NOTE:

[Administrative, Business and Tax Regulations Codes - Housing Needs Report Frequency and DAS Department Name Updates]

Ordinance amending the Administrative and Business and Tax Regulations Codes to change the frequency of the Housing Needs Overview for Seniors and People with Disabilities and the Housing Needs Assessment and Production Pipeline Report for Seniors and People with Disabilities; and to update all references to the Department of Disability and Aging Services (DAS) consistent with the Charter and make other non-material corrections.

Unchanged Code text and uncodified text are in plain Arial font.

Additions to Codes are in single-underline italics Times New Roman font.

Deletions to Codes are in strikethrough italics Times New Roman font.

Board amendment additions are in double-underlined Arial font.

Board amendment deletions are in strikethrough Arial font.

Asterisks (* * * *) indicate the omission of unchanged Code subsections or parts of tables.

Be it ordained by the People of the City and County of San Francisco:

Section 1. Chapter 111 of the Administrative Code is hereby amended by revising Section 111.1, to read as follows:

SEC. 111.1. HOUSING REPORTS.

(a) The Department of Disability and Aging Services ("*DAASDAS*") shall publish a Housing Needs Overview for Seniors and People with Disabilities ("Overview Report") by October 1, 20212025, and by October 1 every other year thereafter, except years in which *DAASDAS* publishes a Needs Assessment Report under subsection (c) of this Section 111.1. The Overview Report shall contain a comparison of both the median income of seniors and the median income of people with disabilities in the City to rents charged at City-funded affordable housing and shall include the number of existing units by: neighborhood, housing type, units

occupied by seniors, units occupied by people with disabilities, and units accessible to people with disabilities, as well as information and analysis regarding affordability by income level; and for each City-funded housing development planned or in construction within the next three years, a timeline for production, and an analysis of the number of housing units projected in each such City-funded housing development to be occupied by seniors and people with disabilities, including information and analysis regarding affordability by income level, accessibility for people with disabilities, neighborhood, and housing type.

- (b) The Mayor's Office of Housing and Community Development (<u>"MOHCD"</u>) shall contribute to the Overview Report required under subsection (a), by providing <u>DAASDAS</u> the data it requires to complete the Overview Report.
- (c) <u>DAASDAS</u> shall work in collaboration with MOHCD, the Planning Department, the Department of Homelessness and Supportive Housing <u>("HSH")</u>, and the Mayor's Office <u>of on</u> Disability to publish a Housing Needs Assessment and Production Pipeline Report for Seniors and People with Disabilities ("<u>Needs Assessment</u> Report") by October 1, <u>20222027</u>, and every <u>thirdeighth</u> year thereafter that addresses, to the extent feasible, at least the following:
- (1) An analysis of housing needs for seniors addressing median household income of seniors who are tenants and who are homeowners in the City; rent or housing cost burden; overcrowding; security of tenure; disability; and overall housing shortages, by income level, race/ethnicity, primary language, age range, household type, neighborhood, and housing type.
- (2) An analysis of housing needs for people with disabilities addressing median household income of people with disabilities who are tenants and who are homeowners in the City; rent or housing cost burden; overcrowding; security of tenure; and overall housing shortages, by income level, race/ethnicity, primary language, age range, household type, neighborhood, and housing type.

- (3) An analysis of City housing programs or services that specifically target seniors and people with disabilities, including but not limited to the number of households that include seniors or persons with disabilities served by rental subsidies, counseling support, and homeowner renovation grants.
- (4) Recommendations to address the unmet needs of seniors and people with disabilities for affordable housing and to improve the coordination of the development of Cityfunded housing and the delivery of services for those populations.
- (d) MOHCD shall contribute to the <u>Needs Assessment</u> Report required under subsection (c):
- (1) Data, including location and number, of housing units designed to serve or accommodate, and housing units set aside for, seniors and people with disabilities, completed over the previous two years.
- (2) An analysis of potential sites over the next five years for future housing developments for seniors and people with disabilities, including analysis of affordability by income level and accessibility for people with disabilities.
- (3) An evaluation of how planned and potential future housing developments align with the housing needs of seniors and people with disabilities, addressing, to the extent feasible, housing needs by income level.
- (4) An assessment of the unmet needs of extremely low-income seniors and extremely low-income people with disabilities relative to City-funded affordable housing and MOHCD's efforts over the previous year to address those needs.
 - (5) Such other information as *DAASDAS* requests for its analysis.
- (e) The Overview Report and the <u>Needs Assessment</u> Report shall present information in de-identified form to protect the privacy of individuals whose data are included in the reports. Data collected for the Overview Report and the <u>Needs Assessment</u> Report shall be

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confidential to the extent of protecting personal privacy insofar as the law requires or permits such protection.

