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## **THE ALEXANDER APARTMENTS SUMMARY AND RECOMMENDATIONS**

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Applicant: TRG Pacific Development, LLC

Action: Initial Resolution

Amount: \$14,000,000 (Not to Exceed)

Purpose: Finance Affordable Multi-Family Rental Housing Facility  
Located in the City of Fullerton, Orange County, California

Activity: Senior Affordable Housing

Meeting: January 13, 2012

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### Background:

The Richman Group of Companies has been active in the development of a wide range of luxury and affordable residential housing since 1979. The Richman Group and TRG Pacific Development, LLC are affiliated entities and are comprised of the same principals. (TRG stands for The Richman Group.) The Richman Group is among the nation's top 10 owners of apartments (over 110,000 units throughout the country, including over 5,000 units in California.)

Richman affiliates have developed more than 15,000 residential units throughout the country. The firm is capable of delivering the entire development process in-house from site selection through marketing and management, and in some cases construction services. Their expertise with identifying high-quality, well situated properties with strong market potential and / or a favorable capital structure has been part of our success as a developer.

They are active in the Northeast, Florida, Midwest, Mid-Atlantic and California markets. The Richman Group has developed properties in urban, suburban and rural areas. Their complexes can be designed for the affordable sector seniors and other special needs populations as well as luxury renters. They frequently team up with local developers, both for-profit and not-for-profit; they pride themselves on knowing how to be an efficient and easy partner with which to work. In addition, they have actively and successfully worked with state and local governments in public-private partnerships to redevelop and privatize public housing projects.

### The Project:

The Alexander Apartment project is a new construction Senior Apartments complex. The proposed project will consist of 94 one and two-bedroom apartments with one dedicated unit to the on-site manager. The proposed project is open to those seniors with incomes defined as extremely low income to very low income seniors in need of such housing. Of the 94 units, 10 units will be offered to seniors having at or less than 50% of AMI, 84 units will be offered for seniors having at or less than 60% of AMI.

The project is located right in Downtown Fullerton which is close to transportation, shops & restaurants and a new senior center. The vacant lot will help to generate economic activity while continuing the expansion of Fullerton's popular downtown area.

The City of Fullerton is in need of affordable housing. This project will help fulfill that need by providing housing to 94 seniors. Services at the complex will include a community room, fitness center, central laundry facility, professional on-site management, outdoor seating areas, assigned parking, Health and fitness classes, creativity courses and activities with local college/university and City of Fullerton Senior Center

### The City of Fullerton:

The City of Fullerton will need to become a member of the CMFA and hold a TEFRA hearing. Upon closing, the City is expected to receive approximately \$7,812 as part of CMFA's sharing of Issuance Fees.

### Proposed Construction Financing:

#### Sources of Funds

Tax-Exempt Bond:	\$12,500,000
Tax Credit Equity:	\$ 812,500
Deferred Developer Fee:	\$ 2,500,000
Deferred Reserves:	\$ 500,000
Subsidy-Fullerton RDA:	<u>\$ 9,215,000</u>
Total Sources:	\$25,527,500

#### Uses of Funds:

Land Acquisition:	\$ 2,300,000
New Construction:	\$15,100,250
Capitalized Interest:	\$ 797,534
Reserves:	\$ 500,000
Development Fees:	\$ 2,500,000
Soft Costs:	\$ 3,512,541
Cost of Issuance:	<u>\$ 817,175</u>
Total Uses:	\$25,527,500

Terms of Transaction:

Amount:	\$14,000,000 (Not to Exceed)
Rate:	TBD
Maturity:	38 years
Collateral:	Deed of Trust on property.
Bond Purchasers:	Private Placement.
Estimated Closing:	April 2012

Public Benefit:

A total of 94 seniors will be able to enjoy high quality, independent, affordable housing in the City of Fullerton. Services at the complex will include a community room, fitness center, central laundry facility, professional on-site management, outdoor seating areas, assigned parking, Health and fitness classes, creativity courses and activities with local college/university and City of Fullerton Senior Center

Percent of Restricted Rental Units in the Project: 100%  
10% (10 Units) restricted to 50% or less of area median income households; and  
90% (84 Units) restricted to 60% or less of area median income households; and  
Unit Mix: One & two bedroom  
Term of Restriction: 55 years

Finance Team:

Lender:	TBD
Bond Counsel:	TBD
Issuer Counsel:	Squire, Sanders & Dempsey LLP
Lender Counsel:	TBD
Borrower Counsel:	Richard S. Price, II

Recommendation:

It is recommended that the CMFA Board of Directors approve an Initial Resolution of \$14,000,000 for the Alexander Apartments affordable housing project located in the City of Fullerton, Orange County, California.

Note: This transaction is subject to review and final approval at the Final Resolution.



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## **KEY LARGO APARTMENTS SUMMARY AND RECOMMENDATIONS**

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Applicant: Highland Property Development LLC

Action: Final Resolution

Amount: \$16,500,000

Purpose: Finance Affordable Multi-Family Rental Housing Facility  
Located in the City of El Cajon, San Diego County,  
California

Activity: Affordable Housing

Meeting: January 13, 2012

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### Background:

With a vision to transform affordable rental units into homes, founding principles Bill Rice and Kristoffer Kaufmann established Highland Property Development in 2003. The firm's inauguration converged with the acquisition and redevelopment of its first two communities: Willow Oaks and Oroville Apartments. Since this initial transaction, Highland Property Development has continued to grow and strengthen its staffing in the areas of due diligence and asset management.

Highland Property Development LLC, with structuring assistance from Highland Property Advisors, has completed the acquisition and rehabilitation of 20 "at-risk" USDA Section 515 properties comprising 1,045 housing units for families and seniors. The properties will continue their affordability for at least another 55 years. This is our second transaction with Highland Properties.

### The Project:

The Key Largo Apartments will be an acquisition and rehabilitation project. This project is located in the City of El Cajon in an area that desperately needs affordable housing. The project contains a total of 132 units (2 manager's units excluded) of affordable rental housing. The

project includes a mix of one, two and three bedroom units for families earning at or below 50-60% of AMI. Site amenities will include gated access, recreational areas, community room, barbecues, tot-lot, and covered parking.

The County of San Diego:

The County of San Diego is a member of the CMFA and held a TEFRA hearing on August 2, 2011. Upon closing the County is expected to receive approximately \$10,250 as part of CMFA's sharing of Issuance Fees.

Proposed Financing:

Sources of Funds	<u>Construction</u>	<u>Permanent</u>
Tax-Exempt Bond Proceeds:	\$ 16,400,000	\$ 16,400,000
Deferred Developer Fee:	\$ 0	\$ 1,372,962
LIH Tax Credit Equity:	<u>\$ 6,170,773</u>	<u>\$ 7,881,231</u>
Total Sources:	\$ 22,570,773	\$ 25,654,193

Uses of Funds:

Acquisition:	\$ 15,250,000
Rehabilitation Costs:	\$ 5,340,720
Relocation:	\$ 30,000
Architectural:	\$ 50,000
Survey & Engineering:	\$ 22,500
Contingency Costs:	\$ 526,680
Construction Period Expenses:	\$ 638,000
Permanent Financing Expenses:	\$ 164,000
Legal:	\$ 330,000
Capitalized Reserves:	\$ 534,300
Reports & Studies:	\$ 57,500
Other (Marketing, etc.):	\$ 210,493
Developer Costs:	<u>\$ 2,500,000</u>
Total Uses:	\$ 25,654,193

Terms of Transaction:

Amount:	\$16,500,000
Maturity:	20 years
Collateral:	Deed of Trust on property.
Bond Purchasers:	Private Placement.
Estimated Closing:	February, 2012

Public Benefit:

The Project will allow a total of 130 families to enjoy high quality affordable housing in the City of El Cajon. Services at the complex will include on-site parking, laundry facilities, air conditioning, high-speed internet in each unit, picnic areas and children's play areas and after school programs.

Percent of Restricted Rental Units in the Project: 100%  
10% (13 Units) restricted to 50% or less of area median income households, and  
90% (117 Units) restricted to 60% or less of area median income households,  
Unit Mix: 1, 2 & 3 bedrooms  
Term of Restriction: 55 years

Finance Team:

Lender:	JP Morgan Chase
Bond Counsel:	Orrick, Herrington & Sutcliffe LLP
Lender Counsel:	Frankel & Tennant
Borrower Counsel:	Nixon Peabody LLP
Issuer Counsel:	Squire, Sanders & Dempsey LLP
Financial Advisor:	Merchant Capital LLC

Recommendation:

It is recommended that the CMFA Board of Directors approve a Final Resolution of \$16,500,000 for the Key Largo affordable housing project located in the City of Cajon, San Diego County, California.



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## **DE ANZA II APARTMENTS SUMMARY AND RECOMMENDATIONS**

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Applicant:	De Anza II CIC, LP (Pacific Southwest Community Development Corporation and CIC De Anza II, LLC and Chelsea Development)
Action:	Final Resolution
Amount:	\$5,000,000
Purpose:	Finance Affordable Housing Located in the City of Calexico, Imperial County, California
Activity:	Affordable Housing
Meeting:	January 13, 2012

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### Background:

Chelsea Investment Corporation ("Chelsea") is a real estate company focused on the financing and development of affordable housing. Chelsea provides financial engineering, development, asset management and property management services, as well as legal and non-profit experience to its development and investment partners and clients. Considered experts in the affordable housing sector, they have a strong and experienced team of professionals who identify and implement timely and cost effective solutions to the many challenges of this market niche.

Chelsea has developed and financed over 6,300 affordable housing units at a cost of over \$1 billion. Included are inclusionary developments, rural developments and special needs housing.

The CMFA has facilitated over 10 Chelsea projects.

### The Project:

De Anza II Apartments is an acquisition/ rehabilitation project that is built on an infill site in downtown Calexico. The proposed site is currently serving as a portion of the underutilized parking for an existing project known as De Anza Hotel Apartments (phase I of Subject). The Project has ground-level commercial/retail uses fronting Calexico's Fourth Street and will provide an additional commercial/retail mix to its downtown landscape. The Subject is targeted to serve low income seniors aged 55 or older. The project will consist of 53 studio units and one manager's unit. A total of 53 units will be restricted to seniors with 50% or less of area median

income. The expected construction start date is February 2012 with a planned completion date of October 2012.

The City of Calexico:

The City of Calexico is a member of the CMFA and held a TEFRA Hearing on August 16, 2011. Upon closing, the City is expected to receive approximately \$3,125 as part of the CMFA's sharing of Issuance Fees.

Proposed Financing:

Sources of Funds:	<u>Construction</u>	<u>Permanent</u>
Tax-Exempt Bond Proceeds:	\$ 4,955,474	\$ 0
Deferred Development Fee	\$ 0	\$ 215,092
LIH Tax Credit Equity:	\$ 682,938	\$ 3,414,686
Direct & Indirect Public Funds:	<u>\$ 2,110,985</u>	<u>\$ 5,265,000</u>
Total Sources:	\$ 7,749,397	\$ 8,894,778

Uses of Funds:	
Acquisition:	\$ 20,000
New Construction Costs	\$ 4,992,394
Architectural:	\$ 375,000
Survey & Engineering:	\$ 225,541
Contingency Costs:	\$ 289,413
Construction Period Expenses:	\$ 527,841
Permanent Financing Expenses :	\$ 10,000
Legal Fees:	\$ 199,154
Capitalized Reserves:	\$ 271,131
Reports & Studies:	\$ 66,015
Other (Marketing, etc.):	\$ 1,024,289
Developer Costs:	<u>\$ 894,000</u>
Total Uses:	\$ 8,894,778

Terms of Transaction:

Amount:	\$5,000,000
Maturity:	2045
Collateral:	Deed of Trust on property.
Bond Purchasers:	Private Placement.
Estimated Closing:	January 2012

Public Benefit:

The De Anza II Apartments will provide 53 affordable apartments for low-income and very low income senior households. Calexico's low-income community has a serious need for affordable housing. This project will help supply the area with affordable housing for 55 years.



Percent of Restricted Rental Units in the Project: 100%  
100% (53 units) restricted to 50% or less of area median income households  
Unit Mix: Studio  
Term of Restrictions: 55 years

Finance Team:

Lender:	Rabobank N.A.
Bond Counsel:	Orrick, Herrington & Sutcliffe LLP
Issuer Counsel:	Squire, Sanders & Dempsey LLP
Lender Counsel:	DLA Piper
Borrower Counsel:	Bocarsly, Emden, Cowan, Esmail & Arndt, LLP

Recommendation:

It is recommended that the CMFA Board of Directors approve a Final Resolution of \$ 5,000,000 for an affordable housing facility located in the City of Calexico, Imperial County, California.



