

File No. 180527

Committee Item No. 4

Board Item No. _____

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Government Audit and Oversight

Date: June 11, 2018

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 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 checked="" 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

- | | | |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <u>Grant Info Form - March 16, 2018</u> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <u>MOHCD Proposed Expenditure Schedule</u> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <u>Mayor's Office Memo - April 3, 2018</u> |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ |

Prepared by: John Carroll

Date: June 7, 2018

Prepared by: John Carroll

Date: _____

1 [Apply for, Accept, and Expend Grant - United States Department of Housing and Urban
2 Development - HOME Investment Partnership Program - \$6,344,778 - FY2018-2019]

3 **Resolution approving the FY2018-2019 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 FY2018-2019 HOME Program**
6 **entitlement from the United States Department of Housing and Urban Development in**
7 **the amount of \$5,896,427 and to expend Program Income in the amount of \$448,351 for**
8 **a combined total of \$6,344,778 for the term of July 1, 2018, through June 30, 2023.**

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

13 WHEREAS, The City and County of San Francisco anticipates receiving
14 approximately \$5,896,427 in 2018 HOME Program funds from HUD, and estimates \$448,351
15 in Program Income from previous HOME grants; and

16 WHEREAS, The Mayor's Office of Housing and Community Development (MOHCD)
17 has prepared programs and a proposed Expenditure Schedule for an anticipated entitlement
18 and program income totaling \$6,344,778, a copy of which is located in Clerk of the Board of
19 Supervisors File No. 180527 (the "Expenditure Schedule"); and

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

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

24 WHEREAS, The HOME Program will be used to provide funds for development,
25 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 FY2018-2019 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 FY2018-2019 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 FY2018-2019 HOME Program
8 entitlement grant from HUD and an estimated \$448,351 in HOME Program Income, all in
9 accordance with the purposes and goals for the funding as generally set forth in
10 the 2015-2019 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 FY2018-2019 HOME Program funding as set forth in the Expenditure
13 Schedule, as well as provisions in the Expenditure Schedule for adjusting two expenditure line
14 items to correspond to the final entitlement amount received from HUD; 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

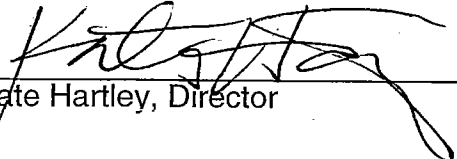
17 FURTHER RESOLVED, That the Mayor is hereby authorized to enter into and execute
18 agreements between the City and County of San Francisco and the various agencies
19 consistent with the FY2018-2019 HOME Program and the Expenditure Schedule; and, be it

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 FY2018-2019 HOME funds
23 consistent with this Resolution and the goals of the FY2018-2019 HOME Program and all
24 applicable legal requirements, and any such actions are solely intended to further the
25

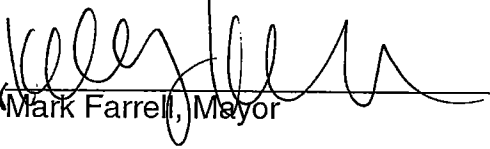
1 purposes of this Resolution, and are subject in all respect to the terms of this Resolution, and
2 any such action cannot increase the risk to the City, or require the City to expend any
3 resources, and that the Mayor shall consult with the City Attorney prior to execution and
4 provided that within 30 days of the agreements approved by this Resolution being executed
5 by all parties, such final documents (showing marked changes, if any) shall be provided to the
6 Clerk of the Board, for inclusion in the official file, together with a brief explanation of any
7 actions from the date of the adoption of this Resolution; and, be it

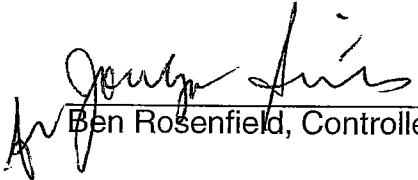
8 FURTHER RESOLVED, That all actions heretofore taken by the officers of the City
9 with respect to the application for, or the acceptance or expenditure of, FY2018-2019 HOME
10 funds, as consistent with the documents herein and this Resolution, are hereby approved,
11 confirmed and ratified.

