



RFP 09-25

Below Market Rate Housing Development at 35 Sherburne Road

SUBMITTED TO:
Attn: Procurement Coordinator
City of Portsmouth
1 Junkins Avenue
Portsmouth, NH 03801
proposals@cityofportsmouth.com

SUBMITTED BY:
Karmen Cheung
Pennrose, LLC
50 Milk Street, 16th Floor
Boston, MA 02109
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City of Portsmouth
Finance/Proposals Departments
RFP #09-25 Below Market Rate Housing Development at 35 Sherburne Road Proposal
ATTN: Procurement Coordinator
1 Junkins Avenue, Portsmouth, NH 03801

Re: Request for Proposals “Below Market Rate Housing Development at 35 Sherburne Road” A Development Opportunity

To Whom It May Concern:

Pennrose is pleased to submit to the City of Portsmouth its qualifications and proposals for the site located at 35 Sherburne Road as mixed-income housing. This project represents a very special opportunity: to bring diverse housing choices to the City of Portsmouth in a way that enhances the livability and vibrancy of the neighborhood.

Pennrose is a nationally recognized, award-winning developer of successful, high-quality affordable and mixed-income housing. We have extensive experience with the development of mixed-income housing and are excited by the City of Portsmouth’s commitment to creating high quality housing at the former school site. In the last five years alone, Pennrose’s New England team has completed the development and adaptive reuse of three former schools into mixed-income housing - these include Mary D. Stone & Julia Bancroft in Auburn, MA and The Pryde (formerly William Barton Rogers School) in Boston, MA – and are actively working on the development of several other communities around Massachusetts, Connecticut, and Rhode Island. Additional information on these and other relevant projects are provided in this RFP response.

In this proposal, you will find two development scenarios – one that proposes to keep the existing school building in place, and another that involves demolishing the school building. Both scenarios are financially viable, designed to mimic and complement the neighborhood, and we believe the community and the City of Portsmouth would benefit from either option. We know that when choosing a developer for publicly-owned land, cities aren’t just looking for a builder, they’re looking for partner. At Pennrose we consider ourselves master collaborators; we’re proud of our ability to bring stakeholders together in an environment designed to maximize their positive impacts. We believe that the foundation of every successful project is a strong partnership with the local community and look forward to working side-by-side with the city to craft a vision for site.

We believe you will find that our proposals are rooted in a set of key goals for the Sherburne Road site:

- **Address Portsmouth’s need for below market rate housing.** As established in the City of Portsmouth’s goals for 2024-2025, there is an acute housing shortage in the City, specifically for below market rate housing, that must be addressed. The development proposals in this RFP response both assume 100% income-restricted housing for all units on the site. Pennrose is committed to increasing the City’s supply of housing stock for the population of residents that so desperately need it.
- **Provide a diverse range of housing units.** At Pennrose we’ve established ourselves as a leader in the ongoing effort to bring diverse housing choices to residents across the nation. Our proposal for 35 Sherburne Road includes two potential schemes that will create approximately 65 - 77 mixed income rental units, unit sizes from one- to three-bedrooms, that will serve Portsmouth residents in different life stages. While there will be a mix of unit sizes, both scenarios place a special emphasis on two- and three-bedroom units to address the City’s need for housing that accommodates larger households. Sixty-six percent (66%) of the units in the first scenario and Sixty-eight (68%) of units in the second scenario are two and three-bedrooms. We envision these units as a foundation upon which residents can build their most successful lives.
- **Embrace neighborhood design.** Our design team, led by The Architectural Team, has proposed a development rooted in the historical design of the school with a modern adaptation to provide a community-centered feel. The design creates

an idyllic community with its residents on the forefront of the thought process. The proposal includes varying residential building types in village-style communities while still maintaining the neighborhood character of the City of Portsmouth. The building clusters will be connected by pedestrian friendly streetscapes and anchored by strong community spaces including a common green, playground, community gardens, and picnic areas.

- **Prioritize sustainability and green initiatives.** Pennrose is firmly committed to designing and operating highly sustainable buildings as a matter of course. The proposed new construction buildings will be all-electric buildings constructed to meet Zero Energy Ready Homes, LEED Silver and ENERGY STAR standards. In the scheme where the school is preserved, the school will also receive new high-efficient windows, added exterior insulation, as well as all new mechanical, electrical and plumbing systems to meet the current day codes and achieve a significant improvement in energy performance. The site design would follow Low Impact Development (LID) practices. We believe that highly sustainable buildings are both more comfortable for residents and more cost-effective to manage in the long-term. As long-term owners and operators of mixed-income residential buildings, our baseline design standards create highly energy efficient buildings.

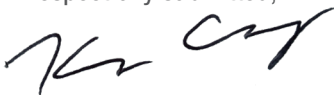
We are proud of our long track record of development success, fueled by a wealth of institutional knowledge and our 60-plus development employees. As one of the nation's leading developers of mixed-income housing, Pennrose typically closes on financing for over 20 new developments each year; our current pipeline has around two dozen financed projects in construction and design at a combined value of more than \$500 million. We make strong commitments to the communities we build in, working as a true partner in transforming underutilized sites into drivers of economic development and housing stability. Our vision is uniquely long-term; Pennrose typically builds, leases, and operates its buildings rather than selling them, making us heavily invested in a neighborhood's sustainability, quality of life, and economic opportunity not just now but for decades to come. Our affiliated property management company, Pennrose Management Company (PMC) would be the proposed property manager for Sherburne Road. We staff all of our properties with at least one full-time property manager and one full-time maintenance supervisor to ensure that the residents get the support they need and the property has the attention it needs to be well-maintained.

The Sherburne Road development will be overseen by our Boston office and led by me, Karmen Cheung. As a Senior Developer, I will be the primary contact for the city throughout the development process. I have nearly 10 years of New England-based affordable housing development and financing experience. Supporting me in the Boston office will be Ryan Kiracofe, Rio Sacchetti, Rebecca Schofield, Janay Hull, and Joe Gatti who bring another 40+ years of affordable housing experience to this effort.

Pennrose will provide all project management services from initial conception through zoning, due diligence, financing, construction, and lease-up. We have the personnel and financial capacity to execute the development, fund all predevelopment costs, and provide necessary financial guarantees. Most importantly, you will have a single point of contact that will be fully available and accountable throughout the entire process.

We would like to thank you for the opportunity to present our team's qualifications and proposal for 35 Sherburne Road. We are prepared to start work immediately. We look forward to speaking with you further about this exciting and vitally important project!

Respectfully submitted,



Karmen Cheung
Senior Developer
Pennrose
50 Milk Street, 16th Floor
Boston, MA 02110
917-609-2687
kcheung@pennrose.com
www.pennrose.com

1. Development Team

1. The name, address, e-mail address, and telephone number of the proposer; the name of any representative authorized to act on his/her behalf, and the name, title and contact information for the individual designated by the developer to receive all correspondence from the City.

Karmen Cheung, Senior Developer, for Pennrose, LLC is the person authorized to represent the proposer. Karmen's contact information can be found below:

Karmen Cheung, Senior Developer
Pennrose, LLC
P: 917.609.2687
E: KCheung@pennrose.com

2. Identification of the development team, such as architects, engineers, landscape designers, contractors, and other potential development consultants. In addition, provide background information, including firm qualifications and resumes for principals and employees expected to be assigned to the development.

Please find at the end of this tab a table with the development team contact information, including resumes, and relevant experience.

3. Identification of all principals, partners, co-ventures or sub-developers participating in the transaction, and the nature and share of participants' ownership in the development.

The principals of Pennrose include Richard K. Barnhart, Executive Chairman of the Board (22.5%), Mark H. Dambly, CEO (22.5%), Timothy I. Henkel (15%), Principal and President, and HUNT PR Holdings, Minority Partner (40%).

4. If the proposer is not an individual doing business under their own name, a description of the firm and legal form and status of the organization (e.g., whether a for-profit, not-for-profit, a general or limited partnership, a corporation, LLC, LLP) and the jurisdictions in which it is registered to do business. If the proposer is a non-profit entity, please include a list of the organization's Board of Directors and areas of expertise they represent.

Pennrose, LLC is a for-profit organization and is registered to do business in the state of New Hampshire.

5. The ownership structure of the entity to enter into the LLA with the City and its relationship to any investors, lenders and guarantors of debt, if any, with the City of Portsmouth.

Pennrose LLC will be the lead entity which will enter into partnership and agreements with third parties. They will also be the entity that will enter into the Land Development Agreement. Pennrose, LLC has strong partnerships with investors and lenders and would serve as the guarantor for any loans and obligations for the development.

6. Identification of the person designated to be the property manager, if the property developer will also be the property manager. If this is not the case, state the legal and financial relationship between the entities and describe the process for securing property management services and criteria and minimal qualifications that will be used in selecting the property management firm.

Pennrose Management Company is the affiliated property manager of Pennrose. The two entities share common ownership, but are two separate entities, both legally and financially.

7. Include a narrative regarding the proponent's approach to diversity and inclusion with their development team, and regarding their approach to implementing a housing development on Parcel 259-10.

Since its founding, Pennrose has been committed to treating all employees, residents, and partners respectfully and equally. We have always recognized that the differences among us are what make us stronger, and we remain committed to an organization that is diverse and inclusive. We are also focused on creating a culture that provides every Pennrose team member with the ability to achieve success within an equitable work environment.

It is important to occasionally benchmark where we stand with these intentions in the eyes and hearts of our employees. With that as our goal, the Pennrose leadership team retained a consultant to partner with us to evaluate Pennrose's current culture as it relates to Diversity, Equity, and Inclusion (DEI) and propose a strategy and program specific to our needs, as identified.

The process began with a forum for our employees to discuss issues within the Company through a series of activities that will inform our future strategies. These activities included a combination of an anonymous survey, smaller focus groups, and limited individual discussions. The intent was to gain an assessment of our culture with the goal of determining the current conditions here at Pennrose and what areas might be improved. The results of these activities will guide a more formalized workplace culture where all are valued, respected, and accepted.

Pennrose is proud of its efforts to support economic growth in the communities it works, including by contracting with MBE/WBE businesses. This application notes a selection of the development projects in which Pennrose has exceeded, often tripling or quadrupling, local goals for diversity and inclusion in both contract dollars and workforce hours. Our commitment to including diverse businesses and workers is shared by our general contractor, and embodied by our design team, which commits contract dollars to MBE/WBE and VBE businesses in excess of the RFP's targets. Pennrose has an Executive Diversity & Inclusion Committee, led by Ivy Dench Carter, Senior Vice President of Development, that is responsible for monitoring and reporting MBE/WBE/VBE and workforce commitments.

At Pennrose we believe we have a responsibility to create opportunity within the communities we serve by contracting with Minority and Women-Owned Business Enterprises (MBE/WBE) and local firms. We are committed to being a good neighbor by meeting and exceeding the hiring and training goals set by local municipalities and regulatory agencies. We have incorporated the following M/WBE into the proposed development team for the Sherburne Road site.

Crowley Cottrell – Landscape Architect – WBE

Crowley Cottrell, LLC is a partnership between Michelle Crowley and Naomi Cottrell, practitioners with decades of design and construction experience, who came together in 2011 to form a practice grounded in collaboration and creativity. The firm's project experience is broad, including parks, campuses, cultural institutions, multi-family housing, historic properties and residences. Their mission is to bring clarity to complex sites to create beautiful, approachable landscapes for living.

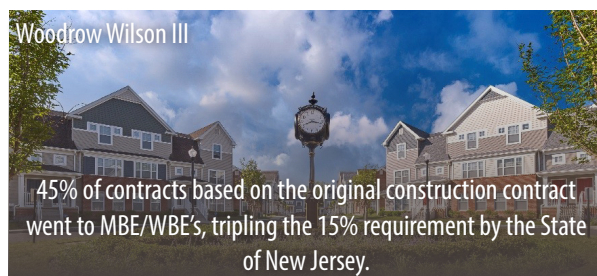
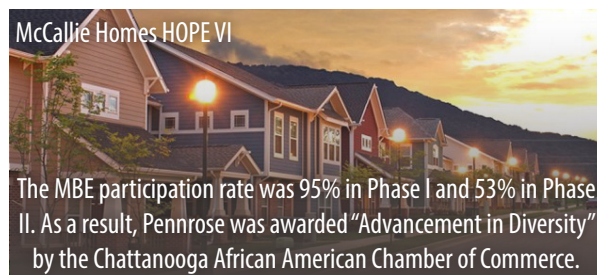
LDS Consulting Group – Market Consultant – WBE

LDS is a leader in providing real estate consulting services to the housing industry, offering a wide range of housing needs assessments and planning studies. LDS understands the market for different types of housing at various income levels and are up to date as market conditions change. Their market studies have a proven track record of success as part

of state and federal funding applications. LDS specializes in multifamily, workforce, senior, affordable, mixed-income, and mixed-use housing.

PRIOR DEVELOPMENT EXPERIENCE USING DBE/WBE BUSINESS

The following highlights some of the Pennrose Team's recent and relevant experience with DBE/WBE/Section 3 and local resident employment and contracting.



8. Description of the organizational structure of the development team and a plan for the maintenance of effective communications between the City and the development team during all phases of the development.

Pennrose will provide all project management services from initial conception through entitlements, due diligence, financing, construction, and lease-up. Pennrose has the personnel and financial capacity to execute the redevelopment, fund all predevelopment costs, and provide necessary financial guarantors. Pennrose will not need to retain a development consultant to bolster its capacity, nor rely upon third party guarantors to backstop its obligations. More importantly, you will have a single point of contact, Karmen Cheung, that will be fully available and fully accountable.

Our vision is long-term; Pennrose typically builds, leases, and operates its buildings, making us heavily invested in a neighborhood's sustainability, quality of life, and economic opportunity not just now, but for decades to come. Pennrose Management Company (PMC), our affiliated management entity, would be the management company for the project. PMC has decades of experience managing affordable, mixed-income, market rate, and public housing across the country, and employs more than 400 individuals that serve residents in a way that aims to give them the highest possible quality of life. PMC serves as a reliable provider of and connector to supportive services that help residents live their best lives, whether by helping them access needed health care, linking them to job training opportunities, or providing daily interactions that make residents feel a little more at home.

With respect to ongoing communication - Pennrose typically sets up monthly or bi-monthly meetings with our development partners, in this case the City of Portsmouth. The frequency of the meetings would depend on where in the development cycle the project is in - there will be times when monthly updates/check-in are appropriate and at other times twice a month is necessitated.

9. Information regarding any legal or administrative actions past, pending or threatened that could relate to the conduct of the proposer, its principals or any affiliates.

No past, pending, or threatened legal or administrative actions within the last 10 years that could relate to the conduct of the Proposer, its principals, or any affiliates.

10. Provision of third-party references for three completed residential or mixed-use use developments that included affordable housing. Provide contact names, title and current telephone numbers of those who can provide information to the City Manager concerning the proposer's experience with similar developments.

Judith Whiteside, Select Board Chair

Town of Wareham, MA
(413).262.9729
jwhiteside@wareham.ma.us
Project: Swift's Landing (F/K/A Littleton Drive)

Marybeth Mitts, Member of Select Board

Town of Lenox, MA
(413).262.9729
mmitts@townoflenox.com
Project: Forge (F/K/A Brushwood Farms)

George Meservey, Director of Planning

Town of Orleans, MA
508.204.3700 ext 2335
gmeservey@town.orleans.ma.us
Project: Cape Cod Five

Edward Kazanovicz, Town Manager

Town of Auburn, MA
(508).832.7720
ekazanovicz@town.auburn.ma.us
Project: Mary D. Stone and Julia Bancroft

Aileen Montour, President

LGBTQ Senior Housing, Inc.
857.342.3292
Aileenmontour@gmail.com
Project: The Pryde

Team Overview & Resumes

multi-family affordable Passive House development in Connecticut by the Boston office. Pennrose continues to be on the forefront of sustainable design for affordable and mixed-income housing, showing successful experiences in development and obtaining financing for these design standards as well as other sources to facilitate energy efficient project development.

Our qualifications and capability are exemplified in that triple-bottom-line commitment, as well as in our track record in partnering with cities/towns, and community groups to revitalize communities; our ability to coordinate the efforts of a diverse team of experienced professionals through all phases of development; our experience in shepherding developments through community processes; our experience with an array of financing methods, both public and private; and, the scores of projects we have developed through close collaborations with community groups. Pennrose's unrivaled combination of experience, reputation for quality, financial capacity, and commitment to developing successful, thriving communities position us to successfully lead the development.

Pennrose is an expert in the implementation of projects involving successful partnerships and public engagement processes. Pennrose has successfully collaborated with over 100 municipalities and even more local community organizations to develop projects. Pennrose understands that these partners act as a gateway to the community and Pennrose has established a successful record in partnering with cities and towns in the planning and implementation of its developments. The ultimate success of the design process for the development will depend on the ability of the development team to effectively communicate with and engage various community stakeholders, in an open and inclusive planning process. Pennrose is committed to facilitating that process and possesses the experience to do so.

Pennrose employs a staff of seasoned, credentialed developers made up of licensed realtors, engineers and professionals with advanced degrees in such areas as real estate, architecture, business administration, city planning and public policy. Its developers have expertise in all facets of real estate development, including acquisition, finance, construction, management, and maintenance. The experience, dedication, and stability of its employees, who focus specifically on real estate development have been the key to the continued success of Pennrose.

Mixed Income Housing Experience

Pennrose has successfully completed over 350+ affordable and mixed-income deals company-wide. The backbone of our work is affordable, workforce, and mixed-income rental housing. Over the last ten years alone, we have completed 90 multi-family deals. We have leveraged our breath of experience in raising private equity and public funds, to execute mixed-income projects in what are sometimes considered unproven markets for market rate developments. Pennrose's continued increase in business in the face of escalating competition for limited resources is a testament to the quality of the Pennrose product and the manner in which the team conducts its business. In fact, since 2010, Pennrose has raised over \$530,000,000 in private tax credit equity, accounting for almost half of total development costs for these developments. Historically, Pennrose has received the highest rates in the industry for the sale of Low Income Housing Tax Credits. Pennrose also has strong banking relationships as evidenced by its completion of over 27,000 affordable and market-rate residential rental units in seventeen states and the District of Columbia.

Pennrose is consistently ranked as one of the top affordable housing developers in the country and in 2023 was named the sixth largest affordable housing developer in the country. This record of performance has made Pennrose one of the larger, and in some cases the largest, producer of Low Income Housing Tax Credits sold to Wells Fargo, Bank of America, TD Bank, JP Morgan Chase, and a host of other national and regional tax credit investors. The breath of this LIHTC experience has given Pennrose in-depth knowledge of the program and of the regulatory framework for affordable housing developments.

In all of its developments, Pennrose demonstrates an ability to secure the necessary financing, including Low Income Housing Tax Credits, state and local funds, and private mortgage financing to ensure the successful completion of the redevelopment process. Virtually all of Pennrose's developments feature strong resident and community involvement as well as the employment in the planning and construction process.

Development Team

Company, Role	Name, Title	Address	Phone	Email
Pennrose Developer	Charlie Adams, Regional Vice President	50 Milk St., 16th Fl. Boston, MA 02109	978.415.4650	cadams@pennrose.com
The Architectural Team (TAT) Project Architect	Michael Binette, Principal	50 Commandant's Way, Chelsea, MA 02150	617.889.4402	mbinette@architecturalteam.com
Crowley Cottrell Landscape Architect	Mich Crowley, Principal	171 Milk Street, Boston, MA 02109	617.338.8400	mich@crowleycottrell.com
Bohler Engineering Civil Engineer	Austin F. Turner, Principal	3 Executive Park Drive, Floor 2 Bedford, NH 03110	603.441.2900	aturner@bohlereng.com
Innova Services Company Construction Admin.	Benton Blackburn, Principal	44 Merrimac St., Ste. 105 Newburyport, MA 01950	215.336.0440	bblackburn@innovaservices.com
Innova Building Advisors Sustainability Consultant	Adam Blackburn, VP and Principal	1548 S. 16th Street Philadelphia, PA 19146	215.336.0440	ablackburn@innovaservices.com
Pennrose Mgmt. Co. Property Mgmt.	Marsha Blunt President	1301 N. 31st St., Philadelphia, PA 19121	267.386.8606	mblunt@pennrose.com
LDS Consulting Group Qualified Market Analyst	Lynne Sweet, Founder & Principal	170 Worcester Street, Wellesley, MA 02481	781.943.3963	info@ldsconsultinggroup.com
Klein Hornig Legal	Dan Rosen, Founding Partner	101 Arch St., Ste. 1101 Boston, MA 02110	617.224.0600	drosen@kleinhornig.com



Village at Nauset Green, Eastham, MA

CHARLIE ADAMS

Regional Vice President, Pennrose



Education: Master of Science, Real Estate Development, Massachusetts Institute of Technology
Bachelor of Arts, Princeton School of Public and Int. Affairs, Princeton University

Experience: 8 years with the firm | 25+ years in the industry

As Regional Vice President, Charlie Adams is responsible for the execution and continued growth of Pennrose’s development pipeline including all aspects of the real estate development process from initial conception through construction, to lease-up and stabilized occupancy or sale within the New England area. Charlie brings more than 20 years of experience to Pennrose in multifamily housing, including the origination, acquisition, financial analysis, underwriting, and syndication of Low Income Housing Tax Credit developments. Charlie joined Pennrose in 2016 and has significant depth and diverse experience in the multifamily industry with experience working for a housing authority, as a syndicator, and performing development responsibilities. Charlie served as Town Meeting Member, chaired the Community Planning and Development Commission, and is currently on the board of the Housing Authority in his hometown of Reading, MA. Charlie is also a member of the MassHousing Multi-Family Advisory Committee.

RELEVANT EXPERIENCE



Village at Nauset Green, Eastham, MA

+\$23M | 65 Units

Village at Nauset Green is a sixty-five (65) unit multifamily development located in Eastham, Massachusetts. The 11.2-acre development site was acquired by the Town of Eastham and designated for use as affordable housing. The development was financed using a variety of sources including LIHTC’s and DHCD.



Village at Park River, Hartford, CT

+\$110M | 420 Units

Village at Park River will feature 420 new high-quality housing units when completed, including both rental and homeownership opportunities. In partnership with the Housing Authority of the City of Hartford and The Cloud Company, the project provides replacement of the City’s stock of affordable housing units, as well as acts as a catalyst for reinvestment and commercialization in the Upper Albany Neighborhood.



Cape Cod Five, Orleans, MA

+\$33M | 74 Units

Orleans Cape Cod Five consists of the re-use of a former bank headquarters building, combined with a new construction addition and two separate townhouse buildings, as mixed-income housing. Together, the refurbishment and new construction will provide 62 family rental units, including 52 affordable units and 10 workforce apartments.



Swifts Landing, Wareham, MA

+\$34M | 93 Units

Pennrose was selected via a competitive RFP process in the town of Wareham, Massachusetts to introduce affordable housing on an undeveloped, forested, publicly owned site. Pennrose is developing a 49-unit, mixed-income non-age-restricted development with market, workforce, and affordable rents, plus an additional 44 age-restricted units in a senior housing building.

KARMEN CHEUNG

Senior Developer, Pennrose



Education: Master of Science in Real Estate Development, Massachusetts Institute of Technology
Bachelor of Arts, Environmental Studies, Yale University

Experience: 7 years with the firm | 7 years in the industry

As Senior Developer for Pennrose, Karmen Cheung leads and manages the development and completion of a full complement of real estate development projects in the New England region. She is responsible for multiple projects in varying stages of development - overseeing and orchestrating the completion of multiple developments and the activities of the development team. Karmen joined Pennrose in 2017 as Associate Developer after having interned with the company during the Summer of 2016. She was promoted to Developer in 2020 and Senior Developer in 2023. While at Pennrose, she has closed on affordable housing developments totaling over \$150 million and almost 320 units, including the closing and development oversight of The Pryde, Boston's first LGBTQ+ friendly senior housing project totaling more than \$40 million in development cost.

RELEVANT EXPERIENCE



Mary D. Stone and Julia Bancroft Schools, Auburn, MA

+\$40M | 115 Units

The Mary D. Stone School is a 55-unit, senior, mixed-income, historic rehabilitation project in Auburn, MA. Similarly, the Julia Bancroft School will be a 60-unit, senior, mixed-income, historic rehabilitation project in Auburn, MA. Both projects were won through a competitive RFP process, one for each school, driven by the town of Auburn in 2015.



William Barton Rogers School (The Pryde), Boston, MA

+\$33M | 74 Units

Pennrose reactivated the former school as a vibrant, welcoming, and inclusive space that will not only house the seniors of Hyde Park but also celebrate the history of the school and neighborhood. The historically redeveloped senior development includes 74 units available at a range of incomes, from 30% of AMI to 100% AMI. The Pryde is the first LGBTQ-friendly development in New England.



Parcel B, Naugatuck, CT

+\$65M | 180 Units

Pennrose's mixed-use, mixed-income proposal is comprised of three main components: residences, commercial spaces, and green/recreational areas for public enjoyment. The full master plan proposes 180-units, ranging from one- to three-bedrooms across three building phases. The proposal for Phase 1 consists of one, 60-unit, 4-story building with retail spaces on the ground floor.



Torrington Riverfront Redevelopment, Torrington, CT

+\$20.5M | 60 Units

The Torrington Riverfront Redevelopment is a vibrant, pedestrian-friendly, mixed-use development located in the downtown district of Torrington, CT. Previously home to the Torrington Manufacturing Company, the two-acre brownfield site along the Naugatuck River has been used as a city-owned parking lot for almost a decade.

RIO SACCHETTI

Senior Developer, Pennrose



Education: Master of Professional Studies, Real Estate, Georgetown University

Bachelor of Arts, College of the Holy Cross

Experience: 5 years with the firm | 13 years in the industry

Rio Sacchetti joined Pennrose in 2018 as Developer in the Boston office and was promoted to Senior Developer in 2024. Rio is responsible for managing the financing and development of real estate projects, ensuring they are completed to scope, according to schedule, and within budget. A seasoned project manager with 10 years' experience in affordable and mixed income housing throughout New England, Rio brings expertise with state agency financing programs, historic rehabilitation tax credits (HTC), and the federal low income housing tax credit (LIHTC) program. Rio is responsible for project management of new affordable and mixed-income residential communities beginning with inception and through construction completion and lease-up.

RELEVANT EXPERIENCE



Village at Nauset Green, Eastham, MA

+\$23M | 65 Units

Village at Nauset Green is a sixty-five (65) unit multifamily development located in Eastham, Massachusetts. The 11.2-acre development site was acquired by the Town of Eastham and designated for use as affordable housing. The development was financed using a variety of sources including LIHTC's and DHCD.



Village at Park River, Hartford, CT

+\$110M | 420 Units

Village at Park River will feature 420 new high-quality housing units when completed, including both rental and homeownership opportunities. In partnership with the Housing Authority of the City of Hartford and The Cloud Company, the project provides replacement of the City's stock of affordable housing units, as well as acts as a catalyst for reinvestment and commercialization in the Upper Albany Neighborhood.



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Pennrose was selected via a competitive RFP process in the town of Wareham, Massachusetts to introduce affordable housing on an undeveloped, forested, publicly owned site. Pennrose is developing a 49-unit, mixed-income non-age-restricted development with market, workforce, and affordable rents, plus an additional 44 age-restricted units in a senior housing building.

RYAN KIRACOFE

Developer, Pennrose



Education: Master of City Planning, Massachusetts Institute of Technology
Bachelor of Science, Finance, Boston College

Experience: 4 years with the firm | 8 years in the industry

Ryan Kiracofe joined Pennrose in June of 2020. In his role as Developer, Ryan handles business development, due diligence, and project management for the New England region, contributing to all aspects of the development process from design and planning through construction and stabilization. Ryan leads tax credit and other application processes for deals in Massachusetts and Connecticut. Prior to joining Pennrose, Ryan was Senior Urban Planner at RKG Associates, an economic development and real estate consultancy in Boston, where he led real estate financial modeling, economic development master plans, and revitalization strategies in cities across the US.

RELEVANT EXPERIENCE



William Barton Rogers School (The Pryde), Boston, MA

+\$33M | 74 Units

Pennrose will reactivate the former school as a vibrant, welcoming, and inclusive space that will not only house the seniors of Hyde Park but also celebrate the history of the school and neighborhood. The historically redeveloped senior development will include 74 units available at a range of incomes, from 30% of AMI to 100% AMI. The Pryde will be the first LGBTQ-friendly development in New England.



Village at Park River, Hartford, CT

+\$150M | 420 Units

Village at Park River is a development that will feature 420 new high-quality housing units, including both rental and homeownership opportunities. In partnership with the City of Hartford, Village at Park River will provide replacement of the City's stock of affordable housing units, as well as position the property to be as a catalyst for reinvestment and commercialization in the Upper Albany Neighborhood.



95 Everett, Boston, MA

+\$48M | 97 Units

95 Everett will bring new, high-quality, affordable units to a neighborhood that is undergoing rapid change and ensure that households at a large range of incomes can continue to stay in Boston's Allston neighborhood for the long term. Located within blocks of the Boston Landing MBTA commuter rail stop, this will be true transit-oriented development.



Chelsea Soliders' Home, Chelsea, MA

+\$220 Units

The Chelsea Soliders' Home redevelopment is a public-private partnership to bring over 220 affordable and workforce units to the veteran community in the Chelsea. The plan includes on-site relocation of existing residents, rehabilitation of 9 historic domiciliary buildings, a Veteran Resource Center (VRC) and a Veterans' Museum and Art Center.

REBECCA SCHOFIELD

Developer, Pennrose



Education: Master of Arts, Urban & Environmental Policy & Planning, Tufts University
Bachelor of Arts, Earth & Environmental Science, Wesleyan University

Experience: 3 years with the firm | 8 years in the industry

Rebecca Schofield joined Pennrose in March 2021 as a Developer on the New England team. Becca is responsible for managing the financing and development of real estate projects, from acquisition and predevelopment through construction completion and occupancy. Becca brings her experience in affordable housing development, utilizing local, state, and federal financing programs to support the preservation existing housing and sustainable new construction to the Pennrose team.

RELEVANT EXPERIENCE



Frenchtown Road, East Greenwich, RI

+\$27M | 63 Units

Frenchtown Road Apartments is a 63-unit new construction affordable housing development in East Greenwich, RI. Co-developed by Pennrose, LLC and Cove Homes, Inc, the development is structured as a twinning 9% / 4% LIHTC project. The development features programmed community spaces, a landscaped courtyard, bike storage, and incorporation of solar PV throughout the community.



Parcel 9, Providence, RI

+\$31M | 131 Units

Parcel 9 - West is the first phase of a proposed two phase development located in Providence. When complete, the development will feature 131 residential units in studios, 1-BR and 2-BR. Parcel 9 will feature public outdoor spaces, ground floor retail, and includes a proposed partnership with a childcare provider to create four classrooms, two outdoor play spaces and dedicated staff space.



Blessed Sacrament, Boston, MA

+\$45M | 55 Units

The Blessed Sacrament project is an adaptive reuse of the existing Blessed Sacrament Church building, a historic building in the Hyde Square neighborhood. Repurposing the building will require a high level of structural and environmental work to address multiple issues including damage to the masonry, roof, and structure.



