

File No. 101265

Committee Item No. 2

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

# COMMITTEE/BOARD OF SUPERVISORS

## AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance Committee

Date: December 1, 2010

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 Analyst Report                        |
| <input type="checkbox"/>            | <input type="checkbox"/> | Legislative Analyst Report                   |
| <input type="checkbox"/>            | <input type="checkbox"/> | Ethics Form 126 <i>N/A</i>                   |
| <input type="checkbox"/>            | <input type="checkbox"/> | Introduction Form (for hearings)             |
| <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 checked="" 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"/> | 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: Victor Young

Date: November 23, 2010

Completed by: Victor Young

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

An asterisked item represents the cover sheet to a document that exceeds 25 pages. The complete document is in the file.



1 [Accept and Expend Grant - CalHome - Not to Exceed \$1,500,000]

2  
3 **Resolution authorizing the Mayor of the City and County of San Francisco to accept**  
4 **and expend a grant from the California Department of Housing and Community**  
5 **Development in a total amount not to exceed \$1,500,000 to assist low-income first time**  
6 **homebuyers and low-income homeowners.**

7  
8 WHEREAS, The California Department of Housing and Community  
9 Development (HCD) has issued a Notice of Funding Availability (NOFA) for the  
10 CalHome program established by Chapter 84, Statutes of 2000 (SB 1656 Alarcon),  
11 and codified in Chapter 6 (commencing with Section 59650) of Part 2 of Division 31  
12 of the Health and Safety Code (the Statute). Pursuant to the Statute, HCD is  
13 authorized to approve funding allocations utilizing monies made available by the  
14 State legislature to the CalHome program, subject to the terms and conditions of the  
15 Statute and the CalHome Program Regulations adopted by HCD on August 15, 2003;  
16 and

17 WHEREAS, The City submitted an application (Board of Supervisors' Resolution  
18 272-10) to obtain from HCD an allocation of CalHome funds in the amount of  
19 \$1,500,000; and

20 WHEREAS, The City and County of San Francisco, a municipal corporation  
21 (City), has been awarded an allocation of \$1,500,000 through the CalHome Program;  
22 and

23 WHEREAS, There is no matching funds requirement for this grant; and

24 WHEREAS, HCD allows the City to retain a per-loan delivery fee to cover  
25

1 administrative costs, not to exceed 10% of the grant, but does not allow other indirect  
2 costs; and,

3 WHEREAS, No amendment is required to the 2010-2011 Fiscal Year Annual  
4 Salary Ordinance with the acceptance of this grant, now, therefore, be it

5 RESOLVED, That the Director of the Mayor's Office of Housing of the City is  
6 hereby authorized, on behalf of the Mayor, to accept and expend CalHome Program  
7 funds to assist first time, low-income homebuyers to purchase single family  
8 residences and to assist existing low-income homeowners to rehabilitate single family  
9 residences with up to four units by providing CalHome and other downpayment  
10 assistance loan funds and CalHome and other rehabilitation loan funds as a deferred  
11 loan to eligible applicants purchasing and rehabilitating a home in the City; and be it


12 FURTHER RESOLVED, That the City agrees to use the CalHome funds for  
13 eligible activities in the manner presented in the application as approved by HCD and  
14 in accordance with program regulations cited above; and, be it

15 FURTHER RESOLVED, That the City and County of San Francisco authorizes  
16 the Director of the Mayor's Office of Housing to execute in the name of the City the  
17 application, the Standard Agreement, and all other documents required by HCD for  
18 participation in the CalHome Program, and any amendments thereto.  
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RECOMMENDED:

Mayor's Office of Housing

  
\_\_\_\_\_  
Douglas Shoemaker, Director

APPROVED:

  
\_\_\_\_\_  
Gavin Newsom, Mayor

  
\_\_\_\_\_  
Ben Rosenfield, Controller

**File Number:** \_\_\_\_\_  
(Provided by Clerk of Board of Supervisors)

**Grant Information Form**  
(Effective January 2000)

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: CalHOME
2. Department: Mayor's Office of Housing
3. Contact Person: Myrna Melgar Telephone: (415)701-5531
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 (HCD)  
b. Grant Pass-Through Agency (if applicable): n/a
8. Proposed Grant Project Summary:  
Grant monies will be utilized to provide downpayment assistance loans to low income first time homebuyers purchasing BMR units and limited-equity coop units, as well as to provide rehabilitation loans to existing low income homeowners
9. Grant Project Schedule, as allowed in approval documents, or as proposed:  
Start-Date: December 1, st 2010 End-Date: December 31, 2012
10. Number of new positions created and funded: 0
11. If new positions are created, explain the disposition of employees once the grant ends? Positions will exist only as long as there is grant funding.
- 12a. Amount budgeted for contractual services: none  
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 MBE/WBE requirements? n/a  
d. Is this likely to be a one-time or ongoing request for contracting out?
- 13a. Does the budget include indirect costs?  Yes  No

b1. If yes, how much?      b2. How was the amount calculated?  
c. 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):

Indirect costs are not included in the overall grant, but they a fee per loan is allowed to cover the City's administrative costs. The fee is negotiated prior to signing the contract with the granting agency

14. Any other significant grant requirements or comments:

Quarterly and annual reports are to be submitted to the granting agency.

