

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



**London N. Breed**  
Mayor

**Kate Hartley**  
Director

October 22, 2018

Christina DiFrancesco  
Department of Housing and Community Development  
Division of Financial Assistance - Program Design and Development Section  
2020 W. El Camino Avenue, Suite 500  
Sacramento, CA 95833

Re: San Francisco Designation Form Initial Review Checklist (October 1, 2018)

Ms. DiFrancesco,

With this correspondence, City of San Francisco staff wishes to acknowledge the following:

1. We have received the checklist of HCD comments emailed to us on October 2, 2018. We anticipate making updates to our Underwriting Guidelines, LOSP Manual, and Loan Documents to address these comments by February 15, 2019.
2. We will send these updates prior to issuing our first set of award letters under the program.
3. We will send HCD the anticipated timeline for awarding funds in the first round by end of February of 2019.
4. The San Francisco Board of Supervisors approved our application on 10/2/18 and that Resolution 336-1, executed 10/12/18, is attached for your records.

Please let us know if you have any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read "Mara Blitzer".

Mara Blitzer

Copy: Kerry Abbott, HSH; Kate Hartley, MOHCD