

File No. 140344

Committee Item No. 2

Board Item No. \_\_\_\_\_

## COMMITTEE/BOARD OF SUPERVISORS

### AGENDA PACKET CONTENTS LIST

Committee: Land Use and Economic Development Date April 14, 2014

Board of Supervisors Meeting

Date \_\_\_\_\_

#### Cmte Board

- |                                     |                          |                                              |
|-------------------------------------|--------------------------|----------------------------------------------|
| <input type="checkbox"/>            | <input type="checkbox"/> | Motion                                       |
| <input checked="" type="checkbox"/> | <input 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 type="checkbox"/>            | <input type="checkbox"/> | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/>            | <input type="checkbox"/> | MOU                                          |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Grant Information Form                       |
| <input type="checkbox"/>            | <input 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)

<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____

Completed by: Andrea Ausberry Date April 10, 2014

Completed by: \_\_\_\_\_ Date \_\_\_\_\_

1 [Apply for Grant - California Department of Housing and Community Development - Local  
2 Housing Trust Fund Program - Up to \$2,000,000]

3 **Resolution authorizing the Mayor's Office of Housing and Community**  
4 **Development to submit an application to the California Department of Housing**  
5 **and Community Development for up to \$2,000,000 in Local Housing Trust Fund**  
6 **Program funds.**

7  
8 WHEREAS, The California Department of Housing and Community  
9 Development ("HCD") has issued a Notice of Funding Availability ("NOFA") for the  
10 Local Housing Trust Fund Program ("LHTFP"), as authorized under Chapter 892,  
11 Statutes of 2006 (AB 2638; Section 50843.5 of the Health and Safety Code) and  
12 amended by Chapter 769, Statutes of 2013 (AB 532). Pursuant to the authorizing  
13 statutes, HCD is empowered to provide grant funds to eligible city, county, and  
14 nonprofit applicants for the purpose of supporting new and repurposed Local Housing  
15 Trust Funds dedicated to the creation or preservation of affordable housing; and

16 WHEREAS, On November 6, 2012, the voters of the City and County of San  
17 Francisco approved by ballot an amendment to the Charter by adding Section 16.110  
18 in order to create the San Francisco Housing Trust Fund for the purpose of: 1) creating,  
19 acquiring and rehabilitating housing that is affordable for households earning up to  
20 120% of Area Median Income; and 2) promoting affordable home ownership programs;  
21 and

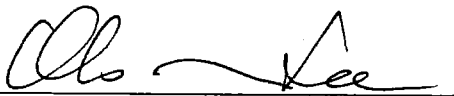
22 WHEREAS, HCD's LHTFP provides matching grant funds in an amount up to  
23 \$2,000,000 to eligible applicants that created a new, local housing trust fund on or after  
24 September 30, 2006, which would include the City and County of San Francisco; and  
25

1           WHEREAS, the terms of HCD's LHTFP require the following conditions, among  
2 others: 1) that the "Governing Board" of the applicant provide a resolution approving  
3 the application for funding; 2) that at least 30% of LHTFP be used to assist extremely  
4 low-income households; 3) that the applicant match the total value of the LHTFP grant;  
5 4) that the local housing trust fund continue operating for at least five years after HCD  
6 awards LHTFP funds; and 5) that so long as LHTFP funds are properly expended in  
7 accordance with HCD's regulations, the applicant may re-use any LHTFP funds which  
8 its awardees repay; and

9           WHEREAS, in consideration of the mutual goals of the San Francisco Housing  
10 Trust Fund and HCD's LHTFP, the Mayor's Office of Housing and Community  
11 Development ("MOHCD") now wishes to apply to HCD for LHTFP funds in the amount  
12 of \$2,000,000 in order to enhance and further the goals and purpose of the San  
13 Francisco Housing Trust Fund; now, therefore, be it

14           RESOLVED, that MOHCD is hereby authorized to apply for LHTFP funds from HCD in  
15 an amount up to \$2,000,000 for the purpose of the creating, acquiring, and/or rehabilitating  
16 affordable housing in San Francisco and promoting affordable homeownership programs.  
17

