File No. 120382

Committee Item No. 4
Board Item No. 15

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance Sub-Committee **Date:** May 2, 2012

Board of Supervisors Meeting **Date** 5/8/12

Cmte	Board	
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☒	☒	**Resolution**
☐	☐	**Ordinance**
☐	☐	**Legislative Digest**
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☐	☐	**Ethics Form 126**
☐	☐	**Introduction Form (for hearings)**
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☒	☒	**Grant Information Form**
☐	☐	**Grant Budget**
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☒	☒	**Application**

OTHER **(Use back side if additional space is needed)**

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Completed by: Victor Young **Date:** April 27, 2012
Completed by: Victor Young **Date:** _____

An asterisked item represents the cover sheet to a document that exceeds 25 pages. The complete document is in the file.

[Apply for, Accept, and Expend Grant - HOME Program - $3,985,888]

Resolution approving the FY2012-2013 HOME Investment Partnership (HOME) Program; and authorizing the Mayor, on behalf of the City and County of San Francisco to apply for, accept, and expend the City's FY2012-2013 HOME Program entitlement from the U.S. Department of Housing and Urban Development in the amount of $3,955,888, and to expend Program Income in the amount of $30,000.

WHEREAS, Under Title II of the National Affordable Housing Act of 1990, Public Law Number 101-625, the City and County of San Francisco is eligible to apply for and receive funds from the HOME Investment Partnership (HOME) Program; and

WHEREAS, The City and County of San Francisco anticipates receiving approximately $3,955,888 in 2012 HOME Program funds from HUD, and estimates $30,000 in Program Income from previous HOME grants; and

WHEREAS, The Mayor's Office of Housing (MOH) has prepared programs and a proposed Expenditure Schedule for an anticipated entitlement and program income totaling $3,985,888, a copy of which is located in Board File No. 120382 (the "Expenditure Schedule"); and

WHEREAS, The proposed grant does not require an Annual Salary Ordinance amendment; and

WHEREAS, The funding agency (HUD) does not allow use of grant on indirect costs; and

WHEREAS, The HOME Program will be used to provide funds for development, acquisition, and rehabilitation of low-income housing; and

WHEREAS, A portion of the administrative and direct costs of administering the HOME Program are to be paid from the FY2012-2013 HOME Program allocation; and

WHEREAS, The remainder of the administrative and direct costs of administering the HOME Program is an eligible Community Development Block Grant (CDBG) expense, and will be paid from CDBG funds through the FY2012-2013 CDBG Program; now, therefore, be it

RESOLVED, That the Mayor of the City and County of San Francisco is hereby authorized to apply for, accept, and expend the City's FY2012-2013 HOME Program entitlement grant from HUD and an estimated $30,000 in HOME Program Income, all in accordance with the purposes and goals for the funding as generally set forth in the 2010-14 Five Year Consolidated Plan and the Expenditure Schedule; and, be it

FURTHER RESOLVED, That the Board of Supervisors does hereby approve the purposes and goals for the FY2012-2013 HOME Program funding as set forth in the Expenditure Schedule, on file with the Clerk of the Board of Supervisors and incorporated herein by reference; and, be it

FURTHER RESOLVED, That the Board of Supervisors hereby waives inclusion of indirect costs in the grant budget; and, be it

FURTHER RESOLVED, That the Mayor is hereby authorized to enter into and execute agreements between the City and County of San Francisco and the various agencies consistent with the FY2012-2013 HOME Program and the Expenditure Schedule; and, be it

FURTHER RESOLVED, That the Mayor is hereby authorized to submit documentation and certifications as may be requested or required by HUD, and to take such additional actions as may be required to apply for, accept and expend the FY2012-2013 HOME funds consistent with this Resolution and the goals of the FY2012-2013 HOME Program and all applicable legal requirements; and, be it

FURTHER RESOLVED, That all actions heretofore taken by the officers of the City with respect to the application for, or the acceptance or expenditure of, FY2012-2013 HOME funds are hereby approved, confirmed and ratified.

