

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:** Round 3 Project Homekey for 42 Otis Street – \$8,225,095
2. **Department:** Department of Homelessness and Supportive Housing
3. **Contact Person:** Dylan Schneider **Telephone:** 628.652.7742
4. **Grant Approval Status (check one):**
 Approved by funding agency Not yet approved
5. **Amount of Grant Funding Approved or Applied for:** not to exceed \$8,225,095
6. a. **Matching Funds Required:** \$8,710,632 for capital and up to 10 years of operating subsidies
b. **Source(s) of matching funds (if applicable):** Our City, Our Homes Fund (Prop C Homeless Gross Receipts Tax Revenue) TAY Housing funds.
7. a. **Grant Source Agency:** California Department of Housing and Community Development
b. **Grant Pass-Through Agency (if applicable):** Acquisition grant funds are funded through the Coronavirus State and Local Fiscal Recovery Fund administered by the U.S. Department of the Treasury.
8. **Proposed Grant Project Summary:**
Round 3 Project Homekey funds would be used to supplement local funding to purchase the property located at 42 Otis Street and provide a minimum of 10 years of operating funds for the housing site. The property has 24 studio units that would be used as permanent supportive housing for young adults exiting homelessness. Based on the affordability restrictions, HSH plans to request annual appropriations to provide ongoing operating support for the project through the 15-year restriction period.
9. **Grant Project Schedule, as allowed in approval documents, or as proposed:**
Capital Start-Date: March 3, 2021 Capital End-Date: March 23, 2025
Operating Start-Date: March 3, 2021 Operating End-Date: June 30, 2026
10. a. **Amount budgeted for contractual services:** The grant provides up to \$1,082,770 in state General Fund funding for multi-year operating expenditures for the project which will be part of a contract to nonprofit service provider to operate the building.
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?** No.
- 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

- 1. **If yes, how much?**
- 2. **How was the amount calculated?**
- 3. **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. 1. **If no indirect costs are included, what would have been the indirect costs?** 5% of operating portion or approximately \$54,000.

12. Any other significant grant requirements or comments:

Please find PeopleSoft Chart of Accounts for the State and Federal portions of the grant below.

State Department

Department ID: 203646

Fund ID: 12920 - SR Human Welfare-Grants Sta

Project ID: 10040452 – 42 Otis Street

Activity ID: 2 – HK Operation

Authority ID: 10001 – Grants

Federal Department

Department ID: 203646

Fund ID: 12960 - SR Human Welfare-Grants

Project ID: 10040452 – 42 Otis Street

Activity ID: 1 – HK Acquisition

Authority ID: 10001 – Grants

****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):

- 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)

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: #1 and #2 approved by HSH’s ADA Coordinator. #3 is not applicable as this facility is not open to the public.

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

Cody Eliff
(Name)

ADA Coordinator, Department of Homelessness and Supportive Housing
(Title)

Date Reviewed: 1/27/2025

Cody Eliff /s/

(Signature Required)

Department Head or Designee Approval of Grant Information Form:

Gigi Whitley
(Name)

Chief Deputy of Administration and Finance

(Title)

Date Reviewed: 2/5/2025

DocuSigned by:
Gigi Whitley
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(Signature Required)