

File No. 150368

Committee Item No. 9
Board Item No. 8

COMMITTEE/BOARD OF SUPERVISORS
AGENDA PACKET CONTENTS LIST

Committee: Budget & Finance Sub-Committee Date April 29, 2015

Board of Supervisors Meeting Date May 5, 2015

Cmte Board

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| <input type="checkbox"/> | <input type="checkbox"/> | Motion |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Resolution |
| <input type="checkbox"/> | <input type="checkbox"/> | Ordinance |
| <input type="checkbox"/> | <input type="checkbox"/> | Legislative Digest |
| <input type="checkbox"/> | <input type="checkbox"/> | Budget and Legislative Analyst Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Youth Commission Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Introduction Form |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/> | <input type="checkbox"/> | MOU |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Grant Information Form |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Grant Budget |
| <input type="checkbox"/> | <input type="checkbox"/> | Subcontract Budget |
| <input type="checkbox"/> | <input type="checkbox"/> | Contract/Agreement. |
| <input type="checkbox"/> | <input type="checkbox"/> | Form 126 – Ethics Commission |
| <input type="checkbox"/> | <input type="checkbox"/> | Award Letter |
| <input type="checkbox"/> | <input type="checkbox"/> | Application |
| <input type="checkbox"/> | <input type="checkbox"/> | Public Correspondence |

OTHER (Use back side if additional space is needed)

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Completed by: Linda Wong Date April 24, 2015
Completed by: Linda Wong Date May 1, 2015

AMENDED IN COMMITTEE

4/29/15

FILE NO. 150368

RESOLUTION NO.

1 [Apply for, Accept, and Expend Grant - HOME Program - \$5,806,358 - FY2015-2016]

2
3 **Resolution approving the FY2015-2016 HOME Investment Partnership (HOME)**
4 **Program; and authorizing the Mayor, on behalf of the City and County of San**
5 **Francisco, to apply for, accept, and expend the City's FY2015-2016 HOME Program**
6 **entitlement from the U.S. Department of Housing and Urban Development in the**
7 **amount of \$3,931,015 and to expend program income in the amount of \$1,875,343 for a**
8 **combined total of \$5,806,358 for the term of July 1, 2015, through June 30, 2020.**
9

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

13 WHEREAS, The City and County of San Francisco anticipates receiving approximately
14 \$3,931,015 in 2015 HOME Program funds from HUD, and estimates \$1,875,343 in Program
15 Income from previous HOME grants; and,

16 WHEREAS, The Mayor's Office of Housing and Community Development (MOHCD)
17 has prepared programs and a proposed Expenditure Schedule for an anticipated entitlement
18 and program income totaling \$5,806,358, a copy of which is located in Board File No. 150368
19 (the "Expenditure Schedule"); and,

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

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

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

1 WHEREAS, A portion of the administrative and direct costs of administering the HOME
2 Program are to be paid from the FY2015-2016 HOME Program allocation; and,

3 WHEREAS, The remainder of the administrative and direct costs of administering the
4 HOME Program is an eligible Community Development Block Grant (CDBG) expense, and
5 will be paid from CDBG funds through the FY2015-2016 CDBG Program; now, therefore, be it

6 RESOLVED, That the Mayor of the City and County of San Francisco is hereby
7 authorized to apply for, accept, and expend the City's FY2015-2016 HOME Program
8 entitlement grant from HUD and an estimated \$1,875,343 in HOME Program Income, all in
9 accordance with the purposes and goals for the funding as generally set forth in the 2015-19
10 Five Year Consolidated Plan and the Expenditure Schedule; and, be it

11 FURTHER RESOLVED, That the Board of Supervisors does hereby approve the
12 purposes and goals for FY2015-2016 HOME Program funding as set forth in the Expenditure
13 Schedule; and, be it

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

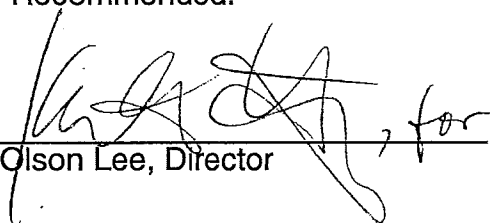
16 FURTHER RESOLVED, That the Mayor is hereby authorized to enter into and execute
17 agreements between the City and County of San Francisco and the various agencies
18 consistent with the FY2015-2016 HOME Program and the Expenditure Schedule; and, be it

