

File No. 120382

Committee Item No. 4  
Board Item No. 15

## COMMITTEE/BOARD OF SUPERVISORS

### AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance Sub-Committee

Date: May 2, 2012

Board of Supervisors Meeting

Date 5/8/12

#### Cmte Board

- |                                     |                                     |  |
|-------------------------------------|-------------------------------------|--|
| <input type="checkbox"/>            | <input type="checkbox"/>            | Motion                                       |
| <input checked="" type="checkbox"/> | <input checked="" 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 & Legislative Analyst Report          |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Ethics Form 126                              |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Introduction Form (for hearings)             |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/>            | <input type="checkbox"/>            | MOU  |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Grant Information Form                       |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Grant Budget                                 |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Subcontract Budget                           |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Contract/Agreement                           |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Award Letter                                 |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Application                                  |

#### OTHER

(Use back side if additional space is needed)

<input type="checkbox"/>	<input type="checkbox"/>	_____
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<input type="checkbox"/>	<input type="checkbox"/>	_____

Completed by: Victor Young

Date: April 27, 2012

Completed by: Victor Young

Date: \_\_\_\_\_

An asterisked item represents the cover sheet to a document that exceeds 25 pages. The complete document is in the file.

1 [Apply for, Accept, and Expend Grant - HOME Program - \$3,985,888]

2  
3 **Resolution approving the FY2012-2013 HOME Investment Partnership (HOME)**  
4 **Program; and authorizing the Mayor, on behalf of the City and County of San Francisco**  
5 **to apply for, accept, and expend the City's FY2012-2013 HOME Program entitlement**  
6 **from the U.S. Department of Housing and Urban Development in the amount of**  
7 **\$3,955,888, and to expend Program Income in the amount of \$30,000.**

8  
9 WHEREAS, Under Title II of the National Affordable Housing Act of 1990, Public Law  
10 Number 101-625, the City and County of San Francisco is eligible to apply for and receive  
11 funds from the HOME Investment Partnership (HOME) Program; and

12 WHEREAS, The City and County of San Francisco anticipates receiving approximately  
13 \$3,955,888 in 2012 HOME Program funds from HUD, and estimates \$30,000 in Program  
14 Income from previous HOME grants; and

15 WHEREAS, The Mayor's Office of Housing (MOH) has prepared programs and a  
16 proposed Expenditure Schedule for an anticipated entitlement and program income totaling  
17 \$3,985,888, a copy of which is located in Board File No. 120382 (the "Expenditure  
18 Schedule"); and

19 WHEREAS, The proposed grant does not require an Annual Salary Ordinance  
20 amendment; and

21 WHEREAS, The funding agency (HUD) does not allow use of grant on indirect costs;  
22 and

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

1           WHEREAS, A portion of the administrative and direct costs of administering the HOME  
2 Program are to be paid from the FY2012-2013 HOME Program allocation; and

3           WHEREAS, The remainder of the administrative and direct costs of administering the  
4 HOME Program is an eligible Community Development Block Grant (CDBG) expense, and  
5 will be paid from CDBG funds through the FY2012-2013 CDBG Program; now, therefore, be it

6           RESOLVED, That the Mayor of the City and County of San Francisco is hereby  
7 authorized to apply for, accept, and expend the City's FY2012-2013 HOME Program  
8 entitlement grant from HUD and an estimated \$30,000 in HOME Program Income, all in  
9 accordance with the purposes and goals for the funding as generally set forth in the 2010-14  
10 Five Year Consolidated Plan and the Expenditure Schedule; and, be it

11           FURTHER RESOLVED, That the Board of Supervisors does hereby approve the  
12 purposes and goals for the FY2012-2013 HOME Program funding as set forth in the  
13 Expenditure Schedule, on file with the Clerk of the Board of Supervisors and incorporated  
14 herein by reference; and, be it

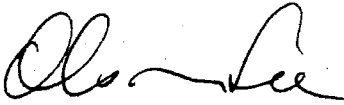
15           FURTHER RESOLVED, That the Board of Supervisors hereby waives inclusion of  
16 indirect costs in the grant budget; and, be it

17           FURTHER RESOLVED, That the Mayor is hereby authorized to enter into and execute  
18 agreements between the City and County of San Francisco and the various agencies  
19 consistent with the FY2012-2013 HOME Program and the Expenditure Schedule; and, be it

20           FURTHER RESOLVED, That the Mayor is hereby authorized to submit documentation  
21 and certifications as may be requested or required by HUD, and to take such additional  
22 actions as may be required to apply for, accept and expend the FY2012-2013 HOME funds  
23 consistent with this Resolution and the goals of the FY2012-2013 HOME Program and all  
24 applicable legal requirements; and, be it

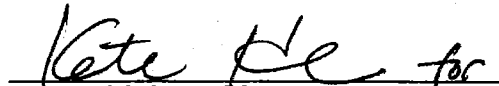
1 FURTHER RESOLVED, That all actions heretofore taken by the officers of the City  
2 with respect to the application for, or the acceptance or expenditure of, FY2012-2013 HOME  
3 funds are hereby approved, confirmed and ratified.