Brushwood Farm, Lenox, MA

+\$32M | 65 Units

The Brushwood Farm Housing development will bring 65 new affordable family homes to a wooded site in Lenox, MA, a popular tourist destination home of the Berkshire Mountains. This new housing project will have a far-reaching positive impact on the Town of Lenox and the is closely aligned with the Town's Housing Production priorities.

JANAY HULL

Associate Developer, Penrose



Education: Master of Business Administration, Wisconsin School of Business
Bachelor of Science, Washington State University

Experience: 1 year with the firm | 7 years in the industry

Janay Hull joined Penrose in 2023 as an Associate Developer after graduating from the University of Wisconsin Madison with a Master of Business Administration specializing in Real Estate. Janay's responsibilities include management and production of the due diligence process for real estate, financial, and tax credit closing for Penrose developments. Janay supports senior development staff in all aspects of the development process, from predevelopment through stabilization. Prior to joining Penrose and pursuing her MBA, Ms. Hull worked as a Real Estate Broker at Keller Williams in Tacoma, WA. In this capacity, she guided buyers and sellers through the homebuying process, managing transactions, organizing correspondence amongst all parties to the transaction and ensuring an on-time closing for clients.

RELEVANT EXPERIENCE



95 Everett, Boston, MA

+\$48M | 97 Units

95 Everett will bring new, high-quality, affordable units to a neighborhood that is undergoing rapid change and ensure that households at a large range of incomes can continue to stay in Boston's Allston neighborhood for the long term. Located within blocks of the Boston Landing MBTA commuter rail stop, this will be true transit-oriented development.



Blessed Sacrament, Boston, MA

+\$49M | 55 Units

The Blessed Sacrament project is an adaptive reuse of the existing Blessed Sacrament Church building, a historic building in the Hyde Square neighborhood. Originally built in 1913, Blessed Sacrament was initially deconsecrated by the Archdiocese in 2004 and has remained vacant ever since. Penrose, in partnership with Hyde Square Task Force (HSTF), a neighbor will redevelop the former church.



Strong School, New Haven, CT

+\$27M | 58 Units

The project features 58 studio, one- and two-bedroom residential units. The mixed-income residential proposal intends to serve a range of individuals and families that will support local businesses and contribute to revitalizing the arts and culture in the Fair Haven neighborhood. The project's affordability mix includes units for households at 30%, 50%, 60% and 80% AMI.



Parcel B, Naugatuck, CT

+\$65M | 180 Units

Penrose's mixed-use, mixed-income proposal is comprised of three main components: residences, commercial spaces, and green/recreational areas for public enjoyment. The full master plan proposes 180-units, ranging from one- to three-bedrooms across three building phases. The proposal for Phase 1 consists of one, 60-unit, 4-story building with retail spaces on the ground floor.

JOE GATTI

Associate Developer, Penrose

Education: Bachelor of Science, Finance, Boston College

Experience: <1 year with the firm | 3 years in the industry



Joe Gatti joined Penrose in 2024 as an Associate Developer in the New England regional office. Joe's responsibilities include management and production of the due diligence process for real estate, financial, and tax credit closing for Penrose developments. Joe supports senior development staff in all aspects of the development process, from predevelopment through stabilization. Prior to Penrose, Joe spent three years working on the Syndications team at CREA, LLC, a LIHTC Syndicator in Boston. At CREA, he was responsible for the formation, underwriting, and closing of their proprietary and multi-investor funds.

RELEVANT EXPERIENCE



95 Everett, Boston, MA

+\$48M | 97 Units

95 Everett will bring new, high-quality, affordable units to a neighborhood that is undergoing rapid change and ensure that households at a large range of incomes can continue to stay in Boston's Allston neighborhood for the long term. Located within blocks of the Boston Landing MBTA commuter rail stop, this will be true transit-oriented development.



Chelsea Soliders' Home, Chelsea, MA

+220 Units

The Chelsea Soliders' Home redevelopment is a public-private partnership to bring over 220 affordable and workforce units to the veteran community in the Chelsea. The plan includes on-site relocation of existing residents, rehabilitation of 9 historic domiciliary buildings, a Veteran Resource Center (VRC) and a Veterans' Museum and Art Center.



Strong School, New Haven, CT

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The Architectural Team

Architect

50 Commandants Way, Chelsea, MA 02150

Contact: Michael D. Binette, Senior Partner + Managing Principal

Telephone: 617.889.4402



Since 1971, the master planning, architecture, and interior design firm, The Architectural Team (TAT), has been recognized for its thought leadership and diverse portfolio of acclaimed design solutions. The 95+ person firm has earned more than 200 awards for design excellence across a broad range of building types and programs, including new construction of large-scale urban mixed-use developments, multifamily, commercial, waterfront and hospitality developments, assisted and senior living facilities, and community centers.

TAT holds a national reputation in the areas of historic preservation, rehabilitation, and adaptive reuse—transforming neighborhoods across the United States by artfully restoring and reimagining neglected buildings for new uses while simultaneously preserving history.

The firm's distinctive design solutions are a result of TAT's ability to understand and draw inspiration from the client's vision, while respecting the character and quality of the natural and built environment. Thoughtful solutions begin with client goals. These goals evolve through collaborative relationships and come to life through the insight and expertise of TAT's design teams. As trusted advisors and active listeners, TAT is dedicated to creating positive and lasting transformation in the communities it serves.

MICHAEL BINETTE, AIA NCARB

Senior Partner + Managing Principal, The Architectural Team



Education: Bachelor of Science, Architectural Engineering, Wentworth Institute of Technology

Experience: 42 years with the firm | 42 years in the industry

As managing principal, Michael is responsible for establishing and implementing the long-term goals and objectives of the firm. With over 35 years of experience, he is adept at coordinating and managing teams for complex developments in the multifamily, mixed-use, senior, and commercial sectors. He has a value-based approach to design that seeks first to understand the client's goals and then identify strategic opportunities for greater return. His extensive understanding of the construction process and technical interdependence of all elements results in efficient project delivery with high levels of client satisfaction. Mike's award-winning work has earned recognition from the Boston Society of Architects and the National Housing and Rehabilitation Association, among others.

RELEVANT EXPERIENCE



Modera Needham, Needham, MA

+136 Units

Modera Needham is the new construction of a new 136 unit apartment community situated in the Boston suburb of Needham, Massachusetts. The units are a mixture of market-rate and fixed-income units incorporated into 52 townhomes within 10 buildings, and 84 flat-style units within the five-story podium building.



Swifts Landing, Wareham, MA

+ \$34M | 93 Units

Pennrose was selected via a competitive RFP process in the town of Wareham, Massachusetts to introduce affordable housing on an undeveloped, forested, publicly owned site. Pennrose is developing a 49-unit, mixed-income non-age-restricted development with market, workforce, and affordable rents, plus an additional 44 age-restricted units in a senior housing building.



Cape Cod Five, Orleans, MA

+74 Units

Orleans Cape Cod Five consists of the re-use of a former bank headquarters building, combined with a new construction addition and two separate townhouse buildings, as mixed-income housing. Together, the refurbishment and new construction will provide 62 family rental units, including 52 affordable units and 10 workforce apartments.



Village at Nauset Green, Eastham, MA

+65 Units

Village at Nauset Green is a sixty-five (65) unit multifamily development located in Eastham, Massachusetts. The 11.2-acre development site was acquired by the Town of Eastham and designated for use as affordable housing. The development was financed using a variety of sources including LIHTC's and DHCD.

ANDREW N. STEBBINS, LEED AP

Associate, The Architectural Team



Education: Bachelor of Architecture, Syracuse University
Experience: 27 years with the firm | 30 years in the industry

Andrew has earned a reputation as one of TAT's most versatile professionals in his 25 years at the firm. As an accomplished project manager, he unveils the unique aspects of every development, creates enlivened spaces that positively impact the end-user, and works collaboratively with clients to realize their goals. His enthusiastic approach focuses on proactive communication. Andrew's involvement spans all phases of design, from Schematic Design through permitting and Construction Administration. His aptitude encompasses a wide range of sectors, including multifamily, mixed-use, senior living facilities, and resilient waterfront design. Frequently sought after by the media to speak on urban consolidation, sustainability, and resiliency topics, Andrew is recognized as a valuable resource on the building industry's most important and timely subjects.

RELEVANT EXPERIENCE



Village at Nauset Green, Eastham, MA

+65 Units

The Village at Nauset Green is a phased affordable and workforce housing community offering 65 one-, two-, and three-bedroom units to various income tiers. The community is comprised of 18 mid-rise, wood frame buildings with steeped roofs and shingled siding; the community's aesthetic recalls New England coastal architecture.



Swifts Landing, Wareham, MA

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Brushwood Farm, Lenox, MA

+65 Units

Brushwood Farm is a new construction multifamily community providing 65 units to various income tiers across thirteen two-story residential buildings. Centered around a green space with a playground and clubhouse, the project is designed to Passive House standards. This project is being developed by Pennrose.



Orleans Cape Cod Five, Orleans, MA

+62 Units

Cape Cod Five is the adaptive reuse of the former Cape Cod Five Bank headquarters, a new L-shaped addition, and eight townhomes that will provide 62 units of affordable housing in Orleans, Massachusetts. The development will feature community gardens and a playground. The project is being developed by Pennrose.

Crowley Cottrell

Landscape Architect

171 Milk Street, Boston, MA 02109

Contact: Michelle Crowley, Principal/Owner

Telephone: 617.338.8400



FIRM OVERVIEW

At Crowley Cottrell, we bring clarity to complex sites to create beautiful, approachable, landscapes for living. We believe well designed landscapes have the ability to positively affect the lives of the people who live, work, and play in them.

Our project experience is broad, including parks, campuses, cultural institutions, multi-family housing, historic properties and residences. We approach each design individually, working in close collaboration with the client, allied professionals and stakeholders to unite design aspirations with the site's unique characteristics.

Crowley Cottrell holds professional Landscape Architecture licenses in Massachusetts, Connecticut, Rhode Island, New Hampshire, Vermont and New York. We have fourteen designers on staff, so we can offer a personal touch, while still having flexibility.

A few key highlights about our firm:

- Driven by collaboration, not ego.
- Expertise and advanced skills throughout the company.
- Nurturing, and unapologetic about it.
- Symbiotic relationships with clients, partners and the environment.
- 100% female owned and a certified
- Women-owned Business Enterprise (WBE).
- LEED Accredited Professional Firm.

MICHELLE CROWLEY

Principal/Owner, Crowley Cottrell, LLC

Education: Master in Landscape Architecture, University of Pennsylvania

Experience: 12 years with the firm | 30 years in the industry



An award winning designer, Michelle began her career as a landscape contractor in Santa Fe, NM. She carries this practical perspective with her as she manages institutional and residential projects, whether designing fine wrought iron details for a garden or coordinating wetland reconstruction on a brownfield site. Michelle is passionate about working collaboratively with clients and allied professionals to find efficient and elegant resolutions for ambitious visions and complex situations. Her down to earth style encourages all team members to bring their best thinking to the table to achieve transformations that ultimately feel both delightful and grounded.

RELEVANT EXPERIENCE



Ticcoma Green, Nantucket, MA

+64 Units

Ticcoma Green is designed to be a vibrant community village based on inclusivity and a sense of identity. Inspired by the vernacular of the typical Nantucket Houses of the late 18th century, the buildings reflect the principles of Nantucket design; simplicity, economy and visual refinement. The site design allows for a maximum of outdoor space to enable community interactions.



Cape Cod Five, Orleans, MA

+74 Units

Orleans Cape Cod Five consists of the re-use of a former bank headquarters building, combined with a new construction addition and two separate townhouse buildings, as mixed-income housing. Together, the refurbishment and new construction will provide 62 family rental units, including 52 affordable units and 10 workforce apartments.



Swifts Landing, Wareham, MA

+ \$34M | 93 Units

Pennrose was selected via a competitive RFP process in the town of Wareham, Massachusetts to introduce affordable housing on an undeveloped, forested, publicly owned site. Pennrose is developing a 49-unit, mixed-income non-age-restricted development with market, workforce, and affordable rents, plus an additional 44 age-restricted units in a senior housing building.



Forge, Lenox, MA

+78 Units

The landscape design includes many amenities including bike racks, walking paths, a playground, social and leisure areas, and lookout points with views of October Mountain and the surrounding woodlands. The preserved wooded area contained within the core vehicular loop is a focal point for the neighborhood that residents are able to access along meandering trails.

NAOMI COTTRELL

Principal/Owner, Crowley Cottrell, LLC

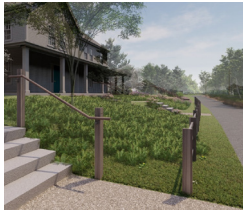


Education: Master in Landscape Architecture, Harvard Graduate School of Design
Bachelor of Landscape Architecture, Clemson University
Bachelor of Arts, Architecture, Clemson University

Experience: 12 years with the firm | 30 years in the industry

With training in both Architecture and Landscape Architecture, Naomi blends her decades of experience in modernism and minimalism with her New England yankee roots to ground even her most playful projects in elegance and efficiency. She believes in the power of quality designed landscapes in all communities, and understands that the most important design principles apply as much for her high-end residential work as for her community driven projects. With years of experience leading public process, her charismatic personality helps her to connect with clients and communities to understand and realize their dreams for the site. Naomi has lead a number of projects recognized in publications and with awards, including two ASLA Honor Awards for residential work, a BSLA Merit Award for Excellence in Design of Parks and Recreation Facilities, and a BSLA Honor Award for Success with Limited Resources.

RELEVANT EXPERIENCE



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The landscape design includes many amenities including bike racks, walking paths, a playground, social and leisure areas, and lookout points with views of October Mountain and the surrounding woodlands. The preserved wooded area contained within the core vehicular loop is a focal point for the neighborhood that residents are able to access along meandering trails.

BOHLER Engineering

Civil Engineer

3 Executive Park Drive, Floor 2, Bedford, NH 03110

Contact: Austin Turner, Principal

Telephone: 603.441.2900



Bohler engineering provides consulting services for land development services for over 35 years. As a strategic partner, Bohler integrates multiple disciplines of civil engineering to simplify the development process and provide our clients the information they need to make smart decisions. Bohler goes above and beyond what is typically expected from a consultant. They take the time to understand their clients' business and are known for their ability to consistently deliver the highest quality product and service in the industry.

With outstanding, driven professional and more than 20 locations from North Texas to New England, Bohler Engineering provides consulting and technical services to developers and their partners across all commercial and residential real estate sectors.

Affordable Housing Experience

As a trusted partner, Bohler helps developers identify and act on opportunities for affordable housing. While economic incentives often include property tax abatements, the right to build at higher densities, transfer of development rights, and reduced open space and parking requirements, the tighter profit margins and lack of available land often prove challenging for developers. Offering in-house survey, site civil engineering, and landscape architecture, Bohler's multidisciplinary team provides cost effective design strategies and techniques required to bring affordable housing developments to market. Working together as one, our team brings a comprehensive perspective to design solutions and promotes streamlined communication throughout the land development process. Ultimately, this collaboration helps mitigate perceived risks at the start of a project and helps clients avoid costly budget items throughout the project.

Experience with Pennrose

Bohler has provided land development consulting services to Pennrose for nearly a decade. On a variety of mixed-use and residential developments, Bohler has helped Pennrose reach its development goals throughout the Northeast. Our services have included conceptual design, site civil engineering, surveying, permitting, and landscape architecture. We have built strong working relationships with Pennrose associates, resulting in smooth and efficient project management.

Local Knowledge

For over two decades, Bohler has been a key player in the growth of New Hampshire. Our team has consistently delivered due diligence and site plan services for over 475 projects, including multifamily and mixed-use developments, as well as retail and quick-service restaurants. We prioritize efficiency and client satisfaction in every project. Our Bedford office's close proximity allows us to remain responsive, facilitating timely meetings and site visits while addressing emerging project needs.

With a deep understanding of New Hampshire's regulatory framework—encompassing local agencies, codes, ordinances, and land characteristics—we navigate complexities to expedite the approval process.

Our experience in the state provides unique insights into site-specific challenges. Today, Bohler operates nine offices across the Northeast, including locations in New Hampshire, Massachusetts, Connecticut, and New York, ensuring we are readily available to meet client needs and provide hands-on expertise.

AUSTIN F. TURNER

Principal, Bohler Engineering

Education: Bachelor of Science, Civil Engineering, University of Massachusetts

Experience: 10 years with the firm | 20 years in the industry



With management and design experience, Austin serves as Principal in Bohler's Southborough office. Austin effectively leads consultant teams performing due diligence, design, permitting, and construction management. His teams work on a variety of projects throughout New England, including residential, retail, municipal and industrial developments. Austin's expertise is site planning and feasibility analysis. He specializes in site design including grading, hydrologic and hydraulic analyses for stormwater management systems, and utility infrastructure for both sanitary sewer and water distribution services. In addition, Austin has design experience in landscaping, pedestrian and vehicle circulation, and roadway improvements. Austin has extensive land development experience throughout New England and New York, and has managed a diverse cross-section of projects through all phases of the municipal, State, and federal entitlement processes. Through his comprehensive knowledge of site/civil engineering, he is able to manage projects of all sizes and complexities from their initial phase through successful completion.

RELEVANT EXPERIENCE



Halstead Merrimack, Merrimack, NH

+280 Units

Bohler played a key role in the development of Halstead Merrimack, a multifamily residential community spanning 20 acres. This project features five buildings with 280 apartment units, complemented by a variety of modern amenities such as a clubhouse, fitness center, cyber lounge, game room, garage parking, and dog-washing stations.



Residences at Epping Station, Epping, NH

+315 Units

The Residences at Epping Station is a 315-unit workforce housing project designed to address New Hampshire's housing shortage and support middle-income workers, such as teachers, first responders, and healthcare professionals. The project, led by 46 Martin Road LLC, is ideally situated between Epping and Fremont, south of NH Route 101, it offers residents easy access to local amenities.



Sanborn Crossing Senior Living, Londonderry, NH

+102 Units

Sanborn Crossing Senior Living is a two-building, 102-unit development on 12 acres, designed to provide affordable housing for seniors aged 62 and older. Developer Steven Lewis transformed this former brownfield site, integrating green building technologies and sustainable, low-impact development practices. Only 4.5 acres are used for the housing structures.



Table Talk Lofts, Worcester, MA

+83 Units

The redevelopment of the former Table Talk Pies building in Worcester, MA, transforms an iconic site into an 83-unit residential complex as part of a larger urban renewal initiative in the Kelley Square area. Tremont Development Partners, LLC, partnered with the City of Worcester to bring this much-needed affordable residential project to the city.

Pennrose Management Company

Property Manager

1301 North 31st Street, Philadelphia, PA 19121

Contact: Marsha Blunt, President of Operations

Telephone: 267.386.8730

PENNROSE

Bricks & Mortar | Heart & Soul

Since its inception in 1981, Pennrose Management Company (AMO®), has earned a reputation as a leader in the field of affordable and mixed-income housing management. Our singular approach to management, our commitment to our residents, investors and personnel, and our multi-faceted relationships with state and other regulatory agencies sets us apart from other housing management providers. As a provider of professional property management, consulting and auxiliary services to property owners including non-profit and public agencies as well as private sector entities; Pennrose administers over \$35 million in annual budgeted operations with a staff of approximately 400 employees.

Our management portfolio continues a trend of dramatic growth and great diversity, currently consisting of 160 properties, with approximately 13,000 units, in eleven states/districts. Our growth has averaged 1,000 to 1,500 units per year since inception, with even greater growth projected in the foreseeable future.

PMC continues to be recognized and has won numerous awards and accolades for excellence in service. Although too numerous to list, at the PennDel AHMA Fall 2016 Management Conference, Pennrose Management Company received an “Excellent Rating” and at last year’s New Jersey Apartment Association Garden State Awards, PMC was selected as the Management Company of the Year (Affordable).

PMC participates in all Pennrose’s developments, from concept to planning, through design and development, and into construction of the housing units, well before they might assume any management responsibility in the operation of the units. This type of participation better assures development of units that addresses effectively the needs of that population constituting the documented demand in the professional market studies. It also better assures adequate consideration of efficient functioning of common areas in the design of buildings, efficiencies in operating costs and proper design/careful selection of materials, fixtures and equipment to assure long-term durability and cost-effective maintenance.

An ACCREDITED MANAGEMENT ORGANIZATION® FIRM, Pennrose Management Company has earned a reputation for excellence in long-term management, maintenance, and the provision of social services. PMC also utilizes regional and portfolio-wide procurement, which incorporates in its bid process, in addition to pricing, the extent to which contractors and vendors commit to train/hire residents of properties that PMC manages in the operation of their businesses.

MARSHA BLUNT

President, Pennrose Management Company

Education: Bachelor of Science, Business Administration, Strayer University

Experience: 18 years with the firm | 25+ years in the industry



As President of Pennrose Management Company, Marsha Blunt is responsible for the financial and operational performance of the organization, overseeing the property operations, risk management, compliance, and maintenance departments and increasing the management company capacity to support development activities. She was promoted to this position in January 2024 after serving as Vice President of Operations. Marsha has been a valued member of the Pennrose team since joining the organization in 2006, serving as regional property manager and later regional vice president, where she oversaw 2,400 units in New Jersey and Pennsylvania. Most recently, she served on the executive team as vice president of operations, where she provided property management oversight for communities across Pennsylvania, Maryland, Washington, D.C., and the southeast. Prior to joining Pennrose she held other positions in multifamily management, including Property Manager with Vesta Camden Urban Renewal. Marsha has extensive experience leasing-up and managing affordable housing programs, including LIHTC, HUD 202, Section 8, HOME, Hope VI, ACC, and Housing Choice Voucher. Marsha holds her Certified Occupancy Specialist (COS) and Blended Occupancy Specialist (BOS) certifications. She is a licensed Real Estate agent in New Jersey, a licensed Real Estate Broker in Pennsylvania, and is the Broker of Record for Pennrose.

RELEVANT EXPERIENCE



Village at Nauset Green, Eastham, MA

+65 Units

Village at Nauset Green is a sixty-five (65) unit multifamily development located in Eastham, Massachusetts. The 11.2-acre development site was acquired by the Town of Eastham and designated for use as affordable housing. The development was financed using a variety of sources including LIHTC's and DHCD.



Swifts Landing, Wareham, MA

+ \$34M | 93 Units

Pennrose was selected via a competitive RFP process in the town of Wareham, Massachusetts to introduce affordable housing on an undeveloped, forested, publicly owned site. Pennrose is developing a 49-unit, mixed-income non-age-restricted development with market, workforce, and affordable rents, plus an additional 44 age-restricted units in a senior housing building.



Village at Park River Phase I, II, and III, Hartford, CT

+200 Units

Village at Park River will feature 420 new high-quality housing units when completed, including both rental and homeownership opportunities. In partnership with the Housing Authority of the City of Hartford and The Cloud Company, the project provides replacement of the City's stock of affordable housing units, as well as acts as a catalyst for reinvestment and commercialization in the Upper Albany Neighborhood.



Meriden Commons Phase I and II, Meriden, CT

+151 Units

Pennrose completed the multi-phase redevelopment plan with the City of Meriden and the Meriden Housing Authority to redevelop the 140 unit Mills Memorial public housing site. The site was the subject of a Master Developer RFP, won by Pennrose and The Cloud Company in 2012. Meriden Commons is a mixed-used, mixed-income community, revitalizing the downtown core.

SHANNON MOWERY

Vice President Supportive Services, Pennrose



Education: Bachelor of Science, Biobehavioral Health, The Pennsylvania State University

Experience: 19 years with the firm | 20 years in the industry

Shannon Mowery was promoted to Vice President of Supportive Services in July 2020. In this role she oversees all aspects of Supportive Services for Pennrose, including the development of Supportive Services plans, delivery of services at all properties, as well as coordinating any activities and communications with company affiliates as they relate to supportive services. Shannon's critical role is responsible for new program design and implementation and working with Pennrose Development team members. She is responsible for developing and managing community partnerships for all future developments, including those needed for low income housing tax credit and Federal HOME Loan Bank applications, as well as ensuring that every site within the 148-property portfolio meets the individual program obligations that were a part of each property's original plan. Shannon oversees the supportive services team members who create innovative and distinctive programs reflecting Pennrose's desire to go beyond-the-call in assisting our resident.

RELEVANT EXPERIENCE



William Barton Rogers School (The Pryde), Boston, MA

+74 Units

Pennrose will reactivate the former school as a vibrant, welcoming, and inclusive space that will not only house the seniors of Hyde Park but also celebrate the history of the school and neighborhood. The historically redeveloped senior development will include 74 units available at a range of incomes, from 30% of AMI to 100% AMI. The Pryde will be the first LGBTQ-friendly development in New England.



Swifts Landing, Wareham, MA

+ \$34M | 93 Units

Pennrose was selected via a competitive RFP process in the town of Wareham, Massachusetts to introduce affordable housing on an undeveloped, forested, publicly owned site. Pennrose is developing a 49-unit, mixed-income non-age-restricted development with market, workforce, and affordable rents, plus an additional 44 age-restricted units in a senior housing building.



Mary D. Stone and Julia Bancroft Schools, Auburn, MA

+115 Units

The Mary D. Stone School is a 55-unit, senior, mixed-income, historic rehabilitation project in Auburn, MA. Similarly, the Julia Bancroft School is a 60-unit, senior, mixed-income, historic rehabilitation project in Auburn, MA. Both projects were won through a competitive RFP process, one for each school, driven by the town of Auburn in 2015. Both projects are now leased-up.



Village at Nauset Green, Eastham, MA

+65 Units

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Innova Services Company & Innova Building Advisors

Construction Admin. & Sustainability Consultant

1548 S. 16th Street, Philadelphia, PA 19146

Contact: Benton Blackburn, Principal

Telephone: 215.336.0440



Innova's mission is to preserve and create energy-efficient and affordable housing while contributing to the sustainable redevelopment of transitional neighborhoods. Innova has overseen the design and construction of affordable housing and mixed-use developments valued at over \$2.3 billion, with new projects totaling more than \$200 million annually throughout the eastern United States. Innova represents owners in the design and construction phase of new construction, historic rehabilitation projects and large-scale capital improvements. Our construction professionals give special attention to moisture mitigation, energy efficiency, mechanical systems integration, component durability, and long-term maintainability. Drawing on its property maintenance expertise, Innova can inform the design and construction process in a way that uniquely focuses attention on building sustainability and maintainability as well as occupant safety and comfort.

Innova serves as the Owner's Representative in the design and construction of affordable housing and mixed-use developments. Its focus is to advance building practices that maximize resource efficiency, component durability, and systems maintainability. Innova's Project Management portfolio is comprised of more than 200 multifamily and mixed-use projects valued at more than \$2.2 billion - over 12,000 units in all - including large scale transit-oriented developments, new town centers and historic rehabilitations; from exurban green fields to New York City brown fields.

As Building Advisors, Innova is a certified Energy Star pattern, Passive Consultant, PHIUS+ Verifiers, and NGBS Green verifiers, focused on the multifamily industry. Innova performs whole building modeling, energy audits and capital needs assessments; enabling multifamily clients to devise smart approach to achieving very low energy buildings with improved durability and maintainability.

Innova's core expertise is in understanding the needs of existing buildings. They are PCNA specialists and multi-family energy auditors, providing comprehensive needs assessments, sleuthing elusive building failures, and devising cost-effective retrofit strategies for increasing building efficiency, enhancing resident comfort and safety, and preserving affordable housing for the long term.

Innova Services Company grew out of a division of Pennrose, and is the Construction Administrator of choice for Pennrose and has completed over 100 projects for Pennrose.

BENTON BLACKBURN

Principal, Innova Services Company



Education: Bachelor of Arts, Dartmouth College
Experience: 17 years with the firm | 28 years in the industry

Benton Blackburn is a Principal of Innova and serves as Vice President of Operations. Ben has been with Innova since 2004, and has led its efforts in owner’s representative services, general contracting, capital project management, and building diagnostic services. He has personally overseen the successful completion of a wide variety of housing projects, including single family, townhomes, historic rehabilitation, urban infill, high rise and student housing developments. In Innova’s capacity as General Contractor, Ben has successfully led large-scale renovation projects, specializing in affordable multifamily housing including single family, townhome, historic rehabilitation, urban infill, high rise, and student housing developments. Ben has also successfully led large-scale renovation projects, specializing in affordable multifamily housing preservation projects with tenant in place. Ben has been a construction professional since 1993. Prior to joining Innova, Ben served as Project Manager for Denver-based Shaw Construction where he was responsible for \$100 million in construction projects per year.

RELEVANT EXPERIENCE



Village at Nauset Green, Eastham, MA

+\$23M | 65 Units

Village at Nauset Green is a sixty-five (65) unit multifamily development located in Eastham, Massachusetts. The 11.2-acre development site was acquired by the Town of Eastham and designated for use as affordable housing. The development was financed using a variety of sources including LIHTC’s and DHCD.



Village at Park River, Hartford, CT

+\$71M | 420 Units

Village at Park River will feature 420 new high-quality housing units when completed, including both rental and homeownership opportunities. In partnership with the Housing Authority of the City of Hartford and The Cloud Company, the project provides replacement of the City’s stock of affordable housing units, as well as acts as a catalyst for reinvestment and commercialization in the Upper Albany Neighborhood.



Cape Cod Five, Orleans, MA

+\$33M | 74 Units

Orleans Cape Cod Five consists of the re-use of a former bank headquarters building, combined with a new construction addition and two separate townhouse buildings, as mixed-income housing. Together, the refurbishment and new construction will provide 62 family rental units, including 52 affordable units and 10 workforce apartments.



Swifts Landing, Wareham, MA

+\$34M | 93 Units

Pennrose was selected via a competitive RFP process in the town of Wareham, Massachusetts to introduce affordable housing on an undeveloped, forested, publicly owned site. Pennrose is developing a 49-unit, mixed-income non-age-restricted development with market, workforce, and affordable rents, plus an additional 44 age-restricted units in a senior housing building.

ADAM BLACKBURN

Vice President, Innova Building Advisors

Education: Bachelor of Arts, Amherst College
Experience: 12 years with the firm | 12 years in the industry



Adam Blackburn heads Innova's Innova Building Advisors consulting group. His area of expertise is consulting and energy performance certification for developers, designers and builders of multi-family housing. Adam has provided Passive House Verification and ENERGY STAR certification services for over 2,500 homes under both low-rise and high-rise standards. He has leveraged nearly \$2MM in energy efficiency incentives and rebates on behalf of affordable housing projects, and has overseen energy efficiency upgrades and capital improvement projects totaling more than \$10 million. Prior to joining Innova in 2009, Adam specialized in integration project management, accruing more than ten years' experience in coordinating engineering design and hardware installation on large-scale technology infrastructure projects. Adam holds a B.A. from Amherst College, is a Certified Passive House Consultant, PHIUS+ Passive House Rater, RESNET Certified Home Energy Rater, ENERGY STAR® for Multifamily High Rise Consultant, and Enterprise Green Communities Consultant.

