

**County of San Mateo Department of Housing
Community Development Committee (HCDC)**

**SAN MATEO COUNTY
FY24-25 ANNUAL ACTION PLAN / WINTER NOFA
&
EQUITY INNOVATION FUND NOFA
PUBLIC HEARING**

**Thursday, February 29, 2024
1:00 PM – 3:00 PM**



Agenda

1:00 PM	1.	Monterra Announcement
1:05 PM	2.	Call to Order / Roll Call / Staff and HCDC Introductions
1:10 PM	3.	Public Comment (on items not on the Agenda)
1:15 PM	4.	Draft Sources, Uses and Funding Category Allocations
1:20 PM	5.	Public Hearing (Applicant speakers) <ul style="list-style-type: none"> * Capital Projects: New Affordable Housing Development Applications * Capital Projects: Rehabilitation, Public Facilities, & Minor Home Repair Program Applications * Community Development Applications: Rapid Re-housing and Shelter Applications; Public Services, Fair Housing, & Economic Development Applications * Equity Innovation Fund Applications
2:20 PM	6.	Other Public Comment
2:25 PM	7.	Close Public Hearing
2:30 PM	8.	Committee Vote
3:00 PM	9.	Announcements and adjourn



Call to Order & Roll Call

Public Comment

(items not on the agenda)



FY24-25 WINTER & EQUITY INNOVATION FUND (EIF) NOFA Highlights

HIGHLIGHTS:

- 41 applications received
 - 4 new applicants: Climate Resilient Communities, One Life Counseling Center, Friends for Youth, & City of East Palo Alto
- Available: ~\$6.6M
- Total Requested: ~\$15.5M
- Funding Gap: ~\$8.7M



FY24-25 Funding Sources (excluding EIF**)

SOURCES*	CDBG*	CDBG REHAB / Revolving Loan Fund (RLF)*	HOME*	Fed ESG*	PLHA*	State ESG*	TOTAL
Projected Entitlement Grant*	2,449,879	-	1,497,141	228,547	243,469	\$161,147	\$4,580,183
Projected New Program Income FY23-24	953,556	81,369	442,041	-	-	-	\$1,476,967
Program Income Reconciliation	311,879	4,343	29,439	-	-	-	\$345,661
TOTAL NEW SOURCES: ENTITLEMENT & PROGRAM INCOME	\$3,715,315	\$85,712	\$1,968,621	\$228,547	\$243,469	\$161,147	\$6,402,812
Program Administration Cost	\$743,063	\$17,142	\$196,862	\$17,141	-	\$4,315	\$978,523
Direct Program Delivery Cost	-	\$35,000	-	-	-	-	\$35,000
TOTAL NEW SOURCES AFTER PROGRAM ADMIN AND DIRECT PROGRAM DELIVERY COSTS	\$2,972,252	\$33,569	\$1,771,759	\$211,405	\$243,469	\$156,832	\$5,389,288
Other Programmable Funds:							
Returned funds	\$95,502	-	-	-	-	-	\$95,502
Unallocated funds from prior years	\$1,015,006	-	\$172,487	-	-	-	\$1,187,494
*Note: Additional money has been added to this NOFA from past closed and unallocated programs/projects.							
TOTAL SOURCES FOR NOFA (except deducting Section 108 loan from CDBG)	\$4,082,761	\$33,569	\$1,944,247	\$211,405	\$243,469	\$156,832	\$6,672,285
Section 108 Loan Payment (2024-25)	\$505,899						
TOTAL SOURCES FOR NOFA	\$3,576,861	\$33,569	\$1,944,247	\$211,405	\$243,469	\$156,832	\$6,166,385

* FY24-25 funding allocations, and addition of unallocated funds, still pending so the amounts available may differ by +/- 20%