Recommended:

Olson Lee, Director

Approved:

Edwin M. Lee, Mayor

For Ben Rosenfield, Controller

MAYOR'S OFFICE OF HOUSING
CITY AND COUNTY OF SAN FRANCISCO

RECEIVED
BOARD OF SUPERVISORS
SAN FRANCISCO
2012 APR 17 PM 4: 12
BY

EDWIN M. LEE
MAYOR

OLSON LEE
DIRECTOR

TO: Angela Calvillo, Clerk of the Board of Supervisors

FROM: Gigi Whitley, Chief Financial Officer

DATE: April 13, 2012

SUBJECT: Accept and Expend Resolution

GRANT TITLE: HOME Investment Partnership Program Grant

Attached please find the original and 4 copies of each of the following:

_x_ Proposed resolution, signed

_x_ Grant information forms

_x_ Grant Expenditure Schedules

_NA_ Grant Application

_NA_ Grant award letter from funding agency

_NA_ Grant Agreement

__ Other (Explain):

Departmental representative to receive a copy of the adopted Resolution:

Name: Benjamin McCloskey Phone: 701-5575
Interoffice Mail Address: 1 South Van Ness, 5th Floor
Certified copy required: No.

File Number: _____
(Provided by Clerk of Board of Supervisors)

Grant Information Form
(Effective January 2000)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

1. **Grant Title:** HOME Investment Partnership Program grant

2. **Department:** Mayor's Office of Housing

3. **Contact Person:** Gigi Whitley Telephone: 415-701-5562

4. **Grant Approval Status (check one):**

   [ ] Approved by funding agency [X] Not yet approved

5. **Amount of Grant Funding Approved or Applied for**: $3,955,888 plus an estimated $30,000 in program income

6a. **Matching Funds Required:** $1,500,00
b. **Source(s) of matching funds (if applicable):** Affordable Housing Funds

7a. **Grant Source Agency:** U.S. Department of Housing and Urban Development (HUD)
b. **Grant Pass-Through Agency (if applicable):**

8. **Proposed Grant Project Summary:** Proposed Expenditure Schedule is attached.

9. **Grant Project Schedule, as allowed in approval documents, or as proposed:**

   Start-Date: July 1, 2012 End-Date: June 30, 2017

10. **Number of new positions created and funded:** 0

11. **If new positions are created, explain the disposition of employees once the grant ends?** N/A

12a. **Amount budgeted for contractual services:** $15,000

b. **Will contractual services be put out to bid?** yes

c. **If so, will contract services help to further the goals of the department's MBE/WBE requirements?** yes

d. **Is this likely to be a one-time or ongoing request for contracting out?** One-time

13a. **Does the budget include indirect costs?** [ ] Yes [X] No

b1. **If yes, how much? $**
b2. **How was the amount calculated?**

c. If no, why are indirect costs not included?

[ ] Not allowed by granting agency [ ] To maximize use of grant funds on direct services

[X] Other (please explain): HUD allows up to 10% of the grant to be used for administrative expenses

14. Any other significant grant requirements or comments:

****Disability Access Checklist*****

15. This Grant is intended for activities at (check all that apply):

[ ] Existing Site(s) [ ] Existing Structure(s) [ ] Existing Program(s) or Service(s)
[ ] Rehabilitated Site(s) [ ] Rehabilitated Structure(s) [ ] New Program(s) or Service(s)
[ ] New Site(s) [ ] New Structure(s)

16. The Departmental ADA Coordinator and/or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local access laws and regulations and will allow the full inclusion of persons with disabilities, or will require unreasonable hardship exceptions, as described in the comments section:

Comments: As housing development projects are identified, ADA review is part of the selection and monitoring process.

Departmental or Mayor's Office of Disability Reviewer:_____
(Name)

Date Reviewed:_____

Department Approval: Olson Lee Director
(Name) (Title)

(Signature)

HOME Investment Partnership Program - Proposed Expenditure Schedule 2012-2013
Mayor's Office of Housing

2012-2013 HOME Grant Sources and Uses

HOME Investment Partnership Program Sources	
2012-13 HOME Entitlement	$3,955,888
Estimated HOME Program Income	$30,000
Total HOME Sources	**$3,985,888**
HOME Investment Partnership Program Uses	
Type of Projects	**Total Funds**
Housing Development	$3,590,299
MOH HOME Administrative Costs	$395,589
Total HOME Uses	**$3,985,888**