PROJECT DESCRIPTION

Overview
This mixed use project ("2012 Berkeley Way") includes 89 units of affordable housing, 53 units of permanent supportive housing, and 44 temporary beds (comprised of 32 shelter beds for homeless adult men and 12 transitional housing beds for homeless veterans), management and community spaces, and offices for support services all located at 2012 Berkeley Way, in Berkeley, California. 2012 Berkeley Way will be developed by BRIDGE Housing and Development Corporation (BRIDGE) and Berkeley Food and Housing Project (BFHLP).

2012 Berkeley Way will be comprised of two separate components, both with in one building envelope.

1) BRIDGE Housing Development (BRIDGE)
   - 89 units of affordable housing with no parking spaces ("BRIDGE Development")
     The unit mix includes studios, one, and two bedroom apartments. The ground floor will have shared community amenities such as a community room and laundry room, as well as management and services offices and utilities. 88 of the 89 units will be restricted to households earning 60% or less of the Area Median Income and one of the two bedroom units is an unrestricted manager’s unit.

2) Berkeley Food and Housing Development (Hope Center)
   - 53 units of permanent supportive housing with no parking spaces ("BFHP Permanent Supportive"). This component will include studio apartments on floors 3-6, with lounge areas, laundry room and storage. All units will be restricted to households earning 20% or less of the Area Median Income.
   - 44 temporary homeless housing beds, supportive services spaces, and administrative office suite ("BFHP Temporary Housing"). This area occupies the first two floors, with the 53 units of permanent supportive above, and includes 6 dorm style rooms for 12 occupants and 1 large shelter room to hold beds for 32 occupants. Additionally, there are supportive services offices, utility spaces, and a large community kitchen and multipurpose room on the ground floor. 12 of the 44 temporary beds are restricted to homeless veterans who are referred through the VA Coordinated Entry System. The remaining 32 beds are for homeless adult men and are referred through the North County Housing Resource Center (HRC) in Berkeley.
   - Amenities for both the 53 permanent supportive and 44 temporary beds include a 24-hour front desk and reception area, conference rooms, community / multipurpose space, commercial community kitchen, storage, laundry, flexible rooms, landscaped open space, and utilities.

Each of the two building components will have separate entrances, property management and services offices, and operate independently. The operations for these independent building components are described in greater detail below under “Building Operations.”

The gross building area of Berkeley Way is approximately 138,945 SF. This 6-story building is wood framed construction with a slab on grade foundation. The project has no parking requirement and as
such no parking spaces will be provided for tenants. This mixed use project includes the following additional design features:

- The BRIDGE and BFHP Hope Center program will be divided by a demising wall, both interior and exterior. There will be a separate vertical circulations system (exit stairs and elevators) for the program on each side of the demising wall.
- Open Space will be provided on the ground floor in the rear yard and in the front yard at the sidewalk.
- Bicycle parking will be provided at the ground level at the interior and exterior.
- The project will utilize the GreenPoint Rating System as authored by Build-It Green to pursue the goal of GreenPoint equivalent of LEED Gold.
- The landscape will include new paving and street trees along Berkeley Way, as well as a sloped planter and bike racks at the entries to the buildings. There will also be two new landscaped courtyards at the south side of the building.
- The landscape design will comply with all CalGreen and East Bay MUD requirements.

**Building Operations**

- **BRIDGE Housing Development (BRIDGE)**
  BRIDGE Housing Development portion of the 2012 Berkeley Way Project will consist of 89 units of affordable housing. The unit mix includes studios, one, and two bedroom apartments. The ground floor will have shared amenities for the sole use of its residents such as a community room and laundry room, as well as management and services offices and utilities. 88 of the 89 units will be restricted to households earning 60% or less of the Area Median Income and one of the two bedroom units is an unrestricted manager’s unit.

BRIDGE Property Management Company (“BPMC”) will provide on-site property management, and All-Star Academics will provide on-site resident services.

The BRIDGE Housing Development component will be separated from the BFHP Hope Center Permanent Supportive and BFHP Hope Center Temporary Housing components by a demising wall. The BRIDGE Housing Development component will have a separate entrance and lobby from the entrance and lobby for the adjacent BFHP Hope Center.

- **BRIDGE Property Management Company Staffing**
  BPMC offices are located on the ground floor of the BRIDGE Housing Development. They will be open regular business hours 8:30am to 5pm Monday through Friday.

Once the personnel and staffing requirements have been established, BPMC shall hire, train, pay, and supervise all personnel, including independent contractors and other service providers.