RELEVANT EXPERIENCE



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+\$23M | 65 Units

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NICOLE BURGER

Regional Manager, New England, and Senior Energy Consultant, Innova Building Advisors



Education: Master of Design Studies, Boston Architectural College
Experience: 1 year with the firm | 8 years in the industry

Nicole serves as Innova Building Advisors' Regional Manager for New England and Senior Energy Consultant. She provides green building consulting, program certification, field verification and diagnostic testing for new and existing building multifamily projects. Nicole guides architects, developers, and builders through Passive House, ENERGY STAR, Zero Energy Ready Homes and Indoor airPLUS and has a deep experience using energy modeling software to measure building performance and assist projects' securing utility rebates and incentives. Nicole is a Certified Passive House Consultant, MF Phius + Verifier, RESNET Certified Home Energy Rater and certified verifier for ENERGY STAR, Zero Energy Ready Home and Indoor airPLUS.

RELEVANT EXPERIENCE



Village at Park River Phase I, II, and III, Hartford, CT

+\$71M | 200 Units | 215,000+ SF | Passive House (PH. I - III)

Village at Park River will feature 420 new high-quality housing units when completed, including both rental and homeownership opportunities. In partnership with the Housing Authority of the City of Hartford and The Cloud Company, the project provides replacement of the City's stock of affordable housing units, as well as acts as a catalyst for reinvestment and commercialization in the Upper Albany Neighborhood.



Torrington Riverfront, Torrington, CT

+\$20.5M | 60 Units

The Torrington Riverfront will be a vibrant, pedestrian-friendly, mixed-use development located in the downtown district of Torrington, CT. Previously home to the Torrington Manufacturing Company, the two-acre brownfield site along the Naugatuck River has been used as a city-owned parked lot for almost a decade.



Meriden Commons Phase I and II, Meriden, CT

+\$48M | 151 Units

Pennrose completed the multi-phase redevelopment plan with the City of Meriden and the Meriden Housing Authority to redevelop the 140 unit Mills Memorial public housing site. The site was the subject of a Master Developer RFP, won by Pennrose and The Cloud Company in 2012. Meriden Commons is a mixed-used, mixed-income community, revitalizing the downtown core.



Swifts Landing, Wareham, MA

+\$34M | 93 Units

Pennrose was selected via a competitive RFP process in the town of Wareham, Massachusetts to introduce affordable housing on an undeveloped, forested, publicly owned site. Pennrose is developing a 49-unit, mixed-income non-age-restricted development with market, workforce, and affordable rents, plus an additional 44 age-restricted units in a senior housing building.

LDS Consulting Group

Qualified Market Analyst

170 Worcester Street, Suite 206, Wellesley, MA 02481

Contact: Lynne Sweet, Founder and Principal

Telephone: 781.943.3963



Through market research and analysis, LDS works with private sector clients to create highest and best use plans for developing properties, re-developing existing buildings and obtaining financing. Our clients are provided with recommendations for housing types, unit counts, building amenities, income projections, financing alternatives – and a timeline for achieving their plans. What sets LDS apart is our unique perspective on all types of housing, which results from our substantial experience in working with developers, investors and operators.

LDS helps municipalities and not for profit organizations across New England determine their housing and community development needs, while educating and working with local boards, committees, and employees. We strive to achieve maximum community participation through extensive public outreach. With more than 25 years of experience in housing finance, Principal Lynne Sweet also helps cities and towns identify funding options. The combination of research and finance skills allows LDS to provide recommendations that can be, and are, implemented and achieved.

LDS provides financial services at all stages of development, from conception to asset management. Our business plans ensure that real estate development projects are financially viable. We work with a variety of funding programs: state and federal programs, taxable and tax-exempt bonds, and low-income, historic, and new market tax credits. We complete financing applications including one stop applications and grants.

LYNNE SWEET

Founder & Principal, LDS Consulting Group

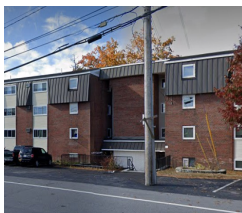


Education: Master of Business Administration, Babson College

Experience: 20 years with the firm | 35 years in the industry

Lynne Sweet is the founder and principal of LDS Consulting Group, LLC, a real estate advisory firm. With 30 years of experience in the real estate industry, Ms. Sweet plays a vital role as consultant to both private and public-sector clients. She is experienced in providing planning, market research, feasibility analysis, financial structuring, grant writing, land use and permitting, team building and project management. She specializes in all housing product types including luxury, workforce, senior veterans, affordable, mixed-income and mixed-use, rental and ownership.

RELEVANT EXPERIENCE



Cimarron Apartments, Seabrook, NH

+388 Units

LDS performed the affordable rental housing market study for the Cimarron Apartments (24 Batchelder Road) in Seabrook, NH in 2017.



36 Front Street, Nashua, NH

+50 Units

LDS performed the market study for the mixed-income, multifamily rental housing and assisted living/memory care building in 2019.



Sanborn Crossing, Londonderry, NH

+102 Units

In 2018, LDS performed the LIHTC Senior Rental Housing Market Study on the 102 unit Sanborn Crossing in Londonderry, NH.



Market Study Letter, Boston, MA

+35 Units

LDS to assess basic market conditions in connection with its planning efforts to create 30 units of Low Income Housing Tax Credit ("LIHTC") rental housing for households ages 55 and older. The site of this potential project is a vacant 42,120 square foot lot at 150 River Street, which is located between Dorchester's Lower Mills neighborhood and Mattapan Square.

Klein Hornig,LLP

Real Estate Attorney

101 Arch Street, Suite 1101, Boston, MA 02110

Contact: Dan Rosen, Attorney

Telephone: 617.224.0600

Klein Hornig LLP

COUNSELORS AT LAW

Klein Hornig LLP is one of the nation's premier firms concentrating exclusively on affordable housing on community development. The firm focuses exclusively on structuring, managing and closing affordable housing and community development projects. The attorneys at Klein Hornig have worked extensively with a wide variety of affordable housing programs and activities, including the low-income housing tax credit program, public housing and mixed-finance projects, the Choice neighborhoods Imitative program, the Rental Assistance Demonstration (RAD) program, HOME and CDBG funding, tax-exempt mortgage revenue bonds, 501(c)(3) bonds, FHA-insured loans, Mark to Market restructuring and Section 236 IRP decoupling.

In addition to affordable housing, we are active in other community development activities, including commercial and mixed-use development using creative financing vehicles such as the New Markets Tax Credit program, historic tax credits, and renewable energy credits. We supplement our housing and community development practice with expertise in partnership and business associations, condominiums and cooperatives, nonprofit organizations and real estate law.

Klein Hornig has 39 attorneys practicing locally and nationally out of offices in Washington, DC and Boston, Massachusetts. Using sophisticated technologies for communications, legal research and knowledge management, attorneys in the two offices can collaborate to provide the most efficient and effective legal services to our clients.

DANIEL M. ROSEN

Principal, Klein Hornig, LLP

Education: Juris Doctor, Harvard Law School,
Bachelor of Arts, Yale University

Experience: 30 years with the firm | 36 years in the industry



Dan Rosen focuses his practice on real estate, housing, and community development transactions. He has helped public, private, nonprofit, and for-profit clients build, buy, preserve and finance thousands of housing units across the country. Dan specializes in mixed-finance public housing development, Low-Income Housing Tax Credits, and HUD assistance programs. He has worked with these and numerous other Federal, state, local and private funding sources to finance innovative, high-impact projects. Dan was founding partner of Klein Hornig in 2002. He previously served as Associate General Counsel at the Community Builders, Inc., a national nonprofit developer and began his career specializing in affordable housing at firms in Washington, DC and as an associate at the firms of Hawkings, Delafield & Wood and Power, Goldstein, Frazer & Murphy LLP.

RELEVANT EXPERIENCE



Cimarron, Seabrook, NH

+388 Units

Klein Hornig advised the purchaser of this 288-unit naturally occurring affordable development, helping structure new low-income housing tax credit financing (together with New Hampshire co-counsel).



Julia Bancroft, Auburn, MA

+60 Units

Julia Bancroft involved the historic renovation of an elementary school in Auburn, MA and construction of a new addition to create 60 units of affordable housing for seniors. A number of areas within the school were repurposed to provide meeting areas and other facilities to serve the new resident population. The project was funded utilizing federal and state low-income housing tax credits.



Littleton Drive, Wareham, MA

+93 Units

Pennrose was selected via a competitive RFP process in the town of Wareham, Massachusetts to introduce affordable housing on an undeveloped, forested, publicly owned site. Pennrose has proposed a 49-unit, mixed-income non-age-restricted development with market, workforce, and affordable rents, plus an additional 44 age-restricted units in a senior housing building.



Parcel 9, Providence, RI

+\$31M | 131 Units

Parcel 9 - West is the first phase of a proposed two phase development located in Providence. When complete, the development will feature 131 residential units in studios, 1-BR and 2-BR. Parcel 9 will feature public outdoor spaces, ground floor retail, and includes a proposed partnership with a childcare provider to create four classrooms, two outdoor play spaces and dedicated staff space.

Pennrose Select Development Experience

VILLAGE AT NAUSET GREEN

Eastham, MA



Total Development Cost
\$23,000,000

Project Timeline
02/2019 - 04/2020

Units
65 units

DESCRIPTION

Village at Nauset Green, a 65-unit multifamily development completed in May 2020. Located in Eastham, Massachusetts the 11.2-acre development site was acquired by the Town of Eastham and designated for use as affordable housing. In June 2016, after a competitive Request for Proposals process, Pennrose was selected as the developer for the parcel. Since that time, Pennrose and our development team in conjunction with the Town to develop a high quality affordable and workforce housing project.

Of the 65 units in the community, 11 units serve extremely low income individuals and families earning up to 30% of the Area Median Income (AMI), and 39 serve low income individuals and families earning up to 60% of AMI. The remaining 15 units are Workforce units for individuals and families up to 100% of AMI. The development contains 27 one bedroom units, 31 units, and 7 three-bedroom units.

From site plan to building typology and façade, the design for Village at Nauset Green aims to evoke the local Cape Cod style and create a small village feel for residents and the community at large. The development utilizes a cluster-type design centered around two common green spaces that will offer both active and passive recreation opportunities for people of all ages. The cluster development is sensitive to the environment and creates a framework for neighbors to interact with one another. The development consists of eighteen mid-rise, wood frame buildings with steeped roofs, reflecting the local neighborhood design. Utilizing the existing topography, we mask the scale of the buildings and make them appear as two-story structures. The whole development is designed to meet LEED Silver standards.

The property is managed by a Pennrose affiliate management company, Pennrose Management Company (PMC). PMC provides on-site management and maintenance, and also supportive services geared towards both senior and family populations. Pennrose also partners with local supportive service organizations to provide additional services for seniors and families.

The development is financed using a variety of sources. A total of \$10 million in federal low-income housing tax credits and \$4.375 million in state tax credits was provided by the the Executive Office of Housing and Livable Communities (EOHLC) formerly known as Massachusetts Department of Housing and Community Development (DHCD). The federal credits were purchased by JP Morgan Chase with Hunt Capital as the syndicator. Dorfman Capital provided the MA LIHTC equity. DHCD also provided \$2.55 million through a combination of HOME, Affordable Housing Trust, and Housing Stabilization funds as well as 11 Project Based Vouchers, including 3 from the Section 811 program. A \$10.28 million construction loan was provided by Bank of America and a \$4.4 million permanent first mortgage will be provided by the Massachusetts Housing Partnership. Additional funding of \$1.45 million comes from the Town of Eastham Community Preservation Committee, the Town's Affordable Housing Trust and Town general funds. MassHousing provided \$1.5 million from their Workforce Housing Program. The Towns of Wellfleet and Orleans each provided \$100,000 towards the project's financing.

CAPE COD FIVE

Orleans, MA



Total Development Cost
\$28,000,000

Project Timeline
Closed December 2024

Units
62 Units

DESCRIPTION

Orleans Cape Cod Five consists of the re-use of a former bank headquarters building, combined with a new construction addition and two separate townhouse buildings, as mixed-income housing. Together, the refurbishment and new construction will provide 62 family rental units, including 52 affordable units and 10 workforce apartments. The existing structure consists of an original 1978 building and a 1990s addition. The building served as the headquarters and operations center for the Cape Cod Five Cents Savings Bank for the entirety of its existence; all staff had vacated the building and were relocated to the bank's newly-built headquarters in Hyannis by the end of 2020.

The site, comprised of the 19 West Road and 10 Skaket Corners parcels, is accessed via a landscaped boulevard off West Road, which itself enjoys quick access to Routes 6 and 6-A, two of Cape Cod's most critical connectors. The property is abutted by a shopping center (which includes a full-service grocery store, pharmacy, and bus stop), a cluster condominium development, and Route 6 itself. The existing structure and property are ideal candidates for the development of mixed-income and affordable housing.

In line with the Town of Orleans' stated desire for the development of affordable housing on the site, the proposed development offers 62 rental housing units available to households with a range of income levels. 54 of the units will be housed in the 38,000 square foot existing structure with a 30,800 square foot attached addition. The 8 townhome units will be in two smaller, separate structures on the opposite side of the access drive. The development will include 78 parking spaces, a playground, and space for a community garden, as well as indoor amenities like a fitness center and club room. We anticipate the inclusion of 30% AMI affordable

units, 60% AMI affordable units, and Workforce housing on the site. All proposed units are rental units.

This initiative benefits from funding from the Executive Office of Housing and Livable Communities (EOHLC) and MassHousing with a funding from the Massachusetts Department of Housing and Community Development's Low-Income Housing Tax Credit allocation, as well as HOME funds, Affordable Housing Trust Funds, Housing Stabilization Funds, and MassHousing Workforce funds. The project was awarded funding from Orleans' Community Preservation Committee, as well as smaller contributions from the CPCs of neighboring communities on the Outer Cape including Eastham and Provincetown.

The proposed site plan includes significant investments in open space and landscaped amenities, including walking paths, a playground, community garden, courtyard, and an improved pedestrian connection to adjacent retail amenities. Existing woodland buffers will be preserved and enhanced in order to enhance privacy for residents and abutters.

SWIFTS LANDING (F/K/A LITTLETON DRIVE)

Wareham, MA



Total Development Cost

\$46,000,000

Completion Date

2025

Units

93 units

DESCRIPTION

Pennrose was selected via an RFQ process in the town of Wareham, Massachusetts to introduce affordable housing on an undeveloped, forested, publicly owned site off Swifts Beach Road. Referred to as “Littleton Drive,” the 16-acre property is owned by the town’s Wareham Redevelopment Authority (WRA). The site was slated for development as a subdivision of single-family homes in the 1970s, but the plan never came to pass. Where Google Maps today identifies the subdivision’s streets as planned decades ago, the site’s only cleared paths are a series of trails through a mostly white pine forest. The WRA’s stated goals for Littleton Drive are “the development of affordable, mixed-income, or age-restricted (senior) housing”. The development program is to be executed on a 99-year ground lease.

Pennrose’s development includes a 49-unit, family mixed-income 9% LIHTC development with a mix of workforce and affordable units and a 44-unit, senior age-restricted affordable 4% LIHTC development. Both Family and Senior developments are situated on the same site and will share infrastructure, site amenities, and a community building. The Family development offers ten New England-style townhome buildings, designed to look like the area’s single family or duplex homes. Their organization within a site plan that encircles a “town green” resembles the classic New England community designs that characterize the region. The ten New England style 2- to 2.5-story family buildings offer a mix of one-, two-, and three-bedroom units. The buildings are situated close to the street to create a sense of community,

vibrancy, and social interaction. All Family townhome buildings will have 4 or 5 units, and have been designed with varied rooflines and farmer’s porches to make them appear as grand single-family homes. Buildings are designed to maximize private entrances, with front doors facing the street and living spaces directed towards the central green space. The Senior development consists of one mid-rise building facing a shared community “Clubhouse” building with shared gathering spaces and a management office for full-time property management. The Senior building incorporates principles of Universal Design in all 44 units to increase accessibility to the widest range of residents possible. Furthermore, the development will include three Community Based Housing (CBH) units, and will meet CBH guidelines, which include items such as automatic door openers at all building entrances, roll-in, rimless showers, accessible front doors to units, accessible bathroom on the first floor of the building, and many other design interventions to ensure that CBH residents can live comfortably.

Now known as Swifts Landings, when complete will include numerous additional community benefits, including maintained and improved walking trails throughout the site, a new bus stop shelter, sidewalks on Swifts Beach Road, and a commitment to leaving 50% of the site untouched and 75% as open space.

FORGE (F/K/A) BRUSHWOOD FARM

Lenox, MA



Total Development Cost

\$32,000,000

Completion Date

2025 (Est.)

Units

65 units

DESCRIPTION

The Town of Lenox is situated in Western Massachusetts, a tourist destination home of the Berkshire Mountains and the Tanglewood music venue. Only 7.2% of the housing stock in Lenox is deed-restricted affordable, falling short of the 10% goal established by the Commonwealth of Massachusetts. Furthermore, approximately 90% of existing affordable housing is senior only in a community and market rentals are very limited. Working closely with the Town and guided by the goals of the 2017 Housing Production Plan, the 2021 Master Plan, and the 2002 Gateway Redevelopment Plan, Pennrose proposed Brushwood Farms as a family-friendly, affordable community with incredible access to nature, increasing the number of affordable homes for households with a range of incomes and preferences.

The proposed Brushwood Farm Housing development will bring 65 new affordable family homes to a wooded site in Lenox, MA. The residential community will consist of 13 residential buildings containing a mix of 22 one-bedroom apartments, 35 two-bedroom apartments, and 8 three-bedroom apartments. All of these rental units will be affordable and deed restricted at no more than 120 % of the area median income, including 50 units below 60% AMI. There will also be a community building at the entrance to the development with spaces for resident use (e.g., event spaces, fitness center), as well as offices for Pennrose management and resident services staff. This building will house a maintenance shop and pump room on the lower level.

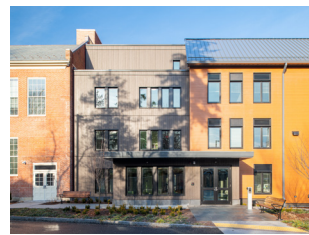
Each new building at Brushwood Farm will contain 5 apartments, with a mix of one-, two-, and three-bedroom units at affordable and middle-income rents. Apartment will have their own entrances at a new road loop, which is strategically planned to maximize the preservation of

the existing wooded environment and mature tree cover. Throughout the design and construction process, our team will continue to prioritize conservation of the mature trees at Brushwood Farm. We are committed to maintaining a tree canopy that provides privacy and community for new Brushwood Farm residents.

This new housing project will have a far-reaching positive impact on the Town of Lenox and the broader Berkshire community. It is closely aligned with the Town's Housing Production priorities, creating sustainable rental housing opportunities that meet local and state goals. Brushwood Farm's location on a major roadway and bus route provides access to Town resources and amenities, providing convenient, high-quality housing for Lenox families.

MARY D. STONE

Auburn, MA



Total Development Cost

\$21,384,046

Completion Date

November 2021

Units

55 units

DESCRIPTION

Mary D. Stone is a mixed-income and historic rehabilitation, 62+ senior development in Auburn, MA. Pennrose has worked closely with the Town of Auburn since 2017 to develop the program for Mary D. Stone, which will revitalize a former elementary school into a high-quality affordable housing community for seniors. The site was obtained through a competitive RFP process driven by the Town of Auburn requesting senior affordable housing proposals. While the Town received other responses, some of which proposed a higher acquisition price for the property, Pennrose was ultimately selected due to our experience and expertise with affordable housing developments.

The unique design of the project mimics, and is sensitive to, the existing architecture of the community and Town of Auburn. A portion of the existing 1920's historic school building was rehabilitated as housing units and the 1950's addition in the rear was demolished and replaced with a new four-story mid-rise building. The renovated historic school itself has 10 apartments, and a new, 4-story structure houses an additional 45 units. We intentionally located the community room and meeting room on the first floor so that these rooms can be easily utilized by the Town or social service providers to host events. To the rear of the building is a playground and ballfield that will continue to be owned by the Town and available for public and Mary D. Stone resident use. The buildings feature high performance design and materials and is designed to meet LEED Silver sustainability standards.

Of the 55 new rental units six (6) serve extremely low income (30% AMI), two (2) serve very low-income (50% AMI), thirty-seven (37) serve families earning up to 60% AMI, and ten (10) serve as market rate housing. Of the extremely low-income units, four (4) are set aside as Community Based Housing units for seniors who are at nursing homes or at risk of institutionalization.

Since being selected, we have worked closely with the Town to progress the design and financing plan for Mary D. Stone. In September 2017, we hosted a very successful Aging-in-Place Charrette, co-sponsored by Enterprise Community and Pennrose, at the Auburn Town Hall. The charrette was very well-attended and allowed us to rely on the expertise of the individuals in the room to brainstorm and prioritize important elements of quality senior housing. The goal of everyone in the room is not to simply create units, but to make these safe, welcoming homes where seniors can continue to be as active members of the community.

Mary D. Stone has been highlighted in the Town's 2017 Housing Plan as a pivotal project to expand the supply of affordable housing options in the Town of Auburn.

JULIA BANCROFT SCHOOL

Auburn, MA



Total Development Cost

\$24,569,257

Completion Date

November 2022

Units

60 units

DESCRIPTION

The Julia Bancroft School is a 60-unit, mixed-income senior (62+) development in Auburn, MA. Pennrose was designated by the Town as the developer in June 2017. The site is a 3.3 acre rectangular shaped parcel with an existing 37,000 square foot building, 2-story historic school building. The unique design of the project mimics, and is sensitive to, the existing architecture of the community and Town of Auburn. A portion of the existing 1920's historic school building will be rehabilitated as housing units and the 1950's addition in the rear will be demolished and replaced with a new four-story mid-rise building.

Of the 60-units, 45 units are designated affordable units for tenants with incomes at or below 60% of AMI and 15 units targeted to market rate tenants. Of the affordable units, four (4) units have also been set aside for Community Based Housing (CBH) units. There are seven (7) accessible units that are distributed throughout the building, of which one (1) is a studio, five (5) are one-bedrooms, and one (1) is a two-bedroom. The building will have three elevators, a resident lounge, a fitness center, and two outdoor patios. Pennrose will have a property manager and resident service coordinator on-site who will provide supportive services for the residents. To the rear of the building is a playground and ballfield that will continue to be owned by the Town and available for public and Julia Bancroft resident use. The buildings would feature high performance design and materials and is designed to meet LEED Silver sustainability standards.

There is regular 7-day bus service to the site (#27) that connects residents to the Auburn Mall and Worcester Union Station. Furthermore, the site will be served by Worcester Regional Transit Authority (WRTA)'s paratransit service which will provide door-to-door service when requested. Since being selected, we have worked closely with the Town to progress the design and financing plan for Julia Bancroft. In September 2017, we hosted a very successful Aging-in-Place Charrette, co-sponsored by Enterprise Community and Pennrose, at the Auburn Town Hall. The charrette was very well-attended and allowed us to rely on the expertise of the individuals in the room to brainstorm and prioritize important elements of quality senior housing. The goal of everyone in the room is not to simply create units, but to make these safe, welcoming homes where seniors can continue to be as active members of the community.

The Town's 2017 Housing Plan identified the redevelopment of two historic schools, Julia Bancroft and Mary D. Stone, as pivotal projects to expand the supply of affordable housing options in the Town of Auburn. The State and Town's commitment to repurposing historic structures for housing is evident in the resources and support that these two projects have received.

THE PRYDE (FORMER WILLIAM BARTON ROGERS SCHOOL)

Boston, MA



Tenancy

Mixed Income, Senior
Community

Developer

Pennrose, LLC

Owner:

Pennrose, LLC / LGBTQ
Senior Housing, Inc.

DESCRIPTION

William Barton Rogers Middle School, formerly Hyde Park High School, has been serving and educating the Hyde Park community for over a century. Originally built in 1902 as a high school, the building has been adapted and reconfigured numerous times, with additions constructed in 1920 and again in 1934, to better serve the needs of the Hyde Park community. Today, while it is no longer able to serve as an educational institution, it remains an anchor that can continue as a monument to, and celebration of, the Hyde Park Community as well as serve as safe, mixed-income, LGBTQ friendly senior housing for Hyde Park and Boston residents. Pennrose will reactivate the former public school as a vibrant, welcoming, and inclusive space that will not only house the seniors of Hyde Park but also celebrate the history of the former school and the history of Hyde Park. The entirety of the building will be preserved and adapted for this new use, which includes preservation of the historic exterior facade as well as significant interior architectural elements such as the frieze and stage of the auditorium, mosaic tiles, gymnasium and more. Large spaces are retained in the interior of the building for general use by the community. Architect DiMella Shaffer's design includes preserving the auditorium, the gym, the cinema room, and the front entrance and retains 10,000 sq. ft. of space to be used by the public that will cater to residents and the community. Community organizations can use the space for meals, events, activities and can hold meetings, classes and workshops there.

The Pryde will be New England's first LGBTQ-friendly senior housing development, with 74 units available at a range of incomes, from 30% of AMI to 100% AMI, so that everyone has an opportunity to live here. Residents can enjoy all of the public community spaces as well as additional amenities in the residential section of the building. The main residential entrance is on Harvard Avenue, recreating the historical porte-cochère that likely served as the primary entrance to the

building in the early 1900s. The former administrative offices to the left of the residential entrance will be converted into a lobby area where residents can check their mail, grab some coffee, or sit and chat with their neighbors. This common area will have seating and tables that will allow for informal mingling among residents. To the right of the residential entrance will be the development's management offices. Two main elevators have been strategically located in the courtyard, near the two knuckles of the building to reduce the distance that seniors will need to walk to enter and exit the building from their unit. The auditorium on the second floor will be preserved for resident gatherings, serving as the community room for residents. We have added bathrooms near the entrance of the auditorium to improve the functionality of the space for large events. Additionally, a small warming kitchen is planned for this space for food events. On the fourth floor of the residential wing, there currently exists a room with built-in tiered seating which will be converted into a resident cinema space capable of hosting movie nights.

The Courtyard, which is a central amenity to the development plan will have controlled access but will be accessible to the community and residents through the building itself or via the side entrance on Everett Street on the side of the building. This space will be kept available and open to the public, while ensuring resident security and privacy.

The development will offer an array of residential services targeted at helping residents successfully age in place and being a positive contributor in the Hyde Park community. As an LGBTQ-friendly senior development, tailored social gatherings and cultural events will be offered, and all staff will be trained to address the unique needs of the LGBTQ senior community.

The development closed in April 2022 and reached construction completion in June of 2024.

2. Development Scenarios

INTRODUCTION

Pennrose is excited to propose two development plans to construct a mixed-income rental housing development and community space at the Sherburne Road site. Most importantly, our proposals meet an acute need for below market rate housing with a variety of bedroom types and income levels in a manner consistent with the Portsmouth 2025 Master Plan, as well as subsequent housing studies and public engagement efforts. We fully support the City's efforts to increase the supply of below market rate housing, meet the goals set forth in the Master Plan by placing a special emphasis on two- and three-bedroom units for families, and embrace sustainability and efficiency, all while creating a development that is designed to mimic and complement the neighborhood.

DEVELOPMENT SCENARIOS AND SITE DESIGN

Scenario 1 (Keep School)

The first development scenario proposes to keep the existing school building in place and construct a village of housing units in and around the historic building. The school has served the community since its construction nearly 100 years ago, and we would be excited to preserve the building to continue to serve the community in the future, albeit in a different way. With a reinvigorated façade, the school will have fresh look and entrance to the property, while maintaining a sense of familiarity for current residents of the neighborhood. Our proposal includes the adaptive reuse of the front section and wings of the building to include seven (7) one-bedroom apartments, as well as a property management office. The rear portion of the school, which currently houses the gymnasium, will be repurposed into an outdoor community space for residents in the school building and the rest of the property.

In working with our architect, The Architectural Team, we have designed a village style development with sixty-five (65) units across nine (9) residential buildings (including the existing school) integrated with localized green spaces around the site. These 1, 2, and 3-bedrooms units (including accessible units) will be interspersed throughout the property. Additionally, we believe our concept integrates the rich historical fabric of a community situated around green spaces that is uniquely New England. Future residents will benefit from the residential character and community-focused elements, encouraging gathering, recreation, and ties to the neighborhood and City.

Our proposal to keep the existing school building in place aims to create a natural flow to the property with two main sections dictated by the site's topography. The front section – closest to Sherburne Road – will include the existing school repurposed

to house residential units, the property management office, and a community green space, as well as three newly constructed buildings on the southeast portion of the property. Each building, including the school, will have its own interior access road with corresponding resident and visitor parking spaces to ensure convenience and accessibility. The second section at rear of the property will have five newly constructed buildings accessed via a looped road with a centered green space. The proposed site plan will also provide 98 resident and visitor parking spaces, which achieves a ratio of 1.50 parking spaces per dwelling unit.

The green spaces around the property are designed to facilitate active and passive recreation. In addition to the courtyard behind the school, there will be a playground, community garden, and open space in close proximity to all residential units. The landscaping plans below show a more detailed breakout of all green spaces positioned around the rest of the property, including in front of the school, which will have an inviting and open feel while still maintaining the privacy and seclusion of a community-driven development.

Scenario 2 (Demolish School)

The second development scenario, while similar in many respects to the first scenario, includes the removal of the existing school building currently occupying the site. Without the historic school there is a lot more flexibility on the site which allows us to create a larger and more private community green at the rear of the site, while also activating Sherburne Road with new residential scale buildings.

Like the first scenario, we have designed this proposal as a village style development but with slightly more units. This scenario will include seventy-seven (77) units across eleven (11) residential buildings and a community center building. Similar to Scenario 1, this proposal will include 116 resident and visitor parking spaces spread across the site – also a ratio of 1.50.

In addition to removing the existing school building, Scenario 2 embraces the village-style development with buildings situated around green spaces and looped interior roads with on-street parking. This proposal will also include the construction of a community building near the center of the property that will house the property management offices, as well as collaborative spaces for resident use. This scenario will activate the section of Sherburne Road along the site's southwestern boundary and offer a sense of cohesion and connectedness to the neighborhood. Residents will have

access to green space, community gathering spaces, and a playground around the property. The green spaces in this scenario will facilitate more active recreation, particularly in the area nearest the newly constructed community building at the center of the property.

HOUSING UNIT PROGRAMMING

The proposed unit mix and affordability tiers for both scenarios are intended to serve a range of households including smaller units, ideal for individuals, as well as larger options for families. Both scenarios assume the project is fully income restricted with a combination of traditional below market rate units, as well as income-restricted workforce housing units. We determined the number of units at each income tier to maximize competitiveness for New Hampshire Housing Finance Authority (NHHFA) resources. The following chart shows income limits, specific to Portsmouth, based on household size at varying affordability levels, which we used as the framework to establish the unit mixes in both scenarios.

