

File No. 220644

Committee Item No. 8

Board Item No. \_\_\_\_\_

## COMMITTEE/BOARD OF SUPERVISORS

### AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance Committee Date July 13, 2022

Board of Supervisors Meeting Date \_\_\_\_\_

#### Cmte Board

- Motion
- Resolution
- Ordinance
- Legislative Digest
- Budget and Legislative Analyst Report
- Youth Commission Report
- Introduction Form
- Department/Agency Cover Letter and/or Report
- MOU
- Grant Information Form
- Grant Budget
- Subcontract Budget
- Contract/Agreement
- Form 126 – Ethics Commission
- Award Letter
- Application
- Public Correspondence

#### OTHER (Use back side if additional space is needed)

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Completed by: Brent Jalipa Date July 7, 2022

Completed by: Brent Jalipa Date \_\_\_\_\_

1 [Accept and Expend Grant - Retroactive - United States Department of Housing and Urban  
2 Development - San Francisco Housing Authority - Emergency Housing Voucher Program -  
3 Not to Exceed \$3,171,000]

4 **Resolution retroactively authorizing the Department of Homelessness and Supportive**  
5 **Housing to accept and expend Emergency Housing Voucher grant funds in the total**  
6 **amount not to exceed \$3,171,000 from the United States Department of Housing and**  
7 **Urban Development through the San Francisco Housing Authority for costs incurred**  
8 **from February 1, 2022, through June 30, 2026, to provide supportive services for**  
9 **eligible individuals and families who receive an Emergency Housing Voucher.**

10  
11 WHEREAS, The Department of Homelessness and Supportive Housing’s (“HSH”) mission is to prevent homelessness when possible and to make homelessness a rare, brief, and one-time experience in San Francisco through the provision of coordinated, compassionate and high-quality services; and

15 WHEREAS, The Emergency Housing Voucher Program (“EHV Program”) is funded through the American Rescue Plan Act (“ARP”) Act of 2021 (Public Law No:117-2) and provides 70,000 housing choice vouchers to local Public Housing Authorities to assist individuals and families who are homeless; at risk of homelessness; fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking; or were recently homeless or have a high risk of housing instability based on need and geographic diversity; and

22 WHEREAS, On June 10, 2021, the U.S. Department of Urban Development (“HUD”) awarded the Housing Authority of the City and County of San Francisco (“SFHA”) 906 Emergency Housing Vouchers, and a copy of the HUD award letter is on file with the Clerk of the Board in File No. 220644;

1           WHEREAS, On July 30, 2021, SFHA and HSH, as the administrator of the Continuum  
2 of Care (“CoC”), entered into a Memorandum of Understanding (“Agreement”) that set forth  
3 the scope of work and commitments between the two agencies to support the delivery of EHV  
4 Program grant funding to eligible individuals and families in the City and County of San  
5 Francisco, a copy of which is on file with the Clerk for the Board in File No. 220644; and

6           WHEREAS, On February 1, 2022, the Agreement was amended (“Amended  
7 Agreement”) by both parties to reflect that HSH will fund supportive services on behalf of the  
8 CoC for eligible EHV individuals and families through a grant provided by SFHA to HSH in a  
9 total not to exceed amount of \$3,171,000 for costs incurred from February 1, 2022, through  
10 June 30, 2026, as reflected in the Amended Agreement, a copy of which is on file with the  
11 Clerk of the Board in File No. 220644; and

12           WHEREAS, Retroactive approval is requested for accept and expenditure authority to  
13 align with the Amended Agreement; and

14           WHEREAS, SFHA and HSH agree that additional support services will support EHV  
15 individuals and families to remain stably housed and be successful recipients of the EHV  
16 program; and

17           WHEREAS, Additional permanent subsidized housing furthers the City’s commitment  
18 to dismantle systemic racial inequities that disproportionately affect communities of color; and

19           WHEREAS, As defined in the Amended Agreement, supportive services provided to  
20 eligible EHV individuals and families will include: application fees/non-refundable  
21 administrative of processing fees/refundable application deposit assistance, security deposit  
22 assistance, utility deposit assistance, arrears, owner incentive payments, moving expenses,  
23 essential household items, housing search assistance, tenant readiness services, and owner  
24 recruitment and outreach; and

25

1           WHEREAS, The grant does not create any new positions and does not require an  
2 amendment to the Annual Salary Ordinance; and

3           WHEREAS, The Department proposes to maximize use of available grant funds on  
4 program expenditures by not including indirect costs in the grant budget; now, therefore, be it

5           RESOLVED, HSH is hereby authorized to accept and expend a total amount not to  
6 exceed \$3,171,000 of EHV Program grant funds to provide supportive services to eligible  
7 EHV households until the time grant funds are exhausted; and, be it

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

10          FURTHER RESOLVED, That HSH will ensure all such funds are used in a manner  
11 consistent and in compliance with all applicable state and federal statutes, rules, regulations,  
12 and laws, including without limitation all rules and laws regarding the EHV Program; and, be it

13          FURTHER RESOLVED, That all actions authorized and directed by this Resolution and  
14 heretofore taken are ratified, approved, and confirmed by this Board of Supervisors.

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Recommended:

/s/\_\_\_\_\_

Shireen McSpadden  
Executive Director  
Department of Homelessness and  
Supportive Housing

Approved: /s/\_\_\_\_\_

Mayor

Approved: /s/\_\_\_\_\_

Controller

220644

(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: Emergency Housing Voucher Program
- 2. Department: Department of Homelessness and Supportive Housing
- 3. Contact Person: Dylan Schneider Telephone: 628.652.7742
- 4. Grant Approval Status (check one):
  - [ X ] Approved by funding agency
  - [ ] Not yet approved
- 5. Amount of Grant Funding Approved or Applied for: not to exceed \$3,171,000
- 6. a. Matching Funds Required: n/a
  - b. Source(s) of matching funds (if applicable): n/a
- 7. a. Grant Source Agency: U.S. Department of Housing and Urban Development
  - b. Grant Pass-Through Agency (if applicable): San Francisco Housing Authority (SFHA)
- 8. Proposed Grant Project Summary: The grant funds will provide a variety of support services to eligible EHV individuals and families. Description of all eligible services under this grant are included in the MOU.
- 9. Grant Project Schedule, as allowed in approval documents, or as proposed:
  - Start-Date: February 1, 2022 End-Date: June 30, 2026
- 10. a. Amount budgeted for contractual services: \$3,171,000
  - b. Will contractual services be put out to bid? No.
  - 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? Yes, one-time.
- 11. a. Does the budget include indirect costs?
  - [ ] Yes [ X ] 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 [ X ] 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? Approximately 5% or \$158,550.
- 12. Any other significant grant requirements or comments: None.

**\*\*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 checked="" type="checkbox"/> Existing Site(s) | <input checked="" type="checkbox"/> Existing Structure(s) | <input checked="" 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 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: The services funded through this grant will support HSH clients to locate and move into housing across the City, primarily in private market rental units. The community-based providers who receive HSH funding are contractually bound to comply with the requirements of the ADA, including providing reasonable modifications to their policies, practices and procedures and ensuring communication access to their clients. Furthermore, it is the role of staff at the agencies funded by this grant to match clients to housing that is appropriate to their needs, including any identified accessibility needs. All the organizations receiving funds through this grant have been providing similar services to homeless individuals and families for many years and hold other contracts with HSH and other CCSF departments.