* PLHA funding is dependent on an approved Housing Element plan

**EIF = Equity Innovation Fund NOFA, Measure K funded



DOH's Funding Recommendation Considerations

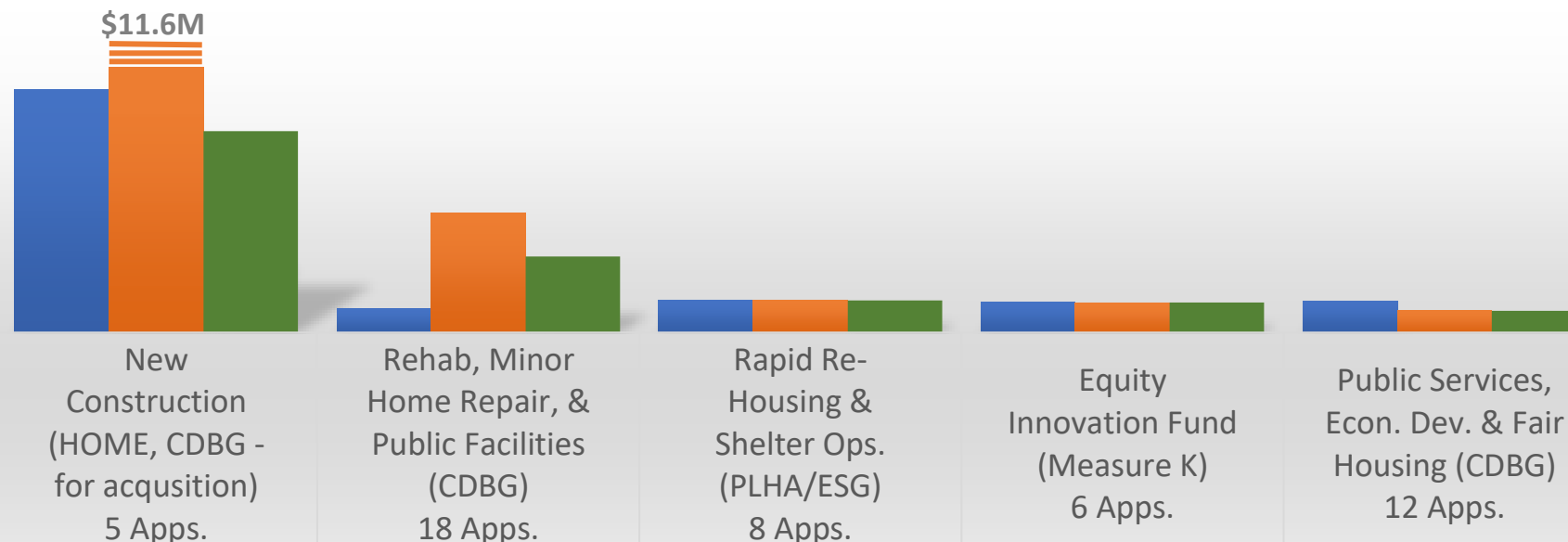
- Prioritize CDBG funding for projects that are not eligible and/or not competitive for Affordable Housing Fund (AHF) funding
 - Allocate maximum allowed for public service projects, then allocate funding to minor home repair projects, public facilities projects, and small affordable housing rehab projects.
- "Readiness" is a critical factor:
 - Prioritize highly-ranked development projects that are able to rapidly spend CDBG funds (e.g., have received HUD authority to use grant funding - AUGF)
 - Prioritize development projects that are most likely, with the fewest barriers, to apply tax credits in early 2024 and receive tax credit allocations.
- Invest 50% of the County's annual PLHA allocation to projects serving persons experiencing or at risk of homelessness
- Collaborate with the Department of Housing's Equity Committee on the review of the Equity Innovation Fund applications



Sources, Project Applications & Staff Recommendations for FY24-25

FY2024-2025 Sources* and Proposed Uses of Funding

Total Estimated Sources vs. Proposed Uses ~\$6.6M vs. \$15.5M



	New Construction (HOME, CDBG - for acquisition) 5 Apps.	Rehab, Minor Home Repair, & Public Facilities (CDBG) 18 Apps.	Rapid Re- Housing & Shelter Ops. (PLHA/ESG) 8 Apps.	Equity Innovation Fund (Measure K) 6 Apps.	Public Services, Econ. Dev. & Fair Housing (CDBG) 12 Apps.
■ NOFA Sources	\$4,631,658	\$458,000	\$611,707	\$567,768	\$602,297
■ NOFA Requests	\$11,600,000	\$2,283,936	\$611,707	\$556,058	\$410,958
■ Staff Recommendation	\$3,833,463	\$1,447,535	\$611,707	\$567,768	\$410,958

* FY24-25 funding allocations, and addition of unallocated funds, still pending so the amounts available may differ by +/- 25%; PLHA funding is dependent on an approved Housing Element plan



Public Hearing

FY24-25 Annual Action Plan

State PLHA/ESG Funding Commitments

Equity Innovation Fund Awards



New Affordable Housing Development Projects



Public Hearing: New Housing Development Applications

Virtual:

1. LINC Housing Development: Hill Street
2. Eden Housing: 851 Weeks Street

In-Person:

1. Alta Housing: 2809 El Camino Real
2. Novin Housing Corp.: 3051 Edison Way



FY2024-2025 New Affordable Housing Projects

Linc – Hill St.



Alta – 2809 El Camino



Eden – 851 Weeks St



Novin – 3051 Edison



Belmont

North Fair Oaks

East Palo Alto

North Fair Oaks

37 units – 18 disabilities

51 units for seniors

79 units for seniors

70 units – 36 IDD/PSH

30-80% AMI

20-50% AMI

35-60% AMI

30-60% AMI

Request: \$2M

Request: \$4M

Request: \$2M

Request: \$2M

AHF 6, 7: \$1.9M, 18 PBVs

AHF 10: \$0.4M

New project

AHF 10, 11: \$0

Tax Credit Application: Feb. 2024

Tax Credit Application: 2nd Round of 2024

Tax Credit Application: February 2025

Tax Credit Application: 2025

Ability to meet timely use of funds.

Ability to meet timely use of funds.

