

Bay Area Housing Internship Program Portfolio



Juke Jose

Tenderloin Neighborhood Development Corporation

August 2020 – May 2021

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Introduction



I am Juke Jose, a graduate of Bachelor of Architecture at Academy of Art University. Born and raised in the Philippines, I had to rewrite my life after moving to the United States in 2013. Having little to no foundation, stability, or security, my family and I had to overcome the struggles of finding affordable housing in San Francisco. We were under-housed so we could survive the extreme housing crisis in the Bay Area. We were faced with the unaffordability and instability of living in the City, leading us to our displacement from our adoptive community of Excelsior. This experience helped me understand the importance of housing and a place to call home... leading to my interest and involvement in affordable housing.

I am grateful to be part of the Bay Area Housing Internship Program (BAHIP) 2020 – 2021. The program's mission to advance leaders of color in the affordable housing industry and movement, removing barriers for a robust pipeline of professional leaders to strengthen our industry. BAHIP is one of several NPH initiatives to advance racial equity and inclusion.

BAHIP is a one-year, paid internship program that trains low-income college students of color to jumpstart careers in affordable housing development and project management — by pairing each intern with an NPH member host agency, a leading nonprofit affordable housing developer.

Through hands-on experience, mentorship by leaders of color, and monthly cohort trainings, our impassioned interns come away with the hard skills of real estate development and the soft skills of navigating our industry as a person of color, making BAHIP unique among other programs. (nonprofithousing.org)

Host Agency:

Tenderloin Neighborhood Development Corporation

About TNDC

At TNDC, we believe that everyone deserves to thrive. Since 1981 we've supported tenants and community members in building transformative communities through Homes, Health, and Voice. Over the course of 40 years we've innovated supportive housing practices with onsite social workers and wellness programming that meet unique community and foster cultural inclusion and belonging. Today, over 5,800 people are housed across our 43 buildings and in a few years we will reach over 10,000 people.

Rooted in the Tenderloin with branches across seven San Francisco neighborhoods and growing, TNDC strives to work alongside communities and meet people where they're at. We believe that only together we can build a future with economic and racial equity.

Mission

TNDC develops community and provides affordable housing and services for people with low incomes in the Tenderloin and throughout San Francisco, to promote equitable access to opportunity and resources.

Vision

We envision a world where everyone has a stable and safe place to call home. A world where housing is treated as a human right. A world where economic status, race, and other social identities do not determine where or how people can live. Where everyone has a meaningful voice in the decisions affecting them. Where future generations are better off than the ones preceding them. (tndc.org)

Project: Sierra Madre Apartments (Recapitalization Rehab)



Project Overview

Project Name: Sierra Madre Apartments

Project Address: 421 Leavenworth St, San Francisco, CA 94102

Year Built: 1913

Year Acquired: 1981

Units: 47 units (42 studio, 4 one-bedroom, 1 one-bedroom for GM)

Occupants: Families at 50% AMI or below

Project Type: Existing Portfolio Rehabilitation

Phase: Procurement and Predevelopment Phase

Project Description

The Sierra Madre Apartments located at 421 Leavenworth Street, San Francisco, CA 94102 is an affordable housing complex owned and operated by the Tenderloin Neighborhood Development Corporation (TNDC) since its acquisition in 1981. The building consists of 47 residential units, of which 42 are studio units, 4 one-bedroom units, and 1 one-bedroom property manager's unit in a 6 story building; the ground floor is partially below grade on the northern portion of the building and at-grade at the southern portion. The Sierra Madre have undergone two rehabilitations in 1985 and 2002. There are 5 ADA compliant units in the building. The apartments are serving families at 50% AMI or below. TNDC is the proud owner, developer, property manager and social services provider.

Role and Involvement

- Acted as Assistant Project Manager from October 2020 to May 2021
- Assisted in RFQ and RFI in the procurement of project architect, historic architect, owner's representative, and major consultants
- Coordinated and participated in bi-weekly OA meetings and coordination meetings
- Procured project consultants for TNDC
- Coordinated with consultants to draft and finalize Professional Service Agreements
- Accepted and processed invoices from consultants
- Updated project proforma and cash flow projection
- Updated project schedule according to project financing and architect's recommendations
- Created project description
- Created and frequently updated project directory
- Coordinated and participated in site visits with relevant TNDC departments, architects, and consultants
- Organized Sierra Madre interdepartmental (IDT) meeting
- Followed through IDT approvals and requests
- Coordinated and planned virtual community meeting

Project Team

Senior Project Manager: Emily Van Loon

Project Manager: Honey Zaw

Assistant Project Manager: Juke Jose

Architect: Levy Design Partners Architecture

Historic Architect: Knapp Architects

Owner's Representative: Roy Buis Construction Services, Inc

Exhibits

- A. Site Visit Photos (See also, page 29)
- B. RFQ for Architectural Services
- C. Project Description
- D. Proforma and Cash Flow Projection
- E. Interdepartmental Meeting
- F. Community Meeting (See page 23)
- G. Sierra Madre Frequently Asked Questions for Residents (See page 27)

Exhibit A: Site Visit (See Also, Page 29)



Exhibit B: RFQ for Architectural Services



REQUEST FOR QUALIFICATIONS FOR ARCHITECTURAL SERVICES

Sierra Madre Apartments
San Francisco, California

ISSUE DATE: September 28, 2020

TITLE: Sierra Madre Apartments Architectural Services

ISSUING ENTITY & ADDRESS: Tenderloin Neighborhood Development Corporation

LOCATION OF WORK: 421 Leavenworth Street, San Francisco, CA 94102

PERIOD OF CONTRACT: November 2020 through Project Completion

SUBMIT PROPOSALS BY: October 26, 2020 at 3:00 PM PST

SUBMIT PROPOSALS TO: Tenderloin Neighborhood Development Corporation
Honey Zaw, hzaw@tndc.org
Emily Van Loon, evanloon@tndc.org

Please submit one PDF copy of proposals by 3:00PM PST on October 26, 2020. Only electronic submittals will be accepted. See Section VII for details on submittal requirements. Qualifications must reach the address below by the deadline stated. TNDc is not responsible for any expenses related to the preparation or presentation of responses to this RFQ.