**LATEST INFORMATION / SB 659**  
See link below on right for information regarding AB 1X 26 / 27



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#### Associate Membership Dues Chart

##### Type of Firm

##### Number of Employees (Involved in Redevelopment)

##### A. Legal/Financial

RDA Legal Counsel Bank  
Bond Underwriter  
Bond Sales  
Bond Counsel  
Legislative Advocate

1-2	3-7	8+
\$850	\$2060	\$4150

##### B. Consultant/Developer

Land Acquisition  
Economic  
Engineering  
Financial  
Redevelopment  
Relocation  
Architecture  
Planning

1-2	3-7	8+
\$500	\$800	\$1260

##### C. State Government/ Nonprofit Corporation

Housing  
Charitable  
Educational  
Other

1+
\$380

**Become a Member**

#### Quicklinks

**AB1X 26 / 27 Information**  
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Gadgets powered by Google

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for Redevelopment**  
New Redevelopment Realities



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Chamber Management Solution

California Redevelopment Association  
1400 K Street, Suite 204, Sacramento, CA 95814  
(916) 448 -8760 Fax (916) 448 -9397  
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## **GFOA Membership Fee Schedule**

The following GFOA membership fee schedule, as adopted by the Executive Board, takes effect April 1, 2009.\*

### **CITIES AND COUNTIES:**

Population	No. of Memberships included in Base Fee	Base Fee	Additional Memberships
0 – 4,999	1	\$ 160	\$150
5,000 – 9,999	1	170	150
10,000 – 19,999	1	190	150
20,000 – 29,999	1	225	150
30,000 – 39,999	2	250	150
40,000 – 49,999	2	305	150
50,000 – 74,999	3	595	150
75,000 – 99,999	3	640	150
100,000 – 199,999	4	840	150
200,000 – 299,999	5	1,145	150
300,000 – 499,999	5	1,305	150
500,000 – 749,999	6	1,775	150
750,000 – 999,999	6	3,050	150
More than 1,000,000	7	4,620	150

### **SPECIAL DISTRICTS:**

Number of Employees	No. of Memberships included in Base Fee	Base	Additional Memberships
0 – 99	1	\$ 160	\$150
100 – 499	1	280	150
500 – 999	2	500	150
1,000 – 4,999	3	700	150
5,000 – 9,999	4	885	150
10,000 – 19,999	5	1,080	150
20,000 – 29,999	6	1,295	150
More than 30,000	6	1,605	150

### **RETIREMENT SYSTEMS:**

Number of Members	No. of Memberships included in Base Fee	Base	Additional Memberships
0 – 4,999	1	\$ 160	\$150
5,000 – 9,999	1	270	150
10,000 – 24,999	2	420	150
25,000 – 49,999	2	540	150
50,000 – 99,999	3	770	150
100,000 – 249,999	4	1,205	150
More than 250,000	5	1,655	150

### **OTHER CATEGORIES:**

	Each Individual
State & Province: Population 0 – 1 Million	\$160
State & Province: Population 1– 5 Million	190
State & Province: Population 5 – 10 Million	225
State & Province: Population Over 10 Million	250
Federal	150
Associate	225
Inactive Retired	35
Educational	40

### **INTERNATIONAL:**

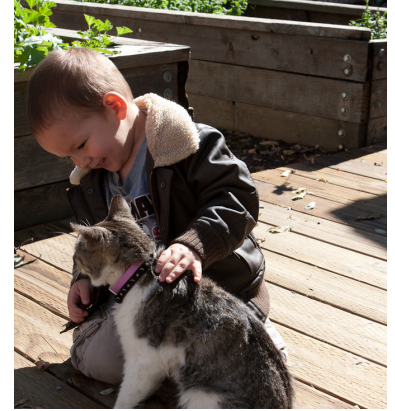
	Each Individual
Developed Country	\$210
Developing Country	160
Associate	250

\*\$35 of your membership dues pay for a subscription to Government Finance Review, GFOA's bimonthly magazine.



# Membership Registration (2011)

**Becoming a member is easy!** Simply complete this form and return it with your payment or join online at [www.housingca.org](http://www.housingca.org).



*Young Gabriel pets the resident cat at Mustard Seed School, which serves homeless children until they can transition back to public school.*

<b>Contact Name:</b>
<b>Organization:</b>
<b>Address:</b>
<b>City/State/Zip:</b>
<b>Phone: (       )       -      </b>
<b>E-mail:</b>
<b>Website:</b>

## **MEMBERSHIP LEVELS** (Please check one.) ☐ New | ☐ Renewal

### **ORGANIZATIONAL Membership Levels**

- |  |                        |          |
|--|------------------------|----------|
| <input type="checkbox"/> Nonprofit, Small  | Less than \$500,000    | \$350.00 |
| <input type="checkbox"/> Nonprofit, Medium | Less than \$1 million  | \$500.00 |
| <input type="checkbox"/> Nonprofit, Large  | \$1 million and above  | \$750.00 |
| <input type="checkbox"/> For-profit, Small | Less than 20 employees | \$650.00 |
| <input type="checkbox"/> For-profit, Large | 20 or more employees   | \$950.00 |
| <input type="checkbox"/> Government        | Local, State, Federal  | \$300.00 |

### **ADDITIONAL Gift**

☐ \$ \_\_\_\_\_

### **INDIVIDUAL Membership Levels**

- |                          | <b>Annual</b>                       | <b>Monthly**</b>                                  |
|--------------------------|-------------------------------------|---|
| Affordable-home Resident | <input type="checkbox"/> \$20.00    |   |
| Individual, Nonprofit    | <input type="checkbox"/> \$120.00   | <input type="checkbox"/> \$10.00                  |
| Individual, For-profit   | <input type="checkbox"/> \$190.00   |   |
| Individual, Sustaining   | <input type="checkbox"/> \$250.00   |   |
| Individual, Benefactor   | <input type="checkbox"/> \$500.00   |   |
| Individual, Patron       | <input type="checkbox"/> \$1,000.00 | <input type="checkbox"/> _____<br>other mthly amt |

### **TOTAL DUE**

\$ \_\_\_\_\_

**\*\*Become an individual member for only \$10.00 per month! By selecting the monthly payment option, you agree to have the credit card below charged on a monthly basis.**

## **PAYMENT OPTIONS**

**CHECK:** Please mail all check payments to: Housing California, 900 J Street, Second Floor, Sacramento, CA 95814

**CREDIT CARD:** *VISA or MasterCard Only.* For credit card payments, please complete this section and FAX this form to: 916.447.1900.

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Billing Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_

\_\_\_\_\_

## **WEBSITE LISTING**

Individual and Organizational members will be listed on the Housing CA website.

**Organizational Members:** Please include your company/organization's web address, so we can link to your site.

\_\_\_\_\_

## HFMA MEMBERSHIP DUES-REINSTATEMENT APPLICATION

Use the table below to determine the dues for the month in which you would like to begin your membership or your membership plus an HFMA newsletter. Fill in the dues information on the membership application.

When you join HFMA, you not only receive exclusive HFMA member benefits, but you also have the opportunity to begin one or more newsletter subscription(s) at a special price. In times of monumental change—such as what the healthcare industry is currently experiencing—you need targeted, technical guidance to help you drive down costs, improve revenue, and enhance quality—the kind of guidance you get from HFMA newsletters. (For more information, visit [hfma.org/newsletters](http://hfma.org/newsletters).)

### REGULAR MEMBERSHIP DUES (through May 2013)

MONTH JOINED	DUES	NEW MEMBER DISCOUNTED DUES**
December	\$ 439	\$ 339
January	\$ 420	\$ 320
February	\$ 398	\$ 298
March	\$ 382	\$ 282
April	\$ 361	\$ 261
May	\$ 341	\$ 241

Or pay through May 2012  
and be billed \$284 in June

MONTH JOINED	DUES
December	\$ 155
January	\$ 136
February	\$ 114
March	\$ 98
April	\$ 77
May	\$ 57

\*\* New Members:  
Take advantage of the  
reduced New Member  
Dues and save **\$100**  
off your membership  
Dues! Just pay through  
May 2013.

### NEWSLETTER SPECIAL OFFER

HFMA NEWSLETTERS*	
Register today for HFMA Newsletters now at a special price. Sign up for one or all three!	
25% SAVINGS SUBSCRIBE NOW	
Revenue Cycle Strategist Newsletter	\$ 83
Healthcare Cost Containment Newsletter	\$ 71
Strategic Financial Planning Newsletter	\$ 120
*Price listed is for Membership and an HFMA newsletter(s). You must sign up for an HFMA membership to get this discount. Visit <a href="http://hfma.org/newsletters">hfma.org/newsletters</a> for details on each newsletter.	

## MEMBER PROFILE

Complete the member profile, making one selection from each of the organization, position, and function areas that best describe your professional position.

### ORGANIZATION\*

Select one code that best describes your work setting.

#### PROVIDER PAYER SETTINGS

- ☐ 0001 Hospital or Medical Center
- ☐ 0010 Health System Headquarters/ Corporate Offices
- ☐ 0002 Ambulatory Care Clinic
- ☐ 0022 HMO, Health Plan, or Insurance Company
- ☐ 0003 Home Health Agency
- ☐ 0006 Medical Group or Specialty Practice
- ☐ 0043 Physician Practice Management Firm
- ☐ 0005 Skilled Nursing, Rehab, or Other Subacute Facility
- ☐ 0039 Third Party Administration
- ☐ 0004 Other Provider or Clinical Service (Lab, Imaging Center...)

#### OTHER SETTINGS

- ☐ 0031 Accounting Firm
- ☐ 0032 Collection and A/R Recovery Service
- ☐ 0034 Consulting Firm
- ☐ 0036 Law Firm
- ☐ 0038 GPO or Purchasing Alliance
- ☐ 0040 Professional or Trade Association or Publisher
- ☐ 0041 Educational Institution or Library
- ☐ 9999 Other Non Clinical/ Non Provider Setting

### POSITION LEVEL\*

Select one code that indicates your level of responsibility.

- ☐ A President, CEO, Executive Director, Administrator
- ☐ F CFO/Controller
- ☐ G Other Chief Officer NOT CFO or CEO (CCO, COO, CIO...)
- ☐ H Vice President
- ☐ J Assistant/Associate VP or Assistant/Associate Administrator (NOT CFO)
- ☐ K Director/Manager/Supervisor
- ☐ N Staff Specialist or Professional (Analyst, Accountant, Consultant)
- ☐ C Partner, Principal or Owner
- ☐ L Clinical
- ☐ R Attorney
- ☐ Q Other Level

### FUNCTION\*

Select one major functional area most relevant to your position.

- ☐ AA Accounting
- ☐ BF Administration or Operations
- ☐ AE Audit/Internal Audit
- ☐ AL Budget
- ☐ AN Business Development or Marketing
- ☐ AP Compliance
- ☐ AS Decision Support/ Information Technology
- ☐ AB Finance
- ☐ AH Health Information (Medical Records)
- ☐ AU Managed Care
- ☐ AC Patient Access (Admitting, Registration...)
- ☐ AF PFS, Patient Billing and Collections
- ☐ BA Physician Practice Management
- ☐ AJ Reimbursement—Government (Medicare/Medicaid)
- ☐ AI Reimbursement—Commercial (Managed Care)
- ☐ AK Reimbursement—General (Government and Commercial)
- ☐ AX Sales or Customer Service
- ☐ BD Utilization Review or Case Management
- ☐ ZZ Other Responsibility

\* required information

## MEMBERSHIP APPLICATION

### PERSONAL INFORMATION

☐ Mr. ☐ Ms. ☐ Other

\* NAME

JOB TITLE

EMPLOYER

\*Preferred Mailing Address: ☐ HOME ☐ BUSINESS

ADDRESS LINE 1

ADDRESS LINE 2

CITY STATE ZIP

\* BUSINESS TELEPHONE

\* HOME TELEPHONE

MOBILE TELEPHONE

\* EMAIL

ALTERNATE EMAIL

Birth date / /

Date started in health care / /

Highest education level you have completed:

☐ HIGH SCHOOL ☐ SOME COLLEGE ☐ ASSOCIATE  
☐ BACHELOR ☐ MASTERS ☐ DOCTORATE

Date degree earned / /

HFMA is committed to diversity. *Your response is voluntary.*

☐ AMERICAN INDIAN/ALASKAN NATIVE  
☐ ASIAN OR PACIFIC ISLANDER  
☐ BLACK (NOT OF HISPANIC ORIGIN)  
☐ HISPANIC ☐ CAUCASIAN ☐ OTHER

☐ Exclude my name from the online  
HFMA Membership Directory.

☐ Exclude my name from lists provided  
to outside organizations.

### MEMBERSHIP REGISTRATION

Begin my membership the month of \_\_\_\_\_

Membership dues \$ \_\_\_\_\_

*See table on the reverse of this page*

#### HFMA Newsletters 25% Off Offer (optional)

☐ REVENUE CYCLE  
STRATEGIST NEWSLETTER (\$83) \$ \_\_\_\_\_

☐ HEALTHCARE COST  
CONTAINMENT NEWSLETTER (\$71) \$ \_\_\_\_\_

☐ STRATEGIC FINANCIAL  
PLANNING NEWSLETTER (\$120) \$ \_\_\_\_\_

Total (add all lines above) \$ \_\_\_\_\_

### SPONSOR INFORMATION

You do not need a sponsor to become a member.

SPONSORING MEMBER NAME AND (IF KNOWN) ID#

### CHAPTER AFFILIATION

Please indicate your preferred chapter affiliation<sup>†</sup>.

To learn more about HFMA chapters, visit [hfma.org](http://hfma.org).

### PAYMENT METHOD

☐ CHECK ENCLOSED

Credit Card:

☐ VISA ☐ MASTERCARD ☐ AMEX ☐ DISCOVER

CARD NUMBER

EXPIRATION DATE

CARDHOLDER'S NAME

CARDHOLDER'S SIGNATURE

### AFFIRMATION

I affirm that the information I have given is true to the best of my knowledge, and I agree to abide by the HFMA Code of Ethics and the Constitution and Bylaws of the Association. To read the HFMA Code of Ethics go to [hfma.org/code](http://hfma.org/code).

SIGNATURE

DATE

Return the application with payment. By mail, send the application to: Healthcare Financial Management Association, Dept. 77-5195, Chicago, IL 60678-5195. Or fax your completed application to (708) 531-0665, attention: MSC.

Online registration is available at [hfma.org/join](http://hfma.org/join).

<sup>†</sup> Note: If a new member does not provide a chapter affiliation, one will be assigned based on the location of their preferred mailing address. Upon application acceptance, members may request a chapter transfer by calling (800) 252-4362, extension 2, or by sending an e-mail to [memberservices@hfma.org](mailto:memberservices@hfma.org). To learn more about the chapters in your area, visit [hfma.org](http://hfma.org).

Annual regular memberships include a \$30 allocation to *hfm*, the official magazine, which is not deductible from the dues. Annual dues cover membership in National HFMA and in one local chapter. Memberships are personal only and do not apply to institutions. Memberships, even those paid by employers, are not transferable.

\* required information



Did You  
KNOW?



Working for systemic change resulting in the production of housing for Orange County's extremely low income families.

- Orange County is among the top 10 least affordable metropolitan housing markets in the nation.
- 54% of households cannot afford the County's median priced home (\$437,100, 2010).
- The hourly wage necessary to rent an average two-bedroom apartment without exceeding the HUD-recommended 30% of income on housing is more than \$30.00.
- 56% of renters spend more than 30% of income on rent.
- A minimum wage worker has to work 153 hours per week to rent a typical two-bedroom apartment.

What is the Kennedy Commission?

[www.kennedycommission.org](http://www.kennedycommission.org)

The Kennedy Commission is a non-profit collaborative of community members dedicated to developing solutions to Orange County, California's housing needs.