Limited ability to meet timely use of funds

Limited ability to meet timely use of funds

Use of funds: Hard & Soft Costs

Use of funds: Acquisition

Use of funds: Hard Cost

Use of funds: Acquisition

Recommended for ~\$2M in HOME funding

Recommendation of ~\$1.8M in CDBG funding to be confirmed

Not recommended for funding

Not recommended for funding



Rehabilitation, Public Facilities & Minor Home Repair Projects



Public Hearing: Rehabilitation Applications

Virtual:

1. Coastside Associates (MidPen): Laureola Oaks

In-Person:

1. City of Foster City: Low Income Homeowner Rehab Program
2. City of Foster City: Existing Unit Rehab Project

FY2024-2025 Affordable Housing Rehab Projects



Laureola Oaks Coastside Associates (MidPen)

- Replace aging windows to provide safe and sustainable housing for 16 low-income families. Building constructed in 1994; reserves <\$35K; City contributed \$30K; energy efficiency programs explored
- \$270,427 (89% total cost)
- Recommend: Yes

FOSTER CITY CALIFORNIA

Existing Unit Rehab Project City of Foster City

- Rehabilitate 2 City-owned homes to prepare them for supportive housing
- \$198,820 (74% total cost)
- Condition: firmer plan for supportive services
- Recommend: Yes

FOSTER CITY CALIFORNIA

Homeowner Rehab Loan Prog. City of Foster City

- Provide low-interest, long-term loans (6 up to \$75K) and small grants (12 @ \$2.5K) for home repairs that will enable lower-income homeowners to remain in their homes and bring them up to a safe condition.
- \$335,000 (75% total cost)
- Recommend*: No. Minor home repair component - Refer to newly-funded providers in this NOFA cycle.

*County closed its own homeowner rehab loan program more than a decade ago due to the exorbitant costs of bringing homes up to code. These costs have not decreased. County/HCDC in agreement that, at present, federal funds will not be used to support these types of programs. Decision not a reflection of the quality of the application.



Public Hearing: Public Facilities

Virtual:

1. Project WeHOPE: Shelter Upgrades

In-Person:

1. Rebuilding Together: National Rebuilding Day – Community Facilities
2. Mercy Housing California: Middlefield Childcare Center
3. Mental Health Association: Spring Street Fire Alarm



FY2024-2025 Public Facilities Applications

Mental Health Association: Spring Street Fire Alarm System

- **Scope:** Fire alarm for their Spring Street shelter
- **Cost:** \$96,000 (100% of total cost)
- **Any issues:**
 - Did not submit evidence of three bids.
 - MHA did reach out to several companies but did not include prevailing wage requirement.
 - \$95K quote could be higher due to prevailing wage.
- **Recommend:** Yes, with conditions (e.g., provide three bids; adhere to federal labor standards; MHA to fund a portion of the cost.

Mercy Housing California: Middlefield Childcare Center

- **Scope:** Build out a childcare center for 40 infant/toddlers. Service provider: Peninsula Family Services
- **Cost:** \$500,000 (7% of total cost)
- **Any issues:**
 - Funds for tenant improvements include ineligible CDBG expenses (i.e., furnishing, landscaping)
 - Concerns regarding feasibility of project timeline: Construction is to start 08/2024 but architectural drawings are not completed.
 - Timing could be an issues because of County timeliness performance.
- **Recommend:** No. Great project & need for infant/toddler classrooms but cannot recommend funding due to concerns on construction timing and eligible items to be paid with CDBG funds.

Rebuilding Together: National Rebuilding Day – Community Facilities-2x annually

- **Scope:** Volunteer-driven community facility rehabilitation and repair program. Will assist with health/safety repairs for 5 facilities.
- **Cost:** \$74,949 (29.5% of total cost)
- **Any issues:** None
- **Recommend:** Yes

Project WeHope: Shelter Upgrades

- **Scope:** 8 commercial washers and dryers and an updated laundry room
- **Cost:** \$150,000 (93% of total cost)
- **Any issues:** Doing laundry is a critical life skill and clean clothes equate to dignity.
- **Recommend:** Yes



Public Hearing: Minor Home Repair

Virtual:




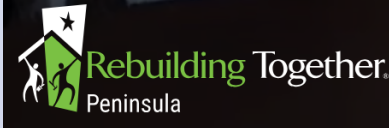

1. Center for Independence of Individuals with Disabilities: Housing Accessibility Modifications
2. Climate Resilient Communities: Resilient Homes Minor Home Repair Program
3. Senior Coastsiders: Coastside Minor Home Repair

In-Person:

1. Rebuilding Together: Safe at Home
2. Rebuilding Together: National Rebuilding Day – Home Rehab



FY2024-2025 Minor Home Repair Applications

Housing Accessibility Modifications (HAM)	Resilient Homes Minor Home Repair Program	Safe at Home	National Rebuilding Day – Home Rehab	Coastside Minor Home Repair
				