19 FURTHER RESOLVED, That the Mayor is hereby authorized to submit documentation
20 and certifications as may be requested or required by HUD, and to take such additional
21 actions as may be required to apply for, accept and expend the FY2015-2016 HOME funds
22 consistent with this Resolution and the goals of the FY2015-2016 HOME Program and all
23 applicable legal requirements, and any such actions are solely intended to further the
24 purposes of this Resolution, and are subject in all respect to the terms of this Resolution, and
25

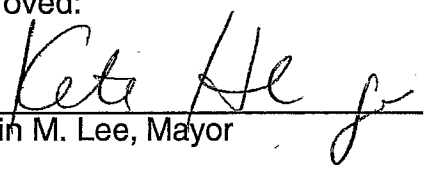
1 any such action cannot increase the risk to the City, or require the City to expend any
2 resources, and that the Mayor shall consult with the City Attorney prior to execution and
3 provided that within 30 days of the agreements approved by this Resolution being executed
4 by all parties, such final documents (showing marked changes, if any) shall be provided to the
5 Clerk of the Board, for inclusion in the official file, together with a brief explanation of any
6 actions from the date of the adoption of this Resolution and, be it

7 FURTHER RESOLVED, That all actions heretofore taken by the officers of the City
8 with respect to the application for, or the acceptance or expenditure of, FY2015-2016 HOME
9 funds, as consistent with the documents herein and this Resolution, are hereby approved,
10 confirmed and ratified.

11
12 Recommended:

13 
14 _____
15 Olson Lee, Director

16
17 Approved:

18 
19 _____
Edwin M. Lee, Mayor

20 
21 _____
Ben Rosenfield, Controller

Mayor's Office of Housing and Community Development
City and County of San Francisco



Edwin M. Lee
Mayor

Olson Lee
Director

TO: Angela Calvillo, Clerk of the Board of Supervisors

FROM: Benjamin McCloskey, Deputy Director Mayor's Office of Housing and Community Development

DATE: April 13, 2015

SUBJECT: Accept and Expend Resolution for HOME Investment Partnership Program Grant

GRANT TITLE: HOME Investment Partnership Program Grant

Attached please find the original and 2 copies of each of the following:

- Proposed resolution; original signed by Department, Mayor, Controller
- Grant information form
- Grant budget
- Ethics Form 126
- Grant application
- Grant award letter from funding agency
- Grant agreement
- Other (Explain): Environmental record review

Departmental representative to receive a copy of the adopted resolution:

Name: Benjamin McCloskey

Phone: 701-5575

Interoffice Mail Address: Benjamin.McCloskey@sfgov.org

Certified copy required Yes

No

(Note: certified copies have the seal of the City/County affixed and are occasionally required by funding agencies. In most cases ordinary copies without the seal are sufficient).

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

Grant Resolution Information Form
(Effective July 2011)

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
2. **Department:** Mayor's Office of Housing
3. **Contact Person:** Benjamin McCloskey Telephone: 415-701-5575
4. **Grant Approval Status (check one):**
 Approved by funding agency Not yet approved
5. **Amount of Grant Funding Approved or Applied for:** \$3,931,015 plus an estimated \$1,875,343 in program income
- 6a. **Matching Funds Required:** \$1,500,000
- b. **Source(s) of matching funds (if applicable):** Affordable Housing Funds
 1. **Grant Source Agency:** US Department of Housing and Urban Development
 2. **Grant Pass-Through Agency (if applicable):**
8. **Proposed Grant Project Summary:** Proposed Expenditure Schedule attached
9. **Grant Project Schedule, as allowed in approval documents, or as proposed:**
 Start-Date: July 1, 2015 End-Date: June 30, 2020
- 10a. **Amount budgeted for contractual services:** 0
- b. **Will contractual services be put out to bid?** N/A
- c. **If so, will contract services help to further the goals of the Department's Local Business Enterprise (LBE) requirements?** N/A
- d. **Is this likely to be a one-time or ongoing request for contracting out?** N/A
- 11a. **Does the budget include indirect costs?** Yes No
 - b1. **If yes, how much?** \$
 - b2. **How was the amount calculated?**
 - c1. **If no, why are indirect costs not included?**
 Not allowed by granting agency To maximize use of grant funds on direct services
 Other (please explain):
 - c2. **If no indirect costs are included, what would have been the indirect costs?** None.

