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

HCDC STUDY SESSION – MEETING NOTES

WEDNESDAY, NOVEMBER 13, 2024

1:00 PM – 2:30 PM

**Location: Monterra Credit Union 350 Convention Way, Redwood City, CA 94063
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>

1. CALL TO ORDER, ROLL CALL AND INTRODUCTIONS

At 1:03PM, the meeting was called to order by Chair Donna Colson. Roll call conducted and quorum established by Karen Coppock.

HCDC Members Present

- Ron Collins, Donna Colson, Laura Escobar, Richard Hedges, Monika Lee, Elizabeth Moreno, Nell Selander, Jenny Skoble, Annie Tsai (virtual) and Steven Van (virtual – medical)

HCDC Members Excused

- Richard Beadle, Nicole Moutoux, George Saman

HCDC Member Absent

- Lavinia Prema

San Mateo County Department of Housing, Housing and Community Development (HCD) Staff Present in-person

- Karen Coppock, Raymond Hodges, Rose Cade, Doug Frederick, Helen Tong-Ishikawa, Jan Stokely, Jessica Chambers, Stephen Bajza, Danita Robertson, Eleazar Malabanan, Jessica Chambers, Timothy Ponti, Rozeena Jhinu, Tina DiRienzo, Rocio Nalda, Gina Russell, and Alejandro Segura

San Mateo County Department of Housing, Housing and Community Development (HCD) Staff Present Virtual

- Christina Kim, Jessica Stanfill Mullin, Maryann Sargent, Matilda Horace, Ronak Moradi, and Yesenia Jimenez

2. PUBLIC COMMENT (ON ITEMS NOT ON AGENDA)

Public comments solicited by Chair Donna Colson.

Ten members of the public attended the meeting virtually including Joel Hanson, Haley Aniceta Eligio, and Coiel Ricks-Stephen with LifeMoves; Janae Gaines with Alta Housing; Elaine Palacios with Mercy Housing; Madeline Musante with Community Legal Services in East Palo Alto; and Allison Levy with Alliant Communities. The other three members of the public declined to state their names or affiliations.

3. UPDATES

1:05PM: Homekey presentation provided by Tina Di Rienzo of the HCD staff. Brief overview of background information about the Homekey program such the specific grants that fund the program, program eligibility, and eligible funding uses were also presented. The presentation also provided additional information regarding the County's Homekey sites including, the unit make up of the current projects, and the distinguishment between Non-Congregate Shelters and Permanent Supportive Housing projects.

Homekey - Why?

California's response to the disproportionate impact of the pandemic on people experiencing homelessness.

- Funded with the Coronavirus State Fiscal Recovery Fund (CSFRF) established by the federal American Rescue Plan Act of 2021 (ARPA) and some state General Funds

Eligible applicants:

- local jurisdictions and public agencies.

Eligible projects:

- non-congregate shelters (NCS); permanent supportive housing (PSH) - rental

Eligible uses of funds include & Used in San Mateo County:

- Acquisition with or without rehabilitation of motels, hotels, hostels, or other sites that can be converted to housing.
- Master leasing for non-congregate housing.
- New construction

DEPARTMENT OF HOUSING COUNTY OF SAN MATEO

Homekey: One Step Toward Functional Zero Homelessness

603 new housing units: 292 to be NCS and 311 to be PSH

Project	Formerly Known As	Location	# of Units
Non-Congregate Shelters (NCS)			
Coast House	Coastside Inn	Half Moon Bay	52
Navigation Center	NA (Modular)	Redwood City	240
Non-Congregate Shelters to Convert to Permanent Supportive Housing (PSH)			
El Camino House	Stone Villa Inn	San Mateo	44
Pacific Shelter	Pacific Inn	Redwood City	75
Permanent Supportive Housing (PSH)			
Shores Landing	TownPlace Suites	Redwood City	95
Casa Esperanza	Comfort Inn	Redwood City	52
721 Airport Blvd	Ramada Inn	South San Francisco	45

DEPARTMENT OF HOUSING COUNTY OF SAN MATEO

1:08PM: Congratulatory acknowledgment of Ron Collins HCDC Chairmanship. HCDC members celebrated and provided their appreciation to Ron Collins for his time on the committee, as well as ensuring that the needs of the community remained at the forefront of his work. Ray Hodges, Director of the County's Department of Housing, also provided his appreciation to Ron and his over 10 years of service on the HCDC committee and

thanked him on behalf of all DOH staff. Ron Collins shared his appreciate for the acknowledgment and all of the heartfelt words. He has been proud to serve on this committee and acknowledge the work currently being undertaken by the department to address the housing needs in the County.

