



County of San Mateo  
Department of Housing

# Draft Fiscal year 2024-25 Annual Action Plan



# Executive Summary

## AP-05 Executive Summary - 91.200(c), 91.220(b)

### 1. Introduction

Based on the goals and objectives of the County of San Mateo's Program Years 2023-2027 Consolidated Plan, the County has developed its Program Year 2024 (PY 2024) Annual Action Plan. Program Year 2024 is the second year of the 5-year Consolidated Plan period. As the County's planning and guidance document, the Consolidated Plan meets the federal government's statutory requirement (24 CFR 91.200-91.230) and determines how Community Development Block Grant (CDBG), HOME Investment Partnership (HOME), and Emergency Solutions Grant (ESG) funds are used based on applications to the U.S. Department of Housing and Urban Development (HUD).

The Consolidated Plan includes the following sections: a Housing Market Analysis, a Housing and Homeless Needs Assessment, a 5-year Strategic Plan, a 1-year Action Plan, and Consultation and Citizen Participation information, including public comment records. The Strategic Plan was developed to address needs identified by the data analysis; it includes specific goals and program targets for each designated funding category. The Action Plan, derived from the Strategic Plan, addresses funding options for the forthcoming fiscal year. Community organizations can use the Consolidated Plan as a guide for identifying activities through which they can assist the County with its housing and community development goals.

The Consolidated Plan contains a local housing market analysis and review of housing and homeless needs in San Mateo County to define the environment in which federal funding is being used at the time the analysis was prepared. The analytical portions are drawn from the 2009-2013 American Community Survey, 2010 U.S. Census information, Comprehensive Housing Affordability Strategy (CHAS) data provided by HUD, and locally gathered information from invested organizations such as Hope for the Homeless and the Continuum of Care. The Consolidated Plan provides a strategic plan for meeting priority needs identified through the community participation process.

Additionally, the Consolidated Plan is a baseline for measuring program effectiveness and use of funding allocations, an assessment which is mandatorily reported to HUD every fiscal year through the Consolidated Annual Performance and Evaluation Report (CAPER).

### 2. Summarize the objectives and outcomes identified in the Plan

The PY 2024 Annual Action Plan features a range of goals, objectives, and outcomes that, as in the previous fiscal year, address needs identified for homelessness, other special needs populations, affordable housing, non-housing community development, barriers to affordable housing, lead-based paint hazards, institutional structure, and coordination. The objectives, as stipulated in the Consolidated Plan continue to include:

- Support the acquisition, creation, rehabilitation, and preservation of affordable housing units, including the adaptive re-use of non-housing structures for use as affordable housing;
- Support emergency shelters, transitional housing, agencies that provide safety net services, and agencies that provide housing related supportive services aimed at keeping people in their homes; and
- Support community and economic development programs and projects, including emergency shelters and supportive housing projects, community facilities, and job creation/retention programs.

A set of strategies and performance goals will support these objectives which are to address the need for additional affordable housing, rehabilitation activities to preserve existing affordable housing, public facilities and infrastructure improvements, and public services. Specifics can be found in sections SP-25 Priority Needs and SP-45 Goals of the County's PY 2023-2027 Consolidated Plan and the PY 2024 Annual Action Plan.

### **3. Evaluation of past performance**

**This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.**

While details of the County's past performance can be found in its Consolidated Annual Performance and Evaluation Report (CAPER), San Mateo County has established a history of funding effective programs utilizing CDBG, HOME, and ESG resources. The County has supported delivery of vital, safety net services such as emergency financial assistance, emergency shelter operations and services, and grocery services for community members in need. San Mateo County has also supported programs that provide essential home repairs and accessibility modifications for seniors and adults with disabilities. Housing development continues to be a countywide priority; therefore, a significant portion of the federal funding the County receives is directed toward residential development or affordable housing rehabilitation projects.

### **4. Summary of Citizen Participation Process and consultation process**

**Summary from citizen participation section of plan.**

Per the County's Community Participation Plan's requirements, an in-person public hearing with the Housing and Community Development Committee (HCDC) was held on November 15, 2023, to solicit public comment regarding funding priorities for the Winter Program Year 2024 Notice of Funding Availability (PY 2024 NOFA). The meeting was held in person for HCDC members, but a Zoom link was also provided as an option for member of the public. On February 22, 2024, an in-person meeting was held with the HCDC, with a Zoom link provided for public access and comment. The HCDC reviewed and conferred about County staff evaluations of the applications submitted for the PY 2024 NOFA. An in-person public hearing was held on February 29, 2024, with the HCDC and applicant agencies, again with

a Zoom link option for agencies and community members to participate remotely. During the second public hearing, agencies had the opportunity to speak in support of or against proposed projects and programs submitted for PY 2024. Members of the general public were also invited to speak about specific projects. On March 28, 2024, a draft of the PY 2024 Annual Action Plan was published and posted for a 30-day public comment period.

Proof of public hearing notices and public comments are included as an attachment.

## **5. Summary of public comments**

Thirty-seven (37) members of the public attended, and thirty-one (31) people spoke during the February 29, 2024, public hearing. Applicants thanked the County for continued support, and public testimony was provided in support of the programs and projects that applied for PY 2024 funding, which were under consideration by the Housing and Community Development Committee.

## **6. Summary of comments or views not accepted and the reasons for not accepting them**

At the February 29, 2024, public hearing, a comment in support of the Novin development project was not accepted. County staff and the HCDC recommended not funding the project due to concerns related to the project's financial assumptions, timeline, limited HOME funding and competing projects more advanced in their timelines.

Additionally, after a robust discussion among HCDC members, staff and Mercy Housing representatives, the HCDC recommended rejection of the Middlefield Childcare Center application because the verbal notice of the submission of a permit request to Redwood City for the facility on the day of the HCDC meeting was not sufficient, as staff had not had an opportunity to review the permit and because it was secured after the document submission deadline had passed.

## **7. Summary**

This Annual Action Plan provides the outline by which San Mateo County will distribute and manage its federal entitlement to programs directly related to community development and homeless prevention and assistance. The County sought insight from local service providers and other concerned citizens to develop the strategic plan and annual action plan, both designed to address needs within the county as identified through the public participation process and needs assessment. Data were provided through HUD's eCon software system, utilizing American Community Survey data and other sources, to construct the needs assessment and market analysis.

## PR-05 Lead & Responsible Agencies - 91.200(b)

### 1. Agency/entity responsible for preparing/administering the Consolidated Plan

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Table 1 –

Agency Role	Name	Department/Agency
Lead Agency	SAN MATEO COUNTY	
CDBG Administrator	SAN MATEO COUNTY	Department of Housing
HOPWA Administrator		
HOME Administrator	SAN MATEO COUNTY	Department of Housing
ESG Administrator	SAN MATEO COUNTY	Department of Housing
HOPWA-C Administrator		

#### Responsible Agencies

### Narrative

The County of San Mateo Department of Housing is the lead agency for the administration of the CDBG, HOME, and ESG funding. It is also responsible for preparation of the Consolidated Plan, the Annual Action Plan, and the Consolidated Annual Performance and Evaluation Report (CAPER).

### Consolidated Plan Public Contact Information

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## **AP-10 Consultation - 91.100, 91.200(b), 91.215(l)**

### **1. Introduction**

This Annual Action Plan will include funding for the first year of a two-year funding cycle for public service, micro-enterprise, fair housing, and one time funding for public facilities, housing development, and housing rehabilitation programs. The Department of Housing held two public meetings with the Housing and Community Development Committee (HCDC) to consider funds distribution. The first public meeting was held on February 22, 2024. This meeting encompassed a preliminary review of all housing development projects, housing rehabilitation programs, public facilities, micro-enterprise & economic development, public services and fair housing programs and projects under consideration for funding in PY 2024. Recommendations provided by San Mateo County staff were included. A second public meeting, and official public hearing, was held on February 29, 2024, to provide agencies and developers an opportunity to provide additional information about their programs and projects as well as giving the general public an opportunity to speak about the projects and programs being considered. The HCDC asked questions and solicited information from agencies and developers prior to solidifying their official recommendations.

### **Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l)).**

The County continues to work with most of the affordable housing providers and housing-related supportive services across San Mateo County. The County also continues to utilize the federal government's Section 8 vouchers through the Moving to Work Program to meet the housing needs of the households with the lowest income in the County. San Mateo County has also maintained its relationships with mental health providers, homeless shelters and supportive services providers, and other governmental agencies responsible for assisting low-income, homeless, and formerly homeless individuals and families through the Continuum of Care (CoC).

### **Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.**

The County holds a quarterly interdepartmental working group meeting called Housing Our Clients where the County Executive's Office, County

Attorney's Office, Human Services Agency, Department of Housing, Department of Health, and the sheriff's office share updates on housing and homelessness initiatives.

The San Mateo County Human Services Agency (HSA), as the Lead Agency for the San Mateo County CoC, convenes the CoC Steering Committee. The Steering Committee is a collaboration of stakeholders promoting CoC-wide commitments to addressing the needs of homeless persons and persons at risk of homelessness. The CoC steering committee works to recommend and promote funding strategies, including strategies for the use of ESG funds, that align with the CoC Strategic Plan on Homelessness (implemented on July 1, 2022, and running through June 2025). The CoC Steering Committee generally meets quarterly, but schedules additional meetings as needed. In addition to representatives from the San Mateo County Department of Housing, members of the CoC Steering Committee include representatives of people with lived experience, homeless service providers, mainstream services, and many community partners. Additionally, ESG-funded providers are invited and encouraged to attend HSA-sponsored trainings. Recent trainings have included "Confronting Implicit Bias in Direct Service Work" and "Serving LGBTQIA+ Clients & Equal Access Rule."

**Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS.**

San Mateo County staff routinely collaborate with local Continuum of Care service providers to assist with addressing the needs of individuals and families and San Mateo County. ESG funding allocations are decided with assistance from the County's Human Services Agency (HSA) to fund agencies and providers through a Notice of Funding Availability (NOFA) for the County's ESG Allocation from HUD. HSA is the lead agency for the local Continuum of Care (CoC). The San Mateo County Department of Housing (DOH) issues the NOFA, gathers responses, and works with the CoC through HSA to determine funding levels and recipients for funding. HSA also sets forth Guiding Principles, CoC Governance, and HMIS standards.

## **2. Agencies, groups, organizations, and others who participated in the process and consultations**

1	<b>Agency/Group/Organization</b>	Devine & Gong, Inc.
	<b>Agency/Group/Organization Type</b>	Due Diligence Consultants
	<b>What section of the Plan was addressed by Consultation?</b>	Market Analysis Housing Need Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Provided an overview of the changing market dynamics impacting construction costs and feasibility of new affordable multi-family projects under consideration, which directly impacted funding application reviews
2	<b>Agency/Group/Organization</b>	Housing Our Clients
	<b>Agency/Group/Organization Type</b>	Government
	<b>What section of the Plan was addressed by Consultation?</b>	Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	An interdepartmental San Mateo County working group that is a source of information regarding issues surrounding the unsheltered population as well as newly unsheltered persons and families. The group is also consulted for immediate and long-term remediation plans.
3	<b>Agency/Group/Organization</b>	San Mateo County Behavioral Health and Recovery Services
	<b>Agency/Group/Organization Type</b>	Health
	<b>What section of the Plan was addressed by Consultation?</b>	Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Provided information about gaps in homelessness and housing services, particularly for persons with severe mental illness that are, or are at risk of, experiencing homelessness.
4	<b>Agency/Group/Organization</b>	San Mateo County Human Services Agency

	<b>Agency/Group/Organization Type</b>	Government
	<b>What section of the Plan was addressed by Consultation?</b>	Homelessness Strategy Housing Need Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Provided information on gaps in homelessness; reviewed federal and state ESG proposals.
5	<b>Agency/Group/Organization</b>	San Mateo County Planning Department
	<b>Agency/Group/Organization Type</b>	Government
	<b>What section of the Plan was addressed by Consultation?</b>	Market Analysis Housing Need Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Provided information on housing needs and market dynamics as a part of the process of finalizing the County's Housing Element plan

Table 2 – Agencies, groups, organizations who participated

### Identify any Agency Types not consulted and provide rationale for not consulting

Despite extensive outreach and invitation to comment, consultation was not provided for the following:

- Agency – Management of Public Land or Water Resources
- Agency – Emergency Management

Although the above agencies did not directly contribute to the development of the Consolidated Plan and Annual Action Plan, the Department of Housing (DOH) regularly collaborates and consults with the County Department of Public Works (DPW), which oversees public land and water resources. For example, the DPW is collaborating closely with the DOH on the conversion of several hotels, which are a part of the County’s Homekey project, to transitional or permanent housing facilities for persons experiencing homelessness. The County also regularly consults with the County’s Emergency Operations Center on various projects and issues, particularly regarding the County’s response to addressing the ongoing impacts of COVID-19. The County regularly works with and coordinates with the County Real Property Services division to assess the best use of County-owned land to address affordable housing and homelessness needs.

### Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	San Mateo County Human Services Agency	The Strategic Plan establishes a single set of priorities for the County’s homelessness response. Consolidated Plan Goal 4 addresses the needs of people experiencing homelessness.

**Table 3 – Other local / regional / federal planning efforts**

### Narrative

No additional planning efforts were considered for the preparation of this Annual Action Plan.

## **AP-12 Participation - 91.401, 91.105, 91.200(c)**

### **1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting**

The first public meeting, which was held on November 15, 2023, was to invite public comment regarding funding priorities for the PY 2024 NOFA for the CDBG, HOME, and ESG programs. Another public meeting was held on February 22, 2024, in person with a Zoom-link option for virtual attendance, to conduct a study session during which the Housing and Community Development Committee conducted a preliminary review, including staff recommendations, of all housing development projects, housing rehabilitation programs, public facilities, micro-enterprise and economic development, public services and fair housing programs and projects under consideration for funding in PY 2024. A third public meeting was held on February 29, 2024, again in person with a Zoom-link option, providing an opportunity for applicant agencies and the public to speak in favor of, or against, projects submitted for PY 2024. On March 28, 2024, the Department of Housing published a public notice of a 30-day comment period to solicit feedback from the public regarding the PY 2024 Annual Action Plan.

Proof of a public hearing notices and public comments are included as an attachment.

**Citizen Participation Outreach**

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Email Marketing	Non-targeted/ broad community	For the first public meeting (November 15, 2023 – funding priorities), on October 25, 2023, emails were sent to 331 contacts in the County’s mailing list of developers, local government staff, elected officials, community-based organizations and the Housing and Development Committee. A copy of the updated Community Participation Plan was included in the correspondence.	None received	N/A	N/A
2	Internet: Website Posting	Non-targeted/ broad community	On October 25, 2023, notice of the first public meeting was posted on the County of San Mateo’s Department of Housing’s webpage along with a copy of the updated Community Participation Plan.	None received	N/A	<a href="https://www.smc.gov.org/housing">https://www.smc.gov.org/housing</a>

3	Printed Material	Non-targeted/ broad community	On October 25, 2023, a hard copy of the notice of public hearing on November 15, 2023, along with a copy of the updated Community Participation Plan was posted in the County of San Mateo Department of Housing lobby.	None received	N/A	N/A
4	Public Meeting	Non-targeted/ broad community	A public meeting was held by the Housing and Community Development Committee on November 15, 2023. Four members of the public were in attendance.	A community-based organization leader noted a rising need from seniors who are being displaced from housing and cited a study on this topic conducted by Harvard University's Joint Center for Housing Studies and the University of Washington's. She offered to share the study with those who were interested. She also noted that she has received four different messages from local philanthropic foundations giving fair warning that they are switching funding priorities from on-the-ground services, such as those provided by her organization, to systemic changes in grant making, policy, and advocacy. An affordable housing development organization requested that public comment occurs before the County makes decisions on affordable housing projects. Another affordable housing developer noted its compliance	All comments were taken under consideration by staff and the Housing and Community Development Committee while making funding priority decisions.	N/A

				with inclusionary requirements, and urged the County to consider pairing Section 8 vouchers with extremely low-income (ELI) subsidy units required by the County under the Affordable Housing Fund (AHF). Lastly, an elected leader, real estate agent and podcaster invited the group to listen to his podcast.		
5	Email Marketing	Non-targeted/ broad community	On December 5, 2023, the PY 2024 Notice of Funding Availability (NOFA) and its hearing schedule was emailed to 5,251 contacts in the County’s mailing list of developers, local government staff, elected officials, community-based organizations and the Housing and Development Committee.	None received	N/A	N/A
6	Public Meeting	Non-targeted/ broad community	A public meeting was held on February 22, 2024, by the Housing and Community Development Committee to discuss staff recommendations for proposed activities and projects. One member of the public was present.	None received	N/A	N/A
8	Newspaper	Non-targeted/ broad community	On February 15, 2024, a newspaper advertisement was published in the San Mateo County Times regarding the February 29, 2024, public hearing for the Program Year 2024-2025 NOFA applications review.	None received	N/A	N/A

9	Internet: Website Posting	Non-targeted/ broad community	Notice of the February 29, 2024, meeting was posted on the County of San Mateo's Department of Housing's webpage.	None received	N/A	N/A
10	Email Marketing	Non-targeted/ broad community	Notification of the February 29, 2024, public hearing for review of applications received for the PY 2024 NOFA was sent via email to 41 contacts on County's mailing list of developers, local government staff, elected officials, community-based organizations and the Housing and Development Committee.	None received	N/A	N/A
11	Email Marketing	Non-targeted/ broad community	An email reminder regarding the February 29, 2024, public hearing was sent to the 41 contacts in the County's mailing list of developers, local government staff, elected officials, community-based organizations and the Housing and Development Committee.	None received	N/A	N/A
12	Public Hearing	Non-targeted/ broad community	A public hearing was held by the Housing and Community Development Committee on February 29, 2024. Representatives of agencies spoke during the public hearing.	Comments were received by thirty-one speakers from agencies seeking or supporting funding from the CDBG, HOME, and ESG programs. All comments received were supporting programs and projects under consideration.	All comments were taken under consideration by staff and the Housing and Community Development Committee while making funding priority decisions.	N/A

				<p>Comment in support of the Novin project; HCDC recommended not funding this project due to concerns about financial assumptions and timeline.</p> <p>After a robust discussion among HCDC members, staff and Mercy Housing, the HCDC recommended rejection of the childcare facility application because, even though verbal notice of a permit request to Redwood City for the Middlefield Childcare Center was provided during the hearing, staff had not had an opportunity to review the permit. Additionally, the permit was secured after the document submission deadline had passed.</p>		
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13	Internet: Website Posting	Non-targeted/ broad community	On March 28, 2024, a draft of the 2024 Annual Action Plan was posted on the Department of Housing website for 30 days for a public comment/review period concluding on April 29, 2024.	TBD	TBD	<a href="https://www.smc.gov.org/housing">https://www.smc.gov.org/housing</a>
14	Printed Material	Non-targeted/ broad community	A hard copy of the draft of the 2024 Annual Action Plan was posted in the County of San Mateo Department of Housing lobby on March 28, 2024.	TBD	TBD	N/A
15	News-paper	Non-targeted/ broad community	Newspaper advertisement in the San Mateo County Times on March 28, 2024, announcing publication of the Project Year 2024 Annual Action Plan draft.  The public notice was printed in four languages: English, Tagalog, Spanish, and Chinese – Simplified.	TBD	TBD	N/A

16	Email Marketing	Non-targeted/ broad community	Regarding the publication of the Project Year 2024, Annual Action Plan's draft, emails were sent to the contacts in the County's mailing list of developers, local government staff, elected officials, community-based organizations and the Housing and Development Committee.	TBD	TBD	N/A
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**Table 4 – Citizen Participation Outreach**

## Expected Resources

### AP-15 Expected Resources - 91.420(b), 91.220(c)(1,2)

#### Introduction

San Mateo County receives funding from the Community Development Block Grant (CDBG), the Home Investment Partnerships Program (HOME), and the Emergency Solutions Grant (ESG) program. Together, these programs will bring an expected \$7,461,376 million in new funding to the County in PY 2024 to support affordable housing, homelessness prevention, and community development programs and projects. These figures are estimates based on PY 2023 allocations because HUD has yet to release PY 2024 allocation amounts.

#### Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 2				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	Public – Federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	2,449,879	1,351,149	1,290,692	5,091,720	6,503,326	<p>This Action Plan is the second year of the ConPlan and the expected amount available for the remainder of the ConPlan is equal to the Year 2 annual allocation plus three times Year 2 program income.</p> <p>The annual allocation amount is an estimate based on the PY 2023 allocation since HUD has not released the 2024 allocation amount. These amounts may be adjusted to reflect actual funding levels once they are released by HUD.</p>

HOME	Public – Federal	Acquisition Homebuyer Assistance Homeowner Rehab Multifamily Rental New Construction Multifamily Rental Rehab New Construction for Ownership TBRA	1,497,141	471,480	172,487	2,141,108	2,911,581	<p>This Action Plan is the second year of the ConPlan and the expected amount available for the remainder of the ConPlan is equal to the Year 2 annual allocation plus three times Year 2 program income.</p> <p>The annual allocation amount is an estimate based on the PY 2023 allocation since HUD has not released the PY 2024 allocation amount. These amounts may be adjusted to reflect actual funding levels once they are released by HUD.</p>
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ESG	Public – Federal	Conversion and rehab for Transitional Housing Financial Assistance Overnight Shelter Rapid Re-housing (including rental assistance) Rental Assistance Services Transitional Housing	228,547	0	0	228,547	685,641	<p>This Action Plan is the second year of the ConPlan and the expected amount available for the remainder of the ConPlan is equal to the Year 2 annual allocation times three.</p> <p>The annual allocation amount is an estimate based on the PY 2023 allocation since HUD has not released the PY 2024 allocation amount. These amounts may be adjusted to reflect actual funding levels once they are released by HUD.</p>
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**Table 2 - Expected Resources – Priority Table**

**Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied**

Federal funds will be leveraged by State and local funding from the County's Measure K ½-cent sales tax discretionary fund (approximately \$25 million in FY 24-25), through the ability of service organizations to raise program funds through outside sources, and from other funding sources needed for housing development activities. Measure K funds are spent alongside and leverage HOME and ESG funds by a factor of at least 1:1 for each program/project supported. The investment of Measure K funding is sufficient leverage for all federal funds. However, the County also requires that all projects receiving HOME funding to provide a 25% match and requires all recipients of ESG funding to provide evidence of matching funds sufficient to comply with the federal match requirement.

As noted in the Consolidated Plan, San Mateo County will also utilize approximately half of its projected PLHA funding allocation (approximately \$243,469 in FY 2024-2025) and State Emergency Solution Grant (ESG) funding (anticipated at \$156,832 in FY 2024-2025) for rapid re-housing and emergency shelter services. Additionally, the County will utilize the State-issued Local Housing Trust Fund (LHTF). These funds are secured through a competitive RFP process and distributed through the AHF NOFA. The LHTF program provides matching funds to local and regional housing trust funds dedicated to the creation, rehabilitation, or preservation of affordable housing, transitional housing and emergency shelters.

**If appropriate, describe publicly owned land or property located within the jurisdiction that may be used to address the needs identified in the plan.**

As stated in the preceding Annual Action Plan, two publicly owned properties are being considered for use in the production of new affordable housing units: the North County Courthouse and the former Maple Street Shelter location. Redevelopment measures are still in progress and, if the projects were to move forward, it would be years until construction were ready to commence.

**Discussion**

The County has allocated \$7,461,376 for the PY 2024 CDBG/HOME/ESG program year. This amount includes \$1,463,179 in unallocated or returned funds from prior years, \$1,476,968 in new program income, and \$345,662 in program income received above initial projections from PY 2023. These funds will be used to sustain a variety of public services and housing development detailed later in this Annual Action Plan.

Note: HUD has not released the PY 2024 allocation amount. These amounts may be adjusted to reflect actual funding levels once they are released by HUD.

