check number and MICR line
K-10629	249488	04/2025	4/30/2025	National Community Renaissance Of Califor	p0000549		239.53	103	
						Total	10,822.19		

SAMPLE

Payment Register

p0000549

Period: From 01/2025 to 04/2025

Check #	Check Control	Bank Code	Payee Code	Payee Name	Check Date	Post Month	Payment Method	Payable Control #	Property	Amount	Department	Building	Initiative	Funding	Property	Appeals	Special	Interco	Source	IMSource	Budget Detail	Notes
1	K-1054402	co549100	v0009229	San Gabriel Valley Water Company	03/27/2025	03/2025	Check	P-1829148	p0000549	1.95												
2	K-1054403	co549100	v0009363	Valley Vista Serivices, Inc.	03/27/2025	03/2025	Check	P-1829154	p0000549	1,551.43												
3	K-1056215	co549100	v0002168	SoCalGas	03/31/2025	03/2025	Check	P-1830468	p0000549	382.31												
4	K-1056527	co549100	v0002165	Southern California Edison	04/02/2025	04/2025	Check	P-1831385	p0000549	4,464.69												
5	K-1058892	co549100	v0002165	Southern California Edison	04/09/2025	04/2025	Check	P-1834026	p0000549	1,917.01												
6	K-1060450	co549100	v0009229	San Gabriel Valley Water Company	04/18/2025	04/2025	Check	P-1837088	p0000549	250.88												
7	K-1060451	co549100	v0009229	San Gabriel Valley Water Company	04/18/2025	04/2025	Check	P-1837090	p0000549	638.59												
8	K-1060452	co549100	v0009229	San Gabriel Valley Water Company	04/18/2025	04/2025	Check	P-1837095	p0000549	647.95												
9	K-1061563	co549100	v0009363	Valley Vista Serivices, Inc.	04/24/2025	04/2025	Check	P-1838129	p0000549	727.85												
101	K-1062669	co549100	v0000449	National Community Renaissance Of California	04/29/2025	04/2025	Check	P-1839532	p0000549	239.53												
101	K-1062722	co549100	v0000449	National Community Renaissance Of California	04/29/2025	04/2025	Check	P-1839532	p0000549	-239.53												check printed without signatures
102	K-1062723	co549100	v0000449	National Community Renaissance Of California	04/29/2025	04/2025	Check	P-1839532	p0000549	239.53												
102	K-1062921	co549100	v0000449	National Community Renaissance Of California	04/30/2025	04/2025	Check	P-1839532	p0000549	-239.53												check printed without check number and MICR line
103	K-1062922	co549100	v0000449	National Community Renaissance Of California	04/30/2025	04/2025	Check	P-1839532	p0000549	239.53												
Grand Total										**10,822.19**												

SAMPLE

Deposit Register

Date <= 04/30/2025

Name	Property	Unit	Tenant	Period	Received Date	Deposit Date	Amount	Check #	Deposit #	Notes
(co549100) - 10 04/01/2025										
Rodriguez,Raylene	p0000549	208	t0094292	04/2025	4/1/2025	4/1/2025	4,277.00	2239729	10	:HAP -
Total (co549100) - 10 04/01/2025							**4,277.00**			
(co549100) - 2 03/27/2025										
Walker,Alberta	p0000549	205	t0094179	03/2025	3/27/2025	3/27/2025	500.00	033139	2	nent - VOA LA #33139 Security Deposit
Carreon,David	p0000549	210	t0094593	03/2025	3/27/2025	3/27/2025	33.00	31371033991	2	Kscan Payment - March Rent
Wilson,Jeanina	p0000549	212	t0094632	03/2025	3/27/2025	3/27/2025	500.00	033156	2	it - VOA LA Check #33156 Security Deposit
Wilson,Jeanina	p0000549	212	t0094632	03/2025	3/27/2025	3/27/2025	111.77	40220849075237	2	Kscan Payment - March Rent
White,Dwayne	p0000549	213	t0094291	03/2025	3/27/2025	3/27/2025	500.00	280025	2	: - City of Arcadia #280025 Security Deposit
Hernandez,Martha	p0000549	412	t0094634	03/2025	3/27/2025	3/27/2025	50.00	40220849078126	2	:CKscan Payment - Key Fob
Hernandez,Martha	p0000549	412	t0094634	03/2025	3/27/2025	3/27/2025	76.00	6658003092	2	Kscan Payment - March Rent
Total (co549100) - 2 03/27/2025							**1,770.77**			
(co549100) - 3 03/28/2025										
Hernandez,Martha	p0000549	412	t0094634	03/2025	3/28/2025	3/28/2025	510.86	1120336621	3	· Move-In and Security Deposit Prorated Rent
Total (co549100) - 3 03/28/2025							**510.86**			
(co549100) - 4 04/25/2025										
Levy,Georgia	p0000549	108	t0094344	04/2025	4/25/2025	4/25/2025	4,277.00	121108250	4	:HAP -
Cortez,Rudy	p0000549	202	t0094288	04/2025	4/25/2025	4/25/2025	4,277.00	121108250	4	:HAP -
Wilson,Jeanina	p0000549	212	t0094632	04/2025	4/25/2025	4/25/2025	4,069.00	121108250	4	:HAP -
Bobadilla,Oscar	p0000549	304	t0094669	04/2025	4/25/2025	4/25/2025	3,219.58	121108250	4	:HAP -
Bobadilla,Oscar	p0000549	304	t0094669	04/2025	4/25/2025	4/25/2025	0.42	121108250	4	:HAP -
Picard,Carmen	p0000549	305	t0095075	04/2025	4/25/2025	4/25/2025	0.32	121108250	4	:HAP -
Picard,Carmen	p0000549	305	t0095075	04/2025	4/25/2025	4/25/2025	2,880.68	121108250	4	:HAP -
Total (co549100) - 4 04/25/2025							**18,724.00**			
(co549100) - 6 04/28/2025										
Wilson,Jeanina	p0000549	212	t0094632	04/2025	4/28/2025	4/28/2025	97.00	40220934804278	6	;can Payment - April 2025 Rent
Bobadilla,Oscar	p0000549	304	t0094669	04/2025	4/28/2025	4/28/2025	245.00	31373179321	6	;can Payment - April 2025 Rent
Picard,Carmen	p0000549	305	t0095075	04/2025	4/28/2025	4/28/2025	247.00	40220943872435	6	an Payment - Rent for April 2025
Total (co549100) - 6 04/28/2025							**589.00**			
(co549100) - 8 04/29/2025										
Cortez,Rudy	p0000549	202	t0094288	04/2025	4/17/2025	4/29/2025	500.00	007867	8	(scan Payment - 202 Sec Dep
Garcia,Erica	p0000549	203	t0094290	04/2025	3/28/2025	4/29/2025	500.00	276556	8	(scan Payment - 203 Sec Dep
Carreon,David	p0000549	210	t0094593	04/2025	4/9/2025	4/29/2025	500.00	186196	8	(scan Payment - 210 Sec Dep
Gardner,Brandon	p0000549	302	t0094658	04/2025	4/28/2025	4/29/2025	500.00	033563	8	(scan Payment - 302 Sec Dep
Diaz De Leon,Julio	p0000549	407	t0096660	04/2025	4/28/2025	4/29/2025	500.00	187117	8	(scan Payment - 407 Sec Dep
Sepulveda,Sheila	p0000549	410	t0094592	04/2025	4/28/2025	4/29/2025	500.00	033538	8	(scan Payment - 410 Sec Dep
Total (co549100) - 8 04/29/2025							**3,000.00**			
(co549100) - 9 04/11/2025										
Alba,Lana	p0000549	306	t0094681	04/2025	4/11/2025	4/11/2025	4,277.00	2240603	9	:HAP -
Hernandez,Martha	p0000549	412	t0094634	04/2025	4/11/2025	4/11/2025	4,114.00	2240603	9	:HAP -
Total (co549100) - 9 04/11/2025							**8,391.00**			
Grand Total							**37,262.63**			

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TENANT SELECTION PLAN AND MANAGEMENT PLAN

9692 Haven Avenue, Suite 100
Rancho Cucamonga, CA 91730
www.nationalcore.org

Together, we transform lives and communities

Cudahy Senior Apartment
Tenant Selection Plan and Management Plan

Property Name:	Cudahy Senior Apartments
Property Location:	4610 Santa Ana Cudahy, CA 90201
Plan prepared by:	National Community Renaissance of California
Corporate Address:	9692 Haven Ave Rancho Cucamonga, CA. 91730
Date:	07/01/2025

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STATEMENT OF MANAGEMENT POLICY

The goal of National Community Renaissance of California (NCRC) is to ensure Resident satisfaction, and the long term financial and physical well being of the "Cudahy Senior Apartments" through the provision of high quality management services. Toward this end, this plan has been developed to set forth the relationship among the City, the Owner, and Property Management and describes in detail the policies, procedures and requirements to be followed in the management of the property.

Specifically, the plan intends to outline a definite program of action to assure:

1. A well managed and properly maintained apartment community.
2. Pleasant and quality living environment for the residents.
3. Cooperating relationship among the residents, the Owner, and the Agent's employees, and members of the surrounding community.

Unless otherwise stated in the plan, the term "City" will refer to Cudahy. "Property Management" will refer to NCRC. The term "Property" will refer to as TBD.

A. MANAGEMENT

B. Role and responsibility of the Owner and/or delegation of authority to its Property Management

1. It shall be the responsibility of the Owner to establish the general policies under which the property will operate. Property Management, based on previous experience with effective management practice, shall provide

advice and recommendations in this regard. Such policies shall include, but are not limited to: resident selection criteria and priority guidelines; eviction policies; house rules; security and emergency services; social services; and allocation of parking spaces.

Once the Owner has established the policies, the Owner shall delegate authority to Property Management to implement the policies. Property Management will, by means of periodic budgets, financial statements, and status reports, advise the Owner and then in turn the Owner will inform the City on the operation of the Property. In addition, the following procedures shall be followed to ensure effective day-to-day operation and cooperation between the City, the Owner, and Property Management:

a. Day-to-day operation of the property will be under the direct supervision of the Community Manager who will report to the Regional Manager of Property Management.

b. A senior management person shall be the Property Management's representative reporting to the Owner.

c. The Owner shall appoint a representative (liaison) to represent the Owner in regular communications with Property Management. The Owner's representative will be responsible to communicate with and receive communications from the County regarding the property.

d. There will be regular meeting times between the Owner and Property Management for the purpose of reviewing policies, management procedures, resident relations, and budget control. Should it become necessary to update this plan, Property Management and Owner shall submit proposed changes to the City and to any other regulatory agencies from which approval is required.

e. At no time shall the Owner or its representative issue instructions to any on-site personnel. City concerns and suggestions shall be communicated to the Owner and then to Property Management who shall issue instructions to the Community Manager.

As described in the Professional Services Agreement, the Annual Operating Budget for the Property will be prepared by Property Management and approved in writing by the Owner. A copy of the Annual Operating Budget shall be forwarded to the Owner for approval at least forty-five (45) days prior to the beginning of the Property's fiscal year. (This allows the Owner adequate review time before the disbursement of the Annual Increment Pledge in the first quarter of the new fiscal year.) In the event that items need to be purchased that either were not budgeted, or that would bring the property over budget, Property Management will promptly inform the Owner, who will review and make the decisions on such additional purchases. In the event that Community Management must arrange for emergency repairs involving manifest danger to persons or property, or make payments required to avoid suspension of any necessary service to the Property, Property Management will take such action as it deems necessary to temporarily correct the event and will inform the Owner of the facts as promptly as possible.

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2. Property Management and Owner shall enter into a Professional Services Agreement which will provide detailed responsibilities which Property Management and Owner will assume. These responsibilities shall be clearly assigned and described and should not overlap.

B. Personnel policy and staffing arrangements

Once the personnel and staffing requirements have been established by the Owner and Property Management, Property Management shall hire, train, and supervise all personnel, including independent contractors and other service providers.

1. The anticipated staffing pattern will be as follows:

   a. One full-time Community Manager (Area Manager)
   b. (1) full-time Leasing Consultant
   c. (1) full-time maintenance people, maintenance and routine repair of buildings and grounds.

The Community Manager will report to a Regional Property Manager/Area Manager who, in turn, reports to Property Management.

Support staff in the Property Management's office, also involved in management of the property, include clerical and accounting personnel whose responsibilities are to assist in administrative functions and in the preparation of financial reports.

Specific responsibilities for all property personnel are detailed in the job descriptions.

2. Hiring Policies

   a. All hiring of on-site personnel shall conform to Equal Employment Opportunity guidelines without regard to race, religion, color, national origin, or sex.

   b. The minimum qualifications for each position are detailed in the job descriptions.

3. Property Management believes in hiring personnel with previous experience in their particular field. Nevertheless all personnel will receive training specific to Property Management's policies and procedures. This training will consist of the following:

   a. One-to-one counseling and supervision on the part of the Regional Manager of the property.

   b. Understanding written guidelines, manuals, and materials.

   c. Periodic attendance at special training workshops sponsored by various property management associations for the purpose of

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updating and renewing work-related skills.

4. As indicated in the Professional Services Agreement, all on-site personnel shall be employees of Property Management or hired through a temp agency.

5. Employment grievances, termination of employment, and promotions shall be conducted according to Property Management's personnel policies and procedures that conform to equal opportunity.

C. Plan for maintaining adequate accounting records and handling necessary forms and vouchers.

1. Financial accounting, reports and records shall conform with standard accrual basis accounting procedures and be responsive to the guidelines provided by the regulatory agencies connected with the Property.

Accordingly, the On-site staff and the Property Management's accounting department will maintain accurate files of all resident transactions, revenue, and expenditures and prepare the following monthly reports for the Owner's review:

a. Cash status report and financial summary
b. Monthly and year-to-date budget comparisons
c. List of disbursements and accounts payable
d. Vacancy report

2. Bills will be paid, and accounts will be funded pursuant to the requirements of the Property's Regulatory Agreement. Specifically:

a. A purchase order system will be utilized to document all property expenses with the exception of items and services provided on a regular contractual basis (utilities, trash removal, service contracts, etc.).

b. Purchases up to one thousand dollars ($1,000) shall be pre-approved by the on-site Community Manager. Purchases over one thousand dollars ($1,000) shall be pre-approved by the Regional Manager. Purchases over five thousand dollars ($5,000) shall be pre-approved by the VP of Property Management. Purchases over ten thousand dollars ($10,000) and all non-budgeted expenditures exceeding five thousand ($5,000) shall be pre-approved by the Sr. VP of Property Management.

c. Invoices will be matched with outstanding purchase orders by the on-site Community Manager. Checks will be processed every Friday for payment of approved payables.

d. The following separate accounts shall be established:

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1) General Operating Account into which rental and other miscellaneous income will be deposited and from which the Property's operating expenses will be paid;

2) Operating Reserve Account to be funded initially by the Owner in an amount equal to at least three (3) months of total annual operating expenses or required by financial partners. Subsequent monthly deposits to this account shall be made from the operating account in amounts as specified in the initial year operating budget and subsequent approved annual operating budgets up to a maximum account balance equal to ten percent (10%) of the operating budget. Funds may be transferred from this account only to cover actual operating expenses in excess of the approved budget amount, or to compensate for vacancy and bad debt losses in the approved budget amount.

3) Replacement Reserve Account to be funded through regular contributions from the general operating account as provided by the budget, based on a capital improvements schedule of anticipated useful life and replacement needs for major items;

4) Security Deposit Account to be funded by the residents security deposits. Policies and procedures for administering this account are noted in Section Six (6) below;

5) Debt Service to be funded through regular allocations from the general operating account as provided by the budget based on scheduled property operating revenues, tax credit income, Owner distributions and loan payment requirements.

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The Operating Reserve, Replacement Reserve, and the Security Deposit Account balances may be maintained in one bank account, with separate Reserve liabilities accounted for in the general ledger.

3. CRC maintains a computerized General Ledger program, which shall be regularly updated to meet the accounting and reporting needs of the Property and to produce a quality audit trail.

   a. Careful monthly monitoring shall allow for cost control, prompt identification of potential problems and sufficient lead-time to develop plans to meet property needs.

   b. Annual Budget variances greater than ten percent (10%) per line

item shall be reviewed by Property Management with the Owner and appropriate actions shall be taken to ensure that monthly cash flow is sufficient to meet the Property's operating expenses and deposits to the reserve accounts noted above.

c. Procurement of contract services

1) At least three competitive bids will be sought for contract services over $2,500 such as landscape maintenance and services related to periodic capital improvements (exterior painting, roofing, etc.).

2) The Community Manager shall prepare with the aid of the Regional Manager such bid specifications and supervise the bid proposals and acceptance procedures.

d. In the event that items need to be purchased that either were not budgeted, or that would bring the Property over budget, Property Management will promptly inform the Owner, who will review and make decisions on such additional purchases.

e. Property Management shall work with the Owner to develop a schedule of property revenues from operating income to be used for Owner distributions and loan payment requirements.

f. Property Management shall supervise and confirm that the Property's files and records are maintained in good order. The Owner may schedule an inspection of the records during regular scheduled business hours upon giving in writing five (5) business days advance notice of its inspection.

4. In order to ensure strict compliance with the requirements noted above, Property Management will systematically review all pertinent Regulatory Agreements and establish a manual of instructions, schedules and tickler files indicating relevant deadlines, reporting formats, etc. This manual will be distributed to all bookkeeping and accounting personnel on the Owner's staff, and to any accounting firms hired to provide audits or other reports for the Property.

5. Vacancies and rent losses will be noted and recorded on the balance sheet summarizing monthly financial activities for the Property. Such losses can also be identified from the monthly variance reports indicating budgeted versus actual rental income.

6. Security Deposits

a. Residents shall be required to make a refundable security deposit in accordance with applicable state and local laws. The deposit shall be equal to one month of the resident's share of the rent,

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unless Property Management approves an alternative. The security deposits shall be held in a trust account (as part of the aggregate reserves account) with a depository insured by an agency of the Federal Government or a comparable Federal Deposit Insurance Program. The balance of this account shall at all times equal or exceed the aggregate of all outstanding deposits.

b. Security deposit shall be retained in the account until termination of tenancy. When a unit has been vacated, the manager will perform a move-out inspection to determine any damages, in their sole discretion, to be corrected or cleaning necessary over and above normal wear and tear, which shall be charged against the security deposit. A resident may, but will not be required to, participate in this inspection. The move-out inspection form will be compared to the move-in inspection form to determine the extent of resident caused damages.

c. Within 21 days from the date of move-out, a security deposit refund form will be completed, indicating:

1) Security deposit on hand;
2) Amount of rent or unpaid charges owing as of the date of the move-out;
3) Amount of damage or cleaning charges to be assessed. An itemized list of work and actual costs will be attached to the forms for repair, cleaning, or replacement of items above normal wear and tear.

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The balance, if any, of the security deposit and interest after deductions for outstanding rent, charges, cleaning and damages will be refunded to the resident with this form and itemization of costs.

d. As part of the resident orientation interviews, residents shall receive an explanation of the use of security deposits, and shall sign a security deposit agreement.

7. Other reports

Property Management shall comply with the requirements and intent of this Agreement and shall supervise the Community Manager in providing the Owner with additional reports as deemed reasonable and necessary by either party to monitor the Property. Property Management shall also supervise the Community Manager in preparing and providing reports required by any other regulatory agencies and funding sources as outlined in the regulatory agreements with those entities.

d) Provisions for periodic update of Management Plan

Property Management and Owner shall review this plan on an annual basis. Should it become necessary to update the plan, Property Management shall submit the proposed changes to the Owner and to any other regulatory agencies from which approval is required. Approval of the Management Plan shall not be unreasonably withheld.

a) Insurance

Property Management, with the Owner's approval, shall arrange for the Property to be insured against loss by fire and such other hazards, casualties, liabilities and contingencies, and in such amounts and for such periods as are required by the Regulatory Agreement with the City.

Competitive bids will be sought to ensure the most cost-effective coverage available, and both the coverage and the carrier(s) will be reviewed regularly. All insurance policies and renewals thereof shall be issued by a carrier in a form acceptable to the City. Property insurance policies and liability insurance policies shall name the Owner as an additional loss payee.

Per the Professional Services Agreement, Property Management will also report, investigate and pursue the resolution of all accidents or claims in connection with the operation of the Property as required and deemed necessary.

The Owner shall be named as additional insured on all general liability policies on the Property. Insurance on the Property shall comply with the requirements of the Regulatory Agreement with the City and the minimum insurance requirements for the City. In cases where the insurance requirements for the City or any lender are different, Owner shall cause insurance to be carried to satisfy the higher or more stringent requirement."

E. OCCUPANCY

A. Plans and Procedures for Publicizing and Achieving Early and Continued Occupancy

1. Units shall be marketed in accordance with Affirmative Fair Housing marketing guidelines, and the Marketing and Tenant Selection Plan.

   a. Prospective renters shall be recruited through an affirmative marketing strategy designed to ensure equal access to all appropriate-sized housing units at the "The Apartments" for all persons in any category protected by Federal, State or local laws governing discrimination, and in accordance with all applicable governing documents, including but not limited to Regulatory Agreements.

   b. Public agencies, social service agencies, and local community groups will be contacted. In addition, special outreach efforts will be made to inform persons outside the local area who would not normally be likely to apply because of existing neighborhood racial or ethnic patterns, rents and/or other factors. If adequate numbers of minority or non-minority applicants are not generated, the marketing period and areas may be extended as is necessary to

SAMPLE

generate an adequate number of potential renters from the various targeted groups, and to ensure that the resident selection procedure is fair, meets the Owner's goals, and meets the City requirements.

c. The marketing plan will include specific outreach strategies for households with special occupancy requirements, including the physically disabled or elderly if applicable for the community.

All advertising for the "The Apartments" shall include prominent use of Equal Housing Opportunity logos, slogans and/or statements of intent to affirmatively market the units. Material to be used in the affirmative marketing plan include:

1) fair housing posters in English to be displayed in the rental office, or wherever prospective renter interviews take place;

2) an Equal Housing Opportunity logo to be displayed on the marketing brochure, flyers and other marketing materials.

2. The initial lease-up shall be conducted by Property Management supervised personnel, well trained in eligibility requirements, family composition criteria, unit size selection processes, and City and Owner-approved selection criteria.

a. Applications will be dated as they are received, and then sorted for family size, income level and eligibility status. A criminal background check will be conducted of each person 18 or older.

b. Depending on the size of the eligible applicant pool, applicants will be processed and selected in the order in which completed applications are received.

c. Separate lists will be established for each unit size and income designation. In order to ensure adequate numbers of applicants for each income category and unit size, twice the number of eligible applicant households, if available, will be processed for each unit. Applicants will be placed in the order of their date of applying number. The remaining eligible households will be put on waiting lists, (by unit size and income designation), and shall be contacted by phone and/or letter when the next unit of the size and income designation they seek is coming or is available.

d. Ineligible applicants will be advised of the reason for their ineligibility and their right to appeal this determination.

3. As indicated above in Section II (A)(1)(b), both public and private community agencies will be used as referral sources for notifying a representative number of the area's general population of the availability of the assisted housing at the "The Apartments".

