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**COUNTY OF SAN MATEO DEPARTMENT OF HOUSING  
HOUSING & COMMUNITY DEVELOPMENT COMMITTEE (HCDC)**

**FY 24/25 WINTER NOFA\* AND  
THE EQUITY INNOVATION FUND\*\* NOFA  
PUBLIC HEARING**

**THURSDAY, FEBRUARY 29, 2024 1:00 PM – 3:00 PM**  
**Location: 350 Convention Way, Redwood City, 94063**  
**AND 2405 Kalanianaʻole Ave PH – 11, Hilo, Hawaii 96720**

**Housing and Community Development Committee General Meeting Notes**

Zoom Option for Public Attendance

Please find referenced materials on the Housing and Community Development Committee webpage:  
<https://www.smcgov.org/housing/hcdc>

Attendees:

- **HCDC Members Present:** Richard Beadle, Ron Collins, Laura Escobar, Monika Lee, Elizabeth Moreno, Nicole Mouxtoux, Annie Tsai, Steven Van, Richard Hedges
- **Members Excused:** Donna Colson, George Saman, Nell Selander
- **Members Absent:** Lavinia Prema, Jenny Skoble
- **Public Attendees:** Jessica Arellano (LifeMoves), Harrison Lee (LifeMoves), Stephanie Figeira (Peninsula Volunteers, Inc.), Georgia Peterson (Mental Health Association), Melissa Platte (Mental Health Association), LaTrice Taylor (Samaritan House), Melissa Lukin (Rebuilding Together), Bhavya Jha (Friends for Youth), Nori Jabba (City of Foster City), Alyssa Wieting (Community Overcoming Relationship Abuse), Daisy Madrigal (Alta Housing), Atisha Varshney (Novin), Calos Castellanos (Alta Housing), Erin Orum (Bay Area Legal Aid), Cecelia Chu (Friends for Youth), Janae Gaines (Alta Housing), Kelly Hollywood (Mercy Housing), Ana Avendano (El Concilio)
- **Public Virtual Attendees:** Laura Harrison (Center for Independence of Individuals with Disabilities), Jennifer Wong (Alta Housing), Sheena Rodriguez (Linc Housing Corporation), Jacob Stone (LifeMoves), Karen Camacho (City of East Palo Alto), Wendy Yu (MidPen Housing), Benjamin Toney (City of East Palo), Carole Conn (Project Sentinel), Sandra Winter (Senior Coastsiders), Diego Terreros (Eden Housing), Terri Boesch (CALL Primrose), Gia Pham (Housing Choices), Kamille Lang (Climate Resilient Communities), Adrian Esqueda (StarVista), Alicia Garcia

(Project WeHOPE), Suzie Hughes (One Life Counseling), Madeline Musante (Community Legal Services in East Palo Alto), Mari Chatterjee (Legal Aid Society of San Mateo County), Rosa Cervantes (LifeMoves)

- **San Mateo County Housing and Community Development (HCD) Staff in-person:** Stephen Bajza, Karen Coppock, Van Diggans, Tina DiRienzo, Frederick Douglas, Yesenia Jimenez, Nila Kim, Eleazar Malabanan, Ronak Moradi, Rocio Nalda, Timothy Ponti, Danita Robertson, Gina Russell, Alejandro Segura, Jan Stokley, Helen Tong-Ishikawa
- **San Mateo County Housing and Community Development (HCD) Staff Virtual:** Maryann Sargent, Mark Skubik

### **1. Monterra Announcement**

Monterra Credit Union, formerly San Mateo Credit Union, wanted to comment on their organizations name change and mission, but a representative was not available to provide comment during the meeting.

### **2. Call to Order, Roll Call, Introductions**

Chair Collins called the meeting to order. Karen Coppock completed roll call.

### **3. Public Comment (on items not on Agenda)**

Chair Collins invited individuals to comment on items not on the agenda and none were given.

### **4. Draft Sources, Uses & Funding Category Allocations**

Karen Coppock provided a brief summary of the sources and uses to be discussed in more detail in the meeting.

### **5. Public Hearing <sup>1 2</sup>**

Chair Collins began inviting project applicants to speak about their projects, beginning with the New Affordable Housing Construction Development applicants, followed by the Affordable Housing Rehabilitation applicants, then Public Facilities, Minor Home Repair, Community Development/Shelters and Equity Innovation Fund applicants. Each of the applicants had the opportunity to speak for one minute about their proposed project.<sup>3</sup> Applicants discussed their proposed project and shared an overview of their agency's history and commitment to servicing the community.

### **Capital Projects: New Construction Development**

Sheena Rodriguez from LINC Housing presented their project. She spoke about the project being more than just rental housing, noting it would play a role in community transformation and community pride by adding both families and individuals with intellectual or developmental disabilities to the city. She answered the committee's question about number of ADA units: 10 units, which is the number required by TCAC.