1:17PM: Update on Mini Affordable Housing Fund (AHF) Supplemental NOFA by HCD staff member Jan Stokley. Provided the HCDC committee with an update regarding the supplemental AHF NOFA and shared that the AHF NOFA will be by invitation only. Additionally, it was shared that this process has been approved by the Board of Supervisors and additional board approval will not be required. More information about this AHF NOFA can be found at <https://www.smcgov.org/housing/ahf-125-supplemental-nofa-invitation-only>.



1:27PM: HCDC Study Session Debrief by HCD staff member Karen Coppock. HCDC Committee members were provided with a quick debrief from the study session held in September of this year that focused on strategy and use of funding. Positive feedback was received from participants and the County plan to hold a strategy session meeting on an annual basis. The committee was also provided with a glossary of terms that was requested during the session.

HCDC Sept. Study Session - Debrief

- Overall satisfied and interested in an annual “Strategy Study Session”
- Liked:
 - Big picture / systems perspective – “better context for decision making” and took away “great talking points for sharing with our communities”
- Feedback
 - ✓ A glossary of terms and acronyms would be nice to have.
 - More info on mixed income projects (affordable/market rate), relevant housing legislation, funding issues (e.g., timing of tax credits)
- Next Session (summer 2025)
 - Policies and Programs that address, combat, and relieve disparities resulting from past patterns of housing segregation to foster more inclusive communities. (final topic(s) can be determined next Spring

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4. WINTER FEDERAL FUNDS NOFA FUNDING UPDATED AND PRIORITIES DISCUSSION

Public Comments:

- Madeline Musante from Community Legal Services of East Palo Alto spoke to the need for the use of County funds to support legal representation along with rental assistance for eviction prevention. She noted that after the Covid pandemic, evictions are increasing due to challenges such as medical debt and delays in securing new or high-paying employment, etc. She noted that legal services and tenant protection programs need to include both rental assistance and legal representation.

1:31PM: FY2023-2024 highlights. HCD staff Eleazar Malabanan presented the programmatic highlights from Winter NOFA projects funded in FY2023-2024. He shared the successful uses of CDBG, HOME and ESG funding and how the County strategically utilized this funding to address local community needs. It was also highlighted how the County is working toward maintaining the local affordable housing stock through the preservation of affordable housing units.

FY23-24 Highlights

15,000+ persons served
with nutritious food, shelter, business advising, life skills training...

83 local businesses assisted with Micro-Enterprise & Job Creation / Retention

- 119% of goal

5,569 persons served via access to shelter and stable housing

- Goal of 130
- Increased community needs for these services and additional shelter capacity developed with ESG-CV and CDBG-CV funding

Eviction prevention and Fair Housing services provided to 3,500+ persons via ARPA funding















DEPARTMENT OF HOUSING
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Preserving Affordable Housing Stock

Four projects funded in previous program years completed their scheduled work in FY23:

229 total affordable units preserved



Moonridge I and Moonridge II
in Half Moon Bay completed needed roofing upgrades.



Nugent Square Apartments
in East Palo Alto
Residents benefitted from window replacements and roofing upgrades.



Bay Oaks Apartments
In East Palo Alto
completed their rehabilitation work on their 20-year-old site which included vital upgrades to the interior and exterior of the affordable housing units.

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1:36PM: FY2025-2026 Funding and NOFA Schedule. HCD staff member Karen Coppock provided a brief overview of the purpose of today's meeting session which included a broad overview of the FY2025-2026 NOFA schedule. Additionally, an overview of which activities will be considered under renewal applications, and which activities will be new solicitations for the NOFA. The estimated funding amount available for the NOFA, which was based on the current years' funding amounts.

NOFA Schedule



Year 2 in a 2-year Cycle for Public Services

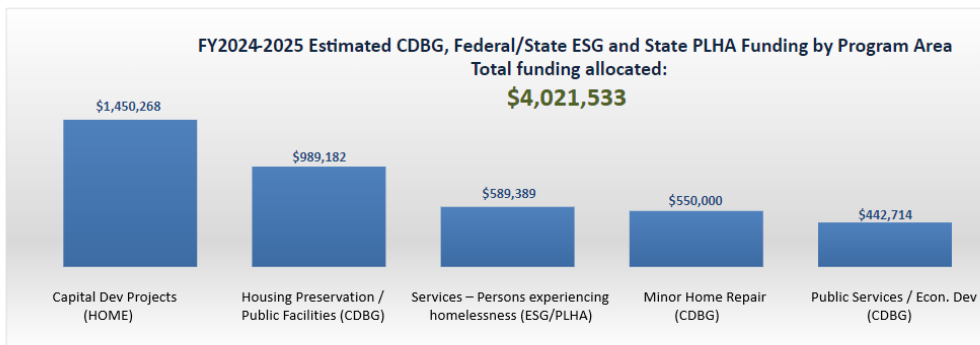
Renewal Applications

- CDBG Public Services
- CDBG Economic Development
- Federal ESG / PLHA services for persons experiencing homelessness