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

Heather Venisse

(Name)

HSH Transfer Requests Manager

(Title)

Date Reviewed: 4/22/2022

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 (Signature Required)

**Department Head or Designee Approval of Grant Information Form:**

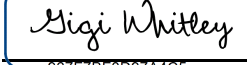
Gigi Whitley

(Name)

Deputy Director of Administration and Finance

(Title)

Date Reviewed: 4/22/2022

DocuSigned by:  
  
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 (Signature Required)

## FIRST AMENDMENT TO THE MEMORANDUM OF UNDERSTANDING

This First Amendment to the Memorandum of Understanding for the Emergency Housing Voucher Program (this "Amendment") is entered into on February 1, 2022, by and between the Housing Authority of the City and County of San Francisco ("SFHA" or "Authority") and the San Francisco Continuum of Care (CoC), Department of Homelessness and Supportive Housing (HSH) of the City and County of San Francisco, a municipal corporation (the "City"), (collectively the "Parties").

### RECITALS

- A. On July 30, 2021, the Authority and the City entered into that certain MOU ("Agreement"). Capitalized terms not otherwise defined in this Amendment will have the same meaning set forth in the Agreement.
- B. The Parties now desire to make certain amendments to the MOU Agreement as set forth in this Amendment.

NOW, THEREFORE, in consideration of the mutual promises and covenants set forth herein and other good and valuable consideration, the Authority and the City agree as follows:

### AGREEMENT

1. Add the following sentence at the end of Introduction and Goals:

This Agreement shall be effective July 1, 2021 through June 30, 2026

2. Remove the following from section I-III:

SFHA will only fund services that allow for direct cost reimbursement. Services will be coordinated through the CoC and will be provided directly by the CoC providers or other community partners. The CoC will be required to provide appropriate documentation listed in the reporting requirements to SFHA for reimbursement on a monthly basis. The services listed below are available services that SFHA may fund until all service fees are exhausted but are not necessary to deliver to all participants. 24 CFR § 982.207(a) describes the requirements for PHAs to establish local preferences in admission to its program. SFHA will not require any rental costs returned to an EHV participant to be repaid to SFHA. For example, if SFHA pays for a participant's initial security deposit and the tenant moves and receives the security deposit back from the landlord, SFHA will not require the tenant to pay it back to SFHA.

3. Remove the following section I-IV:



#### **IV. Services Not Funded**

The services listed below will not be funded by the allocated services fee by the SFHA. These additional services will help individuals and families be successful and will be provided through and funded by the CoC.

4. Add to section 2-VI. Reporting Requirements-Financial
  - Housing search assistance – Tenant name, address, service provider, date(s) of assistance, number of unit search assistance provided
  - Tenant-readiness assistance – Tenant name, address, service provider, date(s) of assistance, type of assistance
  - Owner recruitment and outreach – Service provider name, type of outreach, time spent

The changes would result in the following language:

#### **Section 1**

#### **III. Services to be provided to eligible EHV individuals and families**

Services will be coordinated through the CoC and will be provided directly by the CoC or other community partners. The CoC will be required to provide appropriate documentation listed in the reporting requirements to SFHA for reimbursement on a monthly basis. The services listed below are available services that SFHA may fund beginning February 1, 2022, until all service fees are exhausted but are not necessary to deliver to all participants. 24 CFR § 982.207(a) describes the requirements for PHAs to establish local preferences in admission to its program. SFHA will not require any rental costs returned to an EHV participant to be repaid to SFHA. For example, if SFHA pays for a participant's initial security deposit and the tenant moves and receives the security deposit back from the landlord, SFHA will not require the tenant to pay it back to SFHA.

#### **A. Application fees/non-refundable administrative or processing fees/refundable application deposit assistance.**

An owner may request application/processing fees. The Authority may cover application/processing fees for up to 3 units or up to \$159, whichever is higher, for each participant.

#### **B. Holding fees**

An owner may request a holding fee that is rolled into the security deposit after an application is accepted but before a lease is signed. SFHA may cover holding fee for units where the fee is required by the owner after a tenant's application has been accepted but before the lease signing up to \$4,148 (double the Authority's Per Unit Cost (PUC) as of 6/2021). The service provider and owner must agree how the holding fee gets rolled into the deposit, and under what conditions the fee will be returned. In general, owners need to accept responsibility for making needed repairs to a unit

required by the initial housing quality standards (HQS) inspections and can only keep the holding fee if the client is at fault for not entering into a lease.

**C. Security deposit assistance**

SFHA may fund security deposit assistance. The amount of the security deposit assistance may not exceed the lesser of two months' rent to owner, the maximum-security deposit allowed under applicable state and/or local law, or the actual security deposit required by the owner. SFHA allows the CoC to make payment directly to the owner or to the individual or family, provided the CoC provides verification that the individual or family paid the security deposit when submitting for reimbursement to SFHA.

**D. Utility deposit assistance/arrears**

SFHA may fund utility deposit assistance up to \$108 (based on the SFPUC's 2020 rates). Assistance can be provided for deposits (including connection fees) required for the utilities to be supplied by the tenant under the lease. SFHA allows the CoC to make payment directly to the owner or to the family, provided the CoC provides verification that the individual or family paid the security deposit when submitting for reimbursement to SFHA. Some individuals and families may have large balances with gas, electric, water, sewer, or trash companies that will make it difficult if not impossible to establish services for tenant[1]supplied utilities. SFHA may also fund utility arrears to facilitate leasing.

**E. Owner incentive payments**

SFHA agrees to fund incentive payments to owners that agree to initially lease their unit to an EHV individual and/or family amounting to \$4,148 (double the Authority's PUC as of 6/2021). The payment will be made as a single payment at the beginning of the assisted lease term. The SFHA requires that the owner agree to contact and work with the individual or family's CoC case manager or other intervention services (assuming such services are available) should lease violations or other tenant related issues arise during the assisted tenancy before taking action to evict the tenant.

**F. Moving expenses (including move-in fees and deposits)**

SFHA may fund reasonable moving expenses when an individual or family initially leases a unit with the EHV up to the following for each bedroom size.

- Studio/1BR - \$1165
- 2BR - \$1375
- 3BR - \$1665
- 4BR - \$1925

SFHA will not fund moving expenses for subsequent moves, with the following exceptions:

- An individual or family has to move due to domestic violence, dating violence, sexual assault, or stalking.

- SFHA terminates the HAP contract because the owner did not fulfill the owner responsibilities under the HAP contract or the owner refuses to offer the family the opportunity to enter a new lease after the initial lease term (as opposed to the family choosing to terminate the tenancy in order to move to another unit).

#### **G. Essential household items**

SFHA may fund the costs of acquiring essential household items, as defined by the SFHA (e.g., tableware, bedding, etc.) up to \$200.

#### **H. Housing search assistance**

Housing search assistance must be offered and may include many activities such as, but not limited to:

- helping an individual or family identify and visit potentially available units during their housing search
- helping an individual or family find a unit that meets the household's disability related needs
- providing transportation and directions
- assisting with the completion of rental applications and SFHA forms, and
- helping to expedite the EHV leasing process for the individual or family.

#### **I. Tenant-readiness services**

Tenant-readiness services include helping create customized plans to address or mitigate barriers that individuals or families may face in renting a unit with an EHV, such as negative credit, lack of credit, negative rental, or utility history, or to connect the individual or family to other community resources.

#### **J. Owner recruitment and outreach**

In addition to traditional owner recruitment and outreach specifically for EHV, activities may include conducting pre-inspections or otherwise expediting the inspection process, providing enhanced customer service

## **Section 2**

### **VI. Reporting Requirements – Financial**

SFHA is required to comply with reporting and financing record requirements mandated by HUD. SFHA will submit required reports to HUD monthly based on data from the Voucher Management System. This data will initially be used to track leasing and cost data and to reconcile funds advanced to participating SFHAs against actual expenditures reported. SFHA will also submit required data in HUD's IMS-PIC system or new PIC-NG system on EHV tenant information as required.