26 Households	15 Households	30 Households	8 Households	40 Households
Individuals with disabilities (19.8% of all County residents)	Goal: reduce utility costs	Allow low-income seniors to remain at home; prevent falls	Help low-income neighbors live in “Healthy Homes”	Homes of low-inc. seniors and adults with disabilities are safer and more accessible
\$60,000	\$61,281	\$348,535	\$118,514	\$70,290
Recommend full funding	Recommend \$60K in funding	Recommend full funding with conditions (e.g., 1 year pilot test; tiered max cost per HH, environmental review, timeliness of reporting)		Recommend full funding
Total cost/HH \$2,308 per HH	\$4,085 per HH	\$11,518 per HH	\$14,814 per HH	\$1,757 per HH

* FY24-25 funding allocations, and addition of unallocated funds, still pending so the amounts available may differ by +/- 25%



Community Development Projects



Public Hearing: Community Development Applications

Virtual:

1. CALL Primrose: CALL Community Pantry
2. Coastside Adult Day Health Center: Aging in Place
3. Legal Aid Society of San Mateo County: Homesavers
4. LifeMoves: Shelter Ops – Haven, Rapid Re-housing, First Step, Coast House
5. StarVista: Daybreak
6. Project Sentinel: Fair Housing

In-Person:

1. Bay Area Legal Aid: Domestic Violence Legal Safety Net Project
2. El Concilio: El Concilio of San Mateo County Emergency Services Partnership
3. Friends for Youth: Friends for Youth Mentoring Services
4. Peninsula Volunteers, Inc.: Meals on Wheels
5. Samaritan House: Housing Location, Core Services, & Safe Harbor Shelter
6. CORA: Safe House

*Representatives from the Renaissance Entrepreneurship Center were unable to attend



FY2024-2025 Legal, Fair Housing, & Micro-Enterprise & Economic Development Applications

Bay Area Legal Aid: Domestic Violence Legal Safety Net Project

- **Scope:** Provides free, multi-lingual legal assistance to low-income survivors of domestic violence, sexual assault, and trafficking.
- **Cost:** \$36,316 (4% of total cost)
- **Any issues:** None

Legal Aid Society of San Mateo County: Homesavers

- **Scope:** Legal assistance to elderly persons and severely disabled adults threatened with losing their homes or living in substandard conditions with the goals of keeping them in their homes;
- **Cost:** \$25,000 (2% of total cost)
- **Any issues:** low percentage of committed vs. total program funding

Project Sentinel: Fair Housing

- **Scope:** Comprehensive fair housing services: proactive community outreach and education to home seekers. Reactive complaint investigations seeking remedies for victims of housing discrimination.
- **Cost:** \$34,624 (4% of total cost)
- **Any issues:** None

Renaissance Entrepreneurship Ctr.: Creating Econ. Opp. for Low-Income Workers

- **Scope:** Customized small business training, including 1:1 consulting and access to resources, networks and capital
- **Cost:** \$45,000 (26% of total cost)
- **Any issues:** None

All projects recommended for full funding

* FY24-25 funding allocations, and addition of unallocated funds, still pending so the amounts available may differ by +/- 25%



FY2024-2025 Shelter Operations Support Projects

CORA - Safe House

Cost: \$49,999 (30% of total cost)

Scope: Operational support for Safe Houses

Population: Survivors of domestic violence

Any issues: None

LifeMoves – Haven

Cost: \$84,065 (6% of total cost)

Any issues: Unduplicated clients served

LifeMoves – Coast House

Cost: \$132,587 (6% of total cost)

Any issue: Unduplicated clients served, completion of operational funding

LifeMoves – First Step

Cost: \$116,000 (5% of total cost)

Any issues: Unduplicated clients served

All projects recommended for full funding

Samaritan House – Safe Harbor

Cost: \$33,000 (1% of total cost)

Any issues: None

Samaritan House- Housing Location

Cost: 80,000 (3% of total cost)

Any issues: None

StarVista - Daybreak

Cost: \$35,021 (4% of total cost)

Population: Transitional aged youth

Any issues: None

LifeMoves – Rapid Re-housing

Cost: \$157,053 (12% of total cost)

Scope: Rehouse persons experiencing homelessness

Any issues: None



FY2024-2025 Other Public Service Projects



Peninsula Volunteers

- **Meals of Wheels**
- Home Delivered meals for older adults/ adults living with a disability
- **\$25,000**
- Issues: None



CALL Primrose

- **CALL Community Pantry**
- Drop-in grocery pantry: free groceries for low-income individuals, families and seniors
- **\$25,000**
- Issues: None



Coastsides Adult Day Health Center

- **Aging in Place**
- Provide health care to frail, elderly, and disabled individuals in a day environment, helping them remain as healthy, active, and independent as possible.
- **\$25,000**
- Issues: None



El Concilio of San Mateo County

- **Emergency Services Program**
- Trusted bi-lingual / bi-cultural case workers deliver culturally, linguistically and literacy competent support service (e.g., assistance with Cal-Fresh, Medi-CAL, LIHEAP, and PG&E discount program signups; referrals to core service)
- **\$34,000**
- Issues: Delays in reporting / invoicing



