

File No. 140417

Committee Item No. 1

Board Item No. _____

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Budget & Finance Sub-Committee

Date April 30, 2014

Board of Supervisors Meeting

Date _____

Cmte Board

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| <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 checked="" type="checkbox"/> | <input type="checkbox"/> | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/> | <input type="checkbox"/> | MOU |
| <input checked="" 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 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 (Use back side if additional space is needed)

- | | | |
|-------------------------------------|--------------------------|------------------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <u>Environmental Review Record</u> |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ |
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Completed by: Linda Wong Date April 25, 2014

Completed by: _____ Date _____

1 [Apply For, Accept, and Expend Grant - HOME Investment Partnership Program - FY2014-
2 2015- \$4,274,293]

3 **Resolution approving the FY2014-2015 HOME Investment Partnership (HOME)**
4 **Program; authorizing the Mayor, on behalf of the City and County of San Francisco, to**
5 **apply for, accept, and expend the City's FY2014-2015 HOME Program entitlement from**
6 **the U.S. Department of Housing and Urban Development (HUD) in the amount of**
7 **\$4,244,293, and to expend Program Income in the amount of \$30,000 for a combined**
8 **total of \$4,274,293, for the term of July 1, 2014, through June 30, 2019.**

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 approximately
14 \$4,244,293 in 2014 HOME Program funds from the U.S. Department of Housing and Urban
15 Development (HUD), and estimates \$30,000 in Program Income from previous HOME grants;
16 and

17 WHEREAS, The Mayor's Office of Housing and Community Development (MOHCD)
18 has prepared programs and a proposed Expenditure Schedule for an anticipated entitlement
19 and program income totaling \$4,274,293, a copy of which is located in Board File No.
20 140417 (the "Expenditure Schedule"); and

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

23 WHEREAS, The funding agency (HUD) does not allow use of grant on indirect costs;
24 and
25

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

3 WHEREAS, A portion of the administrative and direct costs of administering the HOME
4 Program are to be paid from the FY2014-2015 HOME Program allocation; and

5 WHEREAS, The remainder of the administrative and direct costs of administering the
6 HOME Program is an eligible Community Development Block Grant (CDBG) expense, and
7 will be paid from CDBG funds through the FY2014-2015 CDBG Program; now, therefore, be it

8 RESOLVED, That the Mayor of the City and County of San Francisco is hereby
9 authorized to apply for, accept, and expend the City's FY2014-2015 HOME Program
10 entitlement grant from HUD and an estimated \$30,000 in HOME Program Income, all in
11 accordance with the purposes and goals for the funding as generally set forth in the 2010-14
12 Five Year Consolidated Plan and the Expenditure Schedule; and, be it

13 FURTHER RESOLVED, That the Board of Supervisors does hereby approve the
14 purposes and goals for FY2014-2015 HOME Program funding as set forth in the Expenditure
15 Schedule; and, be it

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

18 FURTHER RESOLVED, That the Mayor is hereby authorized to enter into and execute
19 agreements between the City and County of San Francisco and the various agencies
20 consistent with the FY2014-2015 HOME Program and the Expenditure Schedule; and, be it

21 FURTHER RESOLVED, That the Mayor is hereby authorized to submit documentation
22 and certifications as may be requested or required by HUD, and to take such additional
23 actions as may be required to apply for, accept and expend the FY2014-2015 HOME funds
24 consistent with this Resolution and the goals of the FY2014-2015 HOME Program and all
25 applicable legal requirements; and, be it

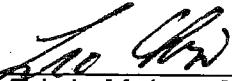
1 FURTHER RESOLVED, That all actions heretofore taken by the officers of the City
2 with respect to the application for, or the acceptance or expenditure of, FY2014-2015 HOME
3 funds are hereby approved, confirmed and ratified.

4 Recommended:

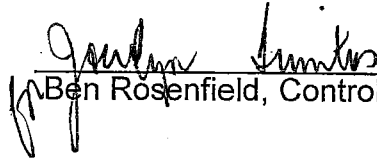
5 

6 Olson Lee, Director

8
9 Approved:

10 

11 Edwin M. Lee, Mayor

12 

13 Ben Rosenfield, Controller

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:** \$4,244,293 plus an estimated \$30,000 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, 2014

End-Date: June 30, 2019

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: Grant detail MOHM15, 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:

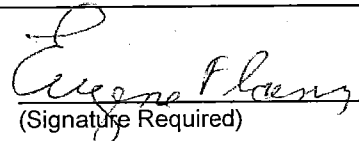
Comments:

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

Eugene Flannery
(Name)

Environmental Compliance Manager
(Title)

Date Reviewed: 4-1-14

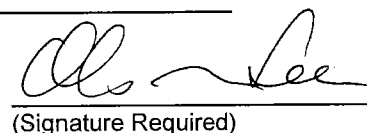

(Signature Required)

Department Head or Designee Approval of Grant Information Form:

Olson Lee
(Name)

Director
(Title)

Date Reviewed: 04-02-14


(Signature Required)

