

				Sr Partner	Jr Partner	Agency	Exceptions	
	Acquisition Workflow	Description						
3.a	Property Selection	Jr Partner will take the lead in previewing COPA notifications and prospective properties. Jr Partner will take the lead in touring the properties and coordinating with Realtor and Sr Partner staff.		20%	80%		*Sr Partner must have bandwidth and MOU / MATRIX must be revisited prior to moving forward with next project.	
3.b	Project Finance & Negotiations	Jr Partner will prepare the conceptual feasibility for the project. Sr Partner will review the feasibility before submitting for lender pre-commitment. Sr Partner will support Jr Partner in responding to lender's questions. Jr Partner and Sr Partner will only extend an offer and enter into a contract for a property only upon securing both parties' approval.		30%	70%			
3.c	Budget and Development/Permanent Financing	Sr Partner will establish an initial budget and financing plan for the projects with input and review from Jr Partner. Sr Partner and Jr Partner will jointly agree upon a proposed method of financing. Sr Partner will develop an initial operating budget for the projects that includes the cost of operations and maintenance, which shall be subject to Jr Partner's review and approval.		70%	30%			
3.d	Tenant Organizing & Negotiations	Jr Partner will take the lead in coordinating and meeting with tenants for initial SSP meeting and help organize through collaboration with Tenant Advocacy Organizations when needed (tenant buy-in). Maintain relationships with tenants throughout the process. Sr Partner will support this work by shadowing the initial tenant meeting and providing outline of initial meeting presentation. Jr Partner will coordinate the tenant outreach plan, with input and assistance from Sr Partner. The tenant outreach plan will include, but not be limited to: meeting with tenants for introduction and education about SSP; collaborative organizing with partner Tenant Advocacy Organizations for proper tenant buy-in; maintain relationships with tenants throughout site identification, pre-development, acquisition and the completed rehabilitation process. Sr Partner will be included in written communications with tenants and in organized tenant meetings		10%	90%		* Tenant outreach is the biggest challenge and crucial to a projects success. If you do not have 100% tenant buy-in from day 1 walk away and find another project! If Jr Partner is not able provide this component I would recommend partnering with tenant advocacy groups such as Housing Rights Committee, Tenant's Union, Tenderloin Housing Clinic etc. How far has Sr Partner gotten so far with tenant advocacy? I think the housing sponsor that will end up owning the site should be the one leading the tenant organizing piece. Agree?	
3.e	Tenant Income Certification & Lease Signing	coordinating with Sr Partner Asset Management team the tenant income certificates and new lease agreements. By the third project Jr Partner Asset Manager will take the lead in income certification and lease signing shadowed by Sr Partner Asset Management team.		50%	50%		The entity that will own the property should take he lead.	
3.f	Due Diligence & CNA Budgeting	Jr Partner will coordinate, Invoice, and Cover cost of inspections until close of escrow. Sr Partner will review and provide recommendations to proforma budget based on inspection reports.		10%	90%		*Richard is able to coordinate and front these costs until close of escrow for properties he represents. If you are working with a pocket listing where Richard is not representing either of our agencies will need to coordinate and cover costs until coe.	

3.g	Checklist Item & Escrow Coordination	Sr Partner will review, Jr Partner will process initial and subsequent draw requests. Jr Partner is responsible for submitting all supporting closing docs, insurance certs, etc		30%	70%			
3.h	Loan Doc Processing	Jr Partner and their legal council will be responsible for the review, approval, and execution of all loan docs for all lenders.		0%	100%		*Execution of loan docs will be by Jr Partner	
3.i	Project Folder Documentation	Jr Partner will coordinate the Sharing/Collaboration of the full project in shared e-file. Insuring a complete project file that will include a project deal book.		0%	100%			
3.j	Financial Risk, Asset Management	Jr Partner will cover operating expenses during rehab. Sr Partner's Asset Management team will work with Jr Partner to apply for welfare tax exemption for first three properties until FTE Asset Manager is hired by Jr Partner.		10%	90%		Jr Partner will cover builders risk policy during rehab and cover operating expenses such as maintenance, property taxes, utilities etc. Sr Partner's Asset Mgmt team will work with Jr Partner to apply for welfare tax exemption for first three properties until FTE Asset Manager is hired by Jr Partner at which point the	
3.k	Acquisition Escrow Coordination	Sr Partner will support Jr Partner throughout the escrow period. This includes completing due diligence, reviewing and processing initial draw requests, review of all supporting closing docs and insurance certificates. Jr Partner will be included in all communications. Execution of contracts related to the projects		60%	40%			
3.l	Securing financing	Jr Partner will be the accounting agent of the LLC and provide all accounting services for the projects, the cost of which will become a reimbursable cost of the LLC. During the feasibility period and up until formation of the LLC, Jr Partner shall advance funds for payment of all predevelopment costs.		0%	100%			
3.m	Administration of Construction Contract	Once the project is in contract, Sr Partner will take the lead in negotiations with MOHCD and other lenders regarding predevelopment, acquisition and rehabilitation financing. Jr Partner will participate in all meetings with MOHCD staff and will be copied on all correspondence. The borrower for all predevelopment loans will be the LLC or Jr Partner. Jr Partner will be responsible for providing Jr Partner Small Sites LLC and Jr Partner organizational and financial documents for purposes of lender review.		60%	40%			
3.n	Payment of pre-acquisition and Development Costs	Jr Partner will be the accounting agent of the LLC and provide all accounting services for the projects, the cost of which will become a reimbursable cost of the LLC. During the feasibility period and up until formation of the LLC, Jr Partner shall advance funds for payment of all pre-acquisition costs. Once financing is closed, Jr Partner will be the lead in processing draw requests to lenders, as well as vendor and contractor invoices, and applications for payment after the initial draw at Close of Escrow. All draw requests will be reviewed by and approved by Sr Partner. Email is acceptable as original signatures.		10%	90%			