Portsmouth - Area Median Income (AMI Limits)				
Size	30% AMI	50% AMI	60% AMI	80% AMI
1 person	\$27,570	\$45,950	\$55,140	\$73,520
2 person	\$31,500	\$52,500	\$63,000	\$84,000
3 person	\$35,430	\$59,050	\$70,860	\$94,480
4 person	\$39,360	\$65,600	\$78,720	\$104,960
5 person	\$42,510	\$70,850	\$85,020	\$113,360
6 person	\$45,660	\$76,100	\$91,320	\$121,760

Source: Novogradac and Company, Effective 5/31/2024

Both scenarios contemplate approximately eight (8) units set aside at 30% of AMI, which we will seek to pair with project-based Section 8 vouchers, as well as units set aside at 50% and 60% AMI. A portion of the units will be also set aside at 80% AMI to target a wider swath of Portsmouth residents that would qualify for the below market rate housing at Sherburne Road. The units set aside at 30%, 50% and 60% AMI was curated to maximize scoring for New Hampshire Housing competitive LIHTC resources.

We believe including units at 80% AMI is a highly effective way to provide stable housing for individuals who are at risk of being priced out of Portsmouth with the rapidly increasing housing prices. For context, the salary for firefighters in the City of Portsmouth ranges from \$54,000 to \$83,000 depending on tenure and position, which would qualify he or she for the 60% or 80% AMI units. Similarly, the average teacher’s salary in the City is \$89,817, which also falls into the 60% and 80% AMI range, depending on household size.

In both scenarios, the high-quality finishes will be consistent throughout the project. The design elements throughout the site will also meet applicable New Hampshire Housing standards. We have experiencing implementing local preferences in other states, such as in Massachusetts, and if it is desired by Portsmouth, we could explore this option with New Hampshire Housing and help craft a resident selection policy that would be in compliance with Fair Housing laws. If permitted by New Hampshire Housing, during lease-up, a percentage of units can have a local preference applied to them, which would give preference to those who currently work, live, or go to school in Portsmouth.

Both development plans include 1-bedroom apartments at approximately 700 SF, 2-bedroom units at 1,000 SF, and 3-bedroom apartments at 1,200 SF. We believe the unit mix and range of unit types cater to a diverse array of households.

The proposed unit mixes for each scenario are shown on the following page with a corresponding table of income limits for each level of affordability.

Proposed Unit Mix

Scenario 1 (Keep School)		
Unit Type	Units	Percentage
1 Bedroom	22	34%
2 Bedroom	35	54%
3 Bedroom	8	12%
Total	65	100%

Scenario 2 (Demolish School)		
Unit Type	Units	Percentage
1 Bedroom	25	32%
2 Bedroom	42	55%
3 Bedroom	10	13%
Total	77	100%

Proposed Affordability Mix

Scenario 1 (Keep School)		
Affordability	Units	Percentage
30% AMI	8	12%
50% AMI	10	15%
60% AMI	34	52%
80% AMI	13	20%
Total	65	100%

Scenario 2 (Demolish School)		
Affordability	Units	Percentage
30% AMI	8	10%
50% AMI	12	16%
60% AMI	44	57%
80% AMI	13	17%
Total	77	100%

Pennrose Design Standards: Durability and Energy Efficiency

Pennrose's design standards will apply to both development proposals. Our vision is long-term; Pennrose typically builds, leases, and operates its buildings, making us heavily invested in a neighborhood's sustainability, quality of life, and economic opportunity not just now, but for decades to come. Pennrose Management Company (PMC), our affiliated management entity, would be the management company for 35 Sherburne Road. PMC has decades of experience managing affordable, mixed-income, market rate, and public housing across the country, and employs more than 400 individuals that serve residents in a way that aims to give them the highest possible quality of life. PMC serves as a reliable provider of and connector to supportive services that help residents live their best lives, whether by helping them access needed health care, linking them to job training opportunities, or providing daily interactions that make residents feel a little more at home.

PMC participates in all Pennrose's developments, from concept to planning, through design and development, and into construction of the housing units, well before they might assume any management responsibility in the operation of the units. The feedback we receive from our management

company counterparts has helped us develop Design Standards that maximize energy efficiency and minimize long term maintenance costs. Management feedback influences everything from the thickness of the flooring, to our exterior siding materials selection, to the preferred manufacturer of HVAC equipment. We have unitized systems for heating, cooling, and hot water heating because our experience with managing these properties has taught us that mechanical equipment will inevitably fail or malfunction and a unitized system ensures that we can isolate or limit its impact. We ensure that all our buildings have home-run manifold system for our plumbing system because even if it may cost more upfront, we can effectively isolate leaks and prevent water issues down the line.

Our Design Standard represents an accumulation of decades of experience in managing mixed-income affordable properties. Thoughtful selection of materials, fixtures, systems and equipment assures long-term durability and cost-effective maintenance. Pennrose also places a special emphasis on sustainable design, examples of which can be found below:

- Site Lighting: Throughout our design development, we review all pedestrian pathways and parking areas to ensure adequate illuminate for the safety and security of our residents. We have stringent standards for minimum

illuminate levels, to balance safety with the residential nature of the site.

- Water-conserving plumbing fixtures – low flow toilets, faucets and shower heads are specified.
- High-efficiency heating and cooling HVAC systems will be utilized.
- Low to zero VOC paints, primers, adhesives sealants and interior finishes to ensure clean and healthy indoor air quality.
- Use of recycled-content building materials throughout.

DEVELOPMENT PROFORMA

Our proposals are based on balancing between the City's stated goals in this RFP, competitiveness for New Hampshire Housing's scarce resources, financial feasibility, and long-term operational success. Pennrose is experienced in competing for scarce resources allocated to below market rate housing and, based on preliminary conversations with New Hampshire Housing, we believe that we can be successful in securing the resources needed to bring this proposal to fruition.

Both proposed scenarios for 35 Sherburne Road are designed to have sufficient density to support the operational costs of having full-time property management and maintenance staff on-site. Based on our 50+ years of experience with multifamily housing, we believe full time on-site staff is critical to the long-term operational success of affordable and workforce housing. We have put together plans that we believe are financially achievable but will continue to work with the City of Portsmouth and New Hampshire Housing to find the most efficient, optimal, and fastest way to complete this project – with either development scenario employed.

Sources

The types public funding sought for both proposals are the same, but the amounts vary based on unit count.

Federal Low Income Housing Tax Credits

We are assuming both proposals will pair the competitive 9% LIHTCs and the non-competitive 4% LIHTCs. The 9% tax credits are allocated by New Hampshire Housing on an annual basis and are competitive in nature. Therefore, we have created a unit mix that allows us to maximize our scoring to ensure that we can secure these resources. However, if selected we would engage New Hampshire Housing to understand what their preference might be for most efficient and timely execution of the development.

New Hampshire Housing Capital Subsidy Program

In addition to tax credits, NH Housing provides capital subsidy, usually in the form of zero or low interest loans (deferred payment until maturity). We have assumed subsidy amounts

that fall within New Hampshire HFA's published capital subsidy limits.

City of Portsmouth – CDBG, CDFA State Tax Credits, others

We would seek to work with the City of Portsmouth to tap into available federal, state and municipal resources such as Federal Congressionally Directed Spending, HOME, CDBG and/or CDFA State Tax Credits to support the project. We have assumed \$1,250,000 for both scenarios, but are open to discussions as to the City's appetite to financially support the project. The more resources contributed from the City, the more favorably New Hampshire Housing will see the project and quicker we can bring this project to fruition. It is our goal to create high quality housing that the City of Portsmouth is proud to be a part of and every dollar that the City can help us secure will go directly towards the brick and mortar of the project.

Project Based Vouchers

In order to maximize competitiveness for a tax credit allocation, we will be including 8 units affordable to households earning 30% of Area Median Income in both proposals. To ensure that these individuals are successful and stable in the new development, we typically secure project-based vouchers for those 8 units and would seek to do so here for 35 Sherburne Road. We would work with the local housing authority or New Hampshire Housing to secure these PBVs. Our management company has extensive experience managing mixed income properties that have very similar income mixes to what is being proposed for 35 Sherburne Road. We also have experience working with housing authorities to manage properties with project-based vouchers, ranging in size from 10% of the units having PBVs to 100% of the units having PBVs.

New Hampshire Housing Tax Exempt Permanent Financing

As part of their funding program, New Hampshire Housing offers tax exempt bond financing to complement the 4% LIHTCs, which we would plan to use to fund to costs during the construction period. We are currently underwriting those funds at a 6.50% interest rate, nearly 100bps higher than the most recent bond issuance to be conservative.

Construction Loan

Pennrose has excellent, long-standing relationships with banks that can provide credit facility and debt products. Construction loans in either development scenario would be paid off at stabilization with the conventional first mortgage. Financing assumptions in this submission are based upon our experience in other urban markets, as well as conversations with multiple lenders.

Uses

Our development plans were developed based on our experience with similar scaled projects and specific feedback on construction costs from general contractors and construction managers that we have long-standing relationships with. We plan to follow the procurement process for the selection of a Construction Manager and/or General Contractor, as required by New Hampshire Housing.

Pennrose, consistent with the broader industry, has experienced a noticeable increase in interest rates, insurance premiums, utility cost, and construction costs in the last five years. While this poses challenges in developing a balanced budget, we believe building high quality, sustainable, and durable housing is critical to the long-term success of the property, not only from a development perspective but also for the benefit of the community. At this early stage, rather than lowering costs as a means to balance the budget, we would rather work with the City and New Hampshire Housing to be creative about sourcing capital to achieve the high quality design standards that we want to build to. The budget, particularly the hard costs line item, is reflective of what we believe is necessary achieve a development that both the City of Portsmouth and its residents will be proud of.

We are currently assuming \$50,000 in acquisition costs for an up-front payment of the land lease to help cover legal and transaction costs. Should the City of Portsmouth seek a higher amount, we are happy to discuss how we can incorporate that into the budget. Similarly, while we fully intend to add this property back to the tax rolls and pay real estate taxes, we are interested in exploring the possibility of tax relief from the traditional calculation of real estate taxes. as outlined in New Hampshire tax code. Section 75:1-A calculates real estate taxes based on the greater of (1) the taxes using their calculation methodology, or (2) 10% of actual rental income and other income, which we believe to be \$121,639 for Scenario 1 and \$148,811 for Scenario 2. In the proformas below, we have included a tax abatement in both scenarios and assumed \$97,500 annually instead; however, we will work within the confines of what is acceptable to the City of Portsmouth. Like hard costs, the more funds used towards real estate taxes and other operating expenses, the less can be used towards the brick and mortar construction costs.

Development budgets and proforma have been included in this RFP Response with more detailed breakout of our assumptions.

Architectural Renderings & Site Plans



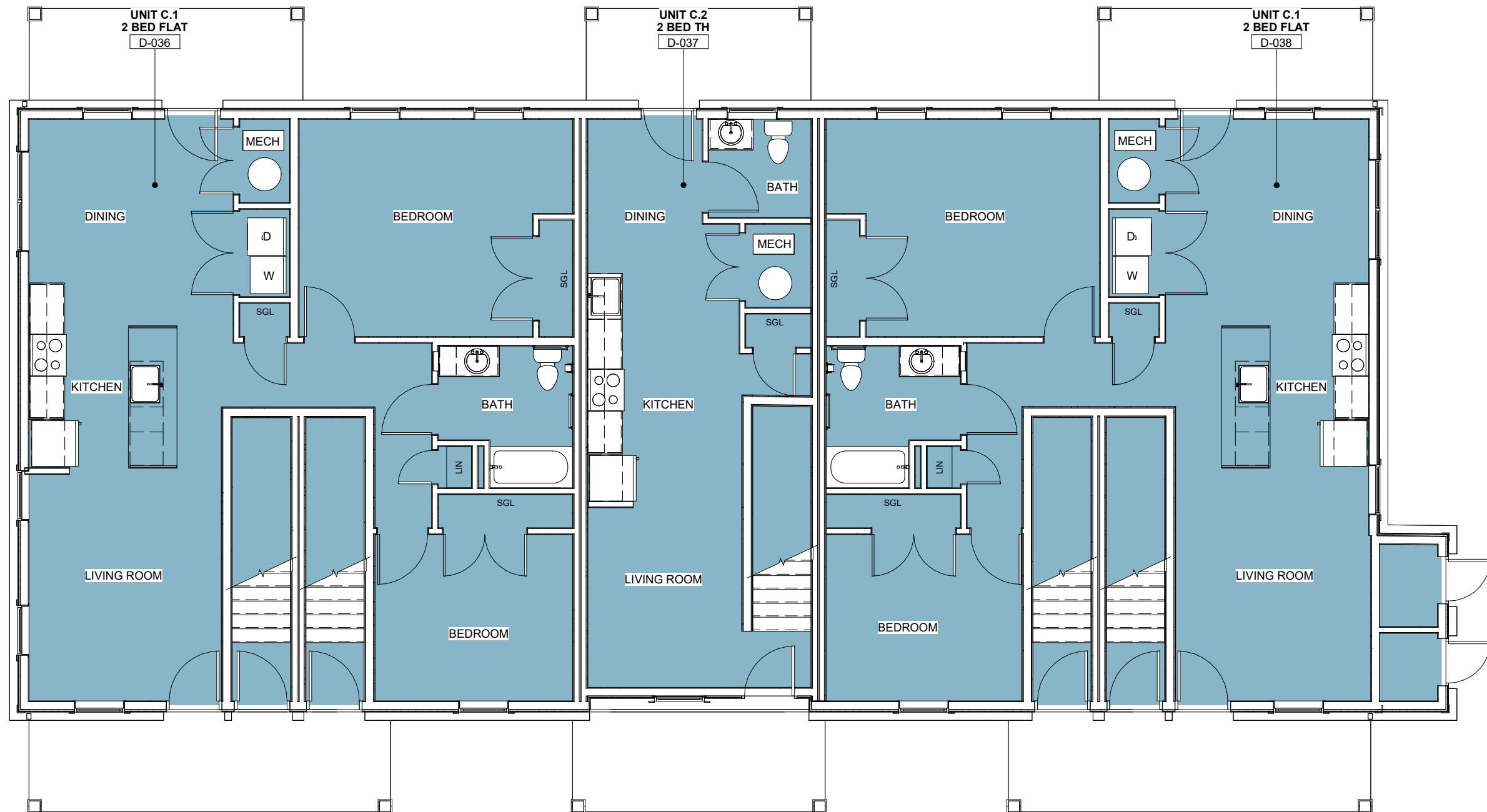
LEGEND

	PROPERTY LINE
	RENOVATED EXISTING BUILDING
	PROPOSED BUILDING
	EXISTING TREE
	PROPOSED CANOPY TREE
	PROPOSED FLOWERING TREE
	ASPHALT PAVING
	CONCRETE PAVING
	PLAY SURFACING
	LAWN
	SHRUBBED AREA
	CURB
	CROSSWALK
	ADA PARKING SPACE
	PLAY EQUIPMENT
	SITE FURNISHING



LEGEND

	PROPERTY LINE
	RENOVATED EXISTING BUILDING
	PROPOSED BUILDING
	EXISTING TREE
	PROPOSED CANOPY TREE
	PROPOSED FLOWERING TREE
	ASPHALT PAVING
	CONCRETE PAVING
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	LAWN
	SHRUBBED AREA
	CURB
	CROSSWALK
	ADA PARKING SPACE
	PLAY EQUIPMENT
	SITE FURNISHING

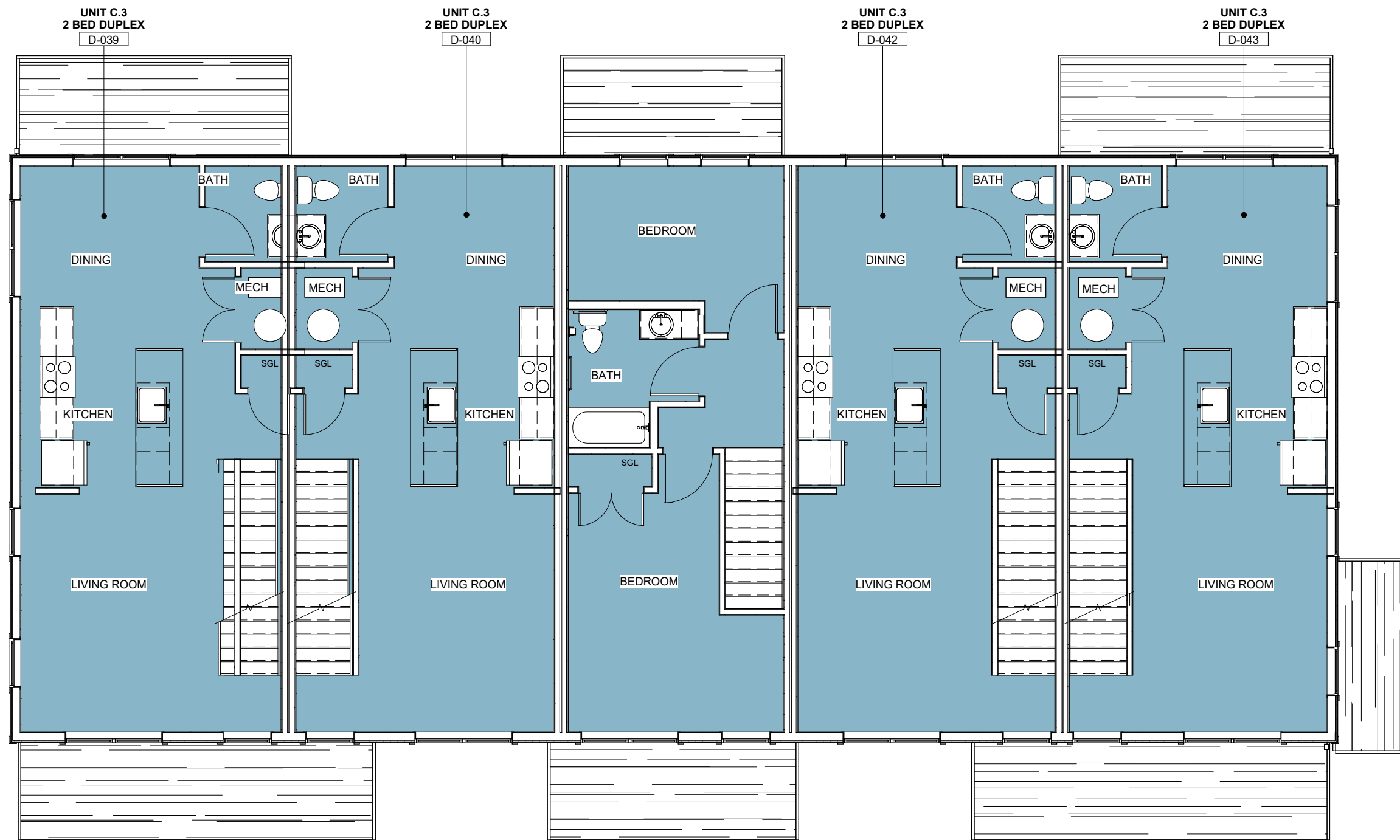


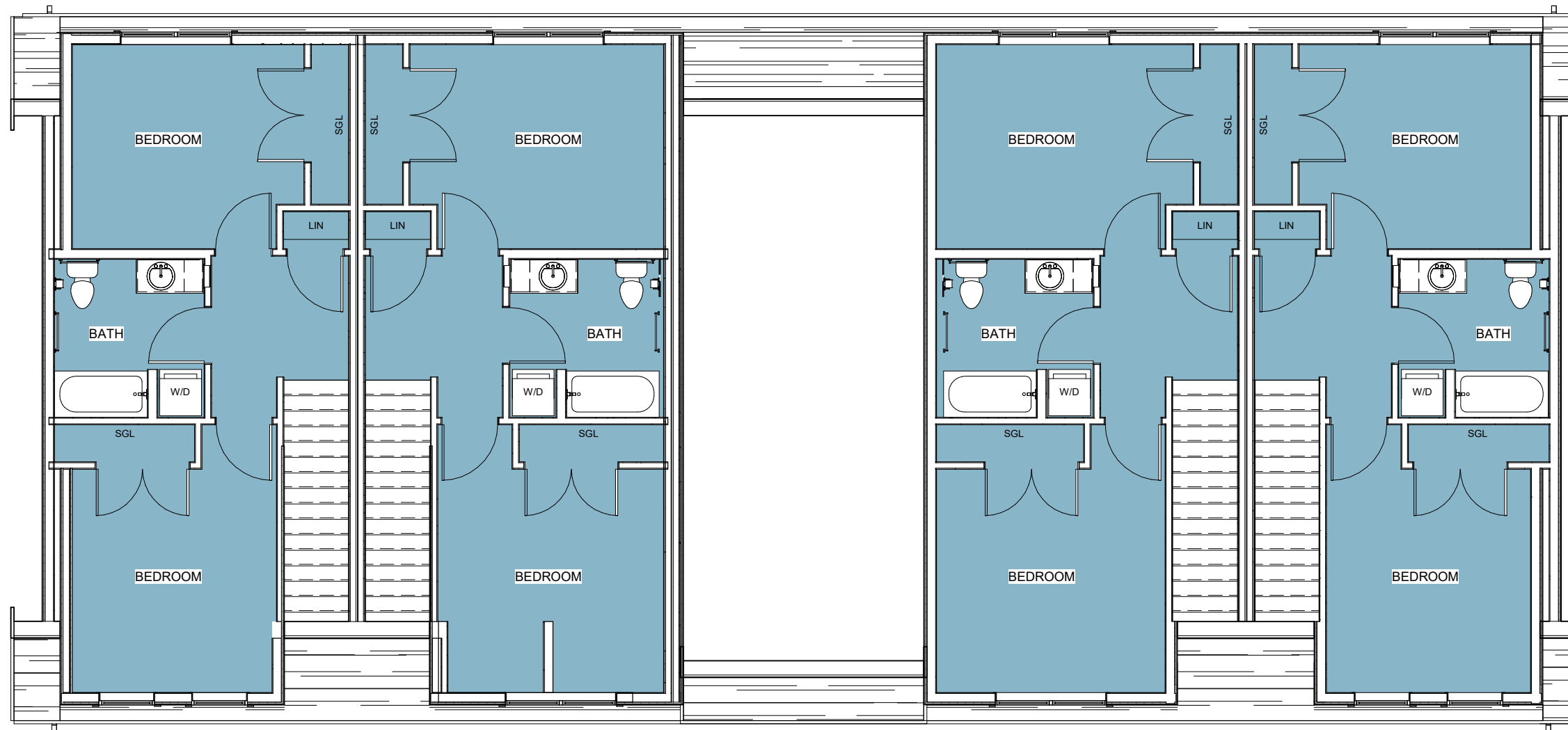
35 SHERBURNE ROAD

BUILDING A PLAN - LEVEL 1

35 Sherburne Rd, Portsmouth, NH 03801 | 10/03/24 | PENNROSE | 24102 | © The Architectural Team, Inc.





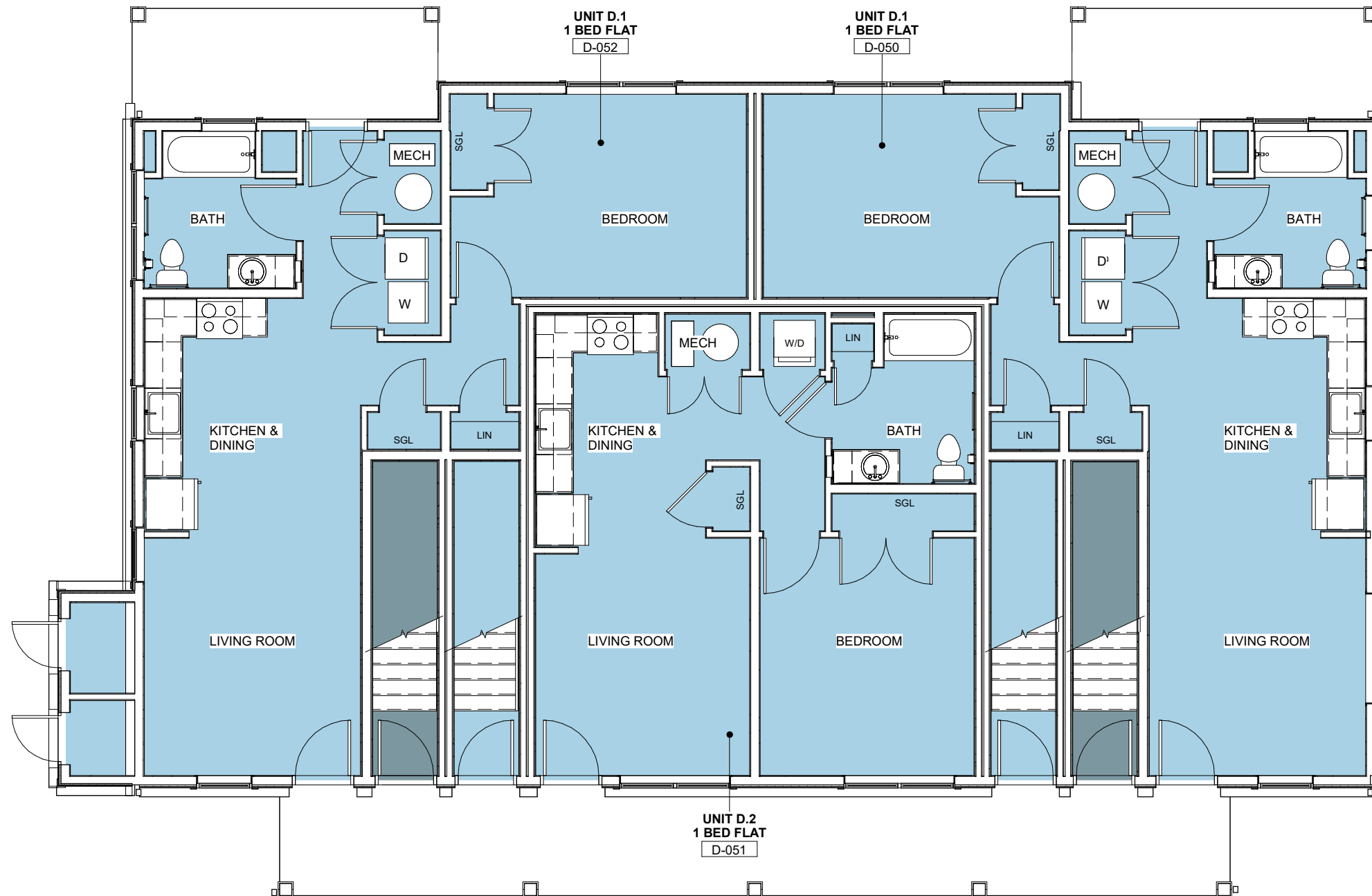


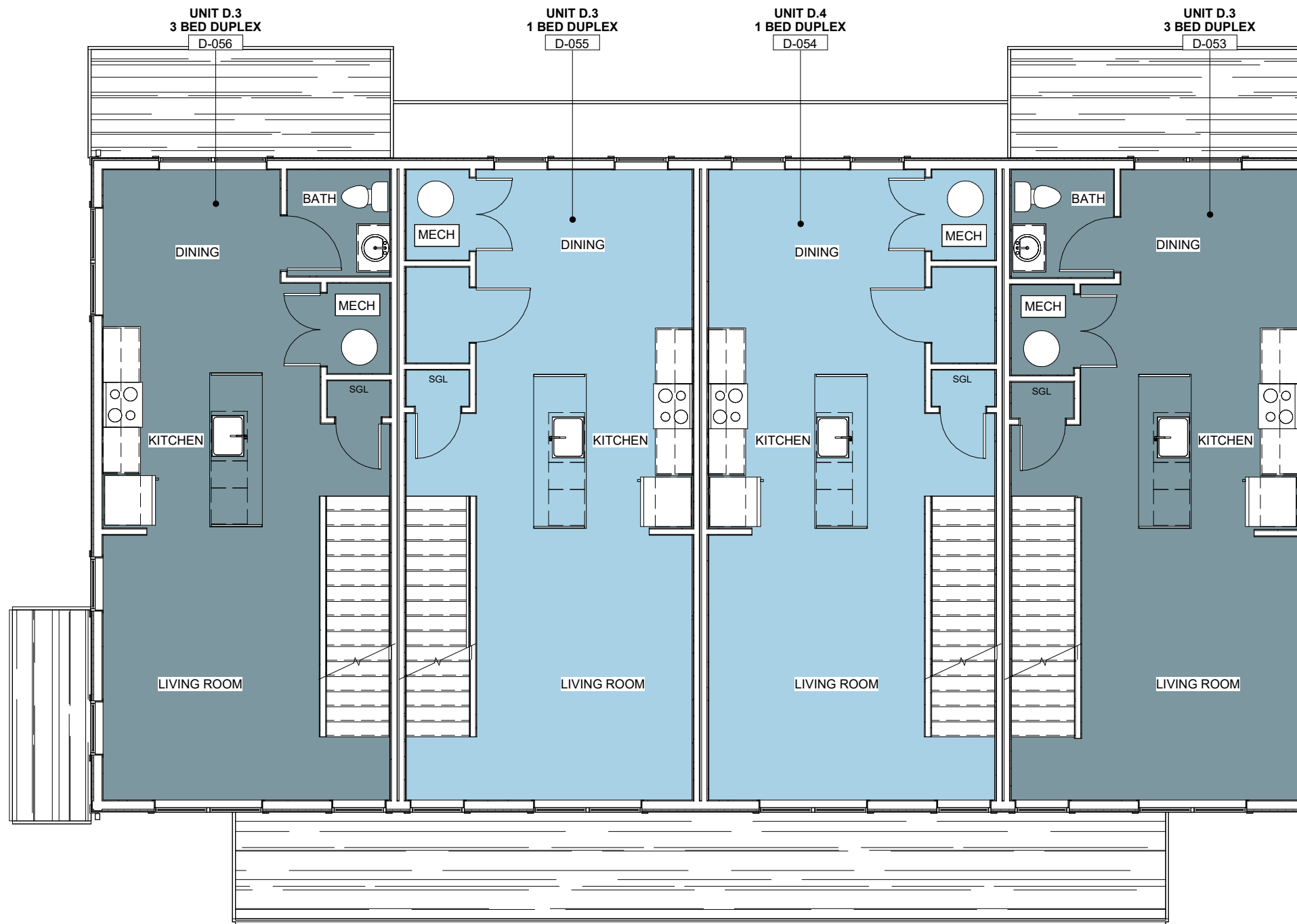
35 SHERBURNE ROAD

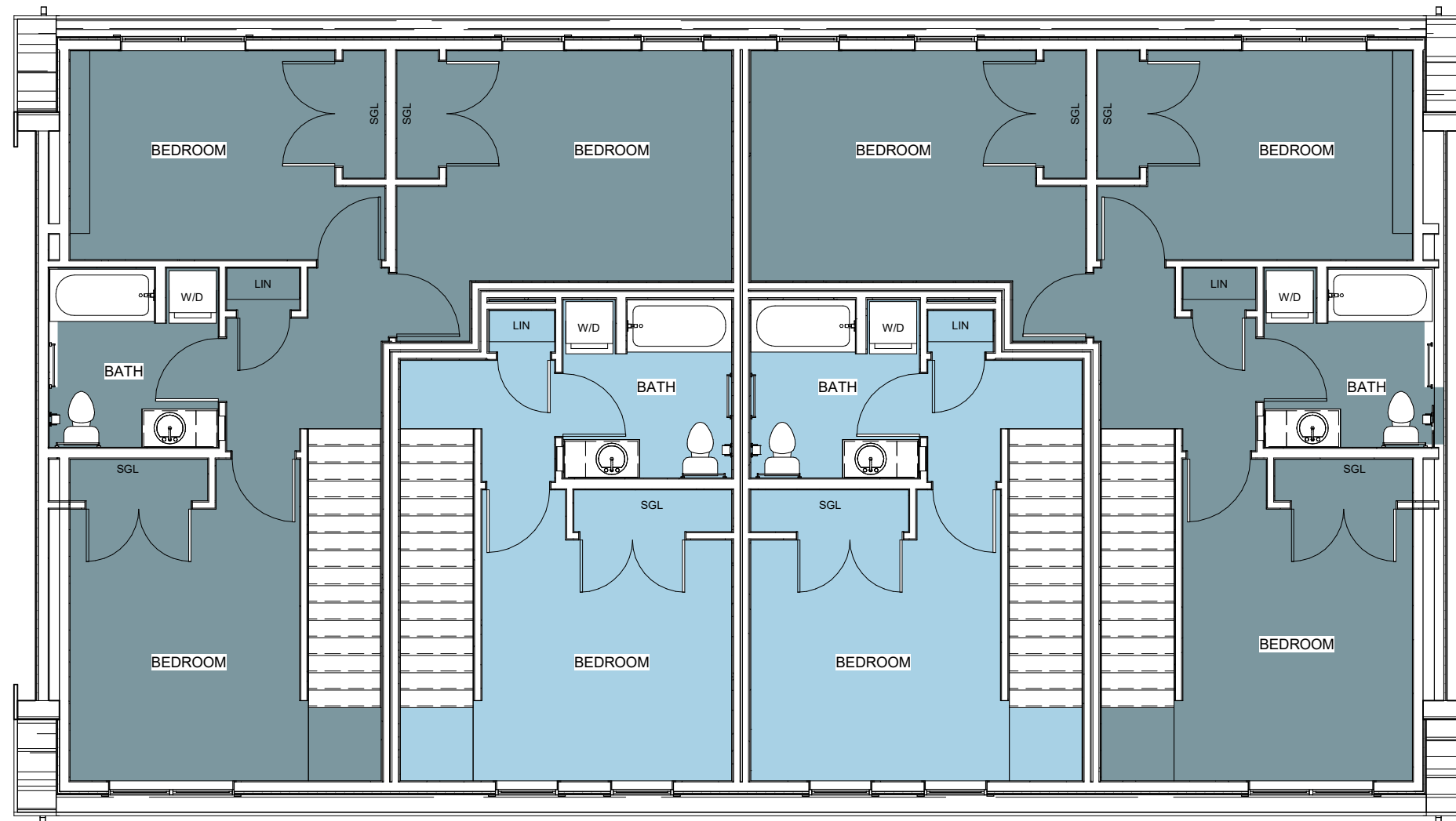
BUILDING A PLAN - LEVEL 3

35 Sherburne Rd, Portsmouth, NH 03801 | 10/03/24 | PENNROSE | 24102 | © The Architectural Team, Inc.









Scheme 1 | View 1



35 Sherburne Road

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Scheme 2 | View 1



35 Sherburne Road

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Scheme 1 | View 2



35 Sherburne Road

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Scheme 2 | View 2



35 Sherburne Road

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Scenario 1 Proforma

Project Name: 35 Sherburne Road (Scenario 1)

