



**AGREEMENT BETWEEN**  
**COUNTY OF SAN MATEO**  
**DEPARTMENT OF HOUSING**  
**AND**  
**TRESTLE GLEN ASSOCIATES**  
**to assist with**  
**the Development of Trestle Glen**  
**for a Term**  
**of 55 Years**

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

**AGREEMENT BETWEEN THE COUNTY OF SAN MATEO AND  
TRESTLE GLEN ASSOCIATES TO ASSIST WITH**

**THE DEVELOPMENT OF TRESTLE GLEN**

THIS AGREEMENT, entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,  
by and between the COUNTY OF SAN MATEO, hereinafter called "County," and Trestle  
Glen Associates, a California limited partnership, hereinafter called "Contractor";

**W I T N E S S E T H:**

WHEREAS, pursuant to Government Code, Section 31000, County may contract  
with independent contractors for the furnishing of such services to or for County or any  
Department thereof; and

WHEREAS, BRIDGE Housing Corporation, an affiliate nonprofit of Contractor,  
applied for funding assistance for the development of the Colma Transit Village Apartments,  
comprising an anticipated 119 units of family housing at 370 F Street, on land in the  
unincorporated portion of the County near the Town of Colma ("Project"); and

WHEREAS, on May 3, 2005, the Board of Supervisors approved the CDBG/ HOME  
funding for FY 2005-06, which included HOME funding of \$1,376,492 for this purpose; and

WHEREAS, both County and Contractor wish to enter into an Agreement to assist  
the Project, for a term beginning upon execution through not more than 55 years after receipt  
of a certificate of occupancy for the Project, for a total obligation of \$1,378,492;

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

**1. Exhibits and Attachments**

The following exhibits and attachments are included hereto and incorporated by reference  
herein:

- Exhibit A – Program/Project Description
- Exhibit B – Payments and Rates
- Exhibit C – Equal Benefits Compliance Declaration Form
- Exhibit D – Monitoring
- Exhibit E – Additional Program Requirements
- Attachment I – 504 Compliance

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

In consideration of the payments set forth herein and in Exhibit "B," Contractor shall perform the services (herein referred to as the "services" or the "work") necessary to implement the Program and Project as described in Exhibit "A."

**3. Payments**

In consideration of the services provided by Contractor in accordance with all terms, conditions and specifications set forth herein, County shall make payment to Contractor based on the disbursement requirements specified in Exhibit "B." In no event shall the County's total fiscal obligation under this Agreement exceed One Million Three Hundred Seventy Eight Thousand Four Hundred Ninety Two Dollars (\$1,378,492).

**4. Term and Termination**

Subject to compliance with all terms and conditions, the term of this Agreement shall be from the date of execution of the Amendment through Fifty Five (55) years after the receipt of a certificate of occupancy for the Project.

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.

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 the 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.

**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 all Federal regulations promulgated thereunder, as amended, or (D)

any other loss or cost, including but not limited to that caused by the concurrent passive negligence of County, its officers, agents, employees, or servants, resulting from the performance of any services or work provided by 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 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 and the funding commitments hereunder. Notwithstanding anything in this Section 8, the County recognizes that Contractor intends to syndicate the Project using Low Income Housing Tax Credits and, provided all of the individuals and entities involved are fully identified and disclosed to the County prior to said assignment, County will not unreasonably withhold consent to an assignment of this Agreement and the Project to a limited partnership whose general partner is a nonprofit affiliate of Contractor or limited liability company whose sole member is a nonprofit affiliate of Contractor and the further assignment of the limited partnership interests in the limited partnership to an investor limited partner.

**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 insurance 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 that it 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 it 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 itself 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 in the aggregate and shall be not less than the amount specified below, which amount may change during the term of this agreement, at the discretion of the San Mateo County Risk Manager, in which case County shall notify Contractor, who shall modify the insurance coverage accordingly, within sixty days after County notification. The County will in not in any event require the Contractor to have insurance limits that are not commercially or financially feasible.

Such insurance shall include:

- (a) Comprehensive General Liability . . . . . \$1,000,000
- (b) Motor Vehicle Liability Insurance . . . . . \$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 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 all necessary documentation of compliance.

**11. Non-Discrimination**

- A. 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.* 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. Where applicable, 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.
- G. *Compliance with Contractor Employee Jury Service Ordinance.* Contractor shall comply with the County Ordinance with respect to provision of jury duty pay to employees and have and adhere to a written policy that provides that its employees shall receive from the Contractor, on an annual basis, no less than five days of regular pay for actual jury service in San Mateo County. The policy may provide that employees deposit any fees received for such jury service with the Contractor or that the Contractor deduct from the employees regular pay the fees received for jury service.