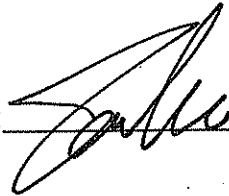
**\*\*Disability Access Checklist\*\***

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

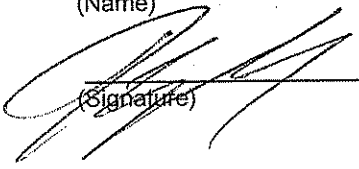
Existing Site(s)       Existing Structure(s)       Existing Program(s) or Service(s)  
 Rehabilitated Site(s)       Rehabilitated Structure(s)       New Program(s) or Service(s)  
 New Site(s)       New Structure(s)

16. The Departmental ADA Coordinator and/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 access laws and regulations and will allow the full inclusion of persons with disabilities, or will require unreasonable hardship exceptions, as described in the comments section:

Comments:

Departmental or Mayor's Office of Disability Reviewer:  Sarah Paul Scott  
(Name)      10.29.2010

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

Department Approval: Douglas Shoemaker, Director, MOM  
(Name)      (Title)  
  
(Signature)

**MAYOR'S OFFICE OF HOUSING  
CITY AND COUNTY OF SAN FRANCISCO**



**GAVIN NEWSOM  
MAYOR**

**DOUGLAS SHOEMAKER  
DIRECTOR**

**TO: Angela Calvillo, Clerk of the Board of Supervisors**  
**FROM: Douglas Shoemaker, Director, Mayor's Office of Housing**  
**DATE: November 2, 2010**  
**SUBJECT: Accept and Expend Resolution for CalHOME Grant**

**GRANT TITLE: CalHOME Grant**

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Attached please find the original and 4 copies of each of the following:

- Proposed resolution; original signed by Department, Mayor, Controller
- Grant information form
- Grant budget
- Grant application (summary)
- Grant award letter from funding agency
- Other (Explain):

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

Name: Myrna Melgar Phone: 701-5531

Interoffice Mail Address: myrna.melgar@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).



## CalHOME 2010 Grant Budget

Sources	
2010 Grant Amount	\$ 1,500,000.00
Uses	
Direct Grants	\$ 1,355,000.00
*Loan Delivery Fee	\$ 145,000.00
Total Uses	\$ 1,500,000.00
<i>*Grantor allows \$2,315 delivery fee per loan; Total not to exceed 10% of the grant.</i>	

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT  
DIVISION OF FINANCIAL ASSISTANCE**

1800 Third Street, Suite 390-3  
Sacramento, CA 95811  
(916) 327-3646  
FAX (916) 322-2904

**RECEIVED**

October 19, 2010

Douglas Shoemaker, Director  
City and County of San Francisco  
1 South Van Ness Avenue, 5<sup>th</sup> Floor  
San Francisco, CA 94103

Meyer's Office of Housing  
City & County of San Francisco

Dear Mr. Shoemaker: *Doug*

I am pleased to advise you that the Department of Housing and Community Development (Department) has reserved \$1,500,000 for the City and County of San Francisco's application for the 2010 CalHome Program General Loan funding. These funds will be used to provide mortgage assistance and owner-occupied rehabilitation loans to thirty-two low-income homebuyers/homeowners in the County of San Francisco.

The Department is committed to expanding housing opportunities for all Californians. The CalHome Program, funded by Proposition 1C, plays an important role in the efforts of the Governor and this Department to address California's housing and community revitalization needs. The Administration is committed to targeting valuable state resources to communities making progress in addressing their share of the regional housing need. We hope and expect these funds will contribute to your success in meeting your share of the regional housing production need.

Congratulations for having submitted a successful application. We applaud your commitment to provide CalHome loans to enable first-time homebuyers the opportunity to purchase a home and/or enable low-income persons to maintain their home within your community. We look forward to developing a partnership with you and assisting you in providing homeownership within your community.

Please contact Sharon Sarno, CalHome Program Manager at (916) 327-8255 with your questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Westlake". The signature is fluid and cursive.

Chris Westlake  
Deputy Director

**CalHome  
FACT SHEET  
City and County of San Francisco**

The California Department of Housing and Community Development (HCD) awarded \$1,500,000 to the City and County of San Francisco for its CalHome General Program Grant. The City and County of San Francisco will use these funds to assist a minimum of thirty-two households within its jurisdiction, located in San Francisco County.

On April 19, 2010 HCD issued a Notice of Funding Availability (NOFA) for the CalHome General Program, made available through the passage of Proposition 1C in 2006. These funds are awarded in the form of a grant to the Applicant, and used for first-time homebuyer and owner-occupied rehabilitation deferred payment loans. This grant enables the City and County of San Francisco to assist eligible low and very-low income households in the purchase of affordable housing or in the rehabilitation of their homes. Rehabilitation funds are used for the correction of health and safety deficiencies, correction of code violations, and for compliance with local ordinances.

The City and County of San Francisco will provide CalHome mortgage assistance or owner-occupied rehabilitation loans of up to \$60,000 per unit. Applicants must be low or very-low income households whose incomes may not exceed 80 percent of the county median income adjusted for family size. All assisted households are required to occupy the units purchased or rehabilitated as their principal residence for the term of the loan. When repaid, these funds will be reused by the City and County of San Francisco to assist additional households under the CalHome Program.

The maximum allowable sales price/value of each home assisted with a CalHome mortgage assistance or owner-occupied rehabilitation loan is established at 100% of the current median sales price/value of a single family home in San Francisco County.

Further information about this grant and the CalHome Program is available from Sharon Sarno, Program Manager, at HCD at 916 327-8255.

# CalHome Program

## Application for General Program Funding NOFA

### Mortgage Assistance and/or Owner-Occupied Rehabilitation

California Department of Housing and Community Development  
Financial Assistance Division  
P.O. Box 952054, Sacramento, CA 94252-2054  
Or  
1800 3<sup>rd</sup> Street, MS 390-2  
Sacramento, CA 95811  
916-327-3646

This application, if approved for funding, will be a part of your Standard Agreement with the Department of Housing and Community Development (HCD). In order to be considered for funding, all sections of this application, including attachments and exhibits, must be complete and accurate. **Application forms must not be modified.** No facsimiles, incomplete applications, or application revisions will be accepted prior to, or after the application deadline. Applications must meet all eligibility requirements upon submission. Applications containing material internal inconsistencies will not be rated and ranked. Use **Exhibit A, Attachment Checklist**, as an aid in completing the application. HCD must receive in its office a complete original application in a three ring binder **no later than 5:00 P.M. Friday, June 25, 2010.**

For purpose of this NOFA, this will be a Program NOFA which will include first-time homebuyer mortgage assistance activities and owner-occupied activities. A separate CalHome Project NOFA to support the development of new homeownership housing has been released separately.

**Please note:** applicants are eligible to apply for both a CalHome Program Grant and/or a CalHome Project Grant. However, a property may have only one CalHome lien on it.