SFHA will require monthly reports and documentation from the CoC and VSP to support all services provided that allow for cost reimbursement (Section VI). At a minimum, the data that required includes:

- Application fees/non-refundable administrative or processing fees/refundable application deposit assistance – Entity ID, address, date of payment, cost, support of payment (in this case, fee receipt)
- Holding fees – Entity ID, address, date of payment, cost, support of payment (in this case, fee receipt)
- Security deposit assistance – Entity ID, address, date of payment, cost, support of payment (in this case, security deposit receipt, copy of payment, executed lease agreement)
- Utility Deposit assistance – Entity ID, address, date of payment, cost, support of payment (in this case, utility deposit receipt)
- Utility Arrears – Entity ID, address, date of payment, cost, support of payment (in this case, arrears bill, payment receipt)
- Owner incentive (signing bonus) – Entity ID, address, date of payment, cost, support of payment (in this case, security deposit receipt, copy of payment)
- Moving expenses – Entity ID, address, date of payment, cost, support of payment (in this case receipts for expenses, screenshot of payment)
- Essential household items – Entity ID, address, date of payment, cost, support of payment (in this case, receipts for expenses)
- Housing search assistance – Entity ID, address, service provider, date(s) of assistance, hours of assistance provided
- Tenant-readiness assistance – Entity ID, address, service provider, date(s) of assistance, type of assistance
- Owner recruitment and outreach – Service provider name, type of outreach, time spent

The appropriated funds for EHV are separate from the regular HCV program and may only be used for EHV purposes. If any of these funds are not expended on eligible EHV expenses before the end of the EHV program, the remaining unexpended EHV funds must be recaptured by HUD.

5. Add section X. Grant Funds.
  - a. Maximum Amount of Grant Funds. In no event shall the amount of Grant Funds disbursed hereunder exceed Three Million One Hundred Seventy-One Thousand Dollars (\$3,171,000).
  - b. Use of Grant Funds. CoC shall use the Grant Funds only for Eligible Expenses as set forth in the budget below.

## Grant Budget - SFHA EHV Support Services



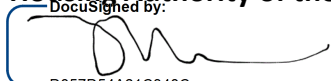
DEPARTMENT OF  
HOMELESSNESS AND  
SUPPORTIVE HOUSING

Provider Name	Population	Project Description	NUMBER OF HOUSEHOLDS SERVED	FY21-22	FY22-23	TOTAL FY21-23
Brilliant Corners	At Risk of Homelessness	Variety of support services for households that receive an Emergency Housing Voucher. Anticipated to serve 125 households in FY21-23.	125	\$1,514,904.00	\$377,880.00	\$1,892,784.00
Asian Women's Shelter	Domestic Violence	Variety of support services for households that received an Emergency Housing Voucher. Anticipated to serve 36 households in FY21-23.	36	\$325,399.00	\$0.00	\$325,399.00
Abode Services	Transitional Aged Youth (TAY)	Variety of support services for households that received an Emergency Housing Voucher. Anticipated to serve 35 households in FY21-23.	35	\$530,110.00	\$140,700.00	\$670,810.00
Brilliant Corners	Transitional Aged Youth (TAY)	Variety of support services for households that received an Emergency Housing Voucher. Anticipated to serve 25 households in FY21-23.	25	\$282,007.00	\$0.00	\$282,007.00

<b>TOTAL</b>	<b>221</b>	<b>\$2,652,420.00</b>	<b>\$518,580.00</b>	<b>\$3,171,000.00</b>
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**IN WITNESS WHEREOF**, COC and the Authority hereto have caused their duly authorized representatives to execute this Amendment, which may be executed in counterparts, as date indicated above.

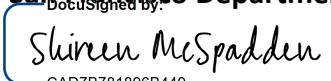
**Housing Authority of the City and County of San Francisco**

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Tonia Lediju, PhD, Chief Executive Officer

Date: 4/26/2022

**San Francisco Department of Homeless and Supportive Housing**

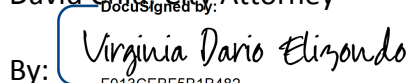
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Shireen McSpadden, Director

Date: 4/26/2022

Approved as to Form:

David Chiu, City Attorney

DocuSigned by:  
By:   
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Virginia Dario Elizondo

Date: 4/26/2022

# Memorandum of Understanding

## Emergency Housing Voucher Program

This Memorandum of Understanding (MOU) has been created and entered into on July 30, 2021 by and between the following parties for administration of the Emergency Housing Voucher (EHV) Program, under the operating requirements of PIH Notice 2021-15.

***Public Housing Authority (PHA)***

**Housing Authority of the City and County of San Francisco (SFHA)**

1815 Egbert Avenue  
San Francisco, CA 94124

***San Francisco Continuum of Care (CoC)***

**Department of Homelessness and Supportive Housing (HSH)**

440 Turk St.  
San Francisco, CA 94102

### **I. Introduction and Goals**

The American Rescue Plan Act of 2021, Section 3202, appropriated \$5 billion for: 1) new incremental Housing Choice Vouchers (HCVs) to be administered by Public Housing Agencies (PHA) to targeted populations that will allow eligible individuals and families to choose and lease safe, decent, and affordable housing; 2) renewal costs of EHV; and 3) administrative fees for administrative costs and other eligible expenses defined by notice to facilitate leasing of EHV.

On May 5, 2021, the U.S. Department of Housing and Urban Development (HUD) issued PIH Notice 2021-15 outlining the operating requirements of the EHV program (Attachment C). SFHA was awarded 906 vouchers with an effective date of July 1, 2021. After September 30, 2023, SFHA not reissue any previously leased EHV, regardless of when the assistance for the formerly assisted individual or family ends or ended.

#### **A. SFHA and CoC's commitment to administering the EHV in accordance with all program requirements.**

By signing this memorandum, each party agrees to administer the EHV in accordance with all program requirements and operating requirements of the PIH Notice 2021-15 (Attachment D), and any subsequent updates published by HUD.

**B. Goals and standards of success in administering the program.**

1. 100% of EHV vouchers will be utilized by December 2022.
2. At least 85% of housed individuals and families will still be living in a subsidized unit or other permanent housing at least 12 months after their placement.
3. EHV holders accessing housing navigation services will be under HAP contract in an average of 90 days from the day voucher was received.
4. HSH and SFHA will offer a client driven, trauma-informed and culturally relevant referral process for 100% of individuals accessing the EHV program and in alignment with HUD guidelines.

**C. Equity Goals**

1. SFHA and HSH commit to administer the EHV in alignment with local equity principles, including ensuring utilization of vouchers that considers racial equity, disability equity, and other local priorities.
2. SFHA and HSH commit to a continuous quality improvement process to make necessary shifts over time to include monitoring the distribution of EHV's for equity by completing a quarterly equity analysis for the distribution of EHV's. SFHA and HSH commit to incorporating the voices of persons with lived experience of homelessness to strengthen access and service delivery.
3. SFHA and HSH will partner with a minimum of 3 organizations that have experience with providing culturally responsive supportive services for individuals or families who are disparately impacted by homelessness and housing instability.
4. SFHA and HSH commit to collaboratively collect sufficient data to analyze how EHV's are being allocated with the ability to analyze for equity, and retention of the vouchers over time.

**A. Identification of staff position who will serve as lead EHV liaisons**

**Lead SFHA Liaison:** Kendra Crawford, Director of Public Housing

**Lead HSH Liaison:** Salvador Menjivar

**II. Eligible populations to be referred**

**A. Eligibility.**

In order to be eligible for an EHV, an individual or family must meet one of four eligibility categories:

- Homeless
- At risk of homelessness
- Fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking; or



- Recently homeless and for whom providing rental assistance will prevent the individual or family from becoming homeless or having a high risk of housing instability.