Tenderloin Neighborhood Development Corporation 415.776.2151 |
tndc.org | 201 Eddy Street | San Francisco, CA 94102

REQUEST FOR PROPOSAL FOR ARCHITECTURAL SERVICES

**Sierra Madre Apartments
San Francisco, California**

I. PURPOSE

Tenderloin Neighborhood Development Corporation (TNDC) request statements qualifications from firms interested in architectural design services for comprehensive rehab of the Sierra Madre Apartments, an existing low-income housing project. Consultant engineering services are not part of this RFQ. All references of "Consultant" contained within this RFQ is intended to refer to "Architectural Consultant".

The selected firm(s) will be charged with achieving design that addresses programmatic requirements based on stakeholder needs with input from the community. They will contain costs while meeting sustainability goals for this publicly funded project. Successful cost containment is critical to the financial feasibility of this project. The development team and San Francisco Contract Monitoring Division (CMD) desire a high level of participation by Small Business Enterprises (SBEs).

II. PROJECT DESCRIPTION

Sierra Madre Apartments (the "Project") is low-income affordable housing, owned and operated by TNDC since 1983. The project is located at 421 Leavenworth Street, San Francisco, CA 94109. TNDC is the owner, developer, property manager and social services provider. The building was built in 1923, and it is a Type III construction. The building consists of 47 residential units, of which 42 are studio units and 5 are one-bedroom units. The property has undergone two renovations during TNDC's ownership: the first was completed in 1985; where the scope included: replacing carpet, replacing stoves in the units, interior painting, installing bath exhaust fans in some units, repairing the roof, and installing fire doors. The most recent rehabilitation, completed in 2002, upgraded electrical service in each unit to include unit subpanels and additional circuits, provided new intercoms, replaced galvanized waste pipes and did both interior and exterior painting. The property is ready for a comprehensive rehab, as many of the project's systems have reached or are approaching the end of their expected useful life.

III. PROJECT DEVELOPER

Since 1981, TNDC has been committed to making San Francisco a better place to live. TNDC's mission is to provide affordable housing and services for low-income citizens in the Tenderloin and throughout San Francisco, to promote equitable access to opportunity and resources. TNDC has developed 33 buildings with 2,644 units and currently own 32 properties. In addition to developing the building, TNDC is the long-term owner, property manager, and social services provider.

Part of Sierra Madre Apartments RFQ for Architectural Design Services

Exhibit C: Project Description



Sierra Madre Apartments

421 Leavenworth St, San Francisco, CA 94102

Project Description

The Sierra Madre Apartments located at 421 Leavenworth Street, San Francisco, CA 94102 is an affordable housing complex owned and operated by the Tenderloin Neighborhood Development Corporation (TNDC) since its acquisition in 1981. The building consists of 47 residential units, of which 42 are studio units, 4 one-bedroom units, and 1 one-bedroom property manager's unit in a 6 story building; the ground floor is partially below grade on the northern portion of the building and at-grade at the southern portion. The Sierra Madre have undergone two rehabilitations in 1985 and 2002. There are 5 ADA compliant units in the building. The apartments are serving families at 50% AMI or below. TNDC is the proud owner, developer, property manager and social services provider.

Site History

The Sierra Madre Apartments is located on Leavenworth Street, parcel block 0322 / lot 002 near the corner of Ellis Street in San Francisco. The building was constructed in 1913, the construction is building Type III-N, and an occupancy of R-1. The Sierra Madre was deemed a historic site by the Foundation of San Francisco Architectural Heritage with a rating of B (major importance) in 1978.

In 2009, the building has been placed at the National Register of Historic Places. TNDC partially rehabilitated Sierra Madre Apartments in 1985, four years after its acquisition in 1981. The original building structure is a steel frame and brick infill, built in 1913. The partial rehabilitation scope included: replacement of carpet, replacement of in-unit stoves, painting of the interior, installation of bath exhaust fans, repair of the roof, and installation of fire doors. No major work or major capital expenditures have been made on the Sierra Madre since 1985. The main roof deck surface was replaced in 1997. Lead in-place management and outreach was performed at the site in 1996-97.

In 2002, TNDC rehabilitated the Sierra Madre Apartments with Kava Massih Architects improving fire and life safety bringing the building up to code, added accessibility, and improved overall quality. The scope included rehabilitation of unit kitchens and bathrooms, installation of low-flow toilets, replacement of light fixtures with LED in-unit and common



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areas, electric service to each unit have been upgraded to include unit subpanels and additional circuits, new intercoms, exterior and interior painting, and galvanized waste pipe replacement as required.

In determining the scope of work for the Sierra Madre capital improvements project TNDC has identified items which will help maintain the integrity of the building, enhance the residents' satisfaction, address life and fire safety concerns, and mitigate impact on the reserves. TNDC would like to reduce the operating costs of the building and capital expenditures, yielding increased building self-sufficiency over the long run.