4 Recommended:

5 

6 Olson Lee, Director

7  
8  
9 Approved:

10   
11 Edwin M. Lee, Mayor

12   
13 Ben Rosenfield, Controller  
14 For

**MAYOR'S OFFICE OF HOUSING**  
**CITY AND COUNTY OF SAN FRANCISCO**

RECEIVED  
BOARD OF SUPERVISORS  
SAN FRANCISCO

2012 APR 17 PM 4:12

BY ABQ

**EDWIN M. LEE**  
MAYOR

**OLSON LEE**  
DIRECTOR



**TO:** Angela Calvillo, Clerk of the Board of Supervisors  
**FROM:** Gigi Whitley, Chief Financial Officer  
**DATE:** April 13, 2012  
**SUBJECT:** Accept and Expend Resolution  
**GRANT TITLE:** HOME Investment Partnership Program Grant

Attached please find the original and 4 copies of each of the following:

- Proposed resolution, signed
- Grant information forms
- Grant Expenditure Schedules
- Grant Application
- Grant award letter from funding agency
- Grant Agreement
- Other (Explain):

Departmental representative to receive a copy of the adopted Resolution:

**Name:** Benjamin McCloskey                      **Phone:** 701-5575  
**Interoffice Mail Address:** 1 South Van Ness, 5th Floor  
**Certified copy required:** No.



**File Number:** \_\_\_\_\_

(Provided by Clerk of Board of Supervisors)

**Grant Information Form**

(Effective January 2000)

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 grant

2. **Department:** Mayor's Office of Housing

3. **Contact Person:** Gigi Whitley Telephone: 415-701-5562

4. **Grant Approval Status (check one):**

Approved by funding agency

Not yet approved

5. **Amount of Grant Funding Approved or Applied for:** \$3,955,888 plus an estimated \$30,000 in program income

6a. **Matching Funds Required:** \$1,500,00

b. **Source(s) of matching funds (if applicable):** Affordable Housing Funds

7a. **Grant Source Agency:** U.S. Department of Housing and Urban Development (HUD)

b. **Grant Pass-Through Agency (if applicable):**

8. **Proposed Grant Project Summary:** Proposed Expenditure Schedule is attached.

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

Start-Date: July 1, 2012

End-Date: June 30, 2017

10. **Number of new positions created and funded:** 0

11. **If new positions are created, explain the disposition of employees once the grant ends?** N/A

12a. **Amount budgeted for contractual services:** \$15,000

b. **Will contractual services be put out to bid?** yes

c. **If so, will contract services help to further the goals of the department's MBE/WBE requirements?** yes

d. **Is this likely to be a one-time or ongoing request for contracting out?** One-time

13a. **Does the budget include indirect costs?**

Yes

No

b1. **If yes, how much?** \$

b2. **How was the amount calculated?**

**c. 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): HUD allows up to 10% of the grant to be used for administrative expenses

**14. Any other significant grant requirements or comments:**

**\*\*Disability Access Checklist\*\***

15. This Grant is intended for activities at (check all that apply):

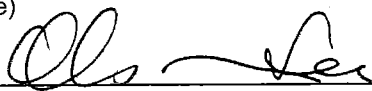
- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Existing Site(s)      | <input type="checkbox"/> Existing Structure(s)      | <input type="checkbox"/> Existing Program(s) or Service(s) |
| <input type="checkbox"/> Rehabilitated Site(s) | <input type="checkbox"/> Rehabilitated Structure(s) | <input type="checkbox"/> New Program(s) or Service(s)      |
| <input type="checkbox"/> New Site(s)           | <input type="checkbox"/> New Structure(s)           |  |

16. The Departmental ADA Coordinator and/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 access laws and regulations and will allow the full inclusion of persons with disabilities, or will require unreasonable hardship exceptions, as described in the comments section:

Comments: As housing development projects are identified, ADA review is part of the selection and monitoring process.

Departmental or Mayor's Office of Disability Reviewer: \_\_\_\_\_  
(Name)

Date Reviewed: \_\_\_\_\_

Department Approval: Olson Lee Director  
(Name) (Title)  
  
(Signature)



**HOME Investment Partnership Program - Proposed Expenditure Schedule 2012-2013**  
 Mayor's Office of Housing

**2012-2013 HOME Grant Sources and Uses**

<b>HOME Investment Partnership Program Sources</b>	
2012-13 HOME Entitlement	\$3,955,888
Estimated HOME Program Income	\$30,000
<b>Total HOME Sources</b>	<b>\$3,985,888</b>
<b>HOME Investment Partnership Program Uses</b>	
Type of Projects	Total Funds
Housing Development	\$3,590,299
MOH HOME Administrative Costs	\$395,589
<b>Total HOME Uses</b>	<b>\$3,985,888</b>