New Solicitations

- CDBG and HOME Capital & Public Facilities projects
- CDBG Minor Home Repair / Home Modification Programs
- State ESG

FY2024-2025 Estimated Available Funding



Note: CDBG, HOME, and ESG figures are estimates based on FY24-25 allocations.

1:42PM: Follow Up discussion on Childcare. HCD staff member Karen Coppock provided an overview of eligible uses for childcare as a Public Service or as a Public Facility with Federal grant funding and potential program implementation ideas for the uses were presented. Additionally, information regarding funding requirements and other regulation considerations were also discussed. The Committee requested further information on the eligible uses of CDBG funding for childcare centers.

Follow Up Discussion: Childcare

FY23-27 Consolidated Plan: Other needs that were commonly highlighted...more affordable childcare options...

Department of Social Services Website: The State of California has an enormous unmet need for early care and education, with many parts of the state considered childcare deserts and a pandemic which has heightened the childcare gap, causing the closure of numerous childcare facilities across the state.

CDBG Public Service (PS) Funding	CDBG Public Facility (PF) Funding
*Operational costs (salaries, supplies, rent, etc.)	*Acquire property for and/or Build childcare centers
	*Rehabilitation of Childcare Center
Notes:	Notes:
<ul style="list-style-type: none"> 15% Cap on CDBG-funded PS programs Average contract: ~\$25-30K Significant funding requirements (e.g., income verification, reporting, invoicing) 	<ul style="list-style-type: none"> Encourage energy efficiency improvements for childcare centers to decrease operating costs? Minor home repair program- PF – focus on childcare centers? Facility must serve families ≤80% AMI

1:50PM: Federal Funding Requirements. Presentation on Federal Labor Requirements for funding was provided. It was discussed that funding recipients of Federal funding from the County must understand the specific requirements and when the specific requirements apply. County staff have begun to provide programmatic support to funding recipients in order to ensure their compliance with labor standards through trainings and program check-ins. HCDC members can assist with this educational process.

Federal Funds Primary Labor Requirements

Requirement	When Applicable		Notes
	CDBG	HOME	
Davis Bacon	Residential construction with ≥ 8 contiguous units or common ownership OR Non-residential construction with ≥ \$2,000 in CDBG funds	All non-residential construction projects with contracts that involve ≥12 HOME units	For more information: https://www.hud.gov/program_offices/davis_bacon_and_labor_standards
Section 3	Hard construction costs or construction activities are equal to or greater than \$200,000 (including land acquisition-only projects)		Targets: <ul style="list-style-type: none"> 25% or more of the total number of labor hours worked by all workers on the project are Section 3 workers; and 5% or more of the total number of labor hours worked by all workers on the project are Targeted Section 3 workers For more information: https://www.hud.gov/section3

Federal Funds Primary/New Procurement Requirements

Requirement	When Applicable	Notes
	CDBG & HOME	
Buy America, Build America Act (BABA or BAP)	Until November 2027, applicable if the project cost is equal to or greater than \$250,000 OR the cumulative total of federal funding is greater than 5% of the total cost of the iron, steel, manufactured products, and construction materials used / incorporated into the infrastructure project (max of \$1M)	FY25 – iron, steel, manufactured products, and construction materials likely required to be sourced locally. For more information: https://www.hud.gov/baba
Minority / Women/ Veteran owned businesses (MBE/WBE/VBE)	Any dollar amount, any type of project that must be procured. Contracts of \$10,000+ that are offered to qualified minority/women business enterprises, will be reported to HUD.	All federally funded projects must use good faith best efforts to contract with qualified MBEs, WBEs and VBEs.

1:55PM: FY2025-2026 Funding Priorities. A brief overview of the community engagement process, which lead to the funding priorities for FY2023-2027 were created was discussed. Proposed updates to the funding priorities were presented during the discussion. Additionally, the alignment between the County’s Housing Element priority for Housing Repair/Modifications programs and the County’s NOFA priority for Housing Repair/Modification programs was highlighted.