18 Recommended:

19   
20 \_\_\_\_\_

21 Olson Lee, Director  
22  
23  
24  
25

**MAYOR'S OFFICE OF HOUSING & 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:** Kate Hartley, Deputy Director  
**DATE:** April 8, 2014  
**SUBJECT:** Authorization to Apply for a Matching Grant  
**GRANT TITLE:** Department of Housing and Community Development Local Housing Trust Fund Program

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

- Proposed resolution, signed
- Grant information form, including disability checklist
- Grant Expenditure Schedules
- Ethics Form 126
- Grant Application
- Grant award letter from funding agency
- Grant Agreement
- Other (Explain):

Departmental representative to receive a copy of the adopted Resolution:

**Name:** Kate Hartley                      **Phone:** 701-5528  
**Interoffice Mail Address:** 1 South Van Ness, 5<sup>th</sup> Floor  
**Certified copy required:** No.

File Number: 140344  
(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:** Local Housing Trust Fund Program

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

3. **Contact Person:** Kate Hartley Telephone: 415-701-5528

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

Approved by funding agency  Not yet approved

5. **Amount of Grant Funding Approved or Applied for:** \$2,000,000

6a. **Matching Funds Required:** \$2,000,000

b. **Source(s) of matching funds (if applicable):** San Francisco Housing Trust Fund

7a. **Grant Source Agency:** California Department of Housing and Community Development ("HCD")

b. **Grant Pass-Through Agency (if applicable):** N/A

8. **Proposed Grant Project Summary:** Rehabilitation of Affordable Housing

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

Start-Date: TBD, depending on HCD Award/Allocation Schedule End-Date: Funds must be committed within 36 months of HCD's allocation

10a. **Amount budgeted for contractual services:** \$2,000,000

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 Local Business Enterprise (LBE) requirements?** Yes

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

11a. **Does the budget include indirect costs?**  Yes  No

b1. **If yes, how much?** N/A

b2. **How was the amount calculated?** N/A

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: San Francisco Housing Trust Fund must remain in place for 5 years. Funds awarded for affordable housing preservation must be disbursed to sub-awardees in the form of a loan. Funds repaid from sub-awardees to the City of San Francisco may be re-used for affordable housing creation and preservation.

**\*\*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 checked="" 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:

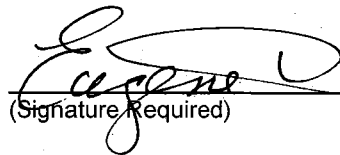
Comments:

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

Eugene Flannery  
(Name)

Environmental Compliance Manager  
(Title)

Date Reviewed: 4-8-14


  
(Signature Required)

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

Olson Lee  
(Name)

Director  
(Title)

Date Reviewed: \_\_\_\_\_

  
(Signature Required)

Member, Board of Supervisors  
District 8



Orig: LU Clerk  
COB, Leg. Dep  
RECEIVED  
BOARD OF SUPERVISORS  
City and County of San Francisco  
SAN FRANCISCO

2014 APR 10 AM 9:43

*JLB*

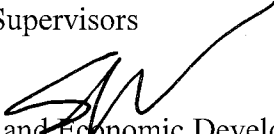
**SCOTT WIENER**

威善高

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DATE: April 10, 2014

TO: Angela Calvillo  
Clerk of the Board of Supervisors

FROM: Supervisor Wiener   
Chairperson Land Use and Economic Development Committee

RE: Land Use and Economic Development Committee  
COMMITTEE REPORT

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Pursuant to Board Rule 4.20, as Chair of the Land Use and Economic Development Committee, I have deemed the following matter is of an urgent nature and request it be considered by the full Board on April 15, 2014, as a Committee Report:

**140344      Apply for Grant - California Department of Housing and Community  
Development - Local Housing Trust Fund Program - Up to \$2,000,000**

Resolution authorizing the Mayor's Office of Housing and Community Development to submit an application to the California Department of Housing and Community Development for up to \$2,000,000 in Local Housing Trust Fund Program.

This matter will be heard in the Land Use and Economic Development Committee on April 14, 2014, at 1:30 p.m.