#### SECTION I. APPLICATION SUMMARY:

- A. Name of Applicant: City and County of San Francisco, Mayor's Office of Housing, (MOH)
- B. Applicant Address: 1 South Van Ness Avenue, 5<sup>th</sup> Floor  
City: San Francisco Zip Code: 94103
- C. Chief Executive Name and Title: Douglas Shoemaker, Director
- D. Contact Person Name and Title: Myrna Melgar, Director of Homeownership Programs
- E. Phone Number: 415-701-5500 FAX: 415-701-5501 E-Mail: myrna.melgar@sfgov.org
- F. Proposed Activity:

You may apply for one or two program activities, the aggregate amount of both activities may not exceed the maximum application amount, and the amount for any one activity may not be less than the minimum activity amount, as specified in the NOFA. The maximum amount is \$1 Million for most jurisdictions or \$1.5 Million for High Population Areas. Only apply for the amount that you know you can use. Recipients who do not use at least 95% of their funds will be penalized in future funding rounds for not meeting performance goals. Localities shall only be eligible to apply for an award of CalHome funds for a local program within its jurisdictional boundaries. A nonprofit corporation may propose programs in a county or counties in which they have operated a housing program within the past 4 years, or in a county or counties for which the nonprofit corporation has an existing 523 technical assistance services agreement with the United States Department of Agriculture.

Activity: Submit Appropriate Attachment Number	No. of CalHome Assisted Units Proposed	County or Counties of Activity	Census Tracts if Proposing 100% Rural Activity*
1. FTHB Mortgage Assistance Program	19	San Francisco	N/A
2. Owner-Occupied Rehabilitation Program	13	San Francisco	N/A
<b>Total</b>			

\* If your activity is located entirely within a rural census tract or non-metro county as defined in the CalHome Program Regulations and you want to receive consideration for the rural set-aside, you must provide the census tract or tracts or list the non-metro county information in the table above. If the proposed area is rural, applicants must indicate census tract numbers in order to receive consideration under the rural set-aside. Programs in rural census tracts must document that their program is located in a rural area. Follow the steps outlined below to determine if your proposed program is located in a rural area, and to document this rural area status. Programs located in the following counties do not have to provide documentation of their rural status, and will be considered rural applicants:

Alpine, Amador, Calaveras, Colusa, Del Norte, Glenn, Humboldt, Inyo, Lake, Lassen, Mariposa, Mendocino, Modoc, Mono, Nevada, Plumas, Sierra, Siskiyou, Tehama, Trinity and Tuolumne.

If your site is not located within one of the listed counties, below are two alternate ways to qualify:

**Alternative 1: Rural Housing Services (RHS) Eligible Area** – With an established address, go to the USDA Rural Development website to qualify if the site is RHS-eligible: <http://www.rurdev.usda.gov/rhs/>.

Once on the website, look to the right hand side of this page and click on "Income and Property Eligibility". On the page that follows, under "Property Eligibility", click on your program type (single family) and follow the instructions so that you may enter your program address. If your program is RHS-eligible, you will be able to print a map indicating that the program is eligible. Submit this documentation with your application.

If your program is not listed as RHS eligible, or if you do not yet have a site address, go to Step 2.

**Alternative 2, Step 1: Small City Status** - Is your program located within or adjoining a city with a population of 40,000 or less that is not part of a Census-designated urbanized area?

Go to the State Department of Finance website to verify the city's population estimate:  
<http://www.dof.ca.gov/HTML/DEMOGRAP/ReportsPapers/Estimates/E1/E-1text.asp>.

If the city has a population of 40,000 or less, print the page of Table E-1 which indicates this, and go to Step 3. If the city is more than 40,000, STOP. Your program may not be located in a rural area. Proceed to Step 2 to confirm if your area is rural or not.

**Step 2: Census Map** - If the proposed program is located in an incorporated city of 40,000 or less, or in the unincorporated area adjoining that small city, the program may be considered rural if the program's census tract is not designated "as an urbanized area" or "part of an urbanized area."

a) Go to the Census Bureau's 2000 Census website at: <http://www.census.gov/main/www/cen2000.html>

b) Under "Access Data by Geography" select the "street address" link (regardless of whether the program has an established address).

c) On the subsequent screen, enter the program's address or that of another nearby property located within the same census tract (as close to the program as possible). Select "Go" and additional information will display at the bottom of the page.

d) Select "Census Tract" in the Geographies section of the enhanced screen and select "Map It."

e) Print the census tract map provided and your jurisdiction's population estimate from Table E-1, (see Step 1 above), and submit these two documents with the application. The map may show the census tract as "urban" according to the legend provided with the map. However, the census tract will only be considered urban if the map includes bold face type with a "UA" designation. If the map includes no such designation, or shows the census tract as urban but has a "UC" designation, the census tract is still considered rural.

If you tried all three of these alternatives and the end result shows that your program is not classified as rural, but you believe that it should be considered rural, or if you have other questions, problems, or concerns in determining rural designation pursuant to the above process, please contact Christina DiFrancesco at (916) 322-0918.

G. Proposed Grant Amount:

\*\$1,500,000

\* If the grant request is over \$1,000,000 (up to \$1,500,000), the city, county or nonprofit will need to provide the following: The name of the city or unincorporated areas of counties with a population of over 400,000. If a County operates their programs in the small cities within the county as well as the unincorporated areas, we will allow the aggregate population of the unincorporated areas plus these small cities to be combined for determining the maximum award amount only where we have letters/resolutions from the included small cities verifying the County's authority to operate with the cities. A list of cities and unincorporated areas of counties in California with population over 400,000 is included in this application labeled **Exhibit D**. Please provide the required documentation as **Attachment 3**.

H. Brief Description of Each Program Activity Applied for:

The Mayor's Office of Housing will utilize this Mortgage Assistance Program award to provide down-payment and closing cost assistance loans to the purchasers of Below Market Rate (BMR) units and for units in limited equity housing cooperatives. The Mortgage Assistance loans will be payment deferred, accrue 0% interest and will be due in 30 years. BMR units are priced as affordable to households earning 100% of the Area Median Income. Loans from this CalHome award will be made available to households earning at or below 80% of the HCD low income limits, thus filling a substantial affordability gap and making the dream of homeownership available to lower income households. The maximum loan amount will be \$36,000. This is especially important in the Latino, African American and parts of the Asian communities in San Francisco, where the average household income is lower than that of the median for the entire population. For borrowers purchasing a unit in a limited equity housing cooperative, the Mayor's Office of Housing will make a loan to the non-profit developer, who will in turn make a loan to the individual purchasing the share and occupying the unit. During fiscal year 2009-2010, over 100 new BMR units and about 20 resale units will be made available to first time homebuyers.