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

(a) Contractor shall maintain all required records for three (3) years after the County makes final payment and all other pending matters are closed, 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:

**In the case of County, to:**

Director, Department of Housing  
County of San Mateo  
262 Harbor Blvd. Bldg. A

**Belmont, CA 94002 In the case of Contractor, to:**

Lydia Tan, Executive Vice President  
Trestle Glen Associates, a California limited partnership  
345 Spear Street Suite 700  
San Francisco, CA 94105

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IN WITNESS WHEREOF, the parties hereto, by their duly authorized representatives, have affixed their hands.

**COUNTY OF SAN MATEO**

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

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

ATTEST:

By: \_\_\_\_\_  
Clerk of Said Board

**TRESTLE GLEN ASSOCIATES, a California limited partnership**

**By: BRIDGE NorCal, LLC, a California limited liability company, its general partner**

**By: MCB Family Housing, Inc., a California nonprofit public benefit corporation, its manager**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Its: \_\_\_\_\_

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

**Exhibit "A"**  
**Program/Project Description**

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Contractor's services and work shall consist of Contractor's serving as the developer of the Project described herein.

**A. Project Description & Eligible Costs**

Funding provided under this Agreement shall be used for eligible development costs incurred on behalf of the development of Trestle Glen ("Project"). Located at 370 F Street, on unincorporated County land near the Town of Colma ("Property"), the Project consists of approximately 119 affordable housing units. The number of affordable housing units shall not be reduced without the prior written consent of the County. Any such reduction without the consent of the County shall be a breach of this Agreement.

Overall total project costs for both phases are preliminarily estimated at \$46.9 million. Funds provided under this Agreement are from the U.S. Department of Housing and Urban Development (HUD). As such, use and disbursement must be done in accordance with federal requirements, described in Exhibit E and in the Conditions for Approval outlined in the Environmental Assessment for this Project, prepared July 20, 2005 and approved July 26, 2005 by the Director.

Any relocation of occupants must be undertaken according to procedures and requirements of the Uniform Relocation Act. Funds under this Agreement are being disbursed following successful completion of the HUD-required environmental review under the National Environmental Protection Act (NEPA), including the HUD issuance of an Approval for Release of Funds.

Eligible costs shall include Project development costs incurred by Contractor after the date of completion of the Environmental Review under the National Environmental Protection Act (NEPA) for the Project. Contractor shall provide a list of Project development costs for County Staff review and approval prior to incurring the costs.

**B. HOME Program Requirements**

**1. Deed Restriction**

In compliance with the requirements of the HOME Program, which is providing funding for this Project, a Deed Restriction containing the HOME Program Requirements as specified in this Agreement shall be recorded against the real property to which this Agreement pertains. The term of said Deed Restriction shall be for a term of not less than 30 years, beginning from the time the Project receives a Certificate of Occupancy or Notice of Completion, whichever occurs earlier. The Deed Restriction shall stand independent of this Agreement and its terms and conditions shall survive the expiration of this Agreement.

HOME-assisted units must meet both HOME affordability rent and occupancy requirements as enumerated below. Eleven (11) of the Project's units shall be HOME-assisted.

## 2. HOME Definitions

The following definitions and dollar amounts referred to in these definitions may be adjusted from time to time based action by the United States Department of Housing and Urban Development (HUD) or any successor agency, and any such adjustments shall be incorporated by reference into this Agreement.

a. High HOME Rent is rent that does not exceed the lesser of (1) the Section 8 Fair Market Rents (FMRs), as established by HUD under 24 CFR Part 888, for existing housing minus tenant-paid utilities, or (2) 30% of annual income for households at the HOME income limit for San Mateo County, adjusted for family size, less tenant-paid utilities, which amount is presently calculated by San Mateo County at 120% of the Low HOME Rent as defined below.

If tenant is paying any utilities, a "utility allowance" must be deducted from the above rent figures. This allowance is calculated by HUD under 24 CFR Part 880 - 886 and should be obtained annually by contacting the San Mateo County Housing Authority.

b. Low HOME Rent is rent that is 30% of annual income for households at the Very Low-Income limit for San Mateo County, adjusted for family size, minus tenant paid utilities.

If tenant is paying any utilities, a "utility allowance" must be deducted from the above rent figures. This allowance is calculated by HUD under 24 CFR Part 880 - 886 and should be obtained annually by contacting the San Mateo County Housing Authority.

c. Very Low-Income is the qualifying income with adjustments for family size, for very low-income households as established by HUD pursuant to Section 8 of the United States Housing Act of 1937, as amended. These income limits are adjusted from time to time.

d. HOME Income is income at 120% of the Very Low-Income adjusted for family size as calculated by HUD and adjusted from time to time.