From 2015 to 2020, TNDC's capital improvements included installation of automatic cooktop fire suppression devices in 2015. In 2016, re-coating of roof, replacement of intercom, and improvement of fire escapes. In 2017, installation of trash chute fire sprinklers, improvement of surveillance system and steam boiler, exterior elevation painting, and repair of sidewalk. In 2019, replacement of toilet. In 2020, common area lights were upgraded to LED lights, and upgrades of fire alarm. The planned rehabilitation work is more described in the Capital Improvement Scope of Work. This work is prioritized according to importance. The last items on the list are work that TNDC has identified as necessary but are likely not achievable with a total development budget limited to approximately \$700,000. This work will be bid as alternates.

In conforming to the requirements of Section 504 of the Rehabilitation Act of 1973, TNDC would like to incorporate accessibility as part of the work in the capital improvement project. Admittedly the accessibility scope is limited, the work does not meet all accessibility needs of the property, but given the cost implications to the project and that the building's structure would need an extensive amount of reconstruction to make the building completely accessible, the project would be rendered infeasible.

On-Site Property Management

TNDC is the property manager of the apartment. There are one property manager and one assistant property manager during the day. There is a 1-BR unit located on the ground floor for the property manager that is currently vacant.

Tenant and Community Services

TNDC is the social services provider of the apartment. There is floating social worker at the Sierra Madre. The nearest social services office is located at the Cameo Apartments, 481 Eddy Street, San Francisco, CA 94109.

Amenities

The Sierra Madre Apartments include amenities for the residents and its staff which are on-site laundry room, a community room on the ground floor with sofas, cable television, and a dining area, and a staff kitchen. There are no commercial spaces in the building.

Financing Overview

The financing for the rehabilitation of the Sierra Madre Apartments is from Mayor's Office of Housing and Community Development (MOHCD). The First Community Development Block Grant (CDBG) Loan was \$2,031,182, repayable in 50 years from Residual Receipts at no interest. The Community Housing Rehabilitation Loan Program (CHRLP) loan agreement was \$508,541 dated October 18, 1983. This was consolidated in October 1999 together with all accrued interest, combined in a new loan of \$929,465 in CDBG funds. In 2000, the first CDBG loan was amended and increased the principal by an additional \$784,550 (Second CDBG Loan). The total CDBG loan is \$2,815,732 as of 2000. Additional CDBG funds were added with the amount of \$354,117 (New Funding Amount) to perform elevator improvements in the Second Amended and Fully Restated Agreement dated November 4, 2004.

There are 11 units under Section 8 (Project Based Vouchers (PBV)) with a current contract dated June 1, 2011 and an initial term of 10 years. There are 1 unit under Veterans Affairs Supportive Housing (VASH) and 1 unit under Continuum of Care Program (CoC).

Timeline, 2020 Rehabilitation

The Project is planned to close financing in October 2022. The project is projected to begin construction in October 2022 and complete in September 2023. Sierra Madre should be fully leased up by the end of November 2023. As of this writing in December January 2021, the project is in its concept stage.


Project Team

- TNDC, owner, property manager, and service provider
- TBD, general contractor
- LDP Architecture, architect
- Knapp Architects, historic architect
- Roy Buis Construction Services Inc, owner's representative

Exhibit D: Proforma and Cash Flow Projection

Sierra Madre Apartments						Form Entry 100% SD	SD Estimate	TCAC Prep			HTC + TCAC Submission	Lender/Investor RFP Prep 100% DD	DD Estimate	TCAC Award Lender/Investor RFP Issued	60% CD	HTC Approval Execute Invest LOI-Lender Consent Letter	
	Milestone	Closing			5/20/2021												
		Closing Budget	Previous Budget	Revisions	Revised Budget	Spent to Date	8	9	10	11	12	13	14	15	16	17	18
						Check	APR-21	CURRENT MAY-21	JUN-21	JUL-21	AUG-21	SEP-21	OCT-21	NOV-21	DEC-21	JAN-22	FEB-22
USES					0												
	Land	500,000	--		500,000	--											
	Improvements	9,000,000	--		9,000,000	--											
	Acquisition Closing Costs	--	--		--	--											
	Acquisition-Title/Fee/row	--	--		--	--											
	Legal Fees - Acquisition	10,000	--		10,000	--											
	Transfer Tax	190,000	--		190,000	--											
	Closing Costs-Other	--	--		--	--											
	Demolition	--	--		--	--											
	Environmental Remediation	--	--		--	--											
	Construction																
14,162,258	100%	10,340,000	--		10,340,000	--											
14,162,258	OK																
	Potential VE																
	Pave/On Services	50,000	45,833		50,000	--			4,166.67	4,166.67	4,166.67	4,166.67	4,166.67	4,166.67	4,166.67	4,166.67	4,166.67
	Office Improvements																
	Contractor General Conditions	1,275,000	--		1,275,000	--											
	Contractor Insurance	258,500	--		258,500	--											
	Payment & Performance Bond	155,100	--		155,100	--											
	GC Gross Receipts & Other Taxes	20,680	--		20,680	--											
	Contractor Overhead	--	--		--	--											
	Contractor Fee	517,000	--		517,000	--											
	GC Contingency	258,500	--		258,500	--											
	Escalation	1,287,478	--		1,287,478	--											
	Construction - Commercial																
	Commercial Shell	--	--		--	--											

