

Title: Mayor's Office of Housing/Climate Action Plan
Data Year: Fiscal Year 2011-2012
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Introduction

The Mayor's Office of Housing aims to provide the best service to the general public while providing the department a cost-saving. Our department will continue thriving to reduce our carbon footprint by implementing eco-friendly practices. The department continues to meet green purchasing standards and has implemented energy saving and waste reduction practices in our office. Our departmental would like to reach 100% material use reduction within the next few years.

Departmental Mission

The Mayor's Office of Housing/Community Development Division

The mission of the Mayor's Office of Housing is to provide financing for the development, rehabilitation and purchase of affordable housing in San Francisco. MOH also guides and coordinates the City's housing policy. MOH administers a variety of programs to finance the development of affordable housing by non-profit and for profit developers, provides financial and educational assistance to first-time homebuyers, and finances housing rehabilitation costs for low-income homeowners. MOH is also responsible for monitoring and ensuring the long-term affordability and physical viability of the City's stock of affordable housing. The Mayor's Office of Housing (MOH) coordinates the efforts of the City to maximize housing opportunities for low income households and individuals. We administer a variety of programs for housing finance funded by federal, state, and local sources. We also work closely with federal, state and other local agencies to coordinate their efforts with ours. The Mayor's Office of Housing administers the following programs:

- **Assistance for First-Time Homebuyers**
- **Below Market Rate (BMR) Inclusionary Housing Program**
- **BMR Downpayment Assistance Loan Program (BMR/DALP)**

MOH is the primary City agency that funds the rehabilitation or new construction of non-profit facilities that predominantly serve low-income families and individuals. The other sources of funds which non-profits typically access to finance the cost of construction or rehabilitation of facilities come primarily from private foundations. Because of the scarcity of funding for this kind of support, and given the priority many non-profits and funders place on supporting programs rather than capital improvements, MOH is committed to continuing to use CDBG funds to fill this particular gap through its community facility capital improvements program. These funds have been used to cover the cost of tenant improvements that allow service providers to expand existing services, and to construct new facilities. In addition to protecting and expanding services, capital funds are used to ensure that these facilities are accessible to all and meet health and safety standards.

MOH's economic advancement program brings together legal services, case management, adult educational support, support for transitional age youth, financial literacy and asset building, social capital development, and strategic linkages through neighborhood and community centers to maximize individual and family economic self-sufficiency. Priority is given to those services which help individuals and families overcome barriers and enable them to access services, often those services which other City departments have also prioritized.

The Mayor's Office of Housing/Community Development Division

The Community Development Division's mission is to partner with the community to strengthen the social, physical and economic infrastructure of San Francisco's low-income neighborhoods and communities in need. A primary means of achieving this mission is our administration of the Community Development Block Grant (CDBG) program, a multi-million dollar federal program focused on low- and moderate-income communities. The Community Development Division also administers the Emergency Shelter Grant (ESG) program, part of the federal McKinney-Vento Homeless Assistance Act funds. The primary objective of the Division's CDBG program is the development of viable urban communities, by providing decent housing and suitable living environment and expanding economic development opportunities principally for persons of low- and moderate-income. The Division's ESG program is designed to be the first step in a continuum of assistance to prevent homelessness and to enable homeless individuals and families to move toward independent living. The Community Development Division's comprehensive approach to community development is reflected in the breadth and scope of the program areas in which it provides funding (grants and loans). The following is a description of each of the program areas in which the Division administers resources for the benefit of low- and moderate-income families, individuals, and community based organizations. The program areas range from grants for community social services, housing, organizational capacity building, planning, and physical infrastructure support.

- **Community Development Program Areas**
- **Community Facility Capital Improvements and Public Space Improvements Community**
- **Economic Advancement for Families and Individuals**

Citizen's Committee on Community Development

The Citizen's Committee on Community Development (CCCD) is the advisory body charged with public oversight of HUD-based funding allocations and policy matters directly related to community development efforts in the City. Five members are appointed by the Mayor of the City and County of San Francisco and four members are appointed by the Board of Supervisors. This broad cross-section of the community provides for citizen participation and oversight in the development of the HUD consolidated planning process, makes policy recommendations on the development and implementation of a comprehensive community development structure for the City, assists with the identification of community needs and formulation of program priorities, and makes annual funding recommendations on CDBG and ESG programs to the Mayor and Board of Supervisors.

Departmental Budget

The Mayor's Office of Housing current budget is \$ 9.09 million. Our FY2012/13 budget is yet to be determined.

Number of Employees

The Mayor's Office of Housing currently has 51 employees; 48 full-time; 2 temporary employees; 1 part-time employee.