The CoC will work with the PHA to identify priority populations within the four eligibility categories. The CoC, VSP, and designated referral partners are responsible for verifying eligibility and making direct referrals to SFHA, and must provide supporting documentation of the referring agency's verification that the individual or family meets one of the four eligible categories for EHV assistance. An example of the certification form is referenced in [Attachment A](#) (Certification of Homelessness Form).

The definitions of the eligibility criteria, as described in [Attachment B](#), always apply with respect to EHV eligibility, regardless of whether SFHA may have established another definition for any of these terms in its SFHA Administrative Plan.

### **B. Local preferences in accordance with the SFHA Administrative Plan**

Under the HCV program, SFHAs established a system of local preferences for the selection of families. HUD waived § 982.207(a)<sup>1</sup> and established an alternative requirement that the local preferences established by the SFHA for HCV admissions do not apply to EHV. The SFHA has identified the following local preferences and point system for the selection of families for EHV:

1. Individuals or families who are fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking; (+15 points)
2. Families with children who are homeless (+14 points)
3. Individuals without children who are homeless (+13 points)

The preference system prioritizes the order in which households on the EHV waiting list are assisted but does not allow SFHA to refuse to accept a referred household that meets one of the four EHV eligibility categories, or otherwise delay issuance of an available voucher to that eligible household in order to "hold" the voucher for a future referral of a preference holder.

### **C. Referral processes**

All referrals will be made to SFHA through the CoC Homelessness Response System (HRS) via the Coordinated Entry process, and designated VSP and other referral partners using the established prioritization criteria. Coordinated Entry is the referral system for the HRS and is designed to provide access to HRS, as well as assess, prioritize, and refer people experiencing homelessness to housing opportunities.

## **III. Services to be provided to eligible EHV individuals and families**

SFHA will only fund services that allow for direct cost reimbursement. Services will be coordinated through the CoC and will be provided directly by the CoC or other community partners. The CoC will be required to provide appropriate documentation listed in the reporting requirements to SFHA for reimbursement on a monthly basis. The services listed below are available services that SFHA may fund until all service fees are exhausted but are not necessary to deliver to all participants.

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<sup>1</sup> 24 CFR § 982.207(a) describes the requirements for PHAs establishes local preferences in admission to its program.

SFHA will not require any rental costs returned to an EHV participant to be repaid to SFHA. For example, if SFHA pays for a participant's initial security deposit and the tenant moves and receives the security deposit back from the landlord, SFHA will not require the tenant to pay it back to SFHA.

**A. Application fees/non-refundable administrative or processing fees/refundable application deposit assistance.**

An owner may request application/processing fees. The Authority may cover application/processing fees for up to 3 units or up to \$159, whichever is higher, for each participant.

**B. Holding fees**

An owner may request a holding fee that is rolled into the security deposit after an application is accepted but before a lease is signed. SFHA may cover holding fee for units where the fee is required by the owner after a tenant's application has been accepted but before the lease signing up to \$4,148 (double the Authority's PUC as of 6/2021). The service provider and owner must agree how the holding fee gets rolled into the deposit, and under what conditions the fee will be returned. In general, owners need to accept responsibility for making needed repairs to a unit required by the initial housing quality standards (HQS) inspections and can only keep the holding fee if the client is at fault for not entering into a lease.

**C. Security deposit assistance**

SFHA may fund security deposit assistance. The amount of the security deposit assistance may not exceed the lesser of two months' rent to owner, the maximum-security deposit allowed under applicable state and/or local law, or the actual security deposit required by the owner. SFHA allows the CoC to make payment directly to the owner or to the individual or family, provided the CoC provides verification that the individual or family paid the security deposit when submitting for reimbursement to SFHA.

**D. Utility deposit assistance/arrears**

SFHA may fund utility deposit assistance up to \$108 (based on the SFPUC's 2020 rates). Assistance can be provided for deposits (including connection fees) required for the utilities to be supplied by the tenant under the lease. SFHA allows the CoC to make payment directly to the owner or to the family, provided the CoC provides verification that the individual or family paid the security deposit when submitting for reimbursement to SFHA.

Some individuals and families may have large balances with gas, electric, water, sewer, or trash companies that will make it difficult if not impossible to establish services for tenant-supplied utilities. SFHA may also fund utility arrears to facilitate leasing.

**E. Owner incentive payments**

SFHA agrees to fund incentive payments to owners that agree to initially lease their unit to an EHV individual and/or family amounting to \$4,148 (double the Authority's PUC as of 6/2021). The payment will be made as a single payment at the beginning of the assisted lease term. The SFHA requires that the owner agree to contact and work with the individual or family's CoC case manager or other intervention services (assuming such services are available) should lease violations or other tenant related issues arise during the assisted tenancy before taking action to evict the tenant.

#### **F. Moving expenses (including move-in fees and deposits)**

SFHA may fund reasonable moving expenses when an individual or family initially leases a unit with the EHV up to the following for each bedroom size.

- Studio/1BR - \$1165
- 2BR - \$1375
- 3BR - \$1665
- 4BR - \$1925

SFHA will not fund moving expenses for subsequent moves, with the following exceptions:

- An individual or family has to move due to domestic violence, dating violence, sexual assault, or stalking.
- SFHA terminates the HAP contract because the owner did not fulfill the owner responsibilities under the HAP contract or the owner refuses to offer the family the opportunity to enter a new lease after the initial lease term (as opposed to the family choosing to terminate the tenancy in order to move to another unit).

#### **B. Essential household items**

SFHA may fund the costs of acquiring essential household items, as defined by the SFHA (e.g., tableware, bedding, etc.) up to \$200.

### **IV. Services Not Funded**

The services listed below will not be funded by the allocated services fee by the SFHA. These additional services will help individuals and families be successful and will be provided through and funded by the CoC.

#### **A. Housing search assistance**

Housing search assistance must be offered and may include many activities such as, but not limited to,

- helping an individual or family identify and visit potentially available units during their housing search
- helping an individual or family find a unit that meets the household's disability-related needs
- providing transportation and directions
- assisting with the completion of rental applications and SFHA forms, and
- helping to expedite the EHV leasing process for the individual or family.

#### **B. Tenant-readiness services**

Tenant-readiness services include helping create customized plans to address or mitigate barriers that individuals or families may face in renting a unit with an EHV, such as negative credit, lack of credit, negative rental, or utility history, or to connect the individual or family to other community resources.

**C. Owner recruitment and outreach**

In addition to traditional owner recruitment and outreach specifically for EHV, activities may include conducting pre-inspections or otherwise expediting the inspection process, providing enhanced customer service.

**V. Roles and Responsibilities**

**A. SFHA Roles and Responsibilities**

1. Identify and maintain a single point of contact for communication with the CoC.
2. Coordinate and consult with the CoC in developing the services and assistance to be offered under the EHV services fee.
3. Accept referrals for eligible individuals and families through the CoC Homelessness Response System, and providers designated by the CoC and SFHA to provide EHV-related services.
4. Establish windows of time for EHV applicants to complete intake interviews for EHV.
5. Commit enough staff and necessary resources to ensure that the application, certification, voucher issuance, and inspections of units are completed in a timely manner.
6. Designate staff to serve as the lead EHV liaison and attend weekly meetings.
7. Comply with the provisions of this MOU.
8. Provide initial training and information on EHV application process to coordinated entry access points and designated service providers.