3.o	Engaging consultants	Sr Partner and Jr Partner will collaborate on the selection of all consultants needed to complete the development and rehabilitation. Final decisions regarding consultants shall be made jointly. All consultant contracts shall be entered into by the LLC. Any existing consultant contracts to which the LLC is not a party shall be assigned to the LLC. The development team will use Sr Partner's Professional Services Agreement, AIA documents and its procurement process, as appropriate, to enter into agreements with design and third party consultants.		60%	40%			
3.p	Construction Management	Jr Partner will hire independent CM consultants to oversee Contractors, sub contractors, and construction timeline. They will also be responsible for developing SOW, Contractor Selection, and review of pay apps and change orders.		10%	90%			
3.q	Relocation	Jr Partner will develop and implement any necessary relocation plans, with input and assistance from Sr Partner. The relocation plan will be developed and implemented in coordination with the community outreach, design, and construction processes. Jr Partner will be responsible for direct communications with tenants for relocation. Sr Partner will be included in the organized tenants meeting.		70%	30%			
3.r	Attorneys	Jr Partner and Sr Partner will collaborate on the selection of legal counsel. Jr Partner will coordinate the work of all attorneys. All key business points to be negotiated by the attorneys will be discussed with Jr Partner and Sr Partner, and Jr Partner and Sr Partner will jointly approve all final deal points.		40%	60%			
3.s	Accounting Services	Jr Partner will be the accounting agent of the MOU and provide all accounting services at a fee that is comparable to prevailing rates for independent third-party accounting service providers.		100%	0%			
3.t	Property Management	Jr Partner and Sr Partner will agree upon a third party company to provide property management services. Sr Partner has currently identified 2B Living as the likely property management company. Sr Partner shall take the lead on negotiating any property management contract, with input and assistance from Jr Partner. Any such property management contract shall be entered into by the LLC.		50%	50%			
		Acquisition Developer Fee	\$80,000	50%	50%		first few projects!! Yes! How much and for what	
	Rehab Workflow	Description		Sr Partner	Jr Partner	Third Party Consultant		
2.r	Engaging Consultants	selection of all consultants needed to complete		50%	50%			
2.s	Administration of Construction Contract	responsible for contractor selection process,		50%	50%			
2.t	Payment of construction costs:	requests to lenders, as well as vendor and		10%	90%			
2.u	Loan/Project quarantees:	terms will include required financing quarantees,		0%	100%			

2.v	Relocation	necessary relocation plans, with input and		10%	90%	X	SSP projects. MOHCD required us to include relo	
2.w	Property Management	party company to provide property management		50%	50%			
2.x	Construction Management	oversee Contractors, sub contractors, and construction		0%	100%	X	Jr Partner will shadow Sr Partner and Construction Manager Consultant for first 3 projects until majority of	
		Construction Developer Fee	\$10k per unit	50%	50%			
	100% ownership by JV partner							
	Asset Management	Description		Sr Partner	Jr Partner			
	Asset Management	Primary responsibility of Asset Management of Building		90%	10%		Partner is able to hire a FTE Asset Manager	
	Annual Income Certification	self-employed and cash employees		90%	10%	X	Perhaps the property management firm can	
	Marketing vacant units	submits for MOHCD approval. Works with MOHCD		90%	10%	X	their scope since the fees have increased?	
	New Lease / unit occupant	income cert for unit turn-over or change in household		90%	10%	X	their scope since the fees have increased?	
	property management setup/oversight	maintains line of communication as owner's rep in		90%	10%			
	annual welfare exemption	Asset Management conducts on an annual basis		90%	10%	X		
	Landlord response to tenants	with Asset Manager		90%	10%	X		
	Quarterly/Annual reports	Asset manager responsible to MOHCD and first lender		90%	10%	X		
	Annual prop operating budget	projected and works with MOHCD to determine residual		90%	10%	X		
	xxx Street Issues:	XXX Ave. Senior Site	Jr Partner Capacity Issues		Needs			
	Structural issues resolved				PM 3-6 months			
	Rent increase upset tenants				Manage Rehab			
					Welfare Tax Exemption			

	Acquisition Workflow	Description
3.a	Property Selection	Jr Partner will take the lead in previewing COPA notifications and prospective properties. Jr Partner will take the lead in touring the properties and coordinating with Realtor and Sr Partner staff.
3.b	Project Finance & Negotiations	Jr Partner will prepare the conceptual feasibility for the project. Sr Partner will review the feasibility before submitting for lender pre-commitment. Sr Partner will support Jr Partner in responding to lender's questions. Jr Partner and Sr Partner will only extend an offer and enter into a contract for a property only upon securing both parties' approval.
3.c	Budget and Development/Permanent Financing	Sr Partner will establish an initial budget and financing plan for the projects with input and review from Jr Partner. Sr Partner and Jr Partner will jointly agree upon a proposed method of financing. Sr Partner will develop an initial operating budget for the projects that includes the cost of operations and maintenance, which shall be subject to Jr Partner's review and approval.

Sr Partner

20%

30%

70%

3.d	Tenant Organizing & Negotiations	Jr Partner will take the lead in coordinating and meeting with tenants for initial SSP meeting and help organize through collaboration with Tenant Advocacy Organizations when needed (tenant buy-in). Maintain relationships with tenants throughout the process. Sr Partner will support this work by shadowing the initial tenant meeting and providing outline of initial meeting presentation. Jr Partner will coordinate the tenant outreach plan, with input and assistance from Sr Partner. The tenant outreach plan will include, but not be limited to: meeting with tenants for introduction and education about SSP; collaborative organizing with partner Tenant Advocacy Organizations for proper tenant buy-in; maintain relationships with tenants throughout site identification, pre-development, acquisition and the completed rehabilitation process. Sr Partner will be included in written communications with tenants and in organized tenant meetings	10%
3.e	Tenant Income Certification & Lease Signing	coordinating with Sr Partner Asset Management team the tenant income certificates and new lease agreements. By the third project Jr Partner Asset Manager will take the lead in income certification and lease signing shadowed by Sr Partner Asset Management team.	50%
3.f	Due Diligence & CNA Budgeting	Jr Partner will coordinate, Invoice, and Cover cost of inspections until close of escrow. Sr Partner will review and provide recommendations to proforma budget based on inspection reports.	10%
3.g	Checklist Item & Escrow Coordination	Sr Partner will review, Jr Partner will process initial and subsequent draw requests. Jr Partner is responsible for submitting all supporting closing docs, insurance certs, etc	30%

3.h	Loan Doc Processing	Jr Partner and their legal council will be responsible for the review, approval, and execution of all loan docs for all lenders.
3.i	Project Folder Documentation	Jr Partner will coordinate the Sharing/Collaboration of the full project in shared e-file. Insuring a complete project file that will include a project deal book.
3.j	Financial Risk, Asset Management	Jr Partner will cover operating expenses during rehab. Sr Partner's Asset Management team will work with Jr Partner to apply for welfare tax exemption for first three properties until FTE Asset Manager is hired by Jr Partner.
3.k	Acquisition Escrow Coordination	Sr Partner will support Jr Partner throughout the escrow period. This includes completing due diligence, reviewing and processing initial draw requests, review of all supporting closing docs and insurance certificates. Jr Partner will be included in all communications. Execution of contracts related to the projects
3.l	Securing financing	Jr Partner will be the accounting agent of the LLC and provide all accounting services for the projects, the cost of which will become a reimbursable cost of the LLC. During the feasibility period and up until formation of the LLC, Jr Partner shall advance funds for payment of all predevelopment costs.