- (f) <u>DAASDAS</u> shall present, in collaboration with MOHCD, the Planning Department, the <u>HSH</u>, and the Mayor's Office <u>of on</u> Disability, the Overview Report and the <u>Needs Assessment</u> Report to the Board of Supervisors, along with any recommendations for legislation or other policy recommendations.
- (g) The Overview Report and the <u>Needs Assessment</u> Report shall address each item to the extent feasible based on available data. <u>DAASDAS</u> and MOHCD are not required to collect new data to complete the reports.

Section 2. Article VI of Chapter 5 of the Administrative Code is hereby amended by revising the title of Article VI, renumbering existing Sections 5.50, 5.52, 5.53, and 5.54 as new Sections 5.6-1, 5.6-2, 5.6-3, and 5.6-4 respectively, and revising new Section 5.6-1, to read as follows:

ARTICLE VI:

COMMISSION ON THEDISABILITY AND AGING

SEC. 5.6-150. DEFINITIONS.

- (a) Commission. The Commission on the <u>Disability and</u> Aging.
- (b) Council. The Advisory Council.
- (e) Member. A member of the Commission on the Disability and Aging.

SEC. 5.6-252. COMMISSION DESIGNATED AREA AGENCY ON AGING.

SEC. 5.6-353. POWERS AND DUTIES OF THE COMMISSION.

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impacted by family violence. The Council shall consist of the following individuals or their respective designees:

(15) Executive Director of the Department of *Adult Disability* and Aging Services;

Section 5. Article XXXIV of Chapter 5 of the Administrative Code is hereby amended by revising Sections 5.34-2 and 5.34-3, to read as follows:

SEC. 5.34-2. MEMBERSHIP.

(c) Committee members shall serve at the pleasure of their respective appointing authorities and may be removed by their appointing authority at any time. Whenever a member appointed by the <code>AgingDisability</code> and <code>AdultAging</code> Services Commission, the Advisory Council to the Department of <code>AgingDisability</code> and <code>AdultAging</code> Services, or the Long Term Care <code>Coordinating</code> Council vacates the member's seat on <code>his or herthe member's</code> appointing body, the member shall automatically vacate <code>his or herthe member's</code> seat on the Committee as well.

SEC. 5.34-3. ADMINISTRATIVE AND TECHNICAL SUPPORT.

Consistent with Charter Section 16.128-4(h), the Department of *AgingDisability* and *AdultAging* Services shall provide administrative and technical support to the Committee. The Department shall also provide administrative and technical support to the Service Provider Working Group required by Charter Section 16.128-11.

Section 6. Article XLIV of Chapter 5 of the Administrative Code is hereby amended by revising Section 5.44-3, to read as follows:

SEC. 5.44-3. ORGANIZATION AND TERMS OF OFFICE.

(i) One representative from each of the following departments shall attend meetings of the Implementation Working Group to be available for consultation by its members: the Department of Public Health, the Human Services Agency, the Department of Aging Disability and Adult Aging Services, and the Department of Homelessness and Supportive Housing.

Section 7. Article XIII of Chapter 10 of the Administrative Code is hereby amended by renumbering and revising Section 10.100-12, and revising Sections 10.100-190, and 10.100-324, to read as follows:

SEC. 10.100-1253. AGINGDISABILITY AND ADULTAGING SERVICES COMMUNITY LIVING FUND.

- (a) Establishment of Fund. The <code>AgingDisability</code> and <code>AdultAging</code> Services Community Living Special Fund is established as a Category 4 special fund, meaning that funds may be appropriated, interest shall be accumulated and that any fund balance shall carry forward year to year. The fund may be referred to as the "Community Living Fund for <code>AgingDisability</code> and <code>AdultAging</code> Services". The Community Living Fund for <code>AgingDisability</code> and <code>AdultAging</code> Services shall contain all monies appropriated from any lawful source for this purpose pursuant to Article IX of the City Charter. Unless expressly indicated in the Annual Appropriation Ordinance, the funds appropriated to the Community Living Fund for <code>AgingDisability</code> and <code>AdultAging</code> Services, regardless of the source, are not intended to supplant any existing funding for community-based long-term care and supportive services.
- (b) **Use of Fund.** Monies deposited in the fund shall be expended for the purposes designated by the Director of the Department of <u>Aging Disability</u> and <u>Adult Aging</u> Services (<u>DAAS"DAS"</u>), as approved by the <u>Aging Disability</u> and <u>Adult Aging</u> Services Commission, and