Friends for Youth

- **Mentoring Services**
- Mentoring and holistic services for underserved youth who require resiliency-building skills
- **\$30,000**
- Issues: Financial projection concerns, but recommended



Samaritan House

- **CORE services Program**
- Provides safety-net services such as food, clothing, shelter & healthcare to low-income residents.
- **\$55,000**
- Issues: None

All projects recommended for full funding

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Equity Innovation Fund Projects



Public Hearing: Equity Innovation Fund Applications

Virtual:

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

In-Person:

1. LifeMoves: Credit & Debt Counseling & Support
2. Mental Health Association: Housing Voucher Navigation Program



Equity Innovation Fund Intent

Summary:

The Equity Innovation Fund (EIF) was established to inspire applicants to explore solutions to housing and community development issues that are outside of traditional programs and projects and have the potential to create new opportunities to address community needs in innovative ways.

This is to foster approaches that integrate greater equity into meeting the needs of the most vulnerable and diverse populations in San Mateo County.



FY2024-2025 Equity Innovation Fund Returning Projects

<p>Community Legal Services in East Palo Alto: Legal Services for Equitable, Healthy Housing</p>	<p>Legal Aid Society of San Mateo County: Eviction Defense Services and Tenant Education</p>	<p>Life Moves: Credit and Debt Counseling and Support</p>	<p>Mental Health Association: Housing Voucher Navigation Program</p>
<p>45 Individuals</p>	<p>117 Individuals</p>	<p>130 Individuals</p>	<p>75 Individuals</p>
<p>Case management & housing legal services: pre-eviction & eviction proceedings, illegal rent increases, discrimination</p> <p><i>Use of funds:</i> staff salaries and equipment to conduct work.</p> <p>Exceeded primary goal by 161%. Intakes remain very high; have hired more staff and increased efforts for pro-bono work.</p>	<p>Direct legal services, outreach, and education to tenants subject to disinvestment in San Mateo County.</p> <p><i>Use of funds:</i> supplement staff salaries.</p> <p>Exceeded primary goal by 200%. Increasing housing staff and pro bono volunteer recruitment efforts to help support high demand.</p>	<p>Credit and debt workshops and financial assistance for homeless individuals within their shelters.</p> <p><i>Use of funds:</i> staff salaries and incentives for participating clients.</p> <p>30% participants became stably housed. Learning: use credit repair as a vehicle to build foundational digital literacy skills</p>	<p>Prepare chronically homeless individuals, referred via CES, to navigate the intricacies of housing opportunities.</p> <p><i>Use of funds:</i> staff salaries and equipment costs.</p> <p>Exceeded all goals in pilot test, discovered higher rates of client contact required and is now included</p>
<p>\$99,890</p>	<p>\$100,000</p>	<p>\$99,868</p>	<p>\$96,300</p>

All EIF projects recommended for full funding
 an additional \$11K to be distributed across the projects based on need/impact



FY2024-2025 Equity Innovation Fund New Projects

<p>City of East Palo Alto: Affordable Housing Preservation – Program Guidelines and Community Engagement</p>	<p>One Life Counseling Center: Bridging Gaps & Building Futures: Advancing Equity in Mental Health Workforce</p>
<p>60 individuals</p>	<p>5 Individuals</p>
<p>Assist in the development of a program to support physical rehabilitation & preservation of affordable housing stock to prevent displacement of vulnerable communities and add an innovative tool to increase the number of affordable units in the housing stock.</p> <p>Use of Funds: 40% to develop program guidelines and draft the NOFA, 30% to build the municipal fund, 15% to build out admin. infrastructure (e.g., legal services), and 15% for community engagement to support the \$2.1M acquisition/rehabilitation preservation fund.</p>	<p>The proposed innovative, affordable housing initiative for subsidized housing aims to alleviate financial strains on pre-licensed therapists in San Mateo County, fostering a more diverse, resilient, and accessible mental health workforce to address the critical shortage of clinicians and enhance overall community well-being.</p> <p>Use of Funds: supplement housing assistance for selected pre-licensed therapists to ensure stability with their housing and allowing them to concentrate on their clinical work and professional development.</p>
<p>\$100,000</p>	<p>\$60,000</p>

All EIF projects recommended for full funding
 an additional \$11K to be distributed across the projects based on need/impact



