

File No. 180055

Committee Item No. 9  
Board Item No. 8

### COMMITTEE/BOARD OF SUPERVISORS

#### AGENDA PACKET CONTENTS LIST

Committee: Budget & Finance Committee

Date January 25, 2018

Board of Supervisors Meeting

Date February 6, 2018

#### Cmte Board

- |                                     |                                     |  |
|-------------------------------------|-------------------------------------|--|
| <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 checked="" type="checkbox"/> | <input checked="" 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 January 19, 2018  
Completed by: Linda Wong Date January 29, 2018

1 [Accept and Expend Grant - California Department of Housing and Community  
2 Development - Budget Act of 2017 - Expansion of Navigation Centers - \$10,000,000]

3 **Resolution authorizing the Department of Homelessness and Supportive Housing**  
4 **to accept and expend a grant in the amount of \$10,000,000 from the California**  
5 **Department of Housing and Community Development for the expansion of**  
6 **Navigation Centers for people experiencing homelessness.**

7  
8 WHEREAS, According to the 2017 Homeless Point in Time Count there are  
9 approximately 7,499 people experiencing homelessness on any given night in San  
10 Francisco; and

11 WHEREAS, Approximately 4,300 of these people are living unsheltered in our  
12 community; and

13 WHEREAS, Despite this crisis San Francisco does not have the shelter,  
14 Navigation Center, and housing capacity to meet the need; and

15 WHEREAS, San Francisco only has approximately 1,200 year-round shelter  
16 beds available for adults; and

17 WHEREAS, San Francisco has only 357 Navigation Center beds available for  
18 adults; and

19 WHEREAS, City's shelters are full, and there are over 1,100 people on the  
20 waiting list; and

21 WHEREAS, San Francisco has also demonstrated that it is possible to shelter  
22 and house people experiencing homelessness with the most complex social and  
23 medical needs; and

24 WHEREAS, Through the creation of Navigation Centers, San Francisco is  
25 reforming the way emergency shelter is provided in a new low-threshold approach that

1 meets the needs of people moving directly out of encampments; and

2 WHEREAS, Through Navigation Centers over 1,800 highly vulnerable people  
3 have been brought in off the streets through Navigation Centers since they launched in  
4 2015; and

5 WHEREAS, The grant does not require an ASO amendment; and

6 WHEREAS, The Department proposes to maximize use of available grant funds  
7 on program expenditures by not including indirect costs in the grant budget; now,  
8 therefore, be it

9 RESOLVED, That the San Francisco Board of Supervisors hereby authorizes the  
10 Department of Homelessness and Supportive Housing, on behalf of the City and County  
11 San Francisco, serving as the primary grantee for Budget Act of 2017, to accept and  
12 expend the grant in the amount of \$10,000,000 from the Department of Housing and  
13 Community Development to expand Navigation Centers in San Francisco; and, be it

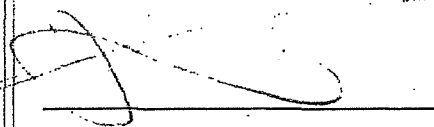
14 FURTHER RESOLVED, That the Board of Supervisors hereby waives inclusion  
15 of indirect costs in the grant budget; and, be it

16 FURTHER RESOLVED, That the Director of the Department of Homelessness  
17 and Supportive Housing, or designee, is authorized to furnish whatever additional  
18 information or assurances the Department of Housing and Community Development  
19 may request in connection with this funding, to execute any and all agreements or other  
20 documents, and to take any other steps necessary to accept and expend the grant  
21 funds.

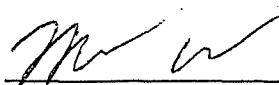
22 FURTHER RESOLVED, That the Department of Homelessness and Supportive  
23 Housing will use these funds for acquisition, construction, repairs, or operations of  
24 Navigation Centers or for service provision within Navigation Centers.

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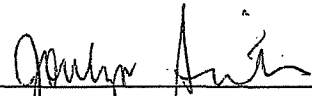
Recommended:



Department Head

Approved: 

for Mayor

Approved: 

for Controller

File Number: 180055  
(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: Budget Act of 2017 – Navigation Center Expansion
2. Department: Homelessness and Supportive Housing
3. Contact Person: Emily Cohen Telephone: 415-355-5208
4. Grant Approval Status (check one):  
 Approved by funding agency  Not yet approved
5. Amount of Grant Funding Approved or Applied for: \$10,000,000
6. a. Matching Funds Required: \$0  
b. Source(s) of matching funds (if applicable): NA
7. a. Grant Source Agency: State of California Department of Housing & Community Development  
b. Grant Pass-Through Agency (if applicable): NA
8. Proposed Grant Project Summary: This grant will be used for homeless navigation centers.
9. Grant Project Schedule, as allowed in approval documents, or as proposed:  
Start-Date: 10/30/17 End-Date: 10/30/22
10. a. Amount budgeted for contractual services: \$0 (budget will be work ordered to DPW)  
b. Will contractual services be put out to bid? NA  
c. If so, will contract services help to further the goals of the Department's Local Business Enterprise (LBE) requirements? NA  
d. Is this likely to be a one-time or ongoing request for contracting out? NA
11. a. Does the budget include indirect costs?  
 Yes  No  
b. 1. If yes, how much? NA  
b. 2. How was the amount calculated?  
c. 1. 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):  
c. 2. If no indirect costs are included, what would have been the indirect costs? \$100,000
12. Any other significant grant requirements or comments:  
None

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

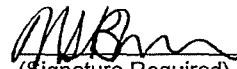
Comments:

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

Nicole Bohn  
(Name)

Director, Mayor's Office on Disability  
(Title)

Date Reviewed: 12/4/2017

  
(Signature Required)

