

File No. 110563

Committee Item No. 6  
Board Item No. 15

**COMMITTEE/BOARD OF SUPERVISORS**  
AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance SUB-Committee Date: May 11, 2011

Board of Supervisors Meeting

Date 6/14/11

**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 Report                |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Ethics Form 126 <i>MA</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 checked="" 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"/>            | Award Letter                                 |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Application                                  |

**OTHER**

(Use back side if additional space is needed)

- |                                     |                          |
|-------------------------------------|--------------------------|
| <input checked="" 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"/> |

\*Mayor's Office of House, Level of Environmental Review (2011)

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Completed by: Victor Young

Date: May 6, 2011

Completed by: Victor Young

Date: 5-12-11

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 - HOME Program - \$8,006,727]

2  
3 **Resolution approving the FY2011-2012 HOME Investment Partnership (HOME)**  
4 **Program; and authorizing the Mayor, on behalf of the City and County of San**  
5 **Francisco, to apply for, accept, and expend the City's FY2011-2012 HOME Program**  
6 **entitlement from the U.S. Department of Housing and Urban Development (HUD) in the**  
7 **amount of \$7,576,727, and to expend Program Income in the amount of \$430,000.**

8  
9 WHEREAS, Under Title II of the National Affordable Housing Act of 1990, Public Law  
10 Number 101-625, the City and County of San Francisco is eligible to apply for and receive  
11 funds from the HOME Investment Partnership (HOME) Program; and,

12 WHEREAS, The City and County of San Francisco anticipates receiving approximately  
13 \$7,576,727 in 2011 HOME Program funds from HUD, and estimates \$430,000 in Program  
14 Income from previous HOME grants; and,

15 WHEREAS, The Mayor's Office of Housing (MOH) has prepared programs and a  
16 proposed Expenditure Schedule for an anticipated entitlement and program income totaling  
17 \$8,006,727, a copy of which is located in Board File No. 110563 (the "Expenditure  
18 Schedule"); and,

19 WHEREAS, The proposed grant does not require an Annual Salary Ordinance  
20 amendment; and,

21 WHEREAS, The funding agency (HUD) does not allow use of grant on indirect costs;  
22 and,

23 WHEREAS, The HOME Program will be used to provide funds for development,  
24 acquisition, and rehabilitation of low-income housing; and,

1 WHEREAS, A portion of the administrative and direct costs of administering the HOME  
2 Program are to be paid from the FY2011-2012 HOME Program allocation; and,

3 WHEREAS, The remainder of the administrative and direct costs of administering the  
4 HOME Program is an eligible Community Development Block Grant (CDBG) expense, and  
5 will be paid from CDBG funds through the FY2011-2012 CDBG Program; now, therefore, be it

6 RESOLVED; That the Mayor of the City and County of San Francisco is hereby  
7 authorized to apply for, accept, and expend the City's FY2011-2012 HOME Program  
8 entitlement grant from HUD and an estimated \$430,000 in HOME Program Income, all in  
9 accordance with the purposes and goals for the funding as generally set forth in the 2010-14  
10 Five Year Consolidated Plan and the Expenditure Schedule; and, be it

11 FURTHER RESOLVED, That the Board of Supervisors does hereby approve the  
12 purposes and goals for the FY2011-2012 HOME Program funding as set forth in the  
13 Expenditure Schedule, on file with the Clerk of the Board of Supervisors and incorporated  
14 herein by reference; and, be it

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

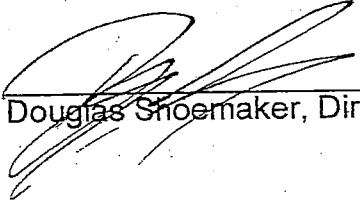
17 FURTHER RESOLVED, That the Mayor is hereby authorized to enter into and execute  
18 agreements between the City and County of San Francisco and the various agencies  
19 consistent with the FY2011-2012 HOME Program and the Expenditure Schedule; and, be it

20 FURTHER RESOLVED, That the Mayor is hereby authorized to submit documentation  
21 and certifications as may be requested or required by HUD, and to take such additional  
22 actions as may be required to apply for, accept and expend the FY2011-2012 HOME funds  
23 consistent with this Resolution and the goals of the FY2011-2012 HOME Program and all  
24 applicable legal requirements; and, be it  
25

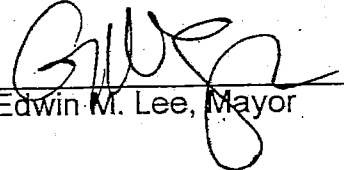
1 consistent with this Resolution and the goals of the FY2011-2012 CDBG Program and all  
2 applicable legal requirements; and, be it


3 FURTHER RESOLVED, That all actions heretofore taken by the officers of the City  
4 with respect to the application for, or the acceptance or expenditure of, FY2011-2012 CDBG  
5 funds, Reprogrammed Funds and Program Income are hereby approved, confirmed and  
6 ratified.