Exhibit E: Interdepartmental Meeting



SIERRA MADRE APARTMENTS
Interdepartmental Design Team Meeting


Date, Time and Location
Friday, February 19, 2021, 1:30 pm
Zoom

Meeting Participants

Emily Van Loon, HD	Svetlana Karasyova, AM
Honey Zew, HD	Mark Puchalski, PM
Juke Jose, HD	Jeremy Morgan, PM
Yvette Robinson, TCS	Ruchi Shah, Sustainability
Deleane Rankin, TCS	Chris Cummings, HD
Sayra Syed, TCS	Jamece Cogmon, PM
Kamilan Galatin, TCS	Pamela Collier, LDP Architects
Michelle Green, PM	Franco Zaragosa, LDP Architects
Emmanuel Zuniga, PM	Michelle Loeb, LDP Architects
Todd Lefurge, AM	

AGENDA

- PURPOSE OF MEETING / OVERVIEW OF PROCESS**
 - Introductions
 - Overview of IDT process
 - Overview of TNDc's Recapitalization Plan
- PROJECT OVERVIEW**
 - See next page
- REVIEW SCOPE MATRIX**
- OPEN Q&A**



PROJECT OVERVIEW

The Sierra Madre Apartments (421 Leavenworth St) located in the Tenderloin, was acquired by TNDc in 1981 and has undergone two rehabilitations in 1985 and 2002. The apartments are serving families at 50% AMI or below.

- 47 units (42 studio, 4 one-bedroom, 1 one-bedroom for GM)
- 6 Stories
- Families at 50% AMI or below
- Mail room
- Laundry room
- Backyard
- Community room
 - Currently being used as office extension
- TNDc PM office on-site
 - 1 GM and 1 AM during the day

Important Reminders

- The ground floor is a half basement. The northern portion of the building is under grade while the southern portion is on grade.

Schedule Overview

Concept	February 2021 – May 2021
Schematic Design	June 2021 – December 2021

Exhibit F-G: Community Meeting and FAQ, See Page 23 through 28

Project: 78 Haight Street (New Construction)



Project Overview

Project Name: 78 Haight Street

Project Address: 78 Haight St, San Francisco, CA 94102

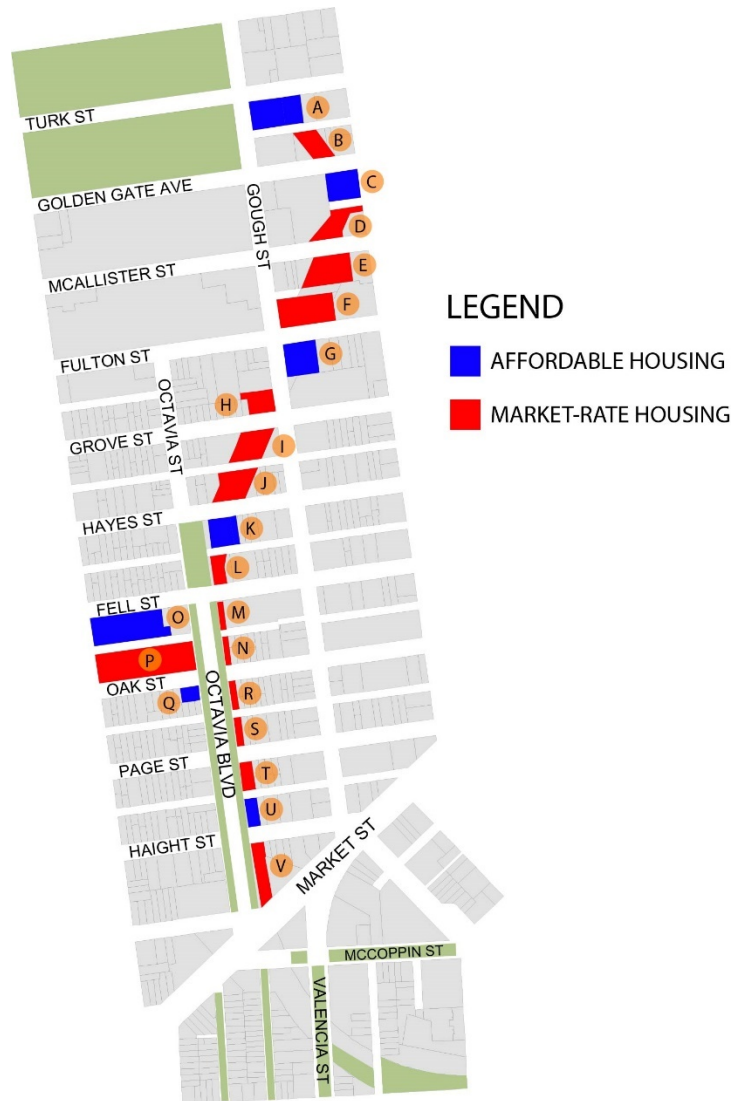
Year Built: In Process

Units: 63 units (52 studio, 11 one-bedroom)

Occupants: Transitional Aged Youths (TAY), Families, Adults

Project Type: New Construction

Phase: Predevelopment Phase



78 Haight is located at Parcel U

Project Description

The Tenderloin Neighborhood Development Corporation (TNDC) is proud to sponsor 78 Haight Street, a new-construction project of 63-units located in the Hayes Valley neighborhood of San Francisco. 32 of the homes at 78 Haight will be programmed for Transitional-Age Youth (“TAY”); 31 will be for adults earning up to 70% of TCAC of AMI (85% of MOHCD AMI).