## Annual Goals and Objectives

### AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

#### Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Estimated PY 2024 Funding	Goal Outcome Indicator
1	Provide services to stabilize low- to moderate-income and Special Needs households	2024	2025	Homeless Non-Homeless Special Needs	Countywide	Public Services	CDBG: \$289,940	Persons served: 5,500
2	Preserve existing affordable housing stock and protect existing affordable housing.	2024	2025	Affordable Housing Non-Homeless Special Needs	Countywide	Affordable Housing	CDBG: \$469,247	80 households assisted with home repair, acquisition and rehabilitation, safety upgrades, and/or accessibility modifications.
3	Support new housing for extremely low- to moderate income and Special Needs households	2024	2025	Affordable Housing Non-Homeless Special Needs	Countywide	Affordable Housing	CDBG: \$2,388,268 HOME: \$1,994,000	Rental units constructed: 10 housing units
4	Assist persons experiencing and at-risk of homelessness access shelter and move into stable housing	2024	2025	Affordable Housing Non-Homeless Special Needs	Countywide	Public Services	CDBG: \$80,000 ESG: \$211,406	Persons served: 130
5	Improve and construct public facilities that serve low- to moderate-income populations and Special Needs households	2024	2025	Non-Housing Community Development	Countywide	Public Facilities Minor Home Repair Rehabilitation	CDBG: \$978,288	Public facilities improved: 2
6	Support Micro-Enterprise businesses and job creation and retention	2024	2025	Non-Housing Community Development	Countywide	Micro-enterprise and Job Creation/Retention	CDBG: \$45,000	Low-income persons assisted: 70
7	Planning and Administration	2024	2025	Planning and Administration	Countywide	Planning and Administration	CDBG: \$795,205 HOME: \$196,862 ESG: \$17,141	N/A

**Table 3 – Goals Summary**

### Goal Descriptions

Goal Name	Goal Description
Provide Services to LMI & Special Needs Households	By utilizing the maximum public services allowance (no more than 15% of CDBG), provide funds to area nonprofits to provide needed services to low- to moderate-income (LMI) and special needs households. Metrics and Milestones: 5,500 persons served.
Preserve & Protect Existing Affordable Housing	Preserve, conserve, and improve the existing affordable housing stock in order to minimize displacement of current residents and to keep such housing part of the overall housing stock in the County.  Metrics and Milestones: 80 households assisted with home repair, acquisition and rehabilitation, safety upgrades, and/or accessibility modifications
Support New Housing for LMI & Special Needs	Provide funding to create below market rent, deed-restricted housing units, accessory dwelling units, publicly supported housing units, and other innovative housing models.  Metrics and Milestones: 10 rental housing units constructed.  Service Section 108 debt repayment used to fund Trestle Glen multifamily housing
Assist Access to Shelter and Stable Housing	Provide operating support to emergency shelters, transitional housing providers, and service providers who assist persons experiencing and at-risk of homelessness with emergency beds, transitional housing, permanent supportive housing, rapid rehousing, and housing location services. Metrics and Milestones: 130 persons
Improve and Construct Public Facilities	Provide funding for needed improvements and to build new public facilities.  Metrics and Milestones: Improvements to 2 public facilities.
Support Micro-Enterprise & Job Creation/Retention	Providing funding to support job creation and retention programs. Metrics and Milestones: 70 businesses assisted
Planning and Administration	Planning for and administration of allocated federal funds

## AP-35 Projects - 91.420, 91.220(d)

### Introduction

These projects have been recommended by the Housing and Community Development Committee and are pending for approval by the Board of Supervisors for PY 2024 funding.

#	Project Name
2	Bay Area Legal Aid – DV Legal Safety Net Project
3	CALL Primrose – CALL Community Pantry
7	Center for Independence of Individuals with Disabilities – Housing Accessibility Modifications
8	Coastside Adult Day Health Center - Aging in Place
12	El Concilio of San Mateo County - Emergency Services Partnership
13	Legal Aid Society of San Mateo County - HomeSavers Preserving Affordable Housing
17	Peninsula Volunteers, Inc. (PVI) - Meals on Wheels
18	Project Sentinel - Fair Housing Enforcement Services
19	Rebuilding Together Peninsula - Safe at Home
20	Rebuilding Together Peninsula - National Rebuilding Day Home Rehab
21	Rebuilding Together Peninsula - National Rebuilding Day Community Facilities Rehab
22	Renaissance Entrepreneurship Center - Creating Economic Opportunity for Low-Income Women and Men
23	Samaritan House - Housing Location Services
24	Samaritan House - Core Services Program
25	Senior Coastsiders - Minor Home Repair
26	CDBG Administration
27	CDBG Rehab Administration
28	HOME Administration
29	ESG Projects and Administration
30	Section 108 Loan Repayment - Trestle Glen
33	Housing Rehabilitation Program Delivery
34	Mental Health Association – Spring Street Fire Alarm System
35	Project WeHope – Shelter Upgrades
36	Friends for Youth – Mentoring Services
37	City of Foster City – Existing Unit Rehab Project
38	Coastside Associates/MidPen - Laureola Oaks
39	Climate Resilient Communities
40	Linc Hill Street
41	2809 El Camino

**Table 4 – Project Information**

**Describe the reasons for allocation priorities and any obstacles to addressing underserved needs**

San Mateo County’s Funding Priorities were recommended by staff based on the community input and data from the FY 2023 – 2027 Consolidated Plan and were reviewed and confirmed by the Housing and Community Development Committee at a public meeting held on November 15, 2023. Funding allocations are made in accordance with the set priorities, which focus on addressing the needs of underserved communities (e.g., persons and families experiencing homelessness).

Unlike the preceding project year, applications for housing development activities were received for this cycle, allowing the County to, again, begin addressing the significant need for affordable housing.

The County continues to face the challenges associated with increased construction costs, community opposition to affordable housing creation, and minimal developable land that would accommodate a large enough project to significantly impact the lack of affordable housing.

## AP-38 Project Summary

### Project Summary Information

HUD has not released the final PY 2024 allocation amounts and the State ESG/PLHA awards are not yet under contract. The estimates in this table may be adjusted to reflect actual funding levels once they are released by HUD and the State contracts are finalized.

<b>1</b>	<b>Project Name</b>	<b>Bay Area Legal Aid - DV Legal Safety Net Project</b>
	<b>Target Area</b>	Countywide
	<b>Goals Supported</b>	Provide Services to LMI & Special Needs Households
	<b>Needs Addressed</b>	Public Services
	<b>Funding</b>	CDBG: \$36,316
	<b>Description</b>	The Domestic Violence Legal Safety Net project provides free, multilingual legal assistance to low-income survivors of domestic violence, sexual assault, and trafficking, helping them to escape and recover from abuse, and establish long-term safety and stability for themselves and their children.
	<b>Target Date</b>	6/30/2025
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	125 Persons
	<b>Location Description</b>	1048 El Camino Real, Redwood City, CA
	<b>Planned Activities</b>	The Domestic Violence Legal Safety Net projects provides free, multilingual legal assistance to low-income survivors of domestic violence, sexual assault, and trafficking, helping them escape and recover from abuse, and establish long-term safety and stability for themselves and their children.

2

<b>Project Name</b>	<b>CALL Primrose - CALL Community Pantry</b>
<b>Target Area</b>	Countywide
<b>Goals Supported</b>	Provide Services to LMI & Special Needs Households
<b>Needs Addressed</b>	Public Services
<b>Funding</b>	CDBG: \$25,000
<b>Description</b>	CALL Primrose operates a drop-in food pantry program, providing free grocery services to low-income individuals, families and seniors along the mid-peninsula cities of Brisbane, South San Francisco, San Bruno, Millbrae, Burlingame, Foster City, Hillsborough, San Mateo, Belmont and San Carlos.
<b>Target Date</b>	6/30/2025
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	3580 Persons
<b>Location Description</b>	139 Primrose Road, Burlingame, CA
<b>Planned Activities</b>	CALL Primrose operates a drop-in food pantry program, providing free grocery services to low-income individuals, families and seniors along the mid-peninsula cities of Brisbane, South San Francisco, San Bruno, Millbrae, Burlingame, Foster City, Hillsborough, San Mateo, Belmont and San Carlos.
<b>Project Name</b>	<b>Center for Independence of Individuals with Disabilities - Housing Accessibility Modifications</b>
<b>Target Area</b>	Countywide
<b>Goals Supported</b>	Preserve & Protect Existing Affordable Housing
<b>Needs Addressed</b>	Home Repairs and Modifications
<b>Funding</b>	CDBG: \$60,000
<b>Description</b>	The Housing Accessibility Modification (HAM) program will provide modifications to homes of persons with disabilities to improve accessibility and increase safety.

3

<b>Target Date</b>	6/30/2025
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	26 Persons
<b>Location Description</b>	2001 Winward Way, Suite 103, San Mateo, CA (Projects will be at various locations throughout the County.)
<b>Planned Activities</b>	The Housing Accessibility Modification program will provide modifications to homes of persons with disabilities to improve accessibility and increase safety. This will include installation of ramps, handrails, grab bars, vertical lifts, and other modifications to make homes accessible and assist people with disabilities with remaining at home or moving back with greater independence.
<b>4 Project Name</b>	<b>Coastside Adult Day Health Center - Aging in Place</b>
<b>Target Area</b>	Countywide
<b>Goals Supported</b>	Provide Services to LMI & Special Needs Households
<b>Needs Addressed</b>	Public Services
<b>Funding</b>	CDBG: \$25,000
<b>Description</b>	The Aging in Place program provides health care to frail, elderly, and disabled people in a day care environment, helping them remain as healthy, active, and independent as possible so they can age in place, in their own homes, near family and friends.
<b>Target Date</b>	6/30/2025
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	300 Persons
<b>Location Description</b>	925 Main Street, Half Moon Bay, CA

	<b>Planned Activities</b>	The Aging in Place program provides health care to frail, elderly and disabled people in a day care environment, helping them remain as healthy, active, and independent as possible so they can age in place, in their own homes, near family and friends. This is achieved by providing supportive services that include nursing, medication monitoring, memory care, physical, occupational, and speech therapy, social services, and personal care including bathing and hygiene programs.
5	<b>Project Name</b>	<b>El Concilio of San Mateo County - Emergency Services Partnership</b>
	<b>Target Area</b>	Countywide
	<b>Goals Supported</b>	Provide Services to LMI & Special Needs Households
	<b>Needs Addressed</b>	Public Services
	<b>Funding</b>	CDBG: \$34,000
	<b>Description</b>	The Emergency Service Partnership is a year-round core service program where culturally sensitive and competent staff work to support the well-being of individuals and families, particularly for adults living in intergenerational poverty.
	<b>Target Date</b>	6/30/2025
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	750 Persons
	<b>Location Description</b>	2396 University Avenue, East Palo Alto, CA
	<b>Planned Activities</b>	El Concilio will provide emergency services and access to food, homelessness prevention, to include a drop-in center tied to resources and other critical family needs to residents within San Mateo County, specifically in the cities of East Palo Alto and Menlo Park.
6	<b>Project Name</b>	<b>Legal Aid Society of San Mateo County - HomeSavers Preserving Affordable Housing</b>
	<b>Target Area</b>	Countywide
	<b>Goals Supported</b>	Provide Services to LMI & Special Needs Households

<b>Needs Addressed</b>	Public Services
<b>Funding</b>	CDBG: \$25,000
<b>Description</b>	Provide legal assistance to people threatened with losing their homes or living in substandard conditions with the goals of keeping people in their homes; preventing homelessness through the enforcement of legal rights, in and out of court; remedying substandard living conditions through advocacy.
<b>Target Date</b>	6/30/2025
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	25 Households
<b>Location Description</b>	330 Twin Dolphin Drive, Suite 123, Redwood City, CA
<b>Planned Activities</b>	This program provides legal representation, advocacy, advice, and other services for San Mateo County residents who are elderly or living with disabilities. This is done with the goal of preserving their affordable housing and preventing them from becoming homeless or being displaced from their community.
<b>Project Name</b>	<b>Peninsula Volunteers, Inc. (PVI) - Meals on Wheels</b>
<b>Target Area</b>	Countywide
<b>Goals Supported</b>	Provide Services to LMI & Special Needs Households
<b>Needs Addressed</b>	Public Services
<b>Funding</b>	CDBG: \$30,000
<b>Description</b>	PVI Meals on Wheels is a vital safety net service that increases food security, nutrition and personal contact in support of aging in place.
<b>Target Date</b>	6/30/2025

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8

<b>Estimate the number and type of families that will benefit from the proposed activities</b>	500 Persons
<b>Location Description</b>	800 Middle Avenue, Menlo Park, CA
<b>Planned Activities</b>	Providing hot, nutritious, home delivered meals to qualified, homebound older adults and to adults less than 60 years old with disabilities, who reside in San Mateo County.
<b>Project Name</b>	<b>Project Sentinel - Fair Housing Enforcement Services</b>
<b>Target Area</b>	Countywide
<b>Goals Supported</b>	Provide Services to LMI & Special Needs Households
<b>Needs Addressed</b>	Public Services
<b>Funding</b>	CDBG: \$34,624
<b>Description</b>	Comprehensive fair housing services, including complaint investigation and remediation, through proactive community outreach and education to home seekers, housing providers, and residents.
<b>Target Date</b>	6/30/2025
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	59 Persons
<b>Location Description</b>	1615 Hudson Street, Suite A, Redwood City, CA
<b>Planned Activities</b>	Project Sentinel provides comprehensive fair housing services of proactive community outreach and education to home seekers, in place residents and housing providers as well as reactive complaint investigations seeking remedies for victims of housing discrimination.

9

<b>Project Name</b>	<b>Rebuilding Together Peninsula - Safe at Home</b>
<b>Target Area</b>	Countywide
<b>Goals Supported</b>	Preserve & Protect Existing Affordable Housing
<b>Needs Addressed</b>	Home Repairs and Modifications
<b>Funding</b>	CDBG: \$348,535
<b>Description</b>	The Safe at Home program provides critical health and safety related home repair needs for low-income homeowners, including home safety modifications that allow low-income seniors to safely age in place by eliminating the threat of injury or accident, particularly from falling.
<b>Target Date</b>	6/30/2025
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	30 Housing Units
<b>Location Description</b>	841 Kaynyne Street, Redwood City, CA (Projects will be at various locations around San Mateo County.)
<b>Planned Activities</b>	The Safe at Home program provides critical health and safety related home repair needs for low-income homeowners, including home safety modifications that allow low-income seniors to safely age in place by eliminating the threat of injury or accident, particularly from falling.

10

<b>Project Name</b>	<b>Rebuilding Together Peninsula - National Rebuilding Day Home Rehab</b>
<b>Target Area</b>	Countywide
<b>Goals Supported</b>	Preserve & Protect Existing Affordable Housing
<b>Needs Addressed</b>	Home Repairs and Modifications

<b>Funding</b>	CDBG: \$118,514
<b>Description</b>	The National Rebuilding Day (NRD) Home Rehabilitation program is a volunteer-driven home repair program, held twice per year, comprised of approximately 1,000 volunteers together on behalf of dozens of low-income homeowners.
<b>Target Date</b>	6/30/2025
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	20 Housing Units
<b>Location Description</b>	841 Kaynyne Street, Redwood City, CA (Projects will be at various locations around San Mateo County.)
<b>Planned Activities</b>	The National Rebuilding Day (NRD) Home Rehabilitation program is a volunteer-driven home repair program, held twice per year, that focuses on ensuring dozens of low-income homeowners have a safe and healthy home.
<b>11 Project Name</b>	<b>Rebuilding Together Peninsula - National Rebuilding Day Community Facilities Rehab</b>
<b>Target Area</b>	Countywide
<b>Goals Supported</b>	Improve and Construct Public Facilities
<b>Needs Addressed</b>	Public Facilities
<b>Funding</b>	CDBG: \$74,949

<b>Description</b>	National Rebuilding Day (NRD) Community Facilities Rehabilitation program is a volunteer-driven community facility rehabilitation and repair program that will bring volunteers together on the last Saturday in October 2024 and the last Saturday in April 2025 to provide critical health and safety repairs to about 5 community facilities that serve low-income and presumed benefit populations.
<b>Target Date</b>	6/30/2025
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	5 Other
<b>Location Description</b>	841 Kaynyne Street, Redwood City, CA (Projects will be at various locations around San Mateo County.)
<b>Planned Activities</b>	National Rebuilding Day (NRD) Community Facilities Rehabilitation program is a volunteer-driven community facility rehabilitation and repair program that will bring volunteers together on the last Saturday in October 2024 and the last Saturday in April 2025 to provide critical health and safety repairs to about 5 community facilities that serve low-income and presumed benefit populations.
<b>12 Project Name</b>	<b>Renaissance Entrepreneurship Center - Creating Economic Opportunity for Low-Income Women and Men</b>
<b>Target Area</b>	Countywide
<b>Goals Supported</b>	Support Micro-Enterprise and Job Creation/Retention
<b>Needs Addressed</b>	Micro-Enterprise and Job Creation/Retention

<b>Funding</b>	CDBG: \$45,000
<b>Description</b>	Support low-income English and Spanish-speaking women and men with customized small business training, one-on-one consulting, and access to capital, resources and networks to assist them in starting and growing their own sustainable small businesses.
<b>Target Date</b>	6/30/2025
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	230 Persons
<b>Location Description</b>	1848 Bay Road, East Palo Alto, CA
<b>Planned Activities</b>	Support low-income English and Spanish-speaking women and men with customized small business training, one-on-one consulting, and access to capital, resources and networks to assist them in starting and growing their own sustainable small businesses.
<b>Project Name</b>	<b>Samaritan House - Housing Location Services</b>
<b>Target Area</b>	Countywide
<b>Goals Supported</b>	Assist Access to Shelter and Stable Housing
<b>Needs Addressed</b>	Public Services
<b>Funding</b>	CDBG: \$80,000
<b>Description</b>	Housing Location Services offers persons experiencing homelessness with the resources to help prepare, search and secure safe, affordable, and stable housing. Some services include conducting a housing assessment, assistance applying for units, and supporting clients through the leasing process.

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<b>Target Date</b>	6/30/2025
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	65 Persons
<b>Location Description</b>	295 N. Access Road, South San Francisco, CA
<b>Planned Activities</b>	Safe Harbor Shelter will provide housing location services and individualized assistance to each client to help him/her/them identify potential housing options and move into permanent housing as quickly as possible.
<b>14 Project Name</b>	<b>Samaritan House - Core Services Program</b>
<b>Target Area</b>	Countywide
<b>Goals Supported</b>	Assist Access to Shelter and Stable Housing
<b>Needs Addressed</b>	Public Services
<b>Funding</b>	CDBG: \$55,000
<b>Description</b>	The Core Services Program provides a broad spectrum of assistance, including case management, emergency assistance (e.g., food, clothing, shelter, health care) as well as financial assistance and empowerment services.
<b>Target Date</b>	6/30/2025
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	1215 Persons
<b>Location Description</b>	4031 Pacific Boulevard, 2nd Floor, San Mateo, CA

	<b>Planned Activities</b>	The Core Services Program delivers a comprehensive range of emergency and safety net services including case management, homelessness prevention services, financial assistance, food, shelter, clothing, health care, children's programs, financial empowerment, and worker resource services.
15	<b>Project Name</b>	<b>Senior Coastsiders - Minor Home Repair</b>
	<b>Target Area</b>	Countywide
	<b>Goals Supported</b>	Preserve & Protect Existing Affordable Housing
	<b>Needs Addressed</b>	Home Repairs and Modifications
	<b>Funding</b>	CDBG: \$70,290
	<b>Description</b>	Repair the homes of coast-side seniors and adults with disabilities to make them safer and more accessible.
	<b>Target Date</b>	6/30/2025
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	35 Housing Units
	<b>Location Description</b>	925 Main Street, Half Moon Bay, CA (Projects will be at various locations along the Coastal areas of San Mateo County.)
	<b>Planned Activities</b>	Repair the homes of coast-side seniors and adults with disabilities to make them safer and more accessible.
16	<b>Project Name</b>	<b>CDBG Administration</b>
	<b>Target Area</b>	
	<b>Goals Supported</b>	Planning and Administration

<b>Needs Addressed</b>	Housing Development Home Repairs and Modifications Rental Housing Repairs Public Facilities Public Services Micro-enterprise and Job Creation/Retention
<b>Funding</b>	CDBG: \$743,063
<b>Description</b>	Administrative expenses related to the use of CDBG Program funds
<b>Target Date</b>	6/30/2025
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	General administrative costs. No direct benefits.
<b>Location Description</b>	264 Harbor Boulevard, Belmont, CA
<b>Planned Activities</b>	Administrative expenses related to the use of CDBG Program funds
<b>Project Name</b>	<b>CDBG Rehab Administration</b>
<b>Target Area</b>	
<b>Goals Supported</b>	Planning and Administration
<b>Needs Addressed</b>	Home Repairs and Modifications Rental Housing Repairs Public Facilities
<b>Funding</b>	CDBG: \$17,142
<b>Description</b>	Administrative expenses related to the use of CDBG Rehab Program funds
<b>Target Date</b>	6/30/2025

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18	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	General administrative costs. No direct benefits.
	<b>Location Description</b>	264 Harbor Boulevard, Belmont, CA
	<b>Planned Activities</b>	Administrative expenses related to the use of CDBG Rehab Program funds
	<b>Project Name</b>	<b>HOME Administration</b>
	<b>Target Area</b>	
	<b>Goals Supported</b>	Planning and Administration
	<b>Needs Addressed</b>	Housing Development
	<b>Funding</b>	HOME: \$196,862
	<b>Description</b>	Administrative costs related to the use of HOME program funds
	<b>Target Date</b>	6/30/2025
19	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	General administrative costs. No direct benefits.
	<b>Location Description</b>	264 Harbor Boulevard, Belmont, CA
	<b>Planned Activities</b>	Administrative costs related to the use of HOME program funds
	<b>Project Name</b>	<b>ESG Projects and Administration</b>
	<b>Target Area</b>	Countywide
	<b>Goals Supported</b>	Assist Access to Shelter and Stable Housing
	<b>Needs Addressed</b>	Public Services
	<b>Funding</b>	ESG: \$228,547

<b>Description</b>	The following projects will be funded with ESG: LifeMoves - Rapid Rehousing (\$94,320) LifeMoves - First Step for Families shelter (\$117,086) Program Administration (\$17,141)
<b>Target Date</b>	6/30/2025
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	General administrative costs.
<b>Location Descriptions</b>	275 Blomquist Street, Redwood City, CA 325 Villa Terrace, San Mateo, CA 264 Harbor Boulevard, Belmont, CA
<b>Planned Activities</b>	LifeMoves will provide rapid rehousing services and assistance to clients who may have long histories of homelessness, disabilities, little to no income, history of evictions, criminal convictions, alcohol and/or other substance use, mental and physical health challenges, and/or other barriers to housing. LifeMoves will also operate an interim housing program that includes comprehensive supportive services for families and individuals experiencing homelessness throughout San Mateo County. The remaining funds will be used for costs associated with ESG Program administration.
<b>20</b>	
<b>Project Name</b>	<b>Section 108 Loan Repayment - Trestle Glen</b>
<b>Target Area</b>	
<b>Goals Supported</b>	Support New Housing for LMI & Special Needs
<b>Needs Addressed</b>	Housing Development
<b>Funding</b>	CDBG: \$505,899

<b>Description</b>	Repayment of Section 108 Loan used for the development of the Trestle Glen multi-family housing project
<b>Target Date</b>	6/30/2025
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Section 108 loan repayment. No direct benefits.
<b>Location Description</b>	264 Harbor Boulevard, Belmont, CA
<b>Planned Activities</b>	Repayment of Section 108 Loan used for the development of the Trestle Glen multi-family housing project

<b>21</b>	<b>Project Name</b>	<b>Housing Rehab Revolving Loan Fund</b>
	<b>Target Area</b>	
	<b>Goals Supported</b>	Rental Housing Repair Programs
	<b>Needs Addressed</b>	Rental Housing Repairs
	<b>Funding</b>	CDBG: \$35,000
	<b>Description</b>	CDBG Revolving Loan Fund Program Delivery and Administration costs
	<b>Target Date</b>	6/30/2025
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	General administrative costs. No direct benefits.
	<b>Location Description</b>	264 Harbor Boulevard, Belmont, CA
	<b>Planned Activities</b>	Administer the San Mateo County Rental Housing Rehab program related to the use of the Housing Rehab Revolving Loan Fund
<b>22</b>	<b>Project Name</b>	<b>Mental Health Association - Spring Street Fire Alarm System</b>