Location: Portsmouth, NH



FIRST YEAR STABILIZED INCOME AND EXPENSES

Residential Income					
Unit Mix			Affordability	%	Units
1 bedroom	22	34%	30% AMI	12%	8
2 bedroom	35	54%	50% AMI	15%	10
3 bedroom	8	12%	60% AMI	52%	34
			Workforce 80% AMI	20%	13
Total Units	65	100%			

	Total	Gross Rent	UA	Net Rent
1BR - 30% AMI - PBV	2	\$1,740	134	\$1,606
1BR - 50% AMI	5	1,230	134	1,096
1BR - 60% AMI	11	1,476	134	1,342
1BR - Workforce 80% AMI	4	1,772	134	1,638
2BR - 30% AMI - PBV	6	2,203	153	2,050
2BR - 50% AMI	5	1,476	153	1,323
2BR - 60% AMI	18	1,771	153	1,618
2BR - Workforce 80% AMI	6	2,126	153	1,973
3BR - 60% AMI	5	2,046	169	1,877
3BR - Workforce 80% AMI	3	2,456	169	2,287
Gross Residential Income				\$1,273,568

DEVELOPMENT BUDGET

SOURCES				
	Per Unit	Total	%	Notes
First Mortgage	99,807	\$6,487,440	22.3%	
Federal LIHTCs (4% and 9%)	211,555	13,751,048	47.2%	
NH Capital Subsidy Program	85,000	5,525,000	19.0%	
City of Portsmouth Soft Funds (CDBG, CDFA, CIP, HOME)	19,231	1,250,000	4.3%	
FHLB Boston	13,077	850,000	2.9%	
Developer Fee Loan	19,551	1,270,829	4.4%	
Total Sources	448,220	\$29,134,316	100.0%	

USES				
	Per Unit	Total	%	Notes
Acquisition Costs	769	\$50,000	0.2%	
Construction Costs	329,538	21,420,000	73.5%	Includes contingency
Architect and Engineering	18,831	1,224,000	4.2%	
Legal	4,231	275,000	0.9%	
Financing Fees	15,453	1,004,450	3.4%	
Other Soft Costs	22,170	1,441,033	4.9%	
Fees and Reserves	57,228	3,719,834	12.8%	
Total Development Costs	448,220	\$29,134,316	100.0%	

Name: 35 Sherburne Road

Location: Portsmouth, NH

Assumptions	
Growth Rate - Residential	2%
Growth Rate - Comm	10%
Growth Rate - Opex	3%
Cap Rate	5.00%

Financing	
Interest Rate	6.50%
Term	40
Amortization	40
DSCR	1.15

15 Year Operating Proforma

	Year															Exit	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15		
Rental Income																	
Studios	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
1 Bedrooms	360,082	\$367,283	374,629	382,121	389,764	397,559	405,510	413,621	421,893	430,331	438,937	447,716	456,671	465,804	475,120	484,622	
2 Bedrooms	718,531	\$732,902	\$747,560	\$762,511	\$777,761	\$793,317	\$809,183	\$825,366	\$841,874	\$858,711	\$875,886	\$893,403	\$911,271	\$929,497	\$948,087	\$967,048	
3 Bedrooms	194,956	198,855	202,832	206,888	211,026	215,247	219,552	223,943	228,422	232,990	237,650	242,403	247,251	252,196	257,240	262,385	
Subtotal	1,273,568	\$1,299,040	1,325,021	1,351,521	1,378,551	1,406,122	1,434,245	1,462,930	1,492,188	1,522,032	1,552,473	1,583,522	1,615,193	1,647,497	1,680,446	1,714,055	
Other Income	6,500	\$6,630	6,763	6,898	7,036	7,177	7,320	7,466	7,616	7,768	7,923	8,082	8,244	8,408	8,577	8,748	
Vacancy																	
Residential	-5%	(63,678)	(64,952)	(66,251)	(67,576)	(68,928)	(70,306)	(71,712)	(73,146)	(74,609)	(76,102)	(77,624)	(79,176)	(80,760)	(82,375)	(84,022)	(85,703)
Commercial	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Gross Effective Income	1,216,390	1,240,718	1,265,532	1,290,843	1,316,660	1,342,993	1,369,853	1,397,250	1,425,195	1,453,699	1,482,773	1,512,428	1,542,677	1,573,530	1,605,001	1,637,101	
Controllables	(471,250)	(485,388)	(499,949)	(514,948)	(530,396)	(546,308)	(562,697)	(579,578)	(596,965)	(614,874)	(633,321)	(652,320)	(671,890)	(692,047)	(712,808)	(734,192)	
Insurance	(123,500)	(127,205)	(131,021)	(134,952)	(139,000)	(143,170)	(147,465)	(151,889)	(156,446)	(161,139)	(165,974)	(170,953)	(176,081)	(181,364)	(186,805)	(186,805)	
Real Estate Taxes	(97,500)	(100,425)	(103,438)	(106,541)	(109,737)	(113,029)	(116,420)	(119,913)	(123,510)	(127,215)	(131,032)	(134,963)	(139,012)	(143,182)	(147,477)	(151,902)	
MIP	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Net Operating Income	524,140	527,700	531,124	534,403	537,526	540,485	543,270	545,870	548,273	550,469	552,446	554,192	555,694	556,938	557,911	564,202	
Debt Service	\$455,774	\$455,774	\$455,774	\$455,774	\$455,774	\$455,774	\$455,774	\$455,774	\$455,774	\$455,774	\$455,774	\$455,774	\$455,774	\$455,774	\$455,774	\$455,774	
DSCR	1.15	1.16	1.17	1.17	1.18	1.19	1.19	1.20	1.20	1.21	1.21	1.22	1.22	1.22	1.22	1.24	
Cash Flow	68,366	71,926	75,350	78,629	81,752	84,711	87,496	90,096	92,499	94,695	96,673	98,418	99,920	101,164	102,137	108,428	

Scenario 2 Proforma

Project Name: 35 Sherburne Road (Scenario 2)

Location: Portsmouth, NH



FIRST YEAR STABILIZED INCOME AND EXPENSES

Residential Income					
Unit Mix			Affordability	%	Units
1 bedroom	25	32%	30% AMI	10%	8
2 bedroom	42	55%	50% AMI	16%	12
3 bedroom	10	13%	60% AMI	57%	44
			Workforce 80% AMI	17%	13
Total Units	77	100%			

	Total	Gross Rent	UA	Net Rent
1BR - 30% AMI - PBV	2	\$1,740	134	\$1,606
1BR - 50% AMI	4	1,230	134	1,096
1BR - 60% AMI	15	1,476	134	1,342
1BR - Workforce 80% AMI	4	1,772	134	1,638
2BR - 30% AMI - PBV	6	2,203	153	2,050
2BR - 50% AMI	8	1,476	153	1,323
2BR - 60% AMI	22	1,771	153	1,618
2BR - Workforce 80% AMI	6	2,126	153	1,973
3BR - 60% AMI	7	2,046	169	1,877
3BR - Workforce 80% AMI	3	2,456	169	2,287
Gross Residential Income				\$1,495,172

DEVELOPMENT BUDGET

SOURCES				
	Per Unit	Total	%	Notes
First Mortgage	97,743	\$7,526,190	23.0%	
Federal LIHTCs (4% and 9%)	193,472	14,897,358	45.5%	
NH Capital Subsidy Program	86,500	6,660,500	20.3%	
City of Portsmouth Soft Funds (CDBG, CDFR, CIP, HOME)	16,234	1,250,000	3.8%	
FHLB Boston	11,039	850,000	2.6%	
Developer Fee Loan	20,498	1,578,337	4.8%	
Total Sources	425,486	\$32,762,384	100.0%	

USES				
	Per Unit	Total	%	Notes
Acquisition Costs	649	\$50,000	0.2%	
Construction Costs	315,000	24,255,000	74.0%	<i>Includes contingency</i>
Architect and Engineering	18,000	1,386,000	4.2%	
Legal	3,571	275,000	0.8%	
Financing Fees	13,218	1,017,810	3.1%	
Other Soft Costs	19,123	1,472,481	4.5%	
Fees and Reserves	55,923	4,306,094	13.1%	
Total Development Costs	425,486	\$32,762,384	100.0%	

Name: 35 Sherburne Road

Location: Portsmouth, NH

Assumptions	
Growth Rate - Residential	2%
Growth Rate - Comm	10%
Growth Rate - Opex	3%
Cap Rate	5.00%

Financing	
Interest Rate	6.50%
Term	40
Amortization	40
DSCR	1.15

15 Year Operating Proforma

	Year															Exit	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15		
Rental Income																	
Studios	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
1 Bedrooms	411,346	\$419,573	427,964	436,523	445,254	454,159	463,242	472,507	481,957	491,596	501,428	511,457	521,686	532,119	542,762	553,617	
2 Bedrooms	843,823	\$860,700	\$877,914	\$895,472	\$913,381	\$931,649	\$950,282	\$969,288	\$988,673	\$1,008,447	\$1,028,616	\$1,049,188	\$1,070,172	\$1,091,575	\$1,113,407	\$1,135,675	
3 Bedrooms	240,004	244,804	249,700	254,694	259,788	264,983	270,283	275,689	281,202	286,827	292,563	298,414	304,383	310,470	316,680	323,013	
Subtotal	1,495,172	\$1,525,076	1,555,577	1,586,689	1,618,423	1,650,791	1,683,807	1,717,483	1,751,833	1,786,869	1,822,607	1,859,059	1,896,240	1,934,165	1,972,848	2,012,305	
Other Income	7,700	\$7,854	8,011	8,171	8,335	8,501	8,671	8,845	9,022	9,202	9,386	9,574	9,765	9,961	10,160	10,363	
Vacancy																	
Residential	-5%	(74,759)	(76,254)	(77,779)	(79,334)	(80,921)	(82,540)	(84,190)	(85,874)	(87,592)	(89,343)	(91,130)	(92,953)	(94,812)	(96,708)	(98,642)	(100,615)
Commercial	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Gross Effective Income	1,428,114	1,456,676	1,485,810	1,515,526	1,545,836	1,576,753	1,608,288	1,640,454	1,673,263	1,706,728	1,740,863	1,775,680	1,811,194	1,847,417	1,884,366	1,922,053	
Controllables	(558,250)	(574,998)	(592,247)	(610,015)	(628,315)	(647,165)	(666,580)	(686,577)	(707,174)	(728,390)	(750,241)	(772,749)	(795,931)	(819,809)	(844,403)	(869,735)	
Insurance	(146,300)	(150,689)	(155,210)	(159,866)	(164,662)	(169,602)	(174,690)	(179,931)	(185,328)	(190,888)	(196,615)	(202,513)	(208,589)	(214,846)	(221,292)	(227,922)	
Real Estate Taxes	(115,500)	(118,965)	(122,534)	(126,210)	(129,996)	(133,896)	(137,913)	(142,050)	(146,312)	(150,701)	(155,222)	(159,879)	(164,675)	(169,616)	(174,704)	(179,945)	
MIP	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Net Operating Income	608,064	612,025	615,819	619,435	622,863	626,090	629,105	631,896	634,448	636,749	638,784	640,539	641,998	643,146	643,967	651,081	
Debt Service	\$528,751	\$528,751	\$528,751	\$528,751	\$528,751	\$528,751	\$528,751	\$528,751	\$528,751	\$528,751	\$528,751	\$528,751	\$528,751	\$528,751	\$528,751	\$528,751	
DSCR	1.15	1.16	1.16	1.17	1.18	1.18	1.19	1.20	1.20	1.20	1.21	1.21	1.21	1.22	1.22	1.23	
Cash Flow	79,313	83,273	87,067	90,684	94,112	97,339	100,354	103,145	105,697	107,998	110,033	111,788	113,247	114,395	115,215	122,330	

3. Management Plan

Upon stabilization, the development will be managed by full-time property management and maintenance staff from Pennrose Management Company (PMC), an affiliate management company to Pennrose. Since its inception in 1981, PMC has earned a reputation as a leader in the field of affordable and mixed-income housing management. PMC's singular approach to management, its commitment to residents, investors, and personnel, and its multi-faceted relationships with regulatory agencies sets PMC apart from the majority of housing management providers. As a provider of professional property management, consulting, and auxiliary services to property owners, PMC administers over \$35 million in annual budgeted operations and maintains a staff of approximately 400 employees. PMC manages mixed-income housing, conventional market rate housing, federally assisted housing including low-income housing tax credit, Section 8, and Public Housing, as well as commercial properties.

PMC's management portfolio has seen a trend of dramatic growth and great diversity, currently consisting of over 130 properties, with approximately 12,000 units, under management in twelve states and the District of Columbia. The majority of PMC-managed properties are located in urban or downtown areas, and construction varies from high-rises to townhomes, from self-contained communities to scattered site developments across several city blocks. PMC has expertise managing properties at all scales, with current portfolio projects ranging from 16 to over 300 units. The PMC portfolio includes a variety of community types, from family to senior occupancy, student housing, and LGBT-affirming affordable housing. Because of our creative and flexible approach coupled with the diversity of our portfolio, this enables us to approach each new endeavor with the assurance that Pennrose has the experienced staff and state-of-the-art technology to achieve success in every new business venture.

Pennrose believes that the key to our success and continued growth is our employees. We seek to attract, employ and retain highly motivated individuals who are committed to excellence in service and who care about the residents of their properties and the community at large. We believe that the best way to accomplish this is to provide our staff with the ingredients of success: well-designed facilities, up-to-the minute technology, the support of supervisors and colleagues, effective and on-going communication, training and opportunities for professional advancement, and a progressive compensation and benefit package including merit-based increases and annual incentive bonuses.

We have developed a team-oriented approach whereby site-based administrative and maintenance personnel communicate and interact on a daily basis in order to address a particular property's specific needs. We believe that our continued growth and recognized status as a leading property management company are attributable to this approach. In addition to the usual responsibilities of a management agent, we believe our company is unique in the area of human and social services. We select and then train staff members who are sensitive to the emotional and physical needs of the residents. The Pennrose portfolio serves individuals and families from all walks of life, including single parent families, students, seniors, from extremely low-income households to upwardly mobile urban professionals. Our aim is to facilitate each individual resident's ability to achieve his or her goals and to sustain a self-sufficient, satisfying lifestyle. We believe it is one matter to create places for people to live and quite another to create an environment that enriches the quality of their lives.

Our Core Values are:

- Integrity – We act with honor, honesty and fairness. We hold ourselves to the highest ethical standards
- Collaboration – We support each other internally and externally to achieve our collective goals.
- Accountability – We are responsive and take responsible action. We say what we mean, we do what we say.
- Results Oriented – We take great pride in achieving exceptional outcomes.

Our major objectives as a professional property management agent are to:

1. Employ sound business management and professional property management practices which ensure the preservation of the asset, optimal use of fiscal resources and safe, efficient and ethical operation of each property managed.
2. Coordinate the needs of residents along with those of our public and private partners in order to develop resources that will improve the quality of residents'/students' lives.
3. Effect the meaningful involvement of residents in the management of the property.

Pennrose Management Company (PMC) Reporting and Monitoring

The types of properties that we manage are varied and all-encompassing and include Section 8, tax credit, Public Housing as well as conventional communities. For this development, PMC would provide comprehensive management services, which include, but are not limited to:

- a) Comprehensive accounting and reporting functions including maintaining detailed individual property records for financial management and site-based budgetary practices.
- b) Recruitment, assignment, supervision and administration of personnel policies for all site-based employees.
- c) Marketing and leasing of units in accordance with pre-established resident selection criteria.
- d) Collection of rents and enforcing compliance with resident lease terms.
- e) Development, administration and monitoring of comprehensive maintenance and repair programs that address emergency, routine and preventive maintenance work (refer to section V. Maintenance Philosophy and Procedures for a more complete description of maintenance related capabilities and services).
- f) Standardized purchasing and/or subcontracting procedures for procurement of goods and services.
- g) Regulatory compliance functions.
- h) Coordination of supportive services.
- i) Insurance claim administration including worker's compensation, casualty and liability coverages.

Target Market

The proposed unit mix for both scenarios includes a diverse range of unit types and bedroom counts, along with several different tiers of affordability. There will be units restricted to persons at households at 30%, 50%, 60% AMI, and 80% AMI. The current AMIs for Portsmouth are provided below.

Portsmouth - Area Median Income (AMI Limits)				
Size	30% AMI	50% AMI	60% AMI	80% AMI
1 person	\$27,570	\$45,950	\$55,140	\$73,520
2 person	\$31,500	\$52,500	\$63,000	\$84,000
3 person	\$35,430	\$59,050	\$70,860	\$94,480
4 person	\$39,360	\$65,600	\$78,720	\$104,960
5 person	\$42,510	\$70,850	\$85,020	\$113,360
6 person	\$45,660	\$76,100	\$91,320	\$121,760

Source: Novogradac and Company, Effective 5/31/2024

There are several benefits to providing mixed-income housing including economic diversity of residents, improved housing quality and services, and neighborhood. Both proposals embrace the diverse economic nature of the City and seek to provide housing options that target as many individuals as possible. However, like the design and financing aspects of these proposals, we will work with the City to find unit mix and target population best suited to meet the needs of the community.

Resident Selection

We have included a sample tenant selection plan, as well as a sample management plan below that Pennrose Management Company have implemented successfully for other developments. While a lottery process is not required by New Hampshire Housing, we will work with the City of Portsmouth should a lottery or similar practice be desired. Pennrose has extensive experience facilitating a lottery for below market rate housing while adhering to all state and Fair Housing laws.

Community Impact

Pennrose is a socially-responsible company that has long been committed to supportive services as an integral and vital component of property management. In each of our Pennrose-managed communities, our Community Impact Department builds collaborative relationships, partnering with a broad spectrum of local service provider agencies. The Community Impact Department also focuses on identifying needs, coordinating and linking our residents to appropriate services, and assisting them in securing these services. We feel that Supportive Services are an integral part of ensuring successful residency for our clients. This team-centered approach to offering comprehensive and consistent services produces an environment that truly enhances the quality of our resident's lives and creates stronger, more vibrant communities. Community Impact Coordinators link residents to community agencies or programs and provide information and referrals



that will help meet the resident's needs and empower the residents to be successful.

The team is led by Shannon Mowery, Vice President of Community Impact, Shannon started with Pennrose as a Supportive Service Coordinator in 2002. In this role she coordinated and facilitated supportive service activities and training including health and wellness, human service needs, as well as recreational activities. Since 2020, Shannon has served as Vice President of Community Impact where she oversees all aspects of Supportive Services for Pennrose, including the development of Supportive Service plans, delivery of services at all propitiates, as well as coordinating any activities and communications with company affiliates as they relate to supportive services. Pennrose provides supportive services for many reasons:

- Happier, healthier residents means less complaints or residents issues.
- Increased savings to the property's bottom line, meaning less evictions or turnovers means more money in the property budget.
- The property is more marketable because of the added services.
- Meeting and exceeding funding requirements.
- It is the right thing to do. It increases the quality of life for residents.

Rental Assistance Local Preference

Our financing plan proposes the use of a number of project-based Section 8. The inclusion of project-based vouchers helps with the financial feasibility of providing units set aside at 30% AMI. PMC, our proposed property manager, is highly experienced in the management of units with Section 8 and other project-based vouchers; dozens of properties in Pennrose's portfolio have included the successful implementation of project-based Section 8 vouchers. We also have experiencing implementing local preferences in other states, such as in Massachusetts, and if it is desired by Portsmouth, we could explore this option with New Hampshire Housing and help craft a resident selection policy that would be in compliance with Fair Housing laws. If permitted by New Hampshire Housing, during lease-up, a percentage of units can have a local preference applied to them, which would give preference to those who currently work, live, or go to school in Portsmouth.

Sample Tenant Selection Plan

Exhibit “B”

Tenant Selection and Affirmative Fair Housing Marketing
Plan

Cape Cod Five

Sample

Project Information

Project Name	Cape Cod Five
Project Contact Name	Jennifer Hayward
Address	19 West Road
City, State, Zip	Orleans, MA 02653
Phone	267-386-8600
Fax	267-386-8650
TTY/TDD/Audio Relay	711 National Voice Relay

The Purpose of the Resident Selection Plan

This Resident Selection Plan has been produced by Pennrose Management Company (the “**Agent**”), the property management agent for Cape Cod Five (the “**Project**”), owned by Cape Cod Five, LLC (the “**Owner**”). The Resident Selection Plan helps to ensure that applicants to the Project are selected for occupancy in accordance with established management policies and the requirements of the federal low-income housing tax credit program and the project-based vouchers program. Please contact the management office if you need help understanding this document.

This document is an exhibit to, and should be read in conjunction with, the Management Plan produced by the Agent for the Project. Capitalized terms that are used but not defined in this Resident Selection Plan shall have the meaning given to them in the Management Plan.

Smoke Free Housing

Smoking is prohibited in any area of the property, both private and common, whether enclosed or outdoors. This policy applies to all owners, applicants, residents, guests, and servicepersons. “Smoking” shall include the inhaling/exhaling, burning, or carrying of any lighted cigarette, e-cigarette, cigar, pipe, other tobacco products, marijuana, including medical marijuana, herbal smoking products “Legal Weed” or products known as “bath salts” or illegal substance.

Pets

The Owner/Agent has established a Pet Policy for this property. Pet Policies and Procedures and all pet addenda are listed as an exhibit to the lease documents. Assistance animals, companion animals, service animals and therapy animals are not considered pets. If an applicant wishes to request an assistance/companion/service/therapy animal, please review the process to request a reasonable accommodation in Appendix A. Please keep in mind that the following criteria must be met in order for the Owner/Agent to approve such an accommodation:

- The applicant or resident must meet the DOJ/HUD’s definition of person with disabilities
- The animal must be necessary to afford a person with a disability an equal opportunity to use and enjoy a dwelling
- The disability and need must be verified unless previously known or obvious
- The animal must not pose a threat to other residents, the property staff, applicants or vendors
- The resident must agree to abide by the assistance animals rules (available for review upon request)

Assistance Definition

The property is operating under the guidelines established for the HUD Section 8, the Low Income Housing Tax Credit Program (LIHTC) plus DHCD and local subsidies, including HOME, HTF and AHTF. Requirements for these programs are described in the Tax Credit Regulatory Agreement, Massdocs Affordable Housing Restriction and Regulatory Agreement. Therefore, applicants must meet the criteria for one or more programs, depending on the apartment applied for within the project, in order to qualify.

Subsidy

Nine (9) residents at this property are offered subsidized rent. The Administering Agency for the one (1) MVRP voucher and the eight (8) project-based vouchers will be Housing Assistance Corporation (HAC). This means the rent that a household pays is based upon the household income. The rent paid by residents may vary. Subsidized rents are made available through participation in the HUD Section 8 program. Exhibit G to this plan supports the Section 8 application & eligibility process.

Housing Vouchers

Owner/Agent may not admit an applicant with a HUD housing voucher to a unit with Section 8 assistance unless the applicant agrees to give up the voucher prior to occupancy.

Policies to Comply with Section 504 of the Rehabilitation Act of 1973 and the Fair Housing Act Amendments of 1988 and Title VI of the Civil Rights Act of 1964

The Agent is committed to the letter and spirit of the policy for the achievement of equal housing opportunity throughout the country. We encourage and support an affirmative advertising and marketing program in which there are no barriers to obtaining housing because of race, color, religion, sex, handicap, familial status, national origin, sexual orientation or gender identity. Specifically, the Agent complies with the federal laws described in this Section.

Fair Housing

The Fair Housing Act prohibits discrimination in housing and housing related transactions based on race, color, religion, sex, national origin, disability, and familial status.

Title VI of the Civil Rights Act of 1964

The Owner/Agent complies with Title VI of the Civil Rights Act of 1964 which prohibits discrimination based on race, color, or national origin in any program or activity receiving federal financial assistance from HUD.

Section 504 of the Rehabilitation Act of 1973

The Owner/Agent complies with Section 504 of the Rehabilitation Act of 1973 which prohibits discrimination, based on the presence of a disability in all programs or activities operated by recipients of federal financial assistance. Although Section 504 often overlaps with the disability discrimination prohibitions included in the Fair Housing Act, it differs in that it also imposes broader affirmative obligations on the Owner/Agent to make their programs, as a whole, accessible to persons with disabilities.

Coordinating Efforts to Comply with Section 504 Requirements

The Owner/Agent has designated a person to address questions or requests regarding the specific needs of residents and applicants with disabilities. This person is referred to as the Section 504 Coordinator.

Name of Section 504 Coordinator:	Kathi Garrone
Address:	1301 N. 31 st Street Philadelphia, PA 19121
Phone Number:	267-386-8600
TDD/TTY Number:	711 Voice Relay

Requests for Reasonable Accommodation or Modification

In accordance with the Fair Housing Act and Section 504 of the Rehabilitation Act, the Owner/Agent will make reasonable accommodations or modifications for individuals with disabilities (applicants or residents) unless these modifications would change the fundamental nature of the housing program or result in undue financial and administrative burden. Please see Appendix C for additional information.

Compliance with Requirements Outlined in the Violence Against Women Act

Violence Against Women Act: HUD Notice #06-42 pertains to The Violence Against Women Act of 2005 (VAWA) which prohibits owners from denying admission to a person simply because she/he has been a victim of domestic violence, or stalking. Domestic violence, dating violence, or stalking is not good cause for evicting the victim of that violence. Under VAWA an owner can only evict an individual based on the domestic violence against his/her if it can prove the victim an "actual and eminent threat" to other tenants or staff if s/he is not evicted.

The Violence Against Women and Justice Department Reauthorization Act of 2005 and amendments of 2013 protects tenants and family members of tenants who are victims of domestic violence, dating violence, or stalking from being evicted or terminated from housing assistance based on acts of such violence against them. These provisions apply both to public housing agencies administering public housing and Section 8 programs and to owners relating to families under Section 8 and other affordable housing programs.

In general, the law provides in part that criminal activity directly relating to domestic violence, dating violence, or stalking, engaged in by a member of a tenant's household or any guest or other person under the tenant's control, shall not be cause for termination of assistance, tenancy, or occupancy rights if the tenant or an immediate member of the tenant's family is the victim or threatened victim of that abuse. The law also provides that an incident or incidents of actual or threatened domestic violence, dating violence, or stalking will not be construed as serious or repeated violations of the lease by the victim or threatened victim of that violence and will not be "good cause" for termination of the assistance, tenancy, or occupancy rights of a victim of such violence.

Availability of Assistance for Persons with Limited English Proficiency

Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency (LEP)" requires the Owner/Agent to develop and implement a system to provide housing assistance so persons of LEP can have meaningful access. The Owner/Agent will provide for such meaningful access consistent with, and without unduly burdening the fundamental mission of the property. The Owner/Agent will work to ensure that people who apply for and/or qualify for housing assistance are provided meaningful access to HUD's housing assistance program.

Protections provided based on Sexual Orientation, Gender Identity or Marital Status

The Final Rule - *Equal Access to Housing in HUD Programs – Regardless of Sexual Orientation or Gender Identity* was published in 2012. The Owner/Agent will comply with the requirements established in the Final Rule which ensures that HUD's core housing programs are open to all eligible persons regardless of sexual orientation, gender identity or marital status.

Overview of Application Process

Procedures for Taking Applications

The Agent will accept and process applications for all units, in accordance with LIHTC, PBV, Section 811, HOME, HTF, AHTF and other funding source Requirements. The Agent will make a reasonable accommodation to assist in the application process if the applicant or any member of the applicant household is disabled.

Application Period

The application period should be at least 60 days. To ensure the fairness of the application process, applicants must not be required to deliver application materials and instead must mail the Applications.

The Market Rate, LIHTC and PBV units will be filled using a Lottery as required by DHCD.

Prior to the Lottery

The following will occur prior to the Lottery:

AFHMP Ads will be published 2 times prior to the Lottery and will include instructions on how to obtain a pre-application. The first ad will be placed in **TBD** (60 days prior to the lottery) and the second in **TBD** (30 days prior to the lottery) advising of a lottery to be held in **TBD**.