12. Any other significant grant requirements or comments: Grant detail MOHM16, CFDA 14.239

****Disability Access Checklist***(Department must forward a copy of all completed Grant Information Forms to the Mayor's Office of Disability)**

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

- | | | |
|--|---|--|
| <input type="checkbox"/> Existing Site(s) | <input checked="" type="checkbox"/> Existing Structure(s) | <input type="checkbox"/> Existing Program(s) or Service(s) |
| <input type="checkbox"/> Rehabilitated Site(s) | <input type="checkbox"/> Rehabilitated Structure(s) | <input type="checkbox"/> New Program(s) or Service(s) |
| <input type="checkbox"/> New Site(s) | <input checked="" type="checkbox"/> New Structure(s) | |

14. The Departmental ADA Coordinator 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 disability rights laws and regulations and will allow the full inclusion of persons with disabilities. These requirements include, but are not limited to:

1. Having staff trained in how to provide reasonable modifications in policies, practices and procedures;
2. Having auxiliary aids and services available in a timely manner in order to ensure communication access;
3. Ensuring that any service areas and related facilities open to the public are architecturally accessible and have been inspected and approved by the DPW Access Compliance Officer or the Mayor's Office on Disability Compliance Officers.

If such access would be technically infeasible, this is described in the comments section below:

Comments:

Departmental ADA Coordinator or Mayor's Office of Disability Reviewer:


Eugene Flannery

(Name)

Environmental Compliance Manager

(Title)

Date Reviewed: 4-6-15


(Signature Required)

Department Head or Designee Approval of Grant Information Form:


Olson Lee

(Name)

Director

(Title)

Date Reviewed: 09/13/15


(Signature Required)

2015-2016 HOME Proposed Expenditure Schedule

The following is a list of proposed expenditures for the 2015-2016 HOME program. The list of recommended projects is organized by five-year objectives, priority needs and goals that are described in the 2015-2019 Consolidated Plan. While a recommended project may meet more than one goal, it is only listed under its primary goal.

Objective 1: Families and Individuals are Stably Housed

➤ Priority Need 1A: Develop and Maintain Affordable Housing

- Goal 1Ai. Increased supply of affordable housing

Agency Name	Project Description	2015-2016 Funding Recommendation
Mayor's Office of Housing and Community Development	Housing development pool - HOME (includes \$1,875,343 in HOME program income)	\$5,413,258
	Sub Total	\$5,413,258

General Administration

Agency Name	Project Description	2015-2016 Funding Recommendation
Mayor's Office of Housing and Community Development	General HOME administration	\$393,100
	Sub Total	\$393,100

TOTAL 2015-2016 HOME: \$5,806,358



U.S. Department of Housing and Urban
 Development
 451 Seventh Street, SW
 Washington, DC 20410
 www.hud.gov
 espanol.hud.gov

**Environmental Review for Activity/Project that is Exempt
 or Categorically Excluded Not Subject to Section 58.5
 Pursuant to 24 CFR Part 58.34(a) and 58.35(b)**

Project Information

Project Name: 2015 HOME Entitlement

Responsible Entity: City and County of San Francisco, Mayor's Office of Housing and Community Development

Grant Recipient (if different than Responsible Entity):

State/Local Identifier: 070384255

Preparer: Eugene T. Flannery, Environmental Compliance Manager

Certifying Officer Name and Title: Olson Lee, Director, Mayor's Office of Housing and Community Development

Consultant (if applicable):

Project Location: 1 South Van Ness Avenue, 5th Floor, San Francisco, CA

Description of the Proposed Project [24 CFR 58.32; 40 CFR 1508.25]:

PROGRAM AREA	ACTIVITIES
ADMINISTRATION –\$393,100	Salaries and Overhead, Department Telecom Information Systems for MOHCD & OEWD , Environmental Review – MOHCD, Controller for MOHCD, Planning Dept. for MOHCD, City Attorney for MOHCD, IT/Data Processing, Salaries and Overhead, Planning Dept. for MOHCD, IT/Data Processing – MOHCD.
CAPITAL PROJECTS - \$572,653.60	Fund non-construction costs for capital projects including architectural, design and engineering services. Site-specific environmental reviews will be completed prior to entering into Grant Agreements.