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4. Procedures will be followed to assure that waiting lists are current and have adequate numbers of applicants for each income category. Such procedures shall include the following:

a. Separate lists shall be kept for each property and this list shall identify each applicant and their income category based on preliminary information they provide.

b. Applicants will be instructed to notify manager of their continued interest at least twice a year;

c. A notification will go out to all applicants on the waiting list every 6 months, asking them to advise manager of their continued interest;

d. Preference will be noted as received, if applicable for residents displaced by government action or natural disaster and/or in accordance with all applicable governing documents and including but not limited to Regulatory Agreements.

5. Resident orientation shall include:

a. Written orientation material including general information about "The Apartments", a list of emergency numbers for hospitals, ambulance, fire and police departments, and other information regarding emergency procedures, as well as neighborhood services and amenities;

b. Personal interviews with every new resident in order to acquaint them with the physical layout of "The Apartments";

c. A thorough review of the Community Policies of the property with each and every resident. In addition, at the time the rental agreement is signed, all provisions of the rental agreement will be thoroughly explained and each resident will be provided with a copy of the agreement. A signed receipt of this information will be on file at the management office;

d. Inspection of each dwelling unit by the manager and new resident(s). At this time a checklist of the unit's condition will be signed by both parties. Instructions will be provided to all residents explaining the use and care of all appliances, maintenance, and service request procedures.

e. If applicable, Residents shall be provided with a Lead-Based Paint Notice prior to execution of a Lease Agreement. A signed copy of the Lead-Based Paint Notice shall be retained in the tenant's file.

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C. Procedures for determining tenant eligibility and for certifying and annually recertifying household income and size

1. Property Management shall apply all County, State, and Federal requirements in determining tenant eligibility at initial rent-up and during subsequent recertification of tenant income. When filling a vacancy, initial eligibility of prospective residents shall be determined by the following procedures:

a. A brief conversation by telephone to determine if the applicant household meets minimum eligibility criteria;

b. A personal interview;

c. Prospective residents who have been determined to be ineligible will be so notified so that they will have an opportunity to provide further information if they feel an error has been made in assessing their eligibility;

d. All screening and eligibility criteria, for all affordable housing funding source programs can be found in the Tenant Selection Plan (TSP). The TSP will include:
   1. Program and Project Screening Criteria
   2. Program and Project Eligibility Criteria
   3. Permanent Supportive Housing Standards
   4. Grievance procedure

e. Actual eligibility will be determined as follows:

   1) Each prospective resident shall complete a Pre-application form and return it to the Community Manager with verification of income.

   2) When an applicant name nears the top of the waiting list, the prospective resident shall complete an application to lease and pertinent information will be confirmed as current and third party verification letters are sent.

   3) The manager shall conduct a personal interview with all members of the prospective household, and if necessary, conduct a home visit.

   4) Third party verification forms will be used to compute income eligibility and a determination will be made concerning the applicant household's ability to live harmoniously within “The Apartments” community.

2. The annual tenant recertification procedure will be as follows:

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a. A Resident File will be kept on the move-in anniversary month for all residents;

b. One hundred and twenty (120) days prior to their anniversary month, residents will receive a letter advising them of their impending recertification date and asking them to provide income verification(s);

c. the Community Manager will review the income information and determine the continued eligibility and income status of each resident due to be recertified, and schedule appointments with those residents;

d. the Community Manager will interview the residents due to be recertified in the following month. At this interview the residents will be advised of any changes in their eligibility and income status and/or rental obligation;

Where a household occupying a unit designated for occupancy by Very Low-Income Households no longer qualifies as a Very Low-Income Household at the time of recertification, but qualifies as a Lower Income Household, the following shall apply:

a. The household shall not be required to vacate the unit;

b. The household's rent shall be increased to an amount that does not exceed the current rent allowed for comparable Lower Income units pursuant to the Regulatory Agreement. If there are no Lower Income units, the household's rent shall not exceed maximum rent that would be allowed pursuant to the Regulations for a comparable Lower Income unit if it existed;

c. The next available comparable Assisted Unit shall be designated a Very Low-Income unit until the number of Very Low-Income units returns to the original level determined for the Property;

If the household's size changes and is no longer appropriate for the unit it is occupying, the household shall be required to move to the next available comparable unit.

1. Tenant occupancy standards shall be established and implemented. These standards are outlined in "The Apartments" Community Policies.

D. Rent collection policies and procedures

The resident orientation information (both written and oral) for "The Apartments" shall address rent collection policies and procedures. Such policies and procedures shall be strict, consistent, easily understood, and firmly enforced. This information will be provided to all the residents at move-in as well as to all management staff and the Owner.

a. The on-site Community Manager shall collect and record all rents, resident fees

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and charges and shall promptly deposit daily receipts to the appropriate property account(s). All rent will be due and payable on the first day of the month but in no event later than five (5) calendar days after the due date. Method, time and place will be made clear to the residents and will specify that payment is to be made on-site either by check or money order.

b. Rents not received by the fifth (5th) of the month are considered late and will be dealt with through personal contact by the Community Manager, or a written notice of delinquency will be posted to the unit and a copy sent by depositing said notice in the U.S. mail. If the rent is not received after the service of a three-day notice to pay rent or quit, the Community Manager will retain an attorney to pursue unlawful detainer actions.

c. Partial rent payments (except for pro-rated rents involving a mid-month move in date) will not be accepted.

d. Rent increases shall be anticipated and implemented as the needs of the Property dictate, in conjunction with the preparation of the Annual Operating Budget. Property Management, in consultation with the Community Manager, shall prepare the Annual Operating Budget for the approval of the Owner and the County at least sixty (60) days prior to the beginning of the Property's fiscal year.

    i. Rent increases shall be implemented in conformance with State and Federal low-income housing programs.

    ii. Rent increases for units occupied by holders of Section 8 certificates shall be coordinated with the local Housing Authority.

e. Should a resident cause damage to the premises in the course of his/her tenancy, the resident will be billed for the repair of such damages when they occur, in order to avoid using the resident's security deposit for payment. These damage charges will appear on the resident's rent ledger

        1. card and will show as a balance due until paid in full. However, should these charges still be owed when the resident vacates the unit, such charges will be deducted from the security deposit refund. Remaining charges for damages in excess of the security deposit will be recovered by referring the case to an attorney or professional collection service. Residents will be charged for resident-caused or resident-requested replacements and repairs according to the guidelines provided to the resident for typical charges. Charges for these items will be at a rate that does not exceed the actual cost paid by the Owner for labor and materials.

f. Residents having financial problems that affect payment of their rent may be referred to an appropriate social agency for assistance with remedying their problems.

g. A late fee of $50.00 will be charged in connection with any rent Payment not received by the fifth (5th) day of the month. This late fee will be collected without

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exception.

h. A service fee of $25.00 will be charged for the first returned check and
2. $35.00 for the second. Following the occasion of two (2) checks being returned by the bank, rent payment by cashier's check or money order will be required.

a. Legal costs incurred in pursuing collections of rents and/or eviction procedures shall be borne by the Property and shall be paid for out of the General Operating Account.

b. Rent collections shall be recorded in a computerized property management accounting record keeping system, which produces a receipt for the resident, and a Permanent ledger entry.

c. A master "rent-roll" shall be maintained and regularly updated, indicating number, name of occupant(s), rental amount, any subsidy payment(s), and current payment status for each of the units in the Property.

E. Procedures for Appeal and Grievance

1. Property Management shall enforce the terms of the Residential Lease as they apply to the eviction policies and procedures.

a. Cases involving nonpayment of rent shall be handled as follows:

1) As stated above in Section (D)(6), residents having financial problems that affect payment of their rent may be referred to an appropriate social agency for assistance with remedying their problems. Any rent payment workouts resulting from the above will be in writing and signed by the Community Manager and by the resident(s). Such documentation will become part of the resident's permanent file.

2) Notwithstanding the above, residents who do not pay their rents by the fifth day of the month shall receive a three (3) day notice to pay or quit. Such notice shall be in accordance with the appropriate State Code of Civil Procedures. If the notice is not complied with and the Community Manager is unable to work out a suitable rent payment program with the resident, an unlawful detainer action will be filed and the matter will be referred to a professional eviction service or attorney specializing in this area of the law. Once such procedures are initiated, the eviction process should take between thirty (30) and sixty (60), days.

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b. Cases involving a violation of the Residential Lease or House Rules shall be handled as follows:

1) The Community Manager's staff will keep residents advised, through newsletters, reminder posters, or written warning notices, of policies in place at "The Apartments". Management staff will work with residents and enlist the support of service agencies as required to prevent recurrent violations. Evictions will take place as a last resort.

2) Residents shall receive, in person or by U. S. mail, written notice of minor infractions of the Lease and House Rules. The initial notice shall advise residents that such infractions are violations of the Lease and/or House Rules and that upon issuance of the third warning notice for the same violation, management will issue a 60-day notice of Intent to Terminate Tenancy.

Any notice of termination or eviction shall contain a statement of the facts constituting the cause for the termination or eviction and a statement of the resident's rights under the grievance and appeal procedure if applicable.

2. Tenant complaints shall be processed according to the Grievance and Appeal Procedure if applicable. This procedure allows for both informal and formal hearings, while not waiving the rights of the resident, Owner, Property Management or the County to any judicial resolution of the matter.

3. Residents in violation of the house rules leases will be subject to the eviction procedures as described above.

1. Plans for enhancing resident-management relations
2. Resident-management relations shall be based on a policy of cooperation and communication. Residents shall be encouraged to understand that their involvement with "The Apartments", and therefore their ideas, priorities, suggestions and concerns, are both sought and valued. Property Management shall encourage the establishment of a "Residents' Association" and shall enlist support and participation of the residents in the following three areas:

    a. Committees

3. Resident involvement with other residents through volunteer activities. Examples include: a walking club; a service committee to visit the sick and run errands for those in need; an activities committee to assist with planning and carrying out social/cultural educational events.

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a. Problem Solving

4. Resident participation in solving problems generated by other residents, such as excessive noise or other disturbances. Property Management will encourage residents to act as a cohesive body to see that policies affecting the community as a whole are enforced. Ideally, residents with a complaint against one another could present their situations to a committee that would work out an equitable solution.

a. Ongoing Communication

5. Residents shall be encouraged to offer suggestions to the Community Manager, or staff in a variety of areas of concern, such as security, and maintenance, both individually and through the "Residents' Association." A group of resident representatives shall provide a most important function in communicating resident sentiments, opinions, priorities, and advice in regard to established operations or changing policies. Resident involvement in planning can result in more relevant, sensitive and effective management policies and also recognizes the principle that "participation brings commitment," i.e. that, given an opportunity to participate, residents will act to improve the quality of life in their community. While on-going communication is important for the reasons outlined, the Owner shall not be bound to any suggestion, demand or otherwise, if in the Owner's sole opinion said suggestion or demand is deemed unreasonable if when implemented would not, in the Owner's sole opinion, benefit “The Apartments” community.

    a. Residents will be provided copies of the house rules and other materials pertaining to policies governing their occupancy at “The Apartments”.

    b. Management staff will also provide the residents with a list of emergency numbers for the on-site office and back-up information in the event of emergencies when the office is closed. Residents

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will also receive information about energy conservation and what each resident can do to reduce energy waste.

F. MAINTENANCE/SECURITY:

A. Identification and Repair of Construction Defects

The project architect and the Owners representative will inspect the project during entire construction process to ensure that no construction defects are missed. If defects are found, the contractor shall be immediately notified of the defects. Progress payments will not be submitted for payment unless unconditional lien releases are attached to the contractor's request. The notice of completion will not be recorded if there are significant defects present. Finally, the contractor's retention will not be paid until all punch-list items are corrected.

If after Owner notification, the contractor fails to correct defects within a reasonable period of time, then the owner shall inform the contractor that it will disburse funds from the retention in order to cure the defect. The owner shall consult with its attorneys before carrying out this action.

B. Identification of Maintenance Staff

All routine janitorial work will be completed by the on-site person employed by the Agent. Any supplemental or extraordinary janitorial work that is required will either be contracted out to a private janitorial firm or undertaken by an employee of the Agent and billed to the Project as an additional expense. Maintenance work will also be done by an employee of the Agent and billed to the project or contracted out to an outside contractor. Outside contractors will generally be used for emergencies, unusual or specialized repairs, and landscaping.

The Agent, according to Paragraph 10 of the Professional Services Agreement, shall contract for work requiring a licensed contractor such as major plumbing, electrical, or mechanical work.

C. Preventive Maintenance Schedule

A preventative maintenance schedule will be prepared and updated by the Agent annually. Within 60 days of take over agent will complete a 100% unit inspection and will do so annually thereafter.

The Agent will contract out for extermination and pest control services. General services will be performed once a month and for individual units on an as needed basis.

The exterior and interior of the building will be painted as needed. All equipment will be maintained based upon the individual equipment guidelines. There will be annual

SAMPLE

inspections of all units to determine maintenance needs. Monthly and weekly inspections of the exterior of the complex will also be conducted.

A program of preventive maintenance inspections and work will be established to maximize the useful life of building systems and to identify and correct problems in their incipient stages. The following are example of what will be established:

Smoke detectors and fire extinguishers will be inspected annually by management staff. Building fire alarms will be tested annually conducted by on-site team. Fire extinguishers will be recharged annually by a private contractor. (Smoke detectors designed for the hearing impaired (flashing lights) will be installed in the disabled units as applicable.)

All interior painted surfaces will be repainted by maintenance staff as needed, or upon receiving a work order from the manager. Appliances in community kitchens will be inspected annually. The furnace which heats water for the circulating hot water heating system will be inspected monthly during the heating season (October - May). The hot water heater will also be inspected regularly. Roofs will be inspected by management staff after each rain to assure there are no leaks or pounding of water on the flat roofs. Access equipment and locks will be continually checked by staff and immediately repaired or replaced, if defective. Indoor lighting will be inspected daily. Burned-out interior or exterior light bulbs are to be replaced immediately.

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D. Resident-Requested Maintenance

A service call form will be completed by the Community Manager. The Community Manager shall review the requests and determine whether it requires emergency or routine attention. Emergency repairs are those that cause or may cause significant damage, or make any area unsafe or uninhabitable. Every effort will be made to correct emergency repairs within 24 hours. Exceptions to this could be when parts must be ordered to complete the service. Further provisions for repairs are outlined in Paragraph 10 of the Professional Services Agreement and it will be given to the Community Manager. The Community manager will consult with the Regional Manager to decide who will be assigned the work depending on the nature and scope of the work. In the event that damages are resident-caused, the resident will be notified of the amount they will be charged for the actual cost of repairs.

E. Site Maintenance

The Maintenance person assigned to the Property will be provided a Job Description, schedule of work to be completed, Preventive Maintenance Schedule, Warranty Book from the Contractor, and additional items and training as needed to maintain the community at the Owner and Agent's high standards. Examples of tasks to be completed are resident requested maintenance requests and maintaining the entire site in regards to cleanliness and maintenance.

Emergency maintenance requests are to be handled immediately and communicated with the on-site team. The Regional Manager is to be contacted as soon as possible regarding any emergency situations involving "fire, flood or blood".

Routine maintenance requests are to be handled within 48 hours of receipt, permitting all repairs materials are readily available. The on-site team will use all possible avenues to obtain needed materials in order to complete needed repairs.

Extraordinary repairs and replacements shall be performed in order to maintain the site, including extraordinary replacement of equipment, betterment, and additions. Extraordinary repairs or replacement consists of major repairs and rehabilitation involving substantial expenditures which usually are needed only at relatively long intervals of time, or are caused by such occurrences as earthquake, fire, obsolescence and, in some instances, neglect. Such items as replacement of roofs, replacement of corroded gas and heating lines, and rehabilitation of landscaping (ground-cover) would be considered in this category.

In the event that a third party vendor needs to be contracted, the on-site team will communicate with their Regional Manager for assistance and approval.

F. Inspections and Documentation of Inspections

At the time of move-in, a move-in inspection will be conducted by the on-site team and resident to inventory items provided and the condition of all aspects of the unit. The resident will be provided a copy of the executed "Move-in/Move-out Inspection Form" and it shall be considered to be part of the resident's Rental Agreement. At the time of move-out, whenever possible (considering skips or evictions), a move-out inspection will be performed by the on-site team and resident, if available, using the initial "Move- in/Moveout Inspection Form." The presence and condition of all inventories will be checked against the existence and conditions when the resident moved in. If the inspection indicates the resident has caused loss or damage to the unit or items provided during their residency, the cost of such repairs or replacement will be deducted from the resident's security deposit.

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Annual unit inspections will be completed and findings will be documented on the agent's inspection form. All forms will be reviewed for needed maintenance work, which will then be documented via the maintenance request system and completed. All maintenance work will be documented in each unit's maintenance file or common area maintenance file.

The Owner will annually inspect the Site, in addition to any inspection by the Property Management Company. The Owner will retain records of the inspection and make them available for review by the City at the request of the City of.

The on-site team will be available to participate in all inspections conducted by City or County officials. The Owner and Management Company shall comply with annual City inspection requests. The City may enter and inspect the premises at any time after notifying the Owner and Agent at least 72 hours prior to the planned inspection.

Additional inspections required by financial lenders and/or government agencies will be accommodated.

G. Schedule of Anticipated Useful Life and Replacement.

Item	Years Useful Life
Landscaping	5-10

Roof	15-20
Carpet/Flooring	5-10
Kitchen Appliances	10
Common Appliances	10
Mechanical	25-35

H. Security

The Agent shall be responsive to the security needs of residents, patrons, employees and the general public. The Property will have adequate exterior lighting and controlled access to the common areas surrounding the units. Sufficient security lighting shall be provided in all public areas, including outdoor open spaces, side and rear yards, staircases, parking areas, trash rooms, laundry rooms along the public sidewalk and behind bushes.

Any updates to this Management Plan must be approved by both parties, the City and National CORE.

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Cudahy Senior
Resident Selection Criteria

Project Description

The Cudahy Senior project will involve the acquisition and development of vacant land located at 4610 Santa Ana Street in the City of Cudahy. The proposed development will consist of a six-story building with 140 units, serving seniors aged 62 and above for the general affordable units and aged 55 and aged 62 and above for Special Needs PSH Units. 69 of these units will be set aside for Permanent Supportive Housing (PSH) units reserved for homeless individuals, with approximately 39 for those aged 55 and above and 30 for those aged 62 and above. Cudahy Senior is designated to attract applicants for occupancy from all potentially eligible groups of people regardless of race, color, religion, sex, national origin, disability, familial status, marital status, source of income, age, ancestry, medical condition, sexual orientation or any other arbitrary basis. Cudahy Senior is proposed to have one and two-bedroom units available for rent. The goal of this Tenant Selection Plan is to establish a guideline for the selection of residents in accordance with HUD and LIHTC regulations, which will enhance the quality of life for our residents and improve the financial viability of Cudahy Senior.

Units will feature refrigerators, stoves, and central heating and cooling. Community amenities include a community room with a full kitchen for workshops and programming, a business center, a leasing office for the on-site manager and private offices where residents can receive services from case managers and other visiting service providers.

Located at 4610 Santa Ana Street, in Cudahy, the Project site is currently vacant and unimproved. The Project site is comprised of one parcel owned by the City of Cudahy forming a contiguous, rectangular shaped site.

The Proposed Project includes the development of a single residential building with 140 units surrounding a landscaped internal courtyard and forecourt public plaza with a ground floor community healthcare clinic and adult day health care center (e.g. PACE Center). The Proposed Project will provide 138 units affordable to senior households earning less than 50 percent of the Area Median Income (AMI) of which 69 units will be set-aside for Permanent Supportive Housing. There will be two (2) exempt managers units in addition to the 138 units for general affordable and special needs homeless seniors.

DHS is responsible for screening all supportive housing applicants for program eligibility. DHS will reach a determination whether an applicant meets the program eligibility requirements. The applicant will be screened by the Management Agent for project and income eligibility, as described below.

All units are subject to eligibility and income standards pursuant to the following project guidelines:

- The California Tax Credit Allocation Committee (TCAC)
- California Department of Housing & Community Development (HCD)
- All other applicable regulatory agreements.

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Application Processing and Policy on Non-discrimination

All Permanent Supportive Housing units (Special Needs) will be direct referrals provided by DHS through the Coordinated Entry System (CES). Rental Subsidies will be provided by Los Angeles County Development Authority (LACDA). Los Angeles Centers for Alcohol & Drug Abuse (LA CADA), the lead service provider, will receive the referral from the referring agencies and will verify program eligibility, including homelessness status and disability. Los Angeles Centers for Alcohol & Drug Abuse (LA CADA) will forward the applicant to National Community Renaissance Property Management, Inc (National Community Renaissance), the management agent for income and affordability program eligibility and background screening. Applications will be processed in the order received by National Community Renaissance. Future vacancies or remaining units will be filled with direct referrals from DHS depending on unit designation and subsidy type. Once National Community Renaissance determines that an applicant is eligible in accordance with all funding regulations and this Tenant Selection Criteria, they will send (LA CADA) will assist applicant during the interview process with LACDA.

Confidentiality. National Core will work to ensure the privacy and confidentiality of all clients served and will protect the confidential information from unauthorized use, access, or disclosure in the same manner as National Core protects its own confidential information. National Core will also comply with applicable State, Federal and HUD statutes, regulations, policies and procedures, governing the gathering, use and protection of Confidential Information and security of systems, including but not limited to the federal Privacy Act of 1974.This Act in no way limits management's ability to collect such information as may be needed to determine eligibility, compute rent, or determine an applicant's suitability for tenancy. Each resident will be given the option to sign a voluntary release of information form. This is to ensure the resident is in approval of information being shared with partners.

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The Management Agent will not discriminate against any individual or family because of race, color, creed, national or ethnic origin or ancestry, religion, sex, sexual preference, gender identity, age, disability, handicap, military status, source of income, marital status or presence of children in a household, acquired immune deficiency syndrome (AIDS) or AIDS-related conditions (ARC), or any other arbitrary basis. No criteria will be applied, or information considered pertaining to an attribute of behavior that may be imputed by some to a particular group or category. All criteria shall be applied equitably, and all information considered on an applicant shall be related solely to the requirements described in this Tenant Selection Criteria. The privacy of applicants will be guarded as conferred by the Federal Privacy Act of 1974. This Act in no way limits management's ability to collect such information as may be needed to determine eligibility, compute rent, or determine an applicant's suitability for tenancy.

The targeted homeless population will be drawn from the Coordinated Entry System ("CES") in Los Angeles County for select units, which provides a collaborative county-wide platform for housing and service delivery to homeless individuals. Select units will be set aside for Permanent Supportive Housing (PSH) units reserved for chronically homeless individuals, not limited to only Veteran individuals, at 30% AMI. When vacancies become available to be filled by CES eligible individuals, the ICMS provider will accept prospective residents who are matched through the CES system, find the most appropriate placement, and forward appropriate referrals to Property Management for Cudahy Senior Apartment Homes. No minimum income requirement will be put in place for these units. Application fees will not be

charged for resident credit screening and background checks.