78 Haight will include 32 units for Transitional Aged Youth (or “TAY”), and more for families and adults with low-incomes. The project includes a top-floor community room, outdoor space, laundry, safe bike storage, maintenance facilities room, property

management office and services office. TNDC will be the Tenant Services Provider. The TAY residents will live in the building at Parcel U and our long-time partner, Larkin Street Youth Services (“Larkin Street”), will provide them with support. To better serve the TAY population, this building will also include a “TAY suite” on the second floor: two onsite offices for Larkin Street and their own additional adjacent community room. The ground-floor retail will be an affordable childcare provider, available to the tenants and the community.

Roles and Involvement

- Assisted project during predevelopment phase from February 2021 to April 2021
- Submitted Extension of Option to Lease Agreement to MOHCD
- Created and submitted draw process during the predevelopment phase to MOHCD
- Accepted and processed invoices from consultants
- Updated cash-flow projection
- Updated project directory
- Followed through IDT approvals with property management

Project Team

Project Manager: Honey Zaw

Assistant Project Manager: Esther Kim

Architect: Paulett Taggart Architects

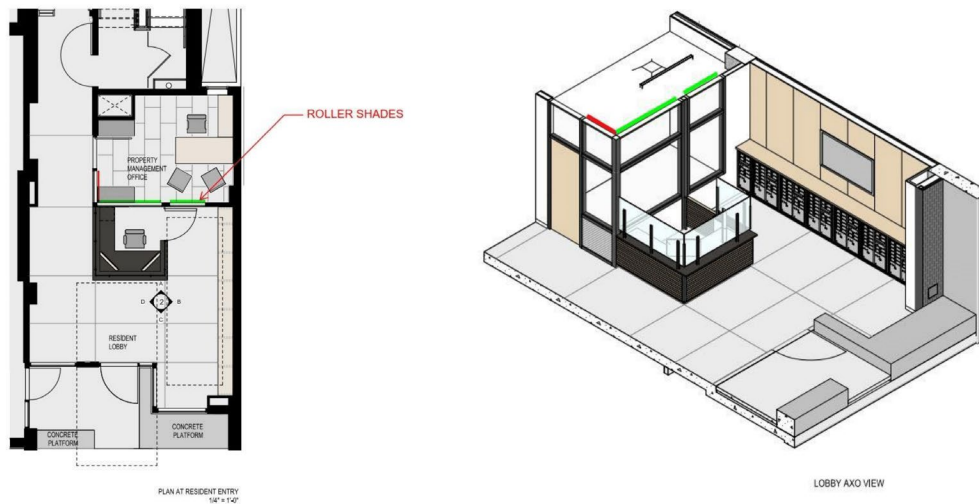
Contractor: Guzman Suffolk Joint Venture

Owner’s Representative: Regent Construction Management, LLC

Exhibits

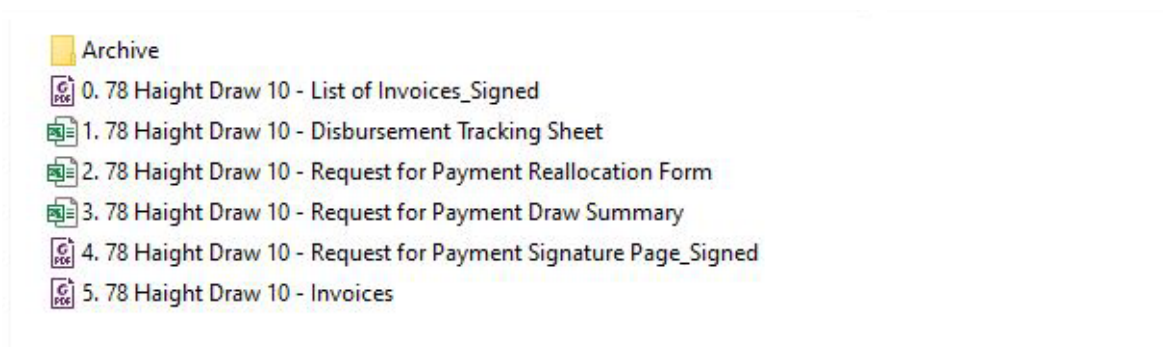
- A. IDT Approval with Property Management Regarding Design
- B. MOHCD Predevelopment Draw

Exhibit A: IDT Approval with Property Management Regarding Design



Design Approvals for General Manager's Office

Exhibit B: MOHCD Predevelopment Draw



Files Summary of Predevelopment Draw

Project: 270 Turk (Acquisition Rehabilitation)



Project Overview

Project Name: 270 Turk

Project Address: 270 Turk St, San Francisco, CA 94102

Year Built: 1927, 2020 (renovated)

Units: 86 units (68 studio, 18 one-bedroom)

Occupants: Families

Project Type: Acquisition Rehabilitation

Phase: Closing Phase

Project Description

The thriving community of 270 Turk existed long before TNDC purchased the building in 2019 with the intentions of ensuring permanent affordability for its current and future tenants. With the help of the current tenants at 270 Turk, the San Francisco Housing Accelerator Fund (SFHAF), and the Mayors Office of Housing and Community Development (MOHCD), TNDC upgraded the building to be a safer, more dignified place worthy of its tenants. Upgrades included fire alarms, sprinklers, elevator, a mechanical ventilation system, among other improvements.

Built in 1927, 270 Turk is currently on the National Register of Historic Places in the Uptown Tenderloin Historic District.