The staffing pattern for the Property will be outlined in the Final Management Plan, which will be completed based on the project needs 180 days prior to construction completion.

Each BPMC property has a property supervisor who oversees the resident manager, and coordinates issues and concerns among an array of similar facilities. This individual is responsible for the training of
the resident manager. This individual is available by pager in case of any emergency and routinely visits the site to insure the property is appropriately maintained and the resident manager is fulfilling his/her responsibilities.

All hiring of on-site personnel shall conform to Equal Employment Opportunity guidelines without regard to race, religion, color, national origin, or sex. BPMC shall make every effort to hire local vendors and employees when possible.

BPMC believes in hiring personnel with previous experience in their particular field when possible. Nevertheless, all personnel receive training specific to all financing requirements and BPMC's policies and procedures. This training consists of the following:

1) One-to-one counseling and supervision on the part of the Property Supervisor of the project.
2) Written guidelines, manuals, and materials.
3) Periodic attendance at special training workshops sponsored by various property management associations for the purpose of updating and renewing work-related skills.

Employment grievances, termination of employment, and promotions shall be conducted according to BPMC's personnel policies and procedures which conform to equal opportunity and affirmative action goals and requirements.

**BRIDGE Housing Population:** The 89 units for individuals earning between 50-60% AMI will be reserved for families and individuals who are a part of the lower income workforce. These units will be mix of studios, one bedrooms, and two bedrooms.

**Resident Qualifications:** EveryOne HOME guidelines will be closely adhered to throughout the screening process. The application package will include the required EveryOne Home language and Supplemental Forms. The Grounds for Denial will be included in the application package, and will be created once all financing sources are confirmed. The Grounds for Denial will help inform applicants of the screening criteria. They will be able to fill out the Request for Mitigating Circumstances if they feel that they want BPMC to consider any additional information when reviewing their application. The application packet will also have a cover sheet that describes the property and the application process, along with a release of information, and the required EveryOne Home Reasonable Accommodation language and request forms.

Applications will be date stamped in the order they are received, and inputted into a database. Only one application will be accepted per household; additional applications will be denied. At initial lease-up, after the designated application acceptance period ends, a computerized lottery will be conducted and applications will be randomly ordered. If, after the application acceptance period and random ordering, there are not enough applications for a certain unit type, applications will be accepted and processed in the order they are received.

As per lottery order and/or any disabled household priority, each prospective resident will be asked to set up an appointment with a BPMC employee to go over the application, ensuring all the required paperwork is complete, including the application, Tenant Income Certification Questionnaire, and second party documents. After the personal interview with BPMC staff, the household's income, assets,
credit, criminal background, and landlord references will be verified through written third-party verifications.

The application process will normally be comprised of two personal interviews. This process will follow Tax Credit regulations, and will also include an internal audit at BPMC’s corporate office.

Applications will be processed in order of lottery number and apartments will be offered on a first qualified, first offered basis. All applicants must qualify based upon the established income, asset, and household size requirements. Applicants must also meet the credit, criminal background and rental history criteria, as outlined in our Grounds for Denial. During the screening process, careful consideration will be made to screen-in. Applicants who have experienced homelessness will not be denied for lack of landlord history; applicants will not be denied for lack of credit history; any requests for mitigating circumstances will be reviewed; applicants’ credit and criminal reports will be run in real time so that leasing staff can review the results with them one-on-one and encourage appeals; staff will make best efforts to include case management and other alternate contacts provided by the applicants. Those applicants failing to meet any of these established criteria will be sent a letter of rejection outlining the specific reasons for the denial (i.e. over income, UD, etc.). This letter will include instructions for appealing a denial (i.e. who to send their appeal to, what to include in their appeal request) as well as how to obtain a copy of the credit report or UD report.

**BRIDGE Resident Services Summary:**
BRIDGE partners with local agencies and the best providers in the field to bring programs to residents for free in their own community rooms. We tailor programs directly to resident needs and we coordinate classes and workshops from a central location, keeping staffing costs lower.

All-Star Academics will provide on-site resident services. All-Star Academics will provide well-rounded, customized educational and enrichment programming to the low income families and individuals residing within the BRIDGE Housing Development. Services will consist of homework club, fitness and athletics, art, science and theater workshops. These workshops will meet for two hours, two times a week. They will operate out of a service office on the ground floor and run programs out of the BRIDGE Resident community room.

