

**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:** FY2012 CalHome Program
2. **Department:** Mayor's Office of Housing and Community Development
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:** \$1,500,000
- 6a. **Matching Funds Required:** \$0  
b. **Source(s) of matching funds (if applicable):** N/A
- 7a. **Grant Source Agency:** California Department of Housing and Community Development  
b. **Grant Pass-Through Agency (if applicable):** N/A
8. **Proposed Grant Project Summary:** The award will be used to implement and administer the Mayor's Office of Housing BMR DALP (Below Market Rate Downpayment Assistance Loan Program) and CalHome Property Rehabilitation Loan Program (PRLP). The BMR DALP program will provide down-payment and closing cost assistance to low-income first time homebuyers of Below Market Rate (BMR) units. The CalHome PRLP program will provide low-income homeowners a payment deferred, low interest loan to address deferred maintenance, code deficiencies, and accessibility modifications
9. **Grant Project Schedule, as allowed in approval documents, or as proposed:**  
Start-Date: tbd End-Date: tbd
- 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): The grantor allows grantees to charge a Delivery Fee for each loan made to cover the grantee's administrative costs.

**c2. If no indirect costs are included, what would have been the indirect costs?**

**12. Any other significant grant requirements or comments:**

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

Eugene Flannery  
(Name)

Environmental Compliance Manager  
(Title)

Date Reviewed: \_\_\_\_\_  
(Signature Required)

**Department Head or Designee Approval of Grant Information Form:**

Olson Lee  
(Name)

Director  
(Title)

Date Reviewed: \_\_\_\_\_  
(Signature Required)