Department Head or Designee Approval of Grant Information Form:

Jeff Kositsky  
(Name)

Director, Dept. of Homelessness + Supportive Housing  
(Title)

Date Reviewed: 12/21/17

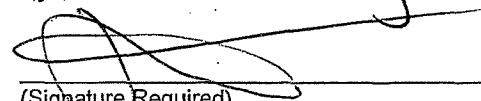
  
(Signature Required)

EXHIBIT A

**AUTHORITY, PURPOSE, AND SCOPE OF WORK**

1. **Authority**

Pursuant to appropriation item number 2240-105-0001 of the Budget Act of 2017 (the "Appropriation"), the Department of Housing and Community Development (the "Department") shall provide a direct distribution of the designated funding to the specified city, county, or city and county, or association, as enumerated in the Appropriation. (Exhibit B) This Agreement is entered into under the authority of, and in furtherance of the purposes of, the Appropriation.

2. **Purpose**

In accordance with the authority cited above, the Department shall distribute \$10,000,000 to the City and County of San Francisco for navigation centers, which provide flexible dormitory-style living facilities while case managers connect individuals experiencing homelessness to permanent housing.

3. **Scope of Work**

The City and County of San Francisco's Department of Homelessness and Supportive Housing shall enter into this contract on behalf of the City and County of San Francisco. Funding from the Appropriation shall be used for navigation center(s) in the City and County of San Francisco.

Approval of the acceptance and expenditure proposal for these funds will be subject to the normal appropriations process by the San Francisco Mayor and Board of Supervisors, and must take into account other costs associated with establishing and operating a navigation center such as construction, equipment, staffing and ongoing operational costs.

## DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

## DIVISION OF FINANCIAL ASSISTANCE

2020 W. El Camino Avenue, Suite 500, 95833

P. O. Box 952054

Sacramento, CA 94252-2054

(916) 263-2771 / (FAX) 263-2763

[www.hcd.ca.gov](http://www.hcd.ca.gov)

October 30, 2017

**MEMORANDUM FOR:**

Jeff Kositsky  
Director, Department of Homelessness and Supportive Housing  
City and County of San Francisco  
1360 Mission Street, Suite 200  
San Francisco, CA 94103

**FROM:**

Andrew Pecota, Budget Analyst  
Department of Housing & Community Development  
2020 W. El Camino Avenue, Suite 330  
Sacramento, CA 95833

**SUBJECT:** Verification of Disbursal of Funds Pursuant to 2017 Budget Act

Dear Ms. Angotti:

The Department of Housing and Community Development is pleased to announce the City of San Francisco has been awarded \$10,000,000 for homeless navigation centers, which provide flexible dormitory-style living facilities while case managers connect individuals experiencing homelessness to permanent housing. This award is pursuant to operation of the Budget Act of 2017. This letter, therefore, constitutes a commitment of grant funds in the amount of \$10,000,000.

For further information, please contact Andrew Pecota, Associate Budget Analyst, at [Andrew.pecota@hcd.ca.gov](mailto:Andrew.pecota@hcd.ca.gov) or (916) 263-1539.

Sincerely,

A handwritten signature in black ink, appearing to read "Andrew Pecota".

Andrew Pecota  
Associate Budget Analyst  
Department of Housing & Community Development  
2020 W. El Camino Avenue, Suite 330  
Sacramento, CA 95833





DEPARTMENT OF  
HOMELESSNESS AND  
SUPPORTIVE HOUSING

**Department of Homelessness Budget for the State of California - 2017 Budget Act  
Navigation Center Revenue**

<b>Source of Funds</b>	
State of California – 2017 Budget Act	\$10,000,000
<b>Use of Funds</b>	
06P Navigation Center Project Account for Navigation Center Purchase, Construction, Repairs, Improvements, and Operations	\$10,000,000



**TO:** Angela Calvillo, Clerk of the Board of Supervisors  
**FROM:** Jeff Kositsky, Director of the Department of Homelessness & Supportive Housing  
**DATE:** November 7, 2017  
**SUBJECT:** Accept Resolution for the Budget Act of 2017  
**GRANT TITLE:** Budget Act of 2017: Navigation Center Expansion

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Attached please find the original\* and 1 copy of each of the following:

Proposed grant resolution; original\* signed by Department, Mayor, Controller

Grant information form, including disability checklist

Grant budget

Grant application

Grant award letter from funding agency

Ethics Form 126 (if applicable)

Contracts, Leases/Agreements (if applicable)

Other (Explain):

**Special Timeline Requirements:**

None

**Departmental representative to receive a copy of the adopted resolution:**

Name: Emily Cohen

Phone: 415-355-5208

Interoffice Mail Address: 1360 Mission St. Suite 200 San Francisco CA 94103

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).

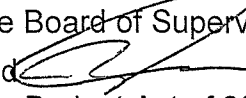


OFFICE OF THE MAYOR  
SAN FRANCISCO

BOARD OF SUPERVISORS  
SAN FRANCISCO

2018 JAN -9 PM 4:36

AK

TO: Angela Calvillo, Clerk of the Board of Supervisors  
FROM: *for* Acting Mayor London Breed   
RE: Accept and Expend Grant – Budget Act of 2017 - \$10,000,000, for the expansion of Navigation Centers for people experiencing homelessness  
DATE: January 9, 2018

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Attached for introduction to the Board of Supervisors is a resolution authorizing the Department of Homelessness and Supportive Housing to accept and expend a grant in the amount of \$10,000,000 from the California Department of Housing and Community Development for the expansion of Navigation Centers for people experiencing homelessness.

I respectfully request that this item be calendared in Budget & Finance Committee on January 25, 2018.

Should you have any questions, please contact Mawuli Tugbenyoh (415) 554-5168.

