



**AGREEMENT BETWEEN  
COUNTY OF SAN MATEO  
AND  
THE CROSSINGS PHASE I, L.P.  
TO**

**PROVIDE FUNDING TO ASSIST IN LAND ACQUISITION FOR  
THE DEVELOPMENT OF SENIOR HOUSING IN SAN BRUNO**

**For the period beginning upon execution and ending 40 years after  
execution of the promissory note**

Contact Person: Yu, Marina  
Telephone number: (650) 802-5039

**AGREEMENT BETWEEN THE COUNTY OF SAN MATEO AND  
THE CROSSINGS PHASE I, L.P. TO PROVIDE FUNDING TO ASSIST IN LAND  
ACQUISITION FOR THE DEVELOPMENT OF SENIOR HOUSING IN SAN BRUNO**

THIS AGREEMENT, entered into this \_\_\_\_\_ day of \_\_\_\_\_ ,  
20\_\_\_\_\_, by and between the COUNTY OF SAN MATEO, hereinafter called "County,"  
and The Crossings Phase I, L.P., hereinafter called "Contractor";

W I T N E S S E T H:

**WHEREAS**, on May 4, 2004, the Board of Supervisors approved set aside funds in the Housing Development Reserve for inclusion in the Community Development Block Grant (CDBG), ESG and HOME Action Plan for Fiscal Year 2004-05; and

**WHEREAS**, Citizens Housing Corporation ("CHC") applied for funding assistance through the Housing Development Reserve for land acquisition to develop 114 units of affordable senior housing in San Bruno ("Project"); and

**WHEREAS**, the total development consists of some 228 units, of which the funding provided under this Agreement applies to Phase I only (114 units); and

**WHEREAS**, CHC and the for-profit entity, KDF Communities, LLC ("KDF") are co-developers of Project; and

**WHEREAS**, both KDF and Stevenson Housing Corporation, an affiliate of CHC, have each respectively formed an affiliated limited liability company, to act as co-managing general partners of The Crossings Phase I.L.P. ("Contractor"); and

**WHEREAS**, on October 28, 2004, the County's Housing and Community Development Committee (HCDC), the advisory body to the Board on CDBG, HOME, and ESG funding recommendations, recommended \$1,700,000 of CDBG funds toward site acquisition for the Project; and

**WHEREAS**, both County and Contractor now wish to enter into an Agreement, to provide funding to assist in land acquisition for the development of senior housing in San Bruno for the period of 40 years beginning upon execution of the promissory note secured by the real property to be purchased with funds provided in this Agreement, for a total obligation of \$1,700,000.

NOW, THEREFORE, IT IS HEREBY AGREED BY THE PARTIES HERETO AS FOLLOWS:

**CONTRACT TERM**

**Start Date :** Upon execution

**CONTRACT AMOUNT**                    **\$1,700,000**

**End Date :** Forty (40) years after execution of Promissory Note

**COUNTY REPRESENTATIVE**

Steve Cervantes, Director, Office of Housing

262 Harbor Blvd., Bldg A  
Belmont, CA 94002

(650) 802-5050            Fax: (650) 802-5049

**CONTRACTOR REPRESENTATIVE**

James M. Buckley,  
CHC Crossings, LLC (affiliate of Citizens Housing Corporation)

26 O'Farrell Street, Suite 600  
San Francisco, CA 94108

(415) 421-8605            Fax: (415) 421-8615

**CONTRACTOR REPRESENTATIVE**

Mark Hyatt  
KDF Communities-San Bruno, LLC (affiliate of KDF Communities, LLC)

1301 Dove Street, Suite 720  
New port Beach, CA 92660

(949) 622-1888            Fax: (949) 421-8615  
X212

**1. Exhibits**

The following Exhibits and Attachments are attached hereto and incorporated by reference herein:

- Exhibit A: Program/Project Description
- Exhibit B: Method and Rate of Payment
- Exhibit C: Equal Benefits Compliance Declaration Form
- Exhibit D: Monitoring
- Exhibit E: Additional Program Requirements
- Exhibit I: Assurance of Compliance with Section 504

**2. Services to be performed by Contractor**

In consideration of the payments set forth herein and in Exhibit "B," Contractor shall perform services for County in accordance with the terms, conditions and specifications set forth herein and in Exhibit "A."

### **3. Payments**

In consideration of the services provided by Contractor in accordance with all terms, conditions and specifications set forth herein and in Exhibit "A," County shall make payment to Contractor based on the rates and in the manner specified in Exhibit "B." In no event shall the County's total fiscal obligation under this Agreement exceed one million seven hundred thousand dollars, [\$1,700,000].

### **4. Term and Termination**

Subject to compliance with all terms and conditions, the term of this Agreement shall be from execution and will extend for 40 years from date of execution of the Promissory Note ("Note") secured by the real property to be purchased with funds provided under this Agreement. The Note will be non-recourse to the Contractor and its partners. The Agreement will terminate upon the earlier of full repayment of the Note referenced or 40 years after execution of the Note, at which time the Note will be due and payable in full if not already paid.

### **5. Availability of Funds**

The County may terminate this Agreement or a portion of the services referenced in the Attachments and Exhibits based upon unavailability of Federal, State, or County funds, by providing written notice to Contractor as soon as is reasonably possible after the county learns of said unavailability of outside funding.