0%
0%
10%
60%
0%

3.m	Administration of Construction Contract	<p>Once the project is in contract, Sr Partner will take the lead in negotiations with MOHCD and other lenders regarding predevelopment, acquisition and rehabilitation financing. Jr Partner will participate in all meetings with MOHCD staff and will be copied on all correspondence. The borrower for all predevelopment loans will be the LLC or Jr Partner. Jr Partner will be responsible for providing Jr Partner Small Sites LLC and Jr Partner organizational and financial documents for purposes of lender review.</p>	60%
3.n	Payment of pre-acquisition and Development Cost	<p>Jr Partner will be the accounting agent of the LLC and provide all accounting services for the projects, the cost of which will become a reimbursable cost of the LLC. During the feasibility period and up until formation of the LLC, Jr Partner shall advance funds for payment of all pre-acquisition costs. Once financing is closed, Jr Partner will be the lead in processing draw requests to lenders, as well as vendor and contractor invoices, and applications for payment after the initial draw at Close of Escrow. All draw requests will be reviewed by and approved by Sr Partner. Email is acceptable as original signatures.</p>	10%

3.o	Engaging consultants	Sr Partner and Jr Partner will collaborate on the selection of all consultants needed to complete the development and rehabilitation. Final decisions regarding consultants shall be made jointly. All consultant contracts shall be entered into by the LLC. Any existing consultant contracts to which the LLC is not a party shall be assigned to the LLC. The development team will use Sr Partner's Professional Services Agreement, AIA documents and its procurement process, as appropriate, to enter into agreements with design and third party consultants.	60%
3.p	Construction Management	Jr Partner will hire independent CM consultants to oversee Contractors, sub contractors, and construction timeline. They will also be responsible for developing SOW, Contractor Selection, and review of pay apps and change orders.	10%
3.q	Relocation	Jr Partner will develop and implement any necessary relocation plans, with input and assistance from Sr Partner. The relocation plan will be developed and implemented in coordination with the community outreach, design, and construction processes. Jr Partner will be responsible for direct communications with tenants for relocation. Sr Partner will be included in the organized tenants meeting.	70%
3.r	Attorneys	Jr Partner and Sr Partner will collaborate on the selection of legal counsel. Jr Partner will coordinate the work of all attorneys. All key business points to be negotiated by the attorneys will be discussed with Jr Partner and Sr Partner, and Jr Partner and Sr Partner will jointly approve all final deal points.	40%

3.s	Accounting Services	Jr Partner will be the accounting agent of the MOU and provide all accounting services at a fee that is comparable to prevailing rates for independent third-party accounting service providers.	100%
3.t	Property Management	Jr Partner and Sr Partner will agree upon a third party company to provide property management services. Sr Partner has currently identified 2B Living as the likely property management company. Sr Partner shall take the lead on negotiating any property management contract, with input and assistance from Jr Partner. Any such property management contract shall be entered into by the LLC.	50%

Acquisition Developer Fee

\$80.000

50%

	Rehab Workflow	Description	Sr Partner
2.r	Engaging Consultants	selection of all consultants needed to complete	50%
2.s	Administration of Construction Contract	responsible for contractor selection process,	50%
2.t	Payment of construction costs:	requests to lenders, as well as vendor and	10%
2.u	Loan/Project guarantees:	terms will include required financing guarantees,	0%
2.v	Relocation	necessary relocation plans, with input and	10%
2.w	Property Management	party company to provide property management	50%
2.x	Construction Management	oversee Contractors, sub contractors, and construction	0%

Construction Developer Fee

\$10k per unit

50%

100% ownership by JV partner

Asset Management	Description	Sr Partner
Asset Management	Primary responsibility of Asset Management of Building	90%
Annual Income Certification	self-employed and cash employees	90%

Marketing vacant units	submits for MOHCD approval. Works with MOHCD
New Lease / unit occupant	income cert for unit turn-over or change in household
property management setup/oversight	maintains line of communication as owner's rep in
annual welfare exemption	Asset Management conducts on an annual basis
Landlord response to tenants	with Asset Manager
Quarterly/Annual reports	Asset manager responsible to MOHCD and first lender
Annual prop operating budget	projected and works with MOHCD to determine

90%
90%
90%
90%
90%
90%
90%

xx Street Issues:

Structural issues resolved

Rent increase upset tenants

xx Ave. Senior Site

Jr Partner Capacity Issues

Jr Partner	Agency	Exceptions
-------------------	---------------	------------

80%	
70%	
30%	

*Sr Partner must have bandwidth and MOU / MATRIX must be revisted prior to moving forward with next project.

90%	
50%	
90%	
70%	

* Tenant outreach is the biggest challenge and crucial to a projects success. If you do not have 100% tenant buy-in from day 1 walk away and find another project! If Jr Partner is not able provide this component I would recommend partnering with tenant advocacy groups such as Housing Rights Committee, Tenant's Union, Tenderloin Housing Clinic etc. How far has Sr Partner gotten so far with tenant advocacy? I think the housing sponsor that will end up owning the site should be the one leading the tenant organizing piece. Agree?

The entity that will own the property should take the lead.

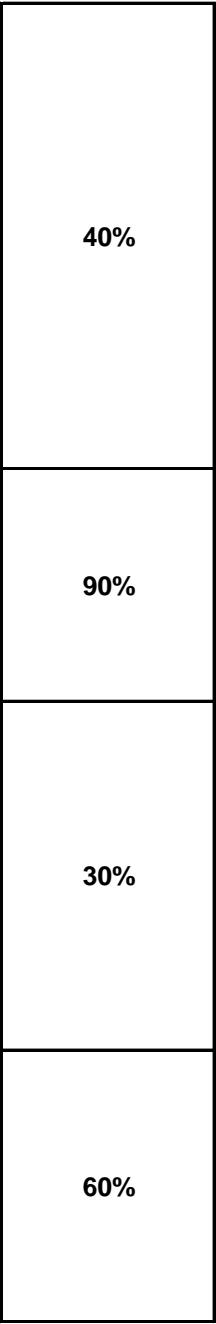
*Richard is able to coordinate and front these costs until close of escrow for properties he represents. If you are working with a pocket listing where Richard is not representing either of our agencies will need to coordinate and cover costs until close.