## 3. Rent and Occupancy Restriction

At least 20% of the 11 HOME assisted units (at least 3 units) must be occupied by households whose income does not exceed the Very Low-Income limit as specified above, as such limit may be adjusted from time to time by HUD or any successor agency. The rent on said units, including tenant paid utilities, may not exceed the Low HOME Rent specified above, as such rent may be adjusted from time to time by HUD or any successor agency.

All remaining HOME assisted units (up to 8 units) must be occupied by households whose income does not exceed the HOME Income Limit as specified above, as such limit may be adjusted from time to time by HUD or any successor agency. The rent on said units, including

tenant paid utilities, may not exceed the High HOME Rent, as such rent may be adjusted from time to time by HUD or any successor agency.

The specific units affected by this Restriction shall be "floating" units, that is, there shall be no specified HOME-assisted units as long as there are a minimum number of units occupied in compliance with the HOME requirements specified above.

In the event that the income of a qualifying tenant increases so that the tenant no longer meets the income criteria, the Contractor will be allowed a variance to the income criteria of this Restriction until such time as said formerly qualifying tenant vacates the unit, or another unit of comparable size in the Project becomes available, at which time that unit must be rented to a qualifying tenant and the restriction shall transfer to the new unit.

C. Performance Period

The performance period is defined as the segment of time for Contractor to perform the services or work for which funding is provided under this Agreement. The performance period shall consist of the Project's predevelopment and the construction phases. The performance period shall end five years after execution of this Agreement. Should Contractor require additional time for performance, such request must be made in writing to County, or Contractor shall be in breach of this Agreement.

During the performance period, Contractor shall provide at the minimum quarterly performance reports. County shall notify Contractor if more frequent progress reports are warranted. These reports shall delineate progress of the Project, including any challenges that may have affected the Project schedule. Exhibit D describes the quarterly performance reporting in greater detail.

D. Compliance Period

The compliance period is defined as the time frame beginning after the completion of the performance period ("Project Completion") and ending when payment is made in full on the Promissory Note described herein, which payments are due and payable no later than 55 years after receipt of a certificate of occupancy for the Project. The date demarcating the beginning of the compliance period shall be the date of issuance of the Project's Certificate of Occupancy or the date of completion indicated in the Certificate of Occupancy, whichever is sooner, and which Contractor shall provide the Department of Housing, along 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.

Notwithstanding Section 12(a) of this Agreement pertaining to retention of records, Contractor shall maintain all required records for a period of three (3) years after the end of the Compliance Period and all other pending matters are closed.

E. Security

Prior to any disbursement of funds, Contractor shall execute and deliver a Promissory Note (“Note”) in an amount equal to One Million Three Hundred Seventy Six Thousand Four Hundred Ninety Two Dollars (\$1,376,492) 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. The Deed of Trust shall be recorded in the Office of the Recorder of the County of San Mateo. The Deed of Trust may be subordinate to any 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, (“Note Maturity”). 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. Payment in full on the Note, including any accrued interest, shall be due and payable no later than Fifty-Five (55) Years after receipt of a Certificate of Occupancy for the Project. The Note and Deed of Trust shall be executed prior to any disbursement of funds under this Agreement.

F. Repayment

Annual payments on the Note shall be made from a percentage of project’s residual receipts from Project operations, which begin when the Project receives a Certificate of Occupancy. 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.

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.

Annual payments on the Note shall begin no later than 120 days after the close of the first fiscal year of Project operations and shall be equal to the lesser of: (a) a percentage of Residual Receipts, determined by multiplying 60% times the amount resulting from the principal amount of the Loan divided by the total principal amount of all loan funds received by the Contractor from the County from any and all sources. Though not a County funding source, HEART (Housing Endowment and Regional Trust) funds shall be included in as one of the funding sources to be included in the denominator of the calculation; or (b) equal annual payments amortized to pay the loan in full by the Note Maturity. The first payment shall be due 120 days after the end of the Project's fiscal year. A copy of the annual independent financial audit shall also be delivered to the County not later than 120 days after the end of each of the Project's fiscal years. Should Contractor terminate the Project during the Performance Period after acquiring the Property County shall seek repayment of any and all funds advanced, through remedies pursuant to the Deeds of Trust.

"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 include 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; 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 other; 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 (which such approval shall not be unreasonably withheld); asset management fees; annual cash deposited into a reserve for capital replacements of Project improvements in an amount required by Contractor's senior lenders; cash deposited into an operating reserve for the Project and such other reserves as may be required by the Contractor's Partnership Agreement or the Contractor's senior lenders; payments of any deferred developer fees; annual partnership management fee of Thirty- Seven Thousand Dollars in the first year of Project Operations and increasing by three and one-half percent (3.5%) each year thereafter;; any advances by partners required under the Partnership Agreement of Contractor and any fees to partners required under the Partnership Agreement of the contractor; and debt service payments of loans in senior position to this 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.