Facilities

The Mayor's Office of Housing is located at 1 South Van Ness Avenue, 5th Floor – San Francisco, CA 94103

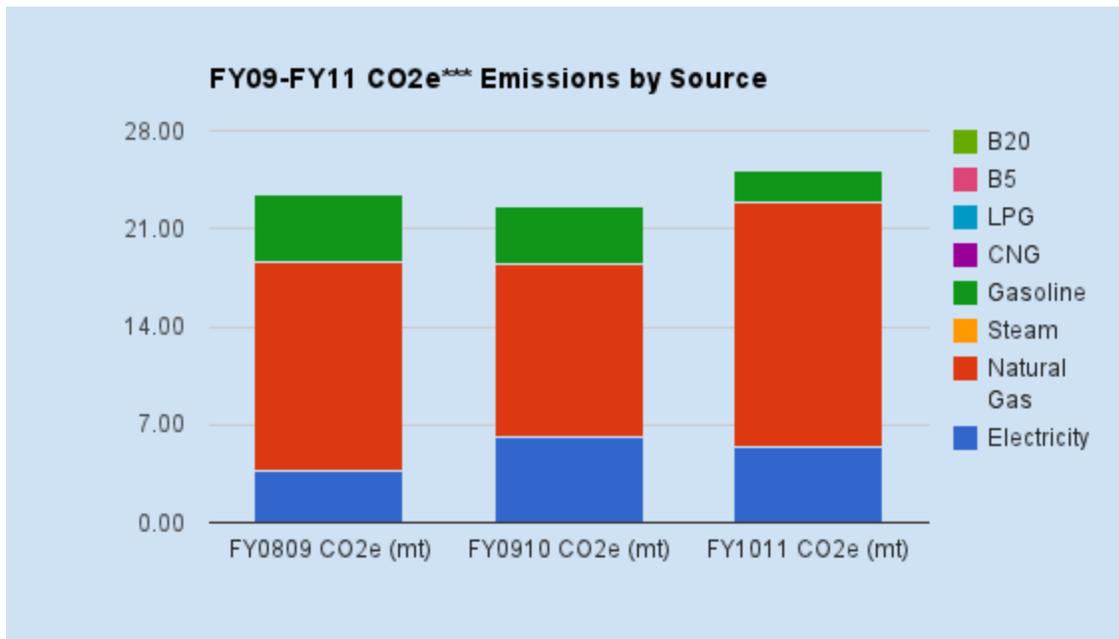
Vehicles

The department has three (3) vehicles: (2) Toyota Prius (alternative fuel vehicles) and (1) Ford Taurus. All vehicles are maintained by Central Shops. The three vehicles are part of a pool that our staff in good standing may reserve for departmental business only. There are no cars assigned to any one individual within our department.

Departmental Contact Information

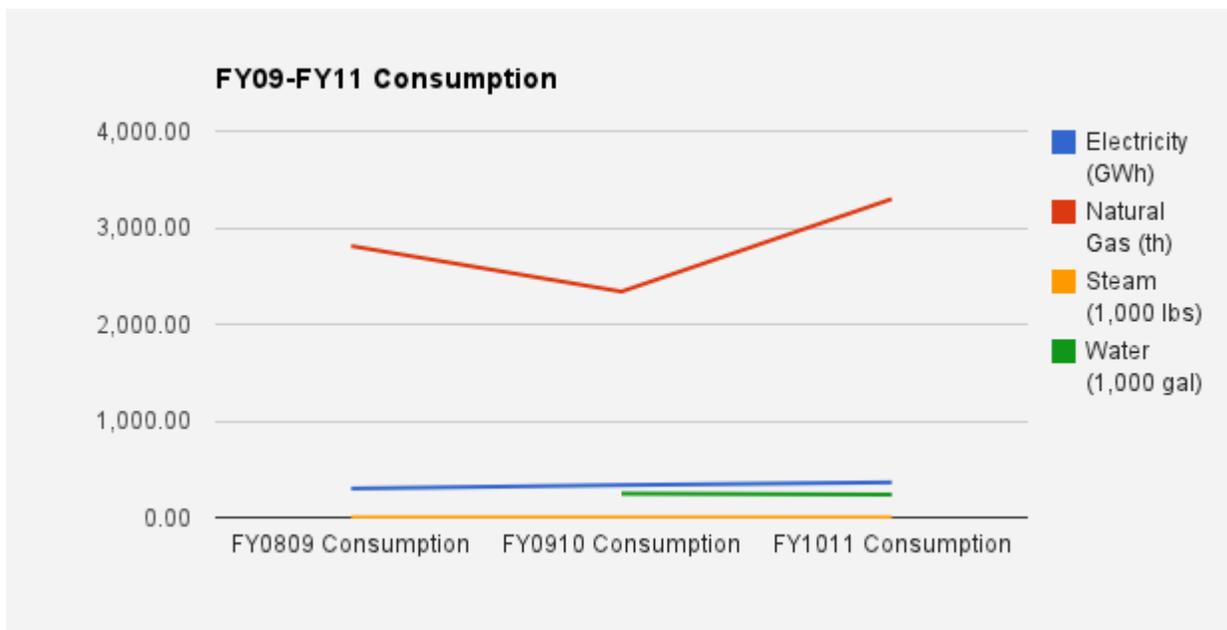
Climate Liaison - Karen Henderson – Administrative Manager - (415) 701-5557 – karen.henderson@sfgov.org