CRIMINAL CONVICTIONS

Cudahy Senior Apartment Homes will deny admission to any member of the household that is subject to a lifetime registration requirement under a state sex offender registration program. In accordance with Federal law, Cudahy Senior Apartment Homes is establishing this standard to prohibit admission to this federally- assisted property to sex offenders subject to a lifetime registration requirement under a state sex offender registration program. During the admission screening process, Cudahy Senior Apartment Homes will perform the necessary criminal history background checks in the state where the housing is located and in other states where the household members are known to have resided.

Pursuant to 24 C.F.R. & 5.856 and 5.905, O/A Criminal background checks must be performed in the State in which the housing is located and for the state where the applicant and the members of the applicant's may have resided to determine if an applicant or a member of an applicant's household is subject to lifetime sex offender registration program.

Applicants who fall into the following categories will be rejected:

a. Current addiction to or engagement in the illegal use of a controlled substance. (NON-PSH UNIT ONLY)

b. Any household containing a member(s) who was evicted in the last five years from housing for drug-related criminal activity. Exception: If the evicted household member has successfully completed approved supervised drug rehabilitation or the circumstances leading to the eviction no longer exist (e.g. the household member no longer resides with the applicant household). (NON-PSH UNIT ONLY)

c. Any household member that is subject to a state sex offender lifetime requirement.

d. Applicants who fall into categories may be rejected. In addition, if other persons that will be living in the unit fall into these categories, the applicant may be rejected.

e. Felony Criminal convictions that involved physical violence to persons or property, or endangered the health and safety of other persons. (Non PSH Only)

f. Felony Criminal convictions in connection with the manufacture or distribution of a controlled substance. (Non PSH Only)

RECOMMENDATIONS FOR ADMISSION OR REJECTION

If at any point in the screening process (including landlord references, home visit, criminal background check, or verification of ability to comply with lease terms), it becomes clear to Cudahy Senior Apartment Homes that an applicant will not meet the screening criteria, the file will be sent to the appropriate Supervisor for review. The first step in this review is a determination of the file's completeness. If any information is missing or the case for rejection or acceptance is not compelling, the file will be returned to the staff for further work. The information provided below is a summary of the Rental Application process of Cudahy Senior Apartments. If an applicant has any questions, they will be directed to contact National CORE, the management company, at (909) 639-1825. There are no application fees for Permanent Supportive Housing applicants for this property. Prospective applicants will be referred to Service Planning Area 3 for further information.

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HOUSING FIRST IN PSH/Supportive Housing

This project will screen applicants and support residents to maintain their tenancy using Housing First principles, in compliance with SB1380. As such, the following practices will apply:

Applicants will be considered for tenancy regardless of their current sobriety or past use of substances, completion of treatment, or participation in services. Participation in services or program compliance is not a condition of application approval. The use of alcohol or drugs in and of itself, without other lease violations, is not a reason for denial of tenancy or eviction once housed.

Applicants will not be rejected on the basis of poor credit or financial history, poor or lack of rental history, criminal convictions unrelated to tenancy, housekeeping ability, or behaviors that indicate a lack of "housing readiness." Felony convictions and registered sex offenders will not be approved per the program.

Once housed, residents are able to work with Case Managers and Service Coordinators who are trained in and actively employ evidence-based practices for client engagement, including, but not limited to, motivational interviewing and client-centered counseling.

Services are informed by a harm-reduction philosophy that recognizes drug and alcohol use and addiction as a part of tenants' lives, where tenants are engaged in nonjudgmental communication regarding drug and alcohol use, and where tenants are offered education regarding how to avoid risky behaviors and engage in safer practices, as well as connected to evidence-based treatment if the tenant so chooses.

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PROGRAM ELIGIBILITY REQUIREMENTS FOR LIHTC HOUSING UNITS (NON PSH) PRE-APPLICATION PROCESSING

A. Processing Pre-Applications

1. Pre-Applications will be filed in order of receipt. In addition, Pre-Applications will also be categorized according to preferences, size and Special Occupancy Categories (as described in Section X)
2. All persons making inquiries will be provided a Pre-Wait List Application with instructions to mail the Pre-Application to Management. Pre-Applications received after initial sorting will be categorized in accordance with the process stated above.
3. For Communities beginning their initial marketing efforts (start-up), no Pre-Applications will be accepted after the date on which the applicable Waiting List has been closed.
4. For Communities which have completed their initial marketing efforts (Up and Running), no Pre-Applications will be accepted after the date on which the applicable Waiting List has been closed.
5. All Pre-Applications will be retained by management.

Green Education Programs

Resident Services will offer environmental educational events to provide residents with the tools and education they need to have healthy lives, save money, and support environmental sustainability. Residents will participate in workshops that include hands-on demonstrations on topics such as: using green cleaning products, saving energy and money while laundering clothes, avoiding hazardous waste, and conserving water. In addition to incorporating green elements in their own homes,

EQUAL HOUSING OPPORTUNITY

residents will have access to fresh foods on the project site, as sections of landscaping on the property will be dedicated to growing edible plants and cooking herbs. Residents will also be provided with information on utility assistance programs.

LOTTERY PROCEDURES: Cudahy

Stage 1:

- National CORE will set a timeline as to when applications will be accepted for Cudahy Senior Apartments. Applications can be submitted online through the project's Rent Café page, through a paper application which can be picked/dropped off at a designated location.
- An address will be provided as to where paper applications can be submitted.
- The Property Management team will review applications, mark, and sort paper applications as (Qualified, Disqualified/Duplicates, Questions) and place in the appropriate storage bin. The project's Rent Café page will also categorize applications submitted online.
- The Regional Manager will meet with County staff as frequent as requested to discuss any concerns during the application period.
- The Regional Manager will check in with the distribution sites daily by phone or in person and refill applications as requested.
- Once process is complete, Property management will close down distribution sites at end of application period.
- All application data for each qualified prospect will be complied into an excel spreadsheet by Property Management staff.
- County and Property Management staff will then complete a quality control check on the application spreadsheet which includes:
- Checking for duplicates
- Ensuring all qualifying names have been added to the spreadsheet

Stage 2:

• When review is complete, lottery spreadsheet will be transferred into an excel spreadsheet that includes a lottery number generator for each bedroom size and set aside.

Stage 3:

• Property Management will schedule a date to have lottery selection filmed live through Zoom platform.
• Generator will randomly assign a number to each prospect that applied and qualified.
• Process will be recorded via Zoom and filed away for future inquiries.
• Once process is complete, Property Management will reach out to names as selected in numerical order on the lottery list to complete application process.
• Prospects not selected will be placed on a site-based waiting list.

Criminal Convictions/Current Drug Use (Non PSH)

1. Applicants who fall into the following categories will be rejected:
   a) Current addiction to or engagement in the illegal use of a controlled substance.
   b) Any household containing a member(s) who was evicted in the last five years from housing for drug-related criminal activity. Exception: If the evicted household member has successfully

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EQUAL HOUSING OPPORTUNITY

completed approved supervised drug rehabilitation or the circumstances leading to the eviction no longer exist (e.g. the household member no longer resides with the applicant household).

c) Any household member that is subject to a state sex offender lifetime requirement.

d) Any household member for whom there is reasonable cause to believe that the member's behavior, from abuse or pattern of abuse of alcohol, may interfere with the health, safety, and right to peaceful enjoyment by other residents. The screening standards must be based on behavior, not the condition of alcoholism or alcohol abuse.

2. Applicants who fall into categories may be rejected. In addition, if other persons that will be living in the unit fall into these categories, the applicant may be rejected.

a) Criminal convictions that involved physical violence to persons or property, or endangered the health and safety of other persons within the last three years

b) Criminal convictions in connection with the manufacture or distribution of a controlled substance within the last three-year years;

Unsanitary Housekeeping (Non PSH)

Housekeeping will not be considered because home visits are not conducted. However, repeated housekeeping failures while living at the property, or upon audit inspection, will be grounds for, and good cause for, eviction. Property Management team will give ample notice before inspections are completed. Applicants is provided house rules during move-in that outlines unit standards.

Exception to Rejection Criteria

The Community has adapted the following policy regarding Extenuating Circumstances:

- Extenuating circumstances will be considered
- Extenuating circumstances will be considered in cases when applicants would normally be rejected. The applicants will have to provide, in writing, the circumstances under which he/she will be an acceptable resident in the future.

Green/Sustainability Education

During Move-in process, residents will be informed of energy sustainability mechanisms installed at the sight.

Rejection Procedures

Written Notification

Each rejected applicant will be promptly notified in writing of the reason(s) for rejection. This notice will advise the applicant that he/she may, within 14 days of receipt of the notice (excluding weekends and designated federal holidays), respond in writing or request to meet with Management to discuss the notice.

Review of Rejected Applications

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The applicant will have 14 days (excluding weekends and designated federal holidays) to respond in writing or request a meeting to discuss the rejection. Any meeting with the applicant or review of the applicant's written response will be conducted by a member of Management's staff who did not participate in the decision to reject the applicant.

If the applicant appeals the rejection, the applicant will be given a final written decision from Management within five (5) days (excluding weekends and designated federal holidays) of the applicant's written response or meeting. If the decision is reversed, the applicant will be offered a suitable vacant unit. If no such unit is available, the applicant will be offered the next appropriate unit.

WAITING LIST PROCEDURES (NON-PSH)

Creation of Waiting List(s)

If an applicant is eligible for tenancy, but no appropriately sized unit is available, Management will place the applicant on a waiting list (the "Waiting List") for the Community. The Waiting List will be maintained in Management's Yardi Software Program, or other program being utilized at the time.
The Waiting List(s) will contain the following information for each applicant listed:

1. Applicant name
2. Household unit size (number of bedrooms household qualifies for under site occupancy standards. (Note: applicant may qualify for multiple unit sizes)
3. Date and time application received
4. Qualification for any preferences and ranking
5. Annual income level
6. Targeting program qualifications
7. Accessibility requirement

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The Waiting List will be maintained in accordance with the following guidelines:

- The pre-application will be a permanent file
- All applicants will be maintained in order submittal... Applications equal in preference will be maintained by date and time sequence.

Changes in Income or Household Composition

When placed on the Waiting List, applicants will be informed to notify Management when the following changes occur:

- Address and/or phone number
- Household composition
- Preference status
- Income (Optional)

If an applicant's income changes to an amount which is no longer eligible, written notice will be given advising the applicant that: (1) they are not presently eligible; (2) the applicant could be eligible if the household income decreases, the number of household member changes, or the Income Limit changes; and (3) they may choose to remain or not remain on the Waiting List.

If an applicant's household composition changes resulting in a need for a different apartment size, Management will, upon notification by applicant, place the applicant on the appropriate Waiting List. Management's policy for handling changes in household composition are indicated below: (Check the one that applies)

Applicant will maintain original application date. (Applicant will be placed on a new bedroom list according to original application date.)

Applicant will receive new application date based on redetermination. (Applicant will be placed at the bottom of new bedroom list.)

Contacting Persons on the Waiting List(s)

1. Applicants on the Waiting List will be contacted as follows:

When a unit becomes or will become available, Management will immediately select the next applicant who meets applicable preference criteria or whose name is chronologically at the top of the appropriate Waiting List. Management will contact the selected applicant utilizing the following procedure: (i.e. certified mail, regular mail, telephone or other). Applicants, who respond timely and accept the offered unit, will be contacted to schedule an interview. This represents the beginning of the screening process. Those applicants' who do not respond timely or who do not accept the offered unit will be processed in the manner indicated below:

a) If Management does not receive a response within 5 days, the applicant will forfeit the opportunity to apply for the offered unit and will be removed from the applicable waiting list.

b) If Management receives a timely response but the applicant rejects the first offered unit, the applicant will remain at the top of the applicable Waiting List. When a second unit becomes available, Management will again attempt to contact the applicant and will explain that if the applicant does not respond within 14 days or fails to accept the second unit, the applicant's name will be removed from the applicable Waiting List.

Updating the Waiting List

1. The Waiting List will be updated semi -annually in the following manner: A letter will be sent via regular/certified mail to each applicant on the Waiting List(s). The letter will include a tear off section to reply, which should be returned if the applicant is still interested in living at the Community. The applicant will be given 14 days (excluding weekends and designated federal holidays) from the date the letter was mailed in which to respond. If no response is received, the applicant's Pre-Application will be removed from the Waiting List and a letter will be sent

informing the applicant of this action. If the letter is returned with a forwarding address, it will be re-mailed to the address indicated and a new response time same as above will begin.

2. After each of the Waiting List(s) are updated based on the reply letters returned, an

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acknowledgement letter will be sent to each applicant. It is the applicant's responsibility to notify the Management office of any change in address, telephone number or telephone device for the deaf (TDD) number (if applicable).If it is determined an applicant failed to respond to a Waiting List update due to a disability and such applicant was either removed or lowered on the Waiting List, the applicant must be reinstated at the original place on the Waiting List.

Closing and Re-Opening the Waiting List(s)

1. Closing the Waiting List(s)
    - The Waiting List for the Community will be closed when the number of applicants on the list reaches three times the number of units. At that time, future applicants will be advised that the Waiting List is closed, and additional applications will not be taken. When Management decides to no longer accept applications, a notice to that effect will be published in the following publications:

2. Re-opening the Waiting List(s)
    - Prior to each re-opening of the Waiting List, a notice, announcing the re-opening and providing information on how to apply, will be placed in the above noted publications.
    - The Waiting List will be re-opened when the waiting list drops below two times the number of units.

3. Affirmative Marketing Plan Requirements
    - Management will affirmatively market the Community in its outreach efforts during the re-opening of the Waiting List.

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Reasonable Accommodations

Reasonable accommodations will be made to meet the needs of disabled applicants, including applicants with both physical and/or mental disabilities.

Management will apply the same screening criteria to all applicants. However, management is obligated to offer qualified applicants with disabilities additional consideration in the application of rules, practices, or services and structural alterations if said accommodation will enable an otherwise eligible applicant or tenant with a disability an equal opportunity to access and enjoy the housing program. However, Management is not required to make a reasonable accommodation or physical modification if the accommodation or modification will result in an undue financial burden to the property or if it requires management to alter or change a basic component of the housing program.

If applicant has a physical or mental disability, and because of this disability there are reasonable accommodations that should be considered in the application, he/she may attach a note to the application describing the reasonable accommodation(s) they are requesting. They may be asked to fill out a Reasonable Accommodation Request form upon receipt of the application and further

information may be required from a certified medical provider to verify the need for reasonable accommodations. The service provider may assist in requesting a reasonable accommodation.

If as a result of a disability an applicant needs changes in the way we communicate with him/she, they need to contact National Community Renaissance Property Management at (909) 639-1812 or visit the leasing office and tell them what change they are requesting. This can include requests for notices and application in large print, for those with a visual impairment, or to have applications sent to those with mobility impairments.

In addition, applicants may request help/assistance with the application process, and a Resident Service Coordinator (RSC) will be assigned. Services offered by the RSC include:

- Explaining and assisting to fill out the application form
- Obtaining supportive documents needed to complete the application
- Assisting the applicant with his/her interview with property management
- Help with the appeal process
- Help with a reasonable accommodation

The information provided below is a summary of the Rental Application process of Cudahy Senior Apartments.

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ASSIGNING UNITS FOR PERSONS WITH PHYSICAL DISABILITIES

Cudahy Senior will always give a household that has indicated a need for certain unit accommodations because of a disability, the opportunity to benefit from the HUD program in place. Cudahy Senior asks the household to decide for itself, in compliance with Section 504 of the Rehabilitation Act, whether a unit meets the needs of the household. Cudahy Senior will notify the household whenever any unit becomes available, without regard to unit accessibility. Cudahy Senior will never prohibit an eligible household with a member who has a disability from accepting a suitable non-accessible unit if no accessible unit is available when the household reaches the top of the waiting list. If the applicant decides to accept a standard unit, s/he may request some modification to the unit as a reasonable accommodation. Property Management will be advertising through the LA County Housing Resource Center to fill ADA units and Non- ADA Units.

Assigning Accessible Units

If a unit becomes available that has either been made accessible under Section 504 or was originally designed for disabled households when Cudahy Senior was approved for funding, Cudahy Senior will first offer the unit to an individual with disabilities who is currently residing in a non-accessible unit who requires the features of the unit. If there is no such current resident, Cudahy Senior will offer the unit to the next qualified applicant on the waiting list who needs the features of the accessible unit.

When neither a current resident nor a qualified applicant requires the features of an available accessible unit, Cudahy Senior will offer the unit to another resident or applicant and will incorporate as an addendum to the lease an agreement that the resident will move to a non-accessible unit within Cudahy Senior when one becomes available. This addendum will also cover whether the resident or Cudahy Senior will pay for the cost of such a move. Residents will be given a notice of consumer rights specific to

adaptability features in units, included in their lease agreement.

I. OCCUPANCY STANDARDS

The following guidelines are set with regard to number of occupants per dwelling unit. These guidelines are set to avoid overcrowding or underutilization of limited affordable housing opportunities. Section 8305 (b) of the uniform Multifamily regulations states that the minimum number of persons in household per the chart below. However, it also states that a sponsor may assign tenant households to units of sizes other than those indicated as appropriate if the sponsor reasonably determines that special circumstances warrant such an assignment, and the reasons are documented in the tenant's file.

a) Units will be occupied in accordance with the following standards:

Bedroom Size	Minimum Household Size	Maximum Household Size*
1-Bedroom	1	2
2-Bedroom	2	5

***Applicants households are also subject to LACDA and other program occupancy restrictions.**

b) Every household member will be counted when determining unit size. This includes household members in the military or at school, and anyone that will occupy the unit during the upcoming 12 months.

c) All household members 18 years or older (or emancipated youth) must sign the appropriate consent forms and comply with the verification process.

d) Applicants must be able to maintain the housing unit in accordance with local health standards, with or without assistance.

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e) All applicants 18 years or older (or emancipated youth) will be asked to provide a photo ID.

f) Assigned unit must be household's primary place of residence.

g) Total household income cannot exceed the area median income assigned for the unit.

II. PERMANENT SUPPORTIVE HOUSING UNITS (Special Needs Units)

Applicants for the Permanent Supportive Housing (PSH) units must be homeless or chronically homeless and in some cases with a qualified disability. They will be referred by DHS. DHS will refer applicants from the Coordinated Entry System (CES).

Program Eligibility Requirements:

Department of Health Services (DHS) – 69 Units

1. Homeless
2. Frequent Users

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Only one qualified household member must meet eligibility requirements.

Project Based Voucher Units (LACDA)
Applicants for the sixty-nine (69) PBV units must meet the eligibility requirements of the property and of LACDA.

PBV Units Requirements (LACDA) 38 units

Bdrm Size	Number of Units	Most restrictive AMI	Homeless	DHS Frequent User
1 BDR	**69**	**30%**	X	X

Los Angeles County Development Authority (LACDA) Requirements:

1. The applicant must qualify as a family. The LACDA defines a family as a single person or a group of persons as follows, regardless of actual or perceived sexual orientation, gender, identity, or marital status:
    a. An elderly family – A family whose head, co-head, spouse, or sole member is a person who is at least 62 years old.
    b. A disabled family – A family whose head, co-head, spouse, or sole member is a person with disabilities.
    c. A group of persons – Two or more persons sharing residency, who are not categorized as an elderly or disabled family, whose income and resources are available to meet family needs. There must be a relation by blood, marriage, or operation of law, or the group must provide evidence of a significant relationship determined to be stable by the LACDA.
    d. A single person – A person who lives alone, or intends to live alone, who is not categorized as an elderly or disabled family.
2. Meet immigration or Citizenship requirements.
3. Meet income limits – Must have a gross annual income at or below 30% of the AMI in Los Angeles County. AMI is determined annually by the U.S. Department of Housing and Urben Development (HUD).
4. Provide additional information if requested – Eligible families must submit all verification forms and documents. Family members age 18 and over must sign a Criminal Background Consent form to authorize the release of criminal history information to the LACDA. All family members age 18 and over are subject to a criminal background check, and possibly a credit check. The LACDA does not allow registered sex offenders to participate in the programs.

SAMPLE

III. VERIFICATION PROCESS

National Community Renaissance will ensure that all households applying for Cudahy Senior

Apartments meet the income eligibility requirements. Applicants will complete a Rental Application and all information provided will be subjected to third party verification.

Due to the Special Needs nature of tenants housed at affordable communities such as Cudahy Senior, many applicants have no or negative credit. Accordingly, we cannot rely on customarily used credit scoring devices when assessing an applicant's credit worthiness. Although applications with excessive collection accounts may be the basis for denial of applicants, we apply a holistic approach to review credit reports and consider mitigating circumstances including recent domestic issues, recent job losses, disproportional housing cost to income ratios and student loan or medical debt situations before making rental decisions.

A. Financial

1. All income will be verified in writing by the income source indicated on the application or income certification form.

2. All assets, including bank accounts, will be verified in writing.

3. Student status will be verified. Household with all Full-time student members will be denied, unless they meet any of the following exemptions:

    a. Any member of the household is married and either filing or is entitled to file a joint tax return.
    b. The household consists of a single parent and his or her minor children and neither the parent nor children are dependent of a third party.
    c. At least one member of the household receives assistance under Title IV of the Social Security Act, AFDC, TANF, Calworks, etc. Please note: SSA or SSI do not qualify.
    d. At least one member is enrolled in a job training program receiving assistance under the Work Investment Act (WIA) formerly known as the Job Training Partnership Act, or similar federal, state or local laws as defined by HUD 4350.3 Rev-2.
    e. The household consist of an applicant/tenant who recently exited the Foster Care System

4. Upon initial occupancy, resident's income cannot exceed the area median income designated for that unit as published annually by the U. S. Department of Housing and Urban Development, the California Tax Credit Allocation Committee and any other applicable program.
5. To protect the property from rent charge loss or delinquency, the household's portion of the rent cannot be more than 30% of the household's combined monthly income, unless receiving Subsidy or paying the LACDA minimum rent requirement.

6. Third-party income verification will be required from all sources, including but not limited to:
    a. Employment, Self-Employment
    b. Savings and checking

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c. Pension
d. Disability
e. Asset verification, property, home, stocks, bonds, annuities, IRA, etc.
f. Government assistance, A.F.D.C., etc.
g. Social Security
h. Child Support/Alimony
i. Non-Tuition Financial Aid.

7. Income calculations are based on the applicant's annual gross (anticipated) income for the following 12 months. Annual gross income includes income from all assets.

8. Credit will not be a considering factor. Evictions for reasons other than non-payment of rent may be grounds for denial.

9. Applicants will have the option to include supplementary information with their application to explain any issues such as foreclosures, bankruptcy, and negative credit.

B. Criminal Background Checks

A check will be made of criminal conviction records for all adult Applicants of the household. If the Applicant has resided in a state other than California and has a past felony conviction, a report will be required from that state or federal organization. The acceptance threshold regarding Criminal Background checks is set in accordance with the target population for the project. Decisions on whether to deny acceptance for an applicant are based on a preponderance of the evidence and relevance to tenancy. Property Management does not rely on speculation or allegation when deciding to deny acceptance. Property management relies on credible evidence - verifiable facts that constitute more than mere speculation or allegation. Property Management may deny acceptance based on the grounds specified below.

- Subject to sex offender lifetime registration under a State sex offender registration program as per California Senate Bill (SB) 384.