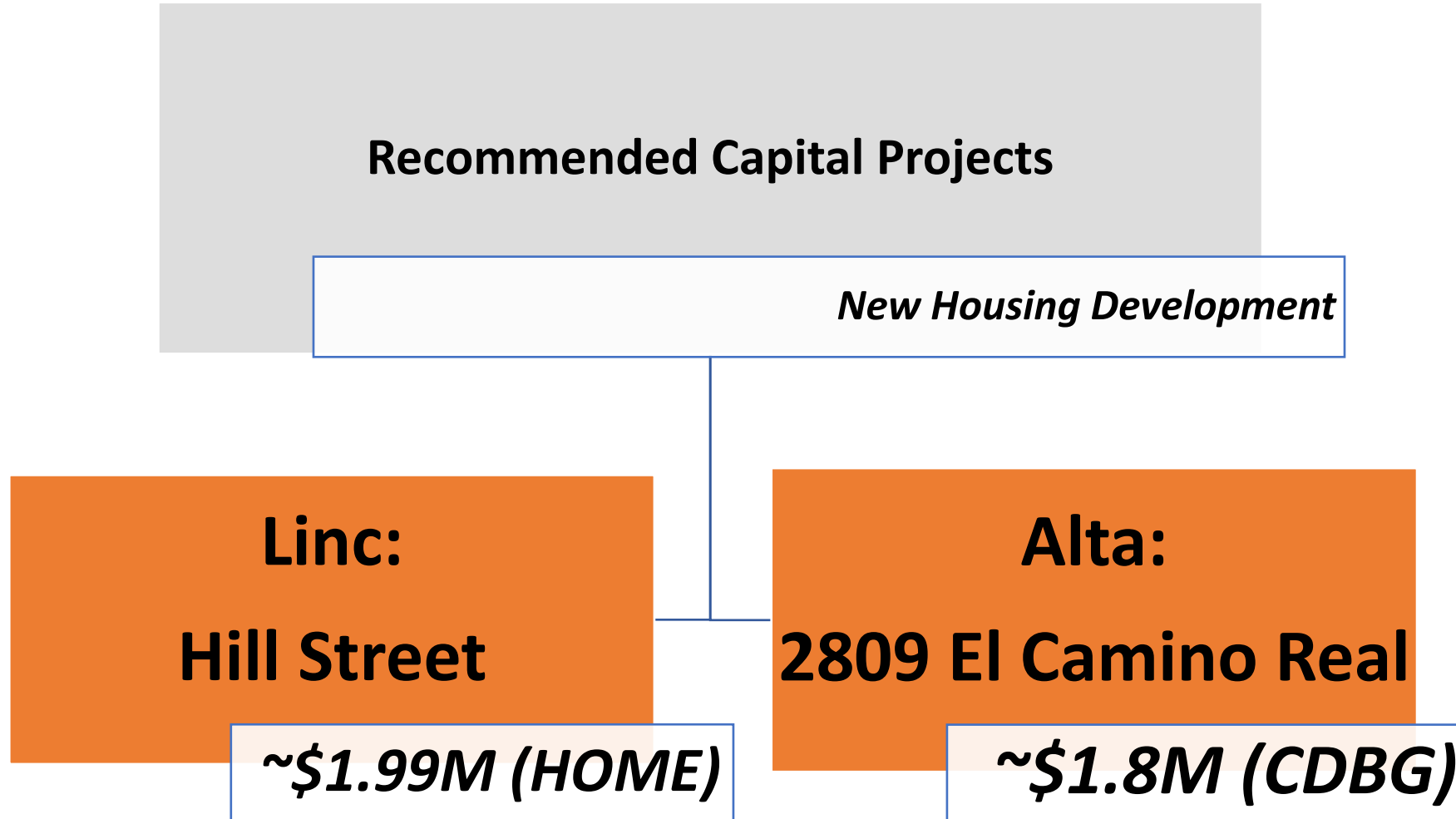
Other Public Comment



Projects Recommended for Funding Recap



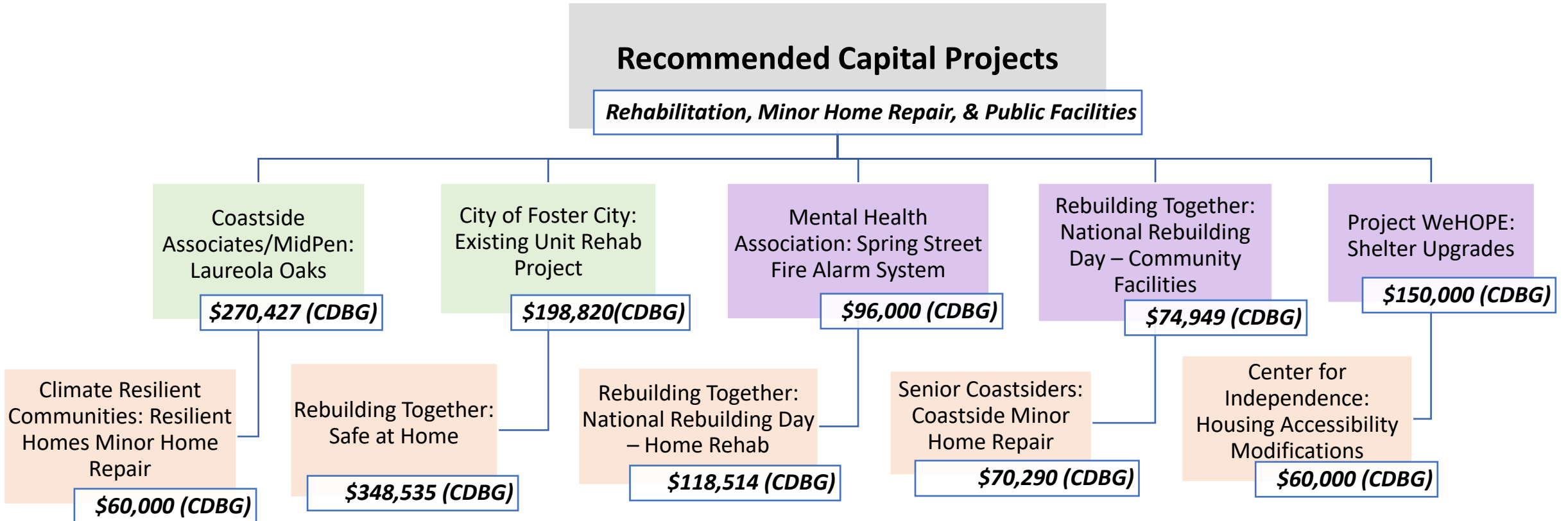
Projects Recommended for Funding



Note: All activities being funded benefit & support