100%	
100%	
90%	
40%	
100%	

*Execution of loan docs will be by Jr Partner

Jr Partner will cover builders risk policy during rehab and cover operating expenses such as maintenance, property taxes, utilities etc. Sr Partner's Asset Mgmt team will work with Jr Partner to apply for welfare tax exemption for first three properties until FTE Asset Manager is hired by Jr Partner at which point the

40%	
90%	



0%
50%

50%

first few projects!! Yes! How much and for what

Jr Partner	Third Party Consultant
50%	
50%	
90%	
100%	
90%	X
50%	
100%	X

SSP projects. MOHCD required us to include relo

Jr Partner will shadow Sr Partner and Construction Manager Consultant for first 3 projects until majority of

50%

Jr Partner	
10%	
10%	X

Partner is able to hire a FTE Asset Manager

Perhaps the property management firm can

10%	X	in their scope since the fees have increased?
10%	X	in their scope since the fees have increased?
10%		
10%	X	
10%	X	
10%	X	
10%	X	

Needs

- PM 3-6 months
- Manage Rehab
- Welare Tax Exemption

Acquisition Workflow

3.a	<u>Property Selection</u>
-----	---------------------------

3.b	<u>Project Finance & Negotiations</u>
-----	---

3.c	Budget and Development/Permanent Financing
-----	--

3.d	Tenant Organizing & Negotiations
-----	----------------------------------

3.e Tenant Income Certification & Lease Signing

3.f

Due Diligence & CNA Budgeting

3.g

Checklist Item & Escrow Coordination

3.h

Loan Doc Processing

3.i

Project Folder Documentation

3.j

Financial Risk, Asset Management

3.k

Acquisition Escrow Coordination

3.l

Securing financing

3.m

Administration of Construction Contract

3.n	Payment of pre-acquisition and Development Cost
-----	---

3.o	Engaging consultants
-----	----------------------

3.p	Construction Management
-----	-------------------------

3.q	Relocation
-----	------------

3.r	Attorneys
-----	-----------

3.s

Accounting Services

3.t

Property Management

2.r

Engaging Consultants

2.s

Administration of Construction Contract

2.t

Payment of construction costs:

2.u

Loan/Project guarantees:

2.v

Relocation

2.w

Property Management

2.x

Construction Management

100% ownership by JV partner

Asset Management

Asset Management

Annual Income Certification

Marketing vacant units

New Lease / unit occupant

property management setup/oversight

annual welfare exemption

Landlord response to tenants

Quarterly/Annual reports

Annual prop operating budget

xx Street Issues:

Structural issues resolved

Rent increase upset tenants

Description
Jr Partner will take the lead in previewing COPA notifications and prospective properties. Jr Partner will take the lead in touring the properties and coordinating with Realtor and Sr Partner staff.
Jr Partner will prepare the conceptual feasibility for the project. Sr Partner will review the feasibility before submitting for lender pre-commitment. Sr Partner will support Jr Partner in responding to lender's questions. Jr Partner and Sr Partner will only extend an offer and enter into a contract for a property only upon securing both parties' approval.
Sr Partner will establish an initial budget and financing plan for the projects with input and review from Jr Partner. Sr Partner and Jr Partner will jointly agree upon a proposed method of financing. Sr Partner will develop an initial operating budget for the projects that includes the cost of operations and maintenance, which shall be subject to Jr Partner's review and approval.
Jr Partner will take the lead in coordinating and meeting with tenants for initial SSP meeting and help organize through collaboration with Tenant Advocacy Organizations when needed (tenant buy-in). Maintain relationships with tenants throughout the process. Sr Partner will support this work by shadowing the initial tenant meeting and providing outline of initial meeting presentation. Jr Partner will coordinate the tenant outreach plan, with input and assistance from Sr Partner. The tenant outreach plan will include, but not be limited to: meeting with tenants for introduction and education about SSP; collaborative organizing with partner Tenant Advocacy Organizations for proper tenant buy-in; maintain relationships with tenants throughout site identification, pre-development, acquisition and the completed rehabilitation process. Sr Partner will be included in written communications with tenants and in organized tenant meetings
coordinating with Sr Partner Asset Management team the tenant income certificates and new lease agreements. By the third project Jr Partner Asset Manager will take the lead in income certification and lease signing shadowed by Sr Partner Asset Management team.

Sr Partner
20%
30%
70%
10%
50%

Jr Partner will coordinate, Invoice, and Cover cost of inspections until close of escrow. Sr Partner will review and provide recommendations to proforma budget based on inspection reports.	10%
Sr Partner will review, Jr Partner will process initial and subsequent draw requests. Jr Partner is responsible for submitting all supporting closing docs, insurance certs, etc	30%
Jr Partner and their legal council will be responsible for the review, approval, and execution of all loan docs for all lenders.	0%
Jr Partner will coordinate the Sharing/Collaboration of the full project in shared e-file. Insuring a complete project file that will include a project deal book.	0%
Jr Partner will cover operating expenses during rehab. Sr Partner's Asset Management team will work with Jr Partner to apply for welfare tax exemption for first three properties until FTE Asset Manager is hired by Jr Partner.	10%
Sr Partner will support Jr Partner throughout the escrow period. This includes completing due diligence, reviewing and processing initial draw requests, review of all supporting closing docs and insurance certificates. Jr Partner will be included in all communications. Execution of contracts related to the projects	60%
Jr Partner will be the accounting agent of the LLC and provide all accounting services for the projects, the cost of which will become a reimbursable cost of the LLC. During the feasibility period and up until formation of the LLC, Jr Partner shall advance funds for payment of all predevelopment costs.	0%
Once the project is in contract, Sr Partner will take the lead in negotiations with MOHCD and other lenders regarding predevelopment, acquisition and rehabilitation financing. Jr Partner will participate in all meetings with MOHCD staff and will be copied on all correspondence. The borrower for all predevelopment loans will be the LLC or Jr Partner. Jr Partner will be responsible for providing Jr Partner Small Sites LLC and Jr Partner organizational and financial documents for purposes of lender review.	60%