Departmental Carbon Footprint & Historical Analysis



Mayor's Office of Housing Electricity, Natural Gas and Steam

	<u>FY 08/09 CO2e</u>	<u>FY09/10 CO2e</u>	<u>FY10/11 CO2e</u>
Electricity	3.70	6.05	5.38
Steam	0	0	0
Natural Gas	14.95	12.44	17.54
Total CO2e	18.65	18.49	22.92



Mayor's Office of Housing Electricity, Natural Gas and Steam and Consumption

	<u>FY08/09 Consumption</u>	<u>FY09/10 Consumption</u>	<u>FY10/11 Consumption</u>
Electricity	300,252.26	335,995.73	364,044.40
Natural Gas	2,810.78	2,339.19	3,297.63

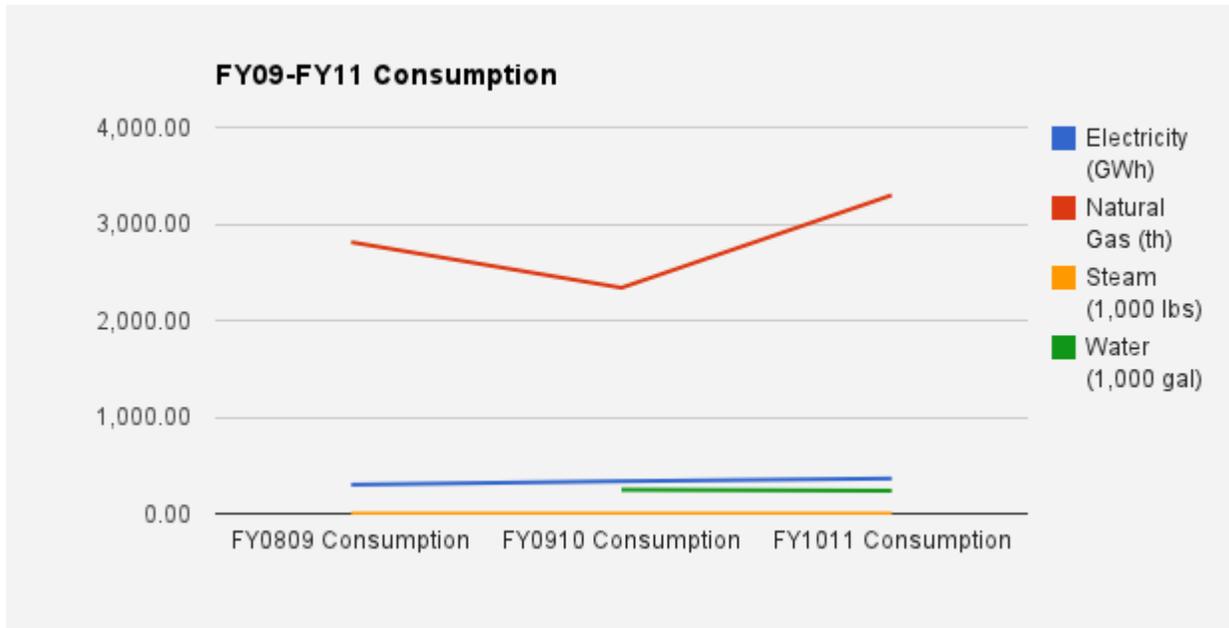
- **Energy Efficiency & Conservation**

The Mayor's Office of Housing occupies rental space from the Department of Real Estate. Refer to the Department of Real Estate Climate Action Plan.

- **Green Building/Renewable Generation**

The Mayor's Office of Housing occupies rental space from the Department of Real Estate. Refer to the Department of Real Estate Climate Action Plan.