### **6. Relationship of Parties**

Contractor agrees and understands that the work/services performed under this Agreement are performed as an independent Contractor and not as an employee of the County and that Contractor acquires none of the rights, privileges, powers, or advantages of County employees.

### **7. Hold Harmless**

Contractor shall indemnify and save harmless County, its officers, agents, employees, and servants from all claims, suits, or actions of every name, kind, and description, brought for, or on account of: (A) injuries to or death of any person, including Contractor, or (B) damage to any property of any kind whatsoever and to whomsoever belonging, (C) any sanctions, penalties, or claims of damages resulting from Contractor's failure to comply with the requirements set forth in the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and all Federal regulations promulgated thereunder, as amended, or (D) any other loss or cost, including but not limited to that caused by the concurrent active or passive negligence of County, its officers, agents, employees, or servants, resulting from the performance of any work required of Contractor or payments made pursuant to this Agreement, provided that this shall not apply to injuries or damage for which County has been found in a court of competent jurisdiction to be solely liable by reason of its own negligence or willful misconduct.

The duty of Contractor to indemnify and save harmless as set forth herein, shall include the duty to defend as set forth in Section 2778 of the California Civil Code.

**8. Assignability and Subcontracting**

Contractor shall not assign this Agreement or any portion thereof to a third party or subcontract with a third party to provide services required by contractor under this Agreement without the prior written consent of County. Any such assignment or subcontract without the County’s prior written consent shall give County the right to automatically and immediately terminate this Agreement.

**9. Insurance**

The Contractor shall not commence work or be required to commence work under this Agreement unless and until all insurance required under this paragraph has been obtained and such insurance has been approved by Risk Management, and Contractor shall use diligence to obtain such issuance and to obtain such approval. The Contractor shall furnish the Department/Division with certificates of insurance evidencing the required coverage, and there shall be a specific contractual liability endorsement extending the Contractor's coverage to include the contractual liability assumed by the Contractor pursuant to this Agreement. These certificates shall specify or be endorsed to provide that thirty (30) days' notice must be given, in writing, to the Department/Division of any pending change in the limits of liability or of any cancellation or modification of the policy.

(1) **Worker's Compensation and Employer's Liability Insurance** The Contractor shall have in effect during the entire life of this Agreement Workers' Compensation and Employer's Liability Insurance providing full statutory coverage. In signing this Agreement, the Contractor certifies, as required by Section 1861 of the California Labor Code, that it is aware of the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions of the Code, and Contractor will comply with such provisions before commencing the performance of the work of this Agreement.

(2) **Liability Insurance** The Contractor shall take out and maintain during the life of this Agreement such Bodily Injury Liability and Property Damage Liability Insurance as shall protect him/her while performing work covered by this Agreement from any and all claims for damages for bodily injury, including accidental death, as well as any and all claims for property damage which may arise from contractors operations under this Agreement, whether such operations be by himself/herself or by any sub-contractor or by anyone directly or indirectly employed by either of them. Such insurance shall be combined single limit bodily injury and property damage for each occurrence and shall be not less than the amount specified below.

Such insurance shall include:

- (a) Comprehensive General Liability . . . . . \$1,000,000

County and its officers, agents, employees and servants shall be named as additional insured on any such policies of insurance, which shall also contain a provision that the insurance afforded thereby to the County, its officers, agents, employees and servants shall be primary insurance to the full limits of liability of the policy, and that if the County or its officers and employees have other insurance against the loss covered by such a policy, such other insurance shall be excess insurance only.

In the event of the breach of any provision of this section, or in the event any notice is received which indicates any required insurance coverage will be diminished or canceled, the County of San Mateo at its option, may, notwithstanding any other provision of this Agreement to the contrary, immediately declare a material breach of this Agreement and suspend all further work pursuant to this Agreement.

#### **10. Compliance with laws; payment of Permits/Licenses**

All services to be performed by Contractor pursuant to this Agreement shall be performed in accordance with all applicable Federal, State, County, and municipal laws, including, but not limited to, Health Insurance Portability and Accountability Act of 1996 (HIPAA) and all Federal regulations promulgated thereunder, as amended, and the Americans with Disabilities Act of 1990, as amended, and Section 504 of the Rehabilitation Act of 1973, as amended and attached hereto and incorporated by reference herein as Attachment "I," which prohibits discrimination on the basis of handicap in programs and activities receiving any Federal or County financial assistance. Such services shall also be performed in accordance with all applicable ordinances and regulations, including, but not limited to, appropriate licensure, certification regulations, provisions pertaining to confidentiality of records, and applicable quality assurance regulations.

In the event of a conflict between the terms of this agreement and State, Federal, County, or municipal law or regulations, the requirements of the applicable law will take precedence over the requirements set forth in this Agreement.

Contractor will timely and accurately complete, sign, and submit to the County copies of reports that Contractor submits to the California Tax Allocation Committee and any required documents noted in Exhibits A and D.