<p>Jr Partner will be the accounting agent of the LLC and provide all accounting services for the projects, the cost of which will become a reimbursable cost of the LLC. During the feasibility period and up until formation of the LLC, Jr Partner shall advance funds for payment of all pre-acquisition costs. Once financing is closed, Jr Partner will be the lead in processing draw requests to lenders, as well as vendor and contractor invoices, and applications for payment after the initial draw at Close of Escrow. All draw requests will be reviewed by and approved by Sr Partner. Email is acceptable as original signatures.</p>	<p>10%</p>
<p>Sr Partner and Jr Partner will collaborate on the selection of all consultants needed to complete the development and rehabilitation. Final decisions regarding consultants shall be made jointly. All consultant contracts shall be entered into by the LLC. Any existing consultant contracts to which the LLC is not a party shall be assigned to the LLC. The development team will use Sr Partner's Professional Services Agreement, AIA documents and its procurement process, as appropriate, to enter into agreements with design and third party consultants.</p>	<p>60%</p>
<p>Jr Partner will hire independent CM consultants to oversee Contractors, sub contractors, and construction timeline. They will also be responsible for developing SOW, Contractor Selection, and review of pay apps and change orders.</p>	<p>10%</p>
<p>Jr Partner will develop and implement any necessary relocation plans, with input and assistance from Sr Partner. The relocation plan will be developed and implemented in coordination with the community outreach, design, and construction processes. Jr Partner will be responsible for direct communications with tenants for relocation. Sr Partner will be included in the organized tenants meeting.</p>	<p>70%</p>
<p>Jr Partner and Sr Partner will collaborate on the selection of legal counsel. Jr Partner will coordinate the work of all attorneys. All key business points to be negotiated by the attorneys will be discussed with Jr Partner and Sr Partner, and Jr Partner and Sr Partner will jointly approve all final deal points.</p>	<p>40%</p>

Jr Partner will be the accounting agent of the MOU and provide all accounting services at a fee that is comparable to prevailing rates for independent third-party accounting service providers.
Jr Partner and Sr Partner will agree upon a third party company to provide property management services. Sr Partner has currently identified 2B Living as the likely property management company. Sr Partner shall take the lead on negotiating any property management contract, with input and assistance from Jr Partner. Any such property management contract shall be entered into by the LLC.

100%
50%

Acquisition Developer Fee

\$80.000

50%

Description
selection of all consultants needed to complete
responsible for contractor selection process,
requests to lenders, as well as vendor and
terms will include required financing guarantees,
necessary relocation plans, with input and
party company to provide property management
oversee Contractors, sub contractors, and construction

Sr Partner
50%
50%
10%
0%
10%
50%
0%

Construction Developer Fee

\$10k per unit

50%

Description
Primary responsibility of Asset Management of Building
self-employed and cash employees
submits for MOHCD approval. Works with MOHCD
income cert for unit turn-over or change in household
maintains line of communication as owner's rep in
Asset Management conducts on an annual basis
with Asset Manager
Asset manager responsible to MOHCD and first lender
projected and works with MOHCD to determine

Sr Partner
90%
90%
90%
90%
90%
90%
90%
90%

xx Ave. Senior Site

Jr Partner Capacity Issues

Jr Partner	Agency
------------	--------

Exceptions

80%	
70%	
30%	
90%	
50%	

*Sr Partner must have bandwidth and MOU / MATRIX must be revisited prior to moving forward with next project.

* Tenant outreach is the biggest challenge and crucial to a projects success. If you do not have 100% tenant buy-in from day 1 walk away and find another project! If Jr Partner is not able provide this component I would recommend partnering with tenant advocacy groups such as Housing Rights Committee, Tenant's Union, Tenderloin Housing Clinic etc. How far has Sr Partner gotten so far with tenant advocacy? I think the housing sponsor that will end up owning the site should be the one leading the tenant organizing piece. Agree?

The entity that will own the property should take the lead.

90%	
70%	
100%	
100%	
90%	
40%	
100%	
40%	

*Richard is able to coordinate and front these costs until close of escrow for properties he represents. If you are working with a pocket listing where Richard is not representing either of our agencies will need to coordinate and cover costs until coe.

*Execution of loan docs will be by Jr Partner

Jr Partner will cover builders risk policy during rehab and cover operating expenses such as maintenance, property taxes, utilities etc. Sr Partner's Asset Mgmt team will work with Jr Partner to apply for welfare tax exemption for first three properties until FTE Asset Manager is hired by Jr Partner at which point the

90%

40%

90%

30%

60%

0%
50%

50%

first few projects!! Yes! How much and for what

Jr Partner	Third Party Consultant
50%	
50%	
90%	
100%	
90%	X
50%	
100%	X

SSP projects. MOHCD required us to include relo

Jr Partner will shadow Sr Partner and Construction Manager Consultant for first 3 projects until majority of

50%

Jr Partner	
10%	
10%	X
10%	X
10%	X
10%	
10%	X
10%	X
10%	X
10%	X

Partner is able to hire a FTE Asset Manager

Perhaps the property management firm can in their scope since the fees have increased? in their scope since the fees have increased?

Needs

PM 3-6 months

Manage Rehab

Welare Tax Exemption

3.f	Due Diligence & CNA Budgeting
3.g	Checklist Item & Escrow Coordination
3.h	Loan Doc Processing
3.i	Project Folder Documentation
3.j	Financial Risk, Asset Management
3.k	Acquisition Escrow Coordination
3.l	Securing financing
3.m	Administration of Construction Contract

3.n	Payment of pre-acquisition and Development Cost
3.o	Engaging consultants
3.p	Construction Management
3.q	Relocation
3.r	Attorneys

3.s

Accounting Services

3.t

Property Management

2.r

Engaging Consultants

2.s

Administration of Construction Contract

2.t

Payment of construction costs:

2.u

Loan/Project guarantees:

2.v

Relocation

2.w

Property Management

2.x

Construction Management

100% ownership by JV partner

Asset Management

Asset Management

Annual Income Certification

Marketing vacant units

New Lease / unit occupant

property management setup/oversight

annual welfare exemption

Landlord response to tenants

Quarterly/Annual reports

Annual prop operating budget

xx Street Issues:

Structural issues resolved

Rent increase upset tenants

San Bruno

Description
Jr Partner will take the lead in previewing COPA notifications and prospective properties. Jr Partner will take the lead in touring the properties and coordinating with Realtor and Sr Partner staff.
Jr Partner will prepare the conceptual feasibility for the project. Sr Partner will review the feasibility before submitting for lender pre-commitment. Sr Partner will support Jr Partner in responding to lender's questions. Jr Partner and Sr Partner will only extend an offer and enter into a contract for a property only upon securing both parties' approval.
Sr Partner will establish an initial budget and financing plan for the projects with input and review from Jr Partner. Sr Partner and Jr Partner will jointly agree upon a proposed method of financing. Sr Partner will develop an initial operating budget for the projects that includes the cost of operations and maintenance, which shall be subject to Jr Partner's review and approval.
Jr Partner will take the lead in coordinating and meeting with tenants for initial SSP meeting and help organize through collaboration with Tenant Advocacy Organizations when needed (tenant buy-in). Maintain relationships with tenants throughout the process. Sr Partner will support this work by shadowing the initial tenant meeting and providing outline of initial meeting presentation. Jr Partner will coordinate the tenant outreach plan, with input and assistance from Sr Partner. The tenant outreach plan will include, but not be limited to: meeting with tenants for introduction and education about SSP; collaborative organizing with partner Tenant Advocacy Organizations for proper tenant buy-in; maintain relationships with tenants throughout site identification, pre-development, acquisition and the completed rehabilitation process. Sr Partner will be included in written communications with tenants and in organized tenant meetings
coordinating with Sr Partner Asset Management team the tenant income certificates and new lease agreements. By the third project Jr Partner Asset Manager will take the lead in income certification and lease signing shadowed by Sr Partner Asset Management team.