G. Prepayment

Prepayments may be made at any time without penalty.

H. Due on Sale, Refinance or Transfer of Title

Contractor shall not assign its rights under this Agreement without obtaining the prior written consent of the Director or his/her designee or sell or refinance the Property or Project other than a refinance for a permanent loan to repay any interim loans taken out to undertake the construction of the Project. 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.

I. Acceleration of Note

In the event Contractor breaches any of the terms and conditions of this Agreement after thirty (30) days written notice, the Contractor will be in default of the terms and conditions of this Agreement as well as the Notes, and the County may demand immediate and full payment of the principal amount of this Note and any accrued interest, and/ or may initiate foreclosure proceedings under the Deed of Trust.

Default may result from:

- (a) Failure of Contractor to make any payment hereunder as when and due;
- (b) Failure of Contractor to perform or observe any terms or provisions of this Agreement
- (c) Use of funds under this Agreement for purposes not approved by the County;
- (d) Occurrence of any other event (whether termed default, event of default or otherwise) which under the terms of this Agreement shall entitle the County to exercise rights or remedies hereunder.

J. Title Policy

For property acquisition, Contractor shall open an escrow with a mutually acceptable title company and regardless of whether County deposits funds provided in this Agreement into the escrow, County, as a lender, shall provide enabling escrow which shall include instructions to record the Deed of Trust.

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.

K. Fire and Extended Coverage

Contractor at its costs shall maintain on 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 and shall be subject to the interest of senior lenders.

Subject to the requirements of senior lenders 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. Subject to the requirements of senior lenders, 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.

L. Notification to County of Lease-Up and Tenant Marketing

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

M. Mandatory Acknowledgment of County as Funder

All projects/programs receiving any type of funding assistance and or substantial technical assistance through the San Mateo County Department of Housing will be required to indicate such in any advertising, marketing, public presentations, press releases, written materials or project descriptions. Such acknowledgement should also identify the U.S. Department of Housing & Urban Development (HUD).

All Capital projects shall display signage as described below:

- Temporary Construction Signage must be appropriately displayed during the major portion of the construction phase. Such signage must be provided by the Contractor and must be pre-approved by the Department of Housing in design and content.
- Permanent Historical Signage must be attached to all completed projects and must be displayed in a visible, highly trafficked area of the project, i.e., front lobby, main entry or walkway, etc. Location of display must be approved by the Department of Housing. **Permanent historical signage in the form of an 8' x 10" bronze plaque shall be provide by the Department of Housing and may be reimbursed from loan proceeds as a project cost.** As an alternative, County may agree to other signage which acknowledges the Department of Housing and HUD, but such signage must be approved in advance.



**Exhibit B**  
**Method and Rate of Payment to Contractor**

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In consideration of the services and work provided by Contractor in Exhibit “A”, County shall provide funding through the Promissory Note based on the following procedures:

**Disbursement of Funds**

Funding provided under this Agreement shall be used to pay Contractor for eligible Project development costs. Contractor shall provide a list of costs for County Housing staff approval prior to incurring any costs. As noted in Exhibit “A”, 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 this Agreement.

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.

**Exhibit C**  
**Equal Benefits Compliance Declaration Form**

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**I Vendor Identification**

Name of Contractor                    Trestle Glen Associates, a California limited partnership  
Contact Person                        Lydia Tan, Executive Vice President  
Address:                                 345 Spear Street Suite 700  
    San Francisco, CA 94105  
Phone Number                         415 989-1111  
Fax Number                             415 494-4989

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**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.\*

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**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 “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 completion of the project Contractor shall provide a Tenant Profile and Project Completion Report.

Performance reporting forms will be provided to Contractor by the Department of Housing. Alternative forms may be used, but they must provide all information requested on the County forms.

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**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**

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 Project or its approval during his/her tenure, or for one year thereafter, shall have any interest, direct or indirect, in this funds distributed pursuant to this Agreement or a related subcontract, or the proceeds thereof.

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 the Contractor's performance under this Agreement during his/her tenure, or for one year thereafter, shall have any interest, direct or indirect, in the housing provided pursuant to the Project, 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).

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

- 1) Community Development Block Grant (CDBG): 14.218
- 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

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 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 regulation.

\_\_\_\_\_  
Name of 504 Person - Type or Print

\_\_\_\_\_  
Name of Contractor(s) - Type or Print

\_\_\_\_\_  
Street Address or P.O. Box

\_\_\_\_\_  
City, State, Zip Code

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title of Authorized Official

\_\_\_\_\_  
Date

\*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."