Our work has resulted in the production or approval of more than 3,500 affordable rental homes--homes that would not have been possible without the Commission's leadership.



Vineyard Town Homes, Anaheim



Woodbury, Irvine



Mendocino, San Clemente

Affordable Communities in Orange County



Through education, advocacy, policy development, and community collaboration, we strive to increase the housing opportunities for Orange County families earning less than \$20,000 annually.

We welcome the active participation of both those directly affected by the shortage of homes that people can afford and other interested community supporters.

Please Help Us Achieve Our 2012 Membership Goals By  
Sending In Your Membership Dues Today

**Your membership is tax deductible.** The Kennedy Commission is a 501(c)(3) organization Tax ID #33-0959380

Suggested Membership Levels:

Affordable Housing Professionals,  
Advocates, Activists

☐ \$50 ☐ \$75 ☐ \$100 ☐ \$150

Non-Profits with annual budgets  
under \$300,000

☐ \$250

Non-Profits and For-Profits with annual  
budgets over \$300,000

☐ \$1,000 ☐ \$3,000 ☐ \$5,000

Low-Income Individuals and Students

☐ \$25

Other

☐ \$ \_\_\_\_\_

Name \_\_\_\_\_

Organization (if any) \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ email \_\_\_\_\_

Please make check payable to **The Kennedy Commission**  
and mail to **17701 Cowan Avenue, Suite 200 Irvine, CA 92614**


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Small (less than \$500,000)	\$75	\$175	\$1,400
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Small (3 or less people)	\$150	\$250	\$1,400
Large (4 or more people)	\$210	\$600	\$1,400

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Agency Size	Advocate	Professional	Partner
Small (49 or less people)	\$200	\$400	\$1,600
Large (50 or more people)	\$300	\$600	\$1,600

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Contribution Amount \*

#### Organization Membership Contact Person

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First Name \*

Last Name \*

Job Title \*

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Foundation Members:  
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## San Diego Housing Federation Member Benefits

### All members receive the following benefits:

- Monthly newsletter, *Housing and Community Development News*
- Weekly one page email newsletter
- Email Alerts regarding funding, new NOFAs and other urgent information
- Bi-Monthly Affordable Housing Roundtables on informative topics (discounted registration)
- Invitation to participate on Committees
- Discounted registration for Annual Awards Event honoring the best in the field
- Discounted registration for Annual Conference
- Annual Membership Directory with brief description
- Listing and link to your website on [www.housingsandiego.org](http://www.housingsandiego.org)
- Access to Members Only Page of Federation website
- Representation on public policy, coalition and public education initiatives

### Annual Membership Dues

#### REGULAR MEMBERSHIP:

Nonprofit housing developers/providers

Annual Operating Budget: .....	DUES
Under \$100,000 .....	\$ 110.00
\$100,000 - \$199,999 .....	\$ 220.00
\$200,000 - \$299,999 .....	\$ 330.00
\$300,000 - \$399,999 .....	\$ 440.00
\$400,000 and over .....	\$ 550.00
Non-profit intermediary, lender, or CDFI .....	\$ 550.00
Non-profit agency that does not develop or operate housing .....	\$ 165.00
Trade Associations & Membership Organizations .....	\$ 220.00
Government Agency or Educational Institution .....	\$550.00
For Profit Corporation or Business	
(19 or fewer employees) .....	\$ 440.00
(20 or more employees).....	\$ 550.00

The following categories are for those that support the work of the Federation, including employees of member organizations.

Individuals who are employed by an organization that furnishes services, supplies, or equipment to on or behalf of affordable housing developers are not eligible for this class of membership unless their employer is also an organizational member.

Individual.....	\$ 55.00
Student/Seniors .....	\$ 25.00
Newsletter Only (no other member benefits) .....	\$ 50.00

#### SPONSOR MEMBERSHIPS:

Supporting Member ..... \$ 1,000.00  
Includes regular membership privileges, recognition in the SDHF Newsletter, recognition on the SDHF Website, a quarter page acknowledgement in the SDHF Annual Awards Event and two tickets to the Awards Event, a quarter page acknowledgement in the SDHF Membership Directory

Contributing Member ..... \$ 5,000.00  
Includes regular membership privileges, a half page acknowledgement in one SDHF newsletter, a link to your company on the SDHF website, a half page acknowledgment in the SDHF Annual Awards and Conference programs and four tickets to each event, a display area for your company at the Annual Conference, a half page ad in the SDHF Membership Directory

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Includes regular membership privileges, a full page ad in a SDHF Monthly Newsletter, a link for your company on the SDHF Website, a full page ad in the SDHF Annual Awards Event and Conference Programs and six tickets to each event, a display area for your company at the Annual Conference, a full page ad in the SDHF Membership Directory

# CMFA 2011-2012 Fiscal Year Budgeted Financial Income & Expense

As of December 31, 2011

	<u>Total</u>
<b><u>Income:</u></b>	
Application Fees	100,000
Bond Administrative Fees	1,400,000
Issuance Fees	932,000
Investment Income	4,000
<b>Total Income:</b>	<b>\$ 2,436,000</b>
<b><u>Expense:</u></b>	
Accounting Fees	10,000
Bank Service Charges	2,000
Business License Fees	1,000
Charitable Grants - Program	60,000
Charitable Grants - Discretionary	907,000
Consultant Fees	1,105,000
Counsel Fees	12,000
Dues / Memberships	2,000
Insurance	50,000
JPA Member Distributions	230,000
Marketing	20,000
Outside Services	5,000
<b>Total Expense:</b>	<b>\$ 2,404,000</b>
<b>Net Income:</b>	<b><u><u>\$ 32,000</u></u></b>



## INTERNAL CONTROLS

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Commitment to Excellence

# **California Municipal Finance Authority**

## **Internal Controls**

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Manual Cover Page

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## Internal Control Policy

<b>ID: IC-100 Internal Control Policy</b>		<b>Internal Controls</b>	
Effective Date: 02/01/12	Last Revision: 02/01/12	Version: 10.0	Total Pages: 29

### Purpose

The California Municipal Finance Authority ("CMFA") uses a system of internal controls to protect CMFA assets, ensure the integrity and reliability of its information, secure compliance with laws, policies procedures, and ensures the performance of its business objectives.

Internal Controls are a process that is established, reviewed, and continually monitored by the CMFA's Board of Directors, Finance Committee and Financial Advisors. It is the responsibility of the Board of Directors, Finance Committee and Financial Advisors to ensure an adequate internal control system is actually implemented and used. It is the Finance Committee and Financial Advisors' responsibility to establish and maintain adequate internal control over financial reporting. It is the responsibility of all parties to understand the internal controls and ensure they are effective.

### Definitions

#### Assessable Unit

A unit is a division, department, or segment which is to be the subject of measurement and risk assessment.

#### Control Objectives

An Objective is a goal or target to be achieved for each internal control. Objectives are tailored to fit the specific operations in each assessable unit.

#### Cycle

The processes used to initiate and perform related activities in order to create the necessary documentation, and to gather and report related data (e.g., revenue cycle, accounts payable cycle).

## **General Control Environment**

This includes concepts of integrity, ethical values, competence, philosophy and operating style, organizational structure, delegation of authority, and written policies and procedures.

## **Inherent Risk**

Means the degree to which activities are exposed to the potential for loss, inappropriate disclosure, or other negative conditions.

## **Internal Control Review**

This is a periodic review of internal methods and systems to determine whether adequate measures exist and are actually implemented to prevent or detect the occurrence of potential risks or incorrect financial reporting.

## **Project/Program Controls**

These controls cover the planning, executing, and accomplishment of specific goals and objectives.

## **Risk Assessment**

Risk assessment is the process of determining the relative potential for negative impact of an assessable unit's resources due to inadequate control techniques and/or other environment factors. The results of the assessment are used to mitigate inherent risks.

## **Internal Control Activities**

- Policies
- Procedures
- Sequences or combination of procedures
- Assignments of duties, responsibilities, and authorities
- Physical arrangements or processes
- Combinations of the above

## **Control Framework**

The CMFA has implemented an internal control system and framework based on its internal and external needs.



It is the policy of the CMFA to ensure that its control framework provides for strong corporate governance.

It is the policy of the CMFA that its internal control system be a relevant evaluation tool for internal control over financial reporting.

It is the policy of the CMFA that its own internal control framework and review evaluations:

- Be free from bias
- Permit reasonably consistent qualitative and quantitative measurements of the CMFA's internal control system
- Are sufficiently complete so that those relevant factors that would alter a conclusion about the effectiveness of the CMFA's internal controls are not omitted

### **Control Environment**

The core values of the CMFA promote high standards of integrity, ethics, and competence.

### **Risk Assessment**

The CMFA has a Risk Management Policy and is aware of and deals with the risks it faces.

### **Control Activities**

Control policies and procedures are established and executed to help ensure that actions necessary to achieve objectives are effectively carried out. These activities include an integrated system of policies, procedures, internal controls, and evaluation tools.

### **Information and Communication**

Communication systems enable Financial Advisors to capture and exchange the information needed to conduct, manage, and control operations. They also provide mechanisms to relate information within the CMFA and to external parties.

## **Monitoring**

The control process is monitored, evaluated, and modified as necessary to react to changing conditions. Control evaluations are a continuous process and are reported as required by certain regulations and CMFA policy.

## **Internal Control Policy Statements:**

The CMFA shall use both management and accounting control measures. The internal control measures shall be designed to be detective, preventative, physical, technological, and corrective. The controls shall consist of hard controls, like testing, validating, reconciling, and measuring, and soft controls, like tone and attitude.

### **Management Controls**

Management controls maximize efficiency and force compliance with CMFA policy, procedure, and government regulation.

### **Accounting Controls**

Accounting controls relate to protecting CMFA assets and ensuring the accuracy of financial reports.

The CMFA uses policies and procedures associated with the activities concerned with authorizing, processing, recording, and reporting financial transactions. The accounting controls shall ensure that information resulting from these activities is accurate, reliable, and useful.

### **Policies and Procedures**

The CMFA maintains sophisticated policies, procedures and internal controls.

### **Communication**

The CMFA communicates its policies, procedures, and internal controls through various handbooks, programs, training, and computer network. The Finance Committee and Financial Advisors shall also communicate by example.

### **Financial Forecasting**

The CMFA's Financial Advisors along with the CMFA Finance Committee will prepare financial forecasts.

## **External Auditing**

The CMFA, from time to time, performs external (CPA) audits.

## **Risk Assessment and Mitigation**

The CMFA continually seeks to identify, assess, and mitigate business risks. The CMFA has defined risk management policies

## **CMFA Mail**

The person who opens the mail stamps the back of each check "For Deposit Only..". At the end of each month the list of checks received is totaled and reconciled to the bank statement.

## **Cash**

The CMFA does not accept cash payments or maintain any petty cash accounts.

## **Check Stock**

The blank check stock shall be secured in a safe or locked cabinet and accessible only by the CMFA Treasurer, Financial Advisor's Finance Manager or Financial Advisor's Operations Manager.

## **Blank Checks**

The CMFA does not distribute blank checks.

## **Bank Signatories**

The bookkeeper or accountants are not bank signatories. CMFA Treasurer, Assistant Treasurer, Financial Advisor's Finance Manager and Financial Advisor's Operations Manager or other designees as approved by the CMFA Board will serve as bank signatories.

## **Spoiled Checks**

Spoiled checks are stamped VOID and if the check is signed the signature should be removed (cut off).

### **Monthly Bank Statements**

In most cases the Finance Manager will download the bank statement directly from the bank for reconciliation.

If mailed bank statements are used for bank reconciliations, the monthly bank statement shall be transmitted unopened to someone other than the Financial Advisor's Accountant for an initial review. The initial review should confirm that all signatures were proper, no checks were altered, no unauthorized transfers occurred.

### **Fidelity Bonds**

The CMFA will consider obtaining fidelity bonds on the CMFA Treasurer, Financial Advisor's Finance Manager, Financial Advisor's Operations Manager, Financial Advisor's Accountant and anyone else who control vulnerable assets.

### **CMFA Transactions**

All transactions of the CMFA must be authorized, approved, executed and recorded.

### **Asset Accounting and Custody**

When practicable, any individual that has custody of an asset should not perform the accounting for the asset. For example, an individual in charge of cash receipts should not reconcile the bank account.

### **Related Transactions**

When practicable, no one person or department handles any transaction from start to finish.

### **Documentary Evidence**

All transactions require documentary evidence to verify the transaction.

### **Serially Numbered Documents**

All documents like checks and invoices will be serially numbered.

### **Control Modification**

Policies, procedure, division of duties, forms, and other internal controls shall only be modified as authorized by the CMFA Finance Committee.

### **Annual Internal Review**

The CMFA reviews its control framework including, policies, procedures, division of duties, forms, systems, programs and training on an annual basis. This review is performed at the direction of the CMFA Finance Committee. All Financial Advisors are encouraged to provide input regarding controls and suggest measures that may help the CMFA be more effective in reaching its objectives.

Specifically, the CMFA's Financial Advisors, with the participation of the CMFA's Finance Committee, will evaluate any change in the CMFA's internal control over financial reporting that occurred during a semi-annual period has materially affected, or is reasonably likely to materially affect, the CMFA's internal control over financial reporting.

### **Annual Auditor Review**

The CMFA's public accounting firm is required to annually attest to, and report on, the CMFA's Audit Committee and Financial Advisor's assessment of the effectiveness of the CMFA's internal control over financial reporting. The CMFA's public accounting firm is also required to develop and maintain evidential matter to support such assessment. Under no circumstances shall the CMFA's Audit Committee or Financial Advisors delegate responsibility to assess its internal controls over financial reporting to the auditor.

## Internal Control Environment

<b>ID: IC-120 Environment</b>		<b>Internal Controls</b>	
Effective Date: 02/01/12	Last Revision: 02/01/12	Version: 10.0	Total Pages: 2

The CMFA's Board of Directors and Financial Advisors have established and maintain an environment throughout the organization that sets a positive and supportive attitude toward strong corporate governance and internal control.

This document provides a checklist to review the internal control environment.

### Values

#### Policies and Procedures

The CMFA has established and uses formal policies, procedures and codes of conduct and other devices communicating expected behavioral standards, acceptable business practices, and conflicts of interest.

The policies and procedures are comprehensive.

The policies and procedures are in writing.