**B. CoC Roles and Responsibilities**

1. Identify and maintain a single point of contact for communication with the PHA.
2. Designate a staff to serve as the lead EHV liaison and attend weekly meetings.
3. Refer EHV eligible households to SFHA per the four eligible categories and community prioritization factors, including providing the certification of eligibility (Certification of Homelessness).
4. In partnership with PHA, identify service providers and services, to be provided to EHV holders.

Maintain partnerships with community-based organizations contracted to provide services identified in Section IV, above. While participants are not required to participate in services, the CoC will ensure the services are available and easily accessible.

5. Attend EHV participant briefings when needed.
6. Designate point person to ensure Access Point staff have adequate information and training.
7. Comply with the provisions of this MOU.

**C. Other Third-Party Entity Roles Responsibilities**

All third parties will comply with the provisions of this MOU and attend weekly meetings, as requested.

**D. Identification of staff position who will serve as lead EHV liaisons**

**Lead SFHA Liaison:** Kendra Crawford, Director of Public Housing

**Lead HSH Liaison:** Salvador Menjivar

**VI. Reporting Requirements – Financial**

SFHA is required to comply with reporting and financing record requirements mandated by HUD. SFHA will submit required reports to HUD monthly based on data from the Voucher Management System. This data will initially be used to track leasing and cost data and to reconcile funds advanced to participating SFHAs against actual expenditures reported. SFHA will also submit required data in HUD's IMS-PIC system or new PIC-NG system on EHV tenant information as required.

SFHA will require monthly reports and documentation from the CoC and VSP to support all services provided that allow for cost reimbursement (Section VI). At a minimum, the data that required includes:

- Application fees/non-refundable administrative or processing fees/refundable application deposit assistance – Tenant name, address, date of payment, cost, support of payment (in this case, fee receipt)
- Holding fees – Tenant name, address, date of payment, cost, support of payment (in this case, fee receipt)
- Security deposit assistance – Tenant name, address, date of payment, cost, support of payment (in this case, security deposit receipt)
- Utility Deposit assistance – Tenant name, address, date of payment, cost, support of payment (in this case, utility deposit receipt)
- Utility Arrears – Tenant name, address, date of payment, cost, support of payment (in this case, arrears bill, payment receipt)
- Owner incentive (signing bonus) – Tenant name, address, date of payment, cost, support of payment (in this case, security deposit receipt)
- Moving expenses – Tenant name, address, date of payment, cost, support of payment (in this case, receipts for expenses)

Essential household items – Tenant name, address, date of payment, cost, support of payment (in this case, receipts for expenses)

The appropriated funds for EHV are separate from the regular HCV program and may only be used for EHV purposes. If any of these funds are not expended on eligible EHV expenses before the end of the EHV program, the remaining unexpended EHV funds must be recaptured by HUD.

**VII. Reporting Requirements – Programmatic**

SFHA will require reports from the CoC at a predetermined frequency to address the following areas: Services, Eligibility, Unit Search, and Housed Individuals or Families. Programmatic reporting

requirements will address needs to ensure we understand who our clients are, what services clients are receiving, and who/how many people are in the different phases of the process from referral to housed.

HSH will require monthly reports from the SFHA to support EHV and Coordinated Entry synchronization. At a minimum, data that will be required include:

- First name, last name, DOB, SS#, date application submitted, voucher approval date, application denied date, address, and phone

**VIII. Program Evaluation**

The SFHA, CoC and third-party entities agree to cooperate with HUD, provide requested data to HUD or HUD-approved contractor delegated the responsibility of program evaluation protocols established by HUD or HUD-approved contractor, including possible random assignment procedures.

**IX. Data Sharing**

The CoC acknowledges all client information will remain confidential and will be held in the strictest confidence and are client records of the SFHA. The CoC may disclose confidential client information that SFHA provides to it only for the purpose of meeting the goals required to administer the Emergency Housing Voucher Program.

Signed:

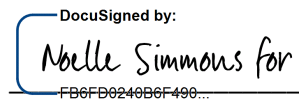
**Housing Authority of the City and County of San Francisco**

DocuSigned by:  
  
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Tonia Lediju, PhD  
Chief Executive Officer

Date: 7/30/2021

**San Francisco Department of Homeless and Supportive Housing**

DocuSigned by:  
  
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Shireen McSpadden  
Director

Date: 7/30/2021

Approved as to Form:  
Dennis J. Herrera

City Attorney

DocuSigned by:  
*Virginia Dario Elizondo*  
By: F013CEBF5B1B482...  
Virginia Dario Elizondo



DEPARTMENT OF  
HOMELESSNESS AND  
SUPPORTIVE HOUSING



## Attachment A: Emergency Housing Voucher: Certification of Eligibility

### Instructions:

To be eligible for the Emergency Housing Voucher program applicants must meet one of the Homeless Eligibility Criterion in Section 2, below, and complete this form to submit with the San Francisco Housing Authority Emergency Housing Voucher Application and the necessary documents identified in the Emergency Housing Voucher Application. This form needs to be completed for each adult in the household.

Section 1: GENERAL INFORMATION			
<b>Name of Staff Person Completing Form:</b>			
<b>Agency Name:</b>			
<b>Client/Participant Information:</b>	<b>Name (First, Middle, Last)</b>	<b>Last 4 of SSN</b>	<b>Date of Birth (MM/DD/YYYY)</b>
<b>Individual's Status (Select one):</b>	<input type="checkbox"/> Single Adult <input type="checkbox"/> Unaccompanied Minor <input type="checkbox"/> Family (with minor children), Household size: _____ <input type="checkbox"/> Family (without minor children), Household size: _____		
Section 2: HOMELESS ELIGIBILITY CRITERIA			
<b>Which of the Below Applies to the Client/Participant? (Check Only One)</b>			
Please note: This is to certify that the above-named individual or household meets the following criteria based on the check mark, other indicated information and signature indicating their current living situation			
<input type="checkbox"/> Unsheltered <input type="checkbox"/> Living in a shelter <input type="checkbox"/> Recently homeless <input type="checkbox"/> Fleeing domestic violence <input type="checkbox"/> Residing in institutional care facility for 90 days or less & homeless before entry <input type="checkbox"/> At risk of homelessness			
Section 3: VERIFICATION/DOCUMENTATION			
How do you know the Client/Participant or Family meets the Criterion you checked in Section 2 above? (You may check more than one)			
<input type="checkbox"/> Verified in ONE System or other data system. Please specify: _____ <input type="checkbox"/> Verified by a third party ( <b>attach documentation</b> ) <input type="checkbox"/> Client self-declaration of homelessness ( <b>attach documentation</b> )			
Section 4: CERTIFICATION			
I certify that the information on this form and attached documentation is accurate to the best of my knowledge.			
<b>Signature of Staff Person:</b>		<b>Date:</b>	





### HSH HOMELESSNESS PROGRAM ELIGIBILITY CRITERIA

Note: This guide is intended for quick reference only.