1 Recommended:

2 
3 Kate Hartley, Director

5 Approved:

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7 Mark Farrell, Mayor


Ben Rosenfield, Controller

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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:** HOME Investment Partnership Program

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

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:** \$5,896,427 plus an estimated \$448,351 in program income

6a. **Matching Funds Required:** \$1,500,000

b. **Source(s) of matching funds (if applicable):** Affordable Housing Funds

7a. **Grant Source Agency:** US Department of Housing and Urban Development

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

8. **Proposed Grant Project Summary:** Proposed Expenditure Schedule attached

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

Start-Date: July 1, 2018

End-Date: June 30, 2023

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):

c2. **If no indirect costs are included, what would have been the indirect costs?** None.

12. Any other significant grant requirements or comments: CFDA 14.239

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

Eugene T. Flannery

Date Reviewed: 9-15-18

Eugene T. Flannery
(Signature Required)

Department Head or Designee Approval of Grant Information Form:

Kate Hartley
(Name)

Director
(Title)

Date Reviewed: 3/16/18

[Signature]
(Signature Required)

2018-2019 HOME Proposed Expenditure Schedule

The following is a list of proposed expenditures for the 2018-2019 HOME program. The list of recommended projects is organized by five-year objectives, priority needs and goals that are described in the 2015-2019 Consolidated Plan. While a recommended project may meet more than one goal, it is only listed under its primary goal.

Objective 1: Families and Individuals are Stably Housed

➤ **Priority Need 1A: Develop and Maintain Affordable Housing**

- **Goal 1Ai. Increased supply of affordable housing**

Agency Name	Project Description	HOME Funding Amount
Mayor's Office of Housing and Community Development	Housing development pool - HOME (includes \$448,351 in HOME program income)	\$5,755,136
	Subtotal	\$5,755,136

General Administration

Agency Name	Project Description	HOME Funding Amount
Mayor's Office of Housing and Community Development	General HOME administration	\$589,642
	Subtotal	\$589,642

TOTAL 2018-2019 HOME: \$6,344,778

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



Mark Farrell
Mayor

Kate Hartley
Director

TO: Angela Calvillo, Clerk of the Board of Supervisors

FROM: Benjamin McCloskey, Deputy Director Mayor's Office of Housing and Community Development

DATE: April 3, 2018

SUBJECT: Accept and Expend Resolution for HOME Investment Partnership Program Grant

GRANT TITLE: HOME Investment Partnership Program Grant

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

- Proposed resolution; original signed by Department, Mayor, Controller
- Grant information form
- Grant budget
- 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: Benjamin McCloskey
Phone: 701-5575
Interoffice Mail Address: Benjamin.McCloskey@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).

OFFICE OF THE MAYOR
SAN FRANCISCO




MARK FARRELL
MAYOR

BOARD OF SUPERVISORS
SAN FRANCISCO

2018 MAY 15 PM 2:02

BY

A handwritten signature in black ink, appearing to be "B", written over a horizontal line.

TO:  Angela Calvillo, Clerk of the Board of Supervisors
FROM: Mayor Farrell
RE: Apply for, Accept, and Expend Grant - U.S. Department of Housing and Urban Development - HOME Investment Partnership Program - \$6,344,778 - FY2018-2019
DATE: May 15, 2018

Attached for introduction to the Board of Supervisors is a resolution approving the FY2018-2019 HOME Investment Partnership (HOME) Program; and authorizing the Mayor, on behalf of the City and County of San Francisco, to apply for, accept, and expend the City's FY2018-2019 HOME Program entitlement from the U.S. Department of Housing and Urban Development in the amount of \$5,896,427 and to expend Program Income in the amount of \$448,351 for a combined total of \$6,344,778, for the term of July 1, 2018 through June 30, 2023.

I respectfully request that this item be calendared in Government Audit & Oversight Committee on May 30, 2018.

Should you have any questions, please contact Andres Power (415) 554-5168.

1 DR. CARLTON B. GOODLETT PLACE, ROOM 200
SAN FRANCISCO, CALIFORNIA 94102-4681
TELEPHONE: (415) 554-6141