



REPORT

DATE ISSUED: January 3, 2003 for the Agenda of January 10, 2003 **Item 100**

REPORT NO.: HCR03-001

SUBJECT: Delegation of Signature Authority for State Rental Housing Construction Program Contract Amendments (Citywide)

SUMMARY

Issue: Should the Chief Executive Officer (CEO) be authorized to delegate authority to a designee to enter into and execute amendments relating to the State of California's Rental Housing Construction Program (RHCP)?

Recommendation: That the Housing Commission authorize the CEO to delegate authority to a designee to execute documents related to implementation and participation in the RHCP.

BACKGROUND

Administered by the California Department of Housing and Community Development (HCD), the purpose of the Rental Housing Construction Program was to assist the construction of new rental housing development with at least 30 percent of the units affordable to low and very low-income families, seniors, and handicapped and disabled persons. Two projects in San Diego utilize RHCP funding, including the 78-unit Otay Villas Apartments in Council District 8 and 35 units in scattered sites. These projects were completed in July 1985 and July 1989, respectively.

DISCUSSION

The Housing Commission receives RHCP funding each fiscal year in the form of annuity fund payments and operational subsidies. The payments are issued as amendments to the Standard Agreements entered into between the HCD and the Housing Commission in 1981. The original



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Board resolution authorizing Housing Commission participation in RHCP did not allow for the amendments to be executed by any officer other than the Executive Director (the CEO).

The attached draft resolutions authorize the CEO to delegate her signature authority, and the modification is intended to facilitate the timely processing of RHCP payments.

Respectfully submitted,

Approved by,

Signature on File with Original Document

Carrol M. Vaughan
Chief Operating Officer

Elizabeth C. Morris
Chief Executive Officer

Attachment: Draft Board Resolutions