Sr Partner
20%
30%
70%
10%
50%

Jr Partner will coordinate, Invoice, and Cover cost of inspections until close of escrow. Sr Partner will review and provide recommendations to proforma budget based on inspection reports.	10%
Sr Partner will review, Jr Partner will process initial and subsequent draw requests. Jr Partner is responsible for submitting all supporting closing docs, insurance certs, etc	30%
Jr Partner and their legal council will be responsible for the review, approval, and execution of all loan docs for all lenders.	0%
Jr Partner will coordinate the Sharing/Collaboration of the full project in shared e-file. Insuring a complete project file that will include a project deal book.	0%
Jr Partner will cover operating expenses during rehab. Sr Partner's Asset Management team will work with Jr Partner to apply for welfare tax exemption for first three properties until FTE Asset Manager is hired by Jr Partner.	10%
Sr Partner will support Jr Partner throughout the escrow period. This includes completing due diligence, reviewing and processing initial draw requests, review of all supporting closing docs and insurance certificates. Jr Partner will be included in all communications. Execution of contracts related to the projects	60%
Jr Partner will be the accounting agent of the LLC and provide all accounting services for the projects, the cost of which will become a reimbursable cost of the LLC. During the feasibility period and up until formation of the LLC, Jr Partner shall advance funds for payment of all predevelopment costs.	0%
Once the project is in contract, Sr Partner will take the lead in negotiations with MOHCD and other lenders regarding predevelopment, acquisition and rehabilitation financing. Jr Partner will participate in all meetings with MOHCD staff and will be copied on all correspondence. The borrower for all predevelopment loans will be the LLC or Jr Partner. Jr Partner will be responsible for providing Jr Partner Small Sites LLC and Jr Partner organizational and financial documents for purposes of lender review.	60%

<p>Jr Partner will be the accounting agent of the LLC and provide all accounting services for the projects, the cost of which will become a reimbursable cost of the LLC. During the feasibility period and up until formation of the LLC, Jr Partner shall advance funds for payment of all pre-acquisition costs. Once financing is closed, Jr Partner will be the lead in processing draw requests to lenders, as well as vendor and contractor invoices, and applications for payment after the initial draw at Close of Escrow. All draw requests will be reviewed by and approved by Sr Partner. Email is acceptable as original signatures.</p>	<p>10%</p>
<p>Sr Partner and Jr Partner will collaborate on the selection of all consultants needed to complete the development and rehabilitation. Final decisions regarding consultants shall be made jointly. All consultant contracts shall be entered into by the LLC. Any existing consultant contracts to which the LLC is not a party shall be assigned to the LLC. The development team will use Sr Partner's Professional Services Agreement, AIA documents and its procurement process, as appropriate, to enter into agreements with design and third party consultants.</p>	<p>60%</p>
<p>Jr Partner will hire independent CM consultants to oversee Contractors, sub contractors, and construction timeline. They will also be responsible for developing SOW, Contractor Selection, and review of pay apps and change orders.</p>	<p>10%</p>
<p>Jr Partner will develop and implement any necessary relocation plans, with input and assistance from Sr Partner. The relocation plan will be developed and implemented in coordination with the community outreach, design, and construction processes. Jr Partner will be responsible for direct communications with tenants for relocation. Sr Partner will be included in the organized tenants meeting.</p>	<p>70%</p>
<p>Jr Partner and Sr Partner will collaborate on the selection of legal counsel. Jr Partner will coordinate the work of all attorneys. All key business points to be negotiated by the attorneys will be discussed with Jr Partner and Sr Partner, and Jr Partner and Sr Partner will jointly approve all final deal points.</p>	<p>40%</p>

Jr Partner will be the accounting agent of the MOU and provide all accounting services at a fee that is comparable to prevailing rates for independent third-party accounting service providers.
Jr Partner and Sr Partner will agree upon a third party company to provide property management services. Sr Partner has currently identified 2B Living as the likely property management company. Sr Partner shall take the lead on negotiating any property management contract, with input and assistance from Jr Partner. Any such property management contract shall be entered into by the LLC.

100%
50%

Acquisition Developer Fee

\$80.000

50%

Description
selection of all consultants needed to complete
responsible for contractor selection process,
requests to lenders, as well as vendor and
terms will include required financing guarantees,
necessary relocation plans, with input and
party company to provide property management
oversee Contractors, sub contractors, and construction

Sr Partner
50%
50%
10%
0%
10%
50%
0%

Construction Developer Fee

\$10k per unit

50%

Description
Primary responsibility of Asset Management of Building
self-employed and cash employees
submits for MOHCD approval. Works with MOHCD
income cert for unit turn-over or change in household
maintains line of communication as owner's rep in
Asset Management conducts on an annual basis
with Asset Manager
Asset manager responsible to MOHCD and first lender
projected and works with MOHCD to determine

Sr Partner
90%
90%
90%
90%
90%
90%
90%
90%

xx Ave. Senior Site

Jr Partner Capacity Issues

South Van Ness

Jr Partner	Agency
------------	--------

Exceptions

80%	
70%	
30%	
90%	
50%	

*Sr Partner must have bandwidth and MOU / MATRIX must be revisited prior to moving forward with next project.

* Tenant outreach is the biggest challenge and crucial to a projects success. If you do not have 100% tenant buy-in from day 1 walk away and find another project! If Jr Partner is not able provide this component I would recommend partnering with tenant advocacy groups such as Housing Rights Committee, Tenant's Union, Tenderloin Housing Clinic etc. How far has Sr Partner gotten so far with tenant advocacy? I think the housing sponsor that will end up owning the site should be the one leading the tenant organizing piece. Agree?

The entity that will own the property should take the lead.

90%	
70%	
100%	
100%	
90%	
40%	
100%	
40%	

*Richard is able to coordinate and front these costs until close of escrow for properties he represents. If you are working with a pocket listing where Richard is not representing either of our agencies will need to coordinate and cover costs until coe.