- **Water**

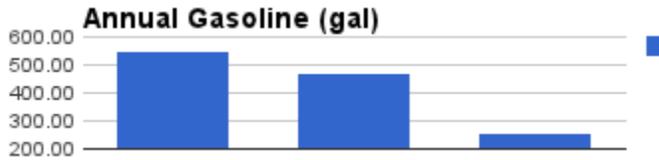


Water Consumption FY09/10 247,659.63; FY10/11 238,131.18

- **Water Efficiency & Conservation**

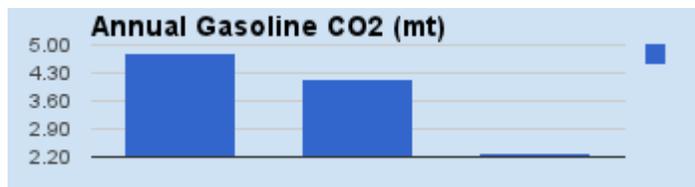
Currently the department has no water efficiency. Refer to the Department of Real Estate Climate Action Plan.

Fleet & Fuel Reduction Measures



Fuel

	<u>FY08/09</u>	<u>FY09/10</u>	<u>FY10/11</u>
MOH	296.50	300.60	197.70
MOH/OCD	251.10	173.40	61.10



Annual Gasoline CO2 (mt)

	<u>FY 08/09</u>	<u>FY09/10</u>	<u>FY10/11</u>
MOH	2.61 CO2	2.65 CO2	1.74 CO2
MOH/OCD	2.21 CO2	1.53 CO2	.54 CO2

• **Fleet**

Healthy Air and Clean Transportation Plan for Fiscal Year 2011-2012

Since 2010, the Mayor's Office of Housing/Community Development division returned our oldest passenger vehicle to Central Shops based on the Mayor's directive to reduce city-wide current fleet. We currently have three (3) vehicles for our departmental use, (2) Pricus/Hybrids and (1) Ford Taurus.

The department has adapted to the fleet reductions in the past years. Through coordination and planning our resources are better shared among staff. MOH plans to reduce our oldest vehicle and retain our two alternative fuel vehicles by 2014. At this time, the department has no plan to replace the reduction in vehicles.

Other Sustainable Practices

• **Zero Waste**

The Mayor's Office of Housing Waste Assessment Questionnaire is attached to this report. In addition, the Department will arrange a site visit with the Department of San Francisco Environment to troubleshoot issues with recycling and composting.

• **Transportation Options**

The department provides optional transportation to our employees by usage of monthly Clipper Cards and the use of three on-site bicycles. The department's Administrative Manager disseminates Commuter Benefits Programs available through the City and County of San Francisco to all employees.

• **Green Purchasing**

The department completed the required Buy Green Scorecard and continues to meet green purchasing of the departments office supplies.

Community Wide Impact

The San Francisco Mayor's Office of Housing's Green Retrofit Initiative is a sustainable development program, launched in 2009, which leverages local, state, and federal funds with foundation capital to provide grants and debt financing to local affordable housing developers to perform energy efficiency upgrades on some of San Francisco's' oldest affordable, multi-family buildings. The program utilizes the America Recovery and Reinvestment Act's (ARRA) allocation of funds to the State of California Community Services and Development Department's Weatherization Assistance Program (WAP) combined with Community Development Block Grant (CDBG) and a revolving loan fund made possible by a partnership between Enterprise Community Partners, the Low Income Investment Fund, and the California Energy Commission's State Energy Program (SEP). The energy efficiency upgrades are based on an investment grade audit performed as part of an initial assessment which takes a whole-building, performance based approach, identifying systems and features of that are suited for energy efficiency upgrades. The improvements sought are those which will produce long term savings to the property, reduce building energy burdens, and improve the living conditions of some of San Francisco's most vulnerable residents. The GRI provides the perfect win-win scenario for the environment and owner/operators of affordable multi-family housing in San Francisco, while creating healthy outcomes for tenants and cutting edge sustainability practices for the industry.

The Green Retrofit Initiative enjoyed a great deal of success in the 2010-2011 fiscal year. San Francisco Mayor's Office of Housing issued its first notice of funding availability (NOFA) for the program during this period and established an initial pipeline of 800 units (the pipeline currently stands at nearly double this amount). Funds were granted to perform 26 investment grade audits, for project owners, which measure current energy and water efficiency performance as well as recommending health and safety upgrades to the properties. Bid pricing has been secured since for the projects and by mid –summer 300 units moved forward with complete funding packages which include the innovative SEP loan product where debt is capitalized based on the projected energy savings for any given building. The scopes of work range from typical energy efficiency measures, such as automatic lighting sensor installation, to renewable energy systems like solar domestic hot water. The GRI program continued work on its established pipeline and refined the program for a second NOFA issuance for FY 2010-2011, for which there was great interest from the development community. The program continues to provide support for energy efficiency upgrades to San Francisco's affordable housing stock and looks forward to continued success in 2012.

Appendices

- Appendix A - Healthy Air and Clean Transportation Ordinance
Departmental Plan for Vehicle Reduction and Transit First Programs
- Appendix B - Waste Assessment Questionnaire
- Appendix C - Buy Green Scorecard