lower income persons. None of these projects directly result in displacement of lower income persons.



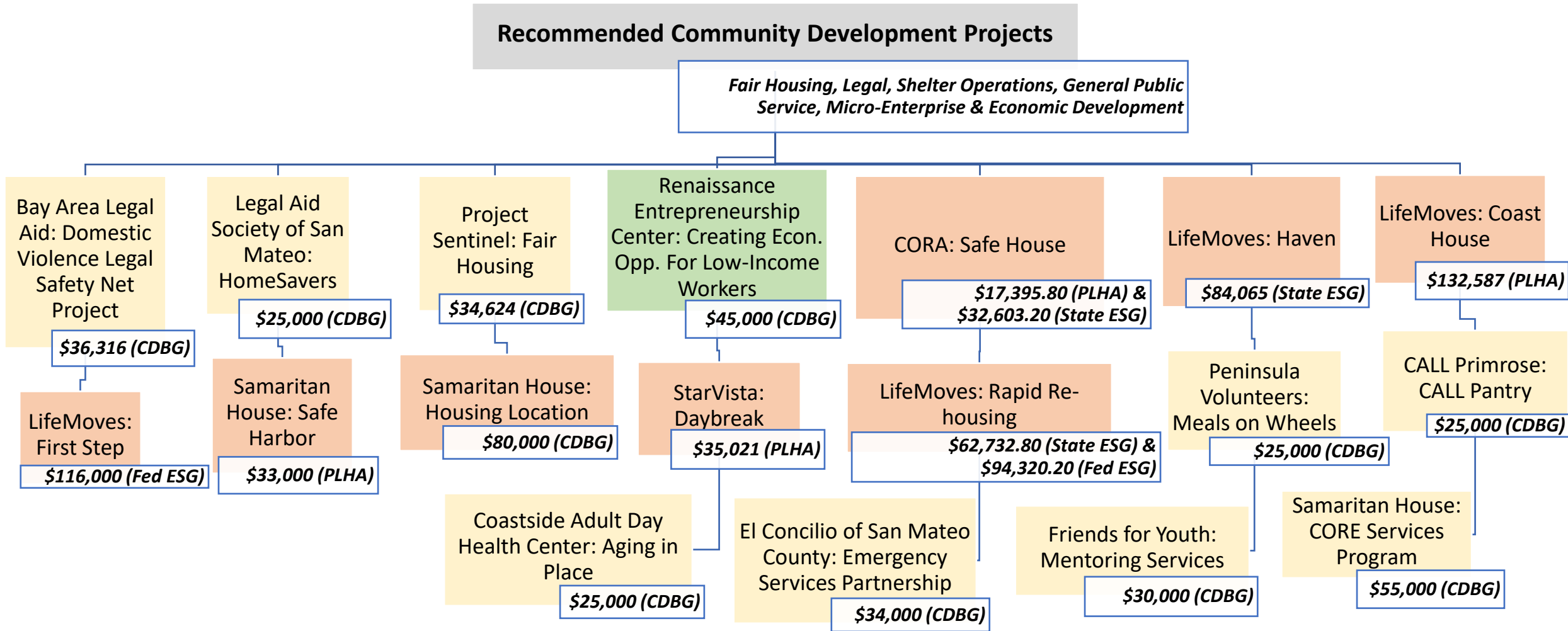
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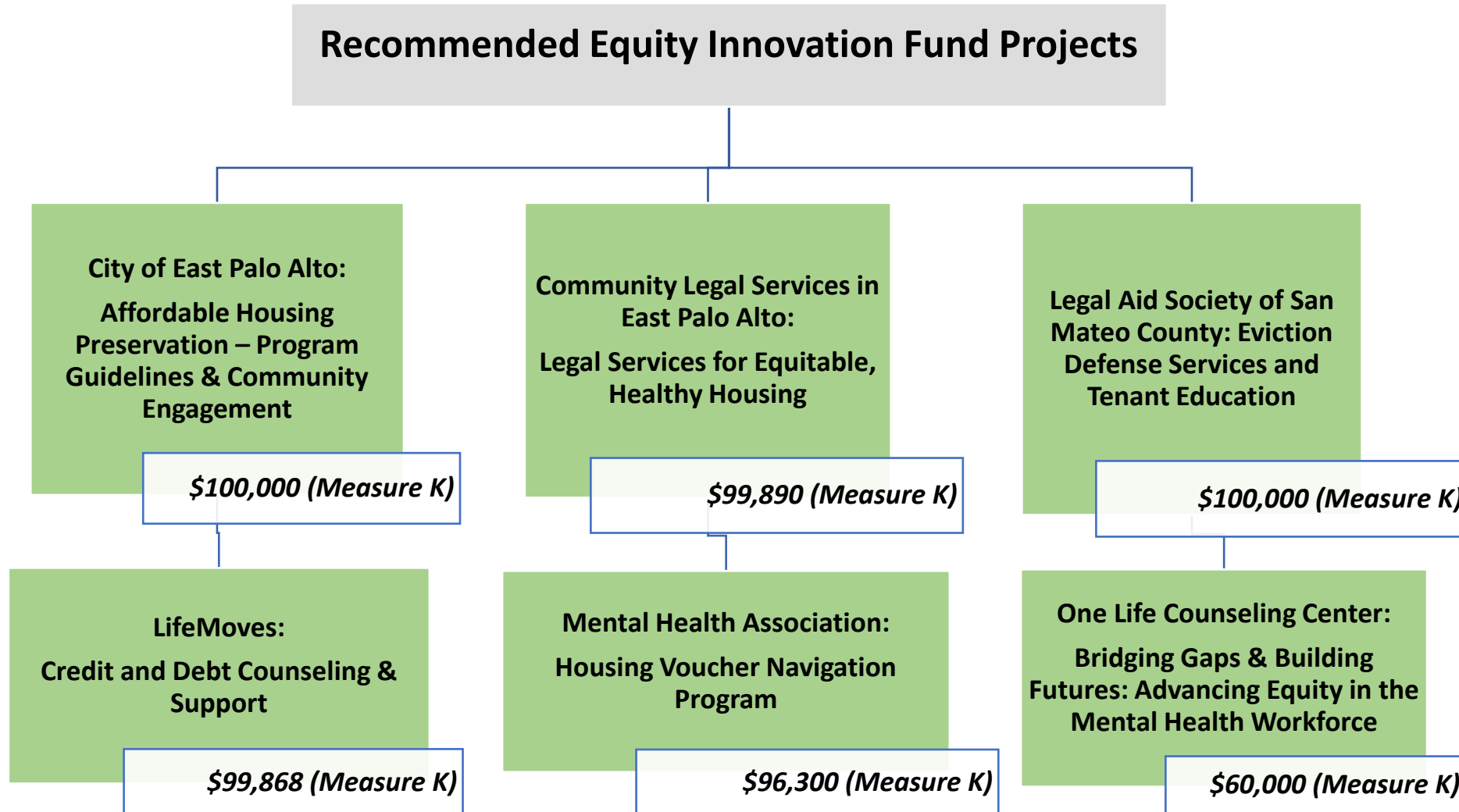