Serious felony offenses and/or continued and ongoing criminal activity may be grounds for rejection if such offenses involve physical violence to persons or property, domestic violence, sexual abuse, the manufacture or sale of narcotics, possession of an illegal weapon, breaking and entering, burglary, arson. The nature and severity of such offenses and/or ongoing criminal activity will be considered when reviewing the Applicant and only those potentially impacting the health, safety, security or right to peaceful enjoyment of the property of and by other residents, visitors or employees will be considered. Criminal background checks will align with LACDA requirements. In addition to management's background check, applicants will also be subject to a background check with the LACDA.

At the request of an applicant, a reasonable accommodation request will be considered to appeal any application denial based on information obtained from criminal record checks. A case manager, with the approval of the applicant, will be given an opportunity to appeal on behalf of the applicant.

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C. History of Responsible Tenancy, Behavior and Conduct (PSH)

Applicants are not rejected on the basis of poor credit or financial history, poor or lack of rental history, criminal convictions unrelated to tenancy, or behaviors that indicate a lack of "housing readiness". Current and previous housing references will be obtained when available. Previous landlords during the past two years may also be contacted. Housing references will help determine rental history including but not limited to non-payment of rent, and chronic late rent payments.

If housing references are not available, applicants will be asked to provide as much information as possible regarding where they have been living for the past two years. On a case-by-case basis, if sufficient landlord references are not available staff may require written references of social workers or others involved with the applicant in a professional capacity to verify homeless status. Based upon these references, staff will decide if the applicant has demonstrated an ability and willingness to live peacefully with neighbors and refrain from behavior that jeopardizes the safety, security, and peaceful enjoyment of the community. The level of support an applicant has, transitional living programs completed, and the appropriateness of an applicant's needs with the services offered will be considered.

D. Special Needs Eligibility Requirements

Applicants for the Project Based Voucher units that are pre-qualified by National Community Renaissance, must be interviewed by the LACDA and meet the Section 8 program eligibility requirements.

The following definitions are generally used to determine eligibility; however additional definitions may apply depending on funding source:

Disability definition:

A disability is defined as a diagnosable substance use disorder, serious mental illness, developmental disability, or chronic physical illness or disability, including the co-occurrence of two or more of these conditions. A disabling condition limits an individual's ability to work or perform one or more activities of daily living.

Homeless household means a household made up of one or more individuals, other than individuals imprisoned or otherwise detained pursuant to state or federal law, who:

(1) An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
(i) An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings including a car, park, abandoned building, bus or train station, airport, or camping ground;
(ii) An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters,

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transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals); or
(iii) An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.

Chronically Homeless is defined as:

(1) An individual or family (i) Is homeless and lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and (ii) Has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least one year or on at least four separate occasions in the last 3 years [where each homeless occasion was at least 15 days] as long as the combined occasions equal at least 12 months and each break in homelessness separating the occasions included at least 7 consecutive nights of not living as described in the paragraph (1)(i). Stays in institutional care facilities for fewer than 90 days will not constitute a break in homelessness, but rather such stays are included in the 12-month total, as long as the individual was living or residing in a place not meant for human habitation, a safe haven, or an emergency shelter immediately before entering the institutional care facility and (iii) Can be diagnosed with one or more of the following conditions: substance use disorder, serious mental illness, developmental disability (as defined in Section 102 of the Developmental Disabilities Assistance Bill of Rights Act of 2000 (42 U.S.C. 15002), post-traumatic stress disorder, cognitive impairments resulting from brain injury, or chronic physical illness or disability;

(2) An individual who has been residing in an institutional care facility, including jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days and met all of the criteria in paragraph (1) of this definition, before entering that facility; or

(3) A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all the criterial in paragraph (1) of this definition, including a family whose composition has fluctuated while the head of household has been homeless.

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Eviction Policies and Eviction Prevention Procedures

Owners are expected to enforce program requirements under the terms of the lease. Similarly, HUD expects tenants to comply with the program requirements as established in the lease. Cudahy will enforce the lease and house rules, and if lease obligations are not fulfilled, Cudahy will initiate termination proceedings to guarantee the other residents' health, safety, and peaceful enjoyment of the property. Termination of tenancy is the first step in the eviction process and is often used interchangeable with the term eviction. When terminating tenancy, the owner gives the resident notice to vacate the unit because of a lease violation(s). A resident who fails to vacate the unit after receiving notice from the owner may face judicial action initiated by the owner to evict the resident. The owner may only terminate tenancy for Material Non-compliance, Criminal Activity, Failure to Carry Out Obligations under California Landlord Tenant Law and Other Good Cause. Property management must

send written notices to the tenant and service provider regarding eviction issues. Tenants will have a chance to meet with property management staff and the service provider to discuss housing concerns. Property managers must provide clear timelines and expectations for tenants, while service providers can assist tenants in addressing eviction-related problems. If a tenant cannot maintain housing, property managers should offer the option of a 30- day notice to prevent an eviction on their record. An Evictions Prevention Process is a recommended practice where property managers and service providers collaborate to create a strategy for tenants to maintain stable housing. Housing First Principals: If a tenant continually engages in lease violations, such as failure to pay rent, or behaviors that interfere with other tenants' rights of peaceful enjoyment of their apartments or common space, despite repeated attempts to work with the tenant and service provider to address the lease violations, property managers may evict. To evict tenants, property management must document interventions that highlight efforts to prevent eviction (i.e., case notes, notices, interventions attempted, etc.). Property managers must also offer the tenant an option to leave voluntarily with a 30- or 60-day notice, to prevent an eviction from appearing on the tenant's record. Property managers must follow California law in providing adequate formal notice of eviction, and file an unlawful detainer, should the tenant remain in the unit beyond the notice period.

Material Non-Compliance Owners may terminate tenancy when a resident is in material non-compliance with the lease. Material Non-Compliance includes:

•Failure of the resident to submit, in time, all required information on household income and composition (example: evidence of citizenship, or eligible immigration status; disclosing and verifying social security numbers; or signing and submitting consent forms allowing verification of information regarding the resident's income and eligibility)

•The Resident knowingly providing incomplete or inaccurate information Extended absence or abandonment of the unit as defined in the house rules for the property, or in state or local law

•Fraud, which is when a resident knowingly provides inaccurate or incomplete information, either at the time or move in or after the residency has been established

•Repeated violations that: Disrupt the livability of the property; adversely affect the health or safety of any person, or the right of any resident to the peaceful enjoyment of the property; Interfere with the management of the property, or have an adverse financial effect on the property; Please refer to "House Rules" in lease for more guidance

•Nonpayment of rent due under the lease, or repayment agreement, including any portion thereof.

Substance Abuse

Housing First supportive housing programs and Owner/Agent must prevent lease violations and evictions among tenants. Program policies consistent with a Housing First approach do not consider alcohol or drug use in and of itself to be lease violations, unless:

- a household has a pattern of illegal use of a drug that interferes with the health, safety, or right to peaceful enjoyment of the premises by other residents.
- a household member has abused or has a pattern of abuse of alcohol that threatens the

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health, safety, or right to peaceful enjoyment of the premises by other residents.

• Management will work with the Service provider on the Housing Retention plan to prevent evictions related to substance abuse. Manager will notify the Service Provider about the Lease Violation before providing the tenant with the Notice of Termination Tenancy. The Lease Violation will be discussed with the manager, Service Provider, and Tenant, and a Notice of Termination of Tenancy will be issued promptly.

IV. Offer of Apartment (PSH)

Applicants will be offered only one apartment. Mitigating circumstances may be taken into account, if the offer is not accepted such as an emergency situation or hospitalization. There will not be a waitlist managed for Permanent Supportive Housing Units or maintained by the owner or property management as applicants will be referred through the coordinated entry system (CES). At the receipt of a 30-day notice to vacate, it will be the responsibility of the manager to notify the referring agency and a new referral for a qualified applicant through the CES will be requested. Units are to be leased within 45 days from the date the 30-day notice is received or if a unit is discovered to be vacant, to avoid TCAC penalties.

A. All applicants will be interviewed initially by the manager or a representative of the management agent.

B. It will be the responsibility of the Property Manager or management agent to inform the applicant in writing of rejection or approval.

C. Management will notify applicants who are rejected, in writing, and the applicants will be informed of their option to appeal this decision. With the approval of the applicant, the referring case manager will also be notified.

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TERMINATION OF TENANCY BY RESIDENT

To formally terminate tenancy, residents are required to provide a written 30-day notice to vacate, submitted directly to the management office at Cudahy . This notice must be delivered in accordance with the terms outlined in the lease agreement. Upon receipt of the notice, our team will schedule a move-out inspection to take place prior to the resident's departure. During this inspection, a member of our staff will conduct a comprehensive walkthrough of the unit to assess its condition. The purpose of this inspection is to identify any damages or maintenance issues beyond normal wear and tear that may result in deductions from the resident's security deposit.

Residents will be provided with feedback during or shortly after the inspection, allowing them an opportunity to address certain concerns, if desired, before vacating. This process helps ensure transparency and provides a clear understanding of potential charges, supporting a smooth and fair move-out experience for all parties involved. Voluntary Moving-on strategies: Service Provider is trained in and implements voluntary moving-on strategies including financial literacy, life skills training, connections to available housing resources such as housing vouchers, etc. Voluntary moving-on strategy methods are

included in our comprehensive Training for ICMS CMs and in policies and procedures. Voluntary moving-on strategy training is offered upon hire, as needed in weekly training calls, and quarterly in- person trainings.

V. REJECTED APPLICANTS (PSH)

All applicants will be initially interviewed by the manager or a representative of the management agent. It will be the responsibility of the Property Manager or management agent to inform the applicant in writing of rejection or approval. Management will notify applicants who are rejected, in writing, and the applicants will be informed of their option to appeal this decision. With the approval of the applicant, the referring Los Angeles Centers for Alcohol & Drug Abuse (LA CADA) case manager will also be notified.

1. Applications may be rejected for any of the following:
    a. Blatant threating or violent behavior toward management, the property, or other residents exhibited by an applicant or household member any time prior to move-in.
    b. Felony Conviction and/or sex offender as described above
    c. Rent exceeding 30% of monthly income without demonstrated ability to pay for non-subsidized units (if applicable)
    d. Falsification of any information on the application
    e. Household size exceeds the maximum occupancy for designated unit
    f. Income exceeding the maximum AMI established for the unit
    g. Failure to respond to management's request for additional or updated documents within 10 business days.
    h. Applicant fails to attend 2 scheduled interviews.
    i. Applicant declines a unit when offered.
    j. Applicant is listed in the National Sex Offender Registry and per legal mandates (ex. court order) are unable to reside in the building.
    k. Other good cause, including but not limited to, failure to meet any of the Tenant Selection Criteria in this document.

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Consistent with Housing First practices per Welfare and Institutions Code Section 8255(b) per NOFA Section 4.6.3, applicants are not rejected on the basis of poor credit or financial history, poor or lack of rental history, criminal convictions unrelated to tenancy, or behaviors that indicate a lack of "housing readiness".

Applicants will be notified in writing of the reason for their rejected application and advised of their rights to request an appeal or submit a Reasonable Accommodation.

All rejected applicants will have the right to appeal the decision. The Property Manager or National Community Renaissance representative must receive the appeal no later than fourteen (14) days from the rejection letter is received. Within three (3) working days of receipt of an appeal, the information will be forwarded to the Director of Compliance or the Regional Manager of National Community Renaissance Property Management and to the assigned Los Angeles Centers for Alcohol & Drug Abuse (LA CADA) case manager(s) for the property. Applicant will be notified in writing about the

final decision of approving or denying the appeal within seven (7) days.

At the request of an applicant, a reasonable accommodation request will be considered. In addition, with the approval of the applicant, the referring case manager will be given an opportunity to appeal any application denial based on information obtained from criminal record checks. However, all applicants will have to demonstrate that they meet program requirements.

** Please be advised a unit will not be held while the application is under appeal.*

VI. OUTREACH

Advertising and outreach efforts will occur in accordance with the property's Regulatory Agreement and Affirmative Marketing Plan. Advertising for Cudahy Senior will include the use of Equal Housing Opportunity and Handicap Accessible logos to affirmatively market the units. Material will be delivered out to local businesses and shared with partners in the community. Material to be used in affirmative marketing will include:

- A Fair Housing poster to be displayed where interviews take place.
- An Equal Housing Opportunity logo to be displayed on the development's sign.
- An Equal Housing Opportunity logo to be displayed on the marketing brochure, flyers, and other marketing materials.

SAMPLE

VII. FAIR HOUSING

The property will comply will all federal, state, and local fair housing and civil rights laws and with all equal opportunity requirements. National Community Renaissance will comply with the provisions of California Tax Credit Allocation Committee (CTCAC), and Los Angeles Housing Department (LAHD) and all other applicable funding agencies, Affirmative Fair Housing marketing guidelines, Fair Housing and Accessibility Requirements.

VIII. PET POLICY

Pets are permitted at this housing Community. Pet policy will follow the Pet-Friendly Housing Ordinance Number 2020-0001 of the Los Angeles County Municipal Code, Division 3, Chapter 8.70 (Exhibit A). Additionally, a certified service animal is not considered a "pet" and the resident requiring such animal shall be required to execute a service animal agreement describing responsibilities of the resident.

All pets must be approved in advance by Management before the pet moves on-site. Residents must contact Management to schedule a meeting. Management will meet with the Resident and pet. Following the approval of any pet by Management, the Resident and all adult Household Members will be required to sign and comply with the terms of the Pet Agreement and all Pet Rules described within the Pet Agreement.

A max of one (1) pet will be allowed per unit unless there is an approved reasonable accommodation.

A deposit of $300 will be owed as an additional security deposit. If an additional security deposit cannot be paid immediately, it may be paid within a six (6) month period with a signed payment agreement. Proper documentation including vaccination records and licensing must be provided. Residents will be required to comply with the terms of the Pet Addendum. Local animal owner responsibilities including laws and ordinances must also be taken into consideration.

Green Education Programs

Hope Through Housing will offer environmental educational events to provide residents with the tools and education they need to have healthy lives, save money, and support environmental sustainability. Residents will participate in workshops that include hands- on demonstrations on topics such as: using green cleaning products, saving energy and money while laundering clothes, avoiding hazardous waste, and conserving water. In addition to incorporating green elements in their own homes, residents will have access to fresh foods on the project site, as sections of landscaping on the property will be dedicated to growing edible plants and cooking herbs.

IX. ACCESSIBLE UNITS

Units are accessible for applicants and tenants with mobility and sensory or visual impairments. Preference will be given to applicants who require a unit with the specific design features offered in accessible units in the development. All reasonable efforts will be made to rent accessible units to applicants who require or who could benefit from such units. In the unforeseen case of an accessible unit offered to a non-qualified applicant then the applicant will be required to complete a Lease Addendum form, whereby they agree to transfer to a non-accessible unit within the development should a tenant or applicant require an accessible unit.

The addendum states:

> "Resident acknowledges that the unit now occupied by Household was specifically designed and adapted for occupancy for persons living with mobility, visual and hearing impairments needing accessible units. Household further acknowledges that Household does not need an accessible unit and that Management retains the right to allocate accessible units to those who have the greatest needs for units. Household agrees that should another existing tenant, or applicant, need an accessible unit that Household, will upon (30) days written notice from Management, move to a different dwelling unit of comparable size and rent. Failure to accept or move to the offered unit shall be deemed material non-compliance with this Occupancy Agreement and be cause for termination of the Agreement."

If after occupying the accessible unit, the physical condition of a member of the household changes and a household member would then benefit from continued occupancy in the accessible unit, the household would not be required to move.

Failure to accept or move to the offered unit shall be deemed material non-compliance with the lease and would be cause for termination of tenancy. Leasing documents will include a notice of consumer rights regarding adaptability features

SAMPLE

X. SUBSIDIZED UNITS

For the sixty-nine (69) units with rental subsidies, tenants will be required to complete a Lease Addendum form. Should Tenant's rent subsidy be terminated (or abated due to resident's failure to comply) for any reason, including but not limited to failing to participate in LACDA's annual recertification process, not permitting LACDA to inspect the unit annually or not maintaining the apartment in a satisfactory manner, this lease will terminate, and the resident will be required to vacate the premises.

XI. GRIEVANCE PROCEDURE DURING APPLICATION PROCESS/RESIDENCY

Those applicants failing to meet the established criteria as outlined in this Tenant Selection Criteria will be sent a letter of rejection which outlines the specific reasons for the denial. This letter will include instructions for appealing a denial. Appeals are handled by the Regional Vice President of Property Management.

Every tenant has the right to file a grievance against the landlord or another tenant. These rights will be outlined in the House Rules given to each tenant at move-in. The grievance procedure will be provided to all tenants at move-in, posted at the property, and available at any time when requested. The Property Manager will meet and discuss the grievance with the resident in order to determine the problem, and whether or not a mutually satisfactory solution can be agreed upon. If the resident feels that the grievance cannot be resolved, the resident manager will submit the resident's grievance to the Regional Manager along with a written report as to the facts, conclusions and recommendations. (It should be noted that the resident may submit his/her grievance directly to the Regional Manager if they so wish.) The Regional Manager will then meet with the resident and attempt to reach a mutually satisfactory resolution to the grievance.

If the Regional Manager is unable to resolve the issue the grievance will then be forwarded to the Regional Vice President of Property Management for a final determination.

SAMPLE

XII. INCOME RECERTIFICATION

Each year, prior to renewal of the Lease, within 30 days after receiving notice, households must provide updated information on forms we provide. Failure to provide such information, or providing false information, may result in the termination of occupancy and eviction from the dwelling unit.

Management must be notified if changes to the household status occur. This includes, but is not limited to, changes in household members (Management approval is required prior to any changes in household composition), Full Time Student Status, or need for a Live-In Attendant.

Once all the original tenants have moved out of the unit, the remaining tenants must be certified as a new income-qualified household.

XIII. ENTRY AND UNIT INSPECTION

Agent may enter and inspect the dwelling unit after giving reasonable notice for:

- Making necessary or agreed-upon repairs;
- Inspecting for compliance with the Terms of this Lease;
- Showing the unit to lenders, purchasers, residents, contractors, repair workers, or representatives from the regulatory programs;
- Performing contracted pest control services;
- Conducting periodic (quarterly, bi-annual, annual) and any other inspections;

Twenty-four (24) hours or more shall be considered reasonable notice for the purpose of entry and inspection. In addition, management may enter the unit without notice, if necessary, in an emergency such as fire or flooding.

XIV. STUDENT

The Regulations at this property provide for specific qualification restrictions with respect to occupancy of Program units by full-time students. Qualification to remain as a resident is at all times dependent upon the household meeting all student status requirements. Should the household fail to meet all student status requirements, the household will be deemed as an unqualified tenant and will be subject to immediate eviction. Households must notify management immediately of any change in student status by any member of the household.

XV. UNIT TRANSFERS

Management will strive to transfer Residents for medical necessity or to correct under-or over-occupancy, as appropriate units become available. Transfers to same-size units are not permitted unless determined by Management to be a medical necessity. Proper documentation through a Reasonable Accommodation process will be required for medically based transfers. Residents will be transferred to units of the bedroom size appropriate for their family, based upon eligibility and income limits. Transfer requests must be made in writing, and will be placed on a unit transfer list according to date received.

XVI. LIVE-IN AIDE

Management is obligated to provide "Reasonable Accommodations" to tenants if they or any person on the lease requires such an accommodation. Permitting a tenant to have a Live-in Aide is an example of a reasonable accommodation. A reasonable accommodation may be requested at any time during the application process or residency. Tenants may choose not to disclose the nature of their disability to Management. If a tenant chooses to make a reasonable accommodation request, the tenant waives the right to privacy concerning the situation only to the extent necessary to verify the need for such accommodation/modification. A “Live-in Aide” is defined in HUD Handbook 4350.3 as a person who “resides with one or more elderly persons, near-elderly persons, or persons with disabilities,” and who is determined to be essential to the care and well-being of the person(s); is not obligated for the support of the persons; and would not be living in the unit except to provide the necessary supportive services.

SAMPLE

SAMPLE

PROPERTY MANAGEMENT AGREEMENT

9692 Haven Avenue, Suite 100
Rancho Cucamonga, CA 91730
www.nationalcore.org

MANAGEMENT AGREEMENT

SECTION 1: APPOINTMENT OF MANAGING AGENT

1.1: APPOINTMENT AND ACCEPTANCE

This Management Agreement ("***Agreement***") is made effective as of [_____], 2026 (the "***Effective Date***"), between [**enter owner entity**] (hereafter referred to as "***Owner***"), and **National Community Renaissance of California**, a California nonprofit public benefit corporation (hereafter referred to as "***Agent***"), as the sole and exclusive Agent of Owner to lease and manage the property described in **Section 1.2** below (collectively referred to herein as the "***Premises***" and/or the "***Project***") upon the terms and conditions provided herein.

Subject to the terms hereof, Agent agrees to furnish the services of its organization for the leasing and management of the Project, as set forth herein, and Owner agrees to pay all expenses in connection with those services as well as a management fee to Agent for providing such services.

1.2: DESCRIPTION OF PROJECT

The Project to be managed by Agent under this Agreement are described and known as:

NAME:	[**enter name of Project**]
LOCATION:	[**enter street address of Project**]
CITY:	[**enter city and state of Project**]
ZIP CODES:	[**enter zip code of Project**]
NO. OF UNITS:	[**enter number of units in Project; note any manager's unit**]

1.3: TERM AND TERMINATION

The term of this Agreement shall be for an initial period of one (1) year (the "***Initial Term***") commencing with the Commencement Date (as defined in **Exhibit A**, attached hereto and incorporated herein), and thereafter shall be automatically renewed from year to year unless either party gives the other party not less than thirty (30) days' notice of non-renewal before the expiration of the Initial Term or any renewal term, as applicable. Said notice of non-renewal shall be in writing and delivered to the other party per **Section 23** herein.

The Owner (i) may, upon receiving the approval of the Owner's partners and receiving any required approval of the Lender, dismiss or not renew the Agent as the entity responsible for the Project under the terms of the contract between the Owner and the Agent, and (ii) at the request of the Owner's partners, shall immediately remove the Agent in the event that: (1) the Owner's partners make a reasonable request for such removal; (2) the Agent is declared bankrupt, is dissolved, or makes an assignment for the benefit of its creditors; or (3) or for any intentional misconduct by the Agent or its negligence in the discharge of its duties and obligations as Agent (subject to the fulfillment and expiration of any notice and/or opportunity to cure provisions of the Agreement), including, without limitation, for any action or failure to take

any action which:

(a) violates in any material respect this Agreement, the Project Requirements (defined below) or the Management Plan (defined below);

(b) violates in any material respect any provision of applicable law; or

(c) causes the Project to be operated in a manner which if continued would, in the opinion of counsel to the Owner, be likely to give rise to an event which would cause a recapture of low-income housing tax credits under Internal Revenue Code Section 42 ("***Tax Credits***").

Either party may terminate this Agreement upon thirty (30) days prior written notice to the other party.

In the event the Agreement is terminated, Agent shall be paid pursuant to this Agreement through the date of termination or expiration of the notice period, whichever is later. Agent shall also promptly vacate any office space at the Project and transfer Owner's files back to Owner. Agent shall maintain copies of certain files as it deems appropriate.

