MEMORANDUM OF UNDERSTANDING
Between the San Francisco Office of Community Investment and Infrastructure and the San Francisco Controller’s Office,
Fiscal Years 2012-13 and Fiscal Year 2013-14

This memorandum of understanding (“MOU”) is entered into between the Office of Community Investment and Infrastructure/Successor to the San Francisco Redevelopment Agency (OCII), and the City and County of San Francisco Office of the Controller (Controller’s Office) for the period of Fiscal Year (FY) 2012-13 (retroactively effective to July 1, 2012) and FY 2013-14.

This MOU is made in recognition of the need for specialized services to OCII in the areas of audit support and accounting support for OCII, including its transition into the City’s Financial Accounting and Management Information System (FAMIS) and its compliance with the Redevelopment Dissolution Law’s requirements for due diligence reviews of housing and non-housing funds. For FY 2012-13, this MOU reflects services provided retroactive to July 1, 2012 pursuant to discussions between the parties.

OCII and the Controller’s Office agree as follows:

Services to be Provided by the Controller’s Office

- Procurement of independent audit and agreed-upon-procedure audit services to support OCII’s required financial audits and other procedural work required by or in response to requests for information from the State Department of Finance.
- Accounting support during the transition of the OCII’s financial information from its legacy system into the City’s Financial Accounting and Management Information System (FAMIS).
- Post audit services similar in scope to post audits provided to City Departments. The specific scope of the post audit will be determined later through agreement with the OCII Deputy Director for Finance and Administration.

Not-to-Exceed Budget

- The OCII and the Controller’s agree that services provided under this work order shall not exceed $500,000 for FY 12-13 and $315,000 for FY 2013-14 respectively unless an amendment to this budget is approved by both parties. These budget estimates are arrived at as follows:

  a. FY 2012-13

     i. Controller Staff actual through Dec 2012 $ 89,000
     ii. External auditor DDR, audit and AUP support Jul-Dec 2012: $204,000
     iii. Estimated Controller staff costs Jan – Jun 2013: $147,000
     iv. Estimated external auditor costs Jan – June 2013: $ 60,000

  Total FY 12-13 $500,000
b. FY 2013-14
   i. Controller Staff post-audit and general accounting support: $125,000
   ii. External auditor annual audit, DDR, AUP support: $190,000

**Total FY 13-14** $315,000

**Work Order Reporting and Billing**

Prior to engaging independent auditors for work to be performed under this work order, the Controller’s Office shall consult with the OCII on the scope and budget for services provided and shall receive approval from OCII for the scope and budget prior to the auditors being authorized to proceed with their work. Any changes in scope or budget shall also be authorized only after approval is received from OCII.

The Controller’s Office shall submit an invoice to OCII on a semi-annual basis, by January 31 for the actual cost of services provided during the period of the prior July 1 - December 31, and by July 31 for services provided during the period of the prior January 1 – June 30, not to exceed the budgeted amount for the fiscal year. The invoice shall describe the services provided and include sufficient information to determine the methodology used to determine the costs.

The OCII will pay invoices or notify the Controller’s Office of any questions regarding the invoice within 30 days of receipt.

For FY 2012-13, OCII will initially pay for services up to the FY 2012-13 budgeted amount of $125,000. Services in excess of $125,000 will be paid based on funds available at FY 2012-13 year-end within the overall Administrative Cost Allowance approved by the State Department of Finance. Any unpaid balance for FY 2012-13 will be paid out of the FY 2013-14 administrative cost allowance to the extent funds are available.

**Work Order Amendments or Termination**

This MOU scope and/or budget may be amended by mutual agreement of both parties. This MOU may be terminated by either party with 30 days notice, subject to OCII payment of applicable Controller’s Office costs incurred through the termination date.

This MOU has been entered into on the date(s) below.

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Office of Community Investment and Infrastructure
Tiffany Bohee, Director

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Controller’s Office
Ben Rosenfield, Controller

Authorized by Successor Agency Resolution No. ____-2013
Adopted June ___, 2013