**Owner Name:**

**Non-Profit Name:**

**Site Name:**

***Instructions for completing Appendix 3a:***

1. *Please enter Joint Applicants’ names and Site name above.*
2. *Please use the tables below to specify how Proposer meets the Minimum Qualifications listed below. Please add tables as needed.*

**Minimum Application Requirements**

Applicant(s) must demonstrate that they meet all of the Minimum Qualifications (MQs):

|  |  |  |
| --- | --- | --- |
| Minimum Application Requirements | | Applicant Response |
| A. | Proposal submission includes Letter of intent (LOI) between nonprofit master lessee and owner/landlord signed by owner/landlord agreeing to extend master lease term to a minimum of 5 years from project completion, if applicable, and to demonstrate funding commitment. Owner/landlord funding commitment can include an up-front contribution to the cost of the project and/or agreement to amortize the City’s investment to the project through a rent reduction/rent credit to the master lessee. | Yes/No: |
| B. | Proposal submission includes proof from building owner there are no defaults under the mortgage or liens, and all of the following that have become due and payable have been paid or an escrow of funds sufficient to pay them has been established: taxes; government assessments; insurance premiums; water, sewer and municipal charges; leasehold payments; or ground rents. | Yes/No: |
| C. | Proposal submission includes Attachment - 6 Disclosure form with any known non-elevator structural and ancillary building components and system issues (e.g., HVAC, plumbing, fire/life-safety, etc.) including copies of all unresolved/open code violations with the Department of Building Inspection (DBI). Work order log, Notices of Violation, etc. to document need for elevator repairs. | Yes/No: |
| D. | Project Budget Proposal includes:  1. A cost estimate from a qualified elevator  consultant that is no more than 6 months old.  2. An evaluation report for the existing elevator.  3. A plan, and estimated schedule for the  repairs/modernization.  4. Soft costs that do not exceed 10% of project cost.  5. If applicable, full relocation plan and budget for  any tenant displacement/relocation.  6. At least 7% of total cost reserved as contingency. | Yes/No: |