1.4: MANAGEMENT PLAN

Agent will provide to Owner a comprehensive management plan (the "***Management Plan***") for the Project within sixty (60) days after the Effective Date of this Agreement or thirty (30) days prior to the Commencement date, whichever is later, for written approval by Owner. The Management Plan will contain a comprehensive and detailed description of the policies and procedures to be followed by Agent in the management of the Project, including with regard to marketing, leasing, the tenant eligibility and certification process, site staffing, the collection of rents and charges, and evictions. The provisions of this Agreement are to be read in conjunction with and not as a limitation upon the specific obligations of the Agent as set forth in the Management Plan. Agent agrees to comply with all applicable provisions of the Management Plan, regardless whether specific reference is made thereto in any particular provisions of this Agreement. Notwithstanding the foregoing, in the event there is a conflict between this Agreement and the Management Plan, the terms of this Agreement will prevail. Once approved by Owner, the Management Plan cannot be modified or terminated without the consent of Owner.

1.5: INITIAL INFORMATION

Owner shall promptly furnish Agent with all documents and records affecting the management of the Project in Agent's possession, including, but not limited to, as applicable, a complete set of "as built" plans and specifications, copies of all guarantees and warranties relevant to construction, fixtures, and equipment, applicable operating and maintenance plans, mortgage loan information and payment instructions, documents evidencing the Project Requirements (defined in **Section 1.6**, including all Regulatory Agreements), service contracts, and insurance policies. This information will allow Agent to familiarize itself with the character, location, construction, layout, plan, and operation of the Project. For projects already in

operation, Owner shall also promptly furnish existing management documentation, including, but not limited to, rent rolls, financial reports, maintenance records, and the like. Owner shall respond promptly to requests for information from Agent and shall provide complete and accurate information as requested Agent.

1.6 PROJECT REQUIREMENTS AND COMPLIANCE

The Project is subject to certain operational and programmatic requirements, agreements, restrictions, and extended use agreements, where applicable, arising out of the governmental programs under which it is financed or assisted set forth in regulatory agreements or otherwise ("***Regulatory Agreements***"), lender requirements set forth in loan documents, investor requirements set forth in the partnership/operating agreement, and/or otherwise (collectively, "***Project Requirements***"). Owner has or will furnish the Agent with copies of all Project Requirements, including any relevant agreements, as soon as practical after the Effective Date, along with any and all other documents requested by Agent as part of Agent's due diligence process or otherwise. In performing its duties under this Agreement, Agent will comply with all pertinent requirements of the Project Requirements that have been properly disclosed to it, provided, however, that such compliance will be an expense of the Owner/Project, and Agent will not be required to make any payments from its own funds or incur any individual liability. The Project Requirements shall include, without limitation, the Regulatory Agreements.

SECTION 2: BANK ACCOUNTS

The various bank accounts established under this Agreement shall at all times be in Owner's name. No amounts deposited in any accounts established under this Agreement shall in any event be commingled with any other funds of Agent.

2.1: OPERATING ACCOUNT

Agent shall establish a separate account(s) known as the operating account (the "***Operating Account***"), separate and apart from Agent's corporate accounts, for the deposit of receipts collected as described herein, in a bank or other institution selected by Owner whose deposits are insured by the federal government. Agent shall not be liable in the event of bankruptcy or failure of a depository. Funds in the Operating Account remain the property of the Owner subject to disbursement of expenses by the Agent as described in the Agreement. Owner shall at all times maintain sufficient funds in the Operating Account to enable Agent to pay all obligations of the Project in a timely manner.

2.2: SECURITY DEPOSIT ACCOUNT

Agent shall maintain a separate account for tenant security deposits ("***Security Deposit Account***") in a bank or other institution whose deposits are insured by the federal government. Such account shall be maintained in accordance with applicable state and local laws and shall be interest bearing.

2.3: REPLACEMENT RESERVE ACCOUNT (Where Applicable)

Where requested by Owner and/or the Project Requirements, Agent shall establish and/or maintain a separate account for replacement reserves (the "***Replacement Reserve Account***") in a bank or other institution selected by Owner whose deposits are insured by the federal government. Such Replacement Reserve Account shall be maintained in accordance with the Project Requirements and shall meet the requirements of Owner's lender(s) and of Owner, which Owner shall communicate to Agent prior to the Commencement Date, if applicable.

SECTION 3: COLLECTION OF RENTS AND OTHER RECEIPTS

3.1: AGENT'S AUTHORITY

Agent shall collect (and give receipts for, if necessary) all rents, charges and other amounts receivable on Owner's account in connection with management and operation of Project. Such receipts shall be deposited in the Operating Account as was previously stated in **Section 2**.

3.2: SPECIAL CHARGES

If permitted by applicable law or stipulated in tenant's lease, Agent will collect from tenant any or all of the following:

- an administrative charge for late payment of rent returned or non-negotiable checks or insufficient funds;
- damages; and
- lock-out fees.

3.3: SECURITY DEPOSITS

Agent shall collect, deposit, and disburse tenants' security deposits in accordance with the terms of each tenant's lease. Agent shall pay tenants interest upon such security deposits only if required by law. Agent shall comply with all applicable state or local laws concerning security deposits.

SECTION 4: DISBURSEMENTS FROM OPERATING ACCOUNT

Agent is hereby authorized to pay or reimburse itself from the Operating Account for all budgeted expenses approved in writing by Owner and other sums due Agent under this Agreement, including Agent's management fee under **Section 15** below. Agent will make all reasonable efforts to keep line-item expenses within the approved Operating Budget (defined below) and shall promptly notify Owner in writing if it becomes aware that any expenses are reasonably expected to exceed, or if actual expenses exceed, any line item.

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SECTION 5: AGENT NOT REQUIRED TO ADVANCE FUNDS

In the event the balance in the Operating Account is at any time insufficient to pay disbursements due and payable in accordance with this Agreement, Agent shall notify Owner, and Owner shall promptly deposit the necessary funds into the Operating Account. In no event will Agent be required to use its own funds to pay such disbursements, nor shall Agent be required to advance any funds to Owner or to any of the accounts referenced herein. If Owner has not provided said funds within ten (10) business days after Agent's written request, Agent may, at Agent's sole option, terminate this Agreement upon giving an additional five (5) business days written notice.

SECTION 6: FINANCIAL AND OTHER REPORTS

Agent shall prepare and provide to Owner by the fifteenth (15th) of each month, monthly financial statements prepared on an accrual basis of accounting, in a format reasonably required by Owner, and any other financial related information as reasonably requested by the Owner for the immediately preceding month. Occupancy reports shall be submitted to Owner at Owner's reasonable request.

6.1: OWNER'S RIGHT TO AUDIT/PREPARATION OF TAX RETURNS

Owner shall have the right to request an annual audit of all applicable accounts managed, used, or accessed by Agent concerning the Project, which audit shall be treated as an expense of the Project and paid out of the Operating Account, unless otherwise paid separately by Owner. Agent shall cooperate with such audit, but Agent shall not be required to engage the auditor or coordinate such audit.

Further, Owner's accountant shall file all annual tax returns for Owner at Owner's expense.

6.2: APPROVED ANNUAL OPERATING BUDGET

Agent will prepare an annual Operating Budget (hereafter referred to as the "***Operating Budget***") for the Project, which will detail projected income and expenses and is subject to the review and approval of Owner, for each fiscal year covered under this Agreement. The Operating Budget will follow, and the fiscal year of the Project shall be, the calendar year January 1 through December 31 for budgetary purposes. Notwithstanding the foregoing, for the first fiscal year of this Agreement, through December 31, 2026, Owner Agent will use the preexisting budget for the Project provided by Owner as the Operating Budget. For each fiscal year thereafter, a copy of the Operating Budget is to be presented by Agent to Owner for review and approval on or before ninety (90) days prior to the end of each calendar year. Upon receipt, Owner will promptly inform Agent, of changes, if any, to be incorporated in the Operating Budget. If the Operating Budget has not been approved by Owner by December 15th of the year preceding the year for which it is applicable, then the most recently approved Operating Budget, with each line item increased by 3%, will remain in effect for the Project, until such time, if any, that Owner approves a new Operating Budget.

SECTION 7: ADVERTISING

Agent is authorized to advertise the Project for rent using periodicals, signs, plans, brochures, or displays, or such other means as Agent may deem proper and advisable pursuant to the Program Requirements, the Management Plan, and the Operating Budget, and pay for the cost of such advertising out of the Operating Account in accordance with the Operating Budget. Agent is authorized to place signs on the Project advertising the Project for rent, provided such signs comply with applicable laws.

SECTION 8: LEASING AND RENTING

8.1: AGENT'S AUTHORITY TO LEASE THE PREMISES

Agent shall use all reasonable effort to keep the Premises rented by procuring tenants for the Premises using the approved Management Plan. Leases will be in a form approved by Owner. Agent is authorized to negotiate, prepare, and execute all leases, including all renewals and extensions of leases, and to cancel and modify existing leases, in accordance with the Program Requirements and the Management Plan. Agent shall execute all leases as agent of Owner, identifying itself thereon as agent for Owner.

8.2: NO OTHER RENTAL AGENT

Owner shall not authorize any other person, firm, or corporation to act as leasing or rental agent for the term of this Agreement. Owner agrees to promptly forward all inquiries about leases to Agent.

8.3: RENTS

Owner will furnish Agent with a schedule of rents and any other charges for facilities and services. Agent will collect, when due, all rents, charges and other amounts receivable on the Project's account in connection with the management and operation of the Project.

8.4: ENFORCEMENT OF LEASES

Agent is authorized to institute, in Owner's name, all legal actions or proceedings for the enforcement of any lease term, for the collection of rent or other income from the Premises, or for the evicting or dispossessing of tenants or other persons from the Premises. Agent is authorized to sign and serve such notices as Agent deems necessary for lease enforcement, including the collection of rent or other income. Agent is authorized, when expedient, to settle, compromise, and release such legal actions or suits or reinstate such tenancies; provided, however, that Agent may prescribe of the conduct of any such action. Reasonable attorney's fees and other necessary costs incurred in connection with such actions shall be paid out of the Operating Account. Agent shall properly assess and collect from each tenant or his or her security deposit the cost of repairing any damages to the dwelling arising from the tenant's occupancy where allowed by applicable law.

8.5: COMPLIANCE

Agent acknowledges the Owner's objective in maintaining Tax Credits, where applicable. Agent represents and warrants that it is familiar with Section 42 of the Internal Revenue Code and requirements thereto, including all rules and regulations regarding qualification for Tax Credits and further agrees to operate the Project in a manner which meets the appropriate Regulatory Agreements. Agent will cause the Project to be operated in a manner that complies with all other statutes, regulations, and agreements, which must be complied with in order to maintain the Tax Credits, approved for the Project.

SECTION 9: EMPLOYEES

9.1: AGENT'S PERSONNEL

All on-site personnel necessary for the management, maintenance, and operation of the Premises shall be contracted service providers or employees of Agent and shall be reimbursed from the Operating Account as an expense of the Project as reflected in the Operating Budget.

9.2: EMPLOYEE'S EXPENSES

Wages, fringe benefits, local-state-federal taxes and assessments (including, but not limited to, Social Security Taxes, unemployment insurance, and workers' compensation insurance), incident to the employment of such personnel, shall be reimbursed out of the Operating Account in amounts consistent with the approved annual Operating Budget and shall be treated as operating expenses. Owner's obligation for compensation, fees and other expense reimbursements shall only apply to such items attributable to the period prior to termination of this Agreement and shall be limited to such items for which invoices and receipts are provided to Owner within sixty (60) days of such termination.

9.3: AGENT'S AUTHORITY TO FILE REPORTS

Agent shall execute and file all payroll tax reports required under the applicable federal, state, and local laws, regulations, and/or ordinances governing employment, and all other statements and reports pertaining to labor employed in connection with the Project.

9.4 ON-SITE MANAGEMENT FACILITIES AND EQUIPMENT

Owner will provide Agent with a management office within the Premises at no cost to Agent. The number of units that will be set-aside for onsite manager(s), if any, is set forth in **Exhibit A**, attached hereto and incorporated herein. Agent shall be entitled to provide such on-site staff member(s) with such rental concessions as Owner and Agent may deem necessary and appropriate under the circumstances and as documented in the Operating Budget.

SECTION 10: MAINTENANCE AND REPAIR

Agent shall cause the Premises to be maintained and repaired in accordance with the Management Plan and local codes, and in a condition acceptable to Owner, including, but not limited to, with regard to cleaning, painting, decorating, plumbing, carpentry, and other maintenance and repair work as may be necessary, as covered by the Operating Budget and subject to any limitations imposed by Owner. Incident thereto, the following provisions apply:

10.1: PREVENTATIVE MAINTENANCE

Special attention shall be given to preventative maintenance, and to the greatest extent feasible, the services of regular maintenance personnel shall be used.

10.2: INDEPENDENT CONTRACTORS

Agent is authorized to contract with qualified independent contractors when necessary for general maintenance and repairs of major mechanical systems; provided, however, that all such contracts shall be terminable on not more than thirty (30) days prior notice.

10.3: SERVICE REQUESTS

Agent shall systematically and promptly receive and investigate all service requests from tenants and take such commercially reasonable action thereon as may be justified and keep record of the actions taken.

10.4: AUTHORIZED PURCHASING

Agent is authorized to purchase all materials, equipment, tools, appliances, supplies and services necessary for the proper maintenance or repair of the buildings in accordance with the approved categories of the Operating Budget.

10.5: AUTHORIZED CONTRACTING

Agent is authorized to negotiate contracts for non-recurring items of expense not exceeding $10,000 in a fiscal year. Agent shall obtain prior approval of Owner for any expenditure exceeding $10,000, in any one instance for labor, materials, or otherwise in connection with the maintenance and repair, except for (a) expenses within the limits of and already included in Owner-approved Operating Budget, (b) emergency repairs involving danger to persons or property, or (c) expenses required to avoid suspension of any necessary service to the Project. In the case of exceptions (b) and (c), Agent will notify the Owner within one (1) business day or forty-eight (48) hours of such emergency repairs, whichever is earlier.

SECTION 11: UTILITIES AND SERVICES

Agent shall make arrangements on Owner's behalf for electric, gas, telephone, water and sewer, and such other services as Agent may deem necessary for the operation of the Premises.

All utility payments will be made from the Operating Account.

SECTION 12: RELATIONSHIP OF AGENT TO OWNER

The relationship of the parties to this Agreement shall be that of Owner and Agent and all duties to be performed by Agent under this Agreement shall be for and on behalf of Owner, in Owner's name, and for Owner's account. In taking any action under this Agreement, Agent shall be acting only as agent for the Owner. Nothing in this Agreement shall be construed as (a) creating a partnership, joint venture, or any other relationship between the parties to this Agreement except that of owner and agent or (b) requiring Agent to bear any portion of losses arising out of or connected with the ownership or operation of the Project. Nor shall Agent at any time during the term of this Agreement be considered a direct employee of Owner. Neither party shall have the power to bind or obligate the other except as expressly set forth in this Agreement, except that Agent is authorized to act with such additional authority and power as may be necessary to carry out the spirit and intent of this Agreement.

SECTION 13: INSURANCE

Owner agrees to procure and maintain, or to cause to be procured and maintained, at its expense (including as an operating cost or fixed charge of the Project, as applicable) insurance coverage required by any mortgagee, investor, governmental entity, and/or other applicable party, including, but not limited to, as required by the Project Requirements. In addition, during the term of this Agreement, there shall be in effect (a) public liability coverage, with the Agent designated as one of the insureds, in amounts acceptable to Agent, (b) commercial general liability insurance with respect to bodily injury, death and property damage (on an occurrence basis) in an amount of at least $1,000,000 per occurrence, $2,000,000 aggregate combined single limit for bodily injury and property damage, and $2,000,000 products/completed operations, with the Agent designated as one of the insureds, and (c) umbrella liability insurance of at least $5,000,000, with the Agent designated as one of the insureds. Agent shall investigate and promptly furnish to Owner full written reports of all accidents, claims, and potential claims for damages relating to the Premises and shall cooperate fully with the insurer.

Owner agrees to furnish certificates of the above-mentioned insurance, as applicable, before Agent assumes management responsibility of the Project, and at least thirty (30) days in advance of each renewal date to the extent practicable. Such certificates shall state that in the event of cancellation or material change, written notification shall be given at least thirty (30) days in advance of such cancellation or change.

Agent, at Agent's expense, shall obtain and keep in effect at all times (a) adequate insurance for professional liability, contractual indemnity, and errors and omissions in amounts of at least $1,000,000 and (b) a fidelity coverage at least equal to three (3) month's gross potential income for the Premises.

It is expressly agreed and understood between Owner and Agent that all persons employed in connection with the Project are employees of Agent and not of Owner. Agent shall at all times maintain Workers' Compensation Insurance as well as Employer's Liability

Insurance. Owner shall be named as an additional insured on Employer's Liability Insurance.

Owner's liability policies shall be the primary and non-contributory coverage with respect to any liability claim that is subject to Owner's indemnity obligations in this Agreement, that is made against Owner and/or Agent, and that is covered under insurance carried by both Owner and Agent.

Agent and Owner shall not assert against the other, and do hereby waive with respect to each other, any claims for any losses, damages, liability or expenses incurred or sustained by either of them on account of injury to persons or damage to property arising out of the ownership, operation, or management of the Project, to the extent that the same are covered by the insurance required under this Agreement. Each policy of insurance required herein shall contain a specific waiver of subrogation reflecting the provisions of this **Section 13**, and a provision to the effect that the existence of the preceding waiver shall not affect the validity of any such policy or the obligation of the insurer to pay the full amount of any loss sustained.

SECTION 14: INDEMNIFICATION

To the fullest extent permitted by law, Agent shall indemnify, defend, protect and hold harmless Owner, its partners (general and limited), affiliates, agents and employees (collectively, the "***Owner Parties***") from and against any and all loss, cost, damage, liability, action, cause of action, suit, penalty, fine and expense, including, without limitation, attorneys fees and court costs, suffered by the Owner Parties on account of any third party claim: (a) caused by reason of the illegal acts, gross negligence and/or willful misconduct of Agent Parties; or (b) brought by Agent's employees relating to employment issues/matters. The foregoing Agent's indemnity shall not apply to losses to the extent resulting from the gross negligence or willful misconduct of Owner or any of the Owner Parties.

To the fullest extent permitted by law, Owner shall indemnify, defend, protect and hold harmless Agent and its officers, members, affiliates, directors, consultants, assigns, successors, partners, employees or any other person or entity acting on behalf of Agent (collectively, the "***Agent Parties***") from and against any and all claims, demands, causes of action, damages, costs, expenses (including reasonable attorney's fees), property damage, contract disputes, penalties, losses or liability, in law or in equity of every kind and nature whatsoever, including, but not limited to, damage to fixtures, goods, property, or effects of any person or entity whatsoever, or for injuries to or death of any person, arising out of or in any manner directly or indirectly connected with the operation or management of the Premises under this Agreement, except where Agent is required to indemnify Owner as set forth above. The foregoing Owner's indemnity shall not apply to losses to the extent resulting from the gross negligence or willful misconduct of Agent or any of the Agent Parties.

If Agent is ever a party to any litigation or proceeding commenced by a third party in which a claim or allegation is made that Agent (or persons for whom it may be responsible) has violated a contract, acted illegally, been negligent or otherwise committed any wrongdoing through any act or omission then, until such time as final judgment is entered against Agent finding Agent to have engaged in willful misconduct or gross negligence, all costs and expenses of defense, including

attorney's fees, shall be borne solely by Owner. Such costs of defense shall be paid for by Agent using Project revenue or Owner advancing funds from time-to-time as defense costs are incurred.

In the event that representation of Agent Parties and Owner by the same counsel would be a conflict of interest for such counsel, Agent Parties may select independent counsel reasonably acceptable to Owner without relieving Owner of its obligations of indemnification and defense as set forth above. In the event that representation of an Owner Parties and Agent by the same counsel would be a conflict of interest for such counsel, Owner Parties may select independent counsel reasonably acceptable to Agent without relieving Agent of its obligations of indemnification and defense as set forth above.

The obligations set forth in this **Section 14** shall survive the expiration or termination of this Agreement.

SECTION 15: AGENT'S COMPENSATION AND EXPENSES

As compensation for the services provided by Agent under this Agreement (and exclusive of reimbursement of expenses to which Agent is entitled hereunder), Owner shall pay Agent a management fee as follows:

For the Initial Term of this Agreement, the Agent shall be paid a monthly management fee for standard management services, from the Operating Account and as an operating expense, as set forth in **Exhibit A**, which is attached hereto and incorporated herein. For each annual renewal term, the monthly per unit fees, and, in turn, the total monthly fees, shall automatically increase by four percent (4%) from the prior one-year term.

Agent shall be entitled to additional compensation for the following special services requested by Owner at a cost mutually agreed to by Agent and Owner in writing, which may be provided for in **Exhibit A**, which is attached hereto and incorporated herein: (a) resolution of any noncompliance issues arising from actions or inactions of Owner prior to the Commencement Date; (b) compliance services generally; (c) provision of, coordination of, supervision of, or involvement with resident social services, case management services, clinical services, and/or permanent supportive housing services; and (d) supervision of construction and/or capital improvement projects (i.e., projects costing more than $10,000 in any one instance for labor, materials, or otherwise). If Owner requests Agent's assistance with these items, Owner shall pay Agent for its services in an amount as set forth in **Exhibit A**, attached hereto and incorporated herein, or to be later negotiated based on the type and extent of assistance requested and agreed to in writing by Agent and Owner.

Such fees as set forth in this **Section 15** shall accrue interest at the rate of five percent (5%) per annum if not paid within thirty (30) days after the due date, but only if the delinquency is due to Owner's failure to fund operating shortfalls within ten (10) business days after receiving notice from Agent pursuant to **Section 5** of this Agreement.

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SECTION 16: REPRESENTATIONS

OWNER REPRESENTS AND WARRANTS: that Owner has full power and authority to enter this Agreement; that Owner has provided copies of all written agreements that materially affect Agent's obligations under this Agreement; that other than those disclosed in writing by Owner to Agent, there are no oral agreements that affect the Premises; that there are no recorded easements, restrictions, reservations, or rights-of-way which adversely affect the use of the Premises for the purposes intended under this Agreement; that to the best of Owner's knowledge, the Premises/property is entitled for the intended use; that all leasing and other permits for the operation of the Premises have been secured and are current; that the buildings and their construction and their operations do not violate any applicable statutes, laws, ordinances, rules, regulations, orders or the like (including, but not limited to, those pertaining to hazardous or toxic substances); that the buildings do not contain any urea, formaldehyde, radon, or other toxic or hazardous substances; and that no unsafe conditions exist.

AGENT REPRESENTS AND WARRANTS: that Agent has full power and authority to enter into and perform under this Agreement.

