**[MOHCD LETTERHEAD]**

**TEFRA Hearing Minutes**

**Project Name:** [Project Name from CDLAC Application]

**Project Address:** [All Applicable Addresses], San Francisco, CA [ZIP]

**Project Block/Lot:** [Block]/[Lot]

**Hearing Location:** City and County of San Francisco

Mayor’s Office of Housing and Community Development

1 South Van Ness Avenue, 5th Floor

San Francisco, CA 94103

**Hearing Date/Time:** [Date], 11:00 a.m. to 12:00 p.m.

The hearing was called to order at 11:00 a.m. by [MOHCD Staffer] of the San Francisco Mayor’s Office of Housing and Community Development (“MOHCD”). [Project Sponsor Staffer] of [Project Sponsor Name], the Project’s sponsor, was in attendance. [Other Attendees Names] [was/were] also in attendance.

1. **Explanation of the Purpose for the Hearing**

The Tax Equity and Financial Responsibility Act of 1982 (“TEFRA”) is a federal law requiring any issuer of tax-exempt securities to provide a reasonable opportunity for interested individuals to express their views, either orally or in writing, on the issuance of the securities and the nature of the improvements and projects for which the resulting proceeds will be allocated. Thus, as the issuer of the tax-exempt securities financing the subject project, the City and County of San Francisco held the TEFRA hearing to provide those interested in discussing the project the opportunity to comment and ask questions.

1. **Comments and Questions from Interested Parties**

[As no parties other than the MOHCD and sponsor staff mentioned above attended the hearing to discuss the Project, there were no comments or questions to document.]

[IF ATTENDEES HAVE COMMENTS OR QUESTIONS, DESCRIBE THE COMMENTS OR QUESTIONS, AS WELL AS ANY RESPONSES]

*The hearing was adjourned at* [*Exact Time*]*.*