Priorities: Housing Development and Preservation

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-to Moderate-Income individuals, families, and persons with special needs*.

Persons with Special Needs. CDBG: 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. **County:** Add mentally ill persons; emancipated youth; frail seniors; persons recovering from substance abuse; and persons recently released from jail or prison.

At least 50% of the Housing Development allocation will be targeted to projects providing permanent supportive housing units for special needs populations.

Proposal: ~~delete red text~~

Pros:

- Rehabilitation projects and Public Facilities projects will no longer be at a disadvantage

Cons:

- Supports County’s goal to achieve Zero Functional Homelessness
- Housing First – provide housing stability and later address issues complicating housing stability

Priorities: Housing Development and Preservation

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;
- contain units for larger families (2-and 3-bedroom)
- House those with the greatest need - through the Consolidated Planning Community engagement process, residents and stakeholders identified greatest need populations as
 - 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
 - housing for veterans was subsequently added.

Priorities: Housing Repair /Modification Programs

- 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.
- Rehabilitation of rent-restricted, existing multi-family affordable housing.

Note on Housing Repair /Modification Programs

Housing Element Goal

Prioritize minor home repair dollars on:

- Persons living with a disability and/or older adult households:
 - Approximately 45% of all unit modifications (or around 25 units) under a minor home repair program will be for residences of disabled or older adult (62+) households.
- Homes located in areas with greatest risk of displacement for low-income residents
 - Homes located in Low Resource/ High Segregation & Poverty Areas, as defined by State HCD's Opportunity Area Maps. ([Draft 2025 CTCAC/HCD Opportunity Map](#))
- Encourage single-family property owners to access energy assessments, programs and rebates.

Priorities: Public Services* & Economic Development

*includes Shelter Operations, Rapid Re-housing & Fair Housing Enforcement funded via CDBG, PLHA and Federal/State ESG

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.
5. Activities which result in the creation or retention of permanent employment opportunities for lower income persons.

5. COMMUNITY PARTICIPATION PLAN: PROPOSED UPDATES

Brief overview of what is considered a Substantial Amendment, and a Minor Amendment was provided, as well as the specific Public Notice process staff engage in for each type. County HCD staff shared that they would bring proposed updates to the Public Comment process related to minor amendments to the Committee for vote during the next HCDC meeting in February.

Community Participation Plan - Minor Amendment Updates

Public Notice Process	Substantial Amendment	Minor Amendment	Minor Amendment – Proposed Updates
When required	Change of ≥ \$100K*	Change of ≤ \$100K	
Public comment period	30 days	15 days	
Publish in/on:			
Newspaper	required	required	optional
DOH website	required	required	
eMail to DOH database	required	required	optional
DOH lobby	Optional (but done)	Optional (but done)	required

*Substantial Amendment: 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

Community Participation Plan - Minor Amendment

- o **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. ~~This notice will be in electronic and print format, and at the minimum, will involve posting a notice on the DOH internet website at www.smhousing.org and providing a paper copy of the notice in the Department of Housing's lobby. 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.

6. PUBLIC HEARING: FY2025-26 ANNUAL ACTION PLAN FUNDING PRIORITIES

Public Hearing was opened by Chair Donna Colson

- Public Comment:
 - **Allison Levy (Affiliation: Alliant Communities):** provided written comments: *"Would you consider priority for persons who work in San Mateo County? Prioritizing the need to offer affordable housing in a live/work context."*
- HCDC Committee asked a few clarifying questions about the Winter NOFA/FY2025-26 Annual Action Plan funding priorities to confirm the recommended changes put forth for vote.
- A motion was made by HCDC member Elizabeth Moreno to accept the Winter NOFA/FY2025-26 Annual Action Plan funding priorities with the two changes recommended by staff.
 - **Change 1 (Remove):** "At least 50% of the Housing Development allocation will be targeted to projects providing permanent supportive housing units for special needs populations."
 - **Change 2 (Add):** "A preference for housing for veterans was subsequently added as a significant need in the County."
- The motion was second by HCDC member Ron Collins
- A roll call was held for the vote and the motion passed unanimously.

Public Hearing was closed by Chair Donna Colson

7. NEXT MEETINGS

The schedule for the next set of HCDC meetings is as follows:

- February 19, 2025, 10am-11:30am – Winter NOFA Study Session
- March 6, 2025, 1pm – 2:30pm – Winter NOFA Public Hearing
- May / June 2025 – Affordable Housing Fund (AHF) Study Session and the AHF Public Hearing

8. ADJOURNMENT

Chair Donna Colson motioned to adjourn the meeting at 3:00 PM; the motion was passed.