HOME Investment Partnership Program - Proposed Expenditure Schedule 2014-2015
Mayor's Office of Housing

2014-2015 HOME Grant Sources and Uses

HOME Investment Partnership Program Sources	
2014-15 HOME Entitlement	\$4,244,293
Estimated HOME Program Income	\$30,000
Total HOME Sources	\$4,274,293
HOME Investment Partnership Program Uses	
Type of Projects	Total Funds
Housing Development	\$3,849,864
MOHCD HOME Administrative Costs	\$424,429
Total HOME Uses	\$4,274,293

**MAYOR'S OFFICE OF HOUSING AND COMMUNITY DEVELOPMENT
CITY AND COUNTY OF SAN FRANCISCO
LEVEL OF ENVIRONMENTAL REVIEW (2014)**

PROJECT DESCRIPTION

Grant Number: MOHM15
Project Name: 2014 HOME Entitlement;

All costs addressed in this Level of Environmental Review are limited to administrative costs. (See attached Table I.)

Address or Location: Various

Funding Year 2014-2015

Program Area: HOME

Activities: Administrative

AMOUNT: \$424,429

2) Choose one of the two Levels of Environmental Review determinations

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).

Complete section 3, below.

3) Flood Insurance, Airport Clear Zone, and Coastal Barrier Resource Compliance (24 CFR 58.6 or 24 CFR 50.4(b)(1), 50.4(c)(1), and 50.4(k))

FLOOD INSURANCE / FLOOD DISASTER PROTECTION ACT

1. Does the project involve the acquisition, construction or rehabilitation of insurable structures, buildings or mobile homes?

- No; flood insurance is not required. The review of this factor is completed.
 Yes; continue review.

2. Is the structure or part of the structure located in a FEMA designated Special Flood Hazard Area?

- No. Source Document (FEMA/FIRM floodplain zone designation, panel number, date):

1. City and County of San Francisco Interim Floodplain Map. Internet Web Site:
<http://sfgsa.org/index.aspx?page=828> . Accessed on March 25, 2014.

2. United States Federal Emergency Management Administration. FEMA Issued Flood Maps, San Francisco County. Internet Web Site:

http://msc.fema.gov/webapp/wcs/stores/servlet/MapSearchResult?storeId=10001&catalogId=10001&langId=-1&userType=G&panelIDs=&Type=pbp&nonprinted=&unmapped=UNMAPPED_060298|060298|SAN+FRANCISCO%2CCCTY%2FSPAN+FRANCISCO . Accessed on March 25, 2014 (Factor review completed). _____ (Factor review completed).

- Yes. Source Document (FEMA/FIRM floodplain zone designation, panel number, date): _____ (Continue review).

3. Is the community participating in the National Insurance Program (or has less than one year passed since FEMA notification of Special Flood Hazards)?

- Yes - Flood Insurance under the National Flood Insurance Program must be obtained and maintained for the economic life of the project, in the amount of the total project cost. A copy of the flood insurance policy declaration must be kept in the Environmental Review Record.
 No (Federal assistance may not be used in the Special Flood Hazards Area).

AIRPORT RUNWAY CLEAR ZONES AND CLEAR ZONES DISCLOSURES

1. Does the project involve the sale or acquisition of existing property?

- No. This factor review is completed.
 Yes. Continue review.

2. Is the proposed location within 3,000 ft. of a civil airport runway or within 15,000 ft. of a military airfield?

- No. Attach map. This factor review is completed.
 Yes. Continue review.

3. Is the proposed location within a Civil Airport's Runway Clear Zone, Approach Protection Zone or a Military Installation's Clear Zone?

No; attach signed statement from airport or airfield operator to that effect, or attach FAA or DOD map. Project complies with 24 CFR 51.303(a)(3).

Yes; **Disclosure statement must be provided** to buyer and a copy of the signed disclosure statement must be maintained in this Environmental Review Record.

COASTAL BARRIERS RESOURCES ACT

1. Is the project located in HUD Region IX (CA, AZ, NV, HI, Guam)?

Yes. This element is completed; there are no designated coastal barrier resources in HUD Region IX.

No, continue.

2. Is the project located in a coastal barrier resource area? (See <http://www.fema.gov/business/nfip/cbrs/cbrs.shtm>).

No; cite Source Documentation: _____
(This element is completed).

Yes - **Federal assistance may not be used in such an area.**

Eugene T. Flannery, Environmental Compliance Manager, MOHCD 03/26/2014

Preparer Name, Signature and Date

Brian Cheu, Director, Community Development Division, MOHCD, 03/26/2014

HUD Official or Responsible Entity Official – Name, Title, Signature and Date

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

HUD Field Office or Responsible Entity (City, County, State)

**MAYOR'S OFFICE OF HOUSING AND COMMUNITY DEVELOPMENT
CITY AND COUNTY OF SAN FRANCISCO
LEVEL OF ENVIRONMENTAL REVIEW (2014)**