Criteria	Details
<p><b>1. Unsheltered</b></p>	<p>Primary nighttime residence is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground.</p>
<p><b>2. Living in shelter</b></p>	<p>Living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements for people experiencing homelessness (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals).</p>
<p><b>3. Recently Homeless</b></p>	<p>Receiving financial and supportive services for persons who are homeless. Loss of such assistance would result in a return to homelessness (ex. Households in Rapid Rehousing Programs, residents of Permanent Supportive Housing Programs participating in Moving On, etc.)</p>
<p><b>4. Fleeing domestic violence</b></p>	<p>Fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, human trafficking or other dangerous or life-threatening conditions that relate to violence against the individual or a family member in the primary nighttime residence or has made the individual afraid to return to their primary nighttime residence, <b>AND</b></p> <p>Has no other residence, <b>AND</b></p> <p>Lacks the resources or support networks, such as family, friends, and faith-based or other social networks to obtain other permanent housing;</p>
<p><b>5. Residing in institutional care facility for less than 90 days; homeless before entry</b></p>	<p>Has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days and was homeless in shelter, place not meant for habitation or fleeing/attempting to flee domestic violence before entry.</p>
<p><b>6. At risk of homelessness</b></p>	<p>Has an annual income below 30 percent of median family income for the area, as determined by HUD;</p> <p>Does not have sufficient resources or support networks, e.g., family, friends, faith-based or other social networks, immediately available to prevent them from moving to an emergency shelter or another place not meant for habitability; and</p> <p>Meets one of the following conditions:</p>



DEPARTMENT OF  
HOMELESSNESS AND  
SUPPORTIVE HOUSING



- a) Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance;
- b) Is living in the home of another because of economic hardship;
- c) Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days of the date of application for assistance;
- d) Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by federal, State, or local government programs for low-income individuals;
- e) Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons, or lives in a larger housing unit in which there reside more than 1.5 people per room, as defined by the U.S. Census Bureau;
- f) Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution); or
- g) Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient's approved consolidated plan.

# Attachment B – Definitions of Eligible Populations

## Emergency Housing Voucher (EHV) Program

The following definitions always apply with respect to EHV eligibility, regardless of whether the PHA may have established another definition for any of these terms in its PHA administrative plan.

### Individuals and Families Who Are Homeless

The meaning of “homeless” is as such term is defined in section 103(a) of the McKinney Vento Homeless Assistance Act (42 U.S.C. 11302(a)), which is codified in HUD’s Continuum of Care Program regulations at 24 CFR 578.3 and reads as follows:

*Homeless* means:

- (1) An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
  - (i) An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
  - (ii) An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, State, or local government programs for low-income individuals); or
  - (iii) An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.
- (2) An individual or family who will imminently lose their primary nighttime residence, provided that:
  - (i) The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;
  - (ii) No subsequent residence has been identified; and
  - (iii) The individual or family lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, needed to obtain other permanent housing.
- (3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:
  - (i) Are defined as homeless under section 387 of the Runaway and Homeless Youth Act (42 U.S.C. 5732a), section 637 of the Head Start Act (42 U.S.C. 9832), section 41403 of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2), section 330(h) of the Public Health Service Act (42 U.S.C. 254b(h)), section 3 of the Food and Nutrition Act of 2008 (7 U.S.C. 2012), section 17(b) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)), or section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a);

## Attachment B – Definitions of Eligible Populations

- (ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance;
- (iii) Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; and
- (iv) Can be expected to continue in such status for an extended period of time because of chronic disabilities; chronic physical health or mental health conditions; substance addiction; histories of domestic violence or childhood abuse (including neglect); the presence of a child or youth with a disability; or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment.

### Individuals or families who are at-risk of homelessness

The meaning of “at-risk of homelessness” is as such term is defined in section 401(1) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11360(1)), which is codified in HUD’s Continuum of Care Program regulations at 24 CFR 578.3 and reads as follows:

*At risk of homelessness* means:

- (1) An individual or family who:
  - (i) Has an annual income below 30 percent of median family income for the area, as determined by HUD;
  - (ii) Does not have sufficient resources or support networks, e.g., family, friends, faith-based or other social networks, immediately available to prevent them from moving to an emergency shelter or another place described in paragraph (1) of the “Homeless” definition above; and
  - (iii) Meets one of the following conditions:
    - (A) Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance;
    - (B) Is living in the home of another because of economic hardship;
    - (C) Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days of the date of application for assistance;
    - (D) Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by federal, State, or local government programs for low-income individuals;
    - (E) Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons, or lives in a larger housing unit in which there reside more than 1.5 people per room, as defined by the U.S. Census Bureau;

## Attachment B – Definitions of Eligible Populations

- (F) Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution); or
  - (G) Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient's approved consolidated plan.
- (2) A child or youth who does not qualify as “homeless” under this section, but qualifies as “homeless” under section 387(3) of the Runaway and Homeless Youth Act (42 U.S.C. 5732a(3)), section 637(11) of the Head Start Act (42 U.S.C. 9832(11)), section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6)), section 330(h)(5)(A) of the Public Health Service Act (42 U.S.C. 254b(h)(5)(A)), section 3(m) of the Food and Nutrition Act of 2008 (7 U.S.C. 2012(m)), or section 17(b)(15) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)(15)); or
  - (3) A child or youth who does not qualify as “homeless” under this section, but qualifies as “homeless” under section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)), and the parent(s) or guardian(s) of that child or youth if living with her or him.

### **Individuals or Families Who Are Fleeing, or Attempting to Flee, Domestic Violence, Dating Violence, Sexual Assault, Stalking, or Human Trafficking**

This category is composed of any individual or family who is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking. This includes cases where a HUD-assisted tenant reasonably believes that there is a threat of imminent harm from further violence if they remain within the same dwelling unit, or in the case of sexual assault, the HUD-assisted tenant reasonably believes there is a threat of imminent harm from further violence if they remain within the same dwelling unit that they are currently occupying, or the sexual assault occurred on the premise during the 90- day period preceding the date of the request for transfer.

**Domestic Violence** includes felony or misdemeanor crimes of violence committed by:

- a. a current or former spouse or intimate partner of the victim (the term “spouse or intimate partner of the victim” includes a person who is or has been in a social relationship of a romantic or intimate nature with the victim, as determined by the length of the relationship, the type of the relationship, and the frequency of interaction between the persons involved in the relationship),
- b. a person with whom the victim shares a child in common,
- c. a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
- d. a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or
- e. any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

## Attachment B – Definitions of Eligible Populations

**Dating Violence** means violence committed by a person:

- a. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- b. Where the existence of such a relationship shall be determined based on a consideration of the following factors:
  1. The length of the relationship;
  2. The type of relationship; and
  3. The frequency of interaction between the persons involved in the relationship.

**Sexual Assault** means any nonconsensual sexual act proscribed by Federal, Tribal, or State law, including when the victim lacks capacity to consent.

**Stalking** means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

1. Fear for the person's individual safety or the safety of others; or
2. Suffer substantial emotional distress.

**Human Trafficking** includes both sex and labor trafficking, as outlined in the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. § 7102). These are defined as:

*Sex trafficking* means the recruitment, harboring, transportation, provision, obtaining, patronizing, or soliciting of a person for the purpose of a commercial sex act, in which the commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such act has not attained 18 years of age; (and)

*Labor trafficking* means the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

### Individuals or Families Who Are Recently Homeless

This category is composed of individuals and families determined by the CoC or its designee to meet the following definition.

**Recently Homeless** is defined as individuals and families who have previously been classified by a member agency of the CoC as homeless but are not currently homeless as a result of homeless assistance (financial assistance or services), temporary rental assistance or some type of other assistance, and where the CoC or its designee determines that the loss of such assistance would result in a return to homelessness or the individual or family having a high risk of housing instability. Examples of households that may be defined as recently homeless by the CoC include, but are not limited to, participants in rapid rehousing, and permanent supportive housing.



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
WASHINGTON, DC 20410-5000

OFFICE OF PUBLIC AND INDIAN HOUSING

June 10, 2021

Tonia Lediju,phd  
Executive Director  
HOUSING AUTHORITY OF THE CITY & COUNTY OF SF  
1815 EGBERT AVE.  
SAN FRANCISCO, CA 94124

Dear Executive Director:

This is your public housing agency's (PHA) Emergency Housing Vouchers (EHV) Award notification, which is authorized by the American Rescue Plan (ARP) Act of 2021 (Public Law No: 117-2).