SECTION 17: BUILDING COMPLIANCE

Notwithstanding anything to the contrary herein, Owner acknowledges that Agent has no responsibility for the compliance of the Premises or any building thereon or any equipment therein with the requirements of any building or zoning codes or with any statute, ordinance, law, or regulation of any governmental body or of any public authority or official thereof having jurisdiction, including, but not limited to, lead paint conditions, except insofar as such compliance or non-compliance is caused by Agent's gross negligence or willful misconduct. Agent shall notify Owner promptly or forward to Owner promptly any complaints, warnings, notices, or summonses received by Agent relating to such matters. To the extent there are sufficient funds, Agent shall take necessary action to cure any violations or hazards related to the above with the approval of Owner. Owner represents that, to the best of Owner's knowledge, as of the Commencement Date, the Premises and all Premises equipment will comply with all above requirements. To the extent not expressly prohibited by law, and in addition to the indemnity obligations set forth above, Owner shall indemnify and hold Agent harmless from any and all claims, losses, demands, liabilities, actions, causes of action and obligations, of whatever nature and description, and all costs of defending same (including reasonable attorney's fees) that are in any way caused by, related to, or predicated upon any violation or alleged violations of such building codes, laws, ordinances, statutes or regulations, relating to the physical condition of the Premises, including, but not limited to, lead paint conditions, excepting only losses caused by Agent's gross negligence or willful misconduct.

SECTION 18: FORCE MAJEURE

Any delays in the performance of any obligation of Agent under this Agreement shall be excused to the extent that such delays are caused by wars, pandemics, national emergencies, natural disasters, strikes, labor disputes, utility failures, governmental regulations, riots, adverse weather, and other similar causes not within the control of Agent. Any time periods required for

performance shall be extended accordingly.

SECTION 19: COMPLETE AGREEMENT

This Agreement, including any specified attachments, constitutes the entire Agreement between Owner and Agent with respect to the management and operation of the Premises and supersedes and replaces any and all previous management agreements entered into and/or negotiated between Owner and Agent relating to the Premises covered by this Agreement. Except as otherwise provided herein, any and all amendments, additions, or deletions to this Agreement shall be null and void unless approved by Owner and Agent in writing. Each party to this Agreement hereby acknowledges and agrees that the other party has made no warranties, representations, covenants, or agreements, express or implied, to such party, other than those expressly set forth herein and that each party in entering into and executing this Agreement has relied upon no warranties, representations, covenants, or agreements, express or implied, to such party, other than those expressly set forth herein.

SECTION 20: ENFORCEABILITY

The invalidity of any clause, part, or provision of this Agreement shall not affect the validity of the remaining portion thereof. Owner's and Agent's remedies under this Agreement are cumulative, and the exercise of one remedy shall not be deemed an election of remedies nor foreclose the exercise of that party's other remedies. No waiver by either party hereunder of any breach of this Agreement by the other party shall be deemed to be a waiver of any other or subsequent breach. Owner or Agent may apply to any court, state or federal, located in the County where the Project is located, for specific performance of this Agreement, for an injunction against any violation of this Agreement, or for such other relief as may be appropriate, since the injury arising from a default under any of the terms of this Agreement may be irreparable and the amount of damage may be difficult to ascertain.

SECTION 21: GOVERNING LAW

The law of the state of California shall govern the interpretation and enforcement of this Agreement.

SECTION 22: HEADINGS

The headings used in this Agreement are inserted only as a matter of convenience and for reference and in no way define, limit, or describe the scope or the intent of this Agreement.

SECTION 23: NOTICES

Any, notices, demands, consents, and reports necessary or provided for under this Agreement shall be in writing and shall be addressed as set forth in **Exhibit A**, attached hereto and incorporated herein, or at such other address as Owner and Agent individually may specify hereafter in writing.

Any notice or other communication required or permitted to be given by a party hereunder to the other party shall be delivered by hand or by any reputable courier or delivery service that provides for a receipted method of delivery. For the purpose of this Agreement, notices shall be deemed to have been "given" or "delivered" upon receipt by personal delivery thereof or as noted in the receipt if delivered (or refused delivery) by reputable courier or delivery service.

Any notice, approval, consent or similar agreement provided for herein shall be in writing, and such writing may be via e-mail only so long as the receiving party affirmatively acknowledges the receipt of the notice, the approval, the consent, or similar agreement via e-mail or otherwise.

SECTION 24: SUCCESSORS AND ASSIGNS

This Agreement shall inure to the benefit of and constitute a binding obligation upon Owner and Agent and their respective successors and assigns; provided, however, that Agent shall not assign this Agreement or any of its duties hereunder without the prior written consent of Owner, which may be withheld in its sole and absolute discretion. In the event Owner's current general partner or any successor general partner or Owner's successor's general partner is removed as general partner in accordance with Owner's partnership agreement, any successor general partner selected in accordance with such partnership agreement shall have authority to act hereunder on behalf of Owner, and until such successor is selected, Owner's limited partner shall have temporary authority to act hereunder on behalf of Owner.

[*Agreement is continued on the following page; remainder of this page is intentionally blank*.]

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SECTION 25: COUNTERPARTS/ELECTRONIC EXECUTION

This Agreement may be executed by the parties in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. Signature pages may be executed via "wet" signature, electronic mark, or other digital signature. Such executed signature pages may be delivered using Tagged Image Format Files, Portable Document Format, or other similar electronic or digital format, and transmitted via electronic mail, cloud-based server, e-signature technology, facsimile, or other similar electronic means. All such electronically or digitally executed copies of the signature pages of this Agreement delivered and transmitted in any manner allowed for under this Agreement shall be treated as originals, fully binding and with full legal force and effect, and the Parties waive any rights they may have to object to such treatment.

IN WITNESS WHEREOF, the parties hereto have affixed or caused to be affixed their respective signatures:

Agent:

NATIONAL COMMUNITY RENAISSANCE OF CALIFORNIA,
a California non-profit public benefit corporation

By: _____
Michael Finn, Chief Financial Officer

Date _____

Owner:

[Enter Owner Entity]
a California limited liability company

By: Partnership, its sole manager

BY: _____
{Owner Representative}

Date _____

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EXHIBIT A TO MANAGEMENT AGREEMENT

1. COMMENCEMENT DATE

The "***Commencement Date***" shall be [_____], 2026.

2. ON-SITE MANAGER UNITS

The following number of units will be set-aside for onsite manager(s): one (1).

3. FEES

For the Initial Term of this Agreement, Agent shall be paid a monthly management fee for standard management services in an amount equal to the sum of seventy dollars ($70.00) per residential apartment unit within the Premises.

For the Initial Term of this Agreement, Agent shall be paid an additional monthly fee for the following Asset Management and Booking services in an amount equal to the sum of ten dollars ($12.00) per residential apartment unit within the Premises: file reviews; annual rent/utility allowance assessment and implementation; standard reporting; and monitoring and auditing for adherence to federal, state, and local regulations and the Project Requirements. Social Services fees (TBD): Financial Literacy, Community Events, and other Site Services needed.

Per **Section 15** of the Agreement, the above fees are subject to annual increases.

4. NOTICES

TO OWNER: [Enter Owner name]
Owner Address
Owner Address continued
Attn: Owner Representative
E-mail: Owner Email

TO AGENT: National Community Renaissance of California
9692 Haven Avenue, Suite 100
Rancho Cucamonga, CA 91730
Attn: Chief Financial Officer
E-mail: mfinn@nationalcore.org

With a copy to:
Courtney Richard, Senior Vice President – Property Management
9692 Haven Avenue, Suite 100
Rancho Cucamonga, CA 91730
E-mail: crichard@nationalcore.org

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National Community Renaissance

Housing Authority of City of Alameda PM RFQ Fee Proposal

Housing Authority of City of Alameda
Property Management RFQ
Management Fee Proposal

Management Agent National Community Renaissance "National CORE" Date 05/11/2026

As part of the RFQ review process, we are asking the management agents to provide us with a Management Fee Proposal. Working with this proposal, the management agent and AHA will negotiate a fee for the management contract.

Just a reminder that AHA has posted 2025 property income and expense information (including GPR and Vacancy data) as well as rent data in the Bonfire procurement system. This information can be downloaded and may be helpful to management agents as you think through the Fee Proposal.

About the Fee Proposal

- Many of the fee conventions included in this proposal outline are drawn from HUD Management Agent's Handbook (HUD 4381.5, rev. 2) as it is widely recognized in the industry and provides a reasonable point of reference.
- The Fee Proposal format assumes a single portfolio-wide fee amount, although AHA is open to reasonable variations.
- The fee proposal will be broken into three parts

(A) **Base Management Fee** – AHA prefers and recommends a fee-based proposal based on percentage of cash collected, although management agents may propose a "per door" fee subject to guidelines in the proposal and possible funding partner requirements.

(B) A list of all **Additional Fees** proposed, including the type of fee and the proposed payment (for instance, Accounting Fee of $x per unit per month, mandatory training fees per associate, software fees, etc.), subject to guidelines in the proposal and possible funding partner requirements.

(C) While not management fees per se, we are requesting information regarding **some anticipated front-line costs** allowing for AHA analysis of potential fee yields.

Please return the Fee Proposal by **Tuesday May 12 at 5pm** via Bonfire and by email to Jack Geary at Jack.Geary@outlook.com with copy to Nancy Gerardin at NGerardin@alamedahsg.org

A) The Base Fee

OPTION ONE- Percentage of Collection Base Fee

AHA prefers a "percentage of collections" proposed management fee, as we believe this type of fee provides incentive opportunities to the management agent and the owner, and because under a percentage of collection proposal, the fee increases commensurate with the rent. If you propose a Property Management Fee as a **percentage of collections**, enter it below.

AHA Properties will pay the property management company a Base Management fee of:	3.5 % of Total Collections

What revenues are included as Collections when determining Management Fee?

Gross revenue collected in the prior month relates to the operations done by the management company.

- This includes tenant rent received, HAP received, PBV vacancy loss payments, laundry income, commercial rent, payment against unpaid rent and income collected from prior resident damages (both current and former residents).
- This does not include items that may be accrued or booked as income that are not actually collected. The calculation is based on true cash collections.
- It does not include revenue items that relate to work completed by the AHA. This includes asset management fees, or rebates or repayment from construction, grant contributions, ROPS and other non – HAP contributions from AHA or its subsidiaries to the property, etc.

If you have any concerns or questions about this, please describe them here:

No concerns or questions.

Performance-based Incentive Management Fee

AHA is willing to consider a performance-based incentive management fee on top of the base management fee. This must be tied to easily measured performance indicators e.g. economic vacancy, NOI, recertifications completed on time, timely payment of accountspayable etc.

If you wish to propose this, please describe it here:

Owner may award a annual $10,000 annual incentive fee if Manager maintains 98% average occupancy,

completes 98% of recertifications on time , achieves full lease-up, and processes accounts payable timely and without material deficiency.

OPTION TWO - Per Door Fee

Managers may alternatively propose a "per door" fee entered below.

AHA Properties will pay the property management company a Property Management Fee of:	$_____ Per Unit Monthly for units occupied at least one day during the month.

Contract Year 1	$ _____ per unit per month for all units occupied at least one day during the month.
Contract Year 2	$ _____ per unit per month for all units occupied at least one day during the month.
Contract Year 3	$ _____ per unit per month for all units occupied at least one day during the month.
Contract Year 4	$ _____ per unit per month for all units occupied at least one day during the month.
Contract Year 5	$ _____ per unit per month for all units occupied at least one day during the month.

If a "per door" fee is selected, AHA will need to understand what measures are in place to ensure performance and to maximize revenue from proper collection of rent, timely filling of vacancies and unit turns.

Please describe:

n/a

B) Additional/Add-On Fees Proposed

In addition to the Base Fee listed above, property management contracts often contain "Add On Fees" – Such as an Accounting/Bookkeeping fee. Please add a list the add on fees proposed and for which properties

__X__ We **are** proposing one or more Add-On Fees,

If so, please attach to this Fee Proposal and describe

- if the fees are mandatory or optional
- what these fees are for (brief description)
- are the fees by door, by associate, or by property

Continued B) Additional/Add-On Fees Proposed

Add-On Fees Proposed

We are proposing the following mandatory add-on fees, applicable to all managed properties:

- **Compliance Fee: $10 per unit per month**
  Covers regulatory compliance oversight, including recertification tracking, audit readiness, and monitoring of affordable housing program requirements.
- **Accounting Fee: $5 per unit per month**
  Covers property-level accounting services, including accounts payable processing, financial reporting support, and owner-required reconciliations.

All add-on fees are assessed by door (unit) and billed monthly.

- when they are charged (e.g. frequency),
- who does the work (e.g. compliance with construction management staff, subcontractor)

____ We **<u>are not</u>** proposing one or more Add-On Fees,

C) <u>Management Costs Paid by Property (Front-Line Costs)</u>

This component of the Fee Proposal requests that management agents indicate management costs that are charged directly to the property as front-line costs and not included in the fee. Please provide a good-faith estimate of direct management costs charged to the properties.

<u>Estimated Staffing Costs by Position</u>:

Title	**Salary Cost Range**	**Salary Cost Range if Housing is Provided**	**Tax, Fringe and Health Insurance as a % of Salary** ***(Include all taxes, worker's compensation, Health Insurance, 401K contribution, phone/mileage allowances, etc.)***
Manager	$26-$30	$21-$25	30%
Assistant Manager	$20-$23	$15-$18	30%
Maintenance	$25	$20	30%
Janitorial	$20	$20	30%
Other - Leasing	$18	$18	30%

<u>Site Staff Incentives:</u>
We are also asking about any bonus or incentive programs for staff you would be charging to the property budget.

Position	**Annual bonus**	**Other incentives if any**
Manager	3%	$50 per unit lease up incentive
Assistant Manager	3%	$50 per unit lease up incentive
Maintenance	3%	$50 per unit lease up incentive
Janitorial	3%	$50 per unit lease up incentive

Other		

Administrative Management Costs charged directly to the property (Front-Line cost)

Please complete this:

Accounting & Bookkeeping	INCLUDED ABOVE as part of: A) Proposed Portfolio-Wide Management Fee $5 per unit per month
Payroll processing cost	Per FTE or per site estimate if applicable: $10.20 per FTE per pay period
Software license fee	Per unit or per site estimate, if applicable: $85 per user per month
Staff training	Per FTE or per site estimate, if applicable: n/a
Email administration, Website and IT Admin Fees:	Per unit or per site estimate, if applicable: Included in Software License Fee
Web site or other IT administration fees	$500 fee for website/rentcafe. Others fees per need base
Other fees (if applicable)	$10 compliance fee stated on page 5.
Yardi Fees	$62.86 per unit per month (all inclusive)
Additional Services **Per Unit Fee (prior to PIS date):**	n/a
New Construction – per approved files completion	Note all new lease ups will be subject to an additional lease up agreement to be negotiated and signed no later than 12 months prior to lease up.

Note: All other fees or front-line management costs that are to be charged to the property by the owner must be disclosed in good-faith up front.

The Owner has set the following standards for maximum allowable fees and expense reimbursements:

Other Management Costs Charged to Property (Front-Line expenses) – Standards

Certain front-line costs can be charged to the property, when necessary, at reasonable levels. Management agent agrees to manage these charges, ensuring that they are necessary for staff to carry out their responsibilities, and to ensure that the charges are reasonable. Management agents agree to adhere to these guidelines and to provide documentation as part of the monthly financial package:

- Cell phone expenses: $40/month, prorated per FTE
- Mileage expenses: $30/month prorated per FTE (all sites are in a 5 mile radius)
- Resident event expenses: $100/month for properties containing fewer than 100 units and $300 month for properties larger than 100 units.
- Employee Uniform allowance (for employees requiring uniforms): $400/year per FTE.
- Miscellaneous expenses: max $1,000/year per property.

All proposers attest to having reviewed the RFQ in its entirety and to having received any and all addenda, if applicable. Any exceptions to the above maximum standard fees and expense reimbursements, and any other fees or reimbursements to the Agent, must be specified in this Exhibit to be treated as an allowable expense for the duration of this contract or must be documented and submitted for owner approval in the annual budget process.

SUBMITTED BY: Courtney Richard *Courtney Richard* Senior VP - Property Management

Print and sign name Title

- *For purposes of the contract Management Fees will be negotiated between AHA and management agent using this Fee Proposal as a starting point*
- *AHA encourages incentive based fees which allow the management agent to earn higher fee income for extraordinary property performance, such as higher occupancy or collection rates.*
- *Fees may be regulated by various funding partners and may require partner approval.*

National Community Renaissance Management Proposal Fees Submission 5.11.26

Final Audit Report 2026-05-12

Created:	2026-05-12
By:	Chris Paez (cpaez@havencorecommunities.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAbYRAh_NTei49oV5tjyRlYeKzRk_xeXgM

"National Community Renaissance Management Proposal Fees Submission 5.11.26" History

Document created by Chris Paez (cpaez@havencorecommunities.org)
2026-05-12 - 5:16:10 PM GMT

Document emailed to Courtney Richard (crichard@havencorecommunities.org) for signature
2026-05-12 - 5:16:16 PM GMT

Email viewed by Courtney Richard (crichard@havencorecommunities.org)
2026-05-12 - 5:17:05 PM GMT

Document e-signed by Courtney Richard (crichard@havencorecommunities.org)
Signature Date: 2026-05-12 - 5:44:05 PM GMT - Time Source: server - Signature Appearance Selected: IMAGE

Agreement completed.
2026-05-12 - 5:44:05 PM GMT

Housing Authority of the City of Alameda

PHONE: (510) 747-4300
FAX: (510) 522-7848
TTY/TRS: 711

701 Atlantic Avenue • Alameda, California 94501-2161

HOUSING AUTHORITY OF THE CITY OF ALAMEDA

Resolution No. _____

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF ALAMEDA TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A PROPERTY MANAGEMENT AGREEMENT BETWEEN THE HOUSING AUTHORITY OF THE CITY OF ALAMEDA, FOR INDEPENDENCE PLAZA, AND NATIONAL COMMUNITY RENAISSANCE OF CALIFORNIA (HAVENCORE) FOR PROPERTY MANAGEMENT SERVICES WITH A NOT TO EXCEED AMOUNT OF $335,000 FOR THE FIRST YEAR, AND TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE THE MANAGEMENT TRANSITION ADDENDUM BETWEEN THE HOUSING AUTHORITY OF THE CITY OF ALAMEDA, FOR INDEPENDENCE PLAZA, AND NATIONAL COMMUNITY RENAISSANCE OF CALIFORNIA (HAVENCORE) WITH A NOT TO EXCEED AMOUNT OF $39,060, SUBJECT TO REVIEW AND APPROVAL AS TO FORM BY GENERAL COUNSEL.

WHEREAS, the Housing Authority of the City of Alameda, a public body, corporate and politic, ("Housing Authority") is permitted to transact business and exercise any power inferred pursuant to the Housing Authorities Law (Health and Safety Code Section 34200 et seq.);

WHEREAS, the Housing Authority Board of Commissioners previously approved agreements and amendments for third-party property management services with Asset Living, previously known as FPI Property Management, Inc., with a current contract expiration date of December 31, 2026;

WHEREAS, the Housing Authority issued a Request for Qualifications (RFQ) on April 2, 2026, to provide third-party property management services and the highest scoring qualified bidder has been selected;

WHEREAS, to facilitate an effective transition between third-party property management providers with limited disruption to tenants and property operations, the Board of Commissioners desire to delegate to the Housing Authority's Executive Director the authority to negotiate and execute a property management agreement with a not to exceed amount of $335,000 and a management transition addendum with a not to exceed amount of $39,060.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners finds that all of the facts set forth in the Recitals are true and correct, and are incorporated herein by reference.

BE IT FURTHER RESOLVED that the Board of Commissioners of the Housing Authority of the City of Alameda authorizes the Executive Director to negotiate and execute a property management agreement between the Housing Authority of the City of Alameda, for Independence Plaza, and National Community Renaissance of California (HavenCORE) for property management services with a not to exceed amount of $335,000 for the first year, and the Board of Commissioners authorizes the Executive Director to negotiate and execute the management transition addendum between the Housing Authority of the City of Alameda, for Independence Plaza, and National Community Renaissance of California (HavenCORE) with a not to exceed amount of $39,060, subject to review and approval as to form by general counsel.

BE IT FURTHER RESOLVED that the Executive Director is hereby authorized to take any and all actions necessary or required to implement and administer this Resolution.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon its adoption.

Ayes: XX Commissioners:

Nayes: XX Commissioners:

Abstain: XX Commissioners:

Absent: XX Commissioners:

[**SIGNATURE PAGE FOLLOWS**]

Housing Authority
of the
City of Alameda

PHONE: (510) 747-4300
FAX: (510) 522-7848
TTY/TRS: 711

701 Atlantic Avenue • Alameda, California 94501-2161

ATTEST:

Vanessa M. Cooper
Secretary/Executive Director

Carly Grob, Chair
Board of Commissioners

Approved as to form:

Adrian Guerra,
General Counsel,
Aleshire & Wynder, LLP

Adopted: September 16, 2026

Housing Authority
of the
City of Alameda

PHONE: (510) 747-4300
FAX: (510) 522-7848
TTY/TRS: 711

701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Cesar Hidalgo, Management Fellow

Date: September 16, 2026

Re: Adopt a Resolution to Authorize the Executive Director to Negotiate and Execute a Property Management Agreement between the Housing Authority of the City of Alameda, for **Parrot Gardens**, and National Community Renaissance of California (HavenCORE) for Property Management Services with a not to exceed amount of $16,000 for the first year, and to Authorize the Executive Director to Negotiate and Execute the Management Transition Addendum between the Housing Authority of the City of Alameda, for **Parrot Gardens**, and National Community Renaissance of California (HavenCORE) with a not to exceed amount of $1,680, subject to review and approval as to form by General Counsel.

BACKGROUND

The property management agreement with Asset Living (formerly known as FPI Management, Inc.) to manage Parrot Gardens is set to expire on December 31, 2026. In anticipation of the contract expiration and to support the Agency's operational goals, the Housing Authority of City of Alameda (AHA) and its affiliated entities, including Alameda Affordable Housing Corporation (AAHC) and Island City Development (ICD), issued a Request for Qualifications (RFQ) for third party property management service providers on April 2, 2026. AHA requested qualifications from experienced and licensed firms to provide property management services for some or all properties in the AHA, AAHC, and ICD portfolios. The RFQ was issued through AHA's procurement portal (Euna), which notified 180 vendors of the opportunity. The following ten vendors submitted a proposal.

1. Abode Property Management
2. Aje Scott Advisor Group LLC
3. Asset Living
4. Bell Properties, Inc.
5. EBMC Real Estate and Property Management
6. Fairstead
7. Lindquist, von Husen & Joyce LLP

8. National Community Renaissance of California (HavenCORE)
9. Visionary Property Management Group
10. WSH Management

Firms Lindquist, von Husen & Joyce LLP and Aje Scott Advisor Group LLC provided qualifications for third party property management financial services only, which may be reviewed at a later time.

Following an initial review for responsiveness and qualifications, eight firms were invited to in-person interviews with AHA's evaluation committee on May 18, 2026, through May 20, 2026.