Roles and Involvement

- Organized closeout documents based on department protocols
- Assisted with meeting the requirements of lenders
- Organized final permit cards in accordance to MOHCD's permanent closing requirements
- Acquired Certificate of Good Standing / Certificate of Status from the Secretary of State
- Coordinated furniture delivery and inventory

Project Team

Senior Project Manager: Gabriel Speyer

Assistant Project Manager: Hermandeep Kaur

Associate Director: Tom Lauderbach

Architect: Levy Design Partners Architecture

Contractor: D+H Construction

Exhibits

A. Furniture Tracking Sheet

Juke Jose, TNDC

270 Turk HSH Furniture Tracker					
Furniture Item	Quantity	Actual/Expected Ship Date	Est. Arrival Date	Destination Unit #	
FULL Provident heavy-duty steel platform bed 52x73 (6) 14"h round legs	24				
FULL DuraMatt Silver mattress only	24				
FULL bedbug-resistant mattress cover	24				
Provident EcoMetal nightstand 1dwr 16x16x23h Case: Textured Black Drawers: Smooth Black	24				
Provident EcoMetal chest 4dwr 30x20x36h Case: Textured Black Drawers: Smooth Black	24				
GreenLab "Edgeless" laminate dining table 36x36 with (4) metal legs (round or square) Top: 2196 Valencia GrD Legs: Black	24				
Milk all poly 4-leg chair with arms Tricorn Black	48				

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Interdepartmental Collaboration

Housing Development

Tom Lauderbach, Associate Director of Housing Development

Honey Zaw, Project Manager

Emily Van Loon, Senior Project Manager

Hermadeep Kaur, Assistant Project Manager

Property Management

Ruchi Shah, Senior Sustainability Program Manager

Natalie Medina, General Manager

Jamece Cogmon, Assistant Manager

Facilities Management

Jeremy Morgan, Maintenance Supervisor

Jovanny Montano, Maintenance

Tenant & Community Services

Sayra Syed, Social Worker

Kentara Gaines, Social Worker / Site Supervisor

Adrienne Miller, Support Services Manager

Kamillah Gallofin, Senior Health and Wellness Program Manager

Community Meeting with Sierra Madre Residents



Sierra Madre Virtual Community Meeting Registration

TNDC welcomes all Sierra Madre residents to join a discussion on the planned rehabilitation of Sierra Madre! We are in the very early stages of the design process and we do not yet have a projected construction start date. Due to the Covid-19 pandemic and according to TNDC's safety protocols, we will not be holding any in-person community meetings. Instead, we plan to hold a virtual meeting. We would like your input on this RSVP form to help us make sure everyone who wants to attend can attend. Please fill this registration form and return it to Sayra Syed or Natalie Medina at the Sierra Madre Manager's Office.

Would you like to attend this virtual community meeting on May 14, 2021?

- ☐ Yes
☐ No

If yes, do you have a device to access a virtual meeting through Zoom (phone, tablet, computer, etc.)?

- ☐ Yes
☐ No

What is your language preference?

- | | |
|--|---|
| <input type="checkbox"/> English | <input type="checkbox"/> Spanish |
| <input type="checkbox"/> Chinese Mandarin | <input type="checkbox"/> Vietnamese |
| <input type="checkbox"/> Chinese Cantonese | <input type="checkbox"/> Other (please write-in): _____ |

Do you have any questions you'd like to make sure we address at the meeting?

Name: _____

Apartment Number: _____

Email Address: _____



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Community Meeting Invitation and Instructions



5/13/2021

To: All Residents of Sierra Madre

Re: Community Meeting to Discuss the Planned Rehabilitation of Sierra Madre

Dear Resident(s),

We want to invite you to a community meeting with TNDC on May 14, 2021 from 10 AM to 11 AM to discuss the planned rehabilitation at Sierra Madre. TNDC will address your questions, give a project overview, and share next steps to the community.


Even if you did not RSVP, you can still join the Zoom meeting using the information below:

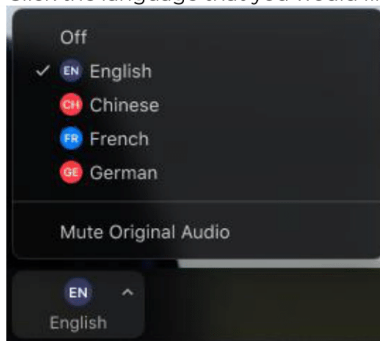
LINK TO JOIN: <https://tndc.zoom.us/j/94634345220>

MEETING ID: 946 3434 5220

PHONE NUMBER: 1 (669) 900-6833, then dial 94634345220#

To access translation, please use the Zoom application and follow these steps (for Windows / Mac):

1. In your meeting/webinar controls, click **Interpretation.** 
2. Click the language that you would like to hear.



3. (Optional) To hear the interpreted language only, click Mute Original Audio.

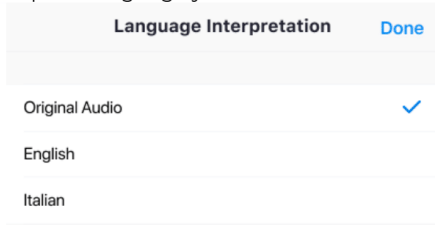


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To access translation, please use the Zoom application and follow these steps (for Android / iOS):

1. In your meeting controls, tap the ellipses icon (...).
2. Tap Language Interpretation.
3. Tap the language you would like to hear.



4. (Optional) Tap the toggle to Mute Original Audio.
5. Click Done.

Please contact Natalie Medina and Jamece Cogmon should you have any questions or concerns. You can also email them at nmedina@tndc.org and jcogmon@tndc.org

We thank you in advance for your interest and understanding.