7  
8 Recommended:

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11 \_\_\_\_\_  
12 Douglas Shoemaker, Director

13 Approved:

14   
15 \_\_\_\_\_  
16 Edwin M. Lee, Mayor

17   
18 \_\_\_\_\_  
19 Ben Rosenfield, Controller  
20 For

21  
22  
23  
24  
25

**HOME Investment Partnership Program - Proposed Expenditure Schedule 2011-2012**  
*Mayor's Office of Housing*

**2011-2012 HOME Grant Sources and Uses**

<b>HOME Investment Partnership Program Sources</b>	
2011-12 HOME Entitlement	\$7,576,727
Estimated HOME Program Income	\$430,000
<b>Total HOME Sources</b>	<b>\$8,006,727</b>
<b>HOME Investment Partnership Program Uses</b>	
Type of Projects	Total Funds
Family Housing	\$5,801,729
Senior Rental Housing Development	\$1,447,325
MOH HOME Administrative Costs	\$757,673
<b>Total HOME Uses</b>	<b>\$8,006,727</b>

**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: Community Development Block Grant (CDBG)
2. Department: Mayor's Office of Housing
3. Contact Person: Gigi Whitley Telephone: 415-701-5562
4. Grant Approval Status (check one):

Approved by funding agency

Not yet approved

5. Amount of Grant Funding Approved or Applied for: \$18,583,517, plus \$1,530,000 in program income and \$436,471 in reprogrammed funds.

6a. Matching Funds Required: \$0

b. Source(s) of matching funds (if applicable): N/A

7a. Grant Source Agency: U.S. Department of Housing and Urban Development

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

8. Proposed Grant Project Summary: See proposed Expenditure Schedule attached.

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

Start-Date: July 1, 2011

End-Date: When all funds are expended - HUD does not require an end date

10. Number of new positions created and funded: 0

11. If new positions are created, explain the disposition of employees once the grant ends? N/A

12a. Amount budgeted for contractual services: none; attached expenditure schedule details grants to be made to nonprofit agencies

b. Will contractual services be put out to bid?

c. If so, will contract services help to further the goals of the department's MBE/WBE requirements?

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): CDBG allows for up to 20% of the grant amount to be used for administrative expenses

14. Any other significant grant requirements or comments:

**\*\*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:

For capital projects, ADA compliance and review is required before the project can commence and before any funds are expended.

Departmental or Mayor's Office of Disability Reviewer: N/A

(Name)

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

Department Approval:

Jim Whitley

(Name)

CFO

(Title)

Jim Whitley

(Signature)

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**MAYOR'S OFFICE OF HOUSING  
CITY AND COUNTY OF SAN FRANCISCO  
LEVEL OF ENVIRONMENTAL REVIEW (2011)**

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**Grant number, Project Name / Description PROJECT NAME:**

2011 CDBG Program Administration; Capital Projects; Economic Development and Microenterprise Assistance; Workforce Development; Emergency Shelter Grants; Planning and Capacity Building; Public Services, Housing Program Grants and Housing Opportunities for Persons with AIDS.

**AMOUNT: \$23,499,022.00**

Due to ongoing uncertainty in the development of the 2011 Federal Budget the amounts of individual grants to sub-recipients are estimates and set at a not to exceed level.

**DESCRIPTION:** The project consists of overall non-construction costs for the Community Development Block Grant (CDBG), Emergency Shelter Grant (ESG) HOME Investment Partnership (HOME) and Housing Opportunities for Persons with AIDS (HOPWA) Programs.

The resources of the CDBG program will be used by the City and County of San Francisco to develop flexible, locally designed community development strategies to address the program's primary objective, which is the development of viable urban communities. San Francisco's CDBG program revitalizes neighborhoods by funding local programs that develops workforces, economic development, housing and improved community facilities and services.

The San Francisco ESG program will improve the quality of existing emergency shelters for the homeless; provide additional emergency shelters; help meet the costs of operating emergency shelters; and provide certain essential social services to homeless individuals. The program also funds preventive programs and activities that will reduce the number of people who become homeless.

The City and County will use HOME funds for rehabilitation, new construction, acquisition of affordable housing and tenant-based rental assistance.

HOPWA program funds will be used to prevent homelessness of persons with HIV/AIDS and to meet the housing needs of persons with HIV/AIDS, including lease/rental assistance, shared housing arrangements, apartments, single room occupancy (SRO) dwellings and community residences. Supportive services may also be included in the program.

All costs addressed in this Programmatic Review are limited to non-construction activities. These costs include but are not limited to Architectural, Design and Engineering Services for Capital Projects; Program Administration; Housing Program Administration; Technical Assistance; Planning, Housing Program Grants and Public Services including but not limited to: vocational training, legal, fair housing, children's and health services, business and educational counseling programs for low/moderate income households and qualifying businesses. The project also includes Community Economic Development activities that lead to the employment of low-income persons. A large number of sub-recipient organizations as well as City agencies are involved in the listed activities. (See attached Table 2.)

**LEVEL OF ENVIRONMENTAL REVIEW DETERMINATION** – The activities of this project are all either Exempt Activities per 24 CFR §58.34 or Categorically Excluded not subject to 24 CFR §58.5 per 24 CFR § 58.35. (See attached Table 2).

**DATE:** April 28, 2011