<b>Target Area</b>	Countywide
<b>Goals Supported</b>	Improve and Construct Public Facilities
<b>Needs Addressed</b>	Public Facilities
<b>Funding</b>	CDBG: \$96,000
<b>Description</b>	For safety, upgrade the shelter's fire alarms, which are over 30 years old.
<b>Target Date</b>	6/30/2025
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	1 Facility
<b>Location Description</b>	2686 Spring Street, Redwood City, CA
<b>Planned Activities</b>	Upgrade the shelter's fire alarms, which are over 30 years old, which will benefit the 92 individuals residing at the shelter.
<b>23</b>	
<b>Project Name</b>	<b>Project WeHope - Shelter Upgrades</b>
<b>Target Area</b>	Countywide
<b>Goals Supported</b>	Improve and Construct Public Facilities
<b>Needs Addressed</b>	Public Facilities
<b>Funding</b>	CDBG: \$150,000
<b>Description</b>	Facility upgrades
<b>Target Date</b>	6/30/2025
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	1 Facility
<b>Location Description</b>	1854 Bay Road, East Palo Alto, CA

24	<b>Planned Activities</b>	Shelter upgrades, including but not limited to a new front door, laundry area renovations, new commercial washer and dryer appliances. These upgrades will benefit the 4670 persons projected to be housed at the shelter during the program year.
	<b>Project Name</b>	<b>Friends for Youth</b>
	<b>Target Area</b>	Countywide
	<b>Goals Supported</b>	Provide Services to LMI & Special Needs Households
	<b>Needs Addressed</b>	Public Services
	<b>Funding</b>	CDBG: \$30,000
	<b>Description</b>	Friends for Youth provides quality mentoring relationships and support services to underserved youth through community-based 1-to-1 mentoring and site-based group mentoring programs, along with wraparound holistic services for youth and their families.
	<b>Target Date</b>	6/30/2025
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	311 Persons
	<b>Location Description</b>	3180 Middlefield Road, Redwood City, CA (Projects will be at various locations around San Mateo County.)
	<b>Planned Activities</b>	The Friends for Youth mentoring services addresses adverse childhood experiences and trauma that create additional barriers for youth making it difficult to envision positive futures. Before thinking about college and careers, they assist with help thinking about themselves and their needs holistically.
25	<b>Project Name</b>	<b>City of Foster City - Existing Unit Rehab Project</b>

<b>Target Area</b>	Countywide
<b>Goals Supported</b>	Preserve & Protect Existing Affordable Housing
<b>Needs Addressed</b>	Home Repairs and Modifications
<b>Funding</b>	CDBG: \$198,820
<b>Description</b>	Upgrades to two units currently designated for very low- and low-income families
<b>Target Date</b>	6/30/2025
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	2 Housing Units
<b>Location Description</b>	833 and 835 Comet Drive, Foster City, CA
<b>Planned Activities</b>	Property rehabilitation to prepare the two units for transition to supportive housing upon vacancy.
<b>Project Name</b>	<b>Coastside Associates/MidPen - Laureola Oaks</b>
<b>Target Area</b>	Countywide
<b>Goals Supported</b>	Preserve & Protect Existing Affordable Housing
<b>Needs Addressed</b>	Home Repairs and Modifications
<b>Funding</b>	CDBG: \$270,427
<b>Description</b>	A 16-unit affordable rental property serving low-income families in San Carlos. Funding will help MidPen replace aging windows and be instrumental in providing a safe and sustainable housing community for its residents. The property was placed in service in 1994.
<b>Target Date</b>	6/30/2025

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27

<b>Estimate the number and type of families that will benefit from the proposed activities</b>	16 Housing Units
<b>Location Description</b>	907 East San Carlos Avenue, San Carlos, CA
<b>Planned Activities</b>	Replace 104 aging windows, which are causing uncomfortable indoor air temperature, condensation, and impacting energy efficiency.
<b>Project Name</b>	<b>Climate Resilient Communities</b>
<b>Target Area</b>	Countywide
<b>Goals Supported</b>	Preserve & Protect Existing Affordable Housing
<b>Needs Addressed</b>	Home Repairs and Modifications
<b>Funding</b>	CDBG: \$60,000
<b>Description</b>	Minor Home Repair program that focuses on health and safety and housing quality standards.
<b>Target Date</b>	6/30/2025
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	15 Housing Units
<b>Location Description</b>	3921 Bayshore Road, Palo Alto, CA (Projects will be at various locations in unincorporated San Mateo County.)

	Provide a holistic approach to home repair services for low- and fixed-income residents. The Minor Home Repair program hopes to provide 15 cost-effective minor home repair improvements/repairs in San Mateo County, with focus on: health and safety, housing quality standards, increasing energy/water conservation, making more homes eligible for energy/water weatherization improvements that would otherwise not be completed, and/or access modifications.																				
28	<table border="1"> <tr> <td data-bbox="317 440 705 540"><b>Project Name</b></td> <td data-bbox="705 440 1919 540"><b>Linc Hill Street</b></td> </tr> <tr> <td data-bbox="317 540 705 599"><b>Target Area</b></td> <td data-bbox="705 540 1919 599">Countywide</td> </tr> <tr> <td data-bbox="317 599 705 643"><b>Goals Supported</b></td> <td data-bbox="705 599 1919 643">Support New Housing for LMI &amp; Special Needs</td> </tr> <tr> <td data-bbox="317 643 705 686"><b>Needs Addressed</b></td> <td data-bbox="705 643 1919 686">Housing Development</td> </tr> <tr> <td data-bbox="317 686 705 730"><b>Funding</b></td> <td data-bbox="705 686 1919 730">HOME: \$1,994,000</td> </tr> <tr> <td data-bbox="317 730 705 894"><b>Description</b></td> <td data-bbox="705 730 1919 894">100% affordable housing project of 37 units, including one manager's unit. The project spans two adjacent sites: 876, 884 and 898 El Camino Real with 13 units; 900 El Camino Real with 24 units.</td> </tr> <tr> <td data-bbox="317 894 705 938"><b>Target Date</b></td> <td data-bbox="705 894 1919 938">6/30/2025</td> </tr> <tr> <td data-bbox="317 938 705 1102"><b>Estimate the number and type of families that will benefit from the proposed activities</b></td> <td data-bbox="705 938 1919 1102">36 LMI units with 18 one-bedroom units designated.</td> </tr> <tr> <td data-bbox="317 1102 705 1146"><b>Location Description</b></td> <td data-bbox="705 1102 1919 1146">876, 844, 898, 900 El Camino Real, Belmont, CA</td> </tr> <tr> <td data-bbox="317 1146 705 1190"><b>Planned Activities</b></td> <td data-bbox="705 1146 1919 1190">Hard and soft costs associated with the development</td> </tr> </table>	<b>Project Name</b>	<b>Linc Hill Street</b>	<b>Target Area</b>	Countywide	<b>Goals Supported</b>	Support New Housing for LMI & Special Needs	<b>Needs Addressed</b>	Housing Development	<b>Funding</b>	HOME: \$1,994,000	<b>Description</b>	100% affordable housing project of 37 units, including one manager's unit. The project spans two adjacent sites: 876, 884 and 898 El Camino Real with 13 units; 900 El Camino Real with 24 units.	<b>Target Date</b>	6/30/2025	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	36 LMI units with 18 one-bedroom units designated.	<b>Location Description</b>	876, 844, 898, 900 El Camino Real, Belmont, CA	<b>Planned Activities</b>	Hard and soft costs associated with the development
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<b>Target Area</b>	Countywide																				

<b>Goals Supported</b>	Support New Housing for LMI & Special Needs
<b>Needs Addressed</b>	Housing Development
<b>Funding</b>	CDBG: \$1,882,368
<b>Description</b>	51 units, serving households with AMI levels between 20% and 50%
<b>Target Date</b>	6/30/2025
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	51 Housing Units
<b>Location Description</b>	2809 El Camino Real, North Fair Oaks, CA
<b>Planned Activities</b>	Acquisition



**AP-50 Geographic Distribution - 91.420, 91.220(f)**

**Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed**

Beyond the low- to moderate-income census block groups in San Mateo County, no geographic priorities were identified; therefore, assistance will be directed to locations across the entire county.

**Geographic Distribution**

<b>Target Area</b>	<b>Percentage of Funds</b>
Countywide	<b>100</b>

**Table 5 - Geographic Distribution**

**Rationale for the priorities for allocating investments geographically**

Investments were not allocated geographically.

**Discussion**

Funding is distributed to projects and programs that provide the greatest low to moderate area benefit, with a demonstrated necessity for a particular program or project. San Mateo County does not have specific areas to which funding should be directed.

## Affordable Housing

### AP-55 Affordable Housing - 91.420, 91.220(g)

#### Introduction

As in past years, the County uses CDBG and HOME funding to supplement Measure K ½-cent sales tax funding for new housing development projects and rehabilitation of existing affordable housing projects. Those numbers are reflected in the "Production of New Units" and "Rehab of Existing Units" categories. The County funds non-profit efforts to provide home repairs to lower income homeowners, reflected in the "Rehab of Existing Units" category. The County does not provide rental assistance or acquisition of existing units with CDBG or HOME funding. All goals listed below refer to eligible housing activities and do not include shelters or transitional housing.

<b>One Year Goals for the Number of Households to be Supported</b>	
Homeless	0
Non-Homeless	32
Special-Needs	54
Total	86

**Table 6 - One Year Goals for Affordable Housing by Support Requirement**

<b>One Year Goals for the Number of Households Supported Through</b>	
Rental Assistance	0
The Production of New Units	10
Rehab of Existing Units	76
Acquisition of Existing Units	0
Total	86

**Table 7 - One Year Goals for Affordable Housing by Support Type**

#### Discussion

San Mateo County plans to provide HOME and CDBG funding to two new affordable housing projects, two housing rehabilitation projects, and five minor home repair programs in PY 2024;

- Linc – Hill Street, a development of 37 affordable housing units in Belmont, CA and Alta Housing’s 2809 El Camino project, a development of 51 units for senior housing in North Fair Oaks, CA. Both of these projects are slated to commence construction in 2025.
- Laureola Oaks, a rehabilitation of a housing complex for 16 low-income families in San Carlos, CA.
- City-owned housing, rehabilitation of two homes to prepare them for supportive housing in Foster City, CA. This project is slated to be completed by the end of 2025.
- The minor home repairs programs will rehabilitate 80 or more existing units of housing, including 54 accessibility modifications for persons with disabilities, and other special needs populations. Four nonprofit agencies located in the County will be receiving the associated funding.

## **AP-60 Public Housing - 91.420, 91.220(h)**

### **Introduction**

The Housing Authority of the County of San Mateo no longer has any public housing.

### **Actions planned during the next year to address the needs to public housing**

N/A

### **Actions to encourage public housing residents to become more involved in management and participate in homeownership**

N/A

### **If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance**

N/A

### **Discussion**

N/A

## **AP-65 Homeless and Other Special Needs Activities - 91.420, 91.220(i)**

### **Introduction**

The San Mateo County Board of Supervisors is committed to preventing homelessness and ensuring that every county resident experiencing homelessness can be safely sheltered in an emergency shelter, or in temporary or permanent housing. The County's goal of achieving "functional zero" homelessness involves community discussion to develop a set of action items and increasing housing options and supply. Recently, the County purchased five former motels slated to be converted to either temporary or permanent housing for unsheltered individuals.

The Human Services Agency (HSA) is the County Department tasked with implementing this vision on behalf of the Board of Supervisors and the San Mateo County Continuum of Care Steering Committee (CoC), a diverse, cross-sectoral body that guides and shapes the countywide response to homelessness. To assist in these efforts, HSA partners with other County departments and community partners.

Entering its third and final program year, the HSA created a Strategic Plan which set out the primary goals and strategies to organize the community's response to homelessness over a three-year period from July 2022 to June 2025. The Plan also set out measurable outcome goals used to track progress in meeting the Plan's objectives. The Plan was/is outlined as follows:

#### Vision

The high-level goal of this Plan is that every person experiencing homelessness in San Mateo County can be sheltered in an emergency shelter or in permanent housing. This concept of "functional zero" homelessness incorporates the vision that homelessness will be a rare, brief, and one-time occurrence:

Rare: Whenever possible, the system will prevent vulnerable individuals and families from falling into homelessness.

Brief: The system will strive to ensure that any household experiencing a crisis of homelessness returns to housing within 30 days.

One-time: Individuals and families that secure housing through the homeless crisis response system will not return to homelessness.

#### Goals

The centerpiece of this Plan is a set of six goals that articulate what HSA and the CoC seek to accomplish over the next three years, from July 2022 to June 2025.

Goal 1. Engage and support people who are unsheltered to transition to interim housing, permanent housing, or other places where they can access needed services and supports.

Goal 2. Permanently house people experiencing homelessness by increasing the capacity of the homeless crisis response system to provide housing solutions.

Goal 3. Prevent people from experiencing homelessness through early intervention, stabilization services, and financial assistance for households with housing instability.

Goal 4. Advance equity by identifying and addressing disparities in who experiences homelessness, who accesses the homeless crisis response system, their experiences with the system, and the outcomes of

the system.

Goal 5. Listen and respond to the voices of people with lived experience of homelessness to enhance person-centered approaches in the homelessness response system.

Goal 6. Use data for continuous quality improvement and service coordination.

**Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including: Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

The County continues its work toward the “functional zero” homelessness goal by undertaking some of the actions listed below:

- Continue existing street outreach programs and implement targeted expansions to further cover County geography, offer services after hours and on weekends, and deepen connections and collaborations with health and behavioral health services.
- Refine and fine-tune connections between street outreach programs and Coordinated Entry access points to streamline access into services for people who are unsheltered.
- Prioritize developing new housing units targeted to people who are experiencing homelessness and/or who are extremely low income.
- Secure funding to acquire and rehabilitate motels for permanent supportive housing through future Project Homekey rounds.
- Explore creation of new Local Operating Subsidy (LOSP) program to provide a local source of subsidy for deeply affordable units.
- Maintain and expand permanent housing voucher programs for people experiencing homelessness (e.g., CoC-funded PSH, EHV, VASH, FUP, Mainstream Vouchers).
- Refine strategies to prevent discharge from institutions to homelessness, including diversion services for people exiting jails and hospitals.
- Partner with school districts to identify families at risk of homelessness and ensure they are connected to available prevention services.
- Maintain system capacity to provide emergency financial assistance to help households maintain their housing.
- Create regular, ongoing processes for gathering input from people experiencing homelessness and involving them in decision-making on homeless crisis response system

implementation (e.g., focus groups, surveys, a lived experience advisory group), including staff working within the system who have had experiences of homelessness.

- Continue using HMIS/Clarity and other systems to gather and analyze data to understand what the homeless crisis response system is accomplishing, identify areas in need of continued improvement, and make decisions regarding funding of various program types.
- Offer a range of shelter options and models, including both congregate and non-congregate settings.

The County is allocating CDBG funding to housing locator services, rapid rehousing and shelter operations support. Housing locator services provide assistance to clients who may have had extended periods of homelessness, a history of evictions, disabilities, mental or physical health challenges, limited or no income, criminal convictions, substance abuse disorders, or other barriers to securing stable and affordable housing. The services aim to secure permanent housing for each client. Rapid rehousing services include comprehensive case management, housing readiness counseling, and rental assistance to homeless individuals and families within San Mateo County.

Federal ESG will be applied to ancillary services geared toward low-income or homeless individuals such as food, clothing, financial assistance, legal consultation and advocacy.

### **Addressing the emergency shelter and transitional housing needs of homeless persons**

The Strategic Plan identifies a crucial role for emergency shelter and transitional housing in the homeless crisis response system, providing people who are homeless with a safe, interim place to stay while they work toward securing permanent housing. Emergency shelter and transitional housing are intended to be short-term interventions, safety nets for unsheltered persons and households (i.e., those living outdoors, in vehicles or other places not meant for human habitation), or for those who are in the midst of a housing crisis and have no alternative housing options. The goal of shelters in San Mateo County is to move households towards permanent housing as quickly as possible. Individuals and families who enter emergency shelters receive some immediate short-term case management to address and resolve current crises, but the main focus is on developing a housing plan and addressing barriers that prevent households from re-entering housing.

San Mateo County, in collaboration and consultation with the CoC, will use PY 2024 Emergency Solutions Grant (ESG) funding to support the operation of one LifeMoves rapid rehousing program and two shelter facilities operated by LifeMoves: the Navigation Center (formerly known as the Maple Street Shelter), and one family shelter (First Step for Families). In addition, the CoC and HSA have marshaled other resources (including CDBG, State ESG, PLHA, Measure K, etc.) to support a number of other organizations providing emergency shelter and transitional housing, including: Samaritan House (Safe Harbor single adult shelter); StarVista (home for transitional aged youth); and CORA (domestic violence shelter).

**Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again**

The key features of San Mateo County's Strategic Plan to End Homelessness are designed to identify people experiencing homelessness and provide the assistance needed to swiftly help them move to permanent housing and not return to homelessness. The plan also calls for identifying those at risk of becoming homeless and assisting them so they can retain their housing and not become homeless again.

Among the six goals of the County's Strategic Plan to End Homelessness is permanently housing people experiencing homelessness by increasing the capacity of the homeless crisis response system to provide permanent and stable housing solutions. This capacity has been increasing over the years but is still insufficient to meet growing needs. During the last year of its current plan, HSA, in partnership with the Department of Housing, cities, and non-profit partners will continue pursuing resources to expand housing solutions for people experiencing homelessness, both through the development of new units and by identifying funding for more rental subsidies to support access to the existing rental inventory.

Below are some of the actions that the County will continue taking to meet this goal:

- a. Maintain permanent housing voucher programs for people experiencing homelessness (e.g., Continuum of Care-funded PSH, Stability, VASH, FUP, and Mainstream Vouchers) and introduce more flexibility to transition people to different support levels or phase them out of support when appropriate. Also, create voucher programs with simplified eligibility criteria and processes (e.g., Stability).
- b. Analyze the need for Rapid Rehousing (RRH) slots and continue adding to the system inventory as needed. Identify strategies to stabilize RRH households that need additional support (e.g., with longer subsidies, options to transfer to permanent supportive housing).
- c. Evaluate Coordinated Entry (CE) policies and tools for matching people to permanent supportive housing and rapid rehousing to identify whether the matching process is functioning as intended and revise as needed.
- d. Continual assessment and improvement of housing search services to serve more households that need support with identifying units, completing housing applications and negotiating with property owners. Explore dedicated housing search services for special populations such as domestic violence survivors and veterans.

- e. Continue and enhance Housing First approaches in permanent housing programs, including lowering barriers to entry, voluntary service participation, housing-focused services and support.
- f. Identify innovation housing solutions for populations that have the greatest barriers to housing – people with complex health needs, older adults, people with criminal histories, and people who are undocumented.
- g. Strengthen partnerships with programs providing employment and training services for experiencing homelessness who have significant employment barriers, such as NOVA/WIOA programs. Connect eligible households to income supports such as SSI.
- h. Deepen connections between health services and homeless crisis response systems to expand housing access and support housing retention.

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.**

#### Homelessness Prevention Activities

As mentioned in the County’s previous Annual Action Plan and Consolidated Plan, to meet the basic needs of low-income community members for safety net services, including prevention of homelessness, San Mateo County established and continues to utilize the Core Service Agencies. The Cores consists of eight agencies distributed throughout the County and located in communities with the largest levels of need. The Cores provide a range of services and direct financial assistance, including rental and utility assistance and rental deposits. The Cores offer homelessness prevention to eligible households using a number of different funding sources, including Community Services Block Grant (CSBG) funds as well as local resources. LifeMoves and Veterans Resource Center also operate specialized prevention programs for veterans funded by Supportive Services for Veteran's Families (SSVF) grants.

#### Preventing Institutional Discharge into Homelessness

The San Mateo County CoC is working actively to prevent homelessness among those being discharged from institutional settings. This includes work with the following publicly funded systems:

Child Welfare: HSA staff work with each emancipating youth to identify and secure stable housing.

- Health Care: Hospital discharge planners work to ensure that a suitable placement is located for all homeless people who are discharged from the hospital. The San Mateo County Medical Center (the County’s public hospital) has purchased beds in emergency shelters and utilizes both private and publicly funded board and care homes and other facilities to ensure that appropriate placement alternatives are available for homeless

people.

- Mental Health. The policy of San Mateo County Behavioral Health and Recovery Services (BHRS) is that case workers make every effort to ensure that no clients are discharged into homelessness or into McKinney-Vento funded beds. The Adult Resource Management Team within Mental Health Services (a division of BHRS) works intensively with each client to ensure that they have stable and secure permanent housing.
- Corrections: The San Mateo County Sheriff's Department aims to ensure that no people are discharged into homelessness. HSA's Service Connect program also provides supportive services, including emergency shelter, for people who have been paroled under AB 109.

Through various funding sources, San Mateo County will continue supporting Project Sentinel, an organization that offers legal assistance to low-income households under threat of losing their homes or living in substandard conditions or being subjected to illegal housing requirements through enforcement of their legal rights. Funding will also be provided to food pantry programs that provide free groceries services to low-income individuals, families, and seniors within the county.

## **Discussion**

Homelessness in San Mateo County remains a persistent problem. The Strategic Plan draws on best practices for reducing homelessness despite the limited supply of housing and ensuring available short and long-term housing assistance is prioritized for people who are unsheltered or most vulnerable to becoming unsheltered. Expansion of the affordable housing supply remains a key priority for the County, but this work is now integrated with focused efforts to build a data-informed homeless crisis response system to provide appropriate housing solutions for the County's unhoused population.

## **AP-75 Barriers to affordable housing - 91.420, 91.220(j)**

### **Introduction**

The major barrier to affordable housing in San Mateo County is prompted by limitations imposed by Proposition 13, which impacts the fees associated with affordable housing development. San Mateo County is also a very high-cost county in terms of land and labor costs, which negatively impact the costs of affordable housing development and the rehabilitation of existing affordable housing complexes. High interest rates have also impacted the overall costs of new affordable housing projects.

### **Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment**

When evaluating development applications for funding consideration, San Mateo County assigns points to those projects where local governments waive costs associated with affordable housing construction. Included in these might be waivers of impact fees and design review costs. When such relief is occasionally unavailable, the County contributes funds to cover these fees and charges as well as a portion of the project's development expenses. With no ability to alter State taxation regulations, the County has been collaborating with local jurisdictions to impart better understanding of the demand for additional affordable housing in the county and the financial impact local policies can have on the feasibility of new development projects.

### **Discussion**

A point system is used in the evaluation process for all notices of funding availability for both the County's Affordable Housing Fund and the federally funded CDBG and HOME grants. Local jurisdictions' consideration of lowering fees and legislation about the development project's financial viability is one element incorporated into the point system.

## **AP-85 Other Actions - 91.420, 91.220(k)**

### **Introduction**

Currently, the County offers a wide range of services to San Mateo County residents; some of them are paid for by CDBG and HOME grants. Additional resources, including private, state and County finances are applied to countywide needs as well. The following sections contain some of the County's ongoing initiatives and others that are being considered for the future.

### **Actions planned to address obstacles to meeting underserved needs**

Funding continues to be a major obstacle in providing the services required to address the plethora of issues preventing families from escaping poverty and being able to live in the best quality, most affordable housing possible. Local funding through Measure K, the County's ½-cent sales tax, provides a flexible source of funding for such activities and is routinely directed toward housing and prevention of homelessness. The fund has contributed to local response to mental health issues, substance use recovery, youth mentoring programs, emergency shelters support, and the development of affordable housing units, along with several other initiatives aimed at priority countywide needs. To address ongoing and often underserved needs, the County will continue to look for new funding sources for programs.

