

**File Number:** 240742  
(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: Hazard Mitigation Grant Program (HMGP) #4558-17-048P City and County of San Francisco, Downtown San Francisco Resilience Plan
2. Department: Office of the City Administrator
3. Contact Person: Melissa Higbee Telephone: 415-554-4939
4. Grant Approval Status (check one):  
☒ [X] Approved by funding agency ☐ [ ] Not yet approved
5. Amount of Grant Funding Approved or Applied for: \$189,558
6. a. Matching Funds Required: 25 percent Non-Federal \$63,186  
b. Source(s) of matching funds (if applicable): Climate & Hazards Planning: 207645-10020-16632-10030243-0003
7. a. Grant Source Agency: Federal Emergency Management Agency (FEMA)  
b. Grant Pass-Through Agency (if applicable): California Office of Emergency Services (CalOES)
8. Proposed Grant Project Summary:

This planning project will develop a planning guidance document for local policy makers and building owners that addresses end-to-end financing strategies for earthquake risk reduction through the City and County's Concrete Building Safety Program, a proposed program to identify and retrofit vulnerable concrete buildings. There are two primary objectives for developing a financing strategies guidance document for the Concrete Building Safety Program:

- Inform City policy makers of policy interventions and other programmatic actions complementary to a retrofit ordinance (e.g., special tax district, development incentives, loan loss reserve fund) that would increase access to capital and make retrofits more financially feasible for building owners;
- Increase building owners' understanding of available financing options, especially for those who haven't previously undertaken a major capital improvement project.

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

Start-Date: July 14, 2022

End-Date: November 14, 2024

10. a. Amount budgeted for contractual services: \$252,744  
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

11. a. Does the budget include indirect costs?

☐ Yes ☒ No

b. 1. If yes, how much? \$

b. 2. How was the amount calculated?

c. 1. 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):

c. 2. If no indirect costs are included, what would have been the indirect costs?

12. Any other significant grant requirements or comments: Remain in compliance with FEMA guidelines for procurement under code: \_\_\_\_\_

**\*\*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 checked="" 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: All digital documents will comply with the San Francisco Digital Accessibility and Inclusion standard, including the website where they are published. For print documents, alternate formats will be available upon request.

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

Deborah Kaplan  
(Name)

Deputy Director, MOD  
(Title)

Date Reviewed: 6/26/24

Deborah Kaplan  
(Signature Required)

Department Head or Designee Approval of Grant Information Form:

Carmen Chu  
(Name)

City Administrator  
(Title)

Date Reviewed: 6/26/24

  
(Signature Required)