after consideration of input provided by the Health Department and the Long Term Care Coordinating Council. The fund shall be used primarily for programs and services, including assistance for individuals to age in place in their own homes or in assisted living facilities and supportive housing. Such programs and services shall include those offered or funded by City agencies other than *DAASDAS*. The fund shall target those individuals currently placed in institutional care who are willing and able to be discharged to community living as well as those individuals at imminent risk of placement in institutional care. Funding shall be used for services and programs that enable an individual to live independently in the community. The fund would prioritize services where funding is not available through alternative sources or programs, or those services that may be needed as a bridge while alternative funding is secured. Services may include, but are not limited to the following: case management, personal assistance services and homecare, adult day health and social day programs, money management, mental health and substance abuse services including residential programs, 24-hour mental health services, home health care, and subsidies for housing and residential care. Eligibility for assistance from this fund shall be based on independent needs assessments performed by qualified public and private providers and subject to the priorities set by *DAASDAS* through the planning and budgeting process. Funds shall target low-income individuals with incomes of up to 300% percent of the Federal Poverty Level subject to subsection (e). Funding is intended to increase and enhance services and support for individuals in a way that is consumer-centered and flexible. In no event shall the cost of department staffing associated with the duties and services associated with this fund exceed 15% (fifteen percent) of the total amount of the fund.

(c) Administration of the Fund. The <u>Executive Director of Aging Disability</u> and <u>Adult Aging Services</u>, or <u>their the Executive Director's</u> designee, shall administer the fund. An annual plan shall be prepared by <u>DAASDAS</u> and submitted to the <u>Aging Disability</u> and

Adult Aging Services Commission for approval after a public hearing process that includes input from the Health Department and the Long Term Care Coordinating Council. Wherever possible, the annual plan will prioritize projects where providing funding is likely to result in additional State, federal, or charitable dollars.

- (d) **Reporting Requirement.** Six months from the adoption of this ordinance, and every six months thereafter, *DASSDAS* shall report to the Board of Supervisors the level of service provided and costs incurred in connection with the duties and services associated with this fund.
 - (e) Economic Security Index Pilot Program.
- (1) <u>DAASDAS</u> shall develop and implement a pilot program using the 2009 Elder Economic Security Standard Index calculated by the University of California as one of the factors for determining eligibility for applicants to the Community Living Fund, regardless of age, under subsection (b), in place of using a multiplier of the Federal Poverty Level. The pilot program shall end on January 1, 2011, unless this requirement is extended by ordinance <u>of the Board of Supervisors</u>. During the pilot project, <u>DAASDAS</u> will collect and analyze relevant data but will not alter current Community Living Fund eligibility requirements.
- (2) *DAASDAS* shall report on use of the Economic Security Index as part of the first report it submits to the Board of Supervisors under subsection (d) following the completion of the first six months of the pilot program, and then again in the following report, so that use of the Index is addressed by *DAASDAS* in at least two reporting cycles. The reports shall discuss the impact of using the Index on available resources and the applicant population, and shall include recommendations on the continued use of the Index. After receipt of the second report, the Board may act to extend the pilot project. The Board may also consider at any time after the receipt of the second report the use of other indexes, similar to the Elder Economic Security Standard Index, such as the Family Economic Self-Sufficiency Standard or other

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relevant indices, to supplement or replace use of the Federal Poverty Level in determining the costs of living in the Bay Area as part of local eligibility criteria for other city programs.

SEC. 10.100-190. PUBLIC GUARDIAN/PUBLIC ADMINISTRATOR GIFT FUND.