### **Actions planned to foster and maintain affordable housing**

Consistent with the strategy outlined in previous Annual Action Plans, the County continues to dedicate a large portion of its CDBG funding to activities associated with affordable housing development or rehabilitation projects, along with the entire HOME allocation. In addition, the County has earmarked a total of \$20 million from local Measure K funding for housing development in the County's FY 2024/25 budget. These funds are dedicated to the development of new affordable housing and the preservation of existing affordable housing units, including the rehabilitation of affordable apartments as they go through tax credit resyndication. The County also funds local agencies working with homeowners to effect minor home repairs and accessibility improvements.

### **Actions planned to reduce lead-based paint hazards**

For PY 2024, no actions have been specified to address lead-based paint hazards. However, all subrecipients receiving CDBG funds from the County for rehabilitation projects will be required to ensure any lead-based paint hazards are identified and controlled.

### **Actions planned to reduce the number of poverty-level families**

Continuing its collaboration with the Continuum of Care, the County will work toward decreasing the

number of families living at the poverty level through development of services and referrals to social service agencies within the County to assist those families with life-sustaining skill building, educational opportunities, employment growth and mental health care.

### **Actions planned to develop institutional structure**

Consistent with the strategy outlined in previous Annual Action Plans, the County plans to continue to build the local institutional structure by:

- Collaborating with non-profit organizations to address community needs and provide support to federal and non-federal funding initiatives.
- Partnering with private industry to address important issues that hamper housing and community development efforts.
- Identifying opportunities to create private/public partnerships for project finance and development to leverage federal funds.

### **Actions planned to enhance coordination between public and private housing and social service agencies**

Through its continuing participation in Continuum of Care meetings, the County will coordinate planning activities with private housing and social service agencies. To ensure it is acting on the most pressing needs and with the best information, County staff will also continue participating in other coalitions and study groups, such as the local 21 Elements group and Home for All, as the opportunities arise.

### **Discussion**

These actions continue to be a continuation of what the County is currently doing in the various areas. No major obstacles in the institutional structure have been identified that need to be addressed. The County is also satisfied with its efforts to coordinate with private housing and social service agencies but continues to work to strengthen those ties.

# Program Specific Requirements

## AP-90 Program Specific Requirements - 91.420, 91.220(I)(1,2,4)

### Introduction

The County leverages its CDBG, HOME, and ESG funds with other resources to augment the impact on housing and community development issues. Applicants requesting funds to support their programs and projects are required to show that they are garnering other funds to meet their needs. Affordable housing developers must compete for other valuable available funding and work proactively with affected stakeholders to develop innovative funding sources. All projects receiving HOME funding are required to provide match of 25% per HOME requirements. All programs that receive ESG funding are required to submit evidence of compliance with ESG match requirements. New affordable housing projects that receive HOME and CDBG funding from the County also typically receive local funds, often exceeding the HOME and CDBG award amounts. Affordable housing projects also secure significant funding from alternative sources including local impact and/or commercial linkage fees, State funding from the Affordable Housing and Sustainable Communities (AHSC) program, and other new State funding for affordable housing.

### Community Development Block Grant Program (CDBG) Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	\$1,351,149
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan.	0
5. The amount of income from float-funded activities	0
<b>Total Program Income</b>	<b>\$1,351,149</b>

### Other CDBG Requirements

1. The amount of urgent need activities	0
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**HOME Investment Partnership Program (HOME)  
Reference 24 CFR 91.220(l)(2)**

**1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:**

As outlined in previous Annual Action Plans, the County also leverages other State, local and federal funding for affordable housing:

Approximately 45% of the total, annual Permanent Local Housing Allocation Program (PLHA) funding will be utilized to address the unmet housing needs in San Mateo County. During PY 2024, PLHA funds will be allocated to a new, affordable housing development via the County's Affordable Housing Fund Notice of Funding Availability, which will be issued in March 2024.

**Tax-Exempt Financing.** The majority of affordable developments seek to take advantage of tax-exempt bond financing provided through the CalHFA and through other municipal bond financing entities. These various entities can originate loans with attractive interest rates when compared with conventional financing. Use of tax-exempt dollars is governed by the California Debt Limit Allocation Committee (CDLAC), which also approves MCC allocations to local jurisdictions for first time homebuyers. Tax exempt loans can be combined with 4% tax credits (which are automatically approved if CDLAC approves the tax-exempt financing) for an added boost, but this financing structure tends to work more effectively for projects not in great need of deep subsidies.

**Project-Based Vouchers.** In San Mateo County, the Housing Authority has revived a program for using project-based vouchers. By providing a dependable revenue stream indexed to fair market rents, vouchers enable nonprofit developers to obtain a larger conventional loan for the permanent phase of the project. Because the Housing Authority has a limited number of vouchers and must direct them toward multiple priorities, the project-based voucher initiative requires careful targeting to projects serving extremely low-income (ELI) households associated with supportive housing services.

**Housing Endowment and Regional Trust of San Mateo County (HEART)** is the County's housing trust fund, whose mission is to meet critical housing needs in San Mateo County by raising funds from both public and private sources. HEART provides financing in the construction, rehabilitation and purchase of homes affordable to middle- and low-income employees of local businesses, as well as to seniors and other fixed-income residents.

Although the County does not anticipate investing HOME funds for any uses outside of those described as eligible in 24 CFR 92.205, if a situation arises, the County will seek approval from HUD and a substantial amendment. San Mateo County HOME funding invested in eligible rental housing development will be leveraged with multiple sources including other County funding, City funding, State funding, federal funding and the Low-Income Housing Tax Credit equity funding, to render the project financially feasible. The following comprise other potential funding sources that are expected to leverage HOME funds.

**2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:**

No HOME funds are anticipated for homeownership programs in the upcoming program year.

**3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:**

No HOME funds are anticipated for homeownership programs in the upcoming program year.

**4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:**

The County has not changed its policy regarding the use of HOME funds for debt refinancing, which are as follows:

HOME Rehab Refinancing Guidelines. In accordance with County HOME policy, all HOME funds must be invested in housing that is nonprofit-owned or controlled. Should the property ownership be a for-profit entity formed to take advantage of tax credits, the nonprofit must have a controlling or managing interest.

HOME cannot be used to take out any CDBG loans or loans insured by any federal program.

HOME investment cannot be used directly to take out other pre-existing loans or financing under the same property ownership unless it is to preserve long-term affordability of existing units and/or to create additional affordable units. Regardless of the foregoing, rehab must constitute the primary activity for use of HOME funds. Refinancing with HOME proceeds must meet one of two tests: (a) HOME investment cannot exceed 85% of the rehab costs; or (b) HOME investment must involve a level of rehab costing at least \$20,000 per HOME-assisted unit. The County will review this number periodically in order to keep pace with the impact of inflation on rehab costs.

Rehab will be to upgrade the units to meet life and safety code requirements and/or to extend the useful life of one or more of the systems of the building or property, including improving the integrity of the structure.

In accordance with HOME requirements, the HOME affordability term will be not less than 15 years from date of completion of the rehab, evidenced by a notice of completion or other document acceptable to DOH.

As with County HOME funds in general, criteria for property location will be the same as the County HOME investment policy. HOME funds may be invested anywhere in the San Mateo County HOME Consortium PJ plus contiguous areas, so long as projects outside the County PJ meet HOME criteria, including that the project will also be funded by the applicable contiguous jurisdiction and will benefit residents from both jurisdictions

As with other projects requesting HOME funds, DOH underwriting of the project to be refinanced with HOME funds will involve review of the ownership's property management practices and capacity to perform long-term management. A property management plan is requested for review. DOH

underwriting will include a HOME subsidy layering analysis, including review of the project's sources and uses and operating budget proformas to ensure that HOME funds are not over-subsidizing the project. This review will further include evaluating the project's replacement reserves to ensure that it is adequate to address certain long term physical needs. Onsite monitoring will be undertaken in compliance with HOME requirements and for projects of greater than 25 units, DOH will request annual project operating budgets.

5. If applicable to a planned HOME TBRA activity, a description of the preference for persons with special needs or disabilities. (See 24 CFR 92.209(c)(2)(i) and CFR 91.220(l)(2)(vii)).

N/A - The County does not participate in HOME TBRA activities.

6. If applicable to a planned HOME TBRA activity, a description of how the preference for a specific category of individuals with disabilities (e.g., persons with HIV/AIDS or chronic mental illness) will narrow the gap in benefits and the preference is needed to narrow the gap in benefits and services received by such persons. (See 24 CFR 92.209(c)(2)(ii) and 91.220(l)(2)(vii)).

N/A - The County does not participate in HOME TBRA activities.

7. If applicable, a description of any preference or limitation for rental housing projects. (See 24 CFR 92.253(d)(3) and CFR 91.220(l)(2)(vii)). Note: Preferences cannot be administered in a manner that limits the opportunities of persons on any basis prohibited by the laws listed under 24 CFR 5.105(a).

Through the Consolidated Planning Community engagement process, County residents and stakeholders identified households experiencing or at-risk of homelessness, persons with mental or physical disabilities, farmworkers, and seniors as having the greatest needs for affordable housing in the County.

The County will prioritize funding for affordable housing projects serving these populations along with veterans, extremely low-income households (those who earn less than or equal to 30% of the County's Area Median Income - AMI) and very low-income households (those who earn less than or equal to 50% of the County's Area Median Income – AMI). The County will also prioritize funding for affordable housing projects that provide permanent supportive housing services and/or housing for abused children; veterans at risk of or experiencing homelessness; survivors of domestic violence; seniors (62+); adult persons with serious physical or mental disabilities; homeless persons; illiterate persons; migrant farm workers; emancipated youth; persons recovering from substance abuse; persons recently released from jail or prison) and/or projects that include a wide range of unit sizes.

These preferences will be administered in compliance with applicable state and federal laws.

## Emergency Solutions Grant (ESG)

### **1. Include written standards for providing ESG assistance (may include as attachment)**

Established in partnership with the San Mateo County Continuum of Care, the written standards for the allocation of ESG funding are outlined in the County ESG NOFA. The Department of Housing and the San Mateo County Continuum of Care coordinate their efforts to identify and address priority needs to meet the goals set in the Plan to End Homelessness. In addition to its direct ESG funding allocation from HUD, San Mateo County receives federal ESG funding from the State of California through an allocation process administered by the State. These state-allocated funds are administered by HUD and are allocated through a separate RFP process to compliment the allocation of the County ESG entitlement funding.

The County's ESG allocation is small relative to its CDBG and HOME allocations, and the ESG funds are typically directed to shelter services and rapid rehousing.

### **2. If the Continuum of Care has established centralized or coordinated assessment system that meets HUD requirements, describe that centralized or coordinated assessment system.**

In San Mateo County, the Coordinated Entry System (CES) is the community-wide, standardized approach to assessing access to homeless services and housing. The CES can use either a singular entry point or several coordinated entry points, but all people who contact the system for homelessness assistance receive standardized screening and assessment. CES is an essential system element that ensures people who are unsheltered and those who have the highest vulnerabilities receive priority access to assistance. There is also a standardized, community-wide policy that determines how people are referred to housing programs. This policy ensures people are matched to available interventions based on their level of need and priority for assistance.

### **3. Identify the process for making sub-awards and describe how the ESG allocation is made available to private nonprofit organizations (including community and faith-based organizations).**

The County's Human Services Agency (HSA), the Continuum of Care (CoC) Lead Agency, participates in the award process for ESG. DOH, in partnership with the CoC Lead agency, ensures that sub-awards align with the CoC Strategic Plan on Homelessness (implemented on July 1, 2022, and running through June 2025). All awards are made through a competitive NOFA process. Recent awardees include local private non-profit organizations.

### **4. If the jurisdiction is unable to meet the homeless participation requirement in 24 CFR 576.405(a), the jurisdiction must specify its plan for reaching out to and consulting with homeless or formerly homeless individuals in considering policies and funding decisions**

**regarding facilities and services funded under ESG.**

Because the San Mateo County Board of Supervisors is the recipient of the ESG funds, it is not possible to require inclusion of a homeless or formerly homeless person on this elected body. However, the bylaws of the San Mateo County Continuum of Care Steering Committee require representation of a homeless or formerly homeless individual; currently, individuals who have lived the experience of homelessness are fulfilling this role. The CoC continues to pursue involving people experiencing homelessness in its policymaking, as it relates to ESG and CoC funding. In turn, the County's Housing and Community Development Committee, an advisory body to the County Board of Supervisors on CDBG, HOME, and ESG funding allocations, includes a member from the CoC on its 15-member body.

**5. Describe performance standards for evaluating ESG.**

County staff continuously work with subrecipients to guarantee program specific requirements are met in accordance with applicable legislation and program guidelines. The Department of Housing also monitors and corrects its own operations to ensure staff is meeting and complying with the same requirements.

**ATTACHMENT A: COMMUNITY PARTICIPATION PLAN**

**ATTACHMENT B: PROOF OF PUBLIC HEARING NOTICES AND COMMENTS**

**ATTACHMENT A: COMMUNITY PARTICIPATION PLAN**



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## **COUNTY OF SAN MATEO COMMUNITY PARTICIPATION PLAN**

**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
EMERGENCY SHELTER GRANT PROGRAM  
HOME INVESTMENT PARTNERSHIP ACT PROGRAM  
(REVISED: November 15, 2023 by a vote of the Housing and  
Community Development Committee)**

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## **INTRODUCTION**

In accordance with federal regulations, the County must adopt a Community Participation Plan (CPP) to structure the process of obtaining community input for the Community Development Block Grant (CDBG), and HOME Investment Partnership Act (HOME), and Emergency Solutions Grant (ESG) Programs (“three entitlement programs”). The Board of Supervisors adopted the first CPP in 1978 and has amended it from time to time since, most substantially on January 28, 2003, when the Board adopted Resolution #65783 creating the Housing & Community Development Committee (HCDC) and simultaneously dissolving its precursors, the Community Development Committee and the HOME Program Review Committee.

This current Community Participation Plan supersedes and replaces all previous plans adopted or amended for the CDBG, ESG and HOME Programs.

Note: Previous Community Participation Plans were entitled “Citizen Participation Plans.” The term “citizen” was used in prior CPP’s for consistency with the statutory language (i.e., “Citizen Participation Plan”). The County of San Mateo welcomes and solicits input from all county residents regardless of their citizenship or right-to-work status and has opted to use the word “Community” in place of “Citizen.”

## **COMMUNITY PARTICIPATION STRUCTURE: HOUSING & COMMUNITY DEVELOPMENT COMMITTEE**

### **A. Development of the HCDC Committee**

The Board of Supervisors of the County of San Mateo shall create a Housing & Community Development Committee (HCDC) to serve in an advisory capacity to the Director of the Department of Housing (DOH), to the Board of Supervisors, in matters relating to community participation for the three entitlement programs.

The HCDC shall comprise fifteen (15) persons representing a cross-section of individuals and groups that will ensure a representation of lower income residents and members of special needs groups, and a continuity of involvement of County residents and organizations. The HCDC shall include nine (9) persons appointed by the Board of Supervisors and six (6) Categorical members nominated by specifically designated representative agencies, subject to confirmation by the Board of Supervisors. The membership shall be as follows:

#### Members Appointed by the Board of Supervisors

- One (1) person residing in the unincorporated area of North Fair Oaks;
- One (1) person residing in the unincorporated Coastsides;
- One (1) person residing in a low-income community, with low-income as defined by the U. S. Department of Housing & Urban Development (HUD);
- Six (6) Members-at-Large, one of who shall have experience or expertise in real estate, real estate finance, real estate development or real property operations.

(To the extent possible, these members should reside in different jurisdictions not represented by the Council of Cities appointees);

### Categorical Members

- Two (2) persons nominated by the Council of Cities to represent the interests of the Urban County cities. (To the extent possible, these appointees shall represent cities in which no Members-at-Large reside);
- One (1) person nominated by the Commission on Aging;
- One (1) person nominated by the Commission on Disabilities;
- One (1) person nominated by the Executive Committee of the Homeless Continuum of Care Planning Board;
- One (1) person nominated by each Entitlement City in the County HOME Consortium. This member's participation will be directed specifically toward housing development. (As of the date of the Resolution approving this CPP, the City of South San Francisco and San Mateo are the only entitlement cities participating in the HOME Consortium. If the number of entitlement cities participating in the Consortium changes, the overall size of the HCDC may be modified to reflect the actual number of Entitlement Cities participating in the HOME Consortium.)

The HCDC may break down into subcommittees for the purpose of reviewing funding applications, in particular, major funding categories, provided that the findings and/or recommendations of the subcommittees are subsequently reviewed and approved by the HCDC as a whole.

### **B. HCDC Functions**

The functions of the HCDC are:

- To review, and provide a forum for public comment on, countywide and local community needs and priorities related to the use of the three entitlement program funds; and
- To review, and provide a forum for public comment on, program matters involved in the preparation of the Consolidated Plan (CONPLAN) and its associated Annual Action Plans that set priorities for addressing the identified needs; and
- To review, and provide a forum for public comment on, analysis and findings involved in the preparation of the Assessment of Fair Housing (AFH); and
- To review, and provide a forum for public comment on, applications for funding for activities that address these priorities.

### **C. HCDC Activities**

The HCDC will hold, at a minimum, two public meetings annually.

One public meeting shall be for the purpose of reviewing and obtaining public input into the identification of needs and priorities for the three entitlement program funds. The second meeting, which will be a public hearing, shall be to develop recommendations for the preparation of the CONPLAN and/or Annual Action Plan for expenditure of the three entitlement program funds.

From time to time, the HCDC may hold workshops and take tours of previously funded projects, as appropriate, to expand its awareness of community needs.

## **SUBMISSION OF PROJECT PROPOSALS**

DOH staff and the HCDC shall review all project proposals and/or project proposal summaries. At least ten (10) working days prior to the formal public hearing before the Board of Supervisors on the proposed Annual Action Plan, staff shall make every reasonable effort to notify each applicant or proposal sponsor by email of its and the HCDC's recommendations for the proposals and the date and time for the public hearing.

## **TECHNICAL ASSISTANCE**

The Director of the DOH shall assign liaison staff to provide technical assistance to the HCDC which shall include but not be limited to:

- Providing explanation and clarification of the federal rules and regulations with regard to program planning, development and implementation (e.g. eligible activities, funding, environmental policies, labor standards, and equal opportunity requirements, relocation provisions, and fair housing);
- Assisting in identifying and prioritizing community needs and objectives and the development of specific projects to meet those needs and objectives;
- Assisting in developing proposals and statements of views;
- Reviewing projects and programs proposed for funding;
- Providing timely and adequate data and information regarding the CDBG, HOME, and ESG Programs; and
- Providing general types of assistance such as preparing and sending meeting notices, agendas and minutes, and arranging for meeting locations.

DOH Staff shall provide similar technical assistance, as appropriate, to groups and representatives of lower income persons, particularly those living in distressed areas where the three entitlement program funds are likely to be used.

## **ROLE OF THE COMMUNITY IN THE IMPLEMENTATION OF THE HOUSING & COMMUNITY DEVELOPMENT PROGRAMS**

The HCDC shall provide a forum for community input and serve in an advisory capacity through the Director of the DOH to the Board of Supervisors on policy decisions concerning the implementation of the three entitlement programs.

Whenever feasible and appropriate, projects may be implemented by eligible community-based, non-profit organizations.

### **PLAN DEVELOPMENT**

#### **A. The Five-Year Consolidated Plan (CONPLAN)**

- The Document: DOH shall prepare a CONPLAN to identify housing and community development priorities in San Mateo County that align with identified needs. The CONPLAN will specify priorities for allocating funding for the three entitlement program funds during the five years covered by the CON PLAN. The plan will identify a strategy with goals and activities for addressing the development priorities and include detailed information about the financial resources that will be utilized to implement the strategy. Any HUD-provided data and other supplemental information DOH plans to utilize in determining housing and community development needs and priorities in the CONPLAN will be made available to residents, public agencies, and any other interested parties. The data and information will be sourced in the CONPLAN and cross-referenced to HUD's and other publicly available websites.
- Consultation: DOH shall consult with other public and private agencies that provide assisted housing, health services, and social services, including those focusing on services to children, elderly persons, persons with disabilities, persons with HIV/AIDS and their families, and homeless persons. DOH shall consult with community-based and regionally based organizations that represent protected class members and organizations that enforce fair housing laws when preparing the CONPLAN. DOH shall also consult with public housing authorities (PHAs) operating in the jurisdiction. DOH's consultation process will include consultation with regional government agencies in addition to adjacent units of general local government and local government agencies. This includes local government agencies with metropolitan-wide planning and transportation responsibilities, particularly for problems and solutions that go beyond a single jurisdiction. DOH will also consult with broadband service providers, as well as agencies that work to plan for and mitigate natural hazards. This consultation will occur as interviews, focus groups, and community meetings.
- Community Meetings: Public meetings will be held at a time and location

convenient to the general public, with reasonable accessibility and/or accommodations for persons with disabilities and, when requested, accommodation of non-English interpretation. Meetings will be held in-person, virtually, and/or in a hybrid format to maximize participation. DOH shall encourage participation from households of color. Additionally, DOH shall encourage, in conjunction with public housing agency consultations, participation of residents of publicly supported and assisted housing developments, including any resident advisory boards, resident councils, and resident management corporations, in the process of developing and implementing the CONPLAN, along with other low-income residents of targeted revitalization areas in which housing and community development activities are anticipated. DOH shall also ensure that community participation activities take place within each respective CDBG entitlement community that is part of the Consortium.

- Other forms of engagement: DOH may select to use additional forms of engagement, such as focus groups and community surveys to gather input from residents and stakeholders on housing community development needs and priorities.
- Public Hearings: Two public hearings are required during the development of the CONPLAN. One of the required public hearings must occur before the proposed CONPLAN is published for comment and one during the public comment period. DOH shall publish a draft CONPLAN, together with an electronic notice of the second public hearing before the Board of Supervisors or HCDC thereon. This public hearing shall also specify the amount of funds to be used for activities benefiting lower income persons; indicate the activities likely to result in displacement, if any; indicate how the County plans to minimize displacement of persons as the result of the three entitlement program-funded activities and how the County plans to assist persons actually displaced as a result of the funded activity.
- Public Comment: The CONPLAN shall be provided to the HCDC and to other interested organizations and individuals for public review and comment during a 30-day comment period prior to submission of the CONPLAN to HUD. Copies of community comments shall be included in the CONPLAN submitted to HUD.
- Public Notice: Public Notices shall be published for at least 15 days to notify the public about any hearing related to the CONPLAN. This notice may be in electronic and/or print format, and at the minimum, will involve posting a notice on the DOH internet website at [www.smchousing.org](http://www.smchousing.org) and in a local newspaper of general circulation. At the DOH's discretion, the DOH may send an electronic notification to DOH's email list of providers, stakeholders, and others. The DOH, at its own discretion, may place a physical copy of the document in the DOH's lobby for review by the public.

DOH shall consider any comments or views received from the public in preparing the final CONPLAN and shall submit such comments to the Board of Supervisors as appropriate for their consideration in adopting the final CONPLAN. A summary of any comments or views shall be attached to the final CONPLAN.