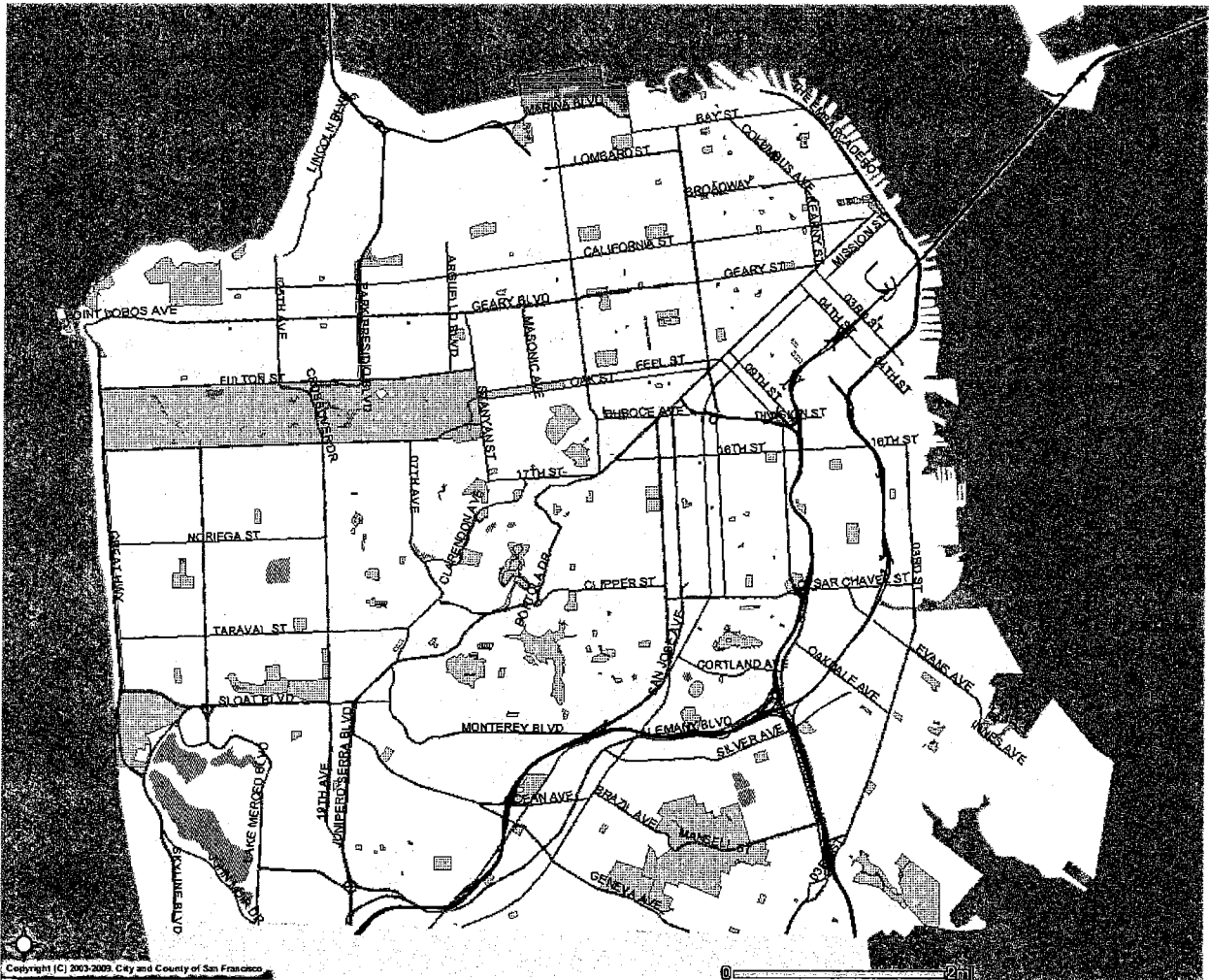
TABLE I - ACTIVITIES AND SUB-RECIPIENT ORGANIZATIONS
HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS PROGRAM GRANTS

SUBTOTAL: \$7,725,442
LEVEL OF ENVIRONMENTAL REVIEW:

Exempt Activities 24 CFR §58.34

(a)(3) Administrative and management activities

Agency Name	Project Description	Amount	Citation
Mayor's Office of Housing and Community Development 1 South Van Ness Avenue	General HOME Administration	\$424,293	58.34(a)(3)



OFFICE OF THE MAYOR
SAN FRANCISCO



EDWIN M. LEE
MAYOR

TO: Angela Calvillo, Clerk of the Board of Supervisors
FROM: *for* Mayor Edwin M. Lee *JE*
RE: Apply For and Accept and Expend Grant – HOME Program – \$4,274,293
DATE: April 22, 2014

Attached for introduction to the Board of Supervisors is the resolution approving the FY2014-2015 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 FY2014-2015 HOME Program entitlement from the U.S. Department of Housing and Urban Development (HUD) in the amount of \$4,244,293, and to expend Program Income in the amount of \$30,000.

I request that this item be calendared in Budget and Finance Committee.

Should you have any questions, please contact Jason Elliott (415) 554-5105.

JE
RECEIVED
BOARD OF SUPERVISORS
SAN FRANCISCO
2014 APR 22 PM 2:55