AHA has elected to negotiate with National Community Renaissance of California (HavenCORE) for property management services and is seeking authorization to execute a contract with HavenCORE, subject to review and approval by any applicable lenders, investors, or insurance providers, and as to form by AHA's General Counsel. The proposed contract terms shall include (i) a one-year term, with four one-year extension options, and a total term not to exceed five years if all options are exercised; (ii) an effective date of November 1, 2026, or later; and (iii) a not to exceed amount of $16,000 for the first year to include the Base Management Fee of 3.5%, compliance fee of $10 per unit per month, and accounting fee of $5 per unit per month.

DISCUSSION

Following the in-person interviews and proposal reviews, the evaluation committee recommended that AHA award the property management portfolio between the top two ranked proposers. To facilitate the transition planning, the two proposed firms executed Non-Disclosure Agreements (NDAs) with AHA. In June 2026, AHA staff informed the Board of Commissioners of the RFQ status and the proposed direction. Staff now propose to award the Parrot Gardens (owned by AHA) third party property management services to the top Proposer: National Community Renaissance of California (HavenCORE).

HavenCORE is a nonprofit developer and manager of affordable housing with a diverse portfolio of over 14,000 units. HavenCORE provided the evaluation committee with insight regarding HavenCORE's resident-centric approach and their dedication and commitment to exceeding the needs of residents by providing resources, timely responses, and community events. The committee was also impressed by the firm's legal compliance expertise. HavenCORE's team includes experts in landlord and tenant law and fair housing regulation. The team follows strict adherence to pertinent regulations, minimizing legal risks and protecting the rights of both tenants and property owners.

Upon approval, AHA staff will coordinate transition planning, including operational assessment and staffing coordination. HavenCORE worked diligently with staff to draft the Property Management Agreement (PMA) and the Management Transition Addendum.

Although the portfolio's current property management agreements with Asset Living remain in effect through December 31, 2026, the Housing Authority anticipates initiating a phased transition prior to the contracts' expiration dates. There may temporarily be overlap in operational and transitional related expenses during this period. Under their current contracts, Asset Living has a responsibility to transition the properties to the incoming property management company by the end of Asset Living's contracts' terminations. To initiate a staggered approach of property management transition, the Housing Authority proposes to enter into an agreement with HavenCORE to take over property management of Parrot Gardens on November 1, 2026, or later. Staff will be supporting best practices for the transition of property management and will ensure that tenant selection, admission, unit inspection, rent determination, utility allowance, maintenance, and lease enforcement is administered appropriately by HavenCORE. The transition of service and the execution of the Property Management Agreement (PMA) is subject to approval by the property's lender and investor (if applicable), as well as other funders and stakeholders.

FISCAL IMPACT

HavenCORE's Base Management fee includes 3.5% of total collections. Parrot Gardens has eight total units and approximate annual collections of $338,196 (mainly tenant rent and Housing Assistance Payments). The firm also proposes a mandatory add-on compliance fee of $10 per unit per month, which covers regulatory compliance oversight, and an accounting fee of $5 per unit per month to cover property-level accounting services. The approximate fee for the first year is expected to be $1,440 for compliance and accounting fees. The total annual first year cost is expected to be $16,000.

During the Transition Period, 60 to 90 days prior to the Property Management Commencement Date, HavenCORE will charge a fee of $70 per unit per month (approx. $1,680 for this property) for each community. Due to the anticipated phased transition process between the property management companies, it is expected that there will be overlapping costs associated with onboarding, coordination, data migration and training, in addition to accounting adjustments close out actions. Any transitional related expenses will be managed within approved budget appropriations.

CEQA

Not applicable.

RECOMMENDATION

Adopt a Resolution to Authorize the Executive Director to Negotiate and Execute a Property Management Agreement between the Housing Authority of the City of Alameda, for **Parrot Gardens**, and National Community Renaissance of California (HavenCORE) for Property Management Services with a not to exceed amount of $16,000 for the first year, and to Authorize the Executive Director to Negotiate and Execute the Management Transition Addendum between the Housing Authority of the

City of Alameda, for **Parrot Gardens**, and National Community Renaissance of California (HavenCORE) with a not to exceed amount of $1,680, subject to review and approval as to form by General Counsel.

ATTACHMENTS

1. Property Management Resolution – Parrot Gardens

Respectfully submitted,

Cesar Hidalgo

Cesar Hidalgo, Management Fellow

Housing Authority of the City of Alameda

PHONE: (510) 747-4300
FAX: (510) 522-7848
TTY/TRS: 711

701 Atlantic Avenue • Alameda, California 94501-2161

HOUSING AUTHORITY OF THE CITY OF ALAMEDA

Resolution No. _____

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF ALAMEDA TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A PROPERTY MANAGEMENT AGREEMENT BETWEEN THE HOUSING AUTHORITY OF THE CITY OF ALAMEDA, FOR PARROT GARDENS, AND NATIONAL COMMUNITY RENAISSANCE OF CALIFORNIA (HAVENCORE) FOR PROPERTY MANAGEMENT SERVICES WITH A NOT TO EXCEED AMOUNT OF $16,000 FOR THE FIRST YEAR, AND TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE THE MANAGEMENT TRANSITION ADDENDUM BETWEEN THE HOUSING AUTHORITY OF THE CITY OF ALAMEDA, FOR PARROT GARDENS, AND NATIONAL COMMUNITY RENAISSANCE OF CALIFORNIA (HAVENCORE) WITH A NOT TO EXCEED AMOUNT OF $1,680, SUBJECT TO REVIEW AND APPROVAL AS TO FORM BY GENERAL COUNSEL.

WHEREAS, the Housing Authority of the City of Alameda, a public body, corporate and politic, ("Housing Authority") is permitted to transact business and exercise any power inferred pursuant to the Housing Authorities Law (Health and Safety Code Section 34200 et seq.);

WHEREAS, the Housing Authority Board of Commissioners previously approved agreements and amendments for third-party property management services with Asset Living, previously known as FPI Property Management, Inc., with a current contract expiration date of December 31, 2026;

WHEREAS, the Housing Authority issued a Request for Qualifications (RFQ) on April 2, 2026, to provide third-party property management services and the highest scoring qualified bidder has been selected;

WHEREAS, to facilitate an effective transition between third-party property management providers with limited disruption to tenants and property operations, the Board of Commissioners desire to delegate to the Housing Authority's Executive Director the authority to negotiate and execute a property management agreement with a not to exceed amount of $16,000 and a management transition addendum with a not to exceed amount of $1,680.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners finds that all of the facts set forth in the Recitals are true and correct, and are incorporated herein by reference.

BE IT FURTHER RESOLVED that the Board of Commissioners of the Housing Authority of the City of Alameda authorizes the Executive Director to negotiate and execute a property management agreement between the Housing Authority of the City of Alameda, for Parrot Gardens, and National Community Renaissance of California (HavenCORE) for property management services with a not to exceed amount of $16,000 for the first year, and the Board of Commissioners authorizes the Executive Director to negotiate and execute the management transition addendum between the Housing Authority of the City of Alameda, for Parrot Gardens, and National Community Renaissance of California (HavenCORE) with a not to exceed amount of $1,680, subject to review and approval as to form by general counsel.

BE IT FURTHER RESOLVED that the Executive Director is hereby authorized to take any and all actions necessary or required to implement and administer this Resolution.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon its adoption.

Ayes: XX Commissioners:

Nayes: XX Commissioners:

Abstain: XX Commissioners:

Absent: XX Commissioners:

[**SIGNATURE PAGE FOLLOWS**]

Housing Authority
of the
City of Alameda

PHONE: (510) 747-4300
FAX: (510) 522-7848
TTY/TRS: 711

701 Atlantic Avenue • Alameda, California 94501-2161

ATTEST:

Vanessa M. Cooper
Secretary/Executive Director

Carly Grob, Chair
Board of Commissioners

Approved as to form:

Adrian Guerra,
General Counsel,
Aleshire & Wynder, LLP

Adopted: September 16, 2026

Housing Authority
of the
City of Alameda

PHONE: (510) 747-4300
FAX: (510) 522-7848
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701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Cesar Hidalgo, Management Fellow

Date: September 16, 2026

Re: Adopt a Resolution to Authorize the Executive Director to Negotiate and Execute a Property Management Agreement between the Housing Authority of the City of Alameda, for **AHA Scattered Sites**, and National Community Renaissance of California (HavenCORE) for Property Management Services with a not to exceed amount of $38,000 for the first year, and to Authorize the Executive Director to Negotiate and Execute the Management Transition Addendum between the Housing Authority of the City of Alameda, for **AHA Scattered Sites**, and National Community Renaissance of California (HavenCORE) with a not to exceed amount of $5,460, subject to review and approval as to form by General Counsel.

BACKGROUND

The property management agreement with Asset Living (formerly known as FPI Management, Inc.) to manage AHA Scattered Sites is set to expire on December 31, 2026. In anticipation of the contract expiration and to support the Agency's operational goals, the Housing Authority of City of Alameda (AHA) and its affiliated entities, including Alameda Affordable Housing Corporation (AAHC) and Island City Development (ICD), issued a Request for Qualifications (RFQ) for third party property management service providers on April 2, 2026. AHA requested qualifications from experienced and licensed firms to provide property management services for some or all properties in the AHA, AAHC, and ICD portfolios. The RFQ was issued through AHA's procurement portal (Euna), which notified 180 vendors of the opportunity. The following ten vendors submitted a proposal:

1. Abode Property Management
2. Aje Scott Advisor Group LLC
3. Asset Living
4. Bell Properties
5. EBMC Real Estate and Property Management
6. Fairstead

7. Lindquist, von Husen & Joyce LLP
8. National Community Renaissance of California (HavenCORE)
9. Visionary Property Management Group
10. WSH Management

Firms Lindquist, von Husen & Joyce LLP and Aje Scott Advisor Group LLC provided qualifications for third party property management financial services only, which may be reviewed at a later time.

Following an initial review for responsiveness and qualifications, eight firms were invited to in-person interviews with AHA's evaluation committee on May 18, 2026, through May 20, 2026.

AHA has elected to negotiate with National Community Renaissance of California (HavenCORE) for property management services and is seeking authorization to execute a contract with HavenCORE, subject to review and approval by any applicable lenders, investors, or insurance providers, and as to form by AHA's General Counsel. The proposed contract terms shall include (i) a one-year term, with four one-year extension options, and a total term not to exceed five years if all options are exercised; (ii) an effective date of November 1, 2026, or later; and (iii) a not to exceed amount of $38,000.00 for the first year to include the Base Management Fee of 3.5%, compliance fee of $10 per unit per month, and accounting fee of $5 per unit per month.

DISCUSSION

Following the in-person interviews and proposal reviews, the evaluation committee recommended that AHA award the property management portfolio between the top two ranked proposers. To facilitate the transition planning, the two proposed firms executed Non-Disclosure Agreements (NDAs) with AHA. In June 2026, AHA staff informed the Board of Commissioners of the RFQ status and the proposed direction. Staff now propose to award the AHA Scattered Sites (owned by AHA) third party property management services to the top Proposer: National Community Renaissance of California (HavenCORE).

HavenCORE is a nonprofit developer and manager of affordable housing with a diverse portfolio of over 14,000 units. HavenCORE provided the evaluation committee with insight regarding HavenCORE's resident-centric approach and their dedication and commitment to exceeding the needs of residents by providing resources, timely responses, and community events. The committee was also impressed by the firm's legal compliance expertise. HavenCORE's team includes experts in landlord and tenant law and fair housing regulation. The team follows strict adherence to pertinent regulations, minimizing legal risks and protecting the rights of both tenants and property owners.

Upon approval, AHA staff will coordinate transition planning, including operational assessment and staffing coordination. HavenCORE worked diligently with staff to draft the Property Management Agreement (PMA) and the Management Transition

Addendum.

Although the portfolio's current property management agreements with Asset Living remain in effect through December 31, 2026, the Housing Authority anticipates initiating a phased transition prior to the contracts' expiration dates. There may temporarily be overlap in operational and transitional related expenses during this period. Under their current contracts, Asset Living has a responsibility to transition the properties to the incoming property management company by the end of Asset Living's contracts' terminations. To initiate a staggered approach of property management transition, the Housing Authority proposes to enter into an agreement with HavenCORE to take over property management of AHA Scattered Sites on November 1, 2026, or later. Staff will be supporting best practices for the transition of property management and will ensure that tenant selection, admission, unit inspection, rent determination, utility allowance, maintenance, and lease enforcement is administered appropriately by HavenCORE. The transition of service and the execution of the Property Management Agreement (PMA) is subject to approval by the property's lender and investor (if applicable), as well as other funders and stakeholders.

FISCAL IMPACT

HavenCORE's Base Management fee includes 3.5% of total collections. AHA Scattered Sites has 27 total units and approximate annual collections of $762,136 (mainly tenant rent and Housing Assistance Payments). The firm also proposes a mandatory add-on compliance fee of $10 per unit per month, which covers regulatory compliance oversight, and an accounting fee of $5 per unit per month to cover property-level accounting services. The approximate fee for the first year is expected to be $4,680 for compliance and accounting fees. The total annual first year cost is expected to be $38,000.

During the Transition Period, 60 to 90 days prior to the Property Management Commencement Date, HavenCORE will charge a fee of $70 per unit per month (approx. $5,460 for this property) for each community. Due to the anticipated phased transition process between the property management companies, it is expected that there will be overlapping costs associated with onboarding, coordination, data migration and training, in addition to accounting adjustments close out actions. Any transitional related expenses will be managed within approved budget appropriations.

CEQA

Not applicable.

RECOMMENDATION

Adopt a Resolution to Authorize the Executive Director to Negotiate and Execute a Property Management Agreement between the Housing Authority of the City of Alameda, for **AHA Scattered Sites**, and National Community Renaissance of California (HavenCORE) for Property Management Services with a not to exceed amount of $38,000 for the first year, and to Authorize the Executive Director to Negotiate and

Execute the Management Transition Addendum between the Housing Authority of the City of Alameda, for **AHA Scattered Sites**, and National Community Renaissance of California (HavenCORE) with a not to exceed amount of $5,460, subject to review and approval as to form by General Counsel.

ATTACHMENTS

1. Property Management Resolution – AHA Scattered Sites

Respectfully submitted,

Cesar Hidalgo

Cesar Hidalgo, Management Fellow

Housing Authority of the City of Alameda

PHONE: (510) 747-4300
FAX: (510) 522-7848
TTY/TRS: 711

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HOUSING AUTHORITY OF THE CITY OF ALAMEDA

Resolution No. _____

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF ALAMEDA TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A PROPERTY MANAGEMENT AGREEMENT BETWEEN THE HOUSING AUTHORITY OF THE CITY OF ALAMEDA, FOR AHA SCATTERED SITES, AND NATIONAL COMMUNITY RENAISSANCE OF CALIFORNIA (HAVENCORE) FOR PROPERTY MANAGEMENT SERVICES WITH A NOT TO EXCEED AMOUNT OF $38,000 FOR THE FIRST YEAR, AND TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE THE MANAGEMENT TRANSITION ADDENDUM BETWEEN THE HOUSING AUTHORITY OF THE CITY OF ALAMEDA, FOR AHA SCATTERED SITES, AND NATIONAL COMMUNITY RENAISSANCE OF CALIFORNIA (HAVENCORE) WITH A NOT TO EXCEED AMOUNT OF $5,460, SUBJECT TO REVIEW AND APPROVAL AS TO FORM BY GENERAL COUNSEL.

WHEREAS, the Housing Authority of the City of Alameda, a public body, corporate and politic, ("Housing Authority") is permitted to transact business and exercise any power inferred pursuant to the Housing Authorities Law (Health and Safety Code Section 34200 et seq.);

WHEREAS, the Housing Authority Board of Commissioners previously approved agreements and amendments for third-party property management services with Asset Living, previously known as FPI Property Management, Inc., with a current contract expiration date of December 31, 2026;

WHEREAS, the Housing Authority issued a Request for Qualifications (RFQ) on April 2, 2026, to provide third-party property management services and the highest scoring qualified bidder has been selected;

WHEREAS, to facilitate an effective transition between third-party property management providers with limited disruption to tenants and property operations, the Board of Commissioners desire to delegate to the Housing Authority's Executive Director the authority to negotiate and execute a property management agreement with a not to exceed amount of $38,000 and a management transition addendum with a not to exceed amount of $5,460.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners finds that all of the facts set forth in the Recitals are true and correct, and are incorporated herein by reference.

BE IT FURTHER RESOLVED that the Board of Commissioners of the Housing Authority of the City of Alameda authorizes the Executive Director to negotiate and execute a property management agreement between the Housing Authority of the City of Alameda, for AHA Scattered Sites, and National Community Renaissance of California (HavenCORE) for property management services with a not to exceed amount of $38,000 for the first year, and the Board of Commissioners authorizes the Executive Director to negotiate and execute the management transition addendum between the Housing Authority of the City of Alameda, for AHA Scattered Sites, and National Community Renaissance of California (HavenCORE) with a not to exceed amount of $5,460, subject to review and approval as to form by general counsel.

BE IT FURTHER RESOLVED that the Executive Director is hereby authorized to take any and all actions necessary or required to implement and administer this Resolution.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon its adoption.

Ayes: XX Commissioners:

Nayes: XX Commissioners:

Abstain: XX Commissioners:

Absent: XX Commissioners:

[**SIGNATURE PAGE FOLLOWS**]

Housing Authority
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ATTEST:

Vanessa M. Cooper
Secretary/Executive Director

Carly Grob, Chair
Board of Commissioners

Approved as to form:

Adrian Guerra,
General Counsel,
Aleshire & Wynder, LLP

Adopted: Month Date, 2026

Housing Authority
of the
City of Alameda

PHONE: (510) 747-4300
FAX: (510) 522-7848
TTY/TRS: 711

701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Joshua Altieri, Community Programs and Communications Manager

Date: September 16, 2026

Re: Accept a presentation on the Fiscal Year 2025-26 Annual Report for the Housing Authority of the City of Alameda.

BACKGROUND

Each fiscal year, the Housing Authority of the City of Alameda (AHA) publishes an Annual Report which provides a snapshot of AHA activities and initiatives during that specific fiscal year. This memo includes the Annual Report for the 2025-2026 Fiscal Year.

DISCUSSION

The Annual Report for the 2025-2026 Fiscal Year covers the dates of July 1, 2025 through June 30, 2026. The Annual Report features AHA community development activities, highlights agency accomplishments, acknowledges community partnerships, displays a map of AHA properties, features AHA leadership, and shares key AHA program metrics. The Annual Report also features content centered around prominent AHA efforts during this reporting period, including the opening of North Housing, AHA's environmental initiatives, landlord recruitment efforts, and a North Housing resident impact story.

FISCAL IMPACT

N/A

CEQA

N/A

RECOMMENDATION

Accept a presentation on the Fiscal Year 2025-26 Annual Report for the Housing Authority of the City of Alameda.

ATTACHMENTS

1. FY 25-26 Annual Report

2. Annual Report Summary

Respectfully submitted,



Joshua Altieri, Community Programs and Communications Manager

FISCAL YEAR

2025-2026

JULY 1, 2025 - JUNE 30, 2026

ANNUAL REPORT





Housing Authority of the City of Alameda

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Page 11: Financial Data & Program Metrics



IN OCTOBER 2025, THE HOUSING AUTHORITY OF THE CITY OF ALAMEDA (AHA) RECEIVED THE NATIONAL AWARD OF MERIT FROM THE NATIONAL ASSOCIATION OF HOUSING AND REDEVELOPMENT OFFICIALS (NAHRO). THIS AWARD RECOGNIZES OUTSTANDING WORK IN AFFORDABLE HOUSING SPECIFICALLY RELATED TO AHA'S RESTORE REBUILD PROJECT AT INDEPENDENCE PLAZA. MAJOR THANK YOU TO ALL STAFF AND PARTNERS THAT CONTRIBUTED TO THIS AGENCY MILESTONE, AS AHA IS THE FIRST HOUSING AUTHORITY NATIONWIDE TO LEVERAGE HUD'S RESTORE-REBUILD INITIATIVE (FORMERLY KNOWN AS FAIRCLOTH-TO-RAD) FOR AN ACQUISITION ONLY CONVERSION.

Housing Authority
— of the —
City of Alameda

MESSAGE FROM AHA EXECUTIVE DIRECTOR & AHA BOARD CHAIR

Dear AHA Residents, Partners, and the greater Alameda Community,

The 2025-2026 fiscal year (July 1, 2025 – June 30, 2026) has been defined by a steadfast commitment to our mission of providing quality, affordable housing and supportive services to low-income residents here in this island city. As the cost of living in the Bay Area continues to present significant challenges, our role in maintaining the housing diversity of Alameda has never been more critical.

During this past fiscal year, AHA has focused on maximizing the impact of our existing programs while streamlining our operations to better serve our community. Our housing voucher programs remain the cornerstone of our efforts, supporting over 1,700 low-income households. This year, we achieved a high utilization rate, ensuring that federal subsidies are working directly for Alameda families, seniors, and individuals with disabilities. Beyond the administration of vouchers, AHA has dedicated significant resources to the stewardship of our own portfolio. Maintenance and capital improvement projects across our managed properties have ensured that our residents live in environments that are not only affordable but safe, modern, and energy efficient.

Addressing the housing crisis requires bold action and creative development. This fiscal year saw major milestones in our development pipeline, as we opened the first two buildings (Estuary I and Linnet Corner) at North Housing, which has been in AHA's development roadmap for over ten years. AHA invested in the creation of these new 109 affordable units that cater to a range of needs—from permanent supportive housing for formerly homeless individuals at Estuary I to high-quality apartments for senior households (ages 62+) at Linner Corner. By leveraging state grants, local partnerships, and innovative financing models, we are working to ensure that those who work in Alameda—our teachers, service workers, and first responders—can also afford to live here. We remain committed to the principle that housing is a fundamental human right and a prerequisite for health, education, and economic stability.

In 2025, the Housing Authority of the City of Alameda (AHA) celebrated its 85th Anniversary! AHA was officially formed on August 9, 1940, when AHA was created through a resolution passed by the Alameda City Council, to meet the demand for affordable housing after the Alameda Naval Air Station opened in November 1940. AHA's legacy of creating affordable housing opportunities for low-income households continues to this day. While we celebrate the accomplishments of the past, we are acutely aware of the work that remains. The demand for affordable housing in Alameda continues to outpace supply. As we move into the next fiscal year, our focus will be on evaluating our development opportunities, exploring new ways to preserve existing affordable housing stock, and to expand services that benefit AHA residents.

We want to extend my deepest gratitude to our Board of Commissioners for their visionary leadership, to our dedicated staff who work tirelessly on the front lines of housing affordability, and to the City of Alameda for its continued partnership. Most importantly, we want to thank our residents. Your resilience and your contributions to the fabric of this city inspire everything we do. Together, we are building a more inclusive Alameda—one household at a time.