## **B. The Annual Action Plans (Action Plans)**

- **The Document**: The Annual Action Plan will guide and implement the objectives, goals, and strategies developed in the Five-Year CONPLAN. The Annual Action Plan shall outline the amount and source of funding available, the activities for each objective, the measurable targeted goal for each of these activities for the year, and proposed projects for annual funding.
- **Community Meetings**: Public meetings will be held at a time and location convenient to the general public, with accessibility and/or accommodations for persons with disabilities and, when requested, accommodation of non-English interpretation. Meetings will be held in-person, virtually, and/or in a hybrid format to maximize participation. DOH shall also encourage the participation of households of color. DOH shall consider any comments or views received from the public in preparing the final Annual Action Plan and shall submit such comments to the Board of Supervisors as appropriate for their consideration in adopting the final Annual Action Plan. A summary of any comments or views shall be attached to the final Annual Action Plan.
- **Public Hearing**: DOH shall publish a draft Annual Action Plan, together with an electronic notice of the public hearing before the Board of Supervisors thereon. This public hearing shall also specify the amount of funds to be used for activities benefiting lower income persons; indicate the activities likely to result in displacement, if any; indicate how the County plans to minimize displacement of persons as the result of the three entitlement program-funded activities and how the County plans to assist persons actually displaced as a result of the funded activity.
- **Public Comment**: The Annual Action Plan shall be provided to the HCDC and to other interested organizations and individuals for public review and comment during a 30-day comment period prior to submission of the Annual Action Plan to HUD. Copies of community comments shall be included in the Annual Action Plan submitted to HUD.
- **Public Notice**: Public Notices shall be published for at least 15 days to notify the public about any hearing related to the Annual Action Plan. This notice may be in electronic and/or print format, and at the minimum, will involve posting a notice on the DOH internet website at [www.smchousing.org](http://www.smchousing.org) and in a local newspaper of general circulation. At the DOH's discretion, the DOH may send an electronic notification to DOH's email list of providers, stakeholders, and others. The DOH, at its own discretion, may place a physical copy of the

document in the DOH's lobby for review by the public.

### **C. The Consolidated Annual Performance and Evaluation Report (CAPER)**

- The Document: DOH shall prepare a CAPER on the use of the three entitlement program funds, including the performance of subrecipients.
- Public Comment: The CAPER shall be provided to interested organizations and individuals for public review and comment during a 15-day comment period prior to submission of the CAPER to HUD. Copies of community comments shall be included in the CAPER submitted to HUD.
- Public Notice: Public Notices shall be published for at least 15 days to notify the public about any hearing related to the Consolidated Annual Performance and Evaluation Report (CAPER). This notice may be in electronic and/or print format, and at the minimum, will involve posting a notice a local newspaper of general circulation and placing a physical copy of the document in the DOH's lobby for review by the public. At the DOH's discretion, it may post the document and notice on the DOH internet website at [www.smchousing.org](http://www.smchousing.org) and/or the DOH may send an electronic notification to DOH's email list of providers, stakeholders, and others.

### **D. Inclusive Public Process Techniques**

- DOH embraces HUD's intent to "...explore alternative public involvement techniques..." and develop a "shared vision for change in communities and neighborhoods" that could benefit from block grant programs (91.105(a)(2)(iv). Where capacity, resources, and regulations allow, DOH will utilize inclusive public process techniques work to "meet people where they are" and broaden resident participation. This could include providing easy access to participation (e.g., through virtual meetings at times when children are in school); thanking participants for their time by providing light snacks at meetings (as allowed by HUD block grant regulations); holding meetings in various locations - in spaces accessible to people with disabilities – and at different times, participating in meetings or community events held by other entities (e.g., cities, towns, or community-based organizations); possibly utilizing basic technology for engagement (e.g., online surveys that can be taken on a smartphone); and by providing translation and interpretation services for limited English proficiency (LEP) populations and persons with disabilities (e.g., sign language) upon request.

### **E. Language Access**

- To ensure that all County residents have meaningful access to participation in the development of the Five-Year Consolidated Plan, Annual Actions Plans, and Consolidated Annual Performance and Evaluation Reports, DOH shall take reasonable steps to provide language assistance to (LEP) populations through the Department of Housing, Housing and Community Development Department Language Access Policy.
- The County collects countywide demographic data about languages spoken,

which DOH relies on to prioritize the most prevalent languages spoken. DOH shall follow all procedures outlined in the County's policy related to providing interpretation and translation services to County residents.

## PLAN AMENDMENTS / REVISIONS

### A. Amendments to the Five-Year Consolidated Plan and the Annual Action Plans

- The Documents: The CONPLAN and Annual Action Plans may be amended to add or remove action items or objectives or additional federal block grants (for example, CDBG/ESG-CV). The Plans must be amended through the community participation process, if any changes meet the definition of "Substantial Amendment." Substantial amendments are subject to the community participation process in accordance with this CPP.
- CONPLAN:
  - Substantial Amendment: Changes 1) in allocation priorities or in the method of distribution of funds, 2) carrying out an activity, using funds from any program covered by the CONPLAN (including program income), not previously described in the Action Plan, 3) changes in the purpose, scope, location, or beneficiaries of an activity, and 4) any change in use from one eligible activity to another eligible activity. Any amendment above shall be determined to be substantial if it totals an increase in funding by more than \$100,000 for any activity and will require a public notice with a 30-day review period. This notice may be in electronic and/or print format, and at the minimum, will involve posting a notice on the DOH internet website at [www.smchousing.org](http://www.smchousing.org) and electronic notification to DOH's email list of providers, stakeholders, and others. At the DOH's discretion, the public noticing may include a supplemental publication in a local newspaper of general circulation.
  - Minor Amendment: Any minor amendments to the Consolidated Plan will be made administratively and will be incorporated into the County's CAPER at the end of the program year. Minor amendments maintain the integrity of the plan and do not include any substantial change to policy or in funding priorities.
- Annual Action Plan: New activities and changes to activities generally require public noticing, unless the activity is part of the County's housing rehabilitation program. An activity is defined as a project or program that has or will have its own IDIS activity number. Changes may involve a change in the purpose, scope, location, or beneficiary of a project or an activity to the extent that it would be considered a new project or an activity. Changes that do not involve funding increases of an activity or that only increases an activity funding up through \$25,000 will not require public

noticing other than posting the changes on the DOH website.

A new activity not previously described in the Action Plan will be treated as either a Substantial Amendment or Minor Amendment in accordance with the proposed funding amount. A slate of new activities (including those that have resulted from an Off-Cycle NOFA process) in which each individual activity meets the parameters for a Minor Amendment may be treated as a Minor Amendment in its entirety. For a group of activities comprising funding amounts that meet criteria of Substantial and Minor Amendments, DOH may undertake a single Substantial Amendment for the entire group of activities or undertake separate Substantial and Minor Amendments.

- Substantial Amendment: Changes that result in an increase in funding by more than \$100,000 for any activity will require a public notice with a 30-day review period. This notice may be in electronic and/or print format, and at the minimum, will involve posting a notice on the DOH internet website at [www.smchousing.org](http://www.smchousing.org) and electronic notification to DOH's email list of providers, stakeholders, and others. At the DOH's discretion, the public noticing may include a supplemental publication in a local newspaper of general circulation.
- Minor Amendment: Changes that result in an increase in funding by more than \$25,000 but not more than \$100,000 for any activity will require a public notice with a 15-day review period. Format and distribution requirements for noticing shall be the same as for a Substantial Amendment. Changes involving the County's allocation priorities or method of distribution of funds will be treated as a minor amendment, described above. After the lapse of the required comment period, the revised Action Plan will be posted on the DOH website, emailed to the DOH interested parties list, and provided to HUD in accordance with HUD requirements. A summary of the comments or views, and a summary of any comments or views not accepted and the reasons why, shall also be attached to the Plan.
- Amendments Under Extenuating Circumstances: In the event of extenuating circumstances and/or declarations of a state of emergency, and undertaking the process to submit an amendment to a CONPLAN or Annual Action Plan is determined to be infeasible and/or any public participation requirements are waived by the County, the State of California, and/or any other government entity, then DOH shall undertake the following process for any substantial and minor amendments to the CONPLAN or Annual Action Plan.
  - Reasonable notice and opportunity to comment: Any Amendment will require a public notice with a 10-day review period. This notice will be in electronic format and will involve a posting on the DOH internet website at <https://www.smcgov.org/housing/doh-public-notice> and electronic notification to DOH's email list of providers, stakeholders, and others. At the DOH's discretion, the public noticing may include a supplemental

publication in a local newspaper of general circulation.

## **B. Revisions and Amendments to the Community Participation Plan**

- The Document: HUD regulations require that the County provide reasonable opportunity to the public to comment and present their views on the original CPP and substantial amendments to it. Amendments may be made in concurrence with the CONPLAN or through the Community Participation process, if meeting the definition of "Substantial Change." Upon request, the Community Participation Plan will be made available in a format accessible to persons with disabilities.
- Substantial Change: A change in the participation process stated in the original CPP for the CONPLAN, Annual Plans, amendments and revisions to them and the CAPER.
- Public Notice: The CPP shall be provided to the HCDC and to other interested organizations and individuals for public review and comment during a 15-day comment period prior to submission of the CPP to HUD. This notice may be in electronic and/or print format, and at the minimum, will involve posting a notice on the DOH internet website at [www.smchousing.org](http://www.smchousing.org) and. At the DOH's discretion, the DOH may send an electronic notification to DOH's email list of providers, stakeholders, and others; may publish the notice in a local newspaper of general circulation; and/or may place a physical copy of the document in the DOH's lobby for review by the public.
  - Reasonable notice and opportunity to comment under extenuating circumstances: In the event of extenuating circumstances and/or declaration(s) of a state of emergency, DOH shall conduct an expedited 10-day public comment period prior to a public hearing before the Board of Supervisors and subsequent submission to HUD. Said public comment period will be noticed in electronic format and will involve a posting on the DOH internet website at <https://www.smcgov.org/housing/doh-public-notices> and electronic notification to DOH's email list of providers, stakeholders, and others. At the DOH's discretion, the public noticing may include a supplemental publication in a local newspaper of general circulation.
- Public Hearing: DOH shall publish a draft CPP, together with an electronic notice of the public hearing before the Housing and Community Development Committee thereon.

## **ANNUAL SCHEDULE**

The sections above outline how residents and stakeholders of San Mateo County may participate in the development and review of the county's Five-Year CONPLAN, each annual Action Plan, each CAPER, and any substantial amendments to a CONPLAN and/or

Action Plan. San Mateo County's program year begins July 1 and ends June 30.

The following schedule provides an approximate timeline for the CONPLAN, annual Action Plan, and the CAPER. Annually, the preparation of the annual Action Plan, stakeholder consultation, and community engagement approximates the following. This schedule can change based on the timing of funding allocations from HUD, HUD guidance or directives, and/or states of emergency that affect report submissions.

**September:**

- Mid-September: Begin 15-day Public Comment period for CAPER
- Late September: Incorporate public comment into the CAPER
- 30<sup>th</sup>: CAPER submitted to HUD

**November through early March:**

- Develop narrative of Annual Action Plan or Five-Year CONPLAN
- Plan and hold initial community meetings and public hearings
- Create and launch survey(s) if used
- Conduct stakeholder consultation
- Conduct public participation process for CONPLAN
- Draft CONPLAN and/or Action Plan with HUD-provided and county-analyzed data used to inform the allocation prioritization, funding allocation plans/method of distribution (MOD) including share that is expected to benefit low- and moderate-income households and anti-displacement strategies, and policies for public comment
- Update CONPLAN and/or Action Plan funding allocation plan and policies based on stakeholder consultation

**Mid-March and April:**

- Hold public hearings
- Finalize CONPLAN and/or Action Plan based on stakeholder consultation and public comment

**Mid-May:**

- Submit CONPLAN and/or Action Plan

**June:**

- End of annual Action Plan year; begin to compile information for the CAPER

## **PUBLIC MEETINGS**

Public meetings will be held at a time and location convenient to the general public, with reasonable accessibility and/or accommodations for persons with disabilities and, when requested, accommodation of non-English interpretation assistance.

- A minimum of one (1) public meeting will be held by the HCDC for the

purpose reviewing and providing a forum for public comment on countywide and local community needs and priorities related to the use of CDBG, HOME, and ESG funds;

- A minimum of one (1) public meeting will be held by the HCDC to review and provide a forum for public comment on program matters involved in the preparation of the CONPLAN and/or its associated Annual Action Plans; and
- A minimum of one (1) public hearing will be held by the Board of Supervisors prior to submission of the CONPLAN and/or the Annual Action Plan to HUD.

Notification of the public hearing shall be made at least fifteen (15) days prior to the hearing through one or more of the following methods: posting on the DOH website; electronic notification to applicants and other interested parties who have expressed interest in DOH programs (including businesses, developers, nonprofit organizations, philanthropic organizations, and community-based and faith-based organizations). At DOH's discretion, additional public notification will be undertaken via publication in a newspaper of general circulation; posting in appropriate public locations; and mailing to organizations and individuals who have expressed an interest in obtaining information concerning the three entitlement programs.

#### Virtual Meetings:

In the event of extenuating circumstances, a declared state of emergency, or other circumstances where public meetings and gatherings are cancelled or discouraged by the Board of Supervisors and/or other government officials, DOH will conduct virtual meetings until in-person public meetings are allowed to resume.

- Virtual meetings will be held at a time convenient to the general public, with accessibility and/or accommodations for persons with disabilities and, when requested, accommodation of non-English interpretation.
- Notification of the virtual meeting shall be made at least fifteen (15) days prior to the meeting through one or more of the following methods: posting on the DOH website; electronic notification to applicants and other interested parties who have expressed interest in DOH programs (including businesses, developers, nonprofit organizations, philanthropic organizations, and community-based and faith-based organizations). At DOH's discretion, additional public notification will be undertaken via publication in a newspaper of general circulation; posting in appropriate public locations; and mailing to organizations and individuals who have expressed an interest in obtaining information concerning the three entitlement programs.
- Instructions to join a virtual meeting (i.e. videoconference link, submitting written comments, etc.) shall be included in all meeting materials, including public notices and meeting agenda

## **ADEQUATE INFORMATION**

DOH shall notice and publish electronically, together with an invitation for project proposals, information concerning the estimated amount of CDBG, HOME, and ESG funds expected to be available for housing & community development activities, and the range of activities that may be undertaken with those funds.

Copies of the Consolidated Plan, Annual Action Plan, Consolidated Annual Performance and Evaluation Report, and the Residential Anti-displacement and Relocation Assistance Plan shall be made available to interested community members at the Office of Housing, 264 Harbor Blvd., Bldg A, Belmont, CA 94002. Copies of the documents are/shall be made available on the DOH website at [www.smchousing.org](http://www.smchousing.org) and in hard copy if requested.

## **COMPLAINTS**

DOH will make every reasonable effort to provide written responses electronically or by letter within fifteen (15) working days to complaints regarding the three entitlement programs.

## **AVAILABILITY OF COMMUNITY PARTICIPATION PLAN AND AMENDMENTS THERETO**

The Community Participation Plan will be posted on the DOH website. One hard copy of the Plan will be available for public review at the Department of Housing upon request;

**County of San Mateo Department of Housing**  
264 Harbor Blvd, Bldg. A  
Belmont, CA, 94002

The HCDC shall consider amendments to the Community Participation Plan at public meetings.

**ATTACHMENT B: PROOF OF PUBLIC HEARING NOTICES AND COMMENTS**



**Main Office - Department of Housing**  
264 Harbor Blvd., Building A, Belmont, CA 94002-4017

**Housing & Community Development (HCD)**  
Tel: (650) 802-5050

**Housing Authority of the County of San Mateo (HACSM)**  
Tel: (650) 802-3300

**Board of Supervisors:**  
Dave Pine  
Noelia Corzo  
Ray Mueller  
Warren Slocum  
David Canepa

**Director:**  
Raymond Hodges

**Deputy Director:**  
Rose Cade

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

**FY 2024/25 Winter Funding Priorities  
Federal (CDBG, HOME, ESG), STATE (ESG & PLHA) and  
Local Equity Innovation Fund (Measure K)**

**WEDNESDAY, NOVEMBER 15, 2023, 3:30 PM – 5:00 PM**

**Location: 400 Harbor Blvd # B, Belmont, CA 94002; Belize Conference Room**

**Zoom link for members of the public only: please request from [slbajza@smchousing.org](mailto:slbajza@smchousing.org)**

**Public Participation**

- Please email written public comments to [slbajza@smchousing.org](mailto:slbajza@smchousing.org) and include the agenda item on which you are commenting or note that your comment concerns an item not on the agenda.
- Spoken public comments will also be accepted during the meeting in-person and through Zoom.

**AGENDA**

1. Call to Order/Roll Call/Introductions
2. Public Comment (on items not on Agenda)
3. Brown Act Overview
4. HUD, State and Local Funding Updates & Priorities
  - a. FY 2022/2023 Highlights
  - b. FY 2024/25 Funding + NOFA Schedule (see Attachment A)
  - c. 2024 Regional Affordable Housing Bond - Expenditure Plan Outreach and Engagement Process
  - d. Measure K NOFA & FY 2024/25 Funding Priorities (See Attachment B)
5. Public Hearing:
  - a. FY 2024/25 Annual Action Plan Funding Priorities
  - b. Community Participation Plan update
6. Next Meeting
  - a. Study Session of Applications: **Thursday, February 22, 2024 (tentative)**
7. Adjourn

DOH meetings are accessible to persons with disabilities. Individuals who need special assistance or a disability-related modification or accommodation (including auxiliary aids or services) to participate in this meeting, or who have a disability and wish to request an alternative format for the agenda, meeting notice, agenda packet or other writings that may be distributed at the meeting, should contact the DOH by November 9, 2023 at 2pm at 510.470.7326 or via [slbajza@smchousing.org](mailto:slbajza@smchousing.org). Notification in advance of the meeting will enable DOH to make reasonable arrangements to ensure accessibility to the meeting and the meeting materials.

## ATTACHMENT A

### FY2024-2025 SCHEDULE\*

### WINTER NOFA: CAPITAL PROJECTS & COMMUNITY DEVELOPMENT EQUITY INNOVATION FUND NOFA

SCHEDULE SUBJECT TO MINOR ADJUSTMENTS

Date & Time	Location	Activity/Description
November 15, 2023 3:30-5:00PM	<b>In-person:</b> 400 Harbor Blvd. Belmont, CA 94002 - HSA Building B, Belize Room <b>Zoom link:</b> Only available for members of the public. Please contact Alejandro Segura to register. Email: <a href="mailto:asegura@smcgov.org">asegura@smcgov.org</a>	HCDC Public Meeting and Public Hearing: Review of Funding Priorities for FY 2024-2025 Winter NOFAs and the Equity Innovation Fund (EIF) NOFA
December 5, 2023	NOFA will be posted on <a href="https://www.smcgov.org/housing">https://www.smcgov.org/housing</a>	Post/Publish the Winter NOFAs and the EIF NOFA (Applications available on CDS)
January 4, 2024, 2:00 – 3:30pm (tentative)	Zoom Meeting: Details to be published at <a href="http://www.smcgov.org/housing/doh-public-notice">http://www.smcgov.org/housing/doh-public-notice</a>	NOFA Technical Assistance Workshop – Capital Projects and Public Facilities
January 18, 2024 – 5:00pm	CDS Submittals Only	NOFA APPLICATIONS DUE
January 2024 / February 2024		NOFA Application Review – County Staff
February 22, 2024 1:00 - 2:30pm (tentative)	<b>In-person:</b> TBD <b>Zoom link:</b> Only available for members of the public. Please contact Alejandro Segura to register. Email: <a href="mailto:asegura@smcgov.org">asegura@smcgov.org</a>	HCDC Study Session
February 29, 2024 1:00 - 2:30pm (Tentative)	<b>In-person:</b> TBD <b>Zoom link:</b> Only available for members of the public. Please contact Alejandro Segura to register. Email: <a href="mailto:asegura@smcgov.org">asegura@smcgov.org</a>	HCDC Public Hearing FY 2024-2025 Annual Action Plan and Funding Recommendations for Winter NOFAs and the Equity Innovation Fund (EIF) NOFA
March 15, 2024 – April 17, 2024		30 Day Public Comment Period for the FY 2024-2025 Annual Action Plan
April 23, 2024	Board Chambers	Board of Supervisors Meeting to adopt FY 2024-2025 Annual Action Plan and to approve State ESG, PLHA and EIF Funding Recommendations
May 15, 2024		Annual Action Plan due to HUD

\* Winter NOFA includes federal and State funding from Community Development Block Grant (CDBG), HOME Investment Partnership (HOME), Federal and State Emergency Solutions Grants (ESG), and Permanent Local Housing Allocation (PLHA) programs; The Equity Innovation Fund NOFA includes local Measure K funding

\*Contract period commences July 1, 2024

## ATTACHMENT B

### COUNTY OF SAN MATEO FY 2024-25 NOTICE OF FUNDING AVAILABILITY (NOFA) FUNDING PRIORITIES

**Low Income Benefit.** Successful applications will meet one of the funding priorities listed below. All programs/ projects must benefit Low, Very Low, and Extremely Low-Income persons.

**Minimum Request/Two-Year Funding Agreement.** \$25,000 is the minimum application request. County policy is to give two-year contract terms to Public Services, Minor Home Repair Programs, Micro-Enterprise Assistance, and Fair Housing Activities. FY2024-25 is year one of the two-year contract period.

#### **A. Housing Development/Housing Repair and Modification Programs**

1. Development of new housing, acquisition/rehabilitation of existing housing, conversion of non-housing structures to provide affordable housing, permanent supportive housing, or transitional housing, for Extremely Low- and Very Low-Income individuals, families, and persons with special needs. \* At least 50% of the Housing Development allocation will be targeted to projects providing permanent supportive housing units for special needs populations. Priority will be given to projects that meet the following criteria:
  - Incorporate supportive housing services\*\*; transit-oriented development; support the County's Continuum of Care's Strategic Plan on Homelessness; and contain units for larger families (2-and 3-bedroom) and those with the greatest need (see Note below).
2. Housing repair and modification programs operated by nonprofit agencies that provide cost-effective improvements focusing on health & safety, housing quality standards, and/or access modifications.
3. Rehabilitation of rent-restricted, existing multi-family affordable housing.

#### **B. Public Services Programs (including Shelter Operations & Fair Housing Enforcement)**

1. Operational support for emergency shelters and transitional facilities serving individuals and families.
2. Support for rapid re-housing activities, including rental assistance and supportive services, to assist individuals or families who are homeless to move as quickly as possible into permanent housing.
3. Operational support for agencies that provide safety net services.
4. Supportive services aimed at keeping people in their homes, including financial literacy programs, tenant-landlord mediation, and fair housing services.

#### **C. Community & Economic Development (including Public Facilities & Micro-Enterprise Assistance)**

1. Development (acquisition and/or new construction) or rehabilitation of emergency shelters or facilities providing service-enriched supportive housing for persons with special needs to meet the goals of the San Mateo County's Continuum of Care's Strategic Plan on Homelessness.
2. Development (acquisition and/or new construction) or rehabilitation of community facilities serving lower income individuals and households, including community and youth centers, childcare facilities.
3. Activities which result in the creation or retention of permanent employment opportunities for lower income persons.

**Note:** through the Consolidated Planning Community engagement process, residents and stakeholders identified persons or families experiencing or at-risk of homelessness, persons living with a disability or mental illness, farmworkers, and the elderly as having the greatest needs in our County.

- \* **Persons with Special Needs.** Under CDBG, this category includes: abused children; veterans at risk of or experiencing homelessness; survivors of domestic violence; seniors (62+); adult persons with serious disabilities; homeless persons; illiterate persons; and migrant farm workers. For County purposes, this category shall also include, but not be limited to, mentally ill persons; emancipated youth; seniors aging in place (for service-related programs); frail seniors (for housing); persons recovering from substance abuse; and persons recently released from jail or prison.
- \*\* **Supportive Housing Services.** Under this NOFA, these are services that assist special needs persons to stabilize, maintain their housing, and live as independently as possible, and without which the special needs person might have difficulty maintaining their housing.

## **State Emergency Solutions Grant (ESG) Funding Priorities and Guiding Principles**

The State of California Department of Housing and Community Development (HCD or Department) administers the Emergency Solutions Grants (ESG) program with funding received from the U.S. Department of Housing and Urban Development (HUD). The federal ESG program provides funding to (1) engage homeless individuals and families living on the street; (2) improve the number and quality of emergency shelters for homeless individuals and families; (3) help operate these shelters; (4) provide essential services to shelter residents; and (5) prevent families/individuals from becoming homeless.