The owner-occupied rehabilitation loans will be payment deferred, 3% interest and due in 30 years or upon sale of the property, transfer of title, or non-occupancy, whichever comes first. Loans from this CalHome award will be made available to households earning 80% of AMI or below, thus providing affordable financing to household who would otherwise not be able to afford property rehabilitation healthy homes retrofits. The maximum loan amount will be \$60,000 and will not exceed a 105% post-work loan to value (LTV). This type of financing is especially important to low-income homeowners whose properties are dilapidated and faced with health and safety issues and sanctions from local building inspection and health departments. The CalHome loan will address minor to intermediate rehabilitation work and will most likely be coupled with existing programs to address a more holistic rehabilitation, including healthy home and energy efficiency retrofits.

## SECTION II. LEGISLATIVE REPRESENTATIVES:

A form is included in this application labeled **Exhibit B**. Please complete the information on this form and attach as **Attachment 5**.

### SECTION III. GOVERNING BOARD RESOLUTION:

Attach the resolution, duly executed by the governing board of the local public agency or nonprofit corporation, granting authority to make an application to HCD for a funding commitment from the CalHome Program. Label as **Attachment 6** Governing Board Resolution. Please review the sample resolution which is included in this application package as **Exhibit C**. Be sure that the resolution authorizes a signatory for submittal of this application and the resolution is an action of the governing body of the applicant. If someone signs the application other than the person authorized in the resolution, submit evidence that shows that the person signing has the authorization to sign. Such evidence could be in the form of an ordinance or code, or an opinion from the applicant's legal counsel. Include such authorization with **Attachment 6**.

### SECTION IV. APPLICANT INFORMATION:

A. The applicant is a (check one):  City  County  City and County  Nonprofit Corporation

1. If a Nonprofit Corporation, Submit copies of:

IRS approval of 501(c) (3) status: as **Attachment 7a**

Secretary of State Letter of Good Standing: as **Attachment 7b**

Articles of Incorporation: as **Attachment 7c**

Bylaws: as **Attachment 7d**

List of names of Board of Directors as **Attachment 7e**

Financial Statements (for the last 2 fiscal years, one of which must be must be audited): as **Attachment 7f**

### SECTION V. ACTIVITY ATTACHMENT:

Applicants must complete at least one attachment:

Attachment 1, First-Time Homebuyer Mortgage Assistance, or  
Attachment 2, Owner-Occupied Rehabilitation Program

These attachments are part of this application. At least one must be completed and must be included or the application will not be complete and will be ineligible for funding consideration.

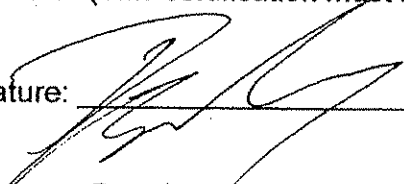
**SECTION VI. APPLICANT CERTIFICATION AND COMMITMENT OF RESPONSIBILITY:**

As the official designated by the governing body, I hereby certify that if approved by HCD for a CalHome Program funding allocation, the City and County of San Francisco, Mayor's Office (Applicant name) assumes the responsibilities specified in the CalHome Program Regulations and certifies that:

- A. It possesses the legal authority to apply for the allocation and to execute their proposed program or project;
- B. Before committing funds to a homebuyer/homeowner, it will evaluate the funding eligibility in accordance with CalHome Program Regulations and will not invest any more CalHome funds in combination with other governmental assistance than is necessary to provide affordable housing;
- C. The Applicant **does not** have any unresolved audit findings for prior HCD or federally-funded housing or community development projects or programs.
- D. There are **no** pending lawsuits that would impact the implementation of this program or project.
- E. It will comply with all statutes and regulations governing the CalHome Program.
- F. The information, statements, and attachments contained in this application are, to the best of my knowledge and belief, true and correct.
- G. It has the ability to perform the duties for the activity(s) applied for in accordance with Section 7718 of the CalHome Program Regulations.

I authorize the Department of Housing and Community Development to contact any agency, whether or not named in this application, which may assist in determining the capability of the Applicant. All information contained in this application is acknowledged to be public information. (This certification must be signed by the person authorized in the Resolution)

\*Signature: \_\_\_\_\_



Title Director, Mayor's Office of Housing

Type Name: Douglas Shoemaker

Date: 6/21/16

\*Must be signed by authorized signatory per the resolution.



## EXHIBIT A

### Attachment Checklist

Please tab each attachment required by the application and place the attachments behind the completed application in a three ring binder according to the corresponding number listed below.

Check if Included	Att. No.	Attachment Title
✓	1	Program: First-time Homebuyer Mortgage Assistance Program
✓	2	Program: Owner-Occupied Rehabilitation Program
✓	3	Documentation regarding population over 400,000 for requesting funds over \$1,000,000 (up to \$1,500,000)
✓	4	Additional Documentation
✓	5	Legislative List
✓	6	Copy of Resolution authorizing this application. As a time-saver, the Resolution may also authorize execution of the contract and other documents needed to process a loan
✓	Bonus-A	Green Build Self Certification
N/A	Bonus-B	Universal Design Standards
N/A		<b>Nonprofit corporations must provide the following information:</b>
N/A	7a	IRS approval of 501(c)(3) status
N/A	7b	Copy of current certification of 501(c)(3) status with Secretary of State that is less than one year old
N/A	7c	Copy of Articles of Incorporation
N/A	7d	Copy of Bylaws
N/A	7e	List of officers and Board of governing body of Applicant
N/A	7f	Financial Statements (one of the last 2 years must be audited)

**Exhibit B**

**LEGISLATIVE REPRESENTATIVES**

Indicate all Legislators who represent any portion of the proposed service area. If you have vacancies in your legislative seats, please list your district number and district address.