The policies and procedures are communicated to and acknowledged by the Financial Advisors.

#### Tone

An ethical tone has been established by the CMFA Board of Directors, Finance Committee and Financial Advisors.

This ethical tone has been communicated to the Financial Advisors.  
Obstacles exist that minimize temptation for unethical behavior.

The policies, procedures, and overall general attitude of the CMFA create a corporate culture of conformity to high ethical and moral standards.

Financial Advisors are not expected to achieve unrealistic goals.

## **Community**

Dealings with the public, government, suppliers, auditors, and others are conducted based on standards communicated in the Ethics Policy.

CMFA reporting is proper and accurate (not intentionally misleading).

CMFA Board of Directors and Financial Advisors cooperate with auditors and other evaluators.

Accounting errors are quickly corrected.

The Code of Ethics and Business Conduct Policy is uniformly enforced.

Policies require that the CMFA Board of Directors or CMFA Finance Committee can approve modification of the internal control system.

## **Organizational Structure**

The organizational structure of the CMFA is appropriate and efficient given the environment.

The CMFA has a documented organizational chart.

The structure of the CMFA facilitates excellent communication throughout the CMFA.

## **Delegated Authority**

The CMFA has a Delegated Authority Policy.

The delegation of authority is appropriate such that individuals are not responsible for activities they lack the authority or expertise to complete.

## **Oversight Groups**

There are mechanisms in place within the CMFA to monitor and review ongoing operations.

An outside audit firm, who is independent from the CMFA and Financial Advisors, audits and reviews CMFA activities.

## Internal Control Activities

ID: IC-130 Activities		Internal Controls	
Effective Date: 02/01/12	Last Revision: 02/01/12	Version: 10.0	Total Pages: 1

### Overview

Internal control activities are the policies, procedures, and systems used help ensure proper general management and strong corporate governance. This includes both the CMFA's written documentation and the activities used to measure and evaluate performance and conduct. Specific control activities include internal and external reviews, authorizations and approvals, and the tools used to evaluate and measure performance and test the adequacy of the CMFA's internal controls system.

This document provides a tool to help evaluate the CMFA's overall control activities.

All relevant policies and procedures are in writing.

The CMFA Finance Committee and Financial Advisors are educated in internal control and participate in the process.

The CMFA has properly safeguarded its assets.  
The CMFA utilizes a well-respected and sophisticated computerized accounting system.

The CMFA has a Division of Duties Policy and that policy is incorporated into all other relevant policies and procedures.

The CMFA has Records Management and retention policies and procedures.

Inspection of the records indicates they are properly current, classified, coded, and retained.

Internal control documentation exists and complies with CMFA and government requirements.

There is evidence of internal control review by Financial Advisors and CMFA Finance Committee.

There is evidence of external review like audited financial statements.

The audited financial statements will contain a review of the CMFA's internal controls.



## Internal Control Risk Assessment

<b>ID: IC-140 Risk</b>		<b>Internal Controls</b>	
Effective Date: 02/01/12	Last Revision: 02/01/12	Version: 10.0	Total Pages: 1

### Overview

The CMFA has established policies and procedures to identify, assess and manage both the internal and external risks it faces. The CMFA deals with risks on both an entity wide basis and activity level basis.

This document provides and evaluation tool to assess the effectiveness of the CMFA risk management practices.

### Establishment of Entity wide Objectives

The CMFA has a mission statement.

The CMFA has annual financial objectives / budgets.

### Risk Identification

The CMFA has a Risk Management Policy.

The Risk Management Policy will be successfully integrated into business operations.

Risk Management occurs at both CMFA Board and Financial Advisor levels.

Risk Management occurs for both entity-wide and activity level objectives.

## Internal Control Information and Communications

<b>ID: IC-150 Information Communications</b>		<b>Internal Controls</b>	
Effective Date: 02/01/12	Last Revision: 02/01/12	Version: 10.0	Total Pages: 2

### Overview

Internal control of information and communications refers to the controls ensuring timely communication of useful, relevant and reliable information. Information includes both financial and non-financial data which may relate to both internal and external events. Communication refers to the publishing of the information.

### Information

Financial Advisor regularly reviews important internal information which is critical to achieving CMFA objectives.

Financial Advisor has mechanisms in place to ensure internal information is timely, useful, and accurate.

The CMFA has Financial Reporting Policies.

Financial Advisor regularly reviews internal and external information which may indicate either opportunity or risk to the CMFA.

The CMFA has a mechanism for identifying and distributing pertinent information to the right people.

### Communications

Financial Advisors ensure effective communication by regularly reviewing communication within the organization and with stakeholders.

Financial Advisors ensure accurate and effective communications with all stakeholders.

Financial Advisors ensure accurate information is communicated to outside parties.

Financial Advisors know and are comfortable that reprisals will not occur for reporting negative information or information concerning violation of CMFA policy, procedure, or internal control.

Stakeholder grievances and suggestions are welcomed, reported centrally, and used to identify internal control weaknesses and improve operations.

Significant risks and unusual circumstances are properly reported both internally and externally.

The CMFA Code of Ethics and Business Conduct Policy is properly communicated.

### **Communication Methods**

The CMFA emphasizes the use of technology for communication.

The CMFA continually evaluates new and emerging communication technologies.

The CMFA continually monitors and enhances security with regard to the use of technology.

## Internal Control Monitoring

<b>ID: IC-160 Monitoring</b>		<b>Internal Controls</b>	
Effective Date: 02/01/12	Last Revision: 02/01/12	Version: 10.0	Total Pages: 1

### Overview

Monitoring refers to the continuous assessment and implementation of the CMFA's internal control system. Monitoring includes the normal day to day standard operating procedures used by the CMFA to conduct business and the evaluation of Financial Advisors understanding of those procedures. Monitoring also includes both internal and external quality assessments of the internal control system. The results of the quality assessments are used to produce a positive impact on the internal control system i.e. that recommendations are actually implemented.

The Finance Committee and Financial Advisors understand they are responsible to ensure that the internal controls are effective.

Financial Advisors know they are expected to notify the Finance Committee or Board of Directors of suspected internal control weaknesses.

Financial Advisors know they are expected to notify the Finance Committee or Board of Directors of information inaccuracies because they may indicate internal control weaknesses.

External CPA audits are conducted annually.

External CPA audits include a review of the CMFA internal control system.

Internal control weaknesses and deficiencies are immediately corrected by Financial Advisors.

## Financial Reporting Internal Controls

<b>ID: IC-200 Financial Reporting</b>		<b>Internal Controls</b>	
Effective Date: 02/01/12	Last Revision: 02/01/12	Version: 10.0	Total Pages: 1

There are policies and procedures established for month and year-end reporting of accounting transactions.

The CMFA has a detailed chart of accounts with descriptions of each account contents.

Accrual transactions are reviewed to determine that expenditure or revenue recognition is proper.

Journal entries are properly approved and documented as necessary.

Financial statements are reconciled to the general ledger prior to publication

## Revenue Cycle General Internal Controls

<b>ID: IC-210 Revenue Cycle Controls</b>		<b>Internal Controls</b>	
Effective Date: 02/01/12	Last Revision: 02/01/12	Version: 10.0	Total Pages: 1

### Overview

The revenue cycle includes accounting transactions resulting from events that produce revenue for the entity. These include:

- Application fees
- Issuance fees and annual fees at bond closing
- Annual administration fees

### Division of Duties

When practicable, Accounts Receivable recordkeeping is separate from cash receipts

Accounts Receivable personnel do not make general ledger entries

When practicable, Bank reconciliations are prepared by persons independent of cash receipt responsibilities

### General Revenue Cycle Controls

Numbered forms are used for invoices and credit memoranda.

A/R aging reports are produced monthly and reviewed by the Finance Committee and both the Financial Advisory firm's Accountant and Finance Manager.

### Cash Receipts and Collections

In general, the CMFA does not receive cash payments from customers

If practicable, In the case cash is received by mail it is first handled by non-AR personnel

Checks are restrictively endorsed

Cash and Checks are deposited daily

Personnel with access to cash will be bonded

## Accounts Receivable Internal Control Procedures

<b>ID: IC-220 Accounts Receivable</b>		<b>Internal Controls</b>	
Effective Date: 02/01/12	Last Revision: 02/01/12	Version: 10.0	Total Pages: 2

### Division of Duties

When practicable, the maintenance of Accounts Receivable accounts and related subsidiary ledgers should be separated from at least one of the functions of:

- Sending invoices to clients
- Establishing charges to the receivables accounts
- Recording cash receipts and preparing the deposits
- Approval of any adjustments or write-off to any receivable accounts
- Reconciling bank accounts

Persons other than those responsible for receivable record keeping handle disputed billings.

When practicable, the accounts receivable function is maintained independently of cash receipt and disbursement functions.

Non-cash credits, bad debt write-offs and credit memos are approved independently of processing, recording and collection.

### Documentation

Procedures exist to prepare and send billings as soon after the performance of service as possible and at least within 30 days

Adequate control exists over the mailing / emailing of invoices and statements to prevent interception prior to the mailing.

## **Transactions**

All billings are controlled and properly accounted for with numerical processing controls.

All valid receivables are promptly recorded.

All adjustments to the accounts are recorded in the appropriate period.

Credit balances are reviewed periodically.

Billing and collection transactions are reviewed periodically to ensure compliance with Accounts Receivable Policy.

Collections of accounts receivable are deposited daily.

## **Collections**

A responsible manager reviews the accounts receivable aging at least monthly.

All collections of accounts receivable are posted to individual receivable accounts.

## **Bad Debt write-off**

Reasons for writing off an account are adequately documented.

Write-off of bad debt accounts and adjustments for disputed amounts or other items are approved by the CMFA Chair, Treasurer or Assistant Treasurer.



## Expenditure Cycle General Controls

<b>ID: IC-300 Expenditure Cycle Controls</b>		<b>Internal Controls</b>	
Effective Date: 02/01/12	Last Revision: 02/01/12	Version: 10.0	Total Pages: 1

### Division of Duties

When practicable, Accounts Payable is separate from, receiving, and disbursement functions.

### General Expenditure controls

Supporting documents are attached to invoices submitted for payment.

Check controls are in place.

The Financial Advisor's Accountant is not a check signer.

Approval by a Board Member is required prior to checks being released. (Email approval, fax approval, positive pay file approval or Board Member signing check.)

Positive pay must be used for all check payments. Financial Advisors will import / enter check information into banking system and Board Member must approve check file.

The Financial Advisor's Operations Manager is the primary check signer and the Financial Advisor's Finance Manager is the backup check signer.

Checks payable to Financial Advisors must be signed by a CMFA Board Member signatory.

Blank checks are not distributed to vendors or others.

Signed checks are immediately mailed.

Check signers are required to take vacations.

## Internal Control Purchasing

<b>ID: IC-310 Purchasing</b>		<b>Internal Controls</b>	
Effective Date: 02/01/12	Last Revision: 02/01/12	Version: 10.0	Total Pages: 1

### Overview

In general, the CMFA does not purchase assets to be used in the general course of business. Expenditures related to marketing events or other activities are approved by the CMFA Board of Directors.

### Approval

Purchases of goods and services by the CMFA are approved by the CMFA Board of Directors or their authorized representatives.

### General Controls

Vendor invoices are received and reviewed by the Financial Advisor's Finance Manager or Operations Manager prior to being entered in the Accounts Payable system.

Purchasing Payments are processed based on the Accounts Payable Policies and Disbursement Approval Procedure.

## Internal Control Accounts Payable

<b>ID: IC-320 Accounts Payable</b>		<b>Internal Controls</b>	
Effective Date: 02/01/12	Last Revision: 02/01/12	Version: 10.0	Total Pages: 2

### Purpose/Discussion

This document provides a checklist to review the Internal Control of Accounts Payable

### Division of Duties

When practicable, reviewing and entering of payables into the accounting system is separate from the processing of vendor check payments

### Purchasing

All expenditures are approved in accordance with the CMFA written Accounts Payable Policies and Procedures.

### Accounts Payable

Invoices are reviewed for accuracy.

Vendor credit memos are resolved promptly by cash refund or proper credit to the account.

Payments based on the CMFA program guidelines such as JPA Member distributions, charitable distributions and Financial Advisor payments may be processed after the bond closing and the CMFA receives payment from Borrower. Payments require proper authorization as outlined in the Disbursement Approval Procedure.

Annual administration fees payable to Financial Advisors may be processed after receipt of payment by Borrower. Payments require proper authorization as outlined in the Disbursement Approval Procedure.

Performance deposit refunds may be processed after either:

- a.) notification by borrower of withdrawal of the allocation application prior to allocation being awarded by the California Debt Limit Allocation Committee ("CDLAC")
- b.) notification by borrower of a partial reduction in the amount of allocation to be requested from CDLAC
- c.) notification from CDLAC that allocation was not awarded to borrower
- d.) receipt of a release of allocation notice from CDLAC

Performance deposit refunds require proper authorization as outlined in the Disbursement Approval Procedure

## CHECK CONTROLS

<b>ID: IC-330 Check Controls</b>		<b>Internal Controls</b>	
Effective Date: 02/01/12	Last Revision: 02/01/12	Version: 10.0	Total Pages: 2

### Overview

This document describes the procedures required to maintain proper control of CMFA checks. The following procedures are discussed:

- Check Signing
- Distribution of Signed Checks
- Transmittal of Checks
- Voided or Canceled Checks
- Stop Payment Orders
- Paid, Voided and Canceled Check Storage

### Check Signing

All checks are manually signed by an authorized signatory. Facsimile signatures are not used.

Board Member signers may sign any check.

Financial Advisor signers may sign any check EXCEPT checks payable to Financial Advisor. Financial Advisor checks can only be signed by a Board Member signer.

After all the checks are signed, they are immediately mailed to the payee.

### Distribution of Signed Checks

Signed checks awaiting distribution or pick-up must be kept in a locked storage place accessible only to the check custodian

All other A/P checks should be mailed in a timely manner

### **Voided or Canceled Checks**

A voided check is a check spoiled in the process of preparation, before it is recorded.

A canceled check is a check that is not paid by the bank, but is recorded and reversed in the accounting records.

The words "VOID" or "CANCELED" shall be prominently placed across the payee's name. Both voided and canceled checks shall be retained in accordance with the Records Schedule.