Projects Recommended for Funding



Note: All activities being funded benefit & support lower income persons. None of these projects directly result in displacement of lower income persons.

Projects Recommended for Funding*



*an additional \$11K to be distributed across the projects based on need/impact

Note: All activities being funded benefit & support lower income persons. None of these projects directly result in displacement of lower income persons.



Projects not recommended for funding

Applicant	Project	Amount Requested
Eden Housing	851 Weeks Street Apartments	\$2M
Novin Development Corporation	3051 Edison Way	\$2M
City of Foster City	Homeowner Rehab Loan Program	\$335,000
Mercy Housing	Middlefield Childcare Center	\$500,000



HCDC Vote



Help us secure experienced new staff!

Housing and Community Development Specialist III (Open and Promotional)

Salary ⓘ	\$108,846.40 - \$136,094.40 Annually	Location ⓘ	County of San Mateo, CA
Job Type	Regular	Job Number	R003P
Department	Department of Housing	Opening Date	02/27/2024
Closing Date	3/12/2024 11		

DESCR

Description

The **Department of Housing** households earning a varie

The HCD Specialist's **programmatic support** duties may include, but are not limited to:

- Facilitating affordable housing developments, including preparing contract documents, monitoring the progress of funding recipients from predevelopment through construction completion, and representing the Department in construction and permanent loan closings
- Negotiating contract terms with outside vendors, consultants or organizations and monitoring and evaluating fiscal and legal liability of same.
- Providing support and oversight to planning and developing large scale housing projects sponsored or co-sponsored by the San Mateo County, such as projects funded by the state's Homekey program.
- Supporting the Department's applications for funding to state and other funding providers.

Job positing [here](#) and on the County's job opportunity website



Next Steps:

Recommendations for Federal Funding (Annual Action Plan) to be shared for Public Comment.

**Board of Supervisors to vote on all funding recommendations
on/around April 23, 2024**