#### **11. Non-Discrimination**

- A. *Section 504 applies only to Contractors who are providing services to members of the public.* Contractor shall comply with § 504 of the Rehabilitation Act of 1973, which provides that no otherwise qualified handicapped individual shall, solely by reason of a disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination in the performance of this Agreement.
- B. *General non-discrimination.* Except that the Project is for the development of housing exclusively for seniors age 55 and over pursuant to the Unruh Act, no person shall, on the grounds of race, color, religion, ancestry, gender, age (over 40), national origin, medical condition (cancer), physical or mental disability, sexual orientation, pregnancy, childbirth or related medical condition, marital status, or political affiliation be denied any benefits or subject to discrimination under this Agreement.

- C. *Equal employment opportunity.* Contractor shall ensure equal employment opportunity based on objective standards of recruitment, classification, selection, promotion, compensation, performance evaluation, and management relations for all employees under this Agreement. Contractor's equal employment policies shall be made available to County of San Mateo upon request.
- D. *Violation of Non-discrimination provisions.* Violation of the non-discrimination provisions of this Agreement shall be considered a breach of this Agreement and subject the Contractor to penalties, to be determined by the County Manager, including but not limited to
  - i) termination of this Agreement;
  - ii) disqualification of the Contractor from bidding on or being awarded a County contract for a period of up to 3 years;
  - iii) liquidated damages of \$2,500 per violation;
  - iv) imposition of other appropriate contractual and civil remedies and sanctions, as determined by the County Manager.

To effectuate the provisions of this section, the County Manager shall have the authority to examine Contractor's employment records with respect to compliance with this paragraph and/or to set off all or any portion of the amount described in this paragraph against amounts due to Contractor under the Contract or any other Contract between Contractor and County.

Contractor shall report to the County Manager the filing by any person in any court of any complaint of discrimination or the filing by any person of any and all charges with the Equal Employment Opportunity Commission, the Fair Employment and Housing Commission or any other entity charged with the investigation of allegations within 30 days of such filing, provided that within such 30 days such entity has not notified Contractor that such charges are dismissed or otherwise unfounded. Such notification shall include the name of the complainant, a copy of such complaint, and a description of the circumstance. Contractor shall provide County with a copy of their response to the Complaint when filed.

- E. *Compliance with Equal Benefits Ordinance.* With respect to the provision of employee benefits, Contractor shall comply with the County Ordinance which prohibits contractors from discriminating in the provision of employee benefits between an employee with a domestic partner and an employee with a spouse.
- F. The Contractor shall comply fully with the non-discrimination requirements required by 41 CFR 60-741.5(a), which is incorporated herein as if fully set forth.

## **12. Retention of Records, Right to Monitor and Audit**

(a) CONTRACTOR shall maintain all required records required pursuant to this Agreement for three (3) years after payment in full of the Note , and shall be subject to the examination and/or audit of the County, a Federal grantor agency, and the State of California.

(b) Reporting and Record Keeping: CONTRACTOR shall comply with all program and fiscal reporting requirements set forth by appropriate Federal, State and local agencies, and as required by the COUNTY.

(c) CONTRACTOR agrees to provide to COUNTY, to any Federal or State department having monitoring or review authority, to COUNTY's authorized representatives, and/or their appropriate audit agencies upon reasonable notice, access to and the right to examine all records and documents necessary to determine compliance with relevant Federal, State, and local statutes, rules and regulations, and this Agreement, and to evaluate the quality, appropriateness and timeliness of services performed.

**13. Merger Clause**

This Agreement, including the Exhibits attached hereto and incorporated herein by reference, constitutes the sole Agreement of the parties hereto and correctly states the rights, duties, and obligations of each party as of this document's date. Any prior agreement, promises, negotiations, or representations between the parties not expressly stated in this document are not binding. All subsequent modifications shall be in writing and signed by the parties.

**14. Controlling Law**

The validity of this Agreement and of its terms or provisions, as well as the rights and duties of the parties hereunder, the interpretation, and performance of this Agreement shall be governed by the laws of the State of California.

**15. Notices**

Any notice, request, demand, or other communication required or permitted hereunder shall be deemed to be properly given when deposited in the United State mail, postage prepaid, or when deposited with a public telegraph company for transmittal, charges prepaid, addressed to:

<p><b>In the case of County, to:</b></p> <p><b>County of San Mateo Steve Cervantes, Director, Office of Housing County of San Mateo 262 Harbor Blvd. Bldg. A Belmont, CA 94002</b></p>	<p><b>In the case of Contractor, to:</b></p> <p><b>CHC Crossings LLC c/o Citizens Housing Corporation James M. Buckley, President 26 O'Farrell Street, Suite 600 San Francisco, CA 94108</b></p> <p><b>With a Copy to:</b></p> <p><b>KDF Communities-San Bruno, LLC c/o KDF Communities, LLC Mark Hyatt, Managing Member 1301 Dove Street, suite 720 Newport Beach, CA 92660</b></p>
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IN WITNESS WHEREOF, the parties hereto, by their duly authorized representatives, have affixed their hands to this Agreement to provide funding to assist in land acquisition for the development of Senior Housing in San Bruno.