The ARP authorized the Department of Housing and Urban Development (HUD) to allocate additional vouchers to PHAs through an allocation formula designed to direct emergency housing vouchers to the PHAs operating in areas where the EHV's eligible populations have the greatest need while also considering PHA capacity and the requirement to ensure geographic diversity, including rural areas. The EHV's are provided to help assist individuals and families who are (1) homeless, (2) at risk of homelessness, (3) fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking, or (4) recently homeless.

The following table provides the details for your agency's EHV award:

Emergency Housing Vouchers Awarded:906			
Housing Assistance Payments	Preliminary Fees	Service Fees	Administrative Fees
\$23,424,588	\$362,400	\$3,171,000	\$1,440,648
Effective: July 1, 2021	Effective: June 1, 2021	Effective: June 1, 2021	Effective: July 1, 2021

Please notice the effective date of your EHV awards based on the category of funding. HUD will obligate 12 months of Housing Assistance Payments (HAP) and Administrative (Admin) Fee funding to all eligible PHAs. HAP and Admin Fees are effective on July 1st, and 1/12 of the total HAP and Admin Fees will be disbursed automatically for July, August, and September 2021. After that, monthly HAP disbursements will be based on actual EHV HAP expenses and units leased reported in VMS. HUD will automatically adjust the HAP funding based on actual costs associated with the EHV Awards. If your PHA needs HAP funds beyond the automatic adjustments, please contact your Financial Analyst at the Financial Management Center.

Further, the Department will obligate and disburse 100% of the Preliminary Fees in a lump sum effective June 1, 2021. Services Fees will be obligated for 100% of the units awarded, but HUD will only disburse 50% of these funds in a lump sum payment, also effective June 1, 2021. Two additional Service Fee disbursements for 25% of the total obligation will occur when the PHAs had spent 50% and 100% of the initial lump sum disbursement. If you require the Service Fee disbursement in advance of the schedule outlined here, please send a request with justification to your Financial Analyst at the Financial Management Center (FMC).

The Financial Management Center (FMC) will provide your agency with an amended Consolidated Annual Contributions Contract (CACC) that reflects the EHV's new incremental vouchers and funding. Your agency must follow applicable Housing Choice Voucher (HCV) program requirements, when administering EHV's, including the regulations at 24 CFR part 982, and the EHV operating requirements set forth in PIH Notice 2021-15.

Finally, PIC and VMS reporting requirements will be provided under separate notification.

Should you have questions about this award, please do not hesitate to contact your FMC Financial Analyst or email [EHV@hud.gov](mailto:EHV@hud.gov).

Sincerely,

**Danielle L. Bastarache**  Digitally signed by Danielle L. Bastarache  
DN: CN = Danielle L. Bastarache,  
C = US,  
Reason: I am approving this document

Danielle L. Bastarache  
Deputy Assistant Secretary for  
Public Housing and Voucher Programs



## Proposed Grant Budget - Accept and Expend for SFHA EHV Support Services



DEPARTMENT OF  
HOMELESSNESS AND  
SUPPORTIVE HOUSING

Provider Name	Population	Project Description	NUMBER OF HOUSEHOLDS SERVED	FY21-22	FY22-23	TOTAL FY21-23
Brilliant Corners	At Risk of Homelessness	Variety of support services for households that receive an Emergency Housing Voucher. Anticipated to serve 125 households in FY21-23.	125	\$ 1,514,904	\$ 377,880	\$ 1,892,784
Asian Women's Shelter	Domestic Violence	Variety of support services for households that received an Emergency Housing Voucher. Anticipated to serve 36 households in FY21-23.	36	\$ 325,399	\$ -	\$ 325,399
Abode Services	Transitional Aged Youth (TAY)	Variety of support services for households that received an Emergency Housing Voucher. Anticipated to serve 35 households in FY21-23.	35	\$ 530,110	\$ 140,700	\$ 670,810
Brilliant Corners	Transitional Aged Youth (TAY)	Variety of support services for households that received an Emergency Housing Voucher. Anticipated to serve 25 households in FY21-23.	25	\$ 282,007	\$ -	\$ 282,007
<b>TOTAL</b>			<b>221</b>	<b>\$ 2,652,420</b>	<b>\$ 518,580</b>	<b>\$ 3,171,000</b>



**To:** Honorable Members of the San Francisco Board of Supervisors

**From:** San Francisco Department of Homelessness and Supportive Housing

**Date:** April 29, 2022

**Subject:** Accept and Expend San Francisco Housing Authority Grant for the Emergency Housing Voucher Program-- Retroactive Request

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This Resolution seeks approval for the Department of Homelessness and Supportive Housing (HSH) to retroactively accept and expend Emergency Housing Voucher grant funds in the total amount not to exceed \$3,171,000 from the San Francisco Housing Authority for costs incurred from February 1, 2022 through June 30, 2026 to provide supportive services for eligible individuals and families who receive an Emergency Housing Voucher.

A request for retroactive approval is being sought to align with the Amended Agreement between HSH and SFHA that confirms the grant expenditure start date of February 1, 2021. A copy of the Amended Agreement is on file with the Clerk of the Board of Supervisors. This Resolution would approve HSH to retroactively expend funds for eligible expenses incurred as of February 1, 2022.

The grant expenditure start date is the only component of this legislation that is retroactive. Grant funds will not be accepted or expended by HSH until Board of Supervisors approval is received.

If you have questions about this grant or the retroactive request for approval, please contact Dylan Rose Schneider, HSH Manager of Policy and Legislative Affairs, at [dylan.schneider@sfgov.org](mailto:dylan.schneider@sfgov.org).



## San Francisco Ethics Commission

25 Van Ness Avenue, Suite 220, San Francisco, CA 94102

Phone: 415.252.3100 . Fax: 415.252.3112

[ethics.commission@sfgov.org](mailto:ethics.commission@sfgov.org) . [www.sfethics.org](http://www.sfethics.org)

Received On:

File #: 220644

Bid/RFP #:

### Notification of Contract Approval

SFEC Form 126(f)4

(S.F. Campaign and Governmental Conduct Code § 1.126(f)4)

A Public Document

Each City elective officer who approves a contract that has a total anticipated or actual value of \$100,000 or more must file this form with the Ethics Commission within five business days of approval by: (a) the City elective officer, (b) any board on which the City elective officer serves, or (c) the board of any state agency on which an appointee of the City elective officer serves. For more information, see: <https://sfethics.org/compliance/city-officers/contract-approval-city-officers>

#### 1. FILING INFORMATION

<b>TYPE OF FILING</b>	<b>DATE OF ORIGINAL FILING (for amendment only)</b>
Original	
<b>AMENDMENT DESCRIPTION – Explain reason for amendment</b>	

#### 2. CITY ELECTIVE OFFICE OR BOARD

<b>OFFICE OR BOARD</b>	<b>NAME OF CITY ELECTIVE OFFICER</b>
Board of Supervisors	Members

#### 3. FILER'S CONTACT

<b>NAME OF FILER'S CONTACT</b>	<b>TELEPHONE NUMBER</b>
Angela Calvillo	415-554-5184
<b>FULL DEPARTMENT NAME</b>	<b>EMAIL</b>
office of the clerk of the Board	Board.of.Supervisors@sfgov.org

#### 4. CONTRACTING DEPARTMENT CONTACT

<b>NAME OF DEPARTMENTAL CONTACT</b>	<b>DEPARTMENT CONTACT TELEPHONE NUMBER</b>
Bryn Miller	9784602875
<b>FULL DEPARTMENT NAME</b>	<b>DEPARTMENT CONTACT EMAIL</b>
HOM Homelessness and Supportive Housing	bryn.miller@sfgov.org

5. CONTRACTOR	
<b>NAME OF CONTRACTOR</b> Asian Women's Shelter	<b>TELEPHONE NUMBER</b> 415-751-0880
<b>STREET ADDRESS (including City, State and Zip Code)</b> 3543 18th Street #19 San Francisco CA 94110	<b>EMAIL</b>

6. CONTRACT		
<b>DATE CONTRACT WAS APPROVED BY THE CITY ELECTIVE OFFICER(S)</b>	<b>ORIGINAL BID/RFP NUMBER</b>	<b>FILE NUMBER (If applicable)</b> 220644
<b>DESCRIPTION OF AMOUNT OF CONTRACT</b> \$325,399		
<b>NATURE OF THE CONTRACT (Please describe)</b> EHV Support Services - Housing Search Assistance, Security Deposit/Utility Deposit/Rental Application/Holding Fee Uses, Owner-related uses, Moving expenses, renter's insurance, Essential Household Items, Tenant-readiness services.		