Respectfully,

Vanessa Cooper, AHA Executive Director & Carly Grob, AHA Board Chair


Oakland
15
16
Main St
Singleton Ave
Marina Village Pkwy
14
W Midway Ave
Willie Stargell Ave
3
1
Ralph Appezzato Memorial Pkwy
4
Atlantic Ave
Main St
5
Wilma Chan Wy
6
7
8
Atlantic Ave
2
Webster St
Lincoln Ave
Lincoln Ave
Grand St
Central Ave
8th St
9
Central Ave
Central Ave
Encinal Ave
Grand St
Westline Dr
Shore Line Dr
Grand St

AHA-Owned Communities

1 Esperanza Apartments - 1903 3rd Street
120 Affordable Housing Units

2 China Clipper - 460 Buena Vista Ave
26 Affordable Housing Units

3 Independence Plaza - 703 Atlantic Ave
186 Affordable Housing Units

4 Eagle Village - 700 Block of Eagle Ave
36 Affordable Housing Units

5 Rosefield Village - 700 Block of Buena Vista Ave
92 Affordable Housing Units

6 Parrot Village - 1850 St. Charles Street
50 Affordable Housing Units

7 Parrot Gardens - 1845 Bay Street
8 Affordable Housing Units

8 Littlejohn Commons - 1301 Buena Vista Ave
31 Affordable Housing Units

9 Sherman House - Sherman Street near Central Avenue
9 Affordable Housing Units

10 Stanford House - Stanford Street and Clement Street
4 Affordable Housing Units

11 Lincoln Willow - 2100 Block of Lincoln Ave
5 Affordable Housing Units

12 Anne B. Diament Plaza - 920 Park Street
65 Affordable Housing Units

13 Everett Commons - 2437 Eagle Avenue
20 Affordable Housing Units

14 Shinsei Gardens - 401 Stargell Ave
39 Affordable Housing Units

15 Estuary I - 500 Mosley Avenue
45 Affordable Housing Units

16 Linnet Corner - 2000 Lakehurst Circle
64 Affordable Housing Units



NORTH HOUSING RESIDENT IMPACT

Hi my name is Richard.
In July 2025 my wife and I moved into our 1 bedroom unit at Estuary One. This was coming from a 5-year nightmare of trying to secure a place to live. Back in 2019 I was diagnosed with cancer. My wife already 100% disabled had her hands full. Then COVID hit. I lost my company, we lost our home, all of our belongings, our financial savings everything. We were reduced to living in our pickup truck after our savings ran out. We were living in our truck for 4 years. I had a poor credit score so no one would rent to us. It was chipping away at our humanity. Homelessness does that. It robs you of any and all dignity or self-worth. People look down on you and treat you like animals. Worse actually. You have no idea how it ruins perfectly good people. After time you start to lose hope and wonder if that's how you're going to die. My wife by the 3rd year had a stroke and was put into a care rehabilitation center for a time. Then a program called tiny homes reached out to us. They're a transitional housing org. That takes in homeless people who are in medical respite and provides them with a tiny home shelter and 2 hot meals a day for up to 3 months. In that time, they try to match you with permanent low-income housing. That's when we were connected with Estuary One. My wife until now hasn't smiled in 5 years. We were sitting in our new apartment the other day and I walked in to see her sitting in her wheelchair organizing the hall closet with the biggest smile on her face just as content as anyone could be. All I could do is stand there crying on my shirt sleeve like a child. I was so happy. I thought I'd never see that smile again.

COMMUNITY PARTNERSHIPS

AHA's supportive services and support extend beyond just housing. AHA partners with LifeSTEPS (www.lifestepsusa.org) to have social services staff onsite at AHA properties to work alongside residents to help them build stable, healthy, and connected lives by providing access to services and opportunities that promote housing stability, economic mobility, youth success, health and wellness, community engagement, financial capability, and connections to essential community resources.
Some examples of these essential service providers include local government and community organizations featured below:

AC TRANSIT

LifeSTEPS

ALAMEDA FOOD BANK
Feeding the Island since 1977

FAAS
Friends of the Alameda Animal Shelter

BOYS & GIRLS CLUB OF ALAMEDA

ALAMEDA MUNICIPAL POWER
A Department of the City of Alameda

apd

alameda family services

ZERO WASTE ALAMEDA

ALAMEDA FREE LIBRARY

CENTER FOR ELDERS' independence

DRawBriDge

BECOME AN AHA LANDLORD

Private market landlords that participate in AHA's Housing Choice Voucher (HCV) program perform a critically important role in providing low-income housing to Alamedans. AHA invites you to join the team of over 350+ City of Alameda landlords that currently participate in AHA's HCV landlord program, all of which enjoy these benefits:

- On-time monthly rent payments
- Free online vacancy listing on AHA website
- Free property inspections
- AHA staff is ready to assist
- Online portal to complete administrative tasks
- Full rent paid (AHA increases its portion on monthly rent due if a tenant experiences a reduction of income)

To become an AHA landlord today, please call (510) 747-4358 or send email to hainfo@alamedahsg.org.

To learn more about all the landlord benefits, please scan the QR Code below to watch an informational video:

AGENCY HIGHLIGHTS

On September 25th, 2025, the Housing Authority of the City of Alameda (AHA) hosted the Grand Opening for North Housing. AHA is appreciative of all the community members, partners, and local leaders that shared in the celebration of this agency milestone. These first two buildings (Linnet Corner and Estuary I) at North Housing feature 109 affordable rental homes and residents include veterans, seniors, and the previously unhoused. Special thanks to our speakers that participated in the presentation including Alameda County (District 3) Supervisor Lena Tam, Alameda City Manager (Jennifer Ott), AHA Executive Director (Vanessa Cooper), and AHA Board Chair (Carly Grob). Plus representatives from Enterprise Community Partners, Bank of America, LifeSTEPS, and Alameda Point Collaborative.



In alignment with the City's Climate Action and Resiliency Plan, AHA integrated green building standards into our recently developed North Housing community. We are also actively exploring how to reduce the environmental footprint of our properties, minimizing the use of electricity and water, all while promoting landfill diversion to our residents in partnership with the City of Alameda's Zero Waste program. AHA also partnered with City of Alameda to open the City's first building-powered public curbside electric vehicle charger at Everett Commons.



For the past 85 years, the Housing Authority has been committed to one critical mission of creating affordable housing opportunities for low-income individuals and families in the City of Alameda. As the Housing Authority marches towards the next 85 years, AHA would like to sincerely thank all present and past Commissioners, staff, community partners, residents, and all our housing program participants. Together we carry on the mission of giving everyone the chance to have a safe place to call home. To watch AHA's 85th Anniversary video, please scan this QR code.

COMMISSIONERS & LEADERSHIP

AHA Board of Commissioners

Thelma Decoy, Commissioner
Carly Grob, Board Chair
Eric Husby, Commissioner
Michaelea Joseph-Brown, Commissioner
Alex Kaufman, Commissioner
Vadim Sidelnikov, Vice Chair/Commissioner
Kenji Tamaoki, Commissioner

Housing Authority
— of the —
City of Alameda

AHA Leadership

Vanessa Cooper, Executive Director
Nancy Gerardin, Director of Property Operations
Sylvia Martinez, Director of Housing Development
Tonya Schuler-Cummins, Director of Data and Policy
Louie So, Chief Financial Officer
Alicia Southern, Director of Human Resources

FINANCIAL DATA & PROGRAM METRICS

The Housing Authority's annual operating budget for Fiscal Year 2025-2026 is $77,580,831 million. This budget revenue is inclusive of HUD funding, local grants, tenant rents and investment income, with a budgeted staff of 53 full-time employees. AHA has two affiliated nonprofits, Alameda Affordable Housing Corporation and Island City Development. AHA and its affiliates own a total of 944 affordable rental homes.

During Fiscal Year 2025-26 (July 1, 2025 through June 30, 2026) the program data collected by AHA staff reflected the following:

232

is the number of Reasonable Accomodations that were processed.

$49,773,617

in housing assistance was paid to provide safe and permanent housing.

2,810

Housing Quality Standards (HQS) inspections were completed.

1,787

Is the average number housing vouchers under lease per month.

$25,617

is the average income of the households that participate in AHA's housing programs.

137

is the number of language translation services provided to AHA housing program participants and applicants,

70%

of AHA housing program households are seniors and/or disabled.

84

inquiries were resolved by AHA's Ombudsman program.

13 YEARS & 11 MONTHS

is the average tenure of the households that participate in AHA's housing programs.

$2,136,795

was spent by AHA to perform repairs and renovations at various AHA-owned properties.

Housing Authority of the City of Alameda

(510) 747-4300
TTY 711
hainfo@alamedahsg.org
www.alamedahsg.org

To stay informed on future housing developments by AHA, please sign-up for AHA's email newsletter via www.ahagroup.click

AHA OMBUDSMAN PROGRAM

The Housing Authority of the City of Alameda Ombudsman Program is a solution-oriented community resource available to all AHA tenants, AHA housing program participants, AHA landlords, City of Alameda residents, City of Alameda property owners, City of Alameda businesses, and other community organizations.

The Ombudsman Program provides an array of services, including:

- Resolving complaints or disputes from AHA residents, participants, and landlords.
- Identifying AHA staff members to answer specific questions.
- Developing and expanding community partnerships.
- Serving as an unbiased AHA representative to help find a resolution.

Ombudsman Program contact info:

(510) 747-4358
ombudsman@alamedahsg.org

Annual Report Presentation

Housing Authority of the City of Alameda

FISCAL YEAR
2025-2026
JULY 1, 2025 - JUNE 30, 2026



ANNUAL REPORT

Housing Authority of the City of Alameda

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Property Map



Housing Authority of the City of Alameda

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Housing Authority of the City of Alameda

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NORTH HOUSING RESIDENT IMPACT

Hi my name is Richard.
In July 2025 my wife and I moved into our 1 bedroom unit at Estuary One. This was coming from a 5-year nightmare of trying to secure a place to live. Back in 2019 I was diagnosed with cancer. My wife already 100% disabled had her hands full. Then COVID hit. I lost my company, we lost our home, all of our belongings, our financial savings everything. We were reduced to living in our pickup truck after our savings ran out. We were living in our truck for 4 years. I had a poor credit score so no one would rent to us. It was chipping away at our humanity. Homelessness does that. It robs you of any and all dignity or self-worth. People look down on you and treat you like animals. Worse actually. You have no idea how it ruins perfectly good people. After time you start to lose hope and wonder if that's how you're going to die. My wife by the 3rd year had a stroke and was put into a care rehabilitation center for a time. Then a program called tiny homes reached out to us. They're a transitional housing org. That takes in homeless people who are in medical respite and provides them with a tiny home shelter and 2 hot meals a day for up to 3 months. In that time, they try to match you with permanent low-income housing. That's when we were connected with Estuary One. My wife until now hasn't smiled in 5 years. We were sitting in our new apartment the other day and I walked in to see her sitting in her wheelchair organizing the hall closet with the biggest smile on her face just as content as anyone could be. All I could do is stand there crying on my shirt sleeve like a child. I was so happy. I thought I'd never see that smile again.

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Community Partnerships

AC Transit
LifeSTEPS
Alameda Food Bank — Feeding the Island since 1977
FAAS — Friends of the Alameda Animal Shelter
Boys & Girls Club of Alameda
Alameda Municipal Power
APD
alameda family services
Zero Waste Alameda
Alameda Free Library
Center for Elders' Independence
DRawBriDge

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Become a Landlord

- On-time monthly rent payments
- Free online vacancy listing on AHA website
- Free property inspections
- AHA staff is ready to assist
- Online portal to complete administrative tasks
- Full rent always paid (AHA increases its portion on monthly rent due if a tenant experiences a reduction of income)

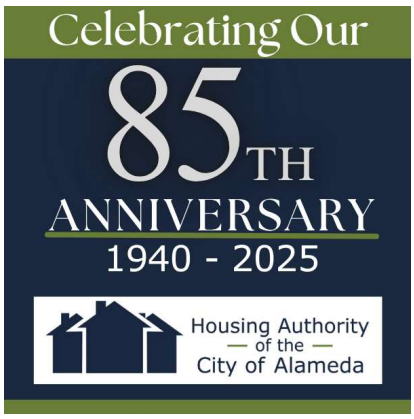
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Agency Highlights







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Program Metrics

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Contact AHA

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Housing Authority
of the
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PHONE: (510) 747-4300
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701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Alicia Southern, Director of Human Resources

Date: September 16, 2026

Re: Adopt a Resolution to revise the Employer's Contributions for Eligible Employees' Health to 1.61% to $3,087.84 per employee per month effective January 1, 2027 and with no increase in Dental/Vision Care.

BACKGROUND

On August 17, 2016, Board of Commissioners (the Board) approved a resolution to adopt a flat rate employer contribution to health insurance premiums for calendar year 2017 to align with the Kaiser health plan rate, which the Housing Authority has used as the benchmark plan. The flat rate was set at the Employee+2 or more premium level and included both the minimum Public Employees' Medical and Hospital Care Act (PEMHCA) contribution and an additional contribution to the agency Section 125 (Cafeteria) plan for active employees. The Board also approved a flat rate contribution set at the Employee+2 or more dental insurance premium that can be used towards dental and vision insurance. The Board has approved this approach to setting the employer contribution since that time.

In 2016 the Board also adopted a number of changes to the AHA benefits plan to ensure compliance with the Public Employees' Medical and Hospital Care Act (PEMHCA), as well as, with other new regulations under the Affordable Care Act and various IRS guidelines regulating the use of Cafeteria (Section 125) Plans. The primary change was to adopt a flat-rate approach to the employer contribution for active, regular employees, as opposed to a contribution based on the level of dependent enrollment.

DISCUSSION

When the budget for the current fiscal year was presented to and adopted by the Board, the amounts budgeted for health and dental benefits allowed for the flat rate Employee+2 or more level of coverage with an 11% increase beginning January 1, 2027, in the employer contribution (over 2026 Kaiser premium) for all regular employees for health insurance, and a 3% increase in the employer contribution (over the 2026 dental premium) for dental insurance.

The approved CalPERS health insurance premiums for 2027, and the Kaiser Employee +2 or more premium increased by 1.61%, which was lower than budgeted.

As background, the actual rate increase for prior years has been:

YEAR	BUDGETED	ACTUAL
2020	15%	5.87%
2021	10%	5.34%
2022	10%	6.61%
2023	10%	10.95%
2024	7%	8.9%
2025	20%	5.028%
2026	11%	1.61%

The approved budgeted amount is adequate to cover this increase and to provide up to the Employee+2 or more premium, which is $3,087.84 per employee per month, beginning in January 2027. Please note that not all employees elect coverage for the Employee+2 or more dependents, and some have opted for the in-lieu payment of $230/month.

Staff requests that the Board authorize this adjustment from 11% to 1.61%. This employer contribution level provides employees who wish to cover two or more dependents both HMO options and a PPO option that can be elected with no out-of-pocket cost for premiums; if other plans are elected, some out-of-pocket costs for employees may be required depending on the number of dependents enrolled. It is noted that the average overall statewide CalPERS premium increase across all plans was 4.97% this year, compared to last year's increase of 8.21%, with no plans seeing a reduction in premiums.

Dental and Vision Insurance

The current 2025 rate for dental and vision is $255.76. The premiums for 2027 were budgeted at 3%. The Dental and Vision rate for 2027 did not increase, which is lower than budgeted for.

As background, the actual increase for prior years has been:

YEAR	BUDGETED	ACTUAL
2020	7%	3%
2021	7%	0
2022	7%	0

2023	7%	5%
2024	7%	0
2025	7%	3%
2026	3%	0

The accompanying Resolution outlines the 2027 PEMHCA minimum contribution AHA is required to contribute towards health costs for employees and annuitants, plus proposed employer Cafeteria Plan contributions and cash back alternative payments for 2027. No change in the cash back alternative health coverage payment of $230/month is proposed for the 2026 calendar year.

PEMHCA

The actual rate increase for prior years PEMHCA, which is the minimum rate an agency must contractually provide to employees and is received by retirees monthly has been:

YEAR	ACTUAL
2020	$139
2021	$143
2022	$149
2023	$151
2024	$157
2025	$158
2026	$162
2027	$167

FISCAL IMPACT

At the 1.61% increase for the employee health care contribution at 62 FTEs, the maximum fiscal impact would be $1,963,948. However, this assumes all staff take the

full employer and 2 dependents coverage, which they do not. The amount budgeted for was $2,497,520. This is within this amount.

For employee dental and/or vision at 62 FTEs, the fiscal impact would be $162,663. The amount budgeted for was $167,543. This is within this amount.

CEQA

Not applicable to this item.

RECOMMENDATION

Adopt a Resolution to revise the Employer's Contributions for Eligible Employees' Health to 1.61% to $3,087.84 per employee per month effective January 1, 2027 and with no increase in Dental/Vision Care.

ATTACHMENTS

1. BOC Health Contributions 9-16-2026 PPT
2. Reso-Amend Health Dental Vision 9-26

Respectfully submitted,



Alicia Southern, Director of Human Resources

Employer's Health Contributions

September 16, 2026
Alicia Southern, Director of Human Resources

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Background

- On August 17, 2016 the Board also approved a resolution to adopt:
  - a flat rate employer contribution to health insurance premiums for calendar year 2017 to align with the Kaiser health plan rate Employee+2 or more premium level. This included the Public Employees' Medical and Hospital Care Act (PEMHCA) minimum contribution.
  - a flat rate contribution set at the Employee+2 or more dental insurance premium that can be used towards dental and vision insurance.

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CalPERS Health

- The adopted budget included an 11% increase beginning January 1, 2027 for Health.
- The approved CalPERS health insurance premiums for 2027, and the Kaiser Employee+2 or more premium increased by 1.61%, which was lower than budgeted.
- Staff requests that the Board authorize this adjustment from 11% to 1.61%. Please note that not all employees elect the maximum coverage, and some have opted for the in-lieu payment of $230/month.
- It is noted that the average overall statewide increase across all plans was 4.97%, compared to last year's increase of 8.21%, with no plans seeing a reduction in premiums.

Dental/Vision

- The adopted budget included an 3% increase beginning January 1, 2027 for Health.
- The approved dental and vision rates did not increase, which was lower than budgeted.

PEMHCA

- The minimum rate an agency must contractually provide to employees and is received by retirees monthly was $162 in 2026 and will be $167 in 2027.

Recommendation

Adopt the Resolution to revise the Employer's Contributions for Eligible Employees' Health by up to 1.61% to $3,087.84 per employee per month and with no increase in Dental/Vision Care.

Questions

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Housing Authority of the City of Alameda

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HOUSING AUTHORITY OF THE CITY OF ALAMEDA

Resolution No. ___

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF ALAMEDA TO REVISE THE CURRENT EMPLOYERS' CONTRIBUTIONS FOR ELIBILE EMPLOYEES' HEALTH BY 1.61% TO $3,087.84 PER EMPLOYEE PER MONTH EFFECTIVE JANUARY 1, 2027, AND WITH NO INCREASE IN DENTAL/VISION

WHEREAS, the Housing Authority of the City of Alameda, a public body, corporate and politic, ("Housing Authority") is permitted to transact business and exercise any power inferred pursuant to the Housing Authorities Law (Health and Safety Code Section 34200 et seq.);

WHEREAS, the Housing Authority of the City of Alameda desires to establish a benefits package for all employees that will attract and retain competent staff; and

WHEREAS, it is the intent of the Housing Authority to continue to provide the PEMHCA minimum contribution to employees and retirees for health care, with additional contributions for active employees contributed to the Agency Cafeteria Plan; and

WHEREAS, the AHA provides an employer benefits contribution to its employees; and

WHEREAS, it is the intent of the AHA to reallocate the budget that was previously anticipated to apply herein from 11% to 1.61%, prior to the exact calculations contained in this resolution.

NOW, THEREFORE, BE IT RESOLVED, that effective January 1, 2027 the Housing Authority will contribute a monthly dollar amount towards employees' health care as follows for all enrolled employees. In addition to the PEMHCA statutory minimum contribution, the Housing Authority will contribute the following amounts to the Agency Cafeteria Plan:

a) For all general, management, and confidential employees receiving the following contributions, which are designated as health flex contributions, no portion of which may be taken in cash or directed to other non-health benefits up to $3,087.84.

b) Employees with proof of Alternative Group Health Coverage may opt out and receive cash back in the amount of $230 per month. Employees eligible for any cash-in-lieu benefit, must provide the following in order to receive the cash-in-lieu: (1) proof that the employee and all individuals for whom the employee intends to claim a personal exemption deduction ("tax family"), have or will have minimum essential coverage through another source (other than coverage in the individual market, whether or not obtained through

Covered California) for the plan year to which the opt out arrangement applies ("opt out period"); and (2) the employee must sign an attestation that the employee and their tax family have or will have such minimum essential coverage for the opt out period. An employee must provide the attestation every plan year at open enrollment or within 30 days after the start of the plan year. The opt-out payment cannot be made and AHA will not in fact make payment if the employer knows that the employee or tax family member doesn't have such alternative coverage, or if the conditions in this paragraph are not otherwise satisfied.

c) For retired annuitants, the 2027 PEMHCA minimum contribution is $167.00.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that effective January 1, 2027, the Housing Authority will contribute a maximum monthly dollar amount to the Agency Cafeteria Plan for all general, management, and confidential employees of up to $255.76.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Board will approve a flat monthly amount based on the Employee+2 or more dependents level of coverage with the maximum Employer contribution to the Cafeteria Plan, of $3,087.84 for health insurance to approve a flat amount of up to $255.76 regardless of dependent enrollment status for dental and/or vision insurance.

Ayes: XX Commissioners:

Nayes: XX Commissioners:

Abstain: XX Commissioners:

Absent: XX Commissioners:

[**SIGNATURE PAGE FOLLOWS**]

Housing Authority
of the
City of Alameda

PHONE: (510) 747-4300
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TTY/TRS: 711

701 Atlantic Avenue • Alameda, California 94501-2161

ATTEST:

Vanessa M. Cooper
Secretary/Executive Director

Carly Grob, Chair
Board of Commissioners

Approved as to form:

General Counsel Name,
General Counsel,
General Counsel Firm Name

Adopted: Month Date, 2026

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of the
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PHONE: (510) 747-4300
FAX: (510) 522-7848
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701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Vanessa Cooper, Executive Director

Date: September 16, 2026

Re: Elect a Chair and Vice Chair of the Board of Commissioners for 2026-27.

BACKGROUND

Section 4 of the Rules and Procedures of the Housing Authority states: “The Chair and Vice Chair shall be elected by the Board of Commissioners from its membership at the first meeting after July 1st of each year when the Commission is fully constituted.”

DISCUSSION

For the nomination process, the current Chairperson announces that nominations are open for Chairperson. To make a nomination, Board members need only state “I nominate” and identify the person to be nominated. Nominations do not require a motion and a second. Multiple board members may be nominated.

When there are no more nominations, the current Chairperson will declare nominations for the position of Chairperson closed and identify the nominees. The Chairperson will then open the public comment period, hear public comment (if any), and close the public comment period. Comments from the Board are then shared, if any, and a vote is taken. All voting shall be conducted in open session for transparency, i.e. no secret ballots are permitted under state law.

Following the vote and selection of a new Chairperson, the newly selected Chairperson takes over as Chairperson for the meeting. The process above is then repeated for the selection of Vice-Chair.

These positions will also carry over to the Alameda Affordable Housing Corporation.

FISCAL IMPACT

Not applicable.

CEQA

Not applicable.

RECOMMENDATION

Elect a Chair and Vice Chair of the Board of Commissioners for 2026-27.

ATTACHMENTS

None

Respectfully submitted,



Vanessa Cooper, Executive Director