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- (b) Use of Fund. The S.F. Public Guardian is the official under the California Probate Code to serve as the conservator where there is no one else who is qualified and willing to act and where the Public Guardian's appointment would be in the best interest of the individual as determined by the San Francisco Probate Court. Monies deposited in the fund shall be expended for the purposes designated by the Public Guardian and the Executive Director of the Department of <u>Aging Disability</u> and <u>Adult Aging</u> Services. The fund shall be used primarily to increase and enhance conservatorship services for individuals who are unable to meet basic personal needs for health, food, clothing, and shelter or who are substantially unable to manage their financial resources. The fund may be used to increase staffing and other resources to better provide services including, but not limited to the following: investigating and processing conservatorships; assessing physical, mental, and financial needs; ensuring appropriate medical care, social work services, and budgeting for conservatees; securing housing or shelter for conservatees; locating and managing the assets and income of conservatees; developing plans for both immediate and long-term care of conservatees; and advocating on behalf of conservatees to government agencies, private parties, relatives, and other individuals.
- (c) **Administration of the Fund.** The Public Guardian and the <u>Executive</u> Director of the Department of <u>Aging Disability</u> and <u>Adult Aging</u> Services, shall jointly administer the fund.

SEC. 10.100-324. SENIOR OPERATING SUBSIDIES (SOS) PROGRAM FUND.

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BOARD OF SUPERVISORS

- Services ("*DAASDAS*") shall administer the SOS Fund, and in such capacity shall enter into grant agreements for terms of no less than 15 years with operators of new senior affordable housing developments to subsidize rents of designated units so that they may be set and maintained at the maximum rent level that is affordable to senior households with an income of 15% or 25% of area median income, as published by MOHCD. The SOS Fund shall be distributed in a way to benefit more than one senior affordable housing development funded by the City. *DAASDAS* shall submit a report annually to the Board of Supervisors and the Mayor on the use of the SOS Fund during the preceding fiscal year, which may include, but is not limited to, the amounts approved for disbursement and the number of units assisted by the SOS Fund.
- (d) Eligible Affordable Housing Developments. *DAASDAS* shall establish minimum requirements for project eligibility, including but not limited to: (1) the affordable housing development must be subject to enforceable income and affordability restrictions through a recorded loan, grant, or ground lease from MOHCD or the Office of Community Investment and Infrastructure; (2) the affordable housing development must contain residential rental units restricted to low-income senior households; and (3) the affordable housing development must have secured financing to restrict a portion of the residential units at or below 60% of area median income, as published by MOHCD. In its administration of the SOS Fund, *DAASDAS* shall prioritize new affordable senior housing developments that are under construction or in predevelopment as of the effective date of the ordinance in Board File No. 190684 establishing this Section 10.100-324.
- (e) **Tenant Selection.** Applications for units in senior housing developments that are subsidized by the SOS Fund shall be managed through the San Francisco Housing Portal ("DAHLIA"), a project of MOHCD.

(f) **Fund Regulations.** The <u>DAASDAS Executive</u> Director may publish from time to time program regulations as appropriate to administer the SOS Fund.

Section 8. Chapter 70 of the Administrative Code is hereby amended by revising Section 70.4, to read as follows:

SEC. 70.4. FISCAL PROVISIONS.

(c) The Human Services Agency through the Department of Aging Disability and Adult Aging Services shall be the financial liaison between the City and County of San Francisco and the Authority. The Human Services Agency shall take appropriate action in order to procure all available federal and State funds for the administration and delivery of IHSS, and by contract, grant, or agreement, transfer monies procured from these sources and from any funds that the City may appropriate, to the Authority for the operation of its designated functions, subject to the budgetary and fiscal provisions of the San Francisco Charter and the San Francisco Administrative Code. The Authority shall submit its annual funding request to the Department of Aging Disability and Adult Aging Services no later than the deadline determined by the Human Services Agency to enable the Agency to prepare and submit its budget to the Mayor's office. The Authority shall comply with all claiming and reporting deadlines set by the Human Services Agency and the Department of Aging Disability

The total of all operating costs, wages, and benefits proposed or established by the Authority must be consistent with the provisions of the final City budget.

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and Adult Aging Services.

Department of Disability and Aging Services **BOARD OF SUPERVISORS**

Section 9. Chapter 92 of the Administrative Code is hereby amended by revising Sections 92.1 through 92.4, to read as follows:

SEC. 92.1. FINDINGS AND PURPOSE.

This Board makes the following findings:

6. The Department of Aging Disability and Adult Aging Services currently provides assistance to victims of predatory lending practices in San Francisco. The Department works with nonprofit and other organizations involved in predatory lending counseling and education programs, but has no mandate or funding to develop its own program for these vitally needed services.

SEC. 92.2. PILOT CONSUMER LOAN EDUCATION PROGRAM.