**A. Members of the State Assembly:**

District number: 12  
Name: Fiona Ma  
District Address: 455 Golden Gate Ave., STE 14600  
City: San Francisco  
Zip Code: 94102

District number: 13  
Name: Tom Ammiano  
District Address: 455 Golden Gate Ave., STE 14300  
City: San Francisco  
Zip Code: 94102

**B. Members of the State Senate:**

District number: 8  
Name: Leland Y. Yee  
District Address: 455 Golden Gate Ave., STE 14200  
City: San Francisco  
Zip Code: 94102

District number: 3  
Name: Mark Leno  
District Address: 455 Golden Gate Ave., STE 14800  
City: San Francisco  
Zip Code: 94102

**C. Members of the U.S. House of Representatives:**

District number: 8  
Name: Nancy Pelosi  
District Address: 450 Golden Gate Ave., 14<sup>th</sup> Floor  
City: San Francisco  
Zip Code: 94102

District number: 12  
Name: Jackie Speiers  
District Address: 400 S. El Camino Real, STE 410  
City: San Mateo  
Zip Code: 94402

Exhibit C

FILE NO. 100766

RESOLUTION NO. 272-10

1 [Authorizing Submittal of an Application for Funding Under the CalHome Program]

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**Resolution authorizing the Mayor's Office of Housing to submit an application for funding to the California State Department of Housing and Community Development under the CalHome Program; the execution of a standard agreement if selected for such funding and any amendments thereto; and any related documents necessary to participate in the CalHome Program.**

WHEREAS, The City and County of San Francisco, (the "City") a municipal corporation, (hereinafter "City") wishes to apply for and receive an allocation of funds through the CalHome Program; and

WHEREAS, The California Department of Housing and Community Development (hereinafter "HCD") has issued a Notice of Funding Availability ("NOFA") for the CalHome program established by Chapter 84, Statutes of 2000 (SB 1656 Alarcon), and codified in Chapter 6 (commencing with Section 59650) of Part 2 of Division 31 of the Health and Safety Code (the "Statute"). Pursuant to the Statute, HCD is authorized to approve funding allocations utilizing monies made available by the State Legislature to the CalHome program, subject to the terms and conditions of the Statute and the CalHome Program Regulations adopted by HCD on August 26, 2003; and

WHEREAS, The City wishes to submit an application to obtain from HCD an allocation of CalHome funds in the amount of \$1,500,000.00; now, therefore, be it

1           RESOLVED, That the Mayor's Office of Housing of the City is hereby authorized  
2 to submit to HCD an application to participate in the CalHome Program in response to  
3 the NOFA issued on April 19, 2010 which will request a funding allocation to assist first  
4 time homebuyers to purchase a single family one unit residence and assist existing  
5 homeowners to rehabilitate single family residences with up to four units by providing  
6 CalHome and other down payment assistance loan funds, and by providing CalHome  
7 and other funding to limited equity housing cooperatives to assist first time homebuyers  
8 purchasing units in those cooperatives, and by providing CalHome and other  
9 rehabilitation loan funds as a deferred loan to eligible applicants rehabilitating a home  
10 in the City; and, be it

11           FURTHER RESOLVED, That if the application for funding is approved, the City  
12 agrees to use the CalHome funds for eligible activities in the manner presented in the  
13 application as approved by HCD and in accordance with program regulations cited  
14 above. It also may execute any and all other instruments necessary or required by  
15 HCD for participation in the CalHome Program; and, be it

16           FURTHER RESOLVED, That the City and County of San Francisco authorizes  
17 Douglas Shoemaker, Director of the Mayor's Office of Housing to execute in the name  
18 of the City the application, the Standard Agreement, and all other documents required  
19 by HCD for participation in the CalHome Program, and any amendments thereto.  
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City and County of San Francisco  
**Tails**  
**Resolution**

City Hall  
1 Dr. Carlton B. Goodlett Place  
San Francisco, CA 94102-4689

**File Number:** 100766

**Date Passed:** June 15, 2010

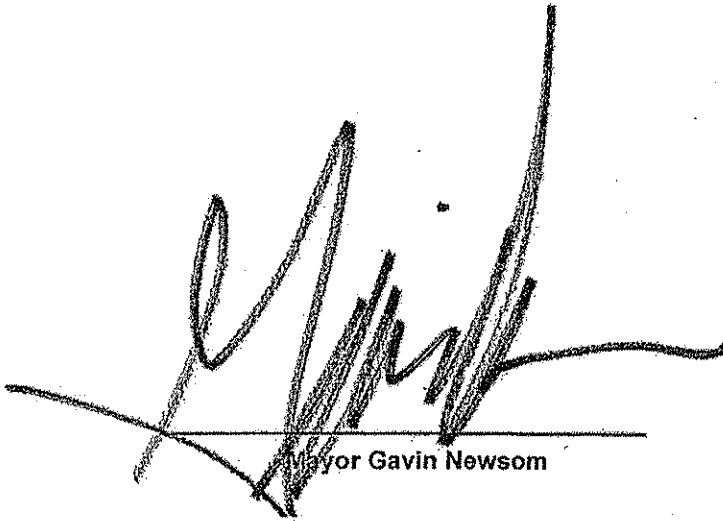
Resolution authorizing the Mayor's Office of Housing to submit an application for funding to the California State Department of Housing and Community Development under the CalHome Program; the execution of a standard agreement if selected for such funding and any amendments thereto; and any related documents necessary to participate in the CalHome Program.

June 15, 2010 Board of Supervisors - ADOPTED

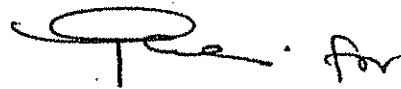
Ayes: 11 - Alloto-Pier, Avalos, Campos, Chiu, Chu, Daly, Dufty, Elsbernd, Mar, Maxwell and Mirkarimi

File No. 100766

I hereby certify that the foregoing Resolution was ADOPTED on 6/15/2010 by the Board of Supervisors of the City and County of San Francisco.