**COUNTY OF SAN MATEO**

By: \_\_\_\_\_  
Richard Gordon, President, Board of Supervisors, San Mateo County

Date: \_\_\_\_\_

Attest:

\_\_\_\_\_  
Clerk of Said Board

Date: \_\_\_\_\_

**THE CROSSINGS PHASE I, L.P.**

**BY: CHC Crossings, LLC**

**Its Managing General Partner**

**BY: Stevenson Housing Corporation, its sole member**

By: \_\_\_\_\_  
Print Name & Title

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

**BY: KDF Communities-San Bruno, LLC  
Its Co-General Partner**

By: KDF Communities, LLC, a California  
limited liability company  
Its: Managing Member

\_\_\_\_\_  
Print Name & Title

\_\_\_\_\_  
Signature

**Date:** \_\_\_\_\_

Long Form Agreement/Non Business Associate v 6/24/04

## Exhibit A Program/Project Description

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In consideration of the payments set forth in Exhibit "B", Contractor shall provide the following:

### **A. Activities**

Funds of \$1,700,000 provided under this Agreement are provided through the Community Development Block Grant Program. These funds shall be applied toward acquisition of real property ("Property") located at National Avenue and Commodore Drive, San Bruno California, for the development of some 114 units of affordable senior housing ("Project"). The Project is Phase I of a two-phase undertaking. Purchase price of real property in connection with both phases is currently established at of \$4,090,000. The value of the site attributed to Phase I is \$2,045,000, or one-half of the price the larger site, on which ultimately will be developed 228 units. Funding provided under this Agreement is for the Phase I portion only.

Funds under this Agreement shall not be released until successful completion of the HUD-required environmental assessment process under the National Environmental Protection Act (NEPA), including the HUD issuance of an Approval for Release of Funds. Costs incurred by the County to conduct the NEPA assessment will be charged against funds provided in this Agreement.

Initial requirements under NEPA call for the following: Noise abatement measures noted in the memorandum, "Special Environmental Clearance and Waiver of EIS, the Crossings Senior Apts., San Bruno, California," dated January 13, 2005.

### **B. Performance Period**

With funds provided under this Agreement, Contractor shall perform the following:

1. Expenditure of all funds by June 30, 2005 toward purchase of the Property. If close of purchase date is extended, Contractor shall obtain written approval for the time extension from the Director, Department of Housing ("Director"), or his/her designee.
2. Parties to this Agreement acknowledge that as of contract execution, Contractor is in the process of securing the necessary entitlements to develop the Project, and as such, anticipates construction to start in Summer/early Fall of 2005, and completion of construction by late Fall/Winter 2006. Should Contractor not begin Project construction by June 2008, Contractor shall be in breach of this Agreement.
3. Quarterly performance reports shall be provided during the predevelopment and construction phases of the Project. These reports shall delineate progress of the Project, including any challenges that may have affected the Project schedule. Exhibit C describes the quarterly performance reporting in greater detail.

### **C. Compliance Period**

1. After Project completion, evidenced by a Certificate of Occupancy, Contractor shall provide the Office of Housing with a housing completion report on forms provided by the County. Thereafter on an annual basis, or more often if required by the County, Contractor shall provide the County with information necessary to monitor the Project relating to

program compliance matters. Annual information required shall include: evidence of continuing fire and liability insurance; annual certified financial audit; tenant incomes and rents; certificate of continuing use, and any other compliance information as may be required by the County.

2. Project financing is anticipated to include other publicly-enhanced assistance, including tax-exempt permanent financing and proceeds from low-income tax credits. As such, the Project rents and occupancy will be restricted by these funding sources to low income occupancy with affordable rents. Financing provided under this Agreement is not intended to make the rents and occupancy more restrictive than those required by the other publicly-enhanced sources. Compliance with these other requirements shall constitute compliance with County requirements.

#### **D. Security**

Prior to any disbursement of funds, Contractor shall execute and deliver a Promissory Note in an amount equal to One Million Seven Hundred Thousand Dollars (\$1,700,000) ("Note") and a Deed of Trust in favor of the County to secure the performance of all terms and conditions of the Note and this Agreement. The Note will be non-recourse to the Contractor and its partners. The Deed of Trust shall be recorded in the Office of the Recorder of the County of San Mateo. The Deed of Trust shall be subordinate to the liens of Contractor's construction and permanent financing. County agrees to execute subordination agreements reasonably requested by Contractor's construction and permanent lenders.

No interest shall accrue on the Note until Project Completion, evidenced by the issuance of the Certificate of Completion. Interest at the rate of three percent (3%) simple shall be charged annually, commencing on the first day of the first month following the issuance of the Certificate of Completion.

The term of the Note shall be for Forty (40) Years. The Note and Deed of Trust shall be executed prior to any disbursement of funds under this Agreement.

#### **E. Repayment**

Annual payments shall be made from Project's surplus cash from operations, and shall be equal to the lesser of: (a) 50% of the Project's annual Residual Receipts, as defined below, or (b) equal annual payments amortized to pay the loan in full in 40 years, and will be due 120 days after the Project's fiscal year. Annual payments shall commence at the end of the first year of operations. A copy of the annual independent financial audit shall also be delivered to the County not later than 120 days after the end of Project's fiscal year.

Payment will be first applied to outstanding interest and then to principal until the Note is paid in full. In the event this payment is less than accumulated interest owed plus current interest, any unpaid interest shall carry over to the following year. Interest shall not compound on this interest carry-over. The entire outstanding principal balance plus any unpaid accrued interest shall be due and payable upon Note Maturity.