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<sup>1</sup> Slides were presented that provided overviews of each project.

<sup>2</sup> Detailed notes per presentation touch on market conditions and rhythms that affected HCD staff considerations.

<sup>3</sup> One project provided a packet, which they distributed to the HCDC members.

Diego Terreros from Eden Housing presented their project. He spoke to the extremely high cost of living in San Mateo County and the negative impact that is having on poverty levels among older adults in our community. He answered the committee's question about number of Americans with Disabilities Act (ADA) units: 40 units, which is more than half of the total units to be developed.

Janae Gaines from Alta Housing presented their proposed El Camino Real (ECR) 2809 project.

Atisha Varshney from Novin Housing Corps presented their project. She expressed that the project has come in front of the committee before. This is the project's third time trying to secure local funding, and if they are not successful this round, they may be forced to withdraw the proposed project.

### **Rehabilitation Applications**

Wendy Yu from Coastside Associates presented their project. She answered the committee's question about possible dry rot or other issues once windows were taken down and inspected in more detail. The applicant noted that they reserved 15%, or \$32,000, on the project cost in case dry rot or additional paint and trim work was required as a part of the window replacement project.

Nori Jabba presented both projects proposed by the City of Foster City. She discussed their agreement with HIP Housing Affordable Ventures and the role they will play in supporting this project with the City of Foster City. Nori also discussed the local affordable housing needs in the City of Foster City.

### **Public Facilities**

Project WeHOPE was called but did not present.

Melissa Lukin from Rebuilding Together Peninsula presented three of their projects. She noted that San Mateo County has the second highest construction costs in the world, that the average house in the County is 70 years old, and that they currently invest \$8,000 per Safe at Home homeowner repair project and \$14,000 per National Rebuilding Day homeowner repair project. She noted that the City of San Mateo just approved increasing minor home repair limits to allow for projects exceeding \$5,000 and Rebuilding Together Peninsula requested the same from the County of San Mateo.

Kelly Hollywood from Mercy housing presented their project. She cited a 2022 San Mateo County Childcare needs assessment report, which noted that childcare for toddlers and infants was the biggest need in the County. She noted that they submitted their architectural designs for permits that day (2/29/24), but acknowledged that County staff have not received nor had an opportunity to review these designs as they were finalized after the application review process.

Melissa Platte from Mental Health Association (MHA) presented their project. She noted the fire alarm is decades old and is now overly sensitive. It is triggered by wind and other environmental factors. The Fire Dept. has informed MHA that they will charge \$500 per visit for false alarms and recommended they install an updated system.

Chair Collins asked the committee for questions regarding Public Facilities. Annie Tsai commented on the questions regarding Mercy Housing's application and design for toddler spacing, and asked if any answers were given that would change Housing and Community Development staff's recommendations. Nila Kim responded and held a quick discussion with Kelly Hollywood. Nila Kim confirmed that staff's recommendation did not change.

Richard Hedges asked if prevailing wage would be included in Mental Health Association's Spring Street Fire Alarm project, and what time the Housing and Community Development staff would revisit it. Melissa Platte responded that the prevailing wage would be included in their proposal by virtue of their compliance with Davis Bacon. Karen Coppock commented that Housing and Community Development staff would ensure that Mental Health Association would understand all of the requirements.

Another call was made for Project WeHOPE but the applicant was not present.

### **Minor Home Repair**

Laura Harrison presented the project for Center for Independence of Individuals with Disabilities. She summarized the continued need to support the population they serve.

Kamille Lang presented the project for Climate Resilient Communities.

Sandra Winter presented the project for Senior Coastsiders.

Chair Collins called for questions and none were asked.

### **Community Development**

Terri Boesch presented the project for CALL Primrose.

Coastside Adult Day Health Center was called but no comment was given.

Mari Chatterjee presented the project for Legal Aid Society of San Mateo County.

Jacob Stone and Rosa Cervantes presented three projects for LifeMoves: First Step, Haven House and Coast House shelters.

Adrian Esqueda presented the project for StarVista.

Carole Conn presented the project for Project Sentinel, and noted that evictions have increased by 30%+ in San Mateo County since 2019 and most evictions are due to non-payment. They reminded the County of its duty to affirmatively further fair housing.

Chair Collins called for questions. Laura Escobar asked LifeMoves their average length of assistance, and how successful they are getting people off of the rental subsidy. Rosa Cervantes responded that the average subsidy is one year, and the program is tiered and help is decreased over time.

Erin Orum presented the project by Bay Area Legal Aid.

Project WeHOPE was noted as being present online and it was confirmed to allow them to share their presentation during this portion. It was noted that this is a Public Facilities project now speaking on their application.

Alicia Garcia presented the project by Project WeHOPE.

Dr. Ana Avendano presented the project by El Concilio and noted that they provide cultural and linguistic support for their targeted community, and they were created by and for immigrants. She noted that 100% of their staff are immigrants, and bring that life experience to the organization and its programs.