\_\_\_\_\_  
Mayor Gavin Newsom



\_\_\_\_\_  
Angela Calvillo  
Clerk of the Board

06-24-10

\_\_\_\_\_  
Date Approved

## EXHIBIT D

### Cities and unincorporated areas of counties in California with population over 400,000.

- City of Los Angeles 3,864,400
- City of San Diego 1,275,100
- Unincorporated Los Angeles County 1,048,600
- City of San Jose 925,000
- City and County of San Francisco 791,600
- Unincorporated Sacramento County 616,700
- City of Long Beach 481,000
- Unincorporated Riverside County 465,800
- Unincorporated San Diego County 458,500
- City of Fresno 448,500
- City of Sacramento 433,400
- City of Oakland 412,200

In our current NOFA, these jurisdictions will be able to apply for an aggregate maximum award of \$1,500,000.

Regarding the situation where the County operates their programs in the small cities within the county as well as the unincorporated areas, we would allow the aggregate population of the unincorporated areas plus these small cities to be combined for determining the maximum award amount only where we have letters/resolutions from the included small cities verifying the County's authority to operate within the cities.

**ATTACHMENT 1**

**FIRST TIME HOMEBUYER  
MORTGAGE ASSISTANCE**

# CalHome Program Application

## Attachment 1

### First-Time Homebuyer Mortgage Assistance Program

This Application form is for homebuyer mortgage assistance to first-time homebuyers of new or existing homes, or for purchase of existing homes to be rehabilitated by the homebuyer. An applicant may only apply for funds under this attachment when it will be providing the services required in Section 7729 of the program regulations.

#### SECTION I. APPLICANT INFORMATION

Name: City and County of San Francisco, Mayor's Office of Housing

#### SECTION II. FIRST-TIME HOMEBUYER PROGRAM EXPERIENCE

A. Provide the following information for each year of first-time homebuyer program operation for 12 consecutive months, by calendar year. Applicant organizations should only list those homebuyer units for which they provided the mortgage assistance services.

YEAR	PERMANENT FINANCING FUNDING SOURCE(S)					NO. OF PURCHASE ESCROWS UNDERWRITTEN AND CLOSED	AVERAGE AMOUNT OF ASSISTANCE PROVIDED PER BUYER				
	DALP	CITY 2 <sup>ND</sup> LOAN	BMR-DALP Cal-Home	MORTGAGE ASSISTANCE	ECHPP		DALP	CITY 2 <sup>ND</sup> LOAN	CalHome BMR-DALP	MORTGAGE ASSISTANCE	ECHPP
2009	70	2	34			104	\$102,210	RFR	\$34,727		
2008	39	6	21			66	\$110,207	\$43,000	\$32,520		
2007	19	15				34	\$106,236	\$127,500			
2006	43	5				48	\$ 51,295	\$ 80,079			
2005	36	11		0	1	47	\$ 55,297	\$ 77,868		\$ -	7,500
2004	0	16		1	1	18	\$ -	\$ 85,016		\$15,000	\$7,500
2003	0	22		1	1	24	\$ -	\$ 81,379		\$15,000	\$7,500
2002	50	21		0	0	71	\$ 71,329	\$ 82,517		\$ -	\$ -
2001	53	10		0	1	64	\$ 75,859	\$ 73,754		\$ -	7,500
2000	68	9				77	\$67,129	\$35,309			

\* Right of First Refusal

B. For years 2006 through 2009, provide a narrative of applicant's history and experience with the proposed activity, including evidence of program operation for each year listed: e.g., board resolution authorizing the program; award letters; program financial pages from annual audit, annual reports or other evidence that will demonstrate program operation. **(Attach as Exhibit 1-1)**



**SECTION III. LOAN UNDERWRITING EXPERIENCE**

- A. For the years 2006 through 2009, the total number of homebuyer loans applicant has underwritten and closed, which included preparation of loan documents and escrow instructions. # 204

**SECTION IV. LOAN SERVICING EXPERIENCE**

- A. For the years 2006 through 2009, the total number of homebuyer loans closed for which the applicant was the named beneficiary on the loan documents. # 204
- B. As of the CalHome NOFA issuance date, the total number of homeowner loans in the applicant's portfolio. # 553
- C. Number of loans identified in B. above that are being directly serviced by the applicant. # 553
- D. Number of loans identified in B. above that are being serviced by a third party. # N/A
- E. As of the CalHome NOFA issuance date, the total number of homebuyer loans the applicant is servicing for another entity. # N/A
- F. If there are zero loans identified in C, D **and** E, submit a narrative identifying how loans will be serviced, how the servicing activities will be funded or provided and the procedures for implementing loan servicing operations. **In addition** to the narrative, attach either: 1) a budget that provides an identified source of financing, for a period of at least 5 years, for contracting loan servicing with a third party who is in the business of loan servicing; 2) a commitment letter from a third party, who is in the business of loan servicing, willing to provide loan servicing at no cost to the applicant; or 3) the résumé of a current employee(s) of the applicant that describes the employee(s)'s experience in homeowner loan servicing. **(Attach as Exhibit 1-2)**

**SECTION V. PROGRAM TARGETING**

- A. Number of homebuyers to be assisted with this application for CalHome funds # 19
- B. Program will be operated **entirely within a federally defined Qualified Census Tract(s) located in Appendix B in the training manual** (ONLY MARK YES IF ALL HOMES TO BE ASSISTED WITH CALHOME FUNDS SHALL BE LOCATED IN THE AREA(S) IDENTIFIED HERE):

Yes \_\_\_\_\_ No ✓

Federally defined Qualified Census tract(s) No. \_\_\_\_\_

- C. Program will be operated **entirely within a designated redevelopment area under the jurisdiction of a local Redevelopment Agency** (ONLY MARK YES IF ALL HOMES TO BE ASSISTED WITH CALHOME FUNDS SHALL BE LOCATED IN THE AREA(S) IDENTIFIED HERE):

Yes \_\_\_\_\_ No ✓

Attach a redevelopment area map and indicate program location on the map. **(Attach as Exhibit 1-3)**

D. Nonprofit corporations must list the county or counties in which the program will be operated.  
 county/counties N/A

E. Provide the data source used to project median sales price:  
HUD

**SECTION VI. FINANCING AND AFFORDABILITY**

A. Proposed Permanent Financing (other than CalHome) (check all that apply):

- Conventional       FHA               CalHFA       USDA-Rural Development  
 Federal HOME       Redevelopment Agency       Other

Describe the financing structure, first mortgage and any subordinate financing in addition to CalHome that will finance the purchase of the properties.