Residual Receipts shall mean, with respect to the Project's fiscal year, the amount by which Gross Revenue exceeds Annual Operating Expenses, as defined below:

"Gross Revenue" is defined as all rental and incidental income from the Project, but excluding tenant security deposits, and any interest earned on said deposits.

“Annual Operating Expenses” means costs reasonably and actually incurred for operations and maintenance of the Project to the extent that they are consistent with an annual independent audit performed by a certified public accountant using generally acceptable accounting principles. A copy of the audit shall be delivered with payment as specified above. Costs associated with the Project operations and maintenance comprise the following: property and other taxes and assessments imposed on the Project; premiums for property damage and liability insurance; utility services not paid for directly by the tenants, including but not limited to water, sewer, trash collection, gas and electricity; extraordinary maintenance and repair including but not limited to pest control, landscaping and grounds maintenance, painting, and decorating, cleaning, common systems repairs, general repairs, janitorial supplies, and others; any license or certificates of occupancy fees required for operation of the Project; general administrative expenses including but not limited to advertising, marketing, security services and systems, professional fees for legal, audit, accounting and tax returns, and others; property management fees and reimbursements including on-site manager expenses, not to exceed fees and reimbursements which are standard in the industry and pursuant to a management contract approved by the County (with such approval not to be unreasonably withheld); annual cash deposited into a reserve for capital replacements of Project improvements in an amount required by Contractor’s senior lender, but in no event less than \$200 per unit; cash deposited into an operating reserve for the Project and such other reserves required by the Contractor’s partnership agreement; payment of deferred developer fees; annual partnership management fee; tenant services fees; any advances by partners required under the Partnership Agreement of Contractor and any fees to partners required under the Partnership Agreement of Contractor; and debt service payments of loans in senior position to County loan. Annual operating expenses shall not include the following: depreciation, amortization, depletion, or other non-cash expenses, or any amount expended from a reserve account.

Any changes in the formula for calculating Residual Receipts shall be agreed to in writing between the Director or his/her designee, and Contractor. In any case, the terms of repayment of the Note may be modified by the Director or his/her designee as deemed necessary to ensure the continuing affordability of the Project. Should there be a discrepancy in the language between the Note and this Agreement, the Note shall prevail.

#### **F. Prepayment**

Prepayments may be made at any time without penalty.

#### **G. Due on Sale, Refinance or Transfer of Title**

Contractor shall not sell or refinance the Project other than a refinance for a permanent loan to repay any interim loans taken out to undertake the construction of the Project, or assign its rights under this Agreement without obtaining the prior written consent of the Director or his/her designee. In the event of a sale or transfer of the Project or any interest therein by Contractor without such consent, the entire principal balance of the Note, including any accumulated interest, shall be immediately due and payable.

#### **H. Acceleration of Note**

In the event Contractor breaches any of the terms and conditions of this Agreement after notice and an opportunity to cure as provided in Exhibit E herein, the Contractor will be in default of the terms and conditions of this Agreement as well as the Note, and the County may demand immediate and full payment of the principal amount of the Note and any accrued interest, and/or may initiate foreclosure proceedings under the Deed of Trust.

## **I. Title Policy**

Contractor shall open an escrow with a mutually acceptable title company and County shall deposit funds provided in this Agreement into the escrow along with enabling escrow instructions. Contractor shall request in writing the amount necessary for County to deposit into escrow.

At the close of escrow, Contractor shall obtain a CLTA policy of title insurance in an amount not less than the face value of the Note, clear of any title defects which would prevent the operation of the proposed Project. Contractor shall be responsible for paying all recording fees, escrow fees, the premium for the title insurance policy, all fees and cost for any new financing, and shall pay any applicable transfer taxes. County shall submit into escrow instructions and documents for execution.

## **J. Fire and Extended Coverage**

Contractor at its costs shall maintain on the improvements associated with the Project a policy of standard fire and extended coverage during the life of the Note and Deed of Trust securing this Agreement, or any subsequently executed document which replaces the Note and Deed of Trust, with vandalism and malicious mischief endorsements, to the extent of at least the full replacement value of the improvements which are part of the premises. The insurance policy shall be issued in the names of Contractor and the County as their interests appear. The insurance policy shall contain a lender's loss payable endorsement, providing that any proceeds shall be payable to the County as its interests appear.

In the event that Contractor shall undertake to restore the damaged improvements or to reconstruct the destroyed improvements within a period of sixty (60) days of receipt of insurance proceeds, such insurance proceeds received by the County shall be released to Contractor as payments are required for said purposes, and upon completion of such restoration or reconstruction, any balance thereof remaining shall be paid to Contractor forthwith.

In the event that Contractor shall fail to undertake the restoration or reconstruction of such improvements within sixty (60) days after receipt of insurance proceeds following any such damage or destruction, there shall be paid and released to the County from such insurance proceeds a sum equal to the cost of clearing the premises in the event Contractor does not at its own expense clear the premises within said period. The balance shall be held to compensate the parties to this Agreement as if the premises were sold. Contractor shall also sell the vacant land on the open market and the proceeds of said land sale shall be distributed among the parties to this Agreement.

## **K. Notification to County of Lease-Up and Tenant Marketing**

Contractor shall provide the County with a copy of Contractor's marketing plan for the Project plus notices advertising availability of units. The County shall, in turn, advertise Project vacancies through its on-going housing informational communications to outside agencies.