### **Stop Payment Orders**

The bank's acknowledgment of the stop payment order should be attached to the original check stub and filed with voided and cancelled checks

## Internal Control – Cash

<b>ID: IC-410 Cash</b>		<b>Internal Controls</b>	
Effective Date: 02/01/12	Last Revision: 02/01/12	Version: 10.0	Total Pages: 2

### Purpose

This document provides a checklist to review your internal control over cash handling, cash disbursements, and cash receipts.

### Division of Duties

When practicable, the responsibility for collection and deposits is separate from the recording of cash receipts and general ledger entries.

When practicable, the responsibilities for cash receipts and cash disbursements are separate.

When practicable, the responsibilities for preparing checks and approving checks is separate from the recording or entering of invoices in accounts payable and the general ledger.

When practicable, the responsibility for making entries in the cash receipts and cash disbursement systems is separate from making general ledger entries.

When practicable, the collecting of cash and reconciliation of the bank account are separate functions.

### Documentation

General ledger control exists over all bank accounts.

Bank Signatories are periodically reviewed

Accounts payable documentation is noted when payment is made to prevent duplicate payments.

Reconciliation is performed on all accounts, using supporting documentation.

Cash receipts are controlled at the earliest point of receipt.

Cash receipts are deposited on a timely basis.

A restrictive endorsement is placed on each incoming check upon processing by the electronic check deposit system

Un-deposited cash receipts are stored in a secured area.

During bank reconciliation procedures, deposit amounts are compared with the cash receipt entries

Financial Advisors that handle cash are bonded.

DRAFT



## Internal Control of Data Integrity

<b>ID: IC-550 Data Integrity</b>		<b>Internal Controls</b>	
Effective Date: 02/01/12	Last Revision: 02/01/12	Version: 10.0	Total Pages: 1

### Division of Duties

Data input and processing activities are separated where applicable.

Incompatible duties are identified and the CMFA uses user id and password controls to enforce the segregation of duties.

### Disaster Controls

Computer data is backed up on at least a weekly basis.

Data is backed up to off-site locations.

### Procedures

Data is entered in a timely manner.

Data entry users have unique user id's and passwords.

User passwords are changed periodically.

Procedures exist to ensure that terminated Financial Advisors user id's and passwords are immediately deleted.

All security violations are documented and investigated.




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## CMFA Financings Enabled the Following Charitable Donations through the CFSC (2004-2011)

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A Community of Friends -	\$ 10,000	Child Net -	\$ 30,000
A Place Called Home -	\$ 20,000	Children's Day School -	\$ 6,333
A Safe Place -	\$ 20,000	Children's Institute -	\$ 10,000
ADONAI -	\$ 20,000	Chinatown Service Center -	\$ 5,000
Alameda County -	\$ 8,503	Clearwater Residential -	\$ 7,500
All Peoples Christian Center -	\$ 10,000	Clinicas de Salud del Pueblo, Inc. -	\$ 15,000
Alpha House -	\$ 10,000	Coalition for Responsible Comm. Dev. -	\$ 15,000
America Cares Foster Family Agency -	\$ 10,000	Coastside Hope -	\$ 15,000
America River Grange -	\$ 1,251	Comfort for Kids / Hospice of the East Bay -	\$ 20,000
Anaheim Community Foundation -	\$ 3,198	Community Catalysts of California -	\$ 10,000
Anaheim Interfaith Shelter -	\$ 15,000	Community Gate Path -	\$ 12,796
Angel Flight Shelter -	\$ 30,000	Concept 7 -	\$ 10,000
Arts Orange County -	\$ 10,000	Contra Costa Food Bank -	\$ 13,707
Asian Pacific Community Fund -	\$ 15,000	Court Appointed Special Advocates of OC -	\$ 10,000
Asian Pacific Dispute & Resolution Center -	\$ 5,000	Dana Point 5th Marine Regiment Group -	\$ 5,000
Asian Pacific Women's Center -	\$ 17,000	Daniel Hernandez Youth -	\$ 20,000
Asian Women's Shelter -	\$ 10,000	Desert AIDS Project -	\$ 20,000
Bay Area Outreach & Recreation Program -	\$ 15,000	Desert ARC -	\$ 25,000
Bayfront Youth -	\$ 10,000	Desert Cancer Foundation -	\$ 20,000
Bill Wilson Center -	\$ 20,000	Doors to Hope -	\$ 10,000
Borrego Community Health Foundation -	\$ 5,000	East Bay Children's Theater -	\$ 15,000
Boys & Girls Club of Coachella -	\$ 20,000	East Bay Zoological Society -	\$ 5,127
Boys & Girls Club of Redlands -	\$ 10,000	Eden Youth and Family Center -	\$ 2,778
Boys & Girls Club of San Francisco -	\$ 15,000	Eggelston Youth Center -	\$ 10,000
Boys & Girls Club of South Coast Area -	\$ 10,000	Eisenhower Medical Center	\$ 23,445
Bridge Housing -	\$ 15,578	Elevate Your Game -	\$ 20,000
Building Blocks for Kids -	\$ 15,000	Elmhurst Food Pantry -	\$ 2,778
Cabrillo Economic Development Corporation -	\$ 15,000	EPIC -	\$ 5,000
California Family Life Center -	\$ 10,000	Family Crossroads -	\$ 15,000
California Youth Connection -	\$ 25,000	Fish Food Bank -	\$ 10,000
Cameron House -	\$ 25,000	Fisher House -	\$ 35,000
Camp Harmony -	\$ 20,000	Food Bank of Contra Costa & Solano County -	\$ 15,000
Cancer Angeles of San Diego -	\$ 30,000	Food Bank of Monterey County -	\$ 10,000
Canyon Acres Children & Family Services -	\$ 10,000	Food in Need of Distribution -	\$ 10,000
Casa Romantica -	\$ 5,000	Foundation at Fairplex (Big Yellow Bus) -	\$ 10,000
Center for Land Based Learning -	\$ 10,000	Foundation for CSU San Bernardino -	\$ 8,521
Center for the Pacific Asian Family -	\$ 1,000	Foundation for Children's Dental Health -	\$ 3,061
Chabad of California -	\$ 10,000	Freedom Station -	\$ 15,000
Chapman College AmVet's Legal Clinic -	\$ 15,000	Fresno County Economic Development Corp -	\$ 130
Charles Drew University -	\$ 20,000	Friends of Tulare County -	\$ 7,188



## CMFA Financings Enabled the Following Charitable Donations through the CFSC (2004-2011)

Furnishing Hope of Orange County -	\$ 25,000	Long Beach Museum of Art -	\$ 30,000
Gary Center -	\$ 20,000	Los Angeles Arts High Foundation -	\$ 15,000
George Mark House -	\$ 30,000	Los Angeles Food Bank -	\$ 5,000
Get on the Bus -	\$ 10,000	Los Angeles Police Memorial Foundation -	\$ 15,000
Girl Scouts of Northern California -	\$ 10,000	Los Angeles Regional Food Bank -	\$ 10,885
Good Sheppard -	\$ 20,000	Maitri -	\$ 25,000
Grace Land -	\$ 20,000	Make A Wish Foundation of LA -	\$ 30,000
Great Northern Corporation -	\$ 5,000	Manzanita Services	\$ 5,000
Greater Stockton Foundation -	\$ 796	Mar Vista Family Center -	\$ 10,000
Guardian Scholars -	\$ 20,000	Marjorie Mason Center -	\$ 15,000
Healthy Neighborhoods Venture Fund -	\$ 14,171	Martha's Village and Kitchen -	\$ 15,000
High Sierra Resource Conservation & Developr	\$ 25,000	Mary Graham Children's Shelter Foundation -	\$ 2,589
Hispanic Chamber of Commerce Edu. Fund -	\$ 10,000	Meals on Wheels -	\$ 2,500
Homefront San Diego -	\$ 10,000	Micke Grove Zoological Society -	\$ 2,589
Hope Through Housing Foundation -	\$ 10,000	Moral Values Program -	\$ 25,000
Hope University -	\$ 25,000	Moss Beach Homes -	\$ 10,000
Housing California -	\$ 20,000	Muzeo Foundation -	\$ 6,889
Imagine LA -	\$ 2,500	National CORE -	\$ 7,937
Industry Sheriffs Station YAL -	\$ 6,250	Napethian Homes -	\$ 10,000
Inspire Life Skills Training, Inc. -	\$ 3,750	Navy League of the U.S. San Diego Council -	\$ 65,000
Iraq Star -	\$ 20,000	Navy Seal Foundation -	\$ 30,000
IV Parks -	\$ 3,570	New Image Emergency Shelter for Homeless -	\$ 15,000
Jai Lao -	\$ 10,000	Niroga -	\$ 15,000
Joy Center -	\$ 40,000	North Peninsula Food Pantry -	\$ 9,453
Kennedy Commission -	\$ 5,000	Nor Cal Vet Cemetery Endowment Fund -	\$ 1,913
Kern Bridges Youth Homes -	\$ 10,000	Oak Grove -	\$ 10,000
Kern River Valley Senior Citizens -	\$ 10,000	Oak View Park & Resource Center -	\$ 945
Kettleman City Foundation -	\$ 4,253	Olive Crest -	\$ 35,000
Kids for the Bay -	\$ 10,000	Olive Crest Academy -	\$ 20,000
Kids Konnected -	\$ 10,000	Olive Crest Scholarship Fund -	\$ 20,000
Kids Turn -	\$ 10,000	Opera Noir -	\$ 10,000
Kidsworks -	\$ 20,000	Operation Gratitude -	\$ 20,000
Koreatown Youth & Community Center -	\$ 5,000	Operation Homefront -	\$ 20,000
Laborers of the Harvest -	\$ 9,000	Operation Mend -	\$ 75,000
Laura's House -	\$ 20,000	Operation Safehouse -	\$ 30,000
Lazarus Project -	\$ 15,000	Pacific American Volunteer Association -	\$ 20,000
Leukemia Lymphoma Society -	\$ 35,000	Pacific Institute -	\$ 1,866
LifeSTEPS -	\$ 15,000	Pasadena Senior Center	\$ 15,000
Lincoln Child Center -	\$ 10,000	People Who Care -	\$ 5,000
Lodi House -	\$ 10,000	Permission to Dream -	\$ 10,000




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## CMFA Financings Enabled the Following Charitable Donations through the CFSC (2004-2011)

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Picture Me Happy -	\$ 5,000	Stand Down 08 -	\$ 10,000
Pilipino Workers Center -	\$ 5,000	Stanislaus Foundation -	\$ 5,063
Poverello House -	\$ 3,063	Stanton Little League -	\$ 5,000
Rainbow Family -	\$ 50,000	Step Up on Second -	\$ 10,000
Ramona Animal Shelter -	\$ 2,344	Susan G Komen Cure Foundation -	\$ 10,736
Retirement Housing Foundation -	\$ 15,000	Swords into Plowshares -	\$ 30,000
Richard Prado Senior Center -	\$ 10,000	Tender Loving Canines -	\$ 20,000
Rob Dyrdek Foundation -	\$ 25,000	Thai Community Development Center -	\$ 10,000
Rose Center Theater -	\$ 10,000	The City of Commerce Scholarship Program -	\$ 6,250
Rosemary Children -	\$ 10,000	The Harold Pump Foundation -	\$ 25,000
Rural Communities Housing Dvlpmnt Corp -	\$ 15,000	The Restart Center -	\$ 10,000
Rural Community Assistance Corporation -	\$ 15,000	Ties for Adoption (Regents of UofC) -	\$ 18,500
Sabin Children -	\$ 15,000	Torrance Cultural Arts Center Foundation -	\$ 15,626
Sacramento Child Advocates -	\$ 15,000	Tri-County Independent Living -	\$ 10,000
San Francisco Food Bank -	\$ 10,000	UC Riverside Pathways to Success -	\$ 20,000
San Lorenzo Help Center -	\$ 2,779	UCLA Entrepreneurship Boot Camp -	\$ 20,000
San Pasqual Academy -	\$ 20,857	UCLA Medical Student's Scholarship Fund -	\$ 10,000
Search to Involve Pilipino Americans -	\$ 5,000	Unicorn Garden -	\$ 10,000
Senior Nutrition Services -	\$ 15,000	Union of Pan Asian Communities -	\$ 10,000
SF Made -	\$ 5,000	United Way of Central County -	\$ 2,344
Shelter From the Storm -	\$ 10,000	United Way of Kern County Literacy Program -	\$ 9,000
Sierra Child & Family Services -	\$ 10,000	United Way of San Joaquin -	\$ 1,678
Sky High Training -	\$ 15,000	Unity Counsel -	\$ 5,000
Society for the Blind	\$ 15,000	USO Northern California -	\$ 5,000
Solano Community Foundation -	\$ 5,432	VCA Charities -	\$ 5,000
Solano Economic Development Corporation -	\$ 4,953	Venice Community Housing -	\$ 10,000
Someone Cares Soup Kitchen -	\$ 10,000	Vernon Rotary Club -	\$ 6,250
Sonrisas Community Dental Center -	\$ 15,000	Vista Del Mar -	\$ 20,000
Sound Body Sound Mind -	\$ 10,000	Volunteer Center of Orange County -	\$ 10,000
South Bay Children's Health Center -	\$ 70,000	WEAVE -	\$ 10,000
South Bay Youth -	\$ 12,437	West Marin Senior Services -	\$ 10,000
Southeast Asian Community Alliance -	\$ 5,000	West Side Children's Center -	\$ 35,500
Southern California Indian Center -	\$ 10,000	Wise and Healthy Aging -	\$ 15,000
SOVA -	\$ 20,000	Woman Haven -	\$ 10,000
SPARK -	\$ 40,000	Wonder Inc. -	\$ 10,000
SPUR -	\$ 4,623	YMCA San Diego Armed Services -	\$ 10,000
St. Barnabas Senior Services -	\$ 15,000	YMCA San Francisco -	\$ 5,666
St. Johns Child & Family Development Center -	\$ 13,000	YMCA Youth & Community Outreach -	\$ 5,000
St. Joseph's -	\$ 10,000	YMCA Montebello (Dinner at the Cannon)-	\$ 10,000
Stable Hands -	\$ 12,500		

**Total Donations 2004 - 2011:    \$3,295,350**

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## CHARITABLE GRANT RECOMMENDATION