7. COMMENTS

8. CONTRACT APPROVAL	
This contract was approved by:	
<input type="checkbox"/>	THE CITY ELECTIVE OFFICER(S) IDENTIFIED ON THIS FORM
<input checked="" type="checkbox"/>	A BOARD ON WHICH THE CITY ELECTIVE OFFICER(S) SERVES Board of Supervisors
<input type="checkbox"/>	THE BOARD OF A STATE AGENCY ON WHICH AN APPOINTEE OF THE CITY ELECTIVE OFFICER(S) IDENTIFIED ON THIS FORM SITS

**9. AFFILIATES AND SUBCONTRACTORS**

List the names of (A) members of the contractor's board of directors; (B) the contractor's principal officers, including chief executive officer, chief financial officer, chief operating officer, or other persons with similar titles; (C) any individual or entity who has an ownership interest of 10 percent or more in the contractor; and (D) any subcontractor listed in the bid or contract.

#	LAST NAME/ENTITY/SUBCONTRACTOR	FIRST NAME	TYPE
1	Pusey	Orchid	CEO
2	Quan	Kit	CEO
3	Le	Huong	COO
4	wang	Christine	Board of Directors
5	Nozawa	Noz	Board of Directors
6	Tapken	Jennifer	Board of Directors
7	wan	Nancy	Board of Directors
8	Ramakrishnan	Aparna	Board of Directors
9	Hong	Edit	Board of Directors
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Check this box if you need to include additional names. Please submit a separate form with complete information. Select “Supplemental” for filing type.

**10. VERIFICATION**

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information I have provided here is true and complete.

**I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.**

<p><b>SIGNATURE OF CITY ELECTIVE OFFICER OR BOARD SECRETARY OR CLERK</b></p>  <p>BOS Clerk of the Board</p>	<p><b>DATE SIGNED</b></p>
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office of the clerk of the Board	Board.of.Supervisors@sfgov.org

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Bryn Miller	9784602875
<b>FULL DEPARTMENT NAME</b>	<b>DEPARTMENT CONTACT EMAIL</b>
HOM Homelessness and Supportive Housing	bryn.miller@sfgov.org



5. CONTRACTOR	
<b>NAME OF CONTRACTOR</b> Abode Services	<b>TELEPHONE NUMBER</b> 510-657-7409
<b>STREET ADDRESS (including City, State and Zip Code)</b> 40849 Fremont Boulevard Fremont, CA 94538	<b>EMAIL</b>

6. CONTRACT		
<b>DATE CONTRACT WAS APPROVED BY THE CITY ELECTIVE OFFICER(S)</b>	<b>ORIGINAL BID/RFP NUMBER</b>	<b>FILE NUMBER (If applicable)</b> 220644
<b>DESCRIPTION OF AMOUNT OF CONTRACT</b> \$670,810		
<b>NATURE OF THE CONTRACT (Please describe)</b> EHV Support Services - Housing Search Assistance, Security Deposit/Utility Deposit/Rental Application/Holding Fee Uses, Owner-related uses, Moving expenses, renter's insurance, Essential Household Items, Tenant-readiness services		

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1	Chicoine	Louis	CEO
2	Reiber	John	CFO
3	wan	Vivian	COO
4	Smith	Ken	Board of Directors
5	Gin	Brian	Board of Directors
6	Saraiya	Tejas	Board of Directors
7	Henrie	Tarraha	Board of Directors
8	Lee	John	Board of Directors
9	Angle	Rohit	Board of Directors
10	Barton	John	Board of Directors
11	Beri	Vishnu	Board of Directors
12	Bhasin	Sameer	Board of Directors
13	Danner	Ann	Board of Directors
14	Domantay	John	Board of Directors
15	Khawaja	Hassan	Board of Directors
16	Price	Gail	Board of Directors
17	Wasow	Tom	Board of Directors
18	white	Darrian	Board of Directors
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<b>FULL DEPARTMENT NAME</b>	<b>DEPARTMENT CONTACT EMAIL</b>
HOM Homelessness and Supportive Housing	bryn.miller@sfgov.org

5. CONTRACTOR	
<b>NAME OF CONTRACTOR</b> Brilliant Corners	<b>TELEPHONE NUMBER</b> (415) 618-0012
<b>STREET ADDRESS (including City, State and Zip Code)</b> 1360 Mission St., Suite 300, San Francisco, CA 94103	<b>EMAIL</b>

6. CONTRACT		
<b>DATE CONTRACT WAS APPROVED BY THE CITY ELECTIVE OFFICER(S)</b>	<b>ORIGINAL BID/RFP NUMBER</b>	<b>FILE NUMBER (If applicable)</b> 220644
<b>DESCRIPTION OF AMOUNT OF CONTRACT</b> \$2,174,791		
<b>NATURE OF THE CONTRACT (Please describe)</b> EHV Support Services - Housing Search Assistance, Security Deposit/Utility Deposit/Rental Application/Holding Fee Uses, Owner-related uses, Moving expenses, renter's insurance, Essential Household Items, Tenant-readiness services		

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2	Ham	Chulssang	CFO
3	Mok	Jonas	COO
4	Roller	Shamus	Board of Directors
5	Mills	Bob	Board of Directors
6	Conk	Nancy	Board of Directors
7	Brown	Mildred	Board of Directors
8	Burkart	Debbie	Board of Directors
9	Edwards	Earl	Board of Directors
10	Grewal	Navneet	Board of Directors
11	Johnson	Derric	Board of Directors
12	Ko	Chris	Board of Directors
13	Lieberman	Donny	Board of Directors
14	Oka	Bruce	Board of Directors
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**TO:** Angela Calvillo, Clerk of the Board of Supervisors

**FROM:** Dylan Schneider, HSH Manager of Policy and Legislative Affairs

**DATE:** April 22, 2022

**SUBJECT:** Accept and Expend Resolution for Emergency Housing Voucher Program

**GRANT TITLE:** Emergency Housing Voucher Program

Attached please find the original\* and 1 copy of each of the following:

  X   Proposed grant resolution; original\* signed by Department, Mayor, Controller (Document 2)

  X   Grant information form, including disability checklist (Document 3)

  X   Grant budget (Document 4)

  n/a   Grant application

  X   Grant award letter from funding agency (Document 5)

  X   Ethics Form 126 (Documents 6.a, 6.b, and 6.c)

  X   Contracts, Leases/Agreements (if applicable) – Original and amended MOU between HSH and SFHA (Documents 7 and 8)

  X   Other (Explain): Retroactive Approval Request Memo (Document 9)

**Special Timeline Requirements:**

Please schedule at earliest available date.

**Departmental representative to receive a copy of the adopted resolution:**

Name: Dylan Schneider

Phone: 628.652.7742

Interoffice Mail Address: 440 Turk Street, San Francisco CA. 94102

Certified copy required Yes

No

*Grant Cover Sheet*

(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)