Source of Financing	Proposed Lien Position
Conventional loan provided by participating lenders	1 <sup>st</sup>
BMR Lien	2 <sup>nd</sup>
CalHome Program	3 <sup>rd</sup>

B. Projected Average Housing Cost and Affordability:

1. Expected Average Sales Price, Less Homebuyer Equity:              \$ 250,000
2. Less Average CalHome Mortgage Assistance to be given:              \$ 36,000
3. Less Average Other Mortgage Assistance to be received, if any:      \$ N/A
4. Average First Mortgage:    \$ 200,000
5. Estimated Monthly Payment on First Mortgage (PITI):                      \$ 1,290
6. Annual Income Needed to Support above Payment                              \$ 72,400\*  
 (Based on the homebuyer paying 30% of gross annual income for PITI)

**SECTION VII. CONTRIBUTED LABOR PROGRAMS – Self-Help, Volunteer Labor and Youth Construction Training Labor.**

**Important Note:** Only complete this section, if the applicant meets the two-year minimum experience requirement for operation of a program, a minimum of 500 hours of onsite contributed construction labor per assisted unit must be provided, and that financed purchase of homes involving this type of construction or developed homes involving this type of construction and the entire program will be restricted to units involving this type of construction.

A. Check if project involves any of the following types of contributed onsite construction labor:

1. Self-Help labor:    Yes \_\_\_\_\_              No \_\_\_\_\_

No. of hours of guaranteed self-help onsite construction labor per unit: \_\_\_\_\_ hrs.

2. Volunteer labor: Yes \_\_\_\_\_ No \_\_\_\_\_  
No. of hours of guaranteed volunteer onsite construction labor per unit: \_\_\_\_\_ hrs

3. A youth construction skills training program: Yes \_\_\_\_\_ No \_\_\_\_\_  
Name of program: \_\_\_\_\_  
No. of hours of guaranteed youth construction training onsite construction labor per unit,  
provided by participants age 16 to 24 years old only: \_\_\_\_\_ hrs

4. If the answer to A. 1, 2 or 3 above is **yes**, indicate the minimum number of onsite construction labor hours per unit to be provided by the homebuyer: \_\_\_ hrs

- B. Describe the criteria for participation in your contributed labor program. **(Attach as Exhibit 1-4)**
- C. Attach a copy of the agreement form used for the contributed labor program. **(Attach as Exhibit 1-4a)**
- D. Provide description of activities performed by contributed labor participants. **(Attach as Exhibit 1-4b)**
- E. Provide description of activities normally contracted out. **(Attach as Exhibit 1-4c)**
- F. What percentage of total onsite construction labor per unit will be performed by contributed labor:  
\_\_\_\_\_ %

Please provide evidence of previous administration of the type of contributed labor program proposed in this application. This could include, but not be limited to, the nonprofit corporation charter or a copy of the board resolution authorizing the program supported by documentation of completed projects; or copies of contracts with contributed labor participants. **(Attach as Exhibit 1-4d)**

### SECTION VIII . HOMEBUYER EDUCATION

A. Does the applicant currently provide homebuyer education classes?  
Yes \_\_\_\_\_ No  \_\_\_\_\_

The City of San Francisco funds several non-profit homeownership counseling agencies that provide homebuyer education for free to the public.

If not, describe arrangements for providing homebuyer education in Attachment 4 - Additional Documentation.

**SECTION IX. BONUS POINTS FOR NEW POLICY OBJECTIVES  
MORTGAGE ASSISTANCE ACTIVITIES ONLY**

**A. Targeting energy efficient homeownership:** Bonus points will be given in the scoring of this application for applicants that use their mortgage assistance loans exclusively for transactions where the units purchased are energy efficient. The Department is encouraging the use of Green Building features. Applicants will self certify their activity on Form 3A and confirm that items 2, 3, 4, 5, 6, 7, 10, 11, 12, & 13 are included in the units to be constructed, **and** that at least two of the remaining items (1,8 & 9) will also be included in the units to be constructed. (Attach as Bonus Exhibit A)

Yes       ✓                          No                     

**B. Targeting homeownership units that meet universal design standards:** Bonus points will be given in the scoring of this application for applicants that use their mortgage assistance loans exclusively for home purchase transactions where the units purchased are developed by meeting the following universal design standards:

- Provide at least one no-step entrance with beveled threshold. This may be at the front, side or back of the unit.
- Make doorways throughout the unit at least 32 inches wide and hallways at least 36 inches clear width.
- Reinforce walls around the toilet, bathtub and shower stall in order that grab bars may be added at a later time, if needed.
- Install light switches and electrical controls no higher than 48 inches and electrical plugs no lower than 15 inches above the floor.
- Install lever handles on all doors and plumbing fixtures.
- (Attach as Bonus Exhibit B)

Yes   No       ✓

# **ATTACHMENT 2**

## **OWNER-OCCUPIED REHABILITATION PROGRAM**

# CalHome Program Application

## Attachment II

### Owner-Occupied Rehabilitation Program

This Application form is for rehabilitation of owner-occupied homes. An applicant may only apply for funds under this attachment when it will be providing the services required in Section 7733 and Section 7735 of the program regulations.

#### SECTION I. APPLICANT INFORMATION

Name: City and County of San Francisco, Mayor's Office of Housing

#### SECTION II. OWNER-OCCUPIED REHABILITATION PROGRAM EXPERIENCE

A. Provide the following information for each year of owner-occupied rehabilitation program operation for 12 consecutive months, by calendar year. Applicant organizations should only list those rehabilitated units for which they provided the rehabilitation services including loan underwriting and escrow closing.