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Beauty Bus Foundation  
Beyond Shelter  
Breathe California  
California State University San Bernardino  
CARE  
Casa Cornelia Law Center  
Community Partners  
Community Services Unlimited  
Foster Family Service  
Grid Alternatives  
Jewish Family & Children's Services  
Little Tokyo Service Center  
Riverside Sheriffs' Association  
SJB Child Development Centers  
The Teen Project  
The Gathering Inn

### **3 Years Since Last Donation:**

America Cares Foster Family Agency  
Boys & Girls Club of San Francisco  
California Family Life Center  
Chabad of California  
ChildNet  
Comfort for Kids - Hospice of the East Bay  
Concept 7  
East Bay Zoological Society  
Eggelston Youth Center  
Elevate Your Game  
Foundation for Children's Dental Health  
Greater Stockton Foundation  
Guardian Scholars  
Hope Through Housing Foundation  
Iraq Star  
Kern Bridges Youth Homes  
Kidsworks  
Lincoln Child Center  
Lodi House  
Los Angeles Regional Food Bank  
Make a Wish Foundation of Greater LA  
Marjorie Mason Center  
Mary Graham Children's Shelter Foundation

Micke Grove Zoological Society  
Moss Beach Homes  
Napethian Homes  
Northern California Veterans Cemetery  
Endowment Fund  
Opera Noir  
Operation Gratitude  
Operation Homefront  
People Who Care  
Permission to Dream  
Ramona Animal Shelter  
Rural Community Assistance Corporation  
Sonrisas Community Dental Center  
South Bay Youth  
SOVA  
The City of Commerce Scholarship Program  
The Restart Center  
Torrance Cultural Arts Center Foundation  
UCLA Entrepreneurship Boot Camp  
UCLA Medical Student's Scholarship Fund  
United Way of Central County  
Unity Counsel

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## CHARITABLE GRANT GUIDELINES

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Recipient: Board Members of the California Foundation for Stronger Communities

Purpose: To Provide an Outline of Charitable Grant Guidelines

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### **CHARITABLE GUIDELINES:**

1. Ensure charitable donations are directed towards organizations that:
  - a. Are in California communities.
  - b. Find it difficult to receive funding through other sources.
  - c. Have not received a charitable donation in the last three years. This is not meant to include those organizations that have enjoyed a fee reduction through a CMFA financing.
  - d. Do not require compliance monitoring by the CMFA or CFSC.
  - e. Are not in a category listed below:
    - i. Individuals, including scholarship or fellowship assistance
    - ii. For-profit entities, including start-up businesses
    - iii. Political, labor, religious, or fraternal activities
    - iv. Endowments
    - v. Film or video projects, including documentaries
    - vi. Travel, including student trips or tours
    - vii. Promotional merchandise
    - viii. Organizations other than IRS 501(c)(3), 501(c)(6), governmental, or tribal entities
2. A staff report must be provided to the Board at least 24 hours before donations are recommended or approved. Funds will not be dispersed on a cash advance basis.
3. Coordinate donation with municipal staff, elected officials, recipient and press to ensure everyone on the team benefits from our partnership and unique give back. Furthermore, the widest dissemination of the donation will further the goals of the CMFA, and provide the greatest chance for leveraging these funds by inducing other donations.
4. Suggested categories the CMFA through the CFSC could direct funds are:
  - a. Health Care
  - b. Education
  - c. Human Services
  - d. Affordable Housing
  - e. Cultural
  - f. Subcategories:
    - i. Youth
    - ii. Seniors
    - iii. Low/Moderate Income Individuals
5. Staff will distribute and process all charitable grants.

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## CHARITABLE GRANT RECOMMENDATION

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Recipient: **BEAUTY BUS FOUNDATION** (11/4//2011)

Location: 11301 Olympic Blvd 303, Los Angeles, CA 90064

Purpose: Grooming services to the terminally ill

Website: [www.beautybus.org](http://www.beautybus.org)

Revenue: \$131,103

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### **MISSION/VISION:**

*Beauty Bus Foundation delivers dignity, hope and respite to chronically or terminally ill men, women and children and their caregivers through beauty and grooming services and pampering products.*

### **BACKGROUND:**

The Beauty Bus Foundation was founded in loving memory of Melissa Marantz Nealy who lost her battle with a degenerative neuromuscular disease at the age of 28. When her ability to leave the home became compromised, Co-Founder Alicia Marantz Liotta, Melissa's cousin, was able to schedule in-home beauty services through her connections within the beauty industry. Witnessing the hope, happiness and respite these services brought to Melissa, Alicia and Co-Founder Wendy Marantz Levine, Melissa's sister, were inspired to launch Beauty Bus Foundation to bring the same lift and gift of beauty to others.

Beauty Bus accomplishes our mission through:

- In-Home Beauty and Grooming Services: Beauty Bus' core program provides in-home beauty and grooming services, free of charge, to patients whose illness or condition prevents them from accessing a salon or spa and their caregivers.
- Pop-Up Salons: Beauty Bus creates Pop-Up Salons where patients and caregivers receive a variety of complimentary beauty and grooming services in a setting that promotes support and serenity.
- Bag of Beauty Program: Beauty Bus gives complimentary Bags of Beauty filled with pampering products to remind patients and caregivers that they deserve to look and feel beautiful.

### **FISCAL IMPACT:**

Donations will help provide support to the programs that are offered.

**BOARD OF DIRECTORS:**

Dan Rosenson

Alicia Marantz Liotta

Wendy Marantz Levine

Ann Mincey

Richard Salkow

Lisa Sigell

Kathy Vincent



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## CHARITABLE GRANT RECOMMENDATION

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Recipient: **BEYOND SHELTER** (1/13/2012)

Location: 205 South Broadway, Suite 608, Los Angeles, CA 90012

Purpose: Provides Help to Families that are Homeless.

Website: [www.beyondshelter.org](http://www.beyondshelter.org)

Revenue: \$3,300,000

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### **MISSION/VISION:**

*The mission of Beyond Shelter Housing Development Corporation is to expand opportunities available to low-income persons to obtain affordable, decent, safe and sanitary housing and to support the functions of Beyond Shelter, a California nonprofit benefit corporation. This mission will be accomplished through the development of affordable housing and mixed-use developments.*

### **BACKGROUND:**

Beyond Shelter is a non-profit organization founded in 1988 in response to increasing numbers of homeless families in Los Angeles and the need for a more comprehensive approach to serving them. Today, the mission of the agency is to develop systemic approaches to combat poverty and homelessness among families with children, and to enhance family economic security and well-being.

In 1988, Beyond Shelter introduced an innovation in the field at the time - "Housing First" for homeless families, which has since helped to transform both public policy and practice on a national scale. Through this new approach, rather than remain in shelters and transitional housing for months and sometimes years at a time, homeless families are assisted in (1) moving back into permanent housing as quickly as possible, and (2) then provided six months to one full year of individualized case management support to help them rebuild their lives.

The methodology is based largely on the belief that vulnerable and at-risk homeless families are more responsive to interventions and social services support after they are in their own housing rather than still living in emergency shelters or transitional housing. It is also premised on the belief that housing is a basic human right. Over the past twenty years, more than 4,300 homeless families have participated successfully in the program in Los Angeles.

**FISCAL IMPACT:**

Donations will help provide support to the programs that are offered for homeless families.

**BOARD OF DIRECTORS:**

Chairperson - Gerard Denny

Chair-Elect - Daryl L. Canham, Ed.D, MSN

Past-Chair - Hon. Rod Diridon, Sr.

Treasurer - Ted Mazzone

Secretary - Alan Goldsobel, MD

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## CHARITABLE GRANT RECOMMENDATION

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Recipient: **BREATHE CALIFORNIA** (8/12/2011)

Location: 1469 Park Avenue, San Jose, CA 95126

Purpose: Provides primary and preventive health programs to low income families.

Website: [www.borregomedical.org](http://www.borregomedical.org)

Revenue: \$598,720

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### **MISSION/VISION:**

*As the local lung health leader, Breathe California of the Bay Area fights lung disease in all its forms and works with its communities to promote lung health.*

### **BACKGROUND:**

Since 1911, their grassroots non-profit organization has dedicated itself to helping all local residents breathe easier. Originally founded as the Tuberculosis Society and later working under three other names (including the American Lung Association of Santa Clara-San Benito Counties, 1970-2005), they have offered a wide array of services that address the most pressing lung health issues of our time. This includes programs to:

- teach kids how to manage their asthma;
- prevent teens from using tobacco;
- assist smokers who want to quit;
- offer support to local COPD & lung cancer patients;
- advocate for clean air policies; and
- support innovative lung disease research.

They believe the most significant impact on people's lives takes place through local interaction. Through education, political advocacy, cutting-edge research and patient services, we use a comprehensive approach to promote healthy lifestyles and reduce the impact of lung disease. With a committed core of volunteers and staff who hold hope, determination, action and vigilance as the cornerstones to creating change, they will continue their drive to ensure we can all breathe easier.

### **FISCAL IMPACT:**

Donations will help provide support to fighting lung disease.

**BOARD OF DIRECTORS:**

Chairperson - Gerard Denny

Chair-Elect - Daryl L. Canham, Ed.D, MSN

Past-Chair - Hon. Rod Diridon, Sr.

Treasurer - Ted Mazzone

Secretary - Alan Goldsobel, MD

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## CHARITABLE GRANT RECOMMENDATION

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Recipient: CALIFORNIA STATE UNIVERSITY PHILANTHROPIC  
FOUNDATION (12/9/2011)

Location: 5500 University Parkway, San Bernardino, CA92407

Purpose: To Provide Educational Opportunities

Website: [www.csubfoundation.csusb.edu](http://www.csubfoundation.csusb.edu)

Revenue: \$

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### **MISSION/VISION:**

*The CSUSB Philanthropic Foundation is a non-profit corporation chartered solely to support, benefit and advance the mission of California State University, San Bernardino.*

*The Foundation will actively pursue opportunities to promote the University, support fund-raising, and build strong community relationships. The Foundation will encourage gifts and financial support while creating learning opportunities for students, alumni, and the community that complement the University's teaching, research and public service goals driven by intellectual interaction and creativity.*

### **BACKGROUND:**

California State University, San Bernardino offers a challenging and innovative academic environment. The university seeks to provide a supportive and welcoming social and physical setting where students, faculty and staff feel they belong and can excel. The university provides students the opportunity to engage in the life of the campus, interact with others of diverse backgrounds and cultures, as well as participate in activities that encourage growth, curiosity and scholarly fulfillment. Through its branch campus in Palm Desert, the university mission extends to the Coachella Valley.

The CSUSB Philanthropic Foundation was created in 2011 as the charitable successor to The Foundation for California State University, San Bernardino. The prior foundation was established in 1995 and served as the primary auxiliary to the university, promoting charitable giving and supporting the enterprise operations.

The Foundation board is comprised of a volunteer board of directors, including community members and university leadership. The directors provide Cal State San Bernardino with expertise, regional knowledge, fiduciary oversight and advocacy focused on enhancing the role of private giving in achieving the mission of the university.

**FISCAL IMPACT:**

Donations will help provide support to programs or scholarships to students. The money would not go towards paying salaries.

**BOARD OF DIRECTORS:**

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## CHARITABLE GRANT RECOMMENDATION

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Recipient: **COMMUNITES ADVOCATING for RESIDENT EMPOWERMENT** (1/13/12)

Location: 531 Encinitas Blvd, Suite 206, Encinitas, CA 92024

Purpose: To Provide Educational Opportunities

Website: [www.csubfoundation.csusb.edu](http://www.csubfoundation.csusb.edu)

Revenue: \$

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### **MISSION/VISION:**

*Communities Advocating for Resident Empowerment (C.A.R.E.) is a California non-profit charitable corporation dedicated to providing comprehensive human services to low and moderate income residents living at affordable housing communities. This 501 (c) 3 organization was created to provide high-quality and consistent critical social services, educational programs, advocacy and training for children, youth, families and seniors living in affordable housing communities. We seek to create multi-faceted, sustainable models of service that are replicable and will reinforce self-empowerment, foster economic independence and encourage community involvement in all communities in which we serve.*

### **BACKGROUND:**

Communities Advocating for Resident Empowerment (C.A.R.E.) was created to provide children, youth, families and seniors living in affordable housing communities with critical social services and programs that reinforce self-empowerment, foster economic independence and encourage community involvement.

C.A.R.E. was formed through an association with Las Palmas Foundation, a real estate development company specializing in the development and long-term ownership of affordable rental housing. In providing solutions to the affordable housing challenge, the principals of Las Palmas recognized that besides building safe, secure neighborhoods, that enhancing the lives of residents through social service programming is essential.

They are proud to say in five years they have increased resources and services to 26 affordable housing communities across California (serving more than 4,000 residents).

### **FISCAL IMPACT:**

Donations will help provide support to programs that are offered.

**BOARD OF DIRECTORS:**

Benji Philips  
Sabrina Daneshvar  
Joseph M. Michaels  
Debbie Malmberg  
Jason Stevenson  
Krista Weymouth  
B William Navaja



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## CHARITABLE GRANT RECOMMENDATION

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Recipient: **CASA CORNELIA LAW CENTER** (11/18/11)

Location: 2760 5<sup>th</sup> Ave #200, San Diego, CA 92103

Purpose: To Provide Free Legal Assistance to Victims of Persecution Seeking Asylum

Website: [www.casacornelia.org](http://www.casacornelia.org)

Revenue: \$872,050

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### **MISSION/VISION:**

*Casa Cornelia Law Center (CCLC) is a public service law firm providing quality pro bono legal services to immigrant victims of human and civil rights violations in greater San Diego for over eighteen years. Its efforts have been recognized by the United Nations, the State Bar of California, the Vera Institute for Justice, and the City of San Diego Human Relations Commission, among others.*

### **BACKGROUND:**

Casa Cornelia Law Center (CCLC) was founded in 1993 to provide free legal services to immigrants who cannot afford legal representation but have legitimate claims to immigration relief in three program areas: women and children who are victims of domestic violence, victims of persecution seeking asylum, and unaccompanied children.