In February 2016, the State of California released the Continuum of Care (CoC) Allocation SOLICITATION OF INTEREST for Administrative Entities to identify local government entities that can act as Administrative Entities (AE) of State ESG funds through two allocations:

- Continuum of Care Allocation for Service Areas that contain a city or county that receives ESG directly from HUD; and the
- Balance of State Allocation for Service Areas that do not contain a city or county that receives ESG directly from HUD.

In response to the SOLICITATION OF INTEREST, the San Mateo County Department of Housing submitted an Administrative Entity Response Form and was selected to serve as the Administrative Entity for State ESG funding allocated to San Mateo County. The State ESG program will generally be administered by the State of California HCD in a manner consistent with the Federal ESG program as listed above, and in addition, the State ESG program may facilitate technical assistance activities to improve the capacity of grantees and the Continuum of Care to end homelessness.

### **The County of San Mateo is strongly committed to preventing and ending homelessness for county residents.**

The Continuum of Care Strategic Plan on Homelessness (The CoC Strategic Plan) sets forth a vision and roadmap for the community's response to homelessness over the next three years, July 2022 through July 2025. It is aligned with the Working Together to End Homelessness (WTEH) initiative being led by the County Executive's Office that is bringing together City representatives, service provider agencies, partner agencies, business representatives, community members, and other partners to craft a high-level framework for ending homelessness as a community. The CoC Strategic Plan also satisfies the requirements of the State of California to develop a Homelessness Action Plan, a prerequisite for requesting funding under the State's Homelessness, Housing Assistance and Prevention (HHAP) program.

The section below outlines the CoC Strategic Plan’s centerpiece: a set of six goals that articulate what HSA and the CoC seek to accomplish over the next three years. These goals will organize the community’s response to homelessness and provide a methodology to track progress. These goals also set the priorities for the County for Emergency Solutions Grant funding.

For each goal, there is a related set of outcome measures and targets that are requirements for the HHAP Action Plan. The CoC Strategic Plan and HHAP goals both cover from July 2024 to June 2025.

*Goal 1. Engage and support people who are unsheltered to transition to interim housing, permanent housing, or other places where they can access needed services and supports.*

- a. Continue existing street outreach programs and implement targeted expansions to further cover County geography, offer services after hours and on weekends, and deepen connections and collaborations with health and behavioral health services.
- b. Refine and fine-tune connections between street outreach programs and Coordinated Entry access points to streamline access into services for people who are unsheltered.
- c. Enhance data collection by outreach teams to increase understanding of numbers and characteristics of people who are experiencing unsheltered homelessness
- d. Expand emergency shelter bed inventory for adult-only households, including completion of the Navigation Center in Redwood City. Continuously analyze data to ensure inventory of shelter for adults is right-sized.
- e. Maintain inventory of emergency shelter and transitional housing beds for families, youth and domestic violence survivors. Continue analyzing data to ensure inventory of shelter for these populations is right-sized.
- f. Offer a range of shelter options and models, including both congregate and non-congregate settings.
- g. Continue and enhance Housing First approaches in emergency shelter programs – including low barriers to entry, 24/7 operations, voluntary service participation, and housing-focused services and supports.
- h. Scale up existing programs and create new programs providing nimble, intensive, wrap-around service for highly vulnerable unsheltered people who have multi-system involvement and/or are ineligible for some shelter programs.

*Goal 2. Permanently house people experiencing homelessness, by increasing the capacity of the homeless crisis response system to provide housing solutions.*

- a. Prioritize developing new housing units targeted to people who are experiencing homelessness and/or who are Extremely Low Income (incomes at or below 30% of Area Median Income).
  - i. Leverage the County’s Affordable Housing Fund (which consists of a combination of local sources like Measure A/K and State sources managed locally) to continually add new units targeted to ELI households and people experiencing homelessness.
  - ii. Secure funding to acquire and rehabilitate motels for permanent supportive housing through future Project Homekey rounds.

- iii. Use the Housing Authority's HCV project-basing authority to incentivize development of new units for people experiencing homelessness.
  - iv. Explore creation of new Local Operating Subsidy (LOSP) program to provide a local source of subsidy for deeply affordable units.
  - v. Explore innovative construction methods and models such as modular units.
  - vi. Identify sources to develop housing for specific populations impacted by homelessness – particularly older adults who need medical and behavioral health support.
- b. Maintain and expand permanent housing voucher programs for people experiencing homelessness, e.g., CoC-funded PSH, EHV, VASH, FUP, Mainstream Vouchers. Introduce more flexibility to transition people to different levels of support or phase out support as appropriate. Create voucher programs with simplified eligibility criteria and process (e.g., EHV).
  - c. Analyze the need for Rapid Rehousing (RRH) slots and continue adding to the system inventory as needed. Identify strategies to stabilize RRH households that need additional support (e.g., with longer subsidies, options to transfer to permanent supportive housing).
  - d. Evaluate CE policies and tools for matching people to permanent supportive housing and rapid rehousing to identify whether the matching process is functioning as intended and revise as needed.
  - e. Assess need for housing search services and scale up as needed to serve more households that need support with identifying units, completing housing applications and negotiating with property owners. Explore dedicated housing search services for special populations such as DV survivors and veterans.
  - f. Continue and enhance Housing First approaches in permanent housing programs – including low barriers to entry, voluntary service participation, housing-focused services and supports.
  - g. Identify innovation housing solutions for populations that have the greatest barriers to housing – people with complex health needs, older adults, people with criminal histories, and people who are undocumented.
  - h. Leverage Cal-AIM resources to provide housing supports.
  - i. Strengthen partnerships with programs providing employment and training services for experiencing homelessness who have significant employment barriers, such as NOVA/WIOA programs. Connect eligible households to income supports such as SSI.
  - j. Deepen connections between health services and homeless crisis response system to expand housing access and support housing retention.

*Goal 3. Prevent people from experiencing homelessness through early intervention, stabilization services, and financial assistance for households with housing instability.*

- a. Refine strategies to prevent discharge from institutions to homelessness, including diversion services for people exiting jails and hospitals.
- b. Partner with school districts to identify families at risk of homelessness and ensure they are connected to available prevention services.
- c. Provide the right level of case management and clinical services, matched to what participants need, for people who are housed -- particularly people who are chronically homeless who have recently secured housing (to prevent returns to homelessness)

- d. Maintain system capacity to provide emergency financial assistance to help households maintain their housing.
- e. Explore strategies around using data to target prevention assistance to households most likely to experience an episode of homelessness.

*Goal 4. Advance equity by identifying and addressing disparities in who experiences homelessness, who accesses the homeless crisis response system, their experiences with the system, and the outcomes of the system.*

- a. Convene quarterly meetings of CoC Racial Equity Committee to guide development and implementation of strategies to advance equity, including:
  - i. Qualitative data gathering (e.g., interviews, focus groups, etc.) to identify and understand causes of racial and other disparities in the system
  - ii. Developing and releasing regular data reports
  - iii. Providing training and technical assistance to homeless crisis response system providers
  - iv. Increasing representation of those with lived experience in CoC and agency leadership

*Goal 5. Listen and respond to the voices of people with lived experience of homelessness to enhance person-centered approaches in the homelessness response system.*

- a. Create regular, ongoing processes for gathering input from people experiencing homelessness and involving them in decision-making on homeless crisis response system implementation (e.g., focus groups, surveys, a lived experience advisory group), including staff working within the system who have had experiences of homelessness.
- b. Assess and identify how to streamline access processes for services, treatment and shelter so that people can more immediately access the services and supports they need when they are ready to reach out for help.
- c. Enhance “customer service” orientation throughout the system.
- d. Build partnerships, collaboration and communication between providers and across systems to provide more nimble, responsive and coordinated assistance for people who are experiencing homelessness.
- e. Scale up training programs for agency staff to build capacity to deliver trauma-informed, client-centered services.
- f. Review existing grievance processes.
- g. Find ways to measure quality of engagement not just number of contacts that service providers have with people experiencing homelessness.

*Goal 6. Use data for continuous quality improvement and service coordination.*

- a. Continue using HMIS/Clarity and other systems to gather and analyze data to understand what the homeless crisis response system is accomplishing, identify areas in need of continued improvement, and make decisions regarding funding of various program types.
- b. Expand capacity of data systems to provide real time information at the client level to support service coordination between service providers and across systems.

Also outlined in the CoC Strategic Plan are a set of Guiding Principles of the San Mateo County Homeless System. To receive funding under this NOFA, the selected service provider and program must adhere to the guiding principles for the new homeless system, comprised of System Principles and Program Principles.

### System Principles

- *Systems Orientation:* The goal is to foster a system that responds effectively and rapidly to the crisis of homelessness. Within the system, all stakeholders, programs, and organizations work together in coordination to accomplish a clear set of shared objectives. The objective of the homeless crisis response system is to ensure that anyone who is homeless quickly returns to stable housing.
- *Data-Informed:* The system is data-informed. Plans are based on an analysis of the current system and the best assessment of what is and what is not working. System- and program-level performance is measured, then results are used for continuous quality improvement. Funders of the system view their role as stewards of community resource who are responsible for understanding what results their investments are achieving and ensuring resources are used in a way that maximizes impact.
- *Person-Centered:* People experiencing homelessness are at the center of the system design. Their views are sought out and their voices are welcomed. The system is designed to ensure easy and streamlined access for everyone, particularly those who experience the greatest challenge navigating the complexities of publicly funded services and programs. Programs within the system adopt fair, transparent, and understandable policies regarding how assistance is accessed and how these policies respect client choice and self-determination.
- *Housing First:* People experiencing homelessness need housing above all else. Strategies and interventions must focus on returning individuals and households to safe, secure housing that they can use as a starting point to address other issues.
- *Equity Oriented:* The homeless crisis response system acknowledges the barriers to housing and resource connection that disproportionately impact people by race, ethnicity, gender, and other identities. The system and programs utilize intentional policies and practices to reduce these disparities and advance equity in system experiences and outcomes.
- *Context-Specific and Aligned with Best Practices:* The Plan is specific to the local context and priorities. It is tailored to reflect the specific strengths and challenges of San Mateo County. At the same time, it is aligned with evidence-based practices and lessons learned from the field, as well as state and federal policy direction.

### Program Principles

- Must accept referrals following the process established by the County, including participation in and receiving referrals from the County's Coordinated Entry System (CES)
- Must implement a Housing First approach, ensuring low barriers to program entry and program rules designed to minimize clients being involuntarily terminated from programs. Low entry barriers means there are no sobriety requirements, service participation requirements, or other entry criteria designed to screen out households based on lack of "housing readiness."
- Adopt fair, transparent, and accessible program policies.
- Client-centered – individualized to meet the needs of each client.
- Support client choice and self-determination.
- Understand the role of emergency shelters and transitional housing as short term.
- Prioritize assistance for households who are unsheltered and those who have the highest need for assistance to resolve their housing crisis.
- Program design is oriented to help all households return to stable housing as quickly as possible
- Funded providers must participate in homeless and safety net system planning meetings and collaborate with other community-based organizations and public agency partners.



**Main Office - Department of Housing**  
264 Harbor Blvd., Building A, Belmont, CA 94002-4017

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

**FY 2024/25 Winter Funding Priorities  
Federal (CDBG, HOME, ESG), STATE (ESG & PLHA) and Local  
Equity Innovation Fund (Measure K)**

**WEDNESDAY, NOVEMBER 15, 2023, 3:30 PM – 5:00 PM**

**Location: 400 Harbor Blvd # B, Belmont, CA 94002; Belize Conference Room**

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

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 (Chair), Laura Escobar (Vice Chair), Richard Hedges, Monika Lee, Nell Selander, and Jenny Skoble
- Members Excused: Donna Colson, Eloiza Murillo-Garcia, Lavinia Prema, Annie Tsai, and Steven Van
- Public Virtual Attendees: Georgia Peterson (Mental Health Association of San Mateo County), Florence Hsueh (Bridge), Tiffany Bailey, Thomas Atlee, Smitha Seshadri (Bridge) and Annie Tsai
- In Person Public Attendance: Patrick Sullivan (City of Foster City), Kate Comfort (HIP Housing), Atisha Varshney (Novin Development)
- San Mateo County Housing and Community Development (HCD) staff in-person: Karen Coppock, Danita Robertson, Stephen Bajza, Alejandro Segura, Eleazar Malabanan, Ray Hodges, Sanjay Choudhrie, Helen Tong-Ishikawa, Gina Russell, Maryann Sargent, Tim Ponti, Nila Kim and Rocio Nalda
- San Mateo County Housing and Community Development (HCD) staff virtual: Jan Stokley

**1. Call to Order, Roll Call, Introductions**

Meeting called to order by Chair Collins. Roll call conducted and quorum was established by Karen Coppock.

**2. Public Comment on Non-Agenda Items**

Public comments solicited by Chair Collins, no comments given.

### **3. Brown Act Overview**

Visiting speaker Ramaah Sadasivam, San Mateo County Deputy County Director, provided an overview of the Brown Act. Ramaah Sadasivam solicited questions and none were asked.

### **4. HUD, State and Local Funding Updates & Priorities**

#### ***Public Comments***

Public comments were solicited by Chair Collins and 4 members of the public provided comments:

- Kate Comfort, HIP Housing who noted a rising need from seniors who are being displaced from housing and cited a study on this topic conducted by Harvard University's Joint Center for Housing Studies and the University of Washington's. She offered to share the study to those who are interested. She also noted that she has received four different messages from local philanthropic foundations giving fair warning that they are switching funding priorities from on-the-ground services, such as those provided by HIP Housing, to systemic changes in grant making, policy, and advocacy.
- Atisha Varshney, Novin Development who requested that public comment occurs before the County make decisions on affordable housing projects.
  - Karen Coppock replied that this is planned for and will be discussed when the Winter NOFA timeline is presented.
- Smitha Seshadri, BRIDGE Housing, who noted the BRIDGE Mission District San Francisco project and its compliance with inclusionary requirements, and urged the county to consider pairing Project 8 vouchers with extremely low-income (ELI) subsidy units required by the County under Affordable Housing Fund (AHF).
- Patrick Sullivan who is the Vice-Mayor of Foster City and operates *Podcast By the Bay*. He outlined the various hats he wears - elected leader, work in real estate and podcasting - and invited the group to listen to his podcast.

#### ***FY2022/23 Highlights***

Karen Coppock shared a story about an individual positively affected by the grantees funded in the County's fiscal year 2022-2023. Alejandro Segura reviewed highlights on recent accomplishments. Alejandro then solicited questions.

- Richard Hedges asked if HCD staff knew about ongoing negotiations with Stone Villa on 21<sup>st</sup> and El Camino, Ray Hodges responded that a nearby hotel had submitted a competitive bid for the property.

#### ***FY2024/24 Funding and NOFA Schedule***

Karen Coppock discussed the nearly \$6 million in funding available for the FY 2024/2025 Federal / State Funding Notices of Funding Availability (NOFAs) to be issued in December. She also reviewed the NOFA timeline with key dates being the date the NOFAs will be issued (December 5, 2023), the date proposals are due (January 18, 2024) and the tentative dates of the next two HCDC meetings in which the public will be invited to provide comments on the projects and the funding recommendations will be made (February 22 and February 29, 2024).

Karen Coppock then asked the committee if they wanted to adjust priorities or if anything was missing.

- Laura Escobar asked if there was a maximum request amount and Karen Coppock answered no. Laura Escobar asked about Rapid Rehousing's data and progress. Gina Russell offered to send data regarding these projects.
- Nell Selander asked what operational subsidies there are regarding housing development, given that at least 50% of the Housing Development allocation will be targeted to projects providing permanent supportive housing units for special needs populations, and if there was an advisory committee similar to HCDC for the Housing Authority.

- Ray Hodges, Director of Housing for San Mateo County, replied that the Housing Authority's Section 8 vouchers have been tight, but ideally there will be a request for proposals (RFP) for project-based vouchers (PBV) in early 2024. He also noted that all County vouchers have been allocated to the four Home Key properties, but there is a possibility Measure K or other funding could be used for Capitalized Operating Subsidy Reserves (COSR), which could support these type of projects.

Eleazar Malabanan presented information about the Equity Innovation Fund (EIF) NOFA. Then asked the committee if they had questions.

- Nell Selander asked who was previously funded via the EIF
  - Kate Comfort was invited to speak regarding HIP Housing's home sharing program, which was funded through EIF. She again mentioned the aforementioned funding priority shift that might affect this program.
  - Karen Coppock mentioned two programs led by the Mental Health Association of San Mateo County.
  - Nila Kim mentioned two contracts that were covered by the program, including Pacifica Resource Center (PRC).
  - Gina Russel described the Renaissance Center's project that targeted minority and women-owned businesses and HCD's efforts to assist them.
- Nell Selander commented that previous grantees don't meet the new priority of funding smaller organizations and asked why it was added.
  - Karen Coppock noted that federal funding can be challenging for a small organization and Measure K funds could be an opportunity for a smaller organization to benefit from County funding
- Laura Escobar commented that another way to prioritize this funding could be to look at previously funded projects.
  - Eleazar Malabanan noted the biggest reason to add a priority around low resources areas is to help provide equity for the entire San Mateo county instead of just investing in high resourced areas.
- Karen Coppock noted that County's Measure K notice of funding availability (NOFA) is available on website.

## **5. Public Hearing**

Ron Collins opened the Public Hearing.

Karen Coppock asked for public comment on the 2024-2025 funding priorities:

- Atisha Varshney, Novin Development, commented that she was happy to hear mention of support for low-resource areas because communities such as North Fair Oaks, do not have access to inclusionary funds and are not competitive for State-level funding. She'd like the Committee to consider applying support for low-resource areas beyond just the Equity and Innovation Fund.

Karen Coppock provided an overview of the 2024-2025 funding priorities and there were no comments or discussion and the motion was passed. Karen Coppock asked for public comment on the Community Participation Plan. No comments were provided. Chair Collins held a motion to approve the Community Participation Plan, and all seven HCDC members present voted yes.

Karen Coppock discussed changes made in Community Participation Plan and based on the HCDC's recommendations in the February 2023 meeting. Chair Collins held a motion to approve funding priorities, and all seven HCDC members present voted yes.

## **6. 2024 Regional Affordable Housing Bond - Expenditure Plan Outreach and Engagement Process, Ray Hodges, Director of Housing, San Mateo County, 15 mins, 4:43-4:57pm**

Ray Hodges presented the Expenditure Plan Outreach and Engagement Process details of which, are in the HCDC meeting slide deck. Ray called for questions.

- Laura Escobar noted that only the cities of Oakland, San Jose, and San Francisco received the funding directly and the balance was provided to Counties. Ray Hodges clarified that Napa would also receive a direct allocation.
- Nell Selander suggested hiring a consultant to do community engagement, and highly recommended a task force to look at all of funding sources that exist and how they work together.
- Richard Hedges noted that he liked the idea of public outreach and would like to see it before the ballot initiative went to vote. He believes that an exemplary campaign would likely be needed to get it passed.
  - a. Ray Hodges responded that BAHFA has a team working on public outreach and education
- Ron Collins noted that 50% of money goes to production and the county is impacted heavily by development. He then asked about the strategy of over-creating production.
  - a. Ray Hodges noted that \$1 billion sounds high, but development costs are rapidly increasing, which means the funds are not infinite and can be used to help push current projects through faster.
- Patrick Sullivan asked for Ray Hodge's thoughts about a Bay Area labor shortage and cost of labor increasing.
  - a. Ray Hodges responded that the money itself can help with rising costs and noted that capacity issues are high on BAHFAs list of priorities.

## **7. Next Meetings**

Karen Coppock noted dates and times for future HCDC meetings.

1. HCDC Study Session: Thursday, February 22, 2024, 1-3pm (tentative)
2. HCDC Public Hearing: Thursday, February 29, 2024, 1-3pm (tentative)

Ron Collins motioned to adjourn the meeting and the motion was passed.

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SAN MATEO COUNTY

HOUSING and COMMUNITY DEVELOPMENT COMMITTEE MEETING &  
COMMUNITY PARTICIPATION PLAN UPDATE

**DATE:** Wednesday, November 15, 2023

**TIME:** 3:30PM — 5:00PM

**LOCATION:** 400 Harbor Blvd # B, Belmont, CA 94002, Belize Conference Room. Members of the public may attend virtually (Zoom)

On December 5, 2023, the County of San Mateo's Department of Housing (DOH) will issue a Notice of Funding Availability (NOFA) allocating funding from the Federal Community Development Block Grant (CDBG) and Home Investment Partnership Programs as well as from the Federal and State Emergency Shelter Grant Program (ESG) and State Permanent Local Housing Allocation (PLHA) Program for projects in FY2024-2025. On this same date, the County will also issue a NOFA for the Equity Innovation Fund.

On November 15, 2023, the Housing and Community Development Committee (HDCD) will solicit public comment regarding the needs and priorities for federal funds and will also finalize revisions to the Community Participation Plan, which can be accessed at <https://www.smcgov.org/housing/doh-public-notice> or a copy can be picked up at the DOH offices at 264 Harbor Blvd, #A, Belmont, CA 94002. Interested parties are invited to attend and speak on the above matters.

Written comments, requests for the virtual (Zoom) meeting link, requests for language interpretation services at the meeting and/or for an electronic copy of the Community Participation Plan may be emailed in advance of the meeting to Stephen Bajza at [slbajza@smchousing.org](mailto:slbajza@smchousing.org). For any other questions, please contact Karen Coppock at [kcoppock@smcgov.org](mailto:kcoppock@smcgov.org) or 650-453-0697.

Date of Publication: 10/25/23

Our mailing address is:

SMC

264 Harbor Blvd Bldg A

Belmont, CA 94002-4017

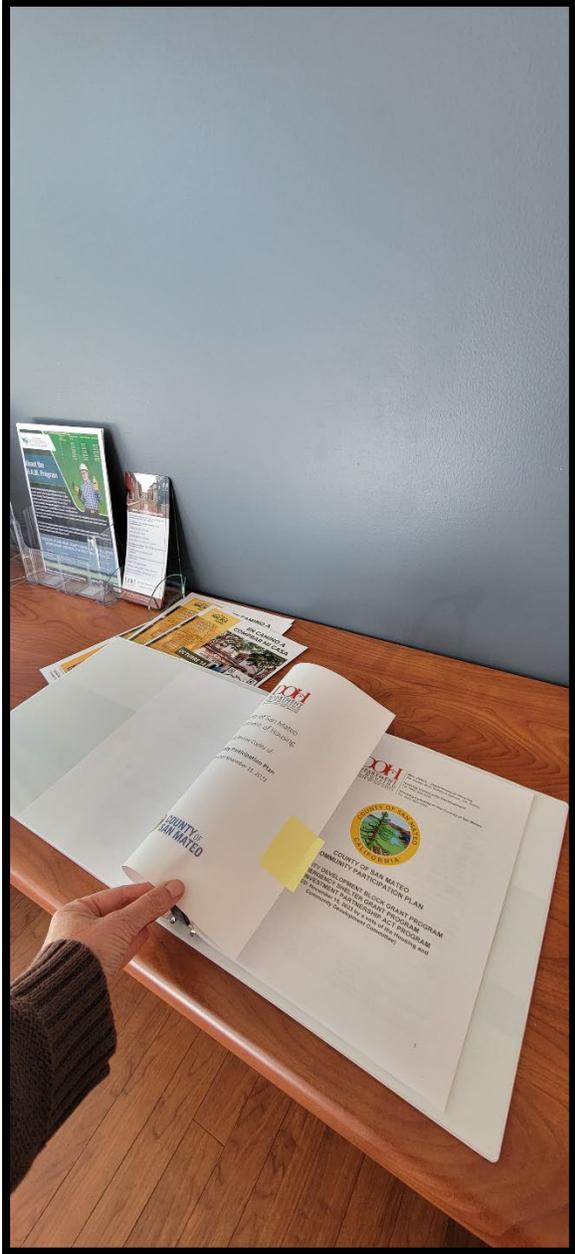
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On October 25, 2023, a hard copy of the notice of public hearing on November 15, 2023 and a copy of the updated Community Participation Plan was posted in the County of San Mateo Department of Housing lobby.