Sincerely,

Natalie Medina
Sierra Madre General Manager



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Community Meeting Agenda



Sierra Madre Rehabilitation Project Community Meeting Agenda

May 14th, 2021 10:00 AM – 11:00 AM

- a. Housekeeping
- b. Project Team Introduction
- c. Project Overview
- d. Resident Input / Q&A
- e. Next Steps
- f. Q&A



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Community Meeting Frequently Asked Questions (Trans. in Spanish and Vietnamese)



Sierra Madre Rehabilitation Project Frequently Asked Questions

May 14th, 2021

When will the rehabilitation start for Sierra Madre?

- TNDC does not have a defined project schedule for Sierra Madre because funding is not available at the state level. Once we are able to secure funding, we will update the Sierra Madre community with a project timeline. We will work diligently to improve the building. Currently, TNDC along with LDP Architecture will continue its path towards completing Schematic Design in December 2021.

There are lot of people coming to see Sierra Madre, what is happening?

- TNDC and LDP Architecture are assessing the building condition to inform the scope of rehabilitation. We will let you know if our project team needs to enter your unit during this process. We will continue to visit Sierra Madre to understand your needs. Please do not hesitate to ask us questions when you see us at Sierra Madre.

We would like to have more community events in the community spaces in the building.

- TNDC and LDP Architecture are considering different options on how to address and design public areas in the building such as the backyard, lobby, offices, etc. We will be presenting design options to the community once we reach the end of Schematic Design.

We are having problems with heaters not being able to turn on or off.

- We appreciate you sharing this information with us – it is important to hear what is working and what is not working in your home. We will research this issue and determine what might be done to remedy it during the rehab.

Can we include air-conditioning to the building?

- We will include this issue on our list of items to research during our assessment of the Sierra Madre.



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The laundry machines always break and sometimes very few machines work, can we upgrade the machines?

- The Housing Development team will discuss the laundry machines within the property management department. We are hoping to upgrade the washing machines and dryers before starting the rehabilitation.

There are a lot of cockroaches and pest in the unit especially the kitchen, what can we do about it?

- One of TNDC's main priorities when tackling a rehabilitation is Integrated Pest Management (IPM) as we understand that older building suffers from these conditions. Once we start rehabilitation, we will make sure to address this issue and prevent further infestation.

Will there be a relocation in the near future?

- No. Since we do not have a financing plan to move the project beyond schematic design, we do not plan to carry out relocation in the near future. Once we start the rehabilitation, TNDC's Relocation Team will manage the relocation process and meet with each household member to discuss your needs.

We would like to participate and give input to the rehabilitation of Sierra Madre, how can we do this?

- We appreciate your participation and input, as we move forward, we ask the residents to continue to raise their voices regarding their experience in Sierra Madre. We will be holding more community meetings in different phases of the project and more frequently if and when we have financing.

If you have further questions, concerns, and clarifications, please do not hesitate to reach out to **Honey Zaw** (hzaw@tndc.org), and we will respond as soon as we can.

Please look for important announcements from our management team.

Sincerely,

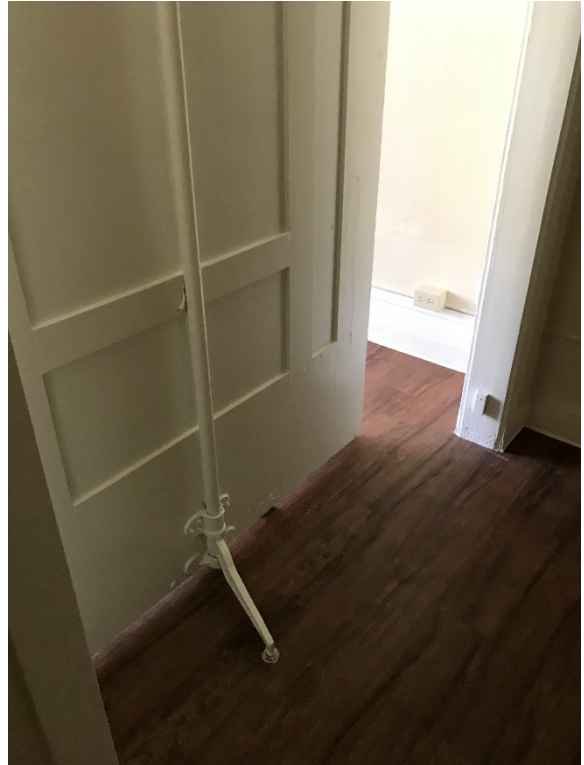
Sierra Madre Project Team



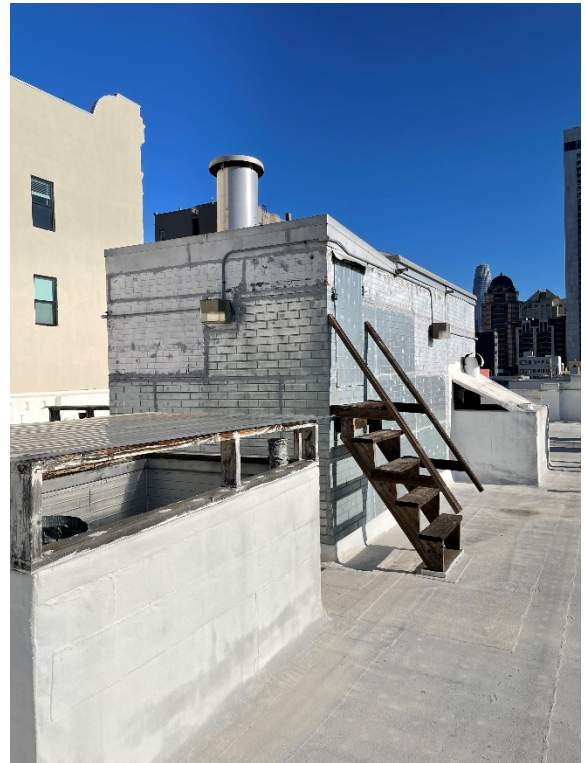
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Site Visit: Sierra Madre