## **L. Acknowledgment of County as Funder**

As a funder of the Project, the County of San Mateo shall be acknowledged by Contractor in applicable publicity and marketing materials. These materials include, but are not limited to project signage and written publicity materials, including press releases.

## **Exhibit B Method and Rate of Payment**

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In consideration of the services provided by Contractor in Exhibit "A", County shall pay Contractor based on the following fee schedule:

### **Disbursement of Funds**

Funding provided under this Agreement shall be used for real property acquisition described in Exhibit A and other incidental eligible costs in connection with the acquisition. No funds shall be disbursed until the completion of the environmental review process required under the Community Development Block Grant Program, the funding source for the acquisition.

None of the funds under this Agreement shall be used for salary, fringe benefits or other compensation of employees of Contractor and/or its affiliates.

Contractor shall open an escrow with a mutually acceptable title company and County shall deposit the necessary funds for property acquisition directly into escrow together with enabling escrow instructions. Contractor shall request in writing the amount necessary for County to deposit into escrow.

**Exhibit C**  
**COUNTY OF SAN MATEO**  
**Equal Benefits Compliance Declaration Form**

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**I Vendor Identification**

Name of Contractor            The Crossings Phase I, L.P.  
Contact Person                James M. Buckley, President, Citizens Housing Corporation, for CHC Crossings, LLC  
Address:                         26 O'Farrell Street, Suite 600  
   San Francisco, CA 94108  
Phone Number                 (415) 421-8605  
Fax Number                     (415) 421-8615

---

**II Employees**

Does the Contractor have any employees?    Yes    No

Does the Contractor provide benefits to spouses of employees?    Yes    No

\*If the answer to one or both of the above is no, please skip to Section IV.\*

---

**III Equal Benefits Compliance (Check one)**

- Yes, the Contractor complies by offering equal benefits, as defined by Chapter 2.93, to its employees with spouses and its employees with domestic partners.
  - Yes, the Contractor complies by offering a cash equivalent payment to eligible employees in lieu of equal benefits.
  - No, the Contractor does not comply.
  - The Contractor is under a collective bargaining agreement which began on \_\_\_\_\_ (date) , and expires on \_\_\_\_\_ (date) \_\_\_\_\_.
- 

**IV Declaration**

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct, and that I am authorized to bind this entity contractually.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



**Exhibit C  
COUNTY OF SAN MATEO  
Equal Benefits Compliance Declaration Form**

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**I Vendor Identification**

Name of Contractor            The Crossings Phase I, L.P.  
Contact Person                Mark Hyatt, Managing Member, KDF Communities, LLC , for  
KDF Communities-San Bruno, LLC  
Address:                         1301 Dove Street, Suite 720  
   New port Beach, CA 92660  
Phone Number                 (949) 622-1888 X212  
Fax Number                     (949) 421-8615

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Does the Contractor have any employees?    Yes    No

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  - No, the Contractor does not comply.
  - The Contractor is under a collective bargaining agreement which began on \_\_\_\_\_  
(date) , and expires on \_\_\_\_\_ (date) \_\_\_\_\_.
- 

**IV Declaration**

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct, and that I am authorized to bind this entity contractually.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## Exhibit D Monitoring

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Contractor shall submit a **Quarterly Report** within 30 days of the end of each quarter which shall detail the status of the project. The report should be in the form of a narrative description of all activities performed in relation to the project including all pre-development activities. The report should include a project time-line and indicate the status of the project in relationship to this time-line. Contractor must document any changes from the time-line submitted with the original application. This report requirement is in addition to any information submitted with requests for reimbursement; this requirement shall extend until completion of the project even if all of the funds provided under this Agreement have been expended.

Upon Project Completion, Contractor shall prepare the following forms: Project Completion; Tenant Profile; Rental Housing Close-out; and any other forms or reports that may be required by the County.

During the course of Project operations on annual basis during the term of this Agreement and the Note, Contractor shall provide certain compliance information and documentation, including evidence of continuing fire and liability insurance; tenant incomes and rents; certificate of continuing use; annual certified financial audit; and any other compliance information as may be required by the County.

**Exhibit E**  
**Additional Program Requirements**

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**1. BREACH OF AGREEMENT**

This Agreement is governed by applicable federal statutes and regulations, as referred to elsewhere herein. Any material deviation by Contractor for any reason from the requirements thereof, or from any other provision of this Agreement, shall constitute a breach of this Agreement and may be cause for termination at the election of County or upon the direction of HUD. County may terminate this Agreement for cause after giving Contractor notice of any breach or default and 30 days to cure said breach or default. In the event of termination by whatever means, all finished and unfinished work shall become the property of County, and the County shall have the right to direct Contractor's actions with respect to access to materials.

County reserves the right to waive any and all breaches of this Agreement, and any such waiver shall not be deemed a waiver of all previous or subsequent breaches. In the event County chooses to waive a particular breach of this Agreement, it may condition same on payment by Contractor of actual damages occasioned by such breach of Agreement and shall make every effort to resolve the same quickly and amicably.

**2. AGREEMENT TERMINATION**

As applicable, in the event Contractor is unable to fulfill its responsibilities under this Agreement for any reason whatsoever, including circumstances beyond its control, County may terminate this Agreement in whole or in part in the same manner as for breach hereof.