## FY 2024-25 NOFA Announcement San Mateo County

The County of San Mateo is excited to announce that the FY 2024-25 **Notices of Funding Availability (NOFA)** are now available for review.

The County of San Mateo invites applications for FY 2024-25 housing and community development activities and projects funded via federal and State funding and the Equity Innovation Fund (EIF) Program. The three **NOFAs** include:

**I. FEDERAL CDBG & HOME GRANT-FUNDED CAPITAL PROJECTS** for Housing Development, Acquisition and Rehabilitation activities as well as Public Facility Development and Improvement activities. These activities will be funded via federal Community Development Block Grant (CDBG) and Home Investment Partnership (HOME) Programs.

**II. FEDERAL CDBG AND ESG, AND STATE PLHA AND ESG GRANT-FUNDED COMMUNITY DEVELOPMENT ACTIVITIES** for Public Services, Shelter Services, Rapid Re-Housing, Fair Housing, Micro-Enterprise and Home Repair Programs. These activities will be funded via Federal CDBG, Federal/State Emergency Solutions Grants (ESG) and State Permanent Local Housing Allocation (PLHA) Programs.

**III. EQUITY INNOVATION FUND** for housing and community development activities that are outside of traditional programs and projects; principally benefit lower-income persons; and support racial, ethnic, gender, and economic equity in San Mateo County. These activities will be funded via local, Measure K funding.

Based on 2023-24 funding the County estimates there will be approximately \$4,450,143.82 to distribute for Capital Projects and \$1,553,244.02 to distribute for Community Development activities. An additional \$482,986 will be available through the Equity Innovation Fund NOFA. The total amount of funds to be available will not be known until Congress adopts a final budget, the California Department of Housing and Community Development (HCD) approves the County's PLHA annual funding application, and the State releases its final ESG allocation amounts.

### Schedule of Events for the FY 2024-25 NOFA\*

EVENT	TARGET DATE
NOFA Published & Posted on Dept. of Housing website (Applications available on CDS)*	December 5, 2023
NOFA Technical Assistance (TA) Session for Applicants	January 4, 2024, 2:00 – 3:30PM PST (Virtual)
Application Submission Due Date (Applications must be submitted via CDS)*	January 18, 2024, by 5:00PM PST
Housing & Community Development Committee (HCDC) Study Session	February 22, 2024, 1:00 – 3:00PM PST Location: TBD
HCDC Public Hearing	February 29, 2024, 1:00 – 3:00PM PST (Tentative) Location: TBD
Board of Supervisors Meeting (for Funding Allocations)	April 23, 2024

\*Dates and times subject to change with the exception of the Application Submission date and time.  
\*\*Please see the NOFAs for instructions on how to access the CDS online application platform.

Please click the link below to access the NOFAs directly.

[Learn More](#)



Email marketing for the  
FY 2024-2025  
Notice of Funding Availability  
Sent on: December 5, 2023

*Appears at the bottom:*

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Our mailing address is:  
SMC  
264 Harbor Blvd Bldg A  
Belmont, CA 94002-4017

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# Website posting on December 5, 2023



**NOTICE OF FUNDING AVAILABILITY (NOFA)**  
**July 1, 2024 – June 30, 2025**

**PROGRAM GUIDELINES FOR FUNDING OF**

**FEDERAL CDBG & HOME GRANT-FUNDED CAPITAL PROJECTS**

- Housing Development / Acquisition and Rehabilitation
- Public Facility Development and Improvements

**\*\* Applications Due by 5:00 p.m. PST Thursday, January 18, 2024\*\***

COUNTY OF SAN MATEO  
 DEPARTMENT OF HOUSING  
 264 Harbor Blvd. Building A  
 Belmont, CA 94002  
 TEL (650) 802-5050  
 FAX (650) 801-5049



**NOTICE OF FUNDING AVAILABILITY (NOFA)**  
**July 1, 2024 - June 30, 2025**

**PROGRAM GUIDELINES FOR FUNDING OF**

**FEDERAL CDBG AND ESG, AND STATE PLHA AND ESG**

**GRANT-FUNDED COMMUNITY DEVELOPMENT ACTIVITIES**

- Public Services, Shelter Services, Rapid Re-Housing
- Fair Housing
- Micro-Enterprise
- Home Repair Programs

**\*\* Applications Due by 5:00 p.m. PST Thursday, January 18, 2024\*\***

COUNTY OF SAN MATEO  
 DEPARTMENT OF HOUSING  
 264 Harbor Blvd. Bldg. A  
 Belmont, CA 94002  
 TEL (650) 802-5050  
 FAX (650) 801-5049  
 www.smhousing.org



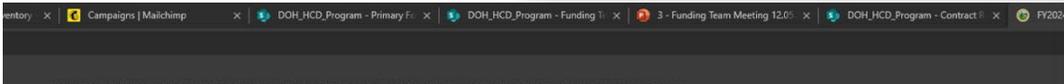

**NOTICE OF FUNDING AVAILABILITY (NOFA) FOR THE EQUITY INNOVATION FUND**

Issued: December 5, 2023

**Responses Must be Received by 5:00 p.m. on Thursday, January 18, 2024 PST**

APPLICATIONS WILL NOT BE ACCEPTED AFTER THIS DATE AND TIME

Main Office - Department of Housing  
 264 Harbor Blvd., Building A, Belmont, CA 94002-017  
 Housing Community Development  
 Tel: (650) 802-5050  
 Housing Authority of the County of San Mateo  
 Tel: (650) 802-3300



funds to be available will not be known until Congress adopts a final budget, the California Department of Housing and Community Development (HCD) approves the County's PLHA annual funding application, and the State releases its final ESG allocation amounts.

### Schedule of Events for the FY 2024-2025 NOFA

EVENT	TARGET DATE
NOFA Published & Posted on Dept. of Housing website (Applications available on CDS)*	December 5, 2023
NOFA Technical Assistance (TA) Session for Applicants	January 4, 2024, 2:00 – 3:30PM PST
Application Submission Due Date (Applications must be submitted via CDS)*	January 18, 2024, by 5:00PM PST
Housing & Community Development Committee (HCDC) Study Session	February 22, 2024, 1:00 – 3:00PM PST Location: TBD
HCDC Public Hearing	February 29, 2024, 1:00 – 3:00PM PST (Tentative) Location: TBD
Board of Supervisors Meeting (for Funding Allocations)	April 23, 2024

\*Please see the NOFAs for instructions on how to access the CDS online application platform

### Related Documents

- PDF NOFA Community Development FY24-25 12.5.23.pdf 538.59 KB
- PDF Community Dev Capital Project NOFA Funding Priorities FY24-25 12.5.23.pdf 268.33 KB
- PDF Equity Innovation Fund NOFA 12.5.23.pdf 423.6 KB
- PDF NOFA Capital Projects FY24-25 12.5.23.pdf 604.86 KB

5:16:59 PM  
 Tuesday, December 5, 2023



Date and time settings



**Main Office - Department of Housing**  
264 Harbor Blvd., Building A, Belmont, CA 94002-4017

**Housing & Community Development (HCD)**  
Tel: (650) 802-5050

**Housing Authority of the County of San Mateo (HACSM)**  
Tel: (650) 802-3300

**Board of Supervisors:**  
Dave Pine  
Noelia Corzo  
Ray Mueller  
Warren Slocum  
David Canepa

**Director:** Raymond Hodges  
**Deputy Director:** Rose Cade

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

**FY 24/25 WINTER NOFA\* AND  
THE EQUITY INNOVATION FUND\*\* NOFA  
STUDY SESSION**

**THURSDAY, FEBRUARY 22, 2024**

**1:00 PM – 3:00 PM**

**Location: 264 Harbor Blvd #A, CA 94002, Belize/Bali Room  
AND 2405 Kalanianaʻole Ave PH – 11, Hilo, Hawaii 96720**

**Public Participation**

- Written public comments may be emailed to [slbajza@smchousing.org](mailto:slbajza@smchousing.org) and should include the specific agenda item on which you are commenting, or note that your comment concerns an item that is not on the agenda.
- Spoken public comments will also be accepted during the meeting through Zoom.

The February 22, 2024, Housing and Community Development Committee meeting may be accessed through Zoom online at <https://smcgov.zoom.us/j/93525266088>. The meeting ID is 935 2526 6088. The meeting may also be accessed via telephone by dialing +1-669-900-6833 (Local). Enter the meeting ID: 935 2526 6088, then press #.

**AGENDA**

1. Call to Order/Roll Call/Introductions
2. Public Comment (on items not on Agenda)
3. Draft Sources, Uses & Funding Category Allocations
4. Review of Applications (Staff presentations followed by discussion)
  - a. Capital Projects: New Affordable Housing Developments, Rehab, and Public Facilities Applications; Minor Home Repair Program Applications; Rapid Re-housing and Shelter Applications; Public Services, Fair Housing, & Economic Development Applications; Equity Innovation Fund Applications
6. Next Meeting: Public Hearing: **Thursday, February 29, 2024, 1:00 PM – 3:00 PM**
  - o Location: 350 Convention Way, Redwood City, CA 94063 AND 2405 Kalanianaʻole Ave PH – 11, Hilo, Hawaii 96720
8. Adjourn

\*Winter NOFA includes funding from: HOME Investment Partnership (HOME), Community Development Block Grant (CDBG), State/Federal Emergency Solutions Grant (ESG), State Permanent Local Housing Allocation (PLHA)

\*\* Equity Innovation Fund NOFA includes funding from: Measure K

DOH meetings are accessible to persons with disabilities. Individuals who need special assistance or a disability-related modification or accommodation (including auxiliary aids or services) to participate in this meeting, or who have a disability and wish to request an alternative format for the agenda, meeting notice, agenda packet or other writings that may be distributed at the meeting, should contact DOH at least 72 hours before the meeting at 650 802-5048. Notification in advance of the meeting will enable DOH to make reasonable arrangements to ensure accessibility to the meeting and the meeting materials.



**Main Office - Department of Housing**  
264 Harbor Blvd., Building A, Belmont, CA 94002-4017

**Housing & Community Development (HCD)**  
Tel: (650) 802-5050

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Rose Cade

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

**FY 24/25 WINTER NOFA\* AND  
THE EQUITY INNOVATION FUND\*\* NOFA  
STUDY SESSION**

**MEETING NOTES**

**THURSDAY, FEBRUARY 22, 2024 1:00 PM – 3:00 PM**  
**Location: 400 Harbor Blvd #B, CA 94002, Belize/Bali Room**  
**AND 2405 Kalanianaʻole Ave PH – 11, Hilo, Hawaii 96720**  
**Zoom Option for Public Attendance**

Please find referenced materials on San Mateo County’s Department of Housing, Housing and Community Development Committee webpage:

<https://www.smcgov.org/housing/hcdc>

Attendees:

- **HCDC Members Present:** Richard Beadle, Ron Collins (Chair), Laura Escobar (Vice Chair), Richard Hedges, Monika Lee, Elizabeth Moreno, George Saman, Nell Selander, Annie Tsai, Steven Van
- **HCDC Members Excused:** Donna Colson
- **HCDC Members Absent:** Lavinia Prema, Jenny Skoble
- **Public Virtual Attendees:** Nicole Moutoux, Candy Rupp, Andrew Buhrmann, Janet Stone
- **San Mateo County Housing and Community Development (HCD) Staff in-person:** Stephen Bajza, Karen Coppock, Tina DiRienzo, Douglas Frederick, Matilda Horace, Yesenia Jimenez, Nila Kim, Eleazar Malabanan, Ronak Moradi, Rocio Nalda, Timothy Ponti, Danita Robertson, Gina Russell, Maryann Sargent, Alejandro Segura, Jan Stokley, Helen Tong-Ishikawa
- **San Mateo County Housing and Community Development (HCD) Staff Virtual:** Anthony Parenti

**1. Call to Order, Roll Call, Introductions**

Meeting called to order by Chair Collins. Roll call conducted and quorum established by Karen Coppock. Chair Collins introduced three new commissioners, Elizabeth Moreno, Nicole Moutoux, and George Saman.

## **2. Public Comment on Non-Agenda Items**

Public comments solicited by Chair Collins, no comments given.

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

Karen Coppock defined the purpose of the meeting and explained the various funding sources and their eligible uses. She explained that funding increases and decreases each year, and staff recommendations on allocations may shift. At Chair Collins's request, Karen Coppock also explained the type of services and uses by application type. Karen Coppock also clarified that Abode Housing Development withdrew their new affordable housing development application, which caused an unexpected shift in staff recommendations.

## **4. Review of Applications**

### ***Capital Projects: New Affordable Housing Developments***

Karen Coppock outlined the new affordable housing projects and staff's recommendation to fund Linc's Hill St. project and, instead of funding one of the other three new affordable housing projects, recommended that the remaining CDBG funds be rolled into the Affordable Housing Fund 12 (AHF 12) Notice of Funding Availability (NOFA), which will be issued in March 2024. Karen Coppock mentioned that due to the withdrawal of one of the highest ranked new affordable housing projects, and other projects not yet ready, the remaining funding amount available should be added to that NOFA (AHF 12) which launches in 10 days to see if someone is more ready, or the same projects can re-apply.

Karen Coppock provided a breakdown of the Affordable Housing Development project rankings by Department of Housing staff. Full details of project evaluation outline and steps were then discussed. Karen Coppock shared that LINC and Abode had been the highest rated projects and were the two recommended for funding by staff, and further explained that Abode withdrew their application because the California Tax Credit Allocation Committee has significantly lowered the per-unit maximum. These are tax credits, and a lot of projects revolve around receiving a tax credit. The maximum was \$250,000 per unit, and now it is \$174,000 which was enough to have Abodes financial proforma to not make sense anymore, and resulted in their decision to respectfully withdraw.

Karen Coppock explained that with the changes from Ridge's decision to withdraw, staff have recommended moving forward with funding LINC and have the three remaining housing projects apply to AHF 12 and make some modifications to further explain or define their assumptions.

Karen Coppock provided opportunity for questions before beginning the review of the housing development capital projects.

### ***LINC Development Hill Street***

Jan Stokley and Eleazar Malabanan outlined the nature and status of Linc's project and reasons for staff's recommendation to fund this project. Jan Stokley explained that LINC Development is a non-profit affordable housing developer. They were selected to develop 37 affordable housing developments through a NOFA by the City of Belmont. The City offered the land to the developer for one dollar, and also provided a \$1 Million dollar loan. The City of Belmont has about \$5 Million dollars invested in this project.

Jan Stokley gave a high-level overview of the development background. She explained that of the 37 units, it includes 1 manager's unit, 18 apartments for people with disabilities, and 18 2-3 bedroom apartments. The apartments for disabilities have project-based vouchers which is significant because their rent will be limited to 30% of their income. Jan Stokley further explained that The Health Plan of San Mateo County has entered into a Memorandum of Understanding (MOU) with the Developer to provide enhanced case management to the people with disabilities.

Jan Stokley explained that this project meets the County funding priorities due to serving people with disabilities, and also increased their number of the larger, 2-3 bedroom units for families. The project does have other fundings secured but explained that this project would benefit from additional County funding to make their application more competitive.

Jan Stokley explained that the project is already entitled and has already received authority to use grant funds from the Department of Housing and Urban Development (HUD), and is ready to apply for tax credits in the second round of 9% tax credits, which should be in August. She noted that these are all the reasons why the project is being recommended.

Jan Stokley moved on to outlining some concerns regarding the project. She explained that the project is small and has an extremely high cost per unit. Because of the project's small state funding, it needs a high state tax credit request.

Nell Selander asked what financing gap staff expect based on recent changes in State tax credit funding. Jan Stokley replied that staff haven't discussed it with Linc or calculated it, but staff believe that the project will need more local funding. After further staff review, Jan Stokley explained that this project will probably need more than just the \$2 Million in County funding. Nell Selander suggested that staff ask Linc to provide that information in the public hearing on February 29, 2024 regarding cost per unit and other finances. Doing so would help clarify what their ask might be for AHF 12. Jan Stokley explained that this project meets the Home Investment Partnerships Program (HOME) requirements and can meet funding timeliness.

George Saman asked why the unit cost is \$1.27 million. Jan Stokley explained that it's a smaller project which inflates the cost per unit because all extra costs need to be distributed among a small number of units. She explained other cost drivers such as, Architectural, Planning, Financing Fee Application, Appraisals, Environmentals, and Compliance with HUD. Staff agreed to ask Linc and provide more information on the cost structure in the public hearing on February 29, 2024.

Annie Tsai asked if the Ridge project had the same expected challenges with the State tax credit funding changes as the Linc project. Jan Stokley explained Ridge cited the Reduction and Maximum State Tax Credit for their reason for withdrawing, and that new cap would also apply to the Linc project. Candy Rupp from Devine and Gong clarified that the per unit state credit ask came in at \$205,107, and that assumed the award of \$2 Million from this NOFA. This is compared to the \$274,000 for the Ridge project, which results in a lesser impact than of the project to Linc but is still impactful.

Jan Stokley affirmed Candy Rupp's comment. Steven Van asked if they cited the costs per unit for people with disabilities, and Jan Stokley clarified they didn't specifically say that their costs are higher because of the units set aside for people with disabilities.

George Saman asked if it would be wiser to put funding into a larger project, not just a small costly one. Elizabeth Moreno replied that available funds need to be spent, otherwise they will become unusable. Jan Stokley said that the Cities have sites that are important to their overall planning and this site accommodates 37 units, and it's also good to have a mix of affordable housing types. The cost per unit is a consideration because it increases the amount of soft subsidy needed.

Ron Collins explained that cities also have regional needs they have to meet. Nell Selander commented that the project is financeable, it's an important product in transitional neighborhoods, and while the cost per unit seems high, it's normal in San Francisco for that number to start at \$1.2 million. George Saman clarified that he wanted to learn and understand where the money goes per unit cost and why the pricing is going up. George Saman suggested staff look at the fee structure, pay structure, admin cost, and how much of the money is being allocated to the actual project. Jan Stokley briefly responded that the state tax credit has a cap on developer fees, explaining that developers have a max on what they can forecast.

Karen Coppock commented that Housing and Community Development staff can provide George Saman with information regarding costs associated with affordable housing, and review items such as a proforma. Karen Coppock also explained that staff will prep housing development applicants about the financial questions that the Housing and Community Development Committee have.

Jan Stokley ended the presentation portion by emphasizing that the County is not very deep into this project yet, compared to other County projects.

### ***Eden 851 Weeks Street***

Van Diggins provided a brief overview of the Eden 851 Weeks Street Apartment project, explaining the project is a 79 unit Senior housing development, and includes a mix of studios and 1 bedroom units. Van Diggins explained the reasons staff are not recommending funding, one of which is that the developer will not use the awarded funding until at least 13 months from the time of the meeting, and the department needs to expend funds in a timelier manner. She also explained that the developer would need a \$9 million award from AHP funding and bonds and 4% LIHTC, which seems unlikely. The potential high rent cost for seniors and the rate of 0.4% Full-time Equivalent/Employee (FTE) for a Services Coordinator also contributed to staff not recommending the project.

Karen Coppock commented that this specific project is a new development, and this is the first time the County has reviewed the project.

Nell Selander asked about the project's potential eligibility for AHF funding. Karen Coppock explained the AHF is handled in March and, if funds remain after the AHF process, an over-the-counter process would be open for projects which have applied in the past 2-3 cycles.

Steven Van asked about the 0.4% FTE for resident service coordinators for a senior housing project and commented that seemed low. He asked what staff would consider an adequate number for senior housing. Van Diggins replied at least 1 FTE. Monika Lee asked what that is based on, and Karen Coppock explained it's based on the population and their needs. Ronak Moradi clarified that for supportive housing, the average is 1 staff member for every 17 units. Nell Selander explained the number may be misleading as additional staff may also play a role in connecting residents to services, and Housing and Community Development staff should consider asking how many full-time staff are on-site.

Annie Tsai asked if there are other contributions the city of East Palo Alto is making that haven't been discussed yet. Staff and the due diligence consultant did not recall any explanation regarding City investment or support. The group agreed that because this is part of an inclusionary project, it is unlikely the city would be open to additional waivers, but staff agreed to reach out to the City for input into the project and their level of support for it.

Candy Rupp confirmed that there was not any explanation in their application regarding fees being waived by the City. Candy explained that because this is part of an inclusionary requirement for a private development, it is unlikely that the City is open to waving fees.

Karen Coppock explains that this project is pretty new to the County, and staff is not too familiar with the City involvement and engagement at this point.

Janet Stone clarified that there was no mention of any city commitment, other than in-lieu fees. Eden was unable to say exactly how much the in-lieu fees would be. The assumption was that there would be approximately 65 units and those fees would equate to approximately \$16 million, but Eden did not yet have the exact number, which leads her to believe that the city has not finalized an agreement with the master developer on how many market-rate units there will be.

Monika Lee asked if this project is available to all seniors in the County, and why she assumed the rent is too much. Karen Coppock replied that the project is open to all seniors in the County, but since the average social security income nationwide is only \$16,500 a year, paying \$975 for a studio would mean using more than half of one's income on rent, which is not sustainable. Monika Lee noted that people have other income, not just social security. Helen Tong-Ishikawa said that, looking at data, units at higher rent and area median income (AMI) levels have taken a really long time to find eligible tenants.

Karen Coppock confirmed that staff will follow up with Eden and the City to understand the City support.

### ***Alta 2809 El Camino Real***

Timothy Ponti presented the Alta 2809 El Camino Real project and noted that the project has been before the Housing and Community Development committee twice. Under AHF 10, this project was awarded \$391,666. Under AHF 11, they asked for millions of dollars and, under that NOFA, were not awarded. This is a 51 unit project in unincorporated San Mateo County, over El Camino and Dumbarton at the site of an old carwash. The income band will be 20-50% of the Area Median Income (AMI). This project has set aside units for homeless veterans via the HUD-Veterans Affairs Supportive Housing vouchers.

Timothy Ponti shared that with recommendations the developer received from their last NOFA, they purchased the site and refinanced that purchase with a Local Initiatives Services Corporation (LISC) loan. The project received their entitlements and expect entitlements this month or next. The project, with anticipation of receiving this award (2024 Winter NOFA) the project will then apply for a 9% tax credit application in the first round with an expected award in May 2025. With construction going on into June 2027.

Timothy Ponti explained that the project is requesting \$4,000,000 under this NOFA which is specifically for acquisition. According to staff review, with our due diligence consultants, we have a 15.62% leverage

of County funds. This was used to identify the effectiveness of the County dollars. This also takes into account their projected AHF 12 asks.

Timothy Ponti explained the concerns for this project, noting that the fundamentals of it have not changed significantly. Consider this project as 9%, and a review for a potential lower AHF 12 ask to address their 15% of County funding. The additional concern is the timely use of funds by the project. Timothy Ponti shared that the project completed their Phase 1, which was a non-intrusive report that tells us what is likely to be there. This project has a Phase 2, which examines what is actually at the site. There are underground storage tanks and helps easily identify the scope of Phase 2. With that and the tax credit award, staff do not recommend the project for funding at this time.

Steven Van noted that some units have been set aside for homeless veterans, and asked if those rooms are upgradeable for set asides for individuals who are disabled. Timothy replied that there are 14 units that will meet the Americans with Disabilities Act (ADA) limits.

Richard Hedges asked why the project isn't being recommended if the project touches on all of the things the committee is concerned about. Timothy Ponti responded that the issues involve timeliness and the fact that the NOFA has favored large units, and this project includes studios and bedrooms.

Andrew Buhrmann from Devine and Gong noted that if this project is not funded in this round, this would not affect their overall timeline. Andrew Buhrmann explained that the pre-interest burn would be saved by an award now, but would not necessarily throw off the schedule. It would presumably increase their AHF 12 since they would not add this net portion to that request (being AHF 12).

Karen Coppock recapped: not receiving this money right now won't throw off their timeline, it may make them more inclined to increase their ask for AHF 12, and they already said they would ask for \$4,000,000 and another \$3.6 Million in AHF.

Andrew Buhrmann confirmed the recap and explained that they are essentially breaking up their funding asks from the County.