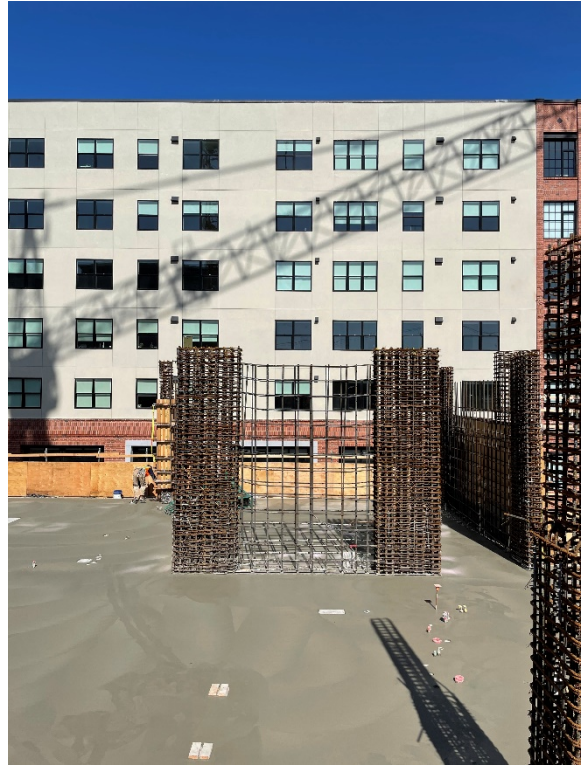
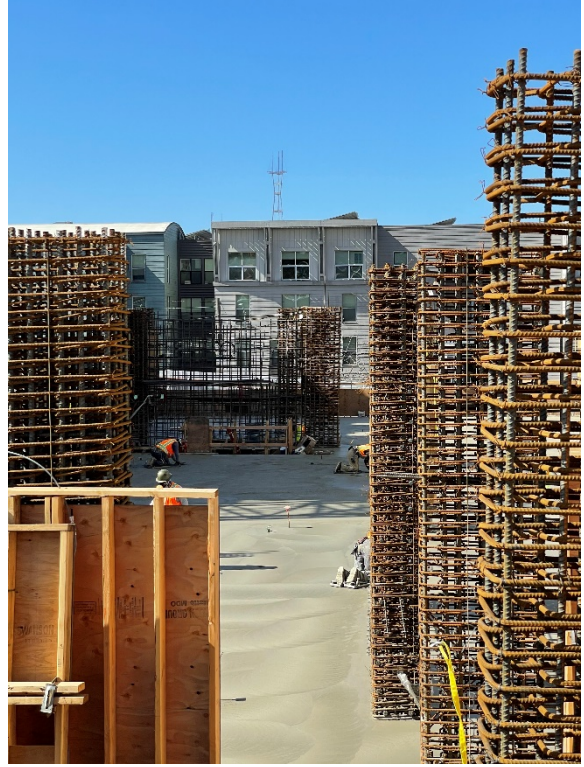






Site Visit: 681 Florida





Reviewed materials used in 681 Florida, itemizing by products including product identifiers, green attributes, and cost identifiers as well as total costs.

Excel Sheet of 681 Florida Materials Cost Tracking

Trainings and General Participation

NPH & CCRH Trainings

2020

- Affordable Housing Fundamentals
- Navigating the Workplace
- Feasibility Analysis for Affordable Housing
- Roots, Race, and Place Discussion
- Excel Overview Training
- Communication Trainings
- Finance Trainings
- Development Timeline Training

2021

- Interview and Resume Skill Building
- Mock Interviews / Life After Internship
- Civic Engagement and Lobbying
- Finance Trainings
- How to Talk About Affordable Housing
- Housing and Design
- Communication Trainings
- Construction Management Training

TNDC

- Proforma Learning Lab
- Development Timeline Training

Conferences and Other Training

- 41st NPH Affordable Housing Conference 2020
- Housing California Virtual Un-conference 2020
- Building Electrification: Challenges and Opportunities of All-Electric Developments
- ELPN Clean Energy for Healthy Affordable Housing
- Improving Workplace Culture: How to Create Equitable and Inclusive Work Spaces

Closing Remarks

Throughout my journey as a BAHIP intern, I have learned the importance building beyond housing. Equitable access to services, opportunities, and resources are critical parts of affordable housing in order to create a safe and healthy community, and a place to call home.

I am blessed with the opportunities that was given to me by the amazing affordable housing community. I would like to thank Monica, her commitment to moving forward diversity, equity, and inclusion in the industry have had a profound impact. She has inspired us and helped us become successful in our own right giving us all the support we could ever need. Thank you to my team at TNDC, who have welcomed and helped me all throughout my internship especially Honey Zaw, Tom Lauderbach, Emily Van Loon, Tim Ponti, Stacey Swain Campos, Colleen Ma, and the rest of Housing Development team. Thank you to Macy Leung, my mentor who have pushed me through difficult moments... figuring out documents, concepts, and life in general. Finally, I would like to thank all the trainers for your generosity. The knowledge you've shared to our cohort have given us the confidence to tackle the challenging yet fulfilling work of affordable housing development.

I am honored to have served my community and I will forever cherish this incredible internship that I shared with my beautiful cohort.