**BRIDGE Resident Building Access:** All tenants in the BRIDGE Housing Development will have access to all the public spaces designated to this portion of the project solely. These tenants are considered permanent residents and are permitted in the common areas. Tenants will be given access to the building and these areas via key. These public spaces include:

- Landscaped Courtyard
- Laundry Room
- Community Room
- Elevator
- Circulation Areas
- Mailroom
Berkeley Food and Housing Development - Hope Center

The Berkeley Way HOPE Center (HOPE Center) housing and services will provide 32 shelter beds for single men, 12 transitional beds for male military veterans (Temporary Housing, or TH), and 53 permanent support studios for disabled and homeless singles (Permanente Supportive Housing, or PSH). There will be a multipurpose room/dining hall a commercial kitchen, a small two room medical suite, meeting rooms and staff offices. There will also be a backyard courtyard for the use of residents.

Berkeley Food and Housing Project (BFHP), an organization with over 30 years of operating shelter programs, will be the service provider and facility manager for the 44 beds of temporary housing and services area of the HOPE Center. BFHP has also been operating Permanent supportive housing for the seriously mentally ill since 2002 and will be the service provider for the 53 studio units of supportive housing for the disabled and homeless.

BFHP had been providing shelter and transitional housing services at the City owned Veterans Memorial Building at 1931 Center Street since 1986. (This housing program and services have been temporarily relocated due to the deteriorating condition of the building on Center Street.) BFHP’s plan is to move these already existing services into this new facility at the 2012 Berkeley Way HOPE Center. In addition BFHP, will be relocating its community meal to the HOPE Center which has been serving a hot meal since 1970 at various locations in Berkeley. (It is currently serving at Lutheran Church of the Cross just a few blocks away on University Ave.)

BFHP Hope Center Staffing

BFHP will have 24 hour staffing for the HOPE Center. There will be a first floor entrance lobby with a 24/7 desk clerk to greet residents and guests. There will be a Building Services Manager who oversees all the services in this facilitate, with an office will be located on the first floor. This employee will be on call for any emergencies after hours. There will be 7 day a week resident services coordinator staff with an office on the first floor available for the PSH residents. The Monday through Saturday kitchen staff will be located on the first floor. In the commercial kitchen, the meal services manager will have an office adjacent to the kitchen. The PSH Property manager will have an office on the first floor. There will also be as full time janitor with an office on the first floor. Most of these staff will work regular business hours but will be staggered to have at least two staff on the first floor during daytime hours.

The shelter, or Temporary Housing, staff will be located on the second floor. There will be two awake staff per overnight shift between 4 pm and 8 am. There will also be case managers who work on this floor staggered to provide services seven days a week during afternoon and evening hours. BFHP’s Director of Program, who works at BFHP’s administrative offices, supervises the Building Program Manager is responsible to insure quality services throughout BFHP programs. She is on call for client emergencies. BFHP’s Facilities Manager, who works at BFHP’s administrative offices, is responsible for all HOPE Center temporary housing and kitchen facility needs. She insures the health, safety and accessibility standards are being met. She is also available on call for any facility emergencies.
Within the BFHP Temporary Housing, there is a 1 large shelter room to hold beds for 32 occupants—Men’s Shelter Dorm, and 6 dorm style rooms for 12 occupants—Veterans Transitional Housing Program. These areas occupy the second floor of the building.

**32 Bed Men’s Shelter Dorm:** On the second floor of the building, BFHP intends to operate its 32 bed Men’s Shelter for single homeless men and its 12 bed Transitional Housing Program for Homeless Military Veterans. The shelter space is designed with bathrooms, showers and laundry rooms as well as a lounge area and staff offices. The shelter residents will sleep in one large dorm room. Each resident will have secure individual storage, individual nightstand, electric outlet and reading light. The sleeping room is adjacent to the staff office and across the hall to the communal bathroom. All areas of the shelter designed to be accessible for a person in a wheelchair.

The planned hours of operation of the single men’s shelter are 5 pm to 8 am. There will be at least two awake staff on the floor during those hours as well as the front desk staff who will be located on the first floor at the entrance lobby. The shelter staff will come on shift one hour before the shelter opens to assist with welcoming shelter guests and assisting them with way finding from the first floor lobby entrance up to the second floor shelter dorm and lounge area.

Shelter residents are all referred through Berkeley’s Coordinated Entry System. The coordinated Entry System (The Hub) staff will provide an assessment and intake prior to the arrival of each new resident. The Hub staff fill all Berkeley shelter beds from the by name list. This list prioritizes those most vulnerable on the streets of Berkeley. Many of the people from the list are seniors and have disabling medical or mental health issues. There are no fees charged to men using the shelter.