Annie Tsai commented that it would seem prudent for any developer to split up funding into multiple rounds. She asked if staff can apply a condition to the funding award. She remarked that if the Committee only moves forward with Linc and 3 or 4 others are being told no, there would be quite a bit leftover, and asked what the conditions would need to be for the Committee to say yes.

Douglas Frederick noted that the concern for this project is readiness. Every April the department is measured by HUD in using CDBG funds, and it can have no more than 1.5 years available. The Department did not allocate funds in the previous year and cannot wait an additional year for the funding to be used.

Nell Selander noted that the projects are being penalized on timeliness, but they can deliver. She said that saying the schedule won't change is not fair as the funding sources have to align perfectly to get the award. A question was about Alta's past performance on projects and Timothy Ponti agreed to look to past performance (for AHF funded projects) and timeliness, and report back during the February 29, 2024 public hearing.

Monika Lee asked if there would be money left over if the committee rejected funding for the project. Karen Coppock noted that if the committee just funded Linc, that would allocate 100% of the HOME

funding. The idea was to put any leftover CDBG funds into AHF 12 and see if another project was able to use it sooner than Alta.

Richard Hedges noted that not understanding HUD rules, he would be inclined to fund the project.

Steven Van noted that it would be helpful to obtain better understanding regarding the ground tanks, and if staff did conditional funding, what would the conditions be.

The Committee requested that staff fund the Alta project and include that in the recommendation for the public hearing on February 29, 2024.

Karen Coppock confirmed that staff will ask Alta for more details on the underground tanks and the consensus was to consider what funding conditions would staff recommend for them.

Timothy Ponti noted that an additional ask to the staff when connecting with Alta is to discuss their experience with reporting and requests during February 29<sup>th</sup> meeting.

### ***Novin 3051 Edison Way***

Ronak Moradi presented the Novin 3051 Edison Way project, the project consists of 6-stories, is new construction, and will contain 100 units for people who are considered low-income. She explained that, during staff evaluation, the projects resident services has been noted as an area of concern due to the limited experience of engagement with persons with enhanced supportive service needs, along with a large gap in committed funding, which leads to feasibility and timeliness concerns.

Ronak Moradi explained that the project proposes 51 units to be for individuals with intellectual and developmental disabilities (IDD). These units will be considered Permanent Supportive Housing units (PSH). Services for these PSH units are purposed with the design to support those who have been formally homeless and support them with transitional housing. Supportive services for the IDD units will be provided by Housing Choices, one of their sponsors. The project's unit rate will start at or below 30% AMI, then at or below 60% AMI, and 1 managers unit.

Ronak Moradi explained that the developer requested \$2,000,000 under this application for acquisition. Total project cost is \$52,000,000. It is like \$29,000 per adult. The project is seeking \$14,000,000 from the state Housing and Community Development (HCD) National Housing Trust Fund, the NHTF, and \$5,100,000 from HCD Infrastructure Grant Program (IIG), for a total \$19,000,000. As well as, \$2,500,000 the upcoming AHF 12. The project will need to address the gap funds in 2024 in order to start construction. During this application period they presented a large gap in funding. Although the project is competitive in resources, they may not secure all of these funds. Even with the \$19 million from HCD and the County's funds, this project financing plan is not feasible. They will also not be able to apply for tax credits.

Ronak Moradi shared that the key to achieving the starting construction date in 2025 is to decrease their gap fund in 2024. Also, the project is seeking to support 51 units with IDD and PSH services, but they are serving two very different populations with different services of needs and can potentially become a complicated project to manage successfully and provide services. Novin has indicated they do not have experience with owning and managing this type of population development. Due to a large gap, no commitment, securing PSH services or rental assistance for PSH units, and developer's lack of experience with mix of IDD and PSH population, staff are not recommending the project at this time.

Karen Coppock explained to the Committee that the Staff noted this project recommendation as a no. Linc was the highest rated project, they want to use it for construction cost, which can only be HOME. Which means if staff were to move forward with Linc, they would only have the CDBG funds which a for-profit could not use. Karen Coppock noted that if the Committee moves forward with the project, staff would have to revisit their overall allocation.

Karen Coppock asked for any questions for Novin.

Richard Hedges noted his belief that the project would be a good fit in the community as the neighborhood is a combination of residential and commercial buildings.

Steven Van expressed concerns about the project including the grantee's experience in dealing with the community and asked if staff had a recommendation for the contractor to get a consultant to fill the experience gap. Ronak Moradi replied that staff would be happy to meet with the developers after the 2/29 meeting and provide advice. This is the third time Novin has applied to the County for funding. They need to define their target population and define a few things.

Laura Escobar followed up by mentioning that as much TA as we can offer them after this, especially the developmental disability population. Getting Golden Gate Regional Center support is a big deal, this is a needed gap in terms of population to be served, and she wants to provide whatever help the committee can give them.

Karen Coppock explained staff wanted to loop back to the projects that we will not be provided funding to let them know what some of the concerns were and what was said here in the public meeting. Staff will communicate that information back because we believe that some of these applications can be even better with some additional partners and more.

### **Affordable Housing Rehabilitation Projects**

#### ***Coastside Associates (MidPen) Laureola Oaks***

Yesenia Jimenez presented the project – fixing windows in an affordable housing complex built in the late 1990s, and noted that staff recommended the project for funding.

Richard Beadle asked if staff knew if they're applying for utility/energy efficiency programs. Yesenia Jimenez noted that staff were not sure, but would ask and report back at the public hearing on February 29, 2024.

#### ***City of Foster City Existing Unit Rehab Project***

Ronak Moradi presented the project, rehabilitating two City-owned units to prepare them to be permanently supportive housing units, and noted that staff recommended the project for funding.

Nell Selander asked if the City will do the work themselves and if they have done this before. She also noted that compliance with CDBG money for construction is tough. Her main concerns were that the project might become a major logistical problem for City and County staff. Ronak Moradi replied that Foster City had done construction before. Karen Coppock noted that the City currently works with HIP housing and they won't do the work themselves, but will likely work with an experienced contractor. They have a new housing person who is very engaged and conscientious about adhering to required rules and processes.

### ***City of Foster City Homeowner Rehab Loan Prog.***

Karen Coppock presented the project and noted that staff did not recommend it for funding, not due to the strength of the application, but to the fact that County discontinued its own major homeowner rehab project due to escalating costs and community impact per dollar invested. The minor home repair component of the project was not recommended for funding as it was duplicative of the minor home repair programs the County was already funding and to which Foster City residents could take advantage of.

Richard Hedges commented that they should consider the project long-term.

Nell Selander noted the difficulty in managing these types of loans in the long-term. She said it was a drag on staff 20 years later, and she hopes they're considering that.

The Committee agreed that from an impact and community benefit perspective, staff's recommendation to not funding a major homeowner rehab project made sense.

### **Public Facilities & Minor Home Repair Projects**

Tina DiRienzo presented the Rebuilding Together project and noted staff recommended the project for funding.

Monika Lee asked what type of facilities they have done in the past. Karen Coppock covered a few of their past projects. Richard Beadle clarified that they had determined which facilities based on cost, and asked if the county would have input. Tina DiRienzo noted that the process will open up in April when they receive applications and the County will have input on projects.

### ***Mercy Housing: Middlefield Childcare Center***

Nila Kim presented the project and noted that staff did not recommend it for funding. Staff's main concerns revolved around the possible ineligibility of proposed scope of work (e.g., tenant improvements including furnishings), timeline feasibility, and requirements for preschool-aged children versus toddlers. The applicant did not submit final architectural drawings. Nila Kim noted she had reached out to them for these, but at the time, they did not have architectural drawings completed. She expressed that down the line they might be ready, but they are not right now.

Monika Lee asked if they gave an idea when they expect architecture drawings. Nila Kim responded no, and their drawings may be outdated based on who their rooms are meant to support.

Karen Coppock noted that there were 30 more projects to cover, and recommended reordering project explanations based on time and the committee agreed.

### **Minor Home Repair Applications**

Matilda Horace explained all five minor home repair programs and noted that staff are recommending all for funding, but with a slightly lowered level of funding for the one new project and with conditions for the Rebuilding Together projects given reporting/invoicing delays and the significant increase in both total funding request and the estimated funding per household. Karen Coppock added additional context for how staff decided on their recommendations. The committee gave no comments and asked no questions.

## **Community Development Projects**

Karen Coppock provided an overview of all the community development projects for FY2024-25.

Laura Escobar noted her familiarity with all the programs due to her work at United Way and asked for clarification regarding El Concilio, specifically regarding their loss of CORE status and the specific work they do (direct services vs. referral services).

Alejandro Segura noted that they provide safety net services and more basic human need resources: food pantry, emergency hotel stay, utilities assistance, and other basic needs. Staff agreed to review the application and ask El Concilio for further details regarding their specific work (direct services vs. referral services).

Nila Kim noted that when staff reviewed their application in 2019, they were still a CORE service provider. Their niche is providing services for Spanish-speaking, immigrant and undocumented residents of the County, a segment of the community that not many agencies specialize in or effectively reach.

Matilda Horace noted that the previous year HCD staff did a walkthrough, and the organization still did open door services.

Nell Selander noted that they tried to establish a presence in a way that duplicates city services, YMCA services, and recommended asking HCD staff to investigate further. She advised not discounting how good they are at providing services in Spanish, but questioned where they're providing services and how many people they serve.

## **Equity Innovation Fund (EIF) Projects**

Eleazar Malabanan explained the EIF projects and noted HCD staff recommended four and gave partial recommendations to two.

### ***City of East Palo Alto: Affordable Housing Preservation – Program Guidelines and Community Engagement***

George Saman asked what the City of East Palo Alto would do with the funding for the Community Engagement project. Eleazar Malabanan explained that they would hire full time staff to engage with the community and determine ways to more effectively aid them. Laura Escobar noted that a one-time EIF is a good use of funds to get the community to communicate their needs. Eleazar Malabanan noted that this project is a method to address gaps in equity.

### ***Community Legal Services in East Palo Alto: Legal Services for Equitable, Healthy Housing project.***

Eleazar Malabanan explained the project and noted HCD staff gave a partial funding recommendation.

Nell Selander asked what the partial recommendation is. Eleazar Malabanan clarified that HCD staff want to move to a full recommendation contingent on a discussion of scope.

Nell Selander noted a desire to support projects that gave legal aid not just at the point of eviction, and that there is duplicative scope in most of the projects and not just this one.

Laura Escobar noted that the two legal projects appear to be continuations of their regular applications, but it seems duplicative.

George Saman asked if the funds could be used for other projects, not just those that applied for EIF funding. Karen Coppock replied that they cannot, only the EIF applicants were eligible for EIF funding. She noted that if one project was not funded and additional funding is available, even though the Department of Housing generally doesn't fund for more than an applicant's ask, staff can let organizations know that more is available and work with them to revise their budgets/metrics to utilize the additional funding.

Annie Tsai asked if it was a bad thing that the non-profits are offering duplicative services. Karen Coppock noted that if one agency is doing something well, unless there's a specific niche or new way of doing it, then overhead is duplicated.

Laura Escobar noted a desire to hear from applicants more about how their projects are different from existing services.

Steven Van noted a desire to investigate some of the projects further, and although that would take a lot of time for a little money, a positive outcome would be worth the financial investment.

Laura Escobar asked if the money had to be spent right now. Karen Coppock explained that HCD staff need to make a decision by March 15<sup>th</sup>, but ideally all decisions would be made next week in the public hearing.

Nell Selander noted that a recommendation from staff that looked holistically at projects, not individually, would be useful.

George Saman asked if there are metrics of success provided by the various programs. Eleazar Malabanan noted that Community Legal Aid does provide data and that staff would collect data for the renew projects and make sure it was available to the Committee in the public hearing on February 29, 2024.

Chair Collins left the meeting due to time constraints.

## **6. Next Meeting: Public Hearing**

The commissioners and HCD staff discussed a variety of clarifying questions and logistics for the Public Hearing the following week.

Vice Chair Laura Escobar motioned to adjourn the meeting and the motion was passed.

Date	Agenda	Other Documents	Minutes
November 15, 2023	<a href="#">Agenda NOFA Schedule NOFA Funding Priorities - 11 15 2023.pdf</a>	<a href="#">Updated Community Participation Plan - 11 15 2023.pdf</a>  <a href="#">Public Hearing Meeting - 11 15 2023</a>	<a href="#">Meeting Minutes - November 15, 2023.pdf</a>
February 22, 2024	<a href="#">HCDC Study Session Agenda 2 22 24.pdf</a>		
February 29, 2024	<a href="#">HCDC Public Hearing Agenda 2 29 24.pdf</a>		
June 4, 2024			

**Proof of Website Posting**



**Main Office - Department of Housing**  
264 Harbor Blvd., Building A, Belmont, CA 94002-4017

**Housing & Community Development (HCD)**  
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**Housing Authority of the County of San Mateo (HACSM)**  
Tel: (650) 802-3300

**Board of Supervisors:**

Dave Pine  
Noelia Corzo  
Ray Mueller  
Warren Slocum  
David Canepa

**Director:** Raymond Hodges  
**Deputy Director:** Rose Cade

**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, CA 94063  
AND 2405 Kalanianaʻole Ave PH – 11, Hilo, Hawaii 96720**

**Public Participation**

- Written public comments may be emailed to [slbajza@smchousing.org](mailto:slbajza@smchousing.org) and should include the specific agenda item on which you are commenting, or note that your comment concerns an item that is not on the agenda.
- Spoken public comments will also be accepted during the meeting through Zoom.

The February 29, 2024, Housing and Community Development Committee meeting may be accessed through Zoom online at <https://smcgov.zoom.us/j/95136786692>. The meeting ID is 935 3678 6692. The meeting may also be accessed via telephone by dialing +1-669-900-6833 (Local). Enter the meeting ID: 935 3678 6692, then press #.

**AGENDA**

1. Monterra Announcement
2. Call to Order/Roll Call/Introductions
3. Public Comment (on items not on Agenda)
4. Draft Sources, Uses & Funding Category Allocations
5. Public Hearing (Attachment: Order of applicants/speakers)
  - a. Capital Projects: New Construction Development Applications
  - b. Rehab, Public Facilities, and Minor Home Repair Program Applications
  - c. Community Development Applications: Rapid Re-housing and Shelter Applications; Public Services, Fair Housing, & Economic Development Applications
  - d. Equity Innovation Fund Applications
6. Other Public Comment
7. Close Public Hearing
8. Committee Vote
9. Adjourn

\*Winter NOFA includes funding from: HOME Investment Partnership (HOME), Community Development Block Grant (CDBG), State/Federal Emergency Solutions Grant (ESG), State Permanent Local Housing Allocation (PLHA)

\*\* Equity Innovation Fund NOFA includes funding from: Measure K

DOH meetings are accessible to persons with disabilities. Individuals who need special assistance or a disability-related modification or accommodation (including auxiliary aids or services) to participate in this meeting, or who have a disability and wish to request an alternative format for the agenda, meeting notice, agenda packet or other writings that may be distributed at the meeting, should contact DOH at least 72 hours before the meeting at 650 802-5048. Notification in advance of the meeting will enable DOH to make reasonable arrangements to ensure accessibility to the meeting and the meeting materials.

**FY24-25 PUBLIC HEARING  
ORDER OF APPLICANT PRESENTATIONS**

**A.1. Virtual: Capital Projects: [New Project Development](#)**

Linc Housing    Hill Street Apartment  
Eden Housing    851 Weeks St Apts

**A.2. In-Person: Capital Projects: [New Project Development](#)**

Alta Housing    2809 ECR  
Novin Development Corporation    3051 Edison Way

**B.1. Virtual: [Rehabilitation](#)**

Coastside Associates (MidPen)    Laureola Oaks

**B.2. In-Person: [Rehabilitation](#)**

City of Foster City    Low Income Home Owner Rehab Program  
City of Foster City    Existing Unit Rehab Project

**C.1. Virtual: [Public Facilities](#)**

Project WeHOPE    WeHOPE Shelter Upgrades

**C.2. In-Person: [Public Facilities](#)**

Rebuilding Together Peninsula    National Rebuilding Day-Community Facilities  
Mercy Housing    Middlefield Childcare Center  
Mental Health Association    Spring Street Fire Alarm System

**D.1. Virtual: [Minor Home Repair](#)**

Center for Independence of Individuals with    Housing Accessibility Modifications  
Disabilities  
Climate Resilient Communities    Resilient Homes Minor Home Repair Program  
Senior Coastsiders    Coastside Minor Home Repair

**D.2. In-Person: [Minor Home Repair](#)**

Rebuilding Together Peninsula    Safe at Home  
Rebuilding Together Peninsula    National Rebuilding Day-Home Rehab

**E.1. Virtual: [Community Development](#)**

CALL Primrose	CALL Community Pantry
Coastside Adult Day Health Center	Aging in Place
Legal Aid Society of San Mateo County	Homesavers
LifeMoves	Shelter Ops - Haven
LifeMoves	Rapid Rehousing
LifeMoves	First Step
LifeMoves	Coast House
StarVista	Daybreak
Project Sentinel	Fair Housing

**E.2. In-Person: [Community Development](#)**

Bay Area Legal Aid	Domestic Violence Legal Safety Net Project
El Concilio	El Concilio of San Mateo County Emergency Services Partnership
Friends for Youth	Friends for Youth Mentoring Services
Peninsula Volunteers, Inc.	Meals on Wheels
Samaritan House	Housing Location Services
Samaritan House	Safe Harbor Shelter
Samaritan House	CORE-Core Services Program
CORA	Safe House

**F.1. Virtual: [Equity Innovation Fund](#)**

City of East Palo Alto	Affordable Housing Preservation-Program Guidelines and Community Engagement
One Life Counseling Center	Bridging Gaps and Building Futures: Advancing Equity in the Mental Health Workforce
Community Legal Services in East Palo Alto	Legal Services for Equitable Housing

**F.2. In-Person: [Equity Innovation Fund](#)**

LifeMoves	Credit and Debt Counseling Support
Mental Health Association	Housing Voucher Navigation Program



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**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.

## Proof of website posting: February 29, 2024 HCDC Public Hearing

smcgov.org/housing/hcdc



DOH\_HCD\_Program... DOH\_Strategic\_Plan... Annual Progress Re... CTCAC Application I... New Tab NOFA's, Bids & Pro...

All Bookmar

# Housing and Community Development Committee (HCDC)

The Housing and Community Development Committee (HCDC) makes recommendations to the Board of Supervisors, through the Director of the County's Department of Housing, related to the expenditure of all housing and community development funds to review and provide a forum for public comment on affordable housing and community development needs.

Select "click here" to see more information on this commission on the County's Boards & Commissions page:

[click here](#)

Date	Agenda	Other Documents	Minutes
November 15, 2023	<a href="#">Agenda NOFA Schedule NOFA Funding Priorities - 11 15 2023.pdf</a>	<a href="#">Updated Community Participation Plan - 11 15 2023.pdf</a> <a href="#">Public Hearing Meeting - 11 15 2023</a>	<a href="#">Meeting Minutes - November 15, 2023.pdf</a>
February 22, 2024	<a href="#">HCDC Study Session Agenda 2 22 24.pdf</a>		
February 29, 2024	<a href="#">HCDC Public Hearing Agenda 2 29 24.pdf</a>		

here to search



7:12 AM  
2/26/2024

## Email marketing for HCDC Public Hearing on February 29, 2024

### Winter & EIF NOFAs 2024 Public Hearing Invitation



Stephen Bajza <slbajza@smchousing.org>

To Stephen Bajza



Reply

Reply All

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Mon 2/5/2024 3:59 PM

Retention Policy Default 2 year delete (2 years)

Expires 2/4/2026

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## Please RSVP by EOD Monday, February 12

### Winter NOFA & Equity Innovation NOFA 2024 Public Hearing

**When:** Thursday, February 29

**Where:** 350 Convention Way, Redwood City, CA 94063

**OR virtually:** email [asegura@smchousing.org](mailto:asegura@smchousing.org) or [slbajza@smchousing.org](mailto:slbajza@smchousing.org) for virtual access

**What:** Your chance to provide comment to the San Mateo County HCD Committee regarding your Winter NOFA and Equity Innovation NOFA 2024 applications.

Dear applicants,

We thank you for submitting your application to the County of San Mateo's Department of Housing for the Winter NOFA, and your ongoing efforts to address some of our community's greatest needs.

We would like to invite you to the Housing and Community Development Committee's public hearing regarding the 42 applications we have received.

Each applicant who participates will be given **1 minute of time per project** to discuss their proposal. Please note that amount of time may change depending on how many members of the public choose to provide comment.

**Please let us know no later than Monday, February 12th:**

- If you plan to attend
- Whether you're attending in-person or virtually
- Which of your projects you plan to provide comment on

Thank you again, and if you have any questions or concerns regarding this RSVP request, please reach out to Stephen Bajza at [slbajza@smchousing.org](mailto:slbajza@smchousing.org).

# San Mateo County Times

c/o Bay Area News Group  
75 E. Santa Clara St , Suite 1100  
San Jose, CA 95113  
408-920-5332

2055766

SAN MATEO COUNTY  
DEPT. OF HOUSING/ROCIO NALDA  
264 HARBOR BLVD., BLDG. A  
BELMONT, CA 94002

## PROOF OF PUBLICATION

### FILE NO. Public Hearing FY 2024-2025 Funding Team

#### San Mateo County Times

The undersigned deposes that he/she is the Public Notice Advertising Clerk of the SAN MATEO COUNTY TIMES, a newspaper of general circulation as defined by Government Code Section 6000, adjudicated as such by the Superior Court of the State of California, County of San Mateo (Order Nos. 55795 on September 21, 1951), which is published and circulated in said county and state daily (Sunday excepted).

The PUBLIC NOTICE

was published in every issue of the SAN MATEO COUNTY TIMES on the following date(s):

**02/15/2024**

I certify (or declare) under the penalty of perjury that the foregoing is true and correct.

Executed at Walnut Creek , California.  
On this 19th day of February, 2024.



Public Notice Advertising Clerk

Legal No. **0006809856**

**COUNTY OF SAN MATEO HOUSING AND  
COMMUNITY DEVELOPMENT COMMITTEE  
NOTICE OF PUBLIC HEARING OF APPLICATIONS FOR THE  
COUNTY OF SAN MATEO WINTER FY 2024/2025 CDBG, HOME, PLHA,  
ESG NOFA, AND THE EQUITY INNOVATION FUND NOFA**

**DATE:** Thursday, February 29, 2024  
**TIME:** 1:00PM – 3:00PM  
**LOCATION:** **Monterra Credit Union**  
**350 Convention Way**  
**Redwood City, CA 94063**

**Zoom:** <https://smcgov.zoom.us/j/95136786692?pwd=VVlIU2xDSTRUCURBN3FDOHlqE1FQT09>

On December 5, 2023, the County of San Mateo Department of Housing issued a Notice of Funding Availability (NOFA) allocating FY 2024-2025 funding from the Community Development Block Grant (CDBG), the HOME Investment Partnership (HOME), the State Permanent Local Housing Allocation (PLHA), and the Emergency Solutions Grants (ESG) programs. On this same day, the County issued a NOFA allocating FY 2024-2025 Measure K funds for applicants for the Equity Innovation Fund (EIF).

On February 29, 2024, the Housing and Community Development Committee (HCDC) will solicit public comment regarding the FY2024-25 Annual Action Plan for CDBG, HOME, and ESG funds as well as funding recommendations for PLHA and EIF projects. Interested parties are invited to attend via Zoom (<https://smcgov.zoom.us/j/95136786692?pwd=VVlIU2xDSTRUCURBN3FDOHlqE1FQT09>).

For questions, please contact Alejandro Segura at [asegura@smchousing.org](mailto:asegura@smchousing.org) or Stephen Bajza at [slbajza@smchousing.org](mailto:slbajza@smchousing.org).

Date of Publication: February 15, 2024: DOH Public Notices | County of San Mateo, CA ([smcgov.org](http://smcgov.org))

**SMCT# 0006809856 Feb 15, 2024**