A. The Department of Adult Disability and Aging Services shall develop and commence a one-year program to educate San Franciscans about predatory loan practices and to prevent sub-prime lenders from targeting low-income neighborhoods for predatory loans. All City Departments shall cooperate with and assist the Department of Adult Disability and Aging Services in developing and administering the consumer loan education program.

SEC. 92.3. PILOT CONSUMER LOAN COUNSELING PROGRAM.

- A. The Department of Adult Disability and Aging Services shall commence a one-year program to provide free or low-cost financial counseling to individuals with outstanding loans and individuals who apply for loans secured by their residence property located in San Francisco. Financial counseling shall include:
- 1. Review of loan documents and an explanation of all terms and conditions of a consumer loan.

2. An explanation of consumer rights under state and federal laws which regulate loan practices, verification that all loan documents have been supplied, and that all required disclosures are complete.

B. The Department shall not make personal financial assessments for individuals, recommend particular lenders, or provide legal advice. The Department may provide consumer loan counseling services using City personnel, cooperating nonprofit organizations and institutions, consultants and contractors, or any combination of these resources in an effort to reach a citywide audience. All City Departments shall cooperate with and assist the Department of <u>Adult Disability</u> and Aging Services in developing and administering the consumer loan counseling program.

SEC. 92.4. REPORT TO BOARD <u>OF SUPERVISORS</u>.

At the conclusion of the pilot program the Department of <u>Aging Disability</u> and <u>Adult Aging</u>
Services shall provide the Board <u>of Supervisors</u> with a report on the effectiveness of consumer education and counseling on curbing predatory lending practices. The report shall include:

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Section 10. Chapter 104 of the Administrative Code is hereby amended by revising Section 104.2, to read as follows:

SEC. 104.2. DEFINITIONS.

For purposes of this Chapter 104:

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"Covered Department" means the Department of Public Health, the Department of Human Services, the Department of Aging Disability and Adult Aging Services, the Department of Children, Youth and their Families, the Department of Homelessness and Supportive Housing, and the Mayor's Office of Housing and Community Development.

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Section 11. Article 2 of the Business and Tax Regulations Code is hereby amended by revising Section 249.1, to read as follows:

SEC. 249.1. FOOD PREPARATION AND SERVICE ESTABLISHMENTS.

(b) **Exemptions.** The following establishments are exempt from paying the fees required by this Section 249.1:

(2) Food preparation and service establishments funded through the <u>Aging Disability</u> and <u>Adult Aging</u> Services Commission for nutrition projects for older individuals.

Section 12. Effective Date.

This ordinance shall become effective 30 days after enactment. Enactment occurs when the Mayor signs the ordinance, the Mayor returns the ordinance unsigned or does not sign the ordinance within ten days of receiving it, or the Board of Supervisors overrides the Mayor's veto of the ordinance.

Section 13. Scope of Ordinance. In enacting this ordinance, the Board of Supervisors intends to amend only those words, phrases, paragraphs, subsections, sections, articles, numbers, punctuation marks, charts, diagrams, or any other constituent parts of the Municipal Code that are explicitly shown in this ordinance as additions, deletions, Board amendment

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1	additions, and Board amendment deletions in accordance with the "Note" that appears under
2	the official title of the ordinance.
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5	APPROVED AS TO FORM:
6	DAVID CHIU, City Attorney
7	By: /s/ GLENN M. LEVY
8	Deputy City Attorney
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City and County of San Francisco **Tails**

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

Ordinance

File Number:

240281

Date Passed: June 04, 2024

Ordinance amending the Administrative and Business and Tax Regulations Codes to change the frequency of the Housing Needs Overview for Seniors and People with Disabilities and the Housing Needs Assessment and Production Pipeline Report for Seniors and People with Disabilities; and to update all references to the Department of Disability and Aging Services (DAS) consistent with the Charter and make other non-material corrections.

May 13, 2024 Rules Committee - RECOMMENDED

May 21, 2024 Board of Supervisors - PASSED ON FIRST READING

Ayes: 11 - Chan, Dorsey, Engardio, Mandelman, Melgar, Peskin, Preston, Ronen,

Safai, Stefani and Walton

June 04, 2024 Board of Supervisors - FINALLY PASSED

Ayes: 11 - Chan, Dorsey, Engardio, Mandelman, Melgar, Peskin, Preston, Ronen,

Safai, Stefani and Walton

File No. 240281

I hereby certify that the foregoing Ordinance was FINALLY PASSED on 6/4/2024 by the Board of Supervisors of the City and County of San Francisco.

London N. Breed Mayor