One or more Public Informational Meetings for potential applicants will be held to educate them about the community, the lottery process and timing surrounding the lottery process, application completion, etc... The public informational session will be held at a time that allows for maximum opportunity to attend and will be held at a reasonable location. The first public informational meeting will be held in **TBD** (in concurrence with the first AFHMP Ad). Subsequent meetings will be held as necessary, and it is likely that a second meeting will be held in conjunction with the second AFHMP ad, 30 days prior to the Lottery.

Pre-Applications will be accepted for a minimum of 60 days, but will be extended as needed, to ensure that there are enough applicants who meet the eligibility criteria for each of the unit size and income tier for the development.

*The full application and interview process will begin immediately following the lottery with all eligible applicants catalogued into their lottery selection slot.

Lottery Procedure

The lottery will be held in **TBD** (approximately 60 days from the publishing of the first AFHMP ad). We commit to including interested households on the Auburn Housing Authority waiting list for rental subsidies in the applicant pool for the Lottery.

We are requesting 65% local preference for applicants who live, work, or have children in the school system of the Town of Orleans. Then a modest 10% regional preference for applicants who live, work, or have children in the school systems of the Towns of Eastham, Chatham, Brewster, Wellfleet, Truro, Provincetown, and Harwich. This would be for the initial lease up only and to help address the acute

housing shortage on Outer and Lower Cape Cod. We have received CPC awards from multiple communities to support this project which is evidence of the regional approach to tackling this area's housing crisis.

The lottery will be administered by the Agent, Pennrose Management Company. The Agent has performed lotteries in several states including Massachusetts.

Once all required information has been received, qualified applicants will be assigned a registration number. **Only applicants who meet the applicable eligibility requirements will be entered into the lottery.**

Ballots with the registration number for applicant households will be placed in **all** lottery pools for which they qualify. The ballots will be randomly drawn and listed in the order drawn, by pool. This project has units with different numbers of bedrooms, so units will then be awarded (largest units first) by proceeding down the list to the first household on the list that is of appropriate size for the largest unit available according to the appropriate-unit-size criteria established for the lottery. Once all larger units have been assigned to appropriately sized households in this manner, the lottery administrator will return to the top of the list and select appropriately sized households for smaller units. This process will continue until all available units have been assigned to appropriately sized applicant households.

The lottery will be held at a public building, wheelchair accessible location and at a time that allows for maximum opportunity to attend. Applicants do not need to attend the lottery in order to receive a lottery number. After the lottery is completed a letter will be sent to each applicant advising them of their lottery number. The lottery will be streamed in some virtual way for those who cannot attend. This would likely be done via Facebook Live.

Deposits/Fees

Successful lottery participants will not be required to pay any fee or deposit to hold a unit pending construction completion nor will applicants be required to pay any form of fee or deposit to be placed on a wait list.

Accessible Units/Units with Adaptive Features; Reasonable Accommodations

The project includes units that are fully accessible, units that have adaptive features (also commonly referred to as "adaptable" units), for occupancy by persons with mobility impairments or hearing, vision or other sensory impairments. First preference (regardless of applicant pool) for those units shall be given to persons with disabilities who need such units, including single person households, in conformity with state and federal civil rights laws. This preference applies to fully accessible units, which include 5% of the total units which are to be wheelchair accessible and 2% which are to be communications accessible. This does not include the accessible units that are CBH units.

Fulfilling the obligation for a providing a first preference, as described above, does not limit an owner's fair housing obligations with respect to persons with disabilities. When a person with a disability is the next eligible applicant and the development contains available units with adaptive features, the applicant must be made aware of such availability and of the owner's obligation to adapt the unit as needed.

Upon request, the Agent will provide interested parties with a copy of the application package.

The person who is indicated as the head-of-household must execute and sign all documents that are included in the application package. Before completing or executing any forms, additional copies should be made for all adult household members and in some cases for minors who will live in the unit.

All adult applicants must complete the application package as instructed.

Applicants must provide a government issued photo ID - used for verifying the identity of all applicants - to accompany applications. In some cases, and when appropriate, this ID may also be used to verify age and citizen/non-citizen eligibility status. If the applicant is not able to visit the site, alternative means of verifying identity, such as Skype, may be utilized.

Applicants must provide a birth certificate or other documentation that can be used to verify age, citizen/non-citizen eligibility status and relationship to other household members.

All applications can be submitted on the Project site at the property management office after the pre-application period and lottery to be placed on the waiting list. During the pre-lottery application period, the Agent will accept applications via mail.

All documents in the application package must be **completed in full**, signed and dated in order to be accepted. Applicants will not be added to the waiting list until all application forms have been properly completed and signed as appropriate. Incomplete application packages will be returned.

State fair housing law requires that all accessible rental units be listed with MassAccess – the registry of accessible housing administered by Citizens Housing and Planning Association (CHAPA). CHAPA can be contacted at (617) 742-0820 or electronically at www.massaccesshousingregistry.org

Live-in Aide Procedure

Applicants should notify management office staff if the household plans to include a live-in aide. The live-in aide is not required to complete the same application forms but must complete the Live-in Aide Questionnaire and screening and other O/A verifications that are required.

The live-in aide has no rights to the unit and will be required to relinquish possession of the unit within a reasonable time as stipulated by the Agent. The live-in aide will be required to sign an acknowledgement the live-in aide has no right of residency or occupancy if the resident moves out for any reason including death.

Consent to Verification

All adult members of an applicant household must sign consent forms and, as necessary, verification documents, so that the Agent can verify eligibility and screening criteria, relating to income and other factors (e.g., disability status). Consent and verification forms protect the rights and privacy of residents and applicants by allowing them to have control over any information collected about them. Each household member age 18 and older and each household head and spouse regardless of age must sign the resident release and consent form regardless of whether they report income.

If the applicant or any adult member of the applicant's household does not sign and submit the consent forms, the Agent must reject the application.

Preliminary Determination of Applicant Eligibility

Following the lottery, upon receipt of a complete application package, the Agent will then review the application for program eligibility. Eligibility standards are discussed in detail in Section V below. All information needed to determine applicant eligibility shall be obtained and verified pursuant to the verification procedures described in Section VII below.

During the ongoing operation of the property, the Agent will also make a preliminary eligibility determination before adding a household to a waiting list or initiating final eligibility tasks. The Agent will review the application to ensure that there are no obvious factors that would make the applicant ineligible. If a preliminary eligibility review indicates that a household is eligible for tenancy, but units of appropriate size are not available, the Agent will place the household on a waiting list for the property as described in Section VI below.

Final Determination of Eligibility

When a unit becomes available, all eligibility criteria will be reviewed before a final eligibility determination is made. Additionally, all adult members of an applicant household (and, if appropriate, minors) will be subject to certain screening, as described in Section VIII below, based on landlord/rental history, credit history and criminal history. If the screening process determines that the family meets the Agent's standards for admission, a final determination is made that the applicant is eligible.

Eligibility Requirements

Based on federal regulations, the Owner/Agent may admit only eligible applicants. In the selection of applicants for admission, eligibility criteria have been established in accordance with HUD and LIHTC guidelines.

The following eligibility standards will be applied in accordance with HUD and LIHTC requirements.

Property Eligibility Definition

Household/Resident Type

This is a Market Rate, Section 8 and Low-Income Housing Tax Credit family property and is designed to provide housing to all households who meet the eligibility and screening requirements.

Income Limits

Income limits vary by household size. The Owner/Agent will provide applicants a copy of the income limits for the property upon request. In addition, applicants can review the income limits by accessing the following web site: <http://www.huduser.org/datasets/il.html>

HUD requires that property managers incorporate the most recently published income limits when determining eligibility for the LIHTC and PBV units. Income limits are updated annually (usually around December).

Income Eligibility and Set-Aside Requirements

Occupancy at Cape Cod Five must be consistent with the income eligibility guidelines and set-aside requirements of the LIHTC program set forth in the owner's tax credit application to DHCD and the ELIHC (the "Tax Credit Requirements") The specific requirements are as follows:

- 1) 45 units shall be for households having annual incomes at or below 60% of the area median income (adjusted by family size).
- 2) 2 of the 45 units shall be for households having annual incomes at or below 50% of the area median income (adjusted by family size) and Section 8 assistance.
- 3) 6 of the 45 units shall be for households having annual incomes at or below 30% of the area median income (adjusted by family size) and Section 8 assistance.
- 4) 15 units shall be set aside for market rate households.

- 5) 4 units will be set aside for residents referred by Community Based Housing (CBH). The Community Based Housing program provides funding for the development of integrated housing for people with disabilities, including elders, with priority for individuals who are in institutions, nursing facilities or at risk of institutionalization. These 4 units are Project Based Section 8 units at the 30% income tier.

Each of the forgoing is referred to as an “Occupancy Category”. An Occupancy Category that is represented by fewer than the prescribed number of units in that Occupancy Category as aforesaid shall be referred to as an “underrepresented” Occupancy Category; an Occupancy Category already represented by the full number of units therein shall be referred to as an “overrepresented” Occupancy Category.

Area Median Income is determined periodically by the US department of Housing and Urban Development and is adjusted by family size.

Privacy Policy

It is the policy of the Owner/Agent to guard the privacy of individuals controlled by the Federal Privacy Act of 1974 and to ensure the protection of such individuals' records maintained by the Owner/Agent.

Neither the property owner nor its agents shall disclose any personal information contained in its records to any person or agency, other than HUD, its Contract Administrators or other federal/state entity or investor auditing entities, unless the individual about whom information is requested gives written consent to such disclosure.

This Privacy Policy in no way limits the Owner/Agent's ability to collect such information to determine eligibility, compute rent, or determine an applicant's suitability for tenancy.

Income Tiering

The LIHTC Waiting List shall organize non-subsidized LIHTC Units according to the tiers identified in the chart below, which set forth the target distribution of the LIHTC Units. This target distribution is derived from the LIHTC Indenture and other applicable LIHTC Requirements as well as any more stringent requirements imposed by the HOME and PBV Program. Note that this chart covers all LIHTC Units, including the HOME Units and the PBV Units.

Income Tiering

Bdrms	Units	Unit Type	Target AMI
1	4	PBV	30%
1	2	PBV	50%
1	21	LIHTC	60%
1	2	Market Rate	Market Rate
2	3	PBV	30%
2	18	LIHTC	60%
2	5	Market Rate	Market Rate
3	1	PBV	30%

3	4	LIHTC	60%
3	3	Market Rate	Market Rate
TOTALS	62		

PBV Units

Applicants for the PBV Units that are subsequently determined to be ineligible shall not be placed on a waiting list.

Accessible Units – General Policy

Within the Waiting List, units that have been made accessible in accordance with the Universal Federal Accessibility Standards will be offered to applicant households with disabled members first. In some cases, the Agent may implement marketing effort to ensure that disabled households occupy accessible units. An accessible unit will be offered as follows:

- 1) Units with communication accessible features will be offered to households with a verified need for communication accessible units first
- 2) Units with mobility accessible features will be offered to households with a verified need for mobility accessible units first

When an applicant requests an accessible unit or a unit preference, the Owner/Agent will conduct inquiries to:

- 1) Verify that the applicant is qualified for the unit, which is only available to persons with a disability or to persons with a particular type of disability
- 2) Verify that the applicant needs the features of the unit as an accommodation to his or her disability
- 3) Verify that the applicant is qualified to receive a priority on the waiting list available to persons with a disability or to persons with a particular type of disability

In the case where the members of the household who required the special features of the accessible unit no longer reside in the unit, and where the lease permits, the Agent will require the remaining members of the household to move to a unit without accessibility features when such a unit of the appropriate size becomes available.

If there is no household on the waiting list that has requested an accessible unit, the unit will then be offered to the next applicant household on the waiting list. Before the applicant can accept that accessible unit, all adult members of the applicant household must sign an agreement that includes a requirement to move, at the household's expense, to the first available non-accessible unit that meets the household's occupancy requirements as described in this plan.

The resident household will not be required to move if:

- 1) No unit that meets the household's occupancy requirements is available
- 2) There is no applicant household on the waiting list requesting an accessible unit

The Agent will not skip over a household that has reached the top of the waiting list and has indicated a need for certain unit features because of a disability. The household will be given the opportunity to benefit from the program and decide for itself, in compliance with the Fair Housing Act and Section 504, whether a unit meets the needs of the disabled household member. The household may accept the unit and request some modification to the unit as a reasonable accommodation.

Detailed Priorities

When a unit is available, that unit will be offered in the following order, subject to unit-type eligibility, regulatory requirements and the income tiering preferences described above:

Accessible units will be offered in the following order:

- 1) The next household on the waiting list that currently resides on the property and needs a different accessible unit based on a change in household size or composition
- 2) The next household on the waiting list that currently resides on the property in an accessible unit that needs a different accessible unit based on a verified medical need
- 3) The next household on the waiting list that currently resides on the property and needs a different unit based on a verified need for an accessible unit
- 4) The next household on the waiting list that currently resides in the community that includes an adult household member requesting a separate unit and that includes a member that needs the features of that accessible unit.
- 5) The next applicant household on the waiting list that does not currently reside in the community that requires the features of an accessible unit
- 6) The next household on the waiting list that currently resides in the community that includes an adult household member requesting a separate unit when no residents or applicants require the features of an accessible unit
- 7) The next applicant household on the waiting list that does not currently reside in the community when no residents or applicants require the features of an accessible unit

Non-accessible units will be offered in the following order:

- 1) The next household on the waiting list that currently resides on the property and needs a different size unit based on a change in household size and/or composition
- 2) The next household on the waiting list that currently resides on the property and needs a different unit based on a verified medical need for a different unit

- 3) The next household on the waiting list that currently resides on the property that no longer requires the accessibility features of the unit in which they currently living
- 4) The next household on the waiting list that currently resides in the community that includes an adult household member requesting a separate unit
- 5) The next applicant household on the waiting list that does not currently reside in the community

Preferences

There is a 65% preference for the residents of and workers in the town of Orleans. There is a 10% preference for residents of other Outer and Lower Cape towns. Preferences are for the initial lease up only.

LIHTC Program Eligibility – applicable to all LIHTC Units

Based on federal regulations, the Agent may admit only eligible applicants. In the selection of applicants for admission, eligibility criteria have been established in accordance with LIHTC guidelines.

The following eligibility standards will be applied in accordance with LIHTC Requirements:

- 1) The household's annual income must not exceed program income limits at move-in. Specifically, pursuant to the LIHTC Code, all units must be occupied by households earning at or below 60% of AMI, and at least 40% of the units must be occupied by households earning at or below 60% of AMI.
- 2) The household size must be appropriate for the available apartments.
- 3) All information reported by the household is subject to verification.

HOME and HSF Program Requirements

For HOME and HSF tenants, Agent must use HUD's "Technical Guide to Determining Income and Allowances for the HOME Program." Incomes will be calculated as defined in 24 CFR Part 5.

PBV Program Requirements

The project will maintain a site based waiting list for Project-Based Section 8 (PBS8) pursuant to the requirements of 24 CFR 983. For units covered by a Housing Assistance Program (HAP) contract for Cape Cod Five, all referrals from the property will be sent to HAC (Housing Assistance Corporation).

The project will establish and conduct as part of its process to determine eligibility for the PBS8 Program the following:

- 1) Obtain a completed form HUD 9886 and form HUD 9886a from all adult household members that will permit the project to conduct the income and eligibility verification process for PBS8 and which will allow the project to share the information that generates the form HUD 50058 with HAC.
- 2) Determine Eligible Immigrant Status and prorate any rental assistance to the household as appropriate. Eligible Immigrant status is not a Section 42 requirement.

- 3) Verify income, assets, deductions and exclusions. This process will access the EIV system.

For purposes of the PBS8 Program, the HAC is a regulatory agency for a HUD housing program with the responsibilities that adhere thereto to affirmatively affirm fair housing and to confirm ongoing compliance with the requirements of 24 CFR 982 and 24 CFR 983. This includes unit inspections and the termination of households from the PBS8 program that no longer remain eligible based on the HAC's annual recertification process or based on information that becomes available to the HAC between the annual recertification anniversaries. Households in residence at Cape Cod Five are required to report all changes in income between each annual recertification, and the HAC will determine if there is a change in the Household's share of rent. The HAC will inform Cape Cod Five of all changes in the resident's share.

Information needed to determine applicant eligibility shall be obtained, verified, and the determination of applicant eligibility performed, in accordance with HUD and LIHTC eligibility requirements and any special eligibility requirements elsewhere specified in this Plan.

Disclosure and Verification of Social Security Number

All household members receiving HUD housing assistance or applying to receive HUD housing assistance are required to provide a Social Security Number and adequate documentation necessary to verify that number. This rule applies to all household members, including live-in aides, foster children and foster adults.

Adequate documentation includes a Social Security card issued by the Social Security Administration (SSA) or other acceptable evidence of the SSN such as:

- Original Social Security card
- Driver's license with SSN
- Identification card issued by a federal, State, or local agency, a medical insurance provider, or an employer or trade union
- Earnings statements on payroll stubs
- Bank statement
- Form 1099
- Benefit award letter
- Retirement benefit letter
- Life insurance policy
- Court records

Exceptions to Disclosure of Social Security Number

The Social Security Number requirements do not apply to:

Individuals who do not contend eligible immigration status.

When applicants and residents are required to declare their citizenship status, the existing regulations pertaining to proration of assistance or screening for mixed families must continue to be followed. In these instances, the Owner/Agent will have each person's Citizenship Declaration on file - whereby the individual did not contend eligible immigration status - to support exception to the requirements to disclose and provide verification of a Social Security Number.

Individuals age 62 or older as of January 31, 2010, whose initial determination of eligibility was begun before January 31, 2010.

The eligibility date is based on the initial effective date of the form HUD-50059 or form HUD-50058, whichever is applicable.

Documentation that verifies the applicant's exemption status must be obtained from the owner of the property where the initial determination of eligibility was determined prior to January 31, 2010. This documentation must be retained in the applicant/resident file. An Owner/Agent cannot accept a certification from the applicant stating they qualify for the exemption.

The exception status for these individuals is retained if the individual moves to a new assisted unit under any HUD assisted program or if there is a break in his or her participation in a HUD housing assistance program.

If, at the time a unit becomes available, non-exempt household members have not provided adequate documentation necessary to verify Social Security Numbers, the next eligible applicant must be offered the available unit.

Any applicant household member who has not provided required Social Security Number information for all non-exempt household members has 90 days from the date they are first notified that a unit is available to provide documentation necessary to verify the Social Security Numbers. During this 90-day period, the household may retain its place on the waiting list. After 90 days, if the applicant is unable to disclose/verify the Social Security Numbers of all non-exempt household members, the household will be determined ineligible and removed from the waiting list.

Secondary Verification of the Social Security Number

The Social Security Number provided will be compared to the information recorded in the Social Security Administration database (through HUD's Enterprise Income Verification System-EIV) to ensure that the Social Security Number, birth date and last name match.

If EIV returns an error that cannot be explained or resolved, assistance and/or tenancy may be terminated, and any assistance paid in error must be returned to HUD. If the applicant/resident

deliberately provides an inaccurate Social Security Number, the Owner/Agent and/or HUD may pursue additional penalties due to attempted fraud.

Citizenship/Immigration Status Requirements

All household members receiving HUD housing assistance or applying to receive HUD housing are required to declare U.S. citizenship or submit evidence of eligible immigration status for each household member seeking housing assistance. Cape Cod Five will determine eligible immigration status for both the Project Based Voucher Program and the 811 Program.

Single Residence/Subsidy Criteria

A household is eligible for assistance only if the unit will be the household's only residence. This rule is meant to ensure that the government pays assistance for only one unit for a household and provides assistance to as many eligible households as possible. The Owner/Agent will not knowingly assist applicants who will maintain a residence in addition to the HUD-assisted unit.

Applicants MUST disclose if they are currently receiving housing assistance. Residents can only receive subsidy for one unit/residence at a time. This prohibition does not prevent a person, who is currently receiving assistance, from applying for an assisted unit in another property.

If, for any reason, a resident moves in to this property before moving out of another subsidized unit, the new resident will be required to pay market rent until the move out from the previous property is complete and the resident is eligible to receive HUD subsidy for this property. Assistance in the new unit will begin, if the household is still eligible, the day after assistance ends for the previous unit.

There is an exception to this rule. Children in joint custody arrangements can receive HUD housing assistance in two units when both parent/guardian families receive HUD housing assistance. However, only one household may use the \$480 dependent deduction to determine adjusted income. In these cases, additional verification is required. The Owner/Agent will request:

- Verification of the custody/guardianship/living arrangement - Please see Appendix D for additional information.
- Verification of the use of the \$480 deduction. The Owner/Agent will verify use of the \$480 dependent deduction with the other Owner/Agent if:
 - The child will live in the unit at least 50% of the time and
 - The parent wishes to claim the \$480 deduction, and
 - Both families are receiving HUD housing assistance.

All adults in the applicant household will be required to sign the Acknowledgement in Appendix C.

Determination of Applicant Eligibility

Cape Cod Five maintains a waiting list for Project-Based Section 8 pursuant to the requirements of 24 CFR 983. For units covered by a Housing Assistance Program (HAP) contract for Cape Cod Five, all placements must come from referrals from the Cape Cod Five site based waiting list.

Cape Cod Five will establish and conduct as part of its process to determine eligibility for the PBS8 Program the following:

1. Obtain a completed form HUD 9886 and form HUD 9886a from all adult household members that will permit Cape Cod Five to conduct the income and eligibility verification process for PBS8 and which will allow the project to share the information that generates the form HUD 50028 with HAC.
2. Determine Eligible Immigrant Status and prorate any rental assistance to the household as appropriate. Eligible Immigrant status is not a Section 42 requirement.
3. Verify income, assets, deductions and exclusions. This process will access the EIV system.

For purposes of the PBS8 Program, the HAC is a regulatory agency for a HUD housing program with the responsibilities that adhere thereto to affirmatively affirm fair housing and to confirm ongoing compliance with the requirements of 24 CFR 982 and 24 CFR 983. This includes unit inspections and the termination of households from the PBS8 program that no longer remain eligible based on the HAC's annual recertification process or based on information that becomes available to the HAC between the annual recertification anniversaries. Households in residence at Cape Cod Five are required to report all changes in income between each annual recertification, and the HAC will determine if there is a change in the Household's share of rent. The HAC will inform Cape Cod Five of all changes in the resident's share.

Information needed to determine applicant eligibility shall be obtained, verified, and the determination of applicant eligibility performed, in accordance with HUD and LIHTC eligibility requirements and any special eligibility requirements elsewhere specified in this Plan.

If an applicant is ineligible, the Owner/Agent will reject the application. If the applicant is otherwise eligible but no appropriate size unit is available in the property, the applicant will be placed on the Cape Cod Five site-based waiting list.

Being eligible, however, does not guarantee that the application will be approved. All adult applicants (and if appropriate minors) will be subject to the certain screening based on landlord/rental history, credit history and criminal history. If the screening process determines that the family meets HUD's and the Owner/Agent's standards for admission, the family is found eligible.

[Procedures for Taking Project Based Section 8 Applications](#)

All Project Based Section 8 applications for residency at Cape Cod Five are sourced from the lottery and/or its Section 8 site-based waiting list, and subject to any preferences or priorities established for that waiting list. Potential applicant households who are interested in applying for residency at Cape Cod

Five, but who are not on the waiting list, shall be processed for placement on the waiting list.

It is the Owner/Agent's policy to accept and process applications in accordance with applicable HUD and LIHTC regulations. The Owner/Agent will make a reasonable accommodation to assist in the application process if the applicant or any member of the applicant household is disabled.

Whenever the property has a vacancy or projects an upcoming vacancy, the Owner/Agent will source a reasonable number (typically 3-5 per vacancy) of applicants from the waiting list. Owner/Agent will initiate contact with any applicant and will invite that applicant to complete an application package. The applicant can submit a full application on site at the property management office. The Owner/Agent will also accept applications via mail. The Owner/Agent will also accept the application in an equally effective format, as a reasonable accommodation, if there is the presence of a disability.

The person who is indicated as the Head-of-Household and all household applicants age 18 and over must complete, execute and sign all documents that are included in the application package as instructed. Before completing or executing any forms, additional copies should be made for all adult household members and in some cases for minors who will live in the unit.

If the family plans to include a live-in aide, the live-in aide is not required to complete the same application forms. Live-in aides must complete the Live-in aide questionnaire and screening and other O/A verifications that are required.

The live-in aide has no rights to the unit and will be required to relinquish possession of the unit within a reasonable time as stipulated by the Owner/Agent. The live-in aide will be required to sign an acknowledgement that he/she has no right of residency or occupancy if the resident moves out for any reason including death.

The management company requires applicants to provide a government issued photo ID - used for verifying the identity of all applicants - to accompany applications. In some cases, and when appropriate, this ID may also be used to verify age and citizen/non-citizen eligibility status. If the applicant is not able to visit the site, alternative means of verifying identity, such as Skype, may be utilized.

The management company requires a birth certificate or other documentation that can be used to verify age, citizen/non-citizen eligibility status and relationship to other household members.

*All documents in the Application Package must be **completed in full**, signed and dated in order to be accepted. Incomplete Application Packages will be returned.*

Eligibility of Students Under LIHTC Guidelines

A LIHTC Unit may not be occupied solely by full-time students (including students in both K-12 and higher education), unless at least one of the following exceptions applies:

- 1) Any member of the household is married and either files or is entitled to file a joint tax return; or

- 2) The household consists of a least one single parent and his or her minor children, and the parent is not a dependent of a third party. Any children may be claimed as a dependent of either parent, regardless of tenancy in unit; or
- 3) At least one member of the household receives assistance under Title IV of the Social Security Act. (e.g., TANF – Not SSA or SSI); or
- 4) At least one member is enrolled in a job training program receiving assistance under the Work Investment Act (WIA) formerly known as the Job Training Partnership Act, or similar federal, state or local laws; or
- 5) At least one member of the household has exited the foster care system within the previous 6 years.

Eligibility of Higher-Ed Students for Section 8/PBV Assistance

With respect to PBV Units, student eligibility is determined at move-in/initial certification and at each annual certification. If student status changes for an adult during residency, the resident must report the change in student status. Eligibility will be determined to see if the household may continue to receive assistance as well as continue to reside within the community.

Pursuant to 24 CFR 5.612, an individual who is enrolled as either a part-time or full-time student at an institution of higher education for the purpose of obtaining a degree, certificate or other program leading to an educational certificate, is ineligible for Section 8 assistance, and hence for occupancy in a PBV Unit, if that individual:

- 1) Is under age 24 or older; and
- 2) Is unmarried; and
- 3) Is not a veteran of the U.S. military; and
- 4) Does not have a dependent child; and
- 5) Is not disabled; and
- 6) Has parents who (individually or jointly) are not income eligible to receive Section 8 assistance and is not independent of his/her parents.

For purposes of determining the eligibility of a person to receive assistance under Section 8 of the United States Housing Act of 1937, any financial assistance (in excess of amounts received for tuition) that an individual receives under the Higher Education Act of 1965 from private sources or an institution of higher education (as defined under the Higher Education Act of 1965) shall be considered income to that individual, except for:

- 1) A person 24 years of age or older with dependent children as defined by HUD or
- 2) A person living with his/her parents who also receive Section 8 assistance.

Occupancy Standards

In order to be eligible for a particular unit, the size of the applicant household must conform with the occupancy standards described in this paragraph. Occupancy standards serve to prevent the over-

utilization or under-utilization of units that can result in an inefficient use of housing funding. Occupancy standards also ensure that applicants and residents are treated fairly and consistently and receive adequate housing space.

Below, please find this property's occupancy standards description:

Number of Bedrooms	Min. # Household Members	Max. # Household Members
1	1	2
2	1	4
3	3	6

Any household placed in a unit size different from that defined in these Occupancy Standards shall agree to transfer to an appropriate size unit at management request and shall comply with all required procedures surrounding the transfer.

If a minor is listed on the household summary, but no other member of the household is the parent and/or legal guardian, verification of household composition will be conducted to ensure:

- Compliance with HUD's single residence requirements
- Compliance with the Owner/Agent's Occupancy Policy
- Compliance with the use of the Dependent Allowance
- That the child resides in the unit 50% or more of the time
- If the household wishes to claim the dependent deduction for that child and
- If the household requests a unit with an additional bedroom for that child

See Appendix D for additional information about verification of Household Composition.

Verification

As referenced in the discussion above of the application procedure, the Agent shall obtain verifications in compliance with LIHTC Requirements, as well as all local and state requirements. After the preliminary eligibility determination, no decision to accept or reject an application shall be made until information provided on the application form and during subsequent interviews has been collected and any necessary follow-up interviews have been performed.

Information to be Verified

Information to be verified includes, but is not limited to:

- 1) Eligibility for Admission, such as
 - a) Income
 - b) Assets and Asset Income
 - c) Identification
 - d) Age
 - e) Household Composition
 - f) Social Security Numbers
 - g) Citizenship And/or Legal Status
 - h) Student Status

- i) Current HUD Assistance
 - j) In the case of applicants for the Supportive Service Units, status as “homeless,” “at risk of becoming homeless,” or “chronically homeless,” as those terms are defined in the Supportive Housing Quality Assurance Monitoring Guidelines issued by the Massachusetts Housing Finance Authority.
- 2) Allowances, such as
 - a) Age
 - b) Disability
 - c) Full Time Student Status
 - d) Child Care Expenses
 - e) Disability Assistance Expenses
 - f) Medical (For Elderly/Disabled Households Only)
 - 3) Preferences
 - 4) Compliance with Applicant Screening Guidelines, such as
 - a) Credit History
 - b) Rental/Residence History
 - 5) The Need for an Accessible Unit

Methods of Verification

Verifications will be attempted in the following order:

- 1) Third-party (as appropriate)
- 2) Review of applicable documents
- 3) In the absence of any of the above, notarized affidavits from the household member

Each file will be documented, when appropriate, to show that staff attempted to obtain third-party verification before relying on the least acceptable form of information.

Sources of Information

Sources of third-party information may include, **but are not limited to:**

- 1) Any member of the applicant household
- 2) Present and former housing providers/landlords
- 3) Present and former employers
- 4) Banks
- 5) Insurance companies
- 6) Any Asset Manager
- 7) Family members
- 8) Any person or organization providing gifts/regular contributions to the household
- 9) Credit screening providers
- 10) Criminal screening providers
- 11) Eviction screening providers
- 12) Social workers/Parole officers
- 13) Court records

- 14) Drug treatment centers
- 15) Health providers
- 16) Physicians
- 17) Clergy
- 18) Schools/Institutes of higher education
- 19) Department of Homeland Security (DHS)
- 20) Department of Health and Human Services (HHS)
- 21) The Internal Revenue Service (IRS) (i.e. Tax Returns)
- 22) The Social Security Administration (SSA)
- 23) Medicare/Medicaid
- 24) Representative of the United States Armed Forces
- 25) Any federal/local benefit providers
- 26) Pharmacies
- 27) Local and non-local law enforcement
- 28) Automated criminal databases
- 29) Sexual offenders registries when available
- 30) The internet

The Agent will be the final judge of the credibility of any verification submitted by an applicant. The Agent will continue to pursue credible documentation until it is obtained, or the applicant is rejected for failing to produce it.