Cecilia Chu presented the project by Friends for Youth and noted that 8 in 10 staff were raised in San Mateo County, so they know the community and effectively were the kids the program now served.

Stephanie Figeira presented the project by Peninsula Volunteers.

LaTrice Taylor presented three projects by Samaritan House.

Alyssa Wieting presented the project by Community Overcoming Relationship Abuse (CORA).

Chair Collins called for questions. Laura Escobar asked El Concilio if they have direct services. Dr. Ana Avendano replied that they do have direct services and have a limited budget for rental assistance on an emergency basis and help people access core services. Laura Escobar asked how El Concilio interacts with core services. Dr. Ana Avendano replied that they provide a lot of bridging and do a lot of connecting to local core service partners for resources.

It was noted that Coastside Adult Day Health Center was still not present to give their presentation.

### **Equity Innovation Fund**

Karen Camacho and Benjamin Toney presented the project by City of East Palo Alto.

Suzie Hughes presented the project by One Life Counseling.

Madeline Musante presented the project for Community Legal Services in East Palo Alto.

Harrison Lee presented the project for LifeMoves Credit and Debt Counseling project.

Georgia Petersen presented the project for Mental Health Association.

Chair Collins called for questions.

Karen Coppock touched back on the question regarding windows for Coastside Associate's project and clarified, regarding additional costs, that they'll reserve 15% of the budget to take care of dry rot and other associated issues.

Karen Coppock clarified for Linc Housing that they misspoke and will have 40 ADA accessible units.

Annie Tsai asked One Life Counseling center if the five therapists are employees, and if the money will be used to subsidize their housing. Suzie Hughes affirmed that is correct. Annie Tsai commented that she wanted to know how many people are impacted by helping to house those five individuals. Suzie Hughes responded that it's hard to quantify, but each therapist would work 40 hours a week and take on 25-30 cases as well as other work that impacts the community.

Gia Pham, who is staff at Housing Choices, spoke in support of the 3051 Edison project in unincorporated North Fair Oaks. She noted that the project replaces a parking lot and adds 79 units to the community. She appreciates the dedication to serve individuals with intellectual and/or developmental disabilities, which are at risk of homelessness due to aging parents.

Chair Collins motioned to close the public hearing which was seconded.

### **Voting**

Chair Collins called for questions from the committee regarding staff recommendations for funding. Laura Escobar asked if there is any problem giving Alta less than they asked. Karen Coppock replied that they have a 2% interest loan that they're already paying, and the money would relieve these interest payments, and it would also make them more competitive when they go through other rounds of other funding applications. Elizabeth Moreno asked about the underground tanks. Karen Coppock noted that there were four underground tanks, they held oil, one has been removed, and the other three have been filled with cement.

Richard Hedges noted that he is fine with the recommendations and requested a move to approve if appropriate.

Annie Tsai asked what the available funding sources are for Novin. Karen Coppock clarified that they are for-profit and only eligible for HOME funding.

Funding motions:

- Motion to fully fund two of the Affordable Housing Capital projects. Motion made by Richard Hedges and seconded by Elizabeth Moreno, approved unanimously.
- Motion to approve staff recommendation to fully fund two of the Affordable Housing Rehab projects and not to fund the City of Foster City Homeowner Rehab Loan Program. Motion made by Richard Hedges, seconded by Monika Lee, approved unanimously.
- Motion to approve staff recommendation to fully fund all Public Facilities applications except the one submitted by Mercy Housing California for the Middlefield Childcare Center. Motion made by Annie Tsai, seconded by Steven Van, approved unanimously.
- Motion to approve staff recommendation to fully fund all of the Minor Home Repair Applications, with the exception of only funding Resilient Homes Minor Home Repair Program \$60,000 instead of the full \$61,281 requested. Motion made by Ron Collins, seconded by Liz Moreno, approved unanimously.
- Motion to approve staff recommendation to fully fund the Fair Housing and Legal projects. Motion made by Richard Hedges, seconded by Monica Lee, approved unanimously.
- Motion to approve staff recommendation to fully fund all Shelter Operations Support projects. Motion made by Steven Van, seconded by Laura Escobar, approved unanimously.
- Motion to approve staff recommendation to fully fund all Other Public Service Projects. Motion made by Liz Moreno, seconded by Richard Beadle, approved unanimously.
- Motion to approve staff recommendation to fully fund all Equity Innovation Fund projects. Motion made by Monika Lee, seconded by Liz Moreno, approved unanimously.

Karen Coppock announced an opening within the Department of Housing for a Housing and Community Development Specialist III position.

Karen Coppock noted the next steps included a Board of Supervisors vote on April 23, 2024.

Jan Stokley commented that the next HCD Committee meeting would cover the AHF NOFA, and be held May 28<sup>th</sup> at Monterra Credit Union.

Chair Collins motioned to adjourn which was passed.