Year	FUNDING SOURCE(S)	NO. OF HOME REHABILITATIONS COMPLETED				NO. OF ESCROWS CLOSED BY APPLICANT ORGANIZATION				AVERAGE AMOUNT OF ASSISTANCE PROVIDED PER OWNER			
		CERF	CHRP	UUP	CALHOME	CERF	CHRP	UUP	CALHOME	CERF	CHRP	UUP	CALHOME
2009	CERF, CHRP, UUP, CALHOME	0	3	10	6	0	3	10	6	\$0	\$99,000	\$2,653	\$27,333
2008	CERF, CHRP, UUP, CALHOME	2	14	16	7	2	14	16	7	\$18,500	\$93,948	\$2,429	\$98,098
2007	CERF, CHRP, UUP, CALHOME	4	5	3	1	5	6	3	0	\$12,288	\$107,640	\$3,367	\$45,600
2006	CERF, CHRP, UUP, CALHOME	1	9	5	0	6	6	5	0	\$15,000	\$91,437	\$1,550	\$0
2006	CERF, CHRP, UUP, CALHOME	8	7	71	0	3	4	71	0	\$8,625	\$60,417	\$1,869	\$0
2004	CERF, CHRP, UUP, CALHOME	4	24	38	0	4	24	38	0	\$11,563	\$64,098	\$1,886	\$0
2003	CERF, CHRP	0	16	0	0	0	16	0	0	\$0	\$50,411	\$0	\$0
2002	CERF, CHRP	0	35	0	0	0	35	0	0	\$0	\$47,024	\$0	\$0
2001	CERF, CHRP	2	18	0	0	2	18	0	0	\$15,000	\$49,271	\$0	\$0
2000	CERF, CHRP	1	5	0	0	1	2	0	0	\$15,000	\$35,999	\$0	\$0

B. For years 2006 through 2009, provide a narrative of applicant's history and experience with the proposed activity, including evidence of program operation for each year listed: e.g., board resolution authorizing the program; award letters; program financial pages from annual audit, annual reports or other evidence that will demonstrate program operation. (Attach as Exhibit 2-1)

**SECTION III. LOAN UNDERWRITING EXPERIENCE**

- A. For the years 2006 through 2009, the total number of homeowner rehabilitation loans applicant has underwritten and closed, which included preparation of loan documents and escrow instructions. # 37

**SECTION IV. LOAN SERVICING EXPERIENCE**

- A. For the years 2006 through 2009, the total number of all types of homeowner rehabilitation loans closed for which the applicant was the named beneficiary on the loan documents. # 37
- B. As of the CalHome NOFA issuance date, the total number of homeowner rehabilitation loans in the applicant's portfolio. # 206
- C. Number of loans identified in B. above that are being directly serviced by the applicant. # 206
- D. Number of loans identified in B. above that are being serviced by a third party. # \_\_\_\_\_
- E. As of the CalHome NOFA issuance date, the total number of homeowner loans the applicant is servicing for another entity. # \_\_\_\_\_
- F. If there are zero loans identified in C, D and E, submit a narrative identifying how loans will be serviced, how the servicing activities will be funded or provided and the procedures for implementing loan servicing operations. **In addition** to the narrative, attach either: 1) a budget that provides an identified source of financing, for a period of at least 5 years, for contracting loan servicing with a third party who is in the business of loan servicing; 2) a commitment letter from a third party, who is in the business of loan servicing, willing to provide loan servicing at no cost to the applicant; or 3) the résumé of a current employee(s) of the applicant that describes the employee(s)'s experience in homeowner loan servicing. **(Attach as Exhibit 2-2)**

**SECTION V. PROGRAM TARGETING**

- A. Number of homeowners to be assisted with this application for CalHome funds # 13
- B. Program will be operated **entirely within a federally defined Qualified Census Tract(s)** (ONLY MARK YES IF ALL HOMES TO BE ASSISTED WITH CALHOME FUNDS SHALL BE LOCATED IN THE AREA(S) IDENTIFIED HERE):  
Yes \_\_\_\_\_ No   
Federally defined Qualified Census tract(s) No. \_\_\_\_\_
- C. Program will be operated **entirely within a designated redevelopment area under the jurisdiction of a local Redevelopment Agency** (ONLY MARK YES IF ALL HOMES TO BE ASSISTED WITH CALHOME FUNDS SHALL BE LOCATED IN THE AREA(S) IDENTIFIED HERE):  
Yes \_\_\_\_\_ No   
Attach a redevelopment area map and indicate program location on the map. **(Attach as Exhibit 2-3)**
- D. Nonprofit corporations must list the county or counties in which the program will be operated.

County/counties N/A

**SECTION VII. FINANCING**

A. Proposed Financing (other than CalHome) (check all that apply):

Federal HOME       Redevelopment Agency       Other

Describe the financing structure for any subordinate financing to be provided in addition to the CalHome loan. Do not list the CalHome loan:

Source of Financing	Proposed Lien Position*
Conventional first mortgage loan, if any	1 <sup>st</sup>
MOH rehab loan, if any	2 <sup>nd</sup>
<b>Rehabilitation loans with the highest loan amount will assume the highest lien position after other existing liens</b>	

**\*Note: Assume the existence of a first mortgage.**



**Exhibit B**

**LEGISLATIVE REPRESENTATIVES**

Indicate all Legislators who represent any portion of the proposed service area. If you have vacancies in your legislative seats, please list your district number and district address.

**A. Members of the State Assembly:**

District number: 12  
Name: Fiona Ma  
District Address: 455 Golden Gate Ave., STE 14600  
City: San Francisco  
Zip Code: 94102

District number: 13  
Name: Tom Ammiano  
District Address: 455 Golden Gate Ave., STE 14300  
City: San Francisco  
Zip Code: 94102

**B. Members of the State Senate:**

District number: 8  
Name: Leland Y. Yee  
District Address: 455 Golden Gate Ave., STE 14200  
City: San Francisco  
Zip Code: 94102

District number: 3  
Name: Mark Leno  
District Address: 455 Golden Gate Ave., STE 14800  
City: San Francisco  
Zip Code: 94102

**C. Members of the U.S. House of Representatives:**

District number: 8  
Name: Nancy Pelosi  
District Address: 450 Golden Gate Ave., 14<sup>th</sup> Floor  
City: San Francisco  
Zip Code: 94102

District number: 12  
Name: Jackie Speiers  
District Address: 400 S. El Camino Real, STE 410  
City: San Mateo  
Zip Code: 94402