Period for Verification

Only verified information that is less than 120 days old may be used for verification or recertification. Verified information not subject to change (such as a person's date of birth) will not be re-verified.

Consent and Verification Form

All adult members of a household must sign consent forms and, as necessary, verification documents, so that the Owner/Agent can verify eligibility and screening criteria. Consent and verification forms protect the rights and privacy of residents and applicants by allowing them to have control over any information collected about them. Each household member age 18 and older and each household head and spouse regardless of age must sign the following forms regardless of whether they report income:

1. HUD-9886, *Notice and Consent for the Release of Information to HUD and to a PHA*
2. HUD-9886-A, *Applicant's/Tenant's Consent to the Release of Information Verification by Owners of Information Supplied by Individuals Who Apply for Housing Assistance*

All adult members of an applicant or resident household must also sign individual verification forms authorizing the Owner/Agent to verify household income and other applicable eligibility factors (e.g., disability status).

Provisions for Refusal to Sign

If the applicant or any adult member of the applicant's household, does not sign and submit the consent forms as required in 24 CFR 5.230, the Owner/Agent must deny assistance and tenancy.

Misrepresentation

Any information provided by the applicant that verification subsequently proves to be untrue may be used to disqualify the applicant because of misrepresentation or attempted fraud. The Agent will not take any action to reduce or deny assistance based on inconsistent information received during the verification process until the Agent has independently investigated the information.

The Agent considers false information about the following to be grounds for rejecting an applicant:

1. Identity
2. Social Security Numbers/Information
3. Income
4. Assets/Income from Assets
5. Household composition
6. Disability
7. Birth Date/Age
8. Citizenship, Naturalization, and/or Eligible Immigration Status
9. Eviction history
10. Criminal history
11. Sexual offender status
12. Eligibility for Preferences and Priorities
13. Allowances
14. Current/Previous residence history
15. Current Housing Assistance
16. Status as a Student

Unintentional errors that do not cause differential treatment will not be used as a basis to reject applicants.

Verifying the Need for an Accessible Unit

When an applicant requests an accessible unit or a unit preference, such as a first floor unit, the Agent will conduct inquiries to:

1. Verify that the applicant is qualified for the unit, which is only available to persons with a disability or to persons with a particular type of disability
2. Verify that the applicant needs the features of the unit as an accommodation to his or her disability
3. Verify that the applicant is qualified to receive a priority on the waiting list available to persons with a disability or to persons with a particular type of disability

Privacy Policy

It is the policy of the Agent to guard the privacy of individuals conferred by the Federal Privacy Act of 1974 and to ensure the protection of such individuals' records maintained by the Agent. Neither the property owner nor its agents shall disclose any personal information contained in its records to any person or agency, other than HUD, its Contract Administrators or other federal/state entity or investor

auditing entities, unless the individual about whom information is requested gives written consent to such disclosure.

This Privacy Policy in no way limits the Agent's ability to collect such information to determine eligibility, compute rent, or determine an applicant's suitability for tenancy.

Applicant Screening

Once the Agent has determined that an applicant is eligible for occupancy under the various regulatory programs, the applicant is then subjected to a screening process. Screening is used to help ensure that households admitted to a property will abide by the terms of the lease, pay rent on time, take care of the property and unit, and allow all residents to peacefully enjoy their homes.

Anyone who wishes to live on the property must be screened prior to moving in. This includes, but is not limited to, live-in aides, security/police officers or additional household members wishing to move-in after the initial move-in. Certain exceptions apply to children/minors. The current screening guidelines in place at the time the new household member applies will be used to determine eligibility for admission.

Screening is performed in a manner that is reasonable, consistent, and complies with fair housing laws.

Screening for Drug Abuse and Other Criminal Activity

HUD has established standards that prohibit admission to

- 1) Any household in which any member was evicted in the last three years from federally assisted housing for drug-related criminal activity
- 2) A household in which any member is currently engaged in illegal use of drugs or for which the Owner/Agent has reasonable cause to believe that a member's illegal use or pattern of illegal use of a drug may interfere with the health, safety, and right to peaceful enjoyment of the property by other residents
- 3) Any household member who is subject to any state lifetime sex offender registration requirement
- 4) Any household member if there is reasonable cause to believe that member's behavior, from abuse or pattern of abuse of alcohol, may interfere with the health, safety, and right to peaceful enjoyment by other residents. The screening standards must be based on behavior, not the condition of alcoholism or alcohol abuse

The Agent has established standards that prohibit admission of:

- 1) Any household in which any member was evicted in the last seven years.
- 2) Any household member who is subject to any state lifetime sex offender registration requirement
- 3) Any household member if there is reasonable cause to believe that member's behavior, from

abuse or pattern of abuse of alcohol, may interfere with the health, safety, and right to peaceful enjoyment by other residents. The screening standards must be based on behavior, not the condition of alcoholism or alcohol abuse

Subject to the procedures in Section B below, the Agent will reject applications if any household member's criminal history includes one or more of the following:

The Owner/Agent will reject applications if any household member's criminal history includes one or more of the following:

- 1) Record of any conviction or adjudication, other than acquittal, of the following felonies by any household member
 - a) Murder
 - b) Arson
 - c) Felony Assault
 - d) Kidnapping
 - e) Burglary
 - f) Treason
 - g) Crimes involving harm to children
 - h) Sexual offenses
 - i) Crimes involving explosives
 - j) Crimes involving terrorism
 - k) Crimes involving the manufacture, distribution or illegal use of illegal or controlled substances
 - l) Fraud
- 2) Record of any conviction or adjudication, other than acquittal, of all felonies other than those listed above with 5, 10, 20 years or lifetime, depending on the nature of the offense.
- 3) Record of three or more felony convictions or adjudications, other than acquittal
- 4) Record of any conviction or adjudication, other than acquittal, which involved a misdemeanor offense within 3 years or lifetime, depending on the nature of the offense.
- 5) Record of any conviction or adjudication, other than acquittal, which involved harm to a child
- 6) Record of any conviction or adjudication, other than acquittal, which involved harm to an animal
- 7) Record of any conviction or adjudication, other than acquittal, for any act covered under the Violence Against Women Act
- 8) Sex Offender Registration: Applicant is or ever has been subject to registration under a state sex offender registration program

United States Code Title 8, subsection 1324(a)(1)(A) prohibits the harboring of illegal aliens. The provision of housing to illegal aliens is a fundamental component of harboring. All applicants will be required to provide proof of citizenship or legal immigration status.

If criminal screening indicates an unresolved criminal charge or an unresolved charge of an act covered under the Violence Against Women Act, the application will be suspended until the charge is resolved. At that time, the Owner/Agent's current screening criteria will be applied.

If the Owner/Agent is unable to complete required criminal or sexual offender screening, the application will be rejected.

If criminal screening indicates that the applicant has an unacceptable criminal history, the Owner/Agent will reject the applicant in accordance with HUD guidance and the Owner/Agent's standards for applicant rejection.

Criminal Screening Discoveries

If the criminal background investigation results indicate that the applicant does not meet the criminal screening criteria, the Owner/Agent will reject the applicant in accordance with HUD guidance and the Owner/Agent's standards for applicant rejection.

Before rejecting the household, the Owner/Agent will compare the information provided by the applicant with the criminal history report. If the information conflicts, the Owner/Agent will:

- 1) Notify the household of the proposed action based on the information;
- 2) Provide information about how to obtain a copy of the criminal record;
- 3) Provide the applicant with an opportunity to dispute the accuracy and relevance of the information obtained from any law enforcement agency;
- 4) Allow the household the opportunity to remove the household member.

In this situation, applicants will have (30) calendar days to resolve the discrepancy. If the applicant fails to contact the Owner/Agent or indicates that he/she cannot provide documentation verify that the criminal screening information is not correct, the Owner/Agent will reject the application.

If, after move-in, the Owner/Agent discovers that there was criminal history that would have resulted in rejection, the Owner/Agent will contact the resident to ascertain the accuracy of the criminal report. If the resident would have been rejected had the information been known at the time of the eligibility determination, the Owner/Agent will take steps to evict the household.

Screening for Credit History, Rental History & HUD Assistance

Screening for Credit History

The Owner/Agent reviews each adult applicant's credit history. The Owner/Agent does not consider medical bills/expenses when reviewing credit history.

Credit history will be reviewed to determine if there is any debt owed to a prior landlord. Applicants owing prior landlords will be rejected unless such debt has been paid.

The Owner/Agent will also review utility payment history. If the applicant has more than three late utility payments in the last year or if the applicant is unable to establish utilities in the new unit, the application will be rejected.

Other credit history will be reviewed; the following discoveries will be reason for rejection:

- No outstanding balances in the last 24 months.
- No foreclosures in the last 24 months
- No utility debt

If no credit history is available, the Owner/Agent will accept a single reference from a person who is not related to the applicant who is a licensed business owner, accredited professional or an employee of an accredited education facility. No additional inquiry will be made.

Screening for Rental History

If any member of the applicant household has been evicted from any property owned or managed by the Agent, for lease violations, that applicant household will be rejected.

The Agent will review rental history with any landlord indicated in the last three years. Information will be gathered based on the application and information provided through automated eviction databases. If the applicant fails to identify one or more residences where he/she lived in the last three years, the applicant will be rejected.

If any member of the applicant household has been evicted from any property, for lease violations, within the last seven years, the application will be rejected.

The Agent will contact the prior property owners (agents indicated above) and inquire about the following information:

- 1) Adherence to the lease & community policies
- 2) Compliance with certification reporting requirements
- 3) Rental payment performance
- 4) Unit maintenance
- 5) Record of disturbing neighbors
- 6) Complaints

If the inquiry reveals any negative rental history with respect to the applicant, the applicant will be rejected. Negative history shall include, but will not be limited to:

- 1) Failure to comply with the lease
- 2) Failure to fully and accurately report income, new employment or changes in household composition in a timely manner
- 3) Providing false information
- 4) Attempting to receive or receiving HUD assistance in multiple units/homes
- 5) Slow or no response to requests to recertify
- 6) Poor rental payment history (average more than (2) late payments per year, record of bounced checks, any outstanding balance)

- 7) Record of poor unit maintenance or damage to the unit
- 8) Presence of parasitic infestation unless the applicant agrees to have all unit contents treated before move-in (Owner/Agent will arrange for and pay for treatment)
- 9) Complaints from neighbors regarding actions that directly affect the peace and quiet comfort of others living in the community and/or record of actions that interfered with or prevented the previous landlord from effectively managing the property.
- 10) A current outstanding balance owed by any household member to a prior landlord
- 11) Failure to execute or pay repayment agreements
- 12) More than 2 eviction notices in the last 24 months.
- 13) Verified evictions within in the last 84 months.
- 14) Late pays or NSF's within the last 12 months.
- 15) Other lease violations within the last 24 months.

If no rental history is available, the Agent will accept a single reference from a person who is not related to the applicant who is a licensed business owner, accredited professional, or an employee of an accredited education facility. No additional inquiry will be made.

Screening for Receipt of HUD Assistance in Another Unit

All applicants **MUST** disclose if they are currently receiving HUD housing assistance. The Owner/Agent will not knowingly assist applicants who will maintain a residence in addition to the HUD-assisted unit on this property.

HUD provides the Owner/Agent with information about an applicant's current status as a HUD housing assistance recipient. The Owner/Agent will use the Existing Tenant Report provided via HUD's Enterprise Income Verification System (EIV) to determine if the applicant or any member of the applicant household is currently receiving HUD housing assistance.

Nothing prohibits a HUD housing assistance recipient from applying to this property. However, the applicant must move out of the current property and/or forfeit any voucher before HUD assistance on this property will begin. Special consideration applies to

- 1) Minor children where two assisted families share custody
- 2) Recipients of HUD assistance in another unit who are moving to establish a new household when other family/household members will remain in the original unit

If the applicant or any member of the applicant household fails to fully and accurately disclose rental history, the application may be denied based on the applicant's "misrepresentation" of information.

This information will be reviewed periodically. If any household member receives or attempts to receive assistance in another HUD assisted unit while receiving assistance on this property, the household member will be required to reimburse HUD for assistance paid in error. This is considered a material lease violation and may result in penalties up to and including eviction and pursuit of fraud charges.

Violence Against Women Act Protections

Violence Against Women Act: HUD Notice #06-42 pertains to The Violence Against Women Act of 2005 (VAWA) which prohibits project-based Section 8 owners from denying admission to any person simply because she/he has been a victim of domestic violence, or stalking. Domestic violence, dating violence, or stalking is not good cause for evicting the victim of that violence. Under VAWA an owner can only evict an individual based on the domestic violence against his/her if it can prove there is an “actual and eminent threat” to other tenants or staff if s/he is not evicted. The Violence Against Women and Justice Department Reauthorization Act of 2013 protects tenants and family members of tenants who are victims of domestic violence, dating violence, or stalking from being evicted or terminated from housing assistance based on acts of such violence against them. These provisions apply both to public housing agencies administering public housing and Section 8 programs and to owners renting to families under Section 8 rental assistance programs.

In general, the law provides in part that criminal activity directly relating to domestic violence, dating violence, or stalking, engaged in by a member of a tenant’s household or any guest or other person under the tenant’s control, shall not be cause for termination of assistance, tenancy, or occupancy rights if the tenant or an immediate member of the tenant’s family is the victim or threatened victim of that abuse. The law also provides that an incident or incidents of actual or threatened domestic violence, dating violence, or stalking will not be construed as serious or repeated violations of the lease by the victim or threatened victim of that violence and will not be “good cause” for termination of the assistance, tenancy, or occupancy rights of a victim of such violence.

Waiting Lists

Following the initial lottery for the project, the agency will retain a list of households who are not awarded a unit, in the order that they were drawn from the general pool. This list will become the wait list for the property. After the initial lottery, the units are offered from the waiting list. When a vacancy must be filled, the waiting list will be reviewed, and applicants will be pulled based on availability.

Generally

The property will maintain a Section 8 waiting list. It is the responsibility of the property to provide applicants from its waiting list upon request from the management company, when the property has or projects a vacancy.

The property will maintain a Tax Credit waiting list. All marketing and intake is approved and in compliance with the Affirmative Fair Housing Marketing Plan (AFHMP HUD Form 935.2). This Plan is intended to promote equal housing choices for all prospective residents in market area regardless of race, color, sex, age, religion, national origin, disability or familial status. This Plan outlines marketing outreach strategies including special efforts to the least likely to apply. It does specify racial, ethnic and economic mix targets and marketing strategies to attract that mix, but it does not specify mandatory racial or ethnic quotas. APPLICANTS ARE SELECTED BASED ON THE RESIDENT SELECTION PLAN. Marketing efforts are monitored, and strategies adjusted if a desired mix of applicants does not respond. This is the Plan established for this property and remains for the life of the contract. The Plan can be altered or amended if necessary, with Agency approval.

Applicants will be admitted, placed on the waiting list or rejected. Potentially eligible and acceptable applicants for whom the right size unit is not available will be placed on the waiting list and informed (1) that they will be contacted when an appropriate unit becomes available, and (2) approximately how long it will take for a unit to become available. The waiting list may be closed, for one or more-unit sizes when the average wait for admission is more than a year. The waiting list can be opened when the average wait for admission is less than a year. The waitlist will remain open for a minimum of 30 days.

Potentially eligible and acceptable applicants for whom the right size unit is not available will be placed on the LIHTC Waiting List. Once added to a waiting list, the applicant will be informed (1) that they will be contacted when an appropriate unit becomes available, and (2) approximately how long it will take for a unit to become available. The waiting list may be closed, for more than one unit size when the average wait time for admission is more than one year. Term of Wait List

The wait list generally may be retained and used to fill units for up to one year. However, other factors such as the number of households remaining on the list, the likelihood of the continuing eligibility of such households, and the demographic diversity of such households may inform the retention time of the list, subject to the approval of the Subsidizing Agency.

Updating - After the initial lottery, waiting lists should be analyzed, maintained, and updated (through additional marketing) so that they remain consistent with the objectives of the housing program and are adequately representative of the racial, ethnic, and other characteristics of potential applicants in the housing market region.

The LIHTC Waiting List shall be organized according to the AMI income tiers, bedroom size, date/time stamp and accessible unit need status as described in the charts in the following sections. An income tier that is represented by fewer than the number of units prescribed for that tier shall be referred to as an "underrepresented" tier, an income tier already represented by the full number of units shall be referred to as an "overrepresented" income tier. As vacancies under each list occur, Owner shall lease vacant units to families on the waiting list, provided, however, that the family meets all LIHTC Requirements and eligibility and screening requirements, and the family's adjusted gross income is determined to be in an underrepresented income tier. Any family in an overrepresented tier will retain its place on the waiting list until its income tier is no longer overrepresented. The Agent shall select qualified applicants within all income tiers in accordance with the LIHTC Requirements and this Resident Selection Plan, while giving effect to the preferences and priorities described in the "Preferences" section below. However, in the absence of qualified applicants within an underrepresented income tier, the Agent may select the next qualified household on the waiting list closest in income to the underrepresented tier. In no event is the Owner required to keep any unit vacant until an applicant in the required income tier is obtained.

The waiting list will be updated annually to ensure that applicant information is current and that any names that should no longer be on the list are removed. If any names are removed from the any waiting list, the removal will be documented. Names may be removed from a waiting list if: the applicant no longer meets the eligibility requirements for the property based on the family composition and the unit availability at the site; the applicant fails to respond to the written notice for an eligibility interview; mail sent to the applicant's address is returned as undeliverable. Written notification will be provided to applicants when they are being removed from the waiting list.

Procedures for filling vacancies:

LIHTC Units:

When a LIHTC unit becomes vacant, PMC will select the next applicant on the waitlist designating preference for that type of apartment in that particular building. The applicant will have 48 hours to respond to the offer and accept or decline. If the applicant declines the unit, their name will be removed and the applicant will need to reapply. Should the applicant accept the apartment, an appointment will be scheduled to conduct an interview to verify the applicant's eligibility

Once an applicant is placed in a Unit, their name will be removed from all waiting lists.

Rejection of Applicants

Grounds for Rejection

In addition to other grounds for rejection identified elsewhere in this plan, the Agent may reject an applicant on any of the following grounds:

- 1) No unit of the appropriate size exists on the property
- 2) Any non-exempt member of the household fails to provide a Social Security Number or adequate documentation to verify the Social Security Number.
- 3) Any member of the household fails to meet the applicant screening requirements. The Agent will consider the application again if the person who failed screening criteria is removed from the household.
- 4) Any member of the household fails to sign appropriate verification documents
- 5) Misrepresentation
- 6) Fraud
- 7) Any member of the household fails to respond to management inquiries for additional information during the application process
- 8) Any member of the household fails to respond to management inquiries while on a waiting list
- 9) Any member of the household fails to provide changed household information to the Agent as indicated
- 10) The Agent is unable to contact the applicant via US Mail (letters undeliverable or returned) and/or by phone (number disconnected or changed)
- 11) Any member of the household has a record of eviction, for lease violations, from any property managed by the Agent.
- 12) Any member of the household has a record of eviction, for lease violations, from any property within the last seven years
 - a) The Agent will thoroughly review housing court cases and shall permit applicants the opportunity to explain the circumstances involved in their prior and/or current housing court cases before rejecting an applicant. If tenant withholds rent because

the landlord has breached the warranty of habitability, providing unsafe or unsanitary apartment (i.e. lack of heat or hot water, or infestation) or Section 8 subsidy payments have been suspended due to no fault of the applicant, applicant will be considered for housing conditional that supporting documentation is submitted within 5 (five) business days evidencing these situations.

- 13) There is record of outstanding or overdue payments to a previous landlord
- 14) There is record of outstanding or overdue payments to utility providers
- 15) Any member of the household refused to allow treatment of unit contents, at the cost of the Agent, when there is history of the presence of bed bugs, fleas, or other parasites
- 16) The household is unable to establish utilities in the new unit
- 17) The household is unable to pay the security deposit required
- 18) The household refuses two or more unit offers
- 19) Applicant household earns above the maximum allowable income
- 20) Applicant is employed by the owner or developer of the Project
- 21) Applicant does not meet IRS exceptions regarding ineligibility of full-time student
- 22) Credit History
 - a) Monthly net tenant rent plus monthly payments (as indicated on the credit report) multiplied by 12 (twelve) and divided by the annual income may not exceed 42%. The monthly payment on the credit report defined as follows: all of the monthly payments which have been defined by Tenant Alert Inc. through the Experian Credit Report as per the attached list labeled "Purpose type of account"
- 23) In addition, and in accordance with HUD's "One Strike" rule, acceptance for occupancy will be denied to an applicant who has, or whose household member has been evicted from federally assisted housing for drug related criminal activity
- 24) Any household member is subject to a lifetime registration requirement under the State sex offender registration program
- 25) A prior conviction of fraud in connection to any governmental housing program has been found
- 26) A revelation that an applicant is a criminal fugitive being sought by law enforcement for either incarceration or deportation (as such applicants would not lawfully be able to "anticipate" income or even be anticipated to be an included member of a household)
- 27) Harassment of the office staff by applicant. Harassment shall be deemed to mean threatening or incessant phone calls to the leasing office, intimidation by the applicants of the leasing and support staff, before, during, or after the selection process, inside or outside the leasing office.

Rejection Notices

The Agent will promptly notify the applicant, in writing, of the denial of admission or assistance. The result of the eligibility determination will be sent to the head of household, as indicated on the application, via First Class Mail. The rejection notice will include:

- 1) The specifically stated reason(s) for the rejection
- 2) Notice of the applicant's right to respond to the Agent in writing or request a meeting within fourteen (14) calendar days to dispute the rejection
- 3) Notice that persons with disabilities have the right to request reasonable accommodations to participate in the informal hearing process
- 4) A notice of individual's rights under VAWA, if and when HUD develops such a notice form.

Information about the results of the eligibility determination will NOT be provided over the phone or via email.

Meetings with Applicants to Discuss Rejection Notices

In accordance with the Grievance Procedure developed by the Agent for the project, rejected applicants may request a meeting to discuss/appeal the denial. The Agent will grant a reasonable accommodation, if there is a disability, to allow the applicant to participate in the appeal. Common reasons to appeal denial include:

- The applicant believes the decision has been made in error
- The applicant believes there are extenuating circumstances that should be considered
- The applicant or a member of his/her household is a victim of abuse covered by VAWA and feels his/her status as a victim contributes to the decision to reject. Such an individual will be required to complete and submit HUD Form 5066 to certify status as a victim.
- The applicant or a member of his/her household is a person with a disability and believes a reasonable accommodation would allow the Agent to continue processing the application
- The application was rejected because the application includes someone who is a registered sex offender and the applicant wishes to remove that household member

If an appeal meeting is requested within 14 calendar days, a person who was not involved in the initial decision to reject the application will conduct a meeting with the applicant to discuss the rejection. The applicant may bring a representative of the applicant's choice to the appeal meeting.

If an applicant is clearly eligible and passes the screening guidelines, admission shall be authorized. Likewise, if the applicant is not eligible, or does not meet the screening requirements, rejection shall be authorized. The Agent will advise the applicant, in writing, of the final decision within five (5) business days of the meeting.

Offering an Apartment

When a unit becomes available and eligibility is determined, available units will be offered:

- In writing
- Over the phone
- By email

If the Agent is unable to contact the household within five (5) business days from the date of the letter, the offer will be cancelled, and the apartment will be offered to the next applicant based on the selection criteria described above. Failure to accept the unit will be considered a refusal of the unit offer. (Right to Refusal policies.)

Right to Refusal

The Right to Refusal Policy applies to applicant households and existing residents who have submitted a Unit Transfer Request. Residents requesting unit transfer and applicants will be offered available units based on the information included in this resident selection plan.

Each household will be offered the opportunity to accept an offered apartment two (2) times. If a resident/applicant does not wish to accept an offered apartment, they have the right to refuse the offer. Residents/applicants must notify the Agent of their intent to refuse the unit offer by using one or more of the following methods:

- In writing (delivered by fax, mail or other means)
- By email
- Over the phone

Note: If the refusal is made over the phone, contact must be made with a member of the management staff. Leaving a message is not adequate.

The first time an applicant or resident refuses a unit, the unit will be offered to the next qualified household based on the criteria described above. The applicant or resident will retain the same place on the waiting list. The second time an applicant or resident refuses an offered unit, the household will be removed from the waiting list. Right to Refusal policies will be modified in two cases:

1. If a disabled applicant or resident is at the top of the waiting list, they will be offered units as they become available regardless of whether they include accessible features. A disabled household has the right to refuse an unlimited number of non-accessible units or units that do not meet specific accessibility requirements.
2. If an applicant or resident household with no disabled members is at the top of the waiting list, and there are no disabled households on the waiting list, that household may be offered an accessible unit. An applicant household with no disabled household members has the right to refuse an unlimited number of accessible units or units that do not meet their needs.

Security Deposit

The Agent must collect a security deposit at the time of the initial lease execution. The Agent will comply with all applicable state and local laws governing the security deposit.

The resident is expected to pay the security deposit from his/her own resources and/or other public or private sources. An applicant will be rejected if he/she does not have sufficient funds to pay the deposit.

Unit Transfer Policies

Generally

The Agent will accept applications for transfer based on the following:

- 1) A resident needs a unit transfer because of a change in household size and/or composition
- 2) A resident needs a unit transfer based on the verified need for an accessible unit
- 3) A resident has a verified medical need for a different unit.
- 4) A household desires to transfer out of an accessible unit because it does not require the accessibility features of the unit.
- 5) If two or more adult household members reside in one unit and one or more adults choose to apply for a separate unit, they will be required to submit an application. The application will be reviewed for eligibility as described in this plan and if approved, that applicant will receive preference over other non-residents

Residents who wish to transfer to a different unit must complete a Unit Transfer Request. The Unit Transfer Request must be completed and signed by the head of household and all adult household members who wish to move.

The Agent will accept the Unit Transfer Request in an equally effective format, as a reasonable accommodation, if there is the presence of a disability. Factors concerning approval of transfers are as follows:

- 1) A household that has given notice to move need not be transferred.
- 2) A household whose household size/composition has not changed and the household currently meets the unit size standards for their current apartment will not be transferred unless there is:
 - a) A verified medical need for a different unit
 - b) A verified need for an accessible unit
 - c) A household desires to transfer out of an accessible unit because it does not require the accessibility features of the unit, in order to accommodate a disabled resident/applicant on the waiting list.
- 3) The household must have been in the current unit for at least one year unless there is:
 - a) A verified medical need for a different unit
 - b) A verified need for an accessible unit
 - c) A household desires to transfer out of an accessible unit because it does not require the accessibility features of the unit, in order to accommodate a disabled resident/applicant on the waiting list.
- 4) A household living in an apartment too large for its needs will not be required to move if there are no applicants waiting for the bedroom size to be vacated by the transfer. An appropriate sized unit will be available before the resident household is required to move.

Security Deposits & Unit Transfers

When a resident transfers to a new unit with all other household members, the Agent will charge a new security deposit and refund the security deposit for the old unit less any outstanding amounts for rent, fees or damages. If the household splits and one or more residents remain in the original unit, the original security deposit will remain with the original unit and a new security deposit will be collected for the new unit.

Changes in Household Composition

The Agent must approve any new household member **before** he/she moves in to the unit.

Eligibility criteria, screening criteria and compliance with occupancy standards will be reviewed before the new household member is approved or denied.

The proposed new adult household member will be considered an applicant and must participate in the eligibility determination and screening processes described in the resident selection plan then in effect.

This policy applies to live-in aides as well. Screening criteria will also be applied to live-in aides, **except for the criterion regarding credit performance or the ability to pay rent on time** because live-in aides are not responsible for rental payments. However, live in aides must meet other screening criteria established by the Agent. Income and/or allowances received by live-in aides will not be considered.

Apartment Inspections

All apartments must undergo periodic inspection conducted by the on-site management team, DHCD, HUD or HUD's representatives/agents. These inspections include not only interior but also exterior inspections. Residents have the right to be present, and are, in fact encouraged, to be present during unit inspection.

The move-in inspection is an opportunity to familiarize the new resident with the property and the unit, as well as to document its current condition. By performing move-in inspections, the Owner/Agent and residents are assured that the unit is in livable condition and is free of damages. A move-in inspection gives the Owner/Agent an opportunity to familiarize residents with the operation of appliances and equipment in the unit.

The move-out inspection is conducted when a household vacates a unit. The Owner/Agent will list the damages on the Unit Inspection Form and compare it with the Unit Inspection Form completed at move-in to determine if there is any damage or excessive wear-and-tear.

In addition, the Owner/Agent will perform **unit inspections on at least an annual basis** to determine whether the appliances and equipment in the unit are functioning properly and to assess whether a component needs to be repaired or replaced. This is also an opportunity to determine any damage to the unit and, if so, make the necessary repairs. At this time, residents may be charged for damages to the unit so long as those damages are not the result of normal wear-and-tear.

HUD, or its authorized contractor(s), has the right to inspect the units and the entire property to ensure that the property is being well maintained. These inspections assure HUD that owners and their agents are fulfilling their obligations under the regulatory agreements and/or subsidy contracts and that residents are provided with decent, safe, and sanitary housing.

Changes to the Resident Selection Plan

The Tenant Selection Plan is subject to DHCD approval. Applicants will be notified in writing when the resident selection plan undergoes significant change or when preferences are added or removed. DHCD will be notified in writing when the resident selection plan undergoes significant change or when preferences are added or removed. DHCD and/or Pennrose may in its discretion see that households on the waiting list are:

At that time, applicants will be:

1. Given an opportunity to review the new plan
2. Notified of changes to preferences

3. Asked if they wish to remain on the waiting list

If the applicant household does not respond, that household will be deemed ineligible and removed from the waiting list.

The resident selection plan in place at the time of final eligibility determination will be used to make a final decision to approve or reject the application.

Sample

Sample Management Plan

Management Plan

Village at Nauset Green

SAMPLE

Pennrose Management Company
1301 N. 31st Street
Philadelphia, PA 19121
(267) 386-8600

128,204v5

Management Plan
Village at Nauset Green

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MANAGEMENT PLAN

Village at Nauset Green

PENROSE MANAGEMENT COMPANY (the “Agent”), acting as agent for **Villages at Nauset Green LLP** proposes the following Management Plan for “Nauset Green”, a 65-unit property for low income families/ individuals/senior citizens located in Eastham, Massachusetts.

I. **The Project**

A. Unit Mix & Amenities Overview

The Project will consist of 65 residential units, with 50 being LIHTC Units and 15 being WorkForce Units. Of the LIHTC Units, 11 will be PBV Units, including 8 Section 8 PBVs and 3 Section 811 PBVs and these 11 units will also be HOME units. 6 units of these 11 units will be set aside for individuals with disabilities. Of the 6 units set aside for individuals with disabilities, 4 will be set aside for individuals who are mobility impaired and 2 will be set aside for individuals who are sensory impaired. The Project will have a community building with a community room, playground and a picnic area as well as onsite parking.

B. Definitions.

As used in this Management Plan:

“**Agent**” means Pennrose Management Company.

“**AHT Program**” and “**AHT Requirements**” mean the Massachusetts DHCD Affordable Housing Trust Fund Program and the requirements associated therewith.