In terms of protocol, when a new resident arrives, he will be greeted by shelter staff at the first floor lobby and will be taken to the bedbug protocol room on the first floor. There he will take a shower while his clothes are being laundered and his belongings are placed in a heat treatment room to insure that bedbugs do not enter the shelter sleeping area. He will be given sweats to wear during this protocol. Next, staff will go over the welcome manual that explains rules and procedures during his stay in the shelter. Within the first few days, each new resident will meet with a case manager to develop a realistic and achievable housing plan. This individualized plan will look at the person’s housing and work history to evaluate the best path to sustainable permanent housing.

The shelter residents are provided two meals a day: breakfast and dinner. These meals are prepared in the commercial kitchen on the first floor and served in the adjacent multi-purpose room by a combination of shelter and kitchen staff. Meal supervision will be provided by a combination of shelter and kitchen staff. Shelter residents may elect to receive primary care services provided by Life Long Medical in a small medical suite of offices located off the first floor lobby. Berkeley Mental Health Clinicians will also be able to meet on site with their patients. BFHP’s interfaith chaplain will be available for spiritual care visits in one of the meeting rooms on the first floor. The multipurpose room can be converted into several smaller rooms so that training and workshops on a variety of topics can be provided on site.
Veterans Transitional Housing Program: This program has a specially designed self-contained dorm area on the second floor for the 12 male military veterans who will live there. The area has six bedrooms for two men each, family size bathrooms a laundry area, a computer area, a family size kitchen and a lounge area. There will be a full time case manager who has an office in this area and is on site during business hours. The veterans will all have 24 hour access to their rooms and can access the building through the front desk lobby and using as key card ascend to the second floor using the elevator. The awake shelter staff will do rounds of the veterans’ dorm area during the overnight and will be available for any client or facility emergencies that may arise within the vets’ dorm area. All of the military veterans are referred through the Veteran Administration by the Grant and Per Diem Liaison. The veteran must establish that he has a DD2-14 and that his discharge was any status but dishonorable. The Veterans will prepare breakfast and lunch in their own kitchen. For, dinner they can cook for themselves or come downstairs and eat at BFHP’s community meal. There will be many veteran specific resources provided including weekly visits by the VA Liaison Vets not yet connected to VA services may receive primary health care in the 1st floor medical suite.

BFHP Permanent Supportive Housing: Above BFHP Temporary Housing, there will be 53 studios on the floors 3-6 of the building. It is anticipated that most, if not all, the residents will be referred through the Alameda County’s Home Stretch PSH prioritization list. Certain funding streams may require specific eligibility criteria such as Veteran status, disabling mental health conditions, etc.

Each studio is designed to have its own bathroom and kitchenette. Residents will have access to laundry rooms. There are multiple community spaces provided on these upper floor to encourage socialization and community building. In addition, there are several meeting rooms where classes, workshops or therapy groups can be held. Residents may cook dinner for themselves in their kitchenette or dine at the Community Meal on the first floor. Residents in the permanent studios may access primary health care services on the first floor. The resident services coordinators located on the first floor are available to work with each resident on an individualized service plan.

Residents of these upper floors will enter the building through the lobby past the 24 hour desk clerks and will have key card access to the elevators that go to the permanent housing floors.

Community Kitchen: On the ground floor of the BFHP Hope Center, will be a community kitchen and multipurpose room. BFHP has been providing the Community Meal (formerly known as the Quarter Meal) since 1970. The Community Meal will be served Monday through Friday from 3:30 to 4:30. The meal will be supervised by meal staff and community volunteers. The building has been designed so that there is no need for queuing in front of the building. Meal guests will enter at the lobby entrance which is directly adjacent to the the dining hall entrance. Any meal guest entering the building will be greeted by either a meal program staff or a community volunteer and will be directed to immediately enter the dining hall. There is a beverage station built into the far wall where guests will be directed to serve themselves a beverage and take a seat until the meal is served. Disabled guests will be accompanied by volunteers and assisted with the serving of both food and beverages.
Landscape Courtyard: Residents of the Temporary Housing, BFHP Supportive Housing and guests for the Community Meal will have access to a private landscaped courtyard at the rear of the building. This area will be open during operational visiting hours for the designated populations. This area is a key to encourage socialization and community building amongst the populations served at the Hope Center.