*Execution of loan docs will be by Jr Partner

Jr Partner will cover builders risk policy during rehab and cover operating expenses such as maintenance, property taxes, utilities etc. Sr Partner's Asset Mgmt team will work with Jr Partner to apply for welfare tax exemption for first three properties until FTE Asset Manager is hired by Jr Partner at which point the

90%

40%

90%

30%

60%

0%
50%

50%

first few projects!! Yes! How much and for what

Jr Partner	Third Party Consultant
50%	
50%	
90%	
100%	
90%	X
50%	
100%	X

SSP projects. MOHCD required us to include relo

Jr Partner will shadow Sr Partner and Construction Manager Consultant for first 3 projects until majority of

50%

Jr Partner	
10%	
10%	X
10%	X
10%	X
10%	
10%	X
10%	X
10%	X
10%	X

Partner is able to hire a FTE Asset Manager

Perhaps the property management firm can in their scope since the fees have increased? in their scope since the fees have increased?

- Needs
- PM 3-6 months
- Manage Rehab
- Welare Tax Exemption

3.f	Due Diligence & CNA Budgeting
3.g	Checklist Item & Escrow Coordination
3.h	Loan Doc Processing
3.i	Project Folder Documentation
3.j	Financial Risk, Asset Management
3.k	Acquisition Escrow Coordination
3.l	Securing financing
3.m	Administration of Construction Contract

3.n	Payment of pre-acquisition and Development Cost
-----	---

3.o	Engaging consultants
-----	----------------------

3.p	Construction Management
-----	-------------------------

3.q	Relocation
-----	------------

3.r	Attorneys
-----	-----------

3.s

Accounting Services

3.t

Property Management

Rehab Workflow

2.r

Engaging Consultants

2.s

Administration of Construction Contract

2.t	Payment of construction costs:
2.u	Loan/Project guarantees:
2.v	Relocation
2.w	Property Management
2.x	Construction Management

100% ownership by JV partner

Asset Management
Asset Management
Annual Income Certification
Marketing vacant units
New Lease / unit occupant
property management setup/oversight
annual welfare exemption

Landlord response to tenants
Quarterly/Annual reports
Annual prop operating budget

xx Street Issues:

Structural issues resolved

Rent increase upset tenants

Description	Associated Cost	Lead
Jr Partner will take the lead in previewing COPA notifications and prospective properties. Jr Partner will take the lead in touring the properties and coordinating with Realtor and Sr Partner staff.		
Jr Partner will prepare the conceptual feasibility for the project. Sr Partner will review the feasibility before submitting for lender pre-commitment. Sr Partner will support Jr Partner in responding to lender's questions. Jr Partner and Sr Partner will only extend an offer and enter into a contract for a property only upon securing both parties' approval.	\$15.000,00	x
Sr Partner will establish an initial budget and financing plan for the projects with input and review from Jr Partner. Sr Partner and Jr Partner will jointly agree upon a proposed method of financing. Sr Partner will develop an initial operating budget for the projects that includes the cost of operations and maintenance, which shall be subject to Jr Partner's review and approval.		
Jr Partner will take the lead in coordinating and meeting with tenants for initial SSP meeting and help organize through collaboration with Tenant Advocacy Organizations when needed (tenant buy-in). Maintain relationships with tenants throughout the process. Sr Partner will support this work by shadowing the initial tenant meeting and providing outline of initial meeting presentation. Jr Partner will coordinate the tenant outreach plan, with input and assistance from Sr Partner. The tenant outreach plan will include, but not be limited to: meeting with tenants for introduction and education about SSP; collaborative organizing with partner Tenant Advocacy Organizations for proper tenant buy-in; maintain relationships with tenants throughout site identification, pre-development, acquisition and the completed rehabilitation process. Sr Partner will be included in written communications with tenants and in organized tenant meetings		
coordinating with Sr Partner Asset Management team the tenant income certificates and new lease agreements. By the third project Jr Partner Asset Manager will take the lead in income certification and lease signing shadowed by Sr Partner Asset Management team.	\$10.000,00	x

Jr Partner will coordinate, Invoice, and Cover cost of inspections until close of escrow. Sr Partner will review and provide recommendations to proforma budget based on inspection reports.	\$10.000,00	x
Sr Partner will review, Jr Partner will process initial and subsequent draw requests. Jr Partner is responsible for submitting all supporting closing docs, insurance certs, etc	\$5.000,00	x
Jr Partner and their legal council will be responsible for the review, approval, and execution of all loan docs for all lenders.	\$5.000,00	x
Jr Partner will coordinate the Sharing/Collaboration of the full project in shared e-file. Insuring a complete project file that will include a project deal book.		
Jr Partner will cover operating expenses during rehab. Sr Partner's Asset Management team will work with Jr Partner to apply for welfare tax exemption for first three properties until FTE Asset Manager is hired by Jr Partner.	\$25.000,00	x
Sr Partner will support Jr Partner throughout the escrow period. This includes completing due diligence, reviewing and processing initial draw requests, review of all supporting closing docs and insurance certificates. Jr Partner will be included in all communications. Execution of contracts related to the projects		
Jr Partner will be the accounting agent of the LLC and provide all accounting services for the projects, the cost of which will become a reimbursable cost of the LLC. During the feasibility period and up until formation of the LLC, Jr Partner shall advance funds for payment of all predevelopment costs.		
Once the project is in contract, Sr Partner will take the lead in negotiations with MOHCD and other lenders regarding predevelopment, acquisition and rehabilitation financing. Jr Partner will participate in all meetings with MOHCD staff and will be copied on all correspondence. The borrower for all predevelopment loans will be the LLC or Jr Partner. Jr Partner will be responsible for providing Jr Partner Small Sites LLC and Jr Partner organizational and financial documents for purposes of lender review.		

Jr Partner will be the accounting agent of the LLC and provide all accounting services for the projects, the cost of which will become a reimbursable cost of the LLC. During the feasibility period and up until formation of the LLC, Jr Partner shall advance funds for payment of all pre-acquisition costs. Once financing is closed, Jr Partner will be the lead in processing draw requests to lenders, as well as vendor and contractor invoices, and applications for payment after the initial draw at Close of Escrow. All draw requests will be reviewed by and approved by Sr Partner. Email is acceptable as original signatures.

Sr Partner and Jr Partner will collaborate on the selection of all consultants needed to complete the development and rehabilitation. Final decisions regarding consultants shall be made jointly. All consultant contracts shall be entered into by the LLC. Any existing consultant contracts to which the LLC is not a party shall be assigned to the LLC. The development team will use Sr Partner's Professional Services Agreement, AIA documents and its procurement process, as appropriate, to enter into agreements with design and third party consultants.