**3. CONFLICT OF INTEREST**

No members, officers, or employees or agents of County, no member of the County's Board of Supervisors, and no other public official who exercises any function or responsibility with respect to this program during his/her tenure, or for one year thereafter, shall have any interest, direct or indirect, in this Agreement or a related subcontract, or the proceeds thereof.

Except as set forth in Contractor's Partnership Agreement and related documents, no members, officers, or employees or agents of Contractor, no member of the Board of Directors of Contractor, and no other official who exercises any function or responsibility with respect to this program during his/her tenure, or for one year thereafter, shall have any interest, direct or indirect, in the Agreement or a related contract, or the proceeds thereof.

Contractor shall incorporate the above provisions into all contracts awarded in connection with this Agreement.

**4. LOBBYING PROHIBITED**

Federal funds shall not be used by Contractor for publicity or propaganda purposes designed to support or defeat legislation pending before federal, state or local government. Federal funds shall not be used by Contractor 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 the award of any Federal contract.

## **5. INFLUENCING PROHIBITED**

A. No Federal appropriated funds have been paid or will be paid, by or on behalf of Contractor to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;

B. If any funds other than Federal appropriated funds 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 this Federal contract, grant, loan, or cooperative agreement, Contractor will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions; and

C. The language of paragraphs 5A and 5B shall be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

## **6. COMPLIANCE WITH FEDERAL LAWS AND REGULATIONS**

Contractor, to the extent applicable to this Agreement, shall comply with the following Federal laws and regulations as set forth in 24 CFR §§570.600-612:

A. Public Law 88-352, Title VI of the Civil Rights Act of 1964, which provides that no person in the United States shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance, including community development funds, on the grounds of race, color, or national origin.

B. Public Law 90-284, Fair Housing Act (42 U.S.C. §§3601- 20), which provides that it is the policy of the United States to provide, within constitutional limitations, fair housing throughout the United States and prohibits any person from discriminating in the sale, rental, or financing of housing on the basis of race, color, religion, sex, national origin handicap or familial status. The Fair Housing Act, as amended in 1988, also establishes requirements for the design and construction of new rental or for sale multifamily housing to ensure a minimum level of accessibility for persons with disabilities. Multifamily dwelling units in buildings containing 4 or more units served by one or more elevators, or ground floor dwellings units with 4 or more units, constructed for first occupancy after March 13, 1991, must be designed and constructed in a manner that the public and common use portions of such dwellings are readily accessible to and usable by disabled persons. All premises within such dwellings must incorporate features of adaptive design regarding accessibility routes into and through the dwelling and design features within the units. (Regarding accessibility design issues, State accessibility requirements will prevail if they are stricter than federal requirements.)

C. Age Discrimination Act of 1975, which prohibits discrimination on the basis of age in the delivery of services, programs or benefits supported by Federal funds.

D. Rehabilitation Act of 1973, Section 504, which prohibits discrimination against otherwise qualified handicapped persons in the provision of programs, facilities and employment supported by Federal funds.

In the case of multifamily rental housing, projects of five or more units must be designed and constructed to be readily accessible to and usable by persons with disabilities. For new construction involving five or more units, and substantial rehabilitation projects of 15 or more units (with substantial rehabilitation defined as rehabilitation costs representing 75 percent or more of the replacement costs of the completed facility), the following requirements must be followed - a minimum of 5 percent of the dwelling units must be accessible to individuals with mobility impairments and an additional 2 percent accessible to individuals with sensory impairments. At the minimum, one unit shall be made accessible to mobility-impaired individuals and one unit accessible to sensory impaired individuals. When less than substantial rehabilitation is undertaken in multifamily rental housing projects of any size, these alterations must, to the maximum extent feasible, make the dwelling units accessible to and usable by individuals with disabilities, until a minimum of 5 percent of the dwelling units (but not less than one unit) are accessible to persons with mobility impairments; for this category of less than substantial rehabilitation, the additional 2 percent of the units for persons with sensory impairments does not apply. Also for this category of rehabilitation, if undertaking accessibility alterations imposes undue financial and administrative burdens on the operation of the multifamily housing project, the alterations are not required.

In the case of non-housing facilities involving new construction, the facilities shall be designed and constructed to be readily accessible to and usable by persons with disabilities. For facilities involving alterations, to the extent possible, the alterations should ensure that such facilities are readily accessible to and usable by individuals with disabilities. An element of an existing non-housing facility need not be made accessible, if doing so, would impose undue financial and administrative burdens on the operation of the recipient program or activity. (However, State law will prevail if State accessibility requirements are stricter than federal 504 requirements.) Recipients are still required to take other actions that would ensure that persons with disabilities receive the benefits and services of the program.

E. Davis-Bacon Act, which requires that all laborers and mechanics employed by contractors or subcontractors on construction work financed in whole or in part with Federal funds shall be paid prevailing wages of the locality as determined by the Secretary of Labor.

F. Flood Disaster Protection Act of 1973, which provides that no federal financial assistance for acquisition or construction purposes may be approved for an area having special flood hazards unless the community in which the area is located is participating in the National Flood Insurance Program.

G. Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, which provides for relocation assistance for any family, individual, business, non-profit organization or farm displaced as a result of acquisition of property with federal funds.

