

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



Edwin M. Lee
Mayor

Olson Lee
Director

February 4, 2014

VIA ELECTRONIC MAIL

RE: Sunshine Request of February 1 and 3, 2014

Dear Mr. Monette-Shaw:

Based on the various emails you have sent to me regarding the First Responders Down Payment Assistance Program, I would summarize your outstanding requests as follows.

1. A break out of how many employees in each of the three City Departments are on a waiting list
2. A current waiting list for Fiscal Year 2013-2014 for the same program.
3. Formal notice to people on the waiting list.
4. A list showing how the remaining \$19 million of the FY 13-14 \$20 million appropriation is being, or will be, used, by listing the title of each other component of the Housing Trust Fund program, the amount from the \$19 million being allocated to each component, and the types of recipients who will be the focus of each of the various program components.

Our office has made a reasonable search for responsive records and responds as follows for each item above.

- The information in Item 1, from the above list, was provided to you on January 13, 2014, and is contained in lines 11 and 12 of the list provided in the January 13 response.
- We do not have any documents responsive to your request for Item 2.
- The formal notice you requested is attached.
- The only document MOHCD has that is responsive to your request in Item four was sent to you this morning.

I hope you find this information helpful. If you have any questions please do not hesitate to contact me.

Thank you,


Eugene T. Flannery
Environmental Compliance Manager

1 South Van Ness Avenue – Fifth Floor, San Francisco, CA 94103
Phone: (415) 701-5500 Fax: (415) 701-5501 TDD: (415) 701-5503 • www.sfgov.org/moh

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



**EDWIN M. LEE
MAYOR**

**OLSON LEE
DIRECTOR**

January 27, 2014

[REDACTED]
[REDACTED]
[REDACTED]

**RE: First Responders Downpayment Assistance Loan Program (FRDALP)
Funding Available on First Come First Serve**

Dear [REDACTED],

This letter serves as notification that the Extension Period for the Pre-Qualification Letter previously awarded has been exhausted. The remaining 2013 FRDALP funds are now available to you on a first come first serve basis.

In order to access the 2013 FRDALP loan funds, we must receive a complete application submitted in conjunction with a participating loan officer- <http://sf-moh.org/index.aspx?page=792> including the following:

FRDALP APPLICATION PROCESS

- A certificate of completion of homebuyer education.
- Purchase agreement.
- FRDALP Application (FRDALP-1)
- Complete set of past 3 years Federal income tax returns (included all schedules, signed and dated) and W-2 forms.
- 3 current and consecutive pay stubs with year-to-date (YTD)
- For self-employment co-borrower, provide a current profit and loss statement (signed and dated) and sign and notarize a Self-Employed Affidavit
- Unemployed co-borrower must sign and notarize an Unemployed Affidavit
- Income Tax Affidavit (DALP-3) (if applicable)
- First Time Homebuyer Affidavit (FRDALP-4)
- All pages of last 3 month bank statement for checking, savings & other pertinent investment accounts
- Gift letter (if applicable)
- Homeownership SF Consent Form
- IRS form 4506-T
- \$530 Application Fee; (must be a Cashier's Check payable to the City and County of San Francisco)
- Fully executed Lender's Certification (FRDALP-2)
- Copy of Final Mortgage Loan Application (Form 1003), signed and dated by borrower

- Underwriting Summary (Form1008)
- Approval or commitment letter from the Lender
- A copy of the borrower's credit report (including credit score)
- A copy of final Good Faith Estimate (GFE) or Estimated Settlement Statement (HUD-1)
- Fair Market Appraisal
- Preliminary title report

Submit complete FRDALP application package to:

Mayor's Office of Housing and Community Development
1 South Van Ness Avenue, 5th Floor
San Francisco, CA 94103
Attention: FRDALP Program

Please feel free to contact me with any further questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jeanne Lu', with a long horizontal flourish extending to the right.

Jeanne Lu
Senior Loan Manager