CCLC's Volunteer Attorney Program maximizes limited resources by recruiting, training, and mentoring volunteer attorneys from the private bar who provide pro bono service to clients. In 2010 alone over 125 attorneys, from solo practitioners to attorneys from the major San Diego law firms, contributed over 10,000 hours in pro bono assistance. Casa Cornelia's Legal Internships and Clinical programs work in conjunction with local law schools to provide meaningful experiences for law students and undergraduates, including through a clinical program with the law schools of the University of San Diego, California Western, and Thomas Jefferson. With the consent of the immigration court, Casa Cornelia trains these law students to directly represent indigent asylum seekers under the supervision of a staff attorney. CCLC also holds quality MCLE educational programs, which provide continuing legal education to the San Diego legal community.

#### **Asylum Program:**

Casa Cornelia is committed to upholding the legal rights of individuals fleeing their native countries due to political, social, religious, or ethnic persecution. CCLC's clients are men and women who come to the U.S. from all over the world seeking asylum in the U.S. In 2010, CCLC assisted over 425 clients from over 50 countries, ranging from

victims of ethnic cleansing in Somalia, to political persecution in Ethiopia and religious persecution in Iraq.

Casa Cornelia provides free counsel and representation to indigent asylum seekers at each step of their immigration proceedings, from the initial screening interview, to each court appearance and throughout each level of appellate review. For non-detained or affirmative asylum seekers, outreach begins at general immigration clinics in communities throughout San Diego in conjunction with immigrant and religious organizations serving the diverse immigrant populations in this area. Outreach to detained or defensive asylum seekers is facilitated through the Pro Bono Office of the Executive Office for Immigration Review.

One client whose story exemplifies this experience is a CCLC client named Daria Ahmed. An advocate for women's rights Kurdistan, Northern Iraq, Daria was invited to speak at a conference in Washington D.C. in September 2001. Her speech, which criticized the Islamic political parties in Kurdistan and their tolerance of violence against women, including honor killings, was reported back in Iraq. Colleagues and family were warned that she would be killed if she returned to Iraq, and that the government would not be willing or able to protect her against the threats of the majority Islamic parties. Daria sought the assistance of Casa Cornelia, where she was represented by Andrea Caruso Townsend. Daria was granted asylum by the Asylum Office in Anaheim, California, and visa petitions were filed for her husband and for three children, eligible under asylum law to join Daria in the United States.

The invasion of Iraq, the reorganization of the immigration service into the Department of Homeland Security, and the war on terror created an administrative nightmare, in which family reunification was delayed. It took over three years for Daria's children to join her in San Diego, and it would be another five years before her husband could emigrate. Although he had led Kurdish forces in support of US forces during the Iraq war, his travel visa was being inexplicably withheld. After the considerable efforts, the local Congressman could not obtain any explanation for the delay. Andrea Townsend, with the support of Squire Sanders & Dempsey, took up the case again. She represented Daria and her family pro bono in a Federal mandamus suit, demanding that the US government explain why the visa had not been issued even though the application had been approved. As a result of the lawsuit, the issuance of his visa was accelerated and he arrived in San Diego in March 2010, reunited with his minor children for the first time in five years.

### **FISCAL IMPACT:**

Charitable donations would go towards the specific services they provide.

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## CHARITABLE GRANT RECOMMENDATION

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Recipient: **COMMUNITY PARTNERS** (12/9/11)  
Location: 1000 Alameda Street, Suite 240, Los Angeles, CA 90012  
Purpose: Partnership for Non-Profits  
Website: [www.communitypartners.org](http://www.communitypartners.org)  
Revenue: \$14,897,338

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### **MISSION/VISION:**

*Community Partners accelerates ideas into action to advance the public good.*

### **BACKGROUND:**

Community Partners was established in 1992 to meet a growing need experienced by civic and social entrepreneurs in Southern California for a structure that freed them from red tape while they pursued the cause that animated them. Conceived as a “foundation for emerging philanthropies”, our “incubator” has grown steadily to include roughly 110 projects led by people who reflect the scope and diversity of the Southern California region and over a dozen strategic initiatives in partnership with funders, networks and established organizations. From initial investments of \$250,000, we have grown into a solid institution managing more than \$10 million a year in revenue.

More than a dozen funders now partner with us on major local, statewide, and national initiatives to leverage grant dollars and strengthen grantees. We support our grantmaking allies through management of program offices and regranting initiatives, facilitation of peer-learning events and conferences, and by providing capacity-building services to grantees.

### **FISCAL IMPACT:**

Charitable donations would go towards the specific programs that Community Partners promotes.

**BOARD OF DIRECTORS:**

Lisa Cleri Reale

William Choi

Steve Meier

Deidre Lind

James De Bree

Andrea Capachietti

Janet Clayton

Eladio Correa

Gary Erickson

Irwin Jaeger

Ann Reiss Lane

Steven Nissen

Perry Parks

Joy Picus

Jack Shakely

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## CHARITABLE GRANT RECOMMENDATION

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Recipient: **COMMUNITY SERVICES UNLIMITED** (11/4/11)

Location: 1344 ½ West Martin Luther King Blvd., Los Angeles, CA 90037

Purpose: To strengthen communities through activism

Website: [www.csuinc.org](http://www.csuinc.org)

Revenue: \$302,000

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### **MISSION/VISION:**

*Our mission is to foster the creation of communities actively working to address the inequalities and systemic barriers that make sustainable communities and self-reliant life-styles unattainable.*

*We are committed to supporting and creating justice-driven community-based programs and educational initiatives, which seek to foster dialogue, and create awareness and critical consciousness.*

*We envision equitable, healthful and sustainable communities that are self-reliant, inter-relating and where every individual has the support and resources needed to develop to their fullest capacity.*

### **BACKGROUND:**

Community Services Unlimited Inc. (CSU) is a 501c3 established in 1977 and head quartered in South Central Los Angeles. Since then it has created community programs and organizing campaigns like the early Safe Seniors to the more recent Free Medical Screening Program and the most recent From the Ground Up. CSU has also provided fiscal sponsorship and support for many grass roots organizing efforts ranging in diversity from Police Watch, Community in Support of the Gang Truce, and Food Forestry International.

The Community Food Village Project has been developed in direct response to the needs expressed by community members during the A.C.T.I.O.N. (Active Community to Improve Our Nutrition) community food assessment that was completed in January 2004. Together their programs work to create a sustainable local food system where food is grown, distributed and bought within their community, incorporating training and educational programs, the creation of jobs and entrepreneurial opportunities and supported by partnerships with regional farmers.

**FISCAL IMPACT:**

Charitable donations would go towards the specific programs that are offered.

**BOARD OF DIRECTORS:**

Denis Burgher

Neelam Sharma

Katie Peterson

B. Kwaku Duren

Genethia Hudley-Hayes

Anjali Nath

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## CHARITABLE GRANT RECOMMENDATION

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Recipient: **FOSTER FAMILY SERVICE** (1/13/12)

Location: 2514 Cameo Dr. Suite B, Cameron Park, CA 95682

Purpose: Foster Family Service

Website: [www.fosterfamilyservice.org](http://www.fosterfamilyservice.org)

Revenue: \$994,714

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### **MISSION/VISION:**

*Room for one more. In your heart and in your home.*

### **BACKGROUND:**

Since 1989 Foster Family Service has been certifying foster families to care for children in need of a safe, nurturing home. In their 21 year history they have placed thousands of children in both foster and adoptive homes. They serve nearly half of California's 58 counties, largely through the Central and Northern portions of the state.

- Their program is designed to provide quality foster and adoptive services for children who must live apart from their biological family.
- They accept children for placement through both short- and long-term care, who through no fault of their own, cannot safely live at home.
- The children in placement with our agency are age 0-18 years, most with a history of abuse, neglect and/or behavioral challenges. Some, however, are not victims of abuse, but have developmental disabilities that exceed their biological family's abilities.
- Their staff is master-degree trained, experienced and prepared to provide support and interventions 24/7.
- Each child referred to us for placement is evaluated based on all information available to us, so that the most appropriate match with one of our certified homes can be made.
- Through a combination of caring parents, well-trained and motivated social workers, and a network of community resources, we strive to see every child in our care return home or emancipate in a healthier conditions than when they came to us.

### **FISCAL IMPACT:**

Charitable donations would go towards the specific programs that are offered.

**BOARD OF DIRECTORS:**



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## CHARITABLE GRANT RECOMMENDATION

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Recipient: **GRID ALTERNATIVES** (11/4/11)

Location: 1171 Ocean Avenue, Suite 200, Oakland, CA 94608

Purpose: Solar Powering Low-income Communities

Website: [www.gridalternatives.org](http://www.gridalternatives.org)

Revenue: \$3,094,714

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### **MISSION/VISION:**

*GRID Alternatives' mission is to empower communities in need by providing renewable energy and energy efficiency services, equipment and training. We believe making energy choices that are good for the environment can go hand-in-hand with improving the lives of those living in low-income communities. GRID Alternatives works collaboratively with communities and local organizations to identify specific needs and to develop renewable energy solutions that are environmentally, socially and economically sustainable.*

### **BACKGROUND:**

GRID Alternatives was founded during the 2001 California energy crisis by Erica Mackie, P.E., and Tim Sears, P.E., two engineering professionals who were implementing large-scale renewable energy and energy efficiency projects for the private sector. The vision that drove them was simple: why is free, clean electricity from the sun only available to big businesses and wealthy environmentalists, when it should be available to everybody? They wanted to develop a model to make this technology practical and accessible for low-income communities that need the savings the most, and where families often live in the shadow of polluting fossil-fuel power plants.

Every solar installation is a renewable energy “barn raising” that brings together environmental activists, advocates for low-income communities, green job trainees, community volunteers, and the homeowners themselves to participate in a fun, hands-on project that delivers immediate, tangible results: a fully installed solar electric system that provides immediate economic benefits to a local low-income family.

### **FISCAL IMPACT:**

Charitable donations would go towards the specific programs that are offered.

**BOARD OF DIRECTORS:**

Karen Decker  
Hill Blackett  
Mardina Graham  
Rick Lucien  
Tim Sears  
Erica Mackie  
Kent Halliburton  
Janice Jensen  
Anup Jacob  
Joseph Karp  
Ian Thomson  
Beth Trask

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## CHARITABLE GRANT RECOMMENDATION

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Recipient: **JEWISH FAMILY AND CHILDREN'S SERVICES** (Marin)  
(6/10/2011)

Location: 2150 Post Street, San Francisco, CA 94115

Purpose: To Strengthen Individuals, Families and Community

Website: [www.jfcs.org](http://www.jfcs.org)

Revenue: \$776,752

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### **MISSION/VISION:**

*Strengthening individuals. Strengthening families. Strengthening Community. That's what Jewish Family and Children's Services is all about.*

### **BACKGROUND:**

Jewish Family and Children's Services is one of the oldest and largest family service institutions in the United States, founded in 1850 by immigrant pioneers who arrived in California during the Gold Rush and created an extended family to care for each other.

Today, they continue to be that extended family, serving 65,000 people annually with the highest quality, research-based social services designed to strengthen individuals, strengthen families, and strengthen community.

As the problem-solving center for residents of San Francisco, Marin, Sonoma, Santa Clara, and San Mateo counties, they are a lifeline for children, families, and older adults facing life transitions and personal crises.

### **FISCAL IMPACT:**

This charitable donation would go towards the many programs that are provided. This specific write up is towards the Marin group that focuses on children's needs.

**BOARD OF DIRECTORS:**

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## CHARITABLE GRANT RECOMMENDATION

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Recipient: **LITTLE TOKYO SERVICE CENTER** (1/14/2011)  
Location: 231 E. Third St., Suite G-106, Los Angeles, CA 90013  
Purpose: Helps improve the lives of families through cultural social services  
Website: [www.ltsc.org](http://www.ltsc.org)  
Revenue: \$379,248

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### **MISSION/VISION:**

*The mission of the Little Tokyo Service Center, a Community Development Corporation, is to meet the critical needs of people and build community.*

- *We improve the lives of individuals and families through culturally sensitive social services.*
- *We strengthen neighborhoods through housing and community development.*
- *We promote the rich heritage of the ethnic community.*

### **BACKGROUND:**

For over 29 years, the Little Tokyo Service Center, a Community Development Corporation (LTSC CDC), has been an important resource for the residents of a diverse community. Founded in 1979, LTSC CDC is a nonprofit charitable organization serving Asian and Pacific Islanders throughout Los Angeles County who are in need, especially those facing language or cultural gaps, financial need, or physical disabilities.

### **FISCAL IMPACT:**

Donations continue funding the outreach programs of the organization.

**BOARD OF DIRECTORS:**

Bill Watanabe – Executive Director

Erich Nakano – Deputy Director

Dean Matsubayashi – Director of Community Economic Development

Gayle Yamada – Director of Development

Scarlet Sy – Director of Finance

Mike Murase – Director of Service Programs

Yasuko Sakamoto – Director of Social Services

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## CHARITABLE GRANT RECOMMENDATION

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Recipient: **RIVERSIDE SHERRIFFS' ASSOCIATION (1/13/12)**

Location: 6215 River Crest Dr. Ste A, Riverside, CA 92507

Purpose: Supports Law and Public Safety Employees in Riverside County

Website: [www.rcdsa.org](http://www.rcdsa.org)

Revenue: \$27,361,628

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### **MISSION/VISION:**

*Serving Its Members from East to West*

### **BACKGROUND:**

The Riverside Sheriffs' Association is the Exclusive Employee Organization representing two bargaining units: the Law Enforcement Unit and the Public Safety Unit. The Law Enforcement Unit is comprised of all Deputy Sheriff's, Correctional Deputies, District Attorney Investigators, and Deputy Coroners employed by the County of Riverside. The Public Safety Unit is primarily comprised of Probation Officers, Juvenile Group Counselors, and Supervising Probation Officers. As the Exclusive Employee Organization representing these units, the RSA negotiates contracts with the County concerning wages, benefits, and other terms and conditions of employment. Currently, the RSA represents over 2,000 members from the Sheriff's Department, the Coroner's office, the District Attorney's office, and the Probation Department.

Finally, in accordance with their primary belief that effective law enforcement must be a joint effort between police and the communities they serve, RSA supports a number of charitable organizations including its very own Debbie Chisholm Memorial Foundation. DCMF is named after the daughter of one of our deputies who died of inoperable brain cancer. The purpose of the foundation is to grant wishes to terminally and catastrophically ill children within Riverside County. This foundation is something we are particularly proud of.