H. Executive Order 11246, amended by Executive Order 12086, Equal Employment and Contracting Opportunities, which provide that no person shall be discriminated against on the basis of race, color, religion, sex, or national origin in all phases of employment during the performance of federally assisted construction contracts.

I. Housing and Urban Development Act of 1968, Section 3, which requires that, in the planning and carrying out of any project assisted under the Act, that to the greatest extent feasible, opportunities for training and employment be given to low and moderate income persons residing within the unit of local government in which the project is located, and that contracts for work in connection with the project be awarded to eligible business concerns which are located in, or owned in substantial part by persons residing in the same unit of local government as the project.

J. Lead-Based Paint Poisoning Act, which prohibits the use of lead-based paint in residential structures constructed or rehabilitated with Federal assistance.

K. Housing & Community Developments Act of 1974, 24 CFR Part 5 which provides that assistance shall not be used directly or indirectly to employ, award contracts to, or otherwise engage the services of, or fund any Contractor or sub recipient during any period of debarment, suspension, or placement in ineligibility status under the provisions of 24 CFR part 24. This provision covers all Contractors and subrecipients, as well as subcontractors of Contractor or subrecipient, whose names are included in the "List of Parties Excluded from Federal Procurement and Nonprocurement Programs." Inclusion in the aforementioned List during the term of this agreement would constitute grounds for contract termination as described in Sections 1 and 2 herein this Exhibit. The aforementioned List can be found on the Web at <http://epls.arnet.gov>.

## 7. **UNIFORM ADMINISTRATIVE REQUIREMENTS**

A. Contractor, if a governmental entity or public agency, shall comply with the requirements and standards of OMB Circular No. A-87, "Principles for Determining Costs Applicable to Grants and Contracts with State, Local and Federally Recognized Indian Tribal Governments", OMB Circular A-133, "Audits of State, Local Governments and Non-Profit Organizations", and applicable sections of 24 CFR §85 "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments", as set forth in 24 CFR §570.502(a).

B. Contractor, if a non-profit organization, shall comply with the requirements and standards of OMB Circular No. A- 122, "Cost Principles for Non-Profit Organizations, OMB Circular A-133 Audits of State, Local Governments and Non-Profit Organizations", and applicable Attachments to OMB Circular No. A-110, as set forth in 24 CFR §570.502(b).

C. The CFDA # for the entitlement programs to which this applies are as follows:

- 1) Community Development Block Grant (CDBG): 14.2182)
- 2) Emergency Shelter Grant (ESG): 14.231
- 3) HOME Investment Partnership (HOME): 14.239
- 4) McKinney Supportive Housing: 14.235

**ATTACHMENT I**  
**Assurance of Compliance with Section §504**  
of the Rehabilitation Act of 1973, as Amended

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The undersigned (hereinafter called the "Contractor (s)") hereby agrees that it will comply with Section 504 of the Rehabilitation Act of 1973, as amended, all requirements imposed by the applicable DHHS regulation, and all guidelines and interpretations issued pursuant thereto.

The Contractor (s) gives/give this assurance in consideration of and for the purpose of obtaining contracts after the date of this assurance. The Contractor (s) recognizes/recognize and agrees/agree that contracts will be extended in reliance on the representations and agreements made in this assurance. This assurance is binding on the Contractor (s), its successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Contractor(s).

- The Contractor(s): (Check a or b)
- a. Employs fewer than 15 persons
  - b. Employs 15 or more persons and, pursuant to section 84.7 (a) of the regulation (45 C.F.R. 84.7 (a)), has designated the following person (s) to coordinate its efforts to comply with the DHHS regulations.

---

Name of 504 Person - Type or Print

The Crossings Phase I, L.P.  
By: CHC Crossings, LLC  
26 O'Farrell Street, Suite 600  
San Francisco, CA 94108

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Name of Contractor(s) – type or Print

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I certify that the above information is complete and correct to the best of my knowledge.

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Date

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Signature and Title of  
Authorized Official

\*Exception: DHHS regulations state that:

"If a recipient with fewer than 15 employees finds that, after consultation with a disabled person seeking its services, there is no method of complying with (the facility accessibility regulations)...other than making a significant alteration in its existing facilities, the recipient may, as an alternative, refer the handicapped person to other providers of those services that are accessible."

**ATTACHMENT I**  
**Assurance of Compliance with Section §504**  
of the Rehabilitation Act of 1973, as Amended

---

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The Contractor(s): (Check a or b)

- a. Employs fewer than 15 persons
- b. Employs 15 or more persons and, pursuant to section 84.7 (a) of the regulation (45 C.F.R. 84.7 (a)), has designated the following person (s) to coordinate its efforts to comply with the DHHS regulations.

---

Name of 504 Person - Type or Print  
The Crossings Phase I, L.P.  
By: KDF Communities-San Bruno, LLC

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Name of Contractor(s) – type or Print

---

I certify that the above information is complete and correct to the best of my knowledge.

---

Date

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Signature and Title of  
Authorized Official

\*Exception: DHHS regulations state that:

"If a recipient with fewer than 15 employees finds that, after consultation with a disabled person seeking its services, there is no method of complying with (the facility accessibility regulations)...other than making a significant alteration in its existing facilities, the recipient may, as an alternative, refer the handicapped person to other providers of those services that are accessible."