Jr Partner will hire independent CM consultants to oversee Contractors, sub contractors, and construction timeline. They will also be responsible for developing SOW, Contractor Selection, and review of pay apps and change orders.

Jr Partner will develop and implement any necessary relocation plans, with input and assistance from Sr Partner. The relocation plan will be developed and implemented in coordination with the community outreach, design, and construction processes. Jr Partner will be responsible for direct communications with tenants for relocation. Sr Partner will be included in the organized tenants meeting.

Jr Partner and Sr Partner will collaborate on the selection of legal counsel. Jr Partner will coordinate the work of all attorneys. All key business points to be negotiated by the attorneys will be discussed with Jr Partner and Sr Partner, and Jr Partner and Sr Partner will jointly approve all final deal points.

Jr Partner will be the accounting agent of the MOU and provide all accounting services at a fee that is comparable to prevailing rates for independent third-party accounting service providers.

Jr Partner and Sr Partner will agree upon a third party company to provide property management services. Sr Partner has currently identified 2B Living as the likely property management company. Sr Partner shall take the lead on negotiating any property management contract, with input and assistance from Jr Partner. Any such property management contract shall be entered into by the LLC.

Acquisition Developer Fee

\$55.000,00

81,82%

Description	Associated Cost	Lead
<p>Jr Partner and Sr Partner will collaborate on the selection of all consultants needed to complete the development and rehabilitation. Final decisions regarding consultants shall be made jointly. All consultant contracts shall be entered into by the LLC. Any existing consultant contracts to which the LLC is not a party shall be assigned to the LLC. The development team will use Sr Partner's Professional Services Agreement, AIA documents and its procurement process, as appropriate, to enter into agreements with design and 3rd party consultants.</p>		
<p>Sr Partner and Jr Partner jointly will be responsible for contractor selection process, negotiating and administering the construction contract with the general contractor and for moving the development process through the scoping of work, cost estimating, value engineering, scheduling and bidding phases and then into the construction phase. Jr Partner shall take the lead in these phases and processes and provide timely responses to all related questions. Jr Partner, Sr Partner and the general contractor shall meet on a regular basis to discuss the design, cost, schedule and pricing of the projects.</p>		

Jr Partner will be the lead in processing draw requests to lenders, as well as vendor and contractor invoices, and applications for payment after the initial draw at Close of Escrow.		
The Parties acknowledge that project financing terms will include required financing guarantees, including a construction loan guaranty, operating deficit guaranty, and other required guaranties. Jr Partner will execute all guarantees and be responsible for obligations under such guaranties.		
Jr Partner will develop and implement any necessary relocation plans, with input and assistance from Sr Partner. The relocation plan will be developed and implemented in coordination with the community outreach, design, and construction processes. Jr Partner will be responsible for direct communications with tenants for relocation. Sr Partner will be included in the organized tenants meeting.	\$3.000,00	
Jr Partner and Sr Partner will agree upon a third party company to provide property management services. Sr Partner has currently identified 2B Living as the likely property management company. Sr Partner shall take the lead on negotiating any property management contract, with input and assistance from Jr Partner. Any such property management contract shall be entered into by the LLC.		
Jr Partner will hire independant CM consultants to oversee Contractors, sub contractors, and construction timeline. They will also be responsible for developing SOW, Contractor Selection, and review of pay apps and change orders.	\$5.000,00	x

Construction Developer Fee

Description	Associated Cost	Lead
Primary responsibilty of Asset Management of Building		
Process all Income certs, assist with Profit & Loss for self-employed and cash employees	\$3.000,00	
submits for MOHCD approval. Works with MOHCD		
income cert for unit turn-over or change in household	\$5.000,00	x
maintains line of communitcation as owner's rep in	\$2.000,00	x
Asset Management conducts on an annual basis	\$2.000,00	x

with Asset Manager	\$2.000,00	x
Asset manager responsible to MOHCD and first lender	\$2.000,00	x
projected and works with MOHCD to determine	\$2.000,00	x

xx Ave. Senior Site

	x
	x
	x
	x

10%	90%
30%	70%
0%	100%
0%	100%
10%	90%
60%	40%
0%	100%
60%	40%

10%	90%
60%	40%
10%	90%
70%	30%
40%	60%

100%	0%
50%	50%

18,18%

\$80.000

50%

50%

Partner Agency Lead	Partner Agency Participation

Sr Partner	Jr Partner
50%	50%
50%	50%

	x
	x
	x

90%	10%
90%	10%
90%	10%

Jr Partner Capacity Issues

Needs

- PM 3-6 months
- Manage Rehab
- Welare Tax Exem

Agency

Exceptions

*Sr Partner must have bandwidth and MOU / MATRIX must be revisited prior to moving forward with next project.

* Tenant outreach is the biggest challenge and crucial to a projects success. If you do not have 100% tenant buy-in from day 1 walk away and find another project! If Jr Partner is not able provide this componenent I would recommend partnering with tenant advocacy groups such as Housing Rights Committee, Tenant's Union, Tenderloin Housing Clinic etc. How far has Sr Partner gotten so far with tenant advocacy? I think the housing sponsor that will end up owning the site should be the one leading the tenant organizing piece. Agree?

The entity that will own the property should take the lead.

*Richard is able to coordinate and front these costs until close of escrow for properties he represents. If you are working with a pocket listing where Richard is not representing either of our agencies will need to coordinate and cover costs until coe.

*Execution of loan docs will be by Jr Partner

Jr Partner will cover builders risk policy during rehab and cover operating expenses such as maintenance, property taxes, utilities etc. Sr Partner's Asset Mgmt team will work with Jr Partner to apply for welfare tax exemption for first three properties until FTE Asset Manager is hired by Jr Partner at which point the

first few projects!! Yes! How much and for what

Third Party Consultant

X
X

*OPC is a relocation agency we use for our RAD and SSP projects. MOHCD required us to include relo services in our budgets. Average cost of relo is 5k to 7k and does not include moving or storage

Jr Partner will shadow Sr Partner and Construction Manager Consultant for first 3 projects until majority of Project Management shifts from Sr Partner to Jr Partner with Sr Partner shadowing and included in all OCA meetings and project communications.

X
X
X
X

*Sr Partner asset manages first project(s) until Jr Partner is able to hire a FTE Asset Manager
 Caritas is able to do this for our 5030 3rd St SS.
Perhaps the property management firm can include in their scope since the fees have increased?

in their scope since the fees have increased?

in their scope since the fees have increased?

X
X
X

ption