### **FISCAL IMPACT:**

The donation will provide support to member's benefits, legal services or to the memorial foundation.

**BOARD OF DIRECTORS:**

Dave Topping

Robert Joslen

Gabriel Carranza

Dayle Long

Michael McQueeney

Julie Gleeson

Gabriel Constantin

Chad Mariatt

Mark Anderson

Alberto Soria

Daniel Porras

Ed Rose

Ruben Rasso

Mathew Hughes

Tim Brause

Steve Albert

Mike Hyland

William Ljames

Charles Roberts

Richard Bonaddio



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## CHARITABLE GRANT RECOMMENDATION

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Recipient: **SJB CHILD DEVELOPMENT CENTERS** (8/12/20011)  
Location: 1400 Parkmoor Avenue, Ste. 220, San Jose, CA 95126  
Purpose: Supports Child Care  
Website: [www.sjbcdc.org](http://www.sjbcdc.org)  
Revenue: \$7,829,590

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### **MISSION/VISION:**

*The mission of SJB Child Development Centers is to provide educational child care for children 0 to 12 years of age to strengthen and support families throughout Santa Clara County.*

### **BACKGROUND:**

Their mission stems from the vision of their organization's founders. Mr. Bill Williams, their former executive director, had a desire to help parents establish financial independence by creating a safe place where they could bring their children while they worked. He also set out to break the cycle of poverty by offering education-based child care so that the children at his center would have access to the same opportunities as those from more affluent families. San Juan Bautista Child Development Center was established with these goals in mind and quickly made a name for itself by being the first in Santa Clara County to offer toddler care, before and after school care and sick care services.

Today, SJB Child Development Centers is synonymous with excellence in child care and is the only provider in the county to hold all four licenses from California's Department of Social Services/Community Care Licensing (DSS/CCL) for Infant Care, Preschool, Extended Day Care and Sick Care. 95% of our clients are very low to moderate income and are served through 26 programs at 11 sites, all working to uphold Mr. Williams' vision of Building Better Tomorrows for Children and Families Today.

### **FISCAL IMPACT:**

The donation will provide support to the specific programs that are offered.

## **BOARD OF DIRECTORS:**

### **Officers**

- Victor Hassan, Chair  
*Vandermade*
- Gregg Nurnberg, Vice-Chair  
*Wells Fargo*
- Nada Logan, Treasurer  
*Snap on Tools*
- Andrea Rudominer, Secretary  
*Kaiser Permanente*

### **Members**

- Bud LoMonaco  
*LoMonaco & Company*
- Deepa MacPherson  
*Stratford Schools*
- Jackie Silveira  
*National Society of Hispanic MBA's*
- Kevin Meza  
*Target Corp.*
- Mattilon Smith Vanderhorst  
*County of Santa Clara, Retired*

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## CHARITABLE GRANT RECOMMENDATION

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Recipient: **THE TEEN PROJECT, INC.** (11/4/2011)

Location: 22431 B160 Antonio Parkway #527, Rancho Santa Margarita, CA 92688

Purpose: To Provide Foster Children Help When Aging out of Programs

Website: [www.theteenproject.com](http://www.theteenproject.com)

Revenue: \$229,177

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### **MISSION/VISION:**

*To provide teens aging out of the foster care system with all of the resources and support of an intact family. To allow the greatest opportunity for a successful transition to adulthood.*

### **BACKGROUND:**

They are a volunteer centric organization. They have one full time employee paid by a direct grant. They have a team of over 60 committed volunteers working with them on a regular basis to provide the support and services for their youth. Their team consists of business owners, executives, system kids and caring community members.

Foster care ends at age 18. Foster care services end abruptly and these kids are forced to leave the only home they know. Most do not have a plan or a place to live. In most cases they leave foster care with little or no sustainable life-plan, and without the ability to reenter care. The foster parents are not obligated to prepare them and due to legal issues and deep budget cuts, their social workers are limited to what they can provide and must cut contact when they leave.

The Teen Project picks up where the laws fall short; giving these kids a chance at life. They believe taking them from their abusive parents, telling them they are "safe" now in foster care and dumping them on the street at an age where most young adults are about to begin the most exciting journey of their life, is double dipping on the abuse.

The Teen Project helps foster children make this tough transition into real life. Multiple services are provided. These range from care, hospice and counseling.

### **FISCAL IMPACT:**

Donations go towards the programs that they provide. The money donated would stay within California and the programs that are run within the state.

**BOARD OF DIRECTORS:**

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## CHARITABLE GRANT RECOMMENDATION

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Recipient: **THE GATHERING INN** (9/2/2011)  
Location: 201 Berkeley Ave, Roseville, CA 95678  
Purpose: Human Services/ Homeless Services/ Centers  
Website: [www.thegatheringinn.com](http://www.thegatheringinn.com)  
Revenue: \$628,549

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### **MISSION/VISION:**

*To provide help to the homeless and underserved*

### **BACKGROUND:**

On a cold day in January 2004, a group of ministers in Placer County met to talk about a longstanding problem in the community—there was no safe and warm place for people to go if they lacked housing during the coldest months of the year. The ministers represented many different faiths, but felt united in their desire to help those who were suffering each night in the cold.

Together, the ministers imagined gathering those who were homeless into the warmth of their churches, to provide supper, overnight accommodations and hospitality. They discussed the nomadic model of care, which had been used successfully in many other parts of the country. It was a simple concept that appealed to them: the site of the hosting church would change from one night to the next.

Over the next year, the group began developing The Gathering Inn; working to design the operation, raise funds, purchase a bus, enroll 23 churches to serve overnight guests, develop an Advisory Board and receive 501 (c)(3) nonprofit status.

Today, The Gathering Inn provides a community-based response to people in need in south Placer County by offering hope, dignity and a secure place to rest at night, in addition to a wide range of services that help clients get back on their feet again.

### **FISCAL IMPACT:**

Donations go towards the programs that they provide. The money can be given to the general fund, shelter, community health clinic or “clothing closet”.

**BOARD OF DIRECTORS:**

Wayne Mains, President  
Marc Annicchero, Secretary  
Cheryl Snyder, Treasurer  
Jim Holmes, Emeritus  
Ralph Laird, Vice Chair  
Lynda Dasaro  
Jay Ferrans  
Bert Hardcastle  
Steve Martinez  
Bonnie Marx  
Peter Nutting  
Michael Russo  
Kevin Smith  
Robert Tomasini



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## **THE MADONNA ROAD APARTMENTS SUMMARY AND RECOMMENDATIONS**

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Applicant: Vitus Development, LLC

Action: Initial Resolution

Amount: \$12,000,000 (Not to Exceed)

Purpose: Finance Affordable Multi-Family Rental Housing Facility  
Located in the City of San Luis Obispo, San Luis Obispo  
County, California

Activity: Affordable Housing

Meeting: January 13, 2012

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### **Background:**

Vitus is a developer of smart affordable housing and a catalyst for community revitalization. They work with public and private sector partners to develop quality projects that strengthen neighborhoods and provide housing that families and individuals can feel proud to call home.

With a team of experts and proven track record of success, they work with partners in the public and private sector to develop high-quality housing properties that are making a positive impact in communities nationwide. They believe in creating residences that empower people to connect, grow and thrive, while energizing the neighborhood as a whole. Over the past two decades, they have developed an unparalleled expertise for pragmatic problem solving to ensure that properties are developed that benefit their partners, communities and residents. Vitus both rehabilitates existing housing and creates innovative new developments from the ground up, employing the latest sustainable building methods whenever possible.

The Vitus team has developed more than 60 properties with more than 5,000 units in 13 states across the nation from Hawaii to Washington, and New York to Alaska. Their extensive experience and relationships within the housing and lending sector enable them to take oftentimes complicated financing models to create long-term community-driven solutions.

### The Project:

The Madonna Road Apartment project is an acquisition/ rehabilitation of an existing apartment complex. The proposed project will consist of 120 one, two, three and four-bedroom apartments with one dedicated unit to the on-site manager. The proposed project is open to families with incomes defined as extremely low income to very low income seniors in need of such housing. Of the 120 units, 12 units will be offered to seniors having at or less than 50% of AMI, 108 units will be offered to families having at or less than 60% of AMI. The project is coming out of an existing HUD 236 program. This project will keep the property affordable for another 55 years.

The project is located in San Luis Obispo which is close to transportation, shops & restaurants. The City of San Luis Obispo is in need of affordable housing. This project will help fulfill that need by providing housing to 120 families. Services at the complex will include a community room, fitness center, central laundry facility, professional on-site management, outdoor seating areas, and assigned parking, Health and fitness classes.

### The City of San Luis Obispo:

The City of San Luis Obispo is a member of the CMFA and will need to hold a TEFRA hearing. Upon closing, the City is expected to receive approximately \$6,250 as part of CMFA's sharing of Issuance Fees.

### Proposed Construction Financing:

#### Sources of Funds

Tax-Exempt Bond:	\$12,000,000
City of San Luis Obispo:	\$ 500,000
Deferred Developer Fee:	\$ 500,000
Equity:	<u>\$ 5,300,000</u>
Total Sources:	\$18,300,000

#### Uses of Funds:

Land Acquisition:	\$ 1,000,000
Building Acquisition:	\$ 9,500,000
Rehabilitation:	\$ 3,900,000
Architectural & Engineering:	\$ 100,000
Legal & Professional Fees:	\$ 150,000
Operating Reserves:	\$ 600,000
3 <sup>rd</sup> Party Reports:	\$ 60,000
Interest, Temp Relocation, Title & Recording:	\$ 410,000
Development Fees:	\$ 2,150,000
Cost of Issuance:	<u>\$ 430,000</u>
Total Uses:	\$18,300,000

### Terms of Transaction:



Amount:	\$12,000,000 (Not to Exceed)
Rate:	TBD
Maturity:	30 years
Collateral:	Deed of Trust on property.
Bond Purchasers:	Private Placement.
Estimated Closing:	June 2012

Public Benefit:

A total of 120 families will be able to enjoy high quality, independent, affordable housing in the City of San Luis Obispo. Services at the complex will include a community room, fitness center, central laundry facility, professional on-site management, outdoor seating areas, and assigned parking, Health and fitness classes. This project is coming out of an HUD 236 loan so the property will remain affordable for another 55 years.

Percent of Restricted Rental Units in the Project: 100%  
10% (12 Units) restricted to 50% or less of area median income households; and  
90% (108 Units) restricted to 60% or less of area median income households; and  
Unit Mix: One, two, three & four bedroom  
Term of Restriction: 55 years

Finance Team:

Lender:	TBD
Bond Counsel:	Orrick, Herrington, Sutcliffe
Issuer Counsel:	Squire, Sanders & Dempsey LLP
Lender Counsel:	TBD
Borrower Counsel:	VLP Law Group LLP

Recommendation:

It is recommended that the CMFA Board of Directors approve an Initial Resolution of \$12,000,000 for the Madonna Road Apartments affordable housing project located in the City of San Luis Obispo, San Luis Obispo County, California.

Note: This transaction is subject to review and final approval at the Final Resolution.



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## **KOVIO, INC. SUMMARY AND RECOMMENDATIONS**

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Applicant:	Kovio, Inc.
Action:	Initial Resolution
Amount:	\$3,000,000 (not to exceed)
Purpose:	Finance an Industrial Project for Kovio, Inc. Located In the City of San Jose, County of Santa Clara, CA.
Activity:	Manufacturing
Meeting:	January 13, 2012

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### Background:

Kovio was founded in 2001 as a spin-off from the Massachusetts Institute of Technology's Media Lab. The founders, including Kovio board member Joe Jacobson, were researching ways to manufacture flexible displays from printed technology. The Company has continued their research and has developed the means of chip-printing similar to the way an ink-jet printer can print a document on paper. Kovio is using this technology to print inexpensive identification chips and barcodes that can be used in almost every product sold today.

The market realizes the potential of Kovio's technology and its barcode and security sensor applications. In fact, many of the big-named Silicon Valley venture firms have backed Kovio's research and product development phase. Another early adopter is Google. Google has incorporated the reader function that will accept Kovio's barcodes into their phones and Google Places Placcards seen in many retailers and points of interest. The initial resolution will enable the borrower to capture critical component pieces of equipment that was ordered in mid-November 2011. Proceeds for the tax-exempt debt will be used to purchase needed production equipment to scale-up manufacturing and produce product to meet the demands of the growing market.

### The Project:

The proposed bond financing will help Kovio finance equipment in their San Jose, CA facility. With this financing the Kovio will be able to expand their production and manufacturing capacity needed to meet demand and to move from pilot line to commercial manufacturing.

### City of San Jose:

The City of San Jose is a member of the CMFA and a TEFRA hearing will need to be scheduled at a future date. The City of San Jose is expected to receive approximately \$1,875 as part of CMFA's sharing of Issuance Fees.

### Proposed Financing:

#### Sources of Funds:

Tax-Exempt Bond Proceeds:	\$ 3,000,000
Equity	<u>\$ 2,000,000</u>
Total Sources:	\$ 5,000,000

#### Uses of Funds:

New Machinery & Equipment:	\$ 3,000,000
Improvements, Enhancements, Installation	1,900,000
Costs of Issuance:	<u>\$ 100,000</u>
Total Uses:	\$ 5,000,000

### Terms of Transaction:

Amount:	\$3,000,000 (not to exceed)
Rate:	Fixed Rate
Collateral:	Equipment
Maturity:	To Be Determined
Bond Purchasers:	Private Placement
Estimated Closing:	August 2012

### Public Benefit:

This transaction will create approximately 10 new full-time jobs in addition to retaining their current 33 full-time employees. Furthermore, the City of San Jose will enjoy an increase and diversification of the local tax base through salaries, wages, sales taxes, property taxes, and other local revenues generated through various vendors and businesses supporting the Borrower.

Finance Team:

Lender :	TBD
Bank Counsel:	TBD
Bond Counsel:	Kutak Rock LLP
Issuer Counsel:	Squire, Sanders & Dempsey LLP
Borrower Counsel:	TBD

Recommendation:

It is recommended that the CMFA Board of Directors adopt an Initial Resolution in the amount of \$3,000,000 to finance a project for Kovio, Inc. located in the City of San Jose, County of Santa Clara, California.

Note: This transaction is subject to review and final approval at the Final Resolution.