Level of Environmental Review Determination:

- Activity/Project is Exempt per 24 CFR 58.34
- (a)(1): Environmental and other studies, resource identification and the development of plans and strategies;
- (a)(3) Administrative and management activities;

(a)(8) Engineering or design costs;

Activity/Project is Categorically Excluded Not Subject To §58.5 per 24 CFR 58.35(b):

Funding Information

Grant Number	HUD Program	Funding Amount
MOHM15	HOME	\$965,753.60

Estimated Total HUD Funded Amount: \$965,753.60

This project anticipates the use of funds or assistance from another Federal agency in addition to HUD in the form of (if applicable):

Estimated Total Project Cost (HUD and non-HUD funds) [24 CFR 58.32(d)]: \$965,753.60

Compliance with 24 CFR §50.4 and §58.6 Laws and Authorities

Record below the compliance or conformance determinations for each statute, executive order, or regulation. Provide credible, traceable, and supportive source documentation for each authority. Where applicable, complete the necessary reviews or consultations and obtain or note applicable permits of approvals. Clearly note citations, dates/names/titles of contacts, and page references. Attach additional documentation as appropriate.

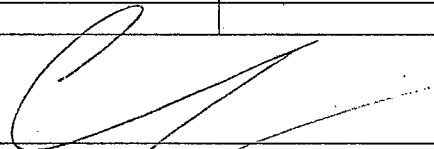
Compliance Factors: Statutes, Executive Orders, and Regulations listed at 24 CFR 50.4 and 58.6	Are formal compliance steps or mitigation required?	Compliance determinations
STATUTES, EXECUTIVE ORDERS, AND REGULATIONS LISTED AT 24 CFR §58.6		
Airport Runway Clear Zones and Accident Potential Zones 24 CFR Part 51 Subpart D	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	The project site is not within 15,000 feet of a military airport or 2,500 feet of a civilian airport. The City and County of San Francisco is more than 26,000 feet from the nearest airport. The project is in compliance with Airport Hazards requirements.
Coastal Barrier Resources Coastal Barrier Resources Act, as amended by the Coastal Barrier Improvement Act of 1990 [16 USC 3501]	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	San Francisco is located on the Pacific Coast of the continental United States which is not included in the definition of Coastal Barrier Resource Areas. 16 USC §3501(a)(1).
Flood Insurance Flood Disaster Protection Act of 1973 and National Flood Insurance Reform Act of 1994 [42 USC 4001-4128 and 42 USC 5154a]	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	FEMA has not completed a study to determine flood hazard for the selected location; therefore, a flood map has not been published at this time. However, the project is not within a flood plain as indicated by the preliminary Flood Insurance Rate Map prepared for the City and County of San Francisco on September 21, 2007. The project would not involve

		either direct or indirect support of development in a floodplain.
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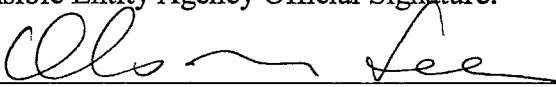
Mitigation Measures and Conditions [40 CFR 1505.2(c)]

Summarize below all mitigation measures adopted by the Responsible Entity to reduce, avoid, or eliminate adverse environmental impacts and to avoid non-compliance or non-conformance with the above-listed authorities and factors. These measures/conditions must be incorporated into project contracts, development agreements, and other relevant documents. The staff responsible for implementing and monitoring mitigation measures should be clearly identified in the mitigation plan.

Law, Authority, or Factor	Mitigation Measure

Preparer Signature:  Date: April 6, 2015

Name/Title/Organization: Eugene T. Flannery, Environmental Compliance Manager, MOHCD

Responsible Entity Agency Official Signature:  Date: April 6, 2015

Name/Title: Olson Lee, Director, MOHCD

This original, signed document and related supporting material must be retained on file by the Responsible Entity in an Environmental Review Record (ERR) for the activity/project (ref: 24 CFR Part 58.38) and in accordance with recordkeeping requirements for the HUD program(s).

OFFICE OF THE MAYOR
SAN FRANCISCO



RECEIVED
BOARD OF SUPERVISORS
SAN FRANCISCO

EDWIN M. LEE
MAYOR

2015 APR 14 PM 3: 29

BT

TO: Angela Calvillo, Clerk of the Board of Supervisors
FROM: *EW* Mayor Edwin M. Lee *EW*
RE: Apply For and Accept and Expend Grant – HOME Program – \$5,806,358
DATE: April 14, 2015

Attached for introduction to the Board of Supervisors is a resolution approving the FY2015-2016 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 FY2015-2016 HOME Program entitlement from the U.S. Department of Housing and Urban Development (HUD) in the amount of \$3,931,015, and to expend Program Income in the amount of \$1,875,343 for a combined total of \$5,806,358, for the term of July 1, 2015 through June 30, 2020.

I respectfully request that this item be calendared in Budget & Finance Sub-Committee on April 22nd, 2015.

Should you have any questions, please contact Nicole Elliott (415) 554-7940.