“**DHCD**”: The Department of Housing and Community Development.

“**LIHTC Program**” and “**LIHTC Requirements**” mean the federal low-income housing tax credit program and the requirements associated therewith. The LIHTC Requirements include, without limitation, those set forth in the LIHTC Indenture and in Section 42 of the Internal Revenue Code of 1986, as amended, and related regulations.

“**LIHTC Indenture**” means the Indenture of Restrictive Covenants for Low Income Housing Tax Credits for the Project executed by the Owner and Pennsylvania Housing Finance Agency.

“**LIHTC Units**” means the 50 units that will be operated in accordance with the LIHTC Requirements. The LIHTC Units include the 11 PBV Units.

“**HOME Program**” and “**HOME Requirements**” mean the Massachusetts DHCD HOME Program and the requirements associated therewith.

“**HSF Program**” and “**HSF Requirements**” mean the Massachusetts DHCD Housing Stabilization Fund and the requirements associated therewith.

“**HUD**” means the United States Department of Housing and Urban Development.

“**Owner**” means Pennrose Campbell Purcell Community Housing, LLP

“PBV Program” and “PBV Requirements” mean the project-based voucher program established by HUD pursuant to Section 8 of the U.S. Housing Act of 1937, and the requirements associated therewith, including, without limitation, those described in the Housing Assistance Payments contract with respect to the Project between the Authority and the Owner and in 24 CFR Parts 5 and 983.

“PBV Units” means the 11 units that will be operated in accordance with the PBV requirements. The PBV Units are also LIHTC Units. This includes 3 Section 811 units.

“Project” means Campbell-Purcell, a 65-unit mixed finance housing development.

“Section 811 Program” and “Section 811 Requirements” mean the Section 811 PRA Program that was authorized by The Frank Melville Supportive Housing Act of 2010.

“Section 811 Units” means the 3 units that will be operated in accordance with the Section 811 and PBV requirements.

II. Management Philosophy and Objectives

A. Mission Statement

The Agent strives to provide the highest quality affordable housing with a superior level of customer service in order to establish a sense of community and to promote a better quality of living while achieving continued growth and preserving our tradition of excellence.

B. Specifics Objectives

The Agent's major objectives in the management of the Project are to:

1. Promote sound business management, thus insuring the project's financial success, including prompt payment of all obligations and timely collection of all rents due.
2. Coordinate the involvement of local public and private agencies that can provide residents with the resources necessary to achieve a more satisfying lifestyle.
3. Support the meaningful involvement of families in the social management of the Project.

III. Program Guidelines and Requirements

A. Role and Responsibility of the Owner and Agent

As a general rule, the Owner shall direct the Agent on matters of policy and overall procedure, while the Agent shall have direct responsibility for the day-to-day development operations as follows:

1. The Agent shall be responsible for marketing the Project in accordance with applicable policies, procedures and requirements.
2. The Agent will follow procedures as outlined in the Agent's Personnel Policy attached hereto as an Exhibit, in its day-to-day operation of the property.
3. The Agent shall attempt to achieve and maintain one hundred percent (100%) occupancy by conducting an affirmative marketing program when necessary and maintaining a waiting list of eligible applicants, as described in the Resident Selection Plan attached hereto as an Exhibit.
4. The Agent shall be responsible for the overall physical condition of the grounds and buildings and for developing and implementing a system for the timely acknowledgment of complaints, including prompt action to correct deficiencies.
5. The Agent shall develop and implement a continuing program of social activities with and for apartment residents.
6. All maintenance contracts, service contracts, insurance policies and claims settlements shall be approved by the Owner.
7. The Agent will maintain an accounting and financial reporting system acceptable to the Owner. All records, files, ledgers and banking functions regarding the rental units should be maintained at the site and accessible to the Owner and HUD during regular business hours with reasonable notice.
8. The Owner and the Agent acknowledge that the development is new construction subject to 24 CFR 8.22 (pertaining to accessible units) and will comply with such requirements.

B. Management Fee

The management fee paid to the Agent will pay for overall management expertise and will include:

1. Furnishing all necessary personnel for the supervision of development staff;
2. Budget preparation and analysis;
3. Hiring and training all on-site staff;
4. Executing and monitoring all service contracts;
5. Providing liaison with attorneys, government agencies, the Owner and project accountants; and
6. Providing general overall supervision of the development

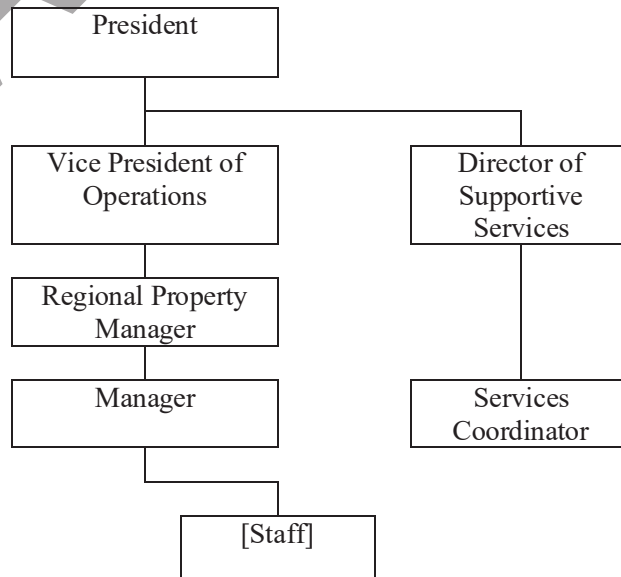
C. Personnel Policy and Staffing Arrangements

1. All personnel - professional, maintenance and clerical - shall be hired without regard to race, color, sex, age, religion, national origin, disability or familial status according

to Title VII of the Civil Rights Act of 1964, Title VI of the Civil Rights Act of 1964, Section 109 of Title I-Housing & Community Development Act of 1974, Age Discrimination Act of 1975, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, Title VIII of the Civil Rights Act of 1968, Executive Order 11063 and any other applicable Equal Opportunity requirements of federal, state and local laws.

2. The Agent is committed to providing employment opportunities to residents of the Project in the fields of property management and building maintenance. As part of the Pennrose Resident Hiring Program, residents will be notified of job opportunities via postings at the Job Center, which will be located where all residents may have access to it. Residents will be informed of the details of the Resident Hiring Program at their orientation meeting upon lease-up and through reminders in the monthly newsletter.
3. Successful applicants who meet all employment eligibility requirements will be provided with on-the-job training and may also qualify for tuition assistance benefits for continuing education in job-related subjects.
4. The Agent shall employ a manager for the Project (the “**Manager**”). The Vice President of Operations and Regional Property Manager of the Agent shall supervise the activities of the Manager. The staff assigned to the Project shall be directly responsible to the Manager.
5. Staff composition including annual salaries and organizational chart shall be as required (Job descriptions attached as an Exhibit):

- a. Manager/Supportive Services Coordinator (Full Time) \$64,312.00
- b. Maintenance Supervisor (Full Time) \$47,984.00



D. Marketing Effort

The Agent shall market the Project according to the HUD-approved Affirmative Fair Housing Marketing Plan, attached hereto as an Exhibit. In addition:

1. A project sign will be placed on the site indicating where to apply for occupancy.
2. Newspaper advertisements and community contact letters will be utilized for ongoing outreach efforts to attract minorities and persons with disabilities.
3. Prospective applicants will be referred to the Rental Office where income and related information is placed on preliminary application forms.
4. Residents and prospective residents are advised of their right to request a reasonable accommodation if any unusual adaptations, modifications or additions are required in their living quarters while residing at the Project. This is done in order to comply with the Americans with Disabilities Act and 504 regulations.
5. Any future marketing brochures or newspaper advertisements used to fill vacancies will first be cleared with HUD's Office of Fair Housing and Equal Opportunity.
6. Prospective applicants/applications will be accepted in accordance with the waitlist policy in the Resident Selection Plan.
7. We will accommodate limited English proficiency in our marketing efforts and Fair Housing Signage.

E. Procedures for Determining Resident Eligibility

The Agent shall determine resident eligibility pursuant to the Resident Selection Plan for the Project attached hereto as an Exhibit. For HOME tenants, Agent must use HUD's "Technical Guide to Determining Income and Allowances for the HOME Program." Income will be calculated as defined in 24 CFR Part 5.

The Agent will ensure that the HOME and HSF Conflict of Interest Policy is followed as per the HOME and HSF Program rider to the management agreement.

F. Leasing

The Agent shall prepare and execute resident leases on behalf of the Owner. For all LIHTC Units, including the PBV Units, the lease shall be in the form attached as an Exhibit. For the PBV Units, the lease shall include the Tenancy Addendum for Section 8 Project-Based Voucher Program that is included as an attachment to the lease for LIHTC Units.

G. Rent Collection Policies and Procedures

The Agent shall make available to residents, in writing, a rent collection policy for the Project. This policy shall also be posted in the rental office. The rent collection policy shall consist of the following terms:

1. Rent is due the first (1st) day of each month.
2. Rent will be considered late after the fifth (5th) day. A rental reminder notice shall be placed under the applicable resident's door the afternoon of the fifth (5th) day of the month. The Agent's supportive services staff will receive a copy of this notice.
3. If the rent is not paid by the close of business on the fifth (5th) day of the month, a fee equal to 5% of the monthly rent will be charged.
4. On the ninth day of each month a warning letter will be sent to delinquent residents requesting that they make an appointment with the Manager within three (3) working days of that date. The Agent's supportive services staff will receive a copy of this note.
5. If no mutually acceptable agreement has been reached by the fifteenth (15th) day of the month, written notice of intent to begin eviction proceedings shall be sent.
6. If no resolution occurs within 24 hours, a Notice to Quit and Deliver is sent to the resident. Every effort shall be made to have the resident vacate the premises voluntarily.
7. If no results are obtained, appropriate court action will be commenced.

NOTE: A \$20.00 service fee will be charged on the second time or any additional time a check is not honored for payment.

Every effort will be made to assist those who are experiencing budget problems or temporary unemployment difficulties by referring them to the supportive service component of the Project which can work with them individually, setting up an agreed payment plan to carry them through difficult times, or assisting them in finding housing more suitable to their present circumstances.

H. Maintenance and Repair Program

1. Preventive Maintenance. The Agent will develop a Preventive Maintenance Plan for the Project upon completion of construction. A portion of a sample Preventive Maintenance Plan is attached hereto as an Exhibit. Pursuant to the Preventive Maintenance Plan, an itemized inventory will be taken of all building systems and equipment, and recommended maintenance procedures will be entered into the Yardi work order system as recurring work orders. When a preventive maintenance task comes due, a work order will automatically be generated and assigned for completion. These tasks will be identified as PM work orders in order to monitor that all required or recommended maintenance has been completed on a timely basis.
2. Scheduled maintenance and repairs for mechanical equipment and appliances in each apartment unit will be in accordance with manufacturers' recommendations and service manuals. Maintenance records will be maintained on all equipment to ensure proper service.
3. Inspection of grounds, buildings, and apartment units will be carried out at regular intervals to identify any maintenance problems that can be attended to promptly, to avoid serious problems at a future time.

4. Prior to initial occupancy, the prospective resident and the Agent shall complete a Dwelling Unit Inspection Report.
5. The Agent will conduct unit inspections no less than annually, but quarterly unit inspections are standard. Unit inspections may be completed at any time with proper notification.
6. When a resident gives a notice to vacate, a date for inspection of his or her unit will be scheduled prior to move-out. At this time the Maintenance Superintendent and the resident will inspect the unit, compare any damages or wear with information noted on the move-in checklist and determine whether the resident must pay for repairs.
7. Prior to re-renting the unit, the Agent will take the same inspection check-list and make all necessary repairs, have the unit repainted, and thoroughly clean and check all equipment and appliances for proper operation.
8. Each resident shall be instructed on home care (i.e. stove, heaters, etc.) as needed.
9. A comprehensive painting schedule will be set up for the development. All vacated apartments will be painted prior to re-occupancy, according to need. Apartments occupied continuously by the same resident will be painted every five to seven years at the Project's expense or sooner, if necessary, at the resident's expense.
10. Doors that receive heavy use shall be painted with a heavy-duty semi-gloss paint as necessary. In addition, the Agent will ensure that interior and exterior surfaces of the building are maintained in prime condition at all times.
11. Exterminating services shall be contracted monthly or at other intervals as necessary.
12. The Agent shall contract for trash removal services at required intervals.
13. All requests for repairs shall be made by calling the Rental Office. An interactive dialogue will allow residents to leave service requests any time of day, 7 days a week. Callers will be prompted how to place their request as an emergency or regular maintenance. A work order will be generated and transmitted to the site staff for action. Normal service repairs will be conducted during regular business hours from 9:00 a.m. to 5:00 p.m., Monday through Friday. In general, non-emergency repairs should be completed within thirty (30) days after receipt of the work order.
14. Maintenance staff will handle all repairs. The Manager will consult with the Regional Property Manager and/or Maintenance Superintendent for any major repair that cannot be handled by on-site staff.
15. A staff person shall be on call twenty-four (24) hours a day, seven (7) days a week in order to handle emergencies which are so serious in nature that they cannot wait to be corrected during regular hours. Emergency repairs will be completed within twenty-four (24) hours after receipt of the request, or if such repair cannot be completed within twenty-four (24) hours such repair shall begin within that time period and detailed explanation shall be provided to the resident of the steps being taken and why the repair could not be completed within twenty-four (24) hours.

16. Any prospective maintenance costs to residents will be clearly posted in the Rental Office. In general, residents will be expected to pay for all property willfully or accidentally destroyed or damaged by them or their guests.

17. With the exception of petty cash items, equipment and supplies shall be ordered on a purchase order and must receive the approval of the Manager.

I. Accounting and Financial Management

1. The Agent shall maintain files on all residents, which will include applications, lease, income, certifications and recertifications and any other data relating directly to the resident.

2. Regular reports of finances and occupancy will be prepared monthly and annually, and submitted to the Owner. All records, files, ledgers and banking functions regarding the units should be maintained at the site and accessible to the Owner during regular business hours with reasonable notice.

3. The Agent shall, as a project expense, contract with a certified public accounting firm at the end of each operating year for the purpose of having audited financial statements prepared. These statements shall be submitted to the Owner. All records, files, ledgers and banking functions regarding the units should be maintained at the site and accessible to the Owner during regular business hours with reasonable notice.

4. The Owner will receive the monthly accounting report by the 20th day of the following month, unless some other schedule is desired. All records, files, ledgers and banking functions regarding the units should be maintained at the site and accessible to the Owner during regular business hours with reasonable notice.

J. Resident – Agent Relations

1. General

Each new resident will be oriented to the development by the Manager in a private meeting regarding the following areas:

- Rights and responsibilities of the resident under the lease
- Location and meeting schedule of civic and/or other resident groups
- Tips and rules of development living
- Services provided by the Agent
- Hours of office operation
- Maintenance and repair request procedures
- Income recertification and dwelling unit inspection procedures
- Instructions on operation of all appliances and equipment within the unit

2. Periodic meetings will be arranged as needed between a committee representing the residents and management with regard to any and all complaints, problems, or management procedures that could be corrected or improved by either party.

3. Grievance Procedures

All resident grievances in the area of management services, maintenance services, management policy, management personnel, and grievances concerning other residents will receive prompt, efficient follow-up from the Agent.

Grievances that cannot be resolved on-site shall be made in writing to the Agent, and a meeting between the aggrieved party and the Agent shall be called to resolve the issue.

K. Violence Against Women Act Requirements

The Violence Against Women Act of 1994, as amended (“VAWA”), provides certain protections to victims or intended victims of domestic violence, and imposes certain requirements on operators of housing funded by the federal government, including under the LIHTC, Public Housing, PBV and HOME Programs.

Under VAWA, the Agent may not deny admission to any applicant on the basis that the applicant is or has been a victim of domestic violence, dating violence, sexual assault or stalking, if the applicant otherwise qualifies. Additionally, with respect to admitted residents, an actual or threatened incident of domestic violence, dating violence, sexual assault or stalking may not be construed as a serious or repeated violation of a lease, or as good cause for terminating a lease, with respect to the victim or intended victim of such an incident. A lease may, however, be bifurcated so that a perpetrator may be evicted from the household and the victim or intended victim may stay, if that result is appropriate. The form[s] of lease for Project units will incorporate these terms.

Recent amendments to VAWA require HUD to develop a notice of rights of individuals under VAWA. When this new notice form is available, the Agent must provide the notice in multiple languages to residents or applicants in the following circumstances: when an application is denied; when an accepted applicant is admitted into a unit; and along with any notification of eviction or notification of termination of assistance.

For more information, see 42 USC §14043e-11 and, with respect to PBV Units, PIH 2006-42].

L. Eviction Procedures

With respect to the PBV Units, any termination of tenancy initiated by the Agency must comply with all PBV Requirements, including 24 CFR 983.257 and those requirements described in Chapter 8 of HUD Handbook 4350.3.

M. Social Service Programs

The Agent has long been a vocal proponent of the need for meaningful supportive services to facilitate a successful transition from poverty to self-sufficiency. The primary goal of the Agent is to provide and manage quality affordable housing for low-income families and individuals. The Agent has been successful in achieving that goal, in part because of its early recognition that supportive services must be combined with quality housing to assure continued stability both in households and communities. At our properties, we link residents to programs and services that will enable them to improve their quality of life. Desired outcomes include the enhancement of self-esteem, self-sufficiency, and self-empowerment, both as individuals and as a community, and success in school and post-secondary education and employment for children growing up in the neighborhood. Furthermore, in the affordable housing industry supportive services has become a valuable asset management tool. Effective service coordination will help alleviate the challenges that are most common to federally assisted housing communities such as: high

turnovers, rental delinquencies, property damages and vandalism, vacancy losses, and evictions. By working proactively in implementing service standards, we will prevent many of the aforementioned situations. From a business perspective having a service-enriched housing community makes good sense — it creates greater resident retention; fewer lease violations and reduced maintenance costs. This helps to stabilize the community and thereby, improves the overall property management through enhanced resident relations and stronger fiscal operations.

The Agent is dedicated to the provision of supportive services that assist residents in addressing their needs. However, each community is different as are the service needs of the residents. Therefore, supportive services are to be implemented in close coordination and communication with the residents to ensure that the services, programs and activities provided meet their needs and desires. To ensure a degree of uniformity across all properties managed by the Agent, it is the Agent’s goal to offer a basic set of services to all communities. Therefore, Minimum Resident Services Standards for our family properties have been developed, as follows:

Minimum Resident Services Standard for Family Communities

- *Establish effective communications through monthly newsletter and regular meetings*
- *Organize and support a Residents' Association*
- *Coordinate after school programs either on-site or identify other options in the community, such as churches, public schools, YMCA's or Boys & Girls Clubs.*
- *Provide access to summer camping & day camp programs (on and off-site)*
- *Coordinate access to affordable and reliable transportation services with public and private entities. Identify public bus lines and based upon ridership, see if transportation routes can be extended to accommodate residents.*
- *Coordinate access to youth recreational activities such as, arts and crafts, scouting programs and sporting activities (on and off-site)*
- *Working with local law enforcement and fire department help to create Community Safety Programs, to include: crime prevention programs, personal safety and fire prevention. In addition, each site is to have an evacuation plan in place in the event of an emergency or fire.*
- *Identify community-based service provider agencies to create adult activity programs appropriate to parents needs such as life skills training, educational and socialization opportunities.*
- *Provide access to financial assistance programs, i.e. energy assistance programs and budget counseling, for example.*
- *Complete a needs assessment every other year to determine desired and needed supportive services.*

The Agent’s philosophy is to utilize the existing services available through public, private and community-based agencies and organizations, bringing services on-site to the maximum extent possible. This will be accomplished by the Agent as the primary service provider, through the development of a site specific Supportive Services Plan and the hiring of an on-site Resident Services Coordinator to provide services. The cost of the service program and coordinator salary will be funded through project operations. The Manager and Service Coordinator will work closely together to assure delivery of services to all residents. An outline of the Supportive Services Plan is attached hereto as an Exhibit.

To augment the supportive service program, management will assist in planning and directing social programming activities until a resident group can be formed and encouraged to develop social programs of their own. The Agent will make every effort to assist the Resident Association on an ongoing basis by providing advice and informal assistance, staff time and materials, and assistance in obtaining meeting space.

N. Energy Conservation

1. This development will promote energy efficiency and conservation, operational savings and sustainable building practices as agreed to in the tax credit application for the Project. This includes the installation of Energy Star® appliances and mechanical systems as well as the utilization of “green building” practices in all phases of the design and construction. The Agent will maintain such appliances and systems to meet the design standards at all times. As appliances and systems require repair, replacement or retrofit, Management will continue to use only those materials that meet the Energy Star® or “Green Label” standard.
2. To conserve water, landscape plantings will be drought-tolerant and will not require irrigation.
3. All maintenance staff will be trained on all materials, systems and equipment used in the construction, explaining the “green building” components and amenities, how they benefit the property and how to properly maintain them. At the initial training by the contractor, a video will be made of the entire training. Together with the maintenance and operations manual provided by the contractor, a copy will be retained on site in good order in a safe location. All future maintenance staff will receive training using the video and manual.
4. At lease-signing, all residents will be provided with a Green Building Guide and orientation, explaining the Green Building components and amenities and how they benefit from them.
5. At lease-signing, all residents will receive instruction on the care and use of all appliances within the residence to prolong appliance life and maximize energy conservation. Periodic reminders will also be provided via the monthly newsletter, resident meetings or periodic home care seminars.
6. Residents will be required, as a Lease obligation, to report leaking faucets immediately, to prevent water waste.
7. In keeping with current environmental guidelines with respect to lighting, bulbs of the minimum wattage necessary to provide adequate lighting will be installed in all public and outdoor areas of buildings. Compact fluorescent light bulbs and specially shielded fixtures, that direct light downward may be used to maximize the amount of illumination while conserving electricity.
8. Water heaters will not be set at a temperature higher than is necessary to accommodate resident's needs.

O. Security

The Agent will participate in programs in support of the eradication of drugs, crime and vandalism while helping to provide linkages to the community and fostering stability of the resident population. Relationships and partnerships will be established between the management company, resident population, existing community based organizations and local law enforcement agencies. Programs may include, but are not limited to:

- development of Resident Association;
- non-profit incorporation of resident council and proposal writing;
- development of site-based Town Watch and participation in community Watch;
- safety awareness training;
- employment opportunities for residents in security, maintenance and management;
- incentives for resident volunteerism;
- Periodic site reviews of lighting, green space and areas of criminal activities;
- emphasis at resident orientations and signing of lease addenda for Drug Free Housing;
- establishment of “checkpoints” for district police;
- participation in DARE program for youth; and
- grant application to Weed and Seed Programs.

P. Resident Handbook

The Agent has developed a handbook to serve as a resource for residents of the Project. The Resident Handbook is attached hereto as an Exhibit.

Q. Pet Policy

The Pet Ownership Policies and Procedures and all other pet addenda for the Project are attached to the tenant leases as applicable found in Exhibits hereto.

4. Implementation Plan and Timeline

Once selected, it is our goal to progress projects as expeditiously as possible. Our proposed financing plan for the redevelopment scheme will rely largely on Low Income Housing Tax Credits, and variety of soft sources from New Hampshire Housing. Given that the New Hampshire Housing LIHTC funding round only occurs once a year, our practice is to work backwards from the funding round deadlines and backing into schedule for predevelopment work.

The timeline for the project will be driven by the below major milestones:

Zoning Approval: As stated in the RFP, the site is zoned municipal and will not be subject to any rezoning. Our team does not anticipate requiring any zoning variances and complies with current zoning regulations.

Securing competitive 9% LIHTC from New Hampshire Housing: To be successful in receiving competitive state funding, we often need to advance due diligence and drawings to demonstrate high readiness to proceed. This is particularly important in these challenging economic times, with high interest rates and increased construction costs - funders will further prioritize projects that are highly ready. Our ability to progress projects and carry these predevelopment costs results in state agencies seeing us at a high level of readiness to proceed, which means higher likelihood of securing state resources and in a timely manner. Our financial capacity also allows us to carry and fund all predevelopment costs. Based on the New Hampshire Housing schedule this year we anticipate the funding schedule in 2025 to be as follows

- June – Preapplication
- July – Preliminary application
- September – Final application

Securing Tax Exempt Bond Financing, PBVs and 4% LIHTCs: We anticipate the schedule for applying for and receiving 4% LIHTCs, PBVs, and associated capital subsidy financing in 2025 to be as follows (though there may be an earlier 2025 funding application available if the current 2024 round does not utilize all available resources):

- October – Application
- December – Award of Funding

We have included an estimated critical path schedule as part of this RFP response that outlines the timeline for all aspects of the proposed development. Included in the development timeline are three community engagement meetings that

we will hold if selected. Pennrose has extensive experience facilitating public meetings to incorporate feedback and inform current residents of plans for their home. These meetings are critical to establishing a cohesive relationship between the development team, City of Portsmouth, and the current and future residents of the neighborhood.

Our approach to community engagement is reflective of our comprehensive approach to community development. Through years of experience in a variety of developments, we have gained valuable insights into the various components that go into creating communities that stand the test of time. Engaging the community at large not only better informs us of the needs of each particular community and interest group, it creates a platform for dialogue between all the interested parties, which ultimately yields significant value in bringing the community together to accomplish big goals.

In particular, Pennrose is an experienced and successful developer and community engagement facilitator, but our many years of experience have taught us that community redevelopment is not about us, it's about the people who call their community home. Because of this understanding, we are committed to thorough and genuine community engagement as we approach the development.

Pennrose has built this approach for achieving a high level of community involvement around a well-tested Pennrose participatory model; and while Pennrose brings significant technical expertise to each development, the overall objectives and design must be the result of a collaborative effort with the community. We put this tenet into practice by seeking the active involvement of residents, nearby neighbors, community organizations, and stakeholders during the planning, implementation, and construction stages of our projects. We maintain this commitment while managing our revitalized properties. Virtually all of the 200+ developments in which Pennrose has participated in, included a relationship with a community-based organization. If selected, we would work to establish relationships with key community groups and organizations to ensure that we understand the local perspective as we seek to refine our development proposal.

	2024	2025				2026				2027				2028			
<i>Est Critical Path Schedule</i>	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Due Diligence																	
Response to RFP																	
Interview and Selection																	
Negotiate P&S Agreement																	
Community Engagement Meetings #1-3																	
Complete Phase I Report																	
Secure Soft Funding (FHLB, HOME, CDBG, CDFR)																	
Financing																	
Submit 9% LIHTC Tax Credit Pre-Application																	
Submit 9% LIHTC Tax Credit Application																	
9% LIHTC Tax Credit Award																	
Submit 4% LIHTC Tax Credit Application																	
4% LIHTC Tax Credit Award																	
Investor Selection																	
Closing Due Diligence																	
Financial Closing																	
Design																	
Schematic Design																	
Design Development																	
Construction Documents																	
Permits and Approvals																	
Environmental Reviews																	
State Historic Review																	
Building Permit																	
Construction																	
										16-18 Month Construction							
Building Delivery																	
Certificate of Occupancy																	
Lease-up																	6 months

Exhibit A Applicant Certification

The Applicant hereby certifies that:

1. The applicant has not given, offered, or agreed to give any gift, contribution, or offer of employment as an inducement for, or in connection with, the award of contract for these services.
2. No consultant to, or subcontractor for the applicant has given, offered, or agreed to give any gift, contribution, or offer of employment to the applicant, or, to any other person, corporation, or entity as an inducement for, or, in connection with, the award to the consultant or subcontractor of a contract by the applicant.
3. That no person, corporation, or, other entity, other than a bona fide full-time employee of the applicant has been retained or hired to solicit for or in any way assist the applicant in obtaining the contract for services upon an agreement or understanding that such person, corporation, or entity be paid a fee or other compensation contingent upon the award of the contract to the applicant.

I hereby attest with full knowledge of the penalties for perjury, that all information provided in this application for services is correct.

Timothy I. Henkel

Executor (Printed)



Executor (Signature)

President & Principal

(Title)

Pennrose, LLC

(Name of Firm)

1301 N. 31st Street, Philadelphia, PA 19121

(Address)

10.08.2024

(Date)

Exhibit B
Proposal Signature Page

RFP #09-25 Below Market Rate Housing Development at 35 Sherburne Road Proposal

Penrose, LLC
Company Name

Karmen Cheung
Contact Person (*please print*)

50 Milk Street, 16th Floor
Street

917.609.2687
Phone

Boston, MA 02109
City, State, Zip


KCheung@penrose.com
Email

Submits the attached Proposal to the City of Portsmouth, on the authority of the undersigned and as dated below. I confirm and pledge to abide by and be held to the requirements of this RFP and its resulting Land Lease Agreement, to perform any tasks and deliver any documents required.

Proposer acknowledges receipt of the following addenda*

- | | |
|----------------------------------|----------|
| 1. <u>Addendum 1 - 9/27/2024</u> | 2. _____ |
| 3. _____ | 4. _____ |

Individual or Authorized Agent of the Contractor



Name (Signature)

Timothy I. Henkel

Name (Printed)

President & Principal

Title

10.08.2024

Date

Form must be signed by a duly authorized officer(s) eligible to sign contract documents for the respondent firm, joint ventures, or teams submitting proposal. Proposals will not be considered responsive unless it is established that all contractual responsibility rests solely with one contractor or one legal entity. The Proposal must indicate the responsible entity.

* to be filled in by proposer, if addenda are issued.

RFP #09-25 Below Market Rate Housing Development, 35 Sherburne Rd, Portsmouth, NH
Addendum 1
September 27, 2024

Due to a scheduling error this Addenda is being issued two calendar days later than the RFP addendum dated in the RFP. Due to this change in dates the proposal due date of Wednesday October 9, 2024, by 4:30 p.m. will be changed to Friday October 11, 2024, by 1:00 p.m.

1. Are there any drawings of 35 Sherburne Rd. that are able to be shared?

In the project factors portion of the RFP in the Sherburne School section it is stated where known documents and drawings are located on the City's website. For convenience the link is provided here: portsnh.co/sherburneschool.

2. The RFP mentions 3BR, 2BR and 1BR, but doesn't say anything about studios. Would some studio apartments be, OK?

The RFP intentionally left out mention of studio units being a part of a potential housing development option. If a respondent believes a viable housing development option could not be achieved without integration of studio units than their proposal may include studio units. A detailed explanation of why studio units are required must be provided in the proposal response.

3. Previously submitted statement of qualifications, will they be reviewed and consulted during the proposal review, or should any elements of our qualifications be included again in the RFP response?

Previously submitted statements of qualifications will be referenced during the proposal review and those qualifications and any of their elements are not required to be included in the RFP response.

4. Is the City willing to pay and retain ownership of the existing school?

The City has not reached a decision on the disposition of the Sherburne School. If a respondent considers a viable housing development option to include the City paying for and retaining ownership of the Sherburne School it should be clearly documented in the proposal response as to why this would create a successful housing development. A detailed explanation as to this rationale needs to be included as well.

The Proposer will acknowledge this addendum within your proposal. Failure to do so may subject the Proposer to disqualification. Please sign on the proposal signature page located in the RFP.

End of Addendum 1